

Pinal County Grant Pre-Proposal

Tracking Number	2016-SHER-126
Funding Entity	US Department of Justice, Bureau of Justice Assistance, Office of Justice Programs
Department	Sheriff
Grant Type	Federal Pass Through
Amount Sought	\$75000
Date Due	2016-03-25T07:00:00Z
Submission Format	Electronic Application
No Submitted Documentation Explanation	still writing application
Grant Start Date	2016-10-01T07:00:00Z
Grant End Date	2017-09-30T07:00:00Z
No Indirect Costs Not Allowed Documentation Explanation	overtime only per ACJC coordinators
Matching Funds Required	true
Matching Fund In-Kind Amount	\$7500
Matching Fund Source	1016
Matching Funds Currently Exist	true
In-Kind Matching Personnel	10%
In-Kind Additional Personnel	0
In-Kind Total Personnel	10%
In-Kind Matching Facilities	N/A
In-Kind Total Facilities	0
In-Kind Matching Equipment	N/A
In-Kind Total Equipment	0
In-Kind Matching Other	N/A
In-Kind Total Other	0
Community Partner Information	N/A
New Personnel from Grant	N/A
New Facilities from Grant	N/A

New Equipment from Grant N/A

New or Existing Program New Program

Sustainability Plan Description N/A

Project Description The PCSO Records Unit is requesting overtime funding from NCHIP to pay staff members to scan the many hand written original arrest booking documents. We currently have approximately 769 boxes of hand written original arrest booking documents that need to be scanned. These booking records are utilized in accordance to the correction of Fingerprint Disposition Records (FDR's) submitted to Department of Public Safety to ensure that accurate criminal history is applied to be used for employment and Government investigative purpose. In accordance to AZ State Library Archives and Public Records 39-101, bookings are considered permanent records, by scanning and preserving, they can be quickly accessible for request received by Department of Public Safety for the purpose of Audits or disposition (FDR) correction. PCSO will match the 10% of this grant funding with In-Kind match which will be clerks scanning on duty for up to \$7500.00.

Strategic Goals Alignment Description N/A

Costs and Benefits Description With limited resources and other critical designated responsibilities have prevented the Pinal County Sheriff's Office's Records Unit from being able to commit staff to scan on a routine basis. We currently have three (3) Admin Clerks who incorporate scanning to their daily duties once a week in between her current every day duties as an Admin Clerk, with the requirement of Q&C monitoring being conducted by either the Records Supervisor(s). These original hand written arrest booking records negatively affect the goals of the Sheriff's Office and place our agency in non-compliance with audit's conducted for the DPS Criminal History Reporting Review (CHRR). Overtime funding is needed to achieve the 2016 Criminal History Improvement initiative by ensuring that these arrest records are accessible when connecting criminal history records, when reviewing FDR's, so they are accessible through FBI record system. Without this overtime funding, it would take approximately 10 years. This funding would save the county thousands of dollars with zero cost to the county.

Additional Information N/A

CM Exemption Review Explanation N/A

Attached Documents:

About Funding Documentation (http://app-9a506d55220269.sharepointapps.pinalcounty.mis/grants/GrantPreProposals/Lists/SupportingDocumentation/2016-126_about_funding_documentation.msg)

Review History:

	Reviewer	Date	Outcome
Sheriff (Internal) Review	Tim Gaffney	Wed Mar 9 2016	Approved
Grants Coordinator Review	Kolya McCleave	Thu Mar 10 2016	Approved
Information Technology Review	Steven Frazier	Thu Mar 10 2016	Approved

Finance Review	Levi Gibson	Thu Mar 10 2016	Approved
Budget Review	Angeline Woods	Thu Mar 24 2016	Approved
County Manager Review	Gregory Stanley	Thu Mar 24 2016	Approved