



**MEMORANDUM  
SHERIFF'S OFFICE  
ADMINISTRATIVE SERVICES  
County of Placer**

TO: Honorable Board of Supervisors  
FROM: Devon Bell, Sheriff-Coroner-Marshal  
SUBJECT: Key Tracer System Expansion

DATE: January 9, 2018

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**ACTION REQUESTED**

1. Approve the purchase of 64-key expansion system consisting of four (4) 16-space modules and related equipment from Real Time Networks based in Vancouver, Canada to augment the existing Key Tracer System in the total amount of \$13,150. Funding is available within the Sheriff's Office FY 2017 -18 Final Budget.
2. Authorize the Purchasing Manager to execute all related documents.
3. Add the equipment to the Master Fixed Asset List.

**BACKGROUND**

The Sheriff's Office utilizes the Key Tracer System sold by Real Time Networks to track vehicle keys and secure beat phones. Both of the 32-space key management boxes at the South Placer and Tahoe substations have reached full capacity. The requested expansion to the system consists of 4 (four) 16-space modules to be installed at the South Placer substation. Subsequently, the existing 32-space box from South Placer will be relocated to Tahoe, resulting in a 64-space capacity system at both substations.

The requested 64-space expansion consists of four (4) 16-space modules which do not individually meet the dollar amount threshold of a capital asset; however, the original purchase of the Key Tracer System was authorized by your Board in February 2012 and was added to the Master Fixed Asset List (MFAL). Therefore, we request the expansion modules also be added to the MFAL as part of the overall Key Tracer System along with other requested actions.

**FISCAL IMPACT**

Funding for this purchase in the amount of \$13,150 is available within the Sheriff's FY 2017 -18 Final Budget, Appropriation 21950 under Equipment (4451); no Budget Revision is needed. There is no impact to the County General Fund.

**ATTACHMENTS**

Master Fixed Asset List

**MASTER FIXED ASSET LIST**  
**Appropriation 21950**

<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
Key Tracer System Expansion (four 16-space modules)	1	\$13,150
Total		<u>\$13,150</u>