

CHAIRPERSON  
DALE COPEDGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

LAW ENFORCEMENT COMMITTEE  
PENELOPE TSERNOGLOU, CHAIR  
DEBBIE DE LEON  
VICTOR CELENTINO  
CAROL KOENIG  
RANDY SCHAFFER  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, MARCH 15, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 1, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Controller/911
  - a. Resolution Amending Resolution #11-291 to [Extend Contracts](#) with Lansing and East Lansing for the 911 Center FY 2011/2012 Operations
  - b. Resolution to Amend the Ingham County [Public Safety Radio System](#) Cost Participation Policy
2. Sheriff's Office
  - a. Resolution to Extend the Canteen [Inmate Commissary](#) Contract for Three Years
  - b. Resolution to Extend the Contract with Canteen Services to Manage the Food and Laundry [Services](#) at the Ingham County Correctional Facility
3. District Court/Sheriff's Office - Resolution to Eliminate a [Court Officer](#) Position in the 55th District Court and to Authorize the Ingham County Sheriff's Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers
4. Board Referral - [Resolution #12019](#) from the Public Services Committee Chairperson, Jim Runestad Regarding Opposition to the Early Release of Violent Offenders by the Michigan Department of Corrections

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

LAW ENFORCEMENT COMMITTEE

March 1, 2012

Minutes

Members Present: Penelope Tsernoglou, Debbie De Leon, Victor Celentino, Randy Schafer, and Vince Dragonetti.

Members Absent: Carol Koenig

Others Present: Jared Cypher and Lance Langdon

The meeting was called to order by Chairperson Tsernoglou at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 16, 2012 Minutes

The February 16, 2012 Minutes were approved as submitted.

Additions to the Agenda

2a. Substitute - Resolution to Establish the Final Staffing at the Ingham County 911 Central Dispatch Center

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Sell at Fair Market Value, Two Used Patrol Vehicles to the Ingham Intermediate School District
2. Controller/911
  - b. Resolution to Authorize Ingham County to Accept the Donation of Three Mobile Radios from Hayes Green Beach Hospital
  - c. Resolution Authorizing an Amendment to the Contract with the City of Lansing for the Public Safety Interoperable Communication (PSIC) Grant Program to Enhance the Ingham County Public Safety Radio Communications System

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

2. Controller/911
  - a. Resolution to Establish the Final Staffing at the Ingham County 911 Central Dispatch Center

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO ESTABLISH THE FINAL STAFFING AT THE INGHAM COUNTY 911 CENTRAL DISPATCH CENTER.

Comm. De Leon asked if this is a reduction or increase to the current number of employees. Mr. Cypher stated this is a reduction of 7.5 positions at each of the two separate centers. Comm. De Leon asked if the Lansing and East Lansing employees are required to apply with the County for their position. Mr. Langdon explained employees filled out a letter of intent and will need to fill out an Ingham County employment application in order to establish their personnel file. Comm. De Leon asked how the reduction of employees will be handled. Mr. Langdon explained there are open positions that will not be filled. Mr. Cypher clarified those are excess vacancies.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

Announcements

None.

Public Comment

Mr. Langdon, Ingham County 911 Director, informed the Committee the County is in contract negotiations with the F.O.P. and Teamsters Unions. He stated the bargaining teams will be touring the Ingham County 911 Center tomorrow and the Supervisors toured the building last week.

Mr. Langdon noted they are still working to get the phone equipment on schedule; however, if that does not happen there will be a cost savings by not moving the equipment from the current 911 Centers to the new facility. Mr. Cypher noted that Mr. Neilsen has informed the cities of Lansing and East Lansing of the potential delay.

(Comm. Schafer left at 6:10 pm)

The meeting adjourned at approximately 6:12 p.m.

Respectfully submitted,

Julie Buckmaster

## MARCH 15, 2012 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

**The Deputy Controller is recommending approval of the following resolutions:**

1. Controller/911

a. *Resolution Amending Resolution #11-291 to Extend Contracts with Lansing and East Lansing for 911 Center FY 2011/2012 Operations*

This resolution will authorize extensions of the operational contracts through the end of the cities' 2011/2012 fiscal years (June 30, 2012) or the effective date of integration, whichever occurs first. The contractual reimbursement for operation of the Lansing dispatch center will be \$15,135 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$5,524,250. The contractual reimbursement for operation of the East Lansing dispatch center will be \$4,386 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$1,600,802. Sufficient funds are available in the 911 Emergency Telephone Dispatch Services Budget for this extension. All other terms and conditions of the contracts authorized by resolution #11-291 remain unchanged.

The current contracts were pro rated through April 16, 2012, as April 17, 2012 was our targeted "effective date of integration".

Although the main construction project remains on schedule, it is clear that due to some timing issues with procurement, installation and training for the new 911 phone system and the Alcatel Microwave System, the most prudent thing to do is to move the effective date of integration back to the end of May. This will necessitate continuing the 911 operations at the two 911 Centers until then, along with the extensions of the two Operational contracts. (See attached memo from John Neilsen for details.)

b. *Resolution to Amend the Ingham County Public Safety Radio System Cost Participation Policy*

This resolution will authorize amending the attached "Ingham County Public Safety Radio System Cost Participation Policy" as previously adopted and amended by the Ingham County Board of Commissioners. The Policy outlines the County's and other Public Safety Agencies costs and other responsibilities as members of the system.

With the upcoming consolidation of the 911 Dispatch Centers, into one County 911 Center, it was time to update the policy.

The changes include defining the new County 911 Directors responsibilities, adding a section on Spare Loaner radios, and adds language under the Participating Agency section. (See attached memo from John Neilsen for details.)

2. Sheriff's Office

a. *Resolution to Extend the Canteen Inmate Commissary Contract for Three Years*

This resolution will authorize the Ingham County Sheriff's Office to extend the Inmate Commissary contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2012 through February 28, 2015, with the option of two, one-year extensions without a price increase over the three (3) year renewal.

The new contract will make the following improvements to the current contract:

The contract provides for an increase in commissary sales commission from 37% to 40%;

The contract provides for Canteen Services, Inc. to continue maintaining two Inmate money deposit kiosks. Canteen Services, Inc. will charge \$4.00 for each kiosk transaction with \$2.00 returned to the Inmate Commissary fund.

Canteen Services, Inc. will provide the interface to partner with Securus Technologies to provide the Ingham County Jail with inmate kiosks. (See the attached memo from Undersheriff Spyke for details.)

b. *Resolution to Extend the Contract with Canteen Services to Manage the Food and Laundry Services at the Ingham County Correctional Facility*

This resolution will authorize the extension of contract under new terms and conditions with Canteen Services, Inc. for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of February 29, 2012 through February 28, 2015, with the option of two one-year extensions.

The per meal cost is based on the census of the Jail's population as follows:

Census	Per Meal Cost
0 – 649	\$ .98
650 – 674	\$ .97
675 and above	\$ .96

Canteen will hold the food prices through the three year renewal. (See the attached memo from Undersheriff Spyke for details.)

3. District Court/Sheriff's Office - *Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff's Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers*

This resolution will authorize the elimination of a 55<sup>th</sup> District Court Enforcement Officer, UAW Grade E position and the creation of two part time Deputies within the Sheriffs Office as authorized by the MAP contract effective March 30, 2012. The current employee at the Court is leaving employment at the end of March. The Court will then use these existing funds to hire two part time Deputies within the Sheriffs Office to provide up to forty four hours per week of security at the Court. At the top of the scale this proposal will save about \$26,000 annually. The UAW has been notified and the Resolution will also authorize a Letter of Understanding to accomplish this. (See attached memo from Mike Dillon for details.)

**MEMORANDUM**

**TO:** Law Enforcement and Finance Committees  
**FROM:** John Neilsen, Deputy Controller  
**DATE:** March 8, 2012  
**RE:** Extension of 911 Center Operational Contracts

In September 2011, the Board of Commissioners approved contracts with the cities of Lansing and East Lansing to provide operational funding for their dispatch centers through April 16, 2012. These contracts were based on a daily rate of \$15,135 per day for the Lansing dispatch center and \$4,386 per day for the East Lansing dispatch center. At that time the resolution was approved, it was anticipated that the date the new 911 dispatch center would become operational would be April 17, 2012. It is no longer likely that the center will be operational on that date.

The attached resolution extends the operational contracts through the end of the cities' 2011/2012 fiscal years or the effective date of integration, whichever occurs first. If this resolution is approved the contractual reimbursement for operation of the Lansing dispatch center will be \$15,135 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$5,524,250. The contractual reimbursement for operation of the East Lansing dispatch center will be \$4,386 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$1,600,802. Sufficient funds are available in the 911 Emergency Telephone Dispatch Services Budget for this extension. All other terms and conditions of the contracts authorized by Resolution #11-291 remain unchanged.

I recommend approval of this resolution. Please contact me if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #11-291 TO EXTEND CONTRACTS WITH LANSING AND EAST LANSING FOR THE 911 CENTER FY 2011/2012 OPERATIONS**

WHEREAS, Resolution #11-291 established contracts with the City of Lansing and the City of East Lansing for FY 2011/2012 dispatch center operations through April 16, 2012; and

WHEREAS, the contracts authorized by Resolution #11-291 were based on a daily rate of \$15,135 per day for the Lansing dispatch center and \$4,386 per day for the East Lansing dispatch center; and

WHEREAS, it was anticipated that the new 911 Central Dispatch Center would be operational on April 17, 2012; and

WHEREAS, the new 911 Central Dispatch Center will not be operational on April 17, 2012, therefore an extension is necessary to continue operational funding for the Lansing and East Lansing centers until such time as the facility is operational.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes contract extensions with the City of Lansing and the City of East Lansing to fund FY 2011/2012 dispatch center operations through June 30, 2012, or the effective date of integration, whichever occurs first.

BE IT FURTHER RESOLVED, an appropriation from the 911 Emergency Telephone Dispatch Services Budget is approved to increase reimbursement of the City of Lansing's FY 2011/2012 operational budget in the amount of \$15,135 per day commencing on April 17, 2012, until the effective date of integration but in no case will it exceed \$5,524,250.

BE IT FURTHER RESOLVED, an appropriation from the 911 Emergency Telephone Dispatch Services Budget is approved to increase reimbursement of the City of Lansing's FY 2011/2012 operational budget in the amount of \$4,386 per day commencing on April 17, 2012, until the effective date of integration but in no case will it exceed \$1,600,802.

BE IT FURTHER RESOLVED, all other terms and conditions of the contracts authorized by Resolution #11-291 remain unchanged.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Law Enforcement and Finance Committees

FROM: John Neilsen, Deputy Controller

DATE: March 8, 2012

RE: Resolution to Amend the Ingham County Public Safety Radio System Cost Participation Policy

This resolution will authorize amending the attached “Ingham County Public Safety Radio System Cost Participation Policy” as previously adopted and amended by the Ingham County Board of Commissioners. The Policy outlines the County’s and other Public Safety Agencies costs and other responsibilities as members of the system.

With the upcoming consolidation of the 911 Dispatch Centers, into one County 911 center, it was time to update the policy.

The changes include defining the new County 911 Directors responsibilities, adding a section on Spare Loaner radios, and adds language under the Participating Agency section.

These changes include:

Each new participating entity shall sign a communication (Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.

Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.

Finally, it states that agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.

The changes from the previous Policy are shown as strike out and the new language is bolded.

The fifth year of the Infrastructure cost sharing arrangement based on the System Infrastructure Maintenance contract is for a total of \$291,407 for the time period of October 1, 2011 through September 30, 2012. With 1796 radios on the system, the cost per radio is \$162.25.

\$ 105.46	Local Share *	( 65%)
\$ 56.79	911 Share	( 35%)
\$162.25		(100%)

I recommend approval of this resolution. Please contact me if you have any questions.



Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE INGHAM COUNTY  
PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY**

WHEREAS, the Ingham County Board of Commissioners established a 911 Advisory Committee to advise the Board on 911 Emergency Telephone Services matters; and

WHEREAS, the 911 Advisory Committee of the Ingham County Board of Commissioners, recommended an Ingham County Public Safety Radio System Cost Participation Policy for the Ingham County Board of Commissioners to adopt, to serve as a guideline for public safety agencies and other entities to clarify their responsibilities financially and programmatically for participation in the Ingham County Public Safety Radio System; and

WHEREAS, the Ingham County Board of Commissioners adopted the “Ingham County Public Safety Radio System Cost Participation Policy” as recommended by the 911 Advisory Committee, with respect to participating entities in the Ingham County Public Safety Radio System through Resolution #07-338 and later amended it through Resolution #08- 179; and

WHEREAS, that the Ingham County Board of Commissioners have approved the Ingham County Consolidated 911 Central Dispatch Center Project which will necessitate an update to the Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the amendments to the attached “Ingham County Public Safety Radio System Cost Participation Policy” with respect to participating entities in the Ingham County Public Safety Radio System.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to send a copy of this resolution and policy to all clerks of governmental units in Ingham County as well as all current participating entities.

## INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY

The Ingham County Board of Commissioners' policy on financial and programmatic responsibilities for public safety agencies and other entities participation in the Ingham County Public Safety Radio System shall be as follows:

### Ingham County:

1. Will hold title to and maintain the system infrastructure. (Towers, antennas, cables, generators, site maintenance, transmitters, remote receivers, microwave system/T-1 lines, and other related items).
2. Ingham County will hold title to the frequencies and licenses for the system operation.
3. System enhancements must be presented to the ~~911 Advisory Board~~ **911 Director** for their recommendation to the Ingham County Board of Commissioners.
4. Ingham County will maintain the system infrastructure and require an infrastructure cost sharing arrangement with the participating entities based on an annual fee prorated by the number of mobile and portable radios each agency has on the system. This fee shall be established by resolution of the Ingham County Board of Commissioners and may be changed from time to time by the County by resolution.
5. Maintenance must be performed by a certified/approved ~~M/A COM~~ **Harris** service shop.

### ~~911 Advisory Committee:~~ **Director**

1. The ~~911 Advisory Committee~~ **Director** will make recommendations to the Ingham County Board of Commissioners for any proposed system enhancements.
2. The ~~911 Advisory Committee~~ **Director** will assure that any end user equipment to be purchased by participating entities is compatible to the system and is programmed properly according to established protocols prior to purchase.
3. The ~~911 Advisory Committee~~ **Director** ~~consisting of public safety professionals~~ will ~~continue to~~ advise the Board of Commissioners on 911 emergency dispatch issues related to this "Ingham County Public Safety Radio System Cost Participation Policy" including the adjustment of the infrastructure cost-sharing arrangement based on an annual fee.

### Participating Entity:

1. Each participating entity shall be responsible for the repair and installation of any **County provided or** future end user equipment purchased or moved from vehicle to vehicle.
2. Any repair work performed or maintenance contracts for end user equipment must be done by a repair shop approved by both ~~M/A COM~~ **Harris** as to certification and the ~~911 Advisory Committee.~~ **Director**
3. Any additional end user equipment purchased is the cost responsibility of the participating entity.

4. The purchase of and programming of any new end user equipment should be approved by the 911 ~~Advisory Committee~~ **Director** prior to purchase.
5. **Each new participating entity shall sign a communication ( Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.**
6. **Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.**
7. **Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.**

#### Waiving Radio System Fees:

1. The 911 ~~Advisory Committee~~ **Director** will review any requests for waiving fees, on a case by case basis, and make recommendations to the Ingham County Board of Commissioners Law Enforcement and Finance Committees for approval to waive the fees.
2. The recommendation will take into consideration the balance of the participating entity's public safety mission, the use of the radios for day to day operations, and the principle that participating entity's should contribute towards the "Ingham County Public Safety Radio System Cost Participation Policy" infrastructure cost sharing arrangement.

#### Spare Radios Policy:

**This section of the Public Safety Radio System Cost Participation Policy addresses the distribution and use of spare radios that may be loaned to other participating entities:**

1. **If there are spare radios within the Ingham County Public Safety Radio System inventory, spare radios may be distributed to participating entities with the permission of the current Public Safety Agency that has the spare radios.**
2. **It is expressly understood that these spare loaner radios must be returned to the Public Safety Agency that owns the radio(s) at any time that they request the return of these radios.**
3. **The LID and Serial #(s) will be recorded and kept by the Radio Systems Administrator.**
4. **The radio(s) will be re programmed for the borrowing agency, by the Radio Systems Administrator at no charge on a case by case basis, any cost for reprogramming by Harris will be borne by the borrowing agency.**
5. **The radio(s) shall be maintained in the same condition as when it was loaned and the borrowing agency shall be responsible for any repair and/or damage to the radio(s).**
6. **The borrowing agency/agencies will be responsible for the annual maintenance fee for each radio as long as they are using the radio(s).**

## **Exhibit A**

**To: Ingham County Controllers Office**

**From: \_\_\_\_\_, A Participating Entity**

**Re: Ingham County Public Safety Radio System Cost Participation Policy**

**This letter shall acknowledge that I the undersigned have received and read the Ingham County Public Safety Radio System Cost Participation Policy. By signing this Communication, I agree that my organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy. This includes our agreement to pay the local share of the annual maintenance fees as long as we are participants within the Ingham County Public Safety Radio System. I acknowledge that my organization will be responsible for paying its proportional share of the annual maintenance costs on the System with the amount to be invoiced to each public safety agency on a quarterly basis. Where applicable the number of radios for each agency is billed at 65% of the cost per radio with the 911 funds paying the remaining 35%. The cost per radio is determined by dividing the total number of radios on the system by the total amount of the annual Maintenance Contract. Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds. The total number of radios on the system will be re calculated every year based on these factors.**

**These fees shall be established by resolution of the Ingham County Board of Commissioners and may be changed from time to time by the County by resolution**

**I further agree that the funding unit Public Safety unit that I represent shall purchase Public Safety radios ( or will use spare loaner radios) to operate on Ingham County 's Public Safety Radio System and will abide by the terms of the PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY including the following:**

**“Participating Entity:**

- 1. Each participating entity shall be responsible for the repair and installation of any future end user equipment purchased or moved from vehicle to vehicle.**
- 2. Any repair work performed or maintenance contracts for end user equipment must be done by a repair shop approved by both Harris as to certification and the 911 Director.**
- 3. Any additional end user equipment purchased is the cost responsibility of the participating entity.**
- 4. The purchase of and programming of any new end user equipment should be approved by the 911 Director prior to purchase.**
- 5. Each new participating entity shall sign a communication (Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.**

- 6. Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.
- 7. Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.

**In addition.**

**Your signature will be required and by signing this document, you are acknowledging that you have the authority to sign on behalf of your organization and that your organization has authorized you to sign this letter on its behalf.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title and Organization**

**Agenda Item 2a and 2b**

**TO:** Law Enforcement and Finance Committees  
**FROM:** Undersheriff Allan C. Spyke  
**DATE:** March 8, 2012  
**RE:** Canteen Services, Inc. Commissary

The Ingham County Sheriff's Office presently has two contracts with Canteen Services. Canteen Services provides the Commissary Services to the Ingham County Jail and also provides the Kitchen Services to the Ingham County Jail.

I am recommending that the Board consider a three year contract extension proposal from Canteen Services, Inc with the County having the option of two (2) one year extensions for the following reasons:

- Canteen is willing to increase the percentage of commission that we receive from 37 to 40%, yielding some \$8,300 in increased revenue. With anticipated gross sales of \$290,000 which would net approximately \$110,000 in commissions.
- They are willing to implement MyCarePack.com, which would allow friends and families to purchase commissary items via the internet for inmates at the jail. They estimate that this would in an increase in sales by about 5% and result in roughly a \$5,500 revenue increase for the County. Currently MyCarePack.com is being utilized in several counties; including Allegan, Clare, Muskegon, Ottawa and Saginaw.
- Canteen would implement their "optional meal plan" which would allow inmates to periodically order extra meals from a special menu. A 50/50 revenue share would generate County revenues of approximately \$8,800 annually. Clare and Saginaw County currently use "optional meal plan"
- Canteen would partner with Securus (current phone vendor) and provide the interface with inmate kiosks, thereby allowing inmates to place their commissary orders on-line. This move is anticipated to increase commissary sales by at least 10%. The revenue generated by this partnership is not included as we are not online with this program yet and as such we have no baseline for the amount of revenue that would be generated.
- Canteen will not increase the cost we pay for inmate meals for three (3) years. Food costs have risen 14% over the life of the current contract and Canteen has not increased the cost of our inmate meals. No increases for the next three (3) years means a savings of about \$18,000 annually. Over a three (3) period, we would realize a \$54,000 savings as a result of Canteen absorbing the food cost increases.

Canteen Services, Inc. has been a great vendor to work with. They are flexible and very much client oriented. They are a visible and easily accessible partner that strives to bring the best products in the business to us at the fairest prices.

I believe that they are the company that best suits the needs of the inmates, the Sheriff's Office and the County.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY  
CONTRACT FOR THREE YEARS**

WHEREAS, the contract for inmate commissary expires February 28, 2012; and

WHEREAS, the Sheriff's Office has devoted extensive efforts to establish and ensure that the Jail Commissary operates effectively; and

WHEREAS, the Sheriff's Office has been pleased with the relationship with Canteen Services; and

WHEREAS, this contract meets with the approval of the Ingham County Purchasing Department; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff's Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the possibility of two one-year extensions; and

WHEREAS, this contract provides for an increase in commissary sales commission from 37% to 40%; and

WHEREAS, this contract provides for Canteen Services, Inc. to continue maintaining two Inmate money deposit kiosks; and

WHEREAS, Canteen Services, Inc. will charge \$4.00 for each kiosk transaction with \$2.00 returned to the Inmate Commissary fund; and

WHEREAS, Canteen Services, Inc. will assume the risk of inflation without a price increase for three (3) years; and

WHEREAS, Canteen Services, Inc. will provide the interface to partner with Securus Technologies to provide the Ingham County Jail with inmate kiosks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to extend the contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2012 through February 28, 2015, with the option of two, one-year extensions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE CONTRACT WITH CANTEEN SERVICES TO MANAGE THE FOOD AND LAUNDRY SERVICES AT THE INGHAM COUNTY CORRECTIONAL FACILITY**

WHEREAS, in 2011, the Ingham County Correctional Facility had an average daily population of 556 inmates, the current rated capacity is 601 inmates; and

WHEREAS, the Sheriff’s Office has been pleased with Canteen Services’ management of kitchen and laundry services; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff’s Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the possibility of two one-year extensions; and

WHEREAS, Canteen Services has been responsible for feeding all inmates housed within the facility, providing medical meals for inmates who have dietary needs as stated by a doctor; and

WHEREAS, in 2011, the Ingham County Correctional Facility kitchen staff served 645,557 meals; and

WHEREAS, in 2011, the Ingham County Correctional Facility Kitchen Supervisor was responsible for washing the clothing in over 130,000 inmate bags; and

WHEREAS, in 2011, the Ingham County Correctional Facility Kitchen Supervisor was responsible for training and supervising approximately 20 workers for kitchen and laundry duties every month or sooner; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff’s Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the option of two one-year extensions.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to extend the contract under the new terms and conditions with Canteen Services, Inc. for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of February 29, 2012 through February 28, 2015, with the option of two one-year extensions at a per meal cost based on the census of the Jail’s population as follows:

Census	Per Meal Cost
0 – 649	\$ .98
650 – 674	\$ .97
675 and above	\$ .96

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.



MEMORANDUM

TO: Law Enforcement Committee  
Judiciary Committee  
County Services Committee  
Finance Committee

SUBJECT: Court Security

RE: Court Officer Position

DATE: 3/8/2012

Effective 3/31/2012, the court will have a vacant court officer position due to the retirement of Officer Bob Rutledge. The pending vacancy required the administration of the court to examine the court's current security measures. Currently, our court officers have limited authority to enforce the general criminal laws and protect public safety.

The court discussed with the Ingham County Sheriff's Office a proposal to have sheriff department personnel (part-time deputies) to provide court officer services for the court. The Court and the Sheriff department were in agreement that a sheriff deputy serving as court officer would significantly enhance security measures in the courthouse. The court would have on the premises a trained law enforcement officer who would be vested with general police powers to effectuate an arrest if the occasion called for it.

In an effort to enhance security measures at the 55<sup>th</sup> District Court and to cut general fund expenditures for court officer services, this proposal calls for the elimination of one court officer position in the 55<sup>th</sup> District Court and the creation of part-time deputy sheriff positions in the Ingham County Sheriff Office to serve as court officers for the 55<sup>th</sup> District Court.

The cost savings associated with this proposal is approximately \$26,167 annually.

MJD3812-688

cc: Honorable Thomas P. Boyd  
Honorable Donald Allen Jr.  
Mary Lannoye  
John Neilsen  
Alan Spyke  
Travis Parsons

Introduced by Law Enforcement, Judiciary, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ELIMINATE A COURT OFFICER POSITION IN THE 55TH DISTRICT COURT AND TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO PROVIDE THE COURT WITH TWO PART-TIME DEPUTIES TO SERVE AS COURT OFFICERS**

WHEREAS, a court officer position in the 55<sup>th</sup> District Court will become vacant on March 30, 2012; and

WHEREAS, through strategic planning the court has established a goal to enhance security measures at the 55<sup>th</sup> District Court; and

WHEREAS, court officers of the 55<sup>th</sup> District Court have limited authority to enforce the general criminal laws and protect public safety; and

WHEREAS, state law prohibits the 55<sup>th</sup> District Court, or any judicial branch agency, from employing a fully empowered law enforcement officer; and

WHEREAS, being that the 55<sup>th</sup> District Court is conscious of the current budget situation, the court officer position was analyzed to determine if any cost savings could be realized; and

WHEREAS, through the elimination of the court officer position and employing the services of the Ingham County Sheriff Office to provide court officer services for the court, the court is projected to save \$26,167 annually; and

WHEREAS, the 55<sup>th</sup> District Court has discussed with officials from the United Auto Workers (UAW) union seeking to gain support, or at least understanding, for the change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the elimination of one 55<sup>th</sup> District Court Enforcement Officer, UAW Grade E position and the creation of two part time Deputies within the Sheriffs Office as authorized by the MAP contract effective March 30, 2012.

BE IT FURTHER RESOLVED, that the two Ingham County Sheriff Office part-time deputies will be assigned to the 55<sup>th</sup> District Court for security purposes for up to 44 hours/week.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary changes to the 55<sup>th</sup> District Court and Sheriff's Office Position Allocation List and 2012 budgets.

BE IT FURTHER RESOLVED that should the agreement between the 55<sup>th</sup> District Court and the Ingham County Sheriff Office be terminated, the UAW court officer position will be reinstated in the 55<sup>th</sup> District Court's budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a "Letter of Understanding" with the UAW and the Chief Judge of 55<sup>th</sup> District Court that is consistent with this resolution and approved as to form by the County Attorney.

February 1, 2012

**MISCELLANEOUS RESOLUTION #12019**

BY: Public Services Committee, Jim Runestad, Chairperson

**IN RE: PUBLIC SERVICES COMMITTEE – OPPOSITION TO THE EARLY RELEASE OF VIOLENT OFFENDERS BY THE MICHIGAN DEPARTMENT OF CORRECTIONS**

To the Oakland County Board of Commissioners  
Chairperson, Ladies and Gentlemen:

WHEREAS recent events of violence against Oakland County residents by parolees of the Michigan Department of Corrections have alarmed citizens and public officials; and

WHEREAS according to reports in the Oakland Press on November 10, 2011 a homeless couple, both convicted felons, beat and murdered a Royal Oak woman in order to steal the woman's ATM card. The man accused of the murder was sentenced to 5-30 for home invasion. He was paroled September 29, 2010 despite past encounters with the law for rape and arson; and

WHEREAS the same Oakland Press article reports that on November 18, 2011, also in the City of Royal Oak, a 54 year old Detroit man was arrested for attempting to break down the front door of a resident, who was home at the time. The suspect had just gotten out of prison six days earlier. The suspect, who had a long record of burglaries and theft, had served the minimum of a 3-30 year sentence; and

WHEREAS the Oakland Press also reports that in the City of Ferndale a man out of prison only six days is alleged to have beaten and robbed a man in his Ferndale home on October 31, 2011. The suspect had been sentenced to 8-20 years in 2002 and was paroled in October of 2011; and

WHEREAS the Oakland County Prosecutor, along with several other prosecutors have had to sue the Michigan Department of Corrections for information on potential parolees; and

WHEREAS prosecutors statewide have gone to court to protest the pending parole of inmates considered to be dangerous.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners urges the Michigan Department of Corrections to review criteria used to determine eligibility for parole of violent and repeat offenders. We oppose the practice of releasing violent and repeat offender inmates near the minimum end of their sentence.

BE IT FURTHER RESOLVED that the Oakland County Clerk forward copies of this resolution to the Governor, Director of the Michigan Department of Corrections, the Oakland County Legislative Body and all Michigan Boards of Commissioners.

Chairperson, on behalf of the Public Services Committee I move the foregoing resolution.

PUBLIC SERVICES COMMITTEE



Public Services Committee Vote:  
Motion to approve carried unanimously on a roll call vote

**RECEIVED**  
FEB 10 2012

Moved by Runestad supported by Covey the resolution be adopted.

Moved by Runestad supported by Covey the resolution be amended as follows:

Strike all references to the Public Services Committee and insert Craig Covey, District 25 in the BY line.

A sufficient majority having voted in favor, the amendment carried.


Vote on resolution, as amended:

AYES: Greimel, Hatchett, Hoffman, Jackson, Long, Matis, McGillivray, Middleton, Nash, Nuccio, Potts, Quarles, Runestad, Scott, Taub, Weipert, Woodward, Zack, Bosnic, Covey, Crawford, Dwyer, Gershenson, Gingell, Gosselin. (25)

NAYES: None. (0)

A sufficient majority having voted in favor, the resolution, as amended, was adopted.

I HEREBY APPROVE THE FOREGOING RESOLUTION



2/3/12

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, Bill Bullard Jr., Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on February 1, 2012, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the County of Oakland at Pontiac, Michigan this 1<sup>st</sup> day of February, 2012.

*Bill Bullard Jr.*

Bill Bullard Jr., Oakland County