

LOS ANGELES POLICE COMMISSION

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July 18, 2025

BPC #25-180

The Honorable Karen Bass
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles, Room 395
c/o City Clerk's Office


Dear Honorable Members:

RE: NARCOTICS ANALYSIS LABORATORY TRUST FUND EXPENDITURE BUDGET
FISCAL YEAR 2025-2026.

At the regular meeting of the Board of Police Commissioners held Tuesday, July 15, 2025, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS


REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

July 7, 2025
8.9

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: NARCOTICS ANALYSIS LABORATORY TRUST FUND EXPENDITURE
BUDGET FISCAL YEAR 2025-2026

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE the Narcotics Analysis Laboratory Trust Fund (NALTF) expenditure for Budget Fiscal Year (BFY) 2025-2026. The expenditure plan total includes funding in the amount of \$85,000.00 that will be used to pay for overtime to complete narcotics and toxicology analysis, 'Toxicology and Narcotics Analysis' of evidence samples for drugs of abuse, and continuing 'Training and Travel' for the Forensic Science Division (FSD).
2. That the Board TRANSMIT the NALTF expenditure BFY 2025-2026 to the Mayor and the Los Angeles City Council for approval.
3. That the Board AUTHORIZE the City Controller's Office to
 - a. Establish appropriation accounts within Fund 863 Department 70 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
TBD	Casework Overtime	\$10,000.00
TBD	Training, Travel, & Subscription	\$70,000.00
TBD	Toxicology Analysis	\$5,000.00
 - b. Increase appropriations as needed from Fund No. 863/70, account to be determined, to Fund No. 100/70, General Overtime Account No. 001090 by an amount not to exceed \$10,000.00
4. That the Board AUTHORIZE the Los Angeles Police Department (LAPD) to prepare the City Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer (CAO), and AUTHORIZE and INSTRUCT the City Controller to implement the instructions.
5. AUTHORIZE the Controller to re-appropriate funds from Fund 863/70, Account 70Y170 to Fund 100/70 (account to be determined) for BFY 2025-26 by an amount not to exceed \$124,000.00.

DISCUSSION

Section 11372.5 of the California Health and Safety Code provides that a \$50.00 fee shall be collected from every person for each narcotics offense for which they are convicted. The intent of the law is to reimburse law enforcement agencies for costs associated with the chemical analysis of controlled substances and the operation of their criminalistics laboratories.

The City of Los Angeles (City) has established the NALTF to receive, administer and disburse funds that are collected by the courts and forwarded to the City pursuant to this legislation. The City ordinance that established the fund requires that the City Council approve an expenditure plan prior to actual disbursement of funds.

The training and testing to be purchased includes the following items:

ANALYSIS AND TRAINING ITEMS	COST
Narcotics Analysis Unit and Toxicology Unit overtime	\$ 10,000.00
Training & Travel	\$ 70,000.00
Narcotics and Toxicology analysis for drugs of abuse	\$ 5,000.00
TOTAL	\$ 85,000.00

A fact sheet describing these items in detail is attached.

If you have any questions regarding this matter, please have a member of your staff contact Police Administrator Gabriel Gnanapragasam, Commanding Officer, Forensic Science Division, at (323) 415-8100.

Respectfully,



JIM McDONNELL
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *July 15, 2015*
Secretary *Rebecca Munoz*

Attachments

FACT SHEET

NARCOTICS ANALYSIS LABORATORY TRUST FUND SPENDING BUDGET FISCAL YEAR 2025-2026 REQUEST April 2025

Background

For the Budget Fiscal Year (BFY) 2025-2026, Forensic Science Division (FSD) is requesting that Narcotics Analysis Laboratory Trust Fund (NALTF) funds be used for the following:

Toxicology and Narcotics Analyses

The FSD requests \$5,000.00 to pay for drug testing of both blood and urine samples submitted to the FSD Toxicology Unit (TOX) and solid drug samples submitted to the FSD Narcotics Analysis Unit (NAU) when the samples must be outsourced to an appropriate laboratory because the requested analysis exceeds FSD capabilities.

The FSD TOX Unit continues to develop more test methods, thereby reducing the total number of blood and urine evidence samples processed by outside laboratories.

An allocation of \$2,598.00 remains in Account 70A731 under 'Toxicology Analysis' and is currently being used to pay for analyses by outside laboratories for both the TOX and NAU.

Training and Travel

The FSD requests \$70,000.00 to fund attendance at courses for the continuing education, training, and development of scientific staff. An allocation of \$84,844.00 remains in Accounts 70Y214 and 70A214 and is currently being used to pay for training and travel.

Narcotics Analysis Unit and Toxicology Unit Casework Overtime Fund

The FSD requests \$10,000.00 to compensate NAU and TOX employees to complete casework devoted to solid drug analysis in the FSD NAU or drug testing of blood and urine samples in the FSD TOX.

Re-appropriation

The FSD re-appropriates funds annually and is requesting to re-appropriate funds from Fund 863/70, Account 70A170, to Fund 100/70 (account to be determined) for BFY 2025-2026 in an amount not to exceed \$124,000.00.

NARCOTICS ANALYSIS LABORATORY TRUST FUND EXPENDITURE BFY 24-25

LIST OF NALTF-FUNDED TRAINING – JULY 2024 THROUGH JUNE 2025 April 2025

Courses are required to maintain national laboratory accreditation with the ANSI National Accreditation Board, to be up to date with new methods, procedures and technology, and/or to maintain expertise. The following is a list of courses funded through NALTF for Forensic Science Division staff between July 2024 and June 2025.

COURSES
American Society of Questioned Document Examiners (ASQDE) Annual Conference - 2025
Association of Crime Laboratory Directors 2025 Meeting
Association of Firearm and Toolmark Examiners (AFTE) 2025 Annual Training Seminar
Association of Forensic Quality Assurance Managers (AFQAM) Training Annual Conference - 2025
Borkenstein Alcohol and Highway Safety Course
Borkenstein Drug Course
California Association of Criminalists (CAC) Annual Seminar - 2025
California Association of Toxicologists (CAT) Spring 2025 Meeting
California Association of Toxicologists (CAT) Winter 2024 Meeting
Intoximeters EC/IR II Maintenance School
OSHA Compliant Adult CPR/AED/First Aid Training for the Workplace
Shooting Incident Reconstruction

RATE DETERMINATION SHEET
ALCOHOL/DRUG TESTING COSTING - FISCAL YEAR 2025/26*

1. FIXED COST DETERMINATION

SALARY INFORMATION

	<u>% of Time</u>	<u>Basic Salary</u>	
<u>Toxicology Unit.FSD</u>			
2 Supervising Criminalist	20%	\$ 171,466	\$ 68,586
1 Laboratory Technician I	60%	\$ 80,513	\$ 48,308
0 Laboratory Technician II	60%	\$ 95,400	\$ -
Sub Total			\$ 116,894

Alcohol Detail, Toxicology Unit

1 Criminalist III	50%	\$ 158,416	\$ 79,208
5 Criminalist II	90%	\$ 150,941	\$ 679,235
Sub Total			\$ 758,443

Drug Detail, Toxicology Unit

1 Criminalist III	50%	\$ 158,416	\$ 79,208
5 Criminalist II	100%	\$ 150,941	\$ 754,705
Sub Total			\$ 833,913

FSD Management Personnel

1 Chief Forensic Chemist II	15%	\$ 211,556	\$ 31,733
1 Chief Forensic Chemist I	35%	\$ 186,959	\$ 65,436
1 Police Administrator I	2.5%	\$ 255,717	\$ 6,393
Sub Total			\$ 103,562

Total FSD Civilian Salary:	\$ 1,812,812
CAP 41 Civilian Rate of 181.66%	\$ 3,293,154
Total Salary & Benefits:	\$ 5,105,965

FSD EQUIPMENT

FSD Equipment is depreciated over a seven-year span. Unless otherwise noted.

Shimadzu GC 2010 Plus with HS-20 Headspace Samplers

<u>Cost</u>	<u>Depreciation</u>		<u>Service Contract</u>
\$150,000.00	\$ 15,714	Yr 7 of 7	\$ 12,400

Agilent Tox 6

<u>Cost</u>	<u>Depreciation</u>	<u>Service Contract</u>
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\$128,467	\$	18,352	Yr 7 of 7	\$	15,500
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Agilent Tox 7

Cost	Depreciation		Service Contract
\$100,000	\$ 14,286	Yr 5 of 7	\$ 9,300

Four Rapid Trace Modules with Controller

Cost	Depreciation		Service Contract
\$65,000	\$ 9,286	Yr 5 of 7	\$ 9,300

Intoximeters

Cost	Depreciation		Service Contract
\$150,000	\$ 21,429	Yr 3 of 7	\$ 46,500

Tecan 2

Cost	Depreciation		Service Contract
\$80,000	\$ 11,429	Yr 3 of 7	\$ 3,100

Total Equipment Annual Expenses = Depreciation + Service Contracts

	Equipment	Labor	TOTAL
TOTAL FIXED COSTS	\$186,595	\$5,105,965	\$5,292,560
TOTAL FIXED LAB COSTS PER MONTH			\$441,046.70

2. VARIABLE COSTS DETERMINATION

Hourly Costs, LAPD Sworn Personnel (for field tests)

	hourly Salary
Police Officer II	\$57.87
Police Officer III	\$61.17
Gross Hourly Direct Salaries	\$119.04

Total gross hourly direct salaries	\$119.04
Consolidated Sworn CAP 41 rate of 127.89% + 43.39% =	171.28%
	\$203.89

TOTAL HOURLY COSTS FOR FIELD TESTS	\$322.93
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TOTAL COST FOR A FIELD BREATH TESTS (30 minutes per test)	\$161.47
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* updated January annually

INTRADEPARTMENTAL CORRESPONDENCE

April 22, 2025
8.9

TO: Chief of Police

FROM: Director, Office of Special Operations

SUBJECT: NARCOTICS ANALYSIS LABORATORY TRUST FUND EXPENDITURE
BUDGET FISCAL YEAR 2025-2026

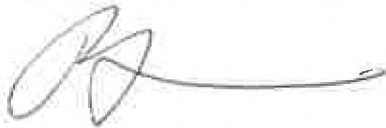
It is requested the Chief of Police approve and transmit to the Board of Police Commissioners the Narcotics Analysis Laboratory Trust Fund (NALTF) expenditure for Budget Fiscal Year (BFY) 2025-2026. The expenditure plan totals \$85,000.00. Below is a description of each requested item. A fact sheet with a detailed description of each item is attached.

- **\$5,000.00** for the Toxicology Unit and Narcotics Analysis Unit testing of samples for drugs of abuse outsourced to an appropriate laboratory.
- **\$10,000.00** for the Narcotics Analysis Unit overtime to complete narcotics analysis and provide hazardous chemical assistance when requested.
- **\$70,000.00** for the continuing education, training/travel, and development of scientific staff.

California Health and Safety Code Section 11372.5 provides that every person who is convicted of narcotics offense(s) shall pay a laboratory analysis fee of \$50.00 for each narcotics offense. The City of Los Angeles (City) has established the NALTF to receive, administer and disburse funds collected by the courts and forwarded to the City pursuant to the legislation.

The Los Angeles Administrative Code requires the City Council, subject to the approval of the Mayor, approve the expenditure plan prior to actual disbursement of funds. Copies of the relevant California Health and Safety Code and City of Los Angeles Administrative Code sections are attached for reference.

If you have any questions regarding this matter, please contact Police Administrator Gabriel Gnanapragasam, Commanding Officer, Forensic Science Division, at (323) 415-8100.



BLAKE H. CHOW, Assistant Chief
Director, Office of Special Operations

Attachments

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11372.5.

(b) The county treasurer shall maintain a criminalistics laboratories fund. The sum of fifty dollars (\$50) shall be deposited into the fund for every conviction under Section 11350, 11351, 11351.5, 11352, 11355, 11358, 11359, 11361, 11363, 11364, 11368, 11375, 11377, 11378, 11378.5, 11379, 11379.5, 11379.6, 11380, 11380.5, 11382, 11383, 11390, 11391, or 11550, subdivision (a) or (c) of Section 11357, or subdivision (a) of Section 11360 of this code, or Section 4230 of the Business and Professions Code, in addition to fines, forfeitures, and other moneys which are transmitted by the courts to the county treasurer pursuant to Section 11502. The deposits shall be made prior to any transfer pursuant to Section 11502. The county may retain an amount of this money equal to its administrative cost incurred pursuant to this section. Moneys in the criminalistics laboratories fund shall, except as otherwise provided in this section, be used exclusively to fund (1) costs incurred by criminalistics laboratories providing microscopic and chemical analyses for controlled substances, in connection with criminal investigations conducted within both the incorporated or unincorporated portions of the county, (2) the purchase and maintenance of equipment for use by these laboratories in performing the analyses, and (3) for continuing education, training, and scientific development of forensic scientists regularly employed by these laboratories. Moneys in the criminalistics laboratory fund shall be in addition to any allocations pursuant to existing law. As used in this section, "criminalistics laboratory" means a laboratory operated by, or under contract with, a city, county, or other public agency, including a criminalistics laboratory of the Department of Justice, (1) which has not less than one regularly employed forensic scientist engaged in the analysis of solid-dose controlled substances, and (2) which is registered as an analytical laboratory with the Drug Enforcement Administration of the United States Department of Justice for the possession of all scheduled controlled substances. In counties served by criminalistics laboratories of the Department of Justice, amounts deposited in the criminalistics laboratories fund, after deduction of appropriate and reasonable county overhead charges not to exceed 5 percent attributable to the collection thereof, shall be paid by the county treasurer once a month to the Controller for deposit into the state General Fund, and shall be excepted from the expenditure requirements otherwise prescribed by this subdivision.

(Amended by Stats. 2005, Ch. 158, Sec. 23, Effective January 1, 2006.)

ARTICLE 19

RECEIPT OF ANALYSIS FEES AND ESTABLISHMENT OF THE NARCOTICS ANALYSIS LABORATORY TRUST FUND OF THE POLICE DEPARTMENT

Section

5.115.2 Creation and Administration of Fund.

Sec. 5.115.2. Creation and Administration of Fund.

(a) There is hereby created and established within the Treasury of the City of Los Angeles a special fund known as the "Narcotics Analysis Laboratory Trust Fund of the Police Department", hereinafter referred to as the "Fund."

(b) All money received by the Police Department pursuant to Section 11372.5 of the Health and Safety Code shall be deposited in the Fund.

(c) The Treasurer shall deposit in the Fund any interest earned from the deposit or investment of all money received pursuant to Subsection (b) of this section.

(d) No appropriation or expenditure shall be made from the Fund except for the purposes approved by Section 11372.5 of the Health and Safety Code and any equipment acquired thereby or otherwise through said statutory provisions shall be accounted for as required by Section 7.84, 7.85 and 7.88 of this Code.

(e) Appropriations from the Fund shall be approved by a majority vote of the City Council, subject to the approval of the Mayor, or passage by the Council over the Mayor's veto by a two-thirds vote.

The Fund shall be administered and expenditures therefrom authorized by the Chief of Police.

No expenditure shall be made from the Fund, nor shall the Chief of Police disburse, seek to disburse or permit any monies in said Fund to be disbursed except for purposes that are consistent with Subsection (d) of this section and with a detailed plan for expenditures which has been approved upon a majority vote of the City Council, subject to the approval of the Mayor, or passage by the Council over the Mayor's veto by a two-thirds vote. The expenditure plan and amendments thereto shall be approved by the Board of Police Commissioners and submitted concurrently to the Public Safety Committee, and to the Budget and Finance Committee of the City Council for their recommendations to the City Council.

The Chief of Police shall concurrently submit to the Board, to the City Controller and to the City Council quarterly, a detailed account showing amounts and general purposes for which Fund money has been disbursed.

(f) Whenever the City Controller or Chief of Police is mentioned herein, the powers and duties conferred may be exercised or performed by a designated subordinate.