OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants Program 2009-50946-ME-SN

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Submit Application

Your application for the OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants Program has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.

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Project Information
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Assurances and Certifications
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This handbook allows you to complete the application process for applying to the OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants Program. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	○ Application Construction ◉ Application Non-Construction	○ Preapplication Construction ○ Preapplication Non-Construction
*Type of Application	If Revision,select appropriate option If Other, specify	New Type of Revision
*Is application subject to review by state executive order 12372 process?	○ Yes This preapplication/application was made available to the state executive order 12372 process for review on ◉ No Program is not covered by E.O. 12372 ○ N/A Program has not been selected by state for review	

Save and Continue

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Applicant Information

Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

*Is the applicant delinquent on any federal debt	○ Yes ◉ No
*Employer Identification Number (EIN)	01 - 6000001
*Type of Applicant	State
Type of Applicant (Other):	
*Organizational Unit	Maine State Police
*Legal Name (Legal Jurisdiction Name)	Maine State Police
*Vendor Address 1	45 Commerce Drive
Vendor Address 2	State House Station 42
*Vendor City	Augusta
Vendor County/Parish	
*Vendor State	Maine
*Vendor ZIP	04333 - 0042 Need help for ZIP+4?
Please provide contact information for matters involving this application	
*Contact Prefix:	Mrs.
Contact Prefix (Other):	
*Contact First Name:	Tracy
Contact Middle Initial:	
*Contact Last Name:	Poulin
Contact Suffix:	Select a Suffix
Contact Suffix (Other) :	
*Contact Title:	Contract/Grant Speciali
*Contact Address Line 1:	45 Commerce Drive, Suite One

Contact Address Line 2:	
*Contact City	Augusta
Contact County:	
*Contact State:	Maine
*Contact Zip Code:	04330 - Need help for ZIP+4?
*Contact Phone Number:	207 624 7209 Ext:
Contact Fax Number:	207 287 3430
*Contact E-mail Address:	tracy.j.poulin@maine.gov

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Project Information

*Descriptive Title of Applicant's Project	ICAC Task Force-ME	
*Areas Affected by Project	Statewide	
Proposed Project		
	*Start Date	July 01 2009
	*End Date	June 30 2011
*Congressional Districts of		
	Project	Congressional District 01, ME Congressional District 02, ME Congressional District 00, ME
*Estimated Funding		
Federal	$ 455237 .00	
Applicant	$ 0 .00	
State	$ 0 .00	
Local	$ 0 .00	
Other	$ 0 .00	
Program Income	$ 0 .00	
TOTAL	$ 455237 .00	

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Budget and Program Attachments

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

ICAC - ME_logic_model (2).doc	Delete
ICAC - ME_progr_timeln (2).doc	Delete
2009 ICAC-ME Recovery Act budget narrative.doc	Delete
2009 ICAC-ME Recovery Act program narrative.doc	Delete
2009 Recovery Act ICAC-ME Task Force grant budget worksheet.xls	Delete
ICAC-ME 2008 Legislative Review.ppt	Delete
ICAC-ME affiliate lab agreemants for dept heads.doc	Delete
ICAC-ME affiliate lab agreemants for officers.doc	Delete
ICAC-ME Article.pdf	Delete
ICAC-ME Computer Forensic Description.pdf	Delete
ICAC-ME Detective description.pdf	Delete
ICAC-ME infrastructure certification.pdf	Delete
ICAC-ME Reporting Requirements Certification.pdf	Delete
ICAC-ME Maine State Police Computer Crimes Unit Policy.doc	Delete
ICAC-ME Statement of Qualifications - Sgt Lang.doc	Delete
Kollman Statement of Qualifications 2009 (2).doc	Delete
Click on the Attach Button to upload an attachment	Attach

Continue

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

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Assurances and Certifications

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

*Prefix:	Mrs.
Prefix (Other):	
*First Name:	Anne
Middle Initial:	
*Last Name:	Jordan
Suffix	Suffix:
Suffix (Other):	
*Title:	Commissioner
*Address Line 1:	45 Commerce Drive
Address Line 2:	104 State House Station
*City:	Augusta
County:	
*State:	Maine
*Zip Code:	04333 - 0104

*Phone:	207 - 626 - 3801 Ext :
Fax:	207 - 287 - 3430
*E-mail:	anne.h.jordan@maine.g

☑ I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Save and Continue

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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5.APPLICANT INFORMATION

Legal Name	Organizational Unit
Maine State Police	Maine State Police
Address 45 Commerce Drive State House Station 42 Augusta, Maine 04333-0042	**Name and telephone number of the person to be contacted on matters involving this application** Poulin, Tracy (207) 624-7209
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 01-6000001	**7. TYPE OF APPLICANT** State
8. TYPE OF APPLICATION New	**9. NAME OF FEDERAL AGENCY** Office of Juvenile Justice and Delinquency Prevention
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.800 CFDA TITLE: 16.800 - Recovery Act - Internet Crimes Against Children (ICAC) Initiatives	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT** ICAC Task Force-ME
12. AREAS AFFECTED BY PROJECT Statewide	
13. PROPOSED PROJECT Start Date: July 01, 2009 End Date: June 30, 2011	**14. CONGRESSIONAL DISTRICTS OF** a. Applicant b. Project ME01 ME02

15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
Federal	$455,237	
Applicant	$0	

State	$0	Program is not covered by E.O. 12372
Local	$0	
Other	$0	
Program Income	$0	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
TOTAL	$455,237	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Continue

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Status	Requirement
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Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
Incomplete	Submit Application

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h1>U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

OMB APPROVAL
NUMBER 1121-0140

EXPIRES 06/30/2009

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

'4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

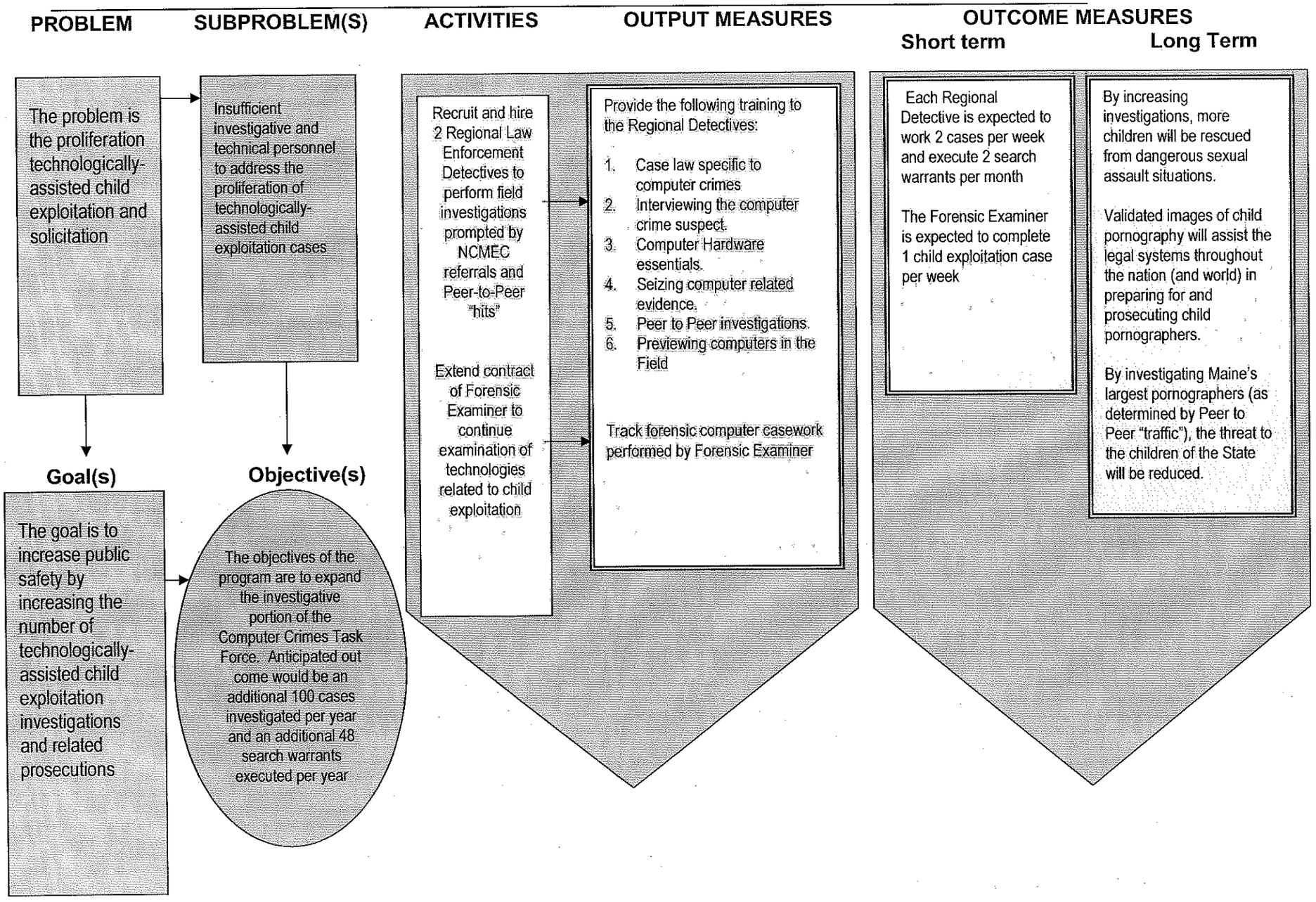
7. If a governmental entity:

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Accept

ICAC Task Force – ME Logic Model

Complete each block with the appropriate, program-specific text



ICAC Task Force -- ME Program Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Recruit 2 Law Enforcement Detectives based on regional needs for task force	Using State-wide data collected by the Computer Crimes Unit, areas of greatest technology-assisted child exploitation will be determined.	Reach out to local Law Enforcement Agencies in targeted areas. Expectation is that the larger agency would contribute a fulltime detective to the taskforce. The smaller agency would contribute a part-time (60%) detective.	End of month 3.	State Police Support Services Major Ray Bessette
3	Train 2 regional Detectives in on-site forensic examination of computers	Provide the following training: 1. Case law specific to computer crimes 2. Interviewing the computer crime suspect. 3. Computer Hardware essentials. 4. Seizing computer related evidence. 5. Peer to Peer investigations. 6. Previewing computers in the Field	In-house training with field accompaniment with current detective/forensic specialists	End of month 4.	ICAC Commander, Sgt. Glenn Lang
5	Evaluation	Track referrals acted upon, subpoenas generated, cases submitted to Computer Crimes Unit of Maine State Police Crime Laboratory	Assign NCMEC referrals and Peer-to-peer "hits" to detective/forensic specialists. Begin assessments, progress reports.	Ongoing after month four with quarterly updates	ICAC Commander, Sgt. Glenn Lang
1	Re-establish (extend) contract with current Forensic Examiner	Track forensic computer casework performed by Forensic Examiner	Assign computer forensic cases to Forensic Examiner. Begin assessments, progress reports.	Ongoing after month one with quarterly updates	ICAC Commander, Sgt. Glenn Lang
2	Purchase cameras, computers, and software			End of Month 3	Lab Director, Elliot Kollman
2	Lease vehicles			End of Month 3	State Police Support Services Major Ray Bessette

U. S. Department of Justice
Office of Juvenile Justice and Delinquency Prevention
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant
Maine Department of Public Safety

Budget Narrative

The primary focuses of this grant request are the hiring of two Regional Law Enforcement Detectives for forensic field investigation of technology-assisted child exploitation complaints and the retention of a contracted Forensic Examiner within the Computer Crimes Unit of the Maine State Police Crime Laboratory.

To these ends, the Maine State Police Crime Laboratory, through its parent agency, the Maine Department of Public Safety, is requesting a total Federal funding of $455,237. The breakdown of this request, by category, is as follows:

Equipment (total $2,180)

The Maine State Police Crime Laboratory is requesting funds for the purchase of 2 digital single-lens reflex cameras with detachable flashes. The cameras are to be used by the Regional Law Enforcement detectives to document the crime scenes and related evidence recovered from the scene.

Supplies (total $16,195)

The supplies requested are cellular telephones, mobile radios, and portable radios for the two Regional Law Enforcement detectives. They are needed for both communication and officer

safety while performing field investigations. The requested amount also includes charges for wireless networking and fees assessed by the State Office of Information Technology in support of computer technology that will be required to fulfill the mission. The costs of leasing of two vehicles and associated mileage costs are also requested. Finally, two SecureID access cards will be needed in order for the detectives to access the Maine Computer Crimes Unit's facility in Vassalboro, ME.

Consultant (total $98,080)

Currently we use ICAC funds to employ Charles Howe IV for 40 hrs per week as a Forensic Computer Consultant. Mr. Howe is a retired State Police Lieutenant who has worked with the Unit for the past eighteen months. He is also a certified computer examiner and this is the role in which we employ him. He will be regarded as a consultants/contracts category per the State of Maine employee/ employer rules. We would request funding to extend the contract beyond the end of the current ICAC grant at 40 hours per week and 50 weeks per year for the two year period of this grant utilizing Mr. Howe or other Forensic Computer Consultant, if necessary.

Contracts (total $306,369)

Currently, the MCCTF relies on a three detectives (Two located at Lewiston PD and one at the Vassalboro facility) and a detective sergeant for drafting warrants and performing field investigations (on-site computer previewing, interviewing, and seizure of contraband) resulting

from Peer to Peer "hits" and referrals from the National Center for Missing and Exploited Children (NCMEC). The number of NCMEC referrals and Peer to Peer hits far exceed the investigative capacity of the two individuals. Therefore we are requesting funding for 2 additional Detectives.

As technology-assisted child exploitation is a state-wide concern, it is our intent to utilize local Law Enforcement Agencies to fill the new positions on a contractual basis. Regions of greatest need will be determined by tracking areas of concern based on NCMEC referrals, Peer-to-Peer "hits" and other intelligence gathered. Local Law Enforcement Agencies with the regions of concerned will be contacted for participation. Memoranda of Understanding will be subsequently executed.

Salary and benefit totals are based on the Maine State Police Detective classification within the State's Bureau of Human Services classification system. The base salary for a fulltime time detective in this classification is **$51,792/year**. It is our expectation that some agencies will be capable of dedicating a fulltime member to the Task Force, whereas other within the targeted regions might only be capable of contributing an investigator on a part-time basis. Therefore we request a part-time (60%) detective at an annual cost (base salary) of **$31,075.20/year.**

Benefits for these positions (both fixed rated and percentage of salary and overtime) total **$43,031/year/fulltime position** and **$27,286/year/part-time (60%) position.** For the two-year period of the grant the total salary and benefits for the position is **$306,369.**

Total Consultant/Contract costs for the two year period of the grant is **$404,449.**

Other Costs ($32,413)

Other costs requested include the expenses involved with the leasing of two vehicles to be used by the Regional Law Enforcement Detectives in the performance of their duties. The charge equates o **$14,505** for the two year period of the grant. Additionally, a mileage charge of 11.46 cents per mile is requested. Based on a projected 2000 miles/month/detective, we are requesting **$11,002** for the two year period of the grant.

StaCAP (Statewide Cost Allocation Plan) is the State of Maine's Administrative cost charges. They are 1.548% costs. The total resulting StaCAP request is **$6,906.** The following links detail plan, the Maine statutes involved and the current rate structure:

http://www.maine.gov/osc/finanrept/stacap.htm and

http://www.maine.gov/osc/finanrept/stacaprelatedinfo.html

The Total grant request is $455,237 (Please note: numbers are rounded to the nearest dollar. Actual amount is $455,235.90 as outlined in the accompanying budget spreadsheet).

U. S. Department of Justice
Office of Juvenile Justice and Delinquency Prevention
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant
Maine Department of Public Safety

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U. S. Department of Justice
Office of Juvenile Justice and Delinquency Prevention
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant
Maine Department of Public Safety

Project Abstract

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. In 2005, the Maine State Police component of the MCCTF became the Computer Crimes Unit of the Maine State Police Crime Laboratory. The Unit continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children (NCMEC). The Unit received 105 referrals from the National Center in 2008.

We propose to enhance our internet crimes against children capacity by funding additional field forensic investigators (detectives) and extending the contract of a forensic computer consultant (examiner) to allow for additional, proactive Peer to Peer investigations and investigations initiated by referral from NCMEC.

The field investigators would be recruited from local law enforcement agencies within regions of high child exploitation occurrences determined by Peer to Peer "hits", NCMEC referrals, and other Intelligence gathering tools.

Performance metrics will include number of cases investigated, number of forensic examinations performed, and number of prosecutions.

U. S. Department of Justice
Office of Juvenile Justice and Delinquency Prevention
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant
Maine Department of Public Safety

Statement of Problem

Since 1999, the Maine Computer Crimes Task Force (MCCTF) has been involved in virtually every computer crime investigation in the State of Maine. In 2005, the Maine State Police component of the MCCTF became the Computer Crimes Unit of the Maine State Police Crime Laboratory. Public Law 676, passed in 2006, formalized this relationship, increased personnel, and funding for the new unit.

In 2008, the Computer Crimes Unit working in conjunction with the Lewiston Police Department Computer Crimes Unit received a total of 381 hard drives for examination.

The Unit continues to be the portal for referrals to Maine from the National Center for Missing and Exploited Children. The Unit received 105 referrals from the National Center in 2008 mostly solicitation of children for sexual acts and dissemination of child pornography. Additionally, the Unit had 468 Peer-to-Peer hits, and responded to 7 Federal calls for assistance (FBI, NCIS, and Secret Service).

The Maine State Police and Lewiston Police continue to supply personal and facilities to operate the Computer Crimes Unit as well as support through funding and equipment. The State Police Computer Crimes Unit is still the primary computer forensic resource in Maine for State,

County, Local and Federal Agencies. We are the only Unit conducting Proactive Peer to Peer investigations.

We propose to enhance our internet crimes against children capacity by funding additional field forensic investigators (detectives) and extending the contract of a forensic computer consultant (examiner) to allow for additional, proactive Peer to Peer investigations and investigations initiated by referral from NCMEC.

In order to maximize impact, the field investigators (detectives) would be recruited from local law enforcement agencies within regions of high child exploitation occurrences as determined by Peer to Peer "hits", NCMEC referrals, and other Intelligence gathering tools.

The detectives will be capable of drafting and serving search warrants and performing field investigations using various forensic computer toolkits such as EnCase and FTK (to be provided by the Computer Crimes Unit). These detectives would work out of their local agency but would administratively report to the ICAC Commander (Sgt. Glenn Lang) of the State Police Computer Crimes Unit in Vassalboro, Maine.

We are also seeking funding for the leasing of two vehicles to be used by the detectives and mileage costs related to the use of the vehicles. Also included in the request are two digital SLR cameras for scene and evidence documentation.

One detective position is anticipated to be fulltime for the two year period of the grant. Although yet to be determined, it is expected that this position will originate out of one of the larger local law enforcement agencies. The second detective position will be part-time (60%) for the two year period of the grant. The forensic consultant (examiner) position for the State Police Computer Crimes Unit is anticipated to be full-time for the two year period.

Impact/Outcomes and Evaluations/Performance Measure Data Collection Plan

The MCCTF provides forensic examination capabilities to the entire State of Maine. In addition to the two computer crimes laboratories in Vassalboro and Lewiston, the MCCTF has about 40 associates who have computer seizure training and, in some cases some basic NW3C training, as well. They assist in the writing and executing of search warrants throughout the State. These associates and their parent law enforcement agencies have adopted the ICAC Task Force Investigative Standards.

Although the majority of the cases are reactive in nature, the MCCTF has increased its proactive investigations through the use of the Peer to Peer network and NCMEC referrals. Another proactive approach that the MCCTF takes is to routinely meet with the public in the schools, parent groups, and community and church groups to explain the dangers that children face in using the Internet and advising parents on ways to monitor their children's computer usage.

The MCCTF also has a strong working relationship with the State Attorney General's Office and the local District Attorney's Offices. Recently, we have refurbished and upgraded more than two-dozen computers and provided them to DA's Offices throughout the State for the viewing of case files containing illicit materials. The MCCTF also works with out-of-state law enforcement agencies when internet predators cross state lines.

In the past, the MCCTF had been a sub-grantee of the tri-State ICAC administered through the Portsmouth Police Department and as such routinely provides statistics and information on cases submitted and examined. As a separate ICAC grantee we continue to provide tracking information using the ICAC Case Tracker submission form.

The Unit intends to track on a monthly basis, all investigations pertaining to this grant, all search warranted executed, forensic examinations, and judicial outcomes of courts cases developed utilizing these Federal funds.

The program will be evaluated based on the numbers tracked above with the goal of significantly curtailing the use of technology to exploit children. Our initial focus will be on the largest abusers as determined by Intelligence gathering tools outlined earlier.

U. S. Department of Justice
Office of Juvenile Justice and Delinquency Prevention
FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grant
Maine Department of Public Safety

Goals

The goal is to increase public safety by increasing the number of technologically-assisted child exploitation investigations and related prosecutions. By recruiting and training two detectives from regions of greatest need and assigning them to the task force, we should be able to meet the goal. Additionally, by retaining the services of a current forensic examiner whose contract is scheduled to end, we will continue to be able to provide computer forensic examinations of evidence generated by the additional field personnel.

Program Objectives

Each Regional Detective is expected to work 2 cases per week and execute 2 search warrants per month.

The Forensic Examiner is expected to complete 1 child exploitation case per week.

Performance Measures

As outlined in the solicitation, the performance measures will be two-fold; one performance measures related to the American Recovery and Reinvestment Act, and two, performance related to the Internet Crimes Against Children program.

We will track the number of jobs retained and the number of jobs created due to Recovery Act funding. The execution of the agreed upon timeline for hiring, training, and deployment of personnel will be tracked. Cases completed and search warrants executed will also be tracked. We will also track the percent increase in arrests relating to technology-assisted child sexual exploitation, investigations initiated, prosecutions brought forward and forensic examinations that came about through this funding.

We will also report the number of law enforcement agencies participating in the ICAC program operational and investigative standards established by the task force.

Project/Program Design and Implementation

Overview

The following illustrates the growth of computer crimes within the State of Maine.

Forensic requests: Forensic requests increased from 201 hard drives in 2005 to 381 hard drives in 2008 **an increase of over 89 percent.** The size of each individual hard drive also increased dramatically creating a much larger volume of data to be examined in each case.

Search warrants: The Computer Crimes Unit drafted 41 search warrants in 2008. This is up from 5 drafted in 2005, **an eight-fold increase**. All of the 2008 search warrants involved child exploitation.

Peer to Peer investigations: In 2005 investigators from around the country observed suspects with Maine Internet Protocol Addresses 7,336 times sharing child pornography. In 2008 the number was an astounding **43,530; a near six-fold increase.** There is a fair amount of redundancy in the numbers this year as there was last year, but it is clear we still have a huge problem.

The MCCTF will continue its efforts in general. However, it is our intent to expand our proactive efforts utilizing the Peer-to-Peer investigations. Further, we intend to expand our field investigative capacity by equipping investigators with additional laptops and forensic tools to allow for on-sight previewing of contraband technology.

Design & Implementation

Personnel: Currently we use ICAC funds to contract with A H Associates for Computer Forensic Examinations (contract Examiner Charles Howe). He is a certified computer examiner. The current ICAC grant's funding for the contract will expire in July 2009. We are looking to extend that contract with funds received through the Recovery Act. We are also looking to add

two forensic investigators (detectives) for field investigations resulting from Peer to Peer "hits" and NCMEC referrals. Once trained in forensic computer investigations (to be accomplished "in-house" using current staff), it is anticipated that the two detectives will perform between 90 and 110 investigations per year per detective (for a total of 360 to 440 for the project period). The variation in the number of investigations is based on the varying complexity of individual cases. We anticipate they will also execute a minimum of 2 search warrants per month per detective (for a total of 96 warrants for the project period).

Ongoing Training: Personnel of the Computer Crimes Unit currently employ EnCase as the primary forensic tool. It is our intent to add FTK to increase our abilities. Additionally, as computer technology continues to grow, we will be sending our forensic examiners and investigators to training sessions to stay abreast of the evolving use of technology. Ongoing training will be covered by State funds dedicated to continuing education under Public Law 676.

Equipment: The Maine State Police Crime Laboratory is requesting funds for the purchase of 2 digital single-lens reflex cameras with detachable flashes. The cameras are to be used by the Regional Law Enforcement detectives to document the crime scenes and related evidence recovered from the scene.

Supplies: The supplies requested are cellular telephones, mobile radios, and portable radios for the two Regional Law Enforcement detectives. They are needed for both communication and

officer safety while performing field investigations. The requested amount also includes charges for wireless networking and fees assessed by the State Office of Information Technology in support of computer technology that will be required to fulfill the mission. The costs of leasing of two vehicles and associated mileage costs are also requested. Finally, two SecureID access cards will be needed in order for the detectives to access the Maine Computer Crimes Unit's facility in Vassalboro, ME.

Capabilities/Competencies

The current staffing of the MCCTF consists of a supervising State Police Sergeant capable of both field investigations and laboratory forensic examination of computer components and media. There are three detectives (two supplied by Lewiston PD and one by the Maine State Police) who can conduct field investigations and laboratory forensic examination of computer components and media. Four Computer Forensic Analysts (one of whom is contractual) whose main focus is laboratory forensic examination of computer components and media. These analysts also assist in field investigations, as needed.

Names and Affiliations of all Key Personnel

- S. Elliot Kollman (MSP)/Director of Crime Laboratory
- Sgt. Glenn Lang (MSP)/Supervisor Computer Crimes Unit & ICAC Commander

Budget Detail Worksheet

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	# of Years	Cost
		TOTAL	$0.00

NARRATIVE:

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Total Personnel & Fringe Benefits **$0.00**

NARRATIVE:

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at $X airfare, $X lodging, $X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
			TOTAL	$0.00

D. Equipment-- List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation		Cost
Digital SLR camera w/ detachable flash	$1,090.00	2	$2,180
		TOTAL	**$2,180**

E.-Supplies--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	#	Years	Cost
Cell phones/equipment rental	$165.00	2	2	$660
Cell phones/monthly charges	$600.00	2	2	$2,400
SecureID access cards	$75.00	2	2	$300
Office of Information Technology fee	$1,522.08	2	2	$6,088
Mobile Radios	$651.96	2	2	$2,608
Portable Radios	$434.64	2	2	$1,739
Wireless network charges	$600.00	2	2	$2,400
			TOTAL	**$16,195**

NARRATIVE:

F. Construction-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost

TOTAL **$0.00**

G. Consultants/Contracts-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

Consultant Fee: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation Hourly $$	Total Hours	Cost
Forensic Computer Consultant	Computer Forensic Analyses	$24.52	4000	$98,080
			Subtotal	$98,080

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
		Subtotal	$0

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item Name/Position	Computation		# of Years	Cost
State Police Detective #1	$51,792.00	100.0%	2	$103,584
State Police Detective #2	$51,792.00	60.0%	2	$62,150
		% of salary		
Retirement #1	$23,306.40	45.0%	2	$46,613
Health/Dental Insurance #1	$14,916.10	28.8%	2	$29,832
Workman's Compensation #1	$1,901.00	3.2%	2	$3,802
FICA #1	$776.88	1.5%	2	$1,554
Life Insurance #1	$362.54	0.7%	2	$725
Recruit Stipend (contractual) #1	$1,768.00		2	$3,536
Retirement #2	$23,306.40	45.0%	2	$27,968
Health/Dental Insurance #2	$14,916.10	28.8%	2	$17,899
Workman's Compensation #2	$1,901.00	3.2%	2	$3,802
FICA #2	$776.88	1.5%	2	$932
Life Insurance #2	$362.54	0.7%	2	$435
Recruit Stipend (contractual) #2	$1,768.00		2	$3,536

CONSULTANTS/ CONTRACTS TOTAL **$404,449**

NARRATIVE: One State Police Detective for investigating child exploitation referrals. The State Police Detective salary is calculated from the State of Maine, Department of Human Resources The State Police Detective classification (Grade 22 Step 7). (See http://www.maine.gov/bhr/ for BHR classification salary ranges.) Fringe benefits are calculated as a percent of the base salary and contractual obligations (fixed price).

H. Other Costs-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation monthly $$	# of vehicles	# of month	Cost
Vehicle lease	$302.18	2	24	$14,505
Mileage (@2000/month & .1146 cents/mile)	$229.20	2	24	$11,002

StaCAP (Administrative Costs - 1.548%)	$446,149.50	0.01548		$6,906
			TOTAL	**$32,413**

NARRATIVE: StaCAP (Statewide Cost Allocation Plan) is the State of Maine's Administrative cost charges. They are 1.548% of non-equipment purchases. The following links detail plan, the Maine statutes involved and the current rate structure http://www.maine.gov/osc/finanrept/stacap.html and http://www.maine.gov/osc/finanrept/stacaprelatedinfo.html (see attachment for specific

I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	**Computation**		**Cost**
		TOTAL	**$0.00**

Budget Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	**Amount**
A. Personnel	$0.00
B. Fringe Benefits	$0.00
C. Travel	$0.00
D. Equipment	$2,180.00
E. Supplies	$16,194.72
F. Construction	$0.00
G. Consultants/Contracts	$404,448.54
H. Other	$32,412.63
Total Direct Costs	$455,235.90
I. Indirect Costs	$0.00
TOTAL PROJECT COSTS	**$455,235.90**
Federal Request	$0.00
Non-Federal Amount	$0.00

NOTE: If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

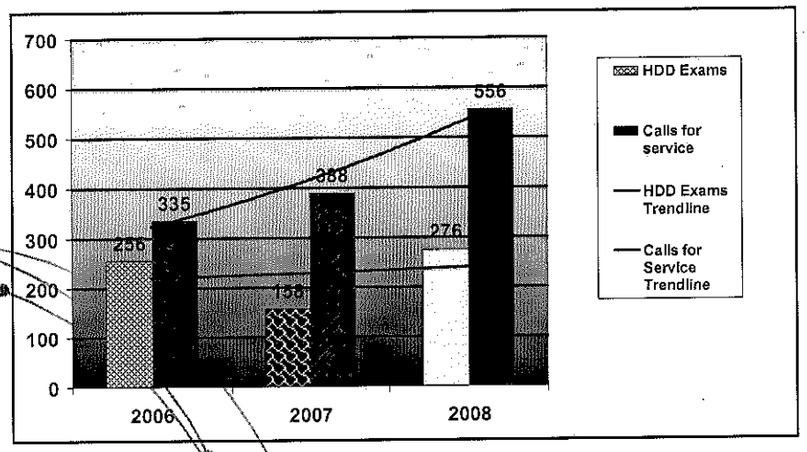
Maine State Police Computer Crimes Unit

Highlights for 2008

Forensic requests

- Since 1999, the Maine State Police Computer Crimes Unit (MSPCCU) has been involved in virtually every computer crime investigation within the State of Maine.
- This trend has continued into 2008 with the MSPCCU remaining still the only comprehensive resource for computer crime investigations and for computer forensic examinations within the State of Maine.

Forensic Examinations Trends



Calls for Service
(wide variety of type of calls)

10 PO Violations
14 Gross Sexual Assaults
31 Assists
25 Enticements
30 Fraud
5 Harassment
118 Child Pornography Cases
12 Hacking
16 Homicides
34 Investigations
19 Nigerian Fraud
18 Thefts
58 Support
6 Invasion of Privacy
6 Stalking
10 Obscenity toward Minors
7 Internal Affairs

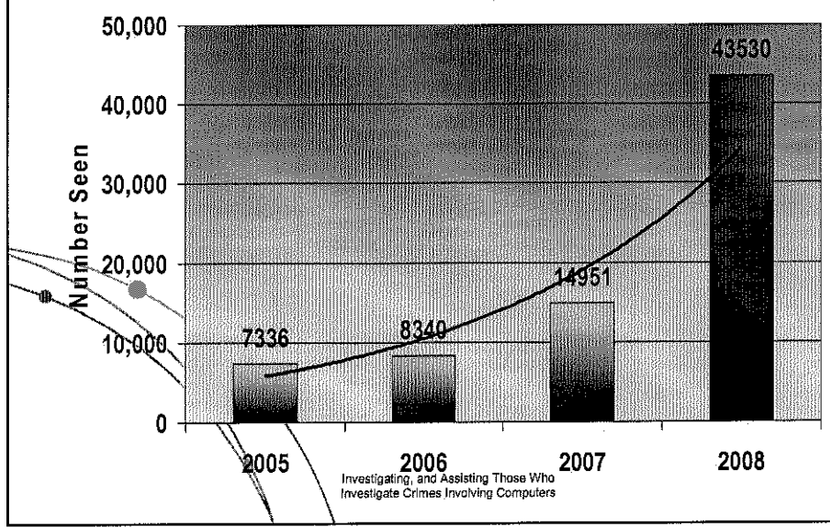
Calls for Service (2008)

- The Unit attempts to provide a wide range of services to the law enforcement community, Even with the majority of funding coming from resources related to child exploitation, the unit doesn't just focus on Child Pornography.
- During 2008, we had 556 calls for service
  - **Which was more than a 43 percent increase** from 2007
  - All types of calls were up, for example fraud complaints were **up 93 percent** from 2007
- The Unit had 76 different types of calls for service.

Peer 2 Peer Network

- In 2007 investigators from around the country observed suspects within Maine's Internet Protocol Addresses sharing child pornography files 14,122 times.
- This number dramatically increased in 2008 rising to Mainers being seen 43,530 times downloading child pornography files.
  - an increase of over 208 percent.

Scope of Peer-2-Peer Problem



Investigating, and Assisting Those Who Investigate Crimes Involving Computers

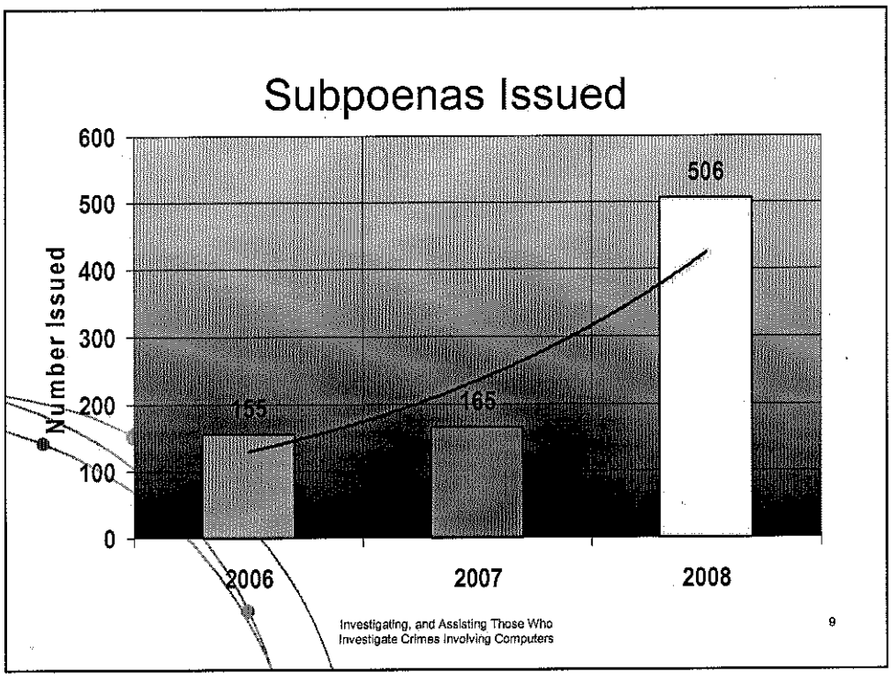
7

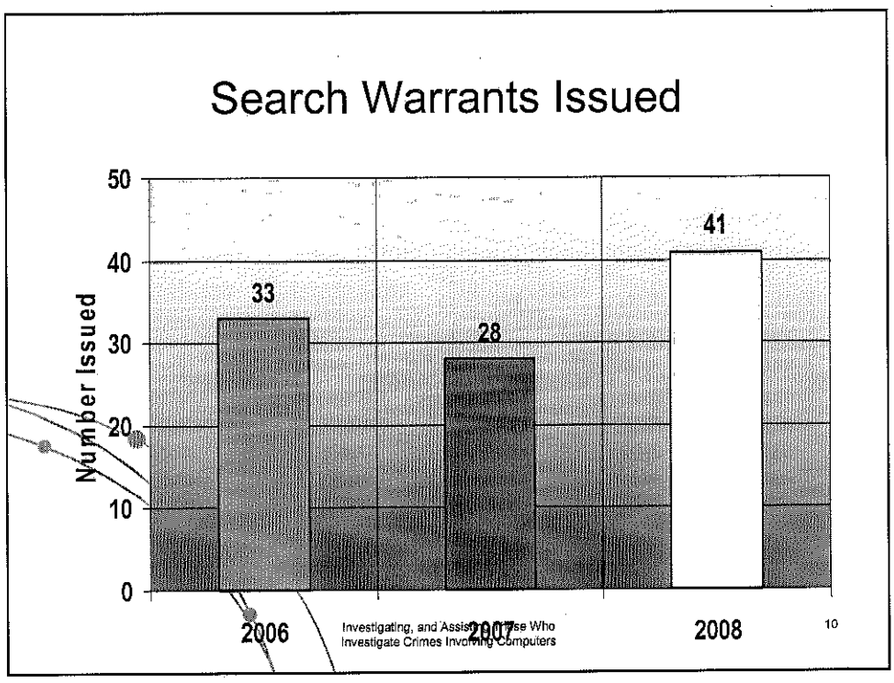
Towns with Highest Peer to Peer Offenders

- By Total Number
  - Lewiston 3278
  - Bangor 2756
  - Portland 2338
  - Brunswick 2250
  - Saco 1873
  - Augusta 1835
  - Waterville 1576
  - Westbrook 1174
  - South Portland 979
  - Rockland 839
- By Population Percent
  - Ogunquit 24.94 %
  - Morrill 17.54 %
  - Lovell 17.34 %
  - Freedom 15.01 %
  - Thorndike 14.81 %
  - Troy 14.46 %
  - Hebron 13.78 %
  - Holden 13.65 %
  - Raymond 12.41 %
  - Saco 12.33 %

Investigating, and Assisting Those Who Investigate Crimes Involving Computers.

8


Subpoenas Issued
600
500
400
300
200
100
0
Number Issued
155
165
506
2006
2007
2008
Investigating, and Assisting Those Who
Investigate Crimes Involving Computers
9


Search Warrants Issued
50
40
30
20
10
0
Number Issued
33
28
41
2006
2007
2008
Investigating, and Assisting Those Who
Investigate Crimes Involving Computers
10

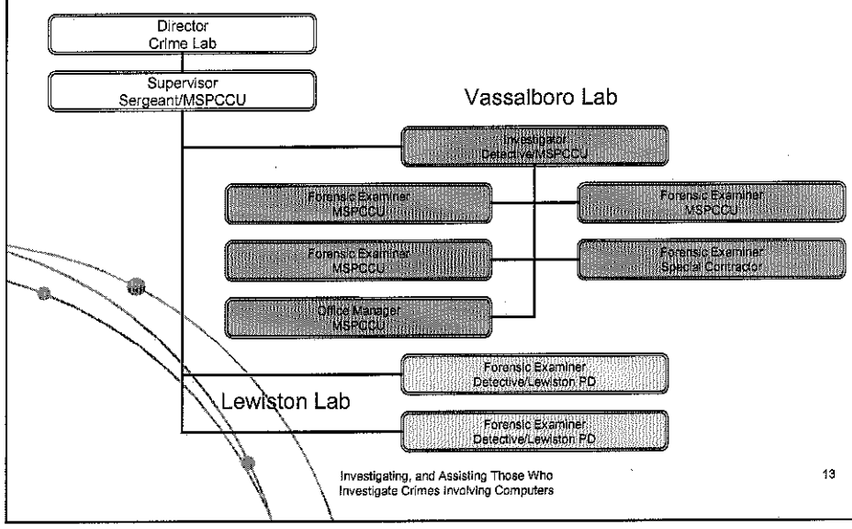
Statistics

- 556 calls for service in 2008, more than a 43 percent increase.
  - 51 fraud complaints during 2008, up 93 percent
- 276 hard drives examined in 2008, an increase of 76.9 percent.
- 506 subpoenas were issued in 2008, a 207 percent increase
- 41 search warrants in 2008, an increase of 46.4 percent.

Statistics Continued

- 2008 the number of Maine residents that were seen downloading child porn rose to 43,530, an increase of over 208 percent.
- During 2008, the Unit was directly involved in 5 different cases of children being exploited for child pornography (a rare accomplishment for similar units) with over 20 children saved from further molestation.
- Each of these investigations resulted in multiple arrests throughout the United States and Canada.

Maine State Police Computer Crimes Unit Organizational Chart



Investigating, and Assisting Those Who Investigate Crimes involving Computers

13

Maine State Police Computer Crimes Unit (MSPCCU)
ICAC Affiliate Lab Department Head Agreement
1-24-08

I agree to the attached 6 pages of articles and policies regarding the establishment and use of a Maine State Police Computer Crimes Unit/ICAC Affiliate lab within the physical location of our department. I also agree that the lab area will be locked at all times and available at all times exclusively to officers from any department assigned to the program.

Department Head

_____ Printed

_____ Signed

_____ Department

_____ Date

Maine State Police Computer Crimes Unit (MSPCCU)
ICAC Affiliate Lab officers Agreement
1-24-08

I agree to the attached 6 pages of articles and policies regarding the establishment and use of a Maine State Police Computer Crimes Unit/ICAC Affiliate lab. (returned agreements must be signed by your department head.)

ICAC Affiliate Officer

_____ Printed

_____ Department

_____ Signed

_____ Date

Department Head

_____ Printed

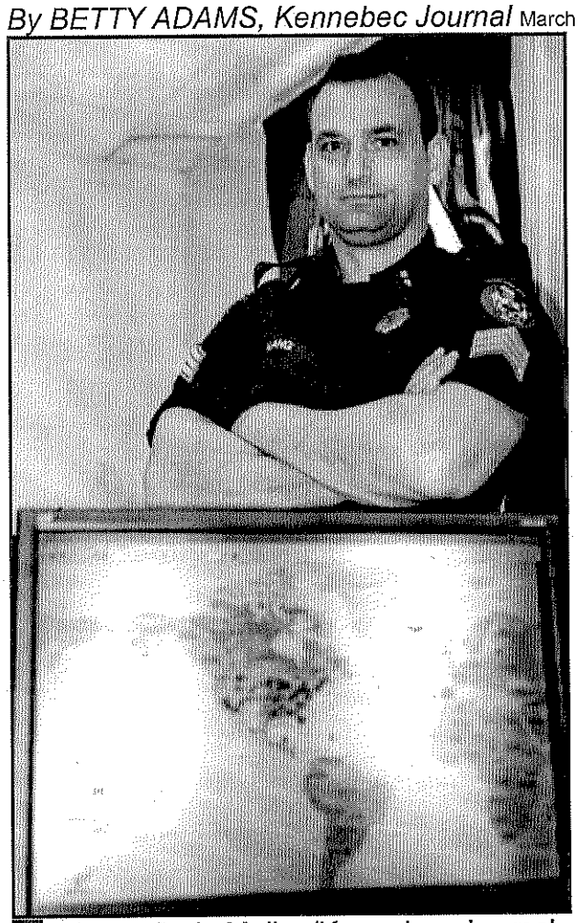
_____ Signed

_____ Date

From: McCausland, Stephen on behalf of News, DPS
Sent: Thursday, March 19, 2009 9:04 AM
Subject: Bowdoin Students Assist Computer Crimes Unit - PH-KJ 3/19

Bowdoin students help fight child porn

By BETTY ADAMS, Kennebec Journal March 19, 2009



enlarge Andy Molloy/Kennebec Journal
Maine State Police Sgt. Glenn Lang, above, worked with Bowdoin students to develop crime-fighting software. The map shows sites around the world where the software is being used.

VASSALBORO — Three Bowdoin College seniors have helped arm state police and investigators nationally and internationally with an improved sleuthing tool in the war against child pornography. A computer program written last fall by Nick Dunn of Berwick; Tucker Hermans of Temple, Texas; and Jeremy Fishman of Westport, Conn. – all computer science majors at Bowdoin – recovers deleted child-pornography videos from computer hard drives.

The students responded to a request for programming help from Maine State Police Sgt. Glenn Lang, supervisor of the computer crimes unit. "We didn't have any practical way to retrieve contraband until we had this technique," Lang said. "I spelled out in Technicolor what I needed this program to do. And they made it do it."

Dunn responded immediately to a query from Lang which was sent via Stephen M. Majercik, associate professor and chair of Bowdoin's computer science department. "The first version

was done in four days," Dunn said. "Then I implemented new features at his request." The program searches for key words harvested from about 8,000 child-pornography videos currently circulating, Lang said.

He said the evidence recovered bolsters cases in which investigators may have confessions from suspects but no evidence.

"If you've got a case where they've deleted or reinstalled the operating system on the hard drive, this is the only practical way to recover the deleted video," Lang said.

"Without evidence, you can't prosecute."

He said the new tool is used when police are investigating suspected pedophiles, those who prey on young victims age 1 month to 10 years.

"That's a very bad guy who needs to be charged so the world knows what this guy is," Lang said.

The new forensic software is winning rave reviews from police across the United States.

"Your keywords and directions worked like a charm," wrote Laura Taylor, computer crime analyst with the Pennsylvania State Police.

"I had a drive that the operating system had been reinstalled about a week before the warrant and, of course, I didn't find any movies in allocated space. Using your method and list, I was able to export nine files."

Sean Kooistra, a detective with the Sioux Falls Police Department in South Dakota, used the new tool to locate evidence to back up suspicions that a person was downloading child pornography.

"Here was a case that I had literally thrown into my pile of cases to be cleared without any possibility for prosecution, and now I've got a good case in front of me," he wrote in an e-mail.

Lang shares the program with other investigators electronically and marks up a map each time he learns it's being used in a different place.

So far, he's marked 21 states and 12 countries, including New Zealand, Spain, Lithuania, Denmark, Switzerland, and Canada.

"The way it's going, I suspect every day we're going to be getting more and more states and more and more countries," Lang said.

"We've been testing it and using it since late fall, but it's only in the last week or so we've realized how big this has become."

Majercik had high praise for Dunn, who led the student group.

"He is outstanding – very smart, very knowledgeable and always willing to help when something needs to be done," Majercik said.

COMPUTER FORENSIC ANALYST

Engineering & Physical Science	7048
Physical Science	EPS1028105
Forensic Science	Range 25
Worker	0406

DESCRIPTION: This is professional services and scientific work in analyzing computer evidence collected in connection with criminal investigations. Responsibilities include performing technical examinations; collaborating with and providing direction to law enforcement officers and other forensics experts in the processing of crime scenes, and testifying as an expert witness in court and administrative hearings. Additional responsibilities include conducting technical research in areas of expertise and submitting results for publication in forensic journals; and preparing and presenting classroom and information presentations in Criminalistics and forensic subjects. Supervision may be exercised over professional and/or technical support personnel. Work is performed under limited supervision.

REPRESENTATIVE TASKS: *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).*

- Examines, analyzes, and evaluates computers, computer components, computer media, peripheral equipment, and related materials in order to determine, discover, protect, and identify evidence of criminal activity.
- Operates scientific equipment and employs an array of forensic laboratory examination techniques in order to conduct scientific investigations and analyses of evidence.
- Prepares forensic case reports of evidentiary findings and provides expert opinion regarding forensic examinations and results in order to aide prosecutors in case preparation.
- Directs the processing and recording of and/or processes and records computer evidence at major crime scenes in order to ensure evidence is identified, collected, and processed correctly.
- Testifies as an expert witness before criminal, civil, and administrative courts in order to present facts and render expert opinions regarding forensic examinations and results.
- Instructs at the Maine Criminal Justice Academy, conducts workshops, and speaks to public groups on specific areas of expertise and related Maine Crime Laboratory operations in order to train law enforcement personnel and provide information to the public.
- Conducts research and develops forensic techniques concerning the examination of computer evidence and submits study results for publication in order to increase expertise and data available to other experts in the field.
- Performs collaborative testing examinations in order to maintain measurable proficiency standards in appropriate disciplines.
- Writes and maintains records, logs, and reports in order to document activities and evidence for future reference and retrieval.
- Liaises with federal, state, county, and local law enforcement agencies and other officials in order to provide information and establish and maintain effective working relationships.
- Oversees, guides, and advises subordinate employees in order to ensure forensic analysis work is performed and recorded in accordance with established standards.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: *(These are required to successfully perform the work assigned).*

- Knowledge of State Police Crime Lab mission, policies, and standard operating procedures.
- Knowledge of computer evidence examination theory, methodology, and techniques.

- Knowledge of the Maine Court system, rules, and procedures.
- Knowledge of criminal and scientific investigation theory, techniques, practices, and procedures.
- Knoweldge of computer hardware, software, operating systems, networking, and related methods and procedures.
- Ability to process crime scenes.
- Ability to ascertain facts and form logical conclusions.
- Ability to operate complex laboratory equipment.
- Ability to perform involved scientific examinations.
- Ability to prepare technical reports.
- Ability to testify in court as an expert witness.
- Ability to instruct others in area of expertise and Crime Laboratory operations.
- Ability to communicate effectively orally and in writing.
- Ability to work under stressful conditions.

MINIMUM QUALIFICATIONS: *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).*

A six year combination of education, training, and/or experience demonstrating an in-depth nd thorough understanding of computer systems, hardware, software, networking, and related equipment and materials.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).*

Certification as a Computer Forensic Examiner (or substantially similar certification) by a nationally recognized authority in the field of computer forensics.

EXAM PLAN: *(This must be successfully completed by all employees prior to attaining permanent status in this class).*

Direct Hire.

STATE POLICE DETECTIVE

Public Safety & Corrections
Law Enforcement & Related
Law Enforcement
Staff Specialist

7023
PSC0034400
Range 22
0908

DESCRIPTION: This is investigative and protective services work involving the enforcement of Maine State laws and the maintenance of the public's safety and security as a member of the Maine State Police. Responsibilities include investigating complex crime scenes, collecting and documenting information and evidence, interviewing witnesses and suspects, properly searching and seizing evidence in support of alleged crimes, preparing reports to include diagrams, sketches, and calculations, and testifying in court. Serves as lead investigator over other Detectives and uniformed personnel during major case investigations. An employee in this classification may also provide protection to the Governor and Governor's family and perform special investigative assignments. Work is performed under limited supervision.

REPRESENTATIVE TASKS: *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).*

...Manages and processes crime scenes, removes and delivers evidence to Crime Lab or Medical Examiner's Office in order to collect, protect, and remove evidence pertinent to the crime.
...Investigates complaints and crimes, applies the most appropriate investigator methods and techniques especially homicide and pharmaceutical crimes and fraud in order to determine and administer appropriate methods of investigation such as cultivating informants, non-testimonial orders, interrogation, and use of specialized equipment in apprehending suspect (s).
...Interviews complainants, witnesses, and suspects, uses creative interrogation methods and techniques in order to receive, develop, and verify information and evidence pertinent to an investigation or inquiry.
...Coordinates and organizes investigations with other agencies, states, groups, and the public in order to share information, problem-solve, and strengthen communications.
...Prepares reports, exhibits, and other complex documents pertinent to investigation in order to inform superiors, prosecutors, or other agencies of the progress and/or results of investigations.
...Testifies before grand juries, district court, superior court, and civil/administrative hearings in order to present investigator results and evidence.
...Analyzes data generated and received in order to maintain a list of information requirements which, if answered, would add to an understanding of developments in a particular area of criminal activity.
...Investigates criminal activity of known and/or suspected criminals in the State of Maine in order to establish its geographic area, type, volume, frequency, and monetary impact.
...Disseminates intelligence data in order to assist other law enforcement agencies and/or personnel.
...Conducts surveillance of and photographs criminal suspects and known criminals, and their hangouts and places of business in order to provide photographic information, evidence of illegal activity, and intelligence data.

...Studies, learns, and performs latent fingerprint, firearms and ballistic, forensic, poly-light, AFIS, and other scientific identification methods, techniques, and procedures while assigned to the State Police Crime Laboratory in order to attain expert witness designation in assigned field.
...Conducts background investigations, inspects and licenses carnivals and fairs, and receives and responds to complaints; audits and evaluates records; documents findings; and takes appropriate enforcement or administrative action in order to ensure Beano and other games of chance are conducted in a legal manner.
...Monitors and investigates organized criminal activities and conducts special investigations in order to obtain criminal intelligence and assist out of state law enforcement authorities.
...Provides security and protection to the Governor and the Governor's family and other dignitaries as required in order to ensure their safety.
...Performs special investigator assignments in order to facilitate the attainment of State Police and Department goals and objectives.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: *(These are required to successfully perform the work assigned).*

...Knowledge of the laws, rules, and regulations applicable to and enforced by the Maine State Police.
...Knowledge of state-of-the-art criminology, intelligence, computer technology, and forensic science.
...Knowledge of state-of-the-art criminal investigatory methods and techniques.
...Knowledge of State Police policies and standard operating procedures.
...Knowledge of state-of-the-art criminology, intelligence, computer technology, and forensic science.
...Knowledge of state-of-the-art criminal investigator methods and techniques.
...Ability to deal tactfully and authoritatively with the public.
...Ability to work irregular hours.
...Ability to work under stressful conditions.
...Ability to establish and maintain effective working relationships.
...Ability to conduct in-depth interviews and investigations, ascertain facts, and form logical conclusions.
...Ability to testify in court.
...Ability to employ a wide variety of law enforcement methods and techniques in resolving complex and highly sensitive homicides and violent crimes.
...Ability to oversee and process crime scenes.
...Ability to use firearms, operate communications equipment, and drive motor vehicles.
...Ability to write concise and detailed reports.
...Ability to work independently.

MINIMUM QUALIFICATIONS: *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).*

Five (5) years experience as a State Police Trooper.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).*

None.

EXAM PLAN: *(This must be successfully completed by all employees prior to attaining permanent status in this class).*

Direct Hire.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act - OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants

General Certification as to Requirements for Receipt of Funds for Infrastructure Investments

On behalf of the applicant State or unit of local government (including tribal government) named below, I certify the following to the Office of Justice Programs ("OJP"), U.S. Department of Justice:

I have personally read and reviewed the section entitled "Eligibility" in the program announcement for the Recovery Act grant program named above. I also have personally read and reviewed Section 1511 of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), which requires a specific certification prior to receipt of Recovery Act funds for infrastructure investments.

Initial the statement that applies:

AJJ The applicant identified below **does not intend to use** any portion of any funds received under this Recovery Act grant program for any infrastructure investment. Should this intention change, the applicant will promptly notify OJP, and (except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law) will not draw down, obligate, or expend any funds received under this Recovery Act program for any infrastructure investment project until Section 1511 of the Recovery Act has been satisfied, and an adequate project-specific certification has been executed, posted, and submitted to OJP.

_____ The applicant identified below **does intend to use** some or all of any funds received under this Recovery Act grant program for one or more infrastructure investment projects. Except to the extent, if any, that OJP has given prior written approval to expend funds to conduct the review and vetting required by law, I agree that the applicant entity will execute, post, and submit to OJP, prior to obligating, expending, or drawing down funds for such project, a project-specific certification that satisfies all of the requirements of Section 1511 (including execution by the Governor, mayor, or other chief executive, as appropriate) for each such infrastructure investment project.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

General Certification as to Requirements for Receipt of Funds
for Infrastructure Investments

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant (that is, the governmental entity applying directly to the Office of Justice Programs.

Signature of Certifying Official

Anne H. Jordan
Printed Name of Certifying Official

Commissioner
Title of Certifying Official

Maine Dept. of Public Safety
Full Name of Applicant Government Entity

4/6/09
Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Recovery Act - OJJDP FY 09 Recovery Act Internet Crimes Against Children Task Force Program Grants

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Accountability and Transparency under the Recovery Act" in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Signature of Certifying Official

Anne H. Jordan
Printed Name of Certifying Official

Commissioner
Title of Certifying Official

Maine Dept. of Public Safety
Full Name of Applicant Entity

4/6/09
Date

Maine State Police Computer Crimes Unit

(Policy adopted 01/24/2008)

Article I

NAME

Agencies involved will be identified as ICAC affiliates. The Maine State Police Computer Crimes Unit will be recognized with the abbreviation or log of MSPCCU.

"Affiliate" is defined as a law enforcement agency that is working in partnership with an ICAC unit and has agreed in writing to adhere to ICAC operational and investigative standards. Failure to follow MSPCCU protocols or procedures may result in dismissal from the ICAC affiliate program.

Article II

The Maine State Police Computer Crimes Unit is a multi-jurisdictional entity designed to primarily assist law enforcement officers and prosecutors in Maine with the investigation and prosecution of computer crimes. Computer crimes are those in which a computer is used as an instrument in committing, or assisting in the commission of, a crime, or in which a computer is the target of a criminal act.

The focus of the MSPCCU is to provide quality training and to serve as a forensic, technical, and legal resource for the law enforcement community in Maine. In this vein, the MSPCCU will endeavor to provide the necessary resources to conduct forensic computer searches and evidence recovery, using trained and certified data collection specialists. The MSPCCU will also encourage, promote, aid and accomplish the voluntary interchange of data, information, experience, ideas and knowledge about methods, resources and techniques relating to computer crime investigations, both among its membership and the law enforcement community as a whole.

While the MSPCCU may, on occasion, undertake computer crimes investigations itself, these investigations for the most part are recognized to be the responsibility of the law enforcement agency having primary jurisdiction over that particular criminal matter.

Article III
OBJECTIVES AND PURPOSES

1. To promote, aid and effect the voluntary interchange and exchange of data, information , experience, knowledge, methods, techniques, resources, and investigative procedure, among the members of the unit and law enforcement agencies in the State of Maine and associated units of other states.

2. To establish, encourage and enforce observation of a code of ethics and standards of professional conduct.

3. To collect, collate, coordinate, and distribute data, information, ideas, knowledge, methods and techniques by any suitable means. Such distribution will be intended to promote uniformity in investigative methods and develop matters of mutual interest of the MSPCCU and law enforcement agencies that draw upon the agency for assistance.

4. To hold conferences, seminars, training sessions, and forums for the presentation of information on matters of interest: to foster, promote, encourage, and facilitate the exchange of information to law enforcement agencies in the State of Maine, regarding investigations of computer related crimes.

5. To provide the public at large with educational information towards the prevention of computer related crimes.

Article IV
CODE OF ETHICS
PROFESIONAL STARNDARDS & CONDUCT

1. The MSPCCU is dedicated to improving methods for investigating and prosecuting criminal offenses involving advanced technologies. Affiliate members of the MSPCCU are dedicated to mutually assisting each other as well as any law enforcement agency of the State of Maine within the scope of the mission statement.

2. ICAC affiliates will always use what they learn through the MSPCCU for the good of the organization and participating agency personnel.

3. ICAC affiliates and participating agency personnel, agree to respect the confidential nature of any information, procedures, methods, and techniques of which they become aware as a result of involvement with the MSPCCU.

4. ICAC affiliates and participating agency personnel will never misrepresent their employment, intention, or professional affiliations.

5. ICAC affiliates and participating agency personnel will refrain from even the appearance of impropriety detrimental to the MSPCCU, its purpose and other affiliates.

6. ICAC affiliates and participating agency personnel will use their best efforts to support the integrity of and competency of the MSPCCU, and prevent subversion of the unit and its purpose.

Policy for the investigation of internet crimes against children and ICAC Lab protocols

Purpose

The purpose of this policy is to establish responsibilities and guideline regarding the MSPCCU's response to reports of the exploitation of children, and the possession and distribution of child pornography using computers.

Policy Statement

It shall be the policy of the MSPCCU to adhere to strict guidelines with respect to investigations of computer-related child exploitation. The standards adopted pursuant to this policy mirror those prescribed by the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) Internet Crimes Against Children, and ensure compliance with those protocols accepted by the Federal Bureau of Investigations (FBI), U.S. Custom, and the U.S. Postal Inspectors Office.

Definitions

CP – Child Pornography
OD – State Police Computer Crimes Unit Officer of the day
NCMEC – National Center for Missing and Exploited Children
ICAC – Internet Crimes Against Children
ICAC Commander – Dept. of Justice Program Supervisor in Maine

A proactive investigation is designed to identify, investigate and prosecute offenders, which may or may not involve a specific target, and requires online interaction and a significant degree of pre-operative planning.

A reactive investigation involves the investigation and prosecution of a known target(s), and where the need to proceed with the investigation is urgent. It also includes a response within the community or area of jurisdiction to a specific complaint brought to the attention of the MSPCCU by another law enforcement agency, a reputable source of information such as the Cyber-Tipline at the National Center for Missing & Exploited Children, or an Internet Service Provider (ISP) such as America On Line.

An investigation is deemed to be an urgent investigation when there is reasonable belief that the target presents an imminent threat to the well being of potential victims.

Priority for lab use: Cases involving life safety first, then ICAC cases and then all others behind them.

Equipment

ICAC computers and software shall be reserved for the exclusive use by MSPCCU and ICAC designated personnel and should be available for use at anytime. No personally owned equipment shall be used in MSPCCU investigations.

All affiliates will follow all of the Maine ICAC protocols as well as the directives from the ICAC commander or OD with regard to ICAC investigations conducted in conjunction with any ICAC equipment.

ICAC affiliated labs may be inspected at any time by the ICAC commander or his designee.

ICAC affiliated labs will be limited access. Only ICAC affiliates and MCPCCU personnel will be in the labs, except that other officers may be in the lab for the purposes of delivering or reviewing evidence in cases that they have direct involvement with.

No ICAC affiliate lab equipment will be removed from the lab without prior authorization by the ICAC commander or OD.

Lab usage logs will be maintained at each lab and kept up to date. (form appendix A pending)

Casework

All investigations or forensics conducted in conjunction with ICAC affiliate labs must have a case number drawn from the main lab in Vassalboro. This number should be drawn at the start of the investigation or forensic exam. All other activities, such as education presentations, need to be reported to Tina Plourde at the Vassalboro lab via e-mail at tplourde@mcctf.org. When possible an officer's initial complaint report should be faxed to the lab in Vassalboro when a number is requested so that a case folder can be started for tracking and record keeping purposes. Copies of all forensic reports generated at ICAC affiliate labs must be kept on file at the affiliate lab and at the main lab in Vassalboro.

Initial complaint report should include, but is not limited to:

The name of the submitting affiliate
Person submitting the information
Telephone number for verification purposes
Date of submission
Brief synopsis of investigation
Offender information and screen name(s)
Inventory of items seized

All suspects generated in conjunction with ICAC affiliate labs must be entered in the master name index at the main lab in Vassalboro.

All evidence in cases involving ICAC affiliate labs must be handled using the hosting department's evidence handling procedures. In addition all evidentiary items must have the ICAC case number affixed to them individually.

No original or copies of data from cases worked in conjunction with ICAC affiliate labs shall be removed or distributed with the exceptions of evidence storage or prosecution.

No contraband from cases worked in conjunction with ICAC affiliate labs will be distributed with the exceptions of NCMEC, the case prosecutor or as ordered by the court.

All ICAC reports generated in conjunction with the affiliate labs must be approved by the ICAC commander or his designee prior to being released.

In all cases where Child Pornography is involved it should be assumed that a sexual assault on a child has been committed by the suspect and that avenue of investigation will be pursued.

DHS referrals will be made in all Child Pornography cases.

Search Warrants

All search warrants drafted in conjunction with ICAC affiliate labs will be reviewed by a person approved by the ICAC commander or OD.

ICAC affiliates may contact the Vassalboro lab for warrant templates, if needed.

Undercover operations

No proactive or undercover operations should be conducted without the prior approval of the ICAC commander or OD. If approved adhere to the following.

a) Only sworn, on-duty ICAC associate personnel shall conduct ICAC investigations in an undercover capacity. Private citizens shall not be asked to develop investigative targets, nor shall they be authorized to act as police agents in an online undercover capacity.

b) ICAC associates shall not, under any circumstances, upload, transmit, or forward pornographic or sexually explicit images.

c) Other than photographs of law enforcement officers who have provided their informed written consent, no human images shall be uploaded, transmitted, or forwarded by ICAC associates.

d) Other than authorized above, images considered for uploading shall be approved by the ICAC commander. Images uploaded for investigative purposes shall not be an actual human and must be encrypted. Sexually suggestive titles should not be used.

e) During online dialogue, undercover officers should allow the investigative target to set the tone, pace and subject matter of the online conversation. Image uploading shall be initiated by the target.

Investigators should always be aware that their actions, in addition to those of the offender, may be at issue in deciding if charges are brought, whether referrals to other law enforcement agencies are acted upon, or in determining the guilt or innocence of the offender at trial. Therefore, it is critical that investigators work closely with local, state, or federal prosecutors when investigating ICAC offenses.

All undercover online activity shall be recorded and documented by using screen capture tools that have been started at the beginning of any undercover operation. Any deviations from this policy due to unusual circumstances shall be documented in the relevant case file and reviewed by the ICAC commander.

Media Relations and Releases

All press releases regarding ICAC activities and the use of ICAC equipment must be approved by the ICAC commander or OD.

Media releases relating to prosecutions, crimes alerts or other matters concerning ICAC operations shall not include information regarding specific investigative techniques.

Training

The MSPCCU will initially be providing two levels of ICAC training.

1. Training user to preview computers in an affiliate lab environment using write blocking devices and EnCase forensic software.

2. Training in the forensic imaging of computer related media using write blocking devices and EnCase forensic software. This will also include training on gathering a computer BIOS and completing basic analysis.

MSPCCU is also mandating training for an affiliate conducting undercover work. This training needs to be approved by the ICAC commander. If no outside training is available for this subject, one may be provided by an ICAC commander designee.

A letter will be issued to each officer completing one of the above mentioned training from the ICAC commander authorizing the use of ICAC issued equipment. No one else will be allowed the use of or to access ICAC equipment.

STATEMENT OF QUALIFICATIONS

(Use additional sheets if necessary)

Name of Lab Maine State Police Crime Laboratory **Date** 3-30-09

Name Glenn Lang **Job Title** State Police Sergeant

Discipline(s): Indicate all areas in which you do casework.

- ☐ controlled substances
- ☐ firearms/toolmarks
- ☐ trace evidence
- ☐ latent prints
- ☒ digital evidence
- ☐ toxicology
- ☐ biology
- ☐ questioned documents
- ☒ crime scene

Please list all subdisciplines in which you perform casework:

Education: List all higher academic institutions attended:

Institution	Dates Attended	Major	Degree Completed
University of Maine	1984-1986	Legal Technology	Associates
University of Southern Maine	1986-1989	Criminology	Bachelors

Other Training: List continuing education, workshops, in-service and other formal training received.

2008 (ENCE) Encase Certified Computer Forensic Examiner

2008 Parabin Cell Phone Forensics

2006 NW3C Windows Trace Evidence (Computer Forensics)

2005 NW3C Advanced Data Recovery and Analysis (Computer Forensics)

2005 NW3C Basic Data Recovery and Analysis (Computer Forensics)

2004 Encase Advanced (Computer Forensics)

Basic and Advanced Homicide Schools

Toronto P.D. Advanced Criminal Investigation School

Reid Interview and Interrogation Basic and Advanced

2003 Access Data – FTK (Computer Forensics)

2002 Encase Basic School (Computer Forensics)

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Courtroom Experience: List all discipline(s) in which you have qualified to testify as an expert witness and indicate over what period of time and approximately how many times you have testified in each.

I have testified in State and Federal Court more than 20 times in the last eight years with regard to computer related offenses. I have also tesitified in State and Federal court over 100 times prior to being assigned to the unit from 1986 to 2001.

Professional Affiliations: List any professional organizations of which you are or have been a member. Indicate any offices or other positions held and the date(s) of these activities.

ENCE - Guidance Software

Employment History: List all scientific or technical positions held, particularly those related to forensic science. List current position first. Give a brief summary of principal duties and tenure in each position.

(1) Job Title Sergeant Tenure 8 years

Employer Maine State Police

Principal Duties: Supervise Computer Crimes Unit

(2) Job Title Detective Tenure 5 years

Employer Maine State Police

Principal Duties: Criminal Investigations

(3) Job Title Trooper Tenure 7 years

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Employer Maine State Police

Principal Duties: Traffic and Criminal Investigations

(4) Job Title _____ Tenure _____

Employer _____

Principal Duties: _____

Other Qualifications: List below any scientific publication and/or presentation you have authored or co-authored, research in which you are or have been involved, academic or other teaching positions you have held, and any other information which you consider relevant to your qualification as a forensic scientist. (Use additional sheets if necessary).

Developed Harvester - a tool for creating Hexidecimal Grep Key words used to locate deleted contraband videos. This tool, was created in conjunction with three seniors at Bowdoin College and is now used in more than 21 states and 12 countries.

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STATEMENT OF QUALIFICATIONS

(Use additional sheets if necessary)

Name of Lab Maine State Police Crime Laboratory **Date** 2 December 2008

Name Steven Elliot Kollman **Job Title** Director

Discipline(s): Indicate all areas in which you do casework.

- ☐ controlled substances
- ☐ firearms/toolmarks
- ☐ trace evidence
- ☐ latent prints
- ☐ digital evidence
- ☐ toxicology
- ☐ biology
- ☐ questioned documents
- ☐ crime scene

Please list all subdisciplines in which you perform casework:

Does not do casework

Education: List all higher academic institutions attended:

Institution	Dates Attended	Major	Degree Completed
Calif. State Univ., Hayward	1983-1986	Chemistry	BA
Univ. of Calif., Santa Cruz	1971-1974, 1977	Earth Sciences	none

Other Training: List continuing education, workshops, in-service and other formal training received.

Sponsor	Date	Course Name	Hours
ASCLD/LAB	3/05	ASCLD Mentoring Workshop	16
ASCLD/LAB	3/99	ASCLD/LAB Inspector	24
Calif. Criminalistics Institute (CCI)	2/99	Laboratory Safety Officer	40
AAFS/CAT	8/98	The Effects of Alcohol and Drugs on Human Performance And Behavior	24
CCI/Orange Co Sheriff	2/98	Forensic Alcohol Supervisor	40+
CCI	3/97	Advanced Fire Debris Analysis	40
CCI	6/96	Fire and Explosion Investigation	40+
CCI	4/96	Forensic Toxicology GC & GC/MS	40
CCI	6/94	Basic Forensic Toxicology	40

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		And Comparison	
ATF/CCI	8/91	Arson Accelerant Detection	40
College of the Redwoods	5/90	Forensic Crime Scene Investigation	40+
Hewlett-Packard	5/89	HP 5971A MSD Operator's Course	40
McCrone Institute	6/88	Forensic Microscopy	40

Courtroom Experience: List all discipline(s) in which you have qualified to testify as an expert witness and indicate over what period of time and approximately how many times you have testified in each.

Discipline	Time Period	# Of Times
Arson Analysis	1992 – 1997	10
Bloodstain Interpretation	1993 – 1996	3
Crime Scene Investigation	1991 – 1996	10
Controlled Substance Analysis	1989 – 2004	400+
Fiber Comparison	1993 – 1996	2
Glass Comparison	1992 – 1996	3
Paint Comparison	1992 – 1996	3
Quality Control	1999 – 2004	10
Soil Analysis	1991 – 1996	4
Toxicology (Alcohol)	1987 – 1999	150+
Toxicology (Drugs)	1989 – 1999	40

Professional Affiliations: List any professional organizations of which you are or have been a member. Indicate any offices or other positions held and the date(s) of these activities.

Organization	Membership Dates	Offices/Dates Held
American Society of Crime Lab Directors/Lab Accreditation Board	2001 – present	delegate assembly member
American Society of Crime Laboratory Directors	2000 – Present	None
California Association of Crime Laboratory Directors	1997 – 2004	None
California Association of Criminalists	1988 – 2004	None
American Geophysical Union	1978 – 1994	None
Bay Area Mass Spectrometry	1978 – 1984	None

Employment History: List all scientific or technical positions held, particularly those related to forensic science. List current position first. Give a brief summary of principal duties and tenure in each position.

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(1) Job Title Crime Laboratory Director Tenure Mar. 2004 - Present

Employer Maine State Police Crime Laboratory

Principal Duties: Director of the Maine State Police Crime Laboratory

(2) Job Title Crime Laboratory Director Tenure Jan. 2003 - Mar. 2004

Employer New Mexico Department of Public Safety

Principal Duties: Director of the NM DPS Southern Crime Laboratory

(3) Job Title Chief, State Crime Laboratory Operations (Appt.) Tenure May 2002 - Jan. 2003

Employer New Mexico Department of Public Safety

Principal Duties: Chief of the New Mexico Department of Public Safety's Crime Laboratory System

(4) Job Title Crime Laboratory Director Tenure Jan. 2001 - May 2002

Employer New Mexico Department of Public Safety

Principal Duties: Director of the NM DPS Southern Crime Laboratory

Other Qualifications: List below any scientific publication and/or presentation you have authored or co-authored, research in which you are or have been involved, academic or other teaching positions you have held, and any other information which you consider relevant to your qualification as a forensic scientist. (Use additional sheets if necessary).

Date	Description
8/08	National Insitute of Justice DNA Grantees Symposium
8/08	ASCLD/LAB Inspection of KBI system (site leader for Great Bend lab)
5/08	FBI Crime Laboratory Development Symposium, St. Louis, MO
10/07	FBI CODIS meeting, Burlingame, Cailfornia
7/07	National Institute of Justice DNA Grantees Symposium
2006?	ASCLD/LAB Inspection of Miami-Dade Crime Laboratory
10/06	ASCLD Symposium on Crime Laboratory Development, SF California
5/06	FBI Crime Laboratory Development Symposium
9/05	FBI Crime Laboratory Development Symposium
6/05	National Institute o Justice DNA Grantees Workshop
3/05	ASCLD Accreditation Mentoring Workshop
11/04	Maine State Police Executive Management Retreat
9/04	National Institute of Justice/ Forensic Resource Network Workshop
9/04	FBI/ Carlson School of Management Symposium

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6/04 National Institute of Justice's DNA Grantees Workshop

5/04 National Institute of Justice's 2004 DNA Summit

11/03 ASCLD/LAB Consultant to the El Paso Police Department Crime Laboratory, El Paso, Texas

02/03 ASCLD/LAB Inspection of New Jersey State Police Laboratories in Ewing and Little Falls, New Jersey.

04/02 California Association of Crime Laboratory Directors Spring Seminar: Various management topics (~ 16 hours).

12/01 American Society of Crime Laboratory Directors 29th Symposium on Crime Laboratory Development, Phoenix, AZ.

04/01 California Association of Crime Laboratory Directors Spring Seminar: Various management topics (~ 16 hours).

11/00 California Association of Crime Laboratory Directors Fall Seminar: Various management, ADA, budget, and accreditation topics (~ 16 hours).

09/00 American Society of Crime Laboratory Directors 28th Symposium on Crime Laboratory Development, Buffalo, New York.

11/99 ASCLD/LAB Inspection of Maryland State Police Headquarters Laboratory in Pikesville, Maryland.

10/99 State of New Mexico State Personnel Office: Performance Appraisal & Development Course for Supervisors (~8 hours)

07/99 Draeger Safety, Inc: Alcotest® 7110 MK IIIC Instructor and Maintenance Training Course (~ 24 hours)

06/99 ASCLD/LAB Inspection of Drug Enforcement Administration Laboratories in San Francisco and National City, California.

05/99 FBI: International Symposium on Setting Quality Standards for the Forensic Science Community (~ 40 hours)

12/98 CareerTrack: Excelling as a First-Time Supervisor (~ 8 hours)

11/98 California Association of Crime Laboratory Directors Fall Seminar: Various management, budget, and accreditation topics (~ 16 hours)

08/98 Santa Clara County: Diversity Workshop (~ 8 hours)

06/98 Santa Clara County: Sexual Harassment Prevention Workshop for Supervisors and Managers (~ 8 hours)

04/98 Hewlett-Packard: GC/MS and LC/MS Forensic Applications (~ 8 hours)

12/97 Fred Pryor Seminar: How to Manage Multiple Projects, Meet Deadlines, and Achieve Objectives (~ 8 hours)

06/97 Fred Pryor Seminar: How to Supervise People (~ 8 hours)

04/97 Scanning '97 Forensic Sciences Workshop (using SEM) (~ 14 hours)

02/97 CDS Analytical, Inc. and the Sacramento County Laboratory of Forensic Sciences: Pyrolysis Workshop (~ 6 hours)

1992 San Mateo County Sheriff Forensic Laboratory (in house): Glass Comparison (~ 3 weeks)

10/91 Northwest Association of Forensic Science: Paint Comparison Workshop (~ 16 hours)

1989 San Mateo County Sheriff Forensic Laboratory (in house): Controlled Substance Analysis (~ 6 months)

1990 – 1996 Training Criminalist for the San Mateo County Forensic Laboratory in the following areas: Controlled Substance Analysis, Arson Analysis, Paint Comparison, Glass Comparison, and Urine Drug Toxicology

PUBLICATIONS:

Extraction of tear gas: Chloroacetphenone (CS), o-Chlorobenzlidenemalononitrile (CN), and trans-8-methyl-N-vanillyl-6-nonenanide (OC) from Cloth for GC/MS Analysis Using: 200 mg Clean Screen Extraction Column (Z SDAU020), Worldwide Monitoring, United Chemical Technologies, Inc., 1995.

Chang, J., and Kollman, S. E., The Effect of Temperature on the Formation of Ethanol by Candida Albicans in Blood, The Journal of Forensic Sciences, 1989.

Whelan, P. W., et. al., Initial Results of Cruise CCOP/SOPAC LS-82 and Supporting Investigations, Scholl, D. S., and Vallier, T. L., eds., 1985

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