Easton, Pennsylvania                      July 20, 2017

A regular meeting of the Northampton County Council was held on the above date with the following present: John Cusick, President; Mathew M. Benol; Matthew H. Dietz (via telephone); Margaret L. Ferraro; Kenneth M. Kraft; Hayden Phillips; Seth Vaughn; Linda M. Zembo, Clerk to Council and Josh Fulmer, Acting Solicitor to County Council. Absent were: Glenn A. Geissinger, Vice President; Robert F. Werner and Phil D. Lauer, Solicitor to Council.

Prayer

Mr. Cusick led County Council in a moment of silence.

Pledge of Allegiance

Mr. Cusick led County Council in the pledge of allegiance.

Approval of the Minutes

Mr. Kraft made the following motion:

Be It Moved By the Northampton County Council that the minutes of the July 6, 2017 meeting shall be approved.

Mr. Benol seconded the motion.

The minutes were approved by voice acclamation.

Courtesy of the Floor

Mr. Cusick stated as the only individuals who signed up for Courtesy of the Floor were here to speak on the booking fee ordinance, they would be given an opportunity to speak during the public hearing. He then asked if there was anyone from the public who wished to address County Council.

There were no respondents.
Confirmation of Appointments

Mr. Kraft introduced the following resolution:

R. 73-2017  RESOLVED, by the Northampton County Council that the following individuals shall be confirmed in their appointments/re-appointments as indicated hereafter:

FARMLAND PRESERVATION BOARD

Re-appointments:  
Robert Doerr  
170 Old Well Road  
Easton, PA  18042

Terry Kromer  
206 Garr Road  
Easton, PA  18040

LEHIGH VALLEY WORKFORCE DEVELOPMENT BOARD, INC.

Re-appointments:  
Business Category  
Stephen J. Bailey  
3273 Oakland Square Drive  
Bethlehem, PA  18020

Ellen Kingsley, Esq.  
4441 Tusketee Drive  
Bethlehem, PA  18020  
John MacDonald  
275 Cobblestone Lane  
Bethlehem, PA  18020

Sharon Scheirer  
20 Longhill Drive  
Easton, PA  18042

MENTAL HEALTH, EARLY INTERVENTION & DEVELOPMENTAL PROGRAMS ADVISORY BOARD

Appointment:  
Andrea Beauregard  
335 East Market Street  
Bethlehem, PA  18018
As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Kraft, "yes"; Ferraro, "yes"; Phillips, "yes"; Vaughn, "yes"; Benol, "yes" and Cusick, "yes".

The resolution was adopted by a vote of 6-0.

Controller’s Report

Mr. Stephen Barron, Controller, was not present at the meeting.

County Executive Report

Mr. John A. Brown, County Executive, was not present at the meeting.

Public Hearing on the Ordinance Titled, "AN ORDINANCE PROVIDING FOR THE ALLOCATION OF FUNDS THROUGH THE CENTRAL BOOKING PLAN FEES TO THE DESIGNATED CENTRAL BOOKING CENTERS"

Mr. Cusick advised the following ordinance was introduced by Messrs. Phillips and Dietz at the meeting held on July 6, 2017:

AN ORDINANCE PROVIDING FOR THE ALLOCATION OF FUNDS THROUGH THE CENTRAL BOOKING PLAN FEES TO THE DESIGNATED CENTRAL BOOKING CENTERS
WHEREAS, the Northampton County Home Rule Charter, Article II, Section 202.(6) indicates that the County Council shall have the power to establish by ordinance procedures to set the fees charged by all agencies in accordance with the law of the United States and Pennsylvania; and

WHEREAS, County Council by Ordinance No. 17 of 1979, enacted September 21, 1979, ordained that "Fees charged by agencies/offices of the County of Northampton be set by Northampton County Council by means of Resolution at such times and at such rates as deemed necessary"; and

WHEREAS, County Council has adopted Resolution No. 72-2017 by the terms of which the Central Booking Fee in the amount of $300.00 has been established; and

WHEREAS, County Council seeks herein to clarify the crediting and application of, and reimbursement for, the Central Booking Fees; and

WHEREAS, Title 42 (Judiciary and Judicial Procedure) and Title 44 (Law and Justice) of the Pennsylvania Consolidated Statutes, in part, allows for the imposing a central or regional booking fee on criminal convictions to fund the start-up, operation or maintenance of a central or regional booking center; providing for a central booking center plan; and

WHEREAS, the Section 1. Title 42 of the Pennsylvania Consolidated Statutes reads as follows:

§ 1725.5. Booking center fee.

(a) Imposition.--Following the adoption of a countywide booking center plan, a person may, in addition to any other fines, penalties or costs imposed by law, be required by the court to pay a booking center fund fee of no more than $300 if the person:

(1) Is placed on probation without verdict pursuant to section 17 of the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act.

(2) Receives Accelerated Rehabilitative Disposition for, pleads guilty to or nolo contendere to or is convicted of a crime under the following:
(i) 18 Pa.C.S. § 106(a) (relating to classes of offenses).

(ii) 75 Pa.C.S. § 3735 (relating to homicide by vehicle while driving under influence).

(iii) 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance).

(iv) A violation of The Controlled Substance, Drug, Device and Cosmetic Act.

(b) Disposition.--The fee under subsection (a) shall be paid to the county and deposited into a special central or regional booking center fund established in the county. Moneys in the special fund shall be used solely for the implementation of a countywide booking center plan under section 1725.6 (relating to countywide booking center plan) and the start-up, operation or maintenance of a booking center.

(c) Other laws.--The booking center fee shall be imposed notwithstanding any other provision of law to the contrary.

§ 1725.6. Countywide booking center plan.

(a) Development.--

(1) A court in a county that has developed and adopted a countywide booking center plan may impose the fee established under section 1725.5 (relating to booking center fee).

(2) A county with a criminal justice advisory board shall develop the plan in conjunction with the criminal justice advisory board.

(3) A county that does not have a criminal justice advisory board shall develop the plan in conjunction with the district attorney, local police departments and municipalities within the county.

(b) Requirements.--The plan adopted under subsection (a) shall do all of the following:

(1) Ensure coordination and collaboration of all criminal justice agencies within the county.
(2) Comply with all applicable Federal and State technology standards for the collection and transmission of offender identification information.

(3) Make recommendations regarding the number, funding and operations of booking centers within the county. The plan shall prioritize the recommendations.

(c) Submission.--

(1) The plan shall be submitted to the Pennsylvania Commission on Crime and Delinquency for review and certification that the plan complies with the requirements of subsection (b)(2).

(2) The Pennsylvania Commission on Crime and Delinquency shall provide a list of all certified county plans to the Administrative Office of Pennsylvania Courts upon each county's certification. The Pennsylvania Commission on Crime and Delinquency shall update this list and provide it to the Administrative Office of Pennsylvania Courts whenever a county is added or subtracted from the list.

(d) Duties of commission.--The Pennsylvania Commission on Crime and Delinquency shall do all of the following:

(1) Determine and certify if a countywide booking center plan submitted by a county criminal justice advisory board or the county commissioners complies with subsection (b)(2).

(2) Adopt guidelines within 90 days of the effective date of this section relating to technology standards for the collection and transmission of offenders' identification. The guidelines shall be published in the Pennsylvania Bulletin.

(e) Implementation.--Following certification by the Pennsylvania Commission on Crime and Delinquency under subsection (d), the county may appropriate moneys in the special central or regional booking center fund to implement the plan to the greatest extent possible.
(f) **Limitation.**—No more than 5% of moneys in the special central or regional booking center fund may be appropriated by the county for the county's administrative costs related to the collection of the fee under section 1725.5.

(g) **Definitions.**—As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Booking center." A facility utilized for the processing and identification of individuals arrested, charged or accused of a crime.

"County criminal justice advisory board." A county criminal justice planning board which meets the minimum standard for those boards established by the Pennsylvania Commission on Crime and Delinquency.

"Countywide booking center plan." A written plan that includes a comprehensive strategy to improve the collection, transfer and maintenance of electronic offender identification information; and

WHEREAS, the Northampton County Criminal Justice Advisory Board formally adopted a Northampton County Booking Center Plan, which described the facilities used for central booking as the Northampton County Prison, the Bethlehem Police Department and the Lehigh Township Police Department; and

WHEREAS, on July 5, 2007, an Administrative Order was issued acknowledging the Northampton County Booking Center Plan and on June 12, 2014, an Administrative Order was issued increasing the processing fee to $300.00.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Northampton County Council that:

1. The Central Booking fee shall be deposited into a special central or regional booking center fund established in the County.

2. The Central Booking fees are to be tracked and referenced to the Central Booking facility from which they originated.

3. Those fees are to be used to pay the annual fees of the CLEAN T-1 line and the Livescan/CPIN annual maintenance agreement.
4. Should the annual booking fees collected exceed the amount needed for the above-mentioned costs, the remaining balance will be used to cover budget needs in the overall County's Central Booking system.

5. Should the annual booking fees collected fall short the amount needed for the above-mentioned costs, the specific Central Booking facility is to come up with the difference to cover the above-mentioned annual costs.

Public Hearing

Ms. Cynthia Miller, Lehigh Township Supervisor - stated Montgomery County had 12 centers including their County center and were able to include additional sites if they met the requirements. She further stated 11 of the centers were in their police departments.

Ms. Miller advised they charged a $300 processing fee with $15 covering the administrative costs and $285 going to the government entity where the person was processed. She further advised in 2016 they collected $536,663.85 in criminal and zero in magistrate fees.

Ms. Miller stated Bucks County had 13 centers and collected a $150 processing fee from which 5% was for administrative costs and 95% went to technology including the equipment, procurement of the equipment, maintenance and circuit phone line costs and partial for staffing and operation costs. She further stated when allocating their funding they looked at the total booking fees, divided that by the individual site submissions, allocated a percentage to the total and then they multiplied that total by the total fees collected minus the 5% administrative costs to determine their payment costs. She noted they collected $567,430 for criminal and $17,800 for magistrate.

Ms. Miller advised she did not have the particulars of the Lehigh County plan, but they collected $93,000.

Ms. Miller stated Northampton County collected $10,840.16 in criminal and $2,405 in magistrate so they wanted to know if the fee was $300 why was judicial only collecting $10,000 with three booking centers.
Ms. Miller advised the County Executive had commented last night at the Finance Committee meeting that there was a deficient of $1.5 million for the booking center so they wanted to know how that amount was determined and they would like to see a breakdown of it. She further advised he also commented that there was $80,000 in overtime savings for Lehigh Township and the adjacent municipalities that used their booking center so they would also like to know how that amount was determined.

When Ms. Miller stated they would also like an opportunity to review the audit that was done by the Controller’s Office, Mr. Cusick commented they could contact Mr. Barron with regard to the audit.

Mr. Phillips indicated he had offered his services to Lehigh Township in getting them together with Mr. Barron.

Mr. Kraft advised Montgomery County had 1.4 million people, Northampton County had 300,000 people and Bucks County had 650,000 people. He further advised Lehigh County had one booking center that everyone used so he would like to see numbers for Counties similar to Northampton County.

Chief Scott Fogel, Lehigh Township Police Department stated everyone needed to get on the same page and he would like to know the percentages for distribution of the fees.

With regard to the $80,000 savings in overtime, Chief Fogel advised having his officers drive down to Easton did not cost them anything near that. He further advised his overtime costs were caused by being short-handed and covering costs of open shifts.

Chief Fogel stated Lehigh County only had one booking center, but it was more centrally located. He further stated to expect officers from rural communities on the northwestern side of the County to drive 45 minutes up and back or have the individual self-process at the County center was not feasible. He noted the best situation would be to have anyone across the State be able to use a center because all of the systems were interconnected on a State-wide basis and not have them broken down to Counties.

Chief Fogel advised this ordinance would funnel all the fees through the County, but in Bucks and Montgomery Counties the money was given right back to the departments that ran the
booking centers. He further advised last year Carbon County collected approximately $40,000.

Chief Fogel provided copies of the Montgomery Countywide Booking Center Plan (see Attachment #1), Bucks County Central Booking Plan (see Attachment #2), Lehigh County Central Booking Center Plan (see Attachment #3) and Carbon County Booking Plan (see Attachment #4).

Mr. Dietz called into the meeting at this time.

In response to Mr. Kraft’s question as to whether there was any type of agreement between Lehigh Township and the agencies that used their booking center, Chief Fogel stated according to the plan after the grant expired and if the centers did not self-generate then the communities would contribute, but there was no agreement in place.

In answer to Mr. Kraft’s question as to why Lehigh Township wanted a center, Chief Fogel advised before the center it was not uncommon for officers to come down to Easton and spend 3-5 hours processing someone. He further advised the advantage was not just time, but the wear and tear on vehicles and the risk of having an officer, as well as the person being transported, drive down here and back every time.

Chief Fogel stated the County was supposed to have started collecting a fee since 2008, but since the plan was not approved, those fees went uncollected.

Mr. Kraft advised Lehigh Township built its center to save money and time for itself and the other municipalities that use it. He further advised it had been open for five years and there was still no agreement to fund it with the other municipalities.

Chief Fogel stated for the first three years his focus was on getting the plan established because the fees were not being collected.

Mr. Kraft advised he was not against the center, but there was no input from the Courts and this ordinance was not fixing some of the things that had to be fixed.

Chief Fogel stated they had an agreement between the Courts and the Criminal Justice Advisory Board that the center should be up and running. He further stated it may be germane to meet
with the Courts to try to figure everything out because there was nothing appropriate about how things were operating.

Mr. Kraft advised he felt having the center was a good thing, but there were a lot of pieces missing regarding its operation.

Mr. Benol stated he was also concerned that the ordinance indicated the municipalities would pay if there was a shortfall, but there was no agreement to that effect currently in place. He further stated he was in agreement with having everyone get together to discuss this issue to come up with a solution.

Chief Fogel advised he would like to see a tracking system established showing how the money was distributed because if they did the processing the fees should come back to them.

In response to Mr. Fulmer’s question regarding the hours of the center, Chief Fogel stated Tuesday, Wednesday and Thursday the hours were 8:30 a.m. to 6:00 p.m., but people have come in by appointment.

**Magisterial District Justice (MDJ) Robert Hawke** - advised Lehigh Township’s center had the equipment that allowed him to conduct some of his business from there because an individual charged with retail theft had to be processed immediately and they did not have time to run to Easton to determine the degree of their crime.

MDJ Hawke stated this center should have collected more than $300,000 so he wanted to know what was collected, what was not collected from that center and why. He further stated if this center were to close, it was going to cause a hardship so it was important for a solution to be reached.

In answer to Mr. Kraft’s comment as to whether his concerns about the fees should be discussed with President Judge Stephen Baratta, MDJ Hawke advised he had spoken with Judge Baratta and that was the reason he was here.

Mr. Fulmer stated Judge Baratta issued an order approximately six months ago directing if a misdemeanor was dropped down to a summary and the person was processed the $300 was to be assessed by the magistrate.

Mr. Phillips made a motion to table this ordinance until all the questions could be answered.
Mr. Dietz seconded the motion.

Mr. Cusick called for the vote on the motion to table.

The vote: Phillips, "yes"; Dietz, "yes"; Cusick, "yes"; Ferraro, "yes"; Kraft, "yes"; Vaughn, "yes" and Benol, "yes".

The motion passed by a vote of 7-0.

Consideration of Personnel Requests: Department of Fiscal Affairs - Assessment Division

Mr. Kraft introduced the following resolution:

R. 74-2017 **RESOLVED**, by the Northampton County Council that one (1) position of Real Estate Assessor III, pay grade RU-23-01A, salary $41,738, shall be created in the Department of Fiscal Affairs, Assessment Division, effective June 15, 2017.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Kraft, "yes"; Phillips, "yes"; Vaughn, "yes"; Benol, "yes"; Cusick, "yes"; Dietz, "yes" and Ferraro, "yes".

The resolution was adopted by a vote of 7-0.

Consideration of Open Space Resolutions: a) Amending Resolution No. 45-2013; b) Support of Scenic Wild Delaware River Geotourism Initiative; c) Approval of Livable Landscapes Fund Grant for the Scenic Delaware River Geotourism Program; d) Support of September 11th National Memorial Trail; e) Approval of Livable Landscapes Fund Grant for the September 11th National Memorial Trail; f) Support of the Efforts Undertaken by the Friends of Minsi Lake

Amending Resolution No. 45-2013

Mr. Cusick introduced the following resolution:

R. 75-2017 **WHEREAS**, on October 7, 2016, County Council received a request to amend Resolution No. 45-2013.
WHEREAS, on July 17, 2017, County Council received a request to amend Resolution No. 45-2013.

IT IS, THEREFORE, HEREBY RESOLVED By the Northampton County Council that Resolution No. 45-2013 shall be amended as indicated hereafter (sections marked with strikeout have been deleted and sections marked with bold underline have been added):

Number 45-2013 (Amended)

WHEREAS, the County of Northampton implemented the Northampton County Open Space Initiative by enacting the Northampton County Open Space Ordinance #423-2004 on November 5, 2004; and

WHEREAS, the Northampton County Open Space Advisory Board has recommended the fee simple acquisition by the Nature Conservancy of the Ribitzki property, Upper Mt. Bethel Township, Northampton County; and

WHEREAS, the Northampton County funding will be used to acquire properties as follows:

Property Owner(s): Henry Ribitzki & Henry A. Ribitzki

Site Location: 690 Blue Mountain Drive, Bangor, PA 18013, Upper Mount Bethel Township, Northampton County

Parcel Identification: B10-5-2

Site Information: Approximately 26.81 acres; wooded acreage with Lake Minsi vernal pools

Appraised Value: $3,680.00 approved (2%) from Upper Mount Bethel Township.

County Grant Request: $88,320.00 $86,000.00 (48%)

Other Grants: $92,000 (approved) (50%) from DCNR

NOW, THEREFORE, BE IT RESOLVED By the Northampton County Council:
(1) The Northampton County Council hereby directs the Northampton County Executive, through the office of the Program Administrator of the Northampton County 21st Century Open Space Initiative, or his/her designee, to take any and all steps necessary to complete the fee simple acquisition, by the Nature Conservancy of the Ribitzki property, Upper Mt. Bethel Township, being approximately 26.81 acres, located at 590 Blue Mountain Drive, Bangor, PA, Upper Mount Bethel Township, Northampton County, and also known as Uniform Parcel Identifier Numbers B10-5-2.

(2) The Northampton County Council hereby directs the Northampton County Executive to appropriate $95,326.00 as consideration for the conservation—easement Fee Simple acquisition by the Nature Conservancy of the Ribitzki Property.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Kraft, "yes"; Phillips, "yes"; Vaughn, "yes"; Benol, "yes"; Dietz, "yes" and Ferraro, "yes".

The resolution was adopted by a vote of 7-0.

Support of Scenic Wild Delaware River Geotourism Initiative

Mr. Cusick introduced the following resolution:

R. 76-2017 WHEREAS, Northampton County Council constitutes the chief governing body with legislative and policy-making powers that represent and affect our local residents' quality of life; and

WHEREAS, Northampton County supports the growth of sustainable tourism revenues within Northampton County and the broader nine-county Scenic Wild Delaware River region in New York, New Jersey, and Pennsylvania along the Delaware River's main stem corridor from Hancock, NY downstream to Easton, PA and Phillipsburg, NJ; and

WHEREAS, Northampton County understands that geotourism is the kind of travel that sustains or enhances the geographical character of a place: its environment, culture, aesthetics, heritage and the well-being of its residents; and
WHEREAS, Northampton County recognizes that the Scenic Wild Delaware River region's natural resources, history, culture and recreational opportunities, anchored by the Delaware River and its four national parks, can support and sustain a nationally and internationally branded travel destination that promotes and conserves the unique and authentic character of the region; and

WHEREAS, hundreds of micro, small and medium-sized businesses, events and attractions based in this nine-county region contribute to the Scenic Wild Delaware River MapGuide—an interactive travel website, www.ScenicWildDelawareRiver.com—which is the Scenic Wild Delaware River geotourism initiative's first product; and

WHEREAS, Northampton County recognizes the benefits of pooling and leveraging resources through collaboration with other jurisdictions within the Scenic Wild Delaware River region to encourage conservation and preservation of the natural, historic and cultural resources that make the region an attractive geotourism destination.

NOW, THEREFORE BE IT RESOLVED that:

1. Northampton County supports the Scenic Wild Delaware River Geotourism Initiative and will consider supporting local and state policies and investments that advance geotourism principles and projects in the Scenic Wild Delaware River Region.

2. Northampton County supports the work of the Scenic Wild Delaware River Geotourism Stewardship Council— as the collaborative organization working to advance geotourism principles and projects throughout the Scenic Wild Delaware River region.

3. The signed resolution shall be forwarded to the Governor of Pennsylvania and our respective state legislators.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Phillips, "yes"; Vaughn, "yes"; Benol, "yes"; Dietz, "yes"; Ferraro, "yes" and Kraft, "yes".

The resolution was adopted by a vote of 7-0.
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Approval of Livable Landscapes Fund Grant for the Scenic Delaware River Geotourism Program

Mr. Cusick introduced the following resolution:

R. 77-2017 WHEREAS, the County of Northampton adopted Ordinance #603-2015, titled, "AN ORDINANCE ESTABLISHING "THE LIVABLE LANDSCAPES - AN OPEN SPACE PLAN PROGRAM FOR NORTHAMPTON COUNTY AND FURTHER PROVIDING FOR THE ADMINISTRATION OF THE 21ST CENTURY OPEN SPACE INITIATIVE" on January 7, 2016; and

WHEREAS, Northampton County supports the growth of sustainable tourism revenues within Northampton County and the broader nine-county Scenic Wild Delaware River region in New York, New Jersey and Pennsylvania along the Delaware River’s main stem corridor from Hancock, NY downstream to Easton, PA and Phillipsburg, NJ; and

WHEREAS, Northampton County understands that geotourism is the kind of travel that sustains or enhances the geographical character of a place: its environment, culture, aesthetics, heritage and the well-being of its residents; and

WHEREAS, Northampton County recognizes that the Scenic Wild Delaware River region’s natural resources, history, culture and recreational opportunities, anchored by the Delaware River and its four national parks, can support and sustain a nationally and internationally branded travel destination that promotes and conserves the unique and authentic character of the region; and

WHEREAS, Northampton County has acknowledged support through Resolution No. 76-2017 for the Scenic Wild Delaware River Geotourism Program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Northampton County supports the efforts undertaken by the Scenic Wild Delaware River Geotourism Program and provides a $5,000 grant from the Livable Landscapes Fund for the development and marketing of the Scenic Wild Delaware River Geotourism Program.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Vaughn, "yes"; Benol, "yes"; Dietz, "yes"; Ferraro, "yes"; Kraft, "yes" and Phillips, "yes".
The resolution was adopted by a vote of 7-0.

Support of September 11th National Memorial Trail

Mr. Cusick introduced the following resolution:

R. 78-2017  WHEREAS, the September 11th National Memorial Trail is a 1,300 mile symbol of resiliency and character that links the World Trade Center in New York, the Pentagon in Washington D.C and the Flight 93 Memorial in Shanksville, Pennsylvania. It serves as a tribute to the fallen men and women who perished on September 11, 2001. The multipurpose trail system provides cyclists, hikers and walkers a valued public resource and an opportunity to experience breathtaking landscapes, meet new towns and engage in this unique historic trail. Through the efforts of The September 11th Trail Alliance, along with cooperation of local and state governments, assistance of federal agencies and great friendships of East Coast Greenway, the C&O Canal and the Great Allegheny Passage and routing studies completed in 2015 in both Pennsylvania and New Jersey, the current routing is now understood. The September 11th National Memorial Trail (9-11NMT) is currently both off road trail with inter-connecting roadways and is a proposed, 100% shared-use pathway that will connect the Flight 93 National Memorial, the National September Eleventh Memorial and Museum and the National 9/11 Pentagon Memorial. It unifies a trail in New York City, New Jersey, Pennsylvania, Delaware, Maryland, Washington D.C. and Virginia. It is a system of trails and roads that creates a triangle that is 1,300 miles in length; and

WHEREAS, The County of Northampton of the Commonwealth of Pennsylvania joins with six others states and the District of Columbia through which the 9-11NMT runs; and

WHEREAS, the 9-11NMT considered the "urban equivalent of the Appalachian Trail" will pass through sites showcasing the nation's industrial, historic and cultural diversity; and

WHEREAS, the 9-11NMT will spur the building of a network of pedestrian and bicycling greenways through Pennsylvania, a goal encouraged by the Pennsylvania Department of Conservation and Natural Resources, Pennsylvania Department of Transportation and other agencies; and
NOW, THEREFORE, BE IT RESOLVED that the County of Northampton of the Commonwealth of Pennsylvania hereby endorses the concept of the 9-11NMT and its passage through the County and encourages our neighboring municipalities to do the same and supports the existing trails along the alignment of the 9-11NMT being designated as the 9-11NMT and that 9-11NMT signage be installed with the coordination with the responsible parties.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the 9-11NMT, the Governor of the Commonwealth of Pennsylvania, the Pennsylvania Department of Conservation and Natural Resources and the Pennsylvania Department of Transportation.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Benol, "yes"; Dietz, "yes"; Ferraro, "yes"; Kraft, "yes"; Phillips, "yes" and Vaughn, "yes".

The resolution was adopted by a vote of 7-0.

Approval of Livable Landscapes Fund Grant for the September 11th National Memorial Trail

Mr. Cusick introduced the following resolution:
R. 79-2017 WHEREAS, the County of Northampton adopted Ordinance #603-2015, titled, "AN ORDINANCE ESTABLISHING "THE LIVABLE LANDSCAPES - AN OPEN SPACE PLAN PROGRAM FOR NORTHAMPTON COUNTY AND FURTHER PROVIDING FOR THE ADMINISTRATION OF THE 21ST CENTURY OPEN SPACE INITIATIVE" on January 7, 2016; and

WHEREAS, the September 11th National Memorial Trail (9-11NMT) is a 1,300-mile trail that overlays existing trails within Northampton County for the main route; and

WHEREAS, the 9-11NMT will serve bicyclists, walkers, equestrians, the physically challenged and other non-motorized and motorized users, both local residents and long-distance travelers; and

WHEREAS, the County of Northampton of the Commonwealth of Pennsylvania joins with six other states and the District of Columbia through which the 9-11NMT runs; and

WHEREAS, the 9-11NMT, by offering tourists and shoppers access to natural, cultural and historical sites, will bring economic benefits to municipalities and businesses along the route; and

WHEREAS, Northampton County has acknowledged support through Resolution No. 78-2017 for the 9-11NMT.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Northampton County supports the efforts undertaken by the September 11th National Memorial Trail Alliance and provides a $5,000 grant from the Livable Landscapes Fund for the development and marketing of the 9-11NMT.

As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Benol, "yes"; Dietz, "yes"; Ferraro, "yes"; Kraft, "yes"; Phillips, "yes" and Vaughn, "yes".

The resolution was adopted by a vote of 7-0.
Support of the Efforts Undertaken by the Friends of Minsi Lake

Mr. Cusick introduced the following resolution:

R. 80-2017  WHEREAS, the County of Northampton adopted Ordinance #603-2015, titled, "AN ORDINANCE ESTABLISHING "THE LIVABLE LANDSCAPES - AN OPEN SPACE PLAN PROGRAM FOR NORTHAMPTON COUNTY AND FURTHER PROVIDING FOR THE ADMINISTRATION OF THE 21ST CENTURY OPEN SPACE INITIATIVE" on January 7, 2016; and

WHEREAS, the Minsi Lake Conservation Corridor is a planned area within the Livable Landscapes Plan and the Lehigh Valley Greenways Plan; and

WHEREAS, the Minsi Lake Conservation Corridor provides over 1,200 acres of permanently protected lands and the 311-acre Minsi Lake Park, including 117-acre Minsi Lake, that includes areas for boating, hiking, camping, fishing, hunting and environmental education; and

WHEREAS, Northampton County has leased and maintained the lands around Minsi Lake from the Pennsylvania Department of Fish & Boat as a recreational area for all County residents; and

WHEREAS, the Northampton County Junior Conservation School is a non-profit corporation of the Commonwealth of Pennsylvania and has 501c3 status with the United States Internal Revenue Service has approved the Friends of Minsi Lake as a sub-entity under their Bylaws; and

WHEREAS, the Friends of Minsi Lake was duly formed by Resolution on June 11, 2017 as a Committee under the Northampton County Junior Conservation School; and

WHEREAS, Friends of Minsi Lake is committed to the enhancements of in-lake and on-land habitat and recreational improvements to all individuals for fully accessible opportunities.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Northampton County supports the efforts undertaken by the Friends of Minsi Lake for the betterment of recreation, tourism, habitat improvement and water quality.
As there were no questions or comments, Mr. Cusick called for the vote.

The vote: Cusick, "yes"; Dietz, "yes"; Ferraro, "yes"; Kraft, "yes"; Phillips, "yes"; Vaughn, "yes" and Benol, "yes".

The resolution was adopted by a vote of 7-0.

Human Services Committee Report

Mr. Vaughn stated at the Human Services Committee meeting held earlier this evening a report was given regarding Gracedale and progress was being made with quality measures. He further stated the new Director of Nursing was making some good suggestions to improve things.

Mr. Vaughn advised the department was working on filling some gaps in the Children, Youth and Families Division.

Capital Projects and Operations Committee Report

Mr. Phillips advised there was no Capital Projects and Operations Committee meeting in July, but there would be one in August.

Conservation District Liaison Report

Mrs. Ferraro reminded everyone of the Conservation District clambake and the tour of the FedEx facility coming up.

Adjournment

Mr. Kraft made a motion to adjourn the meeting.

Mr. Benol seconded the motion.

The motion to adjourn passed unanimously by acclamation.

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Linda M. Zembo
Clerk to Council
Countywide Booking Center Plan

Montgomery County

Effective Date July 1, 2009

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Montgomery County
Countywide Booking Center Plan

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To: ALL MONTGOMERY COUNTY POLICE DEPARTMENTS

From: Bruce L. Castor Jr.

Date: February 27, 2002

Re: LIVESCAN Processing & Arraignment Procedures

In reviewing the arrest, processing and arraignment procedures being used within Montgomery County, I found there are no standard procedures followed by our law enforcement agencies. I strongly urge all law enforcement agencies within Montgomery County to adopt the following processing and arraignment procedures:

1. **LIVESCAN PROCESSING:** All persons arrested for Felony or Misdemeanor offenses shall be processed utilizing Livescan/CPIN. This includes Juveniles. **This processing shall occur either (a) at the time of arrest, prior to arraignment, or (b) prior to release, in cases where you are proceeding via Criminal Summons.**

2. **INFORMATION COLLECTION:** The following steps shall be taken prior to arraignment:

   a. LIVESCAN Processing.
   b. AFIS criminal history response.
   c. FBI criminal history information.
   d. NCIC/CLEAN warrant/wanted person checks.
This information will aid you in identifying the defendant and will provide you with accurate criminal history information. The NCIC/CLEAN check will tell you if your defendant is wanted by any other jurisdiction. Criminal history is necessary for accurate charging in some cases - retail theft where the defendant has a prior history of retail theft. The criminal history information will alert you if the defendant is on Federal, State or County probation or parole.

If the defendant is on Federal, State or County probation or parole, your prompt notification to the appropriate agency will enable you to secure a detainer for him/her. The detainer will ensure the defendant remains in custody pending disposition of all outstanding criminal matters.

3. **ARRAIGNMENT**: After processing is complete and you receive replies to all the criminal history inquiries described above (AFIS, FBI and NCIC/CLEAN), you may take the defendant before the District Justice for arraignment. You shall share the information you gathered with the District Justice at the arraignment. This information will aid the District Justice in setting bail or denying bail when appropriate.

1. There are presently ten (10) Livescan/CPIN Booking Centers in Montgomery County that are available to process offenders as follows:

   Abington Township Police
   Cheltenham Township Police
   Lower Merion Township Police
   Montgomery County Detectives Bureau
   Montgomery Township Police
   Norristown Borough Police
   Plymouth Township Police
   Pottstown Borough Police
   Towamencin Township Police
   Upper Merion Township Police

   No law enforcement officer should release any defendant from custody before processing and identifying him/her accurately. The safety of fellow officers and the community is our primary concern.

   Please contact First Assistant District Attorney Risa Vetri Ferman with any questions or concerns about these matters.

   BLC
I. COUNTYWIDE BOOKING CENTER PLAN PURPOSE

In 2008, the Pennsylvania Legislature amended Title 42 of the Pennsylvania Consolidated Statutes by adding sections 1725.5 – Booking Center Fee and 1725.6 – Countywide Booking Center Plan. These sections authorize counties to develop and adopt a countywide booking center plan, and impose a booking center fund fee to be used solely for the implementation of a countywide booking center plan, and the start-up, operation or maintenance of a booking center.

As defined in 42 Pa.C.S. § 1725.6(g), and as used herein, the following words and phrases shall have these meanings:

**Booking Center**: A facility utilized for the processing and identification of individuals arrested, charged or accused of a crime.

**County Criminal Justice Advisory Board**: A county criminal justice planning board which meets the minimum standards for those boards established by the Pennsylvania Commission on Crime and Delinquency.

**Countywide Booking Center Plan**: A written plan that includes a comprehensive strategy to improve the collection, transfer and maintenance of electronic offender identification information.

The following definitions are incorporated from PCCD’s Guidelines and Technology Standards for the Collection and Transmission of Booking Center Captured Offenders’ Identification Information:

**CCHRI**: Computerized Criminal History Record Information, Computerized information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising there from.

**CLEAN**: Commonwealth Law Enforcement Assistance Network, is provided and administered by the Pennsylvania State Police, is used by the Commonwealth's criminal justice agencies to access driver license and motor vehicle information, state criminal history record information maintained in the Pennsylvania State Police Central Repository, the Commonwealth's central registry for Protection from Abuse orders, "hot" (stolen and wanted) files, law enforcement messaging capabilities, and a host of other services.

**CPIN**: Commonwealth Photo Imaging Network, a digital photo technology network throughout the state that captures photographs and allows the images to be searched and viewed for investigative and other purposes.

**CSA**: CJIS Systems Agency, a criminal justice agency that has overall responsibility for the administration and usage of the FBI CJIS Division programs within a state, district, territory, or foreign country.
**FBI**: Federal Bureau of Investigation.

**FBI CJIS**: Criminal Justice Information Services Division (CJIS), serves as the focal point and central repository for criminal justice information services in the FBI.

**Live Scan**: Both the technique and the technology used by law enforcement agencies and private facilities to capture fingerprints and palm prints electronically, without the need for the more traditional method of ink and paper.

**NIST**: National Institute of Standards and Technology.

**ORI**: Originating Agency Identifier is a code assigned to designate the administration or organization originating a transaction was developed by the FBI CJIS National Crime Information Center (NCIC).

**PSP**: Pennsylvania State Police.

**State Law Enforcement Agency**: The state law enforcement agency to whom the Booking Center Operating Agency will be transmitting finger and palm print records, the PSP in Pennsylvania.
II. COORDINATION AND COLLABORATION

As required by 42 Pa.C.S.A. §1725.6(a)(2), this Countywide Booking Center Plan was
developed by Montgomery County in conjunction with the Montgomery County Criminal Justice
Advisory Board (hereinafter called CJAB). Pursuant to the CJAB Bylaws, adopted on June 12,
2008, and which meet the minimum standards for these boards as established by PCCD, the
membership of the CJAB is as follows:

(1) County Commissioners
(2) Judiciary
(3) Court Administration
(4) District Attorney
(5) Public Defender
(6) Sheriff
(7) Clerk of Courts
(8) Adult Probation
(9) Juvenile Probation
(10) Bail Director
(11) Office of Children and Youth
(12) County Correctional Facility
(13) MH/MR /Drug and Alcohol/Behavioral Health
(14) Youth Center
(15) State Board of Probation and Parole
(16) Local law enforcement (County Chief’s Assoc.)
(17) Local victim organization
(18) Local public and/or non-profit human assistance and
services organizations

An ad-hoc subcommittee of the CJAB was convened to review and draft a Countywide Booking
Center Plan. The subcommittee also solicited input/comment from all Montgomery County local
police departments and/or municipalities.
III. TECHNOLOGY STANDARDS

The technology utilized in all Booking Centers authorized under this Plan will comply with all applicable Federal and State technology standards for the collection and transmission of offender identification information.

**Live Scan Finger and Palm Print Capture Device Standard Specification**

**PURPOSE**

The purpose of this technology standard specification is to effect implementation, within all Booking Centers, a standard Live Scan fingerprint and palm print capture and transmission device (Live Scan Device) that will improve the efficiency and speed for finger and palm printing arrestees and lower rejection rates by the AFIS authority, the Pennsylvania State Police (PSP). This specification is for all Live Scan equipment capable of scanning, capturing and electronically transmitting fingerprints and palms in the current NIST/FBI standard format to the state Automated Fingerprint Identification System (AFIS) located at the PSP.

**1.0 LIVE SCAN DEVICE PERFORMANCE SPECIFICATION**

1. The Live Scan Devices must submit records to the State Law Enforcement Agency that adhere to both PSP technical and procedural specifications (see item #4 below) along with meeting current NIST/FBI standard format.

2. All Live Scan Device captured data must be formatted for transmission to the specifications of PSP’s AFIS and CCHRI Systems (40+ card printout formats) specifications (see item #4 below)

3. The fingerprint/palm scanner must be certified under NIST Image Quality Standards (IQS) Appendix F, available at:
   http://www.fbi.gov/hq/cjisd/afis/efts70/appendixf.htm

4. Relevant PSP Live Scan Device specifications includes, but is not limited to:
   
   a. Electronic Fingerprint Submissions for Criminal Processing Technical Specifications Version 1.0 — available here:

      Director, Bureau of Information Technology
      Pennsylvania State Police
      1st Floor, Department Headquarters
      1800 Elmerton Avenue
      Harrisburg, PA 17110

   b. Guidelines for Mandatory Fingerprinting and Preparation of Pennsylvania State Police Fingerprint Cards, available here:

      Director, Criminal Records and Identification Division
      Pennsylvania State Police
Central Repository -2nd Floor,
Department Headquarters
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110-9758

5. The Live Scan Device must be tested and approved by the State Law Enforcement Agency and be reviewed and approved by the Pennsylvania Commission on Crime and Delinquency Local Technology Workgroup (LTW).

6. The Live Scan Device must offer an eXtensible Markup Language (XML) interface to the Booking Center Operating Agency's existing demographic software.

7. The Live Scan Device must have an open standard data exchange inbound interface for offender identification information from the booking center located CPIN device.

8. The Live Scan Device must have quality control software capable of alerting the operator through the use of displayed warnings of image problems; i.e. finger out of sequence, images too dark or too light, etc. All prints captured must pass a minimum pass/fail rejection level established by the State Law Enforcement Agency and the LTW.

9. In order to eliminate lost records, the Live Scan Device must provide guaranteed delivery of the completed record to any and all destinations and provide two-way communications with records management systems and AFIS.

10. The Live Scan Device must support a local printer for output of hard copy cards in the various existing card formats without the requirement of a separate print server. The operator must have the option of selecting the appropriate card type for local printing.

11. The Live Scan Device's palm capture must occur in a continuous roll from the carpal tunnel to the tips of the fingers, without the stitching/patching of images segments along with capture of the writers' edge of both hands must also be accomplished.

12. The Live Scan Device must be able to store all Pennsylvania Statutes, criminal offenses and an ORI table.

13. The Live Scan Device must provide images free from residue left from a previous capture of impressions.

2.0 TECHNICAL SPECIFICATION

The Live Scan Device will include the fingerprint and palm capture equipment components along with the necessary fingerprint and palm acquisition software. The control computer, display, keyboard/mouse, printer and cabinet components (found in Booking Center System Shared Components section) may be shared with the Booking Center System or be dedicated to the Live Scan Device.

Equipment

a. Fingerprint Capture Scanner Component
1. The scanner must capture prints with a minimum of 500 dots per inch with capability to capture up to 1000 dots per inch.
2. The fingerprint capture component and software must be self-calibrating.

b. Palmprint Capture Scanner Component

1. The scanner must capture prints with a minimum of 500 dots per inch with capability to capture up to 1000 dots per inch.
2. The palmprint capture component and software must be self-calibrating.

Software

a. The user interface must be a graphical style interface.
b. The user interface must have live image preview during the capture of roll and slap impressions, displaying the finger/palm as it is being rolled.
c. A slap to roll fingerprint/palm comparison, or sequence check, of images must be done, ensuring that the proper sequence of the rolled impressions has been accomplished.
d. The software must have the capability to search for existing records in local storage using demographic fields that are configured by the Local Booking Center System Administrator.
e. The software must alert the operator through the use of displayed warnings of image problems, i.e. finger/palm out of sequence, finger/palm quality control, etc.
f. The software must be capable of providing individual print cards.
g. The software must have built-in security procedures for user logon assuring that only certain users have specified capabilities.
h. The software must maintain a transaction queue of, at a minimum, the last 1000 fingerprint transactions and the last 500 palmprint transactions.
i. The software must analyze fingerprint/palm image quality so that poorly scanned fingers/palms can be rescanned immediately.
j. The software must be capable of receiving updates electronically as defined by the PSP.

CPIN Photo Image Capture Device Standard Specification

PURPOSE

The purpose of this specification is to effect implementation of a standard CPIN photo image capture and transmission device (CPIN Device) that will improve the efficiency and speed for photographing arrestees. This specification is for all CPIN Photo Image Capture devices capable of capturing and electronically transmitting mugshots and other digital media, in the current NIST/FBI standard format, to the CPIN central repository located at the PSP.
1.0 CPIN DEVICE PERFORMANCE SPECIFICATION

1. The CPIN Device must have an open standard data exchange inbound and outbound interface from a RMS and other services for offender identification information.

2. The CPIN Device must have an open standard data exchange outbound interface for offender identification information to a central or regional booking center located Live Scan Device.

3. The CPIN Device must be able to store all Pennsylvania Statutes, criminal offenses and an ORI table.


5. The CPIN Device must capture all data in a format that meets the specifications of the PSP AFIS, CCHRI and Megan’s Law Systems along with the JNET Facial Recognition System (JFRS) Contact the JNET Office for more information on JFRS.

6. The CPIN Device must be tested and approved by the State Law Enforcement Agency and be reviewed and approved by the Pennsylvania Commission on Crime and Delinquency Local Technology Workgroup (LTW)

2.0 TECHNICAL SPECIFICATION

The CPIN Device will include the Digital Image Capture equipment component along with the necessary mugshot acquisition software, and the Lighting, Background and Signature Pad equipment components. The control computer, display, keyboard/mouse, printer and cabinet components (found in Booking Center System Shared Components section) may be shared with the Booking Center System or be dedicated to the CPIN Device

Equipment

a. Digital Image Capture Component
   a. Digital Camera + AC Adapter – minimum NIST resolution
   b. Power Panner (Keyboard Control) + AC Adapter

b. Lighting Component
   a. RF Switch Controller for Light System

c. Background Component
   a. 18% Gray Backdrop per ANSI/NIST BEST Practices for Mugshots

d. Signature Pad Component
   a. Sensor Type - Touchpad
   b. Pen Type - Passive stylus
c. Dimensions - 6" x 3.8" x 0.70"
d. Signing Area - 4.4" x 1.3"
e. Data conversion rate - 377 points per second
f. Resolution - 410 true points per inch
g. Authentication capability - Forensic-quality .SIG data capable of examination and authentication.

Software

1. The user interface must be a graphical interface.
2. Photo mugshot Retrieval Software
3. Photo mugshot Capture Software
4. JNET JFRS "facial plate" capture and interface
   a. An application that uses face finding and centering technology for framing of the subject's head within the image capture process and provides image quality control to include a feature of acceptance or rejection of image based on pre-determined values for image quality and notifies the operator of the parameters that do not meet the minimum acceptable standard (e.g. Brightness/Darkness, head size, head tilt, etc). The program should reject a poor image three times before allowing an override of the process.
5. Local Arrest DR with CPIN Server Consolidation
6. Camera Keyboard Control Software
7. Keyboard Panel Control Software
8. Quality Assurance Software
9. Watch List and Watch List Notification Software (JNET)
10. Signature Capture Software
11. Live Scan Interface
12. Megan's Law Interface (PSP)
13. Clone Process for Updates and Expungements
14. Megan's Law Registry Module Software
15. CPIN Export Templates

CLEAN Response Device Standard Specification

PURPOSE

A Central Booking System is required to have a CLEAN Response Device designated in a secure location that is capable of receiving criminal history record and Hotfiles (RAP Sheet, etc.) responses associated with the individual being arrested.

The Booking Center System CLEAN Response Device must comply with PSP CLEAN Regulations, available here:

Contact:
CJIS System Officer
CLEAN Administrative Section
Booking Center System Shared Components

1. The Booking Center System will include at least one Control Computer component that may be shareable between the Live Scan and CPIN Devices.
   a. Windows XP “style” or later operating system
   b. Mouse/keyboard
2. The Booking Center System will include at least one Uninterruptible Power Supply (UPS) component that may be shareable between the Live Scan and CPIN Devices.
   a. Must be able to back up all devices for a minimum of one hour.
3. The Booking Center System will include at least one display component that may be shareable between the Live Scan and CPIN Devices.
   a. Must have a 17" (or larger) color display.

4. The Booking Center System will include at least one printer component that may be shareable between the Live Scan and CPIN Devices.
   a. The booking center system must include a local printer with duplexer for output of hard copy cards in the existing double-sided criminal ten-print card format without the requirement of a print server.
   b. The printer must have at least dual paper trays (one for criminal ten-print cards and one for applicant cards).
   c. This printer may also be network connected if the configuration is first approved by the PSP.

Booking Center System Security

1. All Booking Center System device network communications, outside of the Booking Center System, must be logically separated from the Booking Center System and the configuration must be first approved by the PSP.

2. All Booking Center System software must comply with commonwealth enterprise network protection requirements as defined in the appropriate OA/OIT ITBs located here - http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4167&PageID=210791&level=3&css=L3&mode=2

3. The Booking Center System devices and components must be housed in a “ruggedized” (i.e. all steel or equivalent construction enclosure with a scanner deck that is encased in a hardened metallic protective housing and cover) cabinet that is appropriate for the hostile environment of the various types of Booking Center facilities.
IV. RECOMMENDATIONS

a. Number of Booking Centers

The following facilities utilized for the processing and identification of individuals arrested, charged or accused of a crime are specifically identified as "Booking Centers" for the purposes of this Plan:

1. The "LiveScan/CPIN Sites" in Montgomery County in operation as of the effective date of this Plan, specifically located at:

   1) Abington Township Police Department
   2) Cheltenham Township Police Department
   3) Lower Merion Township Police Department
   4) Lower Providence Township Police Department
   5) Montgomery County Detectives Bureau
   6) Montgomery Township Police Department
   7) Norristown Borough Police Department
   8) Plymouth Township Police Department
   9) Pottstown Borough Police Department
  10) Towamencin Township Police Department
  11) Upper Dublin Township Police Department
  12) Upper Merion Township Police Department

2. Any additional sites that hereafter:

   1) Meet the definition of a Booking Center – identified in Section I of this Plan;
   2) Comply with the technology provisions of Section III of this Plan, and
   3) Obtain the express, written approval of the County and the CJAB.
b. Funding

It is recommended that the Court of Common Pleas of Montgomery County adopt a countywide "booking center fund fee" of three hundred dollars ($300) to be imposed upon any person processed through a county booking center if the person:

(1) is placed on probation without verdict pursuant to section 17 of the act of April 14, 1972 (P.L.233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act.

(2) Received Accelerated Rehabilitative Disposition for, pleads guilty to or nolo contendere to or is convicted of a crime under the following:
   (i) 18 Pa.C.S. § 106(a) (relating to classes of offenses)
   (ii) 75 Pa.C.S. § 3735 (relating to homicide by vehicle while driving under influence).
   (iii) 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance).
   (iv) A violation of The Controlled Substance, Drug, Device and Cosmetic Act.

The booking center fund fee shall be paid to the County of Montgomery and deposited into a special central booking center fund established in the county. Moneys in the special fund shall be used solely for the implementation of this Countywide Booking Center Plan, and the start-up, operation or maintenance of a booking center.

The monies deposited into the central booking center fund shall be divided up on a monthly basis (at the end of each calendar month) as follows:

For each $300 fee deposited:

- 5% of the fee ($15) shall be appropriated by the County for the County’s administrative costs related to the collection of the fee under section 1725.5.
- 95% of the fee ($285) shall be distributed to the governmental entity (County, local municipality) supporting the Central Booking Center where the person was processed.

The monies distributed to the governmental entity from the County’s special central booking center fund shall be used by said governmental entity solely for the start-up, operation or maintenance of a booking center. Start-up, operation and/or maintenance costs of a Central Booking Center shall be the sole responsibility of the governmental agency supporting each Central Booking Center. In order to qualify for distribution of the above fees, however, the governmental agency must comply with any and all technology standards (including upgrades to equipment, etc.) as outlined in Section III of this Plan, and as updated from time-to-time by the County and the CJAB.

Any financial arrangements between the governmental agency supporting the Central Booking Center and any other governmental agency that utilizes the Central Booking Center are not governed by this Plan.
c. Operations

The governmental entity (County, local municipality) supporting each Central Booking Center shall be solely responsible for the operation of said Central Booking Center— including, but not limited to the following:

- staffing
- hours of operation
- facilities
- utilities
- maintenance
- purchase of new equipment

*Any operational arrangements (staffing, etc.) between the governmental agency supporting the Central Booking Center and any other governmental agency that utilizes the Central Booking Center are not governed by this Plan.*
d. Priority of recommendations

(Intentionally left blank)
**County Central Booking Plan**

**Section 1 – Contact Identification**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Montgomery County Criminal Justice Advisory Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>c/o Court Administration, P.O. Box 311, Courthouse</td>
</tr>
<tr>
<td>City</td>
<td>Norristown</td>
</tr>
<tr>
<td>Zip</td>
<td>19404</td>
</tr>
<tr>
<td>Phone</td>
<td>610-278-3229</td>
</tr>
</tbody>
</table>

**Contact Person Title**

| District Court Administrator |

**Name**

| Michael R. Kehs, Esq. |

**Contact Person Phone**

| 610-278-3229 |

**Contact Person email**

| mkehs@montcopa.org |

**County of Plan**

| Montgomery |

**Section 2 – Area and agencies participating**

Please list all the police departments and law enforcement agencies with arrest powers in the area to be covered by this central booking plan. All forty-nine (49) local police departments in Montgomery County (see attached list), the County Detectives, and the Pa. State Police.

Please list all the Magisterial District Judges that cover the area in this plan. There are 30 MDJ Courts in Montgomery County (see attached list).

Are Livescan and/or CPIN already in use in this area? **YES X  NO □**

If Yes, please list any Livescan or CPIN equipment currently installed and in use in the area covered by this plan.

See Section IV(a)(1) of the Plan

Please list any video conference or Advance Communications Equipment in use in the area covered by this plan.

Ploycom video conferencing equipment - Livescan sites, MDJ Offices, MCCF and Courthouse
Section 3 – Equipment

Please list the number of livescans, including manufacturer and model; you are planning to use and where they will be located. *(required)*

See Section IV(a)(1) of the Plan for number and location. Manufacturer and model information is attached hereto.

Please list the CPINs, including manufacturer and model; you are planning to use and where they will be located. *(required)*

See Section IV(a)(1) of the Plan for number and location. Manufacturer and model information is attached hereto.

Please list the location of the CLEAN terminal(s) the PSP criminal history record response will be sent to from each livescan. *(required)*

See attached.

Please list the number of secure booking video conferencing units, including manufacturer and model; you are planning to use and the locations.

See Section IV(a)(1) of the Plan for number and location. Manufacturer and model information is attached hereto.

Please list the number of Magisterial District Court desktop units your booking center video arrangement units anticipates being able to video conference with.

Does the livescan, CPIN, and CLEAN terminal systems used, or planned to be used, in this plan meet the “PCCD Guidelines and Technology Standards for the Collection and Transmission of Booking Center Captured Offenders’ Identification Information” specification document as published in the PA Bulletin April 4th, 2009? *(required)*

YES ☒ NO ☐

What equipment is currently covered by a maintenance contract? Check all that are covered.
Livescan: ☒ CPIN: ☒ CLEAN Terminal device: ☐ Video arrangement unit: ☒

Section 4 – Facility

Please describe the facilities that will be used for central booking.
Police Department facilities

Do the facilities have secure separate holding for males, females, and juveniles?
YES ☒ NO ☐

If no, please explain how you plan to keep these populations separate and secure.

Do these facilities have an existing connecting circuit to the Pennsylvania State Police CLEAN
YES ☒ NO ☐
Section 5 – Staffing and training
Please describe how you plan to provide staffing and training for central booking, including management and supervision.
Staffing and training will be provided by the municipality supporting the site.

Section 6 – Oversight Committee
Please describe this plan's oversight committee and how it will govern including how this interacts with staffing and supervision/management of the central booking.
Oversight by the CJAB and County.

Section 7 – Funding plan
Please describe this plan's funding plan including how you will pay for the ongoing equipment maintenance, staffing, and continued operational costs in subsequent years.
See Section IV(b) of the Plan

What is the amount you are, or will be, charging a person who is booked in your central booking facility(s)?
$300

Section 8 – Policies to support the plan
Please describe the policies that will be developed and how they will be enforced to insure that every adult and juvenile arrested will be processed with this equipment, including those processed by summons.
The Montgomery County District Attorney's Office distributed a memo to all Police Departments in 2002 advising that all defendants should be processed through the Livescan sites - now the Central Booking sites. A copy of the memo is attached hereto.

Section 9 – Support for this plan
Does your county have a Criminal Justice Advisory Board? YES ☑ NO ☐

If yes, does the CJAB support this plan? YES ☑ NO ☐ (required)

Have you obtained a letter of support from all local Law enforcement? YES ☐ NO ☑

Are you planning to, or do you currently do Megan's Law registrations and updates of sexual offenders in your area in addition to arrests? YES ☑ 5 NO ☑ 7

MICHAEL D. KELLS
(Print name of submitting organizations authorized representative)
Manufacturer and Model – Livescan, CPIN

The “LiveScan/CPIN Sites” in Montgomery County in operation as of the effective date of this Plan, specifically located at:

1. **Abington Township Police Department**
   - Livescan: IDENTIX TouchPrint TP3800XCHED
   - CPIN: Data Works Plus Opti-Plex 260 G5
   - CLEAN location: Abington PD Communication Center
   - VC Unit: Polycom 82011701EF16A0

2. **Cheltenham Township Police Department**
   - Livescan: IDENTIX TP-3800XCH
   - CPIN: Data Works Plus
   - CLEAN location: Cheltenham Police Detective Division
   - VC Unit: Polycom Viewstation PVS14XX

3. **Lower Merion Township Police Department**
   - Livescan: IDENTIX TP3800XCH
   - CPIN: Dell Optiplex 755 “Data Works”
   - CLEAN location: Communications Center
   - VC Unit: Polycom Viewstation

4. **Lower Providence Township Police Department**
   - Livescan: IDENTIX TP-3800-XCH
   - CPIN: DataworksPlus with Eagle PT-50 camera system
   - CLEAN location: Crim. Processing Room – Lower Prov. Twp. P.D.
   - VC Unit: Polycom VSX7000

5. **Montgomery County Detectives Bureau**
   - Livescan: IDENTIX TP 3800XCH
   - CPIN: Dataworks
   - CLEAN location: Terminal ID MCD461
   - VC Unit: Polycom Viewstation PVS-XX-19-Q

6. **Montgomery Township Police Department**
   - Livescan: IDENTIX TP3800XCH
   - CPIN: DataWorks Plus
   - CLEAN location: ORI/PA0461800; TID/MTG461
   - VC Unit: Polycom H323
7. Norristown Borough Police Department
   Livescan: IDENTIX Touch Print 3000  TP-3800XCH-ED
   CPIN: Data Works Plus Mug Shot/Capture System
   CLEAN location: Norristown PD – PA0461901
   VC Unit: Polycom Viewstation Mod #H.323

8. Plymouth Township Police Department
   Livescan: IDENTIX  TP-3800XCH-ED
   CPIN: Dataworks Plus
   CLEAN location: Police Dispatch (PLY461)
   VC Unit: Polycom VSX 7000S

9. Pottstown Borough Police Department
   Livescan: IDENTIX  TP3800XCH
   CPIN: Dataworkspius – Digital Photo Manager Ver. 5.69
   CLEAN location: PPD Radio Room
   VC Unit: Polycom Viewstation VS:H.323

10. Towamencin Township Police Department
    Livescan: IDENTIX  TP-3800XCH
       CPIN: DataWorksPlus
       CLEAN location: Towamencin Twp. Police Dept.
       VC Unit: Polycom PVS-XX19-Q

11. Upper Dublin Township Police Department
    Livescan: IDENTIX  L-1 Identity TP-3800XCH
       CPIN: Dataworks Plus Digital Photo Manager running on Dell
              GX270 Optiplex
       CLEAN location: Upper Dublin Twp Police Communications Center
                       PA0462700/UDL461
       VC Unit: Polycom Viewstation

12. Upper Merion Township Police Department
    Livescan: IDENTIX  TP3800XCH
       CPIN: Data Works Plus – Dell PC
       CLEAN location: Upper Merion Police Dept.
       VC Unit: Polycom Viewstation 512/MP
13. Whitemarsh Township Police Department

- Livescan: IDENTIX TP3800XCH
- CPIN: Data Works Plus
- CLEAN location: Whitemarsh PD Dispatch
- VC Unit: Polycom VSX series

Updated 8/11/09
### Police Units

#### North West - Region 1
- 55 Hatfield Twp
- 61 Lower Salford Twp
- 63 Franconia Twp
- 65 Souderton Borough
- 67 Telford Borough
- 73 Lower Frederick Twp.
- 79 Marlborough Township
- 82 Schwenksville Boro.
- 83 Upper Perkiomen Police District

#### South West - Region 2
- 68 Upper Providence Twp.
- 72 Collegeville Borough
- 84 Limerick Township
- 86 Royersford Borough
- 88 Lower Pottsgrove Township
- 89 New Hanover Township
- 91 Douglass Township
- 92 Upper Pottsgrove Township
- 94 Pottstown Borough
- 96 West Pottsgrove Township

#### North Central - Region 3
- 45 Lower Gwynedd Twp.
- 47 Montgomery Township
- 49 North Wales Borough
- 51 Upper Gwynedd Township
- 53 Lansdale Borough
- 59 Towamencin Township

#### South East - Region 4
- 34 Lower Merion Township
- 36 Narberth Borough
- 38 West Conshohocken Borough
- 42 Conshohocken Borough
- 43 Ambler Boro.
- 44 Plymouth Township
- 46 Whitpain Township
- 48 East Norriton Township
- 52 Norristown Borough
- 54 Bridgeport Borough
- 62 West Norriton Township
- 66 Lower Providence Township

#### North East - Region 5
- 25 Lower Moreland Twp.
- 26 Cheltenham Twp.
- 27 Bryn Athyn Boro.
- 28 Springfield Twp.
- 32 Whitemarsh Twp.
- 33 Jenkintown Boro.
- 35 Upper Moreland Twp.
- 37 Hatboro Boro.
29  Abington Twp.
31  Rockledge Boro.

39  Horsham Twp.
41  Upper Dublin

County Wide
01  Pennsylvania State Police
14  Montgomery County Coroner
19  Montgomery County Sheriff
98  PA Fish/Game Commission

Back
## District Court Offices

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augustine, Albert J</td>
<td>2047 Bridge Rd., Rte. 113, Schwenksville PA 19473-2030</td>
<td>(610) 584-4732</td>
<td>(610) 584-4751</td>
<td>39-1-24</td>
</tr>
<tr>
<td>Bork, Harold D</td>
<td>421 West Main St., Lansdale, PA 19446-2007</td>
<td>(215) 393-7534</td>
<td>(215) 393-7536</td>
<td>39-1-28</td>
</tr>
<tr>
<td>Castillo, Ester J</td>
<td>160 W. Germantown Pike Suite D-7, Norristown PA 19401-1586</td>
<td>(610) 272-3029</td>
<td>(610) 272-5080</td>
<td>38-1-01</td>
</tr>
<tr>
<td>Cerski, Christopher J</td>
<td>8230 Old York Road, Elkins Park PA 19027-1514</td>
<td>(215) 885-4796</td>
<td>(215) 884-6530</td>
<td>36-1-03</td>
</tr>
<tr>
<td>Crahall, Benjamin</td>
<td>121 E. Chestnut Street, Souder PA 18964-1126</td>
<td>(215) 723-5900</td>
<td>(215) 723-0360</td>
<td>38-1-17</td>
</tr>
<tr>
<td>Dealhofer, Kenneth</td>
<td>1440 Old York Road, Abington, PA 19001-2606</td>
<td>(215) 887-2362</td>
<td>(215) 887-2364</td>
<td>30-1-04</td>
</tr>
<tr>
<td>Dougherty, Joseph H.</td>
<td>2093 E. High St., Pottstown PA 19464-3211</td>
<td>(610) 326-9274</td>
<td>(610) 326-6136</td>
<td>38-1-12</td>
</tr>
<tr>
<td>Durkin, John J</td>
<td>80 H. Gravel Pike Suite 100, Red Hill, PA 19076</td>
<td>(610) 489-0904</td>
<td>(215) 679-7561</td>
<td>38-2-32</td>
</tr>
<tr>
<td>Fried, Catherine M. Himmel</td>
<td>102 York Rd., Suite 100, Willow Grove PA 19090-3294</td>
<td>(215) 659-6480</td>
<td>(215) 659-6903</td>
<td>38-2-06</td>
</tr>
<tr>
<td>Friedenberg, Jay S.</td>
<td>497 W. Ridge Pike, Limerick, PA 19468-1415</td>
<td>(610) 495-8446</td>
<td>(610) 495-8442</td>
<td>38-1-09</td>
</tr>
<tr>
<td>Gallagher, James P.</td>
<td>128 West 6th St., Bridgeport PA 19405-1805</td>
<td>(215) 277-3377</td>
<td>(215) 277-3379</td>
<td>38-1-25</td>
</tr>
<tr>
<td>Householder, Wm., R.</td>
<td>1316 Bruce Road, Oreland, PA 19075-1899</td>
<td>(215) 572-7845</td>
<td>(215) 572-7891</td>
<td>38-1-08</td>
</tr>
<tr>
<td>Hunsicker, Margaret</td>
<td>754 E. Johnson Highway, Norristown PA 19401-3110</td>
<td>(610) 279-6226</td>
<td>(610) 279-2423</td>
<td>38-1-15</td>
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<tr>
<td>Keightly, David A</td>
<td>601 Bethlehem Pike Building &quot;H&quot;, Suite 100, Montgomeryville PA 18936</td>
<td>(215) 855-2946</td>
<td>(215) 855-1975</td>
<td>38-1-18</td>
</tr>
<tr>
<td>Lawrence, Jr., Francis J</td>
<td>200 West Main Street, Norristown PA 19401-4675</td>
<td>(610) 279-3323</td>
<td>(610) 279-3010</td>
<td>38-1-15</td>
</tr>
<tr>
<td>Leo, Paul N.</td>
<td>414 South York Rd., Ste. 200, Hatboro PA 19040-3989</td>
<td>(215) 957-5935</td>
<td>(215) 957-5937</td>
<td>38-1-14</td>
</tr>
</tbody>
</table>

[http://www.courts.montcopa.org/courts/cwp/view,a,1434,Q,20322.asp](http://www.courts.montcopa.org/courts/cwp/view,a,1434,Q,20322.asp)
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<th>District</th>
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<tbody>
<tr>
<td>LUKENS, DEBORAH</td>
<td>4002 Center Ave., Box 231, Lafayette Hill PA 19444-0231</td>
<td>(610) 828-5226</td>
<td>38-1-23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (610) 828-0446</td>
<td></td>
</tr>
<tr>
<td>MARUSZCZAK, WILLIAM</td>
<td>485 S. Henderson Rd., King of Prussia, PA 19406-3560</td>
<td>(610) 265-3550</td>
<td>38-1-09</td>
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<tr>
<td></td>
<td></td>
<td>Fax: (610) 265-8932</td>
<td></td>
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<tr>
<td>MC HUGH, ELIZABETH</td>
<td>7504 Montgomery Ave., Elkins Park, PA 19027</td>
<td>(215) 635-1535</td>
<td>38-1-02</td>
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<tr>
<td></td>
<td></td>
<td>Fax: (215) 635-2255</td>
<td></td>
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<tr>
<td>MURRAY III, JOHN S.</td>
<td>#683 Blue Bell West, Skippack Pike, Blue Bell PA 19422-1793</td>
<td>(215) 646-6201</td>
<td>38-1-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (215) 646-4156</td>
<td></td>
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<tr>
<td>NESBITT III, HARRY J.</td>
<td>#903 Sheehy Drive, Suite A, Babylon Business Campus Herdham PA 19044-1231</td>
<td>(215) 675-2940</td>
<td>38-1-22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (215) 675-2344</td>
<td></td>
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<tr>
<td>PALLADINO, THOMAS A.</td>
<td>1 Security Plaza, Suite 101, Pottstown PA 19464-5499</td>
<td>(610) 326-9271</td>
<td>38-1-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (610) 326-4179</td>
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<tr>
<td>PRICE, JUANITA A.</td>
<td>875 North Easton Rd., Glenside PA 19038-2598</td>
<td>(215) 885-4120</td>
<td>38-1-05</td>
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<tr>
<td></td>
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<td>Fax: (215) 885-2190</td>
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<tr>
<td>SAILOR, MAURICE H.</td>
<td>1881 Swamp Pike, Gilbertsville PA 19525-9667</td>
<td>(610) 326-1145</td>
<td>38-2-03</td>
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<tr>
<td></td>
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<td>Fax: (610) 326-6513</td>
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<tr>
<td>SCHIRERSON, HENRY</td>
<td>307 Montgomery Avenue, Narberth PA 19072-1913</td>
<td>(610) 667-5252</td>
<td>38-1-06</td>
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<tr>
<td></td>
<td></td>
<td>Fax: (610) 667-3120</td>
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<tr>
<td>VALENTINE, KATHLEEN</td>
<td>116 A Cricket Avenue, Ardmore PA 19003-1316</td>
<td>(610) 896-8585</td>
<td>38-1-07</td>
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<tr>
<td></td>
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<td>Fax: (610) 896-8601</td>
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<tr>
<td>ZAPARADNY, PATRICIA</td>
<td>1010 Willowdale Drive, Ambler, PA 19002-5094</td>
<td>(215) 664-1389</td>
<td>38-1-10</td>
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<tr>
<td></td>
<td></td>
<td>Fax: (215) 664-3585</td>
<td></td>
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<tr>
<td>ZUCKER, KAREN EISNER</td>
<td>11 Union Ave., Suite 100, Bala Cynwyd, PA 19004</td>
<td>(610) 668-1201</td>
<td>38-2-04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (610) 668-1204</td>
<td></td>
</tr>
</tbody>
</table>
## County Central Booking Plan

### Section 1 – Contact Identification

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>County CJAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Address</td>
<td>c/o Bucks County District Attorneys Office, 4th Floor, 55 East Court St.</td>
</tr>
<tr>
<td>Agency City</td>
<td>Doylestown</td>
</tr>
<tr>
<td>Agency Zip</td>
<td>18901</td>
</tr>
<tr>
<td>Agency Phone</td>
<td>215.348.6344</td>
</tr>
<tr>
<td>Contact Person Title</td>
<td>CJAB Chairman - District Attorney</td>
</tr>
<tr>
<td>Name</td>
<td>David Heckler</td>
</tr>
<tr>
<td>Contact Person Phone</td>
<td>215.348.6345</td>
</tr>
<tr>
<td>Contact Person email</td>
<td><a href="mailto:dwheckler@co.bucks.pa.us">dwheckler@co.bucks.pa.us</a></td>
</tr>
<tr>
<td>County of Plan</td>
<td>Bucks County</td>
</tr>
</tbody>
</table>

### Section 2 – Area and agencies participating

Please list all the police departments and law enforcement agencies with arrest powers in the area to be covered by this central booking plan.


Please list all the Magisterial District Judges that cover the area in this plan.

07-1-01, 07-1-02, 07-1-03, 07-1-04, 07-1-06, 07-1-07, 07-1-08, 07-1-09, 07-1-10, 07-1-11, 07-1-12, 07-2-01, 07-2-02, 07-2-03, 07-2-05, 07-2-07, 07-2-08, 07-3-01, 07-3-02, 07-3-03

Are Livescan and/or CPIN already in use in this area?  **YES**  **NO**  
If Yes, please list any Livescan or CPIN equipment currently installed and in use in the area covered by this plan.

1. Adult Probation & Parole (non-participating agency)  
   CPIN  Okay
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 2 | Bensalem Twp. Police  
   | CPIN Okay  
   | Live scan - TPE-3800XCH-SD (replacing in 2014)  
   | Video Conferencing - Polycom HDX 4000 |
| 3 | Bristol Twp. Police  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing - Polycom HDX 6000 |
| 4 | Corrections  
   | CPIN - 3 stations: Okay  
   | Live scan - 3 stations (replacing one in 2014)  
   | Video Conferencing - 3 stations |
| 5 | Eastern Bucks Regional (Upper Makefield Twp. Police)  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing Okay |
| 6 | Falls Twp. Police  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing Okay |
| 7 | Juvenile Probation Department (limited to Juvenile Arrests do not assign/collect fees)  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing Okay |
| 8 | Lower Makefield Twp. Police  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing Okay |
| 9 | Middletown Twp. Police  
   | CPIN Okay  
   | Live scan Okay  
   | Video Okay ** |
| 10 | Northampton Twp. Police  
   | CPIN Okay  
   | Live scan Okay  
   | Video ConferencingOkay |
| 11 | Sheriff  
   | CPIN Okay  
   | Live scan: TPE-3800XCH-ED  
   | Video Conferencing: Polycom HDX-4000 |
| 12 | Upper Bucks Regional (Perkasie Twp. Police)  
   | CPIN Okay  
   | Live scan Okay  
   | Video Conferencing Needs a Polycom Unit $ 4,500.00 |
| 13 | Quakertown Borough Police (servicing Richland Twp. & Springfield Twp. Police)  
   | CPIN Okay  
   | Live scan Okay  
<p>| Video Conferencing Okay |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment</th>
</tr>
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<tbody>
<tr>
<td>Bensalem Twp.</td>
<td>Polycom HDX 4000</td>
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<tr>
<td>Bristol Twp.</td>
<td>Polycom HDX 6000</td>
</tr>
<tr>
<td>Bucks County Corrections</td>
<td>Polycom HDX 4000, 2: PVX software on pc's.</td>
</tr>
<tr>
<td>Bucks County Sheriff</td>
<td>Polycom HDX 4000</td>
</tr>
<tr>
<td>Bristol Twp.</td>
<td>Polycom HDX 4000</td>
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<tr>
<td>Eastern Regional (Upper Makefield Twp.)</td>
<td>Polycom VSX 7000</td>
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<tr>
<td>Falls Twp.</td>
<td>Polycom HDX 4000</td>
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<tr>
<td>Lower Makefield Twp.</td>
<td>Polycom HDX 4000</td>
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<tr>
<td>Juvenile Probation, Bucks County</td>
<td>Polycom QDX 6000, 7: PVX software on pc's</td>
</tr>
<tr>
<td>Middletown Twp.</td>
<td>Polycom HDX 6000 **</td>
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<tr>
<td>Northampton Twp.</td>
<td>Polycom HDX 4000</td>
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<tr>
<td>Northern Regional (Perkasie Boro.)</td>
<td>PVX software on a pc. Ordering a Polycom in 2014</td>
</tr>
<tr>
<td>Quakertown Borough</td>
<td>Polycom HDX 4000</td>
</tr>
<tr>
<td>Western Regional (Warminster Twp.)</td>
<td>Polycom VSX 7000</td>
</tr>
<tr>
<td>District Courts</td>
<td>All have HDX4001 units.</td>
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</tbody>
</table>

Please list any video conference or Advance Communications Equipment in use in the area covered by this plan.

Current:

- Bensalem Twp.: Polycom HDX 4000
- Bristol Twp.: Polycom HDX 6000
- Bucks County Corrections: Polycom HDX 4000, 2: PVX software on pc's.
- Bucks County Sheriff: Polycom HDX 4000
- Bristol Twp.: Polycom HDX 4000
- Eastern Regional (Upper Makefield Twp.): Polycom VSX 7000
- Falls Twp.: Polycom HDX 4000
- Lower Makefield Twp.: Polycom HDX 4000
- Juvenile Probation, Bucks County: Polycom QDX 6000, 7: PVX software on pc's
- Middletown Twp.: Polycom HDX 6000 **
- Northampton Twp.: Polycom HDX 4000
- Northern Regional (Perkasie Boro.): PVX software on a pc. Ordering a Polycom in 2014
- Quakertown Borough: Polycom HDX 4000
- Western Regional (Warminster Twp.): Polycom VSX 7000
- District Courts: 07-1-01, 07-1-02, 07-1-03, 07-1-04, 07-1-06, 07-1-07, 07-1-08, 07-1-09, 07-1-10, 07-1-11, 07-1-12, 07-2-01, 07-2-02, 07-2-03, 07-2-05, 07-2-07, 07-2-08, 07-3-01, 07-3-02, 07-3-03 - All have HDX4001 units.
Section 3 – Equipment

Please list the number of livescans, **including manufacturer and model**, you are planning to use and where they will be located. *(required)*

Bensalem Twp. - 1: MorphoTrust, TP3800 XCH
Bucks County Corrections - 3: MorphoTrust, TP3800 XCH-ED
Bucks County Sheriff - 1: MorphoTrust, TP3800 XCH
Bristol Twp. - 1: MorphoTrust, TP3800 XCH
Eastern Regional (UpperMakefiled Twp.) - 1: MorphoTrust, TP3800 XCH-ED
Falls Twp. - 1: MorphoTrust, TP3800 XCH
Lower Makefiled Twp. - 1: MorphoTrust, TP3800 XCH-ED
Juvenile Probation, Bucks County - 1: MorphoTrust, TP3800 XCH
Middletown Twp. -1: MorphoTrust, TP3800 XCH
Northampton Twp. - 1: MorphoTrust, TP3800 XCH
Northern Regional (Perkasie Boro), - 1: MorphoTrust, TP3800 XCH
Quakertown Borough - 1: MorphoTrust TP3800XCH
Western Regional (Warminster Twp.) -1: MorphoTrust, TP3800 XCH-ED

Please list the CPINs, **including manufacturer and model**, you are planning to use and where they will be located. *(required)*

Bensalem Twp. - 1: DataWorksPlus CPIN with Meagan's Law software & hardware. SOR site.
Bucks County Corrections - 2: DataWorksPlus CPIN with Meagan's Law software & hardware SOR for prisoners only site
Bucks County Sheriff - 1: DataWorksPlus CPIN, does not process SOR
Bristol Twp. - 1: DataWorksPlus CPIN, does not process SOR
Eastern Regional (UpperMakefiled Twp.) - 1: DataWorksPlus CPIN with Meagan's Law software & hardware. SOR site.
Falls Twp. - 1: DataWorksPlus CPIN with Meagan's Law software and hardware.
Juvenile Probation, Bucks County, - 1: DataWorksPlus CPIN with Meagan's Law software
Lower Makefiled Twp. - 1: DataWorksPlus CPIN, does not process SOR
Middletown Twp. -1: DataWorksPlus CPIN with Meagan's Law Software and hardware. SOR site
Northampton Twp. - 1: DataWorksPlus CPIN with Meagan's Law Software and hardware. SOR site.
Northern Regional (Perkasie Boro), - 1: DataWorksPlus CPIN with Meagan's Law software and hardware. SOR site.
Quakertown Borough - 1: DataWorksPlus CPIN with Meagan's Law software and hardware. SOR site.
Western Regional (Warminster Twp.) -1: DataWorksPlus CPIN, does not process SOR.

Please list the **location of the CLEAN terminal(s)** the PSP criminal history record response will be sent to from each livescan. *(required)*

Bensalem Twp. - 1: Police Dept. 2400 Byberry Rd. Bensalem, PA. 19020
Bucks County Corrections - 2: (1) Correctional Facility, (1) Community CorrectionsCenter, 1730 South Easton Road Doylestown, PA. 18901
Bucks County Sheriff - 1: Sheriff's Office, 55 East Court St. 1st Floor, Doylestown, Pa. 18901
Bristol Twp. - 1: Police Dept. 2501 Bath Road, Bristol, PA 19007
Eastern Regional (UpperMakefiled Twp.) - 1: Police Dept. 1076 Eagle Road, Newtown, PA. 18940
Please list the number of secure booking video conferencing units, including manufacturer and model; you are planning to use and the locations.

Bensalem Twp. - 1: Polycom HDX 4000
Bucks County Corrections - 1: Polycom HDX 4000
Bucks County Sheriff - None
Bristol Twp. - 1: Polycom HDX 4000
Eastern Regional (UpperMakefiled Twp.) - 1: Polycom VSX 7000
Falls Twp. - 1: Polycom HDX 4000
Juvenile Probation, Bucks County 1: Polycom QDX 6000
Lower Makefiled Twp. - 1: Polycom HDX 4000.
Middletown Twp. - Polycom HDX 4000
Northampton Twp. - Polycom HDX 4000
Northern Regional - (Perkasie Boro), - None, uses a pc, to purchase a Polycom in 2014
Quakertown Borough - Polycom HDX 4000
Western Regional (Warminster Twp.) - 1: Polycom VSX 7000

Please list the number of Magisterial District Court desktop units your booking center video arraignment units anticipates being able to video conference with.

All District Courts in Bucks County: 07-1-01, 07-1-02, 07-1-03, 07-1-04, 07-1-06, 07-1-07, 07-1-08, 07-1-09, 07-1-10, 07-1-11, 07-1-12, 07-2-01, 07-2-02, 07-2-03, 07-2-05, 07-2-07, 07-2-08, 07-3-01, 07-3-02, 07-3-03

Does the livescan, CPIN, and CLEAN terminal systems used, or planned to be used, in this plan meet the “PCCD Guidelines and Technology Standards for the Collection and Transmission of Booking Center Captured Offenders’ Identification Information” specification document as published in the PA Bulletin April 4th, 2009? (required)

YES ☒ NO ☐

What equipment is currently covered by a maintenance contract? Check all that are covered.
Livescan: ☒ CPIN: ☒ CLEAN Terminal device: ☒ Video arraignment unit: ☒

Section 4 – Facility

Please describe the facilities that will be used for central booking.

Bensalem Twp. - Police Station
Bucks County Corrections - Correctional Facility (already in-custody only) & Men's Community Corrections Center (Arrestees not committed to the DOC)
Bucks County Sheriff - Sheriff's Office (Courthouse)
Bristol Twp. - Police Station
Eastern Regional (UpperMakefiled Twp.) - Police Station
Falls Twp. - Police Station
Lower Makefiled Twp. - Police Station
Middletown Twp. - Police Station
Northampton Twp. - Police Station
Northern Regional (Perkasie Boro), - Police Station
Quakertown Borough - Police Station
Western Regional (Warminster Twp.) - Police Station

On January 17, 2013, CJAB adopted requirements for Police Chiefs or Directors of Booking Centers to self certify compliance with certain physical security requirements not later than May 2015 or risk losing fee payments until compliant. (see attached Eligibility document for adopted requirements)

Do the facilities have secure separate holding for males, females, and juveniles?
YES ☒ NO ☐

If no, please explain how you plan to keep these populations separate and secure.
N/A

Do these facilities have an existing connecting circuit to the Pennsylvania State Police CLEAN
YES ☒ NO ☐

Section 5 - Staffing and training

Please describe how you plan to provide staffing and training for central booking, including management and supervision.
Staffing, management and supervision is the responsibility of the local/regional/county host department. 24/7 availability, coverages and alternate coverages are detailed on the municipal assignments map and in the plan framework. Training is a shared responsibility with all host departments using the Central Booking Committee to facilitate coordinate and share opportunities. This has already occurred in 2009 with 3 joint training sessions and will continue in the future.

Section 6 - Oversight Committee

Please describe this plans oversight committee and how it will govern including how this interacts with staffing and supervision/management of the central booking.
All locations within Bucks County that are identified by the PA Police Chief's and PSP as current CPIN/Livescan, CLEAN locations will be invited to participate in the Central Booking Committee. To participate, each site must agree to operate at the established published standards referenced below.

The Bucks County Criminal Justice Advisory Board through its Central Booking Committee will become the oversight board. Representation on this Committee includes: local police chief's, CJAB members, the Minor Judiciary, Court of Common Pleas and a participant from each booking site.

On January 16, 2014, CJAB adopted the following mandatory criteria for all Central Booking locations:
1. One representative from each Central Booking site must attend quarterly committee meetings.
2. All Central Booking sites must host a quarterly meeting once every three years.
3. Effective 1/1/14, during the quarterly meetings, attendees will tour the site reviewing for compliance with the plan. The outcome of the tour will be noted in the meeting minutes.

This plan adopts the PCCD standardized equipment, training and operational framework for all booking centers. (Guidelines and Technology Standards for the Collection and Transmission of Booking Center Captured Offenders’ Identification Information)[39 Pa.B. 1776]Saturday, April 4, 2009]

The plan allows for centralized oversight by CJAB thru the committee with direct management, supervision and staffing at the local/regional/county levels working together to meet current and future requirements. Local, regional and county departments must agree to participate and follow this operational framework. The committee will meet on a quarterly basis to review ongoing issues and address issues and problems that arise. Agendas, meeting minutes and action items will be presented, discussed and documented for each meeting. Meeting status reports will be submitted to CJAB at its regularly scheduled quarterly meetings. Immediate problems/issues and future developments will be submitted thru the CJAB Chairperson and the Committee facilitator.

---

Section 7 – Funding plan

Please describe this plan's funding plan including how you will pay for the ongoing equipment maintenance, staffing, and continued operational costs in subsequent years.

This plan does not intend to create a fee to cover all direct and in-direct costs of Central Booking. Fee revenue will pay for all technology costs including: equipment procurement; equipment maintenance and circuit phone line costs. It will also provide a partial reimbursement for staffing and operational costs. The total costs to run a Central Booking site are the responsibility of the host Booking Center and their user departments. On January 17, 2013, CJAB adopted requirements for Police Chiefs or Directors of Booking Centers to self certify compliance with certain physical security requirements not later than May 2015 or risk losing fee payment until compliant.

1. The County of Bucks will assess the authorized 5% administration fee on all Booking fees posted to the county by AOPC.
2. Collected fees averaged at $525,000.00 for years 2011 and 2012. 2013 has a 15% reduction in fees collected, down to $472,000.00

Process:
1. Host Booking Departments will create a "by name", date & time and "Original Tracking Number" (OTN) list of all arrest bookings transmitted to the State AFIS system. This list will become the supporting documentation for submitting names and a total number for requesting fee payment.
2. A Booking Center's payment will be calculated by adding all the Centers total bookings. This total will be divided by the individual sites submission to realize their percentage of the total. This percentage will be multiplied by the total fees collected minus the 5% administration costs to determine the payment.
3. Fees will be requested for disbursement once per year, on an arrear's schedule. Starting in
January 2011 for fees collected in 2010 and then continuing each January thereafter.
4. Booking Centers agree to use money received to purchase and maintain equipment as
proscribed by the PA. State Police, PA. Police Chief’s Association, Administrative Office of PA.
Courts and PCCD.

What is the amount you are, or will be, charging a person who is booked in your central booking
facility(s)?
$150.00

Section 8 – Policies to support the plan

Please describe the policies that will be developed and how they will be enforced to insure that
every adult and juvenile arrested will be processed with this equipment, including those
processed by summons.
An "Administrative Order #56", (see attached) issued by the President Judge of the Bucks
County Court of Common Pleas will direct compliance and enforcement within the law and as
outlined in this plan.

Section 9 – Support for this plan

<table>
<thead>
<tr>
<th>Does your county have a Criminal Justice Advisory Board?</th>
<th>YES ☒ NO ☐</th>
</tr>
</thead>
</table>

If yes, does the CJAB support this plan? YES ☒ NO ☐ *(required)*

<table>
<thead>
<tr>
<th>Have you obtained a letter of support from all local Law enforcement?</th>
<th>YES ☒ NO ☐</th>
</tr>
</thead>
</table>

| Are you planning to, or do you currently do Megan's Law registrations and updates of sexual
| offenders in your area in addition to arrests? | YES ☒ NO ☐ |

David W. Heckler, Chairman, Bucks County CJAB
(Print name of submitting organizations authorized representative)

[Signature]
(Signature of submitting organizations authorized representative)

Date JAN 24 2014
## 2016 Booking Log Supporting Documentation for Check Requests/ Journal Entry - January 19, 2017

<table>
<thead>
<tr>
<th>Central Booking Dept</th>
<th>Bookings Approved</th>
<th>Grand Total Bookings</th>
<th>% by Dept</th>
<th>Total Collections</th>
<th>5% Admin Fee</th>
<th>Net Disbursement</th>
<th>Dept Disbursement</th>
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</thead>
<tbody>
<tr>
<td>Bensalem Twp</td>
<td>2418</td>
<td>8160</td>
<td>29.63%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$159,545.53</td>
</tr>
<tr>
<td>Bristol Twp</td>
<td>739</td>
<td>8160</td>
<td>9.05%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$46,761.02</td>
</tr>
<tr>
<td>Corrections</td>
<td>356</td>
<td>8160</td>
<td>4.36%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$23,489.75</td>
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<tr>
<td>Falls Twp</td>
<td>590</td>
<td>8160</td>
<td>7.23%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$38,929.64</td>
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<tr>
<td>Lower Makefield Twp</td>
<td>272</td>
<td>8160</td>
<td>3.33%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$17,947.22</td>
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<tr>
<td>Middletown Twp</td>
<td>739</td>
<td>8160</td>
<td>9.05%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$48,761.02</td>
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<tr>
<td>Northampton Twp</td>
<td>1333</td>
<td>8160</td>
<td>16.34%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$87,954.59</td>
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<tr>
<td>Perkasie Borough</td>
<td>378</td>
<td>8160</td>
<td>4.63%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$24,941.36</td>
</tr>
<tr>
<td>Sheriff's Office</td>
<td>593</td>
<td>8160</td>
<td>7.15%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$38,467.76</td>
</tr>
<tr>
<td>Quakertown Borough</td>
<td>355</td>
<td>8160</td>
<td>4.35%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$23,423.76</td>
</tr>
<tr>
<td>Upper Makefield Twp</td>
<td>35</td>
<td>8160</td>
<td>0.42%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$2,399.39</td>
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<tr>
<td>Warminster Twp</td>
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<td>8160</td>
<td>4.43%</td>
<td>$566,754.39</td>
<td>$28,337.72</td>
<td>$538,416.67</td>
<td>$23,885.64</td>
</tr>
<tr>
<td><strong>Total Bookings</strong></td>
<td><strong>8160</strong></td>
<td><strong>8160</strong></td>
<td><strong>100.00%</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>538,416.66</strong></td>
</tr>
</tbody>
</table>

The above booking counts exclude submissions where an entry has:
1 - An OTN that begins with "J" (Juvenile)
2 - Any combo of 2 or more missing OTN, SID or TCN numbers missing information
3 - Any OTN that does not start with "J" but the DOB clearly shows he/she is under age eighteen.
4 - Any suspect searches
5 - Any employment searches

**NOTES:**
ACT 81 PLAN

1. The Lehigh County Regional Central Booking Center shall be located in the Lehigh County Prison, 38 N 4th St, Allentown, PA 18102.

2. The District Attorney of Lehigh County shall administer the countywide central processing plan and the Regional Central Booking Center.

3. The purpose of the Regional Central Booking Center is to efficiently process defendant’s charged with criminal offenses.

4. The Regional Central Booking Center shall process and identify persons charged with driving under the influence as well as persons charged with any misdemeanor or felony offense committed in Lehigh County.

5. The Regional Central Booking Center has, through grant funding, been provided with modern technology including the Commonwealth Photo Imaging Network (CPIN) and two-way simultaneous audio-visual communication systems.

6. All persons arrested, with or without a warrant, for a felony or misdemeanor, shall be taken to the Regional Central Booking Center for processing prior to a preliminary arraignment. This requirement shall not apply to persons arrested and released pursuant to Pa.R.Crim.P. 519(B)(1) who shall be processed in accord with the policy for “adult served with a summons.”

7. Regional Central Booking Center staff shall provide copies of photographs, fingerprints and prior record to the police prosecutor along with all other paperwork obtained during processing and arraignment.

8. Preliminary arraignments employing two-way simultaneous audio-visual communication pursuant to Pa.R.Crim.P. 540(A) shall be conducted at the Regional Central Booking Center.

9. All paperwork will be transmitted to the Magisterial District Judge Office by use of Advanced Communication Technology as that term is defined in Pa.R.Crim.P. 103.
10. The Regional Central Booking Center shall comply with all applicable federal and state technology standards for the collection and transmission of offender identification information.

11. The Regional Central Booking Center is currently in compliance with and will continue to comply with all approved technical specifications published by the Pennsylvania Commission of Crime and Delinquency.

12. Fingerprinting authorized by law, including 18 Pa.C.S. § 3929(G) and 18 Pa.C.S. § 9112 may be taken at the Regional Central Booking Center.

13. Fingerprinting and photographing of a juvenile, as authorized by the Juvenile Act, 42 Pa.C.S. § 6308(C) and § 6309 shall be done at the Regional Central Booking Center. Such processing shall be done in an area exclusively designated for juvenile offenders on equipment that is also so designated.

14. Every person convicted of violating Section 3802 of the Vehicle Code, 75 Pa.C.S. § 3802 (relating to driving under the influence of alcohol or controlled substance) and every person admitted to Accelerated Rehabilitative Disposition (ARD) for said offense shall pay a fee of Three Hundred Eighty-five Dollars ($385.00), which fee shall be assessed as court costs.

15. Every person processed through the Regional Central Booking Center except those defendants charged with the offense of driving under the influence of alcohol or controlled substance under 75 Pa.C.S. § 3802, who are liable for the costs established in preceding paragraph, and charged with a misdemeanor or felony offense, and are subsequently convicted or admitted into a diversionary program such as ARD shall pay a fee of Three Hundred Dollars ($300.00), which fee shall be as court costs.

16. The aforementioned fees collected shall be in addition to all other authorized costs and supervision fees and shall be for the purpose of reimbursement for the costs of operating the Lehigh County Regional Central Booking Center (other than costs for using two-way simultaneous audio-visual communication which are non-reimbursable under Pa.R.Crim.P. 118), but including the costs of processing and booking the defendant. The fees so collected shall be paid into the General Fund of the County of Lehigh, but separately identified in the County’s records so that the amounts collected during any given period can be readily ascertained.
Section 1 – Contact Identification

Agency Name – County CJAB
Carbon County Criminal Justice Advisory Board

Agency Address
4 Broadway, P.O. Box 131

Agency City
Jim Thorpe

Agency Zip
18229

Agency Phone
570-325-8556

Contact Person Title
Chief Juvenile Probation Officer

Name
James E. Dodson

Contact Person Phone
570-325-2417

Contact Person email
jdodson@carboncourts.com

County of Plan
Carbon

Section 2 – Area and agencies participating

Please list all the police departments and law enforcement agencies with arrest powers in the area to be covered by this central booking plan.

Beaver Meadows Police Department, East Penn Township Police Department, Franklin Township Police Department, Jim Thorpe Police Department, Kidder Township Police Department, Lansford Police Department, Lehighton Police Department, Mahoning Township Police Department, Nesquehoning Police Department, Palmerton Police Department, Summit Hill Police Department, Weatherly Police Department, Weissport Police Department, Carbon County Juvenile Probation, Carbon County Adult Probation and Carbon County Sheriff’s Department, PSP Lehighton.

Please list all the Magisterial District Judges that cover the area in this plan.

MDJ Joseph Homanko, MDJ Bruce Appleton, MDJ Casmier Kosciolek and MDJ Edward Lewis.

Are Livescan and/or CPIN already in use in this area? YES ☒ NO ☐

If Yes, please list any Livescan or CPIN equipment currently installed and in use in the area covered by this plan.

PSP Lehighton - one (1) non-palm livescan only
Carbon County Prison - one (1) full hand livescan and one (1) CPIN (On-line only)

Please list any video conference or Advance Communications Equipment in use in the area covered by this plan.

One Polycom HDX 4000 is located at the Carbon County Prison.
Section 3 – Equipment

Please list the number of livestrains, **including manufacturer and model**; you are planning to use and where they will be located. *(required)*

One livestran Identix Touchprint 3800XCH machine is currently located at the Carbon County Prison, located in Nesquehoning, Pa.

Please list the CPINs, **including manufacturer and model**; you are planning to use and where they will be located. *(required)*

One CPIN-DataWorksPlus unit is located at the Carbon County Prison, located in Nesquehoning, Pa.

Please list the location of the CLEAN terminal(s) the PSP criminal history record response will be sent from each livestran. *(required)*

The CLEAN Terminal is located in the same room as the CPIN and Livestran machines at the Carbon County Prison, located in Nesquehoning, Pa.

Please list the number of secure booking video conferencing units, including manufacturer and model; you are planning to use and the locations.

One Polycom HDX 4000 is located at the Carbon County Prison.

Please list the number of Magisterial District Court desktop units your booking center video arraignment units anticipates being able to video conference with.

All four MDI's currently have the Polycom HDX 4000 units installed at their respective offices.

Does the livestran, CPIN, and CLEAN terminal systems used, or planned to be used, in this plan meet the “PCCB Guidelines and Technology Standards for the Collection and Transmission of Booking Center Captured Offenders’ Identification Information” specification document as published in the PA Bulletin April 4th, 2009? *(required)*

YES ☑ ☑ NO ☐

What equipment is currently covered by a maintenance contract? Check all that are covered.

Livestran: ☑ CPIN: ☑ CLEAN Terminal device: ☐ Video arraignment unit: ☑

Section 4 – Facility

Please describe the facilities that will be used for central booking.

A 15’ x 15’ room at the Carbon County Prison has been set aside for use of Livestran and CPIN.

Do the facilities have secure separate holding for males, females, and juveniles? *(required)*

YES ☐ NO ☑

If no, please explain how you plan to keep these populations separate and secure.

The County Prison has separate facilities for males and females, but does not currently have a juvenile detention center. Juveniles are currently transported to out of county juvenile detention centers.

Do these facilities have an existing connecting circuit to the Pennsylvania State Police CLEAN

YES ☑ NO ☐
Section 5 - Staffing and training

Please describe how you plan to provide staffing and training for central booking, including management and supervision. The current plan is to staff the Livescan and CPIN unit using personnel at the county prison. One corrections officer is going to be placed in charge of processing adults during weekdays. All of the management at the Carbon County Prison are also going to be trained to use Livescan and CPIN so they can be available after hours and on weekends in order to process Megan's Law registants. These people will be able to assist Megan's Law registants in registering, the equipment is situated for public walk-ins. Juvenile Offenders will be processed by the Juvenile Court Office Staff upon Adjudications of Delinquency.

Section 6 - Oversight Committee

Please describe this plans oversight committee and how it will govern including how this interacts with staffing and supervision/management of the central booking. The Carbon County Criminal Justice Board Advisory Board meets every other month, a report from the Correctional Facility will be mandated bi-monthly.

Section 7 - Funding plan

Please describe this plans funding plan including how you will pay for the ongoing equipment maintenance, staffing, and continued operational costs in subsequent years.

Maintenance Cost – After One Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Scan</td>
<td>$4,225.00</td>
</tr>
<tr>
<td>CPIN</td>
<td>$3,850.00</td>
</tr>
<tr>
<td>Total</td>
<td>$8,075.00</td>
</tr>
</tbody>
</table>

Salary to pay a Part-Time Officer approximately 16 hours per week @ $12.00 per hour

Salary: $9,984.00

Additional Cost:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Cost</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES FOR 1 YEAR

$20,059.00

Possible Sources of Income

2008 - Carbon County handled approximately 904 Criminal Cases

Based on $100.00 fee: $90,400.00

Based on 40% Collection Rate: $36,160.00

Juvenile Court handled 32 Adjudications

Based on $25.00 fee: $800.00

Total Estimated Yearly Collections: $36,960.00
This estimate does not include any fees that would be collected for individuals who need a fingerprint card for employers, which I suggest be set at a $20 fee.

What is the amount you are, or will be, charging a person who is booked in your central booking facility(s)? $100 per adult defendant, $75.00 if pre-paid, $25.00 per juvenile defendant (adjudications) and $20.00 for private citizen (fingerprint card only). Megan’s law registrants will not be required to pay the processing fee.

Section 8 – Policies to support the plan
Please describe the policies that will be developed and how they will be enforced to ensure that every adult and juvenile arrested will be processed with this equipment, including those processed by summons.
A part time person will be hired and put in charge of implementing policies and procedures set by the Court/CJAB. Adults that are incarcerated will be printed and photographed either upon entry or the next business day. The adults not incarcerated will be sent a fingerprint order from the Magisterial District Justices office ordering them to appear during business hours that the part time corrections officer is available. Juveniles will be taken to the facility by the Juvenile Probation Office with in 30 days of their adjudication hearing. The center will also be available 24 hours per day, 7 days per week for Megan’s Law registrants.

Section 9 – Support for this plan
Does your county have a Criminal Justice Advisory Board? YES ☒ NO ☐
If yes, does the CJAB support this plan? YES ☒ NO ☐ (required)
Have you obtained a letter of support from all local Law enforcement? YES ☒ NO ☐
Are you planning to, or do you currently do Megan’s Law registrations and updates of sexual offenders in your area in addition to arrests? YES ☒ NO ☐

(Print name of submitting organizations authorized representative)

(Signature of submitting organizations authorized representative)

Date ______________________