



CITY OF CONCORD

New Hampshire's Main Street™

**Legal Department
City Solicitor's Office**

REPORT TO THE MAYOR AND CITY COUNCIL

From: Danielle L. Pacik, Deputy City Solicitor
Date: January 30, 2024
Subject: Request Appropriation of \$42,000 to purchase new City Prosecutor Software

RECOMMENDATION

Accept this report and approve the attached Resolution.

BACKGROUND

The City Prosecutor's case management software was purchased more than 20 years ago and needs replacement to help enable the office to efficiently and competently deliver prosecution services. This appropriation would allow the City's Prosecutor's Office to purchase new software.

DISCUSSION

The City recently hired a new City Prosecutor, who was tasked with identifying a new case management system that would make it more efficient to access case files and histories, prepare criminal complaints, provide discovery, and track how cases are flowing through the office. The current software does not have the capability to securely store full case files, including criminal histories. Due to this limitation, the City Prosecutor's Office is required to create and maintain a purely paper-driven filing system for all of its cases. The need to create, maintain and store thousands of physical files is time intensive and inefficient, and it also prevents prosecutors from accessing case files remotely while at court or elsewhere. The current software also lacks a mechanism to electronically produce discovery materials to opposing council, and does not have a calendar system that integrates with Outlook.

The purchase of Criminal Justice Information Services (CJIS) compliant software allows for a fully automated file and secure data management system, which would eliminate the need for the City Prosecutor's Office to create and maintain physical paper files for each case. Among other features, the software would have a workflow management feature to track due dates and completed tasks, and provide the police department with "portals" to enter their reports and time-off notices to automatically notify the City Prosecutor's Office if a police officer is unavailable on a scheduled court date.

With the dissolution of Felonies First on January 1, 2024, the Prosecutor's Office is now responsible for handling felony arraignments, and the workload of the prosecutors and administrative staff has increased. An updated and efficient software program is needed to efficiently and competently handle the workload at the Prosecutor's Office.

The cost of purchasing the software from includes training and template creation. The City Prosecutor's Office anticipates starting this project in fiscal year 2024.