

2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
COUNTY OF EL DORADO, CALIFORNIA

REVIEW NARRATIVE

The El Dorado County Law and Justice Functional Group in El Dorado County is comprised of the Sheriff's Department, the District Attorney's Department, the Probation Department and the Public Defender's Department. Justice Assistance Grant opportunities are reviewed by the functional group and recommended to the Board of Supervisors by the Chief Administrative Office on behalf of the functional group.

For the 2011 Edward Byrne Memorial Justice Assistance Grant the functional group recommended using the 2011 grant funding to purchase desktop scanners for secretarial staff in the District Attorney's Office along with laptops for the deputy district attorney's to take to court. The FY2011 JAG funding will allow the County to obtain the equipment necessary to move progressively towards a paperless system within the District Attorney's Office with regard to all misdemeanor cases and felony cases that are non-violent in nature.

The Chief Administrative Office prepared and submitted for review and comments an agenda item requesting approval to apply for the grant. The agenda item was available for public review and comment beginning June 24, 2011 via the County's on-line, web based agenda system. The request to apply for the grant was approved by the Board of Supervisors on July 26 2011.

Date available for review by Governing Body:	June 24, 2011
Date available for public review and comment:	June 24, 2011
Date of Board Meeting:	July 26, 2011

2011
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
COUNTY OF EL DORADO, CALIFORNIA

ABSTRACT

Applicant Name: El Dorado County

Title of Project: Conversion to paperless system

Project Goals: Create electronic storage of documents resulting in more efficient file retention system.

Strategies: Utilize desktop scanners to scan all documents upon intake directly into case management system. Deputy District Attorney's will then use laptops in court to view and record notes directly into case file.

Project Identifiers: Case Management
Computer software/hardware
Prosecution
Court Delay Reduction
Crime Prevention

**2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
EI DORADO COUNTY**

PROGRAM NARRATIVE

The County of El Dorado, California like many other counties is facing many challenges as a result of budget reductions and loss of personnel. Under the current system one extra help legal office assistant is responsible for scanning documents determined to be pertinent into the case management system. This presents a challenge to the department in that there is only one high volume scanner dedicated to this process. As a result, the scanning of documents is often hindered resulting in the potential delay of providing Discovery to defense counsel and the prosecuting attorney for review.

In addition to the above all files are stored for a minimum of 5 years based upon the board adopted retention schedule. Due to the size of the office and the number of cases created each year we have exhausted all physical space in which to store these files. The department has had no option but to obligate a portion of general fund dollars to obtaining off-site storage of these documents.

Upon approval of this application the District Attorney's Office will purchase all proposed equipment and distribute to staff. At that time letter secretaries will be assigned full case administration from intake of documents to close of file. Every piece of documentation pertaining to a case will be scanned by the letter secretary into the case management

system and stored within the proper case file. This will allow both administrative staff along with deputy district attorneys and investigators to have full access to all records pertaining to a case. At any given time multiple individuals will have access to a case for review and discussion as needed as opposed to only one individual having the hard copy file in front of them. The scanning of all documents will improve the speed and efficiency in reviewing case information along with the investigation and prosecution of cases in court.

In addition, attorneys will no longer have to carry hard copy files into the court room which is often very cumbersome depending on weather and the number of cases on calendar. The only item needed will be the laptop assigned to that courtroom. An attorney will be able to bring up each case as it's called and have the opportunity to view and make notes directly into the case management system alleviating the need for hand written notes that may or may not be captured and scanned. The recommended laptops will also have better digital capabilities allowing for videos to be shown with clarity to both the jury and the judge resulting in less down time to fix technical errors.

In closing the equipment being requested will move the El Dorado County District Attorney's Office forward in a time where the elimination of positions has resulted in less people doing more work. It will improve the efficiency and overall function of this department.

**2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
FY 2011 LOCAL SOLICITATION
EI DORADO COUNTY**

PROGRAM BUDGET

Equipment:

Desktop Scanners:

Dell fi-6130 Sheet Fed Scanner	Unit Cost \$1,189.55 x 13= \$15,464.15
Dell Scanaid Clean/Cons Kit	Unit Cost \$81.28 x 13= \$1,056.64
Dell Latitude E6510, Windows 7	Unit Cost \$1,543.46 x 5= \$7,717.30

Total Estimated Cost \$24,238.09

Total Available Funding \$23,683.00

Variance between total estimated project cost and available grant funding is \$555.09. This overage will be absorbed by the county with the purchase of replacement Scanaid Clean/Cons Kits for the desktop scanners on an as needed basis.



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All

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BJA FY 11 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation

Year	Application No.	Status	Correspondence	Action
2011	2011-H5685-CA-DJ	<ul style="list-style-type: none"> Application submitted on 07/19/2011 Application is currently in progress 	No Messages Compose message	View

FY 2010 Justice Assistance Grant Program

Year	Application No.	Status	Correspondence	Action
2010	2010-H8959-CA-DJ	<ul style="list-style-type: none"> Application submitted on 07/19/2010 	No Messages Compose message	View

BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-H2586-CA-DJ	<ul style="list-style-type: none"> Application submitted on 07/08/2009 	No Messages Compose message	View

BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-G7647-CA-SB R	<ul style="list-style-type: none"> Application submitted on 07/07/2009 	No Messages Compose message	View

BJA FY 08 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation

Year	Application No.	Status	Correspondence	Action
2008	2008-F8120-CA-DJ	<ul style="list-style-type: none"> Application submitted on 07/08/2008 	No Messages Compose message	View

2007 Justice Assistance Grant Program

Year	Application No.	Status	Correspondence	Action
2007	2007-F3974-CA-DJ	<ul style="list-style-type: none"> Application submitted on 06/29/2007 	No Messages Compose message	View

FY 2006 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Year	Application No.	Status	Correspondence	Action
2006	2006-F2648-CA-DJ	<ul style="list-style-type: none"> Application submitted on 03/02/2006 	No Messages Compose message	View

R Recovery Act

OMB Form 1123-0243, exp. 07/31/2007