

Project Details

Project Title:

*Laboratory Information Management System (LIMS) for Firearms and Latent Print Laboratories **

Project Summary:

The Greenville County Forensic Division is seeking grant funding to procure and implement a Laboratory Information Management System (LIMS) to support its Firearms and Latent Print Laboratories. The absence of a LIMS presents significant vulnerabilities for evidence integrity and transparency.

Type of Application:

*New **

Year of Funds:

*1 **

Appropriation of Non-Grantor Matching Funds:

*County **

Program Area:

*Planning, Evaluation and Technology **

County(ies) this project will serve:

*Anderson County, Cherokee County, Greenville County, Greenwood County, Laurens County, Oconee County, Pickens County, Spartanburg County **

Agency Details

Agency Specific Information

Agency Name:

*Greenville County Department of Public Safety - Forensic Division **

Address: *301 University Rdg **

City: *Greenville **

State: *South Carolina **

Zip: *29601-3681 **

County: *Greenville County **

Telephone Number: *(864) 467-5398*

Fax Number:

Organization Type: *County **

US Congressional District: *5000232 **

Has your agency registered in the [System for Award Management \(SAM\)](#)? Yes

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Has your agency completed its annual Risk Assessment in the Organization Profile? Yes

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Contact Information

*NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE BELOW OFFICIALS WITHOUT OHSJP APPROVAL.

Project Director (Required)	Prefix: <i>Captain*</i>	First Name: <i>Jackie*</i>	Last name: <i>Kellett*</i>	Suffix:
	Title: <i>Laboratory Director*</i>	Organization Name: <i>Greenville County Department of Public Safety Forensic Division*</i>		
	Street Address Line 1: <i>20 McGee Street*</i>			
	Street Address Line 2:			
	City: <i>Greenville*</i>	State: <i>South Carolina*</i>	Zip: <i>29601*</i>	
	Phone: <i>(864) 467-5398*</i>	Ext:	Email: <i>jkellett@greenvillecounty.org*</i>	

Financial Officer (Required)	Prefix: <i>Mrs.*</i>	First Name: <i>Ruth*</i>	Last name: <i>Parris*</i>	Suffix:
	Title: <i>Budge Director*</i>	Organization Name: <i>Greenville County*</i>		
	Street Address Line 1: <i>301 University Ride Suite N-2400*</i>			
	Street Address Line 2:			
	City: <i>Greenville*</i>	State: <i>South Carolina*</i>	Zip: <i>29601*</i>	
	Phone: <i>(864) 467-7037*</i>	Ext:	Email: <i>rparris@greenvillecounty.org*</i>	

Official Authorized to Sign (Required)	Prefix: <i>Mr.*</i>	First Name: <i>Joe*</i>	Last name: <i>Kernell*</i>	Suffix:
	Title: <i>County Administrator*</i>	Organization Name: <i>County of Greenville*</i>		
	Street Address Line 1: <i>301 University Ridge Suite N-4000*</i>			
	Street Address Line 2:			
	City: <i>Greenville*</i>	State: <i>South Carolina*</i>	Zip: <i>29601*</i>	
	Phone: <i>(864) 467-7105*</i>	Ext:	Email: <i>jkernell@greenvillecounty.org*</i>	

Programmatic Point of Contact (Required)	<i>[X]Same as Project Director</i>			Organization Name: *
	Prefix: *	First Name: *	Last name: *	Suffix:
	Phone: *	Ext:	Email: *	

Financial Point of Contact (Required)	<i>[X]Same as Financial Officer</i>			Organization Name: *
	Prefix: *	First Name: *	Last name: *	Suffix:
	Phone: *	Ext:	Email: *	

Program Narrative

PROBLEM STATEMENT:

First, define the problem exactly as it exists in your particular community. Describe the nature and magnitude of the problem using valid, updated statistical data, and cite the source and date of your information. Prior data may be used to show changes in the magnitude or severity of the problem. Remember to document the problem and not the symptoms or solutions of the problem. Second, identify your existing efforts, current resources and programs being utilized to deal with the problem.

The Forensic Division is part of the Greenville County Department of Public Safety. The Department of Public Safety is an independent county agency funded through the traditional budget process. The agencies served by the Forensic Division do not make seized assets available to the Department to supplement funding. The primary agencies served include the Greenville County Sheriff's Office, the Greenville City Police Department, Greer Police Department, Travelers Rest Police Department, Mauldin Police Department, Simpsonville Police Department, and Fountain Inn Police Department. The Forensic Division, upon request, also provides support to the Greenville County Multi-Jurisdictional Drug Enforcement Unit, Spartanburg, Oconee, Laurens, Anderson, and Pickens County law enforcement agencies, and multiple federal agencies, including the Bureau of Alcohol, Tobacco, Firearms, and Explosives, the Drug Enforcement Administration, and Homeland Security Investigations. From 2024 - 2025, the Firearms and Latent Print Laboratories combined to serve 20 separate organizations and agencies, free of charge.

The Firearms and Latent Print Laboratories balance high case volume, complex technical analysis, and strict evidentiary standards. The laboratories are responsible for the intake, analysis, documentation, and storage of probative evidence used in criminal trials. Each case may involve multiple items of evidence, numerous analytical steps, and the generation of supplemental evidence required for examination. Maintaining complete and organized case files is imperative for the integrity and value of evidence, but current infrastructure adds unnecessary risk, including incomplete case files, inaccurate documentation, and inconsistent methodology from one case to the next.

These laboratories currently rely on manual processes for evidence documentation, case management, and reporting. These systems are fragmented and lack the consistency required for modern forensic operations. As case volume increases and stronger accreditation standards are enforced, the absence of a uniform and centralized Laboratory Information Management System (LIMS) introduces vulnerabilities affecting turnaround time, accuracy, and the integrity of evidence.

Adhering to national standards and best practices, these laboratories produce extensive analytical documentation, including notes, images, comparison results, and formal reports. The lack of a LIMS for storing and retrieving this information results in numerous physical and digital locations in which analysis is stored, increasing the likelihood that portions of the case file are misfiled or lost. A LIMS would keep all items required for the case file in a centralized and secure location, drastically reducing the amount of time analysts spend locating prior case information for future comparison requests from law enforcement agencies or discovery requests from prosecutors and defense attorneys.

For perspective, it is important to illustrate the complex workflow and required documentation for the Firearms Laboratory. After a shooting occurs, responding personnel collect firearms, cartridge cases, and bullets from the scene, and these items are processed for latent prints or biological swabs when applicable. The evidence is then secured in a crime scene firearms transfer locker, where it is later retrieved by a NIBIN technician. Following ATF guidelines, the technician must examine and enter eligible evidence into the NIBIN system within 24 hours of receipt. If only cartridge cases are recovered, the examiner determines how many firearms may have been involved and selects the best representative samples for entry into IBIS. The resulting data is reviewed by the National NIBIN Correlation and Training Center (NNCTC), which is responsible for completing its correlation review within 48 hours and disseminating any investigative leads within the next 24 hours. If a firearm is recovered along with cartridge cases, the examiner performs a function check, test-fires the weapon, and compares the test-fired cartridge cases to those recovered from the scene to determine whether the firearm was used in the incident. ATF guidelines generally prefer that test-fired evidence from the firearm be entered into the system rather than the original cartridge cases. This stage constitutes the preliminary analysis of the case. As the investigation progresses toward trial, a more detailed forensic examination is conducted to confirm whether a specific firearm fired the recovered bullets or whether all cartridge cases were discharged from the same weapon. Additional analysis may also include examining recovered bullets and, in some cases, unfired cartridges or ammunition to determine whether they were previously cycled through a particular firearm. The implementation of NIBIN has been extremely successful, creating 341 investigative leads. Due to this success, in January 2026, the Firearms Laboratory advertised

NIBIN processing and entry to additional upstate law enforcement agencies.

Similarly, the Latent Print Laboratory maintains a highly detailed and multi-step process for documentation and case file creation. Latent print lifts are submitted to the laboratory through several channels, including those lifted by the Crime Scene Section, external agencies submitting evidence through the Property and Evidence Section, and digital crime scene photography systems (on-scene images) or internally shared drives (laboratory-acquired images). Upon receipt, each latent print lift is individually documented with contemporaneous bench notes. The latent fingerprints are then searched through the Automated Fingerprint Identification System (AFIS) and the Next Generation Identification (NGI) databases and subsequently compared to known standards. Following the analysis, a formal report is issued and subjected to an independent verification process. A second qualified examiner conducts a technical review, which includes creating additional case notes to ensure accuracy, consistency, and adherence to established standards. As reflected in the data below, the Latent Print Laboratory processes an average of 1,800 cases annually, encompassing approximately 7,200 latent print lifts. The current practice of storing latent print images and supporting documentation across multiple physical and digital systems presents significant operational challenges. This fragmentation increases the risk to the integrity, completeness, and consistency of case records, ultimately affecting the reliability of evidence critical to the prosecution of serious and violent crimes.

Latent Print Section

2023 2,210 8,211 1,095

2024 1,898 7,200 1,201

2025 1,405 6,183 919

Latent Print Cases Latent Lifts Identifications

The multi-agency nature of the laboratories' operations further amplifies these challenges. Each of the 20 contributing agencies may have different submission practices, documentation standards, and communication expectations. Without a centralized platform, laboratory staff must manually accommodate these variations, which increases the administrative burden and the potential for miscommunication. A lack of standardized intake and reporting processes can also hinder transparency and responsiveness to agency inquiries.

Lastly, a significant consideration is the cost associated with the initial implementation of a LIMS. A LIMS must be carefully configured and customized to align with the laboratories' specific policies, procedures, and workflows. This includes tailoring evidence tracking structures, chain-of-custody requirements, documentation standards, reporting formats, and user permissions. This upfront, one-time setup cost includes system configuration, data migration, validation, and staff training. While these expenses represent a significant initial financial commitment, they are essential to implementing a LIMS that fully supports the complex and specialized nature of forensic laboratory operations. The request for consultation and configuration for this grant is limited to just the Latent Print Laboratory, as the Firearms Laboratory has completed this process in the past.

The implementation of a LIMS is therefore not simply an enhancement, but it is an operational necessity. Without it, the laboratories face increasing risk of inefficiency, error, and inability to meet the demands of modern forensic casework. A LIMS will provide the infrastructure required to ensure complete evidence traceability, streamline workflows, standardize processes across all partner agencies, and uphold the highest standards of forensic integrity.

PROJECT PURPOSE:

First, describe the broad goals of your project. Then describe a specific plan for conducting the project and a rationale for the tasks and activities to be employed to address the problem outlined above.

This project will implement a comprehensive LIMS tailored to current Firearms and Latent Print Laboratory workflows, ensuring evidence integrity, transparency, and consistency. The LIMS will replace numerous physical and digital storage locations, creating a centralized and secure storage location for all case files.

Goal 1: Strengthen evidence integrity by eliminating reliance on manual logs and worksheets.

Goal 2: Improve operational efficiency by automating workflow.

Goal 3: Align workflow with current policies and procedures, ensuring both remain in compliance with best practices.

*Goal 4: Enhance legal transparency through standardized documentation and reporting.**

PROJECT OBJECTIVE(S):

Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the Problem Statement and Project Purpose outlined above.

- 1 - Document selection and purchase of new LIMS for Firearms and Latent Print Laboratories.
- 2 - Document collaboration with LIMS manufacturer to ensure the Latent Print Laboratory workflow is customized correctly during implementation.
- 3 - Track the number of cases completed in the LIMS by the Firearms Laboratory.
- 4 - Track the number of cases completed in the LIMS by the Latent Print Laboratory.
- 5 - Document the number of backlogged cases entered by the Firearms Laboratory.

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PERFORMANCE INDICATOR(S):

State exactly how each objective will be measured. Performance indicators must be matched to each program objective listed above (i.e., if there are 5 objectives then there must be 5 corresponding performance indicators). Performance indicators are based on quantitative (numbers) and qualitative (opinions organized in meaningful ways) data gathering procedures which evaluate and document your project.

- 1 - Records will be maintained of all bidding / RFP procedures and selection processes through documentation obtained from Greenville County Procurement.
- 2 - Hours spent collaborating and customizing the Latent Print Laboratory workflow with the LIMS manufacturer will be documented with the dates work is completed.
- 3 - The Project Director will document the number of cases completed by the Firearms Laboratory.
- 4 - The Project Director will document the number of cases completed by the Latent Print Laboratory.
- 5 - The Project Director will document the number of backlogged cases completed by the Firearms Laboratory. *

PROJECT EVALUATION:

This requirement is to: (1) establish an evaluation plan or process to assess the impact of your project on the problem in your jurisdiction, (2) conduct the evaluation during the grant funded period, and (3) submit a formal written evaluation report at the close of the grant period. The purpose of evaluating each project is to assess how well it has been implemented in your jurisdiction and to assess the extent to which the activities funded have achieved the project's goals. The plan or process must describe how the evaluation will be accomplished and must describe the range of activities that will serve as vehicles for obtaining general qualitative and specific quantitative information. The plan or process must be completed and submitted on this page.

*The evaluation of this grant will be conducted by the Project Director, who will collaborate with the selected LIMS manufacturer to ensure workflow for the Latent Print Laboratory is successfully implemented into the new system. The Project Director will compile and submit progress reports as well as the year-end evaluation report. The success of this project includes implementing a centralized LIMS for Firearms and Latent Print Laboratories, replacing the inefficient multitude of physical and digital storage locations for the many files required for evidence analysis and documentation. **

GRANT-FUNDED PERSONNEL TRAINING:

A formal training plan should be prepared for grant-funded personnel to provide qualification training necessary to adequately implement the first year of the grant project. For continuation grant projects, sustainment-training needs are encouraged and expected. Cite the training plan and training courses below.

There are no grant-funded personnel for this project.

PROJECT CONTINUATION POTENTIAL:

Explain how the project activity will be continued after federal assistance is no longer available.

*Greenville County will absorb the financial responsibility for the annual subscription costs for each licensed LIMS user at the conclusion of this grant period. **

Total Population for county(ies) or City/Town: 570,745
Cite source of information: U.S. Census Bureau
AGENCY INFORMATION: (For Law Enforcement Agencies ONLY)
Number of regular full-time officers in implementing agency: 34
Number of regular part-time officers in implementing agency:
Number of reserve officers in implementing agency:
Total number of personnel in implementing agency: 34

Implementation Schedule

The Implementation Schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section.

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)
<i>Identify system requirements</i>	<i>Project Director</i>	<i>1st Quarter</i>
<i>Evaluate and select LIMS vendors</i>	<i>Project Director</i>	<i>1st Quarter</i>
<i>Customize workflows for Latent Print Laboratory</i>	<i>Project Director</i>	<i>2nd Quarter</i>
<i>Migrate existing Data where applicable</i>	<i>Project Director</i>	<i>2nd Quarter</i>
<i>Train Laboratory Personnel</i>	<i>Project Director</i>	<i>3rd Quarter</i>
<i>Roll out new system and Go-Live</i>	<i>Project Director</i>	<i>3rd Quarter</i>
<i>Provide Technical Support and Troubleshooting</i>	<i>Project Director</i>	<i>3rd Quarter, 4th Quarter</i>
<i>Monitor System Performance</i>	<i>Project Director</i>	<i>4th Quarter</i>
<i>Address User Feedback</i>	<i>Project Director</i>	<i>4th Quarter</i>

Personnel

Check here if this form is not applicable.

Position Title:

If multiple grant-funded positions are being requested, you must select the **ADD** button to create an additional page for each position.

Rate	Salary	Time Worked (# of hours, days, weeks, years)	Percentage of Time	Total	Cash Matching Funds	Grantor Costs
				\$0	\$0	\$0
Salaries - Total(s):				\$0	\$0	\$0

Type of Benefit	Base	Rate	Total	Cash Matching Funds	Grantor Costs
			\$0	\$0	\$0
Other Employer Contributions (Itemize)			\$0	\$0	\$0
Employer Contributions Total(s):			\$0	\$0	\$0

	Grant Total	Total Cash Matching Funds	Total Grantor Cost
Personnel Grant Total Costs:	\$0	\$0	\$0

Narrative

Please include a description of the responsibilities and duties of each requested position in relationship to fulfilling the project goals and objectives. If this is an existing grant-funded position, provide justification for any salary increases. Applicants may provide any other explanation or comments in this section.

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Contractual Services

Check here if this form is not applicable.

Itemize - DO NOT include professional fees for doctors, psychologists, etc.

Service Description	Cost	Quantity	Total	Cash Matching Funds	Grantor Cost
			\$0	\$0	\$0
Contractual Services - Total(s):			\$0	\$0	\$0

Narrative

Explain exactly how each item listed in your budget will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

*

Travel

Check here if this form is not applicable.

Purpose of Travel Indicate the purpose/type of trip including location if available (i.e. training, advisory group meeting, etc.)	Type of Expense Lodging, meals, etc.	Basis Per Day, mile, trip, etc.	Cost	Quantity	# of Staff	# of Trips	Total	Cash Matching Funds	Grantor Cost
							\$0	\$0	\$0
Travel - Total(s):							\$0	\$0	\$0

Narrative

Explain exactly how each item listed in your budget will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

*

Equipment

Check here if this form is not applicable.

\$2,500 or more per Unit or a sensitive item as determined by your program.

Itemize - DO NOT USE BRAND NAME. Also, DO NOT include leased, rented items, or software.

Type of Equipment	Cost	Quantity	Total	Cash Matching Funds	Grantor Costs
			\$0	\$0	\$0
Other Equipment			\$0	\$0	\$0
Equipment - Total(s):			\$0	\$0	\$0

Narrative

Explain exactly how each item listed in your budget will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

*

Other

Check here if this form is not applicable.

Type of Cost	Cost	Quantity	Total	Cash Matching Funds	Grantor Cost
<i>Software/Applications</i>	\$2,645	7	\$18,515	\$1,851	\$16,664
Other Costs <i>Consultation and Configuration + Training</i>	\$11,250	1	\$11,250	\$1,125	\$10,125
Other - Total(s):			\$29,765	\$2,976	\$26,789

Narrative

Explain exactly how each item listed in your budget will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

Software / Applications: These 7 Licenses are required to access the LIMS for the 7 analysts in the Firearms and Latent Print Laboratories in need of the program.

*Consultation and Configuration + Training: This cost is a one-time fee required to customize the Latent Print Laboratory's workflow within the LIMS, tailoring the program to meet all the needs of the Latent Print Examiners. **

Budget Summary

Budget Category	Total	Cash Matching Funds	Grantor Cost
Personnel	\$	\$	\$
Contractual Services	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Other	\$	\$	\$
Total Project Costs	\$	\$	\$

Audit Requirement

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by State Auditor's Office do not have to complete the form.

We agree to have an audit conducted in compliance with 2 CFR 200.501, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$1,000,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter, if applicable, to: GrantsAccounting@scdps.gov

The following is information on the next organization-wide audit which will include this agency (Use your Agency's fiscal year)

1. * Audit Period: Beginning 07/01/2026 * Ending 06/30/2027 *
2. Audit or written certification will be submitted to Accounting - Grants by: 12/31/2027 *

NOTE: The audit or written certification must be submitted no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with 2 CFR 200.501. Any information regarding the CFR audit requirements will be furnished by the S.C. Department of Public Safety, upon request.

*** NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Attachments

DPS Use Only - Grantees can only download the attachment provided by DPS.

Description:

Miscellaneous - Please attach other requested information if applicable.

Description: *Quote for new LIMS Licenses and Configuration
Consulation*

*Greenville County Department of Public Safety
(SC) - 7 Added Users Configuration Hours_V1.pdf*