

File No. 101364

Committee Item No. 3

Board Item No. 11

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee PUBLIC SAFETY

Date 11/1/10

Board of Supervisors Meeting

Date 11/09/10

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Completed by: Gail Johnson

Date 10/28/10

Completed by: [Signature]

Date 11/4/10

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

of 2011

1 [Accept and Expend Grant - FY2010 Forensic DNA Backlog Reduction Program - \$320,274]

2
3 **Resolution authorizing the San Francisco Police Department to retroactively accept**
4 **and expend a grant totaling \$320,274 from the U.S. Department of Justice/ National**
5 **Institute of Justice for the FY2010 Forensic DNA Backlog Reduction Program.**

6
7 WHEREAS, The San Francisco Police Department applied for and was awarded
8 \$320,274 in funding from the U.S. Department of Justice/National Institute of Justice on behalf
9 of the City and County of San Francisco; and

10 WHEREAS, The purpose of the grant is to reduce forensic biology casework and
11 backlog by providing additional equipment, validation services, and overtime for laboratory
12 staff; and

13 WHEREAS, The award period is from October 1, 2010 through March 31, 2012; and

14 WHEREAS, The grant does not include any provision for indirect costs; and

15 WHEREAS, The San Francisco Police Department is seeking retroactive approval
16 because it did not receive the grant award until September 3, 2010; and

17 WHEREAS, This grant does not create any new positions, and will not require an
18 amendment to the Annual Salary Ordinance; now therefore be it

19 **RESOLVED** The City and County of San Francisco is authorized to accept and expend
20 a grant from the U.S. Department of Justice/ National Institute of Justice in the amount of
21 \$320,274; and be it

22 **FURTHER RESOLVED**, That the Board of Supervisors hereby waives inclusion of
23 indirect costs in the grant budget; and be it

1 FURTHER RESOLVED, That the Chief of Police, or his designee, is authorized to
2 enter into the agreement of behalf of the City and County of San Francisco.

3
4
5 RECOMMENDED:

6
7 
8 GEORGE GASCON, Chief of Police
9 Police Department

10 APPROVED:

11
12 
13 *for* GAVIN NEWSOM, Mayor

14
15 
16 *for* BEN ROSENFELD, Controller



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *for* Mayor Gavin Newsom *ST*
RE: Accept-Expend Federal Department of Justice /National Institute of Justice grant, FY 2010
DATE: October 26, 2010

Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the resolution authorizing the San Francisco Police Department to retroactively accept and expend a grant totaling \$320,274 from the U.S. Department of Justice/ National Institute of Justice for the FY 2010 Forensic DNA Backlog Reduction Program.

I request that this item be calendared in City Operations and Neighborhood Services Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262.

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: San Francisco Police Department
DATE: October 13, 2010
SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: DOJ-NIJ FY 2010 Forensic DNA Backlog Reduction Program

Attached please find the original and 4 copies of each of the following:

- ☒ Proposed grant resolution; original signed by Department, Mayor, Controller
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☒ Grant application
- ☒ Grant award letter from funding agency
- ☐ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Dana Lang Phone: 415-553-1120

Interoffice Mail Address: SFPD Fiscal – 850 Bryant St, Rm 511, San Francisco

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **NIJ FY 2010 Forensic DNA Backlog Reduction Program**

2. Department: **San Francisco Police Department**

3. Contact Person: **Dana Lang**

Telephone: **415-553-1120**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$320,274**

6a. Matching Funds Required: **\$0**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **Department of Justice, National Institute of Justice**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **This project will reduce forensic biology casework turnaround time and backlog by providing additional equipment, validation services, and overtime for laboratory staff in the San Francisco Police Department Crime Lab.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **October 1, 2010**

End-Date: **March 31, 2012**

10a. Amount budgeted for contractual services: **\$145,790**

b. Will contractual services be put out to bid? Yes

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? No

d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **N/A**

12. Any other significant grant requirements or comments: **No.**

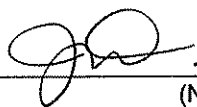
****Disability Access Checklist****

13. This Grant is intended for activities at (check all that apply):

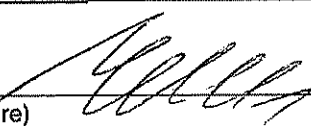
<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 
(Name)

Date Reviewed: 10/14/10

Department Approval: George Gascón Chief of Police
(Name) (Title)

(Signature)

FY 2010 Forensic DNA Backlog Reduction Program, FY 2010
Grant No. 2010-DN-BX-K124

<u>Budget Item</u>	<u>Amount</u>
Personnel	\$83,589
Fringe	\$6,395
Equipment	\$44,000
Consultants/Contractors	\$145,790
Other	\$40,500
Total Project	<u><u>\$320,274</u></u>



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 2, 2010

Ms. Cherisse Boland
San Francisco City - County Police Department
850 Bryant Street
Room 511
San Francisco, CA 94103

Dear Ms. Boland:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the Forensic DNA Backlog Reduction Program in the amount of \$320,274 for San Francisco City - County Police Department. This funding is for the project titled, "NIJ's FY 2010 Forensic DNA Backlog Reduction Program."

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Mark Nelson, Program Manager at (202) 616-1960; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Robinson", is written over a horizontal line.

Laurie Robinson
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
National Institute of Justice

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Cooperative Agreement

PROJECT NUMBER

2010-DN-BX-K124

PAGE 1 OF 1

This project is supported under FY10(NIJ - COPS DNA/Forensics) Pub. L. No. 111-117, 123 Stat. 3034, 3138; 28 USC 530C

1. STAFF CONTACT (Name & telephone number)

Mark Nelson
(202) 616-1960

2. PROJECT DIRECTOR (Name, address & telephone number)

Cherisse Boland
Crime Laboratory Supervisor
850 Bryant Street
Building 606
San Francisco, CA 94103-4697
(415) 671-3119

3a. TITLE OF THE PROGRAM

NIJ FY 10 Forensic DNA Backlog Reduction Program

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

FY 2010 Forensic DNA Backlog Reduction Program-San Francisco Police Department, Criminalistic Laboratory

5. NAME & ADDRESS OF GRANTEE

San Francisco City - County Police Department
850 Bryant Street Room 511
San Francisco, CA 94103

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2010 TO: 03/31/2012

8. BUDGET PERIOD

FROM: 10/01/2010 TO: 03/31/2012

9. AMOUNT OF AWARD

\$ 320,274

10. DATE OF AWARD

09/02/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The objective of this program is to assist eligible States and units of local government to reduce forensic DNA sample turnaround time, increase the throughput of public DNA laboratories, and reduce DNA forensic casework backlogs. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology. Eligible States and units of local government may request funds to increase the capacity of their existing crime laboratories that conduct DNA analysis in order to analyze DNA samples more efficiently and cost effectively. Eligible applicants also may request funds to handle, screen, and analyze backlogged forensic DNA casework samples.
nca/ncf

National Institute of Justice

Forensic DNA Backlog Reduction Program – San Francisco Police Department

FY 2010: PROGRAM NARRATIVE

Table of Contents

Section	Page Number
Project Abstract	2
Description of the Forensic Biology Section	3
Project Objectives	4-5
Implementation Approach	6
Expected Results	7
Key Person	8
Resumes of Key Person	9-13
Appendix 1: Notification of Allotment	14-16
Appendix 2: Certification of Accreditation Status	17-18

PROJECT ABSTRACT

Funding available under the 2010 Forensic DNA Backlog Reduction program will assist the San Francisco Criminalistics Laboratory to (1) reduce casework turnaround time, (2) increase casework throughput, (3) reduce casework backlogs (4) implement newer technologies, and (5) utilize the Combined DNA Index System (CODIS) to its fullest capabilities, given the recent expansion to all arrestees. Under this program, the funds will be directed to equipment purchases, validation services and overtime for permanent laboratory staff. Improved overall casework efficiency for evidence inventory, sample preparation, biological screening, DNA analysis and administrative / technical reviews for violent and nonviolent crimes offenses will be demonstrated. Overtime for laboratory staff directly engaged in the handling, screening and/or analysis of forensic DNA samples will offer a benefit for the reduction of cases awaiting DNA testing and increase the overall efficiency of the DNA Unit. The current length of time from case assignment to issued report of DNA results is approximately 4 months. The average number of DNA samples currently processed per analyst per month is approximately 30. It is estimated that there are currently 60 backlogged Part I violent crimes cases (sexual assaults and others) and 175 nonviolent crimes cases (burglaries and others) awaiting biological screening and/or DNA testing within the SFPD Forensic Biology Unit. Casework assistance under this grant will significantly reduce the number of backlogged cases awaiting DNA analysis. The estimated number of forensic DNA cases that are projected to be awaiting in-house analysis as of September 30, 2010 is approximately 300. And of the 300, ~ 150 DNA cases will be worked under this grant. Further, for every \$1000 in overtime funds used, one case will be worked within the Forensic Biology section of the Crime Lab.; a minimum of 90 cases out of the 150 will be worked using this overtime money.

In addition to overtime funds for laboratory work, overtime for administrative and technical reviews associated with the final release of case records and reports will significantly improve the overall casework turnaround time of the DNA Unit operation; it is estimated that there are currently 75 cases awaiting technical and administrative reviews. The number of cases that can be screened and/or DNA tested within 18 months using the available Federal funds is

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

approximately 150 (of which, 90 will be worked using overtime funds); assuming a concerted approach for implementation of the high-throughput DNA section.

DESCRIPTION OF THE LABORATORY'S FORENSIC BIOLOGY SECTION

The San Francisco Police Department Criminalistics Laboratory is an established laboratory. The San Francisco Police Department Criminalistics Laboratory primarily services the City and County of San Francisco Police Department, as well as the Sheriff's Department and other local law enforcement agencies operating within the City and County of San Francisco.

The San Francisco Police Department was awarded accreditation by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB) in February 2005. Prior to ASCLD-LAB accreditation of the Crime Laboratory, the Forensic Biology / DNA Section was accredited by the National Forensic Science Testing Center (NFSTC) in 2001.

The San Francisco Police Department complies with the FBI Quality Assurance Standards, effective date of July 1, 2009 and the accreditation requirements of federal law, for undergoing annual audits every calendar year and shall be at least 6 months and no more than 18 months apart. The San Francisco Crime Lab undergoes external audits not less than once every two years. Criminalists in the Forensic Biology Section examine items of physical evidence, identify biological material and perform short tandem repeat (STR) DNA typing in criminal matters. Criminalists publish reports to the requesting agency, upload data to CODIS, provide legal discovery to requesting counsel (typically the public defender or private defense attorney), and testify in court.

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

The Forensic Biology Section employs eight full-time Criminalists as follows:

Two Criminalist III (Section Supervisors):	Matthew Gabriel, MFS Cherisse Boland, MSFS
Four Criminalist II's:	Kevin Kellogg Tahnee Nelson Mignon Dunbar David Jackson
Two Criminalist I's:	Kimberley Sylvester Taryn Mead

PROJECT OBJECTIVES

The overall objectives are to demonstrate that grant funds will (1) reduce casework turnaround time, (2) increase casework throughput, (3) reduce casework backlogs and (4) utilize the Combined DNA Index System (CODIS) for Part I violent crimes cases and nonviolent cases awaiting DNA analysis and awaiting technical review as of September 30, 2010.

1. **Reduce casework and overall turnaround time**

Incorporating single amplification PCR amplification technology into the casework workflow, upgrading our existing genetic analyzers and purchasing software for data analysis will increase lab efficiency by minimizing sample preparation and data review, reduce the amount of time spent on routine data analysis and manual review for both single source and forensic casework samples and will inevitably improve lab productivity by minimizing data review and adds consistency and reproducibility to the review process

Submit DNA profiles to CODIS

As a NDIS-participating laboratory in good standing, DNA services will be provided across different Units within the San Francisco Police Department. CODIS eligible

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

DNA profiles developed under this grant will be uploaded to the Combined DNA Index System (CODIS) at the local level (San Francisco Crime Lab). Once uploaded, the DNA profiles will be electronically submitted to the California State CODIS Laboratory (Cal-DOJ, State level). Once the DNA profiles have been submitted to the State Level, all eligible DNA profiles will be uploaded by Cal-DOJ (State level) to the FBI National CODIS level (NDIS). To this end, San Francisco Crime Lab has an agreement with Cal-DOJ, an NDIS-participating laboratory in good standing, which will upload all eligible profiles DNA profiles generated under this program at San Francisco Crime Lab to NDIS on our behalf. Further, all DNA analysis performed under this program will be maintained under the applicable federal privacy regulations.

Upload DNA profiles from Part I violent crimes cases (sexual assaults and others) awaiting biological screening and/or DNA testing within the SFPD Forensic Biology Unit.

- a. Upload DNA profiles from the 175 nonviolent crimes cases (burglaries and others) awaiting biological screening and/or DNA testing within the SFPD Forensic Biology Unit. The DNA Unit has had great success with the property crimes program, with an average CODIS hit rate of 80%. In addition to the high hit rate, we've been able to link multiple crimes to one perpetrator, stopping repeat offenders and providing DA(s) with the ability to charge multiple cases at once. Further, based on the high recidivism rate and the expansion of the Combined DNA Index System (CODIS) to all arrestees, we can anticipate, in years to come, even higher hit rates.

IMPLEMENTATION APPROACH

Develop a high-throughput DNA casework section to streamline and reduce the current backlog specifically for the following areas:

- PCR amplification preparation
- Genetic analysis
- Data analysis and report writing
- Analytical and report technical review

When the funding becomes available in October 2010, the DNA unit will upgrade existing genetic analyzers, purchase data analysis software capable and purchase validation services to validate the program using a system approach. The San Francisco Police Dept will send out a competitive bid and award the contract to the vendor with the best contract terms. Once all upgrades and software purchases have been completed, the vendor will focus on validating the following system: amplification of the single amplification PCR amplification technology into the casework workflow, using the upgraded genetic analyzers and data analysis using new data analysis software.

EXPECTED RESULTS

This plan will address bottlenecks by 1) implementing a single amplification chemistry kit resulting in a reduction of supplemental analyses to full the FBI requirement regarding the number of markers required for upload to the National DNA Index System and case reviews. A single amplification will also have the added benefit of submitting DNA profiles to CODIS faster, thereby solving casing quicker. (2) Implementing a high throughput electrophoresis instrument that will be integrated into our existing LIMS system, will increase casework throughput by allowing quick(er) case completion and final resolution.

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

The overall expected results will be a demonstrable reduction in the current backlog or elimination of the current 60 backlogged Part I violent crimes cases and 175 nonviolent crimes cases awaiting biological screening and/or DNA testing within the SFPD Forensic Biology Unit. The performance measure data will be derived by the (1) number of backlogged cases worked, (2) turnaround time for completion of cases, (3) number of CODIS profiles submitted to CODIS; all eligible forensic DNA casework samples analyzed using grant funding will be submitted to CODIS. The DNA unit supervisor will be responsible for collecting the data. The data generated using the Federal funds will be available for review 3 years post award to ensure that the performance measure data provide are accurate, auditable, and correctly measure the impact of the Federal funds provided. The method of collection will be as follows: Each assigned case will be electronically tracked using a unique identifier for 'funding source'; this will also avoid the possibility of double counting cases affected by the federal funds. Tracking cases in this manner will permit for the number of backlogged cases worked to be tallied. Each case will also be tracked with the assignment date, report completion date and technical review completion date, which will enable porting the turnaround time for completion of cases. Additionally, cases with qualifying CODIS profiles will be tracked electronically by the item #, source of evidence, and CODIS upload date, allowing the number of CODIS profiles submitted to CODIS using grant funding to be calculated. On a semi-annual basis, the numerical data stored electronically will be summarized and reported in an excel spreadsheet along with the other reporting requirements.

In summary:

The equipment purchases, validation services and LIMS integration services are essential in meeting the goals and objectives of this project as outlined below:

- 1) Reduce casework turnaround time

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

- (2) Increase casework throughput
- (3) Reduce casework backlogs
- (4) Implement newer technologies
- (5) Utilize the Combined DNA Index System (CODIS) to its fullest capabilities, given the recent expansion to all arrestees.

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

Key Person

Cherisse Boland, MSFS

Forensic Biology Section Supervisor

Criminalist III

SFPD Criminalistics Laboratory

850 Bryant Street/Building 606

San Francisco, CA 94103

Phone 415.671.3119

FAX 415.671.3290

Cherisse.boland@sfgov.org

Resume of Key Person

Please see following pages

CHERRISSE E. BOLAND, CRIMINALIST III

San Francisco Police Department

Forensic Services Division

Criminalistics Laboratory, Forensic Biology/DNA Unit

850 Bryant Street

San Francisco, CA 94103

EDUCATION

Master of Science in Forensic Science (DNA Analysis) - 2007

University of California, Davis

Davis, CA

Bachelor of Science, Animal Science, Minor, Biotechnology - 2002

California Polytechnic State University

San Luis Obispo, CA

PROFESSIONAL EXPERIENCE

Criminalist III, DNA Unit Supervisor

San Francisco Police Department Criminalistics Laboratory, San Francisco, CA

January 2008-Present

Criminalist II, DNA Analyst

San Francisco Police Department Criminalistics Laboratory, San Francisco, CA

March 2005-December 2007

Forensic Specialist

Applied Biosystems, Forensic Group, Human Identification Department

January 2004 to March 2005

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

Scientist II

Applied Biosystems, New Technologies Group

June 2003 to January 2004

Scientist I

Applied Biosystems, Forensic Group

April 2002 to June 2003

Associate Production Chemist

Applied Biosystems, Oligonucleotide Group

June 2001 to April 2002

CONTINUING EDUCATION AND TRAINING

15th National CODIS Conference, 2009

20th International Symposium on Human Identification Conference, 2009

Bode Technology Conference, 2009

American Academy of Forensic Sciences, 2008

CODIS Software Training, Version 5.7.3, 2008

19th International Symposium on Human Identification Conference, 2008

14th National CODIS Conference, 2008

DNA Auditor Workshop, 2007

DNA Auditor Course, 2007

Bode Technology Conference, 2007

Qiagen EZ1 Platform using the DNA Investigator Kit, 2007

Validation workshop, 2007

18th International Symposium on Human Identification Conference, 2007

17th International Symposium on Human Identification Conference, 2006

DNA workshop and seminar (Generating Profiles from Difficult Samples) and (Advanced Topics in Statistics), 2006

SFPD training plan for Biological Evidence Screening and DNA Typing of Short Tandem Repeat (STR)

Loci, 2006

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

CONTINUING EDUCATION AND TRAINING Continued

A course in STR Typing and Analysis, 2006

A course in Genetic Typing Methods, 2006

Training in Quantifiler Human DNA Quantitation Kit, 2006

A course in 3100/3130 Genetic Analyzer and GeneMapper *ID* v.3.2, 2006

A course in Biological Fluid Identification, 2006

16th International Symposium on Human Identification Conference, 2005

California Association of Criminalistics, 2005

Nucleic Acid Sample Preparation for Forensic Samples, 2005

Implementing Automation in the lab, 2005

Presenting DNA Evidence in Court, 2005

Practical Homicide Investigation: Tactics, Procedures, and Forensic Techniques Workshop, American Academy of Forensic Sciences, 2005

Population Statistics and Forensic DNA Analysis Seminar, Applied Biosystems, 2005

Y-STR Workshop American Academy of Forensic Sciences, 2004

How to be a Better Expert Witness Workshop American Academy of Forensic Sciences, 2004

Basic Statistics Workshop, 17th International Symposium on the Forensic Sciences, Australian and New Zealand Forensic Science Society, 2004

DNA Evidence Interpretation Workshop, 17th International Symposium on the Forensic Sciences, Australian and New Zealand Forensic Science Society, 2004

Y-STR Workshop, the 15th International Symposium on Human Identification, Promega Corporation Conference, 2003

Population Statistics and Forensic DNA Analysis Seminar, Applied Biosystems, 2003

Advanced 310 Genetic Analyzer Class, Applied Biosystems, 2002

PROFESSIONAL MEETINGS AND SEMINARS

15th National CODIS Conference, 2009
20th International Symposium on Human Identification Conference, 2009
Bode Technology Conference, 2009
American Academy of Forensic Sciences, 2008
The 19th International Symposium on Human Identification, 2008
14th National CODIS Conference, 2008
The 18th International Symposium on Human Identification, 2007
Bode Technology Conference, 2007
The 17th International Symposium on Human Identification, 2006
The 16th International Symposium on Human Identification, 2005
California Association of Criminalists, 2005
American Academy of Forensic Sciences, 2005
The 15th International Symposium on Human Identification, 2004
American Academy of Forensic Sciences, 2004
17th International Symposium on the Forensic Sciences, Australian and New Zealand Forensic Science Society, 2004
American Academy of Forensic Sciences, 2003
The 13th International Symposium on Human Identification, 2002
California Association of Criminalists, 2002

PUBLICATIONS

Robert L. Green, B.A.; Ines C. Roinestad, M.S.; Cherisse Boland, B.S.; Lori K. Hennessy, Ph.D, Applied Biosystems, Foster City, CA. 2005. Developmental Validation of the Quantifiler™ Real-Time PCR Kits for the Quantification of Human Nuclear DNA Samples. *J. Forensic Sci.* 50:809-825.

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

PRESENTATIONS AND CO-PRESENTATIONS

Boland, CE. 2005. "Streamlining the Analysis of Forensic DNA Testing: New Tools to Allow More Efficient Workflow from Processing to Final Result." *Proceedings of the American Academy of Forensic Sciences*, Denver, Colorado, Publication Printers, Corp., Vol. XI, pp. 70-71

1. Boland, CE. BS and Calandro, LM. MPH, 2004. "Proper Maintenance and Data Analysis of the Quantifiler™ DNA Quantification Kits Using the ABI PRISM® 7000 Sequence Detection System. *The 15th International Symposium on Human Identification, Promega Corporation.*"
2. Boland, CE, BS, Qi, Liwei, MS, Takara, B. MS, Daoudi, Y, BS and Roby, RK. 2004. "GeneMapper® ID Software Test Plan Performed for Software Verification." *Proceedings of the American Academy of Forensic Sciences*, Denver, Colorado, Publication Printers, Corp., Vol.10, pp.58-59 and 17th International Symposium on the Forensic Sciences, Australian and New Zealand Forensic Science Society.
3. Boland, CE, Leibelt, CS, Daoudi, Y, and Roby, RK. 2003. "Concordance Study of STR Results Using Multiple ABI PRISM® Genetic Analysis Instruments, AmpFλSTR® Kits, and ABI PRISM® Analysis Software." *Proceedings of the American Academy of Forensic Sciences*, Denver, Colorado, Publication Printers, Corp., Vol.9, pp.24-25
4. Leibelt, CS, Boland, CE, Brown, CL, Hatch, TL, Daoudi, Y, Lou, Y., and Roby, RK. 2003. "Verification of GeneMapper® ID Software for STR Analysis." *Proceedings of the American Academy of Forensic Sciences*, Denver, Colorado, Publication Printers, Corp., Vol. 9, pp.50-51
5. Daoudi, Y, Boland, CE, Joe, L, Leibelt, C, Wheaton, A, Roby, R.K. Evaluation of AmpFλSTR® PCR Amplification Kits For Use With The ABI PRISM® 3100-Avant Genetic Analyzer. 2002. Applied Biosystems.

Appendix 1: NOTIFICATION OF ALLOTMENT

I have received an email correspondence from Michael Grubb as shown below:

"Grubb, Michael" <mgrubb@pd.sandiego.gov>

04/08/2010 12:51 PM

"Hi All,

I have done the calculations for the DNA grant allotments, as follows:

1. The 2008 Part 1 Violent plus Property crime data was used (from Cal AG website).
We've been using these crime categories for several years now.
2. The percentages of crime were entered into the NIJ calculator, which rounds to 2 decimal places. The base dollar amounts were then determined by the calculator.
(Vallejo was subtracted from DOJ and added to San Mateo, and 50% of Concord was subtracted from Contra Costa and added to San Mateo – as San Mateo is doing all of Vallejo's DNA work and part of Concord's).
3. San Diego Sheriff and Fresno Co. will be applying for less than their base amounts.
\$224,705 total that those 2 labs will not be applying for was redistributed to the other labs by increasing all other labs' base allotments by 2.825%.
4. That got us to within \$5 of the target value, which I subtracted from DOJ's allotment.

Attached are the excel spreadsheets displaying the final funding available to Crime Laboratories and the percent of violent crimes per State and the corresponding funding distribution amount for the San Francisco Police Criminalistics Laboratory.

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

Appendix 1: NOTIFICATION OF ALLOTMENT continued



CALIFORNIA ASSOCIATION OF CRIME LABORATORY DIRECTORS

"Advancing Forensic Science Through Effective Management"

CACLD BOARD OF DIRECTORS
2009 - 2010

President
JOSEPH M. FABINY
Santa Clara County District Attorney
Crime Laboratory
250 West Hedding Street
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jfabiny@crimelab.sccgov.org

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Past President
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Bureau of Forensic Services
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Treasurer
JILL SPRIGGS
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DONALD M. TAYLER
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(619) 467-4607
Don.Tayler@sdsheriff.org

April 19, 2010

Mark S. Nelson, Senior Program Manager
US DOJ - Office of Justice Programs
National Institute of Justice

**RE: FY 2010 FORENSIC DNA BACKLOG REDUCTION PROGRAM -
CALIFORNIA APPLICANTS DISTRIBUTION**

Dear Mr. Nelson:

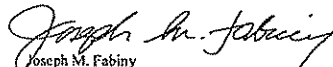
On behalf of the California Association of Crime Laboratory Directors (CACLD), please accept my gratitude for the opportunity to once again take part in the President's DNA Initiative Program, via the above entitled grant. Attached, please find a spreadsheet showing the distribution of funds for the eligible California crime laboratories based on Part 1 Violent Crimes (2008 data).

The laboratories listed in the spreadsheet will use the allotted amounts (Final Funding) in their grant application to NIJ for the 2010 Forensic DNA Backlog Reduction Program. Each applicant laboratory will be provided a copy of this letter to include with their application.

The San Diego County Sheriff's Office Crime Laboratory and the Fresno County Sheriff's Office Crime Laboratory will be applying for less than their base amounts. A total of \$120,245 that those two laboratories will not be applying for was redistributed equitably to the other laboratories by increasing all other base allotments by 1.49%.

The amount available for California as indicated in the FY 2010 grant solicitation is \$8,573,359.

Thank You,


Joseph M. Fabiny
President, CACLD

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

Appendix 1: NOTIFICATION OF ALLOTMENT Continued

Final Funding Contribution

STATE: CA	
Laboratory Name	Final Funding based on all funds available
Alameda Co.	\$274,591
Oakland PD	\$232,719
San Diego Co.	\$274,261
San Diego PD	\$348,197
Los Angeles Co.	\$1,441,271
Los Angeles PD	\$1,004,923
Contra Costa Co.	\$259,164
San Francisco	\$199,221
San Mateo Co.	\$192,170
Sacramento Co.	\$436,348
Santa Clara Co.	\$303,240
Orange Co.	\$453,979
Ventura Co.	\$110,189
Fresno Co.	\$120,000
Kern Co.	\$262,690
San Bernardino Co.	\$524,499
Calif. DOJ	\$2,135,897

Percent Violent Crime per State

Laboratory Name	% Violent crime of State
Alameda Co.	3.12%
Oakland PD	2.64%
San Diego Co.	4.15%
San Diego PD	3.95%
Los Angeles Co.	16.35%
Los Angeles PD	11.40%
Contra Costa Co.	2.94%
San Francisco	2.26%
San Mateo Co.	2.18%
Sacramento Co.	4.95%
Santa Clara Co.	3.44%
Orange Co.	5.15%
Ventura Co.	1.25%
Fresno Co.	3.07%
Kern Co.	2.98%
San Bernardino Co.	5.95%
Calif. DOJ	24.23%
*Lab R	0.00%
*Lab S	0.00%
*Lab T	0.00%
*Lab U	0.00%
*Lab V	0.00%
*Lab W	0.00%
*Lab X	0.00%
*Lab Y	0.00%
*Lab Z	0.00%
TOTAL	100%

Appendix 2: CERTIFICATION OF ACCREDITATION STATUS

The American Society of Crime Laboratory Directors



Laboratory Accreditation Board

*declares to all Advocates of Truth, Justice and the Law
that the management, personnel, and facilities of the*

San Francisco Police Department


Criminalistics Laboratory

*have been found satisfactory and that the other requirements of this
Board have been fulfilled, and therefore grants this*

CERTIFICATE OF ACCREDITATION

in the disciplines of

Controlled Substances, Trace Evidence, Biology, Firearms/Toolmarks and Questioned Documents


ROBERT M. KESTON
EXECUTIVE DIRECTOR

Certificate number
312
granted this
26th day of February, 2005
expires on the
25th day of February, 2010

National Institute of Justice
Forensic Casework DNA Backlog Reduction / Capacity Enhancement Program
FY 2010: PROGRAM NARRATIVE

Appendix 2: NOTIFICATION OF EXTENSION OF ACCREDITATION STATUS

"Tara Dolin" <TDolin@ascld-lab.org>
02/18/2010 08:45 AM

Dear Ms. Blake:

ASCLD/LAB has granted an extension of accreditation for the San Francisco Police Department Criminalistics Laboratory under the ASCLD/LAB Legacy Accreditation Program. The letter is being issued to you as an attachment to this e-mail. A hard copy of the letter will be supplied to you upon request.

Could you please acknowledge receipt of this e-mail and the attached letter?

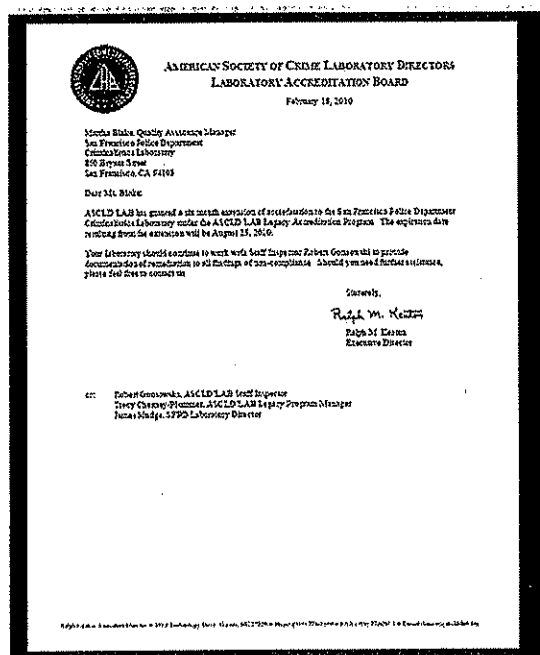
Sincerely,
Tara Dolin

Tara Y. Dolin - Senior Administrative Assistant
ASCLD/LAB
919-773-2600
919-773-2602 (FAX)
www.ascld-lab.org

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100218 SFPD notification of extension.pdf



Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Crime Lab Analyst Overtime		Computation		Amount per unit (define unit)		# units	# Individuals	Cost
Name/Position				hourly rate				
Criminalist I, Kimberley Sylvester				\$50.82		140	1	\$7,089
Criminalist I, Taryn Mead				\$50.82		175	1	\$8,868
Criminalist II, Mignon Dunbar				\$68.49		140	1	\$9,589
Criminalist II, Dave Jackson				\$68.49		136	1	\$9,315
Criminalist II, Kevin Kellogg				\$75.53		195	1	\$14,727
Criminalist II, Tahnee Nelson				\$75.53		195	1	\$14,727
Criminalist III, Cherisse Boland				\$96.37		200	1	\$19,274
TOTAL								\$83,589.47

Note - In the # of units column - you can display the entry as a % or a number. To change between numbers and percentage - select the cell - then click on FORMAT, then CELL, then NUMBER - then select number or percentage

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

		Amount of Personnel for basis	% of Amount of Personnel	Additional computation (optional)	
Employer's FICA		\$83,589.47	7.65%		\$6,394.59
Retirement			0%		\$0.00
Uniform Allowance			0%		\$0.00
Health Insurance			0%		\$0.00
Workman's Compensation			0%		\$0.00
Unemployment Compensation			0%		\$0.00
TOTAL					\$6,394.59

Total Personnel & Fringe Benefits

\$89,984.06

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Computation					
	Location	Item	Cost	# Individuals	# Nights/Days	# Trips
		Airfare	\$0.00	0	1	1
		Hotel	\$0.00	0	1	1
		Meals	\$0.00	0	1	1
		Airfare	\$0.00	0	1	1
		Hotel	\$0.00	0	1	1
		Meals	\$0.00	0	1	1
						TOTAL \$0.00

D. Equipment-- List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rent or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation		Cost
	Cost per Unit	# Units	
Upgrade 3100(s)	\$22,000.00	2	\$44,000.00
			TOTAL \$44,000.00

E. Supplies-- List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation		Cost
	Cost per unit	# Units	
			\$0.00
			\$0.00
			\$0.00
			TOTAL \$0.00

F. Construction-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A	Not allowable under these awards	\$0.00
TOTAL		\$0.00

G. Consultants/Contracts-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

Consultant Fee: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation Cost per unit (define unit)	# Units	Cost
Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)				

Item	Location	Computation Cost per unit (define unit)	# Units	Individual Cost
				\$0.00
				\$0.00
				\$0.00

Subtotal \$0

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Vendor	Service Provided	Computation Cost per unit (define unit)	# Units	Cost
TBD	Validation services	\$76,000.00 per instrument / chemist	1	\$76,000.00
TBD	Validation services: performance check	\$20,000.00 per instrument / chemist	1	\$20,000.00
LabAnswer	LIMS services	\$24,395.00 per instrument / chemist	2	\$49,790.00

Subtotal \$145,790

CONSULTANTS/ CONTRACTS TOTAL \$145,790

H. Other Costs-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Software purchase

Description	Computation Cost per unit (define unit)	# Units	Cost
GMID-X (full license)	\$16,500.00 One full license	1	\$16,500.00

<i>GMID-X (clients)</i>	\$8,000.00	Clients	3	\$24,000.00
TOTAL				\$40,500.00

I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
	\$0.00	\$0.00
	1%	
TOTAL		\$0.00

Budget Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$83,589.47
B. Fringe Benefits	\$6,394.59
C. Travel	\$0.00
D. Equipment	\$44,000.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$145,790.00
H. Other	\$40,500.00
Total Direct Costs	\$320,274.06
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$320,274.06
Federal Request	\$320,274.06
Non-Federal Amount	\$0.00

NOTE: If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

Budget Narrative

Budget Narrative: The Federal funding available under the 2010 NIJ Backlog Reduction grant will be used to upgrade existing genetic analyzers, purchase validation services from a vendor, integrate instruments into an existing LIMS system, genotype samples using a new data analysis software and implement new PCR technology. Once all upgrades and software purchases have been completed, the chosen vendor will focus on validation. The validation services will encompass a system approach, validating multiple portions of the casework workflow simultaneously that will include the following: single amplification PCR kit, electrophoresis using the upgraded genetic analyzers and genotyping using new data analysis software. Once the validation portion of the project is complete, LabAnswer or another suitable vendor will integrate the newly validated instruments and chemistry kit by designing an interface to communicate with the lab's existing laboratory information management system (LIMS).

Personnel - Once the implementation phase is completed and continuing until March 2012, the DNA Criminalist I, Criminalist II and Criminalist III positions listed below under personnel will work overtime in the Forensic Biology (DNA) Section and perform the following activities: (1) identify, evaluate and track DNA casework requests, (2) screen evidence for biological material and/or perform DNA typing, (3) report findings to law enforcement 4) perform administrative and technical reviews on analytical data and laboratory reports. In addition, the Criminalists and a contractor will assist in the implementation phase of the program to include sample preparation for the validation work, testing the system and manual writing. Dedicating these Criminalists to assisting with the implementation phase and the analysis of casework samples will reduce and/or eliminate the backlogged Part I violent crimes cases (sexual assaults and others) and 175 nonviolent crimes cases (burglaries and others) awaiting biological screening and/or DNA testing within the SFPD Forensic Biology Unit. Further, for every \$1000 in overtime funds used, one case will be worked within the Forensic Biology section of the Crime Lab; a minimum of 90 cases will be worked using this overtime money.

Equipment - The non-expendable items to be purchased having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit are listed below:

➤ Upgrading existing genetic analysis instruments

The upgraded instruments will be used to electrophorese casework samples that are part of the backlogged Part I violent crimes cases (sexual assaults and others) and/or the 175 nonviolent crimes cases (burglaries and others) awaiting biological screening and/or DNA typing. Upgrading our existing 3100 instruments to the 3130xl capillary electrophoresis instrument will deliver improved data quality, enhanced automation, and greater reliability. The automated polymer delivery system eliminates the need for syringe filling, maintenance, and clean up, facilitating faster turn around times. Further

National Institute of Justice

Forensic Casework DNA Backlog Reduction Program, FY 2010

Budget Detail Worksheet and Budget Narrative

the enhanced data collection software with easy-to-use wizards for instrument operation and maintenance will facilitate faster turn around times.

When the funding becomes available in October, 2010, the procurement method utilized will be a direct purchase from the vendor using an NIJ index code.

Consultants/Contracts

1) Applied Biosystems and Sorenson Genomics offer validation solutions that help comply with the updated FBI regulations and help reduce the amount of time an analyst spends on validation projects; allowing analysts to focus their efforts on casework. The San Francisco Police Dept will send out a competitive bid and award the contract to the vendor with the best contract terms.

The vendor chosen for this task will be tasked with validating the following:

- a. Single PCR amplification kit using thermal cyclers
- b. Electrophoresis using the upgraded genetic analyzers
- c. Genotyping using a new data analysis software

The estimated amount of money that will be needed to complete the validation project is approximately \$96,000, and the estimated completion time for the project is approximately 2 months. When the funding becomes available in October, 2010, the procurement method utilized will be a formal, competitive bid process.

2) **LabAnswer** is a laboratory informatics consultant firm. LabAnswer will assist in the design and implementation phase once the validation portion of the project has been completed. The estimated hourly fee will be ~ 158 hourly fee (8-hour day), and estimated time on the project of 2 months.

LabAnswer has a lot of experience in designing, implementing and supporting laboratory systems integrations. They integrate laboratory systems utilizing a variety of tools and custom interfaces. When the funding becomes available in October, 2010, the procurement method utilized will be a formal, written Procurement Policy.

Other

After samples are electrophoresed with the upgraded 3130XL instruments, the samples will be imported into the GMID-X Software in order to accurately size and genotype the samples from the backlogged Part I violent crimes cases (sexual assaults and others) and/or the 175 nonviolent crimes cases (burglaries and others) awaiting DNA typing. A table of results will be generated that will be used to generate a CODIS search request for submission to CODIS. Purchasing GMID-X software will significantly reduce the amount of time spent on routine data analysis and manual review for both reference and forensic casework samples. GMID-X will also improve lab productivity by minimizing data review and adds consistency and reproducibility to the review process.

