

MOTION NO. 5403

1
2 A MOTION relating to the current Subject-in-
3 Process (SIP) Management Information System
4 and future data and management information
5 requirements for planned expanded jail facil-
6 ities; authorizing the expenditure of budget-
7 ed funds; stating the Council's intentions
8 regarding the content of quarterly reports to
9 be submitted to the Council as required in
10 Ordinance 5757, Section 36B.

11 WHEREAS, the Division of Systems Services with input from
12 the Department of Rehabilitative Services and in conjunction with
13 the Data Processing Program Review Committee (the Administration)
14 has conducted a study relating to the data and the management
15 information of the present and planned jail facilities; and

16 WHEREAS, the Administration, in pursuit of operational effic-
17 iency and inter-agency consolidation of support functions recom-
18 mends that any SIP replacement system also resolve the admin-
19 istrative and operational shortcomings of SIP with respect to
20 present and future data processing needs of the Prosecutor's
21 office as described in the January 7, 1982 Prosecutor's Supple-
22 ment to the Subject in Process (SIP) Replacement Report, and

23 WHEREAS, the Administration has stated its findings and
24 recommendations in a study entitled Subject-in-Process (SIP)
25 System Replacement Report, dated September 28, 1981; and

26 WHEREAS, the Administration has concluded in the SIP Report
27 that the current information system, developed in 1974 and imple-
28 mented in 1976, is obsolete and inadequate to efficiently meet
29 legal and operational requirements of the jail, and that
30 the planned expansion of jail facilities scheduled for completion
31 in 1984 will further exacerbate the deficiencies; and

32 WHEREAS, certain functions performed by the Corrections
33 Division have been interpreted as being mandated by statute or
regulation; and therefore, if not incorporated into an automated
data processing system, must be performed manually at considerable

1 cost in additional manpower; and

2 WHEREAS, the cost of additional manpower needed to perform
3 the manual functions in the planned facility estimated to be
4 \$1.2 million annually, will exceed that estimated for the develop-
5 ment, implementation and operation of a rewritten automated
6 system estimated at cost of \$4.8 million over a five year period;
7 and

8 WHEREAS, the Administration has examined four alternatives
9 to resolve the data processing issue; retain the current
10 system with minimal modification; or, modify it to both accom-
11 modate additional physical facilities and accomplish certain
12 functions now required to be performed manually; or, acquire an
13 already automated jail management system being used by other
14 local government agencies; or, redesign and develop a new
15 Subject-in-Process system, using "state-of-the-art" technology;
16 and

17 WHEREAS, the Administration recommends the development of
18 a new SIP system as the most efficient alternative, and

19 WHEREAS, the Council, while allocating funds in the 1982
20 budget for the general design and development of a new SIP system,
21 inserted a proviso in Ordinance 5757, Sec. 36B, requiring the
22 executive to present total cost and benefits for a rewritten
23 system for review and approval prior to the expenditure of
24 budgeted funds; and

25 WHEREAS, the Administration presented the total cost and
26 benefits of a rewritten system in the SIP System Replacement
27 Report to the Council; and

28 WHEREAS, the Council historically has been critical of the
29 current Subject-in-Process system, it having been designed and
30 developed to meet the management information needs of the jail
31 as part of a comprehensive criminal justice information system,
32 the system now having been deemed inadequate in meeting its
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1 original and present objectives; and

2 WHEREAS, the present Subject-in-Process system does not
3 detect accurately the daily jail population or provide an ade-
4 quate source of information to assess the operations of the
5 jail or certain principal aspects of management efficiency, and

6 WHEREAS, the present system's inherent lack of planned
7 flexibility has resulted in substantial additional staff and
8 fiscal costs to perform related manual processes, and

9 WHEREAS, there was inadequate user involvement and commit-
10 ment during the planning stages in 1974 through 1976 in the
11 present program which thus became impractical upon implementation
12 in meeting planned objectives, and

13 WHEREAS, it is the Council's intent to insure that the
14 estimated costs for the design, development, implementation and
15 operation of the proposed rewritten system are not exceeded,
16 since most costs associated with the planned jail facility
17 have substantially increased compared to original estimates,
18 and

19 WHEREAS, the Council is determined to assure that the
20 investment of county funds in the design and development of a
21 new Subject-in-Process system will result in the implementation
22 of a system which is cost effective and sufficiently flexible to
23 meet present and anticipated future information management needs,
24 and

25 WHEREAS, while the SIP System Replacement Report makes clear
26 that proposed costs are preliminary estimates subject to revision,
27 it is the Council's intent that cost estimates in excess of those
28 stated in the Report will be strenuously examined by the Council
29 and that they will not be accepted without Council review, and

30 WHEREAS, if reductions in the project's scope are necessary
31 to adhere to the Council's intent, it is the responsibility of
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1 the Administration to fairly present alternatives which will
2 maintain the system's design within present cost estimates to
3 accomplish prioritized purposes, and maintain system flexibility
4 to adapt to changing informational purposes in so far as it is
5 practical, and

6 WHEREAS, the Council must be assured that the new SIP
7 system includes user agency accountability, and it is therefore
8 the Council's intent that a user committee be formed to ensure
9 that management considers assessments of design elements affect-
10 ing areas of processing which the users perform; and

11 WHEREAS, the SIP Report is based on Administration inter-
12 pretation that the system will be designed to meet statutory and
13 regulatory, as well as practical management requirements; and

14 WHEREAS, it is the Council's intent that the Subject-in-
15 Process system, as finally implemented, will be dedicated to
16 performing functions and producing reports directly relevant to
17 efficient operation of the jail and meeting legally required
18 reporting requirements;

19 NOW, THEREFORE, BE IT MOVED by the Council of King County:

20 A. The expenditure of budget funds by the County Executive,
21 allocated by Ordinance No. 5757, Section 36B, for the
22 general design and development of a new Subject-in-Process manage-
23 ment information system, is hereby approved.

24 B. It is the Council's intention that later approval of
25 funds beyond the general design and development phase, is subject
26 to determination by the Council based upon a review of quarterly
27 reports on the progress of the development of the SIP system,
28 including changes in the project's scope, schedule, costs and
29 benefits, as further provided for in Ordinance 5757.

30 C. The required quarterly reports will be submitted to the
31 Council not later than 10 working days following the end of each
32 quarter.

1 D. The following general format will be followed in the
2 preparation of each quarterly report. The topics indicated in
3 the format will be considered the minimum information desired
4 by the Council and will not be construed as limiting information
5 needed to properly assess project progress.

6 1. Overview. Central statement relating to

- 7 a. Development and design progress.
8 b. Changes to scope of project.
9 c. Meeting estimated cost objectives.
10 d. Problems encountered or anticipated in meeting
11 project objectives.

12 2. Cost Accountability

- 13 a. Revised cost estimates by user category (Jail,
14 Prosecutors Office, etc.); and by key functional components with-
15 in the user's category.

16 Seven key functional components involving the jail process
17 of the proposed system have been identified and estimated costs
18 for each function, as determined by preliminary study, are
19 listed.

20 They will not be exceeded without prior Council approval.
21 The report will address each functional component of the jail
22 process and Prosecutor's Office estimates with regard to adher-
23 ence to or reducing the projected costs herein displayed:
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1	<u>Function</u>	<u>Development Cost</u>	<u>Annual O&M</u>
2	(1) Booking	\$ 80,637	\$114,375
3	(2) Location	107,516	114,375
4	(3) Release	53,758	22,875
5	(4) Charge/Hold	26,879	22,875
6	(5) Management Reports	161,274	91,500
7	(6) Detention Billing	53,758	45,750
8	(7) Accounting:		
9	Cash & Property	53,758	45,750
10	- Additional User O&M	--	66,039
11	-- JAIL SUBTOTAL	\$ 537,580	\$ 523,539
12	-- PROSECUTOR OFFICE SUBTOTAL	\$ 231,392	\$ 152,500
13	-- GENERAL DESIGN	\$ 138,577	---
14	TOTALS	\$ 907,549	\$ 676,039

16 b. Alternatives, if any, to reduce or restrain costs, and

17 c. Impact of alternatives in meeting project objectives

18 and benefits to be achieved.

19 3. Planning Progress

20 a. Update of work plan.

21 b. Summary of progress in each phase of the work plan.

22 (1) Project Definition

23 (2) General Design

24 (3) Detailed Design and Development

25 (4) Implementation and Training.

26 4. User Participation

27 a. Status of implementing a SIP User Committee. In
28 the first quarterly report, action taken to create and implement
29 a user committee will be described. The purpose of this committee
30 will be to ensure user participation in the planning and develop-
31 ment of the revised SIP system by reviewing the proposed design
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1 of the revised system from the standpoint of practicality and
2 impact on user functions, criticizing proposals and offering
3 alternatives to ensure that developing concepts take into
4 consideration requirements of users. To carryout this function,
5 committee members should canvass, and request comments and
6 recommendation from other users within the units or offices
7 they represent.

8 b. Narrative report or minutes of committee meetings.

9 c. Issues raised by the committee and progress of
10 action to resolve issues with impact, if any, on scope, costs,
11 or planning schedule.

12 5. Inter-Agency Consolidation or Interconnection

13 The Administration will explore the feasibility of combining or
14 interconnecting, the proposed SIP program with existing or
15 planned management/data information systems of other law and
16 justice agencies or units of governments. Progress of this
17 study shall be addressed in the quarterly reports to the Council
18 and will include the following elements:

19 a. What systems are being considered.

20 b. Whether consolidation of the system or interface
21 with the system is being considered.

22 c. Impacts, if any, that consolidation or interface
23 will have on the outcome of the SIP system design and implemen-
24 tation.

25 E. In the design and development of the SIP system, a
26 distinction will be made, for the sake of prioritization, between
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1 functions performed or reports generated based on statutory or
2 regulatory requirements versus those meeting other administrative
3 requirements considered desirable but not required.

4 PASSED this 1st day of February, 19 82.

5 KING COUNTY COUNCIL
6 KING COUNTY, WASHINGTON

7
8 Lois North
9 Chairman

10 ATTEST:

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13 Dorothy M. Owens
14 DEPUTY Clerk of the Council