



OFFICE OF THE SHERIFF
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

To: Hon. Chris Hill, County Judge
Hon. Cheryl Williams, Susan Fletcher, Darrell Hale, and Duncan Webb, Commissioners

From: Sheriff Jim Skinner JJS

Date: Monday, June 22, 2020

Re: Request for CARES Act Funds to Purchase MDCs and Equipment for Remote Work

The Sheriff's Office asks you to approve the use of \$355,268.90 in CARES Act funds to purchase 19 MDCs and related equipment to enable 19 deputy sheriffs to work remotely and to directly support the SO's response to COVID-19.

CARES Act Standards

A county "shall use the funds" under the CARES Act, Pub. L. No. 116-136, "to cover only those costs" of the county that (1) "are necessary expenditures incurred due to the public health emergency," COVID-19; (2) "were not accounted for" in the county's most recent budget; and (3) "were incurred during the period that begins March 1, 2020, and ends on December 30, 2020."¹

Summary

This project meets the CARES Act's standards. First, the pandemic makes the proposed expenditures necessary because (1) the MDCs and other equipment will enable 19 deputies and a few other administrative personnel to work remotely in compliance with DSHS and CDC guidance and (2) the MDCs and equipment will directly support the SO's pandemic-response plan. Second, the County did not account for these particular expenditures in its FY20 budget. Third, the County can incur—that is, pay for²—the MDCs and other equipment before December 30, 2020.

(1) Enable Remote Work

The Governor recommends that persons follow, in good faith and with available resources, the minimum standard health protocols recommended by DSHS in providing services,³ and public-

¹ 42 U.S.C. § 801(d).

² U.S. Treasury, Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, at 2 (Apr. 22, 2020) ("A cost is 'incurred' when the responsible unit of government has expended funds to cover the cost."), <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

³ See Governor, Executive Order GA-26, at 4 (June 3, 2020) ("In providing or obtaining services, every person (including individuals, businesses, and other legal entities) should use good-faith efforts and available resources to follow the minimum standard health protocols recommended by DSHS."), https://gov.texas.gov/uploads/files/press/EO-GA-26_expanded_opening_COVID-19.pdf.

health authorities continue to recommend remote work where it is feasible and effective.⁴ Remote work reduces the population density in offices and reduces the risk of spreading the disease.

The SO's request for 19 MDCs, three laptops, and five MiFis, will enable 19 senior deputy sheriffs and investigators in CIS, four administrative secretaries, two payroll techs, and two civil clerks from Records, to work remotely. In the case of the senior deputies and investigators, the key is that MDCs are more rugged than standard laptops in terms of resistance to shocks and high temperatures and can be mounted in a vehicle.

Dispatchers in the Communications Center input 9-1-1 and other calls for service into Athena. The call notes include things like names, addresses, and descriptions. Patrol deputies access—or add to—this information from their MDCs. Deputies and dispatchers also use the system to exchange email-like messages, and deputies make various inquiries and perform other tasks with their MDCs, such as confirm driver's licenses, license plates, and VINs; check for wants and warrants, criminal history, and other licenses (boats, handgun); check narrative and victim portions of police reports; and enter required incident and arrest reports and demographic data on traffic stops.⁵ A supervisor can also use the MDC in the field to assess a situation and directly input instructions in Athena in real time from a vehicle or other location away from the office.

Also, MDCs will enable the detectives in CIS—which includes the crimes-against-children and the child-exploitation units—to perform a greater percentage of their work remotely or from their vehicles.

The bottom line is that MDCs will enable 19 deputy sheriffs to work remotely from the office, including in their vehicles. In addition to enabling more remote work, however, the MDCs will also directly support the SO's pandemic-response plan.

(2) Directly Support the SO's Pandemic-Response Plan

The SO's pandemic-response plans center on the priorities of (1) continuing to operate the Detention Facility, especially the vulnerable areas of Book-In and Housing, (2) continuing to respond to 9-1-1 calls (a chief responsibility of Patrol), (3) continuing to respond to all new complaints of crimes while continuing to work older cases (chief responsibilities of CIS), and (4) being vigilant about pandemic-related, opportunistic property crimes (Patrol and CIS).

⁴ See, e.g., Texas DSHS, Checklist [Protocols] for All Employers and Event Organizers, at 2 (June 3, 2020) ("Continue to encourage individuals to work remotely if possible."), <https://dshs.state.tx.us/coronavirus/opentexas.aspx>; CDC, Resuming Business Toolkit Coronavirus Disease 2019 (COVID-19), at 10 (May 27, 2020) ("Support and encourage telework, if available"), at 11 ("Deliver services remotely"), <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf>; CISA, Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response, version 3.1, at 4 (May 19, 2020) ("Workers should be encouraged to work remotely when possible and focus on core business activities."), https://www.cisa.gov/sites/default/files/publications/Version_3.1_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers.pdf; OSHA, Guidance on Preparing Workplaces for COVID-19, at 8 (noting that delivering services remotely is a recommendation for reducing the risk of COVID-19) and 9 (recommending "flexible worksites (e.g., telecommuting)"), <https://www.osha.gov/Publications/OSHA3990.pdf>.

⁵ See Code of Criminal Procedure, arts. 2.131-2.134.

To sustain operations in the Detention Facility, if a significant number of detention officers fall ill, the SO would temporarily reassign Patrol or CIS deputies, who have county-jailer licenses, to the Facility.

In turn, the SO would temporarily reassign deputies from CIS or other sections, such as Warrants or Mental Health, to Patrol to respond to 9-1-1 and other calls for service and to monitor the unincorporated areas for property crime. In addition, senior officers will have to be prepared to work patrol and respond to 9-1-1 and other calls for service.

The 19 deputies, who would receive the MDCs, are currently in CIS or are senior staff and do not have MDCs. These deputies should be outfitted to enable them to work remotely and to back fill in the field for Patrol or for other staff, who may be called to temporarily work in the Detention Facility. These 19 MDCs will directly support the SO's plan by equipping them to work like a patrol deputy and freeing others with county-jailer licenses to support the Detention Facility.

A Note on Immediacy

On Sunday, June 14, 2020, the SO received its first positive tests for COVID-19 in three employees and one inmate in Book-In in the CCDF. County Health identified 21 other officers for precautionary testing in connection with the inmate's positive test. On Tuesday, June 16, a detention officer in a training class tested positive, and County Health identified 10 others, including two senior officers (one was an instructor) for precautionary testing. In the morning of Thursday, June 18, the SO received another positive test for a security officer in the courthouse. Late in the evening on June 18, the SO received a positive test for a deputy sheriff in Operations, and County Health recommended precautionary testing for another five deputies. By mid-morning June 19, the five had tested negative.

As of June 19, the State's Dept. of Emergency Management (STAR) has scheduled testing for the County on Tuesday and Wednesday, June 23 and 24.

Clarification on Laptops

All of these 19 deputies already have laptops. Instead of immediately exchanging their laptops for MDCs, however, the Sheriff prefers for the deputies to retain their laptops and receive an MDC and to wait until the end of the laptops' working life to see if the MDC can replace the laptops.

List of MDCs and Equipment

The SO requests \$355,268.90 for MDCs and other equipment. The SO requests 19 MDCs (rugged Dell Latitude computers), four laptops, five MiFis, and the related software and licenses (ICS software, EA license, and Adobe Pro). A full list with costs is attached.

Last Name	First Name	Unit # / Title	Equipment	New / Replace	MDC Pkg	
Langan	Matt	54630	MDC Pkg	New	MDC - Dell Latitude Rugged	\$ 1,981.90
Skinner	Jim	55600	MDC Pkg	New	Vehicle Dock	\$ 547.90
McMillan	Lee	55145	MDC Pkg	New	EA License	\$ 633.60
Tackett	Rodney	55190	MDC Pkg	New	ICS Software	\$ 9,265.60
Bristow	Nicol	55248	MDC Pkg	New	Router / Cradlepoint	\$ 1,681.00
Armstrong	William	55426	MDC Pkg	New	MiFi (outside the car) 3/mo	\$ 111.50
Reim	Jay	55427	MDC Pkg	New	Athena License	\$ 1,813.90
Robledo	Fernando	55428	MDC Pkg	New	TOTAL PKG	\$ 16,035.40
Burk	Laura	55429	MDC Pkg	New	Requesting	19
Utsey	Tracy	55431	MDC Pkg	New	Total Cost	\$ 304,672.60
Wittenburg	Sarah	55432	MDC Pkg	New	Laptop Pkg	
Herron	Candice	55433	MDC Pkg	New	Laptop	\$ 2,433.00
Polk	Matthew	55434	MDC Pkg	New	EA License	\$ 633.60
Carter	Anthony	55435	MDC Pkg	New	ICS Software	\$ 9,265.60
Penson	Olivia	55439	MDC Pkg	New	MiFi 3/mo	\$ 111.50
Asher	Steve	55623	MDC Pkg	New	Adobe Pro	\$ 66.00
Duscio	John	55195	MDC Pkg	New	Open Fox	\$ -
DeLeon	Chris	55640	MDC Pkg	New	Odyssy	\$ -
Selman	Mitch	55438	MDC Pkg	New	Athena License	\$ -
Downs	Lawana	Admin Sec	MiFi	New	TOTAL PKG	\$ 12,509.70
Roberson	Brandi	Admin Sec	MiFi	New	Requesting	4
Spurgin	Tracy	Admin Sec	MiFi	New	Total Cost	\$ 50,038.80
Burts	Kelley	Payroll	MiFi	New		
Zimmerman	Becky	Admin Sec	MiFi	New		
Riggs	Alicia	Civil Clerk	Laptop Pkg	Replace		
Selman	Jordan	Civil Clerk	Laptop Pkg	Replace		
Clopton	Kevin	Payroll	Laptop Pkg	New (currently using a CID laptop)	MiFi Annual	\$ 446.00
Escamilla	Lorrie	CJIS	Laptop Pkg	New (currently using a Fusion laptop)	MiFi Monthly	\$ 37.17
					July - Sept	3
					Total	\$ 111.50
					Requesting	5
					Total Cost	\$ 557.50

Grand Total Cost \$ 355,268.90

Includes 3 years of software updates and maint

ICS Annual Maint (SO's current cost for software updates and maint)	\$ 232,889.40
ICS - 3yr warranty	Includes Cost
MDC - 5 yr warranty	Includes Cost