




HAMILTON POLICE SERVICE

INFORMATION REPORT

TO:	Chair and Members Hamilton Police Services Board
BOARD MEETING DATE:	May 5, 2021
SUBJECT:	2021 – Digital Evidence Management System
REPORT NUMBER:	21-055
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

EXECUTIVE SUMMARY

- In 2017, the Hamilton Police Service began reviewing solutions for the Services Digital Evidence Management System (DEMs) and have since partnered with the Province
- Through a tender process, the Ministry of the Solicitor General awarded the Digital Evidence Management System to Axon Public Safety Canada.
- The provincial agreement allows each Police Service to operate as their own entity in collaboration with their local Crown to exchange digital information.
- The Hamilton Police Service, along with the Waterloo Regional Police Service, Niagara Regional Police Service and the Ontario Provincial Police, were selected as early adopters to implement this new system.
- In November of 2017, the Hamilton Police Service presented to the Board (PSB 17-128) to identify the need for a DEMS solution. Since this time, the Service has accrued \$880,000.00 in capital towards the purchase of this new system.
- The new system will be a Cloud based, Software-as-a-Service (SaaS) solution, resulting in very low capital costs, replaced by the need for annual operating budgets to support licenses and storage fees for the provincial system on an ongoing basis.

INFORMATION

In November 2017, the Hamilton Police Service presented to the Board to identify the need for a DEMS solution.

The province's Criminal Justice Digital Design initiative was approved in 2019. The objective of the initiative was to develop a criminal justice ecosystem in which information is

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digitally connected and available to the appropriate stakeholders in a timely manner. As part of this initiative, a project was created to procure a cloud-based Software-as-a-Service Digital Evidence Management solution for use by justice sector partners and stakeholders to manage, store and share digital investigative and evidentiary files.

A Request for Bids (RFB) for a DEMS Solution was issued by the Ministry of the Solicitor General on January 31, 2020, with a closing date of May 22, 2020. The vendor selection process included four-stage evaluation of the mandatory criteria, technical responses to the requirements, solution demonstration as well as pricing (rates) evaluation. A fairness commissioner and the Ministry's Legal Services were engaged for this procurement.

As a result of the bid evaluation process, Axon Public Safety Canada, Inc. was selected as the successful vendor, and the contract was awarded in September 2020. The Ontario government announced the signing of the province-wide contract with Axon in January 2021. As a result, the Hamilton Police Service will be entering into a Memorandum of Agreement with Ministry of the Solicitor General for the implementation and use of the provincial Digital Evidence Management System solution.

In February 2021, the Hamilton Police Service (along with Waterloo Regional Police Service, Niagara Regional Police Service and the Ontario Provincial Police) was selected as an early adopter for the implementation of the cloud-based solution for Digital Evidence Management in partnership with our local Crown.

The initial phase of the HPS implementation, expected to conclude in 2021, will include the collection and exchange of all digital information captured by our Break Enter Auto Robbery (BEAR) unit, and the Radio Room for 911 recordings that need to be shared with the Crown. After the initial phase, the Service will expand to the Alternate Response Officers and Criminal Investigative Division (CID) and ultimately, go Service wide once the integration from our Records Management System to DEMS is completed. This system, once in full production, will provide the continuity of evidence from "capture to courts" of all digital assets. Full implementation is expected to occur by end of 2022.

Given that the new solution is a SaaS, no investment in hardware and infrastructure is required to operate this system. The main charges are yearly license and storage fees.

Since 2017, the Service has accrued \$880,000 in capital in anticipation of this initiative. While we no longer require an upfront investment in hardware and infrastructure, the SaaS solution will eventually cost approximately \$280,000 per year in fees.

The projected licensing and storage fees for the next 5 years are as follows:

Year	Fees
2021	\$120,000
2022	\$280,000
2023	\$280,000
2024	\$280,000

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2025	\$280,000
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The Ministry of the Solicitor General will cover a portion of the 2021 fees for the Hamilton Police Service in accordance with our agreement, resulting in lower fees for year 1 of the contract. The above costs assume a full Service wide rollout by end of 2022.

In order to mitigate operating budget impacts, the Service will bring forward a recommendation through the 2022 budget process to use the existing \$880,000 in capital funds previously allocated for this project to assist in funding the license and storage fees while we incrementally build our operating budget.

This recommendation will ensure a minimal impact to annual operating budget increases and, by 2026 our operating budget will have sufficient funds to cover the ongoing costs of DEMs with some capital remaining to assist with any incidental costs associated with the implementation.

Appendix A provides a sample schedule for the incremental implementation of license costs.

APPENDICES AND SCHEDULES ATTACHED

Appendix A – Sample Schedule for the Incremental Implementation of DEMs Fees

FB/A.Filice

cc. Anna Filice, Chief Administrative Officer
John Randazzo, Director of Finance/CFO
Ross Memmolo, Director of IT

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