



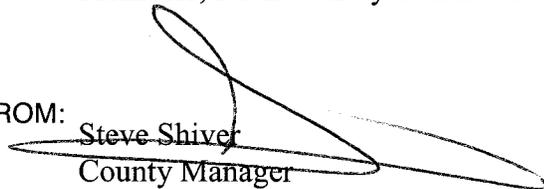
**MEMORANDUM** PSC

107.07-17A

**Agenda Item No. 8 (D)**

**TO:** Honorable Joe A. Martinez, Chairman and  
Members, Public Safety Committee

**DATE:** June 10, 2003

**FROM:**   
Steve Shiver  
County Manager

**SUBJECT:** Report Relating to the  
National Institute of  
Justice Grant to Support  
the Miami-Dade Police  
Department Crime Lab

Pursuant to an inquiry made by Commissioner Joe Martinez at the Public Safety Committee meeting held on May 13, 2003, the Miami-Dade Police Department (MDPD) has prepared a report in response to the Commissioner's concerns relating to a grant from the National Institute of Justice, and to what was perceived to be a lesser amount of funds awarded to MDPD, when compared to the funds awarded and distributed among other laboratories in the State.

The below listed chart indicates the distribution of the federal funds in the amount \$186,120, which were awarded to the Florida Department of Law Enforcement from the National Institute of Justice, under the "Paul Coverdell National Forensic Sciences Improvement Act." The chart clearly depicts how the funds were distributed among laboratories in the State of Florida, including the allocation of \$21,686 to MDPD Crime Laboratory Bureau.

As part of the requirements of this particular grant, the application was made through the Florida Department of Law Enforcement (FDLE). As a result, MDPD applied for a portion of the monies as a consortium with all FDLE, local government forensic laboratories, and Medical Examiner laboratories within the State of Florida. The allocation formula is based upon the population served by the requesting agency. The formula has been utilized by FDLE in the past for consortium applications. It should be noted that MDPD received the largest allocation for any one laboratory in the consortium. Below is the breakdown of monies awarded for this grant:

AGENCY	TOTAL AWARDED (\$)	PERCENTAGE	COMMENTS
Florida Department of Law Enforcement (FDLE)	96,894.69	52.0	Shared among six laboratories- \$16,149.12 per laboratory.
MDPD	21,686.00	11.7	
Broward County Sheriff's Office	17,100.00	9.2	
Palm Beach Sheriff's Office	11,438.88	6.2	
Pinellas County Sheriff's Office	9,078.16	4.9	
Indian River Community College	4,744.27	2.5	
Florida District Medical Examiners	25,178.00	13.5	Shared among five laboratories- \$5,035.60 per laboratory.
<b>TOTAL</b>	<b>\$186,120.00</b>	<b>100.0</b>	

The Miami-Dade Police Department remains cognizant of the importance of applying for additional funding from state and federal agencies, and takes advantage of every available opportunity to ensure its participation in existing funding programs. This report clarifies any misconception of inequitable distribution of awarded funds to MDPD for this specific grant.



# MEMORANDUM<sup>PSC</sup>

Agenda Item No. 4 (C)

107.07-17A

TO: Honorable Chairperson and Members  
Board of County Commissioners

DATE: May 13, 2003

FROM: Steve Shiver  
County Manager

SUBJECT: Application for  
Federal Funds from  
the U.S. Department  
of Justice, National  
Institute of Justice

## RECOMMENDATION

It is recommended that the Board approve the attached resolution ratifying the County Manager's action in applying for \$21,686 in federal funds from the United States Department of Justice, National Institute of Justice (NIJ), which are available under the "Paul Coverdell National Forensic Sciences Improvement Act" and through the Florida Department of Law Enforcement, to support the Miami-Dade Police Department's Crime Laboratory Bureau. The resolution additionally authorizes the County Manager to receive, expend, and execute contracts, agreements, and necessary amendments to the grant application. The grant period covers from October 1, 2002, through September 30, 2003. Ratification action is necessary due to late notification of availability of funds. The grant does not require any matching local or in-kind funds.

## BACKGROUND

The Florida Department of Law Enforcement's network of Crime Laboratories, in partnership with the five county laboratories which include Miami-Dade, Broward, Palm Beach, Pinellas and Indian River, and the Medical Examiners offices through the auspices of the Medical Examiner's Commission, have applied for a consortium grant under the "Paul Coverdell National Forensic Sciences Improvement Act". The Florida Department of Law Enforcement has received the grant award notification from NIJ in the total amount of \$186,120.

The Miami-Dade Police Department's portion of this grant totals \$21,686. The requested funds will be utilized to cover laboratory and computer equipment, education and necessary training in order to accomplish the examination of evidence in a more expedient manner. The goals of this project are to improve the quality and timeliness of forensic science services in Miami-Dade County. The instrumentation, supplies and equipment requested will be used to provide more efficient processing of evidence and thus decrease the time needed to work the cases. This project will increase the efficiency and capacity of forensic analysis at the Miami-Dade Police Department's Crime Laboratory Bureau.

Attachments



# MEMORANDUM

(Revised)

**TO:** Honorable Chairperson and Members  
Board of County Commissioners

**DATE:** June 3, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No.

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No.

Veto \_\_\_\_\_

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RATIFYING THE COUNTY MANAGER'S ACTION IN APPLYING FOR FEDERAL FUNDS FROM THE UNITED STATES DEPARTMENT OF JUSTICE, NATIONAL INSTITUTE OF JUSTICE, AVAILABLE UNDER THE "PAUL COVERDELL NATIONAL FORENSIC SCIENCES IMPROVEMENT ACT" AND THROUGH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT, TO SUPPORT THE MIAMI-DADE POLICE DEPARTMENT CRIME LABORATORY BUREAU; AND AUTHORIZES THE COUNTY MANAGER TO RECEIVE, EXPEND, AND EXECUTE CONTRACTS, AGREEMENTS, AND NECESSARY AMENDMENTS TO THE APPLICATION

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board ratifies the County Manager's action in applying for federal funds in the amount \$21,686, from the United States Department of Justice, National Institute of Justice, available under the "Paul Coverdell National Forensic Sciences Improvement Act" and through the Florida Department of Law Enforcement, to support the Miami-Dade Police Department's Crime Laboratory Bureau, in substantially the form of the grant Award attached hereto and made a part hereof, authorizes the County Manager to receive, expend, and execute such contracts and agreements as required, following their approval by the County Attorney's Office; to expend any and all monies received for the purposes and as described in the application; to receive and expend additional funds should they become available; and to file and execute any necessary amendments to the application for and on behalf of Miami-Dade County, Florida.

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who  
moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro  
Jose "Pepe" Diaz  
Sally A. Heyman  
Jimmy L. Morales  
Dorrin D. Rolle  
Katy Sorenson

Dr. Barbara Carey-Shuler  
Betty T. Ferguson  
Joe A. Martinez  
Dennis C. Moss  
Natacha Seijas  
Rebeca Sosa

Sen. Javier D. Souto

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of  
June, 2003. This resolution shall become effective ten (10) days after the date of its adoption  
unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this  
Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as \_\_\_\_\_  
to form and legal sufficiency. JD

By: \_\_\_\_\_  
Deputy Clerk



Florida Department of  
Law Enforcement

Investigations and Forensic Science

Post Office Box 1489  
Tallahassee, Florida 32302  
(850) 410-8300  
www.fdle.state.fl.us

James T. "Tim" Moore  
Commissioner

March 18, 2003

Mr. Alan Lynn  
Commander  
Miami-Dade Police Department Crime Laboratory  
9105 N.W. 25th Street  
Miami, Florida 33172

Dear Mr. Lynn:

We are pleased to inform you that the grant application entitled "Paul Coverdell National Forensic Sciences Improvement Act", number 2003-90912-FL-DN, has been approved by the National Institute of Justice, in the amount of \$186,120.00.

The Miami-Dade Police Department Crime Laboratory's portion of this grant totals \$21,686.00. Enclosed you will find a copy of the NIJ's award notification, a copy of the submitted grant, your expenditure list and reimbursement forms. Reimbursement requests for this grant may be submitted on a monthly basis. Please return the reimbursement forms and supporting documentation to Operations Review Specialist Annamarie Whatley at the Florida Department of Law Enforcement, Investigations and Forensic Program, 2331 Phillips Road, Room A3012, Tallahassee, Florida 32308.

If you have any questions pertaining to this award, please feel free to contact me at (850) 410-8340.

Sincerely,

James T. Moore  
Commissioner

Suzanne H. Livingston  
Forensic Services Director

SHL/aw

Enclosures

cc: Commander James Carr



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

OJP     BJA     OJJDP  
 BJS     NIJ     OVC

CHECK APPROPRIATE BOX

AWARD

GRANT  
 COOPERATIVE AGREEMENT

1. GRANTEE NAME AND ADDRESS (Including Zip Code)

Florida Department of Law Enforcement  
2331 Phillips Road, P.O. Box 1489  
TALLAHASSEE, FL 32302

4. AWARD NUMBER

2003-DN-BX-0012

5. PROJECT PERIOD: FROM 10/01/2002 TO 09/30/2003

BUDGET PERIOD: FROM 10/01/2002 TO 09/30/2003

1A. GRANTEE IRS/VENDOR NO. 591264198

6. AWARD DATE: March 4, 2003

7. ACTION

INITIAL  
 SUPPLEMENTAL

2. SUBGRANTEE NAME AND ADDRESS (Including Zip Code)

8. SUPPLEMENT NUMBER

2A. SUBGRANTEE IRS/VENDOR NO.

9. PREVIOUS AWARD AMOUNT \$ 0.00

3. PROJECT TITLE

Paul Coverdell National Forensic Sciences Improvement Act

10. AMOUNT OF THIS AWARD \$ 186,120.00

11. TOTAL AWARD \$ 186,120.00

12. SPECIAL CONDITIONS (Check, if applicable)

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED 06 PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

- TITLE I OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968.  
42 U.S.C. 3701, ET. SEQ., AS AMENDED.
- TITLE II OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974.  
42 U.S.C. 5601, ET. SEQ., AS AMENDED
- VICTIMS OF CRIME ACT OF 1984, 42 U.S.C. 10601, ET. SEQ., PUBLIC LAW 98-473, AS AMENDED.
- OTHER (Specify): National Forensic Sciences Improvement Act

14. FUTURE FISCAL YEAR(S) SUPPORT:

SECOND YEAR'S BUDGET PERIOD: \_\_\_\_\_ N/A \_\_\_\_\_  
 AMOUNT OF FUNDS: \_\_\_\_\_ N/A \_\_\_\_\_ TYPE OF FUNDS: \_\_\_\_\_  
 THIRD YEAR'S BUDGET PERIOD: \_\_\_\_\_ N/A \_\_\_\_\_  
 AMOUNT OF FUNDS: \_\_\_\_\_ N/A \_\_\_\_\_ TYPE OF FUNDS: \_\_\_\_\_

15. METHOD OF PAYMENT

THE GRANTEE WILL RECEIVE CASH VIA A LETTER OF CREDIT  YES  NO

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OJP OFFICIAL

Deborah J. Daniels  
Assistant Attorney General, OJP

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

James T. Moore  
Commissioner

17. SIGNATURE OF APPROVING OJP OFFICIAL

*Cheri Nolan for*

19. SIGNATURE OF AUTHORIZED GRANTEE

*James T. Moore*

19A. DATE

3/13/03

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODE							
FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DN	60	00	00		

21.

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# APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED September 27, 2002	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

<input type="checkbox"/> Application Construction	<input type="checkbox"/> Preapplication Construction
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction

5. APPLICANT INFORMATION

Legal Name: Florida Department of Law Enforcement	Organizational Unit
Address (give city, county, state, and zip code): 2331 Phillips Road Post Office Box 1489 Tallahassee, Florida 32302	Name and telephone number of the person to be contacted on matters involving this application (give area code): Suzanne Livingston, Forensic Services Director 850-410-8340

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59 - 3459505	7. TYPE OF APPLICANT: (enter appropriate letter in box) <b>A</b> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____
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8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY: National Institute of Justice
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 59 - 560 TITLE: Paul Coverdell National Forensic Sciences Improvement Act Grants	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Paul Coverdell National Forensic Sciences Improvement Act Grants U.S. Department of Justice
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Florida - Statewide	

13. PROPOSED PROJECT: Start Date: 10/01/2002 Ending Date: 09/30/03	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: Statewide b. Project: Statewide
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15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal \$ 186,120 .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE 1/24/03
b. Applicant \$ .00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
c. State \$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$ .00	
e. Other \$ .00	
f. Program Income \$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes IF "Yes," attach an explanation. <input checked="" type="checkbox"/> No
g. TOTAL \$ 186,120 .00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative: James T. Moore	b. Title: Commissioner	c. Telephone number: 850-410-7001
d. Signature of Authorized Representative: 		e. Date Signed: 9/27/02

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**Geographic Area Affected Worksheet (SF-424-Question 12)**

<b>Grantee location(s) (i.e., office location of principal investigators or contractors):</b>	
Agency name: Florida Department of Law Enforcement	State: Statewide - Florida Place (city or county): Zip code:
Agency name:	State: Place (city or county): Zip code:
Agency name:	State: Place (city or county): Zip code:
<b>Sites affected (i.e., locations where the program was implemented, evaluation was performed, or research data collected):</b>	
How affected: <input checked="" type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____	State: Florida Place <sup>1</sup> (city or county): Zip code(s) <sup>2</sup> :
How affected: <input type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____	State: Place (city or county): Zip code(s):
How affected: <input type="checkbox"/> Program implemented <input type="checkbox"/> Evaluation research <input type="checkbox"/> Nonevaluation research <input type="checkbox"/> Other _____	State: Place (city or county): Zip code(s):

Note: If more room is required, photocopy and attach additional worksheets.

NJ 02/00/file:graw

<sup>1</sup> Place information is required unless the entire State is affected.

<sup>2</sup> Zip code information is required unless the entire county or city is affected.

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be 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;

(b) If any funds other than Federal appropriated funds have been paid or will be paid 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) 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 or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 87, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32302

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 406177.

Check  if the State has elected to complete OJP Form 406177.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32302

59-3459505

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Paul Coverdell National Forensic Sciences Improvement Act Grant

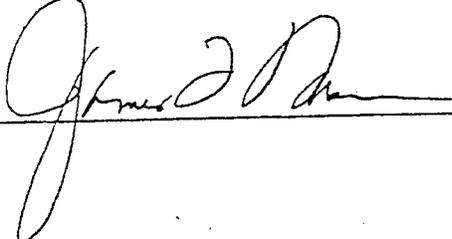
4. Typed Name and Title of Authorized Representative

James T. Moore, Commissioner

6. Date

9/27/02

5. Signature



# Disclosure of Lobbying Activities

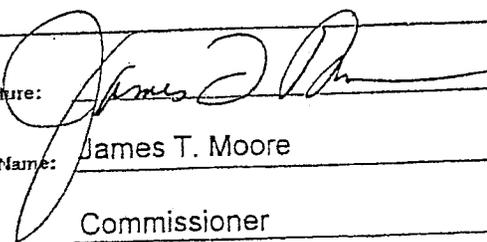
Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for instructions.)

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee    Tier _____, if known:  Florida Department of Law Enforcement 2331 Phillips Road Tallahassee, Florida 32302  Congressional District, if known: <u>Statewide</u>	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>    Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  United States Department of Justice	<b>7. Federal Program Name/Description:</b>  Paul Coverdell National Forensic Sciences Improvement Act Grant  CFDA Number, if applicable: <u>16.560</u>	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI):	

11. Information requested through this form is authorized by Sec. 319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:   
 Print Name: James T. Moore  
 Title: Commissioner  
 Telephone No.: 850-410-7001      Date: 9/27/02

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Standard Form-LLL (1/96)

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## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

# BUDGET DETAIL WORKSHEET and NARRATIVE

**Total Funding Request: \$186,120.00**

Florida's crime laboratory system consists of five State laboratories and 5 local laboratories that provide forensic analysis for law enforcement agencies in this State. These crime laboratories are requesting funding for accreditation, personnel and equipment in order to improve the quality and timeliness of forensic science services in the state of Florida.

There are also twenty-four District Medical Examiner's Offices in Florida. Five of the twenty-four Medical Examiner Offices are requesting funding for the purpose of applying for, meeting requirements of, and obtaining National Association of Medical Examiners (NAME) accreditation.

All funds will be expended in accordance with Federal, State, and appropriate County guidelines and purchasing/procurement procedures. Unit and total costs for equipment were obtained by surveying competitive vendors except for instances in which a sole source is required. Funds requested for overtime and fringe benefits are based on participating agency pay standards.

## **A. Laboratory and Computer Equipment      \$135,875.73**

### **Broward County Sheriffs Office - \$ 17,100**

In 2001, the Broward County Sheriff's Office crime lab examined 7,890 drug cases, resulting in a caseload of 132 cases per analyst, each month. In the first six months of 2002, the lab has already examined 4,116 drug cases. A new analyst position has been added and individual analyst caseload has been slightly decreased. However, in the BSO crime lab, the average caseload per analyst in 2002 is still significantly higher than the national average. This funding request would allow the crime lab to purchase equipment that will increase the efficiency by alleviating technical and logistical bottlenecks in the Analytical Unit.

The purchase of a desktop computer with LCD screen would allow a computer to be assigned to each analyst. The computers are used in this section as a way to keep information that is passed on by management. By not having to share computer systems, analyst will be able to work faster and more efficiently.

Quantity	Item	Cost
1	Desktop Computer with LCD screen	\$1,700

The purchase of a Mettler Analytical Balance machine would allow each analyst to have a dedicated balance machine, eliminating the need for analysts to have to share.

Quantity	Item	Cost
1	Mettler Analytical Balance Machine	\$1,500

Currently, all six Analysts must share a single heat sealer in one room. The purchase of a second heat sealer, placed in the second room of the Analytical section would eliminate the need for analysts to walk from room to room with opened evidence.

Quantity	Item	Cost
1	Table top/Stand mounted Heat Sealer	\$1,300

The purchase of a Pellet Press would allow the analytical section to press Potassium Bromide (KBr) pellets. A hand press that is currently in use does not allow for the pressing of high quality pellets during analysis of controlled substances. The proposed Pellet Press will provide up to ten tons of pressure thereby producing higher quality KBr pellets. Many of the samples encountered by the Chemistry Unit are liquids. They are dried down to a residue, then mixed with KBr powder and pressed into a pellet for analysis by the Fourier Transform-Infrared Spectroscopy (FT-IR). A Pellet Press would simplify the preparation of these KBr pellets.

Quantity	Item	Cost
1	Carver Press	\$2,100

The purchase of a Triple Bounce Diamond ATR will allow the laboratory to expand the application to examine liquids ranging in pH from 1 to 14, hard polymer pellets, and abrasive materials. The diamond ATR surface is virtually indestructible and can withstand more types of materials that may damage other ATR crystals. The sample surface of the ATR is small, so only a small amount of sample is needed for analysis.

Quantity	Item	Cost
1	Triple Bounce Diamond ATR with viewing scope and software	\$10,500

### Miami-Dade Police Department - \$ 11,170

Monies are being requested to purchase a new hot stage for use in glass examination and comparison. This equipment is used to precisely determine the refractive index of glass, an important physical property. The current equipment is over thirty years old and needs to be replaced because of drifts in temperature. Purchase of this equipment will improve the accuracy and the speed of the testing.

Quantity	Item	Cost
1	Mettler FP 90 Controller	\$7,650
1	Mettler FP82HT Microscopy Hot Stage	\$3,520

### Palm Beach County Sheriff's Office - \$ 11,438.88

The Palm Beach County Sheriff's Office is requesting grant monies for the purpose of converting an existing room into a fully functional training classroom. The Technical Services Bureau provides training services in order to comply with ASCLD/LAB and Florida Commission of Law Enforcement Accreditation standards. By converting an existing room into a fully functional classroom, these funds will enable staff to remain on-site during training sessions and provide necessary equipment for presentations that will be readily available for use. This will

allow staff to remain available for their primary job functions and eliminate travel and time spent away from the laboratory for the majority of the training sessions.

Quantity	Item	Cost
1	LCD Projector, ceiling/wall mount	\$3,500
1	Television, ceiling/wall mount	\$450
1	Cart, electrical outlet	\$250
12	Tables (@\$340.00 ea)	\$4,080
24	<del>Tables (@\$340.00 ea)</del> Chairs (@ 117.00 ea)	\$2,808
1	LCD Projection Screen ceiling mount	\$350.88

### Pinellas County Sheriff's Office - \$9,078.16

With a continually increasing caseload, current instrumentation at Pinellas County Forensic Laboratory has reached capacity loading. Due to obsolescence (instruments that have reached the end of their lifespan for which repair and maintenance materials are no longer available), older instruments have been warehoused including two UV instruments, and other are scheduled to be taken off line in the near future. This will further increase the current bottleneck. Local law enforcement agencies have expressed a need for quantitative analysis of bulk drug seizures in efforts to monitor local drug purity trends. This is not possible with the current instrumentation. Purchase of a new ultraviolet spectrophotometer will be used in drug identification and in rough quantitation of large seizure drugs. Quantitative information is used by the submitting law enforcement agencies to track street level drug purity.

Quantity	Item	Cost
1	Ultraviolet spectrometer	\$9,078.16

### Florida Department of Law Enforcement - \$ 80,394.69

The Tallahassee Regional Laboratory is requesting funds to purchase a Turbovap, Solid Phase Extraction Manifold plus vacuum pump and a new video enhancement system.

A Turbovap is used to prepare blood and urine samples for drug analysis by concentrating extracts. Every sample analyzed requires this step. The Tallahassee Regional Lab section currently has one Turbovap. A second Turbovap will increase efficiency by allowing several analysts to process samples at the same time, and also facilitate running two different concentration procedures at the same time.

Quantity	Item	Cost
1	Turbovap	\$6,500

A Solid Phase Extraction Manifold plus vacuum pump is needed to prepare blood and urine samples for drug analysis. During the past year, the Tallahassee Region Toxicology has converted several existing procedures to solid-phase extraction. This equipment will allow 20-24 samples to be processed at one time increasing efficiency over units that can accommodate only 12 samples at a time.

Quantity	Item	Cost
1	Solid Phase Extraction Manifold + vacuum pump	\$1,300

The current video enhancement system utilized by the Tallahassee Regional Laboratory was purchased in 1996. This system captures images frame by frame in a very slow and labor intensive process. The new Video Enhancement System captures images in streaming video, which allows for faster processing of such requests. The quality of the images produced will also be improved due to the more advanced technology. In addition, motion video can show information that cannot be viewed on still images (emotion/intent). The purchase of a new system designed and dedicated to videotape enhancement will increase the quality of service while lowering the turnaround time for processing.

Quantity	Item	Cost
1	Video Enhancement System Upgrade with training (Computer, Monitor, Software/Tool Bundle, 1 yr. of maintenance/support, 3 yrs of hardware warranty, SVHS video cassette recorder with time based correction, 2 day training per analyst)	\$25,000

The Pensacola Laboratory is requesting the funds to purchase 3 uninterrupted power supplies and a freestanding floodlight set.

The 3 uninterrupted power supplies will provide constant power to the Chemistry Section's Gas Chromatographs and Gas Chromatograph/Mass Spectrometers. They will prevent these highly sophisticated, high use instruments from being shut down from power interruptions. Each time the instruments shut down, they cool down which may create both vacuum and pressure leaks. These leaks must be corrected prior to resuming analysis and is often a very time consuming process. The Uninterrupted Power Supplies will prevent such shutdowns and leaks from occurring and therefore keep the instruments running and productive.

Quantity	Item	Cost
3	Uninterrupted Power Supplies (UPS) with Installation	\$12,300

The freestanding floodlight set is a professional set of two floodlights on sturdy tripods which enable a thorough search of a crime scene. They will also assist in producing quality pictures. These are needed to replace the old set which has reached its useful life span.

Quantity	Item	Cost
1	Free Standing Floodlight Set	\$1,400

The Jacksonville Laboratory is requesting the funds to purchase camera equipment for the Crime Scene Unit and a digital camera for the Firearms/Toolmark Section.

There have been numerous occasions when the Crime Scene Unit is working in the field and a second request for their services is made. Without a second camera, this request must wait. A second kit would enable the crime scene unit to respond to the second request or handle multiple scenes at once. It would also provide a back up system when original equipment is

faulty and not available. Both circumstances would increase the efficiency of the section and decrease turnaround time for processing of scenes.

Quantity	Item	Cost
1	Nikon N90S Camera kit	\$1,758.69
1	Sony Digital 8 Camcorder kit	\$1,141

The Nikon 5700 camera will be used on a daily basis for imaging and advanced documentation of evidence being examined by the firearm/toolmark section. It has advanced Macro capabilities (close ups) and provides additional detail for court chart preparation. It will provide increased quality and resolution in the documentation of firearms and toolmark cases.

Quantity	Item	Cost
1	Nikon 5700 digital camera for case work, 5 megapixel camera	\$1,200

The Orlando Laboratory is requesting funds to purchase a printer/plotter and a digital camera and accessories.

The printer/plotter will be used for all lab disciplines. The purchase will impact not only the quality of presentations on these shootings to the agency, but will enhance courtroom presentations as well. It will improve turnaround of reports to the State Attorney's Office on crime scenes such as officer-involved shootings.

Quantity	Item	Cost
1	Printer/plotter for large charts	\$3,500

A 35mm digital camera and accessories will be used by the Crime Scene section to allow for multiple scenes and locations to be processed simultaneously. It will provide higher quality images than presently available.

Quantity	Item	Cost
1	35mm digital camera and accessories	\$6,000

The Tampa Laboratory is requesting funds to purchase a Lynx Stereomicroscope, Nikon Camera and a Kodak Printer.

A Lynx Stereomicroscope PMI-LBS52 is being requested for the Microanalysis Section. This microscope will also be used for fracture match analysis and examination of debris packets for fiber evidence. The microscope will view a larger area to be viewed allowing the 'sifting process' for fibers to be quicker. An analyst can sit farther away from the evidence eliminating eyestrain And the need for breaks. This will provide faster analysis of such evidence.

Quantity	Item	Cost
1	Lynx Stereomicroscope PMI-LBS52	\$6,295

A new Nikon D1X camera is needed to replace an obsolete model, which has only 1.3 megapixels and can record only a limited quality shot about the size of a postage stamp (one latent fingerprint at a time). The Nikon D1X goes up to 6 megapixels thus giving us a useful quality shot of a whole latent lift (3-inch X 5-inch area). This will allow the recording of simultaneous prints in a sequence and more latent prints in an area thus reducing the number of shots and time needed to complete a case for photography. This camera would also be used to capture latent prints on actual items (3D photography). This camera would improve the quality of the images and allow for faster processing of the case.

Quantity	Item	Cost
1	Nikon D1X Camera with lenses, memory, flashes	\$7,000

A new Kodak Printer is requested to eliminate a bottleneck in the print of images for latent print comparisons. All members must currently use a single printer for their images. This printer would allow more images to be printed and decrease the turnaround time for this examination.

Quantity	Item	Cost
1	Kodak Printer #8670	\$7,000

### Florida District Medical Examiners Offices - \$ 6,694

The following equipment is requested to assist in the quality and timeliness of medical examiner services and to increase productivity.

The District 14 Medical Examiners Office is requesting a standard 25 ICS Microscope. This office is NAME accredited. Due to a severe budget reduction and substantial increase in workload on the Medical Examiner and the Associate Medical Examiner, it has become imperative that the District 14 Office acquire a microscope for the doctors to complete their examinations in a timely and efficient manner. This equipment will greatly assist in reducing man-hours expended by the doctors, that could be better spent on other procedures. This will also increase work productivity as well as decreasing the amount of time spent on the completion of their caseload and in generating their work product.

Quantity	Item	Cost
1	Carl Zeiss Standard 25 ICS Microscope	\$2,869

The District 8 Medical Examiners Office is requesting funding for a digital camera. This will improve their capabilities with photographic documentation of evidence to comply with the requirements for NAME Accreditation.

Quantity	Item	Cost
1	Digital Camera	\$500

The District 8 Medical Examiners Office is requesting funding to enhance their computer capabilities and to assist with the numerous tracking requirements for reports requested from

various agencies, to include the Consumer Safety and Traffic, Department of Corrections, and OSHA. Currently these reports are compiled through manual methods.

Quantity	Item	Cost
1	Computer System	\$1,500

The District 17 Medical Examiners Office has a forensic photographer who takes 8 photographs of each medical examiner case (approximately 1,700 cases annually) and an average of 100 photographs for each homicide case (approximately 100 cases annually). The heavy camera and flash usage of almost 15,000 photographs a year is causing flash attachments to wear out. The motor drive is in need of a major overhaul. The District 17 Office wishes to purchase a new camera drive, two flash attachments, one grip, a heavy-duty battery pack and one new lens to avoid losing photography findings due to equipment breakdown. The old camera would be used for backup purposes.

Quantity	Item	Cost
1	Camera Equipment for forensic photographer	\$1,825

## B. Supplies

**\$0**

No supplies are being requested.

## C. Personnel and Fringe Benefits

**\$ 2,104**

Personnel funds are being requested for overtime hours by five District Medical Examiners Offices, to apply for, meet requirements of and obtain American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB) accreditation or re-accreditation.

### Florida District Medical Examiners - \$2,104

PERSONNEL	Position	Total Hours	Rate	Cost
William Pellan	Director of Investigations	22	40.38	\$888
<b>BENEFITS</b>				
William Pellan	Director of Investigations	22	4.41	\$96

PERSONNEL	Position	Total Hours	Rate	Cost
Ron Bell	Director of Toxicology	21	45.35	\$951
<b>BENEFITS</b>				
Ron Bell	Director of Toxicology	21	8.08	\$169

**D. Facilities**

**\$23,544.27**

**Regional Crime Laboratory at IRCC - \$4,744.27**

The laboratory's Records Retention Schedule, in accordance with Florida Public Records regulations pertaining to criminal investigative files, calls for Laboratory case files relating to capital/life felonies to be retained for 100 years after the date of the incident in question. Laboratory case files relating to other lesser crimes must be retained for a minimum of seven years. Files are destroyed as quickly as permissible per the Retention Schedule to make room for newer archived files. More recent files are stored in metal file cabinets in a separate location, with the current year's files stored in yet another location. These records must be kept in a secured, readily accessible location. The Laboratory's only available secured storage area is the Chemistry Section's storage room. Currently, one wall of this room is lined floor to ceiling with a cardboard and steel frame modular file storage system, which in addition to having limited filing space, is a cumbersome process for retrieval of the files. The Laboratory's space limitations create not only a storage crunch and several significant safety hazards, but the retrieval process is time-consuming. Due to the lack of consolidation of records and confinement in a cluttered area, two laboratory personnel are required to assist in recovering the files. Since file access is a frequent occurrence, analytical time is lost for file recovery. This time could be better spent analyzing physical evidence and performing other required laboratory tasks.

The proposed solution to the Laboratory's file space shortage involves purchasing a 8' x 8' x 20' ISO container. The container will be customized to meet security, insulation, electrical, lighting and air conditioning requirements. The result will be a highly secure, watertight storage unit for archiving of laboratory files and will be placed on site next to the Laboratory, inside the fenced perimeter of the Laboratory's vehicle compound. Consolidation of the laboratory records will allow rapid retrieval of the files by a single staff member, thereby allowing for minimal loss of laboratory analytical time. This will also alleviate potential safety issues. The customized container should remain serviceable for decades, and will therefore remain a durable asset. Proceeds from the grant will be used to partially fund the container purchase, with any remaining balance to be paid via Laboratory funds. Total purchase price is estimated to be approximate \$8200. There are no other anticipated associated start-up or operational costs beyond routine maintenance.

Quantity	Item	Cost
1	Customized ISO steel shipping container	\$4,744.27

**Florida Department of Law Enforcement - \$ 16,500**

**Pensacola Regional Laboratory - \$1,500**

Installation of two additional 220-volt circuits needed for the Uninterrupted Power Supplies, which will be purchased with funds from this grant. Pensacola is also requesting funds for the removal of existing cabinetry to install new Misonex fume hood for use in the Chemistry Section. At present analysts are having to share hood space and that slows processing of cases.

**Ft. Myers Regional Laboratory - \$15,000**

The Florida Department of Law Enforcement's Ft. Myers Regional Operations Center Lab is in need of funds for renovations to accommodate an increased number of personnel in the Latent

Print and Chemistry Sections. In Latent Prints there are currently 7 Crime Analysts and 2 Forensic Technologists working in a processing area designed originally for 4 Analysts and 1 Forensic Technologist. The laboratory has 5 Analysts and 1 Forensic Technologist in a Chemistry section with only four work units. There is space available that is presently being utilized but impedes proper work flow and creates some safety concerns. The renovation of this space to its new purpose would positively impact productivity and turn around time.

**Florida District Medical Examiners - \$ 2,300**

The District 5 Medical Examiners Office will be seeking NAME accreditation during the upcoming two years. After paying accreditation application and inspection fees, this office will apply their remaining grant allotment to enhance their facilities and forensic capabilities. The funds in the amount of \$2,300 will be applied to either a security gate or a dual head microscope. The installation of an automated security gate to the body receiving compound will not only improve security, but also will help the office meet accreditation standards. The initial quote for this item and installation was \$18,119. The office may also apply remaining funds toward the purchase of a dual head microscope to decrease the analysis time required for histology studies related to forensic death investigations. The initial quote for this equipment was \$13,585.

Item	Cost
Dual head microscope or installation of security gate to meet NAME Accreditation standards	\$2,300

**E. Accreditation and Certification \$9,800**

**Florida District Medical Examiners - \$ 9,800**

Five Florida District Medical Examiners are requesting funding for the purpose of applying for, meeting requirements of, and obtaining American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB) accreditation.

Item	Cost
NAME application and inspection fees for Districts 5, 6, 8, 10 and 17	\$7,500

Funds for the cost associated with efforts of the Director of Investigations and Director of Toxicology at the District Six Medical Examiners office will be needed for development and documentation of standardized policies and procedures including quality assurance procedures for Medical Examiner Operations and Toxicology Laboratory Operations as required and described in NAME Inspection and Accreditation Policy and Procedures Manual.

Item	Cost
Preparation of Operation and Facility Manuals that are required for NAME accreditation	\$2,300

## F. Education and Training

**\$10,516**

### Miami-Dade Police Department - \$ 10,516

Monies are being requested to pay for certification testing of examiners. Upon successful completion of this written Firearms test at the AFTE meeting, arrangements would be made to give the practical test in Firearms to the three examiners on-site. Arrangements would also be made to give testing on-site for certifications by the American Board of Criminalist (ABC) in the areas of Forensic Drug Analysis or General Knowledge Examination. The successful passing of the certification test will recognize the examiner as having achieved certain standards set by his peers and promote professionalism in the particular field. Certification offers the Courts further proof of demonstrated professional levels of knowledge, skills and abilities in the area of forensic science.

Item	Cost
Firearms Certification Practical (3 test fees @ \$200 each)	\$ 600
ABC Technical Specialist Certification, Forensic Drug Analysis 11 application fees @ \$30 each	\$ 330
ABC Technical Specialist Certification, Forensic Drug Analysis 11 test fees @ \$200 each	\$2,200

Monies are also being requested to send six examiners to attend a professional meeting in their respective discipline(s). Attendance at the professional meetings will allow them to receive current information on new techniques and developments in their field. Three examiners would be attending the Association of Firearms and Toolmark Examiners (AFTE) Annual Training Seminar and would also take the written portion of the Firearms Evidence Examination and Identification Certification sponsored by AFTE. Three examiners would be attending the American Academy of Forensic Science (AAFS) Annual Meeting.

Item	Cost
<b>Training in Philadelphia</b>	
Airfare(\$262 X 3 people)	\$786
Hotel (\$119 X 7 nights X 3 people)	\$2,499
Shuttle (\$10 X 3 people X 2 ways)	\$60
Per Diem (\$21 X 7 days X 3 people)	\$ 441
Registration (\$250 X 3 people)	\$ 750
Certification (\$50 X 3 people)	\$ 150

<b>Training in Chicago</b>	
Airfare (\$400 X 3 people)	\$1,200
Hotel (75 X 3 people X 5 nights)	\$1,125
Shuttle (\$10 X 3 people 2 ways)	\$ 60
Per Diem (\$21 X 5 days X 3 people)	\$ 315

G. Other

\$4,280

Florida District Medical Examiners Offices - \$ 4,280

The District 17 Medical Examiners Office has requested funds for calibration of its two digital pipettors. The calibration ensures the continued accurate reading of the substance being dispensed. Additionally, funds are requested to repair one of the digital pipettors that is currently not in service. A new pipettor costs approximately \$1,800, and this repair allows improved abilities for their analysts to use equipment necessary to perform essential tests.

Item	Cost
Annual calibration of two digital pipettors	\$80
Repair to one digital pipettor not in service	\$400

The District 12 Medical Examiners Office will use grant funds for the on-going development of a comprehensive, Medical Examiner Information Management System. This office is NAME accredited. This will provide an efficient and automated information storage and retrieval system. It is comprised of an integrated set of hardware and software products with numerous databases. The current method of organizing the information is inefficient and time consuming due to its manual nature. The establishment of this computer system will greatly enhance the information processing for the District 12 Medical Examiners Office.

Item	Cost
Computer Programming for integrating digital photos into computer system	\$3,800

**TOTAL FUNDING REQUEST - \$186,120.00**

## BUDGET SUMMARY

Total Funding Request: \$186,120.00

	Budget Category	Amount
A.	Laboratory and Computer Equipment	\$135,875.73
B.	Supplies	\$0
C.	Personnel and Fringe Benefits	\$ 2,104
D.	Facilities	\$23,544.27
E.	Accreditation and Certification	\$9,800
F.	Education and Training	\$10,516
G.	Other	\$4,280

TOTAL PROJECT COSTS	\$186,120.00
Federal Request	\$186,120.00
Non-Federal Amount (No State Match Required)	\$0

# PROPOSAL ABSTRACT

## **Project Goals and Objectives**

Florida is now the fourth largest state in the union with 16 million residents. In addition the state gets over 9 million visitors each year. This increase in population along with the increase in crime has placed a burden on the Crime Laboratories in the state. This has led to backlogs and increasing turnaround times for cases to be worked in all analytical areas of the laboratories. The instrumentation, supplies and equipment requested will be used to provide more efficient processing of evidence and thus decrease the time needed to work the cases. In addition, monies will be used for accreditation.

Goals of this project are to:

1. Reduce analysis time for cases submitted to State and County crime laboratories
2. Seek accreditation in five Medical Examiners offices.
3. Increase Florida's analysis production capability and capacity in all areas of the crime laboratories.

## **Project Design**

FDLE's network of Crime laboratories in partnership with the five county laboratories (Miami-Dade, Broward, Palm Beach, Pinellas and Indian River) and the Medical Examiners offices through the auspices of the Medical Examiner's Commission have identified needs which will assist in lowering turnaround time of cases being processed in the state and local crime laboratories. In addition, five Medical Examiners offices will use money from this solicitation to apply and prepare for accreditation with the National Association of Medical Examiners. Each laboratory or office has identified its specific needs with the overall goal of lower turnaround times in each laboratory. Because of differences in services offered and service area, the needs of the laboratories are different.

Representatives from the participating crime laboratories and the Medical Examiner's Commission met and agreed on the funding allocation for the state. Participating laboratories and offices identified the need for information technology equipment, automation equipment, additional laboratory equipment, supplies and overtime funds to assist in the process of increasing the efficiency and capacity for forensic analysis in the laboratories and to reduce the present turnaround times in each forensic discipline.

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## PROGRAM NARRATIVE

### A. Proposal Abstract

#### **Project Goals and Objectives**

Florida is now the fourth largest state in the union with 16 million residents. In addition the state gets over 9 million visitors each year. This increase in population along with the increase in crime has placed a burden on the Crime Laboratories in the state. This has lead to backlogs and increasing turnaround times for cases to be worked in all analytical areas of the laboratories. The instrumentation, supplies and equipment requested will be used to provide more efficient processing of evidence and thus decrease the time needed to work the cases. In addition, monies will be used for accreditation.

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#### **B. Proposed Project**

The State and Local Crime Laboratories and the Medical Examiners Offices in Florida have had a long history of cooperation. Florida Statute creates a statewide Criminal Laboratory System consisting of the FDLE Crime Laboratories and Local Laboratories in Miami-Dade, Broward, Palm Beach, Indian River and Pinellas County. These laboratories meet regularly in a standing committee made up of the directors of each of these laboratories known as the Forensic Advisory Committee (FAC). This committee discusses interests of concern in the forensic community, put together training courses and coordinate forensic efforts in the state. The FAC in turn gives advise to the Florida Crime Laboratory Council (FCLC), which is a governor appointed Council whose 10 members have duties specifically spelled out by statue. Those duties are:

- (1) Establishment of the fiscal and auditing process for budget requests and state funding distribution.
- (2) Development of guidelines and standards for inclusion of additional laboratories into the system.
- (3) Evaluation of forensic science training and development programs.
- (4) Consideration of laboratory safety and health issues.
- (5) Assessment of the crime laboratory service needs of criminal justice agencies and the effectiveness of existing services.
- (6) Distribution of workload and crime laboratory resources to meet exceptional situations.
- (7) Collaboration with an advisory committee of leaders of the statewide criminal analysis laboratory system in technical and operational matters of mutual concern.
- (8) Offering recommendations on laws, policies, and procedures to improve the operations of member laboratories of the statewide system.
- (9) Promotion of coordination, cooperation, and standardization between the various state and locally operated laboratories.
- (10) Recommendation of standards of education and experience for professional and technical personnel employed by the state and locally operated laboratories.

Among the members of the FCLC is a medical examiner that regularly reports to the Medical Examiner's Commission (MEC), another governor appointed body, which has oversight of the medical examiners in the state. There are normally two to three forensic training classes sponsored by the Crime Laboratory Council each year in the state, which are provided at

minimal cost to members of state and local laboratories. In this way, all parts of the forensic community work together.

In addition to the formalized relationship of the FAC, FCLC and MEC, the Crime laboratories and Medical examiners offices in Florida have always maintained a cooperative working relationship. The goal of all of these forensic communities is to give the highest quality and most timely forensic service to the law enforcement community and the citizens of Florida. Forensic Disciplines not provided at the local level are done at FDLE laboratories. When there are backlog of cases at local laboratories, FDLE has stepped into help alleviate the backlog situation. The FDLE Crime Laboratory System eliminated Document Examination as a discipline in 2001 due to legislative mandate and local laboratories having this capability have stepped in to take over this caseload. When forensic discipline meets the meetings are open to all members of the discipline regardless of the laboratory they are from. This allows us to share information and discuss issue to come to statewide consensus.

Forensic laboratories regularly work with medical examiners in a variety of venues. The two entities interact in the examination of shared cases. Also, the forensic laboratories take part in medical examiners meetings to hear and voice concerns and to share information.

Members of the Forensic Advisory Committee along with e Chair of the Medical Examiners Commission met the grant application. There was unanimous agreement that funds from this solicitation be allocated based on the population served. It was also agreed that if funds were not to be utilized by offices, that those funds would be allocated by the same population percentage

back to the groups that were participating. It was decided that each office or laboratory participating would evaluate it's own needs and determine where the funds can be used to target certain sections.

The Broward County Laboratory is targeting the Chemistry section of its laboratory, which is responsible for the analysis of controlled substances. The equipment requested, including a computer, heat sealer, balance, and pellet press would increase the efficiency of the section by elimination places in the examination process where multiple examiners must share instruments and therefore bottlenecks are created. The Broward Crime lab also wishes to expand its capabilities in the analysis of liquids by the purchase of a Triple Bounce Diamond Attenuated Total Reflectance accessory to existing equipment. With the addition of this equipment the section will allow the analyst in the Broward County Chemistry section to complete their cases in a more timely fashion and expand the types of cases, which they can process.

The Miami-Dade County Crime Laboratory has targeted two sections, the Firearms and Trace Evidence Analysis section. The equipment will be used in the analysis of glass and will replace equipment that is nearly 30 years old. The new equipment will allow for faster and more accurate analysis of cases involving glass. The Firearms Section of the Miami-Dade Laboratory will use funds for training and certification of analysts. It is imperative that all examiners in the forensic fields be afforded the opportunity to attend professional meetings in order to stay current in their field. New techniques learned at meeting can lead to more efficient and effective analysis of cases.

The Palm Beach County Laboratory has determined its needs to be the conversion of an existing room to a fully functional training room. This would allow the laboratory to do training on-site that it now must do at another location. This eliminates the need for travel and will enable analysts to remain available for their primary job functions and to spend more time working cases.

The Pinellas County Laboratory will use its fund to purchase an Ultraviolet spectrophotometer to be used in the analysis of controlled substances. The increasing caseload at the laboratory has created a bottleneck in the process, which can be alleviated by the purchase of this instrument. This will in turn allow cases to be worked in a more timely fashion.

The participating Medical Examiners Offices will use their funds for two purposes, accreditation and equipment to make examination in the offices more effective and efficient. Five medical examiners will apply for accreditation with the National Association of Medical Examiners. The equipment requested is camera equipment for the District 12 and District 8 offices, a microscope for District 14, which will help alleviate a bottleneck in their examinations and a computer system for District 8, which will increase productivity by allowing the increased flow of information in the office.

The Indian River Crime Laboratory will use their funds for the purchase of an ISO Steel Shipping container to be used as a storage facility for the storage of laboratory records. At present records are kept at various locations away from the laboratory and retrieval of those record takes time form the case working duties of lab members. There are also heath and safety

issues associated with cluttered facilities. A single records facility on-site would make records retrieval more efficient and keep members at their primary task of working cases.

The Florida Department of Law Enforcement Laboratories will use their funds to target Toxicology, Chemistry Crime Scene, Digital Imaging, and Microanalysis. The Toxicology section utilizes the Turbovap and solid phase extraction manifolds in sample preparation. These would be additional workstations, which would eliminate bottlenecks in this step of the extraction and would make the process more efficient. The Uninterrupted Power Supplies will be used to keep chemistry instrumentation such as Gas Chromatograph or Mass spectrometer running during power interruptions. Interruption of power decreases the efficiency of the section and increase process time for cases. Cameras, printer, plotters and video enhancement systems will be utilized Crime Scene, firearms and other sections of the laboratory. This will add to FDLE's digital capabilities, which are already proving to allow for more efficient and effective processing and documentation of evidence. The stereomicroscope to be purchased for Microanalysis will be assist in casework and allow the analyst to more quickly screen debris. In all of the laboratories and office where funds have been requested, they are targeting specific discipline and specific processes within those disciplines. Each of these enhancements will allow that step in the process to proceed more quickly thus speeding the entire process. These requests are merely a part of an ongoing process in each of the laboratories to make examination more timely and efficient. It is and has always been the goal of the Forensic Community within Florida to give law enforcement and the citizens of the state the highest quality and most timely forensic analysis possible. This finding will aid in achieving that goal.

**Miami-Dade Police Department - \$ 21,686.00**

Item	Cost
<b>LABORATORY AND COMPUTER EQUIPMENT - \$11,170.00</b>	
1 - Mettler FP 90 Controller	\$7,650.00
1 - Mettler FP82HT Microscopy Hot Stage	\$3,520.00
	<b>\$11,170.00</b>
<b>EDUCATION AND TRAINING - \$10,516.00</b>	
Firearms Certification Practical (3 test fees @ \$200 each)	\$600.00
ABC Technical Specialist Certification, Forensic Drug	\$330.00
ABC Technical Specialist Certification, Forensic Drug	\$2,200.00
<b>Training in Philadelphia</b>	
Airfare (\$262 X 3 people)	\$786.00
Hotel (\$119 X 7 nights X 3 people)	\$2,499.00
Shuttle (\$10 X 3 people X 2 ways)	\$60.00
Per Diem (\$21 X 7 days X 3 people)	\$441.00
Registration (\$250 X 3 people)	\$750.00
Certification (\$50 X 3 people)	\$150.00
<b>Training in Chicago</b>	
Airfare (\$400 X 3 people)	\$1,200.00
Hotel (75 X 3 people X 5 nights)	\$1,125.00
Shuttle (\$10 X 3 people 2 ways)	\$60.00
Per Diem (\$21 X 5 days X 3 people)	\$315.00
	<b>\$10,516.00</b>
April - June Expenses	
July - September Expenses	
October - December Expenses	
<b>Balance</b>	