

**Donald J. Lee, Jr.**  
**Chief of Police**



# **Key West**

## **POLICE DEPARTMENT**

TO: Bob Vitas, City Manager

FROM: Chief Donald J. Lee, Jr.

DATE: November 14, 2012

RE: Executive Summary-Electronic Document Scanning Management System

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**Action Statement:**

Purchase of Electronic Document Scanning Management System with ADVANCED PROCESSING AND IMAGING (API), Inc. pursuant to Code of City Ordinance 2-797-(1)(A) Sole Source/Brand Name.

**Background:**

During FY 2011-12 the Key West Police Department used grant funding to purchase the hardware, software, and equipment to begin implementing our Electronic Document Scanning Management System. The Department began electronic filing of all police incident reports and arrests in 2012. The initial plan submitted in 2011 would have allowed the State Attorney's Office access to all arrest reports electronically. However due to limitations under the competitive bidding/cooperative purchasing agreement (City Ordinance Section 2-797), the Department was only able to purchase a portion of the overall project.

In FY 2012-13 the Department budgeted for the remaining portion of this project. This purchase will increase productivity and efficiently reduce duplications, and make information more accessible in shorter periods of time to our law enforcement partners, the media, and the citizens of Key West. This phase of the project will give the Department several unique processes that do not currently exist. First is the ability to give the State Attorney's Office access to our arrest records electronically via a secured internet portal. This will reduce the need for paper duplications. The State Attorney's Office will be able to look at arrests and all available supporting documentation "on demand". The second benefit is its ability to electronically move reports within the Department's Records Management System without a need to print them unless necessary or requested. The third benefit is the file auditing function which tracks the document and records anyone who views and/or prints the document.

The Department will have on-site training to ensure adequate training for Police Department and Information Technology personnel in addition to proper set up and customization for the Key West Police Department.

**Financial Impact:**

The Key West Police Department's approved FY12/13 included \$ 57,225.00 for this project. There will be some additional training cost for the instructor's travel and per diem. This will be paid from the Police Department's operating budget. There will be a re-occurring annual maintenance fee of \$6,950.00 beginning next fiscal year.

***Donald J. Lee, Jr.***

***Chief of Police***



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**Recommendation:**

Authorize the expenditure of \$ 57,225.00 for the electronic document scanning system.