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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

September 10, 2021
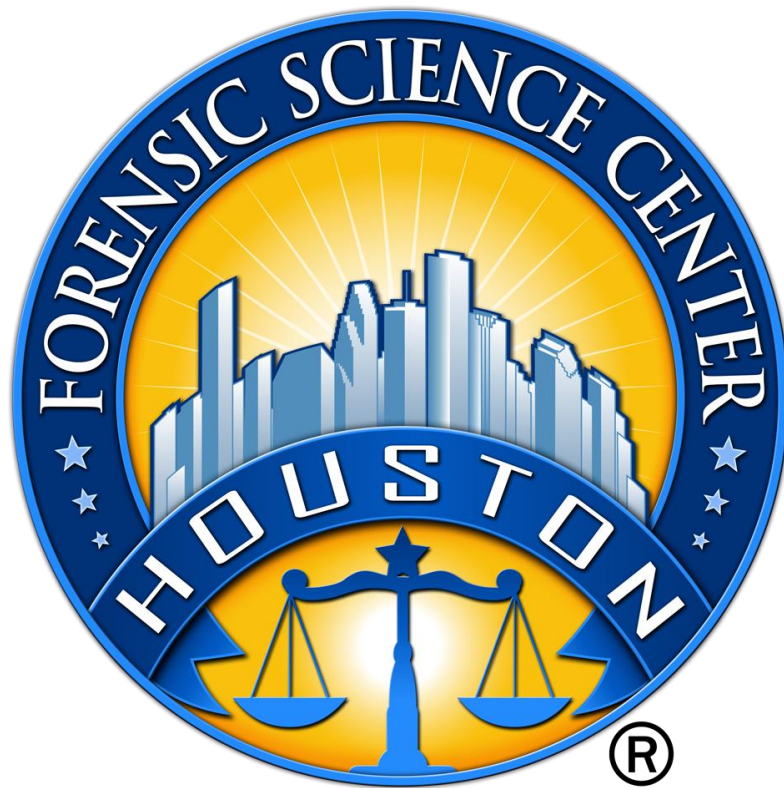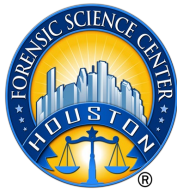
Houston Forensic Science Center, Inc.
Board of Directors
Hybrid Meeting (Virtual and In-Person)
~ Public Access will be via Teleconference Only ~

Friday, September 10, 2021   **www.houstonforensicscience.org**

NOTICE OF PUBLIC MEETING – Hybrid (Virtual and In-Person)

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, a quorum of the board of directors (the "board") of the Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") and the presiding officer will meet in-person in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. Additionally, in accordance with the provisions of Section 551.127 of the Texas Government Code, some board members will participate remotely by videoconference.

In accordance with Chapter 552 of the Texas Government Code (Texas Open Meetings Act) the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby. The notice of this meeting, the agenda and the meeting packet are also posted online at https://www.houstonforensicscience.org/meeting-archives.php.

The items listed below may be taken out of order at the discretion of the chair. After the meeting concludes, a recording of the meeting will be posted to HFSC website at https://www.houstonforensicscience.org/.

PARTICIPATING IN THE PUBLIC MEETING REMOTELY:
Members of the public may attend the meeting in-person, however, in the interest of public health and safety during the COVID-19 pandemic, members of the public are encouraged, but not required, to participate by viewing the meeting through a livestream broadcast on the internet. To view the livestream meeting online please visit https://www.houstontx.gov/htv/index.html.

NOTICE OF PUBLIC COMMENT:
The public is permitted to speak in-person during the public comment agenda item and as permitted by the chair.

Members of the public may also provide comment through Microsoft Teams video conference pursuant to Section 551.127(k) of the Texas Government Code. Requests to speak by video conference during the public comment period must be submitted via email to the HFSC board of directors secretary at info@houstonforensicscience.org or by calling 713-204-8179, no later than 9 a.m. Thursday, Sept. 9, 2021.

Speakers must submit their requests to be placed on the public comment speaker's list. Members of the public may call into the meeting by dialing the following toll-free teleconference number 833-231-4459 and subsequently entering the conference ID number 422071893#.

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

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.

A speaker may address any subject relevant to the purpose of the corporation. If you have questions regarding attending this meeting please contact Amanda DeBerry, secretary of the board of directors, at 713-204-8179.

<div align="center">AGENDA</div>

1. Call to order.

2. Roll call; confirmation of presence of quorum.

3. Public Comment.

4. Reading of draft minutes from August 13, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Report from Dr. Stacey Mitchell, board chair, including, a monthly update of activities and other announcements.

<u>Reports and presentations by corporate officers, and possible related action items</u>

6. Report from Dr. Stout regarding turnaround times, outreach, staffing, a proposed property room consolidation plan, legislative updates and crime scene unit statistics.

7. Report from Dr. Amy Castillo, vice president and COO, providing an update on the seized drugs, latent prints, firearms, digital and multimedia, toxicology and forensic biology/DNA sections.

<u>Reports and presentations by staff</u>

8. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, implementation of standards from the Organization of Scientific Area Committee for Forensic Sciences, ethics policy and testimony monitoring.

9. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:
Persons requiring accommodations for special needs may contact HFSC at 713- 204-8179.

NOTICE REGARDING CLOSED MEETINGS:
As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this notice, the board should determine that a closed or executive meeting or session of the board should be held or is required in relation to any items included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code will be held by the board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by the notice as the board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all

purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

551.071 - Consultation with Attorney
551.072 - Deliberation Regarding Real Property
551.073 - Deliberation Regarding Prospective Gift Section
551.074 - Personnel Matters
551.076 - Deliberation Regarding Security Devices
551.084 - Exclusion of Witness
551.087 - Economic Development Negotiations

The presiding officer shall announce that the board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine

Certification of Posting of Notice of the Board of Directors of the Houston Forensic Science Center, Inc.

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 7th day of September 2021, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 7th day of September 2021.

Amanda DeBerry
Amanda DeBerry
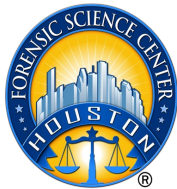
Houston Forensic Science Center, Inc.
Board of Directors
Virtual Meeting
~ Minutes ~

Friday, August 13, 2021   www.houstonforensicscience.org

1. **CALL TO ORDER**:
   At 9 a.m., Board Chairwoman Stacey Mitchell called the meeting to order.

   > The Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") board of directors (the "board") convened this meeting on Friday, August 13, 2021. 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 at least three days before the date of the meeting.
   >
   > Due to health and safety concerns related to the COVID-19 pandemic, the meeting was conducted virtually via Microsoft Teams, a web-conferencing platform. The board members participated by videoconference 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 posted online to the website on August 10 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.

2. **ROLL CALL**:
   The following board members were present via teleconference:

Chairwoman Stacey Mitchell
Vice Chairwoman Mary Lentschke
Philip Hilder
Vanessa Goodwin
Ellen Cohen
Lois Moore
Vicki Huff
Tracy Calabrese

   The following board member was absent:

Anna Vasquez

   The following board member arrived late:

Francisco Medina

   Chairwoman Mitchell announced a quorum was present.
   *Director Medina joined the meeting at 9:01 a.m.
   *Directors Goodwin and Huff left the meeting at 11:10 a.m. and 11:30 a.m., respectively.

3. **PUBLIC COMMENT**:
   Chairwoman Mitchell gave members of the public an opportunity to address the board. No members of the public addressed the board.

4. **REVIEW AND APPROVAL OF MINUTES FROM PRIOR MEETING**:

Following a motion by Director Ellen Cohen and seconded by Director Philip Hilder, the board unanimously approved the July 9, 2021 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT**:
The chairwoman noted the option to hold a fully virtual meeting due to the global pandemic will officially end in September. The board will hold a hybrid meeting in September with a quorum of at least five members present in person, including herself, the presiding officer.

6. **DISCUSSION REGARDING THE CITY OF HOUSTON OFFICE OF INSPECTOR GENERAL REPORT ON THE CRIME SCENE UNIT (CSU)**:
Chairwoman Mitchell first acknowledged the board reviewed the final report and recommendations that resulted from an investigation conducted by the City of Houston Office of Inspector General (OIG) into allegations regarding a hostile work environment and mismanagement in HFSC's crime scene unit. The board referred the complaint to the OIG in January after receiving an anonymous letter detailing the complaint. She stated the board took the complaint seriously and would not accept poor behavior. Before any discussion was held regarding the board's plans to address the report's recommendations, she opened the floor for Dr. Peter Stout, president & CEO and Ms. Carina Haynes, CSU director, to present an update about the current state of CSU and its accomplishments thus far.

6a. **PRESIDENT AND CEO DR. PETER STOUT AND CSU DIRECTOR CARINA HAYNES' REPORT ON CSU**:
Dr. Stout first mentioned the positive progress the group has made despite its demanding workload. He noted the group responded to 138 service calls in July – pointing out 71 calls for vehicles and six officer-involved shootings.

One of the downsides of an influx in call volume is the mental challenges it poses to the staff. Currently, crime scene investigators (CSI) rotate every three months through all three work shifts – day, evening and night. Ms. Haynes discussed a scheduling survey she administered to the CSIs for a potential work schedule change beginning in January 2022. The survey sought input from the CSIs into what they want their 2022 work schedule to look like. Twenty-nine out of 38 CSIs requested to move to one shift per year in order to have a better work-life balance. The request was approved and the open bid period will determine their future work schedule. Ms. Haynes also noted the possibility for CSIs to swap shifts, an option that was previously unavailable. She then mentioned four supervisors had been switched on July 24 from salary employees to hourly entitling them to overtime pay. In addition, their schedules moved August 21 to a Monday through Thursday and Thursday through Sunday rotation to mirror the CSIs' schedule. This change allows for true time off and on-call compensation. Next, she discussed CSU's staffing portfolio, noting two candidates, both with prior experience, have been selected to attend the National Forensic Academy's 10-week training program in September.

Next, the chairwoman expressed the board's support of HFSC's leadership and its work to continue developing and implementing necessary changes. She also thanked Ms. Haynes and the CSU team for their dedicated commitment and work. Chairwoman Mitchell then announced the creation of a board working group to partner with HFSC's senior leadership to perform an in-depth review of the OIG report and recommendations and implement strategies to address the recommendations. Dr. Amy Castillo, vice-president and COO, will lead the working group, which includes Vice Chair Mary Lentschke and directors Vicki Huff and Vanessa Goodwin. The group's progress will be reported to the board every two months during regular board meetings. She then opened the floor for further discussion. At that time no additional comments were made.

7. **PRESIDENT AND CEO DR. PETER STOUT'S REPORT**:
Dr. Stout first pointed out the toxicology section eliminated its alcohol backlog in July.

He then explained HFSC's staffing portfolio, noting the agency now has 209 employees and four vacancies. He shared recent outreach efforts, noting his presentation to a forensic science task force in Michigan.

Next, Dr. Stout discussed a 14% increase in overall requests from January 1 until July 31. Those requests were largely driven by CSU, the National Integrated Ballistic Information Network (NIBIN) processing team and DNA. He said firearm examination requests also increased 50% in June and July largely due to cases moving through the court system. The Harris County court system is struggling with a backlog of some 153,000 cases.

Dr. Stout touched on challenges with casework surges and said HFSC's employees worked 3,600 in overtime hours within the last 12 months. And, he mentioned the complexity in seized drugs cases – particularly noting fake pharmaceuticals pills, the fentanyl escalation. One solution is to purchase better technology for the section to keep up with the growing and more complex demands.

8. **VICE PRESIDENT AND COO DR. AMY CASTILLO'S REPORT**:
Dr. Castillo stated many HFSC sections are struggling with significant backlogs. She noted the firearms section's examination backlog has increased to 71. However, the group implemented "Operation Pew Pew" to help assign cases more efficiently and to achieve weekly goals.

In the past month, the toxicology section began new in-house drug confirmation testing.

The latent prints section started the pilot for its lean six sigma project on August 1, a project to help improve the processes and to address the long-standing backlog. Dr. Castillo said the next phase will focus on latent print processing.

Next, she explained the long-term plans for where staff will work, noting most of the analytical sections are on-site fulltime. DNA analysts, toxicology and latent print examiners have hybrid work schedules, working both remotely and onsite. HFSC has a work from home policy in place that clearly defines the expectations and responsibilities for employees who work remotely.

Dr. Castillo shared that five DNA analysts have completed training and will begin independent casework.

9. **TREASURER AND CFO DAVID LEACH'S PRESENTATION REGARDING FISCAL YEAR 2021 BUDGET REALLOCATIONS**:
Mr. Leach first noted that the fiscal year 2021 final budget reallocation did not impact the total budget amount. He then shared that HFSC had spent most of its budget on personnel, noting he moved around several line items to avoid overspending in any one specific area. Mr. Leach explained that all expenditures fell within the approved budget.

Next, Director Lois Moore asked if HFSC needed to ask for money for additional staff positions to address increasing requests and backlogs?

Mr. Leach stated HFSC received $1.7 million in grant revenue and about $1.4 million in COVID relief dollars, but those additional funds are not adequate to keep up with the current workload. Dr. Stout also added that the City of Houston has given HFSC an additional $1.3 million in the

upcoming budget, which amounts to a 3% increase, not nearly enough to keep up with the 14% increase in requests. To keep up with the increase he estimated the city would need to increase HFSC's budget by about 10%.

Director Moore made a motion to approve the fiscal year 2021 budget reallocations. Director Francisco Medina seconded the motion, and the board unanimously approved the reallocations in a roll call vote.

10. **TREASURER AND CFO DAVID LEACH'S REPORT**:
Mr. Leach gave an overall look into HFSC's spending. Labor costs account for 68% of its total business spending, 23% in services and 4% in supplies and capital. He also added that most supply costs are for forensic biology/DNA.

11. **QUALITY DIRECTOR ERIKA ZIEMAK'S REPORT**:
Ms. Ziemak said the quality division met its June and July submission targets for blind quality control samples and verifications.

She announced that HFSC's accrediting body, ANAB, had approved the scope expansion for toxicology, allowing the section to resume drug confirmation testing. During its annual assessment, ANAB found one non-conformance relating to training documentation. HFSC has addressed and fixed the issue and ANAB has since approved the remediation. She noted the quality section revised all the disciplines' training manuals to ensure full compliance.

Next, she discussed a latent print disclosure HFSC provided to the Texas Forensic Science Commission regarding a former examiner that failed to complete database searches. She said "hits" may have been missed. The commission voted in July to not take further action due to the root cause analysis, case review and corrective actions taken by HFSC. However, the corporation's investigation is ongoing. It will rework 140 disposed cases and update the TFSC and the board as the progress.

Ms. Ziemak said 20 analysts have testified this year and four transcripts are being reviewed.

12. **BUSINESS DEVELOPMENT DIRECTOR CHARLES EVAN'S PRESENTATION REGARDING PROPOSED EVIDENCE CONSOLIDATION PROJECT**:
HFSC is in the early stages of negotiations with the Houston Police Department (HPD) and the city over transferring responsibility of drug evidence management and storage to HFSC. Mr. Evans discussed the initial phases of the project and progress thus far. The ultimate goal is to improve the efficiency of handling, storage, disposal and the quality of evidence received by HFSC.

The involved parties are discussing storing evidence at a secure downtown facility that previously served as a bank vault, noting security is paramount. HFSC is working with the landlord and city to secure a 30-year lease, potentially following the structure of HFSC's current lease agreement at 500 Jefferson.

He talked through the significant potential savings opportunity with having an on-site incinerator, pointing out that burns would occur several times a week instead of transfers to an external vendor when 3,000 pounds have accumulated. He said it will likely be an 18-month project with several critical items. Mr. Evans indicated the project requires multiple tracks, however, the initial scope will focus on space/facility plans, the incinerator and cost summaries. He described several base documents and regular meetings among the parties to ensure everyone has a clear understanding of task ownership and costs in this multi-phased project. He stated several stakeholders have toured the facility and provided positive feedback, but reiterated project costs will be the determining factor.

13. **ADJOURNMENT**:
    Chairwoman Mitchell requested a motion to adjourn the meeting. Director Philip Hilder made a motion to adjourn. Director Moore seconded the motion. The meeting adjourned at 11:49 am.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the August 13, 2021 virtual meeting of the board.

By: *Amanda DeBerry*_____ Amanda DeBerry, Secretary

President's Report

September 10, 2021

Average Turnaround Time for August 2021

Section	Days
Latent Prints	315
Biology	193
Crime Scene Unit	155
Digital and Multimedia	105
Toxicology	56
Controlled Substances	31
Firearms	24
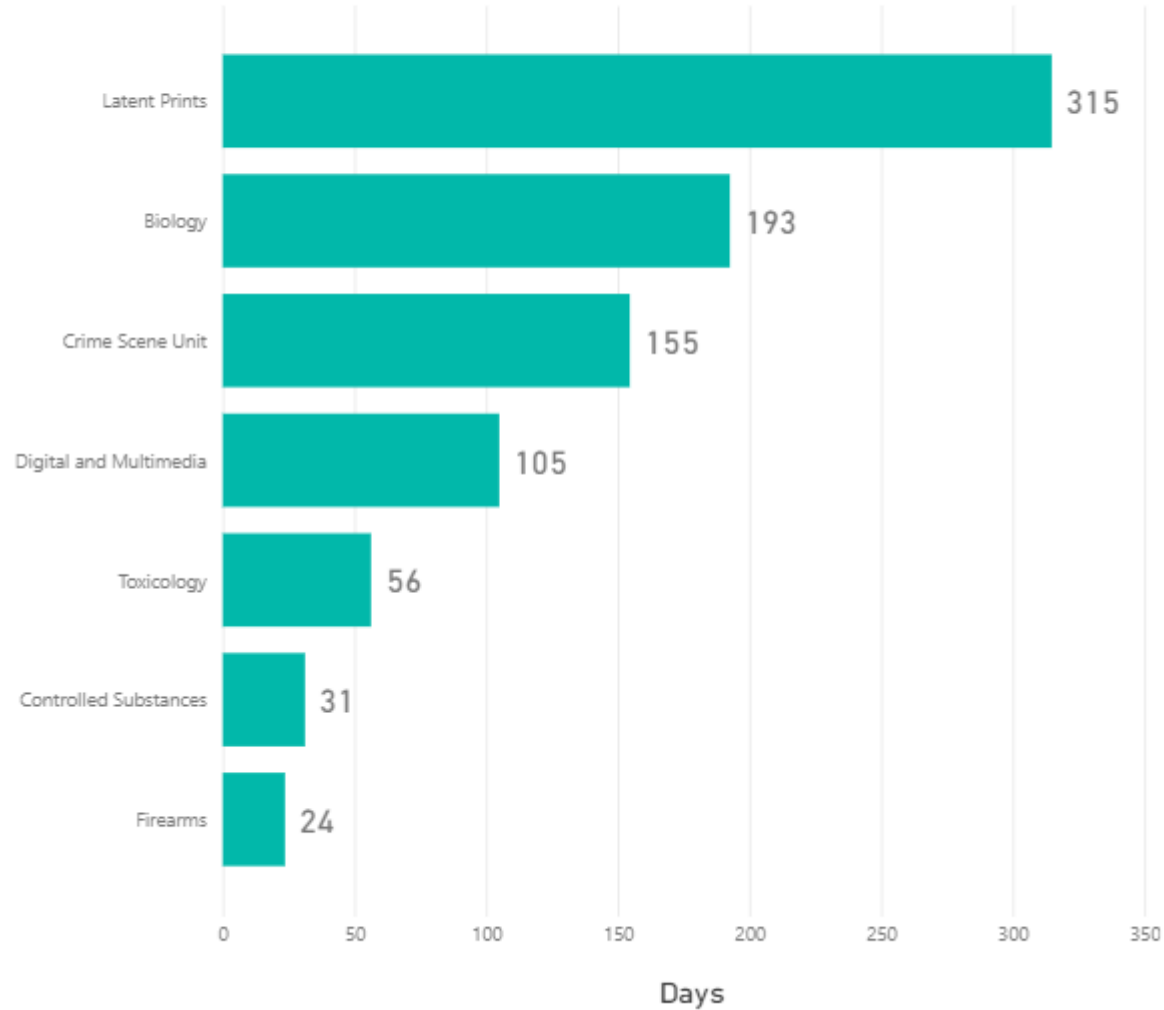
Days

Requests Completed by Section

Digital and Multimedia 110
Latent Prints 192
Firearms 623
Crime Scene Unit 238
Biology 277
Toxicology 513
Controlled Substances 487
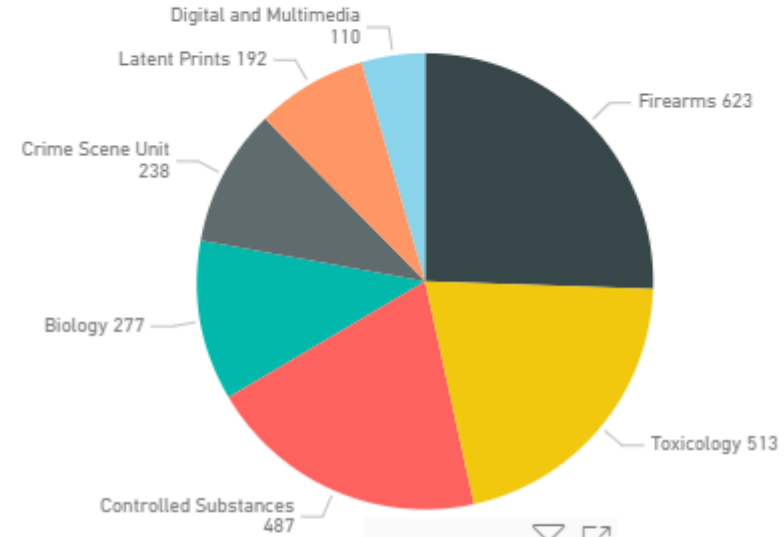
Turnaround Time - Days
91

Completed Requests
2440

Month Completed
- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☐ 07-July
- ☑ 08-August
- ☐ 09-September

Year Completed
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☐ 2020
- ☑ 2021

This data is current as of 9/2/2021.

Staffing as of September 7, 2021

209 staff

- 202 HFSC employees
- 6 City of Houston civilians
- 1 toxicology fellow (Army)

10 open positions, 8 offers accepted

- 2 crime scene investigators (experienced)
- 2 crime scene investigators (entry level)*
- 2 forensic biology/DNA analysts
- 1 latent print examiner
- 1 NIBIN technician*

2 active vacancies

- 1 lead analyst-seized drugs (internal only)
- 1 latent print examiner

1 vacancy on hold

- 1 crime scene investigator (experienced)
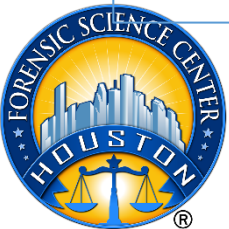
*New positions in FY22 budget

Degrees and Certifications

- Katie Busack, crime scene investigator
  - Certified Senior Crime Scene Analyst (CSCSA)
    - International Association for Identification (IAI)
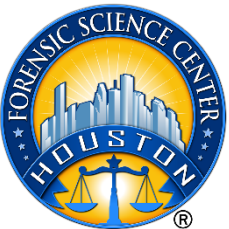
Outreach

- Tour with Lone Star College administrators

- Presented to Mensa International

- Presented on evidence and Lydell Grant at the Center for American and International Law

- Meeting with Council Member Letitia Plummer

- Tour with Council Member Carolyn Evans-Shabazz

STAFF OUTREACH:

- Two presentations to the Houston Police Department – crime scene and seized drugs
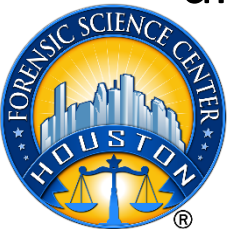
Upcoming outreach:
National Forensic Science Week

- Eight HFSC tours for middle and high school students
  - September 23
  - September 24

- More than 220 people have signed up, including
  - Deer Park ISD
  - Pasadena ISD
  - Katy ISD
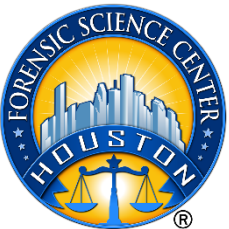
Property and Evidence Handling

Project Update
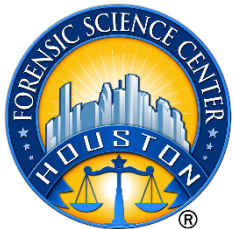
HFSC Potential Property Room Consolidation Project

- **Current focus continues to be space planning, incinerator, as is/to be costs**
- **Space Planning:**
  - ➢ Conducted two landlord architect workshops, space design progressing
  - ➢ Separate areas for evidence storage and staff offices, both in basement
  - ➢ Drugs and money in vault, guns in storage area outside vault
  - ➢ Propose drugs drying room and separate evidence processing area, eye wash/safety shower
  - ➢ HVAC, clean air/venting, humidity controls, fire protection, safety, security, IT, costs are all critical
- **Incinerator:**
  - ➢ Weekly workshops being conducted: structural, engineering, air quality, landlord, HFSC
  - ➢ Location of incinerator, scrubber determined, working venting plans
  - ➢ Progressing state and city permit requirements, plans, data submissions
  - ➢ Incinerator is project critical path: permits, overall project approvals, equipment fabrication/ delivery, installation including gas supply/venting, commissioning, procedures, one year +
- **Working project one-time/recurring costs, what landlord funding available in lease**
- **Conducted additional Houston City Council member tour, positive response**

Legislative Update

New Laws

Impacts to HFSC

HB 1927-Constitutional carry:
- Impact unclear
- Potential short-term impact: confusion by law enforcement and public about where firearms are permissible and when confiscation is possible. May impact NIBIN.
- Long-term impacts: unknown

SB 111-Law enforcement disclosure requirements
- Builds off Michael Morton
- Requires law enforcement to sign that all disclosable "documents, items, and information in the possession of the agency" have been provided to prosecution
- Discussing with HPD, Harris County DA impacts to lab

HB 3774-TFSC and new district court
- Allows TFSC to use budget to fund forensic training
- Expands TFSC's authority to investigate unaccredited forensic work, levy sanctions for violating code of professional responsibility
- Creates a new court for Harris County, first one since 1980s, designed to address backlog
- Impacts HFSC

Impacts to HFSC

SB 768-Fentanyl

- Enhances penalties on more than 4 grams of fentanyl
- No direct impact on HFSC
- Indicates the state is trying to take seriously the fentanyl threat

HB 2462-Sexual assault

- Largely addresses the rights of a survivor to a forensic exam and information related to analysis and investigation
- Increases the amount of time a survivor can be compensated for the exam from 96 hours after assault to 120 hours. In line with latest DNA science
- Impacts unclear. Possibility of an uptick in kits received

Crime Scene Unit

Crime Stats

Homicides: January 2019 to August 31, 2021

- 299 homicides so far in 2021 vs. 242 at this time in 2020: 24% increase

- 2021 notables:
  - One month with fewer than 30 homicides
  - Five months with more than 40 homicides

Homicides
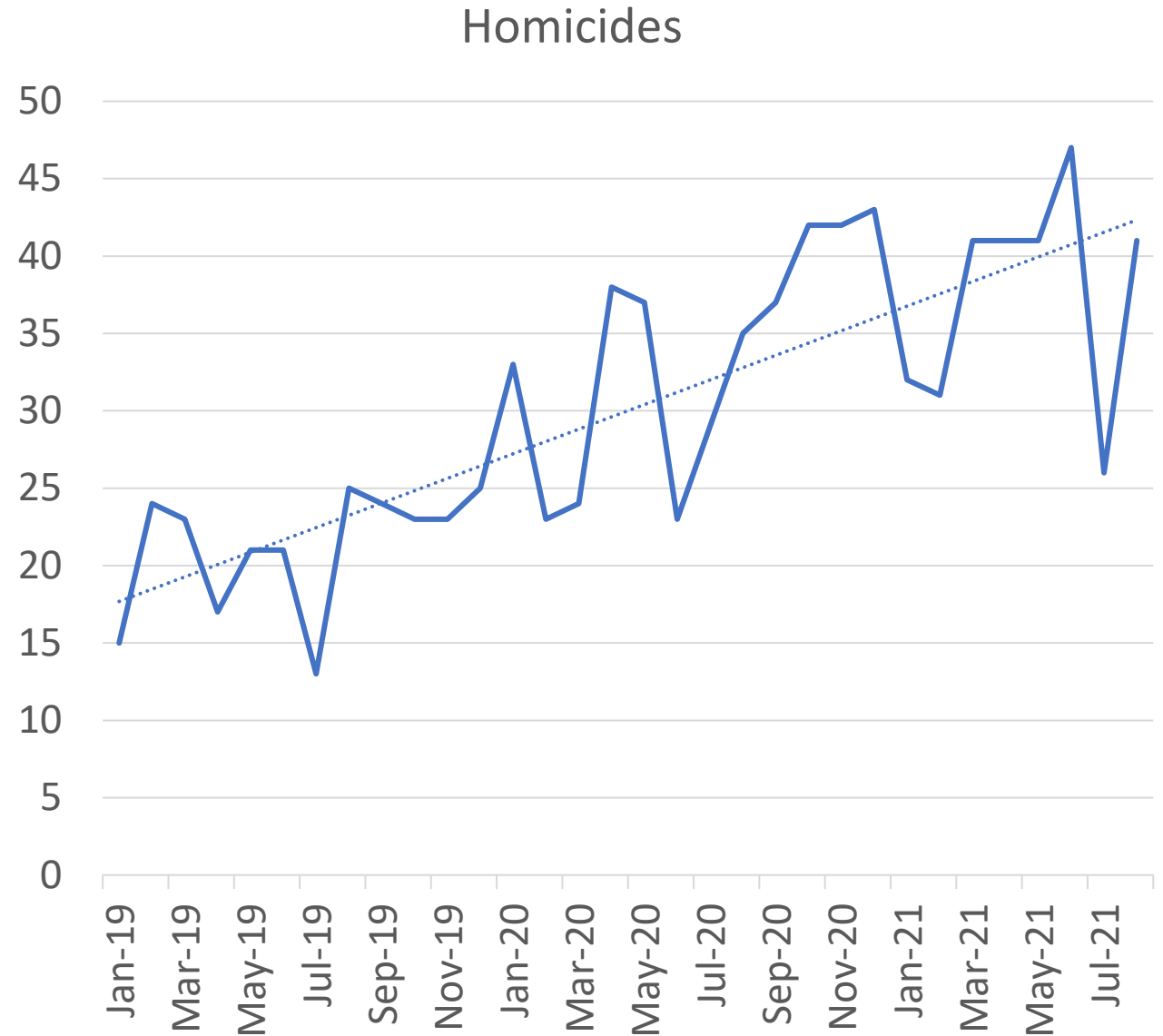
Vehicles

- Processed 518 vehicles this year compared to 420 this time last year: 23% increase

- Surpassed the total number of vehicles processed *in all* of 2019

- If CSU averages 50 vehicles for the rest of 2021 they will still surpass vehicles processed in 2021
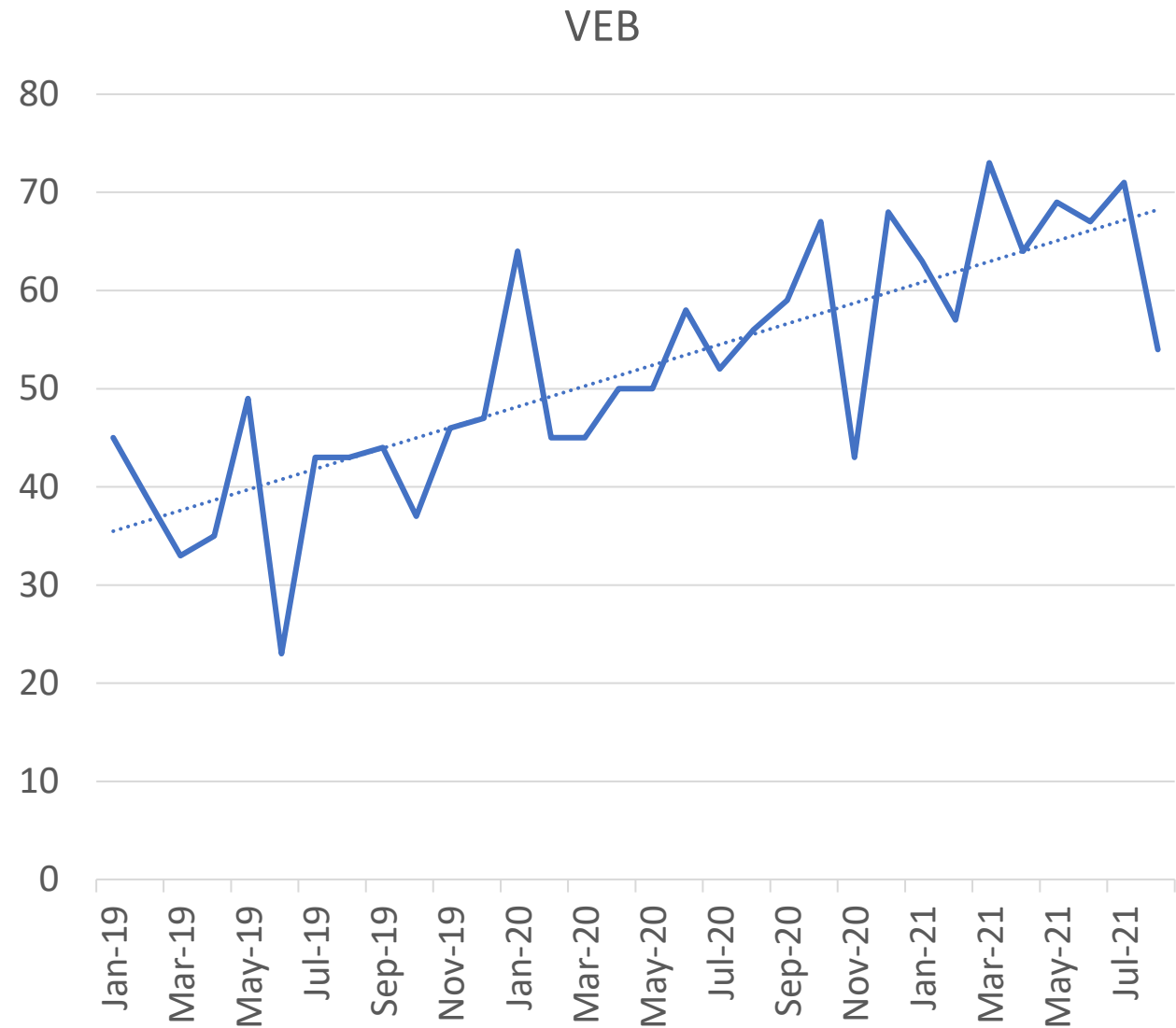
Operations Report

September 10, 2021

August 2021 Company Overview

HFSC Request Turnaround Time

Category	Value
HFSC TATR (Past 30 Days)	89
HFSC TATR(Past 90 Days)	97
CODIS	
DME	
Latent Comparison	340
CSU Response	155
Firearms Examination	149
DFL	131
Firearms Reprint	97
Blood Alcohol	24
AV Examination	22
IBHT Reprint	5
AV Call Out	3
CSCM Tox Rejection	1
CSCM Tox Accession	1
Digital Call Out	0
Latent Print Cleared Case	
Reprint Report (Inactive)	
Latent Processing	202
Toxicology	167
Stop Work Notification	144
Seized Drugs Examination	32
NIBIN Only	3

CODIS	5
DNA	248

At this time the CODIS TAT is not included in the overall HFSC TAT

HFSC Request Backlog

Category	Value
HFSC Backlog	7583
DNA	654
Outsource...	510
Outsource ...	54

Category	Value
Latent Comp...	
Toxicology	1602
CSU Respon...	832
Latent Proce...	567
Seized Drug...	333
DNA	211
DFL	176
Firearms Ex...	69
DNA-S	37
Firearms Re...	27
CODIS	22

Section/Service Backlog Present if >15 requests are in the Backlog

Highlights

- Section updates
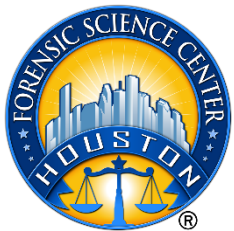
Client Services and Case Management

Evidence Items Transferred (Jan-Aug)
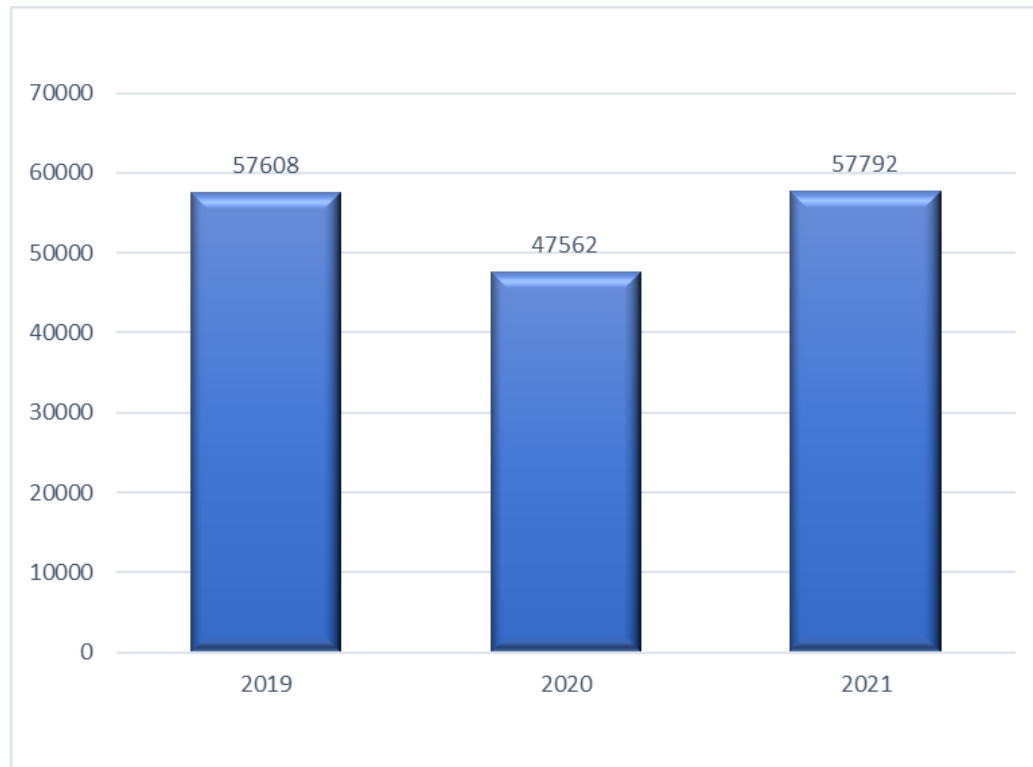
Records Requests (Jan-Aug)

Seized Drugs

Number of Requests Received vs Completed
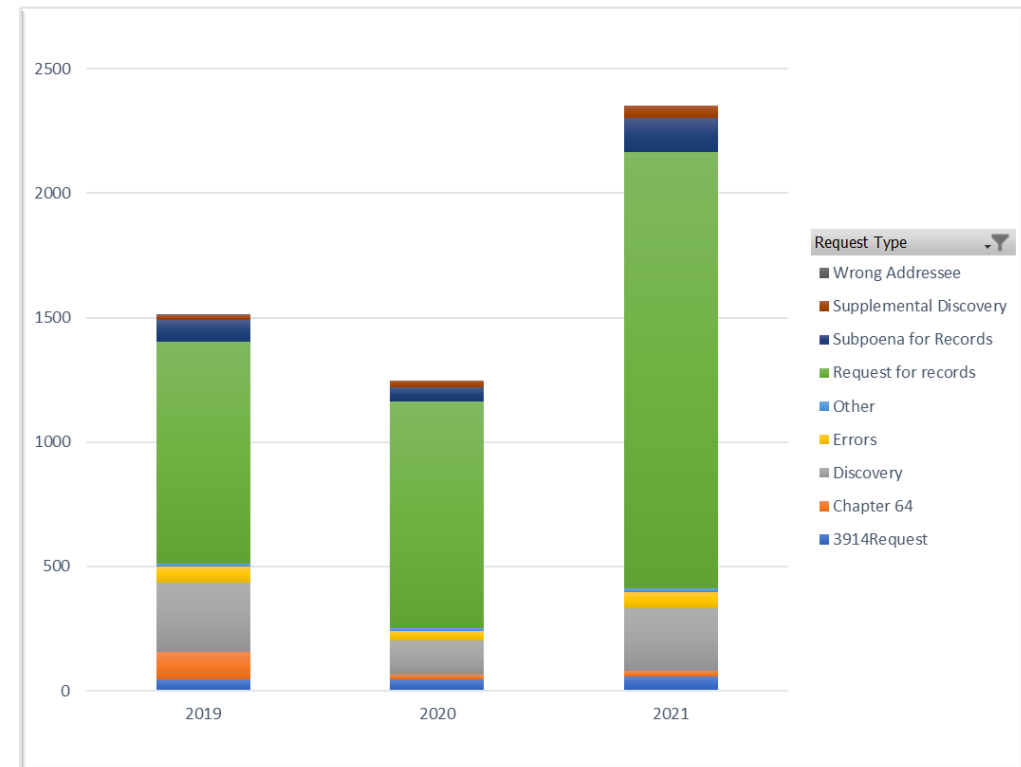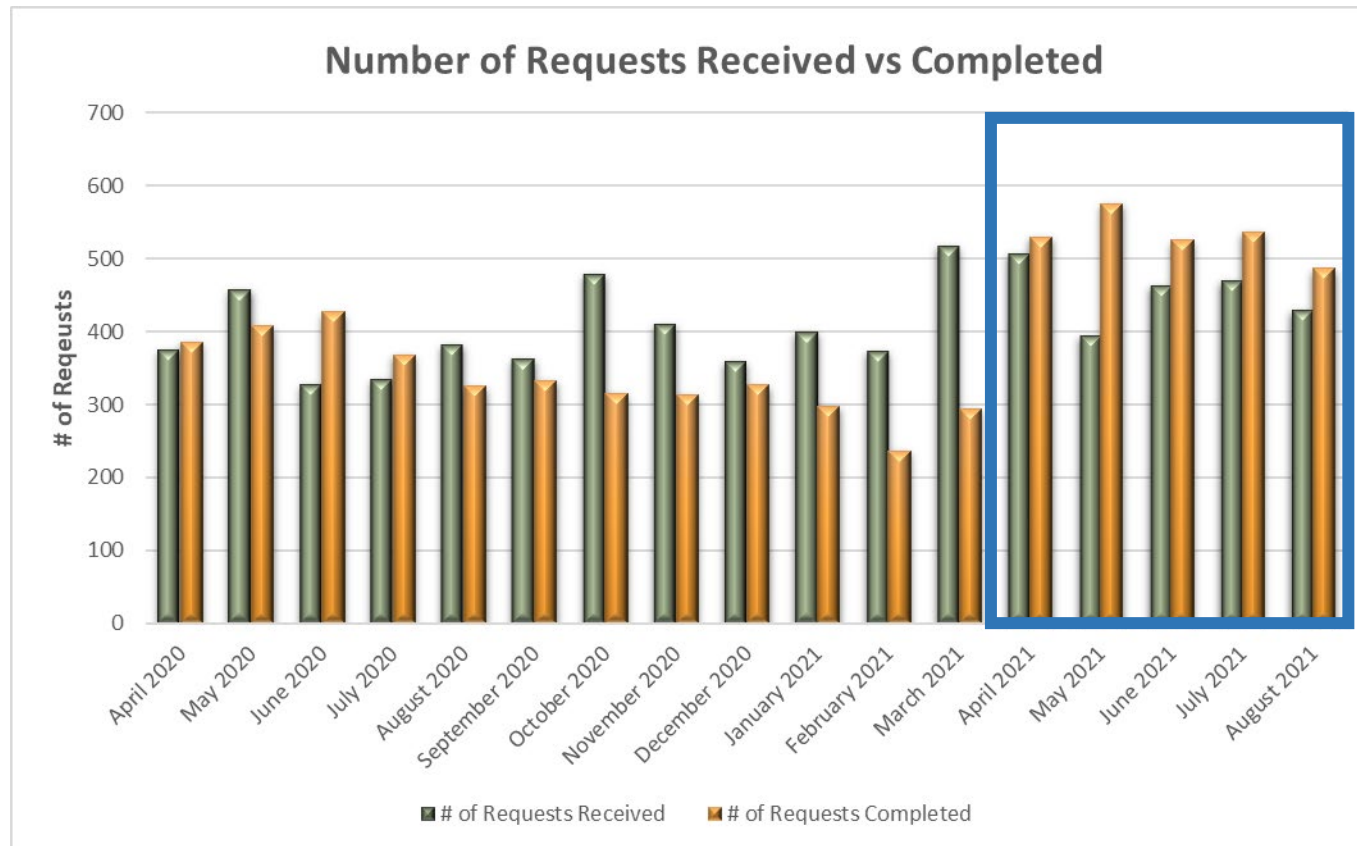
- Since April 2021, output has exceeded incoming requests

- August 2021 in-jail requests: 13 day turnaround time

- Marijuana continues to be a challenge

Blood Alcohol/Toxicology
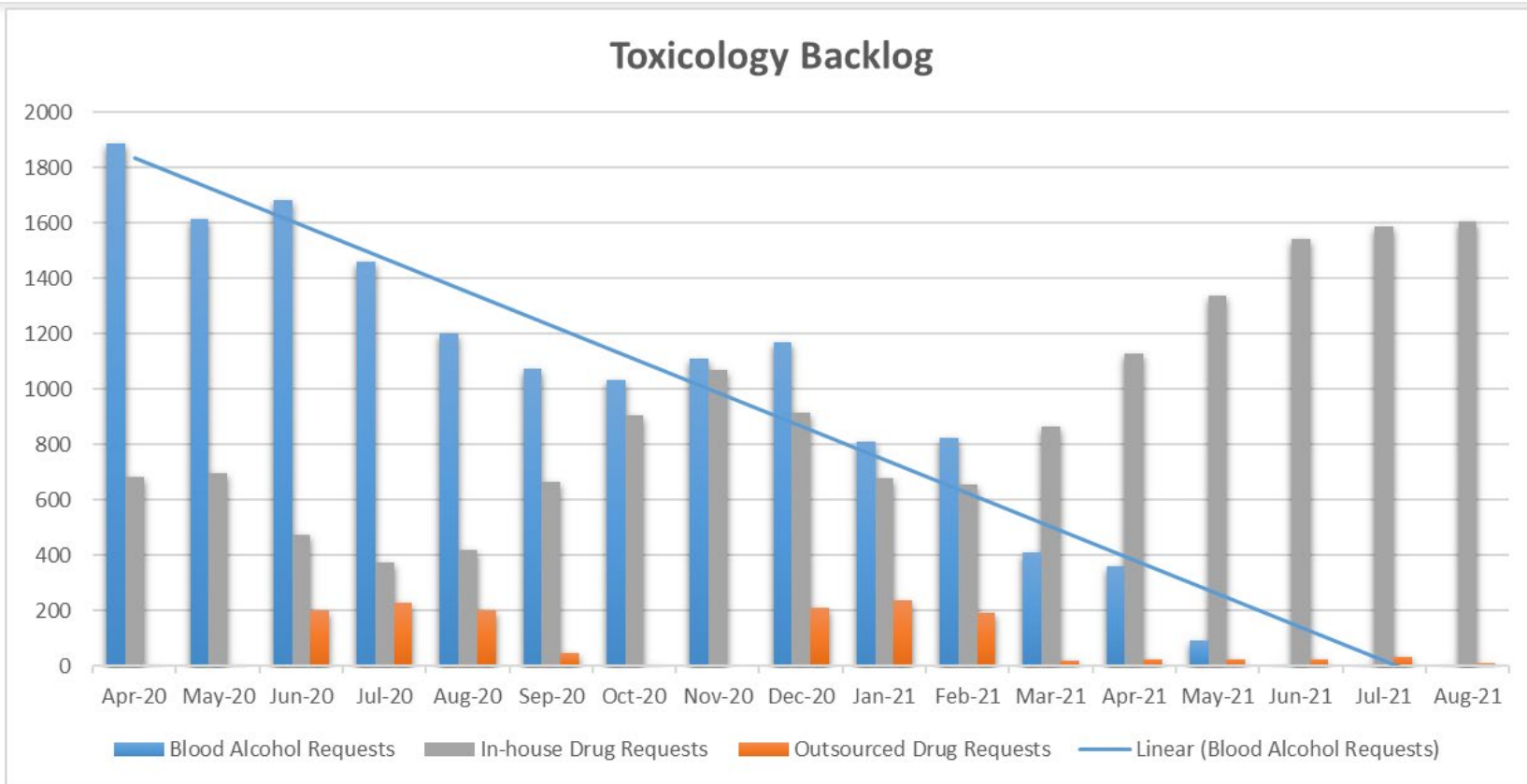
- Focus: training more analysts to complete drug confirmations
- Section has for several months maintained a 30-day or less turnaround time on blood alcohol requests

20

Firearms

NUMBER OF FIREARMS REQUESTS RECEIVED VS COMPLETED (2021)

- # of Requests Received
- # of Requests Completed
- Turn around time
- Linear (# of Requests Received)

Turn around time values: 51, 57, 66, 62, 76, 69, 82, 107

Backlog

AUG-20: 37, SEP-20: 24, OCT-20: 30, NOV-20: 30, DEC-20: 33, JAN-21: 34, FEB-21: 41, MAR-21: 40, APR-21: 55, MAY-21: 58, JUN-21: 67, JUL-21: 71, AUG-21: 69
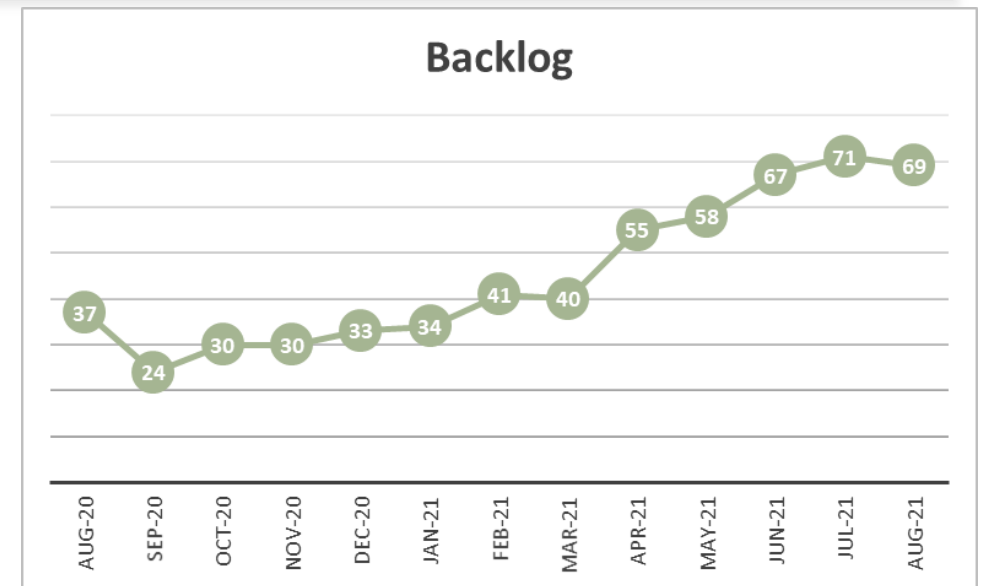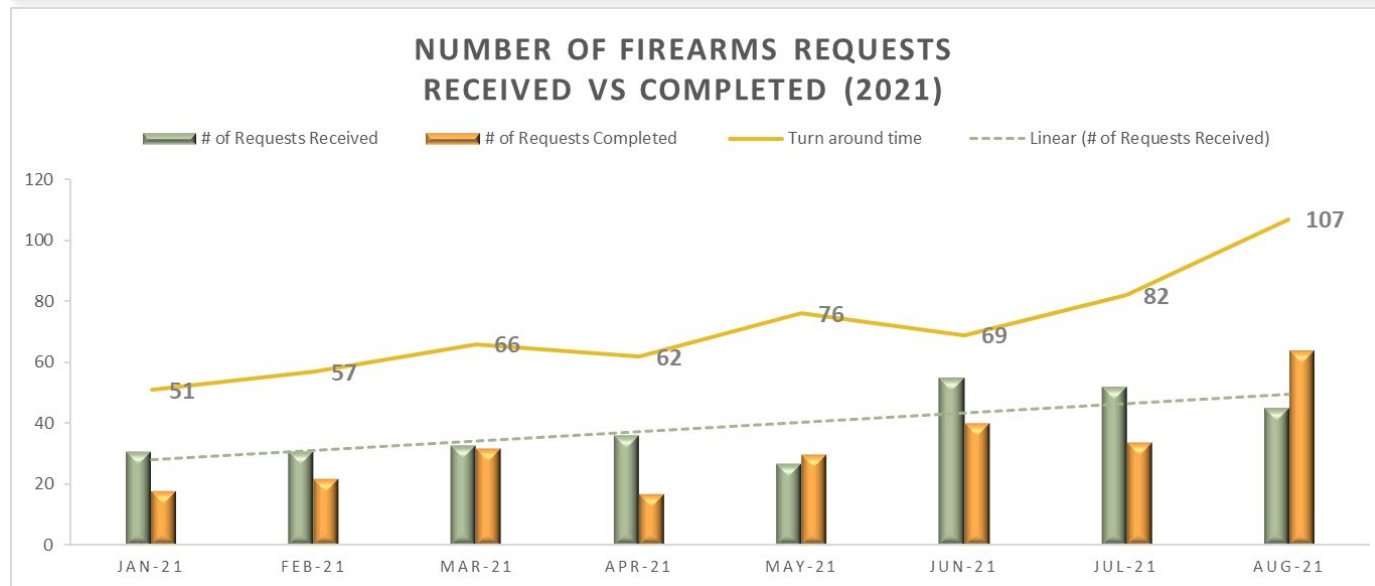
- June-July: requests increased 67% *
- August: 45% increase
- Section implemented "Operation Pew Pew" in August: increased by 100% the number of requests completed*

* compared to monthly average January 2020-May 2021

21

National Integrated Ballistic Information Network (NIBIN)

NIBIN Guns: 2019 to 2021
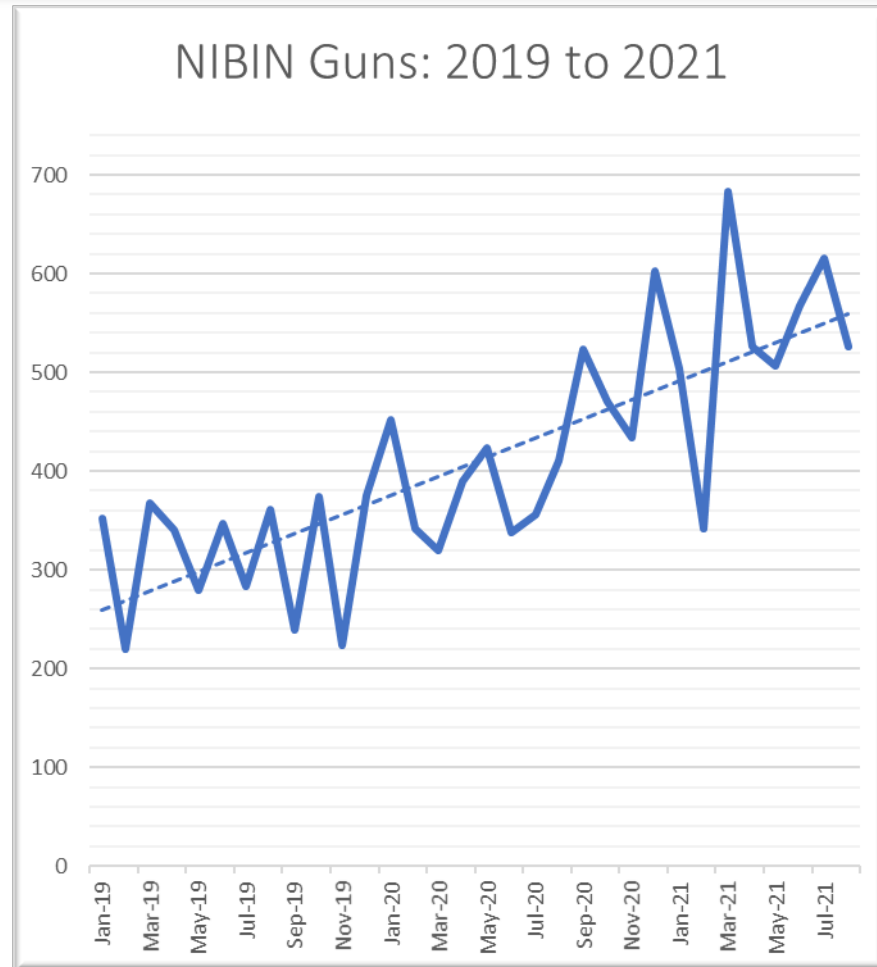
- Average turnaround time of 2.3 days maintained from the start of the pandemic

- Average number of guns received per month has increased 47% compared to pre-COVID average

- Additional NIBIN technician started September 7

Forensic Biology: Backlog Update

Projected overall in-house backlog at end of August 2021: 694 Actual: 654

Total DNA backlog: 1,280
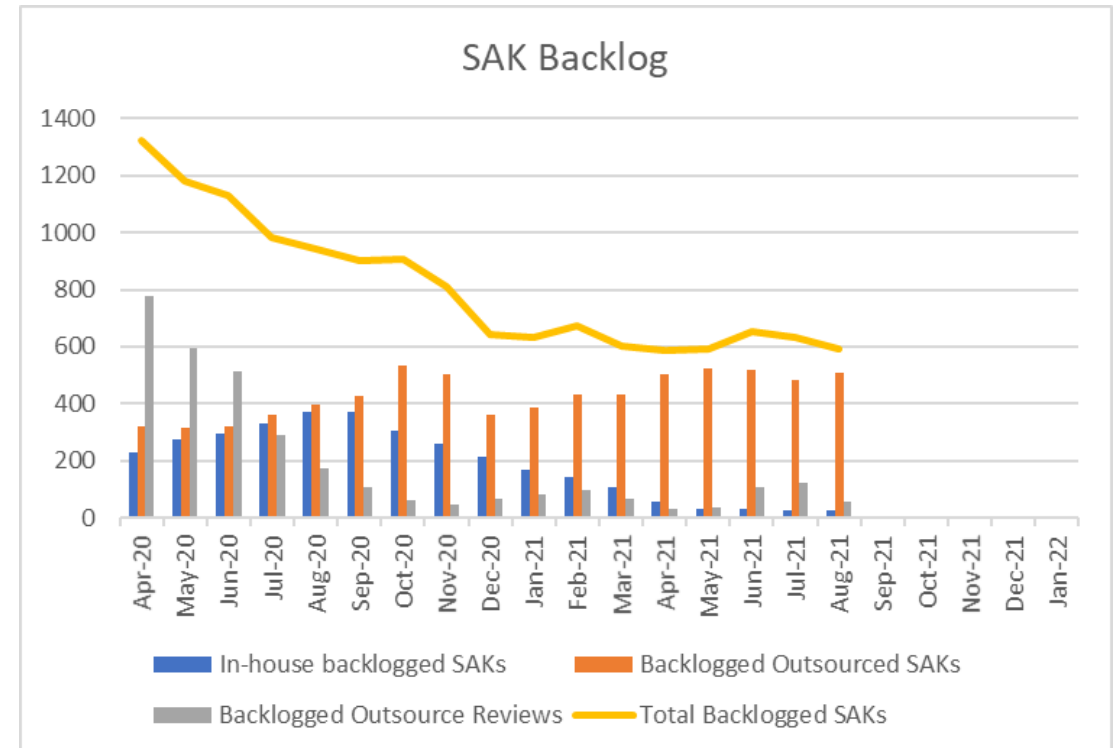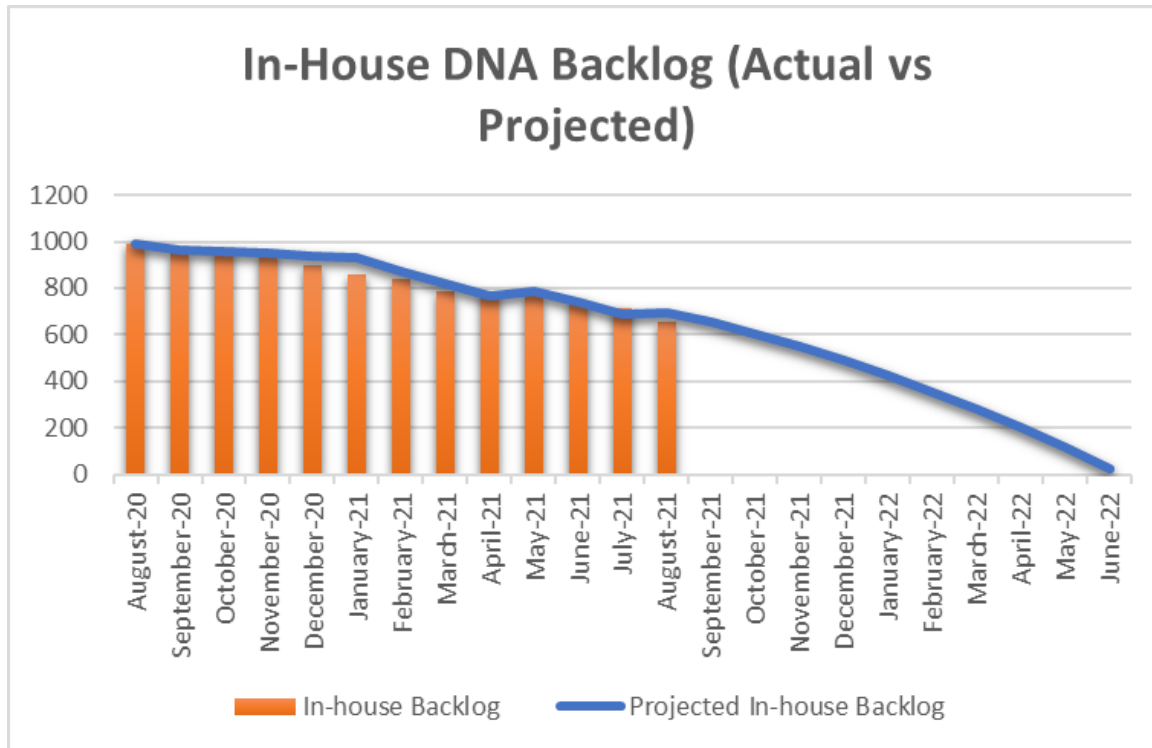
- Five new DNA analysts authorized in July-August 2021
- New round of DNA analyst training begins in October 2021 (2 analysts)

23

Multimedia

DFL backlog — COVID work schedules / 100% on-site work schedules

Number of Requests Received vs Completed (2021)
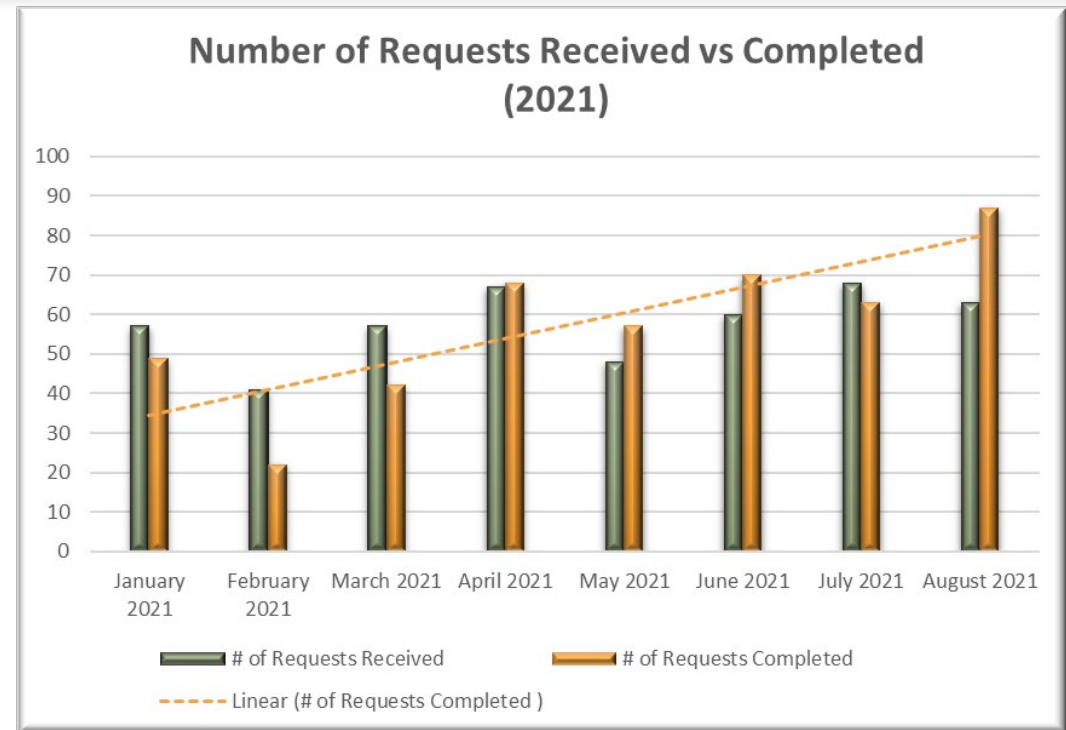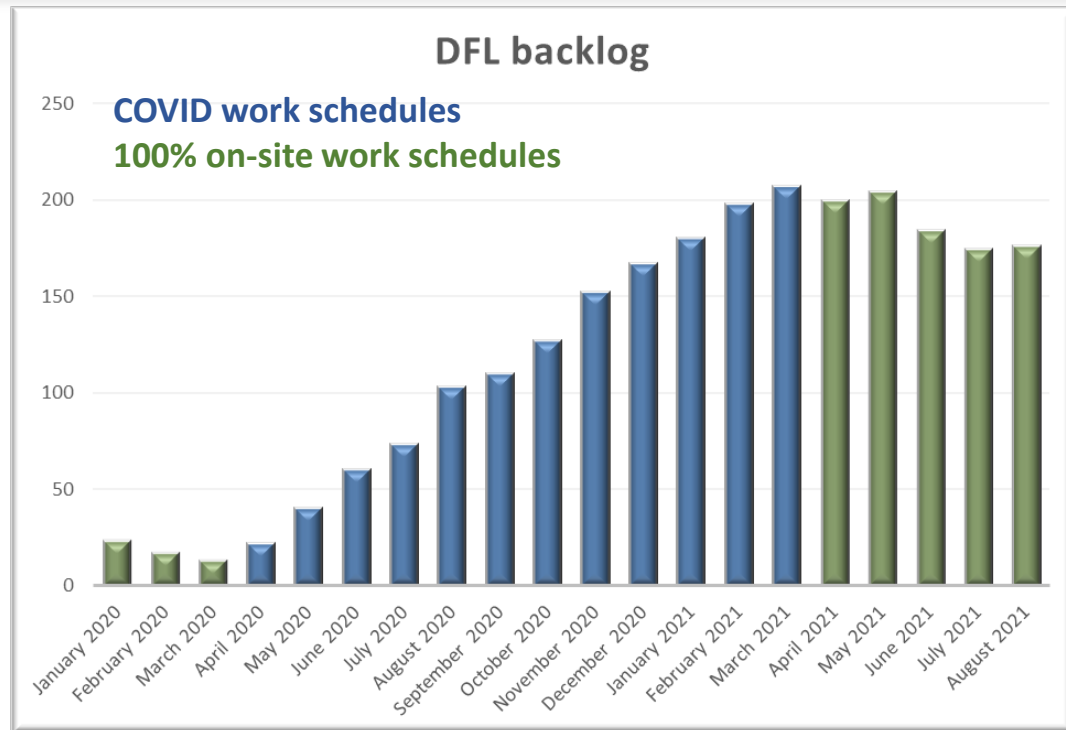
- The digital backlog developed due to COVID work schedules
- 2021: section increases digital output by 26% compared to 2020
- Section is cross-training staff in digital and audio/video to build capacity

Latent Prints

Latent print comparison backlog: 2,444

Latent print processing backlog: 567

Latent Print Comparison Backlog
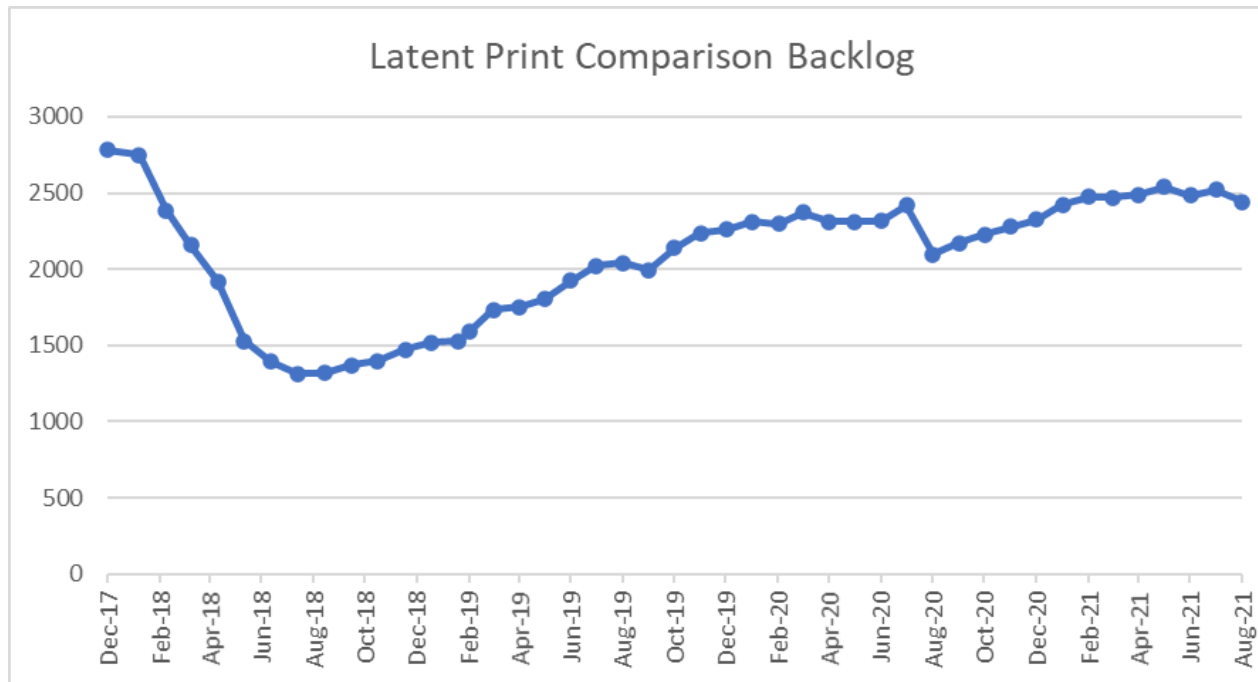
- 2016: HFSC received over ~2,500 latent print comparison requests within 2 days

- 2018: CSU collection improves, latent print backlog increases again

- November 2020: HFSC launches lean six sigma project

Latent Prints: Process Improvements

External Changes

Effective July 1st

- New request process
- Case prioritization
- Case management policy
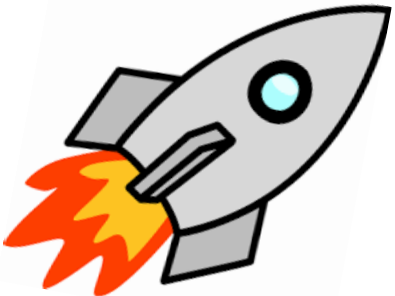
Internal Changes

Effective August 10th

- Latent print support specialist (case manager)
- Hybrid work model
- Streamlined and efficient workflow
- Streamlined/standardized image process

Early lean six sigma pilot results

Turn around Times Pre-Pilot vs Pilot

- Pre- Pilot Avg(Days)
- Pilot Avg (Days)

	Primary TAT	Verification TAT	Tech Review TAT	Analysis TAT (Assigned to Complete)
Pre- Pilot Avg(Days)	9.6	4.9	17.6	32.9
Pilot Avg (Days)	1.9	0.5	1.2	3.5
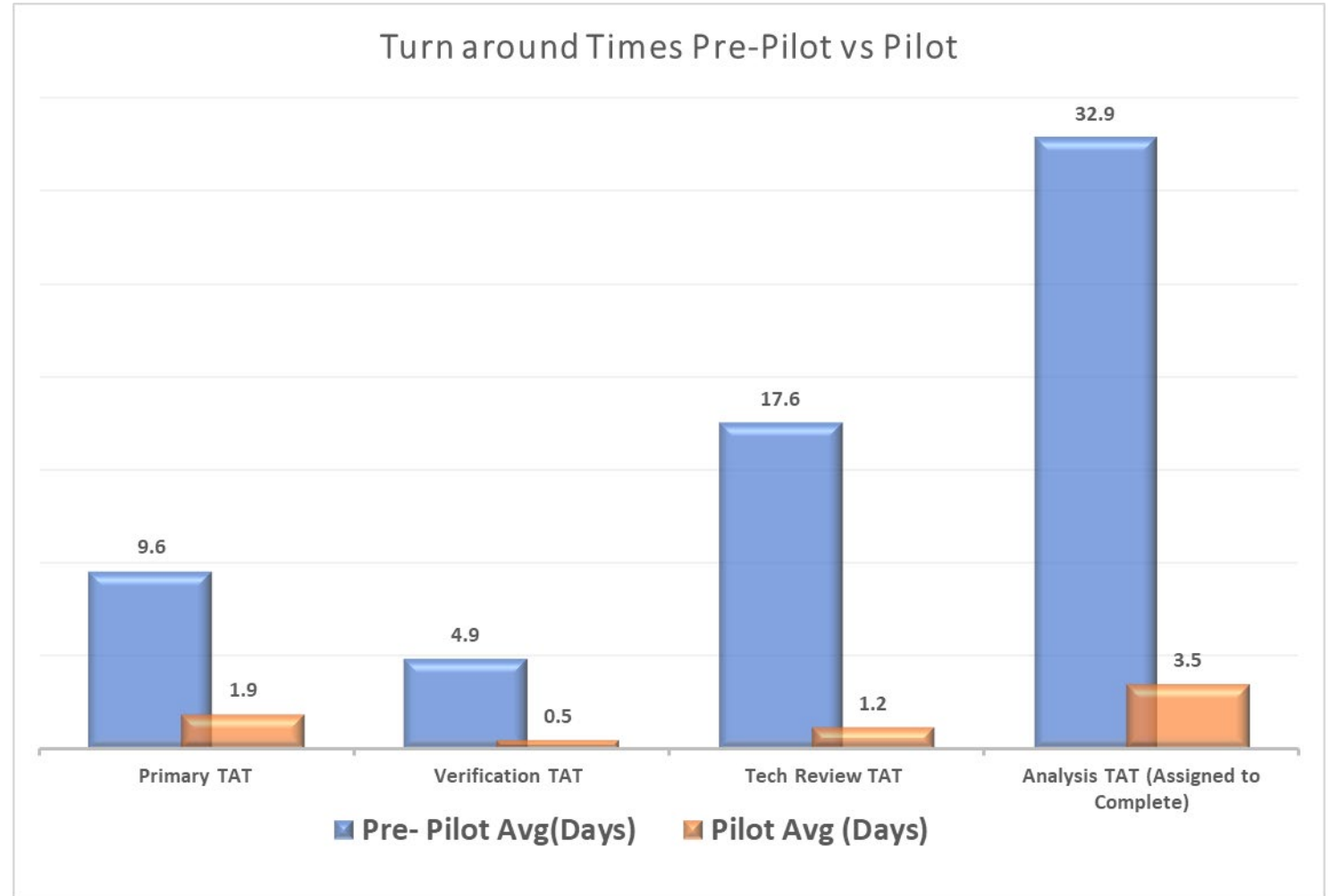
Detail data

Key for Dashboard Section Pages

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

Report type

Service
Seized Drugs Examination ⌄

Priority Type
All ⌄

Total Pending Requests

3

134

131

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)

9.1✓

Goal: 14, 15

Overall TAT (Past 90 Days)

8.8✓

Goal: 14, 15

Pending work

# of Unassi... ⊡ ⋯

28✓

Goal: 100 (+72%)

 # Pending Draft

24✓

Goal: 100 (+76%)

 # Pending Tech

55!

Goal: 50 (-10%)

 # Pending Admin

27✓

Goal: 50 (+46%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

24
Age-Oldest Unassigned

15
Age-Oldest Pending Draft

21
Age-Oldest Pending Tech

15
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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

| 3.1 | 2.1 | 1.4 | 2.5 |

TAT by Phase of Work (Past 90 Days)

| 3.7 | 2.1 | 1.5 | 1.5 |

Average time to close quality reports

Pending quality reports

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age
48504		26
48533		26
48621		24
49147	2019-056	17

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

Quality TAT

9✓

Goal: 30, 31

Avg Age of Open Reports*

17

Quality Filter
Controlled Substances ⌄

Month to Date

Completed 613

Received 623

30 Day Avg (Over Past 90 Days)

Completed 592

Received 588

29

TAT= Turnaround Time   MTD= Month to date   Critical age=30 days   Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2

Type of testing

Request Type

Firearms Examination ⌄

Priority Type

All ⌄

Report type

Date Range

8/1/2018   8/31/2019

Total TAT by Month

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

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

Data broken down by month

Requests Completed

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

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

TAT= Turnaround Time

30

Key for Dashboard Historical Pages 2/2

Type of testing →

Service
Seized Drugs Examination ▾

Priority Type
All ▾

Report type →

Received Filter

8/1/2018   8/31/2019

Received by Month

700 —
636   743   607   628   612   641
      574   566   535   540   523   600
                                            484

August
2018
September
2018
October
2018
November
2018
December
2018
January
2019
February
2019
March
2019
April 2019
May 2019
June 2019
July 2019
August
2019

Data broken down by month →
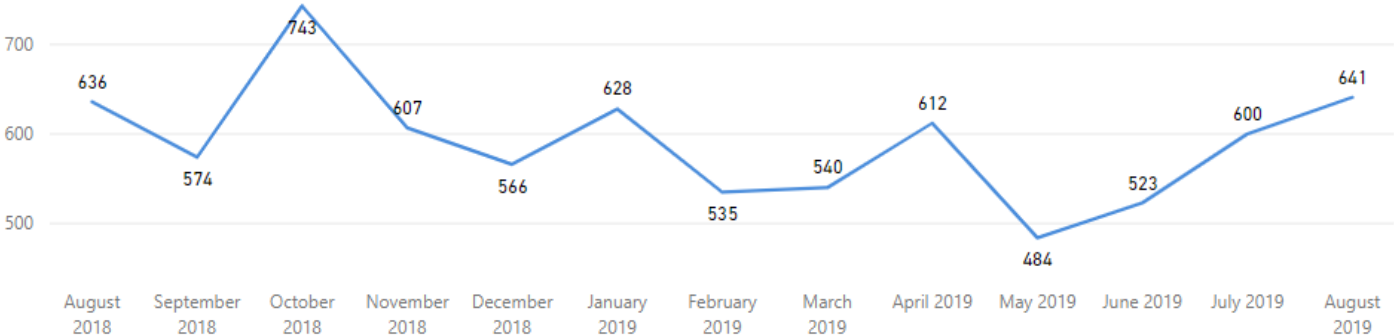
Total Received

7,689

Received per Month (Avg)*

591

Overall average for the selected date range

Completed Filter

8/1/2018   8/31/2019

Completed by Month

700 —
650 —   643   680   622   611   614   659
600 —   591   591   571   504   611
550 —   563
500 —   468
450 —

August
2018
September
2018
October
2018
November
2018
December
2018
January
2019
February
2019
March
2019
April 2019
May 2019
June 2019
July 2019
August
2019
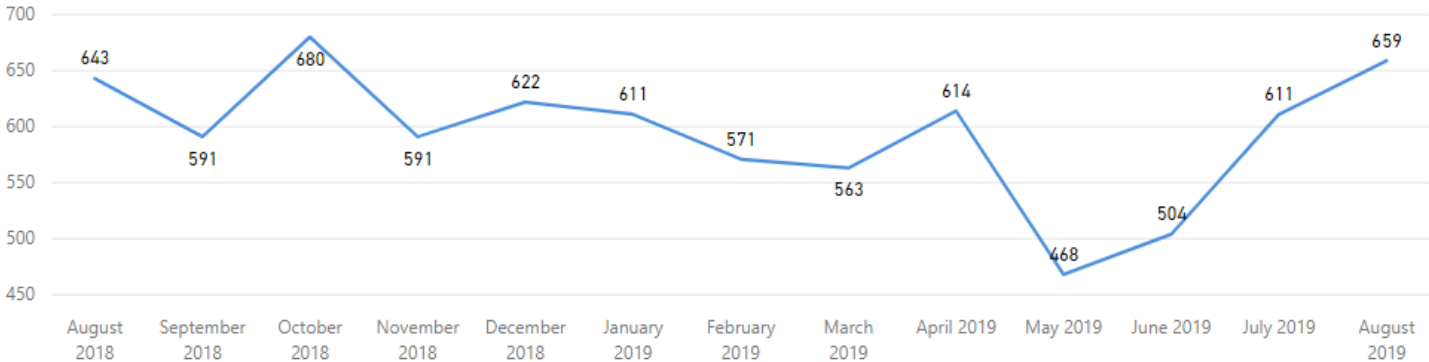
Total Completed

7,728

Completed per Month (Avg)*

594

Overall average for the selected date range

* months with zero activity are not calculated into the average

31

Client Services and Case Management (CS/CM)

CS/CM – August
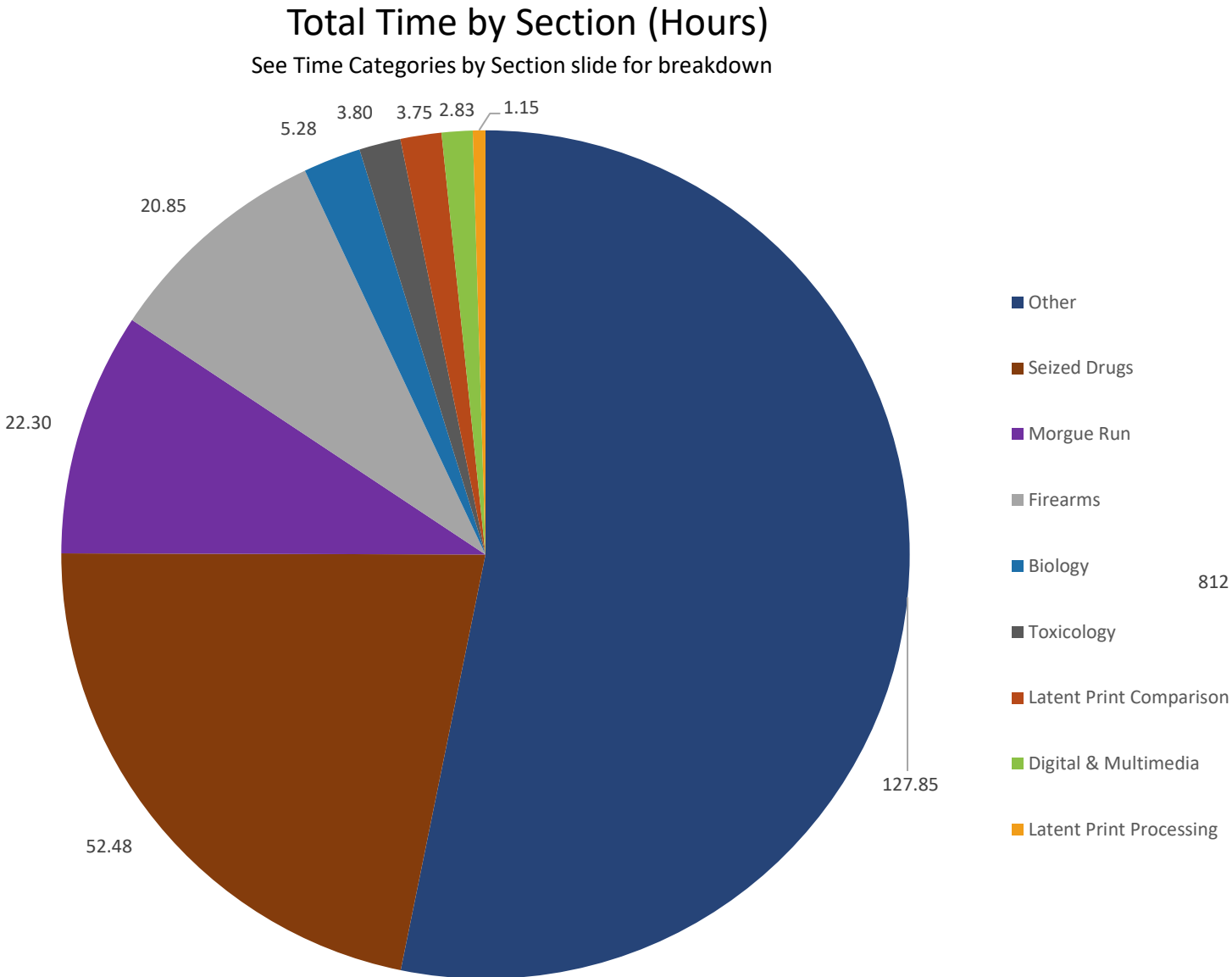
Evidence Handling
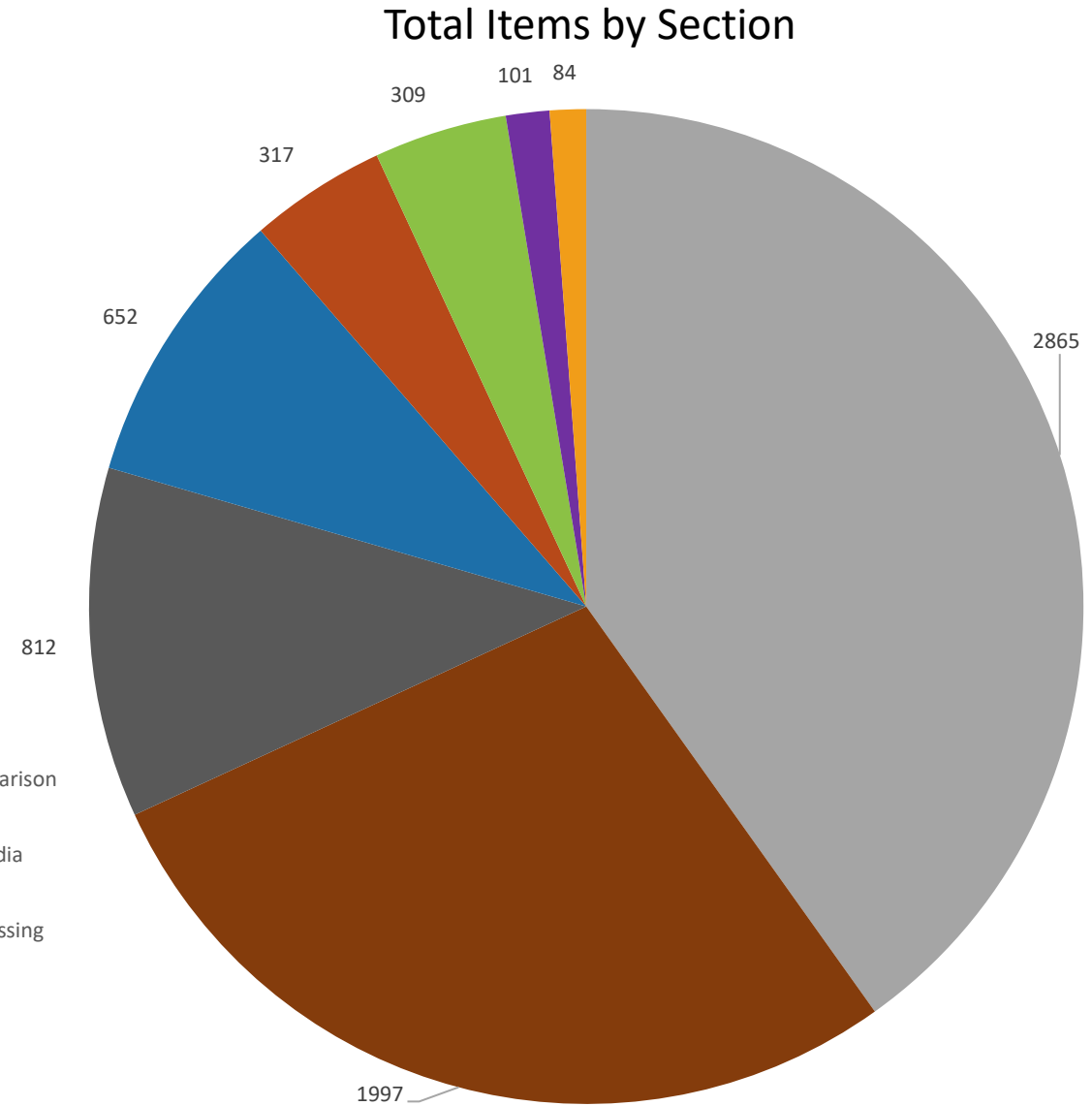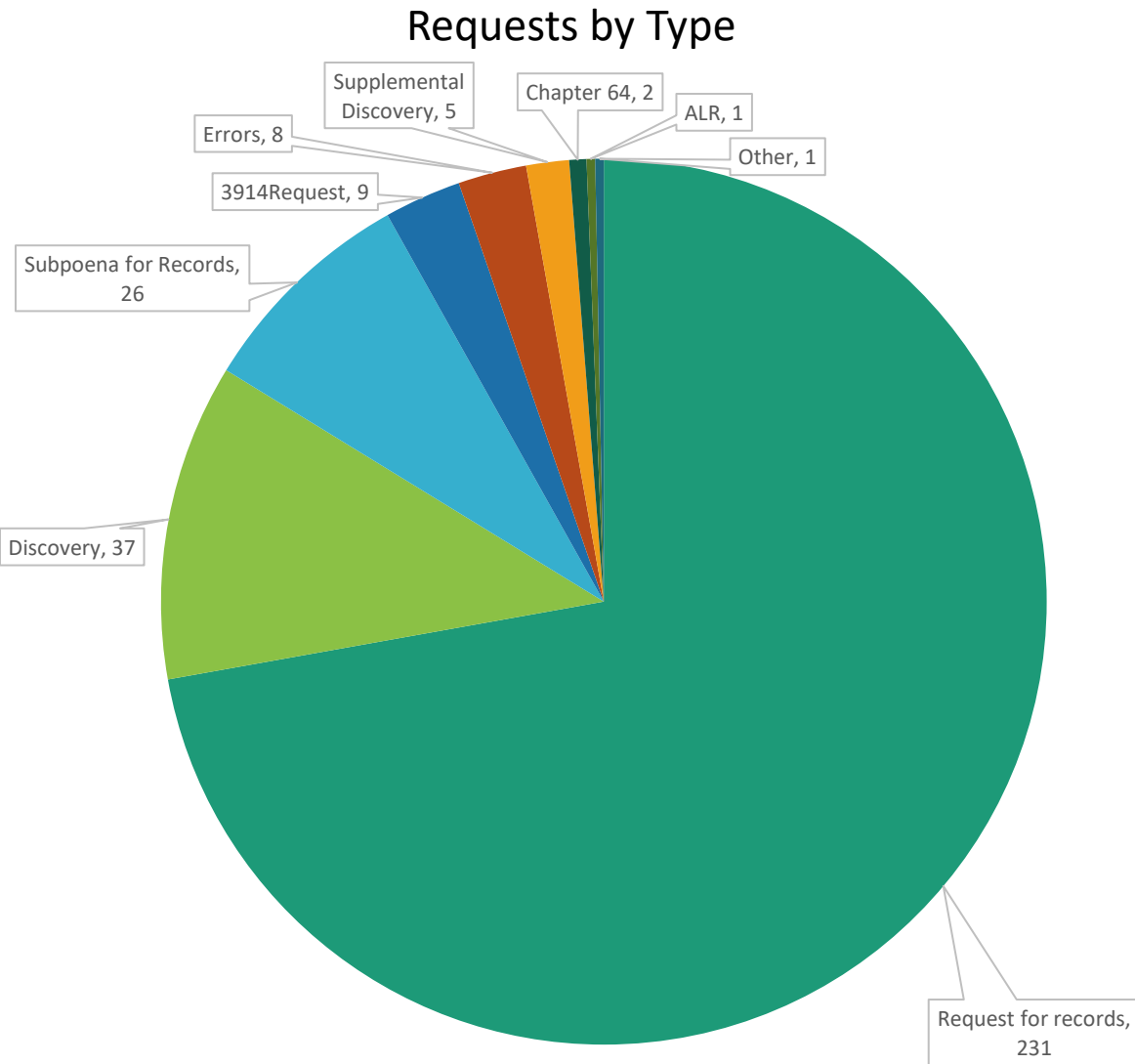
Total Time by Section (Hours)
See Time Categories by Section slide for breakdown

127.85
52.48
22.30
20.85
5.28
3.80
3.75
2.83
1.15

Total Items by Section

2865
1997
812
652
317
309
101
84

- Other
- Seized Drugs
- Morgue Run
- Firearms
- Biology
- Toxicology
- Latent Print Comparison
- Digital & Multimedia
- Latent Print Processing

Service

CSCM Tox Accession ⌄

Priority Type

All ⌄

Total Pending Requests

4

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

└ 4

**Overall TAT
(Month to Date)**

1.0 ✓

Goal: 5, 10

**Overall TAT
(Past 90 Days)**

2.1 ✓

Goal: 5, 10
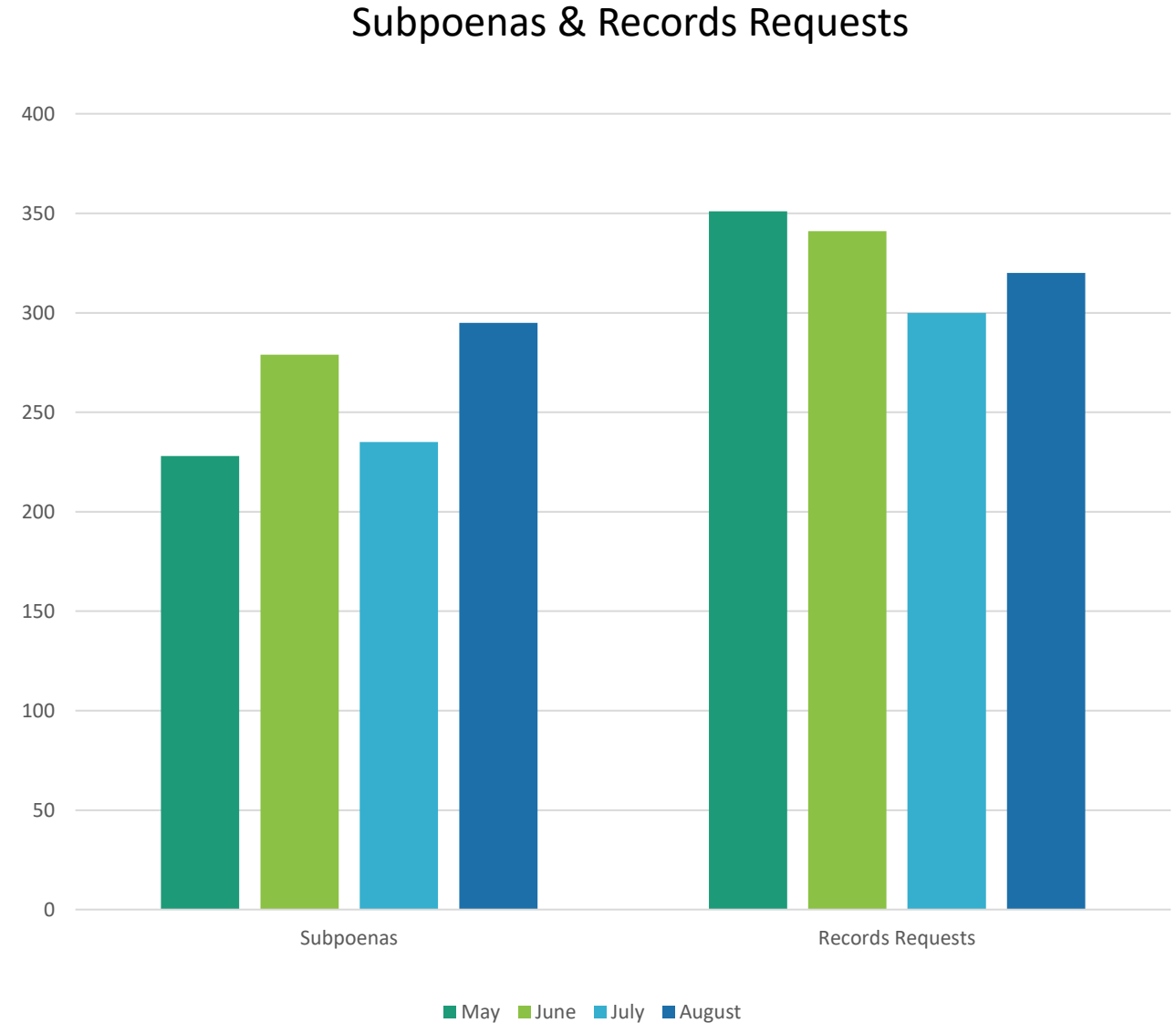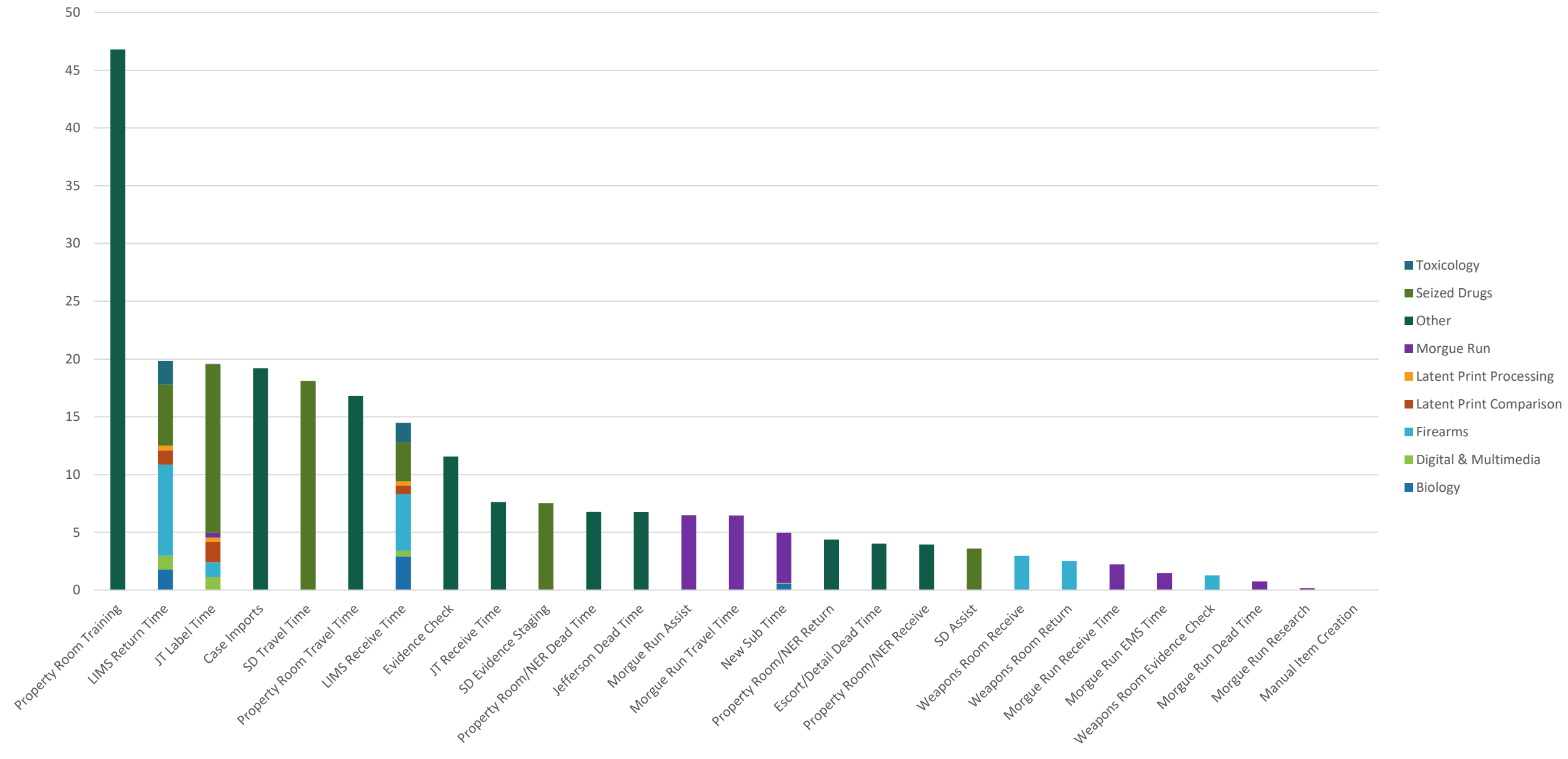
of Unassigned

0 ✓

Goal: 150 (+100%)

Pending Draft

1 ✓

Goal: 3 (+66.67%)

Pending Admin

3 ✓

Goal: 60 (+95%)

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

12
Age-Oldest Pending Draft

12
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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

| 0.7 | 0.1 | 0.3 |

TAT by Phase of Work (Past 90 Days)

| 1.4 | | 0.6 |

Month to Date

| Completed | 398 |
| Received | 398 |

30 Day Avg (Over Past 90 Days)

| Completed | 404 |
| Received | 372 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
88552	2021-042	14
89089		8
89143		8

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

Quality TAT

32 !

Goal: 30, 31

Avg Age of Open Reports*

14

Quality Filter

Client Services/Case Manage... ⌄

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

- August 2020: 3.9
- September 2020: 3.4
- October 2020: 2.4
- November 2020: 3.2
- December 2020: 3.3
- January 2021: 1.8
- February 2021: 2.2
- March 2021: 3.1
- April 2021: 2.0
- May 2021: 1.4
- June 2021: 2.9
- July 2021: 2.2
- August 2021: 1.0
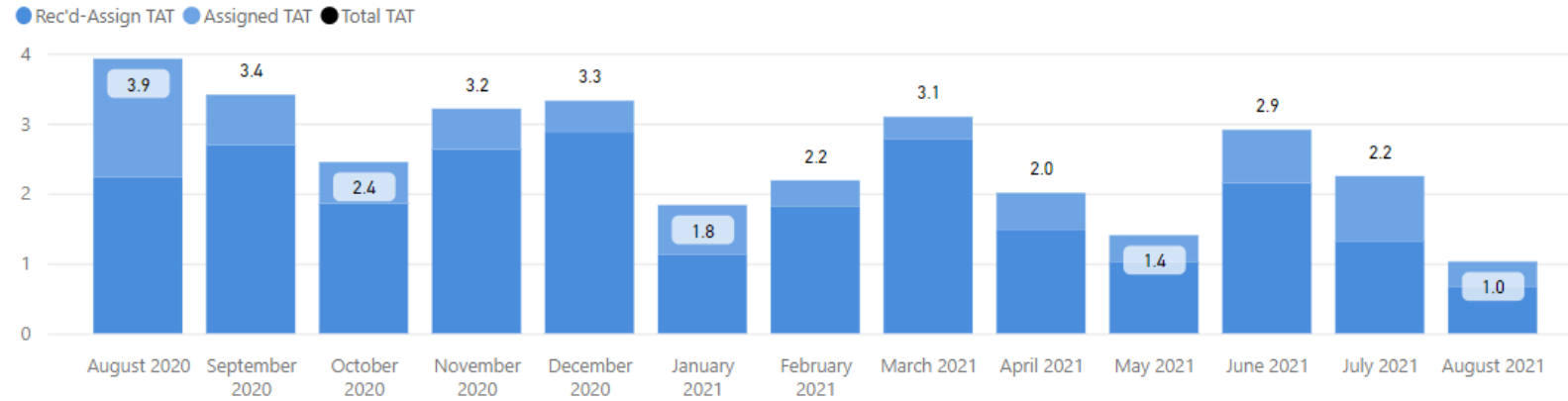
Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

2.60
Total TAT (Rec'd-Compl.) Avg

0.63
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

- August 2020: 463 / 460
- September 2020: 518 / 516
- October 2020: 539 / 539
- November 2020: 491 / 490
- December 2020: 632 / 631
- January 2021: 508 / 507
- February 2021: 331 / 330
- March 2021: 808 / 807
- April 2021: 616 / 614
- May 2021: 472 / 471
- June 2021: 418 / 414
- July 2021: 402 / 401
- August 2021: 398 / 397

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
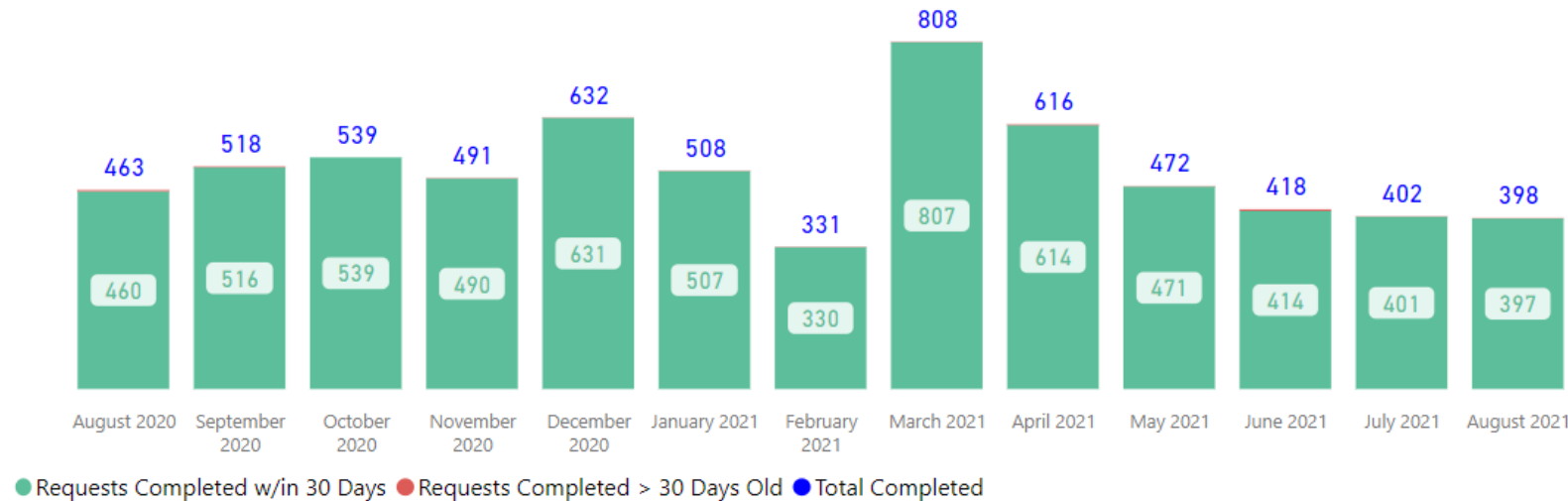
Received to Complete

6596
Requests Completed

19
Requests Completed > 30 Days Old

0.29 %
% Completed > 30 Days Old

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

Service
CSCM Tox Accession ▾

Priority Type
All ▾

Received Filter
8/1/2020   8/31/2021

Received by Month

Month	Value
August 2020	505
September 2020	478
October 2020	497
November 2020	574
December 2020	538
January 2021	512
February 2021	374
March 2021	807
April 2021	569
May 2021	484
June 2021	476
July 2021	333
August 2021	397
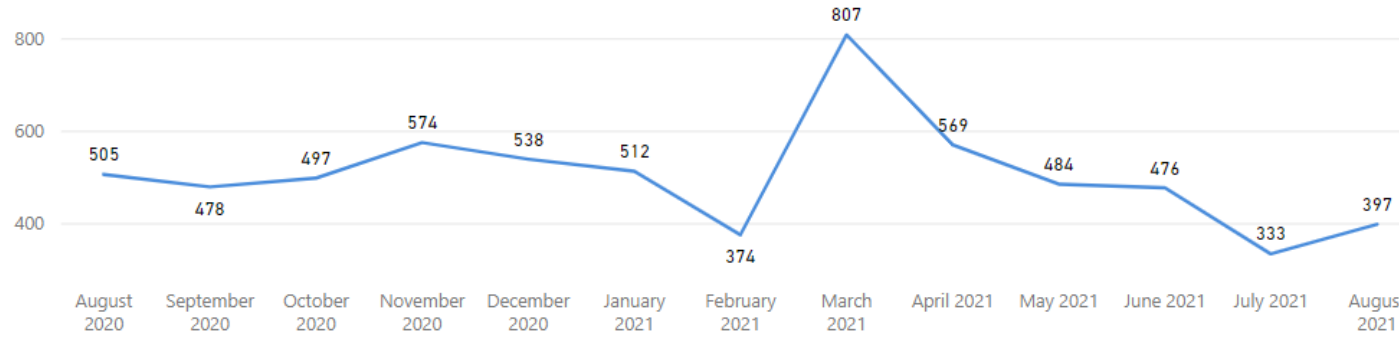
Total Received
6,544

Received per Month (Avg)*
503

Completed Filter
8/1/2020   8/31/2021

Completed by Month

Month	Value
August 2020	463
September 2020	518
October 2020	539
November 2020	491
December 2020	632
January 2021	508
February 2021	331
March 2021	808
April 2021	616
May 2021	472
June 2021	418
July 2021	402
August 2021	398
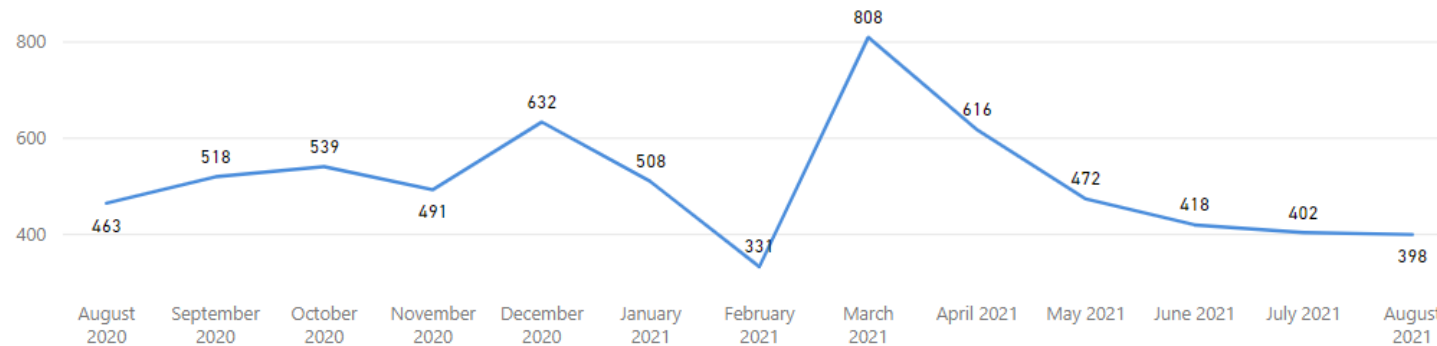
Total Completed
6,596

Completed per Month (Avg)*
507

* months with zero activity are not calculated into the average

Service
CSCM Tox Rejection ▾

Priority Type
All ▾

of Unassigned
0 ✓
Goal: 3 (+100%)

Pending Draft
0 ✓
Goal: 5 (+100%)

Pending Admin
2 ✓
Goal: 10 (+80%)

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

12
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

2

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

⌐ 2

Overall TAT (Month to Date)
1.4 ✓
Goal: 5, 10

Overall TAT (Past 90 Days)
1.2 ✓
Goal: 5, 10

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-Admin Review TAT MTD

| 0.6 | 0.7 |

TAT by Phase of Work (Past 90 Days)

| 0.6 | 0.6 |

Month to Date
Completed | 19
Received | 21

30 Day Avg (Over Past 90 Days)
Completed | 18
Received | 19

Open Quality Reports

Qualtrax ID	Workflow #	Age ▾
88552	2021-042	14
89089		8
89143		8

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

Quality TAT
32 !
Goal: 30, 31

Avg Age of Open Reports*
14

Quality Filter
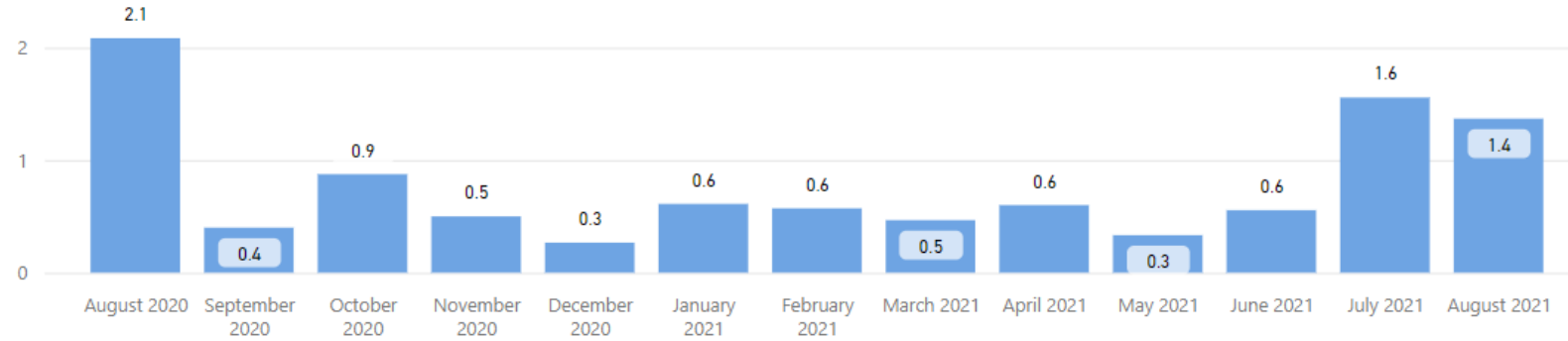Client Services/Case Manage... ▾

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
2.1	0.4	0.9	0.5	0.3	0.6	0.6	0.5	0.6	0.3	0.6	1.6	1.4

Requests Completed

August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
12	15	16	14	15	18	7	15	20	9	18	18	19

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

0.80
Total TAT (Rec'd-Compl.) Avg

0.80
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

196
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 ▾
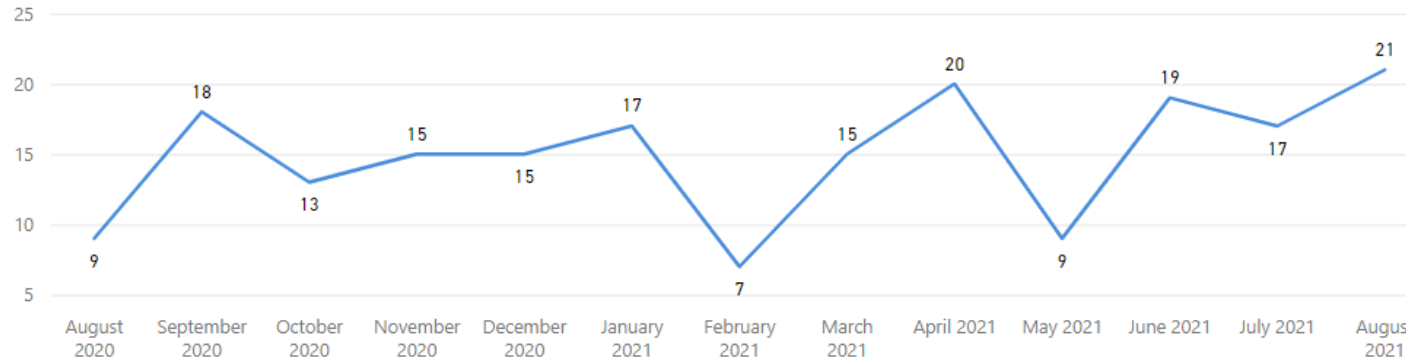
Received by Month

Total Received

195

Received per Month (Avg)*

15
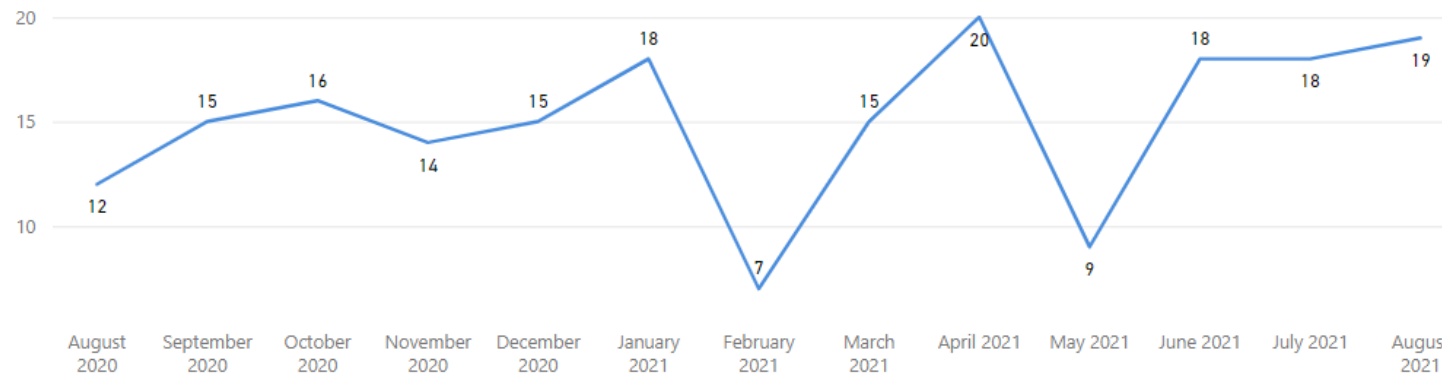
Completed by Month

Total Completed

196

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average

Seized Drugs

Seized Drugs Backlog Update (excluding Marihuana)

	Projected	Actual
# of Backlogged Requests	655	28
# of Non-Mari Requests Completed	448	440
# of Non-Mari Requests Received	470	340

SD Backlog Start of Month without Marihuana (Actual vs Projected)

Legend: Actual Backlog, Projected Backlog

Service
Seized Drugs Examination ▾

Priority Type
All ▾

of Unassigned
443 !
Goal: 100 (-343%)

Pending Draft
49 ✓
Goal: 100 (+51%)

Pending Tech
43 ✓
Goal: 50 (+14%)

Pending Admin
17 ✓
Goal: 50 (+66%)

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

333
Justice Trax Past Critical Age

106
Avg Age of Requests >30 D...

351
Age-Oldest Unassigned

344
Age-Oldest Pending Draft

211
Age-Oldest Pending Tech

69
Age-Oldest Pending Admin

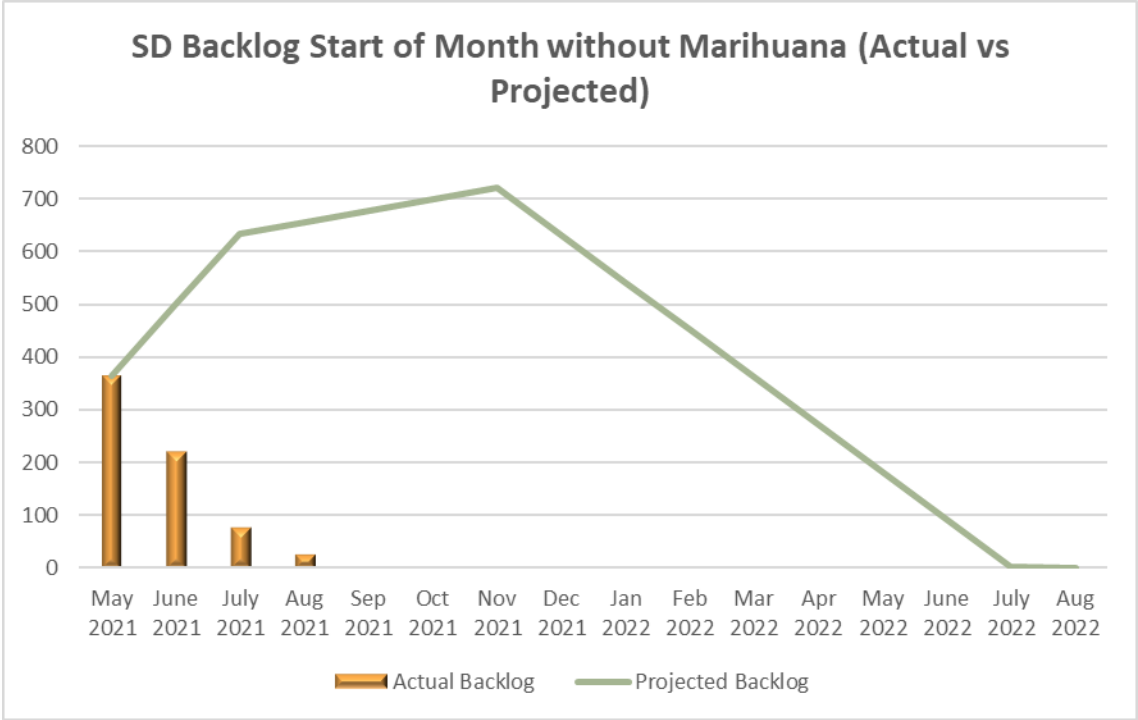## Total Pending Requests

551

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

99, 158, 60, 87, 74, 73
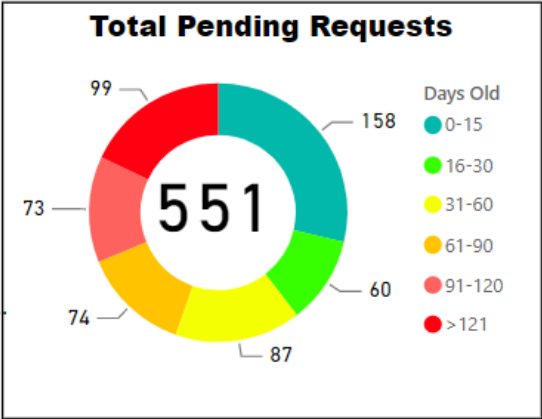
Overall TAT (Month to Date)
31.6 !
Goal: 14, 15

Overall TAT (Past 90 Days)
42.1 !
Goal: 14, 15

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

27.5 | 1.5 | 1.5

TAT by Phase of Work (Past 90 Days)

37.5 | 1.9 | 1.7
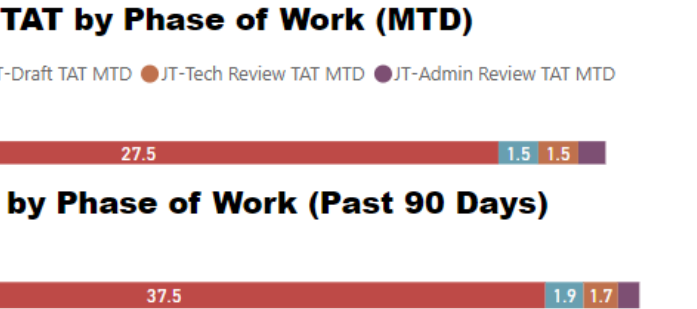
Open Quality Reports

Qualtrax ID	Workflow #	Age
86124		40
86470		36

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

Quality TAT
40 !
Goal: 30, 31

Avg Age of Open Reports*
NaN

Quality Filter
Controlled Substances ▾
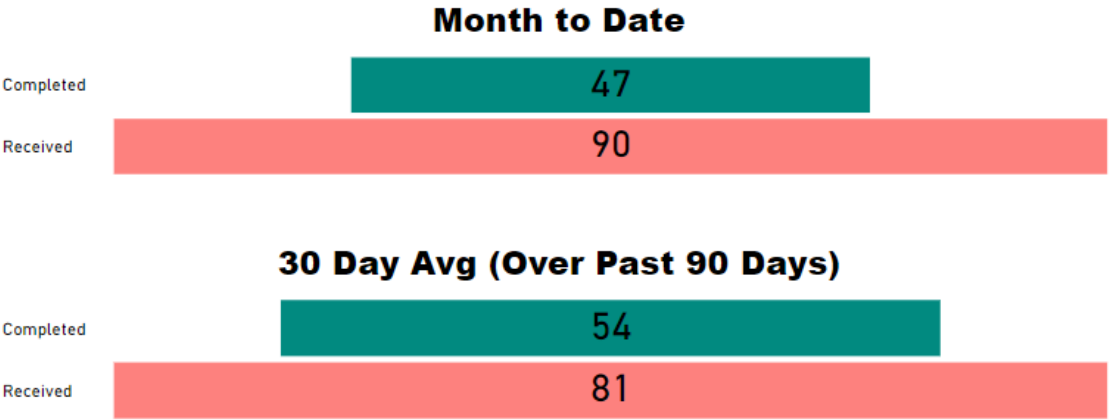
Month to Date
Completed: 487
Received: 430

30 Day Avg (Over Past 90 Days)
Completed: 506
Received: 437

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

Month	Value
August 2020	10.8
September 2020	15.9
October 2020	19.0
November 2020	20.4
December 2020	25.0
January 2021	33.8
February 2021	43.6
March 2021	47.3
April 2021	52.4
May 2021	48.3
June 2021	43.5
July 2021	49.1
August 2021	31.6
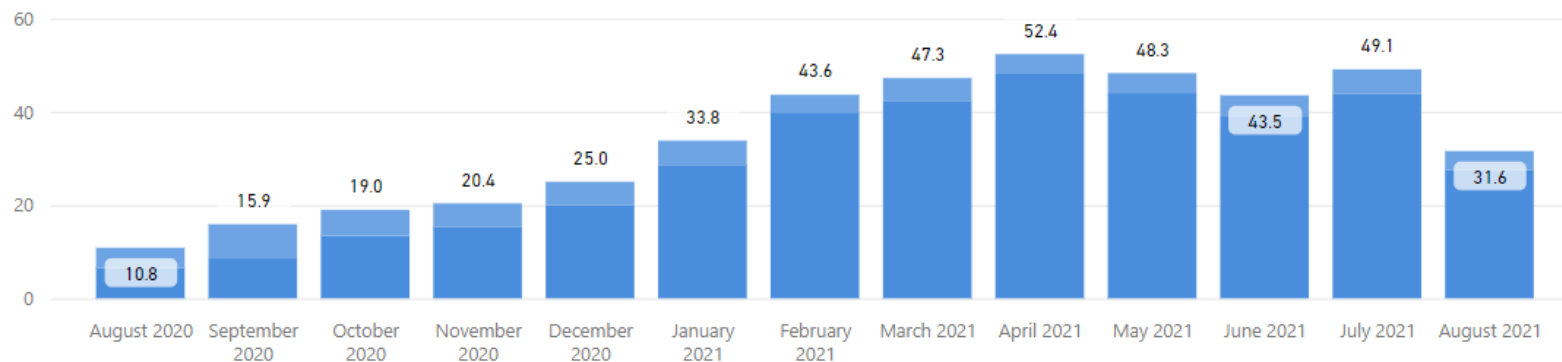
Request Type

Seized Drugs Examination ∨

Priority Type

All ∨

Selected Time Frame Averages

36.07
Total TAT (Rec'd-Compl.) Avg

4.84
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	>30 Days Old	w/in 30 Days
August 2020	325		320
September 2020	333		318
October 2020	314		276
November 2020	313	66	247
December 2020	327	93	234
January 2021	298	125	173
February 2021	236	107	129
March 2021	294	149	145
April 2021	530	311	219
May 2021	575	313	262
June 2021	525	190	335
July 2021	537	187	350
August 2021	487	136	351

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Received to Complete

5094
Requests Completed

1735
Requests Completed > 30 Days Old

34.06 %
% Completed > 30 Days Old

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

Received Filter

8/1/2020 | 8/31/2021

Received by Month

	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
Received	382	364	480	408	358	401	374	517	507	395	462	469	430
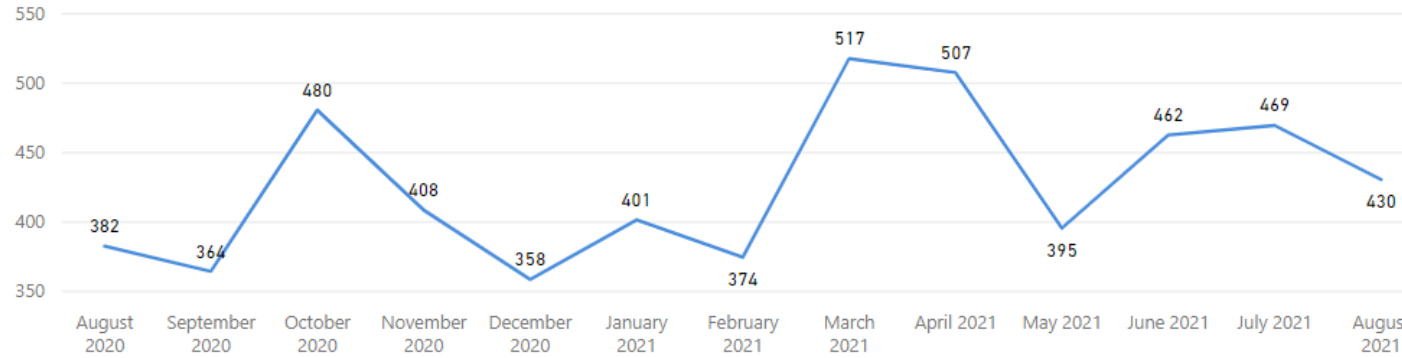
Total Received

5,547

Received per Month (Avg)*

427

Completed Filter

8/1/2020 | 8/31/2021

Completed by Month

	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
Completed	325	333	314	313	327	298	236	294	530	575	525	537	487
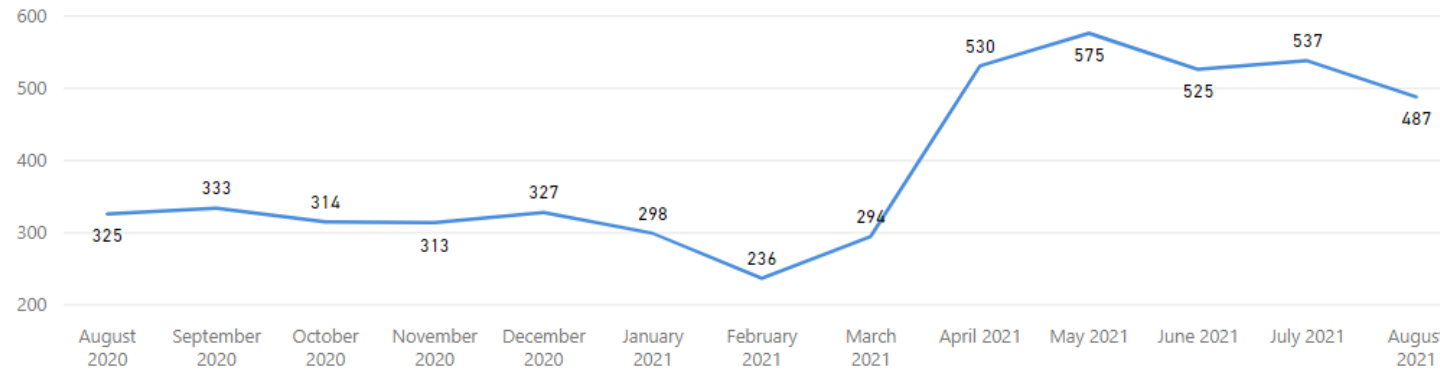
Total Completed

5,094

Completed per Month (Avg)*

392

* months with zero activity are not calculated into the average

Toxicology

Service
Blood Alcohol ▾

Priority Type
All ▾

Total Pending Requests

285

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

77
208

Overall TAT (Month to Date)
23.6 ✓
Goal: 30, 31

Overall TAT (Past 90 Days)
28.0 ✓
Goal: 30, 31
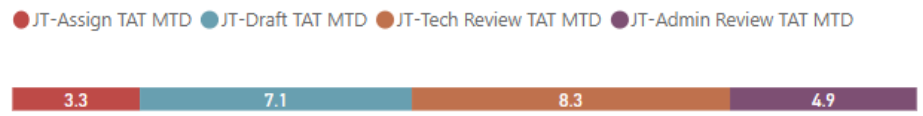
of Unassigned
28 ✓
Goal: 50 (+44%)

Pending Draft
115 ✓
Goal: 120 (+4.17%)

Pending Tech
95 !
Goal: 90 (-5.56%)

Pending Admin
47 ✓
Goal: 90 (+47.78%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

1
Age-Oldest Unassigned

13
Age-Oldest Pending Draft

21
Age-Oldest Pending Tech

28
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

3.3	7.1	8.3	4.9

TAT by Phase of Work (Past 90 Days)

6.3	7.7	8.1	5.9

Open Quality Reports

Qualtrax ID	Workflow #	Age
87527		25
89164	2021-050	7
89349	2021-051	4

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

Quality TAT
(Blank) ✓
Goal: 30, 31

Avg Age of Open Reports*
6

Quality Filter
Toxicology ▾

Month to Date
Completed **349**
Received **374**
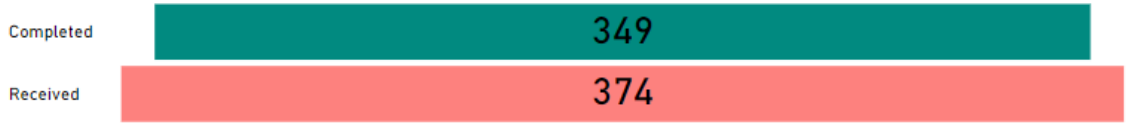
30 Day Avg (Over Past 90 Days)
Completed **454**
Received **361**
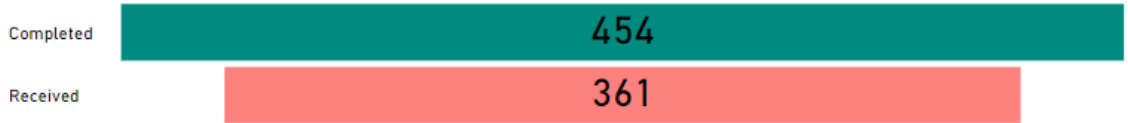
Date Range

8/1/2020   8/31/2021
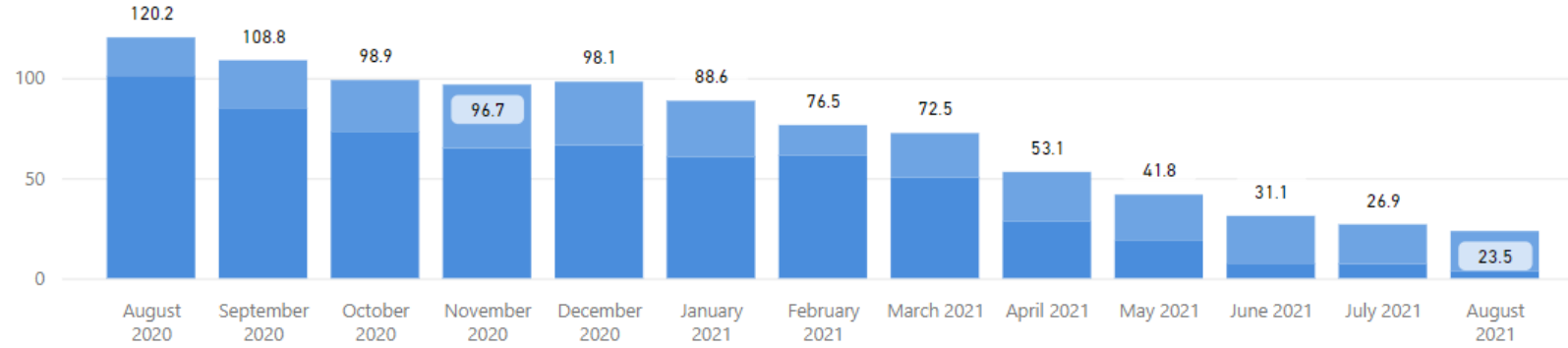
Request Type

Blood Alcohol

Priority Type

All

Total TAT by Month

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

Month	Total TAT
August 2020	120.2
September 2020	108.8
October 2020	98.9
November 2020	96.7
December 2020	98.1
January 2021	88.6
February 2021	76.5
March 2021	72.5
April 2021	53.1
May 2021	41.8
June 2021	31.1
July 2021	26.9
August 2021	23.5

Selected Time Frame Averages

73.07
Total TAT (Rec'd-Compl.) Avg

23.87
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	>30 Days Old	w/in 30 Days
August 2020	719	699	
September 2020	544	537	
October 2020	558	551	
November 2020	426	417	
December 2020	493	489	
January 2021	871	849	
February 2021	466	450	
March 2021	801	781	
April 2021	846	811	
May 2021	840	687	153
June 2021	646	354	292
July 2021	368	104	264
August 2021	355		321

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
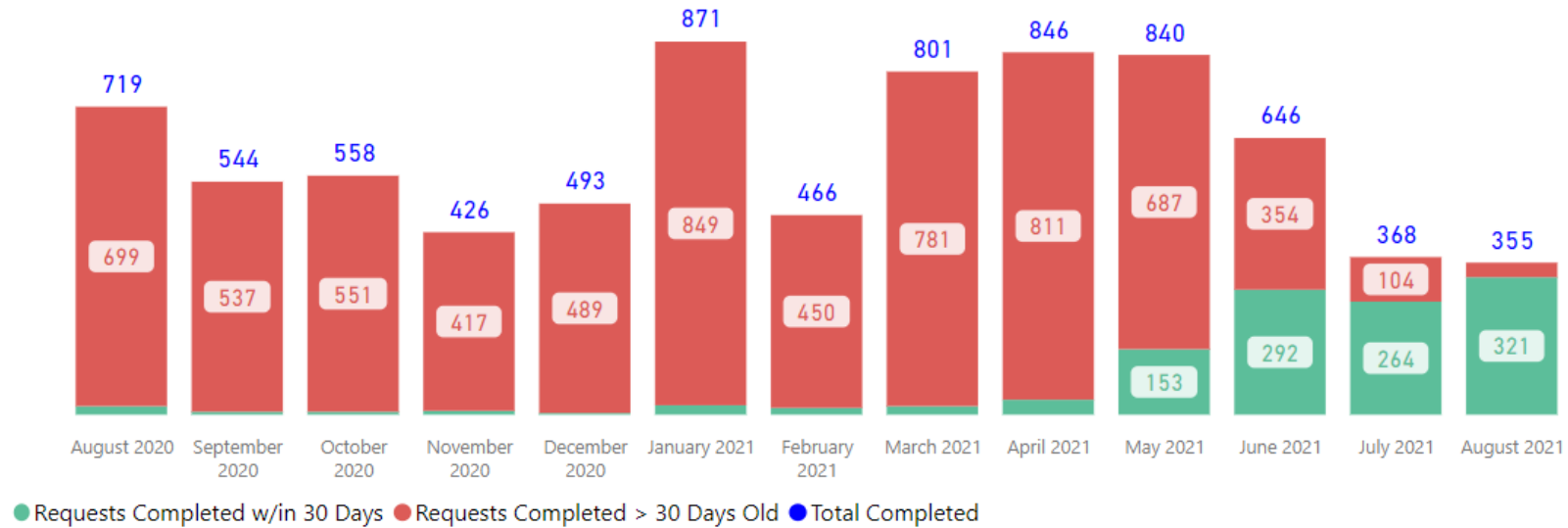
Received to Complete

7933
Requests Completed

6763
Requests Completed > 30 Days Old

85.25 %
% Completed > 30 Days Old

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

Service
Blood Alcohol ▾

Priority Type
All ▾

Received Filter
8/1/2020   8/31/2021

Received by Month

800
600 — 557
493   478   522   498   785   545
      461   467   462   372
                                363   314

August 2020, September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021
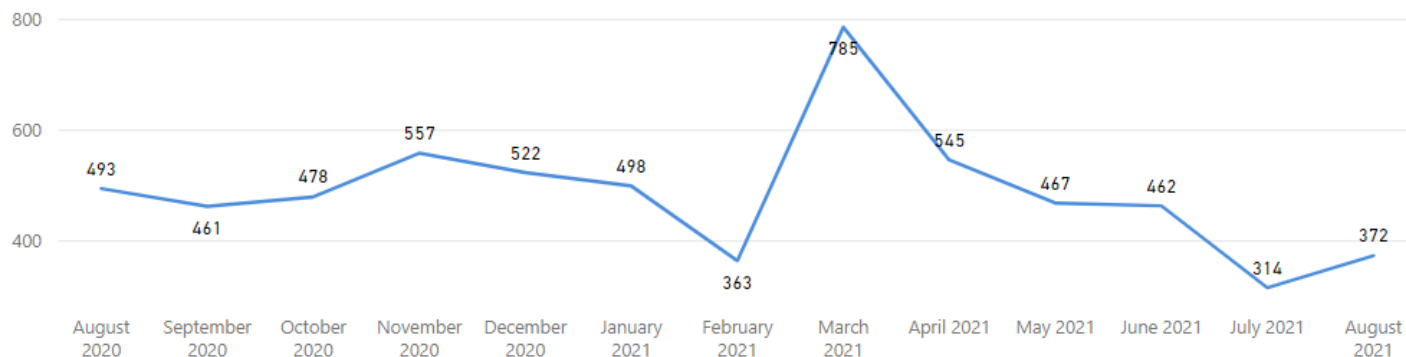
Total Received
6,317

Received per Month (Avg)*
486

Completed Filter
8/1/2020   8/31/2021

Completed by Month

800 — 719   871   801   846   840
      544   558   646
                   426   493   466   368   355

August 2020, September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021
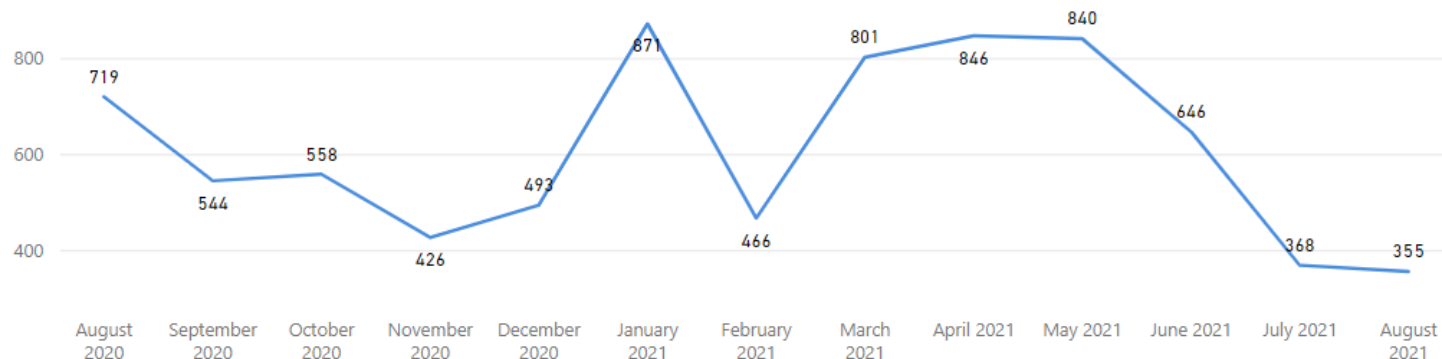
Total Completed
7,933

Completed per Month (Avg)*
610

* months with zero activity are not calculated into the average

Service
Toxicology ▼

Priority Type
All ▼

of Unassigned
312 !
Goal: 120 (-160%)

Pending Draft
1411 !
Goal: 30 (-4603.33%)

Pending Tech
14 ✓
Goal: 30 (+53.33%)

Pending Admin
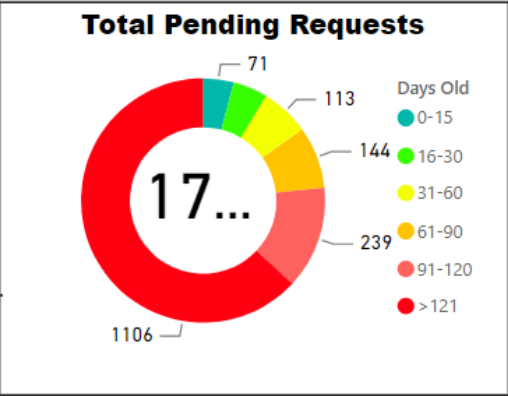**17** ✓
Goal: 30 (+43.33%)

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

1602
Justice Trax Past Critical Age

170
Avg Age of Requests >30 D...

78
Age-Oldest Unassigned

320
Age-Oldest Pending Draft

309
Age-Oldest Pending Tech

319
Age-Oldest Pending Admin

Total Pending Requests

17...

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

71
113
144
239
1106

Overall TAT (Month to Date)
167.3 !
Goal: 90, 91

Overall TAT (Past 90 Days)
142.7 !
Goal: 90, 91

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD
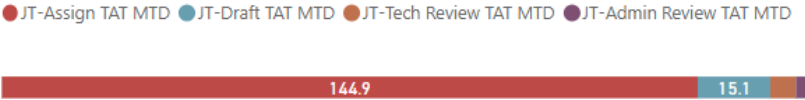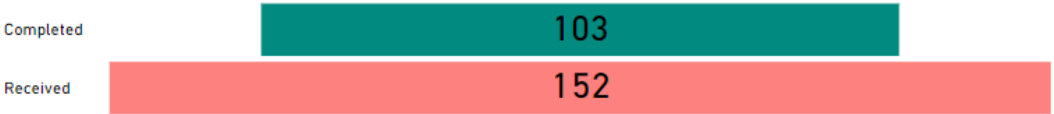
144.9 | 15.1

TAT by Phase of Work (Past 90 Days)
111.3 | 24.0

Open Quality Reports

Qualtrax ID	Workflow #	Age
87527		25
89164	2021-050	7
89349	2021-051	4

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

Quality TAT
(Blank) ✓
Goal: 30, 31

Avg Age of Open Reports*
6

Quality Filter
Toxicology ▼

Month to Date
Completed — 103
Received — 152

30 Day Avg (Over Past 90 Days)
Completed — 69
Received — 148

Date Range

| 8/1/2020 | 8/31/2021 |
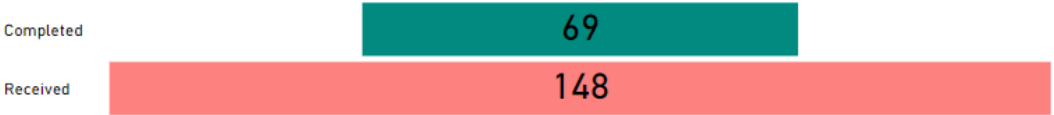
Request Type

Toxicology

Priority Type

All

Total TAT by Month

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

- August 2020: 149.6
- September 2020: 101.7
- October 2020: 119.3
- November 2020: 127.9
- December 2020: 158.1
- January 2021: 189.3
- February 2021: 200.2
- March 2021: 157.0
- April 2021: 156.5
- May 2021: 190.8
- June 2021: 151.2
- July 2021: 105.1
- August 2021: 168.8

Selected Time Frame Averages

162.20
Total TAT (Rec'd-Compl.) Avg

38.48
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

- August 2020: 30 / 30
- September 2020: 17 / 17
- October 2020: 18 / 18
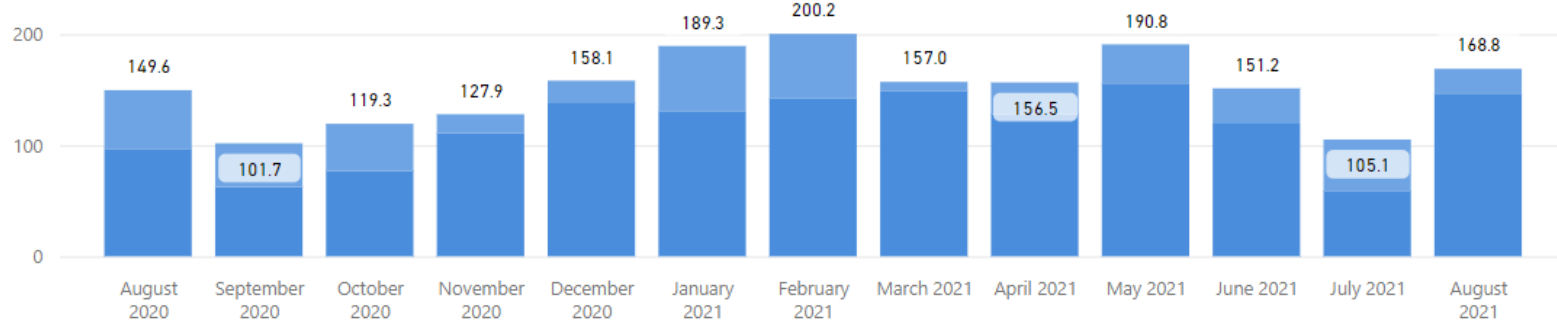- November 2020: 45 / 45
- December 2020: 106 / 105
- January 2021: 155 / 155
- February 2021: 64 / 64
- March 2021: 1
- April 2021: 30 / 28
- May 2021: 44 / 43
- June 2021: 53 / 49
- July 2021: 64 / 63
- August 2021: 104 / 103

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
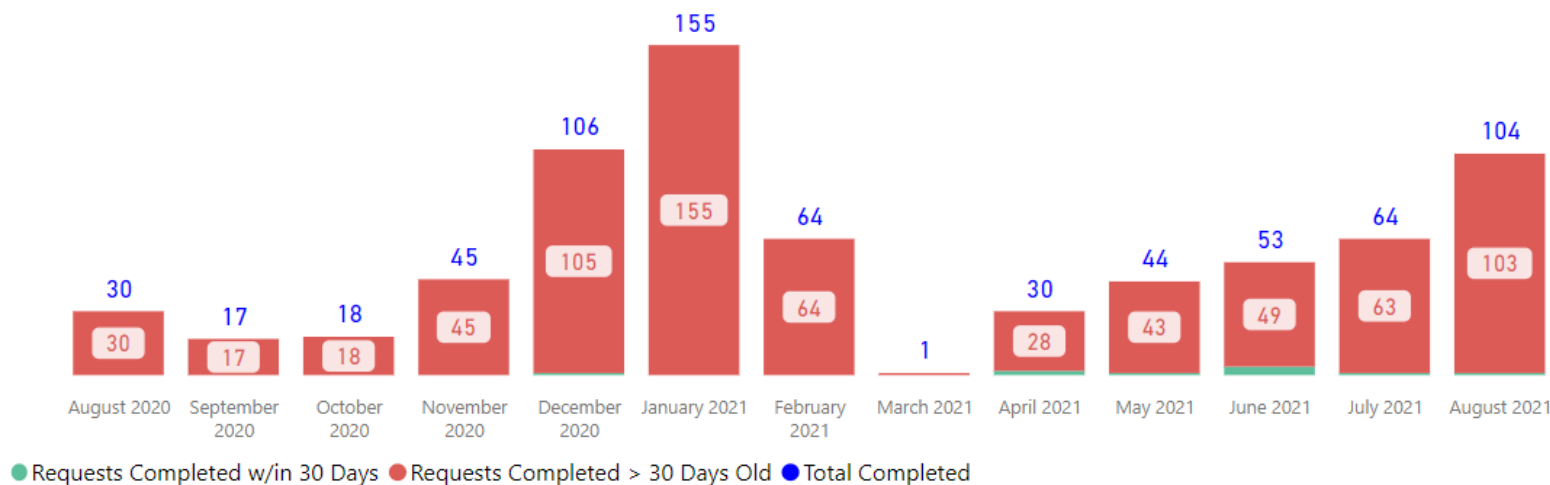
Received to Complete

731
Requests Completed

721
Requests Completed > 30 Days Old

98.63 %
% Completed > 30 Days Old

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

Service

Toxicology ⌄

Priority Type

All ⌄

Received by Month

Total Received

2,102

Received per Month (Avg)*

162

Received by Month values: August 2020: 21, September 2020: 37, October 2020: 113, November 2020: 157, December 2020: 166, January 2021: 200, February 2021: 181, March 2021: 287, April 2021: 236, May 2021: 247, June 2021: 183, July 2021: 124, August 2021: 150
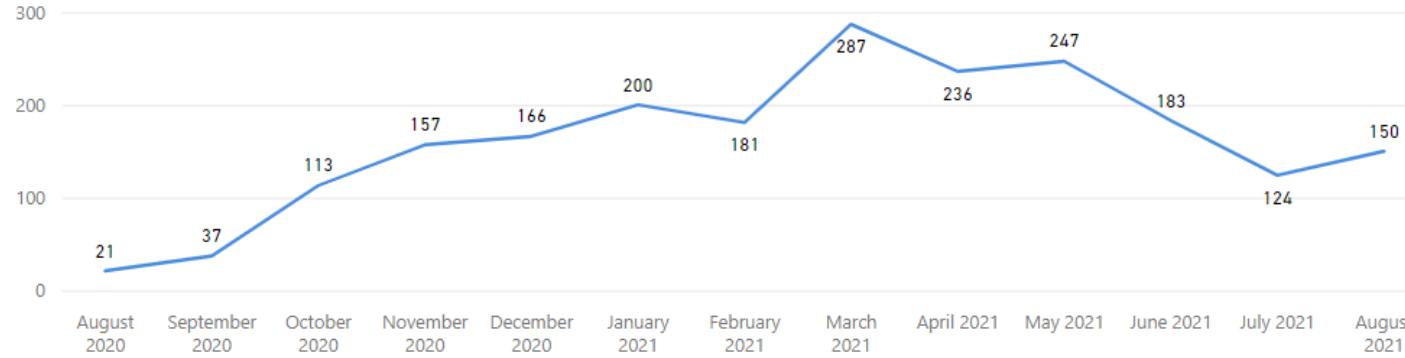
Completed Filter

8/1/2020   8/31/2021
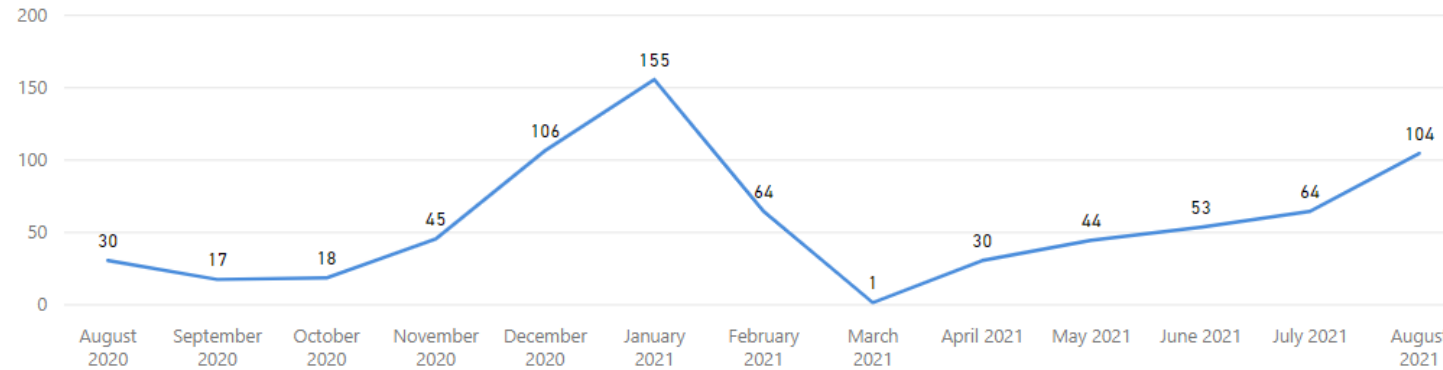
Completed by Month

Total Completed

731

Completed per Month (Avg)*

56

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

Completed by Month values: August 2020: 30, September 2020: 17, October 2020: 18, November 2020: 45, December 2020: 106, January 2021: 155, February 2021: 64, March 2021: 1, April 2021: 30, May 2021: 44, June 2021: 53, July 2021: 64, August 2021: 104

Firearms

Service

Firearms Examination ∨

Priority Type

All ∨

Total Pending Requests

102

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

# of Unassigned	**# Pending Draft**
83 !	**17** !
Goal: 10 (-730%)	Goal: 14 (-21.43%)
# Pending Tech	**# Pending Admin**
2 ✓	**0** ✓
Goal: 9 (+77.78%)	Goal: 5 (+100%)

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

69
Justice Trax Past Critical Age

95
Avg Age of Requests >30 D...
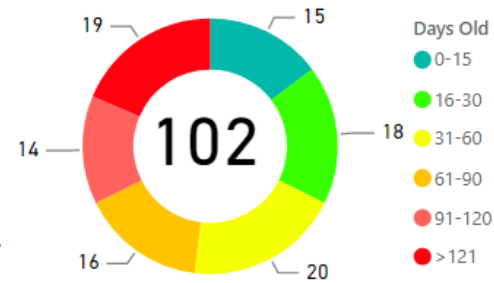
180
Age-Oldest Unassigned

433
Age-Oldest Pending Draft

105
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Overall TAT (Month to Date)

148.6 !

Goal: 40, 41

Overall TAT (Past 90 Days)

107.3 !

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

| 41.1 | 105.5 | |

TAT by Phase of Work (Past 90 Days)

| 42.4 | 62.9 | |

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age
83974		68
86502		35
86521		35
87365		27
87865		22
88895		10
89365		4

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

Quality TAT

38 !

Goal: 30, 31

Avg Age of Open Reports*

48

Quality Filter

Firearms ∨

Month to Date

Completed | **64**
Received | **45**

30 Day Avg (Over Past 90 Days)

Completed | **45**
Received | **48**

Date Range

8/1/2020   8/31/2021
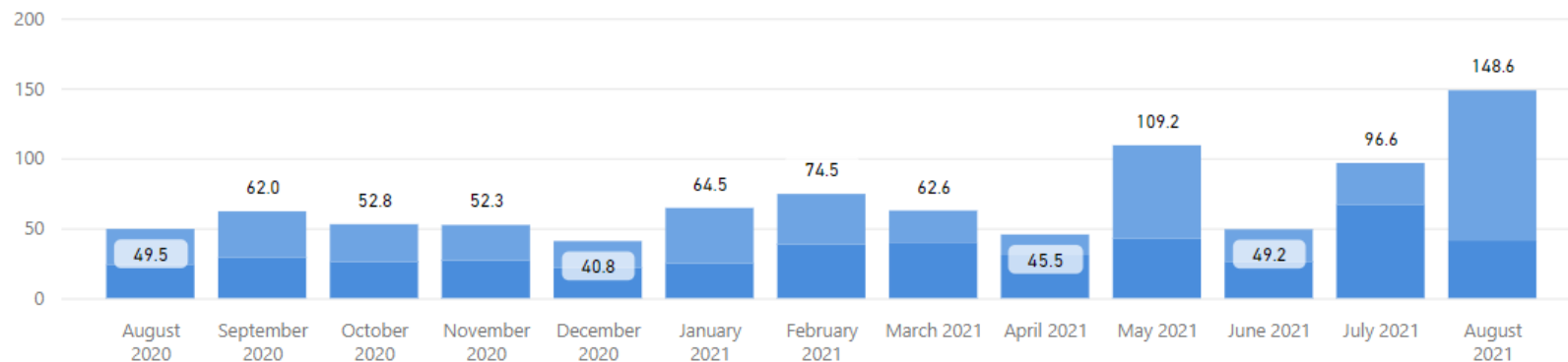
Request Type
Firearms Examination

Priority Type
All

Total TAT by Month

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

Month	Value
August 2020	49.5
September 2020	62.0
October 2020	52.8
November 2020	52.3
December 2020	40.8
January 2021	64.5
February 2021	74.5
March 2021	62.6
April 2021	45.5
May 2021	109.2
June 2021	49.2
July 2021	96.6
August 2021	148.6
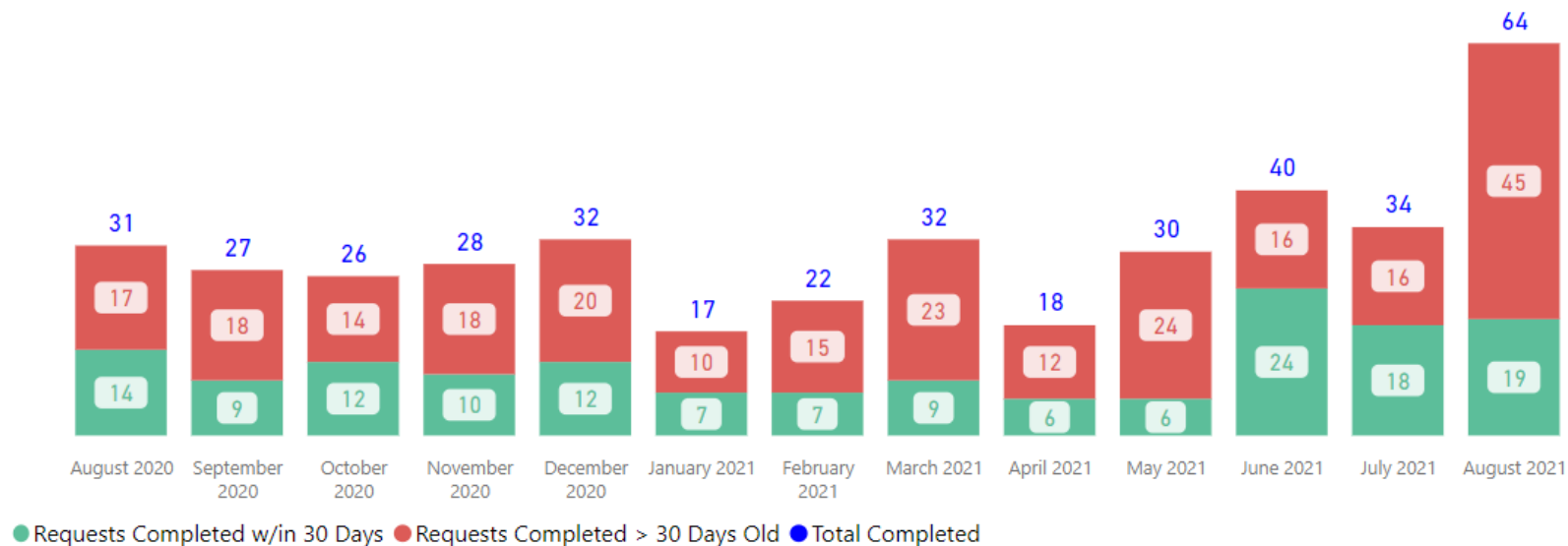
Selected Time Frame Averages

77.17
Total TAT (Rec'd-Compl.) Avg

42.43
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Month	w/in 30 Days	> 30 Days Old	Total
August 2020	14	17	31
September 2020	9	18	27
October 2020	12	14	26
November 2020	10	18	28
December 2020	12	20	32
January 2021	7	10	17
February 2021	7	15	22
March 2021	9	23	32
April 2021	6	12	18
May 2021	6	24	30
June 2021	24	16	40
July 2021	18	16	34
August 2021	19	45	64

Received to Complete

401
Requests Completed

248
Requests Completed > 30 Days Old

61.85 %
% Completed > 30 Days Old

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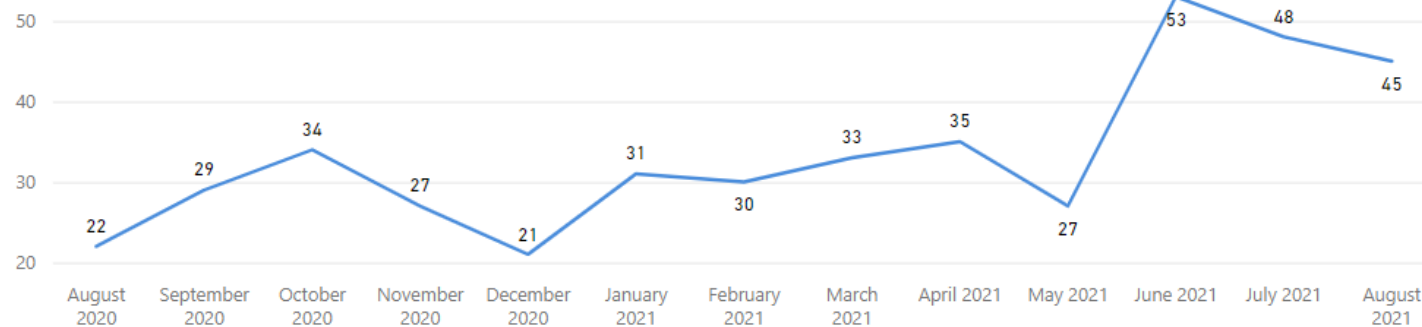
Service

Firearms Examination ⌄

Priority Type

All ⌄

Received Filter

8/1/2020   8/31/2021

○━━━━━━━━━━○

Received by Month

50 ────────────────────────────
                                    53
                                        48
40 ────────────────────────────
            34   35   45
        29   31   33
30 ────── 27   30
    22   21   27
20 ────────────────────────────

August   September October November December January February March April 2021 May 2021 June 2021 July 2021 August
2020   2020   2020   2020   2020   2021   2021   2021   2021

Total Received

435

Received per Month (Avg)*

33

Completed Filter

8/1/2020   8/31/2021

○━━━━━━━━━━○

Completed by Month

                                                                            64
60 ──

40 ──────────────────────────────────────   40
    31   32   32   34
        27   28   30
            26   22
20 ──────────────────────────────────────
                    17   18

August   September October November December January February March April 2021 May 2021 June 2021 July 2021 August
2020   2020   2020   2020   2020   2021   2021   2021   2021
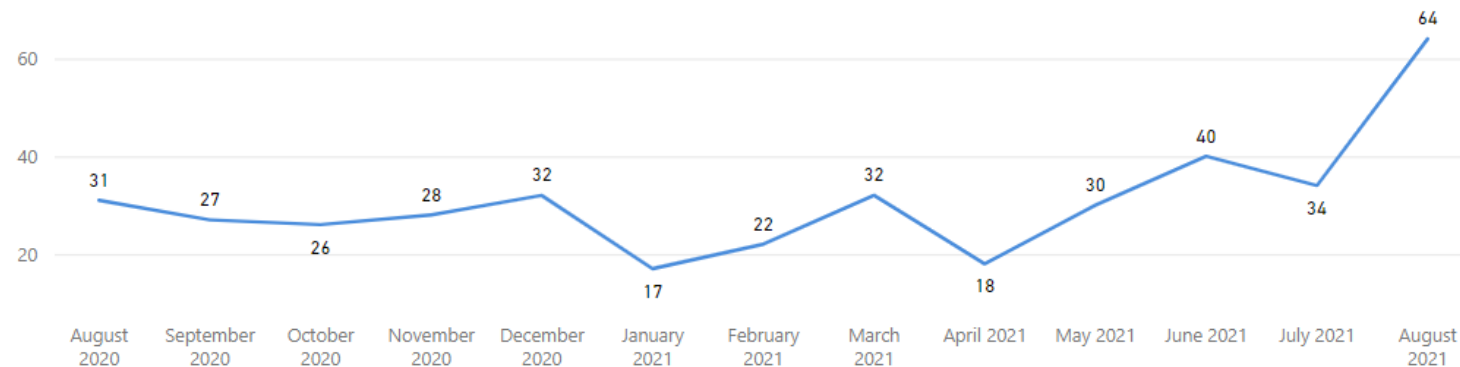
Total Completed

401

Completed per Month (Avg)*

31

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

Service
NIBIN Only

Priority Type
All

Total Pending Requests

45

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)
2.9 ✓
Goal: 7, 8

Overall TAT (Past 90 Days)
2.8 ✓
Goal: 7, 8

# of Unassigned	# Pending Draft
19 ✓	2 ✓
Goal: 20 (+5%)	Goal: 35 (+94.29%)

# Pending Tech	# Pending Admin
22 !	2 ✓
Goal: 20 (-10%)	Goal: 20 (+90%)

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

4
Justice Trax Past Critical Age

128
Avg Age of Requests >30 D...

76
Age-Oldest Unassigned

327
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

1
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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

0.9	0.5	1.3	0.2

TAT by Phase of Work (Past 90 Days)

0.6	0.5	1.4	0.2

Open Quality Reports

Qualtrax ID	Workflow #	Age
83974		68
86502		35
86521		35
87365		27
87865		22
88895		10
89365		4

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

Quality TAT
38 !
Goal: 30, 31
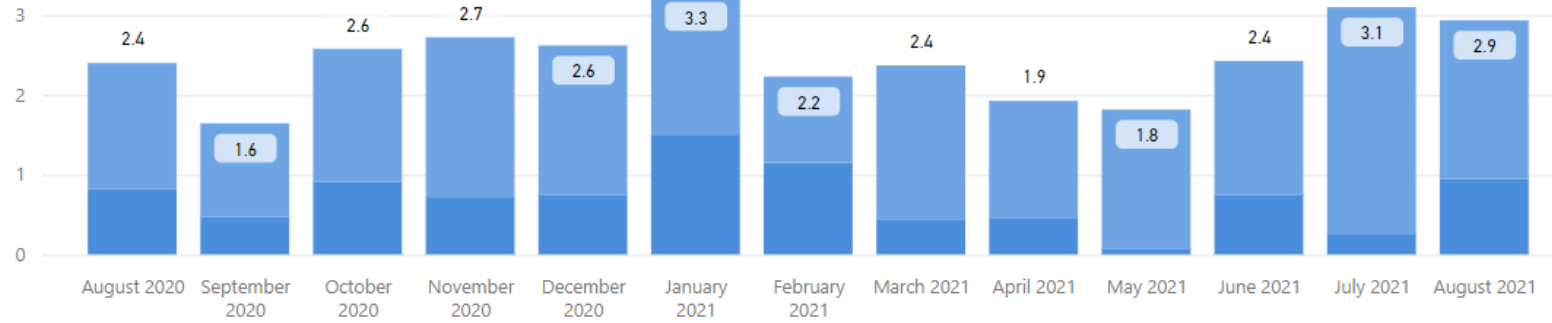
Avg Age of Open Reports*
48

Quality Filter
Firearms

Month to Date

Completed	487
Received	485

30 Day Avg (Over Past 90 Days)

Completed	503
Received	498

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

Month	Total TAT
August 2020	2.4
September 2020	1.6
October 2020	2.6
November 2020	2.7
December 2020	2.6
January 2021	3.3
February 2021	2.2
March 2021	2.4
April 2021	1.9
May 2021	1.8
June 2021	2.4
July 2021	3.1
August 2021	2.9
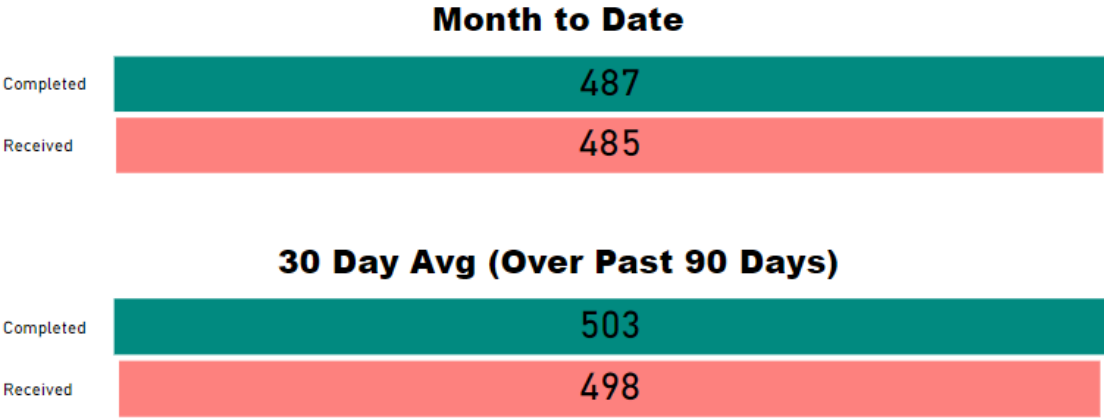
Selected Time Frame Averages

2.48
Total TAT (Rec'd-Compl.) Avg

1.79
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	Completed w/in 30 Days
August 2020	367	364
September 2020	447	446
October 2020	429	428
November 2020	408	401
December 2020	512	507
January 2021	449	441
February 2021	316	309
March 2021	626	623
April 2021	461	458
May 2021	448	448
June 2021	488	484
July 2021	536	536
August 2021	487	481

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
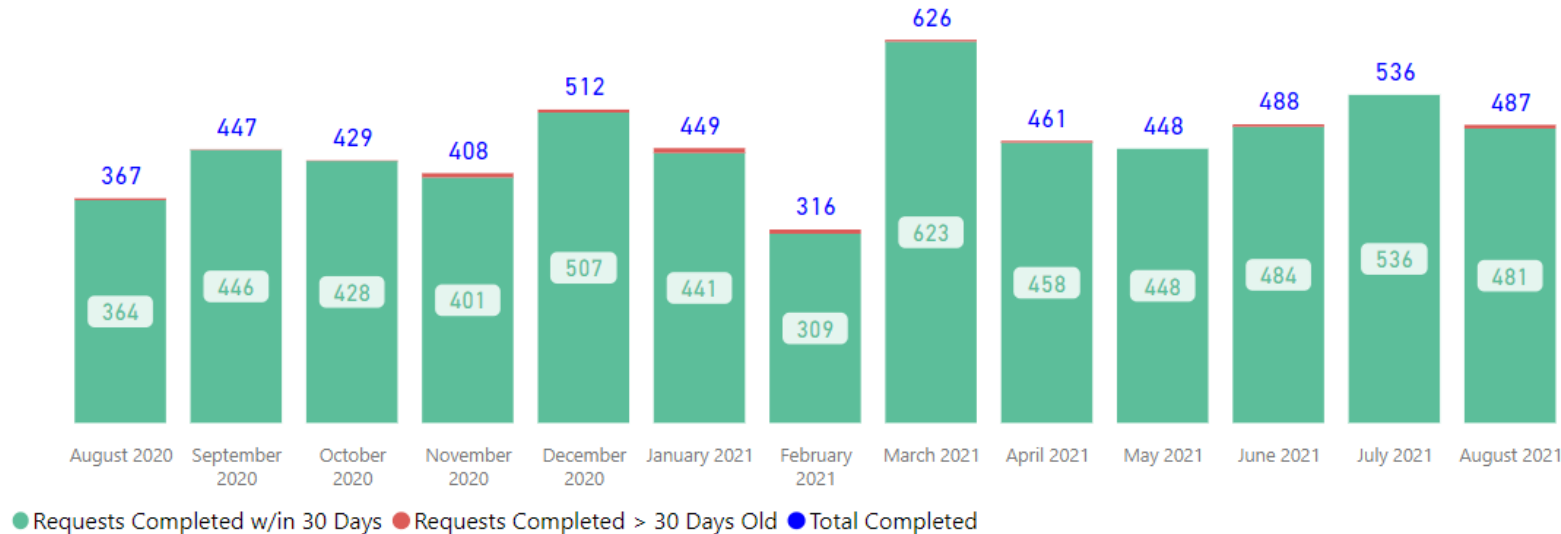
Received to Complete

5974
Requests Completed

48
Requests Completed > 30 Days Old

0.80 %
% Completed > 30 Days Old

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

Service
NIBIN Only ⌄

Priority Type
All ⌄

8/1/2020   8/31/2021
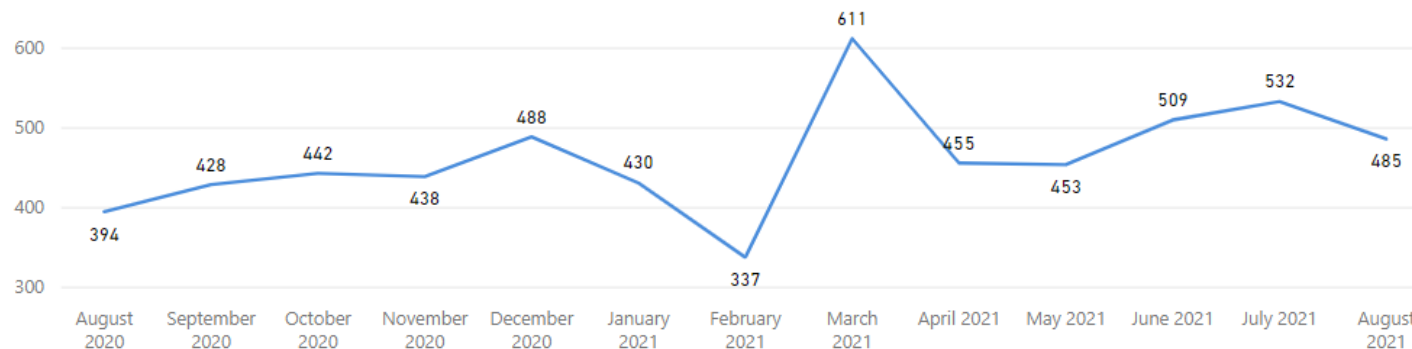
Received by Month

Total Received

6,002

Received per Month (Avg)*

462

8/1/2020   8/31/2021
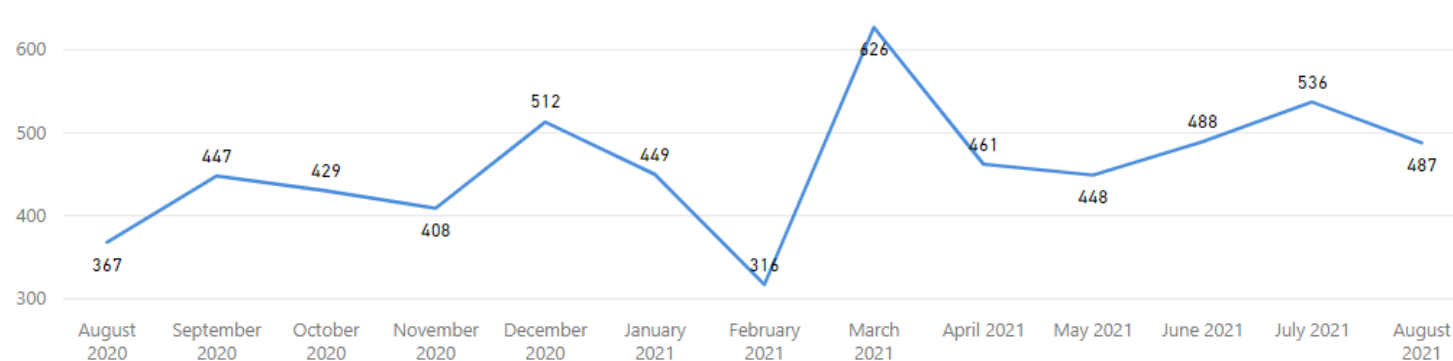
Completed by Month

Total Completed

5,974

Completed per Month (Avg)*

460

* months with zero activity are not calculated into the average

Forensic Biology

Section
DNA

Request Type
All

Total Pending Requests

767

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

72
41
90
89
84
391

of Unassigned
59 !
Goal: 20 (-195%)

Pending Draft
620 !
Goal: 24 (-2483.33%)

Pending Tech
70 !
Goal: 24 (-191.67%)

Pending Admin
18 ✓
Goal: 20 (+10%)

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

654
Past Critical Age

184
Avg Age of Reqeusts >30 ...

49
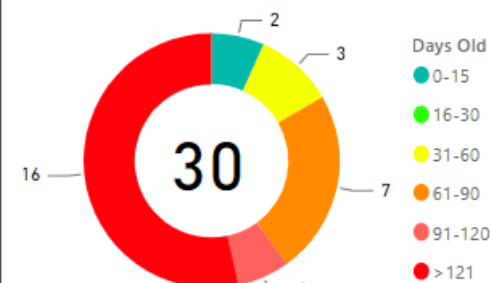Age-Oldest Unassigned PL

1602
Age-Oldest Pending Draft...

2665
Age-Oldest Pending Tech ...

483
Age-Oldest Pending Adm...
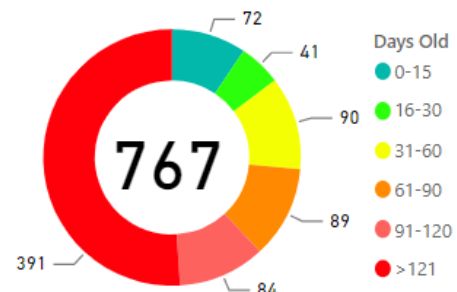
Overall TAT (Month to Date)
247.7 !
Goal: 30, 31

Overall TAT (Past 90 Days)
281.5 !
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

216.8   21.1

TAT by Phase of Work (Past 90 Days)

232.4   33.5
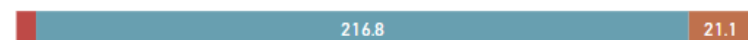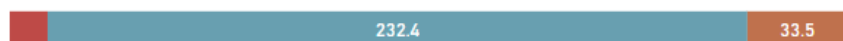
Month to Date
Completed **143**
Recieved **116**

30 Day Avg (Over Past 90 Days)
Completed **134**
Received **108**

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	746
61919	2020-031	338
64601	2020-049	305
66476	2020-055	279
68460	2020-066	257
68485	2020-068	256
73153	2020-089	204

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

Quality TAT
89 !
Goal: 40, 41

Avg Age of Open Reports*
176

Quality Filter
Biology/DNA

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

| | 166.7 | 224.9 | 241.3 | 260.7 | 280.1 | 325.2 | 281.5 | 290.4 | 230.2 | 248.3 | 303.0 | 297.7 | 246.4 |

(Total TAT values by month: August 2020, September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021)

Requests Completed

August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
117	127	98	96	112	110	104	121	107	111	120	130	137

● Requests Completed w/in 30 Days   ● Requests Completed >30 Days Old   ● Total Completed

Request Type

DNA

Request Type

All
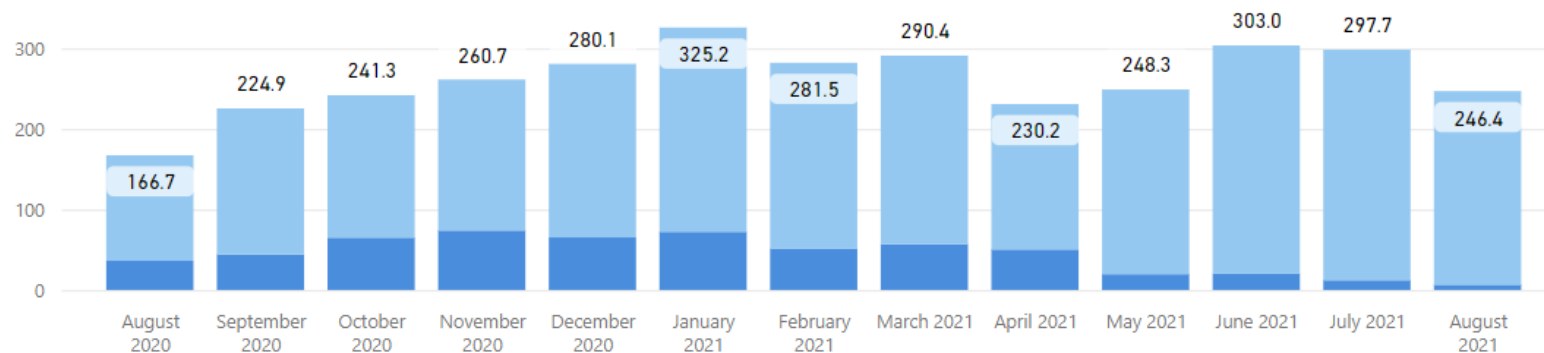
Selected Time Frame Averages

260.84
Total TAT (Rec'd-Compl.) Avg

219.06
Assigned TAT (Asgmt.-Compl.) Avg
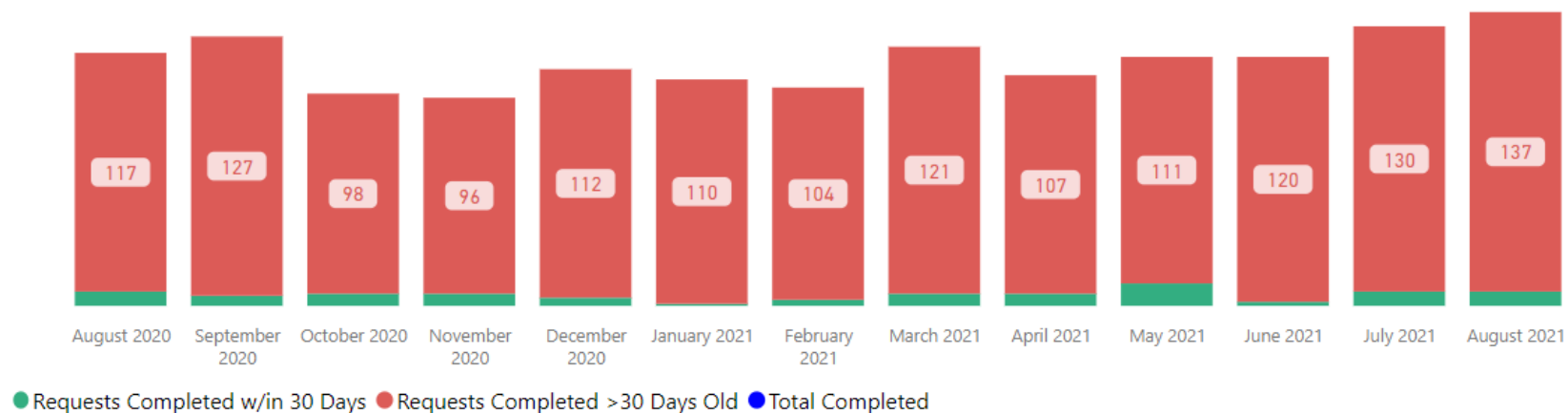
Received to Complete

1561
Requests Completed

1490
Requests Completed > 30 Days

95.45 %
% Completed > 30 Days

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

Section
DNA

Request Type
All

Received by Month

Month	Value
August 2020	66
September 2020	116
October 2020	92
November 2020	73
December 2020	71
January 2021	89
February 2021	67
March 2021	133
April 2021	111
May 2021	101
June 2021	100
July 2021	109
August 2021	116
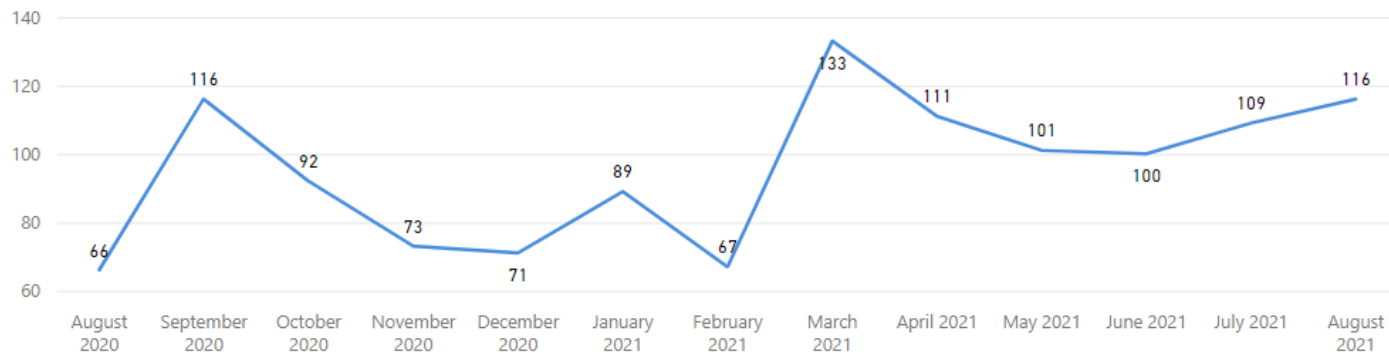
Total Received

1244

Received per Month (Avg)*

96

Completed Filter

8/1/2020   8/31/2021

Completed by Month

Month	Value
August 2020	124
September 2020	132
October 2020	104
November 2020	102
December 2020	116
January 2021	111
February 2021	107
March 2021	127
April 2021	113
May 2021	122
June 2021	122
July 2021	137
August 2021	144

Total Completed

1561

Completed per Month (Avg)*

120

* months with zero activity are not calculated into the average

Section
Screening ▾

Request Type
All ▾

Total Pending Requests

Center: **18**

1
17

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

of Unassigned
0 ✓
Goal: 10 (+100%)

Pending Draft
16 !
Goal: 14 (-14.29%)

Pending Tech
2 ✓
Goal: 16 (+87.5%)

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

19
Age-Oldest Pending Draft...

12
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...
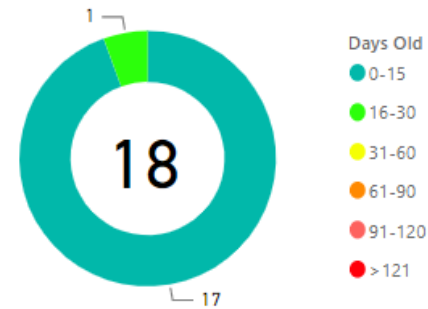
Overall TAT (Month to Date)
12.4 !
Goal: 10, 11

Overall TAT (Past 90 Days)
9.8 ✓
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

| 1.2 | 7.1 | 4.3 | |

TAT by Phase of Work (Past 90 Days)

| 0.4 | 5.7 | 3.6 | 0.5 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	746
61919	2020-031	338
64601	2020-049	305
66476	2020-055	279
68460	2020-066	257
68485	2020-068	256
73153	2020-089	204

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

Quality TAT
89 !
Goal: 40, 41

Avg Age of Open Reports*
176

Quality Filter
Biology/DNA ▾

Month to Date
Completed **102**
Recieved **90**

30 Day Avg (Over Past 90 Days)
Completed **96**
Received **95**

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

August 2020	9.3
September 2020	13.3
October 2020	24.0
November 2020	17.5
December 2020	7.6
January 2021	6.5
February 2021	9.0
March 2021	8.4
April 2021	9.7
May 2021	10.9
June 2021	7.9
July 2021	8.9
August 2021	12.4

Selected Time Frame Averages

11.07
Total TAT (Rec'd-Compl.) Avg

11.39
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Completed w/in 30 Days
August 2020	75
September 2020	103
October 2020	82
November 2020	59
December 2020	64
January 2021	91
February 2021	65
March 2021	105
April 2021	98
May 2021	96
June 2021	94
July 2021	92
August 2021	96

● Requests Completed w/in 30 Days   ● Requests Completed >30 Days Old   ● Total Completed
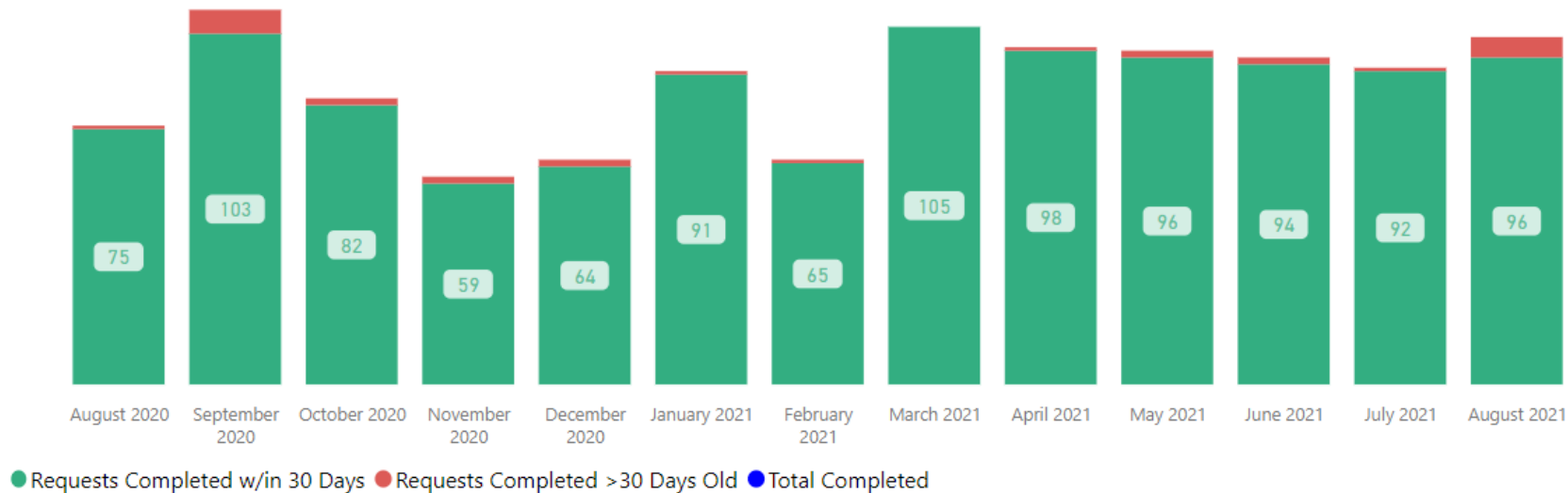
Received to Complete

1148
Requests Completed

28
Requests Completed > 30 Days

2.44 %
% Completed > 30 Days

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

Screening

All

8/1/2020   8/31/2021

Received by Month

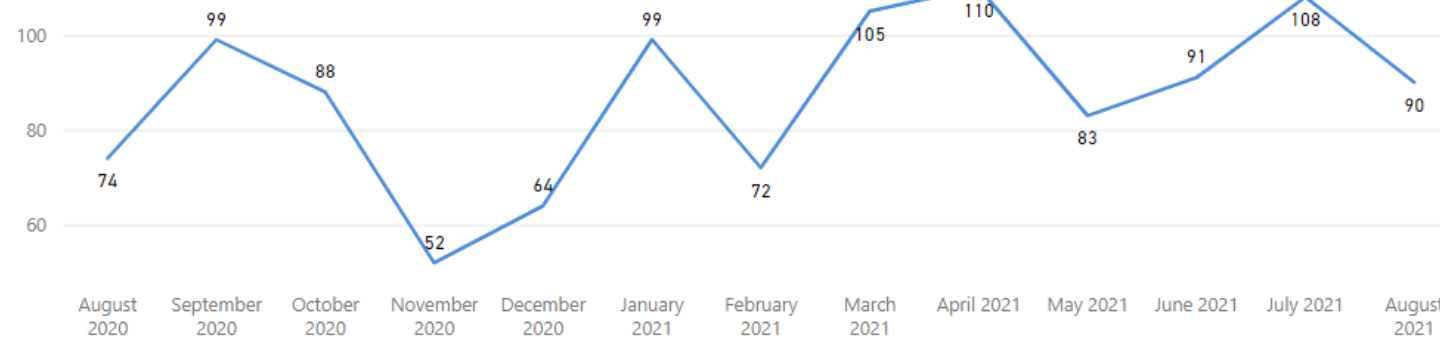|												
74	99	88	52	64	99	72	105	110	83	91	108	90

August 2020 · September 2020 · October 2020 · November 2020 · December 2020 · January 2021 · February 2021 · March 2021 · April 2021 · May 2021 · June 2021 · July 2021 · August 2021

Total Received

1135

Received per Month (Avg)*

87

Completed Filter

8/1/2020   8/31/2021

Completed by Month

76	110	84	61	66	92	66	105	99	98	96	93	102

August 2020 · September 2020 · October 2020 · November 2020 · December 2020 · January 2021 · February 2021 · March 2021 · April 2021 · May 2021 · June 2021 · July 2021 · August 2021
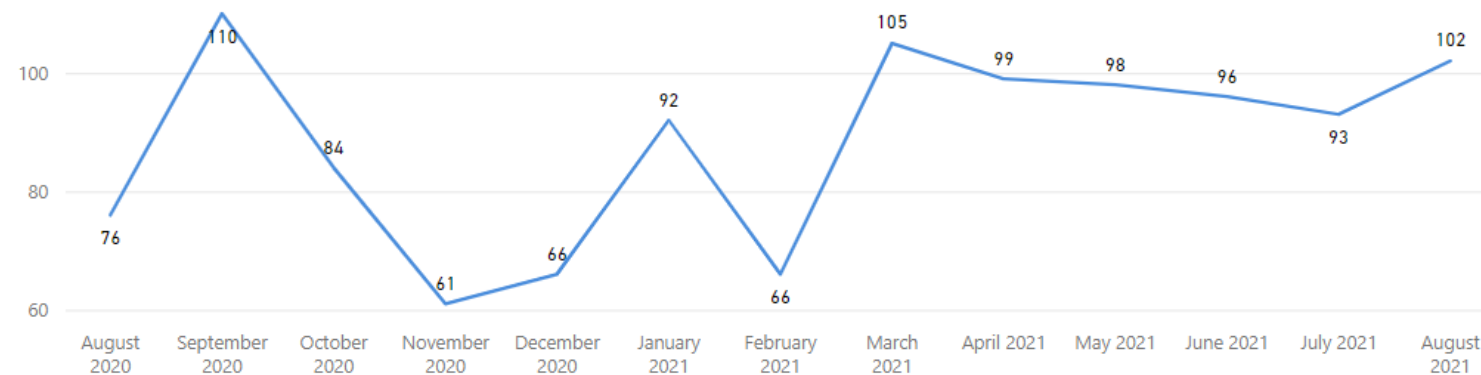
Total Completed

1148

Completed per Month (Avg)*

88

* months with zero activity are not calculated into the average

Section
CODIS ▾

CODIS Hit Type
All ▾

of Unassigned
55 ✓

Goal: 100 (+45%)

Pending Draft
71 !

Goal: 20 (-255%)

Pending Tech
3 ✓

Goal: 15 (+80%)

Pending Admin
0 ✓

Goal: 0

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

0
Past Critical Age

NaN
Avg Age of Reqeusts >30 ...

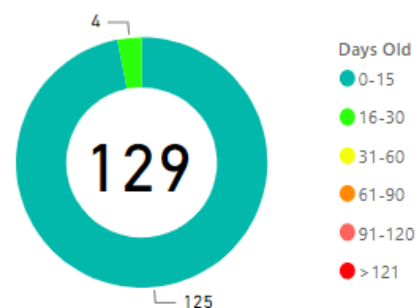28
Age-Oldest Unassigned PL

18
Age-Oldest Pending Draft...

8
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests

4

129

125

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)
5.4 ✓

Goal: 30, 31

Overall TAT (Past 90 Days)
6.6 ✓

Goal: 30, 31

TAT by Phase of Work (MTD)

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

4.2

TAT by Phase of Work (Past 90 Days)

3.3

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	746
61919	2020-031	338
64601	2020-049	305
66476	2020-055	279
68460	2020-066	257
68485	2020-068	256
73153	2020-089	204

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

Quality TAT
89 !

Goal: 40, 41

Avg Age of Open Reports*
176

Quality Filter
Biology/DNA ▾

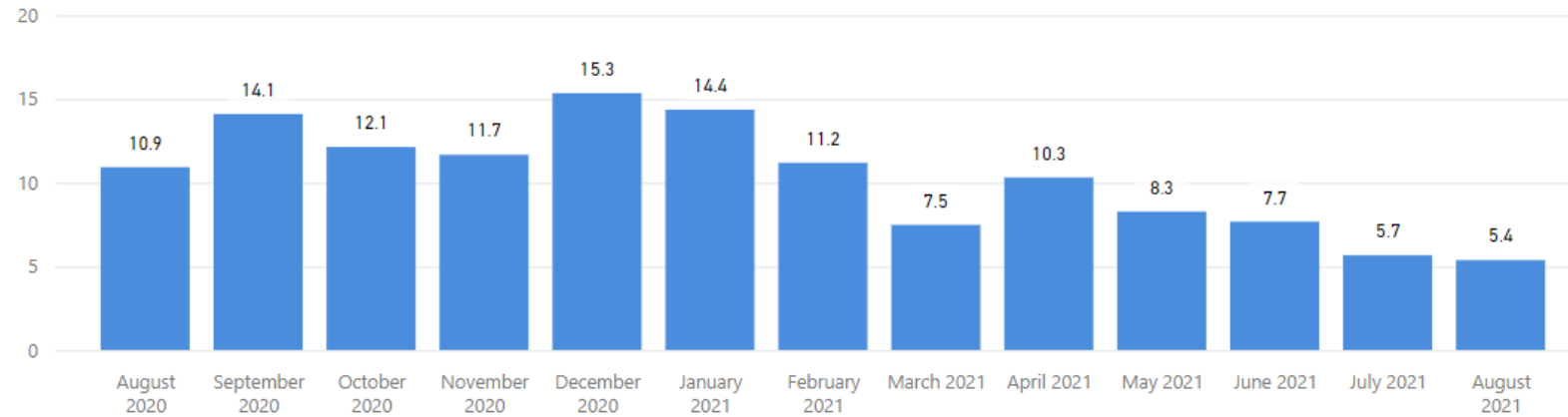## Month to Date

Completed	344
Recieved	420

30 Day Avg (Over Past 90 Days)

Completed	416
Received	343

Section
CODIS ⌄

Hit Type
All ⌄

Received Filter

8/1/2020   8/31/2021

◯━━◯

Received by Month

1000

729
800
803

500
491
464
408
378
337
354
319
262
261
189

0

August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | July 2021 | August 2021

Total Received

5795

Received per Month (Avg)*

446

Completed Filter

8/1/2020   8/31/2021

◯━━◯

Completed by Month

1000

838
742
819

500
506
647
330
304
347
315
256
344
227
147

0

August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | July 2021 | August 2021
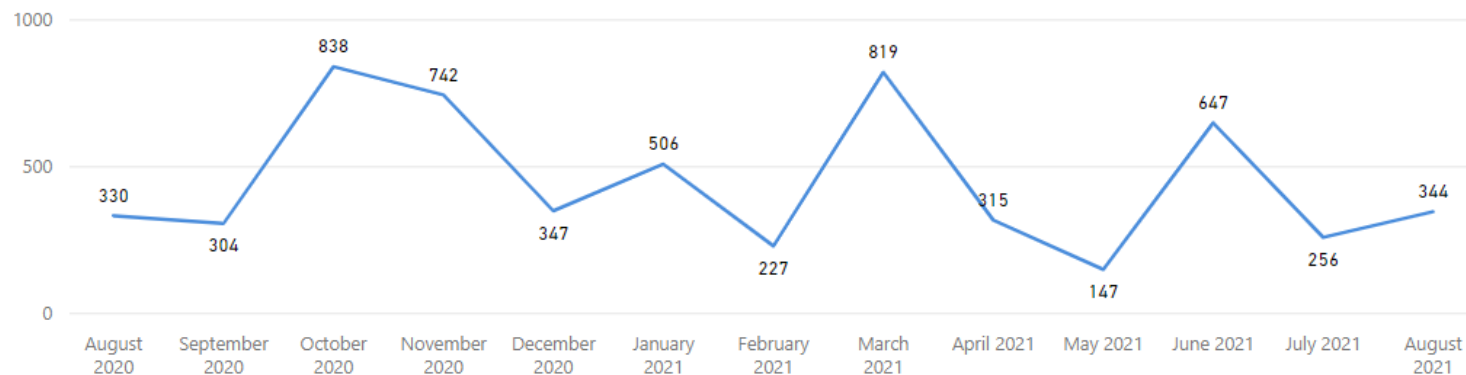
Total Completed

5822

Completed per Month (Avg)*

448

* months with zero activity are not calculated into the average

Latent Prints

Service

Priority Type
All ▾

of Unassigned
2508 !
Goal: 230 (-990.43%)

Pending Draft
38 ✓
Goal: 50 (+24%)

Pending Tech
11 ✓
Goal: 50 (+78%)

Pending Admin
0 ✓
Goal: 50 (+100%)

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

2444
Justice Trax Past Critical Age

352
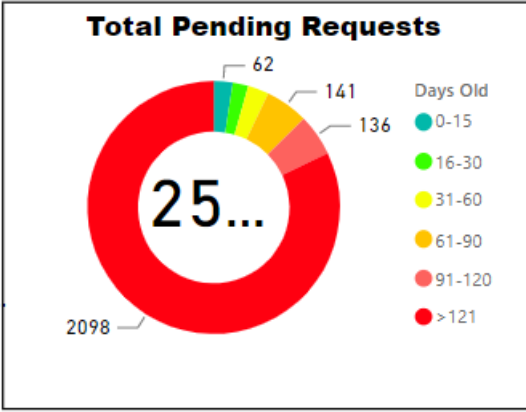Avg Age of Requests >30 D...

722
Age-Oldest Unassigned

725
Age-Oldest Pending Draft

725
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

25...

62
141
136
2098

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)
340.2 !
Goal: 45, 46

Overall TAT (Past 90 Days)
505.7 !
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

| 316.3 | 21.7 |

TAT by Phase of Work (Past 90 Days)

| 477.9 | |

Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		91
85920		43
87457		26
87612		24
88075		20
88696		13
80349	2020-033	117

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

Quality TAT
50 !
Goal: 40, 41

Avg Age of Open Reports*
60

Quality Filter
Latent Prints ▾

Month to Date

| Completed | 159 |
| Received | 135 |

30 Day Avg (Over Past 90 Days)

| Completed | 175 |
| Received | 140 |

Date Range

8/1/2020 | 8/31/2021
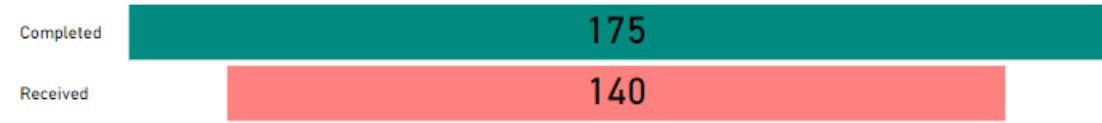
Total TAT by Month

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

Month	Assigned TAT
August 2020	437.1
September 2020	693.3
October 2020	691.9
November 2020	498.6
December 2020	470.1
January 2021	507.8
February 2021	454.9
March 2021	467.6
April 2021	414.6
May 2021	486.3
June 2021	565.6
July 2021	595.0
August 2021	338.1
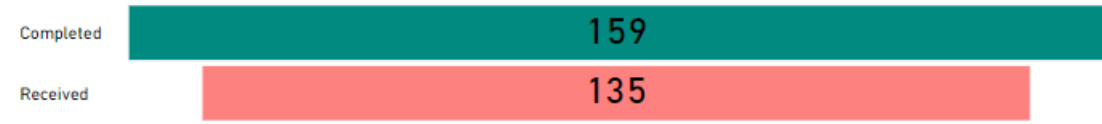
Request Type

Latent Comparison ▽

Priority Type

All ▽

Selected Time Frame Averages

508.21
Total TAT (Rec'd-Compl.) Avg

32.57
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	Completed > 30 Days	Completed w/in 30 Days
August 2020	108	76	32
September 2020	116	100	(not shown)
October 2020	140	111	29
November 2020	55	38	(not shown)
December 2020	129	95	34
January 2021	66	55	(not shown)
February 2021	106	93	(not shown)
March 2021	214	190	24
April 2021	157	125	32
May 2021	146	113	33
June 2021	219	198	21
July 2021	148	134	(not shown)
August 2021	160	118	42

- ● Requests Completed w/in 30 Days
- ● Requests Completed > 30 Days Old
- ● Total Completed

Received to Complete

1764
Requests Completed

1446
Requests Completed > 30 Days Old

81.97 %
% Completed > 30 Days Old

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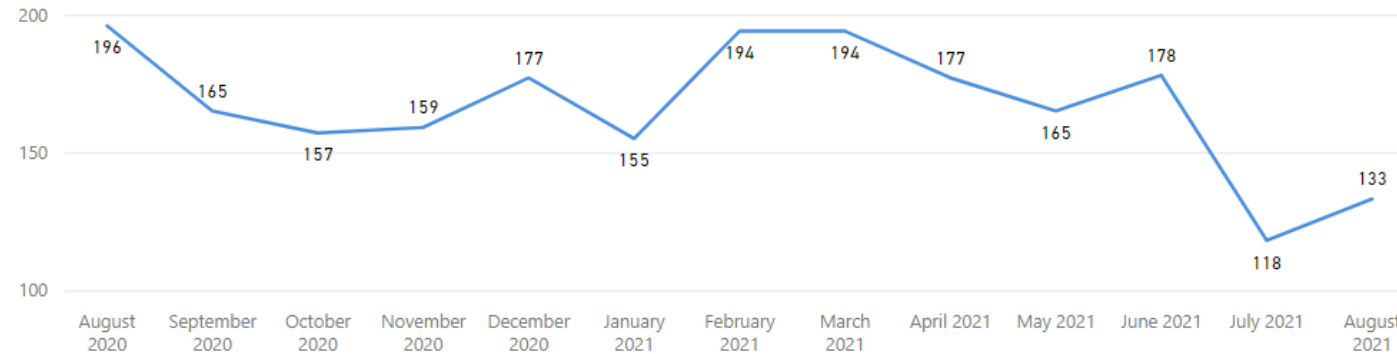
Service

Latent Comparison ⌄

Priority Type

All ⌄

Received Filter

8/1/2020   8/31/2021

Received by Month

196
165
157
159
177
155
194
194
177
165
178
118
133

August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | July 2021 | August 2021

Total Received

2,168

Received per Month (Avg)*

167

Completed Filter

8/1/2020   8/31/2021

Completed by Month

108
116
140
55
129
66
106
214
157
146
219
148
160

August 2020 | September 2020 | October 2020 | November 2020 | December 2020 | January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021 | July 2021 | August 2021
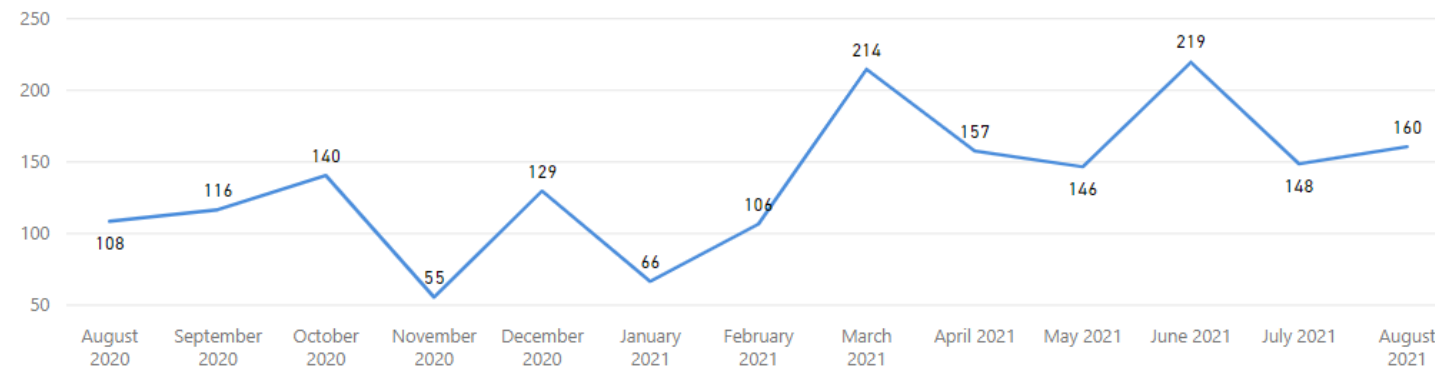
Total Completed

1,764

Completed per Month (Avg)*

136

* months with zero activity are not calculated into the average

Service

Latent Processing ⌄

Priority Type

All ⌄

of Unassigned
585 !
Goal: 50 (-1070%)

Pending Draft
11 ✓
Goal: 30 (+63.33%)

Pending Tech
6 ✓
Goal: 30 (+80%)

Pending Admin
0 ✓
Goal: 30 (+100%)

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

567
Justice Trax Past Critical Age

310
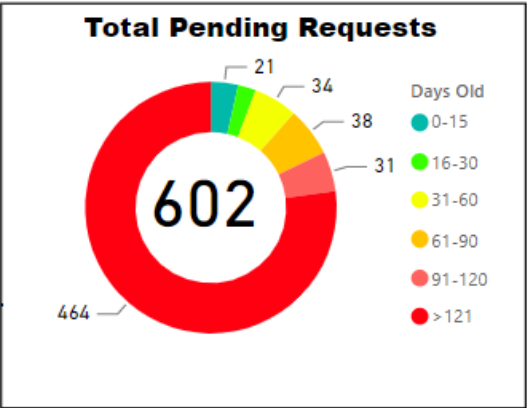Avg Age of Requests >30 D...

705
Age-Oldest Unassigned

707
Age-Oldest Pending Draft

670
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

602

Days Old	
●	0-15
●	16-30
●	31-60
●	61-90
●	91-120
●	>121

21
34
38
31
464

Overall TAT (Month to Date)
201.7 !
Goal: 30, 31

Overall TAT (Past 90 Days)
215.9 !
Goal: 30, 31

TAT by Phase of Work (MTD)

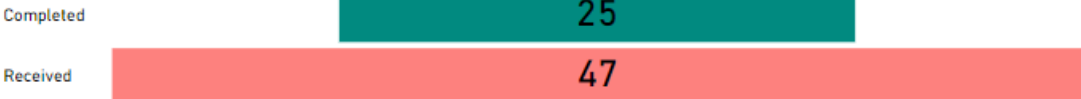● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

176.7   20.4

TAT by Phase of Work (Past 90 Days)

196.6   14.5

Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		91
85920		43
87457		26
87612		24
88075		20
88696		13
80349	2020-033	117

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

Quality TAT
50 !
Goal: 40, 41

Avg Age of Open Reports*
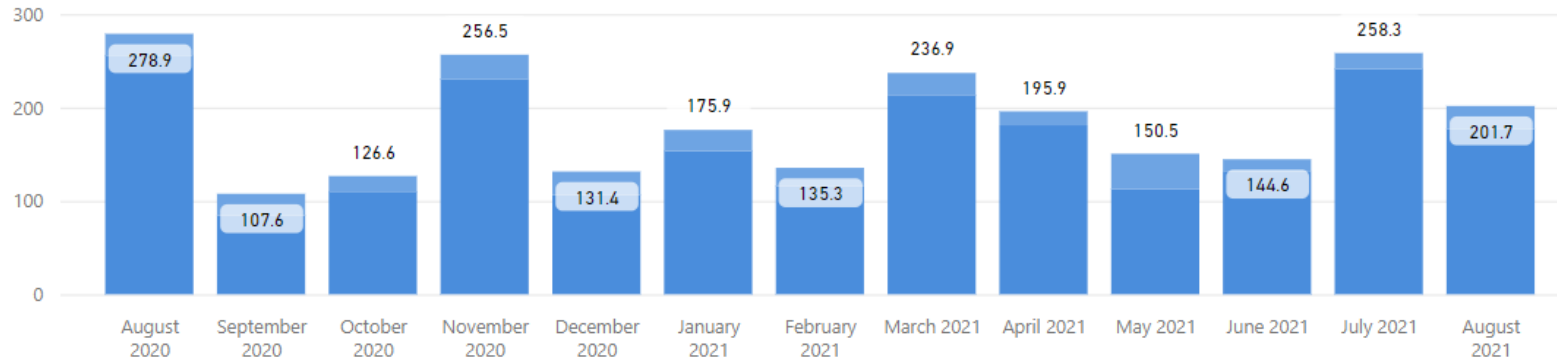### 60

Quality Filter

Latent Prints ⌄

Month to Date

Completed	32
Received	39

30 Day Avg (Over Past 90 Days)

Completed	25
Received	47

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

Month	Total TAT
August 2020	278.9
September 2020	107.6
October 2020	126.6
November 2020	256.5
December 2020	131.4
January 2021	175.9
February 2021	135.3
March 2021	236.9
April 2021	195.9
May 2021	150.5
June 2021	144.6
July 2021	258.3
August 2021	201.7

Requests Completed

Month	Completed w/in 30 Days	Completed > 30 Days Old	Total Completed
August 2020	13	27	40
September 2020	15	14	29
October 2020	13	15	28
November 2020	9	23	32
December 2020	10	15	25
January 2021	5	22	27
February 2021	11	14	25
March 2021	11	20	31
April 2021	5	9	14
May 2021		8	8
June 2021	9	16	25
July 2021	4	21	25
August 2021	5	27	32

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Request Type

Latent Processing
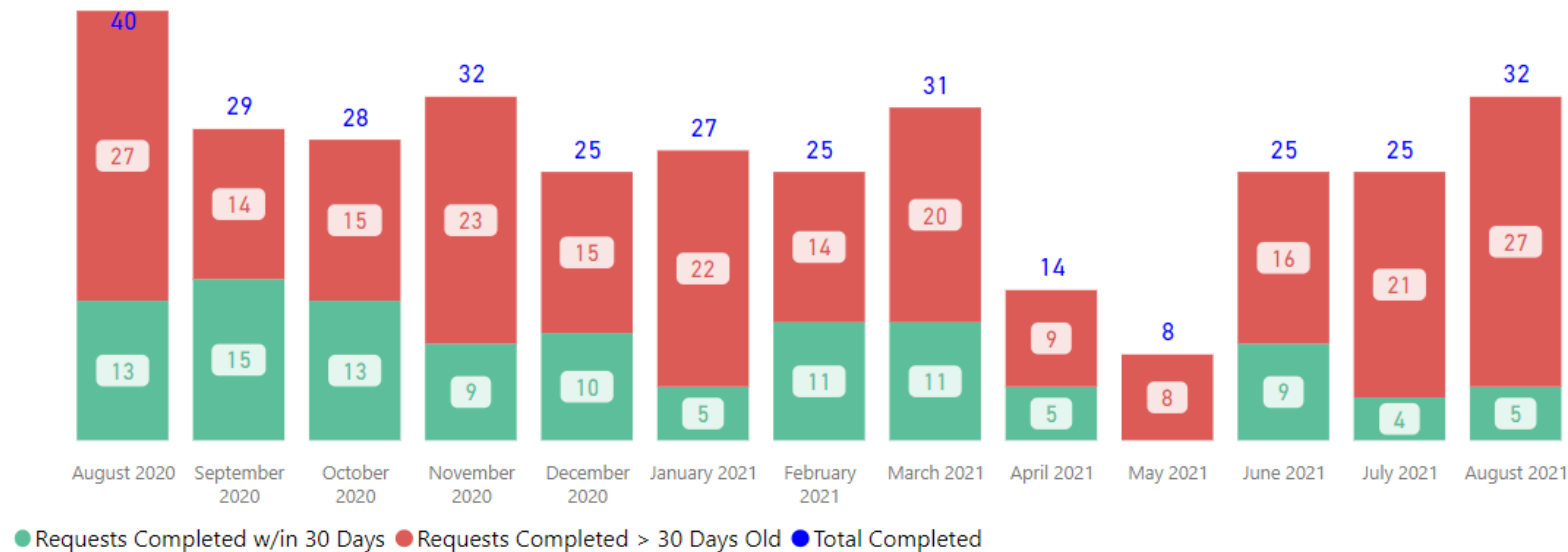
Priority Type

All

Selected Time Frame Averages

191.39
Total TAT (Rec'd-Compl.) Avg

21.85
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

341
Requests Completed

231
Requests Completed > 30 Days Old

67.74 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests
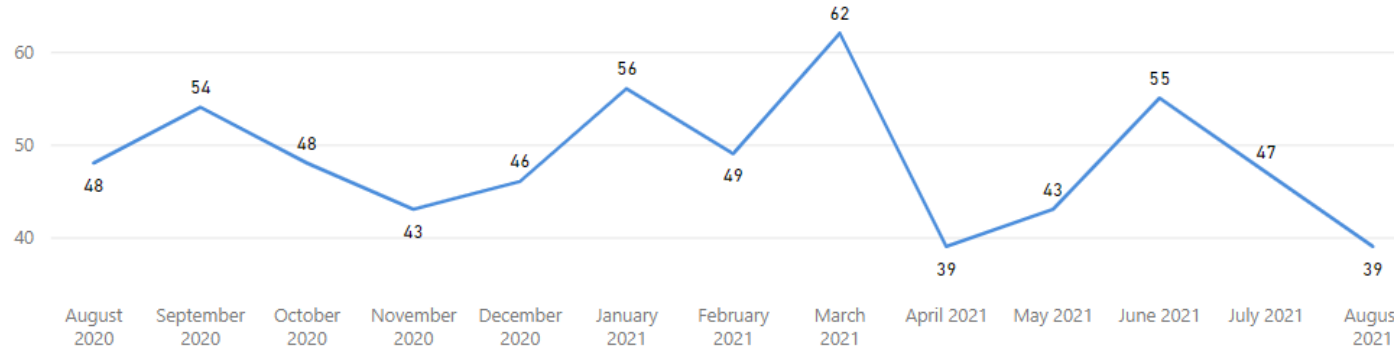
Service
Latent Processing ▼

Priority Type
All ▼

Received Filter

8/1/2020   8/31/2021

Received by Month

Total Received
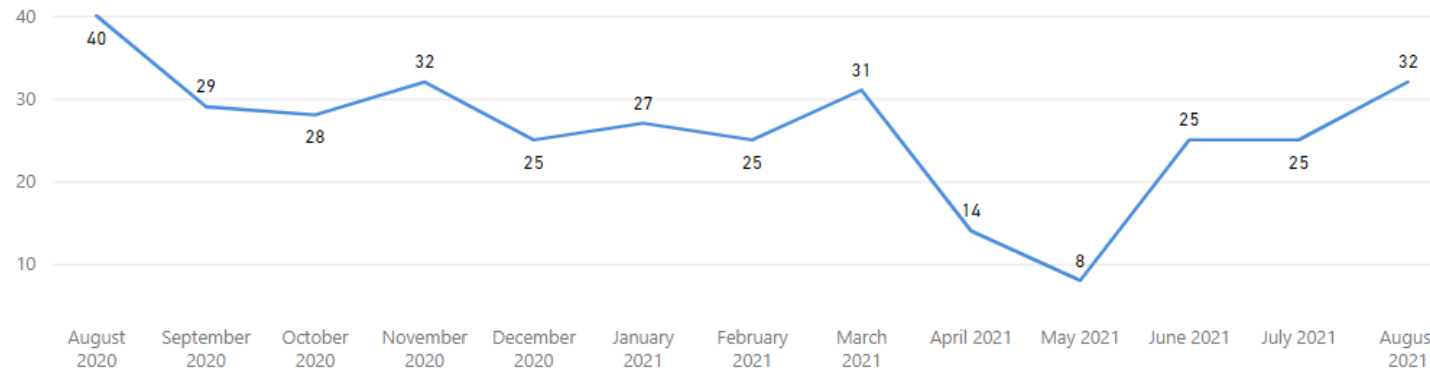
629

Received per Month (Avg)*

48

August 2020: 48
September 2020: 54
October 2020: 48
November 2020: 43
December 2020: 46
January 2021: 56
February 2021: 49
March 2021: 62
April 2021: 39
May 2021: 43
June 2021: 55
July 2021: 47
August 2021: 39

Completed Filter

8/1/2020   8/31/2021

Completed by Month

Total Completed

341

Completed per Month (Avg)*

26

August 2020: 40
September 2020: 29
October 2020: 28
November 2020: 32
December 2020: 25
January 2021: 27
February 2021: 25
March 2021: 31
April 2021: 14
May 2021: 8
June 2021: 25
July 2021: 25
August 2021: 32

* months with zero activity are not calculated into the average

Digital Multi-Media

Service
AV Call Out

Priority Type
All

of Unassigned
0 ✓

Goal: 15 (+100%)

Pending Draft
0 ✓

Goal: 5 (+100%)

Pending Tech
0 ✓

Goal: 5 (+100%)

Pending Admin
0 ✓

Goal: 5 (+100%)

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

0
Justice Trax Past Critical Age

NaN
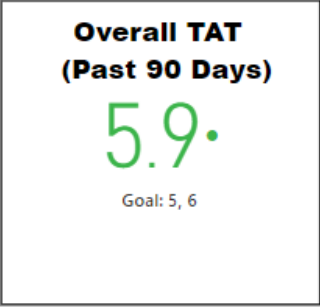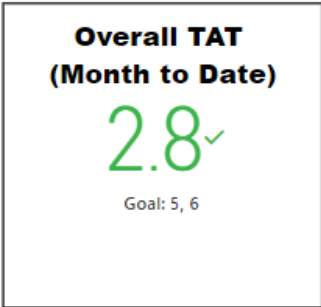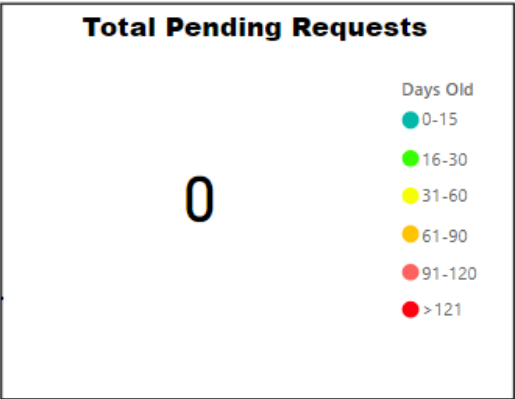Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

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)

2.8 ✓

Goal: 5, 6

Overall TAT (Past 90 Days)

5.9 •

Goal: 5, 6

TAT by Phase of Work (MTD)

🔴 JT-Assign TAT MTD 🔵 JT-Draft TAT MTD 🟤 JT-Tech Review TAT MTD 🟣 JT-Admin Review TAT MTD

| 1.6 | 0.8 | 0.4 |

TAT by Phase of Work (Past 90 Days)

| 1.2 | 3.0 | 1.7 |

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

Completed	5
Received	5

30 Day Avg (Over Past 90 Days)

Completed	4
Received	4

Date Range

8/1/2020   8/31/2021

Total TAT by Month

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

Month	Value
August 2020	5.9
September 2020	3.7
October 2020	8.8
November 2020	5.5
December 2020	20.0
January 2021	5.3
February 2021	8.2
March 2021	12.0
April 2021	5.2
May 2021	30.2
June 2021	7.0
July 2021	8.8
August 2021	2.8

Selected Time Frame Averages

8.72
Total TAT (Rec'd-Compl.) Avg

6.96
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total	Within 30 Days
August 2020	7	7
September 2020	9	9
October 2020	21	21
November 2020	15	15
December 2020	10	9
January 2021	11	11
February 2021	6	6
March 2021	4	4
April 2021	14	14
May 2021	5	4
June 2021	1	
July 2021	5	5
August 2021	5	5

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
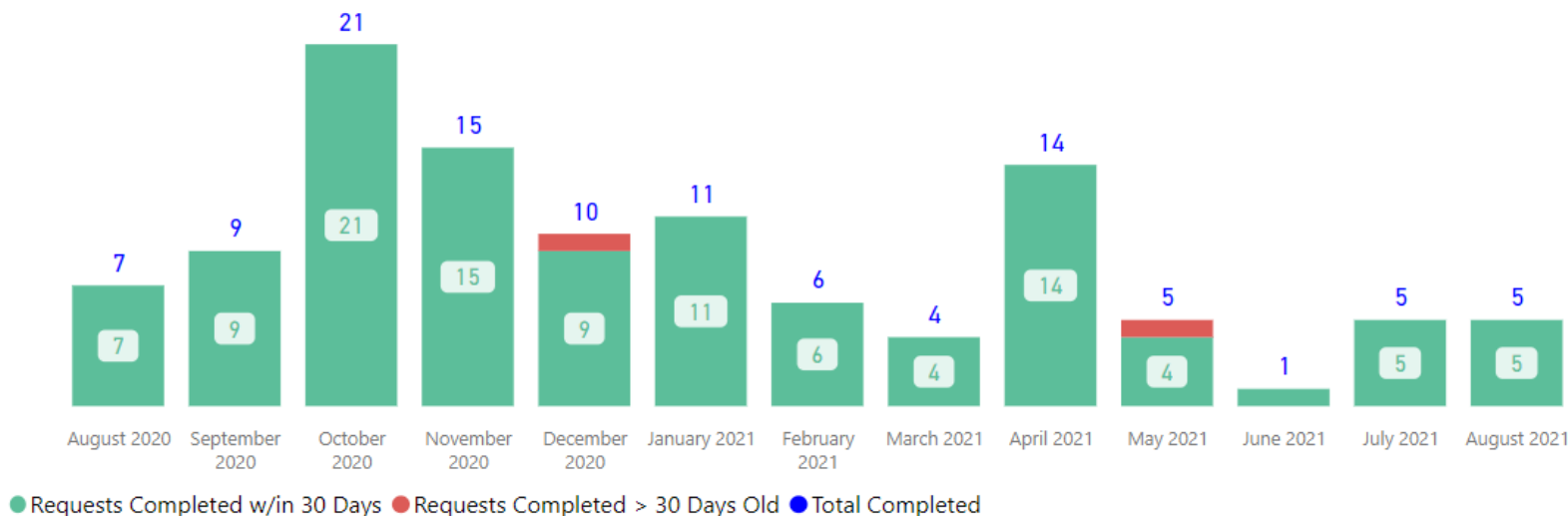
Received to Complete

113
Requests Completed

2
Requests Completed > 30 Days Old

1.77 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests
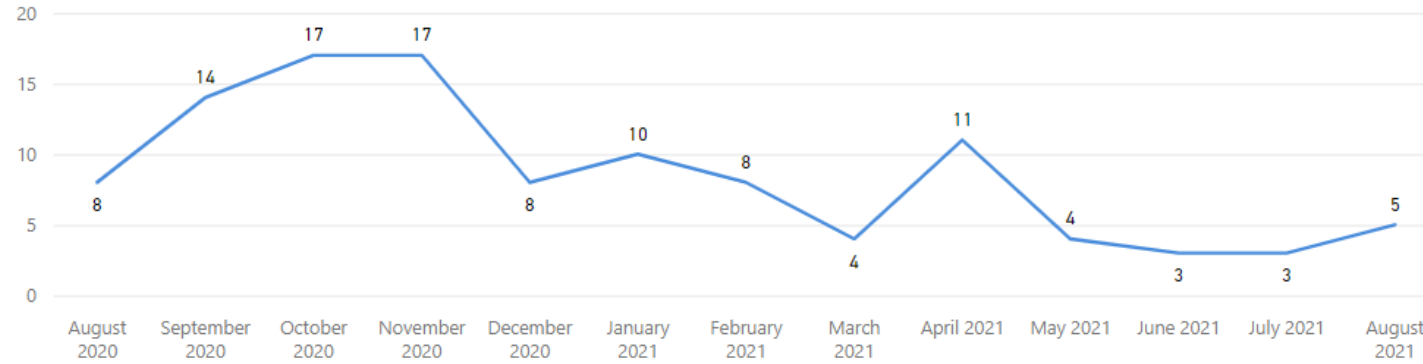
Service
AV Call Out ▾

Priority Type
All ▾

Received Filter

8/1/2020   8/31/2021

Received by Month

8 14 17 17 8 10 8 4 11 4 3 3 5

August 2020 · September 2020 · October 2020 · November 2020 · December 2020 · January 2021 · February 2021 · March 2021 · April 2021 · May 2021 · June 2021 · July 2021 · August 2021

Total Received

112

Received per Month (Avg)*

9

Completed Filter

8/1/2020   8/31/2021

Completed by Month

7 9 21 15 10 11 6 4 14 5 1 5 5

August 2020 · September 2020 · October 2020 · November 2020 · December 2020 · January 2021 · February 2021 · March 2021 · April 2021 · May 2021 · June 2021 · July 2021 · August 2021
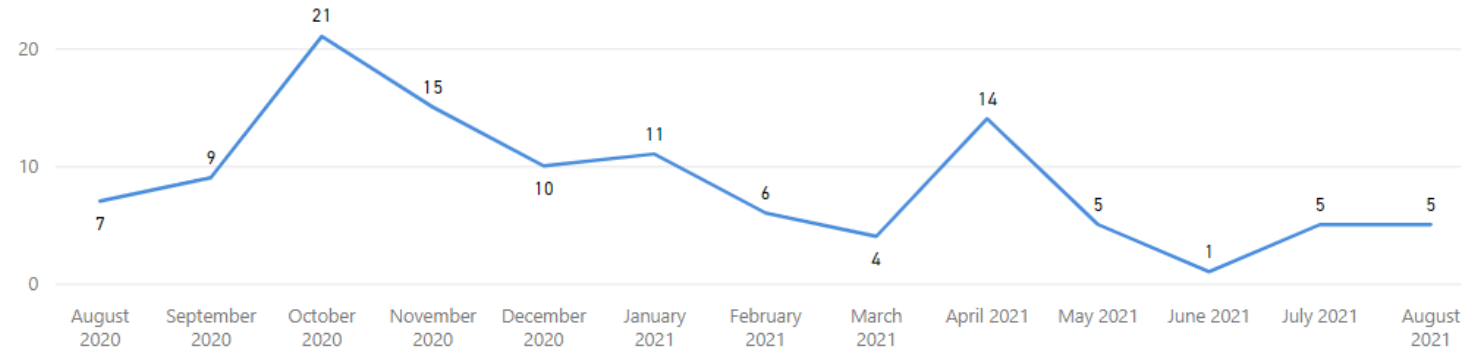
Total Completed

113

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

AV Examination ▾

Priority Type

All ▾

of Unassigned
5 ✓

Goal: 15 (+66.67%)

Pending Draft
3 ✓

Goal: 5 (+40%)

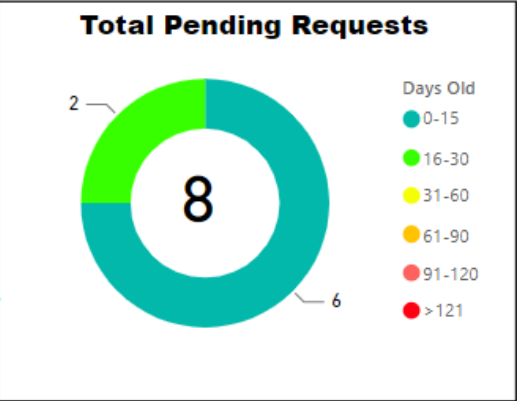### # Pending Tech
0 ✓

Goal: 5 (+100%)

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...

15
Age-Oldest Unassigned

28
Age-Oldest Pending Draft

0
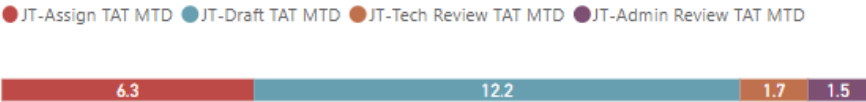Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

8

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)

21.7 ✓

Goal: 45, 46

Overall TAT (Past 90 Days)

22.0 ✓

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

| 6.3 | 12.2 | 1.7 | 1.5 |

TAT by Phase of Work (Past 90 Days)

| 8.3 | 11.4 | 1.3 | 1.0 |

Open Quality Reports

Qualtrax ID	Workflow #	Age

Quality TAT

(Blank) ✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

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

Quality Filter

Audio/Video ▾

Month to Date

| Completed | 20 |
| Received | 14 |

30 Day Avg (Over Past 90 Days)

| Completed | 18 |
| Received | 16 |
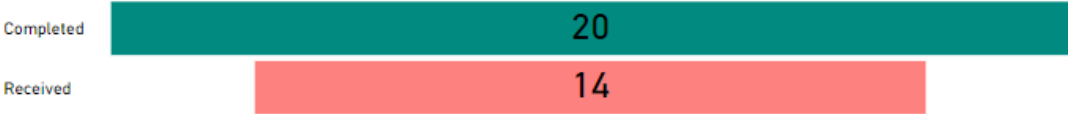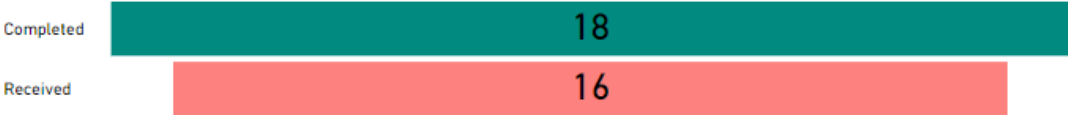
Date Range

8/1/2020   8/31/2021
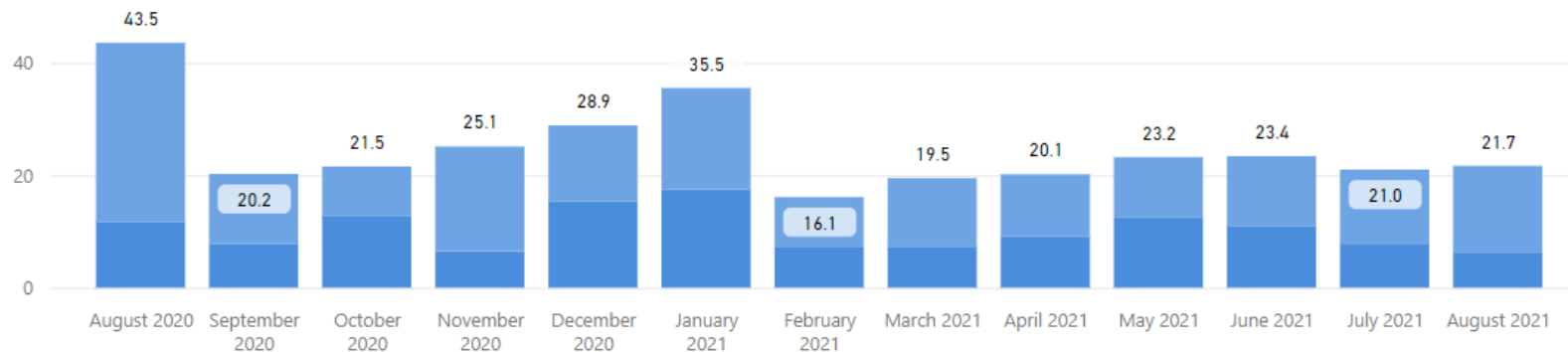
Request Type

AV Examination

Priority Type

All

Total TAT by Month

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

Month	Total TAT
August 2020	43.5
September 2020	20.2
October 2020	21.5
November 2020	25.1
December 2020	28.9
January 2021	35.5
February 2021	16.1
March 2021	19.5
April 2021	20.1
May 2021	23.2
June 2021	23.4
July 2021	21.0
August 2021	21.7

Selected Time Frame Averages

24.09
Total TAT (Rec'd-Compl.) Avg

14.06
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total	w/in 30 Days	> 30 Days
August 2020	13	5	8
September 2020	23	21	2
October 2020	11	10	
November 2020	11	7	4
December 2020	20	15	5
January 2021	14	5	9
February 2021	18	17	
March 2021	12	10	2
April 2021	21	19	2
May 2021	10	8	2
June 2021	18	16	2
July 2021	16	14	2
August 2021	20	16	4

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
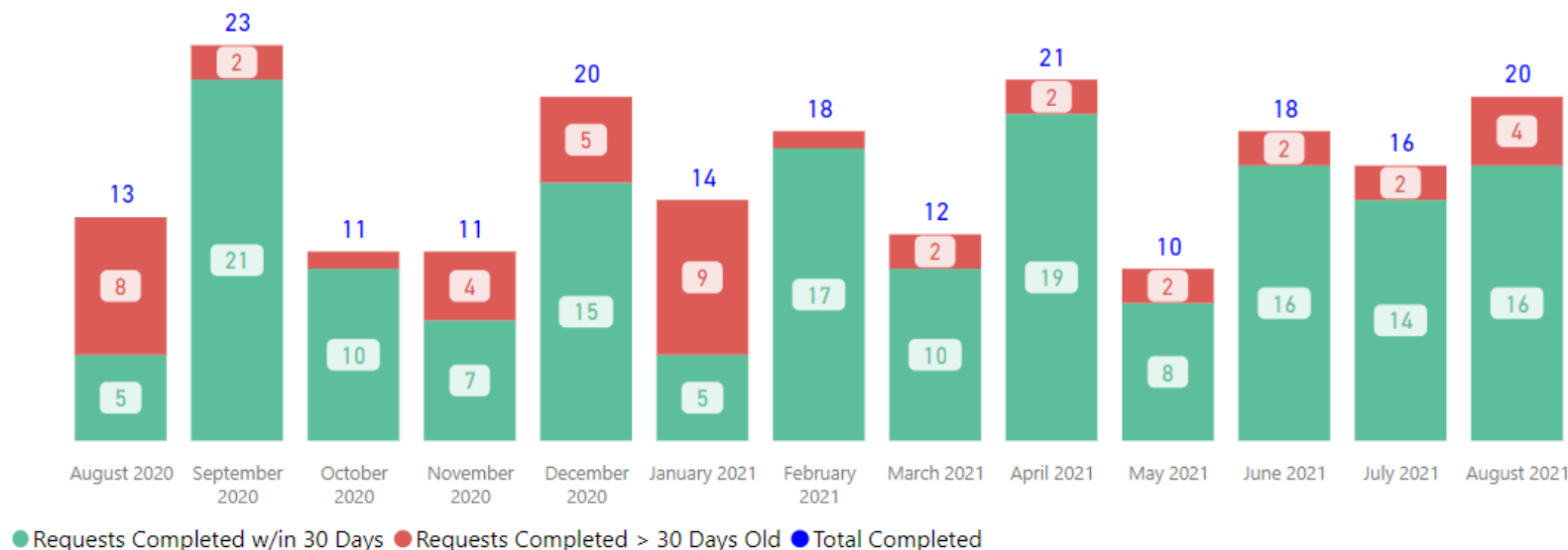
Received to Complete

207
Requests Completed

44
Requests Completed > 30 Days Old

21.26 %
% Completed > 30 Days Old

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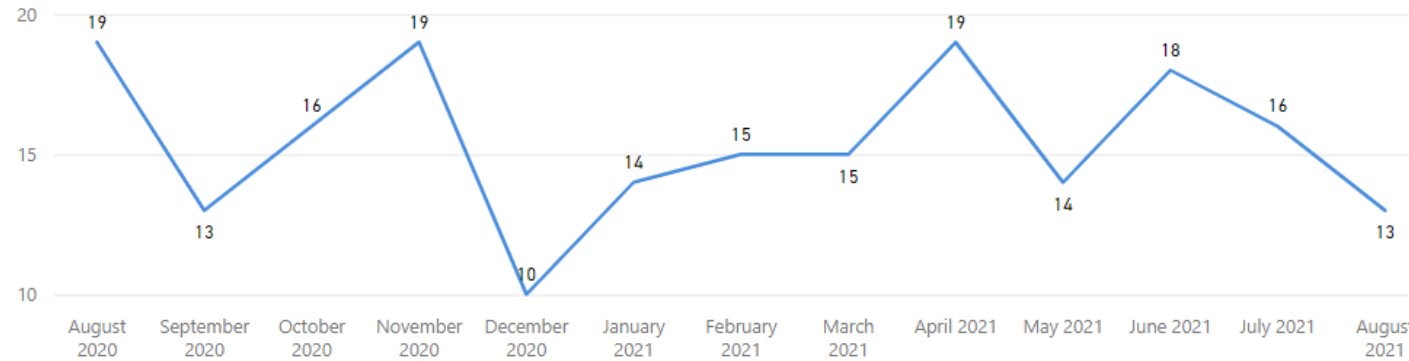
Service

AV Examination ⌄

Priority Type

All ⌄

8/1/2020   8/31/2021

Received by Month

Total Received

201

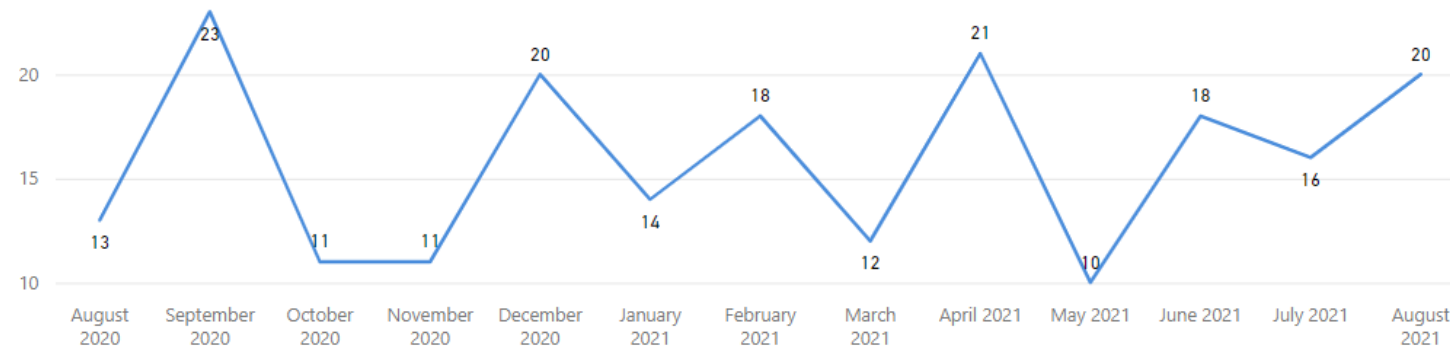**Received per Month (Avg)***

15

Completed Filter

8/1/2020   8/31/2021

Completed by Month

Total Completed

207

Completed per Month (Avg)*

16

* months with zero activity are not calculated into the average

Service
DFL

**Priority Type**
All

of Unassigned
194 !
Goal: 50 (-288%)

Pending Draft
13 !
Goal: 5 (-160%)

Pending Tech
4 ✓
Goal: 5 (+20%)

Pending Admin
1 ✓
Goal: 5 (+80%)

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

176
Justice Trax Past Critical Age

144
Avg Age of Requests >30 D...

371
Age-Oldest Unassigned

379
Age-Oldest Pending Draft

375
Age-Oldest Pending Tech

351
Age-Oldest Pending Admin

Total Pending Requests

211

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

15
20
45
27
14
90
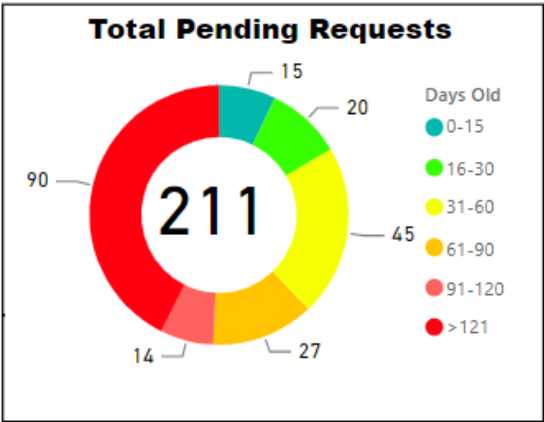
Overall TAT (Month to Date)
131.4 !
Goal: 45, 46

Overall TAT (Past 90 Days)
119.5 !
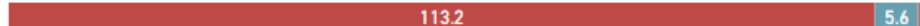Goal: 45, 46

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

125.7   5.1
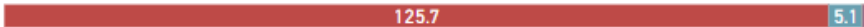
TAT by Phase of Work (Past 90 Days)
113.2   5.6

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
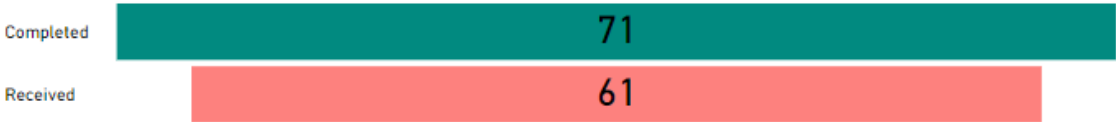Digitial Forensics

Month to Date
Completed   85
Received   60
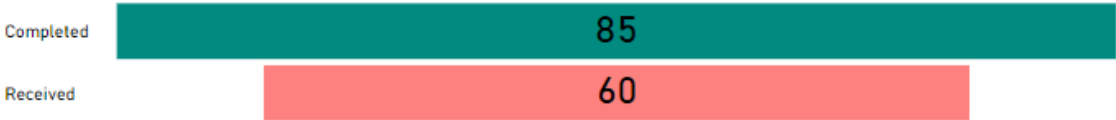
30 Day Avg (Over Past 90 Days)
Completed   71
Received   61

DFL and DME
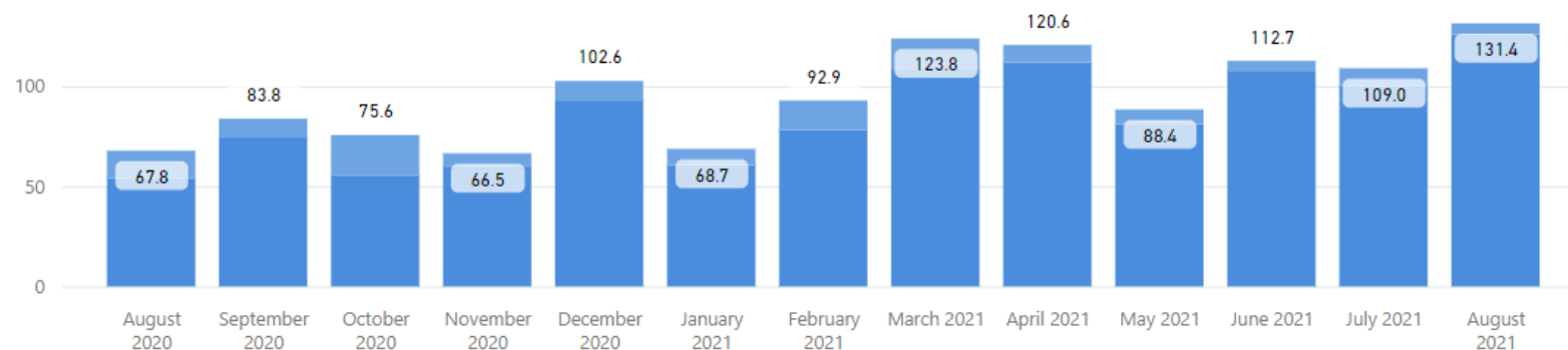
Service
Multiple selections ⌄

Priority Type
All ⌄

Received Filter

8/1/2020   8/31/2021

Received by Month

70
64
63
68
60
56   56   56   60
50
46   48   41   48

August 2020, September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021
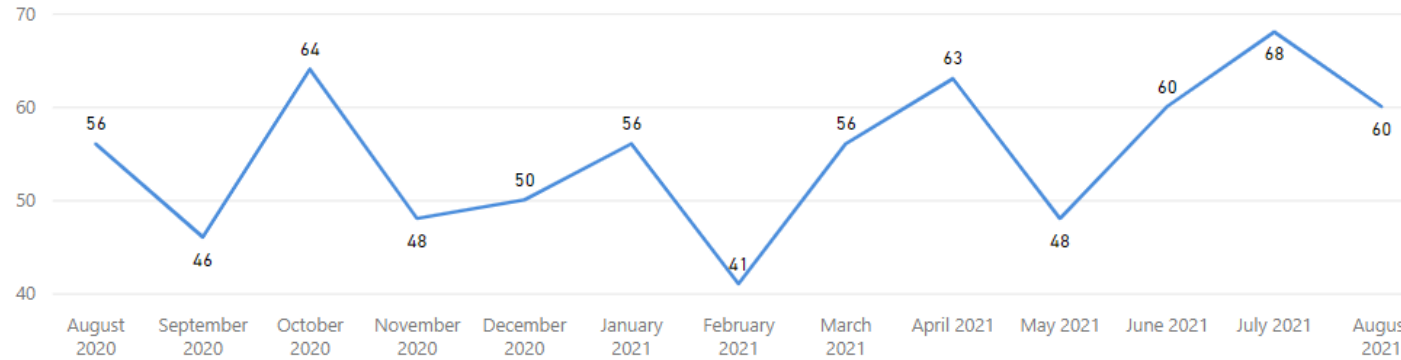
Total Received

716

Received per Month (Avg)*

55

Completed Filter

8/1/2020   8/31/2021

Completed by Month

80
85
69
63   63
48   57
45   47   42
29   31   31   22

August 2020, September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021, April 2021, May 2021, June 2021, July 2021, August 2021
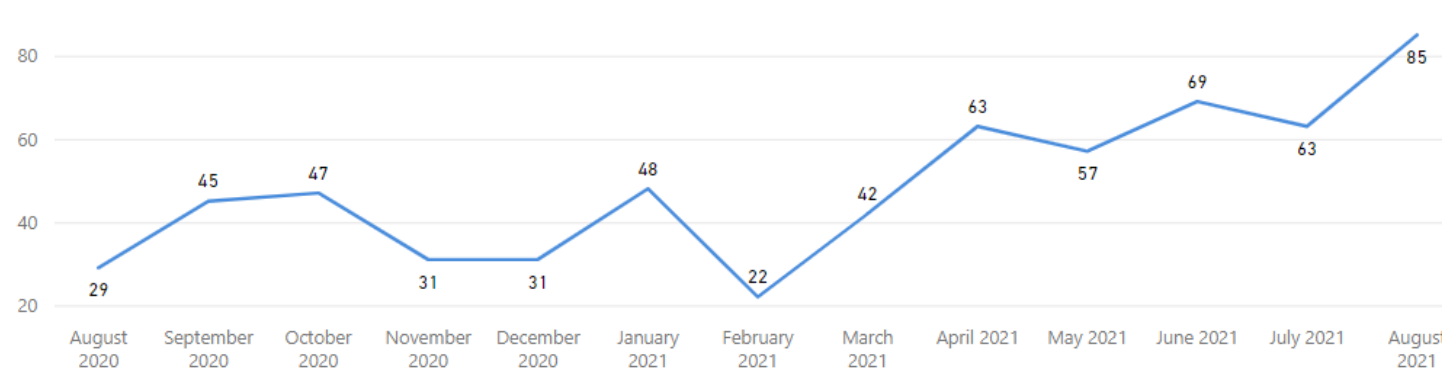
Total Completed

632

Completed per Month (Avg)*

49

* months with zero activity are not calculated into the average

Crime Scene Unit

Service
CSU Response

Priority Type
All

of Unassigned
0 ✓
Goal: 0

Pending Draft
285 !
Goal: 30 (-850%)

Pending Tech
745 !
Goal: 30 (-2383.33%)

Pending Admin
1 !
Goal: 0

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

832
Justice Trax Past Critical Age

125
Avg Age of Requests >30 D...
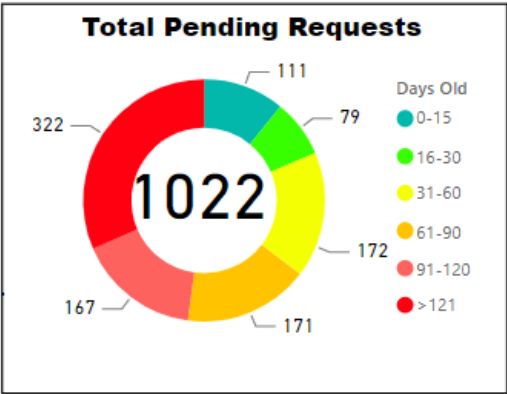
0
Age-Oldest Unassigned

729
Age-Oldest Pending Draft

742
Age-Oldest Pending Tech

326
Age-Oldest Pending Admin

Total Pending Requests

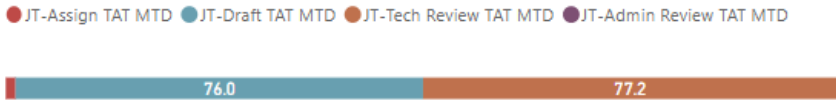1022

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

111
79
172
171
167
322

Overall TAT (Month to Date)
155.1 !
Goal: 30, 31

Overall TAT (Past 90 Days)
129.1 !
Goal: 30, 31

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

| 76.0 | 77.2 |

TAT by Phase of Work (Past 90 Days)

| 71.4 | 56.4 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
86863		31
86865		31
87911		22
76096	2021-001	165
80817	2021-017	112
82688	2021-026	84
85917	2021-033	43

*Reports without a Workflow Id# are not included in the Avg Age
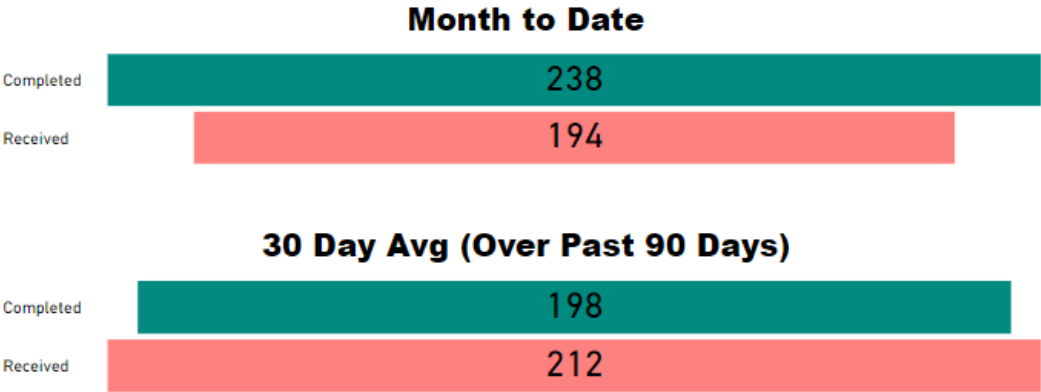
Quality TAT
61 !
Goal: 30, 31

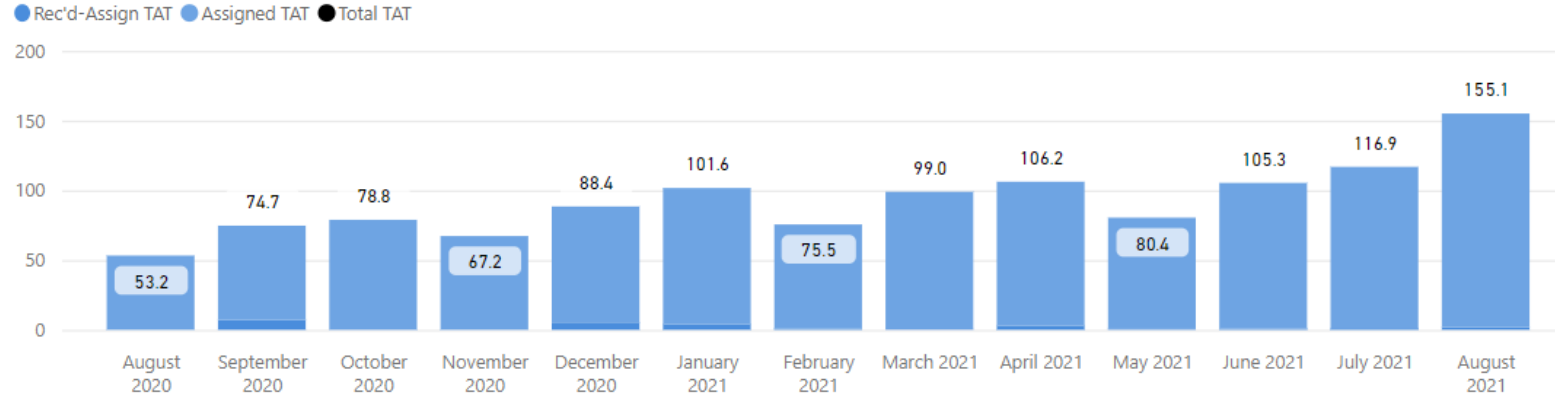### Avg Age of Open Reports*
55

Quality Filter
Crime Scene

Month to Date
Completed 238
Received 194

30 Day Avg (Over Past 90 Days)
Completed 198
Received 212

Date Range

8/1/2020 — 8/31/2021

Request Type

CSU Response

Priority Type

All

Total TAT by Month

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

Month	Total TAT	Inner value
August 2020		53.2
September 2020	74.7	
October 2020	78.8	
November 2020		67.2
December 2020	88.4	
January 2021	101.6	
February 2021		75.5
March 2021	99.0	
April 2021	106.2	
May 2021		80.4
June 2021	105.3	
July 2021	116.9	
August 2021	155.1	

Selected Time Frame Averages

95.76
Total TAT (Rec'd-Compl.) Avg

93.57
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	> 30 Days Old	w/in 30 Days
August 2020	168	110	58
September 2020	165	139	26
October 2020	157	142	
November 2020	102	88	
December 2020	313	285	28
January 2021	140	126	
February 2021	187	160	27
March 2021	180	175	
April 2021	216	201	
May 2021	79	68	
June 2021	156	140	
July 2021	200	177	
August 2021	238	223	

● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed
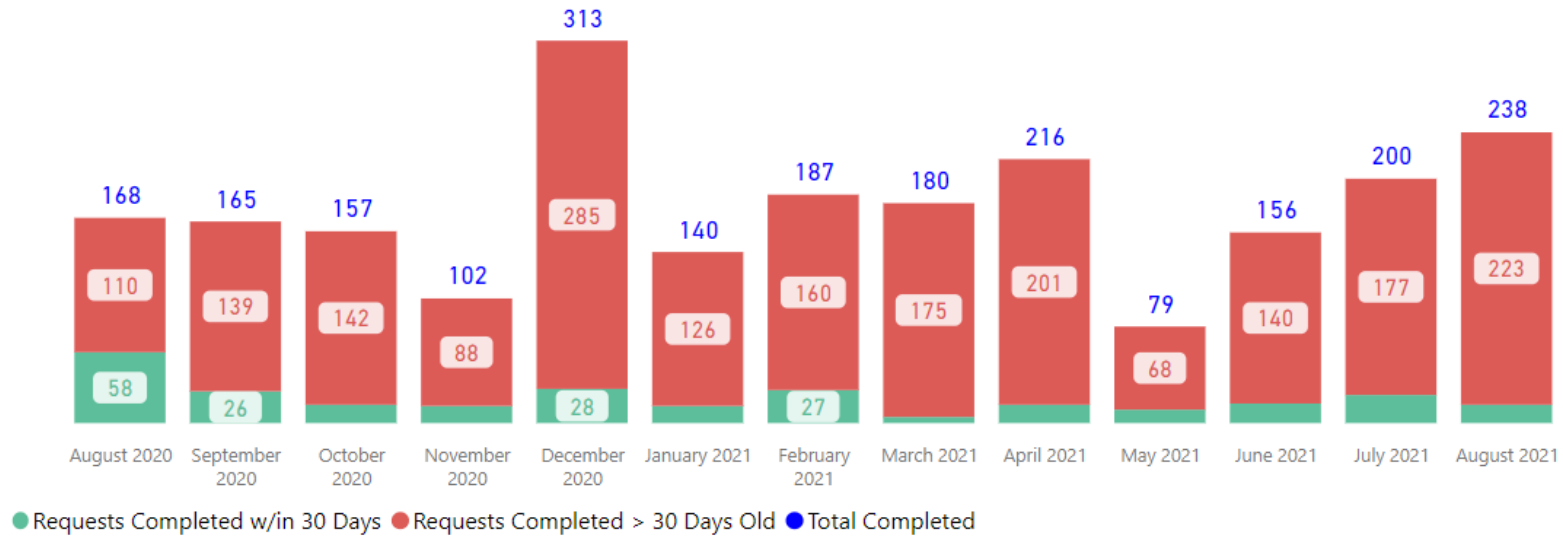
Received to Complete

2301
Requests Completed

2034
Requests Completed > 30 Days Old

88.40 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests
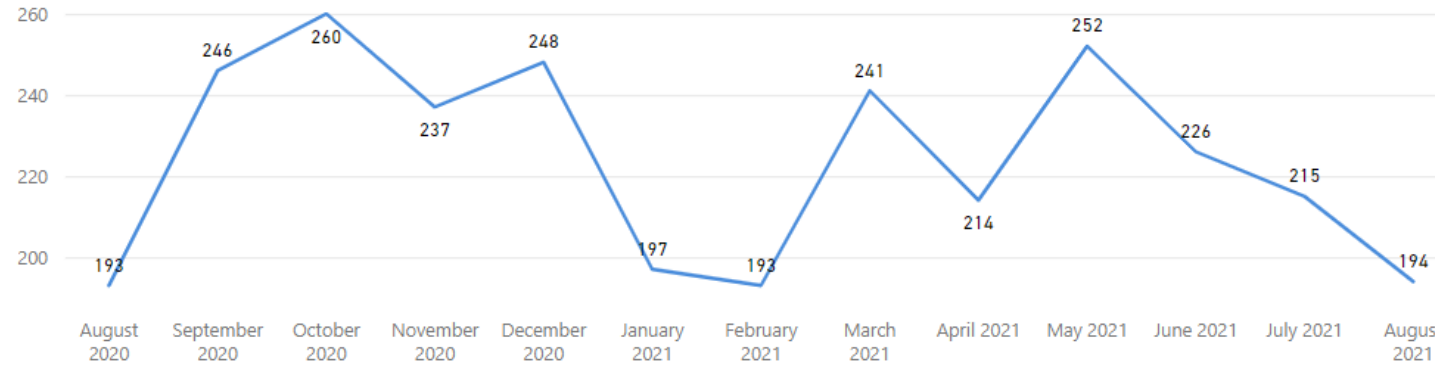
Service
CSU Response ▾

Priority Type
All ▾

8/1/2020   8/31/2021

Received by Month

Total Received

2,916

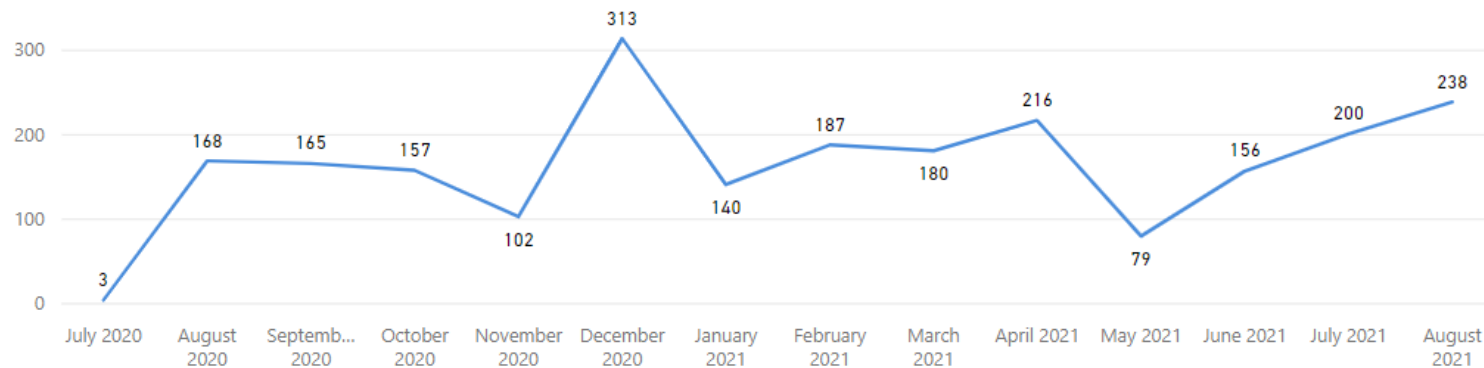## Received per Month (Avg)*

224

Completed Filter

8/1/2020   8/31/2021

Completed by Month

Total Completed
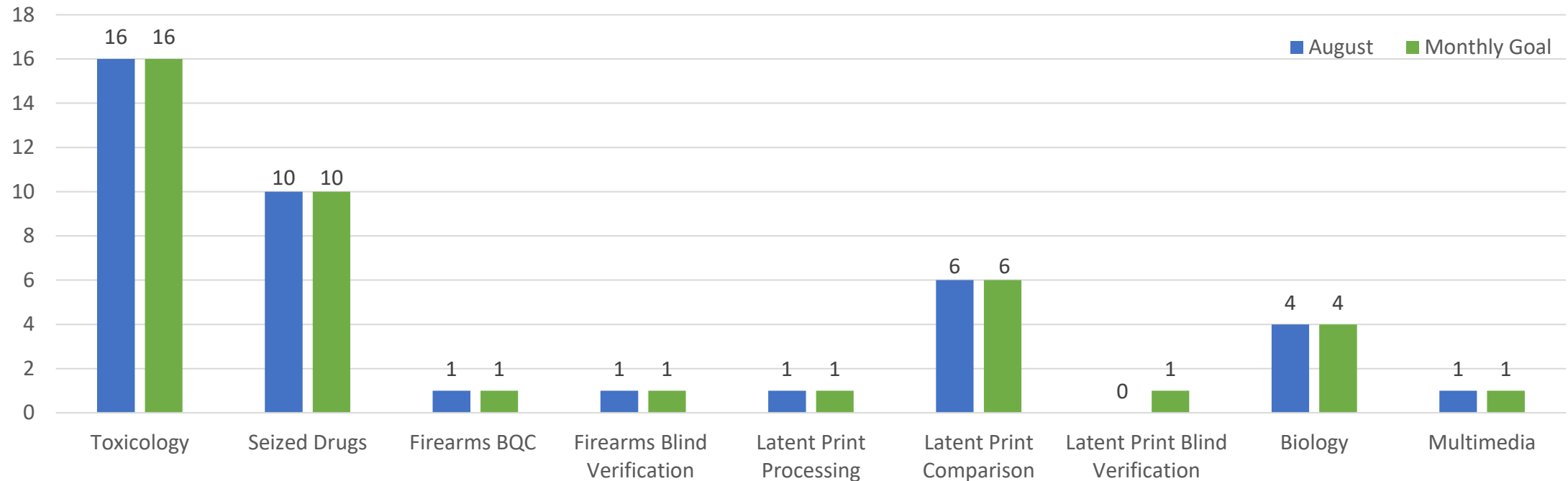
2,304

Completed per Month (Avg)*

165

* months with zero activity are not calculated into the average

Quality Division Report
September 10, 2021

Blind Quality Controls Submitted in August

Blind Quality: Accomplishments and Challenges

- Firearms blind quality control manuscript will be submitted to Journal of Forensic Sciences in September
- Firearms blind quality control abstract submitted to American Academy of Forensic Sciences annual meeting in February 2022
- Quality division working through challenges of the new lean six sigma workflow in latent prints

Forensic Discipline	Cases Completed in August
Toxicology – BAC	17
Seized Drugs	11
Biology	14 (DNA) 3 (screening)
Firearms	1
Firearms Blind Verification	3
Latent Print Processing	2
Latent Print Comparison	0
Latent Print Blind Verification	1
Multimedia	5

Organization of Scientific Area Committees (OSAC)

Conformance deadlines met for following standards:
Forensic Biology:
• Standard for Forensic DNA Analysis Training Programs
Digital and Multimedia Evidence:
• Standard Practice for Examining Magnetic Card Readers
Toxicology
• Standard Practices for Method Validation in Forensic Toxicology
• Standard for Report Content in Forensic Toxicology

Organization of Scientific Area Committees (OSAC)

Upcoming Deadlines:

Firearms Deadline April 6, 2022
• Best Practice Recommendation for Safe Handling of Firearms and Ammunition

Biology

Deadline May 4, 2022
• Standard for Validation of Probabilistic Genotyping Systems

Deadline August 3, 2022
• Standard for Training in Forensic Serological Methods
• Standard for Training in Forensic DNA Isolation and Purification Methods
• Standard for Training in Forensic DNA Quantification Methods
• Standard for Training in Forensic Short Tandem Repeat Typing Methods using Amplification, DNA Separation, and Allele Detection

Code of Ethics

Evidence — Staff members shall be unbiased and objective in all evidence examinations and assignments.

Truth — Staff members shall seek to discover the scientific truth in the evidence and shall report their findings and represent their credentials accurately.

Honesty — Staff members shall interact with others in a cooperative, respectful, and honest manner.

Independence — Staff members shall perform their work in a manner independent of undue influence, whether real or perceived.

Confidentiality — Staff members shall maintain confidentiality of restricted information obtained in the course of professional endeavors.

Scientific — Staff members shall follow sound scientific techniques and practices.

Ethics Policy

- Joint effort between Human Resources and the Quality Division

- Invitation to participate sent to technical sections

- Reviewed ethical policy examples and solicited feedback

- Comprehensive ethics policy with tiered approach drafted
  - All staff
  - Forensic science practitioners
  - Management

2021 Testimony Data

- 2021: 32 analysts have testified this year
  - 27 were monitored
  - 5 not monitored. Will need to be monitored during next testimony or transcript will be reviewed

- Transcript review project
  - Four transcripts being evaluated

Detailed Data

2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	7	
Toxicology		0	14	
Firearms		7	0	
Crime Scene		3	0	
Latent Prints		17	0	
Multimedia	Audio/Video	5	0	
	Digital	6	0	
Forensic Biology		11	21	

Quality Division Notifications
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-042	Client Services & Case Management	Incident	8/11/2021	During the accessioning of a toxicology DWI kit, the CS/CM specialist discovered that the kit had been accepted by HFSC in an unsealed manner.
2021-043	Crime Scene Unit	Incident	8/7/2021	A crime scene investigator did not make a video recording while responding to a homicide. Video recordings are required to be taken at homicides in accordance with the Crime Scene Unit SOP.
2021-044	Crime Scene Unit	Incident	8/9/2021	A representative from the Quality Division was not given an opportunity to review the training records or sign the authorization memo for crime scene investigator who returned to casework from an extended leave. The Quality Division's documented review of authorization memos is required by the Quality Manual.
2021-045	Crime Scene	Incident	8/11/2021	The CSU Director verbally granted a deviation from the CSU training manual; however, this deviation was not documented. The deviation lifted the requirement for scene observation reports to be completed for trainees that attended scenes for observational purposes only and will be incorporated into the next revision of the CSU training manual.
2021-046	Crime Scene Unit	Corrective Action	8/14/2021	A crime scene investigator did not collect or perform latent print processing on the cellphones in a vehicle at the vehicle examination building (VEB). Due to technology challenges with electronic documentation used at the VEB the investigator was unaware of the processing request.
2021-047	Crime Scene	Corrective Action	8/18/2021	A patent print in possible blood was not collected or documented correctly. The technical reviewer observed the patent print while reviewing the case photographs but could not locate comparative quality photographs of it.
2021-048	Crime Scene	Incident	8/20/2021	Bullet defect was not measured as it required by the CSU SOP. This was discovered as part of the technical review.
2021-IA-08	Crime Scene	Corrective Action	8/19/2021	During the 2021 internal audit, the audit team discovered that several reports, case notes and scene diagrams contained defects that required corrections.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.
For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.

Quality Division Notifications
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-049	Firearms	Incident	8/23/2021	A Firearms examiner did not swab a bullet with possible blood prior to decontaminating it. Although the submitting agency did not request the bullet to be processed for DNA, it is a requirement in the Firearms SOP that possible blood not collected by CSU be swabbed for DNA as a precautionary measure.
2021-041	Latent Print Section	Corrective Action	8/3/2021	The latent print processor did not photograph all possible suitable latent prints on an item of evidence. Because of the processing sequence used to develop latent prints, it is not possible to retroactively photograph them.
2021-IA-09	Multimedia	Incident	8/23/2021	During the 2021 Multimedia internal audit, the audit team observed the Word document used to capture original notes is not retained after it is copied and pasted into to the report template in JusticeTrax LIMS.
2021-IA-10	Multimedia	Incident	8/23/2021	During the 2021 Multimedia internal audit, the audit team observed that all original photographs are not permanently retained as is required by the Quality Manual.
2021-IA-11	Multimedia	Incident	8/23/2021	During the 2021 Multimedia internal audit, the audit team observed that staff who were absent from section meetings had not documented their review of meeting minutes as is required by the Quality Manual.
2021-PAR11	Multimedia	Preventive Action	8/19/2021	The Multimedia section purchased personal protection gloves designed to protects the analyst's hands while repairing damaged phones.
2021-050	Toxicology/Logistics and Equipment	Incident	8/20/2021	On two separate instances, packages shipped from an outsource laboratory containing toxicology evidence were received outside of the target delivery date. Because these packages were delivered after business hours, they were returned and stored at the delivery provider facility. HFSC only outsources one blood tube from each case for confirmatory analysis at a time and maintains the other blood tubes associated with the case in the section under refrigeration.
2021-051	Toxicology	Incident	8/25/2021	Due to insufficient volume in the original blood tube, an additional tube was sampled for confirmatory analysis. The analyst should have selected an additional tube with a similar collection time to the original tube used for analysis as required per the Toxicology Analytical Manual but collection time was not considered.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.
For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.

Quality Division Notifications
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-PAR10	Toxicology/Logistics and Equipment	Preventive Action	8/20/2021	The Logistics Department now maintains all blood tube lot numbers associated to its DWI kits. This information was available from the supplier but not previously maintained by HFSC. A fraudulent blood tube recall highlighted that the blood tube lot numbers could not be readily associated with the respective DWI kits.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.
For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.