

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Police – Increase project funding to establish office space for the Police Forensics Identification Section. Expenditure: \$63,359.90**

**RECOMMENDATION**

Recommendation of the Chief of Police that Council approve an increase in project funding (FEAP 731) to reconfigure existing space within the Police facility to establish office space for the Forensics Identification Section, including workstations and computers, for an expenditure of \$63,359.90.

**FUNDING:**

Funding is available in the 2009 Citizens Options for Public Safety (COPS) Grant (\$33,359.90), and the Police Department operating budget (\$30,000).

**BACKGROUND**

On February 24, 2009, item 12D, Council approved the conversion of the Police Department's Crime Scene Investigation unit from sworn to civilian personnel. Job classifications for Forensic Identification Specialists were established and the Department is in the process of hiring. In conjunction with the conversion, the Department is planning to reconfigure existing space within the Police facility to accommodate a Forensics Lab and associated office space for a team of seven Forensic Identification Specialists.

**ANALYSIS**

On November 24, 2009, item 8B, Council approved the expenditure of \$35,000 to plan and design the reallocation and renovation of existing space to update the Police crime lab (FEAP 731). Planning for the Forensics Lab has begun. In addition to the laboratory area, there will be an adjacent office area for the Forensic Identification Specialists. These two areas will be renovated in separate phases. The Department has completed planning of the office space configuration and seeks Council approval to proceed with the office renovation phase. The cost for the necessary structural modifications to create the office space is estimated to be \$30,000. Funds are

available in the Police Department's operating budget. The scope of work includes moving entry ways, extending an existing wall, adding ceiling tiles, installing carpet, and painting.

The cost for workstations, computers, and office equipment for the Forensics Lab office is estimated to be approximately \$33,000. The amount of \$33,359.90 is available in the 2009 COPS grant.

Staff recommends approval of the transfer of \$30,000 of operating funds and \$33,359.90 of COPS grant funds to FEAP 731, to complete the office renovation phase of the Forensics Lab project. Including the \$35,000 approved for project design, the new project total will be \$98,359.90.

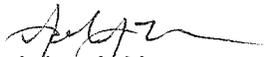
Respectfully submitted,

JOHN J. NEU  
Chief of Police



By: Laurie Anderson  
Business Manager

CONCUR:



John J. Neu  
Chief of Police



LeRoy J. Jackson  
City Manager

ATTACHMENT: ATTACHMENT A-FEAP 731

**City of Torrance**  
**FEAP Project Request Form**

**731**

**Type of Project:**

Equipment     Automation     Infrastructure     Facilities     Other

**Requesting Department: Police**

**Managing Department: Police**

**Project Leader: Lt. Ross Bartlett**

**Project Location:**

Police Department

**Project Title: Police Forensics Lab**

**Project Start Date:**

November 25, 2009

**Estimated Completion Date:**

June 30, 2010

**Description:** The Police Department's existing crime lab is housed in one small room that has not been updated in almost thirty years. The lab must be expanded and refurbished to accommodate a professional forensic staff and to support modern evidence processing. The Police Department has identified approximately 2,500 square feet of existing space within the Police facility for renovation. The space to be reconfigured currently houses a training office, storage for field officers' equipment, and a computer forensics lab, all of which must be relocated. The training office and computer forensics lab will be relocated within the existing space. This project will involve reconfiguration of existing work areas to provide a larger, contiguous space for the new forensics lab and secure cold storage for evidence. Cold storage is needed for retaining forensic evidence processed in Torrance, as well as to retain evidence analyzed by the County of Los Angeles. Due to budget constraints, the County Coroner and County Crime Lab will no longer store forensic evidence for Torrance cases; this increases the volume of space needed for cold storage in the Police facility.

The Police Department has received approval from the Department of Justice to use asset forfeiture funds for the planning and design of a forensics lab. The cost to plan and design the forensic lab renovation project, including evidence storage, is estimated at \$35,000.

**December 2009 Update:** The Department has completed planning of the office space configuration and seeks approval to proceed with the office renovation phase. The cost for the necessary structural modifications to create the office space is estimated to be \$30,000. Funds are available in the Police Department's operating budget. The scope of work includes moving entry ways, extending an existing wall, adding ceiling tiles, installing carpet, and painting. The cost for workstations, computers, and office equipment for the Forensics Lab office is estimated to be approximately \$33,000. The amount of \$33,359.90 is available in the 2009 COPS grant.

**Justification:** Existing crime lab is incompatible with modern evidence processing, such as DNA.

**Impact of Non-Approval:** Potential loss of evidence needed for successful criminal prosecutions.

**Other Alternatives Considered:** None.

### Project Costs

#### Estimated Project Implementation Cost (ONE TIME COSTS)

	Within Dept	Support Dept.	Comments:
Personnel Requirements			
# of Positions			
Labor Costs:	\$	\$	
Per Comp Detail Report-Total			
Date of Comp Detail Report <u>MM/DD/YY</u>			
Equipment	\$33,359.90	\$	
Materials	\$	\$	
Professional and contract services	\$65,000.00	\$	
Other:	\$	\$	
Other:	\$	\$	
<b>TOTAL</b>	\$98,359.90	\$	

#### Estimated Annual Ongoing Operating and Maintenance Costs (UPON PROJECT COMPLETION/IMPLEMENTATION)

Not Applicable

	Within Dept	Support Dept.	Comments:
Personnel Requirements # of positions			
Annual Labor Costs:	\$	\$	
Per Comp Detail Report-Total			
Date of Comp Detail Report <u>MM/DD/YY</u>			
Materials	\$	\$	
Equipment	\$	\$	
Professional and contract services	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Other	\$	\$	
<b>TOTAL</b>	\$	\$	

### Project Time Line

Fiscal Year Ending June 30

<u>Description</u>	2009-10	2010-11	2011-12	2012-13	2013-14
Survey/Design	X				
Plans/Specifications					
Purchase/Construction					
Other: _____					

<b>Project Financing</b>						
<i>Financing Source</i>	Fiscal Year Ending June 30					<i>TOTAL</i>
	2009-10	2010-11	2011-12	2012-13	2013-14	
US DOJ Asset Forfeiture Council item 8b 11/24/09	\$35,000.00					<b>\$35,000.00</b>
General Fund	30,000.00					<b>30,000.00</b>
2009 COPS Grant	33,359.90					<b>33,359.90</b>
<b>TOTAL COST</b>	<b>\$98,359.90</b>					<b>\$98,359.90</b>

Requested by:	
Department Head	Date

Department Priority # :	High	Medium	Low
	X		

Type an X in the box if project is:  
High, Medium or Low