



Memphis Police Department  
Division

Executive Administrative  
Service Center

11/18/2014  
Date

**1. BID REJECTION:**

For purchase/construction of \_\_\_\_\_ Ref# \_\_\_\_\_  
 Explanation of rejection \_\_\_\_\_  
 Request to Readvertise \_\_\_\_\_

**2. CONTRACT AWARD RECOMMENDATION:**

Low Contractor: Tennessee Office of Criminal Justice Programs  
 Best\* Address: 312 Rosa Parks Avenue, Suite 1800, Nashville, Tennessee 37423-1102  
 Only For: FY 15 JAG Sexual Assault Kit Reduction Program  
 Negotiated

\*Justification for rejection of low bids attached.

Number of bids received \_\_\_\_\_ (attach two copies of bid tabulation).

**3. CHANGE ORDER/AMENDMENT/ENCUMBRANCE/FINAL PAYMENT:**

Contract # \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

For: \_\_\_\_\_

Extension \_\_\_\_\_ Original Contract Amount \_\_\_\_\_ Final Payment Due: \_\_\_\_\_  
 Change Order \_\_\_\_\_ Previous C.O. Total \_\_\_\_\_ Retainage: \_\_\_\_\_  
 Cancel Contract # \_\_\_\_\_ Prev. Amend./Encum. Total \_\_\_\_\_  
 Transfer to P.O./Req. # \_\_\_\_\_ C.O.# \_\_\_\_\_ Attached \_\_\_\_\_  
 Amendment \_\_\_\_\_ Amend.# \_\_\_\_\_ Attached \_\_\_\_\_  
 Encumbrance \_\_\_\_\_ Encumbrance Amount \_\_\_\_\_  
 Capital Acquisition \_\_\_\_\_ Adjusted Contract Amount \_\_\_\_\_

**4. COST AND SOURCE OF FUNDS:**

FY 2015

Fund 205 Service Center \_\_\_\_\_ Account \_\_\_\_\_ 0000000 000000 000000

Grant/CIP Grant Project # PD90164 Task # 1 Award # 12767

Exp. Type \_\_\_\_\_ Exp. Org. \_\_\_\_\_

Fund \_\_\_\_\_ Service Center \_\_\_\_\_ Account \_\_\_\_\_ 0000000 000000 000000

Grant/CIP \_\_\_\_\_ Project # \_\_\_\_\_ Task # \_\_\_\_\_ Award # \_\_\_\_\_

Exp. Type \_\_\_\_\_ Exp. Org. \_\_\_\_\_

Contract Amount \$450,000.00 Special Instructions: Please Do Not Encumber Funds

**5. CHECKED & APPROVED BY:**

Julie Nations 11/18/2014  
 Service Center Approval Date  
 City Engineer Date

Julie Nations 11/18/14  
 Division Director Date  
 Chief Administrative Officer Date

**6. FUNDING/PURCHASING APPROVAL:**

\_\_\_\_\_ Funds are available.  
 \_\_\_\_\_ Funds to be appropriated/transferred.

\_\_\_\_\_  
 Purchasing Agent Date



**A Resolution to accept grant funds in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000.00) from the Tennessee Office of Criminal Justice Programs.**

**WHEREAS**, the City of Memphis Division of Police Services has been awarded grant funds in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000.00) from the Tennessee Office of Criminal Justice Programs for the FY 15 Justice Assistance Grant Sexual Assault Kit Program; and

**WHEREAS**, these funds will be used to resolve criminal cases by reducing the number of accumulated sexual kits which have not been tested; and

**WHEREAS**, it is necessary to accept the grant funding and amend FY 15 Operating Budget to establish funds for the FY 15 Justice Assistance Grant Sexual Assault Kit Program; and

**WHEREAS**, it is necessary to appropriate the FY 15 grant funds in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000.00) for the FY 15 Justice Assistance Grant Sexual Assault Kit Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Memphis that the FY 15 Justice Assistance Grant Sexual Assault Kit Program in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000.00) be accepted by the City of Memphis.

**BE IT FURTHER RESOLVED**, that the Fiscal Year 2015 Operating Budget be and is hereby amended by appropriating the Expenditures and Revenues for the FY 15 Justice Assistance Grant Sexual Assault Kit Program in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000.00) as follows:

**REVENUES**

Tennessee Office of Criminal Justice	\$450,000.00
<b>Total</b>	<b><u>\$450,000.00</u></b>

**EXPENDITURES**

Professional Services	\$450,000.00
<b>Total</b>	<b><u>\$450,000.00</u></b>



## Memphis City Council Summary Sheet

**1. Initiating Party (e.g. Public Works, at request of City Council, etc.)**

Resolution seeking acceptance of grant funds in the amount of \$450,000.00 from the Tennessee Office of Criminal Justice Programs on behalf of the Memphis Police Department.

**2. State whether this is a change to an existing ordinance or resolution, if applicable.**

This is not a change to an existing ordinance or Resolution.

**3. State whether this requires a new contract, or amends an existing contract, if applicable.**

This Resolution requires a new contract between the Tennessee Office of Criminal Justice Programs and the City of Memphis.

**4. State whether this requires an expenditure of funds/requires a budget amendment.**

This Resolution requires an expenditure of funds and it also requires a budget amendment and it requires a 20% match of local funds in the amount of \$50,000.00.



# City Council Item Routing Sheet

Division: Police Services

Committee: Public Safety

Hearing Date: December 2, 2014

- Ordinance     
  Resolution     
  Grant Acceptance  
 Budget Amendment     
  Commendation     
  Other:

Item Description (Not the caption, but what does it do)

**This Resolution allows the City of Memphis through the Division of Police Services to accept grant funds in the amount of Four Hundred Fifty Thousand Dollars (\$450,000.00) from the State of Tennessee Office of Criminal Justice Programs for the processing of sexual assault kits.**

Recommended Council Action: **Approve the resolution**

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken:

**No previous action has been taken by any other entity.**

Does this item require city expenditure?	Source and Amount of Funds
This item requires City Expenditure	Operating Budget
Revenue to be received \$450,000.00	CIP Project #.
Local Match Required \$50,000.00	Federal/ <u>State</u> /Other    \$450,000.00

### Approvals

Director [Signature] Date 11/29/14

Director \_\_\_\_\_ Date \_\_\_\_\_

Budget Manager \_\_\_\_\_ Date \_\_\_\_\_

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

City Attorney \_\_\_\_\_ Date \_\_\_\_\_

**Chief Administrative Officer**

\_\_\_\_\_ Date \_\_\_\_\_

**Council Committee Chair**

\_\_\_\_\_ Date \_\_\_\_\_



# GRANT AWARD NOTIFICATION

**AWARD INFORMATION**

**ARRA STIMULUS GRANT:** Yes \_\_\_\_\_ No **X**

**Division Information**

*Please Attach Copy of Contract*

Division: Police Services \_\_\_\_\_ Program Area: Administration \_\_\_\_\_

Division Contact: Julie Nations \_\_\_\_\_ Phone: 901-636-3404 \_\_\_\_\_

**Funding Source**

Name of Grantor: Tennessee Office of Criminal Justice Programs

Grantor Award Number \_\_\_\_\_ CFDA Number: 16.738

Full Name of Program: Sexual Assault Kit Reduction Program

Start Date: 12/01/2014 End Date: 06/30/2015 Check one: Operating **X** CIP \_\_\_\_\_

Award Type State Of Tennessee \_\_\_\_\_ Award Amount: \$450,000.00

**Will matching funds be provided?**

Amount of Matching Funds: 50,000.00 \_\_\_\_\_

Source of Matching Funds: Local \_\_\_\_\_

**To be completed by Accounting Department**  
 Award Number: 12767 Purpose Area: \_\_\_\_\_

**PROJECT INFORMATION**

<u>Amount</u>	<u>Project Name (30 characters or less including spaces)</u>	<u>Project Number</u>
<b>\$450,000.00</b>	<b>FY 15 JAG Sexual Assault Kit Reduction Program</b>	<b>PD90164</b>

**Check here if the grant requires splitting funds into multiple projects.**

If yes, please provide the specific amounts and project names in the box above.

If no, list the entire award amount and project name in the first row in the box above.

**Check here if this award being applied to an existing project(s).**

If yes, please identify the specific amounts, projects and project numbers in the box above.

If no, the Accounting Department will assign new project numbers.

Reviewed by Grants Compliance Office \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Accounting and Entered in Oracle: \_\_\_\_\_ Date: \_\_\_\_\_

## Scope of Services/Project Narrative Justice Assistance Grant

**Agency Name:** City of Memphis

**Name of your Project:** Sexual Assault Kit Reduction Program

**Program Priority:** Innovations in Criminal Investigations – Law Enforcement Programs

### PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

The Memphis Police Department (MPD) provides police services to approximately 647,700 citizens of Memphis in a 315 square-mile area with a total of approximately 2199 officers. In addition, MPD employs approximately 440 civilians including dispatchers, police service technicians, administrators, mechanics, clerks, neighborhood watch coordinators, and school crossing guards. MPD's mission is to create and maintain public safety in the City of Memphis. We do so with focused attention on preventing and reducing crime, enforcing the law and apprehending criminals.

The Investigative Services Branch (ISB) of the Memphis Police Department is responsible for thoroughly reviewing the details surrounding every crime committed in Memphis. ISB works closely with all branches of the Memphis Police Department and other law enforcement agencies to solve crime. The Investigative Services Branch is comprised of the Crimes Against Persons and the Crimes Against Property investigative bureaus, the Felony Response Unit, and Crime Scene Investigations. The Crimes Against Property Bureau handles burglary, vehicle theft, larceny and incidents where property theft is the principal crime involved while the Crimes Against Persons Bureau handles homicides, sexual assaults, and crimes of an immediate personal nature.

Overall violent crime has continued to rise over the last two decades. Although Tennessee is comparable to other states regarding the clearance rates of crimes involving a victim, the State as a whole remains below where it should be in this particular area. One of the major issues that the MPD's Crimes Against Persons Bureau is currently facing is a large number of unprocessed Sexual Assault (SA) collection kits. Over the last several years forensic technology has continued to advance at a rapid pace. More sensitive analysis is possible on smaller and smaller amounts of sample, and the judiciary system is placing greater emphasis on the forensic analysis of the physical evidence collected at crime scenes.

### PURPOSE

#### Needs

This purpose of this project is to resolve criminal cases by reducing the number of accumulated sexual assault kits which have not been tested. This project will address the MPD's need for assistance with the processing of the SA collection kits in a timely and efficient manner. Funds from this grant will be used to address this issue as described below.

## **Goals**

The goal of this project is to reduce the number of existing, unprocessed Sexual Assault collection kits that are currently in the possession of the Memphis Police Department. The MPD intends to use funds from this grant to serologically screen and complete full DNA analysis on as many SA collection kits as possible with the amount of funding provided. In order to accomplish this task, the MPD anticipates that it will outsource the serological screening and DNA analysis of the unprocessed cases to a qualified DNA testing laboratory that is known for the high quality of its work and the professionalism of its staff of expert forensic scientists.

## **INPUTS**

This project addresses the need for the Memphis Police Department to reduce the number of its existing, unprocessed Sexual Assault collection kits. The Investigative Services Branch of the MPD is responsible for thoroughly reviewing the details surrounding every crime committed in Memphis, including sexual assaults. Sergeant Quita Knowlton, will serve as the Project Director for this grant and will oversee the day-to-day operations and implementation of the project. Sergeant Knowlton has approximately 20 years of law enforcement experience with the Memphis Police Department; serving several of those years in MPD's Sex Crimes Unit. Sergeant Knowlton will coordinate the day-to-day activities involved with this project. The MPD Grants Office will be responsible for fiscal management and reporting for this grant. Staff members from MPD Grants Office will assist Sergeant Knowlton with the administrative functions of the grant. The City of Memphis' Office of Grants Compliance (OCG) was established as a service department under the Legal Division to provide a focal point for the City of Memphis to enhance its internal compliance with applicable grant policies, rules, and regulations by providing comprehensive oversight of all City grants and facilitation of improved administration and responsible stewardship of federal, state, and private grant funds. This proposal does not seek reimbursement of salaries for City employees.

A team of forensic scientists including technicians, analysts, supervisors, and managers will provide the serological screening and DNA analysis needed in order to process the existing SA collection kits. An Approved Tennessee Bureau of Investigations (TBI) laboratory will serve as a reference laboratory for outsourcing of SA collection kits (the outsourcing vendor).

**ACTIVITIES**

Through funding provided as a result of this proposal, the following activities will occur over the grant period in order to accomplish the goals identified above:

1. Testing / Reporting
  - a. MPD will submit roughly 882 Sexual Assault collection kits (approximately collected between 1985 and 2013) to The Approved TBI laboratory for serological screening/DNA analysis.
  - b. The SA kits are sealed evidence, therefore the specific contents of each kit are not known. The Approved TBI laboratory will accept these evidence collections as described.
  - c. The Approved TBI laboratory will screen SA kits for male biological material using Acid Phosphatase (AP) mapping and microscopic examination for spermatozoa and, if needed, through a p30 confirmatory test (also known as Prostate Specific Antigen which can detect the presence of semen when sperm is not present).
  - d. The Approved TBI laboratory will prepare a written report listing the contents of each sexual assault kit and the screening results for the evidence collections and will provide two (2) electronic copies of these results on a CD ROM.
  - e. The Approved TBI laboratory will return reports according to the schedule provided in the implementation timeline section of this narrative in order for MPD to complete the project within the specified grant period.

The Approved TBI laboratory will apply the following protocol for screening sexual assault kits submitted pursuant to this project:

<b>PROTOCOL FOR SCREENING SEXUAL ASSAULT KITS</b>				
SCREENING TYPE	RESULT:	ACTION STEPS:		
		Step 1:	Step 2:	Step 3:
Screen vaginal swabs with AP	Positive	Identify the swab providing the strongest positive result	Confirm microscopically and, if needed, with p30	Report
	Negative			
Screen oral swabs if present in the SA kit with AP	Positive	Identify the swab providing the strongest positive result	Confirm microscopically and, if needed, with p30	
	Negative or swabs not present			
Screen anal swabs with AP if present in SA kit	Positive	Identify the swab providing the strongest positive result	Confirm microscopically and, if needed, with p30	
	Negative or swabs not present			
Screen Questioned saliva swab for the presence of alpha-amylase	Positive	Identify the swab providing the strongest positive result	No confirmation	
	Negative or swabs not present			
Undergarments – screen the areas that seem to contain possible stains, based on indirect light	Positive	Identify the area providing the strongest positive result	Confirm microscopically and, if needed, with p30	
	Negative or garment not present			

source, with AP.				
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## 2. Chain of Custody / Evidence Handling

- a. The Approved TBI laboratory will maintain chain of custody by following its established, written chain of custody procedures and protocols including examination of external packaging and shipping containers for signs of tampering.
- b. The Approved TBI laboratory will document the condition of the evidence received (i.e. sealed, appearance, etc.) of each individual item of evidence within the SA kit. This information will be provided in the report.
- c. The Approved TBI laboratory will prepare stain cards using swatches and liquid blood tubes. Remaining liquid blood samples (blood tubes) will be disposed of as biohazard waste.
- d. Upon completion of testing of all kits, The Approved TBI laboratory will seal and initial all evidence and then ship the evidence back to MPD in a manner that maintains chain of custody.

## INTENDED OUTPUTS (Products)

Analysis outsourcing will be limited by the amount of grant funding awarded and the cost of analysis per sample. The MPD intends to outsource as many SA collection kits as possible with the amount of funding provided.

The MPD has identified the following outputs for this project:

1. Number of SA kits processed and reported each month during the grant period
2. Number of confirmed positive results for male biological material screened from vaginal swabs
3. Number of negative results for male biological material screened from vaginal swabs
4. Number of confirmed positive results for male biological material screened from anal swabs
5. Number of negative results for male biological material screened from anal swabs
6. Number of positive results for the presence of alpha-amylase screened from saliva swabs
7. Number of negative results for the presence of alpha-amylase screened from saliva swabs
8. Number of confirmed positive results for male biological material screened from undergarments
9. Number of negative results for male biological material screened from undergarments

This information will be reported on a quarterly and/or annual basis as required by the Fund Source in the manner prescribed by the Office of Criminal Justice Programs (OCJP).

## INTENDED OUTCOMES (Results)

Upon completion of the project identified above, the result of this grant will demonstrate an improvement in the timeliness of forensic science services through the resolution of the existing, unprocessed sexual assault cases. Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.

**Outcomes to be tracked for the project:**

1. Number of unprocessed Sexual Assault collection kits at the beginning of the grant period.
2. Number of unprocessed Sexual Assault collection kits at the end of reporting period.
3. Number of unprocessed Sexual Assault collection kits at the end of the grant period.
4. Percentage of unprocessed Sexual Assault collection kits reduced at the end of the grant period.

**DATA COLLECTION PROCEDURE**

**Tracking Outputs:**

The Approved TBI laboratory will prepare a written report listing the contents of each sexual assault kit and the screening/analytical results for these evidence collections. In addition, The Approved TBI laboratory will provide two (2) electronic copies of these results on a CD ROM. MPD will compile the statistics as detailed in the Outputs section and provide the data on a quarterly and/or annual basis in the manner prescribed by the Office of Criminal Justice Programs (OCJP).

**Tracking Outcomes:**

The ultimate goal of the project is to significantly reduce the number of unprocessed Sexual Assault collection kits currently held by the Memphis Police Department. MPD will provide the data elements as described in the Outcomes section and provide the information on a quarterly and/or annual basis in the manner prescribed by the Office of Criminal Justice Programs.

The Project Director will ensure that all necessary data is collected and recorded in a timely manner. Gathered data will be compiled into quarterly and an annual progress reports as required by the fund source. The Project Director or designee will submit all necessary documentation to OCJP on or before OCJP's reporting deadlines.

**PLANS FOR CONTRACT CONTINUATION**

The MPD will continue to have a need for funding until all of the existing, unprocessed SA collection kits have been serologically screened. The MPD will seek additional funding from within the City and from outside sources in order to continue processing the SA kits in order to continue the goal of eliminating the backlog.

**IMPLEMENTATION TIMELINE FOR ACCOMPLISHING KEY GRANT ACTIVITIES**

Upon execution of the grant contract, the MPD will enter into an agreement with an Approved TBI laboratory to provide the serological screening/DNA analysis required to reduce the number of unprocessed Sexual Assault collection kits. Once the agreement is in place, the MPD will submit approximately 882 SA kits to The Approved TBI laboratory for serological screening/DNA analysis. Upon receipt of the SA kits, The Approved TBI laboratory will immediately begin serological screening/DNA analysis of the evidence and will provide written reports to the MPD on a monthly basis. The projected timeline for completion is as follows:

**ATTACHMENT A**  
**APPLICATION FOR FUNDING**  
**GRANT PROJECT NARRATIVE**  
(Narrative Page 6)

<b>TIMELINE FOR PROJECT COMPLETION</b>	
<b>MONTH AND YEAR</b>	<b>PLANNED ACTIVITY</b>
December 2014	<ul style="list-style-type: none"> <li>• Enter into agreement with Approved TBI laboratory to outsource SA kits</li> <li>• Submit 440 SA kits to Approved TBI laboratory for serological screening/DNA analysis</li> </ul>
January 2015	<ul style="list-style-type: none"> <li>• Submit 442 SA kits to Approved TBI laboratory for serological screening/DNA analysis on the 1<sup>st</sup> business day of the month</li> <li>• Receive, at minimum, 50 reports from Approved TBI laboratory no later than 01.31.2015</li> </ul>
February 2015	<ul style="list-style-type: none"> <li>• Receive, at minimum, 50 reports from Approved TBI laboratory no later than 02.28.2015</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>• Receive, at minimum, 200 reports from Approved TBI laboratory no later than 03.31.2015</li> </ul>
April 2015	<ul style="list-style-type: none"> <li>• Receive, at minimum, 200 reports from Approved TBI laboratory no later than 04.30.2015</li> </ul>
May 2015	<ul style="list-style-type: none"> <li>• Receive, at minimum, 200 reports from Approved TBI laboratory no later than 05.31.2015</li> </ul>
June 2015	<ul style="list-style-type: none"> <li>• Receive final invoice for reimbursement from approved TBI laboratory by 06.15.14</li> <li>• Receive all remaining/final reports, at minimum 182, from Approved TBI laboratory no later than 06.15.2015</li> </ul>