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Police

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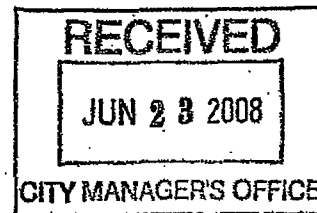
James D. Corwin
Chief of Police

Headquarters Building

1125 Locust
Kansas City, Missouri 64106
www.kcpd.org

(816) 234-5000

Ivan Drinks, Chief Information Officer
City of Kansas City, Missouri
1111 Locust
Kansas City, Missouri 64106



Re: Information Technology Collaboration Memorandum of Understanding

Ivan,

The Board of Police Commissioners approved the attached Memorandum of Understanding during the Board's May 24th meeting. Chief Corwin has signed two (2) copies of the MOU. If you could get the copies signed by the City Manager and return one signed copy to us that should execute the agreement between the two entities.

We are looking forward to working with the City on any technology collaboration items that meet the demands of the end users and reduce overall technology costs. This memorandum will serve as a mechanism to evaluate technology decisions, strategic and operational, in light of our overall requirements and costs. We appreciate the work you and your staff have put forward with this effort. Once we execute the agreement, we can move forward with our collaboration discussions. Thanks again.

With regards,

A handwritten signature in black ink, appearing to read "Nick Nichols".

Nick Nichols
Deputy Chief
Administration Bureau

Memorandum of Understanding City of Kansas City, Missouri and the Kansas City, Missouri Police Department

Introduction:

The City of Kansas City, Missouri and the Kansas City, Missouri Police Department have capitalized on a number of technology sharing opportunities in order to reduce duplication of effort and expense. Examples of sharing opportunities are:

- ◆ Computer Aided Dispatcher System (CAD) – shared by PD and Fire
- ◆ Corrections Management System (CMS) – shared by PD and MCI Jail Personnel
- ◆ Shared Software Purchases for Virus Protection and Intrusion Detection Applications
- ◆ Shared Resources for Overall Network Security
- ◆ Shared Governance Structure (Public Safety Information System) for Implemented CAD and CMS Systems
- ◆ Intrusion Detection Monitoring

In order for this positive trend to continue, this memorandum is being developed to further enable both entities to seek opportunities for additional efficiencies. Those efficiencies will be used to enhance service delivery while reducing overall costs for the community.

Purpose:

To establish an agreement between the City of Kansas City, Missouri and the Kansas City, Missouri Police Department that promotes collaboration for technology services for the sole purpose of creating efficiencies that reduce overall costs. Those efficiencies shall be used to enhance service delivery and reduce overall technology costs.

Scope:

This agreement encompasses all technology services (with the exception of law enforcement sensitive information and systems), current and future, provided by the City of Kansas City, Missouri and the Kansas City Police Department, hereafter KCPD, Examples of services (not exhaustive):

- Network services – acquisition, deployment, maintenance, replacement/upgrade and security – hardware and software
- Hardware acquisition, deployment, maintenance and replacement, including servers, mainframes, desktop, printers, mobile data computers, etc.
- Software acquisition and deployment
- Overall system security
- Inclusive Strategic Planning
- Structured cable management, including installation and maintenance
- Telecommunications (cell phones, pagers, Blackberries, transmission lines, etc.) acquisition, deployment, maintenance, replacement, and upgrade
- Desktop support
 - Help desk (business applications)
 - Desktop support technicians
- Enterprise Program Management Services
 - Project management services for new and upgraded technology
- Business application support
 - Application support – administrators (non criminal justice systems)
 - Report writers (non criminal justice systems)

Organization:

Services may be provided by utilizing a virtual matrix organizational structure comprised of City and PD resources. This type of organizational structure allows resources in both organizations to work on shared initiatives or issues providing that all security issues are met or addressed. This organization model is fluid to the extent that as technology efficiency opportunities develop, roles and responsibilities can be redefined to meet the new needs of both organizations. Opportunities for personnel to support shared systems or infrastructure should be utilized where ever possible.

Organization roles

KCPD/City personnel, currently performing IT services (with the exception of those supporting law enforcement applications), may be deployed, using this agreement, to roles or responsibilities involving shared systems or infrastructure. PD personnel retain PD employment status. City personnel retain City employment status. Resource levels assigned to support PD systems shall not be reduced.

A PD Lead will be assigned to be the PD's representative for all sharing initiatives. The PD Lead will report to the Administration Bureau.

Advisory Committees

Advisory committees will be deployed and utilized, as needed, for areas such as budget/funding, human resources, operations, criminal justice security, budget efficiencies, change management, personnel, etc. All

parties have the ability to request an Advisory Committee for assistance with implementing the terms of this agreement.

Budget/Funding:

Budget efficiencies may be experienced as a result of this initiative. Efficiency committees may also be deployed to assess the possibility and potential for budget savings. Efficiency recommendations shall be made to the Oversight Committee (defined later in this document). Budget efficiencies shall not take precedence over the functional and/or operational requirements. Examples of potential budget savings are software efficiencies, licensing opportunities, standardizations, resource utilizations, etc. A budget committee may be formed with representation from City Budget, and PD to assess the potential for savings. Additionally, once an efficiency is identified and agreed to, the efficiency shall be reported to the Oversight Committee for approval and recommended utilization.

Funding changes as a result of this initiative may occur over a significant period of time. Operational efficiencies, strategic endeavors, and resource changes, etc., will affect budget appropriations from year to year. During annual budget deliberations, budget adjustments shall be recommended based on the actual information resulting from this collaboration. Any efficiency that can be used for improved service delivery shall be used for that purpose.

Approach:

This initiative will begin with the assignment of a Project Manager or PM to manage the transition. The PM can be a City or PD employee. Once in place, the PM will begin discussions with City ITD and PD Information Services to develop an accurate assessment of operations on both sides. Any recommendations for improving overall efficiency will be based on this assessment. The assessment should develop a list of opportunities for efficiency. The PM shall report status, including recommendations, to the Oversight Committee or OC (defined later in this document). No changes will be made until an approval is received by the OC.

The incremental approach offers both sides the necessary flexibility to adjust to issues that may arise from the collaboration effort. It also provides an opportunity to begin with initiatives that both sides generally agree on and have the best chance of implementing. This approach allows us to work through a manageable set of issues, with defined outcomes, before moving to other, more difficult issues. It also provides us with the ability to better forecast the costs or savings of any changes. Since we are working in short term time periods we can apply current cost information to any changes thus avoiding projected costs information based on what we think may occur in the beginning of a long term initiative.

General Understandings:

The KCPD operates a regional justice information system – ALERT (currently ALERT, may change to something different in the future). ALERT contains pertinent justice information for the region. ALERT is also a portal to other criminal data repositories, such as Missouri's Uniform Law Enforcement System (MULES) and the National Criminal Information Center (NCIC). ALERT also accesses many other state and national data repositories. Access to ALERT is limited to personnel who have a law enforcement need to see the information. As with all criminal justice data, security is mandated by a host of state and federal requirements, e.g. MULES, Criminal Justice Information Systems or CJIS, and NCIC. The ownership and operation of ALERT shall remain in the PD. PD will continue to be the sole contact for any and all communications regarding control, upgrades, training, audits, mandates, help desk support, access, etc.

All current and future systems that contain law enforcement information or are connected to law enforcement information must meet minimum security requirements as defined by a host of state and federal criminal justice security agencies. The PD shall be responsible for determining whether proposed initiatives meet mandated security requirements.

Any change in access or support to current or future PD systems must meet or exceed all security requirements for criminal information mandated by the various state and federal agencies, where applicable.

As with all public safety agencies, availability of systems is paramount. KCPD requires 24/7/365 support for criminal justice and non criminal justice systems. PD will continue to manage its 24 hour help desk for all issues related to criminal justice.

As funding appropriations allow, the Police Department will be included in a four-year PC Lifecycle System. Desktop and mobile hardware numbers and capabilities shall be based on a current assessment of needs in the Police Department. All replacements will occur on a four-year cycle. Any planned changes in numbers or capabilities shall be addressed through normal budget deliberations. Ad hoc adjustments in numbers or capabilities shall be addressed with budget savings. Any additions will be included in the four-year replacement cycle.

In order to efficiently manage shared operations, items may move between the City's computer room and PD's computer room. All moves will be thoroughly discussed and coordinated. Any costs associated with the move will be the City's responsibility.

In order to manage expectations going forward, the City and PD shall establish a means to inform affected units and personnel of upcoming changes prior to those changes taking place. In all cases, personnel involved in affected areas shall be involved in planning discussions.

Service level agreements, where appropriate, will be drafted and approved for all issues or initiatives. Service level agreements will contain at a minimum, resource

requirements, roles and responsibilities, performance metrics for support, and replacement planning. Resource adjustments necessary for adequate support of PD's systems shall be made to meet agreed upon levels of support.

Plans for sharing must be approved prior to going forward with implementation. The Oversight Committee will approve of all implementation plans. Every effort will be made to publish approved plans prior to any change occurring.

Oversight Committee:

It is understood by all involved that sharing initiatives will come with many challenges. With this in mind, an Oversight Committee will be installed beginning on _____ . Members of the Oversight Committee will be a representative assigned by the City's Chief Information Officer, a PD representative assigned by the Chief of Police, and a representative from the City Manager's Office. The Oversight Committee will meet on a regular basis to discuss the issues relating to this initiative. Issues not covered by this memorandum will also be discussed and resolved at this level. Bi-weekly status reports will be submitted to the Oversight Committee by the Project Manager. These status reports will serve as the agenda for Oversight Committee meetings. Issues documented in the status report will be covered and resolved, if possible, at the regular meetings. The Oversight Committee will continue to convene as long as there are sharing issues that arise from this initiative.

Status Reporting

In order for all parties to be fully briefed on the status of such an important endeavor, regular reports will be given to the Chief of Police and the City Manager's Office. Reporting will continue until all parties are satisfied that this collaboration is complete and working as expected. Reporting shall include at a minimum:

Progress report

Upcoming transition objectives

Efficiencies gained

How those efficiencies will be utilized for improved service delivery

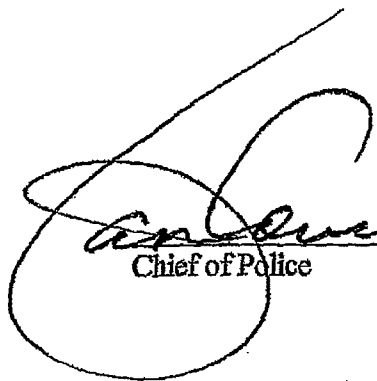
Issues or Risks to the delivery of Police Service

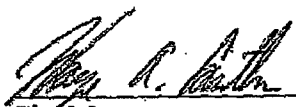
Agreement Modification:

This agreement may be modified by amendment with agreement by both sides.

Agreement Termination:

This agreement may be terminated by either side at any time with written notice.
Without a termination notice, this agreement shall remain in effect.

 6-18-08
Chief of Police Date

 6/20/08
City Manager Date