

NORTHGLENN POLICE DEPARTMENT

COUNCIL MEMORANDUM 11-01

DATE: January 13, 2011

TO: Honorable Mayor Joyce Downing & City Council Members

FROM: William Simmons, City Manager *WAS*
Russell L. Van Houten, Chief of Police *RVH*
Shawn Cordsen, Finance Director *SC*

SUBJECT: RESOLUTION #05 - Expenditure from Police Forfeiture Trust Fund

RECOMMENDATION:

Attached is a Resolution that, if approved, would allow the expenditure of up to \$15,000.00 from the Police Forfeiture Trust Fund for upgrades to the Evidence Work-up Room in the Police Department. Staff recommends that Council approve the Resolution.

BACKGROUND:

The Evidence Work-up Room is used by police staff to process items in police custody for evidentiary purposes. Some of the processing done in this area includes presumptive testing, weighing, bagging and labeling of suspected illegal drugs and narcotics. Some of the suspected drugs and narcotics as well as the presumptive testing materials include potentially hazardous chemicals (eg. industrial solvents). Other materials processed in the Evidence Work-up Room include bodily fluids which may contain blood borne pathogens (eg, Hepatitis and HIV).

The current flooring, countertops and temporary storage lockers are made of porous materials. These materials include carpeting, Formica and plywood. These materials easily absorb potential contaminants and are difficult, if not impossible, to adequately clean and disinfect creating a potential hazard to the health of our employees.

The planned up-grade includes a poured chemical resistant floor (matching the one in the Crime Lab), stainless steel countertops (matching those in the Crime Lab) and metal evidence storage lockers (to include a stainless steel refrigerator with individual lockable interior units).

The expected costs include:

Used locking metal evidence storage cabinets w/ refrigerator	\$7,000.00
Surface preparation and re-paint cabinets	\$500.00
Wall re-framing, drywall and surface preparation and re-paint	\$750.00
Stainless steel counter tops (fabrication and installation)	\$3,000.00
Carpet removal and sub-floor preparation	\$750.00
Poured chemical resistant floor	<u>\$3,000.00</u>
	\$15,000.00

The Police Forfeiture Trust Fund includes assets seized from criminal enterprises related to illegal drugs and narcotics. The assets in this fund have already been through a judicial review process and ordered forfeited to the City. Colorado law and the Northglenn Municipal Code provide that these funds can ONLY be used for projects with a nexus to drug and narcotics enforcement. This determination has been made in accordance with Colorado Law and the Municipal Code by the Local Asset Forfeiture Fund Committee. Chapter 6-2-4(c) of the Municipal Code requires that expenditures from the Police Forfeiture Trust Fund in excess of \$5,000.00 be approved by the City Council.

Bids and quotes on materials and equipment will adhere to City Purchasing Policy. Most of the installation will be done in-house. To accomplish this work a number of separate Purchase Orders to several different vendors will be utilized, none of which will require further City Council action.

BUDGET IMPLICATIONS:

The Police Forfeiture Trust Fund is a restricted revenue fund and the balance is carried over from year to year. The current balance in the Police Forfeiture Trust Fund (state and federal combined) is \$70,117.67. This expenditure is not included in the 2011 budget. Sufficient funding exists in the Police Forfeiture Trust Fund. If necessary, an amendment to the 2011 Police Department Budget can be made at the end of the year.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Chief Van Houten at 303-450-8864 or via email at rvanhouten@northglenn.org.

NORTHGLENN POLICE DEPARTMENT
ACTION MEMORANDUM

TO: ~~Mike MILNE, Senior Deputy District Attorney~~ **DAVE YOUNG**
THRU: William SIMMONS, City Manager
THRU: Russell Van HOUTEN, Chief of Police **RVA**
THRU: Beth CARMOSINO, Commander **BALWISS**
FROM: Scott BRADLEY, Criminalist
Alissa DARROW, Property/Evidence Technician
DATE: 08/16/2010
SUBJECT: Request for Use of Forfeiture Funds

Applicant Agency Northglenn Police Department

Project Title New evidence lockers/counters/flooring
for NPD evidence room

Project Director Alissa Darrow-Property Evidence Technician
Scott Bradley-Criminalist
Beth Carmosino-Commander

Phone 303-450-8849 Fax 303-450-8896

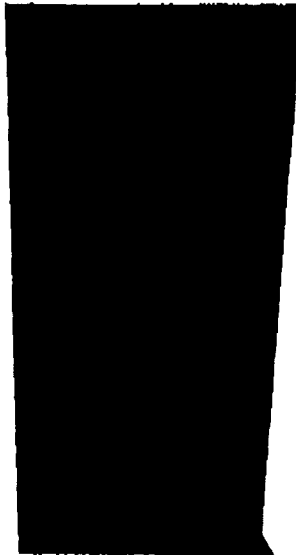
Address 11701 Community Center Drive, Northglenn, CO 80233

Total amount of funds requested \$15,000.00

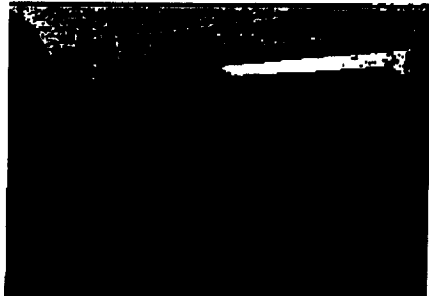
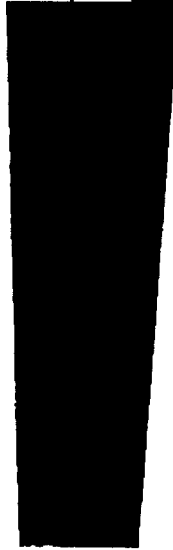
Is this a one-time request for training and/or equipment: Yes

Is this request for a new project? Yes No

Private non-profit Government Agency - Police



4 -
Compartment
Refrigerator
inside this
locker door.



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.

Identified Problem:

The main purpose for Evidence lockers is to provide a secure place for officers to store evidence. They are a vital part of the chain of custody until the evidence technician takes possession. There are various problems with the current lockers and refrigeration system that are being used at the Northglenn Police Department (NPD).

Problem 1: The current lockers are constructed of plywood and have outdated locks. Recently, one locker's lock failed and is no longer operable; therefore, we are now short locker space. If a lock were to fail with evidence secured in the locker, it could potentially cause a delay in fingerprint processing, storing, or the release to court. Plywood is difficult to clean and could potentially cause cross contamination resulting in loss of its integrity. According to the Locard Exchange Theory it is possible that the existing evidence lockers have remnants of all previous items stored in them, including narcotics, paraphernalia, and anything related to narcotic production and trade. Metal lockers would allow NPD Property/Evidence personnel to clean the lockers on a regular basis, using Envirocide, surface disinfectant/decontaminant cleaner. All neighboring police departments we have visited have been using metal evidence storage lockers for at least the past 10 years or longer.

Problem 2: NPD's current temporary refrigeration system is a standalone mini refrigerator (like a small dorm-size refrigerator) that lacks quality security and can only store evidence for one officer at a time. The refrigerator is used to store evidence such as Sex Assault Kits, Blood, and Urine. Because the refrigerator is standalone, there is a potential for easy movement and the possibility of being unplugged poses a security issue and could cause the loss or damage of critical evidence in cases such as sexual assaults, DUIs, and homicides.

Another problem with the refrigerator is accessibility. When an officer stores evidence in the refrigerator, it is then secured with a small padlock and the key is dropped into the main storage lockers. This creates a problem, specifically on weekends, because if another officer needs to store evidence in the refrigerator they will not have access to the key to re-open until the evidence technician has returned the key. The N.P.D. Property and Evidence Booking Manual requires that Property/Evidence staff be called out and advised of an item in the refrigerator and or to respond to the PD to remove the item. If required to respond, this requires a minimum of two hours overtime for property/evidence personnel.

Problem 3: The NPD Evidence packaging area and the NPD Evidence /Property Room have carpeting on the floor. Carpet collects stains, odors, and other undesirable toxins. Carpet is difficult to clean. The carpet should be removed. The floors should then be treated and then sealed, similar to the NPD Crime Lab floors.

Problem 4: The countertops in the NPD packaging area are made of the same material as residential countertops. They are stained from years of use with drug residue, grime, and general dirt. They are also difficult to clean. The state of the art for law enforcement evidence packaging dictates stainless steel countertops.

Solution:

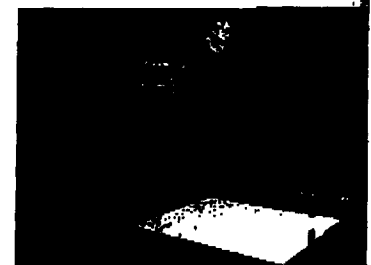
Upgrading to new or gently used metal lockers will provide a higher level of security both in construction and operability of locks. It will also provide a surface that is more ideal for evidence storage, chain of custody guidelines, and cleanliness.

In place of the standalone refrigerator, a high quality, more efficient, refrigerator will be included as part of the overall locker space. Upgrading to this refrigerator greatly reduces the risk of inadvertently being unplugged as well as provides four (4) separate storage areas for officers. These storage spaces resemble safety security boxes and will quadruple our temporary refrigerated space. They would need to be re-painted so the two locker units would be the same color.

This new metal locker with four locking compartments will eliminate the need for a property/evidence person to be called out as we rarely get more than two or three pieces of temperature-sensitive evidence between regular working hours. The N.P.D. Property and Evidence Booking Manual would be re-written to eliminate the requirement to contact property/evidence staff, thus reducing overtime expenses, while improving the integrity and chain of custody for evidence.

Countertops would be removed and replaced with stainless steel countertops. Existing countertops and cabinets would be rearranged to make room for new lockers and to maximize usable counterspace.

Carpet would be removed from the evidence packaging area and evidence/property room and replaced with treated, sealed floors.



Assessment:

Due to strict budget reductions, upgrading to a more secure and reliable metal locker, is not in the foreseeable future budgets, unless grant or forfeiture funds are made available.

Action Plan/ Response:

After researching the various metal locker designs and options, we learned that new lockers and upgraded stainless steel counters and new flooring would cost between \$20,000 and \$30,000. However, we were able to find a set of gently used metal lockers that would cost us a fraction of what brand new lockers would cost and will have refrigeration integrated.

After purchase, sanitizing, re-painting, delivery and the removal of the old lockers, minor repair of a wall is necessary due to the change in style of locker system. Currently we have a pass-thru style system, with the new metal lockers, they will no longer be pass-thru, thus freeing up much needed space in the evidence room(See above photo). Upon installation, all lockers would be re-keyed and new keys would be distributed to NPD Property/Evidence personnel. Overall, these new lockers will provide a higher standard of security, functionality, and durability for many, many years.

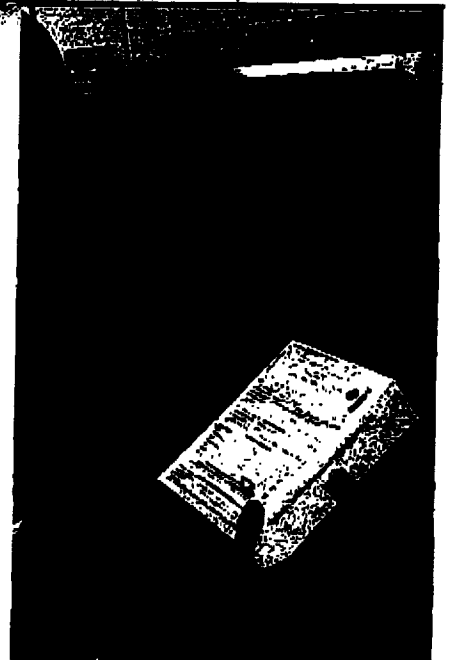
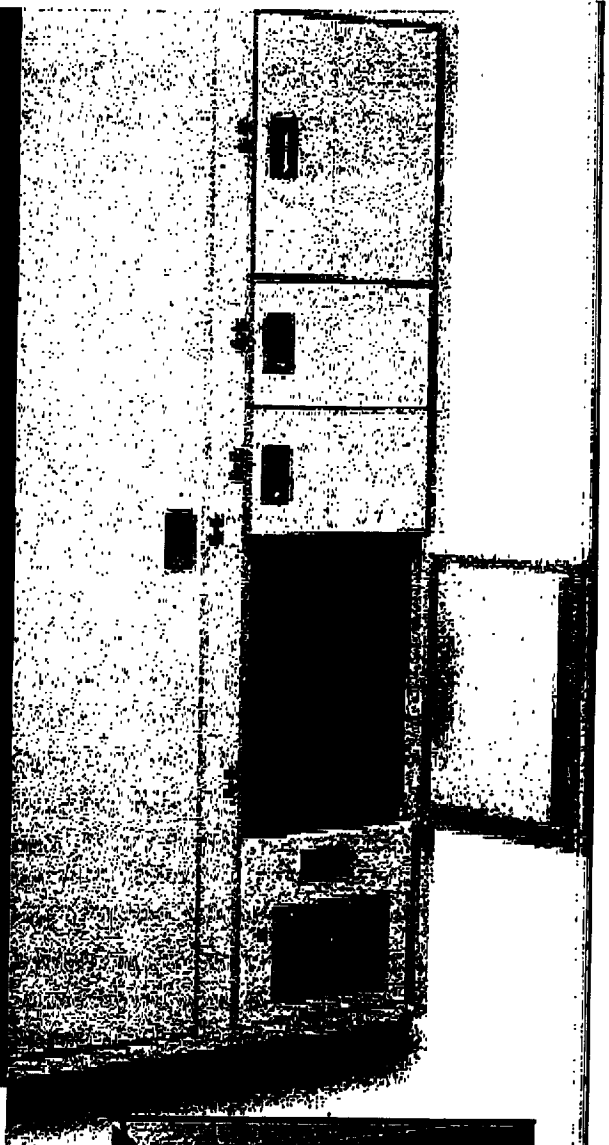
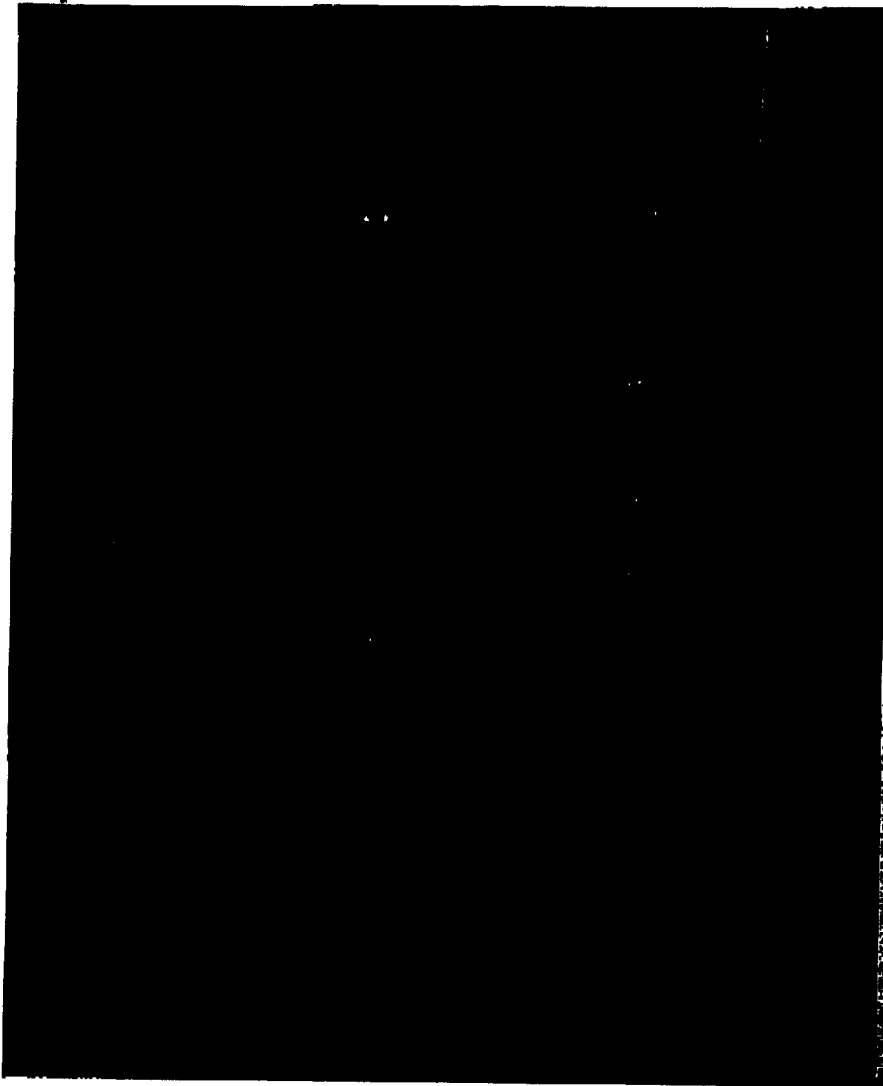
Grey locker will be removed, freeing up space in the Evidence Room.

Training:

Criminalist Scott Bradley and I will prepare a short video demonstrating the required way to store and secure evidence in both the lockers and the refrigerator. This video will be shown during all shift briefings.

Equipment and Supplies:

- 2 New lockers
- Re-painting of lockers
- Dry wall
- Dry wall tape
- Dry wall mud/compound
- 2 x 4 studs
- Screws
- Paint for walls
- Stainless steel countertops
- Carpet removal
- Floor treatment and seal



SECTION B - BUDGET SUMMARY/FINANCIAL INFORMATION

Costs:

Cost of these gently used lockers, including delivery and/or refrigerator inspection/maintenance	\$7500
Existing locker removal and wall repair	\$750*
Stainless Steel countertops	\$3000*
Carpet removal/Floor treatment seal	\$3750*

* (These figures are approximate estimates based on a conversation with Northglenn maintenance staff)

TOTAL amount requested to be paid for by Forfeiture funds **\$15000**

Will the amount requested for this project provide full funding? **Yes**

Alison Danow 09/17/10
Applicant Signature

Approved **Disapproved**

Beth Carmosino #038 9/17/10
Beth CARMOSINO / Commander Date

Russell Van Houten 09-17-10
Russell Van HOUTEN / Chief of Police Date

William Simmons 9.22.10
William SIMMONS / City Manager Date

Mike Milne 10/15/10
Mike MILNE / Sheriff Deputy, District Attorney Date

DAVID YOUNG / Assistant District Attorney

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-5
Series of 2011

Series of 2011

A RESOLUTION AUTHORIZING EXPENDITURES FROM THE POLICE FORFEITURE TRUST FUND IN AN AMOUNT NOT TO EXCEED \$15,000 FOR UPGRADES TO THE POLICE DEPARTMENT EVIDENCE ROOM

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

Section 1. The City Council hereby approves and authorizes the expenditure of Police Forfeiture Trust Funds in an amount not to exceed fifteen thousand dollars (\$15,000) for upgrades to the Police Department Evidence Room.

DATED at Northglenn, Colorado, this ____ day of _____, 2011.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney