

# IFCN- Investment Fund for Core Needs - Entry #138 2018-2019

## PROPOSAL SUMMARY

**Title:** University Police - LiveScan Software

**Project Lead Name:** Daniel Vasile

**Project Lead eMail Address:** dvasile@brockport.edu

**Project Lead Department:** University Police

**Project Lead School/Division:** Enrollment Management and Student Affairs

**Total Amount Requested:** \$34,000.00

**Name of Sponsor 1:** Katy Wilson

**Name of Sponsor 2:** James Haynes

## A. PROPOSAL DESCRIPTION & IMPACT

A-1. Description of the Initiative.

University Police is seeking initial accreditation from the Department of Criminal Justice Services (DCJS) in Albany. Former Chancellor Nancy Zimpher, understanding the importance and benefits of accreditation in many academic and professional fields, requested that all University Police Departments acquire the accreditation this year (2018). Our current Chancellor, Kristina Johnson, is supporting this effort. Among the accreditation standards which need to be addressed is Standard 50.8 Fingerprinting and Photographing Defendants, which specifically states: "The agency participates in the State Automated Biometric Identification System (SABIS), uses Livescan or Cardscan for the automated submission of fingerprints, and complies with applicable laws relative to the fingerprinting and photographing of defendants after arrest."

One of the areas in which University Police has fallen behind for many years is technology. However, with the recent change in leadership, the department is making every effort to bring the department up to 21st century standards. This proposal is to request funding for University Police to purchase and implement the use of LiveScan in order to bring the department into compliance with this accreditation standard and to move the department forward in the technology arena.

LiveScan fingerprinting has modernized the science of taking fingerprints and is used for criminal booking, sexual offender registration, civil applicant and background checks. Fingerprints are taken digitally on a computer and electronically transmitted to a receiving agency to be verified and authenticated. The results and the fingerprints can be returned to University Police within 72 hours. Most law enforcement agencies in the United States have now adopted LiveScan fingerprinting as their medium for personal identification. If granted, this funding would allow for a LiveScan unit to be installed in University Police headquarters in Lathrop Hall. This technology would allow University Police the ability to complete calls more efficiently which, ultimately, would keep the campus safer for students, faculty, and staff.

The LiveScan package includes a PC workstation (desktop or laptop), a fingerprint capture device, a digital camera and a signature pad. The product and technology has been available for over 20 years, and the majority of the SUNY Police agencies have been operating with the LiveScan system since its inception. Detailed information about LiveScan and how it is used may be found at the following link: <http://www.criminaljustice.ny.gov/advtech/policy.htm>

A-2. Impact Statement: What change will this project deliver in the short term? What are the expected longer-term impacts?

Short-term impact: Over the past three years, University Police has averaged 53 arrests per year. Currently, when arrests are made by University Police, the individual arrested must be taken to the Brockport Village Police station to process the individual into the county database. The main issue/problem with relying on Brockport Village Police for this service is that they are not a 24/7 operation, which means that University Police officers are not able to use that equipment whenever an arrest is made on campus. In addition, using Village Police for this service takes an officer out of service on campus, which then means if another incident happens on campus, there may not be enough officers to cover that incident. Having the LiveScan unit located at University Police headquarters will allow all officers to remain on campus and, should another call come in, placing the arrestee in one of the holding rooms in UP headquarters.

Long term impact: LiveScan will allow the officers to complete their paper work faster and more efficiently as the information is being processed immediately. This state of the art technology will cut down on possible overtime costs associated with using LiveScan at the Village of Brockport Police station, not to mention the additional mileage put on the patrol vehicles (including gas costs). LiveScan also indirectly impacts the students, faculty and staff that rely on University Police for their safety, as the officers will always be available on campus versus being a short distance away should an emergency call come in.

## **B. STRATEGIC ALIGNMENT**

B-1. Outline the ways in which the proposed investment will contribute to the College Strategic Plan Goals, and if appropriate, their Measures of Success.

This project is in direct correlation to Strategic Goal #3: To be a Sustainable Institution for the 21st Century. As stated earlier, one of the main goals of the new leadership in the department is to bring the department into the 21st century with respect to not only technology, but seeking and maintaining DCJS accreditation. The Measures of Success within Goal #3 which this project directly addresses are (5) We will develop and establish appropriate emergency preparedness, business continuity, record management, and information recovery plans for all campus operations; and (6) We will aim to maintain and, where feasible, expand our accreditations. With respect to (5), this project will be specifically relevant to record management. Within record management, the leadership believes that creating this organized and accountable structure as part of the mission and vision of University Police will greatly enhance the efficiency of the department and serve as a pillar upon which to build the ongoing professionalism and accountability for the department. Measure of Success (6) speaks directly to the College's goal of seeking and expanding those areas not currently accredited. Funding of this project will greatly assist the department in providing proof and documentation that the institution is supportive of the accreditation we are seeking from DCJS.

## C. SUSTAINABILITY

C-1. How will this initiative become self-sustaining beyond the initial funding period? If approved, the bulk of the funding requested is for the purchase of the equipment and software for LiveScan. After the installation, the department budget should be able to accommodate the maintenance fees and extended warranty fees as required. It is also anticipated that any updates or changes to the software will be able to be accommodated within the department's annual budget allocation.

## D. IMPLEMENTATION PLAN

D-1. Identify the specific activities to be funded from the Investment Fund. Provide an estimated timeline for implementation and for activities anticipated to be ongoing. The specific activities to be funded would be the ordering of the equipment and software for the LiveScan system. Estimated ordering time of equipment is currently one to two months, which includes the LiveScan Station Cabinet and the software package that goes with it. On-site installation and training is also included in the cost. As part of the installation and training included in the cost, it is anticipated that the IT professional assigned to University Police along with the officers who will be using the unit will be trained on the use of the software.

It is also anticipated that the IT professional assigned to University Police will stay abreast of any and all updates to the program which will need to be purchased to assure that the program remains current with ongoing standards.

## E. CONSULTATION

E-1. For requests involving technology. Has the Chief Information Officer (Bob Cushman or his designee) reviewed this proposal and verified potential costs as it relates to technology: Yes, proof on file.

E-2. For requests involving facilities. Has the Director of Facilities & Planning (John Osowski or his designee) reviewed this proposal and verified potential costs as it relates to facilities: Yes, proof on file. Not Applicable

E-3. The Project Lead has confirmed other required resources with the appropriate supervisor: Yes, proof on file. Not Applicable

## F. BUDGET & OTHER FUNDING SOURCES

F-1. Itemized Budget (Excel format ONLY): [On file]

F-2. Total Amount Requested: \$34,000.00

F-3. This proposal includes: Not applicable.

F-4. Other funding sources\* for this proposal? Not applicable.

F-5. Is the success of the project contingent on receipt of funds from any additional funding source(s)? No

## G. ASSESSMENT PLAN

G-1. How will you assess/measure the effectiveness of this initiative? Provide anticipated outcomes and specific measurements for success.

With the funding and implementation of this project, the main measure of success is that upon submission of all of the required narrative and documentation for DCJS accreditation that DCJS will formally approve the department for accreditation.

Additional measures of effectiveness for this initiative is to assess whether the Officers are able to process arrests more efficiently and effectively, mainly due to the fact that they will no longer need to depend on Brockport Village Police for this service, which means more time spent on campus for any incident or emergency that would require their presence.

Another measure will be that any and all calls requiring involvement with LiveScan will be processed more efficiently which, in turn, means that reports/cases are closed quicker. This, in essence, will allow the officers more time for other activities such as Community Policing and outreach programs that allow them more involvement and interaction with students, faculty and staff on a professional growth basis, rather than only issuing tickets and dealing with emergency situations.

Therefore, assessment will be an ongoing process so that each time the department goes up for review for accreditation, all of the documentation and proof will be immediately accessible by the reviewers.

## H. ADDITIONAL INFORMATION

H-1. Please provide any additional information to assist in the review of the proposal, including why the initiative cannot be funded from divisional resources.

The University Police operating budget is already stretched to the maximum, which precludes the department from being able to commit funds from the department budget to this initiative. In addition, EMSA funds for this major investment/initiative are not available.

As indicated previously, the department (with the change in leadership) is making every attempt to bring and implement technology into its daily operations. While the department budget will be able to handle the maintenance and other fees required, the initial investment is beyond our budgetary reach.

Currently, the department budget consists of the following percentages:

93% to personnel costs (16 Sworn Officers, and 5 civilians)

4% to software and support (IMPACT, TraCS, etc.)

1% to uniforms, body armor, guns/ammunition

1% to officer training, certifications, re-certifications

1% to office supplies and vehicle maintenance

Based upon the above budget breakdown, it becomes evident that for major technology purchases (such as LiveScan), there are no extra dollars within the department's budget.

Upload up to three supplemental files here (not required): [On file]

**Signature of Project Lead:** [on file]

**Project Lead Email:** dvasile@brockport.edu

***Signatures of sponsors are on file in the Administration and Finance Division.***