

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Application Cover Sheet

RFA PROCESS

2016 CALIFORNIA COVERDELL PROGRAM (CQ)

Submitted by:
Michael D. Koop
Fresno County Sheriff's Office Forensic Laboratory
Work: (559) 233-0308
Fax: (559) 233-1149
E-Mail: michael.koop@fresnosheriff.org

(Cal OES Use Only)					
Cal OES#		FIPS#		VS #	Subaward #

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: <u>County of Fresno</u>		1a. DUNS#: <u>613665769</u>
2. Implementing Agency: <u>Fresno County Sheriff-Coroner's Office Forensic Laboratory</u>		2a. DUNS#: <u>613665769</u>
3. Implementing Agency Address: <u>1256 Divisadero</u>	<u>Fresno</u>	<u>93721-1111</u>
	Street	City
4. Location of Project: <u>Fresno</u>	<u>Fresno</u>	<u>93721-1111</u>
	City	County
5. Disaster/Program Title: <u>2016 Coverdell Program</u>	5. Performance Period: <u>1/1/17</u>	to <u>12/31/17</u>
7. Indirect Cost Rate: <input type="checkbox"/> N/A; <input type="checkbox"/> 10% de minimis; <input type="checkbox"/> Federally Approved ICR _____ %		

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. FSIA	\$ 4,105					\$ 0	\$ 4,105
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 4,105	\$ 0	\$ 4,105	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 4,105

13. This Grant Subaward consists of the title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient: 15. Federal Employer ID Number: 94-600051

Name: Thomas Trester Title: Administrative Services Director

Telephone: (559) 800-8135 FAX: (559) 233-1149 Email: Thomas.trester@fresnosheriff.org

Payment Mailing Address: 2200 Fresno St. City: Fresno Zip+4: 93721-1111

Signature: Date: 2/1/17

[FOR C&I OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Date _____

PROJECT CONTACT INFORMATION

Subrecipient: Fresno County Sheriff's Office

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Michael D. Koop

Title: Director of Forensic Services

Telephone #: 5592330308

Fax#: 5592331149

Email Address: michael.koop@fresnosheriff.org

Address/City/Zip: 1256 Divisadero, Fresno, CA 93721-1111

2. The **Financial Officer** for the project:

Name: Baldomero Berber

Title: Business Office Manager

Telephone #: (559)488-3939

Fax#: _____

Email Address: Baldomero.Berber@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street Fresno, CA 93721-1703

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Michael D. Koop

Title: Director of Forensic Services

Telephone #: (559)233-0308

Fax#: 5592331149

Email Address: michael.koop@fresnosheriff.org

Address/City/Zip: 1256 Divisadero Fresno, CA 93721-1111

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Bruce Roberts

Title: Senior Account

Telephone #: (559)488-3939

Fax#: _____

Email Address: bruce.roberts@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street Fresno, CA 93721-1703

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Margaret Mims

Title: Sheriff - County of Fresno

Telephone #: (559) 488-3939

Fax#: _____

Email Address: margaret.mims@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street Fresno CA 93721-1111

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Thomas Trester

Title: Administrative Services Director

Telephone #: (559) 600-8503

Fax#: _____

Email Address: thomas.trester@fresnosheriff.org

Address/City/Zip: 2200 Fresno Street Fresno CA 93721-1111

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Brian Pacheco

Title: Chairman

Telephone #: 559) 600-5000

Fax#: _____

Email Address: district1@co.fresno.ca.us

Address/City/Zip: Hall of Records 2281 Tulare Room #300, Fresno CA 93721

SIGNATURE AUTHORIZATION

Subaward #: _____

Subrecipient: Fresno County Sheriff's Office

Implementing Agency: Fresno County Sheriff's Office Forensic Laboratory

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Michael D. Koop

Signature: Michael D. Koop

Date: 1-17-17

*Financial Officer: Baldomero Berber

Signature: Baldomero Berber

Date: 1-18-17

The following persons are authorized to sign for the
Project Director

Valerie Bernardi

Signature

Valerie Bernardi

Print Name

Donna Ramirez

Signature

Donna Ramirez

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Bruce Roberts

Signature

Bruce Roberts

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, **Thomas Trester**

herby certify that

(official authorized to sign Subaward; same person as Section 14 on Subaward Face Sheet)

SUBRECIPIENT: **Fresno County Sheriff's Office**IMPLEMENTING AGENCY: **Fresno County Sheriff's Office Forensic Lab**PROJECT TITLE: **2016 Coverdell Program**

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity -- (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

Equal Employment Opportunity Officer:

Capt. John Zanoni

Title:

Captain

Address:

2200 Fresno Street, Fresno CA 93721

Phone:

(559) 488-3059

Email:

john.zanoni@fresnosheriff.org

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being 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.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)
(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals 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 of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 14 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal Employer ID #: _____

Federal DUNS # _____

Current System for Award Management (SAM) Expiration Date: _____

Executed in the City/County of: _____

AUTHORIZED BY: (not applicable to State agencies)

- ☐ City Financial Officer
☐ City Manager
☒ Governing Board Chair

- ☐ County Financial Officer
☐ County Manager

Signature: _____

Typed Name: _____

Title: _____

ATTEST:

BERNICE E. SEIDEL, Clerk
Board of Supervisors

By Susan Bishop
Deputy

PROJECT SUMMARY

1. Subaward #:

2. PROJECT TITLE

2016 Coverdell Program

3. PERFORMANCE PERIOD

1/1/2017 to 12/31/2017

4. SUBRECIPIENT

Name: Fresno County

Phone: (559) 800-3939

Address: 1256 Divisadero

Fax #: (559) 233-1149

City: Fresno, CA

Zip: 93721

5. GRANT AMOUNT

(this is the same amount as 12G of the Grant Subaward Face Sheet)

\$ 4105

6. IMPLEMENTING AGENCY

Name: Fresno County Sheriff's Office Forensic Lab

Phone: (559) 233-0308

Fax #: (559) 233-1149

Address: 1256 Divisadero

City: Fresno

Zip: 93721

7. PROGRAM DESCRIPTION

Provide funds from the 2016 Coverdell Program to assist the Fresno County Sheriff's Office Forensic Laboratory in send staff members to the 2017 AFTE training Seminar

8. PROBLEM STATEMENT

Training and continuing education of the staff of the Fresno County Sheriff's Office Forensic Laboratory (hereafter referred to as crime laboratory) is currently not being met due to training needs that exceed the existing funds available for crime laboratory personnel.

The goal of the Coverdell Forensic Sciences Improvement Program (hereafter referred to as Coverdell 2016 Program) is to improve the quality, timeliness, and credibility of forensic services over current operations of the crime laboratory

9. OBJECTIVES

Use 2016 Coverdell Program funding to fully fund one and partially fund another Firearms Analyst to attend the AFTE 2017 Training Seminar in Denver, Colorado

10. ACTIVITIES

Approve the request of the Firearms Technical Lead to attend the AFTE 2017 Training Seminar.

11. EVALUATION (if applicable)

N/A

12. NUMBER OF CLIENTS

(if applicable)

N/A

13. PROJECT BUDGET

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
Training Expenses		\$4,105		\$4,105
				\$0
				\$0
				\$0
				\$0
				\$0
Totals:	\$0	\$4,105	\$0	\$4,105

Project Narrative

Problem Statement

Training and continuing education of the staff of the Fresno County Sheriff's Office Forensic Laboratory (hereafter referred to as crime laboratory) is currently not being met due to training needs that exceed the existing funds available for crime laboratory personnel.

The goal of the Coverdell Forensic Sciences Improvement Program (hereafter referred to as Coverdell 2016 Program) is to improve the quality, timeliness, and credibility of forensic services over current operations of the crime laboratory.

Training Problem

Providing continuing education and training to this laboratory's experienced scientists ensures that the crime laboratory delivers the highest quality, most efficient, and timely forensic services while improving the quality of forensic services to Fresno County's criminal justice community.

The training and educational needs of the scientists working the forensic cases goes to the core of the crime laboratory's efforts to provide quality, credible and timely forensic services to Fresno County. The training needs of the crime laboratory are extensive and span the areas of forensic services offered and accredited (DNA & Firearms) by this crime laboratory. The most significant impact of training forensic scientists is at the journeyman level. Journeyman level forensic scientists must stay abreast of the advances in forensic science as new technology; equipment, methods, and laboratory techniques are developed for use in the forensic laboratory.

The California State Auditor's report of December 1998 *Forensic Laboratories: Many Face Challenges beyond Accreditation to Assure the Highest Quality Services* provided an assessment of California's forensic laboratories and recommendations to address deficiencies noted during the audit. The report concluded, among other issues,

that many of the state's forensic laboratories could improve efficiency by providing comprehensive training programs for their staff of professional scientists.

While training programs exist in a variety of forms, the California State Auditor's report specifically noted in their conclusions and recommendations that forensic laboratories need to develop, implement, and document formal training programs, broaden the scope of the training, build on existing resources within the state, and provide adequate funding to accomplish the goal.

In *Guidelines for Forensic Laboratory Management Practices*, the ISO 17025 guideline outlines the responsibilities of forensic laboratory managers to obtain the best performance from their professional employees. Foremost among these management responsibilities are training employees in the principles of forensic science, maintaining employee skills and competency, and fostering staff development.

In the report, *California Attorney General Bill Lockyer's 2003 Task Force on Forensic Services*, data from every forensic laboratory in California provided a snapshot of the needs relative to providing quality forensic services to police and prosecution. The report states in part, "Forensic Science is clearly not a static field. One of the implications of just about every trend in forensic science is the need for ongoing training and education of professional staff. Many of today's technologies were not in use when current practitioners of forensic science were in school. Advanced degrees will soon be required for those who wish to reach the top levels in their specialties. Beyond training for existing examiners, the ever-growing forensic community needs a pool of properly educated candidates."¹

The *California Crime Laboratory Review Task Force* (pursuant to AB 1079, codified as PC § 11062) is charged with a thorough review of California's state, county

¹ *Under the Microscope* California Attorney General Bill Lockyer's Task Force Report on Forensic Services, August 2003, pp. 17, 24-25.

and local crime laboratories. The Task Force report issued in November 2009 also supports a strong education and training program for qualifying staff.

Providing training opportunities for the crime laboratory's forensic scientists is a problem that will be addressed and funded by the Coverdell 2016 Program.

Equipment Problem

No equipment is being requested from the Coverdale 2016 funding.

Crime Laboratory Profile

The crime laboratory is accredited by the ANAB. The crime laboratory holds accreditation certificate number AT-1635.

The assessment of the laboratory's forensic science capabilities shows the crime laboratory has an infrastructure and experienced staff able to deliver quality forensic services to the criminal justice community in Fresno County.

The Crime Laboratory is comprised of the following staff:

- (1) Crime Laboratory Director
- (0) Supervising Criminalists
- (6) Criminalist Specialists (Advanced Journey level)
- (0) Level II Criminalists (Intermediate Journey level)
- (1) Level I Criminalists
- (1) Non-technical Support Staff

Qualifying full-time scientists (including Supervising Criminalist and the laboratory director/project manager) comprise the technical staff that currently numbers nine (9).

The Crime Laboratory is organized into three technical units: Biology, Chemistry, and Firearms, and the laboratory administration which includes the director, DNA Technical Leader, Firearms Technical Leader, and Quality Assurance Manager.

The level of complexity of forensic casework has increased significantly in recent years as judges and juries become more sophisticated in their understanding of the

capabilities of forensic science. There is an expectation on the part of the jury that a complete and thorough scientific analysis of the physical evidence must be conducted by trained and knowledgeable forensic scientists. Hand-in-hand with the scientific analysis of physical evidence and scientist expertise are the capabilities of the Crime Laboratory.

The Crime Laboratory is equipped with over \$1 million of modern laboratory instruments designed to analyze drugs, and biological specimens for DNA profiling, and firearms evidence.

Plan

The crime laboratory plans to provide continuing education and training in technical and professional skills to the laboratory's forensic scientists in order to improve their level of expertise, ensure that they effectively and efficiently conduct their laboratory work; and, in turn maintain quality and reduce case turnaround time.

Knowledge, training and experience are among the most important attributes of a forensic scientist. These are often combined under the general heading of "expertise." The crime laboratory has had to seek out and provide training opportunities to qualifying scientists in order to develop and maintain expertise and proficiency in their current assignment or discipline.

The intent of the laboratory's Professional Development Program is to: 1) develop the knowledge, skills, and abilities of the laboratory staff in order to ensure continuous quality improvement of their work product; 2) create a positive workplace environment; and 3) maintain the laboratory's prominence in the forensic science community.

Professional forensic scientists working at the bench level need to keep up to date on new developments in the forensic field through continuing education, which typically is comprised of two components: theoretical and practical.

Theoretical training focuses on the knowledge a scientist needs to understand his/her job in the forensic laboratory. Theoretical training may cover such topics as how a particular analytical method or piece of equipment works and generally consists of specialized or university-level educational courses.

Practical training provides the scientist with the skill set and an ability to successfully perform his/her job in the forensic laboratory and generally consists of external, short informational courses or workshops from a variety of sources. It was recommended in *Forensic Sciences: Review of Status and Needs*² that in addition to theoretical and practical training all forensic scientists should have formal quality assurance and expert witness training.

Combined, these two training components – theoretical and practical – are expected to improve an analyst's quality of casework and their ability to efficiently turnaround cases in a shorter time period.

Maintaining a well-trained staff of professional forensic scientists at the Crime Laboratory improves the quality of forensic services, expands the knowledge base of forensic scientists within functional areas, and reduces case turnaround times by virtue of employing well trained forensic scientists with appropriate skill sets to complete the work as expediently as can reasonably be expected.

The Coverdell 2016 Program will provide the crime laboratory with funds for the continuing education and training needs of the laboratory's complement of qualifying forensic scientists. Some of the opportunities identified by the Laboratory's Director for continuing education/training include the symposia of professional forensic science organizations, staff development seminars provided by government agencies, drug enforcement seminars, the California Criminalistics Institute, and courses provided by

² *Forensic Sciences: Review of Status and Needs*, U.S. Department of Justice Office of Justice Programs National Institute of Justice, February 1999, pp. 5-15

Applicant: Fresno County Sheriff Grant Number: _____

equipment manufacturers, laboratory sponsored seminars and conferences, and/or university level courses.

Implementation

ANAB accredits the crime laboratory to the ISO 17025 standard. The laboratory received its Certificate of Accreditation, number AT-1635, on August 8, 2014 and it expires on 10/4/2018. The laboratory is accredited in Firearms/Toolmark, which is the area that funds will be used to provide training. The crime laboratory uses generally accepted laboratory practices and analytical procedures to conduct the analysis of forensic evidence in accordance with accreditation guidelines.

In order to maintain accreditation, the Crime Laboratory must submit a new application for accreditation every four years, and undergo on-site inspections. The 2014 Accreditation inspections was the crime laboratory third on-site inspection for an accreditation assessment under the ISO 17025:2005 guidelines.

Certification of External Investigation

The Director of the Fresno County Sheriff's Office Forensic Laboratory certifies that the Fresno County Sheriff's Office Internal Affairs Unit exists external to the crime laboratory's administration and an appropriate written process is in place to conduct independent external investigations. The crime laboratory agrees to notify Cal EMA Coverdell Program staff regarding any and all complaints or allegations of serious negligence or misconduct by employees or contractors substantially affecting the integrity of forensic results. At the conclusion of the investigative review process by the Sheriff's Office Internal Affairs Unit (an investigative body external to the crime laboratory) the crime laboratory director will notify Cal EMA Coverdell Program staff as to the resolution and that the matter has been resolved.

Program Objectives

There is one program objectives relative to the Coverdell 2016 Program:

- Provide educational opportunities and appropriate training for qualified forensic scientists.

The grant objective is the training of laboratory staff. During the grant period two (2) qualifying forensic scientists will attend training and educational programs covering the Firearms forensic discipline.

The crime laboratory maintains a comprehensive training program as documented in the procedures manuals of each discipline. In addition the Sheriff's Office Training Unit tracks the training of all members of the Sheriff's Office. The crime laboratory's established training programs were used as references to determine the specific training and educational needs of the laboratory's qualifying forensic scientists.

The Coverdell 2016 Program will provide the laboratory with funds for the continuing education and training needs of laboratory's forensic scientists. The forensic disciplines targeted for Coverdell 2016 Program training is firearms. Funds will be used to pay for one firearms examiner and part of a second firearms examiners fees. Refer to the Budget Narrative for specific training to be funded with Coverdell 2016 funding.

The crime laboratory will report on the number of criminalists and type of training that was completed in the required progress reports.

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Budget Narrative

The Fresno County Sheriff's Office Forensic Laboratory (hereafter referred to as crime laboratory) developed a budget that supports the goal of the Coverdell 2016 Program to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes.

The Coverdell 2016 Program requires maintenance of this laboratory's accreditation status. ANAB is our accreditation provider and the ISO 17025 Guideline 5.2 Training and Development state that the training and development of employees must be emphasized to improve accuracy, increase productivity, and enable them to assume greater responsibility. Included under Guideline 5.2 are standards important to the Coverdell 2016 Program. They are standards:

5.2.1 The agency management shall ensure the competence of all who operate specific equipment, perform tests and/or calibrations, evaluate results, and sign test reports and calibration certificates. When using staff that is undergoing training, appropriate supervision shall be provided. A training program to develop the technical skills of employees is essential in each applicable discipline and sub discipline.

ANAB goes on further to state examiners must have mastery of the theory, procedures, and techniques necessary to produce reliable results and conclusions; and, under criteria for each functional area of expertise that examiners must have education and experience/training commensurate with the examinations and testimony they provide. A baccalaureate degree in a natural science, Criminalistics, or closely related field is required.

The crime laboratory has met or exceeded the ANAB ISO 17025 criteria delineated above by hiring qualified staff that meets the educational degree requirement. The ISO 17025 criteria is also met through the operation of the laboratory's professional development program,

the training programs described in each laboratory procedures manual, and the specific training needs of the management and the individual technical units within the laboratory.

Mindful of the ANAB accreditation criteria and in accordance with the crime laboratory's Professional Development Program and Coverdell 2016 Program, the crime laboratory identified the appropriate training in technical and personal skills for the laboratory's qualifying forensic scientists. The training needs of this crime laboratory are extensive, they are necessary to stay abreast of the advances in forensic science, and they span the broad spectrum of forensic services offered by this crime laboratory.

Two (2) full-time qualifying forensic scientists are designated to receive training under the Coverdell 2016 Program. The qualifying forensic scientists include candidates from forensic Laboratory Criminalist classifications. The series classification is described as follows:

The classification of Criminalist has three levels that are assigned at the crime laboratory director's discretion in accordance with budget provisions, workload, organizational needs, and the individual's expertise and skill. The criminalist must have graduated from a four-year college or university with a major in chemistry, biochemistry, physics, pharmacology, biology, microbiology, criminalistics (with an emphasis in chemistry) or a closely related scientific field. Coursework must have included successful completion of 24 semester units of chemistry including qualitative analysis.

The training program identified in this budget is intended to improve the management of the crime laboratory's caseload as well as the crime laboratory's turnaround time in the targeted areas of analysis by maintaining a well-trained staff of professional forensic scientists, improving the quality of forensic services, and expanding the knowledge base of forensic scientists within functional areas with appropriate skill sets to complete the work as expediently as can reasonably be expected.

The major component of the grant is the education and training program for the laboratory's forensic scientists. This training will be identified by the Crime laboratory's director,

using various Quality Assurance Guidelines and training manuals. Training will consist of paying for one Criminalist and partially paying for another Criminalist to go to the AFTE 2017 Conference for the Firearms / Toolmark unit.

Travel Costs Associated with the Training Program

Travel costs are based on the travel policy guidelines of Fresno County, past history of travel expenditures as well as projected allowable costs for travel and per diem.

Travel from Fresno to:	Estimated Cost
Denver, Colorado (2 attendees) Association of Firearms and Toolmark examiners (2017 annual AFTE conference)	Airfare = \$425 Hotel = \$2254 Meals = \$728 Tuition/fee = \$698 Total = \$4105
Attending this annual meeting provides information about new advances and efficiencies in the forensic Firearms /Toolmark discipline. Case studies, poster presentations, and new advances in analytical methodologies as well as new instrumentation are demonstrated at the meeting. This meeting serves to introduce changes that affect all aspects of Firearms/Toolmark examination. The training candidates have experience in the Firearms and Toolmark examination.	

The total cost for the education and training component of the Coverdell 2016 Program is \$4,105.

Equipment Costs

None

Operating Expense (Consultant)

None

Other Costs

No other costs associated with this grant program.

Total Program Cost

The total cost for the crime laboratory's Coverdell 2016 Program is \$4,105.

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Fresno

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

21, 22*

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

29, 30, 31

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

14 & 16

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

900,000

PRINT**RESET**

Subaward #: _____

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST****SUBRECIPIENT**

Agency: Fresno County Sheriff's Office Forensic Laboratory

Project Director: Michael D. Koop Phone #: (559) 233-0308

Address: 1256 Divisadero

City: Fresno, CA Zip: 93721

ATTENDEE(S)

Name: Valerie Bernard

Title: Criminalist Specialist Phone #: (559) 233-0308

Name: Robert Benavides

Title: Criminalist Specialist Phone #: (559) 233-0308

TRIP DETAILS

Trip Date (Month/Day(s)/Year) 5/14/2017 To 5/19/2017

Destination (City/State) Denver, Colorado

Description
(Meeting/Conference/Other) 2017 AFTE Annual Training Seminar

Justification (Indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Continuing education for Forensic Scientists is essential for their development. This will improve the ability of our Lab to quickly process casework and provide timely results to the Justice System. No Brochure at this time.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.**FOR CAL OES USE ONLY**

Recommendation:

Approve

☐

Disapprove

☐_____
Program Specialist_____
Date☐☐_____
Unit Chief_____
Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: May 14 to May 19 2017

Destination: Denver Colorado

Purpose: Attend AFTE 2017 Training Seminar

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 425

Additional Airport Expenses

Mileage: (54 cents per mile)

\$

Taxi/Shuttle:

\$

Parking:

\$

Auto Expenses:

Private Car:

\$

Rental Car:

\$

State/Agency Car:

\$

HOTEL/PER DIEM

Hotel:

7 days @ \$ 322 per day =

\$ 2254

Per diem:

7 days @ \$ 104 per day =

\$ 728

OTHER EXPENSES

Registration/Conference Fee: AFTE 2017 Training Seminar

\$ 698

\$

\$

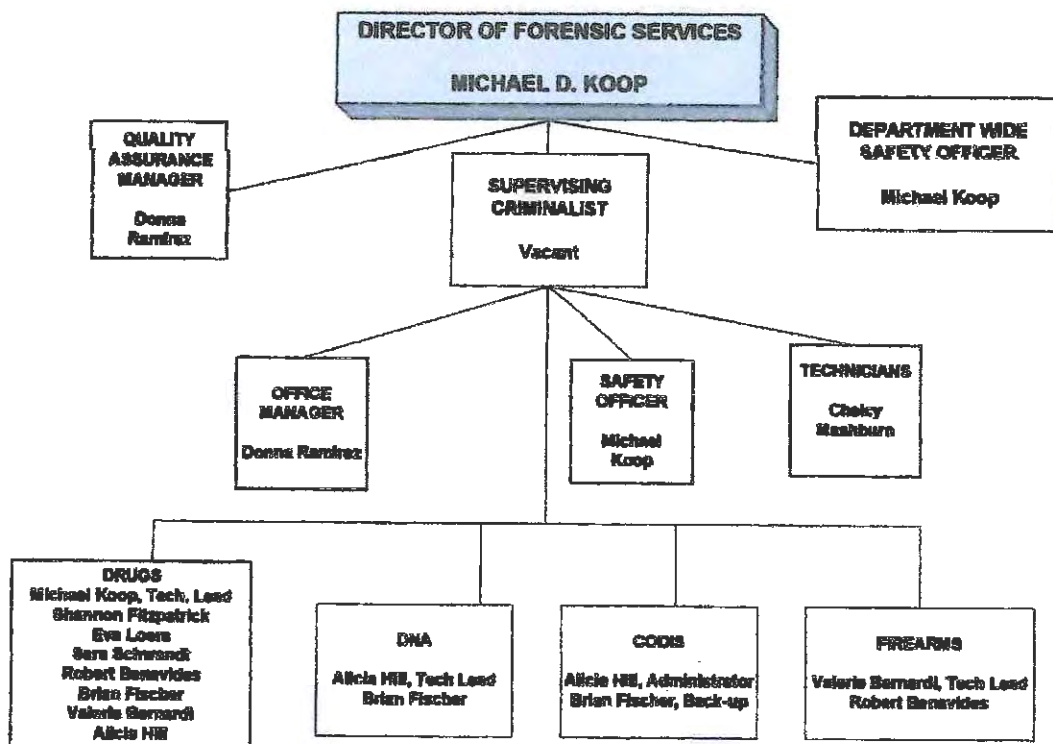
\$

\$

TOTAL COSTS NOT TO EXCEED:

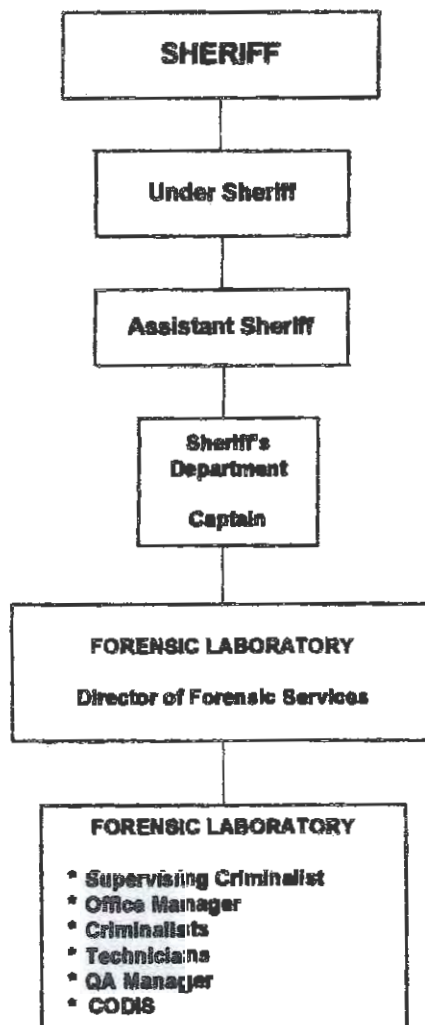
\$ 4105

**FORENSIC LABORATORY
ORGANIZATIONAL CHART
April 16, 2015**



FRESNO COUNTY SHERIFF'S DEPARTMENT DIVISION ORGANIZATIONAL CHART

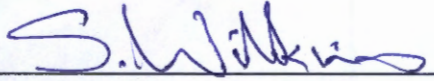
February 24, 2016



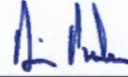
COVERDELL FORENSIC GRANT 2016 (\$4,105) FY 2016-17

REVIEWED & RECOMMENDED
FOR APPROVAL

By:



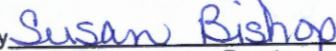
Margaret Mims, Sheriff-Coroner



Brian Pacheco, Chairman,
Board of Supervisors

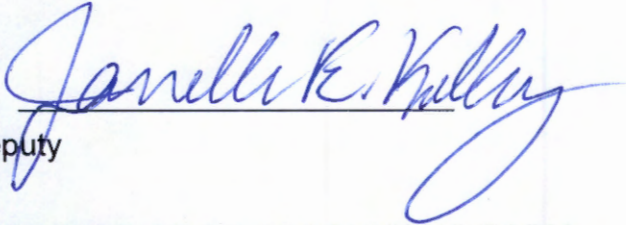
ATTEST:

BERNICE E. SEIDEL, Clerk
Board of Supervisors

By 
Deputy

APPROVED AS TO LEGAL FORM:

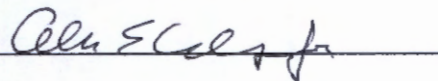
Daniel C. Cederborg, County Counsel



By
Deputy

APPROVED AS TO ACCOUNTING FORM:

Oscar J. Garcia, Auditor-Controller/Treasurer-Tax Collector

By 

Fund	0001
Subclass	10000
ORG	31116339
Account	3575