

Crime Laboratory Commission Meeting

January 8, 2014

CLAFIN CONERENCE ROOM

3RD FLOOR –FOGARTY HALL, URI

41 LOWER COLLEGE ROAD

KINGSTON, RI

10:00 AM

In attendance were Gerald J. Coyne, Deputy Attorney General, Rhode Island Department of Attorney General; Director Dennis Hilliard, Rhode Island State Crime Laboratory; Professor E. Paul Larrat, Interim Dean URI School of Pharmacy; John Grassel RISP representative; Clay Choquette.

I. INTRODUCTION

A. Welcome to Commission Members

Meeting was called to order by Gerald Coyne @ 10:10 AM, and was then turned over to Director Hilliard.

B. Approve Minutes of October 9, 2013

A motion was made to approve the minutes of the October 9, 2013 meeting by Gerald Coyne. Director Hilliard stated that there were a couple of errors which were not picked up on previously that needed to be corrected prior to the approval of the minutes. The errors were corrected and with these corrections a motion was then made to approve the minutes by Gerald Coyle. Clay Choquette made

a motion to approve, John Grassel seconded the motion. All were in favor. Minutes were approved.

II. FUNDING

A. Budget FY 2013

a. Close Out

The budget was closed out with a surplus. These funds have been rolled over to FY2014 totaling \$62,342.00

Any questions - None.

B. Budget FY 2014

a. State Appropriation

Total amount which was appropriated by the State for FY2014 is \$1,027,327.00

Director Hilliard stated that at the beginning of the meeting packets were passed to the Commission members detailing exactly what has been budgeted. Total available funds are \$1,089,669.00 which is a combination of the appropriation of \$1,027,327.00 plus the rollover funds.

b. Roll-over Funds:

80% of these funds were rolled into the Budget back in September, 2013, and were placed under equipment. The source of these funds is highlighted in the budget sheets. A couple of highlights in the budget sheets are – Waiver Bonus was budgeted for three employees but one actually wound up being partial due to starting later in the year making that come in under budget.

These funds will be reallocated in the budget. There are overtime expenses listed which are not for overtime work performed by laboratory employees, but rather for construction workers who came into the Laboratory to do renovation work. This work was performed in the newly acquired space for Latent Prints and Firearms, and includes lighting, electrical outlets, etc. Other repairs are service contracts on equipment. There is an over cost because we asked for a five year service contract on the GC/MS and this expense was put in other repairs rather than equipment. The money from equipment will take care of this over run. The deficit transfer which is on the budget sheet is from the Bryne Grant and eventually the Coverdell Grant. Last year a new AFIS terminal was purchased for the second examiner. .

c. Instrumentation

Director Hilliard stated that the GC/MS is expected to be purchased shortly. There were three bids which purchasing had reviewed , and the purchase should be finalized within the next couple of weeks. A new RUVIS for latent print section is expected to be purchased which is approximately \$35,000.00. Lt. Grassel asked how much the FTIR would cost and Director Hilliard stated that it would cost approximately \$145,000.00. In November, 2012, a second AFIS terminal from Cogent was purchased with a one year maintenance

agreement. A new service contract is due this year and Director Hilliard was questioning as to who would be held responsible for the cost for the contract which runs about \$3500.00. Mr. Coyne said he would check into this and let the Commission know.

C. BUDGET FY 2015 & FY2016 PROPOSALS

Budget sheet proposals for FY 2015 and FY2016 were distributed at the beginning of the meeting and are actually the same sheets which were distributed at the last meeting. This budget has already been submitted to URI for submission to The Governor's Office. Information on this proposed is embargoed. So Director Hilliard stated that he could not discuss anything only that money which was proposed for moving expenses and for upgrading security at the new facility, will probably be denied which was \$79,605.00, and the remainder of the request will probably be approved. Mr. Coyne then asked if the reason for the denial was that the move would not happen this year. Director Hilliard then stated that the move monies he was told should come from URI as he was told that URI had a substantial surplus. The Budget will be introduced by the Governor at the end of January, 2014. A Budget for FY2016 was provided and this was based on the Budget for FY2015.

D. OTHER SOURCES OF FUNDING

a. Coverdell FY 2013:

These funds are still in progress, and have not been finally approved by NIJ. They are expected to be approved within the next

week or two. Lt. Grassel asked if these funds were still being used for the Quality Officer Position. Director Hilliard then explained that this salary is no longer being covered by Coverdell. These monies will be used for travel and training/educational purposes for the laboratory personnel. Total amount that should be awarded

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to the laboratory will be \$13,092.00. This is the same amount that will be granted to the State Police-CIU, Medical Examiner, and Forensic Science Laboratory.

b. Byrne FY2013

As explained at the last meeting Mr. LeDoux suggested that the Laboratory apply for Local Funding, as there were some supplemental funds available. This was approved and the Laboratory will receive \$20,000.00. This money will be spent to supplement the NIBIN position and buy some equipment for firearms and the latent print sections.

c. Other Sources of Funding

Google Fund Request Status - there has been no movement either way on our proposal submitted to the Attorney General's Office. Chief Tavares had mentioned at the last meeting that East Providence PD was considering giving some monies to the Laboratory, but there have been no updates on this since the last meeting. Any questions

on FY2014 or FY2015? No questions.

III: LABORATORY STATUS

A. Laboratory Progress Report

2013 Annual Report was distributed in the packets at the beginning of the meeting. 2013 was compared to 2012. There was a small increase this year versus last year a little less than 2%. There was about a 7% increase in the number of items submitted between January 1, and December 31, 2103 as compared to 2012. This is the second highest total case submission to the Laboratory. 2011 still holds the record at 812 cases submitted and 4,327 exhibits submitted.

803 cases were closed and there were 962 reports issued. There were increases in arson cases, firearm violation cases, and stolen property cases. We also had two more homicide cases this year than last year. Total was 23 homicide cases verses 21 in 2012. Cases which decreased were assaults, auto theft, vandalism, and property damages. Department cases which increased were Cranston, Cumberland, Foster had a 400% increase, North Smithfield, Johnston, Newport, Pawtucket, State Fire Marshal, Westerly, South Kingstown, Woonsocket. There was a drop in cases from ATF, Coventry, East Providence, Lincoln, North Kingstown, and Providence.

The Laboratory Staff presented 27 lectures and seminars over the year. Staff attended a variety of training opportunities both online and at conferences. There were 23 tours of the State Crime Laboratory. Three internships were provided at the Laboratory for students from URI. There are 34 students registered in the Criminal Investigation

Course which started September 6, 2013. These students include fire personnel, law enforcement personnel and one individual from the AG Office. There were 32 students who graduated in September from this course. Laboratory Personnel assisted Warwick Police Department in training on the Cogent/AFIS terminal. Two officers from Narragansett PD were trained in basic crime scene investigations – collection and preservation of evidence. Firearms staff assisted the URI PD with the evaluation of a potential assault weapon which was submitted as a case and assisted a Detective from Cranston PD with obtaining fired projectiles and casings for training purposes. Trace staff assisted the Charlestown

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PD with the collection of evidence in a Hit and Run case, and South Kingstown PD with collection of biological and trace evidence from a suspect vehicle.

Backlog still is mostly in firearms: 453 cases. There is also a backlog in latent prints mostly due to vacations and time off during the holiday season. NIBIN is still backlogged 529 cases and trace is 39 cases. The Latent Print section still has an issue with the IAFIS which may only be solved with the expected system upgrade. Ed Downing has attempted to work with the FBI and the AG' s office on this matter with no resolution. Cogent is hopeful with the expected upgrade that the problem should be solved. Mr. Coyne stated he will find out the

date and let Director Hilliard know.

a. Staff Appointments to Boards and Committees

Badges were purchased and wallet. The Director's badge was the first to arrive and the others have been ordered. Credentials need to be created for Karen Vallaro. The information will be provided to the AG's office.

b. Security/Records Protocol

An issue occurred with the dissemination of case information. Protocol conflicts with the way information is provided particularly to the RI AG. A request has been made to review the protocol by the AG's Office. Just waiting for suggested language to incorporate into standard policy

B. ISO/IEC Accreditation

Desk audit is scheduled for April/May of 2014.

C. Space Allocation

There are no further updates except that the plans which were originally done for the Laboratory in the Proposed State Police Headquarters have been provided to Saccoccio & Associates Architectural firm. Mr. Coyne asked if the move to the new space would be sometime this year and Director Hilliard stated that he was unsure at this point. Right now the Laboratory has general access to space in Fogarty Hall along with space for the Criminal Investigation Scientific Evidence Course. Following the meeting Director Hilliard stated that there would be a tour of the facility for the Commission Members. All the major improvements that had been discussed at

previous meetings are now completed.

IV. NEW BUSINESS

A. Federal Initiatives on Forensic Science

Director Hilliard stated that there was no new information to report to the Commission member at this time, but expects to hear about initiatives at the AAFS meeting which is being held in February. There is also no new information on the status of the application to the National Forensic Science Commission.

B. Other Business

Director Hilliard informed the Commission that there was a donation of museum type forensic equipment from Herb MacDonell. They are on display in the Laboratory and will be pointed out to the Commission members at the conclusion of the meeting when the Commission members are taken on a tour of the Laboratory.

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As there was no further business to discuss Deputy Attorney General Gerald Coyle made a motion to adjourn with the members in favor; the meeting was adjourned at 10:45 AM.

Minutes taken and transcribed by:

Monica Nason, Department of Attorney General