

**CITY OF HOLLYWOOD, FLORIDA  
INTEROFFICE MEMORANDUM  
POLICE DEPARTMENT**

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**DATE:** February 24, 2021

**FILE:**

**TO:** Chris O'Brien  
Chief of Police

**FROM:** Larry Bornstein  
Property and Facilities Manager

**VIA:** Vanessa Maiorana  
Legal Advisor *[Signature]* 3526

**SUBJECT:** Property and Evidence Management Software

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**ISSUE:**

Utilize LETF State funds to procure new standalone Property and Evidence Management software.

**EXPLANATION:**

The Property and Evidence Unit is in dire need of replacing the current OSSI physical property, evidence and Quartermaster management software. The current software that is in use is part of the Broward County Sheriff's consortium and shared with other agencies within the county.

Often times, the Sheriff's Office and/or other agencies within the consortium will make changes and/or updates to the software. This agency will find out sometime later, which affects the business practice of the agency. Those changes may not always be in the best interest of the Hollywood Police Department. Any recommendation for a change to the software must go through the Governance Board, which has proven to be an arduous task. The software has not had a refresh in quite a long time and is outdated. The currency component of this software to perform audits is nonexistent, which is a concern because currency is a high liability item.

Below is a list of concerns the agency has with the current OSSI software:

- Unable to total currency amounts upon entry without saving the voucher
- Unable to send electronic dispositions to Officers on status of property and/or evidence
- Unable to run specific audits
- Unable to run accurate reports
- Often times data is lost with no explanation from the vendor

- Customer Service response times for open tickets takes an inordinate amount of time
- Unsolvable issues due to the inflexibility of the program
- Unable to use Batch Pro which allows for multiple status changes at one time
- Difficulty printing labels due to a faulty set up
- Unable to read the barcodes after printing
- Quartermaster software for asset tracking is inadequate
- Reporting for the Quartermaster is outdated
- Canned reports are vague and often useless

A selection committee was formed to identify new software that would address the above concerns. The committee which was comprised of personnel from the Property Unit and the Storeroom, went on site visits to various Law Enforcement agencies in Miami-Dade, Broward and Sarasota counties to provide a perspective on the procurement of a new physical property, evidence and quartermaster software that would be best suited for this agency.

The vendors were File on Que, Que Tel and Tracker. In addition to the site visits, web demos were held over the past months with IT personnel in attendance. The Information Technology staff recommended that the agency use a vendor that provided a cloud based solution in lieu of an agency hosted solution. Only Que Tel and Tracker host their data on the Government Amazon (CJIS compliant) cloud.

After meeting with the vendors, all software would address the problems that OSSI currently has. The concern with Tracker was they did not have a viable solution for the Quartermaster. The concern with File on Q was that they were not cloud based.

Que Tel was selected unanimously by the committee members.

The City of Hollywood Procurement Office (Ms. Janice English) was advised prior to engaging in the procurement process to ensure that all purchasing guidelines were followed.

The software will be procured from the ***Omnia Public Partners Contract*** using Software House International (Contract Number #2018011-02).

### **RECOMMENDATION:**

To use LETF funds to procure new Property and Evidence Management software which will include a module for the Quartermaster at a cost of **\$228,184.45**.

For action memoranda only  
☒ Approved    ☐ Disapproved

by: \_\_\_\_\_

Signature