

JOHN C. GARCIA
SHERIFF
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SHERIFF OF ERIE COUNTY

April 20, 2022

The Honorable
Erie County Legislature
92 Franklin Street
Buffalo, New York 14202

Re: Transfer Seized Asset Funds for Employee Training Management Software Licenses

Dear Honorable Members:

The attached resolution requests authorization to allow the Erie County Sheriff's Office to transfer funds from the Asset Forfeiture Trust Account to purchase additional document management software licenses for training records.

Representatives from the Sheriff's Office will be available to answer any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "John C. Garcia". The signature is written in a cursive style.

John C. Garcia
Sheriff of Erie County

Attachments

ACCOMPANYING MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Sheriff's Office
Re: Transfer Seized Asset Funds for Employee Training Document Management Software Licenses
Date: April 20, 2022

Summary of Recommended Action

The Legislature needs to approve the transfer of seized asset funds to purchase additional employee training document management software licenses.

Fiscal Implications of Proposal

This resolution will not have any impact on the 2022 County Budget.

Reasons for Recommendation

The Erie County Sheriff's Office utilizes PowerDMS for employee training document management. It is seeking to purchase an additional 849 licenses to allow all ECSO employees to be added to the tracking system.

Currently, ECSO has 150 licenses, and the licenses are used to track training records for Police Services Deputies. The additional licenses will allow the agency to add all sworn staff in the Jail Management Division as well as all civilian staff throughout the agency.

PowerDMS software is an electronic document management system that allows the Sheriff's Office to warehouse and organize employee documents.

The software allows the agency to:

- Store and manage training records;
- Manage Policy and Procedure compliance;
- Make records easily accessible for recertification or court discovery;
- Manages the agency's accreditation progress for the Police Services, Civil Enforcement, and Jail management divisions;
- Maintain PREA standards;
- Modernize training and allow for online individual or group training.

As of April 20, 2022, the account balance is \$357,079.00.

Consequences of Negative Action

Failure to approve this request will prevent the Sheriff's Office from purchasing the additional software licenses and failing to fulfill a Police Reform Citizen Task Force recommendation.

Steps Following Approval of Measure

Certified copies of this resolution shall be forwarded to the County Executive, the County Comptroller, the Division of Budget and Finance, the Division of Purchasing, and the Sheriff's Office for implementation.

**A RESOLUTION SUBMITTED BY:
ERIE COUNTY SHERIFF'S OFFICE**

Re: Transfer Seized Asset Funds for Employee Training Management Software Licenses

WHEREAS, the Erie County Sheriff's Office is utilizing the PowerDMS software for sworn personnel within the Police Services Division; and

WHEREAS, the software allows the Erie County Sheriff's Office to manage employee training records digitally and warehouse the records in a single location; and

WHEREAS, PowerDMS allows the agency to:

- Store and manage training records;
- Manage Policy and Procedure compliance;
- Make records easily accessible for recertification or court discovery;
- Manages the agency's accreditation progress for the Police Services, Civil Enforcement, and Jail management divisions;
- Maintain PREA standards;
- Modernize training and allow for online individual or group training; and

WHEREAS, the Sheriff's Office is seeking to purchase an additional 849 software licenses to upload all sworn personnel within the Jail Management Division and all civilian staff throughout the agency; and

WHEREAS, this purchase will enact a Police Reform Citizen Task Force recommendation; and

WHEREAS, the Asset Forfeiture Trust Account balance as of April 20, 2022, is \$357,079.00; and

WHEREAS, this transfer will not have any fiscal impact on the 2022 County Budget; and

WHEREAS, the items requested meet the U.S Justice and Treasury department's guidelines outlined in the July 2018 Guide to Equitable Sharing; and

WHEREAS, the Erie County Sheriff's Office recertifies with the departments to maintain its program eligibility each year.

NOW, THEREFORE, BE IT

RESOLVED, the Erie County Legislature authorizes the Erie County Sheriff's Office and Division of Budget and Management to transfer \$15,762.43 from the Asset Forfeiture Trust Account #421550 to account #516030; and be it further

**ERIE COUNTY SHERIFF'S OFFICE
Fund Center 11510**

Sheriff – SAFS Funded Program

<u>REVENUE</u>		<u>DECREASE</u>
421550	Forfeiture Crime Proceeds	<u>\$ 15,762.43</u>

<u>APPROPRIATION</u>		<u>INCREASE</u>
516030	Maintenance Contracts	<u>\$ 15,762.43</u>
	Total Revenue	<u>\$ 15,762.43</u>

; and be it further

RESOLVED, the designated seized asset fund expenditures meet the U.S Justice and Treasury department's guidelines outlined in the July 2018 Guide to Equitable Sharing; and be it further

RESOLVED, the Division of Budget and Management is authorized to make any technical adjustments necessary to effectuate this acquisition should there be any unforeseen issues; and be it further

RESOLVED, that the Erie County Sheriff's Office and the Division of Budget and Management are authorized to have any unused funding either remain in the designated account or returned to the Asset Forfeiture Trust Account; and be it further

RESOLVED, the Erie County Comptroller's Office is hereby authorized to release the designated funds and make any payments necessary to complete the acquisition of the equipment; and be it further

RESOLVED, certified copies of this resolution shall be forwarded to the County Executive, the County Comptroller, the Division of Budget and Finance, the Division of Purchasing, and the Sheriff's Office for implementation.

FISCAL IMPACT: None