



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Sheriff's Office



**DATE:** October 4, 2011  
**BOARD MEETING DATE:** November 1, 2011  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** 4/5ths

**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Munks  
**SUBJECT:** FY 2011 Forensic DNA Backlog Reduction Program

**RECOMMENDATION:**

- A. Adopt a Resolution:
1. Accepting the FY 2011 Forensic DNA Backlog Reduction Program grant in the amount of \$213,288, for the period of October 1, 2011 to March 31, 2013; and
  2. Authorizing the Sheriff or Sheriff's designee to execute all necessary documents in connection with the grant including but not limited to agreements, amendments, and grant assurances.
- B. Approve an Appropriation Transfer Request (ATR) in the amount of \$213,288 from Unanticipated Revenue to Services and Supplies accounts for the expenditure of the grant. (4/5ths vote required)

**BACKGROUND:**

The Forensic DNA Backlog Reduction Program, through the U.S. Department of Justice, National Institute of Justice, offers an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples, as well as to improve DNA laboratory infrastructure and analysis capacity so that forensic DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

As of June 30, 2011, the Sheriff's Office Forensic Laboratory had an estimated 278 backlogged cases awaiting DNA analysis. A backlogged case, as defined by the National Institute of Justice, is one that has not been tested 30 days after submission to the laboratory.

**DISCUSSION:**

The Sheriff's Office applied for and has been awarded the FY 2011 Forensic DNA Backlog Reduction Program grant in the amount of \$213,288, for a period of 18 months, commencing October 1, 2011 through March 31, 2013. Funding will assist with overall turnaround time for the handling, screening, and analysis of forensic DNA samples, increase

the throughput of the Sheriff's Office Forensic Laboratory, and reduce existing DNA forensic casework backlogs.

Funds from the DNA Backlog Reduction Program will be applied towards: 1) overtime for existing Criminalists in the Forensic Biology Section; 2) travel and registration costs for two Criminalists to attend a symposium in Washington D.C. and the American Academy of Forensic Science Conference in Atlanta, Georgia; 3) the purchase of a Qiagen EZ1 (DNA extraction equipment); and 4) the purchase of supplies such as DNA Kits. The remaining funds will be applied towards contract services to support the Forensic Biology Unit.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this grant award contributes to the Shared Vision 2025 outcome of a Healthy Community by preventing future DNA backlogs and to help the criminal justice system use the full potential of DNA technology.

**PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Target</b>
Average number of days between the submission of a request for DNA analysis to the Forensic Laboratory and the delivery of the test results.	239	200

**FISCAL IMPACT:**

The FY 2011 Forensic DNA Backlog Reduction Program grant award is for the amount of \$213,288, for a period commencing October 1, 2011 to March 31, 2013. This grant does not require any matching County funds. There is no Net County Cost.

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

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION:

1. **ACCEPTING THE FY 2011 FORENSIC DNA BACKLOG REDUCTION PROGRAM GRANT IN THE AMOUNT OF \$213,288, FOR THE PERIOD OF OCTOBER 1, 2011 TO MARCH 31, 2013; AND**
2. **AUTHORIZING THE SHERIFF OR SHERIFF'S DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS IN CONNECTION WITH THE GRANT INCLUDING BUT NOT LIMITED TO AGREEMENTS, AMENDMENTS, AND GRANT ASSURANCES**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the Forensic DNA Backlog Reduction Program, offered through the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice (NIJ), assists eligible units of local government to reduce forensic DNA sample turnaround time, increase the output of public DNA laboratories, and reduce DNA forensic casework backlogs; and

**WHEREAS**, the Sheriff's Office applied for and was awarded the FY 2011 Forensic DNA Backlog Reduction Program grant in that amount of \$213,288, for the period of October 1, 2011 to March 31, 2013; and

**WHEREAS**, funding will be applied towards: 1) personnel and overtime expenses in support of the Forensic Biology Section; 2) travel and registration costs for two Criminalist to attend a symposium in Washington D.C. and the American Academy of Forensic Science Conference in Atlanta, Georgia; 3) the purchase DNA extraction equipment); and 4) the purchase of supplies such as DNA Kits; and

**WHEREAS**, these expenditures will assist in reducing forensic DNA sample turnaround time and casework backlogs which will improve the efficiency and DNA evidence processing ability of Laboratory personnel, thus aiding all aspect of the

criminal justice system in the County;

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the:

1. Board of Supervisors, on behalf of the County of San Mateo, hereby accepts the FY 2011 DNA Backlog Reduction Program grant award in the amount of \$213,288 for the Sheriff's Office Forensic Laboratory; and
2. The Sheriff of Sheriff's designee is hereby authorized and directed to execute all necessary documents in connection with this grant including but not limited to contracts, agreements, amendments, and grant assurances.

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**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.

DEPARTMENT **SHERIFF'S OFFICE**

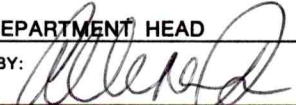
DATE **10/12/11**

**1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	30196	1957	\$213,288	Federal Grant - Unanticipated Revenue
To	(Various)			See Attachment 1

**Justification. (Attach Memo if Necessary)**

Recognizing unanticipated revenue and appropriating expenditures for the 2011 DNA Backlog Grant. (See attached Board memo)

DEPARTMENT HEAD  
BY:  DATE **10/12/11**

2.  Board Action Required       Four-Fifths Vote Required       Board Action Not Required

Remarks:

COUNTY CONTROLLER  
BY: \_\_\_\_\_ DATE \_\_\_\_\_

3.  Approve as Requested       Approve as Revised       Disapprove

Remarks:

COUNTY MANAGER  
BY: \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY**

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
RESOLUTION TRANSFERRING FUNDS  
RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: \_\_\_\_\_

Supervisors: \_\_\_\_\_

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

**ATTACHMENT 1**

1. Request Transfer of Appropriations As Listed Below:

	CODES		AMOUNT	DESCRIPTION
	Fund/Org	Account		
FROM	30196	1957	\$ 213,288	Federal Grant - Unanticipated Revenue
TO	30196	4128	\$ 1,200	Salary Adjustment
	30196	4172	\$ 8,247	Overtime
	30196	5163	\$ 85,918	Supplies
	30196	5731	\$ 10,670	Training Expense
	30196	5875	\$ 56,253	Contracts
	30196	7311	\$ 51,000	Equipment

**Justification:**

Recognizing unanticipated revenue and appropriating expenditures for the 2011 DNA Backlog Grant. See attached Board memo.