



# City Council Report

**Date:** April 16, 2018  
**To:** City Council  
**Through:** John Pombier, Assistant City Manager  
**From:** Ramon Batista, Police Chief  
William Peters, Commander  
**Subject:** Grant Award from the Arizona Criminal Justice Commission - National Criminal History Improvement Program - Citywide

## Purpose and Recommendation

The City of Mesa Police Department is respectfully requesting the Mesa City Council authorize the City Manager or his designee to enter into a National Criminal History Improvement Program Grant Agreement with the Arizona Criminal Justice Commission to accept \$281,516 in grant funds. The funds will be used by the Police Department's Records Division for the conversion of microfilm and reels into digital format.

## Background

The Mesa Police Department's Records Division currently maintains all police reports and supplementary information for cases between 1948 and 1997 on microfilm. Initial police reports are kept on one set of reels and as supplemental paperwork was completed, it was filmed later and added to update reels. This causes challenges in retrieving those documents as report information is located on multiple reels.

## Discussion

Reports and supplement information on microfilm are time intensive to locate, are often of poor quality and is an outdated form of record keeping. This project will convert police reports and supplementary information on microfilm to a digital format. The conversion will provide the best image possible. The digital records will be added to our Document Management System under the case number. Locating documents by case number will allow for faster response times to NICS requests and will be easier to research final disposition of criminal history.

## Alternatives

If this Agreement is declined, the Mesa Police Department will continue to search for information on microfilm and reels.

**Fiscal Impact**

In addition to the award amount, a City match of \$31,280 required. These funds are available within the Police Department's budget.

Mesa Police Department personnel will be responsible for submitting reports on a quarterly basis to the Arizona Criminal Justice Commission. The Arizona Criminal Justice Commission will remit monies due upon receipt of the invoices.

**Coordinated With**

The City of Mesa Police Department recommends the approval of the National Criminal History Improvement Program Grant Agreement with the Arizona Criminal Justice Commission.