



# AGENDA REPORT

Police Department

<b>DATE:</b>	March 1, 2022
<b>TO:</b>	Mayor Butt and Members of the City Council
<b>FROM:</b>	Louie Tirona, Acting Chief of Police
<b>Subject:</b>	Proposed 5-Year Agreement with Contra Costa District Attorney's Office for Electronic Case Filings.
<b>FINANCIAL IMPACT:</b>	The Police Department has and will use funding for this service from its FY2021-2022 approved budget, and will budget accordingly in upcoming fiscal years (01191021-400201).
<b>PREVIOUS COUNCIL ACTION:</b>	n/a
<b>STATEMENT OF THE ISSUE:</b>	The Police Department has to manually compile case documents from various medium, including paper reports, videos, photos, etc. and then save the documents on optical media or a USB Flash Drive before hand-delivering the documents to the District Attorney's office. This method is ineffective and takes up staff resources and time.
<b>RECOMMENDED ACTION:</b>	APPROVE a five-year agreement with Contra Costa District Attorney's office for electronic case filing services using Karpel's Interface, in an amount not to exceed \$25,000, for the period May 1, 2022 through April 30, 2027 - Police Department (Acting Chief Louie Tirona 510-621-1802).

**DISCUSSION:**

As part of the Richmond Police Department's (RPD) continuous improvement in efficiencies, RPD seeks to electronically file and submit case files directly with the Contra Costa District Attorney's (DA) Office. This electronic filing service will reduce the time and effort it takes department personnel to compile, and hand deliver the documents.

A sole source form was completed because Karpel Solutions is the only vendor performing this service for the DA's office – no other service is compatible with Karpel's interface. In order to use Karpel's services, RPD must enter a contract with the DA's office since the DA's office is the only party that can enter the agreement with Karpel. It is through the contract with the DA's office that RPD will gain access to Karpel's interface. The Richmond Police Department will reimburse the DA's office, not Karpel, for contract-related expenses.

**DOCUMENTS ATTACHED:**

Attachment 1 – Karpel - Contra Costa Form of LEA Interface Request Form - Richmond  
Attachment 2 – IT Authorization  
Attachment 3 – Sole Source Justification