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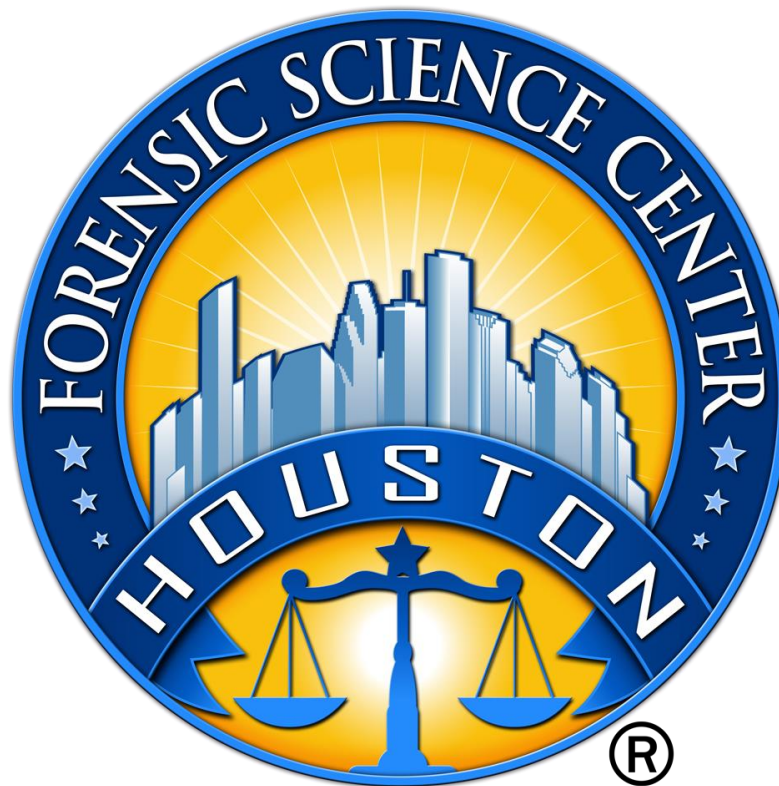
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

March 12, 2021



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
March 12, 2021

In accordance with Texas Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 2020, notice is hereby given that beginning at 9 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation," or "HFSC") will meet via videoconference (Microsoft Teams.) HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19.)

Gov. Abbott's [temporary suspension of certain open meetings laws](#) was issued in response to the COVID-19 pandemic and in accordance with section 418.016 of the Texas Government Code. Gov. Abbott specifically suspended certain provisions of the law, which required government officials and members of the public to be physically present at a specified meeting location. The relevant suspensions are in effect until terminated by the Office of the Governor or until the Governor's disaster declaration is lifted or expires. Accordingly, this meeting will not take place in a specified physical location for the public to attend in person, however, the virtual meeting will be available to the public and allow for two-way communication between the Board and members of the public.

As required and in accordance with the Governor's temporary suspension, notice of this meeting, the agenda and the meeting packet are posted online at <https://houstonforensicscience.org/meeting-archives.php>. The items listed in the agenda may be taken out of order at the discretion of the Chair. After the conclusion of the meeting, a recording thereof will be posted to www.houstonforensicscience.org.

Attending the virtual meeting

The public is not required to create an account to attend the meeting online and the videoconference can be accessed, free of charge.

To attend the videoconference meeting via computer, please use the following link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_Y2E4Y2I2YmMtZjc1ZS00ZjRILWE2OWUtMmViZWJkZDkwMWZk%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=8a994bc5-ab65-4cf4-92a1-

441af530576a&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

or go to <https://houstonforensicscience.org/meeting-archives.php>

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following toll-free teleconference number and entering the subsequent conference ID number: 281-866-3266 **Conference ID:** 270186914#

Callers must mute themselves upon dialing into the meeting to limit interruptions.

To attend the meeting using a mobile device and through the free videoconference link, the Microsoft Teams mobile application (“app”) must be downloaded (free of charge) to the device. After downloading the app, proceed to the link above and you will be directed to the videoconference, through the app. However, members of the public must be muted to minimize disruption of the meeting.

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org no later than 9 a.m. Thursday March 11, 2021.

The request must include the speaker's name, contact number, address and topic of the comment. Speakers should limit their comments to three minutes. The Board Chair may limit both the number of speakers and the time allotted for each speaker. The Chair will call on each speaker by name, during the designated public comment period.

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at **832-699-5442**.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.
4. Consider appointment of Mrs. Ashley Henry as interim secretary of the corporation, and possible related action.

5. Public Comment.
6. Reading of draft minutes from February 12, 2021 board meeting.
Consideration of proposed corrections, if any. Approval of minutes.

Reports and presentations by corporate officers, and possible related action items

7. Report from Dr. Peter Stout, president and CEO, including updates on outreach, staffing and HFSC's emergency response to severe winter weather in February and progress being made toward providing new technologies to the crime scene unit.
8. Monthly operations report from Dr. Amy Castillo, vice president and COO, including an overview of how February's severe winter weather impacted production and an update on backlogs.
9. Presentation by Dr. Castillo regarding outsourcing forensic biology/DNA services to help eliminate the HFSC sexual assault kit backlog, to be funded by FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant.
 - a. Consider approval of a contract amendment for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$457,607.00 but not to exceed the total allotted outsourcing budget of \$915,214.00.
 - b. Consider approval of a contract amendment for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$457,607.00, but not to exceed the total allotted outsourcing budget of \$915,214.00.

Reports and presentations by staff

10. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, a latent print disclosure to the Texas Forensic Science Commission, efforts to meet new national guidelines, proficiency testing and testimony monitoring.
11. Report from Ms. Carina Haynes, acting director of the crime scene unit (CSU,) regarding CSU's handling of February's severe winter weather, proposed changes to CSU's emergency response plans and an update on homicides in Houston and CSU's response.
12. Adjournment.

Certification of Electronic Posting of Notice of the Board of Directors (“the Board”) of the Houston Forensic Science Center, Inc. (the “Corporation”)

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted [online](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 9th day of March, 2021, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 9th day of March 2021.

Jordan Benton

Open Meeting Laws Subject to Temporary Suspension

Effective March 16, 2020, and subject to the following conditions, the following statutory provisions are temporarily suspended to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations:

- those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
 - TEX. GOV’T CODE § 551.122(b)
 - TEX. GOV’T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
 - TEX. GOV’T CODE § 551.130(c)–(d), (i)
 - TEX. GOV’T CODE § 322.003(d), (e)(2)
 - TEX. GOV’T CODE § 845.007(f)(2)
 - TEX. GOV’T CODE § 855.007(f)(2)
 - TEX. CIV. PRAC. & REM. CODE § 74.102(f)
 - TEX. INS. CODE § 2151.057(d)(1)
 - TEX. LOCAL GOV’T CODE § 379B.0085(a)

- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
 - TEX. GOV’T CODE § 551.043(b)(2)–(3)
 - TEX. GOV’T CODE §§ 551.049–551.051

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further

provided that a recording of the meeting must be made available to the public ○ TEX. GOV'T CODE § 551.121(f)(1)

- TEX. GOV'T CODE § 551.122(d)
- TEX. GOV'T CODE § 551.125(e)–(f)
- TEX. GOV'T CODE § 551.126(d)(1)
- TEX. GOV'T CODE § 551.127(f), (j)
- TEX. GOV'T CODE § 551.130(e)–(f)
- TEX. GOV'T CODE § 551.131(e)(1)
- TEX. GOV'T CODE § 322.003(e)(3)
- TEX. GOV'T CODE § 436.054(e)
- TEX. GOV'T CODE § 845.007(f)(3)
- TEX. GOV'T CODE § 855.007(f)(3)
- TEX. AGRIC. CODE § 41.061(c)–(d)
- TEX. AGRIC. CODE § 41.1565(c)–(d)
- TEX. AGRIC. CODE § 41.205(d)–(e)
- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

- those that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials. ○ TEX. GOV'T CODE § 551.007(b)
- TEX. GOV'T CODE § 551.125(b)(1), (d)

These suspensions are in effect until terminated by the Office of the Governor, or until the March 13, 2020 disaster declaration is lifted or expires.

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

March 12, 2021 at 9:00 a.m.

Agenda Action Item No.:	4. Consider appointment of Mrs. Ashley Henry as interim secretary of the corporation, and possible related action.
Subject:	Appointment of the corporation's secretary, as required by HFSC's bylaws.
Background:	During the June 2020 regular meeting, the Board approved the annual appointment of HFSC's corporate officers, pursuant to the corporation's bylaws. Among the appointed officers was Ms. Jordan Benton, the corporation's secretary. Section 5.01 of the corporation's bylaws states, "the persons appointed shall hold the said offices until the next annual meeting of the Board, at which meeting the Board shall appoint (or reappoint) persons to hold the said offices until the next annual meeting, repeating the cycle annually." The next annual appointment of HFSC's corporate officers is scheduled for the June 2021 board meeting.
Executive Summary:	<p>The corporation's appointed secretary, Ms. Benton, has resigned from office, effective on March 12, 2021, the date of this March 2021 regular meeting of the Board. Pursuant to the corporation's bylaws the Board shall appoint a secretary to perform the duties described therein. The Board may appoint any person who is not a director of the Board, to serve as the corporate secretary, including any corporate officer, except the President of the corporation.</p> <p>Accordingly, the Board must appoint a secretary to fulfill the remainder of Ms. Benton's term. Mrs. Ashley Henry is currently employed by HFSC and her appointment will fill this vacancy on an interim basis, as the corporation begins the process of selecting a candidate for annual appointment.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

February 12, 2021

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the February 12, 2021 virtual meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on February 9, 2021 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9:01 a.m. on Friday, February 12, 2021.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff and Tracy Calabrese

Ellen Cohen experienced technical difficulties and joined the meeting at approximately 9:07 a.m. after the roll was called. Chairwoman Mitchell declared a quorum.

- E. Throughout the meeting various board members experienced technical difficulties, which caused them to briefly drop and then rejoin the meeting in a timely manner. At no point in time was a quorum lost.
- F. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- G. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board. Chairwoman Mitchell said she would leave the public comment period open for a few minutes to give possible late attendees the chance to speak.
- H. Chairwoman Mitchell asked if any changes needed to be made to the December 11, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve the

minutes. Director Hilder seconded the motion. The Chair called for a voice vote and the motion passed unanimously.

- I. Chairwoman Mitchell asked if any changes needed to be made to the December 29, 2020 board meeting minutes. No directors had changes. Director Blancett made a motion to approve the minutes. Director Vasquez seconded the motion. The Chair called for a voice vote and the motion passed unanimously.
- J. Chairwoman Mitchell asked if any changes needed to be made to the January 13, 2021 board meeting minutes. No directors had changes. Director Moore made a motion to approve the minutes. Director Medina seconded the motion. The Chair called for a voice vote and the motion passed unanimously.
- K. Chairwoman Mitchell presented a chair's report. She reminded HFSC staff and the board to prioritize self-care given the challenges of this year and last.
- L. Dr. Peter Stout, president and CEO, said the lab's total average turnaround time is 100 days. He added that the toxicology section accounted for half of the laboratory reports released last month, and that a few more analysts are able to independently work on blood alcohol cases. Dr. Stout said the lab has 10 open positions and reviewed recent staff certifications. He said HFSC is beginning to discuss its budget with Houston city council members, adding that Council Members Pollard, Peck and Alcorn had visited the lab and engaged in positive discussion.

Dr. Stout said almost 140 HFSC staff had received their first dose of the COVID-19 vaccine and 30 staff were awaiting their first dose. About 41 staff opted out of receiving the vaccine for varying reasons. Dr. Stout and Chairwoman Mitchell thanked the Houston Health Department for their assistance and for allowing HFSC staff to be prioritized so they can continue serving the City of Houston. He said about three HFSC staff currently have the virus and do not have worrisome symptoms.

Dr. Stout said the vehicle examination building project is complete, and that the facility continues to receive a significant number of vehicles for processing. Chairwoman Mitchell and Dr. Stout thanked the City of Houston for their assistance with the project.

Dr. Stout said the digital and multimedia division began using a new software, called UFED, that has a 42 percent success rate, a climb from the 38 percent success rate of another software the section uses called GrayKey. He said the section has only one UFED license, meaning they can only connect one phone at a time to be unlocked. Dr. Stout said the section is looking into additional licensure with GrayKey since it has made improvements to the software, possibly allowing more phones to be unlocked for less money. Dr. Stout said the digital and multimedia section continues seeing an increase in requests and is working through a backlog. He said the section's needs are becoming a concern and will possibly be discussed during the next fiscal year budget cycle.

Dr. Stout said HFSC's primary goal is public safety, and to address areas for improvement in HFSC's services, the crime scene unit (CSU) is a primary focus. He said CSU's workload has increased significantly due to the rising crime in Houston, particularly the over 40 percent homicide rate increase compared to last calendar year. Dr. Stout added that homicides

increased by 45 percent comparing January 2020 to January 2021. CSU is struggling to keep up, and other sections will feel the impacts from the increase in evidence. Dr. Stout said from 2017 to 2020, CSU consumed the most overtime hours, followed by the firearm's National Integrated Ballistic Information Network (NIBIN.) HFSC has four NIBIN technicians who have worked through a significant increase in firearm submissions. Dr. Stout said the overtime dollars are not a financial challenge, but the hours worked highlights the amount of work the group is taking on. Dr. Stout said HFSC is six years old and has an average work tenure of 3.7 years. He added that CSU's average tenure is 2.5 years, and that the unit has been civilianized for about three years. Dr. Stout acknowledged that the turnover in CSU is higher than it should be and reflects staff burnout. He said ideally, the 28-member crime scene unit should have about 150 crime scene investigators to keep up with Houston's demand. CSU's five-year plan includes an additional CSIs each year of the plan who will be trained at the National Forensic Academy in Tennessee. The distance learning will save HFSC about six months of training time. Dr. Stout said CSU's capital investment will be a \$198k command vehicle that will serve as a rest and relief station for CSIs responding to labor and time-intensive scenes. Dr. Stout said CSU continues to make progress with validating drone and mapping technologies to help improve the documentation process CSIs perform on scenes. He said a few weeks ago, HFSC hired a professional survey team to make high procession measurements to validate the mock scene and to ensure the new technology is performing as expected. Dr. Stout said CSU is aiming to use the new tools on crime scenes after March 16. He added that the FAA made a few rule changes that go into effect after that date, which will make it easier for the unit to fly a drone, particularly over people.

Dr. Stout said HFSC launched a process improvement project for the crime scene unit, which is expected to end in June 2021. He said improvements have already been implemented since the project launch, including the modification of a process that caused a safety risk for HFSC staff transporting narcotic evidence. Now, Houston Police Department (HPD) officers take drug evidence directly from scenes. Dr. Stout said CSIs use pencils and paper on scenes and then must transcribe their notes into a system. The project is aiming to eliminate the transcription steps and help identify how to efficiently manage large sets of data that will be stored electronically.

Dr. Stout said that national changes being made to the Organization of Scientific Area Committees (OSAC) registry will change how samples are screened in the toxicology section, and that a fourth instrument called the LC-QQQ will help the section meet those new standards. He said another instrument, called the LC-QTOF, will also be needed for screening and identifying new drugs, and its purchase is built into the next year's budget. Dr. Stout said the firearms section will need to purchase or lease a \$220k microscope, which will provide a 3D scan of microscopic features, that will help the section acquire more algorithmic and statistically accurate results. He said nationally, the firearms discipline is being criticized for the marginal statistical discrepancies found in the current process. Dr. Stout said HFSC will not be the first lab to use the new microscope and is being used in casework elsewhere in the country.

Dr. Stout said the latent prints section and the NIBIN and digital and multimedia units have needs that are not included in the budget, which is a cause for concern. He said firearms submissions have gone up significantly, and capacity in the section is a place for concern, though is uncertain if the upward trend will continue over time. Dr. Stout said the latent print

section has the largest backlog that continues to rise, adding that as CSU responds to more scenes and collects more evidence, the section will continue to take on additional requests. He said the ongoing process improvement project in the latent print section will help the section gather more data to help determine concrete needs for the section. He said the digital and multimedia section is also working through increased requests, a cause behind resurfacing backlogs. Dr. Stout said he is unsure if the increase is due to the pandemic, or if it's a trend that will continue. Director Cohen asked Dr. Stout if all Houston city council members have visited the lab. Dr. Stout said not yet, but the goal will be to ensure everyone does. Director Cohen urged Dr. Stout to speak before Houston city council's public safety committee before the council votes on HFSC's budget request. Dr. Stout said that is HFSC's goal, and that he spoke with the City of Houston's finance department to begin the conversation.

- M. Mr. David Leach, CFO and treasurer, presented an overview of HFSC's fiscal year 2022 budget. Mr. Leach told the board that this year 68 percent of HFSC's budget went to staffing, and that next year that total will increase to 70 percent because of the additional hiring that is planned in CSU. He said service costs, supplies, capital and interest expenses also remained somewhat consistent. Mr. Leach said an incremental add of \$858k will be distributed to the crime scene unit, adding that personnel costs totaled \$524k, supplies totaled \$36k and the unit will spend \$198k in capital for the command vehicle. Mr. Leach said HFSC is requesting \$28.508 million from the City of Houston, a \$1.3 million increase year-over-year. That total includes a three-year lease for a \$84k/year LC-QQQ instrument for the toxicology section, a five-year lease for a \$126k/year LC-QTOF toxicology instrument and a \$220k microscope for the firearms section. He added that HFSC spend \$28.9 million this year, which included an excess of \$1 million in grant spending and an approved \$1.3 million that will be refunded to HFSC from Coronavirus Aid, Relief and Economic Security (CARES) Act funding. Director Moore asked if the budget included salary increases for employees. Mr. Leach said salary increases for staff is included. Mr. Leach reviewed budgets from fiscal year 2015 through the current year. Mr. Leach said service costs account for about 17 percent of HFSC's expenses, and cost about \$5 million this year since \$1.3 million of the spending was authorized through CARES Act dollars. He said toxicology case outsourcing and software investments accounted for a lot of those expenses, and the money received from the CARES Act would not be included in next year's budget. Mr. Leach said the cost of supplies remained flat year over year, and that although inflation is expected, HFSC will find a way to absorb the cost through methods like process improvement projects. Mr. Leach review capital expenses, noting that HFSC has three LC-QQQ instruments in a three-year lease, which accounts for about \$308k. He said the RapidDNA contract will cost almost \$400k. Additional expenses, such as vehicles, a fourth LC-QQQ instrument, a LC-QTOF instrument and a digital microscope for firearms will make up the \$976k in capital spending.
- N. Mr. Leach requested the board approve HFSC's \$28,508,207 budget, which includes a \$1.3 million increase. Director Cohen made a motion to approve the budget. Director Hilder seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff and Ellen Cohen. With none opposed, the motion passed unanimously.
- O. Dr. Amy Castillo, vice president and COO, said the overall backlog percentage decreased in January, highlighting that over 300 requests were completed from toxicology's blood alcohol

backlog. In January, a little over 40 kits in the forensic biology/DNA's in-house rape kit backlog were cleared. She said HFSC's Firearms Manager, Donna Eudaley, will go into detail about the challenges NIBIN is facing. Dr. Castillo said the forensic biology/DNA section will issue new contracts for outsourcing for newly issued grants. She gave the board an overview of this year's operations report presentation schedule.

Dr. Castillo reminded the board that in 2020, HFSC updated its productivity goal. She said formerly, the goal to decrease backlogs and turnaround times were in contrast with one another since a turnaround time is calculated when a request is closed. As backlogs are reduced, the turnaround time goes up since older cases are being completed. Dr. Castillo said analysts will also be reviewed on their analysis turnaround time, a stat that is controlled by the analysts and begins when a case is assigned and ends when a report is issued. She added the target goal will be 28 days, and that the average analysis turnaround time in the last 12 months was 24 days. She said the goal increased since there are more obstacles and complications impacting the lab. Dr. Castillo said the lab will also work to reduce the average age of pending requests by 30 percent, and that the ongoing outsourcing in forensic biology/DNA and the blood alcohol backlog elimination will help the lab reach this goal. This target will also make staff focus on older cases but allow room for stakeholders to make rush requests for priority cases. Dr. Castillo said the average age of pending requests has been decreased by 11 percent since September when staff began measuring the new goal.

Director Cohen having tech issues.

Dr. Castillo said HFSC staff are working to update the dashboard so that data related to the new goals will be included in the monthly updates. She added that more people need to be trained on how to manage the dashboard since only three people on staff can incorporate updates, which is causing delays. Director Blancett asked if the analysis turnaround time includes training time for analysts. Dr. Castillo said the time is not included in the calculation, but they did consider staffing changes and balance expectations as changes come.

Dr. Castillo gave a 2020 overview of each section and said the client services and case management division (CS/CM) reduced staff by 50 percent from April through the end of the year, with the exception of one month when pandemic numbers appeared to decrease but then went back up. CS/CM saw only an 8 percent decrease in amount of evidence transfers needed for the lab. Dr. Castillo said the COVID-19 vaccine will allow the section to come fully back onsite. The seized drugs section has been operating at 50 percent capacity since April, except for the one month that saw a decline in COVID-19 cases. The section's requests, except for October, decreased around 40 percent of what's normally received. The seized drug analysts kept up with the incoming case load for a while, but a week-long shutdown due to Hurricane Laura impacted the group's 50 percent capacity. The section's new, lengthy marijuana testing followed by a month where case requests went back to normal levels also caused strain on the section. Since then, the section has been unable to catch up, causing an increase in the overall turnaround time and a developing backlog. At end of year, the seized drugs section had 239 backlogged requests, 83 belonging to the new marijuana testing method. Dr. Castillo said once the section's staff are back onsite fully, they should be able to recover quickly. Dr. Castillo said the toxicology section shifted to a paperless process at the start of the pandemic, which helped the section balance time spent in the lab and work that could be performed at home. The

toxicology section has increased their capacity, and the section's three-year plan has helped the section understand long-term goals and training needs. Dr. Castillo said the firearms section is broken up in two parts: NIBIN and comparative analysis. She said Ms. Eudaley will go more into detail about NIBIN but added that the firearms examiners have done some work at home, but most of their work must be done on microscopes in the lab. She said the section's turnaround time has been steady but increased slightly in September and October. Dr. Castillo said the forensic biology/DNA section is working through their rape kit backlog and will develop a plan to avoid backlogs in the section in the future. She said the section ended the year with 901 cases in the backlog, which should be cleared by the end of 2021. She said the section has made a lot of progress on rape kits this year and has worked through 371 backlogged in-house rape kits the remaining in house backlog should be completed by end of April. Dr. Castillo said lessons learned have helped the forensic biology/DNA's CODIS, or Combined DNA Index System, unit has made incredible progress thanks to a process improvement project, and now the CODIS team has a below 15-day average turnaround time on hits. CODIS is a national DNA database where DNA profiles are uploaded and provide potential leads on cases or potentially convicted offenders. Dr. Castillo highlight that STRmix, the new software implemented in the forensic biology/DNA section, interprets more DNA data that can be eligible for CODIS. Dr. Castillo said the latent print section is struggling to close the gap between incoming casework and reports released. She said the ongoing process improvement project will help the section implement potential efficiencies, and that the next step in the project process will be to determine section needs. Dr. Castillo reminded the board that four of the section's latent print examiners trained at an offsite location and returned to HFSC to complete required inhouse training. She said two examiners were recently approved to perform independent casework, another examiner was in the mock trial stage and is expected to complete training in a few weeks and the last examiner should complete training by April. Dr. Castillo said these examiners will help the section's capacity. The latent print processing group has two staff in training, and one will replace a recently promoted examiner and the other will be an addition to help with capacity. Dr. Castillo said the digital and multimedia section also operated at 50 percent capacity in 2020. Digital requests increased by 9 percent and audio/video requests increased by 10 percent in 2020. The section kept up with the audio/video requests, but a backlog formed in the digital section because staff could not keep up. The section will focus on cross-training to help with capacity.

- P. Ms. Erika Ziemak, quality director, said the quality division exceeded their 576 blind quality control submission goal in 2020 by two. Ms. Ziemak highlighted that the latent print blind verification goal cannot always be met on a monthly basis since the latent print section management must identify a qualifying case for the blind, and that the submission goal was surpassed even with the limited candidate cases. The quality division made two adjustments to their monthly submission goals. The blind submission goal is typically determined by calculating 5 percent each section's total number of completed requests, which can be indicative of the section's capacity. Ms. Ziemak said the quality division will decrease their monthly blind submission goals for the seized drugs section from 15 to 10. They determined that the section's increase in requests and alternating work schedule presented a capacity issue for the section. Ms. Ziemak said the quality division also decreased their latent print processing goal from two to one per month. She said the quality division saw the section's struggles, which included capacity issues caused by staffing and a sometimes remote and rotating

schedule. Ms. Ziemak said the blind quality control goals were met in January 2021. She said an article was published in the Forensic Science Review Journal titled “Ups and Downs of a Blind Quality Program - HFSC’s Perspective.” The article focused on HFSC’s blind quality control and transcript review programs, lessons learned and future endeavors. Ms. Ziemak said a digital and multimedia analyst discovered a blind case when they thought the request was too tidy in comparison to what’s typically submitted to the section. A forensic biology/DNA blind was discovered after an analyst noticed the submitting investigator’s submission did not match the overall theme of what they are used to seeing from that particular individual. A firearms examiner discovered a blind when they received an item of evidence that was submitted as bullet fragments but contained intact bullets. The examiner said the terminology used in the case compared to the actual item of evidence pointed to a rookie mistake that most investigators would not make. A latent print processor incorrectly identified a real burglary case as a blind. The case contained only \$1, which seemed odd to the processor since most burglary cases he’s worked include large amounts of money. He also noticed a packaging discrepancy that was out of the ordinary.

Ms. Ziemak said the latent print disclosure made to the Texas Forensic Science Commission involving documentation received no further action at the January meeting. HFSC received feedback that the lab did everything necessary to resolve the nonconformance. The quality division oversaw a 95-case audit of the technical reviewer’s work involved in the disclosure, and the examiner was removed from casework, retrained, and the original case referred to in the disclosure was assigned to a supervisor, amended and reissued. Ms. Ziemak said HFSC received a quality-related complaint about the forensic biology/DNA section and the quality division concluded that the complaint is unsubstantiated. The complaint focused on the screening process in the forensic biology/DNA section. Ms. Ziemak explained that the screening process occurs evidence comes through lab and is examined for touch or contact DNA. The item is then swabbed, or a cutting is taken from the item of evidence and then submitted to a DNA analyst who then attempts to create a DNA profile or screen for biological fluid. If the evidence is positive for the presence of biological fluid, the item moves on to DNA analysis so an analyst can attempt to make a DNA profile. The complaint focused on items of evidence that were screened and came back negative, which means the evidence will no longer be processed after that step. The complaint allowed the section to focus on the screening process workflow, particularly negative result cases, and the risk involved in that process. Ms. Ziemak said process improvements will be made in order to resolve the complaint, and the quality division will audit previous casework in the section, focusing on negative cases. The quality division contacted the Harris County District Attorney’s Office to make them aware of the audit and asked for their input regarding the cases selection process. After their input is received, HFSC will recall evidence and begin the reexamination process. Director Cohen asked who made the complaint. Ms. Ziemak said a previous employee reached out to a current employee who initiated the complaint. She added that she will update the board throughout the entire process. Director Blancett asked how many cases the lab expected to audit. Ms. Ziemak said they were aiming for a statistically significant number, roughly 150-175 cases, and that they would also work to target 15 percent of each analyst’s casework. She added that the goals are subject to change as they assess the forensic biology/DNA section’s capacity. Director Blancett asked if the audit would have an impact on the section’s turnaround time. Dr. Castillo said they have not looked that yet, but the audit process will look into a DNA processing step that currently has a six-day turnaround time. Ms. Ziemak added that an exact audit deadline has not been determined yet either. Chairwoman Mitchell asked if there would be any budget or

supply impacts from this audit. Ms. Ziemak said she did not have any hard costs yet, but the work will be filtered through regular casework.

Ms. Ziemak said in February 2020, a survey link was added to HFSC emails 43 responses were received in 2020: 32 satisfied or very satisfied, four neither satisfied nor dissatisfied and seven dissatisfied or very dissatisfied. She highlighted a negative review received for the digital and multimedia section that pointed out miscommunication between HPD and the section regarding the scene call-out process. It was discovered that in 2018, HPD crafted memo that outlined criteria for callouts had not been recirculated to new investigators since its initial release. HFSC revised the memo and it was recirculated by HPD again.

Ms. Ziemak said there was not a lot going on this year yet for proficiency testing. She said all proficiency tests were released as expected in 2020. She said unexpected results were obtained on a presumptive proficiency test for blood by a CSI. The external proficiency test had six samples, and three were reported as negative that should have been positive. The CSI noted chemical foaming during the test, which was out of the ordinary. CSU removed the chemical from service and replaced it for all CSIs. The CSI performed a second test created internally and he reported negative results that should have been positive. The quality division performed an audit on the CSI's previous cases and identified one case that could've potentially been impacted. The three items of evidence reported as negative in the case were not collected from the scene. The quality division contacted the Harris County District Attorney's Office to give them a final quality investigation report, and they will determine if case was impacted. The CSI has passed a competency test for the test and will be re-authorized to perform the test on cases again.

Ms. Ziemak said the transcript review project began in 2018 and since the start of the program, 59 transcripts had been reviewed. 18 of those transcripts belonged to the forensic biology/DNA section. Only two toxicology and three latent print transcripts have been reviewed. Ms. Ziemak said 25 analysts testified and monitored by a technical expert in 2020. No analysts testified in January 2021.

- Q. Ms. Carina Haynes, acting crime scene unit director, introduced herself to the board. Ms. Haynes is a certified crime scene analyst through the International Association for Identification (IAI) and began her career in 2009 with the Durham Police Department. Prior to her 2017 departure, she was the acting CSU supervisor for 16 CSIs. Ms. Haynes relocated to Houston and became the first civilian supervisor in CSU in January 2017. She was the administrative supervisor for CSU prior to taking on her new role, and was responsible for overseeing field training CSIs, interacting with the quality division to discuss workflows and new policies and procedures and responding to major scenes. Ms. Haynes said the unit's callouts in January 2021 were slightly lower than January 2020 numbers, but that did not reflect the amount of work the unit still struggles to keep up with. There was a slight increase in death investigations and officer involved shootings, and the homicide and vehicle examination requests remained about the same. Ms. Haynes said scenes like officer involved shootings, homicides and vehicle examination requests require about four to five processing hours, though some vehicles can take multiple days.

Ms. Haynes said CSU has four supervisors, all new, and 19 CSIs who can respond to scenes independently, in addition to another nine CSIs currently in training. Three of the nine trainees,

who trained at the National Forensic Academy (NFA) in Tennessee, should be authorized for independent casework by mid-February, which will increase the unit's capacity to 22 CSIs. Two more CSIs, who also attended the NFA, will begin supervised casework at the vehicle examination building. The two CSIs returned from training around Thanksgiving and dealt with delays due to the holidays and quarantine requirements but have since returned to their normal five-month training schedule. In January, two CSIs with previous experience began at HFSC and are in competency testing to ensure they are well-versed in HFSC's procedures. Two trainees currently at the NFA and scheduled to be back in Houston in March to begin training with HFSC, while another trainee was sent to the NFA at end of March. Another two CSIs have since been hired and are scheduled to come to Houston for a few weeks then begin NFA training.

Ms. Haynes said she is working to help build staff morale by addressing concerns the unit has control over. She said CSU's scheduling has been arranged out of necessity to ensure 24/7 operations for the City of Houston. The CSIs selected a new schedule that went into effect February 6 that allows staff to have more consistent days off, have one overlap day on Thursday so all CSIs can be in the office at once to allow for better communication and regular meetings, and enjoy regular weekends off. CSIs were also allowed to switch cubicles based on seniority so everyone can select where they want to sit. Ms. Haynes said the CSIs enjoy the unit's new trucks that are outfitted for consistency, are reliable and accommodate height differences.

Ms. Haynes said a process improvement project in CSU will help the unit streamline processes and create efficiencies. She said she wants to ensure the four new supervisors in the unit are trained and prepared for their new role, and that a quality project will require them to look at closed corrective action reports from 2020 to determine which ones caused policy changes. This will help understand the root cause of issues that occurred in the unit and also explain the "why" behind the policies too. Ms. Haynes said the unit is working to reduce the turnaround time on reports, and that the process is bottlenecked right now because only two supervisors are completing reviews for over 25 CSIs. The new supervisors will be trained on the review process. Ms. Haynes said although CSU is taking an extended amount of time to release reports, detectives are still receiving information in a timely manner. She added that if a report is needed faster, they can expedite the request. Ms. Haynes said the unit established a new on-call schedule that allows supervisors more rest time so they're not answering phone calls on their days off. She said in addition to the three shift supervisors, one supervisor is now a training supervisor who will be responsible for all new trainees coming into CSU to ensure they successfully complete their training program in a timely manner.

- R. Ms. Donna Eudaley, manager of the firearms section, told the board that she began working with the lab in the summer of 2002 in the centralized evidence receiving section. At the end of 2004, she joined firearms and started as a NIBIN technician, and became a firearms examiner in 2007. Ms. Eudaley was promoted to a supervisor role in 2013, and then manager in late 2017. Ms. Eudaley said there has been a significant month-to-month increase in firearms received. In December 2020, the section received over 600 guns, a massive increase from 261 firearms received in February 2019. Ms. Eudaley reviewed the basics of NIBIN and IBIS, the integrated ballistic identification system that is used to put images into the NIBIN network run by the United States Bureau of Alcohol, Tobaccos, Firearms and Explosives (ATF.) She explained that the system uses an algorithm to return the closest candidates for submitted

evidence to determine a match, similar to forensic biology's CODIS. A trained person must look through results, or correlations, to determine if the correlations have any potential matches. She added that the ATF requires a lab to review the top 30 correlations, and HFSC reviews the top 50. In order to issue a lead, an examiner must examine the potential matches under a microscope to determine a possible identification, or potential match. The ATF has minimum required operating standards, or MROS. Ms. Eudaley walked the board through each step as follows: Step one is to receive, process and image evidence within two days. Second is to review correlations within two days. And lastly, if a NIBIN lead is found, the agency must receive the lead within one day, or the fifth day in the overall process. Ms. Eudaley said in Houston, HFSC and HPD participate in NIBIN entries for the City of Houston. After a crime takes place, then evidence is collected either by CSU or HPD. If bullets are collected from a scene, they are not imaged and do not have a purpose when it comes to NIBIN. However, if cartridge casings are collected and are not biologically contaminated with bodily fluids, they are process at the HPD property room where they are imaged and then sent to the NIBIN National Correlation and Training Center in Huntsville, Alabama, who then reviews their correlations and issues their leads. If cartridge casings or firearms are collected from a scene and are a biohazard, they are submitted to HFSC to go through the entire process.

Ms. Eudaley explained the firearms section's workflow. When a firearm is received, it is processed and test-fired which creates two prongs: Evidence documentation that is generated and reviewed resulting in a NIBIN notification issued to stakeholders and NIBIN image correlations that must be reviewed so leads can be issued. Ms. Eudaley said the firearms section has one manager, one supervisor, three NIBIN technicians who work on firearms and image test fires, one NIBIN technician that reviews correlations and issues leads, and nine firearms examiners that review NIBIN work, issue leads and review NIBIN correlations. She said one NIBIN technician recently resigned.

Ms. Eudaley said from February 2019 to December 2020, the trend in the number of firearms completed went up and down, but overall there is an increase in the number of firearms being received. In January 2021, the section received 500 guns, and about 10 percent of those cases had leads issued, which creates more reviews for the section. From 2010-2014, a steady trend of firearms was received year-over-year. A steady increase was seen from 2014-2015, and then the number of firearms submitted leveled out again from 2018-2019. In 2020, the number of firearms increased, though Ms. Eudaley said it is too soon to tell what is causing the increase in crime or whether the number of submissions will level out again. She said the section is keeping up with the incoming casework, though the pandemic forcing the section to operate at half-staff impacted the section. Ms. Eudaley said that firearms examiners work on NIBIN reviews at home only, which has caused the turnaround time to drop. The section has seen an upward trend in firearms received over last few months. She noted that the holidays had some impact, but more so the increased number of guns received. Ms. Eudaley said overage hours, which includes overtime and holiday time pay, increased from October through December, which was somewhat expected because of the holidays. She said the overage hours can present problems, such as potential staff burnout and turnover, financial expenses and limited time to train staff to take on more duties and receive development opportunities.

- S. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Cohen second the motion. The meeting ADJOURNED at approximately 12:02 p.m.

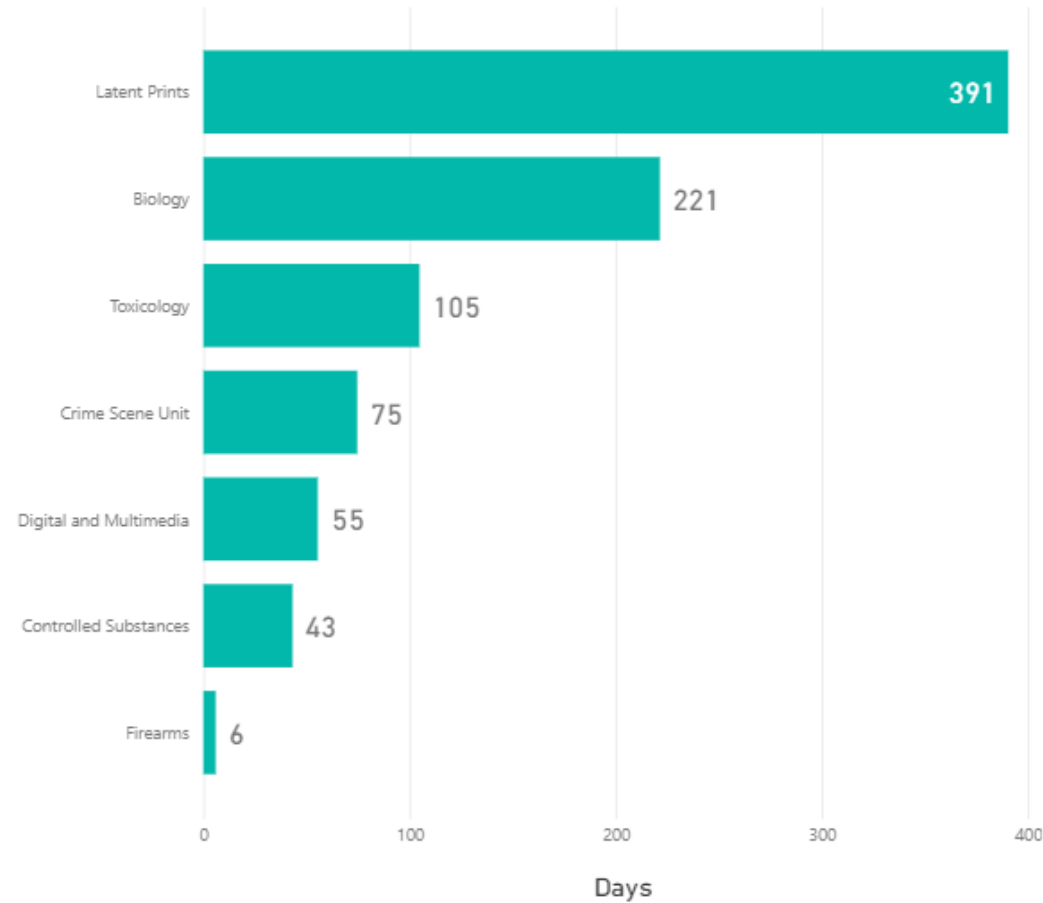
By: _____

Jordan Benton Secretary

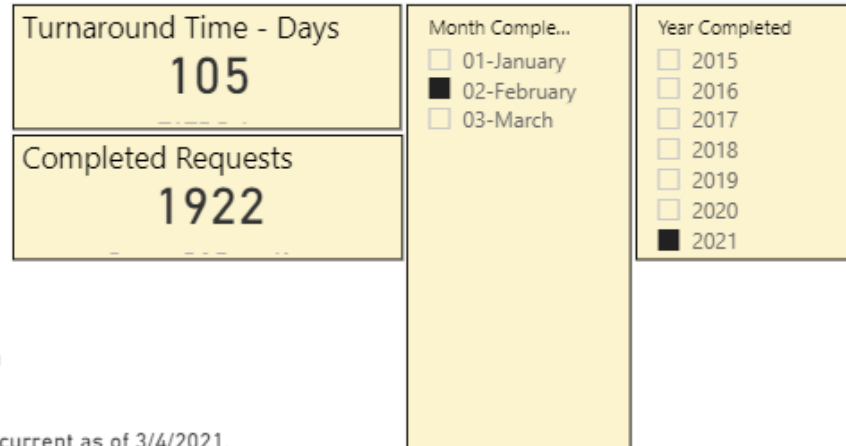
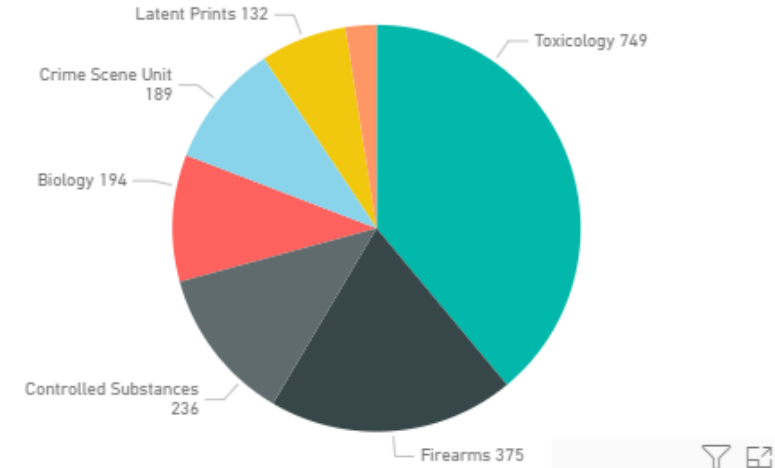
President's Report

March 12, 2021

Average Turnaround Time for February 2021



Requests Completed by Section



This data is current as of 3/4/2021.

Staffing March 5, 2021

208 staff

- 200 HFSC employees
- 7 City of Houston civilians
- 1 toxicology fellow (Army)

11 open positions, 6 offers accepted

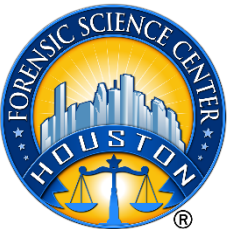
- 2 forensic biology/DNA analyst (1 internal)
- 2 crime scene investigators (experienced)
- 2 crime scene trainees

4 active vacancies

- 1 CODIS liaison
- 1 NIBIN technician
- 1 quality specialist
- 1 toxicology analyst

1 on hold

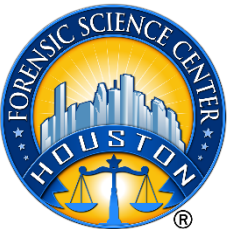
- 1 crime scene investigator (experienced)



Future Opening: Coordinator-Board Relations and Executive Administration

Certifications

- Brandon Kellett, MBA - Certified Crime Scene Analyst (CCSA) by the International Association for Identification (IAI)
- Corissa Rodgers, M.S. - Diplomate in Forensic Toxicology by the American Board of Forensic Toxicology (ABFT)
- Melissa Rodriguez, M.S. - Diplomate in Forensic Alcohol Toxicology by the American Board of Forensic Toxicology (ABFT)

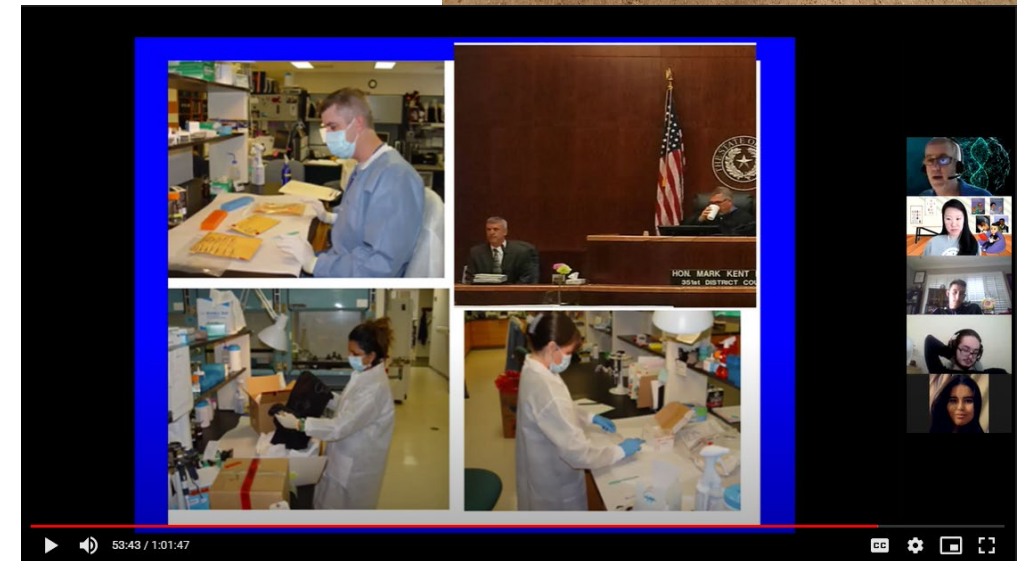


Outreach

- Spoke to afterschool STEM program at Sheldon ISD

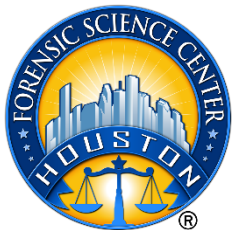
Staff Outreach

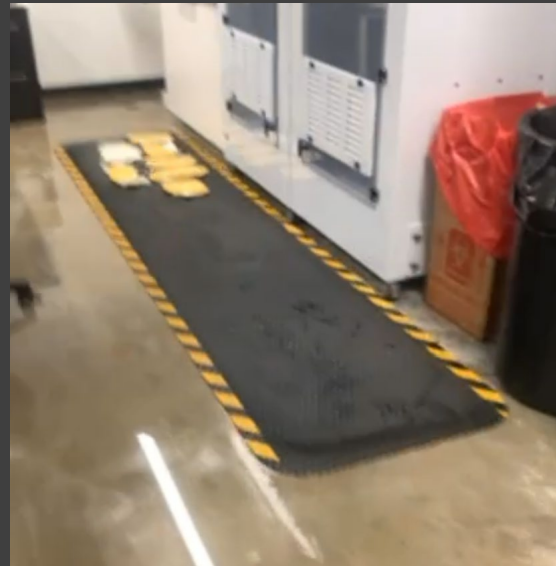
- Aimee Grimaldi presented to a University of Houston branch of the American Society for Quality (ASQ)
- Dr. Amy Castillo presented to the University of Houston on sexual assault and sexual assault analysis
- Houston Police Department academy: crime scene and seized drugs training
- Clay Davis of forensic biology/DNA spoke to a chemistry class
- Kim Zeller of firearms spoke to a local Girl Scout troop about forensics
- Nicole Pettrofrezzo of forensic biology/DNA participated in a Skype-a-Scientist program for 5th graders in Kentucky
- Teach the Teachers series: Downs, Joseph Parian and Kim Zeller presented on firearms
- Four staff members volunteered at the Houston Food Bank following the storm



The Big Freeze

Facility and operations





Facility

- Water in the basement from burst pipe
 - No damage to evidence
 - CSU onsite to move items, manage situation
 - Building had to turn off water, A/C and heating systems for about two days
 - Building responded quickly, fixes made promptly
- HVAC issues on 18th floor
 - Water leaks in air handling system
 - Created some temperature issues after the freeze
 - Temporary fixes in place within 2 days
 - Building is ordering parts and arranging installation for the permanent fix

Crime Scene Unit

Going digital

CSU documentation

- Currently, largely manual
 - Handwritten field notes that must be transcribed and input into final report in the office
 - Time consuming
 - Increases risk of error
 - Hand-drawn scene sketches
 - Must be redrawn in computer program in the office
 - Time consuming
 - Increases risk of error
 - Hand write evidence information on packaging at scene
 - This is then done in the notes
 - Finally entered into system
 - High risk of error
 - No real standardization in process
 - Each CSI has their own method

Crime Scene and Multimedia D.

Case # [redacted] CSI: M. Amian Date: 02/26/2021
 Location: [redacted] Offense: Homicide - Follow-up
 Received: 0704 Enroute: 0729 Arrived: 0758 Cleared: 1124
 Met With: M. Amian Contacted By: A. Barr
 Lead CSI: J. Ashworth (Original Scene) Assist: M. Amian, J. Batista
 Initial Observations/Briefing Notes: Lead for Follow-up

Male found deceased a few hours down. Possible shooting occurred. Residence contains narcotics.

House facing west. Cart. case + por. bullet defect in wall in front walkway area. Cart. case on sidewalk. por. bullet defect in north wall. Front door facing west. Locked.

Large north of front walkway area.

Photography - Quantity: 487 ☒ Spot Check ☒ Video ☒ Spot Check ☒ DVD check
 Sketch ☐ FARO Unique ID: ☐ GSR ☐ Trace ☐ Footwear/Tire
 Measurements ☐ Latent Print Processing ☒ Evidence Collected
 Presumptive Blood ☐ Positive Control ☐ Neg. Control Lot #
 Metal Detector ☐ Performance check ☐ Other
 ALS ☐ Performance check Unique ID: Wavelengths:
 Blood Enhancement ☐ Positive Control ☐ Neg. Control Lot #

DVR collection at scene ☒ No DVR collected
☐ Seized ☐ Export ☐ Search Authority (refer to notes) ☐ Scheduled
 USB Flash Drive #:
 Make, Model, Serial #: ☐ Photographed
 Actual Time: ☐ Photographed
 Date/Time: ☐ Photographed
 Camera channels exported: ☐ Photographed

*A. Barr taking over scene

Field Notes
 Issued By: Division Director
 Uncontrolled When Printed

Document ID:
 Issue Date: 11/15/2019
 Page 1 of 1

Crime Scene Latent Print Processing Notes
 Crime Scene and Multimedia Division

Case # [redacted] CSI: M. Amian Date: 02/26/2021

Total # of lift cards: 5 Powder Type: ☒ Magnetic Powder ☒ Black Powder
☐ Small Particle Reagent (SPR) ☐

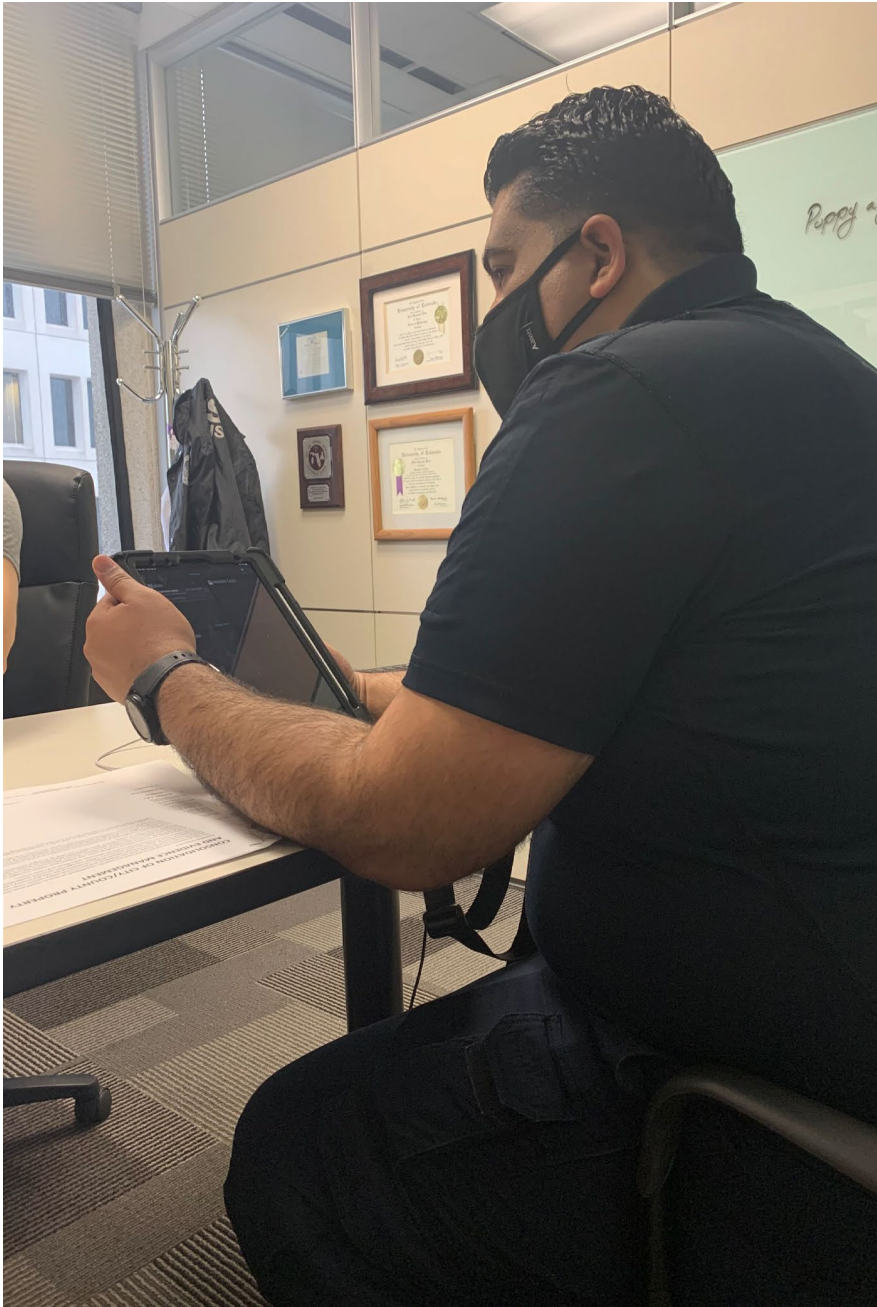
Area Processed	# of Lift Cards	Area Processed	# of Lift Cards
D/S Front Quarter Panel	<u>0</u>	P/S Front Quarter Panel	<u>0</u>
D/S "A" Pillar	<u>0</u>	P/S "A" Pillar	<u>0</u>
D/S Door Exterior	<u>0</u>	P/S Door Exterior	<u>0</u>
D/S Door Interior	<u>0</u>	P/S Door Interior	<u>0</u>
D/S Window Exterior	<u>0</u>	P/S Window Exterior	<u>0</u>
D/S Window Interior	<u>0</u>	P/S Window Interior	<u>0</u>
D/S "B" Pillar	<u>0</u>	P/S "B" Pillar	<u>0</u>
D/S Rear Door Exterior	<u>0</u>	P/S Rear Door Exterior	<u>0</u>
D/S Rear Door Interior	<u>0</u>	P/S Rear Door Interior	<u>0</u>
D/S Rear Window Exterior	<u>0</u>	P/S Rear Window Exterior	<u>0</u>
D/S Rear Window Interior	<u>0</u>	P/S Rear Window Interior	<u>0</u>
D/S "C" Pillar	<u>0</u>	P/S "C" Pillar	<u>0</u>
D/S Rear Quarter Panel	<u>0</u>	P/S Rear Quarter Panel	<u>0</u>
D/S Roof	<u>0</u>	P/S Roof	<u>0</u>
Hood	<u>0</u>	D/S Seatbelt Latch	<u>0</u>
Trunk/Truck Bed	<u>0</u>	P/S Seatbelt Latch	<u>0</u>
Front Windshield	<u>0</u>	D/S Rear Seatbelt Latch	<u>0</u>
Rear Windshield	<u>0</u>	P/S Rear Seatbelt Latch	<u>0</u>
Front Bumper	<u>0</u>	Dashboard Area	<u>0</u>
Rear Bumper	<u>0</u>	Rearview Mirror	<u>0</u>

Item/Area Processed: "Profusion Day Spa" Eye + Face Makeup Case # of Lift Cards 0
Gift Card in under 0
Red stickers in package 0
Checkbook Case "MARLENE'S BEAUTY SALON" 0
Leak wipe Packaging 0
Adm. pill bottle 0
Face mask in plastic zip bag 0
Checkbook Case "Candelaria Canillo" 0
Open water bottle from front passenger side seat 0
Hand sanitizer bottle 0
"Disolve Floor Cleaner" bottle 0
 D/S = Driver Side P/S = Passenger Side

Latent Print Processing Notes
 Issued By: Division Director
 Uncontrolled When Printed

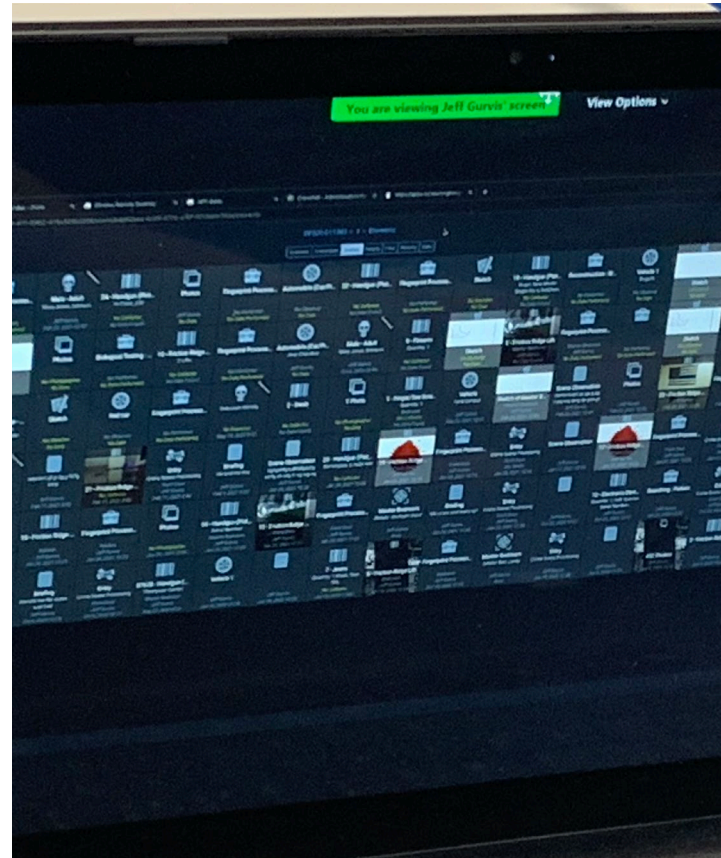
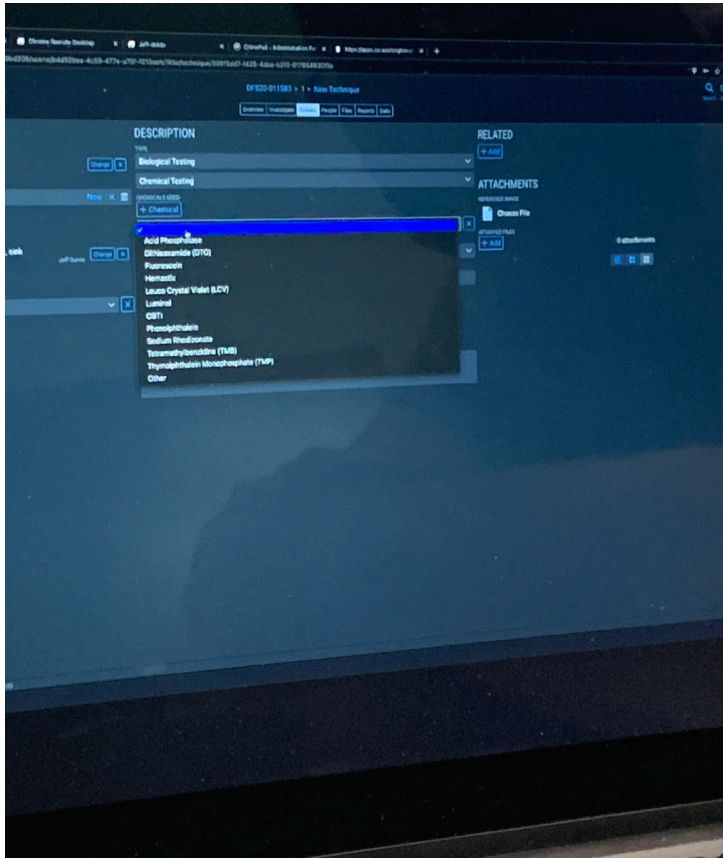
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Document ID: 21391
 Issue Date: 11/15/2019
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Introducing CrimePad

CrimePad's benefits



- **REDUCES RISK OF ERROR**
 - Helps avoid transcription mistakes
 - Decreases number of times CSIs have to write and copy the same information (such as agency case numbers, evidence numbers, etc.)
 - Information is auto-tracked and auto-logged in system
- **DECREASES TIME SPENT ON EACH CASE**
 - Printing evidence labels on scene: this alone can save 2-4 hours
 - Real-time sharing of information with supervisors, others in CSU
 - Digital note-taking: either with iPad keyboard or Apple Pen
- **INTEGRATED WITH LIMS**
- **BETTER, CLEANER FINAL PRODUCT**
- **ALL-IN-ONE SOLUTION**
 - Photo information
 - Notes
 - Case information

EVIDENCE		DESCRIPTION
EVIDENCE NUMBER		TYPE
created automatically when saved		Generated Evidence
FOUND BY		Scene Samples
 Jeff Gurvis No Title Change X		Swab
DATE/TIME FOUND		STATUS
		+ Sample
FOUND/GENERATED WHERE?		Notes
 Kitchen - Details: kitchen table, kitchen table, kitchen table, sink, sink, sink Area Change X		Location
MORE SPECIFIC LOCATION		ADDITIONAL DESCRIPTION
sink		
COLLECTION		REQUESTED ANALYSIS
PROCESSING PRIOR TO PACKAGING		+ Analysis
COLLECTED BY		
 Jeff Gurvis No Title Change X		
DATE/TIME COLLECTED		





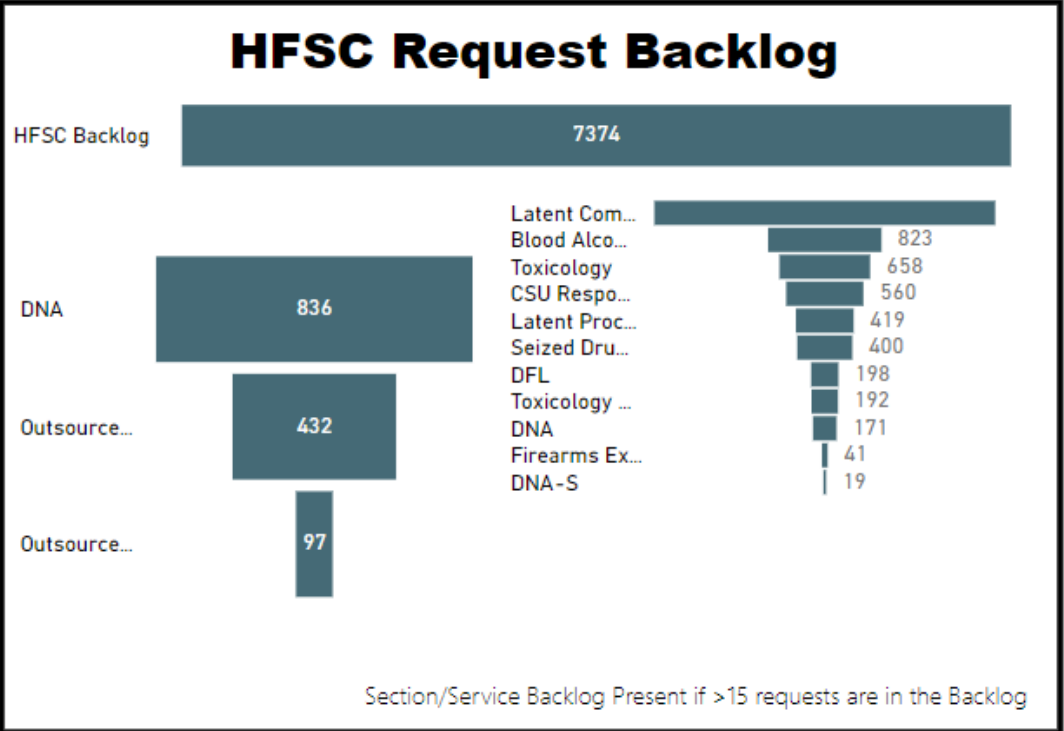
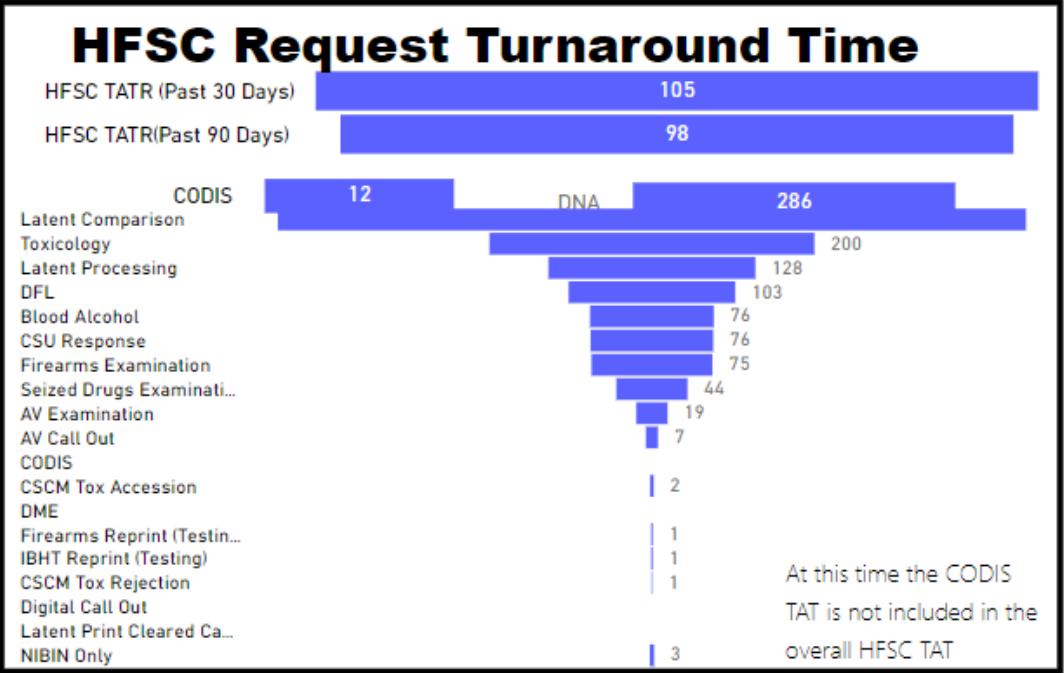
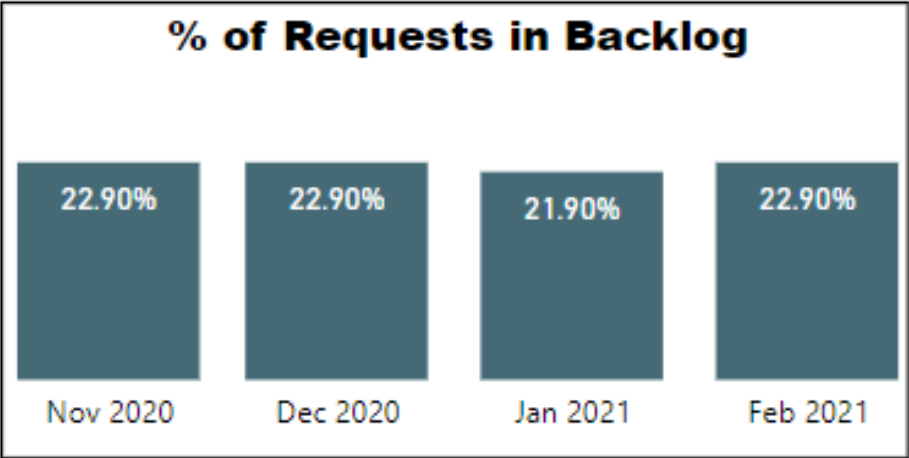
CrimePad: Timeline

- Two CSIs using CrimePads in field alongside current process
- **IF** budget **AND** testing proves this worthwhile:
 - Equipment will be procured in July-August
 - 3 to 6 months: integration with LIMS
 - 3 months: training
- Field implementation: First quarter 2022

Operations Report

March 12, 2021

February 2021 Company Overview



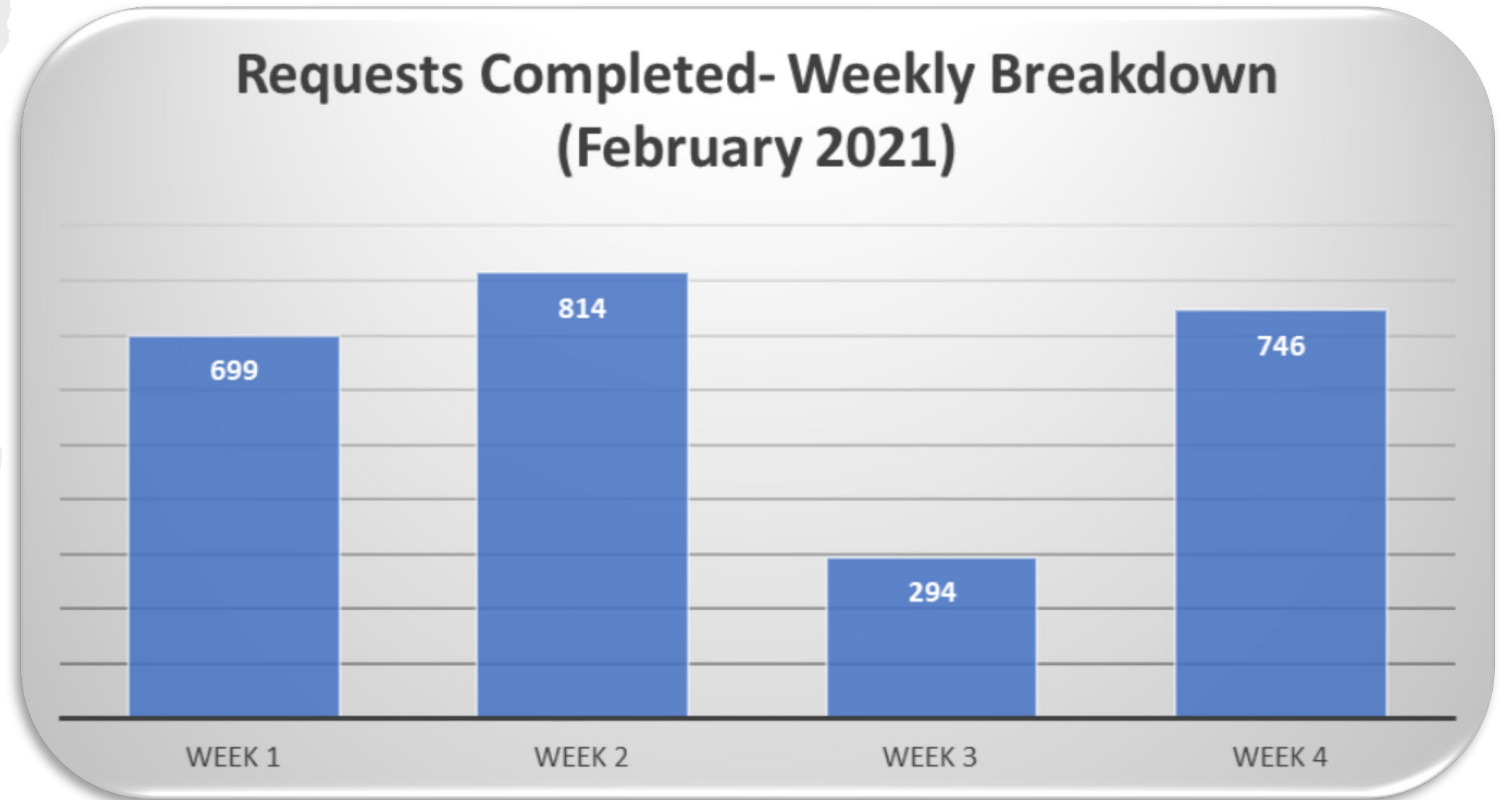
Highlights

- Impact of February winter storm



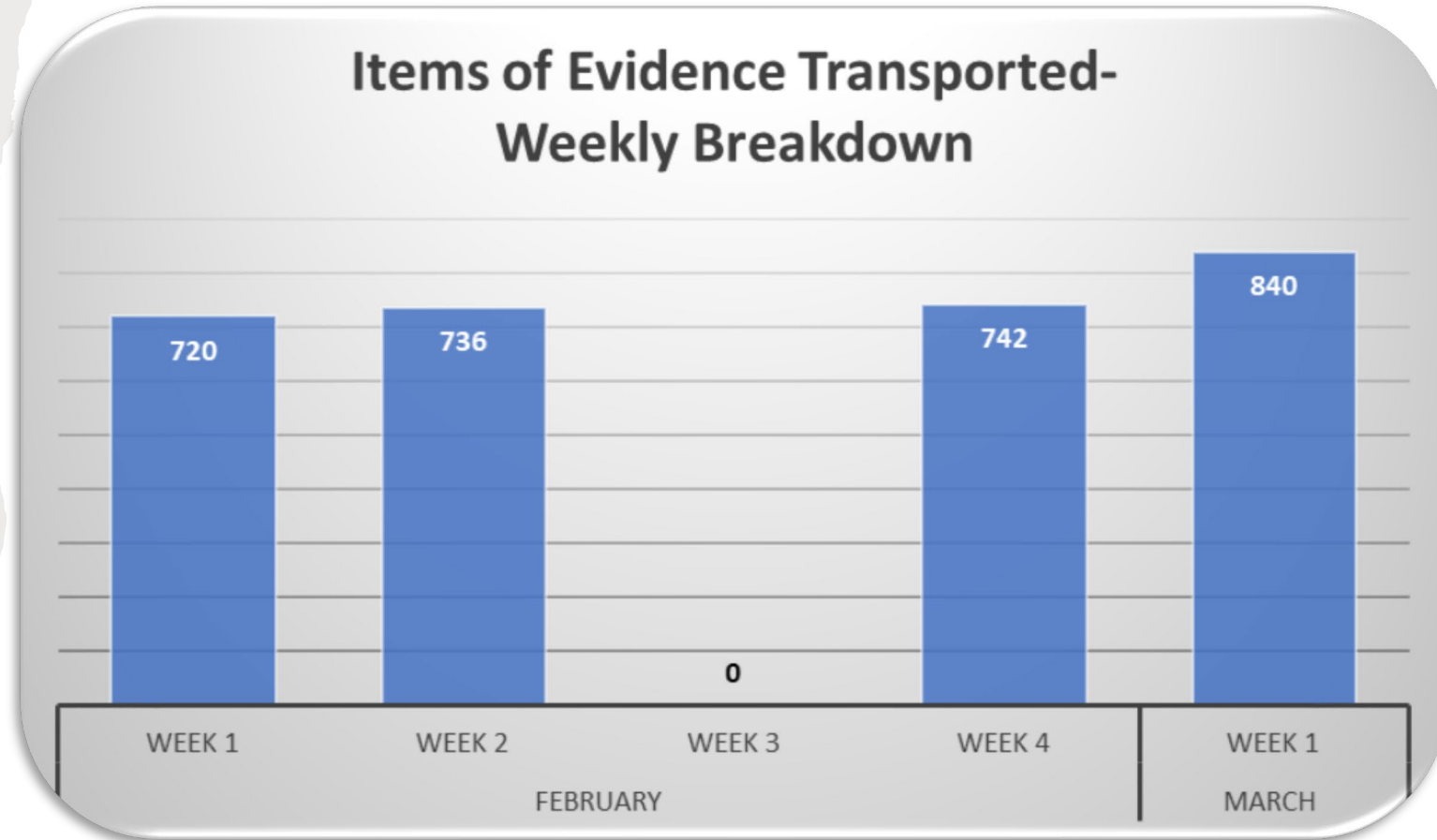
Storm Impacts to Production

- Lab staff could not be onsite for 5 days (February 15-February 19: Week 3)
- Staff had been prepared to work from home, however power and internet outages made that difficult, if not impossible, for most staff



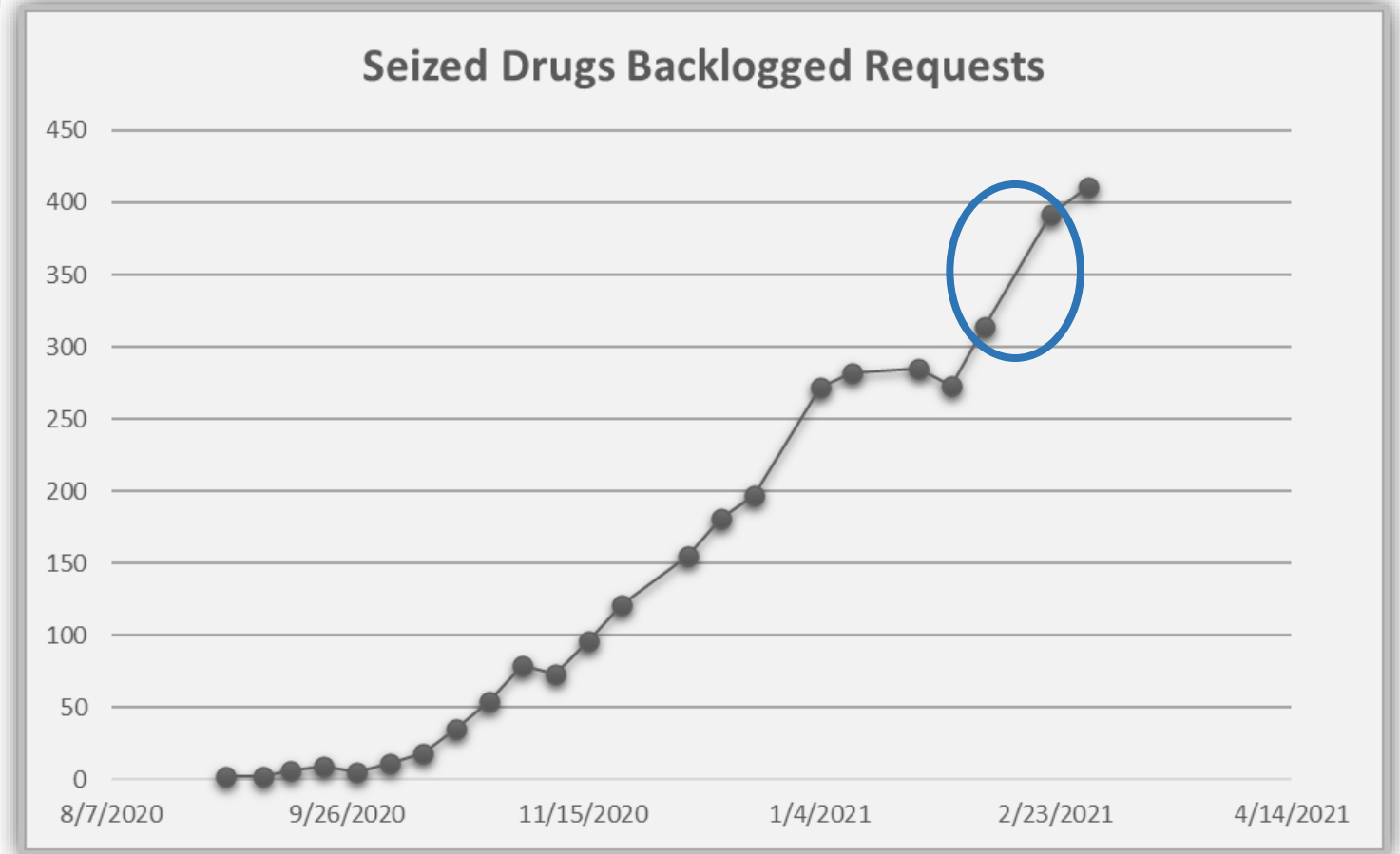
Storm Impacts to Evidence Transport

- There could not be any evidence transport between HFSC and the HPD Property Room for 5 days (February 15-February 19: Week 3)
- Catching up is a logistical challenge:
 - Transporting a typical amount of evidence is a full day's work and now there is evidence from a week when no evidence was transported
 - COVID work schedules



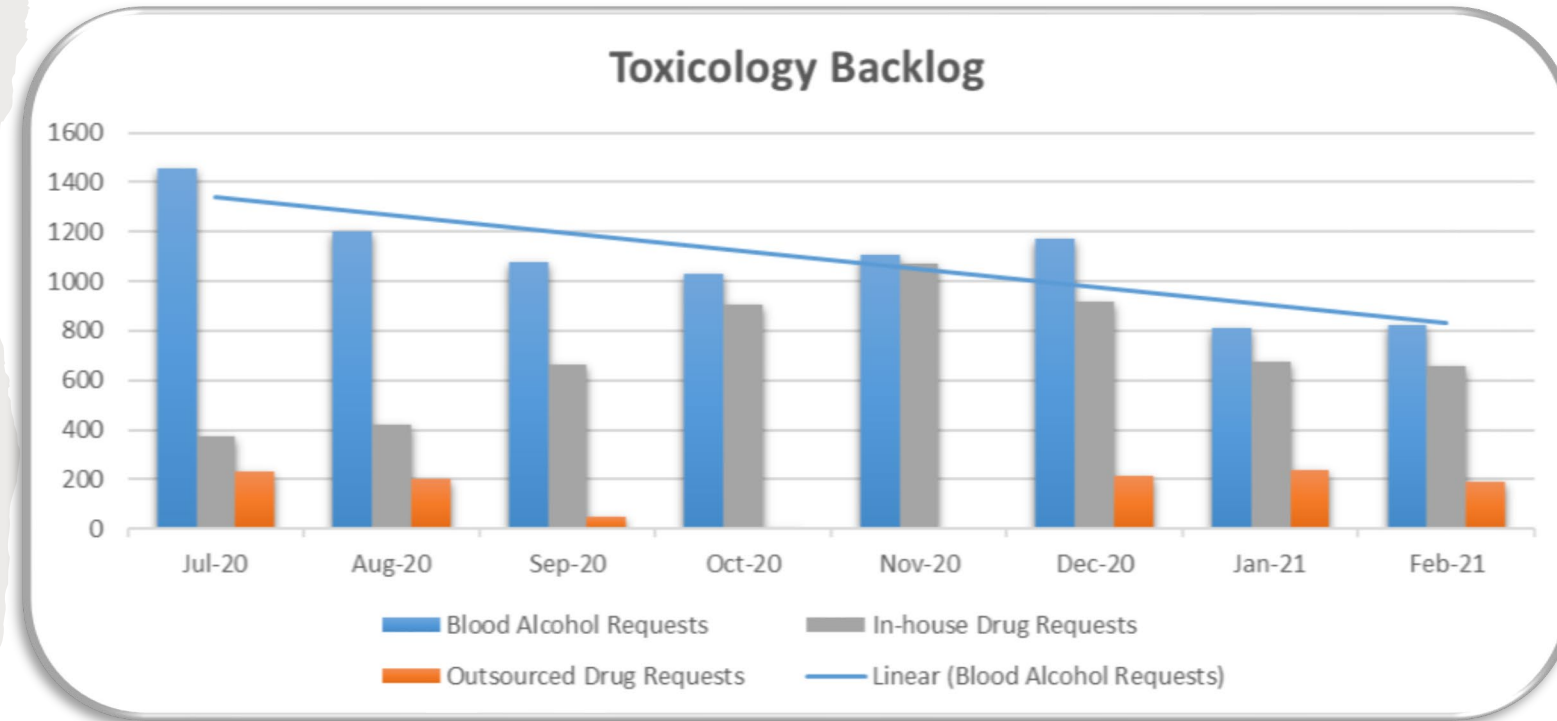
Storm Impacts to Seized Drugs Backlog

- Five days of no lab work increased the seized drugs backlog from 314 to 392 requests in one week
- Planning on 100% onsite staffing in April.
 - This will allow for a plan to be developed to eliminate the backlog



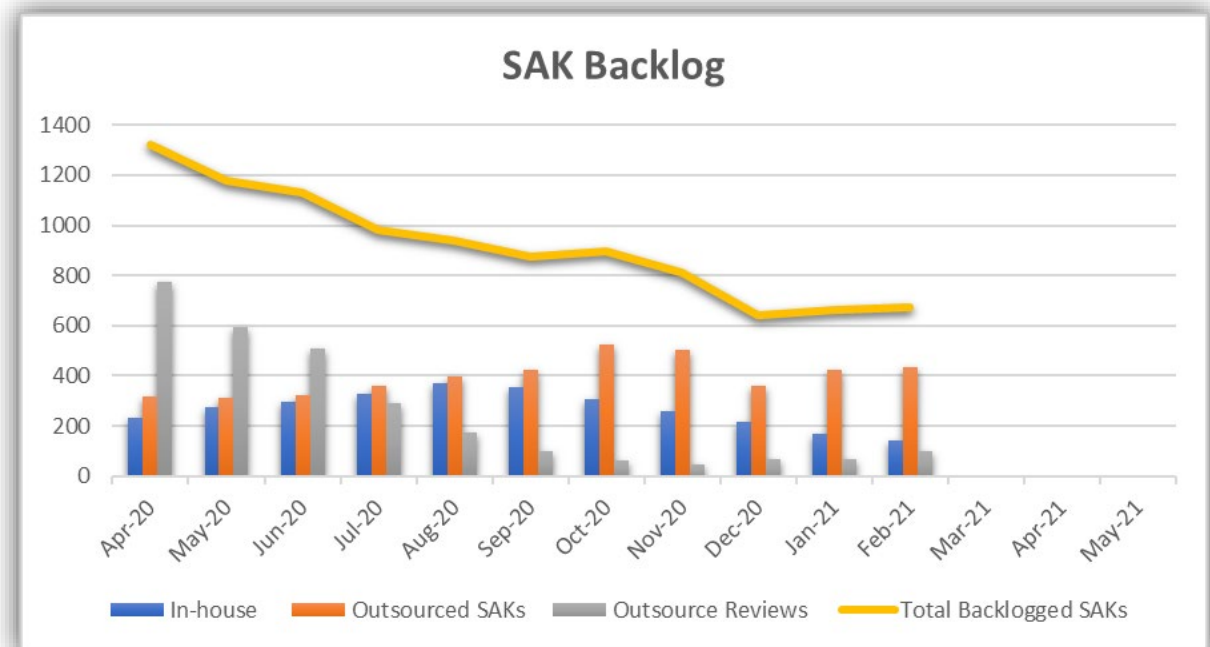
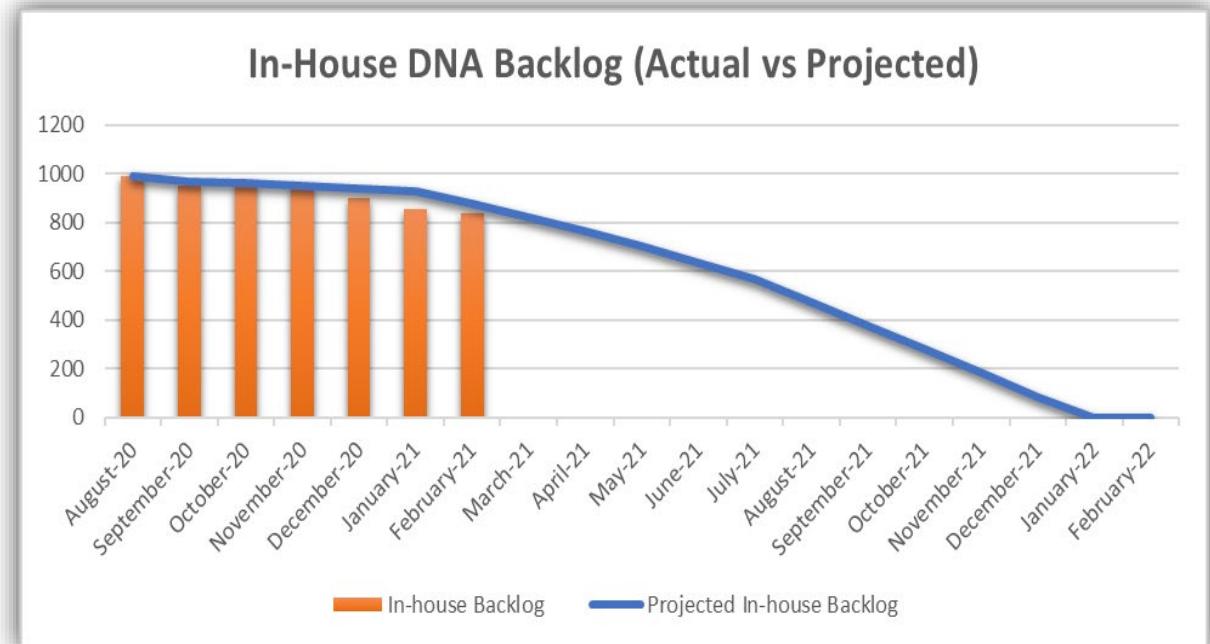
Storm Impacts to Toxicology Backlog

- Toxicology completed 194 of the 294 requests done during the storm week
- The timeline to eliminate the blood alcohol backlog has been extended two weeks (New target: June 30)



Storm Impacts to Biology Backlog

- Biology is still on target to eliminate its in-house backlog by early 2022
- The in-house rape kit backlog decreased despite the storm
- Power and internet outages impacted reviews of outsourced cases and receipt of completed cases from commercial labs



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

March 12, 2021 at 9:00 a.m.

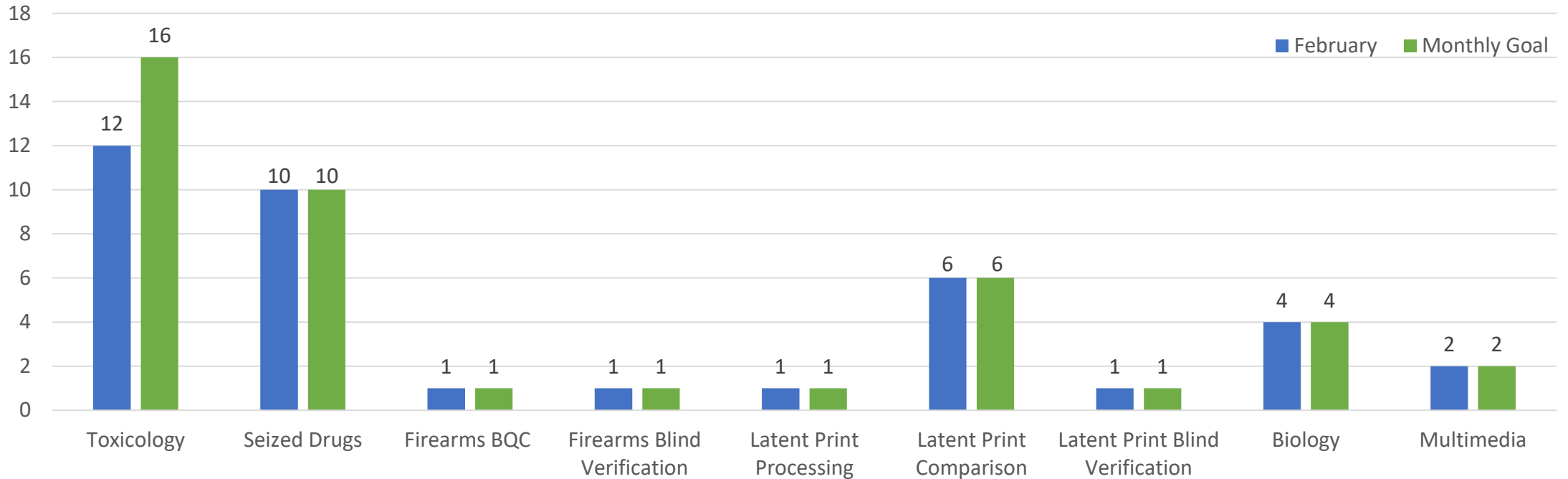
Agenda Action Item No.:	<p>9a. Consider approval of a contract amendment for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$457,607.00 but not to exceed the total allotted outsourcing budget of \$915,214.00.</p> <p>9b. Consider approval of a contract amendment for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$457,607.00, but not to exceed the total allotted outsourcing budget of \$915,214.00.</p>
Subject:	Consider approval of two separate contract amendments, one contract amendment with Bode Cellmark Forensics (“Bode”) and one contract amendment with Signature Science, LLC, to provide DNA services for HFSC forensic biology cases.
Background:	HFSC was awarded the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC’s current backlog of forensic biology cases. This grant has specifically assisted HFSC in continuing working through its backlog of sexual assault kits, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete the project at this time.
Executive Summary:	<p>In May 2020, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services. Bode and Signature Science were selected as the successful respondents, after consideration of the stated selection criteria. At the July 2020 Board meeting, the Board approved contracts with Signature Science and Bode Technology to perform this work, with an anticipated budget of \$324,425.00 each, but not to exceed the total grant budget for outsourcing, \$648,850.00</p> <p>The services provided have been funded by the FY2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant. HFSC continues to utilize the services of both vendors and now seeks to close out the FY2019 grant award by increasing the approved contract amount and budget to allow for extended shipment of kits. The proposed contract amendments will increase the anticipated budget for each vendor to \$457,607.00, however, the total grant budget for all services rendered by both vendors will not exceed \$915,214.00. HFSC will be responsible for ensuring the total expenditure does not exceed the total grant budget for outsourcing.</p>
Fiscal Impact:	No anticipated additional fiscal impact
Staff Recommendation:	Staff recommends approval
By:	Dr. Amy Castillo, Vice President and COO Legal review and approved as to form by General Counsel

Quality Division Report

March 12, 2021



Blind Quality Controls Submitted in February



Blind Quality: Accomplishments and Challenges

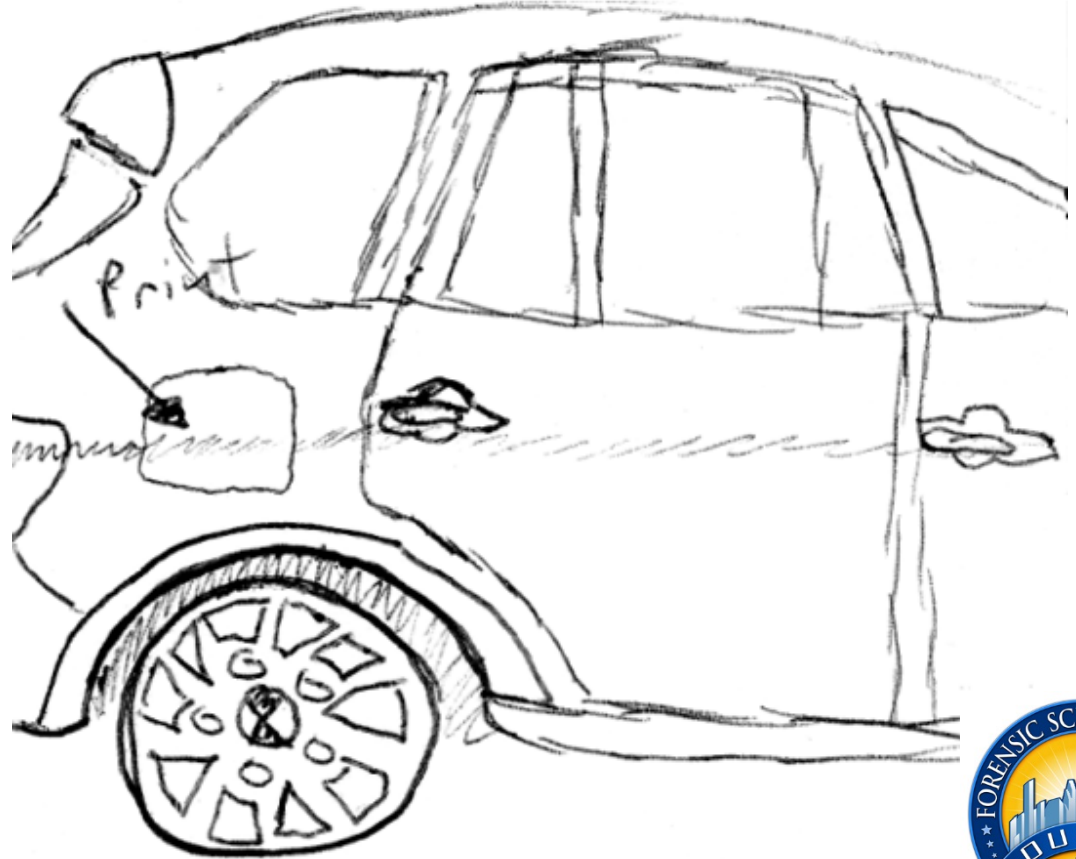
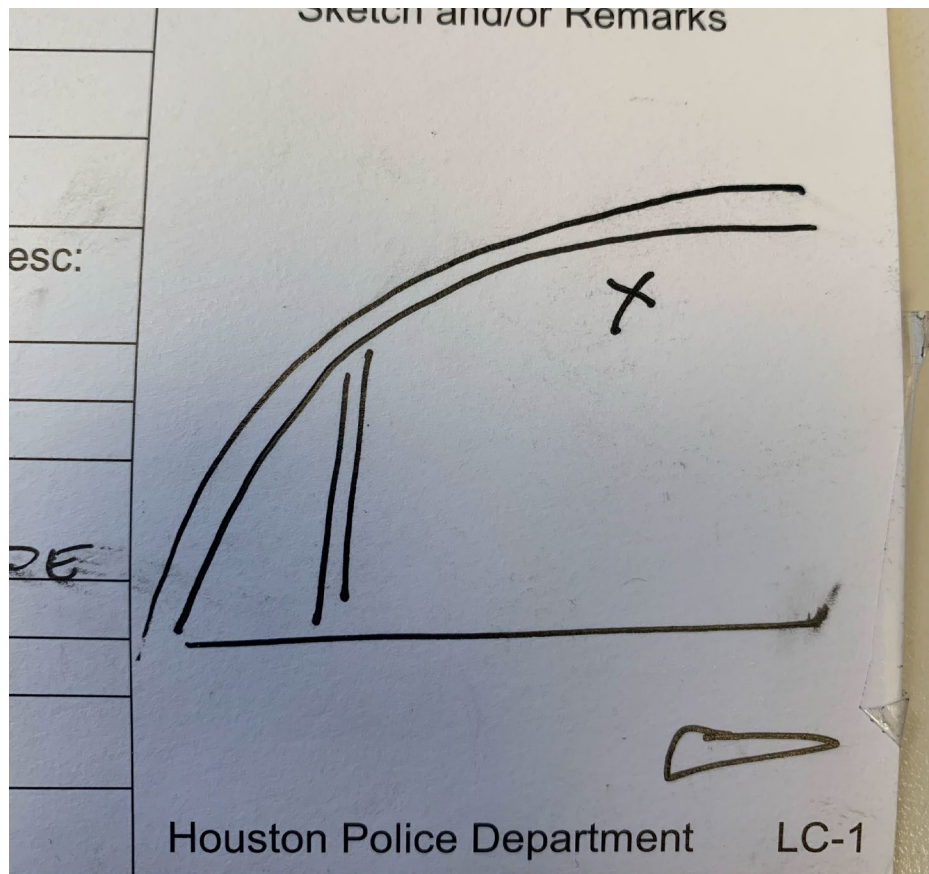
- “Latent Print Quality in Blind Proficiency Testing: Using Quality Metrics to Examine Laboratory Performance” manuscript with CSAFE undergoing edits for publication in Forensic Science International

Forensic Discipline	Cases Completed in February
Toxicology – BAC	15
Seized Drugs	0
Biology	1 (DNA) 3 (screening)
Firearms Blind Verification	1
Firearms	1
Latent Print Processing	1
Latent Print Comparison	2
Latent Print Blind Verification	1
Multimedia	2



Blind Quality: Accomplishments and Challenges

- A latent print examiner incorrectly identified a real case as a blind



Organization of Scientific Area Committees (OSAC)

Upcoming Deadlines:

Forensic Biology Deadline May 12, 2021

- Standard for Forensic DNA Interpretation and Comparison Protocols
- Standard for Validation Studies of DNA Mixtures, and Development and Verification of a Laboratory's Mixture Interpretation Protocol

Digital Evidence Deadline July 7, 2021

- Standard Terminology for Digital and Multimedia Evidence Examination
- Standard Practice for Examining Magnetic Card Readers
- Standard Guide for Forensic Audio Lab Setup and Maintenance

Toxicology Deadline July 7, 2021

- Standard Practices for Method Validation in Forensic Toxicology



Disclosures/Corrective Actions

Latent print disclosure to the Texas Forensic Science Commission involving an examiner who failed to complete database searches indicating “hits” may have been missed:

- Quality division investigation identified an inaccuracy in a capital murder case
- TFSC and Harris County District Attorney’s Office notified
- Case analyst is no longer employed at HFSC
- Investigation is still ongoing



Disclosures/Corrective Actions

What happened?

- Four latent prints were documented in case record as having “no hits” in the Automated Fingerprint Identification System (AFIS)
- Investigation identified AFIS state search results were not reviewed, prints weren’t searched in federal database, meaning information of potential “hits” was missed

Quality division investigation

- Original results from state database reviewed
- Searches performed in federal database
- Searches resulted in one “hit”
- Stakeholders have been notified of a preliminary AFIS association



2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	0	
Toxicology		8	0	
Firearms		1	0	
Crime Scene		0	0	
Latent Prints		9	0	
Multimedia	Audio/Video	0	0	
	Digital	0	0	
Forensic Biology		11	0	



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	15	
Toxicology		0	14	
Firearms		0	25	
Crime Scene		0	25	
Latent Prints		1	16	
Multimedia	Audio/Video	0	5	
	Digital	0	5	
Forensic Biology		1	38	



2020 and 2021 Testimony Data

- 2021: 3 analysts have testified this year and were monitored
- Transcript review project
 - 3 transcripts will be reviewed in first round



Detailed Data





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-014	Biology/DNA	Incident	2/19/2021	A memo documenting the forensic biology section's deviation from the current version of the Interpretation SOP was not signed by the quality director, as required by the Quality Manual. The deviation outlines an updated location of where required documentation must be made. The documentation is still a requirement, however the location of where the documentation is being made has been updated to reflect the section's STRmix workflow.
2021-015	Biology/DNA	Corrective Action	2/22/2021	A reference sample was electronically placed into the forensic biology evidence vault in February 2020. The item's electronic custody location is currently in the forensic biology evidence vault, however the item is not physically there nor was it able to be located at the Houston Police Department property room.
2021-013	Client Services & Case Management	Incident	2/4/2021	A client services/case management specialist did not reseal a toxicology DWI collection kit before returning it to the property room after it was rejected due to inconsistent documentation. The kit was returned to the Houston Police Department for remediation prior to analysis being performed.
2021-012	Crime Scene	Corrective Action	2/8/2021	Evidence collected by a crime scene investigator was found to be moldy when it was examined by a forensic biology analyst. The evidence included a towel and absorbent pads for pets.
2021-PAR3	Crime Scene	Preventative Action	2/27/2021	Being able to readily identify evidence collected by HFSC's Crime Scene Unit (CSU) will improve communication with our stakeholders and throughout HFSC by proving information regarding who to contact if there are questions or concerns regarding the evidence. Currently CSU uses red evidence tape, which is a commonly used color, both by HFSC and HFSC's primary stakeholder, the Houston Police Department. CSU is proposing to switch to green evidence tape, which will make their evidence identifiable throughout HFSC, as well as to our stakeholders and in court.
2021-016	Latent Print Section	Incident	2/25/2021	A latent print examiner did not take required screenshots of demographic information in the Automated Fingerprint Identification System (AFIS) software as part of the reverse hit procedure.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-009	Seized Drugs	Incident	1/19/2021	A Seized Drugs analyst accidentally dropped the evidence packaging envelope she was preparing for return to the submitting agency which caused one of the glass vials contained within the envelope to break. The evidence was photographed and repackaged. An amended report was issued to include this information.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.

A background image featuring out-of-focus police lights in blue, red, and white, creating a bokeh effect. A dark blue horizontal banner is centered across the image.

Crime Scene Unit

Arctic Blast

- **Emergency schedule implemented**
 - Volunteer and work from home options offered for the first time
- **CSU responsibilities**
 - HFSC building space monitored
 - Scene response



Picture courtesy CSI Jaclyn Millhollon

Arctic Blast: What did we learn?

- **Volunteer schedule appreciated**
- **Work from home options offered**
- **Issues with building caught quickly**

Improvements:

- **Consistent communication needed**



Crime rate continues upward trend

Offense Type	February 2020	February 2021
Aggravated Assault	19	20
Child Death	4	3
Death Investigation	3	7
Homicide	23	31
Officer-Involved Shooting	1	3
Aggravated Robbery	4	3
Sexual Assault	0	1
Vehicles	45	57
TOTAL	102*	125

* Three (3) scenes classified as 'OTHER' and are not included in the table.



Jan. 1, 2020 – Feb. 29, 2020 = **56% increase** in homicides

Jan. 1, 2021 – Feb. 28, 2021 = **67% increase** in homicides

HOMICIDE COMPARISONS FOR MAJOR CITIES

City Population	Total Number of Homicides for 2020	Number of Homicides from 1 Jan 2020		Number of Homicides from 1 Jan 2021		Homicide Per Capita	
New York City 8,175,133	462	49	1-Mar-21	47	1-Mar-21 -4.08%	0.57	Based on 2010 Census Per 100,000
Los Angeles 3,792,621	350	52	1-Mar-21	66	1-Mar-21 26.92%	1.74	Based on 2010 Census Per 100,000
Chicago 2,693,976	770	73	1-Mar-21	89	1-Mar-21 21.92%	3.30	Based on 2010 Census Per 100,000
Houston 2,320,268	406	52	1-Mar-21	68	1-Mar-21 30.77%	2.93	Based on 2010 Census Per 100,000
Philadelphia 1,584,064	499	62	1-Mar-21	77	1-Mar-21 24.19%	4.86	Based on 2010 Census Per 100,000
Dallas 1,343,573	261	22	1-Mar-21	38	1-Mar-21 72.73%	2.83	Based on 2010 Census Per 100,000
Memphis 651,073	288	29	1-Mar-21	46	1-Mar-21 58.62%	7.07	Based on 2010 Census Per 100,000
Baltimore 593,490	335	50	1-Mar-21	44	1-Mar-21 -12.00%	7.41	Based on 2010 Census Per 100,000
Milwaukee 590,157	190	24	1-Mar-21	17	1-Mar-21 -29.17%	2.88	Based on 2010 Census Per 100,000
St Louis 300,576	262	24	1-Mar-21	32	1-Mar-21 33.33%	10.65	Based on 2010 Census Per 100,000
Pittsburgh 300,286	50	6	1-Mar-21	7	1-Mar-21 16.67%	2.33	Based on 2010 Census Per 100,000

Homicide Desk Run Date:
2-Mar-21

Ongoing projects and continuous improvement

- Revision of annual goals
 - CSI input on new goals
 - Mid-year review training with supervisors
- Four new CSIs starting in March
- Drone to begin running parallel with current mapping practices after March 16
- Improved lighting for outdoor scenes
- Dataworks upgrades



DataWorks

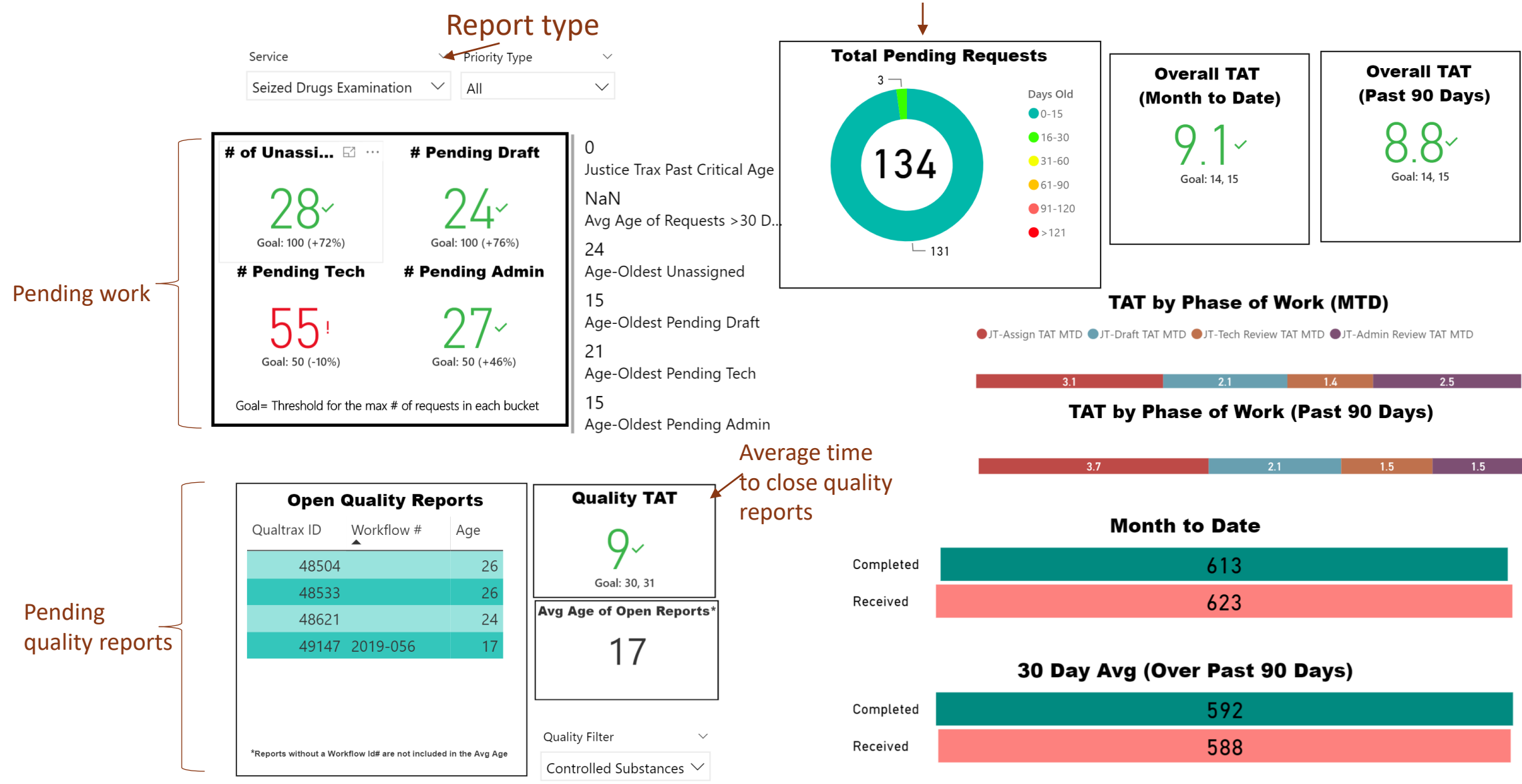


- Controlled and operated by the Houston Police Department
- CSIs upload photos to digital database upon return from scene or VEB
- Detectives/officers use DataWorks to view crime scene photographs from their office
- Upgrades allow CSIs to more quickly view and upload photos from their desk rather than use a kiosk

Detail data

Key for Dashboard Section Pages

Center of ring=total pending cases
Ring=breakdown of age for all pending cases



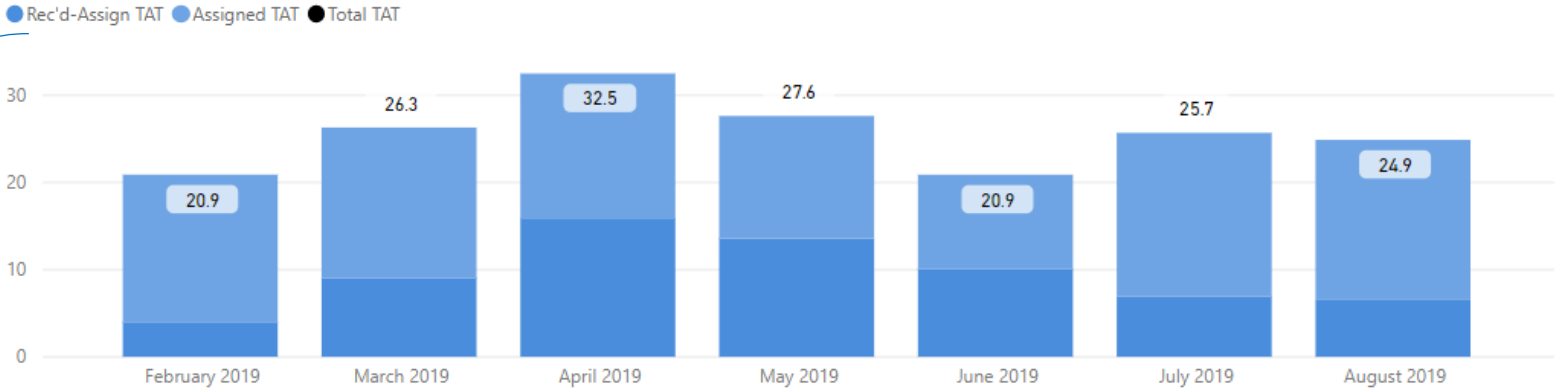
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

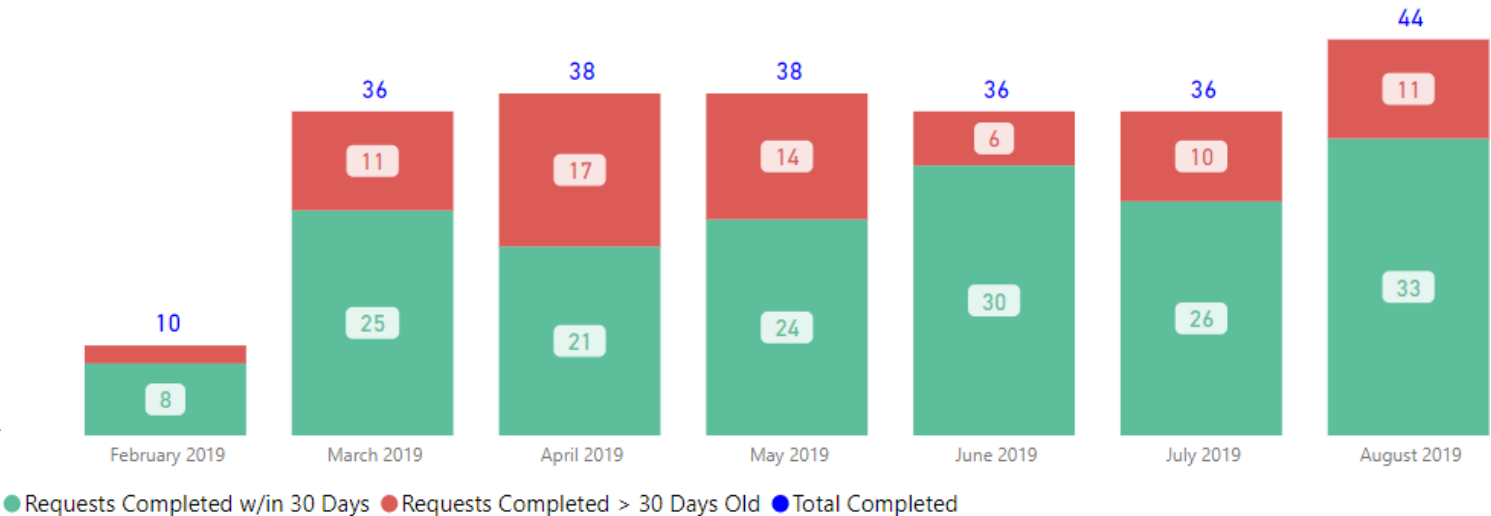
8/31/2019

Total TAT by Month



Data broken down by month

Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete

238

Requests Completed

71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing

Service

Priority Type

Seized Drugs Examination

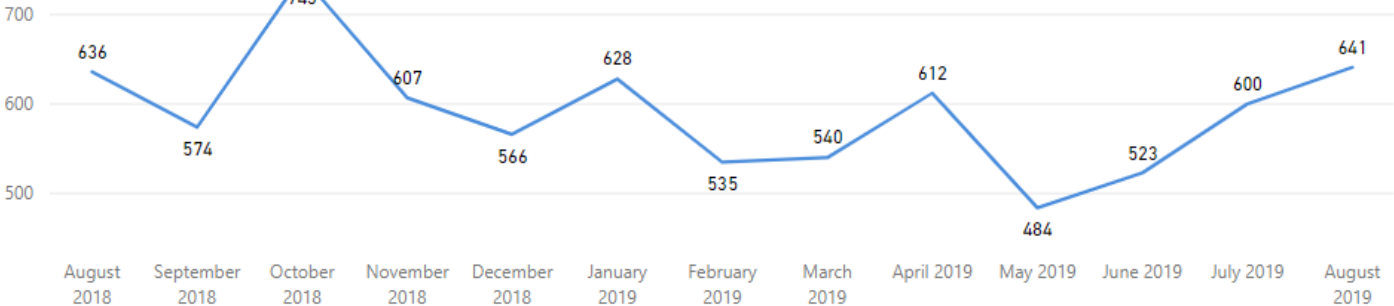
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

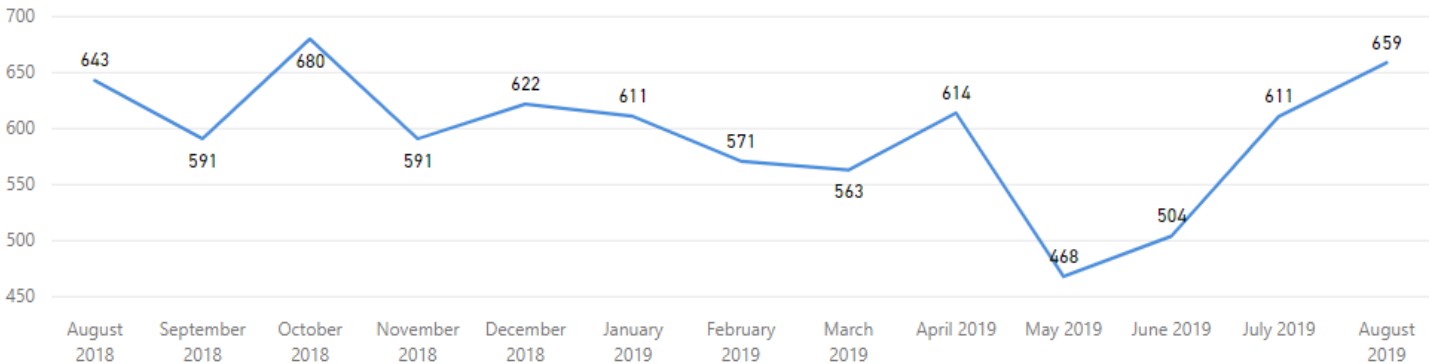
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

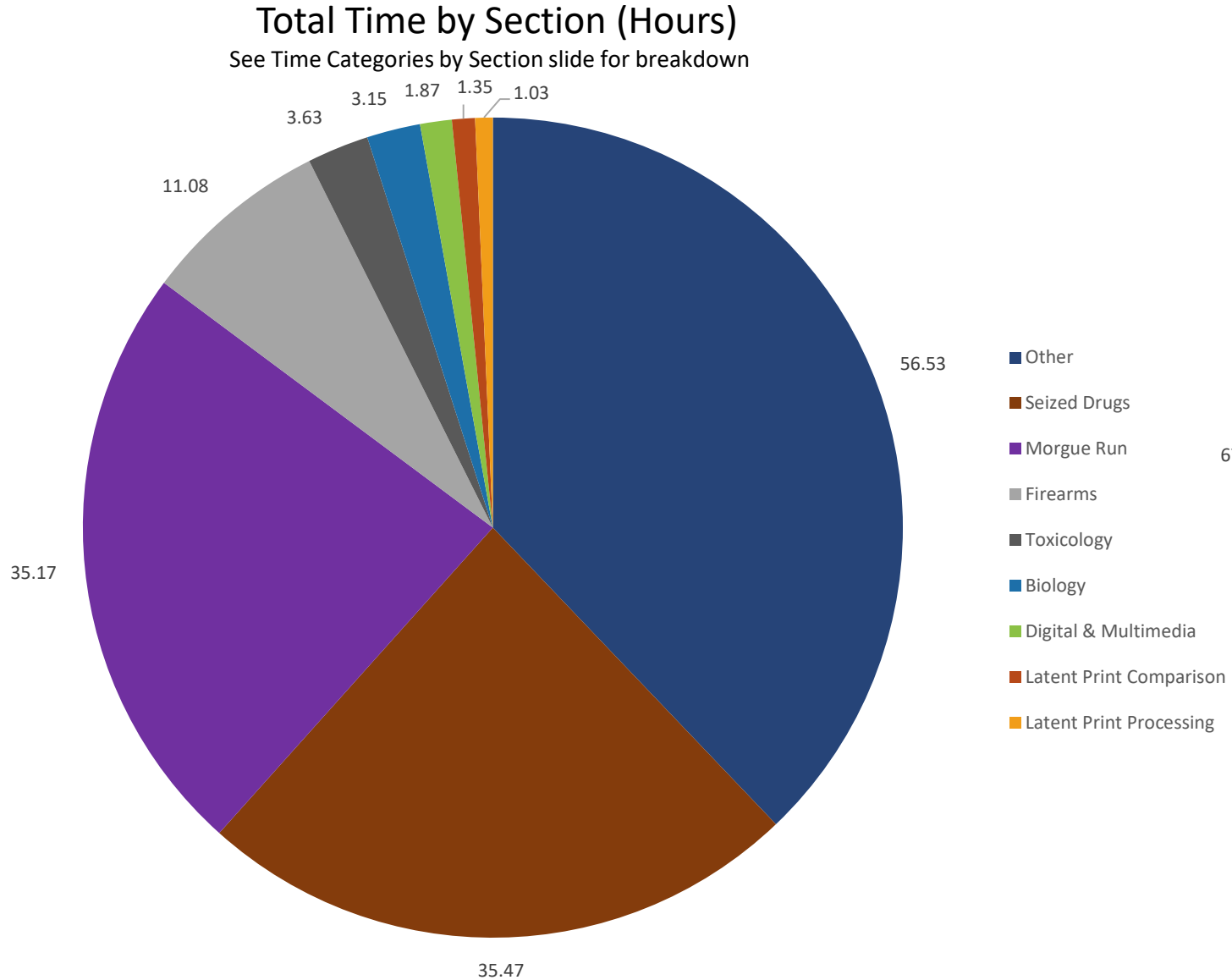
594

Overall average for the selected date range

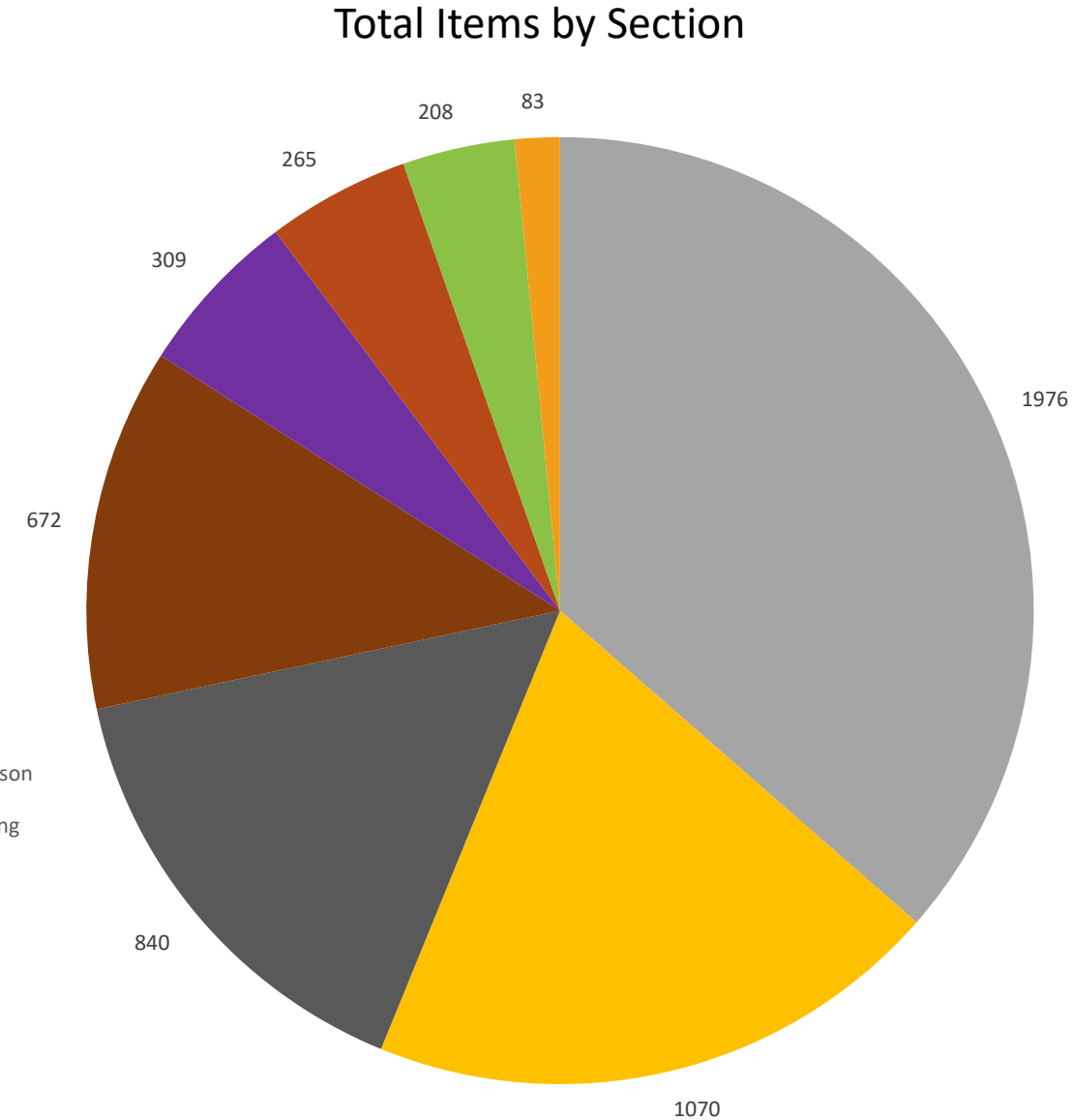
* months with zero activity are not calculated into the average

Client Services and Case Management (CS/CM)

CS/CM – February



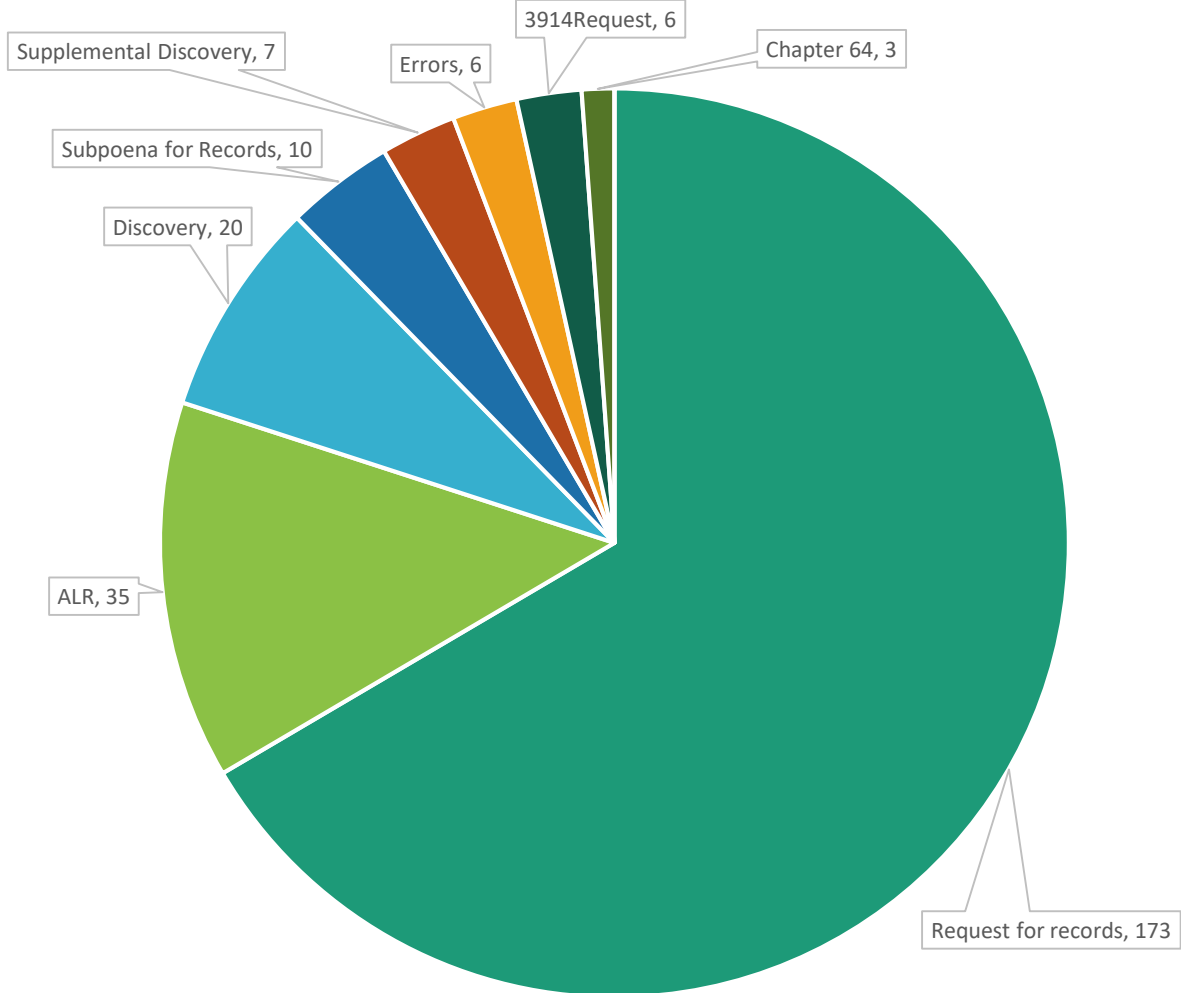
Evidence Handling



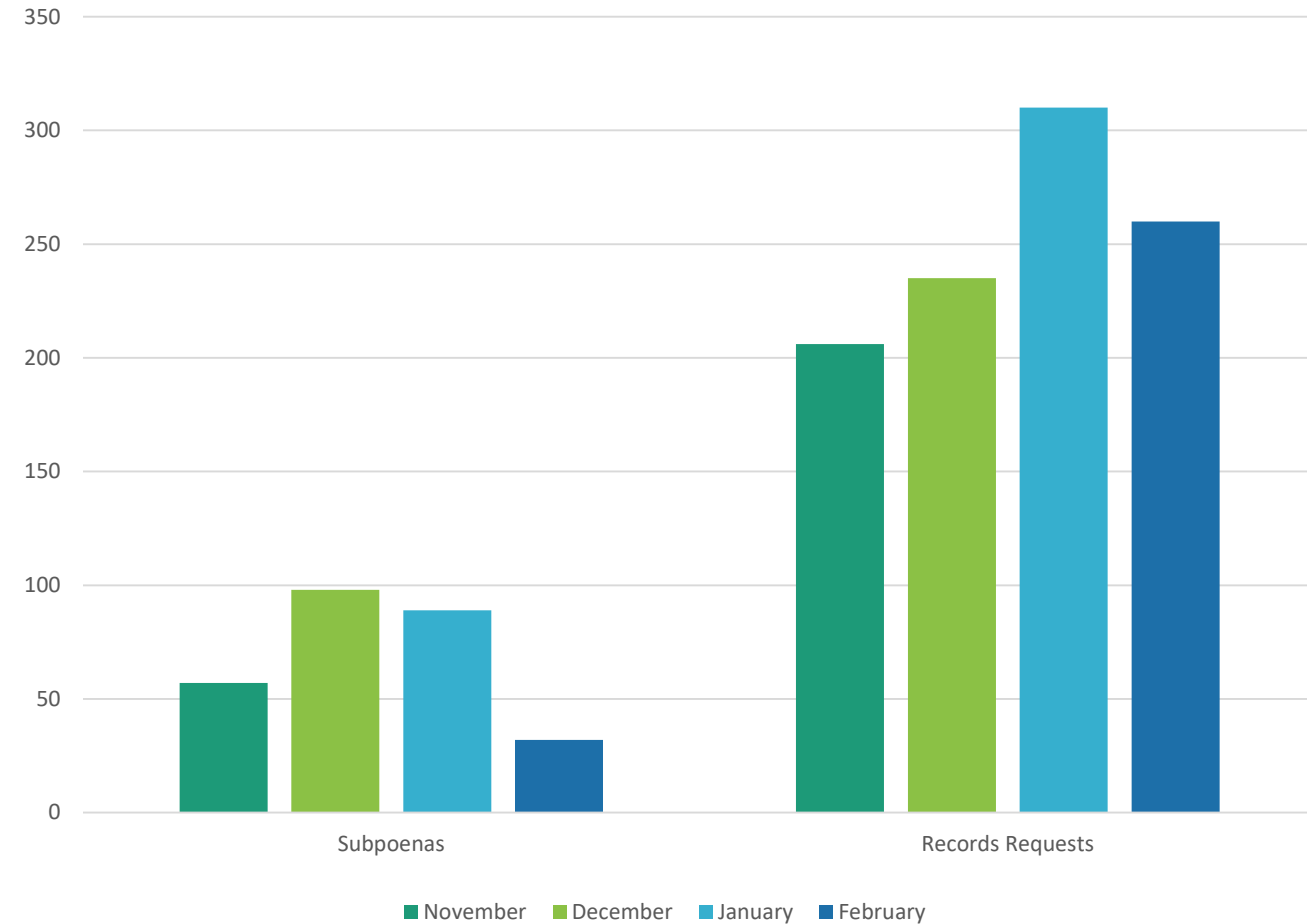
CS/CM – February

Administrative

Requests by Type

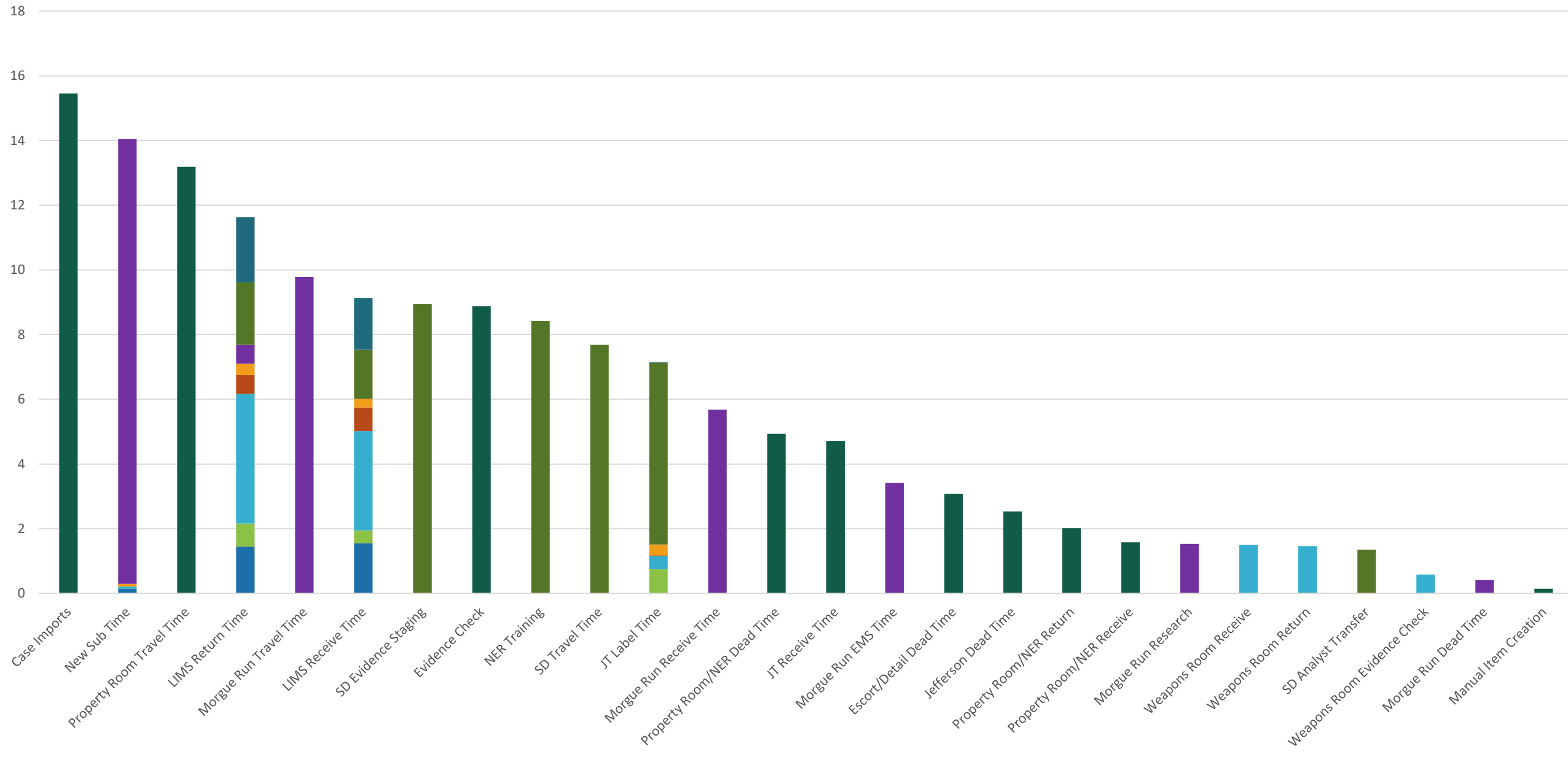


Subpoenas & Records Requests



Time Categories – February

Evidence Handling



Service

CSCM Tox Accession

Priority Type

All

of Unassigned

47✓

Goal: 150 (+68.67%)

Pending Draft

0✓

Goal: 3 (+100%)

Pending Admin

0✓

Goal: 60 (+100%)

Goal= Threshold for the max # of requests in each bucket

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

4

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests



Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT
(Month to Date)

2.2✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

2.6✓

Goal: 5, 10

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-Admin Review TAT MTD

1.8

0.4

TAT by Phase of Work (Past 90 Days)

2.0

0.5

Month to Date

Completed

332

Received

372

30 Day Avg (Over Past 90 Days)

Completed

491

Received

492

Open Quality Reports

Qualtrax ID	Workflow #	Age
76098	2021-002	37
78329	2021-013	15
79489		1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

22✓

Goal: 30, 31

Avg Age of Open Reports*

26

Quality Filter

Client Services/Case Manage...

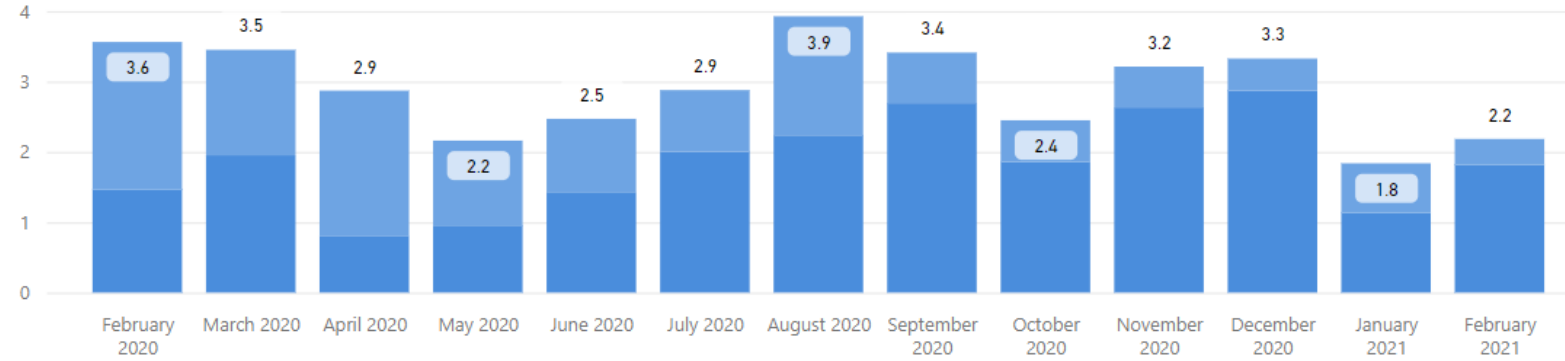
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

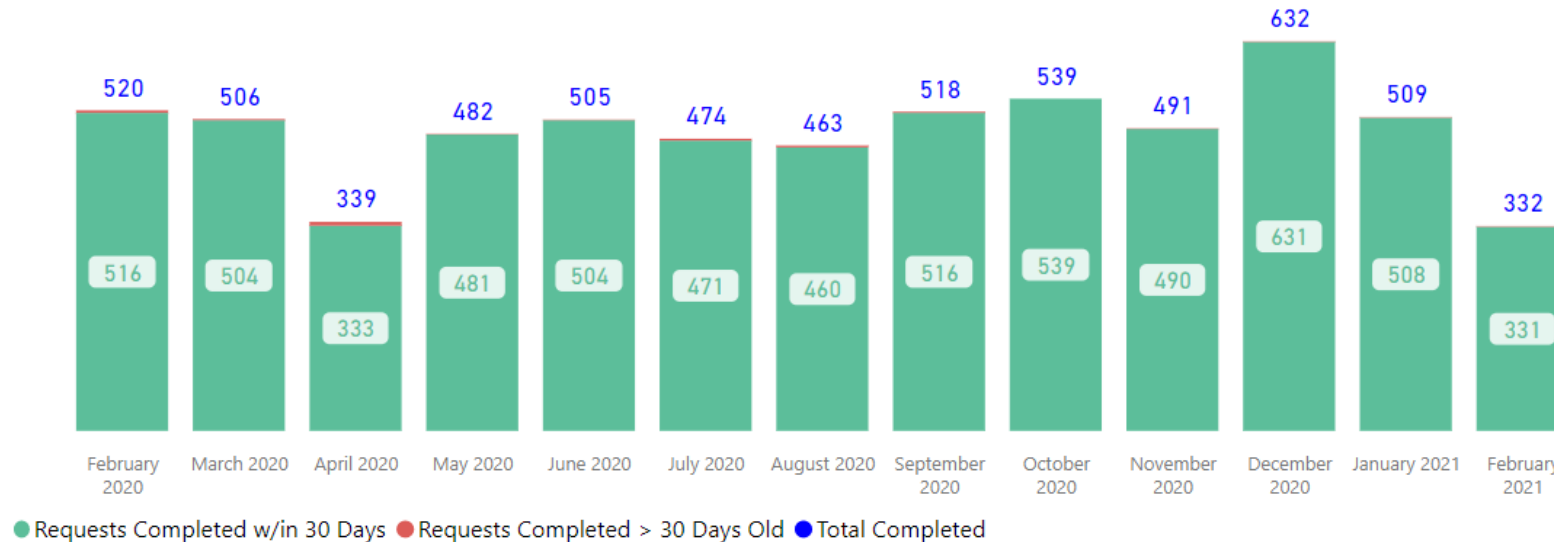
2.93

Total TAT (Rec'd-Compl.) Avg

1.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6310

Requests Completed

26

Requests Completed > 30 Days Old

0.41 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

CSCM Tax Accession

Priority Type

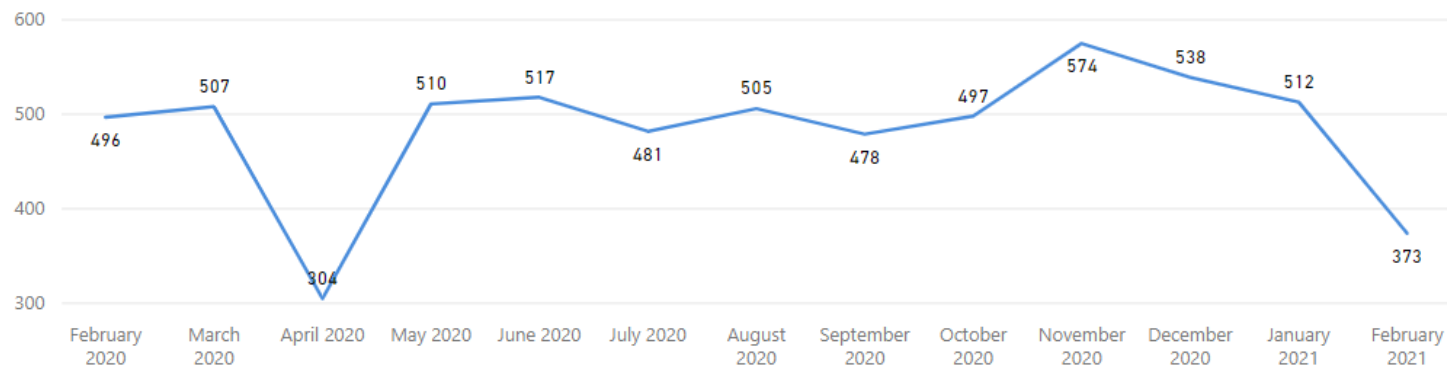
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

6,292

Received per Month (Avg)*

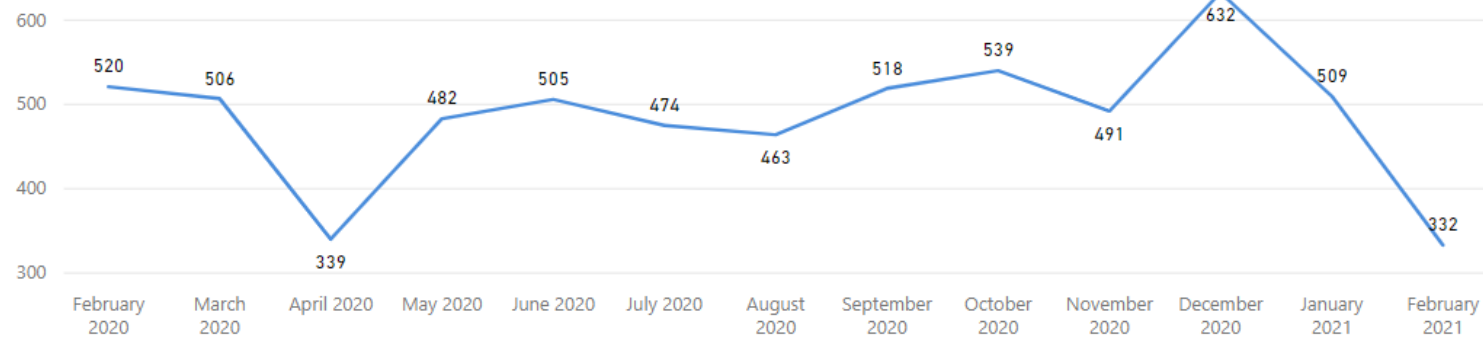
484

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

6,310

Completed per Month (Avg)*

485

* months with zero activity are not calculated into the average

Service

CSCM Tox Rejection

Priority Type

All

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draf

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

Goal= Threshold for the max # of requests in each bucket

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

0

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT
(Month to Date)

0.6✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

0.5✓

Goal: 5, 10

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-Admin Review TAT MTD

0.6

TAT by Phase of Work (Past 90 Days)

0.2

0.3

Month to Date

Completed

7

Received

7

30 Day Avg (Over Past 90 Days)

Completed

13

Received

13

Open Quality Reports

Qualtrax ID	Workflow #	Age
76098	2021-002	37
78329	2021-013	15
79489		1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

22✓

Goal: 30, 31

Avg Age of Open Reports*

26

Quality Filter

Client Services/Case Manage...

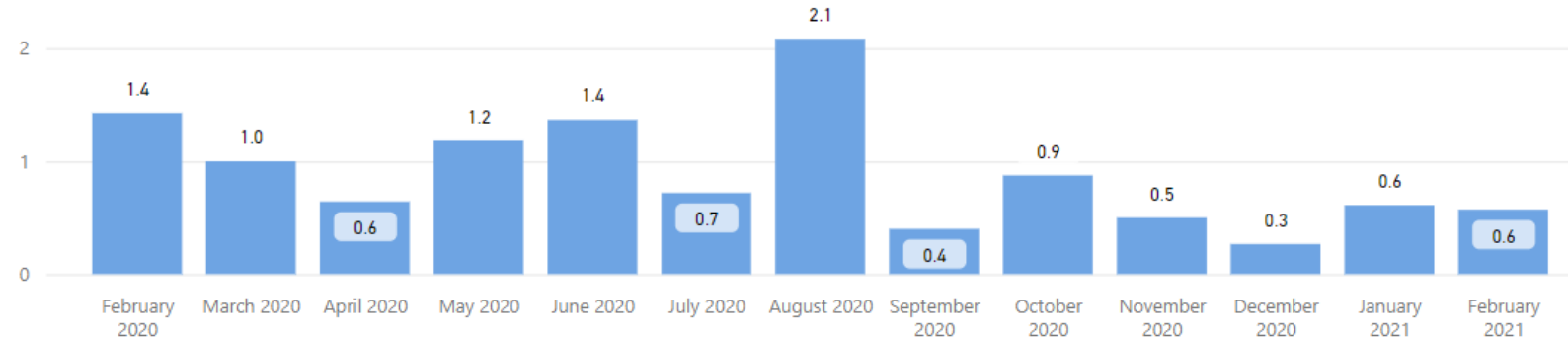
Date Range

2/1/2020

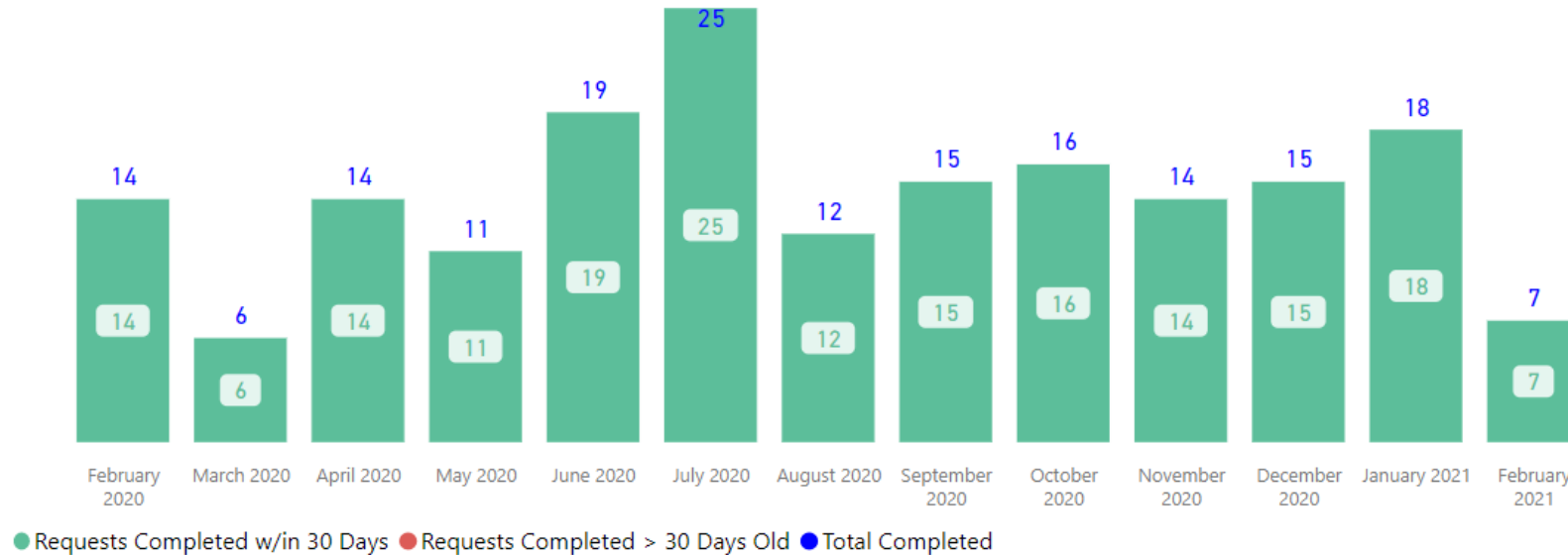
2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Requests Completed



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

0.88

Total TAT (Rec'd-Compl.) Avg

0.88

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

186

Requests Completed

0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

CSCM Tox Rejection

Priority Type

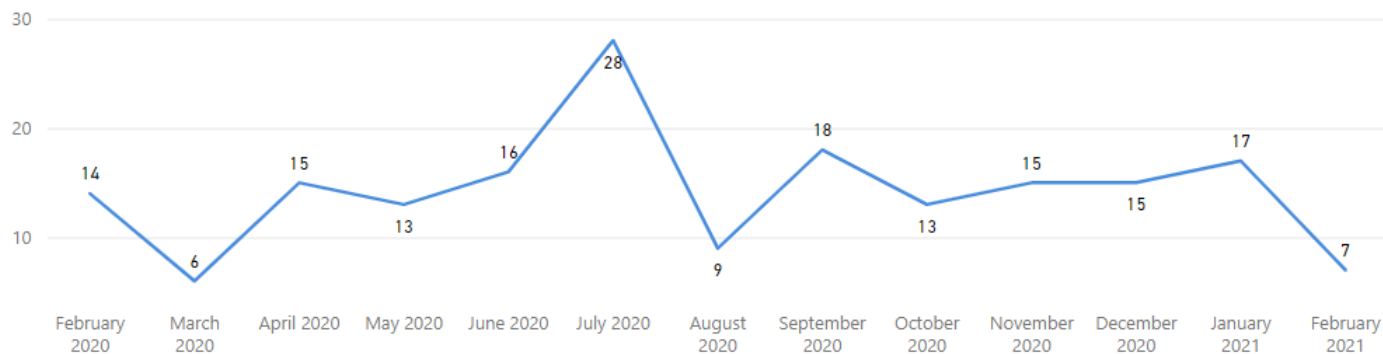
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

186

Received per Month (Avg)*

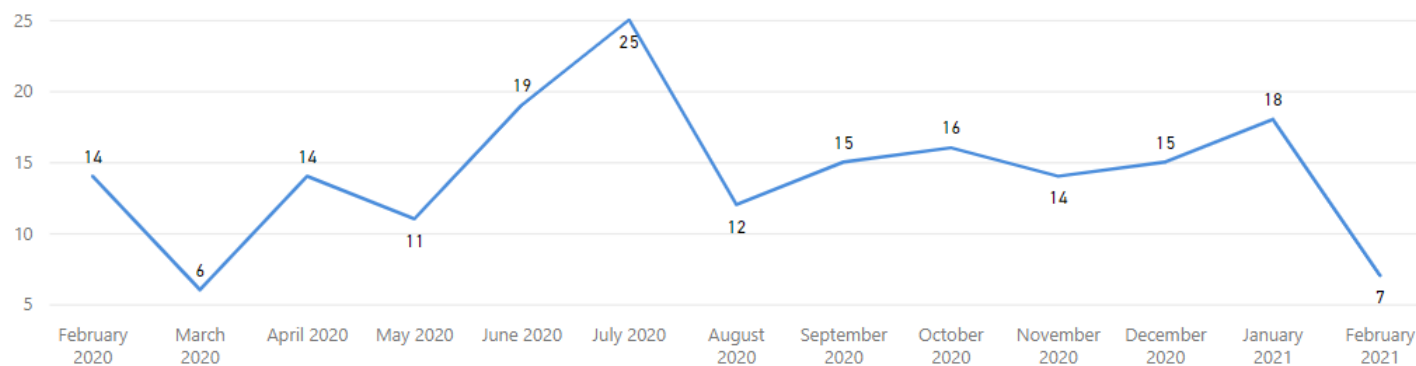
14

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

186

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

Seized Drugs

Service: Seized Drugs Examination
Priority Type: All

of Unassigned
710!
Goal: 100 (-610%)

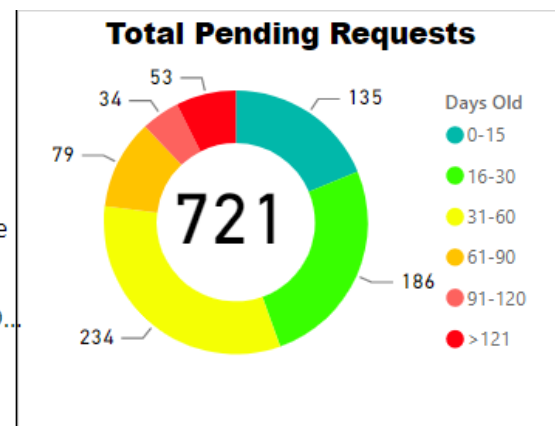
Pending Draft
9✓
Goal: 100 (+91%)

Pending Tech
1✓
Goal: 50 (+98%)

Pending Admin
1✓
Goal: 50 (+98%)

Goal= Threshold for the max # of requests in each bucket

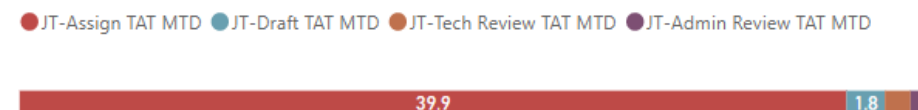
400 Justice Trax Past Critical Age
69 Avg Age of Requests >30 D...
167 Age-Oldest Unassigned
136 Age-Oldest Pending Draft
139 Age-Oldest Pending Tech
23 Age-Oldest Pending Admin



Overall TAT (Month to Date)
43.6!
Goal: 14, 15

Overall TAT (Past 90 Days)
33.2!
Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
-------------	------------	-----

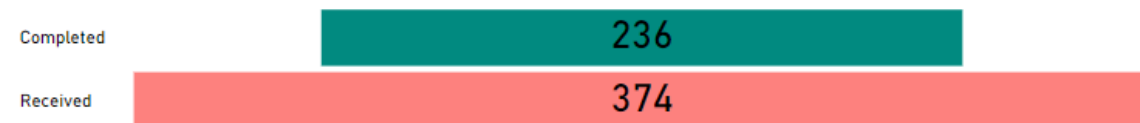
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
33!
Goal: 30, 31

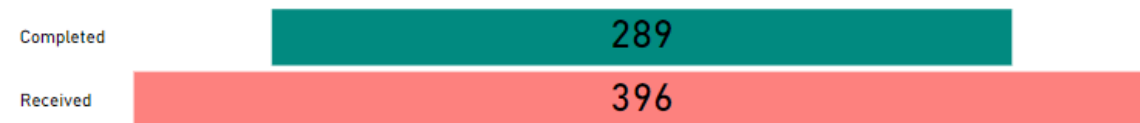
Avg Age of Open Reports*
NaN

Quality Filter: Controlled Substances

Month to Date



30 Day Avg (Over Past 90 Days)



Service

Priority Type

Seized Drugs Examination

Mari

of Unassigned

211!

Goal: 100 (-111%)

Pending Draft

8✓

Goal: 100 (+92%)

Pending Tech

1✓

Goal: 50 (+98%)

Pending Admin

0✓

Goal: 50 (+100%)

136

Justice Trax Past Critical Age

94

Avg Age of Requests >30 D...

167

Age-Oldest Unassigned

136

Age-Oldest Pending Draft

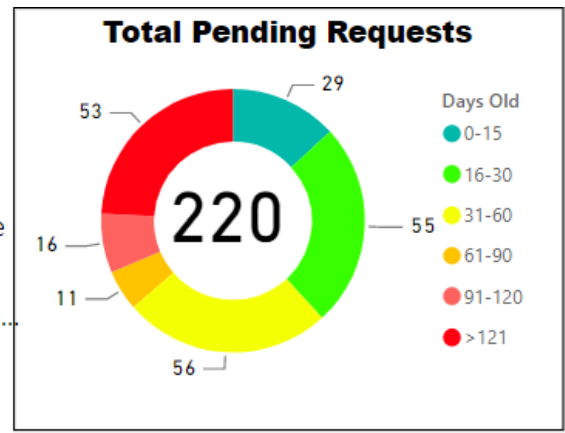
139

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Goal= Threshold for the max # of requests in each bucket



Overall TAT (Month to Date)

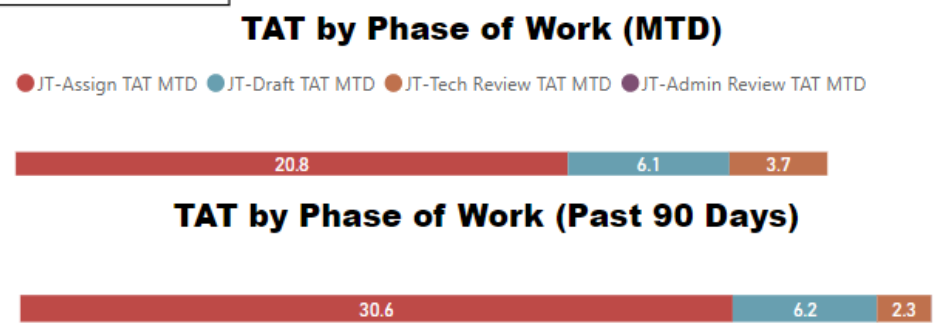
30.5!

Goal: 14, 15

Overall TAT (Past 90 Days)

39.1!

Goal: 14, 15



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

33!

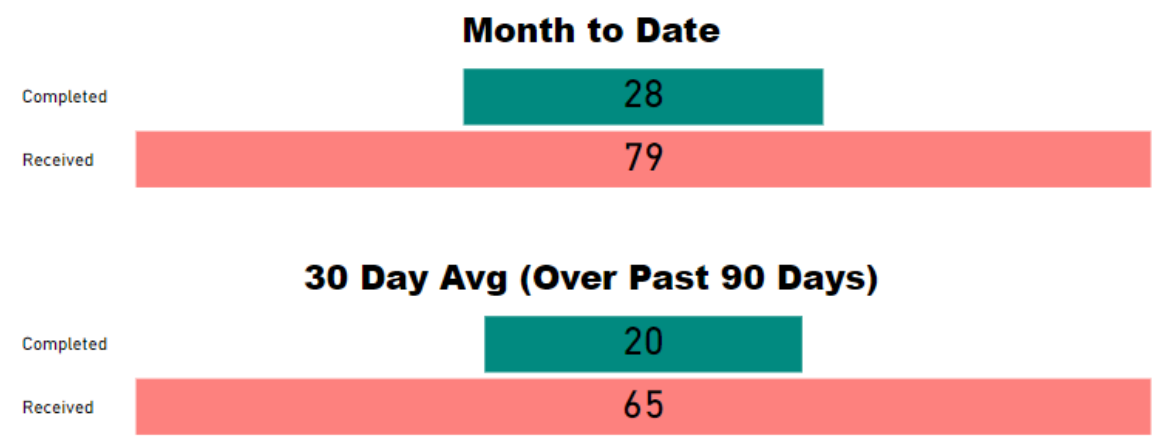
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Controlled Substances



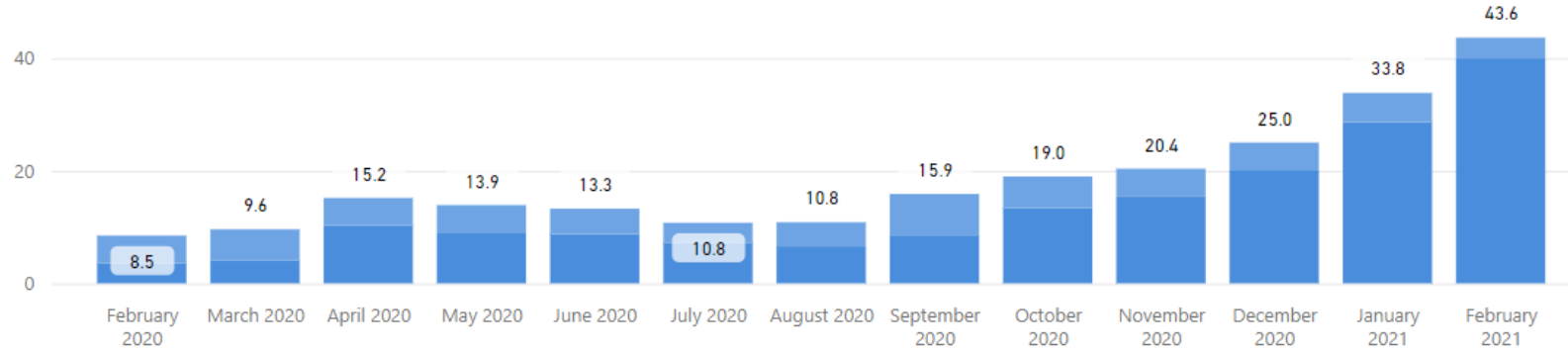
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

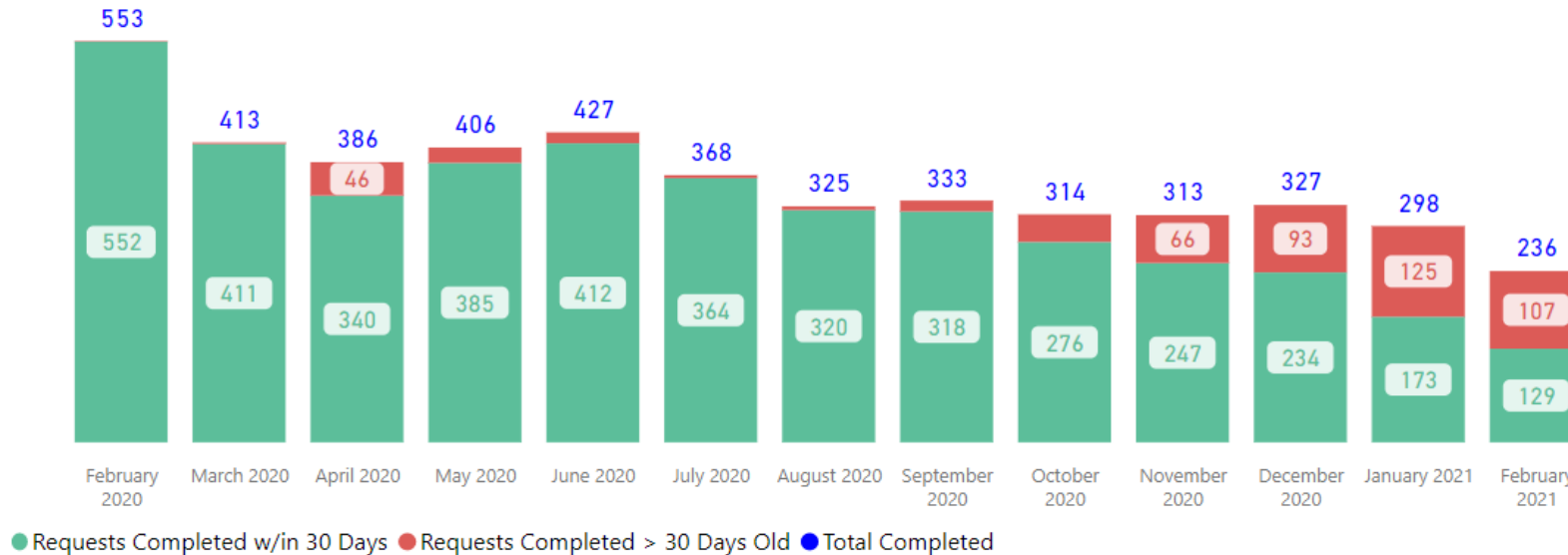
16.92

Total TAT (Rec'd-Compl.) Avg

4.97

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4699

Requests Completed

538

Requests Completed > 30 Days Old

11.45 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Seized Drugs Examination

Priority Type

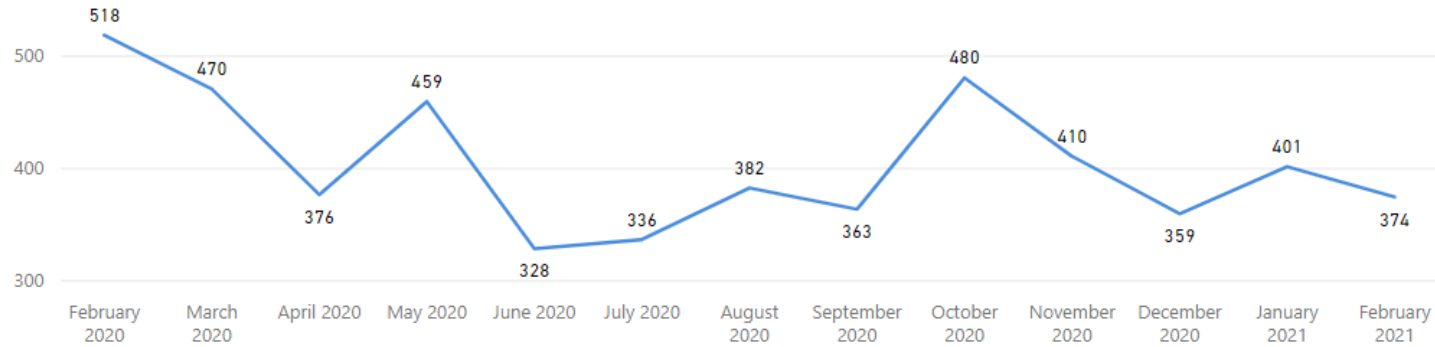
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

5,256

Received per Month (Avg)*

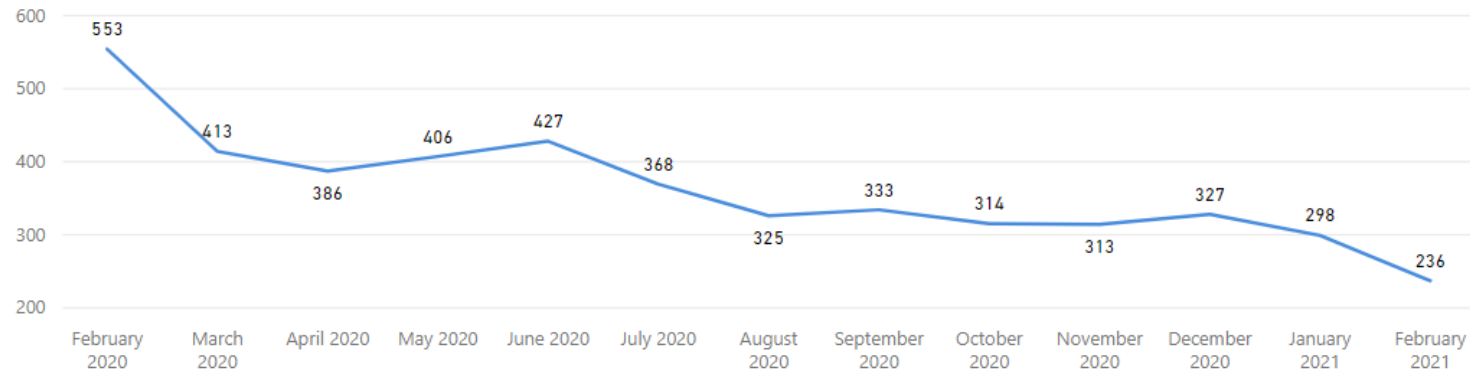
404

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

4,699

Completed per Month (Avg)*

361

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

▼

Priority Type

All

▼

of Unassigned

722!

Goal: 50 (-1344%)

Pending Draft

188!

Goal: 120 (-56.67%)

Pending Tech

222!

Goal: 90 (-146.67%)

Pending Admin

64✓

Goal: 90 (+28.89%)

Goal= Threshold for the max # of requests in each bucket

823

Justice Trax Past Critical Age

55

Avg Age of Requests >30 D...

53

Age-Oldest Unassigned

90

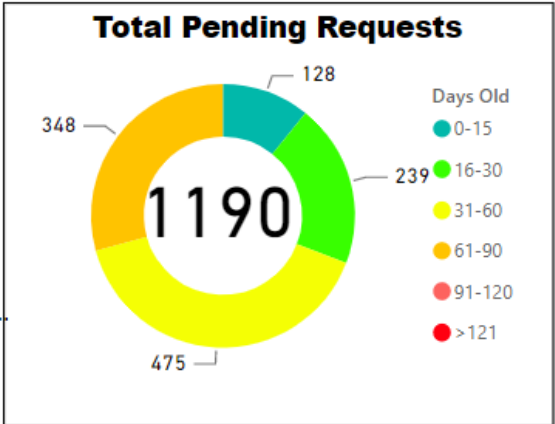
Age-Oldest Pending Draft

90

Age-Oldest Pending Tech

89

Age-Oldest Pending Admin



Overall TAT (Month to Date)

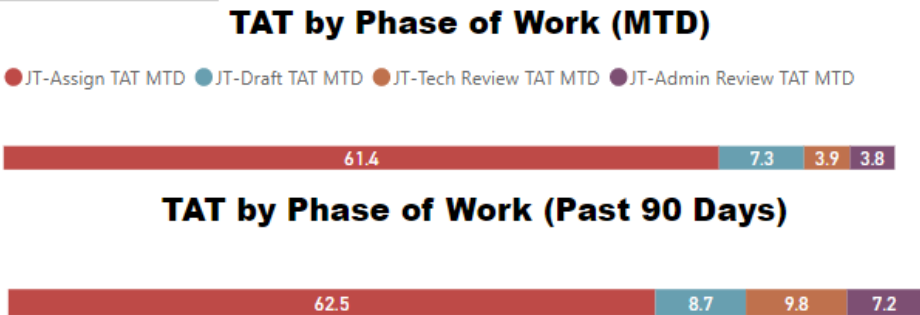
76.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

88.2!

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
78968		6
79120		4

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

28✓

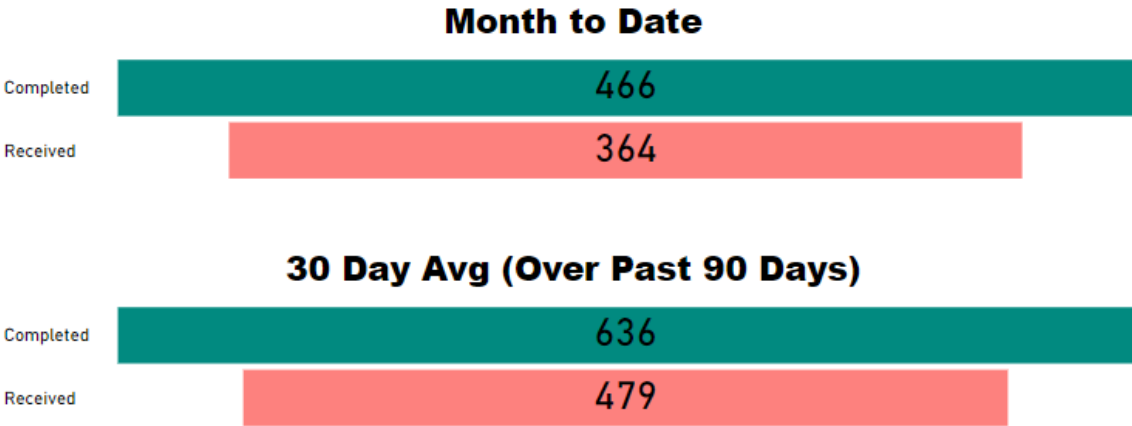
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology



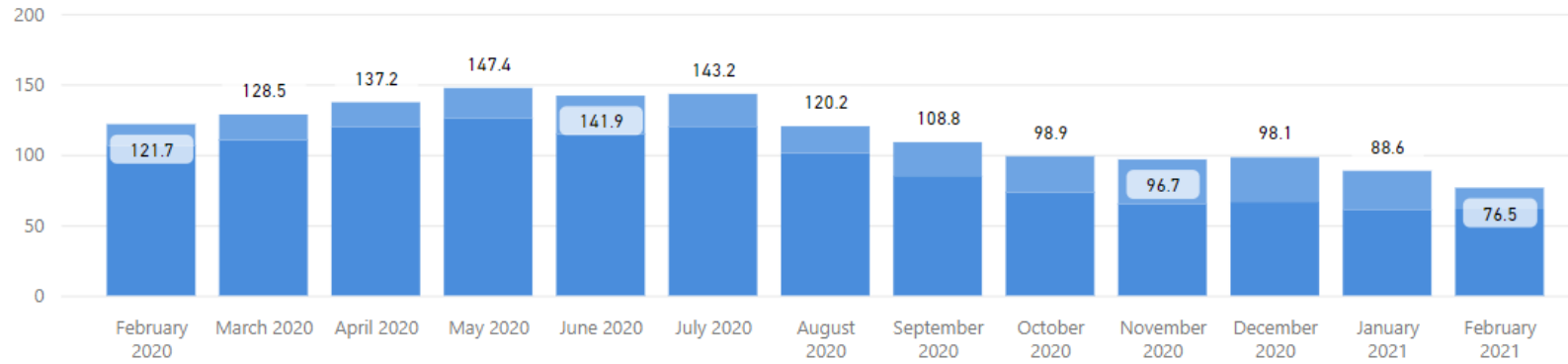
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

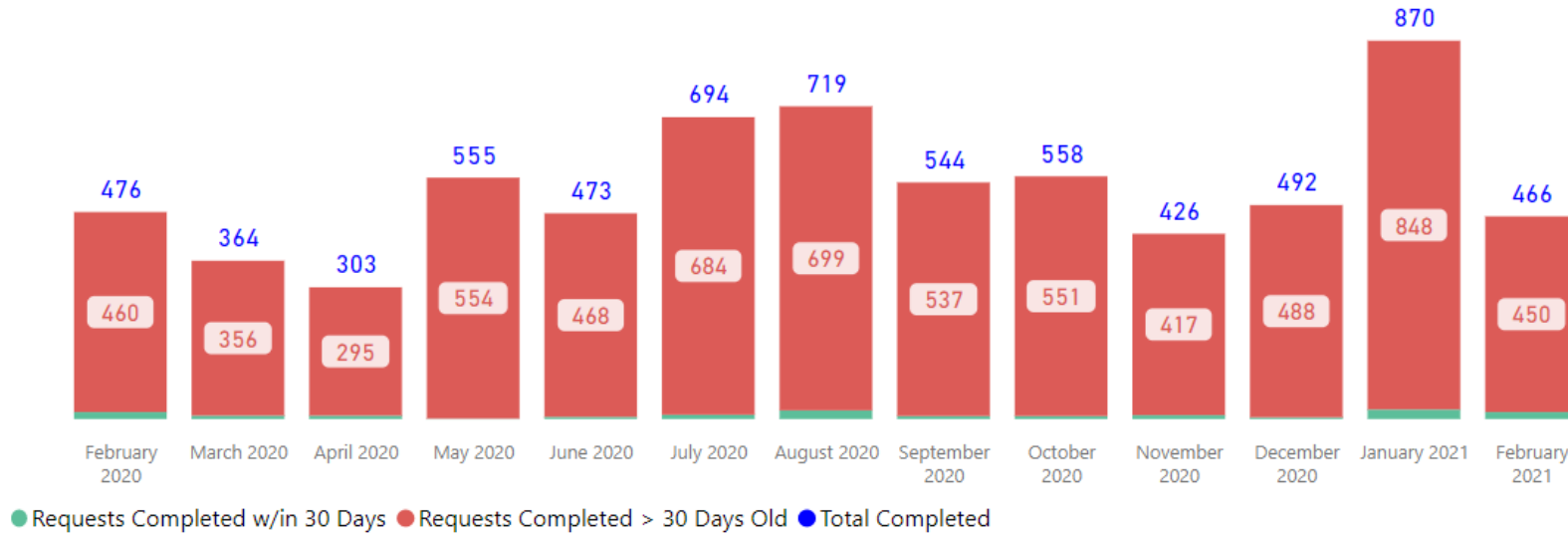
114.93

Total TAT (Rec'd-Compl.) Avg

23.29

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6940

Requests Completed

6807

Requests Completed > 30 Days Old

98.08 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service Priority Type

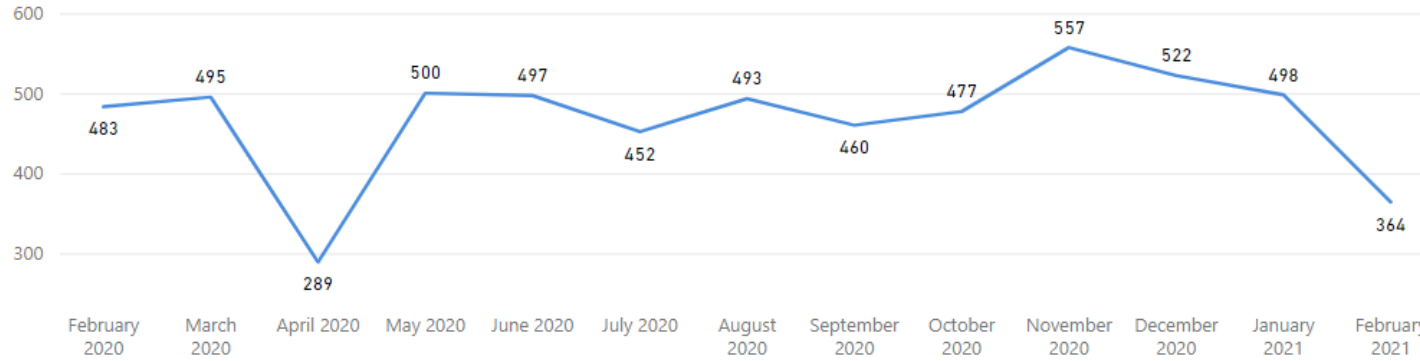


Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

6,087

Received per Month (Avg)*

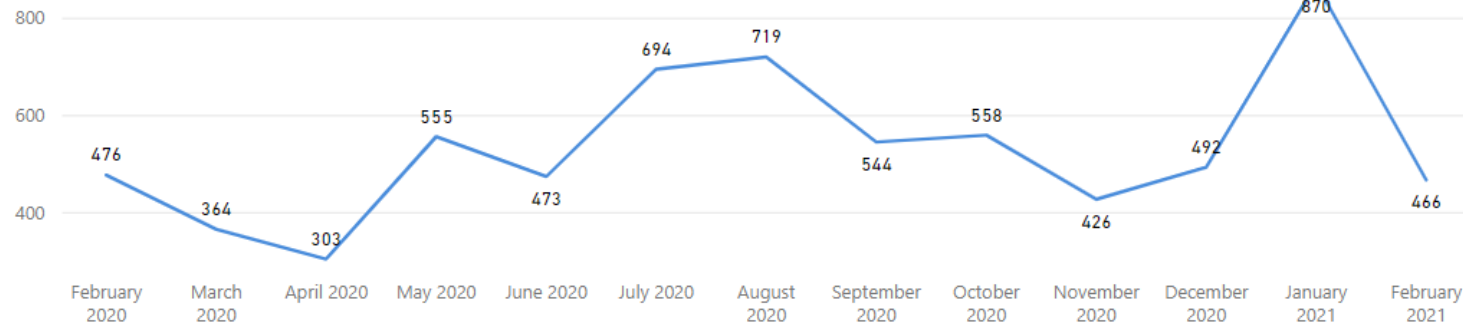
468

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

6,940

Completed per Month (Avg)*

534

* months with zero activity are not calculated into the average

Service

Priority Type

Toxicology

All

#

🏠

🔍

📄

🔧

📊

⋮

Pending Draft

877!

Goal: 120 (-630.83%)

1✓

Goal: 30 (+96.67%)

Pending Tech

1✓

Goal: 30 (+96.67%)

Pending Admin

0✓

Goal: 30 (+100%)

Goal= Threshold for the max # of requests in each bucket

658

Justice Trax Past Critical Age

86

Avg Age of Requests >30 D...

320

Age-Oldest Unassigned

145

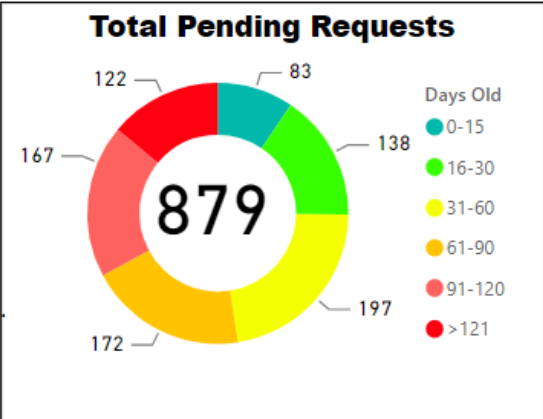
Age-Oldest Pending Draft

3

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

200.2!

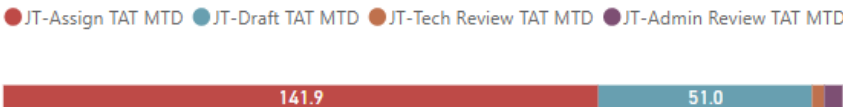
Goal: 90, 91

Overall TAT (Past 90 Days)

181.0!

Goal: 90, 91

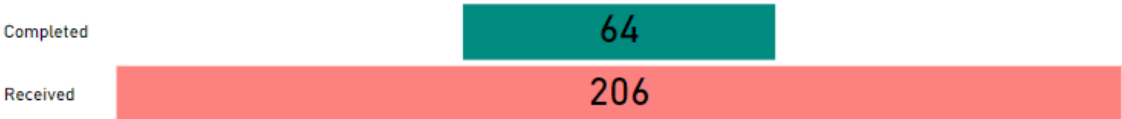
TAT by Phase of Work (MTD)



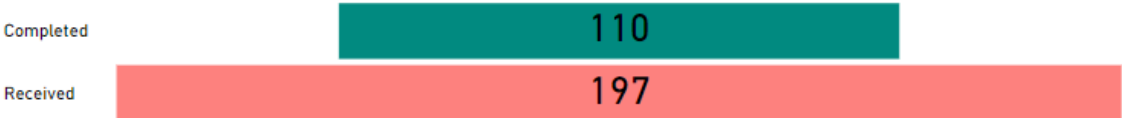
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
78968		6
79120		4

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

28✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

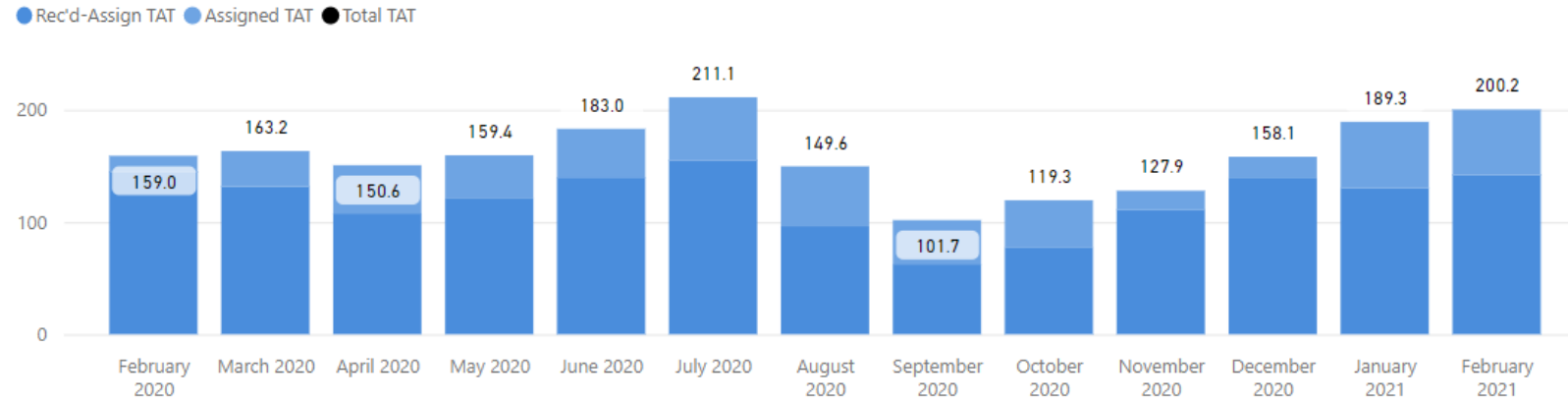
Toxicology

Date Range

2/1/2020

2/28/2021

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

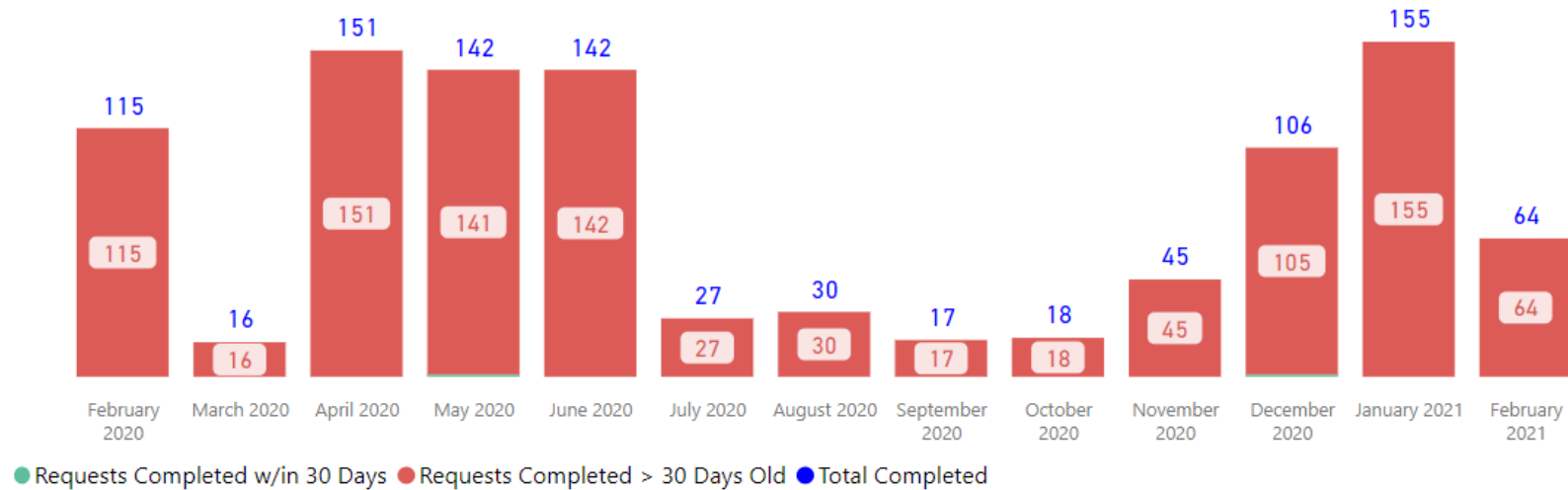
166.34

Total TAT (Rec'd-Compl.) Avg

39.42

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1028

Requests Completed

1026

Requests Completed > 30 Days Old

99.81 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Toxicology

Priority Type

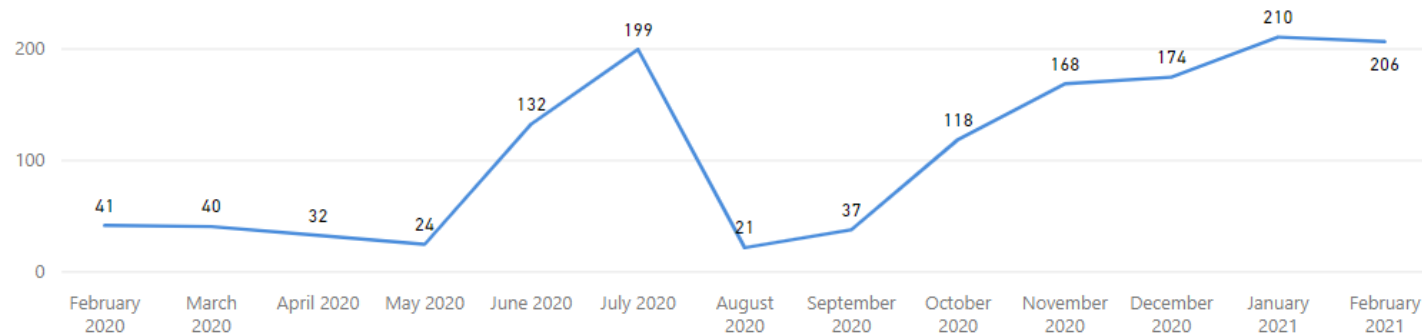
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

1,402

Received per Month (Avg)*

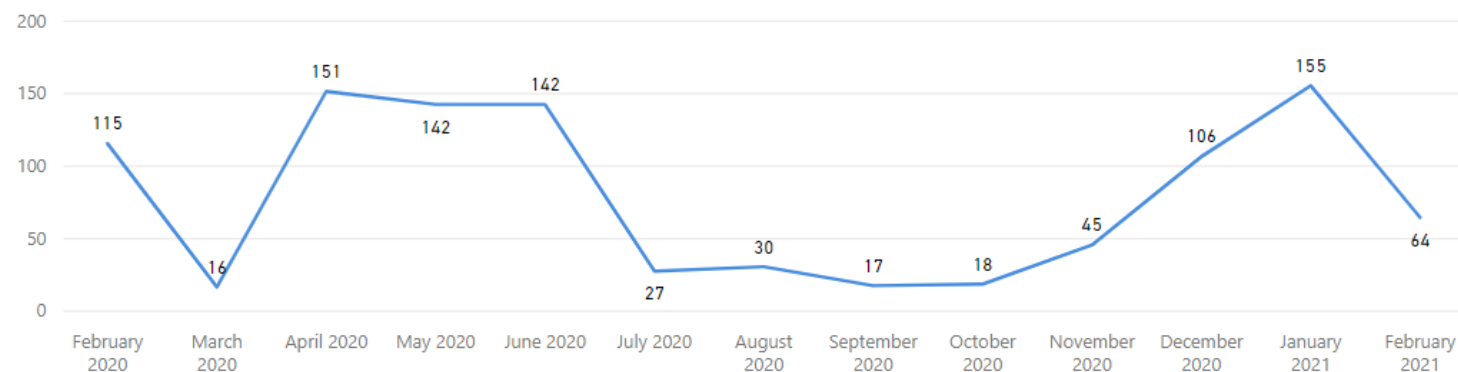
108

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

1,028

Completed per Month (Avg)*

79

* months with zero activity are not calculated into the average

Firearms

Service

Priority Type

Firearms Examination

All

of Unassigned

37!

Goal: 10 (-270%)

Pending Draft

26!

Goal: 14 (-85.71%)

Pending Tech

7✓

Goal: 9 (+22.22%)

Pending Admin

0✓

Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

41
Justice Trax Past Critical Age

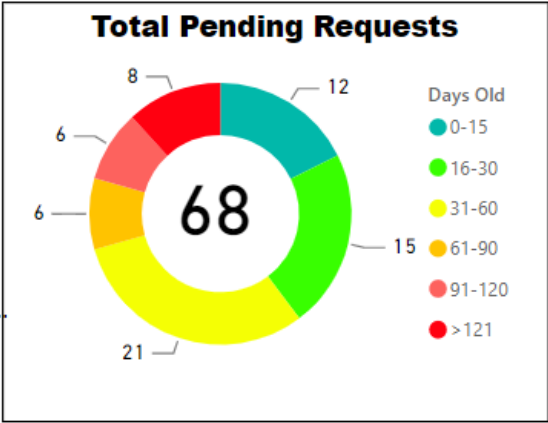
84
Avg Age of Requests >30 D...

83
Age-Oldest Unassigned

249
Age-Oldest Pending Draft

209
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

74.5!

Goal: 40, 41

Overall TAT
(Past 90 Days)

57.2!

Goal: 40, 41

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
77529		22
73798	2020-100	69

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

46!

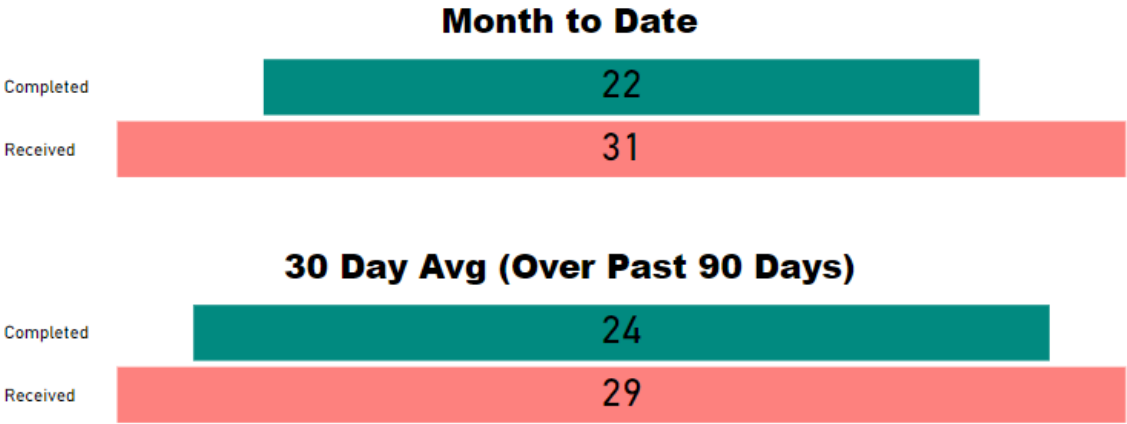
Goal: 30, 31

Avg Age of Open Reports*

69

Quality Filter

Firearms



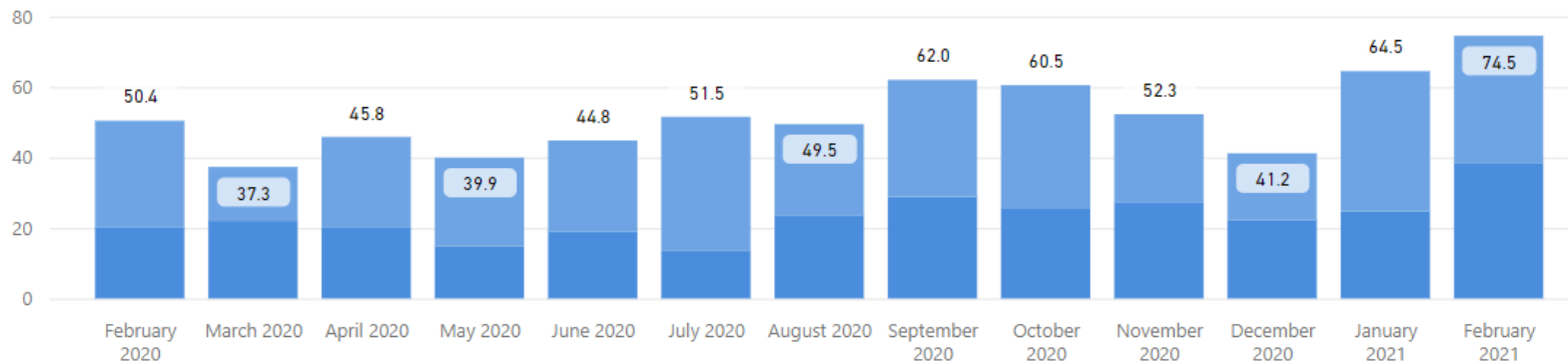
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

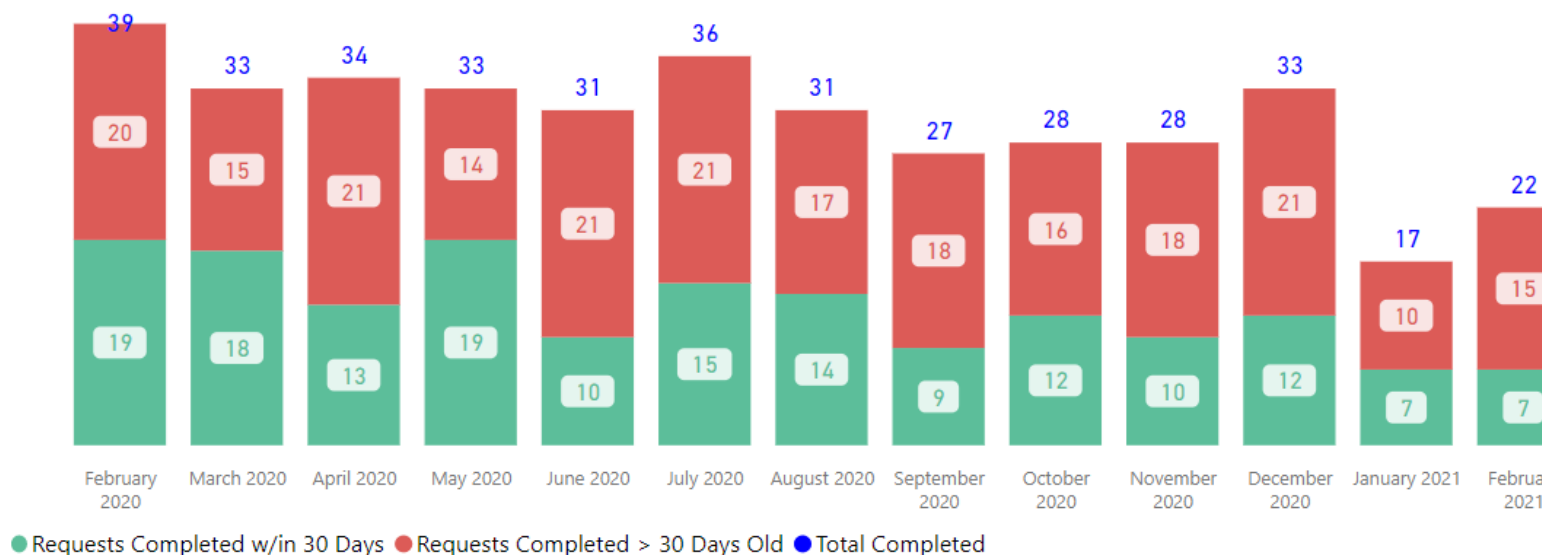
50.45

Total TAT (Rec'd-Compl.) Avg

28.14

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

392

Requests Completed

227

Requests Completed > 30 Days Old

57.91 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Firearms Examination

Priority Type

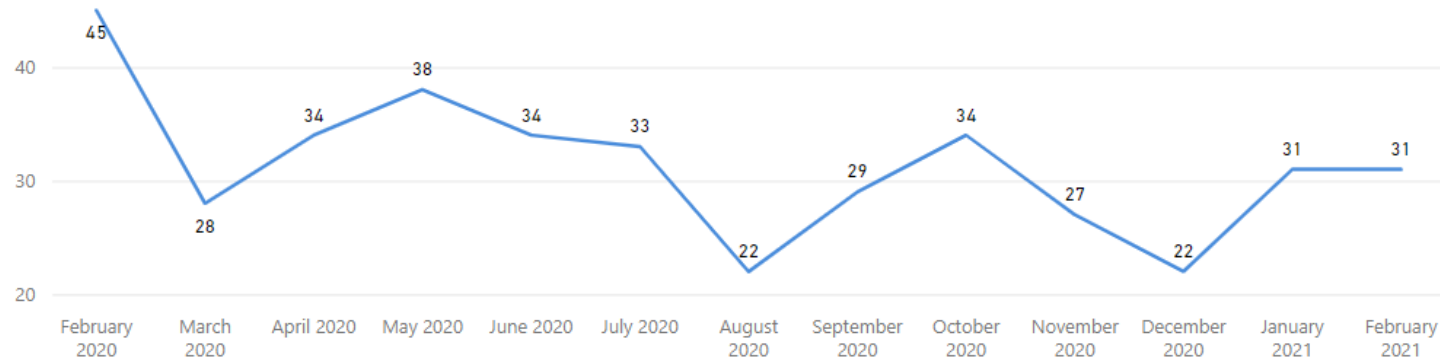
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

408

Received per Month (Avg)*

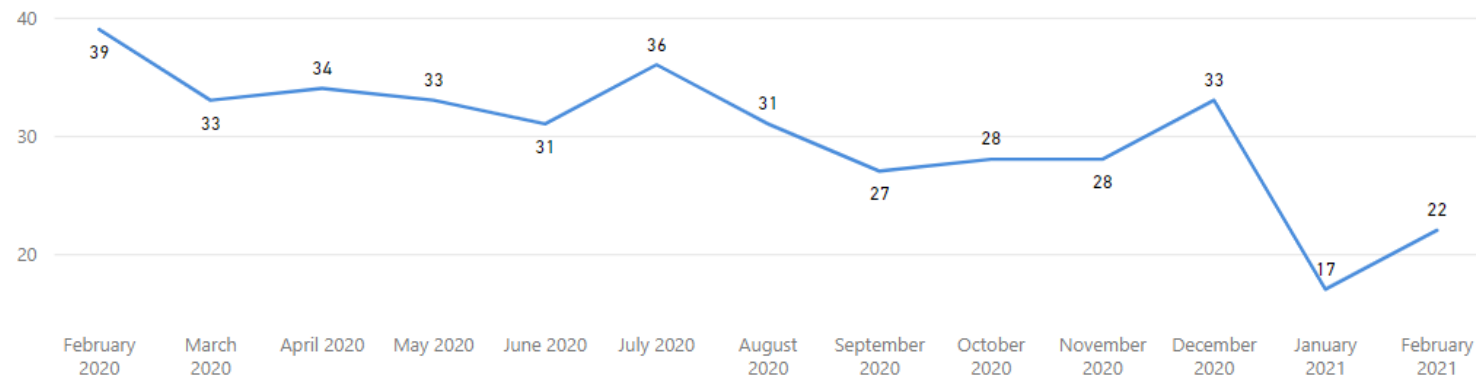
31

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

392

Completed per Month (Avg)*

30

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

of Unassigned

7✓

Goal: 20 (+65%)

Pending Draft

3✓

Goal: 35 (+91.43%)

Pending Tech

34!

Goal: 20 (-70%)

Pending Admin

3✓

Goal: 20 (+85%)

Goal= Threshold for the max # of requests in each bucket

2

Justice Trax Past Critical Age

97

Avg Age of Requests >30 D...

25

Age-Oldest Unassigned

143

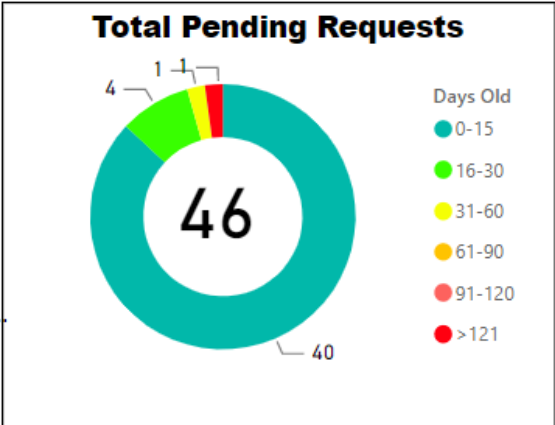
Age-Oldest Pending Draft

51

Age-Oldest Pending Tech

16

Age-Oldest Pending Admin



Overall TAT (Month to Date)

2.2✓

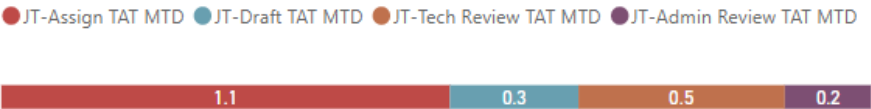
Goal: 7, 8

Overall TAT (Past 90 Days)

2.8✓

Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
77529		22
73798	2020-100	69

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

46!

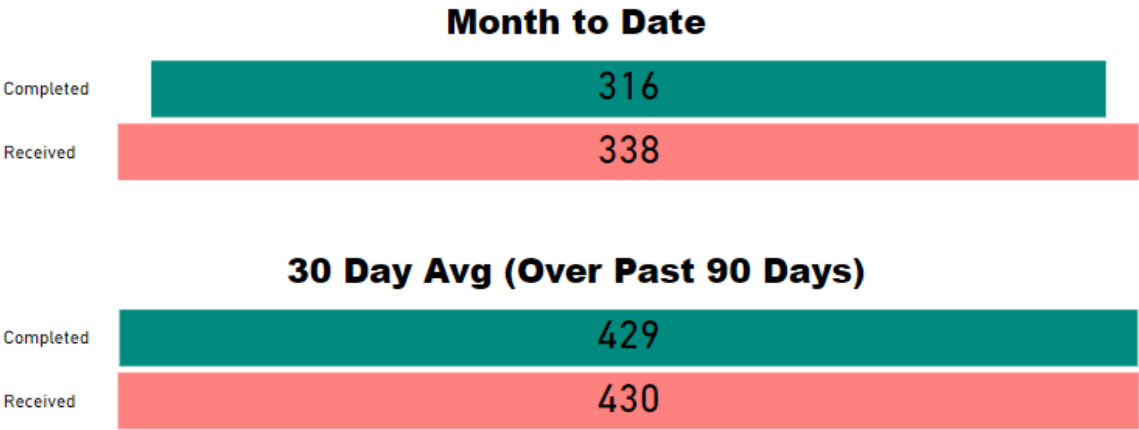
Goal: 30, 31

Avg Age of Open Reports*

69

Quality Filter

Firearms



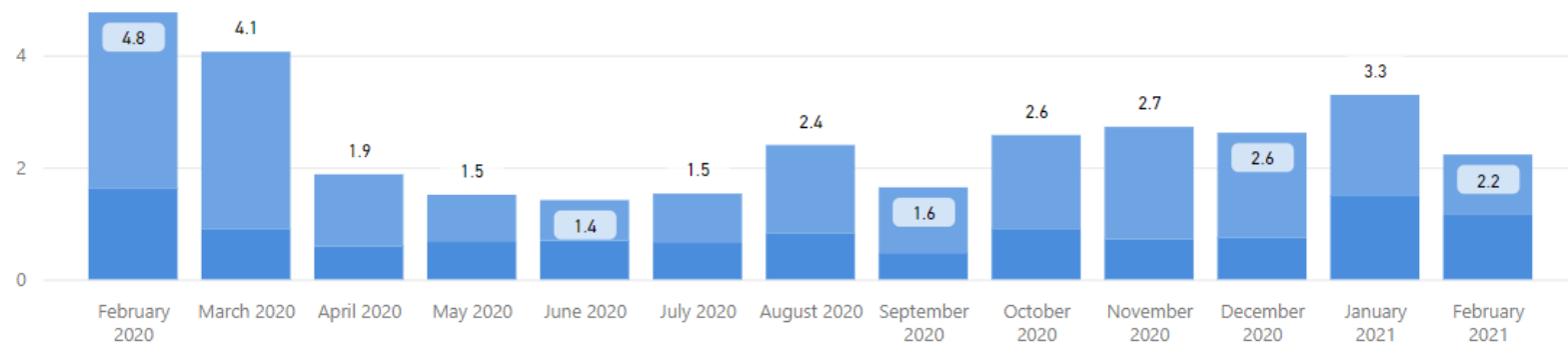
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

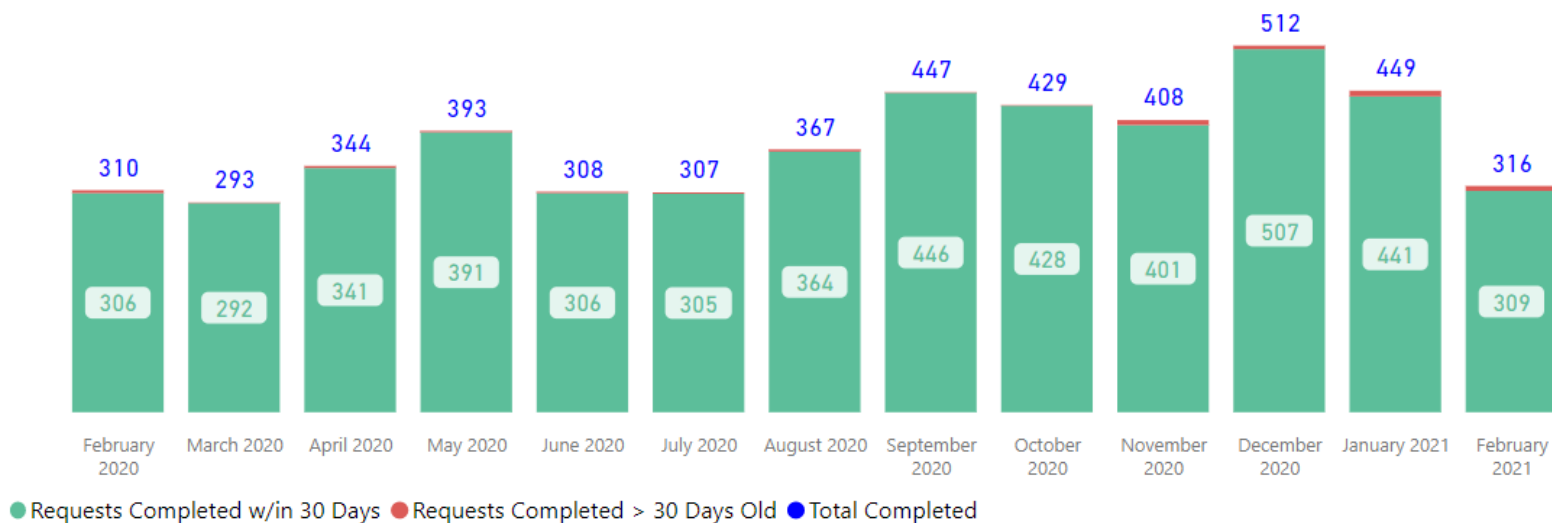
2.49

Total TAT (Rec'd-Compl.) Avg

1.62

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4883

Requests Completed

46

Requests Completed > 30 Days Old

0.94 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

NIBIN Only

Priority Type

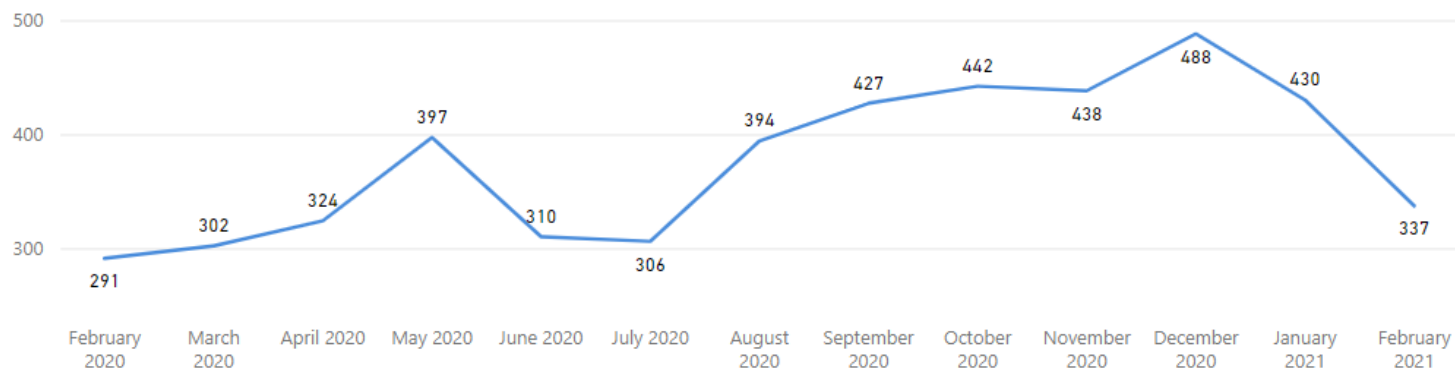
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

4,886

Received per Month (Avg)*

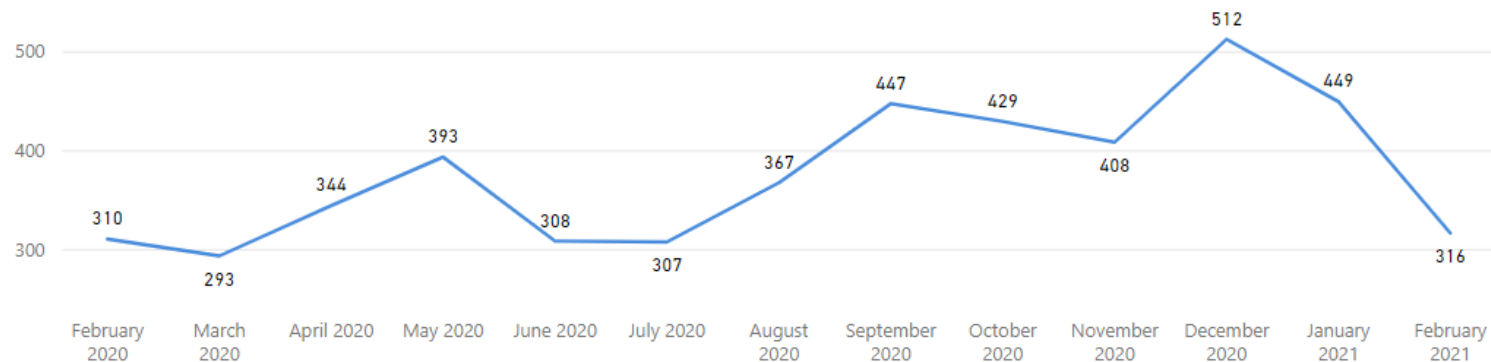
376

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

4,883

Completed per Month (Avg)*

376

* months with zero activity are not calculated into the average

Forensic Biology

Section

Request Type

DNA

All

of Unassigned

1✓

Goal: 20 (+95%)

Pending Draft

727!

Goal: 24 (-2929.17%)

Pending Tech

77!

Goal: 24 (-220.83%)

Pending Admin

11✓

Goal: 20 (+45%)

Goal= Threshold for the max # of requests in each bucket

836
Past Critical Age

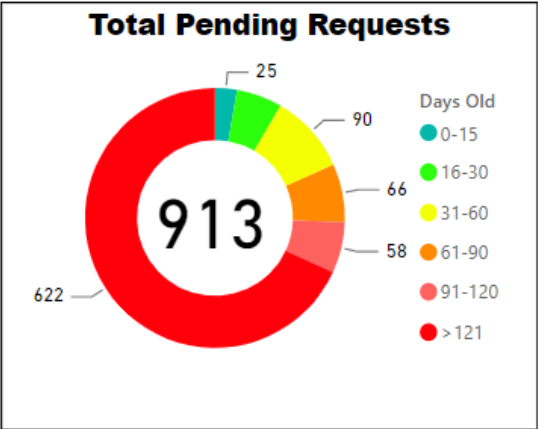
213
Avg Age of Requests >30 ...

53
Age-Oldest Unassigned PL

1418
Age-Oldest Pending Draft...

2481
Age-Oldest Pending Tech ...

513
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

281.5!

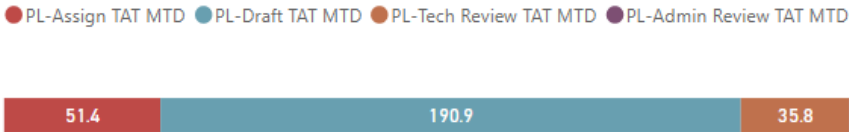
Goal: 30, 31

Overall TAT (Past 90 Days)

293.7!

Goal: 30, 31

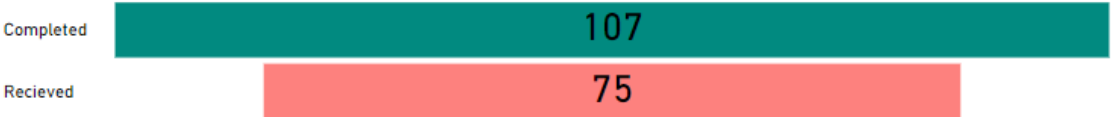
TAT by Phase of Work (MTD)



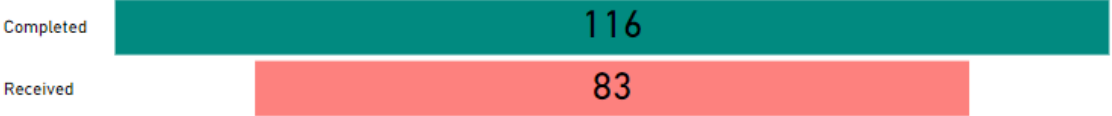
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	618
34624	2018-094	600
57686	2020-008	264
61378	2020-028	220
61919	2020-031	210
63990	2020-IA-06	184
64034	2020-IA-07	184

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

56!

Goal: 40, 41

Avg Age of Open Reports*

145

Quality Filter

Biology/DNA

Section

DNA

Request Type

SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

134!

Goal: 24 (-458.33%)

Pending Tech

13✓

Goal: 24 (+45.83%)

Pending Admin

1✓

Goal: 20 (+95%)

Goal= Threshold for the max # of requests in each bucket

144

Past Critical Age

314

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

1418

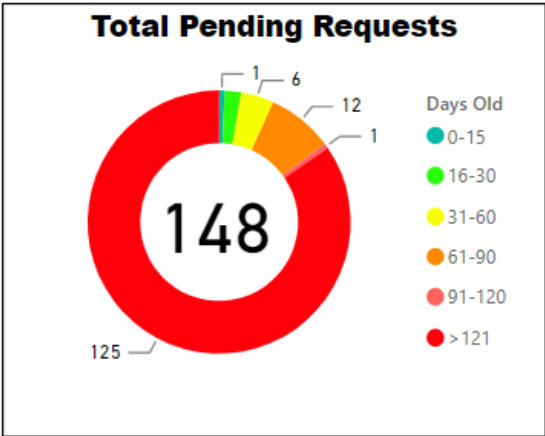
Age-Oldest Pending Draft...

558

Age-Oldest Pending Tech ...

374

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

350.8!

Goal: 30, 31

Overall TAT (Past 90 Days)

351.3!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

PL-Tech Review TAT MTD

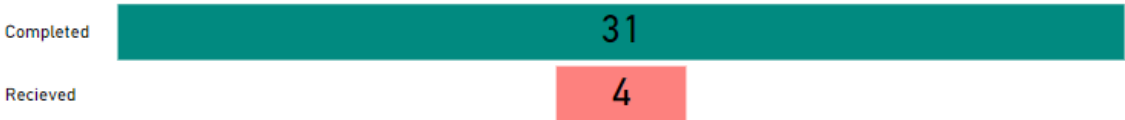
PL-Admin Review TAT MTD



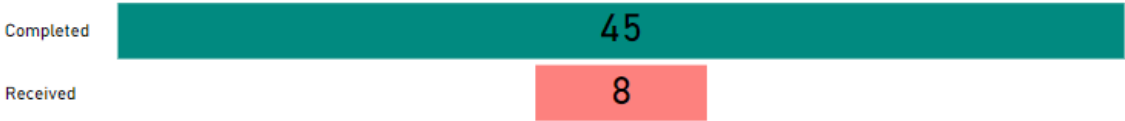
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	618
34624	2018-094	600
57686	2020-008	264
61378	2020-028	220
61919	2020-031	210
63990	2020-IA-06	184
64034	2020-IA-07	184

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

56!

Goal: 40, 41

Avg Age of Open Reports*

145

Quality Filter

Biology/DNA

Section

Outsourced - DNA

Request Type

All

of Unassigned

528!

Goal: 100 (-428%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

1✓

Goal: 100 (+99%)

Pending Admin

0✓

Goal: 100 (+100%)

Goal= Threshold for the max # of requests in each bucket

432

Past Critical Age

130

Avg Age of Reqeusts >30 ...

349

Age-Oldest Unassigned PL

0

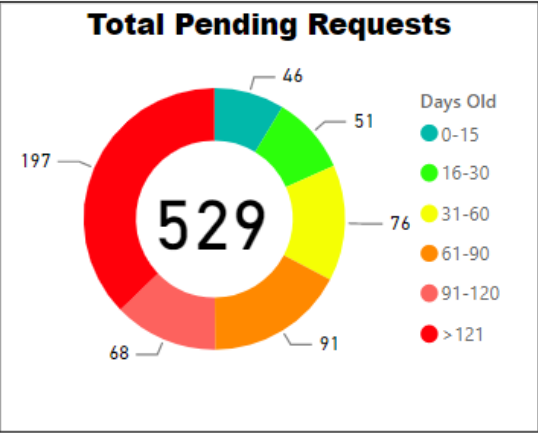
Age-Oldest Pending Draft...

4

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

158.1!

Goal: 100, 100

Overall TAT (Past 90 Days)

177.9!

Goal: 100, 100

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

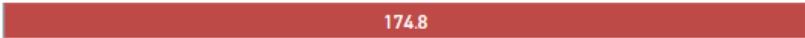
PL-Draft TAT MTD

PL-Tech Review TAT MTD

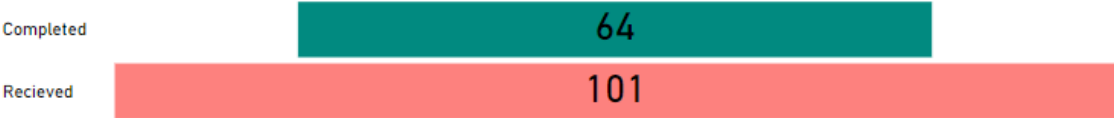
PL-Admin Review TAT MTD



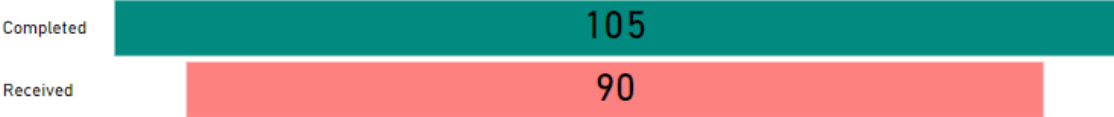
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	618
34624	2018-094	600
57686	2020-008	264
61378	2020-028	220
61919	2020-031	210
63990	2020-IA-06	184
64034	2020-IA-07	184

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

56!

Goal: 40, 41

Avg Age of Open Reports*

145

Quality Filter

Biology/DNA

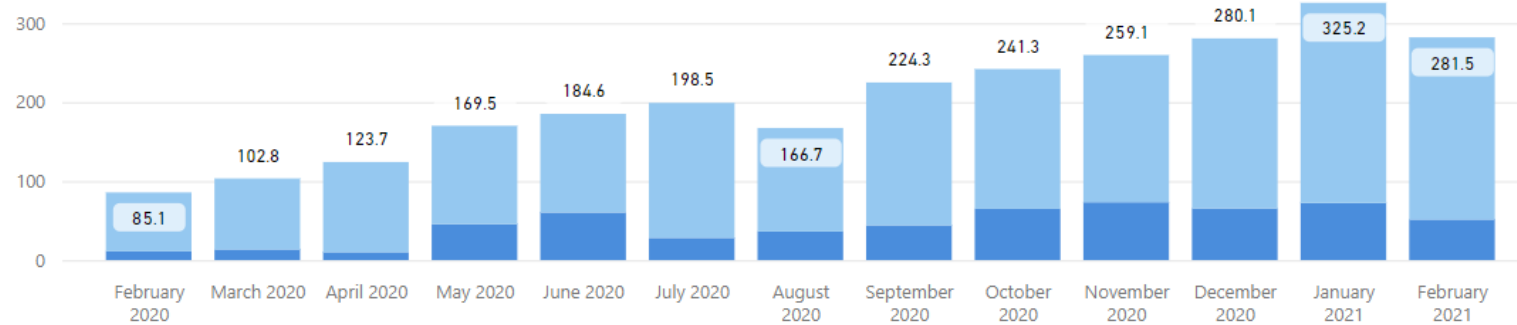
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

DNA

Request Type

All

Selected Time Frame Averages

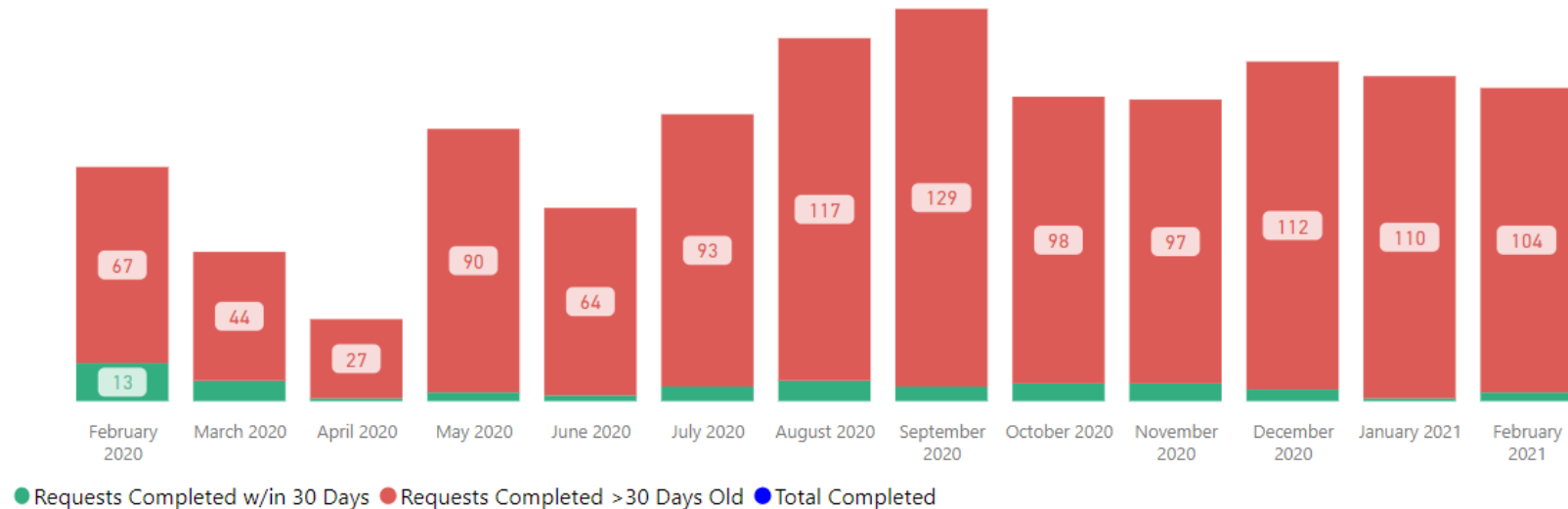
217.40

Total TAT (Rec'd-Compl.) Avg

169.69

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1215

Requests Completed

1152

Requests Completed > 30 Days

94.81 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section

DNA

Request Type

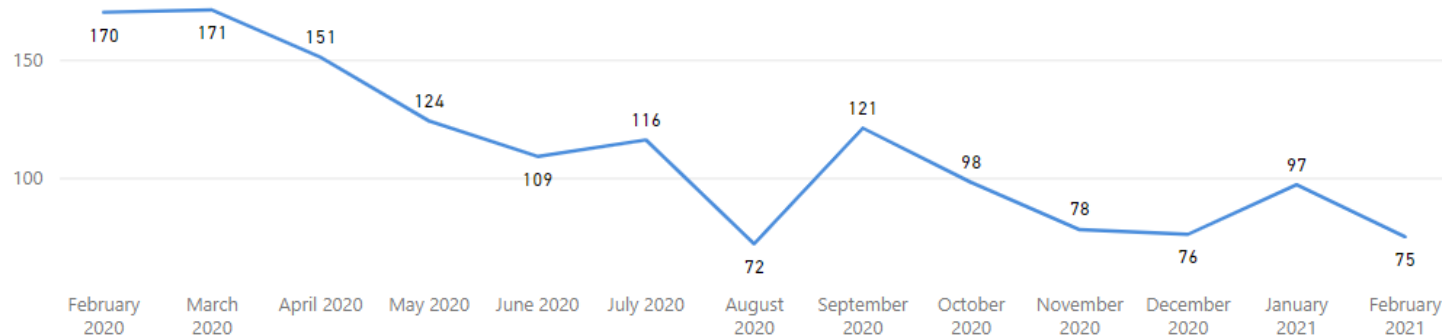
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

1458

Received per Month (Avg)*

112

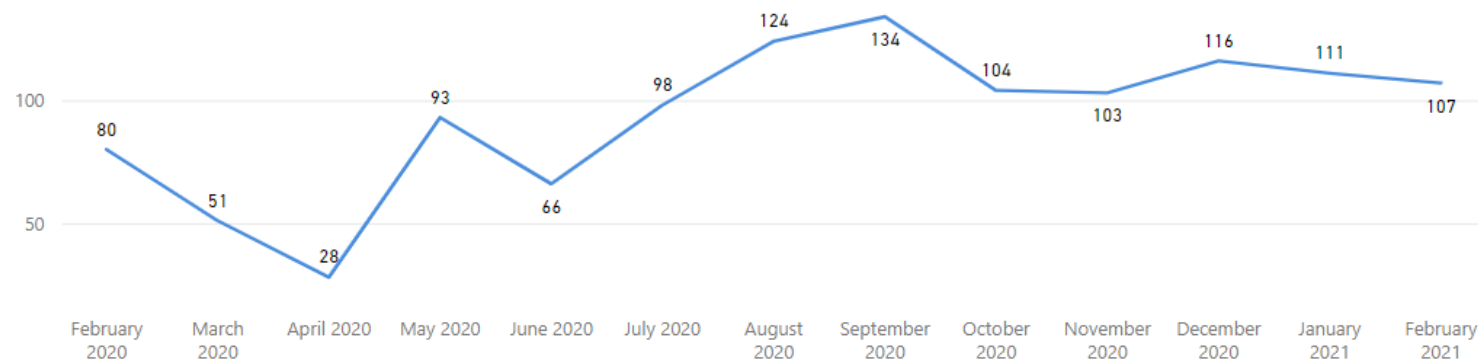
📌 📄 🔍 🗑️ ...

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

1215

Completed per Month (Avg)*

93

* months with zero activity are not calculated into the average

Section

Screening

Request Type

All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

19!

Goal: 14 (-35.71%)

Pending Tech

3✓

Goal: 16 (+81.25%)

Pending Admin

0✓

Goal: 12 (+100%)

Goal= Threshold for the max # of requests in each bucket

0

Past Critical Age

NaN

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

18

Age-Oldest Pending Draft...

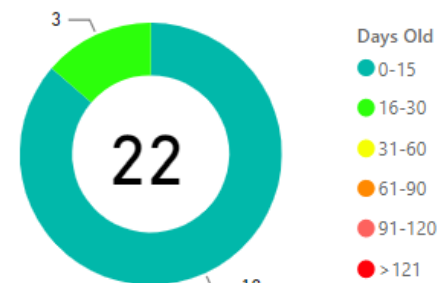
18

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

9.0✓

Goal: 10, 11

Overall TAT
(Past 90 Days)

7.6✓

Goal: 10, 11

TAT by Phase of Work (MTD)

PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

67

Recieved

72

30 Day Avg (Over Past 90 Days)

Completed

75

Received

79

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	618
34624	2018-094	600
57686	2020-008	264
61378	2020-028	220
61919	2020-031	210
63990	2020-IA-06	184
64034	2020-IA-07	184

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

56!

Goal: 40, 41

Avg Age of Open Reports*

145

Quality Filter

Biology/DNA

Date Range

2/1/2020

2/28/2021

Request Type

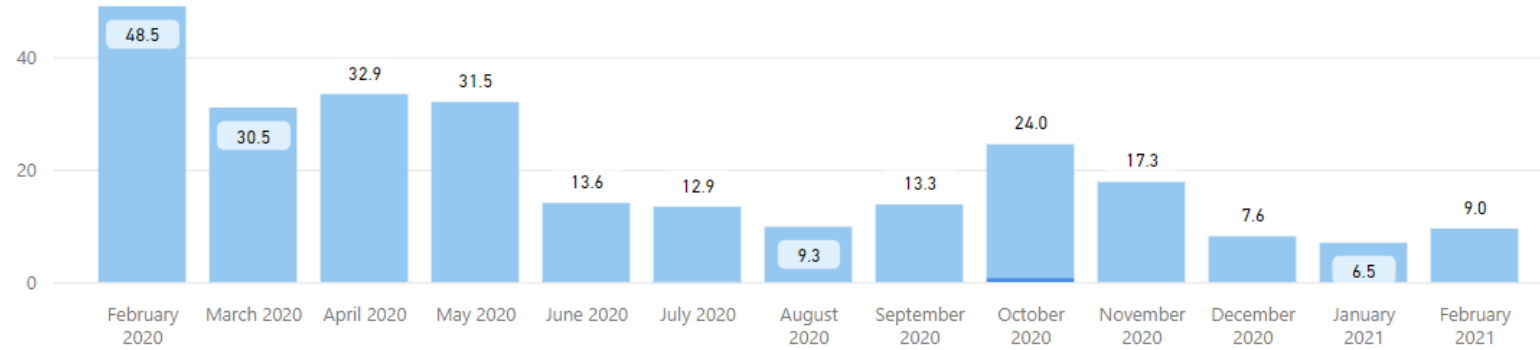
Screening

Request Type

All

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Selected Time Frame Averages

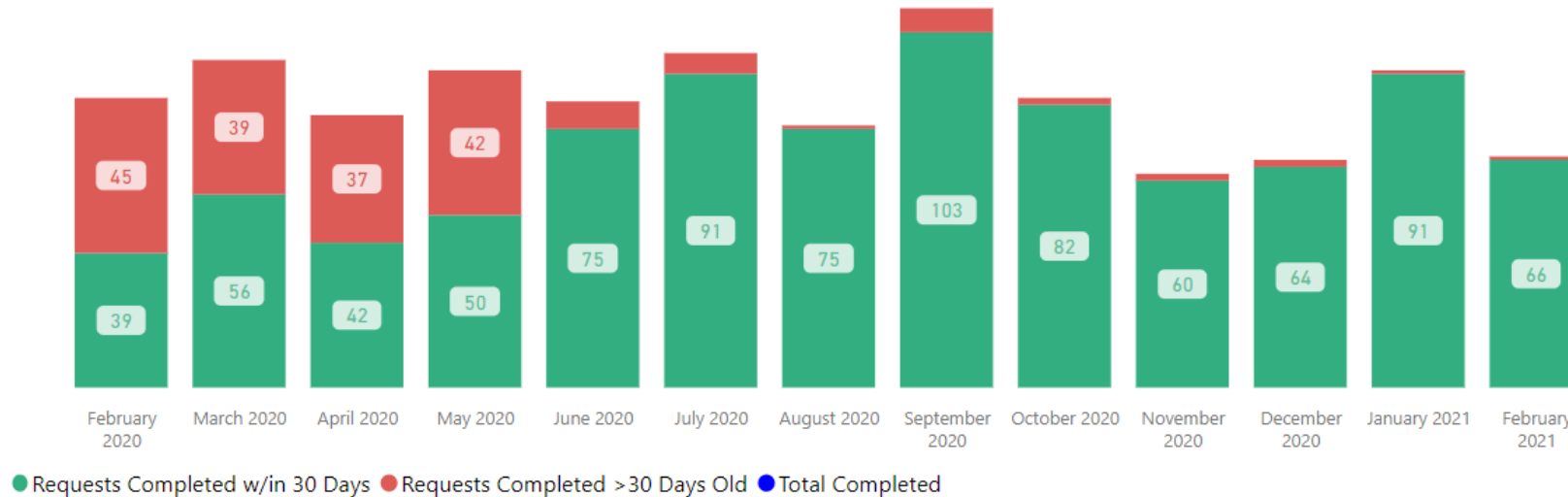
20.08

Total TAT (Rec'd-Compl.) Avg

20.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1087

Requests Completed

193

Requests Completed > 30 Days

17.76 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section

Screening

Request Type

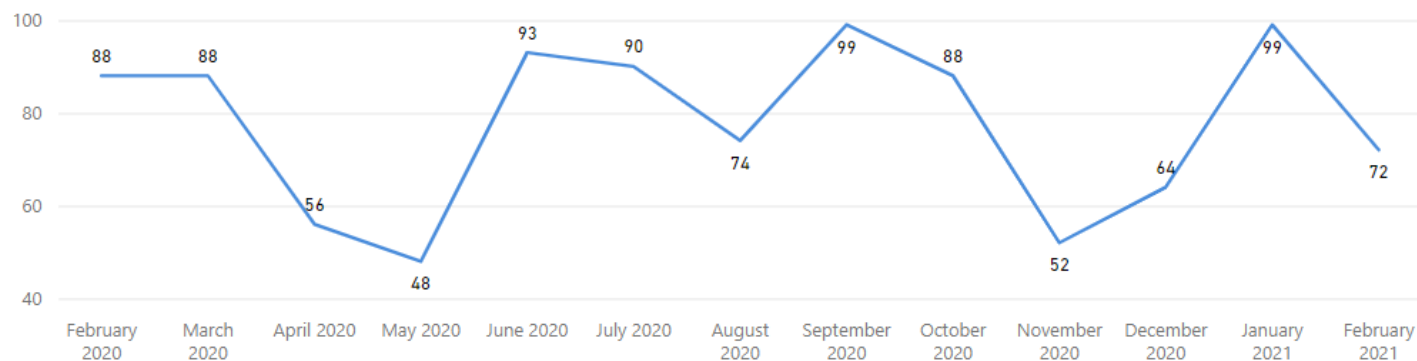
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

1011

Received per Month (Avg)*

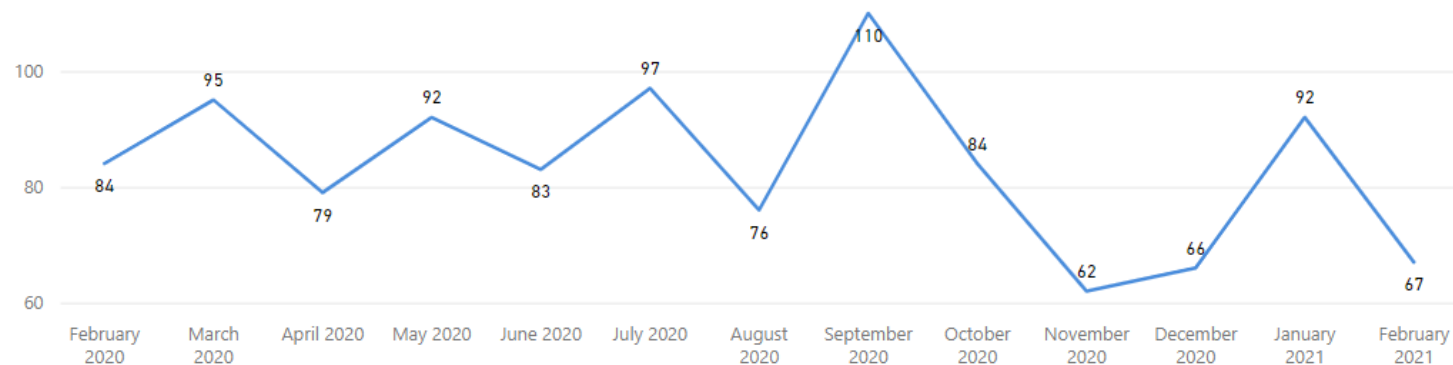
78

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

1087

Completed per Month (Avg)*

84

* months with zero activity are not calculated into the average

Section

CODIS

CODIS Hit Type

All

of Unassigned

39✓

Goal: 100 (+61%)

Pending Draft

45!

Goal: 20 (-125%)

Pending Tech

3✓

Goal: 15 (+80%)

Pending Admin

0✓

Goal: 0

Goal= Threshold for the max # of requests in each bucket

2

Past Critical Age

34

Avg Age of Reqeusts >30 ...

27

Age-Oldest Unassigned PL

19

Age-Oldest Pending Draft...

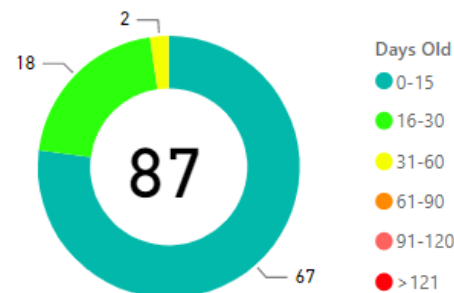
34

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

11.2✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

14.0✓

Goal: 30, 31

TAT by Phase of Work (MTD)

● PL-Assign TAT MTD ● PL-Draft TAT MTD ● PL-Tech Review TAT MTD

5.7

0.5

TAT by Phase of Work (Past 90 Days)

5.8

0.3

Month to Date

Completed

227

Recieved

258

30 Day Avg (Over Past 90 Days)

Completed

364

Received

338

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	618
34624	2018-094	600
57686	2020-008	264
61378	2020-028	220
61919	2020-031	210
63990	2020-IA-06	184
64034	2020-IA-07	184

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

56!

Goal: 40, 41

Avg Age of Open Reports*

145

Quality Filter

Biology/DNA

Date Range

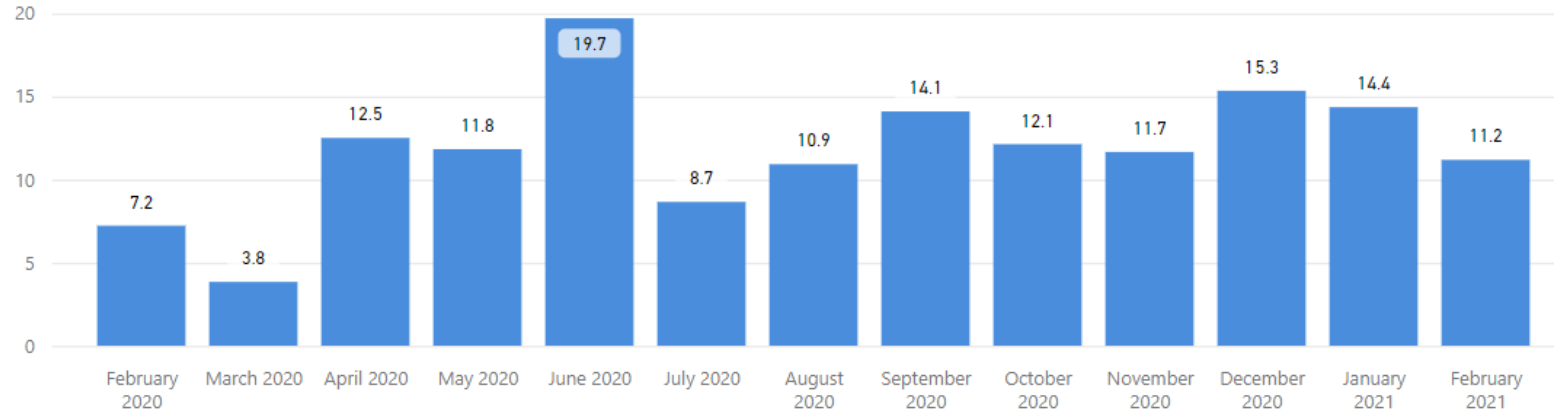
2/1/2020

2/28/2021

Request Type

CODIS

Total TAT by Month

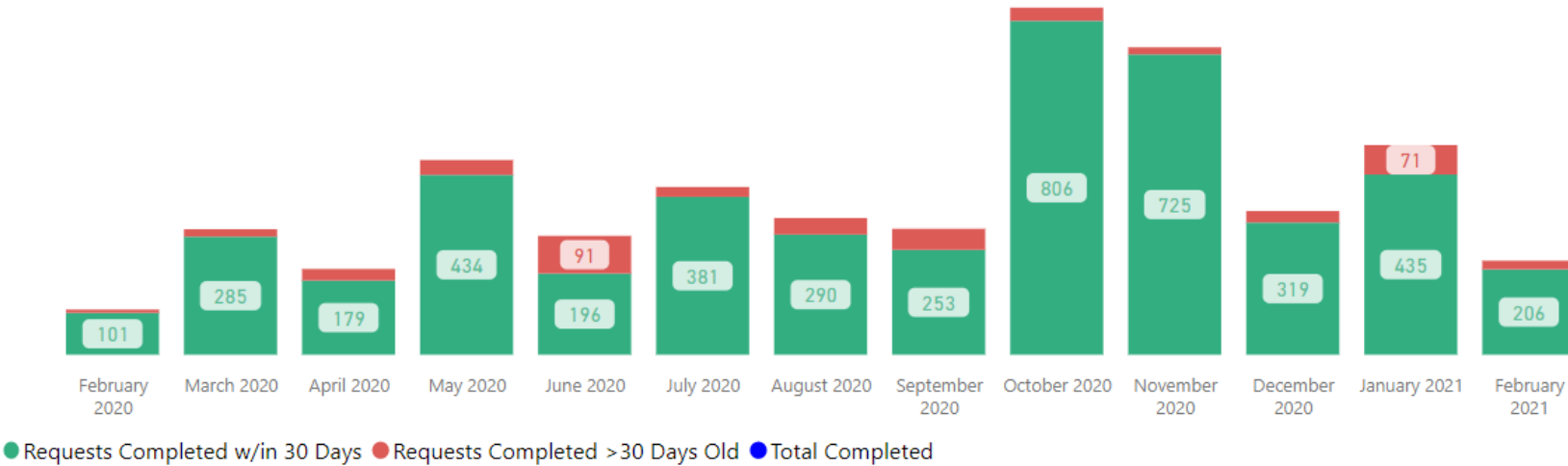


Selected Time Frame Averages

12.04

Total TAT (Rec'd-Compl.) Avg

Requests Completed



Received to Complete

5075

Requests Completed

465

Requests Completed > 30 Days

9.16 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section

CODIS

Hit Type

All



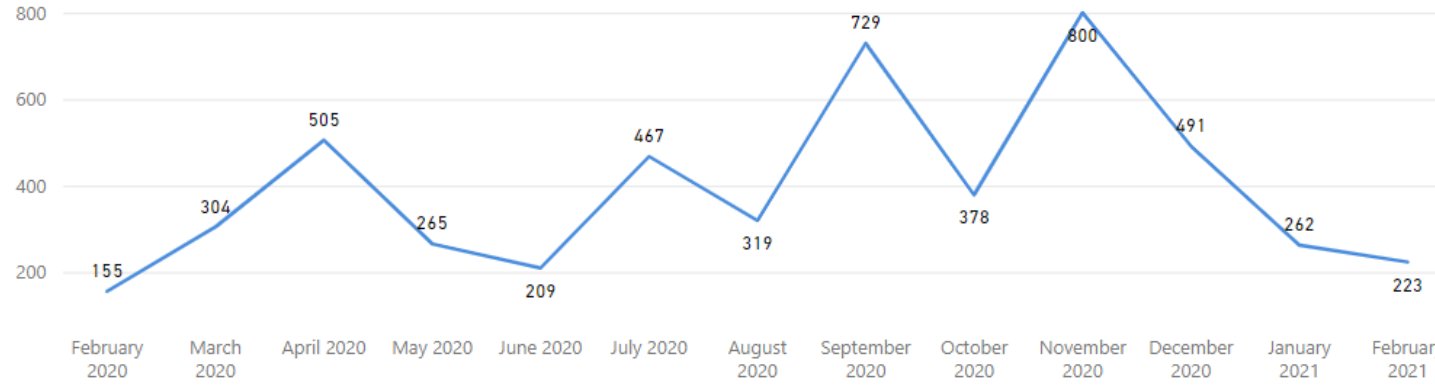
Received Filter

2/1/2020

2/28/2021



Received by Month



Total Received

5107

Received per Month (Avg)*

393

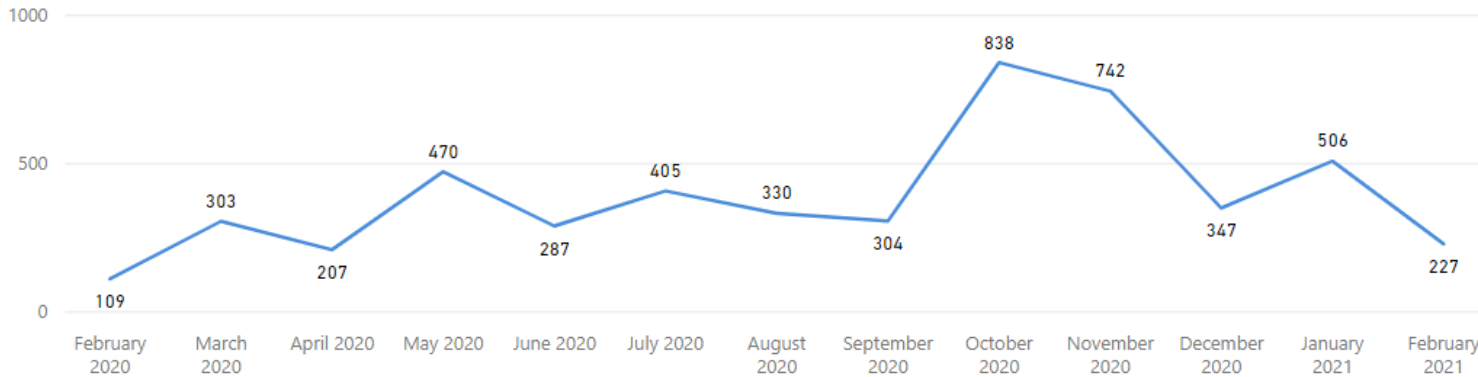
Completed Filter

2/1/2020

2/28/2021



Completed by Month



Total Completed

6870

Completed per Month (Avg)*

222

* months with zero activity are not calculated into the average

Latent Prints

Service
Priority Type

Latent Comparison
All

of Unassigned
2463!
Goal: 230 (-970.87%)

Pending Draft
79!
Goal: 50 (-58%)

Pending Tech
124!
Goal: 50 (-148%)

Pending Admin
3✓
Goal: 50 (+94%)

Goal= Threshold for the max # of requests in each bucket

2474
Justice Trax Past Critical Age

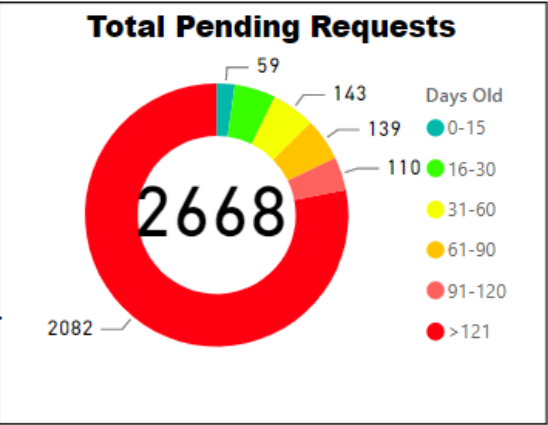
358
Avg Age of Requests > 30 D...

838
Age-Oldest Unassigned

1682
Age-Oldest Pending Draft

963
Age-Oldest Pending Tech

482
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

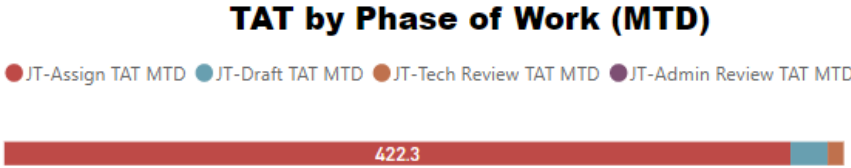
450.9!

Goal: 45, 46

Overall TAT
(Past 90 Days)

464.3!

Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age
77357		24
79531		1
62079	2020-033	207
64699	2020-043	175
72533	2020-090	83

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

60!

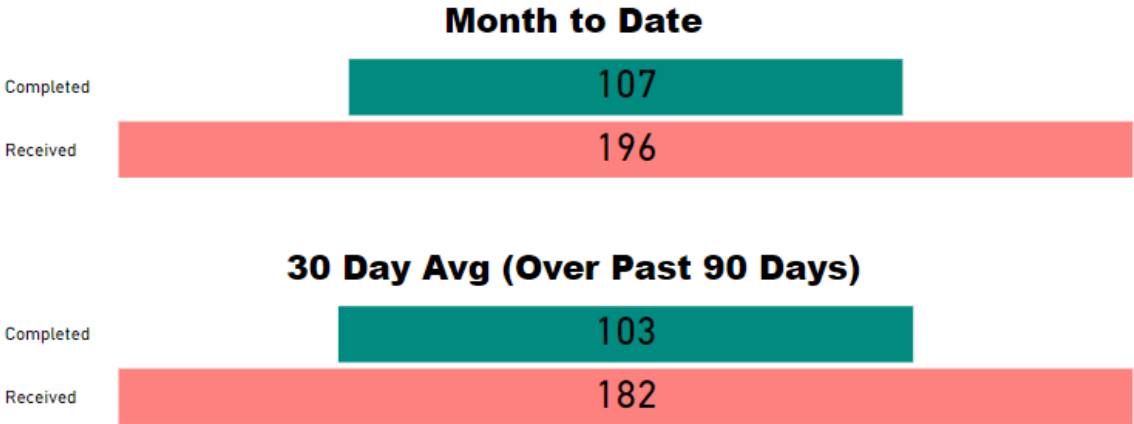
Goal: 40, 41

Avg Age of Open Reports*

155

Quality Filter

Latent Prints



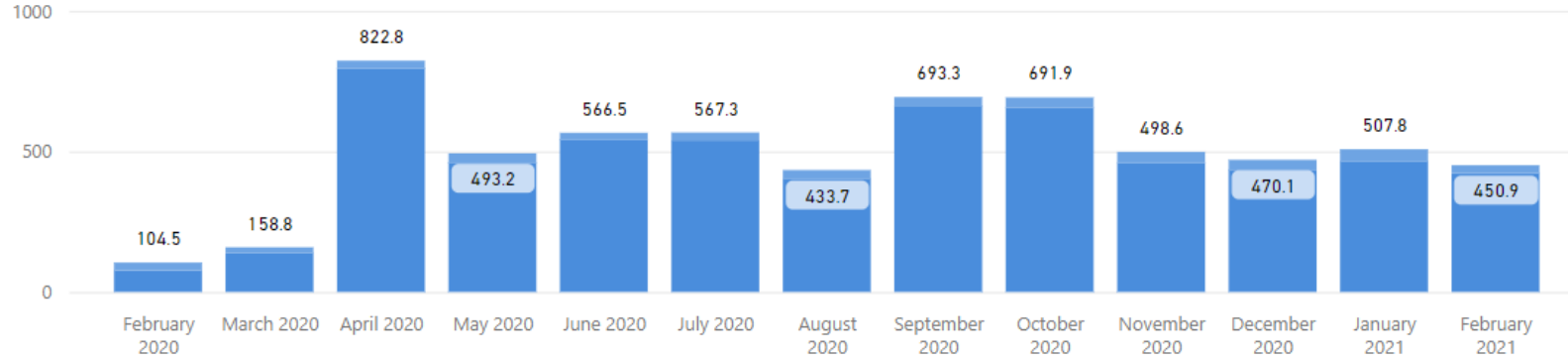
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

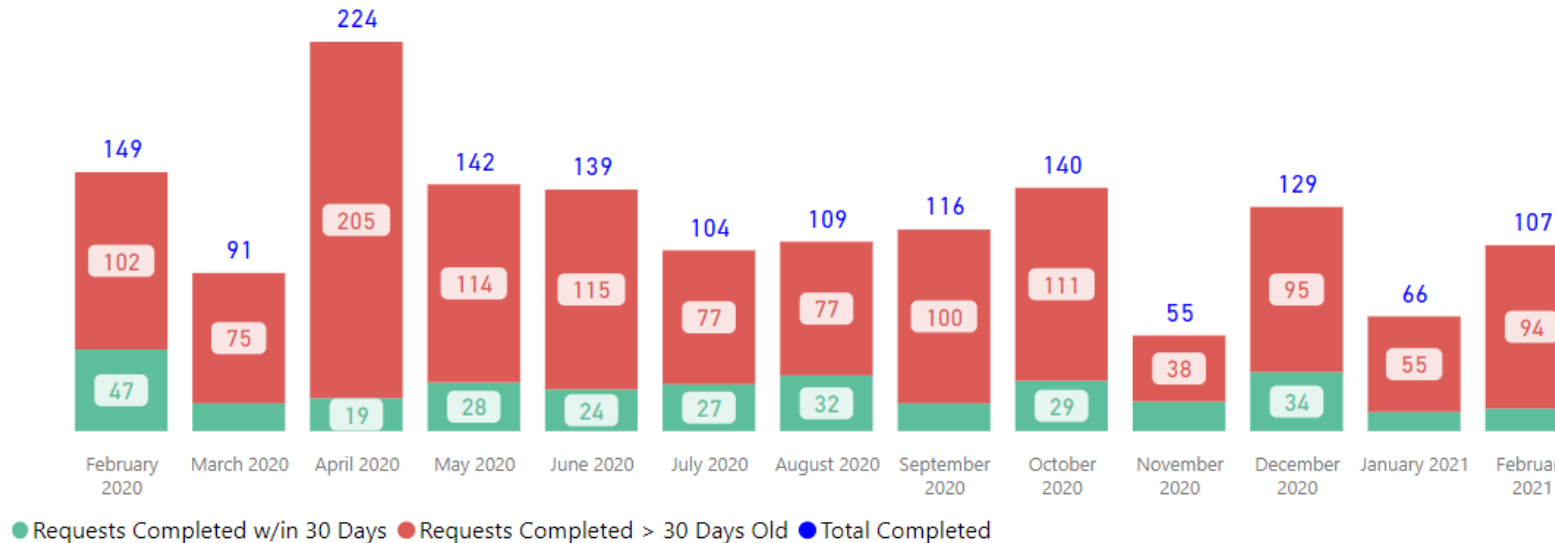
519.74

Total TAT (Rec'd-Compl.) Avg

30.48

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1571

Requests Completed

1258

Requests Completed > 30 Days Old

80.08 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service
Latent Comparison

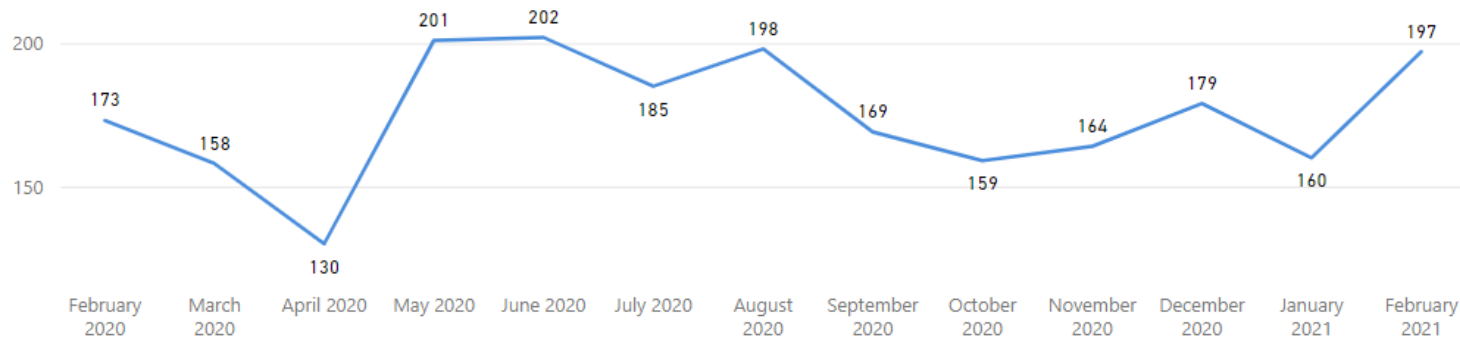
Priority Type
All

Received Filter

2/1/2020 2/28/2021

Slider: 0 to 100%

Received by Month



Total Received

2,275

Received per Month (Avg)*

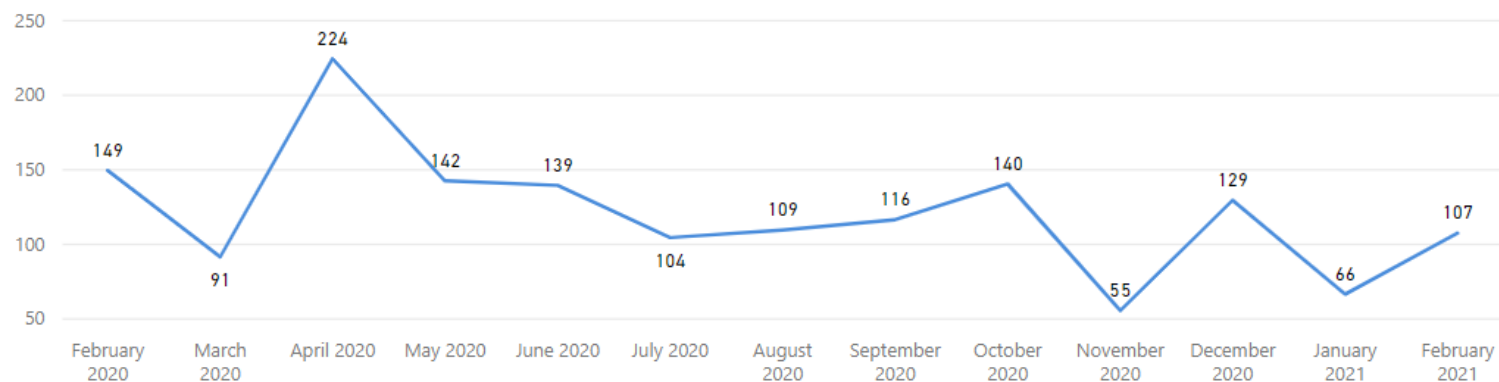
175

Completed Filter

2/1/2020 2/28/2021

Slider: 0 to 100%

Completed by Month



Total Completed

1,571

Completed per Month (Avg)*

121

* months with zero activity are not calculated into the average

Service

Latent Processing

▼

Priority Type

All

▼

of Unassigned

453!

Goal: 50 (-806%)

Pending Draft

7✓

Goal: 30 (+76.67%)

Pending Tech

4✓

Goal: 30 (+86.67%)

Pending Admin

7✓

Goal: 30 (+76.67%)

Goal= Threshold for the max # of requests in each bucket

419
Justice Trax Past Critical Age

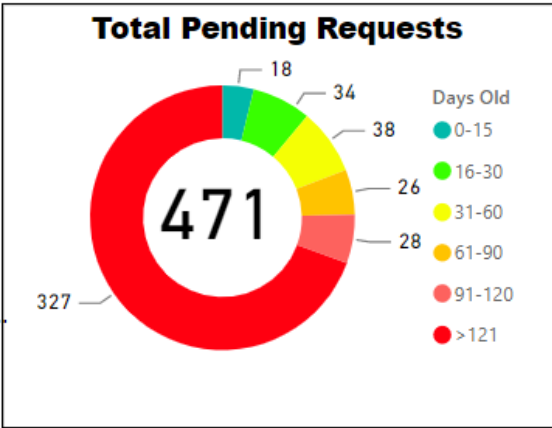
267
Avg Age of Requests >30 D...

557
Age-Oldest Unassigned

577
Age-Oldest Pending Draft

564
Age-Oldest Pending Tech

569
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

135.3!

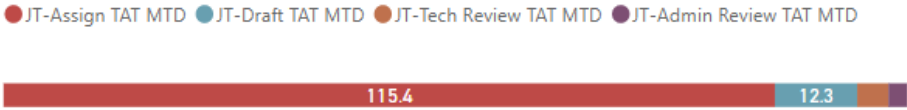
Goal: 30, 31

Overall TAT
(Past 90 Days)

156.4!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
77357		24
79531		1
62079	2020-033	207
64699	2020-043	175
72533	2020-090	83

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

60!

Goal: 40, 41

Avg Age of Open Reports*

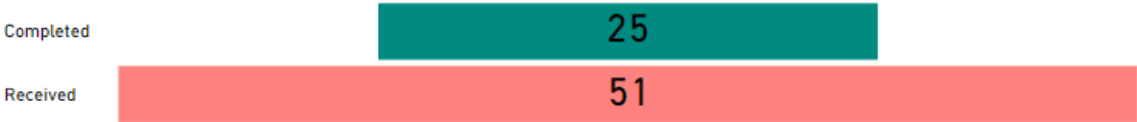
155

Quality Filter

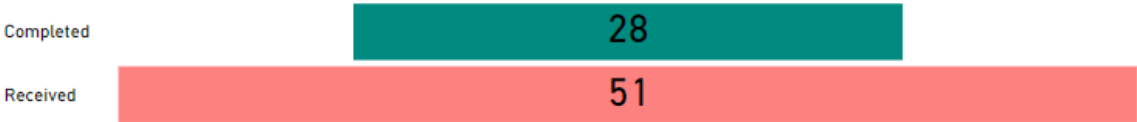
Latent Prints

▼

Month to Date



30 Day Avg (Over Past 90 Days)

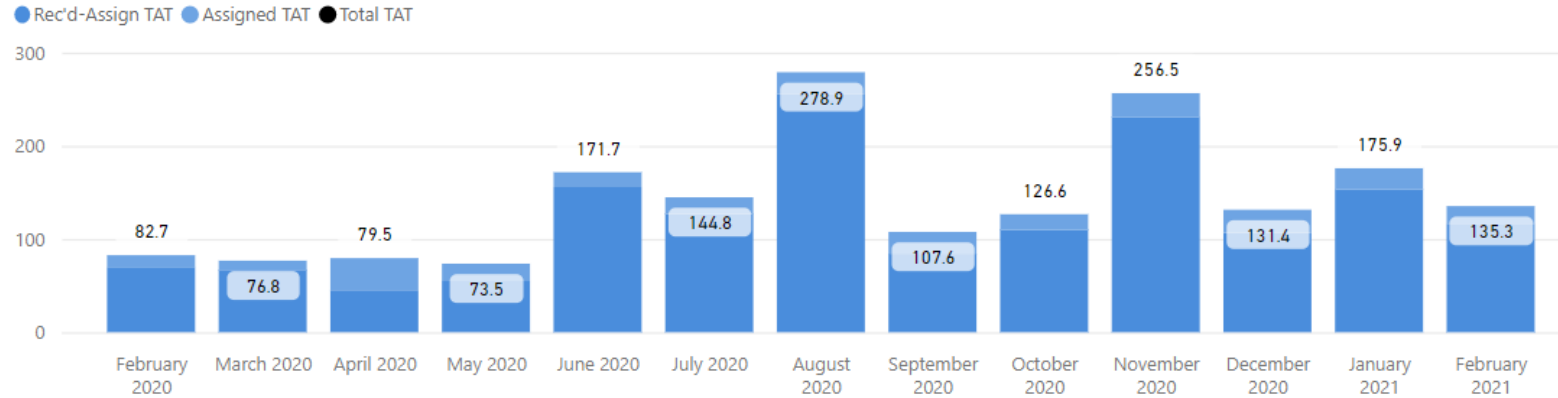


Date Range

2/1/2020

2/28/2021

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

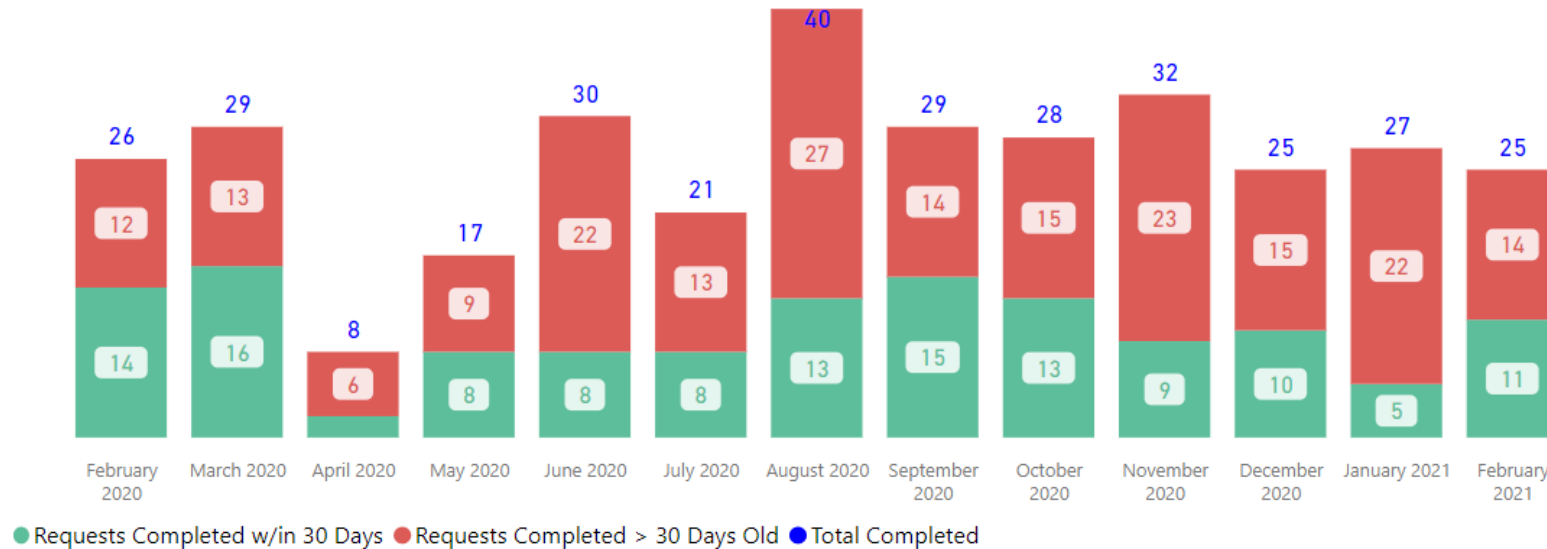
154.01

Total TAT (Rec'd-Compl.) Avg

19.99

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

337

Requests Completed

205

Requests Completed > 30 Days Old

60.83 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Latent Processing

Priority Type

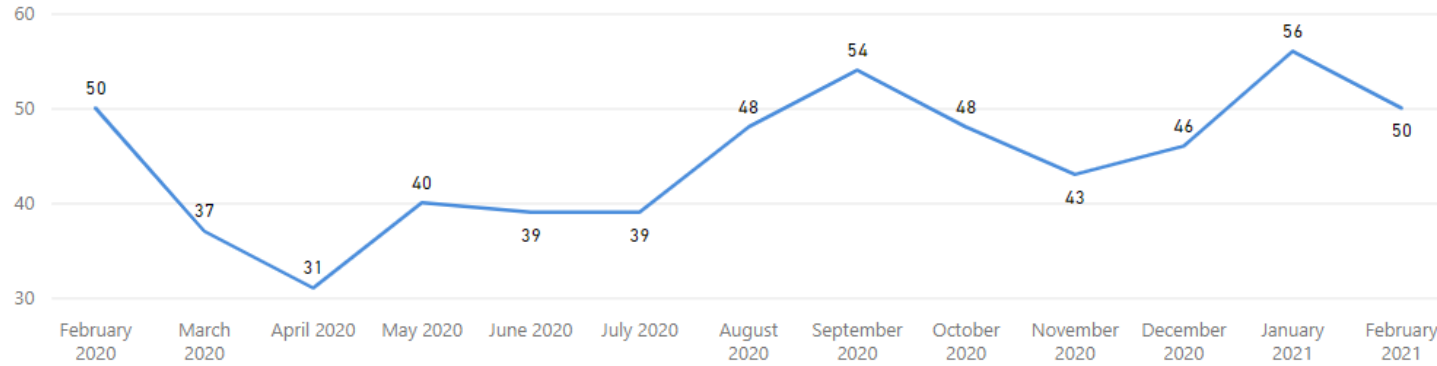
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

581

Received per Month (Avg)*

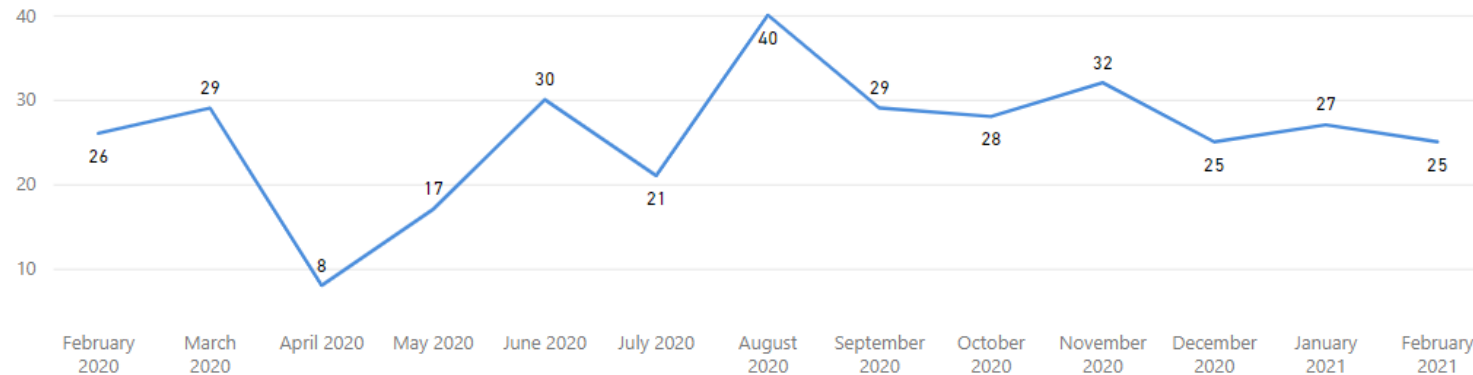
45

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

337

Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average

Digital Multi-Media

Service

Priority Type

AV Call Out

All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Tech

1✓

Goal: 5 (+80%)

Pending Admin

0✓

Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

0
Justice Trax Past Critical Age

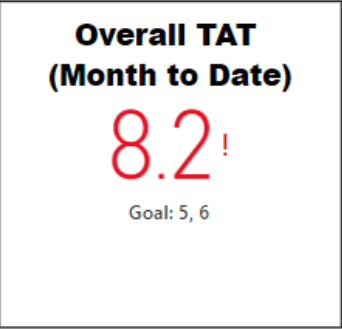
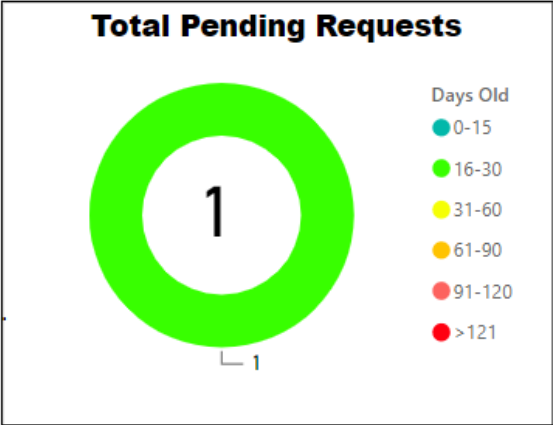
NaN
Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

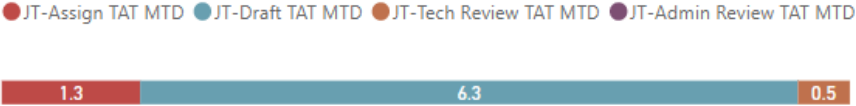
0
Age-Oldest Pending Draft

20
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

Goal: 30, 31

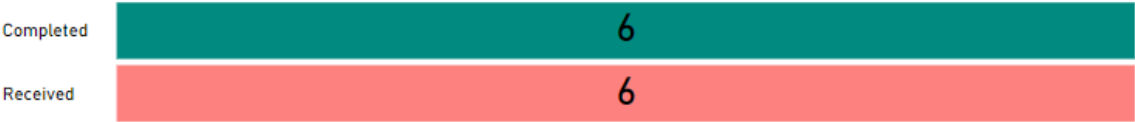
Avg Age of Open Reports*

NaN

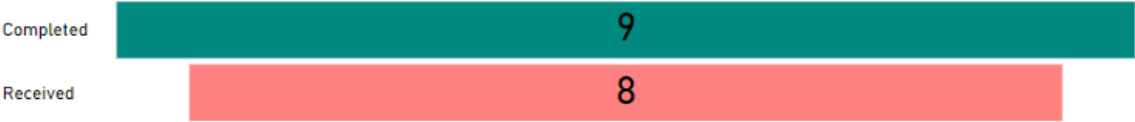
Quality Filter

Audio/Video

Month to Date



30 Day Avg (Over Past 90 Days)



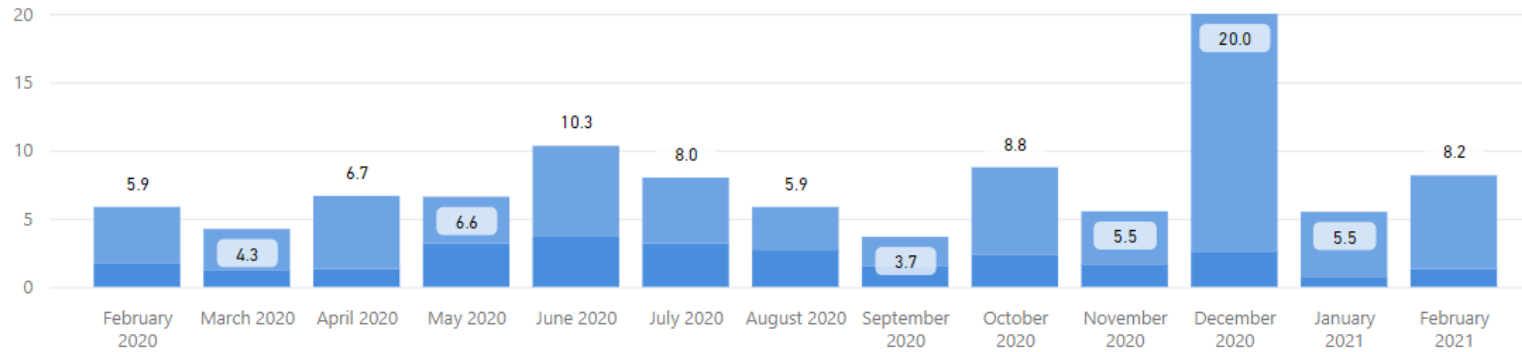
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

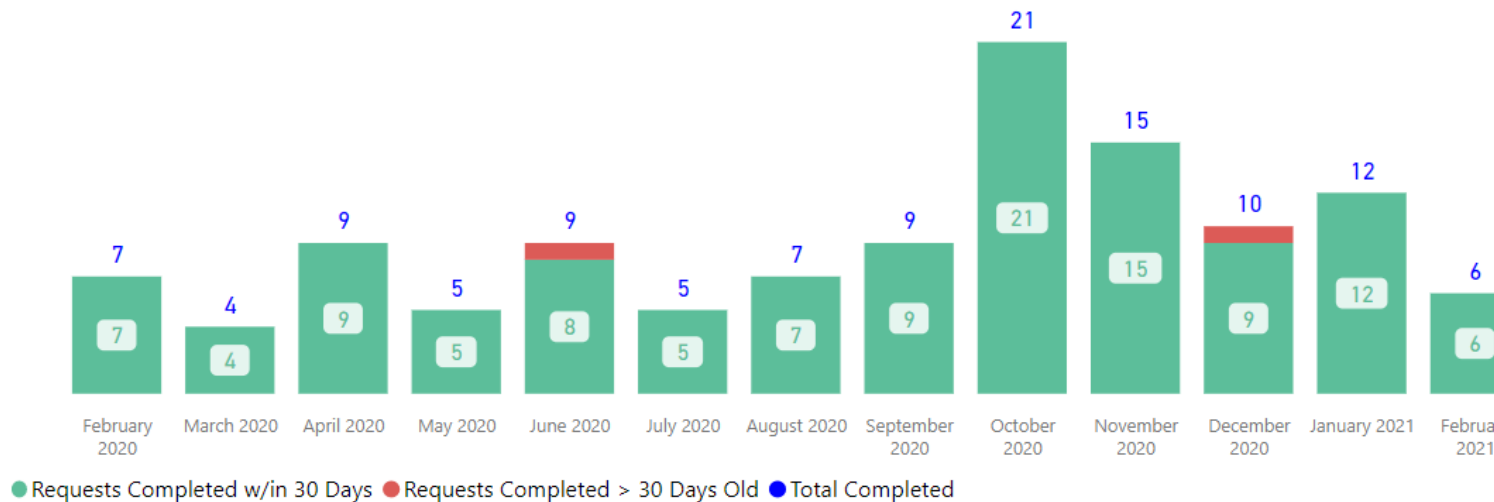
7.90

Total TAT (Rec'd-Compl.) Avg

5.86

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

119

Requests Completed

2

Requests Completed > 30 Days Old

1.68 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

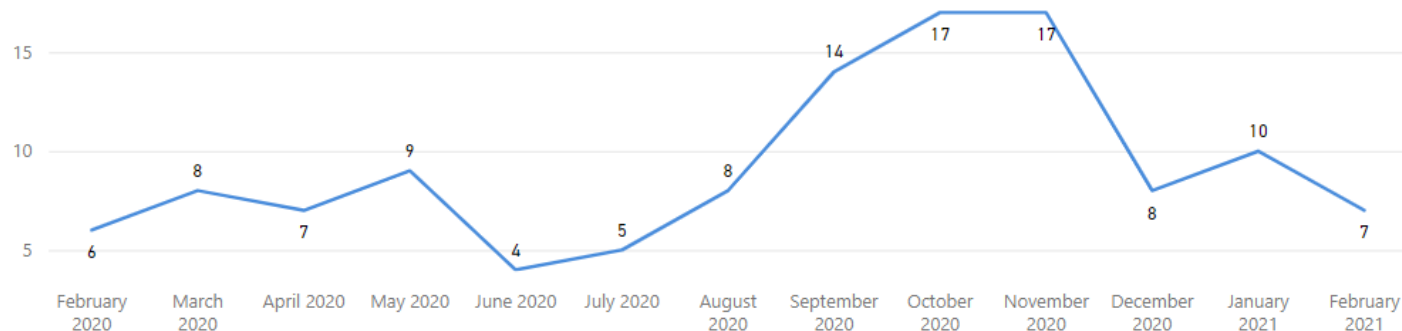
Service Priority Type



Received Filter

2/1/2020 2/28/2021

Received by Month



Total Received

120

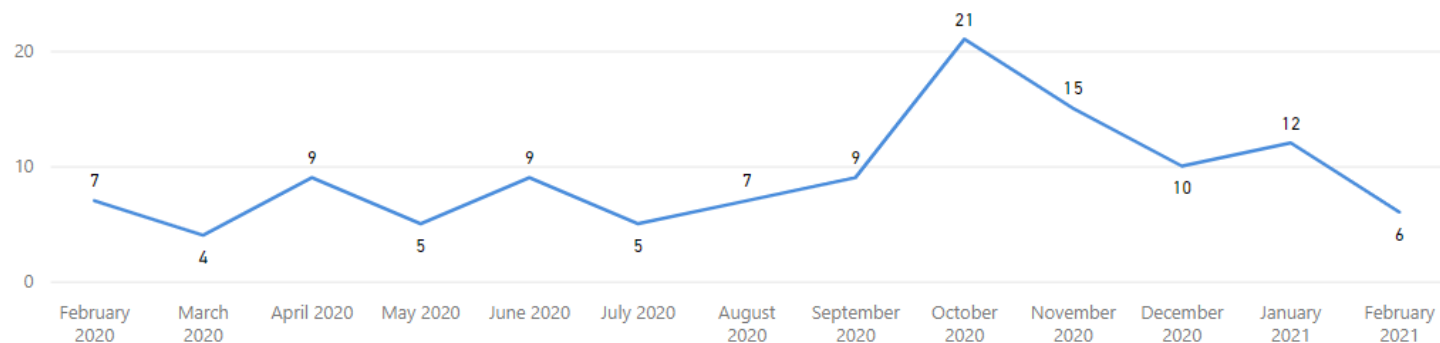
Received per Month (Avg)*

9

Completed Filter

2/1/2020 2/28/2021

Completed by Month



Total Completed

119

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

Priority Type

AV Examination

All

of Unassigned

4✓

Goal: 15 (+73.33%)

Pending Draft

3✓

Goal: 5 (+40%)

Pending Tech

2✓

Goal: 5 (+60%)

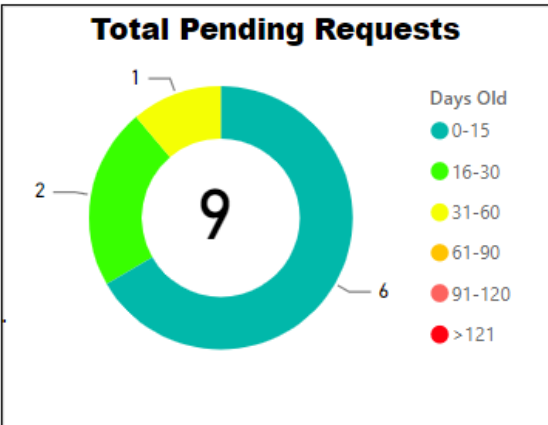
Pending Admin

0✓

Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 1
- Justice Trax Past Critical Age
- 38
- Avg Age of Requests >30 D...
- 9
- Age-Oldest Unassigned
- 27
- Age-Oldest Pending Draft
- 38
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT
(Month to Date)

16.1✓

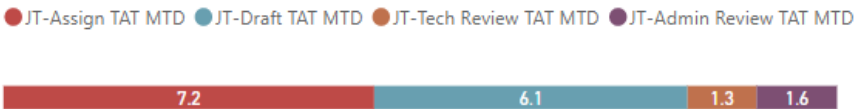
Goal: 45, 46

Overall TAT
(Past 90 Days)

26.2✓

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

Goal: 30, 31

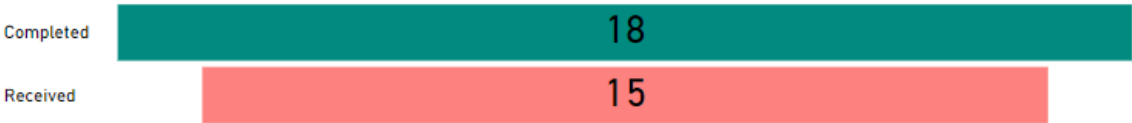
Avg Age of Open Reports*

NaN

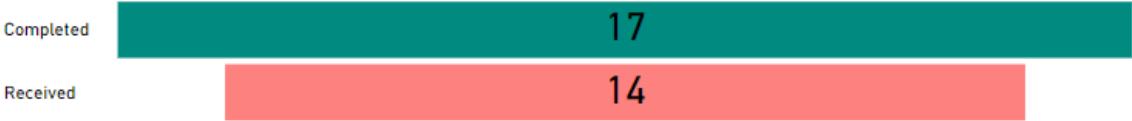
Quality Filter

Audio/Video

Month to Date



30 Day Avg (Over Past 90 Days)

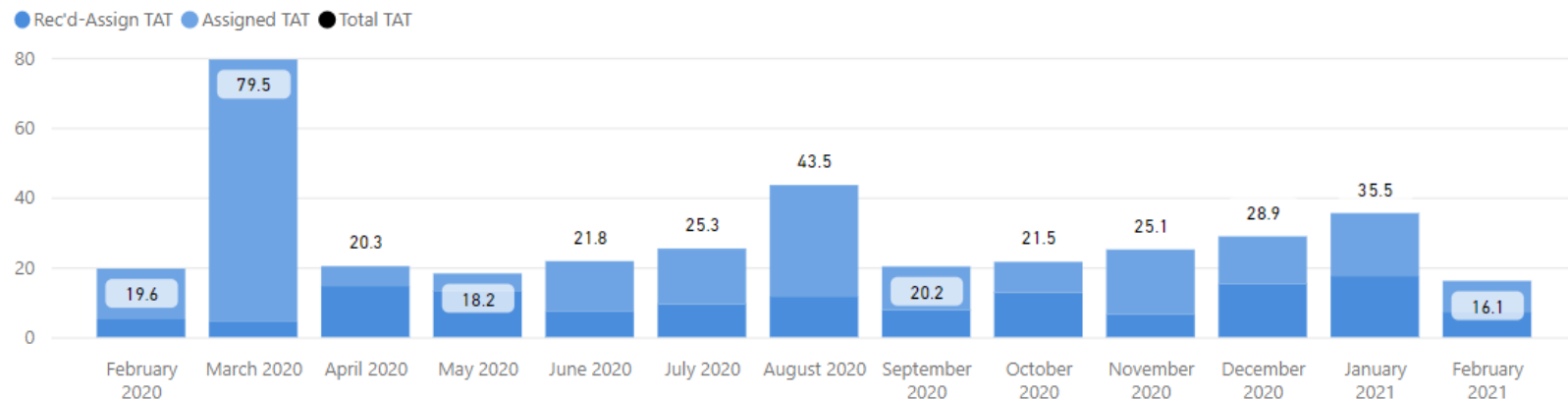


Date Range

2/1/2020

2/28/2021

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

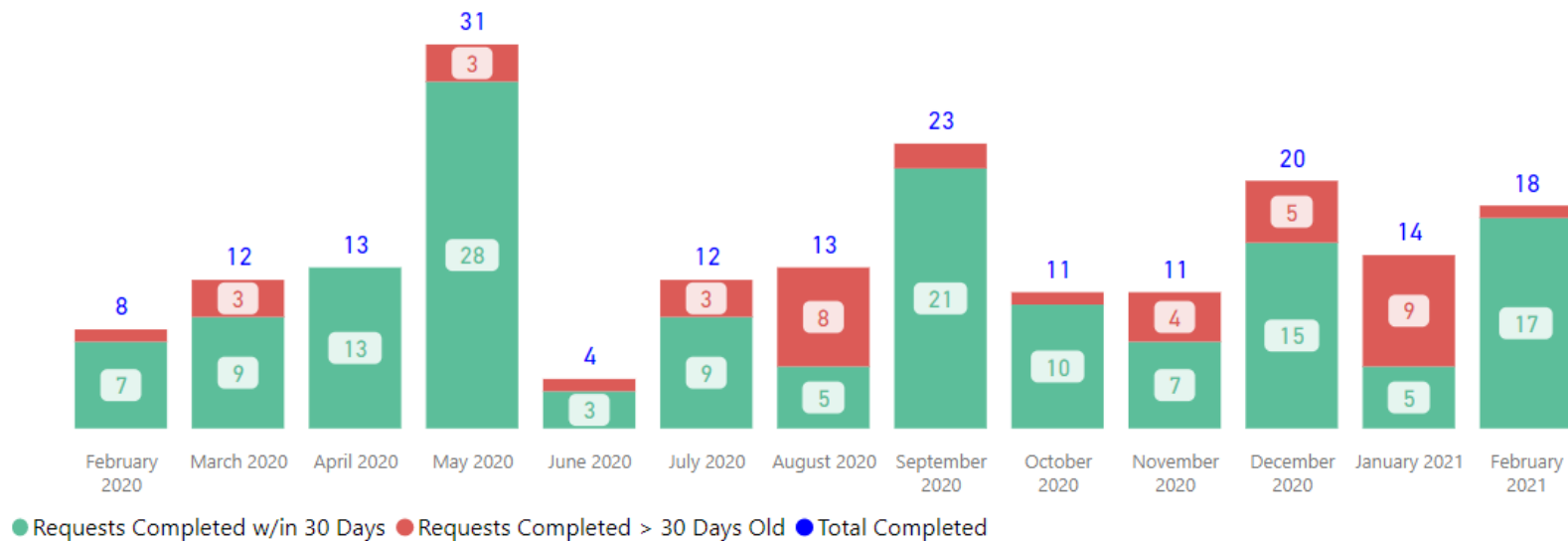
27.57

Total TAT (Rec'd-Compl.) Avg

16.73

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

190

Requests Completed

41

Requests Completed > 30 Days Old

21.58 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

AV Examination

Priority Type

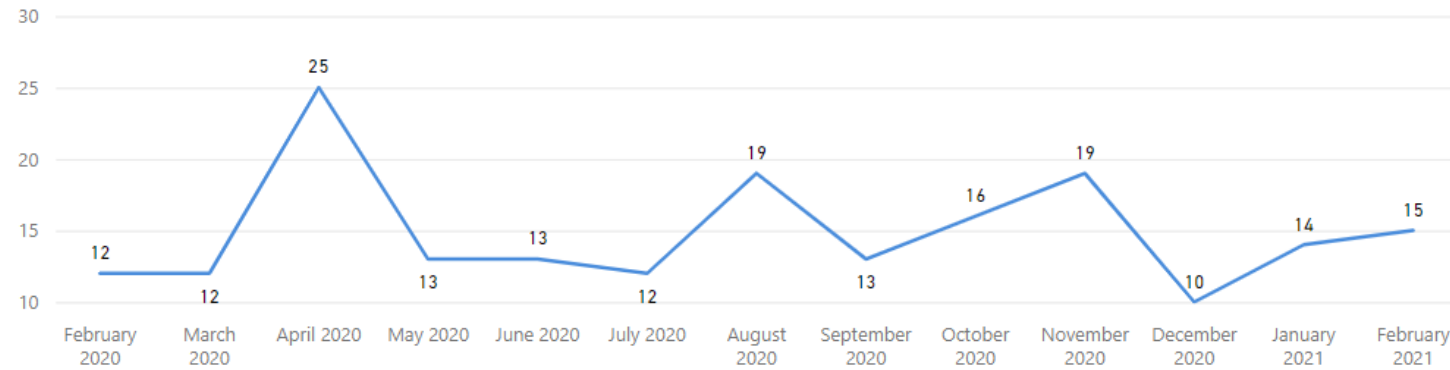
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

193

Received per Month (Avg)*

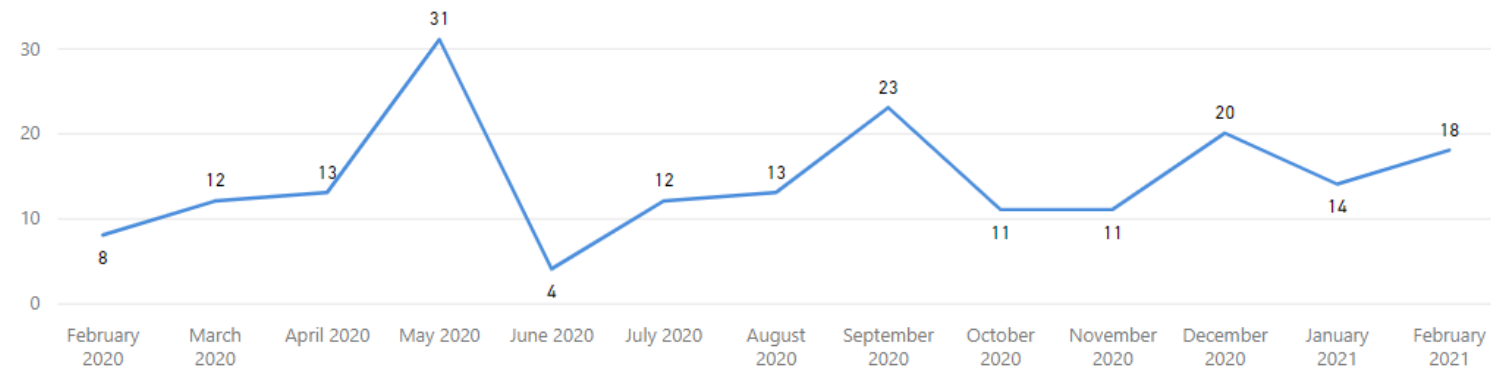
15

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

190

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average

Service

Priority Type

DFL

All

of Unassigned

233!

Goal: 50 (-366%)

Pending Draft

6!

Goal: 5 (-20%)

Pending Tech

0✓

Goal: 5 (+100%)

Pending Admin

1✓

Goal: 5 (+80%)

Goal= Threshold for the max # of requests in each bucket

198
Justice Trax Past Critical Age

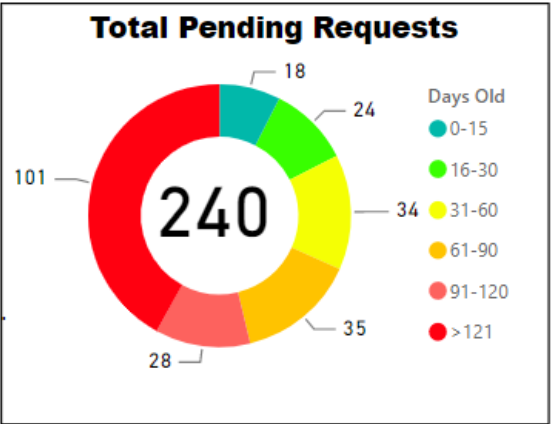
127
Avg Age of Requests >30 D...

255
Age-Oldest Unassigned

478
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

3
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

99.6!

Goal: 45, 46

Overall TAT
(Past 90 Days)

86.0!

Goal: 45, 46

TAT by Phase of Work (MTD)

JT-Assign TAT MTD JT-Draft TAT MTD JT-Tech Review TAT MTD JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

Goal: 30, 31

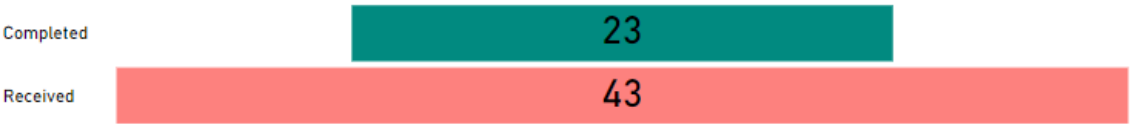
Avg Age of Open Reports*

NaN

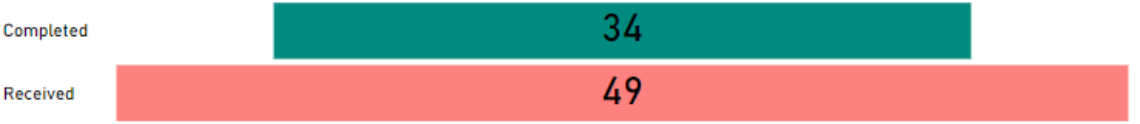
Quality Filter

Digital Forensics

Month to Date



30 Day Avg (Over Past 90 Days)



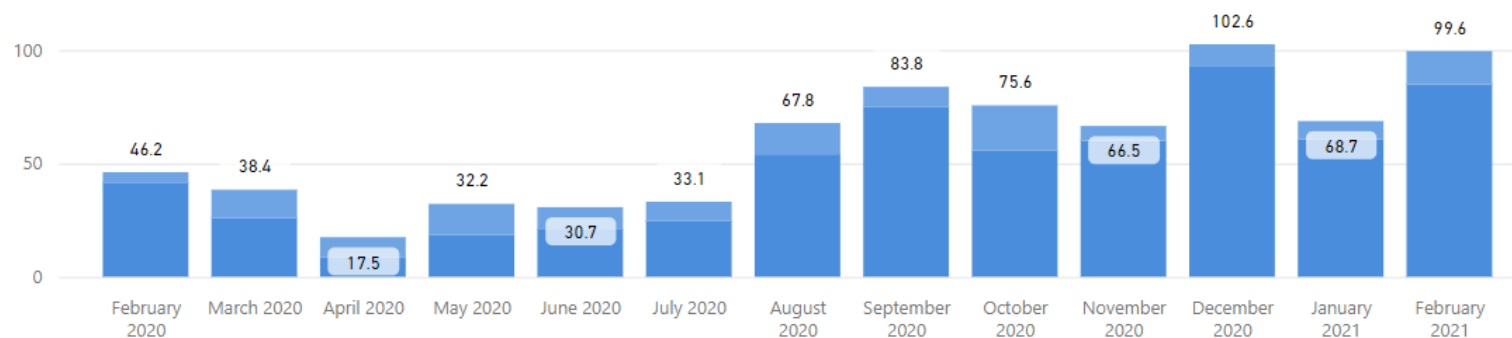
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

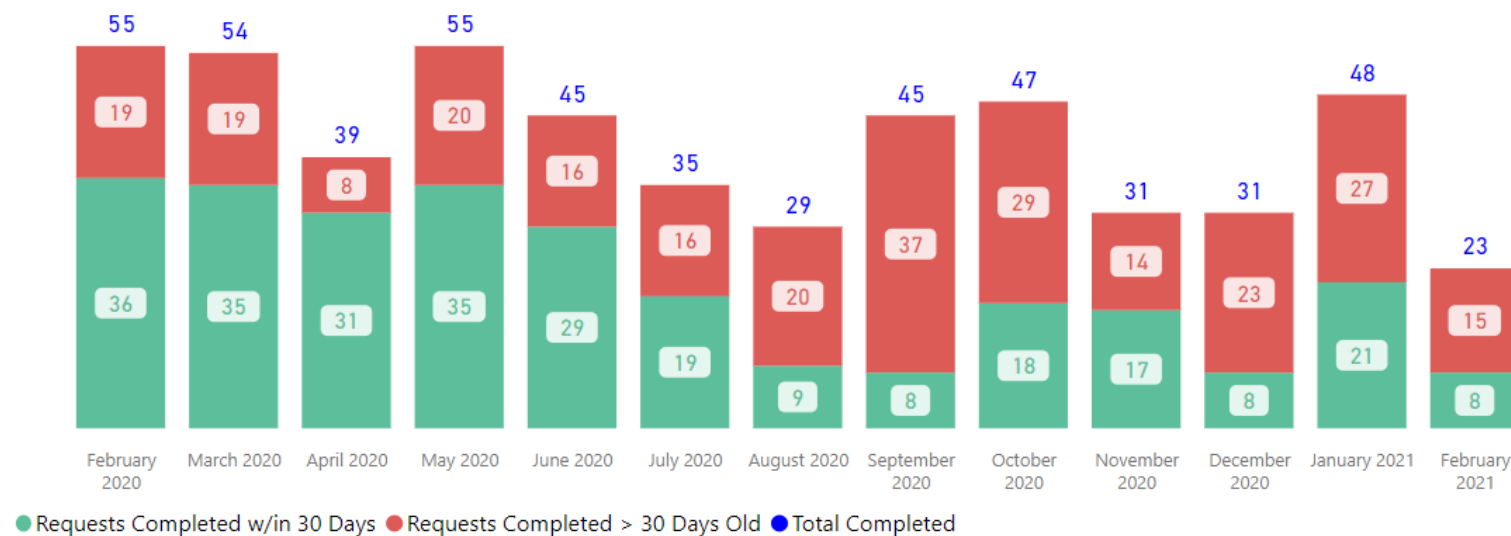
55.36

Total TAT (Rec'd-Compl.) Avg

10.65

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

537

Requests Completed

263

Requests Completed > 30 Days Old

48.98 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

DFL and DME

Service

Multiple selections

Priority Type

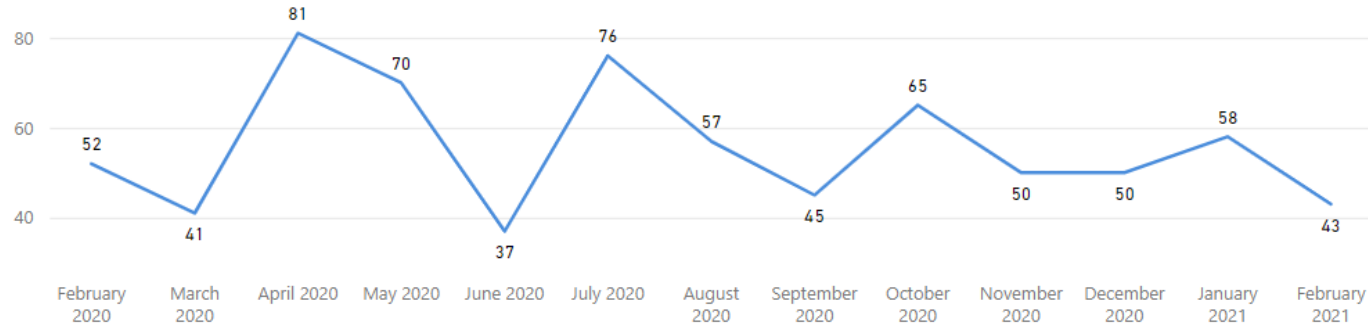
All

Received Filter

2/1/2020

2/28/2021

Received by Month



Total Received

725

Received per Month (Avg)*

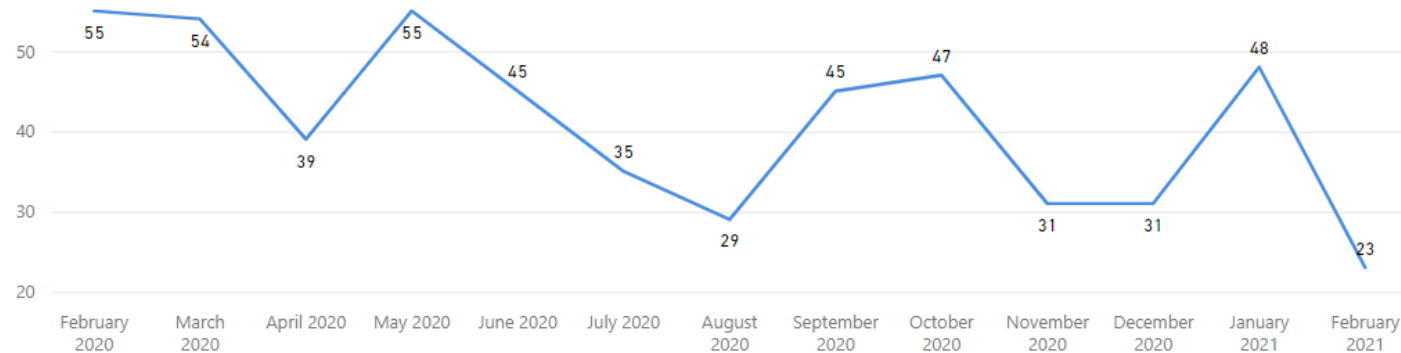
56

Completed Filter

2/1/2020

2/28/2021

Completed by Month



Total Completed

537

Completed per Month (Avg)*

41

* months with zero activity are not calculated into the average

Crime Scene Unit

Service

Priority Type

CSU Response

All

of Unassigned

0✓

Goal: 0

Pending Draft

172!

Goal: 30 (-473.33%)

Pending Tech

579!

Goal: 30 (-1830%)

Pending Admin

1!

Goal: 0

Goal= Threshold for the max # of requests in each bucket

560
Justice Trax Past Critical Age

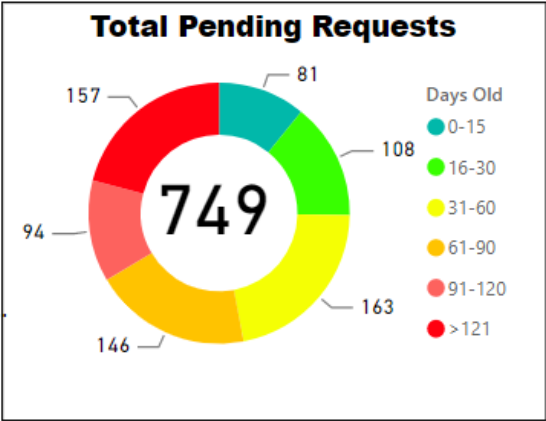
99
Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

545
Age-Oldest Pending Draft

558
Age-Oldest Pending Tech

142
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

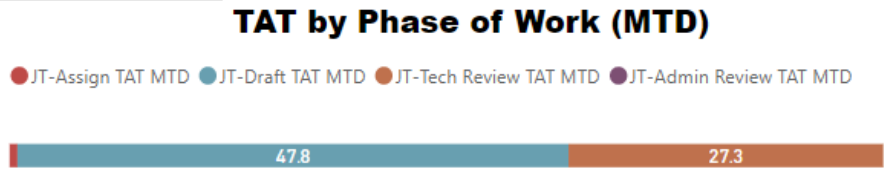
75.7!

Goal: 30, 31

Overall TAT
(Past 90 Days)

87.5!

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
79660		0
63388	2020-038	192
72026	2020-095	88
64616	2020-IA-09	176
76096	2021-001	37
76122	2021-007	37
77023	2021-008	28

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

46!

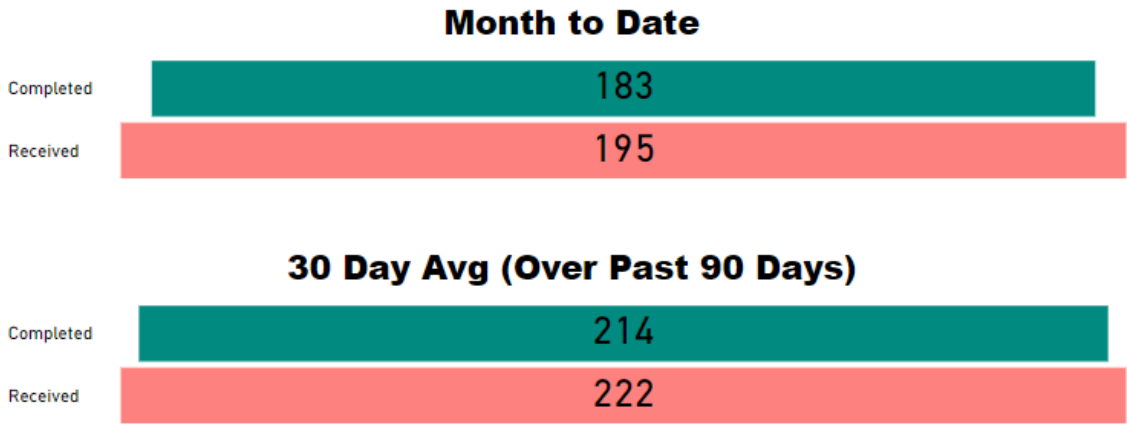
Goal: 30, 31

Avg Age of Open Reports*

82

Quality Filter

Crime Scene



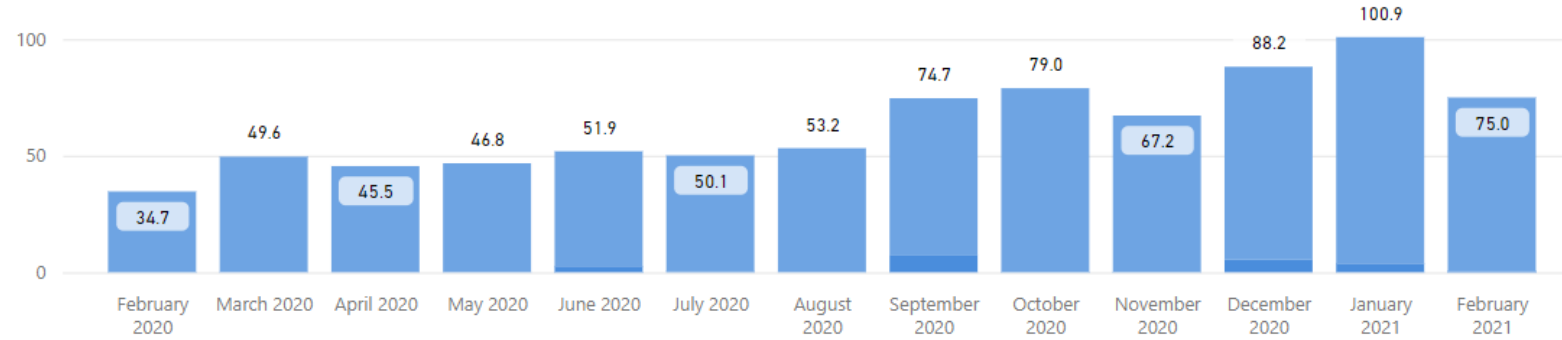
Date Range

2/1/2020

2/28/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

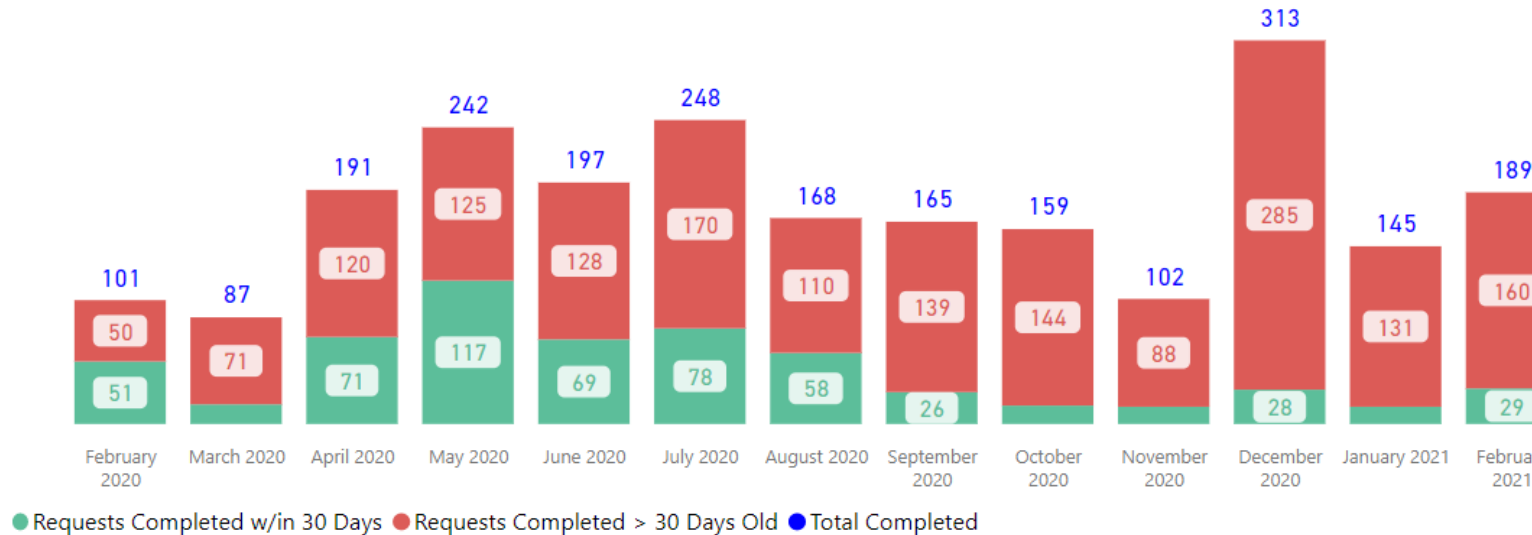
63.95

Total TAT (Rec'd-Compl.) Avg

62.15

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2307

Requests Completed

1721

Requests Completed > 30 Days Old

74.60 %

% Completed > 30 Days Old

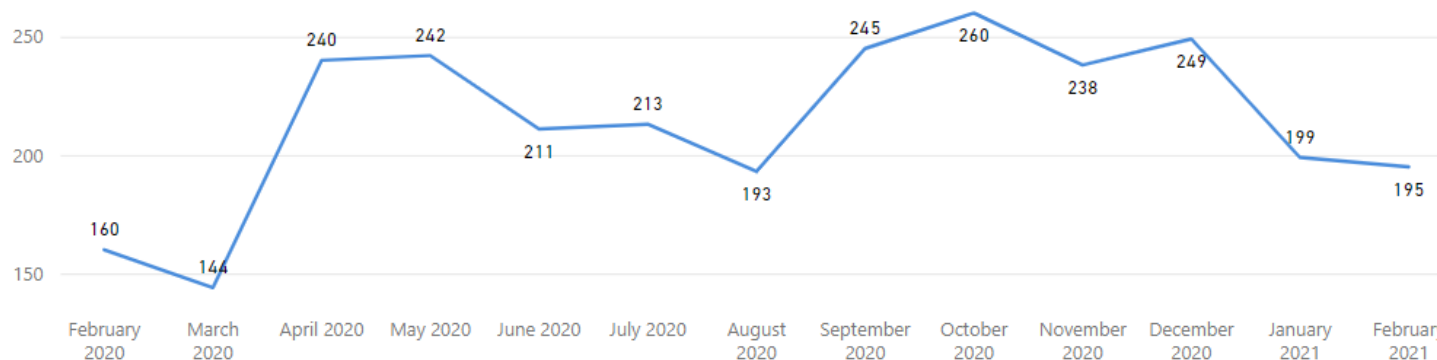
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

Received by Month



Total Received

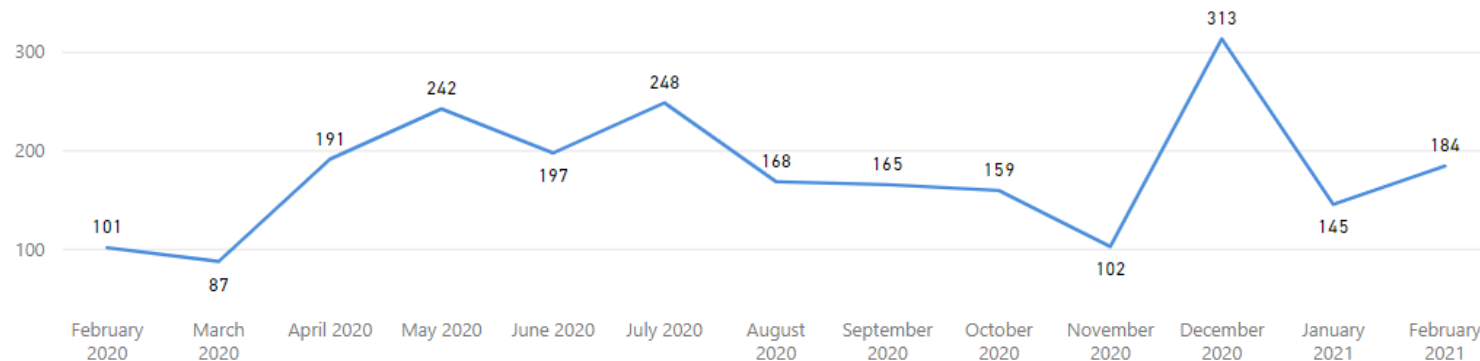
2,789

Received per Month (Avg)*

215

Completed Filter

Completed by Month



Total Completed

2,302

Completed per Month (Avg)*

177

*** months with zero activity are not calculated into the average**