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January 11, 2012

BPC #12-0005

The Honorable Antonio Villaraigosa
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles
c/o City Clerk's Office

Dear Honorable Members:

RE: TRANSMITTAL OF THE GRANT APPLICATION FOR THE 2011 FORENSIC
DEOXYRIBONUCLEIC ACID (DNA) BACKLOG REDUCTION PROGRAM

At the regular meeting of the Board of Police Commissioners held Tuesday, January 10, 2012, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

CF 11-1909-51

INTR. DEPARTMENTAL CORRESPONDENCE

RECEIVED

DEC 21 2011

POLICE COMMISSION

December 14, 2011
1.17

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police


RICHARD M. TEFANK
EXECUTIVE DIRECTOR
12/22/11
DATE

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION FOR THE 2011 FORENSIC DEOXYRIBONUCLEIC ACID (DNA) BACKLOG REDUCTION PROGRAM

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst and to the City Clerk for committee and City Council consideration.
3. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police to ACCEPT the grant award for the 2011 Forensic DNA Backlog Reduction Program in the amount of \$1,570,465 for the period of October 1, 2011, through March 31, 2013, from the National Institute of Justice, United States Department of Justice;
 - B. AUTHORIZE the Chief of Police to negotiate and execute the Cooperative Agreement, subject to City Attorney's approval as to form and legality;
 - C. AUTHORIZE the Los Angeles Police Department (LAPD) to submit grant reimbursement requests to the grantor and deposit grant receipts in Fund No. 339, Department No. 70;
 - D. AUTHORIZE the Controller to establish a grant receivable in Fund No. 339 in the amount of \$1,570,465;
 - E. AUTHORIZE the LAPD to establish an appropriations account to be determined within Fund No. 339, Department No. 70, for disbursement of the 2011 Forensic DNA Backlog Reduction Program;
 - F. AUTHORIZE the LAPD to spend up to the grant amount of \$1,570,465 in accordance with the grant award agreement;

- G. AUTHORIZE the Controller to increase appropriations for 2011 Forensic DNA Backlog Reduction Program as needed from appropriation account number to be determined in Fund No. 339, Department No. 70, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001090, Civilian Overtime: \$65,334

- H. AUTHORIZE the Chief of Police or his designee to negotiate and execute either new agreements or to amend any agreements with contract laboratory service providers, subject to the approval of the City Attorney; and
- I. AUTHORIZE the LAPD to prepare Controller Instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

DISCUSSION

Funding from this grant will allow the LAPD to reduce its backlog by 550 cases and increase its laboratory capacity to meet existing and future demand for DNA screening and testing. To accomplish its objectives, the LAPD will provide training, purchase equipment, and procure contract laboratory services. Moreover, this strategy reduces bottlenecks that have in the past prevented the LAPD from meeting all of its goals.

If you have any questions, please have a member of your staff contact Senior Management Analyst Nancy Cammarata, Officer in Charge, Contracts and Grants Section, at (213) 486-0380.

Respectfully,



CHARLIE BECK
Chief of Police

Attachments

BOARD OF
POLICE COMMISSIONERS
Approved *January 10, 2012*
Secretary *Maria Silva*

DNA Backlog Reduction Program – Program Narrative Form | FY2011

Agency Name: City of Los Angeles

Application Number: 2011-90857-CA-DN Grant Point of Contact Phone #: (213) 486-0380

Grant Point of Contact: Kurtis Kobayashi Email: V9815@lapd.lacity.org

Federal Assistance Funding Requested for:

DNA Laboratory (State or local): \$1,570,465

DNA Database Laboratory Supplemental: \$ _____

Estimated Federal Funding Allocated for:

DNA Laboratory (State or local): \$1,570,465

DNA Database Laboratory Supplemental: \$ _____

INSTRUCTIONS:

Please complete all of the following fields. If there is an area that does not pertain to your agency, choose "N/A". Any additional paperwork, forms, certifications, etc. can be uploaded to GMS along with this completed application form.

Please note that the text boxes below do not have a limit on the number of characters you can enter. If you exceed the visible space, continue to type and a scroll bar will appear to the right of the text box. Once you click outside of that text box, a black square with a cross in it will appear indicating there is text beyond what is shown in the text box.

Please indicate that the following actions have been completed and that the following materials (if applicable) have been submitted along with this completed form:

- CCR claim entered in GMS Yes
- SF424 Yes
- Budget Narrative Yes
- Budget Detail Worksheet (Provided by the Program Office) Yes
- Resumes of Key Personnel Yes
- Accreditation Certificate (w/ Scope of Accreditation if ISO accredited) Yes
- Standard Assurances Form Yes
- Certifications Regarding Lobbying; Debarment, Suspension and
Other Responsibility Matters; and Drug-Free Workplace Requirements..... Yes
- NEPA Checklist Yes N/A
- Indirect Cost Rate Agreement..... Yes N/A
- Accounting System & Financial Capability Questionnaire
(only applicable to new grantees) Yes N/A
- Disclosure of Lobbying Activities..... Yes N/A

DNA Backlog Reduction Program – Program Narrative Form | FY2011

ELIGIBILITY AND PROGRAM SPECIFIC REQUIREMENTS:

1. Are you a unit of State or local government?.....Yes No

Statement: Scientific Investigation Division (SID) within the Los Angeles Police Department (LAPD) is a full service forensic laboratory providing services for the City of Los Angeles, California.

2. Do you have an existing forensic DNA laboratory?.....Yes No

Statement: LAPD SID operates a full service forensic DNA casework laboratory.

3. Is your agency a state designated existing crime laboratory that conducts analysis of DNA database samples? If you are not an agency eligible to receive funding under the DNA Database Supplemental Funding Formula, this question is not relevant, check "N/A".....Yes No N/A

Statement:

4. Are you accredited by a nonprofit professional organization actively involved in forensic science and nationally recognized within the forensic science community?.....Yes No

Statement: LAPD SID is a forensic science laboratory that is currently accredited under the ASCLD-LAB Legacy (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) program, and is actively pursuing ASCLD-LAB International accreditation. The Legacy accreditation certificate is attached to this application.

5. Does your lab undergo external DNA quality assurance audits once every 2 years?.....Yes No

Statement: LAPD SID's DNA casework unit undergoes external quality assurance audits in accordance with the FBI's Quality Assurance Standards at least once every two years. The SID laboratory also conducts internal audits once each intervening year.

6. Will all eligible DNA profiles obtained with funding from this program be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS), or do you have an agreement with another NDIS lab to upload profiles generated under this program for you? (if the latter is applicable, a copy of the agreement should be attached with this application).....Yes No

Statement: All eligible DNA profiles obtained with funding from this program will be entered into CODIS and, where applicable, uploaded to NDIS. LAPD SID's laboratory is an NDIS-participating laboratory in good standing.

DNA Backlog Reduction Program – Program Narrative Form | FY2011

7. Will all DNA analysis performed under this program be maintained under the applicable Federal privacy requirements?.....Yes No

Statement: All DNA analyses performed under this program will be maintained under the applicable Federal privacy requirements and state laws.

Required Statements:

- Questions 1- 3 are required for all applications
- Questions 4-7 are required if you are requesting funding for outsourcing, overtime, or supplies for the analysis of casework and/or database samples.
- Questions 8-9 are required if you are requesting funding for grant-funded analysts to test casework or convicted offender and/or arrestee samples.

1. What is the **current** average length of time (in days) it takes to process, record, screen and analyze a **forensic DNA case** from submission of a request to the laboratory to delivery of forensic DNA test result?

Number of Days – **forensic DNA Case**:

Statement: The current length of time it takes to handle, screen and analyze a forensic DNA case from submission to the laboratory to the delivery of forensic DNA test results is 113 days.

2. What is the **current** average length of time (in days) from the receipt in the laboratory of a **DNA database sample** to the upload of the profile to CODIS?

Number of Days – **DNA Database Sample**: N/A (Not a database laboratory)

Statement:

3. What is the **current** average number of **forensic DNA samples** and/or **DNA Database samples** analyzed per analyst/per month?

Number of **forensic DNA Samples**: Number of **Database Samples**:
OR
N/A (Not a database laboratory):

Statement: The current average of DNA samples analyzed per DNA casework analyst per month is 19.

DNA Backlog Reduction Program – Program Narrative Form | FY2011

4. What is the estimated number of **forensic DNA cases** that can be processed, recorded, screened, and analyzed **in-house** using Federal funding for casework assistance within the 18 months of this FY2011 program? This number represents the number of forensic DNA cases to be analyzed above and beyond the number that will be analyzed using other sources of funding. ***In-house funding requests (for overtime and supplies only) should not exceed \$1000/case.***

Cases (In-house):

N/A (No funds requested for overtime and/or supplies to test casework samples)

Statement:

5. What is the estimated number of **forensic DNA cases** that can be **outsourced** using Federal funding for casework assistance within the 18 months of this FY2011 program? This number represents the number of forensic DNA cases to be outsourced above and beyond the number that will be outsourced using other sources of funding. ***Outsourcing cost per case requests should be reasonable.***

Cases (Outsourced):

N/A (No funds requested for outsourcing cases)

Statement:

6. What is the estimated number of **DNA database samples** that can be processed, recorded, screened, and analyzed **in-house** using Federal funding for database sample testing assistance within the 18 months of this FY2011 program? This number represents the number of DNA database samples to be analyzed above and beyond the number that will be analyzed using other sources of funding. ***In-house requests (for overtime and supplies only) should be based on actual costs and should not exceed \$40.00 per sample (including the \$5.00 per sample review).***

DNA Database Samples (In-house):

N/A (No Funds requested for overtime and/or supplies to test DNA database samples)

N/A (Not a database laboratory)

Statement:

7. What is the estimated number of **DNA database samples** that can be **outsourced** using Federal funding for DNA database sample testing assistance within the 18 months of this FY2011 program? This number represents the number of DNA database samples to be outsourced above and beyond the number that will be outsourced using other sources of funding. ***Outsourcing costs per sample must be based on actual costs.***

DNA Database Samples (Outsourced):

N/A (No funds requested for outsourcing DNA database samples)

N/A (Not a database laboratory)

Statement: