INFORMATION TECHONOLOGY
MEMORANDUM #08-01

DATE: November 13, 2008

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: James Hayes, Acting City Manager JH
               Bob Lehr, Director of Technology BL
               Todd Fields, Criminal Information Systems Coordinator TF

SUBJECT: Northglenn V.A.L.E. Grant Acceptance

RECOMMENDATION:
Attached to this memorandum is a Resolution which, if approved, would accept a grant in the amount of $4,840 from the Northglenn Municipal Victim Assistance and Law Enforcement (V.A.L.E.) Board. Staff recommends approval of the proposed Resolution.

BACKGROUND:
The use of computers in the commission of crime continues to rise. Therefore, computers seized by the Northglenn Police Department require careful examination for evidence of criminal activity. In the past, the Northglenn Police Department sent computers to the Colorado Bureau of Investigations (CBI) or the Rocky Mountain Information Network (RMIN) for examination. On average, it took a year or more for them to examine and process the evidence on each computer.

Due to the long turn around time, the Northglenn Police Department requested that Criminal Information Systems Coordinator, Todd Fields, conduct the forensic examinations on seized computers. Mr. Fields completed several free classes offered by the National White Collar Crime Center and received additional training on Computer Forensic Software (ILOOK and FTK). Mr. Fields has conducted 6 computer forensic examinations for the Northglenn Police Department with a 2-4 week turn around time providing the necessary information for a timely investigation.

The grant funds will provide Mr. Fields the opportunity to attend the Certified Computer Examiner Boot Camp and test for Certified Computer Examiner Certification at the completion of the course.

BUDGET IMPLICATIONS:
There are no budget implications to attend this training course as the grant will fund the entire cost.

STAFF REFERENCE:
If Council members have any comments or questions they may contact Todd Fields, 303-450-8869, tfields@northglenn.org.

SPONSORED BY: <u>MAYOR NOVAK</u>

COUNCILMAN'S RESOLUTION   RESOLUTION NO.

No._____CR-172_____   _____
    Series of 2008   Series of 2008

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE NORTHGLENN MUNICIPAL
VALE BOARD

       BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN,
COLORADO, THAT:

       <u>Section 1.</u>   The City Council of the City of Northglenn hereby accepts a grant award from
the Northglenn Municipal Victim Assistance and Law Enforcement (VALE) Board for one grant
application submitted by the Northglenn Police Department for the following item:

       A. $ 4,840.00 – Training and testing for Computer Examiner Certification

       DATED, at Northglenn, Colorado, this _____day of _____, 2008.

                         _____
                         SHERI L. PAIZ
                         Mayor Pro Tem

ATTEST:

_____
JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

_____
COREY Y. HOFFMANN
City Attorney

MEMORANDUM OF AGREEMENT

The City of Northglenn V.A.L.E. Board has awarded funds in the amount of **$4,840.00** to the Northglenn Police Department, for the purpose of providing funding for training and software for Todd Fields to become a Certified Computer Examiner. This funding will increase will increase Todd's knowledge for conducting computer forensic examinations.

Whereas, Northglenn Police Department, by accepting the award of this grant, assumes distribution and reporting responsibilities of same, with the following special conditions being required of each grantee prior to allocation of these funds.

It is to facilitate the distribution of these funds and to ensure accurate reporting of each grantees disbursement of these funds that this memorandum of agreement is being executed.

Consenting Parties: Northglenn V.A.L.E. Board
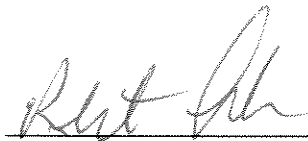
      and,   **Northglenn Police Department**

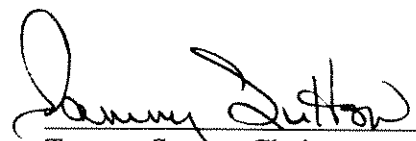Effective Date of Agreement: Upon Signing of this Agreement
Grant Application No: **2008-10-7**

Be it Understood That:

- You are required to submit a written report upon completion of the training and must reappear for an oral presentation before the Board. Notification will be sent as to the date and time.
- Your written report should include a summary of how the funds were spent and an evaluation of the training obtained.

I agree to the above requirements for the purpose of accepting this Northglenn V.A.L.E. Board Grant in the amount of **$4,840.00.**

_____   10/27/08   _____ 10/21/08
Authorized Representative   Date   Tammy Sutton, Chairman   Date
Grant Recipient   Northglenn V.A.L.E. Board

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VICTIM ASSISTANCE & LAW ENFORCEMENT
SHORT FORM GRANT APPLICATION

City of Northglenn
Municipal VALE Board
Attn: Tammy Sutton, Court Supervisor
P.O. Box 330061
11701 Community Center Drive
Northglenn, CO 80233-8061
303-450-8703

Applicant Agency__Northglenn Police Department_____

Project Title_____Certified Computer Examiner_____

Project Director_____Todd Fields_____

Phone____303-450-8869_____ Fax_____303-450-8708_____

Address_____11701 Community Center Drive, Northglenn, CO 80233_____

Total amount of VALE funds requested_____$4840_____

Grant duration ___October 15, 2008_____ to _____October 15, 2009_____

Is this a one-time request for training and/or equipment: _____Yes_____

Is this request for a new project? _____X___Yes _____No

Private non-profit_____ Government Agency_____Police_____

SECTION A –PROBLEM SOLVING APPROACH

Please briefly describe the problem-solving approach employed for this proposed project. Include problem identification, problem analysis, action plan/response, and evaluation/assessment of the response, along with the anticipated results.

The Northglenn Police Department currently investigates cases where evidence is contained on computers. In the past, the Northglenn Police Department sent the computers to CBI or the Rocky Mountain Information Network for examination. On average, it would take more than a year to get evidence back on a case.

The Northglenn Police Department requested that I start conducting forensic examinations on computers collected on cases they were working. In order to gain the knowledge to do the examinations, I attended one basic and advance level class through the National White Collar Crime Center on FAT file systems. Presently, I am able to return the evidence in about two weeks but my current software and training limits the amount of evidence I am able to recover.

I have helped with six cases, usually two computers per case, over the last year and half. In addition, I was recently contacted by Crested Butte Police Department to perform a forensic examination on three computers. The demand for computer forensic exams is becoming a need in our technological times.

Presently, I use two different software applications when conducting an examination, ILOOK and FTK and have received some training on both applications. However, I am currently lacking training on the FTK software, NTFS file system and the Microsoft Vista operating system. I am applying for a grant so I can attend a course that will cover these areas in detail. With additional training I would be able to recover more evidence on computers that require more skills than our current software can provide.

I will also receive the following software at the class:

- SMART software -Forensic Examination Tool similar to FTK and ILOOK.
- Simple Carver – Data recovery software
- Passware Kit- Password recovery software

This class will increase my knowledge and add several software packages to my toolkit for conducting computer forensic examinations. At the completion of the class, I will take a test to obtain a certification as a Certified Computer Examiner through The International Society of Forensic Computer Examiners.

The recovery of data or evidence that I will be trained on will not only help me serve the police department but will directly help victims. Specifically, it will speed up the recovery time of evidence and ensure that criminal cases are brought before courts more expeditiously. Having cases prosecuted sooner will directly benefit victims because accompanied testimony will be fresh and it may prevent others from becoming victims by

putting suspects in jail instead of allowing them to re-victimize others while waiting for trail.

Thank you for taking the time in considering this request. I look forward to visiting with you at the upcoming VALE boarding meeting.

Respectfully,

Todd Fields
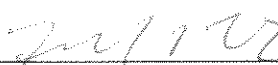
SECTION B – BUDGET SUMMARY/FINANCIAL INFORMATION

Category/Item	Estimated Cost (please round to the highest whole dollar)
Class Fee	2795
Air	500
Hotel	750
test	395
car	250
meals	150
TOTAL	**$4840.00**

1. Will the amount requested for this project provide full funding? Yes   If no, please identify other funding sources and amounts requested within the last year. Include pending grant amounts.

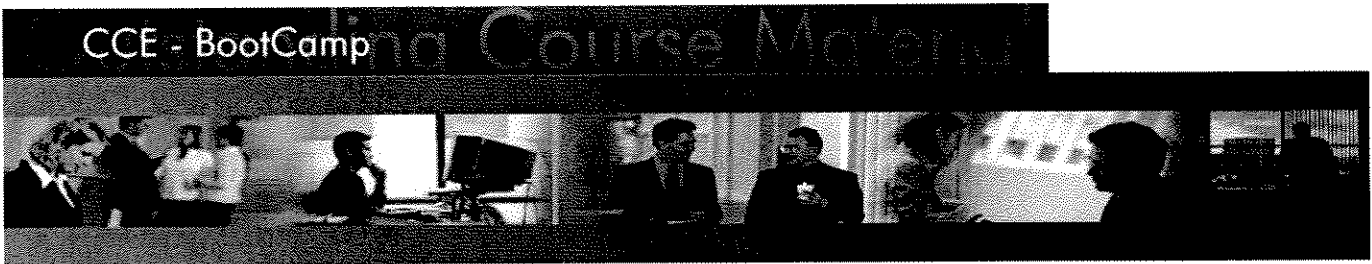Source   Amount Requested   Amount Received

_____   _____
Applicant Signature   CEO Signature

_____
Co-Applicant Signature

4

CCE - BootCamp

ENROLL NOW

CCE BootCamp® **Training Dates and Locations**

See Who we have Trained

Authorized Training Centers

Student Discounts

Access Data

DataLifter

Maresware

InfinaDyne

November 3 - November 7, 2008 - <u>Champlain College</u> - Burlington, VT

November 10 - November 14, 2008 - Ft. Lauderdale, FL**

November 20 - November 28, 2008 - <u>Canadian Institute of Learning</u> - Brampton, Ontario, Canada

December 8 - December 12, 2008 - Falls Church, VA

December 15 - December 19, 2008 - Atlanta, GA**

February 9 - February 13, 2009 - Falls Church, VA

March 2 - March 6, 2009 - <u>Champlain College</u> - Burlington, VT

May 11 - May 15, 2009 - Falls Church, VA

May 11 - May 15, 2009 - <u>Champlain College</u> - Burlington, VT

** - Indicates that meal and lodging packages are available for purchase. Please <u>contact us</u> for more info prior to enrollment.

<u>Click here</u> for more information about our FTG classes.

<u>Click here</u> to learn more about the classroom facilities.

<u>Contact us</u>