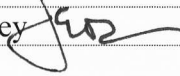

P O L I C E

DEPARTMENT

MEMO

City and Borough of Sitka

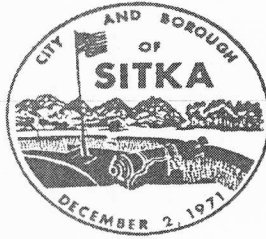
To:	City Administrator Jim Dinley 
From:	Chief Sheldon Schmitt
Subject:	Crime Scene Van
Date:	August 4, 2010

Per our discussion I have completed the disposition paperwork for the Crime Scene Van. The paperwork was accepted and the van was shipped up to the Department of Public Safety crime lab, where they plan on using it for the Mat/Su Valley. See attached documents.

The decision to move the van was based on many factors, including the lack of use here, the need elsewhere in the state, and the cost to keep the vehicle maintained. Also to be considered was our good relationship with Homeland Security and consideration for future grants.

I did not realize that the Assembly had to approve the decision to move the Crime Scene Van. I am seeking approval for the decision to give the crime scene van back to Homeland Security so they could reallocate it. Thank you.

Cc; Finance Director Dave Wolff



City and Borough of Sitka

POLICE DEPARTMENT

304 Lake Street, Room 102 • Sitka, Alaska 99835

Sheldon Schmitt
Chief of Police

Business 747-3245
Fax 747-1075

March 28, 2010

Jim King, Grants Administrator
Alaska Division of Homeland Security and Emergency Management
P.O. Box 5750
Fort Richardson, AK 99505-5750

Re: Disposition of "Crime Scene Van"

Dear Mr. King:

The Sitka Police Department was granted an Evidence Collection/ Mobile Command Post Vehicle, or Crime Scene Van, in 2004 by the Alaska State Division of Homeland Security and Emergency Management. This letter is our formal request for disposition of this vehicle.

The Crime Scene Van is a white 2005 Ford E-250 Econoline van. It was purchased from Sirchie Fingerprint Laboratories and is fully equipped with forensic evidence collection materials, a generator, and many other features. The Crime Scene Van is in excellent condition and has less than 1,000 miles on it. All of the equipment in the van is in excellent working condition.

I am requesting disposition of the Crime Scene Van because it is simply not being utilized as we thought it would. I would like to let someone have it that can make good use of it. It was a good idea on paper but most of the time we simply don't use it based on a variety of factors.

I have been in discussion with the Alaska Department of Public Safety. They need to replace the Crime Scene Van that is used by the State Crime Lab to respond to crime scenes. I think this would be a perfect use for the van we have in Sitka. I also believe it would fit the original intent of the grant. I recommend that the Sitka Crime Scene Van be transferred to the State Crime Lab, so they can use it for what it is intended.

Sincerely,

Sheldon Schmitt

Sitka Chief of Police

Base Vehicle -

2005 Ford E-250 Van, color white, Triton 5.4 EFI V8 engine, auto transmission, power steering and brakes, Factory air conditioning, 130 amp alternator, 72 ah battery. Fixed windows in rear cargo doors, swing out side cargo doors (passenger side) with fixed windows, insulated headliner.

Federal Model S5201 (or equal) lightbar over cab. Federal TS100 (or equal) speaker with Federal PA3000 (or equal) siren and microphone.
Post mounted spot light Unity Model 225 (or equal).



Interior Configuration -

- All walls and ceiling insulated with 1" thick minimum automotive fiberglass secured with spray-in adhesive.
- Vinyl-clad aluminum wall panels secured to rib members with aluminum rivets.
- Vehicle roof constructed of 1/4" plywood finished in padded automotive fabric color coordinated to match other interior vehicle appointments.
- Forensic Equipment cabinets fully manufactured of minimum .060, 3003 H14 aluminum. All compartments sized to house equipment outlined later. Compartments to provide a minimum of 13 3/4 cubic feet of storage space.
- Cabinets have an industrial, baked on, polyurethane paint finish.
- Combination Generator and vehicle lighting/equipment storage cabinet fully sealed for storage of generator.
- Rear cargo door access to compartments for portable floodlights, and other large forensic kits not stored in open storage cabinet.
- Three Heavy duty storage cabinets of welded tubular steel frames with aluminum shelves and side panels.
- All cabinets to have Formica finished doors equipped with lockable latching mechanisms. Formica finished doors to be mounted to steel frame of cabinets with piano type hinges.
- Heavy duty steel framed refrigerator cabinet.
- Work surfaces to provide over 16 1/4 square feet of space. Constructed of 1" counter top material and finished with formica.

- On board stainless steel sink recessed in counter top. Faucet operated by 12 volt electric water pump system. 12 gallon water reservoir with exterior water filling hook up and drain.
- Built-in 2.0 cf Norcold Refrigerator Model DE 351 or equal.
- First aid kit and fire extinguisher.

Vehicle Power and Lighting - 120V AC

- Electrical system designed to accept power and/or operate from two 120V AC power sources. Source A will be a shore side/dockside power connection. Source B will be a supplied portable generator.
- Portable generator - 3000 watt minimum, 120V AC, 60 cycle is supplied.
- Shore power 30 amp/120V AC power input with spring loaded cover.
- Circuit breaker box with re-setable type circuit breakers, installed in accordance with NEC article 551-30 and 551-
- Two exterior mounted GFI protected 120V AC outlets with spring loaded covers mounted at rear of vehicles. One driver side, one passenger side.
- 20 foot 14/3 SJ dockside power input cord.
- Two each 100' heavy duty 14/3 SJ power extension cords mounted on free standing take up reel.
- Twin 120V AC receptacle located over interior report writing desk.
- Three each outdoor type 500 watt portable floodlights with shock resistant handle, bulb protector, angle adjustment knob and power cords.

Vehicle Power and Lighting - 12V DC -

- All wiring for 12 V DC installed items will be of the proper gauge to carry 150% (minimum) of the rated load for each item. Main 12V DC wiring to be protected by a main fuse at the battery.
- All wiring to be enclosed in conduit and/or automotive loom along entire length. Grommets or other industry approved wire protection to be provided wherever wire is routed over a metal edge or through a bulkhead or wall.
- All accessory wiring is to be color coded and documented. As built wiring schematics are to be provided.
- Control Panel located in Cab area to have re-setable, aircraft type circuit breakers switches individually rated for each item installed.
- Circuit breaker switches feature lighted indicators and are labeled as to function.

- Interior 12V DC Dome lights are located in the ceiling of cab, lab area, rear generator cabinet access door, and floodlight storage compartment.
- Two swivel type incandescent lights wall mounted at drivers side work top area. Switch operated at source.
- Rechargeable police duty flashlight provided in holder/charger.

Forensic Evidence Collection Kits -

All Forensic kits must be manufactured to fit in compartments sized for each item. Kits must be identical to or substantially similar to Sirchie FingerPrint Laboratories kits.

- One Crime Scene Photo Equipment Kit #MCL-01
- One Finger Print and Evidence Recording Camera Kit #MCL-02
- One Master Crime Scene Sketch Kit #MCL-03
- One Investigation Mapping Kit #MCL-04
- One Evidence Collection and Identification Kit #MCL-05
- One Evidence Vacuum Sweeper Kit #MCL-06
- One Evidence Collection Bag and Sealing Kit #MCL-07
- One Master Expert Latent Print Kit #MCL-08
- One BLUMAXX Patrol Kit #MCL-09
- One Master Hard-Core and Liquid Silicone Casting Kit #MCL-10
- One DUROCAST Impression Compound Kit #MCL-11
- One Master Blood Kit #MCL-12
- One Seminal Fluid Test Kit #MCL-13
- One Trace Metal Detection Kit #MCL-14
- Five Primer Residue Collection Kits #MCL-15
- One Cyanowand Cyanoacrylate Fuming Kit #MCL-16
- One NARK200MK Master Testing Kit #MCL-17
- One Number Restoration Kit #MCL-18
- One Ultraviolet Kit #MCL-19
- Two Anti-putrefaction Mask Kits #MCL-20
- One Postmortem Fingerprint Kit #MCL-21
- Three Sexual Assault Crimes Investigation Kits #MCL-22
- One KRIME KIT Evidence Identification Kit #MCL-23
- Two DFO-Spray Kits #MCL-24
- One Cyanoacrylate Portable Fuming Cabinet with Carrying Case Kit #MCL-25

END*****

Dear Applicants,

The City and Borough of Sitka notified the Alaska State Administrative Agency (SAA) they have a 2005 Ford E-250 Economy-line Van excess to their needs and requested disposition.

This van was purchased under the 2004 Homeland Security Grant Program (HSGP) for \$80,631.00. The van was specially equipped with accessories to be utilized as a crime scene (forensic) vehicle for the Borough. The grant funds used to purchase this item are part of the 80 percent local jurisdiction pass-through from that grant year. The current depreciated value of this vehicle utilizing the standard federal depreciation scale is \$18,545.13.

Subject to the federal guidelines in-place during this grant period the SAA has determined disposition is in accordance with the U. S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide, Chapter 6. Under these guidelines the SAA determined a viable need within the state to transfer the equipment to another recipient within the state.

The SAA posted notification of excess equipment to previous and current recipients of HSGP funds. From this notification the SAA received four letters of interest. After a thorough and careful review the following course of action is approved;

1. The vehicle will be operated and maintained by the Alaska Department of Public Safety (DPS).
2. The intended use area will encompass 12 local jurisdictions on the Alaska road system serving over 84,000 Alaskans.
3. The equipment was acquired under the 80 percent local pass-through of funds. Therefore, a memorandum of understanding (MOU) will be issued with a local jurisdiction within the area of intended use this being the City of Palmer.
4. The gaining agency is responsible for annual inventory reporting on the vehicle to DHS&EM.

Transfer of the vehicle will be without any additional shipping cost as the gaining agency has the resources to relocate the vehicle without added cost. The City and Borough of Sitka will coordinate this transfer with DPS. Once the transfer is complete the City and Borough of Sitka will notify the SAA the transfer has been completed.

All actions are in compliance with applicable state laws and procedures as outlined by the Alaska Department of Administration, Division of General Services and Supply, Property Management Office. Any questions regarding this decision can be addressed to the SAA Point of Contact Roberta Carney at 907-428-7023 or by email at Roberta.carney@alaska.gov.

Jim King, Grants Administrator II
AK Division of Homeland Security and Emergency Management
PO Box 5750
Fort Richardson, AK 99505
907-428-7064
jim.king@alaska