Table of Contents

Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

May 14, 2021
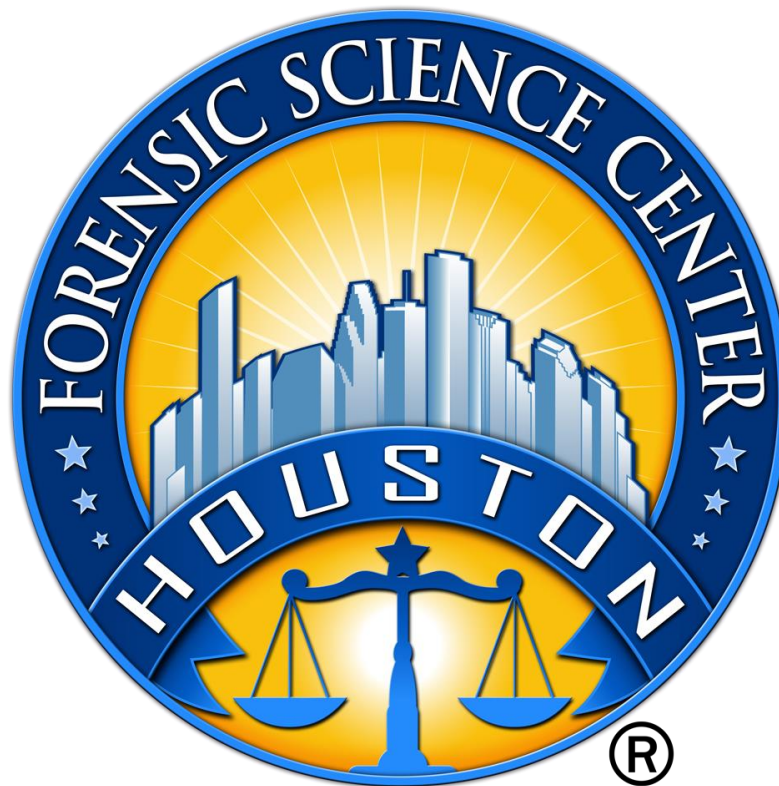
HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
May 14, 2021

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

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

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

Attending the virtual meeting

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

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

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_YjNmYmJjOGUtNjFkNy00MzgzLTkxYmMtZWQ5YjczZDRkZTkz%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522502cf6ff-6f21-4aad-9c43-690753ab202a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=81e45a40-37aa-4ef3-909c-02b68569ff3d&directDl=true&msLaunch=true&enableMobilePage=false&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:** 889529794#

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

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

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org no later than 9 a.m. Thursday May 13, 2021.

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

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

AGENDA

1. Call to order.

2. Roll call; confirmation of presence of quorum.

3. Public Comment.

4. Reading of draft minutes from April 9, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities, schedule of upcoming annual board business, including board appointments and the president and CEO's performance evaluation, and other announcements.

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

6. Report from Dr. Peter Stout, president and CEO, regarding turnaround times, outreach efforts, an update on toxicology drug analysis and new instruments and methods being implemented in the section.
   a. Report on the crime scene unit, including homicide statistics from April and a new communication plan.

7. Report from Dr. Amy Castillo, vice president and COO, including an overview of turnaround times and backlogs in seized drugs, toxicology and forensic biology/DNA.

8. Presentation by Dr. Castillo regarding outsourcing forensic biology/DNA services to help eliminate the HFSC sexual assault kit backlog, to be funded by FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant.
   a. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, not to exceed the total allotted outsourcing budget of $801,438.00.

Reports and presentations by staff

9. Report from Ms. Jackeline Moral, quality specialist, regarding HFSC's request for a toxicology scope expansion to be considered during the external ANAB assessment.

10. Report from Mr. James Miller, seized drugs manager, including updates on the seized drugs section and an estimated timeline for clearing the backlog.

11. Adjournment.

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

I, Ashley Henry, interim secretary, do hereby certify that a notice of this meeting was posted online at https://houstonforensicscience.org/meeting-archives.php on Tuesday, the 11th day of May, 2021, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 11th day of May 2021.

Ashley Henry

Open Meeting Laws Subject to Temporary Suspension

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

• those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting o TEX. GOV'T CODE § 551.122(b)
  o TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
  o TEX. GOV'T CODE § 551.130(c)–(d), (i)
  o TEX. GOV'T CODE § 322.003(d), (e)(2)
  o TEX. GOV'T CODE § 845.007(f)(2)
  o TEX. GOV'T CODE § 855.007(f)(2)
  o TEX. CIV. PRAC. & REM. CODE § 74.102(f)
  o TEX. INS. CODE § 2151.057(d)(1)
  o 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 o TEX. GOV'T CODE § 551.043(b)(2)–(3)
  o 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 o TEX. GOV'T CODE § 551.121(f)(1)
  o TEX. GOV'T CODE § 551.122(d)
  o TEX. GOV'T CODE § 551.125(e)–(f)
  o TEX. GOV'T CODE § 551.126(d)(1)
  o TEX. GOV'T CODE § 551.127(f), (j)
  o TEX. GOV'T CODE § 551.130(e)–(f)
  o TEX. GOV'T CODE § 551.131(e)(1)
  o TEX. GOV'T CODE § 322.003(e)(3)
  o TEX. GOV'T CODE § 436.054(e)
  o TEX. GOV'T CODE § 845.007(f)(3)
  o TEX. GOV'T CODE § 855.007(f)(3)
  o TEX. AGRIC. CODE § 41.061(c)–(d)
  o TEX. AGRIC. CODE § 41.1565(c)–(d)
  o TEX. AGRIC. CODE § 41.205(d)–(e)
  o TEX. AGRIC. CODE § 62.0021(c)–(d)
  o TEX. EDUC. CODE § 66.08(h)(2)(B)
  o 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. o   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
April 9, 2021

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., ("HFSC" and/or the "Corporation") hereby certifies the following are true and correct minutes of the April 9, 2021 virtual meeting of the Board of Directors (the "board") of the Corporation.

A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.

B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on April 6, 2021 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.

C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9:00 a.m. on April 9, 2021.

D. Interim Board Secretary Ashley Henry called the roll. The following directors were present: Stacey Mitchell, Mary Lentschke, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Vicki Huff and Tracy Calabrese. Chairwoman Mitchell declared a quorum.

    The following directors were absent: Anna Vasquez, Lois Moore

E. During the meeting Director Medina experienced technical difficulties, which caused him to briefly drop and then rejoin the meeting in a timely manner. At no point in time was a quorum lost.

F. Chairwoman Mitchell said HFSC's virtual board meeting was being held in compliance with Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.

G. Chairwoman Mitchell gave members of the public an opportunity to address the board. She stated the meeting agenda provided the public with an email address and phone number to sign up for public comment in advance. The chairwoman asked Secretary Henry if any members of the public wished to address the board. Ms. Henry said no members of the public had requested to address the board. The chairwoman opened the

meeting for public comment. No one addressed the board. Chairwoman Mitchell closed the public comment period at approximately 9:03 a.m.

H. Chairwoman Mitchell asked if changes needed to be made to the March 12, 2021 board meeting minutes. No directors offered changes. Director Huff made a motion to approve the minutes. Director Blancett seconded the motion. The chairwoman called for a voice vote and the motion passed unanimously.

I. Chairwoman Mitchell stated it had been one year since the board began holding virtual meetings. She said she was amazed by staff member's flexibility and resilience and is excited to see HFSC phasing back to full onsite work.

J. Dr. Peter Stout, president and CEO, said toxicology completed an extraordinary number of requests in March. He said there are shifts from breath testing to blood draws, which coincides with increasing requests for toxicology analysis. He said HPD received a grant to train more drug recognition experts (DREs) and that increase would likely lead to even more requests for toxicology testing. Dr. Stout commented on the lab's March productivity, noting the 2,400 requests completed was the highest in the past 24 months.

Dr. Stout stated there are seven open positions, four are active vacancies and two are on hold. Three recruits have accepted offers. In response to a question from Director Cohen, Dr. Stout said the position for public information officer/board secretary had been posted. He moved on to highlight March outreach activities for himself and staff. He said he and staff actively participate in HPD training, including to new cadets. Dr. Stout then spoke about the book *Autopsy of a Crime Lab* by Brandon Garrett and said directors should have received copies. He encouraged all to read the book and said while it is not only about Houston, the city is mentioned several times. Chairwoman Mitchell commented on HFSC's progress and noted support from the City of Houston and others.

Director Vasquez joined the meeting at approximately 9:20 a.m.

Dr. Stout discussed issues in the Washington, D.C. crime laboratory's firearms section. He said HFSC only has access to publicly available information. Based on that, it appears a firearms examiner incorrectly identified a cartridge casing as an inclusion and that multiple examiners initially agreed with that conclusion. The U.S. Attorney's Office then requested external examiners to review that finding, though it is unclear why. The external examiners disagreed with the original findings and instead reported exclusions. Dr. Stout said according to court filings, it appears D.C. lab examiners again reviewed the case and although they agreed with the external experts that the casings should be excluded, lab management pressured them to report their finding as inconclusive. He said on April 2, 2021, ANAB, the DC lab's accrediting body, suspended the entire laboratory's accreditation. In response to a question by Director Blancett, Dr. Stout said there is no federal equivalent to the Texas Forensic Science Commission. Dr. Stout explained the DC lab and HFSC are held as examples of independent labs. Although both were pulled out from law enforcement, Dr. Stout said the DC lab is different because it is a city department, the lab director reports to the mayor and its budget is approved by

Congress. The DC lab's shutdown poses challenges for the courts, since they now must find other labs to conduct casework, he stated.

Director Blancett asked whether the lab's structure contributed to the shutdown. Dr. Stout responded DC's forensic and health labs are part of the same department and are housed in the same building, making it more complex. Dr. Stout named issues that have drawn attention: pressure on analysts to change their opinion, findings misrepresented to external agencies and attempts to withhold documents. He stated the investigation by the Office of Inspector General questioned the entire lab's reliability, which may have led ANAB to suspend accreditation. He said it may have less to do with the laboratory's structure. He mentioned the entire forensic community is impacted when something like this occurs and all spend time recovering. Dr. Stout discussed HFSC processes that may prevent a similar event here. He said from the board down, HFSC promotes transparency, an effort supported by the state's disclosure law, the Michel Morton Act. He said the firearms section has checks and balances, including documentation of images and worksheets that require individual credentials to access the storage system, creating an audit trail within the software. In addition, policies around reviews of cases and images ensure proper documentation. Firearms also has a documented conflict resolution process and the disagreement becomes part of the case record, he added.

Dr. Stout said the 3D microscope HFSC is purchasing for the firearms section will also help prevent a similar situation in Houston. The microscopes provide examiners with 3D, high-resolution images making them less dependent on the physical evidence after scanning is complete. HFSC firearms examiners are researching and validating existing algorithms as part of a project with the Center for Statistics and Applications in Forensic Evidence (CSAFE) and the National Institute of Standards and Technology (NIST) to determine how the field can start applying statistics to their conclusions. Director Blancett asked about changes to current processes and whether it will be possible to review data from older cases. Dr. Stout said all new technologies, including this one, could potentially lead to a re-evaluation of previous cases.

K. Mr. David Leach, treasurer and CFO, received board approval to take his agenda items out of order. Mr. Leach presented fiscal year 2021 budget reallocations. He stated original estimates of line items are never accurate and several need to be adjusted though overall budget spending does not change. Mr. Leach said the budget changed because HFSC received $1.358 million in federal coronavirus relief through the Coronavirus Aid, Relief and Economic Security Act (CARES.) He said the money was largely spent on toxicology outsourcing and IT improvements needed to allow for remote work. He said the money spent has been reimbursed. In response to a request from Director Blancett for specific examples of IT expenditures, Mr. Leach said $225,083 was spent on laptops.

Ms. Akilah Mance, general counsel, reminded the board it had approved an interlocal agreement with the city in October 2020 which allowed HFSC to receive the CARES Act money. That interlocal agreement also allows HFSC to receive future emergency funds. Mr. Leach requested the board approve fiscal year 2021 budget reallocations. Director Hilder made a motion to approve the reallocation. Director Cohen seconded the motion.

Secretary Henry called the roll and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, and Vicki Huff. With none opposed, the motion passed unanimously.

L. Mr. Leach said spending in the third quarter of this year has been consistent with prior years. He said people costs have decreased. He displayed a graph showing actual money spent versus budgeted. Mr. Leach stated financially things are progressing as expected.

M. Ms. Erika Ziemak, quality director, stated the quality division submitted additional toxicology blind quality controls in March to make up for a February shortfall that was the result of a significant winter storm. The division is on track to meet its yearly goals. She said the division did not submit a latent print blind verification in March because there were no candidates but will look for two cases in the future to maintain the yearly goal. She mentioned an article about the blind program written by the quality division was cited in *Autopsy of a Crime Lab*. Ms. Ziemak also said the quality division is working with Aimee Grimaldi, project engineer, and firearms staff to draft and submit a manuscript about firearms blinds. She described a situation in which a blind quality control sample expected to yield a single-source DNA profile instead yielded a mixture of two people, both of whom work for HFSC. The forensic biology section repeated the analysis to ensure their findings were not the result of contamination within the lab. The repeat testing yielded the same results. Ms. Ziemak interviewed the two staff member and confirmed they are well-acquainted and interact daily. She said the program is demonstrating forensic biology protocols and procedures are working.

In a review of first quarter survey responses, Ms. Ziemak said HFSC has received six in total: three very satisfied or satisfied, two neither satisfied nor dissatisfied and one very dissatisfied from a Houston resident. The resident did not leave contact information but indicated disappointment that HFSC does not perform trace analysis. She said quality crafted a response although they cannot contact the resident. She reminded the board that HFSC did perform trace analysis in 2015, but after discussion with HPD and with the knowledge and consent of the board, it stopped that testing in 2017.

Ms. Ziemak said quality is investigating a CSU nonconformance that will be disclosed to the TFSC. The incident involves a vehicle that was released before the unit processed it or collected evidence. She said CSU processed many vehicles in March, they have a manual and labor-intensive process for tracking vehicles and there was a communication breakdown regarding this vehicle. Quality is working with CSU to improve the process. The corrective action will be provided to the TFSC when it is finalized.

Ms. Ziemak stated proficiency tests for 2020 are complete and 2021 testing is in progress. She said four analysts have testified and been monitored this year. The transcript review committee is reviewing four transcripts and requested more. Ms. Ziemak said quality is collaborating with CSAFE to get a high-level view of transcripts and review them for trends.

N. Ms. Aimee Grimaldi, project engineer, said the backlog decreased 2.3% in March. She said toxicology is on track to eliminate its blood alcohol backlog in June. The forensic

biology section is also progressing toward its goal and the latent print section completed more cases than it received.

She gave an overview of the lean six sigma (LSS) development group, created in 2018. The group includes three certified lean six sigma black belts: Ms. Grimaldi, Paula Evans and Dr. Amy Castillo. Ms. Grimaldi provided an overview of HFSC's ongoing projects. She said a latent print and a CSU project are both in the third phase, called analyze, and team members are reviewing challenges and brainstorming solutions. She said the team has also conducted mini-process improvement projects, called kaizens, in the firearms section and the CODIS _ or DNA database _ unit. The firearms project led to improvements in the review process. Ms. Grimaldi said the CODIS project focused on evaluating, selecting and implementing a tool to aid with voluminous data compiled from probabilistic genotyping software, STRmix.

She stated there are also two long-term projects in progress. The first is to train additional staff to use Power BI, a Microsoft platform HFSC uses to create dashboards. As HFSC has become more reliant on these dashboards the need to expand PowerBI skills has grown, she said. Ms. Evans is leading the project and seven staff members are being trained. Ms. Grimaldi said the second project on leadership development is led by Dr. Castillo. The team is using LSS tools to build a leadership program that will provide resources and training to staff.

Ms. Grimaldi said the latent print project kicked off in November 2020 and is in the third of five phases: analyze. She said the team has determined critical requirements from internal and external stakeholders and they are currently analyzing the root cause to identify potential solutions. The project team has benchmarked six different latent print labs nationwide, asking each the same set of questions. The team also collected data to identify statistically significant changes after process improvements are implemented. Ms. Grimaldi said imaging software is a pain point because latent prints is 100% digital and the print is scanned and uploaded into the software system. She stated the team also talked to a benchmarking lab to learn how they use software.

O. Ms. Carina Haynes, acting crime scene unit (CSU) director, discussed increasing homicide rates and displayed a graph showing homicide rates in major U.S. cities. CSU, however, does not only respond to homicides, she noted. CSU responded in March to 78 scenes, 41 of them homicides. In addition to the increase in homicides, CSU is also receiving more vehicles at the vehicle examination building (VEB.) CSU processed 151 vehicles in March, the most in the past 15 months. CSU has processed over 740 vehicles in the past 15 months. Due to the influx, CSU is looking to improve that process.

Ms. Haynes said organization at the VEB has already improved. CSU purchased magnetic car toppers to improve tracking, safety, visibility and organization.

Ms. Haynes stated CSI burnout is a concern. She defined burnout as emotional, mental and physical exhaustion resulting from stress. She said staff are handling the increase in calls, but burnout remains a factor and leads to lethargy and cynicism. CSU management

is trying to keep staff involved and encouraged. One way to achieve this was through a revision of yearly goals to give CSIs more control over non-scene tasks. She stated there are two static goals: participate in six refresher trainings per year and complete four peer reviews monthly. Staff are then able to select one tiered goal for the year. Ms. Haynes said these goals will be presented to staff at mid-year reviews, sometime in June.

P. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Cohen made a motion to adjourn. Director Hilder seconded the motion. The meeting ADJOURNED at approximately 11:01 am.

By:_____

Ashley Henry, Interim Secretary

President's Report

May 14, 2021

Average Turnaround Time for April 2021

Requests Completed by Section

Average Turnaround Time for April 2021 (Days)

Section	Days
Latent Prints	394
Biology	172
Crime Scene Unit	106
Digital and Multimedia	82
Toxicology	57
Controlled Substances	52
Firearms	3

Requests Completed by Section (pie chart):
- Toxicology 906
- Digital and Multime... 98
- Latent Prints 172
- Biology 209
- Crime Scene ... 216
- Firearms 522
- Controlled Substances 530

Turnaround Time - Days
81

Completed Requests
2653

Month Completed
- 01-January
- 02-February
- 03-March
- 04-April
- 05-May

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

This data is current as of 5/3/2021.

Received

- A 60 percent increase in some months
- Consistent upward trend in requests, about 25% overall
- Upward trend continued through pandemic
- Expect the trend to continue
- And yet …

Received

3

Completed

- The number of cases completed consistently increases

- Output has increased 50 percent overall

- Months when output drops are clear:
  - February 2021: big freeze
  - March 2020: COVID-19 pandemic forces first lockdowns
  - November 2019: facility move

4

Staffing May 5, 2021

210 staff

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

6 open positions, 4 offers accepted

- 1 CS/CM evidence technician
- 2 forensic analysts – forensic biology/DNA
- 1 toxicology analyst

2 active vacancies

- 1 latent print examiner
- 1 public information officer/board secretary

2 on hold
- 1 crime scene investigator (experienced)
- 1 quality specialist
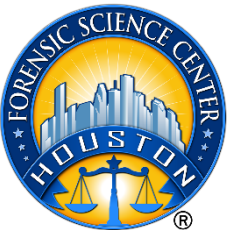
Certifications

- Jaclyn Millhollon - Certified Crime Scene Analyst (CCSA) by the International Association for Identification (IAI)

Outreach Events

Community Outreach: 2019 to 2021

- 2019: 54
- 2020: 64
- 2021 (through 4/30/21): 34
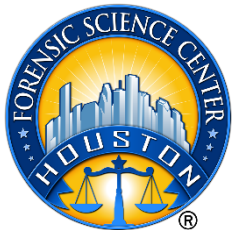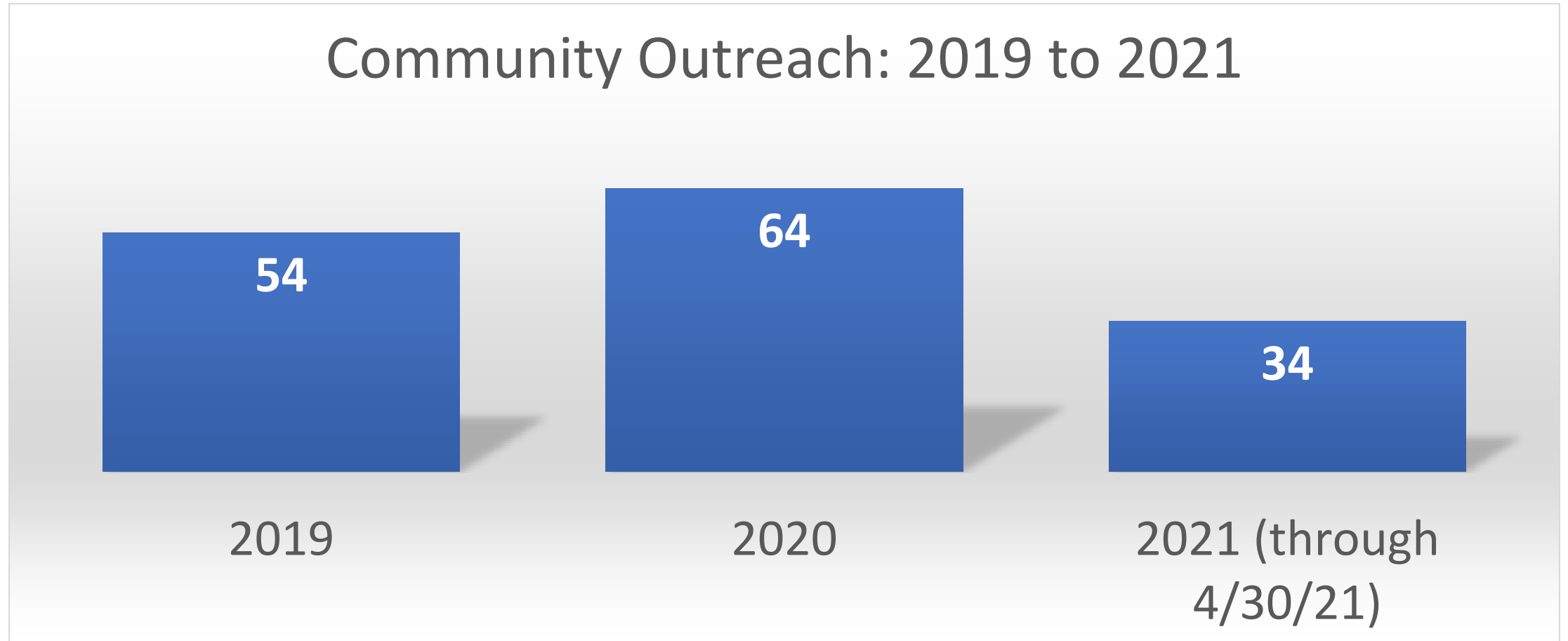
Outreach: People Reached

People: 2019 to 2021

5805

3410

1069

2019

2020

2021 (through 4/30/21)
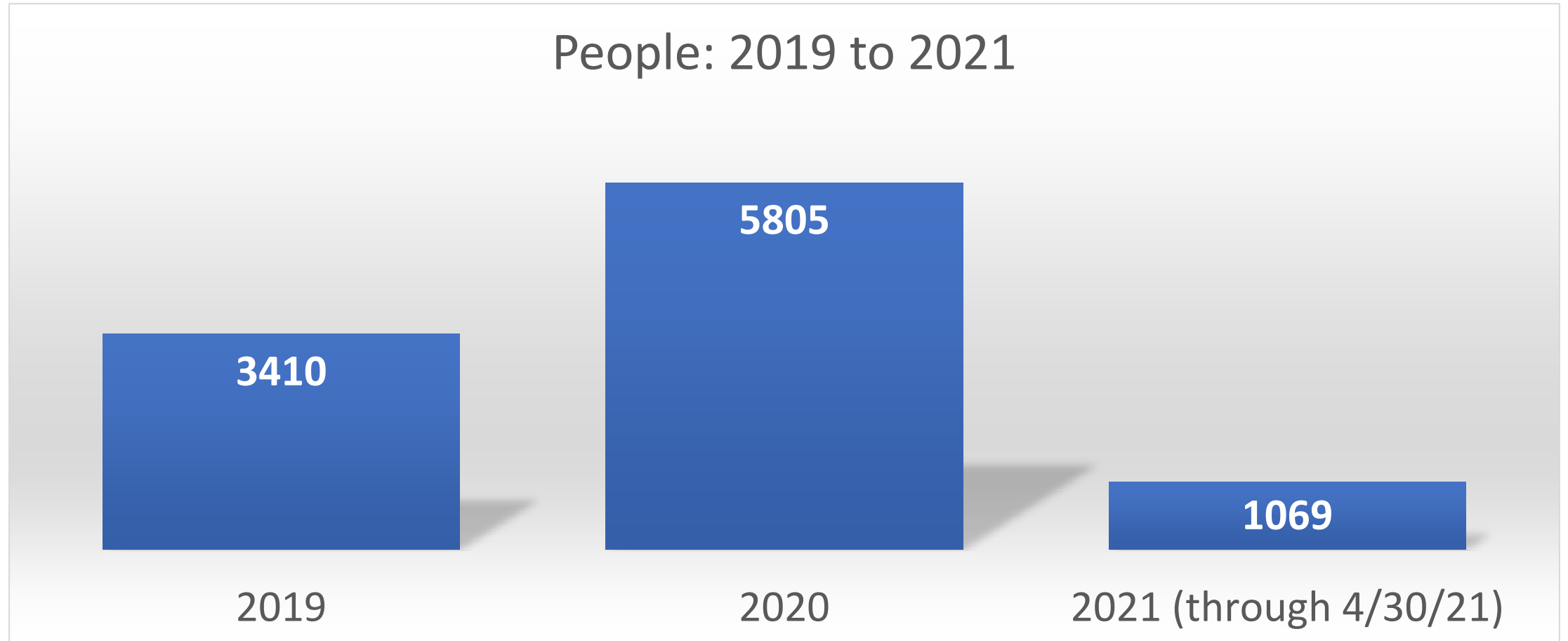
Explorers Program

- 2018-2019: 12 applicants

- 2019-2020: 14 applicants

- 2020-2021: 5 applicants before program canceled due to COVID

- 2021-2022: 16 applicants through May 4, 2021.

** 2021 application period closes July 1, 2021.

Toxicology

The past, the present, the future: why it's critical
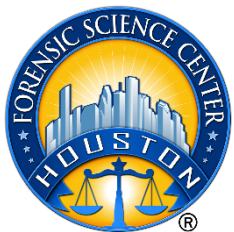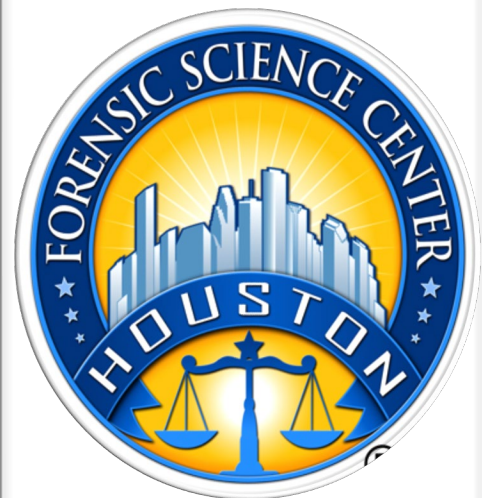
2014

HFSC takes over management of HPD forensics, including toxicology

Toxicology section is using old instruments, technology and operates under Sam Houston State University

2015

Texas Forensic Science Commission releases findings from investigation into toxicology section

Dr. Peter Stout, a toxicologist, appointed HFSC's COO.

HFSC shakes up toxicology management structure, hires Dr. Dayong Lee

Contract with Sam Houston State University ends, HFSC begins rebuilding analysis methods

2016-2017

HFSC changes evidence acceptance requirements in response to TFSC findings

HFSC rebuilds drug analysis methods while outsourcing

New drug methods run on old GC/MS instruments: "boat anchors"

HFSC rebuilding blood alcohol analysis processes

2018-2019

Turnaround time on blood alcohol analysis drops below 30 days

LCQQQ instruments considered but Travis lab lacks power and space

City Council member donates funds for assay robot

Budget increased to expand toxicology by five people to meet growing demand

HFSC completes deal for new facility, builds lab space accounting for toxicology instruments, completes move

2020-2021

Toxicology goes from 0 LC-QQQ to 4

HFSC outsources drug analysis while validating new LCQQQ methods

COVID-19 pandemic forces rotating schedules, slows validation, training

HFSC uses federal COVID-19 grant dollars to outsource drug analysis

New staff fully trained, blood alcohol backlog decreases

Toxicology drug backlog grows as federal funds are exhausted, outsourcing stops

JULY 2021: HFSC asks accrediting body to expand scope

What Tox is Facing

Refusal Rate and Blood Draws
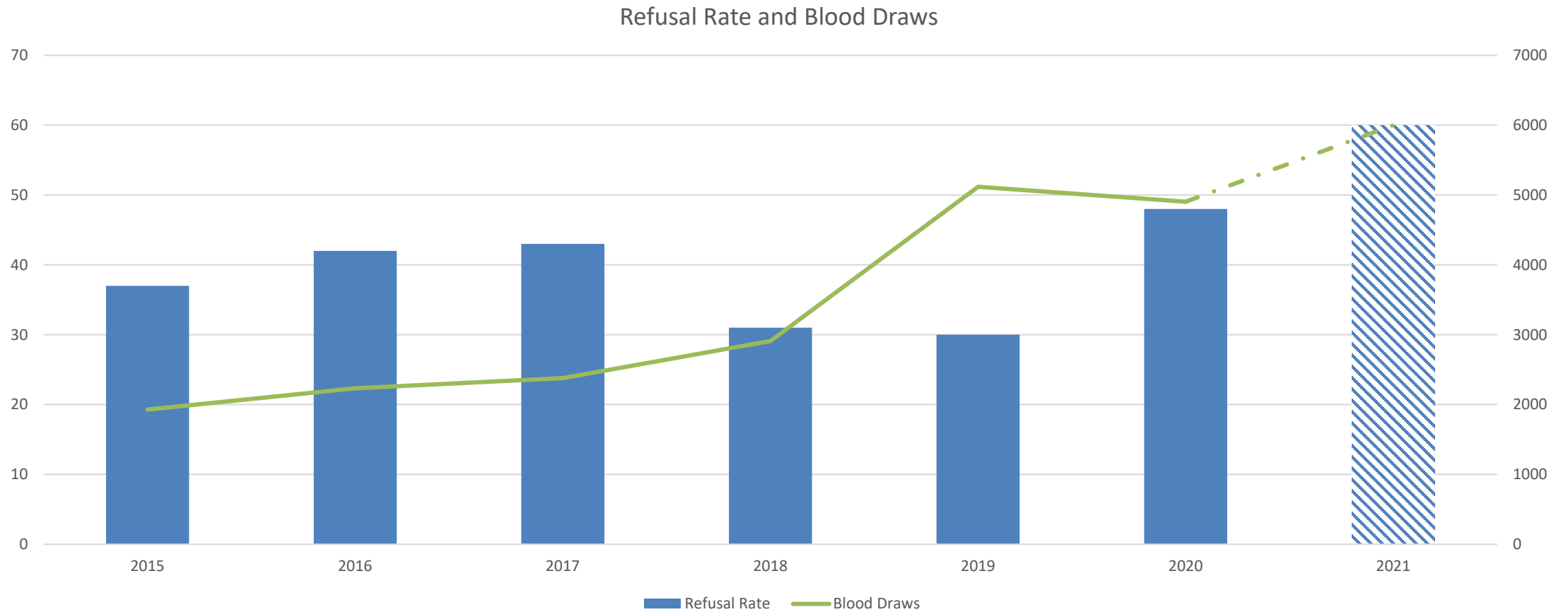
Which leads to ...

- About an 80 percent average increase in monthly requests between 2017 and 2021

- Months when 600 or, most recently, 800 requests, per month

- Expect the trend to continue
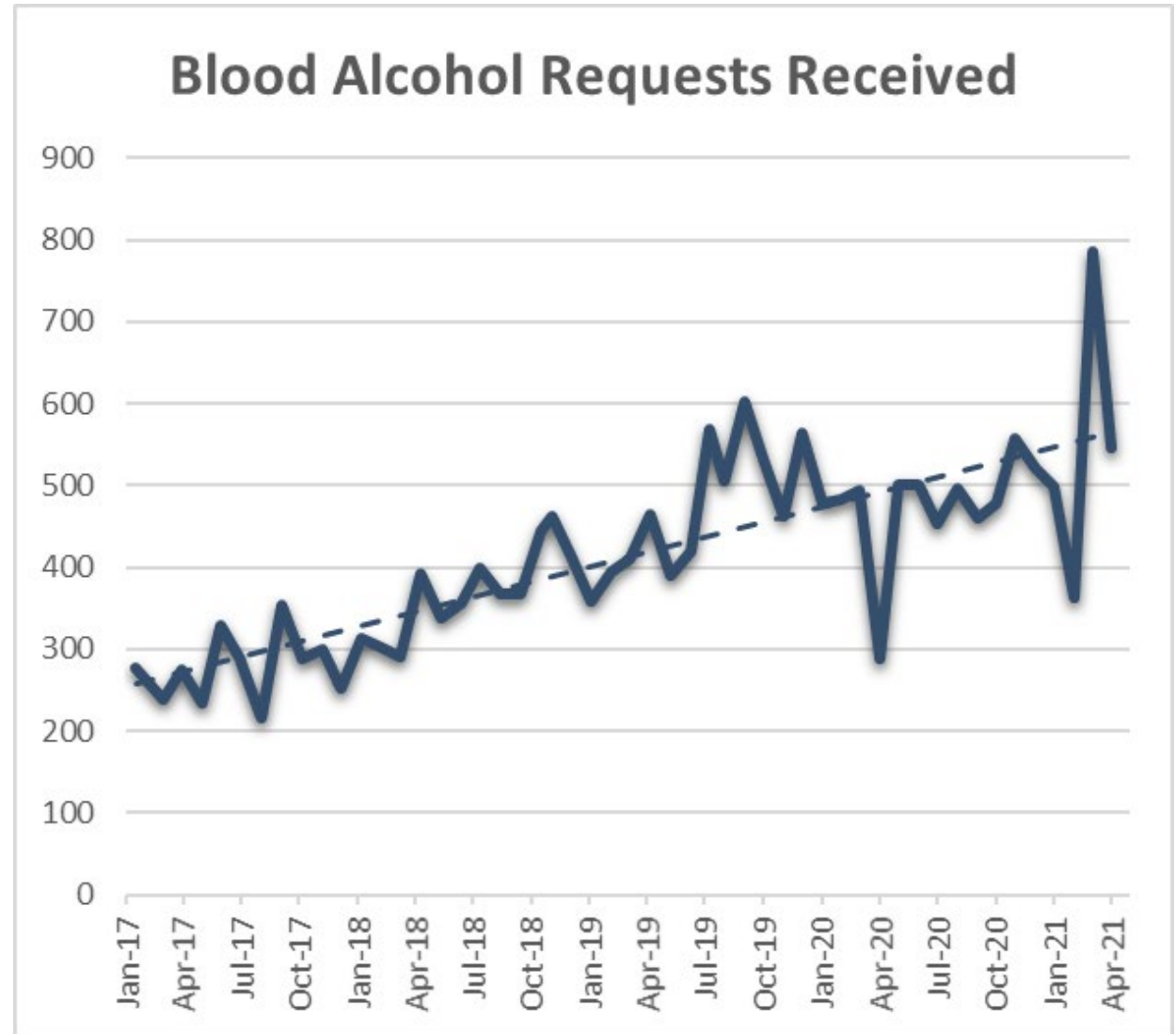
Blood Alcohol Requests Received
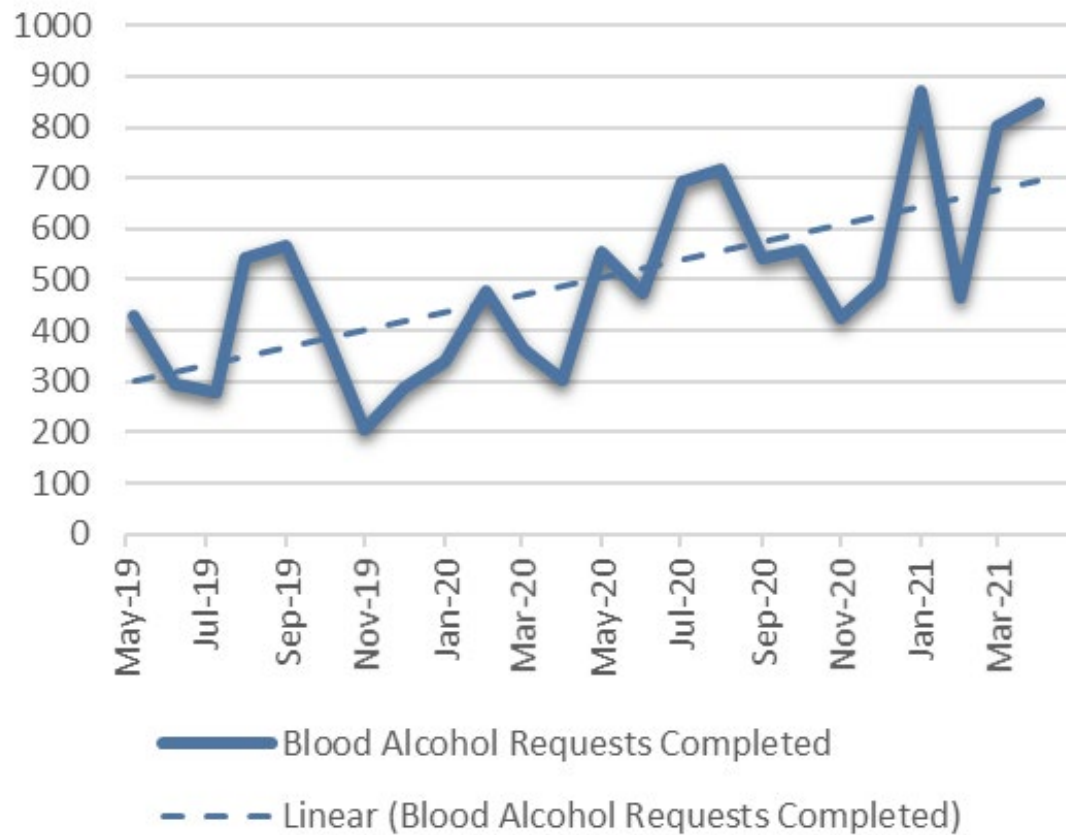
Toxicology is keeping up with blood alcohol requests ...

- The number of cases completed has nearly doubled since May 2019

- This is because the unit is:
  - Fully staffed
  - Fully trained in blood alcohol testing bringing backlog down quickly

- More requests for blood alcohol testing leads to an increase in requests for drug analysis

More blood alcohol requests leads to …

- About 30% of completed blood alcohol tests go on for full toxicology analysis
- HFSC is completing fewer toxicology cases as it has depleted its outsourcing funds and awaits approval to do in-house testing
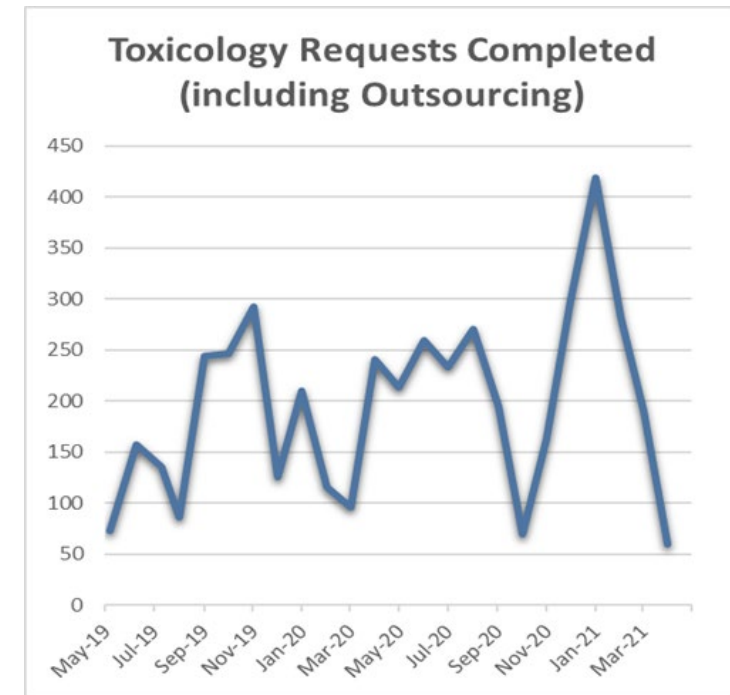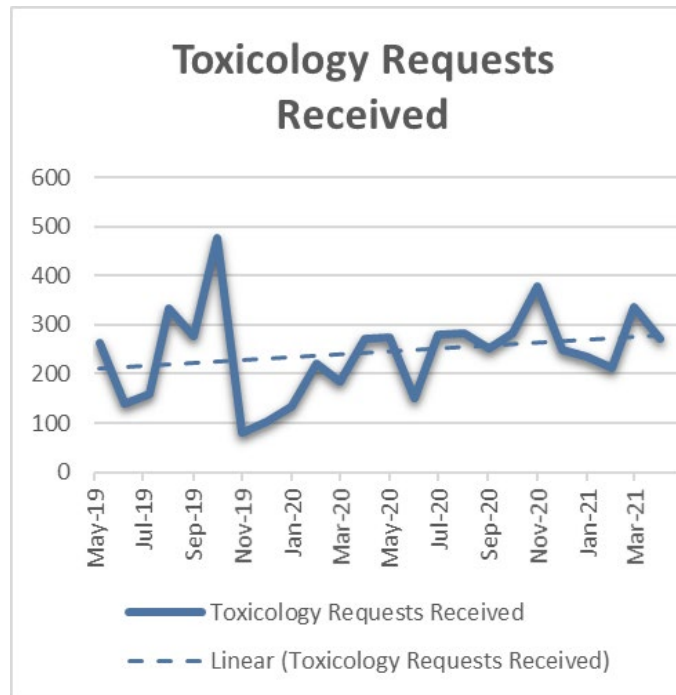
The Future

- HPD continues to increase DWI enforcement.

- HPD currently has 11 officers trained to perform field drug impairment tests.
  - Grant dollars will be used to train about 500 more to do field sobriety testing at different levels

- Shift from breathalyzer testing to blood draws continues:
  - Leads to increase in requests for drug analysis
  - More complex testing
  - More time-consuming analysis
  - Longer training arc

- HFSC will have to decide how to best address the increase and what mix of people and instruments best serves stakeholder needs

BUT WITH REQUESTS INCREASING HOW LONG WILL IT BE BEFORE THE SECTION CAN NO LONGER KEEP UP?

Crime Scene Unit

April Statistics: 2018 to 2021
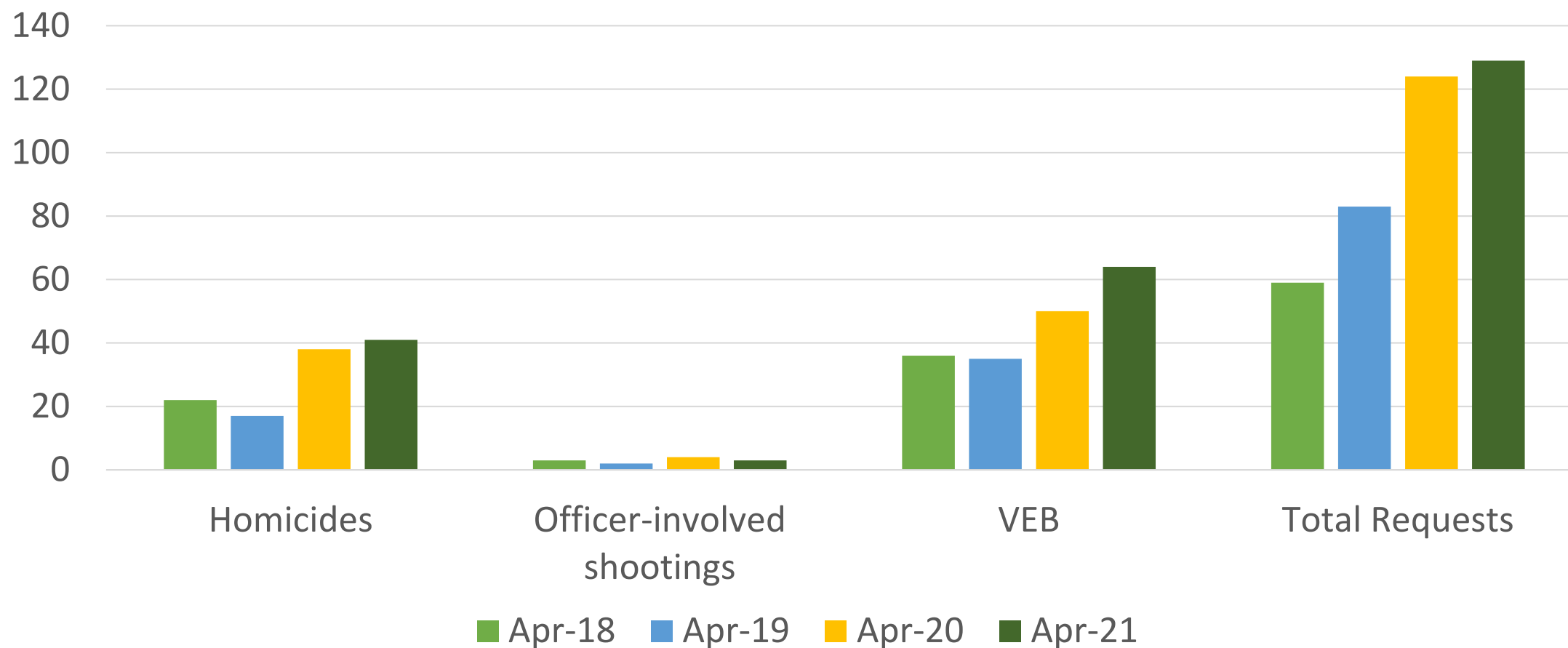
HOMICIDE COMPARISONS FOR MAJOR CITIES

City Population	Total Number of Homicides for 2020	Number of Homicides from 1 Jan 2020		Number of Homicides from 1 Jan 2021		Homicide Per Capita	
New York City 8,175,133	462	113	3-May-20	134	3-May-21 18.58%	1.64	Based on 2010 Census Per 100,000
Los Angeles 3,792,621	350	93	3-May-20	117	3-May-21 25.81%	3.08	Based on 2010 Census Per 100,000
Chicago 2,693,976	770	161	3-May-20	196	3-May-21 21.74%	7.28	Based on 2010 Census Per 100,000
Houston 2,320,268	406	113	3-May-20	143	3-May-21 26.55%	6.16	Based on 2010 Census Per 100,000
Philadelphia 1,584,064	499	127	3-May-20	176	3-May-21 38.58%	11.11	Based on 2010 Census Per 100,000
Dallas 1,343,573	261	53	3-May-20	69	3-May-21 30.19%	5.14	Based on 2010 Census Per 100,000
Memphis 651,073	288	65	3-May-20	78	3-May-21 20.00%	11.98	Based on 2010 Census Per 100,000
Baltimore 593,490	335	91	3-May-20	107	3-May-21 17.58%	18.03	Based on 2010 Census Per 100,000
Milwaukee 590,157	190	51	3-May-20	49	3-May-21 -3.92%	8.30	Based on 2010 Census Per 100,000
St Louis 300,576	262	49	3-May-20	68	3-May-21 38.78%	22.62	Based on 2010 Census Per 100,000
Pittsburgh 300,286	50	12	3-May-20	24	3-May-21 100.00%	7.99	Based on 2010 Census Per 100,000
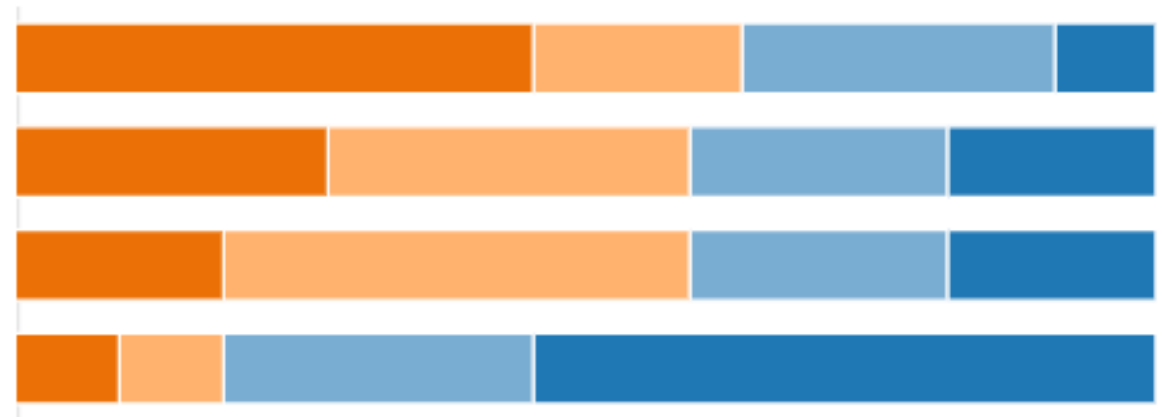
Video Messages for CSU

- A video message will be sent to the unit on the second and fourth Tuesday of every month.

- They will be accessible to the CSIs at their convenience.

- All messages will be archived.
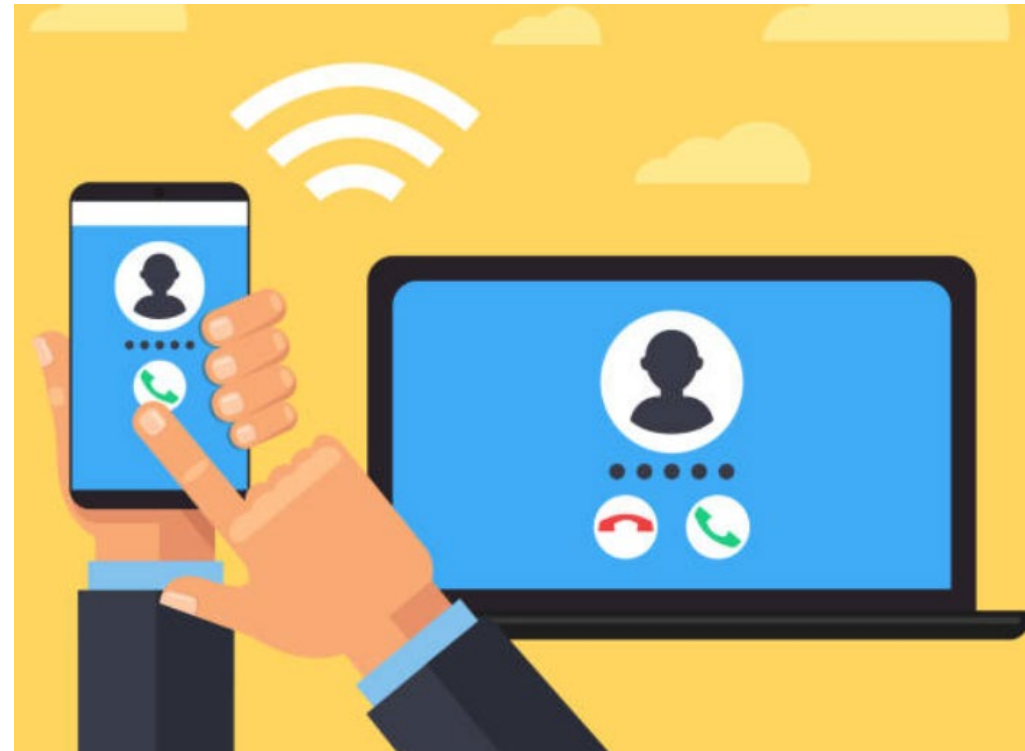
Additional forms of unit communication

All–staff meetings

- Once per quarter
- Allows entire group to gather for open conversation
- CSIs will present on various topics (new skills they have used in the field, unusual cases, etc.)

Email

- Sent as needed to update on changes or reminders
- Archived as needed for later reference
- Example: footwear in the office

Scavenger Hunt

- Introducing: Slick Scotty

- He will be hidden in various areas throughout the office and basement space.

- The first CSI to find 15 'Slick Scotty's will receive a $15 gift card to a store or restaurant of their choice.

Operations Report

May 14, 2021

April 2021 Company Overview

% of Requests in Backlog

Jan 2021	Feb 2021	Mar 2021	Apr 2021
21.90%	22.90%	20.60%	21.90%

HFSC Request Turnaround Time

HFSC TATR (Past 30 Days)	83
HFSC TATR (Past 90 Days)	96

CODIS	10	DNA	238

Section	Value
CODIS	
DME	
Firearms Reprint (Testin…	
IBHT Reprint (Testing)	
Latent Comparison	
DFL	116
CSU Response	107
Blood Alcohol	54
Firearms Examination	45
AV Examination	20
AV Call Out	5
CSCM Tox Accession	2
Digital Call Out	1
CSCM Tox Rejection	1
Latent Print Cleared Ca…	
Latent Processing	96
Toxicology	52
Seized Drugs Examinati…	53
NIBIN Only	2

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

HFSC Request Backlog

HFSC Backlog	7472

DNA	784
Outsource…	501
Outsource…	32

Section	Value
Latent Com…	
Toxicology	1128
CSU Respon…	584
Seized Drug…	556
Latent Proce…	472
Blood Alcohol	360
DFL	199
DNA	191
Firearms Exa…	54
DNA-S	26
Reprint Rep…	26
Toxicology …	23
CODIS	17

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

Highlight

- Update on toxicology and DNA backlog

Toxicology Backlog Progress

- On target to eliminate blood alcohol backlog by June 30, 2021
- As anticipated, drug testing backlog is increasing blood alcohol backlog decreases
- Three-year plan now shifts to cross-training to ensure needed capacity for drug testing

Toxicology Backlog

27
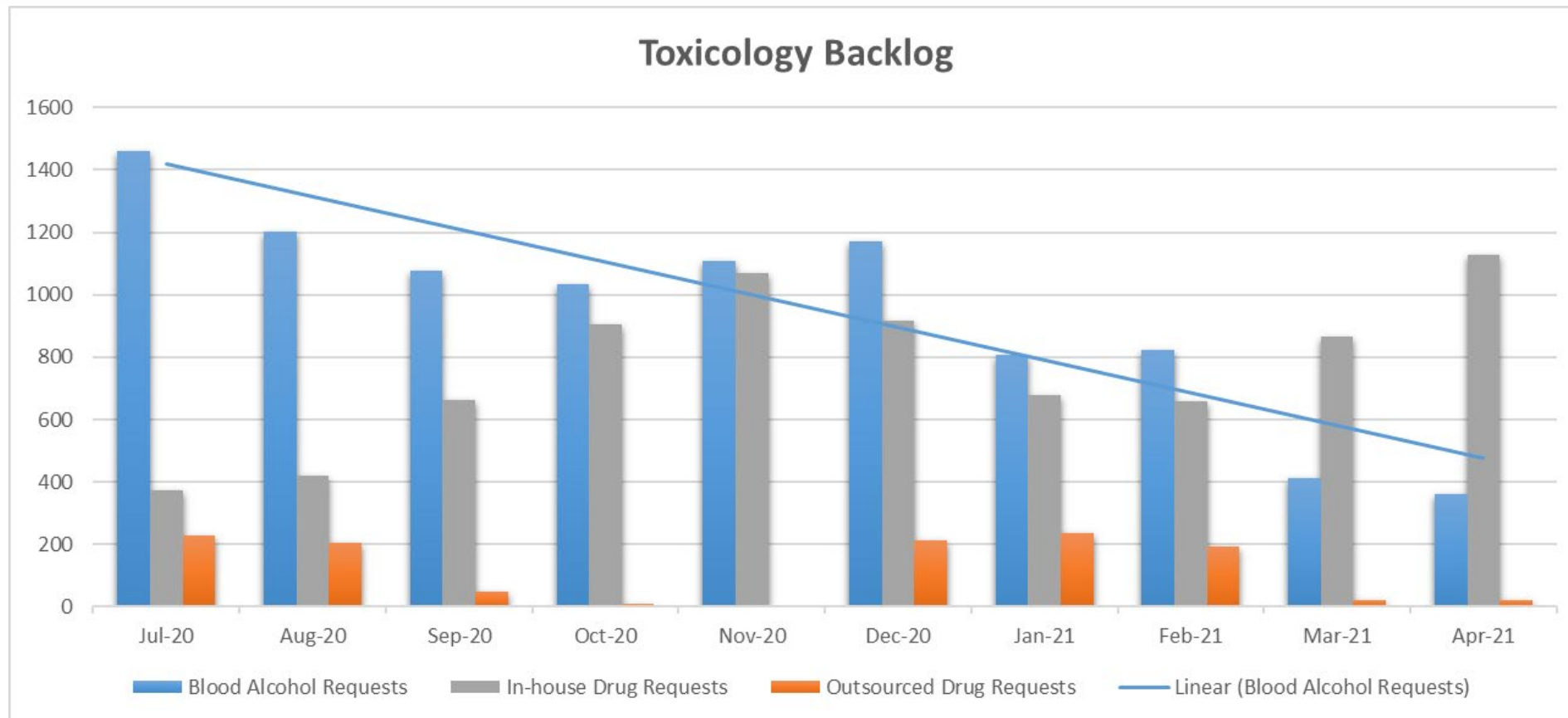
DNA Backlog Progress
Total Backlog: 1,332

- April: first month the in-house backlog target was not met.
  - Target: 765   Actual: 784
- Target for backlog clearance extended from December 2021 to February 2022
  - Larger number of requests received vs original estimate
  - Original timeline did not factor in technical review training of new analysts

In-House DNA Backlog (Actual vs Projected)

Legend: In-house Backlog; Projected In-house Backlog
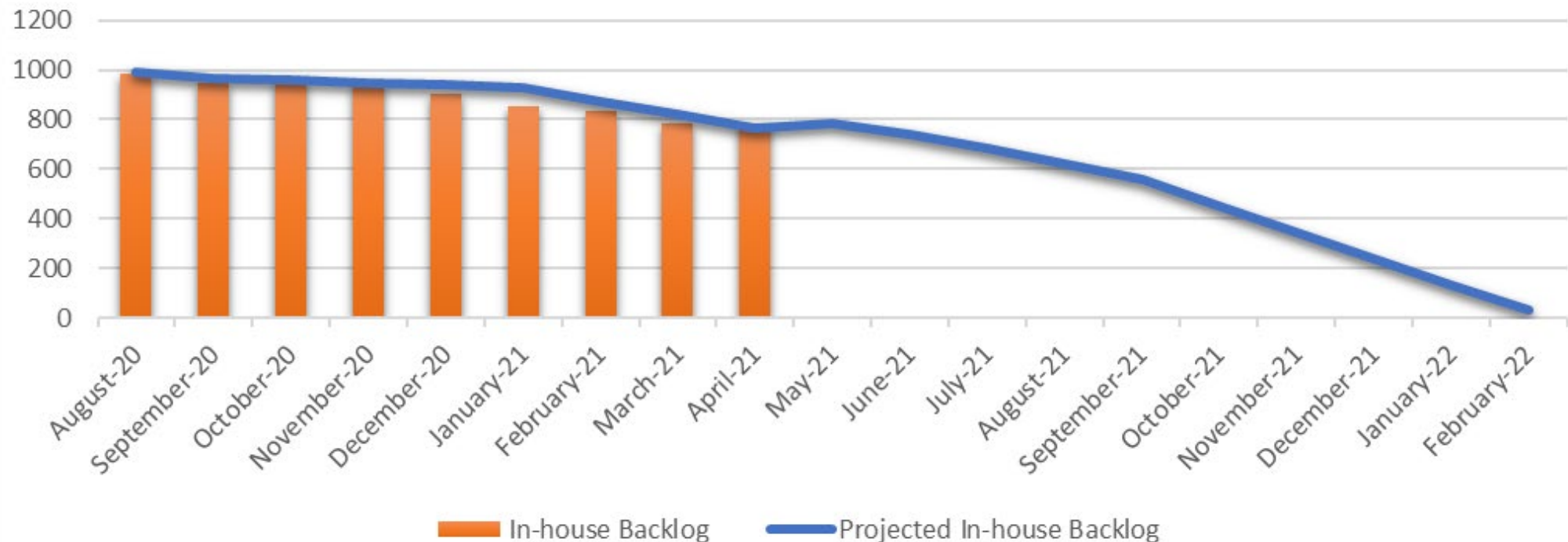
DNA Requests Received and Completed

- In March 2021 requests received was double the projection

DNA Requests Received (Actual vs Projected)

Legend:
- ▮ Actual # of Requests Received (outsourced requests excluded)
- ▬ Projected # of Requests Received (outsourced requests excluded)
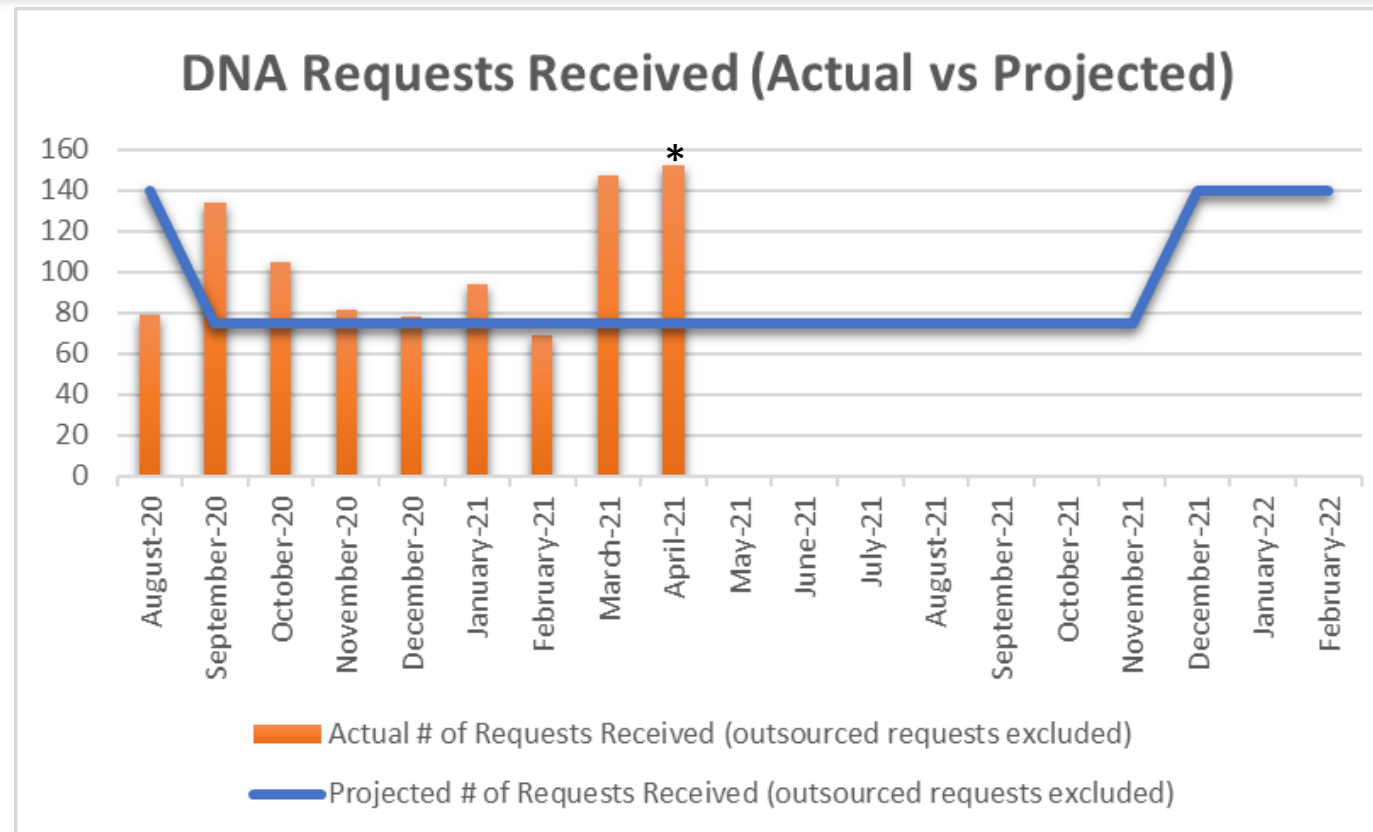
*40 of the requests received in April were mock training requests

Sexual Assault Kit Backlog: 587

- April 30: 54 backlogged SAKs in-house
- Federally funded outsourcing will continue so HFSC can eliminate the SAK and non-SAK DNA backlogs

SAK Backlog

Legend: In-house, Outsourced SAKs, Outsource Reviews, Total Backlogged SAKs

30
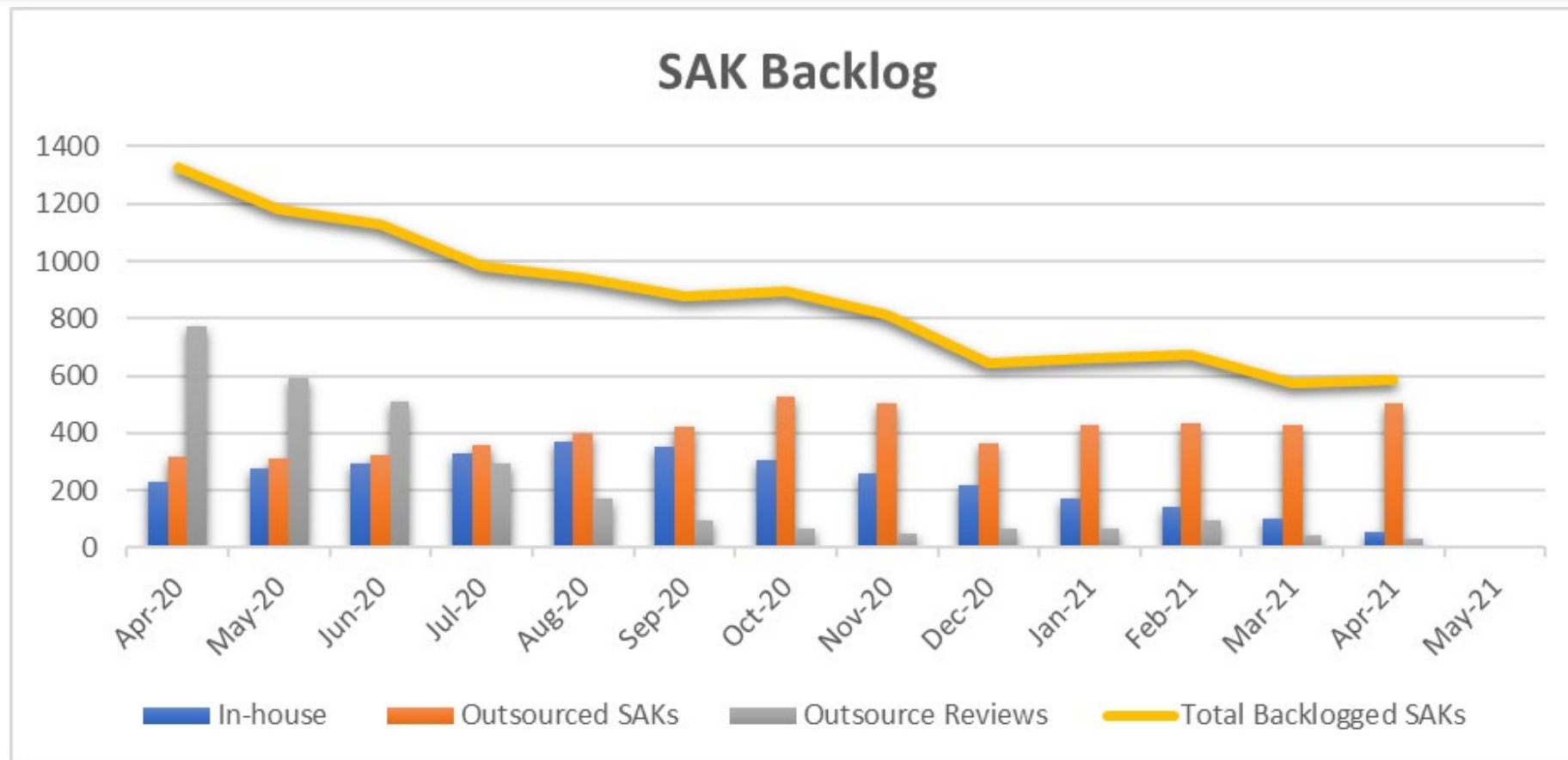
HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Director

May 14, 2021 at 9:00 a.m.

Agenda Action Item No.:	**8a**. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, not to exceed the total allotted outsourcing budget of $801,438.00.
Subject:	Consider approval of a contract with Signature Science, LLC to provide DNA services for HFSC forensic biology cases.
Background:	HFSC was awarded the FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC's current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog of sexual assault kits, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.
Executive Summary:	In March 2021, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services to be funded by FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant. After consideration of the stated selection criteria, Signature Science was selected as the successful respondent. The proposed contract anticipates the total project budget for Signature Science LLC's services will not exceed the total grant budget for outsourcing, $801,438.00. HFSC will be responsible for ensuring the total expenditure for services obtained from the vendor does not exceed the total grant budget. During the April 9, 2021 regular meeting of the Board, the Board reached a consensus, regarding utilizing existing Corporate procurement policies to approve budget adjustments for grant funded projects. Board Resolution 2015-001 authorizes the Board Chair and specified corporate officers to approve HFSC expenditures over $200,000. Pursuant to this authority and after the Board's initial approval of a grant funded contract, the Board Chair may approve budget adjustments and execute related contract amendments, along with the appropriate corporate officer. Staff anticipates that during the term of the proposed contract with Signature Science, LLC, the Board Chair may be required to utilize the above-described approval mechanism.
Fiscal Impact:	No anticipated additional fiscal impact to HFSC.
Staff Recommendation:	Staff recommends approval
By:	Dr. Amy Castillo, Vice President and COO Legal review and approved as to form by General Counsel

Toxicology Scope Expansion

A quality perspective...

Jackeline Moral, Quality Specialist

May 14, 2021

Preparing for Scope Expansion
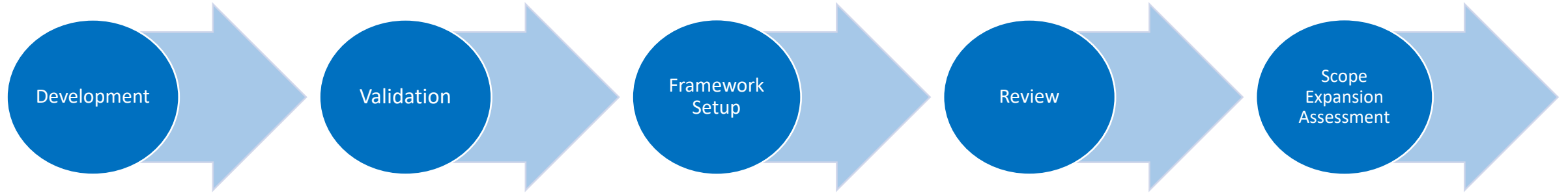
Development Phase

- Method Development
  - Forensic laboratories
  - Vendors
  - Published methods
- Validation Plan
  - Sample preparation
  - Instrument parameters
  - Worksheets
- Personnel
  - Educational background & training
  - Authorization for validations
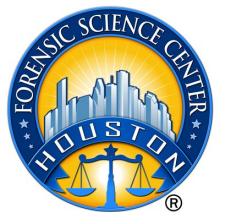
Validation Phase

- Accuracy
- Precision
- Specificity
- Stability
- Recovery
- Sensitivity
- Limit of detection
- Limit of quantification
- Carryover
- Linearity

-Prep, Analyze, Review, Repeat-

Framework Phase

- Standard Operating Procedure (SOP)
- Training program
- Worksheets
- Competency test
- Conformance to accreditation requirements
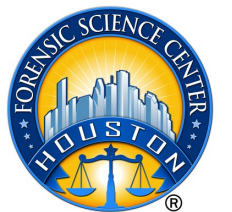
Quality Review Phase

- Validations
- Standard Operating Procedure (SOP)
- Training guide
- Worksheets
- Competency test
- Authorization memos
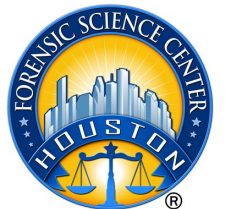
Toxicology Scope Expansion

Assessment Clauses

Total of 85* clauses will be review in this coupled assessment
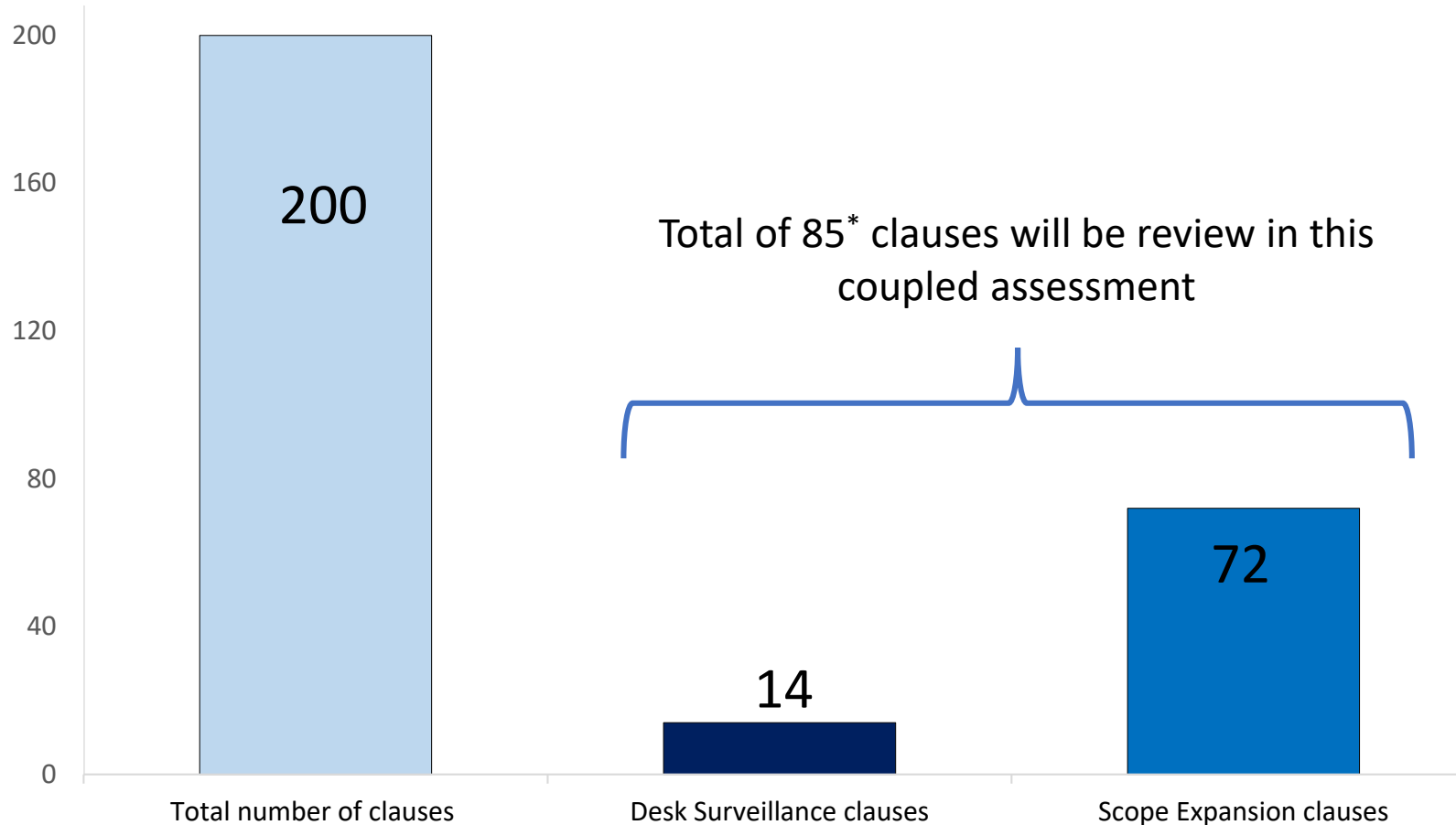
* One clause overlaps in both activities.

Detailed Data

Quality Division Report
May 14, 2021
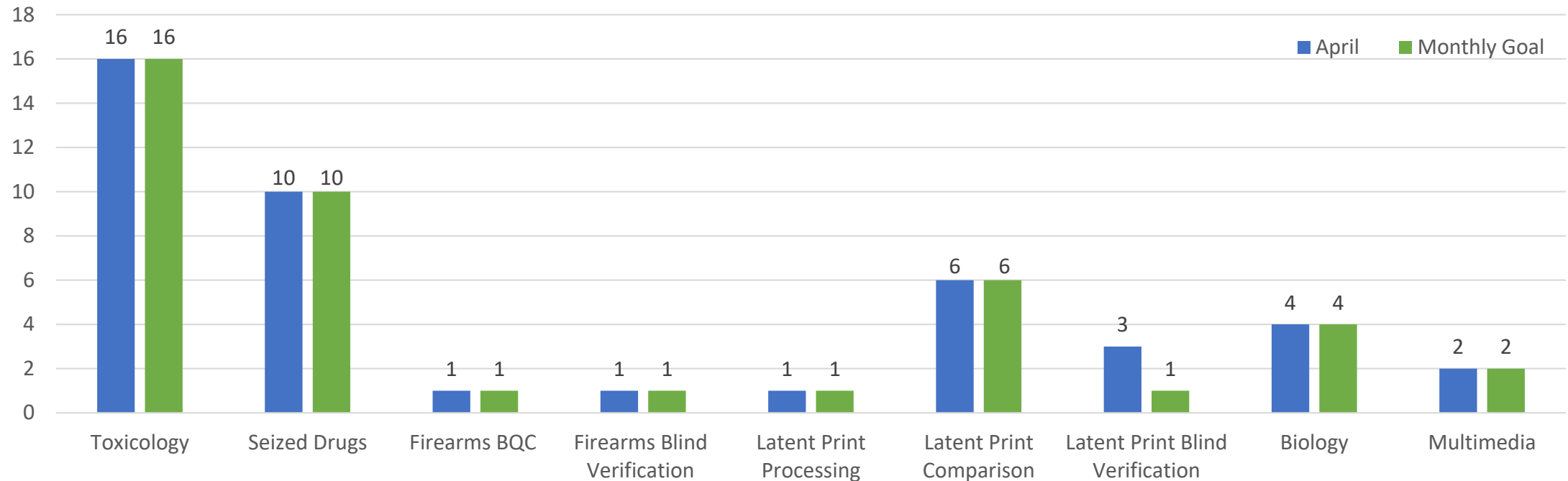
Blind Quality: Accomplishments and Challenges

Forensic Discipline	Cases Completed in April
Toxicology – BAC	25
Seized Drugs	26
Biology	2 (DNA) 3 (screening)
Firearms Blind Verification	0
Firearms	0
Latent Print Processing	1
Latent Print Comparison	9
Latent Print Blind Verification	1
Multimedia	2

2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	0	
Toxicology		14	0	
Firearms		1	0	
Crime Scene		3	0	
Latent Prints		9	0	
Multimedia	Audio/Video	0	0	
	Digital	0	0	
Forensic Biology		21	0	

2021 Testimony Data

- 2021: 8 analysts have testified this year
  - 7 were monitored
  - 1 not monitored; will need to be monitored in next testimony or transcript will be reviewed

- Transcript review project
  - Three transcripts received in April

Quality Division Notifications
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-019	Biology/DNA	Incident	4/7/2021	A differential extraction of the right breast swabs of a sexual assault kit were consistent with the DNA profile of a vendor service engineer. Neither the analyst's or technical reviewer's required searches of the elimination database identified the evidentiary DNA profile as being consistent with the engineer's known reference sample.
2021-021	Biology/DNA	Incident	4/8/2021	The dilutions for three proficiency test samples were not prepared prior to amplification and the resulting data did not meet quality assurance standards for interpretation. The samples were reamplified using the appropriate dilution factors and the resulting data was used for interpretation and reporting.
2021-022	Biology/DNA	Incident	4/13/2021	An instrument error occurred during a differential extraction procedure. The technical leader was immediately contacted, and the procedure was completed. However, the quantification results indicate that the samples may have been affected by the instrument issue and all affected samples will be reprocessed.
2021-023	Biology/DNA	Incident	4/20/2021	An instrument malfunction during the extraction procedure caused all of the contact samples within the extraction set to be potentially contaminated. The affected samples will be reprocessed.
2021-025	Crime Scene	Incident	4/29/2021	A Crime Scene Unit report was issued with the incorrect scene diagram. Upon discovery, the report was amended to include the appropriate scene diagram.
2021-IA-01	Firearms	Corrective Action	4/19/2021	The trigger pull uncertainty of measurement values for rifles and shotguns were switched on the Firearms trigger pull worksheet and on subsequent reports where shotgun and rifle trigger pull values were reported.
2021-IA-02	Firearms	Corrective Action	4/19/2021	Records for the automatic performance checks run prior to November 2020 are not available for one of the IBIS Brasstrax units in use at HFSC.

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

Quality Division Notifications
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-020	Latent Print Section	Corrective Action	3/26/2021	A verifier discovered an exclusion that was not supported by the examination documentation. An individual was excluded as being the source of evidentiary palm prints; however, this individual did not have palm prints on record, and therefore this comparison was not actually conducted. This issue has been corrected, however the final report is still pending completion.
2021-027	Latent Print Section	Incident	4/14/2021	Two Latent Print cases need to be amended to incorporate the related individual's associated state and federal unique identifiers. Although administrative in nature, the Quality Division is tracking this as an incident in order to document the audit that was completed. This audit confirmed that these two cases were an isolated occurrence and no other cases were identified.
2021-PAR6	Multimedia	Preventive Action	4/9/2021	A USB duplicator/eraser was purchased for the Multimedia section to allow them to wipe multiple USBs at once. This process will be more efficient and prevent analysts from formatting USBs as they are performing casework.
2021-024	Seized Drugs	Corrective Action	4/19/2021	The required monthly check was not performed on a Seized Drugs balance during the month of January 2021. This was discovered during preparation for the section's internal audit.
2021-PAR5	Toxicology	Preventive Action	4/14/2021	The Toxicology section occasionally receives cases that vary from the standard submitted cases (e.g. different collection kits, consumption orders, cancelation of analysis requests). Although infrequent, the factors surrounding these cases need to be evaluated on a case by case basis. To ensure consistency and to not rely on memory, an internal document was created describing the factors and actions taken to address these infrequent cases. This information will aid in decision making for future non-standard cases.

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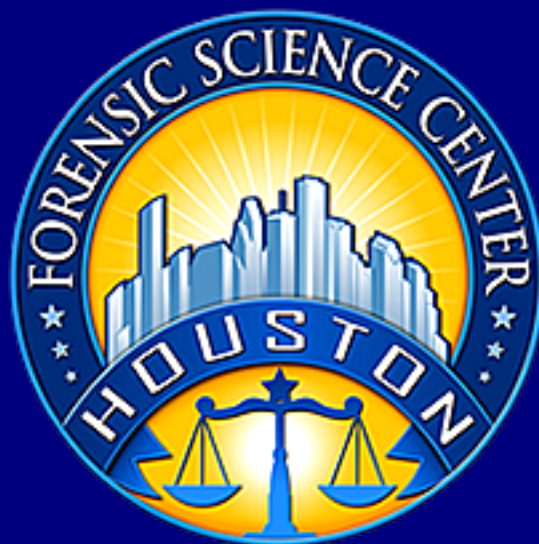
SEIZED DRUGS SECTION UPDATE

Board of Directors Meeting – May 14, 2021

Topics

- ☐ Section Overview

- ☐ Drug Trends

- ☐ Analytical Challenges

- ☐ Metrics

- ☐ Path Forward

Section Overview

□ Analyze evidence for the presence of controlled substances and other drugs using a variety of chemical and instrumental methods and determine the weight of substances as appropriate.

□ Section includes 17 staff members:

- 1 manager

- 2 supervisors

- 13 analysts

- 1 evidence technician

Seized Drugs Staff

Manager
James T. Miller

Supervisor
Rosa Rodriguez

Supervisor
Ahtavea Barker

Evidence Technician
Sheryl Moore

Forensic Analysts

Alaina Anderson

Angelica Noyola

Christian Rios

Cloressa Guidry

David Huang

Derek Sanders

Jazmyne Burren

Mariah Carson

Mariam Kane

Michael Salazar

Mona Colca

Patrick Tynan

Stephanie Galioto

☐ Seized Drugs – Bulk drugs before use

☐ Toxicology – Body fluids after use

Types of Evidence

TOP 10 DRUGS IDENTIFIED
from Jan 2020 - Dec 2020 (10,681 Identifications)

- METH - 4473
- COCAINE - 2077
- MARI/CANNABIS - 632
- PCP - 404
- HEROIN/OPIUM - 318
- ALPRAZOLAM - 233
- EUTYLONE - 220
- DELTA-9-THC - 191
- FENTANYLS - 181
- HYDROCODONE - 110
- OTHERS: 1842

Approximately 108 different substances identified with Meth and Cocaine = 61%

Top 10 Drugs = 83%
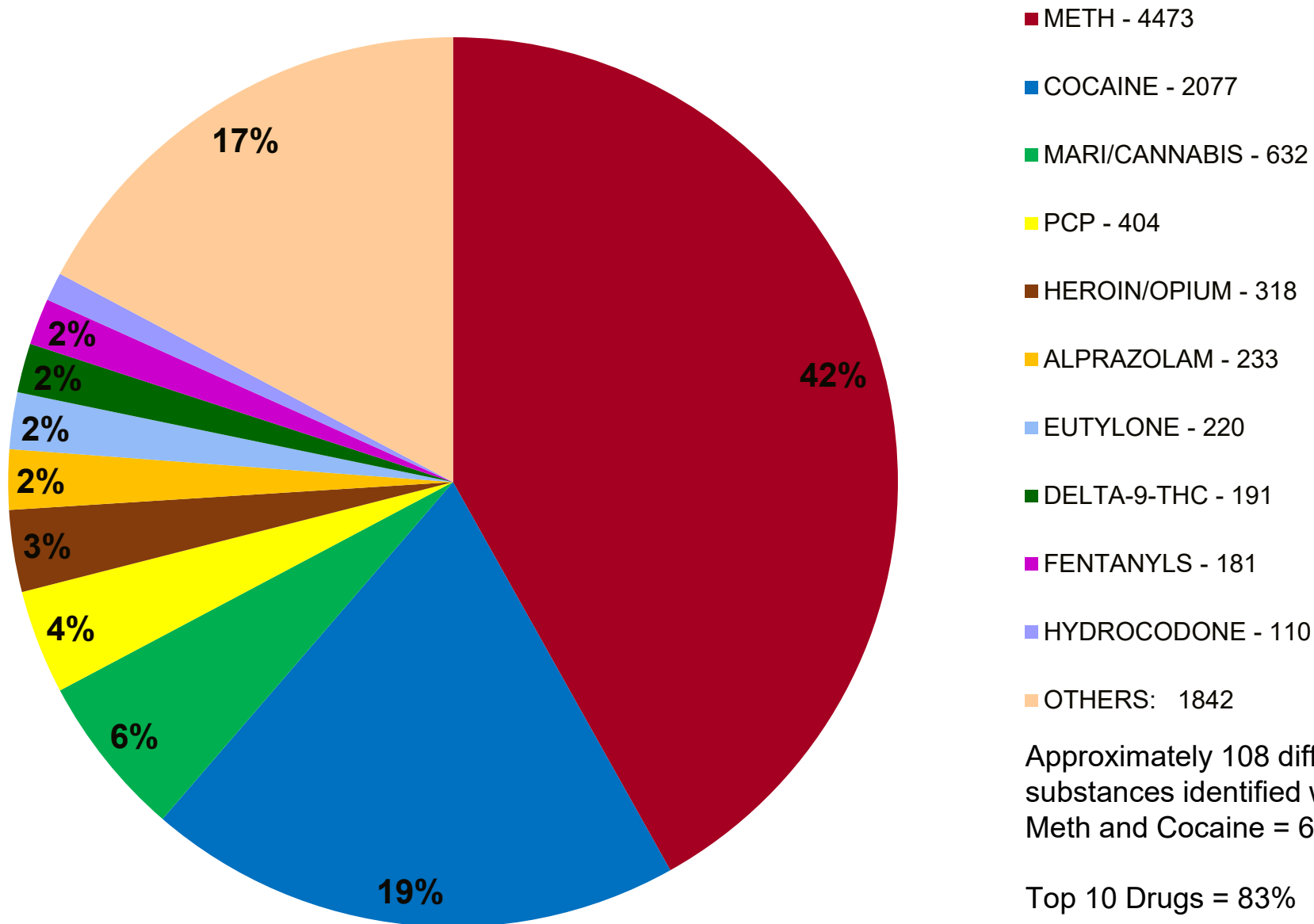
Change in Frequency of Identification

■ Meth ■ Cocaine ■ Mari/Cannabis ■ Other

2018
- Meth: 23%
- Cocaine: 27%
- Mari/Cannabis: 18%
- Other: 32%

2019
- Meth: 31%
- Cocaine: 24%
- Mari/Cannabis: 11%
- Other: 34%

2020
- Meth: 42%
- Cocaine: 19%
- Mari/Cannabis: 6%
- Other: 33%
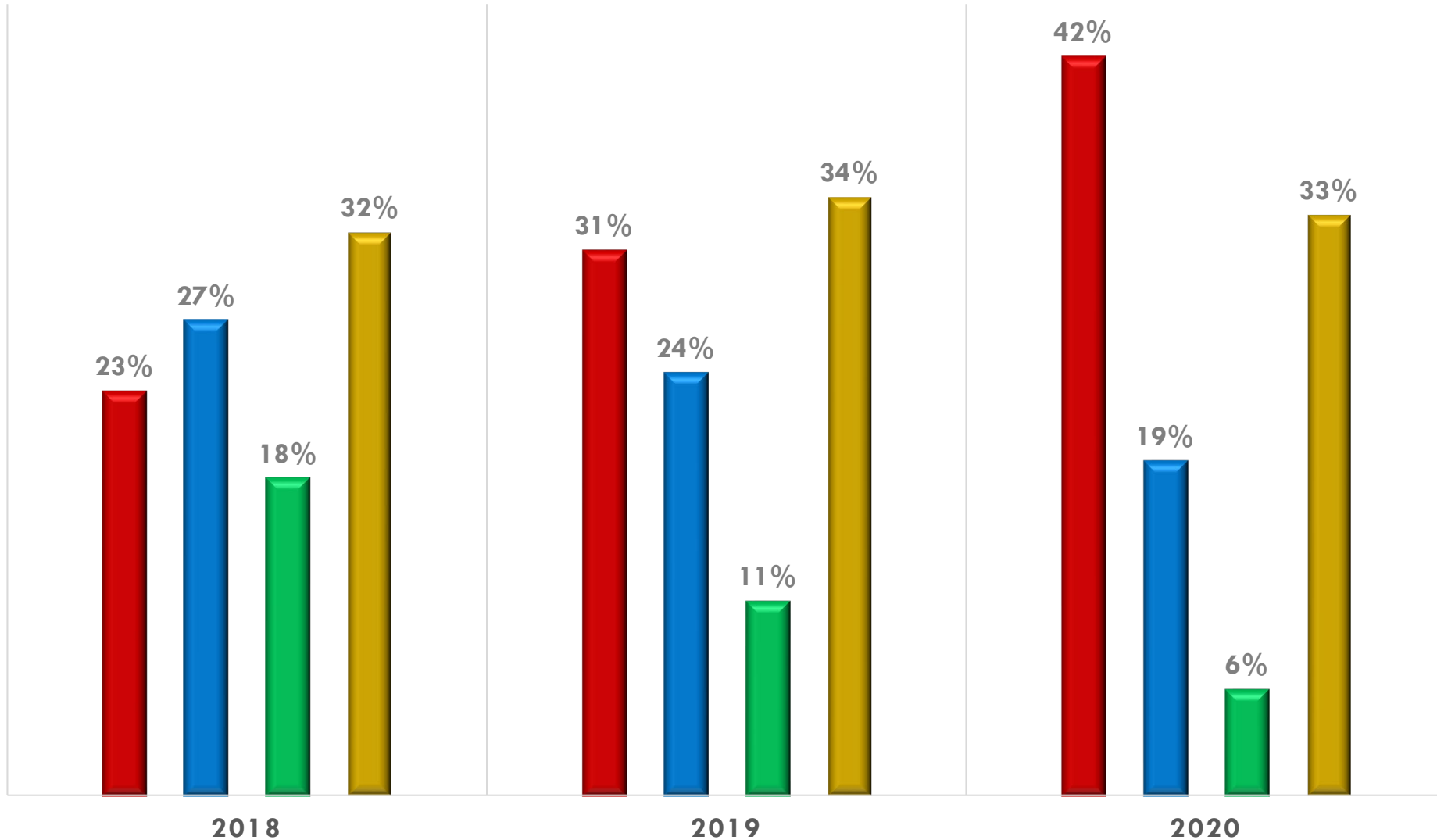
Fentanyl and Related Opioid Cases

1	13	24	64	55	104	25
2015	2016	2017	2018	2019	2020	2021 to date
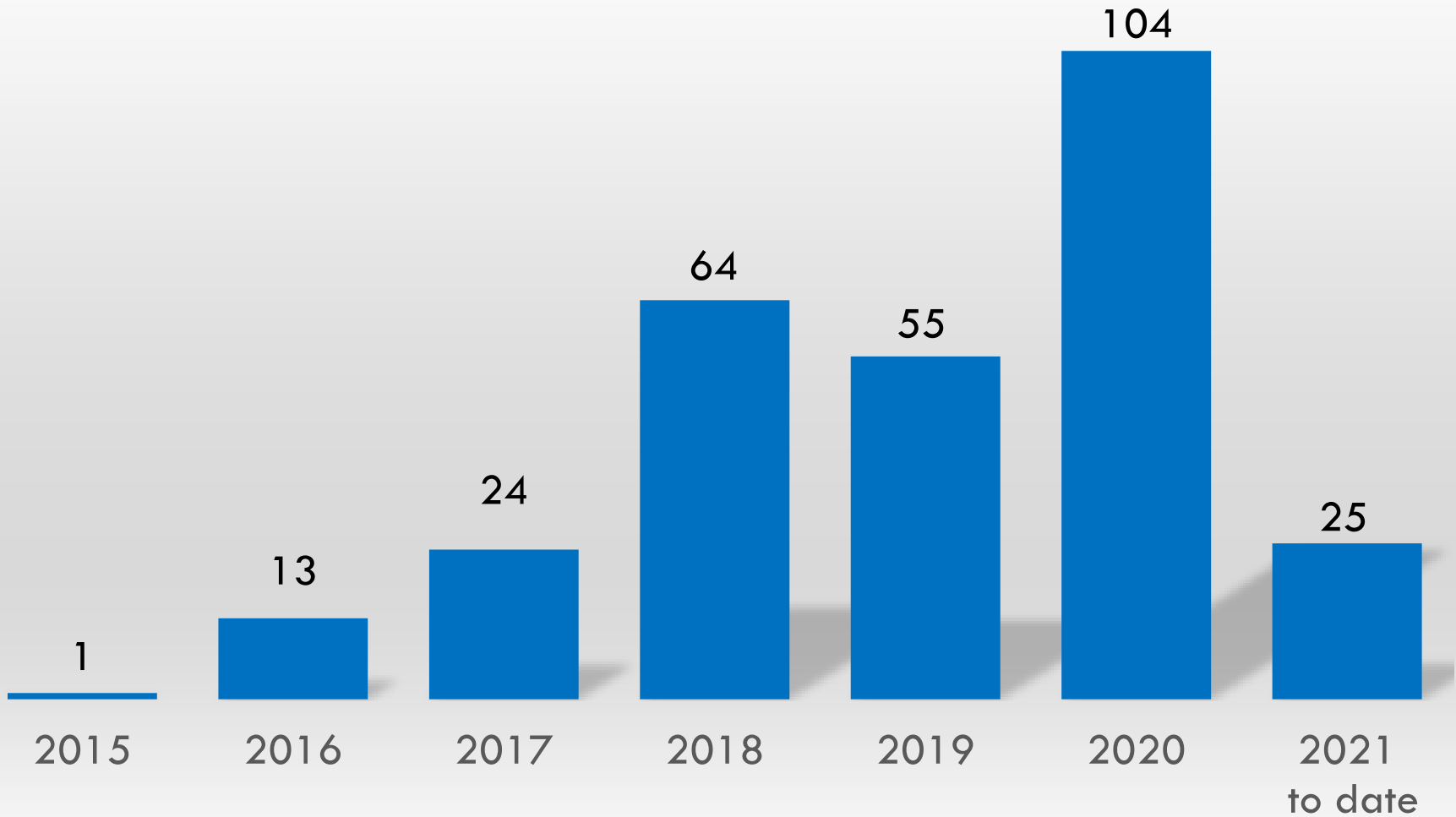
Analytical Challenges

- New Substances
  - Difficult to identify and requires reference standard
  - Control status
- Fentanyl and Other Opioids
  - Safety, mixtures, low dosage, new variations
- Counterfeit Pharmaceuticals
  - Mixtures, low dosage, new variations
- Variability in Exhibits
  - Requires additional testing
- Marihuana Analysis
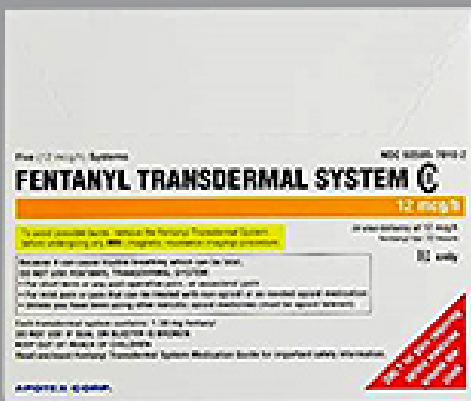
FENTANYL PATCH
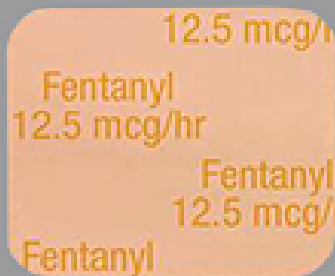
FENTANYL KILO (500,000+ doses)
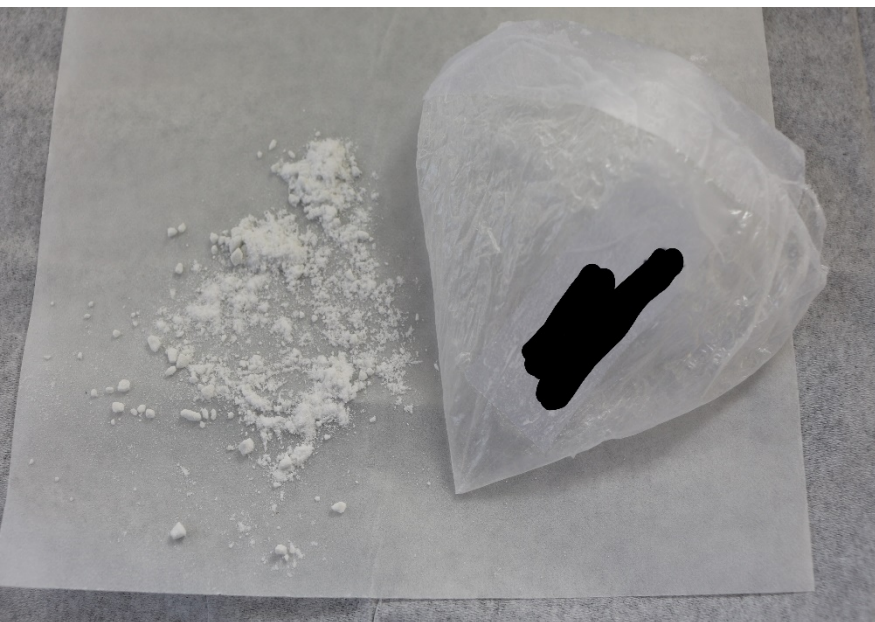
FENTANYL POWDER
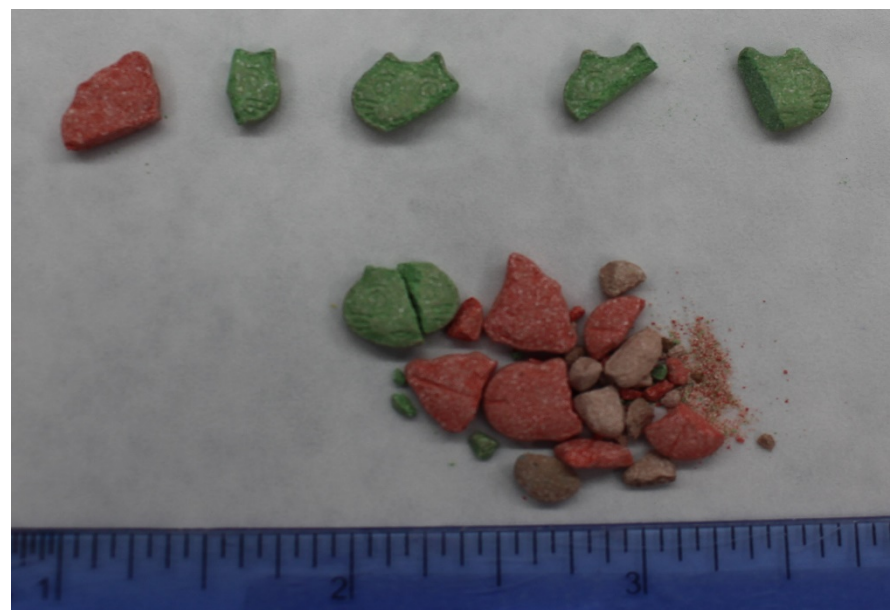
XTC (meth and fentanyl)

FAKE ALPRAZOLAM (etizolam)
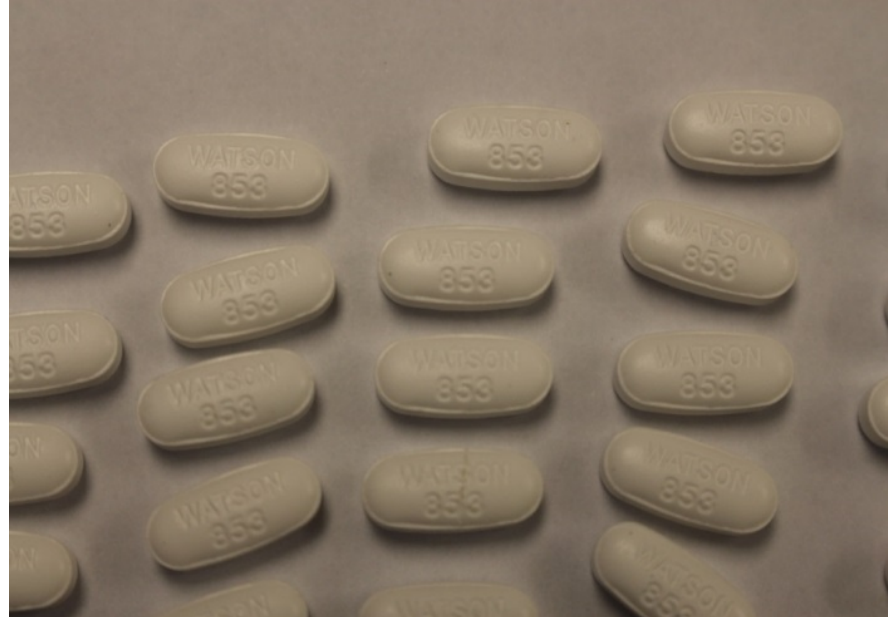
FAKE HYDROCODONE (fentanyl)

FAKE OXYCODONE (fentanyl)
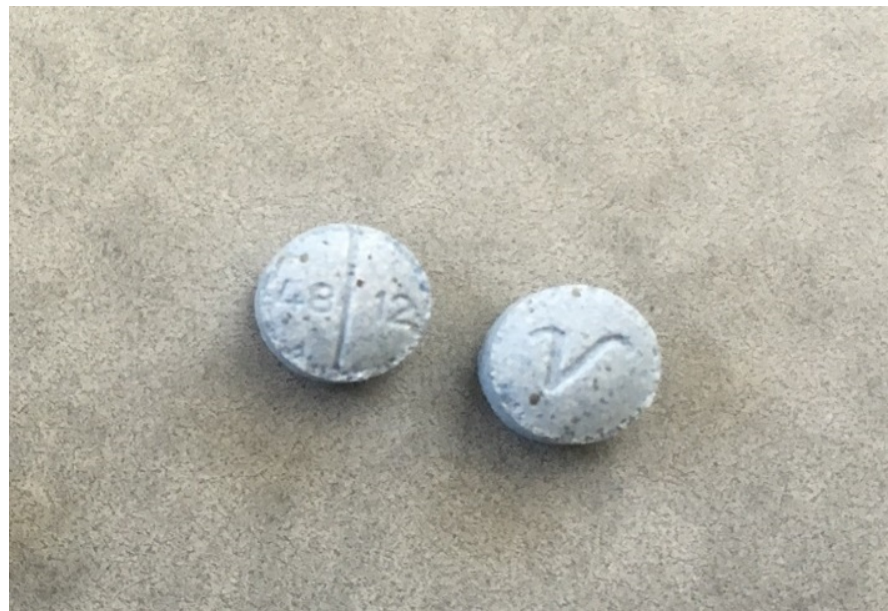
FAKE OXYCODONE (heroin/fentanyl)

Variety is the spice of life...not

Marihuana or hemp ?

Number of Requests Received vs Completed (Apr 2020 - Apr 2021)

Pre-COVID Requests ~540

# of Requests Received   # of Requests Completed   TAT
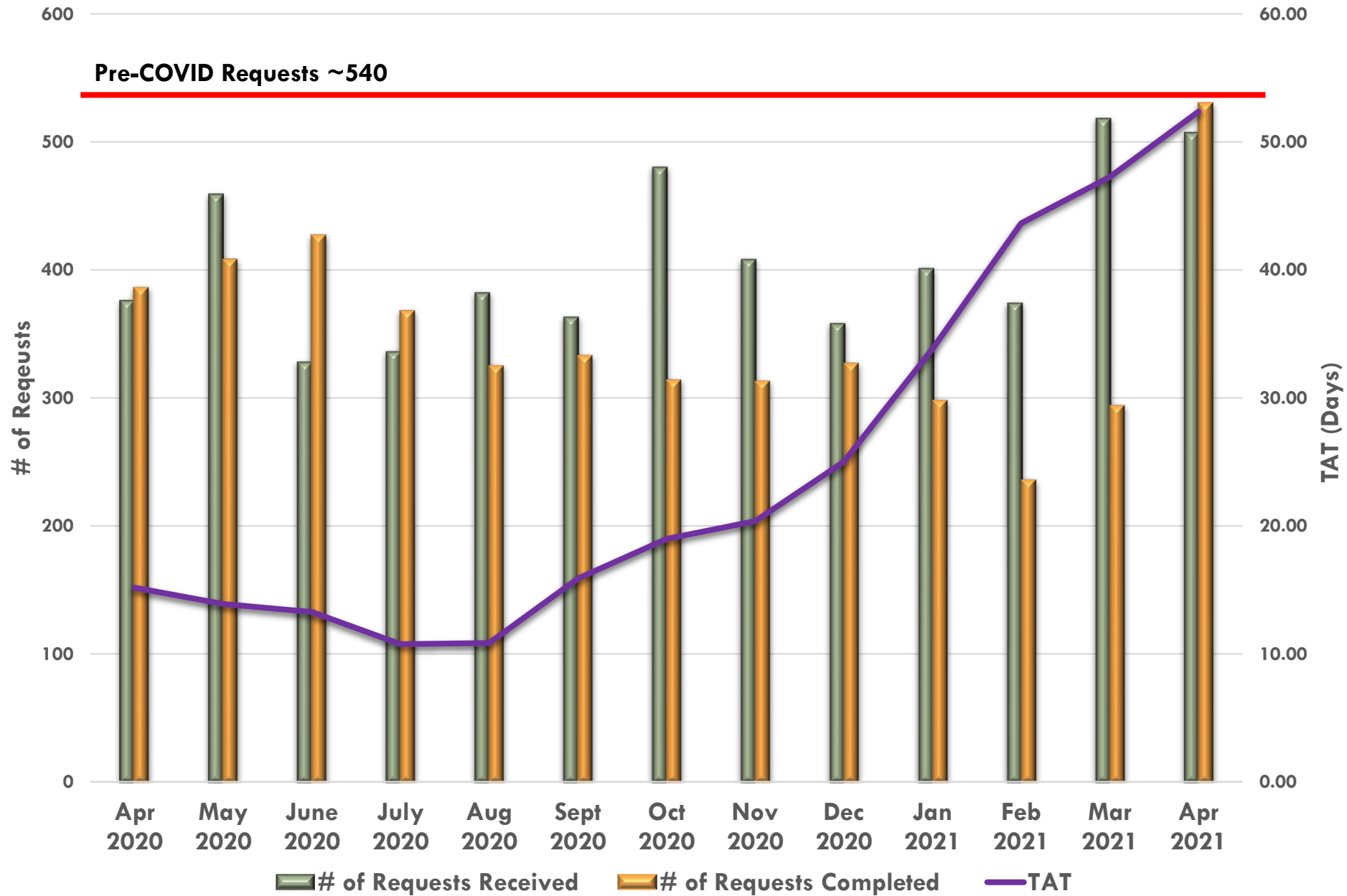
Path Forward

- Triage Approach to Requests
- In Custody and Investigative Priority Requests First
  - Assigned as received to minimize turnaround time
- Other, Including Bonded Defendants
  - Assigned when escalated
  - Pooled for self-assignment
- Marihuana
  - In custody and investigative priority first
  - Assigned when escalated
  - Balance of resources (size of case, instrument, analysts)

Breakdown of Received Requests and Backlog

Legend: ■ # of In Custody and Inv. Priority ■ # of Other (Bonded etc) ■ # of Marihuana
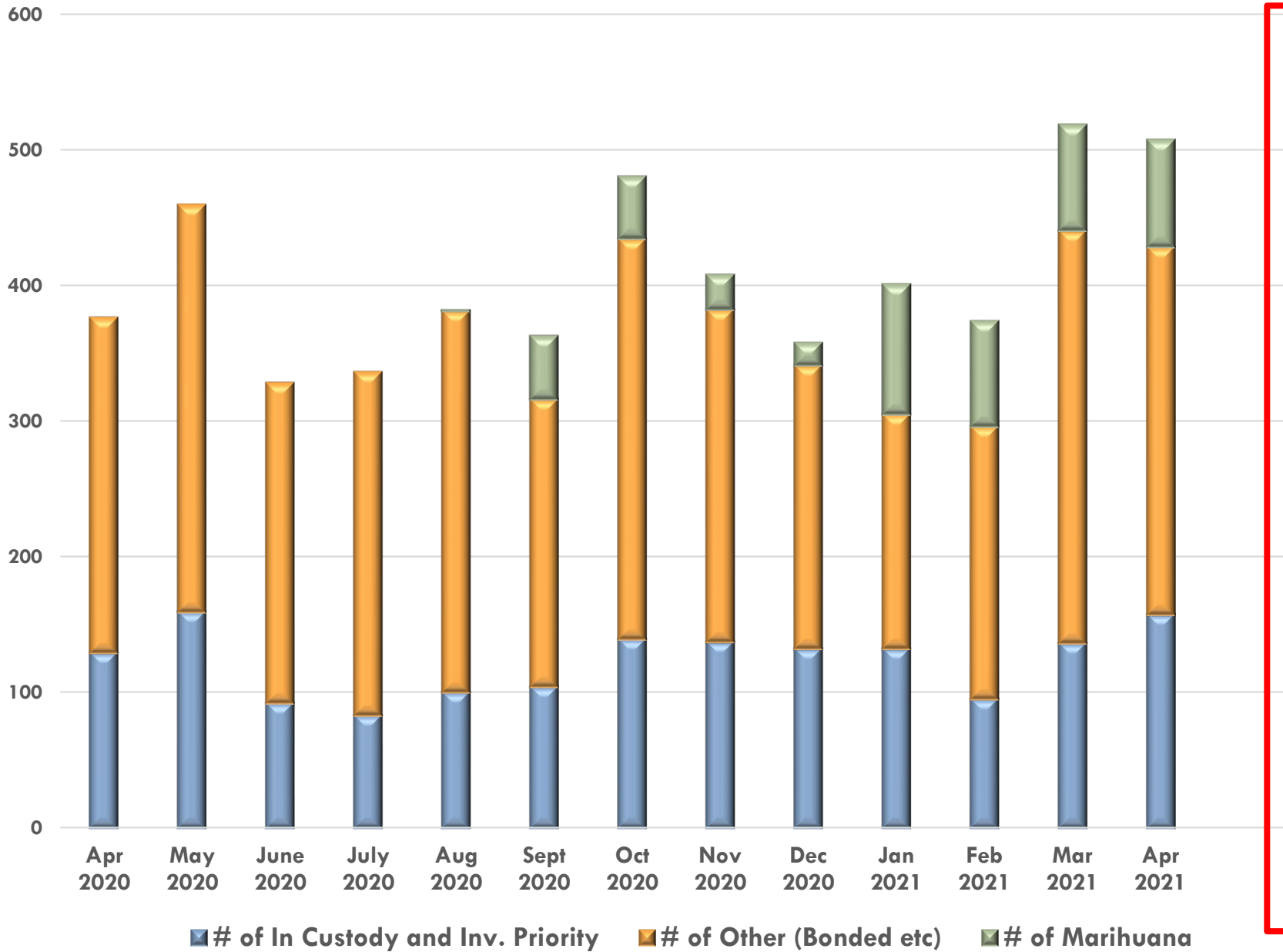
SD Backlog Start of Month without Marihuana
(Actual vs Projected)

Legend: Actual Backlog, Projected Backlog

Marihuana Requests

# of Requests

| | Sept 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 |

Requests Received ▪ Requests Completed
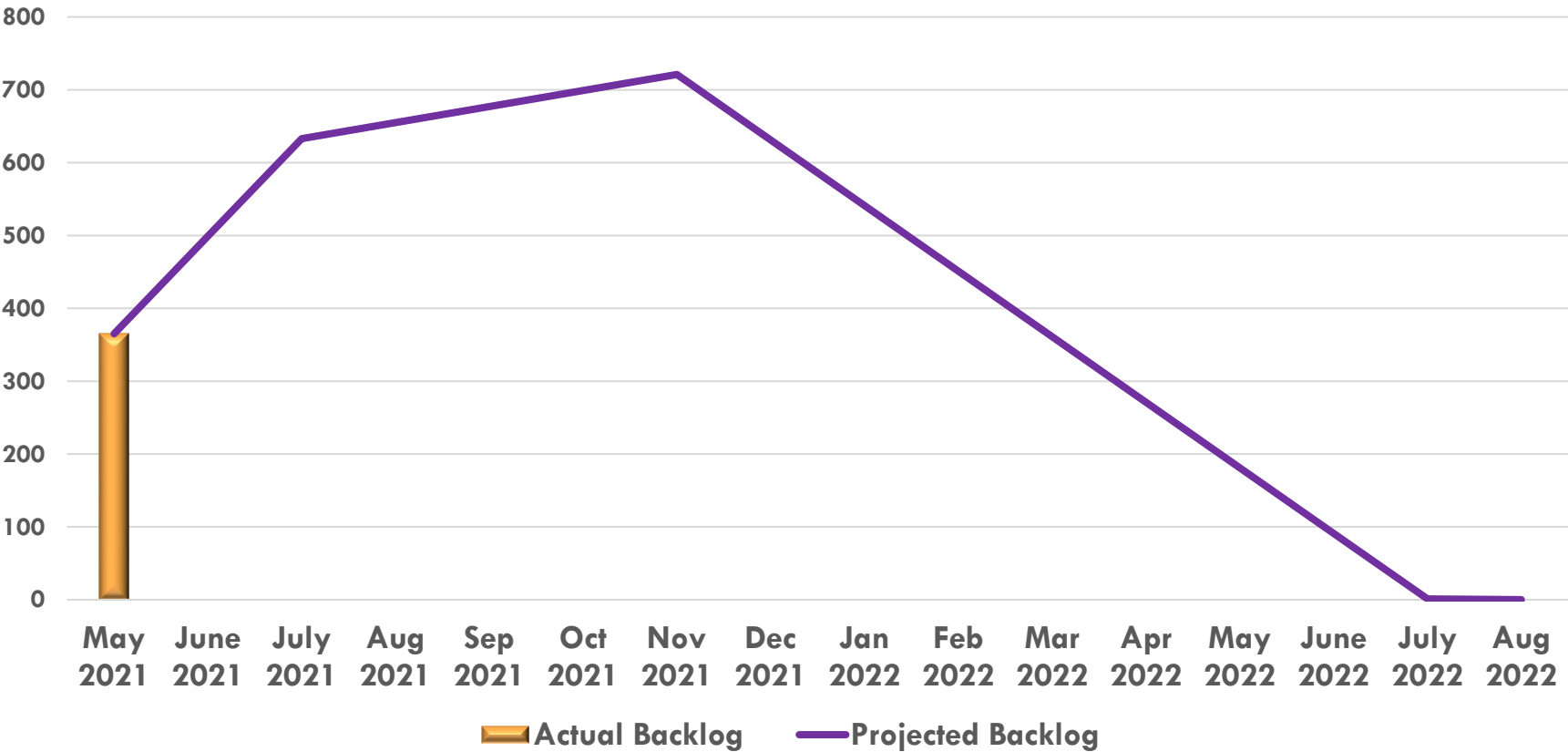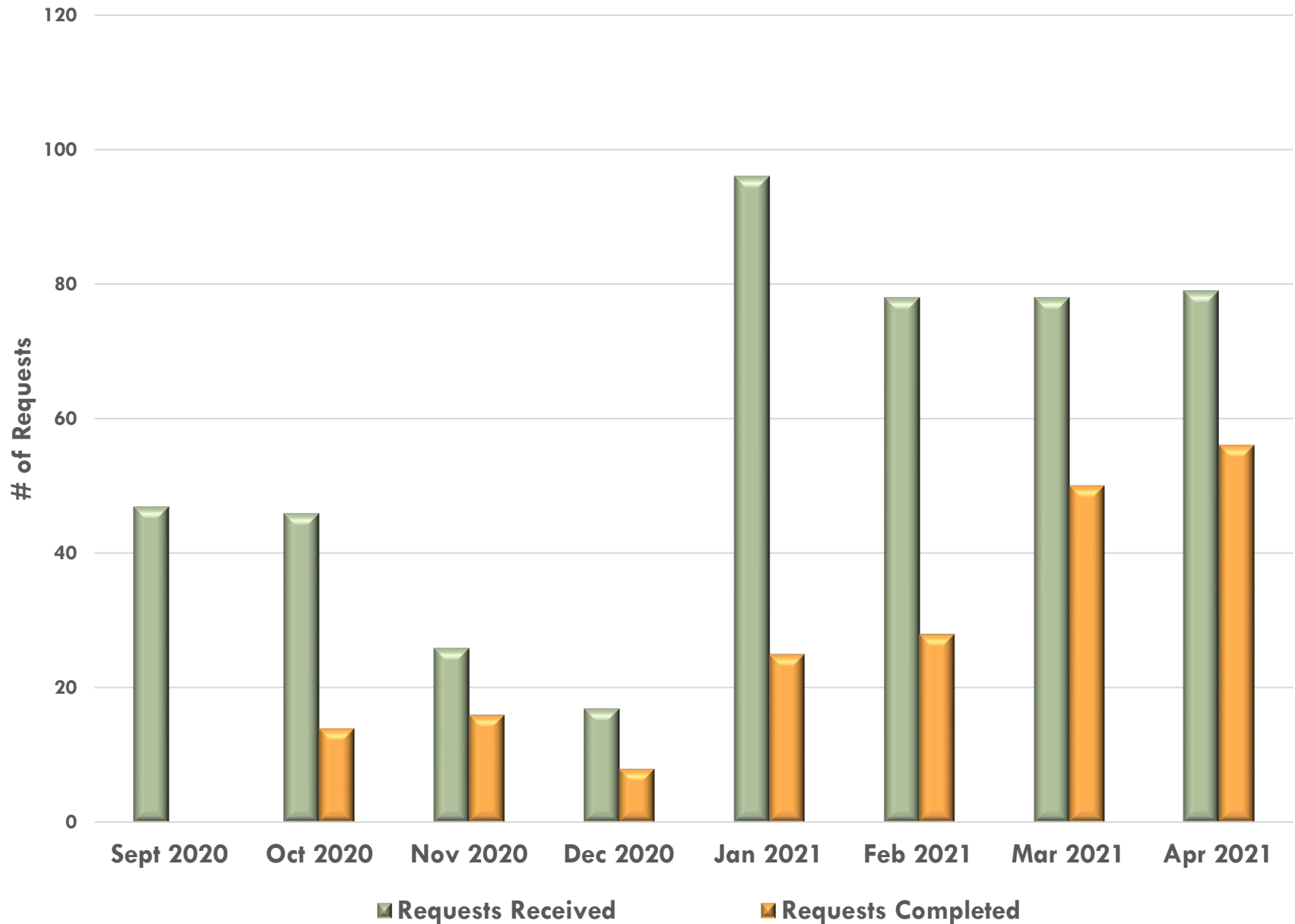
WHEN NIETZSCHE SAID,
"THAT WHICH DOES NOT
KILL US MAKES US
STRONGER"

HE CLEARLY WAS NOT
TALKING ABOUT DRUGS.

SHOUT OUT TO CS/CM
FOR ALL OF THEIR HELP

QUESTIONS ?

James T. Miller

Manager – Seized Drugs

832-975-1870

jmiller@houstonforensicscience.org

Detail data

Key for Dashboard Section Pages

Report type

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

Service

Seized Drugs Examination ⌄

Priority Type

All ⌄

Pending work

# of Unassi... ⧉ ⋯	# Pending Draft
28 ✓	24 ✓
Goal: 100 (+72%)	Goal: 100 (+76%)
# Pending Tech	# Pending Admin
55 !	27 ✓
Goal: 50 (-10%)	Goal: 50 (+46%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

24
Age-Oldest Unassigned

15
Age-Oldest Pending Draft

21
Age-Oldest Pending Tech

15
Age-Oldest Pending Admin

Total Pending Requests

3

134

131

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

Overall TAT (Month to Date)

9.1 ✓

Goal: 14, 15

Overall TAT (Past 90 Days)

8.8 ✓

Goal: 14, 15

TAT by Phase of Work (MTD)

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

| 3.1 | 2.1 | 1.4 | 2.5 |

TAT by Phase of Work (Past 90 Days)

| 3.7 | 2.1 | 1.5 | 1.5 |

Average time to close quality reports

Pending quality reports

Open Quality Reports

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

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

Quality TAT

9 ✓

Goal: 30, 31

Avg Age of Open Reports*

17

Quality Filter

Controlled Substances ⌄

Month to Date

Completed: 613
Received: 623

30 Day Avg (Over Past 90 Days)

Completed: 592
Received: 588

32

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

Date Range

| 8/1/2018 | 8/31/2019 |

Total TAT by Month

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

26.3 32.5 27.6 25.7 24.9 20.9 20.9

February 2019 | March 2019 | April 2019 | May 2019 | June 2019 | July 2019 | August 2019
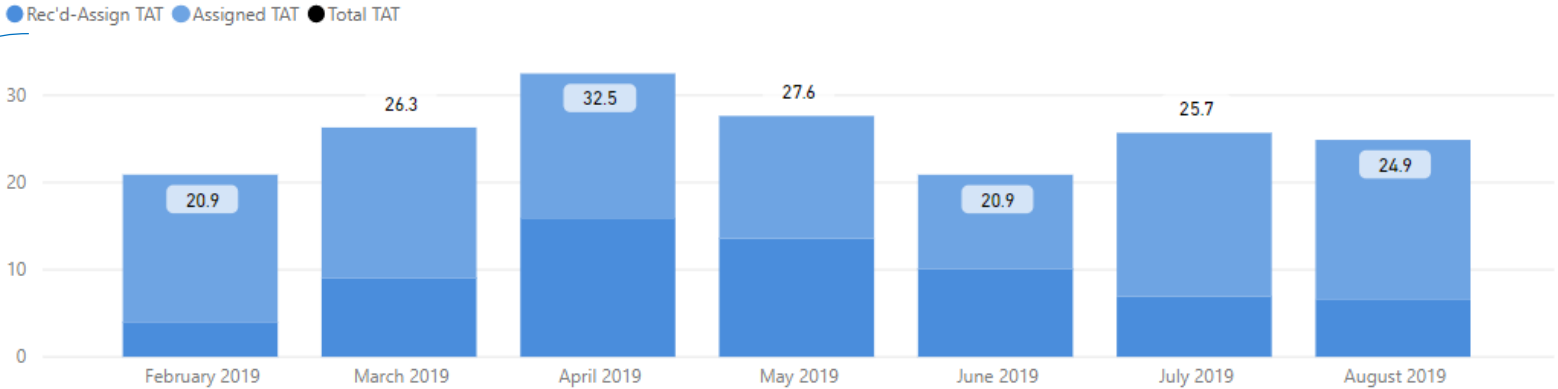
Data broken down by month

Requests Completed

44
36 38 38 36 36
11 17 14 6 10 11
25 21 24 30 26 33
10
8

February 2019 | March 2019 | April 2019 | May 2019 | June 2019 | July 2019 | August 2019

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

TAT= Turnaround Time
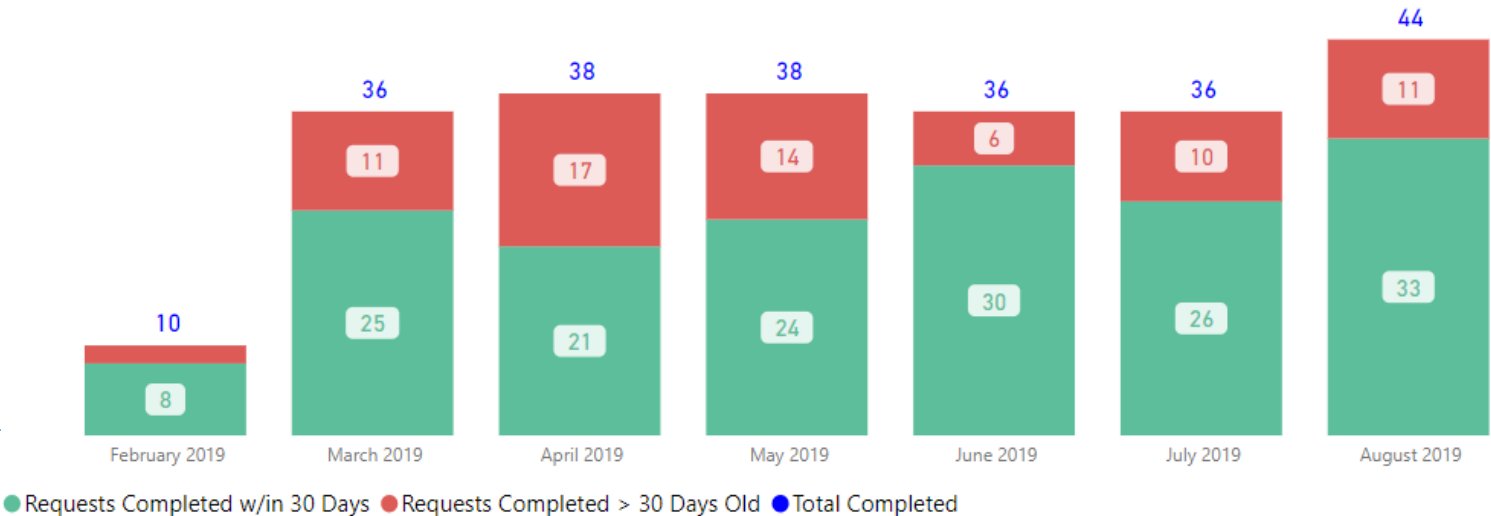
Type of testing

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

33

Key for Dashboard Historical Pages 2/2

Type of testing →

Service
Seized Drugs Examination ⌄

Priority Type
All ⌄

Report type

Received Filter

8/1/2018   8/31/2019

○━━━━━━━━━━━━━━━━━━━━━━━━○

Received by Month

700 —
         743
636   607   628
                                                    612   600   641
           574   540
                          566   535   523
500 —   484

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

Data broken down by month
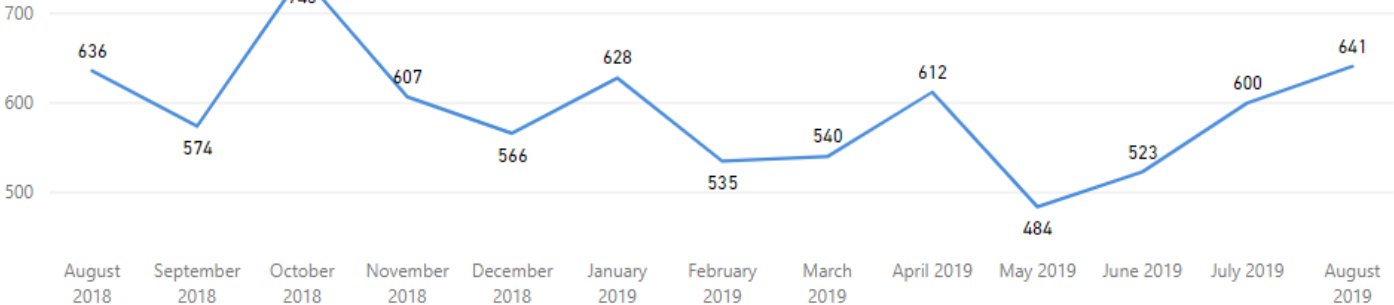
Total Received
7,689

Received per Month (Avg)*
591

Overall average for the selected date range

Completed Filter

8/1/2018   8/31/2019

━━━━━━━━━━━━━━━○━━━━━━━━━━━━━━━○

Completed by Month

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

500 —

450 —

August   September October   November December January   February March   April 2019 May 2019 June 2019 July 2019 August
2018   2018   2018   2018   2018   2019   2019   2019   2019
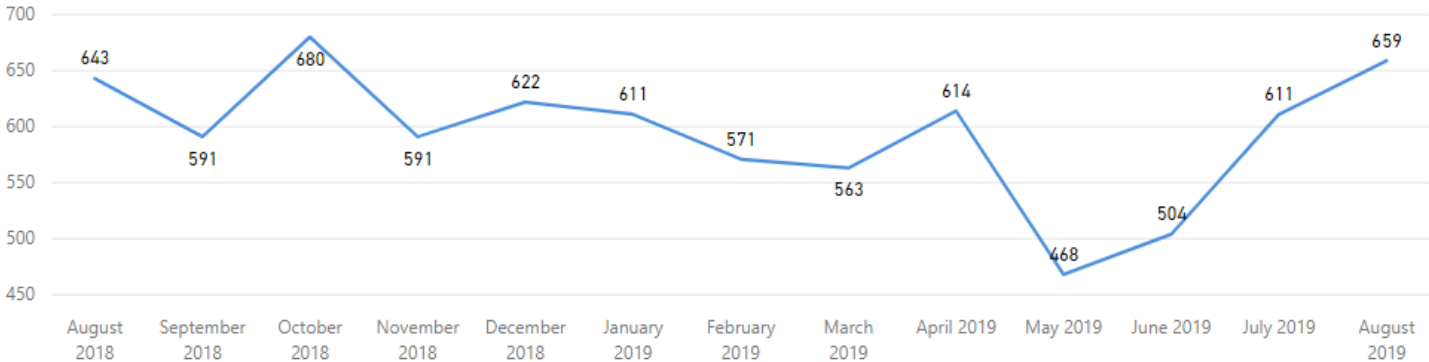
Total Completed
7,728

Completed per Month (Avg)*
594

Overall average for the selected date range

* months with zero activity are not calculated into the average

34

Client Services and Case Management (CS/CM)

CS/CM – April

Evidence Handling

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

Total Items by Section

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

CS/CM – April

Administrative

Requests by Type

- Errors, 9
- Other, 3
- Supplemental Discovery, 3
- Subpoena for Records, 10
- Chapter 64, 1
- 3914Request, 12
- Discovery, 32
- ALR, 51
- Request for records, 209
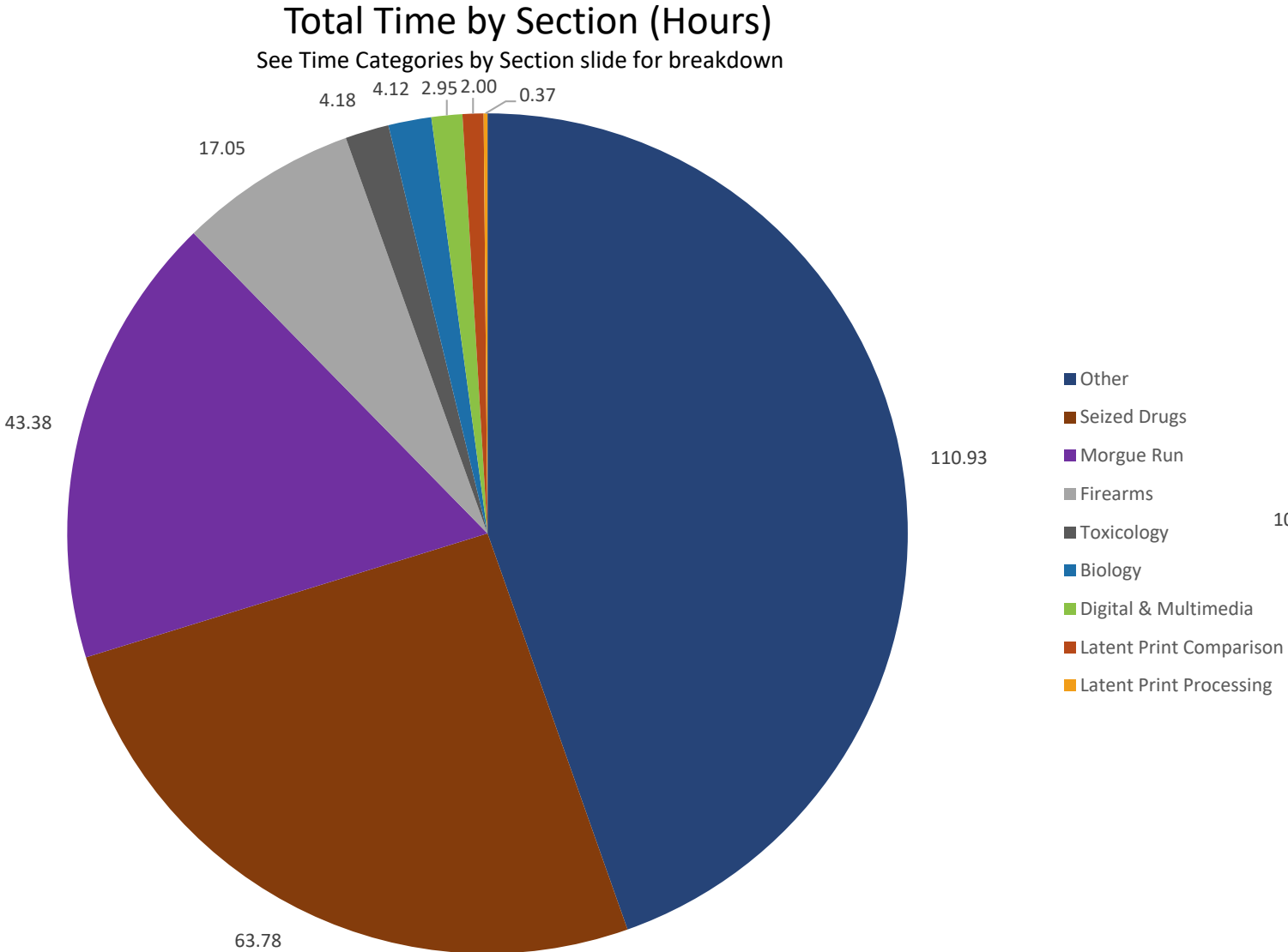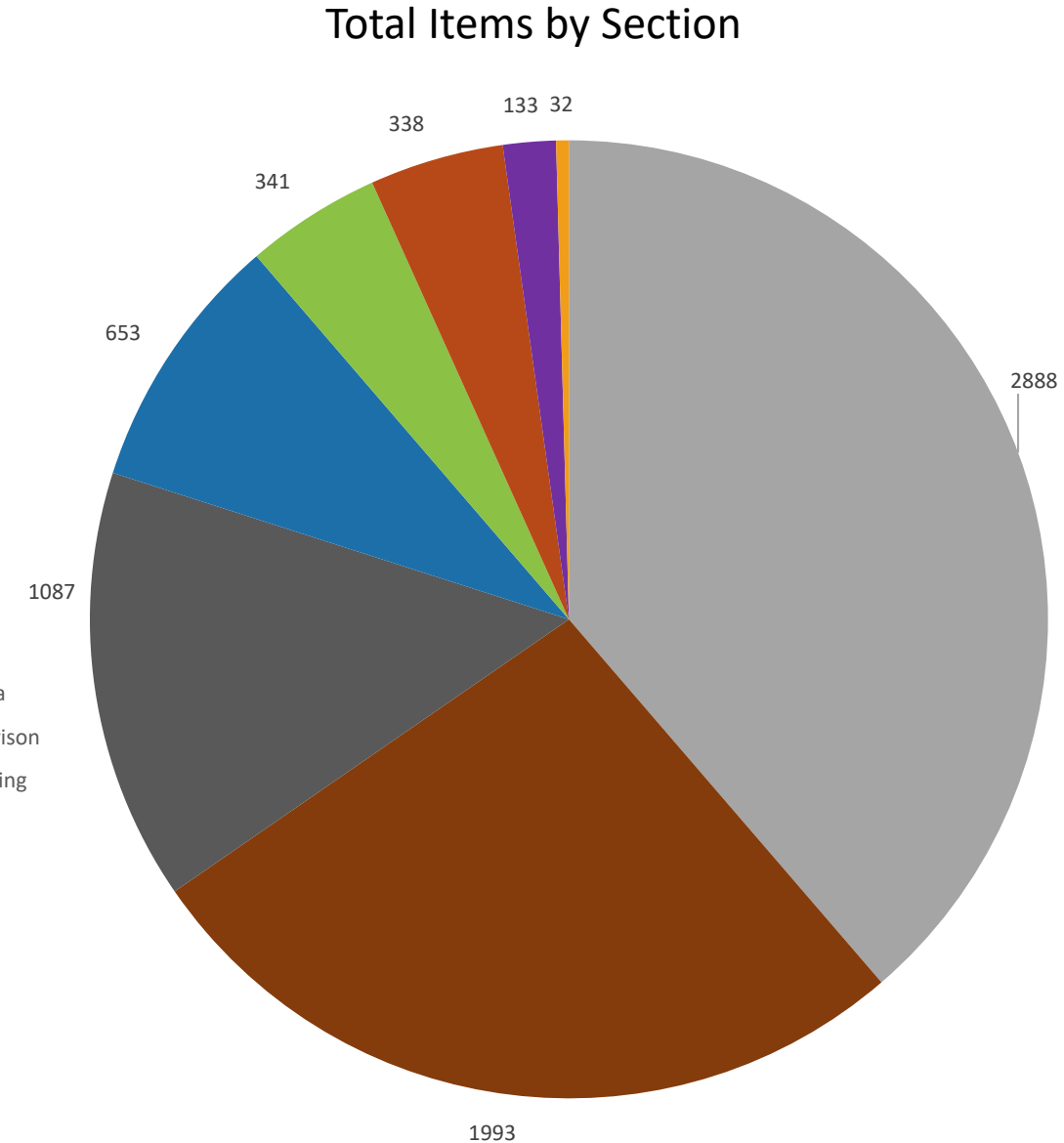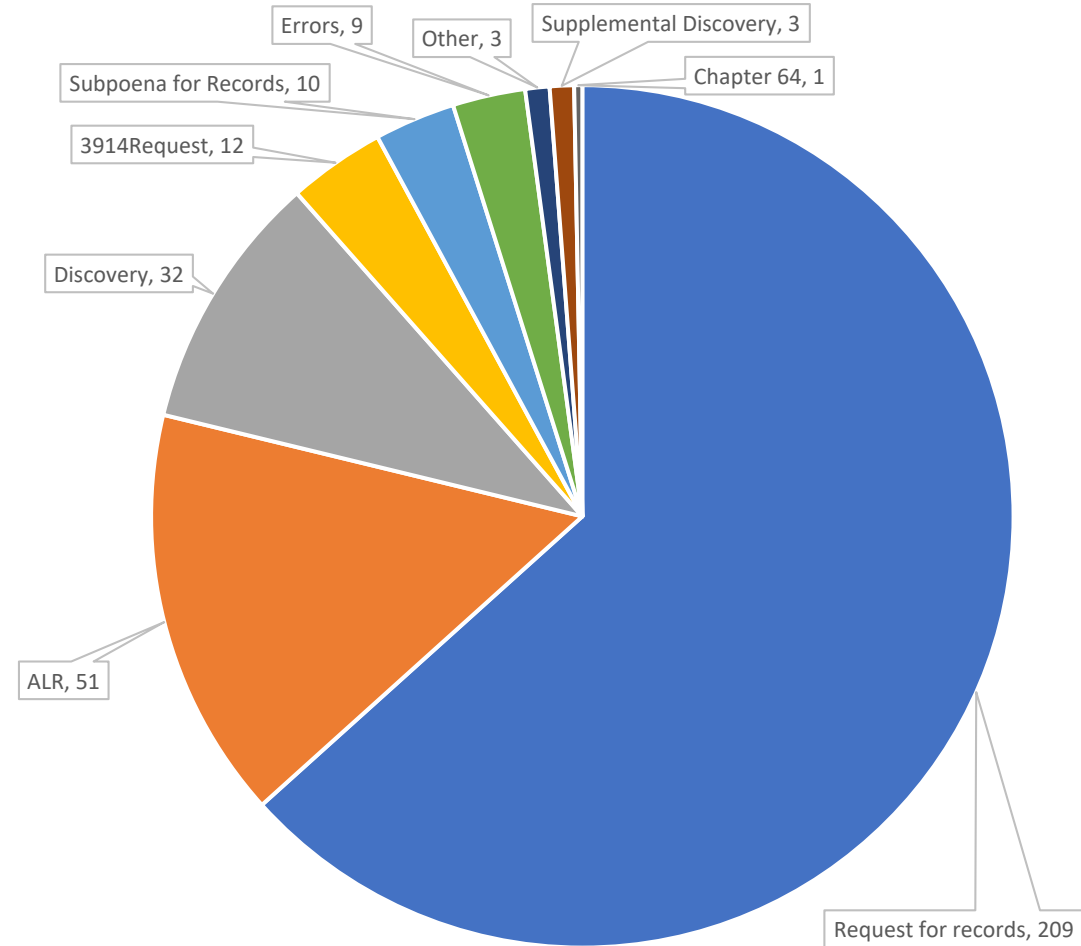
Subpoenas & Records Requests

Legend: January, February, March, April
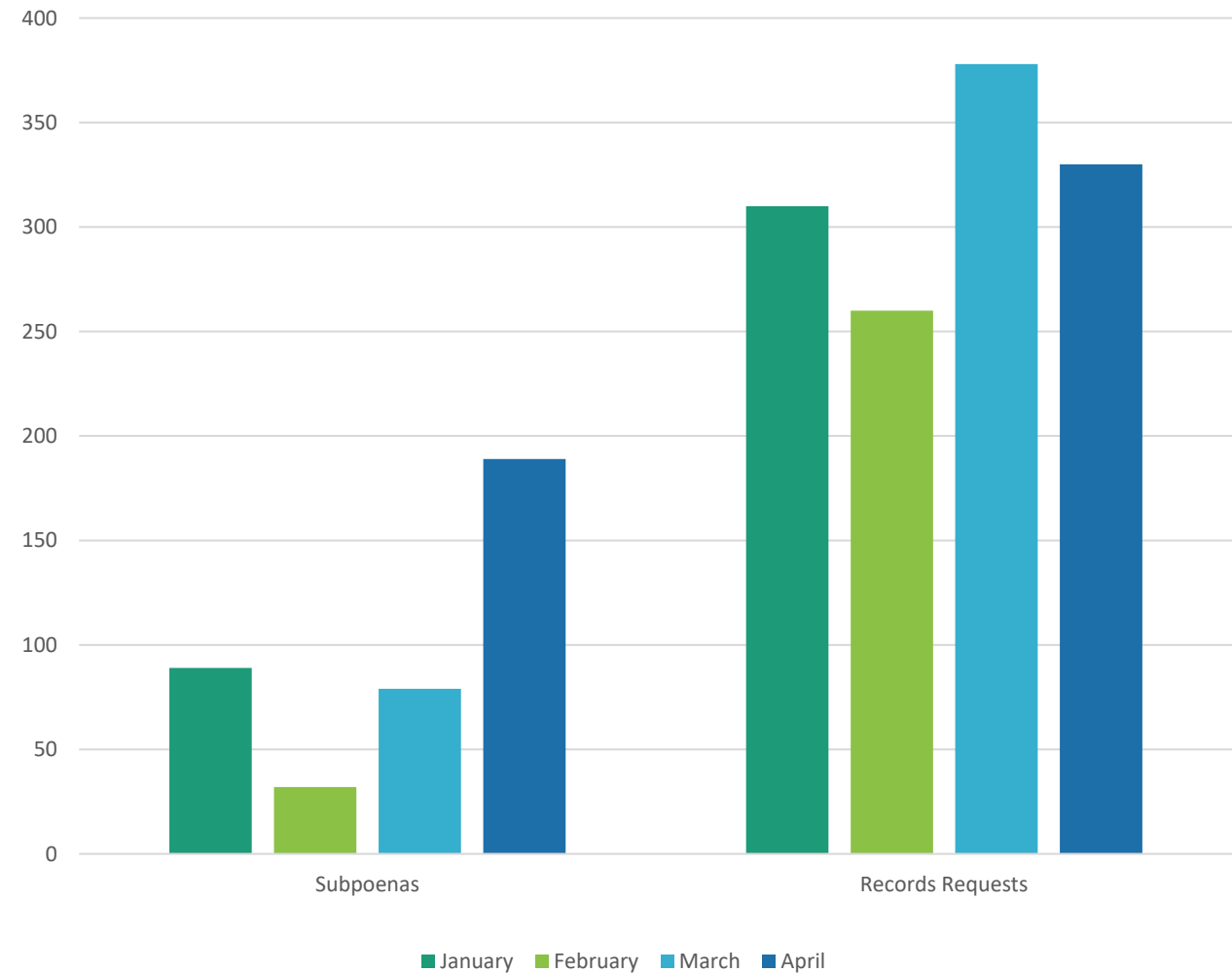
Time Categories – April

Evidence Handling
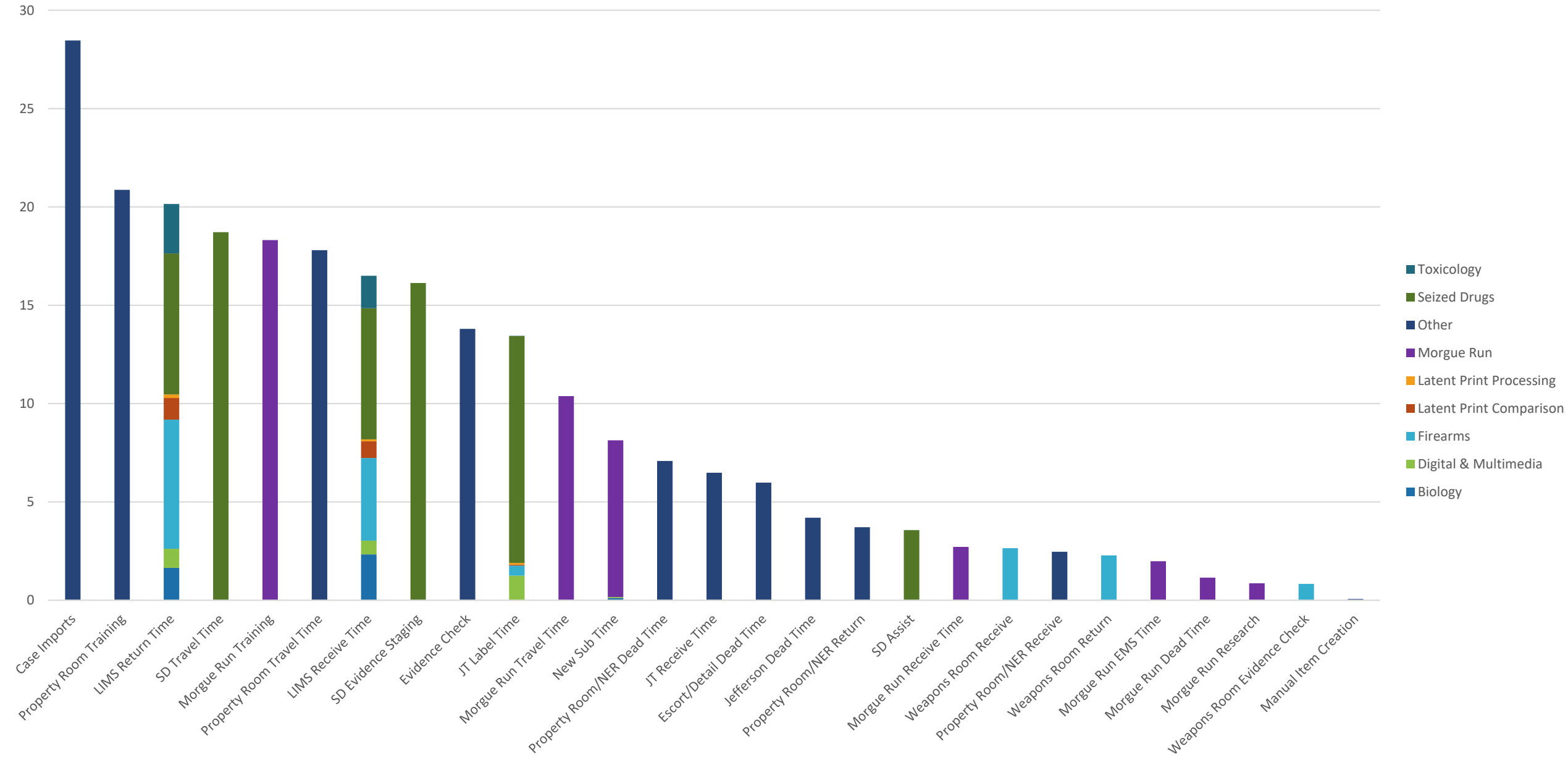
Service
CSCM Tox Accession ▾

Priority Type
All ▾

of Unassigned
0 ✓
Goal: 150 (+100%)

Pending Draft
0 ✓
Goal: 3 (+100%)

Pending Admin
23 ✓
Goal: 60 (+61.67%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D..

0
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

3
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

23

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

23
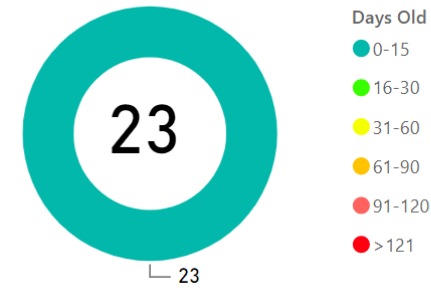
Overall TAT (Month to Date)
2.0 ✓
Goal: 5, 10

Overall TAT (Past 90 Days)
2.6 ✓
Goal: 5, 10

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

1.5	0.5

TAT by Phase of Work (Past 90 Days)

2.2	0.4

Open Quality Reports

Qualtrax ID	Workflow #	Age ▾
81468		18

Quality TAT
30 •
Goal: 30, 31

Avg Age of Open Reports*
NaN

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

Quality Filter
Client Services/Case Manage... ▾

Month to Date

Completed	594
Received	569

30 Day Avg (Over Past 90 Days)

Completed	578
Received	583

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

Month	Total TAT
April 2020	2.9
May 2020	2.2
June 2020	2.5
July 2020	2.9
August 2020	3.9
September 2020	3.4
October 2020	2.4
November 2020	3.2
December 2020	3.3
January 2021	1.8
February 2021	2.2
March 2021	3.1
April 2021	2.0
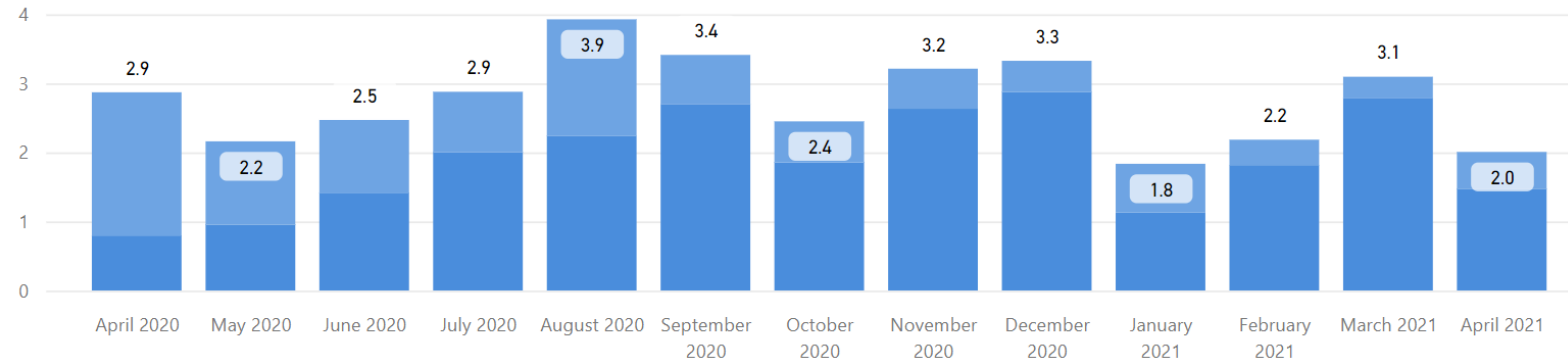
Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

2.77
Total TAT (Rec'd-Compl.) Avg

0.80
Assigned TAT (Asgmt.-Compl.) Avg
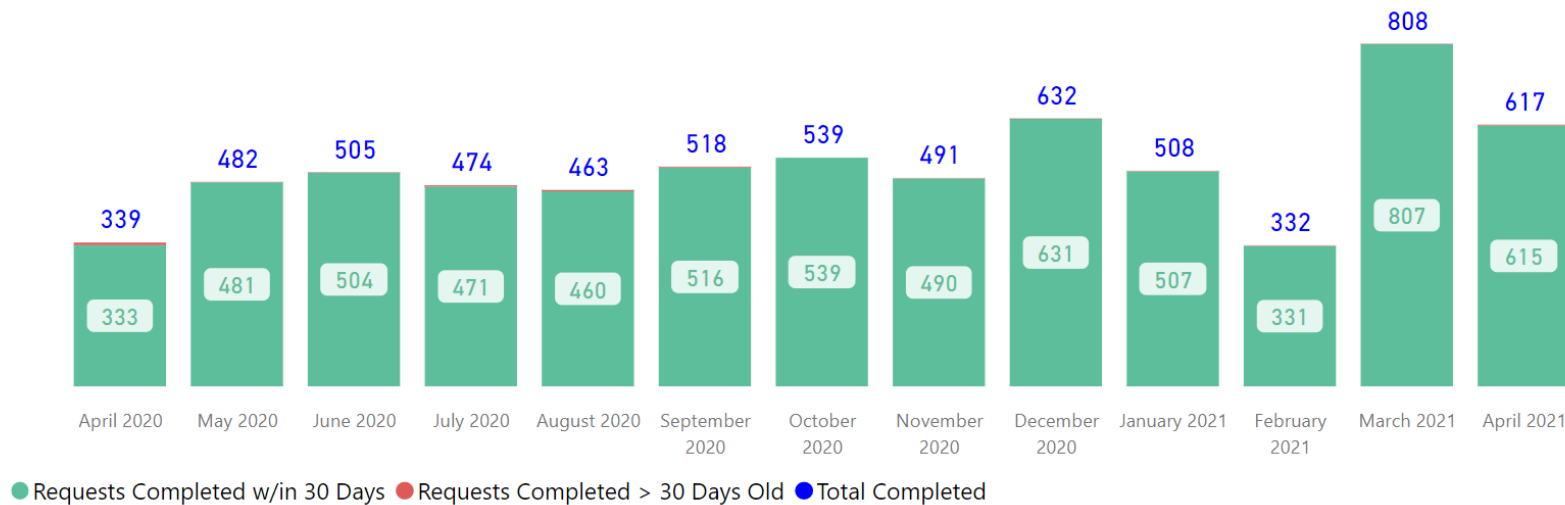
Requests Completed

Month	Total Completed	Within 30 Days
April 2020	339	333
May 2020	482	481
June 2020	505	504
July 2020	474	471
August 2020	463	460
September 2020	518	516
October 2020	539	539
November 2020	491	490
December 2020	632	631
January 2021	508	507
February 2021	332	331
March 2021	808	807
April 2021	617	615

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

Received to Complete

6708
Requests Completed

23
Requests Completed > 30 Days Old

0.34 %
% Completed > 30 Days Old

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

Service

CSCM Tox Accession ▼

Priority Type

All ▼

🔽 ⤢ ⋯

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━━━○

Received by Month

Total Received

6,665

Received per Month (Avg)*

513

Completed Filter

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━○
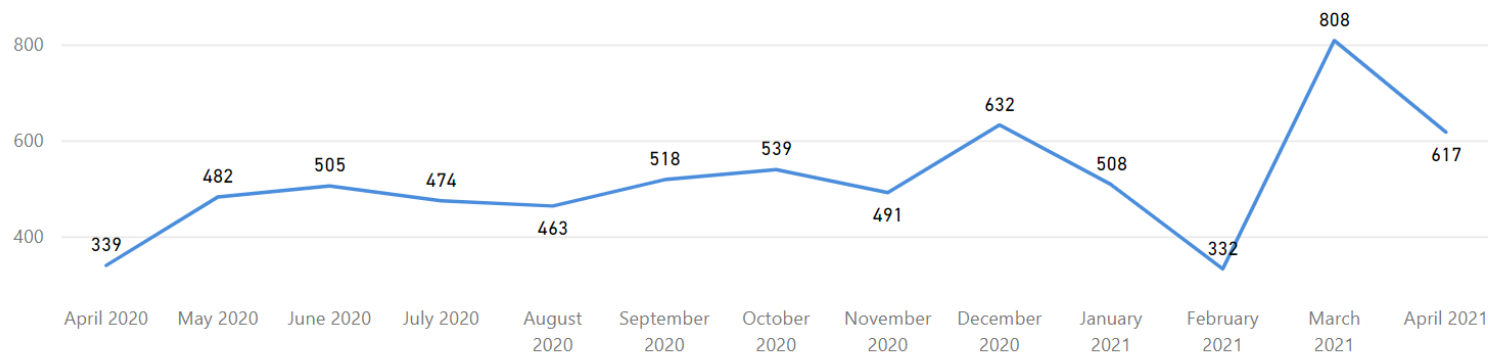
Completed by Month

Total Completed

6,708

Completed per Month (Avg)*

516

* months with zero activity are not calculated into the average

Service
CSCM Tox Rejection

Priority Type
All

Total Pending Requests

1

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

└ 1

Overall TAT (Month to Date)

0.6 ✓

Goal: 5, 10

Overall TAT (Past 90 Days)

0.6 ✓

Goal: 5, 10

of Unassigned

0 ✓

Goal: 3 (+100%)

Pending Draft

0 ✓

Goal: 5 (+100%)

Pending Admin

1 ✓

Goal: 10 (+90%)

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

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

TAT by Phase of Work (MTD)

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

| 0.6 |

TAT by Phase of Work (Past 90 Days)

| 0.0 | 0.5 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
81468		18

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

Quality TAT

30 ·

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter
Client Services/Case Manage...

Month to Date

| Completed | 19 |
| Received | 20 |

30 Day Avg (Over Past 90 Days)

| Completed | 14 |
| Received | 14 |

Date Range

4/1/2020   4/30/2021

Request Type

CSCM Tox Rejection ⌄

Priority Type

All ⌄

Total TAT by Month

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

0.6	1.2	1.4	0.7	2.1	0.4	0.9	0.5	0.3	0.6	0.6	0.5	0.6
April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021

Selected Time Frame Averages

0.78
Total TAT (Rec'd-Compl.) Avg

0.78
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

14	11	19	25	12	15	16	14	15	18	7	15	20
April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021

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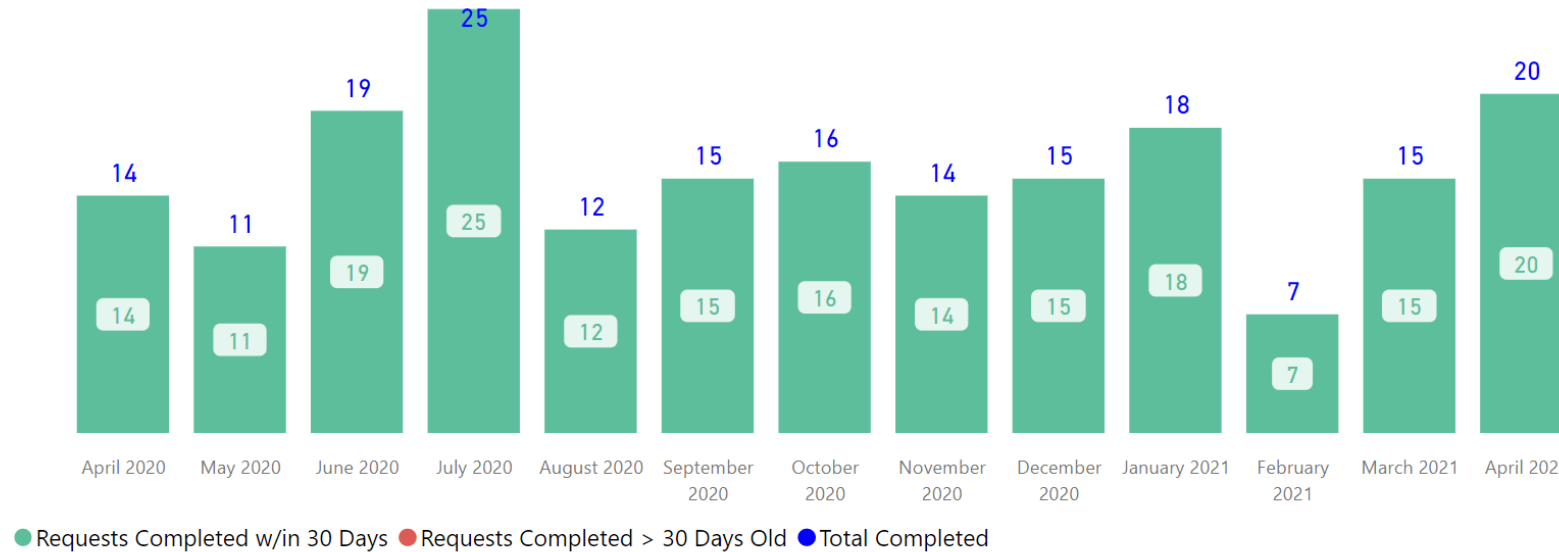
Received to Complete

201
Requests Completed

0
Requests Completed > 30 Days Old

0.00 %
% Completed > 30 Days Old

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

Service
CSCM Tox Rejection

Priority Type
All

4/1/2020   4/30/2021
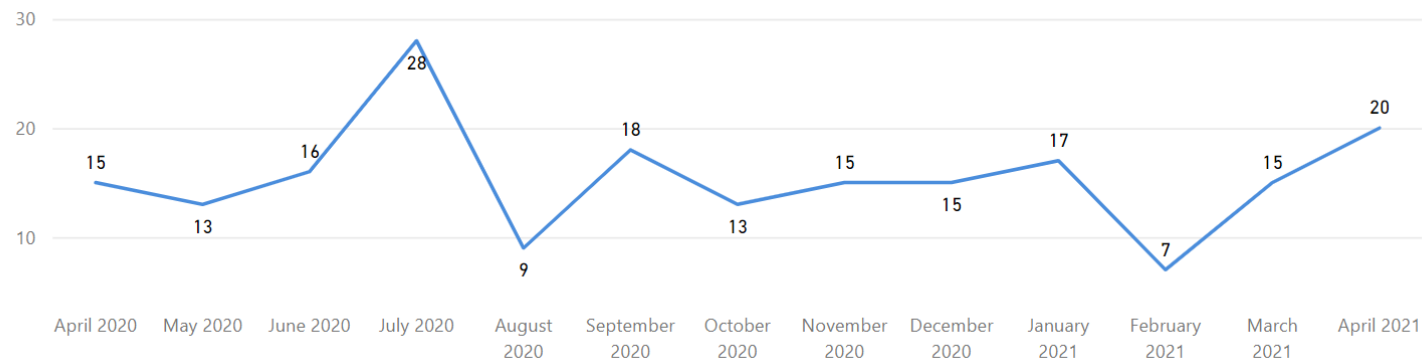
Received by Month

Total Received

201

Received per Month (Avg)*

15

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Received	15	13	16	28	9	18	13	15	15	17	7	15	20

Completed Filter

4/1/2020   4/30/2021
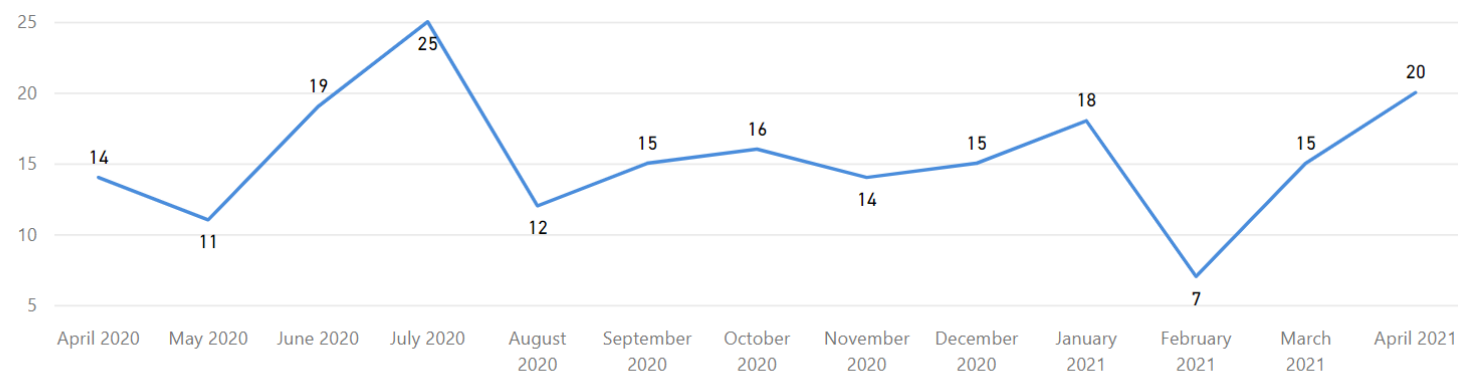
Completed by Month

Total Completed

201

Completed per Month (Avg)*

15

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Completed	14	11	19	25	12	15	16	14	15	18	7	15	20

* months with zero activity are not calculated into the average

Seized Drugs

Total Pending Requests

917

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

48
80
166
196
165
262

of Unassigned
866 !
Goal: 100 (-766%)

Pending Draft
31 ✓
Goal: 100 (+69%)

Pending Tech
18 ✓
Goal: 50 (+64%)

Pending Admin
2 ✓
Goal: 50 (+96%)

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

556
Justice Trax Past Critical Age

74
Avg Age of Requests >30 D...

228
Age-Oldest Unassigned

225
Age-Oldest Pending Draft

93
Age-Oldest Pending Tech

142
Age-Oldest Pending Admin
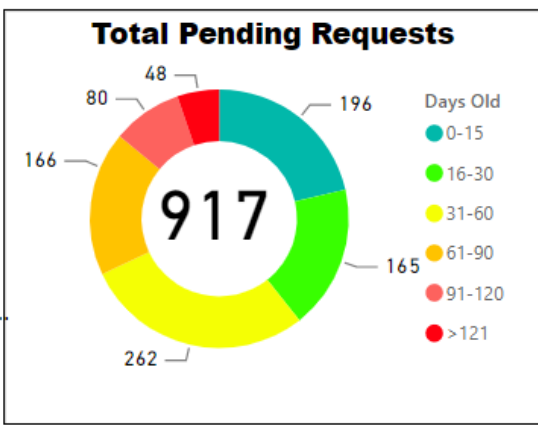
Overall TAT (Month to Date)
52.4 !
Goal: 14, 15

Overall TAT (Past 90 Days)
49.0 !
Goal: 14, 15

TAT by Phase of Work (MTD)

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

48.1

TAT by Phase of Work (Past 90 Days)

44.6   2.2

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age
82042	2021-024	9

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

Quality TAT
18 ✓
Goal: 30, 31

Avg Age of Open Reports*
9

Quality Filter
Controlled Substances ▽

Month to Date

Completed **530**
Received **505**

30 Day Avg (Over Past 90 Days)

Completed **353**
Received **466**
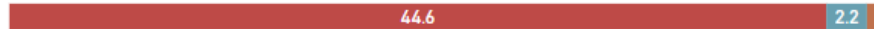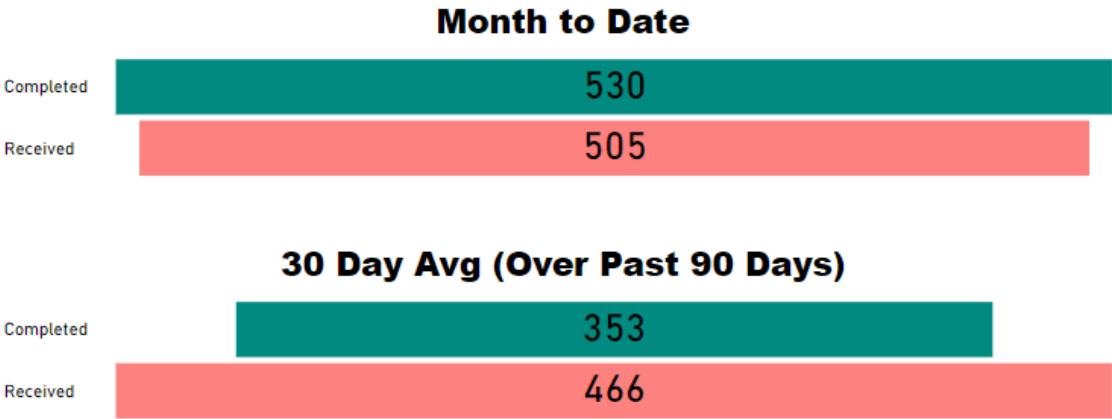
Service
Seized Drugs Examination ▾

Priority Type
Mari ▾

of Unassigned
251 !
Goal: 100 (-151%)

Pending Draft
18 ✓
Goal: 100 (+82%)

Pending Tech
0 ✓
Goal: 50 (+100%)

Pending Admin
0 ✓
Goal: 50 (+100%)

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

191
Justice Trax Past Critical Age

91
Avg Age of Requests >30 D...

228
Age-Oldest Unassigned

225
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests
269

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

35, 39, 39, 62, 65, 29
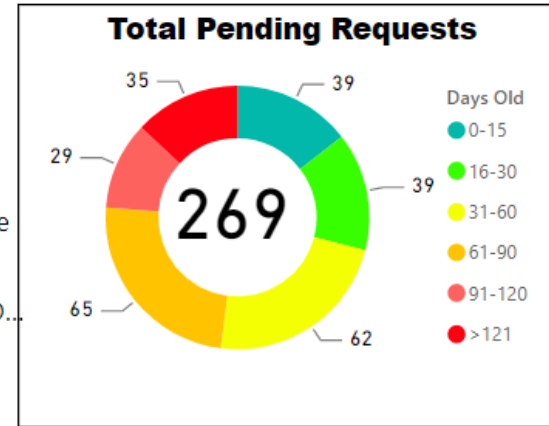
Overall TAT (Month to Date)
123.2 !
Goal: 14, 15

Overall TAT (Past 90 Days)
85.4 !
Goal: 14, 15

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD
114.3   7.5
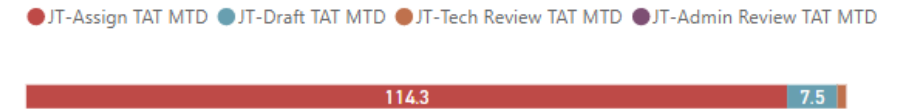
TAT by Phase of Work (Past 90 Days)
74.8   8.7

Open Quality Reports

Qualtrax ID	Workflow #	Age
82042	2021-024	9

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

Quality TAT
18 ✓
Goal: 30, 31

Avg Age of Open Reports*
9

Quality Filter
Controlled Substances ▾

Month to Date
Completed: **56**
Received: **77**

30 Day Avg (Over Past 90 Days)
Completed: **45**
Received: **78**

47

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

Month	Value
April 2020	15.2
May 2020	13.9
June 2020	13.3
July 2020	10.8
August 2020	10.8
September 2020	15.9
October 2020	19.0
November 2020	20.4
December 2020	25.0
January 2021	33.8
February 2021	43.6
March 2021	47.3
April 2021	52.4
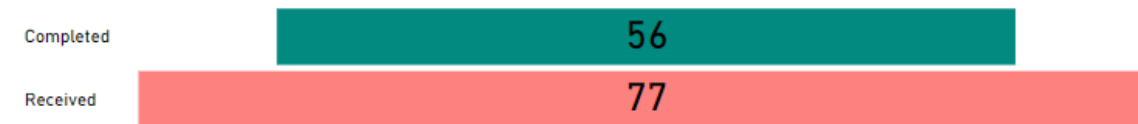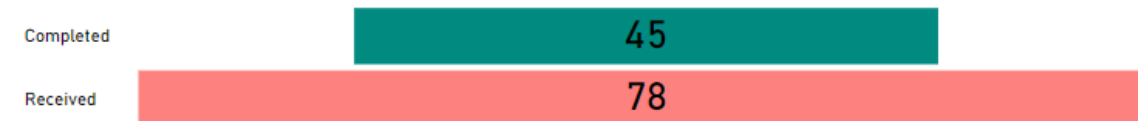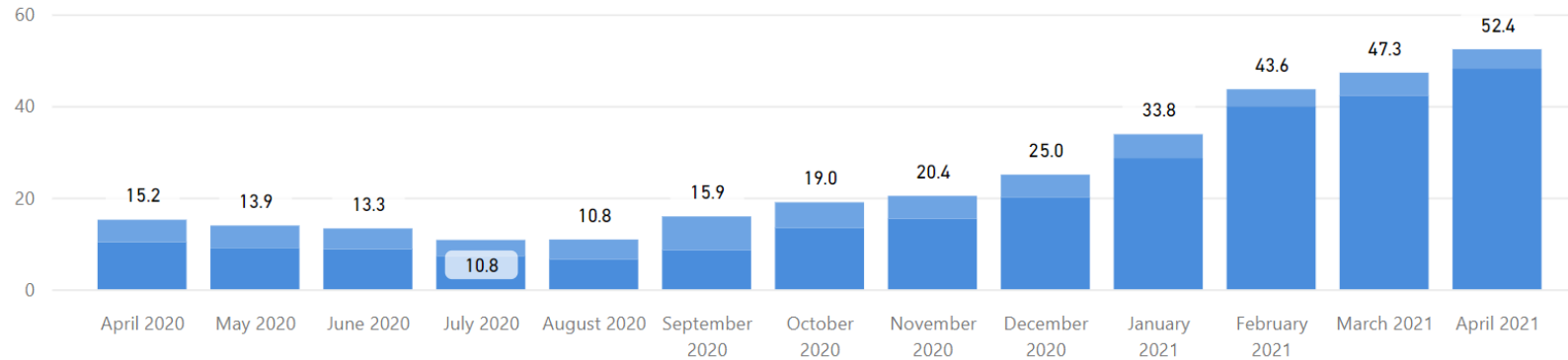
Selected Time Frame Averages

24.68
Total TAT (Rec'd-Compl.) Avg

4.85
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	w/in 30 Days	> 30 Days Old
April 2020	386	340	
May 2020	406	385	
June 2020	427	412	
July 2020	368	364	
August 2020	325	320	
September 2020	333	318	
October 2020	314	276	
November 2020	313	247	66
December 2020	327	234	93
January 2021	298	173	125
February 2021	236	129	107
March 2021	294	145	149
April 2021	530	219	311

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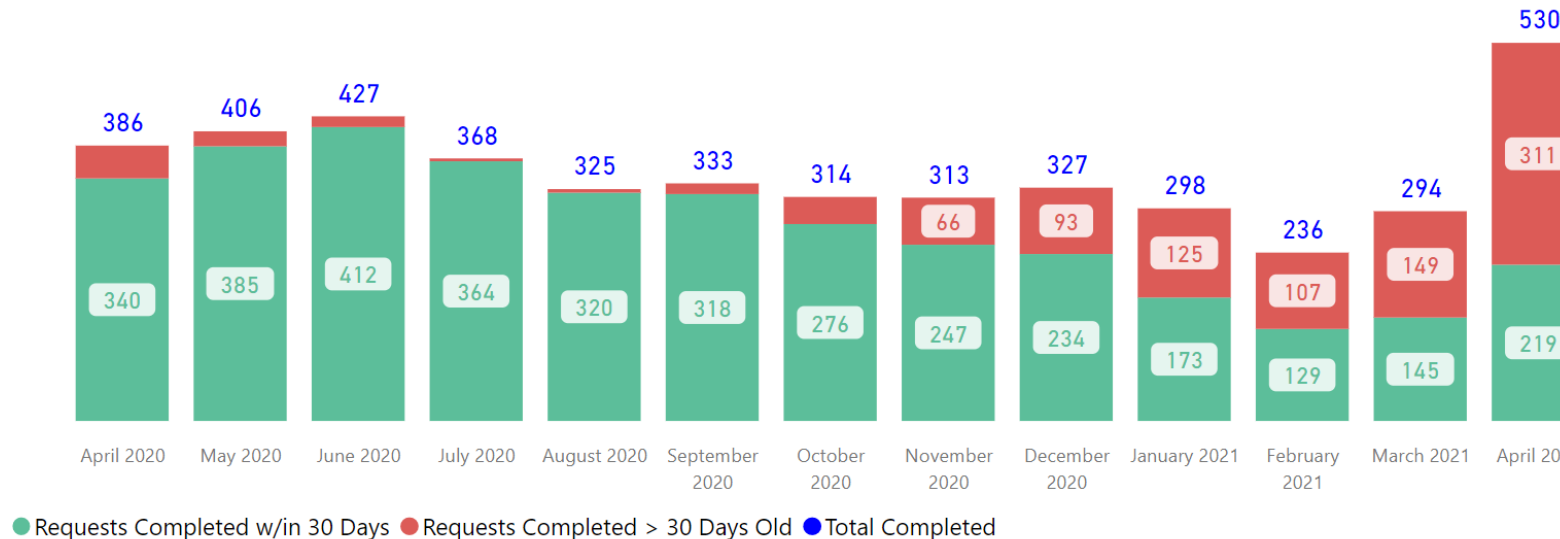
Received to Complete

4557
Requests Completed

995
Requests Completed > 30 Days Old

21.83 %
% 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
| 4/1/2020 | 4/30/2021 |

Received by Month

Total Received

5,290

Received per Month (Avg)*

407

Completed Filter
| 4/1/2020 | 4/30/2021 |
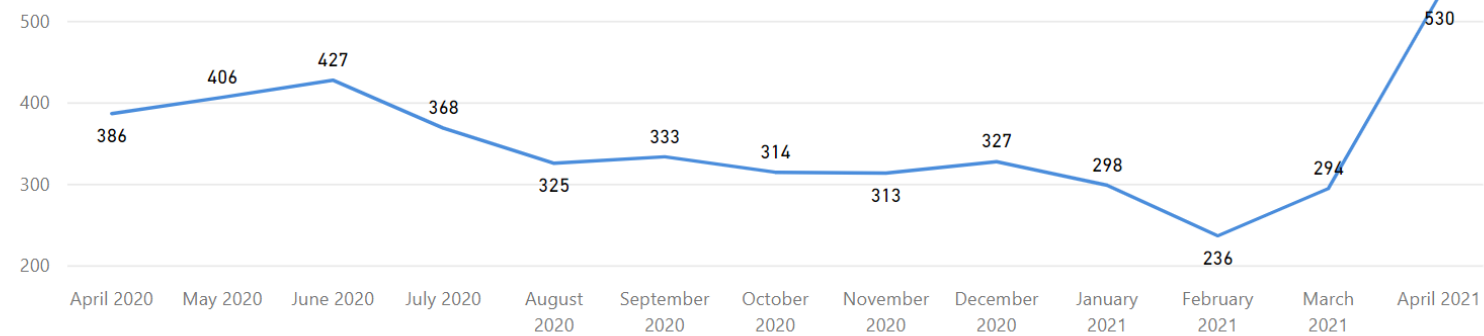
Completed by Month

Total Completed

4,557

Completed per Month (Avg)*

351

* months with zero activity are not calculated into the average

Toxicology

Service
Blood Alcohol

Priority Type
All

Total Pending Requests

907

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

Overall TAT (Month to Date)
53.4 !

Goal: 30, 31

Overall TAT (Past 90 Days)
65.9 !

Goal: 30, 31
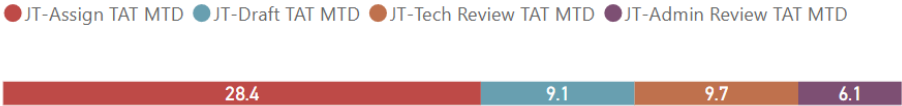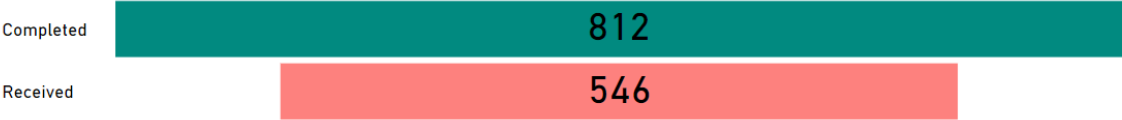
# of Unassigned	# Pending Draft
272 !	269 !
Goal: 50 (-444%)	Goal: 120 (-124.17%)
# Pending Tech	# Pending Admin
264 !	104 !
Goal: 90 (-193.33%)	Goal: 90 (-15.56%)

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

363
Justice Trax Past Critical Age

40
Avg Age of Requests >30 D...

59
Age-Oldest Unassigned

77
Age-Oldest Pending Draft

77
Age-Oldest Pending Tech

59
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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

| 28.4 | 9.1 | 9.7 | 6.1 |

TAT by Phase of Work (Past 90 Days)

| 44.3 | 8.7 | 7.3 | 5.6 |

Open Quality Reports

Qualtrax ID	Workflow #	Age

Quality TAT
23 ✓

Goal: 30, 31

Avg Age of Open Reports*
NaN

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

Quality Filter
Toxicology

Month to Date

Completed 812
Received 546

30 Day Avg (Over Past 90 Days)

Completed 693
Received 565
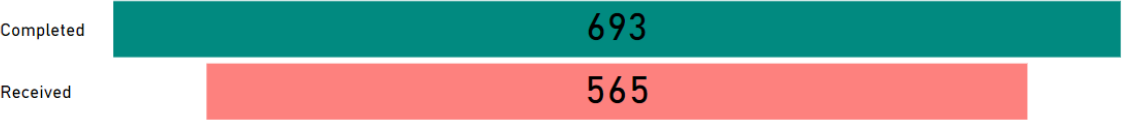
Date Range

4/1/2020	4/30/2021
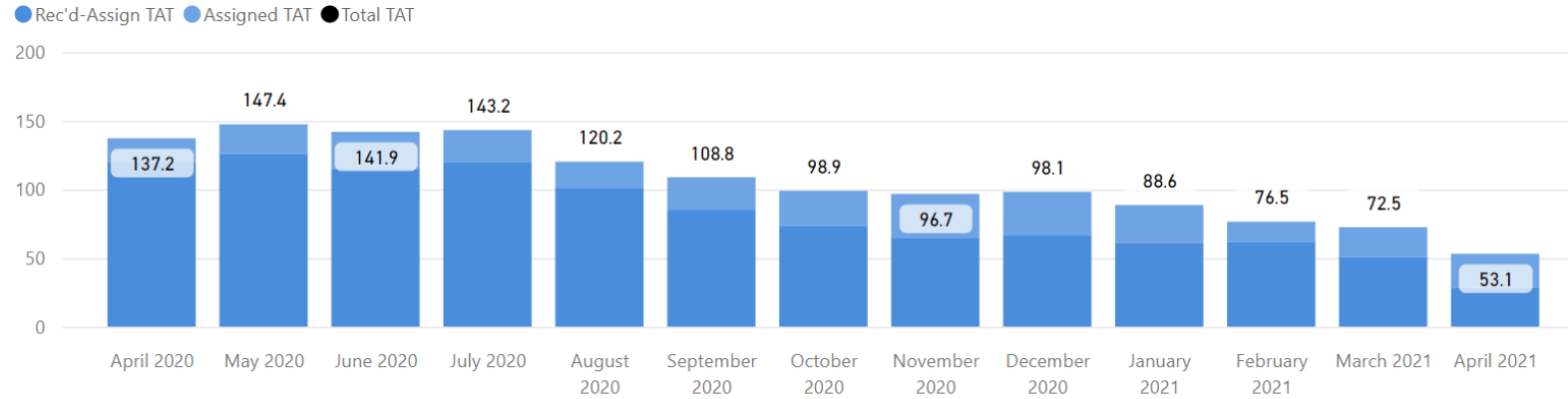
Request Type

Blood Alcohol ▾

Priority Type

All ▾

Total TAT by Month

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

Month	Value
April 2020	137.2
May 2020	147.4
June 2020	141.9
July 2020	143.2
August 2020	120.2
September 2020	108.8
October 2020	98.9
November 2020	96.7
December 2020	98.1
January 2021	88.6
February 2021	76.5
March 2021	72.5
April 2021	53.1

Selected Time Frame Averages

102.73
Total TAT (Rec'd-Compl.) Avg

24.05
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	Completed > 30 Days Old
April 2020	303	295
May 2020	555	554
June 2020	473	468
July 2020	694	684
August 2020	719	699
September 2020	544	537
October 2020	558	551
November 2020	426	417
December 2020	492	488
January 2021	871	849
February 2021	466	450
March 2021	801	781
April 2021	846	811

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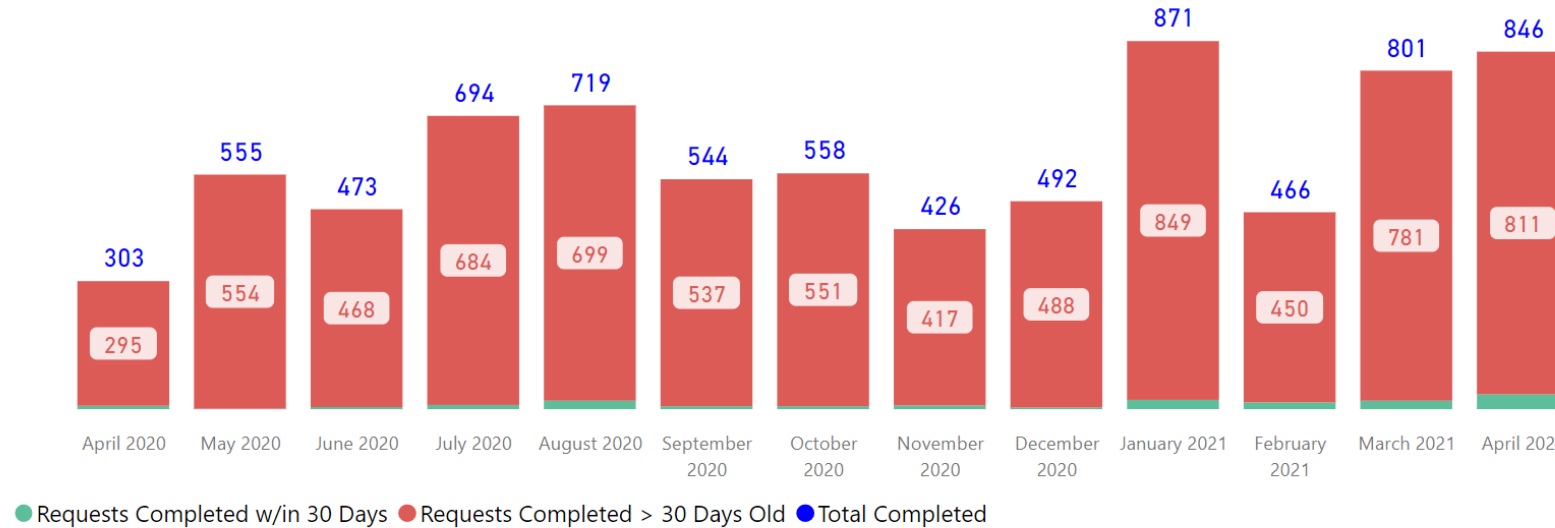
Received to Complete

7748
Requests Completed

7584
Requests Completed > 30 Days Old

97.88 %
% Completed > 30 Days Old

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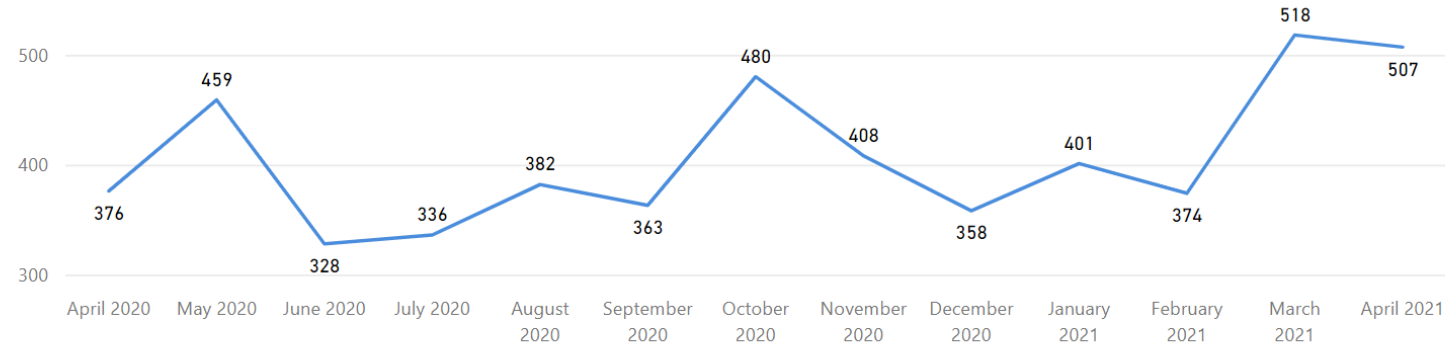
Service
Blood Alcohol ⌄

Priority Type
All ⌄

🔽 ⧉ ⋯

Received Filter

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━○

Received by Month

April 2020	289
May 2020	500
June 2020	497
July 2020	452
August 2020	493
September 2020	460
October 2020	478
November 2020	557
December 2020	522
January 2021	498
February 2021	363
March 2021	785
April 2021	546
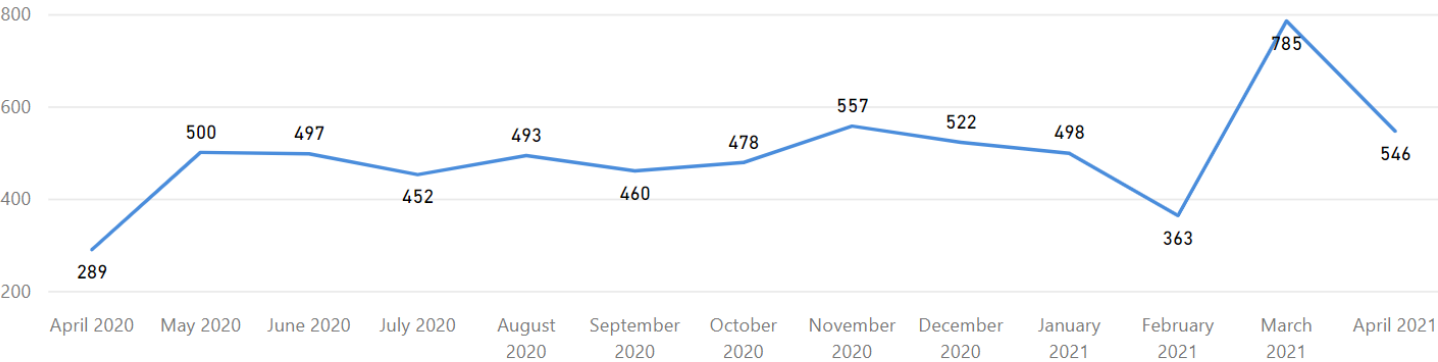
Total Received

6,440

Received per Month (Avg)*

495

Completed Filter

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━○

Completed by Month

April 2020	303
May 2020	555
June 2020	473
July 2020	694
August 2020	719
September 2020	544
October 2020	558
November 2020	426
December 2020	492
January 2021	871
February 2021	466
March 2021	801
April 2021	846
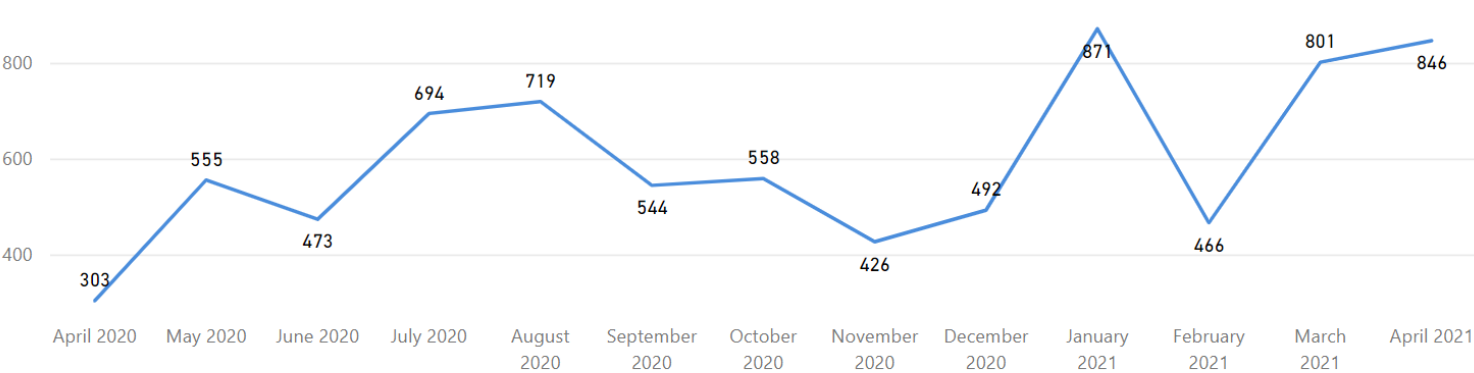
Total Completed

7,748

Completed per Month (Avg)*

596

* months with zero activity are not calculated into the average

Service
Toxicology ▾

Priority Type
All ▾

of Unassigned
1104 !
Goal: 120 (-820%)

Pending Draft
286 !
Goal: 30 (-853.33%)

Pending Tech
9 ✓
Goal: 30 (+70%)

Pending Admin
0 ✓
Goal: 30 (+100%)

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

1128
Justice Trax Past Critical Age

107
Avg Age of Requests >30 D..

175
Age-Oldest Unassigned

381
Age-Oldest Pending Draft

233
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

1399

139
132
294
195
202
437

Days Old
- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121
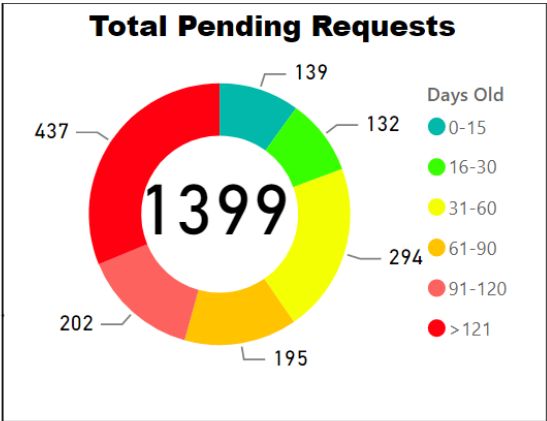
Overall TAT (Month to Date)
156.5 !
Goal: 90, 91

Overall TAT (Past 90 Days)
186.0 !
Goal: 90, 91

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD
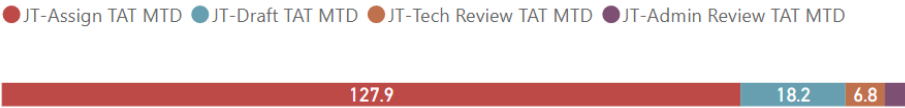
127.9	18.2	6.8

TAT by Phase of Work (Past 90 Days)

137.5	40.1	

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age

Quality TAT
23 ✓
Goal: 30, 31

Avg Age of Open Reports*
NaN

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

Quality Filter
Toxicology ▾

Month to Date
Completed **30**
Received **261**
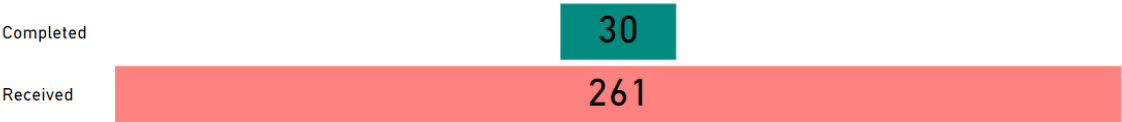
30 Day Avg (Over Past 90 Days)
Completed **32**
Received **255**
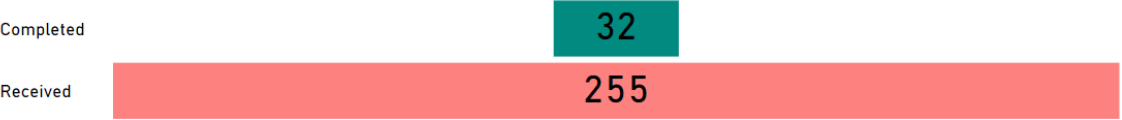
Date Range
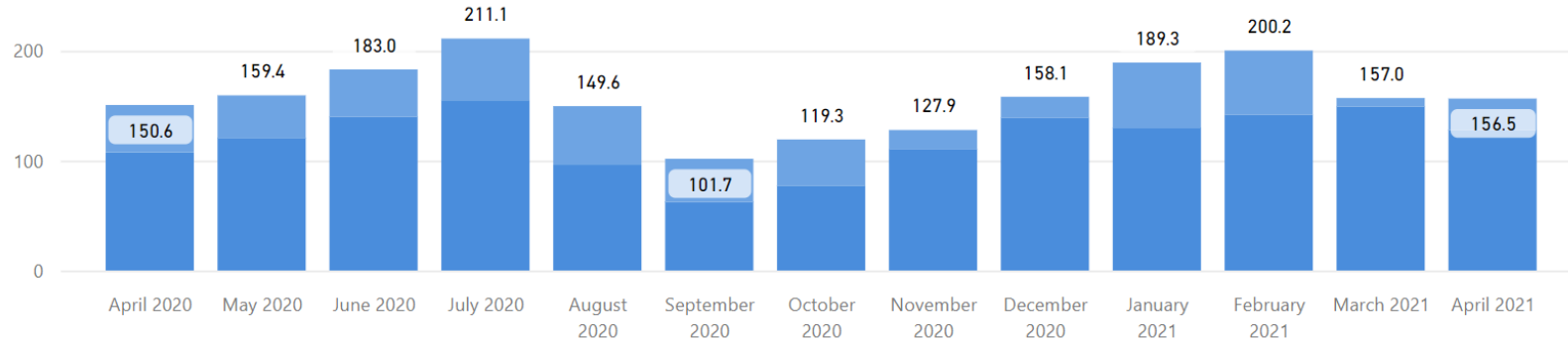
Request Type

Toxicology ▼

Priority Type

All ▼

Total TAT by Month

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

Month	Total TAT
April 2020	150.6
May 2020	159.4
June 2020	183.0
July 2020	211.1
August 2020	149.6
September 2020	101.7
October 2020	119.3
November 2020	127.9
December 2020	158.1
January 2021	189.3
February 2021	200.2
March 2021	157.0
April 2021	156.5

Selected Time Frame Averages

166.98
Total TAT (Rec'd-Compl.) Avg

42.31
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

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

Month	Total Completed	> 30 Days Old
April 2020	151	151
May 2020	142	141
June 2020	142	142
July 2020	27	27
August 2020	30	30
September 2020	17	17
October 2020	18	18
November 2020	45	45
December 2020	106	105
January 2021	155	155
February 2021	64	64
March 2021	1	
April 2021	30	28
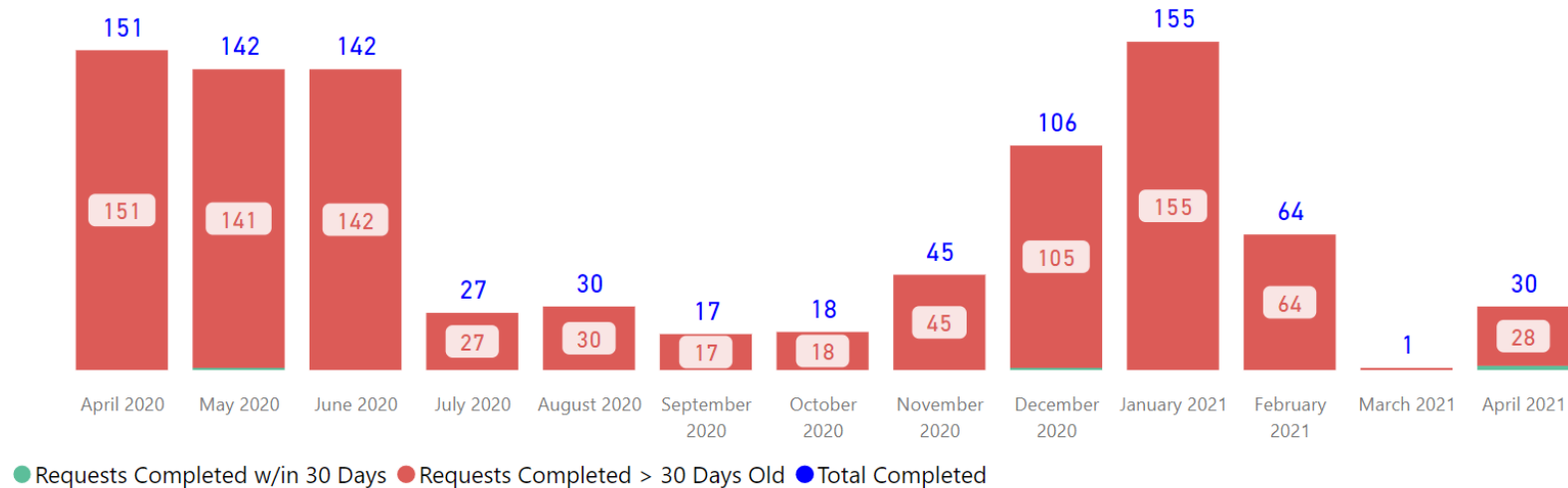
Received to Complete

928
Requests Completed

924
Requests Completed > 30 Days Old

99.57 %
% Completed > 30 Days Old

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

Service
Toxicology ▾

Priority Type
All ▾

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━━━━━━━━○
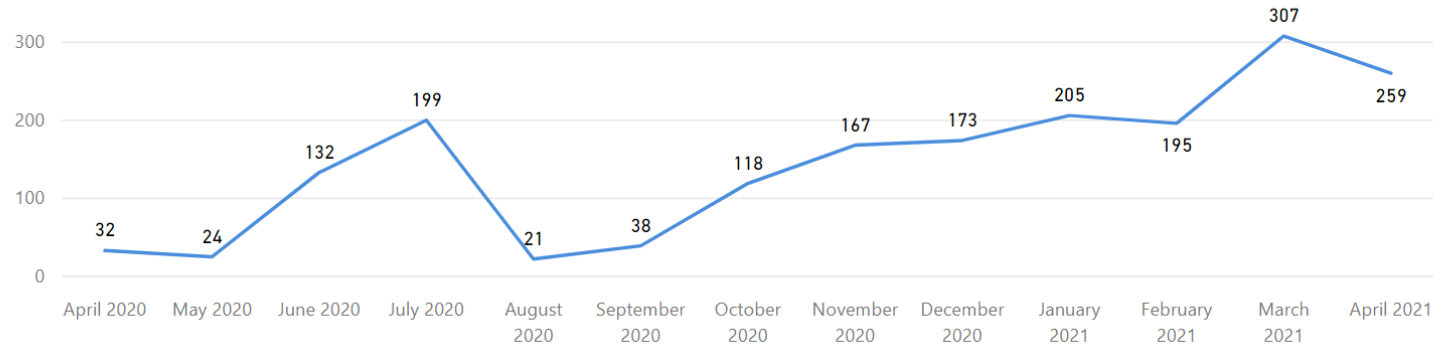
Received by Month

Total Received

1,870

Received per Month (Avg)*

144

Completed Filter

4/1/2020   4/30/2021

○━━━━━━━━━━━━━━━━━━━━━━○
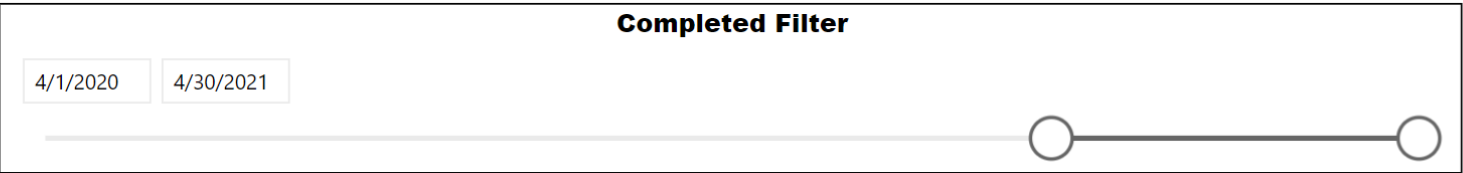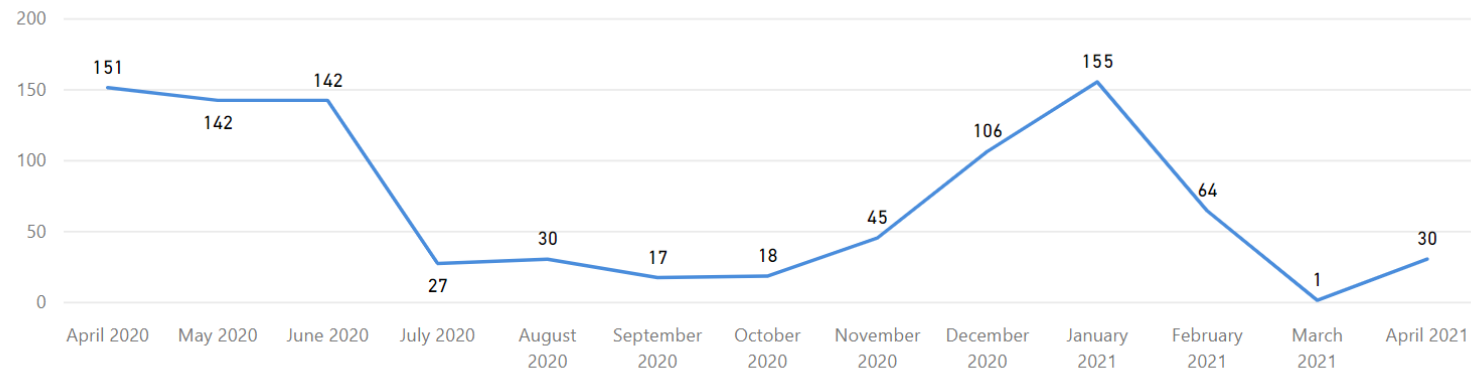
Completed by Month

Total Completed

928

Completed per Month (Avg)*

71

* months with zero activity are not calculated into the average

Firearms

Service
Firearms Examination ▽

Priority Type
All ▽

of Unassigned
55 !
Goal: 10 (-450%)

Pending Draft
21 !
Goal: 14 (-50%)

Pending Tech
11 !
Goal: 9 (-22.22%)

Pending Admin
0 ✓
Goal: 5 (+100%)

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

55
Justice Trax Past Critical Age

91
Avg Age of Requests >30 D..

130
Age-Oldest Unassigned

310
Age-Oldest Pending Draft

295
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

87

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

10, 24, 8, 23, 13, 9
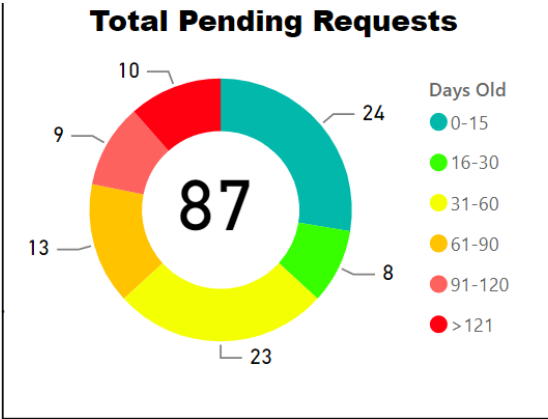
Overall TAT (Month to Date)
45.1 !
Goal: 40, 41

Overall TAT (Past 90 Days)
62.1 !
Goal: 40, 41

TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD
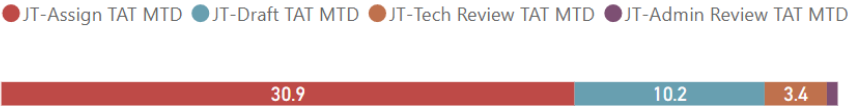
| 30.9 | 10.2 | 3.4 |

TAT by Phase of Work (Past 90 Days)

| 37.0 | 22.0 | 2.8 |

Open Quality Reports

Qualtrax ID	Workflow #	Age ▲
82045		9
73798	2020-100	113
82043	2021-IA-01	9
82060	2021-IA-02	9

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

Quality TAT
13 ✓
Goal: 30, 31

Avg Age of Open Reports*
44

Quality Filter
Firearms ▽

Month to Date
Completed — **17**
Received — **36**

30 Day Avg (Over Past 90 Days)
Completed — **24**
Received — **33**

Date Range

4/1/2020   4/30/2021

Request Type

Firearms Examination

Priority Type

All
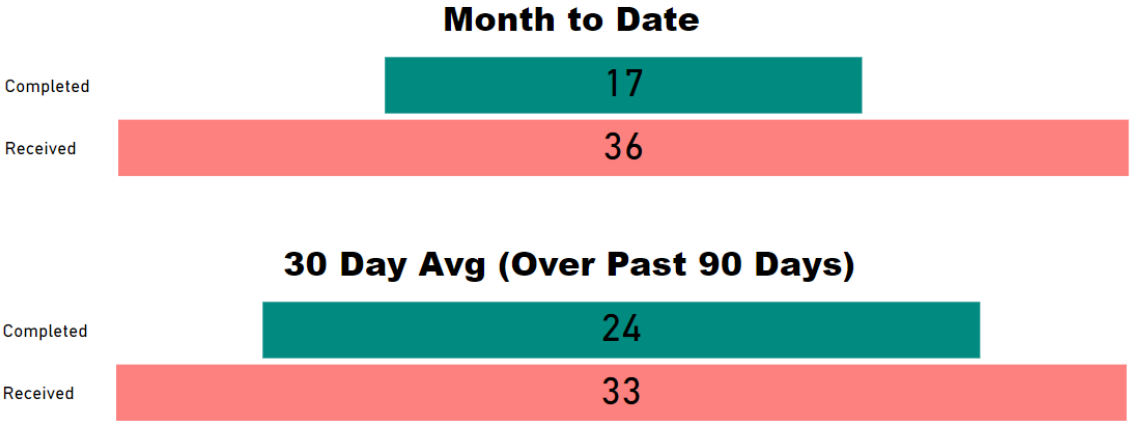
Total TAT by Month

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

Selected Time Frame Averages

52.44
Total TAT (Rec'd-Compl.) Avg

27.99
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

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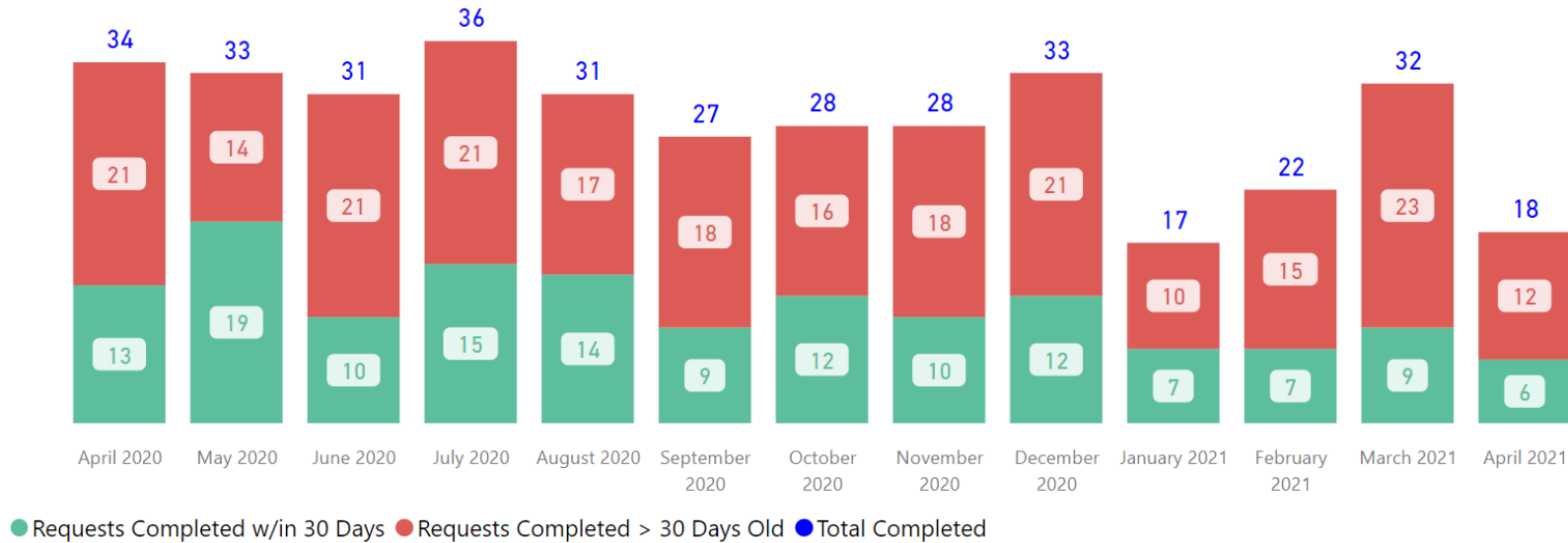
Received to Complete

370
Requests Completed

227
Requests Completed > 30 Days Old

61.35 %
% Completed > 30 Days Old

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

Service

Firearms Examination ▼

Priority Type

All ▼

Received Filter

| 4/1/2020 | 4/30/2021 |

○——————————————————○

Received by Month

Total Received

403

Received per Month (Avg)*

31

Completed Filter

| 4/1/2020 | 4/30/2021 |

○——————————————————○
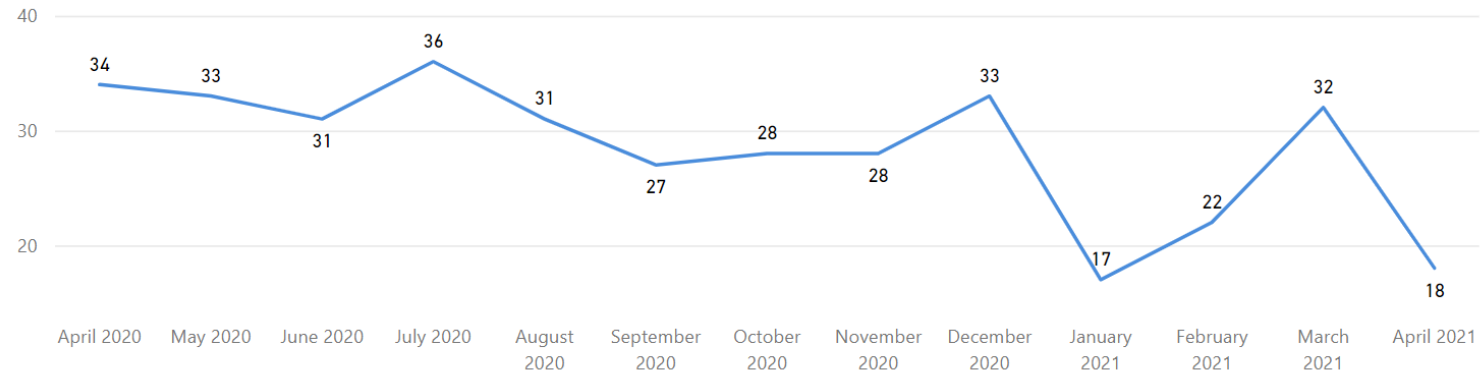
Completed by Month

Total Completed

370

Completed per Month (Avg)*

28

* months with zero activity are not calculated into the average

Service

Service
NIBIN Only ▾

Priority Type
All ▾

Total Pending Requests

29

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

(segments: 2, 1, 2, 24)

Overall TAT (Month to Date)

1.9 ✓

Goal: 7, 8

Overall TAT (Past 90 Days)

2.2 ✓

Goal: 7, 8

# of Unassigned	# Pending Draft
7 ✓	**16** ✓
Goal: 20 (+65%)	Goal: 35 (+54.29%)

# Pending Tech	# Pending Admin
4 ✓	**2** ✓
Goal: 20 (+80%)	Goal: 20 (+90%)

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

3
Justice Trax Past Critical Age

175
Avg Age of Requests >30 D...

52
Age-Oldest Unassigned

268
Age-Oldest Pending Draft

1
Age-Oldest Pending Tech

1
Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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

0.4	0.1	1.2	0.2

TAT by Phase of Work (Past 90 Days)

0.6	0.5	1.0	0.1

Open Quality Reports

Qualtrax ID	Workflow #	Age
82045		9
73798	2020-100	113
82043	2021-IA-01	9
82060	2021-IA-02	9

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

Quality TAT

13 ✓

Goal: 30, 31
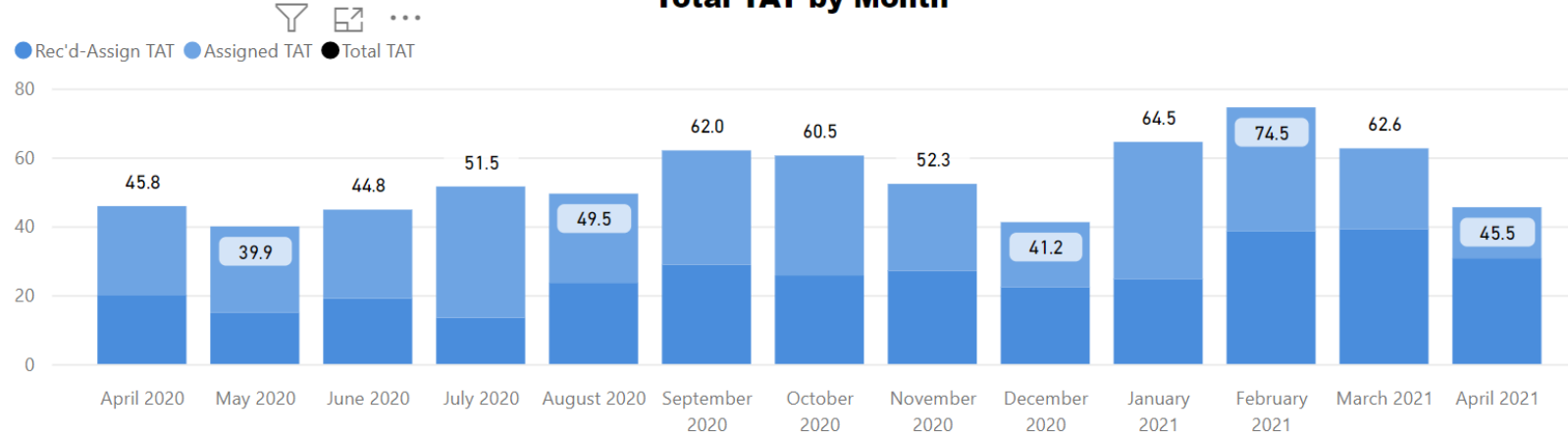
Avg Age of Open Reports*

44

Quality Filter
Firearms ▾

Month to Date

Completed	460
Received	457

30 Day Avg (Over Past 90 Days)

Completed	467
Received	468

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

Month	Value
April 2020	1.9
May 2020	1.5
June 2020	1.4
July 2020	1.5
August 2020	2.4
September 2020	1.6
October 2020	2.6
November 2020	2.7
December 2020	2.6
January 2021	3.3
February 2021	2.2
March 2021	2.4
April 2021	1.9

Requests Completed

Month	Total Completed	Within 30 Days
April 2020	344	341
May 2020	392	390
June 2020	308	306
July 2020	307	305
August 2020	367	364
September 2020	447	446
October 2020	429	428
November 2020	408	401
December 2020	512	507
January 2021	449	441
February 2021	316	309
March 2021	626	623
April 2021	461	458

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

Request Type

NIBIN Only ⌄

Priority Type

All ⌄

Selected Time Frame Averages

2.21
Total TAT (Rec'd-Compl.) Avg

1.47
Assigned TAT (Asgmt.-Compl.) Avg
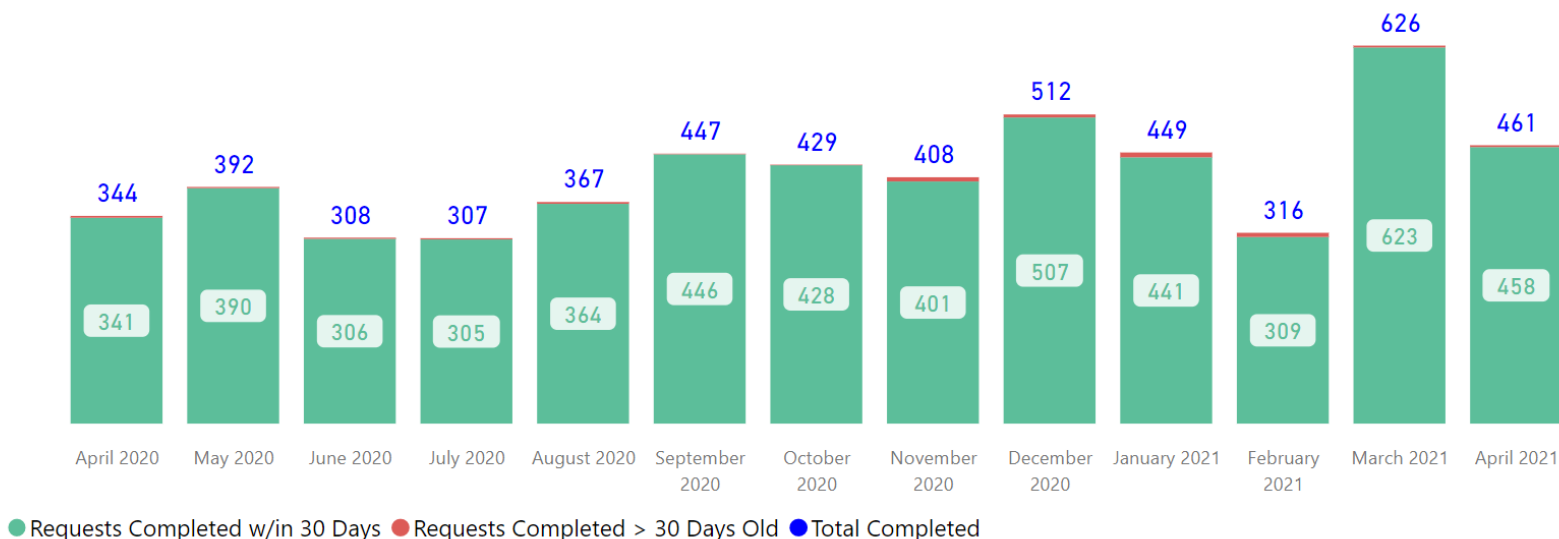
Received to Complete

5366
Requests Completed

47
Requests Completed > 30 Days Old

0.88 %
% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

All

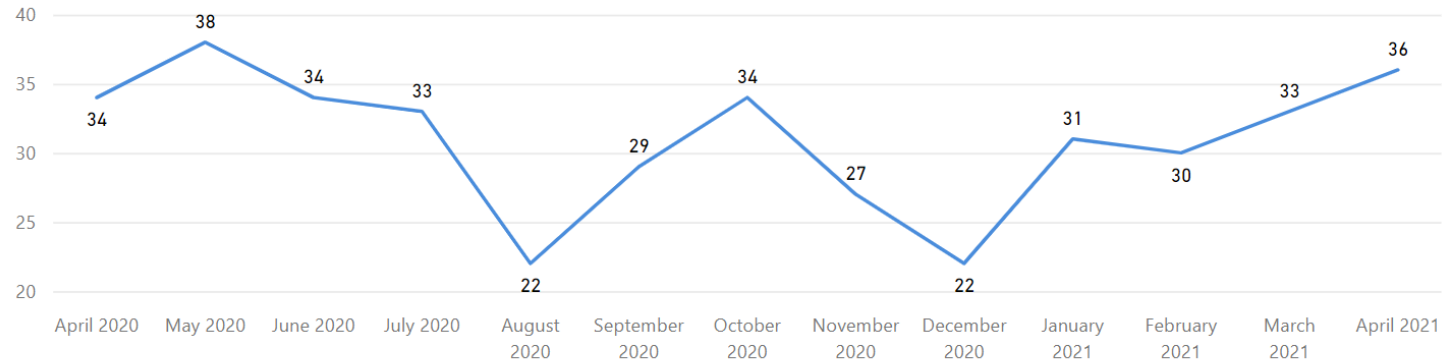**Received Filter**

4/1/2020   4/30/2021
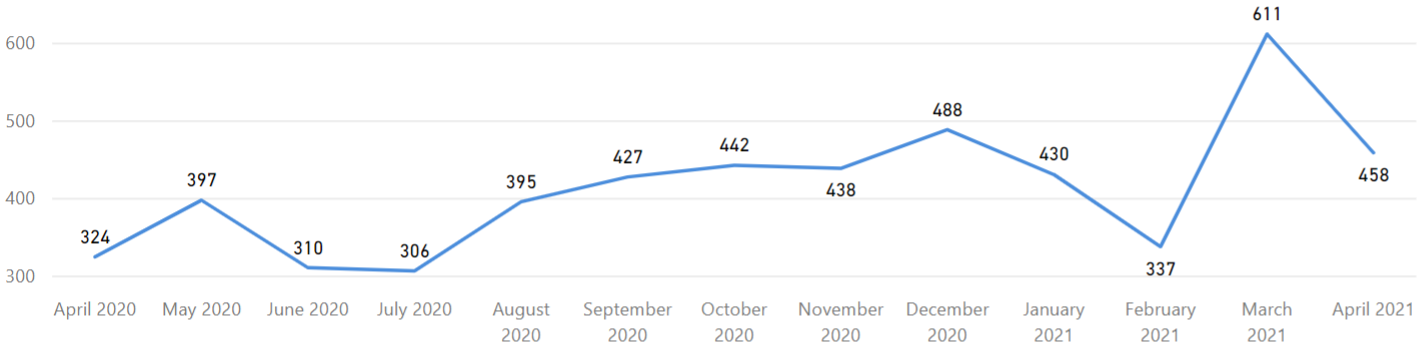
Received by Month

Total Received

5,363

Received per Month (Avg)*

413

Completed Filter

4/1/2020   4/30/2021
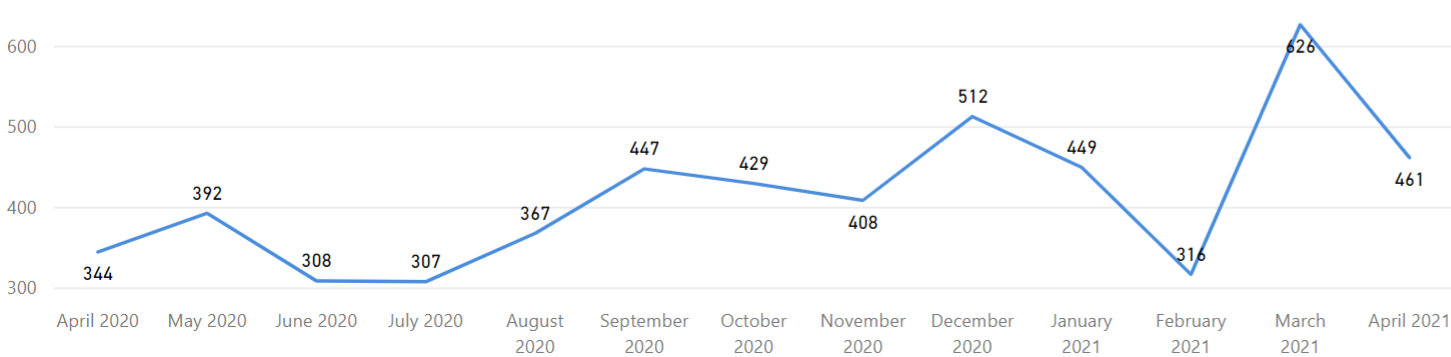
Completed by Month

Total Completed

5,366

Completed per Month (Avg)*

413

* months with zero activity are not calculated into the average

Forensic Biology

of Unassigned

1 ✓

Goal: 20 (+95%)

Pending Draft

842 !

Goal: 24 (-3408.33%)

Pending Tech

89 !

Goal: 24 (-270.83%)

Pending Admin

12 ✓

Goal: 20 (+40%)

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

784
Past Critical Age

212
Avg Age of Reqeusts >30 …

11
Age-Oldest Unassigned PL

1479
Age-Oldest Pending Draft…

2542
Age-Oldest Pending Tech …

472
Age-Oldest Pending Adm…

Total Pending Requests

944

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

79
81
111
58
73
542
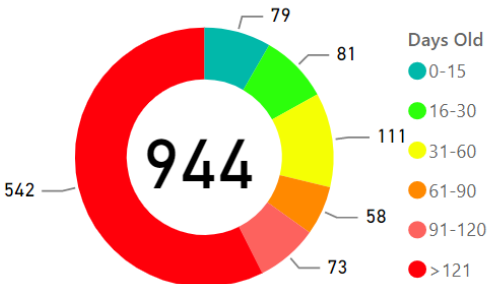
Overall TAT (Month to Date)

224.3 !

Goal: 30, 31

Overall TAT (Past 90 Days)

266.5 !

Goal: 30, 31

TAT by Phase of Work (MTD)

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

| 46.0 | 149.7 | 25.6 | |

TAT by Phase of Work (Past 90 Days)

| 51.7 | 182.2 | 28.9 | |

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	662
57686	2020-008	308
61919	2020-031	254
63990	2020-IA-06	228
64034	2020-IA-07	228
64601	2020-049	221
65954	2021-014	201

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

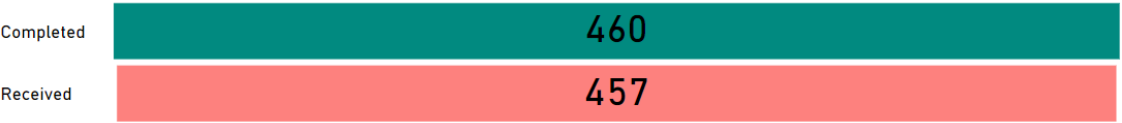## Quality TAT

55 !

Goal: 40, 41
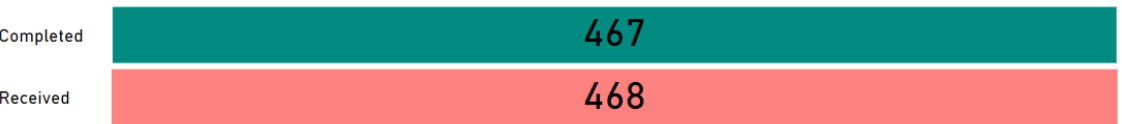
Avg Age of Open Reports*

152

Quality Filter

Biology/DNA ▼

Month to Date

Completed 110

Recieved 151

30 Day Avg (Over Past 90 Days)

Completed 115

Received 123

Total Pending Requests

57

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

1
6
4
4
40

of Unassigned
0 ✓
Goal: 20 (+100%)

Pending Draft
40 !
Goal: 24 (-66.67%)

Pending Tech
11 ✓
Goal: 24 (+54.17%)

Pending Admin
6 ✓
Goal: 20 (+70%)

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

54
Past Critical Age

338
Avg Age of Reqeusts >30 ...

0
Age-Oldest Unassigned PL

1479
Age-Oldest Pending Draft...

617
Age-Oldest Pending Tech ...

472
Age-Oldest Pending Adm...
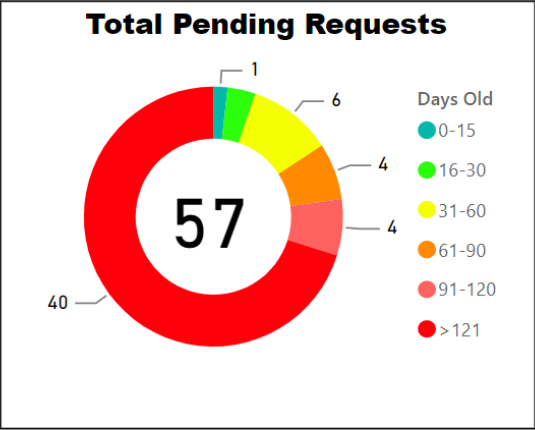
Overall TAT (Month to Date)
287.5 !
Goal: 30, 31

Overall TAT (Past 90 Days)
329.1 !
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

| 80.4 | 189.8 | 15.1 |

TAT by Phase of Work (Past 90 Days)

| 111.1 | 190.8 | 23.9 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	662
57686	2020-008	308
61919	2020-031	254
63990	2020-IA-06	228
64034	2020-IA-07	228
64601	2020-049	221
65954	2021-014	201

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

Quality TAT
55 !
Goal: 40, 41

Avg Age of Open Reports*
152

Quality Filter

Biology/DNA ⌄

Month to Date
Completed 47
Recieved 2

30 Day Avg (Over Past 90 Days)
Completed 40
Received 6

Section
Outsourced - DNA ▼
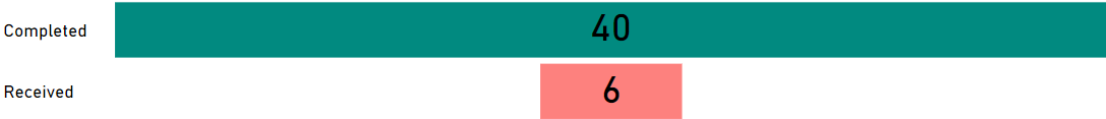
Request Type
All ▼

of Unassigned
548 !
Goal: 100 (-448%)

Pending Draft
2 ✓
Goal: 100 (+98%)

Pending Tech
44 ✓
Goal: 100 (+56%)

Pending Admin
0 ✓
Goal: 100 (+100%)

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

501
Past Critical Age

129
Avg Age of Reqeusts >30 …

410
Age-Oldest Unassigned PL

147
Age-Oldest Pending Draft…

354
Age-Oldest Pending Tech …

0
Age-Oldest Pending Adm…

Total Pending Requests
594

Days Old
- 0-15 — 45
- 16-30 — 48
- 31-60 — 147
- 61-90 — 91
- 91-120 — 48
- >121 — 215
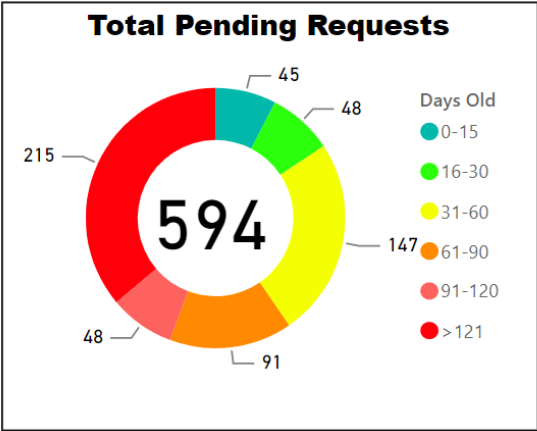
Overall TAT (Month to Date)
113.1 !
Goal: 100, 100

Overall TAT (Past 90 Days)
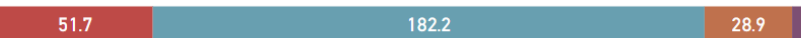149.9 !
Goal: 100, 100

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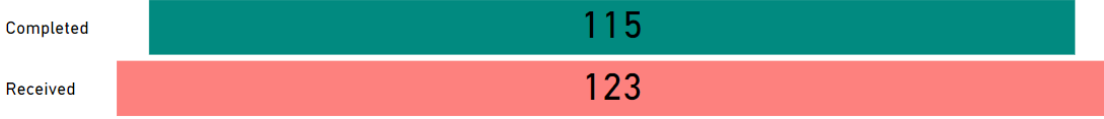● PL-Assign TAT MTD ● PL-Draft TAT MTD ● PL-Tech Review TAT MTD ● PL-Admin Review TAT MTD

108.0

TAT by Phase of Work (Past 90 Days)
148.0

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	662
57686	2020-008	308
61919	2020-031	254
63990	2020-IA-06	228
64034	2020-IA-07	228
64601	2020-049	221
65954	2021-014	201

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

Quality TAT
55 !
Goal: 40, 41

Avg Age of Open Reports*
152

Quality Filter
Biology/DNA ▼

Month to Date
Completed — 71
Recieved — 89

30 Day Avg (Over Past 90 Days)
Completed — 77
Received — 114

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

Month	Value
April 2020	123.7
May 2020	169.5
June 2020	184.6
July 2020	198.5
August 2020	166.7
September 2020	224.3
October 2020	241.3
November 2020	259.1
December 2020	280.1
January 2021	325.2
February 2021	281.5
March 2021	290.4
April 2021	229.6

Selected Time Frame Averages

237.84
Total TAT (Rec'd-Compl.) Avg

185.62
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Value
April 2020	27
May 2020	90
June 2020	64
July 2020	93
August 2020	117
September 2020	129
October 2020	98
November 2020	97
December 2020	112
January 2021	110
February 2021	104
March 2021	121
April 2021	109

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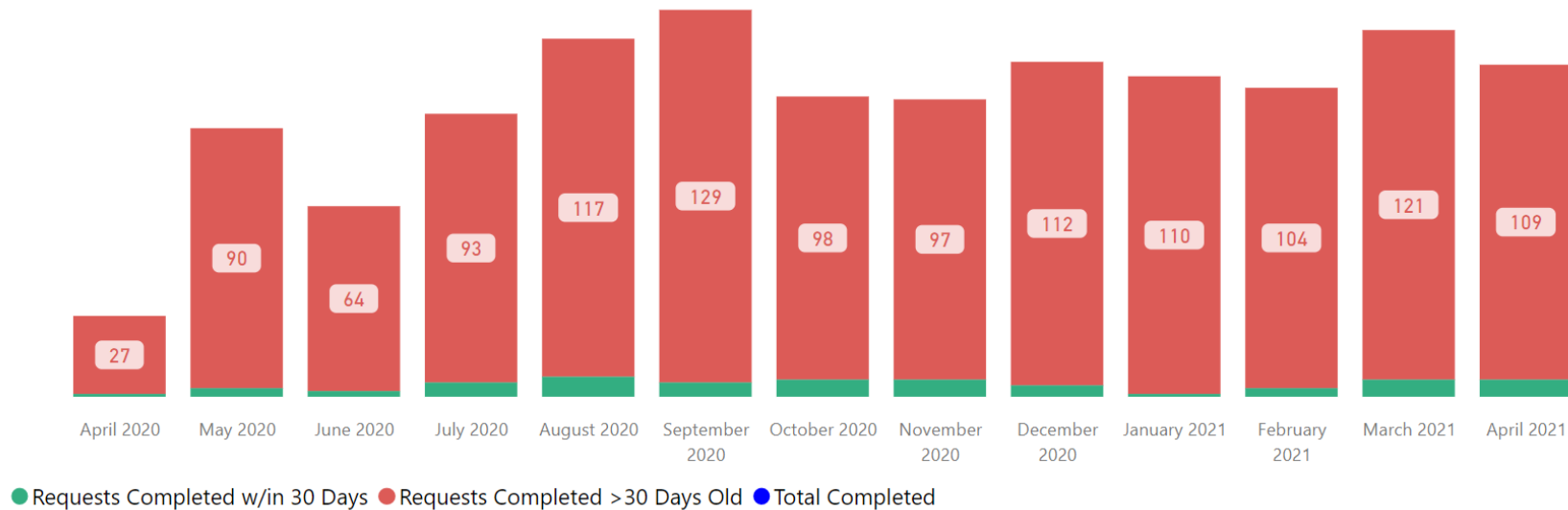
Received to Complete

1326
Requests Completed

1271
Requests Completed > 30 Days

95.85 %
% Completed > 30 Days

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

Section
DNA ▾

Request Type
All ▾

Received Filter

4/1/2020   4/30/2021

Received by Month

Total Received

1385

Received per Month (Avg)*

107

149
123
103
114
69
119
95
75
76
94
69
147
152

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

Completed Filter

4/1/2020   4/30/2021
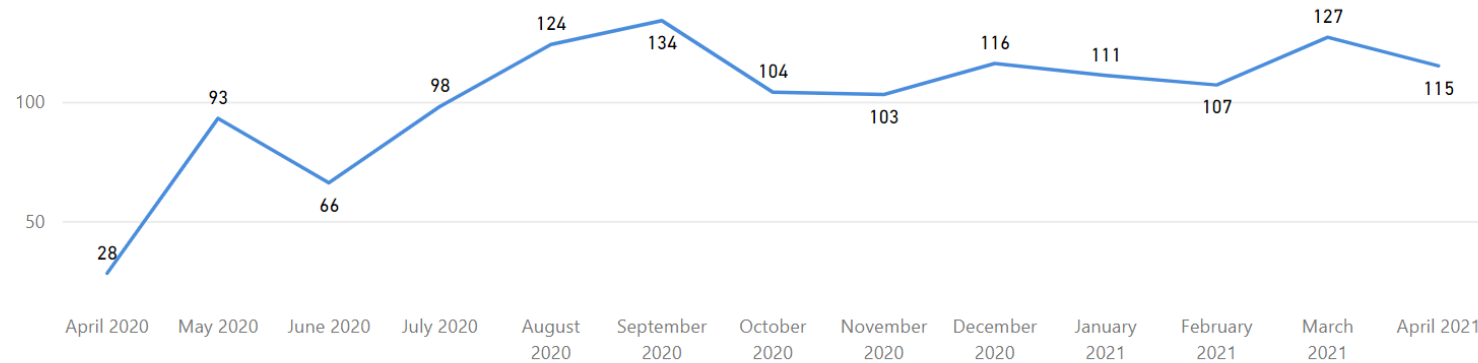
Completed by Month

Total Completed

1326

Completed per Month (Avg)*

102

28
93
66
98
124
134
104
103
116
111
107
127
115

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

* months with zero activity are not calculated into the average

Section
Screening ▽

Request Type
All ▽

Total Pending Requests

30

4

26

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

Overall TAT (Month to Date)
9.7 ✓
Goal: 10, 11

Overall TAT (Past 90 Days)
9.0 ✓
Goal: 10, 11

# of Unassigned	# Pending Draft
0 ✓	20 !
Goal: 10 (+100%)	Goal: 14 (-42.86%)

# Pending Tech	# Pending Admin
6 ✓	4 ✓
Goal: 16 (+62.5%)	Goal: 12 (+66.67%)

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

0
Past Critical Age

NaN
Avg Age of Reqeusts >30 ...

0
Age-Oldest Unassigned PL

23
Age-Oldest Pending Draft...

17
Age-Oldest Pending Tech ...

17
Age-Oldest Pending Adm...

TAT by Phase of Work (MTD)

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

| 6.2 | 3.1 | 0.7 |

TAT by Phase of Work (Past 90 Days)

| 5.9 | 2.7 | 0.9 |

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	662
57686	2020-008	308
61919	2020-031	254
63990	2020-IA-06	228
64034	2020-IA-07	228
64601	2020-049	221
65954	2021-014	201

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

Quality TAT
55 !
Goal: 40, 41

Avg Age of Open Reports*
152

Quality Filter
Biology/DNA ▽

Month to Date

| Completed | 99 |
| Recieved | 107 |

30 Day Avg (Over Past 90 Days)

| Completed | 90 |
| Received | 95 |

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

Month	Value
April 2020	32.9
May 2020	31.5
June 2020	13.6
July 2020	12.9
August 2020	9.3
September 2020	13.3
October 2020	24.0
November 2020	17.3
December 2020	7.6
January 2021	6.5
February 2021	9.0
March 2021	8.4
April 2021	9.7

Selected Time Frame Averages

15.01
Total TAT (Rec'd-Compl.) Avg

15.43
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Within 30 Days	>30 Days Old
April 2020	42	37
May 2020	50	42
June 2020	75	
July 2020	91	
August 2020	75	
September 2020	103	
October 2020	82	
November 2020	60	
December 2020	64	
January 2021	91	
February 2021	66	
March 2021	105	
April 2021	98	
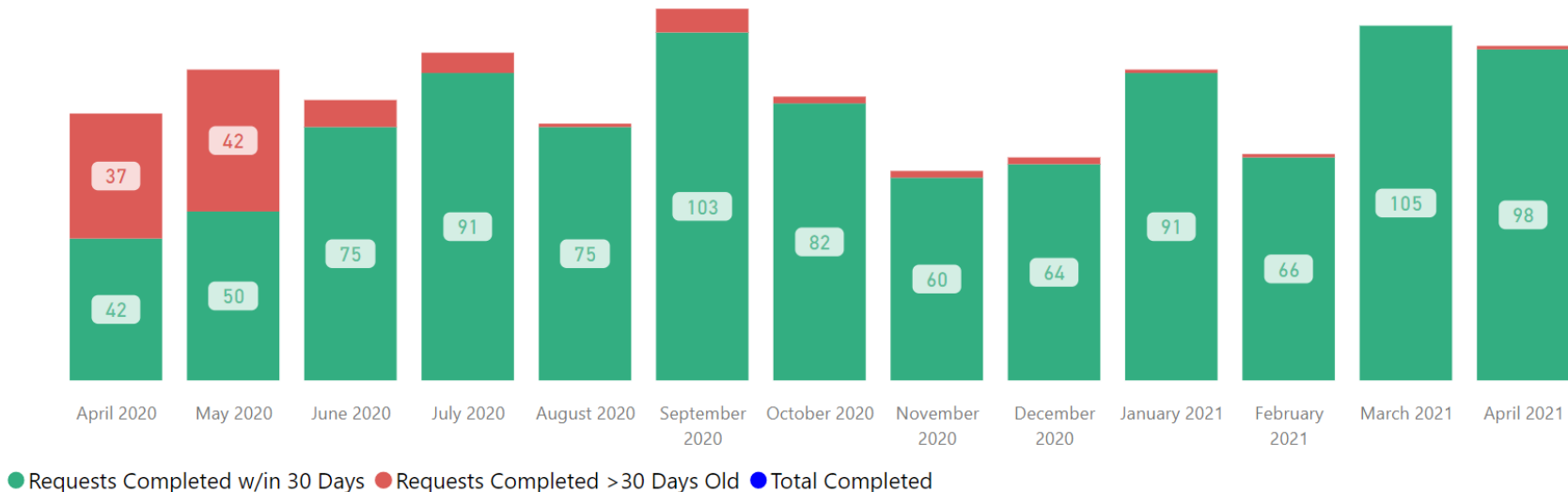
Received to Complete

1112
Requests Completed

110
Requests Completed > 30 Days

9.89 %
% Completed > 30 Days

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

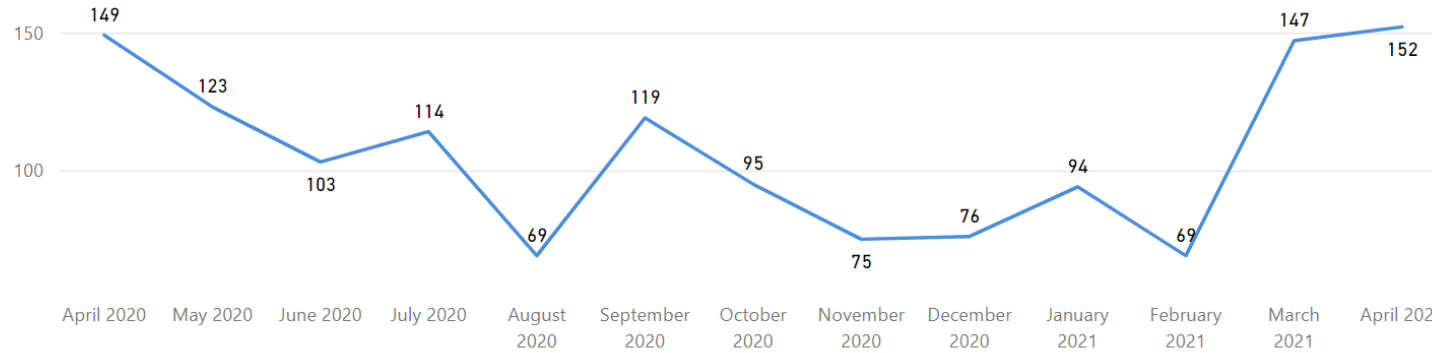● Requests Completed w/in 30 Days ● Requests Completed >30 Days Old ● Total Completed
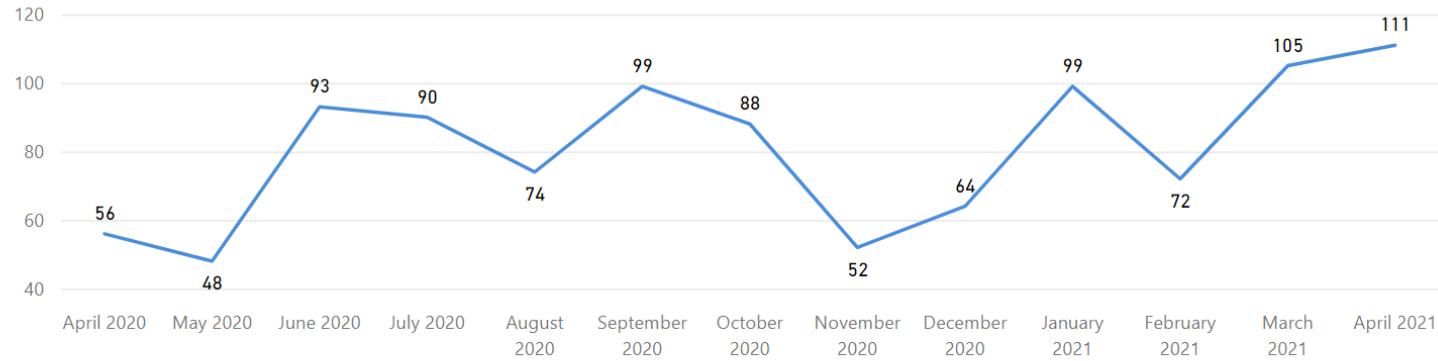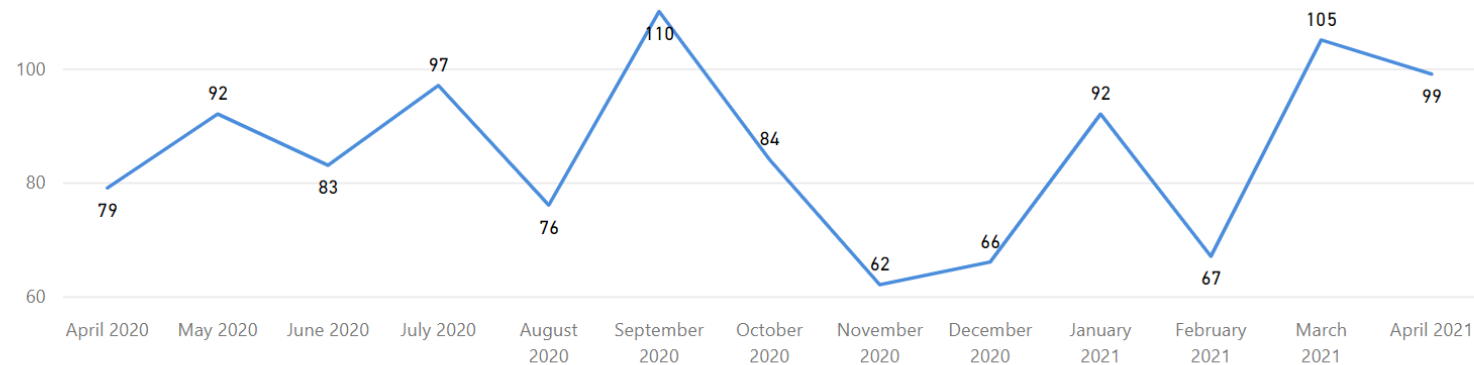
Section
CODIS

CODIS Hit Type
All

of Unassigned
13 ✓
Goal: 100 (+87%)

Pending Draft
9 ✓
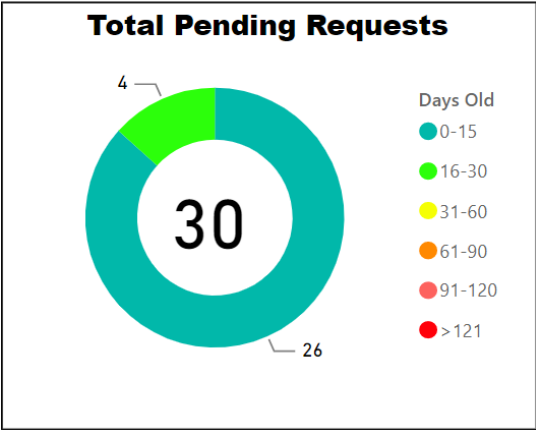Goal: 20 (+55%)

Pending Tech
2 ✓
Goal: 15 (+86.67%)

Pending Admin
0 ✓
Goal: 0

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

2
Past Critical Age

39
Avg Age of Reqeusts >30 ...

23
Age-Oldest Unassigned PL

39
Age-Oldest Pending Draft...

23
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests

24

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

2
5
17
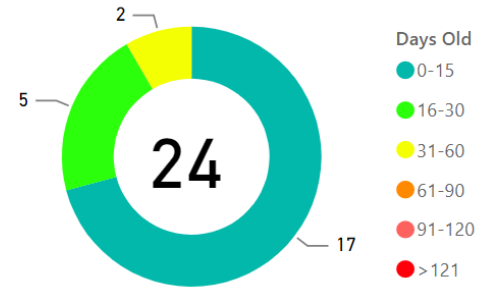
Overall TAT (Month to Date)
10.3 ✓
Goal: 30, 31

Overall TAT (Past 90 Days)
9.0 ✓
Goal: 30, 31

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

6.6

TAT by Phase of Work (Past 90 Days)

4.3   0.2

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	662
57686	2020-008	308
61919	2020-031	254
63990	2020-IA-06	228
64034	2020-IA-07	228
64601	2020-049	221
65954	2021-014	201

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

Quality Filter
Biology/DNA

Quality TAT
55 !
Goal: 40, 41

Avg Age of Open Reports*
152

Month to Date
Completed   316
Recieved   190

30 Day Avg (Over Past 90 Days)
Completed   460
Received   445

Date Range

4/1/2020   4/30/2021

Total TAT by Month

Month	TAT
April 2020	12.5
May 2020	11.8
June 2020	19.7
July 2020	8.7
August 2020	10.9
September 2020	14.1
October 2020	12.1
November 2020	11.7
December 2020	15.3
January 2021	14.4
February 2021	11.2
March 2021	7.5
April 2021	10.3
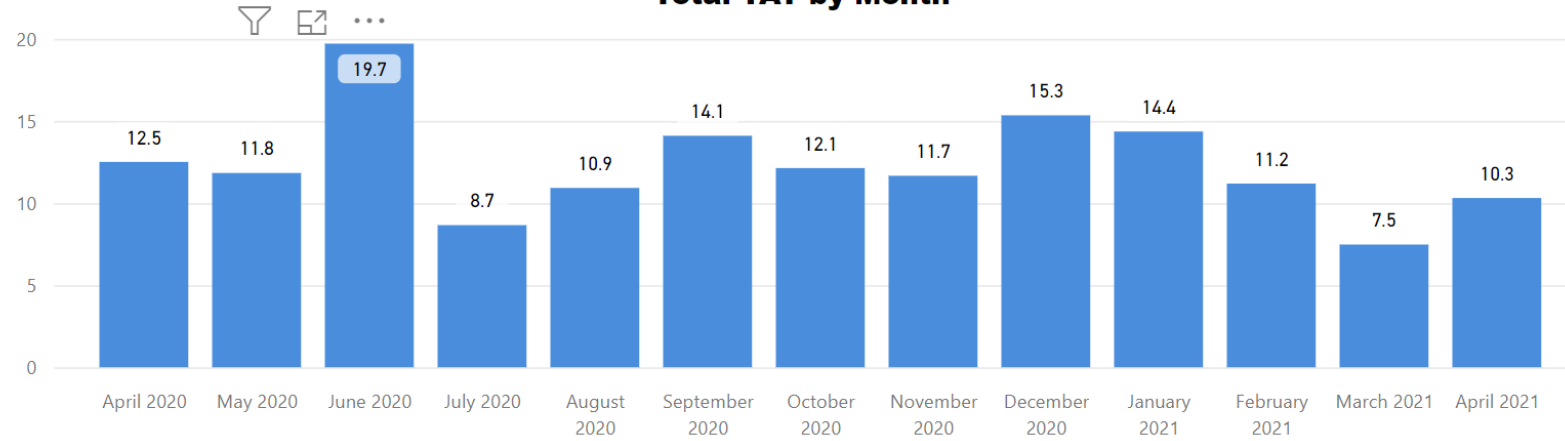
Selected Time Frame Averages

11.82
Total TAT (Rec'd-Compl.) Avg

Requests Completed

Month	Within 30 Days	>30 Days
April 2020	179	
May 2020	434	
June 2020	196	91
July 2020	381	
August 2020	290	
September 2020	253	
October 2020	806	
November 2020	725	
December 2020	319	
January 2021	435	71
February 2021	206	
March 2021	816	
April 2021	308	

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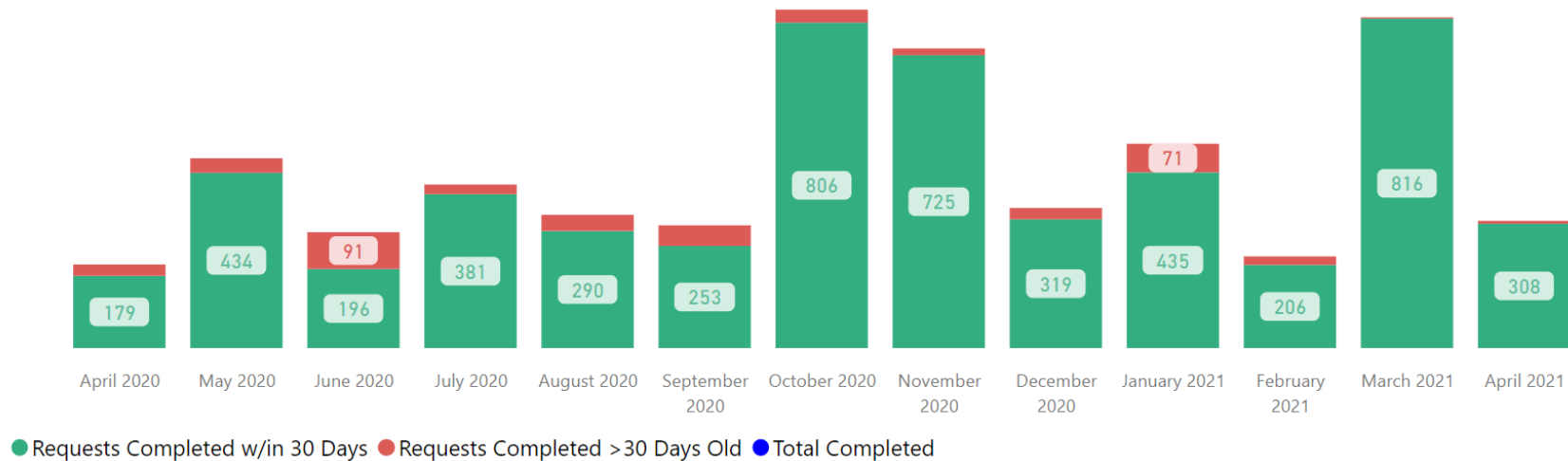
Received to Complete

5797
Requests Completed

449
Requests Completed > 30 Days

7.75 %
% Completed > 30 Days

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

Received Filter

4/1/2020   4/30/2021

Received by Month

Month	Value
April 2020	505
May 2020	265
June 2020	209
July 2020	467
August 2020	319
September 2020	729
October 2020	378
November 2020	800
December 2020	491
January 2021	262
February 2021	337
March 2021	803
April 2021	183
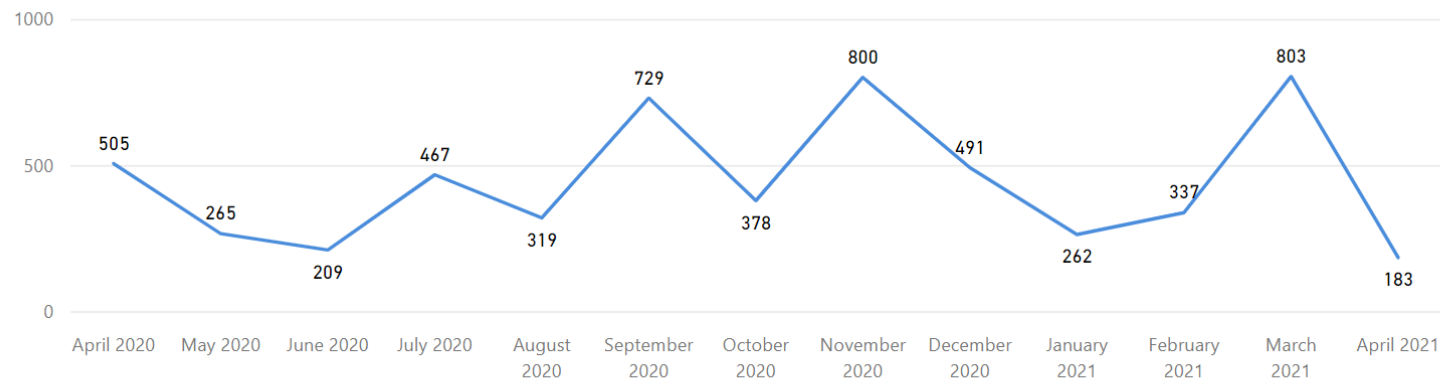
Total Received

5748

Received per Month (Avg)*

442

Completed Filter

4/1/2020   4/30/2021

Completed by Month

Month	Value
April 2020	207
May 2020	470
June 2020	287
July 2020	405
August 2020	330
September 2020	304
October 2020	838
November 2020	742
December 2020	347
January 2021	506
February 2021	227
March 2021	819
April 2021	315
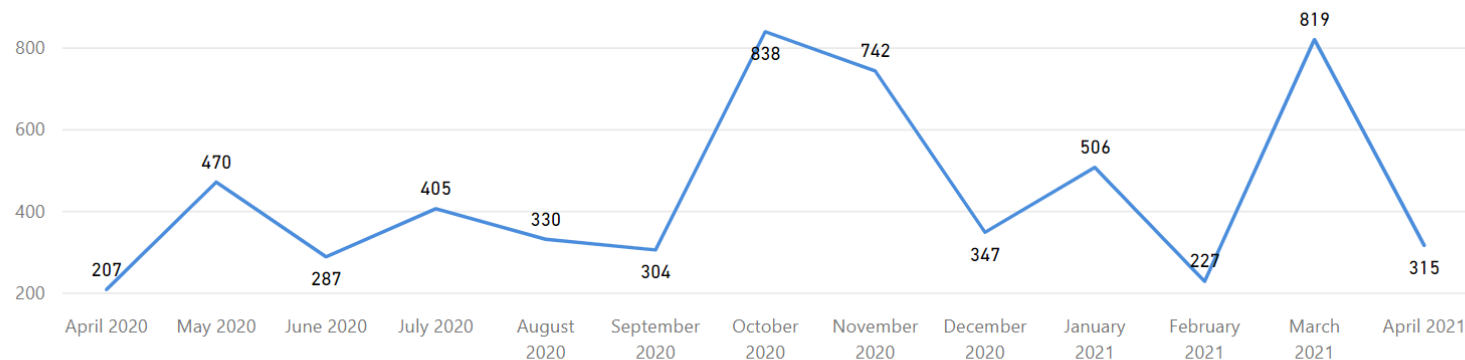
Total Completed

5797

Completed per Month (Avg)*

446

* months with zero activity are not calculated into the average

Latent Prints

Service

Priority Type

of Unassigned

2513 !

Goal: 230 (-992.61%)

Pending Draft

60 !

Goal: 50 (-20%)

Pending Tech

97 !

Goal: 50 (-94%)

Pending Admin

0 ✓

Goal: 50 (+100%)

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

2489
Justice Trax Past Critical Age

355
Avg Age of Requests >30 D..

714
Age-Oldest Unassigned

994
Age-Oldest Pending Draft

1743
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

99

135

145

126

2083

2669

Days Old
- ● 0-15
- ● 16-30
- ● 31-60
- ● 61-90
- ● 91-120
- ● >121
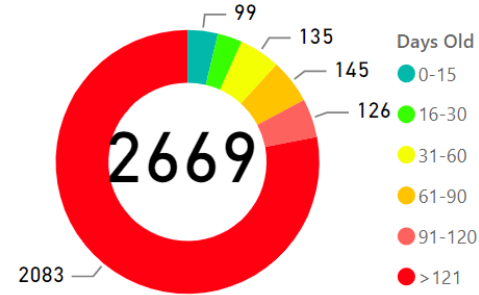
Overall TAT (Month to Date)

411.3 !

Goal: 45, 46

Overall TAT (Past 90 Days)

447.3 !

Goal: 45, 46

TAT by Phase of Work (MTD)

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

384.7

TAT by Phase of Work (Past 90 Days)

416.1

Open Quality Reports

Qualtrax ID	Workflow #	Age
81856		12
82175		7
80349	2020-033	33
64699	2020-043	219
80971	2021-020	25

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

Quality TAT

79 !

Goal: 40, 41

Avg Age of Open Reports*

92

Quality Filter

Month to Date

Completed **157**

Received **181**

30 Day Avg (Over Past 90 Days)

Completed **160**

Received **191**

Date Range

4/1/2020   4/30/2021

Total TAT by Month

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

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Total TAT	822.8	493.2	566.5	567.3	437.1	693.3	691.9	498.6	470.1	507.8	454.9	467.6	412.6
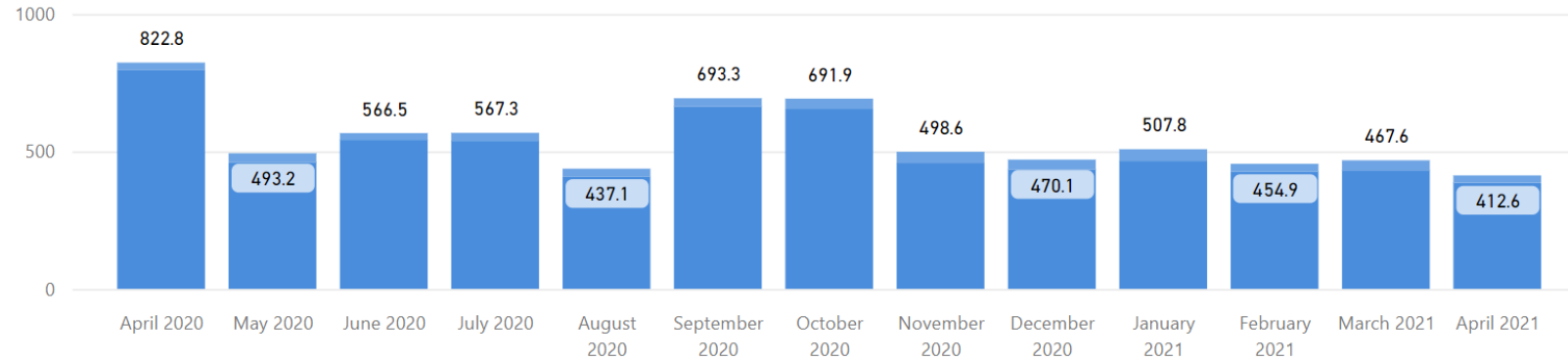
Selected Time Frame Averages

559.45
Total TAT (Rec'd-Compl.) Avg

31.57
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Total Completed	224	142	139	104	108	116	140	55	129	66	106	214	158
Requests Completed > 30 Days Old	205	114	115	77	76	100	111	38	95	55	93	190	126
Requests Completed w/in 30 Days		28	24	27	32		29		34			24	32

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

Received to Complete

1701
Requests Completed

1395
Requests Completed > 30 Days Old

82.01 %
% Completed > 30 Days Old

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

Service

Priority Type

All ▾

Received Filter

4/1/2020   4/30/2021

Received by Month

200 — 201   203   198
              185   169   164   179   195   197
130   159   159   181

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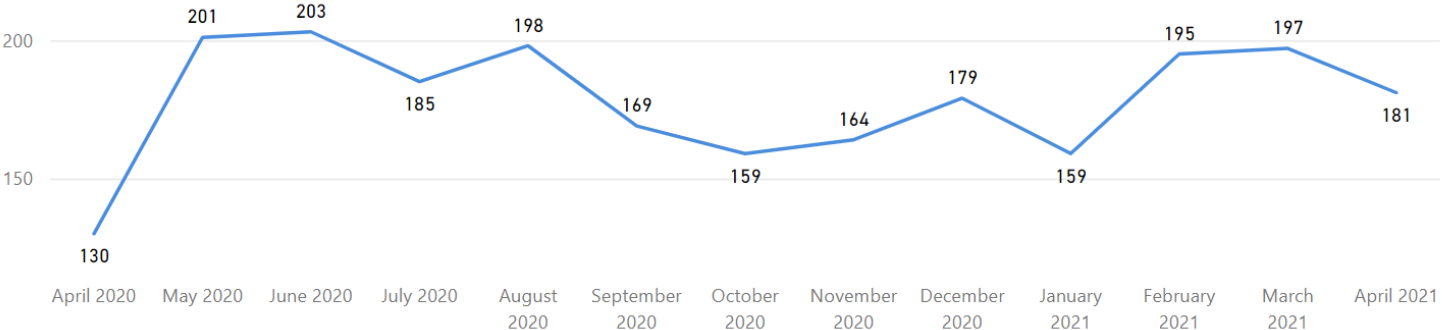
Total Received

2,320

Received per Month (Avg)*

178

Completed Filter

4/1/2020   4/30/2021

Completed by Month

250 —
224
      142   139   140   129   214
200 —   108   116   106   158
              104   55   66
100 —

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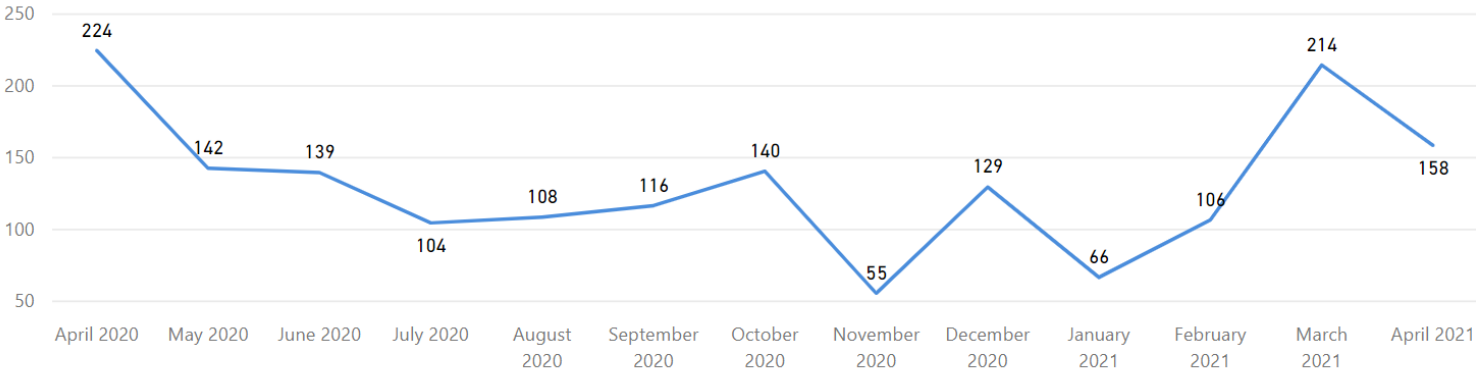
Total Completed

1,701

Completed per Month (Avg)*

131

* months with zero activity are not calculated into the average

Service

Latent Processing ▼

Priority Type

All ▼

---

of Unassigned

504!

Goal: 50 (-908%)

Pending Draft

7 ✓

Goal: 30 (+76.67%)

Pending Tech

3 ✓

Goal: 30 (+90%)

Pending Admin

3 ✓

Goal: 30 (+90%)

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

472
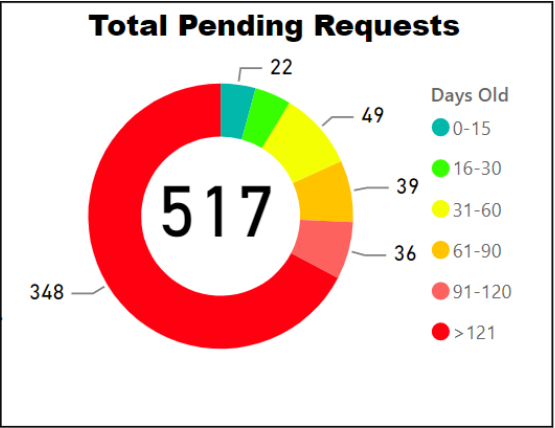Justice Trax Past Critical Age

263
Avg Age of Requests >30 D..

604
Age-Oldest Unassigned

343
Age-Oldest Pending Draft

106
Age-Oldest Pending Tech

625
Age-Oldest Pending Admin

Total Pending Requests

517

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

22
49
39
36
348

Overall TAT (Month to Date)

195.9!

Goal: 30, 31

Overall TAT (Past 90 Days)

192.4!

Goal: 30, 31

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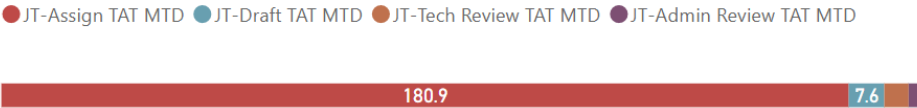
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

| 180.9 | 7.6 |

TAT by Phase of Work (Past 90 Days)

| 171.9 | 12.2 |

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age
81856		12
82175		7
80349	2020-033	33
64699	2020-043	219
80971	2021-020	25

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

---

Quality TAT

79!

Goal: 40, 41

Avg Age of Open Reports*

92

Quality Filter

Latent Prints ▼

Month to Date
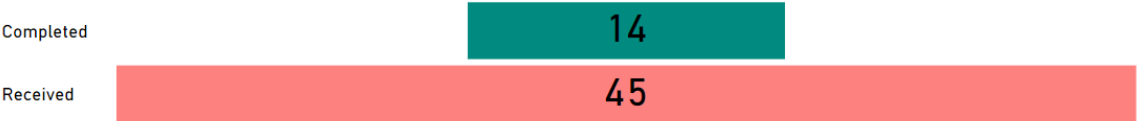
Completed | 14
Received | 45

30 Day Avg (Over Past 90 Days)

Completed | 23
Received | 53

Date Range
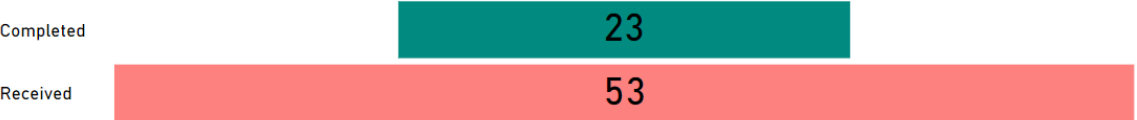
4/1/2020 — 4/30/2021

Total TAT by Month

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

Month	Total TAT	Assigned TAT
April 2020	79.5	
May 2020		73.5
June 2020	171.7	
July 2020		144.8
August 2020	278.9	
September 2020		107.6
October 2020	126.6	
November 2020	256.5	
December 2020		131.4
January 2021	175.9	
February 2021		135.3
March 2021	236.9	
April 2021		195.9
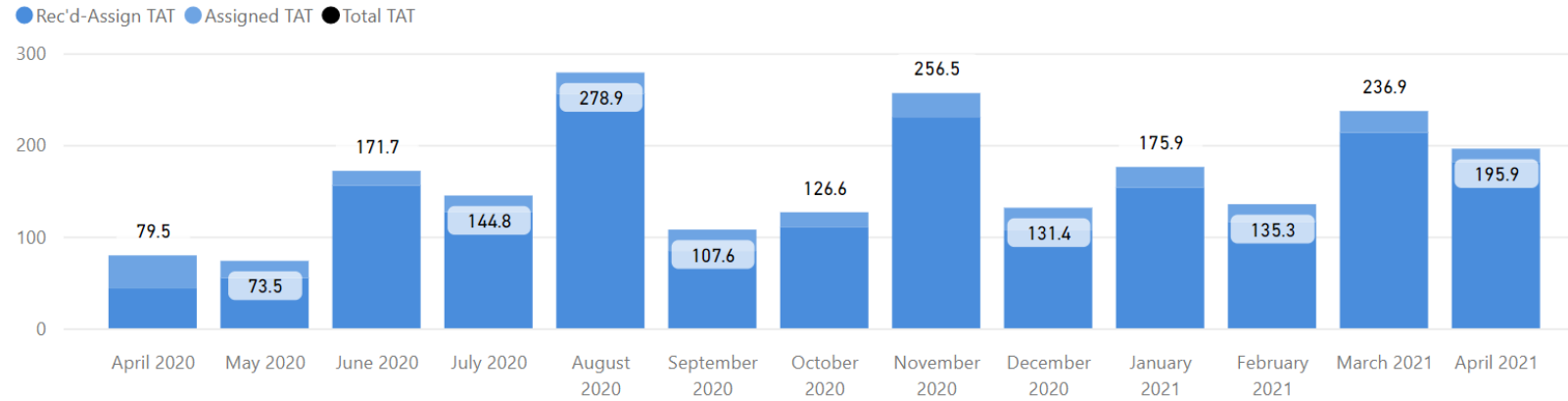
Selected Time Frame Averages

176.18
Total TAT (Rec'd-Compl.) Avg

21.50
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	Within 30 Days	> 30 Days Old
April 2020	8		6
May 2020	17	8	9
June 2020	30	8	22
July 2020	21	8	13
August 2020	40	13	27
September 2020	29	15	14
October 2020	28	13	15
November 2020	32	9	23
December 2020	25	10	15
January 2021	27	5	22
February 2021	25	11	14
March 2021	31	11	20
April 2021	14	5	9

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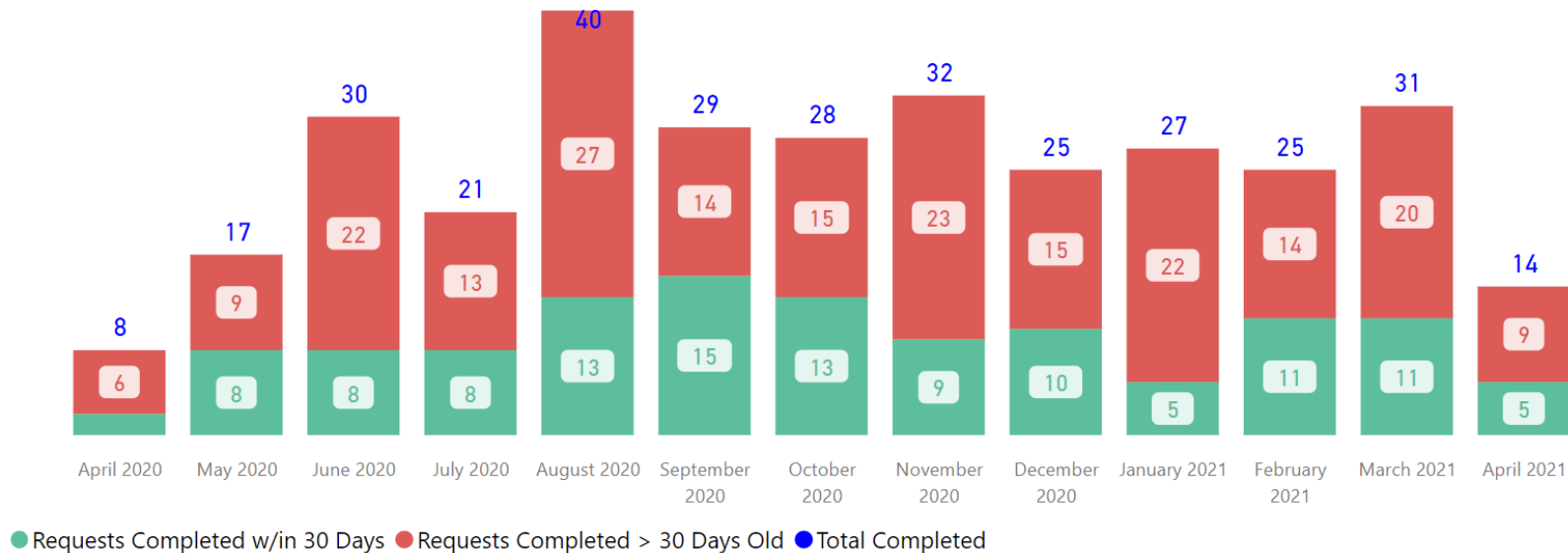
Received to Complete

327
Requests Completed

209
Requests Completed > 30 Days Old

63.91 %
% Completed > 30 Days Old

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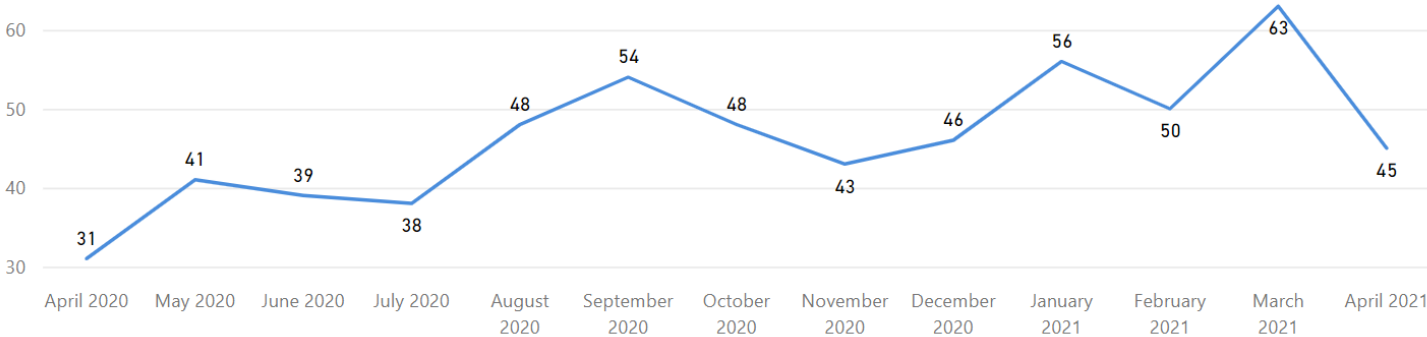
Service
Latent Processing ▽

Priority Type
All ▽

Received by Month

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Received	31	41	39	38	48	54	48	43	46	56	50	63	45

Total Received

602

Received per Month (Avg)*

46

Completed by Month

	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Completed	8	17	30	21	40	29	28	32	25	27	25	31	14
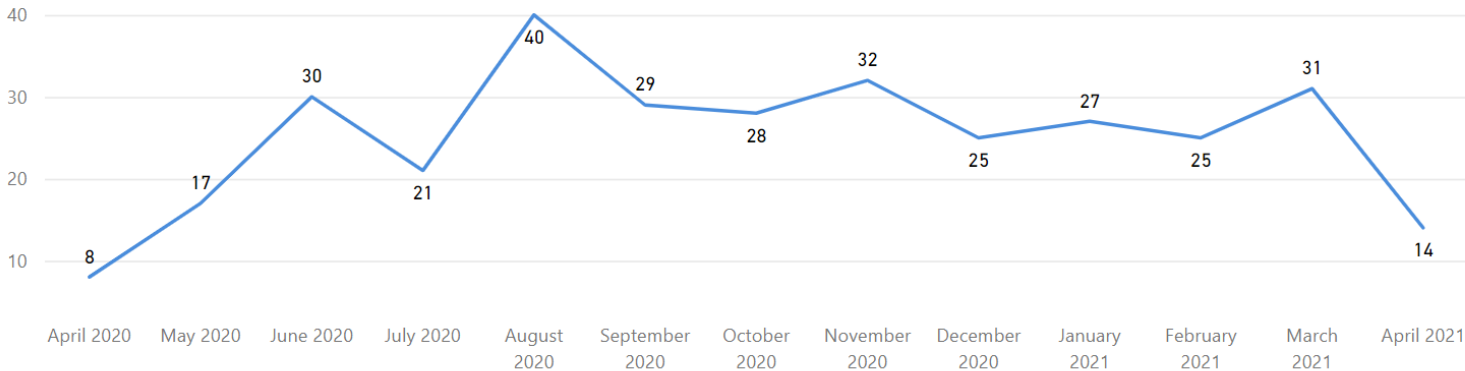
Total Completed

327

Completed per Month (Avg)*

25

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

Digital Multi-Media

Service
AV Call Out ▾

Priority Type
All ▾

of Unassigned
0 ✓
Goal: 15 (+100%)

Pending Draft
0 ✓
Goal: 5 (+100%)

Pending Tech
0 ✓
Goal: 5 (+100%)

Pending Admin
0 ✓
Goal: 5 (+100%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D..

0
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests

0

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

Overall TAT (Month to Date)
5.2•
Goal: 5, 6

Overall TAT (Past 90 Days)
7.1!
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

0.9	3.1	1.3

TAT by Phase of Work (Past 90 Days)

1.4	4.6	1.0

Month to Date
Completed 14
Received 11

30 Day Avg (Over Past 90 Days)
Completed 8
Received 8

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*
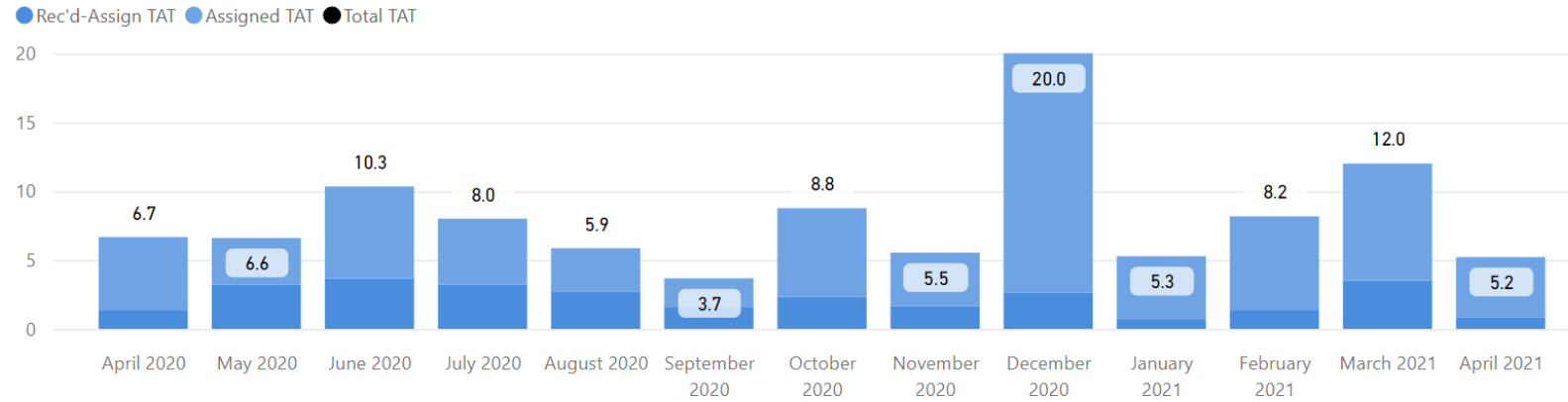NaN

Quality Filter
Audio/Video ▾

Date Range

4/1/2020   4/30/2021

Request Type

AV Call Out

Priority Type

All

Total TAT by Month

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

Month	Value
April 2020	6.7
May 2020	6.6
June 2020	10.3
July 2020	8.0
August 2020	5.9
September 2020	3.7
October 2020	8.8
November 2020	5.5
December 2020	20.0
January 2021	5.3
February 2021	8.2
March 2021	12.0
April 2021	5.2

Selected Time Frame Averages

7.96
Total TAT (Rec'd-Compl.) Avg

5.94
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	Within 30 Days
April 2020	9	9
May 2020	5	5
June 2020	9	8
July 2020	5	5
August 2020	7	7
September 2020	9	9
October 2020	21	21
November 2020	15	15
December 2020	10	9
January 2021	11	11
February 2021	6	6
March 2021	4	4
April 2021	14	14

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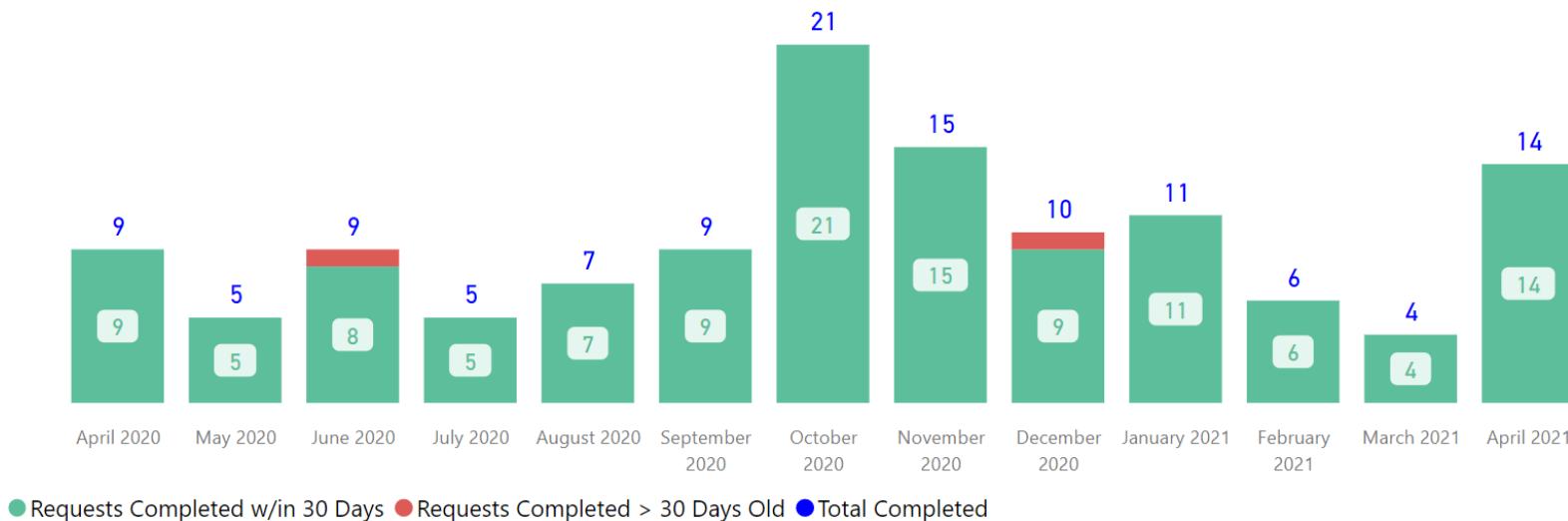
Received to Complete

125
Requests Completed

2
Requests Completed > 30 Days Old

1.60 %
% Completed > 30 Days Old

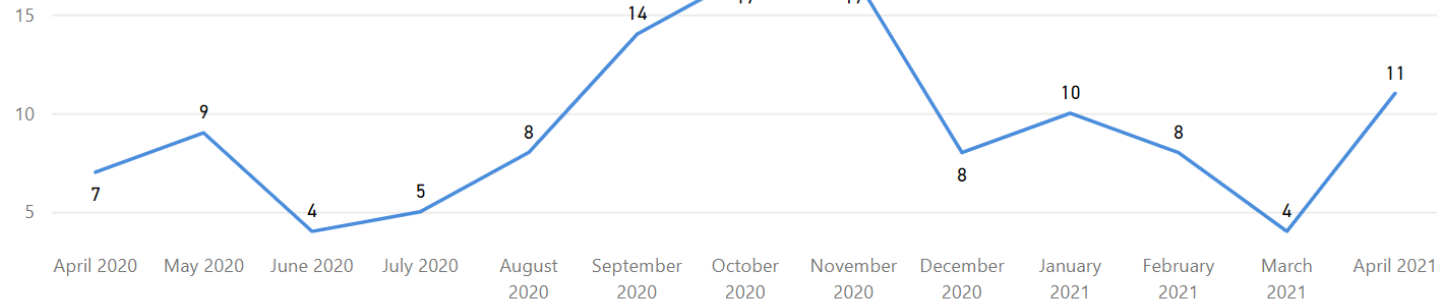Requests more than 30 days old are considered to be backlogged requests
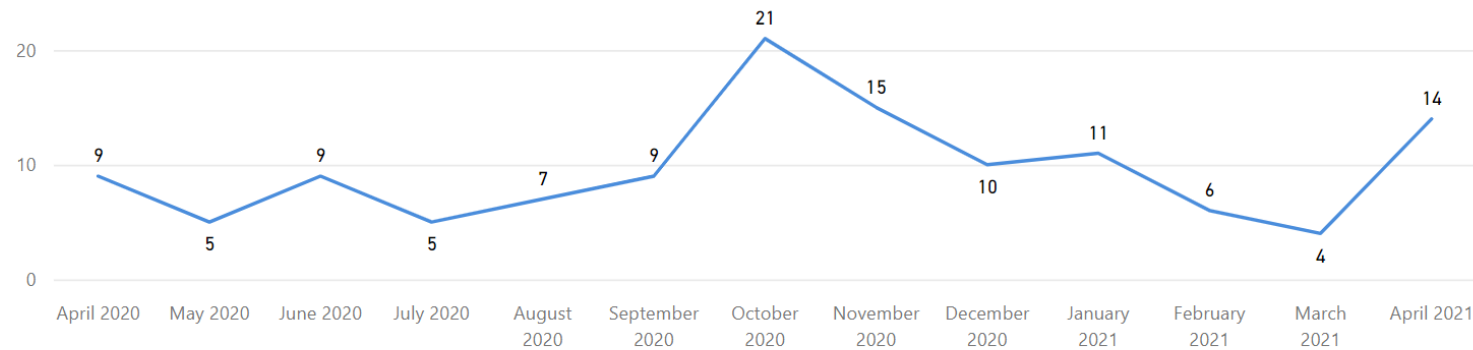
Service
AV Examination ▾

Priority Type
All ▾

Total Pending Requests

10

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

1
9

of Unassigned
7 ✓
Goal: 15 (+53.33%)

Pending Draft
3 ✓
Goal: 5 (+40%)

Pending Tech
0 ✓
Goal: 5 (+100%)

Pending Admin
0 ✓
Goal: 5 (+100%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D..

11
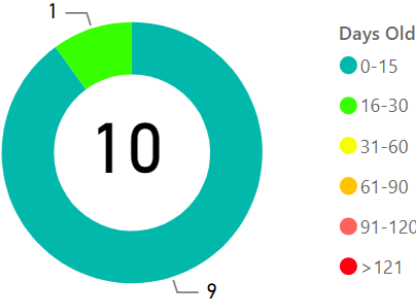Age-Oldest Unassigned

25
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

0
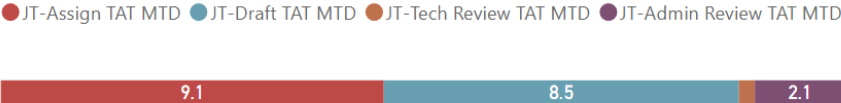Age-Oldest Pending Admin

Overall TAT (Month to Date)
20.1 ✓
Goal: 45, 46

Overall TAT (Past 90 Days)
18.6 ✓
Goal: 45, 46

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

9.1	8.5		2.1

TAT by Phase of Work (Past 90 Days)

8.0	8.0	1.0	1.6

Open Quality Reports

Qualtrax ID	Workflow # ▲	Age

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

Quality TAT
(Blank) ✓
Goal: 30, 31

Avg Age of Open Reports*
NaN

Quality Filter
Audio/Video ▾

Month to Date
Completed	21
Received	19

30 Day Avg (Over Past 90 Days)
Completed	17
Received	16

Date Range

4/1/2020   4/30/2021
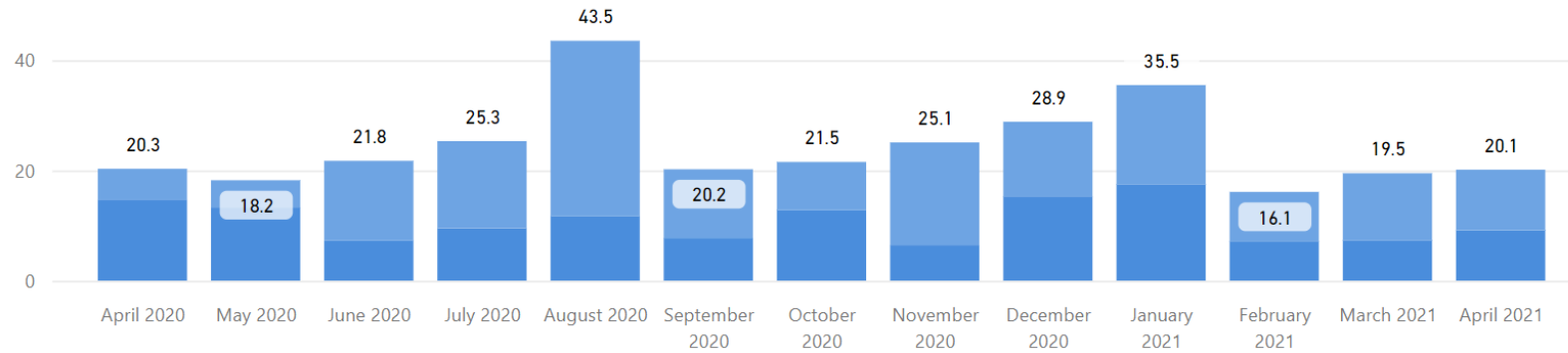
Request Type

Request Type

AV Examination

Priority Type

All

Total TAT by Month

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

Month	Total TAT
April 2020	20.3
May 2020	18.2
June 2020	21.8
July 2020	25.3
August 2020	43.5
September 2020	20.2
October 2020	21.5
November 2020	25.1
December 2020	28.9
January 2021	35.5
February 2021	16.1
March 2021	19.5
April 2021	20.1

Selected Time Frame Averages

23.57
Total TAT (Rec'd-Compl.) Avg

12.50
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	w/in 30 Days	> 30 Days Old	Total Completed
April 2020	13		13
May 2020	28	3	31
June 2020	3		4
July 2020	9	3	12
August 2020	5	8	13
September 2020	21		23
October 2020	10		11
November 2020	7	4	11
December 2020	15	5	20
January 2021	5	9	14
February 2021	17		18
March 2021	10		12
April 2021	19		21

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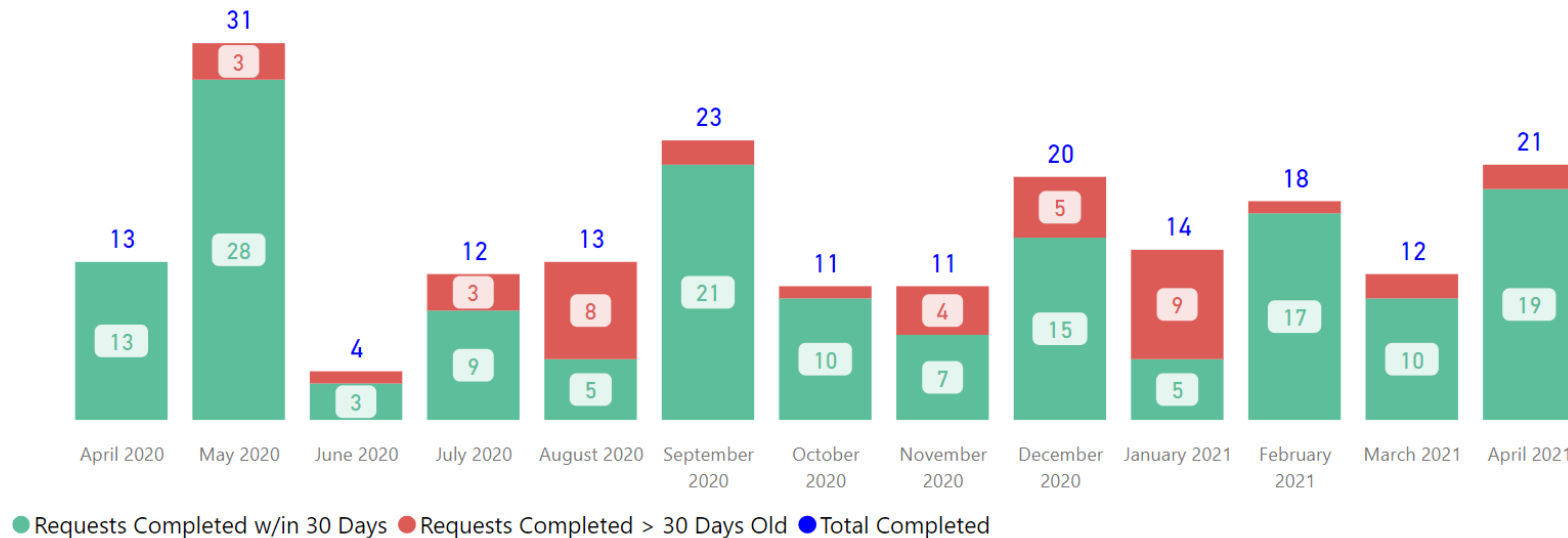
Received to Complete

203
Requests Completed

41
Requests Completed > 30 Days Old

20.20 %
% Completed > 30 Days Old

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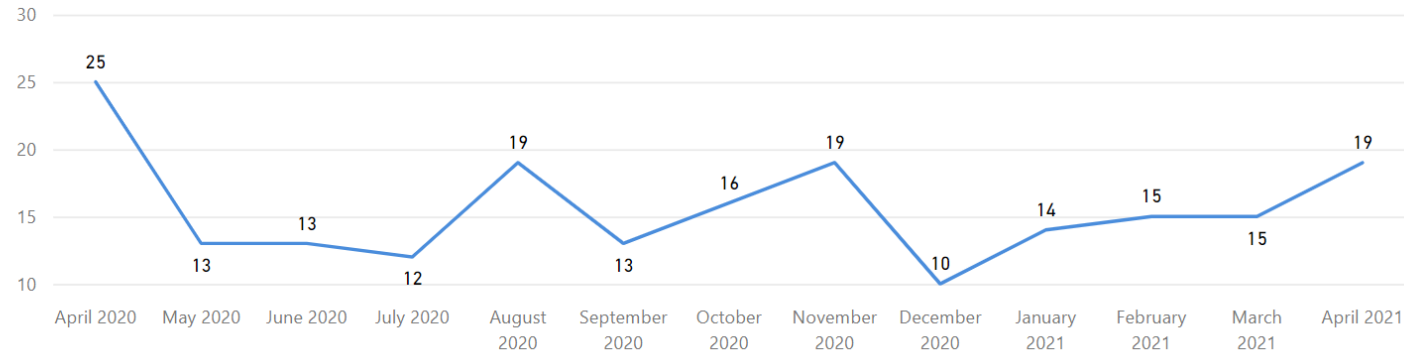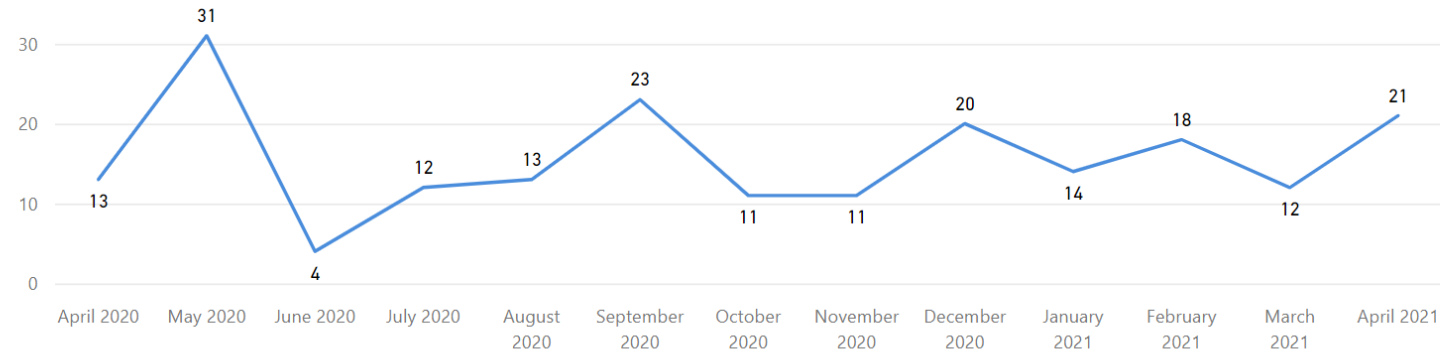
Service
DFL

Priority Type
All

of Unassigned
244 !
Goal: 50 (-388%)

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

Pending Tech
0 ✓
Goal: 5 (+100%)

Pending Admin
1 ✓
Goal: 5 (+80%)

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

199
Justice Trax Past Critical Age

140
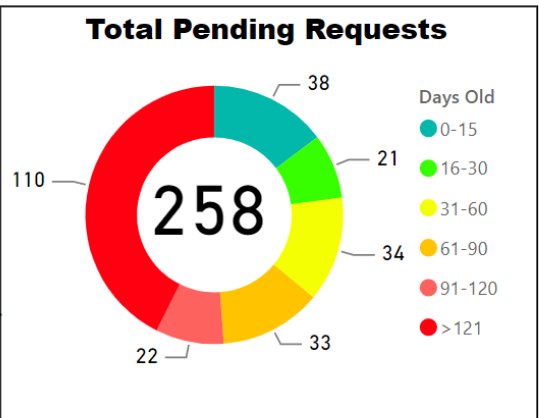Avg Age of Requests >30 D...

302
Age-Oldest Unassigned

256
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

318
Age-Oldest Pending Admin

Total Pending Requests
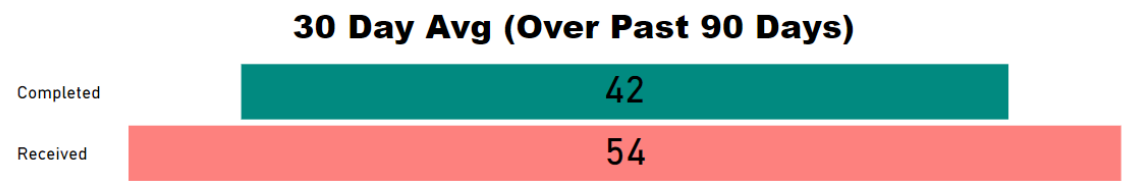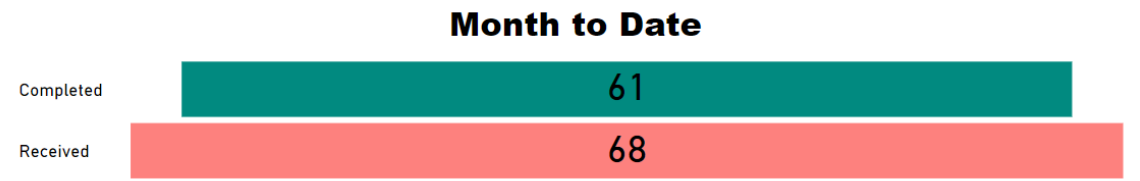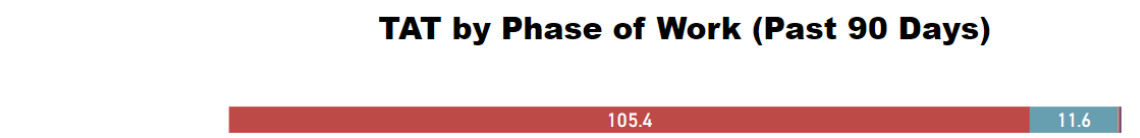
258

38
21
34
33
22
110

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

Overall TAT (Month to Date)
119.8 !
Goal: 45, 46

Overall TAT (Past 90 Days)
117.5 !
Goal: 45, 46
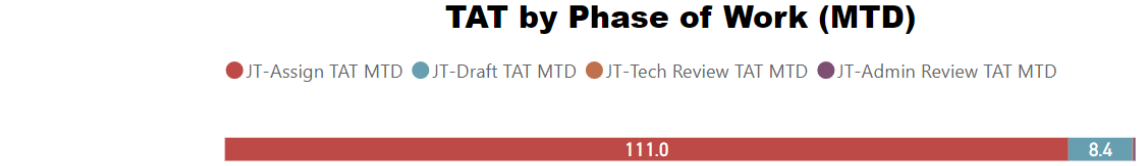
TAT by Phase of Work (MTD)
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD

| 111.0 | 8.4 |

TAT by Phase of Work (Past 90 Days)

| 105.4 | 11.6 |

Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT
(Blank) ✓
Goal: 30, 31

Avg Age of Open Reports*
NaN

Quality Filter
Digitial Forensics

Month to Date

Completed | 61
Received | 68

30 Day Avg (Over Past 90 Days)

Completed | 42
Received | 54

DFL and DME
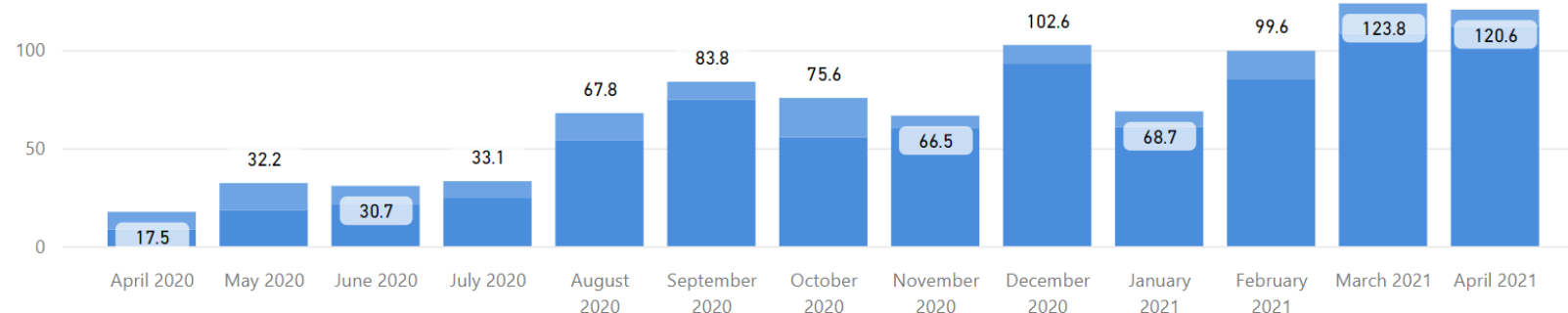
Service | Priority Type
Multiple selections ⌄ | All ⌄

Received Filter

4/1/2020 | 4/30/2021

○————————————————●

Received by Month

	81											
80		70		76						58		63
60					57		65				56	
								50	50			
40						45						
			37							41		

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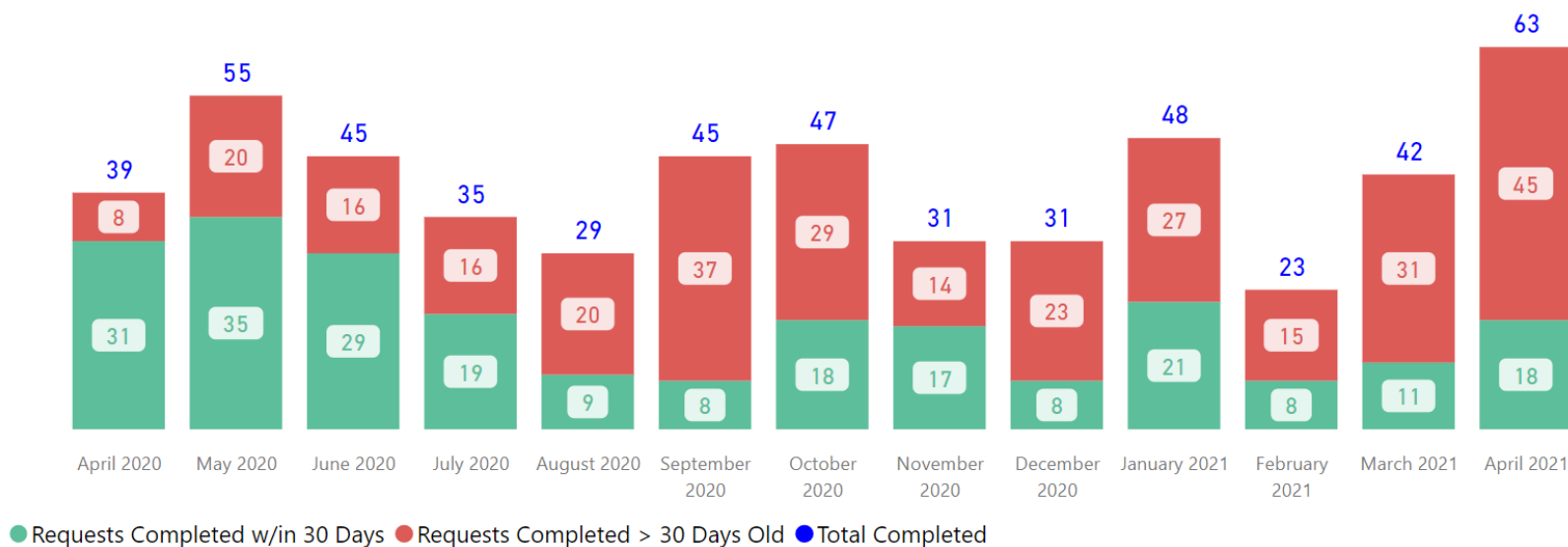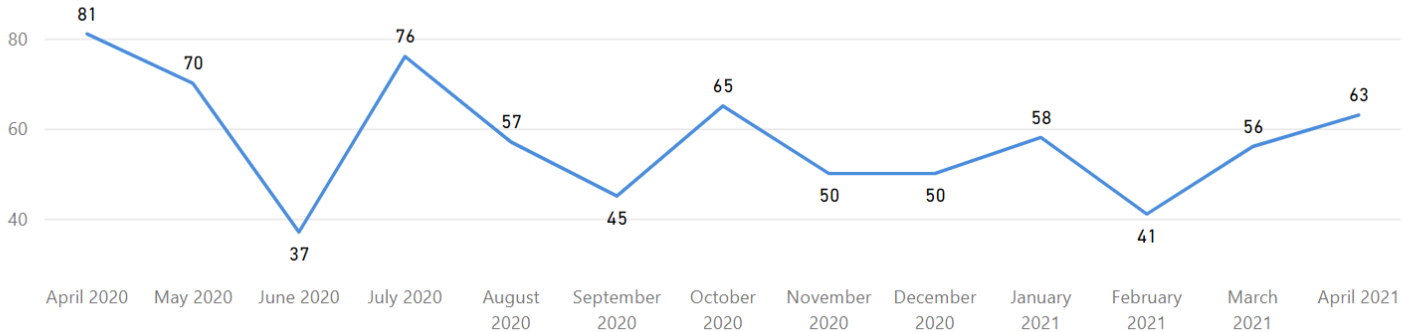
Total Received

749

Received per Month (Avg)*

58

Completed Filter

4/1/2020 | 4/30/2021

○————————————————●

Completed by Month

		55								48		63
60			45		45	47						
40	39			35							42	
					29		31	31				
20										23		

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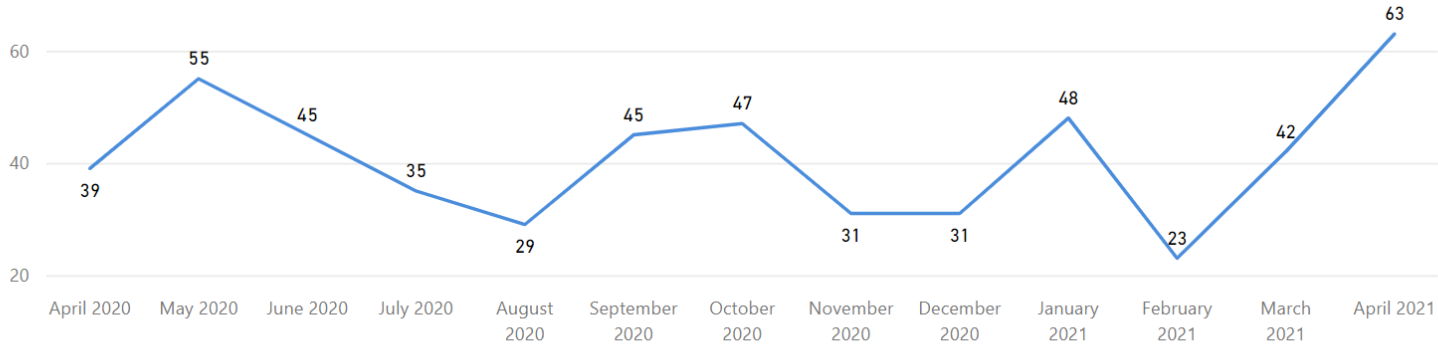
Total Completed

533

Completed per Month (Avg)*

41

* months with zero activity are not calculated into the average

Crime Scene Unit

Service

Priority Type
All ⌄

of Unassigned
0 ✓
Goal: 0

Pending Draft
233 !
Goal: 30 (-676.67%)

Pending Tech
574 !
Goal: 30 (-1813.33%)

Pending Admin
1 !
Goal: 0

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

584
Justice Trax Past Critical Age

108
Avg Age of Requests >30 D..

0
Age-Oldest Unassigned

606
Age-Oldest Pending Draft

619
Age-Oldest Pending Tech

203
Age-Oldest Pending Admin

Total Pending Requests

798

Days Old
- 0-15: 131
- 16-30: 83
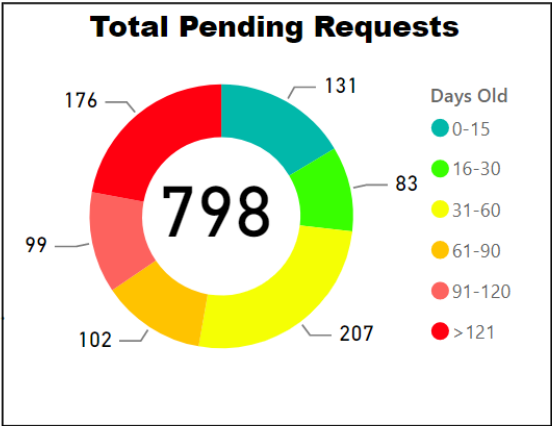- 31-60: 207
- 61-90: 102
- 91-120: 99
- >121: 176

Overall TAT (Month to Date)
106.2 !
Goal: 30, 31

Overall TAT (Past 90 Days)
93.7 !
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

| 45.4 | 58.0 |

TAT by Phase of Work (Past 90 Days)

| 45.8 | 46.5 |
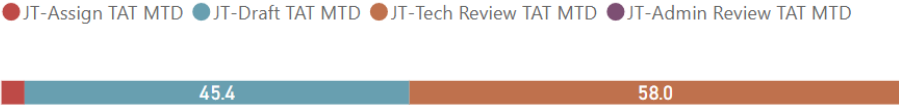
Open Quality Reports

Qualtrax ID	Workflow # ▲	Age
80821		28
63388	2020-038	236
76096	2021-001	81
78473	2021-012	57
80817	2021-017	28
82544	2021-025	1

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

Quality TAT
63 !
Goal: 30, 31

Avg Age of Open Reports*
81

Quality Filter
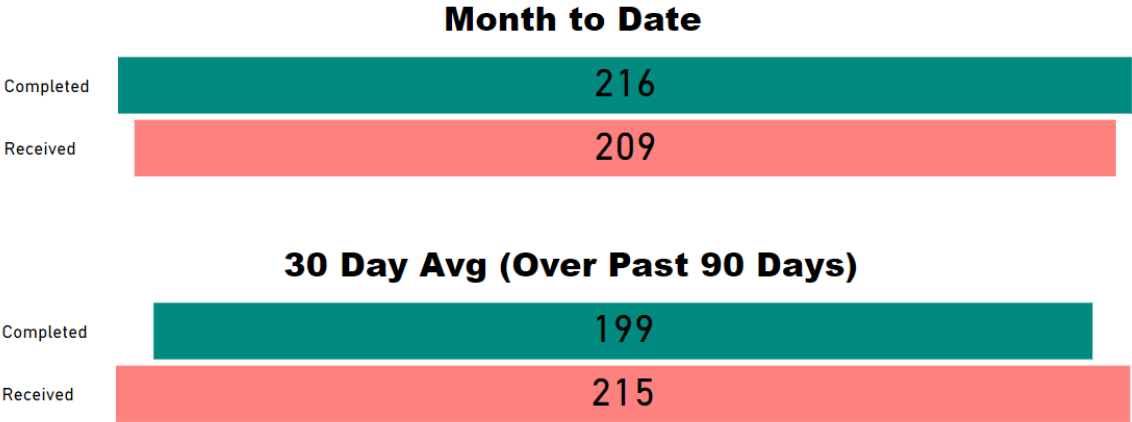
Month to Date
Completed: 216
Received: 209

30 Day Avg (Over Past 90 Days)
Completed: 199
Received: 215

Date Range

4/1/2020   4/30/2021

Request Type

CSU Response ▼

Priority Type

All ▼

Total TAT by Month

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

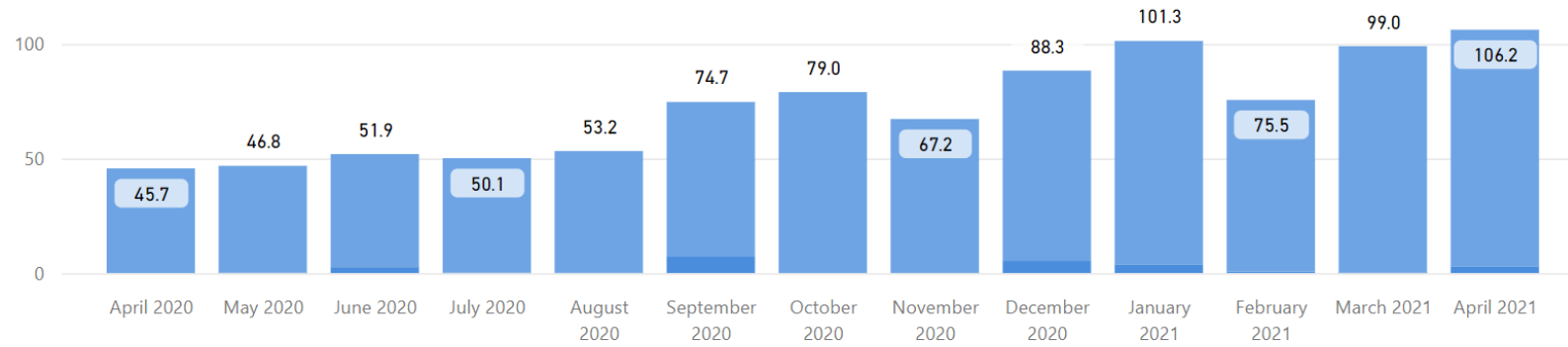| Month	Value
April 2020	45.7
May 2020	46.8
June 2020	51.9
July 2020	50.1
August 2020	53.2
September 2020	74.7
October 2020	79.0
November 2020	67.2
December 2020	88.3
January 2021	101.3
February 2021	75.5
March 2021	99.0
April 2021	106.2

Selected Time Frame Averages

71.86
Total TAT (Rec'd-Compl.) Avg

69.95
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Month	Total Completed	> 30 Days Old	w/in 30 Days
April 2020	190	120	70
May 2020	242	125	117
June 2020	197	128	69
July 2020	248	170	78
August 2020	168	110	58
September 2020	165	139	
October 2020	159	144	
November 2020	102	88	
December 2020	314	286	28
January 2021	144	130	
February 2021	187	160	27
March 2021	180	175	
April 2021	216	201	

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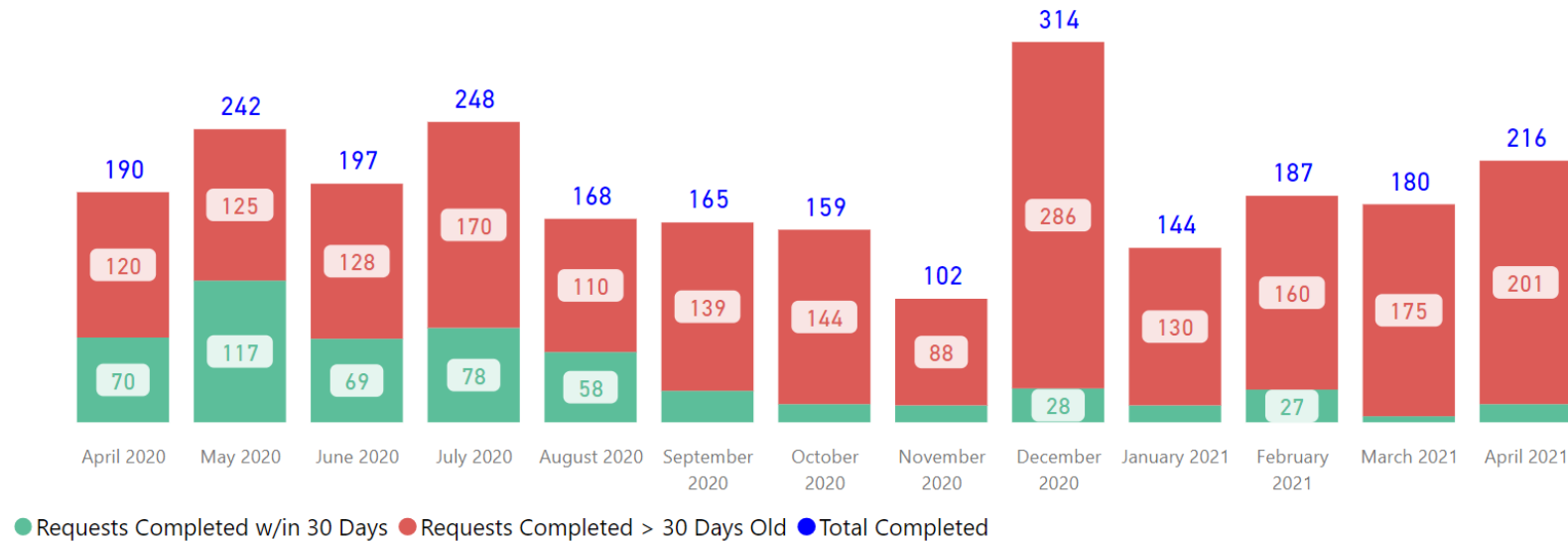
Received to Complete

2512
Requests Completed

1976
Requests Completed > 30 Days Old

78.66 %
% Completed > 30 Days Old

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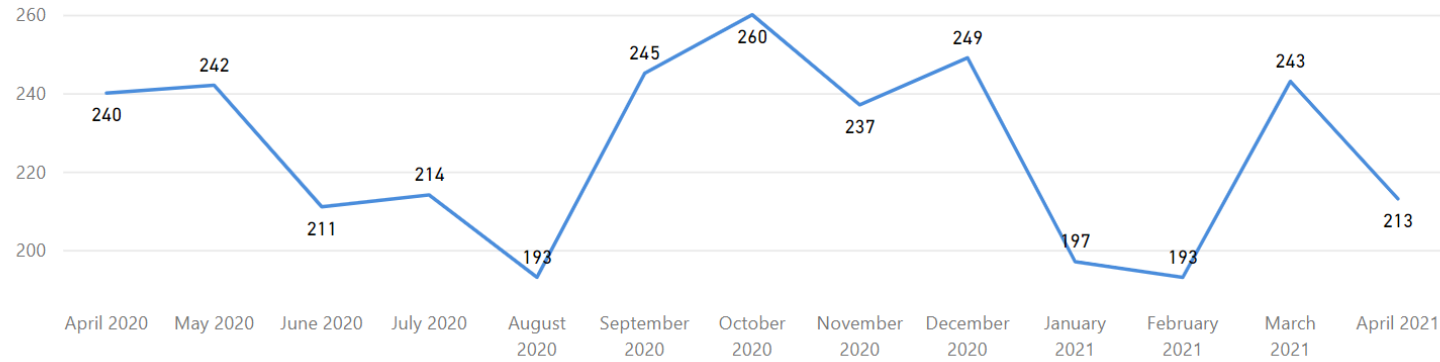
Service
CSU Response ▾

Priority Type
All ▾

Received Filter

4/1/2020   4/30/2021

○————————————————————○

Received by Month

Month	Value
April 2020	240
May 2020	242
June 2020	211
July 2020	214
August 2020	193
September 2020	245
October 2020	260
November 2020	237
December 2020	249
January 2021	197
February 2021	193
March 2021	243
April 2021	213

Total Received

2,937

Received per Month (Avg)*

226

Completed Filter

4/1/2020   4/30/2021

○————————————————————○

Completed by Month

Month	Value
April 2020	190
May 2020	242
June 2020	197
July 2020	248
August 2020	168
September 2020	165
October 2020	159
November 2020	102
December 2020	314
January 2021	144
February 2021	187
March 2021	180
April 2021	216
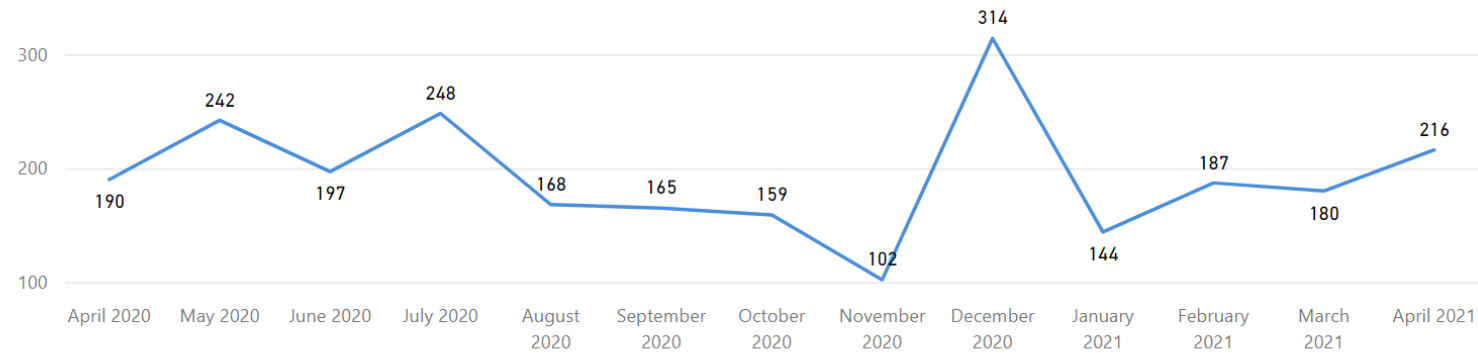
Total Completed

2,512

Completed per Month (Avg)*

193

* months with zero activity are not calculated into the average