

# MEMORANDUM

Agenda Item No. 8(I)(1)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** June 16, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution retroactively authorizing the County Mayor's action in applying for grant funds in the amount of \$137,560.00 from the Florida Department of Law Enforcement, Criminal Justice Information System Division, to support Miami-Dade County's implementation of the Florida Incident Based Reporting System to transition reporting to the National Incident-Based Reporting System; and authorizing the County Mayor to receive and expend such grant funds, to execute contracts as may be required by program guidelines, and to execute any amendment, termination, and extension provisions contained therein

The accompanying resolution was prepared by the Miami-Dade Police Department and placed on the agenda at the request of Prime Sponsor Public Safety and Rehabilitation Committee.



Abigail Price-Williams  
County Attorney


APW/lmp

# Memorandum



**Date:** June 16, 2020

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Authorizing the County Mayor or the County Mayor's Designee to Apply for, Receive, and Expend Grant Funds from the Florida Department of Law Enforcement to Support Miami-Dade County's Transition to the National Incident-Based Reporting System

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## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the attached resolution retroactively authorizing the County Mayor or County Mayor's designee's action in applying for grant funds in the amount of \$137,560.00 from the Florida Department of Law Enforcement (FDLE), Criminal Justice Information System Division to support the Miami-Dade Police Department's (MDPD) implementation of the Florida Incident-Based Reporting System (FIBRS) to transition the reporting of incident-based crime data to the National Incident-Based Reporting System (NIBRS). It is further recommended that the Board authorize the County Mayor or Mayor's designee to receive and expend such grant funds, and to execute contracts and any amendment, termination, or extension provisions contained therein.

## **Scope**

The contract will support countywide services.

## **Delegation of Authority**

The County Mayor or County Mayor's designee is authorized to apply for, receive, and expend grant funds from the FDLE to support the MDPD's implementation of FIBRS to transition the reporting of incident-based crime data to the NIBRS. The County Mayor or the County Mayor's designee is further authorized to execute any contracts and any amendment, termination, or extension provisions contained therein.

## **Fiscal Impact/Funding Source**

There is no fiscal impact to the County. FDLE's Criminal Justice Information Services Division has awarded the MDPD \$137,560.00 in no match funds.

## **Track Record/Monitor**

In order to ensure compliance with contract requirements, this grant will be monitored by Assistant Director Gustavo Knoepffler, of the MDPD's Departmental Services.

## **Background**

The Director of the Federal Bureau of Investigation has mandated the transition to the NIBRS by January 2021. As the State of Florida moves toward complying with this mandate, the Florida Legislature has provided limited funds to law enforcement agencies for use in implementing the FIBRS.

The FIBRS project is designed to implement solutions for Florida's participating local and state law enforcement agencies to collect and process incident-based crime data. These solutions provide data to NIBRS, Use-of-Force, and the Law Enforcement Information Exchange, as well as provide a means to store

Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners  
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and display Florida-only statistical data. Additionally, implemented solutions will automate the collection, storage, and submission of law enforcement employee count data and population data.

The MDPD must update its Crime Analysis System and its Crime Data Warehouse so that they are capable of capturing and reporting all required FIBRS data. Additionally, an extract from the Administrative Investigations Management System must also be created for Use-of-Force data. Once complete, an extract process must be created to generate the data required by FDLE in order to comply with enhanced reporting requirements.

The MDPD has permanent personnel working on these critical tasks, but would benefit from additional resources to ensure compliance by January 2021. The recently awarded \$137,560.00 grant funds will allow the MDPD's software development personnel to contract with consultants who have the targeted expertise needed for ensuring that MDPD is FIBRS/NIBRS compliant by January 2021.



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Maurice L. Kemp  
Deputy Mayor



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** June 16, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(I)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(I)(1)  
6-16-20

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RETROACTIVELY AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE'S ACTION IN APPLYING FOR GRANT FUNDS IN THE AMOUNT OF \$137,560.00 FROM THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT, CRIMINAL JUSTICE INFORMATION SYSTEM DIVISION, TO SUPPORT MIAMI-DADE COUNTY'S IMPLEMENTATION OF THE FLORIDA INCIDENT BASED REPORTING SYSTEM TO TRANSITION REPORTING TO THE NATIONAL INCIDENT-BASED REPORTING SYSTEM; AND AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO RECEIVE AND EXPEND SUCH GRANT FUNDS, TO EXECUTE CONTRACTS AS MAY BE REQUIRED BY PROGRAM GUIDELINES, AND TO EXECUTE ANY AMENDMENT, TERMINATION, AND EXTENSION PROVISIONS CONTAINED THEREIN

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board retroactively authorizes the County Mayor or the County Mayor's designee's action in applying for grant funds in the amount of \$137,560.00, in the form attached hereto and incorporated by reference, from the Florida Department of Law Enforcement, Criminal Justice Information System Division. This Board further authorizes the County Mayor or the County Mayor's designee to receive and expend said grant funds to support the Miami-Dade Police Department's implementation of the Florida Incident-Based Reporting System to transition the reporting of incident-based crime data to the National Incident-Based Reporting System. This Board also authorizes the County Mayor or the County Mayor's designee to execute contracts, as may be required by program guidelines, and to execute any amendment, termination, or extension provisions contained in such contracts, after review by the County Attorney's Office for form and legal sufficiency.

The foregoing resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and  
upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	
Rebeca Sosa, Vice Chairwoman	
Esteban L. Bovo, Jr.	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Eileen Higgins	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Dennis C. Moss	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 16<sup>th</sup> day of June, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Anita Viciano Zapata

# Application for Funding Assistance

ATTACHMENT A

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** FDLE CJIS  
**County:** State Agency

### Chief Official

**Name:** Charles Schaeffer  
**Title:** Director, Criminal Justice Information Services  
**Address:** 2331 Phillips Road  
**City:** Tallahassee  
**State:** FL **Zip:** 32308-5333  
**Phone:** 850-410-7100 **Ext:**  
**Fax:**  
**Email:** CharlesSchaeffer@fdle.state.fl.us

### Chief Financial Officer

**Name:** Charlotte Fraser  
**Title:** Financial Management Administrator  
**Address:** 2331 Phillips Road  
**City:** Tallahassee  
**State:** FL **Zip:** 32308-5333  
**Phone:** 850-410-7162 **Ext:**  
**Fax:** 850-410-7158  
**Email:** charlottefraser@fdle.state.fl.us

# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 1: Administration

### Implementing Agency

**Organization Name:** Miami-Dade Police Department

**County:** State Agency

### Chief Official

**Name:** Alfredo Ramirez III

**Title:** Director

**Address:** 9105 North West 25th Street

**City:** Doral

**State:** FL **Zip:** 33172-1500

**Phone:** 305-471-3518 **Ext:**

**Fax:**

**Email:** aramireziii@mdpd.com

### Project Director

**Name:** Jose Rivero

**Title:** Commander

**Address:** 9105 North West 25th Street

**City:** Doral

**State:** FL **Zip:** 33172-1500

**Phone:** 305-216-4098 **Ext:**

**Fax:**

**Email:** JRivero@mdpd.com



# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 2: Project Overview

### General Project Information

**Project Title:** MDPD FIBRS IMPLEMENTATION  
**Subgrant Recipient:** FDLE CJIS  
**Implementing Agency:** Miami-Dade Police Department  
**Project Start Date:** 3/27/2020      **End Date:** 9/30/2021

### Problem Identification

CAS does not support person-to-person relationships, detailed hate crime data, detailed domestic violence data, or use of force data. Offense data is also captured in an outdated manner that does not allow for specifics to be captured. MDPD determined it will be unfeasible to update CAS since it is written in outdated technology and will not be able to support the information required by the FIBRS specifications. Due to its obsolescence, MDPD planned to update CAS, and FIBRS/NIBRS compliance will be incorporated into CAS as it is rewritten.

Historically, CDW has been the source of reports generated for FDLE. The CDW receives data from CAS and several other systems and aggregates the data for reporting to FDLE and many other destinations. Since it is structured to accept current CAS data, the CDW would not currently be able to support the information required by the FIBRS specifications.

Use-of-Force (UoF) data is kept in an unconnected database used solely by MDPD's Professional Compliance Bureau and has not been provided for statistical analysis. UoF data has not previously been reported to FDLE. In addition, MDPD will verify that RMS can report data for employee counts/workload statistics.

FDLE plans to unify data submission in a standard interface. Although MDPD captures much of the data, either it is transmitted in a different format or not transmitted. Areas of interest include: Arrests, Arrestees, Bookings, CAD Calls for Service, Citations, Field Contacts, Pawn Transactions, Traffic Incidents, and Warrants. Some data, such as Pawn, Citation, and Use of Force, are held by vendors, and MDPD must depend on these vendors to implement required interfaces through their processes.

While MDPD has some permanently-assigned resources working on these areas, the organization needs additional resources to generate the capacity required to achieve the mandated tasks. If funded, this grant would allow MDPD to supplement the software development team with additional contractual developer/consultant(s) with targeted expertise needed for the critical task of Statewide FIBRS compliance.

### Project Summary (Scope of Work)

The contracted developer/consultant(s) will be responsible for updating CAS, to include:

Finalizing gap analyses on:

- o CDW
- o Proposed FIBRS database structure to be used as staging area for extract data to FDLE
- o Pawn, Warrant, Use-of-Force and Booking data

Creating data structures as necessary for the above items

Creating Extract Transform and Load (ETL) processes for the above items

Creating mappings from MDPD staging database to the target NIEM XML structures and generate NIEM XML documents for:

- o Arrest
- o Incident

# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

- o Use of Force and AIM
- o Zero Report

Documenting changes and system processes

Testing and performing corrections to FIBRS data submissions

The contracted developer/consultant(s) will be acquired through Miami-Dade County-approved contract vendors, using an open and competitive interview process. The contracted developer/consultant(s) must pass background check(s) and will be stationed at MDPD headquarters. Contractors will use detailed timesheets and report completed tasks biweekly to project supervisors. The cost for the contracted developer/consultant(s) is \$137,560.00 (\$95/hour @ 1,448 hours).

## PERFORMANCE

MDPD will provide the following deliverables:

Monthly activity reports including all work completed by the agency for the past month, any issues, and the work plan for the coming month.

Detailed test plan providing documented output of acceptable data submissions.

MDPD will test with FDLE as per the FIBRS Sample Test Plan and submit test results to FDLE for review. MDPD's testing documentation will demonstrate that the RMS can successfully submit quality NIBRS, Use-of-Force, and the Florida-specific data elements to the FIBRS repository-based on the FDLE IEPD. Specifically, MDPD will:

Verify submissions of at least 6 months of live data sustain an error rate of 4% or less

Verify RMS can report workload statistics per the CJAdmin IEPD

Verify submissions contain logical and consistent data as defined by FDLE

Verify submissions are statistically reasonable as a whole (in comparison to state trends)

# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 3: Performance

### General Performance Info:

**Performance Reporting Frequency:** Monthly

**Prime Purpose Area:** NCSX - NCSX

**State Purpose Area:** G - General Questions

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### Objectives and Measures

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**Objective:** General - General Questions

**Measure:** 1

Is the applicant aware this grant requires the submission of performance data to FDLE for each reporting period?

**Goal:**

# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Monthly

Is the subgrantee a state agency?: Yes

FLAIR / Vendor Number: 712022610187170020000

### Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$137,560.00	\$0.00	\$137,560.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$137,560.00</b>	<b>\$0.00</b>	<b>\$137,560.00</b>
<b>Percentage</b>	<b>100.0</b>	<b>0.0</b>	<b>100.0</b>

### Project Generated Income:

Will the project earn project generated income (PGI)? No

# Application for Funding Assistance

Florida Department of Law Enforcement  
National Crime Statistics Exchange

## Section 4: Financial (cont.)

### **Budget Narrative:**

Contracted Services: \$ 137,560

The contracted developer/consultant(s) will be acquired through Miami-Dade County-approved contract vendors, using an open and competitive interview process. The contracted developer/consultant(s) must pass background check(s) and will be stationed at MDPD headquarters. Contractors will use detailed timesheets and report completed tasks biweekly to project supervisors. The cost for the contracted developer/consultant(s) is \$137,560.00 (\$95/hour @ 1,448 hours).