



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

**Business Support
Office of Criminal Justice Grants**

Post Office Box 1489
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Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

September 16, 2016

The Honorable Charlie Justice
Commissioner
Pinellas County Board of Commissioners
315 Court Street
Clearwater, Florida 33756

Subject: 2015-16 Statewide Criminal Analysis Laboratory System Funding Agreement
Closeout Process

Dear Commissioner Justice:

The Pinellas County Forensic Sciences Laboratory receives quarterly disbursements of collected controlled substance fines in accordance with Florida Statute 943.36, not to exceed 75 percent of the actual operating cost, to support crime laboratory operations.

In accordance with Florida Statute 943.36 and the terms of the agreement (CL004) each laboratory shall submit to the Florida Department of Law Enforcement (FDLE), on or before October 15, 2016 a written report containing the following:

- The operating budget approved by the county commission for the fiscal year in progress.
- The actual operating costs for the immediate prior fiscal year.
- Laboratory workload data, including, but not limited to, the volume of casework received and completed by type and sources of workload by law enforcement agency.

Additionally, FDLE is required to complete a financial reconciliation for this agreement that requires all agencies report expenditures funded by these quarterly disbursements. Prior year actual and current operating cost data must include an itemization of the actual expenditures paid from this agreement categorized by laboratory discipline. The report must indicate the portion of operating expenses funded by local or federal funds and specify the amount of the local appropriation to be used as the basis for computing the state's maximum 75 percent funding contribution.

Please complete and return the enclosed forms along with supporting expenditure documentation to the address below by October 15, 2016. If you are unable to submit reports by the deadline, please submit a written justification and request for extension.

Florida Department of Law Enforcement
Office of Criminal Justice Grants
ATTN: Petrina Tuttle Herring
Post Office Box 1489
Tallahassee, Florida 32302-1489

Commissioner Charlie Justice
September 16, 2016
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Regarding upcoming fiscal year 2016-2017 funding, a copy of the contract along with information on the calculation and distribution methodology for each local laboratory is enclosed. FDLE will be contacting lab directors and grant managers to coordinate and finalize the 2016-17 contracts and forms.

In accordance with statutory requirements funds for 2016-17 will be distributed after the new contract and report(s) noted above have been received by FDLE, and a financial reconciliation has been successfully completed.

Please contact Alicia Murphy at (850) 617-1256 if you have any questions regarding this agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "Petrina Tuttle Herring". The signature is written in a cursive, flowing style.

Petrina Tuttle Herring
Bureau Chief

PTH/avm

Enclosures

cc: Director Reta Newman, Forensic Laboratory, Pinellas County Forensic Laboratory
Dr. Jon Thogmartin, Chief Medical Examiner, Pinellas County Forensic Laboratory

Local Crime Laboratory Budget Request

Laboratory:	F C L C - 1 (Revised 08/15)					
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Address:	2015-2016		2016-2017		2017-2018	
	# of Positions	Actual Expenditures	# of Positions	Approved Operating Budget	# of Positions	Estimated Budget
Salaries		0		0		0
Benefits/Fringes		0		0		0
Expenses		0		0		0
Operating Capital Outlay		0		0		0
Total		0		0		0
Federal Funds Expended (Do <u>not</u> include in any totals)						
Funding Request (75% of Total)		0		0		0
<p>The following functions are not to be considered laboratory operations for the purpose of appropriating state funds:</p> <ul style="list-style-type: none"> (a) Identification photography; (b) Identification of fingerprints, other than latent; (c) Polygraph; (d) Electronic surveillance; and (e) Medical examiners. 						
<p>This information is being collected in accordance with Florida Statute 943.36(2) - Prior year actual and current operating cost data shall include an itemization of eligible expenditures required for the laboratory submitting it. The report shall indicate the portion of operating expenses funded by local or federal funds and specify the amount of the local appropriation to be used as the basis for computing the state's maximum 75 percent funding contribution.</p>						

Date: _____

Signed: _____
Participating Agency Chief Official

Typed Name of Chief Official: _____

Local Crime Laboratory Workload Data Report Fiscal Year 2015 - 2016

Laboratory Name:

AGENCY	DISCIPLINE	Number of Service Requests RECEIVED	Number of Service Requests COMPLETED <i>(returned to contributor)</i>

This information is being collected in accordance with Florida Statute 943.36(1) - For the purpose of providing state funding, each laboratory designated in s. 943.35 shall submit to the Department of Law Enforcement, on or before October 15 of each year, a written report containing the following: [...] (c) Workload data, including, but not limited to, the volume of casework received and completed by type and sources of workload by law enforcement agency.

**DUI / Drug Collected Fines
Distribution Formula FY 16-17**

Distribution of the funds will be based on the population served by the local crime lab. FDLE will use the 2015 population estimates published by the Florida Legislature, Office of Economic and Demographic Research. These are the same figures used in the 2015 Uniform Crime Report.

Laboratory	Population	% of Total
Broward	1,827,367	24.61%
Indian River *	621,189	8.37%
Miami-Dade	2,653,934	35.74%
Palm Beach	1,378,417	18.56%
Pinellas	944,971	12.73%
Total	7,425,878	100.00%

*Indian River population figure includes the 19th Judicial Circuit: Indian River, St. Lucie, Martin, and Okeechobee counties