

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18893

Sponsor(s): Dennis Waits

Date: July 27, 2015

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$16,500.00 within the Prosecuting Attorney's budget and authorizing the Award of a Contract for the furnishing of Project Consulting Services for the Prosecuting Attorney's Office to Data Driven Consulting of Kansas City, Missouri (Platte County) as a Sole Source.</u></p>																		
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$24,500.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$24,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$24,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>001-4105-56080 General Fund, Teens in Transition Program , Other Professional Services</td> <td>\$ 8,000.00</td> </tr> <tr> <td>Transfer From: 008-4102-56790 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Contractual Services</td> <td>\$16,500.00</td> </tr> <tr> <td>Transfer To: 008-4102-56080 Anti-Drug Fund, Prosecutor's Anti-Violence , Other Professional Services</td> <td>\$16,500.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$24,500.00</b></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____          Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$24,500.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$24,500.00	Amount budgeted for this item * (including transfers):	\$24,500.00	Source of funding (name of fund) and account code number:		001-4105-56080 General Fund, Teens in Transition Program , Other Professional Services	\$ 8,000.00	Transfer From: 008-4102-56790 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Contractual Services	\$16,500.00	Transfer To: 008-4102-56080 Anti-Drug Fund, Prosecutor's Anti-Violence , Other Professional Services	\$16,500.00	<b>TOTAL</b>	<b>\$24,500.00</b>
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																		
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																		
REQUEST SUMMARY	<p>The Prosecuting Attorney's Office requires the assistance of experts on the following projects: (1) realigning the office units as part of its crime reduction programs; and (2) a detailed and academic evaluation of the "Teens in Transition Program". Research by the Prosecuting Attorney's Office and the Purchasing Department indicates Data Driven Consulting is the only company in the area with the extensive knowledge and expertise required in the area of focus deterrence.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for the furnishing of Project Consulting Services for the Prosecuting Attorney's Office to Data Driven Consulting of Kansas City, Missouri (Platte County) as a Sole Source.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$16,500.00 within the Prosecuting Attorney's budget as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">FROM:</td> <td style="text-align: left;">TO:</td> </tr> <tr> <td style="text-align: right;">008-4102-56790 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Contractual Svcs</td> <td style="text-align: left;">\$16,500.00</td> </tr> <tr> <td style="text-align: right;">008-4102-56080 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Professional Svcs</td> <td style="text-align: left;">\$16,500.00</td> </tr> </table>	FROM:	TO:	008-4102-56790 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Contractual Svcs	\$16,500.00	008-4102-56080 Anti-Drug Fund, Prosecutor's Anti-Violence, Other Professional Svcs	\$16,500.00												
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Memorandum from Mr. Caleb Clifford of the Prosecuting Attorney's Office and the proposals from Data Driven Consulting	
REVIEW	Department Director: <i>Jean Peters Baker</i>	Date: <i>7/15/15</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Mary Rasmussen</i>	Date: <i>7/15/15</i>
	Division Manager: <i>Mary Lou Brown</i>	Date: <i>7/21/15</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

**Fiscal Note:  
Jackson County, Missouri**

Funds sufficient for this transfer are available from the sources indicated below.

Date:	July 15, 2015	PC# _____	
			RES # <u>18893</u>
<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b><u>Anti Drug Sales Tax Fund - 008</u></b>			
<u>4102 - Prosecutor's Anti-Violence</u>	<u>56790 - Other Contractual Services</u>	<u>16,500</u>	
<u>4102 - Prosecutor's Anti-Violence</u>	<u>56080 - Other Professional Services</u>		<u>16,500</u>

**Fiscal Note:**

Date:	July 15, 2015		
		RES #	<u>Not to Exceed</u>
<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b><u>Anti Drug Sales Tax Fund - 008</u></b>			
<u>4102 - Prosecutor's Anti-Violence</u>	<u>56080 - Other Professional Services</u>		<u>16,500</u>
<b><u>General Fund - 001</u></b>			
<u>4105 - Teens in Transition</u>	<u>56080</u>		<u>8,000</u>
			<u>24,500</u>

  
Budgeting

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**JACKSON COUNTY PROSECUTOR'S INTEROFFICE MEMORANDUM**

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**TO:** MS. BARBARA CASAMENTO  
**FROM:** JACKSON COUNTY PROSECUTOR'S OFFICE  
**SUBJECT:** REQUEST FOR PROPOSALS  
**DATE:** MAY 29, 2015  
**CC:**

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Ms. Casamento:

Our office would like consideration of the following vendor as a sole source provider to provide assistance with the following three (3) projects in the Prosecutor's Office: Geographic Prosecution Manual, Geographic Prosecution Implementation Plan, and Teens in Transition Evaluation.

1. Summary:

- a. The Jackson County Prosecutor's Office is considering realigning the office's units as part of its' crime-reduction programs, most notably KC NoVA. In consultation with experts and prosecutors from across the country, the office has determined that a geographic, instead of the traditional and current "pure" crime-type basis for alignment, may be beneficial to reducing crime. In order to determine if this move is feasible the office is in need of the assistance of outside experts to develop a coordinated plan for the move to geographically based units. Specifically:
  - i. Geographic Prosecution Manual- A detailed guide that would serve as the office's policies and practices relating to, but not limited to case assignment, case-flow and reporting structure.
  - ii. Geographic Implementation Plan- A detailed guide that would serve as the office's blueprint for moving the current structure into a geographic based prosecutor's office.
- b. The Jackson County Prosecutor's Office is conducting a youth crime-prevention program in conjunction with its' violence-reduction program KC NoVA. As part of the program a detailed and thorough academic evaluation needs to be conducted. The evaluation will provide information regarding the outcomes of the program as well as a guide for any improvements or further research the experts believe would be beneficial.

These projects require the assistance of experts with the following required experience and/or knowledge:

1. Must have extensive knowledge and understanding of Intelligence-Driven or "smart" criminal justice programs
  - a. Both Dr. Novak and Dr. Fox have extensive experience and knowledge regarding "smart" programs, have presented internationally, advised governmental agencies

and have published numerous studies about these programs and associated projects.

2. Must have extensive knowledge of focused deterrence:
  - a. Dr. Novak and Dr. Fox have extensive experience and knowledge regarding focused deterrence. Dr. Novak helped formulate a focused deterrence project, KCNoVA, in Kansas City and has been an integral partner throughout. Since arriving in Kansas City, Dr. Fox has been extensively involved in KC NoVA, in addition to prior research and work on focused deterrence projects. Both Dr. Novak and Dr. Fox have published on the topic, presented at conferences and for law enforcement agencies, and have assisted in focused deterrence projects.
3. Must have an extensive understanding of KC NoVA, experience working with the partner agencies of KC NoVA, and experience working with KC NoVA:
  - a. Dr. Novak and Dr. Fox have extensive experience and knowledge regarding KC NoVA. Dr. Novak and Dr. Fox are the only two criminologists that have worked intimately with KC NoVA since its' inception and their relationship continues today. Dr. Novak and Dr. Fox have been instrumental in drafting the policies and practices of KC NoVA and have advised all partner agencies throughout the project. In addition, Dr. Novak and Dr. Fox have published an evaluation of the project and presented on KC NoVA across the country.
4. Summary:
  - a. Dr. Novak and Dr. Fox are the only qualified experts that would be eligible for this contract. They have the required experience, knowledge and expertise to execute this contract effectively.

As summarized below in each partners' bio, both possess extensive knowledge and expertise in the area of focus deterrence.

Kenneth J. Novak's (Ph.D., Criminal Justice, University of Cincinnati, 1999) scholarship has revolved around issues related to policing in America, with particular focus on community policing, problem solving, officer decision making, citizens' attitudes toward the police and effectiveness of crime prevention strategies. His research involves facilitating close partnerships with local criminal justice agencies, and has had an ongoing partnership with the KCPD since 1999. He has expertise in research partnerships including serving as the PSN Research Partner for the Western District of Missouri (2004-2006), Smart Policing Initiative (2011-2014) and the Byrne Criminal Justice Innovation (2013-present).

Andrew M. Fox (Ph.D., Criminology and Criminal Justice, Arizona State University, 2013) is currently serving as the Research Partner for the Kansas City No Violence Alliance (NoVA) (since 2012), and is co-RP (with Novak) on the aforementioned Smart Policing Initiative and BCJI program. He is an embedded researcher, actively involved in the evaluation, intelligence gathering, planning and implementation of this focused-deterrence model program. His methodological

expertise in program evaluation and social network analysis has provided NoVA with the foundational information to construct an evidence-based approach to addressing violent crime in Kansas City. Within this role he has regular collaborations with KCPD, the Jackson County Prosecutor's Office. Both Novak and Fox have worked with the Jackson County Prosecutor's Office and have approval to work with law enforcement sensitive data. They are both the current research partners for the KC NoVA project.

Attached are the three (3) proposals submitted for each project. After careful consideration, our office has determined that it is in the best interest of our office and the County to engage in a contract discussions and execution based on their direct experience and qualifications.

Funding for the three (3) proposals are budgeted in the following accounts:

Program Evaluation (Teens in Transition) 001-4105-56080 and 008-4102-56790

Geographic Prosecution Manual and Implementation Plan 008-4102-56790

For further information, please contact:

Gina Robinson, COO

or

Caleb Clifford, APA

**Proposal Title: Evaluating the impact of Teens in Transition: 2015 Kansas City Youth Violence Prevention Program**

April 26, 2015

Overview:

The main research question to be addressed is: Did the Teens in Transition program have an impact on criminal behavior? During the summer of 2015, KC NoVA will start a program to intervene in the lives of at-risk youth. The proposed evaluation will provide a brief overview of the project and present an impact analysis. Success can be defined in different ways, but ultimately the goal is a reduction in crime generally, and violence specifically. The research team will provide the evaluation of Teens in Transition after program implementation and will utilize statistical analysis to better understand the participants of the program and the juveniles that do not participate.

Approximately 120 high-risk juveniles will be identified through the NoVA group audit. A selection process of the individuals who will participate in the program will be developed to ensure that juveniles in and out of the program are not inherently different. NoVA staff have agreed to randomize the selection process of the individuals into the summer program. The random selection process will allow the program to get some of the most high-risk juveniles, as well as provide a comparison group to adequately assess the program. NoVA staff have agreed to allow the researchers to have access to both the program and data to allow for the evaluation. Data sources will come from collected police contact data, and researchers will attempt to utilize family court data. The researchers will contact KCPD in September of 2015 to collect police contact data on both the comparison group (juveniles who were not selected for participation in



program) and the program participants. The researchers will also contact the Jackson County Family Court in September of 2015 for data about those in the program and the control group. The data will then be compared before and during the program to see if the participants have significantly reduced their police contact. Fieldwork (observations) and field notes will be taken throughout the program. The fieldwork will allow for researchers to talk with program members (e.g., ask informal questions, engage in routine conversation, and so forth). The observation portion of the study will aim to ensure program fidelity and understand exactly what is going on within the program, in order to better understand the treatment and how it will be delivered. A statistical analysis will be conducted to compare the two groups (treatment and non-treatment) over time. A baseline of police contacts and level of negative police contact will be established during the implementation and immediately after the project, for those who participated and those who did not. The evaluation deliverable will be presented as an evaluation brief, with policymakers as the target audience.

Data for this evaluation will include a review of all internal and public documentation created during the project, observations of the program during implementation, analyses of police contact data (arrest and field interview forms) for all youth eligible to participate in Teens in Transition, and analyses of family court data for all youth eligible to participate in Teens in Transition (pending approval).

#### Timeline and payment

To date, we have met with stakeholders to discuss participant selection and we have received approval for the evaluation study. Observations of the program will be conducted during implementation. Data will be requested from the appropriate agencies at the beginning of August 2015. The first draft of the evaluation will be submitted to the stakeholders on November

30<sup>th</sup>, 2015 and after receiving feedback from stakeholders, the final draft will be available by December 31<sup>st</sup>, 2015. This contract will be with Data Driven Consulting, LLC. The primary consultant for this project will be Dr. Andrew Fox. Data Driven Consulting, LLC might also use additional contractors, as needed, to complete the work. The total fee for the Teens in Transition Evaluation will be \$8,500. The first payment would be made on May 1<sup>st</sup>, 2015 in the amount of \$6,000. The final payment of \$2,500 will be made upon completion of the evaluation.

**Proposal Title: Geographic Prosecution Manual**

April 26, 2015

Overview

The Jackson County Prosecutor's Office has recently expressed more interested in implementing evidence-based practices to address, and hopefully reduce, crime. Their ability to implement evidence-based practices relies primarily on having data about the crime problem, and secondarily on having the organizational capacity to respond based on analyses of the data. Implementing innovative strategies to reduce crime commonly involves the local police department, however, there are many ways the county prosecutor contributes to and leads innovation. New and innovative strategies that more effectively reduce crime and build stronger bonds between law enforcement and the community, while also positioning cities to improve public safety (especially in its most crime-ridden neighborhoods) and enhance the legitimacy of local criminal justice actors in the eyes of the public should be pursued at any cost.

In order to effectively and efficiently implement evidence-based strategies that focus on specific areas, the prosecutor's office will need to organize around geography. This approach, focusing on places (i.e. neighborhoods or hot spots) and engaging in problem solving, has generated support in the criminological best-practices literature base. "Research accordingly suggests that it is time for police to shift from person-based policing to place-based policing," wrote noted criminologist David Weisburd (2008) in *Place-Based Policing*. "While such a shift is largely an evolution in trends that have begun over the last few decades, it will nonetheless demand radical changes in data collection in policing, in the organization of police activities, and particularly in the overall world view of the police. It remains true today that police officers see the key work of policing as catching criminals." Weisburd continued, "It is time to change that

world view so that police understand that the key to crime prevention is in ameliorating crime at place.”

The first step in planning the organizational transition to geographic prosecution will be to write the manual for the new organizational structure. We propose to assist the Jackson County Prosecutor’s Office in drafting the geographic prosecution manual. This will include facilitating focus groups with key members of the office and drafting the manual for key stakeholders to review. Focus group meetings will be organized around topics including case flow, staffing, roles and responsibilities, and other topics as they arise in the planning process. The completed guide will also briefly discuss the literature supporting geographic prosecution.

#### Timeline and payment

Based on a May 1<sup>st</sup>, 2015 start date, the first draft of the geographic prosecution manual will be given to key stakeholders by June 30<sup>th</sup>, 2015. We will hold meetings and compile feedback during July 2015. The final manual will be provided to the Jackson County Prosecutor’s Executive Staff by July 31<sup>st</sup>, 2015. The dates are based on a May 1<sup>st</sup> approval date and will be adjusted if this changes.

This contract will be with Data Driven Consulting, LLC. The two primary consultants for this project will be Dr. Andrew Fox and Dr. Ken Novak. Data Driven Consulting, LLC might also use additional contractors, as needed, to complete the work. The total fee for the geographic prosecution manual will be \$8,000. The first payment will be made on May 1<sup>st</sup>, 2015 in the amount of \$5,000. The final payment of \$3,000 will be made upon completion of the manual that is accepted by the prosecutor’s Executive Staff.

**Proposal Title: Geographic Prosecution Implementation Plan**

April 26, 2015

Implementation of a new strategy must be carefully considered, specifically as it relates to organizational change. After the geographic prosecution manual has been created, the next step in the process is to create an implementation plan. This plan will outline, step-by-step, the process of moving from the current organizational structure and processes to those outlined in the geographic prosecution manual. There can be a lot of anxiety associated with change; this plan will help everyone to be on the same page in regard to how the office will get from its current organization to that outlined in the new geographic prosecution manual.

The first step in creating the implementation plan will be to establish a transition committee. The committee will meet regularly to identify and address the concerns related to transitioning the office to geographic prosecution. The transition committee, guided by Dr. Fox and Dr. Novak, will draft an implementation plan. This plan will document the transition steps, focusing on the needed changes related to personnel, office space and equipment, data files, and scheduling.

The transition team will be identified by the Executive Staff to ensure representation of the office. The transition team will stay in place through December 2016 to ensure robust implementation. As issues and concerns about the new organizational structure arise, the transition team will be in place to identify solutions and update the geographic prosecution manual and implementation plan, as needed. This contract will cover the consultants' time through the completion of the implementation plan, scheduled for October 31<sup>st</sup>, 2015.

### Timeline and payment

Based on an August 1<sup>st</sup>, 2015 start date, the first draft of the implementation plan will be given to the Executive Staff by October 31<sup>st</sup>, 2015. This contract will be with Data Driven Consulting, LLC. The two primary consultants for this project will be Dr. Andrew Fox and Dr. Ken Novak. Data Driven Consulting, LLC might also use additional contractors, as needed, to complete the work. The total fee for the geographic prosecution implementation plan will be \$8,000. The first payment would be made on August 1<sup>st</sup>, 2015 in the amount of \$5,000. The final payment of \$3,000 will be made upon completion of the plan that is accepted by Executive Staff.