

INTRADPARTMENTAL CORRESPONDENCE

December 21, 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 2015
CALIFORNIA COVERDELL 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 retroactively apply for and subsequently ACCEPT the grant award of \$95,480 from Cal OES funded under the California Coverdell Program. The grant period is from October 1, 2015 through August 31, 2016;
 - B. AUTHORIZE the Chief of Police or his designee to execute the grant award agreement, 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 \$95,480 to appropriation account number to be determined within Fund No. 339, Department No. 70, for the receipt and disbursement of the 2015 Paul Coverdell Program grant funds;
 - 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 \$95,480 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 \$53,013

DISCUSSION

The California Governor's Office of Emergency Services has allocated \$95,480 of 2015 California Coverdell Program grant funding to the Los Angeles Police Department. 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 equipment within the Forensic Science Division for the period of October 1, 2015 to August 31, 2016.

Grant funds will be used to fund civilian overtime in the amount of \$53,013, to reduce the backlog of casework in the Firearms Analysis Unit (FAU). High volume caseload analysis requests, employee attrition, and limited City funding contributed to the origin and growth of these backlogs. The grant funding will help reduce the number of incomplete comparison and National Integrated Ballistics Information Network requests by 168 cases.

Grant funds in the amount of \$42,467 have been allocated for the purchase of hardware and software to improve the efficiency of the laboratory's system.

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

PROJECT SUMMARY

1. Subaward #:

2. PROJECT TITLE

2015 California Coverdell Program

3. PERFORMANCE PERIOD

10/01/2015 to 08/31/2016

4. SUBRECIPIENT

Name: City of Los Angeles, LAPD Phone: (213) 486-0380
Address: 100 W. 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 Subaward Face Sheet)

\$ 95,480

6. IMPLEMENTING AGENCY

Name: Los Angeles Police Department Phone: (213) 486-0380 Fax #: (213) 486-5727
Address: 100 W. First Street, Suite 842 City: Los Angeles Zip: 90012-4112

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/LAB. 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 education, training and developmental needs, overtime for the reduction of backlogged cases, and equipment to help increase efficacy of the laboratory.

8. PROBLEM STATEMENT

With a current population of 3.9 million in the City of Los Angeles, the Los Angeles Police Department (LAPD) Forensic Science Division (FSD) Criminalistics Laboratory conducts a full array of evidence analysis and crime scene processing services for crimes being investigated by the LAPD. The total staff of the Criminalistics Laboratory is 174 people, serving a Department of approximately 10,000 officers. The number of Part 1 crimes reported in the City of Los Angeles in 2014 totaled 102,310 with 19,171 of those being classified as "violent." The Firearm Analysis Unit has 1,129 incomplete cases and cannot reduce their number of incomplete cases or overall backlog of old cases without overtime funding.

9. OBJECTIVES

#1--Provide overtime to Firearm Analysis Unit (FAU) staff to reduce the backlog of incomplete cases in the FAU.

#2--Improve the quality and efficiency in the Criminalistics Laboratory by upgrading the current quality management system to the Qualtrax Cloud system.

#3--Improve the timeliness and efficiency of the Questioned Documents Unit by purchasing a computer workstation that will be dedicated to the MatchMaker software.

10. ACTIVITIES

The Criminalistics Laboratory plans to allocate \$53,013 of the Coverdell funds to the FAU staff for overtime to reduce the number of incomplete NIBIN and comparison cases. The average NIBIN case takes four hours to complete, therefore we project a reduction of at least 168 cases (671 hours/ 4 hours per case = 167.75 cases).

The Criminalistics Laboratory plans to allocate \$33,931 of the Coverdell funds for upgrading the laboratory's current quality management system to the Qualtrax Cloud system.

The Criminalistics Laboratory plans to allocate \$8,536 of the Coverdell funds for the purchase of a computer workstation capable of supporting and that will be dedicated to the Questioned Document Unit's MatchMaker software.

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 3.9 million persons

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
Firearm Analysis Unit \$79/hour X 671.05063 hours	\$53,013			\$53,013
Quality Assurance Unit Qualtrax Cloud quality management system			\$33,931	\$33,931
Questioned Document Unit Computer workstation for MatchMaker			\$8,536	\$8,536
				\$0
				\$0
				\$0
Totals:	\$53,013	\$0	\$42,467	\$95,480

Project Narrative

1. PROBLEM STATEMENT

The Los Angeles Police Department (LAPD) Forensic Science Division (FSD) 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 3.9 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 and is subject to ASCLD/LAB surveillance visits for compliance with accreditation criteria on an annual basis. The laboratory underwent its first ASCLD/LAB surveillance visit in May 2015.

The total staff of the Criminalistics Laboratory is 174 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 2014 totaled 102,310 with 19,171 of those being classified as "violent."

Meeting the demands of the 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 and efficiency of forensic science services in the LAPD Criminalistics Laboratory by providing overtime to Firearm Analysis Unit (FAU) staff to reduce backlog, by upgrading the outdated Quality Management "Qualtrax" system and by purchasing a computer workstation dedicated to the Questioned Documents Unit's MatchMaker software.

2. PLAN

Objective #1: Provide overtime to Firearm Analysis Unit (FAU) staff to reduce the FAU Backlog

The FAU has 1,129 incomplete cases as of November 24, 2015. Of those 1,129 cases, 249 have been requested for analysis for more than 90 days and are considered "backlog" and 753 are awaiting entry and/or comparison in the National Integrated Ballistics Information Network (NIBIN). The FAU is staffed by 18 criminalists, two firearms examiners, and seven police officers. Of the 18 criminalists, three are serving as supervisors. The FAU backlog doubled in recent months due to remediation of a quality issue, and the 24 fully-trained case-working analysts have not been able to 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.

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Activities

The Criminalistics Laboratory plans to allocate \$53,013 of the Coverdell funds to the FAU staff for overtime to reduce the number of incomplete NIBIN and comparison cases. This \$53,013 will provide overtime to civilian staff (Criminalists and Firearms Examiners) in the FAU to reduce the number of incomplete requests by 168 cases. Calculated at the average overtime rate of \$79 for civilian staff, this amount will allow approximately 671 hours of overtime training and work to be done. The average NIBIN case takes four hours to complete, therefore we project a reduction of at least 168 cases ($671 \text{ hours} / 4 \text{ hours per case} = 167.75 \text{ cases}$). The Criminalistics Laboratory will document all of the necessary information regarding the overtime funds as specified in the Recipient Handbook.

Objective #2: Improve quality and efficiency in the Criminalistics Laboratory by upgrading the Qualtrax system

The Criminalistics Laboratory's Qualtrax system is a server-based system. The 2003 version server and database software, currently in use, is outdated and no longer supported in the current version of Qualtrax. The Laboratory lacks the Information Technology staffing/expertise to maintain and upgrade the system. An upgrade of the Criminalistics Laboratory's Qualtrax to a Cloud system is necessary in order to utilize all the new features of Qualtrax and keep up with the most current version. The cloud-based system will provide continual software upgrades.

Activities

The Criminalistics Laboratory plans to allocate \$33,931 of the Coverdell funds for the purpose of upgrading to a Qualtrax Cloud system for the Criminalistics Laboratory. This will enable the Laboratory to ensure the security of the documents that are in our current system and not risk losing them due to outdated software. The Criminalistics Laboratory will be able to continue to manage and control documents, manage standards, automate processes (workflows), record manual changes, manage employee training requirements, track quality issues, and maintain compliance with ASCLD/LAB and ISO 17025 standards.

Objective #3: Improve timeliness and efficiency of the Questioned Documents**Unit by purchasing a computer workstation dedicated to MatchMaker software**

MatchMaker is computer-assisted reconstruction software used to facilitate the reassembly of cross-cut shredded documents. This proprietary software was developed for the Federal Bureau of Investigation (FBI) and is not for sale commercially. The MatchMaker software works by scanning the document fragments, front and back, into a computer image file. It treats each scrap as if it is part of a huge jigsaw puzzle. The shape, color, font, texture and thickness of each paper fragment are then analyzed so that eventually it is possible to rebuild an electronic image of the original document. The sophisticated pattern recognition algorithms built into the MatchMaker software allows this "unshredding" to be done in a fraction of the time it would normally take by hand, which increases efficiency by adding computer suggestion to the comparison process. In 2007, MatchMaker was used by the FBI to reconstruct 50 pages of cross-cut shredded documents consisting of 7,000 fragments. Reconstructing these

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documents manually would have taken approximately one year, but using the MatchMaker Software, the job was completed in only two months. This software requires computer hardware not currently available in the Criminalistics Laboratory.

Activities

The Criminalistics Laboratory plans to allocate \$8,536 of the Coverdell funds for the purchase of a computer workstation that will be dedicated to the Questioned Document Unit's (QDU's) MatchMaker software. The workstation will include two widescreen monitors and a computer capable of supporting the complex software. Purchase of this workstation will enable the QDU to begin using the MatchMaker software to assist in piecing together torn and shredded documents. Having the ability to use this specialized software will increase the efficiency, timeliness and quality of work performed by the QDU when working on cases that include evidence of this nature.

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 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

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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 November 24, 2015:

Serology/DNA Unit—2,762

Narcotics Analysis Unit—8,075

Toxicology Unit—6,029

Firearms Analysis Unit—4,154

Trace Analysis Unit—239

Field Investigation Unit—430

Questioned Documents Unit—67