



County of Santa Cruz

SHERIFF - CORONER

701 OCEAN STREET, SUITE 340, SANTA CRUZ, CA 95060

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MARK TRACY
SHERIFF - CORONER

Agenda Date: November 6, 2001

Board of Supervisors
county of santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

FORENSIC COMPARISON MICROSCOPE REFRIGERATOR FOR PROPERTY EVIDENCE AND A SCANNER

Dear Members of the Board:

The Sheriff's Office has identified the need to purchase new equipment for the Crime Scene Division, Property Section and Records Division. This letter is intended to provide your Board with detailed information regarding the identified equipment and request approval of the related fixed assets.

During the 2001/2002 Budget Hearings, your Board approved the Sheriff's Budget, which included the purchase of a forensic comparison microscope for an anticipated cost of \$3,500. Upon further research done by our Crime Scene Division and based on their needs, we need to augment our purchase by \$3,000 to purchase a microscope that will meet all our needs.

Our current microscope allows us to do limited preliminary comparison on such items as fibers, hair and physical matches. It will not allow us to do any DNA analysis or evaluations of other types of evidence. The microscope we would like to purchase is a SZX-ZB9 and has a smaller "foot print", wider zoom range, built in transmitted light source, dark field adapter and is a modular system. The modular system will allow us to expand the use of the microscope as our needs change without having to purchase an additional microscope. The cost of the SZX-ZB9 is \$6,500.

The Property Section of the Operations Bureau has run out of refrigeration space for the retention of biological evidence at our Property Warehouse. We believe this is due to the increase in the term of the statute of limitation on sexual assault cases and other violent crimes. It is now necessary for us to purchase an additional refrigerator unit to hold refrigerated evidence. We need to purchase a three door, commercial unit. This will allow us greater variation of adjustable shelving and more shelving than a traditional residential unit. The cost of a three door, commercial grade refrigerator is \$6,500.

The Records Division of the Administration Bureau scans all records to a digital imaging system. By keeping all of our records on this system, we are able to retrieve records several years old, in minutes. This has also helped the space issue at the County Warehouse by eliminating the need to store hundreds of boxes at that site. Our current scanner only scans one sided documents at a maximum of 15 works per minute and every time there is a two sided document, which is at least every three pieces of paper, the operator must stop the process and manually turn the paper over each time. This has created a huge backlog of records.

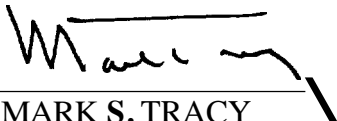
In addition, the Fire Marshall during their last report cited us for having boxes in the hallway, these boxes are records waiting to be scanned. We would like to purchase a new digital scanner that scans two sided documents automatically and does this at a rate of **86** pages per minute. This would more than quadruple the number of pages that can be scanned, which will allow us to start working at a more efficient manner and getting through the backlog of records stored in boxes in the hallway. The cost of a new digital, two sided document scanner is approximately \$5,500.

In order to make these necessary purchases, it will require to augmentation of the amount already approved by your Board to purchase a forensic comparison microscope in the amount \$3,000 for a total amount of \$6,500. We are also requesting to purchase a three door, commercial grade refrigerator in the amount of \$6,500 and purchase a digital, two sided document scanner in the amount of \$5,500. We are recommending the additional funds in the amount of \$15,000 be transferred from our Federal Asset Forfeiture Trust Fund (072251). There would be no financial impact on the General Fund.

It is, therefore, recommended that your Board:

1. APPROVE the attached Resolution Accepting Unanticipated Revenue (AUD60) from the Federal Asset Forfeiture Trust Fund in the amount of \$15,000;
2. AUTHORIZE the total amount of \$6,500 for the purchase of a forensic comparison microscope;
3. AUTHORIZE the total amount of \$6,500 for a three door, commercial grade refrigerator;
4. AUTHORIZE the total amount of \$5,500 for a digital, two sided document scanner.

Sincerely,



MARK S. TRACY
Sheriff-Coroner

Recommended:



SUSAN A. MAURIELLO
County Administrator

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

0085

Resolution No. _____

On the motion of Supervisor _____

duly seconded by Supervisor _____

the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

LVHEREAS, the County of Santa Cruz is a recipient of funds from Federal Asset Forfeiture
Trust Funds _____ for Operations Bureau _____ program; and

CYHEREAS, the County is recipient of funds in the amount of \$15,000.00 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130 (c) / 29064 (b), such funds may be
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, **BE IT RESOLVED AND ORDERED** that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$15,000.00 into

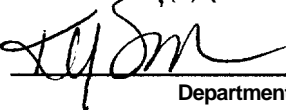
Department Sheriff-Coroner

| <u>T/C</u> | <u>Index Number</u> | <u>Revenue Subobject Number</u> | <u>Account Name</u> | <u>Amount</u> |
|------------|---------------------|-------------------------------------|--------------------------|---------------|
| - 1 | 661300 | 414 | Drug Forfeiture Proceeds | \$15,000.00 |
| | | | | |
| | | | | |

and that such funds be and are hereby appropriated as follows:

| <u>T/C</u> | <u>Index Number</u> | <u>Expenditure Subobject Number</u> | <u>Account Name</u> | <u>Amount</u> |
|------------|---------------------|---|---------------------|---------------|
| - | 661400 | 8404 | Fixed Assets | \$9,500.00 |
| - | 661700 | 8404 | Fixed Assets | \$5,500.00 |
| | | | | |
| | | | | |

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and
that the Revenue(s) (has been) (will be) received within the current fiscal year.

Ely  _____
Department Head

Date October 18, 2001

COUNTY ADMINISTRATIVE OFFICER

/ / Recommended to Board
/ / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 20____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS _____
NOES: SUPERVISORS _____
ABSENT: SUPERVISORS _____

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Date _____

Hanya D. Oberhelman III
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

Date Adm. V. G. 10/19/01

Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

