



## Nomination Form

## POST Excellence in Training Award

## Application for 2015 Nominees

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## Section 1. Nominee Information

1. Award Category (select one only) ☒ Individual ☐ Lifetime ☐ Organizational

2. Nominee Erin A. Trujillo

3. Title (If applicable) Crime Laboratory Assistant Director, Scientific Services Bureau

4. Agency/Organization (If applicable) Los Angeles County Sheriff's Department

5. Mailing Address

6. Contact Numbers

## Section 2. Nominator Information

7. Name Dean M. Gialamas &amp; Wesley P. Grose

8. Title TSD Division Director &amp; Crime Laboratory Director

9. Agency/Organization Los Angeles County Sheriff's Department

10. Mailing Address

11. Contact Numbers

12. Department Head/CEO

13. Signature

Complete all remaining sections. Attach additional pages if needed.

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### Section 3. Justification for Nomination – REQUIRED

#### 14. Describe the individual's or organization's purpose and training responsibility.

In 2008, the Los Angeles County Sheriff's Department was in need of a department-wide, scalable electronic tracking system for its evidence and laboratory information management needs to replace the existing paper ledger systems. It soon entered into contract with Porter Lee Corporation to utilize their Property, Evidence, Laboratory Information Management System (PRELIMS) software. It is important to note that in the more than 150-year history of the Sheriff's Department, this was the first project that would put the management of property and evidence into one single electronic system across the entire Department. The property and evidence aspect of the software provides a web-based, user friendly graphical interface that allows one to not only track property and evidence, it also facilitates evidence transfer to a forensic laboratory for analysis, promotes property control, and allows for extensive reporting capabilities. The laboratory information management system manages initial and subsequent resubmissions, item and sample information, sequencing of multiple types of analysis for multiple disciplines, note taking and report generation. This software had never before been used on such a large scale - an 18,000 person department covering an area of 4,752 square miles and a population of 10.2 million people. In order to implement such a broad reaching system which would involve over 130 local, state and federal agencies, an individual possessing vision, foresight, patience, excellent teaching skills and a very strong work ethic was sought. Because of her skillset and determination, Crime Laboratory Assistant Director Erin Trujillo was chosen to fulfill this mission as the project manager.

#### 15. Describe the nominee's overall achievement.

Assistant Director Trujillo recognized early on the numerous challenges she was facing in training personnel from the largest court system in the country, the largest jail system in the country, twenty-five patrol stations, the Detective Division, the Transit Policing Division and the Homeland Security Division, as well as the 130-plus outside agencies. Under her leadership, she and her small staff set about establishing a realistic, functional timeline and began their work. In addition to writing a curriculum and establishing a department website dedicated to PRELIMS, Assistant Director Trujillo wrote new policy for the department manual to set guidelines for the use of PRELIMS. In May, 2014, East Los Angeles Sheriff's Station became the first facility to begin using PRELIMS for the logging of all evidence. Training for subsequent stations revealed new or unforeseen issues. Each was resolved through the interaction of Assistant Director Trujillo and identified stakeholders. By December 2015, approximately 3,300 personnel were trained in PRELIMS which included representatives from all four Patrol Divisions, Court Services Division, Custody Division, Transit Policing Division, Countywide Services Division and a host of smaller department units as well as numerous outside agencies including the California Highway Patrol, DEA and U.S. Marshall's Office. All were utilizing PRELIMS with little or no downtime. It is anticipated that another 1,500 individuals will be trained in PRELIMS by the end of 2016.

Assistant Director Trujillo has shown incredible passion and expertise on this project. Her thorough and in-depth understanding about the data and function that PRELIMS proved invaluable for her work on creating training materials for the over 9,000 users that will rely on this complex system. In the months leading up to January 2013, Ms. Trujillo set forth a training plan that incorporated a train-the-trainer concept. The plan was well thought out, detailed and accounted for contingency issues as the project moves forward.

In continuing with her efforts on the PRELIMS training program, Assistant Director Trujillo researched an on-line training aide. With input from the County Human Resources and from other Department sources, she located a software program from Adobe called Captivate that creates HTML-based (web-based) e-learning content that allows for custom interactive course development and delivery with drag and drop features that provides visual and auditory instruction. With little help, she and her staff were able to produce a superb, professional-grade training module that can be used at briefings and can be incorporated into the County's LearningNet system for tracking and grading.

Moreover, Ms. Trujillo created a pocket-sized PRELIMS Quick Guide for the Book-A-Case module that can be used by deputy and field personnel. This handy reference is small in size yet large in information and content. The pocket guide has information regarding seeking help, creating cases, booking items, printing labels or evidence pages, transfer of items and

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Watch Sergeant approvals. It is laid out and written in such a format that anyone who has never even used the system will be able to accomplish the tasks at hand.

The integration of the crime laboratory with PRELIMS is also in process. Once fully completed, investigators will request laboratory services through the application which will eliminate the need for a laboratory submission receipt. Additionally, investigators will be able to view and print laboratory reports directly from PRELIMS.

To keep the evidence and property handling processes and procedures current and to resolve any issues regarding such, an Evidence Policy and Review Committee has been established. The committee, initially led by Assistant Director Trujillo, will consist of lieutenants or equivalent level representation from each division (Patrol, Countywide Services, Custody and Administrative & Technical Services) as well as Central Property and Evidence. Data Systems Bureau will be represented as a technical advisor.

### **Section 3. Justification for Nomination *continued***

#### **16. Give explanations for each of the following three criteria to support your nomination.**

##### **a) Innovation**

The PRELIMS project (Property, Evidence and Laboratory Information Management System) is one of the most significant changes in electronic record keeping and evidence control this Department has ever seen. It impacts every patrol, investigative and support unit on this Department as well as on outside agencies who submit evidence to the LASD. Assistant Director Trujillo's ability to lead this project, interacting with all of the Department's bureaus and staff along with outside agencies to develop this revolutionary software, was exemplary. Because of constantly changing information, priorities and issues, all entirely due to circumstances beyond her control, this required many changes to her work product to meet the needs of the Department and the County. She consistently and successfully met these challenges head on and was able to meet her critical deadlines.

Assistant Director Trujillo utilized a variety of training techniques in disseminating information regarding PRELIMS. While the use of a website, written training material and a help desk (largely managed by Assistant Director Trujillo) were extremely helpful, her classroom instruction, augmented by her assistants, was the driving force in getting PRELIMS understood and accepted by a class of individuals often known for being less than receptive to change.

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**b) Impact**

Once PRELIMS was understood and units began utilizing the system, word quickly spread as to its benefits:

- standardization throughout the Department of evidence/property booking and handling processes;
- reduction and elimination of redundant data entry;
- ability for PRELIMS to produce a continuation narrative listing of evidence items;
- electronic approval of evidence/property booked;
- ability to produce forms with information relative to firearms and serialized property for data entry into AFS and APS;
- ability to access critical information instantly;
- utilization of bar codes to label, transfer and track evidence items and assist with information searches;
- reduction and/or elimination of manual reports and evidence ledgers;
- paperless chain of custody;
- ability to restrict access to confidential cases to authorized personnel;
- ability for data queries and searches using the full URN or truncated URN;
- ability to perform on-line authorizations to dispose of or retain evidence;
- reporting capabilities for a variety of statistical needs as well as access to lab reports on-line for viewing and printing.

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**c) Reputation/Recognition**

Assistant Director Trujillo has provided the County of Los Angeles and its residents over 32 years of uncompromised, dedicated service. She has a well deserved reputation for expecting and extracting the best from those she works with and in turn, uniformly gives 110% of herself. Since joining the Crime Laboratory as a Criminalist, Assistant Director Trujillo has been known as one who strives for perfection. She consistently not only meets standards but works to set new standards. Due to these qualities and her overall knowledge and expertise in implementing PRELIMS she was appointed Project Manager in 2015.

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**Section 4. Support Documentation – REQUIRED**

**17. Provide a brief list of any supporting documents included with this application.**

- 2014 PRELIMS Rollout Schedule
- Training for Deputies
- Training for Detectives, Sergeants and Lieutenants
- Training for Jailers
- Station Visit Checklist
- Numerous Attendance Rosters
- Design Document / Lab Implementation

**To complete your application:**

- 1) Make sure you have filled in all applicable sections.
- 2) Print and sign form.
- 3) Attach all supporting documents.
- 4) Send your completed application to:



**Excellence in Training Screening Committee  
c/o California POST  
Executive Office  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605**

Application questions: 916.227.2808 — Janice Bullard