



GSA Committee
Monday, April 9, 1984
Agenda #2

Montgomery County Government

MEMORANDUM

April 6, 1984

TO: David L. Scull, Chairman, GSA Committee

FROM: Andrew Mansinne, Jr., Director, Office of Legislative Oversight *Andrew Mansinne*

SUBJECT: Memorandum Report of the Office of Legislative Oversight on the Police Central Processing Facility, the Rockville Police District Relocation and Other Matters

Purpose. To provide the GSA Committee comments on the following:

- .PDF 1132 Rockville Police District Relocation (Circle ①)
- .PDF 1131 Police Central Processing Facility (Circle ②)
- .County Alarms Legislation (Bill 8-82) (Circle ③)

Background. At the 29 February 1984, GSA Committee meeting on Police Department CIP projects, the Committee requested OLO to look into PDF 1131 and 1132 and submit comments when the GSA Committee takes up the Police Operating Budget. The Committee also asked for a follow-up report on the Alarms legislation (Bill 8-82).

Overview. This memorandum report will address each of the above and will also present some general comments on observations made while looking into the above matters.

PDF 1132: Rockville Police District Relocation

1. A copy of the PDF is at Circle ④ .
2. The Rockville Police District would be relocated to a relatively new building into space previously occupied by elements of the Health Department. With that in mind, I requested a breakdown of the construction cost of \$120,000. I was informed that was the computed cost to renovate 2400 square feet at \$50/sq. foot. The \$50 per sq. foot appears unusually high to renovate an office area which does not appear to be in very poor condition.

3. I also asked if the PDF included funds to construct a secure parking lot in that all Police Districts have one. I was told that there are no funds in the PDF for that purpose. I am quite sure that if this PDF is approved, the request for funds to fence a portion of the parking lot at 2350 Research Blvd. would soon follow.

4. OLO Comments:

.The construction cost appears high and more justification is needed.

.All costs associated with relocating the Rockville Police Station does not appear to be included in this PDF.

.After several visits to the Rockville Police District Station, it is very apparent that if the station is not relocated, extensive renovation will be needed to the present facility. Its really quite bad!

.As the relocation is a part of the plan to vacate the present Rockville District Station so as to place the Central Processing Facility (plus other elements) in the building, I would recommend approval of the relocation of the Rockville District Station to 2350 Research Blvd. However, I also recommend that the PDF be reviewed for completeness.

Alarms Legislation (Bill 8-82)

See my March 7, 1984, memorandum, subject: Report on Alarms Legislation at Circle (5).

PDF 1131: Police Central Processing Facility

1. A copy of the PDF revised by OMB is at Circle (7).

2. Soon after the GSA Committee held its worksession on the Police Department PDF, the Chief of Police forwarded a March 8, 1984, to the GSA Committee Chairman, subject: Central Processing Facility assessments. I have attached that memorandum beginning at Circle (8).

3. I was provided a copy of a Task Force Report on Central Processing. A copy of that Task Force Report Executive Summary was provided the GSA Committee on February 29th in the packet prepared by Dorothy Cockrell. I have included that Executive Summary in this packet beginning at Circle (15).

After studying the Task Force Report, I asked the Department of Police and OMB a series of questions. All questions were answered orally. However, I requested written responses to five key questions, which I have included in this packet beginning at Circle (24).

4. After a thorough review of the above information, visits to the Rockville District Police Station, interviews with Police officers on the subject and visits to the Silver Spring Station to witness police processing, I am convinced that the concept of a Central Processing is sound. The positive aspects of such a facility include:

.Transfer of many of the processing procedures from sworn officers to lesser paid non-sworn employees.

.Improvement in quality control of the fingerprinting, photographing, forms completion, etc.

.Requirement for less equipment and fewer trained personnel to take advantage of current and future automated systems (On-line booking and other systems which make up the Criminal Justice Information System).

.Co-location with records, identification and crime laboratory should result in greater efficiencies.

.Relieving sworn officers from processing arrestees and returning them to patrolling the beat.

Notwithstanding my support for the concept of a Central Processing Facility, I believe the current PDF and conceptual plan has the following shortcomings which must be addressed.

.There simply has to be costs associated with staffing such a facility. When I questioned staffing, the departments' answer is that an inhouse study will be made to determine staffing levels, qualifications and patterns. That may be well and good; but a study is not required to determine two key facts: the Central Processing Facility will need staffing to process the arrestees; and the sworn officers currently processing arrestees in the District Stations will not be transferred to the Central Processing Facility.

.The Task Force Study Executive Summary and supporting documentation has DWIs being transported and processed at the Central Processing Facility. Currently, DWIs are not processed as an arrestee in the District Station. The "processing" of DWI cases is much different (example: no fingerprinting or photographing).

.Establishing a Central Processing Facility will not alleviate several obvious problem areas present in the current procedure. For example, most police patrol cars do not have cages to facilitate the secure transfer of persons. When arrestees have to be transported to Rockville, the need for cages will be even more critical. Also, the Department apparently does not have any operational prisoner transport vans which could be used to transport more than one prisoner at a time. Under the current procedure, if one prisoner is transported in a patrol vehicle, the prisoner must ride in the front seat (in handcuffs). If two prisoners are transported in a patrol vehicle, they are placed in the back seat (handcuffed) and two sworn officers ride in the front seat.

5. Also attached is a memorandum from Russ Hamill which forwards supporting documentation for the support of the Central Processing Facility from the City of Rockville and others beginning at Circle (29) .

AM:csb

1. Project Number 852159	Agency No. 0029	A. IDENTIFICATION AND CODING INFORMATION		7. PRE. PDF PG NO. NONE	8. REQ. ADEQ. PUB. FAC. IDENT.
		2. Date DEC. 16, 1983			
		REVISED:			

3. Project Name ROCKVILLE POLICE DIST RELOCATION	5. Agency POLICE
4. Program PUBLIC SAFETY	6. Planning Area ROCKVILLE

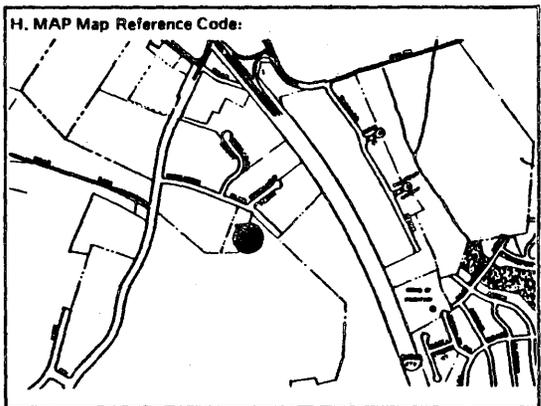
B. EXPENDITURE SCHEDULE (\$000)											
Cost Elements	(8) Total	(9) Thru FY83	(10) Estimate FY84	(11) Total 6 Years	(12) Year 1 FY85	(13) Year 2 FY86	(14) Year 3 FY87	(15) Year 4 FY88	(16) Year 5 FY89	(17) Year 6 FY90	(18) Beyond 6 Years
1. Planning, Design & Suprv.	25			25	25						
2. Land											
3. Site Improvements and Utilities	30			30	30						
4. Construction	120			120	120						
5. Furniture and Equipment	30			30	30						
6. Total	205			205	205						

C. FUNDING SCHEDULE (\$000)											
G.C. BOND	205			205	205						

D. ANNUAL OPERATING BUDGET IMPACT (000 \$)							
DEBT SVC			28	28	28	28	28
NET IMPACT			28	28	28	28	28
WORK YRS							

F. APPROPRIATION AND EXPENDITURE DATA		
Date First Appropriation	85	(\$000)
Initial Cost Estimate		205
First Cost Est Current Scope (83)		205
Last FY's Cost Estimate		0
Present Cost Estimate (83)		205
Cumulative Appropriation	0	
Expenditures/ Encumbrances	0	
Unencumbered Balance		0
Appropriation Request, Budget Yr FY	85	205
Supplemental Appropriation Request		
Current Year FY	84	0

G. RELOCATION IMPACT: None



I. COORDINATION & OTHER INFORMATION (INCL SUBPROJS & WORK PRGM LISTS)

Office of Architectural Services
 Department of Facilities & Services
 Criminal Justice Commission
 City of Rockville

E. DESCRIPTION AND JUSTIFICATION PROJECT NO. 852159 PROJECT NAME ROCKVILLE POLICE DISTRICT RELOCATION

- DESCRIPTION. Components and Location:** This project requests the relocation of the Rockville Police District function to free a location for the Central Processing Facility. Size of Building and Site: The existing station has only 8,900 square feet of usable space. Based upon the current space planning standards, the existing space is inadequate to accommodate the present personnel and programs. The Health Department will soon vacate their Research Boulevard space making it available for the Rockville Station which is a compatible site for colocation with police headquarters. Capacity: The Research Boulevard building contains 29,100 square feet which is adequate for the headquarters and district station function. Service Area: Rockville Police District.
- JUSTIFICATION. Specific Data:** The Research Boulevard location has sufficient space to accommodate both the district and headquarters functions and still be located within the district's boundaries. It is less costly to relocate the district function, than central processing, to Research Boulevard because of security factors (i.e., holding cells and separation of civilian and prisoner function), the presence of the Crime Lab at the present district station and the proximity of the Detention Center for prisoner incarceration.
- STATUS.** Conceptual Stage Only.
- OTHER.** The present project scope was developed in FY 84 and has an estimated total cost of \$205,000.

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Montgomery County Government

MEMORANDUM

March 7, 1984

TO: Government, Structure & Automation Committee *Andrew Mansinne*
 FROM: Andrew Mansinne, Jr., Director, Office of Legislative Oversight
 SUBJECT: Report on Alarms Legislation

1. At a recent GSA meeting, this Office was asked to examine whether the alarms legislation (Bill 8-82) had reduced the number of false alarms and its concomitant drain on police patrol time.

2. The alarms law became effective on January 31, 1983. The law specified that all alarm businesses and non-residential alarm users were required to have a license by April 1, 1983. However, because of delays in installing the computer and software, letters-of-notice of the requirement to have the appropriate license and the issuing of permits were delayed until December 1983. As of February 1, 1984, the police began issuing warning notices for failure to have the requisite permit.

3. Beginning March 1, 1984, citations are being issued for failure to have a permit when police respond to a false alarm.

4. While it is too early to determine positively whether the alarms legislation will reduce the incidents of false alarms, the following data would indicate that the licensing process has had some impact:

<u>Date</u>	<u>Total No. of False Alarms from Non-residential Users</u>	<u>% Change From December 1983</u>
December 1983	2,221	---
January 1984	1,709	-23%
February 1984	1,470	-34%

Although residential alarm users are not required under the law to be licensed, the following data on false alarms for residential users indicate a similar reduction in false alarms.

<u>Date</u>	<u>Total No. of False Alarms from Residential Users</u>	<u>% Change From December 1983</u>
December 1983	994	---
January 1984	775	-22%
February 1984	738	-26%

5. As you know, the impact on non-residential users who experience false alarms which are responded to by the police will impact in April 1985 when the permit for non-residential alarm users must be renewed and the permit fee of \$15 will be raised an additional \$30 for every additional alarm signal over five to which the police respond and do not clear as a reportable event.

AM:csb

cc: County Council

Art Spengler, Council Staff Director

George Rose, Consumer Affairs

Capt. J.J. Britt, Montgomery County Police Department

Project Number	A: No.	A. IDENTIFICATION AND CODING INFORMATION		7. PRF	PG NO.	8. REQ. ADEC. PUB. FAC. IDENT.
852158	0029	2. Date <u>DEC. 16, 1983</u> REVISED: APR 5, 1984		00000		

Project Name	5. Agency
POLICE CENTRAL PROCESSING FAC	POLICE
Program PUBLIC SAFETY	6. Planning Area COUNTY WIDE

Element	EXPENDITURE SCHEDULE (\$000)								(17) Year 6 FY90	(18) Beyond 6 Years
	(8) Total	(9) Thru FY83	(10) Estimate FY84	(11) Total 6 Years	(12) Year 1 FY85	(13) Year 2 FY86	(14) Year 3 FY87	(15) Year 4 FY88		
Planning, Design & Suprv.	62			62	62					
Land										
Site Improvements and Utilities	60			60	60					
Construction	356			356	356					
Furniture and Equipment	30			30	30					
Total	508			508	508					

FUNDING SCHEDULE (\$000)										
G. C. BOND	508			508	508					

ANNUAL OPERATING BUDGET IMPACT (000 \$)						
DEBT SVC		69	69	69	69	69
PGM-STAFF		-72	-72	-72	-72	-72
PGM-OTHER		-12	-12	-12	-12	-12
NET IMPACT		-15	-15	-15	-15	-15
WORK YRS		-3				

E. DESCRIPTION AND JUSTIFICATION PROJECT NO. 852158 PROJECT NAME POLICE CENTRAL PROCESSING FACILITY

1. **DESCRIPTION - Components and Location:** This project requests the establishment of a Central Processing Facility by relocating certain functionally interactive organizational elements to one physical site to enhance prisoner processing. **Size of Building and Site:** The Rockville District Police Station contains 8,900 usable square feet approximately that required for the Central Processing Facility. The station's central location in the County and its proximity to the Detention Center makes for more efficient prisoner processing and transfer of prisoners to be detained to the Detention Center. **Capacity:** The building is extremely overcrowded for its current function. Under the decentralized processing concept, 66% of all adult arrests are processed at Rockville when in addition to other expanded programming functions have created a potentially dangerous situation. **Service Area:** All County police districts and a majority of civil process inquiries.

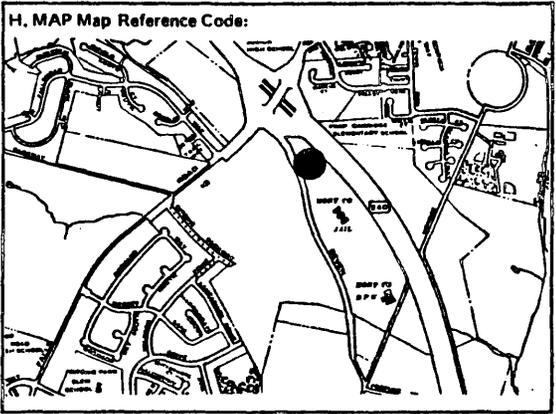
2. **JUSTIFICATION - Specific Data:** The prisoner processing function consumes 22.8 patrol workyears annually (16.8 workyears for patrol officers and 6.0 for administrative personnel); 16.8 workyears can be deferred back to primary patrol responsibilities. In addition to work-year deferrals, other benefits include greater accuracy of recorded information, increased job satisfaction, equipment purchase, rental and maintenance savings, increased facility security and improved operational efficiency.

3. **STATUS - Conceptual Stage Only.**

4. **OTHER -** The present project scope was developed in FY 84 and has an estimated total cost of \$508,000.

F. APPROPRIATION AND EXPENDITURE DATA		
Date First Appropriation	85	(\$000)
Initial Cost Estimate		508
First Cost Est Current Scope (83)		508
Last FY's Cost Estimate		0
Present Cost Estimate (83)		508
Cumulative Appropriation	0	
Expenditures/ Encumbrances	0	
Unencumbered Balance		0
Appropriation Request, Budget Yr FY	85	508
Supplemental Appropriation Request		
Current Year FY	84	0

G. RELOCATION IMPACT: The Rockville District Police Station would require relocation if Central Property were established there.

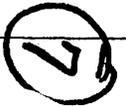


I. COORDINATION & OTHER INFORMATION (INCL SUBPROJS & WORK PRGM LISTS)

Department of Police
Office of Architectural Services
Department of Facilities and Services
Department of Correction and Rehabilitation
District Court of Maryland
Sheriff's Department
Criminal Justice Commission
Juvenile Justice Committee
City of Rockville

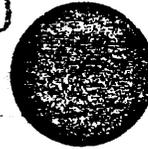
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(Note: This revised PDF was delivered to OLO on 6 April, 1984 by OMB)





004270



3-12-84

3/12 DC
CC
AM

Montgomery County Government

MEMORANDUM

TO: David L. Scull, Chair, GSA Committee *[Signature]*

VIA: Jacqueline H. Rogers, Director
Office of Management and Budget *[Signature]*

FROM: Bernard D. Crooke, Chief of Police *[Signature]*

SUBJECT: Central Processing Facility Assessment

DATE: March 8, 1984

The following information is provided for your consideration during deliberation and resolution of the Police Department's CIP requests associated with central processing implementation.

Definition: Central processing is an operational concept for prisoner processing which involves the arrest and transport of a defendant to one designated facility for booking and preliminary case disposition purposes, in accordance with legal and administrative mandate¹.

Consideration Items: Rockville District Station, Workyear Deferral, Benefits Summary and Government and Citizen Support

I. ROCKVILLE DISTRICT STATION

- A. The Rockville District Station is the current processing facility for 66% of all arrests. The disproportionate processing rate, in comparison with the other stations, is attributed to the lack of commissioner presence in the Germantown District 50% of the time, and no presence anywhere but Rockville from 10 p.m. to 8 a.m. daily and all day on the weekends. This situation contributes to the following security and safety risks:
1. The annual injury rate to officers in 1983 was 62% greater than the previous two year average for handling and processing arrestees (ratio 39:24)².
 2. Citizen and non-sworn employee exposure to arrested persons in an open (non-restricted) environment with excellent potential for disruption, verbal abuse, physical violence and/or escape.



3. Transfer potential of low grade health problems (e.g. colds and infection) resulting from overcrowding and unsanitary building and personal room conditions.
 4. Overuse and abuse of equipment allocated to permanently assigned station personnel, thereby requiring repair and replacement in excess of the anticipated life span.
- B. The facility was constructed in the late 1950's with a design that is insufficient given today's programmatic needs, workload and staff size (133% increase). In this regard, the Rockville Station is not unique; however, the workload and corresponding potential for hazard justifies a more critical need for remedy. Specific problems requiring immediate attention through renovation whether or not processing is centralized include those listed below.
1. Defendant population can not be physically segregated from civilian complainants, employees, friends and others, thereby increasing safety and escape risks. This is particularly problematic at the point of commissioner appearance where all groups are merged into a reception area with approximate dimensions of 15' x 18'.
 2. Defendants must move throughout the building to complete processing and hearing procedures. Commonplace office equipment and furniture are readily accessible and may be easily converted to weapons.
 3. There are only two holding cells which are inadequate given the size and diversity of the prisoner population.

II. WORKYEAR DEFERRAL

- A. It is projected that approximately 16.83 workyears associated with arrest processing completed by patrol officers can be deferred to other, more appropriate, patrol activities as a result of central processing implementation. (This figure is based upon the average annual rate for arrests, processing time, and processing officers)³. The workyears accrual is stated in terms of deferral rather than true savings because the figure represents the cumulative total for all applicable officers' average annual time expenditure (the daily average is 9.8 minutes per officer per day). A practical example which clearly demonstrates the time apportionment is that of a smoker whose annual income is \$10,000 with a daily cigarettes expenditure of \$1.00. If he stops smoking, his annual income remains \$10,000, but he can now reallocate the daily dollar elsewhere.
- B. The workyears deferred to patrol are offset by an equal support service providers' workyears contribution to perform the required processing activities.
- C. The major benefit of deferral is increased officer availability in the assigned beat. Practical examples of replacement activities include increased police visibility, additional response and back-up capability, motorist assists, and increased case follow-up.

III. BENEFITS SUMMARY

The following denotes both tangible and intangible benefits associated with central processing. At this time, it is impossible to qualify in quantifiable terms a reliable level of achievement, and, as is true of efficiency programs, many of the anticipated benefits may remain non-specific.

The primary benefit from which all others stem is that of improved resource allocation and utilization (both county and state); particular others include:

- A. operating efficiency improvements;
- B. elimination of unacceptable safety and security conditions at the Rockville District Station;
- C. reduced equipment maintenance costs;
- D. improved records and prisoner management;
- E. increased employee job satisfaction; and
- F. functional consolidation (relocation) of defendant process-associated units.

IV. GOVERNMENT AND CITIZEN SUPPORT

The establishment of a Central Processing Facility has received unanimous support from the County Executive, Criminal Justice Commission, Rockville City Manager and Rockville City Police. The facility is also strongly supported by the Hillandale Crime Watch neighborhood group, representing fifteen districts and over 1500 residences, in Silver Spring. Evidence of their support is found in the attached correspondence from Betsy L. Bretz, Director, Hillandale Crime Watch.

FOOTNOTES

1. Routine processing includes arrest, transport, personal search, weapons and property removal, suspect identification, fingerprinting, wanted check, document completion, commissioner appearance, and data entry.
2. "Law Enforcement Officers Killed or Assaulted," Maryland Uniform Crime Reports and the Department of Police Records Division, 1981-1983.
3. "Task Force Report," John L. Townsley, October, 1983.

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HILLANDALE CRIME WATCH

Betsy Bretz

Bill Parsons

Betsy L. Bretz
10733 Kinloch Road
Silver Spring, Maryland 20903

September 22, 1983

District 1
PAUL SAND

District 2
MARY JENKINS

District 3
AL KOPPEL

District 4
BOB HAGEDORN

District 5
THERESA SAPIENZA

District 6
WM. BRUCKNER

District 7
LEFTY NAIRN

District 8
MARY TRAINOR

District 9
MARY VACCARELLI

District 10
EARL BROWN

District 11
HOWARD CAULK

District 12
MAY SAVAGE

District 13
PAT HENRY

District 14
DEAN JENSEN

District 15
KAY GARBER

Mr. Charles Gilchrist
County Executive
101 Monroe Street
Rockville, Maryland 20850

Dear Mr. Gilchrist:

Once again our Hillandale Neighborhood Crime Watch Program and our Hillandale Pilot Communications Project committee thank you for addressing the community issues which we outlined in our letter of June 20. We have been seriously concerned with the problems arising from the absence of central processing of suspects/prisoners in Montgomery County. Your focusing on this problem in your briefing scheduled for October 20 comes right to the heart of the matter.

From all viewpoints,—community, police, and good business procedure—police time is too valuable to be expended in filling out lengthy forms, waiting for commissioners, fingerprinting, photographing, and waiting for equipment to process which consume hours. We feel that officers ought to be using their talent and training on the street protecting the community. Our 143 organizations in Hillandale are doing their part to keep homes secure and police informed, but we definitely need your help in streamlining the system to make it work more effectively for all of us.

To cite specific examples, last year shoplifting calls to the police from our small shopping area in Hillandale increased 100%. Such calls from Zayres, Grand Union, People's, 7-11, and Food Barn remove officers from Hillandale for hours at a time leaving the residential community without protection. If one were to include Sears and White Oak Shopping Center as well, it becomes apparent that a grossly disproportionate amount of time is wasted in the station functioning within the present antiquated system, rather than on the beat where officers have been trained and paid to perform their real duties, protecting people and property and capturing criminals. What is the obvious, simple, modern, and totally efficient solution to this situation? CENTRAL PROCESSING! The attached chart indicates how such central processing can utilize modern technology most efficiently, releasing the officer for his/her appropriate duties on the street.

-continued-

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Mr. Charles Gilchrist
September 22, 1983
Page 2

Central processing also includes updating the finger printing procedure. The clarity of prints available in Prince George's County through use of fingerprinting specialists have proven to be a definite advantage over the Montgomery County system of using the patrol/beat officers. Central processing would involve technicians who specialize in fingerprinting and would therefore produce a higher quality print for the RAIFUS staff in the regional computerized fingerprinting facility in Hillandale on New Hampshire Avenue. More accurate identification of criminals would result therefore additional arrests would be generated.

To sum up, we feel strongly that central booking and central processing will together go a long way toward making the justice system function more productively in Montgomery County, channeling police officers' energy and training to their constructive purposes and eliminating the frustration caused by wasted time and talents. Attached is a summary of the problems presented by the lack of central booking and central processing and some suggestions for correcting them.

Cordially,

BB

Betsy L. Bretz, Director

MC

Dr. Mary M. Vaccarelli
Hillandale Watch Steering Committee

WP

William H. Parsons
Hillandale Watch Steering Committee

bb

enclosure

HILLANDALE
CENTRAL PROCESSING JUSTIFICATION
FROM A COMMUNITY PERSPECTIVE

COMMUNITY EXPECTATIONS	CURRENT STATUS	IMPACT IF CENTRAL PROCESSING A REALITY
(1) Police patrolling/ presence in area as deterrent to crime and promoting peace of mind to citizens	(1) prisoner processing currently takes from 3-5 hours. The patrol officer is <u>not</u> in his/her beat during that time but in the district station. At times there are <u>no</u> officers in several beats. (Example-During ride along with Police an officer picked up a seven year old sholifter and her Mother at Sears. The officer was still processing them 4 hours later at the Silver Spring Station.)	(1) patrol officer would pick up suspect/ prisoner; fill out an initial abbreviated form; drive to the central processing facility; drop off the prisoner (like a drive in bank) and return to their designated beat. The facility should be located on/near a major road and be quickly accessible to all stations especially those at the extremities of Montgomery Co. The patrol officer should be back on the street in less than an hour.
(2) Patrol officers in assigned beats in case of emergencies and other quick response situations.	(2) Rapid responses are impossible if the officer must respond from the station instead of the beat. Some beats cover a large geographical area.	(2) Response time would decrease because more vehicles are in service and in the correct assigned beat.
(3) Good fingerprints of prisoners for RAI FUS ident.	(3) patrol officers currently fingerprint prisoners. Clarity and ID of prints resulting in many unclear prints.	(3) Fingerprinting technicians would produce a higher quality print with more accurate ID. More repeat offenders could be ID.
(4) More investigations closed.	(4) Detectives and investigating officers must use investigating time for processing rather than investigation.	(4) Detectives and investigating officers would be free to canvas neighborhood and question others, photograph crime scenes etc.
(5) up to date records, recovered property, booking info. suspicious situations, stolen property etc.	(5) record keeping procedures are lengthy and not centralized. All officers should have access to all info. which may assist in an apprehension - - <u>not currently in condensed format.</u>	(5) Central processing would require modern up to date--state of the art equipment for processing and communications. This equipment would be linked to other criminal justice services of Montgomery Co. (States Attny, Cts. etc)
(6) Taxpayers expect good police services: efficient use of time for taxpayer monies.	(6) Montgomery Co. Police are paid good salaries by both Police and community standards. Wasted professional police talents and time on jobs that can more efficiently and economically be performed by technicians is the current status.	(6) technicians can be trained to be competent in computer and terminal operations. Technicians can also be trained to process prisoner info., record keeping, fingerprinting etc. as required. Police training and supervision would be needed as well as monitoring accuracy, quality and format of information received and processed.

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EXECUTIVE SUMMARY

I. SPACE RELOCATION AND UTILIZATION RECOMMENDATION

It is the recommendation of the combined representatives of the Department of Police, Office of Architectural Services, Office of Management and Budget and Office of Space Leasing that a Centralized Prisoner Processing Facility be established at the existing Rockville District Police Station (RPDS) and the district function be relocated to the existing police headquarters site on Research Boulevard. This recommendation is made in consideration of cost, economy and efficiency. A discussion of the component issues essential to recommendation formulation follows.

II. TASK FORCE MISSION

On September 9, 1983, a multi-agency task force was structured by the Chief Administrative Officer to provide direction on the following issues:

- A. Should the processing of arrestees be centralized?
- B. If the central processing concept is acceptable should it be
 - 1. located at police headquarters?
 - 2. an annex to the Rockville District Police Station?
 - 3. located at the existing RPDS and the police district function relocated to another site?

Tangential to these issues but very much dependent upon their outcome was the considered relocation of police headquarters. The central processing decision interrelates to the headquarters issue (and vice versa) from a space requirements perspective. Three organizational divisions (General Assignment, Identification and Informational Services) important to establishing a coordinated centralized function are currently housed in the headquarters complex.

The task force concluded that the central processing concept should be adopted and established as a separate facility at the current Rockville Police District Station. It was further concluded that the existing headquarters site be retained and renovated to accommodate the district function in the space presently occupied by the Health Department. These conclusions were unanimously upheld as recommended by the executive group (Assistant Chief Administrative Officer and the Directors of the OMB and Police Department) based upon the following findings:

- A. Current constraints on the availability of commissioners and the corresponding impact on the arrestee processing function.
- B. Increased patrol workyears deferred to beat responsibilities in opposition to performance of processing duties.
- C. Potential reductions in equipment rental and maintenance costs (i.e., PROMIS terminals).

- D. Increased operational efficiency and data base reliability through quality control improvements.
- E. Amelioration if not elimination of the space and security problems at the Rockville District Police Station.

The Department of Police has identified \$84,000 in position and equipment reductions from its FY 1984 budget appropriation to defray first year bond indebtedness costs.

III. CENTRAL PROCESSING DEFINED

To understand centralized processing, all one need understand is processing. The location of occurrence and distribution of responsibilities comprise the major difference between centralized and decentralized processing. Processing is the completion of all procedures required by department policy and the courts subsequent to arrest. It is not complete until the arrested individual (defendant) is released (on bond) or incarcerated (in lieu of bond) to await trial. Processing involves the following steps:

A. Prisoner Reception

- | | |
|---------------------|---------------------------|
| 1. personal search | 3. initial identification |
| 2. property removal | 4. security placement |

B. Documents Completion

- | | |
|-----------------------------|-------------------------|
| 1. Statement of Charges | 6. evidence transmittal |
| 2. arrest report | 7. confinement record |
| 3. event report | 8. MCP 50 |
| 4. identification records | 9. witness summons |
| 5. property/vehicle storage | |

C. Identification Process

- | | |
|--|-----------------------------|
| 1. county, state and FBI fingerprint cards | 3. evidence or test samples |
| 2. photographs | 4. FBI disposition form |

D. Wanted and Warrants

1. prior criminal history record
2. outstanding warrants

E. Special Procedures (one or more)

- | | |
|------------------|--|
| 1. information | 4. attorney and/or family notification |
| 2. interrogation | 5. medical treatment |
| 3. line-up | |

F. Commissioner Appearance (one or more)

1. bond determination
2. bond posted
3. court date set
4. release forms signed
5. incarceration

The average arrest under decentralized booking involves defendant transportation by the arresting officer in a patrol car to his/her assigned district station for processing (assumes presence of a commissioner; otherwise, retransport is required). If the defendant fails to make bond, or none is set, there is a retransport to the detention center for overnight incarceration. All of these activities are performed by the arresting officer. The department currently uses the decentralized booking mode and has for about forty years.

Under a centralized processing configuration, arrested persons are transported directly to the processing site where all booking and commissioner appearances are completed although differently from the decentralized method. The arresting officer effects defendant transport and charging document completion. The event report is completed later in the field. The processing officer (civilian employee) assumes custody and completes all other steps (arrestee identification, arrest report, commissioner appearance and breathalyzer testing and observation). It is projected that the amount of time deferred back to patrol as a result of this functional exchange and the elimination of retransport(s) equals 16.83 workyears. Workyear savings are stated as deferrals because the accumulated workyears are normalized over the entire arresting officer population and represent only a fraction of an individual officer's workyear. Benefits beyond increased officer availability include greater accuracy of recorded information, increased job satisfaction, equipment purchase, rental and maintenance savings, increased facility security and improved operational efficiency.

IV. FACILITY COMPARISONS

As previously stated, the task force was asked to consider the cost benefits of the sale and relocation of police headquarters. This was accomplished by examining various organizational schemes including 1) sale and subsequent relocation of headquarters to Congressional Elementary with no central processing implementation, 2) headquarters and central processing located together (though independently) at Research Boulevard and 3) central processing established at the current Rockville Police District Station and RPDS relocated to the Research Boulevard site with headquarters. Relocation determination compared the marketability of the existing headquarters building to the acceptability of the proposed site (Congressional), with the knowledge that a decision in favor of central processing increased building(s) renovation requirements. Retention of the existing headquarters site renovated for the relocated district function was agreed to be the most realistic option by both the task force and the executive group.

A market survey (conducted in 1981) updated for inflation, depreciation and resale potential valued the headquarters site at \$3.3 million but acknowledged a six month to one year market exposure requirement to effect sale. This estimate is perhaps conservative in view of the survey finding that fifty percent (50%) of the vacant office space in the Washington, D.C., SMSA is in the I-270 corridor which has a sixty percent (60%) vacancy rate. The sale of the building and its subsequent return to the tax rolls should accrue \$30,000 annually.

The value of the Congressional site was based upon the options of building retention or demolition and land sale for development purposes, in whole or in part. The various site use possibilities and their associated values are described below.

OPTION	ESTIMATED VALUE
<p>1. <u>Land Value (10 acres)</u> The figure shown is the net value of the land without the building. Building demolition costs are estimated at \$45,000 (gross figure \$775,000).</p>	\$ 730,000
<p>2. <u>Land Value (5 acres)</u> The school building with parking area consumes a five acre parcel of land. The remaining five acres can be sold for townhouse development. Tax revenues realized from development have not been computed in any of the options.</p>	\$ 650,000
<p>3. <u>Value of Existing Building and 5 acres</u> The average net income derived from schools given their zoning restrictions is \$1.00 per square foot per year.</p>	\$ 29,000

The original purchase price of the Research Boulevard site was \$1.5 million which should be deducted from anticipated sales proceeds as is also the case for the Congressional School. The return of Research Boulevard to the tax rolls upon sale should generate \$30,000 in annual tax revenues which is approximately the lease value of Congressional.

The sale of the headquarters building was not felt to be viable in view of the existing space vacancy rate in the immediate area, the lack of other appropriate relocation site prospects and the costs of renovation as shown on the following chart.

<u>FACILITY</u>	<u>COMPONENT MODIFICATION</u>	<u>SPACE REQUIRED</u>	<u>POTENTIAL SITE/ SPACE AVAILABLE</u>	<u>(\$) COST</u>	<u>SUITED</u>
Headquarters	Existing	29,097	Research/29,100	136,800	Yes
			Congressional/ 23,468	2,501,525	No
Headquarters	Minus CP units	20,964	Research/29,100	None	Yes
			Congressional/ 23,468	1,939,733	Yes

The Research Boulevard option leaves 8,136 square feet of unoccupied space which is then available to another County agency.

Headquarters	Plus CP	31,820	Research/29,100	1,136,329	Yes
			Congressional/ 23,468	N/A	No
Headquarters*	Plus RPDS Minus CP units	28,704	Research/29,100	205,200	Yes

The square footage requirements of the Central Processing Facility and the RPDS are virtually interchangeable (approximate difference of 3,000 sq. ft.); however, the cost for facility renovation differs significantly due to holding cell and security system construction.

Central Processing*	Independent	10,856	RPDS/8,900	507,870	Yes
			Congressional/ 23,468	N/A	No
			None specified	619,414	N/A

Building expansion (1,956 sq. ft.) of RPDS is required to accommodate the proposed facility. This site is particularly attractive because of the presence of holding cells and the Crime Lab.

*These two options combined represent the task force recommendation.

RPDS Plus CP 19,756 RPDS/8,900 Unknown No

Land constraints preclude ground level expansion. Vertical expansion was not considered as an alternative. The City of Rockville has previously voiced opposition to further expansion/building on the land adjacent to the RPDS and the Detention Center.

RPDS Independent Unknown RPDS/8,900 Unknown No

This option presumes that the central processing concept is not adopted. The Rockville Police District Station is inadequate as is for prisoner processing given its current workload which is largely a result of court commissioner staffing. The station's per person square footage allocation is lower than that established by the Administrative Procedures. The combined effects of the excessive workload, citizen and prisoner traffic volumes, and cramped quarters pose serious security and health risks, thereby exposing the County to potential liability suits if security is not upgraded.

V. COST BENEFITS

Current arrest processing times vary depending upon the number of retransports required to locate a commissioner and/or incarcerate. Average processing completion times for the arresting officer demonstrate this disparity and are listed below.

AVERAGE PROCESSING TIME

<u>Classification</u>	<u>Arrest Type</u>	<u>% of Total</u>	<u>Completion Time Per Arrest</u>
Part 1 & 2	Uncompounded	25	3 hours 23 minutes
	Commissioner Retransport	36	3 hours 46 minutes
	<u>Incarceration Retransport</u>	<u>39</u>	<u>3 hours 43 minutes</u>
Subtotal	10,710 arrests	100	18.80 workyears annually
DWI	Uncompounded	80	2 hours 23 minutes
	<u>Breathalyzer Op. Retransport</u>	<u>20</u>	<u>2 hours 46 minutes</u>
Subtotal	<u>3,345 arrests</u>	<u>100</u>	<u>4 workyears annually</u>
Total	14,055 arrests	100	22.80 workyears annually

Under a decentralized booking operation, each station and headquarters must provide for a booking area, equipment (fingerprint, photograph, identiscope, and breathalyzer), supply and file storage, holding cells, computer access by terminal, public waiting areas, and commissioner's office. On-line booking is scheduled for implementation at the district

level within the next few months. Information entry processes will vary by district with some utilizing civilian entry clerks and others police officers.

The FBI currently rejects 28% of the fingerprint cards submitted by Montgomery County. Of those cards screened for RAFIS entry, 50% are considered poor quality prints and 1% are rejected.

The establishment of a Central Processing Facility will combine the existing staffs of the Informational Services Division, General Assignment Division, Identification Division and the department breathalyzer operators. The reassignment of these functional units, whose operations are somewhat interdependent, to one location will allow for work sharing, functional coordination, reduced duplication of effort, information accuracy and overall efficiency increases. No new positions are anticipated to provide the required 24 hour coverage although training to expand skill levels will be required. A mix of sworn and civilian personnel will create a professional and secure environment while matching skill levels to work functions.

An important consideration in the assessment of any proposal is the difference between benefits (expected results or improvements) and the associated costs (both implementation and recurring costs). Evaluation of the cost benefits must recognize both long term tangible and intangible factors.

A summary of the cost benefits associated with the central processing issue include:

- | <u>Decentralized</u> | <u>Centralized</u> |
|---|---|
| 1. Renovation of the Rockville Station. | 1. Renovation of existing headquarters facility and Rockville Station; cost \$713,070. |
| 2. Reduction in deployable patrol workyears (22.80 workyears annually) due to retransport, commissioner appearance and arrestee processing. | 2. Increase in deployable patrol workyears (16.83) which provides improved beat coverage, enhances response availability, promotes arrest opportunities and facilitates future cost avoidance associated with complement additions. |
| 3. Insufficient commissioner staffing and scheduling. | 3. Reassign commissioners so that at least two are always on duty. |

4. Provide identification equipment and on-line booking terminals in all district stations and headquarters. Operation by large numbers of untrained and nonproficient officers increases abuse potential, thereby raising maintenance costs and replacement frequencies. Costs at six (6) sites for terminals and printers are \$36,000 annually. To impact fingerprint rejection rates, skilled technicians (new positions) at each site are required.
5. A significant portion of the current arrest procedure requires activity performance considered to be technical or perfunctory in nature and not appropriate for police officers by virtue of their training, primary work function and salary.
4. Locate booking equipment only at the central processing site which facilitates quality control, reduces procurement, maintenance and lease costs, and limits error frequency of data entered into the on-line system. Identifiable cost savings for the elimination of four (4) computer terminals (from the districts) alone is \$12,000 annually.
5. Civilian processing technicians will perform printing and photography duties. Their skill and interest in the work should produce higher quality prints (finger and photo) which in turn increase the ability of RAFIS to develop reliable matches. Quality control improvements are also expected for arrest report completion. Equally as important as these tangible results is the improvement of officer morale as duties are reassigned to the processing staff, thereby returning time for designated role performance.

If the current decentralized operating method is retained, station renovations must occur, most notably at Rockville where major structural modifications are required. Space allocation necessary to support booking activities and commissioner offices have greatly impacted physical space availability at all locations without regard for program expansions which have in themselves exceeded facility design. By virtue of commissioner assignment, the Rockville District has evolved into a "de facto" centralized processing facility without benefit of the corresponding physical plant changes. The existing situation at Rockville creates security risks, confusion and unsanitary conditions.

The selection of the Rockville District Police Station as the central processing facility site is quite appropriate given its compatible attributes. Rockville already functions as a "de facto" central facility as it is the only location with

a commissioner in the evening. Therefore, 66% of all arrests are completed at Rockville. Two holding cells are already in place which even though not sufficient in quantity will defray some construction costs. Rockville is the home of the Crime Lab (part of the Identification Division), another expensive construction feature. Finally, Rockville is adjacent to the Detention Center which reduces retransport time and because of its presence, the likelihood of community disapproval.

Decentralized arrest processing consumes 22.80 workyears annually which significantly impacts patrol officer availability. Absence from the assigned beat equates to dual beat coverage responsibility by an adjoining beat officer and essentially no physical presence when that officer is occupied. Under centralized processing, 16.83 workyears are deferred back to patrol. This regained time represents increased officer presence in his/her beat which promotes crime prevention, citizen security, response availability and arrest potential. Officers should experience improved morale due to duty reassignments, shortened arrest procedures and increased emphasis on primary responsibilities. In fact, it is felt that discretionary arrest powers will more often result in an arrest decision if the time commitment, identification and prisoner interaction responsibilities are reduced.

The improved quality of ten print cards submitted to RAFIS and the FBI significantly enhances suspect identification from latent prints and suspect booking identity determination. These benefits derived from quality fingerprints increase the efficiency, effectiveness and productivity of RAFIS.

The consolidation of functionally interactive organizational elements enhances operational efficiency. As documented by other jurisdictions, results anticipated from this union include efficiency of information access, quality control, maximum utilization of personnel and security of police records. To staff the processing unit around-the-clock, it is projected that thirteen (13) employees and two (2) supervisors are required. The unit should have a mix of both sworn and civilian personnel to attain the desired proficiency and security. Personnel will be drawn from existing positions. A personnel schedule is included in the Process Description section.

Approval of the central processing recommendation carries with it a big price tag. However, it should be remembered that operationally it exists, but the corresponding physical security requirements do not. This security lack presents a mounting problem for the Rockville District and one that cannot be delayed without resolution.

The relocation/renovation of headquarters is directly affected by any decision on the implementation of central processing as three of the units designated for processing incorporation are currently located in the headquarters complex.

The relocation of headquarters to Congressional was proven to be infeasible and economically unsound. Space limitations would require the construction of an annex (\$2.5 million). The sale of the headquarters building combined with bond indebtedness (\$3.3 million) could not bring enough to substantiate the relocation (\$4 million including original building cost). The large quantity of available office space in the I-270 corridor could make resale time consuming and difficult.



Montgomery County Government

MEMORANDUM

TO: Andrew Mansinne, Jr., Director,
Office of Legislative Oversight

VIA: Bernard D. Crooke, Chief of Police

FROM: John L. Townsley, Director,
Fiscal and Property Management Division

SUBJECT: Central Processing

DATE: April 6, 1984

In response to your memorandum dated March 27, 1984 and our meeting of April 4, 1984, the following information is provided.

PDF 1131 - Police Central Processing Facility

QUESTION

The PDF reflects a reduction of \$84,000 and three workyears in FY 85. What constitutes this \$84,000? What positions are being reduced? Also, is this a one-time reduction or will the savings occur in the out-years?

ANSWER

The \$84,000 Operating Budget impact represents a combination of personnel (3.0 WY) and equipment (4 computer terminals) reductions identified to off-set the bond indebtedness associated with the renovation costs for the Rockville Police District Station (RPDS), which is the proposed Central Processing Facility site. Specifically, the corresponding savings total \$72,000 (personnel costs including salaries and wages, fringe, and COLA) and \$12,000 (\$250/month x 12 months x 4 terminals) in the two respective reduction categories.

The three abolished positions, all currently vacant, are an Office Assistant III (Fiscal and Property Management Division), a Data Preparation Operator III (Informational Services Division), and an Administrative Aide II (Community Relations Section). The computer terminals were installed at each district station for data entry and retrieval purposes to support On-Line Booking; however, centralized processing negates the requirement for off-site equipment.

The identified savings will definitely recur in the out-years since the positions and equipment are entirely eliminated from the budget.

QUESTION

Presumably the prisoner processing functions at the central facility will require personnel for fingerprinting, photographing, completing documents, escort and security during prisoner processing, transporting to Detention Center, etc. Of the suggested staffing on page 8, what is the distribution by type (civilian/grade and sworn/rank)? Will the staffing of the positions be through new hires or transfers from present assignments (see last paragraph on page 22)? I assume that the personnel currently performing functions in Headquarters and Rockville Station in General Assignment, Identification, Information Services, and Crime Laboratory (page 23), will continue performing the same duties if relocated to the Central Processing Facility. Finally, is the staffing on page 8 realistic? Who will provide security, custodial and supervisory functions?

ANSWER

The most efficient way to approach facility staffing is to retain a core of identification processing generalists, scheduled according to workload, whose specific work duties are those that you identify. The processing frequency rate (approximately 1 defendant per hour) would not substantiate the employment of specialists in each processing area on a round-the-clock, seven days per week basis.

The Task Force Report projected a total staffing requirement of 15 positions/workyears. This projection was made prior to completion of the FY 85 budget request which recommends 17 full-time positions for reduction. The loss of these positions constrains flexibility and could inhibit or eliminate our ability to implement central processing with existing resources.

An examination of Table 6 (pgs 17 and 18) reveals the following average processing* completion statistics from which a revised staff and supervisor requirement of 20 is projected:

	<u>Parts 1&2</u>	<u>DWI</u>
a. daily average (Sunday-Saturday) processing time	62 hrs.	18.25 hrs
b. average number of defendants per day/shift	29.3/9.77	9.13/3.04
c. average time (hours) to process per defendant	2.1	2.0

* Processing is defined as completing documents, suspect identification, and the commissioner appearance.

Custodial supervision, prisoner transport, and facility security have not been considered within the revised process staff requirement. However, this level of detail, including centralization and possible civilianization of the breathalyzer operators, requires a comprehensive analysis of functional requirements, resources, workload, and cost benefits. The presence of other established department units (Informational Services, Warrant and Fugitive, and Identification) facilitates the potential for job-sharing and security as provided by the officers and civilians relocated to the facility, particularly so for the day shift.

The department's FY 85 budget request included \$8,000 for the contract performance of a functional analysis to recommend staffing levels, qualifications, and patterns. These funds were deleted from the Executive's Recommended Budget thereby requiring in-house completion. Completion of the study is targeted for the beginning of FY 86 to correspond with facility renovations, but could be compromised by the reorganization, headquarters renovation, and other committed special studies (i.e. districts consolidation).

QUESTION

Table 4 (p.15) Finding: I do not understand the statement: "9.40 work years saved, annually." What exactly is this savings? Is this a savings which can equate to an actual budget reduction of the type the GSA Committee is looking for?

ANSWER

The 9.4 workyear figure noted in Table 4 (p.15) of the Task Force Report does not equate to a budget reduction or dollar savings. It is a time deferral issue and not a fiscal issue.

The 9.4 workyears are derived from the total time currently expended by patrol officers for arrest procedures including processing (Table 2) less the total time spent by officers and center staff for arrest processing of individuals under central processing (Tables 3 & 4) and represented as follows:

	<u>WY</u>
a. Table 2 =	22.8
b. Tables 3 & 4 =	<u>(13.4)</u>
Net Difference	9.4

The 9.4 workyears deferred represent a net departmental workyear deferral. If the DWI processing workyears (1.0) are extracted from the 9.4 figure, the following results:

	<u>WY</u>
a. Deferred Time	9.4
b. Adjusted for DWI Time	<u>(1.0)</u>
Adjusted Total	8.4

The 8.4 adjusted workyear deferral correlates to time spent under the current system waiting for commissioners, retransport time to locate a commissioner, as well as time reductions realized from efficiencies inherent in centralized processing.

The adjusted deferral time, when directly factored for the individual patrol officer results in the following:

8.4 wys x 2080 hrs x 60 min. - 365 days - 550 patrol officers which equals 5.2 minutes/day/patrol officer.

This time is distributed over the total number of patrol officers for a full year. It cannot, therefore, be credited to any one position as a savings or budget reduction.

QUESTION

Could you elaborate on how the Central Processing will facilitate the more efficient operation of current and planned automated systems such as PROMIS, On-Line Booking, JAILTRAC, MILES, NCIC, Warrant and Fugitive, etc?

ANSWER

The question requires clarification to sort out the various program/system components. PROMIS, On-Line Booking, JAILTRAC, MILES and NCIC are correctly identified as automated systems. These systems manipulate data to facilitate the management of information, operations, and people. All five systems can operate independent of central processing, which is an operational concept of arrest processing. On-Line Booking, PROMIS and JAILTRAC represent the unique information systems for the Police, State's Attorney, and Corrections which together comprise the inter-agency Criminal Justice Information System. The data bases of each system primarily support the planning, operating, and evaluation needs of each individual agency, although specific sets of data are accessible by the other agencies for defendant tracking purposes. Each system represents a link to the next system in a logical flow of information (i.e. The Police On-Line Booking System frontends the State's Attorney and Jail Systems. Arrest is the first prisoner tracking phase, followed by prosecution, sentencing, probation, incarceration, parole and/or release). MILES and NCIC are respective state and federal information systems primarily used for suspect identification and wanteds information. It is intended for all systems to ultimately interface.

The On-Line Booking and Central Processing concepts were recommended for simultaneous implementation in 1982 to minimize on-line booking system benefits, particularly to reduce the arresting officer's time investment. With central processing, the officer need complete only the charging document when presenting a prisoner for processing; the incident report can be finished in the field and submitted later for system entry (by a civilian operator) into the Police Records Management System. The processing (booking) officer completes the arrest report, suspect identification, and commissioner appearance.

Central processing enhances system efficiency by limiting the number of persons who encode data thereby reducing error, entry time, equipment acquisition (station terminals are not required) and repair costs, and increasing information validity. Further, enhanced system understanding on the part of a few, designated operators facilitates its optimum utilization.

QUESTION

Did the Task Force consider any alternatives to Central Processing which could reduce the time of processing and improve the procedures in the five Police District Stations, such as cages for police cruisers and police transport vans to facilitate transport of several prisoners to the Detention Center; civilian fingerprint and breathalyzer operators in the district stations; simplified forms, etc?

ANSWER

Central processing, as proposed, will facilitate improved resource utilization with greater effectiveness than any one or all of the above recommendations; benefits include workyears deferral, records information and management improvement, reduced equipment cost, career satisfaction, increased beat coverage, resource allocation flexibility, quality control, and improved security (both at the facility and in reduced prisoner escape potential).

In response to your recommendations, specifically, to remain decentralized and attempt to achieve the above listed benefits would require additional staff dedicated solely to processing, which are not authorized in the budget. County-wide prisoner statistics indicate a processing rate of 1.2 prisoners per hour which hardly substantiates a staff requirement four to five times the size of that indicated for a centralized operation. Poor resource utilization is also the case for the transport vans, which would require staff and vehicles available county-wide, at all times of the day without a sufficient corresponding prisoner population. Civilian fingerprint technicians and breathalyzer operators are a legitimate option, but would be required in greater number than if centralized, and also as new positions. Police cages are acknowledged as a safety feature which would reduce the number of officers required for transport (in the limited situations where required) and are worthy of future consideration.

It is very important to consider that 67% of all arrests are processed at Rockville because of commissioner availability, a situation over which we have little input and no control; in fact, the District Court has denied previous expansion efforts. All defendants must be presented before a court commissioner for formal charging; however, during the day, the Germantown and Rockville Districts share a commissioner; during the evening, only Rockville and Silver Spring are staffed; and after midnight, all appearances are made at Rockville.

Rec'd 4/5/84



Montgomery County Government

ROCKVILLE, MARYLAND 20850

MEMORANDUM

TO: Andrew Mansinne
Legislative Oversight

FROM: Russell E. Hamill, Jr.
Assistant Chief Administrative Officer

RE: Centralized Processing Facility

DATE: April 5, 1984

Attached you will please find two memoranda, reference the above-captioned matter.

First is a letter dated November 15, 1983, from Rockville City Police Chief Jared Stout; and, second, my memorandum to Lew Roberts dated December 29, 1983.

The letter from Chief Stout sets forth the City of Rockville's support of this proposal pursuant to our discussions and agreement. The City will have equal access accommodations and will thus be able to enhance the beat patrol responsibilities of the City officers by enabling them to return in a more timely manner to their patrol duties. The City conveyed no objections to the relocation proposal of the Rockville County Substation to the Headquarters facility, if the County decides that such relocation is appropriate.

My memorandum reflects the support of the Criminal Justice Commission for the establishment of the Central Processing Facility unanimously voted at its November 17, 1983, meeting. Based upon concerns expressed by Ms. Jane Whitt, Area Supervisor for the Maryland Juvenile Services Administration, and Mr. Dick Crane, Co-chairman of the County's Juvenile Justice Council, the Commission stressed the need to take great care not to co-mingle juveniles and adults and recommended that the project be implemented "in a phased manner with the adult component being developed initially and the juvenile component being implemented secondarily following further review and consultation with the juvenile service agencies."

Andrew Mansinne
Page Two

We have also been assured by District Court Administrator Jeffrey L. Ward that the District Court will provide adequate staffing by commissioners at the Central Processing Facility to insure that no delay occurs from the commissioners' vantage point

Thank you for the opportunity to participate in yesterday's work session on this project. The thoroughness with which you examined this proposal provided a welcomed opportunity for a careful reanalysis. If the Police Department, Budget Office, or I can be of further assistance, rest assured we stand ready to provide whatever additional information is required.

Attachments

REH/ms

cc: Mr. Roberts
Mr. Sonner
Chief Crooke
Chief Stout
Mr. Ward



ROCKVILLE

City of Rockville □ Maryland Avenue at Vinson □ Rockville, Maryland 20850 □ (301) 424-8000

November 15, 1983

Mr. Russell E. Hamill, Jr.
Assistant Chief Administrative Officer
Office of the County Executive
101 Monroe Street
Rockville, Maryland 20850

Dear ^{Russ} Mr. Hamill:

This letter confirms our discussions and agreement on the establishment of a centralized processing facility for the Montgomery County Police Department.

As City Manager Larry Blick and I conveyed to you, the City of Rockville has no objections to the Montgomery County Police Department's proposal to establish a centralized processing facility at the present Rockville District Station. In fact, we look forward to the establishment of such a facility since it is our understanding that the Rockville City Police Department will likewise benefit by the reduced processing time inherent in a central booking facility. It is our understanding that we will be afforded the same services provided to the County Police and, therefore, we likewise can anticipate an early return of our arresting officers to their duties.

As we both agree, the proper place for police officers is on patrol where they can effectively combat crime and enhance public safety. This centralized proposal will substantially eliminate the current delays encountered in the booking process and enable our police officers to be about the business of policing.

The only concern which we expressed to you had to do with the matter of any possible delay of patrol officers reaching their assigned beat patrol area in a timely manner. This question arose in relationship to the proposed relocation of the Rockville Substation to the Research Boulevard Police Headquarters location. Based upon the assurance that this delay is in the range of a three or four-minute matter and occurs only on the first morning shift since all other shifts overlap, our concerns were alleviated and we have no objections to that relocation if that is the County's decision.

Russell E. Hamill, Jr.
November 15, 1983

We look forward to participating in the development and operation of the central processing facility. We believe it will bring substantial savings in time and will represent an enrichment of both the County and City police services to our community.

We thank the County Executive Charles W. Gilchrist, Chief Bernard Crooke and you for providing us with the opportunity to review and comment on this matter before a decision was made. The close working relationship established between the City and County Police Departments is, in large measure, a product of our mutual willingness to review and discuss public safety matters prior to decisions being made. The project is a perfect example of our close intergovernmental cooperation and we look forward to continuing to work with you in the future.

Sincerely,



Chief Jared D. Stout
Rockville City Police Department

JDS:jnw

*Central Processing
File*



Montgomery County Government

ROCKVILLE, MARYLAND 20850

M E M O R A N D U M

To: Lewis T. Roberts, Chief Administrative Officer

From: John Townsley, Director, Fiscal and Property Management Division ^{MCPD}
Russell E. Hamill, Jr., Assistant Chief Administrative Officer *[Signature]*

Re: Central Processing Facility

Date: December 29, 1983

The attached memorandum detailed a proposal to centralize the Information Services Division of the County Police Department and to establish a central booking process facility at the present Rockville Substation. At the same time, it was proposed that the County police services currently located at the Rockville Substation be relocated to the headquarters facility on Research Boulevard. Following initial review and the County Executive's preliminary receptiveness of the proposal, we were requested to contact the appropriate criminal justice agencies, juvenile justice agencies, and the City of Rockville.

Inquiry as to the City of Rockville's views was made via Police Chief Jed Stout and City Manager Larry Blick. Concerns as to response time and shift deployment were answered to the City's satisfaction. It is understood that the relocation will minimally impact deployment affecting only the morning shift by approximately 3 to 4 minutes. The City was assured that its officers would be afforded the same booking benefits to be derived by County officers and that an appropriate procedure would be developed so that City officers would be able to turn over individuals in custody to the Central Processing staff and return to patrol duties. The City concluded this would be beneficial and enhance City patrol capabilities. With these concerns satisfied, the City is supportive of the proposal.

The Criminal Justice Commission was provided with a detailed briefing at its November 17, 1983 meeting. Questions related to response time and shift deployment were raised. Concerns were expressed that the presently inadequate State District Court Commissioner coverage would adversely impact the central processing proposal if backups occurred at the Commissioner level. Questions as to the capital costs were also raised.

The response time and deployment concerns were answered to the Commission's satisfaction and it was decided it would be inappropriate to comment on the capital expenditure issue based on the available information.

Mr. Lewis T. Roberts
December 29, 1983
Page Two

The Commission stressed that care must be taken not to comingle juveniles and adults and asked Jeff Ward and Dick Crane to review the juvenile matter with the juvenile authorities. The Commission recommended further review of the transportation component and suggested the Police Department determine whether or not a regularly scheduled prisoner transport to the Rockville facility should be provided during the shift overlap period rather than pulling patrol cars out of service. The Commission voted unanimously to ask the District Court to reevaluate the current Commissioner staffing to determine its adequacy to meet the County's needs - noting that as a People's Court there were 22 magistrates and less jurisdiction and one less police substation while currently there are 14 Commissioners serving the needs of Montgomery County. Following further discussion, the Commission unanimously approved the concept of the central processing facility as proposed.

The juvenile justice component was reviewed with Dick Crane, co-chair of the Juvenile Justice Council; Jeff Ward, District Court; Jane Whitt, Maryland Juvenile Services Administration area supervisor; Dick Hazlett, Juvenile Court Committee; and Bennett Connelly, Family Resources. Comments received conveyed concerns over possible comingling of adults and juveniles and the need to remain sensitive to the needs unique to juvenile justice programs.

Based upon the results of the aforementioned review, it is recommended that we proceed with the central processing facility as proposed. It is further recommended that the project be undertaken in a phased manner with the adult component being developed initially and the juvenile component being implemented secondarily following further review and consultation with the juvenile service agencies.

JT, REH/mdc
Attachment
cc: A. Sonner
B. Crooke

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