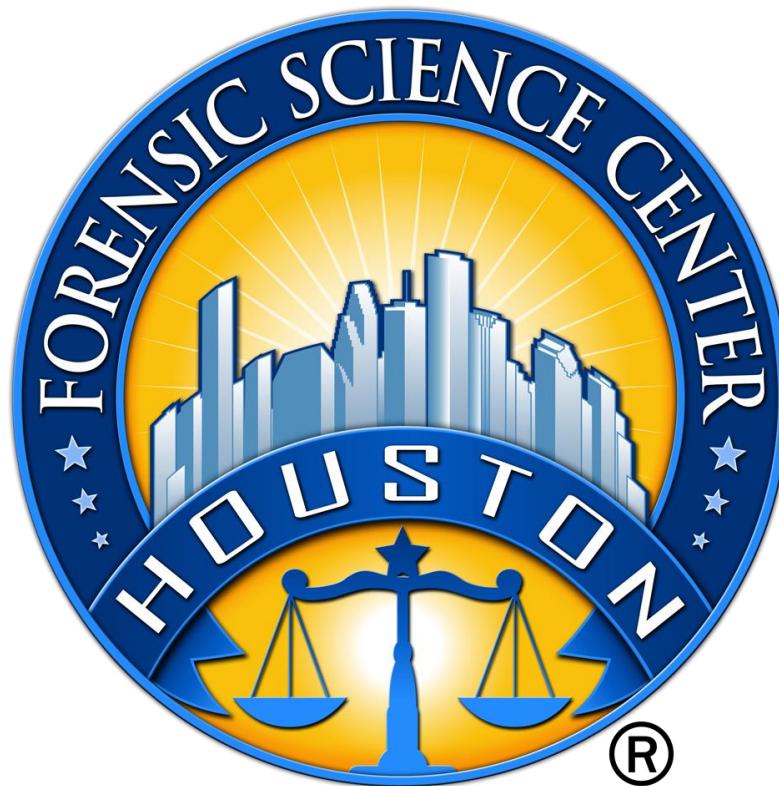


Houston Forensic Science Center, Inc.

Board of Directors Meeting

August 9, 2019



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Dr. Robert McPherson

Position 7 - Vacant

Position 8 - Mary Lentschke

Position 9 - Sandra Guerra Thompson, Vice Chair

Ex-Officio - Tracy Calabrese

Table of Contents

- Agenda..... [Page 3](#)
- July 12, 2019 Draft Minutes..... [Page 6](#)
- President’s Report..... [Page 10](#)
- Helium Resource Issue..... [Page 19](#)
- House Bill 1325 Update..... [Page 22](#)
- Operations Report..... [Page 24](#)
- FY19 Year-End Budget Review..... [Page 33](#)
- Crime Scene & Digital Multimedia Units Update..... [Page 43](#)
- Lean Six Sigma Projects Update..... [Page 81](#)
- Facility Project Update..... [Page 86](#)
- Quality Report..... [Page 88](#)



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

August 9, 2019

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation") will meet in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. The items listed below may be taken out of order at the discretion of the Chair and any items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft minutes of July 12, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public comment.
5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

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

6. Report from Dr. Stout including technical updates, outreach efforts, staffing changes and other corporate business items.
 - a. Discussion about diminishing supply of global helium resources and the impact on the laboratory, specifically blood alcohol analysis.
 - b. Update on HB 1325 and how HFSC and other Texas forensic laboratories are considering handling marihuana testing going forward.
7. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.
8. Presentation by Mr. David Leach, treasurer and CFO, regarding the proposed FY19 budget and possible related action.
9. Report from Mr. Leach regarding company financials and other fiscal updates.

Reports and presentations by staff

10. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.

11. Report from Aimee Grimaldi, project engineer, on two new lean six sigma projects designed to improve HFSC quality processes and metrics.
12. Report from Mr. Charles Evans, director of business development, regarding the status of the Corporation's facility project and move to 500 Jefferson.
13. Report from Ms. Erika Ziemak, assistant quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
14. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact the HFSC at 713-929-6760 to arrange for assistance.

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour and place given in this Notice or as soon after the commencement of the noticed open meeting, for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act.

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

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 6th day of August, 2019 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 6th day of August 2019.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

July 12, 2019

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 July 12, 2019 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, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly posted on July 9, 2019, in the same manner and location as required by law of the City of Houston, Texas (the "City".)
- C. The meeting was called to order by Dr. Stacey Mitchell, board chairwoman, at approximately 9:02 a.m. on Friday July 12, 2019 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Dr. Stacey Mitchell, Sandra Guerra Thompson, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Mary Lentschke and Ms. Tracy Calabrese

Ms. Thompson arrived at about 9:03 a.m.

Dr. Robert "Bob" H. McPherson was absent.

Chairwoman Mitchell declared a quorum was present

- E. Chairwoman Mitchell asked if any changes were needed for the June 14, 2019 board meeting minutes. Mr. Medina made a motion to approve the minutes. Ms. Blancett seconded the motion. The motion passed unanimously.
- F. Chairwoman Mitchell asked if members of the public wished to address the board. No one addressed the board.
- G. Chairwoman Mitchell presented a chair's report. Dr. Mitchell welcomed new member, Ms. Anna Vasquez, to the board. The Chairwoman said she met with the Houston Chronicle editorial board to discuss HFSC's resource needs, specifically in the crime scene unit, toxicology and, latent print sections, as well as additional issues created by new legislation that changes the definition of marijuana.

- H. Dr. Peter Stout, president and CEO, presented the president's report. Dr. Stout reviewed HFSC's overall turnaround time and requests for June 2019. Dr. Stout reminded the board that turnaround times will increase as backlogged cases are eliminated and HFSC prepares to move to 500 Jefferson. Dr. Stout said the toxicology section is continuing to struggle with the continual increase in requests. Dr. Stout said HFSC had already asked the board for approval for a new instrument in toxicology that will be brought online in the new facility and would ask the board for its approval today for a second instrument. The section also needs additional staff to keep up with the sharp increase in requests. He gave a staffing update and spoke about advanced certifications earned by staff. Dr. Stout reviewed recent outreach events, including the sexual assault task force meeting hosted by HFSC, along with a meeting he attended with Senator Charles Perry's staff and a second meeting with Governor Greg Abbott's office to discuss the implications of newly passed legislation that legalized hemp in Texas and changed the definition of marijuana.
- I. Dr. Stout reviewed HFSC's 2019 company goals, which include the following: maintain an average turnaround time of 45 days; a backlog that consists of no more than 12 percent of received requests; no repeated quality findings in internal or external audits; a staff retention rate of 88 percent; quarterly one-on-one meetings and semi-annual staff reviews for 75 percent of staff; meet training deadlines; and complete all moves into 500 Jefferson within budget by the end of the year. Mr. Medina made a motion to approve the company goals. Vice Chair Thompson seconded the motion. The motion passed unanimously.
- J. Dr. Stout updated the board about House Bill 1325, which legalized the production and sale of hemp in Texas and changed the definition of marijuana. He shared that the Harris County District Attorney's Office is not accepting misdemeanor marijuana charges without forensic test results. HFSC currently cannot test for the concentration of tetrahydrocannabinol, or THC, to differentiate hemp from marijuana as required under the new law. Dr. Stout said discussions are ongoing to determine the implications of the new legislation, especially for crime labs in Texas. He said in the long-term, HFSC's seized drugs section will need additional staff and funding to purchase additional equipment to handle the new testing method.
- K. Dr. Stout updated the board about a recall by BD, a national manufacturer of vials used to collect blood alcohol samples. BD recalled about 240,000 tubes after it said that about 101 of the vials did not have a preservative added to them that prevents clotting and stabilizes alcohol concentration in blood. It is unclear where the 101 impacted vials landed, and as a result it places in question any blood collected in tubes from that lot. Dr. Stout said stakeholders were notified of the recall and efforts to address the issue are ongoing.
- L. Dr. Stout requested authority to enter into a lease agreement with Agilent Technologies for a second LC-QQQ instrument for the toxicology section for a total contract amount of \$359,969.60. Vice Chair Thompson made a motion to approve Dr. Stout's request. Director Lentschke seconded the motion. The motion passed unanimously.
- M. Mr. David Leach, CFO and treasurer, gave a financial update. Mr. Leach shared that June marked the year-end financials and that, as expected, the company would run out of money by the end of the month. He thanked the City of Houston for working with HFSC to expedite the transfer of the new budget dollars, however, Mr. Leach told the board the money had not yet been received and HFSC would run out of operational money by the middle of the following

week if the transfer did not occur. Mr. Leach said he was working with the city to ensure this issue would not occur again next year. Mr. Leach said the Board will receive a detailed report on the year-end financials at the next board meeting.

- N. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo reviewed each discipline's progress and where they stood in comparison to the company goals. She explained the June data for each section using HFSC's management dashboard system, including open quality reports, backlog data and turnaround times. Dr. Castillo said the latent print section filled four positions with "apprentices" that will undergo an intensive training off-site. If all the trainees successfully complete the program and additional HFSC training, they will be signed off for casework by the end of 2020 and the latent print comparison section will be fully staffed. Dr. Castillo walked the board through the detailed move schedule for the seized drugs, toxicology, forensic biology/DNA, latent print and firearms sections. Each section will experience reduced and no capacity for casework for a limited time during the move. The sections will experience no capacity for the following time frames: two weeks for seized drugs, six to eight weeks for blood alcohol testing in toxicology, 10 weeks for drug testing in toxicology, one week in firearms, six to eight weeks in forensic biology/DNA and six to eight weeks in latent print processing. Dr. Castillo shared that HFSC will continue to work with stakeholders to communicate each section's status and to prioritize cases as needed.
- O. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said cross-training is ongoing in the multimedia section, where staff are learning to handle both digital and audio/video casework to accommodate increased requests. Mr. Pena said one of the critical items facing the multimedia section is a need for up-to-date software to crack cellular devices. HFSC currently uses Graykey, a \$15,000-a year software to extract information from iPhones. The purchase of another software, Cellebrite UFED Premium, will provide the unit the ability to unlock both iPhones and Android devices. The new software, which will cost up to \$150,000 annually, is cost-effective since HFSC failed to unlock 65 iPhones and 48 Androids in the past six months, Mr. Pena told the board. It would cost \$226,000 to send them out to be unlocked, a far higher price tag than that of the annual subscription. Mr. Pena said CSU is working to replace their vehicle fleet, which will now include pick-up trucks. CSU will continue to update standard operation procedures to ensure consistent interpretation by CSIs.
- P. Mr. Charles Evans, director of business development, updated the board about the lab's ongoing move to 500 Jefferson. Mr. Evans said HFSC is about 18 weeks away from being fully moved into 500 Jefferson. Mr. Evans said construction was ongoing in the basement and the 18th floor lab areas. Mr. Evans reviewed the steps the lab sections will take come October and November to ensure a successful, cost-effective move. Mr. Evans reviewed pending agreements and the ongoing move logistics.
- Q. Ms. Erika Ziemak, assistant quality division director, updated the board on the June blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak said the first round of internal audits ended June 21. The audit team found no nonconformances in the multimedia section, three in latent prints and four in CSU. The second round of internal audits will begin July 15. Ms. Ziemak said the quality division is investigating two proficiency tests in the seized drugs section after two analysts reported no findings of a controlled substance. The vendor that created the proficiency

tests said a controlled substance should have been found. The quality division is investigating why the analysts failed to identify the substance and will determine if the tests are satisfactory or not. Ms. Ziemak said she will update the board with the outcome of the investigation.

- R. The board went into executive session under Texas Government Code Section 551.074, personnel matters, at approximately 10:55 a.m. to discuss Dr. Stout's annual performance evaluation. The recording of the meeting stopped and present with the board was HFSC's General Counsel, Ms. Akilah Mance, and Dr. Stout.
- S. The board reconvened into open session at approximately 11:31 a.m. The Chairwoman announced the board was pleased with Dr. Stout's annual performance and recommended a three percent raise. Vice Chair Thompson made a motion to approve. Director Lentschke seconded the motion. The motion passed unanimously.
- T. Chairwoman Mitchell requested the board move to approve the president and CEO's annual evaluation and HFSC's corporate performance goals to July of each year beginning in 2020. Vice Chair Thompson made a motion to approve. Director Lentschke seconded the motion. The motion passed unanimously.
- U. Chairwoman Mitchell asked for a motion to adjourn the meeting. Ms. Blancett made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:56 a.m.

By: _____

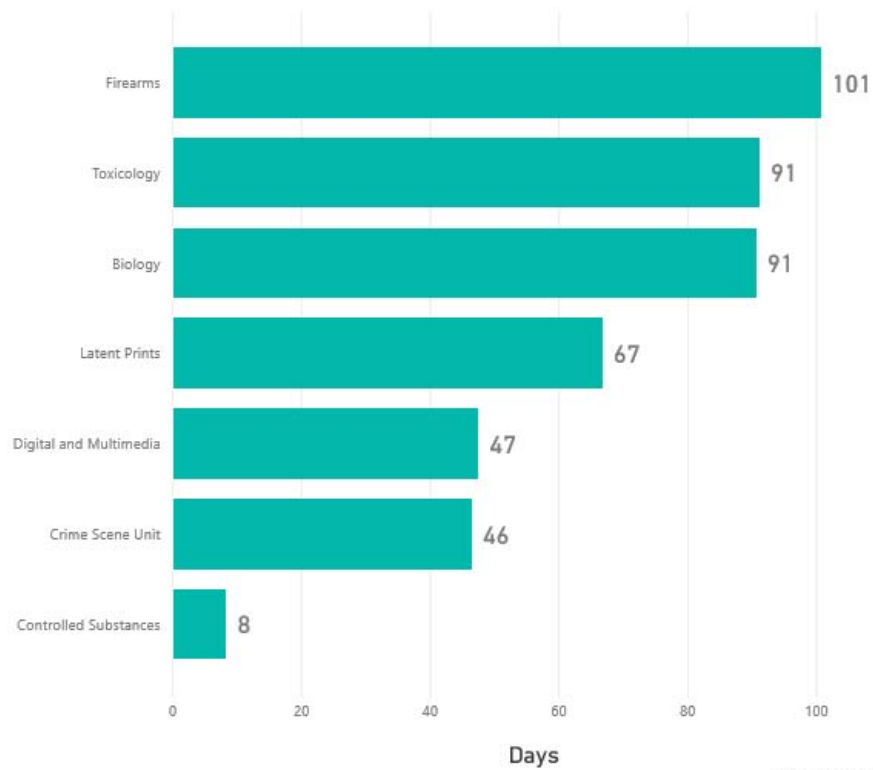
Jordan Benton Secretary

President's Report

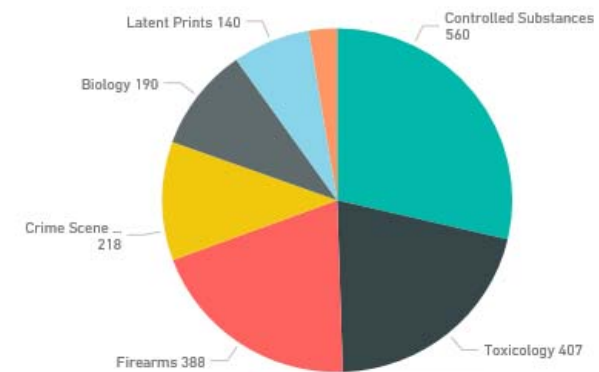
August 9, 2019



Average Turnaround Time for - July 2019



Requests Completed by Section



Turnaround Time - Days

61

Completed Requests

1954

Month Completed

- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☒ 07-July

Year Completed

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

This data is current as of 7/29/2019.



Staffing – August 9, 2019

- | | |
|--|---|
| <ul style="list-style-type: none">• 196 staff<ul style="list-style-type: none">• 7 City of Houston civilians• 189 HFSC employees• 11 open positions, 7 offers accepted<ul style="list-style-type: none">• 1 crime scene investigator• 1 CS/CM evidence specialist• 3 forensic analysts – toxicology• 2 latent print examiner trainees | <ul style="list-style-type: none">• 4 active vacancies<ul style="list-style-type: none">• 1 assistant CODIS administrator (future opening)• 1 crime scene investigator• 1 research associate• 1 supervisor-FBIO (future opening, posted internally only) |
|--|---|



Certifications

- Hannah Cooley – Certified Property and Evidence Specialist
 - International Association for Property and Evidence, Inc. (IAPE)
- Kelsey Hartzheim – Certified Property and Evidence Specialist
 - International Association for Property and Evidence, Inc. (IAPE)



Outreach

- Visit with policy and grant staff from the Charles Koch Foundation and the Charles Koch Institute
- Community outreach members did their first event at the Houston Children's Museum
- DNA assistant technical lead, Cyndi Cale, presented at the Public Defender Service's 15th Annual Forensic Conference on research she did about the transfer of DNA
- Tour with deputy general counsel of the House Committee on Science and Technology
- Tour with drug coalition group from Southeast Texas, including Galena Park ISD
- Participated in half-day conference on opioid overdose reporting, along with Harris County Institute of Forensic Sciences
- Tour with Mike Ware of the Innocence Project of Texas



The Big Move

August 9, 2019





July 16, 2019



July 22 to July 25, 2019



August 5, 2019

Helium



What is helium (other than what makes party balloons float):

- Second most abundant element in the universe, but not on Earth
- Majority produced when uranium and thorium decay
- Natural gas drilling releases helium, but capture and storage is difficult and expensive
- 75 percent of world's helium supply comes from Qatar, Wyoming and Amarillo, Texas
- Shortage began about 10 years ago when Saudi Arabia and United Arab Emirates imposed an embargo on Qatar
- Heavily used for MRI machines and other medical devices
- US strategic supply almost gone



Why this matters to HFSC

- HFSC relies heavily on helium for blood alcohol and seized drugs analyses
- Purchased 37 helium canisters for toxicology and seized drugs since January
- There is no good alternative for the instruments
 - Past use of hydrogen in alcohol testing instruments caused significant issues with the sensitive equipment
- HFSC has received contaminated helium canisters
- HFSC has changed suppliers three times and the price has increased nearly 10 percent/canister in the past year (now about \$115/canister)



Hemp vs. Marijuana

August 9, 2019



Hemp vs. Marijuana

- Six month timeline for crime labs in Texas to do analysis that differentiates between hemp and marijuana as defined under new law
 - Sam Houston State University: validating instrument (GC-MS) method that will provide an answer on whether an item is above or below 1 percent THC: **4 months**
 - HFSC validating new color test chemistry that provides information on whether a substance has more THC than CBD or vice versa
 - HFSC will also determine whether this color test could be used in the field so law enforcement can establish probable cause for arrests and charges
 - After SHSU completes its work, Texas labs will each run internal validations before using the method on actual cases: **2 months**

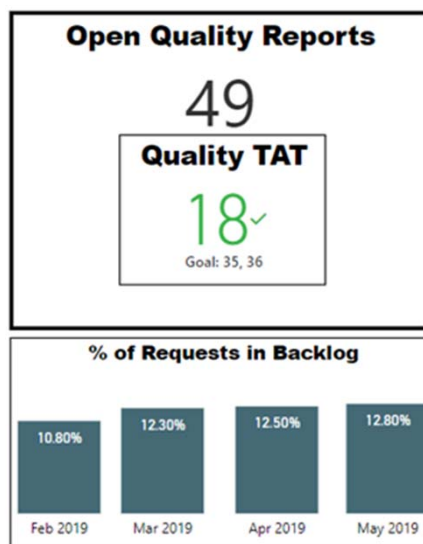


Operations Report

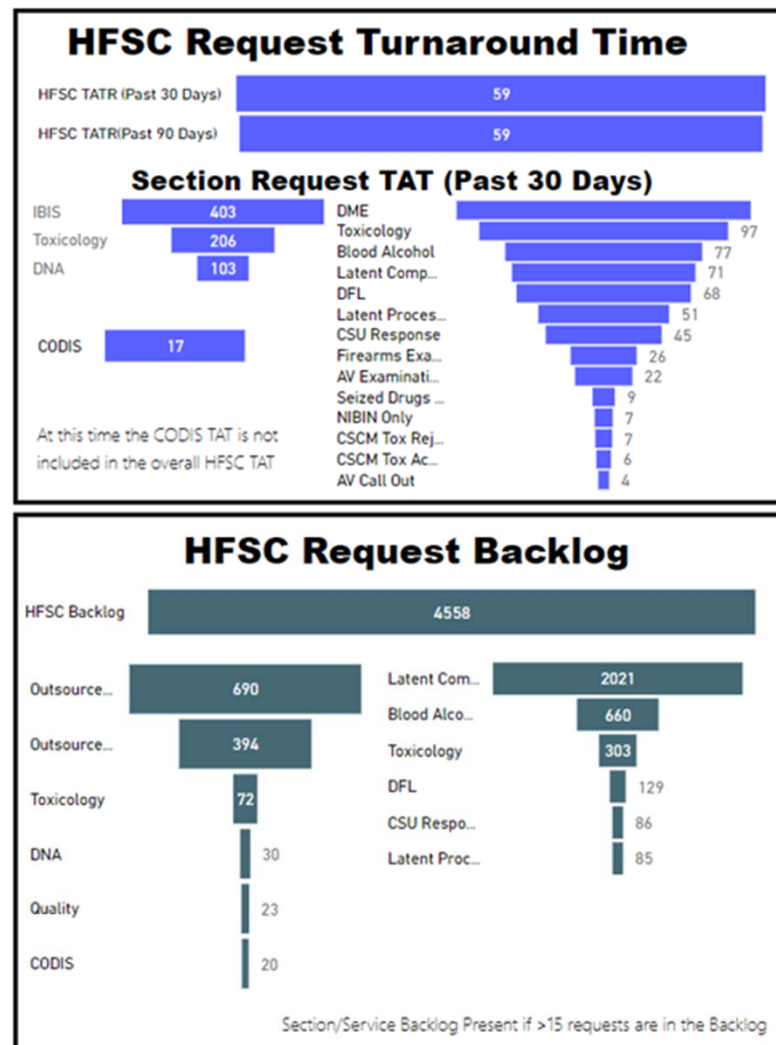
August 9, 2019



July 2019 Company Overview



Data Captured on 7/31/2019



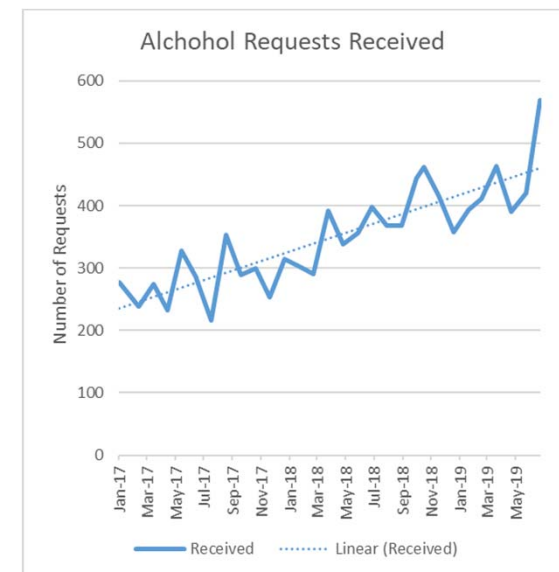
Highlights

- Blood alcohol testing: Backlog elimination plan
- Firearms update, National Integrated Ballistic Information Network (NIBIN)



Blood Alcohol Testing

- Average turnaround time for blood alcohol testing in July: 77 days
- Backlogged blood alcohol requests at the end of July: 660
- Current capacity: ~240 requests/month
- Receiving: ~450 requests a month
- Increase in turnaround time and backlog
 - Increase in requests with no additional staff
 - Down a supervisor since April 2019
 - Training on drug confirmation analysis
 - Facility move



Blood alcohol backlog elimination plan

- Mid-August to October: pause drug confirmation training
- Section's focus will be on blood alcohol requests
 - August: anticipate ~ 1,500 pending requests
 - End of October: anticipate to have ~ 350 pending requests
 - After move shutdown: anticipate ~ 1,000 pending requests
- March 2020: 3 analysts dedicated to alcohol testing ready for work
 - Increases capacity to 700 requests/month
 - Backlog to be cleared by July 2020, section maintains 30-day turnaround time



Firearms

- **Backlog of guns that needed to be uploaded into NIBIN cleared on July 24**
- **Section maintaining a 7-day turnaround time on incoming guns**
- On August 15, a longstanding 5-day hold on firearms will be lifted
 - The hold allowed investigators to request DNA and latent print processing prior to firearms handling the evidence
 - Multidisciplinary request project worked with HPD to stop unloading magazines to better preserve potential latent print and DNA evidence
 - As of July 2019: 75 percent of magazines were **NOT** unloaded
 - Eliminating the 5-day hold allows for faster NIBIN entry so HPD gets investigative information more quickly



FY19 Final Budget Allocation

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

FY19 Original Budget Reallocations V4

[illegible]

					FY19 Current Approved Budget	Adjustments to FY19 Budget V4	FY19 Proposed Budget		
						Grants	Non Grants		
	Supplies:								
	511010		Chemical Gases & Special Fluids			20,094	5,000	25,094	
	511045		Computer Supplies			38,954		38,954	
	511050		Paper & Printing Supplies			25,041		25,041	
	511055		Publications & Printed Material			14,070		14,070	
	511060		Postage			1,341		1,341	
	511070		Miscellaneous Office Supplies			110,648		110,648	
	511080		General Laboratory Supply			838,590		838,590	
	511090		Medical & Surgical Supplies			750		750	
	511095		Small Technical & Scientific Eq			7,666		7,666	
	511110		Fuel			227		227	
	511120		Clothing			34,172		34,172	
	511125		Food/Event Supplies			30,337		30,337	
	511130		Weapons Munitions & Supplies			9,253		9,253	
	511145		Small Tools & Minor Equipment			18,365		18,365	
	511150		Miscellaneous Parts & Supplies			15,167		15,167	
						1,164,742	-	5,000	1,169,742

FY19 Final Budget Allocation

					FY19 Current Approved Budget	Adjustments to FY19 Budget V4	FY19 Proposed Budget
					Grants	Non Grants	
				Services:			
	520100			Temporary Personnel Services	-	2,000	2,000
	520105			Accounting & Auditing Svcs	45,505		45,505
	520106			Architectural Svcs	50,000	(50,000)	-
	520107			Computer Info/Contracting Svcs	19,907		19,907
	520109			Medical Dental & Laboratory Ser	964,845	131,265 (52,000)	1,044,110
	520110			Management Consulting Services	150,000	65,000 5,000	220,000
	520112			Banking Services	5,970		5,970
	520113			Photographic Services	643		643
	520114			Misc Support Serv Recruit Relo	118,268		118,268
	520115			Real Estate Rental	1,110,905		1,110,905
	520118			Refuse Disposal	36,712		36,712
	520119			Computer Equip/Software Maint.	1,009,555	(983)	1,008,572
	520121			IT Application Services	101,512		101,512
	520123			Vehicle & Motor Equip. Services	2,977		2,977
	520124			Other Equipment Services	269,553		269,553
	520143			Credit/Bank Card Svcs	224		224
	520520			Printing & Reproduction Serv.	12,158		12,158
	520605			Public Information Svcs	18,367	(5,000)	13,367
	520705			Insurance (Non-Medical)	119,581	10,000	129,581
	520765			Membership & Prof. Fees	30,197		30,197
	520805			Education & Training	228,080	5,999	234,079

					FY19 Current Approved Budget	Adjustments to FY19 Budget V4	FY19 Proposed Budget
					Grants	Non Grants	
	520815			Tuition Reimbursement	46,422	(20,000)	26,422
	520905			Travel - Training Related	195,403	4,095 (35,000)	164,498
	520910			Travel - Non-training Related	35,051	(1,233) 35,000	68,818
	521405			Building Maintenance Services	25,437		25,437
	521505			Utilities	3,979	1,000	4,979
	521605			Data Services	203,072	5,000	208,072
	521610			Voice Services, Equip & Labor	69,457		69,457
	521705			Vehicle/Equipment Rental/Lease	463		463
	521725			Other Rental Fees	37,157	10,000	47,157
	521730			Parking Space Rental	220,544		220,544
	521905			Legal Services	50,000		50,000
	522205			Metro Commuter Passes	67,374		67,374
	522305			Freight	17,400	-	17,400
	522430			Misc. Other Services & Chrgs	94,832	(25,000)	69,832
	532000			Sub-Contractor (COH)	1,877,353	(426,000)	1,451,353
				Total Services	7,238,904	204,143 (545,000)	6,898,046
				Total HFSC Services	5,361,551	204,143 (119,000)	5,446,693
				Non-Capital Expenditures			
	551010			Furniture and Fixtures	101,930	-	101,930
	551015			Computer Equipment	150,085		150,085
	551025			Scientific/Medical Equipment	15,735		15,735
				Total Non-Capital Expenditures	267,750	- -	267,750

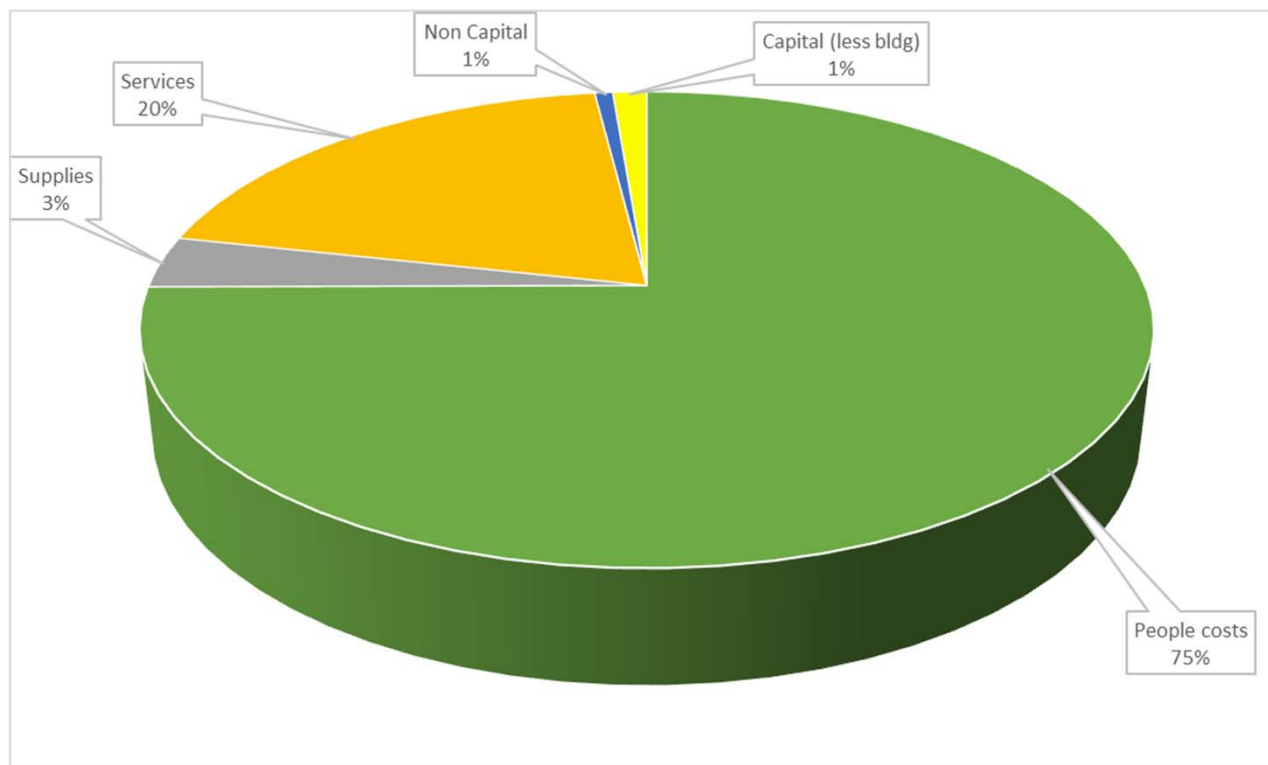
FY19 Final Budget Allocation

					FY19 Current Approved Budget	Adjustments to FY19 Budget V4		FY19 Proposed Budget
						Grants	Non Grants	
				Services:				
	520815			Tuition Reimbursement	46,422		(20,000)	26,422
	520905			Travel - Training Related	195,403	4,095	(30,000)	169,498
				Capital Expenditures				
	170230			Computer Hardware/SW	-			-
	170240			Scientific/Foren Eqmt	450,000			450,000
	170980			Const in Progress	-			-
				Total Capital Expenditures	450,000			450,000
				Total Expense Before Depreciation	26,910,063	233,143	-	27,143,207
	561230			Depreciation	477,202			477,202
	669000			Reconciliation Discrepancies	-			-
				Total Expense After Depreciation	27,387,265	233,143	-	27,620,408
				Net Ordinary Income	(851,121)	(233,143)	-	(1,084,264)
				Other Expense:	-			-
	610000			City of Houston Direct Overhead	1,460,000			1,460,000
				Grant and Training Expense	238,094	(233,143)		4,951
					-			-
					(2,549,215)	-	-	(2,549,215)

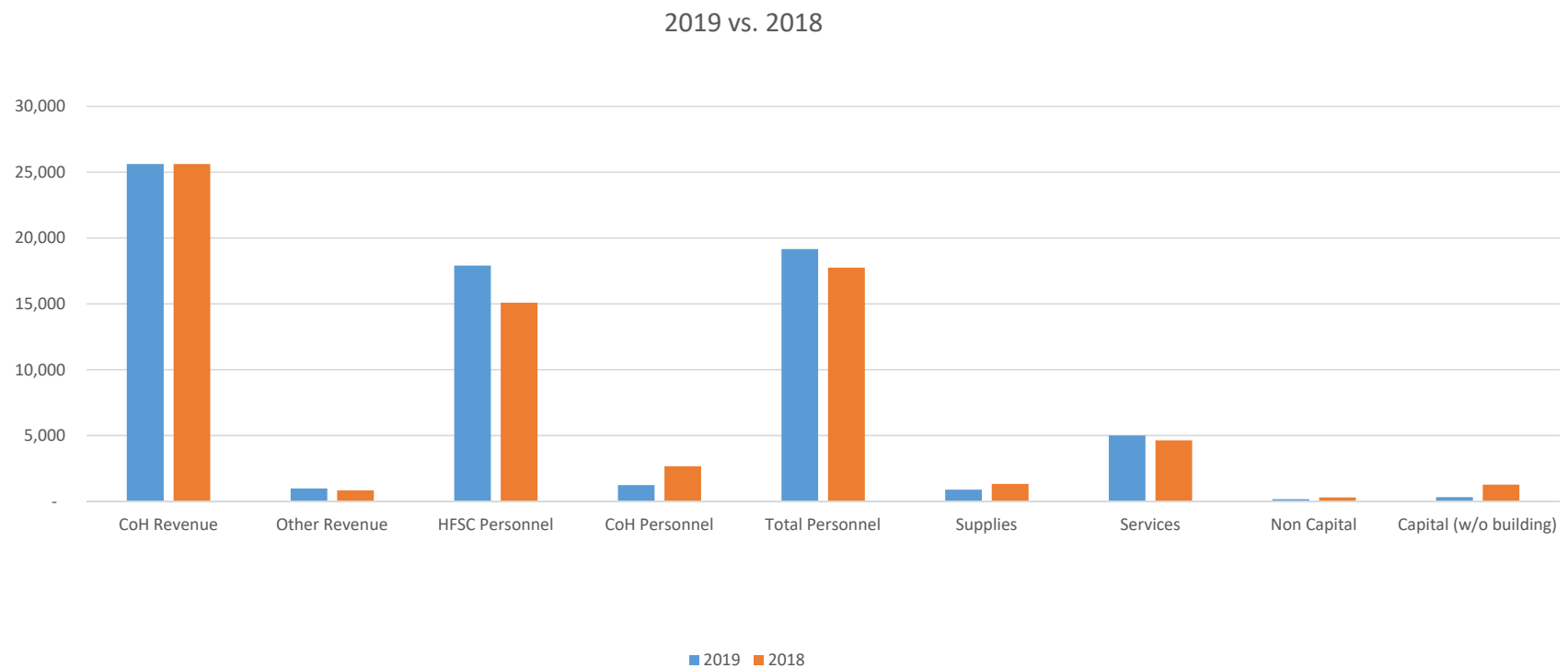
HFSC's FY19 Year End Review

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

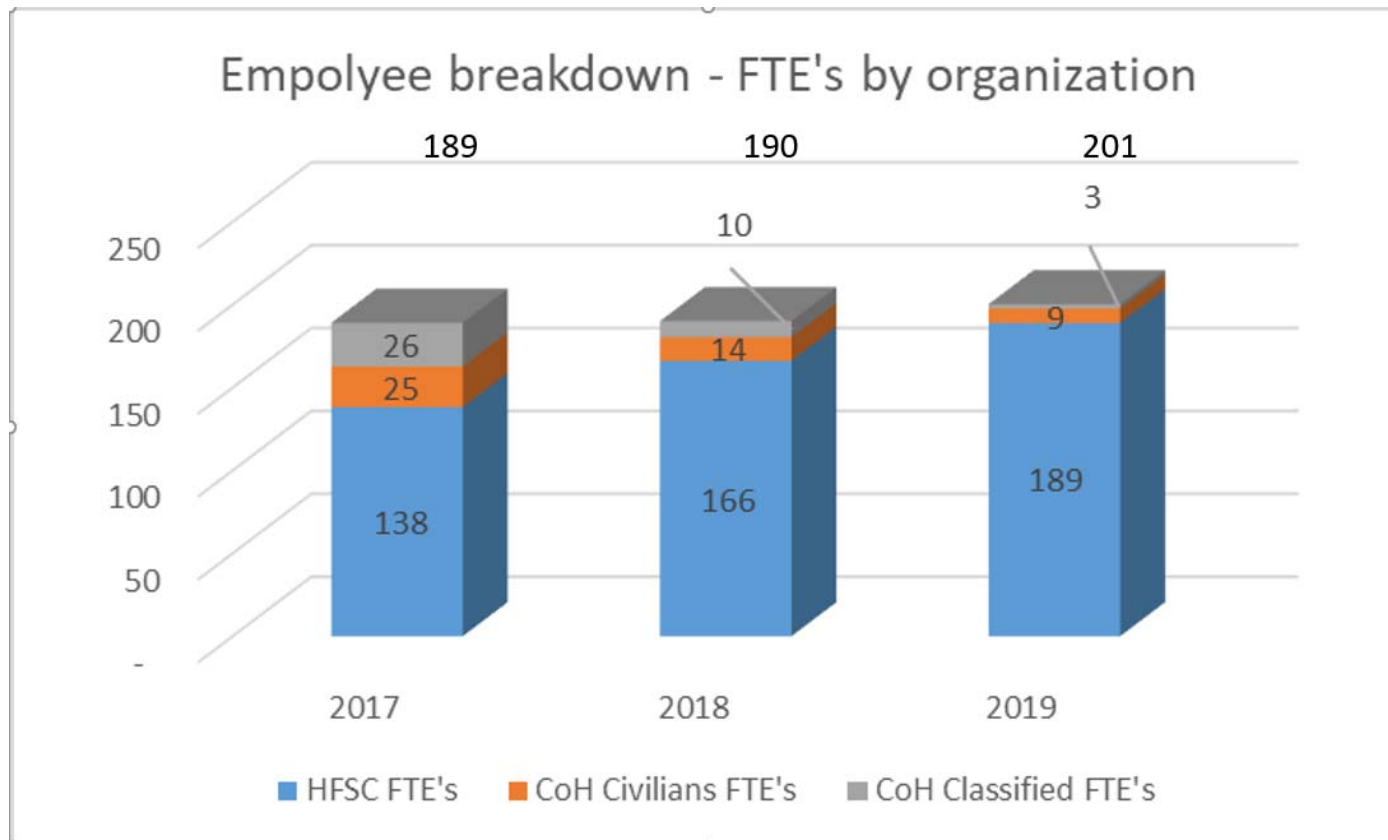
Where does HFSC Spend it's money?



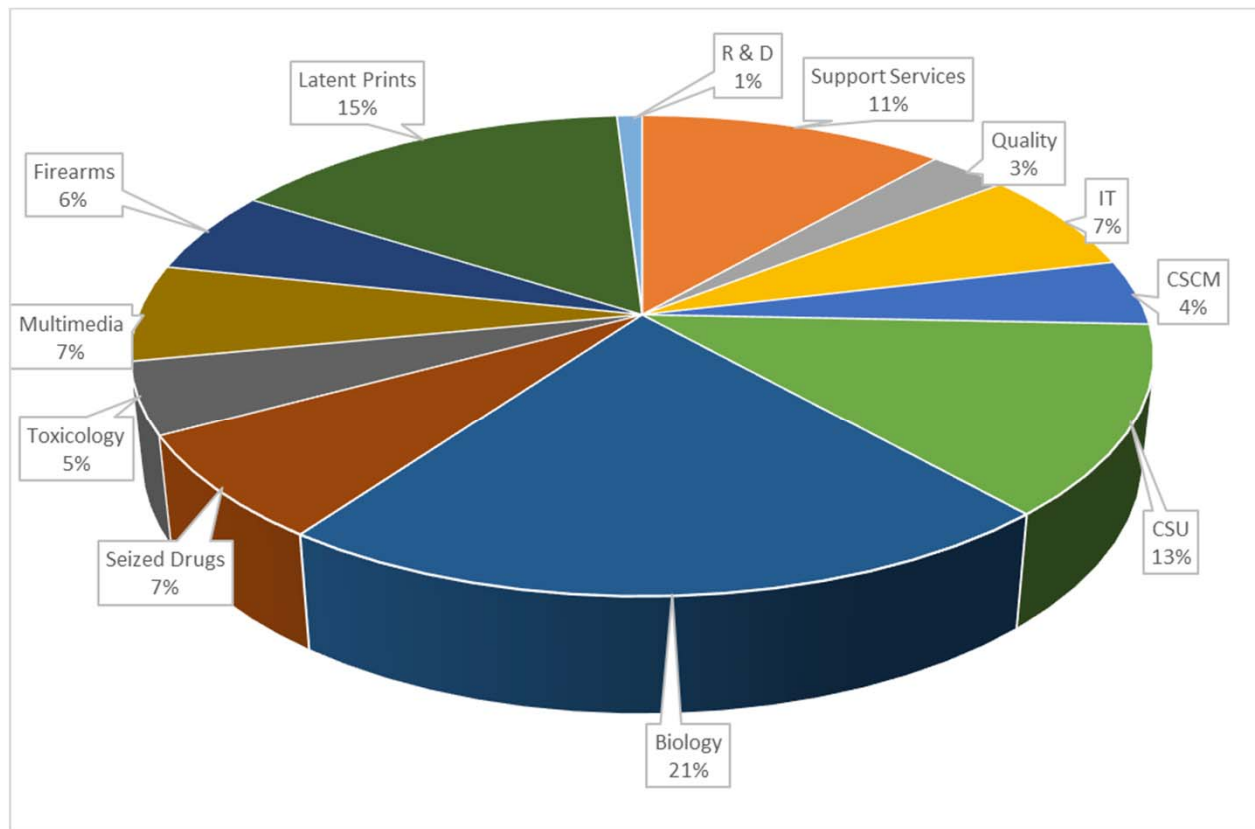
How does this compare to FY18?



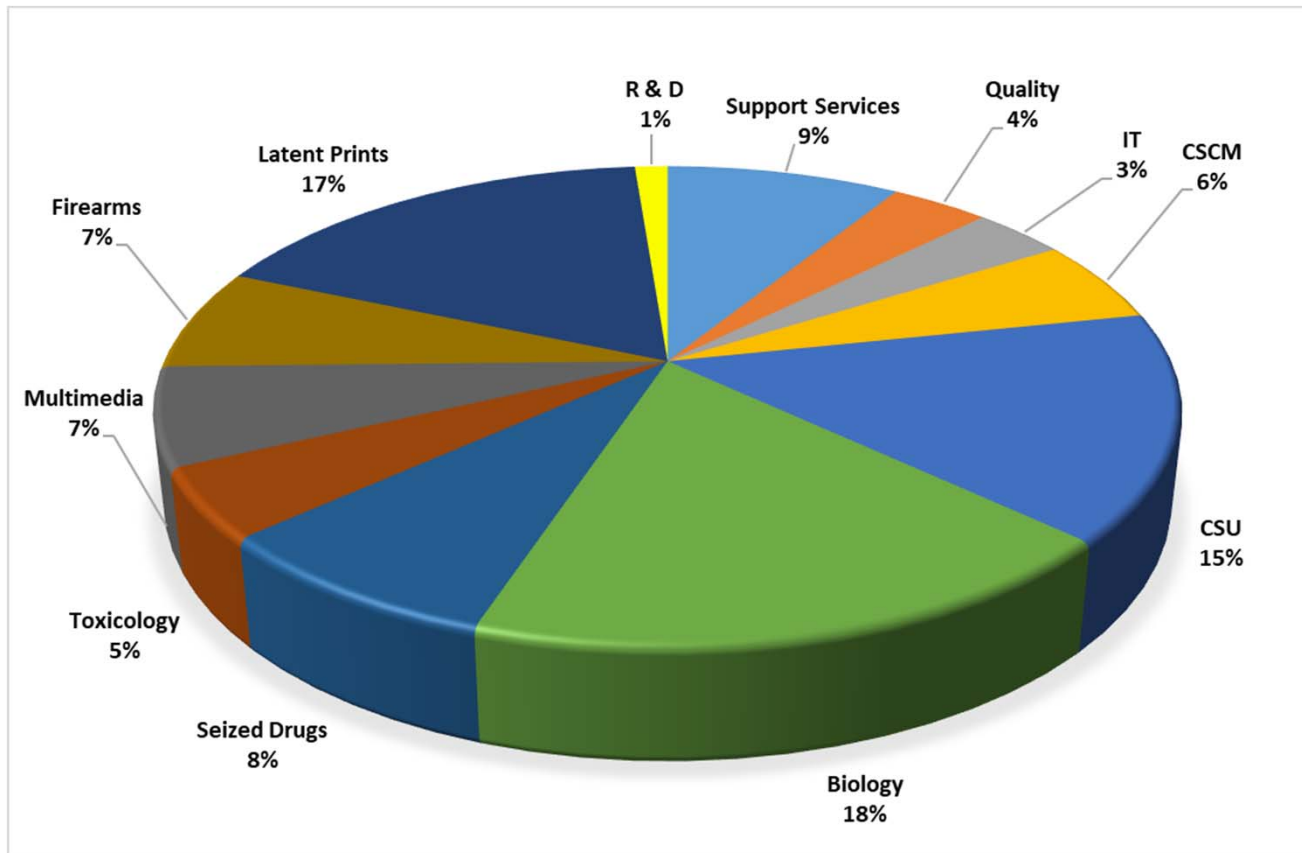
HFSC – Civilian - Classified



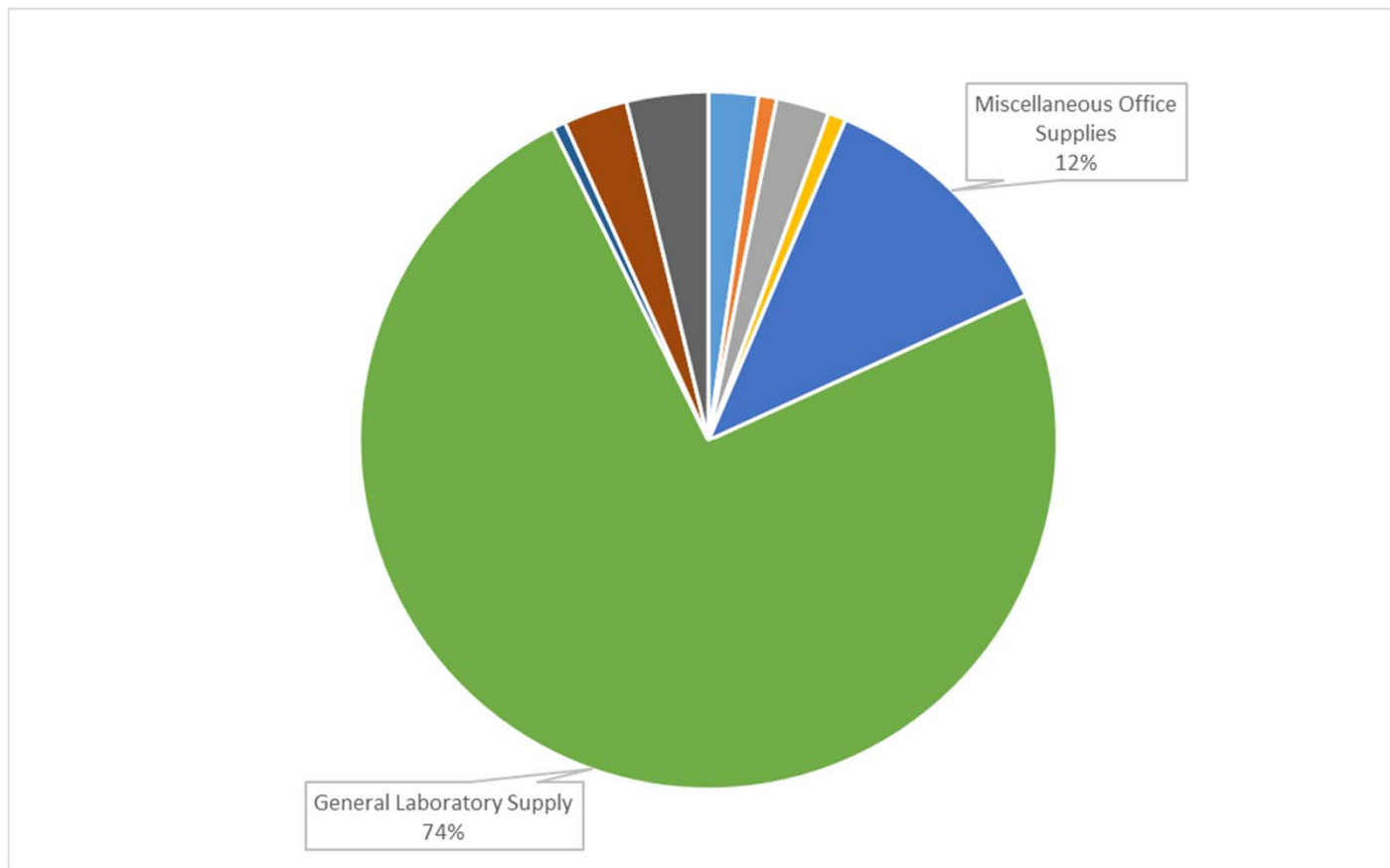
Department Percentage of Total Cost



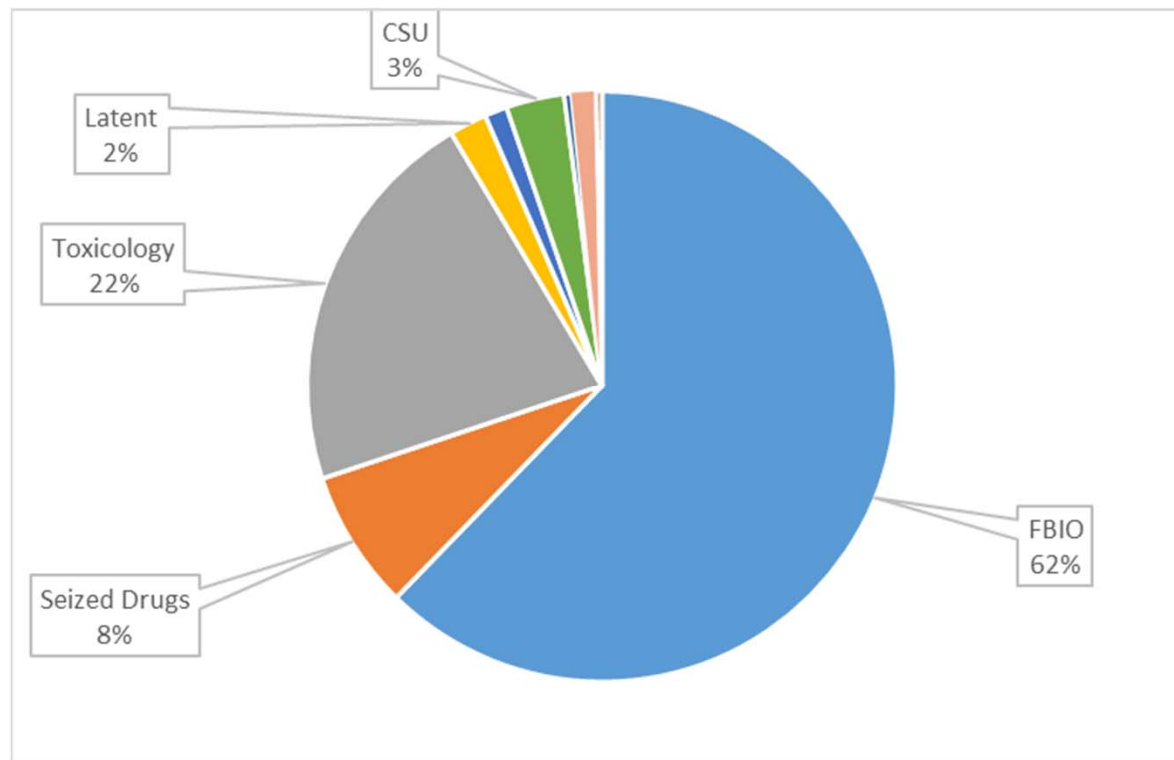
Total Personnel Cost (75%) by Department



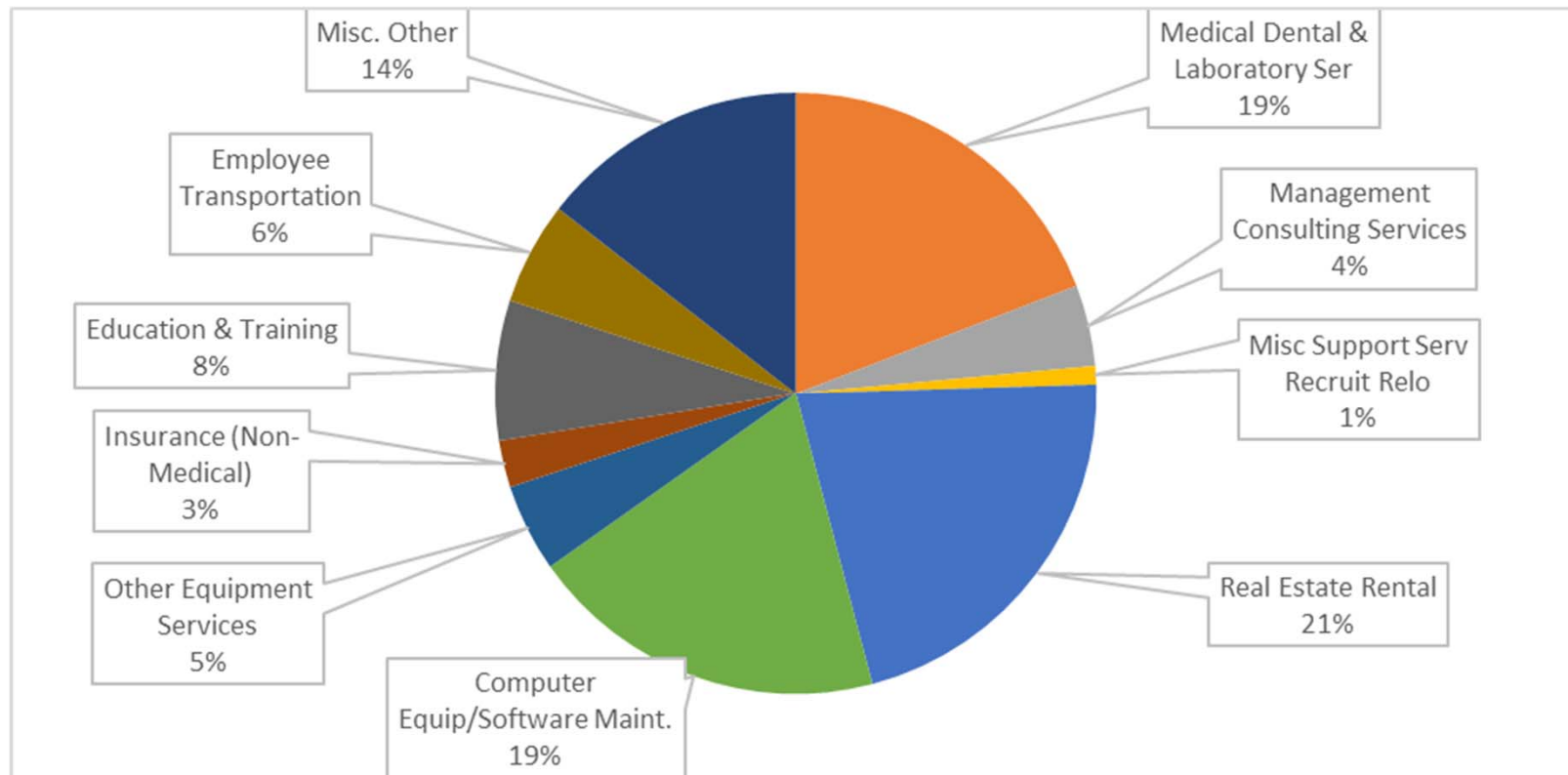
Supplies (3%) – Spending by Category



Services – General Lab.



Services (20%) – Spending by Category



Other

Fixed Assets		HFSC
Vehicles		85
Computers		51
Lab Equipment		25
Justice Trax LIMS		297
500 Jefferson		180
FA writeoffs		(308)
		331

Grant Spending by Category	
Personnel	361
Services	459
Non Capital	67

Crime Scene and Multimedia

August 9, 2019



Multimedia Lab

- Requests for work in this section increasing
 - January 2018 to Aug. 1, 2018: 364 requests
 - January 2019 to Aug. 1, 2019: 438 requests
 - 20.3 percent increase
- Issue is not only increased caseload, but the time it takes to complete the work
- For computers, one request with one item takes about 24 hours to process. Generating data can take anywhere from a half day to 3 days
- Mobile devices can be more complicated:
 - If the password is known, the process of accessing the phone takes up to two hours
 - If a password is unknown, it can take anywhere from one to seven days to bypass the password using GrayKey software.
 - Once the device is accessed, a full data dump and analysis takes up to 8 additional hours and another 3 hours to generate the software report
 - Review averages 1 to 3 days



Crime Scene Unit

- Deep dive into CSU indicates a potential need to expand leadership
 - Considering lead positions, similar to what exists in some other sections
 - Responsibilities would include conducting reviews, answering calls for service and making field assignments to name a few
- Moving forward with renovations to the vehicle examination building (VEB)
 - Request for proposal (RFP) finalized and to be published in coming days
 - Grant funded





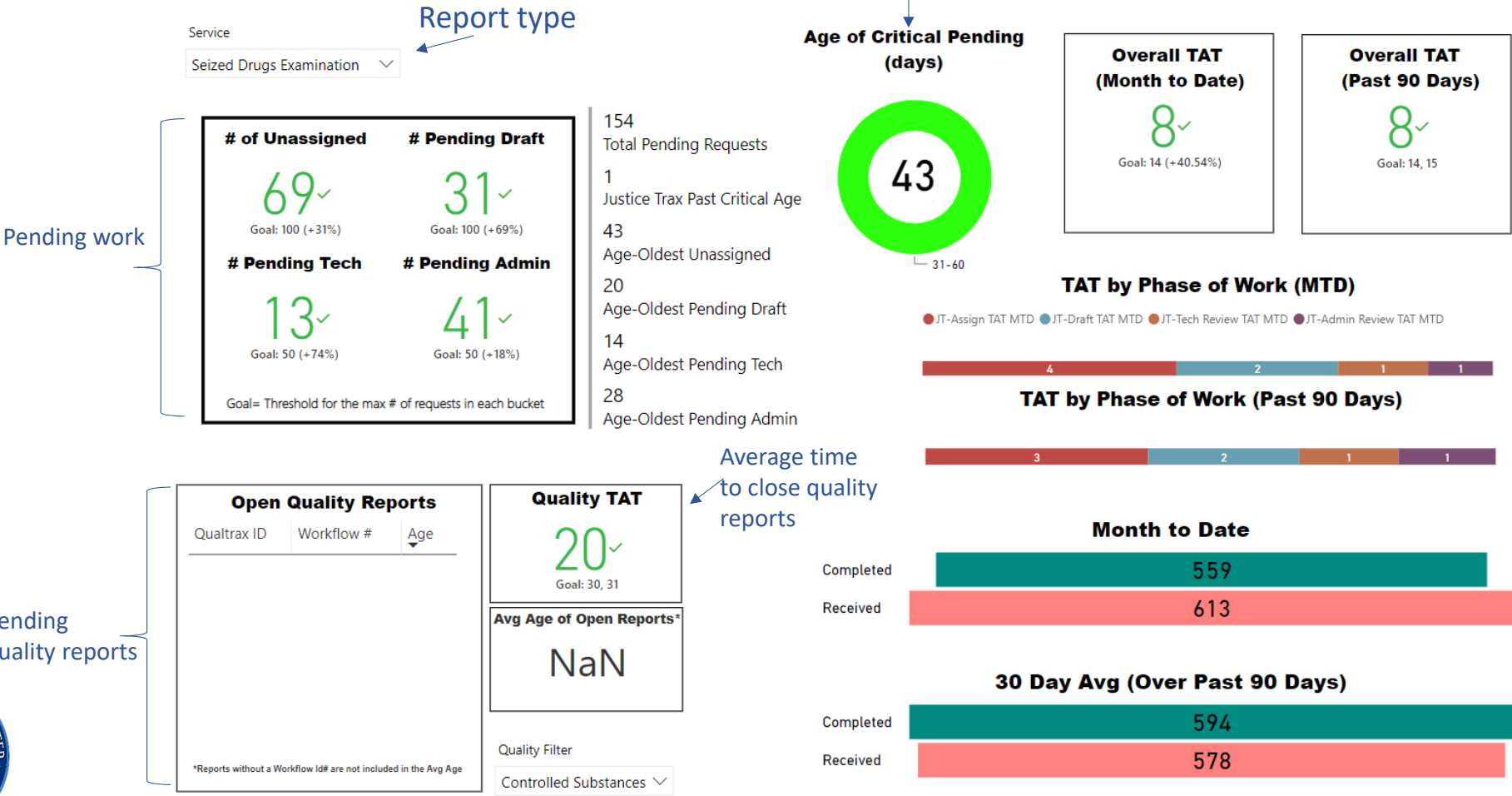
Detail data

(all HFSC Dashboard data collected on 6/30/19)



Key for Dashboard Section Pages

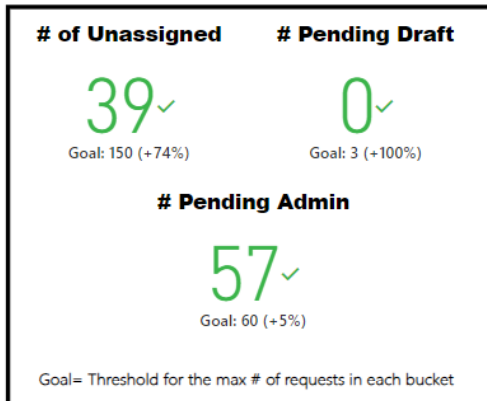
Center of ring=average age of backlog
Ring=breakdown of age for backlogged requests



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

Service

CSCM Tox Accession



96
Total Pending Requests

0
Justice Trax Past Critical Age

2
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

8
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Age of Critical Pending
(days)

N...

Overall TAT
(Month to Date)

6.

Goal: 5, 10

Overall TAT
(Past 90 Days)

5.

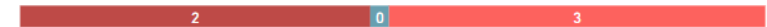
Goal: 5, 10

TAT by Phase of Work (MTD)

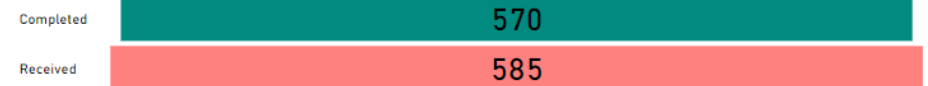
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-Admin Review TAT MTD



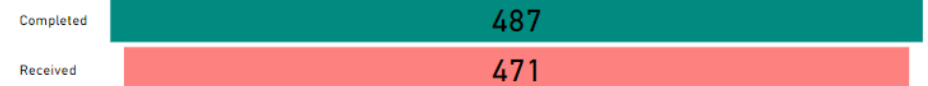
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48808		0

Quality TAT

28✓
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manag...

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



Service

CSCM Tox Rejection

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

0
Total Pending Requests
0
Justice Trax Past Critical Age
0
Age-Oldest Unassigned
0
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

Age of Critical Pending
(days)

N...

Overall TAT
(Month to Date)

7.

Goal: 5, 10

Overall TAT
(Past 90 Days)

6.

Goal: 5, 10

TAT by Phase of Work (MTD)

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



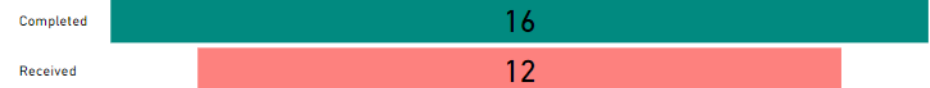
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48808		0

Quality TAT

28✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

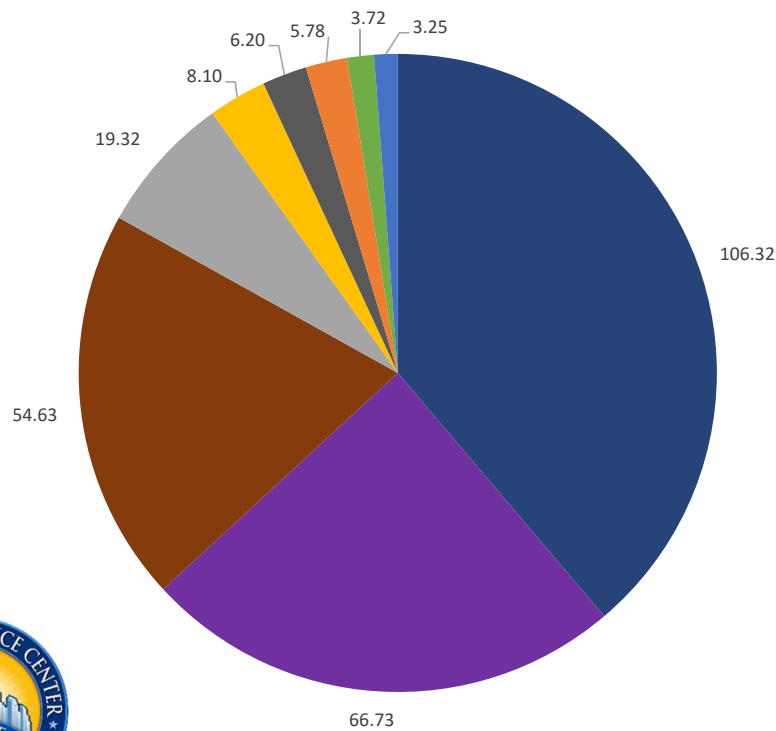
Client Services/Case Manag...

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



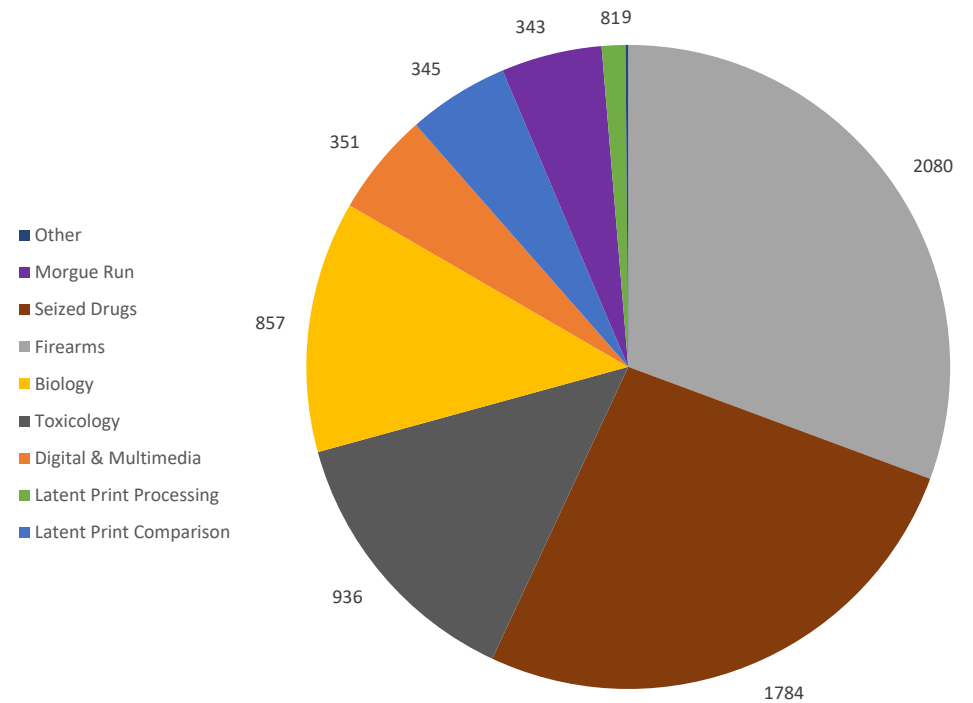
CS/CM – July

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



Evidence Handling

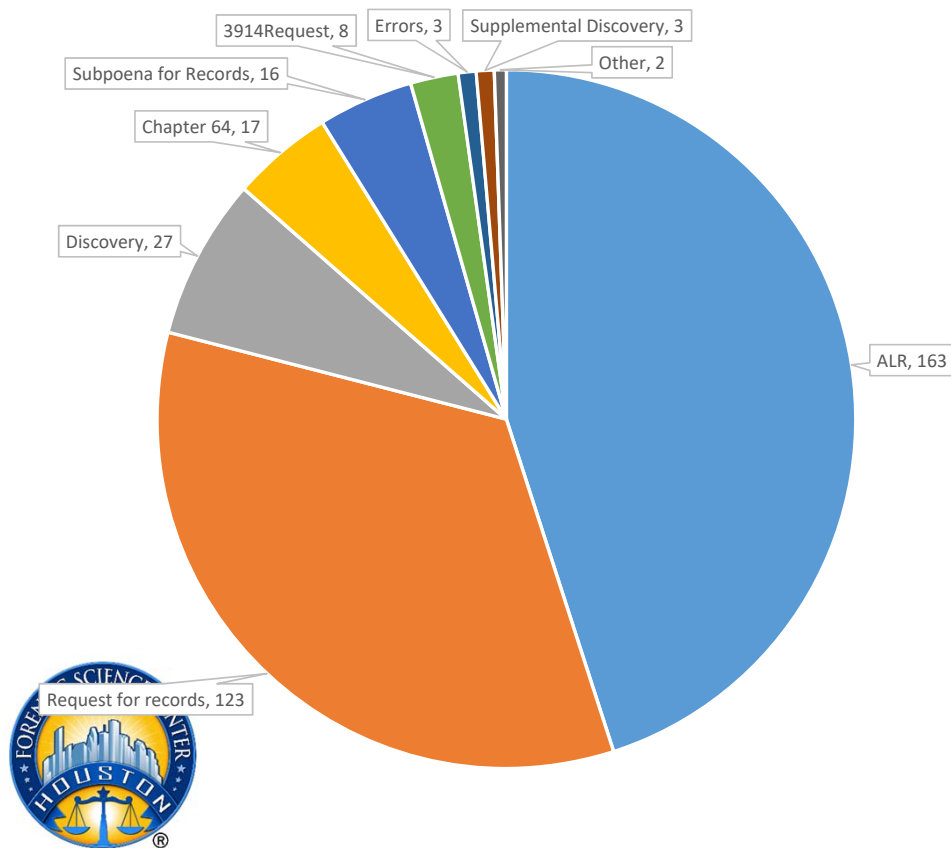
Total Items by Section



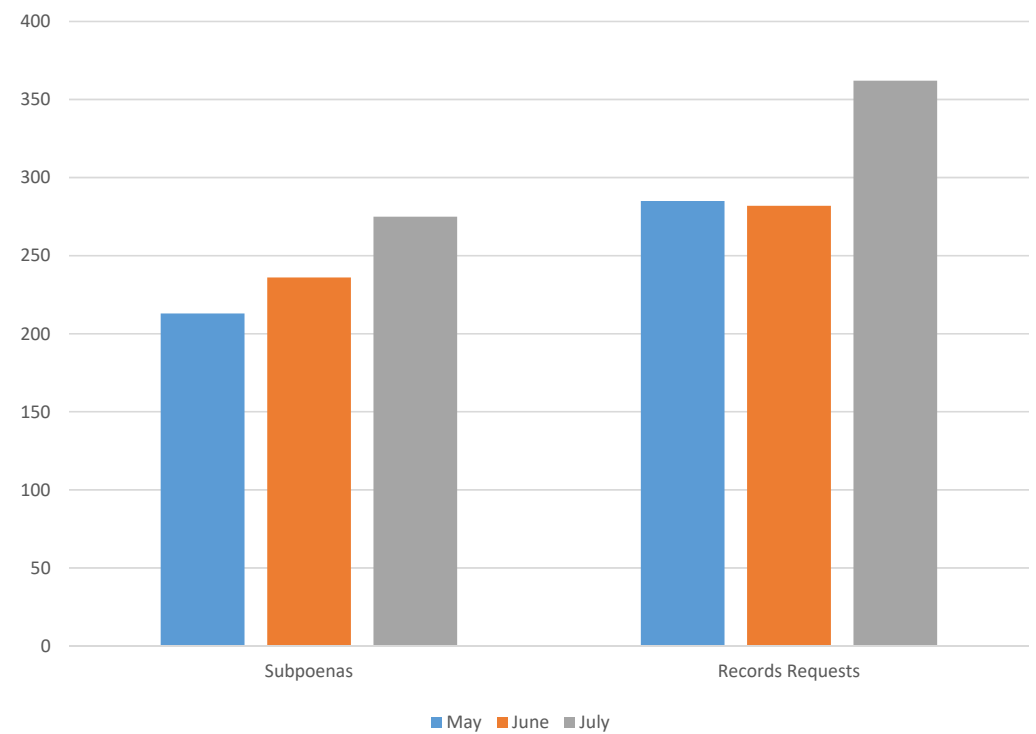
CS/CM – July

Administrative

Requests by Type

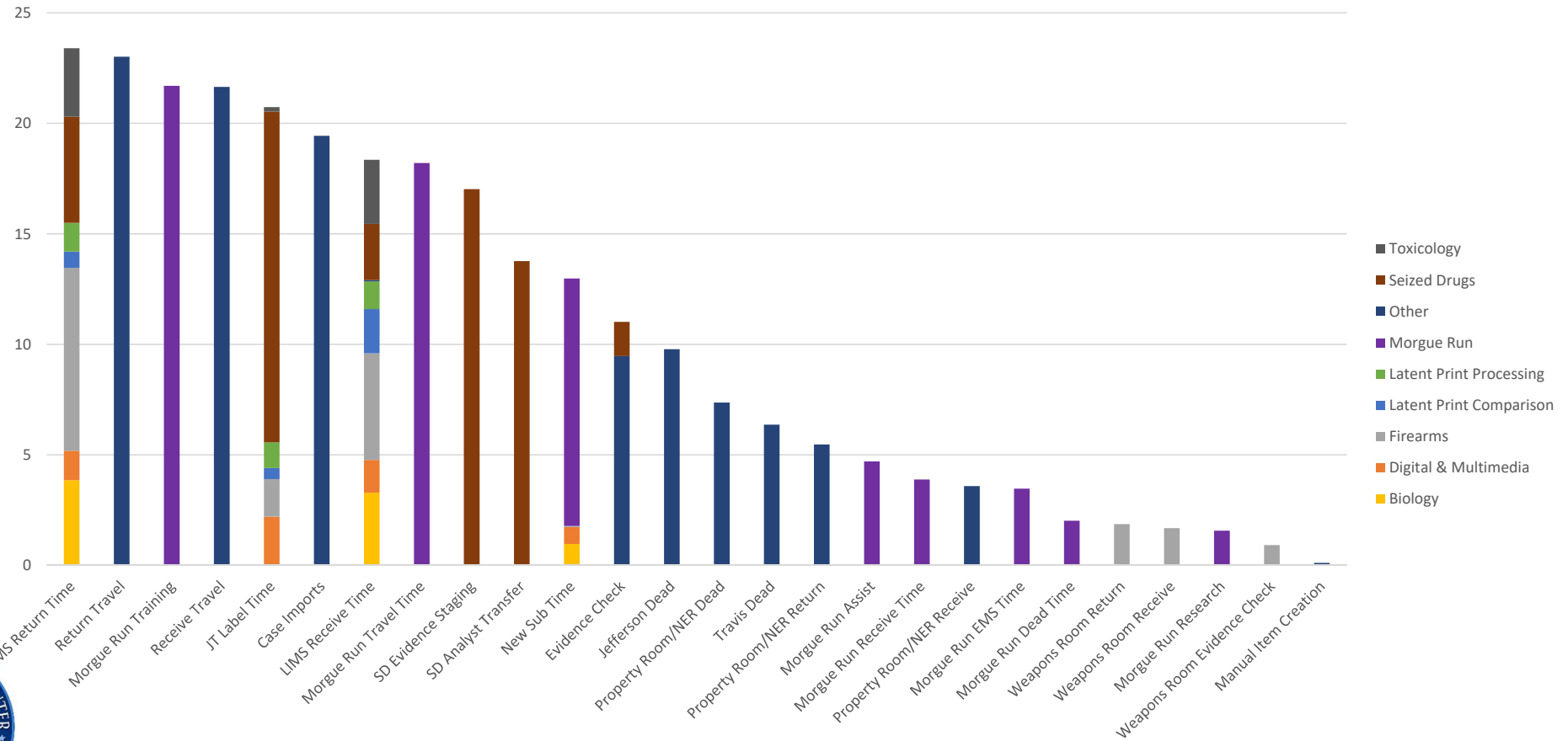


Subpoenas & Record Requests



Time Categories - July

Evidence Handling



Service

Seized Drugs Examination ▾

of Unassigned

29✓

Goal: 100 (+71%)

Pending Draft

56✓

Goal: 100 (+44%)

Pending Tech

41✓

Goal: 50 (+18%)

Pending Admin

1✓

Goal: 50 (+98%)

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

126
Total Pending Requests
2
Justice Trax Past Critical Age
44
Age-Oldest Unassigned
15
Age-Oldest Pending Draft
12
Age-Oldest Pending Tech
2
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

9✓

Goal: 14, 15

Overall TAT (Past 90 Days)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48504		5
48532		5
48533		5
48621		3

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

Quality TAT

(Blank)✓

Goal: 30, 31

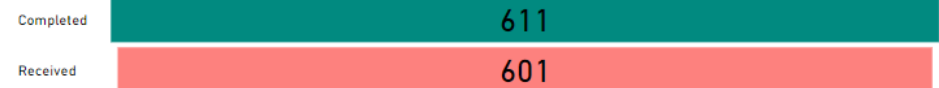
Avg Age of Open Reports*

NaN

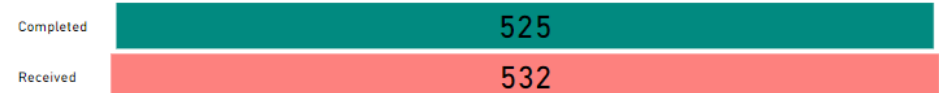
Quality Filter

Controlled Substances ▾

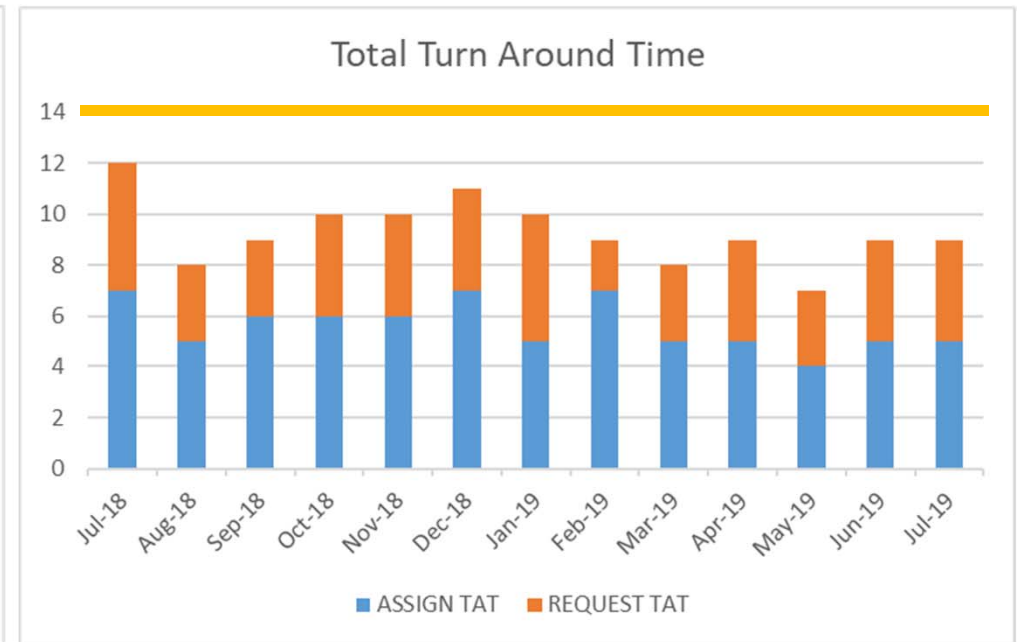
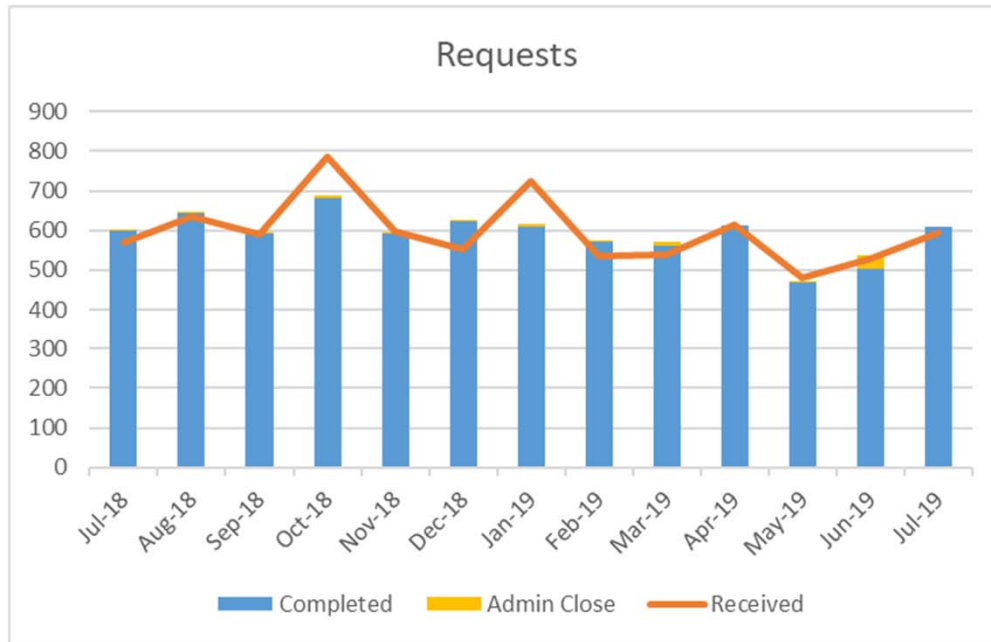
Month to Date



30 Day Avg (Over Past 90 Days)



Seized Drugs



❑ Orange bar indicates TAT target limit of 14 days.

Service

Blood Alcohol

of Unassigned

102!

Goal: 50 (-104%)

Pending Draft

950!

Goal: 120 (-691.67%)

Pending Tech

30✓

Goal: 90 (+66.67%)

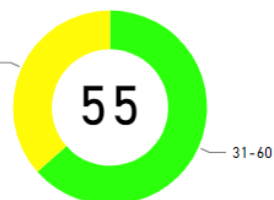
Pending Admin

152!

Goal: 90 (-68.89%)

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

Age of Critical Pending (days)



1234

Total Pending Requests

660

Justice Trax Past Critical Age

37

Age-Oldest Unassigned

77

Age-Oldest Pending Draft

72

Age-Oldest Pending Tech

85

Age-Oldest Pending Admin

Overall TAT (Month to Date)

77!

Goal: 30, 31

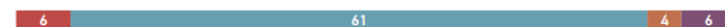
Overall TAT (Past 90 Days)

63!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

277

Received

574

30 Day Avg (Over Past 90 Days)

Completed

327

Received

459

Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		30
47746	2019-045	18

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

Quality TAT

12✓

Goal: 30, 31

Avg Age of Open Reports*

18

Quality Filter

Toxicology



Current Toxicology Reports in Justice Trax LIMS

Service
Toxicology

of Unassigned
6✓
Goal: 120 (+95%)

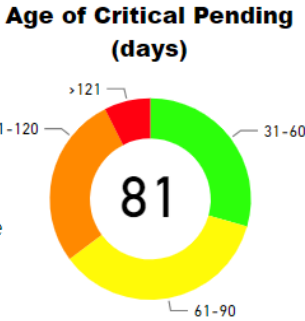
Pending Draft
313!
Goal: 30 (-943.33%)

Pending Tech
57!
Goal: 30 (-90%)

Pending Admin
64!
Goal: 30 (-113.33%)

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

- 439 Total Pending Requests
- 303 Justice Trax Past Critical Age
- 20 Age-Oldest Unassigned
- 141 Age-Oldest Pending Draft
- 125 Age-Oldest Pending Tech
- 144 Age-Oldest Pending Admin

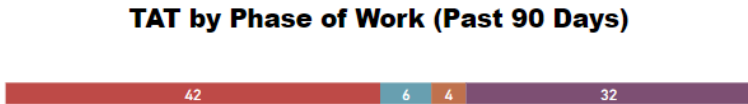


Overall TAT (Month to Date)

97!
Goal: 90, 91

Overall TAT (Past 90 Days)

83✓
Goal: 90, 91



Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		30
47746	2019-045	18

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

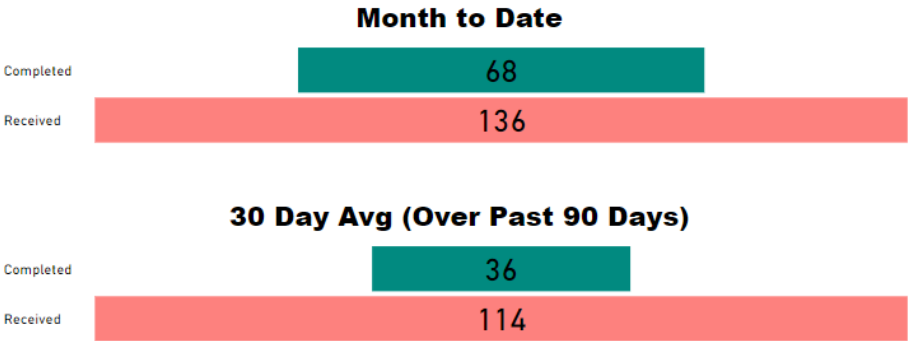
Quality TAT

12✓
Goal: 30, 31

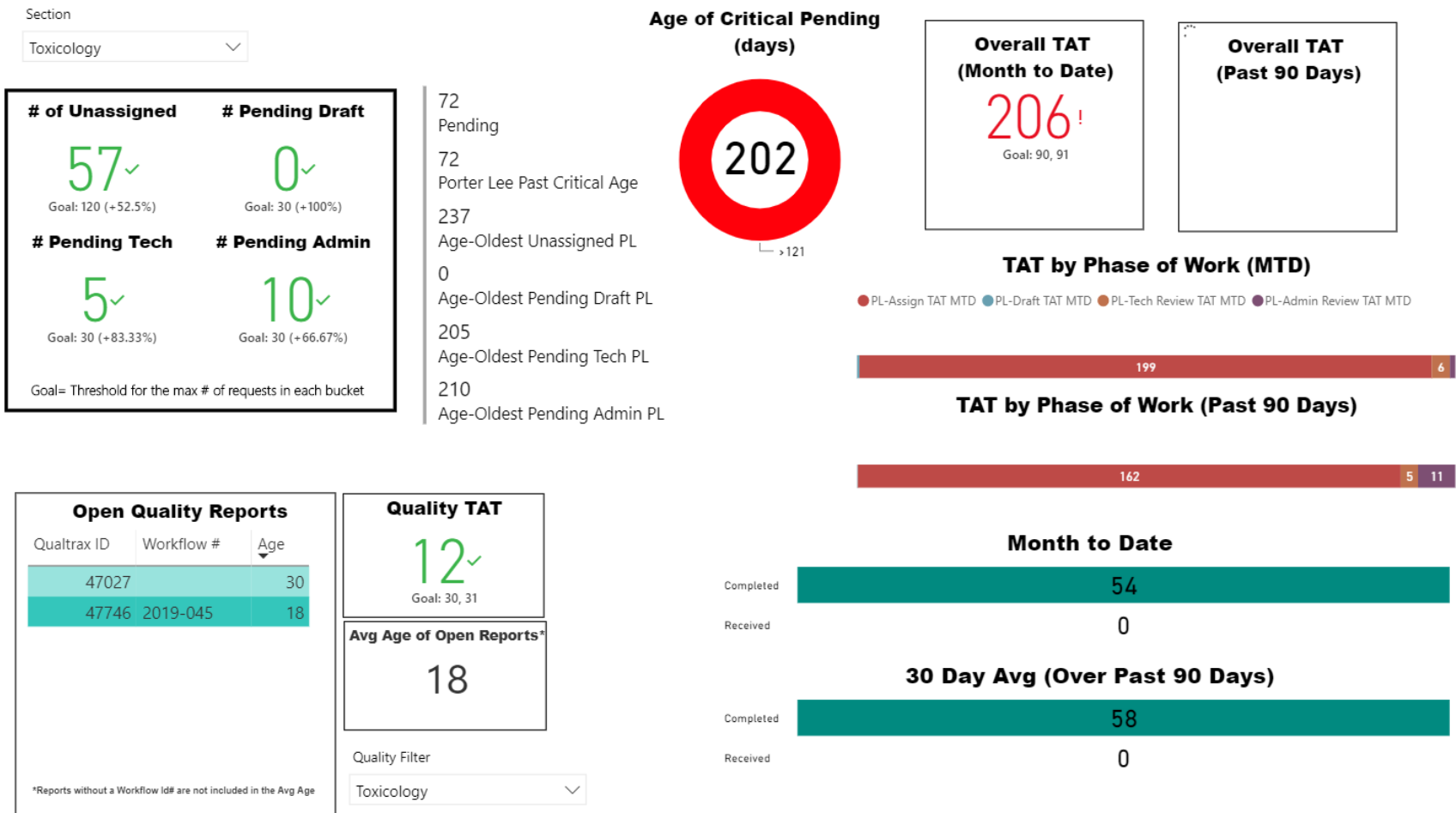
Avg Age of Open Reports*

18

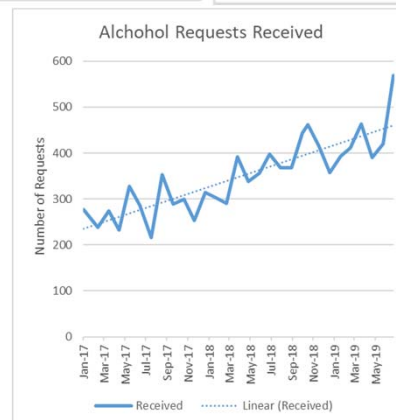
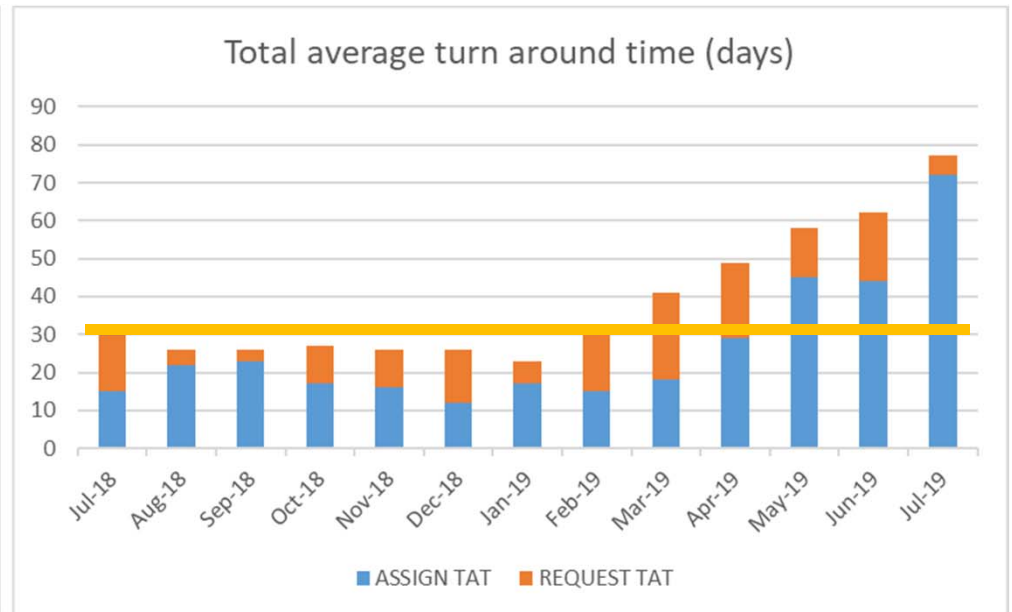
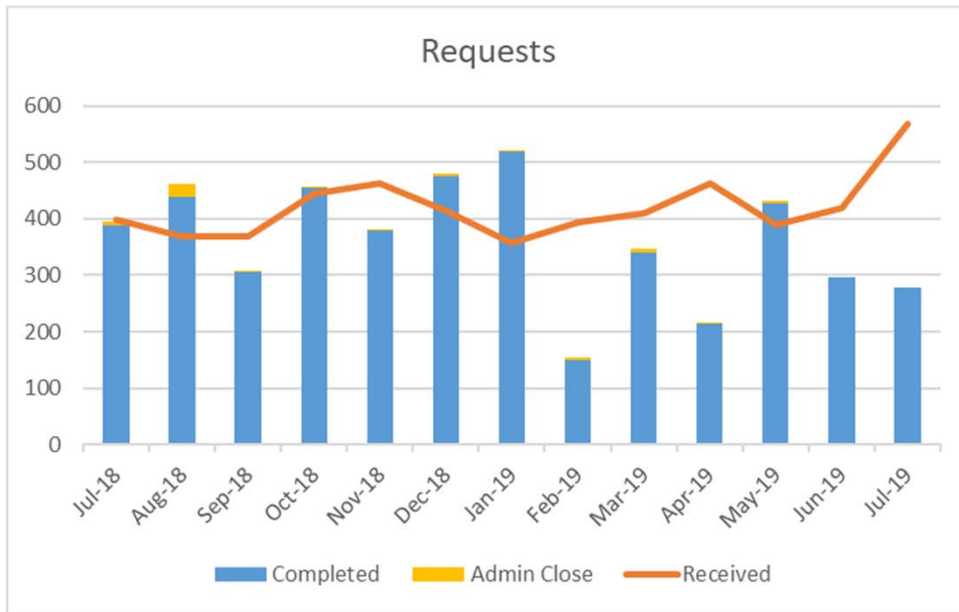
Quality Filter
Toxicology



Backlogged Toxicology Requests in Porter Lee LIMS (to be cleared out by August 2019)

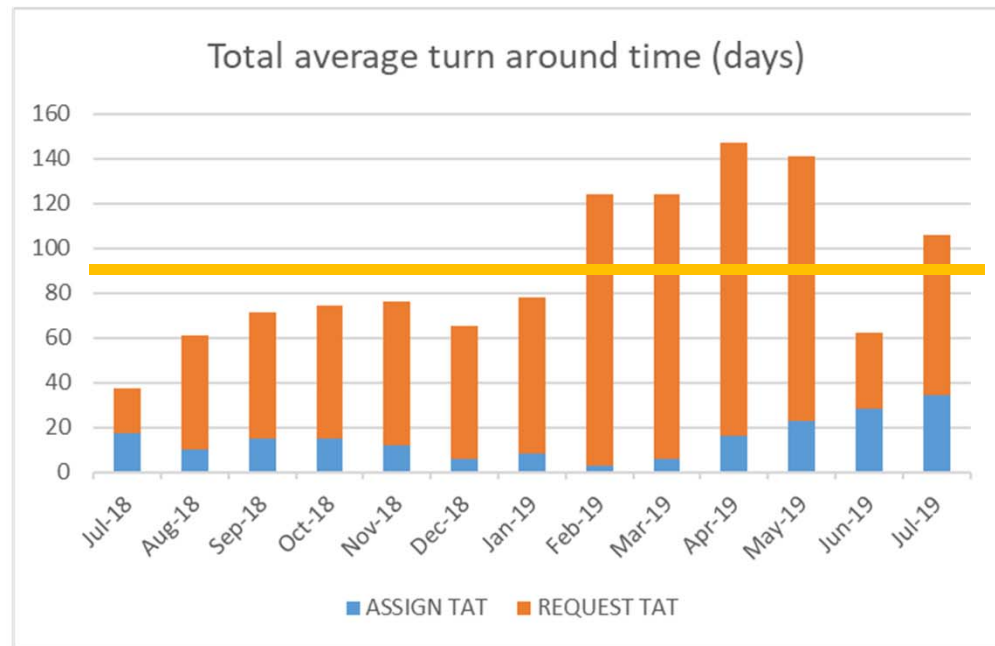
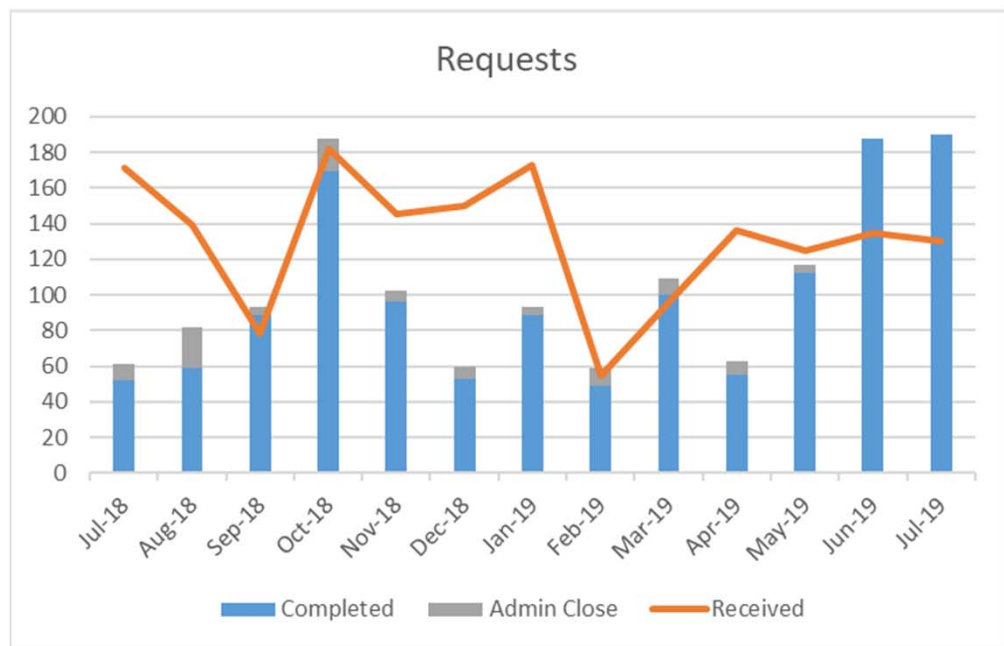


Toxicology: Alcohol



Toxicology: Other Drugs

In June of 2018 the toxicology section went live with drug analysis in house, due to instrumentation challenges and limitations, the expected TAT is 90 days until LC-QQQ can be brought on line.



Service

Firearms Examination

of Unassigned

7✓

Goal: 10 (+30%)

Pending Draft

13✓

Goal: 14 (+7.14%)

Pending Tech

7✓

Goal: 9 (+22.22%)

Pending Admin

0✓

Goal: 5 (+100%)

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

27
Total Pending Requests

5
Justice Trax Past Critical Age

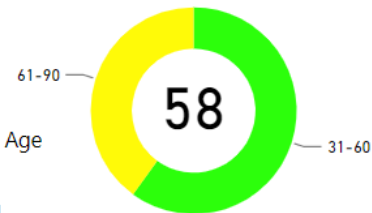
7
Age-Oldest Unassigned

85
Age-Oldest Pending Draft

77
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

26✓

Goal: 40, 41

Overall TAT (Past 90 Days)

25✓

Goal: 40, 41

TAT by Phase of Work (MTD)

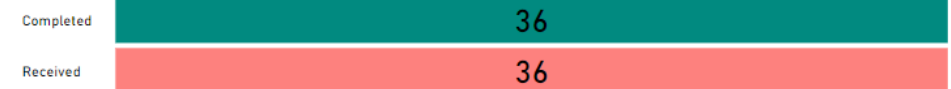
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



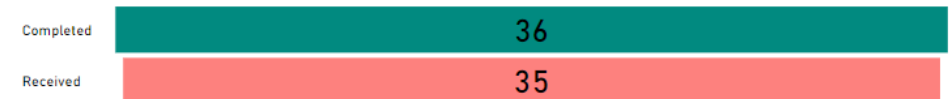
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
43394	2019-024	79
47434		22
47685		20
48189		11
48202		11
48328	2019-048	9
48434		7

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

Quality TAT

66!

Goal: 30, 31

Avg Age of Open Reports*

31

Quality Filter

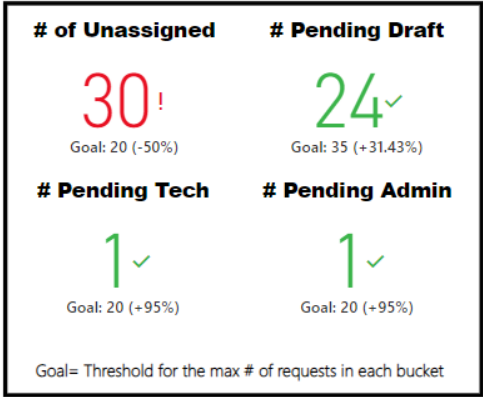
Firearms



Current NIBIN Casework

Service

NIBIN Only



56
Total Pending Requests

0
Justice Trax Past Critical Age

12
Age-Oldest Unassigned

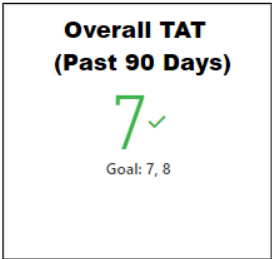
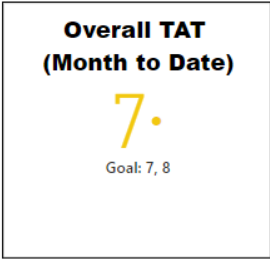
5
Age-Oldest Pending Draft

5
Age-Oldest Pending Tech

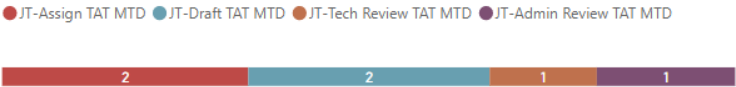
9
Age-Oldest Pending Admin

Age of Critical Pending (days)

N...



TAT by Phase of Work (MTD)

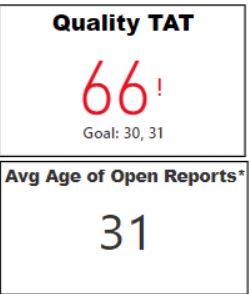


TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
43394	2019-024	79
47434		22
47685		20
48189		11
48202		11
48328	2019-048	9
48434		7

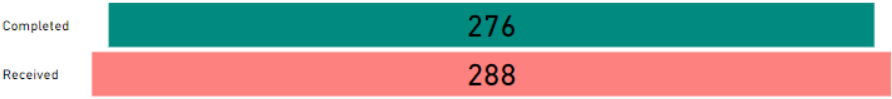
*Reports without a Workflow Id# are not included in the Avg Age



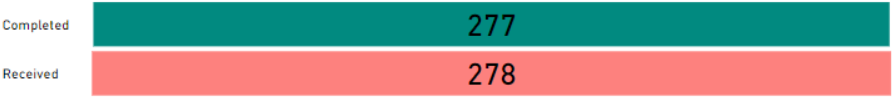
Quality Filter

Firearms

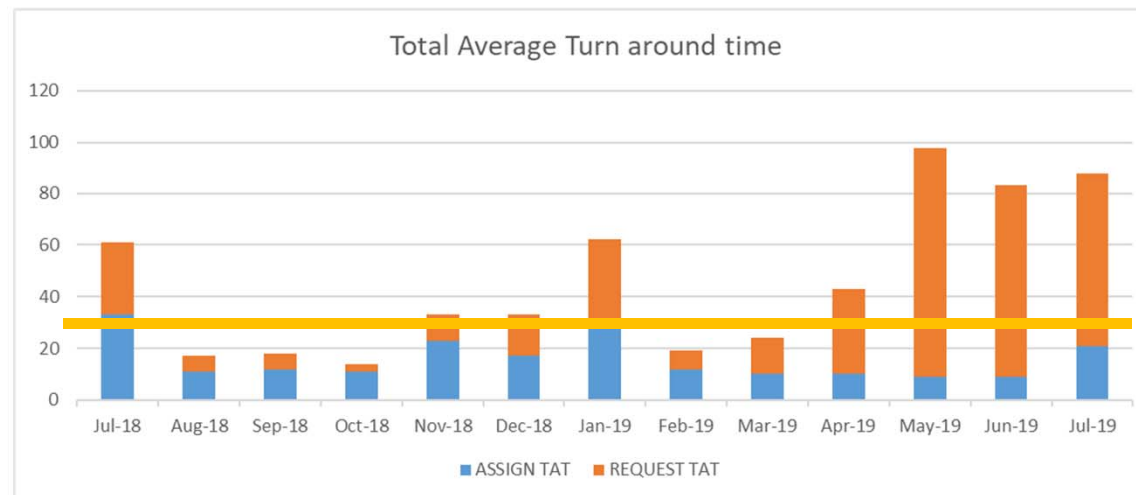
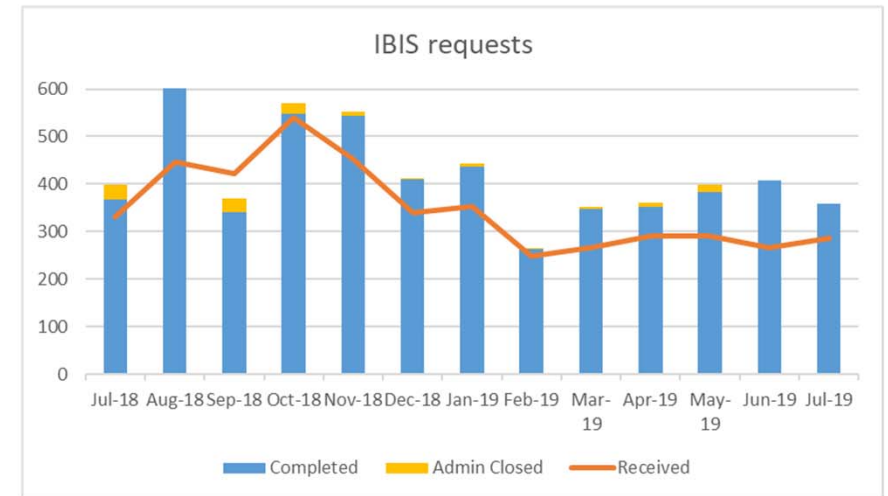
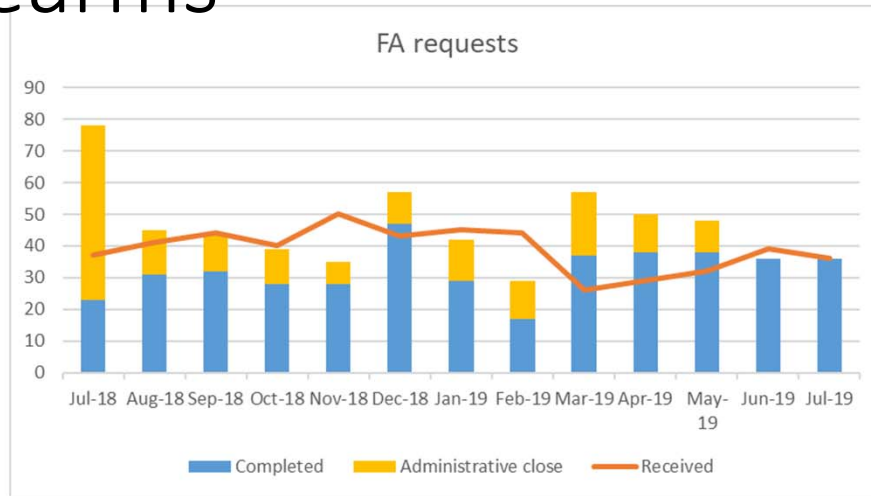
Month to Date



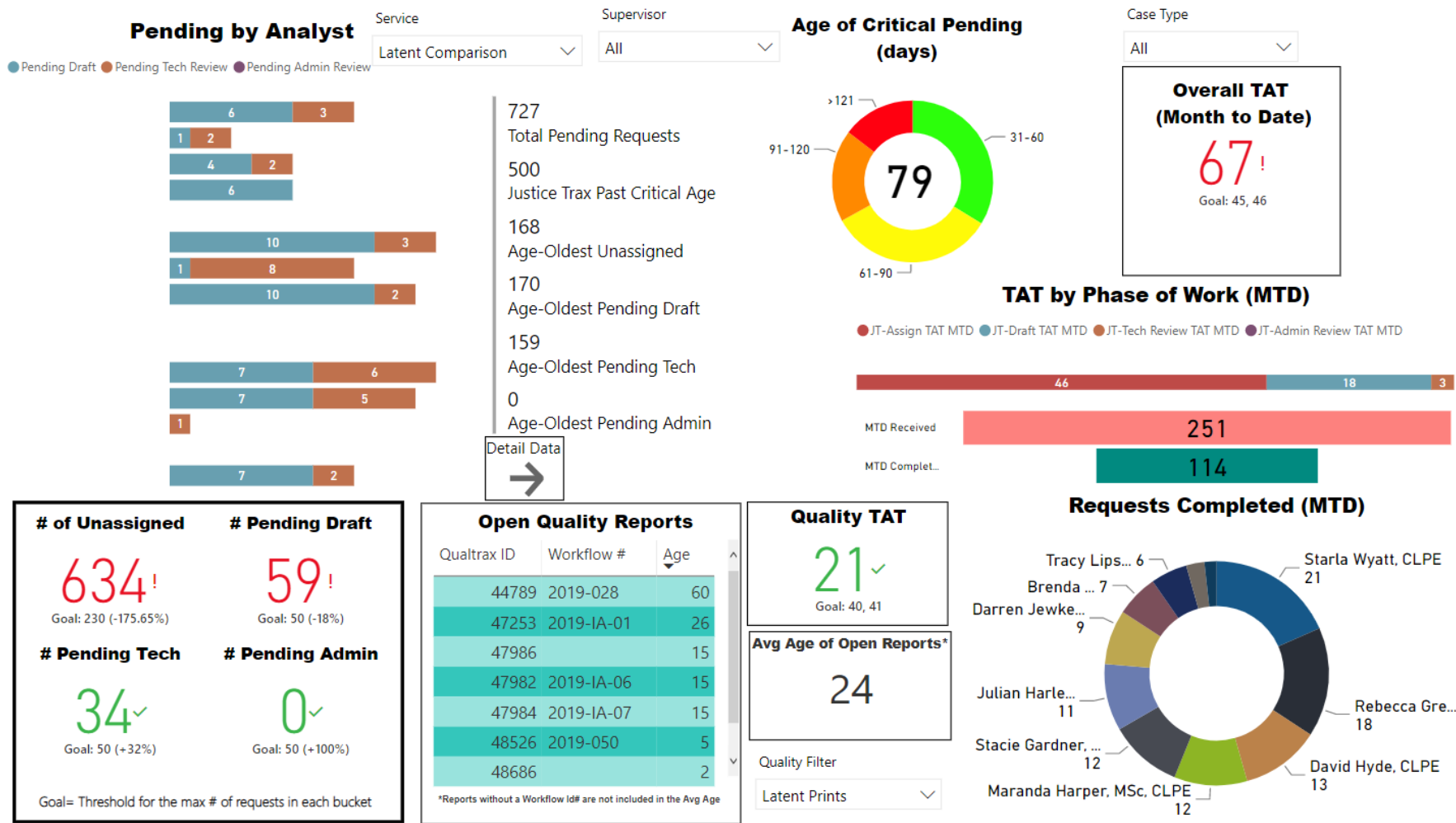
30 Day Avg (Over Past 90 Days)



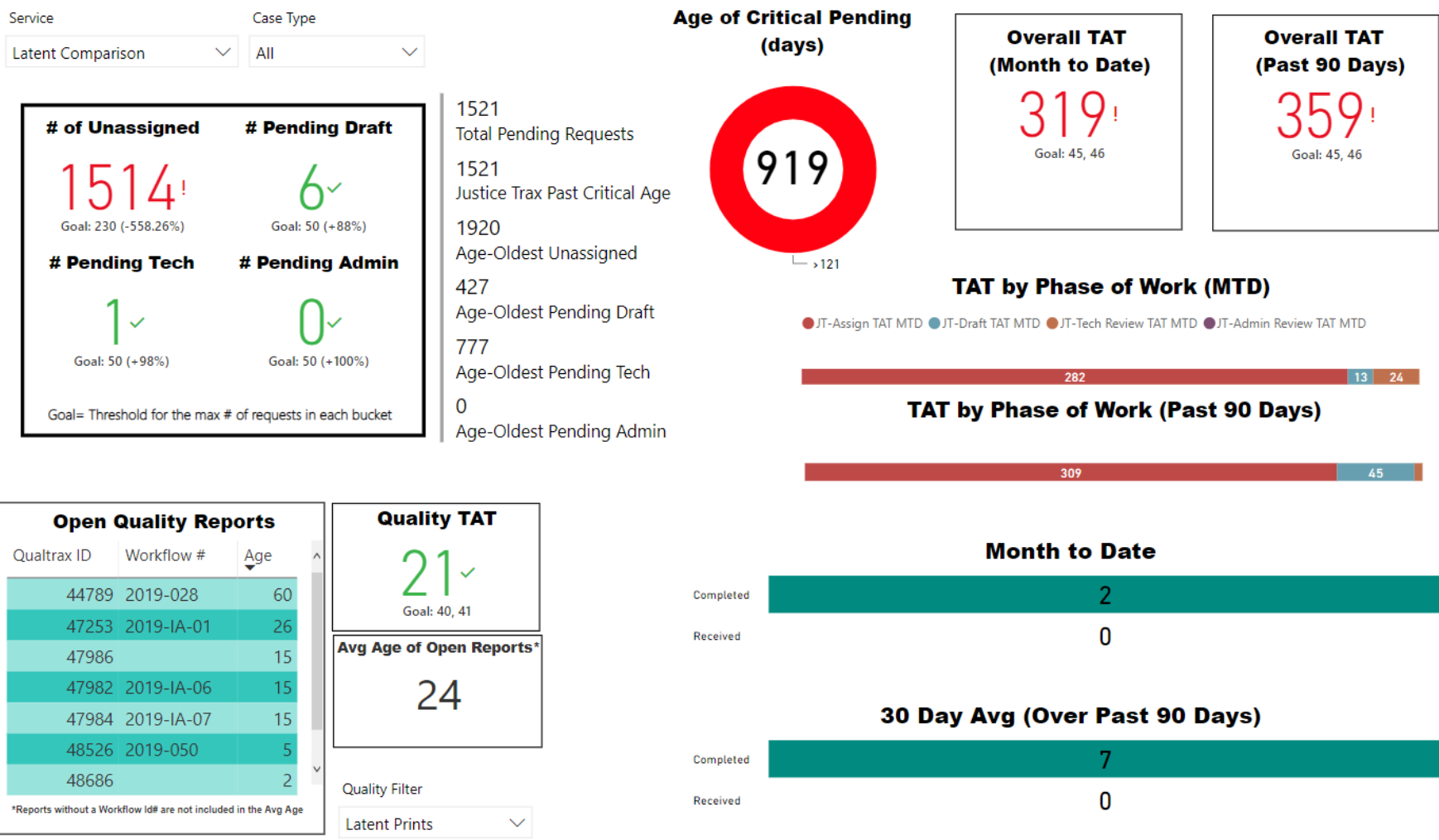
Firearms



Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)



Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)



Service
Latent Processing

# of Unassigned <div>97!</div> <p>Goal: 50 (-94%)</p>	# Pending Draft <div>31!</div> <p>Goal: 30 (-3.33%)</p>
# Pending Tech <div>5✓</div> <p>Goal: 30 (+83.33%)</p>	# Pending Admin <div>5✓</div> <p>Goal: 30 (+83.33%)</p>

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

138
Total Pending Requests

85
Justice Trax Past Critical Age

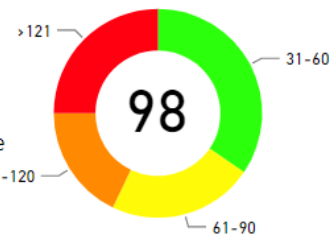
204
Age-Oldest Unassigned

449
Age-Oldest Pending Draft

146
Age-Oldest Pending Tech

167
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

51!

Goal: 30, 31

Overall TAT (Past 90 Days)

82!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
44789	2019-028	60
47253	2019-IA-01	26
47986		15
47982	2019-IA-06	15
47984	2019-IA-07	15
48526	2019-050	5
48686		2

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

Quality TAT

21✓

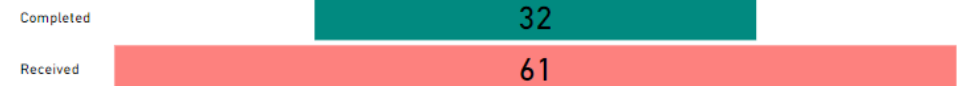
Goal: 40, 41

Avg Age of Open Reports*

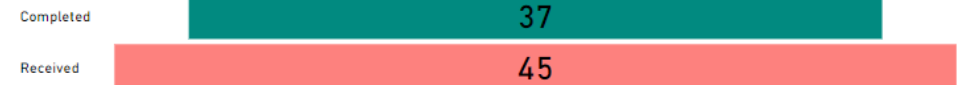
24

Quality Filter
Latent Prints

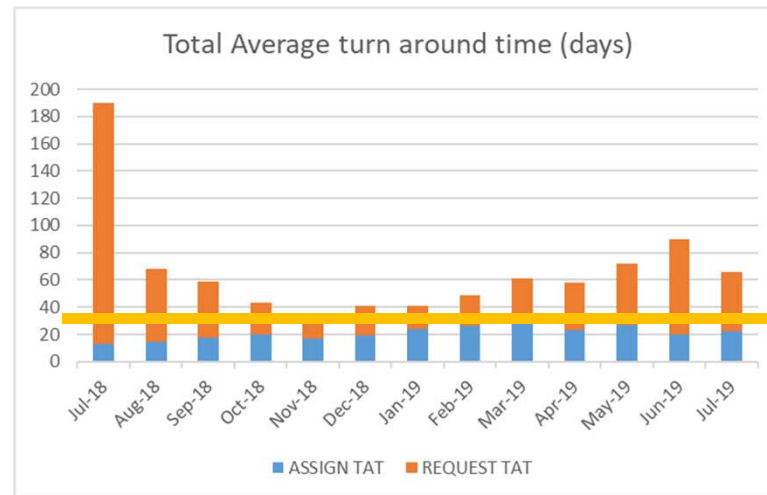
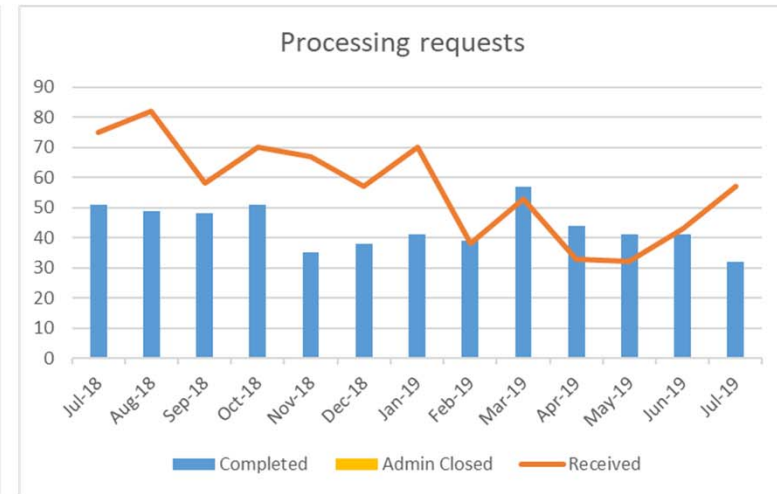
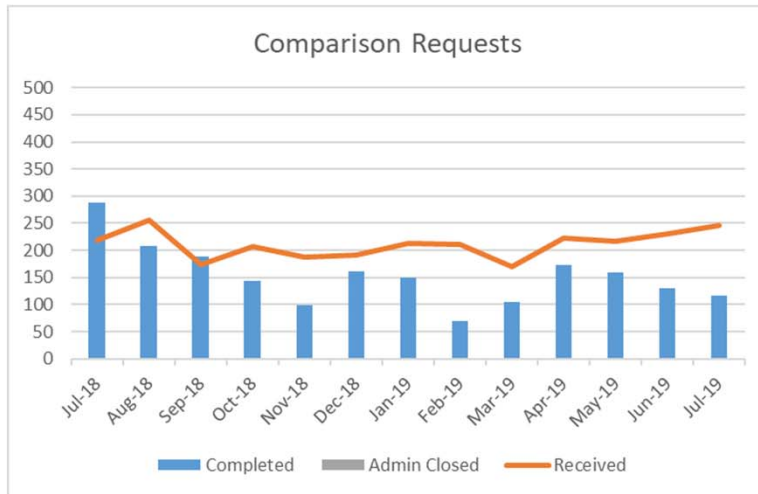
Month to Date



30 Day Avg (Over Past 90 Days)



Latents



Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December

Section

DNA

Request Type

of Unassigned

2✓

Goal: 20 (+90%)

Pending Draft

86!

Goal: 24 (-258.33%)

Pending Tech

14✓

Goal: 24 (+41.67%)

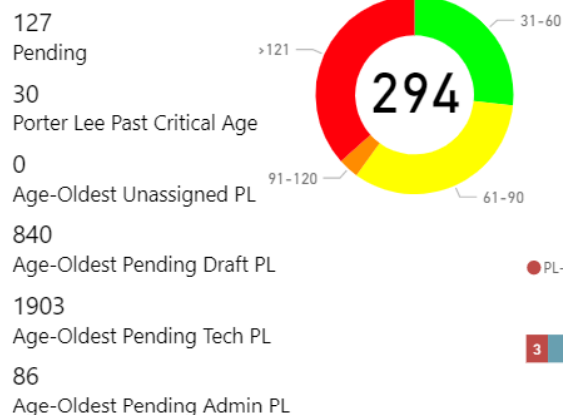
Pending Admin

16✓

Goal: 20 (+20%)

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

Age of Critical Pending (days)



Overall TAT (Month to Date)

103!

Goal: 30, 31

Overall TAT (Past 90 Days)

130!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



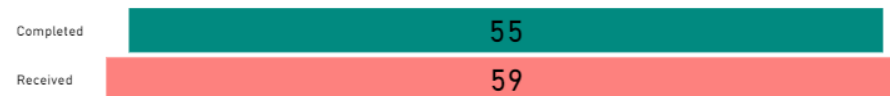
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	229
34624	2018-094	211
39886	2019-007	123
42893	2019-023	85
45353	2019-029	53
46758	2019-035	34
46911	2019-034	31

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

Quality TAT

20✓

Goal: 40, 41

Avg Age of Open Reports*

68

Quality Filter

Biology/DNA





Section: DNA
Request Type: SAK

of Unassigned
0✓
Goal: 20 (+100%)

Pending Draft
4✓
Goal: 24 (+83.33%)

Pending Tech
0✓
Goal: 24 (+100%)

Pending Admin
0✓
Goal: 20 (+100%)

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

- 4 Pending
- 3 Porter Lee Past Critical Age
- 0 Age-Oldest Unassigned PL
- 840 Age-Oldest Pending Draft PL
- 0 Age-Oldest Pending Tech PL
- 0 Age-Oldest Pending Admin PL

Age of Critical Pending (days)



Overall TAT (Month to Date)
168!
Goal: 30, 31

Overall TAT (Past 90 Days)
315!
Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	229
34624	2018-094	211
39886	2019-007	123
42893	2019-023	85
45353	2019-029	53
46758	2019-035	34
46911	2019-034	31

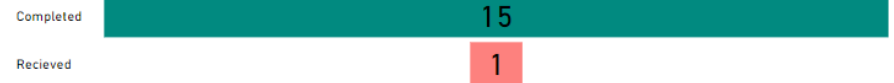
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
19✓
Goal: 40, 41

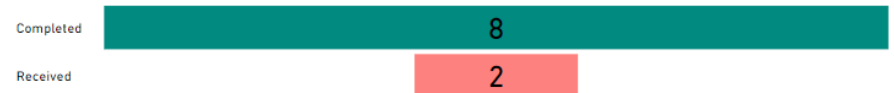
Avg Age of Open Reports*
63

Quality Filter: Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)



Section

Screening

Request Type

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

43!

Goal: 14 (-207.14%)

Pending Tech

2✓

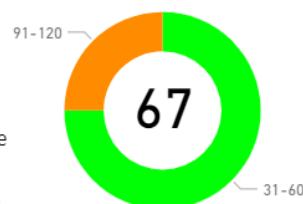
Goal: 16 (+87.5%)

Pending Admin

0✓

Goal: 12 (+100%)

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

Age of Critical Pending
(days)

45
Pending

5
Porter Lee Past Critical Age

0
Age-Oldest Unassigned PL

120
Age-Oldest Pending Draft PL

111
Age-Oldest Pending Tech PL

0
Age-Oldest Pending Admin PL

Overall TAT
(Month to Date)

42!

Goal: 10, 11

Overall TAT
(Past 90 Days)

58!

Goal: 10, 11

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	229
34624	2018-094	211
39886	2019-007	123
42893	2019-023	85
45353	2019-029	53
46758	2019-035	34
46911	2019-034	31

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

Quality TAT

19✓

Goal: 40, 41

Avg Age of Open Reports*

63

Quality Filter

Biology/DNA

Month to Date



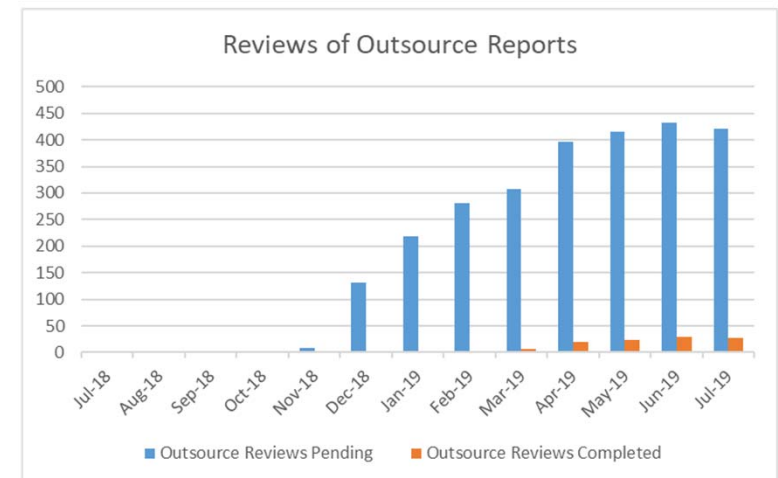
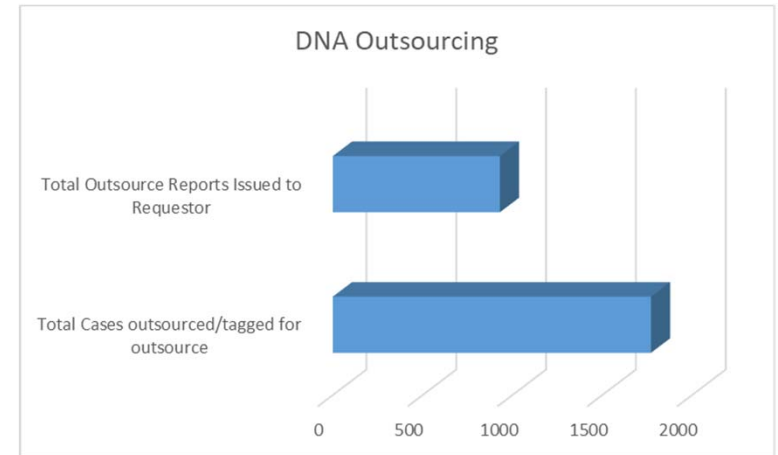
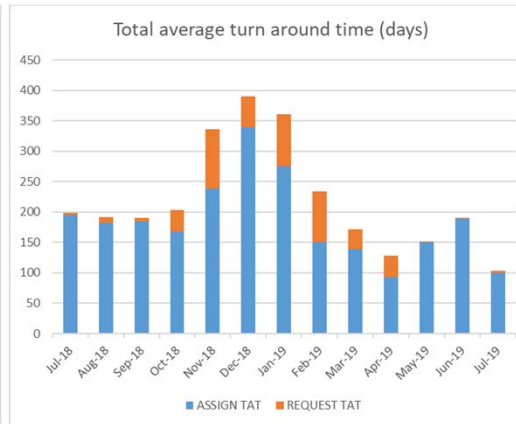
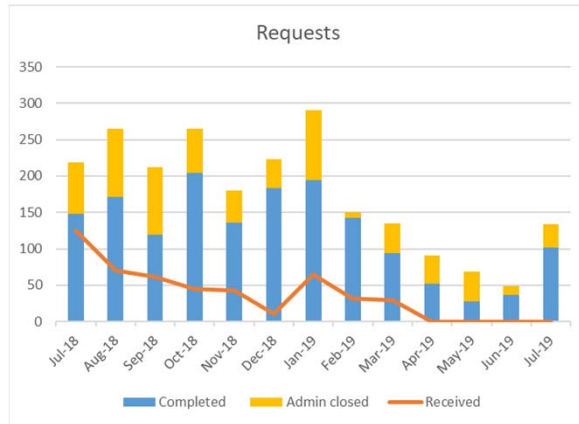
30 Day Avg (Over Past 90 Days)



Forensic Biology -- Total

Note: In July of 2018 the number received will be impacted by the number of cases outsourced, once a case is outsourced it moves from received by Bio to Outsourced

In House Case Work



Forensic Biology-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
1539	1030	157

SAKs shipped: 986

SAKs completed: 624

Non-SAKs shipped: 553

Non-SAKs completed: 406

Critical issues

- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days
- Outsource extension needed due to STRmix implementation and training

- Original project timeline: August 2018 to September 2019
- 419 outsourced cases pending CODIS review (93 in process)
- 510 outsourced cases pending @ Bode
- Next focus: STRmix training and outsource reviews





Section
CODIS

of Unassigned # Pending Draft

56✓

Goal: 100 (+44%)

8✓

Goal: 20 (+60%)

Pending Tech # Pending Admin

0✓

Goal: 15 (+100%)

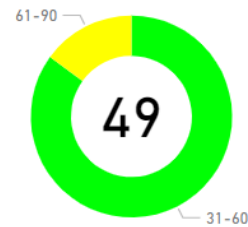
0✓

Goal: 0

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

64
Pending
20
Porter Lee Past Critical Age
71
Age-Oldest Unassigned PL
78
Age-Oldest Pending Draft PL
0
Age-Oldest Pending Tech PL
0
Age-Oldest Pending Admin PL

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

17✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

19✓

Goal: 30, 31

TAT by Phase of Work (MTD)

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

13

TAT by Phase of Work (Past 90 Days)

14

Month to Date

Completed

361

Received

195

30 Day Avg (Over Past 90 Days)

Completed

213

Received

198

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	229
34624	2018-094	211
39886	2019-007	123
42893	2019-023	85
45353	2019-029	53
46758	2019-035	34
46911	2019-034	31

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

Quality TAT

20✓

Goal: 40, 41

Avg Age of Open Reports*

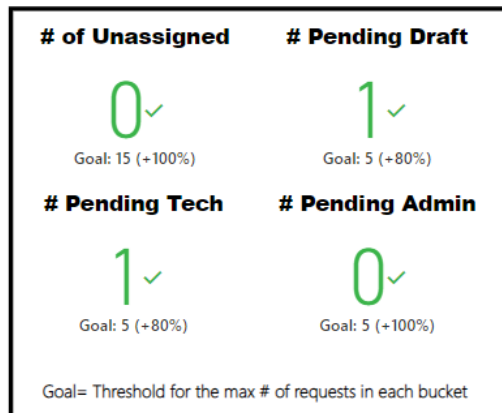
68

Quality Filter

Biology/DNA

Service

AV Call Out



2
Total Pending Requests

0
Justice Trax Past Critical Age

0
Age-Oldest Unassigned

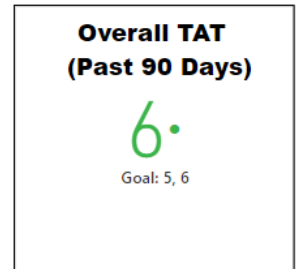
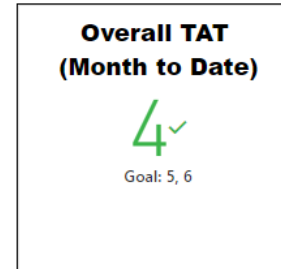
1
Age-Oldest Pending Draft

9
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Age of Critical Pending (days)

N...



TAT by Phase of Work (MTD)

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



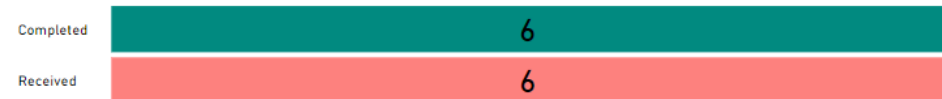
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

Quality TAT

17✓
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video

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



Service

AV Examination

of Unassigned

5✓

Goal: 15 (+66.67%)

Pending Draft

4✓

Goal: 5 (+20%)

Pending Tech

2✓

Goal: 5 (+60%)

Pending Admin

5✓

Goal: 5 (+0%)

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

16

Total Pending Requests

0

Justice Trax Past Critical Age

8

Age-Oldest Unassigned

29

Age-Oldest Pending Draft

29

Age-Oldest Pending Tech

29

Age-Oldest Pending Admin

Age of Critical Pending (days)

N...

Overall TAT (Month to Date)

22✓

Goal: 45, 46

Overall TAT (Past 90 Days)

19✓

Goal: 45, 46

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

Quality TAT

17✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

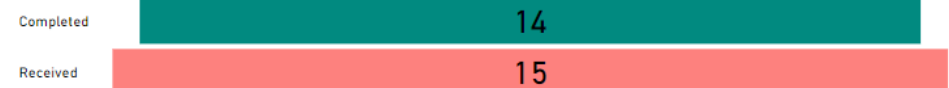
Audio/Video

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

Month to Date



30 Day Avg (Over Past 90 Days)



Service

DFL

of Unassigned

199!

Goal: 50 (-298%)

Pending Draft

12!

Goal: 5 (-140%)

Pending Tech

1✓

Goal: 5 (+80%)

Pending Admin

1✓

Goal: 5 (+80%)

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

213

Total Pending Requests

129

Justice Trax Past Critical Age

184

Age-Oldest Unassigned

162

Age-Oldest Pending Draft

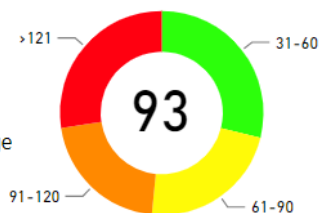
1

Age-Oldest Pending Tech

159

Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

68!

Goal: 45, 46

Overall TAT (Past 90 Days)

53!

Goal: 45, 46

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

43

Received

97

30 Day Avg (Over Past 90 Days)

Completed

34

Received

68

Open Quality Reports

Qualtrax ID

Workflow #

Age

Quality TAT

10✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

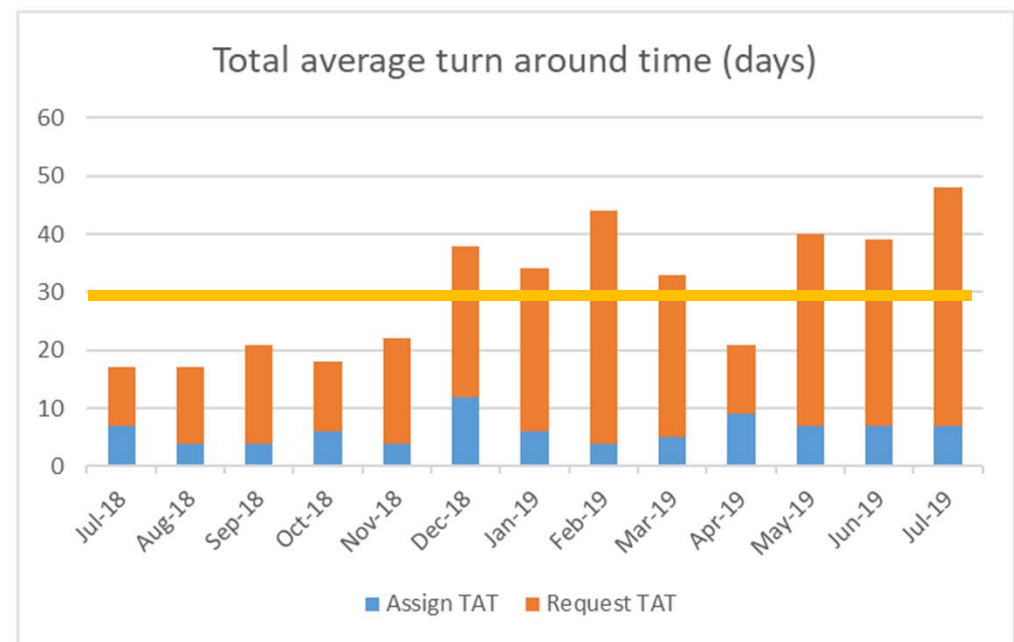
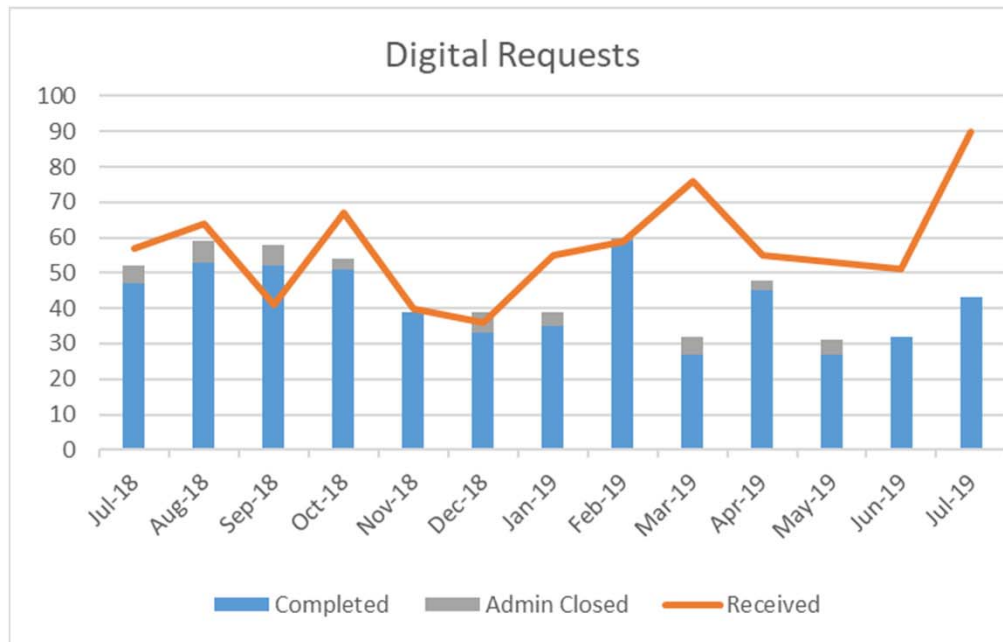
Quality Filter

Digital Forensics

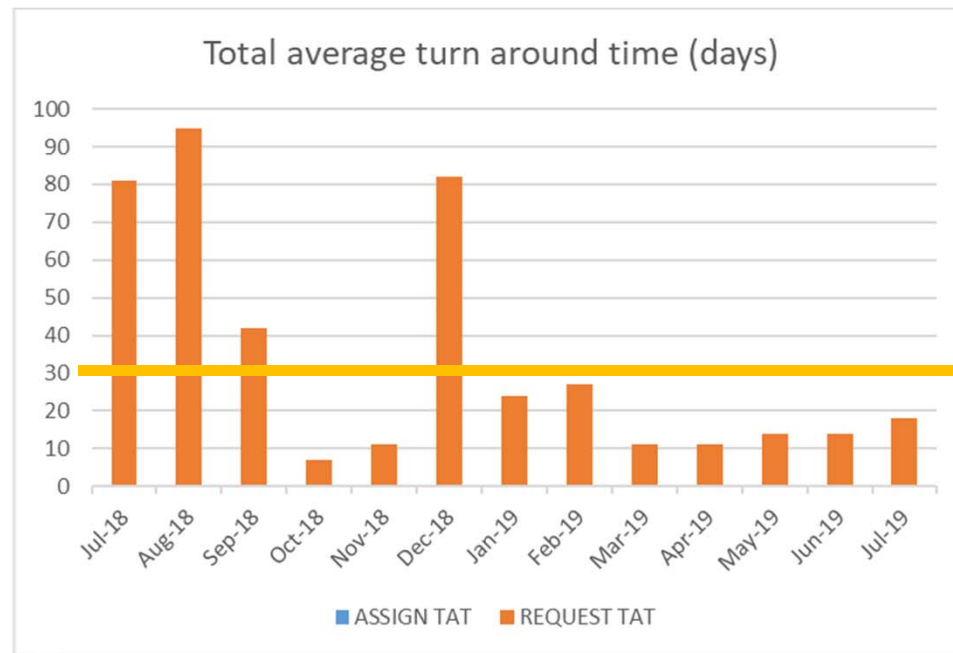
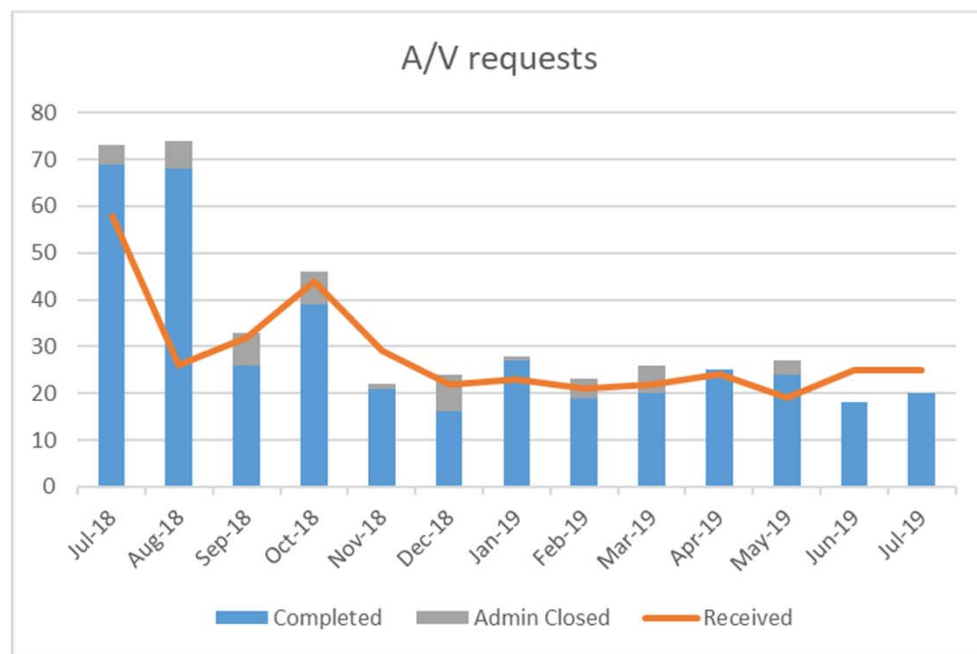
*Reports without a Workflow Id# are not included in the Avg Age



DME -- Digital



DME -- A/V



Starting December 2017: A/V and A/V call out metrics reported together



Service

CSU Response

# of Unassigned <div>0✓</div> <p>Goal: 0</p>	# Pending Draft <div>106!</div> <p>Goal: 30 (-253.33%)</p>
# Pending Tech <div>178!</div> <p>Goal: 30 (-493.33%)</p>	# Pending Admin <div>1!</div> <p>Goal: 0</p>

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

285
Total Pending Requests

86
Justice Trax Past Critical Age

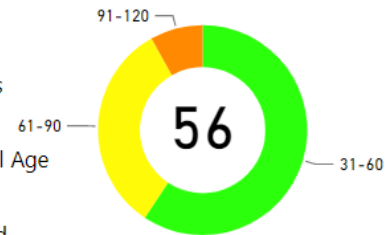
0
Age-Oldest Unassigned

118
Age-Oldest Pending Draft

117
Age-Oldest Pending Tech

30
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

45!

Goal: 30, 31

Overall TAT (Past 90 Days)

44!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
26827	2018-IA-41	277
44840	2019-039	59
45841	2019-033	46
47265	2019-037	26
47372	2019-040	24
47485	2019-IA-05	22
48067	2019-046	13

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

Quality TAT

32!

Goal: 30, 31

Avg Age of Open Reports*

54

Quality Filter

Crime Scene

Month to Date



30 Day Avg (Over Past 90 Days)



CSU

Call outs

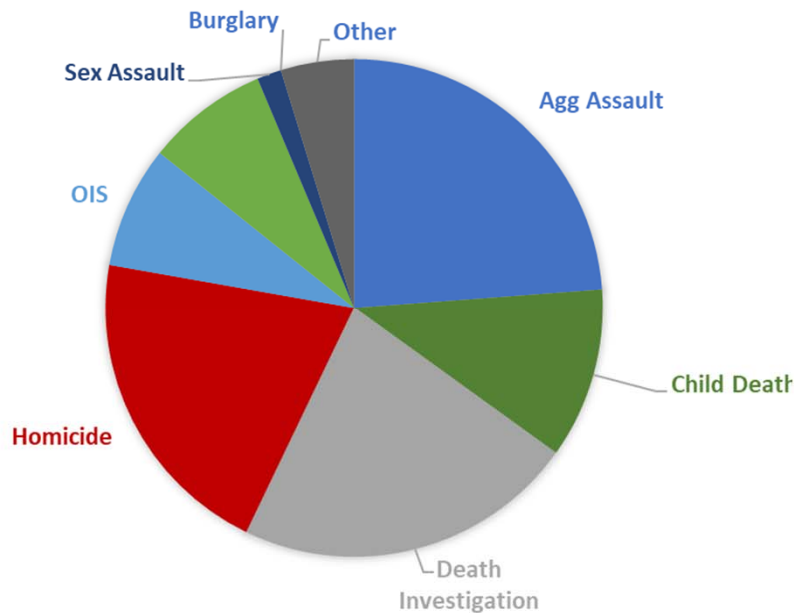
63

Critical issues

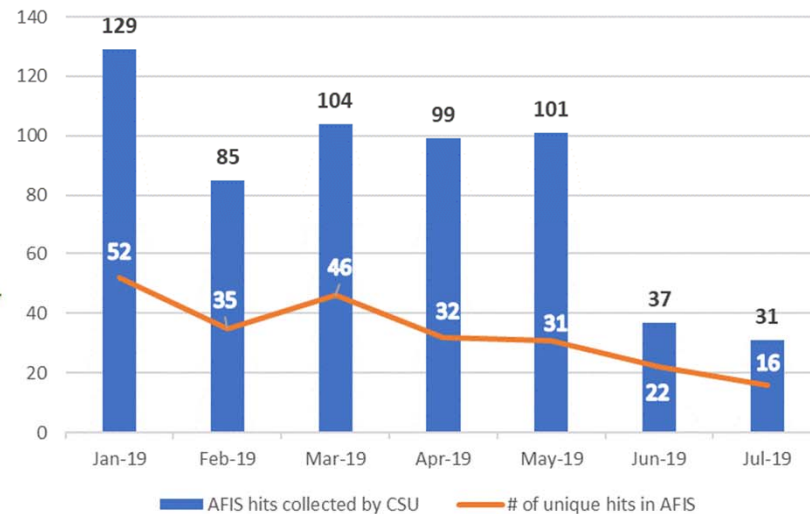
0

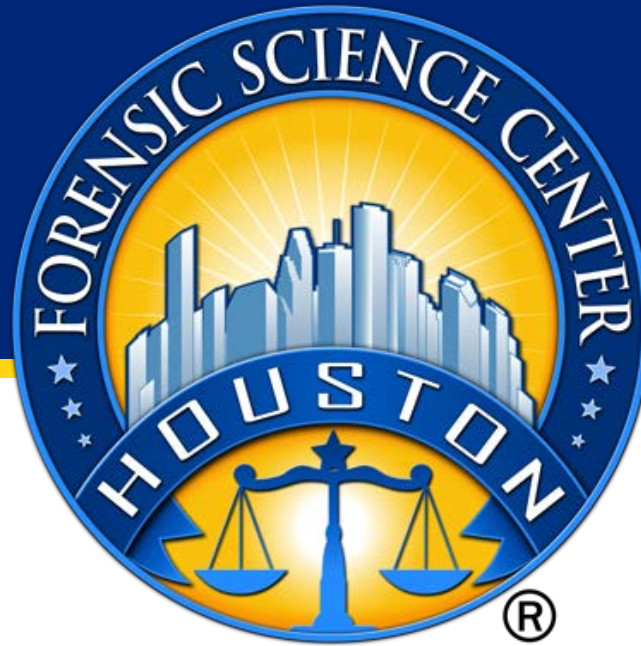
- CSU callouts: 63
- Cars processed at VEB: 43
- Items of evidence collected: 1,823
- Hours spent at scenes: 526hrs = 8hrs/day

- Trainee authorized for supervised casework
- Two CSIs participated in internal audit
- FARO Training – ALL CSIs are now trained and authorized



Latent Processing by CSU





Lean Six Sigma Development Group

August 9, 2019

Quality projects launched

- Strategic planning session
- Focus on quality
- Balance quality and production goals



Review project

- Process improvement project
- Goal is effective and efficient review process
- Visibility on the review process



Quality score project

- Design project
- Comprehensive way to measure quality
- Identify areas for improvement



Next steps

- Interview sessions held with staff
- Create solutions
- Projects expected to be completed in February 2020



500 Jefferson Office/Lab Project, 8/9/19 HFSC Board Update

Continued focus on critical path, current key items

- **Entering last 7 weeks of construction:**
 - Always most critical, “tense” time, lot of moving parts, heavy focus on meeting gantt chart deliverables/sequencing
 - Landlord hands over 18th floor lab, basement 10/1/19
 - HFSC move-in by mid-November
- **Four main focus items at present:**
 - HFSC intent on no scope/quality compromises
- **Generator, 2 air handler roof installation:**
 - Lift scheduled for Saturday 8/17/19, likely early morning
 - Crane lift to roof, permit being processed
 - Weather (wind, rain) risk
 - Contingency, lift Saturday 8/24/19
- **HVAC, venting work scope:**
 - Critical/heavy scope, impacts multiple areas, requires essentially complete before ceiling grid, raceways, flooring, lighting
 - Has been behind schedule, catching-up, extra shifts
 - Contractor added to weekly Landlord/HFSC meetings
- **Ceiling grid/ceiling tile/floor:**
 - Critical for furniture install (have delayed furniture install one week, now commences 9/9/19, can accommodate in schedule)
 - Floor will be floated, better long-term durability (time to cure)
- **Instrument move contract:**
 - Bringing agreement to completion, lot of questions/discussions on process/risk evaluation/terms, time well spent

Key Deliverables

- **August 2019:**
 - Finalize agreements/POs: Full Spectrum, chemicals/ammunition move, hydrogen generator purchase
 - Lab furniture electrical/IT ceiling panels delivered 8/6/19
 - Existing fume hoods/glue chamber move 8/12-22/19
 - Landlord generator/air handlers lift to roof 8/17/19
- **September 2019:**
 - Lab furniture delivery/installation 9/9-25/19, IT/security install
 - Lab commissioning, testing and balancing
- **October/November 2019/ongoing:**
 - 3 instrument moves (10/14-16, 11/4-6, 11/5-6)
 - 2 staff moves (10/8-15, 11/5-12)
 - HFSC piping install, chemicals/equipment/glassware/evidence/firearms/ammo/supply room moves, shooting tank/NIBIN install, lab clean(s)
 - Instrument performance checks, progress/monitor return to case work operations (varies by section), ongoing
 - Deliver/install two new toxicology LCQQQ (8-month validation)
 - Hand-back remaining Travis space: target 2nd half November

Project Oversight/Budget Status

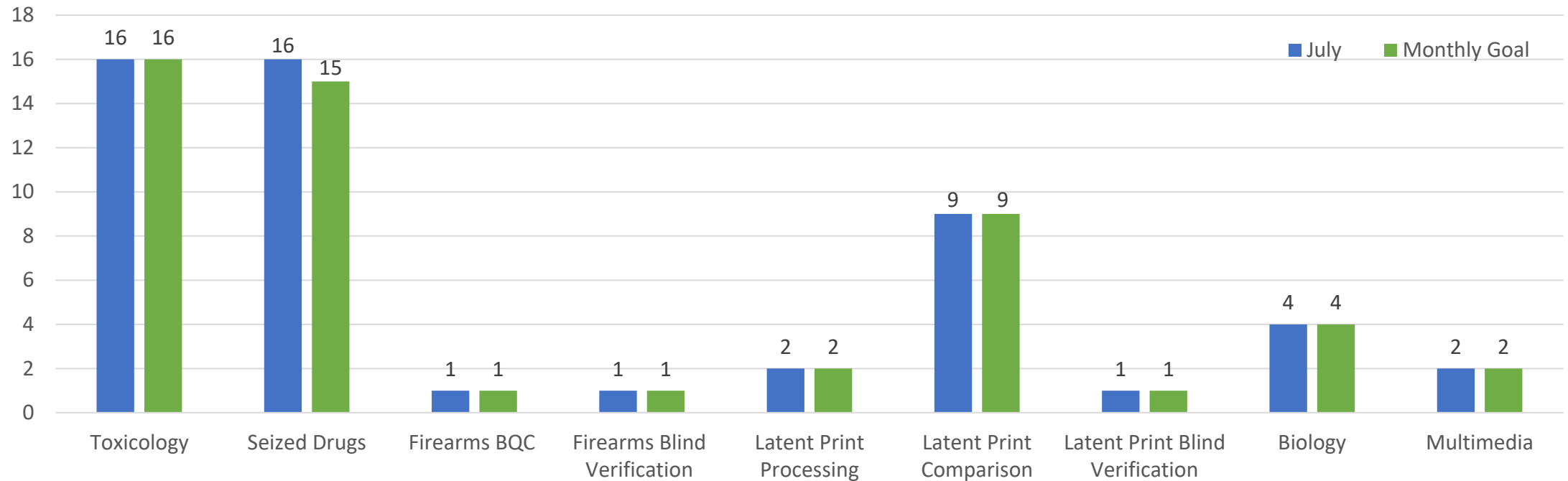
- Monitor critical contractor gantt charts, HFSC work plans, deadlines
- Weekly HFSC/Landlord project meetings
- HFSC Steering Committee bi-weekly alignment meetings
- Project budget \$1 million: moves, IT/security, shooting tank, project management, change orders, other
- To date: committed/estimates \$675,000, invoiced \$242,000, on target
- Excludes lab furniture, committed \$335,000, invoiced \$67,000 (funded via grant/landlord)

Quality Division Report

August 9, 2019



BQCs Submitted in July



Blind Quality: Accomplishments and Challenges

- The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) granted HFSC permission to submit blinds through the National Integrated Ballistic Information Network (NIBIN)
- Biology blind discovered during technical review
- Universal latent workstation “quality score” has been run on all completed latent print comparison blinds
- Quality division issued the 2nd quarter blind quality control report

Forensic Discipline	Cases Completed in July
Toxicology – BAC	9
Seized Drugs	19
Biology	4 (DNA) 5 (screening)
Firearms – Blind Verification (BV)	1
Firearms – Blind Quality Control (BQC)	1
Latent Print Processing	3
Latent Print Comparison	9
Latent Print - Blind Verification (BV)	1
Multimedia	1



Audits/Disclosures/Corrective Actions

HFSC has had its annual off-site assessment

- 0 nonconformances
- ANAB will issue final determination

Second round of internal audits held July 15 to July 19

- Toxicology, seized drugs, firearms and forensic biology
 - 0 nonconformances in toxicology
 - 2 nonconformances in seized drugs
 - 3 nonconformances in firearms
 - 6 nonconformances in forensic biology



2019 Proficiency Testing (PT)

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		6	-	Two tests are being reviewed
Toxicology		0	7	
Firearms		2	1	
Crime Scene		1	1	
Latent Prints		2	4	
Multimedia	Audio/Video	5	-	
	Digital	3	-	
Forensic Biology		15	19	



2019 Testimony Data

- 42 analysts have testified this year
- 38 of 42 have been monitored
 - 1 analyst had a non-technical expert monitor him— analyst will be monitored by a technical expert at next testimony or transcript from this testimony will need to be requested
 - 3 testified for work done prior to HFSC employment – no monitoring needed
- Transcript Review Project
 - 3 transcripts reviewed in 2019
 - 1 transcript in progress
 - 4 transcripts requested in July



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, August 2, 2019

8:55:27 AM

Page 1 of 3

	Quality Notified	Summary of Notification	Comments
Biology			
2019-038 IR	7/1/2019	A DNA profile was not entered into CODIS even though the Forensic Biology staff member indicated that it had been in the case record.	
2019-042 IR	7/3/2019	The wrong sample file was used to process a Forensic Biology amplification plate. All of the samples were re-processed using the correct file.	
2019-043 IR	7/5/2019	A lot number was incorrectly transcribed on a Forensic Biology worksheet. The worksheet has been revised in all affected case records.	
2019-044 IR	7/8/2019	An epithelial cell fraction reagent blank from a differential extraction was contaminated during amplification. The source of the contamination was determined to be consistent with the complainant in the case.	
2019-051 IR	7/23/2019	Two profiles were entered into CODIS prior to being technically reviewed as is required by the Forensic Biology CODIS SOP.	
2019-052 IR	7/23/2019	Twelve reference DNA profiles were entered into the incorrect specimen category which caused them to only be searched in the state DNA index system (SDIS). All affected profiles have been re-categorized into the appropriate specimen category which will allow them to be searched in the national DNA index system (NDIS).	
Client Services/Case Management			
2019-055 IR	7/31/2019	A Seized Drug case file could not be located when all case documentation for this case was requested. All other sectional case records were found. Evidence will be recalled and re-examined.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, August 2, 2019

8:56:22 AM

Page 2 of 3

Quality Notified	Summary of Notification	Comments
Crime Scene		
2019-046 IR	7/12/2019	A Crime Scene Investigator (CSI) did not place clean paper underneath an item of evidence in a drying cabinet as required by the Crime Scene Unit (CSU) SOP.
2019-047 IR	7/17/2019	A Crime Scene Investigator downloaded the wrong crime scene video from a video camera then reformatted the SD card. The video has been determined to be non-recoverable.
2019-049 CAR	7/22/2019	A crime scene investigator collected a firearm from a crime scene and didn't render it safe prior to transferring it to the Firearms section.
Firearms		
2019-048 IR	7/18/2019	When reviewing LIMS for multi-disciplinary requests prior to working up a firearm, two NIBIN technicians missed a request for latent prints.
2019-IA-08 IR	7/23/2019	The 2019 internal audit team discovered that the original training documents of a former NIBIN Technician were electronically scanned prior to being shredded. Shredding original training documentation is a violation of the HFSC Records Retention Policy.
Latent Prints		
2019-050 CAR	7/24/2019	Latent Print Processors were indicating that there was no improvement observed in a latent print after a processing technique was applied with the same mechanism they use to indicate that the latent print was of no value. In addition, processors were not photographing latent prints after each technique was applied which is a violation of their SOP.

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, August 2, 2019

8:57:00 AM

Page 3 of 3

	Quality Notified	Summary of Notification	Comments
2019-053 IR	7/29/2019	A Latent Print report did not include the results for two items.	
2019-054 IR	7/31/2019	A Latent Print Processor Trainee performed supervised casework prior to being authorized. All casework activity was done under the direct supervision of a Latent Print Processor.	
2019-IA-06 CAR	7/10/2019	The 2019 internal audit team discovered that the dynamic user interface (DUI) in JusticeTrax LIMS does not indicate the date of analysis for each Latent Print Comparison item.	
2019-IA-07 IR	7/10/2019	The 2019 internal audit team discovered that the annual performance check for the Latent Print weights was not completed in 2018.	
Toxicology			
2019-045 IR	7/5/2019	Additional testing was done in a Toxicology case due to a miscommunication in their analytical workflow. While there was no technical impact to this case, the workflow has been revised to prevent future recurrence.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.