



## MEMORANDUM

**TO:** City Council

**FROM:** Michael Martinez, Chief of Police

**BY:** Jeremy Burns, Police Sergeant

**SUBJECT:** Consideration of a Resolution Approving a Grant Agreement from the Office of Traffic Safety for Traffic Records Improvement and Approval of the Purchase of the Crossroads Traffic Collision Reporting and Electronic Citation Systems

**DATE:** September 13, 2022

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### SUMMARY OF ACTION:

Adopt a Resolution authorizing the Chief of Police to execute an agreement with the California Office of Traffic Safety (OTS) for the receipt of grant funding through the Traffic Records Improvement Project Program (TRIP), which will be used to purchase a new traffic collision reporting system and electronic citation system.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The grant award is for \$109,000 and will cover the costs of a new traffic collision reporting system and electronic citation system. The cost of the software and hardware purchase will be reimbursed by the grant. The cost of staff time to administer the grant will be absorbed into the regular duties of the Police Department Administration and Administrative Services Division of the City.

### RECOMMENDATION:

1) Adopt a Resolution authorizing the Chief of Police to execute a grant agreement with the California Office of Traffic Safety (OTS) to purchase a new traffic collision reporting and electronic citation system, 2) Approve a Budget Amendment Request for FY 2022-23 in the amount of \$109,000 to account for the OTS grant revenue and the expenditures for the new reporting and citation systems, and 3) Approve the sole source purchase of the Crossroads traffic collision reporting and electronic citation software programs.

### BACKGROUND:

The Arroyo Grande Police Department has accepted grant funding from the California Office of Traffic Safety (OTS) intermittently in the past. For instance, in Fiscal Year 2022-23, the City received funding of \$58,000 from OTS in the form of a Selective Traffic

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Enforcement Program (STEP) grant. This STEP grant provided funding for enforcement activities including DUI checkpoints, DUI saturation patrols, distracted driving enforcement, and pedestrian safety enforcement. The STEP grant also provided funding for traffic enforcement and training for officers, and funding for the purchase of traffic enforcement equipment, including a new hand-held LIDAR device and radar trailer. Another STEP grant has been awarded to the Arroyo Grande Police Department for this Fiscal Year 2022-23 and is presented for consideration and approval in a separate agenda item (Item 8.i).

In addition to the STEP grant, OTS also offers a Traffic Records Improvement Project (TRIP) grant. TRIP grants provide law enforcement departments with the ability to plan and initiate traffic records improvement projects, such as the purchase of new traffic crash reporting systems as well as electronic citation equipment and software.

#### **ANALYSIS OF ISSUES:**

The City of Arroyo Grande currently has a population of approximately 17,924 residents, however, the City experiences an increase in daily population and traffic due to employment, business, and service providers located within the City. Additionally, the City's service population is also impacted by the cities immediately adjacent, making up the "Five Cities" area. The larger Five Cities area population is approximately 45,000 residents, not including the tourist population, which is estimated at approximately 35,000 a year. Because of the City's location situated half-way between Los Angeles and San Francisco, directly west of Bakersfield, near the beach and the Oceano Dunes Vehicular Recreation Area, significant increases in traffic, pedestrian and alcohol related incidents occur within the City's service area. In addition, the City of Arroyo Grande hosts the only public high school in the Five Cities area, servicing over 2000 high school students daily. This causes an increase in the number of inexperienced drivers on the road as well as bicyclists and pedestrians. With the resident, student, and transient tourist populations impacting the City's total service population, the City has seen an increase in traffic collisions and traffic incidents over the past several years. The Police Department, on average, investigates and takes reports on over 300 traffic collisions per year.

The Police Department currently uses the Executive Information Services (EIS) Records Management System (RMS) for all criminal, incident, and traffic collision reports. The EIS traffic collision reporting program has not been updated in several years, and lacks the capabilities of more modern systems. The EIS traffic collision system does not allow for adequate data analysis, and requires manually looking through individual reports to perform any analysis. A requirement of the OTS STEP grant is the reporting of certain statistics on a quarterly basis. With the EIS collision reporting system, this requires extensive staff time to manually review individual reports to count the statistics. Data analysis is a critical element to a traffic collision reporting system, as it allows the Traffic Unit to better identify areas within the City that are more prone to traffic incidents, and

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allows for better targeted enforcement of traffic and safety violations. Additionally, the EIS system does not allow for the electronic submission of required reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS) and requires Department staff to print and send physical copies of required reports.

The Police Department currently utilizes traditional paper citations for traffic violations and criminal arrests. The paper citation system requires staff to manually enter the citations into the EIS RMS, which requires significant staff time. Many police departments have moved to electronic citation systems, which greatly reduces staff time in the field, as well as the later entry into the EIS RMS. With electronic citation systems, the citation is automatically entered into the EIS RMS, eliminating the need for manual entry.

The Police Department has identified the need to upgrade and replace the current EIS RMS traffic collision reporting system, with a system that will allow for more streamlined reporting and perform adequate data analysis of traffic collisions within the City. The City has been tentatively approved for an OTS TRIP Grant in the amount of \$109,000 to facilitate the purchase of a new traffic collision reporting system and electronic citation system.

OTS has specific requirements for capabilities for traffic collision reporting systems purchased with grant funds. The requirements include the following:

- System licensing with installation and training
- GIS based mapping
- Segment crash diagramming tool
- Ability to create or import crash reports
- Ability to import and export agency RMS files
- Ability to perform complete analysis of crash reports
- Secure database accessible by appropriate agency personnel
- Ability to export complete crash report to California Highway Patrol's SWITRS

OTS also has specific requirements for the electronic citation system, which include:

- System licensing with installation and training
- Ability to import and export to agency RMS files
- Ability to perform complete analysis of citation reports
- Secure database accessible by appropriate agency personnel
- Ability to export complete citation reports to the local county court

With these requirements in mind, Police Department staff researched appropriate traffic collision reporting systems and electronic citation systems. Through the research, staff was able to identify one company that produces a traffic collision reporting system and electronic citation system that meet all of the requirements. Crossroads Software, Inc.

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produces a traffic collision reporting system and electronic citation system that meet the above requirements and has additional capabilities that would provide a benefit to the Police Department in reporting collisions and writing citations. The Crossroads collision reporting system provides thorough data analysis tools that would allow for the easy reporting of statistics to OTS, as well as identifying areas in the City with the greatest traffic concerns. Additionally, the system allows for the electronic submission of reports to SWITRS, which would also reduce staff time spent on these tasks. The electronic citation system would greatly reduce the time officers spend writing each citation in the field, as well as eliminate the manual entry of the citation information into the RMS system.

Many agencies throughout the State and locally use the Crossroads collision reporting and electronic citation software, including the San Luis Obispo Police Department and the Paso Robles Police Department. Both San Luis Obispo and Paso Robles have had success in implementing the Crossroads system. The Arroyo Grande Police Department currently uses a different Crossroads software application for the reporting of stop data to the Department of Justice (DOJ). It is, therefore, recommended that the City Council approve the sole source purchase of the EIS RMS and electronic citation system from Crossroads.

The cost of the Crossroads system is broken down as follows:

- \$30,200 for the Report Writer for Collision Reporting
- \$24,800 for the Interface to Upload Collision Report Data and Documents to the California Highway Patrol SWITRS System
- \$39,400 for the Electronic Citation System

The remaining \$14,600 will be used to purchase hardware for the electronic citation system (tablets/phones and mobile printers). Staff is working to identify exactly what hardware will be the best options to work with the Crossroads system.

The Police Department currently has a EIS RMS that is used for criminal and incident reports, separate from the traffic collision portion of EIS RMS. The CIP Budget has \$150,000 of COPS Grant funds earmarked for upgrade of the current criminal and incident portion of EIS RMS, which is going to coincide with the San Luis Obispo Sheriff's Department's anticipated upgrade to their RMS system. The proposed Crossroads RMS system will integrate with this EIS RMS system.

#### **ALTERNATIVES:**

1. 1) Adopt a Resolution authorizing the Chief of Police to execute a grant agreement with the California Office of Traffic Safety (OTS) to purchase a new traffic collision reporting and electronic citation system, 2) Approve a Budget Amendment Request for FY 2022-23 in the amount of \$109,000 to account for the OTS grant revenue and the expenditures for the new reporting and citation systems, and 3)

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Approve the sole source purchase of the Crossroads traffic collision reporting and electronic citation software programs.

2. Do not adopt the Resolution or approve the purchase;
3. Provide other direction to staff.

**ADVANTAGES:**

Accepting the OTS grant and purchasing the Crossroads collision reporting and electronic citation systems will have several advantages. It will fund the purchase of a new traffic collision reporting system and an electronic citation system that are not otherwise funded in the City's budget. The Crossroads report writing system allows for more expeditious reporting of collisions and allows for thorough analysis of collision data. This will greatly reduce staff time spent on analyzing collision data and reporting statistics. The electronic citation system will also reduce staff time, both in the field, and later in data entry into the EIS RMS.

**DISADVANTAGES:**

No disadvantages are identified if the recommended action is approved. By not accepting the grant, the Police Department will not receive additional funding to purchase a traffic collision report writing and electronic citation system.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

**Attachments:**

1. Proposed Resolution
2. Grant Agreement
3. Crossroads Software, Inc. Cost Proposal