

INTRADEPARTMENTAL CORRESPONDENCE

REVIEWED

BPC #15-0086

8J

*Richard M. Tefank* 3/26/15

RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

DATE

MAR 25 2015

*DC*

POLICE COMMISSION

March 27, 2015  
1.17

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD ACCEPTANCE FUNDED UNDER THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES) FOR THE 2014 PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT 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 and award, 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 of \$84,326 from Cal OES funded under the 2014 Paul Coverdell Forensic Science Improvement Program for the period of October 1, 2014 through August 31, 2015;
  - B. AUTHORIZE the Chief of Police or his designee to execute the grant agreement for the period of October 1, 2014 through August 31, 2015, subject to the review of the City Attorney as to form and legality;
  - C. AUTHORIZE the Controller to set up a grant receivable and appropriate \$84,326 to appropriation account number to be determined within fund 339/70, for the disbursements of the 2014 Paul Coverdell Program funds in accordance with the grant award agreement;
  - D. 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;
  - E. AUTHORIZE the LAPD to spend up to the grant amount of \$84,326 in accordance with the grant award agreement;

- F. AUTHORIZE the Controller to increase appropriations as needed from Fund No. 339, Department No.70, appropriation account number to be determined, to Fund No. 100, Department No. 70, account numbers and amount as follows:

Account No. 001090, Overtime Civilian, \$75,603

## DISCUSSION

The LAPD was awarded \$84,326 by the California Governor's Office of Emergency Services for the 2014 Paul Coverdell Program. The goal of the program is to improve the quality, timeliness, and credibility of forensic science services. This grant will be used to fund overtime and training within the Scientific Investigation Division (SID) for the period of October 1, 2014 to August 31, 2015.

Grant funds will be used to fund civilian overtime in the amount of \$75,603, to reduce the backlog of casework in the Firearms Analysis Unit and Trace Analysis Unit. High volume caseload analysis requests and employee attrition contributed to the origin and growth of these backlogs. With these grant funds, the Trace Analysis Unit can reduce a backlog of casework by 20 cases and the Firearms Analysis Unit can reduce the backlog of non-DNA casework by 221 cases.

Grant funds in the amount of \$8,723 have been allocated to provide National Integrated Ballistics Information Network (NIBIN) training. This training will increase the number of analysts trained to perform NIBIN casework. The trained analysts will help reduce the number of incomplete NIBIN cases and weekly workflow.

If you have any questions, please contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK  
Chief of Police

Attachments

**INTRADEPARTMENTAL CORRESPONDENCE**

March 16, 2015  
1.17

**TO:** Chief of Police

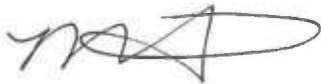
**FROM:** Commanding Officer, Information Technology Bureau

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD  
ACCEPTANCE FOR THE 2014 PAUL COVERDELL FORENSIC SCIENCE  
IMPROVEMENT PROGRAM

Attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners, requesting approval to transmit the attached Grant Application for the 2014 Paul Coverdell Forensic Science Improvement Program, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer, Office of the Chief Legislative Analyst and to the City Clerk for committee and City Council consideration. The Los Angeles Police Department is requesting authorization to accept the \$84,326 of grant funding for the period of October 1, 2014 through August 31, 2015.

Program funds will be used to reimburse overtime for forensic scientists in the Scientific Investigation Division. The overtime will allow the Trace Analysis Unit to reduce the backlog of casework by 22 cases, and allow the Firearms Analysis Unit (FAU) to reduce the backlog of non-DNA casework by 85 cases. Program funds will also be used to reimburse Forensic Technology training and overtime for FAU staff training.

If you should have any questions regarding this matter, please contact Senior Management Analyst Stella Larracas, Officer in Charge, Grants Section, at (213) 486-0380.



MAGGIE GOODRICH, Chief Information Officer  
Commanding Officer  
Information Technology Bureau

Attachments

EDMUND G. BROWN JR.  
GOVERNOR



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

MARK S. GHILARDUCCI  
DIRECTOR

February 25, 2015

Yvette Burney, Commanding Officer  
Los Angeles, City of  
1800 Paseo Rancho Castilla  
Los Angeles, CA 90032



Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Paul Coverdell Forensic Science Improvement Program  
Award #: CQ14 11 7250, Cal OES ID: 037-44000

Dear Ms. Burney:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$84,326, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal OES will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal OES Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Recipient Handbook, which can be viewed on Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subgrant, please contact your Program Specialist.

PSVS Grant Processing

Enclosure

c: Recipient's file

3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655  
CRIMINAL JUSTICE/EMERGENCY MANAGEMENT AND VICTIM SERVICES BRANCH  
TELEPHONE: (916) 845-8112 • FAX: (916) 636-3770

(Cal OES Use Only)

Cal OES# 037-44000-04 FIPS# 037-44000 VS \_\_\_\_\_ CFDA# \_\_\_\_\_ Grant# CQ-14117250

### CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

- 1. Grant Recipient: City of Los Angeles, City of LA 1a. DUNS# 037848012
- In the amount and for the purpose and duration set forth in this Grant Award.
- 2. Implementing Agency: Los Angeles, City of - Police Department 2a. DUNS# 037848012  
Los Angeles Police Department - City of Los Angeles
- 3. Implementing Agency Address: 100 W. First Street, Suite 842 Los Angeles 90012-4112  
Street City Zip+4
- 4. Location of Project: Los Angeles Los Angeles 90012-4112  
City County Zip+4
- 5. Disaster/Program Title: Paul Coverdell Forensic Science Improvement Program 6. Performance Period: 10/01/14 to 08/31/14  
2014 California Coverdell Program

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	7. FSIA	\$84,326	\$0	\$84,326			\$0	\$84,326
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$84,326	\$0	\$84,326	\$0	\$0	\$0	12c. Total Project Cost: \$84,326

13. This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Applicant/Grant Recipient: Charlie Beck 15. Federal Employer ID Number: 956000738

Name: Charlie Beck Title: Chief of Police

Telephone: (213) 486-0150 FAX: (213) 486-0168 Email: charlie.beck@lapd.lacity.org  
(area code) (area code)

Payment Mailing Address: 100 W. First Street, Suite 842 City: Los Angeles Zip+4: 90012-4112

Signature: \_\_\_\_\_ Date: 10/01/14

(FOR Cal OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Sara Stillwell 2/24/15 [Signature] 2/24/15  
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2014/15 / Chapter: 25/ PCA No. 18324  
 Item: 069X-101-0890 Fed Cat. #: 16.742  
 Component: 40.30.523  
 Program: Paul Coverdell Forensic Science Improvement Program  
 Fund: Federal Trust  
 Match Req.: None  
 Project No.: 14FSIA Amount: \$ 84,326

RECEIVED  
 NOV 13 2014  
 BY: 599729



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Application Cover Sheet**  
**RFA PROCESS**  
**2014 CALIFORNIA COVERDELL PROGRAM**

Submitted by:

Los Angeles Police Department  
100 West First Street, Suite 842  
Los Angeles, CA 90012  
(213) 486-0380

(Cal OES Use Only)

Cal OES# \_\_\_\_\_ FIPS# \_\_\_\_\_ VS \_\_\_\_\_ CFDA# \_\_\_\_\_ Grant# CQ-14117250

### CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. **Grant Recipient:** City of Los Angeles **1a. DUNS#** 037848012

In the amount and for the purpose and duration set forth in this Grant Award.

2. **Implementing Agency:** Los Angeles Police Department **2a. DUNS#** 037848012

3. **Implementing Agency Address:** 100 W. First Street, Suite 842 Los Angeles 90012-4112  
Street City Zip+4

4. **Location of Project:** Los Angeles Los Angeles 90012-4112  
City County Zip+4

5. **Disaster/Program Title:** 2014 California Coverdell Program **6. Performance Period:** 10/01/14 to 08/31/14

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2014	7. FSIA	\$84,326					\$0	\$84,326
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$84,326	\$0	\$84,326	\$0	\$0	\$0	120. Total Project Cost: \$84,326

13. This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **Official Authorized to Sign for Applicant/Grant Recipient:** **15. Federal Employer ID Number:** 956000736

Name: Charlie Beck Title: Chief of Police

Telephone: (213) 486-0150 FAX: (213) 486-0168 Email: charlie.beck@lapd.lacity.org  
(area code) (area code)

Payment Mailing Address: 100 W. First Street, Suite 842 City: Los Angeles Zip+4: 90012-4112

Signature: [Signature] Date: 11-10-14

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_ Cal OES Director (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT CONTACT INFORMATION**

Recipient City of Los Angeles, Los Angeles Police Department Grant Number CQ-14117250

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Yvette Burney Title: Commanding Officer  
Telephone #: (323) 415-8100 Fax#: (323) 276-1942 Email Address: yvette.burney@lapd.lacity.org  
Address/City/Zip: 1800 Paseo Rancho Castilla, Los Angeles, CA 90032

2. The **Financial Officer** for the project:

Name: Laura Luna Title: Commanding Officer, Fiscal Operations Division  
Telephone #: (213) 486-8598 Fax#: (213) 485-1106 Email Address: laura.luna@lapd.lacity.org  
Address/City/Zip: 100 W. First Street, Los Angeles, CA 90012

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Monique Jones Title: Management Assistant  
Telephone #: (213) 486-0387 Fax#: (213) 486-5727 Email Address: V8926@lapd.lacity.org  
Address/City/Zip: 100 W. First Street, Suite 842, Los Angeles, CA 90012

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Monique Jones Title: Management Assistant  
Telephone #: (213) 486-0387 Fax#: (213) 486-5727 Email Address: V8926@lapd.lacity.org  
Address/City/Zip: 100 W. First Street, Suite 842, Los Angeles, CA 90012

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Charlie Beck Title: Chief of Police  
Telephone #: (213) 486-0150 Fax#: (213) 486-0168 Email Address: charlie.beck@lapd.lacity.org  
Address/City/Zip: 100 West First Street, Suite 1072, Los Angeles, CA 90012

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Charlie Beck Title: Chief of Police  
Telephone #: (213) 486-0150 Fax#: (213) 486-0168 Email Address: charlie.beck@lapd.lacity.org  
Address/City/Zip: 100 West First Street, Suite 1072, Los Angeles, CA 90012

7. The **chair** of the **Governing Body** of the recipient:

Name: Herb Wesson Title: President of City Council  
Telephone #: (213) 473-7010 Fax#: (213) 485-9829 Email Address: councilmember.wesson@lacity.org  
Address/City/Zip: 200 North Spring Street, Room 430, Los Angeles, CA 90012



# SIGNATURE AUTHORIZATION

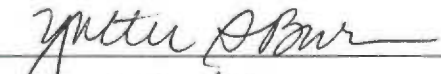
Grant Award #: CQ-14117250

Grant Recipient: City of Los Angeles, Los Angeles Police Department

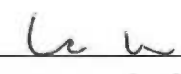
Implementing Agency: Los Angeles Police Department

**\*The Project Director and Financial Officer are *REQUIRED* to sign this form.**


**\*Project Director:** Yvette Burney

Signature:   
Date: 10/20/14

**\*Financial Officer:** Laura Luna

Signature:   
Date: 11/3/14

The following persons are authorized to sign for the  
**Project Director**



Signature

Doreen Hudson

Name



Signature

Susan Brockbank

Name



Signature

Lisa Floyd

Name

Signature

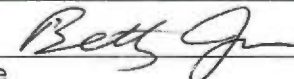
Name

Signature

Name

The following persons are authorized to sign for the  
**Financial Officer**



Signature

Betty Jai

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Paul Coverdell Forensic Sciences Grant**

The applicant must complete a Certification of Assurance of Compliance-PC (Cal OES 2-104e), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Eligibility Requirement Certification, and Proof of Authority from City Council/Governing Board. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Paul Coverdell Forensic Sciences**

I, Charlie Beck hereby certify that  
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: City of Los Angeles

IMPLEMENTING AGENCY: Los Angeles Police Department

PROJECT TITLE: 2014 California Coverdell Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.
- The above named recipient does not receive \$500,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Recipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Gloria Grube

Title: Commanding Officer, Personnel Group

Address: 100 W. First Street, Los Angeles, CA 90012

Phone: (213) 486-4720

Email: E8547@lapd.lacity.org

**III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Recipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Recipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature:  \_\_\_\_\_

Authorized Official's Typed Name: Charlie Beck \_\_\_\_\_

Authorized Official's Title: Chief of Police \_\_\_\_\_

Date Executed: 10/22/14 \_\_\_\_\_

Federal Employer ID #: 95000735 Federal DUNS #: 037848012

Current Central Contractor Registration Expiration Date: 02/07/2015

Executed in the City/County of: Los Angeles/Los Angeles

**AUTHORIZED BY:** *(not applicable to State agencies)*

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager                      | <input type="checkbox"/> County Manager           |
| <input type="checkbox"/> Governing Board Chair             |   |

Signature:  \_\_\_\_\_

Typed Name: Miguel A. Santana \_\_\_\_\_

Title: City Administrative Officer \_\_\_\_\_

## Project Narrative

### **1. PROBLEM STATEMENT**

The Los Angeles Police Department (LAPD) Scientific Investigation Division (SID) provides forensic science services for the City of Los Angeles. The Criminalistics Laboratory conducts a full array of evidence analysis and crime scene processing services for crimes being investigated by the Los Angeles Police Department. In addition, forensic services are provided on a limited basis to other local, County, State, and Federal agencies. The current population of the City of Los Angeles is approximately 3.8 million people.

The Criminalistics Laboratory achieved International (ISO 17025) accreditation through the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) ISO program in May 2014. The Criminalistics Laboratory has been accredited by the ASCLD/LAB Legacy program since December 1998. The Criminalistics Laboratory was re-inspected and re-accredited by ASCLD/LAB external auditors in December 2003, January 2009 and February 2014. The laboratory also conducts internal audits for compliance with accreditation criteria on an annual basis.

The total staff of the Criminalistics Laboratory is 177 people. This staff serves a Department of approximately 10,000 officers. The number of Part I crimes reported in the City of Los Angeles in 2013 totaled 100,521 with 16,323 of those being classified as "violent."

Meeting the demands of the Los Angeles Police Department (LAPD) requires a well-staffed, well-trained and well-equipped forensic science laboratory. In order to provide the quality of service required by our stakeholders, the Criminalistics Laboratory must increase efficiency wherever possible. This funding opportunity will improve the quality, timeliness, efficiency and credibility of forensic science services in the LAPD Criminalistics Laboratory by providing training to Firearm Analysis Unit (FAU) staff and reducing the backlogs in the FAU and Trace Analysis Unit.

## 2. PLAN

**Objective #1: Provide training to Firearm Analysis Unit (FAU) staff and reduce the FAU backlog.**

The Firearm Analysis Unit (FAU) has 592 incomplete cases. Of those 592 cases, 48 were requested for analysis prior to 2014 and 266 are awaiting entry and comparison in the National Integrated Ballistics Information Network (NIBIN). The unit is staffed by 17 criminalists, two firearms examiners, and nine police officers. Of the 17 criminalists, three are supervisors. The 25 fully-trained case-working analysts can barely meet the demands of the current, urgent caseload. They are not able to work efficiently on the Unit's growing number of incomplete NIBIN cases or to reduce their overall backlog without overtime funding.

### Activities

The Criminalistics Laboratory plans to allocate \$8,723 of the Coverdell funds for NIBIN training. These funds will pay for a trainer from Forensic Technology to provide the International Ballistic Information Network (IBIS) Data Acquisition and

Applicant: City of Los Angeles LAPD

Grant Number: CQ 4117250

Data Analysis Training Course for up to six students at the LAPD Criminalistics Laboratory. This will enable six additional analysts to perform NIBIN casework, help reduce the number of incomplete NIBIN cases and keep up with the weekly workflow of approximately 100 cases per week.

A \$10,000 portion of the Coverdell funds will be allocated for overtime for FAU trainer(s) to provide FAU's Police Officers with cross-training in the areas of test fire for function, render safe and biohazard cleaning of firearms. This will broaden the Officer's skill set and remove these duties from the Criminalists, who will in turn be able to concentrate their efforts on the more complex comparison casework and together reduce the FAU's overall backlog.

A \$53,603 portion of the Coverdell funds will be allocated to FAU's cadre of Police Officers for overtime for the purpose receiving training and reducing the number of incomplete NIBIN cases in the FAU. Calculated at the average overtime rate of \$79, this amount will allow approximately 678 hours of overtime training and work to be done. It is anticipated that approximately half the time (339 hours) will be spent training and half (339 hours) performing casework. The average NIBIN case takes four hours to complete, therefore we project a reduction of at least 85 cases ( $339 \text{ hours} / 4 \text{ hours per case} = 84.75 \text{ cases}$ ). The Criminalistics Laboratory will document all of the necessary information regarding the overtime funds as specified in the Recipient Handbook.



**Objective #2: Reduce the Backlog in the Trace Analysis Unit**

The Trace Analysis Unit (TAU) has 55 incomplete cases. The unit is staffed by five criminalists, including one supervisor. With a variety of different sub-disciplines within the TAU, the four case-working criminalists are continually training in new sub-disciplines while performing casework in sub-disciplines in which they are already competent. While the supervisor can perform casework, the majority of her time is spent reviewing the work of her staff. This small staff can barely meet the demands of the current, urgent caseload. They are not able to reduce their overall backlog or work on the Unit's growing backlog of old cases without overtime funding.

**Activities**

The Criminalistics Laboratory will allocate \$12,000 of the Coverdell funds for overtime for the purpose of reducing the number of incomplete cases in the TAU. Calculated at the average overtime rate of \$79, this amount will allow approximately 152 hours of overtime work to be done. The average trace case takes seven hours to complete, therefore we project a reduction of at least 22 cases ( $152 \text{ hours} / 7 \text{ hours per case} = 21.7 \text{ cases}$ ). The Criminalistics Laboratory will document all of the necessary information regarding the overtime funds as specified in the Recipient Handbook.

**3. CAPABILITIES**

The Criminalistics Laboratory serves the Los Angeles Police Department by providing a full range of forensic services in the following ASCLD/LAB-ISO

Applicant: City of Los Angeles APD

Grant Number: CQ 4117250

accredited disciplines: Drug Chemistry, Toxicology, Biology, Trace Evidence, Firearms/Toolmarks, Questioned Documents, Crime Scene and Other.

Categories of testing include: Controlled Substances, Human Performance Forensic Toxicology, Forensic Urine Drug Testing, DNA-Nuclear, Body Fluid Identification, Fiber and Textiles, Gunshot Residue, Hair, Fire Debris, General Physical and Chemical Analysis, Firearms, Document Examination, Crime Scene Investigation, Impression Evidence (footwear/tires) and Serial Number Restoration. Additionally, the Criminalistics Laboratory is accredited as a Forensic Science Calibration laboratory in the category of Breath Alcohol Measuring Instruments. The year to date totals for casework completed by the Criminalistics Laboratory Units are as follows, as of October 20, 2014:

Serology/DNA Unit—3,373

Narcotics Analysis Unit—11,230

Toxicology Unit—5,595

Firearms Analysis Unit—3,739

Trace Analysis Unit—221

Field Investigation Unit—339

Questioned Documents Unit—72

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: City of Los Angeles, LAPD	Grant Number: CQ-1417250
<p><b>A. Personal Services – Salaries/Employee Benefits</b></p> <p><u>Salaries</u></p> <p>Overtime to complete backlogged/incomplete cases - FIREARMS UNIT  \$79 X 339.26582 hours and 339.26582 hours/4 hour per case = approximately 85 cases</p> <p>Overtime to complete backlogged/incomplete cases - TRACE UNIT  \$79 X 151.89873 hours and 151.89873 hours/7 hours per case = approximately 22 cases</p> <p>Overtime for FAU staff training - FIREARMS UNIT  \$79 X 465.8481 staff training hours</p>	<p><b>COST</b></p> <p>\$26,802</p> <p>\$12,000</p> <p>\$36,801</p>
Personal Section Totals	
<b>PERSONAL SECTION TOTAL</b>	<b>\$75,603</b>



BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: City of Los Angeles, LAPD	Grant Number: CQ-1417250
C. Equipment	COST \$0
Equipment Section Totals	
<b>EQUIPMENT SECTION TOTAL</b>	\$0
<i>Same as Section 12G on the Grant Award Face Sheet</i>	
<b>Total Project Cost</b>	\$84,326

### Budget Narrative

#### **Personnel**

In order to reduce the number of incomplete requests and prevent future casework backlogs, \$38,802 of the Coverdell funds will be allocated to the Firearms Unit and Trace Unit to pay for casework analysis on an overtime basis. Funds available for overtime are extremely limited. A portion (\$26,802) will provide overtime to FAU's Police Officer cadre to reduce the number of incomplete NIBIN requests by 85 cases. Another portion (\$12,000) will provide forensic scientists assigned to the Trace Analysis Unit with overtime to reduce their backlog of casework by 22 cases.

Each portion of funds to be used for overtime is divided by the analyst's average hourly rate of pay for overtime, \$79. The calculations are:

Firearms	$\$26,802/\$79$ per hour = 339 hours 339 hours/4 hour per case = 85 cases
Trace	$\$12,000/\$79$ per hour = 152 hours 152 hours/7 hours per case = 22 cases

A total of \$36,801 will be allocated for training within the Firearms Analysis Unit (FAU). A portion (\$10,000) of the Coverdell funds will be allocated for overtime for FAU trainer(s) to provide FAU's cadre of Police Officers with cross training in the areas of test fire for function, render safe and biohazard cleaning of firearms. This overtime will be used to prepare training materials, provide training, review and evaluate training. An additional portion (\$26,801) will be allocated for overtime for the Police Officer cadre to receive this training.

Forensic scientists assigned to the Firearm Analysis Unit have duties that include microscopic analysis and comparison of bullets and cartridge cases, imaging and correlation of cartridge cases into the National Integrated Ballistics Information Network (NIBIN), firearms related field investigations, and general processing of firearms evidence. Police Officers assigned to the Firearm Analysis Unit have duties that include gun processing and test-firing, and imaging and correlation of cartridge cases into the National Integrated Ballistics Information Network (NIBIN).

Forensic scientists assigned to the Trace Analysis Unit have duties that include microscopic analysis and comparison of hairs and fibers, hair screening for DNA analysis, ignitable liquid/fire debris analysis, gunshot residue analysis, impression evidence analysis and analysis of other types of trace evidence.

Criminalists assigned to the Trace Analysis and Firearm Analysis units must have a bachelor's degree in a natural or physical science. Firearms Examiners in the Firearm Analysis Unit are required to have a bachelor's degree. Police Officers in the Firearm Analysis Unit are required to have a high school diploma or equivalent. All staff assigned to the Trace Analysis and Firearm Analysis Units, including the cadre of Police Officer technicians in the Firearm Analysis Unit, must demonstrate their qualifications to perform scientific and technical work in their respective units by successfully completing a series of competency examinations and also annual proficiency exams.

With the exception of the NIBIN training that will be provided during regular work hours by Forensic Technology, implementation of Objective 1 will occur on an overtime basis, during which, 100% of the FAU staff trainer's time will be devoted to providing training

(including preparation of training materials, review and evaluation of training) as detailed in the Plan's narrative. Approximately 50% of the FAU Police Officer cadre's time will be devoted to training and 50% will be devoted to performing casework as detailed in the Plan's narrative.

Implementation of Objective 2 will occur on an overtime basis, during which, 100% of the Trace Analysis Unit's staff time will be devoted to analysis of the trace cases as detailed in the Plan's narrative.

In the Trace Analysis and Firearm Analysis Units there is no use of subcontractors and no unusual expenditures are anticipated.

There are no negotiated or planned mid-year salary adjustments for staff in the Trace Analysis and Firearm Analysis Units.

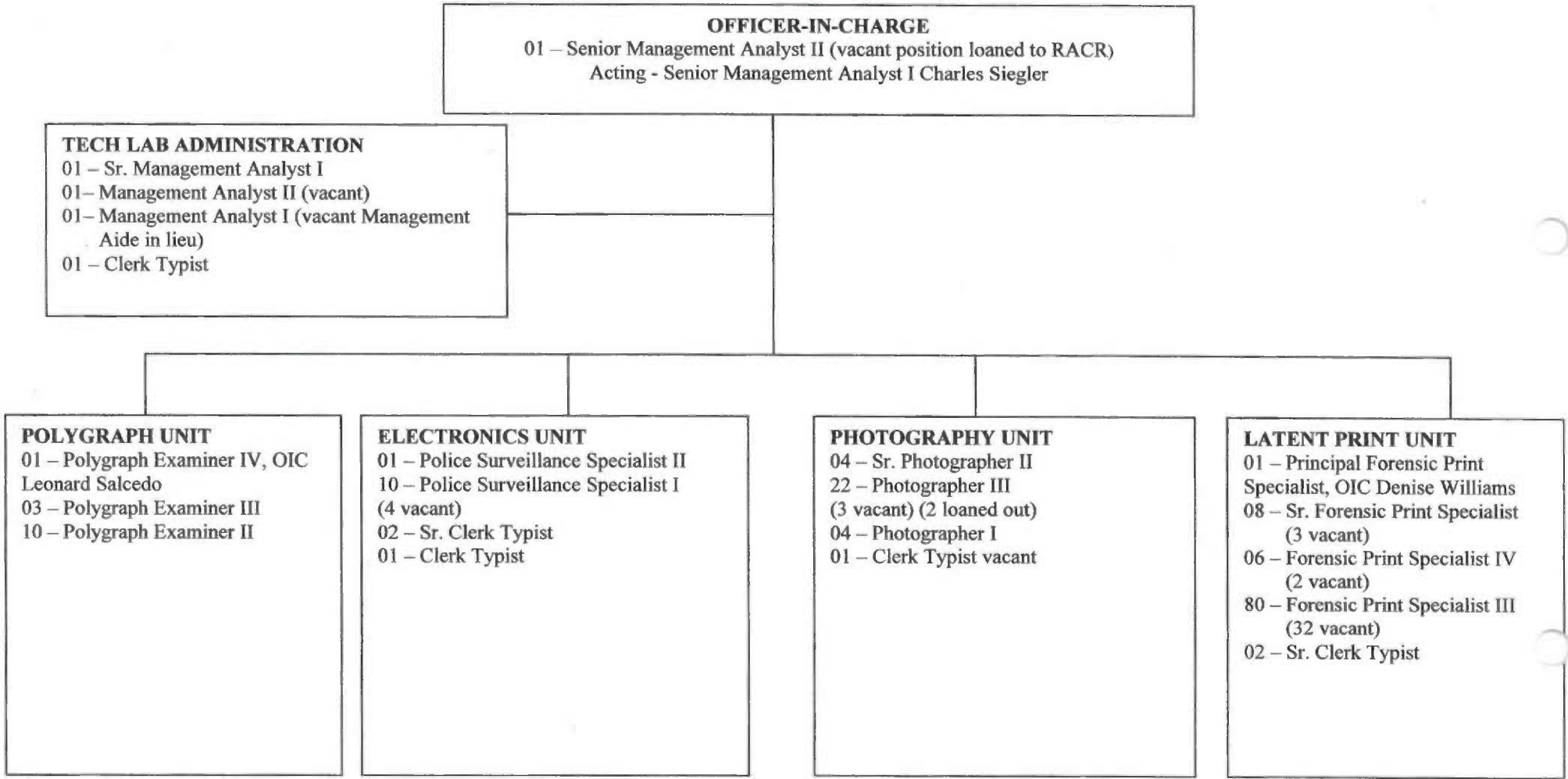
### **Training**

In order to reduce the current number of incomplete cases and prevent future casework backlogs in the Los Angeles Police Department's Firearm Analysis Unit (FAU), the Criminalistics Laboratory plans to allocate \$8,723 of the Coverdell funds for National Integrated Ballistics Information Network (NIBIN) training. These funds will pay for a trainer from Forensic Technology to provide the International Ballistic Information Network Data Acquisition and Data Analysis Training Course for up to six students at the LAPD Criminalistics Laboratory. This training will enable six additional analysts to perform NIBIN casework, help reduce the number of incomplete NIBIN cases and keep up with the weekly workflow of approximately 100 cases per week.

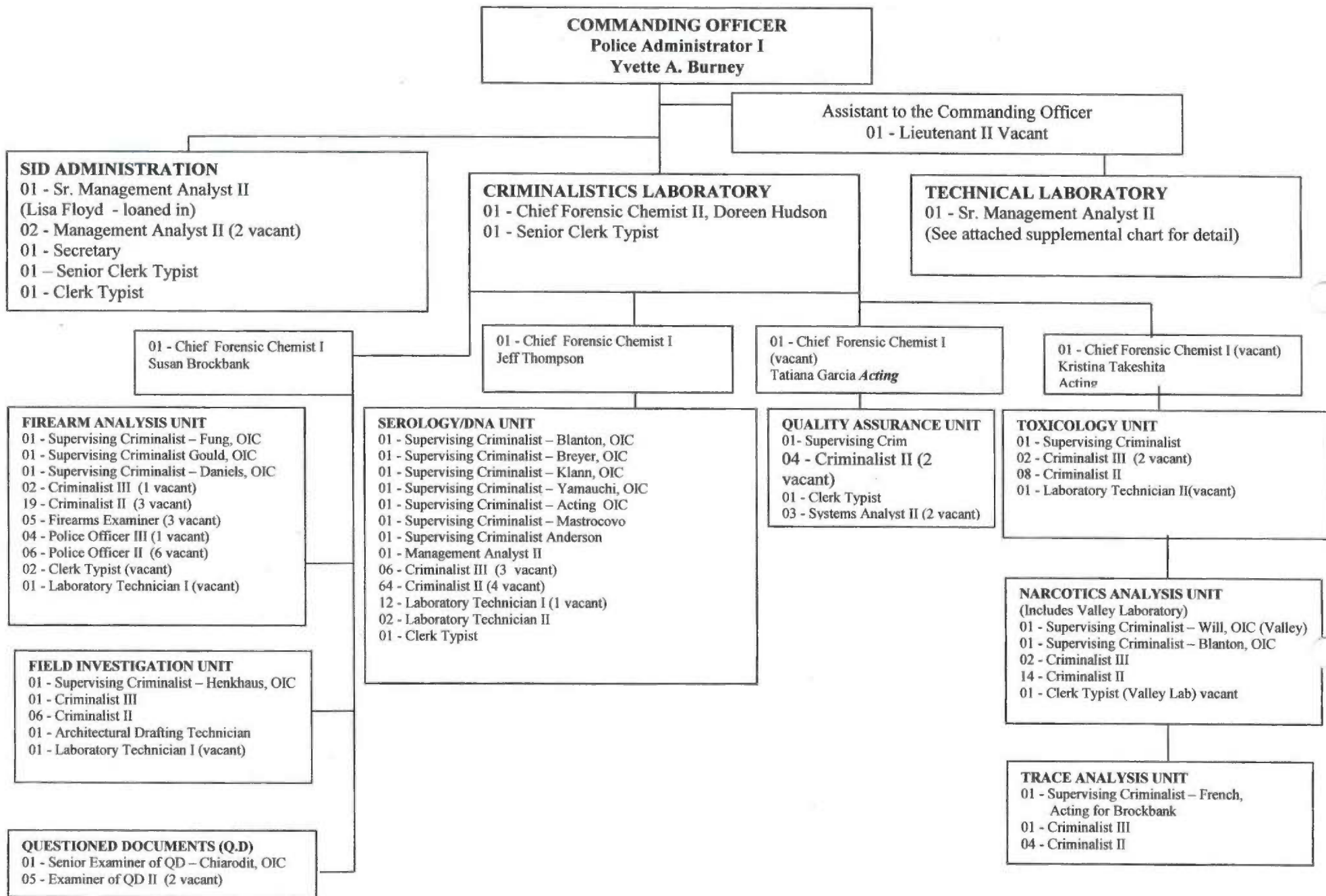


**SUPPLEMENTAL ORGANIZATION CHART DP 11, 2014  
SCIENTIFIC INVESTIGATION DIVISION**

**TECHNICAL LABORATORY**



**ORGANIZATION CHART  
SCIENTIFIC INVESTIGATION DIVISION DP 11, 2014**



## PROJECT SUMMARY

1. GRANT AWARD NO. CQ-14117250

2. PROJECT TITLE 2014 California Coverdell Program

### 3. GRANT PERIOD

10/01/2014 to 08/31/2014

### 4. APPLICANT

Name: City of Los Angeles, LAPD Phone: (213) 486-0380  
Address: 100 West First Street, Suite 842 Fax #: (213) 486-5727  
City: Los Angeles Zip: 90012-4112

### 5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Award Face Sheet)

\$ 84,326

### 6. IMPLEMENTING AGENCY

Name: Los Angeles Police Department Phone: (213) 486-0380 Fax #: (213) 486-5727  
Address: 100 West First Street, Suite 842 City: Los Angeles Zip: 90012

### 7. PROGRAM DESCRIPTION

Eligibility is restricted to CA forensic science laboratories, ME's and coroners. Applicants must certify that they are accredited (or seeking) with a forensic crime laboratory organization such as ASCLD. Applicants must have an in-house laboratory performing scientific analysis in one or more qualifying disciplines. Applicants must have a written process in place regarding external investigations into alleged negligence or misconduct that could adversely affect the integrity of forensic results. These funds are used to improve the function of the criminal justice system. The goal of the program is to improve the quality, timeliness, and credibility of forensic science services over current operations. This program permits funding for on-going educational and/or training and developmental needs, overtime for the reduction of backlogged cases and equipment.

### 8. PROBLEM STATEMENT

With a current population of 3.8 million in the City of Los Angeles, the Los Angeles Police Department (LAPD) Scientific Investigation Division (SID) Criminalistics Laboratory conducts a full array of evidence analysis and crime scene processing services for crimes being investigated by the Los Angeles Police Department. The total staff of the Criminalistics Laboratory is 177 people, serving a Department of approximately 10,000 officers. The number of Part I crimes reported in the City of Los Angeles in 2013 totaled 100,521 with 16,323 of those being classified as "violent." The Firearms Unit has 592 incomplete cases and the Trace Analysis Units has 55 incomplete cases and cannot reduce their number of incomplete cases or overall backlog of old cases without overtime funding.

### 9. OBJECTIVES

- #1--Provide training to Firearm Analysis Unit (FAU) staff and to reduce the FAU backlog.
- #2--Reduce the backlog in the Trace Analysis Unit (TAU).

**10. ACTIVITIES**

The Criminalistics Laboratory plans to allocate \$8,723 of the Coverdell funds for NIBIN training, \$10,000 for overtime for FAU trainer(s) to provide FAU's cadre of Police Officers with cross-training in the areas of test fire for function, render safe and biohazard cleaning of firearms, \$53,603 for overtime for FAU's cadre of Police Officers to receive this training and perform casework to reduce the number of incomplete NIBIN cases. The average NIBIN case takes four hours to complete, therefore we project a reduction of at least 85 cases (339 hours/ 4 hours per case = 84.75 cases).

The Criminalistics Laboratory plans to allocate \$12,000 of the Coverdell funds for overtime for the purpose of reducing the number of incomplete cases in the TAU. The average trace case takes seven hours to complete, therefore we project a reduction of at least 22 cases (152 hours/7 hours per case = 21.7 cases).

**11. EVALUATION (if applicable)**

The volume of cases completed is tracked by project management staff within the lab. Turn-around time (TAT) and efficiency of the scientific analysis process is reviewed and improved upon whenever possible. TAT and backlog are reported on CalOES progress reports.

**12. NUMBER OF CLIENTS**

(if applicable)  
10,000 sworn officers serving a population of 3.8 million persons

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

	<b>Personal Services</b>	<b>Operating Expenses</b>	<b>Equipment</b>	<b>TOTAL</b>
Firearm Analysis Unit \$79/hour X 805.10126 hours	\$63,603			\$63,603
Trace Analysis Unit \$79/hour X 151.89873 hours	\$12,000			\$12,000
NIBIN training by Forensic Technology		\$8,723		\$8,723
				\$0
				\$0
				\$0
<b>Totals:</b>	\$75,603	\$8,723	\$0	\$84,326

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

City of Los Angeles, Los Angeles County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

Districts 26, 27, 28, 30, 31, 32, 33, 34, 35, 36, 37, 39 and 46.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

Districts 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53, 55 and 59.

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

Districts 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29 and 30.

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

Approximately 3,900,000 persons

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE/EMERGENCY MANAGEMENT AND VICTIM SERVICES BRANCH**

FY 2014 Paul Coverdell Forensic Science Improvement Grants Program

**Certification as to External Investigations**

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice and to the California Governor's Office of Emergency Services (Cal OES):

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant award.

I agree to notify Cal OES Coverdell Program Staff regarding any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.

At the *initiation, duration of, and at the conclusion* of the investigative review process and all appropriate action has been fulfilled, I will notify Cal OES Coverdell Program Staff as to the resolution and that the matter has been resolved.

I personally have read and reviewed the section entitled "Eligibility" in the FY 2014 program announcement for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the application that it supports may be subject to criminal prosecution, including under 18 U.S.C. §1001. I also acknowledge that the Office of Justice Programs and/or California Governor's Office of Emergency Services grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and the California Governor's Office of Emergency Services.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the California Governor's Office of Emergency Services).



Signature of Certifying Official

**Chief of Police**

Title of Certifying Official

**Los Angeles Police Department**

Name of Applicant Agency

10/22/14

Date

**Professional Standards Bureau**

Name of External Investigative Agency

**Debra McCarthy**

Contact at External Investigative Agency

**Deputy Chief**

Title

**(213) 473-6672**

Phone #



# American Society of Crime Laboratory Directors Laboratory Accreditation Board

*declares to all Advocates of Truth, Justice and the Law that the  
management and technical operations of the*

## **Los Angeles Police Department Scientific Investigation Division Breath Alcohol Laboratory**

1800 Paseo Rancho Castilla  
Los Angeles, California 90032

*have been found through assessment to meet the requirements of  
ISO/IEC 17025:2005*

*"General Requirements for the Competence of Testing and Calibration Laboratories"  
the ASCLD/LAB-International Supplemental Requirements for  
Breath Alcohol Calibration Laboratories: 2007  
and all other requirements of the*

## **ASCLD/LAB-International**

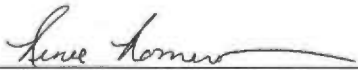
*program, and is granted this*

# **Certificate of Accreditation**

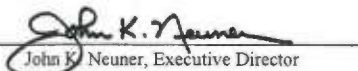
*in the field of*

## **Forensic Science Calibration**

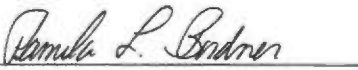
*for the categories of calibration listed on the corresponding  
Scope of Accreditation*



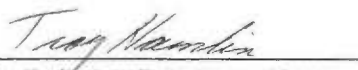
Renee Romero, ASCLD/LAB Chair



John K. Neuner, Executive Director



Pamela L. Bordner, Accreditation Program Manager



Troy Hamlin, Accreditation Program Manager

Certificate Number

**ALI-011-C**

*granted this*

**29th day of May, 2014**

*which expires on the*

**28th day of May, 2019**



American Society of Crime Laboratory Directors / Laboratory Accreditation Board

ASCLD/LAB-*International* Program

## SCOPE of ACCREDITATION

Corresponds to  
Certificate Number

**ALI-011-C**

### Name and Address of Accredited Laboratory

Los Angeles Police Department  
Scientific Investigation Division  
Breath Alcohol Laboratory  
1800 Paseo Rancho Castilla  
Los Angeles, California 90032

### Laboratory Contact Information

Doreen Hudson, Laboratory Director  
Phone: 323-415-8112  
Fax: 323-276-1942  
E-Mail: a9990@lapd.lacity.org

The management and technical operations of this laboratory were assessed and found to conform with **ISO/IEC 17025:2005**, the **ASCLD/LAB-*International* Supplemental Requirements for Breath Alcohol Calibration Laboratories (2007)**, and all other requirements of the ASCLD/LAB-*International* program. The laboratory was found to be competent to provide forensic science calibration services and was accredited in the following area (s):

**Field of Accreditation**  
Forensic Science Calibration

**Discipline**  
Toxicology

### Categories of Calibration:

Breath Alcohol Measuring Instruments

Accreditation is granted to perform the following calibrations:

Equipment/Type of Measurement	Measurement Range	Calibration and Measurement Capability (CMC)
Fuel Cell Technology (Electrochemical Oxidation)	Available upon request from the laboratory	Available upon request from the laboratory

**Customers Served:** The Los Angeles Police Department-Scientific Investigation Division-Breath Alcohol Laboratory is a local government laboratory that provides services and assistance to law enforcement agencies in and around Los Angeles, California.

### Accreditation Dates

**Date Granted:** May 29, 2014

**Date Expires:** May 28, 2019

**Date Last Updated:** No Updates

Pamela Bordner  
Accreditation Program Manager  
ASCLD/LAB-*International*





ASCLD/LAB-International Program

SCOPE of ACCREDITATION

Corresponds to Certificate Number

ALI-346-T

Name and Address of Accredited Laboratory

Los Angeles Police Department
Scientific Investigation Division
Criminalistics Laboratory
1800 Paseo Rancho Castilla
Los Angeles, California 90032
+ Satellite locations (See page 2)

Laboratory Contact Information

Doreen Hudson, Laboratory Director
Phone: 323-415-8112
Fax: 323-276-1942
E-Mail: a9990@lapd.lacity.org

The management and technical operations of this laboratory were assessed and found to conform with ISO/IEC 17025:2005, the ASCLD/LAB-International Supplemental Requirements for Testing Laboratories (2011) and all other requirements of the ASCLD/LAB-International program. The laboratory was found to be competent and was accredited in the following area (s):

Field of Accreditation

Forensic Science Testing

Discipline (s)

- 1.0 Drug Chemistry
2.0 Toxicology
3.0 Biology
4.0 Trace Evidence
5.0 Firearms/Toolmarks
7.0 Questioned Documents
8.0 Crime Scene
10.0 Other

Categories of Testing:

- 1.1 Controlled Substances
2.1 Human Performance Forensic Toxicology
2.2 Forensic Urine Drug Testing
3.1 DNA - Nuclear
3.3 Body Fluid Identification
4.3 Fiber and Textiles
4.4 Gunshot Residue
4.7 Hair
4.10 Fire Debris
4.15 General Physical and Chemical Analysis
5.1 Firearms
7.1 Document Examination
8.1 Crime Scene Investigation
10.1 Impression Evidence (footwear/tires)
10.2 Serial Number Restoration

Note: In this laboratory, testing category 10.1 is considered part of the Trace Evidence discipline and 10.2 is considered part of the Firearms/Toolmarks discipline.

Customers Served: The Los Angeles Police Department-Scientific Investigation Division-Criminalistics Laboratory is a local government laboratory that provides services and assistance to law enforcement agencies in and around Los Angeles, California.

Accreditation Dates

Date Granted: May 29, 2014
Date Expires: May 28, 2019
Date Last Updated: No Updates

[Signature]

Pamela L. Bordner
Accreditation Program Manager
ASCLD/LAB



American Society of Crime Laboratory Directors / Laboratory Accreditation Board

ASCLD/LAB-*International* Program

SCOPE of ACCREDITATION

Corresponds to  
Certificate Number

**ALI-346-T**

**Name and Address of Accredited Laboratory**

Los Angeles Police Department  
Scientific Investigation Division  
Criminalistics Laboratory  
1800 Paseo Rancho Castilla  
Los Angeles, California 90032  
+ **Satellite locations**


**Laboratory Contact Information**

Doreen Hudson, Laboratory Director  
Phone: 323-415-8112  
Fax: 323-276-1942  
E-Mail: a9990@lapd.lacity.org

Valley Laboratory  
6240 Sylmar Avenue  
Van Nuys, California 91401  
  
Piper Technical Center  
555 Ramirez St.  
Los Angeles, California 90012

**Accreditation Dates**

**Date Granted:** May 29, 2014  
**Date Expires:** May 28, 2019  
**Date Last Updated:** No Updates

  
Pamela L. Bordner  
Accreditation Program Manager  
ASCLD/LAB



# American Society of Crime Laboratory Directors Laboratory Accreditation Board

*declares to all Advocates of Truth, Justice and the Law that the  
management and technical operations of the*

## Los Angeles Police Department Scientific Investigation Division Criminalistics Laboratory

1800 Paseo Rancho Castilla  
Los Angeles, California 90032

(with satellite facilities located in Van Nuys and Los Angeles, California)

*have been found through assessment to meet the requirements of  
ISO/IEC 17025:2005*

*"General Requirements for the Competence of Testing and Calibration Laboratories"  
the ASCLD/LAB-International Supplemental Requirements for Testing Laboratories: 2011  
and all other requirements of the*

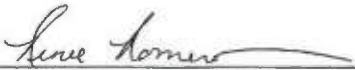
**ASCLD/LAB-International**  
*program, and is granted this*

# Certificate of Accreditation

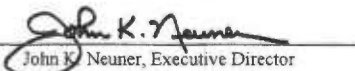
*in the field of*

**Forensic Science Testing**

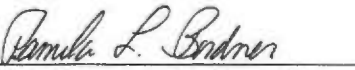
*for the categories of testing listed on the corresponding  
Scope of Accreditation*



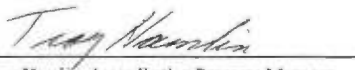
Renee Romero, ASCLD/LAB Chair



John K. Neuner, Executive Director



Pamela L. Bordner, Accreditation Program Manager



Troy Hamlin, Accreditation Program Manager

Certificate Number

**ALI-346-T**

*granted this*

**29th day of May, 2014**

*which expires on the*

**28th day of May, 2019**

**2014 CALIFORNIA COVERDELL PROGRAM  
BASELINE DATA SHEET**

The data presented on this document will establish the base line for the 2014/15 grant award progress reporting. Please complete and submit the information requested below with your application.

1. Identify the number of qualifying staff related to CQ14 FSIA funds. 154

2. What are the project disciplines for the CQ14 grant program?  
Please check the box(es) that are applicable for your program grant funds.

- Controlled Substances
- Toxicology
- Trace
- Firearms
- Questioned Documents
- Biology / DNA
- Crime Scene
- Latent Prints
- Digital Media
- Pathology
- Forensic Alcohol
- NIBIN

3. Based on the selected disciplines above, please show the number of cases pending in the following chart.

Discipline	Turn-Around-Time	Back Log
Controlled Substances		
Toxicology		
Trace	177 days	55
Firearms	163 days	592
Questioned Documents		
Biology/DNA		
Crime Scene		
Latent Prints		
Digital Media		
Pathology		
Forensic Alcohol		
NIBIN		

\* see below

4. Grant funding will **only** be used for training. Yes  No

Signature: [Handwritten Signature]

Date: 10/27/14

\* TAT is average for 2014 year to date. Backlog includes all incomplet cases. not just those older than 90 days.



April 10, 2014

Ms. Debbie Daniels  
**Los Angeles Police Department**  
LAPD Crime Laboratory  
1800 Paseo Rancho Castilla  
Los Angeles, CA 90032

Subject: **Budgetary Proposal for one IBIS® Acquisition and Data Analysis Training Course**  
(Our reference S-3107 Rev. 01)

7975, 114<sup>th</sup> Ave. North.  
Largo, Florida  
33773-5028  
USA

TEL  
727.826.7235

FAX  
727.826.7254

TOLLFREE  
1.866.384.4247

EMAIL  
info@contactft.com

Dear Ms. Daniels:

Forensic Technology WAI Inc. (hereinafter referred to as **Forensic Technology**) is pleased to provide the Los Angeles Police Department (hereinafter referred to as the **Customer**) with this price quote for the provision of one (1) IBIS® Acquisition and Data Analysis Training Course.

This IBIS Training Course will be delivered in the English language by our certified instructor and in accordance to Forensic Technology's customized training program at the Customer site.

**IBIS Data Acquisition and Data Analysis Training Course**

Description	Price (USD)
One (1) IBIS Data Acquisition and Data Analysis Training Course to be delivered at the Customer site: <ul style="list-style-type: none"><li>Space for up to six (6) students</li><li>Duration of five (5) consecutive working days</li></ul>	\$6,736
Travel and living expenses for Forensic Technology's Instructor (please see note 2 below)	\$1,987
<b>TOTAL (US Dollars)</b>	<b>\$8,723</b>

**NOTES:**

- 1) Access to the NIBIN network can only be granted by the ATF. As such, students who have completed the IBIS Basic User Training course must also pass ATF's competency test, which is given at the end of each course. Forensic Technology recommends that the Customer contact the regional ATF coordinator for complete details on the requirements for obtaining access to NIBIN.
- 2) A purchase order is required to register the training course.
- 3) Forensic Technology requires, at minimum, 60 calendar days of notice to book a training session.



Forensic Technology Inc.  
www.forensictechnology.com

Should you have any questions about this proposal, please do not hesitate to contact **Ms. Stacy Stern** in Montreal, Canada at telephone number +1 514 489 4247 or via e-mail at [stacy.stern@contactft.com](mailto:stacy.stern@contactft.com). We look forward to your reply.

Sincerely yours,

Stacy Stern  
Sales Director – North America, Caribbean & Australia

Attachments: Terms & Conditions

7975, 114<sup>th</sup> Ave. North.  
Largo, Florida  
33773-5028  
USA

TEL  
727.826.7235

FAX  
727.826.7254

TOLLFREE  
1.866.384.4247

EMAIL  
[info@contactft.com](mailto:info@contactft.com)



## TERMS & CONDITIONS

### Training Procedure

In order to maximize the training experience, the following procedure must be followed:

1. The trainees must have a reasonable command of the English language, both spoken and written.
2. The trainee(s) must commit to attend each of the number of days of their training course.
3. At the end of the basic user training session, the student's abilities will be assessed by the trainer and documented.
4. Following their training session, trainees should begin acquiring specimens in the workplace almost immediately in order to refine their newly learned skills and obtain high-quality acquisitions.
5. Forensic Technology requires, at minimum, 60 calendar days of notice to book a training session.

### Equipment and Student Availability

During the on-site training course, the system and the students must be made available to the instructor for the required number of working days.

**NOTE: If equipment and/or student availability is restricted for any reason and results in the requirement for the instructor to extend his stay and/or return on-site at a later date to complete the training, all additional expenses for the instructor pertaining to such event(s) will be for the Customer's account.**

### Training and Other Documentation

Trainees will be given English language training manuals.

### Post Training Support

Trainers are available for post training support via telephone or e-mail at no extra cost.

It is Forensic Technology's policy that all IBIS operators be trained by our certified trainer. Failure of the client to adhere to this policy may void all warranties and service agreements.

### Cancellation Policy

An agency, organization, or user cancelling or rescheduling client-site training less than 10 business days before the scheduled start date will be subject to a cancellation fee of 100 percent of the contracted fee. Cancellations made more than 10 days before the scheduled start date of the course will not be penalized. Cancellations can be made by issuing a written notification to the Forensic Technology Training Department at [training@contactft.com](mailto:training@contactft.com) or faxing 514-485-9336.

### Currency

All prices are quoted in **United States Dollars**.



#### **Offer Validity Period**

This offer expires on **July 31, 2014**.

#### **Payment Terms**

The payment is net thirty (30) days from the date of the Forensic Technology invoice.

#### **Duties, Taxes, Fees, Charges and Assessments**

Any taxes (including income), duties, levies, contributions, dues, value added tax (VAT) fees, charges, or assessments of any nature levied by any governmental authority (other than of Canada or Ireland) or any Customer-appointed intermediate upon this agreement or understanding relating to service or in connection with any work performed hereunder whether levied against Customer, Forensic Technology or employees of Forensic Technology, shall be for Customer's account and shall be paid directly by Customer to the governmental authority concerned. In the event that Forensic Technology or employees of Forensic Technology are required by law to make payment of any such levy in the first instance, the amount thereof shall be reimbursed by Customer upon presentation of invoices from Forensic Technology.

#### **Arbitration**

In the event of any dispute, claim, question, or disagreement arising from or relating to the contract resulting from this proposal or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration under UNCITRAL rules, at a neutral venue and under applicable law to both parties.

#### **Limitation of Liability**

Except as may be prohibited by applicable local law, in no event shall Forensic Technology be liable for any special, incidental, indirect, or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use the software or the delivery or failure to deliver support services, even if Forensic Technology has been advised of the possibility of such damages.

#### **Termination for Convenience**

Upon notice to that effect from the Customer, should any contract resulting from this proposal be terminated for the convenience of the Customer, Forensic Technology shall be entitled to compensation from the Customer. Such compensation shall be the greater of:

- reimbursement of its costs as at the effective date of termination, plus an amount for profit on such costs; or
- monies paid to Forensic Technology as advance payment against the contract.

Any amount payable to Forensic Technology further to termination shall not exceed the original contract price.





### **Force Majeure**

Forensic Technology shall not be liable for any delay or failure to perform any of its obligations hereunder due to causes beyond its control and without its fault or negligence. Such causes shall be deemed to include, but not be limited to: acts of God or the public enemy; national emergencies, war, civil disturbances, insurrection or riot; strikes, lockouts, or any other industrial disputes; fire, explosion, flood, earthquake or other catastrophes; energy shortages; serious accident, epidemic or quarantine restriction; embargoes, allocations necessitated by material shortages, delays in deliveries by Forensic Technology's suppliers or subcontractors, or failure of transportation; or any law, order, regulation, direction or request of any government which have effect on this contract.