

RESOLUTION NO.

**A RESOLUTION AUTHORIZING THE RATIFIED SUBMISSION
OF A GRANT APPLICATION TO THE BUREAU OF JUSTICE
ASSISTANCE FOR A PAUL COVERDELL FORENSIC SCIENCE
IMPROVEMENT GRANT PROGRAM FOR THE LARAMIE
COUNTY CORONER'S OFFICE IN THE AMOUNT OF
\$21,147.00, ON BEHALF OF THE GOVERNING BODY OF
LARAMIE COUNTY, WYOMING**

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO PURCHASE
TWO PORTABLE FINGERPRINT SCANNER SYSTEMS TO INCLUDE TRAINING
AND MAINTENANCE.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the
Bureau of Justice Paul Coverdell Forensic Science Improvement Grants Program by
sponsoring this grant to assist in financing this project; and

WHEREAS, the Bureau of Justice requires that certain criteria be met, as
described in the Department of Justice rules governing the program, and to the best of our
knowledge this application meets those criteria; and

WHEREAS, the Governing Body of Laramie County has been provided with
preliminary cost estimates and information on the project; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY
OF LARAMIE COUNTY** that a grant application be submitted to the Bureau of Justice
Assistance in the amount of \$21,147.00 for consideration of funding the Laramie County
Coroner's Office.

BE IT FURTHER RESOLVED, that Kathi Wilson, or her successor in the
position of Laramie County Grants Writer, is appointed as agent of the Laramie County
Board of Commissioners to execute and submit applications and certifications for these
funds and that Sandra Bay, or her successor in the position of Laramie County Grants
Manager, is appointed as agent of the Laramie County Board of Commissioners to
receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF NOVEMBER 2025.

Laramie County Chairman

Date

ATTEST:

Debra Lee, Laramie County Clerk

Date

Received and Approved as to Form only By:

Laramie County Attorney's Office

Date

10/29/25

Kathi Wilson

From: do-not-reply@usdoj.gov
Sent: Wednesday, October 29, 2025 3:35 PM
To: Kathi Wilson
Subject: Entity Application Submitted

Attention: This email message is from an **external(non-County)** email address. Please exercise caution and/or verify authenticity before opening the email/attachments/links from an email you aren't expecting.



JUSTgrants
JUSTICE GRANTS SYSTEM

Your application GRANT14517713 has been successfully submitted for BJA FY25
Paul Coverdell Forensic Science Improvement- Competitive Grants
Program on 10-29-2025 05:34 PM ET

For more information go to www.justicegrants.usdoj.gov
JustGrants is operated under the U.S. Department of Justice

Standard Applicant Information**Project Information****Project Title**

Live scan fingerprint scanner, that captures, manages, and transmits fingerprints and demographic data for criminal and civilian background checks to be used by the Coroner's Office.

Proposed Project Start Date

1/1/26

Applicant Estimated Funding (Non-Federal Share)

0.0

Proposed Project End Date

12/31/26

Program Income Estimated Funding

0.0

Federal Estimated Funding (Federal Share)

21147.0

Total Estimated Funding

21147.0

Areas Affected by Project (Cities, Counties, States, etc.)

No items

Type Of Applicant**Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information**Application POC Prefix Name**

Application POC First Name

Kathi

Application POC Middle Name

Application POC Last Name

Wilson

Application POC Suffix Name

Organizational Affiliation

Laramie County, Wyoming

Title

Laramie County Grant Writer

Email ID

kathi.wilson@laramiecountywy.gov

Phone Number

307-633-4535

Fax Number

ORINumber

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? *

b. Program is subject to E.O. 12372 but has not been selected by the State for review

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (3)



Name

SF-LLL

Date Added

10/22/25



Name

Form SF424 4 0-V4.0.pdf

Date Added

10/8/25



Name

GrantApplication.xml

Date Added

10/8/25

Authorized Representative

Authorized Representative Information

Prefix Name

Mr.

First Name Middle Name Last Name Suffix Name

Gunnar

Malm

Title

Commissioner

Verify Legal Name, Doing Business As, and Legal Address

Legal Name		Doing Business As
LARAMIE COUNTY GOVERNMENT		
UEI		
E9DLJC1HGNQ8		
Legal Address		
Street 1		
310 W. 19TH STREET		
Street 2		
SUITE 300		
City	State	Zip/Postal Code
CHEYENNE	WY	82001
Congressional District	Country	
00	USA	

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name
Kathi Wilson

Certification Date / Time
10/29/2025 05:34 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
- a. Contact your Entity Administrator.
 - b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.
3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

Proposal Abstract

one with the Five-O module and one with the Watson module. Also, a MagTek magstripe reader, driver's license import interface, printer, and onsite training, totaling \$21,147.00.

LCCO has a limited capability to perform real time biometric identification, particularly when responding to multiple or geographically dispersed death scenes. The acquisition of two updated systems will provide greater coverage, reliability, and operational flexibility ensuring that accurate, timely identification can be conducted both in the morgue and in the field.

This project addresses the needs of forensic investigators, Coroner's Office staff, law enforcement, and the broader criminal justice system by reducing delays in confirming identities, improving case resolution times, and decreasing reliance on external agencies for identification services. The upgraded equipment will also enhance the Coroner's daily workflow efficiency, increase operational readiness, and support timely, accurate reporting for families and legal processes.

Key activities include equipment procurement, training of LCCO peronnel, and integration with local law enforcement databases. The Laramie County Sheriff's Office will serve as a key partner to support secure data sharing and system compatibility. No subrecipients are included in this proposal.

Deliverables include two fully deplyed fingerprint scanning systems and trained personnel. Expected outcomes include faster and more consistent ident confirmation, improved forensic workflow efficiency, and strengthened capacity for forensic services, supporting the Coverdell goals of improving quality timeliness, and outcomes in forensic science.

Data Requested with Application

> Financial Management and System of Internal Controls

Proposal Narrative



Name

[Paul Coverdell Narrative.pdf](#)

Category

Proposal Narrative

Created by

Kathi Wilson

Date

Added

10/29/2025



Budget and Associated Documentation

Budget Summary

Budget / Financial Attachments

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Consultant Rate Justification

No documents have been uploaded for Consultant Rate Justification

Employee Compensation Waiver

No documents have been uploaded for Employee Compensation Waiver



Financial Management Questionnaire (Including applicant disclosure of high-risk status)

No documents have been uploaded for Financial Management Questionnaire

Disclosure of Process Related to Executive Compensation

No documents have been uploaded for Disclosure of Process Related to Executive Compensation

Additional Attachments

	Name	Category	Created by	Date Added	
	Dataworks quote.pdf	Budget Other	Kathi Wilson	10/29/2025	

Budget and Associated Documentation

Budget Category	Year 1	Total
Personnel	\$0	\$0
Fringe Benefits	\$0	\$0
Travel	\$0	\$0
Equipment	\$15,100	\$15,100
Supplies	\$2,150	\$2,150
Construction	\$0	\$0
SubAwards	\$0	\$0
Procurement Contracts	\$3,897	\$3,897
Other Costs	\$0	\$0
Total Direct Costs	\$21,147	\$21,147
Indirect Costs	\$0	\$0
Total Project Costs	\$21,147	\$21,147
Federal	\$21,147	\$21,147
Non-Federal	\$0	\$0

Budget Totals

	Total	Percentage
Total Project Cost	\$21,147	
Federal Funds	\$21,147	100.00%
Non-Federal Amount	\$0	0.00%
Match Amount	\$0	0.00%
Program Income	\$0	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? **No**

Personnel**Instructions**

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. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Year 1

Year 1						
Personnel Detail						
Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
No items						
Personnel Total Cost		Total Non-Federal Amt (Match or Prog Inc)		Total Federal Amount		
\$0		\$0		\$0		
Additional Narrative						

Fringe Benefits**Instructions**

Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated rate list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of time devoted to the project. In the narrative section, please provide a specific description for each item

Year 1

Fringe Benefit Detail			
Name	Base	Rate (%)	Total Cost
No items			
Fringe Benefits Total Cost		Total Non-Federal Amt (Match or Prog Inc)	
\$0		\$0	
Total Federal Amount			
\$0			
Additional Narrative			

Travel**Instructions**

Instructions

Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 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 the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. For each Purpose Area applied for, the budget should include the estimated cost for travel and accommodations for two staff to attend two three-day long meetings, with one in Washington D.C. and one in their region, with the exception of Purpose Area 1, which should budget for one meeting in Washington D.C. and Purpose Areas 6 and 7, which should budget for 3 meetings within a 3 year period, with 2 in Washington D.C. and 1 within their region. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1**Travel Detail**

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Request
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No items

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$0	\$0	\$0

Equipment**Instructions**

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. Applications should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data field under the "Sub awards" (Sub grants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1**Equipment Detail**

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Base System Watson	1.00	\$7,300.00	\$7,300.00		\$7,300.00
Base System with Five-O	1.00	\$7,800.00	\$7,800.00		\$7,800.00

Equipment Total Cost	Total Non-Federal Amt	Total Federal Amount
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	(Match or Prog Inc)	
\$15,100	\$0	\$15,100

Additional Narrative

The Base System with a Five-O finger scanner is a mobile biometric identification system that incorporates the compact, FBI-certified Five-O ten-print scanner from the manufacturer Integrated Biometrics. The "Base System" refers to a complete system that includes the scanner and associated software, integrated into a laptop or tablet. It meets the highest image quality standards for capturing ten-finger enrollment and verification. The technology detects and rejects fake fingerprints made from materials like glue, silicone, or rubber by sensing the electrical properties of human skin. This device can capture single flat fingerprints, four-finger "slaps" simultaneously, and rolled fingerprints.

The Base System "Watson," is a patented, portable, Light Emitting Sensor (LES) technology, which avoids the problems of traditional prism-based optical scanners. The LES works by illuminating the skin's dermal ridges without being affected by latent prints, moisture, or direct sunlight. It is small, light, and fast with rapid dry finger capture and no cleaning needed. Used to perform high-quality fingerprinting, is certified by the FBI and meets stringent image quality standards for fingerprint applications.

The main difference between the Five-O and Watson fingerprint scanners is the number and type of prints they can capture, which determines their FBI certification level and intended use case. Both are products from Integrated Biometrics and use the same patented Light Emitting Sensor (LES) technology, but they are designed for different purposes. The Five-O can capture 4 flat fingerprints at once and the Watson can capture two rolled fingerprints. The Five-O is FBI mobile ID IQS FAP 50 certification, and the Watson is 45 certification. The Five-O is ideal for high volume mobile enrollment, verification, and booking applications where all ten fingerprints are needed. The Watson is better suitable for two-finger identity verification and remote identification tasks.

The equipment costs above were provided in a quote from DataWorks Plus, this quote is attached within the application. Please note that we are requesting priority consideration under "Supporting services to American citizens" through this purchase.

Supply Items**Instructions**

List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$10,000, 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. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Magtek Magstripe Reader and Drivers License Import Interface	1.00	\$850.00	\$850.00		\$850.00
Lexmark MS821 dn printer	1.00	\$1,300.00	\$1,300.00		\$1,300.00
Supplies Total Cost				Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$2,150		\$0		\$2,150	

Additional Narrative

Based on our quote from DataWorks Plus (copy attached within application) the Magtek Magstripe Reader and Driver's License Import Interface is \$850.00 and the Lexmark MS821 dn printer (FBI Certified Duplex Networked Card Printer with one paper tray and another paper input) plus Accuprint is \$1,300.00.

Construction**Instructions**

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1**Construction Detail**

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
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No items

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$0	\$0	\$0

Subawards**Instructions**

Subawards (see "Subaward" definition at 2 CFR 200.92) : Provide a description of the Federal Award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to the application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category Subawards (Subgrants) Contracts by including the label "(subaward)" with each subaward category.

Year 1**Subaward (Subgrant) Detail**

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
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No items

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$0	\$0	\$0

Add Consultant Travel

Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000) for prior approval. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. **Consultant Fees:** 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. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$650 per day require additional written justification, and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Please visit <https://cops.usdoj.gov/grants> for a list of allowable and unallowable costs for this program.

Instructions

Procurement contracts (see "Contract" definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$250,000).

Consultant Fees: 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. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

▼ Procurement Contract Detail								
Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Maintenance Plan	Maintenance	No	United States	Wyoming	Cheyenne	\$2,597.00		\$2,597.00
Onsite Training	Training on Equip	No	United States	Wyoming	Cheyenne	\$1,300.00		\$1,300.00

Do you need Consultant Travel?
No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
\$3,897	\$0	\$3,897

Additional Narrative

The Corners Office is to receive onsite training for this equipment that will be held at the Corners Office, located in Cheyenne, Wyoming. Any follow up questions after the training is covered in this one time training fee and will require no additional cost. The onsite training fee is \$850.00 all inclusive.

The Maintenance plan mentioned above will cover all maintenance items needed to ensure this equipment remains fully operational. This plan is available 24/7 once signed up with company for the cost of \$2,597.00 and this covers a one year period. Laramie County will enter into a contract with DataWorks Plus to provide this training and maintenance along with the equipment.

Other Direct Costs**Instructions**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Other Cost Detail							
Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
No items							
Other Costs Total Cost		Total Non-Federal Amt (Match or Prog Inc)		Total Federal Amount			
\$0		\$0		\$0			
Additional Narrative							
There are no other costs needed for this equipment purchase.							

Indirect Costs**Instructions**

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement). 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 rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

Year 1

Indirect Cost Detail					
Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
No items					
Indirect Costs Total Cost		Total Non-Federal Amt (Match or Prog Inc)		Total Federal Amount	
\$0		\$0		\$0	
Additional Narrative					

Additional Narrative

Laramie County does not have an indirect cost rate and does not wish to use one for this application.

Additional Application Components

















Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

No documents have been uploaded for Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

Additional Attachments

	Name Paul Coverdell Coroners Resumes.pdf	Category Additional Application Components Other	Created by Kathi Wilson	Date Added 10/29/2025	
	Name FY25 coverdell forensic science improvement grants.pdf	Category External Investigations Attachment	Created by Kathi Wilson	Date Added 10/29/2025	
	Name Cert plan for forensic science lab unit local govt.pdf	Category Coverdell Statutory Certifications	Created by Kathi Wilson	Date Added 10/29/2025	
	Name cert generally accepted lab practices procedures.pdf	Category Coverdell Statutory Certifications	Created by Kathi Wilson	Date Added 10/29/2025	
	Name Cert forensic science lab system accred.pdf	Category Coverdell Statutory Certifications	Created by Kathi Wilson	Date Added 10/29/2025	
	Name Cert. as to use of Funds new facil.pdf	Category Potential Environmental Impact	Created by Kathi Wilson	Date Added 10/29/2025	
	Name Cert external investigations.pdf	Category External Investigations Attachment	Created by Kathi Wilson	Date Added 10/29/2025	
	Name Accreditation.pdf	Category Forensic Laboratory Accreditation Documentation	Created by Kathi Wilson	Date Added 10/29/2025	

Disclosures and Assurances

Applicant has Lobbying Activities

The applicant must download the SF-LLL, complete it, and upload it to the application package. The application cannot be submitted until this form is uploaded.

	Name SF-LLL.pdf	Category LobbyingActivitiesDisclosure	Created by Kathi Wilson	Date Added 10/22/2025	
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Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

DOJ Certified Standard Assurances

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological

and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance—

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application—

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), 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. §§ 1501-1508 and 7324-7328, 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.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Signed

SignerID

kathl.wilson@laramiecountywy.gov

Signing Date / Time

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DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

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

Applicants should refer to the regulations and other requirements 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 or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and 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 Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is 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) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliance@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

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

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

A. The Applicant certifies and assures 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 its 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 Applicant'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 award 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 award, the employee will--

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

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug

(e) Notifying the Department, in writing, of the employee's 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 Department, 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 of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 999 North Capitol Street, NE Washington, DC 20531.

Notice shall include the identification number(s) of each affected award;

(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; and

(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).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c) (5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Certified

SignerID

kathi.wilson@laramiecountywy.gov

Signing Date / Time

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Other Disclosures and Assurances**Applicant Disclosure and Justification - DOJ High Risk Grantees**

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I –

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.
2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge ★

Signed

SignerID

kathi.wilson@laramiecountywy.gov

Signing Date / Time

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Other

No documents have been uploaded for Other

Certified

Laramie County Coroner's Portable Fingerprint Scanners

Laramie County in Cheyenne, Wyoming, respectfully submits this application to the U.S. Department of Justice, Bureau of Justice Assistance, under the FY25 Paul Coverdell Forensic Science Improvement (Competitive) Program. This application seeks priority consideration for addressing the unique challenges faced by the county's rural jurisdiction, and for strengthening local forensic capacity in response to the growing impacts of violent crime on investigative and death investigation services. We are applying under the OJP priority area of "Supporting Services to American Citizens" through providing rapid fingerprint identification. Laramie County does not have this technology, and this request will allow faster identification of decedents to assist in law enforcement investigations and next of kin notifications. As the sole medicolegal death investigation agency in the county, the Laramie County Coroner's Office (LCCO) provides essential forensic and public health services that directly affect the administration of justice and community safety. The proposed project, *Laramie County Coroner's Portable Fingerprint Scanners*, will improve the quality, timeliness, and independence of death investigations by enabling real time biometric identification both in the field and within the county morgue. This initiative directly supports the purpose and statutory objectives of the Coverdell Program by improving forensic service delivery, reducing analysis delays, and strengthening rural forensic infrastructure.

Description of the Need

The LCCO serves as the official investigative authority for Laramie County, providing death investigation services for all natural, accidental, suicidal, and homicidal deaths occurring within its jurisdiction. The county encompasses approximately 2,686 square miles of primarily rural

landscape with a population density of just over 38 residents per square mile. According to the U.S. Census Bureau's 2024 population estimates, Laramie County has a total population of 102,492 residents, with nearly two-thirds residing within the city limits of Cheyenne (U.S. Census Bureau, QuickFacts, 2024). The county sits at the intersection of two major interstate highways, Interstate 25 and Interstate 80. This location creates a unique intersection of rural and urban factors that affect the nature and complexity of forensic investigations conducted within the county.

Currently, the LCCO lacks the capacity to perform real time fingerprint identification in the field or within its morgue facility. The absence of this capability significantly delays the confirmation of decedent individuals in a wide range of cases, especially those involving decomposed remains, unattended deaths, or victims of violent crime. At present, fingerprint identification must be performed by external law enforcement agencies or forensic laboratories in Colorado. This process can take several hours or multiple days depending on scheduling and availability. These delays impede next-of-kind notification, slows investigative progress, and adds on to the hours or days the remains must be stored. In many cases, the inability to rapidly confirm identity delays the issuance of death certificates and hinders law enforcement's ability to pursue investigative leads in a timely manner.

In 2024, the LCCO investigated 377 cases, a caseload consistent with the office's recent five-year average. As of October 2025, the office has already managed 306 cases, many requiring positive identification as a key component of the forensic process. Caseloads continue to increase in correlation with both population growth and the rise in accidental and drug related deaths. According to FBI Uniform Crime Reporting data, Wyoming reported approximately 1,105 Part I

violent crimes in 2023, with Laramie County accounting for one of the highest per capita rates in the state (FBI Crime Data Explorer, 2023). These trends increase the demands for local forensic infrastructure and strain the existing investigative resources used.

The current absence of in-house or portable fingerprint identification technology represents a critical gap in LCCO's forensic capability. Identification must be performed off site or delayed until fingerprints can be transmitted and analyzed by external agencies. This dependency creates workflow inefficiencies that are inconsistent with modern forensic standards and limits the office's ability to provide timely, accurate results. As a result, the delay complicates interagency coordination, especially in cases requiring collaboration with state or federal investigative entities. These challenges are particularly acute in rural jurisdictions such as Laramie County, where distance, resource constraints, and limited laboratory availability compound service delays.

Acquiring the Dataworks Plus system will directly address the operational deficiency shown by the LCCO. The fingerprint scanners will provide the LCCO with the capacity to capture and process fingerprints at death scenes and within the morgue, facilitating immediate identification. The ability to conduct fingerprint identification in house will streamline operations, improve investigative efficiency, and reduce dependency on external systems. Overall, this will modernize the county's postmortem infrastructure, improve the quality of forensic reporting, and strengthen the delivery of justice for the citizens of Laramie County.

Project Goals and Objectives

The overarching goal of this project is to enhance the quality, timeliness, and autonomy of forensic death investigations conducted by the LCCO through the acquisition and

implementation of a portable fingerprint identification system. This initiative will deliver measurable improvements in the efficiency and accuracy of identification while simultaneously expanding the office's capacity to respond to increasing caseloads and forensic complexity.

To achieve this goal, the LCCO will implement a series of interrelated objectives. The first objective is to improve the timeliness of decedent identification by enabling immediate identification capture at death scenes and within the morgue. This will reduce delays associated with transporting remains or relying on the schedules of external agencies. The second objective is to increase operational efficiency and self-sufficiency by equipping the Coroner's Office with the tools necessary to conduct biometric identifications independently, reducing reliance on law enforcement and external laboratories while improving the continuity of investigative continuity. The third objective is to enhance the accuracy and documentation of forensic identification using integrated biometric software that ensures secure data capture, storage, and transmission consistent with national forensic data management standards. The final objective is to strengthen local forensic capacity by providing comprehensive staff training in the operation, data management, and maintenance of the fingerprint system, establishing this technology as a permanent component of the office's forensic toolkit.

The successful completion of these objectives will have direct, quantifiable effects on the timeliness and quality of forensic death investigations in Laramie County. By reducing identification turnaround times, the LCCO will enhance next of kin notification, shorten investigative timeframes, and accelerate case resolution. Furthermore, this initiative responds to the critical need for accessible, technology driven forensic solutions in rural jurisdictions with limited laboratory resources and technical infrastructure.

Project Design and Implementation

The LCCO has developed a clear, phased implementation plan to ensure the successful acquisition, deployment, and integration of portable fingerprint technology into its daily operations. Upon receipt of Coverdell funding, the office will initiate procurement of the Dataworks Plus Livescan System, including the portable Five-O scanner and Watson biometric processing modules. This technology has been evaluated for compatibility with the Wyoming law enforcement network and has been identified as the most effective system to ensure seamless data integration with existing investigative and identification platforms. Procurement will adhere to Laramie County's established purchasing and bidding procedures, ensuring compliance with federal and local procurement regulations.

Following acquisition, vendor-led training sessions will be conducted for all Coroner's Office staff, including the Coroner, Chief Deputy Coroner, three Deputy Coroners, and the Executive Assistant. Training will focus on appropriate use of the scanner in both field and morgue settings, secure data capture and storage, and interagency coordination protocols. Upon completion of training and validation, the scanner will be fully integrated into routine operations, allowing investigators to capture fingerprints in real time, transmit data securely to law enforcement databases, and confirm identity quickly and accurately.

The project timeline anticipates a 12-month performance period. During the first two months, the LCCO will complete procurement, installation, and initial testing. Months three and four will focus on staff training and operational validation. Beginning in month five, the system will be fully operational. The Coroner's Office will collect ongoing performance data to evaluate the system's impact on case processing times and identification turnaround. Quarterly reports will be

submitted to the Bureau of Justice Assistance detailing implementation progress and performance metrics.

This project represents a cost effective, evidence based approach to improving forensic service delivery. The introduction of portable fingerprint technology will fill a critical operational gap, enhance investigative accuracy and reduce reliance on external agencies. The project will also foster stronger collaboration with law enforcement by improving data sharing and coordination during investigations. Beneficiaries include law enforcement investigators, prosecutors, public health officials, families of the deceased, and the citizens of Laramie County who rely on accurate and timely death investigation services.

At project completion, deliverables will include a fully functional and integrated portable fingerprint identification system, completed training documentation for all staff, and a final project impact assessment detailing improvements in timeliness and case management efficiency. The LCCO will maintain the system as a permanent part of its operational inventory, with maintenance and software updates funded through its annual budget. This sustainability plan ensures that the benefits of the project will extend well beyond the grant performance period.

Capabilities and Competencies

The LCCO possesses the administrative, technical, and organizational capacity to implement this project successfully and in full compliance with all Bureau of Justice Assistance requirements. The office operates under the management of Laramie County, which provides centralized grant administration and fiscal oversight through its Grants Management Office. This partnership

ensures adherence to all federal and state financial regulations, including procurement, reporting, and performance accountability standards.

Coroner Rebecca Reid will serve as the Project Director and will be responsible for all aspects of project implementation, including procurement coordination, additional staff training oversight, and performance monitoring. Coroner Reid has over a decade of experience in forensic death investigation and previously served as Chief Deputy Coroner before her election in 2019. Her professional background includes service with the District 14 Medical Examiner's Office in Florida, where she gained extensive experience in forensic pathology and scene investigation. Chief Deputy Char Madden, who brings a strong background in law enforcement and criminal investigations, will assist with training and data coordination between the Coroner's Office and law enforcement databases. Deputy Coroners Theresa Patterson, Chris Troesh and Dustin Hauf will be trained to use the portable fingerprint system in field operations, further expanding the office's capacity to perform immediate identifications at death scenes. The Executive Assistant Tina Lacey, will assist with data entry, documentation, and maintenance of usage logs to ensure accurate performance tracking and reporting.

If awarded, the LCCO will collect and report data in accordance with the Coverdell program performance measures. Specifically, the office will monitor reductions in average identification turnaround time and the number of cases delayed due to the lack of in-house identification capability. These metrics will be recorded through the office's case management system and scanner usage records, reviewed monthly by the Coroner, and reported quarterly through the BJA's performance reporting portal. This rigorous data collection and evaluation will ensure that

project outcomes are measurable, transparent, and aligned with the Coverdell program's objectives.

The LCCO has demonstrated a strong history of adapting to new technology, maintaining compliance with accreditation and legal standards, and collaborating with law enforcement, public health agencies, and the judiciary. The office has the infrastructure, experience, and leadership necessary to ensure the success and sustainability of this project. Through modernization of its identification processes, the LCCO will significantly improve the quality and timeliness of its forensic investigations and contribute to the broader mission of the Coverdell Program to enhance forensic science services.

Conclusion

Through the proposed *Enhancing Forensic Identification Capabilities through Portable Fingerprint Technology* project, the Laramie County Coroner's Office seeks to close a critical operational gap that limits the timeliness, accuracy, and efficiency of death investigations in its jurisdiction. Implementation of portable fingerprint technology will produce immediate, lasting improvements in forensic capacity, enabling faster identification, streamlined case processing, and stronger collaboration with law enforcement. This project aligns directly with the Paul Coverdell Forensic Science Improvement Program's mission to enhance the quality and timeliness of forensic science and coroner services and supports national efforts to strengthen rural forensic capacity and address the demands of violent crime investigations. This proposal represents a sustainable investment in local forensic capacity that will continue to benefit the citizens of Laramie County well beyond the grant period.

References:

- U.S. Census Bureau. (2024). *QuickFacts: Laramie County, Wyoming*. Retrieved from <https://www.census.gov/quickfacts/fact/table/laramiecountywyoming>
- Federal Bureau of Investigation. (2023). *Crime Data Explorer: Wyoming State and County Violent Crime Data, 2021–2023*. Retrieved from <https://cde.ucr.cjis.gov/>

Paul Coverdell Timeline

Project Phase / Task	<u>Activities / Deliverables</u>	<u>Responsible Party</u>	<u>Start Date</u>	<u>End Date</u>	<u>Performance Measure / Outcome</u>
Procurement & Setup	Issue purchase order for Dataworks Plus Livescan system; receive and install equipment	Coroner / County Purchasing	Month 1 (January 2026)	Month 2 (February 2026)	Equipment received, installation verified
Training	Vendor-led training for all staff on portable scanner use, data management, and reporting	Vendor / Coroner	Month 3 (March 2026)	Month 4 (April 2026)	100% staff trained; training logs completed
Operational Integration	Begin using system in field and morgue operations	Deputy Coroners	Month 5 (May 2026)	Month 6 (June 2026)	System operational; first live fingerprint identification completed
Evaluation & Reporting	Track identification turnaround times; submit quarterly BJA reports	Coroner / Executive Assistant	Month 6 (June 2026)	Month 12 (December 2026)	25% reduction in identification delay; timely BJA submissions
Final Report & Sustainability	Submit final report and incorporate maintenance into LCCO annual budget	Coroner / Grants Office	Month 12 (December 2026)	Month 12 (December 2026)	Final report accepted; system integrated into routine operations

October 3, 2025

Rebecca Reid
Laramie County Sheriff's Department

RE: DeadScan™ with Five O Device

Dear Rebecca,

We appreciate your interest in the DataWorks Plus family of imaging products for law enforcement and correctional agencies. I am including a proposal for a Laptop with Five-O Device. These devices come complete with software, scanner and will be able to print or submit electronically.

If you have any questions regarding this quote, please do not hesitate to call.

Sincerely,



DataworksPlus 

Todd Pastorini
Executive Vice President and General Manager
(925)626.8929 | TPastorini@dataworksplus.com

LiveScan Plus™ Laptop Version with 5-O

Best for Decedents

LiveScan Plus™ Ten Print Based on the IB 5-O System

LiveScan Plus:

- Dell Precision 385x Series
- Intel i5 -1235 U Processor
- 16 GB, DDR4-2400MHz SDRAM, 1 DIMM, Non-ECC
- Intel GT2 Integrated Graphics
- 256 GB SSD Hard Drive
- Intel AX211 Wi-Fi 6/6E Wireless Adapter
- Microsoft® Windows 11 Pro 64 Bit
- Dell Mouse
- No Optical Drive Included
- 15.6" HD (1920x1080) WLED Backlight with MIC & Camera
- Bluetooth 4.1
- 3 Cell (41 Whr) battery
- 65W A/C Adapter
- LiveScan Plus™ Client Edition (includes applicant TOT)
- LiveScan Plus™ 500 DPI Fingerprint IB 5-O With TenPrint Capture
- Microsoft SQL Server Express
- Hard shell Case
- Remote Installation & Training

Base System With Five-O		\$7,800.00
Base System Watson		\$7,300.00
 5- O Scanner USB	 Watson USB	Printer is recommended for the solution

Options

Lexmark MS821dn printer (FBI Certified Duplex Networked Card Printer with one paper tray and another paper input) + Accuprint	\$1,300.00
Onsite Training	\$1,300.00
Magtek Magstripe Reader & Driver's License Import Interface	\$850.00

Quoted pricing includes the following services:

- Shipping, Integration, and Noted Installation.
- Delivery approximately 45-60 days after receipt of order.
- 12-month Premium Plus warranty, commencing at delivery
- Administrative, Trainer, & User Training.

Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$250 per hour, plus any related travel or administrative expenses. If a customer is providing their own PC (laptop, tower or desktop) for the use with a livescan, they will be required to send one example of each machine to Greenville for hardware testing and validation.

Upon expiration of warranty for the above equipment, Standard Maintenance for the first year will be available at 12% of the system list price, and is renewable annually thereafter at then current pricing. Standard maintenance support includes 8 x 5 Monday through Friday with next day onsite support and includes repair or replacement of failed parts and software maintenance. Premium Plus Maintenance will be offered for 14% of the system list price for upgraded 24 x 7 coverage.

DataWorks Plus appreciates the opportunity to present this proposal, which will be valid for 90 days, after which availability and prices are subject to change. To confirm your requisition, please submit your purchase order within this time frame. Prices are exclusive of any and all state, or local taxes, or other fees or levies. This quote is subject to the following conditions:

1. 50% payment due with Purchase Order
2. 50% payment due at installation.
3. Payment net thirty (30) days from receipt of invoice.
4. Warranty begins at delivery.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2025 Coverdell Forensic Science Improvement
Grants Program

Certification as to Forensic Science Laboratory System Accreditation

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

Before receiving any funds under this grant, any forensic science laboratory system in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount (except with regard to any medical examiner's office in the State) either—

a) is accredited by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement, or,

b) is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2025 Paul Coverdell Forensic Science Improvement Grants Program.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 agency (that is, the agency applying directly to the Bureau of Justice Assistance).



Signature of Certifying Official

Gunnar Malm

Printed Name of Certifying Official

Chairman

Title of Certifying Official

Laramie County, Wyoming

Name of Applicant Agency
(Including Name of State)

October 24, 2025

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2025 Coverdell Forensic Science Improvement
Grants Program

Certification as to Forensic Science Laboratory System Accreditation

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


Before receiving any funds under this grant, any forensic science laboratory system in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount (except with regard to any medical examiner's office in the State) either—

a) is accredited by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement, or,

b) is not so accredited, but will (or will be required in a legally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2025 Paul Coverdell Forensic Science Improvement Grants Program.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 agency (that is, the agency applying directly to the Bureau of Justice Assistance).



Signature of Certifying Official

Gunnar Malm

Printed Name of Certifying Official

Chairman

Title of Certifying Official

Saramie County, Wyoming

Name of Applicant Agency
(Including Name of State)

October 29, 2025

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2025 Coverdell Forensic Science Improvement
Grants Program**

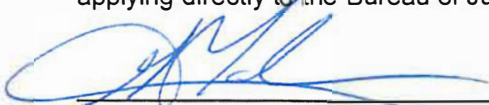
Certification as to Generally Accepted Laboratory
Practices and Procedures

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

Any forensic science laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 agency (that is, the agency applying directly to the Bureau of Justice Assistance).



Signature of Certifying Official

Gunnar Malm

Printed Name of Certifying Official

Chairman

Title of Certifying Official

Laramie County, Wyoming

Name of Applicant Agency
(Including Name of State)

October 29, 2025

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

**FY 2025 Coverdell Forensic Science Improvement
Grants Program**

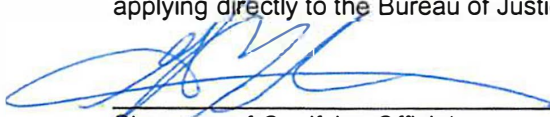
Certification as to Plan for Forensic Science Laboratories —
Application from a **Unit of Local Government**

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

This unit of local government has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services provided by the laboratories operated by the applicant unit of local government and any other government-operated laboratories within the State that will receive a portion of the grant amount.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 agency (that is, the agency applying directly to the Bureau of Justice Assistance).



Signature of Certifying Official

Gunnar Malm

Printed Name of Certifying Official

Chairman

Title of Certifying Official

Laramie County, Wyoming

Name of Applicant Agency (Including Name of Unit of Local Government)

October 29, 2025

Date

**FY 2025 Coverdell Forensic Science
Improvement Grants Program**

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies that—

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

Prior to receiving funds, the applicant agency (that is, the agency applying directing to the Bureau of Justice Assistance) must provide — for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount — the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the Eligibility Information section of the program solicitation for the FY 2025 Coverdell Program.

Name of Applicant Agency (Including Name of State):

Laramie County, Wyoming

Date: October 29, 2025

Name of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount

Existing government entity (entities) with an appropriate process in place to conduct independent external investigations

Laramie County Coroner's Office

2. _____

FY 2025 External Investigations Attachment (continued)

Name of Applicant Agency: _____

3. _____	_____

4. _____	_____

5. _____	_____

6. _____	_____

7. _____	_____

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE

FY 2025 Coverdell Forensic Science Improvement
Grants Program

Certification as to External Investigations

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

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

I personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2025 program solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and/or 1621 and/or 34 U.S.C. §§ 10271-10273. 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 agency (that is, the agency applying directly to the Bureau of Justice Assistance).



Signature of Certifying Official

Einar Malm

Printed Name of Certifying Official

Chairman

Title of Certifying Official

Laramie County Wyoming

Name of Applicant Agency
(Including Name of State)

October 29, 2025

Date



10/16/2025

To Whom It May Concern:

The Laramie County Coroner's Office in Cheyenne, Wyoming was last accredited in 2020 by the International Association of Coroners & Medical Examiners.

Since that time, our office has continued to operate in alignment with national standards and best practices for medicolegal death investigation. However, due to currently going through audit for accreditation at our five-year mark, our in-person audit will take place November 20, 2025. We currently anticipate meeting all reaccreditation requirements by 2026 and receiving our certificates.

Our office remains committed to high professional standards and continues to pursue full reaccreditation as a priority. We appreciate your understanding as we work toward achieving this important milestone.

Sincerely,

Rebecca Reid
Laramie County Coroner
Cheyenne, Wyoming
Rebecca.Reid@laramiecountywy.gov
307-775-7477



International Association of Coroners & Medical Examiners

Collaboration • Education • Accreditation

Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education and accreditation.

January 13, 2020

Laramie County Coroner
Rebecca Reid
3964 Archer Parkway
Cheyenne, WY 82009

Ref: International Association of Coroners & Medical Examiners Accreditation

Dear Coroner Reid,

As Secretary of the International Association of Coroners and Medical Examiners (IACME) and on behalf of those members that we represent, I would like to congratulate you on your accreditation with our association.

The Accreditation Auditors made it clear the Laramie County Coroner's Office makes every effort to provide the highest level of service to the citizens, neighbors and visitors of Laramie County. This is accomplished by a dedicated team of well-trained investigators through timely and compassionate investigations of deaths occurring in their jurisdiction. They strive to maintain a mutually beneficial relationship with local law enforcement as well as with local EMS providers. Laramie County Coroner's Office also takes advantage of every opportunity to educate and to build trust within their medical community and they are the voice of those who can no longer speak for themselves.

The IACME is proud to say the Laramie County Coroner's Office is a great representation of what our association expects from an accredited office. The Accreditation certificate will be presented to you or your representative at the IACME annual training conference during the week of July 19-23, 2020 Las Vegas, Nevada. Thank you again for your support of the IACME.

Respectfully,

John Fudenberg, Accreditation Manager
IAC&ME

:nc



International Association of Coroners & Medical Examiners

Professionalism & Prevention

Dedicated to the promotion of excellence in medicolegal death investigation through annual educational seminars for over 70 years

Laramie County Coroner Office

Accreditation Report

Start Date: 10-21-2019

End Date: 01-06-2020

P. Michael Murphy F-ABMDI Coroner, retired-Lead Auditor
Kelly Keyes, D-ABMDI Supervising Deputy Coroner- Auditor

The Laramie County Coroner Office has met all requirements as illustrated in the assessment table illustrated below and also demonstrated on the checklist. The checklist was approved for completion and compliance with standards and required standards.

Self-Assessment Results by Category

The following table represents the results of your "Self-Assessment."

NOTE: Full accreditation is obtained by having 100% of the Required Standards and at least 90% of the Standards.

Category	Required Standards	Standards	Accredited
A. Medicolegal Office Practices	100%	100%	✓
B. Investigative Practices	100%	100%	✓
C. Morgue Facilities	100%	100%	✓
D. Laboratory Services	100%	100%	✓
E. Forensic Specialists	100%	100%	✓

Standards - N/A

A. Medicolegal Office Practices

8. Quality Assurance Policies

- d. The office should participate in local or state level death review teams



International Association of Coroners & Medical Examiners

Professionalism & Prevention

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AUDITOR'S COMMENTS

The office is located within a county satellite complex and is secured by locks and alarms. A tour of the facility was conducted and all spaces under the control of the coroner were locked and secured. The areas were neat and orderly. A review of policies and procedures was conducted. During the inspection of the policies several items were provided and wet ink was utilized to address concerns of the auditors. Documentation was an issue prior to auditor's arrival but all issues were addressed during the visit or within hours thereafter. It should be noted the coroner has been in office just under one year and has made outstanding progress in professionalizing the office and documenting the work of the office.

Inspection of the office space, property, tissue and related storage was well organized, neat and clean. The autopsy suite was clean organized and well within standards. The offsite autopsy suite used by the contract forensic pathology group was not inspected but is NABH accredited and certification was provided and attached to the audit document.

An inspection of the vehicles used by the office found the vehicles in very good condition and adequately equipped.

The office does not have a laboratory but utilizes both state and private lab services. These services meet the needs of the office. Turn around times are tracked and meet standards.

The office also depends upon contracted autopsy services. The service is able to provide timely response to cases and provides appropriate reports. Each doctor is well within the recommended case load.

One of the Doctors providing service is not board certified but in in the application process. Quality assurance is conducted internally by the service provider.

A review of the staffing pattern for the office has raised some concern with the low number of personnel. Including the Coroner there are 2 full time and 1 part time employees for investigation and 1 full time administrative person. Considering leave liability and job stress the staffing shortage may become an issue. This office transport cases out of state for examination. This is a strain on staff time to transport cases outside of the state for examination and autopsy. If cases could be done at the coroner's office this would reduce some time constraints. This should be addressed in future budget reviews. In an interview with the County Commissioners they have budgeted for an additional part time employee this year and should be complimented for their efforts and continue to address the needs.

The reports completed by this office are concise and informative. A random sampling of each manner of death was reviewed. The reports completed by the investigators are concise and organized. The narrative section of the reports meets minimal information but should be more detailed and include much more factual descriptive information. This was discussed and the office is researching the addition of a coroner/medical



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examiner-based records management system. The office has a policy to conduct re-enactments on deaths of infant children per standards. Photographs were also reviewed with the cases that were inspected.

They were within standards but some of the photo's lacked scales and or case numbers this was addressed with the coroner and she will correct this situation in future cases.

During the inspection auditors observed some items of note. This office transports the deceased person to the office. They utilize coté covers for all cases. They utilize a special United States Flag cover for military veterans & 1st responders who die and are transported by the staff. This is one example of the caring of this office. They also have special carriers for infant and small children. The office is involved in several community outreach and it is recommended it be documented and reported in the annual report.

This office identified a need in the community to assist families in the time of death such as death. They provide a "help basket" to displaced families members at death scenes or shortly thereafter. They include water, snack, food, clothing, toiletries etc. This is an excellent example of an office going above and beyond to address the needs of those we serve.

The Auditors met with stake holders to assess their perspective of the work the office does.

County Commissioners Heath, Holmes, Ash and Thompson. Contact Number 307-632-4260

The impression given et al was as follows:

The office has changed drastically since Coroner Reid has taken office. The communication has improved. The information exchange has been excellent and the feedback from the community has been very positive, proactive, caring, inclusive and collaborative. One commissioner expressed concern about the stress of the job on the staff and the coroner. The commissioners were in tune with the needs of the office and staff and appear to be very supportive.

Chief J. Caughey, 9th Fire District cell 307-772-1058

The Chief indicated the working relationship was excellent and it has not always been that way with the office in the past years. The response time for the office to death was were as good as can be expected since travel time in Wyoming is always an issue but juts the nature of a large area or responsibility. The coroner does everything possible to bridge gaps in service and address needs of the respective organizations. They work together on mass fatality and disaster training. All of the individuals interviewed spoke of the coroner's compassion and caring. They each spoke of an incident of a fire fighters' recent death and the dignity and caring shown by the office and the coroner.

Captain Tom Stoker Wyoming Highway Patrol 307-777-4875

The Captain indicated the relationship is excellent. There are no concerns and the conflict does not exist. He has indicated the coroner will take extra time to explain the process of the office to the troopers and is always teaching and working to better the level of the everyone in the process. In closing he enjoys working with the office and it is the best relationship he has experienced in his 25 years.



International Association of Coroners & Medical Examiners
Professionalism & Prevention

Dedicated to the promotion of excellence in medicolegal death investigation through
annual educational seminars for over 70 years

AUDITOR'S RECOMMENDATIONS

It is the recommendation this office be granted unconditional certification.

P. Michael Murphy F-ABMDI
Coroner, Retired
Lead Auditor

Date 01-07-2020

Kelly Keyes, D-ABMDI
Supervising Deputy Coroner
Auditor

Date 01-07-2020

Rebecca J. "Becki" Reid

Work Experience

Laramie County Coroner Office, Cheyenne, WY
Coroner

Jan. 2019-present

Laramie County Coroner's Office, Cheyenne, WY
Chief Deputy Coroner

Dec. 2013 – January 2019

- = Take death calls and determine Coroner's Jurisdiction
- = Schedule autopsies when needed
- = Draw blood to check cardiac levels
- = Maintain death certificates
- = Initiate and complete case files
- = File case dockets
- = Speak to families about deceased medical history. Contact primary care physician and obtain medical records
- = Release bodies to funeral homes with proper release form
- = Pill destruction on each case if needed
- = Maintain supplies and inventory
- = Obtained fingerprints and dental for identification purposes
- = Collection and inventory of personal property
- = Collect and store evidence on each case
- = Use digital photography to document crime scenes and autopsies involving death investigation
- = Working and filed proper paperwork and forms for indigent/unclaimed bodies
- = Transport bodies from death scenes
- = Maintain maintenance on work vehicle's
- = Training personnel
- = Assist in training for other departments (Fire, EMS, Forensic Nursing staff)
- = X-ray bodies for investigative purposes
- = Coroner Inquest

District 14 Medical Examiner's Office, Panama City, FL
Death Investigator / Forensic Pathology Assistant

2009- Nov. 2013

Covered: Bay, Gulf Calhoun, Washington, Holmes and Jackson Counties

- = Obtained fingerprints, dental and body x-rays for identification purposes
- = Collection and inventory of personal property
- = Collect and store evidence on each case
- = Used Digital Photography to document crime scenes and autopsies involving death investigation
- = Assist Medical Examiner with autopsies, collecting samples for toxicology, histology, gross specimens and DNA
- = Initiate and complete case files

- = Maintain morgue by ordering and stocking supplies
- = Maintain morgue logs
- = Maintain morgue operations
- = Speak to families about deceased medical history. Contact primary care physician and obtain medical records
- = Maintain death records using EDRS online system
- = Maintain all invoices received in office to be approved and paid
- = Grant Writing
- = Annually reported data to the Florida Department of Law Enforcement and the Medical Examiners Commission
- = Maintain the annual audit
- = Made sure supplies were stocked for whole office
- = Prepared Morgue for Health Department inspection
- = Oversaw Hazmat training and Biohazards training once a year for all employees
- = Schedule maintenance for the building
- = Worked with the Bay County Teen Court Program, hosted monthly tours of the office to teens who are court ordered to attend the program
- = Maintained record keeping and invoices
- = Maintained Innovatory records for county inspections
- = Worked and filled proper paperwork and forms for indigent/unclaimed bodies
- = Setup and assisted the Medical Examiner with private autopsies
- = Private brain removals for Mayo Clinic antimeres studies
- = Released bodies to Funeral home with proper release form

Bay County Sheriff's Office, Lynn Haven, FL
Telecommunications

2007- 2009

- = Answered 911 and non-emergency calls
- = Dispatched deputies to calls as they came into call center
- = Ran identifications, vehicles, and persons through FCIC/NCIC
- = Entered missing persons and stolen items into FCIC/NCIC
- = Confirmed wanted persons with other agencies
- = Train new personnel in dispatch
- = Assistant supervisor of a shift (also act as supervisor in their absence)
- = Kept all employees up to date on policies and procedures
- = Made sure everyone on my shift was up to date on all training

Springfield Police Department, Panama City, FL
Telecommunications

2004-2006

- = Answered 911 and non-emergency calls
- = Dispatched officers and Fire and Rescue to calls as they came into call center
- = Ran identifications, vehicles, and persons through FCIC/NCIC.
- = Entered missing persons and stolen items into FCIC/NCIC
- = Train new personnel in dispatch
- = Confirmed wanted persons with other agencies

District 14 Medical Examiner's Office, Panama City, FL
Death Investigator / Forensic Pathology Assistant

2002-2003

Covered: Bay, Gulf, Calhoun, Washington, Holmes and Jackson Counties

- = Fingerprints, dental and x-rays bodies for identification purposes
- = Collect and inventory personal property
- = Collect and store evidence on each case
- = Used Digital Photography to document crime scenes and autopsies involving death investigation
- = Assist Medical Examiners with autopsies, collecting specimens for toxicology, histology, gross specimens and DNA
- = Initiate and complete case files
- = Maintain the morgue by ordering and stocking supplies
- = Maintain morgue logs and operations
- = Speak to families in regards to medical history. Contact primary care physician and obtained medical records
- = Maintain death records (Paper Death certificates)
- = Annually reported data to the Florida Department of Law Enforcement and the Medical Examiners Commission
- = Maintained annual audit
- = Oversaw Hazmat training and Biohazards training once a year for all employees
- = Prepared morgue for Health Department Inspection
- = Schedule maintenance for the building
- = Worked and filed proper paperwork and forms for indigent/unclaimed bodies
- = Released bodies to Funeral Homes with proper release.

Wilson Funeral Home, Panama City, FL
Intern/Volunteer

2001-2002

- = Completed 120 hours towards my apprenticeship
- = Assist with funerals, preparation of body for funeral services (dressing and cosmetics)
- = Removal of body from place of death

Smitty's BBQ Restaurant, Panama City, FL
Hostess, Waitress, Manager

1996-2004

- = Take orders, enter is POS system, deliver orders and cash out customers
- = Assist with catering and managerial duties as need
- = Open and close restaurant

Skills

Computer literate, Internet, Microsoft Office, Microsoft Excel, Microsoft Power Point,
grant writing experience and good communication and Interpersonal skills
Ability to communicate with many different levels of people including (but not limited to)
department heads, law enforcement, ems, doctors, court officials, media personnel and
the general public.

Education

Bay High School, Panama City, Fl. United States Major: General Studies for High School Diploma	1997-2001
Gulf Coast State College Basic English and Reading Skills II	Spring 2002/Fall 2002
Gulf Coast State College Crime Scene Digital Photography	2002
Gulf Coast Community College, Panama City, Fl. United States Criminal Justice Training Academy Major: Law Enforcement Officer	2004-2005
School of Medicine St. Louis, Missouri Medicolegal Death Investigative training course 40 Hours (See Curriculum attached)	January 27-31, 2003
Florida Department of Law Enforcement FCIC/NCIC Certification 5 Hours	September 23, 2004
Department of Juvenile Justice Par Certification 120 Hours	June 10, 2005
Introduction to the Incident Command System ICS-100	March 3, 2008
ICS for Single Resources and Initial Action Incidents ICS-200	March 4, 2008
National Incident Management System (NIMS), an Introduction	March 11, 2008
Mass Fatality Incident Response 20 Hours	March 13, 2014
American Board of Medicolegal Death Investigators 640 Hours (In Field Training)	2014
Coroner Basic Academy Course (43 hours)	June 27, 2014, to July 01, 2014
School of Medicine St. Louis, Missouri Medicolegal Death Investigative training course 40 Hours	January 5-9, 2015
American Board of Medicolegal Death Investigators	January 9, 2015
April 2025	

#2290 Certified ABMDI

University of North Dakota School of Medicine
Death Investigation Basics (7.75 Hours) February 18, 2015

University of North Dakota School of Medicine
Death Investigation Cultural Competency
(2.25 Hours) March 25, 2015

University of North Dakota School of Medicine
Death Investigation Mental Health First Aid
(3.25 hours) April 7, 2015

Wyoming Ebola Response (RERT)
(5 hours) Advanced Training January 14, 2016

Biological Agents
(8 hours) Advanced Training February 2, 2016

Managing Emotions under Pressure
(6 hours) April 28, 2016

University of North Dakota School of Medicine
Death Investigation Advanced Topics Course
(5.0 hours) August 27, 2016

Texas A&M/ FEMA Senior Officials Workshop
For All- Hazards Preparedness (6 hours) February 21, 2017

Identifying, Investigating, and Prosecuting
Domestic Violence Strangulation Cases
(9 hours) August 22, 2017

University of North Dakota School of Medicine
Death Investigation Terminology & Diseases Course
(6.5 hours) March 23, 2019

Mental Health First Aid
(8 hours) March 29, 2019

University of North Dakota School of Medicine
Forensic Pathology Course
(18 hours) August 17, 2019

Laramie County Community College
Bachelor of Physiology (pre-med) January 21, 2020, to 2023

QPR Suicide Prevention Gatekeeper June 23, 2021, 2 hours

April 2025

Investigating Infant and Child death	Feb. 16, 2022, 8 hours
Investigation Management Call to court	January 18-19, 2022, 16 hours
Dr. Baden Case Study	May 12, 2022, 2 hours
2023 Wyoming Coroner's Association Summer Conference	June 21-23 2023, 20 hours
Suicide Mortality Review Academy	March 19-21, 2024
Understanding Blood Patterns	October 16-17, 2024, 16 hours
Preparing for Court Testimony	November 13, 2024, 1 Hour
The Challenge of Unidentified Decedents	November 21, 2024, 2 hours
Investigating Abusive Head Trauma in Children	January 4, 2025, 2.5 hours
12 Critical Mistakes Made at a Death Scene	January 4, 2025, 1.5 hours
Preparedness Mindset for Investigators It's not an emergency if you have a plan	January 4, 2025, 1.5 hours
Investigating Burn Injuries In Children	January 4, 2025, 1.5 hours
Information to Obtain During a Forensic Death Investigation	January 6, 2025, 4.5 hours
The process of Investigation-from call to court	January 6, 2025, 2 hours
Autoerotic Fatalities- Investigating and interpreting the scene	January 7, 2025, 3.5 hours
2025 Wyoming Coroner's Association Summer Conference	June 16-20, 2025, 40 hours
Death, Dollar & Decisions: leading an MDI Office Workshop	July 20, 2025, 8 hours
2025 IACME Annual Training Conference	July 21-24, 2025, 31 Hours

Professional Organizations

American Board of Medicolegal Death Investigators - Diplomat
Society of Medicolegal Death Investigators
Wyoming Peace Officers Standards and Training Commission (post)
Wyoming Child Death Review and Prevention Team
The Children's Collaborative Team
Loss Team
Zonta of Cheyenne
International Association of Coroner's & Medical Examiners – Fellow Member
Laramie County Grief Support Group
Laramie County Suicide Fatality Review Board
Laramie County Overdose Fatality Review Board
Chair Board of Coroner Standards State of Wyoming
Vice President for the Wyoming Coroners Association

References

Natasha Woodham DNP, ARNP
Gulf Coast Children Advocacy Center
850-896-1285

Joey Weiner
Weld County, Colorado Coroner's Office
Chief Deputy Coroner
720-938-1813

Mark Shuman M.D
Miami Dade Medical Examiner's Office
305-527-9535

Shannon Mitchell
Dist. 14 State Attorney Office
Investigator
850-381-1405

CHAR M. MADDEN

P.O Box 160 • Pine Bluffs, WY. 82082 • Phone (307) 823-3175

OBJECTIVE

To continue my education as a Medicolegal Death Investigator
with the Laramie County Coroner's Office

EDUCATION

- | | | |
|------|---|----------------|
| 2019 | Wyoming Law Enforcement Academy
<i>Wyoming Certified Deputy Coroner</i> <ul style="list-style-type: none">■ Detention Officer Basic | Douglas, WY |
| 2012 | Eastern Wyoming College
<i>17 Credit Hours</i> <ul style="list-style-type: none">■ Criminal Justice/General Studies | Torrington, WY |
| 2012 | Wyoming Law Enforcement Academy
<i>Wyoming Certified Peace Officer</i> <ul style="list-style-type: none">■ Peace Officer Basic | Douglas, WY |
| 2001 | Wyoming Law Enforcement Academy
<i>Wyoming Certified Detention Officer</i> <ul style="list-style-type: none">■ Detention Officer Basic | Douglas, WY |

PROFESSIONAL EXPERIENCE

- 2019-Present Laramie County Coroner's Office Cheyenne, WY
Chief Deputy Coroner
- Perform all the functions of Deputy Coroner.
 - Medicolegal death investigation including external examinations and autopsy.
 - Provide assistance with administrative management.
 - Accurately provide for release of coroner's information as allowed by law.
 - Provide follow-up investigation on all pending cases to assist pathologists as requested.
 - Responsible for keeping records, directing, and assisting in all investigations.
 - Responsible for assisting in the training of staff regarding policies and procedures and the newest investigative techniques.

- Maintain records of all departments' training.
- Process and handle all aspects of indigent/unclaimed bodies.
- Testify in court or inquest as a witness regarding findings in a Coroner's investigation, as required.
- Performs other Coroner's Office related duties as required.

2015-2019 Laramie County Sheriff's Office Cheyenne, WY

Deputy Sheriff

- Patrol the entire county of Laramie County, Wyoming to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances, check buildings for physical security.
- Respond to burglar alarms, public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations; investigate traffic accidents; render aid to injured parties.
- Interview suspects, victims, and witnesses in the field. Prepare reports on arrests made, activities performed, and unusual incidents observed, input information into the computer.
- Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail.
- Serve warrants, subpoenas, and civil paperwork.

2012-2015 Pine Bluffs Police Department Pine Bluffs, WY

Police Officer

- Patrol the area of the Town of Pine Bluffs to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances, check buildings for physical security.
- Respond to burglar alarms, public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations; investigate traffic accidents; render aid to injured parties.
- Interview suspects, victims, and witnesses in the field. Prepare reports on arrests made, activities performed, and unusual

incidents observed, input information into the computer.

- Arrest and maintain custody of prisoners; conduct breathalyzer tests and record results; book and transfer prisoners to jail.
- Serve warrants and subpoenas; provide bar checks.

2009-2012 Laramie County Assessor's Office Cheyenne, WY
Field Appraiser

- Performs field inspection of properties, and interviews residents to obtain technical property information; collects data using state and County guidelines and procedures.
- Verifies the features and characteristics of the land and property to be appraised; draws to scale the components and property as an aid in determining its value. Conducts visual inspection and makes qualified judgments regarding the condition and effective age of properties; ensures assessments accurately reflect property values.

2001 – 2009 Laramie County Sheriff's Office Cheyenne, WY
Detention Sergeant/Deputy Sheriff

- Supervises sworn deputies and support staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches, and instructs employees as required. Supervises sworn deputies assigned to court security, maintains the safety and security of the courthouse and courtrooms. Ensure the safe transport of inmates to and from court.
- Prepared Detention/Court Security Budgets
- Supervised Programs Director/Inmate Labor Director/Visitation Clerks
- Maintain Safety and Security of the Detention Center/Sheriff's Department and the County Government Complex.
- Maintained custody of the inmate population. Provided Court Security, Field Training Officer, and Classification Officer.

ADDITIONAL PROFESSIONAL ACTIVITIES

Certified D.A.R.E. Instructor.

Certified SRO with National Association of School Resource Officers

Certified Medicolegal Death Investigator through the American Board of Medicolegal Death Investigators (registry number 3283)

Certified Field Training Officer with Wyoming P.O.S. T

SPECIALIZED TRAINING

ABMDI Certification #3283 February 12th, 2020

State of Wyoming Peace Officer Basic Course through Wyoming Law Enforcement Academy

State of Wyoming Detention Officer Basic Course through Wyoming Law Enforcement Academy

State of Wyoming Coroner Basic Course through Wyoming Law Enforcement Academy

Death Investigation Basic Course with University of North Dakota School of Medicine

Advanced Topic Death Investigation Course with University of North Dakota School of Medicine

Cultural Competency Course with University of North Dakota School of Medicine

Forensic Pathology Course with University of North Dakota School of Medicine

Terminology & Disease Courses with University of North Dakota

Mental Health Issues for Death Investigators Course with University of North Dakota School of Medicine

Response and Understanding a Death Scene Course with Death Investigation Academy

Investigating Infant and Child Death Course with Death Investigation Academy

Courtroom Testimony, Preparation, and Credibility Course with Death Investigation Academy

Chemical Suicide-Responder Safety Course with Death Investigation Academy

Bleeding Control Basic v.1.0 Course

Trauma Informed Care Training

QPR Suicide Prevention Gatekeeper Program

Mental Health First Aid

Basic Crime Scene Processing

Reid Interview and Interrogation

Reid Advanced Interview and Interrogation

Detective New Criminal Investigator

Basic Crime Scene Digital Photography

Crimes Against Children Conferences

Advanced Techniques Unresolved Death Investigation

Why Teens Kill

IS 100 Introduction to the Incident Command System
IS 200 ICS for Single Resources and Initial Action Incidents
2,336.53 hours of Wyoming P.O.S.T. training

AWARDS RECEIVED

October 2020 Received a Community Hero Award with Laramie County Government

August 2017 Received a Life Saving Award with Laramie County Sheriff's Office.

August 2017 received Bystander of the Year Award from Wyoming State EMS convention.

October 2016 received a Life Saving Award with Laramie County Sheriff's Office.

December 2015 received a Service Commendation Award with Pine Bluffs Police Department.

November 2007 received a Meritorious Service Commendation Award with Laramie County Sheriff's Office.

December 1999 received a Life Saving Award with Laramie County Sheriff's Office.

VOLUNTEER SERVICE

2019-Present: Laramie County Grief Support Group and Laramie County LOSST Team.

2019-2023: Reverse Park Ranger with Wyoming State Parks.

2015-2020- Reserve Part/Time Police Officer with Pine Bluffs PD.

2011: Fundraising for various charities in Laramie County through the Cheyenne Capidolls Roller Derby League.

THERESA PATTERSON



metree69@gmail.com



(307)256-6456



Cheyenne, Wyoming 82001

SKILLS

- Enhanced investigative procedures by incorporating advanced forensic techniques and technology.
- Collaborated with law enforcement agencies to ensure thorough investigations and accurate case resolutions.
- Conducted detailed death scene examinations, gathering vital evidence for determining cause and manner of death.
- Enhanced record-keeping practices by implementing a digital database system for case documentation and archiving purposes.

EDUCATION

University of North Dakota
01/2020

Death Investigator Training

- Death Investigation Training including
- Basics
- Mental Health Issues for Death Investigators
- Cultural Competency
- Terminology and Diseases
- Advanced Topics
- Forensic Pathology

Death Investigation Academy
01/2020

PROFESSIONAL SUMMARY

Experienced with conducting forensic examinations and managing detailed case records. Utilizes keen analytical skills to uncover critical information and collaborate with multidisciplinary teams. Track record of maintaining composure and precision in high-stress situations.

WORK HISTORY

Laramie County Coroner's Office - Deputy Coroner
Cheyenne, WY • 02/2020 - Current

- Under close to general supervision, conducts investigations to determine the circumstances, cause and manner of death and determines the identity of decedents coming under the jurisdiction of the Office for the Coroner. May order, attend and assist in the conducting of autopsies by a pathologist and any other duties required by the coroner. I also train new hires for the position of Deputy Coroner.

Laramie County Treasurer - Motor Vehicle Clerk
Cheyenne, WY • 10/2018 - 02/2020

- Process sales tax and vehicle registration for residents of Laramie County. Dual registration and work permits are also issued out of this office. This position requires a large amount of multi-tasking. We answer all of our phone calls and correspondence by mail and email all while providing customer service to the walk-ins. It is fast paced for most of the year and can take some patience. There are times customers are not so happy to give us large sums of money or provide required documents. In these cases we must use our negotiation skills and be able to help them through a difficult situation. I handle very large sums of money and we count out our drawers every morning before we open the doors.

Halladay Motors Inc. - Billing Clerk
Cheyenne, WY • 11/2016 - 10/2018

- I was hired as the receptionist and still worked this position to cover for lunch 3-4 days a week. Answering the telephone and directing customers to the appropriate department. Make copies, complete faxes and emails for the owner. Greet and take care of customers and vendors when they enter the showroom. I was moved into the Accounting department in March of 2017 as the Accounts Receivable Clerk. In that position I completed the daily bank deposit for cash and checks received for parts and service departments in all 3 stores. Pull and arrange a spreadsheet each morning for our sales team and general manager to provide which car deals are still in

- Classes taken
- Response and Understanding a Death Scene
- Investigating Infant and Child Death
- Chemical Suicide - Responder Safety
- Courtroom Testimony, Preparation and Credibility
- Professional Conduct - skill and attributes
- Implications in Cause, Manner and Time of Death Rulings
- Proper Death Notification Procedures
- Determining Time of Death
- Scene Management and Documentation

Southeast Technical Institute
Sioux Falls, SD • 01/1999
Completed one full semester

Roosevelt High School
Sioux Falls, SD • 01/1998

High School Diploma

CERTIFICATIONS

I received my Certification from the American Board of Medicolegal Death Investigator's, Inc. on February 23, 2024.

Sections of study were
Interacting with Federal, State and local Agencies
Communicating
Interacting with Families
Investigating Deaths
Identifying and Preserving Evidence
Maintaining Ethical and Legal Responsibilities
Demonstrating Scientific Knowledge
Coping with Job-Related Stress

transit. Enter all credit card receipts off of credit card ledger from our bank statement. Receipt in Automatic payments for the day for all 3 stores plus the body shop. Clean schedules for the fixed operative manager meeting every Wednesday. I was moved into the Billing Clerk position in July of 2017. There I posted all of the car deals for all 3 stores and the used car center. This is done in our general operating system (CDK) and I worked directly with the Finance Managers. I was responsible for the warranty cancellations and refunds and also posting the statements at the beginning of each month. This required working with the warranty company, the finance manager and the customer. I had monthly schedules to be cleaned that directly relate to any money in or out for a car deal. This took me approximately 2 days to complete for all 3 stores. I was also still receipting in all money for any car deal, Accounts Receivable checks and down payments.

Great Harvest Bread Company - Store Opener/ Server
Cheyenne, WY • 08/2016 - 11/2016

- I opened the store each morning for customers. Before opening I worked with the bakers to fill the display cabinet and shelves with baked goods for the day. I was also trained as a Barista for the espresso machine. I prepared sandwiches and soups daily. Cash register was handled by me and counted out daily.

A thru Z Document Destruction - Information Protection Specialist
Cheyenne, WY • 04/2008 - 08/2016

- I worked alongside the Shred Truck driver to remove paper from customers locations for onsite shredding. Paper was kept secure in the locked console or bin inside of the business before we removed it. We ensured chain of custody to the shred truck where documents were destroyed. We also recycled and destroyed electronics and hard drives in our degasser truck which was set to military requirements. I worked in the office 3 to 4 days out of the week to complete payroll, driver route sheets, invoices and accounts receivable.

Laramie County Sheriff's Office - Central Control Operator
Cheyenne, WY • 07/2003 - 04/2008

- My main duties were control of all doors for the interior and exterior of the Laramie County Detention Center. During these duties I had to keep a roster of all staff on shift inside the building and any visitors entering the jail. All personal items like keys, cell phones and weapons had to be checked in and locked before entering by visitors. Then visitors (ex. Legal personnel or law enforcement) were required to sign in with proper identification and given visitors badges. Knowledge of the buildings layout, all entry and exit doors and proper procedure were all vital to this position. Central Control also holds a copy of every key for the building in case of power outage or emergency. All radio traffic and Cameras for the facility are also run and monitored through Central Control. In the event of an emergency in the facility it was my responsibility to dispatch the right personnel or outside agency (ex. Ambulance, Fire or Coroner) to the location needed. I trained new hires and also completed the employee schedule for our department.

Laramie County Sheriff's Office - Dispatcher
Cheyenne, WY • 01/2003 - 03/2003

- In this position I answered radio traffic for the Sheriff's Department Deputies and the 911 line in the county. I assisted residents with emergencies over the phone to help get law enforcement, medical or fire to them as needed. I ran criminal background records as needed. Confirmed and delivered warrants into the jail for law enforcement deputies. Recorded and taped all 911 calls for supervisors.

CHRIS TROESH

714-661-3388 ctroesh@gmail.com

Professional Summary

Strategic operations leader with over 20 years of experience in optimizing organizational processes, change management, crises management, managing budgets, and developing programs that achieve measurable outcomes. Proven expertise in leading cross-functional teams, developing long term strategic plans and organizational frameworks to achieve those strategic goals, overseeing facilities management, and fostering multi-agency partnerships to ensure organizational success; skilled in project and resource management. Dedicated to personnel development and mentorship. Holds an active TS/SCI Security Clearance.

Core Competencies

- **Strategic Planning & Evaluation:** Expertise in analyzing and improving organization efficiencies, impact and effectiveness; utilizing data-driven methods to set benchmarks and recommend adjustments to support long-term objectives.
- **Operations & Program Management:** Extensive experience in designing and implementing programs that align with organizational strategic and short-term goals, overseeing operations across multiple sites and agencies.
- **Resource & Budget Management:** Skilled in budgeting and financial oversight, monitoring variances, and streamlining administrative processes to ensure efficient use of personnel, facilities and resources.
- **Staff Leadership & Development:** Proven ability to lead, mentor, and retain personnel.
- **Community Engagement & Partnerships:** Successful track record in cultivating relationships with community organizations, schools, and governmental stakeholders to enhance interagency cooperation and support.

Professional Experience

Director of Joint Operations

Wyoming Military Department (WYMD) | April 2022 – September 2024

Led operational improvement initiatives across multiple departments, enhancing collaboration, compliance, and readiness. Oversaw budget management, safety compliance, and multi-site coordination, aligning multi-agency operational goals.

- Developed strategic program planning efforts that increased collaboration between agencies and reduced operational inefficiencies by 20%.
- Directed budgetary oversight and administrative process improvements, ensuring compliance with federal laws and regulatory standards.
- Established relationships with external agencies to expand resource availability and support community emergency response operations.

- Created a Leadership and Mentorship program to ensure personnel are equipped with the knowledge to ensure their professional success simultaneously developing their personal leadership skills and ability to mentor others.

Director of Strategy, Policy, and Plans

Wyoming Military Department (WYMD) | September 2022 – April 2024 (held concurrently with the Director of Joint Operations position)

Directed long-term strategic planning to ensure alignment with organizational objectives. Implemented assessment and evaluation methods to track operational and performance goals for various WYMD directorates.

- Developed and managed the WYMD's 5-year strategic and operational plans.
- Partnered with state, county and local agencies resources to ensure efficient, statewide emergency response.
- Oversaw budget allocations and fiscal reporting, optimizing financial resources for program development and operational needs.

Camp Guernsey Base Operations Manager

Wyoming Military Department (WYMD) | August 2020 – September 2022

Managed all aspects of a large-scale training site, focusing on transitory training units, operations and logistics, facility and range maintenance, budget compliance, and regulatory adherence. Built partnerships with community leaders to enhance services.

- Conducted operations assessments, conducted large scale change management, implementing improvements that reduced administrative burdens by 50%, reducing maintenance timelines by over 30%, and nearly eliminated scheduling conflicts.
- Led facilities management and ensured safety compliance across all operational sites, upholding rigorous standards.

Chief Information Officer

Wyoming Army National Guard (WYARNG) | May 2016 – August 2020

Directed IT and infrastructure initiatives, aligning technological advancements with strategic goals. Managed a large-scale infrastructure project, focusing on compliance, security, and staff training.

- Initiated, planned, and led a multi-year, \$10 million IT infrastructure update - involving every aspect of the network architecture. All while achieving nearly zero network down time and a strict budget adherence.
- Enhanced operations through improved reporting systems, data tracking, and cross-functional collaboration – reducing computer down time for end users by over 70%.

Commander, 84th Civil Support Team

Wyoming Army National Guard (WYARNG) | May 2013 – May 2016

Led an all-hazards response team, optimizing interagency cooperation and maintaining 24/7/365 readiness and response capabilities.

- Executed a strategic overhaul of team communications and marketing plans, achieving the highest ranked and most frequently deployed team nationally.

- Conducted a comprehensive statewide SWOT analysis, resulting in the transition from a terrorism-focused response to an all-hazards approach.
- Strengthened relationships with state and local agencies, creating new response partnerships and expanding team outreach.
- Developed relationships with county coroners in order to support them when dealing with chemical suicides or contaminated remains.

Education

- Master of Arts (MA), Strategic Studies – United States Army War College, 2020
- Master of Arts (MA), National Security Strategy – American Military University, 2012
- Bachelor of Arts (BA), Liberal Studies – Thomas Edison State College, 2003

Certifications

- GIAC IT Leadership Certification
- ICS 100, 200, 300, 400, 430, 700, 800

DUSTIN HAUF

6800 Happy Jack Rd, Cheyenne WY 307-286-8745

Drh3385@gmail.com

EXPERIENCE

10/07/2025-Present

Deputy Coroner

2018-2021/2024-10/7/2025

Emergency Room Tech

02/2024- 09/2024

MEDICAL TRANSPORTER FOR CHEYENNE REGIONAL HOSPITAL

**04/2023-01/2024 WELDER
AT PICASSO GATE**

**05/2020-02/2023 LABOROR FOR
KTS LANDSCAPING**

**05/2020-02/2023
LABOROR FOR CEDAR CITY JUNCH REMOVAL**

EDUCATION

04 2016

AAS, EASTERN WYOMING COLLEGE

3.4 GPA, distinguished alumni

06 2023

AVIATION SCIENCE, SOUTHERN UTAH UNIVERSITY

I will have completed 250 Flight hours at the end of my course.

SKILLS

- Hardworking Honest
- Determined Reliable

TINA LACEY

✉ tlacey69@hotmail.com

☎ 307-287-1334

📍 Cheyenne, Wyoming 82007

OBJECTIVE

Dynamic office manager and assistant with a proven track record in optimizing operations within specialized industries. Expertise in streamlining processes, enhancing team collaboration, and delivering exceptional administrative support. Committed to fostering a productive work environment while ensuring efficient resource management. Seeking to leverage strong organizational skills and attention to detail in a challenging role that drives success and growth.

OFFICE AND JOB SKILLS

- Cashier: Service station, grocery store, bar and liquor store.
- Customer Service: phone rep, mail order, import/export clerk, product suggestions.
- Inventory: stock, ordering supplies, update system with new items and pricing, shipment arrival times, freight charges, deductions, shipment status reports. Maintain stocked parts for equipment and building repairs. Maintain janitorial and office supplies.
- Bookkeeping/clerical skills: Notary, review, prepare and/or update leases for airport office, hangar and land tenants, delivery of confidential and legal documents, billing airport tenants for utilities and storage, billing airlines for fuel, landing fees, diversions and plane storage, collection of delinquent accounts, verifying identities, processing applications of applicants for airport security badges, badge issuance, assigning and verifying training for all airport security badge applicants, issuing airport security vehicle permits, airport security badge and vehicle permit retrievals and renewals, all aspects of sales, bank transactions, deposits, maintain ledger balances, sales distribution, accounts receivables/payables, credit card and money order transaction reports, payroll, verify opening and

WORK HISTORY

Laramie County Sheriff's Office - Detention Specialist
Cheyenne, WY • 04/2023 - 09/2024

- Streamlined office procedures to enhance operational efficiency
- Developed and maintained filing systems to ensure document accuracy
- Managed correspondence and communications, ensuring timely responses
- Streamlined administrative processes by implementing efficient filing systems and digital record-keeping methods.
- Maintained an organized office environment with proper inventory management, ensuring that all supplies were readily available for staff use.
- Maintained high levels of confidentiality by safeguarding sensitive information, both physical and digital records.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Assisted coworkers and staff members with special tasks on daily basis.
- Managed filing system, entered data and completed other clerical tasks.

DT's Liquor Mart and Tusker Bar - Manager
Cheyenne, Wyoming • 2007 - 2024

- Led team to enhance customer service standards and increase patron satisfaction.
- Developed training programs for staff to improve operational efficiency and product knowledge.
- Oversaw compliance with health regulations, maintaining safety standards throughout the establishment.
- Managed and motivated employees to be productive and engaged in work.
- Accomplished multiple tasks within established timeframes.
- Maintained professional, organized, and safe environment for employees and patrons.
- Enhanced customer satisfaction by resolving disputes promptly,

closing cash counts of all shifts, as well as cash on hand, maintain budget spreadsheet, mail distribution, process purchase orders, comparison shopping for parts and supplies to maintain budget, scheduling appointments for inbound shipments, prepare documents for overseas shipments including Japan, Malaysia, Korea, Thailand and Singapore, routing outbound loads from warehouse to various stores, processing loads to be pick up at various vendors and distributors and returned to the warehouse, process inbound loads, filing and reports, audit purchase orders and bills for product received.

- **Technical Skills:** product knowledge and assembly of bicycles, fitness equipment. Maintaining cash registers and vending machines. Repairs and quality control.
- **Management Skills:** supervise cashiers, office personnel, courtesy clerks, stockers, receiving clerks, bar staff. Prepare daily and weekly schedules, interviews and hire new associates. Periodic testing of associates for job skills, associate evaluations for advancement and/or improvements. Security of staff, product, customers and establishment.

EDUCATION

East Richland High School
Olney, Illinois • 01/1987
High School

maintaining open lines of communication, and ensuring high-quality service delivery.

- Maximized performance by monitoring daily activities and mentoring team members.
- Cross-trained existing employees to maximize team agility and performance.

Cheyenne Regional Airport - Administration Office Manager
Cheyenne, Wyoming • 2019 - 2021

- Managed daily airport operations, ensuring efficient workflow and adherence to safety protocols.
- Implemented process improvements that enhanced office efficiency and reduced operational delays.
- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records.
- Provided exceptional customer service when addressing client inquiries or concerns via phone calls or email correspondence.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Conducted regular inventory assessments of office supplies, ordering necessary items proactively to prevent stock shortages.
- Assisted in the recruitment process, conducting interviews and onboarding new employees to promote a seamless integration into the team dynamic.
- Supported department heads in accomplishing their goals through diligent administrative assistance such as report generation and data entry.
- Enhanced office operational efficiency by streamlining filing systems, resulting in easier access to critical documents.
- Handled sensitive employee and client information with utmost confidentiality, maintaining trust and integrity.

Wal-Mart Distribution Center - Router, Assistant Backhaul Coordinator, Backhaul Coordinator, Central Receiving Office Clerk, Purchase Order Auditor, General Manager Assistant Back-up and Maintenance Assistant
Olney, Illinois • 1997 - 2019

- Managed inventory levels, optimizing stock for production demands
- Implemented safety protocols, enhancing workplace compliance and reducing hazards
- Trained new staff on operational procedures and equipment usage
- Coordinated with teams to streamline routing processes and reduce delays
- Developed and maintained standard operating procedures for routing tasks
- Sorted and delivered materials to different work areas and staff.
- Inspected incoming and outgoing shipments to identify discrepancies with records.
- Monitored inventory to maintain sufficient supply levels to meet business and customer needs.
- Rejected damaged items, recorded shortages and corresponded with shippers to rectify issues.
- Compared shipping orders and invoices against contents received to verify accuracy.

- Processed required paperwork to expedite handling of shipped and received goods.
- Requisitioned new supplies and maintained storage areas for smooth department operations.
- Coordinated backhaul operations to optimize transportation efficiency and reduce costs.
- Developed and maintained relationships with carriers to ensure timely deliveries.
- Analyzed shipment data to identify trends and improve routing strategies.
- Managed scheduling of backhaul loads to maximize resource utilization.
- Trained new staff on backhaul procedures and best practices for efficiency gains.
- Supported continuous improvement initiatives by identifying inefficiencies within the backhaul process and recommending solutions for optimization.
- Coordinated backhaul logistics to optimize transportation and reduce operational costs.

EXTRA CURRICULAR ACTIVITIES

Voted employee/associate of the month multiple times. T3 Trainer Chairman of the Recreation Committee Organizing and participating in fundraisers Making and donating quilts for non-profit organizations: Cheyenne Christmas Toy and Coat Drive, Friday Food Bag Foundation and Children's Miracle Network Weekly volunteer for Friday Food Bag Foundation

VOLUNTEER WORK

- Assisted with special events and programs.