



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

10-17-2025 10:54

October 17, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: Authorization to Contract with a Part-Time Training Specialist-Criminal Justice Systems

Dear Honorable Members:

Please find enclosed a resolution from the Department of Central Police Services seeking legislative authorization to enter contract with a part-time Training Specialist-Criminal Justice Systems. The authorization will allow Central Police Services to continue to provide support for the implementation and training of our current CHARMS system as well as the implementation of the new Hexagon OnCall Computer-Aided Dispatch and Records Management Systems throughout Erie County.

Should your Honorable Body require further information, I encourage you to contact Commissioner Brian G. Ross. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bs
Enclosure

cc: Brian Bray, Commissioner of Personnel
Brian G. Ross, Commissioner of Central Police Services

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Central Police Services
Re: Authorization to Contract with a Part-Time Training Specialists-CJ Systems
Date: October 17, 2025

SUMMARY

Erie County Central Police Services is seeking authorization to contract a Part-Time Training Specialist in Criminal Justice Systems on a as needed basis to provide targeted instruction in areas such as records management, computer-aided dispatch (CAD), and related public safety technologies. This specialized training will enhance staff capabilities, improve operational efficiency, and ensure compliance with industry standards, benefiting law enforcement and partner agencies countywide. This will also improve efficiency, compliance, and service delivered across the criminal justice system. The contractor will also fill the critical role of support for the current Training Specialist in implementation and training of the Hexagon OnCall Computer-Aided Dispatch and Records Management system. Funding for this contract is available within the department's existing approved budget, with no additional cost to the county.

FISCAL IMPLICATIONS

Funding for this contract is available within the existing Central Police Services budget, and no additional County Funds are required. The contract cost, at a rate of \$35 per hour, not to exceed \$20,000, will be fully supported through current departmental operating funds available in the departmental Professional Services Contracts and Fees line in the E-911 230 budget line 516020.

REASONS FOR RECOMMENDATION

Approval will allow the Central Police Services Information Systems department to efficiently provide training and support with our current CHARMS system as well as during the implementation of the Hexagon OnCall Computer Aided Dispatch and Records Management System throughout the public safety community in Erie County.

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve this request would restrict the county's ability to transition from the current CHARMS systems to the Hexagon OnCall Computer Aided Dispatch (CAD) and Records Management system in an efficient and timely manner.

STEPS FOLLOWING APPROVAL

CPS will work with the Departments of Personnel, Labor Relations, Budget and Management and Purchasing to implement this request

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF CENTRAL POLICE SERVICES

RE: Authorization to Contract with a Part-Time Training Specialist-Criminal Justice Systems

WHEREAS, Erie County Central Police Services provides critical support, coordination, and technical services to law enforcement and criminal justice agencies for the County of Erie; and

WHEREAS, there is an identified need for specialized training in criminal justice systems, including but not limited to record management, computer-aided dispatch, evidence-based practices, and emerging public safety technologies; and

WHEREAS, Central Police Services has determined that engaging a qualified training specialist through a professional services contract will enhance staff knowledge, improve system efficiency, and ensure compliance with applicable standards and regulations; and

WHEREAS, funding for this contract is available in the current budget of Central Police Services fund center 516020, at no additional cost; and

WHEREAS, the Contractor has the expertise necessary to provide said services; and

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the Department of Central Police Services to contract with a Part-Time Training Specialist-Criminal Justice Systems, for an amount not to exceed \$20,000, subject to approval by the Erie County Department of Law; and be it further

RESOLVED, that sufficient funding exists within the Department of Central Police Services' 2025 E-911 Budget (Fund 230, Funds Center 16500) Account 516020 – Professional Services, Contracts & Fees; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, Comptroller's Office, Division of Budget and Management, Department of Personnel, Department of Labor Relations, Department of Purchasing and Department of Central Police Services.