

STAFF REPORT

BOARD MEETING DATE:	December 5, 2023
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CATEGORY: Consent Calendar {{item.number}}

SUBJECT: Approve a retroactive renewal Memorandum of Understanding with the Superior Court of California, County of Shasta for processing warrants electronically.

DEPARTMENT: Sheriff

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Mike Lindsey, Deputy Director of Administration

STAFF REPORT APPROVED BY: Michael L. Johnson, Sheriff-Coroner

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No Additional General Fund Impact

RECOMMENDATION

Approve a retroactive renewal agreement with the Superior Court of California, County of Shasta to provide electronic warrant and document processing in an amount not to exceed \$15,000 for the period July 1, 2023 through June 30, 2026, with one option to extend through June 30, 2027.

DISCUSSION

This Memorandum of Understanding is retroactive due to the Court preparing the renewal agreement and obtaining new costs from their DocuSign agreement for electronic processing.

The Court implemented the electronic signature process in 2019 in an effort to increase Court efficiency and to minimize the time law enforcement personnel spend on obtaining signatures. The Shasta County Sheriff's Office and District Attorney's Office have utilized the electronic signature processing of warrants since implementation and has saved time in the request and processing of warrants.

The parties agree that processing warrant-related documents electronically is mutually beneficial, and the costs associated with the process should be shared equally.

ALTERNATIVES

The Board could decline approval, request additional information or modification to this retroactive renewal Memorandum of Understanding; however, that is not recommended. The County has used the electronic warrant processing system since the expiration of the prior agreement and owes the Court for those costs. Not approving the renewal will cause delays the County in obtaining warrants timely.

OTHER AGENCY INVOLVEMENT

County Counsel has approved the Memorandum of Understanding as to form. Risk Management has approved the Memorandum of Understanding. The Recommendation has been reviewed by the County Administrative Office.

FISCAL IMPACT

The Sheriff's Office and District Attorney's Office included appropriations in their Fiscal Year 2023-24 adopted budgets. Appropriations will be requested in future year budgets. There is no additional general fund impact associated with the approval of this Memorandum of Understanding.

ATTACHMENTS:

