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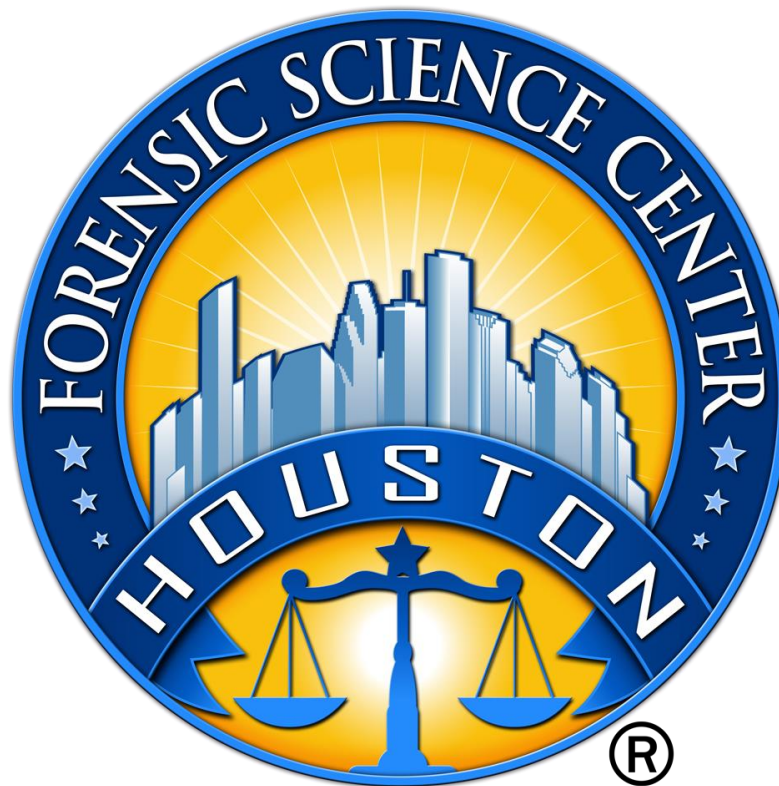
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Houston Forensic Science Center, Inc.

**Board of Directors Virtual Meeting**

*December 11, 2020*



**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***  
**December 11, 2020**

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 agenda 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](http://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\\_MWQyN2RjNDgtZDIxMy00NjJjLWE2NGMtYzc3OTFINWI4OTYy%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=6a7ee287-3822-4dd1-8461-d52962bdc7f5&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_MWQyN2RjNDgtZDIxMy00NjJjLWE2NGMtYzc3OTFINWI4OTYy%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=6a7ee287-3822-4dd1-8461-d52962bdc7f5&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: 833-231-4459 **Conference ID: 312937075#**

**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](mailto:info@houstonforensicscience.org) **no later than 9 a.m. Thursday December 10, 2020.**

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

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at **832-993-1924**.

**AGENDA**

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from November 13, 2020 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, including technical updates, outreach efforts, staffing changes and other corporate business items.
  - a. Discussion regarding HFSC's implementation of mapping technologies in the crime scene unit, including Unmanned Aerial Vehicles and 3D scanning.
  - b. Report from Dr. Stout regarding ongoing grant-funded renovations to the vehicle examination building.
7. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times, backlogs and a seized drugs section highlight.

Reports and presentations by staff

8. Report from Mr. Jerry Pena, director of crime scene and digital multimedia evidence, regarding training and personnel adjustments in the crime scene unit.
9. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, including a review of the blind quality control program, testimony monitoring, a disclosure to the Texas Forensic Science Commission, a recent safety and security assessment and a quality investigation into a crime scene unit proficiency test.
10. Adjournment.

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted [online](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 8th day of December, 2020, 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 8th day of December 2020.

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Jordan Benton

## Open Meeting Laws Subject to Temporary Suspension

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

- those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
  - TEX. GOV'T CODE § 551.122(b)
  - TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
  - TEX. GOV'T CODE § 551.130(c)–(d), (i)
  - TEX. GOV'T CODE § 322.003(d), (e)(2)
  - TEX. GOV'T CODE § 845.007(f)(2)
  - TEX. GOV'T CODE § 855.007(f)(2)
  - TEX. CIV. PRAC. & REM. CODE § 74.102(f)
  - TEX. INS. CODE § 2151.057(d)(1)
  - TEX. LOCAL GOV'T CODE § 379B.0085(a)
  
- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
  - TEX. GOV'T CODE § 551.043(b)(2)–(3)
  - TEX. GOV'T CODE §§ 551.049–551.051
  
- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
  - TEX. GOV'T CODE § 551.121(f)(1)
  - TEX. GOV'T CODE § 551.122(d)
  - TEX. GOV'T CODE § 551.125(e)–(f)
  - TEX. GOV'T CODE § 551.126(d)(1)
  - TEX. GOV'T CODE § 551.127(f), (j)
  - TEX. GOV'T CODE § 551.130(e)–(f)
  - TEX. GOV'T CODE § 551.131(e)(1)
  - TEX. GOV'T CODE § 322.003(e)(3)
  - TEX. GOV'T CODE § 436.054(e)
  - TEX. GOV'T CODE § 845.007(f)(3)
  - TEX. GOV'T CODE § 855.007(f)(3)
  - TEX. AGRIC. CODE § 41.061(c)–(d)
  - TEX. AGRIC. CODE § 41.1565(c)–(d)
  - TEX. AGRIC. CODE § 41.205(d)–(e)
  - TEX. AGRIC. CODE § 62.0021(c)–(d)
  - TEX. EDUC. CODE § 66.08(h)(2)(B)

- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

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

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

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

November 13, 2020

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 November 13, 2020 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](http://www.houstonforensicscience.org) on November 10, 2020 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 a.m. on Friday, November 13, 2020.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Mary Lentschke** (“ML,”) **Philip Hilder** (“PH,”) **Francisco Medina** (“FM,”) **Janet Blancett** (“JB,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Ellen Cohen** (“EC”) and **Tracy Calabrese** (“TC”)

Anna Vasquez was absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Director Blancett experienced technical difficulties with her computer’s microphone. Her video was temporarily unavailable during the meeting. She dialed into the meeting and left her computer audio muted and video camera turned on.
- 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. Director Calabrese stepped away from the meeting at approximately 9:03 a.m. She returned at approximately 9:06 a.m.
- H. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board. Chairwoman Mitchell said that she would close the public comment

period later in the meeting.

- I. Chairwoman Mitchell asked if any changes needed to be made to the October 9, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve the minutes. Director Blancett seconded the motion. The Chair called for a voice vote and the motion passed unanimously.
- J. Chairwoman Mitchell presented a chair's report. She welcomed Mr. Darrell Davis, technical advisory group member, to the virtual meeting. Chairwoman Mitchell said she, Dr. Peter Stout, HFSC's president and CEO, and Mr. Jerry Pena, director of the crime scene and multimedia units, met with Houston Councilmember Abbi Kamin to discuss the challenges HFSC's crime scene unit is grappling with, including a staffing shortage, increased homicide call-outs and mental fatigue and exhaustion. She mentioned that we will continue the conversation with CM Kamin's office. She told the board that HFSC will not host its annual holiday party due to the pandemic and instead, the board and executive staff can donate to fund small gifts for HFSC staff to thank them for their work since HFSC does not use budget dollars for these types of expenses.
- K. Chairwoman Mitchell asked Secretary Benton if any members of the public had joined the meeting to speak during the public comment period. No one addressed the board, and the public comment period closed at 9:10 a.m.
- L. Dr. Peter Stout, president and CEO, told the board that the lab's overall turnaround time reflects sections working through their backlogs, including latent prints, toxicology and forensic biology/DNA. HFSC currently has 203 staff and 10 openings. An experienced forensic biology/DNA analyst will join HFSC sometime in January. The new marijuana testing method implemented in the seized drugs section has caused a strain, so the vacant position was filled. Latent Print Supervisor Ms. Jeniffer Molina was promoted to the section's technical leader position, formerly filled by Ms. Rebecca Green who promoted to latent print manager.

Dr. Stout said the crime scene unit will hire a new supervisor and two additional crime scene investigator trainees who will travel to the National Forensic Academy in Tenn. Dr Stout reviewed staff certifications and awards. Dr. Stout said he attended an HFSC press conference with Dr. Dayong Lee, HFSC toxicology manager, to discuss an article they published with Ms. Corissa Rodgers, HFSC toxicology supervisor, and Ms. Melissa Lloyd in the Journal of Analytical Toxicology that highlighted the demographics of impaired drivers in Houston.

Dr. Stout shared other recent outreach events, including a virtual presentation he gave about accreditation, standards and blind quality controls with Ms. Lynn Garcia of the Texas Forensic Science Commission, Ms. Erika Ziemak, HFSC's quality director, and Mr. Mark Stolorow of the National Institute of Standards and Technology (NIST) to the Center for American and International Law. Dr. Stout highlighted recent staff outreach.

Dr. Stout said construction at the vehicle examination building (VEB) is largely complete, including the installation of a new air conditioning system, overhead doors for the vehicle bays and bathroom, and is slated to wrap up on November 13. Dr. Stout said part of HFSC's IT connectivity will be housed at the VEB, and the target date for completion is January 2021.

- M. Dr. Stout reminded the board that in May they approved a standing purchase order between HFSC and vendor ThermoFisher Scientific. The vendor sent HFSC 15 extra Quantifiler Trio Kits in October by mistake, which HFSC is allowed to keep for half the original cost. Dr. Stout said the additional kits increased the originally agreed purchase amount to \$475,030.00, a larger cost overall but a greater discount for needed supplies that would ultimately be purchased anyway. He requested the board approve the new total for the purchase of these additional kits. Director Cohen made a motion to approve. Director Hilder seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Philip Hilder, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff and Ellen Cohen. The motion passed unanimously.
- N. Dr. Amy Castillo, vice president and COO, told the board that the technical sections struggled in October since most are operating at 50 percent capacity. She said staff will receive a survey in November to share feedback about HFSC's response to the pandemic, what steps need to be taken for staff to feel safe to work onsite more often and what resources they need to continue working remotely. HFSC leadership will review the responses to implement changes early next year.

Dr. Castillo said seized drugs, client services and case management and firearms are the three most impacted sections since they are unable to perform casework at home and have operated at 50 percent capacity onsite. Dr. Castillo outlined the operations report schedule, saying the board will hear an update about the seized drugs section in December, a backlogs and firearms section update in January, a latent print and forensic biology update in February and lab process improvement and research and development updates in March. Dr. Castillo said the CS/CM division continues to meet evidence transfer demands even with only 50 percent of staff onsite and have maintained a less than three-day turnaround time throughout the pandemic accessioning blood alcohol kits for the toxicology section.

She added that CS/CM implemented an electronic process to provide stakeholders with document requests. The new process has been well-received by stakeholders and also helps improve the health and safety of staff by limiting onsite visitors. The seized drugs section has operated at 50 percent capacity onsite throughout the pandemic but has maintained an overall turnaround time of 14 days. That average has increased slightly for a few reasons: The new time-consuming, semi-quantitative testing method used to determine if suspected marijuana is above or below the 1 percent threshold, a week-long operational interruption from Hurricane Laura and additional testing time needed for methamphetamine since a shortage of the drug has impacted its purity and requires analysts to test more of the drug to meet the minimum threshold for testing. Dr. Castillo said at the end of October, the section had 47 cases in its backlog, 39 belonging to marijuana cases that need to be tested in compliance with the new method and only three analysts in the section are approved to perform this testing method.

Dr. Castillo said that as the three analysts become more proficient and additional analysts are approved to use the new method, she anticipates the backlog will decrease. The seized drugs section has seen about a 50 percent dropped in requests received since the start of the pandemic, but the section saw pre-pandemic case submissions rise in October. The section will monitor the number of cases received the remainder of the year to determine any potential impacts to their workload.

Dr. Castillo said funding received from the Coronavirus Aid, Relief, and Economic Security Act, or CARES Act, will help the seized drugs section purchase software to network their instrumentation and upgrade their computers so more work can be done from home. She said the section's capacity will decrease as they implement these upgrades prior to year's end. Blood alcohol testing in the toxicology section is on track with the three-year section plan Dr. Lee presented to the board in September, and that the backlog continues to decrease as five analysts are trained by section staff to eventually perform independent casework. The cross training will impact the number of blood alcohol cases eliminated each month, but the backlog should be eliminated by April 2021. Dr. Castillo added that about 30 percent of blood alcohol cases require drug screening, and while analysts are trained on drug analysis testing, an uptick in cases will be seen.

The firearms section's turnaround time rose to an average of 64 days in September and 61 days in October since examiners are limited on the amount of casework they can do remotely. NIBIN requests, the National Integrated Ballistics Information Network, has maintained a less than 45-hour turnaround time despite an increase in the number of firearms received. The forensic biology/DNA section fell short on its backlog request goal by reaching 962 requests instead of 940. This is due in part to more requests received in September and October than originally anticipated, in addition to an experienced analyst's promotion into the training coordinator role. 63 rape kits from the in-house backlog were completed, bringing the overall total down to 797. Dr. Castillo reminded the board that in April the forensic biology/DNA section had over 1,000 outsource reports to review, and the section will work to prevent the backlog from building in the future by aiming to complete them within 30 days from being assigned. Dr. Castillo said the latent print processing section, which is responsible for lifting prints off items and capturing images for the latent print examiners, has struggled with a large backlog due to insufficient staffing. A vacant latent print examiner position will be converted to a third latent print processor role to help eliminate the backlog and keep up with incoming work. She reminded the board that the process improvement project for the latent print section will begin November 5, and that the section's casework output will be impacted since examiners on the project team will dedicate 25 percent of their time to the project.

- O. Dr. Stout said HFSC's crime scene unit is facing various challenges, and as the unit collects more evidence, sections like latent prints, firearms, digital and multimedia and forensic biology/DNA will be impacted. Houston's rising homicide rate has put a strain on CSU, with October's callouts for service nearly double compared to October 2019. Dr. Stout said CSU is responding primarily to homicides, child deaths and officer involved shootings, leaving little to no resources for CSIs to respond to other types of scenes such as aggravated assaults. Houston has seen about a 43 percent increase in homicides this year, a burden to HFSC's 22 CSIs. In comparison, Chicago has 200 CSIs that respond to over 600 homicides a year along with a different mix of crime compared to Houston. CSU has not only seen an uptick in vehicle processing requests and responses to other types of crimes, but beginning in May 2019, the increase in callouts began with no decrease since, an indication that HPD is relying on the quality work HFSC's accredited CSU performs. Dr. Stout said CSU mapped a distribution of crime in Houston, with peak crime times falling on Friday's around 2 a.m. and Wednesday evenings. He said CSU must create additional resources within its current fiscal year budget given the lack of funding options, and that CSI trainees will be sent to the National Forensic Academy in January and April to assist with staffing. The unit will add another supervisor to help respond to CSI questions, field calls from investigators and perform casework reviews.



Director Hilder asked if there are any other funding options CSU could consider. Dr. Stout said there has been conversation at the national level, but no action has been taken to provide additional funding for CSU, nor are there grant opportunities for the unit. Director Blancett asked if HFSC could recruit for CSIs in the academic or military fields. Dr. Stout said HFSC receives a surplus of applications for entry-level CSI positions, but finding experienced investigators is a struggle.

- P. Mr. Jerry Pena, director of the crime scene unit and multimedia section, told the board that CSU's five-year plan spanning from 2022 to 2026 calls for an additional 30 CSIs, six supervisors, five CS/CM personnel and 10 vehicles. He said the personnel cost over the next five years will cost approximately \$320,000, and by 2026 the unit will incorporate technology like drones and FARO scanners which help map crime scenes. Mr. Pena added that the drone program should be complete by the end of the year to early next year, and the implementation of a drone will reduce the amount of time CSIs spend on field documentation. The addition of 30 CSIs over five years is small compared to the 100 to 150 CSIs truly needed for the unit to better serve Houston's needs. New York has about 100 more homicides than Houston and staffs about 100 CSIs, who are essentially investigators that receive support from around 300-400 evidence technicians that work in unison with CSIs to collect evidence and handle documentation on scene.

CSU will send six trainees to the National Forensic Academy annually and at the end of five years would staff 64 CSIs. Director Huff asked if HFSC could mimic New York's model for CSU. Mr. Pena said New York has around 45,000 officers who work everything from property to person crimes, and the model could work if HFSC had significantly more staff and expanded its callout type. Mr. Pena said CSU's five-year model reflects year-over-year costs, including pay raises.

Director Hilder asked what resources CSIs have to help combat mental fatigue and burnout. Dr. Stout said HFSC has a certified trauma therapist available, resources through the Employee Assistance Program and have also welcomed back former HFSC Director of Information Strategy, Mr. Darrell Stein, who is a minister in a church and available to speak to staff when needed.

Mr. Pena said CSU is requesting a command vehicle to serve as a rest station, help deploy supplies and equipment so CSIs working larger scenes do not have to rely on limited vehicles. Mr. Pena walked the board through the year-over-year capital expenses. In 2022 he projects CSU will acquire two vehicles, a command vehicle and a drone totaling \$198,000. In 2023, CSU will acquire a FARO scanner, three vehicles and convert the crime scene house into additional office space with necessary system upgrades totaling \$239k. In 2024, CSU will spend \$74,000 on connectivity costs and two vehicles. In 2025, CSU will spend \$168,000 for IT connectivity costs and purchase another FARO device, another drone and three vehicles. In 2026, CSU will purchase two more vehicles totaling \$74,000. After five years, the total capital expenses are expected to average about \$753,000. The year-over-year total cost, including personnel, will average about \$9,128,000.

- Q. Dr. Preshious Rearden, director of research and development, said the research and development (R&D) division manages and oversees several systems and programs at HFSC. She said R&D handles all technical, non-casework related activities, included HFSC's

Laboratory Information Management System (LIMS,) which analysts use to track evidence received at HFSC. Dr. Rearden said she and her team, comprised of Dr. Jennifer Hsu and Ms. Tammy Beals, also assist with professional development activities, perform validations and develop testing methods for sections. R&D collaborates with HFSC's process improvement projects, manages the laboratory's internship program and is responsible for all research grants at HFSC.

Dr. Rearden said HFSC's internship program, which became virtual because of the pandemic, is open throughout the year, and college students can apply to work with all forensic and administrative sections. Dr. Rearden said last year, R&D troubleshoot and processed over 1,200 LIMS and request portal tickets, and that all forensic disciplines but forensic biology/DNA are live in the system. Dr. Rearden said HFSC received a grant from NIST in collaboration with the Center for Statistics and Applications in Forensic Evidence to fund a fulltime position at the lab to help with the blind quality control program. She added that HFSC is using the lab efficiency grant awarded by the National Institute of Justice (NIJ) to renovate the VEB.

Dr. Rearden told the board that HFSC received a grant from the NIJ to develop a quality model for identifying the quality of mass spectral data collected using gas/chromatography/mass spectrometry in seized drug analysis. In collaboration with Dr. Peter Harrington from Ohio University, R&D is working on this quality model to help give analysts a more quantitative tool to identify sufficient quality mass spectral data for the identification of unknown compounds in samples. Dr. Rearden further explained that forensic disciplines at HFSC fall into two categories: lab-based disciplines that rely heavily on instrumentation and technology and pattern evidence disciplines that rely on expert interpretation. The GC/MS testing method relies on the principles of analytical chemistry, but also possesses many characteristics of pattern science because of the requirement to interpret mass spectral results. Dr. Rearden said that if an unknown spectrum is generated from GC/MS analysis, that spectrum is then compared to a reference spectrum in a library. The similarities that occur between spectra render a "hit" list that is sorted by similarities to known spectra. The quality of the unknown spectrum, such as concentration or contamination levels, can also impact results. The new quality model will provide the analyst with a quantitative threshold that can be used to provide an independent statistical model in each library search. R&D tested the quality model on historical seized drugs case files and experimental opioid mixtures, and the results were reliable. Dr. Rearden said R&D is working on manuscripts for the project and presented its work at the SciX2020 conference. She added that R&D will work to secure additional funding, expand the quality model methodology to other classes of drugs and collaborate with other laboratories to validate and test the method. Chairwoman Mitchell said the 2009 National Academy of Forensic Science report highlighted the importance of R&D within laboratories so better processes can be refined and elevate the level of work performed.

- R. Ms. Aimee Grimaldi, project engineer, said the latent print section began its process improvement project on November 5. The project team must meet virtually due to safety precautions but has adapted to perform tasks digitally to ensure the success of the project. Ms. Grimaldi said the project team identified the following areas to improve: Workflow efficiency, improved turnaround time and a strategy to eliminate the backlog. The team will also consider the rise in requests expected from CSU's future expansion and will consider a staffing model projection. Ms. Grimaldi said the project team is comprised of 50 percent latent print examiners and staff from the firearms, quality and R&D sections. Subject matter experts from

CSU, CS/CM and quality will support the project. Ms. Grimaldi said the 9-month-long project scope will examine the latent print processing and comparison processes from start to finish. She reiterated that the latent print section's work output will be impacted since seven latent print staff are on the team.

Ms. Grimaldi reminded the board that the technical and administrative review and quality score projects began in June 2019. The technical and administrative review project focused on improving HFSC's review process, and the second project aimed to design an actionable quality metric for HFSC. Ms. Grimaldi said both projects encountered interruptions, such as the lab-wide move to 500 Jefferson, the pandemic and Hurricane Laura preparations. The quality score project ended in October, and the review project, overseen by Ms. Paula Evans, project engineer, will be completed in December. Ms. Evans' project team saw significant improvements after incorporating improvements to the process. Seventy one percent of services had improvements in the number of defect-free cases, 57 percent of services saw an improvement in defects per request and 54 percent saw improvements in the review error rate. The team accomplished these improvements by increasing visibility into process by designing a dashboard that automatically pulls data from LIMS. The quality score project's goal was to design an actionable quality metric. The project team developed three scores: Professional development, compliance and preventative initiatives. All metrics were released in a dashboard so staff can see automated and up-to-date data regularly. Ms. Grimaldi said the quality score team will continue to improve the dashboard.

- S. Ms. Erika Ziemak, quality director, said the quality division met its monthly goals for blind quality control submissions in October except for the latent print processing blind which is prepared by the section's technical leader. She added that two potential cases were identified for November. Ms. Ziemak said between September 30 to the first week of November, four presentations were given about the blind quality control program, including one to a group of 50 graduate and undergraduate forensic science students at Virginia Commonwealth University. Two quality staff presented about the blind program to about 200 attendees from the Association of Forensic Quality Assurance Managers. Ms. Ziemak said a manuscript was submitted to the Forensic Science Review Journal that highlights HFSC's quality initiatives, including the blind and transcript review programs. Ms. Ziemak said a blind submission helped create a process improvement in the latent print processing section. When a blind case is submitted into the processing section, a latent print processor is responsible for developing any suitable latent prints and submitting a latent print comparison request. A comparison request was never made for the blind, which highlighted the need for a process that will help track when one is submitted. The quality division performed an audit and looked at 169 cases that could have been impacted, and no instances of a missed request were found. Now, latent print processing has a system to track requests which will be reviewed monthly.

Ms. Ziemak said HFSC is working towards achieving compliance with standards placed on the OSAC, or Organization of Scientific Area Committees, registry. HFSC declared compliance with OSAC's standard practice for forensic practitioner training, continuing education and professional development programs by revising every training manual at HFSC, a lengthy process. Now, HFSC has mandated that staff must complete at least 16 hours of continuing education annually. Ms. Ziemak said HFSC created a continuing education committee responsible for making documents and sharing information with staff to ensure training and credits given are consistent. A workflow was designed to capture training information for each

staff member which can be viewed in a company-wide dashboard that can be filtered by staff member name, date and section.

Ms. Ziemak said the forensic biology/DNA section had its external FBI quality assurance assessment from October 13-15. One assessor came onsite while two others worked remotely, and no findings were reported from the assessment. Ms. Ziemak said the forensic biology/DNA section is actively implementing recommendations made by the lead assessor to help improve documentation in the section.

HFSC's internal safety and security audit began October 30 and is expected to last one week. Ms. Ziemak said the safety and security manuals will be reviewed to ensure lab-wide compliance, and she will report any audit findings at the next board meeting.

Ms. Ziemak reminded the board about a CSI's proficiency test issue she shared last month. She clarified that at the October board meeting, she mistakenly stated the proficiency test had five samples instead of six. The CSI who achieved non-consensus results will be unable to perform the specific test in casework until the quality division completes its investigation. So far, the quality team identified three out of 211 cases completed by the CSI where the same testing method was performed. Ms. Ziemak will report the findings at the next board meeting.

Ms. Ziemak said jury trials resumed in October, and that three of the 23 analysts that testified this year were not monitored in-person. Those analysts will have their testimony transcripts reviewed instead.

- T. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Hilder second the motion. The meeting ADJOURNED at approximately 11:49 a.m.

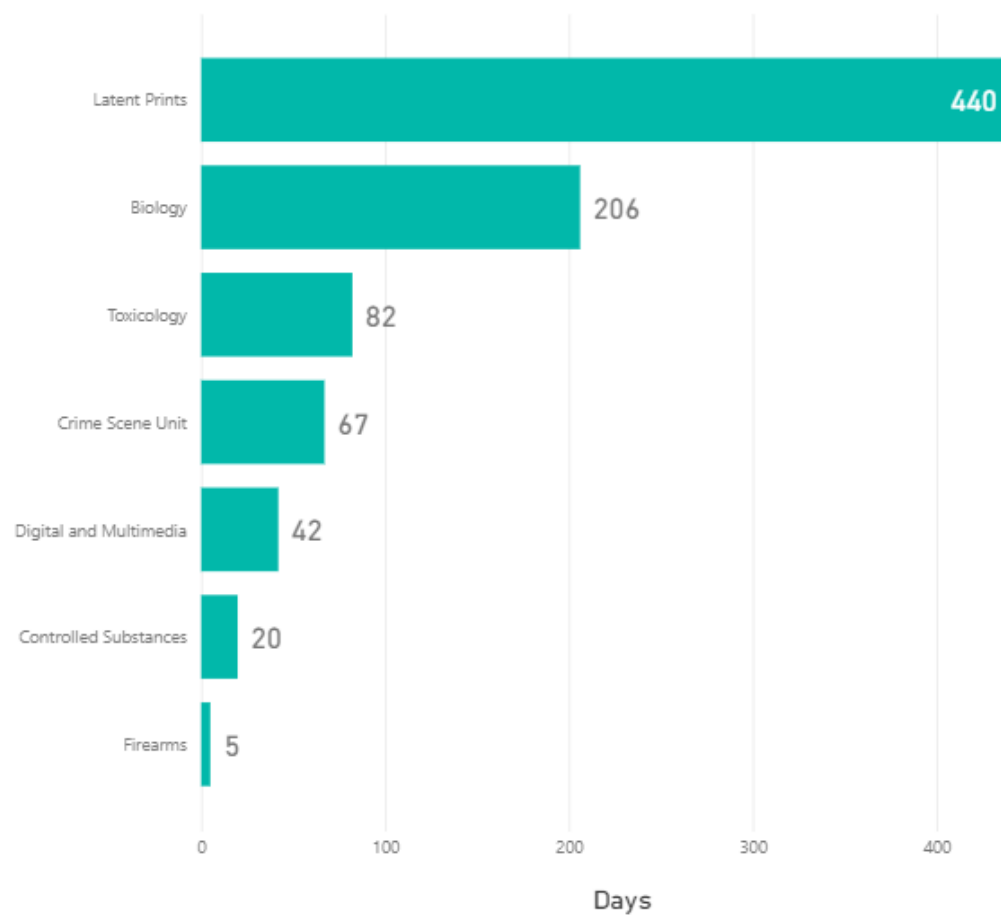
By: \_\_\_\_\_

Jordan Benton Secretary

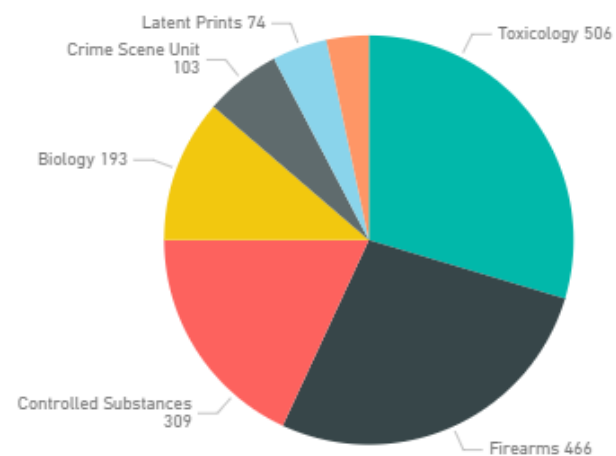
# President's Report

December 11, 2020

## Average Turnaround Time for November 2020



## Requests Completed by Section



Turnaround Time - Days

**77**

Completed Requests

**1708**

Month Comple...

- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☐ 07-July
- ☐ 08-August
- ☐ 09-September
- ☐ 10-October
- ☒ 11-November

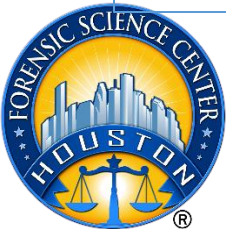
Year Completed

- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☒ 2020

This data is current as of 11/30/2020.

# Staffing December 1, 2020

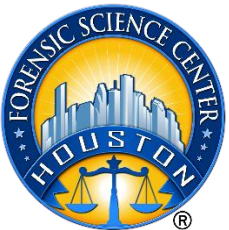
- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• 204 staff<ul style="list-style-type: none"><li>• 196 HFSC employees</li><li>• 7 City of Houston civilians</li><li>• 1 toxicology fellow (Army)</li></ul></li><li>• 7 offers accepted to fill vacancies<ul style="list-style-type: none"><li>• 1 crime scene investigator</li><li>• 2 crime scene investigator trainees</li><li>• 1 forensic biology/DNA analyst</li><li>• 1 latent print examiner trainee (internal promotion)</li><li>• 2 latent print processors (both internal transfers)</li></ul></li></ul> | <ul style="list-style-type: none"><li>• 3 active vacancies<ul style="list-style-type: none"><li>○ 1 crime scene investigator</li><li>○ 1 quality specialist</li><li>○ 1 toxicology analyst</li></ul></li><li>• Recruiting for future vacancies from internal transfers<ul style="list-style-type: none"><li>○ 1 CS/CM evidence specialist</li><li>○ 1 crime scene investigator</li></ul></li></ul> |
|--|--|





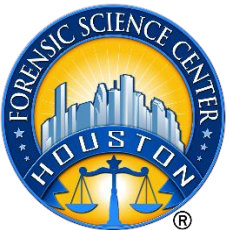
# Certifications

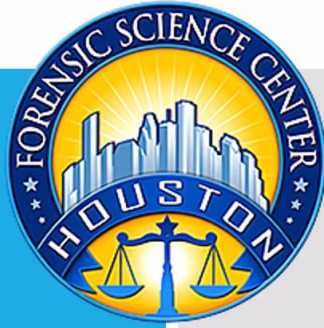
- Certified Crime Scene Analyst (CCSA) by the International Association for Identification
  - Jordan Ashworth
  - Katie Busack



# Outreach

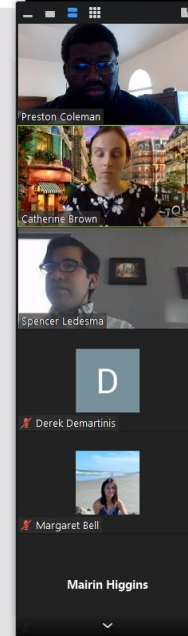
- Met and toured with defense attorney from Fort Worth
- Toured and did interview for Fort Worth ISD career exploration video series
- Presented to Rice University analytical chemistry class
- Participated in a panel discussion about hemp and marijuana testing at the Texas Marijuana Policy Conference





# Forensic Multimedia

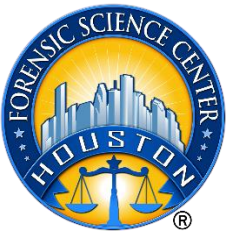
Audio/Video



## Staff virtual outreach

- **Girl Scouts:** Forensic biology/DNA analysts Kelly Freeman, India Henry, Aja Moss, Fatima Torres Perez, Zoraya Reyes, Nicole Pettofrezzo and Caitlyn Fisher
- **Skype a Scientist:** Forensic biology/DNA analyst Ema Ruzic presented to 25 7<sup>th</sup> graders
- **Skype a Scientist:** Forensic biology/DNA analyst Nicole Pettofrezzo presented to 50 4<sup>th</sup> graders
- **HFSC's Teach the Teachers series:** Caitlyn Fisher, Marisil Wright- Pennant, India Henry, Zoraya Reyes, Nicole Pettofrezzo, Amber Smith, Hannah Wines
- **Rutgers University forensic theory & policy class:** Forensic biology/DNA analyst Amber Smith
- **Arcadia University Symposium:** Multimedia analysts Preston Coleman and Spencer Ledesma

# Mapping technologies for CSU



# Current Circumstance

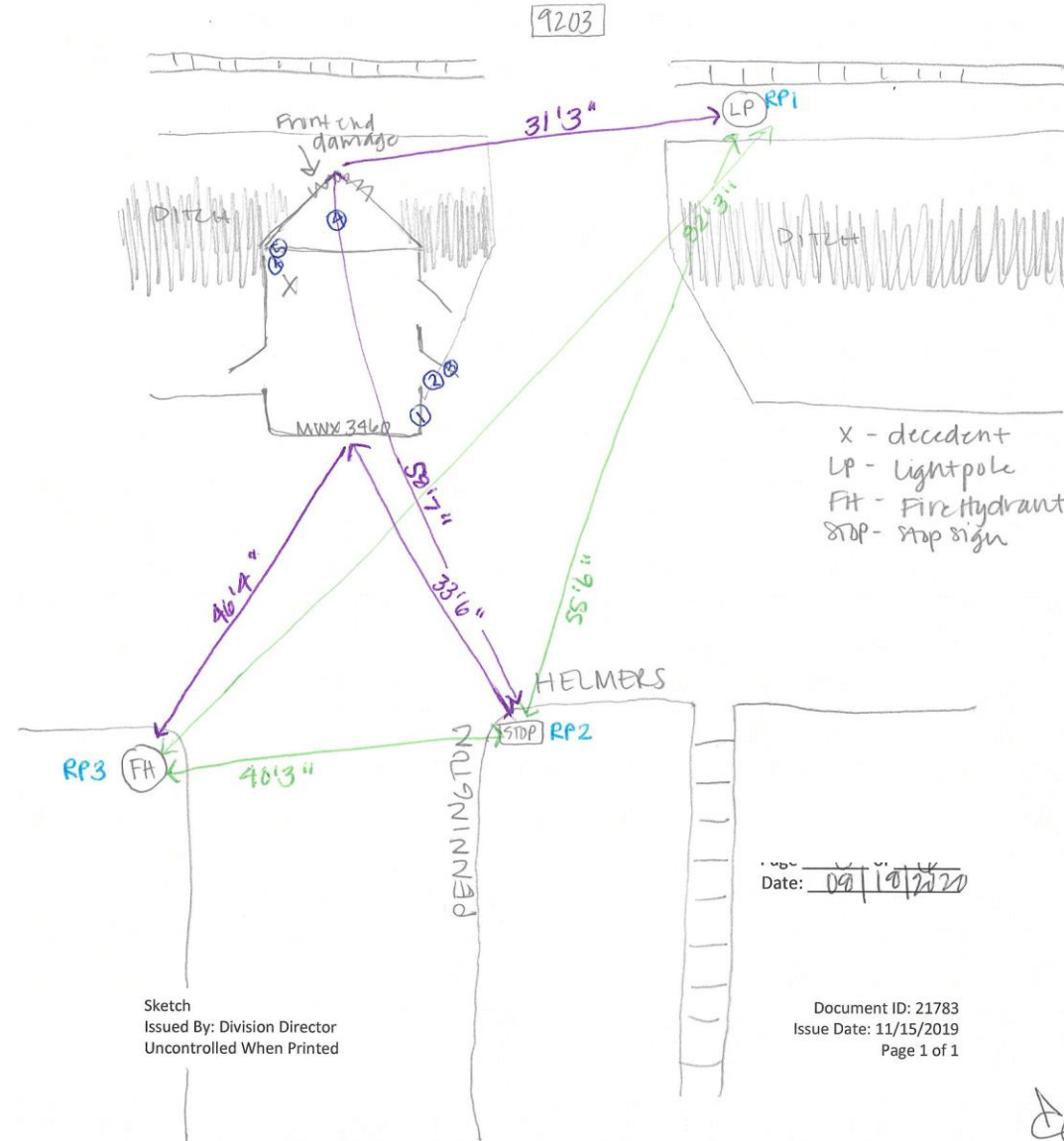
- Manual mapping of scenes
  - Use tape measures, optical measures and reference points to sketch scenes
  - Use ScenePD as a software tool to sketch scenes
- Time intensive
- Only have what was measured at the moment
- Large scenes can be VERY time consuming
- Reduction of time on scene essential
  - Resources
  - Reduce exposure
  - Improve completeness of collection (reduce revisiting scenes)

# Manual sketch



Location: 9200 Helmers St.

N →  
SKETCH NOT TO SCALE



Sketch  
Issued By: Division Director  
Uncontrolled When Printed

Document ID: 21783  
Issue Date: 11/15/2019  
Page 1 of 1

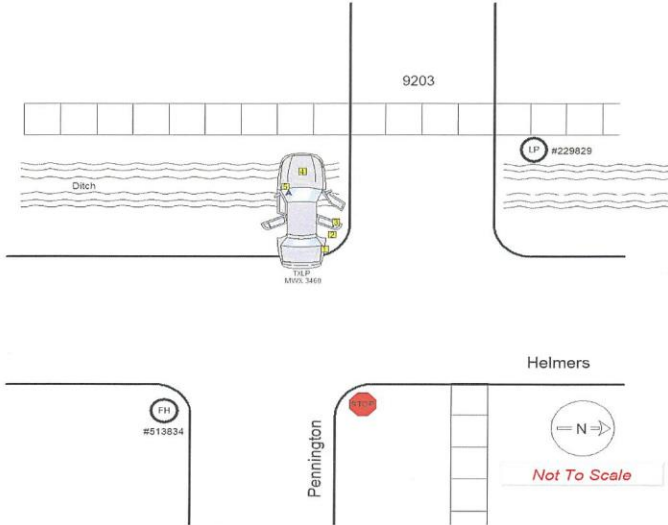
# Typical ScenePD map

LOCATION  
9200 Helmers Street

## Overall Scene

All measurements are approximate.

The Houston Forensic Science Center Crime Scene Unit is accredited by the ANSI National Accreditation Board (ANAB) to the ISO/IEC 17025 standard.



The following were used as reference points (RP):  
RP1 - Light pole #229829  
RP2 - Stop sign at northeast corner of intersection  
RP3 - Fire hydrant #513834

EM#	Description	RP1	RP2	RP3	Height
	Vehicle - Nissan Altima				
	Center mass rear bumper	33' 6"	53' 6"	46' 4"	
	Center mass front bumper	31' 3"	58' 7"		
1	Blood drop - rear p/s quarter panel			2' 2" - 1/2 door north of rear p/s ditch	3' 9"
2	Black sock - grass outside p/s rear door	30' 2"	37' 11"		
3	Blood smear - ext. rear p/s door & handle			0' 0" - 1/2 edge of rear p/s door	2' 11"
4	Blood drops - hood of vehicle			2' 8" - 1/2 door to quarter panel	3' 3"
5	Projectile - d/s windshield wiper / hood			0' 11" - 1/2 L to d/s quarter panel	3' 6"
A	Bullet defect - d/s lower windshield			0' 7" to d/s pillar	3' 8"
	Depth of ditch			1' 1" to base	1' 7"

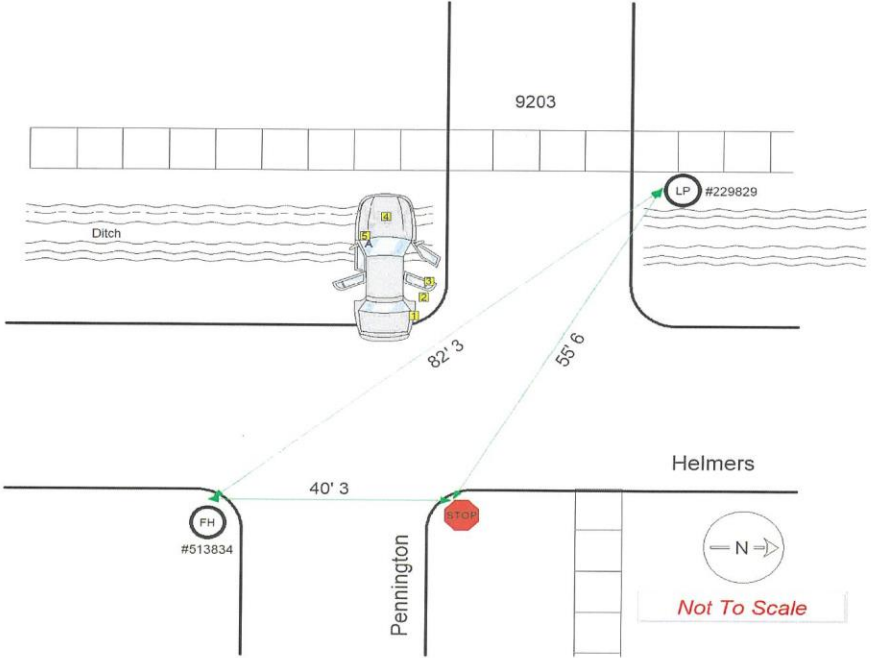
AG

LOCATION  
9200 Helmers Street

## Overall Scene (zoomed in)

All measurements are approximate.

The Houston Forensic Science Center Crime Scene Unit is accredited by the ANSI National Accreditation Board (ANAB) to the ISO/IEC 17025 standard.



AG



# The Future

- Implement photogrammetry mapping
  - UAV based capture
  - Handheld device capture (iPad, spherical camera)
- Increased use of FARO LiDAR scanners

***Photogrammetry:** the science of making reliable measurements by the use of photographs and especially aerial photographs (as in surveying). It works by obtaining images of the targeted point from several positions and using that to calculate a point cloud or collection of points in 3D space.*



# Drone

- Purchased a mid-level consumer drone
- DJI Mavic2pro
- Drone plus additional batteries and peripherals: ~\$2,000
- I7 laptops with high-powered graphic processing units (GPU): ~\$5,000
- Part 107 authorization with FAA-licensed operators

Layers +

🔍 Filter by name or tag...

☒ 🗨 Annotations

☒ 📶 Overlays

▼ ☒ ⚙ Outputs

☐ 🗺 DSM

☐ 🗪 Orthomosaic

☐ 🌐 3D Textured Mesh

☒ 🗲 Point Cloud









Project

Process

View

Navigation

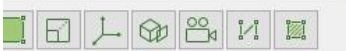
Clipping

Point Cloud Editing

Unclassified

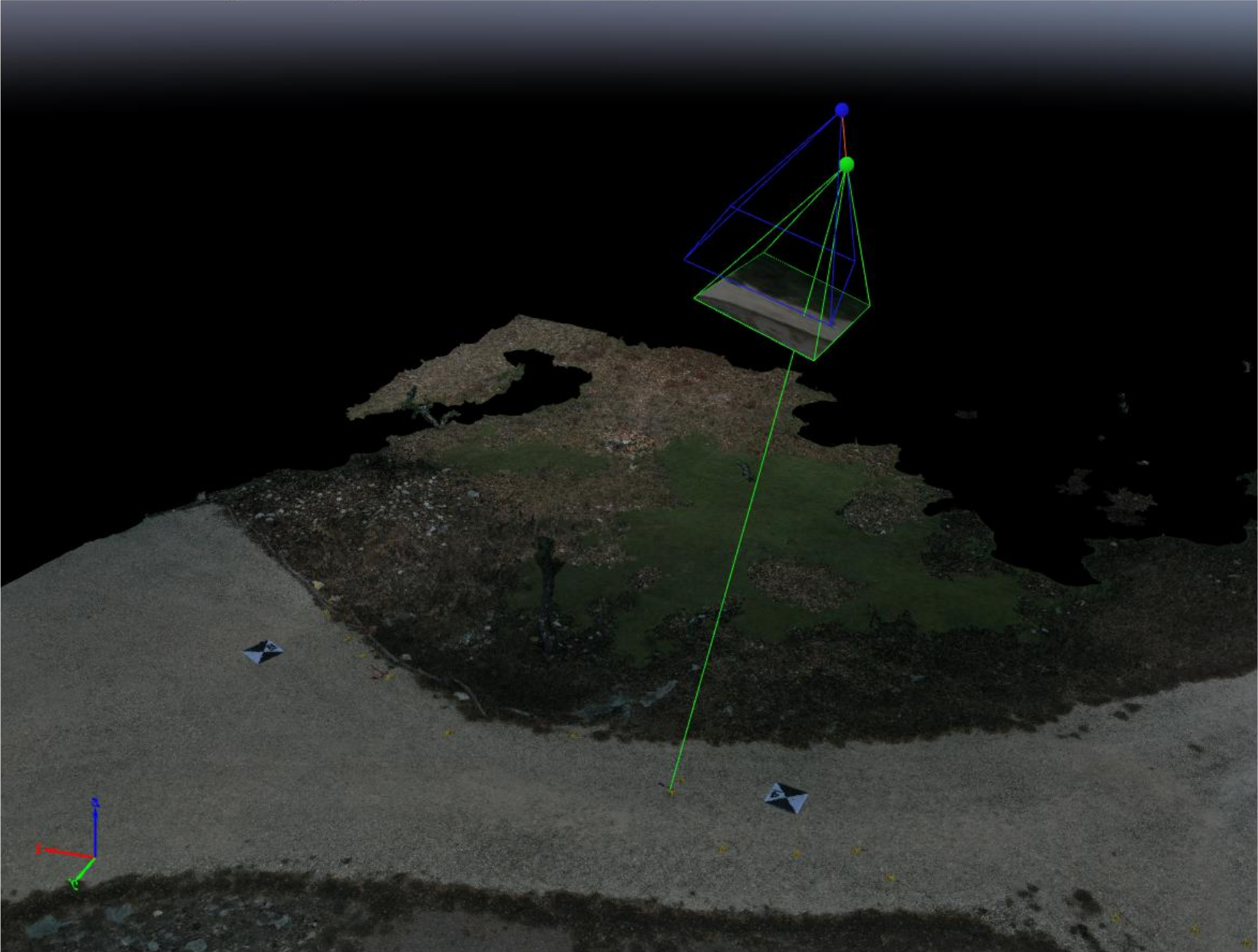
Assign

Create



Layers

- ☒ Cameras
  - > Display Properties
  - ☒ Calibrated Cameras
  - ☐ Uncalibrated Cameras
  - ☐ Disabled Cameras
- > ☒ Rays
- ☒ Tie Points
  - > ☐ GCPs / MTPs
  - > ☒ Automatic
- ☒ Point Clouds
  - ☒ Densified Point Cloud
    - > Display Properties
    - ☒ Project\_3\_group1\_
- ☒ Point Groups
  - > Display Properties
  - ☒ Unclassified
  - ☐ Disabled
  - ☒ Ground
  - ☒ Road Surface
  - ☒ High Vegetation
  - ☒ Building
  - ☒ Human Made Object
- > ☒ Triangle Meshes
- ☒ Objects
  - > ☐ Polylines
  - > ☐ Surfaces
  - > ☐ Animation Trajectories
    - > Display Properties
    - ☐ Animation Trajectory
  - > ☐ Orthoplanes
  - > ☐ Scale Constraints
  - > ☐ Orientation Constraints



Properties

**Selection**

**Densified Point**

Number of Images Visible In: 41

Computed Position [US survey foot]: 1882186.11, 13980540.40,

Help

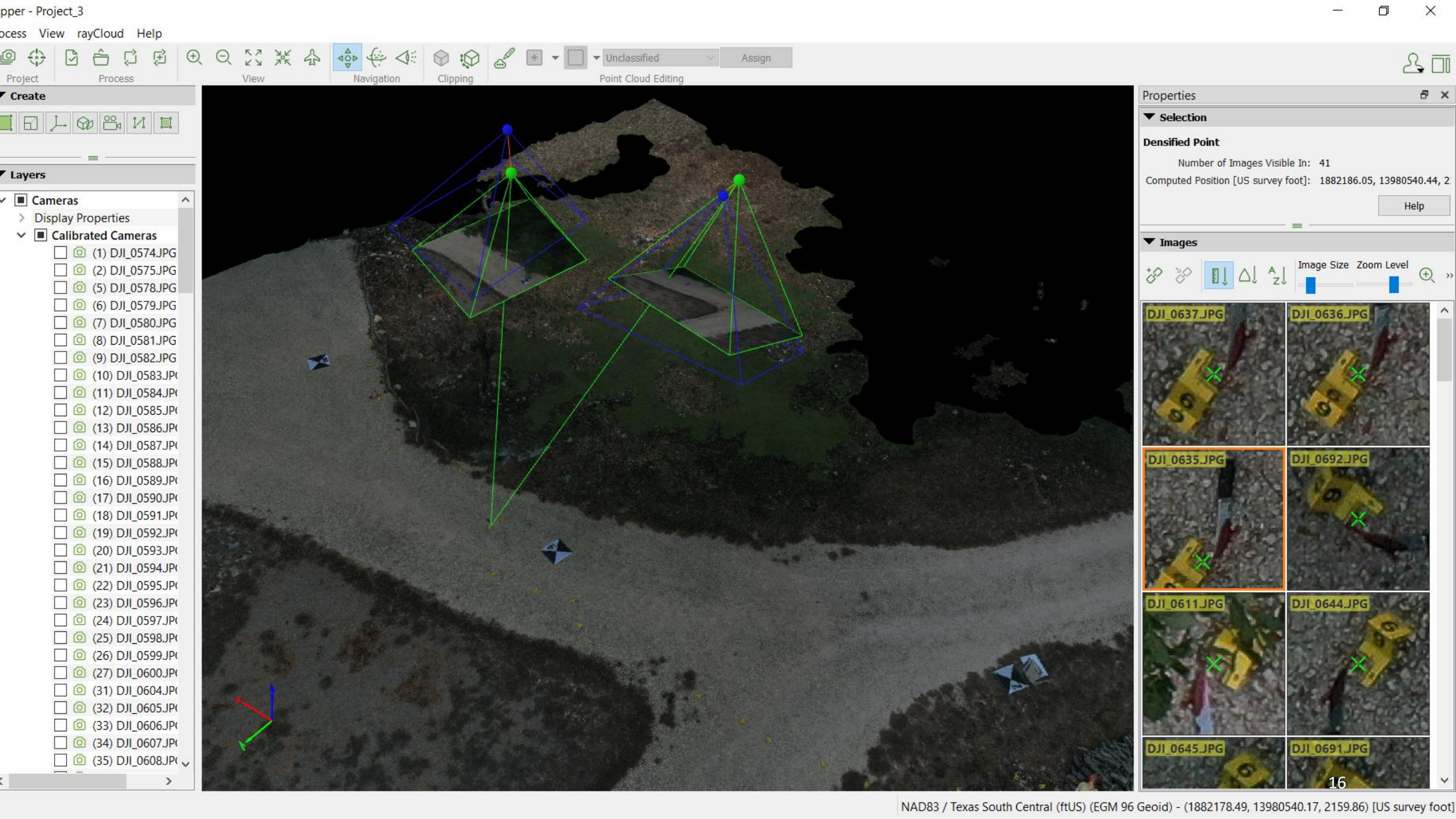
Images

Image Size

Zoom Level





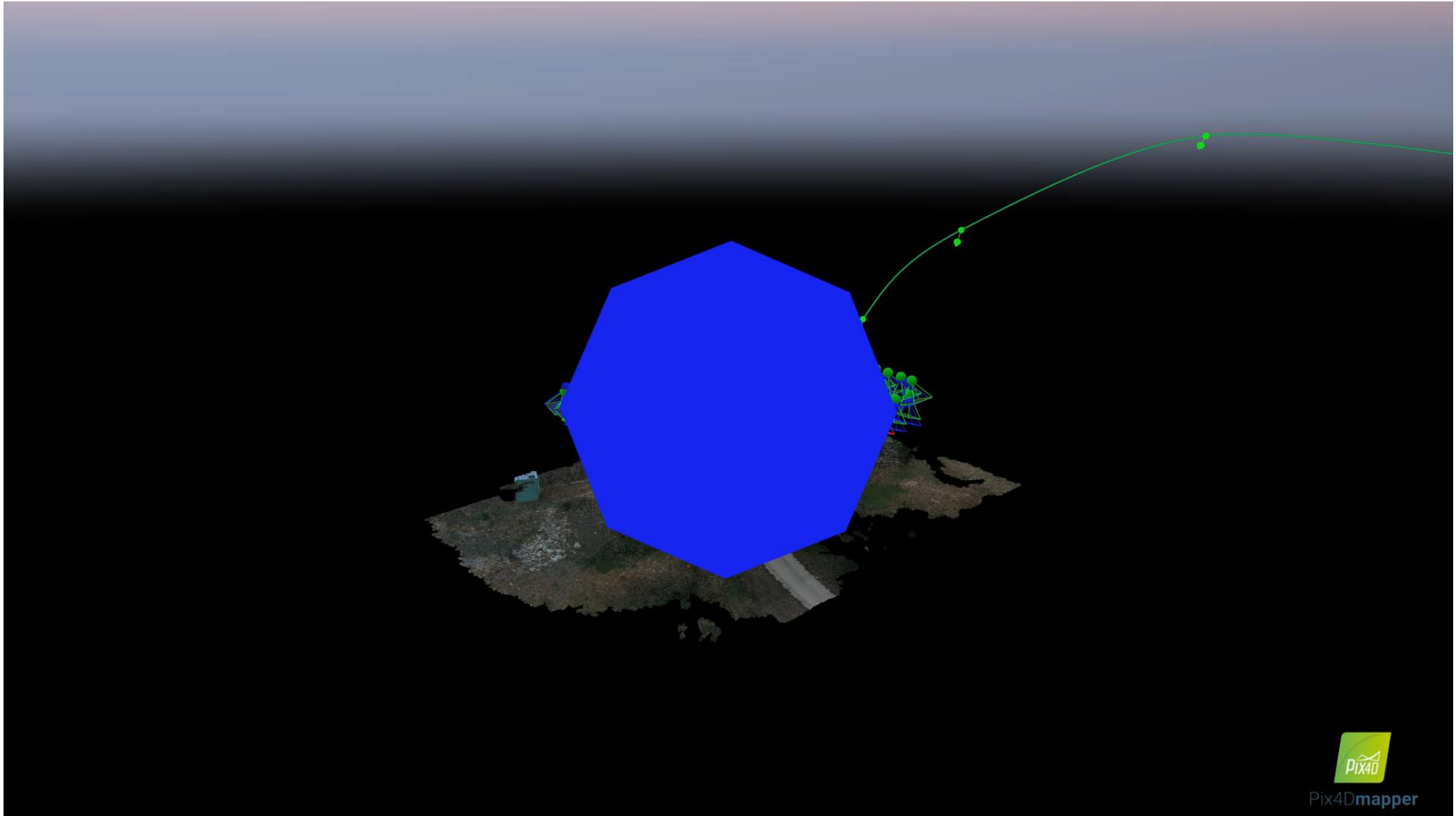














Layers +

Filter by name or tag...

- Annotations
- Overlays
- Outputs
  - DSM
  - ☒ Orthomosaic
  - 3D Textured Mesh
  - Point Cloud





Layers +

🔍 Filter by name or tag...

Annotations

☒ Line 2 🗑️

☒ Line

Overlays

Outputs

☐ DSM

☒ Orthomosaic

☐ 3D Textured Mesh

☒ Point Cloud





📷 Layers +

🔍 Filter by name or tag...

▼ ☒ 🗨 Annotations

☒ ✂ Line 3 📐 🗑

☒ ✂ Line 2

☒ ✂ Line

☒ 📷 Overlays

▼ ☒ ⚙ Outputs

☐ 🗺 DSM

☒ 🖼 Orthomosaic

☐ 🏠 3D Textured Mesh

☒ 📍 Point Cloud







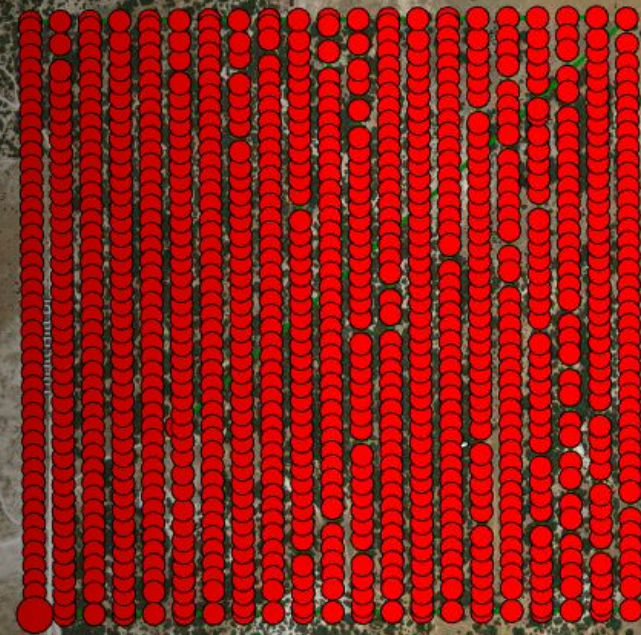




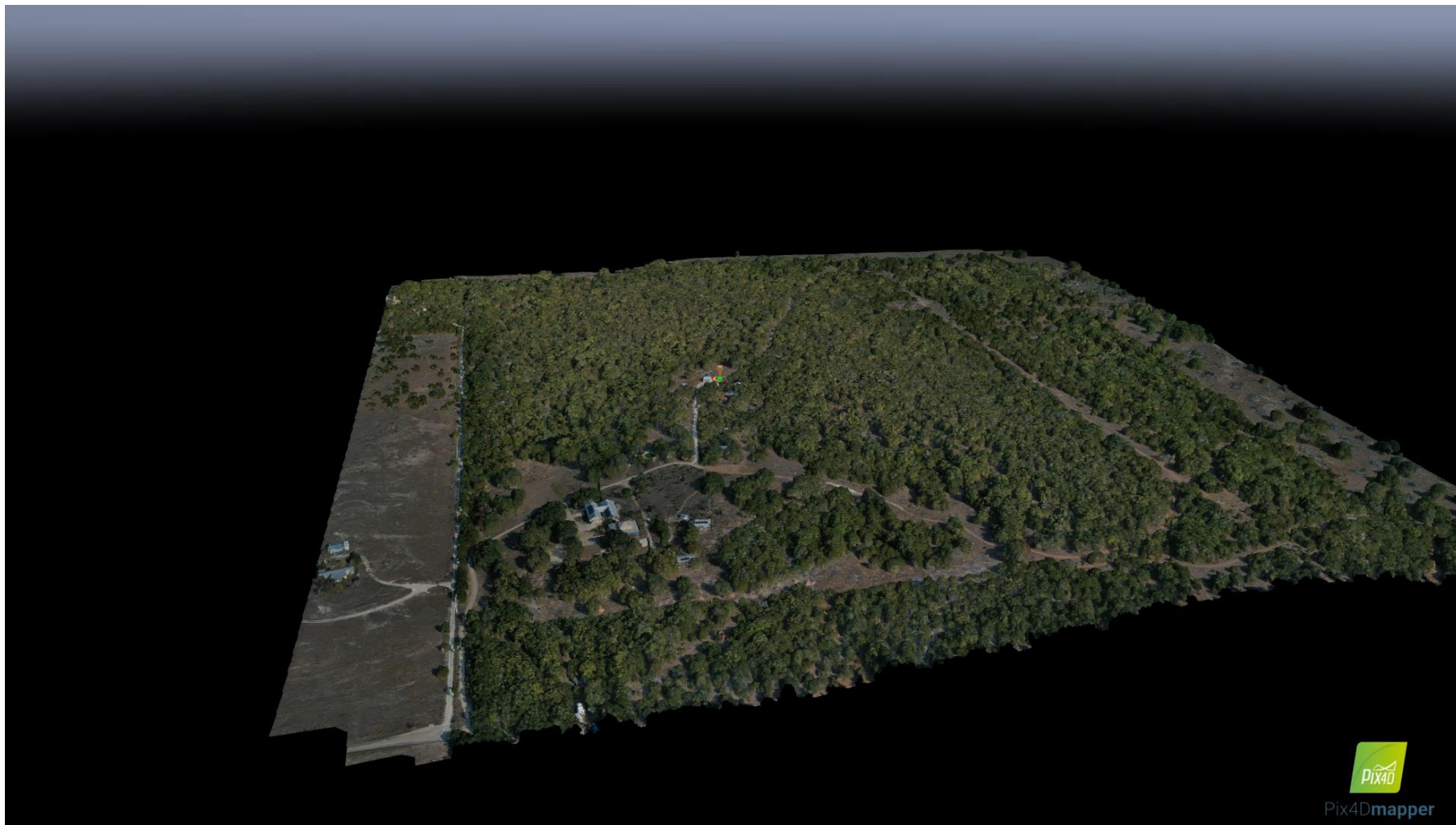
10-minute mission, ~1 hour model processing



- Scalable to *very* large areas.
  - This is 142 acres, approximately 40 minutes of mission time
- 













Layers +

Filter by name or tag...

## Annotations

Item 9

Line 4

Line 3

Line 2

Line

## Overlays

## Outputs

DSM

3D Textured Mesh

Point Cloud



Item 9 ?

Image\_000140



Name

Item 9

Description

knife (bloody)

Tags

Color



Handheld capture with an iPad pro





High-spec model that captures all of the surprises and beauty from 360°.

Beauty as far as the eye can see, and a breathtaking sense of presence making you feel you are "right there, right now".

From still images to long movies (max. 25 minutes long), record your memories in a vivid, high resolution 360° world.

The new RICOH THETA S gives you even higher quality and performance.

High  
resolution

- 1/2.3 12M CMOS sensor x 2 (Output pixel count equivalent to 14M)
- Newly developed F2.0 lens

\*1  
Full HD  
Video capture

- 30fps
- 25 minutes continuous shooting



\*1 Data is recorded in full HD (1920×1080) resolution, but the resolution of spherical videos when viewed differs depending on the type of display or display magnification.



## FARO, 3D LiDAR scanner

- LiDAR: Light Distance and Ranging (the light equivalent of SONAR and RADAR)
- Different math, but similar outcome of a point cloud and rendered navigable model
- Fixed point 360 scans
- Multiple scans needed to create model: this can be time consuming





Projects

Overview Map

Measure Distance

Measure Area








Delete

Scan View

Project Content

Settings

3D

-  Projects
-  Overview Map
-  Scan View
-  Measure
-  Delete
-  Project Content
-  Settings







3D

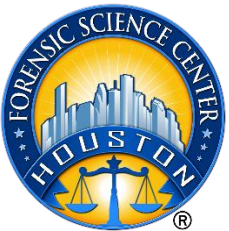
- Projects
- Overview
- Scan View
- Measure
- Delete
- Project C
- Settings

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050147619\_005  
050147619\_011  
050147619\_002



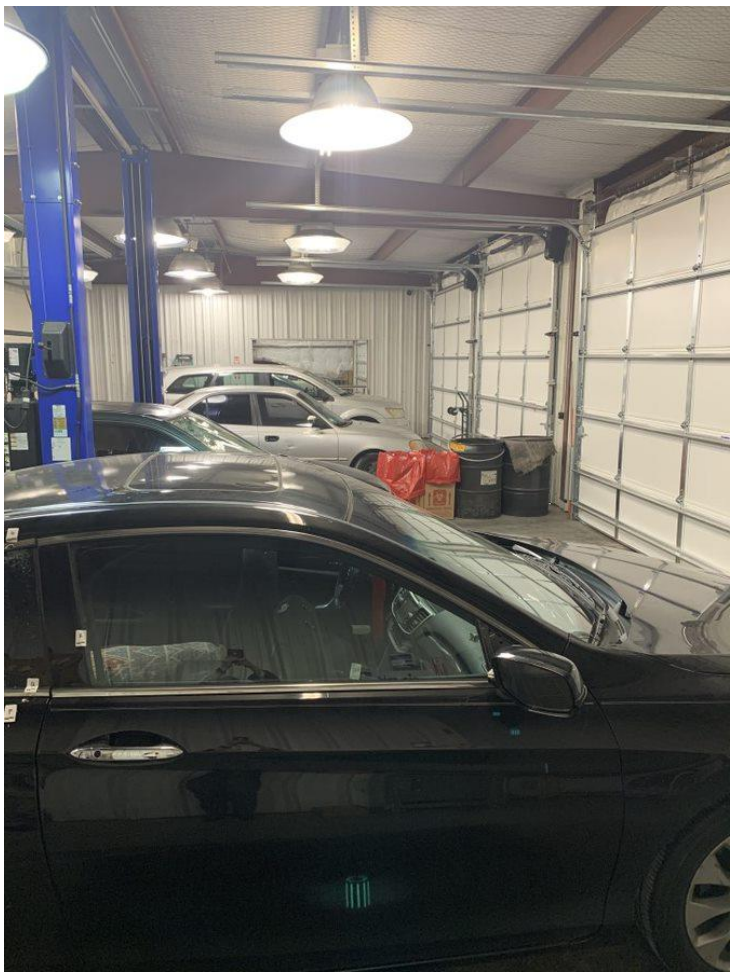
# Vehicle Examination Building (VEB)

Renovation Project Update









# Vehicle Examination Building (VEB) Renovation Project

## Update (12/11/2020)

**This project was supported by Award No: 2017-DN-BX-0176, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/ program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.**

### **Project status:**

- VEB construction basically complete, remaining items: additional lighting for outside parking area requested, need automatic door closer on new VEB bays' door, front door canopy install
- Work completed: CenterPoint new transformer/upgraded VEB electrical service, VEB HVAC, insulation, electrical, structural steel, garage doors, rest room fixtures, new pedestrian safety egress door, site clean up
- For VEB security/IT connectivity, 2 keypads, 8 cameras, 3 PC drops were installed December 1. Cameras now recording on VEB IT server. CrownCastle (HFSC's IT network service provider) equipment has been installed at VEB for interim connectivity, currently working VEB/500 Jefferson connectivity issues, will then set up network connectivity/monitoring from 500 Jefferson
- For 500 Jefferson/VEB permanent IT connectivity solution, landlord/CrownCastle IT fiber license agreement signed, CrownCastle building surveys completed, permit under review by city permit office, required permit from AT&T has been received. Then, CrownCastle will pull fiber at 500 Jefferson. Final CrownCastle/500 Jefferson connectivity still targeted for Jan. 21, 2021

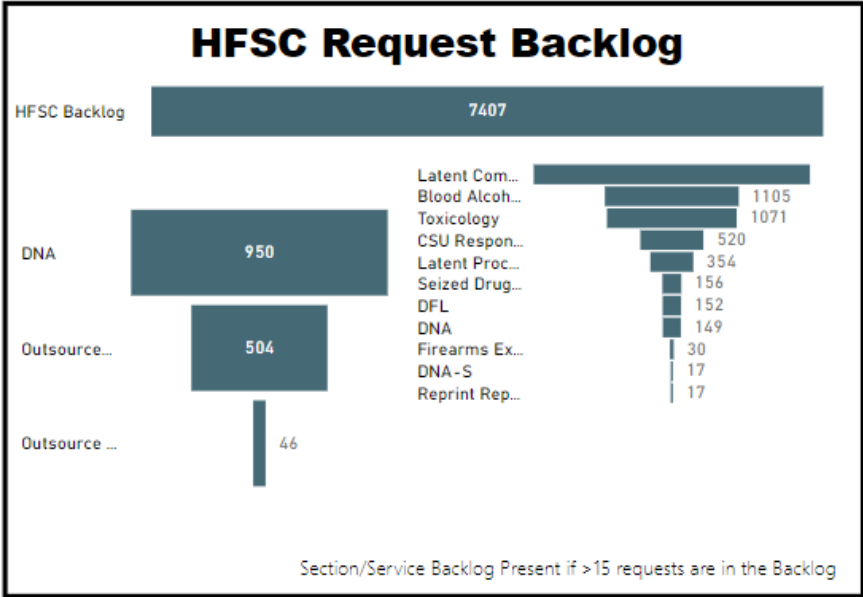
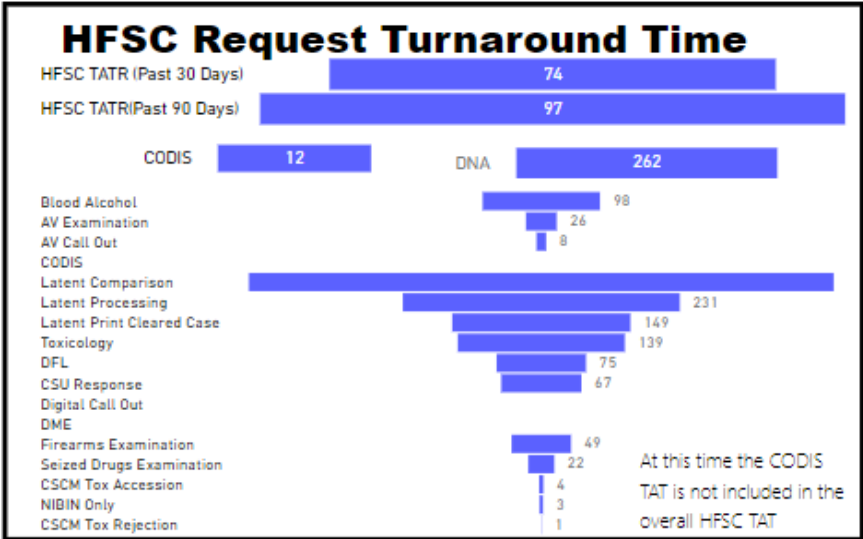
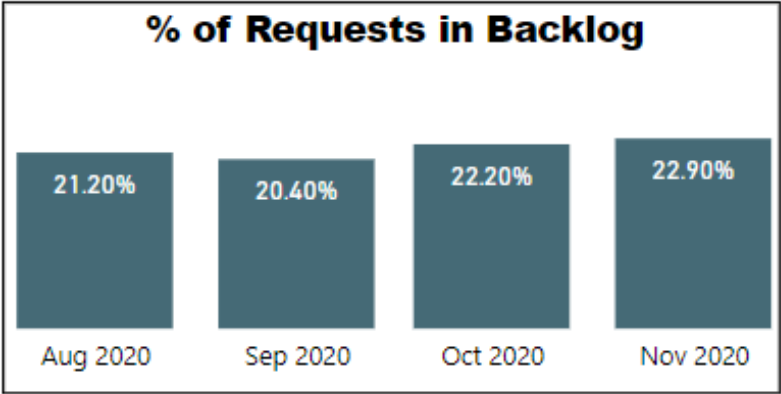
### **Budget status**

- Project budget \$152,000, 75% grant, 25% HFSC match. Costs/comments exclude VEB HVAC install, separate city-funded project
- Committed to date: (construction/keypads/cameras) \$147,200, need to add additional lighting
- To qualify for grant funding, all work needs to be completed by December 31, invoices paid by March 31, 2021, on schedule to meet these requirements. HFSC reviewed proforma contractor invoice, meets grant funding requirements

# Operations Report

December 11, 2020

# November 2020 Company Overview



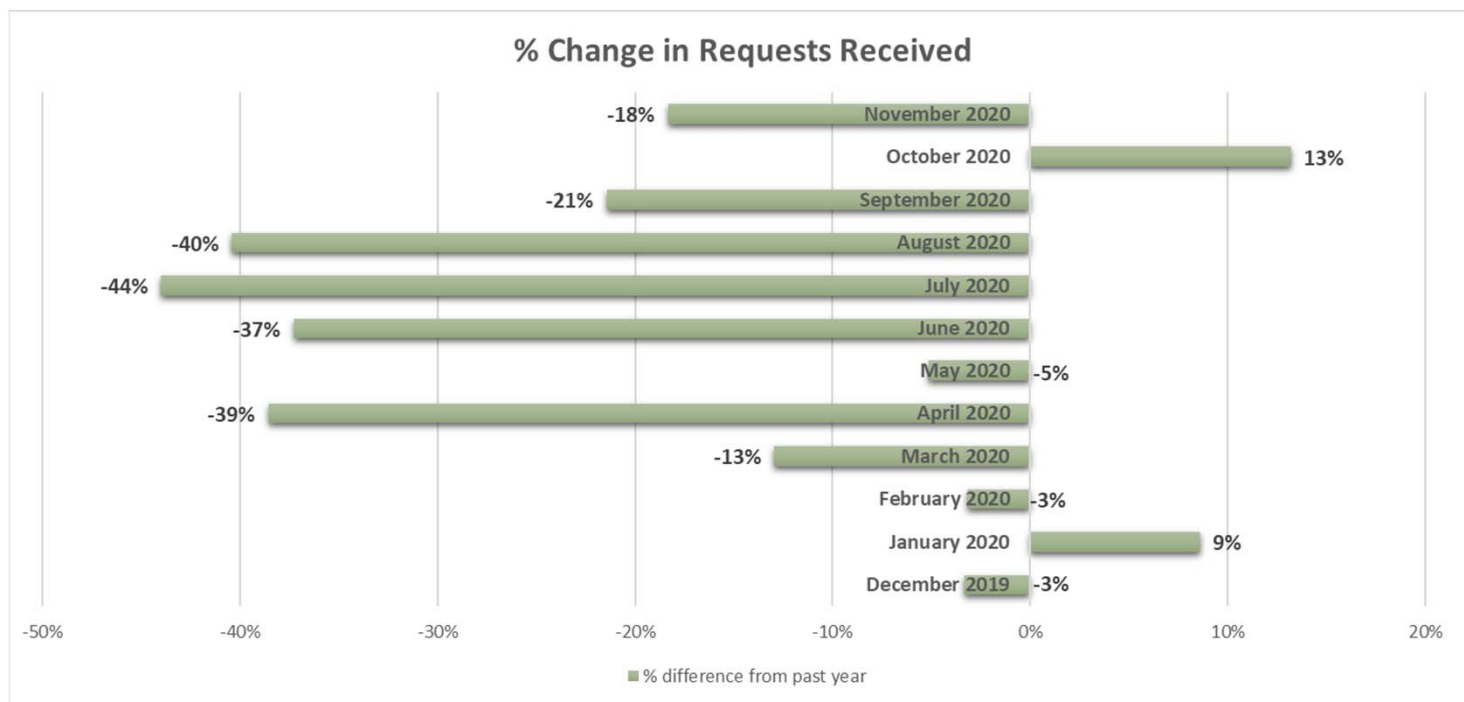
# Highlights

- Seized drugs update



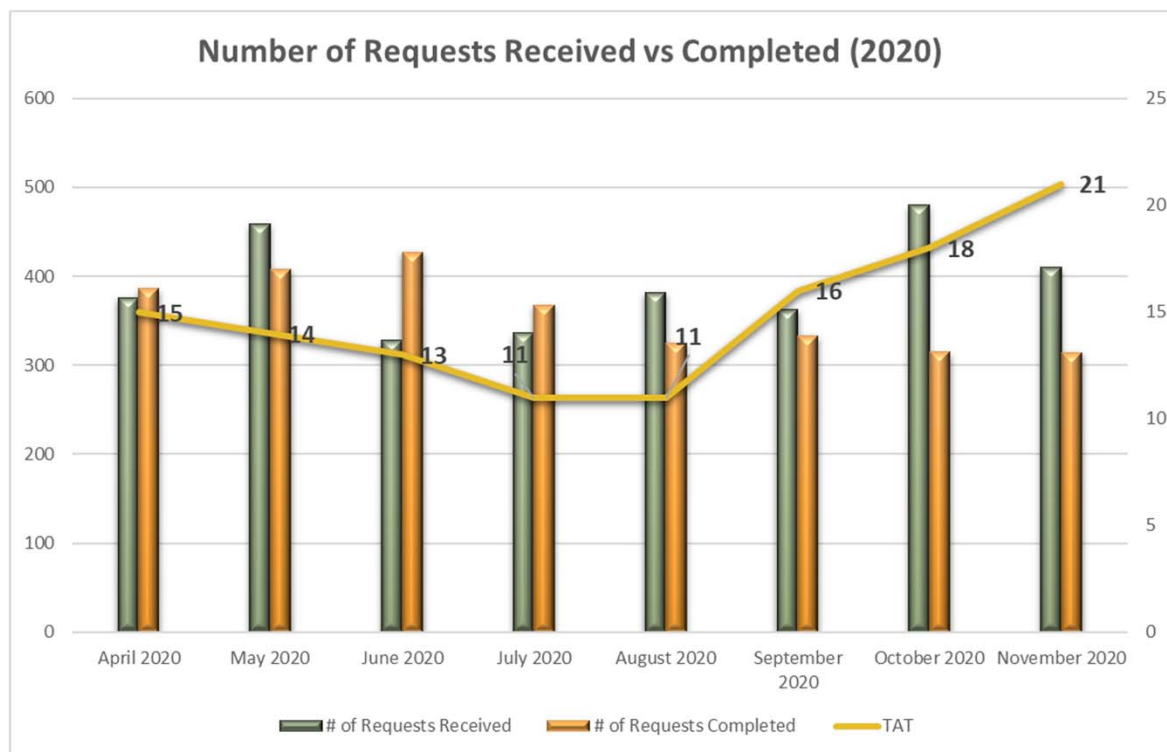
# Trends in Requests Received

Since the start of the pandemic, seized drugs has seen a decrease in requests.



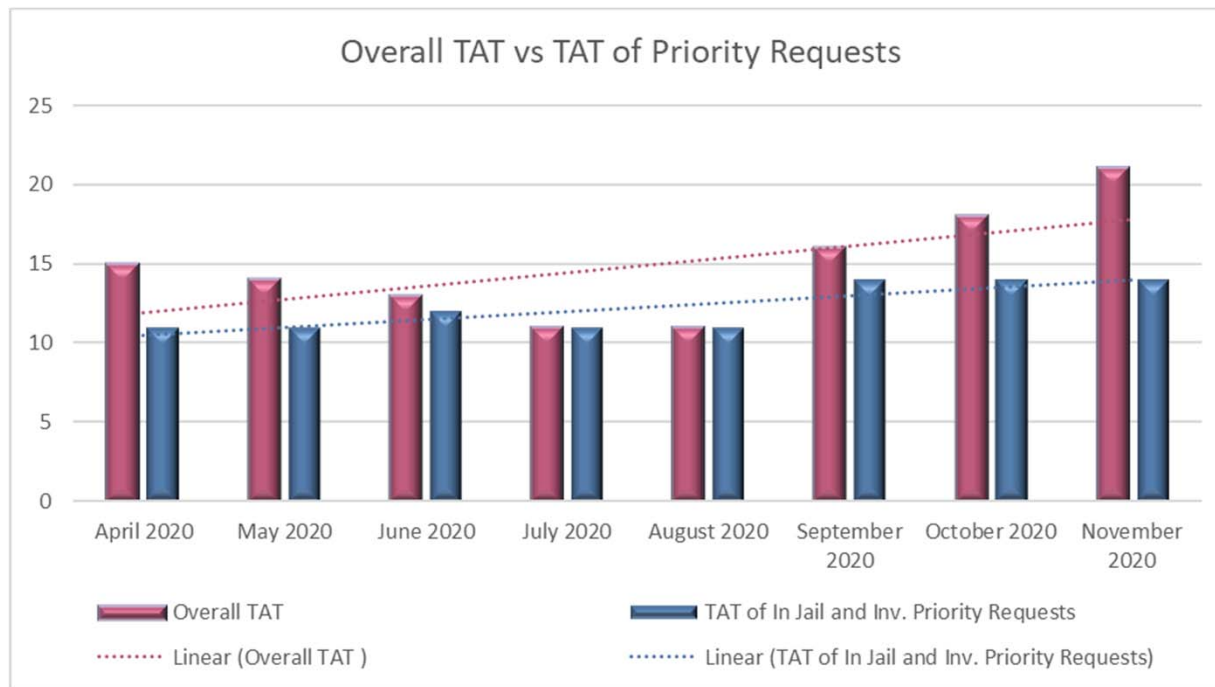


# Requests completed and turnaround times



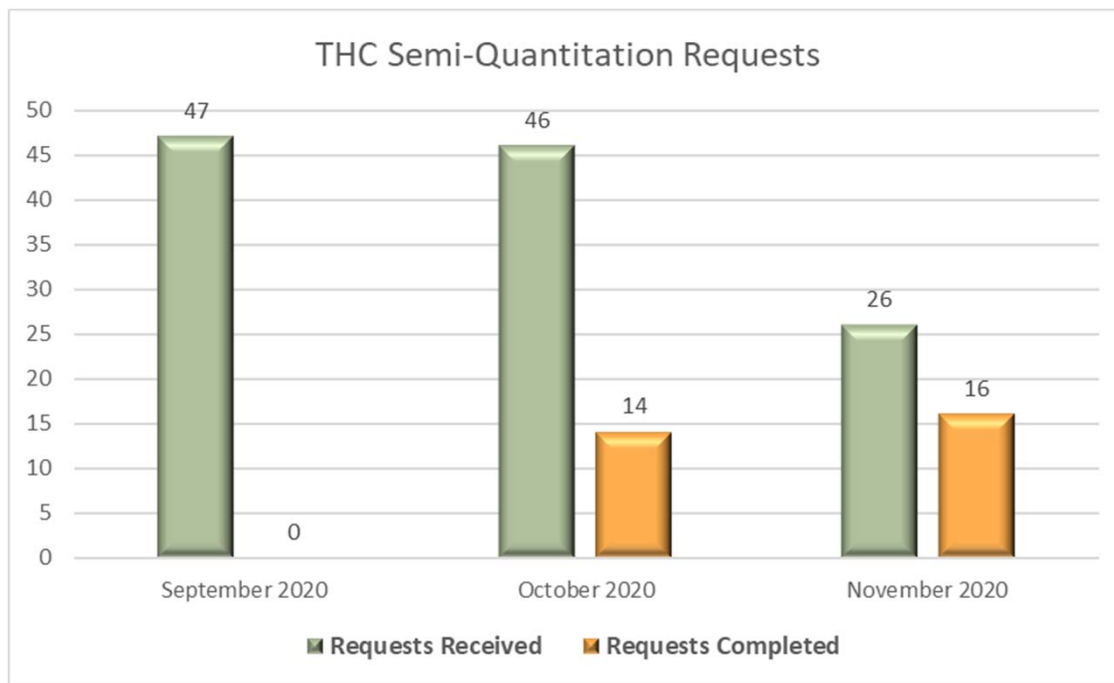
- Seized drugs has maintained an average 15 day turnaround time despite reducing onsite staffing by 50 percent
- There are 156 backlogged requests. Of those, 65 are requests for the new marijuana testing.

# Turnaround time for prioritized requests



- Since September, overall turnaround time has increased
- The turnaround time for priority requests (defendant in jail and investigative priorities) increased 3 days in September, trend continues
- These requests will continue to be prioritized

# Marijuana testing requests



HFSC began semi-quantitative THC testing on September 8

Challenges:

- Only one instrument can be used for this analysis
- Two analysts trained on this method, one additional analyst authorized to review results
- The method is new
- Uncertainty about legislative changes



## Seized drugs: mitigation

- Staff receiving laptops with full remote access, funded by federal CARES dollars
  - This will allow staff to conduct reviews when working remotely
- Instrumentation network being built to allow remote access to data
- In January we will evaluate if and how more staff can be brought onsite

# Crime Scene Update

December 11, 2020



# CSU Personnel Update

- Five trainees have graduated from the National Forensic Academy
  - Three August graduates are nearing the end of their HFSC field training
  - Two November graduates are beginning their field training program.
- One experienced CSI begins in January, a second soon after, these positions fill existing vacancies
- Two new trainees will go to the NFA in January
- Additional CSU supervisor, internal promotion, officially started November 30



# CSU Operational Plan

- Dec. 7, 2020: Newly promoted supervisor begins temporary assignment at the Vehicle Examination Building
  - Three CSIs returning from NFA assigned to this supervisor
  - Assess and review workflow of newly renovated VEB, make recommendations to improve workflow
  - The CSIs will learn vehicle processing, search warrants, evidence collection and compartmental searches of vehicles
  - This allows experienced CSIs to focus on responding to field calls and completing pending reports

# CSU Vehicle Update

- CSU has four new trucks scheduled to be outfitted with camper shells, lighting and graphics.
- It will take up to three weeks for the trucks to be ready for scene deployment.
- HFSC will return four vehicles to HPD.
- Two more trucks are expected to arrive in February 2021
- Two additional orders will follow and by the end of June 2021 CSU's entire fleet will be HFSC-owned and all HPD vehicles will have been returned

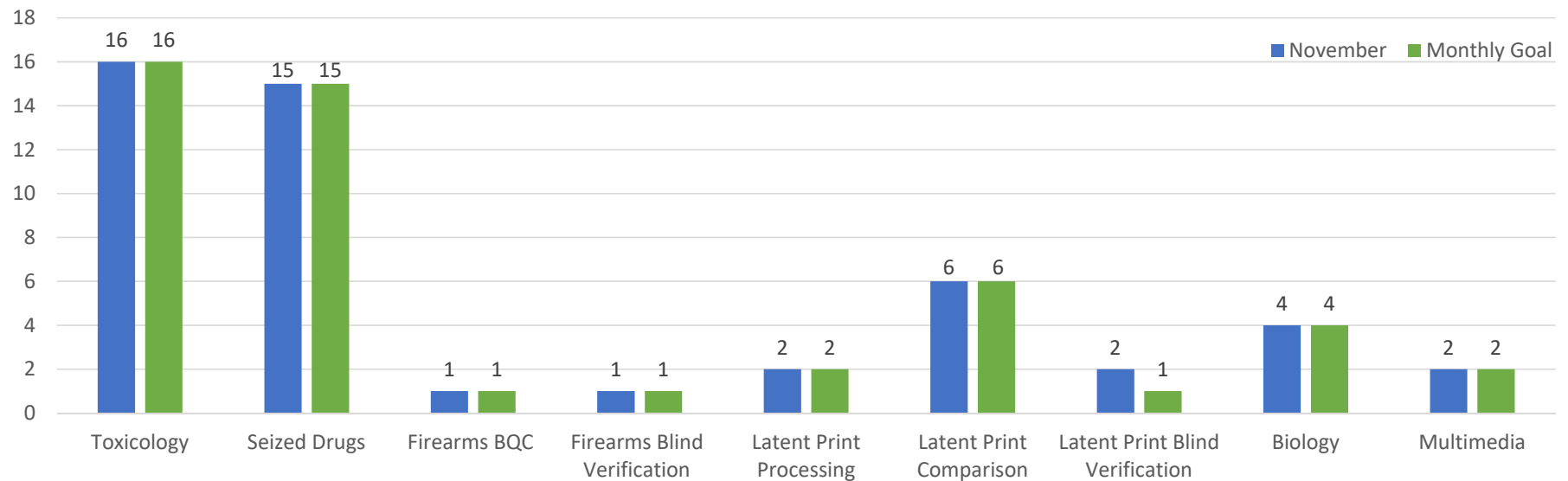


# Quality Division Report

## December 11, 2020



# Blind Quality Controls Submitted in November





# Blind Quality: Accomplishments and Challenges

- Biology incorrectly identified a real case as a blind
- Manuscript submitted to Forensic Science International:
  - Latent Print Quality in Blind Proficiency Testing: Using Quality Metrics to Examine Laboratory Performance manuscript submitted to Forensic Science International
- Three abstracts submitted to the American Academy of Forensic Sciences (AAFS) for the annual conference

Forensic Discipline	Cases Completed in November
Toxicology – BAC	13
Seized Drugs	5
Biology	5 (DNA) 3 (screening)
Firearms Blind Verification	1
Firearms	0
Latent Print Processing	0
Latent Print Comparison	0
Latent Print Blind Verification	0
Multimedia	2



# Disclosures/Corrective Actions

Latent print disclosure to the Texas Forensic Science Commission involving a report with multiple errors

- Concern regarding technical reviewer's effectiveness
- Audit of 95 cases from technical reviewer demonstrated effectiveness of technical reviews
- Incident did not raise questions about reliability of latent print exams, comparisons or identifications, rather about documentation
- Analyst removed from casework and retrained
- Case reassigned to a supervisor and amended report issued



# Disclosures/Corrective Actions

- Accidental shotgun discharge in the firearms section (no injuries)
  - “Rendered safe” by the Houston Police Department (HPD)
  - Discharged during functional testing
  - Collaborating with HPD to ensure appropriate training prevents future occurrences



# Assessments/Internal Audits

## First safety and security internal audits

- October 30 – November 17
- Continuous improvement recommendation based on previous security nonconformance
  - 2 safety findings
  - 4 security findings



# 2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	8	
Toxicology		7	7	
Firearms		19	8	
Crime Scene		23	2	Non-expected results obtained in one test
Latent Prints		8	8	
Multimedia	Audio/Video	1	4	
	Digital	3	2	
Forensic Biology		11	28	





# Corrective Action

Crime Scene Unit proficiency test yielded non-consensus results

- Body fluid identification test for the presumptive presence of blood
- Crime scene investigator's authorization to perform this test in casework removed
- Test contained six samples. Three samples reported as negative when should have been positive. Chemical foaming observed.
- Chemical test vendor contacted to help troubleshoot
- Crime scene unit chemical test taken "out of service"



# 2020 Testimony Data

- Harris County jury trials resumed October 1
  - 23 analysts testified this year
    - 2 analysts have not been monitored. Transcripts have been obtained
- Transcript review project
  - Three transcripts received for third round



# Detailed Data





## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2020-088	Biology/DNA	Incident	11/2/2020	An analyst began a quantification run before plate the set-up had been populated on the instrument. The analyst aborted the run to populate the samples in the instrument; however, because the run had already been started, the samples could no longer be used for data interpretation.
2020-089	Biology/DNA	Incident	11/2/2020	The DNA profile for a known reference sample exhibited a mixture of at least two contributors. When the sample was re-portioned and re-extracted it yielded a single-source DNA profile.
2020-094	Biology/DNA	Incident	11/9/2020	HFSC is utilizing two laboratory information management systems (LIMS): JusticeTrax and Porter Lee. Currently, forensic case numbers are first generated in JusticeTrax and later imported into Porter Lee. Two instances have been identified in which forensic case numbers were not imported and instead new forensic case numbers were created in Porter Lee. This resulted in one case having two different forensic case numbers; one in JusticeTrax and a different one in Porter Lee.
2020-097	Biology/DNA	Incident	11/17/2020	Allelic activity was observed in three reagent blanks and is being investigated with the assistance of one of Forensic Biology's extraction reagent vendors. The vendor issued a letter in August 2020 notifying customers of the presence of sporadic alleles observed in the negative controls of some laboratories.
2020-099	Biology/DNA	Incident	8/6/2020	A DNA profile from a 2015 case was found to have been mistakenly entered into the CODIS database. During a review of the case data it was observed that the sample's associated reagent blank exhibited contamination and the profile was removed.
2020-102	Biology/DNA	Incident	11/9/2020	A proficiency test reagent blank exhibited low level allelic activity that was consistent with a sample in the extraction set. The affected samples have been re-portioned and re-extracted.
2020-093	Client Services & Case Management	Incident	11/10/2020	An item of evidence was inadvertently handled by a CS/CM Supervisor without wearing gloves while handling a FedEx package that was delivered to HFSC. The package did not indicate that it contained evidence nor was the evidence properly sealed packaged or sealed.

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





## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

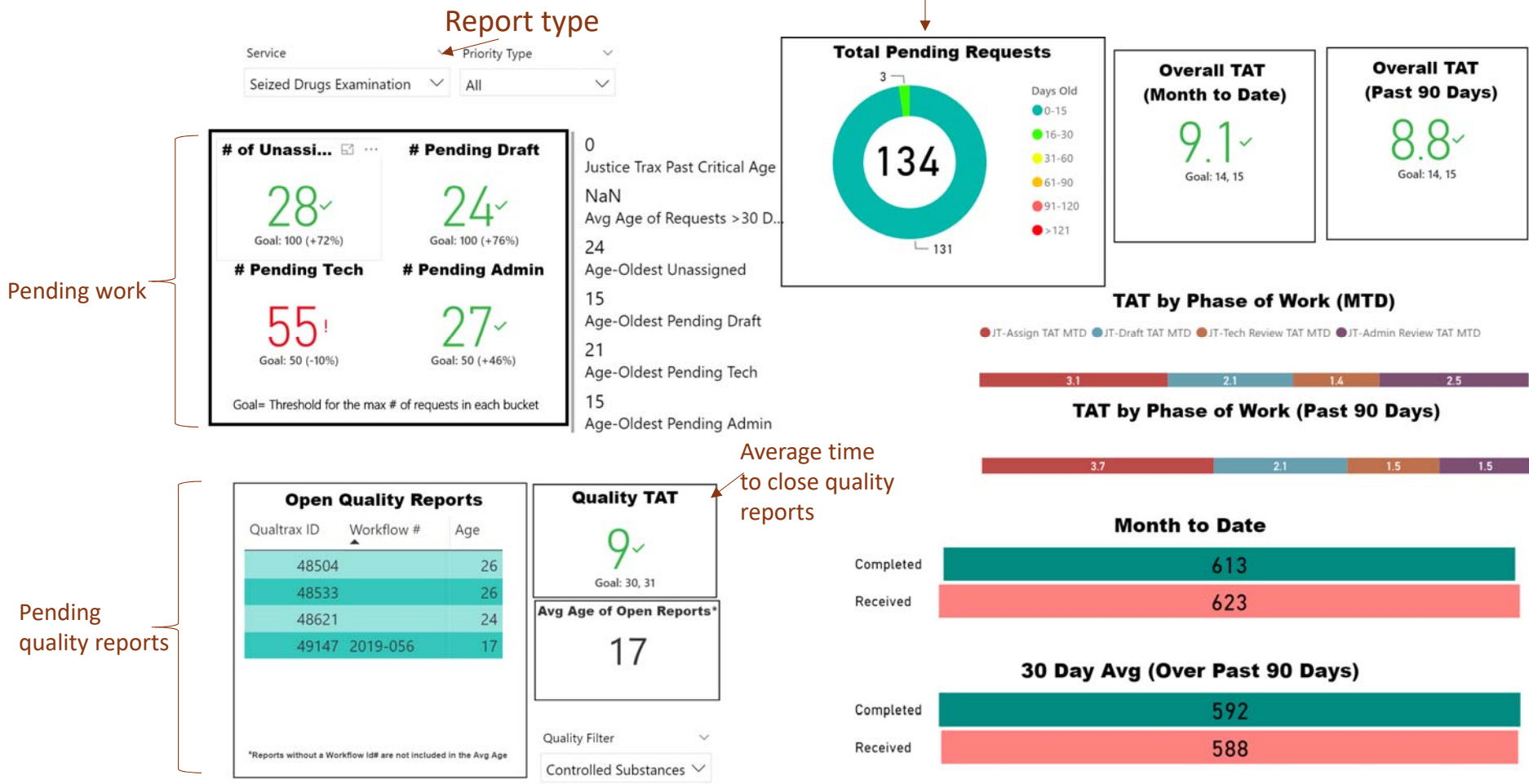
Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2020-095	Crime Scene	Incident	11/2/2020	Fired cartridges were not observed (and therefore not collected) at four crime scenes processed between August 2020 and September 2020. All four scenes were at night and involved shooting incidents where multiple shots were fired. A single cartridge was missed at three of the scenes and two cartridges were missed at the other.
2020-100	Firearms	Corrective Action	11/13/2020	A shotgun was received that had shot shells stuck in the tube magazine. The shotgun was not properly rendered safe prior to function testing and a shot shell was unintentionally discharged inside HFSC's Firearm section but outside of the shooting range.
2020-091	Latent Print Section	Corrective Action	11/5/2020	Two cartridges were inadvertently thrown into the garbage after latent print processing. The items were contained within the analyst's examination paper and were later recovered.
2020-092	Latent Print Section	Incident	10/19/2020	An item was processed for latent prints, but the stakeholder also requested the same item to be swabbed for DNA. The investigator indicated the case was not impacted by this miscommunication.
2020-101	Multimedia	Incident	11/25/2020	An obsolete version of a controlled document was used by two Multimedia analysts. The outdated "AV Scene Notes" form was used in six separate requests of one case.
2020-098	Research and Development, Toxicology	Incident	11/23/2020	Incorrect electronic notary stamps were included on seventy Toxicology reports. The notary stamps have since been corrected to accurately reflect the report authors. The seventy affected reports will be amended.
2020-096	Toxicology, Logistics and Equipment	Incident	11/6/2020	A package containing toxicology evidence from an outsource laboratory was delivered to the first-floor reception desk at the 500 Jefferson Street building. This package was not signed for by HFSC and therefore was not properly stored upon receipt.

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

Detail data

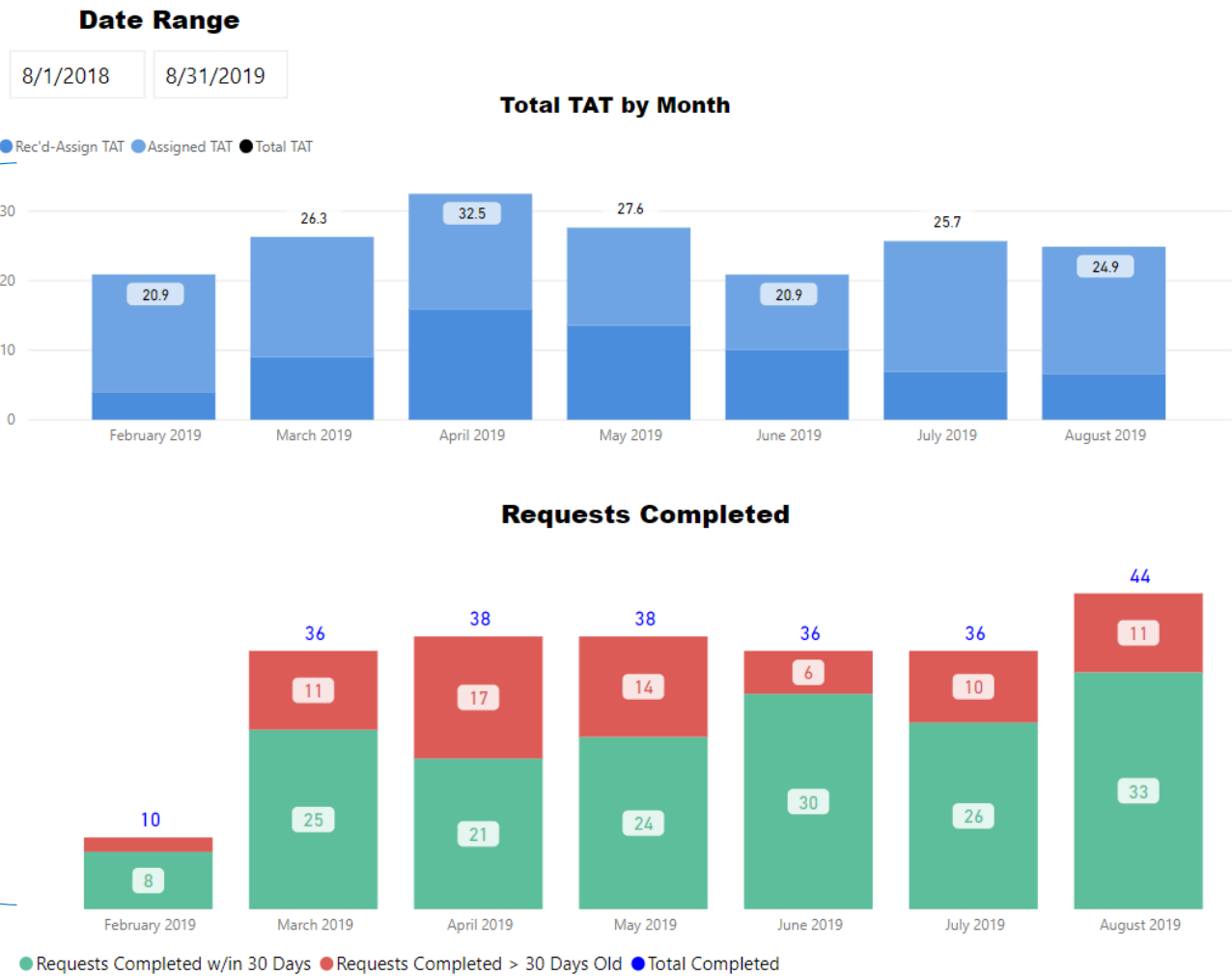
Key for Dashboard Section Pages

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



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

# Key for Dashboard Historical Pages 1/2



Data broken down by month

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

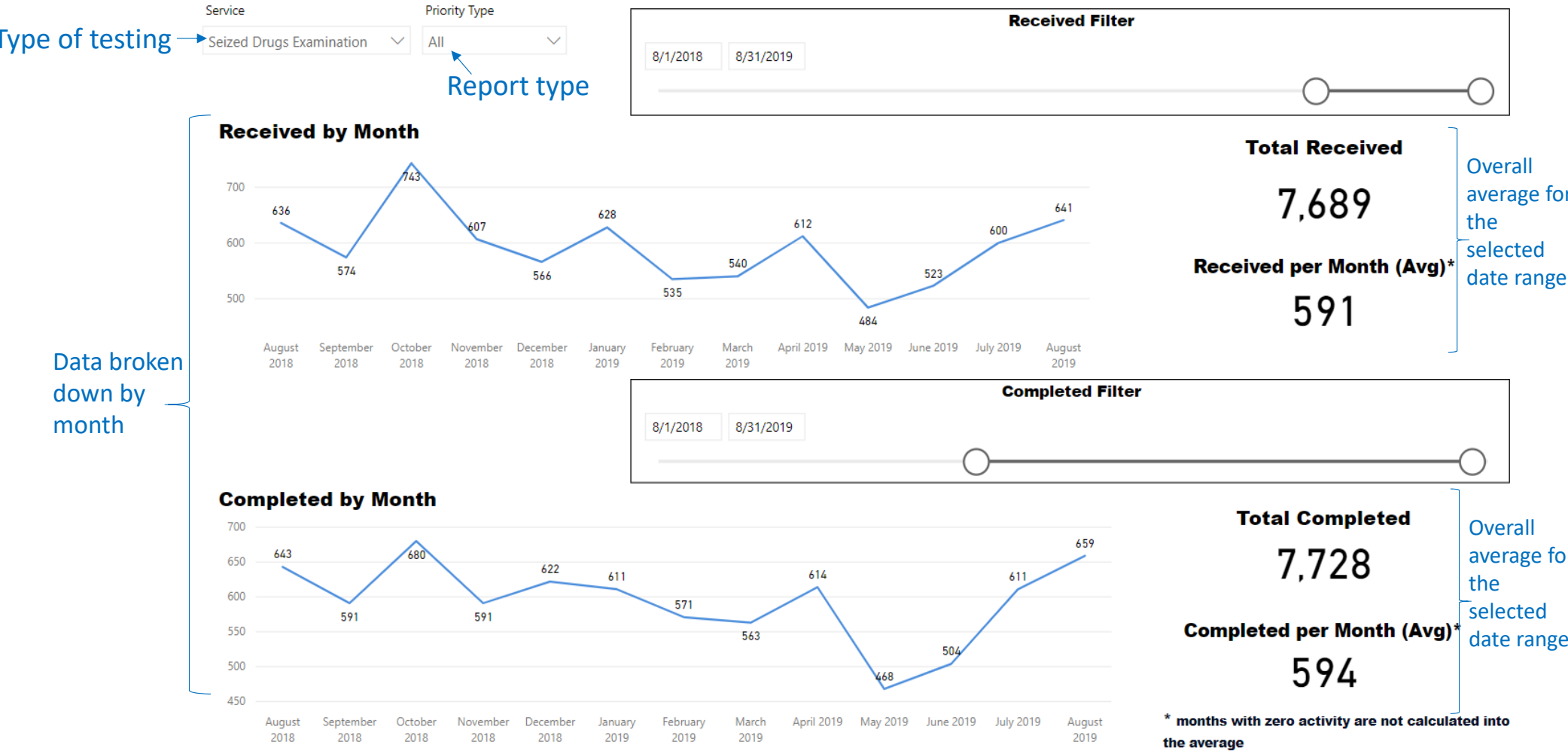
Received to Complete
238
Requests Completed
71
Requests Completed > 30 Days Old
29.83 %
% Completed > 30 Days Old

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

TAT= Turnaround Time



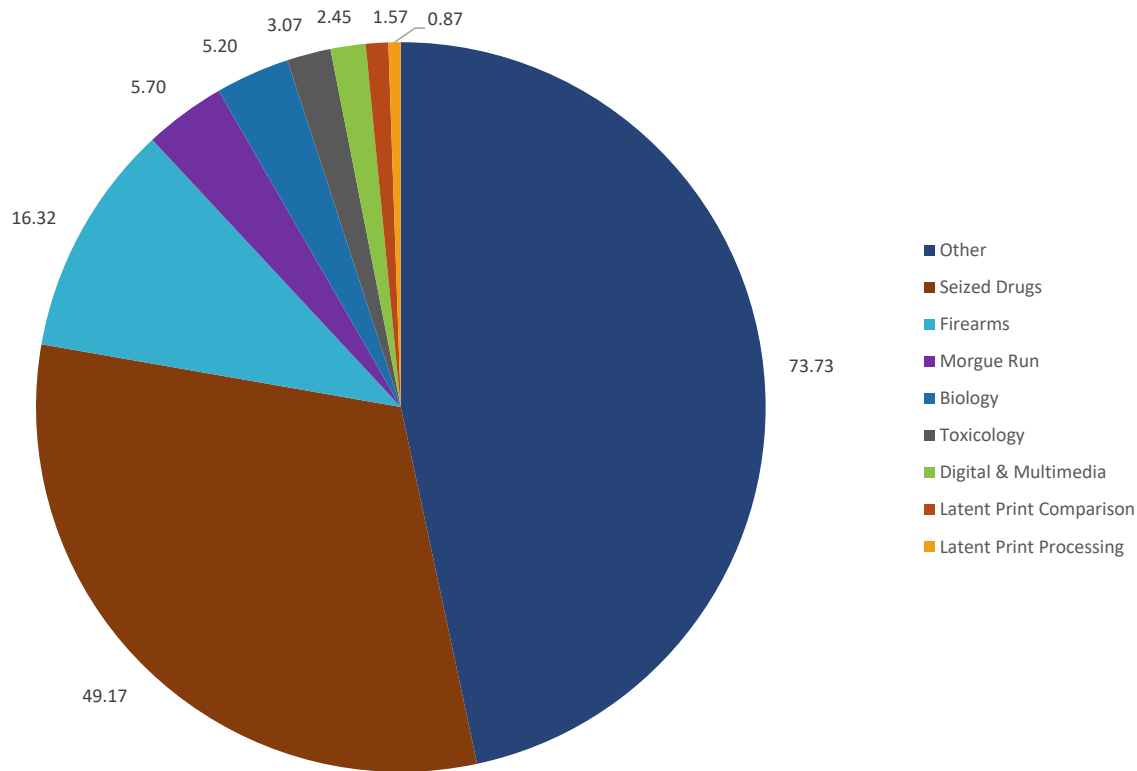
# Key for Dashboard Historical Pages 2/2



# Client Services and Case Management (CS/CM)

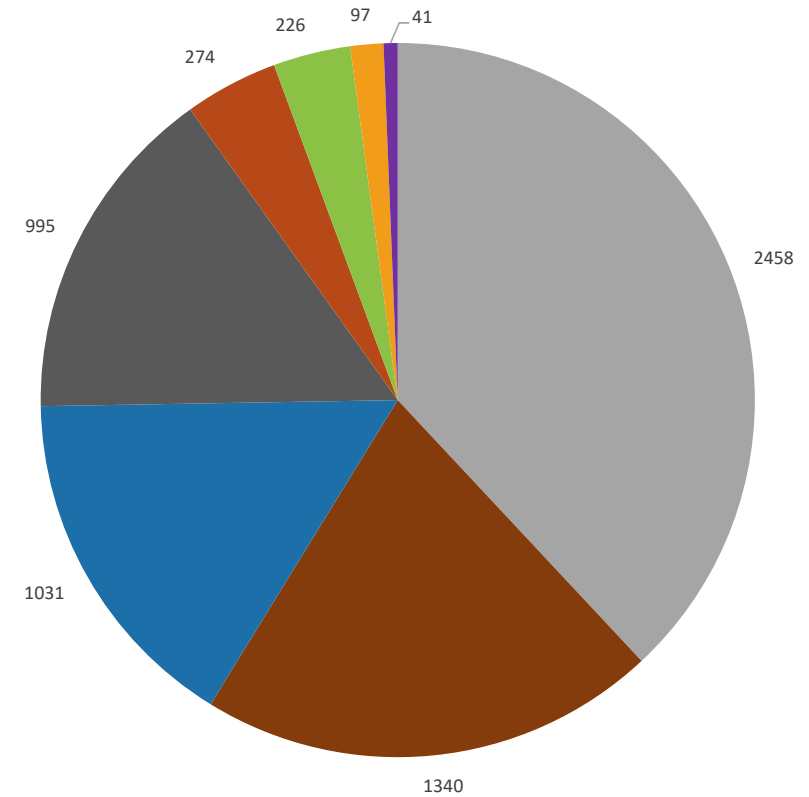
# CS/CM – November

Total Time by Section (Hours)  
See Time Categories by Section slide for breakdown

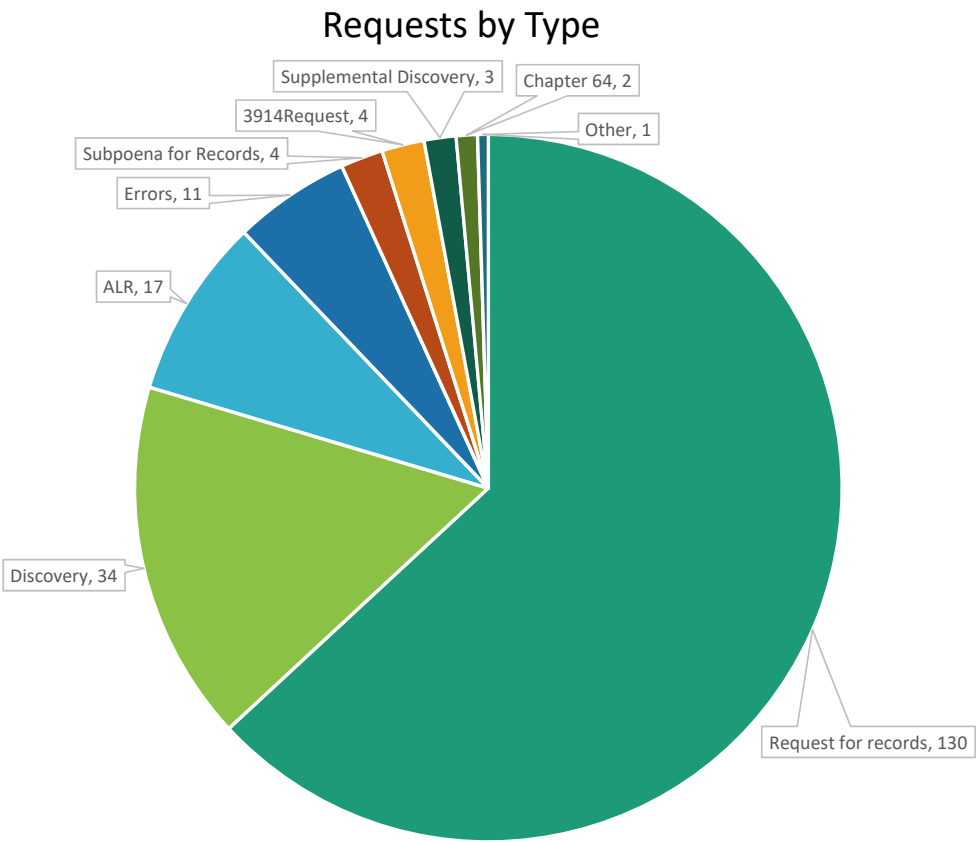


# Evidence Handling

Total Items by Section

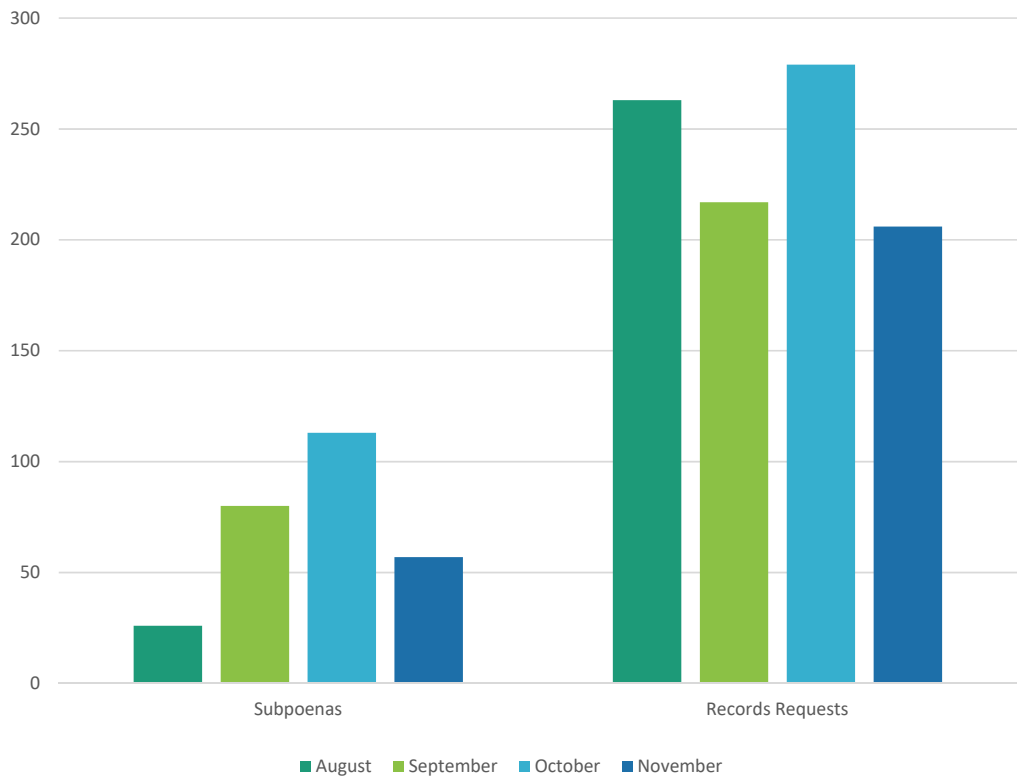


# CS/CM – November



# Administrative

Subpoenas & Records Requests







Service
Priority Type

CSCM Tax Accession
All

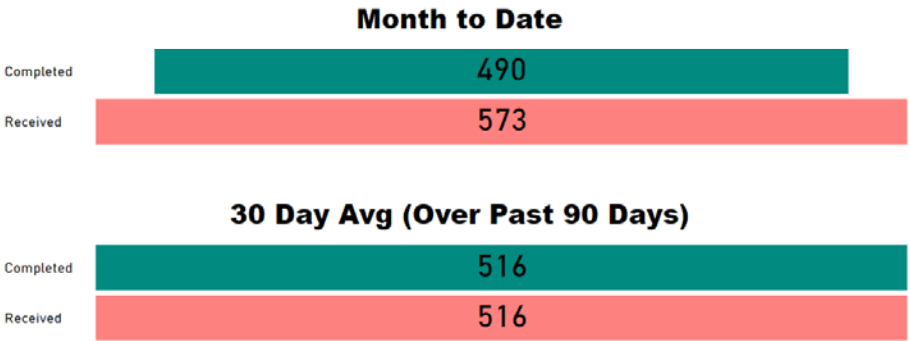
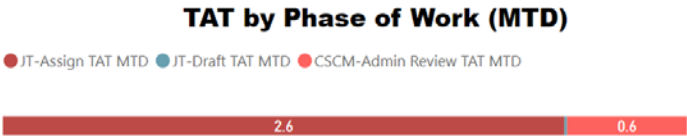
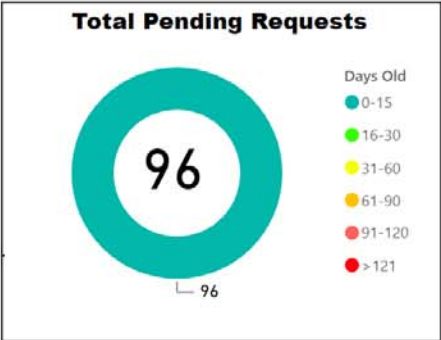
# of Unassigned
64✓
Goal: 150 (+57.33%)

# Pending Draft
0✓
Goal: 3 (+100%)

# Pending Admin
32✓
Goal: 60 (+46.67%)

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

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



Open Quality Reports

Qualtrax ID	Workflow #	Age
73448		13
73661	2020-093	12

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

Quality TAT
31.
Goal: 30, 31

Avg Age of Open Reports\*
12

Quality Filter
Client Services/Case Manage...

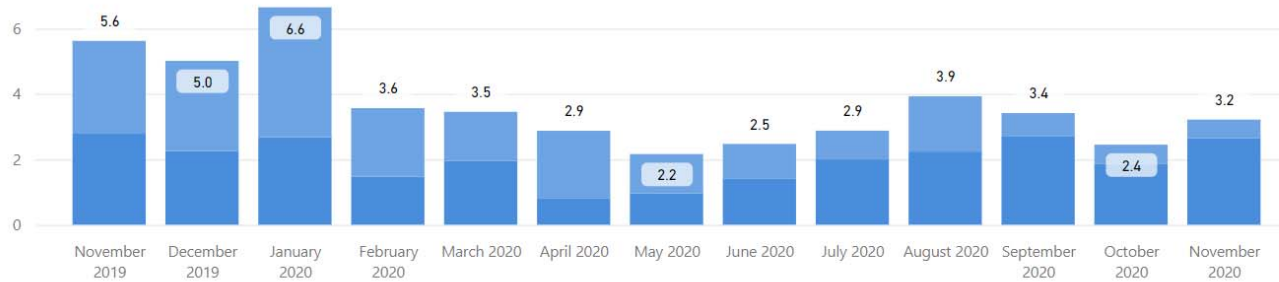
### Date Range

11/1/2019

11/30/2020

### Total TAT by Month

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



### Request Type

CSCM Tox Accession

Priority Type

All

### Selected Time Frame Averages

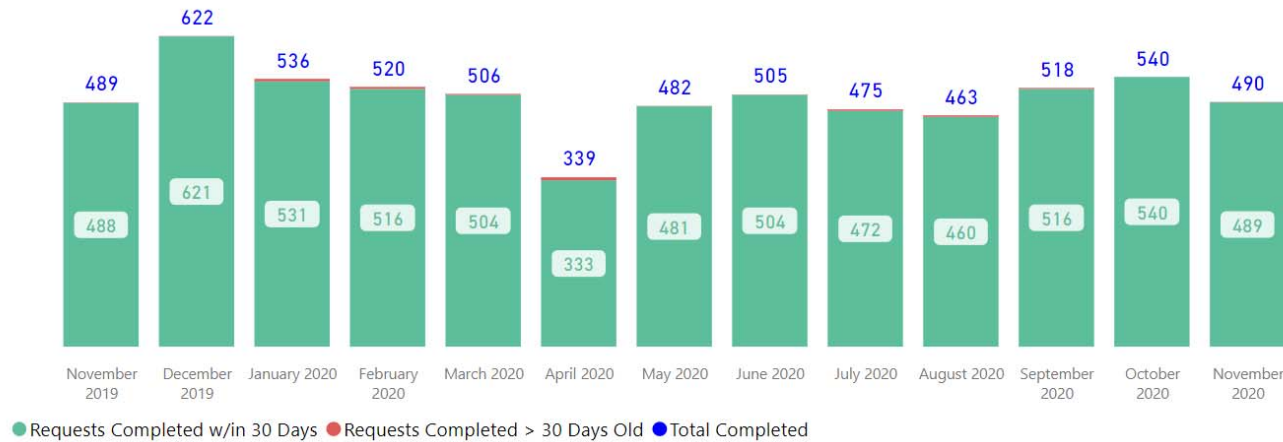
3.72

Total TAT (Rec'd-Compl.) Avg

1.71

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

6485

Requests Completed

30

Requests Completed > 30 Days Old

0.46 %

% Completed > 30 Days Old

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

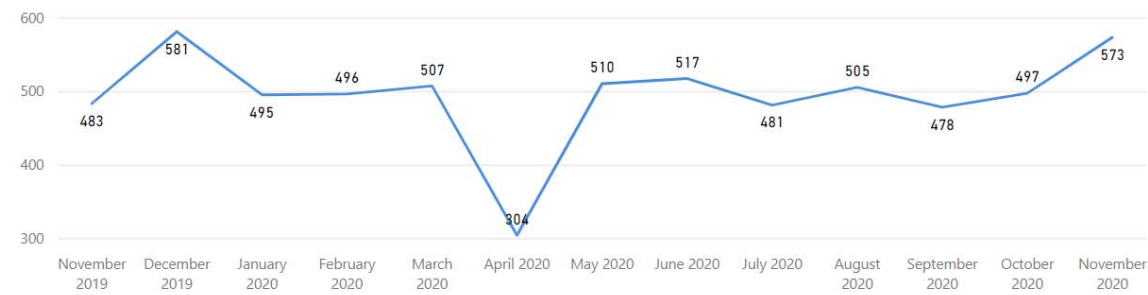
Service
Priority Type

CSCM Tox Accession
All

Received Filter

11/1/2019
11/30/2020

Received by Month



Total Received

6,427

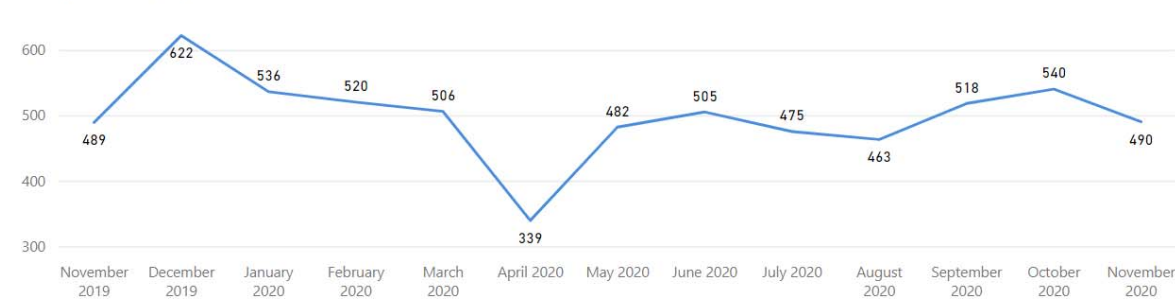
Received per Month (Avg)\*

494

Completed Filter

11/1/2019
11/30/2020

Completed by Month



Total Completed

6,485

Completed per Month (Avg)\*

499

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



Service

CSCM Tox Rejection

Priority Type

All

## # of Unassigned

0✓

Goal: 3 (+100%)

## # Pending Draft

0✓

Goal: 5 (+100%)

## # Pending Admin

2✓

Goal: 10 (+80%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests &gt;30 D...

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

## Total Pending Requests

Overall TAT  
(Month to Date)

0.5✓

Goal: 5, 10

Overall TAT  
(Past 90 Days)

0.6✓

Goal: 5, 10

## TAT by Phase of Work (MTD)

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



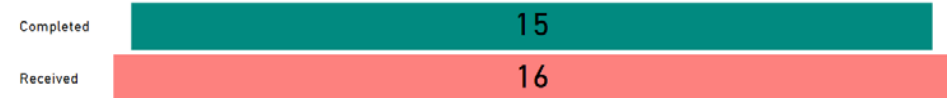
## TAT by Phase of Work (Past 90 Days)



## Month to Date



## 30 Day Avg (Over Past 90 Days)



## Open Quality Reports

Qualtrax ID	Workflow #	Age
73448		13
73661	2020-093	12

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

## Quality TAT

31.

Goal: 30, 31

## Avg Age of Open Reports\*

12

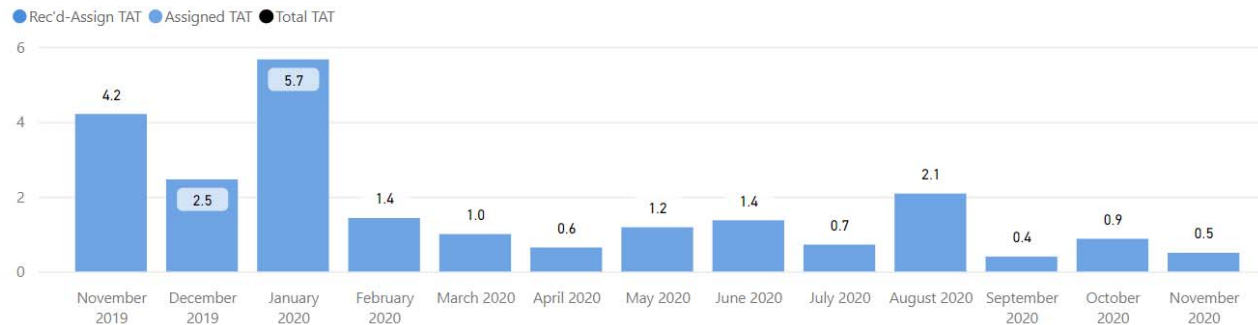
Quality Filter

Client Services/Case Manage...

## Date Range

11/1/2019 11/30/2020

## Total TAT by Month



## Request Type

CSCM Tox Rejection

Priority Type

All

## Selected Time Frame Averages

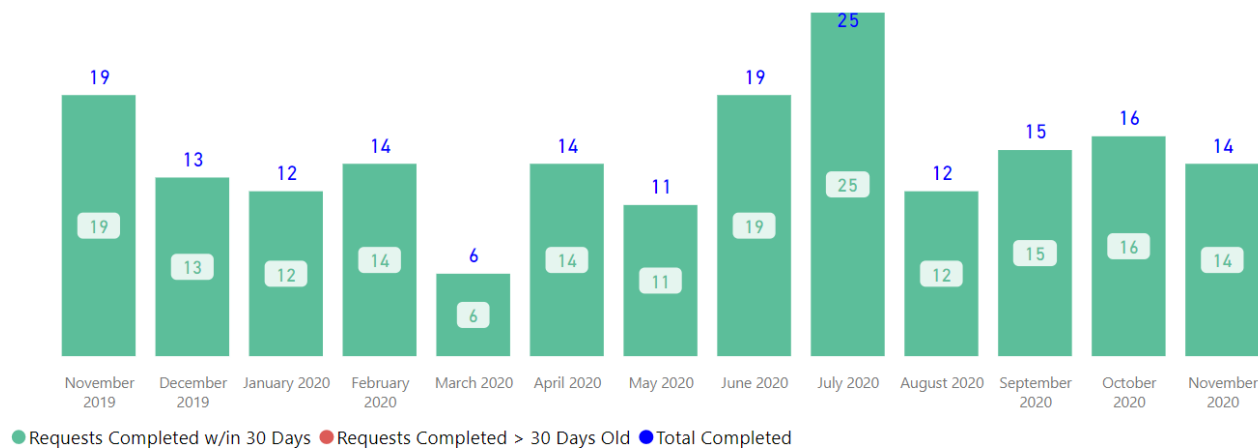
1.71

Total TAT (Rec'd-Compl.) Avg

1.71

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

190

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

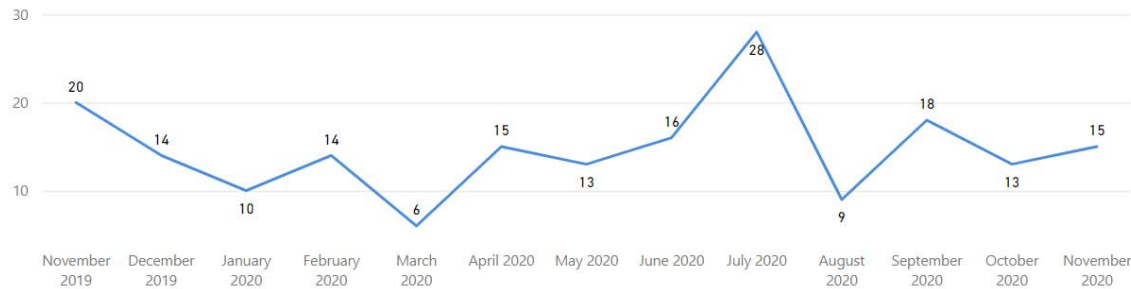
Service  
CSCM Tax Rejection

Priority Type  
All

Received Filter

11/1/2019 11/30/2020

### Received by Month



### Total Received

191

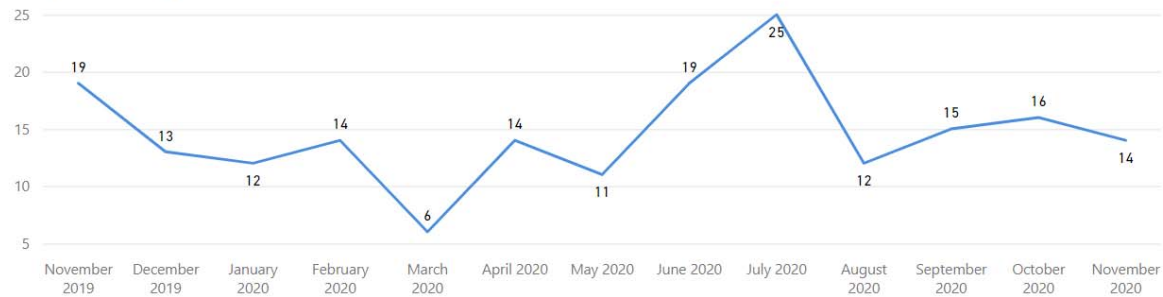
### Received per Month (Avg)\*

15

Completed Filter

11/1/2019 11/30/2020

### Completed by Month



### Total Completed

190

### Completed per Month (Avg)\*

15

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

# Seized Drugs



Service

Seized Drugs Examination

Priority Type

All

# of Unassigned

362!

Goal: 100 (-262%)

# Pending Draft

56✓

Goal: 100 (+44%)

# Pending Tech

29✓

Goal: 50 (+42%)

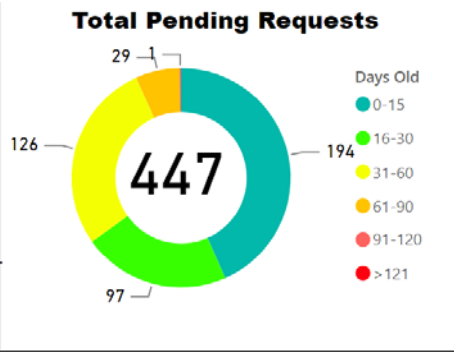
# Pending Admin

1✓

Goal: 50 (+98%)

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

- 156 Justice Trax Past Critical Age
- 48 Avg Age of Requests >30 D..
- 77 Age-Oldest Unassigned
- 112 Age-Oldest Pending Draft
- 60 Age-Oldest Pending Tech
- 35 Age-Oldest Pending Admin



Overall TAT (Month to Date)

20.5!

Goal: 14, 15

Overall TAT (Past 90 Days)

18.4!

Goal: 14, 15



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

25✓

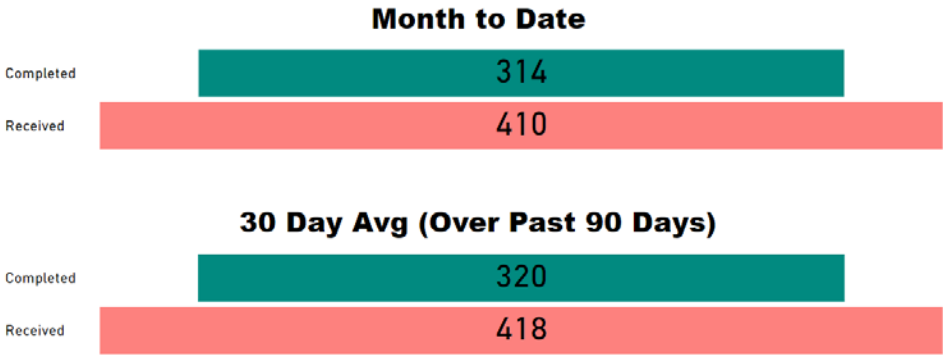
Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Controlled Substances



Service: Seized Drugs Examination  
 Priority Type: Mari

**# of Unassigned**  
 87✓  
 Goal: 100 (+13%)

**# Pending Draft**  
 3✓  
 Goal: 100 (+97%)

**# Pending Tech**  
 0✓  
 Goal: 50 (+100%)

**# Pending Admin**  
 0✓  
 Goal: 50 (+100%)

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

65  
Justice Trax Past Critical Age

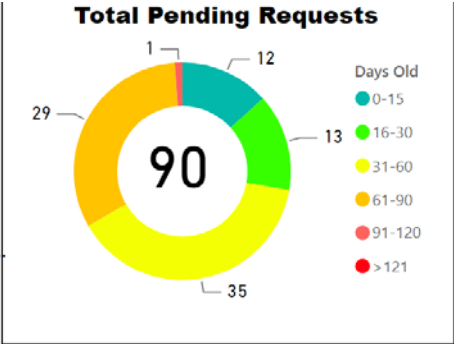
60  
Avg Age of Requests > 30 D...

77  
Age-Oldest Unassigned

112  
Age-Oldest Pending Draft

0  
Age-Oldest Pending Tech

0  
Age-Oldest Pending Admin



**Overall TAT (Month to Date)**

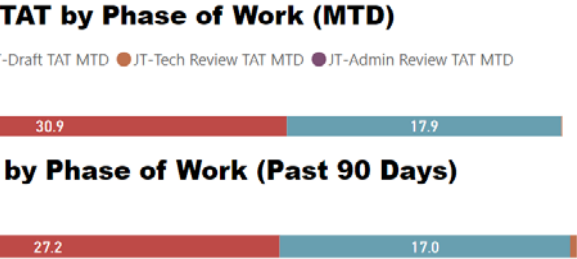
48.8!

Goal: 14, 15

**Overall TAT (Past 90 Days)**

44.6!

Goal: 14, 15



### Open Quality Reports

Qualtrax ID Workflow # Age

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

**Quality TAT**

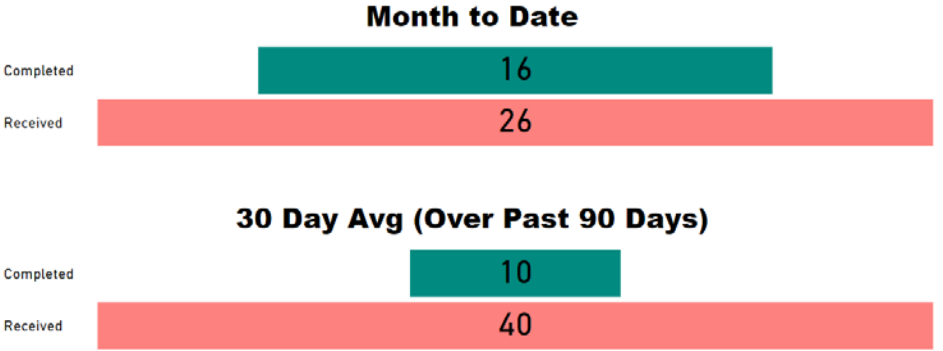
25✓

Goal: 30, 31

**Avg Age of Open Reports\***

NaN

Quality Filter: Controlled Substances



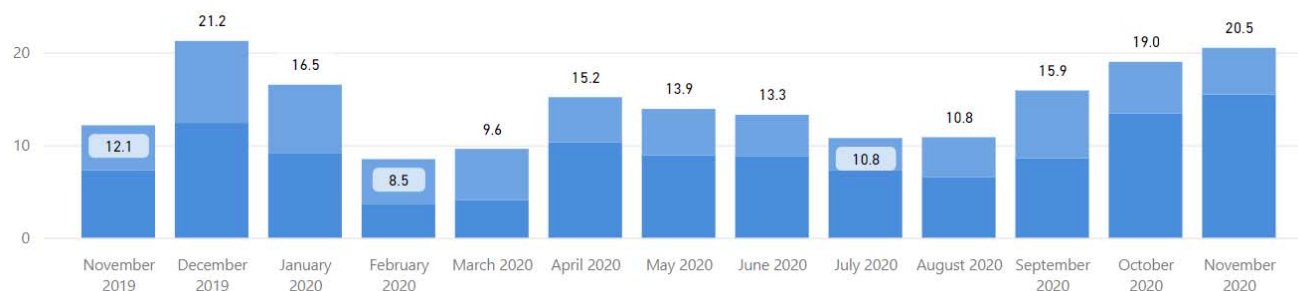
## Date Range

11/1/2019

11/30/2020

## Total TAT by Month

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



## Request Type

Seized Drugs Examination

Priority Type

All

## Selected Time Frame Averages

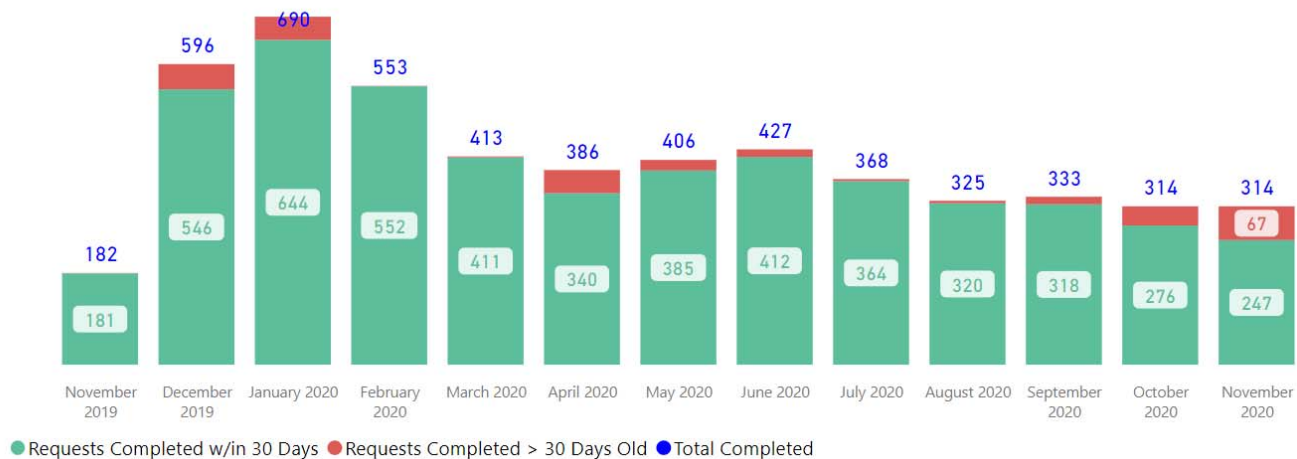
14.56

Total TAT (Rec'd-Compl.) Avg

5.76

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

5307

Requests Completed

311

Requests Completed > 30 Days Old

5.86 %

% Completed > 30 Days Old

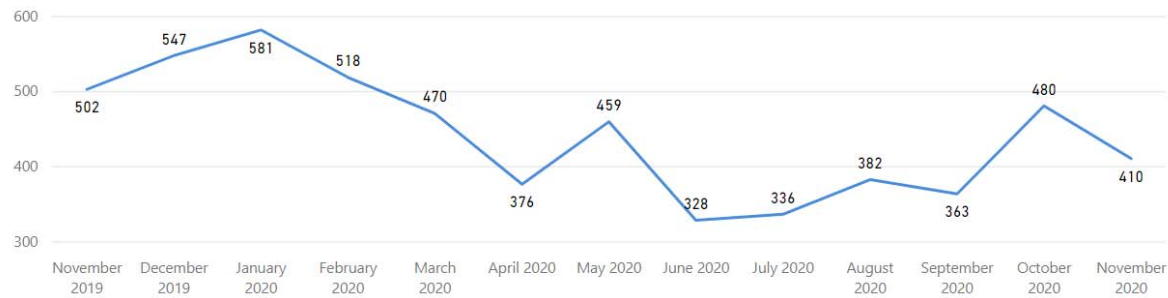
Requests more than 30 days old are considered to be backlogged requests

Service: Seized Drugs Examination  
Priority Type: All

Received Filter

11/1/2019 11/30/2020

### Received by Month



Total Received

5,752

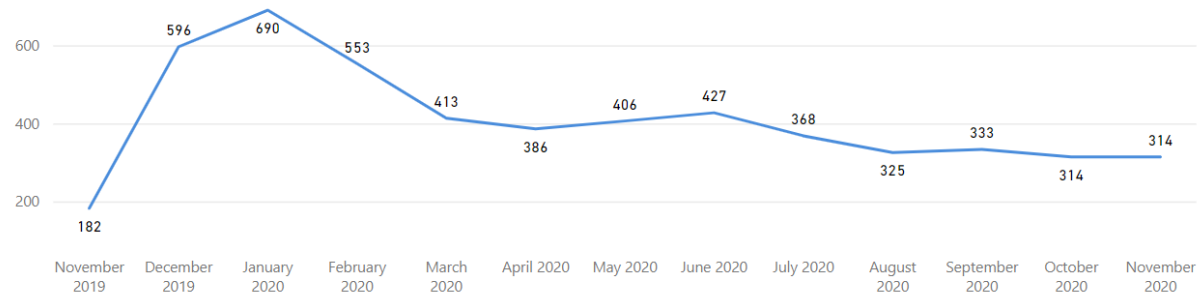
Received per Month (Avg)\*

442

Completed Filter

11/1/2019 11/30/2020

### Completed by Month



Total Completed

5,307

Completed per Month (Avg)\*

408

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



# Toxicology

Service

Blood Alcohol

Priority Type

All

# of Unassigned

1060!

Goal: 50 (-2020%)

# Pending Draft

193!

Goal: 120 (-60.83%)

# Pending Tech

242!

Goal: 90 (-168.89%)

# Pending Admin

175!

Goal: 90 (-94.44%)

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

1109

Justice Trax Past Critical Age

68

Avg Age of Requests > 30 D...

126

Age-Oldest Unassigned

91

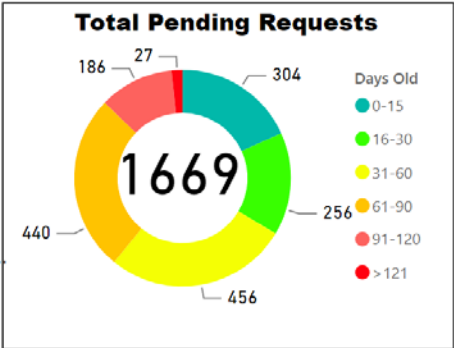
Age-Oldest Pending Draft

115

Age-Oldest Pending Tech

126

Age-Oldest Pending Admin



Overall TAT

(Month to Date)

97.0!

Goal: 30, 31

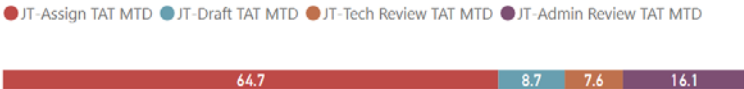
Overall TAT

(Past 90 Days)

102.0!

Goal: 30, 31

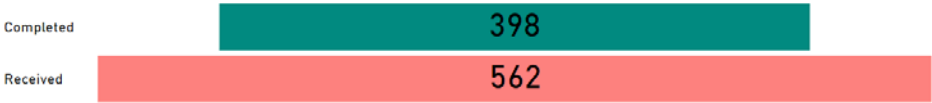
TAT by Phase of Work (MTD)



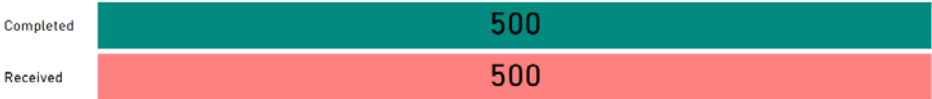
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

29✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Toxicology

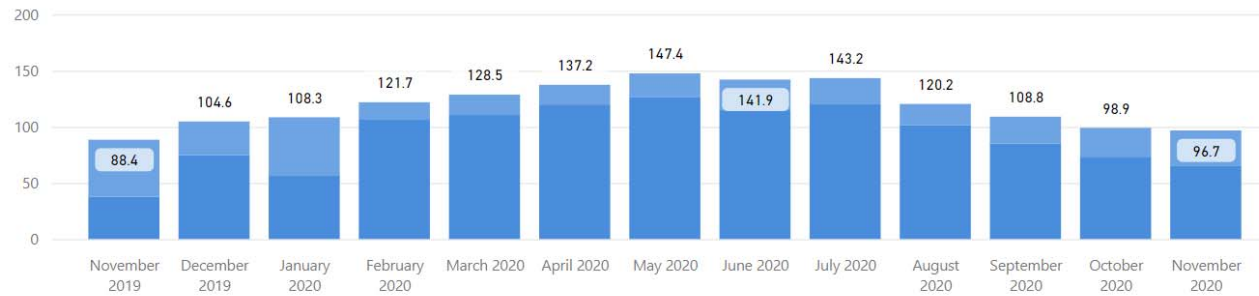
## Date Range

11/1/2019

11/30/2020

## Total TAT by Month

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



## Request Type

Blood Alcohol

Priority Type

All

## Selected Time Frame Averages

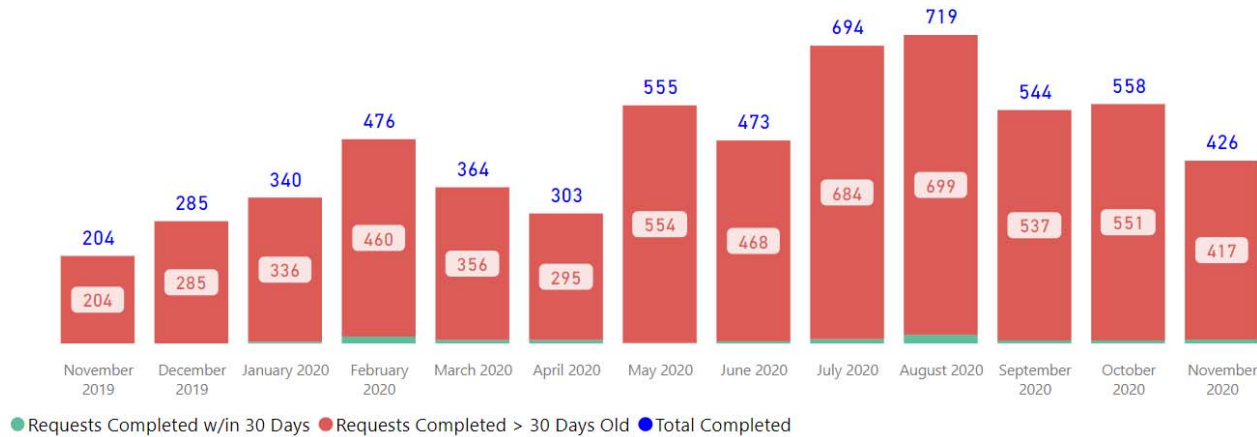
121.41

Total TAT (Rec'd-Compl.) Avg

25.45

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

5941

Requests Completed

5846

Requests Completed > 30 Days Old

98.40 %

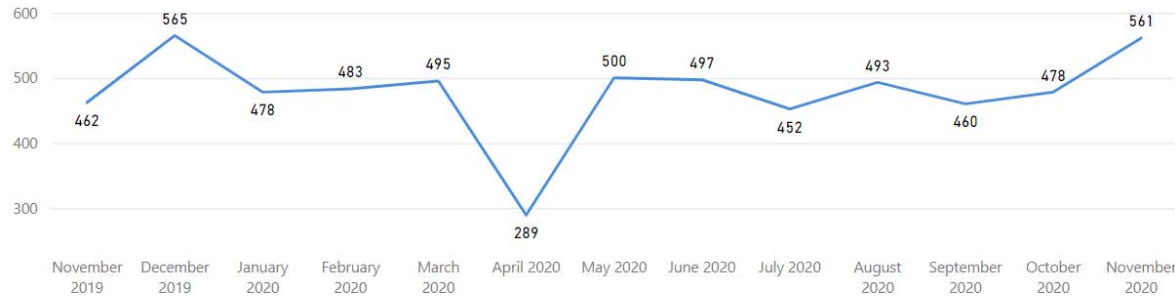
% Completed > 30 Days Old

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

Service: Blood Alcohol  
Priority Type: All

Received Filter  
11/1/2019 11/30/2020

### Received by Month



Total Received

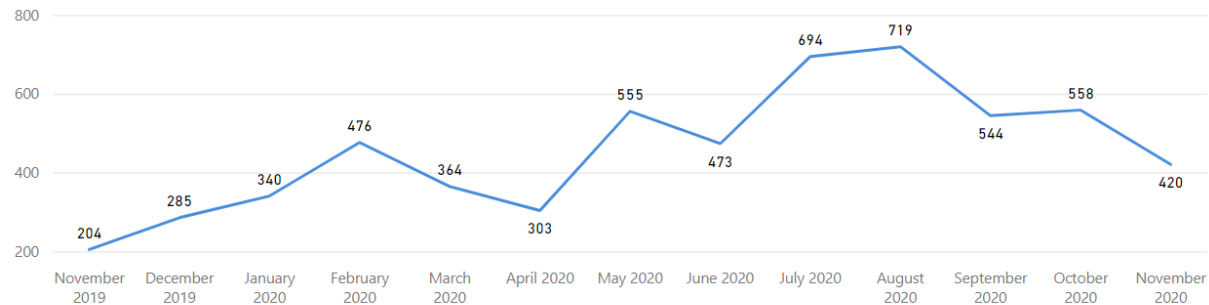
6,213

Received per Month (Avg)\*

478

Completed Filter  
11/1/2019 11/30/2020

### Completed by Month



Total Completed

5,935

Completed per Month (Avg)\*

457

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



Service

Priority Type

Toxicology

All

# of Unassigned

923!

Goal: 120 (-669.17%)

# Pending Draft

310!

Goal: 30 (-933.33%)

# Pending Tech

4✓

Goal: 30 (+86.67%)

# Pending Admin

13✓

Goal: 30 (+56.67%)

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

1071

Justice Trax Past Critical Age

98

Avg Age of Requests > 30 D...

230

Age-Oldest Unassigned

192

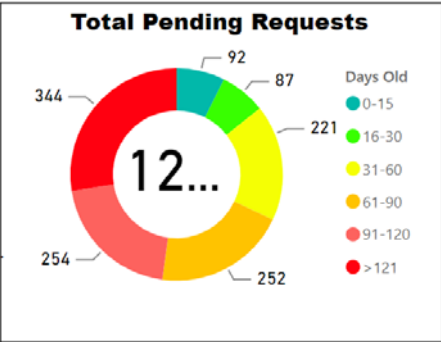
Age-Oldest Pending Draft

172

Age-Oldest Pending Tech

179

Age-Oldest Pending Admin



Overall TAT (Month to Date)

127.9!

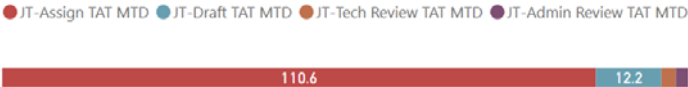
Goal: 90, 91

Overall TAT (Past 90 Days)

120.4!

Goal: 90, 91

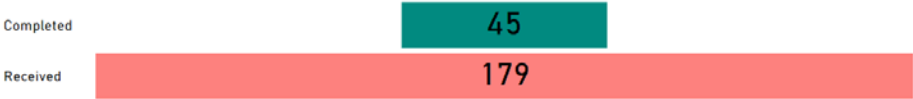
TAT by Phase of Work (MTD)



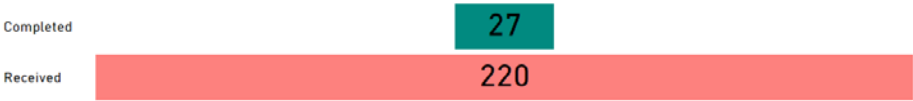
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

29✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

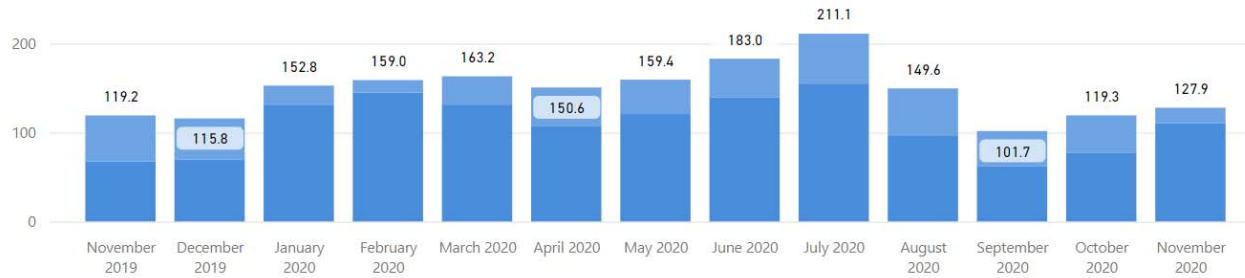
Toxicology

## Date Range

11/1/2019 11/30/2020

## Total TAT by Month

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



## Request Type

Toxicology

Priority Type

All

## Selected Time Frame Averages

151.63

Total TAT (Rec'd-Compl.) Avg

35.93

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

1085

Requests Completed

1083

Requests Completed > 30 Days Old

99.82 %

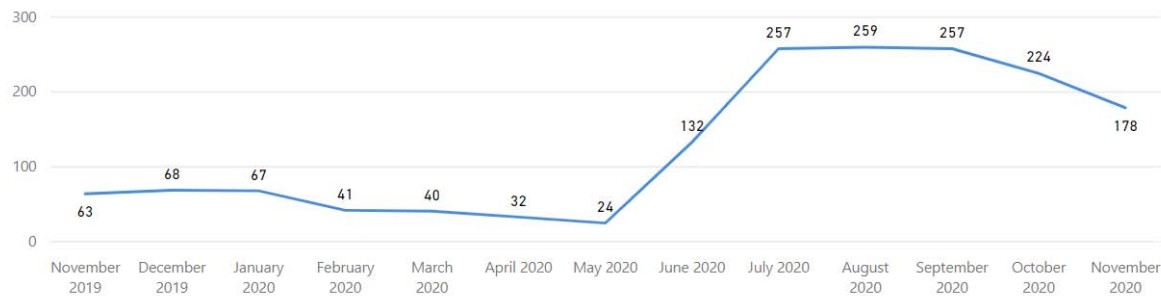
% Completed > 30 Days Old

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

Service:  Priority Type:

**Received Filter**

### Received by Month



**Total Received**

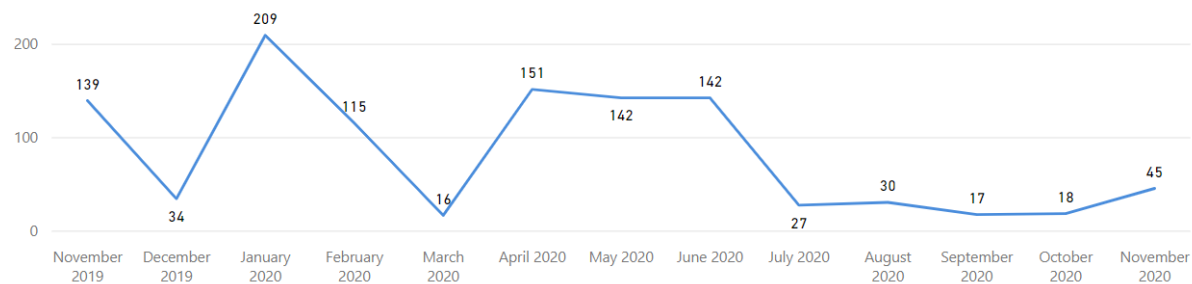
1,642

**Received per Month (Avg)\***

126

**Completed Filter**

### Completed by Month



**Total Completed**

1,085

**Completed per Month (Avg)\***

83

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

# Firearms



Service

Priority Type

Firearms Examination

All

# of Unassigned

25!

Goal: 10 (-150%)

# Pending Draft

21!

Goal: 14 (-50%)

# Pending Tech

8✓

Goal: 9 (+11.11%)

# Pending Admin

1✓

Goal: 5 (+80%)

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

30

Justice Trax Past Critical Age

73

Avg Age of Requests >30 D...

45

Age-Oldest Unassigned

159

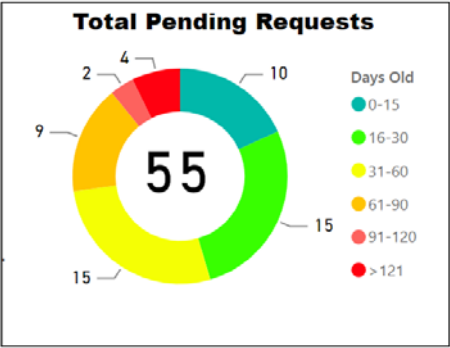
Age-Oldest Pending Draft

201

Age-Oldest Pending Tech

26

Age-Oldest Pending Admin



Overall TAT (Month to Date)

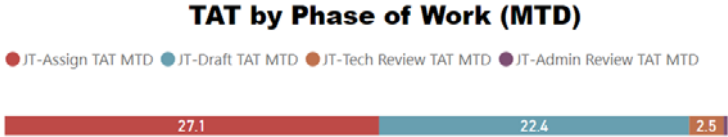
52.3!

Goal: 40, 41

Overall TAT (Past 90 Days)

58.9!

Goal: 40, 41



Open Quality Reports

Qualtrax ID	Workflow #	Age
73496		13
73798	2020-100	10

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

Quality TAT

38!

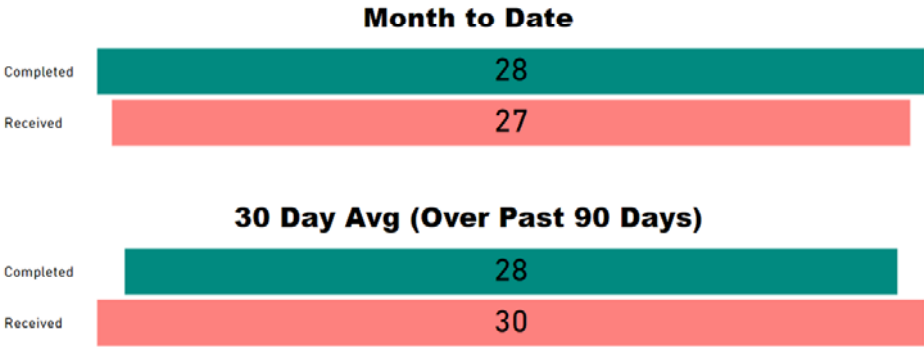
Goal: 30, 31

Avg Age of Open Reports\*

10

Quality Filter

Firearms

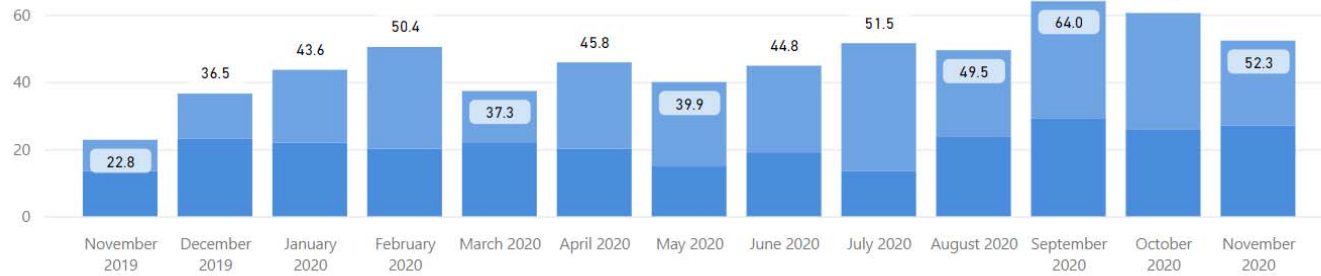


## Date Range

11/1/2019 11/30/2020

Rec'd-Assign TAT Assigned TAT Total TAT

## Total TAT by Month



## Request Type

Firearms Examination

Priority Type

All

## Selected Time Frame Averages

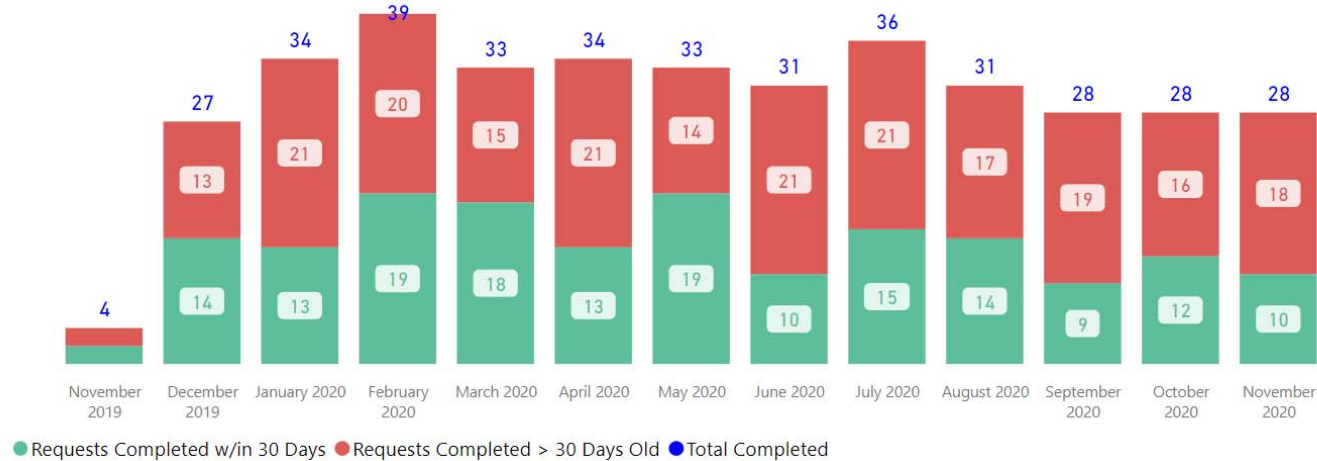
47.56

Total TAT (Rec'd-Compl.) Avg

26.31

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

386

Requests Completed

218

Requests Completed > 30 Days Old

56.48 %

% Completed > 30 Days Old

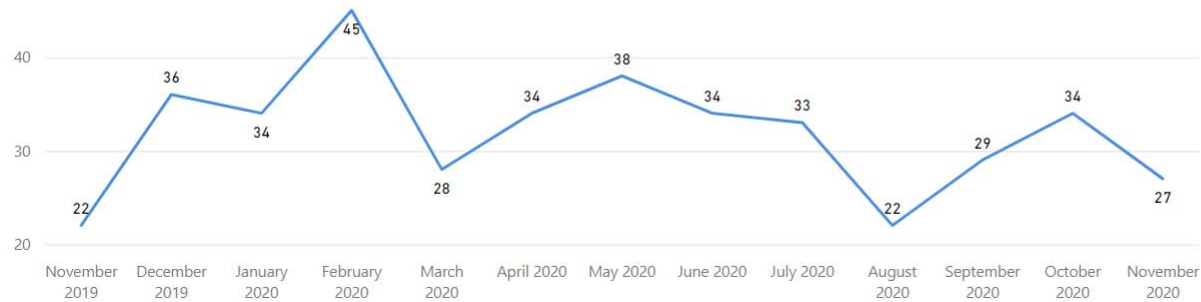
Requests more than 30 days old are considered to be backlogged requests

Service  Priority Type



**Received Filter**

### Received by Month



**Total Received**

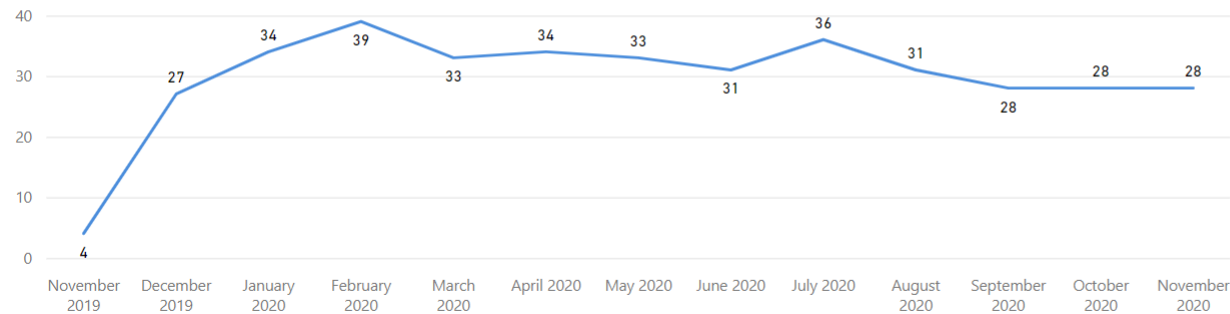
416

**Received per Month (Avg)\***

32

**Completed Filter**

### Completed by Month



**Total Completed**

386

**Completed per Month (Avg)\***

30

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

Service
Priority Type

NIBIN Only
All

# of Unassigned
15✓

Goal: 20 (+25%)

# Pending Draft
44!

Goal: 35 (-25.71%)

# Pending Tech
8✓

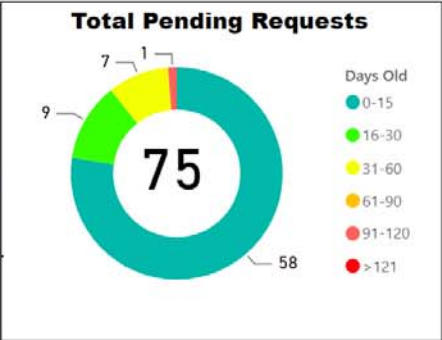
Goal: 20 (+60%)

# Pending Admin
8✓

Goal: 20 (+60%)

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

- 8
- Justice Trax Past Critical Age
- 52
- Avg Age of Requests > 30 D...
- 42
- Age-Oldest Unassigned
- 117
- Age-Oldest Pending Draft
- 59
- Age-Oldest Pending Tech
- 14
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

2.7✓

Goal: 7, 8

Overall TAT (Past 90 Days)

2.3✓

Goal: 7, 8



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
73496		13
73798	2020-100	10

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

Quality TAT

38!

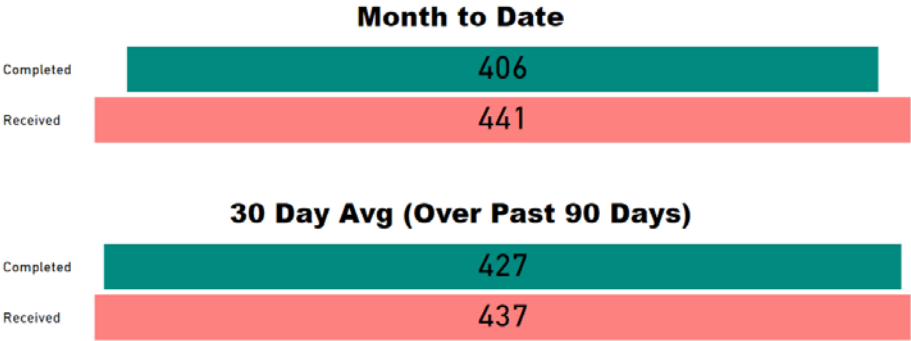
Goal: 30, 31

Avg Age of Open Reports\*

10

Quality Filter

Firearms



## Date Range

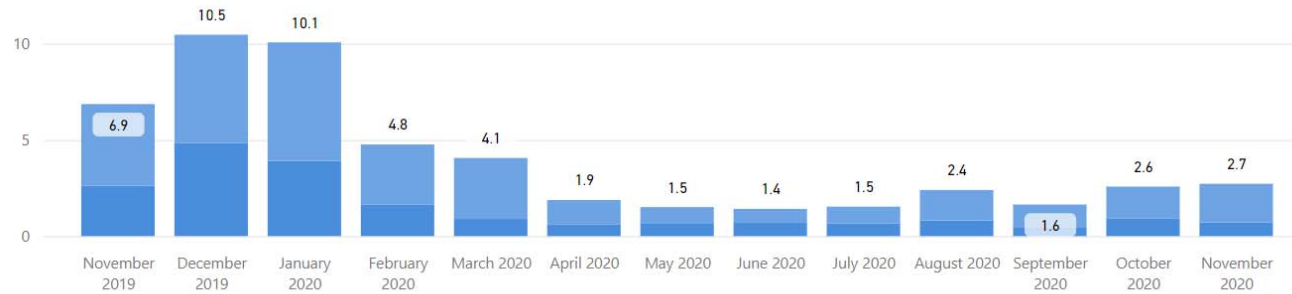
11/1/2019

11/30/2020



## Total TAT by Month

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



## Request Type

NIBIN Only

Priority Type

All

## Selected Time Frame Averages

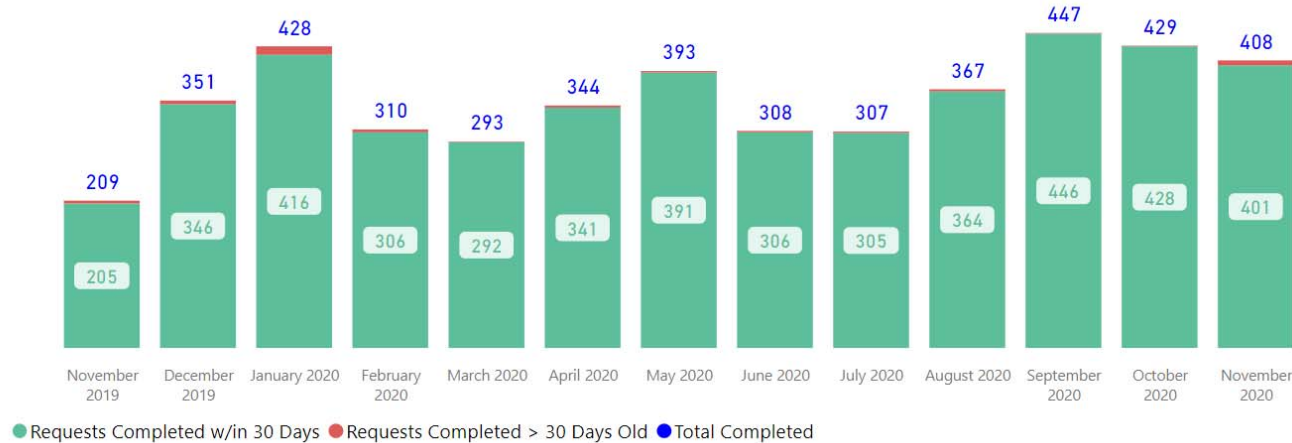
3.93

Total TAT (Rec'd-Compl.) Avg

2.46

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

4594

Requests Completed

47

Requests Completed > 30 Days Old

1.02 %

% Completed > 30 Days Old

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



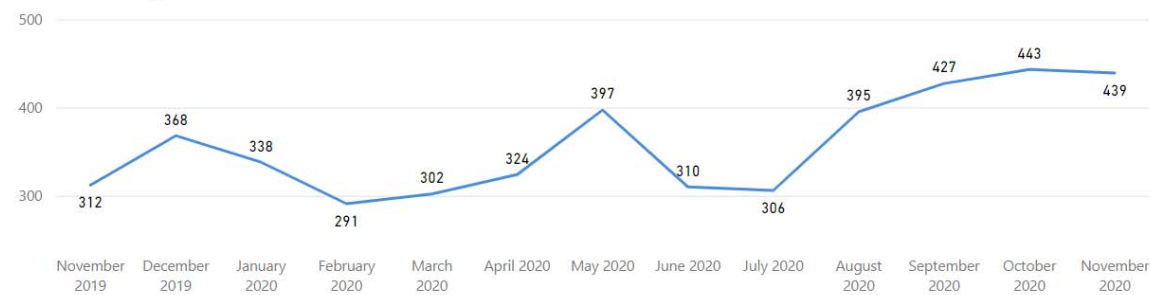
Service
Priority Type

NIBIN Only
All

Received Filter

11/1/2019
11/30/2020

Received by Month



Total Received

4,652

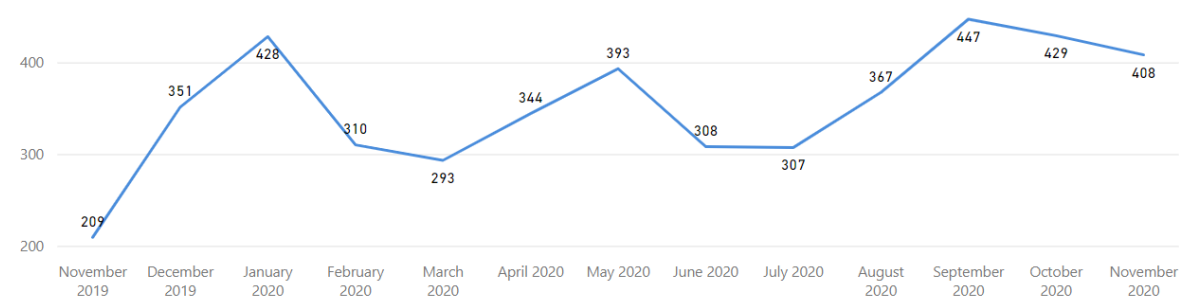
Received per Month (Avg)\*

358

Completed Filter

11/1/2019
11/30/2020

Completed by Month



Total Completed

4,594

Completed per Month (Avg)\*

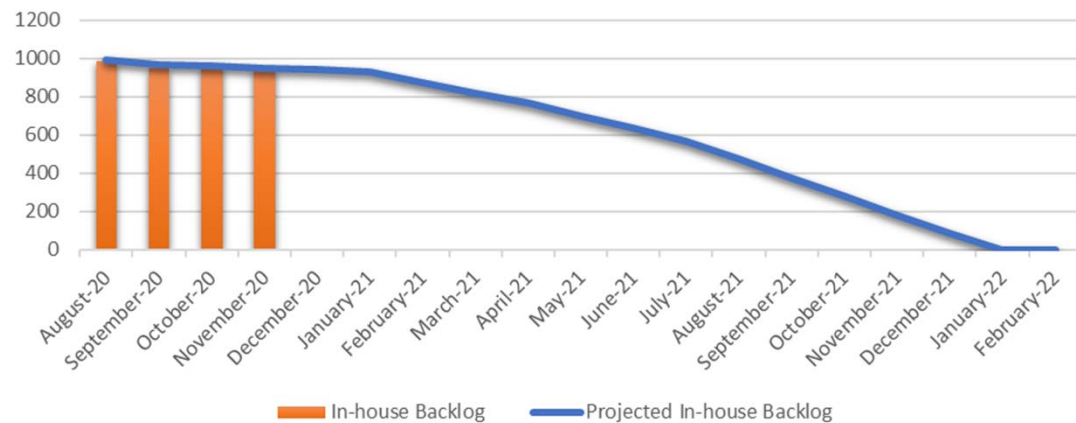
353

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

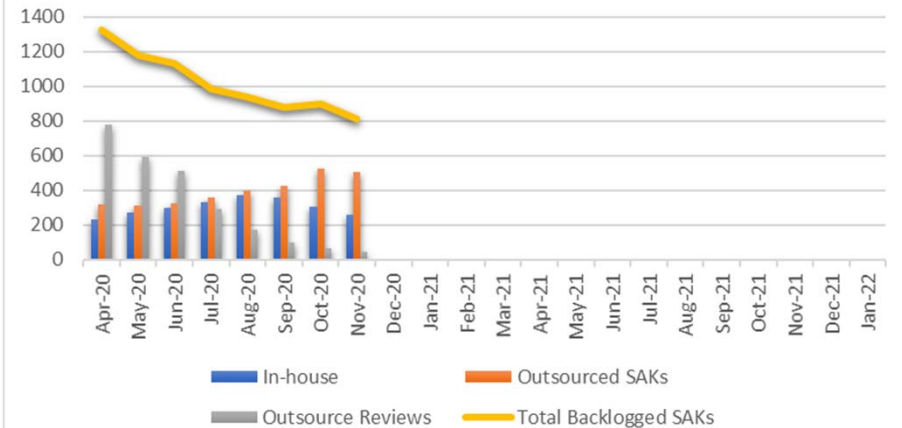
# Forensic Biology

# DNA Backlog Update

**In-House DNA Backlog (Actual vs Projected)**



**SAK Backlog**



Section:  Request Type:

**# of Unassigned**  

0✓

Goal: 20 (+100%)

**# Pending Draft**  

777!

Goal: 24 (-3137.5%)

**# Pending Tech**  

93!

Goal: 24 (-287.5%)

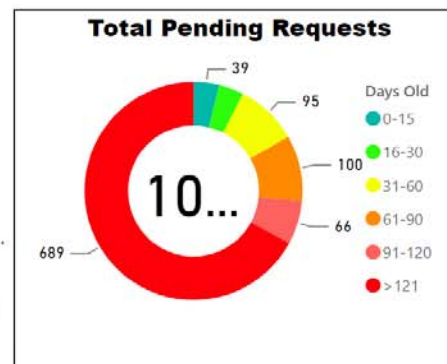
**# Pending Admin**  

9✓

Goal: 20 (+55%)

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

950  
Past Critical Age  
204  
Avg Age of Reqeursts >30 ...  
0  
Age-Oldest Unassigned PL  
1328  
Age-Oldest Pending Draft...  
2391  
Age-Oldest Pending Tech ...  
1218  
Age-Oldest Pending Adm...



**Overall TAT (Month to Date)**  
**259.1!**  
 Goal: 30, 31

**Overall TAT (Past 90 Days)**  
**240.3!**  
 Goal: 30, 31

**TAT by Phase of Work (MTD)**

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



**TAT by Phase of Work (Past 90 Days)**



### Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	559
34624	2018-094	541
55683	2019-093	233
57686	2020-008	205
59592	2020-021	187
61378	2020-028	161
61919	2020-031	151

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

**Quality TAT**  

48!

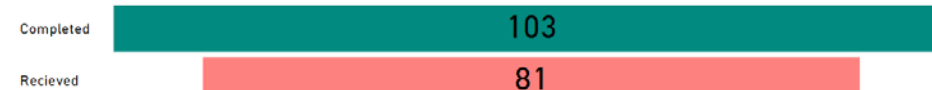
Goal: 40, 41

**Avg Age of Open Reports\***  

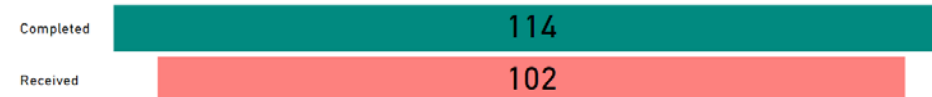
115

Quality Filter:

**Month to Date**



**30 Day Avg (Over Past 90 Days)**



Section

Request Type

DNA

SAK

# of Unassigned

0✓

Goal: 20 (+100%)

# Pending Draft

236!

Goal: 24 (-883.33%)

# Pending Tech

24✓

Goal: 24 (+0%)

# Pending Admin

5✓

Goal: 20 (+75%)

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

261

Past Critical Age

286

Avg Age of Reqeusts &gt;30 ...

0

Age-Oldest Unassigned PL

1328

Age-Oldest Pending Draft...

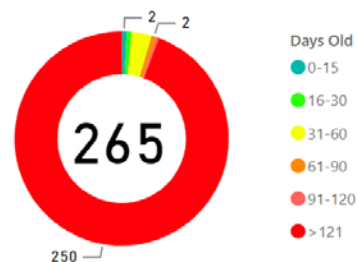
559

Age-Oldest Pending Tech ...

425

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

333.4!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

320.9!

Goal: 30, 31

## TAT by Phase of Work (MTD)

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

133.2 162.6 34.8

## TAT by Phase of Work (Past 90 Days)

122.7 157.7 35.8

## Month to Date

Completed

52

Recieved

4

## 30 Day Avg (Over Past 90 Days)

Completed

48

Received

5

## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	559
34624	2018-094	541
55683	2019-093	233
57686	2020-008	205
59592	2020-021	187
61378	2020-028	161
61919	2020-031	151

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

## Quality TAT

48!

Goal: 40, 41

Avg Age of Open Reports\*

115

Quality Filter

Biology/DNA



Section: Outsourced - DNA  
Request Type: All

**# of Unassigned**  
**571!**  
 Goal: 100 (-471%)

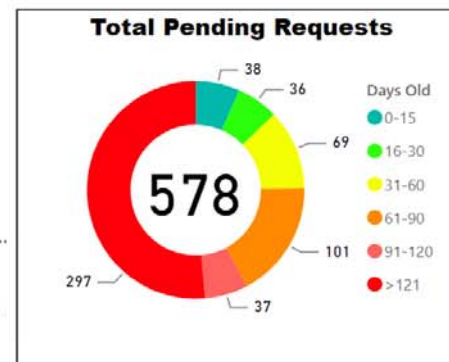
**# Pending Draft**  
**5✓**  
 Goal: 100 (+95%)

**# Pending Tech**  
**2✓**  
 Goal: 100 (+98%)

**# Pending Admin**  
**0✓**  
 Goal: 100 (+100%)

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

504  
Past Critical Age  
139  
Avg Age of Reqeusts >30 ...  
786  
Age-Oldest Unassigned PL  
238  
Age-Oldest Pending Draft...  
220  
Age-Oldest Pending Tech ...  
0  
Age-Oldest Pending Adm...



**Overall TAT (Month to Date)**  
**150.4!**  
 Goal: 100, 100

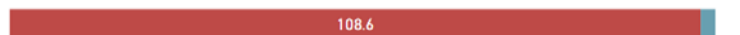
**Overall TAT (Past 90 Days)**  
**132.1!**  
 Goal: 100, 100

TAT by Phase of Work (MTD)

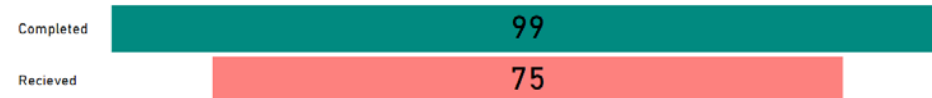
PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



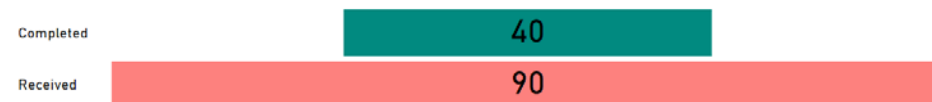
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



### Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	559
34624	2018-094	541
55683	2019-093	233
57686	2020-008	205
59592	2020-021	187
61378	2020-028	161
61919	2020-031	151

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

**Quality TAT**  
**48!**  
 Goal: 40, 41

**Avg Age of Open Reports\***  
**115**

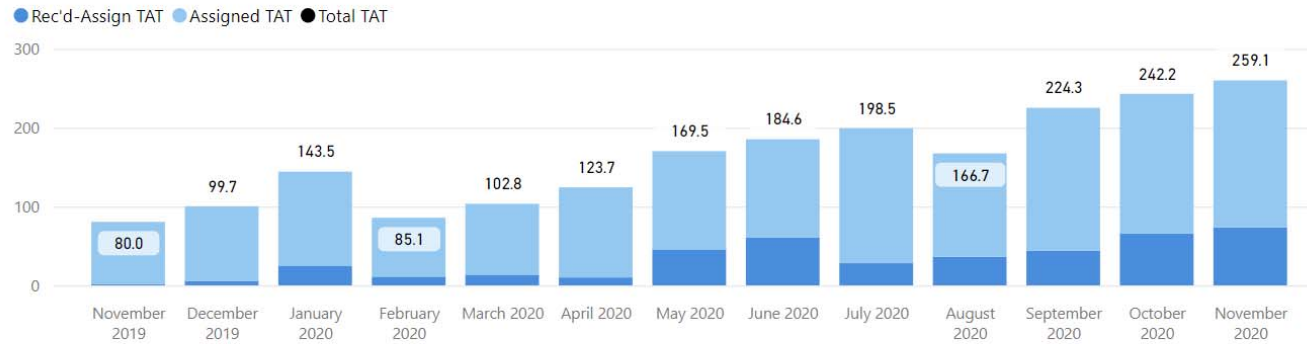
Quality Filter: Biology/DNA

## Date Range

11/1/2019

11/30/2020

## Total TAT by Month



## Request Type

DNA

Request Type

All

## Selected Time Frame Averages

177.39

Total TAT (Rec'd-Compl.) Avg

139.52

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1035

Requests Completed

974

Requests Completed > 30 Days

94.11 %

% Completed > 30 Days

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

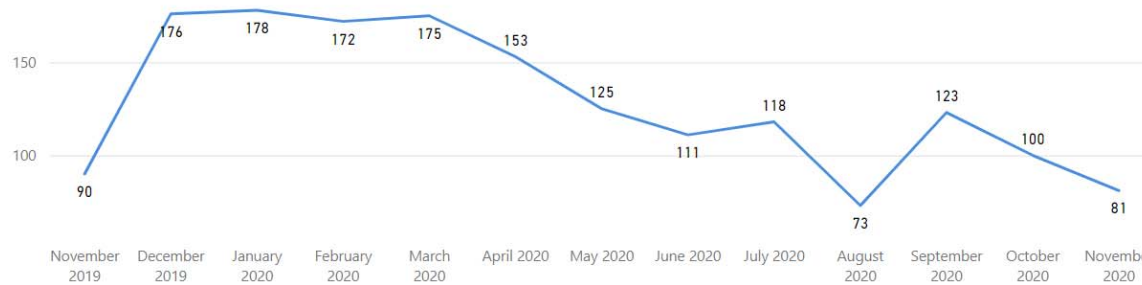
Section  Request Type



#### Received Filter

11/1/2019 11/30/2020

#### Received by Month



#### Total Received

1675

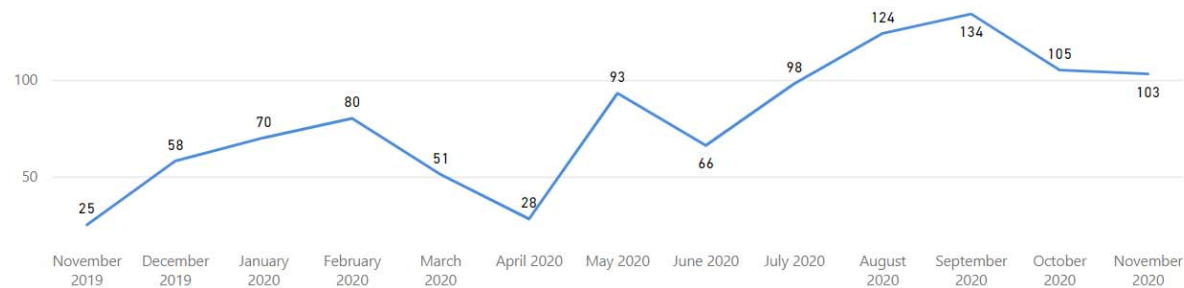
#### Received per Month (Avg)\*

129

#### Completed Filter

11/1/2019 11/30/2020

#### Completed by Month



#### Total Completed

1035

#### Completed per Month (Avg)\*

80

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

Section

Request Type

Screening

All

# of Unassigned

0✓

Goal: 10 (+100%)

# Pending Draft

8✓

Goal: 14 (+42.86%)

# Pending Tech

1✓

Goal: 16 (+93.75%)

# Pending Admin

2✓

Goal: 12 (+83.33%)

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

1

Past Critical Age

73

Avg Age of Reqeusts > 30 ...

0

Age-Oldest Unassigned PL

11

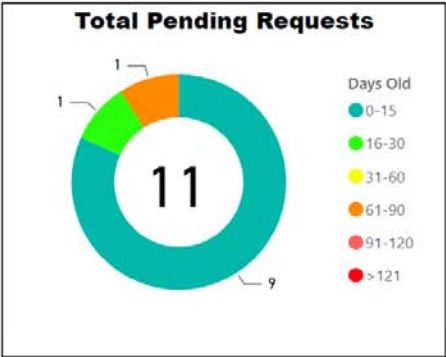
Age-Oldest Pending Draft...

73

Age-Oldest Pending Tech ...

25

Age-Oldest Pending Adm...



Overall TAT

(Month to Date)

17.3!

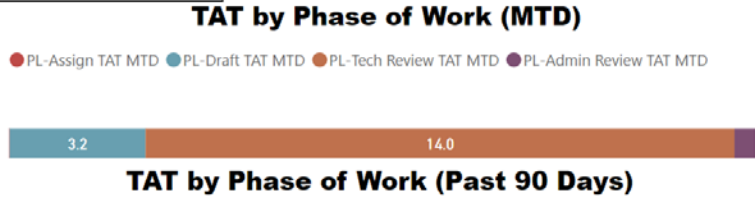
Goal: 10, 11

Overall TAT

(Past 90 Days)

17.8!

Goal: 10, 11



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	559
34624	2018-094	541
55683	2019-093	233
57686	2020-008	205
59592	2020-021	187
61378	2020-028	161
61919	2020-031	151

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

Quality TAT

48!

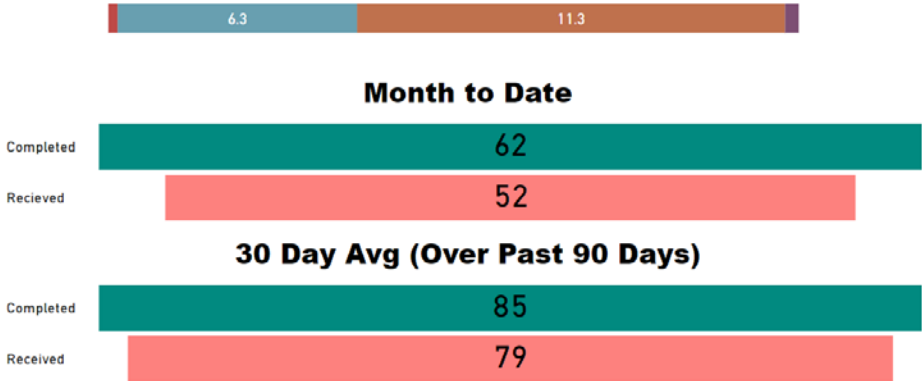
Goal: 40, 41

Avg Age of Open Reports\*

115

Quality Filter

Biology/DNA

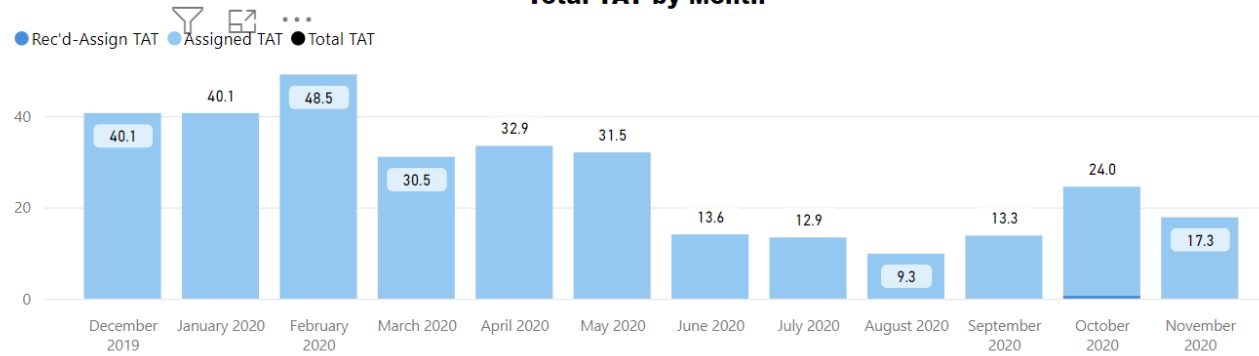


## Date Range

11/1/2019

11/30/2020

## Total TAT by Month



## Request Type

Screening

Request Type

All

## Selected Time Frame Averages

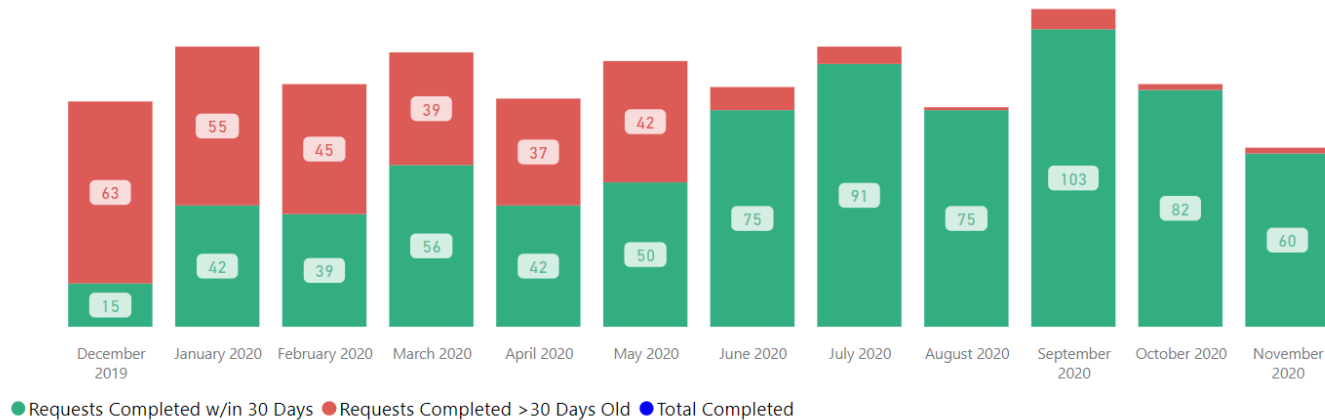
26.16

Total TAT (Rec'd-Compl.) Avg

26.62

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1037

Requests Completed

307

Requests Completed > 30 Days

29.60 %

% Completed > 30 Days

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



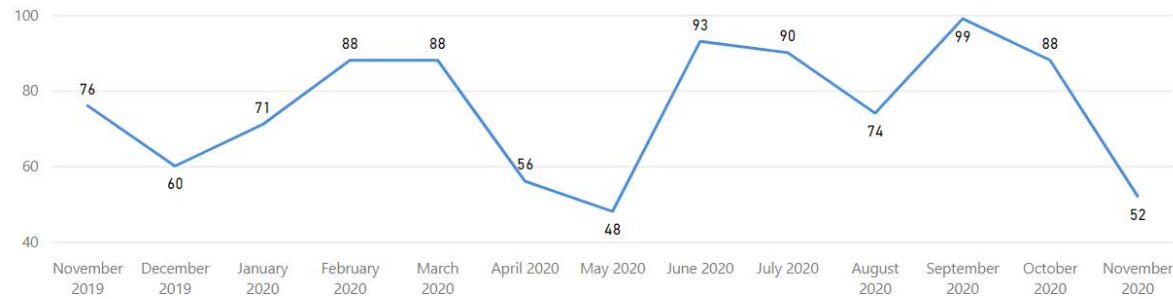
Section  
Screening

Request Type  
All

**Received Filter**

11/1/2019 11/30/2020

### Received by Month



**Total Received**

**983**

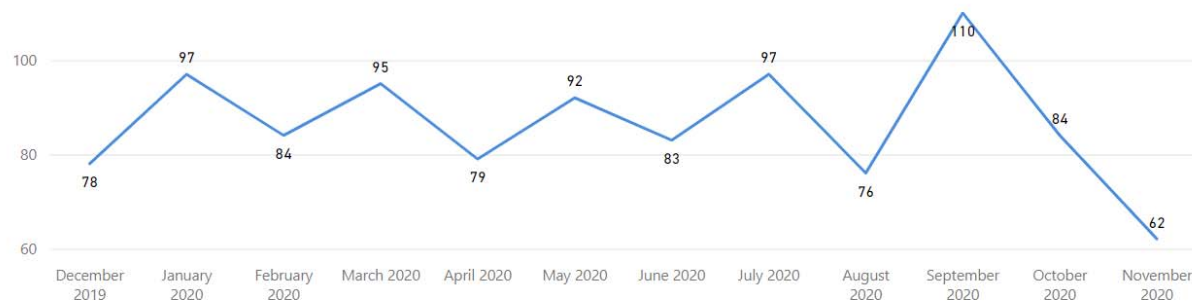
**Received per Month (Avg)\***

**76**

**Completed Filter**

11/1/2019 11/30/2020

### Completed by Month



**Total Completed**

**1037**

**Completed per Month (Avg)\***

**86**

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

Section

CODIS

CODIS Hit Type

All

# of Unassigned

64✓

Goal: 100 (+36%)

# Pending Draft

26!

Goal: 20 (-30%)

# Pending Tech

3✓

Goal: 15 (+80%)

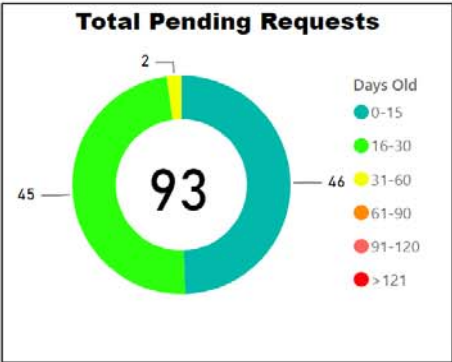
# Pending Admin

0✓

Goal: 0

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

- 2
- Past Critical Age
- 46
- Avg Age of Reqeusts >30 ...
- 42
- Age-Oldest Unassigned PL
- 49
- Age-Oldest Pending Draft...
- 13
- Age-Oldest Pending Tech ...
- 0
- Age-Oldest Pending Adm...



Overall TAT (Month to Date)

11.7✓

Goal: 30, 31

Overall TAT (Past 90 Days)

12.3✓

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

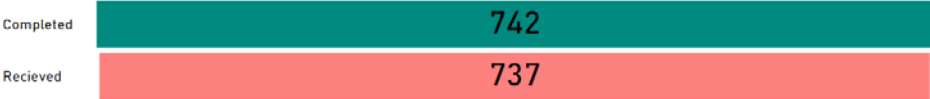
PL-Tech Review TAT MTD



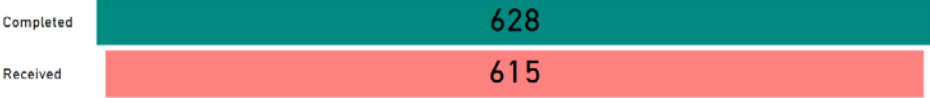
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	559
34624	2018-094	541
55683	2019-093	233
57686	2020-008	205
59592	2020-021	187
61378	2020-028	161
61919	2020-031	151

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

Quality TAT

48!

Goal: 40, 41

Avg Age of Open Reports\*

115

Quality Filter

Biology/DNA

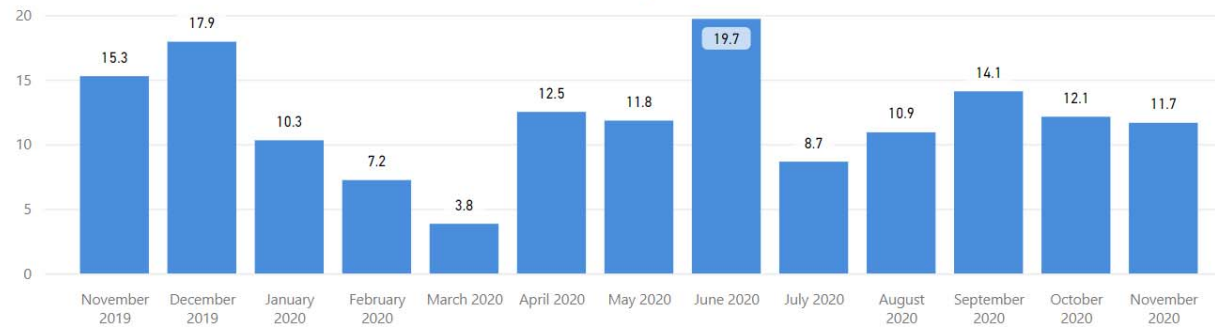
### Date Range

11/1/2019 11/30/2020

### Request Type

CODIS

### Total TAT by Month

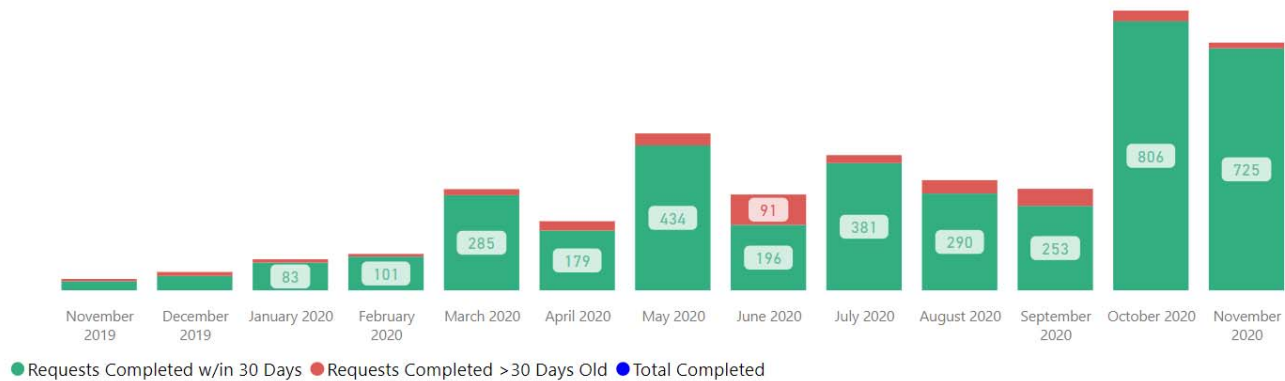


### Selected Time Frame Averages

11.60

Total TAT (Rec'd-Compl.) Avg

### Requests Completed



### Received to Complete

4177

Requests Completed

374

Requests Completed > 30 Days

8.95 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

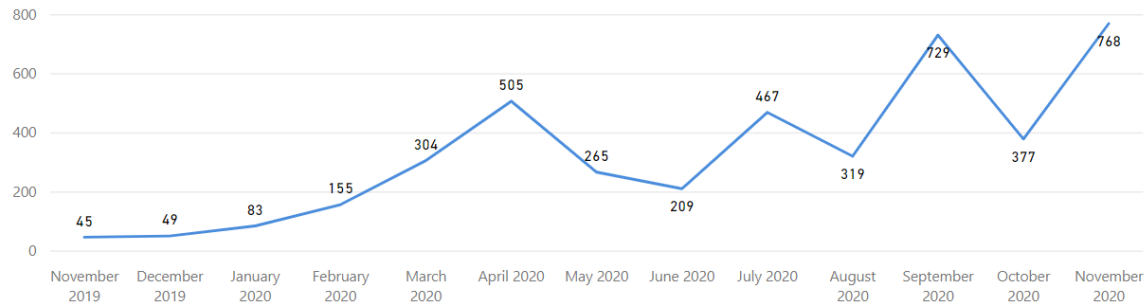
All

Received Filter

11/1/2019

11/30/2020

### Received by Month



Total Received

4275

Received per Month (Avg)\*

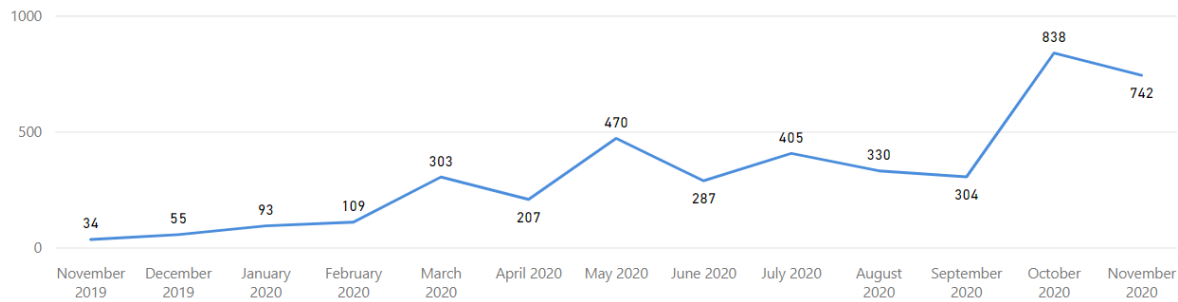
329

Completed Filter

11/1/2019

11/30/2020

### Completed by Month



Total Completed

4177

Completed per Month (Avg)\*

321

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

# Latent Prints



Service Priority Type

Latent Comparison All

**# of Unassigned**  
**2318!**  
Goal: 230 (-907.83%)

**# Pending Draft**  
**63!**  
Goal: 50 (-26%)

**# Pending Tech**  
**53!**  
Goal: 50 (-6%)

**# Pending Admin**  
**0✓**  
Goal: 50 (+100%)

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

2280  
Justice Trax Past Critical Age

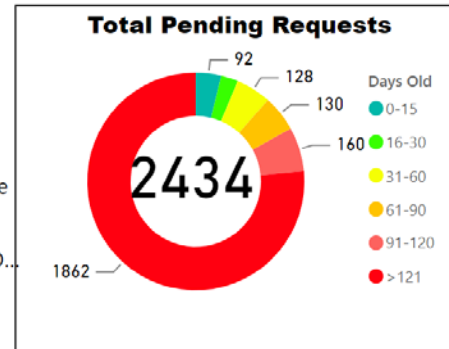
350  
Avg Age of Requests >30 D..

1677  
Age-Oldest Unassigned

1592  
Age-Oldest Pending Draft

1523  
Age-Oldest Pending Tech

0  
Age-Oldest Pending Admin



**Overall TAT (Month to Date)**

**507.1!**

Goal: 45, 46

**Overall TAT (Past 90 Days)**

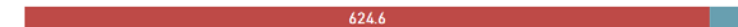
**660.3!**

Goal: 45, 46

### TAT by Phase of Work (MTD)



### TAT by Phase of Work (Past 90 Days)



### Open Quality Reports

Qualtrax ID	Workflow #	Age
74196		5
44789	2019-028	390
62079	2020-033	148
64699	2020-043	116
72533	2020-090	24
73375	2020-091	14
72319	2020-092	27

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

**Quality TAT**

**23✓**

Goal: 40, 41

**Avg Age of Open Reports\***

**120**

Quality Filter

Latent Prints

### Month to Date



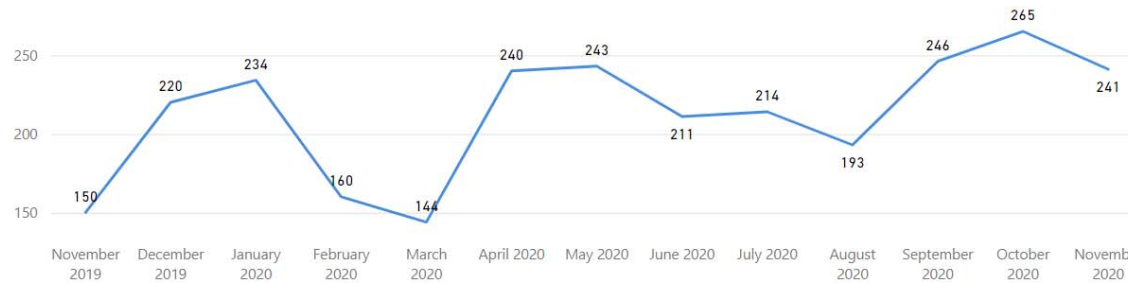
### 30 Day Avg (Over Past 90 Days)



Service: CSU Response  
Priority Type: All

Received Filter  
11/1/2019 11/30/2020

Received by Month



Total Received

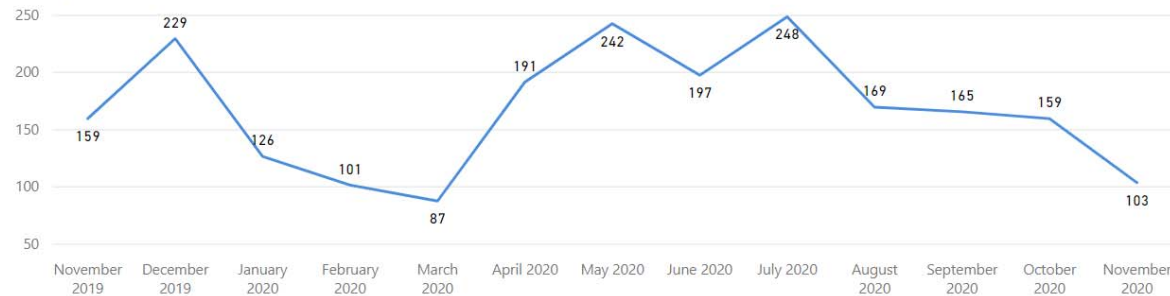
2,761

Received per Month (Avg)\*

212

Completed Filter  
11/1/2019 11/30/2020

Completed by Month



Total Completed

2,176

Completed per Month (Avg)\*

167

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

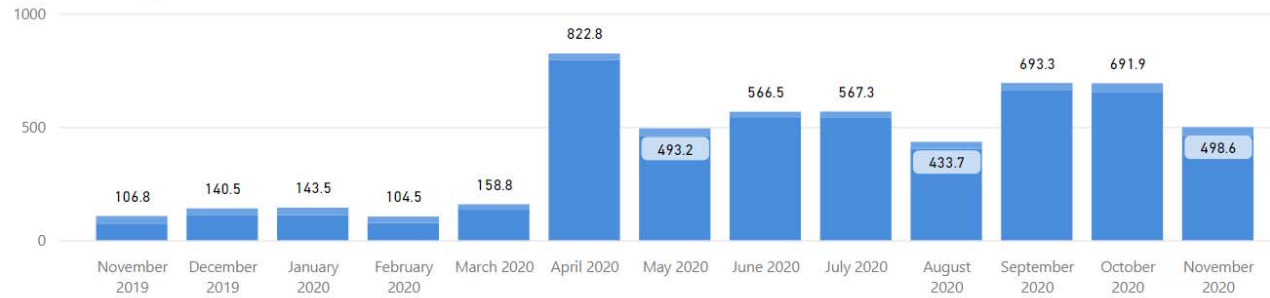
## Date Range

11/1/2019

11/30/2020

## Total TAT by Month

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



## Request Type

Latent Comparison

Priority Type

All

## Selected Time Frame Averages

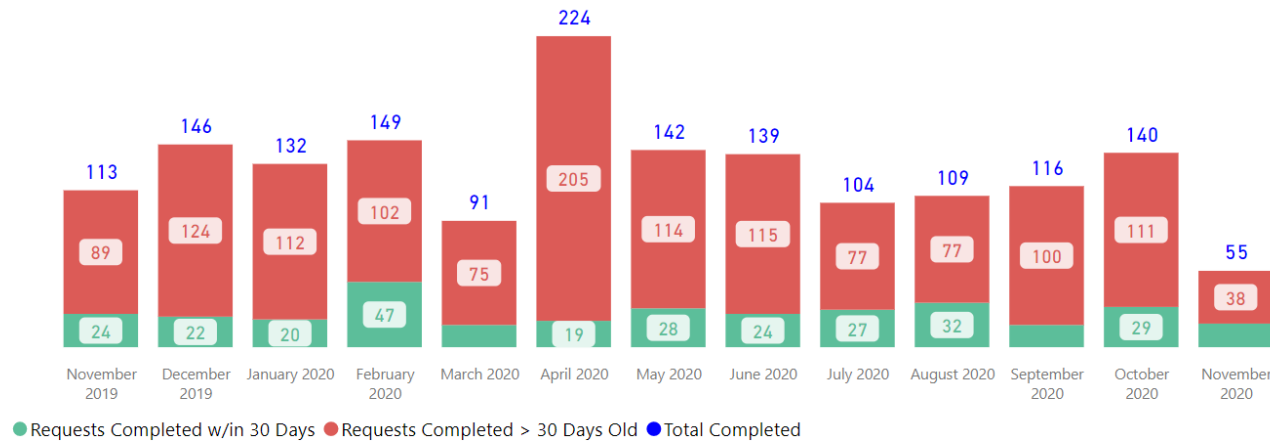
437.12

Total TAT (Rec'd-Compl.) Avg

30.09

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1660

Requests Completed

1339

Requests Completed > 30 Days Old

80.66 %

% Completed > 30 Days Old

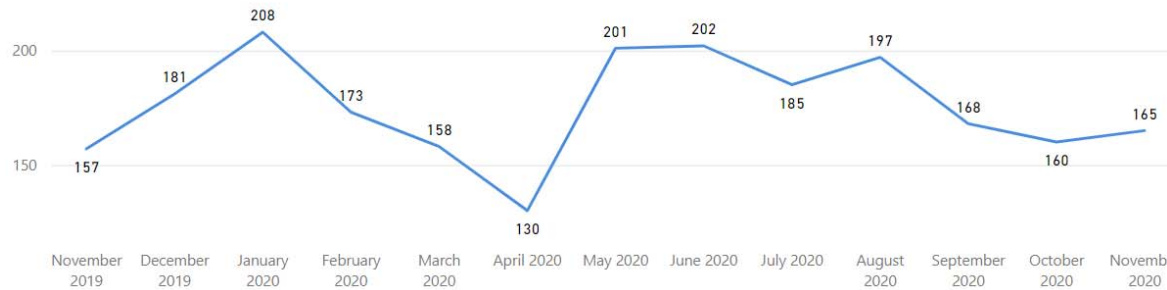
Requests more than 30 days old are considered to be backlogged requests

Service  Priority Type



**Received Filter**

### Received by Month



**Total Received**

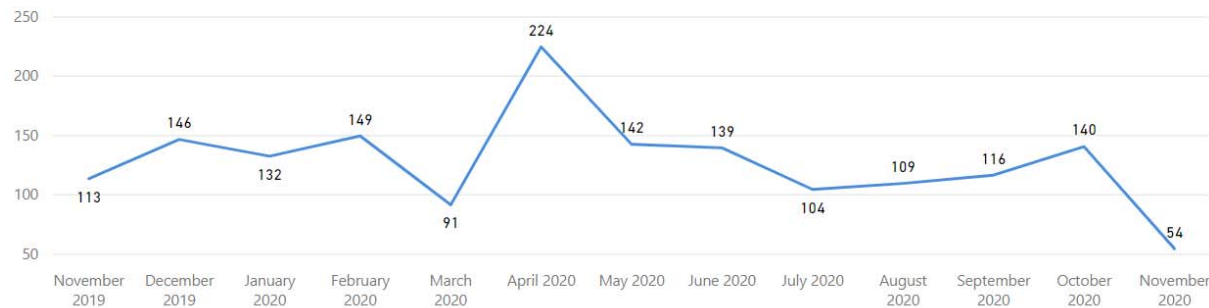
2,285

**Received per Month (Avg)\***

176

**Completed Filter**

### Completed by Month



**Total Completed**

1,659

**Completed per Month (Avg)\***

128

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

Service: Latent Processing  
 Priority Type: All

**# of Unassigned**  
**378!**  
Goal: 50 (-656%)

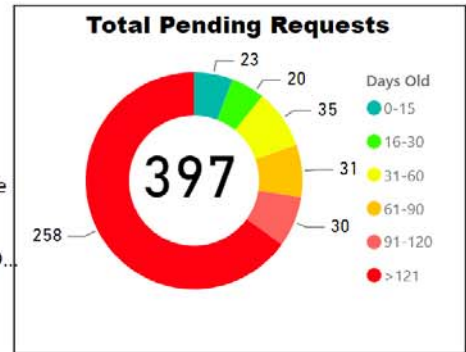
**# Pending Draft**  
**3✓**  
Goal: 30 (+90%)

**# Pending Tech**  
**13✓**  
Goal: 30 (+56.67%)

**# Pending Admin**  
**3✓**  
Goal: 30 (+90%)

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

- 354 Justice Trax Past Critical Age
- 240 Avg Age of Requests > 30 D...
- 494 Age-Oldest Unassigned
- 525 Age-Oldest Pending Draft
- 508 Age-Oldest Pending Tech
- 487 Age-Oldest Pending Admin



**Overall TAT (Month to Date)**  
**250.0!**  
Goal: 30, 31

**Overall TAT (Past 90 Days)**  
**163.8!**  
Goal: 30, 31

### Open Quality Reports

Qualtrax ID	Workflow #	Age
74196		5
44789	2019-028	390
62079	2020-033	148
64699	2020-043	116
72533	2020-090	24
73375	2020-091	14
72319	2020-092	27

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

**Quality TAT**  
**23✓**  
Goal: 40, 41

**Avg Age of Open Reports\***  
**120**

Quality Filter: Latent Prints

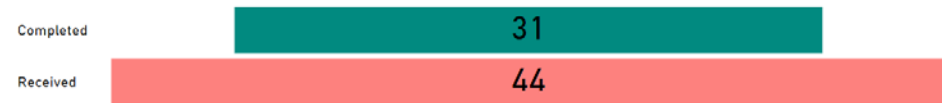
### TAT by Phase of Work (MTD)



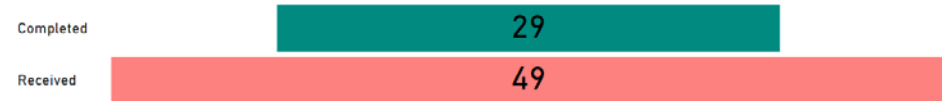
### TAT by Phase of Work (Past 90 Days)



### Month to Date



### 30 Day Avg (Over Past 90 Days)





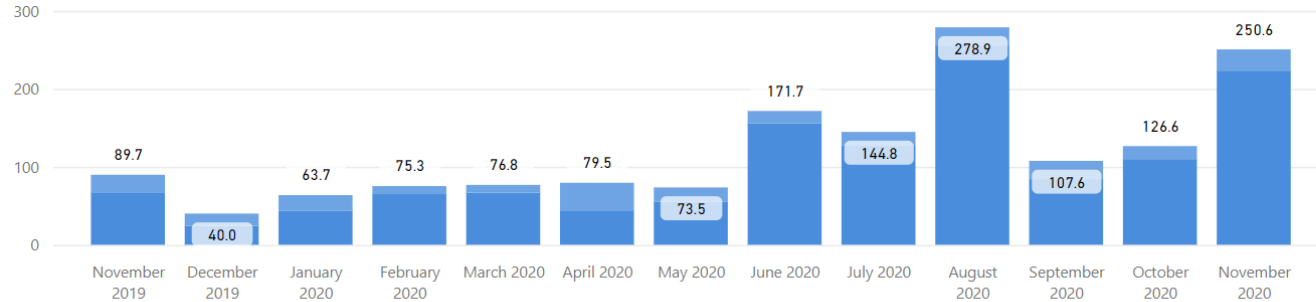
## Date Range

11/1/2019

11/30/2020

## Total TAT by Month

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



## Request Type

Latent Processing

Priority Type

All

## Selected Time Frame Averages

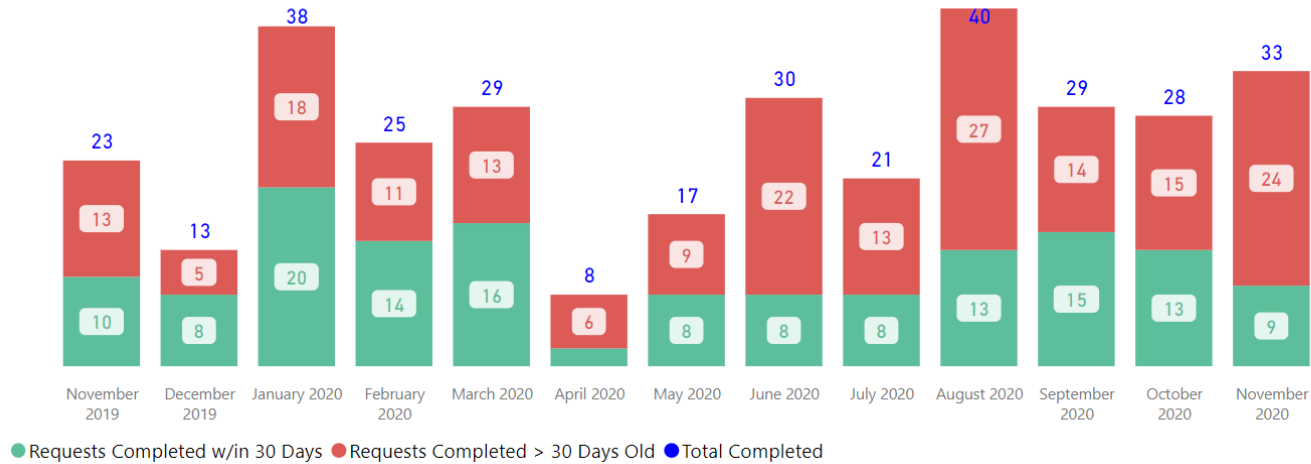
135.57

Total TAT (Rec'd-Compl.) Avg

19.34

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

334

Requests Completed

190

Requests Completed > 30 Days Old

56.89 %

% Completed > 30 Days Old

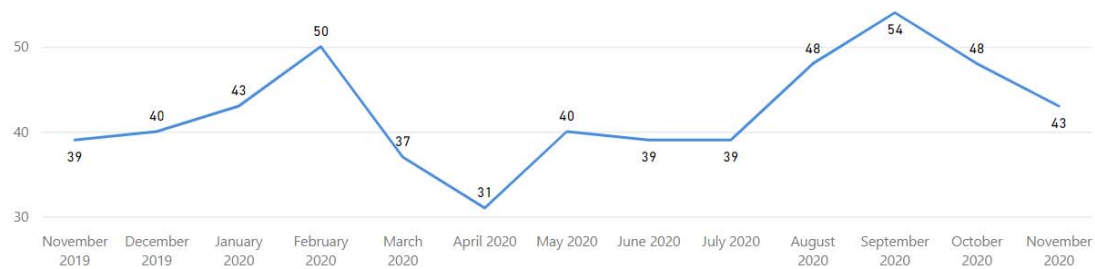
Requests more than 30 days old are considered to be backlogged requests

Service  
Latent Processing

Priority Type  
All



### Received by Month



### Total Received

551

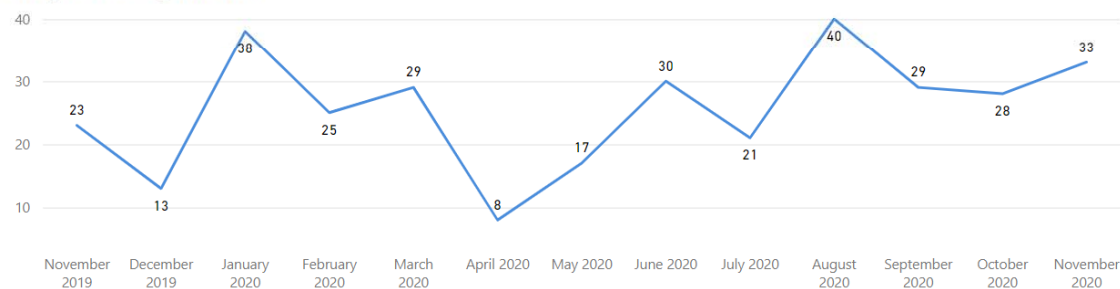
### Received per Month (Avg)\*

42

### Received Filter

11/1/2019 11/30/2020

### Completed by Month



### Total Completed

334

### Completed per Month (Avg)\*

26

### Completed Filter

11/1/2019 11/30/2020

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

# Digital Multi-Media

Service

AV Call Out

▼

Priority Type

All

▼

# of Unassigned

0✓

Goal: 15 (+100%)

# Pending Draft

4✓

Goal: 5 (+20%)

# Pending Tech

0✓

Goal: 5 (+100%)

# Pending Admin

1✓

Goal: 5 (+80%)

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

1

Justice Trax Past Critical Age

105

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

18

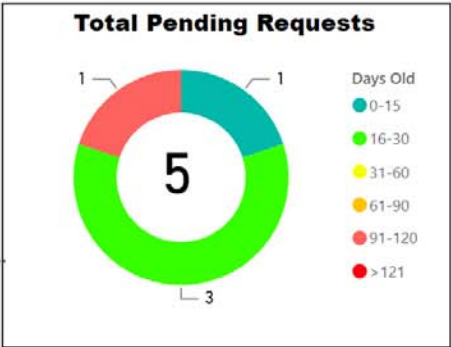
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

105

Age-Oldest Pending Admin



Overall TAT (Month to Date)

5.5•

Goal: 5, 6

Overall TAT (Past 90 Days)

6.7!

Goal: 5, 6

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD

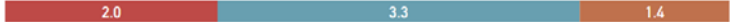
● JT-Draft TAT MTD

● JT-Tech Review TAT MTD

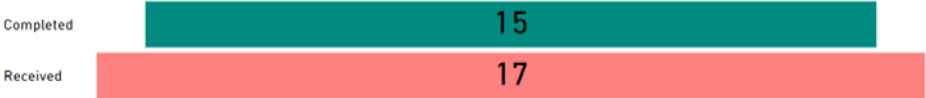
● JT-Admin Review TAT MTD



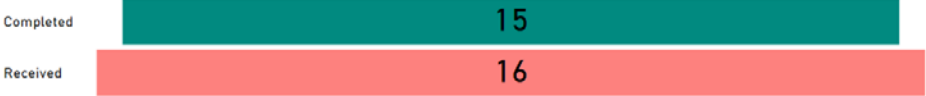
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Audio/Video

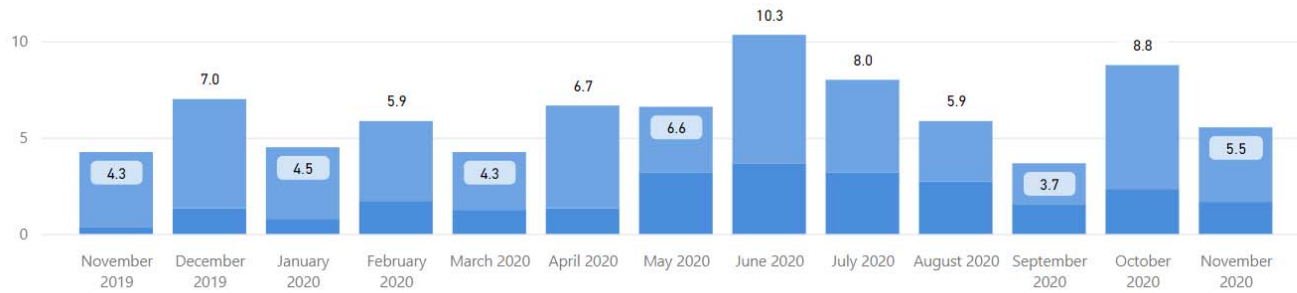
▼

### Date Range

11/1/2019 11/30/2020

### Total TAT by Month

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



### Request Type

AV Call Out

Priority Type

All

### Selected Time Frame Averages

6.33

Total TAT (Rec'd-Compl.) Avg

4.50

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

120

Requests Completed

1

Requests Completed > 30 Days Old

0.83 %

% Completed > 30 Days Old

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



Service

AV Call Out

▼

Priority Type

All

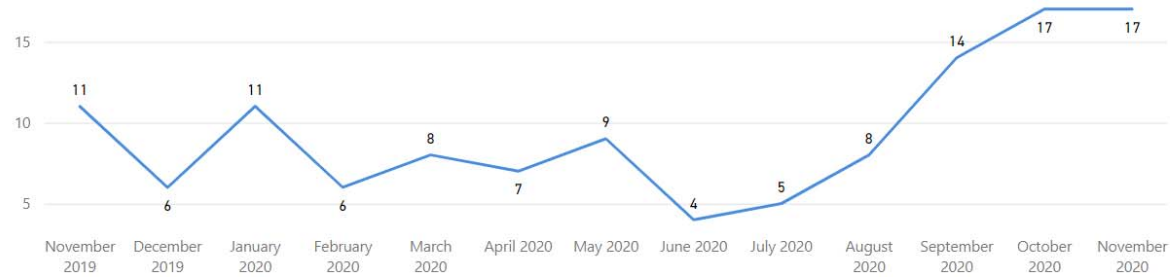
▼

Received Filter

11/1/2019

11/30/2020

Received by Month



Total Received

123

Received per Month (Avg)\*

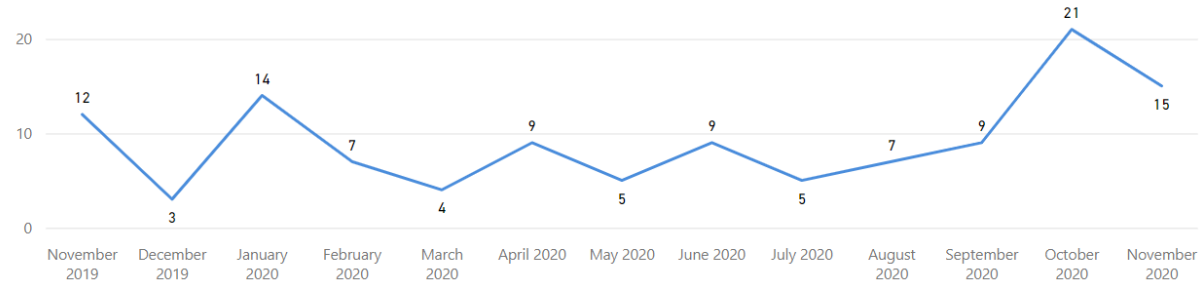
9

Completed Filter

11/1/2019

11/30/2020

Completed by Month



Total Completed

120

Completed per Month (Avg)\*

9

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

Service
Priority Type

AV Examination
All

# of Unassigned

12✓

Goal: 15 (+20%)

# Pending Draft

5✓

Goal: 5 (+0%)

# Pending Tech

5✓

Goal: 5 (+0%)

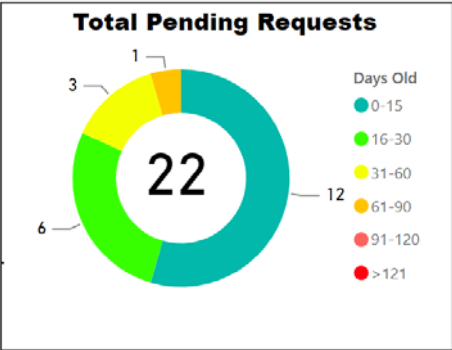
# Pending Admin

0✓

Goal: 5 (+100%)

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

- 4
- Justice Trax Past Critical Age
- 42
- Avg Age of Requests >30 D...
- 20
- Age-Oldest Unassigned
- 62
- Age-Oldest Pending Draft
- 38
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

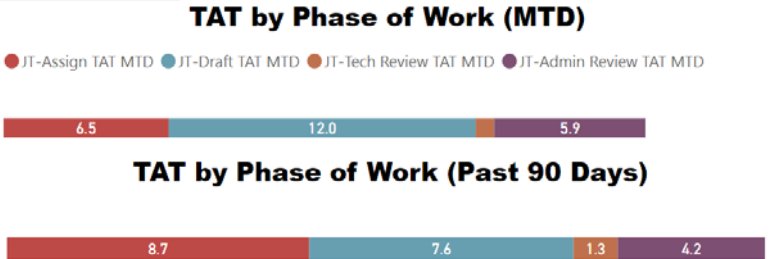
25.1✓

Goal: 45, 46

Overall TAT (Past 90 Days)

21.7✓

Goal: 45, 46



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

(Blank)✓

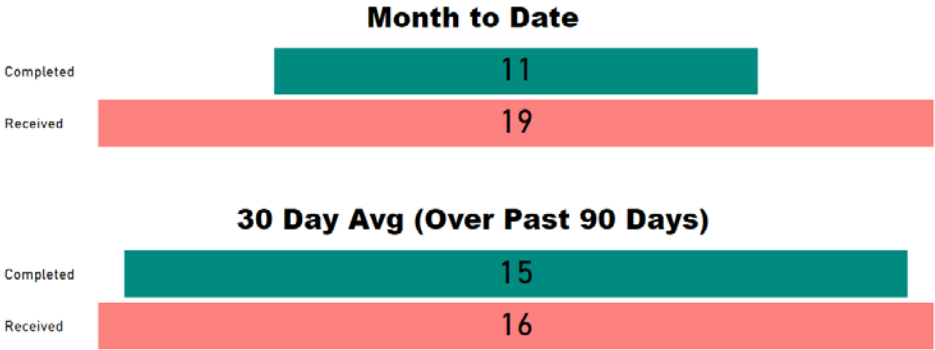
Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Audio/Video

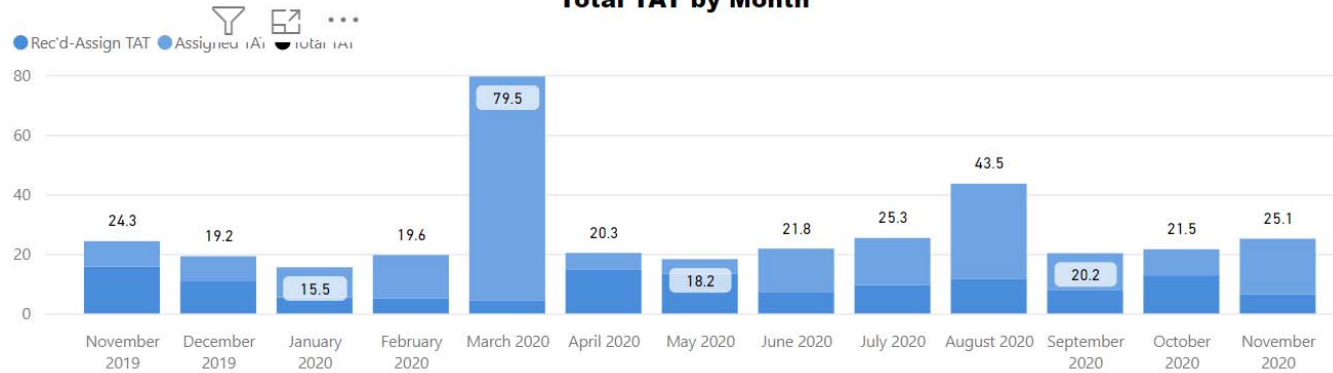


## Date Range

11/1/2019

11/30/2020

## Total TAT by Month



## Request Type

AV Examination

Priority Type

All

## Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.04

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

178

Requests Completed

32

Requests Completed > 30 Days Old

17.98 %

% Completed > 30 Days Old

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

Service

AV Examination

▼

Priority Type

All

▼

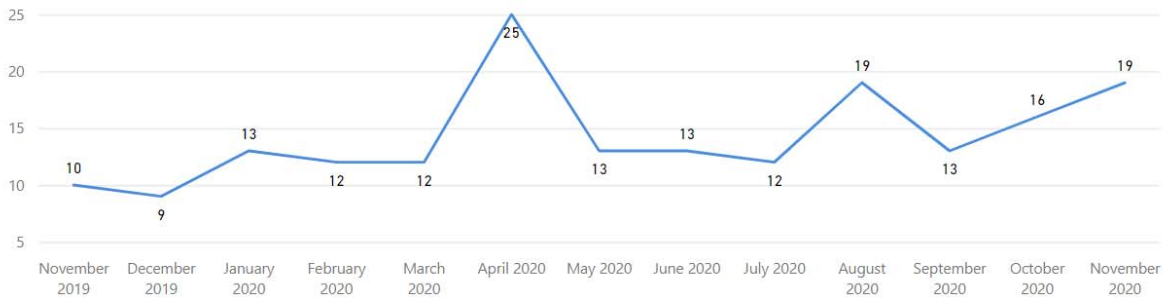


Received Filter

11/1/2019

11/30/2020

Received by Month



Total Received

186

Received per Month (Avg)\*

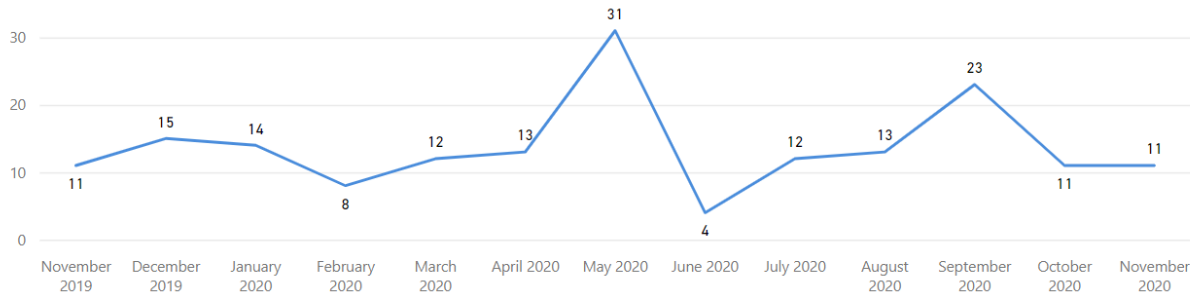
14

Completed Filter

11/1/2019

11/30/2020

Completed by Month



Total Completed

178

Completed per Month (Avg)\*

14

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

Service

Priority Type

DFL

All

# of Unassigned

184!

Goal: 50 (-268%)

# Pending Draft

12!

Goal: 5 (-140%)

# Pending Tech

1✓

Goal: 5 (+80%)

# Pending Admin

0✓

Goal: 5 (+100%)

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

152

Justice Trax Past Critical Age

97

Avg Age of Requests > 30 D...

220

Age-Oldest Unassigned

388

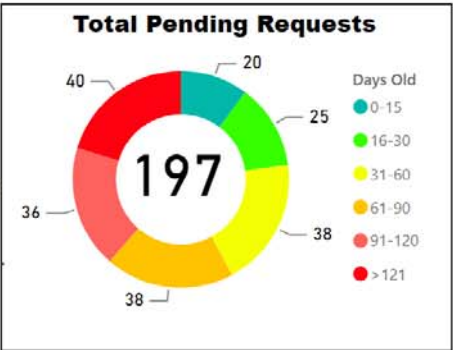
Age-Oldest Pending Draft

129

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

66.5!

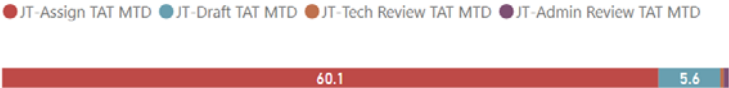
Goal: 45, 46

Overall TAT  
(Past 90 Days)

72.4!

Goal: 45, 46

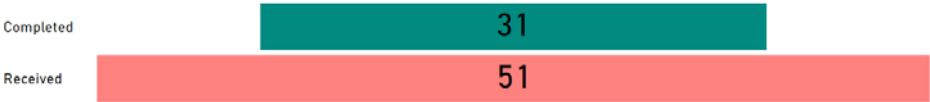
TAT by Phase of Work (MTD)



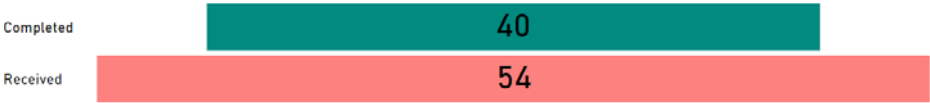
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

18✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Digital Forensics



Service
Priority Type

DME
All

# of Unassigned

5!

Goal: 0

# Pending Draft

0✓

Goal: 30 (+100%)

# Pending Tech

0✓

Goal: 30 (+100%)

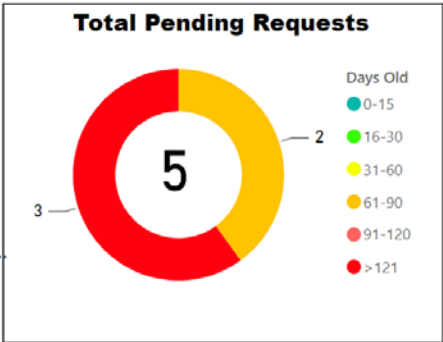
# Pending Admin

0✓

Goal: 30 (+100%)

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

5  
Justice Trax Past Critical Age  
101  
Avg Age of Requests > 30 D...  
124  
Age-Oldest Unassigned  
0  
Age-Oldest Pending Draft  
0  
Age-Oldest Pending Tech  
0  
Age-Oldest Pending Admin



Overall TAT (Month to Date)

NaN✓

Goal: 30, 31

Overall TAT (Past 90 Days)

232.0!

Goal: 30, 31

TAT by Phase of Work (MTD)

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

TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

18✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

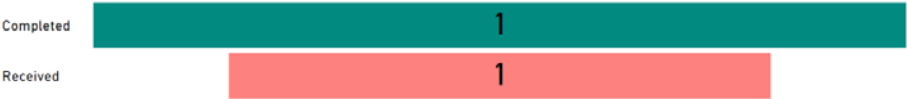
Quality Filter

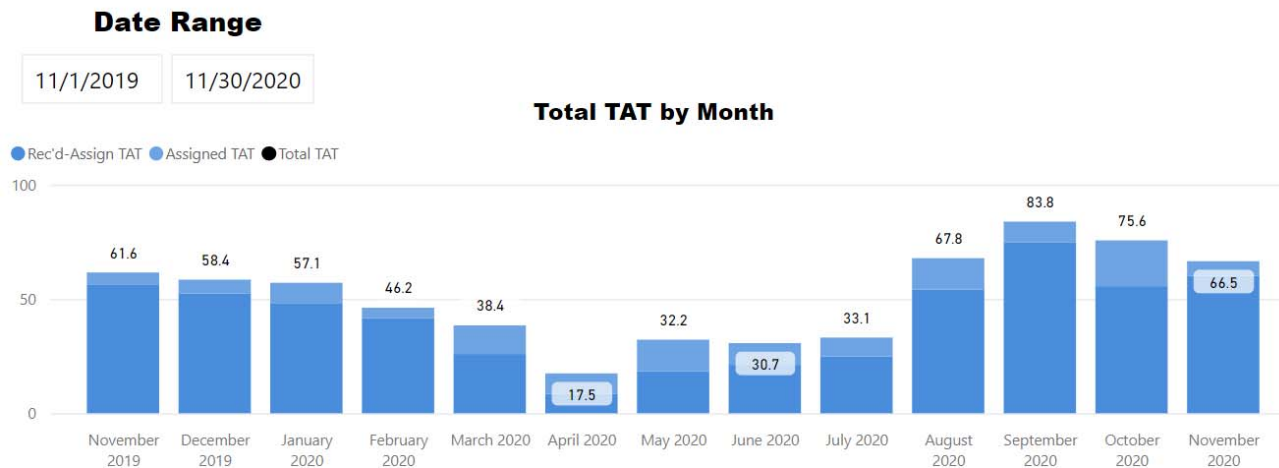
Digital Forensics

Month to Date

Completed	0
Received	0

30 Day Avg (Over Past 90 Days)





DFL and DME

**Request Type**

Multiple selections ▼

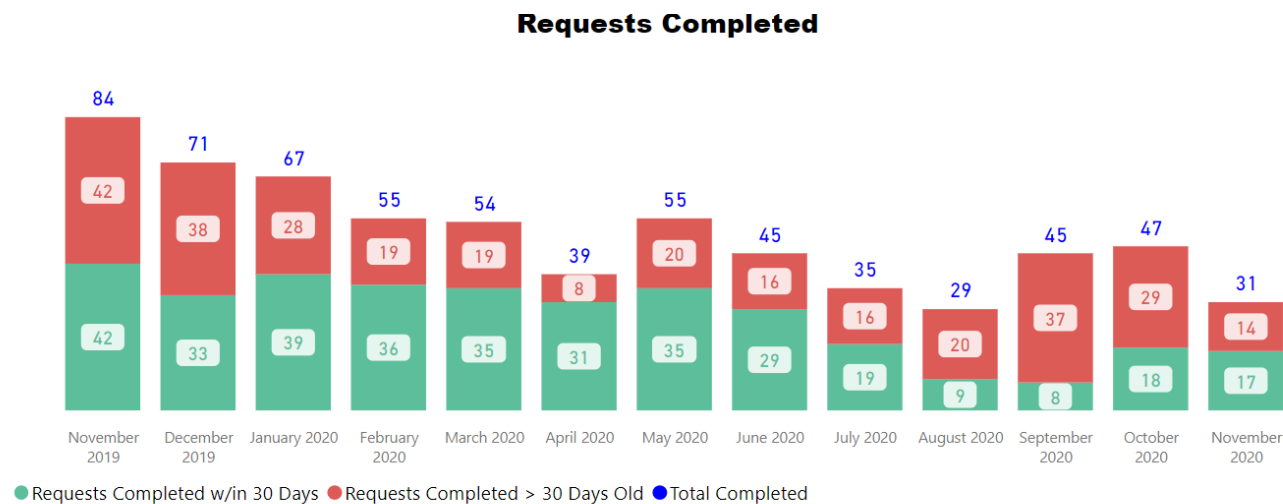
Priority Type

All ▼

**Selected Time Frame Averages**

51.91  
Total TAT (Rec'd-Compl.) Avg

9.39  
Assigned TAT (Asgmt.-Compl.) Avg



**Received to Complete**

657  
Requests Completed

306  
Requests Completed > 30 Days Old

46.58 %  
% Completed > 30 Days Old

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

## DFL and DME

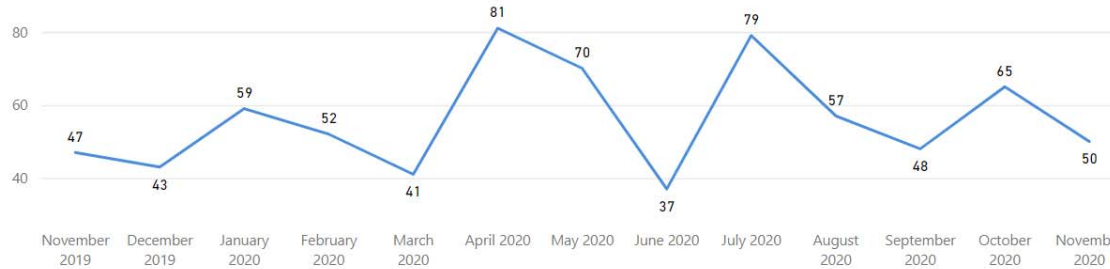
Service ↓ Priority Type

Multiple selections ↓ All ↓

**Received Filter**

11/1/2019 11/30/2020

### Received by Month



### Total Received

729

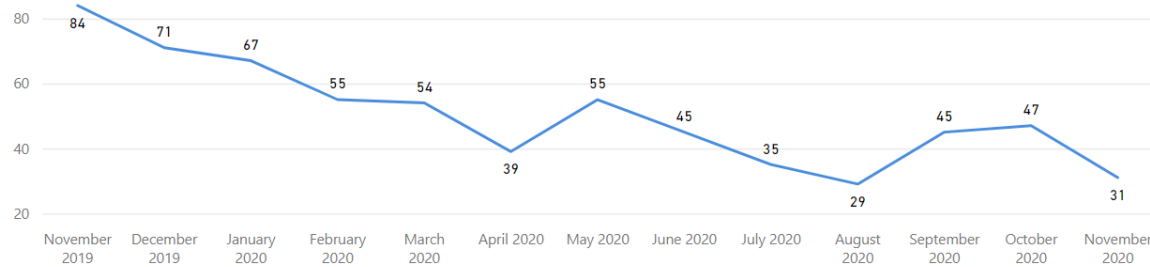
### Received per Month (Avg)\*

56

**Completed Filter**

11/1/2019 11/30/2020

### Completed by Month



### Total Completed

657

### Completed per Month (Avg)\*

51

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

# Crime Scene Unit

Service
Priority Type

CSU Response
All

# of Unassigned

0✓

Goal: 0

# Pending Draft

224!

Goal: 30 (-646.67%)

# Pending Tech

535!

Goal: 30 (-1683.33%)

# Pending Admin

1!

Goal: 0

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

520  
Justice Trax Past Critical Age  
87  
Avg Age of Requests >30 D...  
0  
Age-Oldest Unassigned  
497  
Age-Oldest Pending Draft  
521  
Age-Oldest Pending Tech  
126  
Age-Oldest Pending Admin

Open Quality Reports		
Qualtrax ID	Workflow #	Age
70692		41
73026		18
63388	2020-038	133
67806	2020-064	78
68860	2020-069	63
72026	2020-095	29
62939	2020-1A-02	137

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

Quality TAT

40!

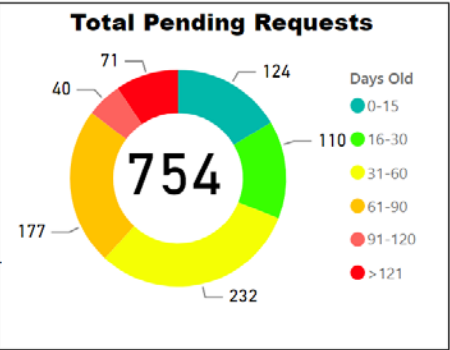
Goal: 30, 31

Avg Age of Open Reports\*

93

Quality Filter

Crime Scene



Overall TAT (Month to Date)

67.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

74.5!

Goal: 30, 31

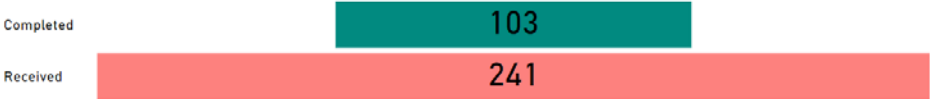
TAT by Phase of Work (MTD)



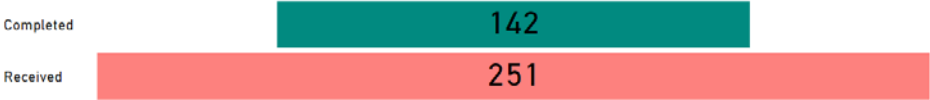
TAT by Phase of Work (Past 90 Days)



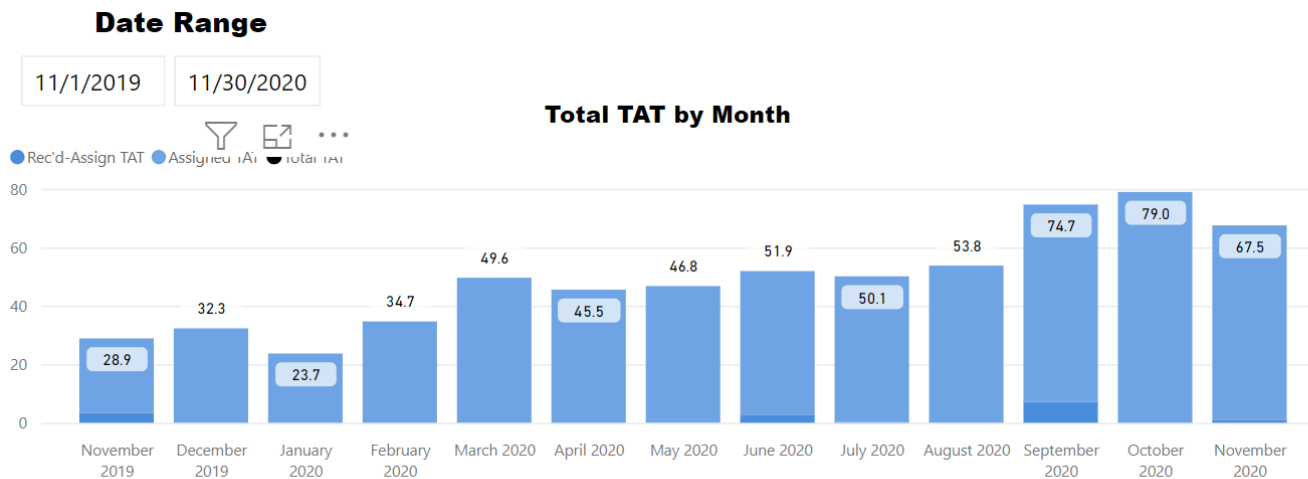
Month to Date



30 Day Avg (Over Past 90 Days)







### Request Type

CSU Response

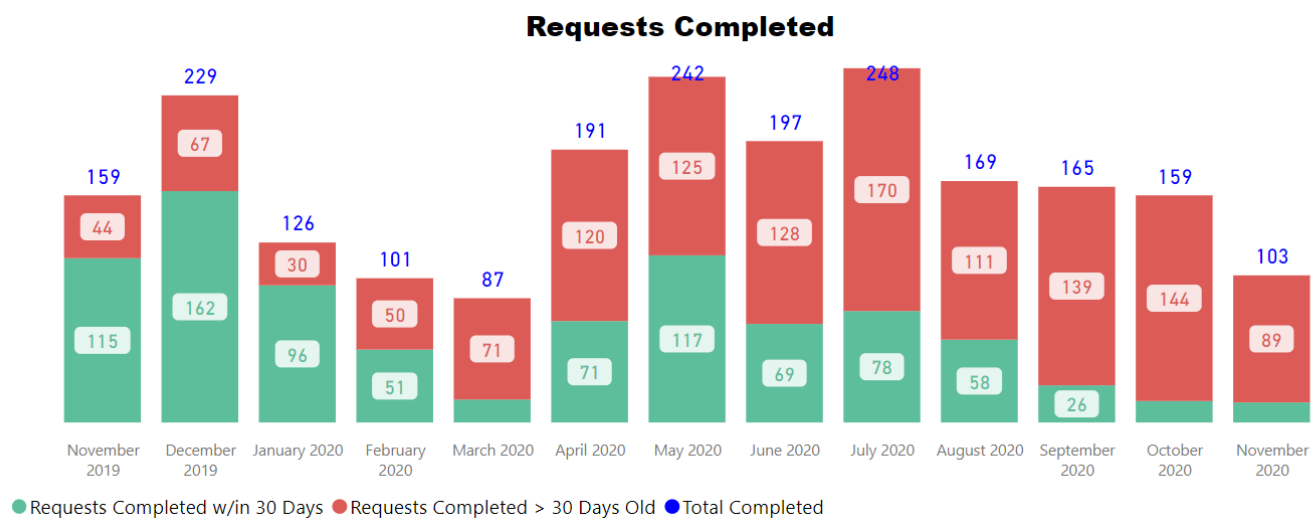
Priority Type

All

### Selected Time Frame Averages

**48.88**  
Total TAT (Rec'd-Compl.) Avg

**47.75**  
Assigned TAT (Asgmt.-Compl.) Avg



### Received to Complete

**2176**  
Requests Completed

**1288**  
Requests Completed > 30 Days Old

**59.19 %**  
% Completed > 30 Days Old

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