



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** October 16, 2015  
**Board Meeting Date:** November 3, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** 4/5<sup>th</sup>

**To:** Honorable Board of Supervisors  
**From:** Greg Munks, Sheriff  
**Subject:** FY 2015 Edward Byrne Memorial Justice Assistance Grant Program

**RECOMMENDATION:**

Resolutions:

- A) Accepting the FY 2015 Edward Byrne Memorial Justice Assistance Grant Program award, for the term of October 1, 2014 through September 30, 2016, in the amount of \$20,425; and
- B) Authorizing an Appropriation Transfer Request in the amount of \$20,425 from Unanticipated Revenue to Software License / Maintenance Expense, for expenditure of grant funds.

**BACKGROUND:**

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is administered by the Bureau of Justice Assistance (BJA). The JAG Program has seven purpose areas under which funds may be awarded, one of which is law enforcement. JAG funded projects address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

The Bureau of Justice Statistics (BJS) calculates the JAG formula-based award amount using specifications outlined in the JAG legislation. According to the legislation, state may only retain award amounts that bear the same ratio of (A) total expenditures on criminal justice by the state government in the most recently completed fiscal year to (B) the total expenditures on criminal justice by the state government and units of local government within the state in such year.

After determining the amount spent on criminal justice expenditures by the state government, the state may retain that amount. The remainder of funding is passed

down to the local governments within the state. These criminal justice expenditure amounts are referred to as “variable pass-through” data for the purpose of JAG awards.

**DISCUSSION:**

The Sheriff’s Office applied for and received funding in the amount of \$20,425 for the FY 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The project date is October 1, 2014 through September 30, 2016. The project start date is the first day of the federal fiscal year. The allocations for eligible state and local jurisdictions are posted on the Bureau of Justice’s website on or around October 1<sup>st</sup>. By the time the applications are submitted to the Bureau of Justice and award notifications sent out, approximately one year from the initial project start date has passed.

The Sheriff’s Office intends to use the funding to upgrade the records retention and retrieval system currently in use by the Records Bureau. The Records Bureau had two record retention systems until recently when an old, non-vendor supported system failed. The records had to be moved over to the other system which is old and some of the features such as “find” are time consuming and not effective. The funding will be used to update the software for the existing system. The upgrade will enhance the capabilities of the Records Bureau by allowing for centralized access and better control of records, streamlined content management and delivery, increased productivity, and overall greater speed, efficiency, and accuracy.

County Counsel has reviewed and approved the resolution as to form.

Approval of this grant award contributes to the Shared Vision 2025 outcome of Safe Neighborhoods by improving the effectiveness and efficiency of criminal justice systems throughout the County.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Projected</b>
Number of reports filed	11,636	11,000

**FISCAL IMPACT:**

The FY 2015 Edward Byrne Memorial Justice Assistance Grant Program award in the amount of \$20,425 does not require matching County funds. There is no net county cost.