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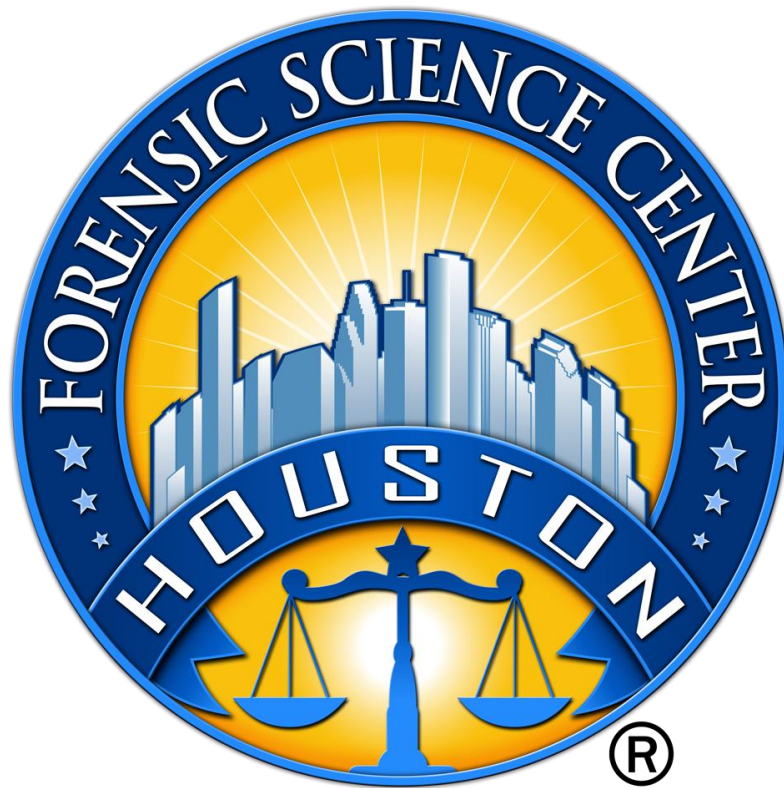
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

April 9, 2021



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
April 9, 2021

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

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

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

Attending the virtual meeting

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

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

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_Y2E4Y2I2YmMtZjc1ZS00ZjRILWE2OWUtMmViZWJkZDkwMWZk%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=31adecc0-b664-4ac5-829c-

9503f2d162f1&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

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

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

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

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

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org no later than 9 a.m. Thursday April 8, 2021.

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

If you have questions regarding attending this virtual meeting please contact Ashley Henry, interim secretary, at **713-557-7668**.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from March 12, 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.

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

6. Report from Dr. Peter Stout, president and CEO, regarding current turnaround times, staffing, outreach efforts and the impact of an incident at the Washington, D.C. Department of Forensic Sciences, on the forensic community.
7. Quarterly treasurer's report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.
8. Presentation from Mr. Leach, regarding approval of proposed fiscal year 2021 budget reallocations, and possible related action.

Reports and presentations by staff

9. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, a crime scene unit disclosure to the Texas Forensic Science Commission, survey responses, proficiency testing and testimony monitoring.
10. Monthly operations report from Ms. Aimee Grimaldi, project engineer, regarding a review of turnaround times, backlogs and ongoing process improvement projects.
11. Report from Ms. Carina Haynes, acting director of the crime scene unit (CSU), regarding the continuing increase in homicide rates and a description of new performance goals for the section, supervisors and individual crime scene investigators.
12. Adjournment.

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

I, Ashley Henry, interim secretary, do hereby certify that a notice of this meeting was posted [online](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 6th day of April, 2021, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 6th day of April 2021.

Ashley Henry

Open Meeting Laws Subject to Temporary Suspension

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

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

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

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
 - TEX. GOV'T CODE § 551.121(f)(1)
 - TEX. GOV'T CODE § 551.122(d)
 - TEX. GOV'T CODE § 551.125(e)–(f)
 - TEX. GOV'T CODE § 551.126(d)(1)
 - TEX. GOV'T CODE § 551.127(f), (j)
 - TEX. GOV'T CODE § 551.130(e)–(f)
 - TEX. GOV'T CODE § 551.131(e)(1)
 - TEX. GOV'T CODE § 322.003(e)(3)
 - TEX. GOV'T CODE § 436.054(e)
 - TEX. GOV'T CODE § 845.007(f)(3)
 - TEX. GOV'T CODE § 855.007(f)(3)
 - TEX. AGRIC. CODE § 41.061(c)–(d)
 - TEX. AGRIC. CODE § 41.1565(c)–(d)
 - TEX. AGRIC. CODE § 41.205(d)–(e)
 - TEX. AGRIC. CODE § 62.0021(c)–(d)
 - TEX. EDUC. CODE § 66.08(h)(2)(B)
 - TEX. FAM. CODE § 264.504(e)

- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

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

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

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

March 12, 2021

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

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on March 9, 2021 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9:00 a.m. on March 12, 2021.
- E. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Lois Moore, Vicki Huff and Tracy Calabrese. Chairwoman Mitchell declared a quorum.
- F. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- G. Chairwoman Mitchell recognized Secretary Jordan Benton for her years of service to HFSC and acknowledged Ms. Benton’s last day with the Corporation, March 12, 2021. Chairwoman Mitchell thanked Secretary Benton for her work with the board and presented a plaque to commemorate the occasion. Each member of the board expressed appreciation to Secretary Benton and wished her well.
- H. Chairwoman Mitchell asked the board to consider the appointment of Mrs. Ashley Henry as interim secretary of the Corporation, to serve in this capacity until the board is able to consider a candidate to fill the vacant position. The chairwoman introduced Mrs. Henry, HFSC’s manager of the client services and case management division (CS/CM), to the board for consideration. Director Moore made a motion to appoint Mrs. Henry. Director Blancett seconded the motion. Secretary Benton called the roll and the following

directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Lois Moore, and Vicki Huff. With none opposed, the motion passed unanimously. At the conclusion of the vote, Ms. Benton's resignation from the position of corporate secretary became effective immediately.

- I. Chairwoman Mitchell stated members of the public would now be given an opportunity to address the board. She stated the meeting agenda provided the public with an email address and phone number to sign up for public comment in advance. The chairwoman asked Secretary Henry if any members of the public wished to address the board. Mrs. Henry said no members of the public requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board during this time. Chairwoman Mitchell closed the public comment period at approximately 9:13 a.m.
- J. Chairwoman Mitchell asked if any changes needed to be made to the February 12, 2021, board meeting minutes. No directors offered changes. Director Hilder made a motion to approve the minutes. Director Vasquez seconded the motion. The chairwoman called for a voice vote and the motion passed unanimously.
- K. Chairwoman Mitchell announced Dr. Peter Stout, president and CEO, would be delayed in joining the meeting and the board would proceed with the report from Dr. Amy Castillo, vice president and COO. The chairwoman stated Dr. Stout would present his report to the board, upon his arrival.
- L. Dr. Amy Castillo provided an update regarding the impact of the severe winter weather in February, on HFSC operations. Dr. Castillo stated HFSC directed staff to prepare to work from home, in anticipation of the severe weather. However, she acknowledged the corporation's plan was disrupted when a large number of staff were unable to work from home due to prolonged power outages. She stated the lab's unexpected one-week shut down during this weather event, caused HFSC to lose ground on its recent progress. Dr. Castillo reminded the board that staff will soon reach the one-year milestone of working modified schedules (COVID19 schedules), which presents an additional challenge to HFSC's recovery. Dr. Castillo also commented on the Lean Six Sigma (LSS) project in the latent print section and said this month would be a challenge for that section's capacity. She announced that Aimee Grimaldi will be presenting the operations report and an update on this LSS project at the next board meeting in April. Dr. Castillo said HFSC was unable to conduct casework onsite for five days and staff members were unable to consistently work from home. She said that of the 294 requests completed during the shut-down, approximately 190 were from the toxicology section. Dr. Castillo said production started back quickly when staff returned onsite. She said the storm impacted evidence transport, which normally includes 700-800 items of evidence per week. She said no items were transferred during the week of the storm. She stated evidence transfers require a full day to complete, which is more challenging currently, because of the 50% reduction in staff onsite. Dr. Castillo said CS/CM limited the number of evidence items transported after the weather event. She said these limitations did not severely impact the analytical sections but did impact CS/CM and NIBIN. Dr. Castillo said evidence transfers are now back to normal. Dr. Castillo said HFSC has made a lot of

progress with staff vaccinations and as a result, certain HFSC sections will be coming back onsite at 100%. She stated CS/CM will return to full staff on March 29, 2021, while seized drugs, digital multimedia, and firearms will return to full staff on April 5, 2021. Dr. Castillo assured the board that staff onsite would continue wearing masks and social distancing by limiting the number of staff working on each floor. She also emphasized the importance of bringing certain sections back onsite who desperately need to return at 100%. Dr. Castillo said last month the seized drug backlog was plateauing; however, due to the storm, the backlog has increased from 314 requests to 392 requests. She stated HFSC's plan is to spend the month of April focusing on the backlog and seized drugs will present at the board meeting in May. Dr. Castillo said the toxicology backlog remained status quo between January and February. She stated the expected date for the blood alcohol backlog clearance has been extended two weeks to June 30, 2021. She said toxicology will present at the board of directors meeting in June. Dr. Castillo said the storm impacted how many requests the forensic biology section was able to complete. She said the section has been ahead for the last couple of months and is still on target to eliminate the backlog. She stated the in-house sexual assault kit backlog still decreased, and this backlog should be cleared by the end of April. Dr. Castillo said the biology section is outsourcing incoming kits to allow HFSC staff to focus on the in-house backlog and training. She said the visible increase in the sexual assault kit backlog was due to the biology section's inability to issue outsource reports during the storm, but the section has made progress. She said that four DNA analysts are in training and on schedule to be signed off in August.

- M. Chairwoman Mitchell introduced the next agenda item, the outsourcing of forensic biology DNA services to help eliminate HFSC's sexual assault kit backlog, funded by the FY19-BJA DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant. She reminded the board the initial contract was approved by the board in 2020. Dr. Castillo stated outsourcing is a critical component to clearing the backlog, which also allows HFSC staff to focus on the in-house backlog and training. She said cost savings from the FY19 grant are now available for HFSC to reallocate to outsourcing. She said approving these contract amendments allows HFSC to make a smooth transition to the next grant award by outsourcing remaining shipments to vendors without interruption. Director Cohen asked questions regarding the number of kits currently in the backlog, how HFSC determines which kits to outsource and which laboratories are used. Dr. Castillo said 619 kits are in the backlog: 140 in-house, 384 outsourced, and 95 awaiting outsource review. She stated incoming kits are being outsourced through the end of the year and kits that have been processed within the lab, are staying in-house. She also said HFSC currently outsources to Bode in Virginia and Signature Science in Austin. Chairwoman Mitchell said the contract amendment for the board's consideration, is between HFSC and Bode Cellmark Forensic for DNA services, to be funded by the FY2019-BJA DNA-CEBR federal grant. She stated the anticipated budget is \$457,607.00, but not to exceed the total allotted outsourcing budget of \$915,214.00. Director Cohen made a motion to approve the Bode Cellmark Forensics contract amendment. Director Hilder seconded the motion. Secretary Henry called the roll and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Lois Moore, and Vicki

Huff. With none opposed, the motion passed unanimously. Chairwoman Mitchell asked the board to consider the second CEBR grant funded contract amendment between HFSC and Signature Science, LLC. Director Hilder made a motion to approve the contract amendment and Director Moore seconded the motion. Secretary Henry called the roll and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Lois Moore and Vicki Huff. With none opposed, the motion passed unanimously.

- N. Chairwoman Mitchell stated HFSC is fortunate to receive grant dollars every year and in the interest of quickly responding to time-sensitive requests for grant contract amendments, the Board may want to consider using the approval process in its current financial policies. She said these policies allow the Chair and Vice Chair to approve this level of spending, along with Dr. Stout and Dr. Castillo. She stated if the board approaches grant dollars in this way, the board would be updated at the next boarding meeting following the approval. Chairwoman Mitchell asked the board if this process would be agreeable. She stated the board would not need to vote on the matter, but she did want to reach a consensus on the proposal. Director Blancett asked how quickly the turnaround time would typically be for HFSC grant contract amendments. Ms. Akilah Mance, general counsel, said HFSC's turnaround time for approving amendments can be quick, depending on the grant, where HFSC is in the grant year, and the budget. She reminded the board of Board Resolution 2015-001 which sets out the approval mechanism for corporate expenditures. She also reminded the board of its approval to incorporate this approval mechanism in HFSC's financial policies approximately 1.5 years ago. Ms. Mance said HFSC presents all amendments and expenditures above the \$200,000 threshold to the board, by practice and habit, but the financial policy already allows the chair or vice chair to approve instead. Dr. Castillo informed the board that time-sensitive grant budget adjustments are often a result of the unpredictable nature of the federal approval process, rather than HFSC's decision-making timeline. Director Blancett also inquired about the ways in which approval by the chair and vice chair would be recorded. Ms. Mance explained the contract amendment would include documentation and HFSC's procurement workflows would provide additional documentation. She further explained the board would have a full and public accounting of the amendment at the next board meeting following approval. Ms. Mance stated staff would work with the board regarding the details of this process and the proposal would be limited to grant contracts, that were previously approved by the board. Chairwoman Mitchell asked for any additional questions and no questions were received. She stated the board had reached a consensus on moving forward with this proposal and the chairwoman would discuss details with HFSC's staff.
- O. The agenda item regarding the president and CEO's report, was taken out of order, at the discretion of the chairwoman. Dr. Peter Stout, president and CEO, reported concerns still remain about turnaround times and completed requests, but stated having staff back onsite will help. He said staffing has been active and noted a few changes to the presentation including the withdrawal of one DNA analyst's acceptance of HFSC's offer

of employment. He also stated the NIBIN technician opening has been filled internally from CS/CM, which creates a new vacancy in CS/CM. He discussed HFSC's decision to put the open crime scene investigator (CSI) position on hold due to the number of CSIs in training (10) and/or being signed-off, which is a significant load for the unit to manage. Dr. Stout acknowledge three staff members who achieved certification. He also gave an overview of staff outreach activities and commended the staff's ability to interact with a diverse group of organizations through virtual outreach events. Dr. Stout described the impact of severe winter weather on the 500 Jefferson building and HFSC operations. He addressed weather-related issues in the building, including water in the basement, exposed and frozen pipes, HVAC issues, ruptured pipes in the heat exchangers, and network outages. He stated HFSC did not suffer any damage to its workspaces. He stated building management was able to resolve weather related issues in a timely manner. Dr. Stout stated the greatest impact on productivity was power outages at staff members' homes. He commended the building owner and staff's response to facility issues during the storm, which Chairwoman Mitchell echoed. Dr. Stout provided an update from the CSU Lean Six Sigma (LSS) project, which identified the manual nature of CSI's documentation in the field. He described several steps in the process that are duplicative, time consuming, require transcription, and leave room for variability between CSIs. Dr. Stout stated CrimePad is a product HFSC should revisit to help find better engineered solutions for CSU. He described CrimePad as a software system designed for primary use as a mobile application on tablets, to help CSIs document crime scenes. Dr. Stout stated CrimePad is able to integrate with HFSC's laboratory information management system (LIMS), which means case notes and documentation can directly upload to LIMS as part of the report, without transcription or duplicative work. He said CrimePad also has the ability to print evidence labels in the field, enforce validation rules, and provide real-time visibility into what occurs at crime scenes. Dr. Stout said CrimePad has thousands of individual users and the company states its software is currently used in 30 different agencies. Dr. Stout said some of these agencies are using CrimePad in ways that are similar to what HFSC intends to do. Director Blancett asked questions about CrimePad's ability to audit information entered into the database and integration into LIMS. Dr. Stout said the software has a full audit trail and audit report capabilities. He said LIMS should not need any changes to work with CrimePad, but may require some work to integrate with some of the alternate programming interfaces (APIs). He stated an established agency has integrated CrimePad with JusticeTrax, which is promising. He said CrimePad would be an improvement for CSU even without integration. He acknowledged CrimePad's ability to pull information from HFSC's other systems is a more difficult and complex integration. He said the budget includes software licensing, mobile tablets, and printers. He informed the board of a few CSIs who are currently testing CrimePad and recommended attempting to procure licensing early in the next fiscal year. He estimated CrimePad would take 3-6 months for integration into LIMS, followed by three months for training. He stated CrimePad could reasonably be active by the first quarter of next calendar year. In response to Director Blancett's question regarding integration, Dr. Stout said Seattle Police Department has integrated CrimePad

with a different version of JusticeTrax.

- P. Ms. Erika Ziemak, quality director, said the quality division was four samples short of its goal for February blind submissions in toxicology due to the winter freeze. She said quality does have a plan to send more blind toxicology samples over the next few months, while spacing them out through normal casework, to stay on track to meet the annual goal. She stated all other blind submissions were on target for the month. Ms. Ziemak said HFSC has submitted a manuscript to the Forensic Science International journal, through a collaboration with CSAFE (Center for Statistics and Applications in Forensic Evidence). She said the manuscript is in the adjudication phase, which allows editors to provide feedback to the coauthors, who in turn, incorporate the changes. Ms. Ziemak said a latent print (LP) examiner incorrectly identified a real case as being a blind submission. She reminded the board of her previous report regarding an actual blind submission which was correctly identified by another examiner. She stated both examples highlight the challenge quality faces in attempting to mimic real casework. In response to Director Cohen's question regarding blind submissions generally, Ms. Ziemak explained the blind quality control program involves the quality division submitting fictitious cases into the normal workflow, without the analyst's knowledge. Ms. Ziemak said blind submissions allow HFSC to gain unique insight into the workflow and serve as a compliment to the open proficiency testing required for accreditation. She also stated HFSC has one of the most robust blind proficiency programs in the nation, submitting over 40 samples each month. Ms. Ziemak discussed the work of the Organization of Scientific Area Committees (OSAC) in creating discipline-specific standards for its registry. She reminded the board of its previous vote to voluntarily incorporate OSAC standards into HFSC policies, within one year of inclusion in the registry. She said the OSAC registry currently includes published standards in forensic biology (two), digital and multimedia (three), and toxicology (one). She said HFSC sections are aware of these standards and working towards achieving compliance. Ms. Ziemak said the Standard for Validation Studies of DNA Mixtures, and Development and Verification of a Laboratory's Mixture Interpretation Protocol is a standard that requires HFSC to complete additional lab work to achieve compliance. She stated quality is working with biology on this effort, having discussed a timeline and scheduled weekly meetings, to ensure all are on target. Ms. Ziemak said HFSC will be submitting a disclosure to the Texas Forensic Science Commission (TFSC) involving a former LP examiner who is no longer employed by the corporation. She said HFSC identified database searches the examiner failed to perform. She explained when the latent print section obtains a latent print from an item of evidence, the print can be searched in the AFIS (Automated Fingerprint Identification System) database; a database which has three levels – county, state, and federal. She stated HFSC's investigation revealed discrepancies between the former LP examiner's case notes and what actually occurred with the database searches. She said HFSC has informed Harris County District Attorney's Office (HCDAO), TFSC, and ANSI National Accreditation Board (ANAB). She also said the investigation is active and ongoing, so the information presented is not a final conclusion. Ms. Ziemak stated one of the notifications included a capital murder case where the examiner documented four latent prints as having "no hits" in each of the three databases, however, HFSC discovered the results of the submitted state database

searches were never viewed by the examiner. Additionally, she stated the four prints were never searched in the federal database, which could potentially result in a missed association with a known individual. Ms. Ziemak said HFSC has now viewed the previously unviewed state search results and performed the federal AFIS search, which was not submitted by the examiner. As a result, Ms. Ziemak stated one of the four prints searched in the federal database resulted in a preliminary association with a known individual, who was previously not associated with the case. She said the LP section is reworking the entire case with HCDAO's approval. As of this date, she said HFSC has reviewed 55 cases from this former LP examiner and identified 11 discrepancies/inconsistencies between the case documentation and documentation within the databases. She said HFSC is compiling case information and in the process of providing that information to the HCDAO. Ms. Ziemak said the former LP examiner was employed at HFSC for six years and worked over 1,000 cases. She said HFSC does not have the resources to rework all of these cases and needs more information from HCDAO to help navigate decisions regarding the next steps forward. She stated at this point in the investigation, HFSC has found no evidence that any of the examiner's comparisons or identifications have issues. She reminded the board that when an identification is made, it automatically goes to a second, independent verifier who must agree with the conclusion before it is confirmed. Ms. Ziemak stated this second verifier is a quality control mechanism built into the process. Despite the quality control measures for positive results, she acknowledged this investigation presented an opportunity to review the risks associated with negative results, and to improve HFSC's processes. Director Blancett asked about the number of LP negative results as compared to the number of positive results, however Ms. Ziemak stated the LP section would be in the best position to provide that information. Director Blancett also asked if HFSC is able to go back and look at cases to find potential false negatives, and if HFSC can identify a statistically significant percent of cases to review in an audit. Ms. Ziemak stated reviewing all negatives conclusions would involve an extensive manual element and HFSC would need to do more research to determine an appropriate percentage of cases to review. She said quality wants to discuss options with the HCDAO to determine the best approach moving forward. Dr. Stout said HFSC could potentially invest in a retroactive audit but would need to stratify the approach to attack the biggest risk first. He said the system provides several controls around the inclusion of a print, but unlike DNA, latent print results are not a binary event for a false negative or a false positive result. Dr. Stout also acknowledged the challenge in reviewing negatives/ no hits in latent prints is the AFIS algorithm does not always return the same results twice and fingerprint are constantly added to the database. Director Huff asked about the potential for electronic monitoring to ensure prints are actually searched in the database. Ms. Ziemak said the quality division is collaborating with LP management to see where they can incorporate quality control checks and preventing recurrence is part of quality's investigation. Director Vasquez asked about HFSC's reliance on the HCDAO's opinion regarding how to proceed with the audit. Ms. Ziemak clarified her comments, stating HFSC is open to considering opinions from stakeholders, but ultimately HFSC needs to be comfortable with the outcome, as does HFSC's accrediting body and TFSC. Dr. Stout stated HFSC has a duty to notify and correct case errors, as does the HCDAO under *Brady* and Michael Morton Act. He stated HFSC is working with HCDAO on how to approach and

mitigate the most serious risks first. Ms. Ziemak informed the board that proficiency testing for 2021 has started, although a few lingering 2020 tests are still being completed. She said three analysts have testified this year, and all have been monitored. She stated four transcripts have been received, three in biology and one in firearms, all of which will be reviewed in the next round of the transcript review project.

- Q. Ms. Carina Haynes, acting crime scene unit (CSU) director, said the severe winter weather did impact CSU. She explained that in an emergency situation, CSU moves to an emergency schedule where all crime scene investigators (CSI) report to the office and work in rotating shifts. She said during the winter storm she asked for CSI's to volunteer instead of activating the emergency schedule. She said this option was taken in consideration of the home life of all CSIs. She said CSU received nine volunteers to work during the winter storm; working 12-hour shifts, from 6am-6pm and 6pm-6am. She also said a work from home option was available to CSIs who did not volunteer to come onsite. Ms. Haynes further explained the work from home option required CSIs to find a crime scene related online course or training, obtain supervisor approval, and create a presentation or written document. Ms. Haynes said if staff did not volunteer and could not work from home, vacation time was used. She stated CSU was able to monitor HFSC's controlled spaces, mitigate building issues quickly and prevent additional weather related issues from occurring. Additionally, she stated CSU responded to two death investigations, two aggravated assaults, four homicides, and one officer involved shooting. She said CSU took advantage of the snow as a training opportunity and were able to practice casting shoe prints in the snow with snow-print wax. She said CSU learned several lessons from the winter storm. Ms. Haynes said CSIs appreciated the volunteer schedule and work from home options, while HFSC benefitted from having CSU onsite to quickly address building issues. She acknowledged communication among the unit was difficult, but stated CSU could now utilize the Everbridge mass text system, to disseminate information to its staff in a quick and uniform manner in future emergencies. Ms. Haynes said the crime rates are trending upward, with a 67% increase in homicides between January 1, 2021 and February 28, 2021, an increase since last year at the same time which was a 56% increase in homicides between January 1, 2020 and February 29, 2020. She said this trend is occurring across the country. Ms. Haynes displayed a weekly FBI chart comparing homicide rates in major cities across the country. Ms. Haynes said CSU is focusing on projects and continuous improvements. She said one of those projects is the revision of annual performance goals. She stated CSU develops sections goals each year; however, no one could predict what 2021 would look like and therefore, CSU is revising goals to be more attainable for the entire unit. Ms. Haynes said she will get input from CSIs about the goals and meet with supervisors to go over mid-year reviews, including how to give feedback to CSIs about their progress and communicate information about the newly revised goals. Ms. Haynes stated four new CSIs are starting in March, and two graduated from the training academy today (03/12/2021) who will report to work on Monday to start the HFSC training program. Ms. Haynes said CSU will begin running its drone program parallel to current practices after March 16, 2021. She said CSU will use the drone to capture data, in addition to current mapping practices like sketching and FARO. She stated CSU will compare the data from the drone with current practices to see what works best in each situation. She

stated CSU has been working on improving lighting techniques at outdoor scenes. She said one CSI discovered a way to repurpose HFSC tripods by mounting rechargeable and waterproof lamps/lights on the tripod, for use on scene. Ms. Haynes said the last improvement in CSU is an upgrade to Dataworks, a photo storage system controlled and operated by HPD. She stated CSIs go to the crime scene, take photos, report back to HFSC and upload the photos into the digital database (Dataworks). She said in the past, Dataworks ran on Internet Explorer, but since Internet Explorer is being phased out, CSU needs to find a better way to access the program and upload photos quickly. Previously, CSIs were required to use one of three kiosks to upload photos, but with the new upgrades, CSIs can view photos quicker and upload photos from their desk. Director Blancett asked if there was any way to integrate the photo database with CrimePad and posed concerns about creating silos for data. Dr. Stout said that Visionations is the company that develops CrimePad and some integrations are available for a photograph archive system. He said it places a value on the photograph to monitor changes and this topic is an ongoing conversation with HPD. He said there is potential for integration between Dataworks and CrimePad and HFSC is pursuing those options. He stated the time it takes to upload photos into Dataworks is very slow and some of the issues include the virtual private network connection, memory on existing computers, server updates with HPD, and client updates with HFSC. Director Blancett asked if the digitalization would help make the workflow easier to follow and identify when SOPs were not being followed. Dr. Stout said CrimePad software does have mechanisms built into it, for this purpose.

- R. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Hilder made a motion to adjourn. Director Cohen seconded the motion. The meeting ADJOURNED at approximately 11:03am.

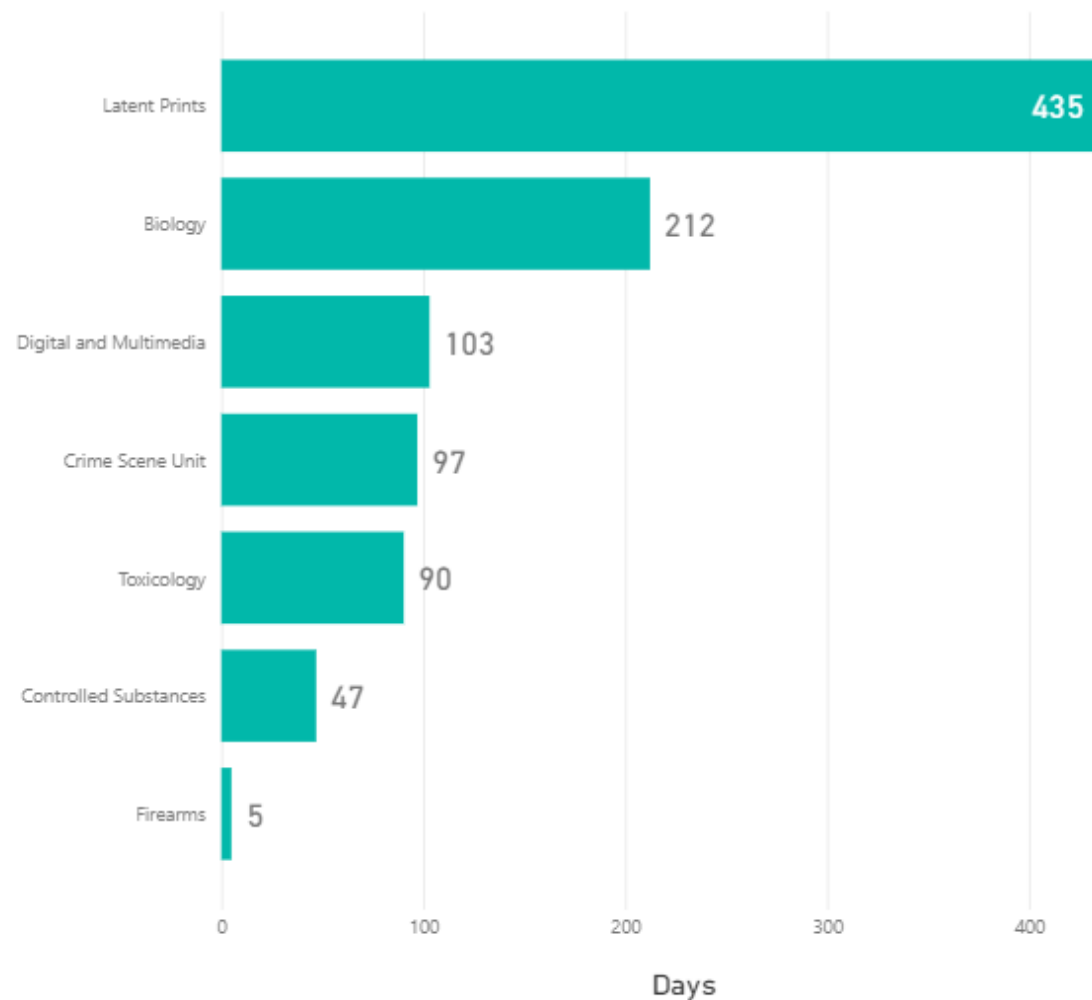
By:_____

Ashley Henry, Interim Secretary

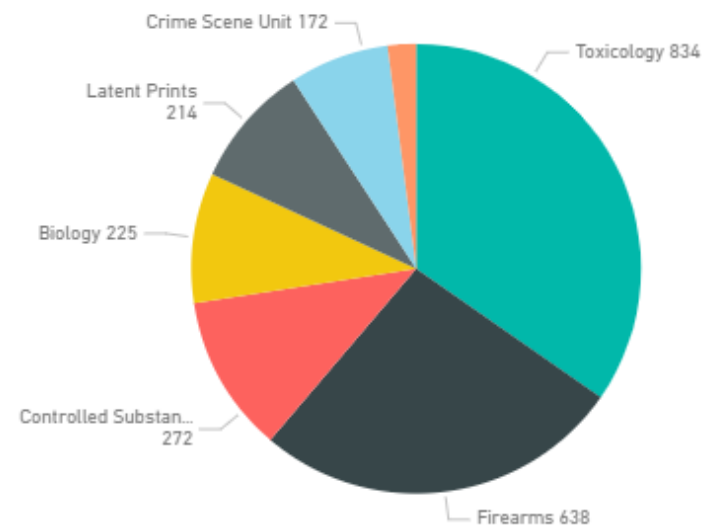
President's Report

April 9, 2021

Average Turnaround Time for March 2021



Requests Completed by Section



Turnaround Time - Days

106

Completed Requests

2404

Month Completed

- 01-January
- 02-February
- 03-March

Year Completed

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021

This data is current as of 3/30/2021.

Staffing April 5, 2021

209 staff

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

7 open positions, 3 offers accepted

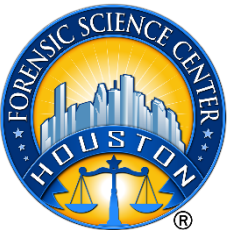
- 1 CODIS liaison
- 1 NIBIN technician (internal)
- 1 toxicology analyst

4 active vacancies

- 1 CS/CM evidence technician
- 1 forensic analyst – forensic biology/DNA
- 1 latent print examiner
- 1 public information officer/board secretary

2 on hold

- 1 crime scene investigator (experienced)
- 1 quality specialist



Outreach

- Meeting with CM Sallie Alcorn to talk about property room consolidation
- Variety of meetings with lawmakers and their staff to discuss forensic-related bills pending in the legislature
- Participated in a National Drugs and Alcohol Facts Week panel for high school students
- National Institute of Justice (NIJ) forensic meetings
- News conference on fentanyl-laced XTC tablets
- Presentation to HPD's Citizen's Academy



Staff outreach

- Toxicology supervisor Corissa Rodgers did Skype-a-Scientist with Del Mar High School
- CSIs Maiya Griffin and Brandon Kellett held an intermediate crime scene course at the HPD Training Academy
- CSI Maiya Griffin. Shanaihi Patel of latent prints and Patrick Tynan of seized drugs presented to the HPD Citizen's Academy

Autopsy

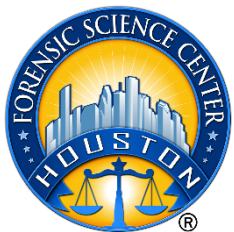
of a **Exposing the
Flaws
in Forensics**
Crime
Lab

Brandon Garrett's
book



Firearms

Scandals and scopes



DC lab: what appears to have happened

- Misidentification in the firearms section: examiner reports an identification _ the cartridge cases were fired from the **same** firearm
 - Multiple analysts in the DC lab firearms section initially agree with this result
 - U.S. Attorney's Office _ for unknown reasons _ has external examiners review the evidence
 - Those examiners report an elimination _ the cartridge cases were **not** fired from the same firearm
 - Two examiners from the DC lab look at the evidence again and agree with the external analysts that cartridge cases are an **elimination** and were **not** fired from the same firearm
 - At some point, the initial examiner uploaded the wrong photo into the case file. What impact this had on the error itself remains unclear
- ** *apparently, according to public reports, lab management pressured analysts to change their elimination finding to inconclusive***
- ***Friday, April 2, ANAB suspends the lab's accreditation***

Major issues based on publicly available information

- Pressure on analysts to change their result from elimination to inconclusive
- Findings misrepresented to external agencies, including the Office of Attorney General, ANAB and the Office of Inspector General
- Attempt to withhold documents from disclosure
- Months of refusal to admit a mistake, conceding only later to an “administrative” error referring to the wrong image being uploaded to the case file

***** As a result, OIG report questions the credibility of the ENTIRE lab and its management, not just the firearms section***

What
prevents
this
happening
from HFSC?

- Transparency, transparency, transparency
 - Internal
 - External
 - Texas disclosure requirements
 - **Quality culture**
- Firearms processes:
 - Results are documented on images **and** in a worksheet in real time
 - Reviewers compare case numbers recorded in case record and on images to ensure they correlate
 - Reviewers look at images to ensure the areas documented as the basis for the result correlate to the result
 - Method in place to document disagreements between examiners

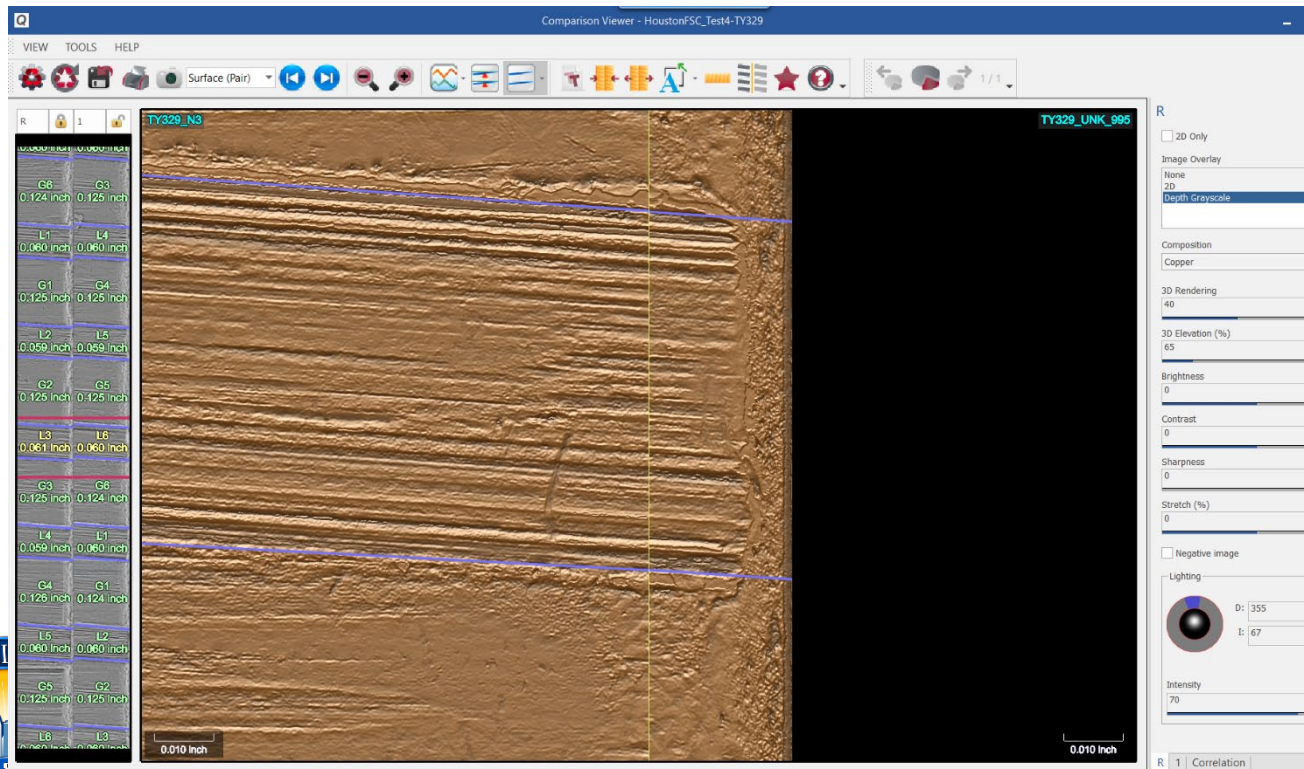


Lessons for HFSC

- HFSC takes steps to prevent examiner bias, including avoiding having an analyst that already knows a result from participating in a “reexamination”
- Court orders can create a situation where HFSC has to “look” for someone that does not know the answer

SOLUTION: Create a written policy on retesting to prevent such a scenario

3D Microscope: How this helps



- Virtual microscopy
 - High-resolution scans of evidence
 - Possible won't need physical evidence onsite for examination. Scan and return.
 - Allows examiner to “see” more. Microscope's resolution is measured in microns
 - Better visibility potentially allows examiners to make more identifications and eliminations, reducing the number of inconclusive results
- Statistics
 - Vendors working with NIST, FBI and the Center for Statistics and Application in Forensic Evidence to develop algorithms that could potentially provide a statistical expression or “score” to a result
 - 3D microscope allows HFSC to participate in research



4



9



Share



Email

🕒 FEBRUARY 8, 2018

How good a match is it? Putting statistics into forensic firearm identification

by National Institute of Standards and Technology



Wilmer Souder, a physicist and early forensic scientist at the National Bureau o...

On February 14, 1929, gunmen working for Al Capone disguised

Featured

Last Comments

Direct 2D-to-3D transformation of p
drawings

🕒 7 HOURS AGO

Evidence of Neolithic people extrac
from seawater 5,800 years ago

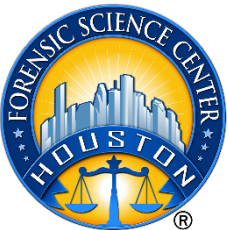
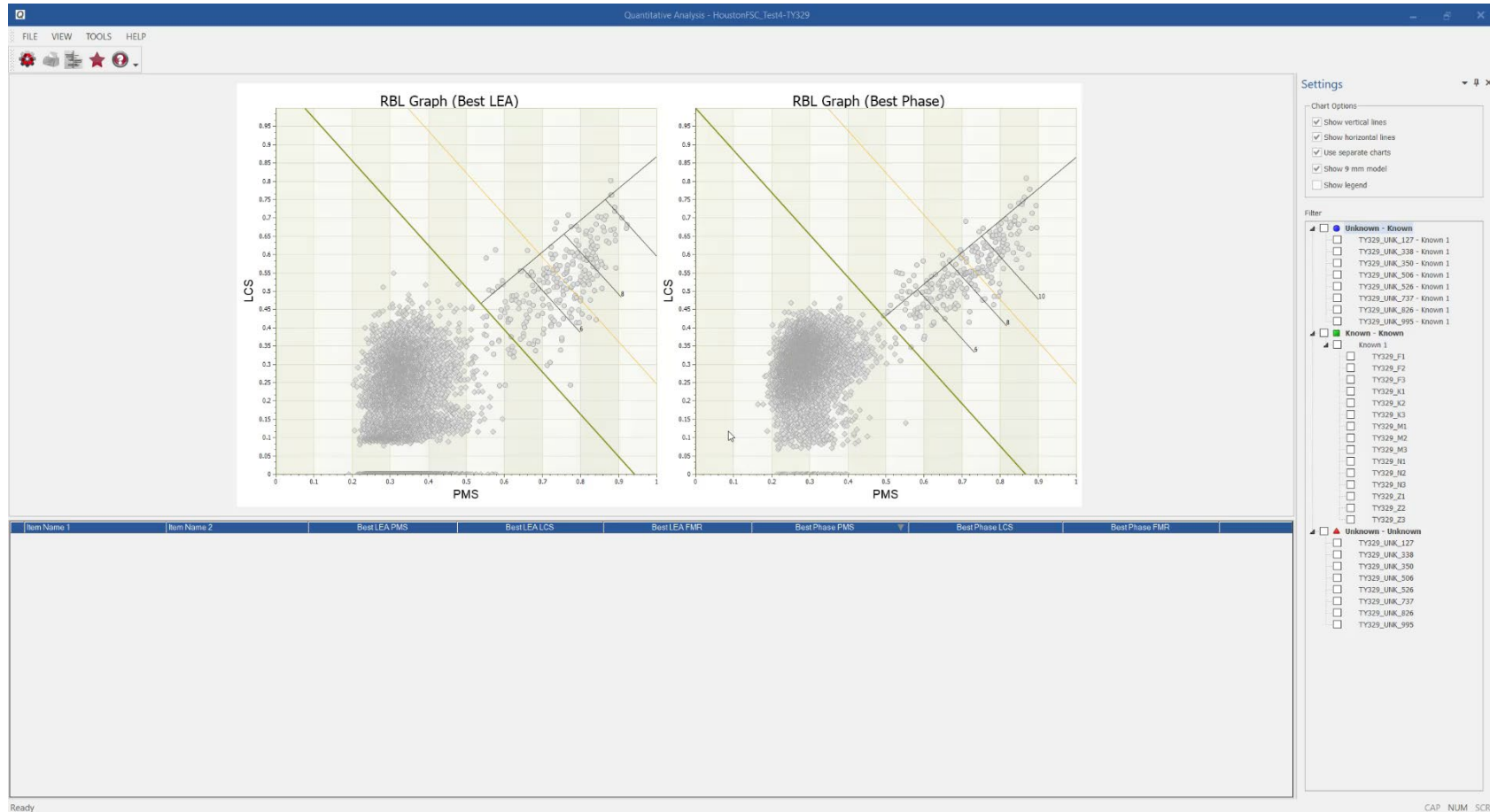
🕒 MAR 31, 2021

Radar study shows 46 million gras
descended on Las Vegas

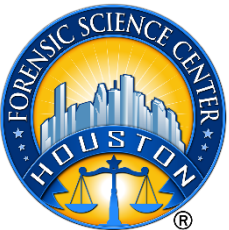
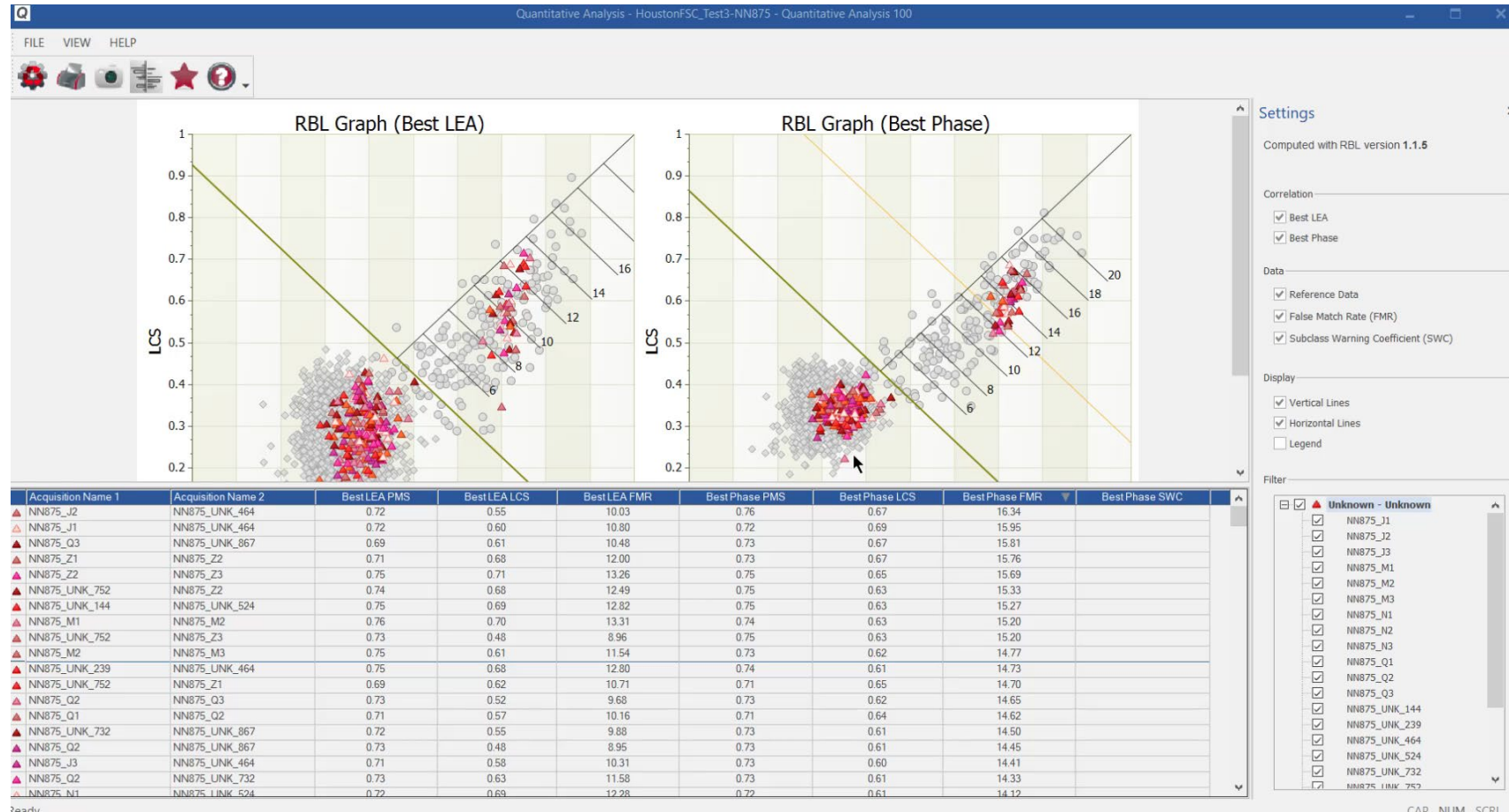
🕒 MAR 31, 2021

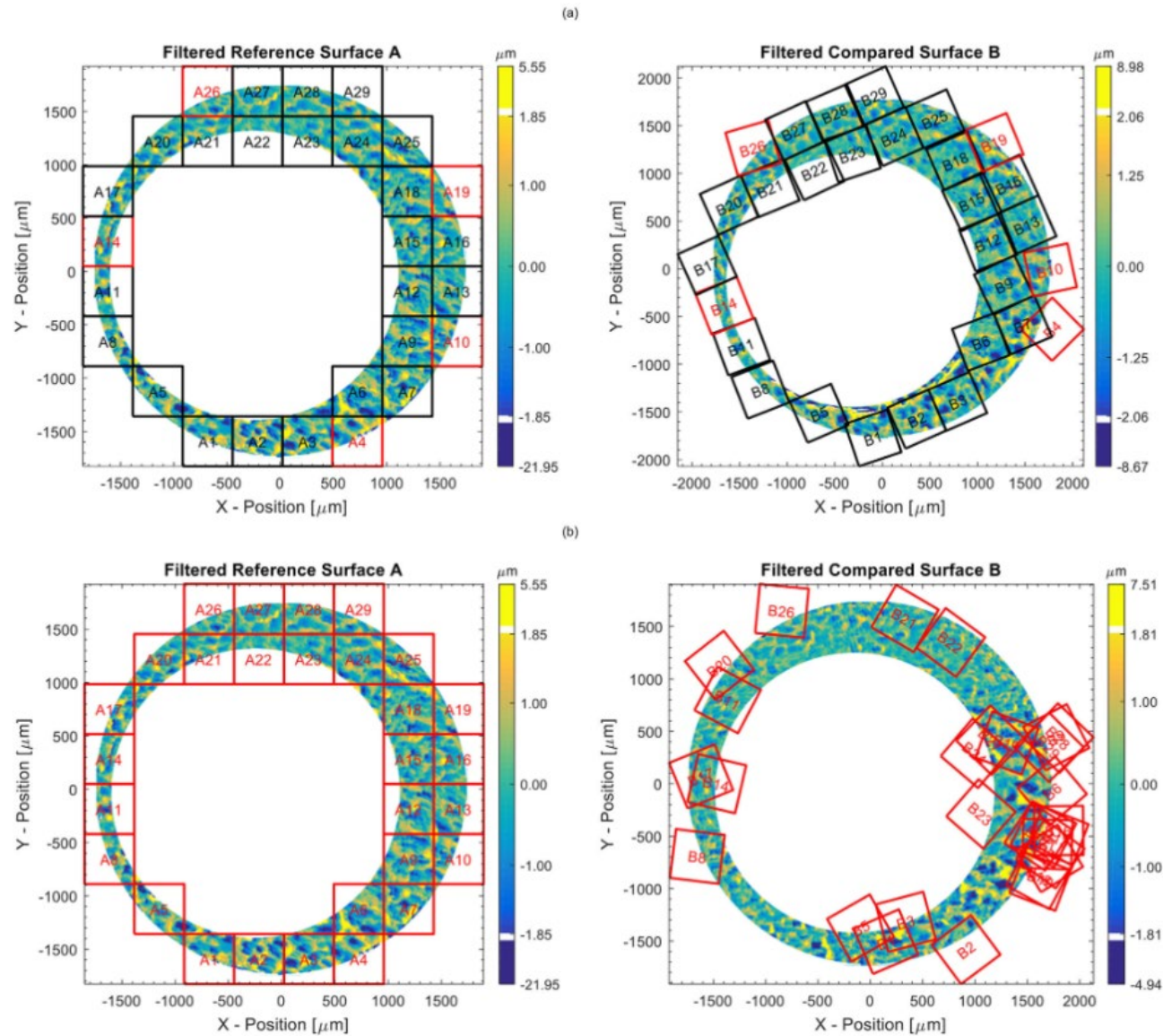
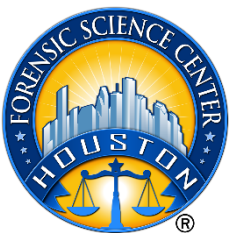
New theory suggests uranium 'sno...

3D Match: Quantum 3D Microscope

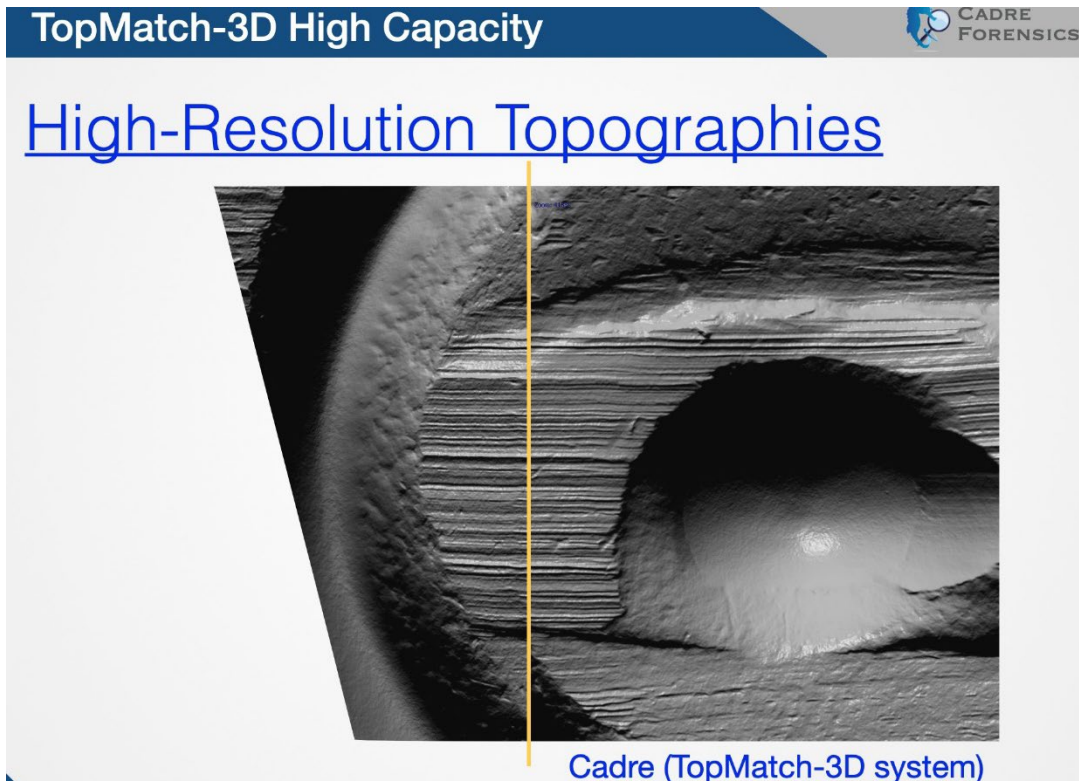


3D Non-Match: Quantum 3D Microscope





3D Microscope: what's next?

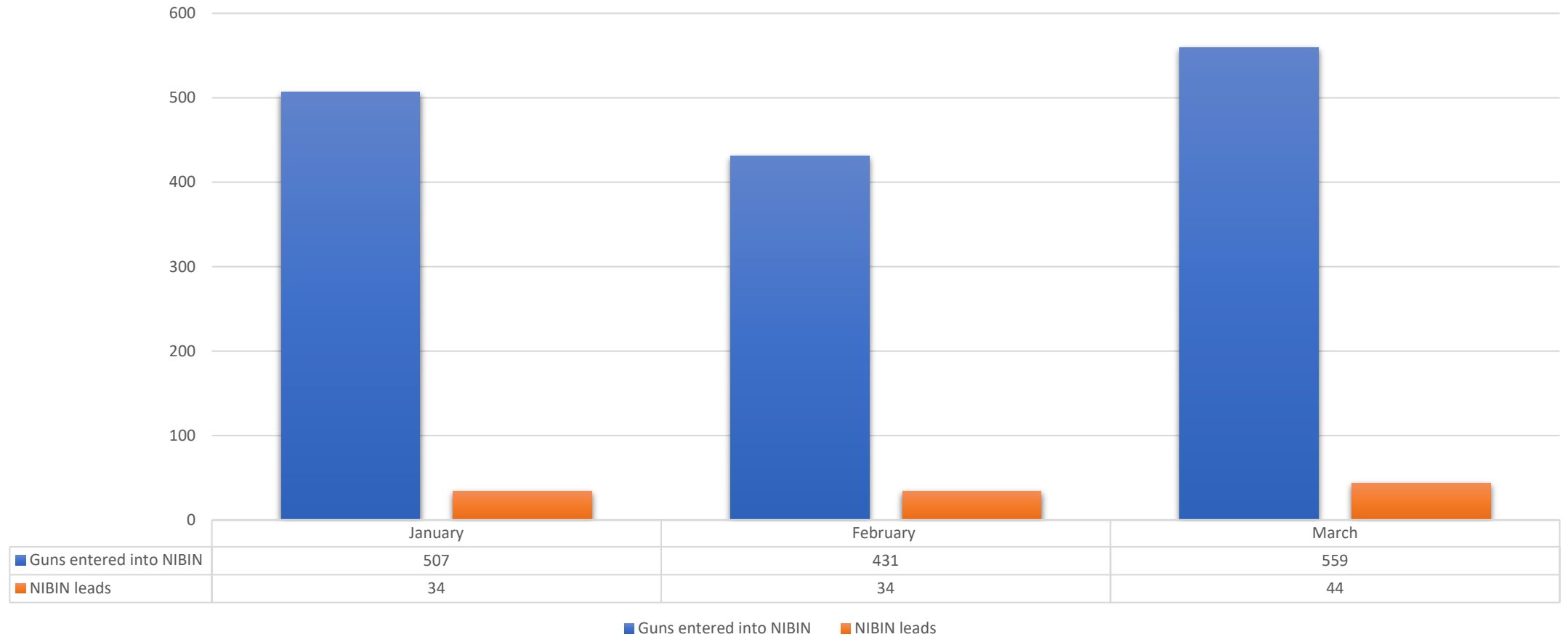


- Purchase:
 - Determining vendors
 - Creating request for proposals (RFP)
 - Determining what to include
- Validation:
 - Instrument needs to be validated
 - HFSC has never validated a firearms microscope
 - Organization of Scientific Area Committees for Forensic Science (OSAC) is developing best practices, guidelines for the validation

IMAGE: Cartridge case, taken with a Cadre TomMatch-3D microscope

*image is better on a high-res display

NIBIN: 2021



HFSC's FY21 Budget Reallocation Request

HFSC FY21 Budget Reallocation Request				FY21 Budget	Actual Grant Spending	CARES	FY21 Adjustments	FY21 Budget v2
			Revenues:					
			City of Houston-Appropriations	\$ 25,760,343			\$ 1,460,000	\$ 27,220,343
			City of Houston Direct OH-Appro	1,460,000			(1,460,000)	0
			Donations	10,050				10,050
			Grants	1,400,000				1,400,000
			Forensic Services	38,024				38,024
			CARES - COVID-19			1,358,652		1,358,652
			Interest Income	102,416				102,416
			Total Income	28,770,833	-	1,358,652	-	30,129,485
			Expenses:					
			Personnel:					
			Salary Base - Civilian	15,597,268	226,846			15,824,114
			Pension - Civilian	924,528	14,099			938,627
			FICA - Civilian	1,097,287	16,352			1,113,639
			Health Insurance - Active Civil	1,388,932	26,835			1,415,767
			Basic Life Ins - Active Civil	95,335	183			95,518
			Workers Comp - Civilian Adm	51,009				51,009
			Workers Comp - Civil Claims	249				249
			Unemployment Taxes - Admin	42,008	589			42,597
				19,196,616	284,906	-	-	19,481,521

HFSC FY21 Budget Reallocation Request				FY21 Budget	Actual Grant Spending	CARES	FY21 Adjustments	FY21 Budget v2
			Supplies:					
			Chemical Gases & Special Fluids	20,979				20,979
			Computer Supplies	3,198		1,229		4,427
			Paper & Printing Supplies	9,500			8,000	17,500
			Publications & Printed Material	11,576				11,576
			Postage	388				388
			Miscellaneous Office Supplies	81,514		1,619		83,132
			General Laboratory Supply	1,343,940	37,437	98,644	(238,000)	1,242,021
			Small Technical & Scientific Eq	4,694	8,382		2,500	15,576
			Clothing	15,634			9,000	24,634
			Food/Event Supplies	24,998				24,998
			Weapons Munitions & Supplies	3,622			5,000	8,622
			Small Tools & Minor Equipment	17,971		1,734		19,705
			Miscellaneous Parts & Supplies	14,869		3,667	10,000	28,535
				1,552,883	45,819	106,893	(203,500)	1,502,095
			Services:					
			Accounting & Auditing Svcs	47,601			3,000	50,601
			Medical Dental & Laboratory Ser	200,000	326,825	573,943	50,000	1,150,768
			Management Consulting Services	154,430	151,086		(35,000)	270,516
			Banking Services	3,016			2,000	5,016
			Misc Support Serv Recruit Relo	69,190				69,190
			Real Estate Rental	898,611			(100,000)	798,611
			Refuse Disposal	50,260			2,000	52,260
			Computer Equip/Software Maint.	988,619	3,326	336,812	50,000	1,378,757

HFSC FY21 Budget Reallocation Request			FY21 Budget	Actual Grant Spending	CARES	FY21 Adjustments	FY21 Budget v2
		IT Application Services	30,019	1,168	27,112	50,000	108,300
		Other Equipment Services	242,722	1,681		110,000	354,402
		Credit/Bank Card Svcs	128				128
		Printing & Reproduction Serv.	27,656			(15,000)	12,656
		Public Information Svcs	2,091			4,000	6,091
		Insurance (Non-Medical)	133,594			50,000	183,594
		Membership & Prof. Fees	26,033			1,000	27,033
		Education & Training	193,247	22,980		115,000	331,227
		Tuition Reimbursement	9,008			8,000	17,008
		Travel - Training Related	193,247	60		(175,000)	18,307
		Travel - Non-training Related	44,897			(15,000)	29,897
		Building Maintenance Services	7,797	1,180		5,000	13,977
		Utilities	5,421			95,000	100,421
		Data Services	159,764			25,000	184,764
		Voice Services, Equip & Labor	51,089				51,089
		Other Rental Fees	67,693				67,693
		Parking Space Rental	197,079			(5,000)	192,079
		Legal Services	25,000			(8,000)	17,000
		Metro Commuter Passes	37,204			(10,000)	27,204
		Freight	26,687	1,520	1,822	1,500	31,528
		Misc. Other Services & Chrgs	90,572		72	(5,000)	85,644
		Sub-Contractor (COH)	896,970				896,970
			4,879,644	509,827	939,761	203,500	6,532,731
		Services without CoH	3,982,674	509,827	939,761	203,500	5,635,761

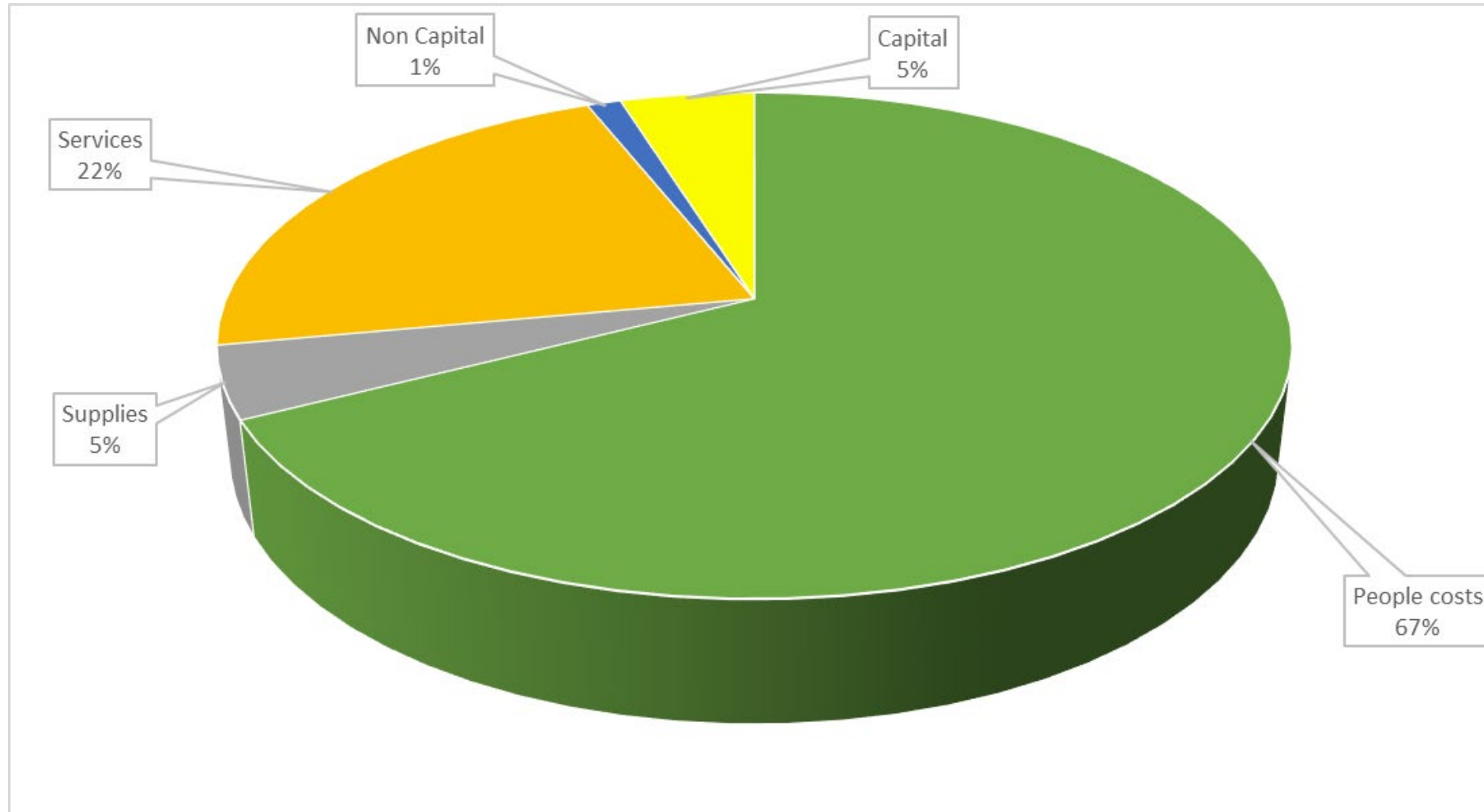
HFSC FY21 Budget Reallocation Request				FY21 Budget	Actual Grant Spending	CARES	FY21 Adjustments	FY21 Budget v2
			Interest Expense	1,073,135				1,073,135
			Non-Capital Expenditures					
			Furniture and Fixtures	25,000	13,097		(18,000)	20,097
			Computer Equipment	75,000		225,083	(55,000)	245,083
			Scientific/Medical Equipment	9,752			10,000	19,752
			Non-Capital - Other	-				-
			Total Non-Capital Expenditures	109,752	13,097	225,083	(63,000)	284,932
			Capital Expenditures					
			Capital - Vehicles	210,000			73,000	283,000
			Scientific/Foren Eqmt	214,817		86,916	(10,000)	291,733
			Const in Progress	38,000				38,000
			Total Capital Expenditures	462,817	-	86,916	63,000	612,733
			Total Expense and Capital Before Depreciation	26,201,711	853,648	1,358,652	-	28,414,011
			Depreciation	1,710,851				1,710,851
			Total Expense and Capital After Depreciation	27,912,562	853,648	1,358,652	-	30,124,862
			Grant and Training Expense	1,400,000	(853,648)			546,352

HFSC's 3rd Quarter 2021 Update

(July 1, 2020 – March 31, 2020)

What it costs to get to the RIGHT ANSWER at the
RIGHT TIME

WHERE DOES HFSC USE THE MONEY



Actual vs. Budget

Fiscal Year 2020

Actual Budget PY

35,000
30,000
25,000
20,000
15,000
10,000
5,000
-

Revenue
Personnel
Supplies
Services - HFSC
Services - COH Civilian
Services - COH Classified
Services - COH Supplies
Services - COH Services
Capital Expenditures
Non-Capital Expenditures
Total Personnel
Total COH



HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2020 through March 31, 2021

			YTD								FY20	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1- March, 2021	Budget	March 31, 2020	Vs. Budget	%		Vs. FY20	%	Budget V2	Completed
				# of Months								
				9								
Revenues:												
	411000	City of Houston-Appropriations	\$ 26,679	\$ 20,415	\$ 24,693	\$ 6,264	31%	\$ 1,986	8%		\$ 27,220	98%
	415000	City of Houston Direct OH-Appro	-	0	327	(0)	-100%	(327)	-100%		0	0%
	416000	City of Houston - Safe funds	-	-	-	-	0%	-	0%		-	0%
	417000	COH - COVID Funds	1,359	1,019	-	340	0%	1,359	0%		1,359	0%
	420000	Contributions	-	8	3	(8)	-100%	(3)	-100%		10	0%
	425000	In-Kind Donations	4	-	-	4	0%	4	0%		-	0%
	426000	Training Services	-	-	-	-		-			-	
	440000	Grants	746	1,050	1,025	(304)	-29%	(280)	-27%		1,400	53%
	450000	Forensic Services	20	29	34	(8)	-28%	(14)	-41%		38	54%
	443000	Other	24	-	8	24	0%	16	193%		-	0%
	450002	Interest Income	20	77	109	(56)	-74%	(88)	-81%		102	20%
Total Income			28,851	22,597	26,199	6,254	28%	2,652	10%		30,129	96%
Expenses:												
Personnel:												
	500010	Salary Base - Civilian	11,238	11,868	10,794	630	5%	(444)	-4%		15,824	71%
	501070	Pension - Civilian	714	704	603	(10)	-1%	(112)	-19%		939	76%
	502010	FICA - Civilian	821	835	782	14	2%	(39)	-5%		1,114	74%
	503010	Health Insurance - Active Civil	1,033	1,062	983	29	3%	(50)	-5%		1,416	73%
	503015	Basic Life Ins - Active Civil	14	72	19	58	81%	5	28%		96	14%
	503060	Long Term Disability - Civilian	-	-	-	-	0%	-	0%		-	0%
	503090	Workers Comp - Civilian Adm	(0)	38	44	39	101%	45	101%		51	-1%
	503100	Workers Comp - Civil Claims	-	0	-	0	100%	-	0%		0	0%
	504030	Unemployment Claims - Admin	-	-	-	-	0%	-	0%		-	0%
	504010	Pension - GASB 27 Accrual	-	-	-	-	0%	-	0%		-	0%
	504031	Unemployment Taxes - Admin	23	32	24	8	26%	0	0%		43	55%
	500000	Personnel - Other	(0)	-	-	0	0%	0	0%		-	0%
			13,843	14,611	13,248	768	5%	(595)	-4%		19,482	71%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2020 through March 31, 2021

			YTD								FY20	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1- March, 2021	Budget	March 31, 2020	Vs. Budget	%				Budget V2	Completed
				# of Months								
				9								
Supplies:												
511010		Chemical Gases & Special Fluids	14	16	17	2	10%	3	16%		21	68%
511040		Audio Visual Supplies	-	-	-	-	0%	-	0%		-	0%
511045		Computer Supplies	1	3	-	2	58%	(1)			4	32%
511050		Paper & Printing Supplies	11	13	6	2	19%	(5)	-83%		18	61%
511055		Publications & Printed Material	2	9	10	7	79%	8	81%		12	16%
511060		Postage	0	0	0	(0)	-10%	(0)	-21%		0	82%
511070		Miscellaneous Office Supplies	51	62	65	11	18%	14	22%		83	61%
511080		General Laboratory Supply	844	932	747	87	9%	(97)	-13%		1,242	68%
511090		Medical & Surgical Supplies	-	-	-	-		-	0%		-	
511095		Small Technical & Scientific Eq	13	12	5	(2)	-13%	(8)	-156%		16	85%
511110		Fuel	-	-	-	-	0%	-	0%		-	
511120		Clothing	19	18	11	(1)	-4%	(8)	-72%		25	78%
511125		Food/Event Supplies	2	19	14	17	89%	12	86%		25	8%
511130		Weapons Munitions & Supplies	8	6	3	(1)	-20%	(5)	-165%		9	90%
511145		Small Tools & Minor Equipment	5	15	6	10	65%	1	10%		20	26%
511150		Miscellaneous Parts & Supplies	4	21	16	18	82%	13	77%		29	13%
			975	1,127	901	152	13%	(74)	-8%		1,502	65%
Services:												
520100		Temporary Personnel Services	-	-	-	-	0%	-	0%		-	0%
520105		Accounting & Auditing Svcs	40	38	38	(2)	-6%	(3)	-7%		51	80%
520106		Architectural Svcs	-	-	-	-	0%	-	0%		-	0%
520107		Computer Info/Contracting Svcs	-	-	-	-		-			-	
520109		Medical Dental & Laboratory Ser	995	863	1,045	(132)	-15%	50	5%		1,151	86%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2020 through March 31, 2021

			YTD								FY20	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1- March, 2021	Budget	March 31, 2020	Vs. Budget	%				Budget V2	Completed
				# of Months								
				9								
Services:												
520110		Management Consulting Services	251	203	146	(49)	-24%	(105)	-72%		271	93%
520112		Banking Services	4	4	2	0	3%	(1)	-65%		5	73%
520113		Photographic Services	0	-	-	(0)		(0)	0%		-	
520114		Misc Support Serv Recruit Relo	53	52	50	(1)	-2%	(3)	-5%		69	76%
520115		Real Estate Rental	623	599	566	(24)	-4%	(58)	-10%		799	78%
520118		Refuse Disposal	21	39	45	18	47%	24	53%		52	40%
520119		Computer Equip/Software Maint.	1,309	1,034	601	(275)	-27%	(708)	-118%		1,379	95%
520121		IT Application Services	96	81	11	(15)	-18%	(85)	0%		108	88%
520123		Vehicle & Motor Equip. Services	-	-	-	-		-	0%		-	
520124		Other Equipment Services	278	266	578	(12)	-5%	300	52%		354	79%
520143		Credit/Bank Card Svcs	-	0	0	0	100%	0	0%		0	0%
520145		Criminal Intelligence Services	-	-	-	-	0%	-	0%		-	0%
520520		Printing & Reproduction Serv.	(0)	9	6	10	103%	6	105%		13	-2%
520605		Public Information Svcs	6	5	4	(1)	-24%	(2)	-56%		6	93%
520705		Insurance (Non-Medical)	174	138	128	(37)	-27%	(46)	-36%		184	95%
520760		Contributions	-	-	-	-		-	0%		-	0%
520765		Membership & Prof. Fees	22	20	20	(1)	-7%	(2)	-10%		27	80%
520805		Education & Training	217	248	305	32	13%	88	29%		331	65%
520815		Tuition Reimbursement	15	13	6	(2)	-18%	(9)	-149%		17	88%
520905		Travel - Training Related	8	14	101	6	43%	93	92%		18	43%
520910		Travel - Non-training Related	4	22	25	18	81%	21	83%		30	14%
521405		Building Maintenance Services	10	10	5	0	1%	(6)	-119%		14	74%
521505		Utilities	78	75	61	(3)	-4%	(17)	-28%		100	78%
521605		Data Services	149	139	165	(11)	-8%	15	9%		185	81%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2020 through March 31, 2021

			YTD						FY20		
			FY21	FY21	FY20	Variance				FY21	% Year
			July 1- March, 2021	Budget	March 31, 2020	Vs. Budget	%	Vs. FY20	%	Budget V2	Completed
				# of Months							
				9							
Services:											
521610		Voice Services, Equip & Labor	37	38	40	2	4%	4	9%	51	72%
521705		Vehicle/Equipment Rental/Lease	-	-	-	-	0%	-	0%	-	0%
521725		Other Rental Fees	42	51	54	9	18%	12	22%	68	61%
521730		Parking Space Rental	151	144	139	(7)	-5%	(12)	-9%	192	79%
521905		Legal Services	2	13	10	11	83%	8	0%	17	13%
522205		Metro Commuter Passes	0	20	21	20	100%	21	100%	27	0%
522305		Shipping and Freight	20	24	26	3	14%	5	21%	32	65%
522430		Misc. Other Services & Chrgs	71	64	80	(7)	-11%	9	11%	86	83%
522720		Insurance - General & Professional	-	-	-	-	0%	-	0%	-	0%
523100		Civilian Payroll	496	673	518	177	0%	22	4%	897	55%
523200		Classified Payroll	-	-	-	-	0%	-		-	
523300		Supplies	-	-	-	-	0%	-	0%	-	
523400		Services	8	-	10	(8)	#DIV/0!	2	18%	-	0%
523000		Sub-Contractor (COH-HPD) Total	504	673	528	169	25%	24	4%	897	56%
529000		Subrecipient Expense - Grants	(30)	-	-	30		30		-	
		Total Services	5,151	4,900	4,802	(251)	-5%	(348)	-7%	6,533	79%
Non-Capital Expenditures											
551010		Furniture and Fixtures	20	15	267	(5)	-30%	247	93%	20	98%
551015		Computer Hardware/SW	227	184	149	(43)	-24%	(79)	-53%	245	93%
551025		Scientific/Foren Eqmt	11	15	28	4	27%	17	61%	20	55%
		Total Non-Capital Expenditures	258	214	443	(44)	-21%	186	42%	285	90%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2020 through March 31, 2021

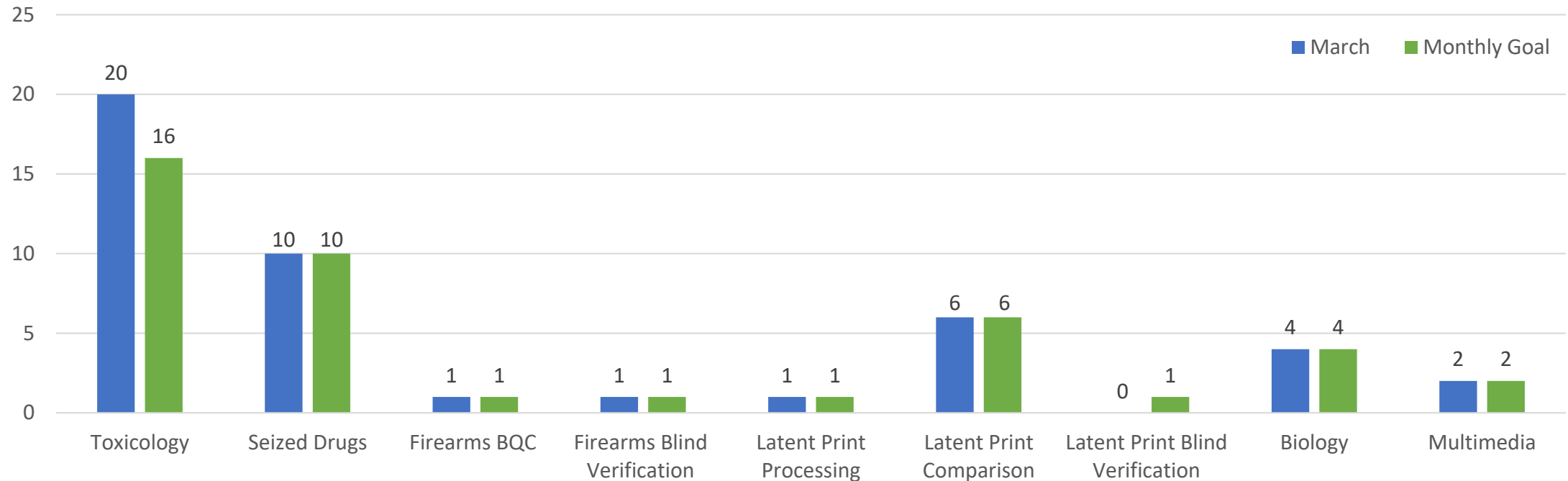
				YTD				FY20		
				FY21	FY21	FY20	Variance		FY21	% Year
				July 1- March, 2021	Budget	March 31, 2020	Vs. Budget	%	Budget V2	Completed
					# of Months					
					9					
Capital Expenditures										
170140		Improvements		152	-	20	(152)	0%	(132)	0%
170210		Furniture & Fixtures		-	-	-	-	0%	-	0%
170230		Computer Hardware/SW		265	212	-	(53)	0%	(265)	0%
170240		Scientific/Foren Eqmt		224	219	138	(6)	-3%	(86)	0%
		Leased Equipment		361	-	636	(361)	0%	275	0%
170980		Const in Progress		23	29	148	6	0%	125	0%
Total Capital Expenditures				1,026	460	943	(566)	-123%	(83)	-9%
Total Expense and Capital Before Depreciation				21,252	21,311	20,337	59	0%	(915)	-4%
561230		Depreciation		1,301	1,283	1,286	(18)	-1%	(14)	-1%
600003		Reconciliation Discrepancies		-	-	-	-	0%	(3)	0%
570505		FA Gain/Loss		-	-	-	-	0%	-	0%
531085		Interest Expense		819	-	-	(819)			100%
610000		City of Houston Direct Overhead		-	-	327	-		327	100%
620000		HPD-Reimbursed Expenses		-	-	-	-	0%	-	0%
		Grant and Training Expense		-	-	-	-	0%	-	
Total Expense and Capital After Depreciation				23,372	22,594	22,766	(778)	-3%	(606)	-3%
Net Ordinary Income less capital spending				5,479	3	3,433	5,476		2,046	60%

Quality Division Report

April 9, 2021



Blind Quality Controls Submitted in March



Blind Quality: Accomplishments and Challenges

- “Implementation of a Blind Quality Control Program in a Forensic Laboratory” manuscript cited in Brandon Garrett's book *Autopsy of a Crime Lab*
- Quality division and firearms section drafting firearms blind quality control manuscript
- Biology mixture found on blind that was expected to be a single DNA profile

Forensic Discipline	Cases Completed in March
Toxicology – BAC	24
Seized Drugs	14
Biology	2 (DNA) 6 (screening)
Firearms Blind Verification	1
Firearms	1
Latent Print Processing	2
Latent Print Comparison	2
Latent Print Blind Verification	3
Multimedia	1



Survey Responses

Survey link responses for 2021:

- 6 responses received:
 - Satisfied or very satisfied
3 responses
 - Neither satisfied or dissatisfied
2 responses
 - Dissatisfied or very dissatisfied
1 response



#51

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, March 26, 2021 9:23:21 AM
Last Modified: Friday, March 26, 2021 9:26:22 AM
Time Spent: 00:03:00
IP Address: 204.65.230.118

Page 1

Q1

Houston resident

For the purpose of this survey, how you would define yourself?

Q2

Administrative (CEO, COO, Legal, Human Resources, Finance, Communications, etc.)

What section are you giving feedback on?

Q3

Very Dissatisfied

How satisfied are you with HFSC services?

Q4

This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback. If you would like to be contacted regarding your feedback, please include your contact information.

you all need to start doing trace analysis. officers shouldn't have to go from crime lab to crime lab to get the whole worked. You are HPD's crime lab, you should work all the cases from HPD.



Disclosures/Corrective Actions

CSU released a vehicle from the Vehicle Examination Building prior to examining it:

- Incident will be disclosed to Texas Forensic Science Commission

What happened and why?

- Crime scene investigator called to a scene while at the VEB
- Supervisor believed vehicle had been processed due to miscommunication with CSI
- High influx of vehicles at VEB in March
- Current practice to track vehicles is laborious, manual



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	15	
Toxicology		0	14	
Firearms		0	25	
Crime Scene		0	25	
Latent Prints		0	17	
Multimedia	Audio/Video	0	5	
	Digital	0	5	
Forensic Biology		0	39	



2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	0	
Toxicology		8	0	
Firearms		1	0	
Crime Scene		0	0	
Latent Prints		9	0	
Multimedia	Audio/Video	0	0	
	Digital	0	0	
Forensic Biology		21	0	



2021 Testimony Data

- 2021: 4 analysts have testified this year. All have been monitored
- Transcript review project
 - Collaboration with Center for Statistics and Applications in Forensic Evidence (CSAFE) to capture data from HFSC transcripts that have been reviewed
 - Was accreditation discussed in testimony?
 - Was proficiency testing discussed in testimony?
 - Did a pre-trial conference occur?
 - Four transcripts currently in review
 - Five additional transcripts requested in March



Detailed Data





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

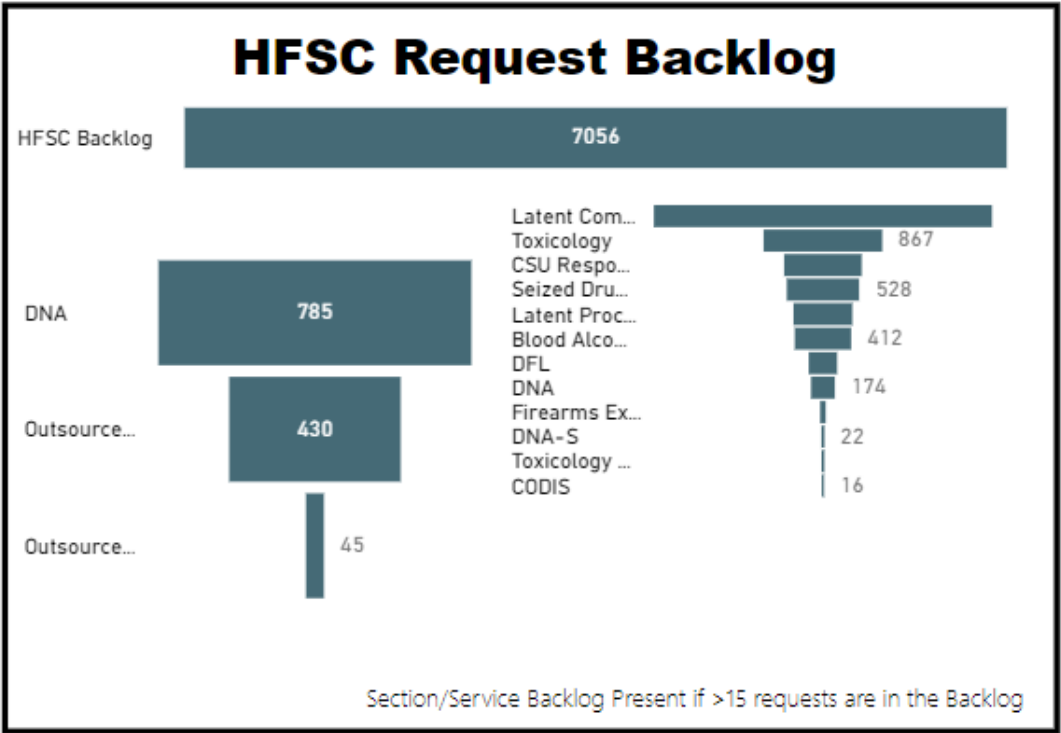
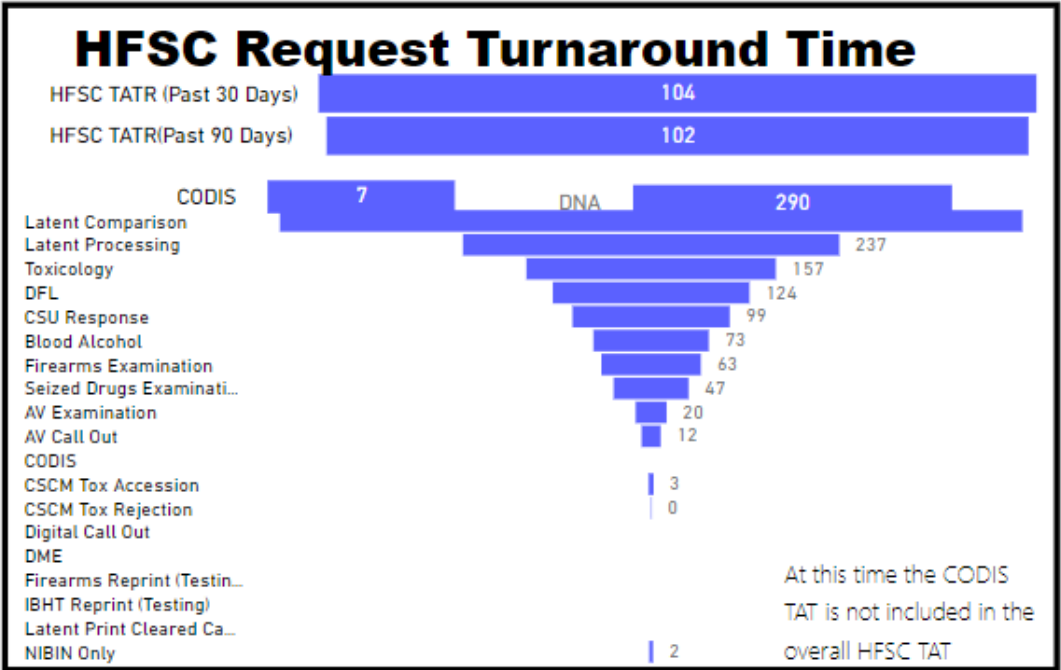
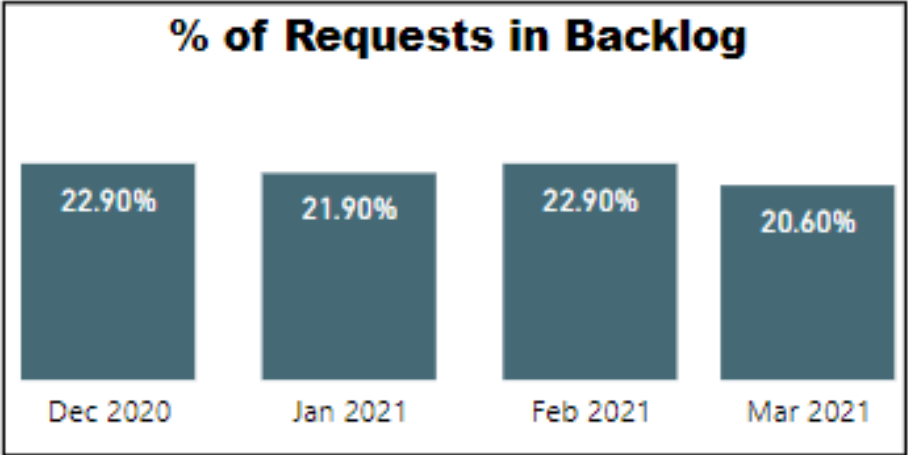
Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-016	Client Services & Case Management	Incident	3/11/2021	During the accessioning of a toxicology DWI kit, the CS/CM supervisor discovered that the kit had been accepted by HFSC in an unsealed manner.
2021-017	Crime Scene	Corrective Action	3/23/2021	The Crime Scene Unit released a vehicle from the vehicle examination building prior to examining it.
2021-018	Information Technology	Incident	3/31/2021	An IT server rack key was misplaced. Access logs to the room where the key was stored were reviewed and it was determined there was no unauthorized access to the room.
2021-PAR4	Seized Drugs	Preventive Action	3/19/2021	The Seized Drugs daily quality control check for gas chromatography/mass spectrometers (GC/MS) has been historically prepared in-house using verified drug standards. The standard check mixture was prepared qualitatively therefore the concentration of each drug standard was variable. To standardize the preparation and the concentration of drug standards used for quality control purposes, commercial standard mixtures were purchased.

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.

Operations Report

April 9, 2021

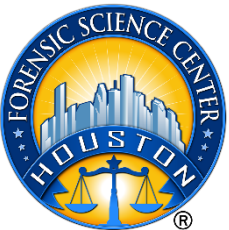
March 2021 Company Overview



Highlights

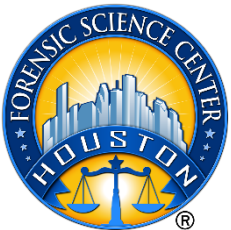
Lean Six Sigma Development Group

- Overview of current projects
- Latent print project update
- Technical & administrative review project close out
- Crime scene unit project update



Current Projects

Project	Type	Status	Purpose
Technical and Administrative Review	Process Improvement	Close out	To decrease repeated errors and improve the overall effectiveness of the review process.
Latent Prints	Process Improvement	Analyze Phase	To standardize, streamline and simplify the latent print comparison process.
Crime Scene Unit	Process Improvement	Analyze Phase	Improve the work environment and streamline processes.
Firearms Review Process	Kaizen	Complete	Improve effectiveness of the review process.
CODIS Tool Selection	Kaizen	In Progress	Evaluate, select and implement a tool to aide with STRMix data.
PowerBI Training	Long Term	In Progress	Train staff in PowerBI to aide with dashboard maintenance and sustainment.
Leadership Development Team	Long Term	In Progress	Create a leadership program to enhance the culture of continuous growth and improvement by extending it beyond technical and quality growth to include leadership growth at all levels of the organization.



Latent Print Project

Purpose:

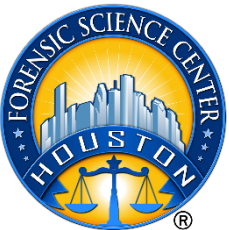
To standardize, streamline and simplify the latent print comparison process. These improvements will decrease the backlog, improve turnaround time and improve quality.

Progress:

- Advanced to analyze (phase three of five)
- Determined critical stakeholder requirements
- Analyzing root cause of current challenges
- Brainstorming solutions

Up Next:

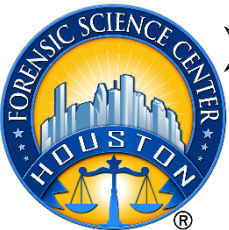
- Design pilot for an improved process



Latent Print Project

How did we get here:

- Voice of the customer interview sessions with internal and external stakeholders
- Benchmarking sessions with latent labs known for best practices
- Sessions with section to map process end to end
- Data collection and task time analysis of critical process steps



Crime Scene Unit

HOMICIDE COMPARISONS FOR MAJOR CITIES

City Population	Total Number of Homicides for 2020	Number of Homicides from 1 Jan 2020		Number of Homicides from 1 Jan 2021		Homicide Per Capita	
New York City 8,175,133	462	74	29-Mar-21	84	29-Mar-21 13.51%	1.03	Based on 2010 Census Per 100,000
Los Angeles 3,792,621	350	67	29-Mar-21	90	29-Mar-21 34.33%	2.37	Based on 2010 Census Per 100,000
Chicago 2,693,976	770	97	29-Mar-21	129	29-Mar-21 32.99%	4.79	Based on 2010 Census Per 100,000
Houston 2,320,268	406	69	29-Mar-21	95	29-Mar-21 37.68%	4.09	Based on 2010 Census Per 100,000
Philadelphia 1,584,064	499	93	29-Mar-21	119	29-Mar-21 27.96%	7.51	Based on 2010 Census Per 100,000
Dallas 1,343,573	261	41	29-Mar-21	50	29-Mar-21 21.95%	3.72	Based on 2010 Census Per 100,000
Memphis 651,073	288	42	29-Mar-21	57	29-Mar-21 35.71%	8.75	Based on 2010 Census Per 100,000
Baltimore 593,490	335	67	29-Mar-21	70	29-Mar-21 4.48%	11.79	Based on 2010 Census Per 100,000
Milwaukee 590,157	190	32	29-Mar-21	25	29-Mar-21 -21.88%	4.24	Based on 2010 Census Per 100,000
St Louis 300,576	262	30	29-Mar-21	40	29-Mar-21 33.33%	13.31	Based on 2010 Census Per 100,000
Pittsburgh 300,286	50	8	29-Mar-21	13	29-Mar-21 62.50%	4.33	Based on 2010 Census Per 100,000

Homicide Desk Run Date:
30-Mar-21

Crime rate continues upward trend

2021	Scenes	Vehicles	Total
January	66 scenes, including 35 homicides	63	127
February	70 scenes, including 32 homicides	60	130
March	78 scenes, including 41 homicides	73	151

This is the first time in 15 months that CSU has processed over 70 vehicles in one month.

In the past 15 months, CSU has processed over 740 vehicles at the VEB.

Vehicle organization at the VEB

- Magnetic car toppers to communicate about which vehicles are ready to be moved in/out of the interior bays
- Easy to see
- Avoids miscommunication





CSI Burnout

- Psychology Today defines burnout as a state of emotional, mental and often physical exhaustion brought on by prolonged or repeated stress.
- Cynicism and lethargy are both indicators of burnout. These characteristics of burnout most often occur when a **person is not in control of how a job is carried out** or is asked to complete tasks that conflict with their sense of self.

New CSI Goals

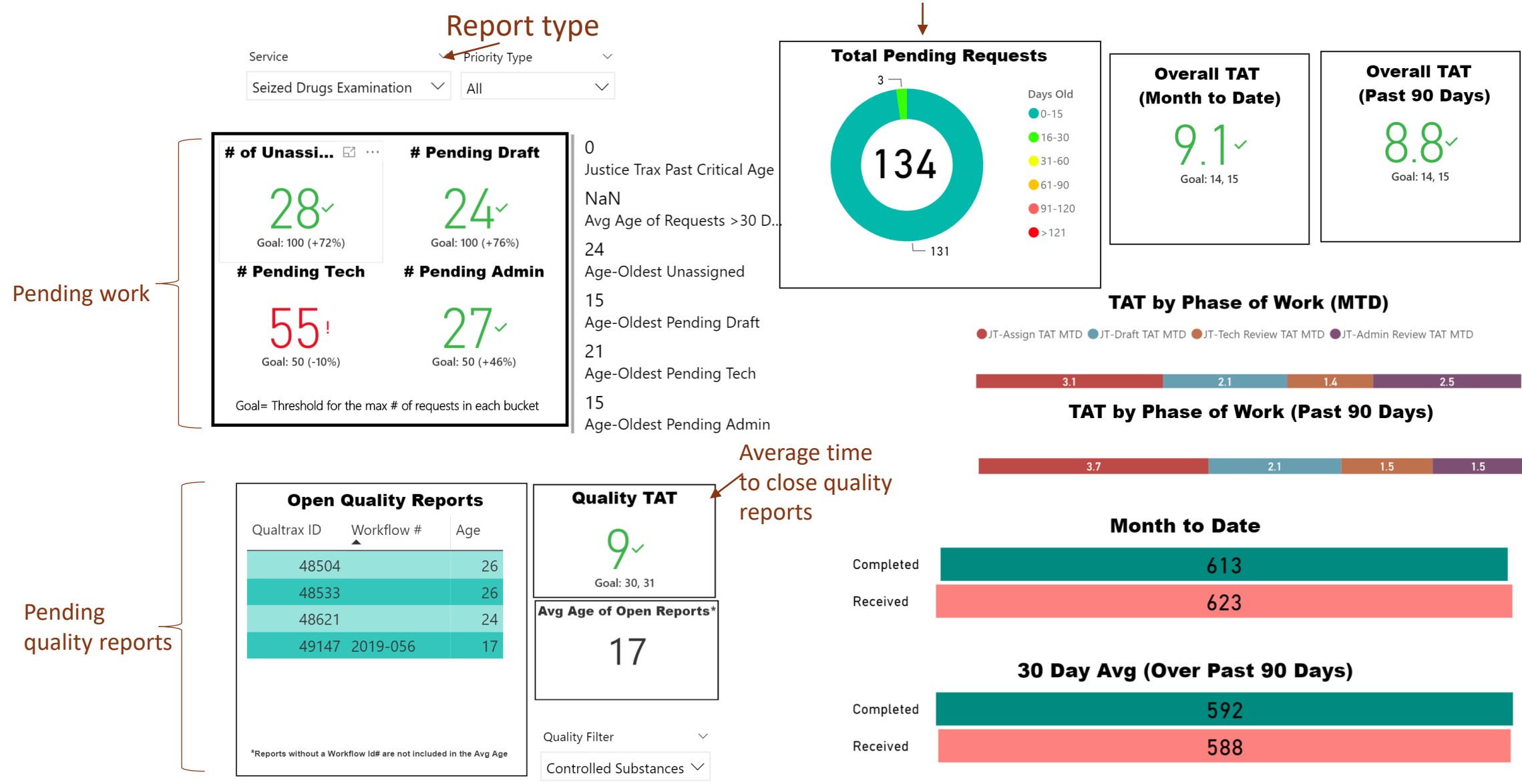
Two static goals

- CSIs will participate in a designated number of refresher trainings.
- CSIs will complete four (4) peer reviews per month.
- Last goal will consist of three tiers
 - CSIs will be able to choose from a list of goals in the tiers, ranging from community presentations to helping to validate a new technology to acting as a field training officer.
 - CSI's score will be dictated by the activities chosen.
 - Allowing the CSIs to choose what goals they want to reach will target areas where they need growth and provide them some control.

Detail data

Key for Dashboard Section Pages

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



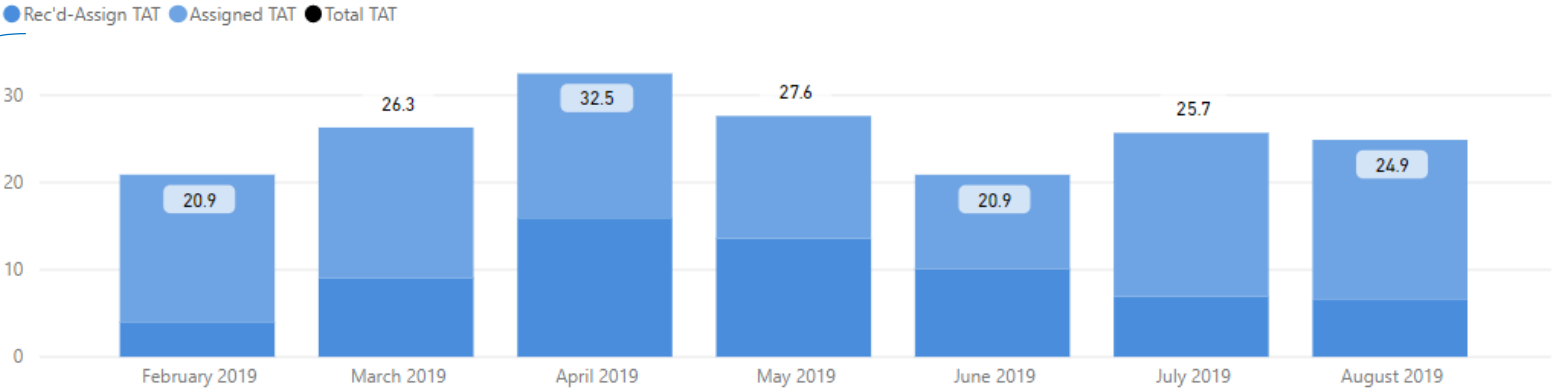
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

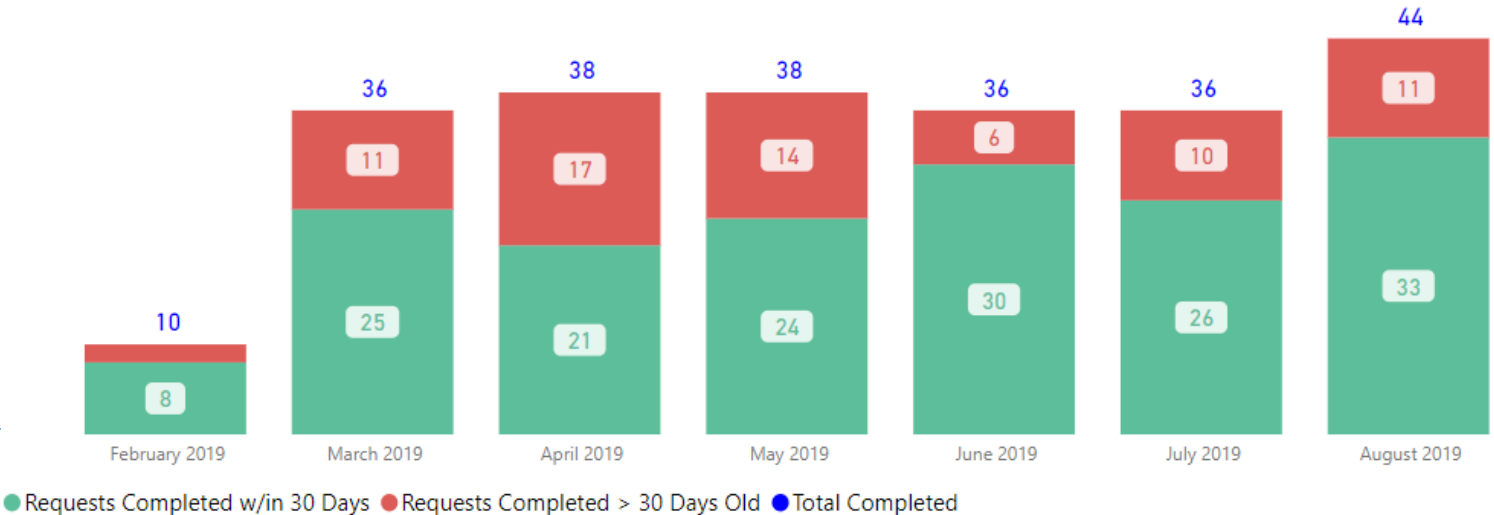
8/31/2019

Total TAT by Month



Data broken down by month

Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete

238

Requests Completed

71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing

Service

Priority Type

Seized Drugs Examination

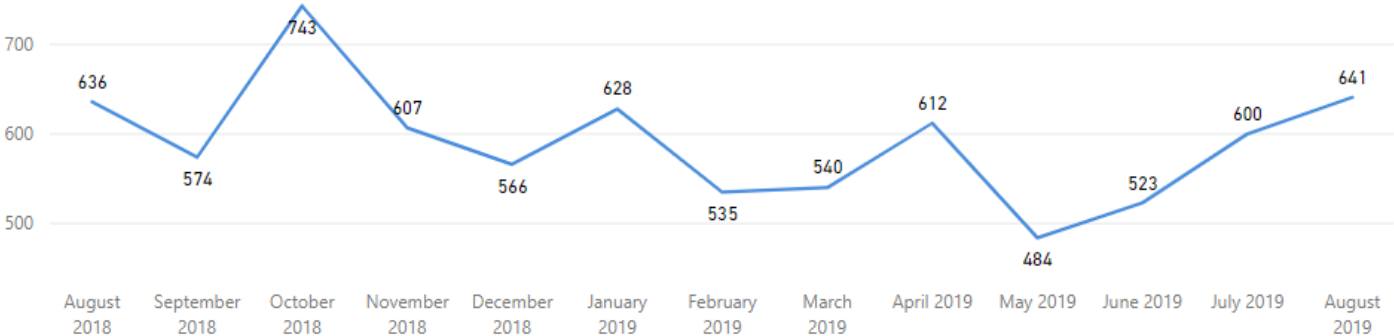
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

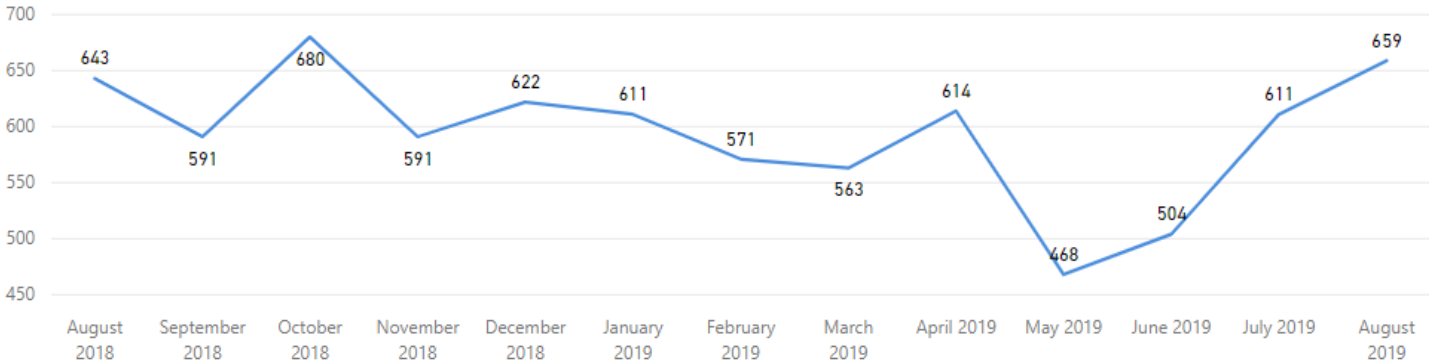
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

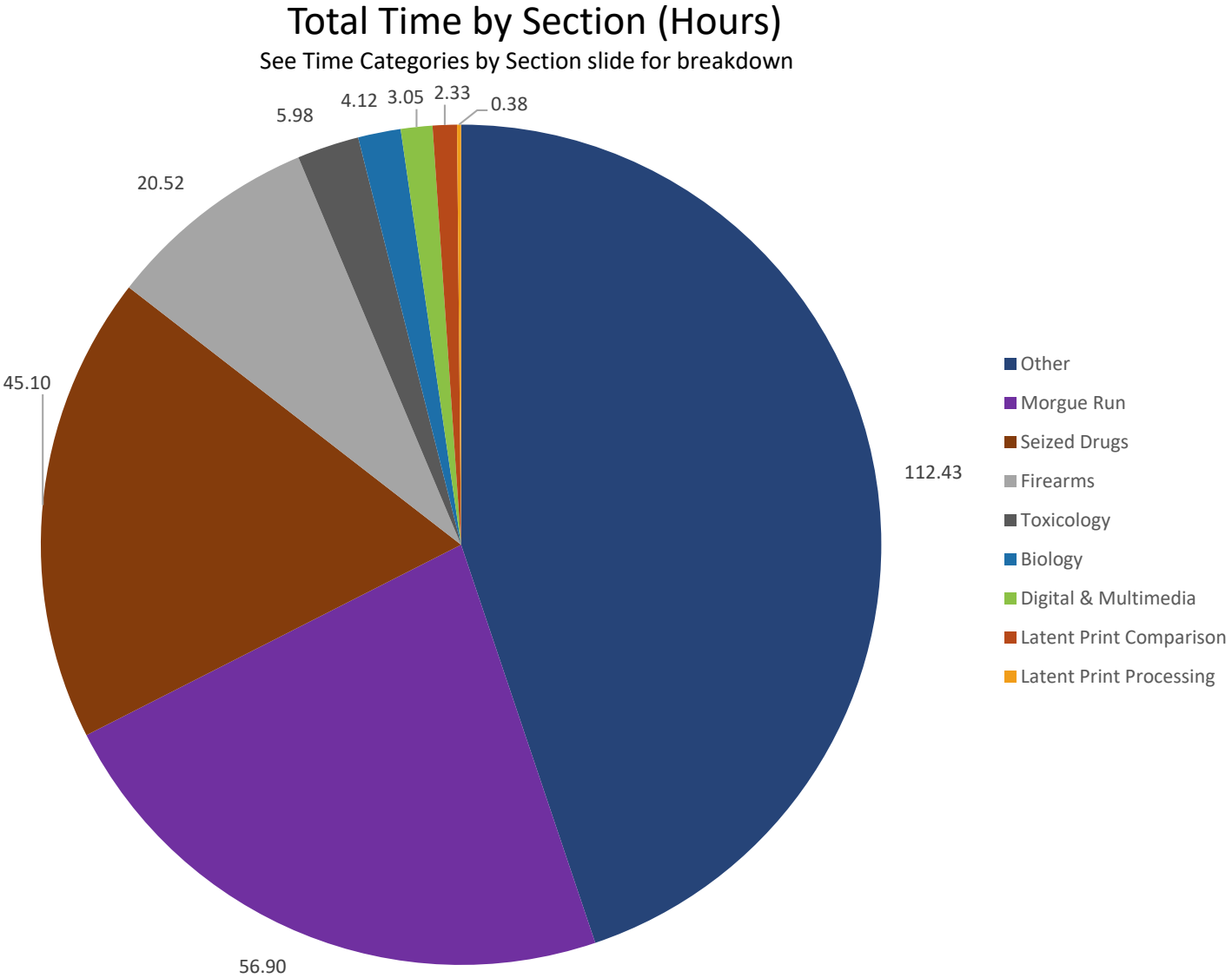
594

Overall average for the selected date range

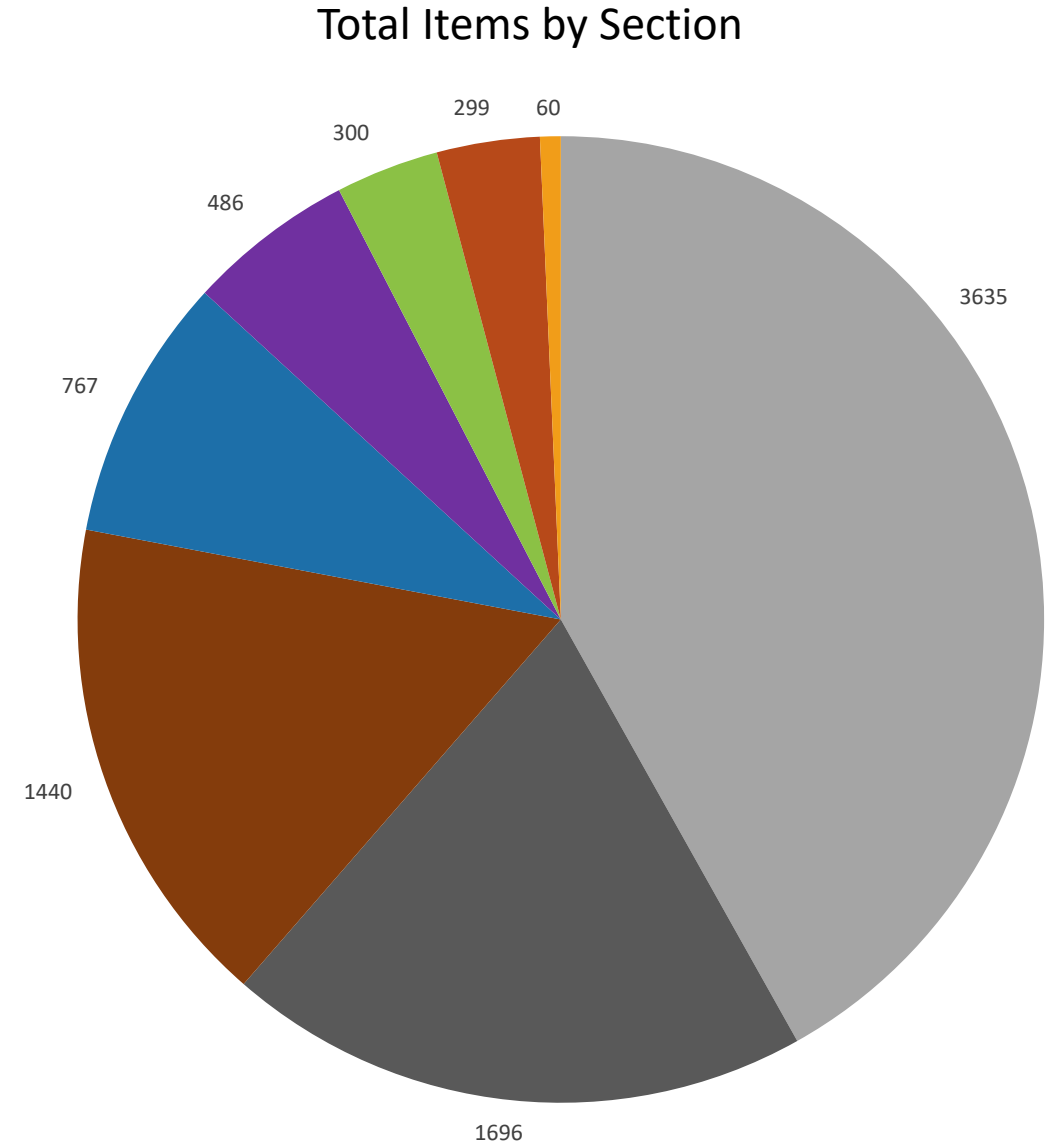
* months with zero activity are not calculated into the average

Client Services and Case Management (CS/CM)

CS/CM – March

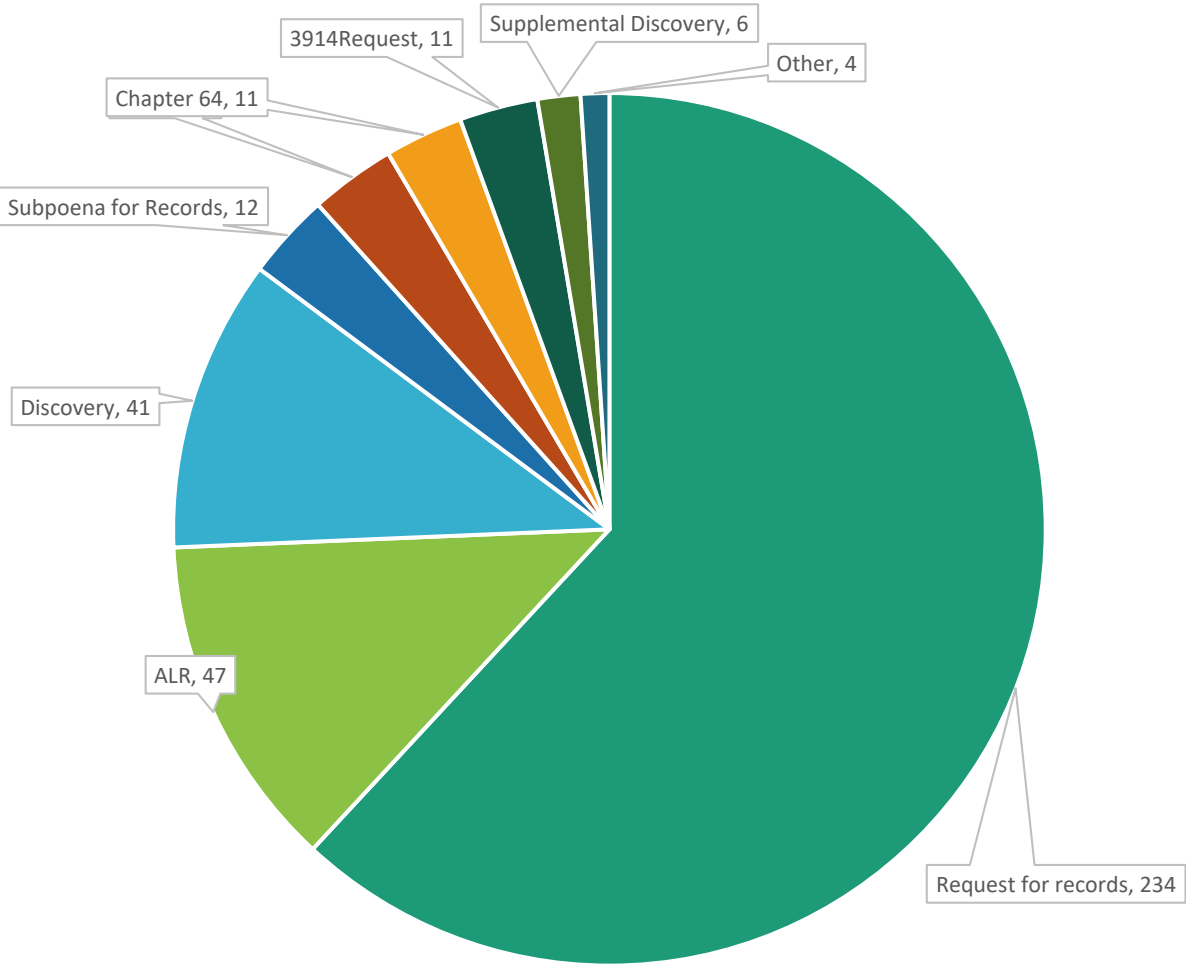


Evidence Handling



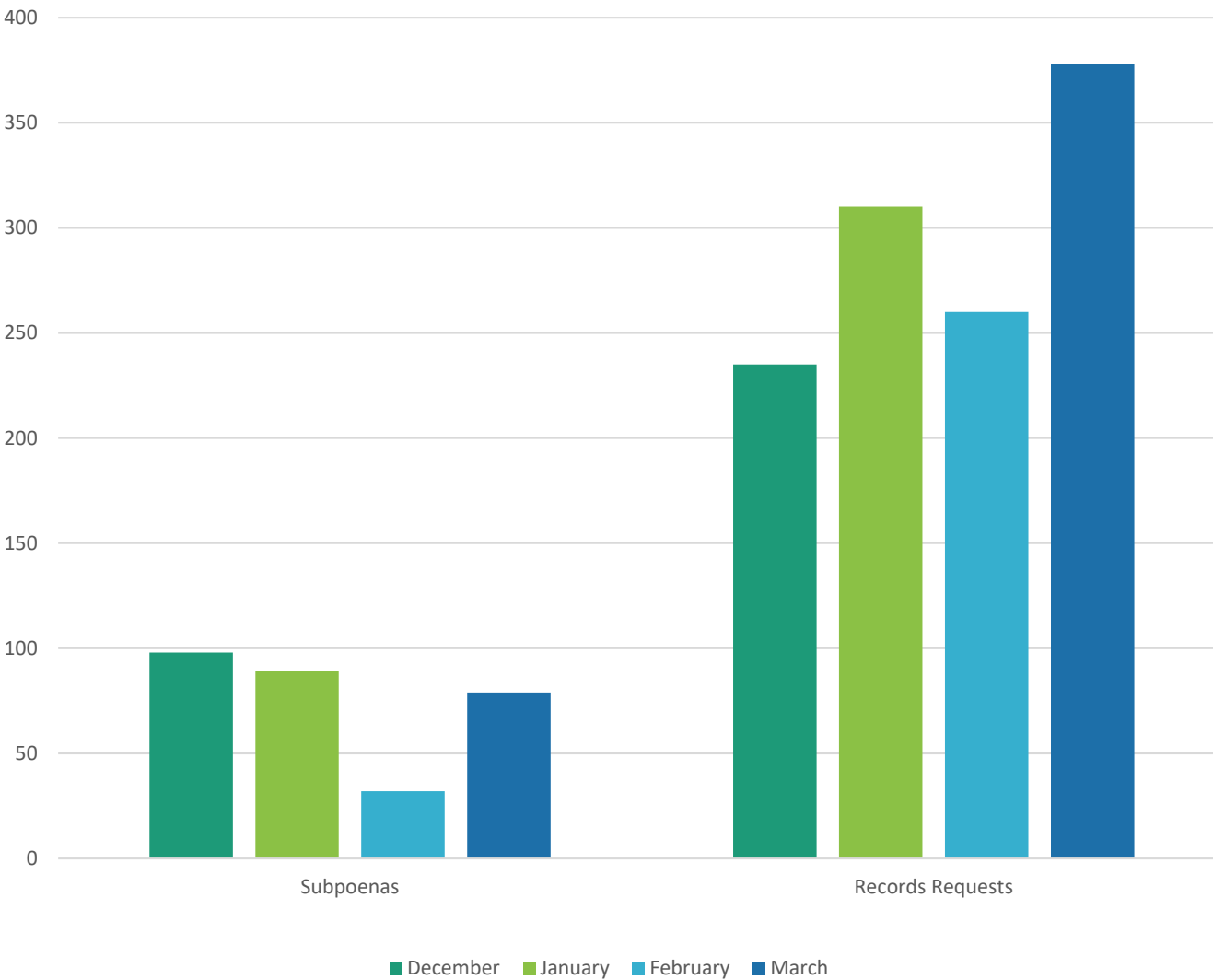
CS/CM – March

Requests by Type

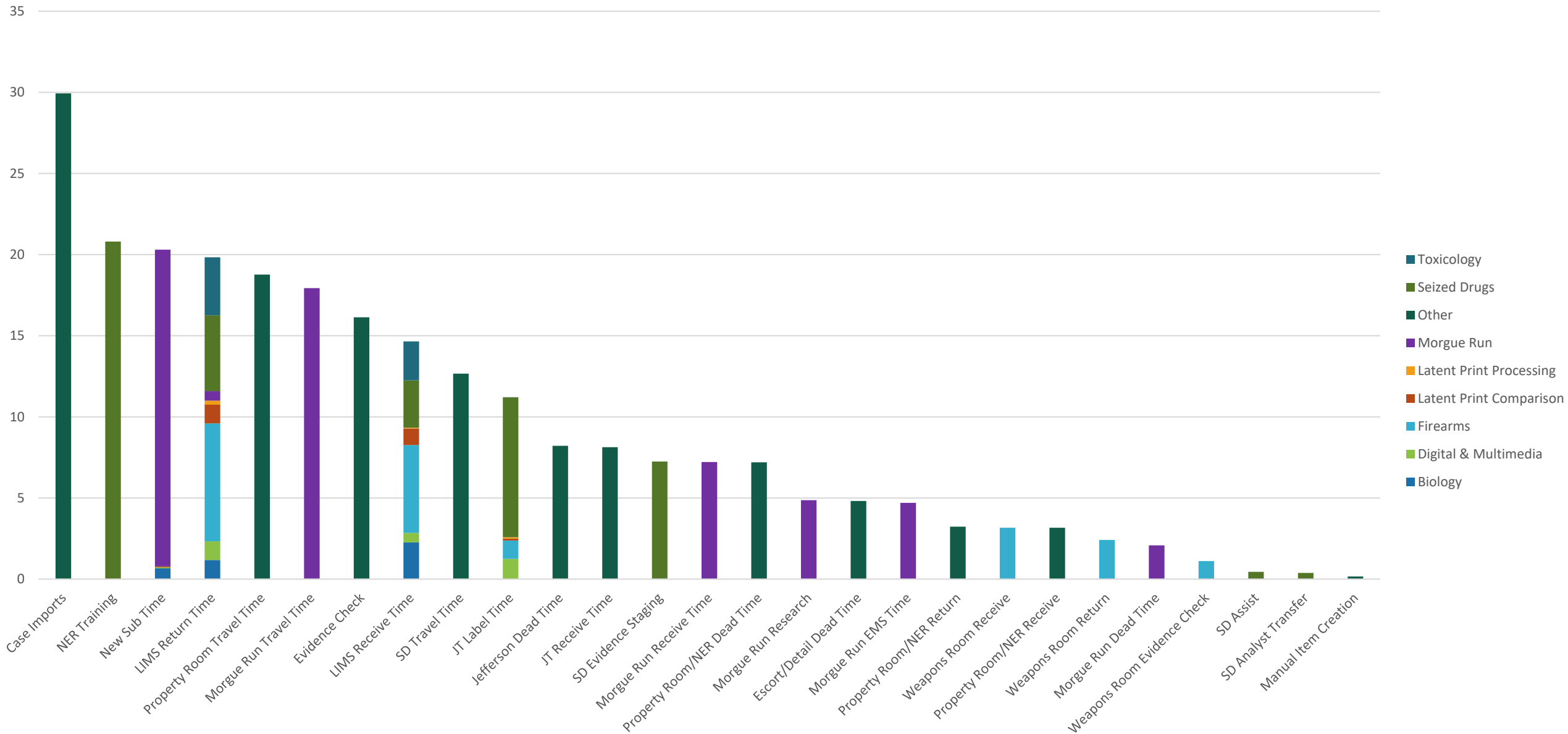


Administrative

Subpoenas & Records Requests



Evidence Handling



Service: CSCM Tox Accession
 Priority Type: All

of Unassigned

38✓

Goal: 150 (+74.67%)

Pending Draft

0✓

Goal: 3 (+100%)

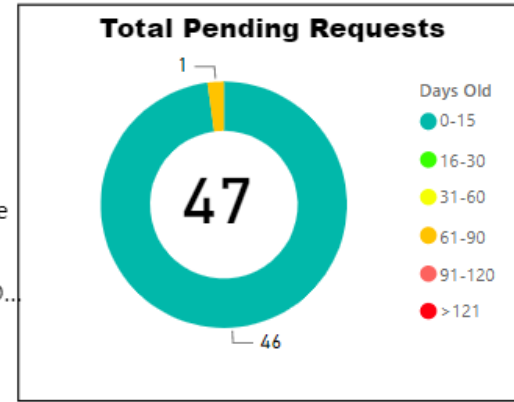
Pending Admin

9✓

Goal: 60 (+85%)

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

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



Overall TAT (Month to Date)

3.1✓

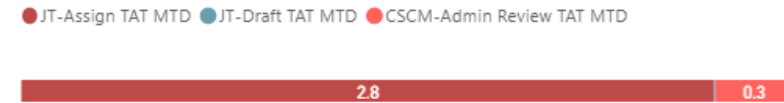
Goal: 5, 10

Overall TAT (Past 90 Days)

2.5✓

Goal: 5, 10

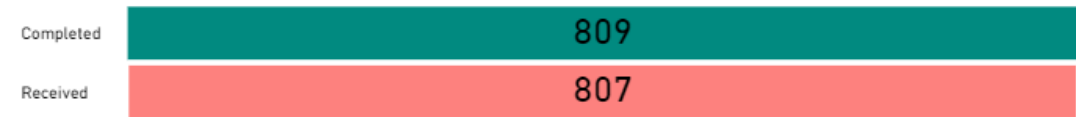
TAT by Phase of Work (MTD)



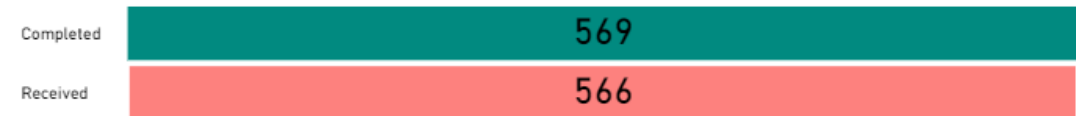
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



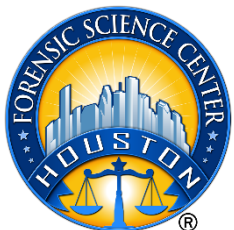
Open Quality Reports

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

Quality TAT

Avg Age of Open Reports*

Quality Filter: Client Services/Case Manage...



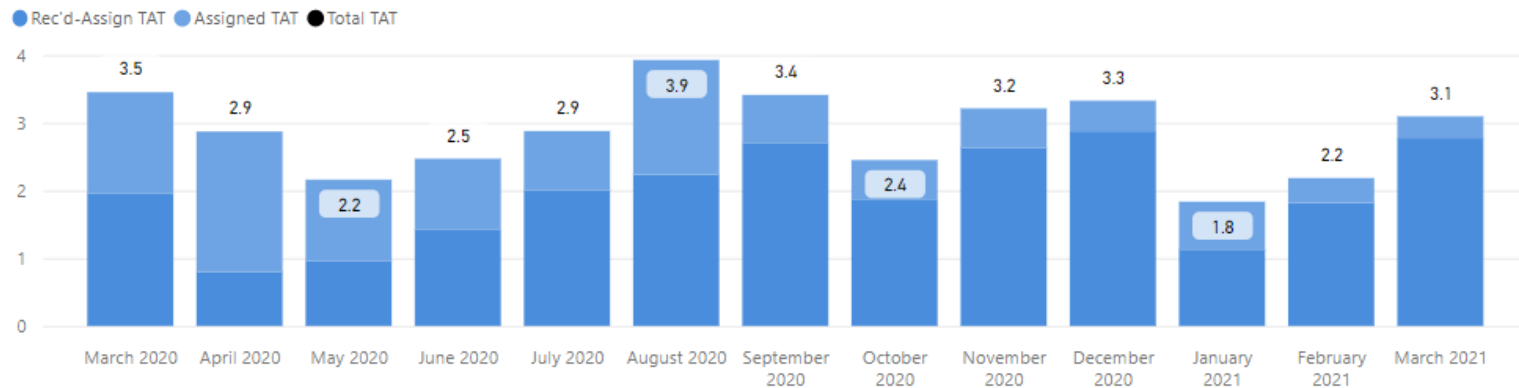
Visual temporarily unavailable

Date Range

3/1/2020

3/31/2021

Total TAT by Month



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

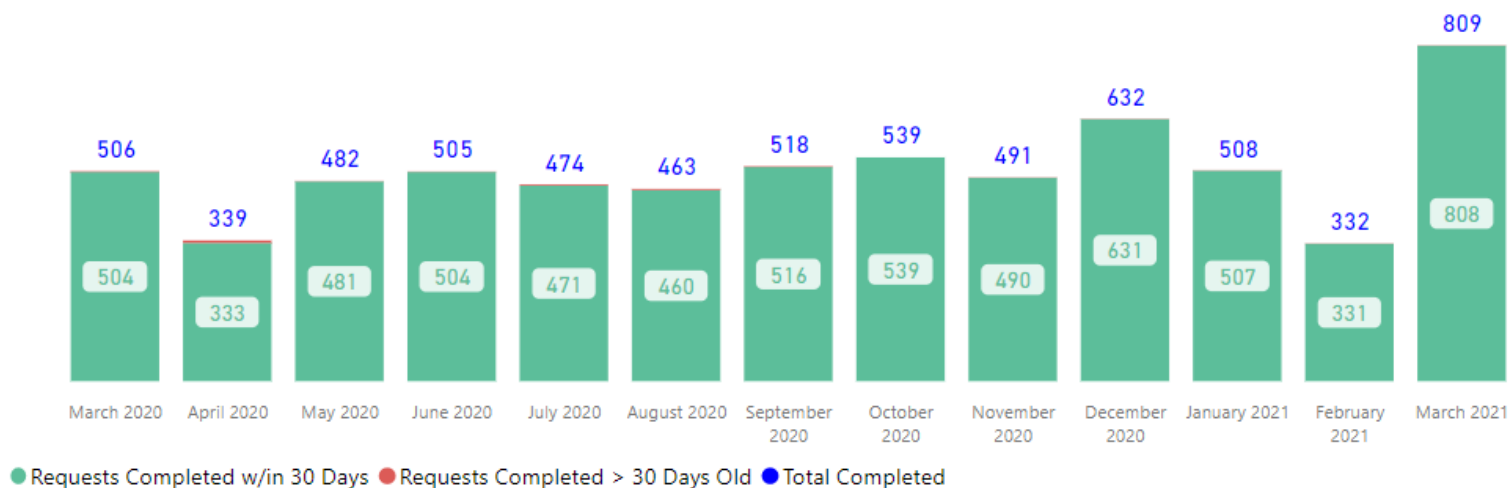
2.90

Total TAT (Rec'd-Compl.) Avg

0.88

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6598

Requests Completed

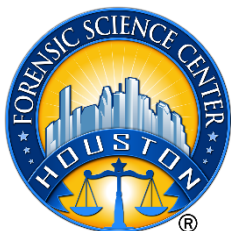
23

Requests Completed > 30 Days Old

0.35 %

% Completed > 30 Days Old

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



Service

CSCM Tax Accession

Priority Type

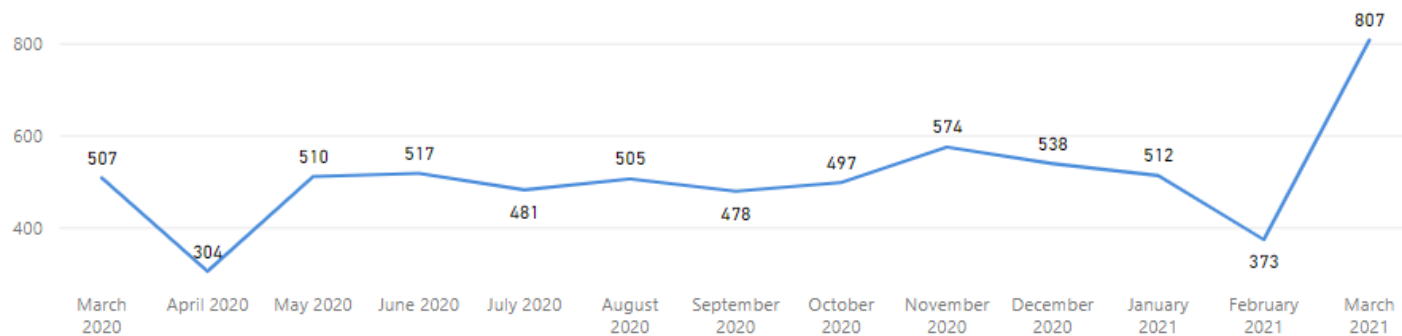
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

6,603

Received per Month (Avg)*

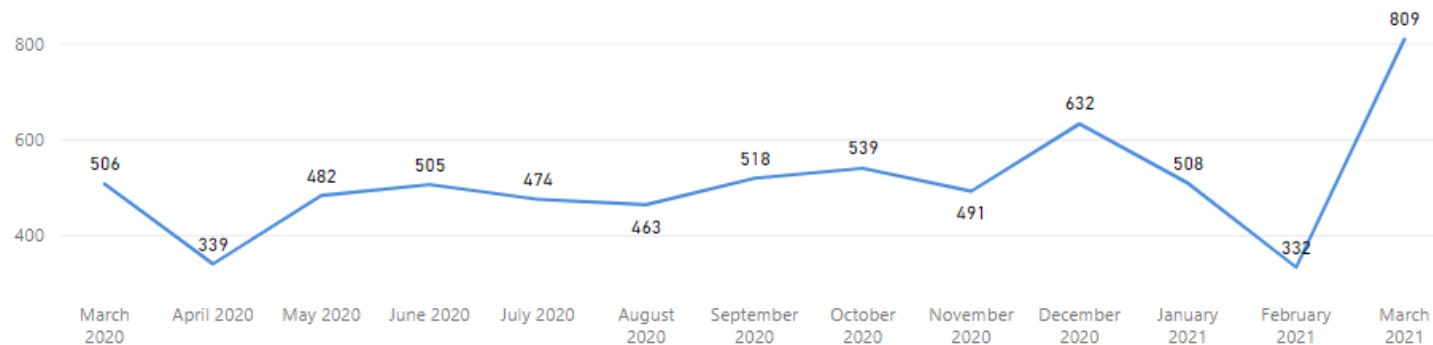
508

Completed Filter

3/1/2020

3/31/2021

Completed by Month



Total Completed

6,598

Completed per Month (Avg)*

508

* months with zero activity are not calculated into the average



Service
Priority Type

CSCM Tox Rejection
All

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

0

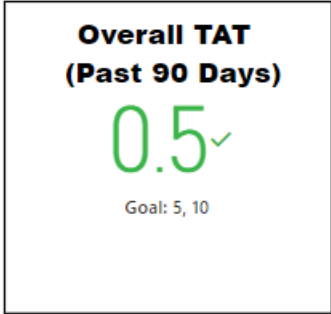
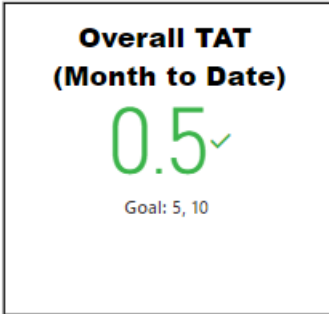
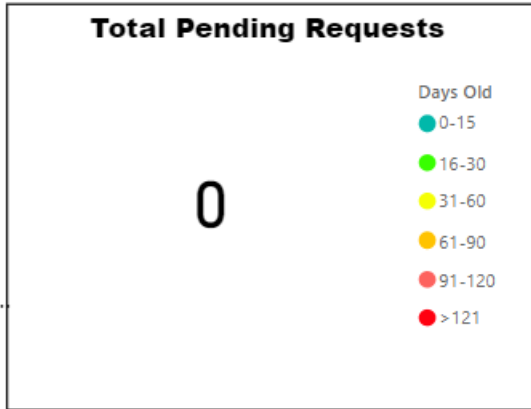
Age-Oldest Pending Draft

0

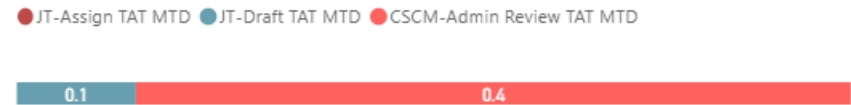
Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



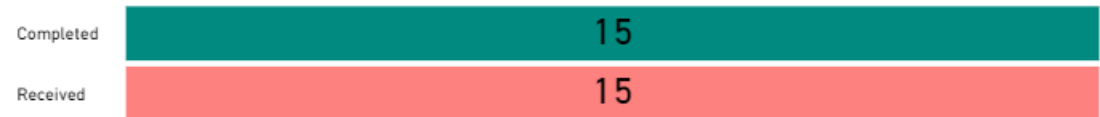
TAT by Phase of Work (MTD)



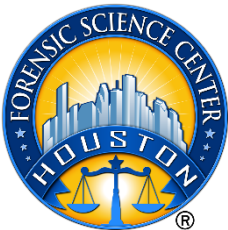
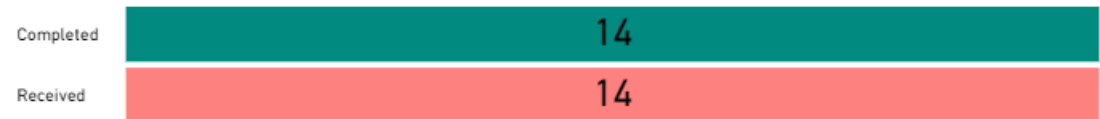
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Visual temporarily unavailable

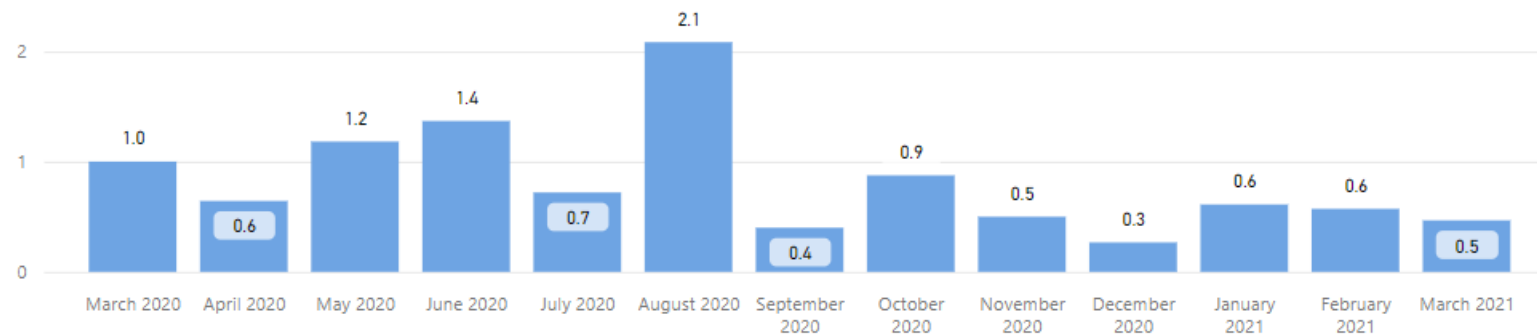
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

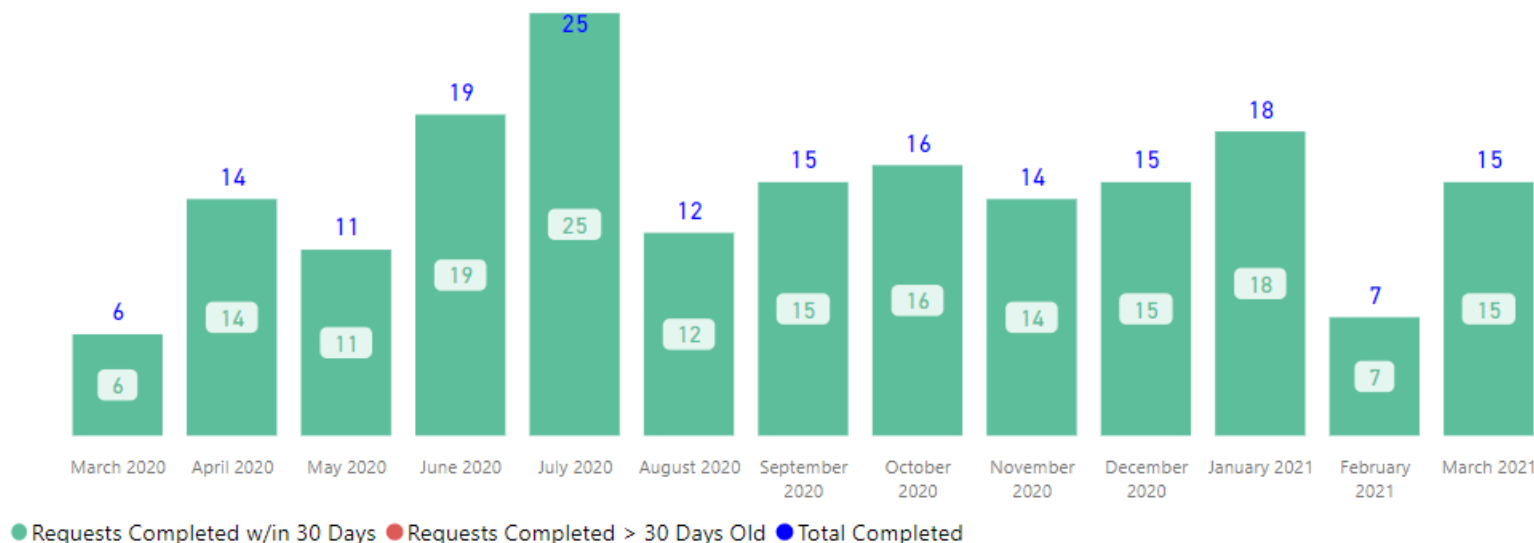
0.80

Total TAT (Rec'd-Compl.) Avg

0.80

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

187

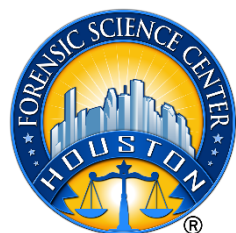
Requests Completed

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 Tax Rejection

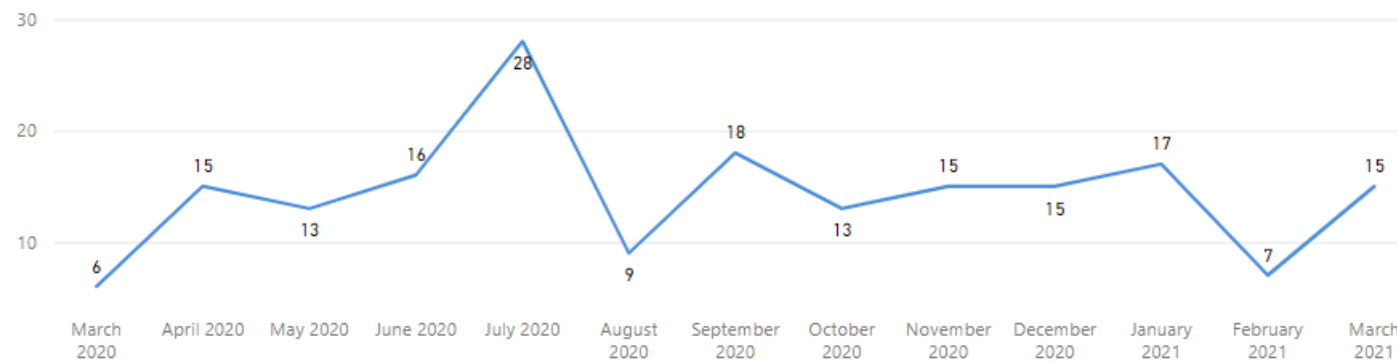
Priority Type

All

Received Filter

3/1/2020 3/31/2021

Received by Month



Total Received

187

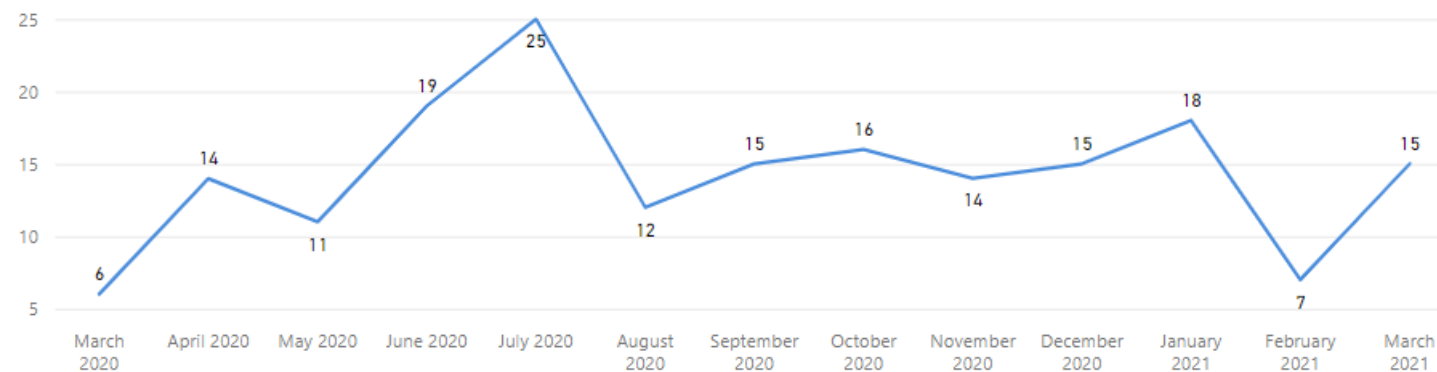
Received per Month (Avg)*

14

Completed Filter

3/1/2020 3/31/2021

Completed by Month



Total Completed

187

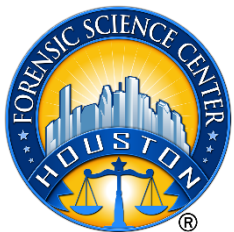
Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average



Seized Drugs



Service: Seized Drugs Examination
 Priority Type: All

of Unassigned

917!

Goal: 100 (-817%)

Pending Draft

23✓

Goal: 100 (+77%)

Pending Tech

4✓

Goal: 50 (+92%)

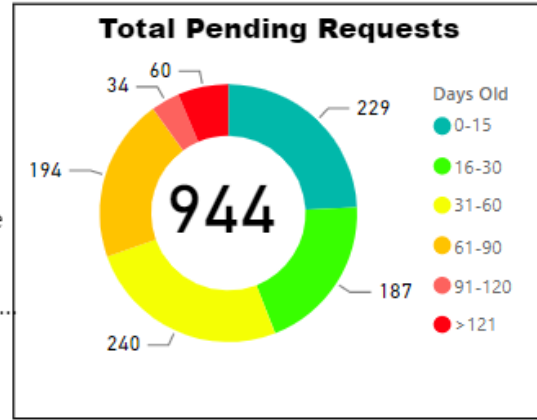
Pending Admin

1✓

Goal: 50 (+98%)

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

528 Justice Trax Past Critical Age
 74 Avg Age of Requests >30 D..
 198 Age-Oldest Unassigned
 161 Age-Oldest Pending Draft
 71 Age-Oldest Pending Tech
 48 Age-Oldest Pending Admin



Overall TAT (Month to Date)

47.2!

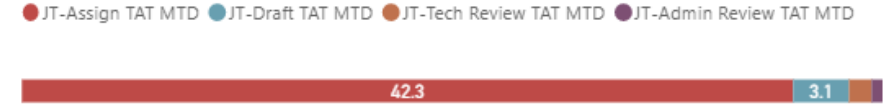
Goal: 14, 15

Overall TAT (Past 90 Days)

41.1!

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



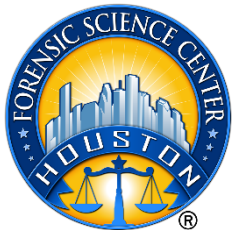
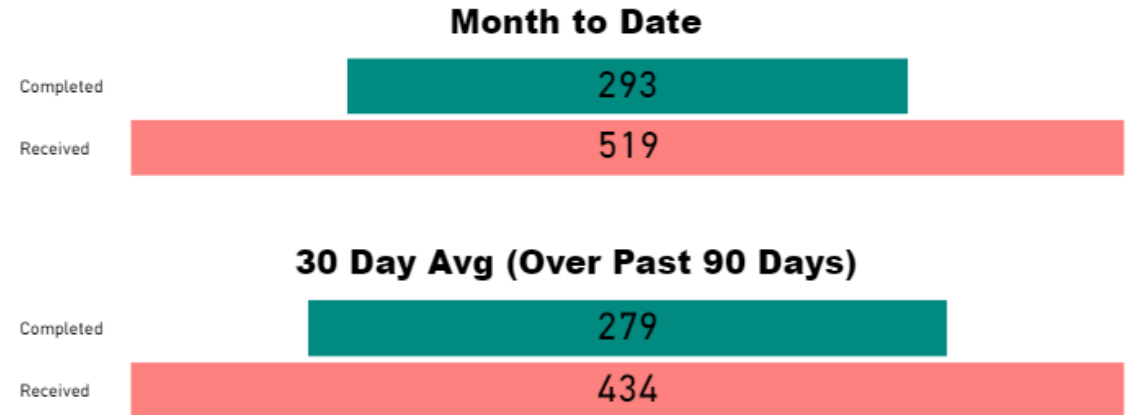
Open Quality Reports

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

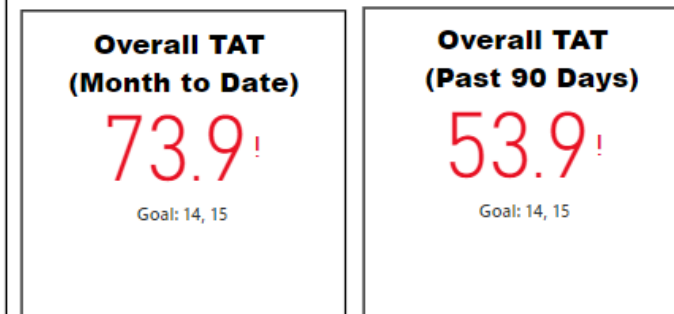
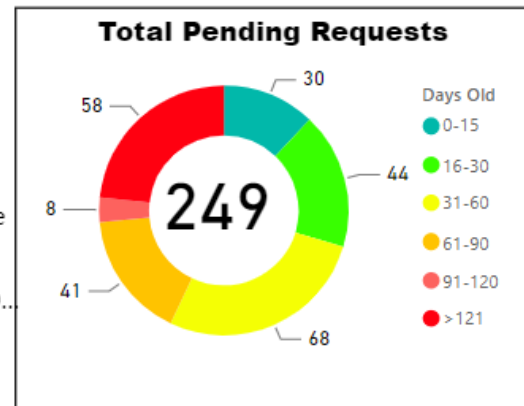
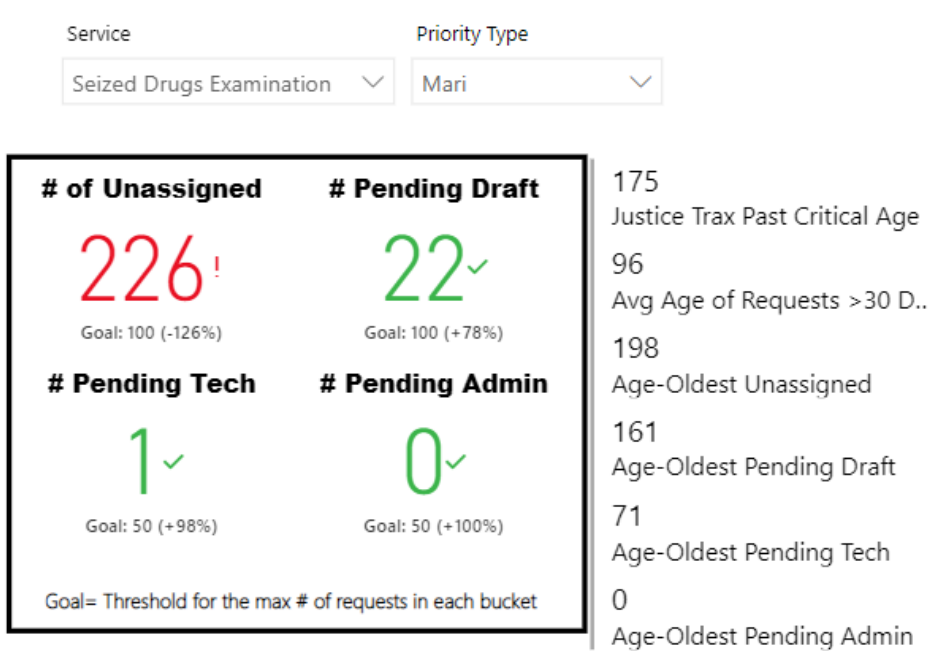
Quality TAT

Avg Age of Open Reports*

Quality Filter: Controlled Substances



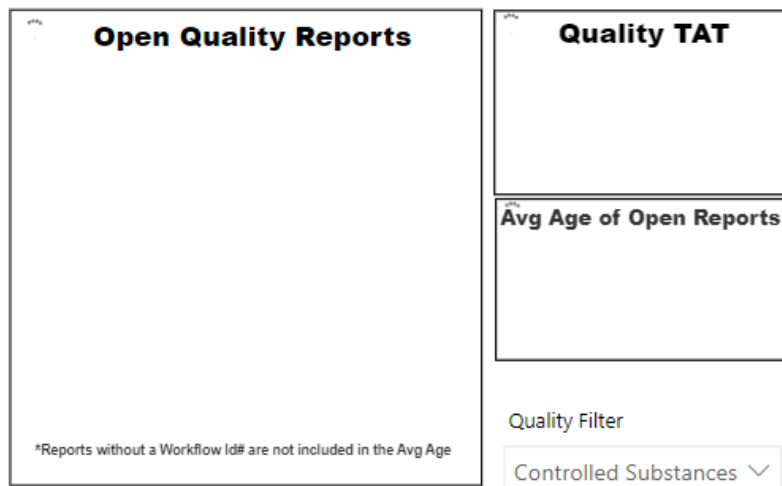
Visual temporarily unavailable



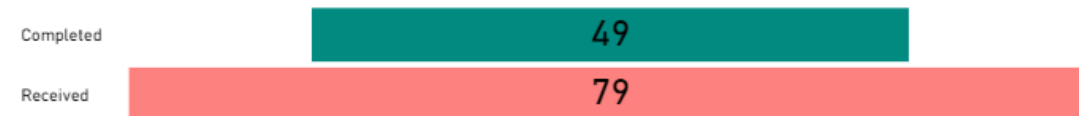
TAT by Phase of Work (MTD)



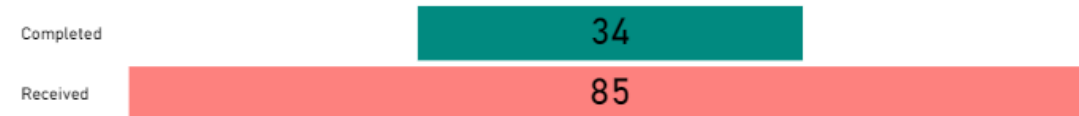
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Visual temporarily unavailable

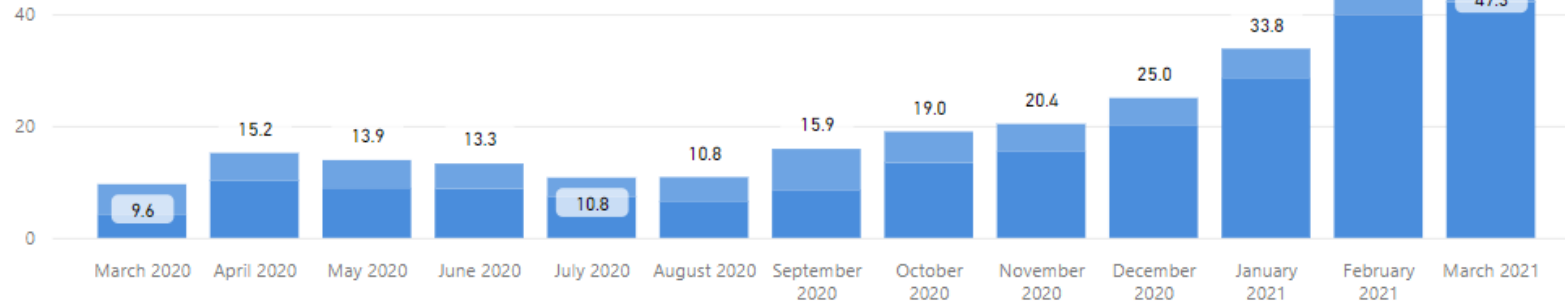
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

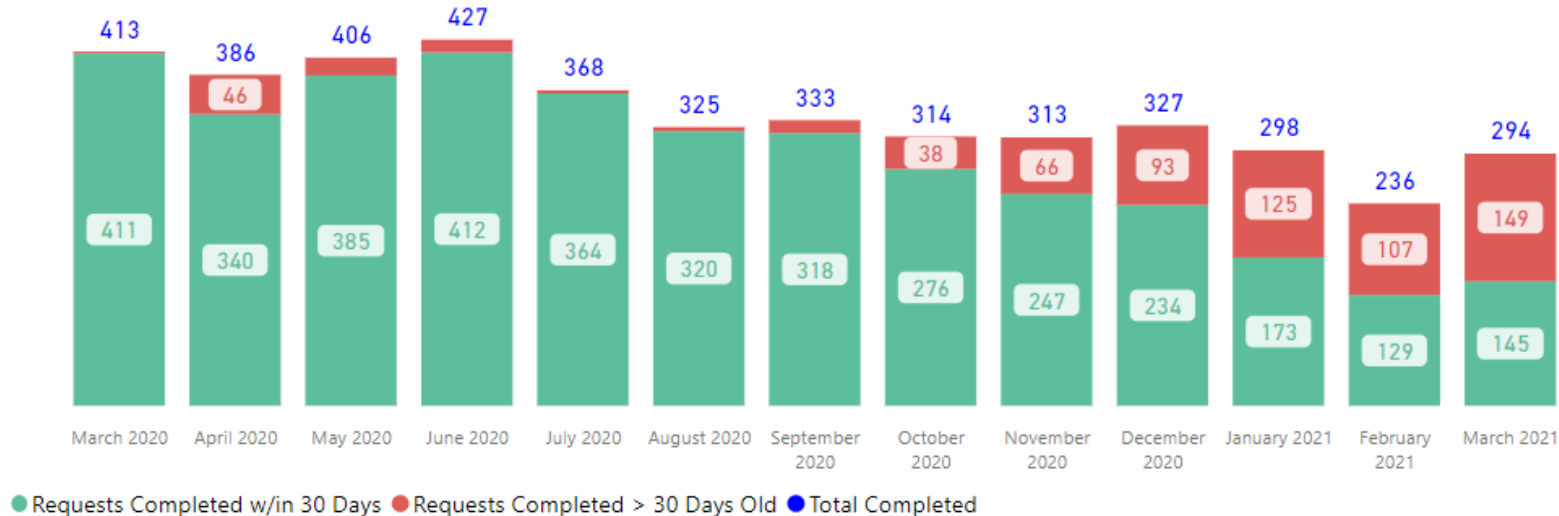
19.98

Total TAT (Rec'd-Compl.) Avg

4.99

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4440

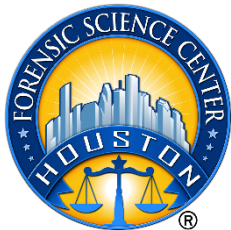
Requests Completed

686

Requests Completed > 30 Days Old

15.45 %

% Completed > 30 Days Old



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

Service

Seized Drugs Examination

Priority Type

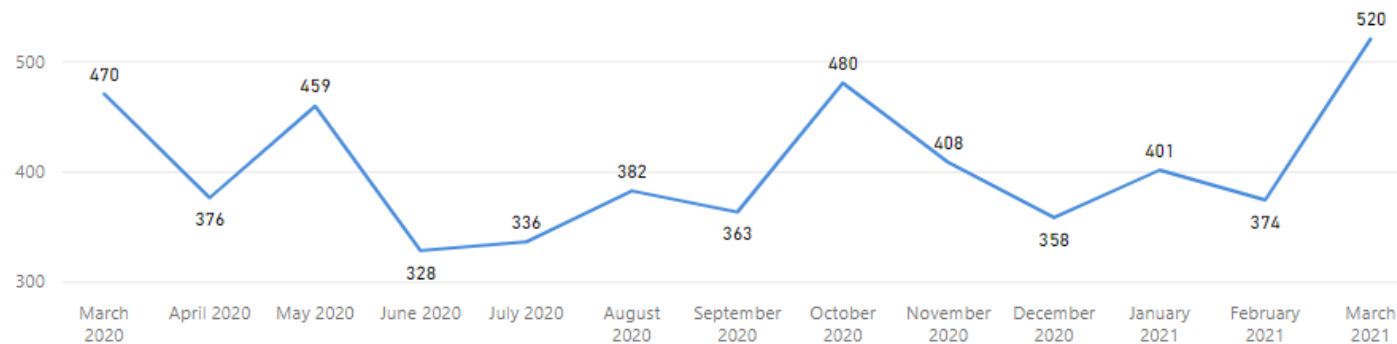
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

5,255

Received per Month (Avg)*

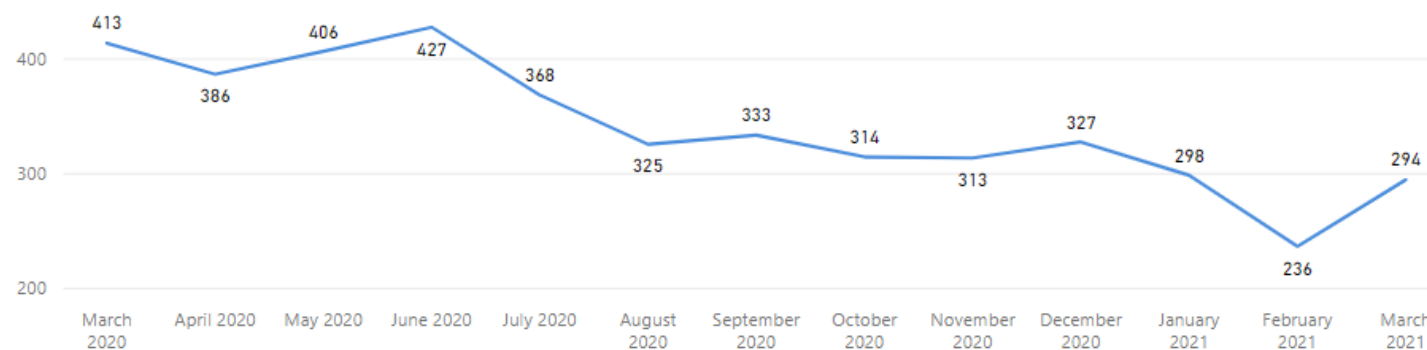
404

Completed Filter

3/1/2020

3/31/2021

Completed by Month



Total Completed

4,440

Completed per Month (Avg)*

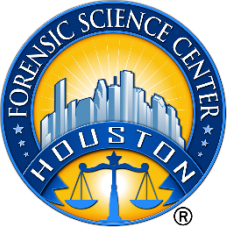
342

* months with zero activity are not calculated into the average



Toxicology





Service

Blood Alcohol

▼

Priority Type

All

▼

of Unassigned

569!

Goal: 50 (-1038%)

Pending Draft

245!

Goal: 120 (-104.17%)

Pending Tech

254!

Goal: 90 (-182.22%)

Pending Admin

123!

Goal: 90 (-36.67%)

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

411
Justice Trax Past Critical Age

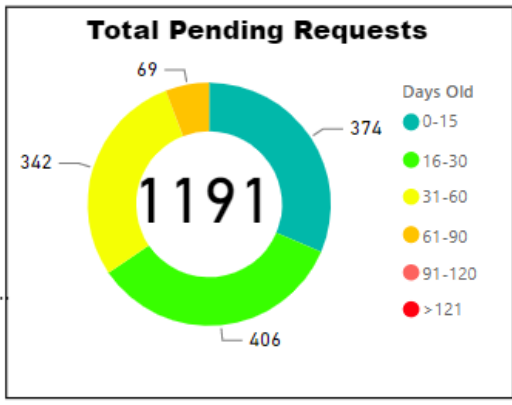
50
Avg Age of Requests >30 D...

29
Age-Oldest Unassigned

77
Age-Oldest Pending Draft

70
Age-Oldest Pending Tech

82
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

72.6!

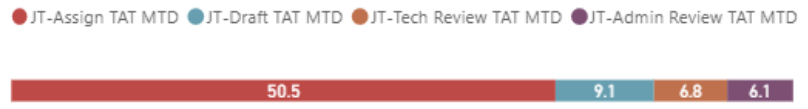
Goal: 30, 31

Overall TAT
(Past 90 Days)

80.3!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

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

Quality TAT

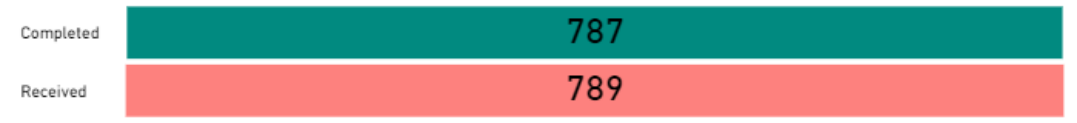
Avg Age of Open Reports*

Quality Filter

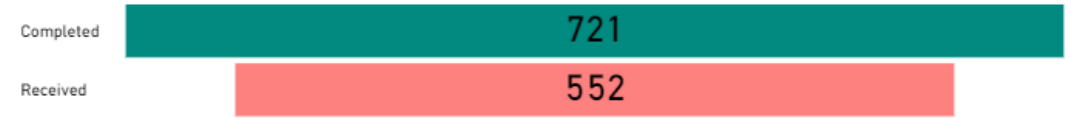
All

▼

Month to Date



30 Day Avg (Over Past 90 Days)



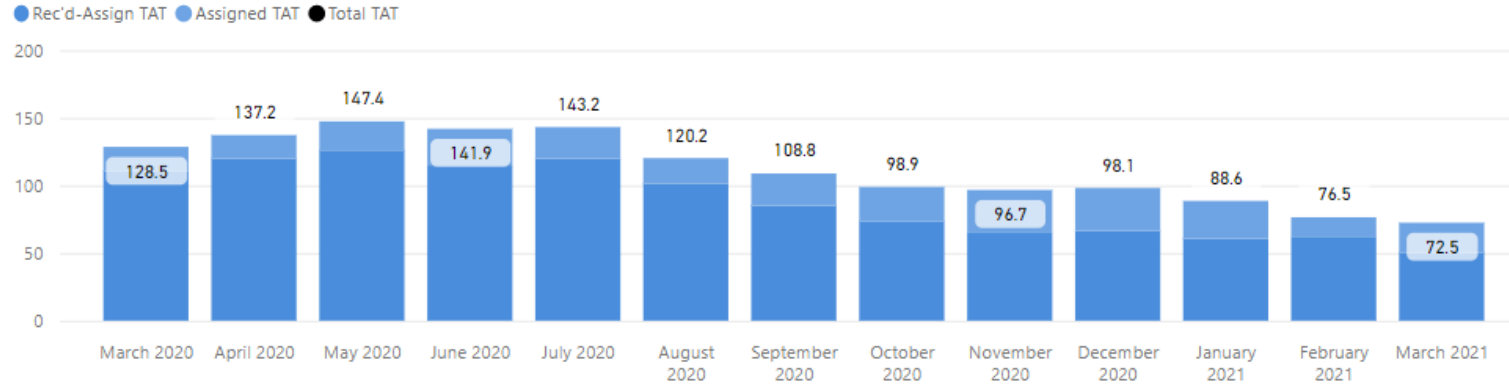
Visual temporarily unavailable

Date Range

3/1/2020

3/31/2021

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

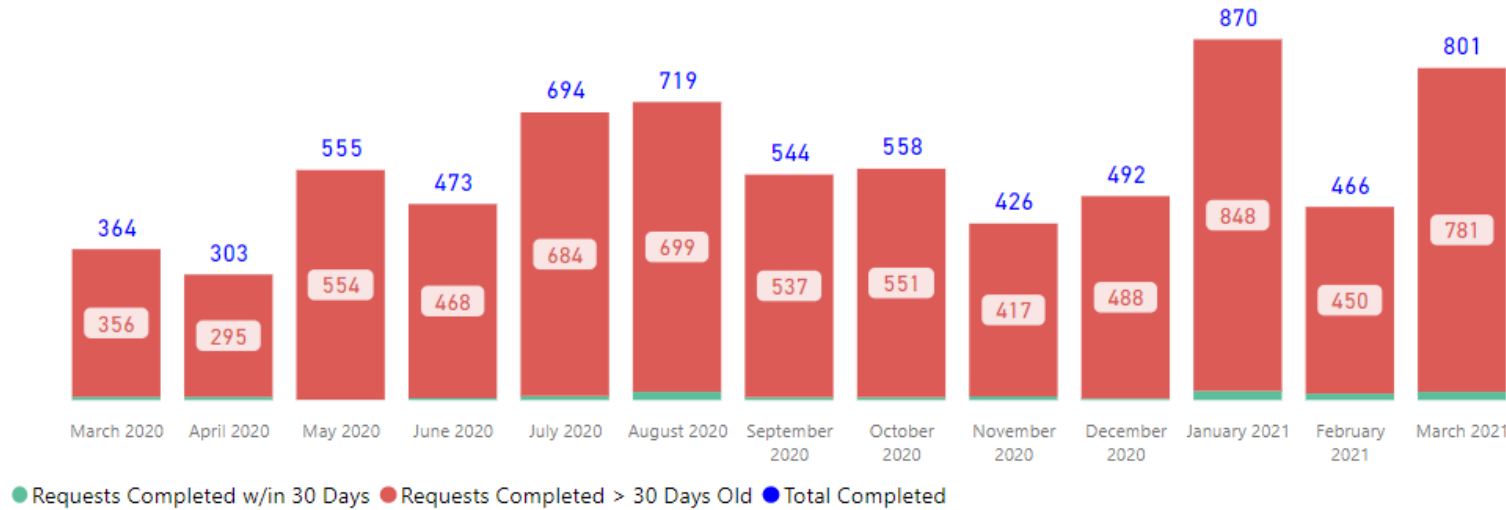
109.81

Total TAT (Rec'd-Compl.) Avg

23.67

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

7265

Requests Completed

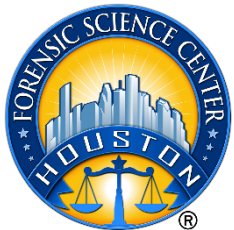
7128

Requests Completed > 30 Days Old

98.11 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

Priority Type

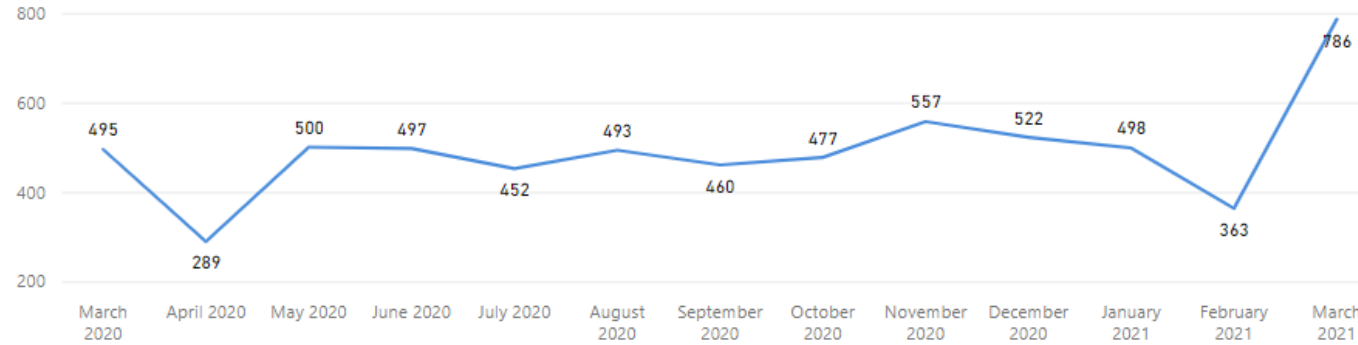
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

6,389

Received per Month (Avg)*

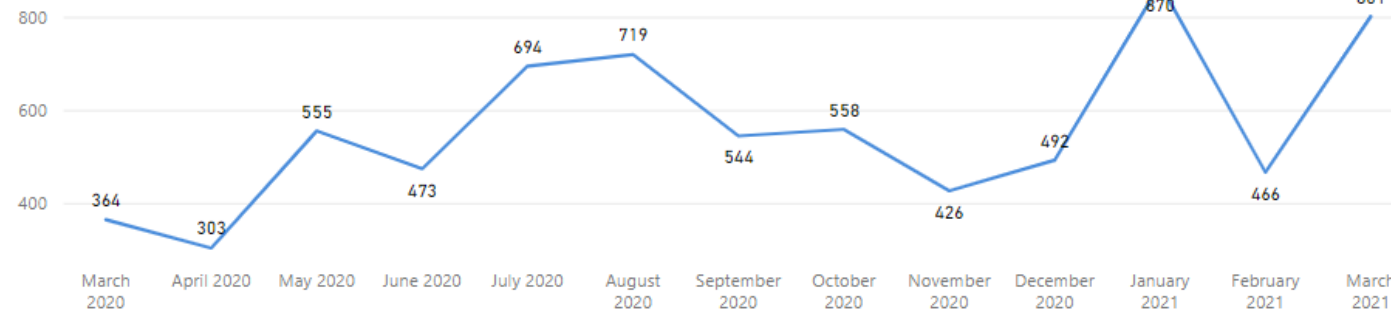
491

Completed Filter

3/1/2020

3/31/2021

Completed by Month



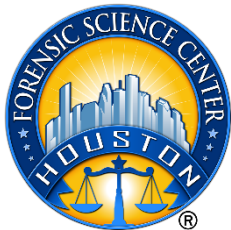
Total Completed

7,265

Completed per Month (Avg)*

559

* months with zero activity are not calculated into the average



Service

Priority Type

Toxicology

All

of Unassigned

1134!

Goal: 120 (-845%)

Pending Draft

59!

Goal: 30 (-96.67%)

Pending Tech

1✓

Goal: 30 (+96.67%)

Pending Admin

0✓

Goal: 30 (+100%)

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

867

Justice Trax Past Critical Age

100

Avg Age of Requests >30 D...

175

Age-Oldest Unassigned

351

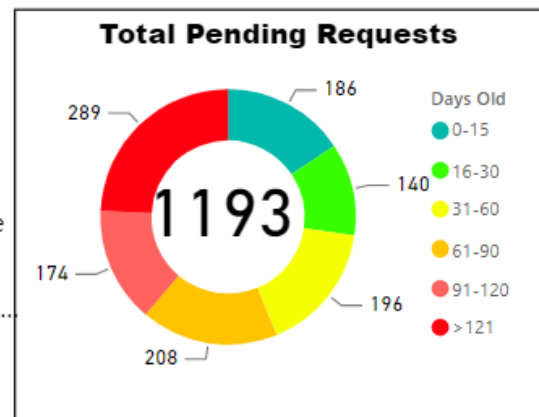
Age-Oldest Pending Draft

306

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT
(Month to Date)

157.0!

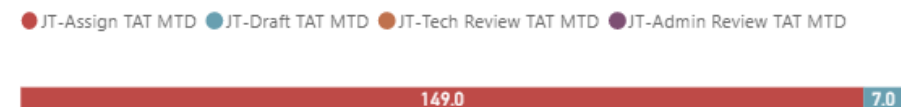
Goal: 90, 91

Overall TAT
(Past 90 Days)

192.3!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

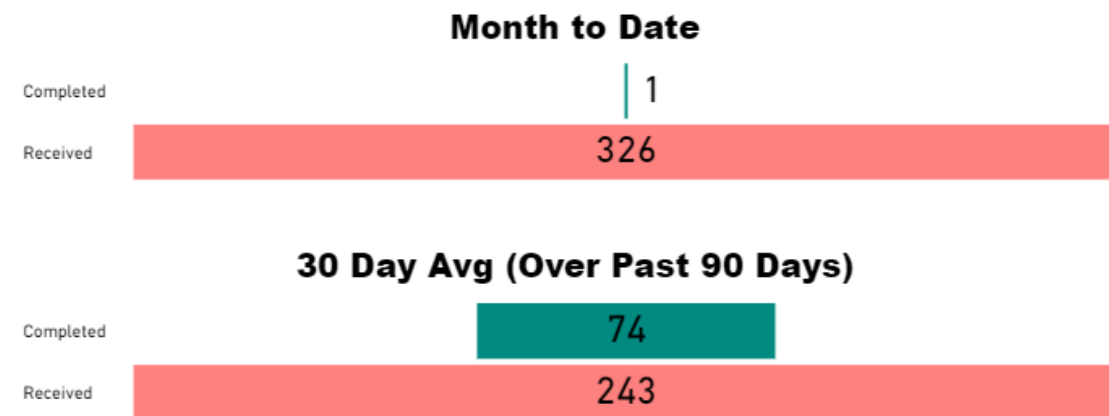
Quality TAT

Avg Age of Open Reports*

Quality Filter

All

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



Visual temporarily unavailable

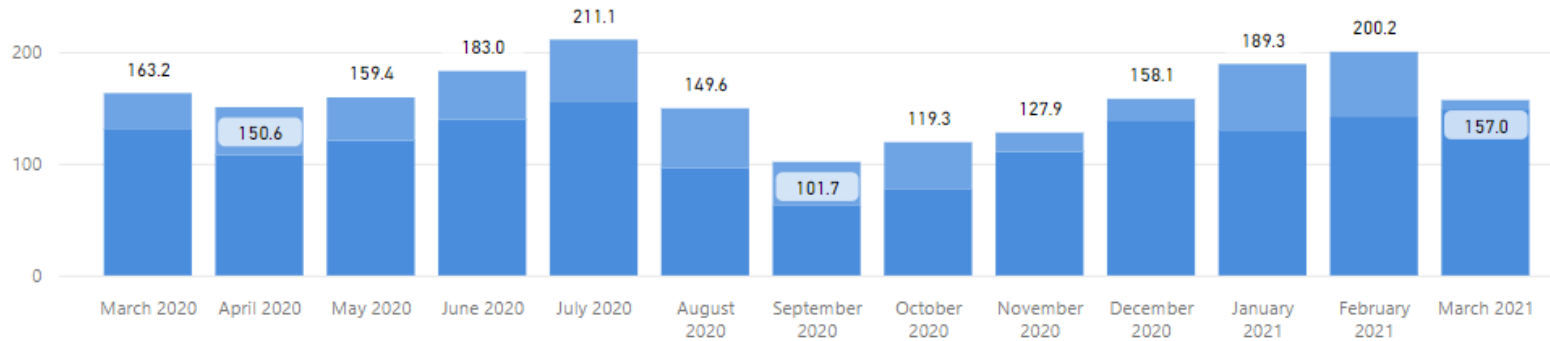
Date Range   

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

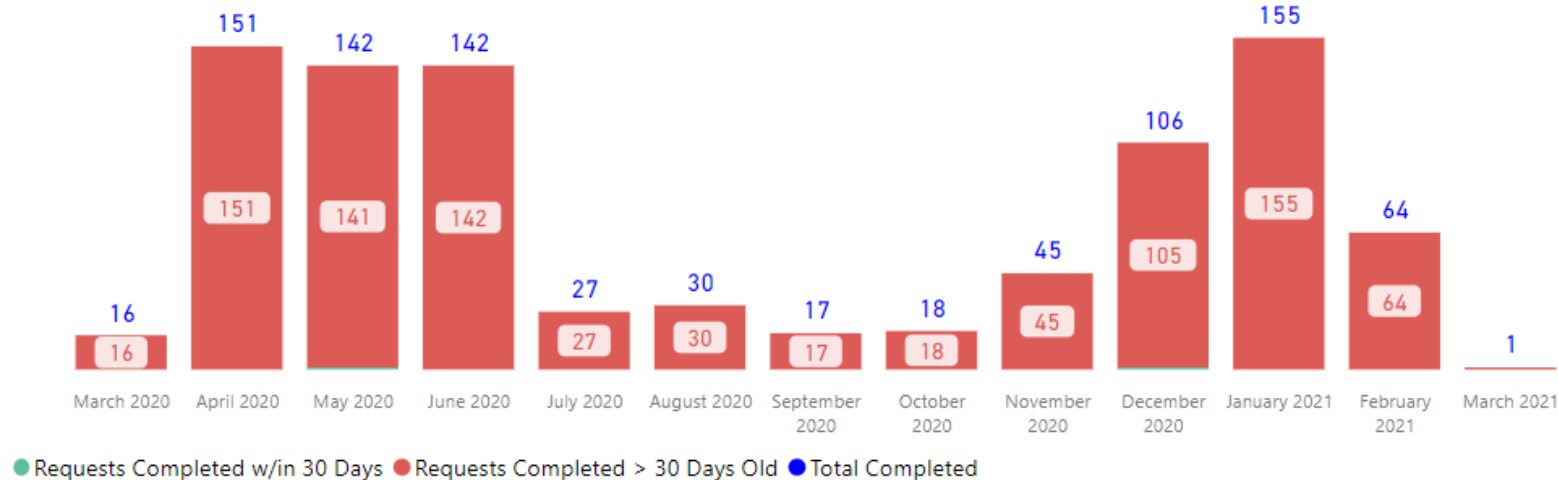
167.25

Total TAT (Rec'd-Compl.) Avg

42.57

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

914

Requests Completed

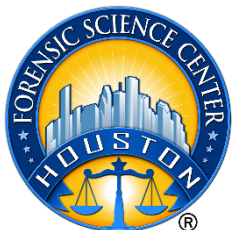
912

Requests Completed > 30 Days Old

99.78 %

% Completed > 30 Days Old

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



Service

Toxicology

Priority Type

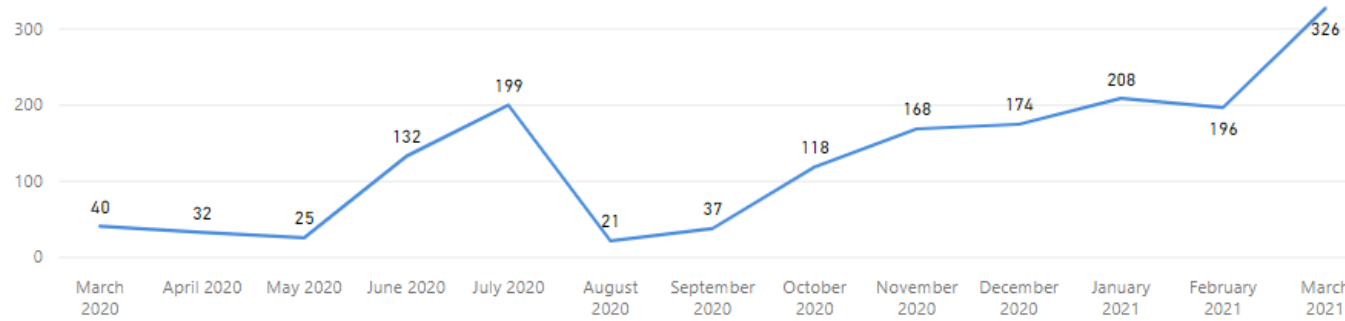
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

1,676

Received per Month (Avg)*

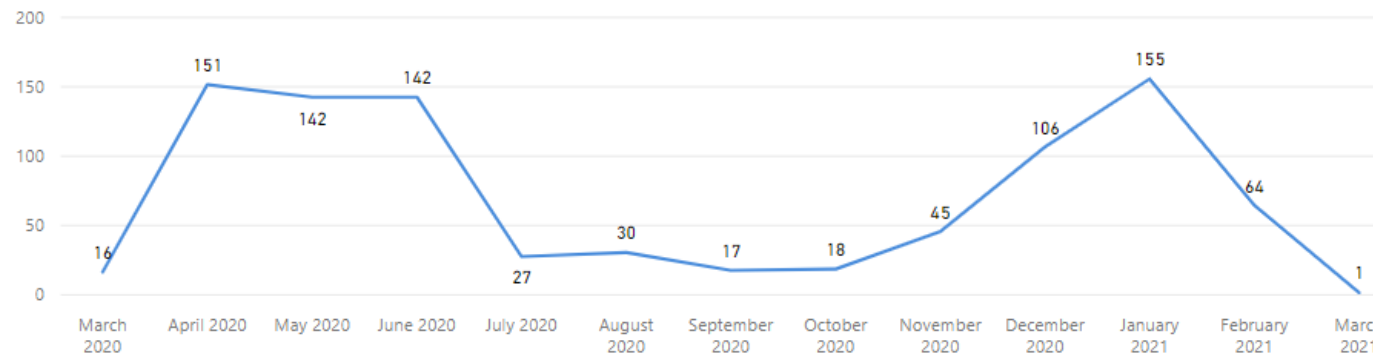
129

Completed Filter

3/1/2020

3/31/2021

Completed by Month



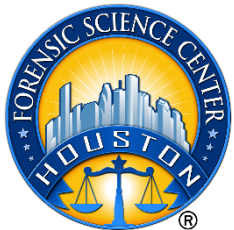
Total Completed

914

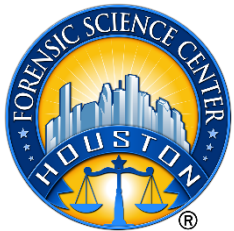
Completed per Month (Avg)*

70

* months with zero activity are not calculated into the average



Firearms



Service
Priority Type

Firearms Examination
All

of Unassigned
45!
Goal: 10 (-350%)

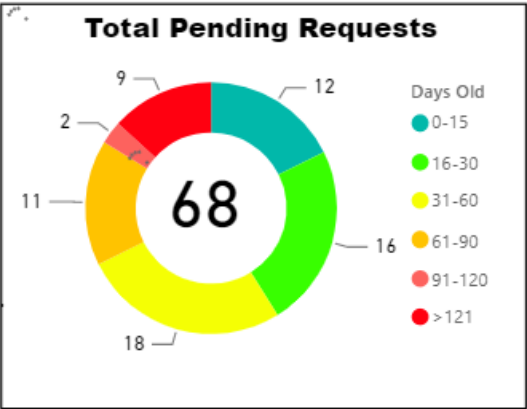
Pending Draft
17!
Goal: 14 (-21.43%)

Pending Tech
6✓
Goal: 9 (+33.33%)

Pending Admin
0✓
Goal: 5 (+100%)

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

40
Justice Trax Past Critical Age
87
Avg Age of Requests >30 D...
100
Age-Oldest Unassigned
280
Age-Oldest Pending Draft
265
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

62.6!

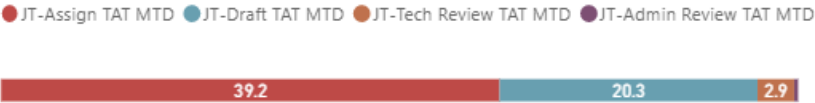
Goal: 40, 41

Overall TAT
(Past 90 Days)

66.3!

Goal: 40, 41

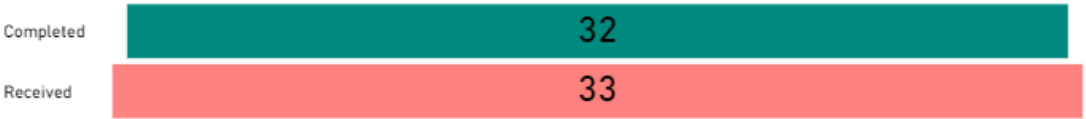
TAT by Phase of Work (MTD)



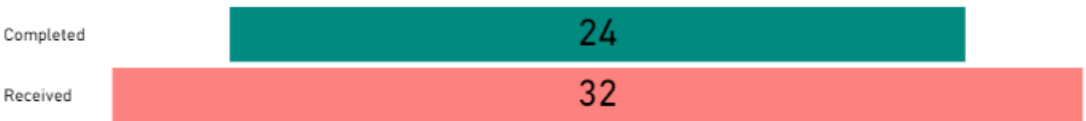
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



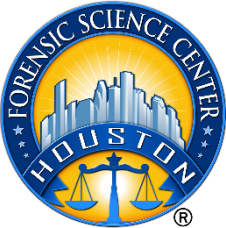
Open Quality Reports

Quality TAT

Avg Age of Open Reports*

Quality Filter
All

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



Visual temporarily unavailable

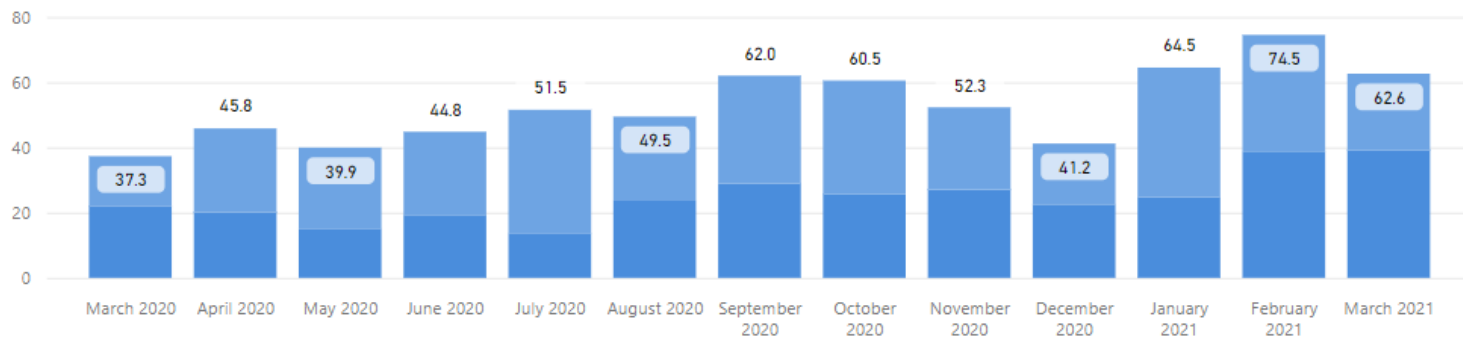
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

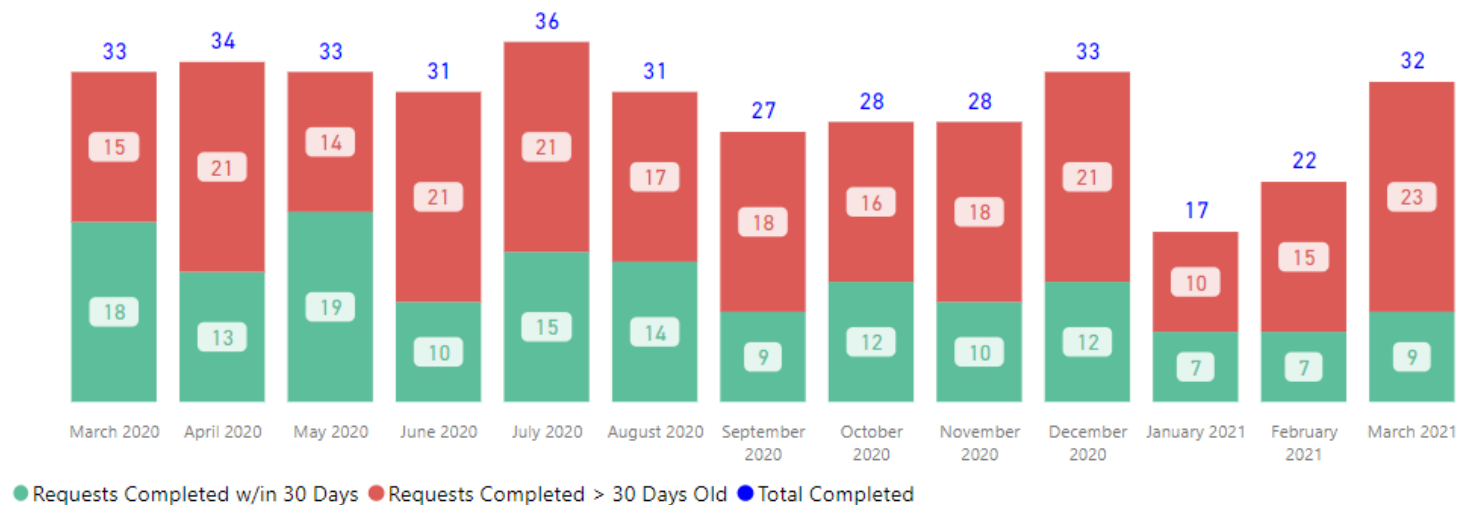
51.46

Total TAT (Rec'd-Compl.) Avg

27.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

385

Requests Completed

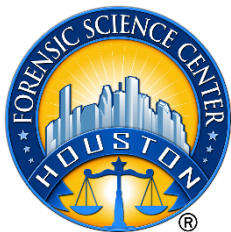
230

Requests Completed > 30 Days Old

59.74 %

% Completed > 30 Days Old

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

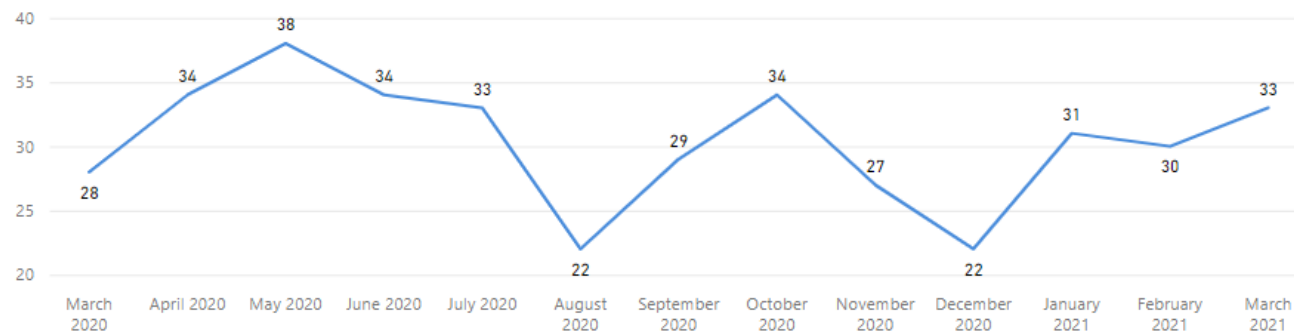


Service: Firearms Examination
 Priority Type: All

Received Filter

3/1/2020 3/31/2021

Received by Month



Total Received

395

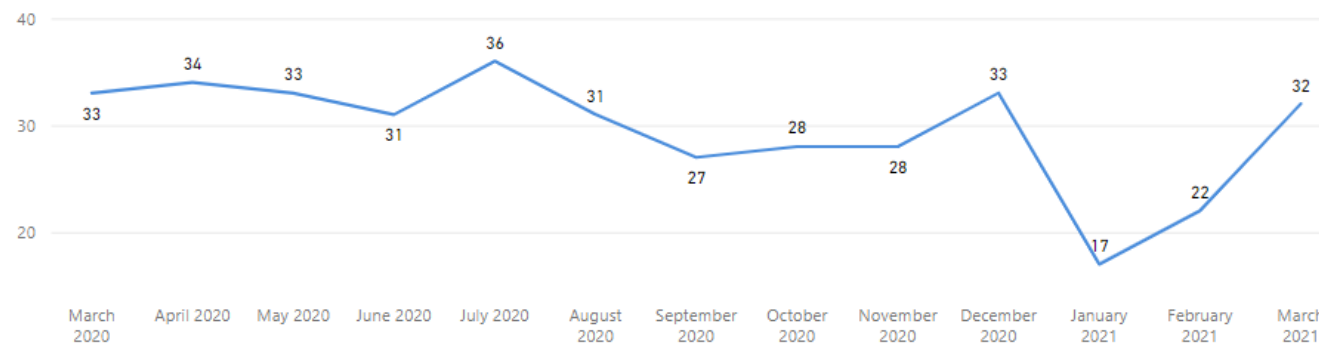
Received per Month (Avg)*

30

Completed Filter

3/1/2020 3/31/2021

Completed by Month



Total Completed

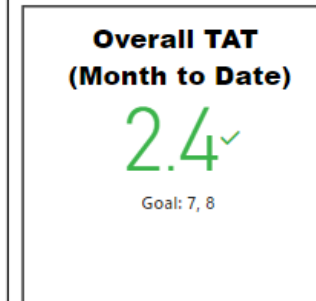
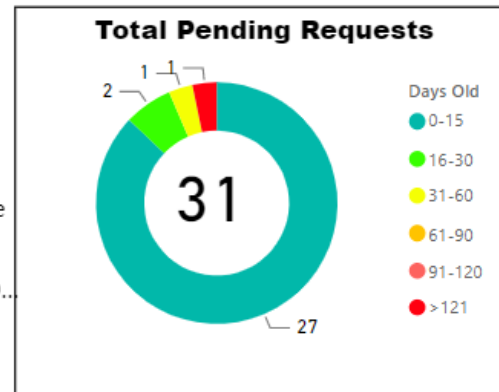
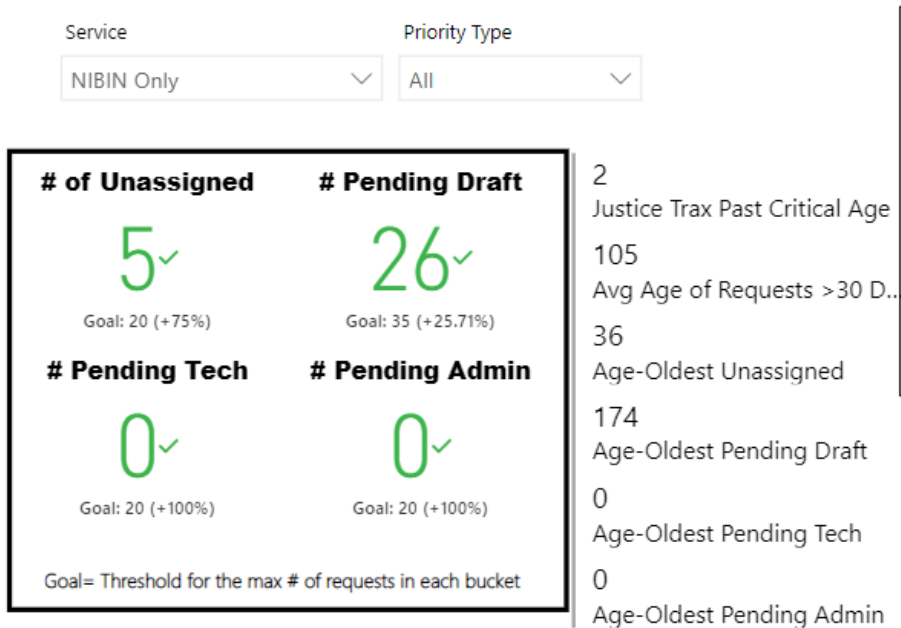
385

Completed per Month (Avg)*

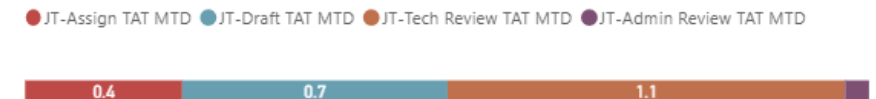
30

* months with zero activity are not calculated into the average

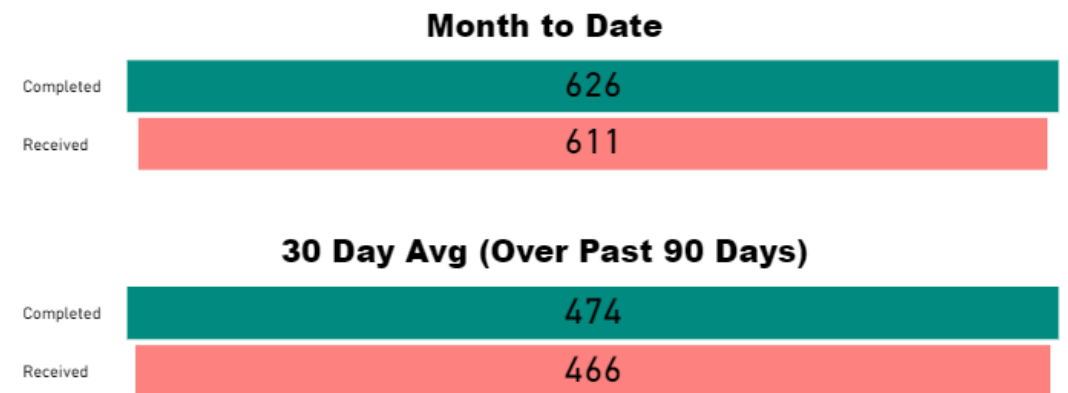




TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Visual temporarily unavailable

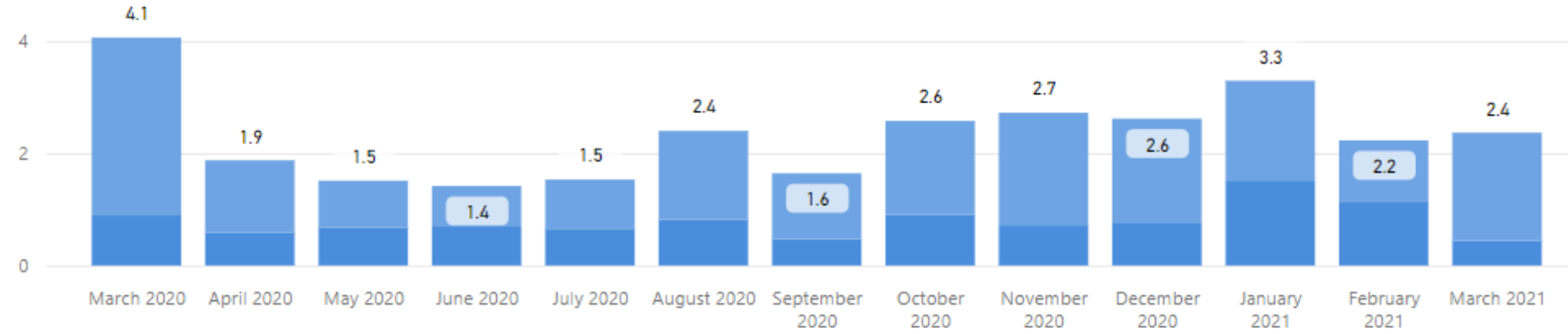
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

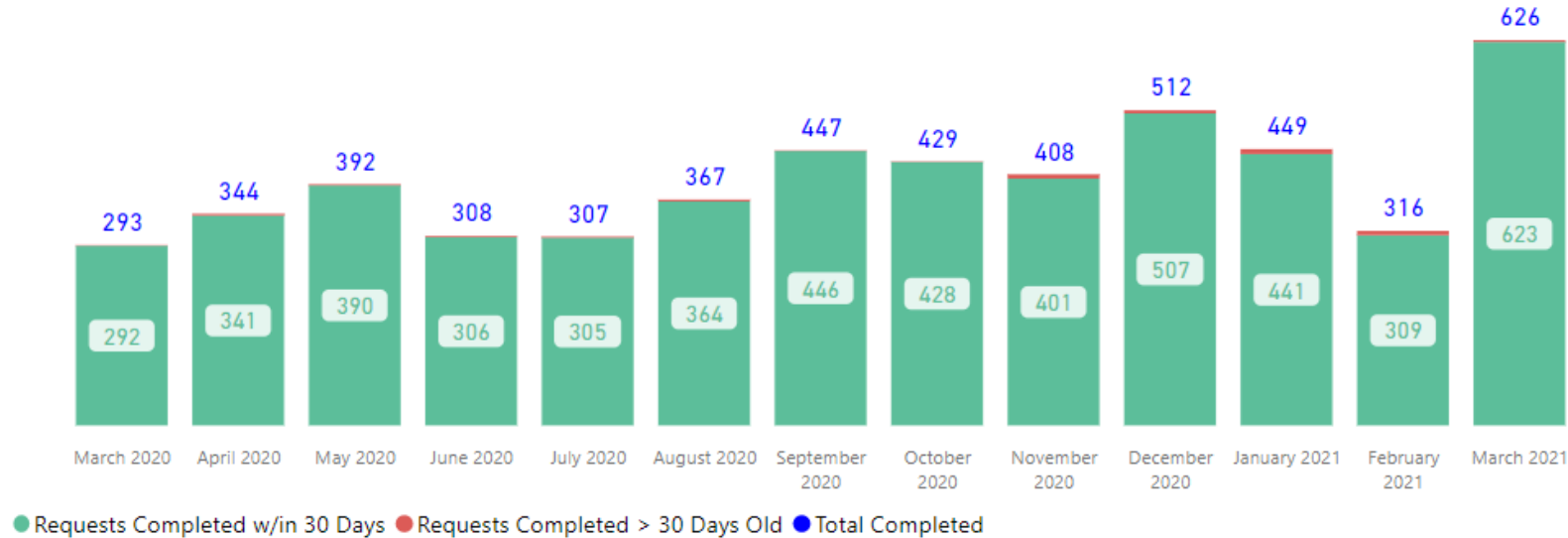
2.34

Total TAT (Rec'd-Compl.) Avg

1.56

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5198

Requests Completed

45

Requests Completed > 30 Days Old

0.87 %

% Completed > 30 Days Old

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



Service

NIBIN Only

Priority Type

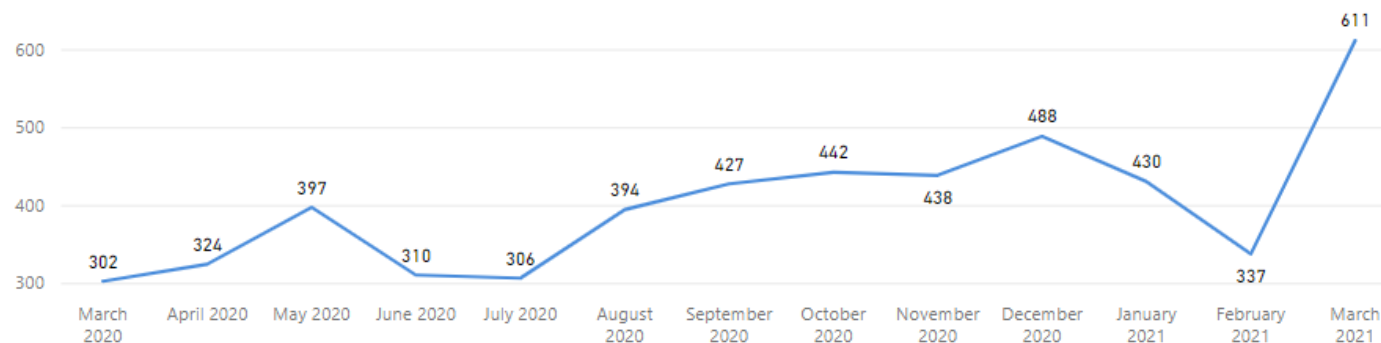
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

5,206

Received per Month (Avg)*

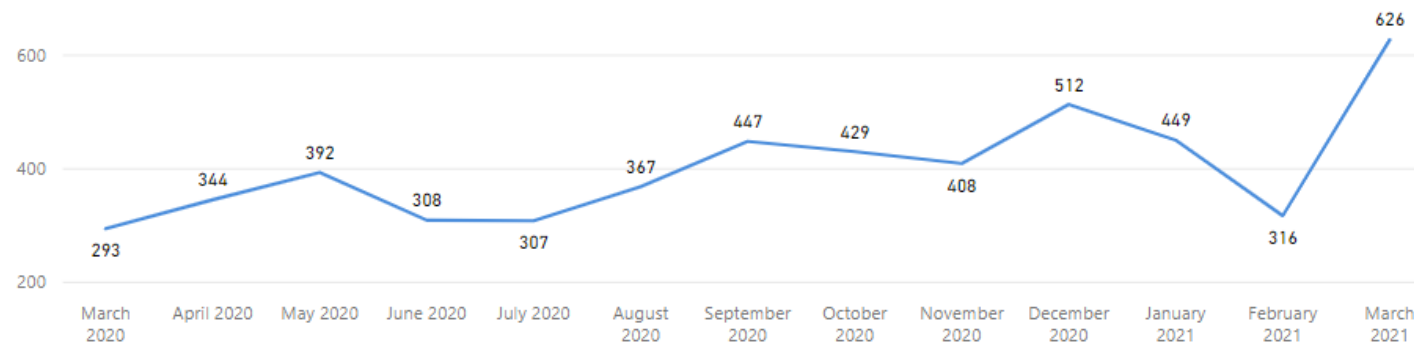
400

Completed Filter

3/1/2020

3/31/2021

Completed by Month



Total Completed

5,198

Completed per Month (Avg)*

400

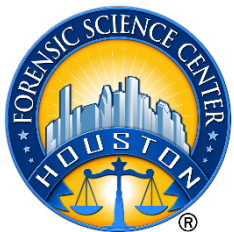
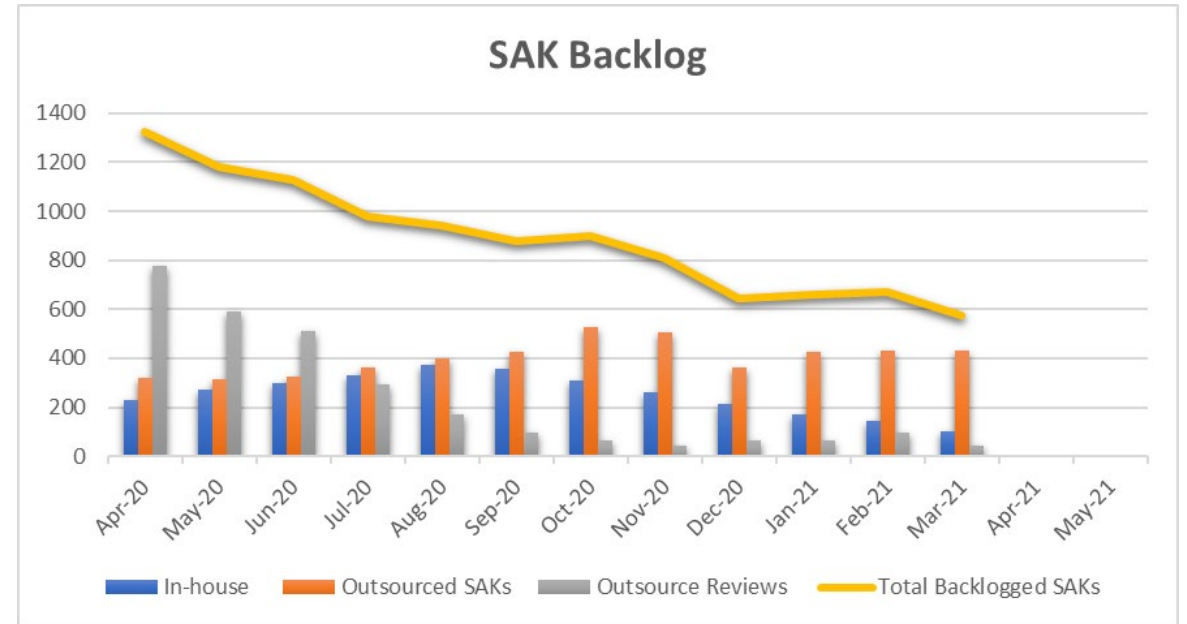
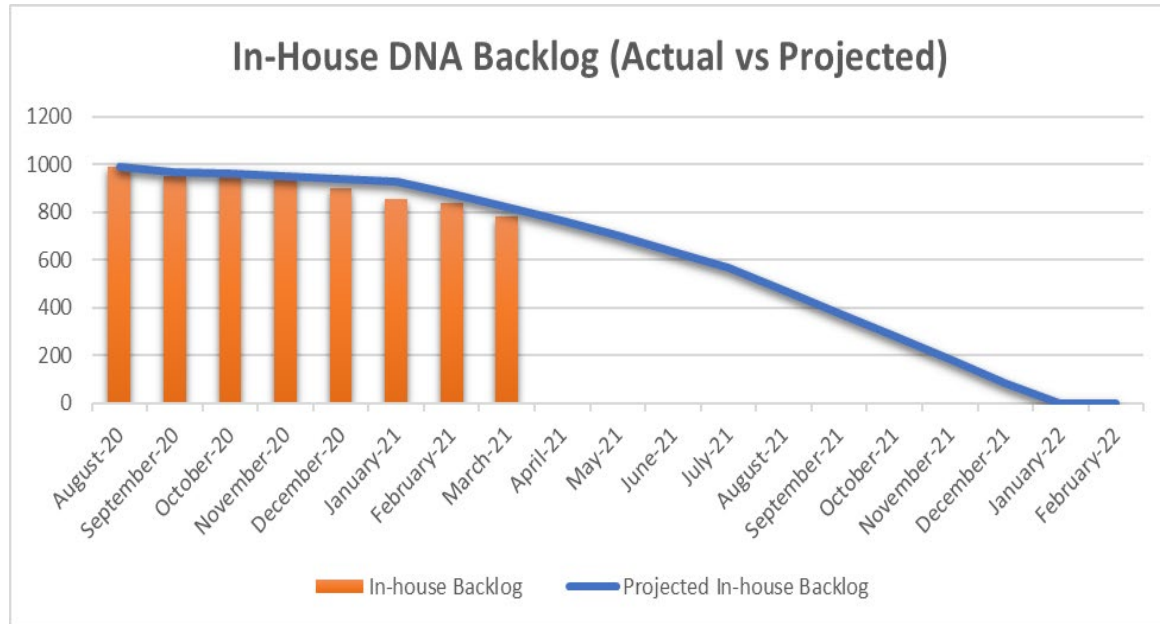
* months with zero activity are not calculated into the average



Forensic Biology



DNA Backlog Update



Section Request Type

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

656!

Goal: 24 (-2633.33%)

Pending Tech

89!

Goal: 24 (-270.83%)

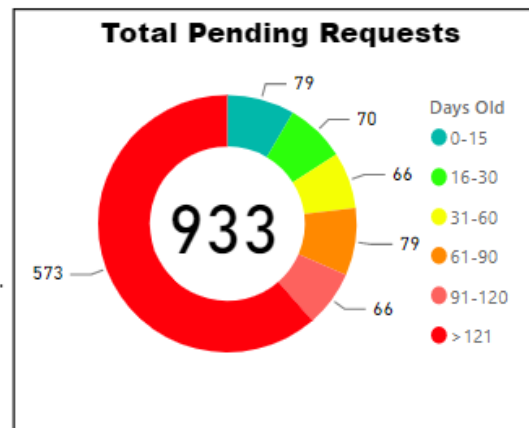
Pending Admin

10✓

Goal: 20 (+50%)

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

784
Past Critical Age
215
Avg Age of Reqeusts >30 ...
0
Age-Oldest Unassigned PL
1449
Age-Oldest Pending Draft...
2512
Age-Oldest Pending Tech ...
422
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

290.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

299.0!

Goal: 30, 31

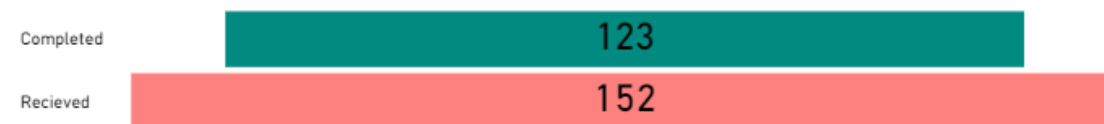
TAT by Phase of Work (MTD)



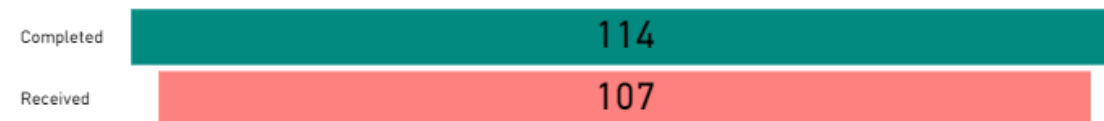
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Quality TAT

Avg Age of Open Reports*

Quality Filter

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



Visual temporarily unavailable

Section: DNA Request Type: SAK

of Unassigned

0 ✓

Goal: 20 (+100%)

Pending Draft

85 !

Goal: 24 (-254.17%)

Pending Tech

19 ✓

Goal: 24 (+20.83%)

Pending Admin

2 ✓

Goal: 20 (+90%)

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

100
Past Critical Age

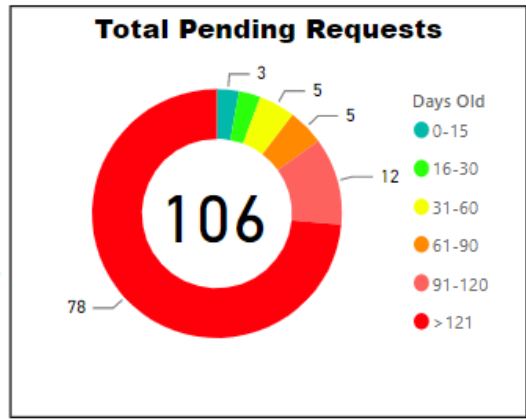
315
Avg Age of Reqeusts >30 ...

0
Age-Oldest Unassigned PL

1449
Age-Oldest Pending Draft...

587
Age-Oldest Pending Tech ...

422
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

360.7 !

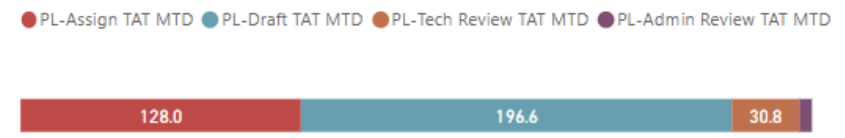
Goal: 30, 31

Overall TAT (Past 90 Days)

357.8 !

Goal: 30, 31

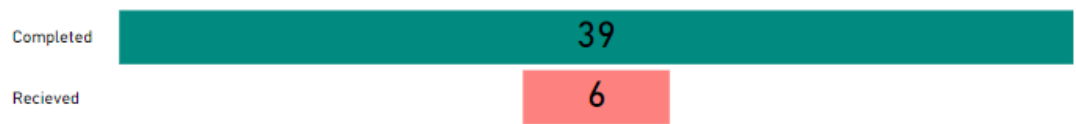
TAT by Phase of Work (MTD)



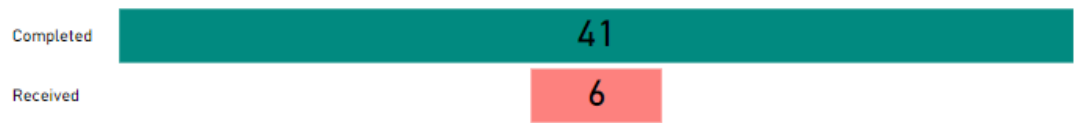
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Visual has exceeded the available resources. [See details](#)

Avg Age of Open Reports*

[See details](#)

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

Quality Filter: Biology/DNA



Visual temporarily unavailable

Section: Outsourced - DNA
Request Type: All

of Unassigned

585!

Goal: 100 (-485%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

0✓

Goal: 100 (+100%)

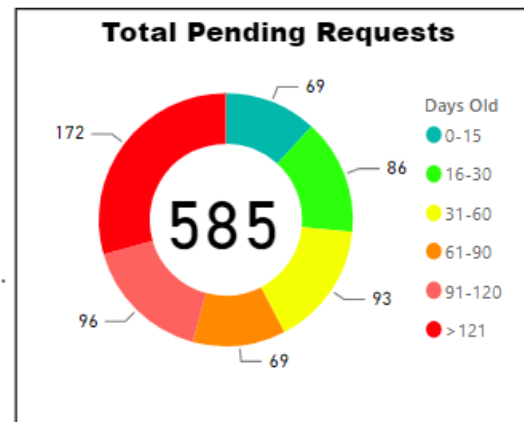
Pending Admin

0✓

Goal: 100 (+100%)

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

430
Past Critical Age
126
Avg Age of Reqeusts >30 ...
380
Age-Oldest Unassigned PL
0
Age-Oldest Pending Draft...
0
Age-Oldest Pending Tech ...
0
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

172.0!

Goal: 100, 100

Overall TAT (Past 90 Days)

170.5!

Goal: 100, 100

TAT by Phase of Work (MTD)

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



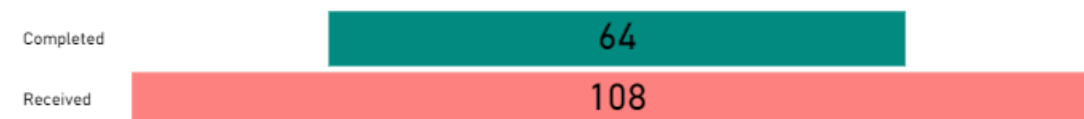
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Quality TAT

Avg Age of Open Reports*

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

Quality Filter: Biology/DNA



Visual temporarily unavailable

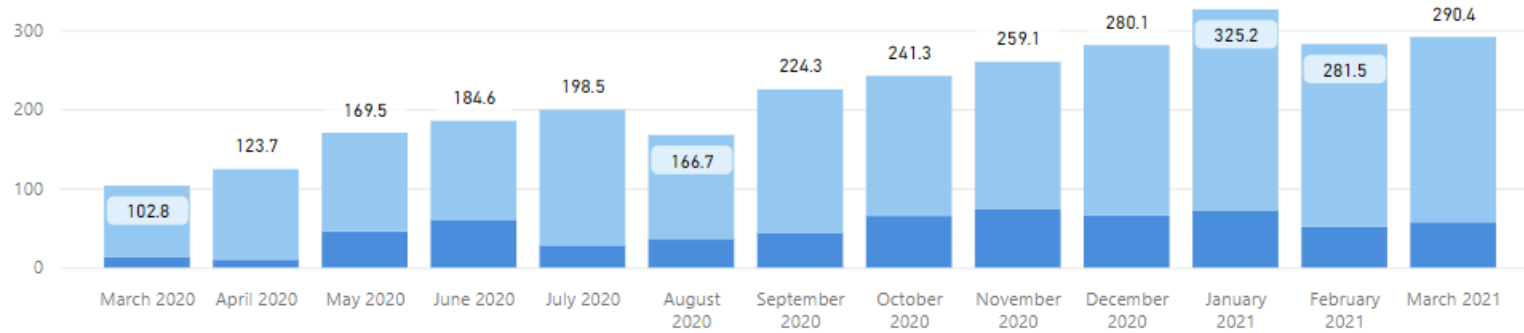
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

DNA

Request Type

All

Selected Time Frame Averages

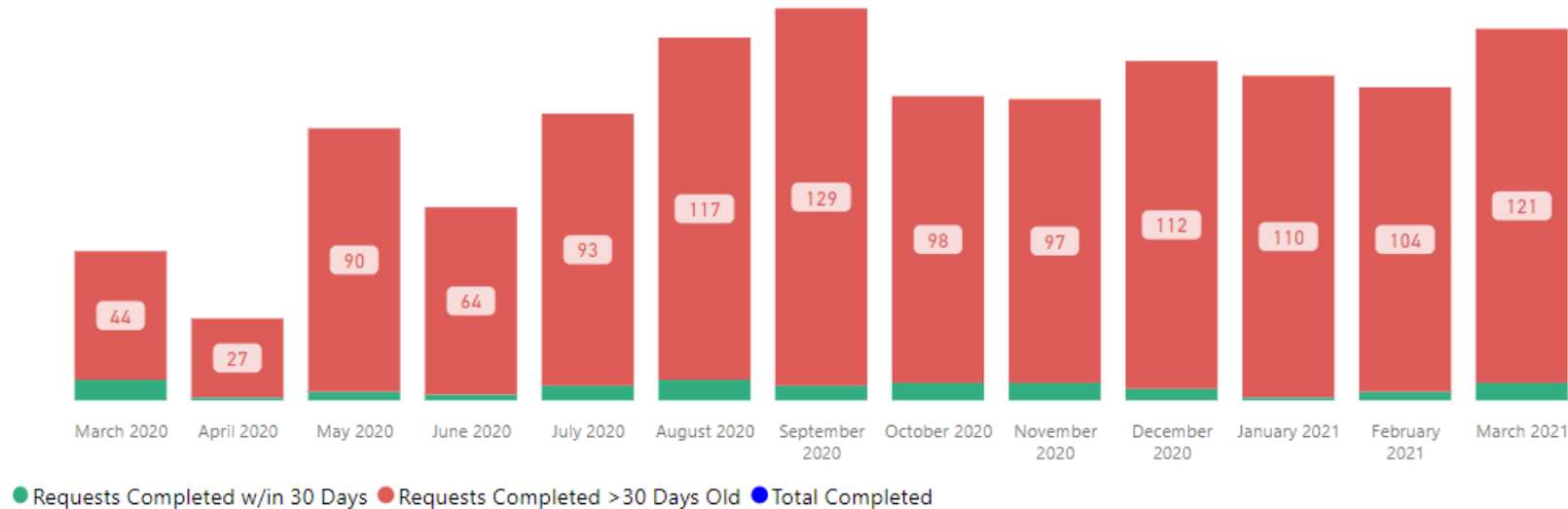
233.13

Total TAT (Rec'd-Compl.) Avg

182.19

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1262

Requests Completed

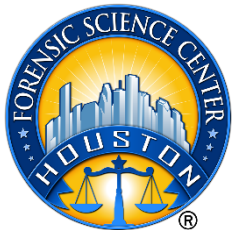
1206

Requests Completed > 30 Days

95.56 %

% Completed > 30 Days

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



Section



Request Type

DNA



All



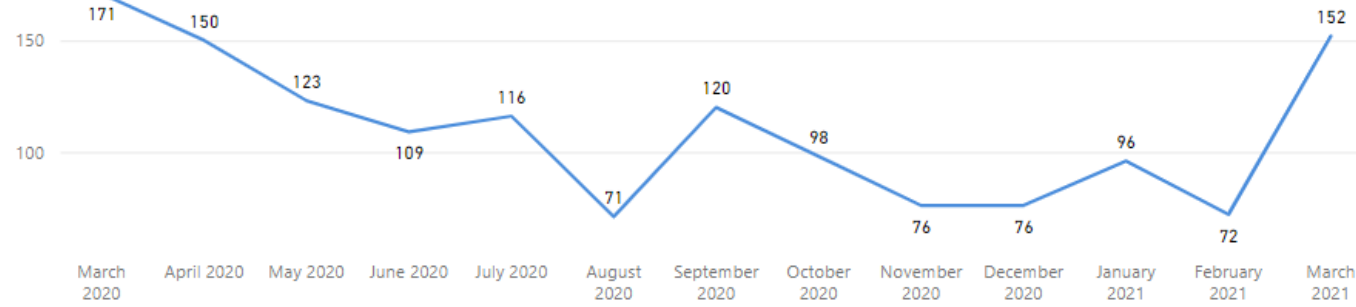
Received Filter



3/1/2020

3/31/2021

Received by Month



Total Received

1430

Received per Month (Avg)*

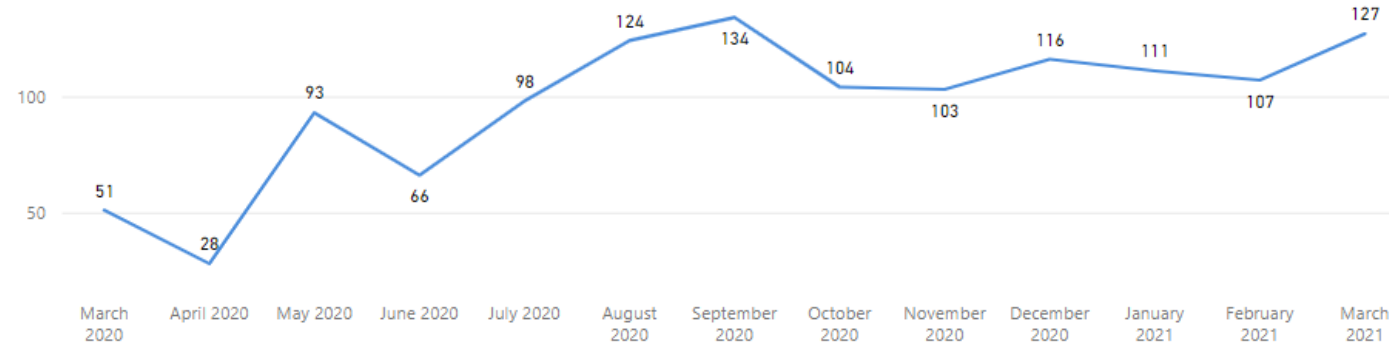
110

Completed Filter

3/1/2020

3/31/2021

Completed by Month



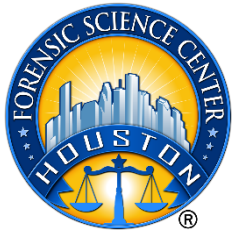
Total Completed

1262

Completed per Month (Avg)*

97

* months with zero activity are not calculated into the average



Section
Request Type

Screening
All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

16!

Goal: 14 (-14.29%)

Pending Tech

5✓

Goal: 16 (+68.75%)

Pending Admin

2✓

Goal: 12 (+83.33%)

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

8

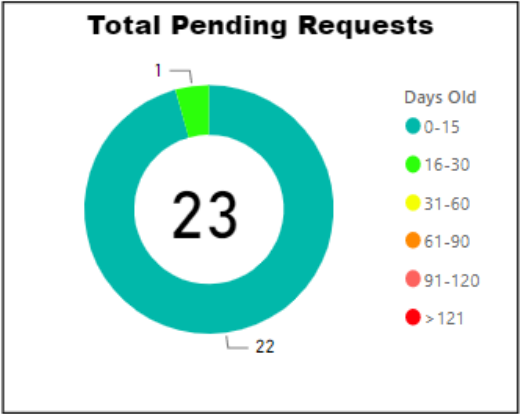
Age-Oldest Pending Draft...

29

Age-Oldest Pending Tech ...

13

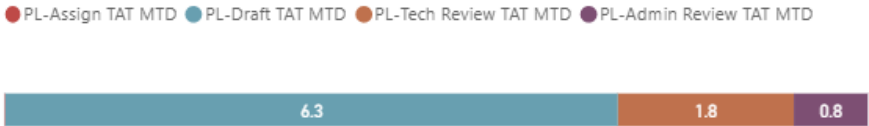
Age-Oldest Pending Adm...



Overall TAT
(Month to Date)
8.4✓
Goal: 10, 11

Overall TAT
(Past 90 Days)
7.9✓
Goal: 10, 11

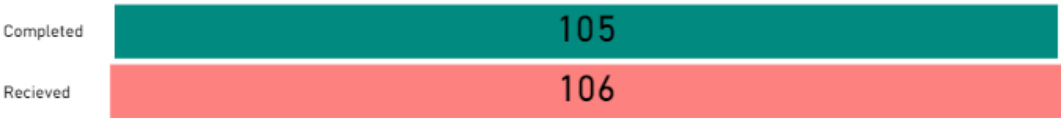
TAT by Phase of Work (MTD)



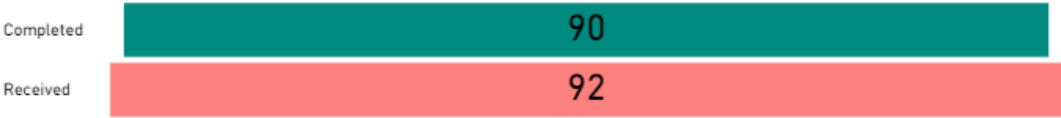
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



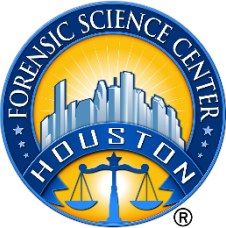
Open Quality Reports

Quality TAT

Avg Age of Open Reports*

Quality Filter
Biology/DNA

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



Visual temporarily unavailable

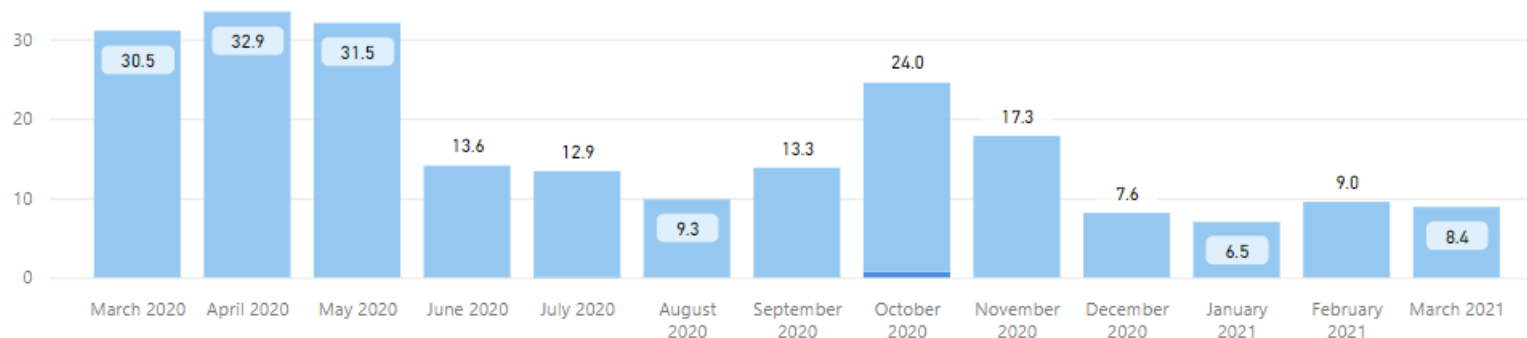
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

Screening

Request Type

All

Selected Time Frame Averages

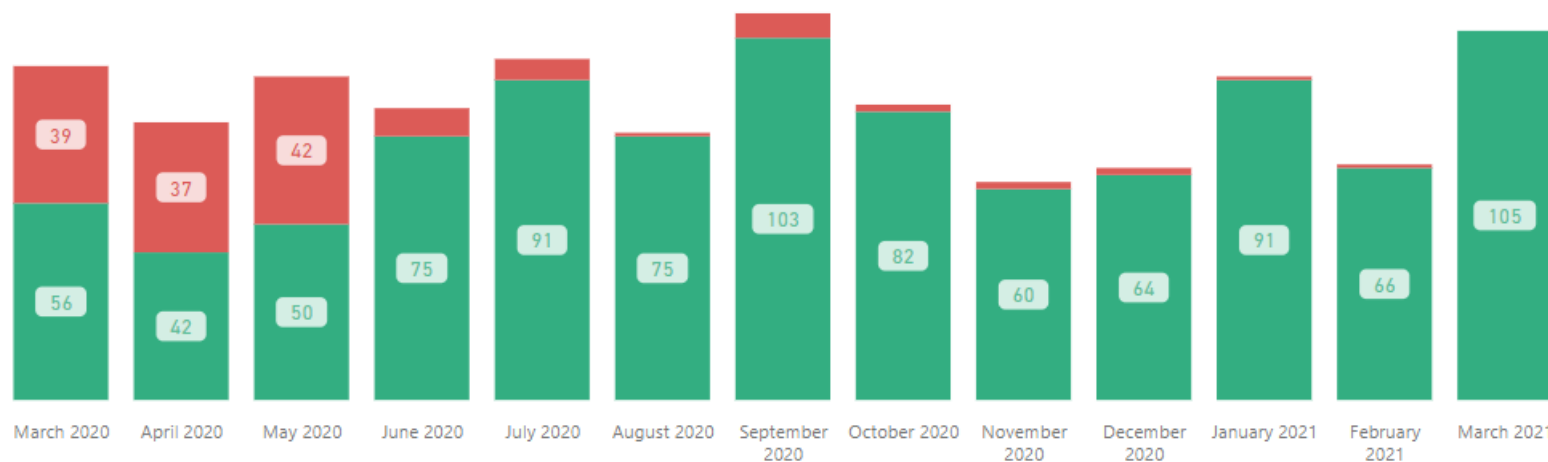
16.81

Total TAT (Rec'd-Compl.) Avg

17.25

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1108

Requests Completed

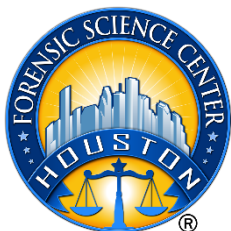
148

Requests Completed > 30 Days

13.36 %

% Completed > 30 Days

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



Section

Screening

Request Type

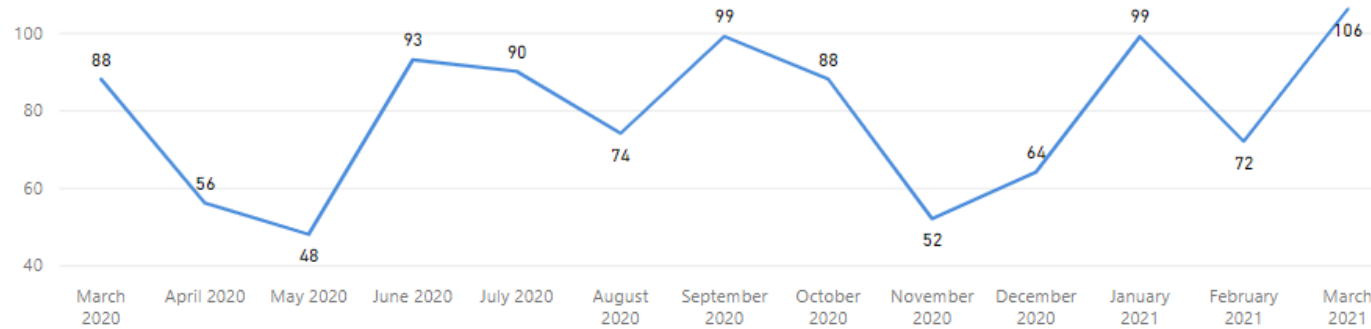
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

1029

Received per Month (Avg)*

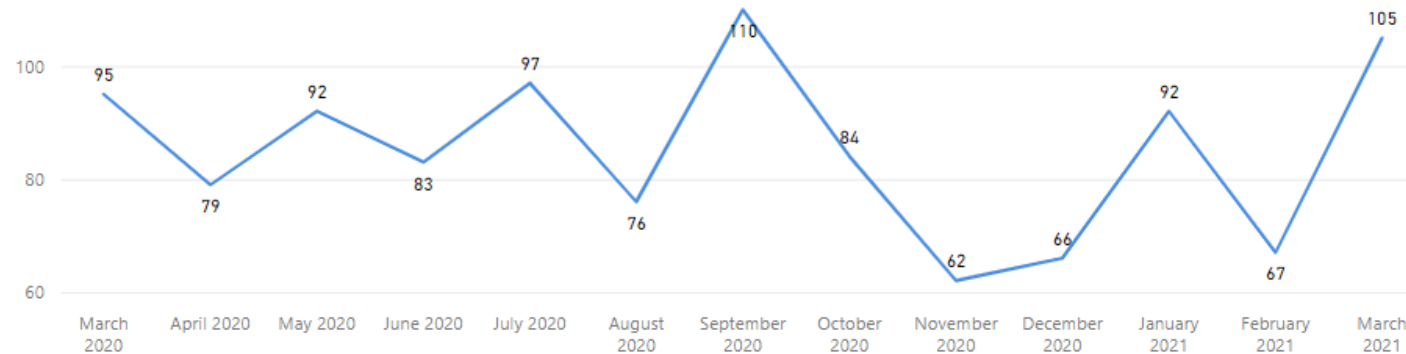
79

Completed Filter

3/1/2020

3/31/2021

Completed by Month



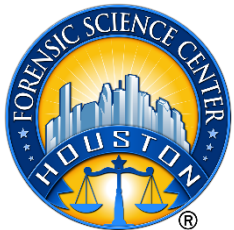
Total Completed

1108

Completed per Month (Avg)*

85

* months with zero activity are not calculated into the average



Section

CODIS

CODIS Hit Type

All

of Unassigned

63✓

Goal: 100 (+37%)

Pending Draft

30!

Goal: 20 (-50%)

Pending Tech

15✓

Goal: 15 (+0%)

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 ...

30

Age-Oldest Unassigned PL

30

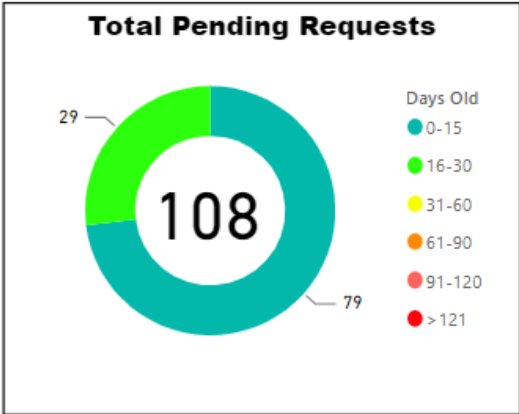
Age-Oldest Pending Draft...

9

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

7.5✓

Goal: 30, 31

Overall TAT (Past 90 Days)

10.3✓

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

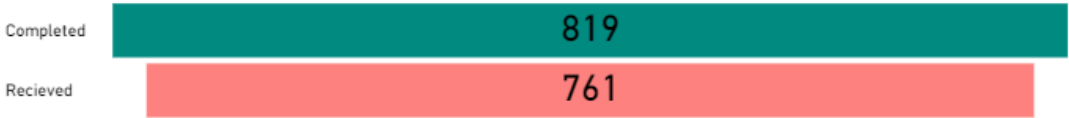
PL-Tech Review TAT MTD



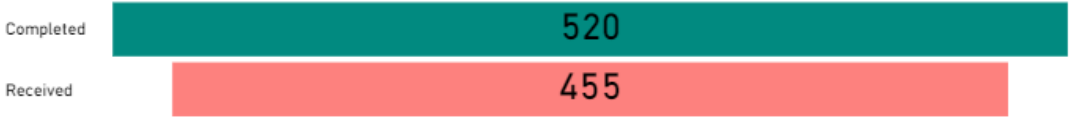
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Quality TAT

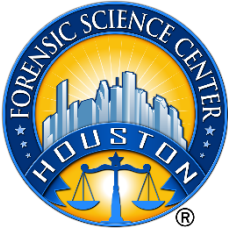
Avg Age of Open Reports*

Quality Filter

Biology/DNA

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

Visual temporarily unavailable



Date Range

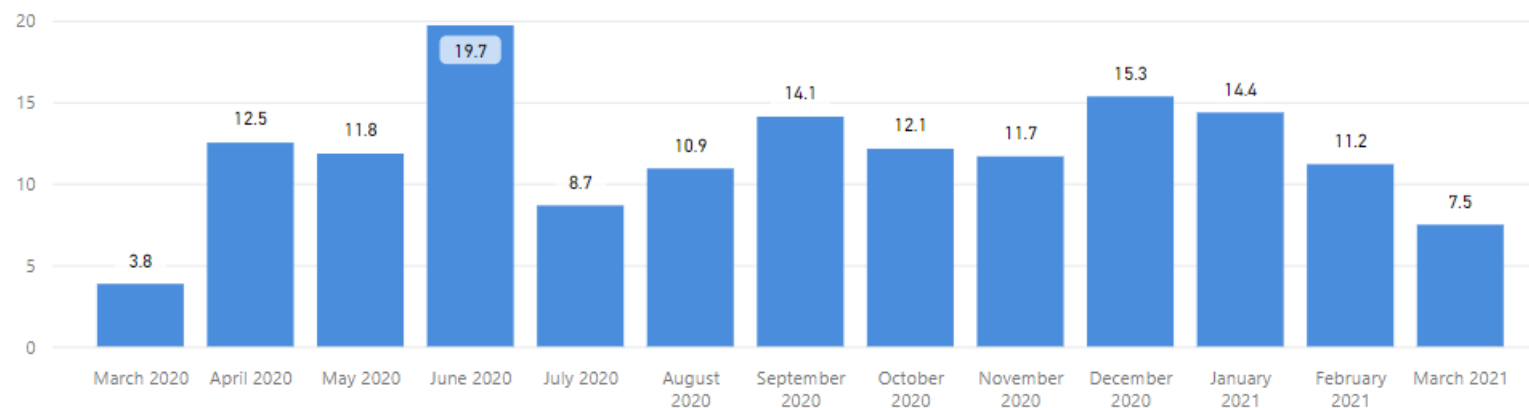
3/1/2020

3/31/2021

Request Type

CODIS

Total TAT by Month

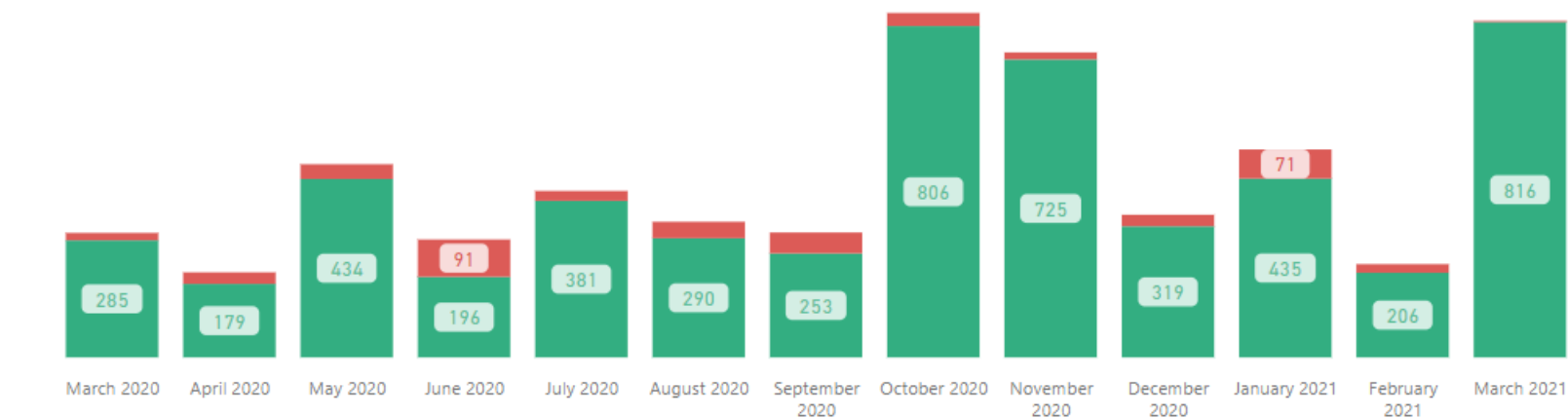


Selected Time Frame Averages

11.48

Total TAT (Rec'd-Compl.) Avg

Requests Completed



Received to Complete

5785

Requests Completed

460

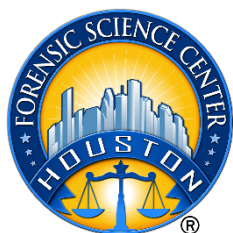
Requests Completed > 30 Days

7.95 %

% Completed > 30 Days

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

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



Section

CODIS

Hit Type

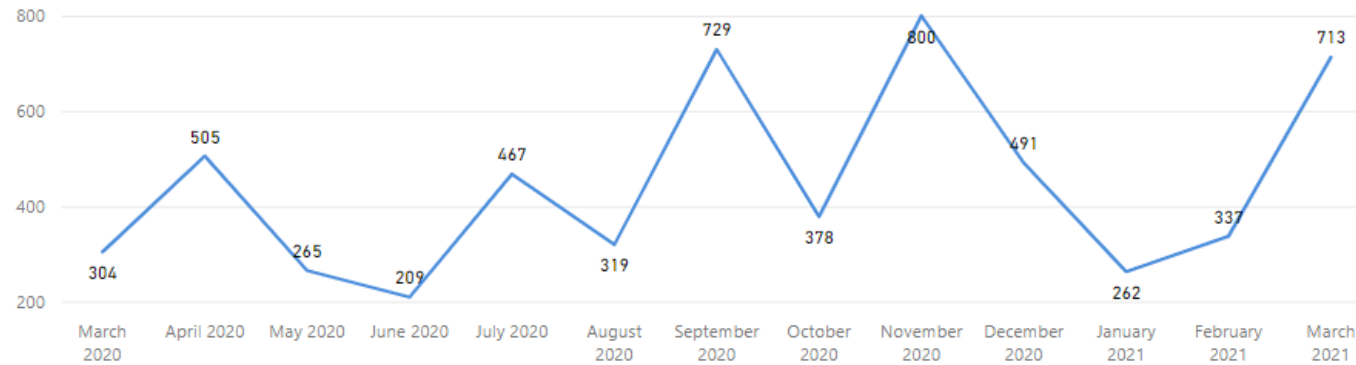
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

5779

Received per Month (Avg)*

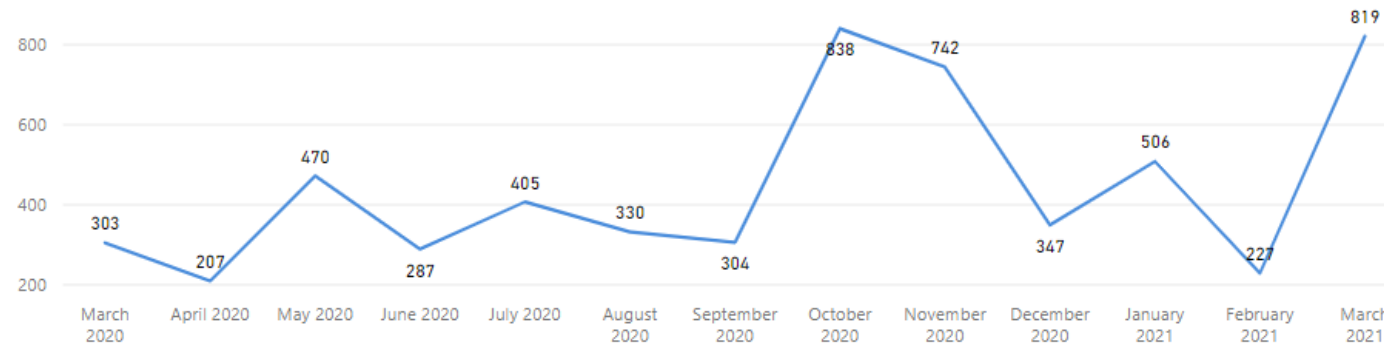
445

Completed Filter

3/1/2020

3/31/2021

Completed by Month



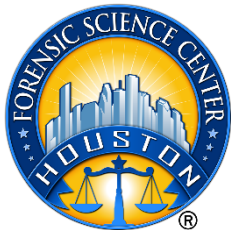
Total Completed

5785

Completed per Month (Avg)*

445

* months with zero activity are not calculated into the average



Latent Prints



Service
Priority Type

Latent Comparison
All

of Unassigned
2520!

Goal: 230 (-995.65%)

Pending Draft
65!

Goal: 50 (-30%)

Pending Tech
71!

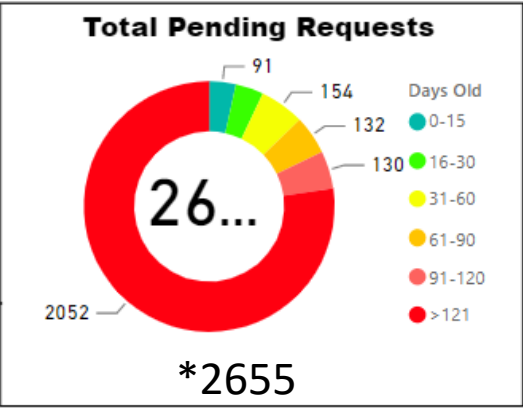
Goal: 50 (-42%)

Pending Admin
0✓

Goal: 50 (+100%)

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

2468
Justice Trax Past Critical Age
352
Avg Age of Requests >30 D...
807
Age-Oldest Unassigned
1713
Age-Oldest Pending Draft
934
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

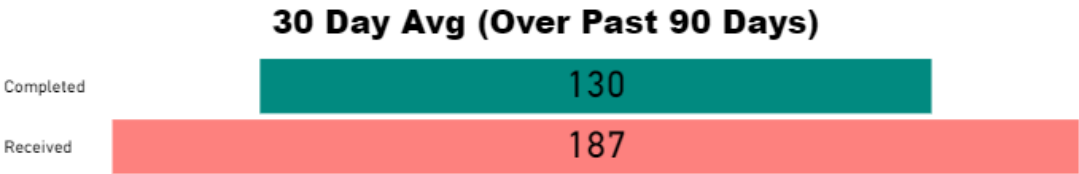
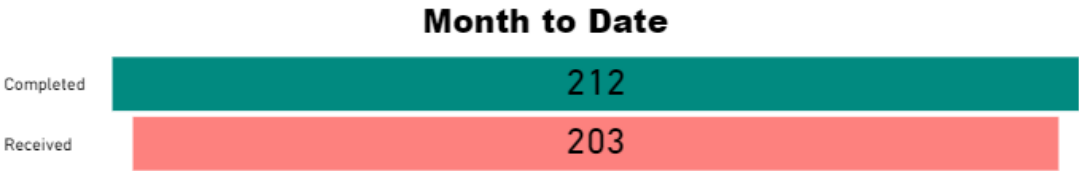


Overall TAT
(Month to Date)
467.0!

Goal: 45, 46

Overall TAT
(Past 90 Days)
465.5!

Goal: 45, 46



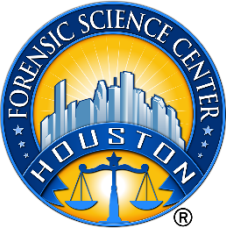
Open Quality Reports

Quality TAT

Avg Age of Open Reports*

Quality Filter
All

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



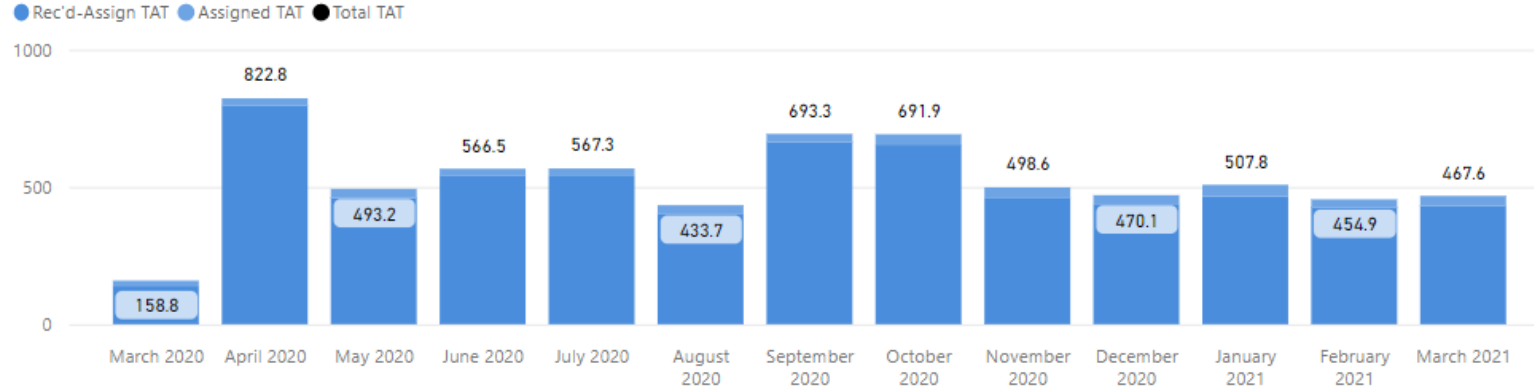
Visual temporarily unavailable

Date Range

3/1/2020

3/31/2021

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

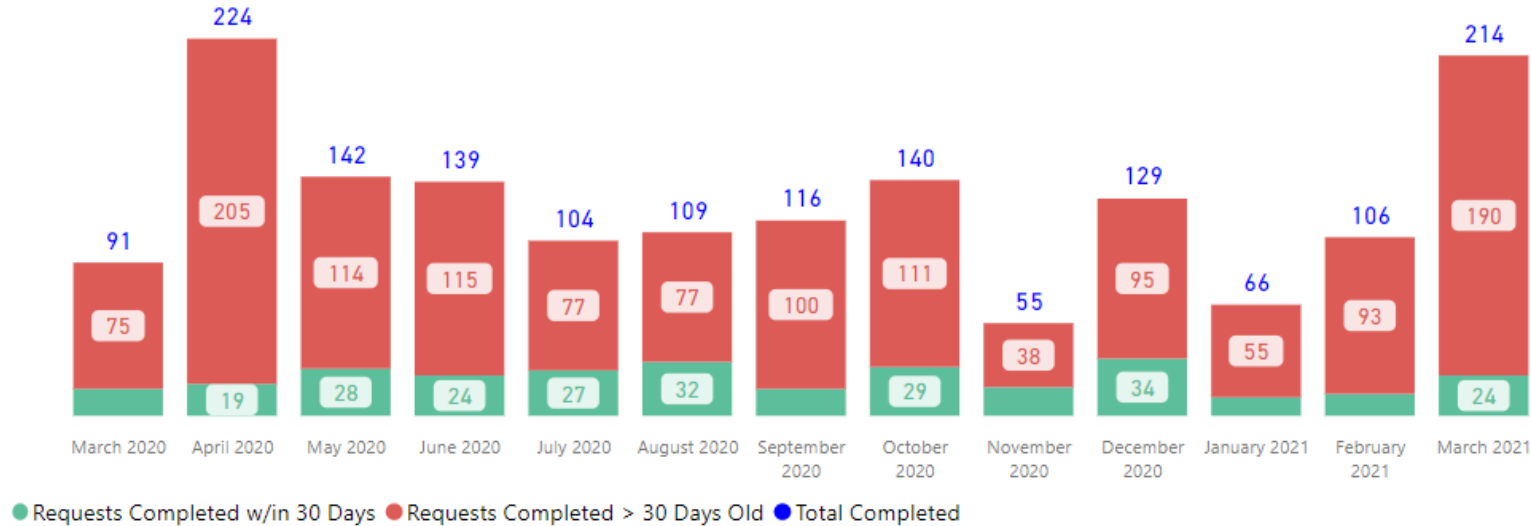
551.05

Total TAT (Rec'd-Compl.) Avg

31.46

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1635

Requests Completed

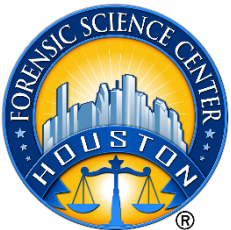
1345

Requests Completed > 30 Days Old

82.26 %

% Completed > 30 Days Old

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



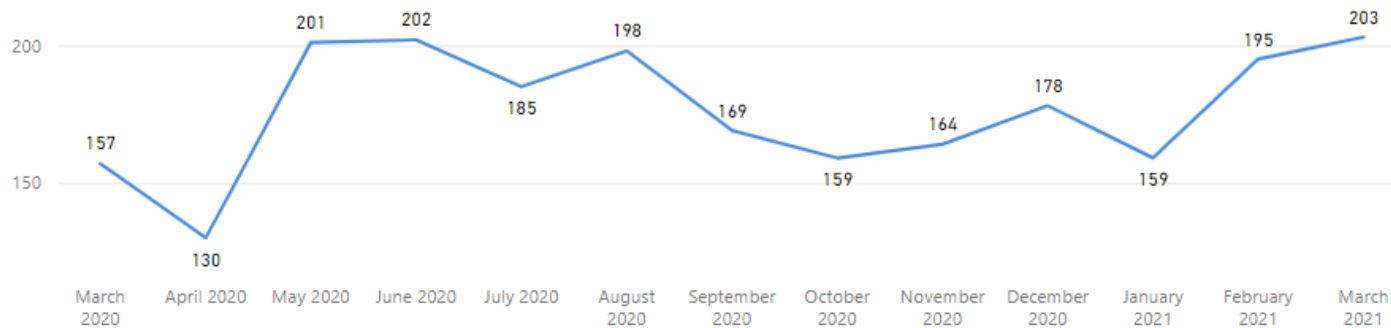
Service
Latent Comparison

Priority Type
All

Received Filter

3/1/2020 3/31/2021

Received by Month



Total Received

2,300

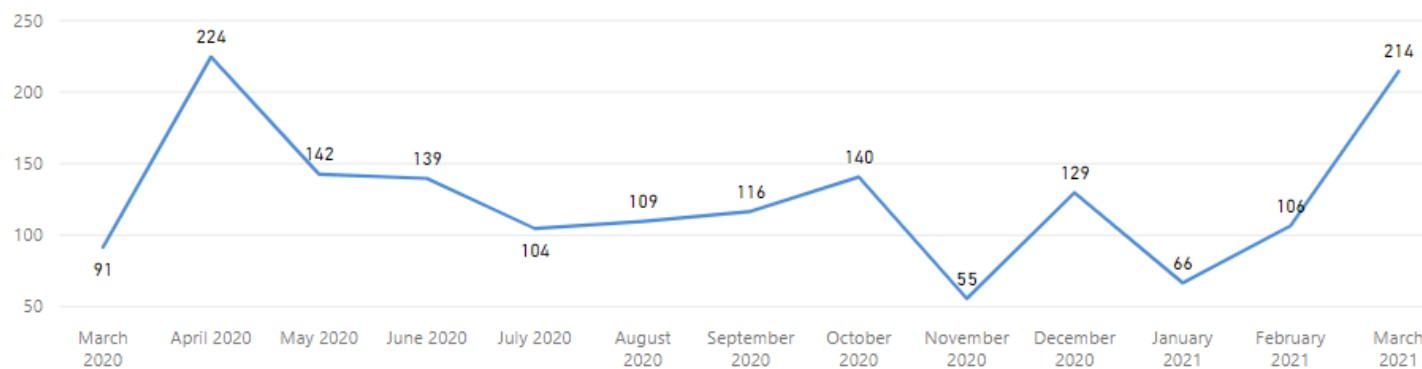
Received per Month (Avg)*

177

Completed Filter

3/1/2020 3/31/2021

Completed by Month



Total Completed

1,635

Completed per Month (Avg)*

126

* months with zero activity are not calculated into the average



Service

Latent Processing

Priority Type

All

of Unassigned

475!

Goal: 50 (-850%)

Pending Draft

6✓

Goal: 30 (+80%)

Pending Tech

5✓

Goal: 30 (+83.33%)

Pending Admin

0✓

Goal: 30 (+100%)

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

430

Justice Trax Past Critical Age

259

Avg Age of Requests >30 D...

574

Age-Oldest Unassigned

229

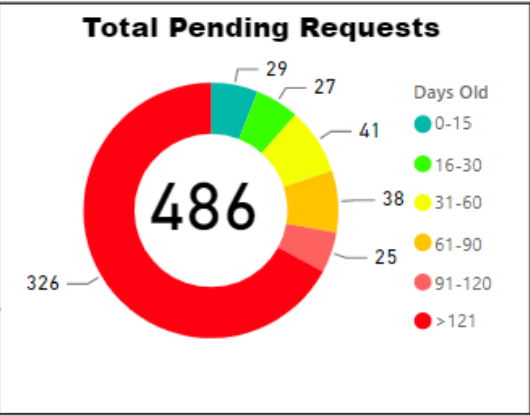
Age-Oldest Pending Draft

595

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

236.9!

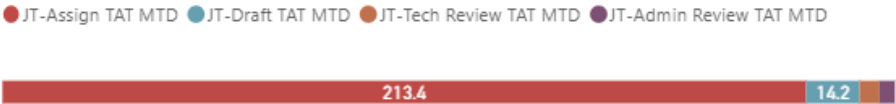
Goal: 30, 31

Overall TAT (Past 90 Days)

184.8!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Visual temporarily unavailable

Quality TAT

Visual temporarily unavailable

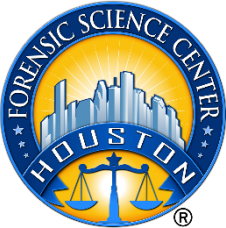
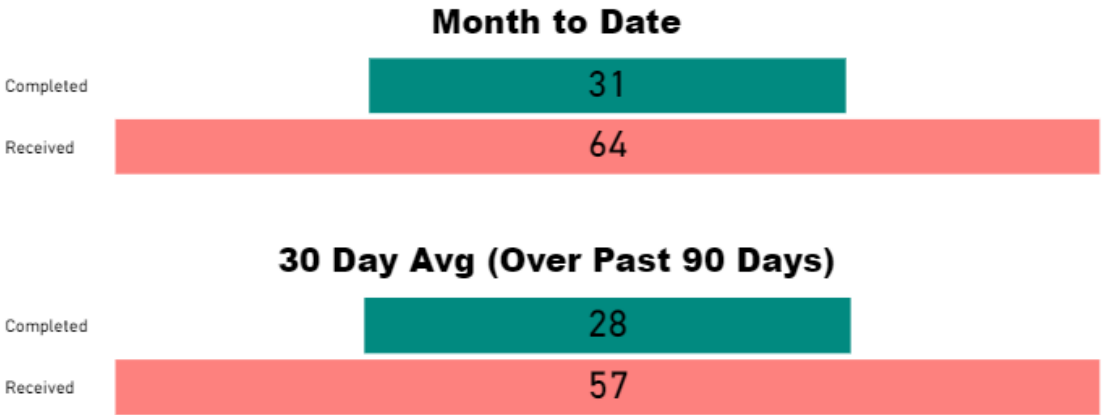
Avg Age of Open Reports*

Visual temporarily unavailable

Quality Filter

All

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

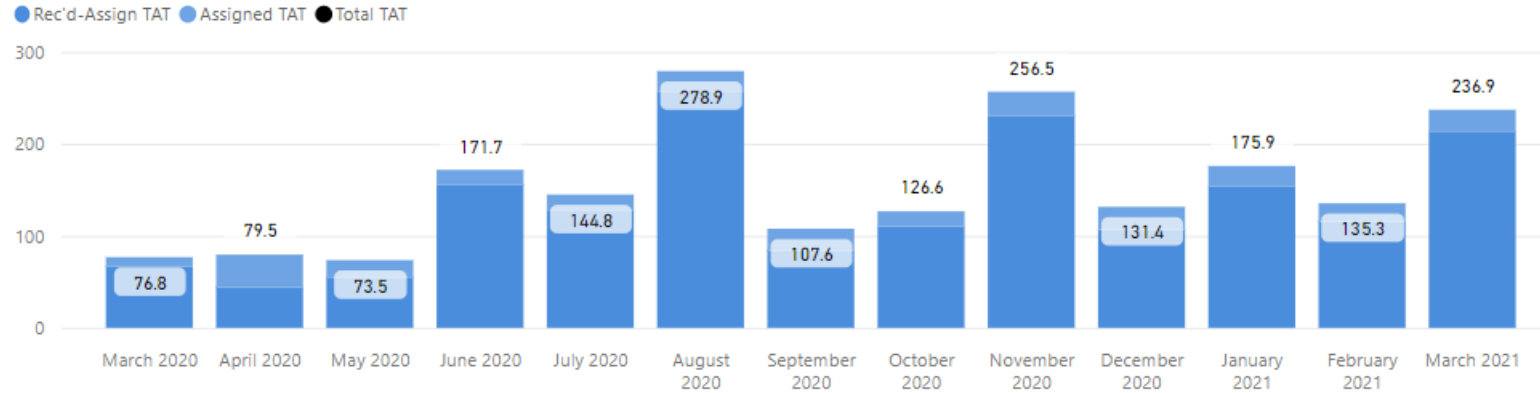


Date Range

3/1/2020

3/31/2021

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

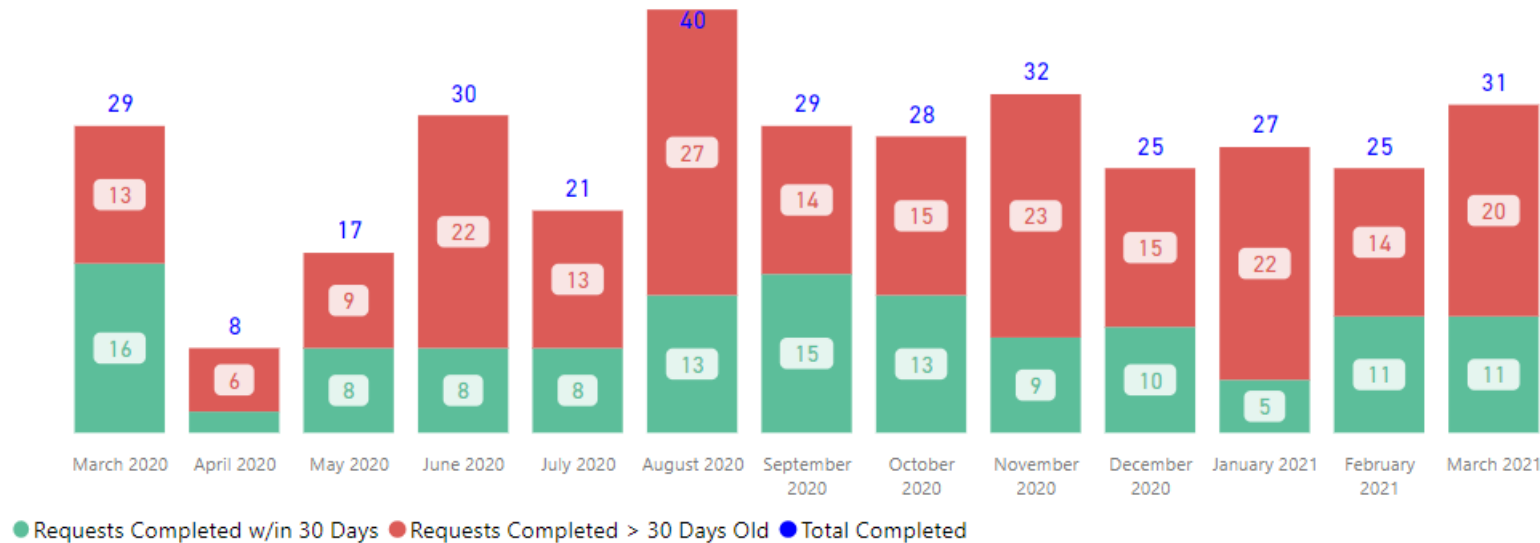
166.95

Total TAT (Rec'd-Compl.) Avg

20.79

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

342

Requests Completed

213

Requests Completed > 30 Days Old

62.28 %

% Completed > 30 Days Old

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



Service

Latent Processing

Priority Type

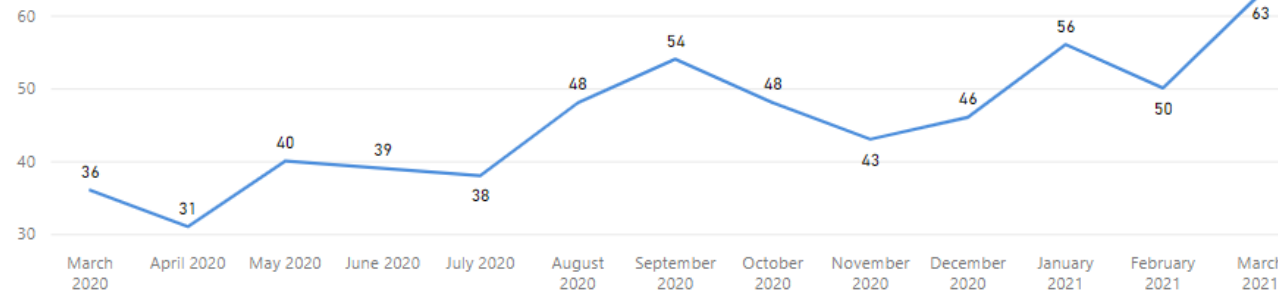
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

592

Received per Month (Avg)*

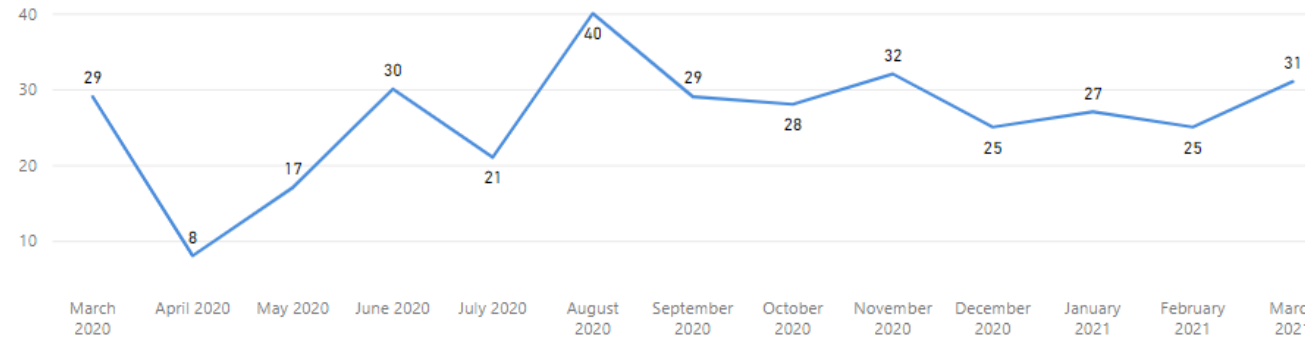
46

Completed Filter

3/1/2020

3/31/2021

Completed by Month



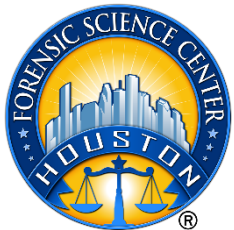
Total Completed

342

Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average



Digital Multi-Media



Service
Priority Type

AV Call Out
All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Tech

2✓

Goal: 5 (+60%)

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

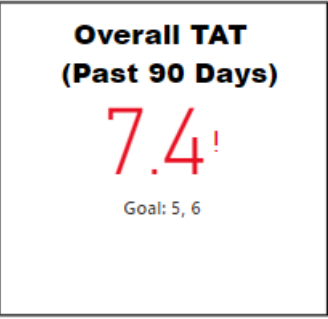
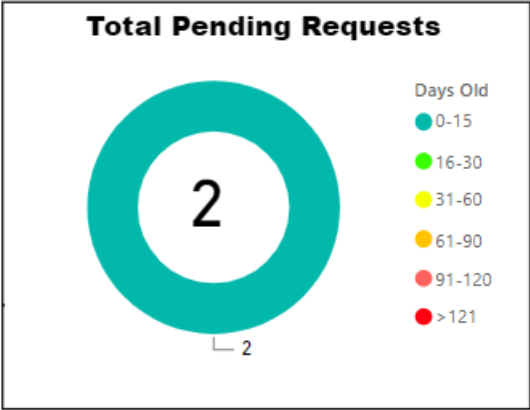
Age-Oldest Pending Draft

8

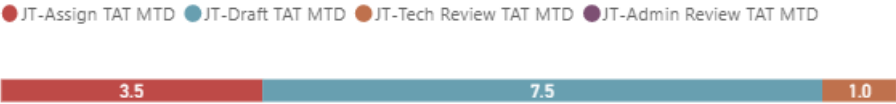
Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



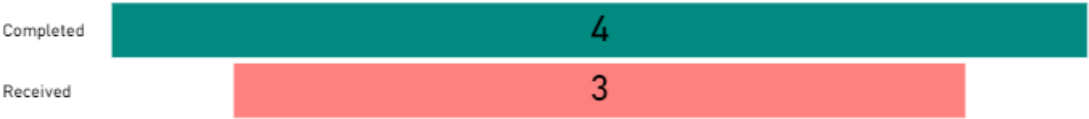
TAT by Phase of Work (MTD)



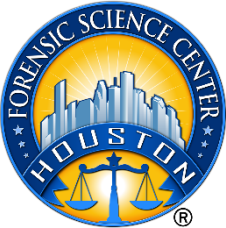
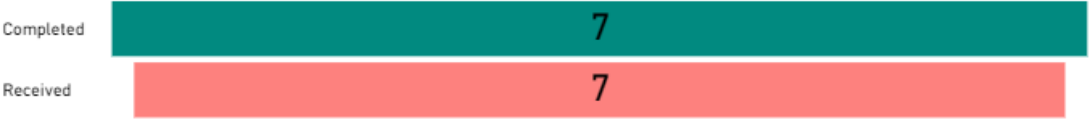
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

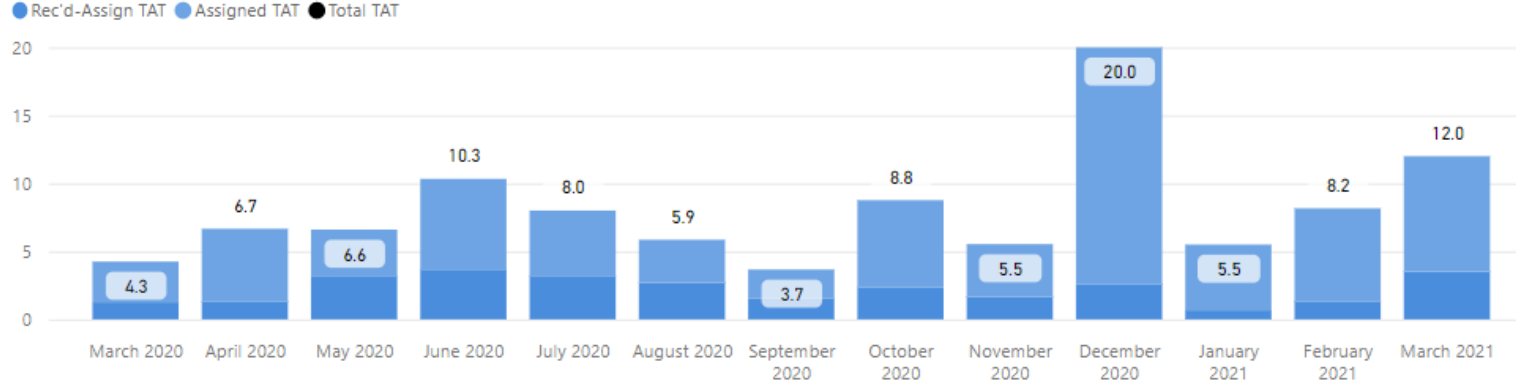


Visual temporarily unavailable

Date Range

3/1/2020 3/31/2021

Total TAT by Month



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

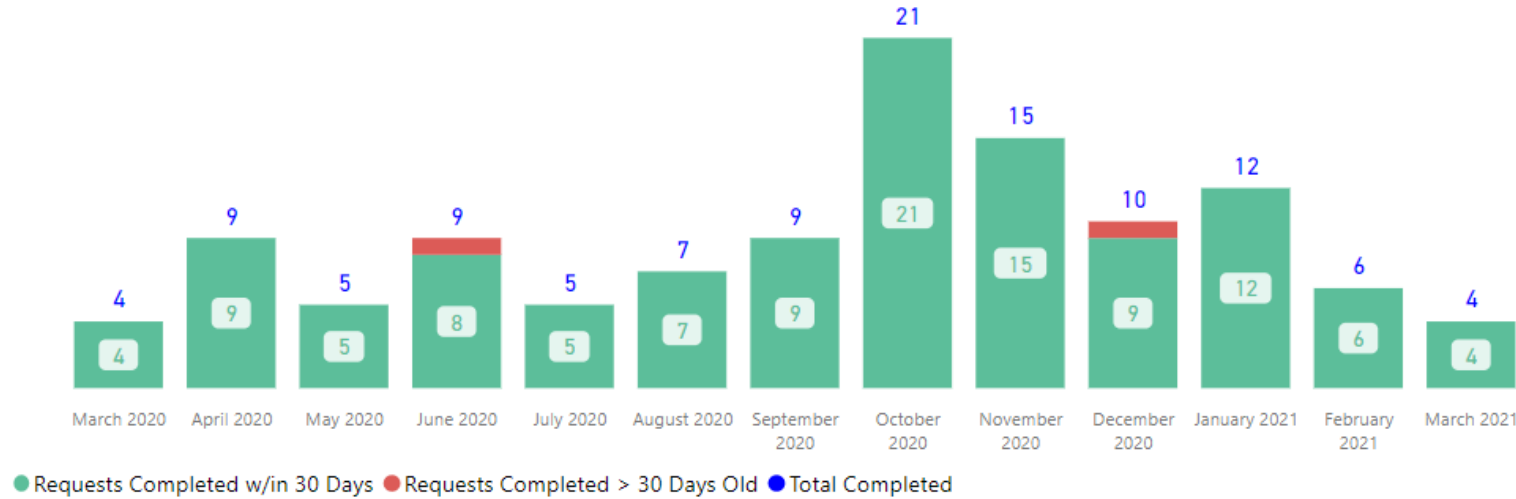
8.16

Total TAT (Rec'd-Compl.) Avg

6.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

116

Requests Completed

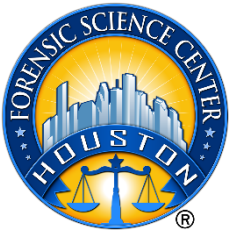
2

Requests Completed > 30 Days Old

1.72 %

% Completed > 30 Days Old

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



Service

Priority Type

AV Call Out

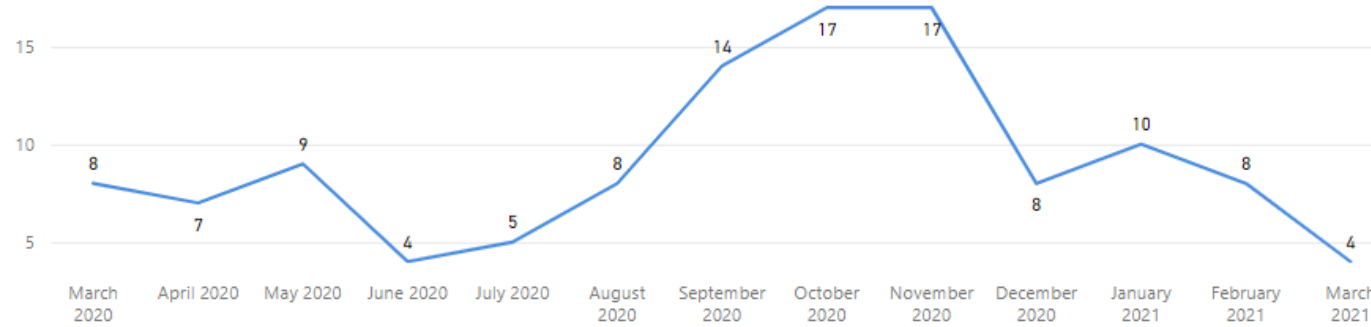
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

119

Received per Month (Avg)*

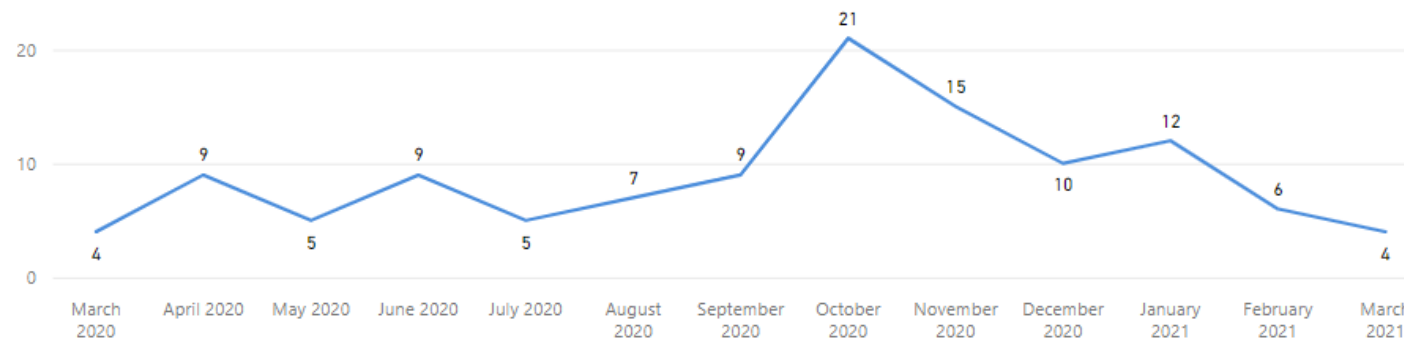
9

Completed Filter

3/1/2020

3/31/2021

Completed by Month



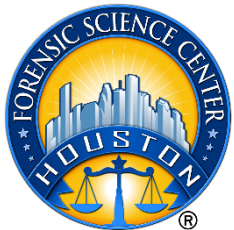
Total Completed

116

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average



Service
Priority Type

AV Examination
All

of Unassigned

8✓

Goal: 15 (+46.67%)

Pending Draft

4✓

Goal: 5 (+20%)

Pending Tech

1✓

Goal: 5 (+80%)

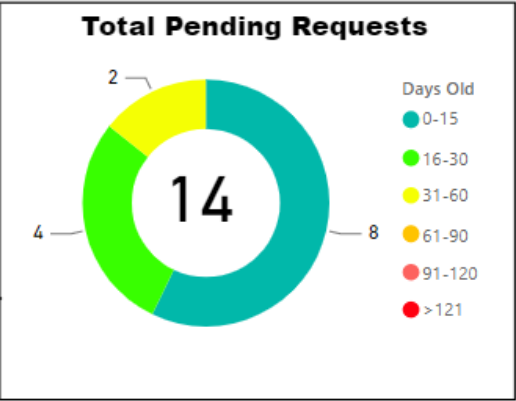
Pending Admin

1✓

Goal: 5 (+80%)

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

- 2
- Justice Trax Past Critical Age
- 38
- Avg Age of Requests >30 D...
- 16
- Age-Oldest Unassigned
- 40
- Age-Oldest Pending Draft
- 22
- Age-Oldest Pending Tech
- 23
- Age-Oldest Pending Admin



Overall TAT
(Month to Date)

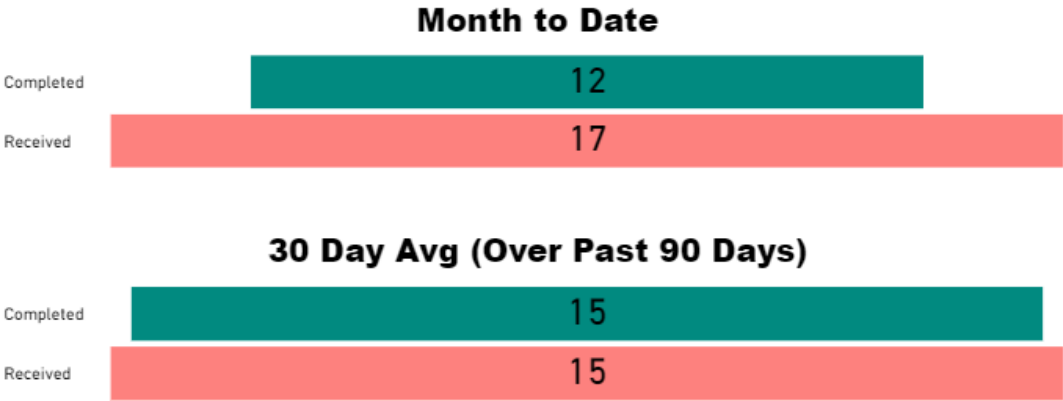
19.5✓

Goal: 45, 46

Overall TAT
(Past 90 Days)

23.2✓

Goal: 45, 46



Visual temporarily unavailable

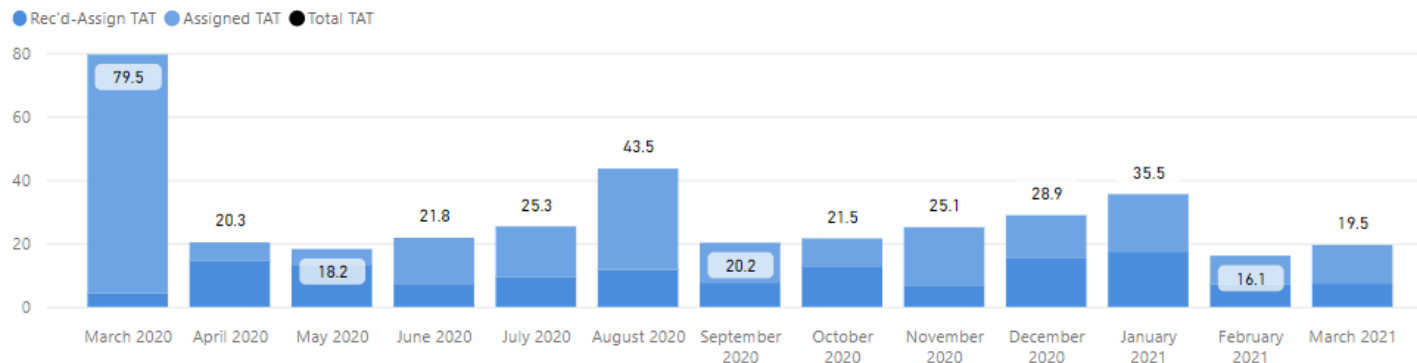


Date Range

3/1/2020

3/31/2021

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

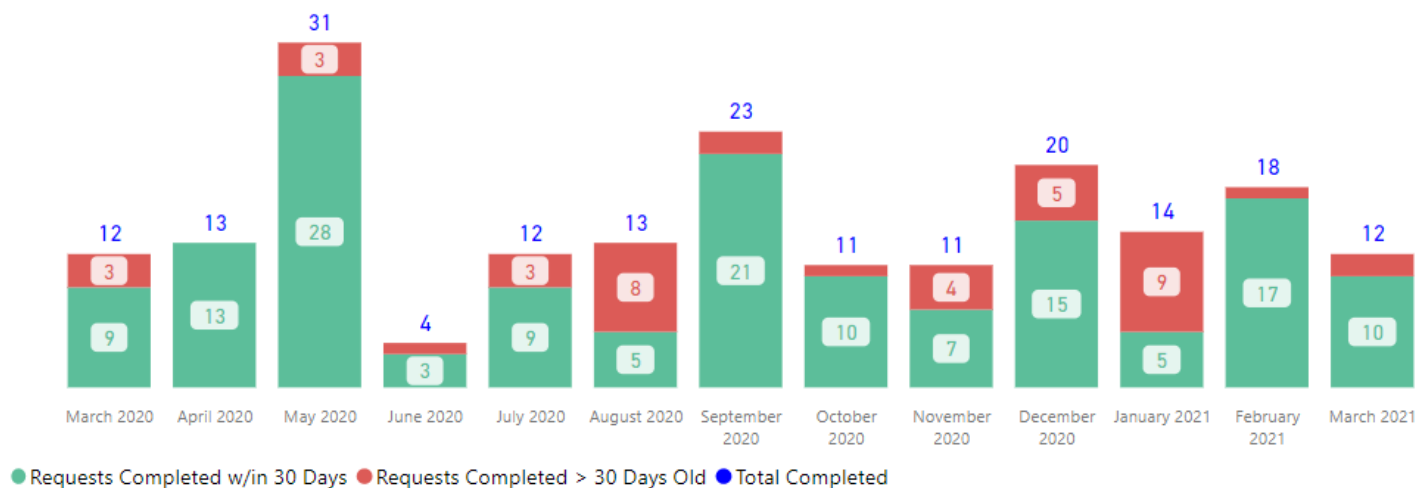
27.40

Total TAT (Rec'd-Compl.) Avg

16.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

194

Requests Completed

42

Requests Completed > 30 Days Old

21.65 %

% Completed > 30 Days Old

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

Service

AV Examination

Priority Type

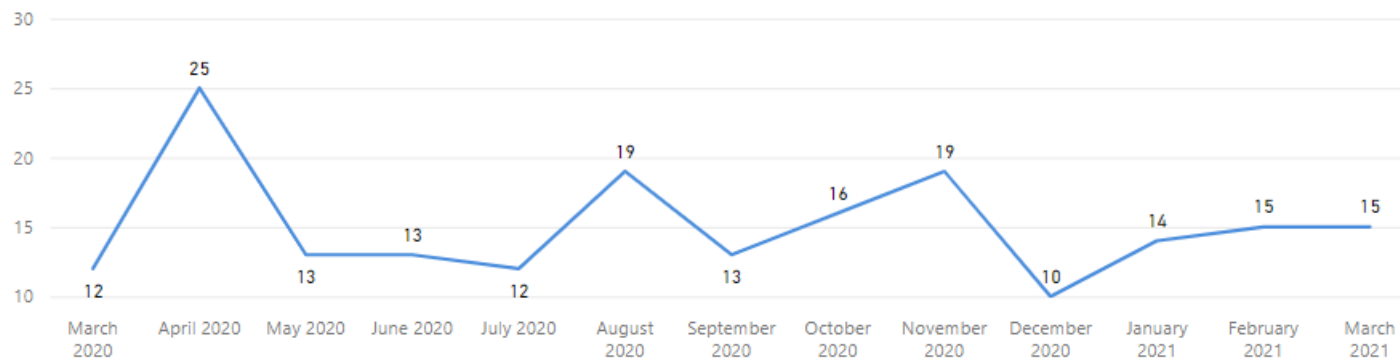
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

196

Received per Month (Avg)*

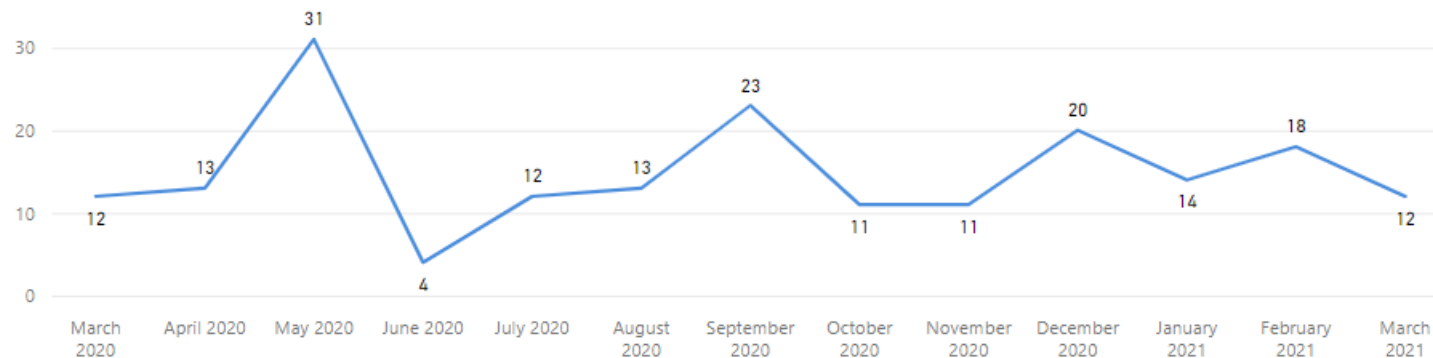
15

Completed Filter

3/1/2020

3/31/2021

Completed by Month



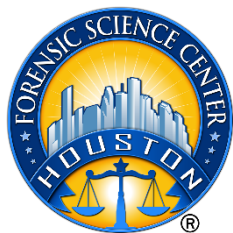
Total Completed

194

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average



Service

DFL

▼

Priority Type

All

▼

of Unassigned

244!

Goal: 50 (-388%)

Pending Draft

10!

Goal: 5 (-100%)

Pending Tech

2✓

Goal: 5 (+60%)

Pending Admin

0✓

Goal: 5 (+100%)

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

207

Justice Trax Past Critical Age

133

Avg Age of Requests >30 D...

281

Age-Oldest Unassigned

273

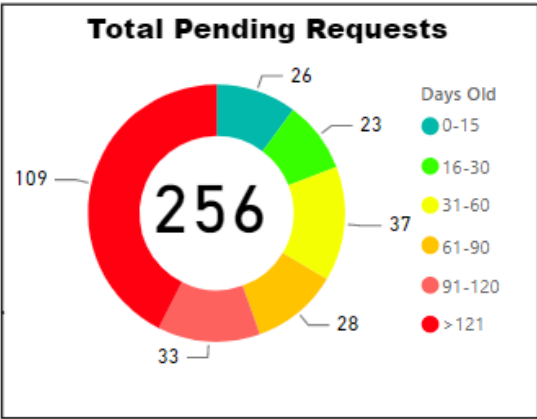
Age-Oldest Pending Draft

69

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

123.8!

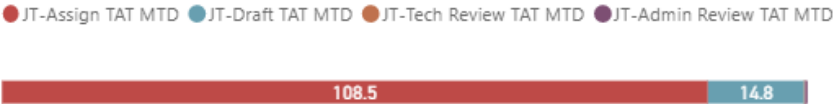
Goal: 45, 46

Overall TAT (Past 90 Days)

94.8!

Goal: 45, 46

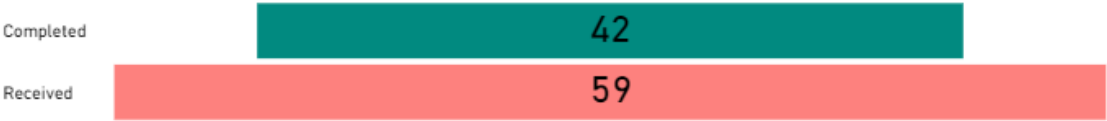
TAT by Phase of Work (MTD)



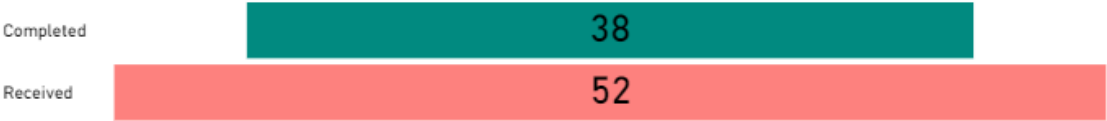
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Quality TAT

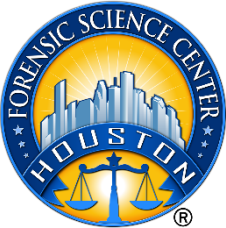
Avg Age of Open Reports*

Quality Filter

All

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

Visual temporarily unavailable



DFL and DME

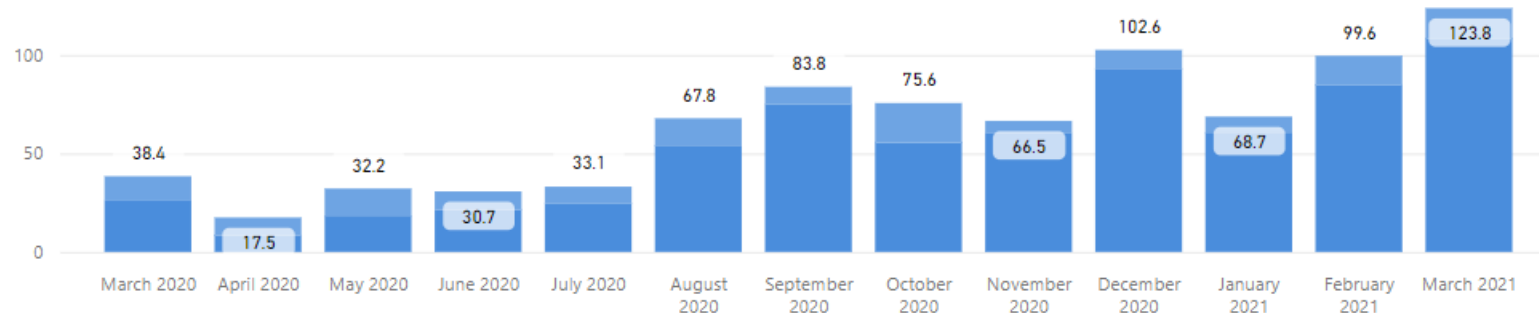
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

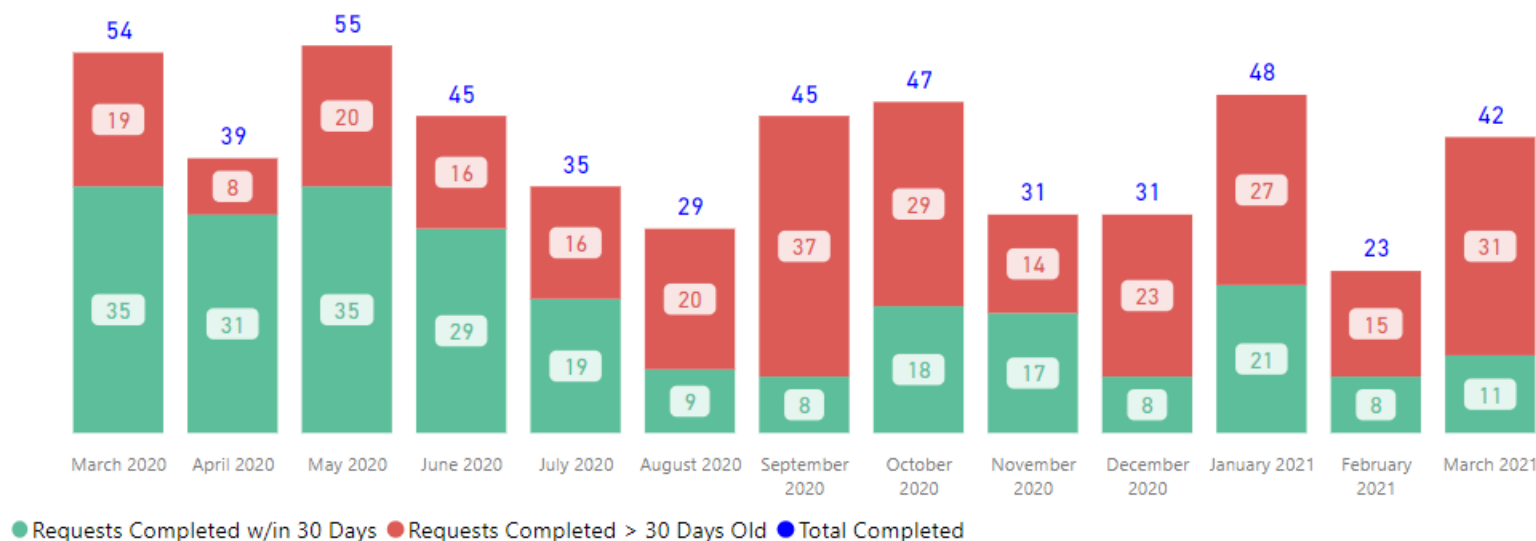
61.81

Total TAT (Rec'd-Compl.) Avg

11.66

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

524

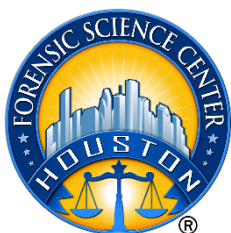
Requests Completed

275

Requests Completed > 30 Days Old

52.48 %

% Completed > 30 Days Old



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

DFL and DME

Service

Multiple selections

Priority Type

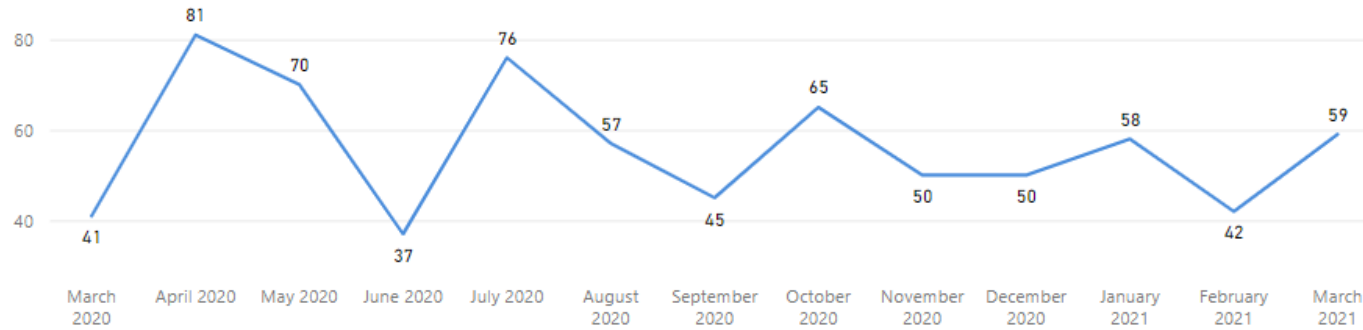
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

731

Received per Month (Avg)*

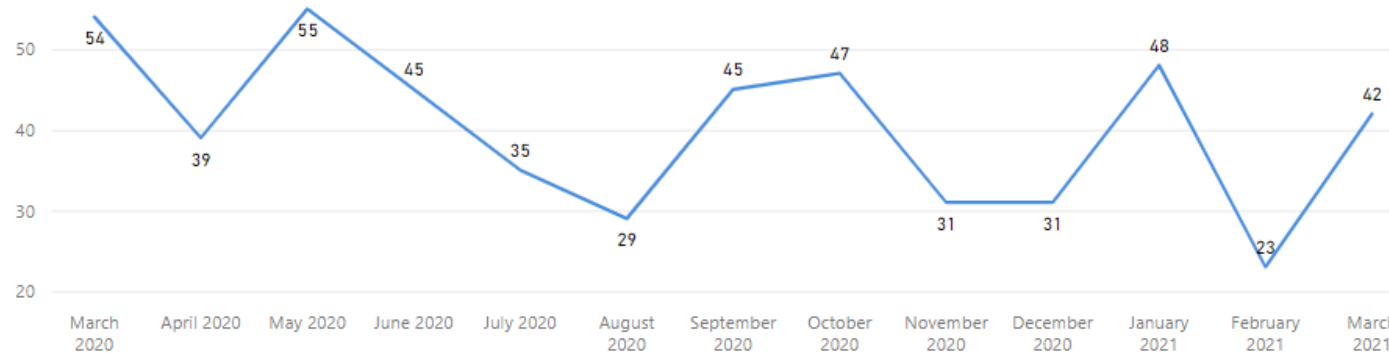
56

Completed Filter

3/1/2020

3/31/2021

Completed by Month



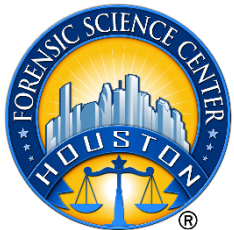
Total Completed

524

Completed per Month (Avg)*

40


* months with zero activity are not calculated into the average





Crime Scene Unit




Service Priority Type

of Unassigned

 Goal: 0

Pending Draft

 Goal: 30 (-620%)

Pending Tech

 Goal: 30 (-1890%)

Pending Admin

 Goal: 0

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

567
Justice Trax Past Critical Age

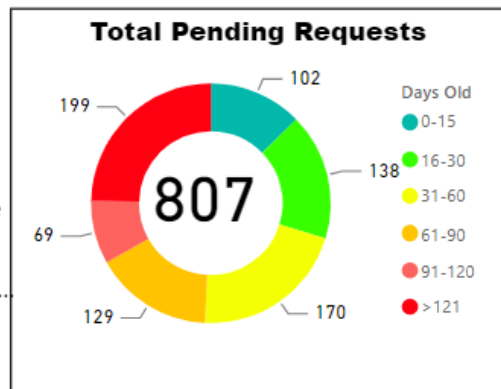
109
Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

576
Age-Oldest Pending Draft

589
Age-Oldest Pending Tech

173
Age-Oldest Pending Admin




Overall TAT (Month to Date)

 99.0!

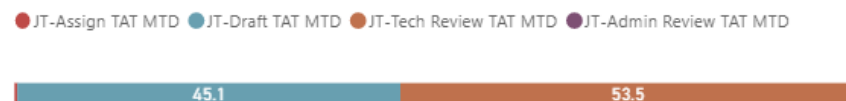
Goal: 30, 31

Overall TAT (Past 90 Days)

 91.0!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



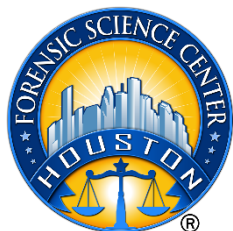
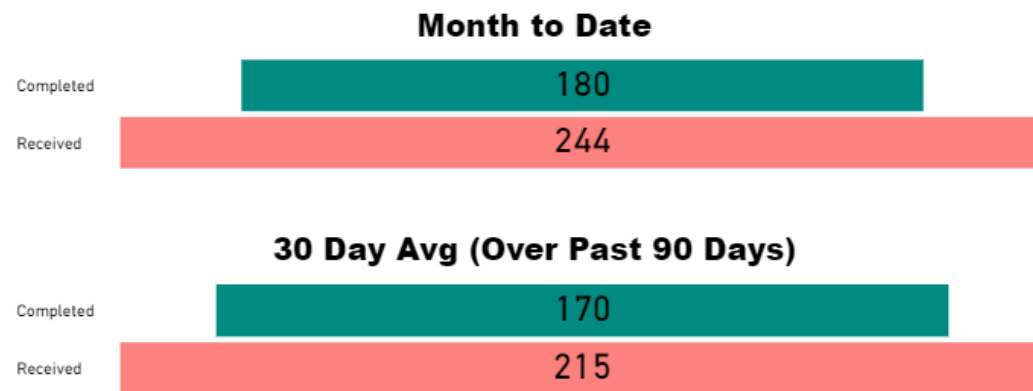
Open Quality Reports

Quality TAT

Avg Age of Open Reports*

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

Quality Filter



Visual temporarily unavailable

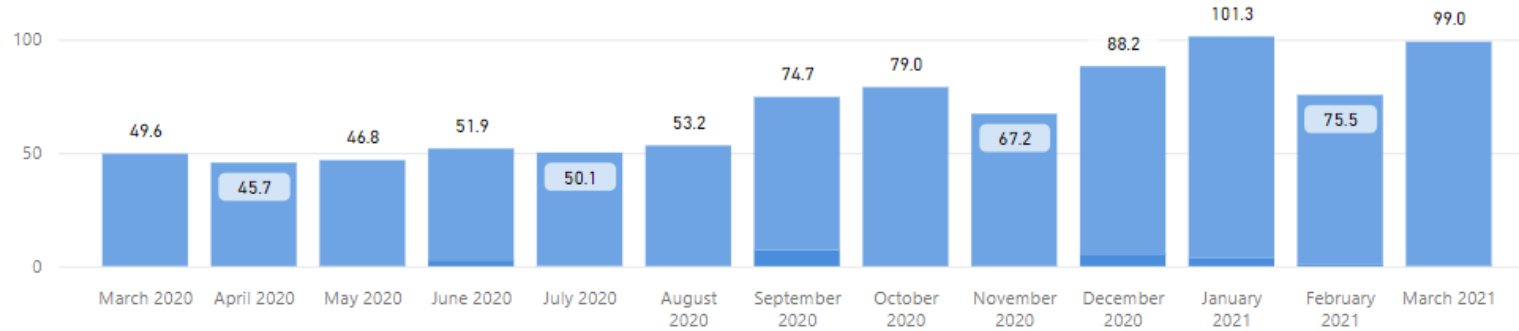
Date Range

3/1/2020

3/31/2021

Total TAT by Month

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



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

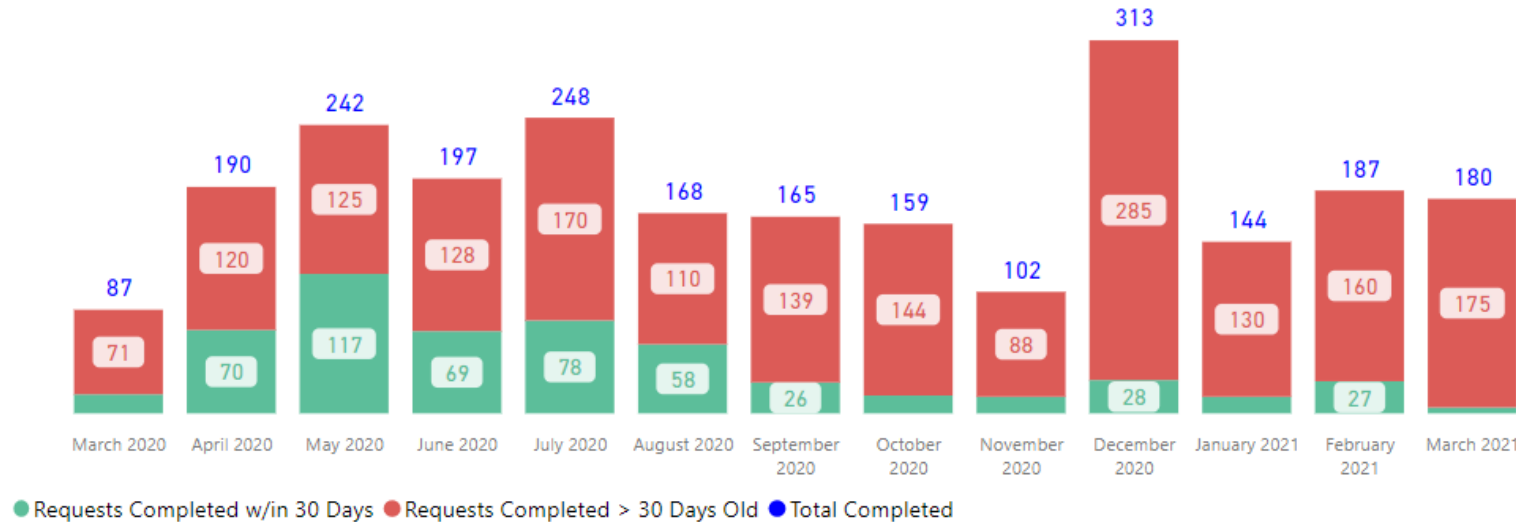
67.91

Total TAT (Rec'd-Compl.) Avg

66.13

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2382

Requests Completed

1845

Requests Completed > 30 Days Old

77.46 %

% Completed > 30 Days Old

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



Service

CSU Response

Priority Type

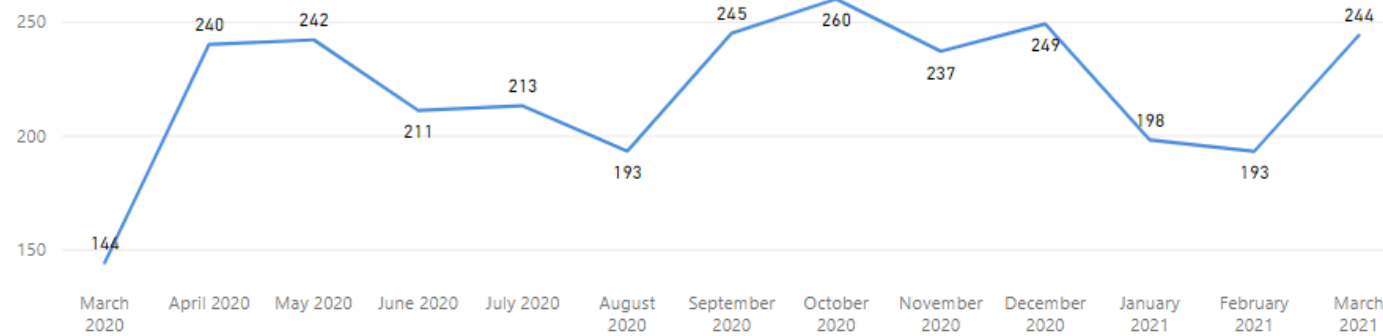
All

Received Filter

3/1/2020

3/31/2021

Received by Month



Total Received

2,869

Received per Month (Avg)*

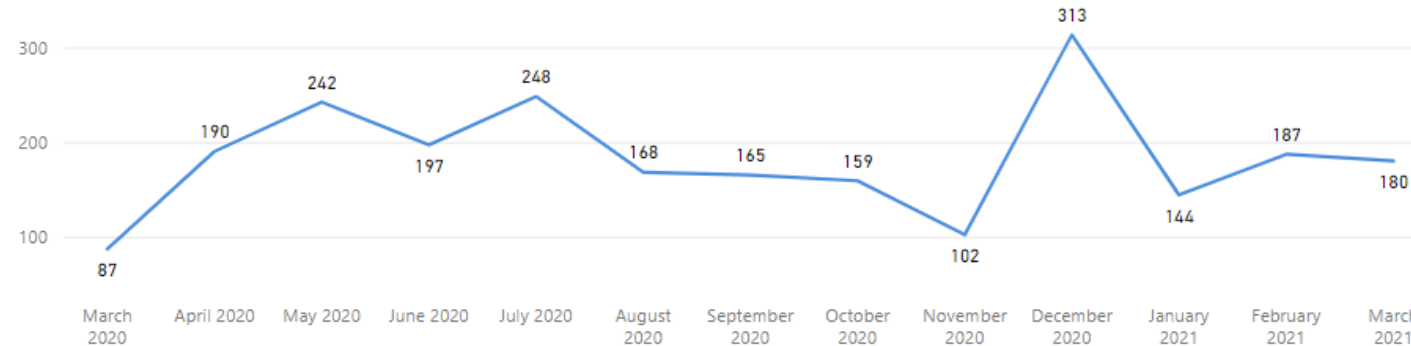
221

Completed Filter

3/1/2020

3/31/2021

Completed by Month



Total Completed

2,382

Completed per Month (Avg)*

183

* months with zero activity are not calculated into the average

