



Request for City Council Committee Action from the Department of BIS

Date January 12, 2006

To **Paul Ostrow, Chair, Ways and Means Committee**

Subject **Request for Proposal (RFP) for Handheld Citation Units for Minneapolis Police Department**

Recommendation Authorize issuance of a Request for Proposal (RFP) for Handheld Citation Units with related software and accessories

Prepared by Nancy Larkey, Contract Administrator, 673-5494

Submitted by Karl Kaiser _____, 673-3910
Chief Information Officer

Approved by Steven Bosacker _____
City Coordinator

Permanent Review Committee (PRC) Approval Pending

Policy Review Group (PRG) Not Applicable

Committee Presenter Nancy Larkey

Financial Impact – None. Funding will be discussed at such time as a contract is awarded.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the Capital Budget or Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: Action is within the plan.
- Other financial impact (Explain):
- Request provided to department's finance contact prior to the Committee Coordinator.

Community Impact (use any categories that apply) – Not Applicable

Background/Supporting Information Attached

The City of Minneapolis Police Department (MPD) needs portable electronic citation devices for those officers walking, driving motorcycles, and riding horses. This automated ticketing system will download onto the MPD management system and interface with Hennepin County.

Hennepin County regulations require prompt transmission of citation for the Traffic Violations Bureau and trial court purposes. The manual process presently used causes delays thus missing time requisites of Hennepin County. The manual process also consumes officer and staffing time.

This initiative includes the handheld device, download stations, software, backup power units, printers, recharging stations, cabling, any computer support, and related maintenance of the device and software,.

These units will be durable, weather withstanding, pocket size and print capable.

The benefits to the officer are:

- Ability to issue citations of varying types
- Ability to perform daily activity reporting
- Identifying scofflaw
- Accessing information such as stolen vehicle identification, arrest warrants
- Reporting maintenance issues such as damaged meters, semaphores, signs
- Improving code compliance
- Access to MPD internal information regarding City unmarked vehicles