

**UNTESTED SEXUAL ASSAULT EVIDENCE
GRANT PROGRAM**

DOJ-USAEG-2018-19-1

APPLICATION COVER SHEET

SUBMITTED BY:

Ventura County Sheriff's Office
Special Services Division / Major Crimes Bureau
Sergeant Ryan Clark

5177 Camino Ruiz. Camarillo, CA. 93012. (805) 384-4721

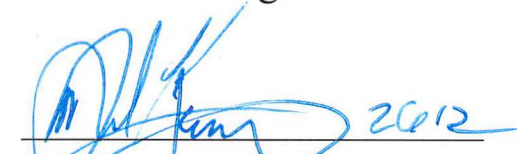
Ryan.clark@ventura.org

PROGRAM CONTACT:

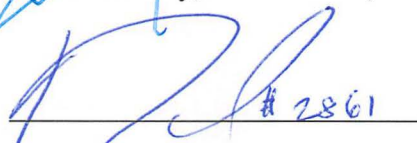
Captain Jeff Miller
5177 Camino Ruiz. Camarillo, CA. 93012 (805) 384-4720

Jeffs.miller@ventura.org

Authorized Signatures:


David Kenney, Commander, 12-13-18


Jeff Miller, Captain, 12-13-18


Ryan Clark, Sergeant, 12-13-18



VENTURA COUNTY SHERIFF'S OFFICE

Bill Ayub
Sheriff

Monica McGrath
Undersheriff

800 South Victoria Avenue, Ventura CA 93009 | 805.654.2380 | VenturaSheriff.org

Date: December 13, 2018

California Department of Justice
Division of Law Enforcement
1300 I Street, Suite 1140
Sacramento, CA 95814
Attn: Shannon Patterson

Re: **Letter of Intent**
Untested Sexual Assault Evidence Grant – DOJ-USAEG-2018-19-1

The Ventura County Sheriff's Office intends to comply with the requirements of California Penal Code section 680.4 by auditing all untested sexual assault evidence collection kits currently in our possession. Employees of the Sheriff's Office will complete the research, recording, and reporting of the information as required by the newly enacted statute.

Tasking our current employees with these reporting requirements will cause the Ventura County Sheriff's Office to incur an unanticipated, heavy workload which will both detract them from their regular assignments as well as result in unanticipated overtime costs to meet DOJ deadlines. As a result of these unanticipated costs relating to the state mandate, the Ventura County Sheriff's Office requests compensation from available grant funds.

The statistical data required under this mandate had not been previously required or compiled and could not be easily located. To determine the number of kits currently in our possession that were obtained prior to October 1, 2018, a Sheriff's Service Technician was required to manually locate all of the kits stored within the Sheriff's Property Room. This took her approximately 60 hours of her regular time to locate approximately 651 rape kits. For those kits located, a Supervising Forensic Scientist spent approximately 40 hours of her regular time to audit the list and determine what, if any, laboratory analysis has been completed for each kit. This required a manual search of each case to determine the corresponding data. She determined that of the 651 kits in our possession, 452 kits were listed as untested. This time was spent in preparation for this budget estimate.

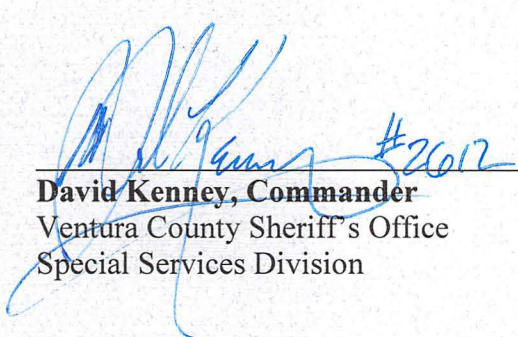
Now that the number of untested rape kits has been determined, members of the Major Crimes investigations bureau will need to manually review each of the associated criminal cases and their dispositions. This will require a Sheriff's Sergeant and an Investigative assistant to

review reports, criminal case files and documents, and record the reasons why each kit remains untested. An estimate of approximately 30 minutes per kit will be required to determine the information necessitated by this statute and proper documentation for reporting purposes. With 452 kits to check, at an average time of 30 minutes per kit, we estimate a work load of approximately 226 hours which still needs to be competed. This workload will be divided evenly amongst the Sergeant and Investigative Assistant. The determination of regular hours versus overtime hours will be dependent on working this project around regular investigative workload and DOJ timelines. With that in mind, it is estimated that half of the workload will be completed with regular duty hours and the other half will be completed with overtime hours.

The Ventura County Sheriff's Office has the largest jurisdiction within the County of Ventura, covering approximately 41 percent of the county population. This jurisdiction is made up of five contract cities (Camarillo, Fillmore, Moorpark, Ojai, Thousand Oaks) and the unincorporated areas of the county. We ask that this be taken into consideration if multiple agencies from Ventura County apply for this grant.

Attached is the budgetary spreadsheet that contains the funding details that support this agency's request for grant funds.

Attachment – Budget Detail Spreadsheet



David Kenney, Commander
Ventura County Sheriff's Office
Special Services Division

UNTESTED SEXUAL ASSAULT EVIDENCE GRANT

A. Personal Services

Salaries

Classification/Positions	Computation	FY 2019-20
Supervising Forensic Scientist	40 hours x 57.66	\$ 2,307
Sheriff's Service Technician	60 hours x 32.45	\$ 1,947
Sheriff's Sergeant	57 hours x 66.65	\$ 3,799
Investigative Assistant	57 hours x 24.29	\$ 1,384
SUBTOTAL		\$ 9,437

Overtime

Classification/Positions	Computation	FY 2019-20
Sheriff's Sergeant	56 hours x 112.98	\$ 6,326
Investigative Assistant	56 hours x 39.79	\$ 2,228
		\$ -
		\$ -
SUBTOTAL		\$ 8,554

Benefits

Classification/Positions	Computation	FY 2019-20
Supervising Forensic Scientist	40 hours x 23.74	\$ 949
Sheriff's Service Technician	60 hours x 16.45	\$ 987
Sheriff's Sergeant	57 hours x 51.75	\$ 2,949
Investigative Assistant	57 hours x 12.69	\$ 723
SUBTOTAL		\$ 5,608
TOTAL PERSONAL SERVICES		\$ 23,599

UNTESTED SEXUAL ASSAULT EVIDENCE GRANT

B. Operating Expenses

Description	Computation	FY 2019-20
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL		\$ -

C. Equipment (tangible items with a per-unit cost of \$5,000 or more)

Description	Computation	FY 2019-20
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL		\$ -

D. Travel Expenses/Registration Fees*

Description and Destination	Computation	FY 2018-2019
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL		\$ -

*Travel rates must adhere to State rules and limits.

UNTESTED SEXUAL ASSAULT EVIDENCE GRANT

E. Other Expenses

Description	Computation	FY 2019-20
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL		\$ -

F. Administrative Costs

Description	Computation	FY 2019-20
		\$ -
		\$ -
TOTAL		\$ -

SUMMARY

Budget Category	TOTAL REQUEST
A. Personal Services	\$ 23,599
B. Operating Expenses	\$ -
C. Equipment	\$ -
D. Travel/Registration	\$ -
E. Other Expenses	\$ -
F. Administrative Costs	\$ -
TOTAL PROJECT COSTS	\$ 23,599