

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding, entered into this First day of October, 2003, by the Palm Beach County Criminal Justice Commission and the Palm Beach County Information Systems Services Department,

WITNESSETH:

WHEREAS, the planning and development of countywide law enforcement and subsequent criminal justice data sharing applications and network to support countywide crime analysis, planning, and mapping is of critical importance to all of the local, state and federal law enforcement agencies in Palm Beach County; and

WHEREAS, The Criminal Justice Commission (CJC) initiated a countywide crime analysis and mapping project in May 2002, now known as the *Visual Planning Technologies (VPT) Project*; and

WHEREAS, The CJC's role in the VPT project development is to coordinate the participation of the local law enforcement and criminal justice agencies, conduct project planning and research, and provide staff support; and

WHEREAS, the VPT Project is directed by a Steering Committee consisting of representatives of the participating agencies; and

WHEREAS, there are three subcommittees (Management, Technical, Operations) designated to address issues in their particular subject areas and make advisory recommendations to the VPT Steering Committee; and

WHEREAS, the initial staffing for the project is funded by an appropriation from the federal Edward Byrne Memorial Grant; and

WHEREAS, the grant funding level for the project is reviewed annually by the Byrne Grant Committee; and

WHEREAS, the CJC Project Coordinator has provided staff support for the project since it's inception; and

WHEREAS, the scope of the VPT Project has evolved into a much larger and more complex project involving the sharing of law enforcement data among more than thirty criminal justice agencies; and

WHEREAS, the project now requires more staff support to fulfill its expanded objectives; and

WHEREAS, the Information Systems Services (ISS) Department has available extensive resources in technical project development and management, networks, GIS, databases and other services beneficial to the project; and

WHEREAS, the ISS Department has BCC authority to oversee all countywide information technology projects involving the BCC; and

WHEREAS, it would be mutually advantageous to all the participants in the project to have the staff support and expertise of both the CJC and the Information Systems Services Department; and

WHEREAS, a request for grant funds from the Byrne Grant has been prepared for FY 2003/04 to provide funding for the continuation of the Project Coordinator position and the creation of the positions of GIS Support Specialist and Senior Analyst Programmer;

NOW, THEREFORE, the Parties hereto agree as follows:

It is the intent of the CJC and ISS to work cooperatively to achieve the goals of the VPT Project including the development and implementation of secure and efficient law enforcement data sharing applications and network, access to countywide crime mapping and analysis, and supporting the use of GIS/mapping in law enforcement; and

The VPT Project Steering Committee, now in place, will remain as the policy making body for the project; and

The VPT Project will remain a priority project of the CJC and a part of its long-range strategic plan; and

The CJC will continue its role in providing the coordination of law enforcement activities, project planning, and support for the project; and

ISS will assume the responsibility for the successful technical implementation of the project as directed by the VPT Steering Committee; and

ISS will make available its technical resources to facilitate the successful implementation of the project; and

To ensure clarity of responsibility and staffing continuity, the JIS Project Manager is designated as the ISS point of contact for the VPT Project; and

The CJC Project Coordinator is designated as the CJC point of contact for the VPT Project; and

The existing CJC Project Coordinator position will remain in the CJC staff complement and will report jointly to the CJC Executive Director and the JIS Project Manager in order to maximize collaboration during the VPT Project implementation; and

ISS will assume responsibility for the overall project management and deliverables as it is the implementing Agency for the FY 2003/04 Byrne Grant effective October 1, 2003; and

ISS will ensure delivery of all commitments to the Florida Department of Law Enforcement as provided for in the contract established through the Byrne Grant application and as specifically defined in the objectives to be met; and

The position of Senior Analyst Programmer will be created in ISS and funded from the Byrne Grant. This position will report to the JIS Project Manager and provide full time technical assistance and support to the project. ISS may supplement this position with other staff and services as it deems necessary to ensure the successful implementation of the VPT Project; and

ISS will provide technical staff support to the VPT Technical Subcommittee to assist it in the development of the technical aspects of the project. The CJC Project Coordinator will continue responsibility for the administrative duties of the subcommittee; and

The position of GIS Support Specialist will be created in ISS and funded from the Byrne Grant. This position will be assigned and report to the Countywide GIS Coordinator with secondary reporting for project-related issues through the JIS Project Manager. This position will provide full-time mapping services, training and assistance to the CJC and VPT member agencies as requested. ISS may supplement this position as

necessary to meet the needs of the project. Requests for services from the CJC Project Coordinator will be coordinated with ISS through the JIS Project Manager;

IN WITNESS WHEREOF, The Parties agree to this Memorandum of Understanding to be executed the day and year first above written.

On behalf of the Criminal Justice Commission:

_____ Date _____
L. Diana Cunningham, Executive Director

On behalf of the Information Systems Services Department:

_____ Date _____
Steve Bordelon, Director

Endorsed by other affected agencies:

Chief H. C. (Skip) Clark II, Chairman
Visual Planning Technologies Committee

Col. Bruce Frumoff
Palm Beach County Sheriff's Office