

STEPS FOR PURCHASING LIVESCAN EQUIPMENT AND DIGITAL CAMERAS

1. The first step to obtaining LiveScan equipment is to determine precisely the type of certified equipment that meets your needs. To begin the process the agency (Sheriff/Superintendent) contacts Aparna Sadavarte (LiveScan engineer) at VSP to ensure the site receives the most recent price lists and to discuss the physical requirements of the location for the LiveScan machine. Phone (804) 674-2681 or e-mail Aparna.Sadavarte@vsp.virginia.gov.
2. The state co-owns LiveScan software for criminal bookings; this software supports three different manufacturer's LiveScan hardware. None of the LiveScan decks are available on state contract. Two types of decks are available from the co-owner of the software, ID Networks and the third deck is available from Cross Match Technologies. This generally requires a discussion with a LiveScan engineer at Virginia State Police (VSP).
3. Once the agency determines the specific equipment that best suits its needs, the next step is to secure funding approval from the local government or jail board. While many equipment options are available, the maximum amount the Compensation Board will consider for reimbursement is:
 - \$17,305 for LiveScan with Mugshot Equipment
 - \$14,860 for LiveScan without Mugshot Equipment

4. If the agency has locality approved funding, the agency (Sheriff/Superintendent) sends an e-docket request to the Compensation Board requesting the purchase price of the LiveScan equipment by accessing the Compensation Board website at www.scb.virginia.gov, and selecting 'Restricted Access' and then the 'Mid-Year Budget Amendment (docket) Request'.

If the agency does not currently have locality approved funding or cannot otherwise purchase the equipment and have it installed prior to May 15, the Sheriff/Superintendent should submit a request for funding in his/her Compensation Board annual budget request in the month of January. If approved by the Compensation Board, the Sheriff/Superintendent will be notified on or before May 1 of each year and the funding will be available on July 1.

Questions regarding Compensation Board funding for LiveScan equipment should be addressed to Jennifer Styles (County Sheriffs) at (804) 225-3435 or jennifer.styles@scb.virginia.gov; Chuck Redden (City Sheriffs/Regional Jails) at (804) 225-346 or chuck.redden@scb.virginia.gov; or Charlene Rollins (Customer Service Manager) at (804) 225-3321 or charlene.rollins@scb.virginia.gov.

5. Any LiveScan equipment request made during the fiscal year is placed on the Compensation Board docket for board approval at the stressed amount. The stress factors are found on the Compensation Board website (www.scb.virginia.gov), under 'Policies and Procedures' and then under 'Fiscal Stress Factors'. Sheriffs/Superintendents will be notified of Compensation Board action on their requests by email.
6. Site visit is scheduled. VSP personnel meets with the prospective agency to describe LiveScan policies and procedures, explain the purchase process, and inspect the property.
7. Upon Compensation Board approval of the LiveScan equipment, two (2) letters must be sent to the Compensation Board from the locality. One will come from the Sheriff or Superintendent and the other will come from the County Administrator, City Manager or Jail Authority Chairman stating that it is their understanding that:
 - The funds must be expended by May 15 of that fiscal year;

- The Compensation Board is not responsible for any additional operating costs;
 - The Compensation Board is not responsible for any maintenance costs; and
 - The Compensation Board is not responsible for any additional personnel to operate the equipment.
8. VSP sends a letter of intent to the agency which is signed and returned to Captain Thomas Turner, Criminal Justice Information Services Officer at VSP.
 9. Captain Thomas Turner sends a letter to the Compensation Board approving the agency for LiveScan.
 10. VSP sends a LiveScan Agreement letter to the agency and it must be signed and returned to Captain Thomas Turner at VSP.
 11. LiveScan base system and optional items are discussed by the agency and Aparna Sadavarte.
 12. Aparna Sadavarte requests a formal quote from the LiveScan vendor for the agreed upon items.
 13. Agency orders LiveScan equipment directly from the vendor.
 14. Network lines are installed by the agency and static IP addresses are assigned by the agency or VSP.
 15. Vendor installs LiveScan equipment at the agency location and conducts system manager training.
 16. VSP LiveScan trainer conducts operator training at the agency location.
 17. LiveScan machine is placed into production. Once the machine is in production, all adult criminal bookings done at the agency's location should be submitted using the LiveScan equipment regardless of the arresting agency.
 18. Sheriff/Superintendent must request reimbursement from the Compensation Board in the monthly COIN system by May 15th of the fiscal year in which the equipment was approved in order for the locality to receive reimbursement of the LiveScan equipment. **If reimbursement is not requested by May 15, the funds will NOT carryover to the next fiscal year and the agency will NOT be reimbursed by the Compensation Board.**

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Explanation of Column Names

CBO: "Compensation Board Only." If your agency is not funded by the Compensation Board, these are steps that may be disregarded. If your agency is funded by the Compensation Board, follow all the steps on this page for the type of system you are procuring.

New: Step required for a new agency

Add: Step required for an existing Live Scan agency to add a new system

Upg: Step required for an existing Live Scan agency to upgrade a system to take mugshots

#	CBO	New	Add	Upg	Step
1		Y	Y		Review the VSP website at http://www.vsp.state.va.us/cjis_livescan.htm (text: http://www.vsp.state.va.us/cjis_livescan.htm) to determine what certified equipment meets the agency's needs.
2		Y	Y	Y	Request price list from VSP; VSP sends price list to agency.
3		Y	Y	Y	Agency informs VSP of items desired. VSP discusses items with agency, if needed.
4		Y	Y	Y	VSP requests a formal quote from the vendor for the items agreed upon and the vendor will send it to the agency when it is received.
5		Y	Y	Y	Agency secures funding approval from the local government (non-Comp Board agencies) or jail board (Comp Board agencies). The agency's procurement specialist will know how to do this. SEE NOTE AT END REGARDING AMOUNTS AVAILABLE NOW.
6	Y	Y*	Y*	Y*	If the agency has locality approved funding, the agency (Sheriff/Superintendent) sends an e-docket request to the Compensation Board requesting the purchase price of the equipment by accessing the Compensation Board website at www.scb.virginia.gov , selecting 'Restricted Access' and then the 'Mid-Year Budget Amendment (docket) Request'. If the agency does not currently have locality approved funding or cannot otherwise purchase the equipment and have it installed prior to May 15, the Sheriff/Superintendent should submit a request for funding in his/her Compensation Board annual budget request in the month of January. If approved by the Compensation Board, the Sheriff/Superintendent will be notified on or before May 1 of each year and the funding will be available on July 1. NOTE: Any equipment request made during the fiscal year is placed on the Compensation Board docket for board approval at the stressed amount. The stress factors are found on the Compensation Board website (www.scb.virginia.gov), under 'Policies and Procedures' and then under 'Fiscal Stress Factors'. Sheriffs/Superintendents will be notified of Compensation Board action on their requests by e-mail.
7		Y	Y		Agency contacts VSP to discuss Live Scan Policies and Procedures as well as explain the purchase process, property requirements and network configuration.
8		Y			If agency does not have a VCIN terminal, agency orders connectivity box according to instructions from VSP (provided during step 7) to enable a secure network to VSP for Live Scan transmissions.
9		Y			VSP sends a letter of intent to the agency which is signed and returned to VSP.
10	Y	Y			VSP sends a letter to the Compensation Board approving the agency for Live Scan.

11		Y			VSP sends a Live Scan Agreement letter to the agency and it must be signed and returned to VSP.
12	Y	Y	Y	Y	Upon Compensation Board approval of the equipment, two (2) letters must be sent to the Compensation Board from the locality. One will come from the Sheriff or Superintendent and the other will come from the County Administrator, City Manager or Jail Authority Chairman stating that it is their understanding that: - The funds must be expended by May 15 of that fiscal year; - The Compensation Board is not responsible for any additional operating costs; - The Compensation Board is not responsible for any maintenance costs; and - The Compensation Board is not responsible for any additional personnel to operate the equipment.
13		Y	Y	Y	Agency orders equipment directly from the vendor.
14		Y	Y		Network lines are installed by the agency and static IP addresses are assigned by the agency or VSP.
15		Y	Y	M	Vendor installs Live Scan equipment at the agency location and conducts system manager training.
16		Y	**		VSP Live Scan trainer conducts operator training at the agency location and agency is in pilot (test) mode, submitting prints to VSP.
17		Y	**		VSP reviews pilot data and after a period of time (Live Scan: usually 30 days Mugshots: usually right away) the system or function is placed into production. NOTE: Once the machine is in production, all adult criminal bookings done at the agency's location must be submitted using the Live Scan equipment regardless of the arresting agency.
18	Y	Y*	Y*	Y*	Sheriff/Superintendent must request reimbursement from the Compensation Board in the monthly COIN system by May 15th of the fiscal year in which the equipment was approved in order for the locality to receive reimbursement of the Live Scan equipment. If reimbursement is not requested by May 15, the funds will NOT carryover to the next fiscal year and the agency will NOT be reimbursed by the Compensation Board.

* This is true for Compensation Board funded agencies. ** If necessary.

M Maybe - depends on if agency orders installation. Mugshot upgrade does not require training but does require agency calling to have IDS easily configured and sending a live test to ensure everything is working properly.

Questions regarding Compensation Board funding for Live Scan equipment should be addressed to:

- Jennifer Styles (County Sheriffs) at (804) 225-3435 or jennifer.styles@scb.virginia.gov
- Chuck Redden (City Sheriffs/Regional Jails) at (804) 225-3463 or chuck.redden@scb.virginia.gov
- Charlene Rollins (Customer Service Manager) at (804) 225-3321 or charlene.rollins@scb.virginia.gov

Questions regarding any other purchasing/installation question:

Please visit the Live Scan area of the VSP website: at http://www.vsp.state.va.us/cjis_livescan.htm (text: http://www.vsp.state.va.us/cjis_livescan.htm) to see if the concern is addressed there. VSP also maintains an interactive forum for discussion of these issues - there is a link from the page listed above, and contact information is on the page.

NOTE REGARDING COMPENSATION BOARD FUNDS AVAILABLE NOW:

While many equipment options are available, the maximum amount the Compensation Board will consider for reimbursement is:

- \$17,305 for LiveScan with mug shot kit digital camera and lighting kit
- \$14,860 for LiveScan without mug shot kit

The following equipment comprises the maximum amount of \$17,305 available for Compensation Board reimbursement:

Identix TP3000 ED Scanner	\$5,300
Windows XP Pro Desktop PC with 17" CRT Monitor – 3.2 GHz Pentium 4, 1GB RAM, 160GB HD, CD-RW/DVD, UPS unit included	\$1,390
FBI Certified Lexmark T-640N Printer with duplexer and additional 250 sheet tray	\$1,950
Onsite Installation & Administrative Training	\$1,290
Cabinet: Identix with LCD Monitor	\$3,900
3 rd party licensed software which is required: Aware NISTPack***	<u>\$1,030</u>
Base System Cost with Least Expensive Fingerprint Deck	\$14,860
Mugshot Camera Capture Kit with Sony EVI	\$1,950
Mugshot Lighting Kit - 1000 watt dimmer switch, two 3 1/2 foot tracks, track coupler, wire feeder, track end piece, two canopies, two 300 watt bulbs, one pint 18% grey paint	<u>\$495</u>
Base System Cost with Least Expensive Fingerprint Deck and Mugshot Kit	\$17,305

The back-up camera option has been deleted since Canon changed their policy about common drivers working across their product line. Sites could still buy a digital camera and if it connects via USB then IDS can import the image from the camera. It does not seem to matter which camera the site buys for this purpose. The maximum that the Compensation Board would reimburse for a digital camera for use with a LiveScan unit would be \$1,950.