

# CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9072

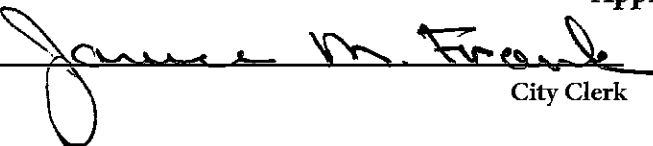
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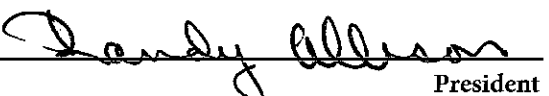
TITLE

**RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF WILLIAMSPORT AND LYCOMING COUNTY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT** that the Memorandum of Agreement (M.O.A.) attached hereto between the City of Williamsport and Lycoming County pertaining to the establishment of a part-time processing center at City Hall is hereby approved. The appropriate City officials are hereby authorized and directed to sign said M.O.A.

Approved

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
President

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into this 24<sup>th</sup> day of Sept 2020, between the City of Williamsport (the "City") and the County of Lycoming (the "County"). THE BACKGROUND OF THIS MEMORANDUM OF AGREEMENT (THE "MOA") IS AS FOLLOWS:

**WHEREAS**, the City has facilities available for processing of accused individuals, located at Williamsport City Hall;

**WHEREAS**, the County has the available to it processing software and equipment that will facilitate in the processing of accused individuals;

**WHEREAS**, the County is prepared to locate its processing equipment in City Hall;

**WHEREAS**, the County's willingness to provide the equipment is conditioned on the use of available space in City Hall by County personnel on a non-exclusive basis;

**WHEREAS**, the City is prepared to make space available for the County to use for processing, two days per week from the general hours of 4:00 PM to 8:00 PM; and

**WHEREAS**, the processing equipment will stay in the Processing Center in City Hall indefinitely including after the termination of this MOA.

**AND NOW, THEREFORE**, in consideration of the exchange of promises between the parties, including the recitals above, which are incorporated by referenced, the parties agree as follows:

1. The County will provide the equipment designated herein as Exhibit A of this MOA and located at the City's law enforcement center, presently at City Hall in Williamsport.
2. The equipment will function for purposes of processing accused individuals, and will be available for use by City personnel when not in use by County personnel.

3. The County agrees to maintain the operational status of the equipment at its cost.
4. The City will make availability to the County on a two-day/week basis, based on hours to be developed between them, which will be reasonable agreed to, for purposes of allowing the County to processes accused individuals using its staff.
5. This MOA will remain in place until terminated either by mutual agreement of the parties or by one party giving 180 days written notice to the other.

**ATTEST:**

By: *Jessica M. Frank*  
City Clerk

**CITY OF WILLIAMSPORT**

By: *Paul Slaughter*  
Mayor

By: *Margaret J. Woodring*  
Controller

**ATTEST:**

By: \_\_\_\_\_  
NAME

**COUNTY OF LYCOMING**

By: \_\_\_\_\_  
NAME

## County Central Booking Plan

### Section 1 – Contact Identification

Agency Name – County CJAB Lycoming County District Attorney
Agency Address 48 West Third St
Agency City Williamsport, Pa
Agency Zip 17701
Agency Phone 570 327-2456
Contact Person Title District Attorney Name Ken Osokow
Contact Person Phone 570 327-2265
Contact Person email kosokow@lyco.org
County of Plan Lycoming

### 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. Williamsport City, Old Lycoming Twp, South Williamsport Boro, Tiadaghton Valley Regional, Montoursville Boro, DuBoistown Boro, Muncy Boro, Muncy Twp, Hughesville Boro, Montgomery Boro, Pennsylvania State Police, Lycoming County Sheriff Office, District Attorney Detectives, Lycoming County Domestic Relation Detectives, Pennsylvania Fish and Boat Commission, Pennsylvania Game Commission, Pennsylvania Department of Conversation and Natural Resources
Please list all the Magisterial District Judges that cover the area in this plan. 29-1-01, 29-1-02, 29-3-04, 29-3-02, 29-3-03, 29-3-01
Are Livescan and/or CPIN already in use in this area? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If Yes, please list any Livescan or CPIN equipment currently installed and in use in the area covered by this plan. Williamsport Bureau of Police, Pennsylvania State Police Montoursville, Lycoming County Central Processing Center
Please list any video conference or Advance Communications Equipment in use in the area covered by this plan. All listed District Judges and all listed police agencies



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)*

2 Livescans New TP 5300 Livescan to the existing Mugshot system  
Current Central Processing Center, 1951 Green Ave. Williamsport, Pa.  
Williamsport Bureau of Police 245 West Fourth St, Williamsport, Pa. 17701

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

New TP 5300 Livescan to the existing Mugshot system  
Current Central Processing Center, 1951 Green Ave. Williamsport, Pa.  
Williamsport Bureau of Police 245 West Fourth St, Williamsport, Pa. 17701

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

Current Central Processing Center, Williamsport Police

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

Eighteen Polycom HDX 6000. Each Listed PD and all six magistrates, Lycoming 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.

6

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 July 21st, 2012? *(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.

(1)Current Central Processing Located in a secure area of the Old Lycoming Twp Police Station  
(2)Williamsport Bureau of Police Located in a secure area of the Williamsport Police Station  
Both Locations have a bench with handcuff rings and there is a separate cell available at each location. Both locations are monitored and video recorded 24/7. Both locations are centrally located in Lycoming County

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.

Each location has separate secure areas for separation of offenders and officers are aware of the requirement. Each area is also video monitored 24/7

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.

Supervision and management will be provided by the Lycoming County District Attorney Office and his designees. Staffing will consist of at least 1 law enforcement officer each period the center is open

#### 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.

Oversite committee is the current Lycoming County CJAB. They will work with the Lycoming County District Attorneys Office to determine hours, staffing levels and management.

#### 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.

There will be a court ordered surcharge on each person processed by the booking center at sentencing. This surcharge will be used to cover the cost of the booking center operation.

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 District Attorney will develop and maintain operational policies and procedures for the center. Lycoming County Courts will issue court orders mandating all arrestees be processed by the booking center.

#### 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

\_\_\_\_\_  
(Print name of submitting organizations authorized representative)

\_\_\_\_\_  
(Signature of submitting organizations authorized representative)

Date \_\_\_\_\_