

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 20, 2013

CAO File No. 0130-01862-0015
Council File No. 13-0043
Council District: --

To: The Council

From: Miguel A. Santana, City Administrative Officer

Reference: Board of Police Commissioners Transmittal dated January 8, 2013

Subject: **2012 CALIFORNIA COVERDELL PROGRAM**

SUMMARY

The Los Angeles Police Department (LAPD) is seeking retroactive approval to apply for and accept a \$87,017 grant award for the 2012 California Coverdell Grant Program (Coverdell) from the California Emergency Management Agency (CalEMA) for the period October 1, 2012 through August 31, 2013.

The purpose of the 2012 Coverdell Program is to assist the state and local laboratories with improving the quality, timeliness and credibility of forensic science services. The LAPD's Scientific Investigation Division Criminalistics Laboratory will use the Coverdell funds to provide overtime for civilian staff in the Narcotics Analysis and Firearms Analysis Unit.

The Criminalistics Laboratory provides services in trace evidence, narcotics, firearms, field investigation, toxicology, questioned documents and serology/Deoxyribonucleic Acid (DNA). The laboratory has been accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) since December 1998. The Criminalistics Laboratory was re-inspected and re-accredited by ASCLD/LAB in December 2003 and January 2009. Inspections are good for five years. The ASCLD/LAB is preparing for international accreditation in fall 2013.

The \$87,017 grant award will fund civilian overtime to reduce current, and prevent future, backlogs of non-DNA casework by 57 cases in the Firearms Analysis Unit. The Department notes that a high volume of caseload analysis and employee attrition contributed to the origin and growth of these backlogs. In addition, a portion of the funds will allow forensic scientists in the Narcotics Analysis Unit to complete casework analysis of controlled substances and meet the 48-hour turnaround time required by the judicial system for analyzing evidence from felony narcotics offenders.

The funds will be used as follows:

- \$70,017 for the Narcotics Analysis Unit – 934 cases
- \$17,000 for the Firearms Analysis Unit – 57 cases

Acceptance of the grant does not require a direct match. Further details on the grant are provided in the attached correspondence from the Board of Police Commissioners dated January 8, 2013.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Chief of Police or designee to retroactively apply for and accept the 2012 California Coverdell Grant Program (Coverdell) in the amount of \$87,017 from the State of California Emergency Management Agency for the period October 1, 2012 through August 31, 2013;
2. Authorize the Chief of Police or designee to negotiate and execute the 2012 Coverdell Agreement on behalf of the City and submit all necessary documents relative to the grant award and to negotiate, execute and submit any other necessary agreements and documents relative to the grant, subject to the approval of the City Attorney as to form and legality;
3. Authorize the Los Angeles Police Department (LAPD) to submit grant reimbursement requests to the grantor and deposit grant receipts in the Police Department Grant Trust Fund No. 339, Department 70;
4. Authorize the Controller to:
 - a. Establish a grant receivable in Fund 339 in the amount of \$87,017 and establish an appropriation account, account number to be determined, within Fund 339, Department 70 for the receipt and disbursement of grant funds;
 - b. Increase appropriations on an as-needed basis as follows:

From:			
<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
339/70	To Be Determined	2012 Coverdell Grant	\$66,000
To:			
<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
100/70	1090	Civilian Overtime	\$66,000
5. Authorize the LAPD to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize and instruct the Controller to implement the instructions.
6. Instruct the City Clerk to place on the Council Calendar on July 1, 2013, the following action

relative to the 2012 Coverdell Grant:

a. Increase appropriations on an as-needed basis as follows:

From:

<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
339/70	To Be Determined	2012 Coverdell Grant	\$21,017

To:

<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
100/70	001090	Civilian Overtime	\$21,017

FISCAL IMPACT STATEMENT

Approval of the recommendations in this report will have no additional impact on the General Fund. Acceptance of the grant is in compliance with the City's Financial Policies as one-time revenue is used for one-time expenses.

MAS:AS:04130092c

Attachment

Attachment

LOS ANGELES POLICE COMMISSION

**BOARD OF
POLICE COMMISSIONERS**

ANDREA SHERIDAN ORDIN
PRESIDENT

JOHN W. MACK
VICE PRESIDENT

RAFAEL BERNARDINO, JR.
RICHARD DROOYAN
ROBERT M. SALTZMAN

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT



ANTONIO R. VILLARAIGOSA
MAYOR

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE
INSPECTOR GENERAL

EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

January 8, 2013

BPC #13-0002

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 AND AWARD ACCEPTANCE FOR
THE 2012 CALIFORNIA COVERDELL PROGRAM

At the regular meeting of the Board of Police Commissioners held Tuesday, January 8, 2013, 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

Handwritten signature of Maria Silva in cursive.

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED 87

JAN 02 2013

POLICE COMMISSION

December 12, 2012
1.17

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police


RICHARD M. TEFANK
EXECUTIVE DIRECTOR
1/2/13
DATE

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION AND AWARD
ACCEPTANCE FOR THE 2012 CALIFORNIA COVERDELL PROGRAM

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) TRANSMIT the grant application for the 2012 California Coverdell Program, 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.
2. That the Board REVIEW and APPROVE this report.
3. That the Board TRANSMIT the report concurrently to the Mayor and City Council.
4. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police or designee to ACCEPT the award of the 2012 California Coverdell Grant Program (Coverdell) funds in the amount of \$87,017 from the California Emergency Management Agency, for the period of October 1, 2012 through August 31, 2013;
 - B. AUTHORIZE the Chief of Police or designee to negotiate and execute the award Agreement and submit any necessary documents relative to the grant award, subject to City Attorney approval as to form and legality;
 - C. AUTHORIZE the Controller to set up a grant receivable in the amount of \$87,017 and establish an appropriation account, account number to be determined, within Fund No. 339, Department No. 70, for the disbursements of 2012 Coverdell grant funds;
 - D. AUTHORIZE the 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 grant amount of \$87,017 in accordance with the grant award agreement.
 - F. AUTHORIZE the Controller to increase appropriations as needed from 2012 California Coverdell Program, Fund No. 339, Department No. 70, appropriation account number to

be determined, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001090, Overtime Civilian, \$66,000

- G. 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.
- H. AUTHORIZE the City Clerk to place on the City Council agenda on July 1, 2013 or the first meeting day thereafter the following instructions:
- a. AUTHORIZE the Controller to increase appropriations as needed from Fund No. 339, Department No. 70, of the 2012 Coverdell appropriation account number to be determined, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001090, Overtime Civilian, \$ 21,017

DISCUSSION

The LAPD was awarded \$87,017 by the California Emergency Management Agency for the 2012 Coverdell. 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 by Scientific Investigation Division (SID) for the period of October 1, 2012 to August 31, 2013.

Overtime will allow civilian personnel at SID to reduce the backlogs in the Narcotics Analysis Unit and the Firearms Analysis Unit. High volume caseload analysis requests and employee attrition contributed to the origin and growth of these backlogs. With these grant funds, the Narcotics Analysis Unit can complete 934 casework analyses of controlled substances and meet the required 48-hour turnaround time. The Firearms Analysis Unit can reduce the backlog of non-DNA casework by 57 cases.

If you have any questions, please contact Commander Regina Scott, Acting Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *January 8, 2012*
Secretary *Maria Silva*

Attachments

INTRADPARTMENTAL CORRESPONDENCE

December 6, 2012

1.17

TO: Chief of Police

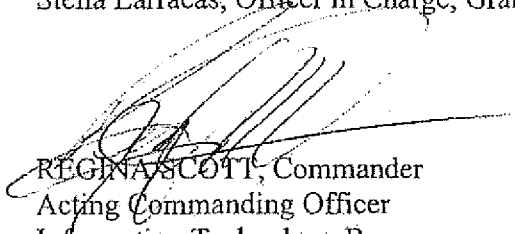
FROM: Acting Commanding Officer, Information Technology Bureau

SUBJECT: TRANSMITTAL OF THE GRANT APPLICATION AND AWARD
ACCEPTANCE FOR THE 2012 CALIFORNIA COVERDELL 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 2012 California Coverdell 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 \$87,017 of grant funding for the period of October 1, 2012 through August 31, 2013.

Program funds will be used to reimburse overtime for forensic scientists in the Scientific Investigation Division. The overtime will allow the Narcotics Analysis Unit to complete 934 casework analysis of controlled substances and meet the required 48-hour turn-around time, and allow the Firearms Analysis Unit to reduce the backlog of non-DNA casework by 57 cases.

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



REGINA SCOTT, Commander
Acting Commanding Officer
Information Technology Bureau

Attachments

EDMUND G. BROWN JR.
GOVERNOR



Cal EMA

CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

MARK S. GILARDUCCI
SECRETARY

November 20, 2012

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 #: CQ12 09 7250, Cal EMA ID: 037-44000

Dear Ms. Burney:

Congratulations! The California Emergency Management Agency (Cal EMA) has approved your application in the amount of \$87,017, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

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

This subgrant is subject to the Cal EMA Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal EMA Recipient Handbook, which can be viewed on Cal EMA's website at www.calema.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 EMA.

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
PUBLIC SAFETY VICTIM SERVICES BRANCH
TELEPHONE: (916) 845-8112 • FAX: (916) 636-3770

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
SECRETARY



3650 SCHRIEVER AVENUE
MATHER, CA 95655

PHONE (916) 845-8264
FAX (916) 636-3770

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Application Cover Sheet

RFA PROCESS

**2012 California Coverdell Program
Request for Application
Fiscal Year 2012/13**

Submitted by:

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

CRP

Cal EMA# 037-44000-04 FIPS# 037-44000 VS _____ CFDA# _____ Grant# CA12091250

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
GRANT AWARD FACE SHEET (Cal EMA 2-101)**

The California Emergency Management Agency hereafter designated Cal EMA, 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: 2012 California Coverdell Program 6. Performance Period: 10/01/12 To 08/31/13

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2012	7. FSIA	\$87,017					\$0	\$87,017
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12 TOTALS	\$87,017	\$0	\$87,017	\$0	\$0	\$0	\$87,017

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 EMA 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: 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 St., Suite 842 City: Los Angeles Zip+4: 90012-4112
 Signature: [Signature] Date: Sept. 25, 2012

(FOR Cal EMA 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 11/19/12 [Signature] 11/19/12
 Cal EMA Fiscal Officer Date Cal EMA Secretary (or designee) Date



Yr: 2012-13 / Chapter: 21 / PCA No: 18322
 Item: 0690-102-0890 Fed Cat. #: 16742
 Component: 40.50 523
 Program: Paul Coverdell Forensic Science Improvement Program
 Fund: Federal Trust
 Match Req.: N/A
 Project No.: 12FSIA Amount: \$ 87,017

Mail log #577334

SPECIAL CONDITION

Grant Award Agreement No. CA12097250 is hereby approved with the following condition:

- The 2012 FSIA Funds in the amount of 87017 must be expended by August 31, 2013, and the final 201 must be received by CalEMA by August 31, 2013. **This condition will reduce the liquidation period to zero days.**

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the grant award and/or the denial of future grant funds.

SIGNATURE AUTHORIZATION

Grant Award #: _____

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: Doreen Hudson

*Financial Officer: Laura Luna

Signature: *Doreen Hudson*

Signature: *Laura Luna*

Date: 9-27-12

Date: 9/27/12

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

Yvette Burrey
Signature

Signature

Yvette Burrey
Name

Name

Joe Hourigan
Signature

Signature

Joe Hourigan
Name

Name

Lisa Floyd
Signature

Signature

Lisa Floyd
Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

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: 2012 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 EMA 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 EMA-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 EMA 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 EMA 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.)


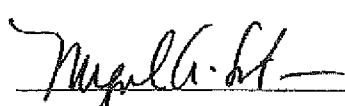
Cal EMA-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

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 EMA, 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 EMA disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal EMA 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 EMA 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 EMA 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:	Sept. 25, 2012
Federal Employer ID #:	956000736
Federal DUNS #:	037848012
Current Central Contractor Registration Expiration Date:	02/08/2013
Executed in the City/County of:	Los Angeles/Los Angeles
AUTHORIZED BY: <i>(not applicable to State agencies)</i>	
<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

Applicant: City of Los Angeles/LAPD

Grant Number: _____

Project Narrative

1. PROBLEM STATEMENT

The Los Angeles Police Department (LAPD) Scientific Investigation Division (SID) Criminalistics Laboratory provides forensic science services for the City of Los Angeles. The Laboratory conducts a full array of evidence analysis and crime scene processing services for crimes being investigated by the LAPD. 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 has been accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) Legacy program since December 1998. The Criminalistics Laboratory was re-inspected and re-accredited by ASCLD/LAB external auditors in December 2003 and January 2009. The Laboratory also conducts internal audits for compliance with accreditation criteria on an annual basis. The laboratory is preparing for ASCLD/LAB International accreditation (ISO 17025) commencing in the fall 2013.

The total staff of the Criminalistics Laboratory is 203 people, serving a Department of approximately 10,000 officers. The number of Part I crimes reported in the City of Los Angeles in 2011 totaled 214,126 with 21,484 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

Applicant: City of Los Angeles/LAPD

Grant Number: _____

required by our stakeholders, the Criminalistics Laboratory must increase efficiency wherever possible.

2. PLAN

Objective #1: Improve the quality and timeliness of forensic services turnaround time in the Narcotics Unit.

Narcotics Analysis Overtime

Provide overtime in the Narcotics Analysis Unit to meet the requirements of the Los Angeles Judicial system for rapid laboratory analysis of narcotics evidence seized from felony narcotics offenders within 48 hours of arrest. The use of overtime by criminalists assigned to the Narcotics Analysis Unit is critical to maintaining the high volume of caseload analysis requests.

Activities

SID plans to allocate \$70,017 for overtime use in the Narcotics Analysis Unit to complete casework requests and meet the judicial system requirement of analyzing evidence from felony narcotics offenders within 48 hours of arrest. Calculated at the average overtime rate of \$75 per hour, the funds will allow approximately 934 hours of overtime work to be completed. The average case takes approximately one hour to complete, therefore we project that at least an additional 934 narcotics cases will be analyzed with Coverdell funds.

Enforcement of narcotics crimes in Los Angeles has increased in 2012. The narcotics caseload in the SID Narcotics Analysis Unit has increased 17%. An additional 1,980 narcotics cases are projected for all of 2012. This level of

Applicant: City of Los Angeles/LAPD

Grant Number: _____

enforcement is expected to continue in 2013. The City government in Los Angeles is currently experiencing a fiscal crisis and has reduced the availability of funds to pay for overtime. Without more funds for overtime, the Narcotics Analysis Unit will be unable to analyze an average of 35 cases per week in time to meet the judicial requirements. Without the overtime, those cases will become a backlog for the laboratory and will also require the re-arrest of the defendants. The grant will fund 26 weeks of overtime to analyze these time-sensitive cases. SID will document all of the necessary information regarding the overtime funds as specified in the Recipient Handbook.

Objective #2: Reduce the Backlog in the Firearms Analysis Unit

The Firearms Analysis Unit (FAU) carries a very high backlog of 723 cases. The unit is staffed by twenty (20) criminalists, three (3) firearms examiners, and eight (8) police officers. Six (6) of the twenty (20) criminalists are in training to become experts and are not yet capable of performing casework. Three (3) of the twenty-five (25) remaining fully-trained staff are full-time trainers and therefore do not contribute to casework. The twenty-two (22) fully-trained case-working analysts can barely meet the demands of the current, urgent caseload. They are not able to work on the Unit's growing backlog of old cases without overtime funding.

Activities

The Criminalistics Laboratory plans to allocate \$17,000 of the Coverdell funds for overtime for the purpose of reducing the number of backlogged cases in the FAU. With the average overtime rate calculated at \$75/hour, this will allow for

Applicant: City of Los Angeles/LAPD Grant Number: _____

approximately 227 hours of overtime work to be performed. The average firearm case takes 4 hours to complete, therefore we project a backlog reduction of at least 57 cases (227 hours/ 4 hours per case = 56.75 cases). Due to imposed City budgetary mandates, some of the employee overtime may be compensated at a lower rate (straight time instead of time and one-half) and enable a higher case return rate. The Criminalistics Laboratory will document all of the necessary information regarding the overtime funds as specified in the Recipient Handbook.

Pre-Data

For the period beginning October 1, 2012, the turn-around time for cases in the Firearms Analysis Unit (FAU) is 227 days. The number of backlogged cases in the FAU is 723. In the Narcotics Analysis Unit, the turn-around time is 2 days. The grant funds will be used to prevent a backlog of narcotics cases which could accrue at the rate of 35 cases per week.

3. CAPABILITIES

The Laboratory provides forensic science services in the following areas: Crime Scene Investigation, Firearms Analysis, Trace Evidence, Serology/DNA, Toxicology, Narcotics Analysis, and Questioned Documents. Please see the attached organizational chart that details the Laboratory structure including the Firearms Analysis and Narcotics Analysis Units – the units responsible for implementation of the project. It also depicts the lines of authority and the job titles.

Applicant: City of Los Angeles/LAPD Grant Number: _____

The Criminalistics Laboratory is accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). Generally accepted laboratory practices and procedures are the norm throughout the Laboratory. This accreditation includes the Firearms Analysis and Narcotics Analysis Units – the two specific units responsible for implementation of the project.

Allegations of serious negligence or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the Laboratory are investigated by the American Society of Crime Laboratory Directors-Laboratory Accreditation Board and by the Los Angeles Police Department's Professional Standards Bureau.

Applicant: City of Los Angeles/LAPD

Grant Number: _____

Budget Narrative

Personnel:

In order to reduce current and prevent future casework backlogs, all of the funds requested will be used to pay for casework analysis on an overtime basis. Funds available for overtime are extremely limited. A portion (\$70,017) will provide overtime to forensic scientists assigned to the Narcotics Analysis Unit to complete casework analysis of controlled substances and meet the 48-hour turn-around time required by the judicial system for analyzing evidence from felony narcotics offenders. Another portion (\$17,000) will provide forensic scientists assigned to the Firearms Analysis Unit with overtime to reduce their backlog of non-DNA casework by 57 cases.

Each portion of funds to be used for overtime is divided by the Criminalist's average hourly rate of pay for overtime, \$75. The calculations are:

Narcotics: \$70,017/\$75 per hour =934 hours
 934 hours/1 hour per case = 934 cases

Firearms: 17,000/\$75 per hour =227 hours
 227 hours/4 hours per case = 57 cases

Forensic scientists assigned to the Narcotics Analysis Unit have duties that include the chemical and physical examination of controlled substances using instrumental and microchemical test methods. Staff assigned to the Firearms 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

Applicant: City of Los Angeles/LAPD

Grant Number: _____

Information Network (NIBIN), firearms related field investigations, and general processing of firearms evidence.

Forensic scientists assigned to the Narcotics Analysis and Firearms Analysis units must have a bachelor's degree in a natural or physical science. Firearms examiners in the Firearms Analysis Unit are required to have a bachelor's degree. All staff assigned to the Narcotics Analysis and Firearms Analysis Units, including Police Officer technicians in the Firearms 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.

Implementation of Objectives 1 and 2 will occur exclusively on an overtime basis, during which, 100% of the staff time will be devoted to analysis of the narcotics and firearms cases as detailed in the Plan's narrative.

In the Narcotics Analysis and Firearms Analysis Units subcontractors are not used and no unusual expenditures are anticipated.

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

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:	Grant Number:
A. Personal Services – Salaries/Employee Benefits	COST
Salaries	
Overtime to complete backlogged cases - NARCOTICS \$75 X 933.56 hours and 933.56 hours/1 hour per case = approximately 934 cases	\$70,017
Overtime to complete backlogged cases - FIREARMS \$75 = 226.66666 hours and 226.66666 hours/4 hours per case = approximately 57 cases	\$17,000
PERSONAL SECTION TOTAL	\$87,017

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:	Grant Number:
B. Operating Expenses	COST
OPERATING SECTION TOTAL	\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient:		Grant Number:	
C. Equipment			COST
EQUIPMENT SECTION TOTAL			\$0.00
		87017	0
Total Project Cost*			\$87,017
<i>*Same as Block 10G on the Grant Award Face Sheet</i>			

CALIFORNIA EMERGENCY MANAGEMENT AGENCY
PUBLIC SAFETY AND VICTIM SERVICES

FY 2012 California Coverdell

Certification as to External Investigations

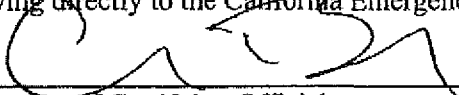
On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice and to the California Emergency Management Agency:

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 EMA Coverdell Program Staff at the *initiation, duration of, and at the conclusion* of 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.

I have personally read and reviewed the section entitled "Eligibility" in the FY 2012 program announcement for the California Coverdell 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 Emergency Management Agency 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 Emergency Management Agency.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the California Emergency Management Agency).



Signature of Certifying Official

Chief of Police

Title of Certifying Official

City of Los Angeles, Los Angeles Police
Department

Name of Applicant Agency

October 1, 2012

Date

Professional Standards Bureau

Name of External Investigative Agency

Mark Perez

Contact at External Investigative Agency

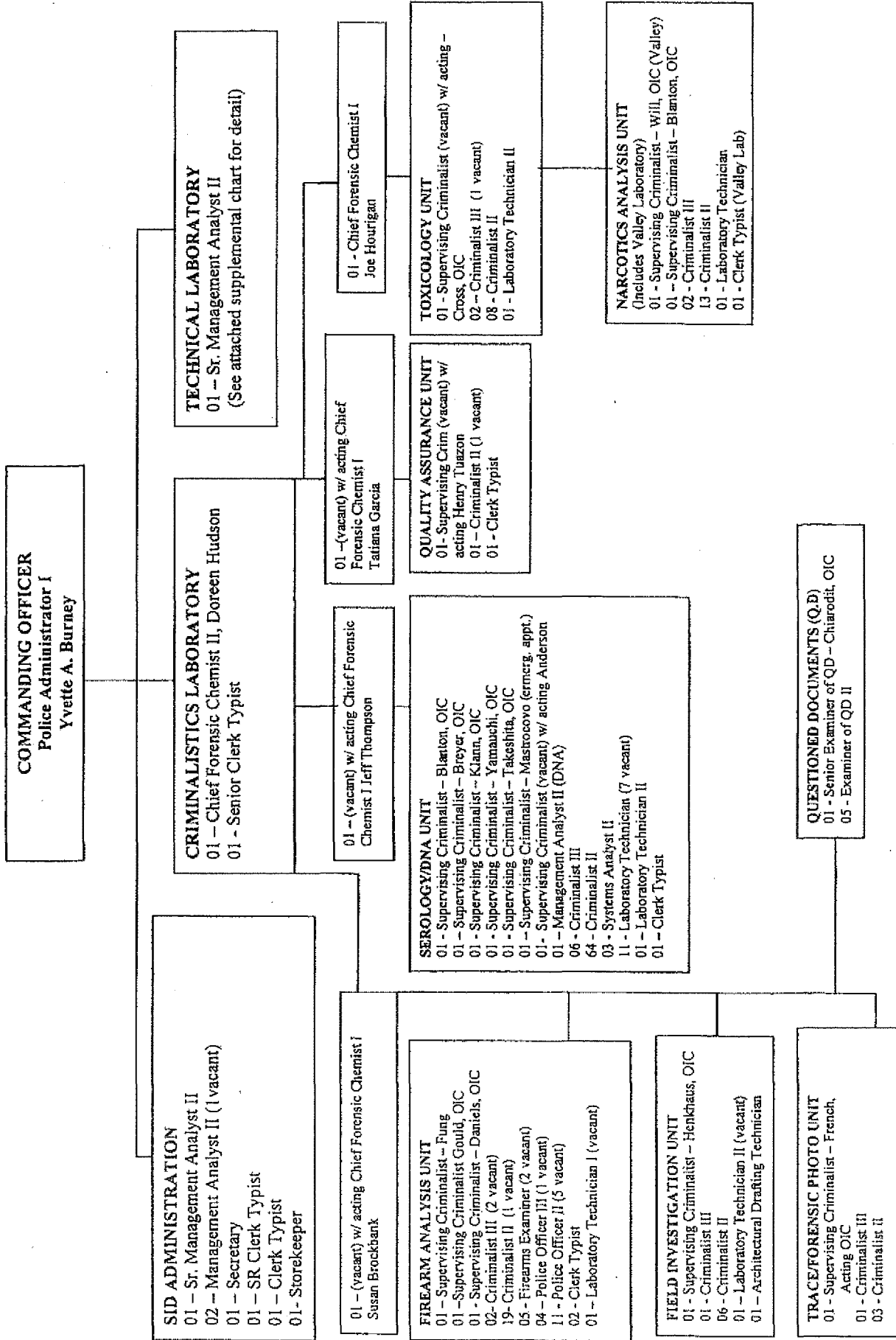
Deputy Chief

Title

213 473-6672

Phone #

**ORGANIZATION CHART
SCIENTIFIC INVESTIGATION DIVISION DP 10 2012**



PROJECT SUMMARY	
1. GRANT AWARD NO.	3. GRANT PERIOD
2. PROJECT TITLE 2012 California Coverdell Program	10/1/2012 to 08/31/2013
4. APPLICANT	5. GRANT AMOUNT (this is the same amount as 10G of the Grant Award Face Sheet)
Name: City of Los Angeles, LAPD Phone: (213) 486-0380	\$ 87,017
Address: 100 West First Street, Suite 842 Fax #: (213) 486-5727	
City: Los Angeles Zip: 90012	
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	
<p>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.</p>	
8. PROBLEM STATEMENT	
<p>With a current population of 3.9 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 LAPD. The total staff of the Criminalistics Laboratory is 203 people, serving a Department of approximately 10,000 officers. The number of Part I crimes reported in the City of Los Angeles in 2011 totaled 214,126 with 21,484 of those being classified as "violent." Since the start of 2012, the narcotics caseload in the SID Narcotics Analysis Unit has increased 17%. Without overtime funding, the backlog of narcotics cases will increase by ~35 cases per week. The Firearms Analysis Unit carries a high backlog of 723 cases and cannot meet the demands of the current, urgent caseload without overtime funding.</p>	
9. OBJECTIVES	
<p>#1: Improve the quality and timeliness of forensic services turnaround time in the Narcotics Unit. #2: Reduce the backlog in the Firearms Analysis Unit</p>	

10. ACTIVITIES

SID will allocate \$70,017 for overtime use in the Narcotics Analysis Unit to complete casework requests and meet the judicial system requirement of analyzing evidence from felony narcotics offenders within 48 hours of arrest. With an overtime rate of \$75/hour, and an average case taking approximately one hour to complete, the funds will allow approximately 934 narcotics cases to be analyzed.

The Criminalistics Laboratory plans to allocate \$17,000 of the Coverdell funds for overtime for the purpose of reducing the number of backlogged cases in the Firearms Analysis Unit. With an overtime rate of \$75/hour, this amount will allow approximately 227 hours of overtime work to be performed. The average firearm case takes 4 hours to complete, therefore a reduction of at least 57 backlogged cases is projected.

11. EVALUATION (if applicable)

The volume of cases completed is tracked by project management staff within the lab. Turnaround time and efficiency of the scientific analysis process is reviewed and improved upon whenever possible.

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
Narcotics Analysis Unit \$75/hour X 933.58 hours	\$70,017			\$70,017
Firearms Analysis Unit \$75/hour X 226.66666 hours	\$17,000			\$17,000
				\$0
				\$0
				\$0
				\$0
Totals:	\$87,017	\$0	\$0	\$87,017

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