



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
**SHERIFF'S OFFICE**



**DATE:** September 9, 2009  
**BOARD MEETING DATE:** September 22, 2009  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Munks  
**SUBJECT:** Service Agreement with the City of Vallejo for provision of forensic services provided by the Sheriff's Office Forensic Laboratory.

**RECOMMENDATION:**

Adopt a Resolution:

1. Authorizing the President of the Board to execute a service agreement with the City of Vallejo for provision of forensic services provided by the Sheriff's Office Forensic Laboratory, for a three (3) year term commencing July 1, 2009 through June 30, 2012 and a reimbursement amount not to exceed \$495,000; and
2. Authorizing the Sheriff or Sheriff's designee to execute amendments and minor modifications to this agreement not to exceed an aggregate of \$25,000 and/or modify the agreement term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

In January 2004, the Laboratory became "Fee-for-Service" to offset the debt service accrued by the construction of the new facility. To arrive at an equitable fee schedule the Laboratory staff along with Sheriff's Office Senior Management and representative Police Chiefs and City Managers worked collaboratively to set both flat rate and billable fees. An Executive Steering Committee was also established to aid in resolving issues that could arise from this new environment.

The change in the Laboratory's business practices required the cost of services and expertise to be evaluated. In doing so the Laboratory began to focus on what services were done well, and what would be expected of the Laboratory in the future.

On August 15, 2006, the County entered into a three-year contract with the City of Vallejo for forensic laboratory work conducted by the Sheriff's Forensic Laboratory.

**DISCUSSION:**

Currently, San Mateo County is one of four laboratories providing service to Vallejo. Drug and alcohol cases, which account for the largest percentage of work coming to the



Laboratory, are being handled by Contra Costa County. The contract will expire at the end of June 2009. Earlier this year, the Chief of Police for the City of Vallejo contacted the Sheriff's Office Forensic Laboratory advising of their desire to renew the contract.

The proposed contract calls for the Laboratory to respond to incidents in which officers are killed in the line of duty. Evidence technicians will also respond to call-outs for homicides if the Department of Justice (DOJ) and Contra Costa County are unable to respond.

The Sheriff's Forensic Laboratory manages the extra case load with one additional staff member. The additional staff position is fully supported with the contract with the City of Vallejo, and provides the agencies in San Mateo County an additional 960 hours of service at no additional cost. In addition, the contract will increase the Laboratory's Federal Grant funds, by increasing the service population area by an additional 100,000 people. The population of the area served is one of the key factors used by the State in the distribution of DNA enhancement and backlog funds. The Laboratory will also be in a better position to receive earmarked funds, working as a regional laboratory.

The Sheriff's Office has met with the Laboratory Executive Advisory Board and the Deputy Sheriff's Association, both of which are in agreement with the contract.

County Counsel has reviewed and approved the resolution and agreement and as to form.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by forging a partnership with the City of Vallejo by providing specialized investigative and scientific analytical services which result in professional conclusions and expert testimony to support the investigation and adjudication of alleged criminal activity.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2008-09 Actual</b>	<b>FY 2009-10 Projected</b>
Total number of major case items received	7,320	7,500
Percent of major cases completed in less than 30 days	3%	3%

**FISCAL IMPACT:**

The contract is for a three year term expiring June 30, 2012 and for a reimbursement amount not to exceed \$495,000. Revenue from the proposed agreement has been included in the Sheriff's Office FY 2009-10 Recommended Budget and will be included in future budgets during the term of the agreement. There is no Net County Cost.