




Robert Croslin
Mayor

Tracey Douglas
City Administrator

Date: August 17, 2023

To: Colonel Jarod J. Towers
Chief of Police

From: Antwoine Harvey 
Procedures, Programs, and Compliance Manager

Re: KEYper Systems Upgrade Purchase Request

Please find accompanying this memorandum the following:

- KEYper Systems quote for a 5-panel upgrade.

The department is seeking approval to purchase the 5-panel upgrade for its current MXi KEYper System.

In May 2022 Mayor and Council approved the purchase of two KEYper System key management systems for both the Police Department and the Department of Public Works.

The system was purchased as a means of ensuring accountability for the whereabouts, usage, and possession of vehicles, building and office keys, and specialized equipment keys at all times.

Accountability is maintained via the system's configuration which requires a fingerprint scan to access any of the keys stored inside and takes a snapshot of the requester upon the scan. Key access is configurable down to the specific user and key so that department members can only access those keys they have a legitimate reason to access. An electronic record is kept of every transaction, to include removal of a key and placing a key back into the system, that includes date and time, the user, the specific key access, the reason for its removal, what slot it was removed from or replaced back into, etc. This record can then be queried for auditing purposes, which the department has had reason to utilize to locate missing keys, determine usage of a vehicle that acquired a red light or speed camera ticket, etc. Additionally, the system provides daily reports that show current key possession as well as key replacement violations where a user, other than the individual who initially took out the key, placed the key back into the system.

The inclusion of this system into the department's processes and procedures has eliminated the need for physically handing keys off to others and not being able to account for their history and usage.



Currently, the department utilizes the system for the most of its vehicle fleet and a few specialized building and storage keys, such as the property vault, Friendship Arms, University Town Center access, and the payment safe where our payments are stored until they are submitted to the City's Department of the Treasure. However, due to the department's system reaching its storage capacity, we are unable to place all the keys currently utilized by the department into the system to ensure complete. There are still keys that are being handed off between department members without a system of keeping track of the history/whereabouts of the keys.

Because of this, we are requesting the previously mentioned 5-panel upgrade. This upgrade would complete the system allowing for a total of 288 keys to be stored it. The purchase includes the additional panels as well as the security fobs required to lock them into place within the system and track them when removed. The actual upgrade it is a simple panel cover removal and key panel replacement that can be performed by department members that will not require an installation cost.

In total, the cost for the upgrade is \$13,722.50 and was accounted for in the FY24 budget for the department.





Prepared for:

Antwoine Harvey
City of Hyattsville Police Department
Association: City of Hyattsville Police Department
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Prepared by:

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Date Prepared:

7/25/2023

Corporate Headquarters

5679 Harrisburg Industrial Park Dr, Harrisburg, NC 28075
704-455-9400
www.keypersystems.com



Accessories Quote

QTY	ITEM NUMBER	DESCRIPTION	MSRP	UNIT PRICE	TOTAL PRICE
5.00	AAX109	MXi Panel Complete Assembly	\$2,744.50	\$2,744.50	\$13,722.50

Notes

SHIPPING AND TAX TBD

Order Total

		Equipment SubTotal	USD 13,722.50
		Estimated Sales Tax(%)	0.00
		Shipping	
		Total (One Time)	USD 13,722.50
	Pricing Valid for 30 days from creation of quote.		
Billing Email Address	aharvey@hyattsville.org		

Monthly Payment Options

Contract Type	Number Down	Term	Equipment Payment	Total Payment
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Select here for one time direct pay, Net 30 Term.	<input type="checkbox"/>
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Please enter Monthly Payment Option Term.	_____
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Please enter Purchase Order Number.	_____
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Customer Notes.	
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Freight/Shipping charges TBD unless specifically stated.

City of Hyattsville Police Department
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Signature:

Printed Name/Title:

Date:

Customer agrees to our Terms & Conditions - [KEYper Terms & Conditions](#)