

## City of Garden Grove

### INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal  
Dept: City Manager  
Subject: APPROVAL OF SERVICE AGREEMENT WITH PRECISE DIGITAL

From: Joseph M. Polisar  
Dept: Police Department  
Date: November 27, 2007

#### OBJECTIVE

To seek City Council approval of a service agreement with Precise Digital to provide cabling, hardware and software for three investigative interview rooms on the second floor of the Police Department building.

#### BACKGROUND

The Garden Grove Police facility was built in 1971 and has surpassed its level of capacity for occupancy. The current space inadequacy inhibits the Police Department's efficiency and effectiveness. On June 14, 2005, a contract was awarded to ARCHETYPE International; a Santa Ana based company, to develop an interior space and architectural plan to renovate the 2<sup>nd</sup> floor of the police facility.

Over the past 1 ½ years, a plan has been developed that will renovate approximately 7000 square feet of the 11,000 square feet 2<sup>nd</sup> floor currently being used by Support Services (Investigations), and Administrative Services (Professional Standards). The plan focuses on maximizing space and allowing for necessary equipment and personnel. This improvement plan will also modernize common use areas and improve the current cluttered work environment. Employee workspace was a key consideration because employees have been operating in very small and inefficient work areas. Supervisors and managers have also lacked privacy, making confidential conversations very difficult if not impossible. This new plan also addresses issues of access as it relates to the Americans with Disabilities Act.

This construction project is the first phase of a multi phase Tenant Improvement Project at the police department. The other components involve replacing the old and dilapidated furniture, reconfiguring voice and data infrastructure, upgrading the Investigations interview rooms, modernizing the multi-use conference rooms, and placing nearly fifty (50) employees off site during the several month project.

On May 5, 2007 a contract was awarded to GTA Construction Inc. as the general contractor of this Tenant Improvement Project. The project started in July 2007 after relocating the entire second story staff of the police department to the 2<sup>nd</sup> floor of the Purcell building, located at 11227 Garden Grove Blvd. The project was delayed after the discovery of asbestos in the project area. Public Works has played a major roll in coordinating and eradicating the safe removal of hazardous materials. The 2<sup>nd</sup> floor has now been deemed safe and the project has once again

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resumed. The estimated completion date has been revised and has now been set for December 20, 2007.

On August 14, 2007, City Council awarded a cabling contract to PCC Network Solutions. Due to the complexity of the cabling infrastructure required, the City hired Thinkbox Technology Group as a consultant to design and oversee installation of the System. A cabling contract was then awarded to PCC Network Solutions to complete the desired voice and data components of the renovations. PCC Network Solutions scope also included specialty-cabling runs from the interview rooms to the control room. PCC is currently in the process of completing their cabling portion of this project.

On October 23, 2007, Yocum Business Furnishings was selected through an RFP process, and approved by City Council to supply furniture for this project. Furniture has now been ordered and will be installed in late December 2007 or in early January 2008 pursuant to their contract.

The next phase of this project is to gain City Council approval to equip three newly constructed interview rooms with high tech covert surveillance technology. Recorded interviews of victims, witnesses and suspects has become an industry standard for the successful prosecution of criminal cases. The qualities of these recordings also require that dependable and high quality systems be used.

### DISCUSSION

Through searching for qualified, dependable and reputable vendors, Precise Digital is being proposed as a premiere organization in the field of surveillance technology. From extensively researching of companies that offer covert interview room recording systems, Precise Digital has risen to the top. They offer options not offered by other specialty companies and are competitively priced. Besides offering picture in picture monitoring, Precise Digital offers special software that gives each designated person the capability of real time monitoring. With their system and software, monitoring each of the three interview rooms can be done from every desktop computer within Investigations.

Precise Digital's system also offers, "indexing" (on screen note taking) that integrates directly with the real time recording. This can also be done at each investigators desktop. A unique note-taking instrument used by the case investigator at the time of the interview, allows for written notes to link directly to the recorded interview with computerized word or phrase searching capabilities. The interview room control center will be equipped with specialized desktop computers, supplied by the City's Information Technology Department, for use with each of the interview rooms.

This service agreement was requested for a period of three years to ensure that the system works properly at all times. This agreement covers system updates, an annual on-site training program and repair or replacement of system components

