

Routt County Sheriff's Office
Supplemental Budget

Project Title

Provide a Title for the Project

IA Pro/ Blue Team Accountability Program

Brief Description of the Request

Provide a short description of the project, event etc.

IA Pro is a program that tracks Internal Affairs Investigations from initial complaint to resolution. It assigns components of the investigation up and down the chain of command and creates a timeline of events related to the investigation. Blue Team is an add on to IA Pro. Blue Team is a program that tracks all officer complaints not rising to the level of an Internal Affairs Investigation and also tracks all use of force events.

Source of Unanticipated Revenue and Funding

Describe how the department will generate additional revenue or cut costs to fund the expenditure request.

Core, Necessary or Discretionary Request

(Using the criteria defining Core, Necessary or Discretionary categorize in writing the reasons why the request is Core, Necessary, or Discretionary.)

Necessary. Currently, IA Investigations and Deputy Complaints are housed in the computer file (U drive) belonging to the supervisor assigned to the complaint. IA Investigation reports also have a hard copy that is filed in the Undersheriff's Office. There is not a mechanism to ensure that these files don't disappear or get misplaced. There is also no way to track who opened a file or made any changes. Anytime a report is viewed or altered in IA Pro or Blue Team, that action is logged and tracked.

Grant Funding

Describe the grant, provide supporting documentation and if federally funded provide the Codification of Federal Domestic Assistance number

N/A

Justification

Provide information as to what, where and why the additional expenditure request is needed. Provide statistical information. Case load, turn around time, etc.

Increased transparency. Accountability in the fact that every complaint and investigation is appropriately documented and stored.

Cost Benefit Analysis

Prepare a cost/benefit analysis justifying the request.

Approximate cost of program purchase is \$15,600.00. An additional cost to expand server space is \$4875.00 for the database and \$675.00 for the operating system for a total of \$21,150.00 in startup costs. This includes three days of on site training and system configuration. There is an annual maintenance fee of \$3000.00 commencing the second year of ownership.

Who Will Benefit?

Identify who will benefit and how many.

Everyone

Alternatives

Provide alternatives and discuss the pros and cons to each alternative.

N/A

Emergency Need

Provide information as to why the request is an emergency and cannot be part of the normal annual budget process.

With recent changes in Colorado Law, the Routt County Sheriff's Office needs a better up to date and secure way of investigating and documenting complaints and officer misconduct.

Consequences of Postponement or Denial

If the expenditure is postponed or denied what are the consequences (financial, projects not completed, turnaround time)?

The possibility of complaints falling through the cracks or not being investigated fully.
Less accountability.

Accounting Information

This section actually places the request into accounts and dollars of the department's budget. Budget amounts should be rounded to the nearest \$10. Please contact the Accounting Contact for assistance for this section.

See last page of form

Before submitting the supplemental budget to the BCC, the internal service department managers and the County Manager are required to review and sign off in writing on the supplemental budget request.

Internal Service Department Managers Review Comments

Reviews and Authorizations

X _____
Department Manager Signature/Date

David L. Schmidt

**Capital/Controllable Asset
Managers Signature/Date**

[Signature]

Human Resources Signature/Date

David L. Schmidt

Budget Manager Signature/Date

Purchasing Manager Signature/Date

NA

Executive Management Team/Date

X _____
County Attorney Signature/Date

X *[Signature]* *6/16/22*

County Manager Signature/Date

County Commissioner/Date

County Commissioner/Date