



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

September 3, 2026

Erie County Legislature
92 Franklin Street – 4th Floor
Buffalo, New York 14202

RE: Authorization to enter into a Professional Services Contract- Latent-Print Examiner

Dear Honorable Members:

Please find enclosed a resolution from the Department of Central Police Services seeking legislative authorization to enter into a professional services contract for latent-print examination services. The authorization will allow Central Police Services to maintain critical forensic laboratory capacity for the examination and identification of fingerprint and palmprint evidence collected from crime scenes. Services may include the analysis, comparison, evaluation, verification, documentation, and presentation of expert testimony related to latent fingerprint and palmprint evidence, as needed.

Should your Honorable Body require further information, I encourage you to contact Commissioner Brian G. Ross. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, reading "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bs
Enclosure

cc: Brian Bray, Commissioner of Personnel
Brian G. Ross, Commissioner of Central Police Services

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Central Police Services
Re: Authorization of a professional services contract- Latent-Print Examiner
Date: September 3, 2026

SUMMARY

The Central Police Services (CPS) Forensic Laboratory operates the Western New York Statewide Automated Biometric Identification System (SABIS) site, where trained latent-print examiners analyze, compare, evaluate and verify friction-ridge evidence submitted by law enforcement agencies. The SABIS site supports law enforcement agencies throughout the region and provides specialized forensic services to assist criminal investigations.

CPS included funding in its 2026 operating budget for a part-time latent-print examiner. With the current examiner retiring, CPS is seeking to transition the existing funding to a professional services contract. This approach will provide greater flexibility to address fluctuations in workload and accommodate specialized training and proficiency activities while maintaining timely examination and verification of latent-print evidence.

CPS is therefore seeking authorization to enter into a professional services contract with a qualified latent-print examiner at a rate of \$35 per hour, with total expenditures not to exceed \$30,000. The contract will be funded entirely from existing CPS operating appropriations and will not create a permanent County position or require additional County funding.

FISCAL IMPLICATIONS

Funding for this contract is available within the existing Central Police Services operating budget, and no additional County funds are required. The contractor will be compensated at a rate of \$35 per hour, with total expenditures not to exceed \$30,000. Services will be provided on an as-needed basis and funded from existing appropriations in account 516020, Professional Services Contracts and Fees. Expenditures will not exceed the authorized contract amount or available appropriations. Accordingly, approval of this resolution will not require a budget amendment, additional County appropriation, or an increase in County taxes.

REASONS FOR RECOMMENDATION

Approval will allow the Central Police Services Forensic Laboratory to increase its capacity to perform timely latent-print examinations and provide greater flexibility to address fluctuations in workload. The professional services arrangement will also provide greater flexibility to accommodate specialized training and proficiency activities based on laboratory workload and operational needs. The County will gain access to a qualified latent-print examiner on an as-needed basis, while maintaining control of expenditures through a not-to-exceed contract amount and avoiding the creation of a permanent position or the need for additional appropriation.

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve this request would limit the Central Police Services Forensic Laboratory's ability to maintain adequate capacity for timely latent-print examinations, particularly during periods of increased workload. It could also restrict the Laboratory's ability to provide necessary training and proficiency activities for latent-print examiners. Delays in the examination and verification of fingerprint and palmprint evidence may delay the development of investigative leads, case development, and prosecutions. Without the flexibility provided by a professional services contract, CPS may have fewer options to address workload fluctuations and maintain timely forensic services.

STEPS FOLLOWING APPROVAL

Upon approval, Central Police Services will work with the Departments of Budget and Management, Purchasing, Law, Personnel, and Labor Relations, as appropriate, to complete the applicable procurement and contracting requirements. CPS will identify a qualified latent-print examiner consistent with applicable County requirements and establish an as-needed scope and schedule of services.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF CENTRAL POLICE SERVICES

RE: Authorization to Contract with a Latent-print Examiner

WHEREAS, the Department of Central Police Services operates the Western New York regional site of the Statewide Automated Biometric Identification System (SABIS) and provides specialized latent-print examination services to law enforcement agencies served by the site; and

WHEREAS, the Department's existing part-time latent-print examiner is retiring, creating a need for additional qualified examiner capacity to maintain timely analysis, comparison, evaluation, and verification of latent fingerprint and palmprint evidence; and

WHEREAS, the Department has determined that engaging a qualified latent-print examiner through a professional services contract will provide flexibility to address fluctuations in workload and accommodate specialized training and proficiency activities while maintaining timely forensic services; and

WHEREAS, the proposed professional services will be provided on an as-needed basis at a rate not to exceed \$35 per hour, with total expenditures not to exceed \$30,000; and

WHEREAS, funding for the contract is available within the existing Central Police Services operating budget in account 516020, Professional Services Contracts and Fees, and no additional County funding is required; and

WHEREAS, specialized latent-print examination services are necessary to maintain continuity of forensic laboratory operations and must be provided immediately, and therefore waives the informal RFP requirements of Section 26.08 of the Erie County Code.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into a professional services contract with a qualified latent-print examiner, on an as-needed basis, to provide fingerprint and palmprint examination services to law enforcement agencies served by the Western New York SABIS site, for an amount not to exceed \$30,000, subject to approval as to form by the Erie County Department of Law; and be it further

RESOLVED, that compensation under the contract shall be limited to the amount authorized herein and available within the approved Central Police Services 2026 Adopted Budget (Fund 110, Funds Center 16500) Account 516020 – Professional Services, Contracts & Fees; and be it further

RESOLVED, that authorization is hereby given to the Division of Budget and Management to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Erie County Executive's Office, Division of Budget and Management, Department of Personnel, Department of Labor Relations, Department of Purchasing, Department of Law, and Department of Central Police Services.