



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 334 Date Issued: September 27, 2018
Section: 300 – Fiscal Policies Date Revised:
Accreditation Standards:

SUBJECT: REVENUE – RECORDS MANAGEMENT SYSTEM

APPROVED: _____
Board Chairperson

- 1.0 The City of Santa Cruz, City of Watsonville, City of Capitola, and the County of Santa Cruz have agreed to a joint purchase of a consolidated Records Management System for their law enforcement agencies.
- 2.0 A cost sharing percentage has been established to provide for any associated expenses towards this joint program.
- 3.0 Expenses include any initial one-time costs as well as on-going maintenance/upgrade costs.
- 4.0 Only costs pertaining to and benefiting all members as identified in section 1.0 above are applicable to this formula.
 - 4.1 Costs that pertain to less than all members shall be separate and the responsibility of the associated agencies. Examples of these costs would be: interface to a jail management system, interface to a third party traffic citation program, etc.
- 5.0 The formula is based on two factors: 1) percentage of the population within the jurisdiction, 2) percentage of reports/cases written by each agency.
 - 5.1 The formula will be updated every three years on the same schedule as the JPA cost sharing formula.

- 5.1.1 Population percentages will be based on the population at the current time as per the California Department of Finance records “E-1 Population Estimates for Cities, Counties, and the State.”
- 5.1.2 Reports/cases written percentages will be based on an average of the previous two years’ worth of data.