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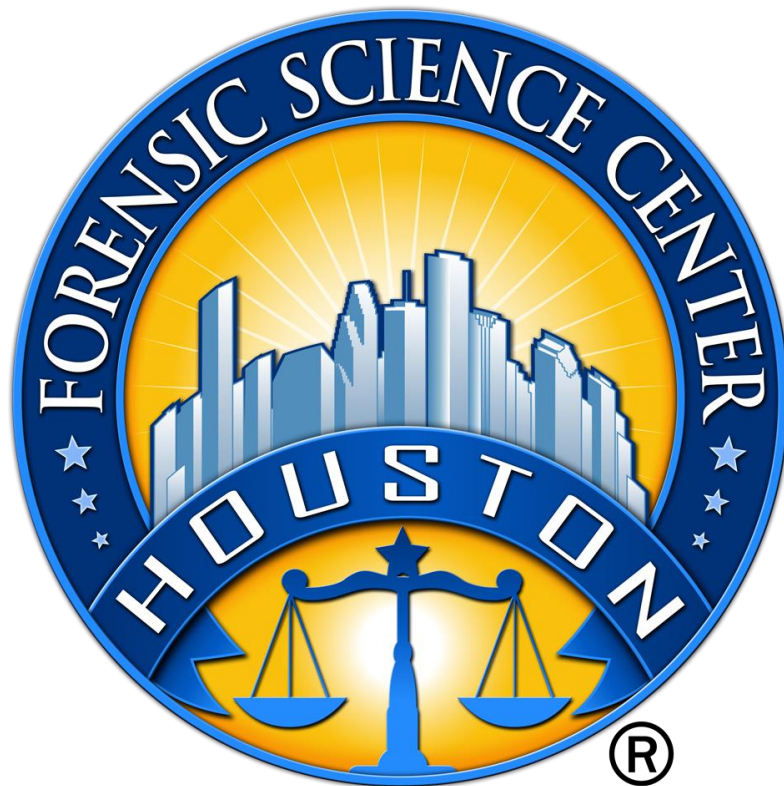
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Houston Forensic Science Center, Inc.

## Board of Directors Virtual Meeting

*June 11, 2021*



**Position 1 - Dr. Stacey Mitchell, Board Chair**

**Position 2 - Anna Vasquez**

**Position 3 - Philip Hilder**

**Position 4 - Francisco Medina**

**Position 5 - Janet Blancett**

**Position 6 - Ellen Cohen**

**Position 7 - Lois J. Moore**

**Position 8 - Mary Lentschke, Vice Chair**

**Position 9 - Vicki Huff**

**Ex-Officio - Tracy Calabrese**

HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF PUBLIC MEETING**  
***PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY***  
**June 11, 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 8 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](http://www.houstonforensicscience.org).

**Attending the virtual meeting**

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

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

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F1%2Fmeetup-join%2F19%3Ameeting\\_YTk5OTYzZWUtODBkNi00OWJmLTlhNjYtN2FINTQ1ZDEwNzdk%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=ea3ad5e4-31a3-479b-ba36-](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_YTk5OTYzZWUtODBkNi00OWJmLTlhNjYtN2FINTQ1ZDEwNzdk%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=ea3ad5e4-31a3-479b-ba36-)

[3568f31db7c6&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://houstonforensicscience.org/meeting-archives.php?3568f31db7c6&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

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

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following toll-free teleconference number and entering the subsequent conference ID number: 833-231-4459 **Conference ID: 982347403#**

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

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

**NOTICE OF PUBLIC COMMENT**

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: [info@houstonforensicscience.org](mailto:info@houstonforensicscience.org) no later than 8 a.m. Thursday June 10, 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.

**CLOSED MEETING**

4. Executive session in accordance with Sections 551.071 and 551.074(a), et seq., of the Texas Government Code, consultation with attorney and deliberate or hear a personnel matter regarding the employment, evaluation, or duties of Dr. Peter Stout, president and CEO.



## **OPEN MEETING RECONVENES AT 9A.M.**

5. Reconvene and discuss possible action related to executive session.
6. Reading of draft minutes from May 14, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
7. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Amanda DeBerry as secretary, and possible related action.
8. Consider annual selection of the vice chair of the Board of Directors, and possible related action.
9. 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

10. Report from Dr. Stout, president and CEO, including an overview of turnaround times, outreach efforts, eDiscovery, a legislative update and a report on recent progress toward changing how Houston handles drug evidence and storage.
11. Report from Dr. Amy Castillo, vice president and COO, including an overview of backlogs and turnaround times and a review of new work schedules beginning July 2021.
  - a. Update on FY2021 outsourcing of toxicology drug testing to National Medical Services, Inc. (“NMS”) and plan for continued use of outsourcing services.

### Reports and presentations by staff

12. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, internal audits, implementation of national best practices, proficiency testing and testimony monitoring.
13. Report from Ms. Carina Haynes, crime scene unit director, including an overview of recent crime statistics, resource constraints and preparing crime scene investigators for seasonal weather changes.
14. 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 8th day of June, 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 8th day of June 2021.

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Ashley Henry

**Open Meeting Laws Subject to Temporary Suspension**

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

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

- TEX. GOV'T CODE § 551.125(e)–(f)
- TEX. GOV'T CODE § 551.126(d)(1)
- TEX. GOV'T CODE § 551.127(f), (j)
- TEX. GOV'T CODE § 551.130(e)–(f)
- TEX. GOV'T CODE § 551.131(e)(1)
- TEX. GOV'T CODE § 322.003(e)(3)
- TEX. GOV'T CODE § 436.054(e)
- TEX. GOV'T CODE § 845.007(f)(3)
- TEX. GOV'T CODE § 855.007(f)(3)
- TEX. AGRIC. CODE § 41.061(c)–(d)
- TEX. AGRIC. CODE § 41.1565(c)–(d)
- TEX. AGRIC. CODE § 41.205(d)–(e)
- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

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

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

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

May 14, 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 May 14, 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](http://www.houstonforensicscience.org) on May 11, 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 May 14, 2021.
- D. Interim Board Secretary Ashley Henry called the roll. The following directors were present: Stacey Mitchell, Anna Vasquez, Philip Hilder, Janet Blancett, Ellen Cohen, Lois Moore, Vicki Huff, and Tracy Calabrese. Chairwoman Mitchell declared a quorum.

The following directors were absent: Mary Lentschke, Francisco Medina

- E. During the meeting, members experienced technical difficulties. At no point was a quorum lost.
- F. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- G. Chairwoman Mitchell stated members of the public would now be given an opportunity to address the board and noted the meeting agenda provided the public with an email address and phone number to sign up for public comment in advance. The chairwoman asked Interim Secretary Henry if any members of the public wished to address the board. Ms. Henry said no members of the public requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board during this time. Chairwoman Mitchell said she would leave the public comment period open for

a few minutes to give possible late attendees a chance to speak. She closed the public comment period at approximately 9:04 a.m.

- H. Chairwoman Mitchell asked if any changes needed to be made to the April 9, 2021 board meeting minutes. No directors offered changes. Director Blancett made a motion to approve the minutes. Director Cohen seconded the motion. The chairwoman called for a voice vote and the motion passed unanimously.
- I. Chairwoman Mitchell gave a brief reminder about the upcoming annual board obligations, including the appointment of corporate officers in June and the annual performance review for Dr. Peter Stout in July.
- J. Dr. Peter Stout, president and CEO, said requests increased 25% between May 2019 and April 2021, a trend he expects to continue. During that same time, HFSC has increased output by about 50%, he said. And, he added, the budget increased 6.25% during the same time period.

Director Medina joined the meeting at approximately 9:07 a.m.

Dr. Stout gave a staffing overview, stating HFSC has around 210 staff members including 6 open positions and 4 offers accepted. A new PIO/board secretary has verbally accepted the position with a tentative start date of June 1, 2021. In response to a question from Chairwoman Mitchell, Dr. Stout said there are about 9 crime scene investigators in various stages of training. While talking about recent certifications and outreach events, Dr. Stout said HFSC staff participated in more events in 2020 than in 2019. Dr. Stout said the Explorers Program is a partnership usually between the Scouts of America and law enforcement agencies. HFSC is the only forensic agency to participate in the program, which is geared toward high school students. He said participation has increased since the start of the program in 2018 and although the program was cancelled in 2020-2021 because of the pandemic, the program has more applicants now than ever before. Responding to a question from Director Blancett about communication with parents, Dr. Stout said there have been virtual sessions with parents, and he is thinking of additional ways to reach out.

Dr. Stout described a timeline of the toxicology section from 2014 to present. In the timeline, he discussed the transition from HPD to HFSC, a quality event with the Texas Forensic Science Commission, the section's evidence acceptance and rejection policy and challenges with instrumentation and building infrastructure. In 2020-2021, the toxicology section went from zero to four LC-QQQ, he said. The toxicology drug backlog will continue to increase until HFSC's accrediting body, ANAB, approves the section's new drug confirmation methods. He said this will occur in July. In response to a question from Chairwoman Mitchell, Dr. Stout said HFSC redesigned DWI kits in 2016-2017. HFSC purchases and manages the kits for HPD, leading to fewer rejections and better quality of evidence submitted, he said.

Dr. Stout said law enforcement has shifted dramatically from breath testing to blood draws in recent years, in part because blood draws are more efficient. In response to a question from Director Cohen, Dr. Stout said evidence technicians draw almost all blood samples at the Joint Processing Center (JPC). There has been an 80% increase in requests in recent years, he noted, and toxicology has kept up with demand because of increased staffing and instrumentation. He said all samples are analyzed for alcohol. Results below a 0.1 blood alcohol concentration move on for drug testing. Samples that test above a 0.1 for alcohol are generally not tested for drugs. About 30% of requests are tested for drugs. There is a slow trend toward more drugged driving instead of drunk driving. Dr. Stout said HPD continues to increase impaired driving enforcement. HPD has received a grant to train more Drug Recognition Experts to add to the 11 currently in place. HPD also plans to train 500 officers in advanced drug recognition.

- K. Dr. Stout said homicide and VEB calls continue to increase for the crime scene unit (CSU.) He noted the homicide rate is increasing nationwide. CSU trying new forms of communication following a survey to gauge tools preferred by staff. He said a CSU newsletter had lost its efficacy. Showing some survey results, Dr. Stout said staff prefer communication via email, section-wide meetings and video messages. Acting CSU director, Ms. Carina Haynes, will now deliver a video message every second and fourth Tuesday of the month. Dr. Stout also said section-wide meetings will occur once per quarter. Emails will be sent for reminders and updates. He said CSU also introduced Slick Scotty, a small character cut-out hidden around the facility. Slick Scotty is hidden in areas where staff should be performing regular office duties and is designed to make the tasks more fun. The first CSI to find 15 Slick Scotty's will receive a gift card, he said.
- L. Dr. Amy Castillo, vice president and COO, gave an update on toxicology and biology backlogs. She said the backlog increased for the month of April, mainly for toxicology. Toxicology has a three-year plan that includes eliminating the backlog and creating a sustainable workflow, which includes in-house drug confirmations and cross-training. Dr. Castillo said all staff are trained in alcohol analysis, allowing them to make significant progress chipping away at the blood alcohol backlog, which should be cleared by June. The drug testing backlog decreased when HFSC used federal grant dollars for outsourcing. However, those funds have been exhausted and that backlog is increasing. Once the blood alcohol backlog is cleared, the section will have greater capacity to cross-train analysts to do drug testing.

Dr. Castillo said the forensic biology/DNA section has a backlog of 1,332 cases, mainly consisting of non-sexual assault kit evidence. She said the section had been able to meet all its backlog elimination goals, until April. A previous timeline had the backlog cleared by the end of 2021. That has been updated to February 2022. Dr. Castillo said there are currently 587 backlogged SAKs, down from 1,324 at the beginning of the pandemic. The section will continue to outsource SAKs and complete non-SAK cases in-house.

Dr. Castillo said the section will continue to outsource incoming SAKs and the new contract the board is being asked to approve will allow HFSC to use federal grant dollars to fund the effort. The section had used 2019 grant dollars until now and will now shift to

a 2020 grant. HFSC has selected one laboratory, Signature Science, for outsourcing. The lab is in Austin, Texas, and has a 60-day turnaround time.

- M. Chairwoman Mitchell introduced the next agenda item: a contract for DNA services between HFSC and Signature Science to be funded by the FY 2020- BJA DNA Capacity Enhancement and Backlog Reduction federal grant. The contract is not to exceed \$801,438.00. Dr. Castillo said HFSC used two vendors in 2019 grant but prefers to use one this year. She said the turnaround time works and will help HFSC meet its backlog elimination goal. In a response to a question from Chairwoman Mitchell, Dr. Castillo said HFSC pays for one day of testimony. If testimony extends beyond one day, the district attorney's office covers the remaining costs.
- N. Chairwoman Mitchell reminded the board about grant funded contracts and the consensus reached by the Board at its March meeting. She reminded the board they had agreed to use HFSC's procurement policy for budget adjustments within grant-funded contracts, such as this one, allowing herself or Vice Chair Lentschke to approve such adjustments. Any approved changes will be documented and presented to the board at a subsequent meeting. Director Cohen made a motion to approve the contract. Director Hilder seconded the motion. Interim Secretary Henry called the roll, and the following directors were in favor: Stacey Mitchell, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Ellen Cohen, Lois Moore, and Vicki Huff. With none opposed, the motion passed unanimously.
- O. Ms. Jackeline Moral, quality specialist, introduced herself to the board and updated directors on the toxicology scope expansion. She said the complex, years-long process is focused on creating the necessary foundation to ensure consistent and reliable results. The toxicology section accreditation scope does not currently include use of the LC-QQQ instrument, which is why this expansion is necessary. Ms. Moral said the process has four phases: development, validation, framework and quality review.

Ms. Moral said during development the section creates a validation for that subsequent phase, which is the most complex and the lengthiest. This is the trial-and-error phase and is used to determine methodologies and understand testing limitations, she said. Following this is the framework phrase when the group finalizes standard operating procedures, worksheets, a competency test and the training program. The final phase is the quality review phase when the quality division reviews all documents to ensure it aligns with accreditation requirements.

Ms. Moral said ANAB, HFSC's accrediting body, will conduct a desk surveillance review and consider the scope expansion the week of July 12. Initially, the audit would have reviewed HFSC's compliance with 14 accreditation clauses. However, due to the scope expansion, 85 clauses are included in the assessment.

- P. Mr. James Miller, seized drugs manager, introduced himself to the board and presented an update. He said the section uses a variety of chemical and instrumental methods to analyze evidence for the presence of controlled substances and other drugs. He clarified the seized drugs section tests bulk drugs before use while the toxicology section analyzes



body fluids to identify drugs after use. The seized drugs section completed over 5,000 requests in 2020, resulting in more than 10,000 identifications. Although requests decreased during the pandemic, the number of identifications made resulted in the same amount of work. The top three drugs over the past three years are methamphetamine, cocaine and marijuana. The section has seen an increase in meth found in ecstasy tablets and a decrease in marijuana due to diversion programs and changing statutes.

The section also encounters new substances that are difficult to identify and faces challenges with fentanyl, counterfeit pharmaceuticals and variability. The section accumulated a backlog during the pandemic and although staff are back on-site full time, they are not yet at full capacity, he said. Mr. Miller described a triage approach to prioritize analysis with in-custody and investigative requests at the top of the list.

Mr. Miller said there are 556 backlogged cases. Of those, 191 are for marijuana testing. The section does not have capacity to keep up with marijuana testing due to the new, more complex analysis required to identify the drug. The backlog may increase through November 2021 due to the staffing shortage but should be cleared by summer 2022. Once the backlog is eliminated, the section may be able to modify resources to focus on marijuana requests, he said.

- Q. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Blancett seconded the motion. The meeting ADJOURNED at approximately 11:06 am.

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

Ashley Henry, Interim Secretary

## HOUSTON FORENSIC SCIENCE CENTER, INC.

### Regular Meeting of the Board of Directors

June 11, 2021 at 8:00 a.m.

<b>Agenda Action Item No.:</b>	<b>7.</b> Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Amanda DeBerry as secretary, and possible related action.
<b>Subject:</b>	Annual appointment of HFSC corporate officers by the Board, as required pursuant to HFSC's bylaws.
<b>Background:</b>	During the June 2020 meeting of the Board, HFSC's corporate officers were re-appointed to a one-year term, by unanimous vote. The appointed officers are, as follows: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary. However, the corporation's appointed secretary, Ms. Benton, resigned from office, effective on March 12, 2021. Subsequently, during the March 2021 meeting of the Board, Mrs. Ashley Henry, was appointed as interim secretary, to fulfill the remainder of Ms. Benton's term.
<b>Executive Summary:</b>	<p>Pursuant to the Corporation's Bylaws Section 5.01, the Board shall appoint a President, a Vice President, a Secretary, and a Treasurer. The persons appointed shall hold office until the next annual Board meeting, at which time the Board shall appoint or reappoint each officer. Sections 5.03 - 5.06 of the Bylaws also provides a description of each officer's duties. The Board may appoint any person who is not a director of the Board, to serve as a corporate officer.</p> <p>Ms. Amanda DeBerry has since been hired by HFSC to serve as its public information officer, and is currently being recommended for the Board's consideration as the appointed corporate secretary.</p>
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact.
<b>Staff Recommendation:</b>	Staff recommends approval.
<b>By:</b>	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

**HOUSTON FORENSIC SCIENCE CENTER, INC.**

Regular Meeting of the Board of Directors

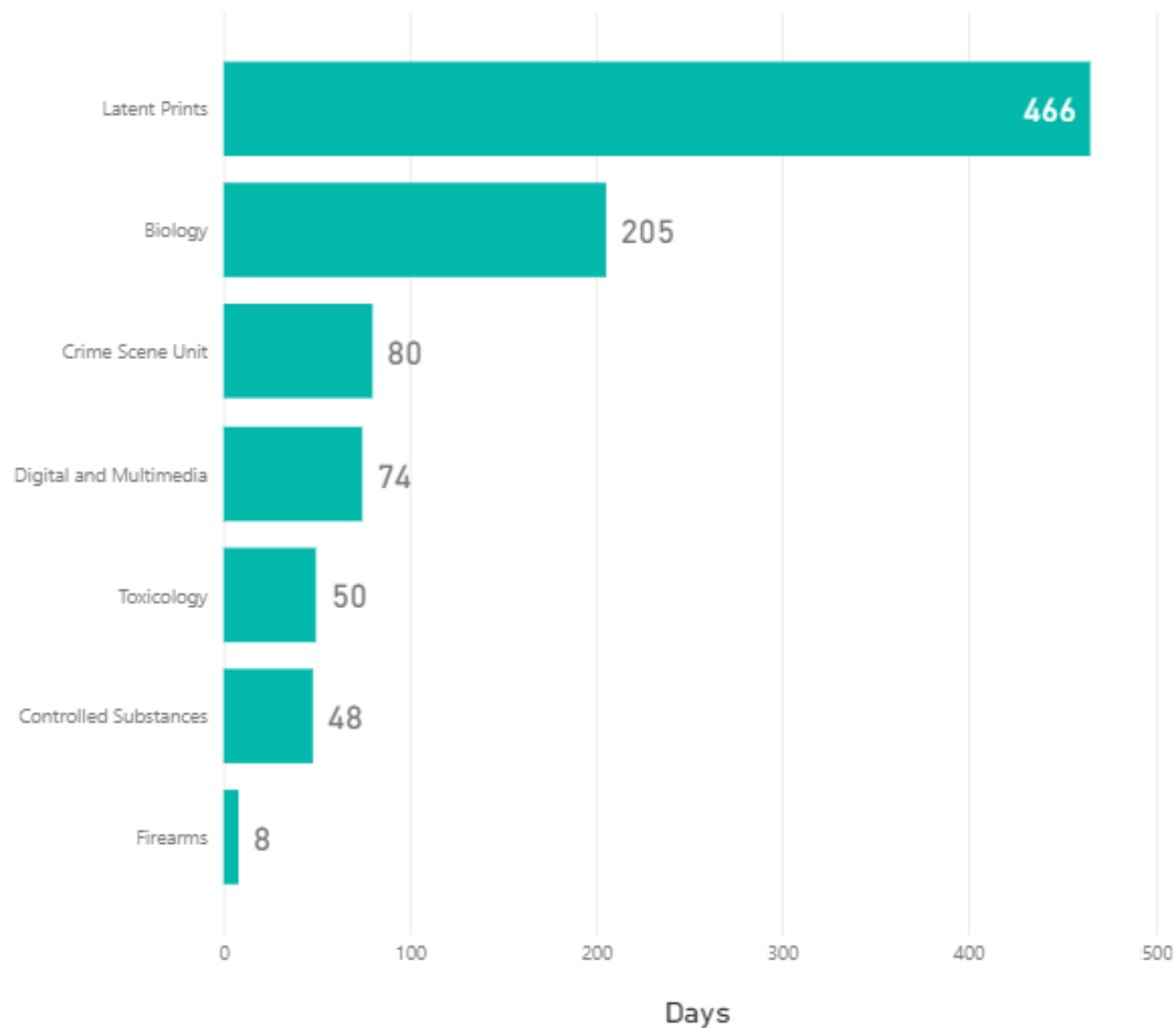
June 11, 2021 at 8:00 a.m.

<b>Agenda Action Item No.:</b>	<b>8.</b> Consider the annual selection of the vice chair of the Board of Directors, and possible related action.
<b>Subject:</b>	Annual selection of the Vice Chair of the Board.
<b>Background:</b>	Pursuant to Board Resolution 2020-001, the Board designated the selection of the Vice Chair of the Board, to occur on an annual basis, during the June meeting of the Board. During the June 2020 meeting of the Board, Director Mary Lentschke was unanimously selected as the Vice Chair of the Board.
<b>Executive Summary:</b>	<p>Pursuant to the Corporation's Bylaws Section 2.04, the Vice Chairman of the Board shall be selected from among the directors of the Board. The Vice Chair shall perform the duties and exercise the powers of the Chairman upon the Chairman's death, absence, disability, resignation, or inability to perform the duties of the office.</p> <p>Pursuant to Board Resolution 2020-001, the Vice Chair shall hold said position until the next annual meeting of the Board, to coincide with the annual appointment of HFSC's corporate officers.</p>
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact.
<b>Staff Recommendation:</b>	No recommendation.
<b>By:</b>	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

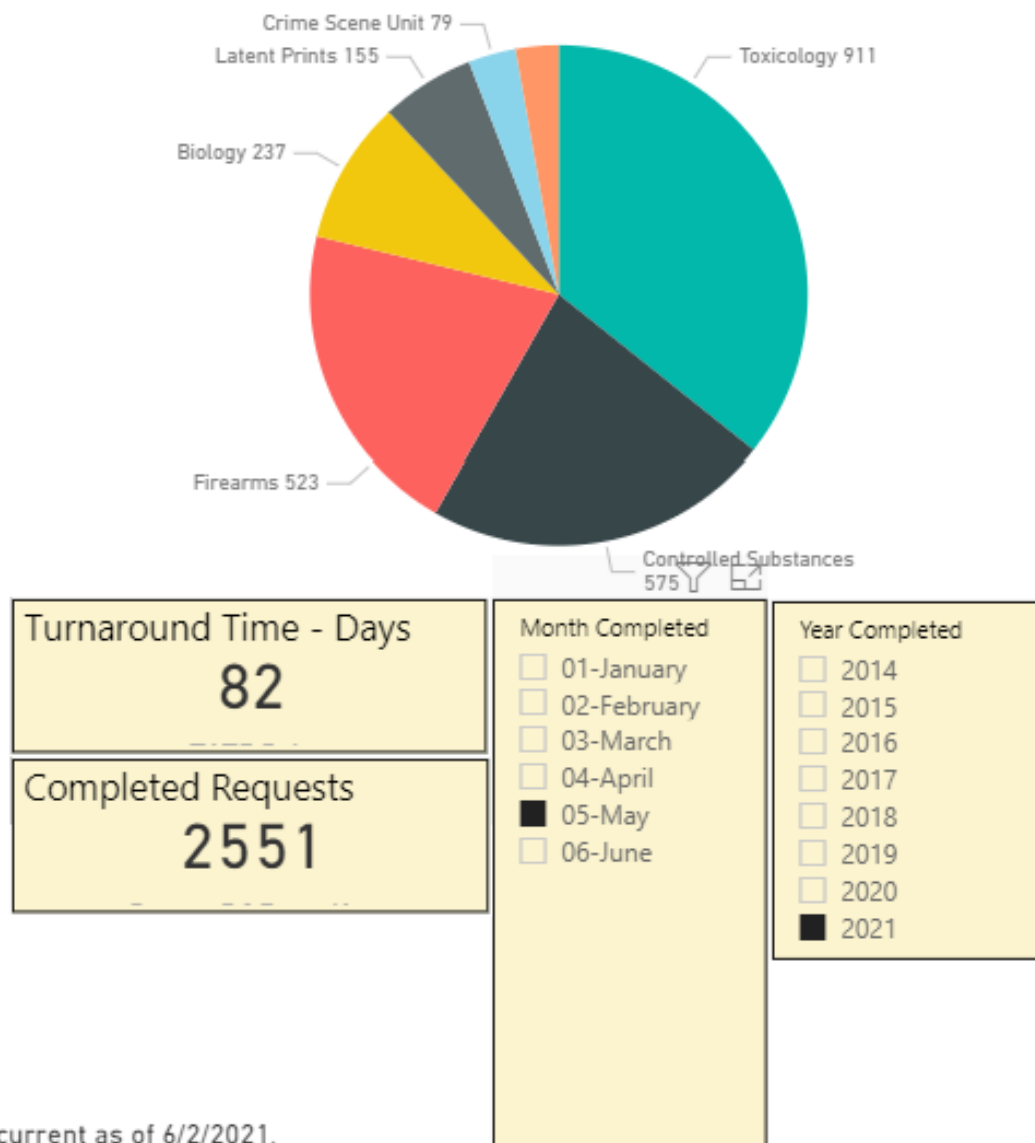
# President's Report

June 11, 2021

## Average Turnaround Time for May 2021



## Requests Completed by Section



This data is current as of 6/2/2021.

# Staffing as of June 4

## **210 staff**

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

## **4 open positions, 2 offers accepted**

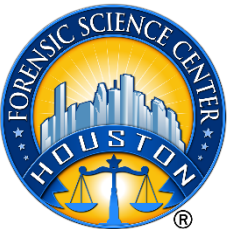
- 2 forensic analysts – forensic biology/DNA

## **2 active vacancies**

- 1 latent print examiner
- 1 quality specialist

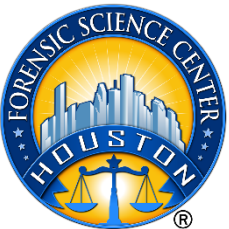
## **3 vacancies on hold**

- 1 crime scene investigator (experienced)
- 2 forensic analysts – forensic biology/DNA



# Degrees and Certifications

- Jordan Ashworth, crime scene investigator
  - Master of Science in criminal justice, McNeese University
- Jennifer Tomaszynski, crime scene investigator
  - Master of Science in criminal justice, Sam Houston State University
- Kristen Kargas, CS/CM administrative specialist
  - Certified Administrative Professional (CAP)  
International Association of Administrative Professionals (IAAP)





# Outreach

- Presented to prosecutors and defense attorneys about drug trends
- Tour of HFSC with members of Fort Bend drug prevention group

## STAFF OUTREACH:

- Dr. Dayong Lee, toxicology manager, presented to master's students at John Jay College of Criminal Justice
- Angelica Noyola, seized drugs analyst, presented to 140 high school students about drugs
- James Miller, seized drugs manager, presented at the HPD academy
- Erika Ziemak, quality director, presented to the National Association of Forensic Laboratory Counsel. Akilah Mance, HFSC's general counsel, elected the association's vice president and led a training for the group



# Legislature 2021



# 2021 bills with potential forensic impact

## PASS

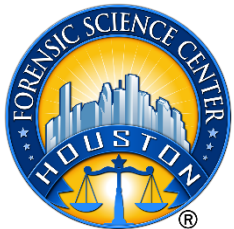
- HB 957: Firearms suppressors fully manufactured in Texas protected from federal rules
- HB 1706: Creates a specialty court for sexual assault cases to better serve survivors
- SB 768: Makes one to four grams of fentanyl or fentanyl analogues a second-degree felony. Four to 200 grams: possible life sentence
- HB 1024: Makes permanent pandemic-era permissions for delivery and pickup of alcoholic beverages
- HB 2706: Among other things, this increases from 96 hours to 120 hours the time frame during which a sexual assault survivor can receive a reimbursable forensic exam
- **SB 1124: allows law enforcement and criminal justice agencies to more easily dispose of controlled substance evidence without a court order**

## FAIL

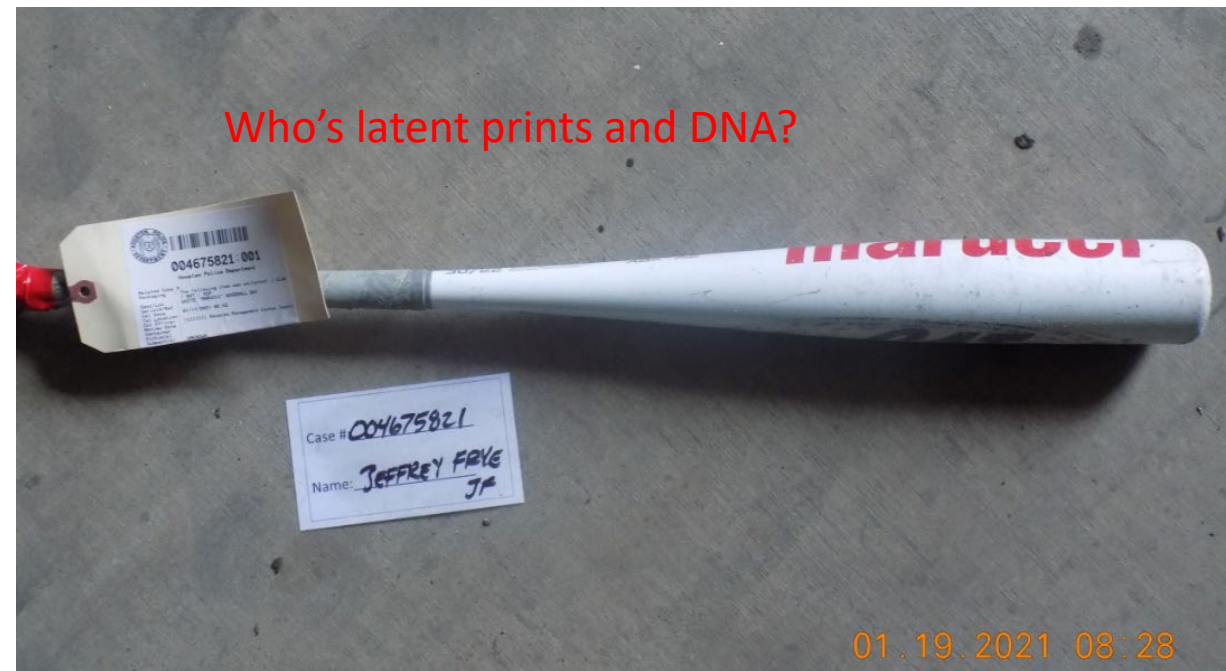
- HB 253: would have required crime labs to test all drugs for fentanyl
- HB 302: would have expanded definition of sexual assault to include knowing the other individual is intoxicated
- HB 1097: Created a civil mechanism to regulate sale and distribution of kratom, created a testing regimen that would have made it impossible for crime labs to analyze
- HB 169: Would have decriminalized marijuana
- HB 2555: Omnibus to improve treatment of sexual assault cases based on findings from governor's task force
- HB 2593: Designed to create misdemeanor count for non-plant THC materials. Last minute amendment to address delta-8 would have made it **even more** difficult for crime labs to analyze non-plant materials

# Evidence Handling and Property Management

HFSC, HPD and narcotics evidence



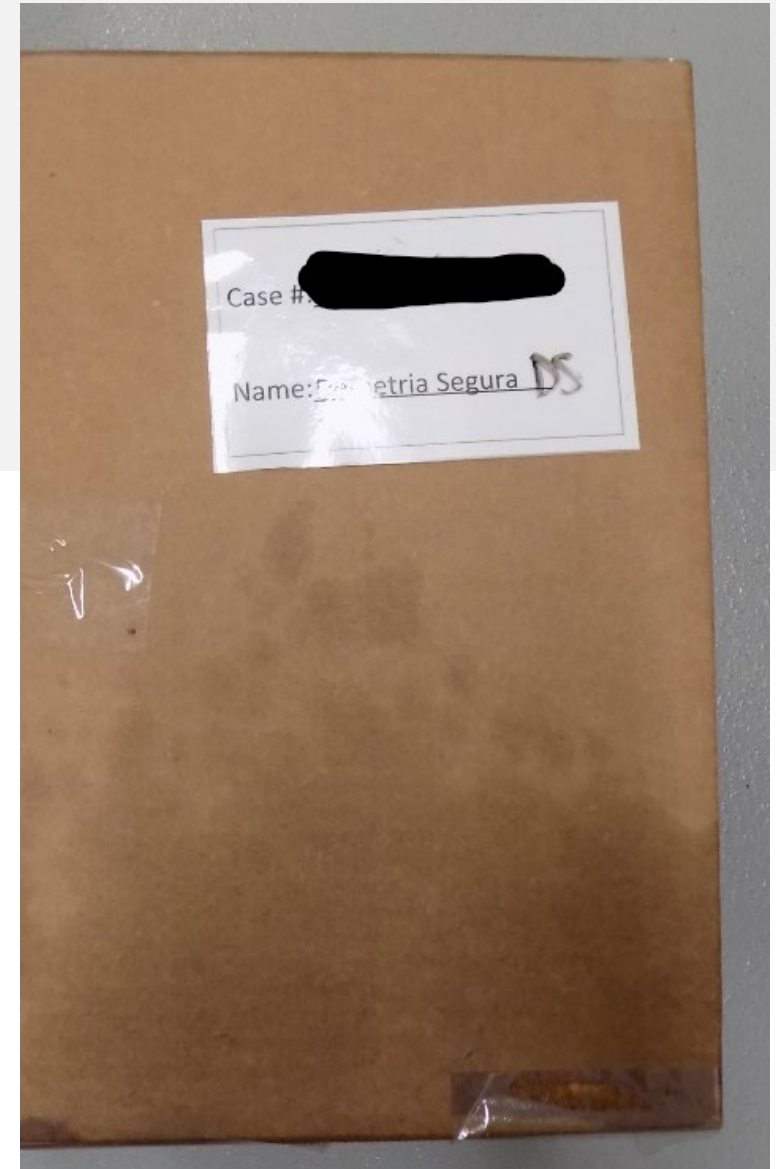






# Focus on drugs

- High value
- High risk
- Lingering space and storage issues
- Significant obstacles and challenges with disposal
- Good pilot to start larger discussion





# The case for a secure downtown facility

- 24,000-square foot area previously used as a bank vault
- Downtown: close to HPD headquarters, HFSC
- Large enough to include onsite incinerator eliminating the need to transport drugs, pay external vendor to destroy evidence
- Landlord covers buildout, rolls costs into 30-year lease
  - Similar structure to 500 Jefferson contract
  - Includes cost of incinerator
- Basement area large enough to include county drugs in the future





## Next steps

- Continue discussions with HPD, city, landlord and other agencies:
  - Contract
  - Incinerator
  - Design
  - Work scope
  - Timeline
  - Permits
  - Budget
  - Staffing
- Tour with HPD, council members, staff
- Work toward consolidation with county
- Tours for board members

# eDiscovery

- 400,000 *unsuccessful* hacking attempts in a couple of days
- Drain on resources
- Took website down over the weekend
- ***Site back up Monday***
- Would-be hackers continued their attempts
- Occasional lag on site performance

## **NEXT STEPS:**

- Consider ways to prevent future attacks and better protect the website
- Look at whether additional security upgrades needed

## Welcome to Houston Forensic Science Center Record Search

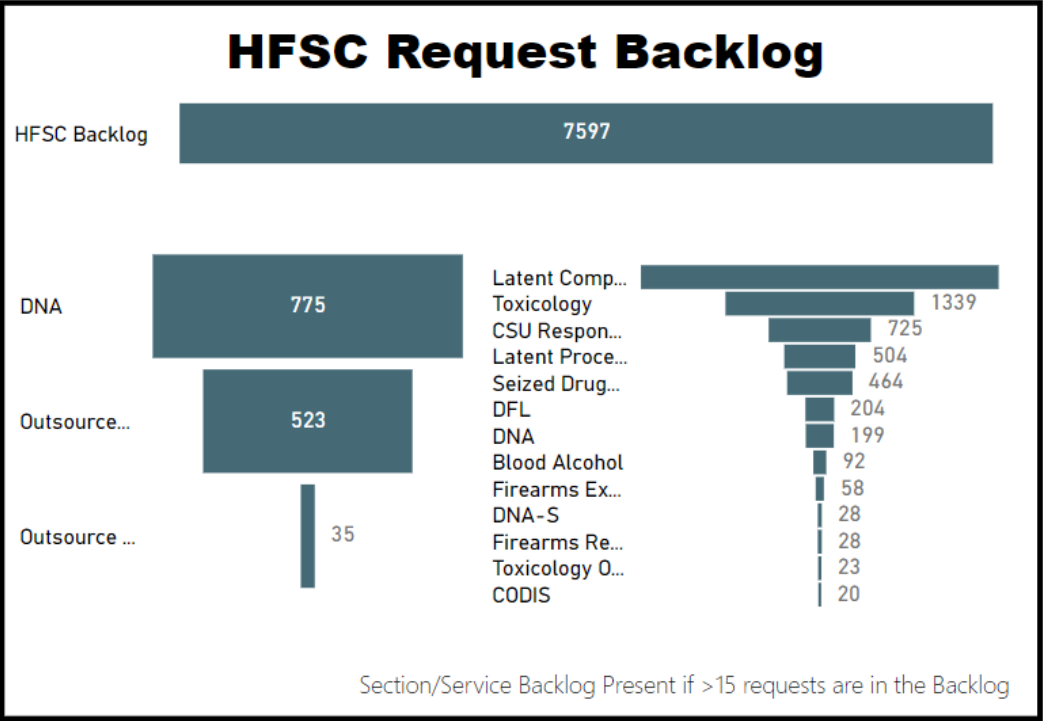
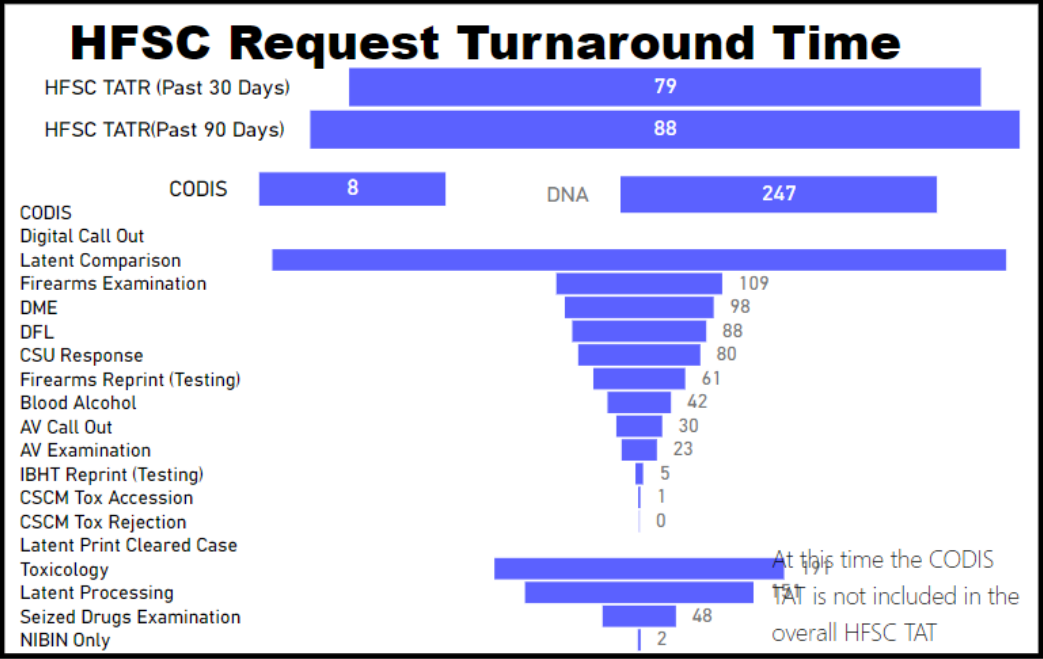
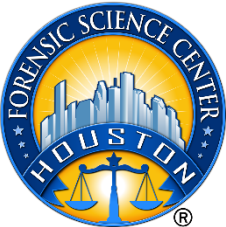
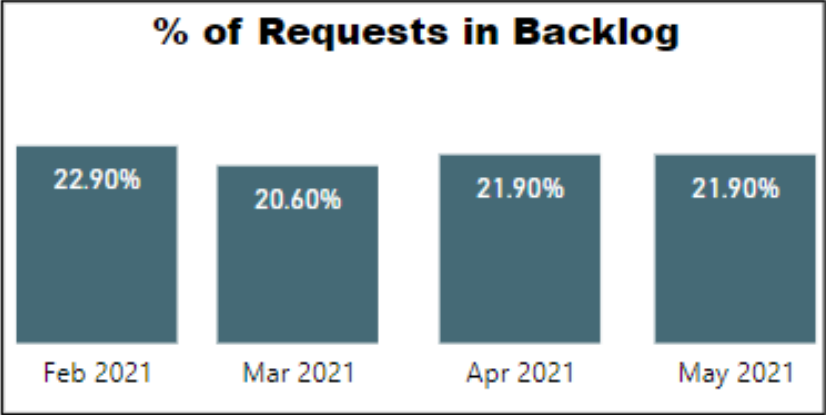
This is HFSC's electronic records database. The website contains HFSC procedures, maintenance records and other quality documents.

Please email HFSC at [triage@houstonforensicscience.org](mailto:triage@houstonforensicscience.org) for case-specific documents.

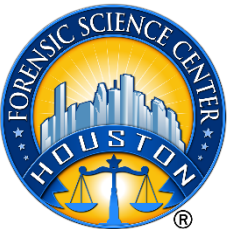
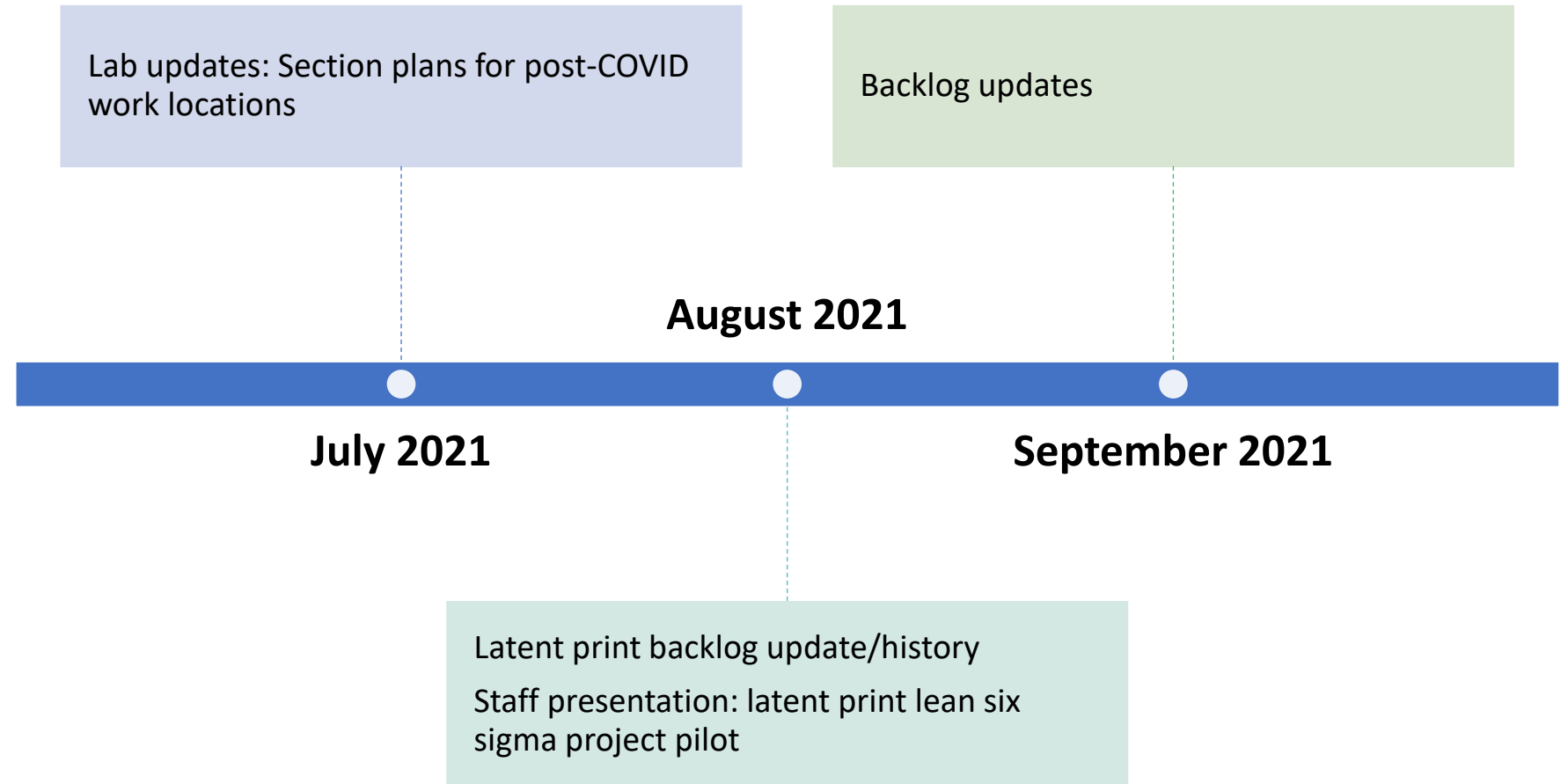
# Operations Report

June 11, 2021

# May 2021 Company Overview



# What to expect



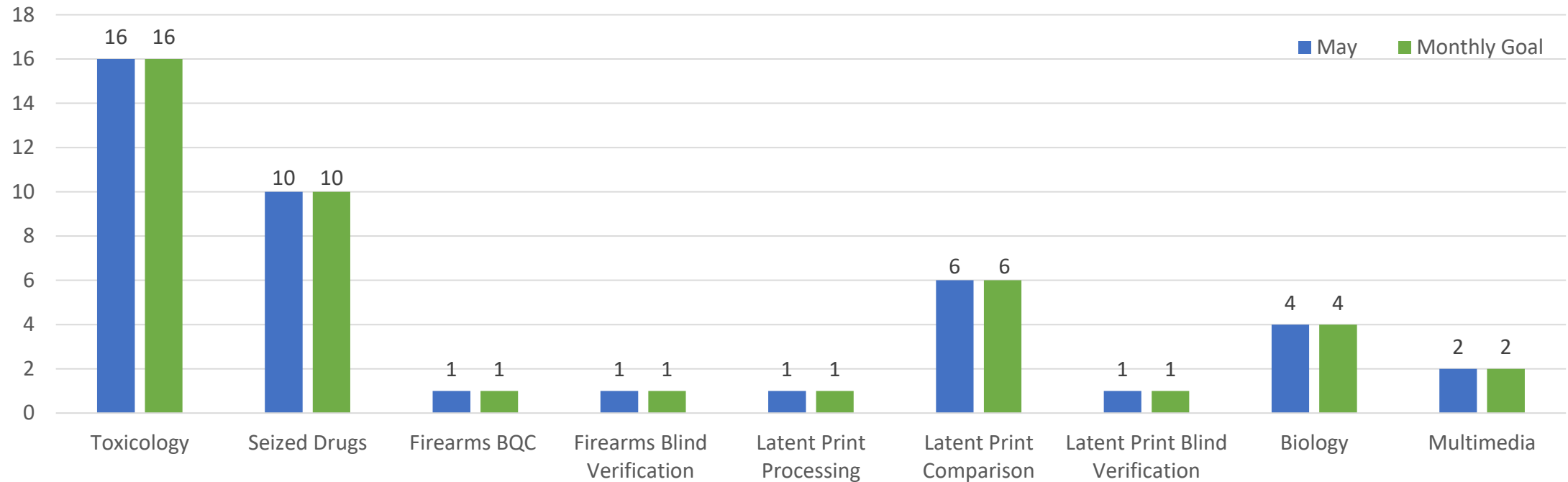
# Quality Division Report

## June 11, 2021





# Blind Quality Controls Submitted in May



# Blind Quality: Accomplishments and Challenges

- *Latent Print Quality in Blind Proficiency Testing: Using Quality Metrics to Examine Laboratory Performance* manuscript by Maddisen Neuman in collaboration with the Center for Statistics and Applications in Forensic Evidence (CSAFE) published in Forensic Science International

Forensic Discipline	Cases Completed in May
Toxicology – BAC	23
Seized Drugs	23
Biology	3 (DNA) 3 (screening)
Firearms	1
Firearms Blind Verification	1
Latent Print Processing	0
Latent Print Comparison	2
Latent Print Blind Verification	0
Multimedia	1



# Internal Audits/Assessments

- Virtual internal auditor training held April 26 to April 30
- 30 HFSC staff members attended
- Class focused on interpretation of the standards and requirements and demonstration of compliance
- Future consideration: technical assessor training



# Internal Audits/Assessments

- Internal audits scheduled between April 12 and June 25
  - Firearms
    - 2 nonconformances
  - Latent prints
    - No nonconformances were identified
  - Seized drugs
    - No nonconformances were identified
  - Forensic biology/DNA
    - 5 nonconformances
  - Crime scene unit
    - 2 nonconformances
- Multimedia and toxicology audits will occur in June



# Organization of Scientific Area Committees (OSAC)

## Conformance deadlines met for following standards:

### Forensic biology/DNA:

- Standard for Forensic DNA Interpretation and Comparison Protocols
- Standard for Validation Studies of DNA Mixtures, and Development and Verification of a Laboratory's Mixture Interpretation Protocol

### Digital and multimedia evidence:

- Standard Terminology for Digital and Multimedia Evidence Examination
- Standard Guide for Forensic Audio Lab Setup and Maintenance

Upcoming deadlines:

### Toxicology deadline July 7, 2021

- Standard Practices for Method Validation in Forensic Toxicology

### Digital and multimedia evidence deadline July 7, 2021

- Standard Practice for Examining Magnetic Card Readers



# 2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	0	
Toxicology		6	8	
Firearms		1	0	
Crime Scene		3	0	
Latent Prints		9	0	
Multimedia	Audio/Video	0	0	
	Digital	3	0	
Forensic Biology		11	10	



# 2021 Testimony Data

- 2021: 10 analysts have testified this year
  - 9 were monitored
  - 1 not monitored; will need to be monitored in next testimony or transcript will be reviewed
- Transcript review project
  - Three transcripts in review process





# Detailed Data





## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-030	Biology/DNA	Incident	5/19/2021	The Forensic Biology section received two shipments of HemaTrace presumptive blood testing devices; the first shipment arrived in June 2020 and was quality control tested. The second shipment arrived in October 2020 and was mistakenly labeled with the quality control information of the first shipment since both shipments had the same lot number. The testing devices from the second shipment had not been used in casework and have since been successfully quality control tested.
2021-029	Biology/DNA	Incident	5/27/2021	When STRmix was performed on a two-person mixture from a 2016 case the analyst determined the DNA profile of one of the contributors was consistent with a crime scene investigator who responded to the crime scene. The crime scene investigator is no longer employed by HFSC.
2021-028	Client Services & Case Management	Corrective Action	5/24/2021	After an outsource laboratory completed analysis on two blood tubes from one case, the tubes (which are considered child items) were packaged with the incorrect parent items. This was discovered when one blood tube was requested for reanalysis.
2021-026	Crime Scene	Incident	5/1/2021	A CSI failed to document a deviation from their standard operating procedure in their notes as required by the Quality Manual. Because the CSI did not bring the appropriate controls for a presumptive test for blood to the crime scene, the Acting Director approved the use of a known blood sample from the CSI's finger to serve as the positive control.

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.

JUNE 2021

# Crime Scene Unit

# May Totals

Type of offense	2018	2019	2020	2021
Aggravated assault	18	16	19	14
Child death	4	6	3	1
Death investigation	12	6	5	6
Homicide	15	21	37	42
Officer-involved shooting	1	1	6	4
Vehicles	32	49	50	69
Aggravated robbery	0	5	3	2
Sexual assault	0	1	1	0
Burglary	0	0	0	2
Other	3	6	15	1
TOTAL	85	111	139	138

## 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	147	31-May-20	173	31-May-21 17.69%	2.12	Based on 2010 Census Per 100,000
Los Angeles 3,792,621	355	112	31-May-20	137	31-May-21 22.32%	3.61	Based on 2010 Census Per 100,000
Chicago 2,693,976	770	240	31-May-20	252	31-May-21 5.00%	9.35	Based on 2010 Census Per 100,000
Houston 2,320,268	406	145	31-May-20	178	31-May-21 22.76%	7.67	Based on 2010 Census Per 100,000
Philadelphia 1,584,064	499	158	31-May-20	215	31-May-21 36.08%	13.57	Based on 2010 Census Per 100,000
*Dallas 1,343,573	261	68	31-May-20	80	31-May-21 17.65%	5.95	Based on 2010 Census Per 100,000
Memphis 651,073	288	89	31-May-20	97	31-May-21 8.99%	14.90	Based on 2010 Census Per 100,000
Baltimore 593,490	335	130	31-May-20	138	31-May-21 6.15%	23.25	Based on 2010 Census Per 100,000
Milwaukee 590,157	190	61	31-May-20	63	31-May-21 3.28%	10.68	Based on 2010 Census Per 100,000
St Louis 300,576	262	68	31-May-20	77	31-May-21 13.24%	25.62	Based on 2010 Census Per 100,000
Pittsburgh 300,286	50	16	31-May-20	27	31-May-21 68.75%	8.99	Based on 2010 Census Per 100,000

22.76%  
increase

Homicide Desk Run Date:  
1-Jun-21

\* Did not receive the Homicide number from Dallas this week. Dallas's numbers reflect their Homicide totals 24 May 2021



# Memorial Day Weekend

May 28 – May 31

CSU worked **18** different scenes and the combined CSI time in the field was **207 hours**.

- 14 homicides
- 2 officer-involved shootings
  - 1 scene: officer wounded
  - 1 scene: two decedents
- 1 aggravated assault
- 1 death investigation
- 1 child death



# 275 plus items of evidence collected

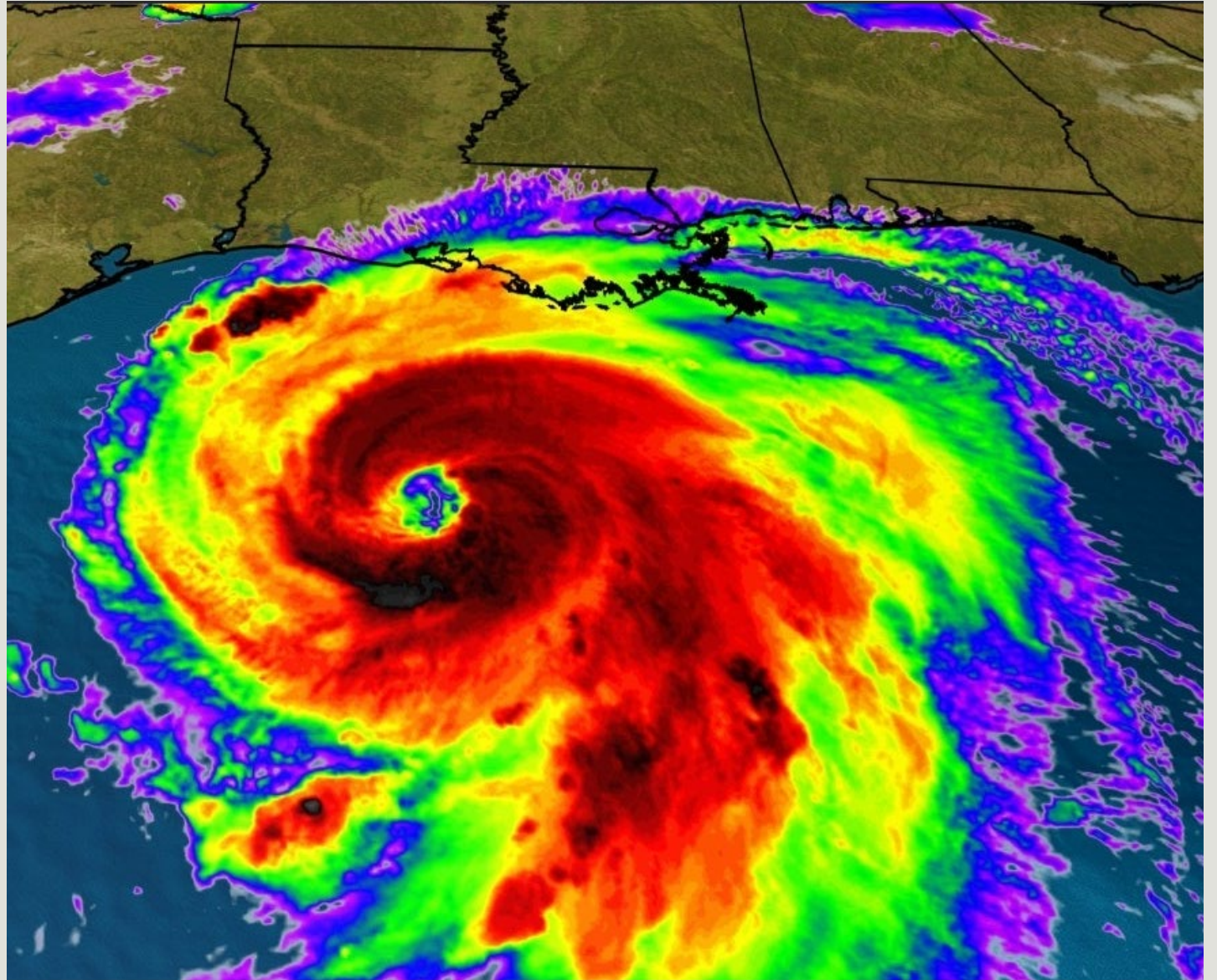
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# 2021 Hurricane Season

- Another active season expected
- CSIs created a PowerPoint presentation and distributed it to the unit
- Everbridge (mass texting tool) tested to make sure all CSIs receive notifications to correct numbers





Each CSI received cooling towels. It's designed to go around the neck or wrists and to help with constant cooling.

Each CSI also received cool, quick dry shirts to wear under their vests. Each shirt has 50+SPF and UVA/UVB protection.

# Summer heat is here

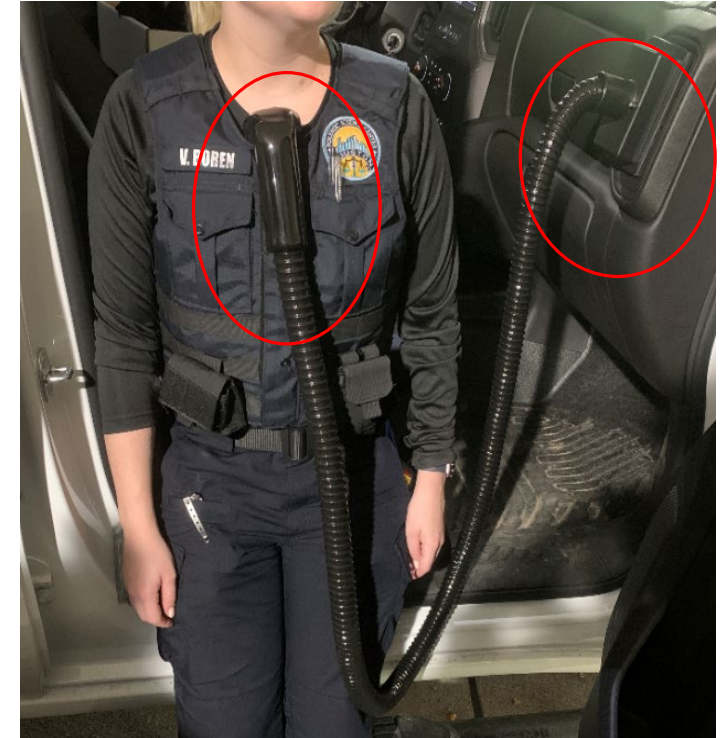
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# New cooling technologies



**Maxx-Dri body armor ventilation**

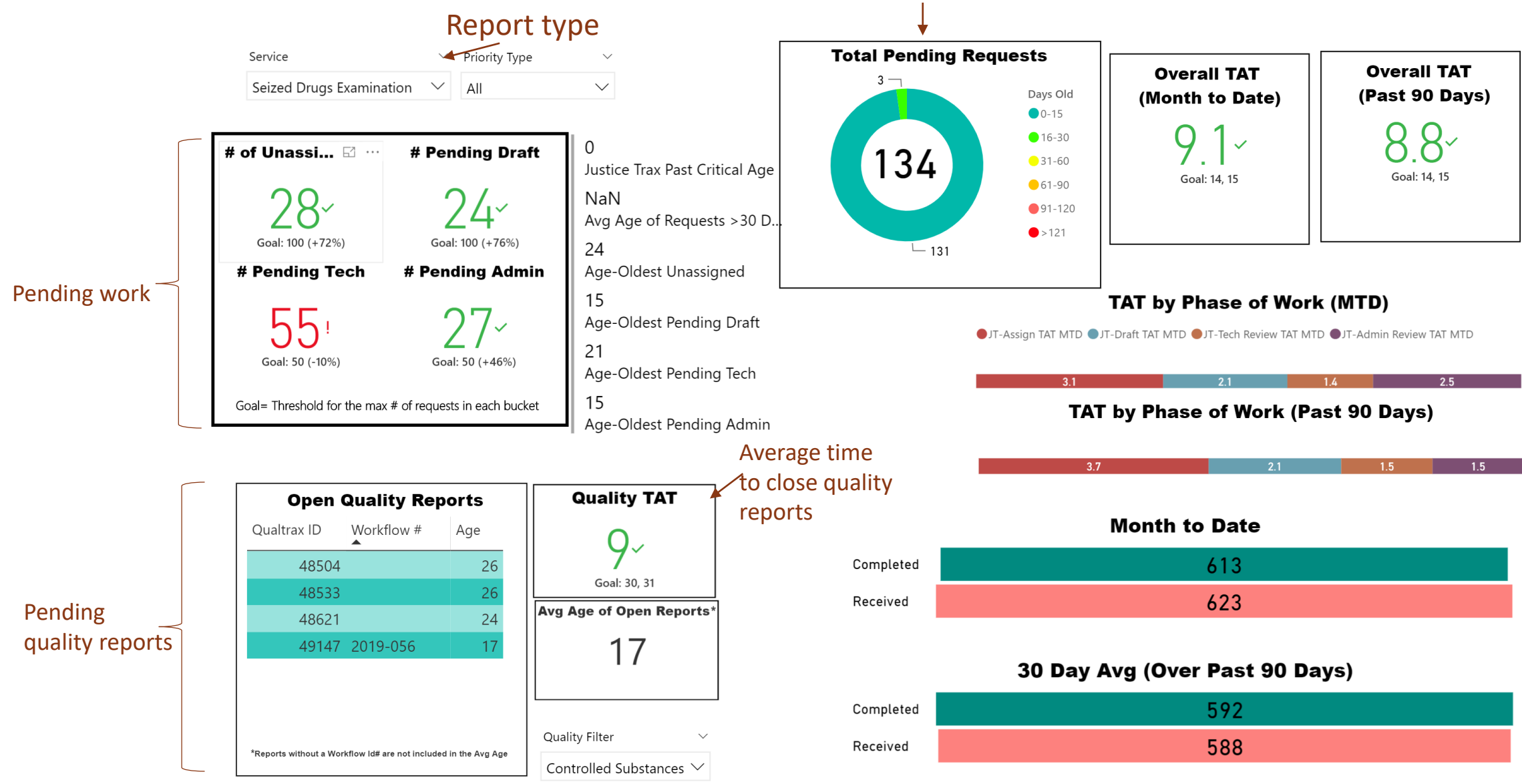


**CoolCop body armor A/C**

Detail data

# Key for Dashboard Section Pages

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



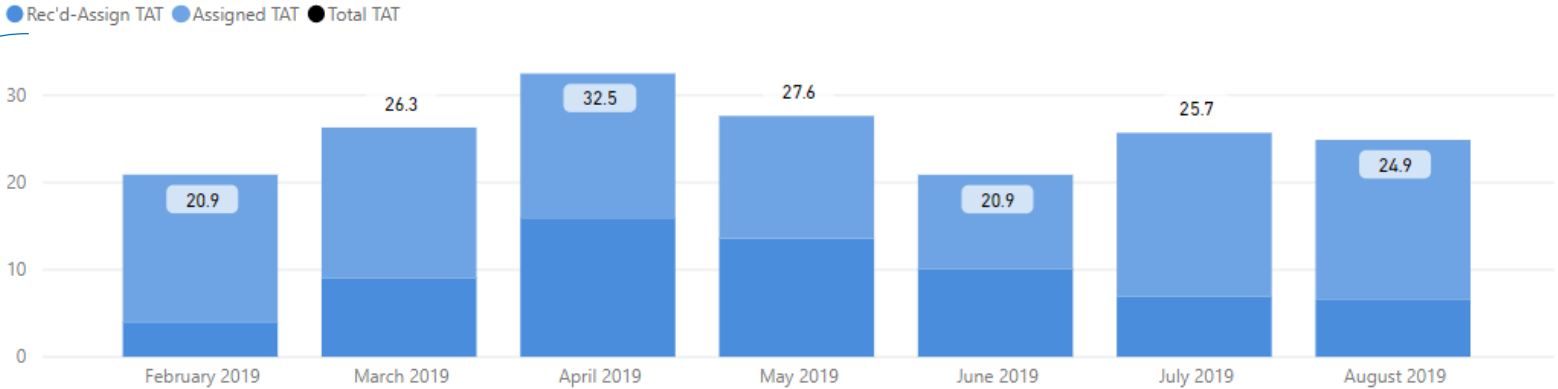
# Key for Dashboard Historical Pages 1/2

## Date Range

8/1/2018

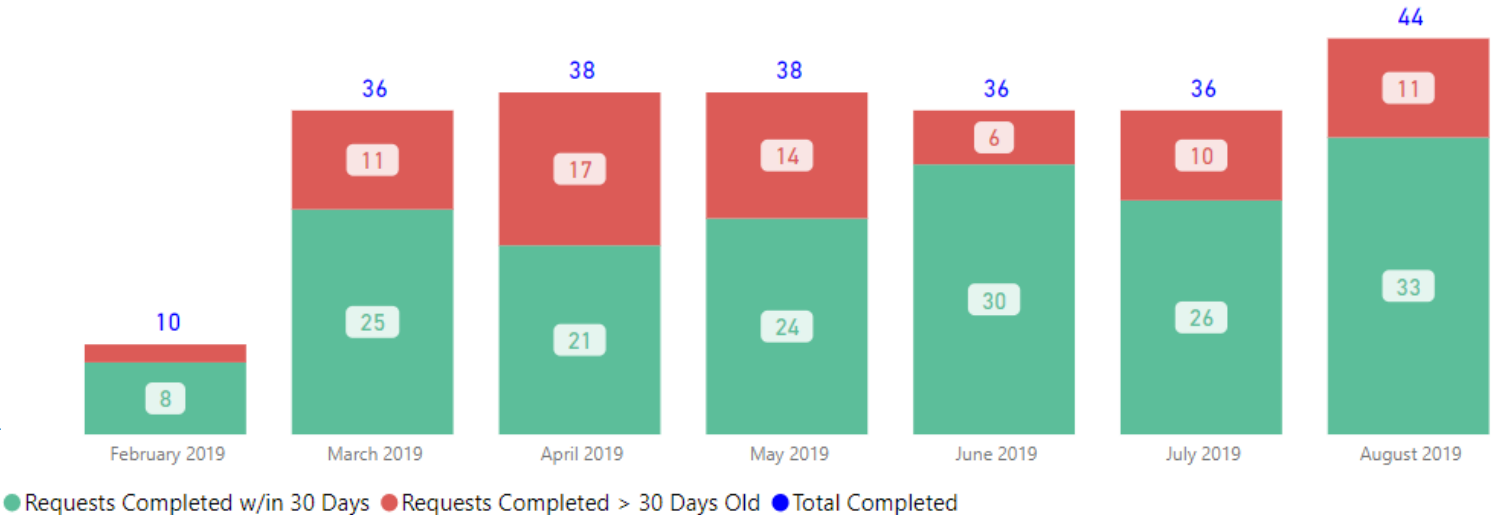
8/31/2019

## Total TAT by Month



Data broken down by month

## Requests Completed



Type of testing

**Request Type**

Firearms Examination

Priority Type

All

Report type

## Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

## Received to Complete

238

Requests Completed

71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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

TAT= Turnaround Time

# Key for Dashboard Historical Pages 2/2

Type of testing

Service

Priority Type

Seized Drugs Examination

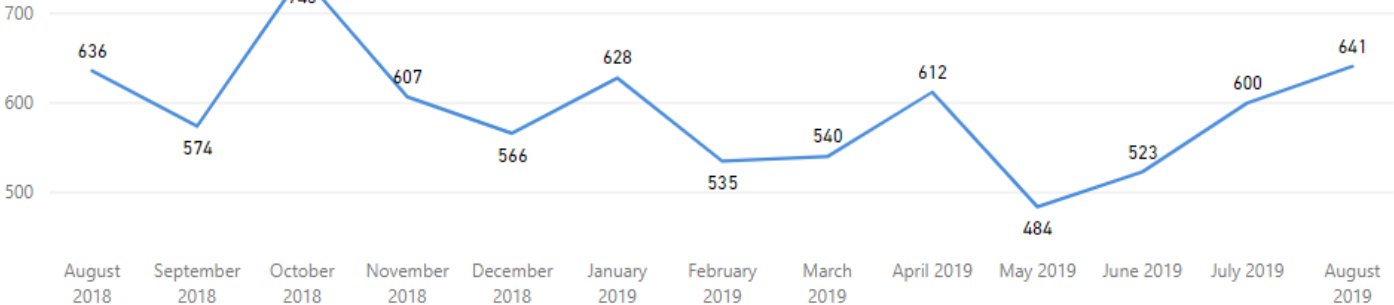
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)\*

591

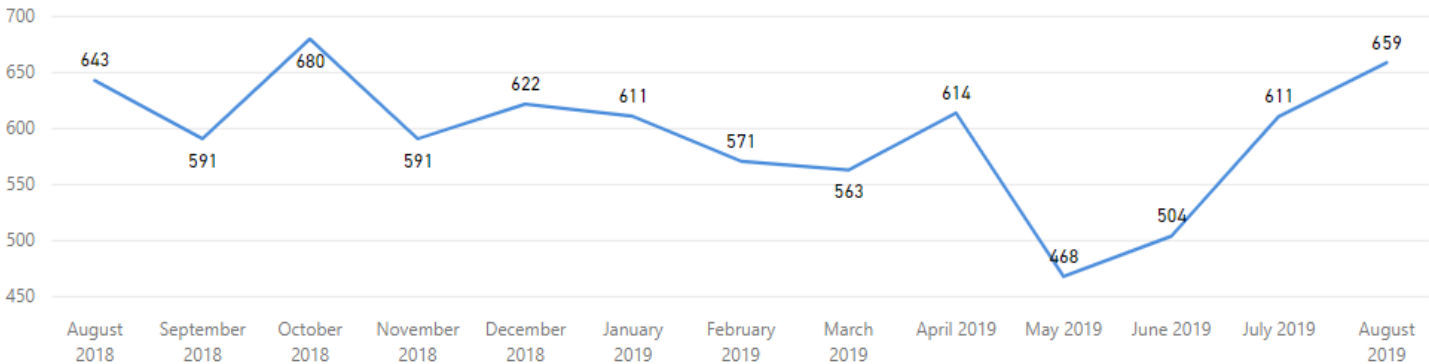
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)\*

594

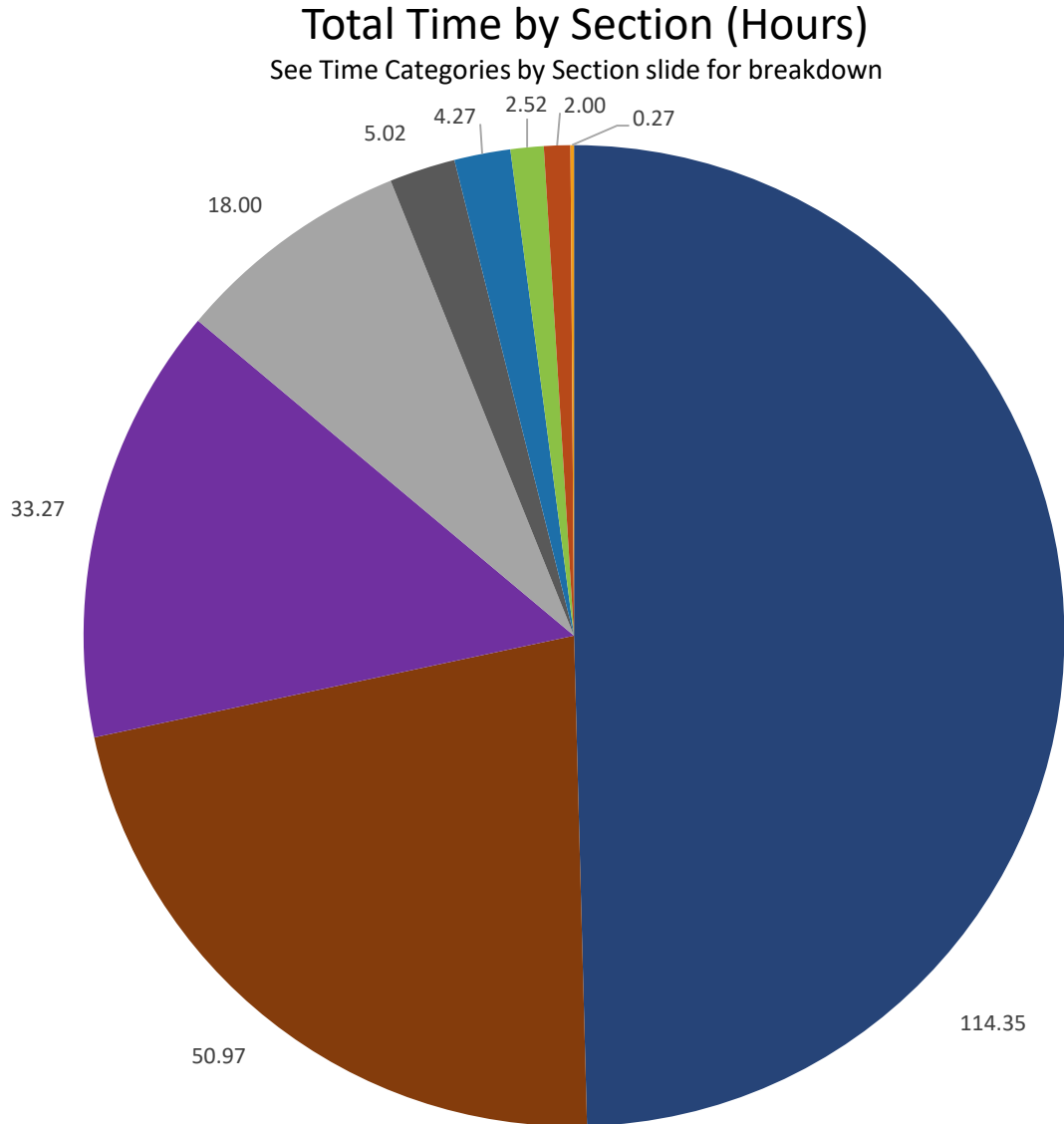
Overall average for the selected date range

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

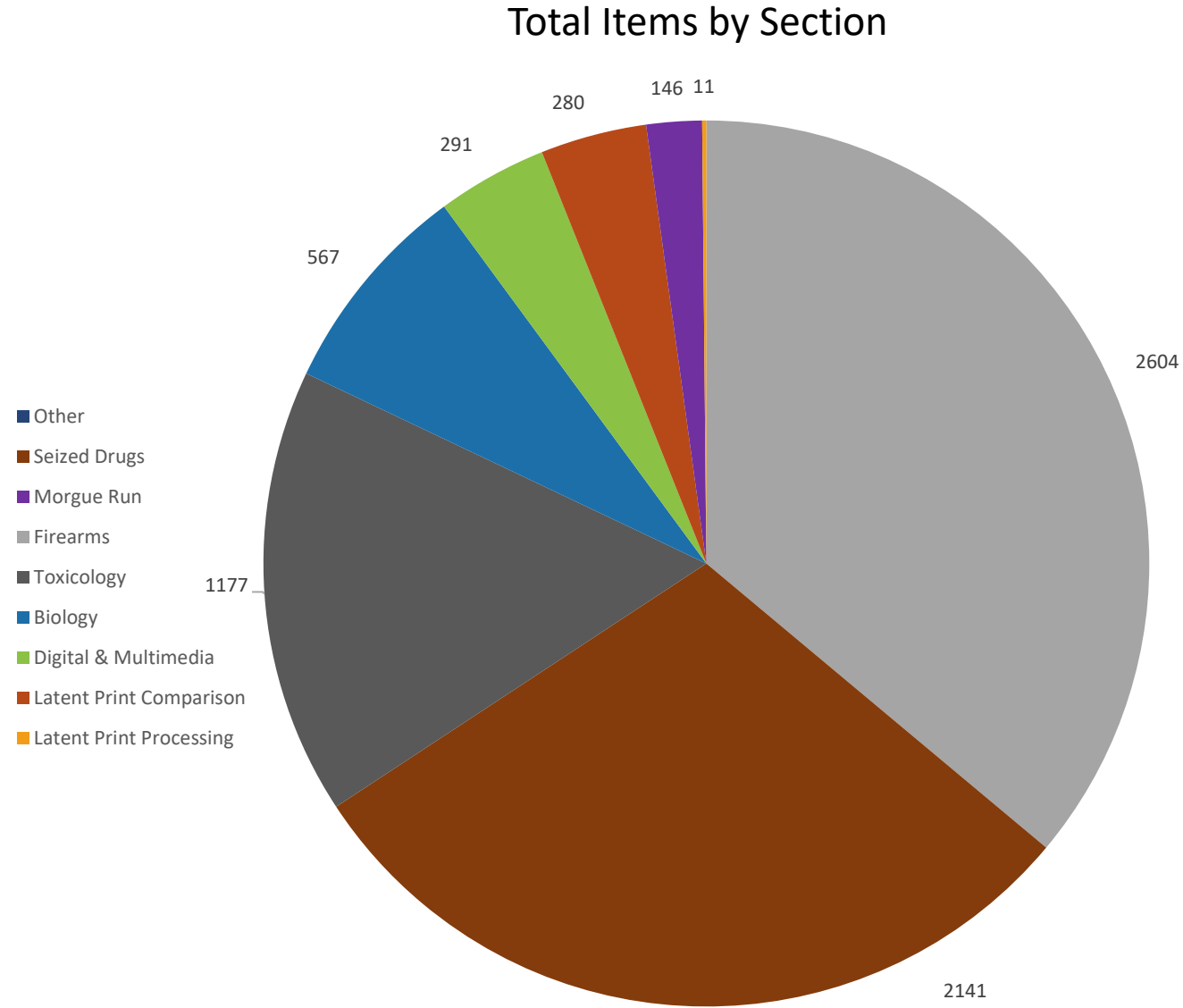


# Client Services and Case Management (CS/CM)

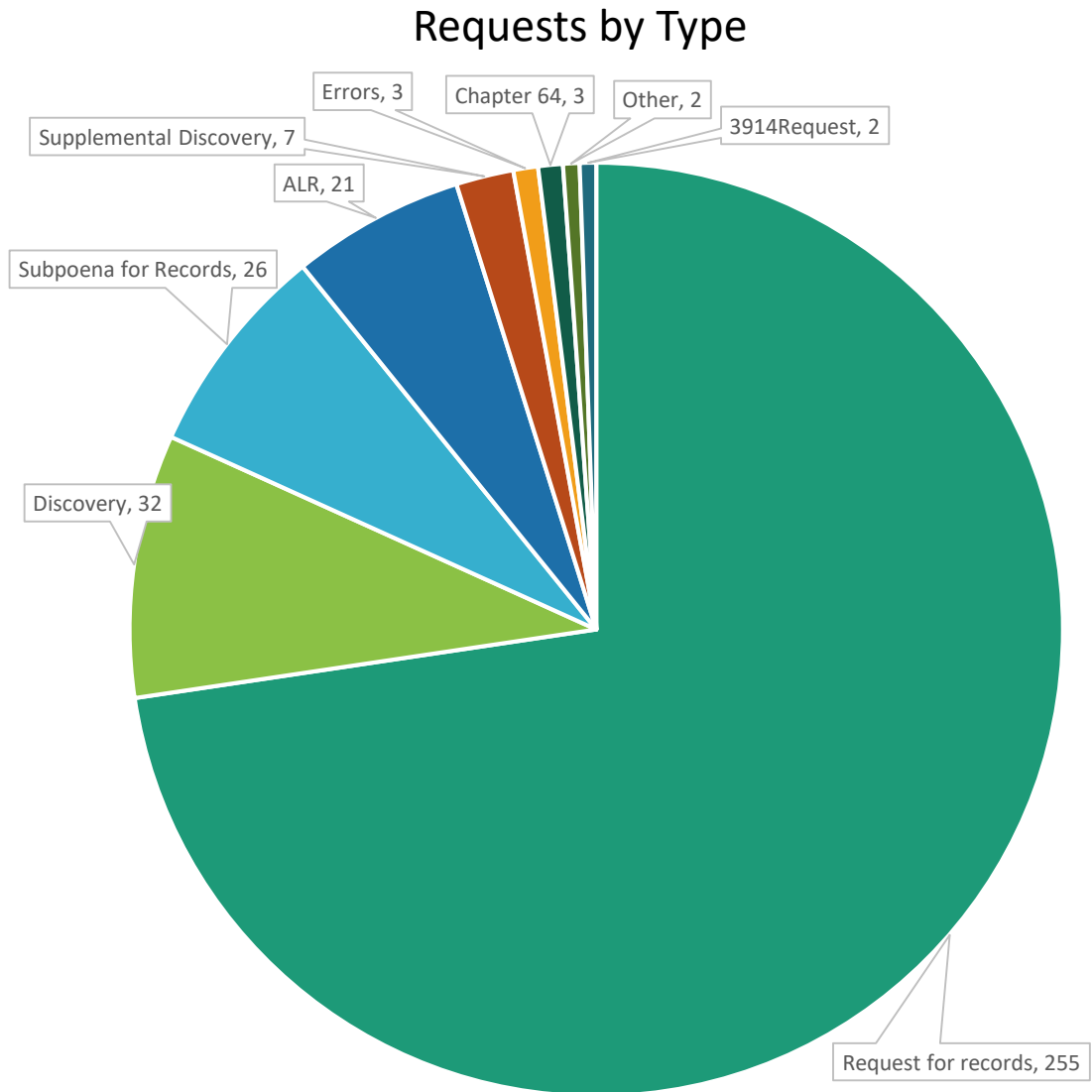
# CS/CM – May



# Evidence Handling

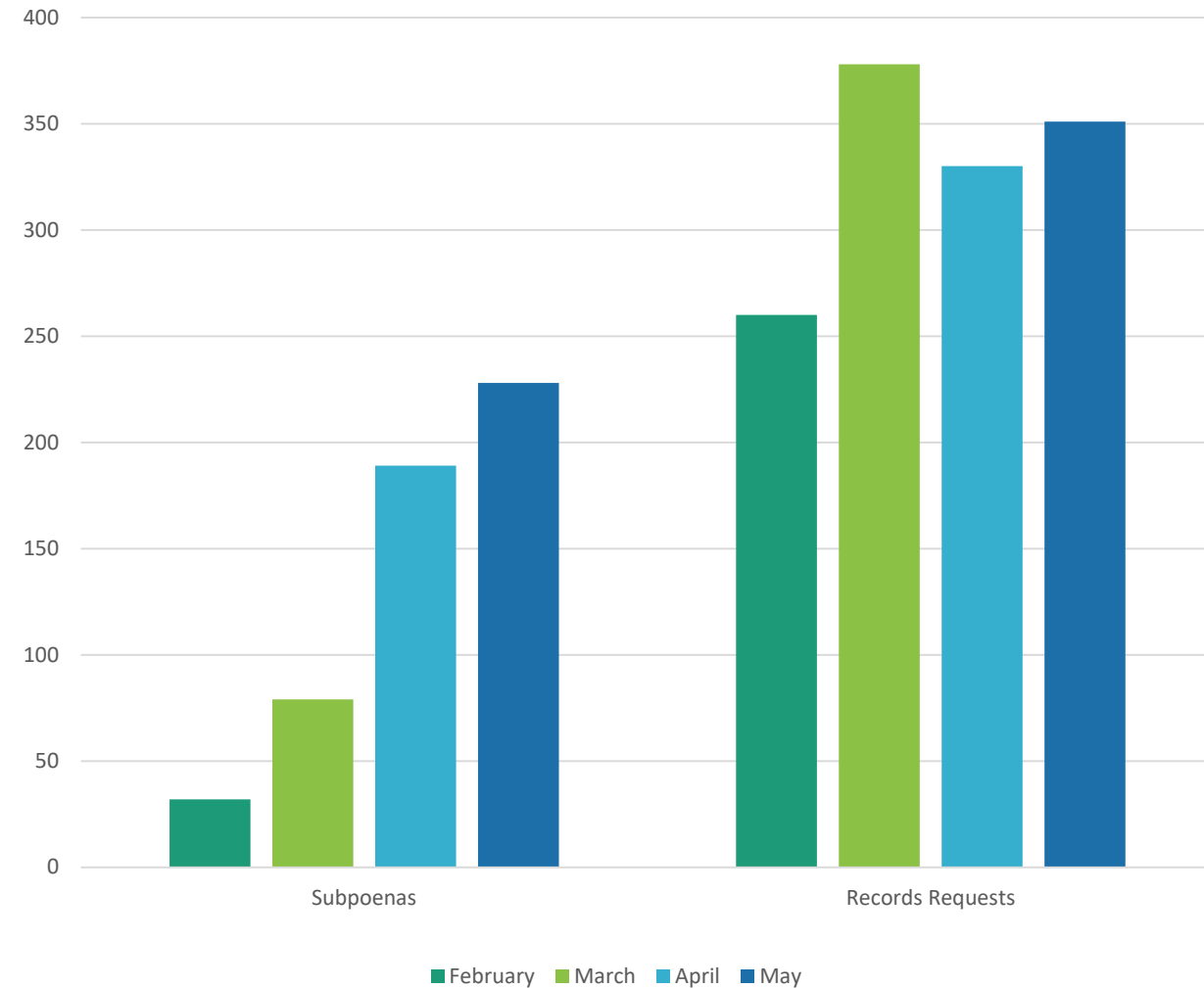


# CS/CM – May



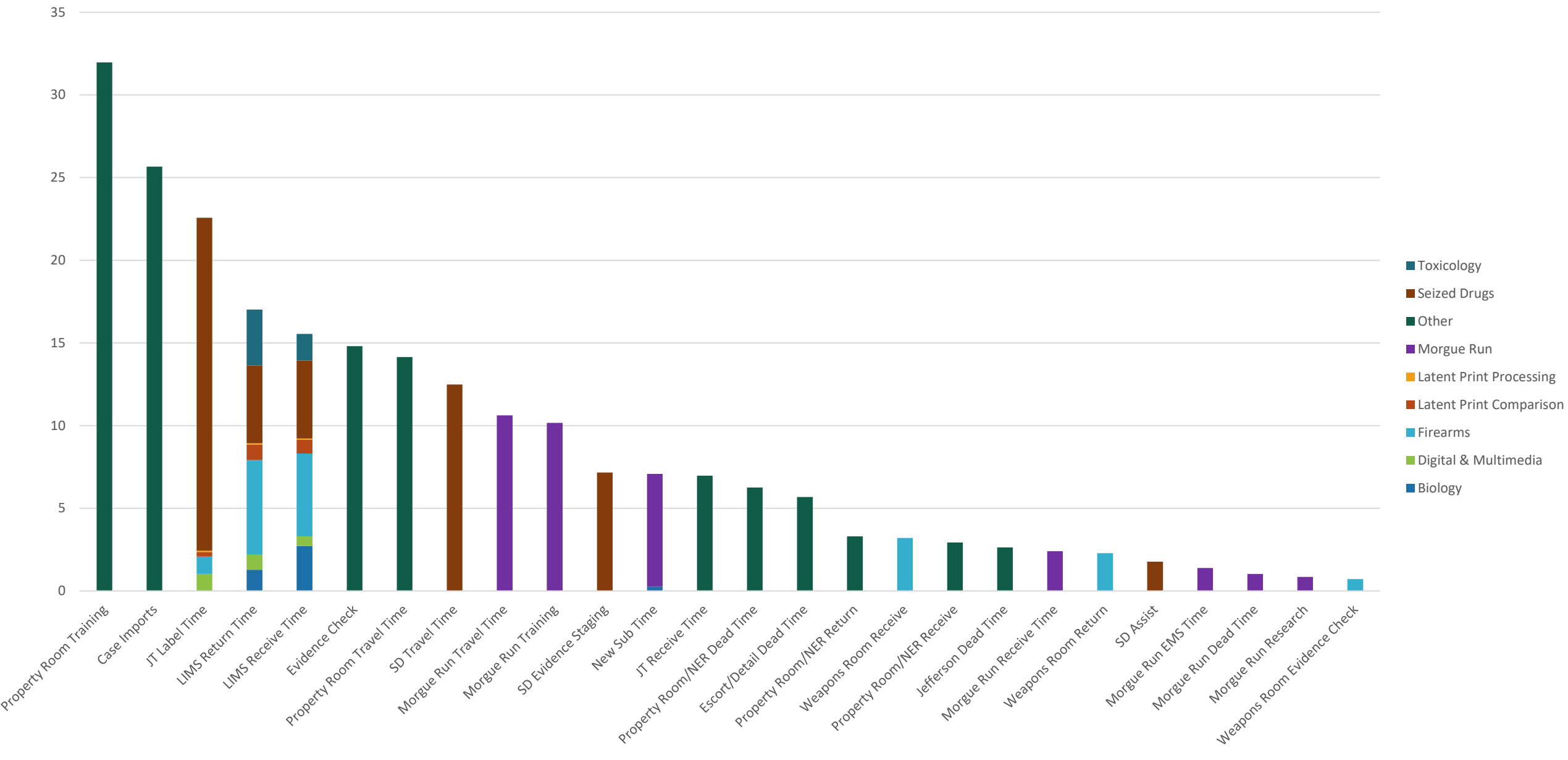
# Administrative

Subpoenas & Records Requests



# Time Categories – May

# Evidence Handling



Service

CSCM Tox Accession

Priority Type

All



# of Unassigned

6✓

Goal: 150 (+96%)

# Pending Draft

0✓

Goal: 3 (+100%)

# Pending Admin

0✓

Goal: 60 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests &gt;30 D..

4

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

## Total Pending Requests



Days Old

0-15

16-30

31-60

61-90

91-120

&gt;121

Overall TAT  
(Month to Date)

1.4✓

Goal: 5, 10

Overall TAT  
(Past 90 Days)

2.3✓

Goal: 5, 10

## TAT by Phase of Work (MTD)

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

1.0

0.4

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

1.9

0.4

## Month to Date

Completed

476

Received

481

## 30 Day Avg (Over Past 90 Days)

Completed

625

Received

607

## Open Quality Reports

Qualtrax ID	Workflow #	Age
83957		4

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

## Quality TAT

31!

Goal: 30, 31

## Avg Age of Open Reports\*

NaN

Quality Filter

Client Services/Case Manage...

## Date Range

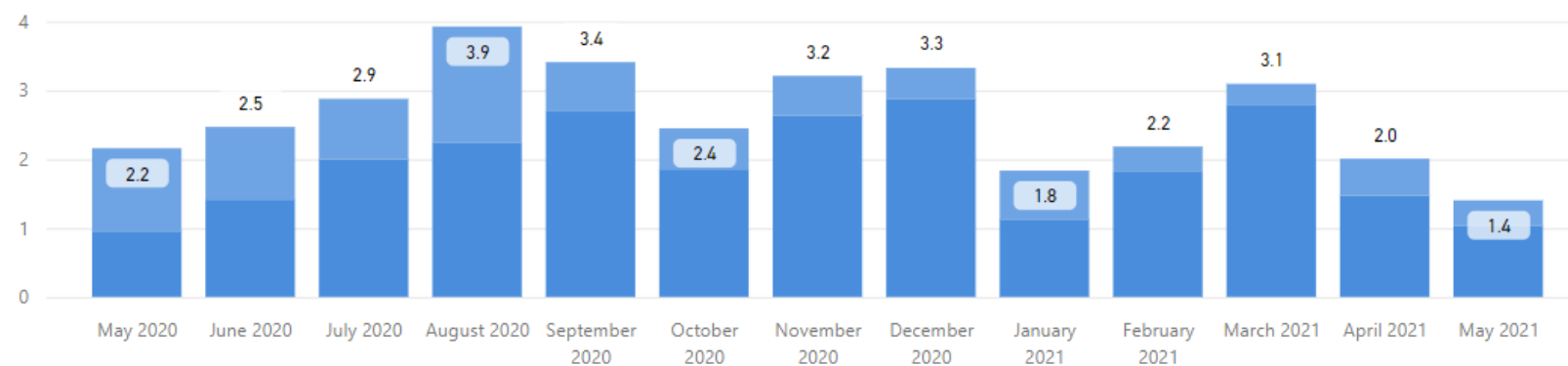
5/1/2020

5/31/2021

## Total TAT by Month



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



## Request Type

CSCM Tox Accession

Priority Type

All

## Selected Time Frame Averages

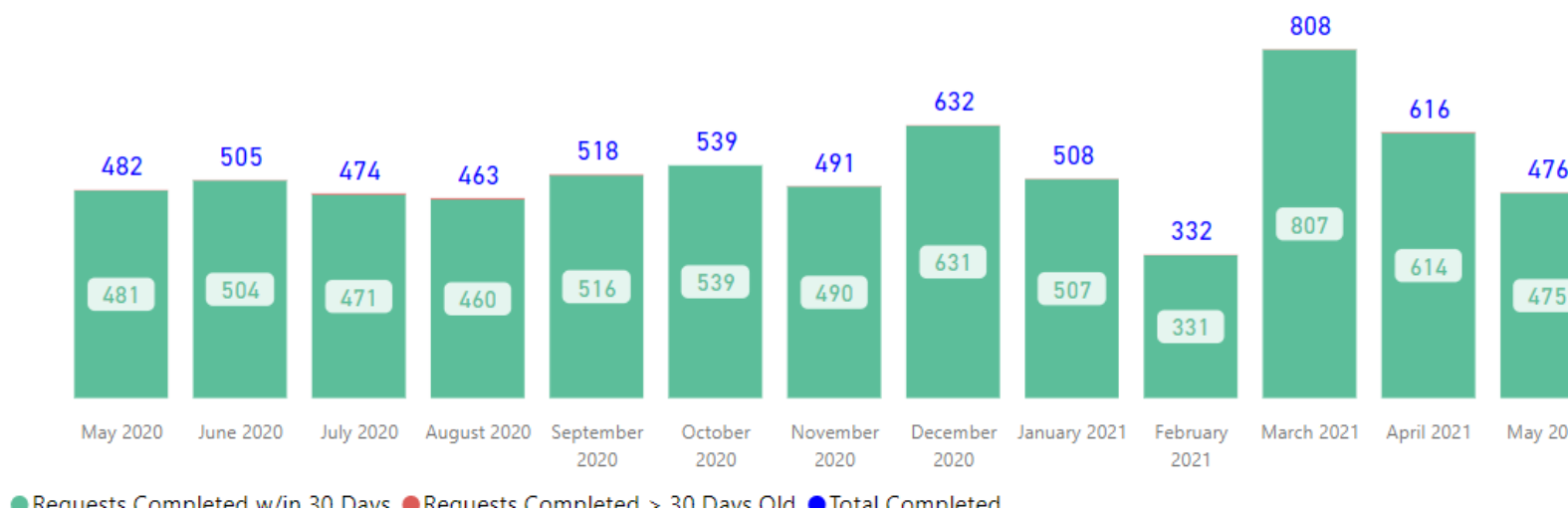
2.67

Total TAT (Rec'd-Compl.) Avg

0.70

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6844

Requests Completed

18

Requests Completed > 30 Days Old

0.26 %

% Completed > 30 Days Old

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

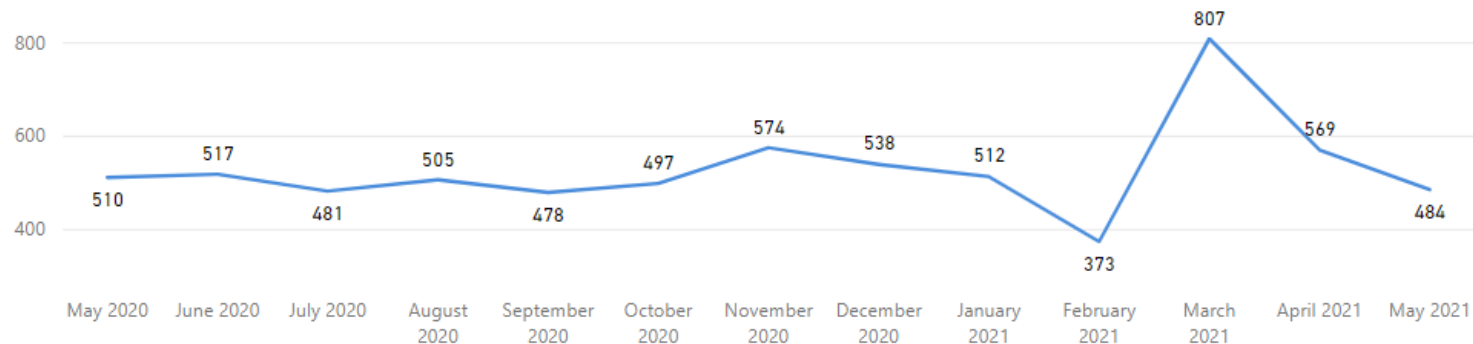
Service  Priority Type



### Received Filter

5/1/2020 5/31/2021

### Received by Month



### Total Received

6,845

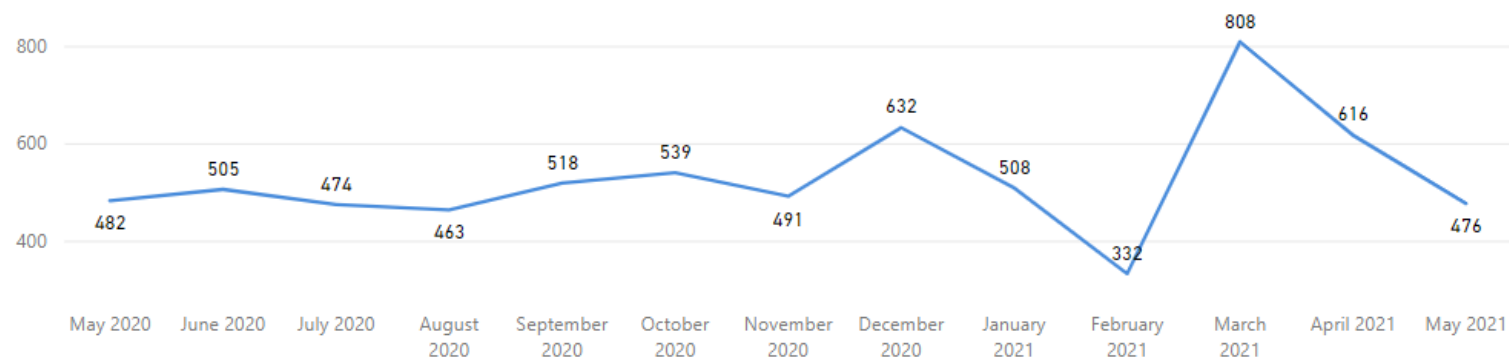
### Received per Month (Avg)\*

527

### Completed Filter

5/1/2020 5/31/2021

### Completed by Month



### Total Completed

6,844

### Completed per Month (Avg)\*

526

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



Service

CSCM Tox Rejection

Priority Type

All

# of Unassigned

0✓

Goal: 3 (+100%)

# Pending Draft

0✓

Goal: 5 (+100%)

# Pending Admin

0✓

Goal: 10 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D..

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

### Total Pending Requests

0

Days Old

0-15

16-30

31-60

61-90

91-120

>121

### Overall TAT (Month to Date)

0.3✓

Goal: 5, 10

### Overall TAT (Past 90 Days)

0.5✓

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

Completed

9

Received

9

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

Completed

15

Received

15

### Open Quality Reports

Qualtrax ID	Workflow #	Age
83957		4

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

### Quality TAT

31!

Goal: 30, 31

### Avg Age of Open Reports\*

NaN

Quality Filter

Client Services/Case Manage...

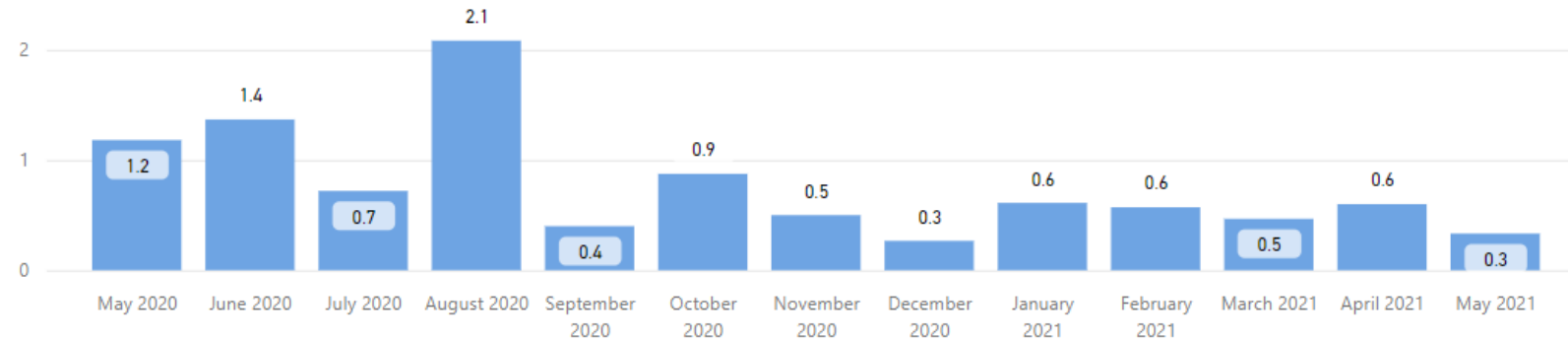
## Date Range

5/1/2020

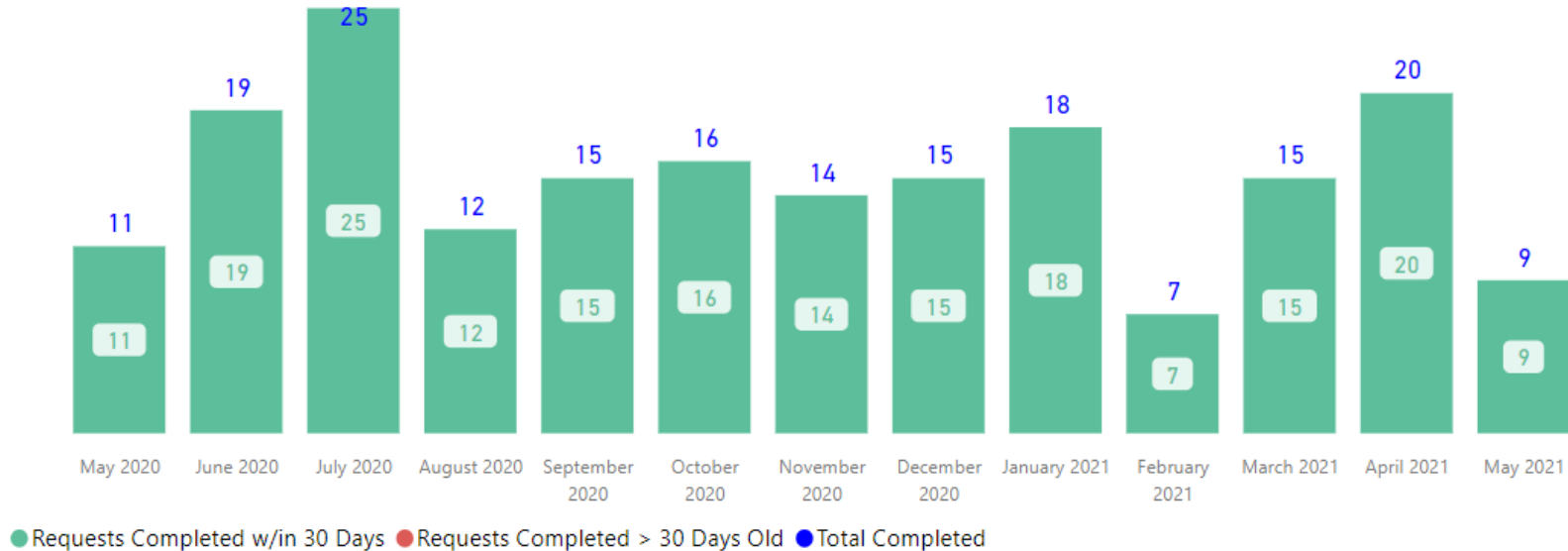
5/31/2021

## Total TAT by Month

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



## Requests Completed



## Request Type

CSCM Tox Rejection

Priority Type

All

## Selected Time Frame Averages

0.77

Total TAT (Rec'd-Compl.) Avg

0.77

Assigned TAT (Asgmt.-Compl.) Avg

## Received to Complete

196

Requests Completed

0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

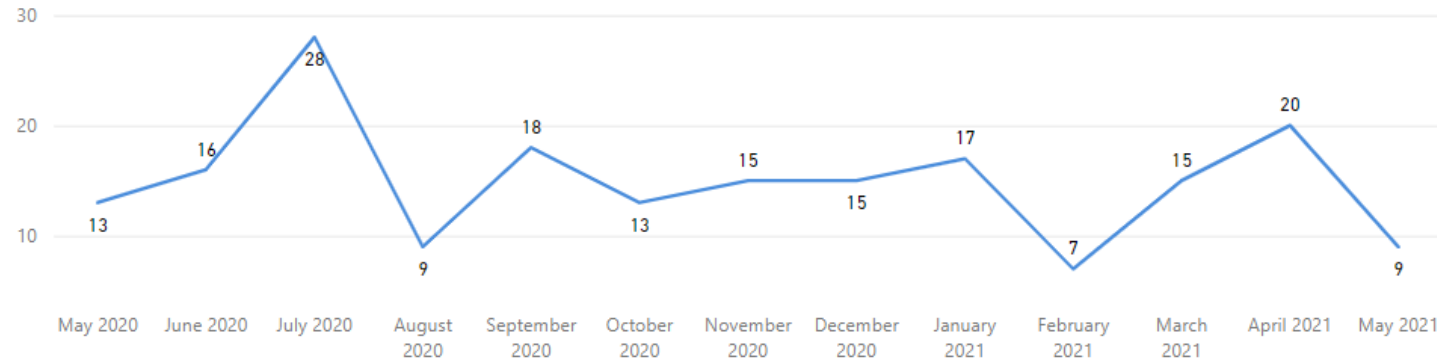
Requests more than 30 days old are considered to be backlogged requests

Service  Priority Type



**Received Filter**

### Received by Month



### Total Received

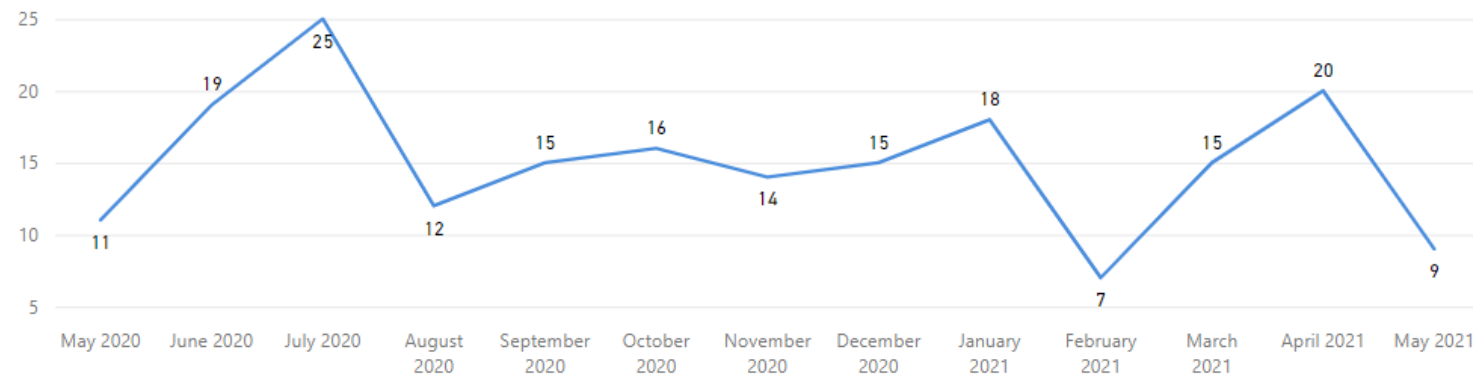
195

### Received per Month (Avg)\*

15

**Completed Filter**

### Completed by Month



### Total Completed

196

### Completed per Month (Avg)\*

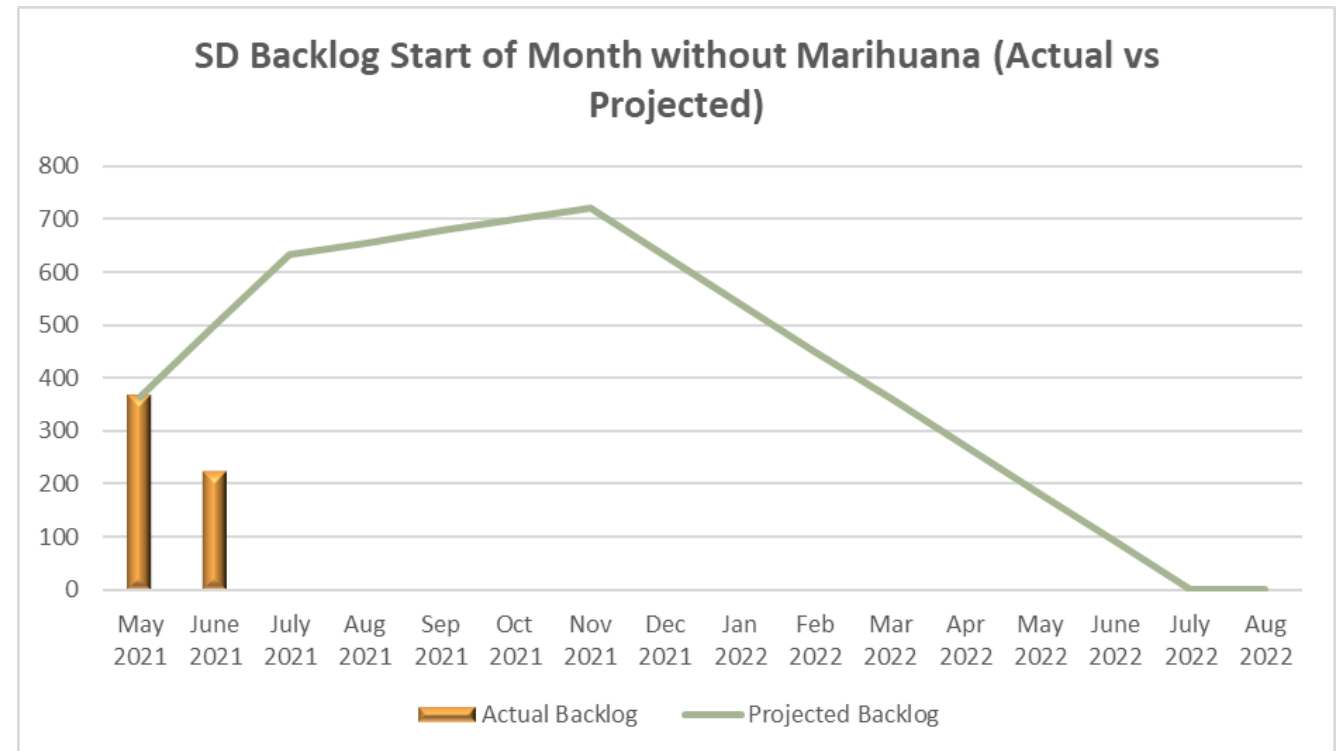
15

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

# Seized Drugs

# Seized Drugs Backlog Update (excluding Marihuana)

	Projected	Actual
# of Backlogged Requests	499	231
# of Non-Mari Requests Completed	336	536
# of Non-Mari Requests Received	470	324



Service

Priority Type

Seized Drugs Examination

All

# of Unassigned

665!

Goal: 100 (-565%)

# Pending Draft

9✓

Goal: 100 (+91%)

# Pending Tech

33✓

Goal: 50 (+34%)

# Pending Admin

32✓

Goal: 50 (+36%)

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

464  
Justice Trax Past Critical Age

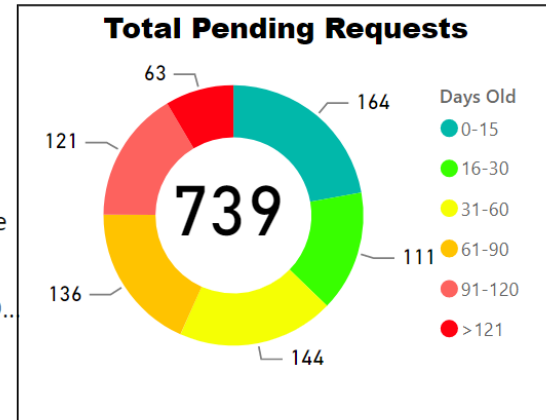
86  
Avg Age of Requests >30 D..

259  
Age-Oldest Unassigned

116  
Age-Oldest Pending Draft

122  
Age-Oldest Pending Tech

169  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

48.3!

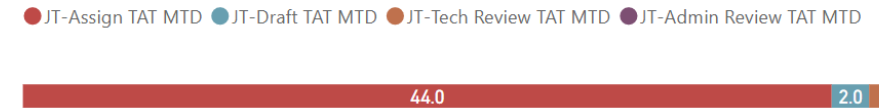
Goal: 14, 15

Overall TAT  
(Past 90 Days)

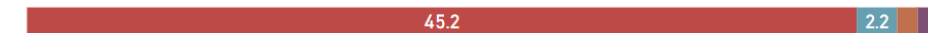
49.6!

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
82042	2021-024	28

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

Quality TAT

11✓

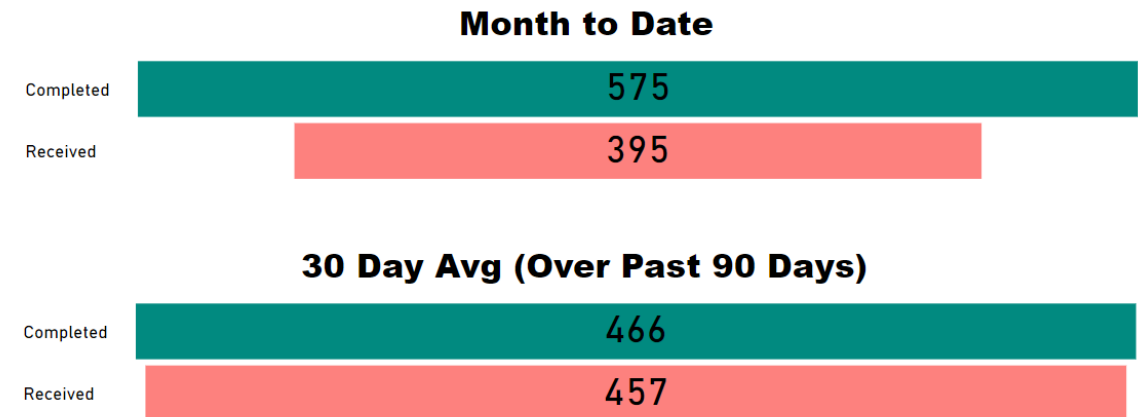
Goal: 30, 31

Avg Age of Open Reports\*

28

Quality Filter

Controlled Substances



Service
Priority Type

Seized Drugs Examination
Mari

# of Unassigned
289!
Goal: 100 (-189%)

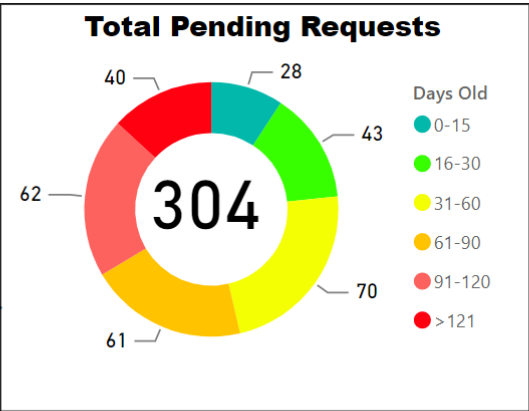
# Pending Draft
7✓
Goal: 100 (+93%)

# Pending Tech
8✓
Goal: 50 (+84%)

# Pending Admin
0✓
Goal: 50 (+100%)

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

233
Justice Trax Past Critical Age
95
Avg Age of Requests >30 D..
259
Age-Oldest Unassigned
115
Age-Oldest Pending Draft
122
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

111.4!

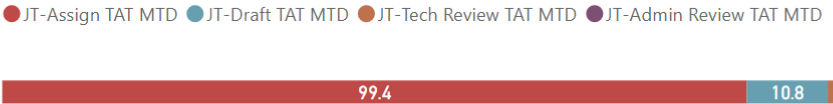
Goal: 14, 15

Overall TAT  
(Past 90 Days)

102.7!

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
82042	2021-024	28

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

Quality TAT

11✓

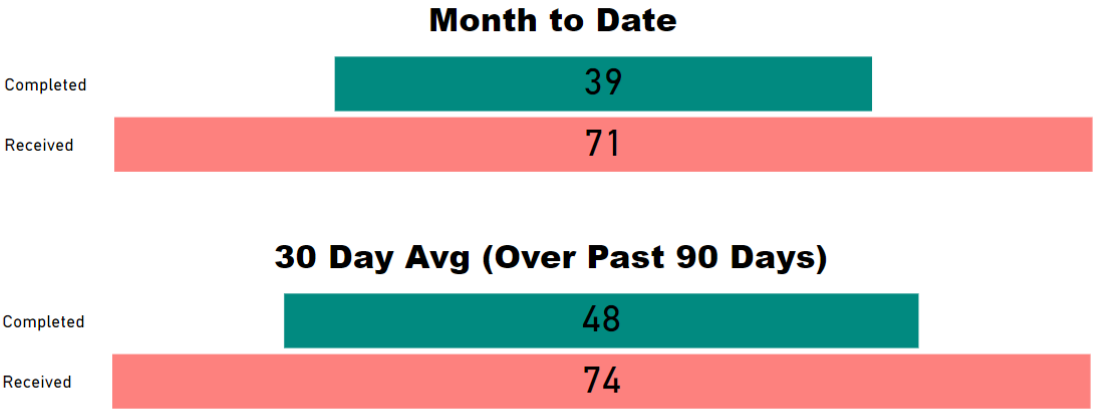
Goal: 30, 31

Avg Age of Open Reports\*

28

Quality Filter

Controlled Substances





## Date Range

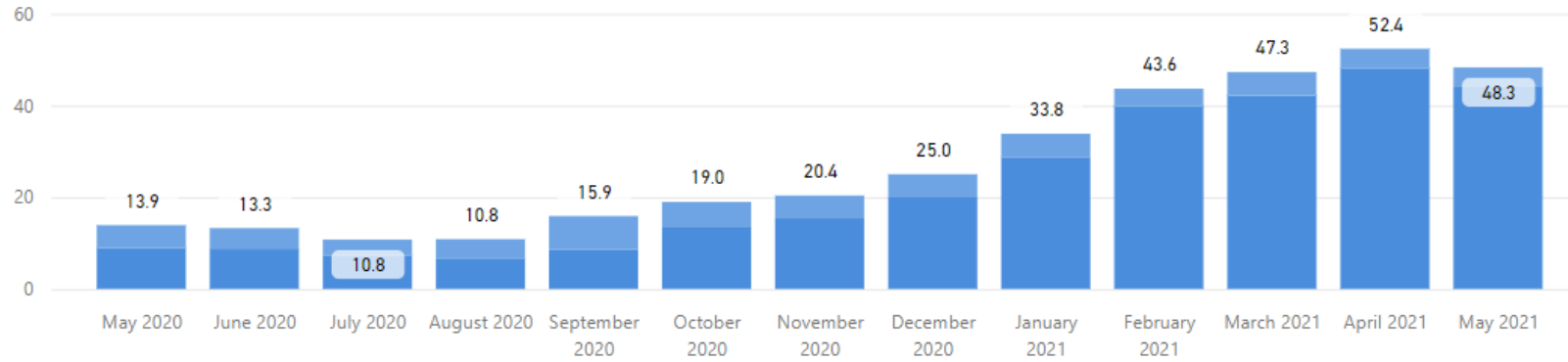
5/1/2020

5/31/2021

## Total TAT by Month



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



## Request Type

Seized Drugs Examination

Priority Type

All

## Selected Time Frame Averages

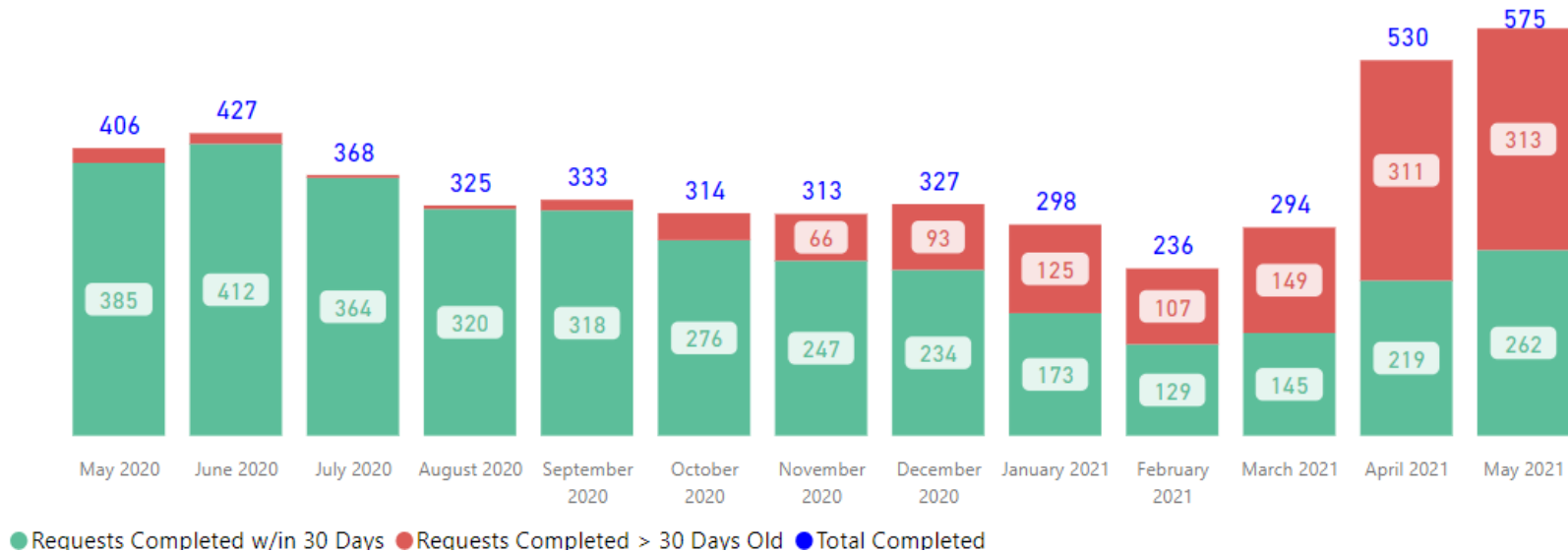
28.32

Total TAT (Rec'd-Compl.) Avg

4.78

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

4746

Requests Completed

1262

Requests Completed > 30 Days Old

26.59 %

% Completed > 30 Days Old

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

Service



Priority Type

Seized Drugs Examination



All

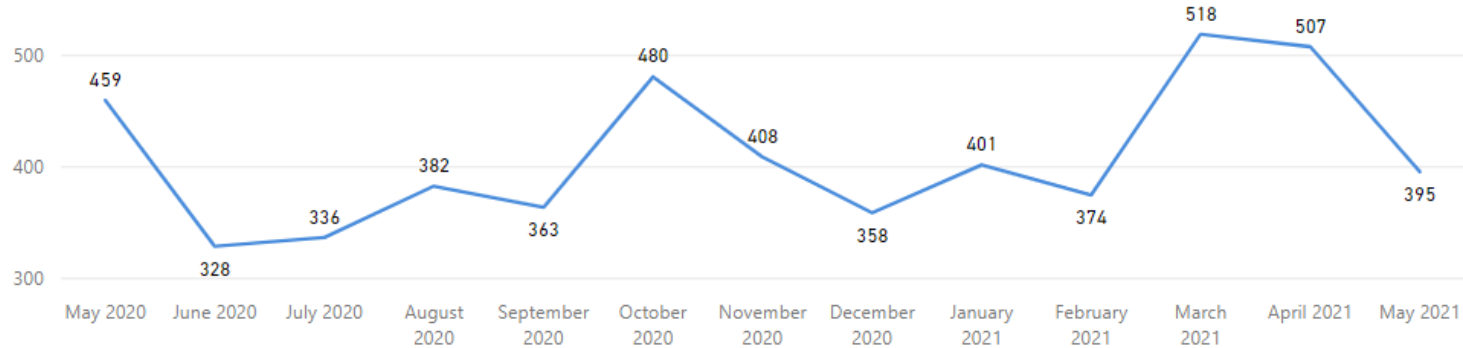


## Received Filter

5/1/2020

5/31/2021

## Received by Month



## Total Received

5,309

## Received per Month (Avg)\*

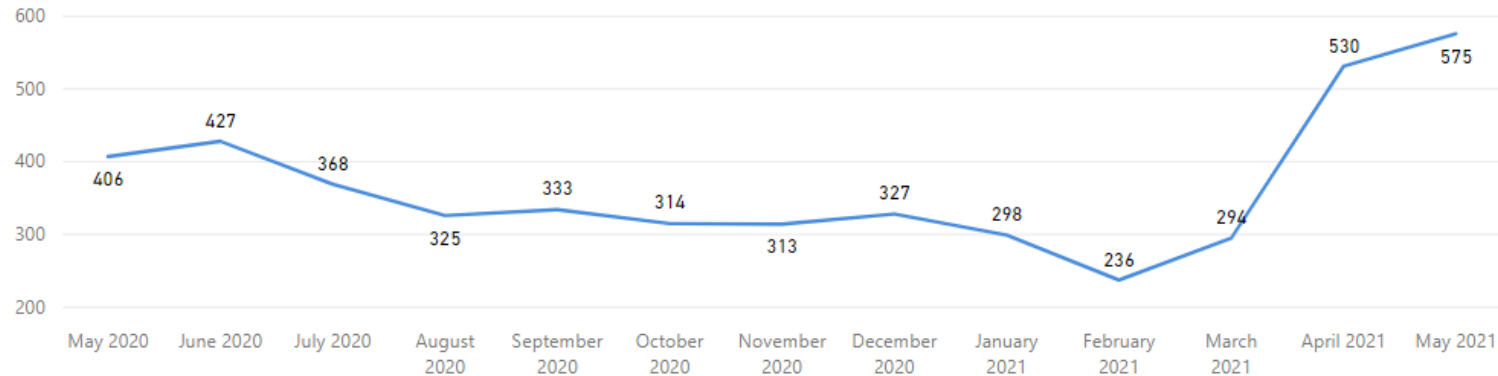
408

## Completed Filter

5/1/2020

5/31/2021

## Completed by Month



## Total Completed

4,746

## Completed per Month (Avg)\*

365

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

# Toxicology

Service

Blood Alcohol

▼

Priority Type

All

▼

# of Unassigned

109!

Goal: 50 (-118%)

# Pending Draft

137!

Goal: 120 (-14.17%)

# Pending Tech

253!

Goal: 90 (-181.11%)

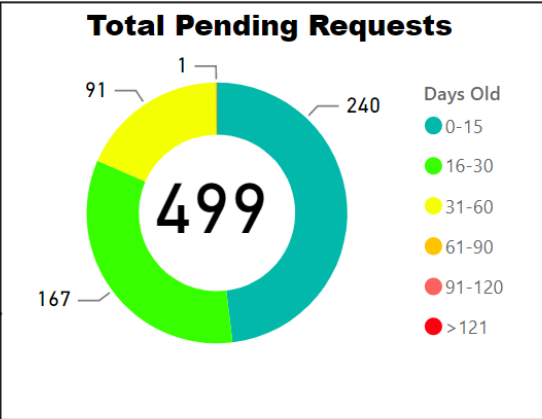
# Pending Admin

0✓

Goal: 90 (+100%)

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

- 92
- Justice Trax Past Critical Age
- 34
- Avg Age of Requests >30 D..
- 90
- Age-Oldest Unassigned
- 35
- Age-Oldest Pending Draft
- 35
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

41.8!

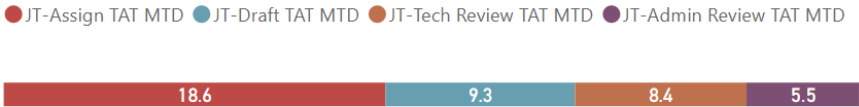
Goal: 30, 31

Overall TAT  
(Past 90 Days)

55.2!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
83218		12

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports\*

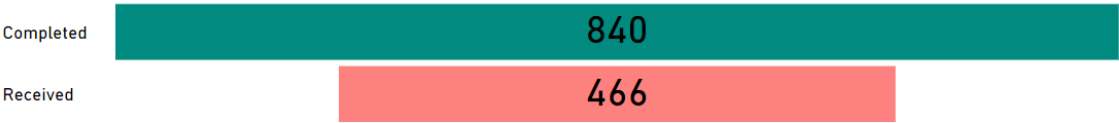
NaN

Quality Filter

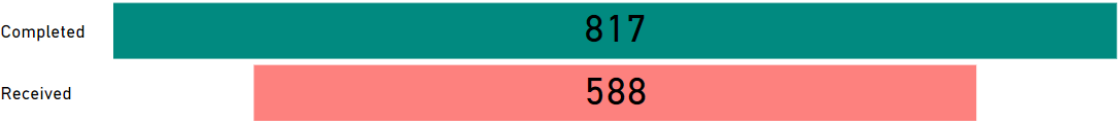
Toxicology

▼

Month to Date



30 Day Avg (Over Past 90 Days)



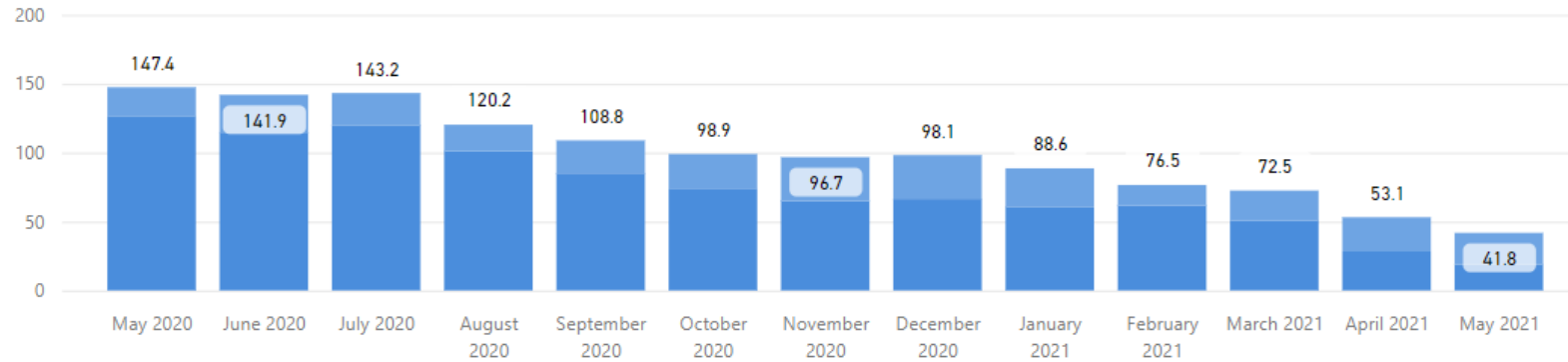
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

Blood Alcohol

Priority Type

All

## Selected Time Frame Averages

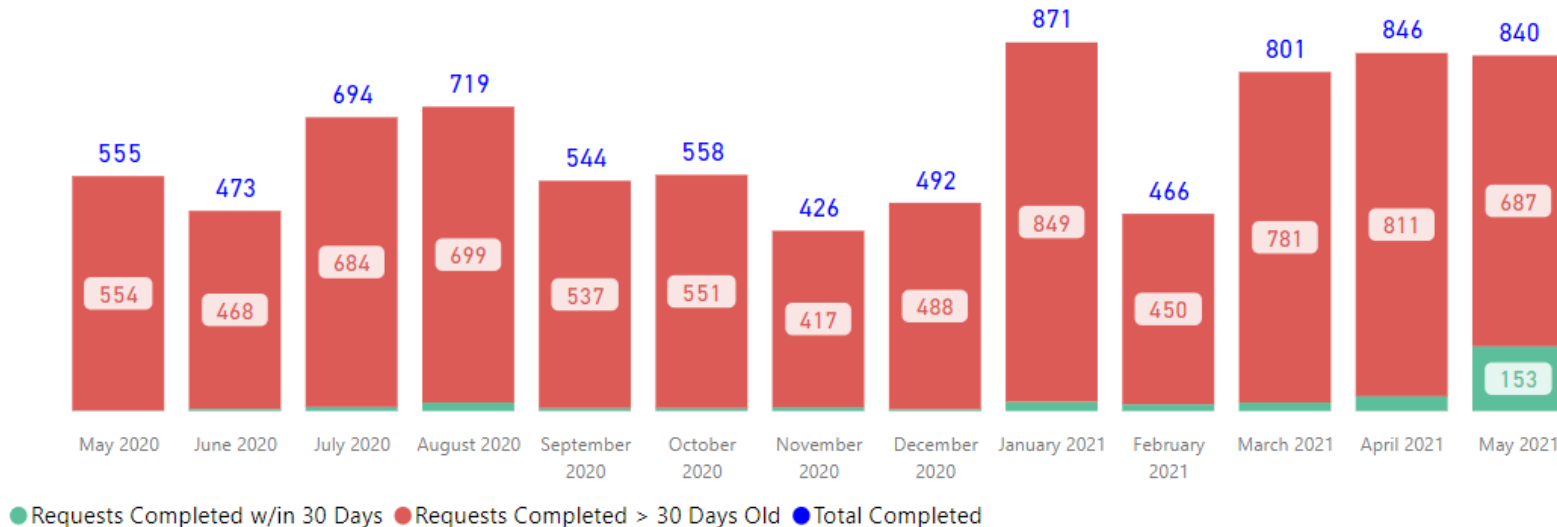
95.29

Total TAT (Rec'd-Compl.) Avg

24.20

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

8285

Requests Completed

7976

Requests Completed > 30 Days Old

96.27 %

% Completed > 30 Days Old

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

Service

Blood Alcohol

Priority Type

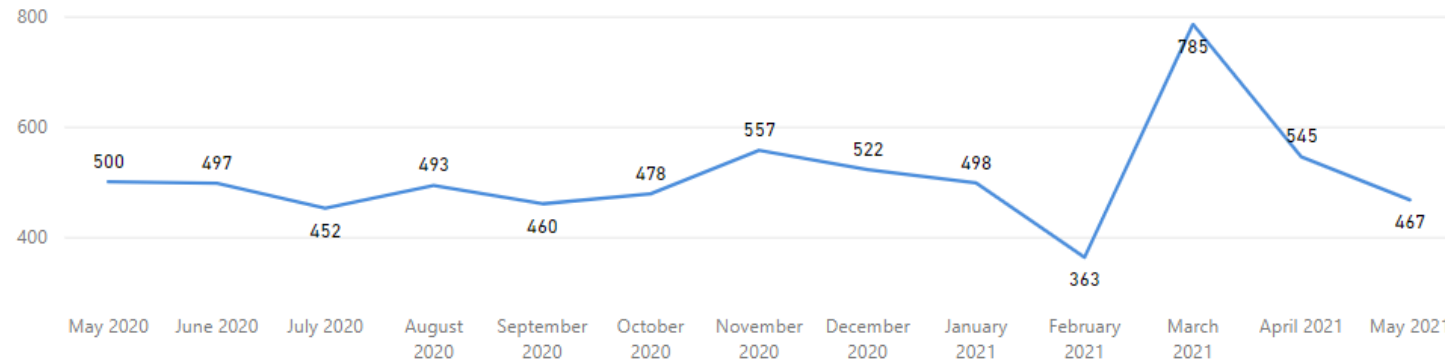
All

Received Filter

5/1/2020

5/31/2021

## Received by Month



Total Received

6,617

Received per Month (Avg)\*

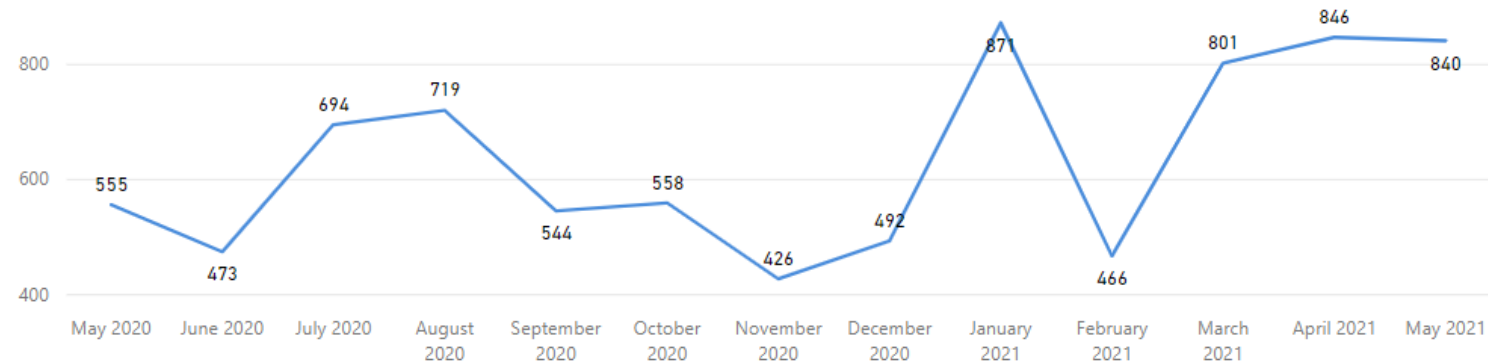
509

Completed Filter

5/1/2020

5/31/2021

## Completed by Month



Total Completed

8,285

Completed per Month (Avg)\*

637

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

Service

Priority Type

Toxicology

All

# of Unassigned

1048!

Goal: 120 (-773.33%)

# Pending Draft

541!

Goal: 30 (-1703.33%)

# Pending Tech

3✓

Goal: 30 (+90%)

# Pending Admin

15✓

Goal: 30 (+50%)

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

1339  
Justice Trax Past Critical Age

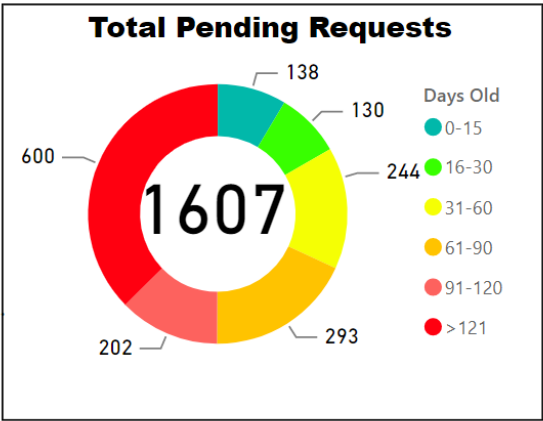
118  
Avg Age of Requests >30 D..

139  
Age-Oldest Unassigned

412  
Age-Oldest Pending Draft

412  
Age-Oldest Pending Tech

243  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

190.8!

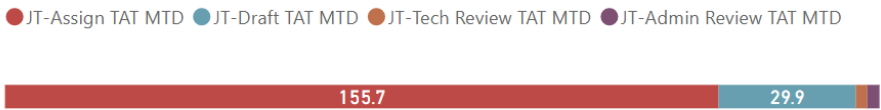
Goal: 90, 91

Overall TAT  
(Past 90 Days)

176.6!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
83218		12

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports\*

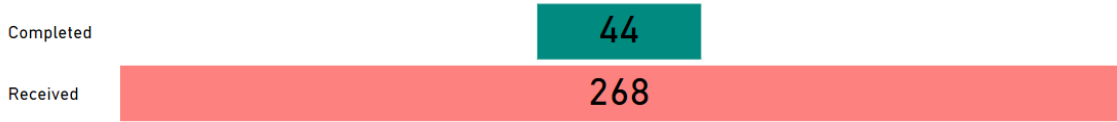
NaN

Quality Filter

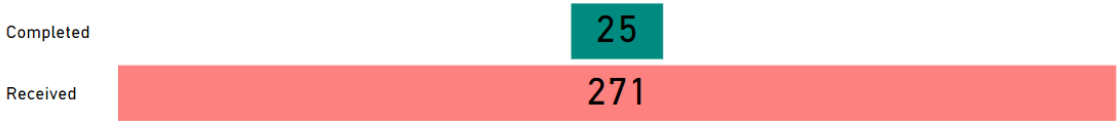
Toxicology

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

Month to Date



30 Day Avg (Over Past 90 Days)





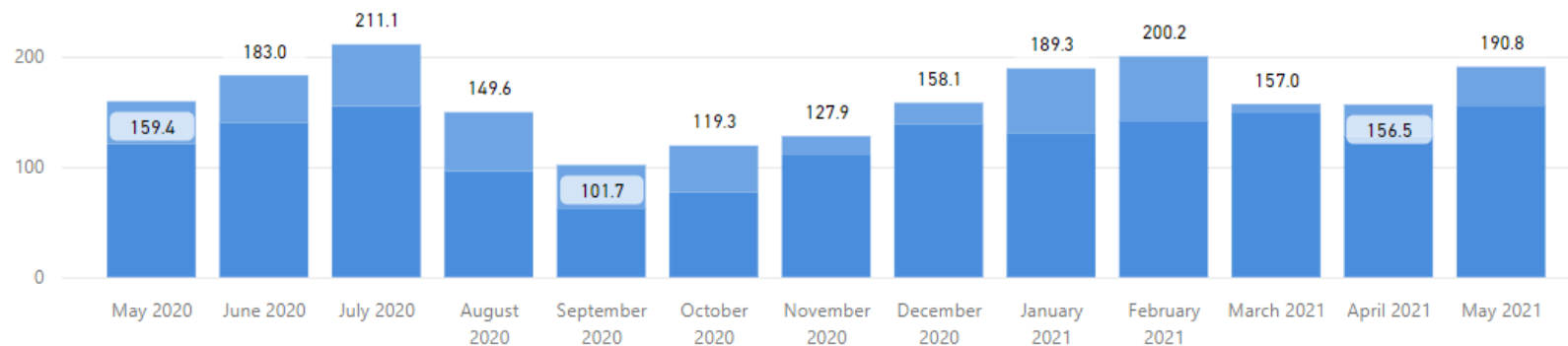
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

Toxicology

Priority Type

All

## Selected Time Frame Averages

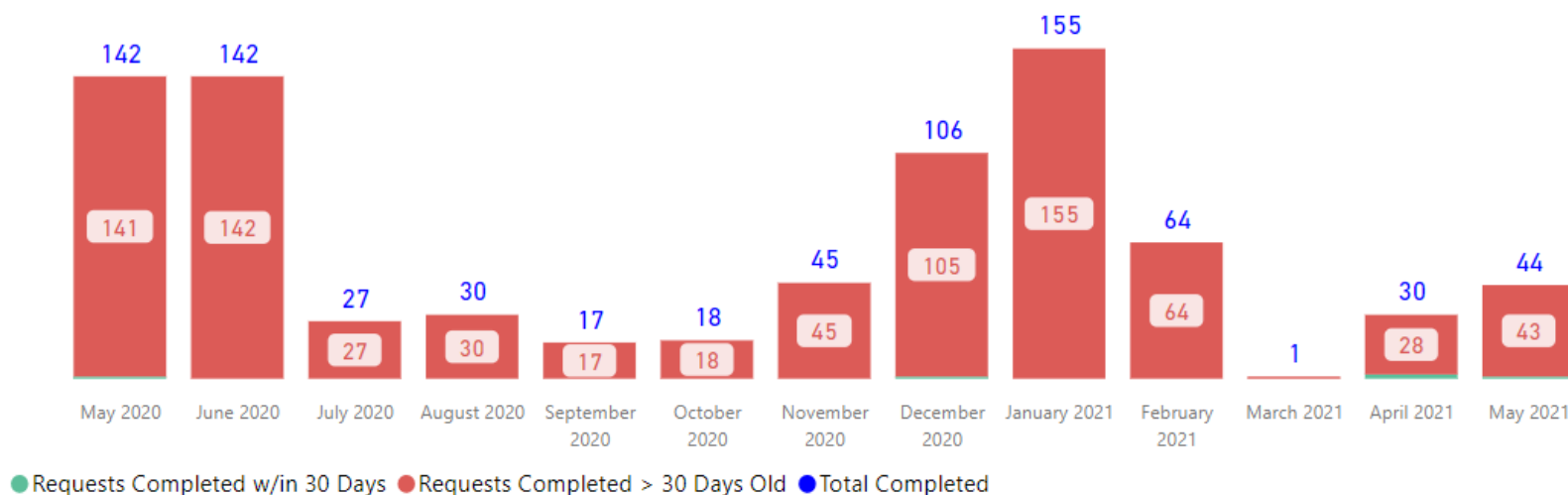
171.26

Total TAT (Rec'd-Compl.) Avg

41.79

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

821

Requests Completed

816

Requests Completed > 30 Days Old

99.39 %

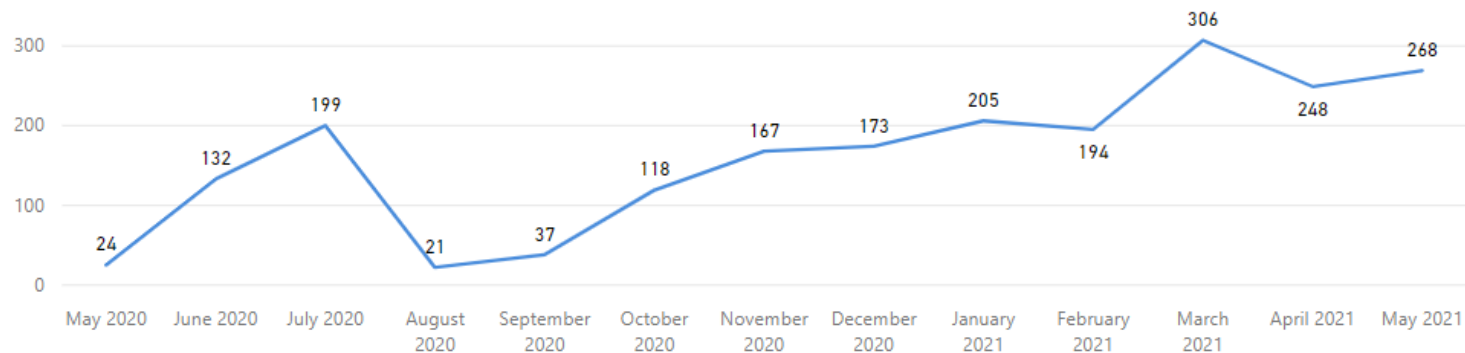
% Completed > 30 Days Old

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

Service  Priority Type

**Received Filter**

### Received by Month



### Total Received

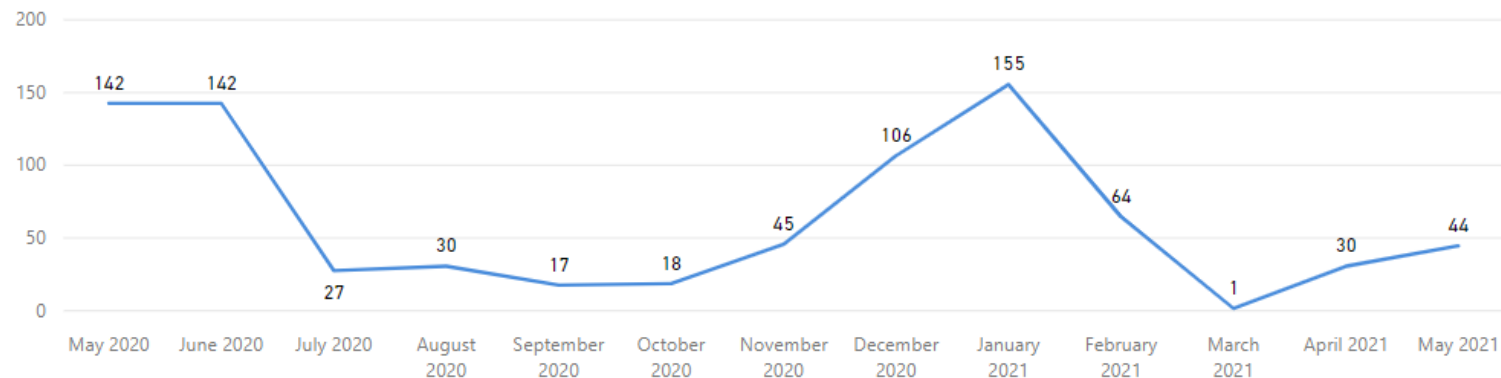
2,092

### Received per Month (Avg)\*

161

**Completed Filter**

### Completed by Month



### Total Completed

821

### Completed per Month (Avg)\*

63

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

# Firearms

Service

Firearms Examination

Priority Type

All

# of Unassigned

58!

Goal: 10 (-480%)

# Pending Draft

21!

Goal: 14 (-50%)

# Pending Tech

5✓

Goal: 9 (+44.44%)

# Pending Admin

0✓

Goal: 5 (+100%)

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

58

Justice Trax Past Critical Age

79

Avg Age of Requests >30 D..

94

Age-Oldest Unassigned

341

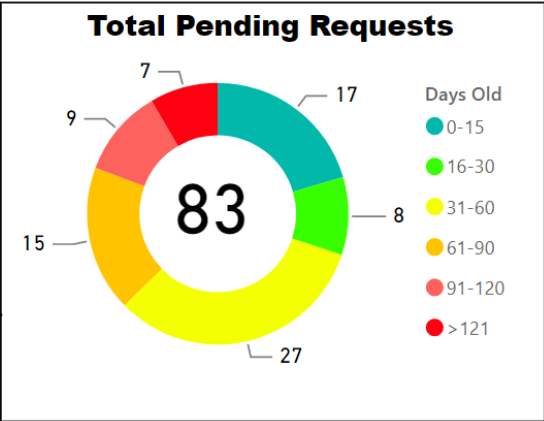
Age-Oldest Pending Draft

98

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

109.2!

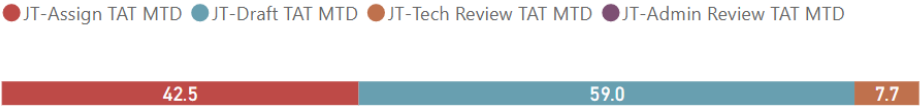
Goal: 40, 41

Overall TAT (Past 90 Days)

76.2!

Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
83308		11
83386		10
83974		3
73798	2020-100	132
82043	2021-IA-01	28
82060	2021-IA-02	28

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

Quality TAT

13✓

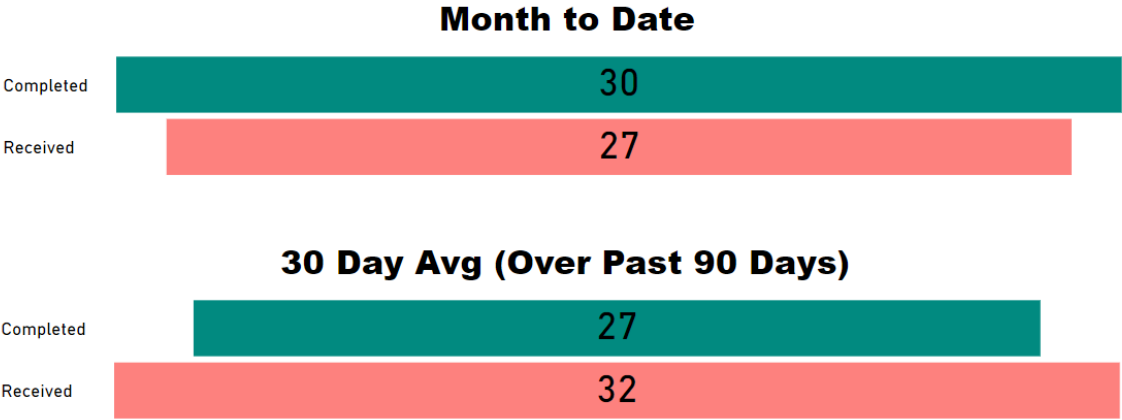
Goal: 30, 31

Avg Age of Open Reports\*

63

Quality Filter

Firearms



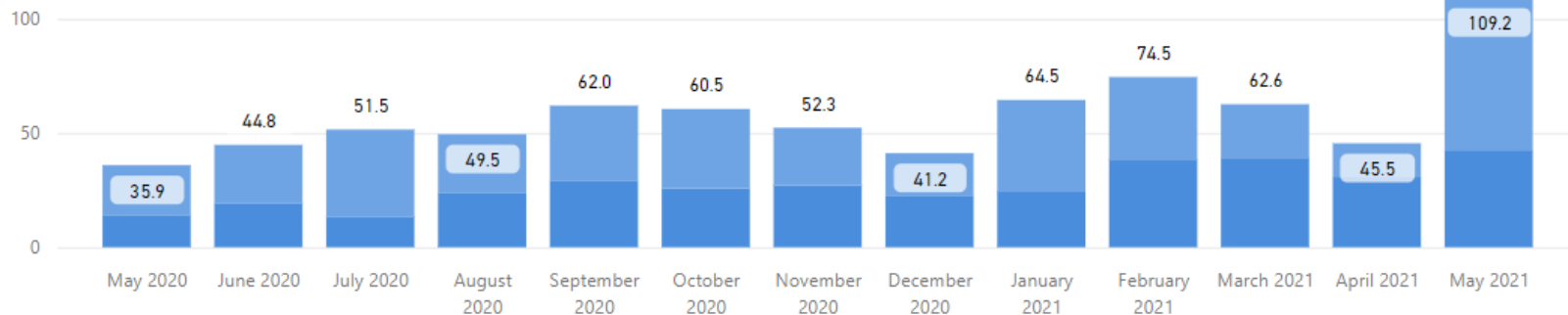
Date Range

5/1/2020

5/31/2021

### Total TAT by Month

Rec'd-Assign TAT Assigned TAT Total TAT



### Request Type

Firearms Examination

Priority Type

All

### Selected Time Frame Averages

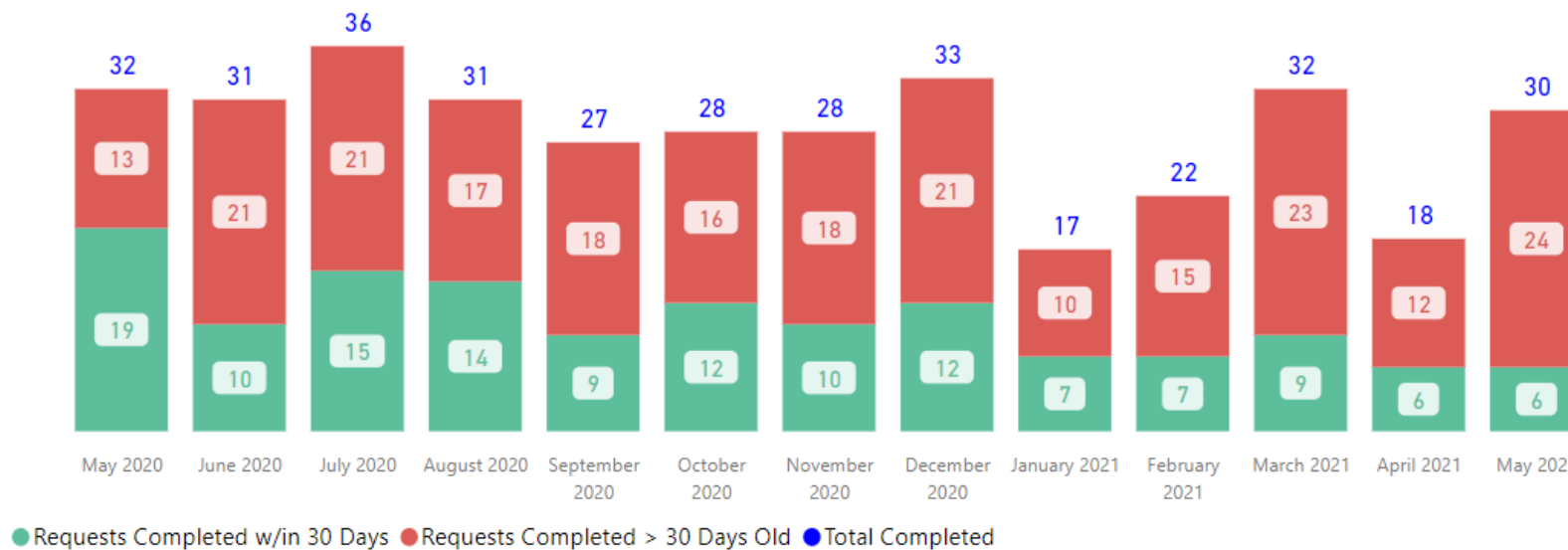
57.40

Total TAT (Rec'd-Compl.) Avg

31.14

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

365

Requests Completed

229

Requests Completed > 30 Days Old

62.74 %

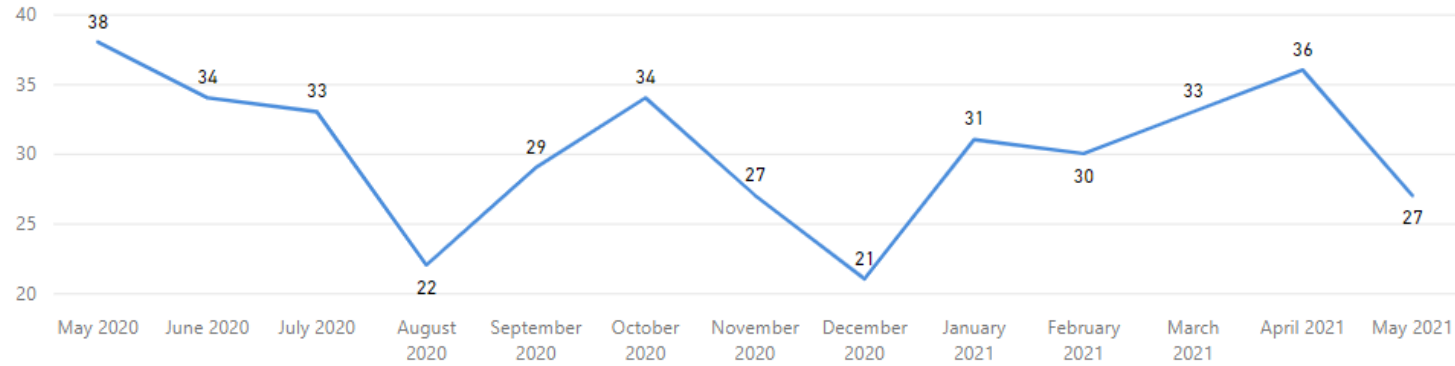
% Completed > 30 Days Old

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

Service  Priority Type

**Received Filter**

### Received by Month



**Total Received**

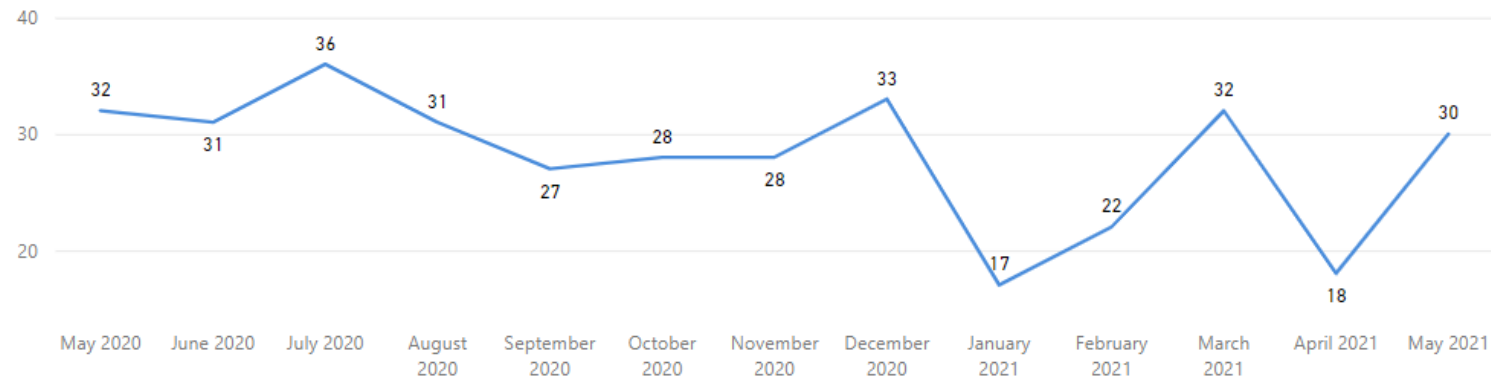
395

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

30

**Completed Filter**

### Completed by Month



**Total Completed**

365

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

28

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

Service

NIBIN Only

▼

Priority Type

All

▼

# of Unassigned

12✓

Goal: 20 (+40%)

# Pending Draft

2✓

Goal: 35 (+94.29%)

# Pending Tech

17✓

Goal: 20 (+15%)

# Pending Admin

3✓

Goal: 20 (+85%)

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

8  
Justice Trax Past Critical Age

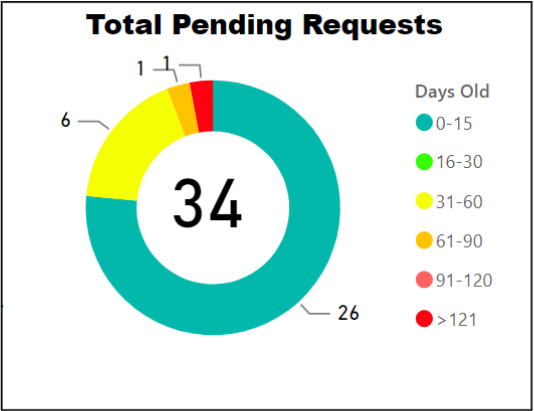
71  
Avg Age of Requests >30 D..

83  
Age-Oldest Unassigned

235  
Age-Oldest Pending Draft

6  
Age-Oldest Pending Tech

6  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

1.8✓

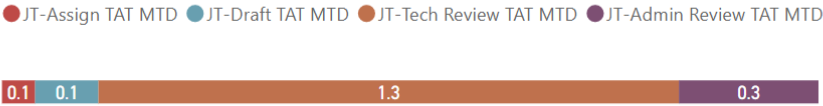
Goal: 7, 8

Overall TAT  
(Past 90 Days)

2.0✓

Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
83308		11
83386		10
83974		3
73798	2020-100	132
82043	2021-IA-01	28
82060	2021-IA-02	28

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

Quality TAT

13✓

Goal: 30, 31

Avg Age of Open Reports\*

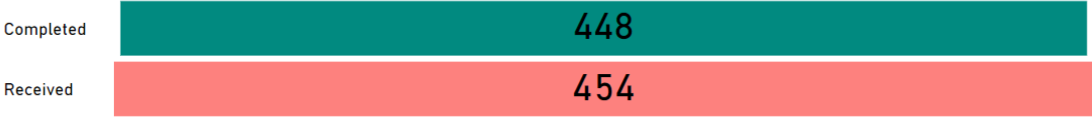
63

Quality Filter

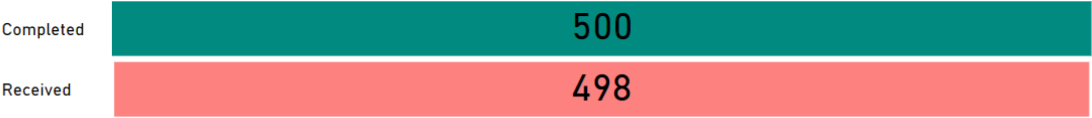
Firearms

▼

Month to Date



30 Day Avg (Over Past 90 Days)





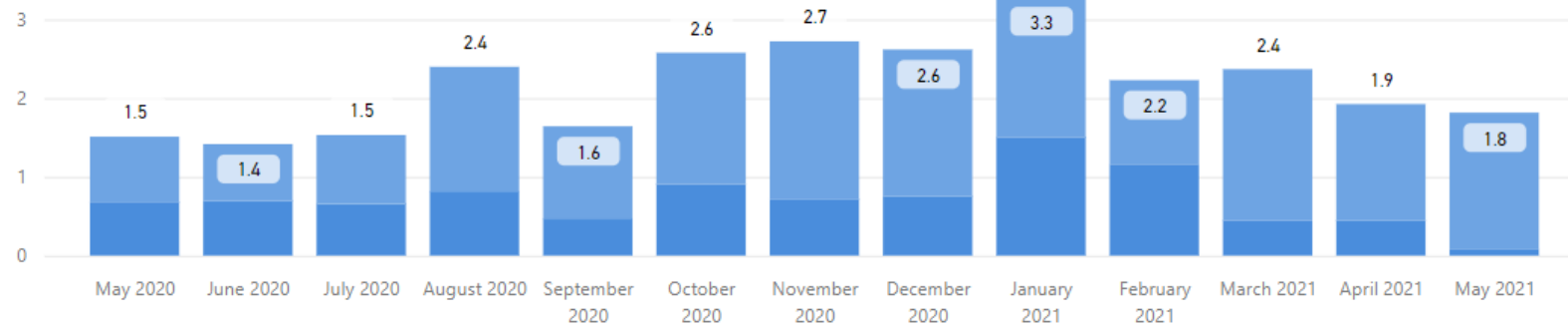
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

NIBIN Only

Priority Type

All

## Selected Time Frame Averages

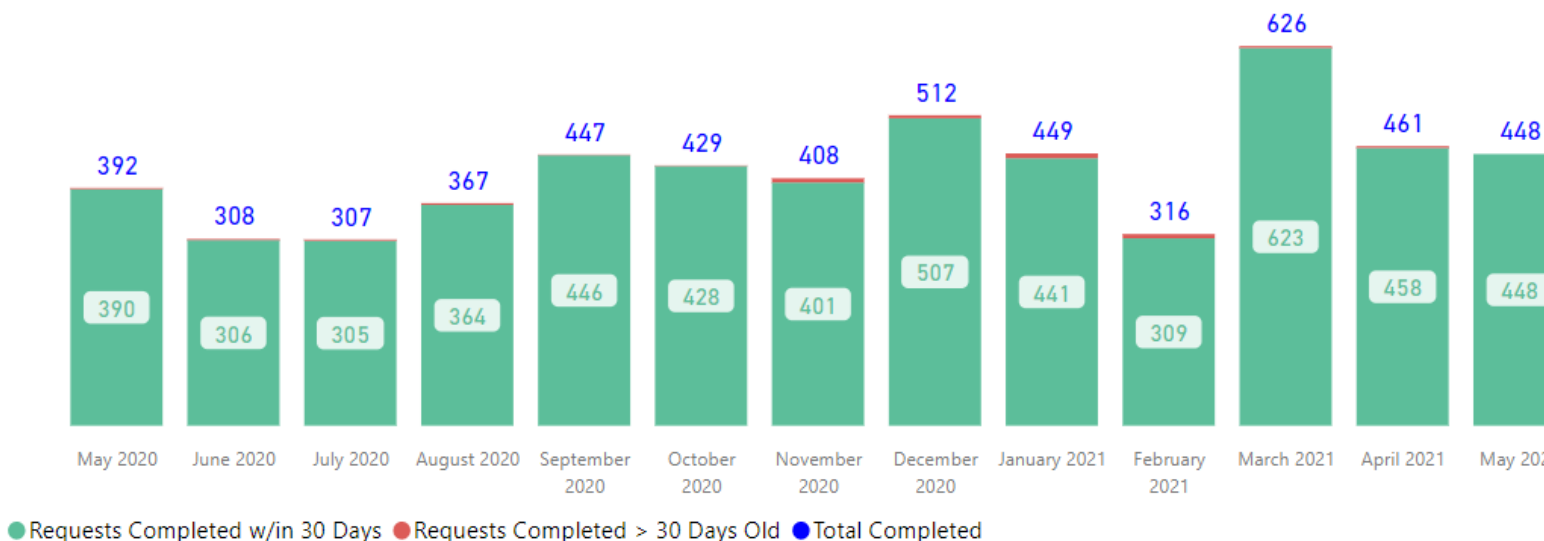
2.20

Total TAT (Rec'd-Compl.) Avg

1.50

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

5470

Requests Completed

44

Requests Completed > 30 Days Old

0.80 %

% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

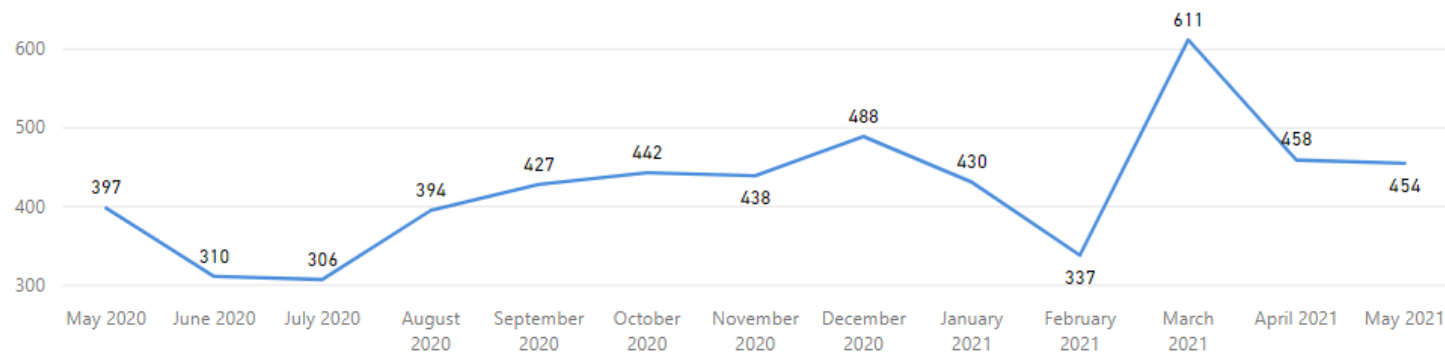
All

## Received Filter

5/1/2020

5/31/2021

## Received by Month



## Total Received

5,492

## Received per Month (Avg)\*

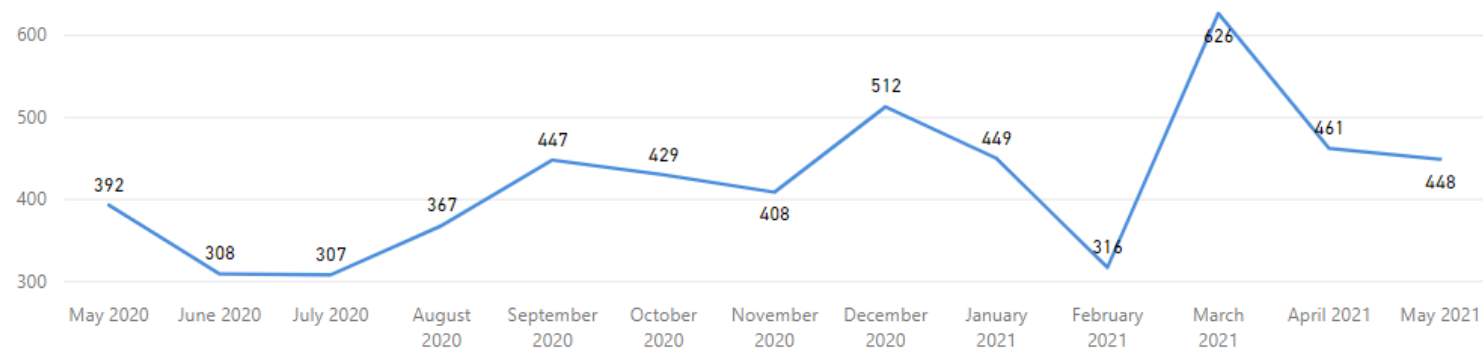
422

## Completed Filter

5/1/2020

5/31/2021

## Completed by Month



## Total Completed

5,470

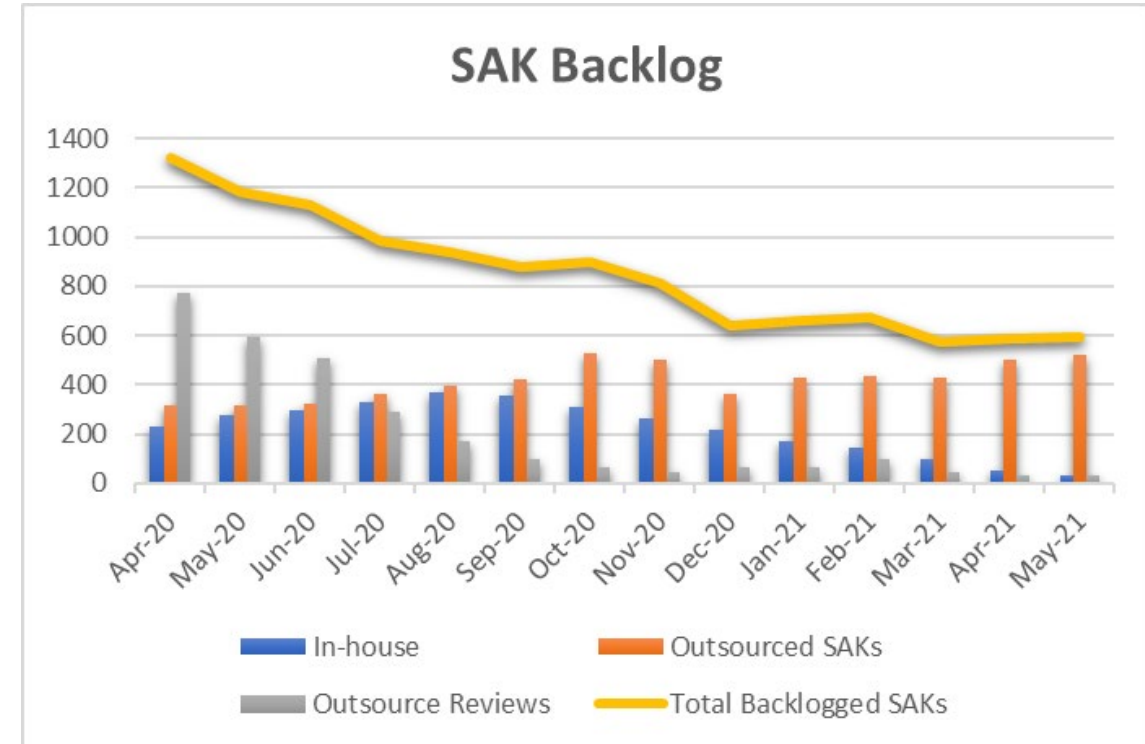
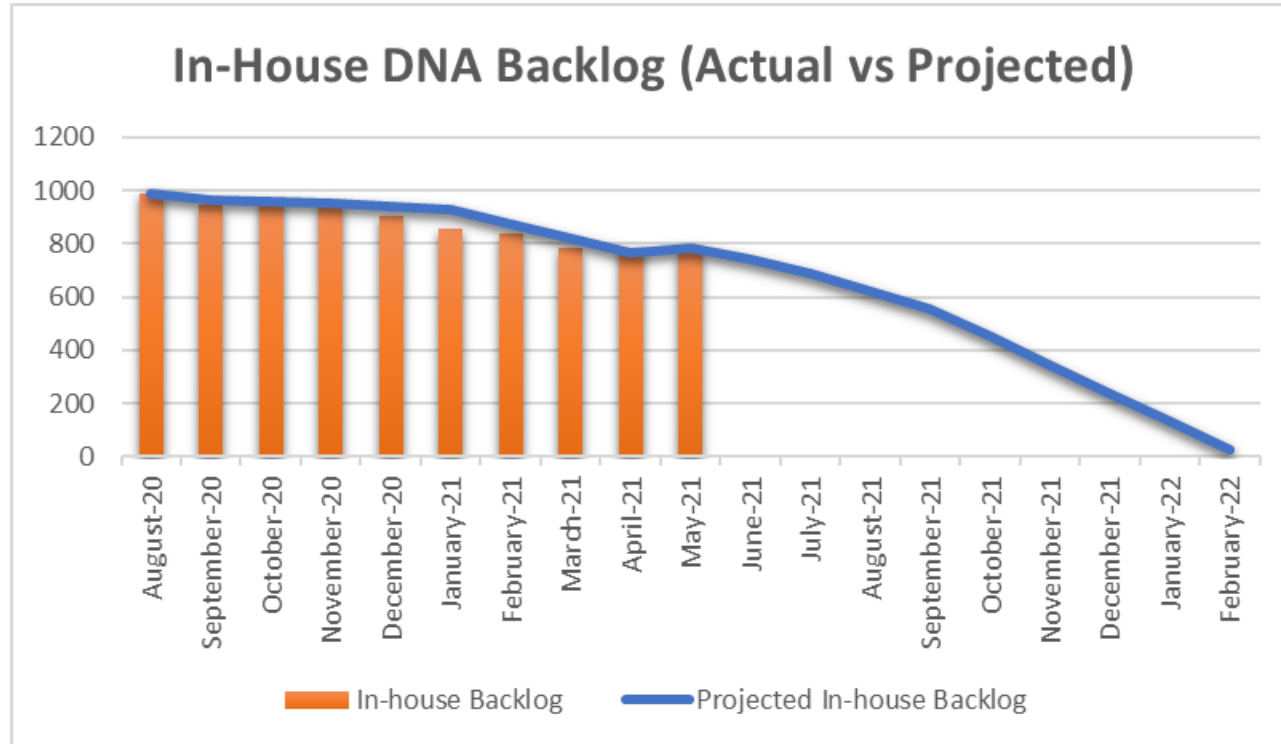
## Completed per Month (Avg)\*

421

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

# Forensic Biology

# DNA Backlog Update



Section

DNA

Request Type

All

# of Unassigned

58!

Goal: 20 (-190%)

# Pending Draft

757!

Goal: 24 (-3054.17%)

# Pending Tech

59!

Goal: 24 (-145.83%)

# Pending Admin

7✓

Goal: 20 (+65%)

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

775  
Past Critical Age

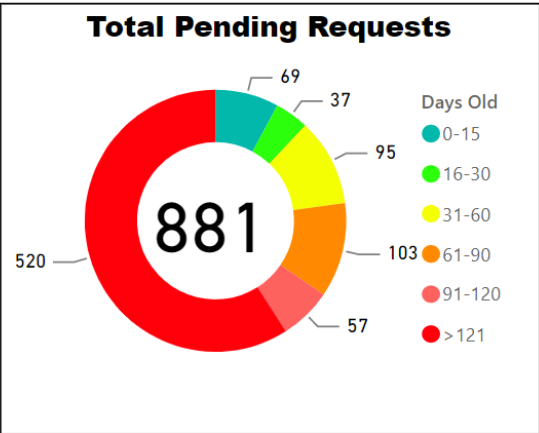
208  
Avg Age of Reqeusts >30 ...

27  
Age-Oldest Unassigned PL

1510  
Age-Oldest Pending Draft...

2573  
Age-Oldest Pending Tech ...

405  
Age-Oldest Pending Adm...



Overall TAT  
(Month to Date)

247.2!

Goal: 30, 31

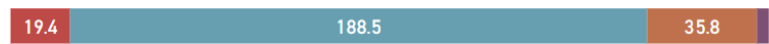
Overall TAT  
(Past 90 Days)

257.3!

Goal: 30, 31

TAT by Phase of Work (MTD)

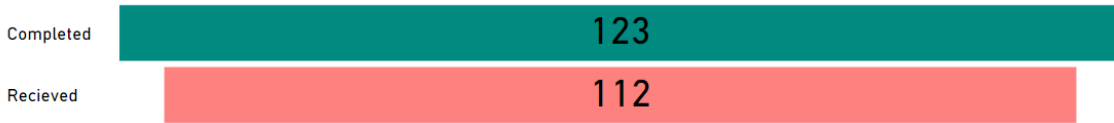
PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



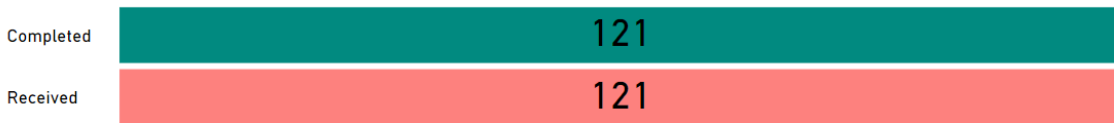
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	681
57686	2020-008	327
61919	2020-031	273
63990	2020-IA-06	247
64034	2020-IA-07	247
64601	2020-049	240
66476	2020-055	214

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

Quality TAT

62!

Goal: 40, 41

Avg Age of Open Reports\*

168

Quality Filter

Biology/DNA

Section

DNA

Request Type

SAK

# of Unassigned

0✓

Goal: 20 (+100%)

# Pending Draft

29!

Goal: 24 (-20.83%)

# Pending Tech

5✓

Goal: 24 (+79.17%)

# Pending Admin

1✓

Goal: 20 (+95%)

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

33

Past Critical Age

377

Avg Age of Reqeusts &gt;30 ...

0

Age-Oldest Unassigned PL

1510

Age-Oldest Pending Draft...

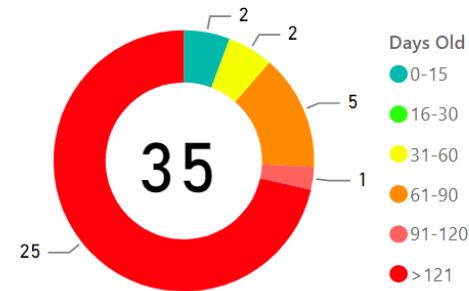
648

Age-Oldest Pending Tech ...

139

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

284.5!

Goal: 30, 31

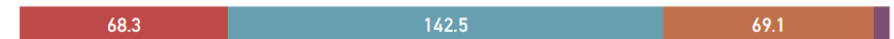
Overall TAT  
(Past 90 Days)

316.3!

Goal: 30, 31

## TAT by Phase of Work (MTD)

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



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



## Month to Date



## 30 Day Avg (Over Past 90 Days)



## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	681
57686	2020-008	327
61919	2020-031	273
63990	2020-IA-06	247
64034	2020-IA-07	247
64601	2020-049	240
66476	2020-055	214

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

## Quality TAT

62!

Goal: 40, 41

## Avg Age of Open Reports\*

168

Quality Filter

Biology/DNA

Section

Request Type

Outsourced - DNA

All

# of Unassigned

611!

Goal: 100 (-511%)

# Pending Draft

0✓

Goal: 100 (+100%)

# Pending Tech

0✓

Goal: 100 (+100%)

# Pending Admin

0✓

Goal: 100 (+100%)

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

523

Past Critical Age

127

Avg Age of Reqeusts &gt;30 ...

441

Age-Oldest Unassigned PL

0

Age-Oldest Pending Draft...

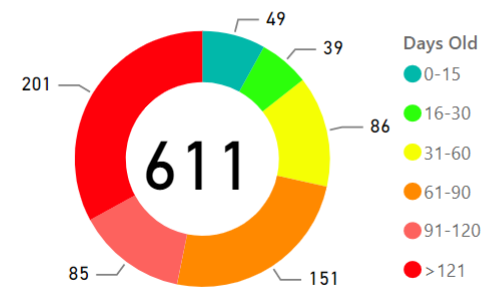
0

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

247.6!

Goal: 100, 100

Overall TAT  
(Past 90 Days)

174.9!

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

218.3

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

163.6

## Month to Date

Completed

67

Recieved

90

## 30 Day Avg (Over Past 90 Days)

Completed

70

Received

111

## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	681
57686	2020-008	327
61919	2020-031	273
63990	2020-1A-06	247
64034	2020-1A-07	247
64601	2020-049	240
66476	2020-055	214

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

## Quality TAT

62!

Goal: 40, 41

## Avg Age of Open Reports\*

168

Quality Filter

Biology/DNA



## Date Range

5/1/2020

5/31/2021

## Request Type

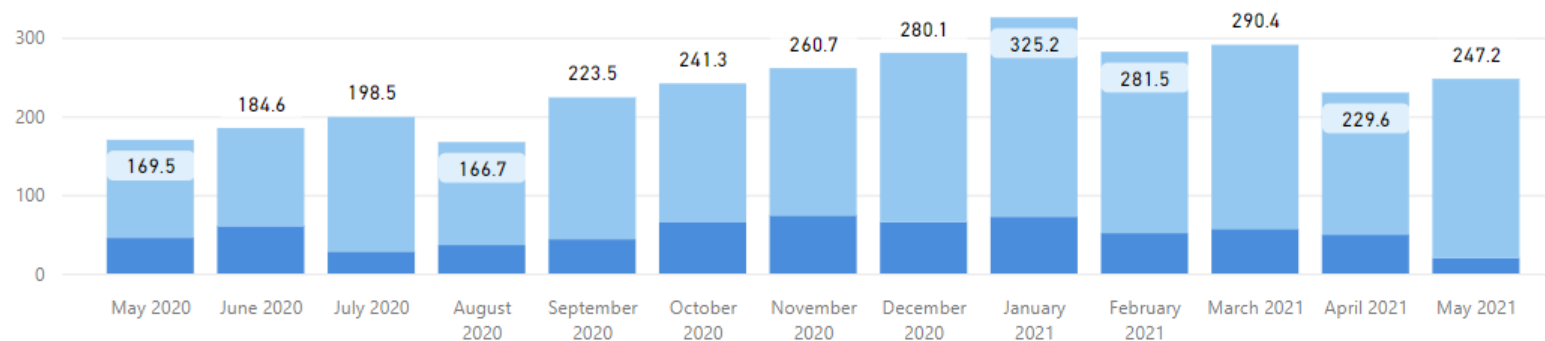
DNA

Request Type

All

## Total TAT by Month

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



## Selected Time Frame Averages

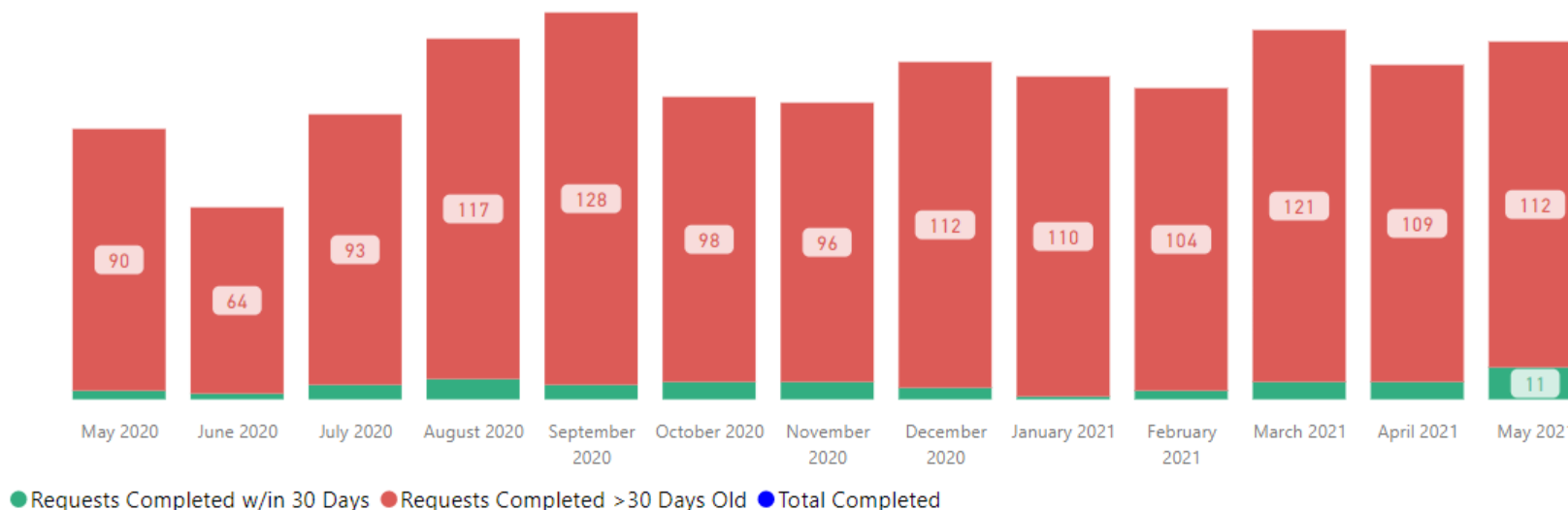
240.93

Total TAT (Rec'd-Compl.) Avg

190.75

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1419

Requests Completed

1354

Requests Completed > 30 Days

95.42 %

% Completed > 30 Days

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

Section



Request Type

DNA



All



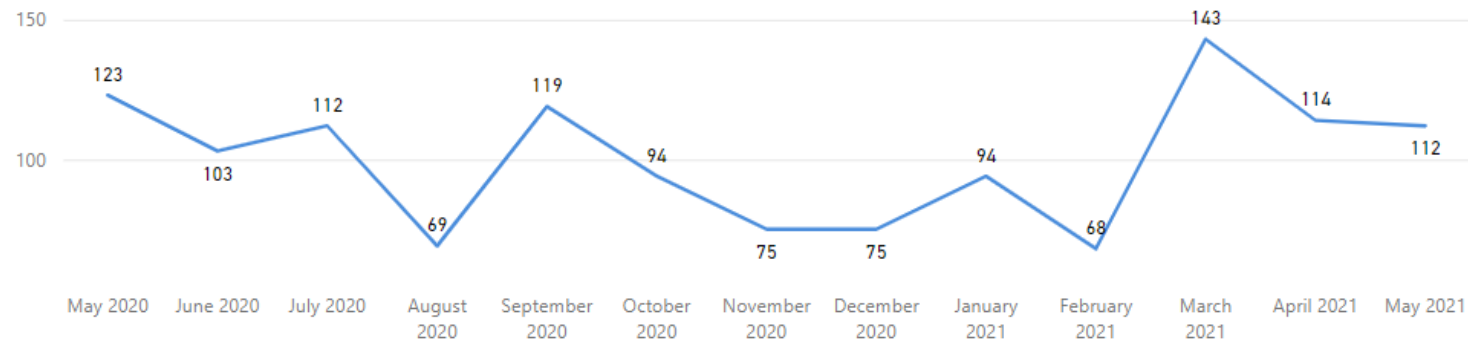
## Received Filter

5/1/2020

5/31/2021



## Received by Month



## Total Received

1301

## Received per Month (Avg)\*

100

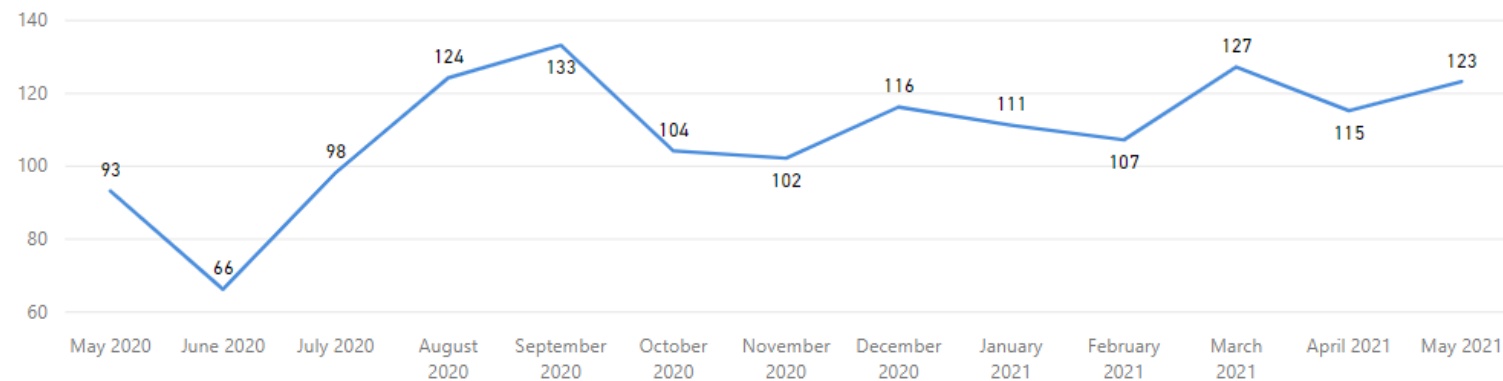
## Completed Filter

5/1/2020

5/31/2021



## Completed by Month



## Total Completed

1419

## Completed per Month (Avg)\*

109

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

Section

Screening

Request Type

All

# of Unassigned

0✓

Goal: 10 (+100%)

# Pending Draft

14✓

Goal: 14 (+0%)

# Pending Tech

0✓

Goal: 16 (+100%)

# Pending Admin

3✓

Goal: 12 (+75%)

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

0

Past Critical Age

NaN

Avg Age of Reqeusts &gt;30 ...

0

Age-Oldest Unassigned PL

18

Age-Oldest Pending Draft...

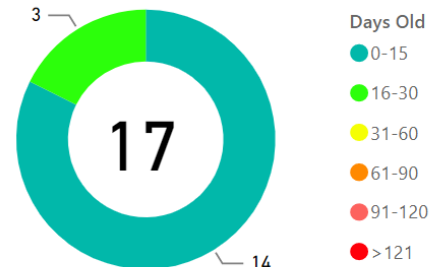
0

Age-Oldest Pending Tech ...

25

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

10.9✓

Goal: 10, 11

Overall TAT  
(Past 90 Days)

9.6✓

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)



## Month to Date

Completed

98

Recieved

82

## 30 Day Avg (Over Past 90 Days)

Completed

101

Received

97

## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	681
57686	2020-008	327
61919	2020-031	273
63990	2020-IA-06	247
64034	2020-IA-07	247
64601	2020-049	240
66476	2020-055	214

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

## Quality TAT

62!

Goal: 40, 41

## Avg Age of Open Reports\*

168

Quality Filter

Biology/DNA

## Date Range

5/1/2020

5/31/2021

## Request Type

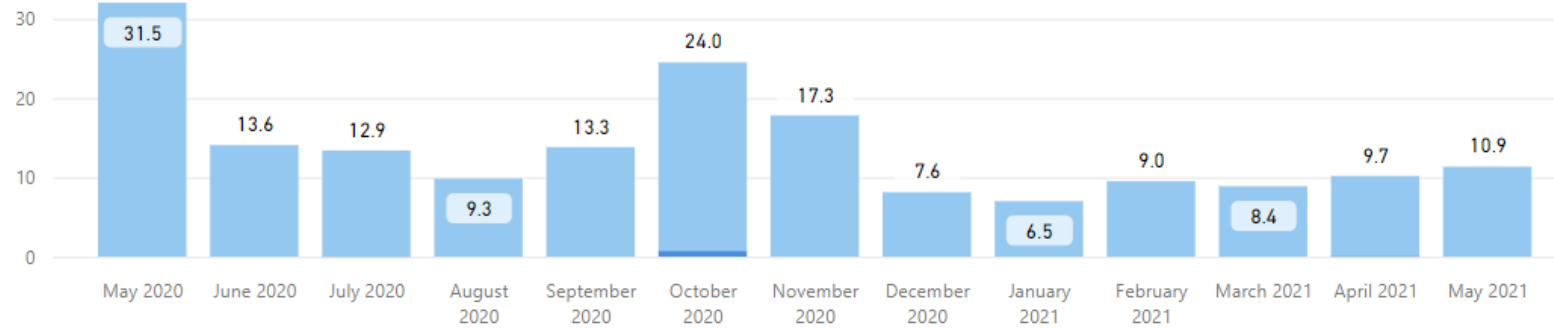
Screening

Request Type

All

## Total TAT by Month

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



## Selected Time Frame Averages

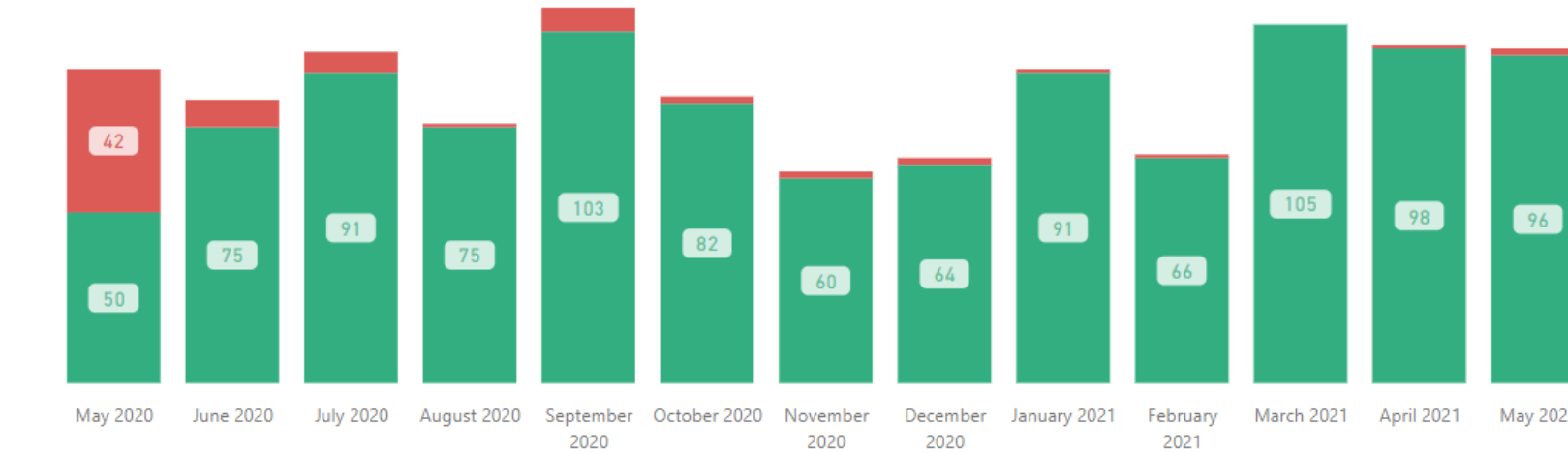
13.40

Total TAT (Rec'd-Compl.) Avg

13.82

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

1131

Requests Completed

75

Requests Completed > 30 Days

6.63 %

% Completed > 30 Days

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

Section

Screening

Request Type

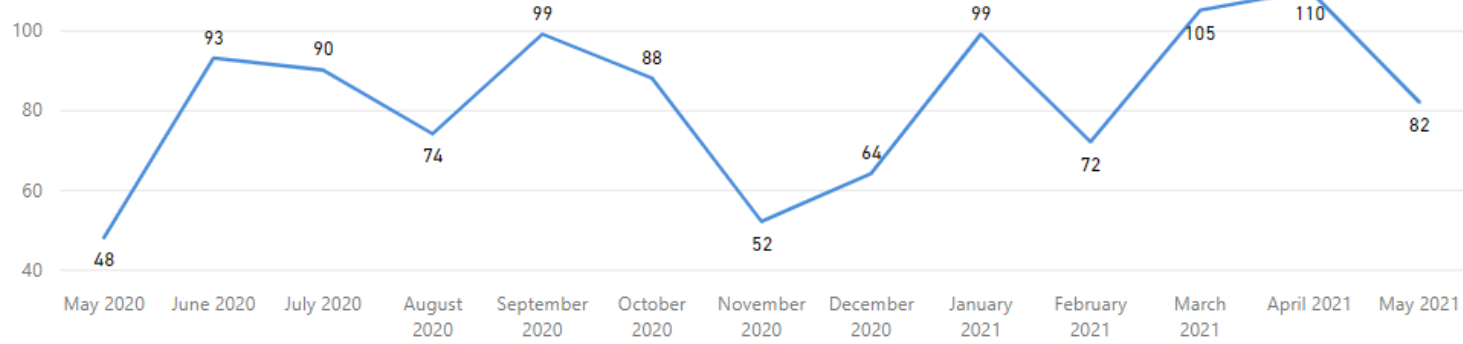
All

Received Filter

5/1/2020

5/31/2021

### Received by Month



Total Received

1076

Received per Month (Avg)\*

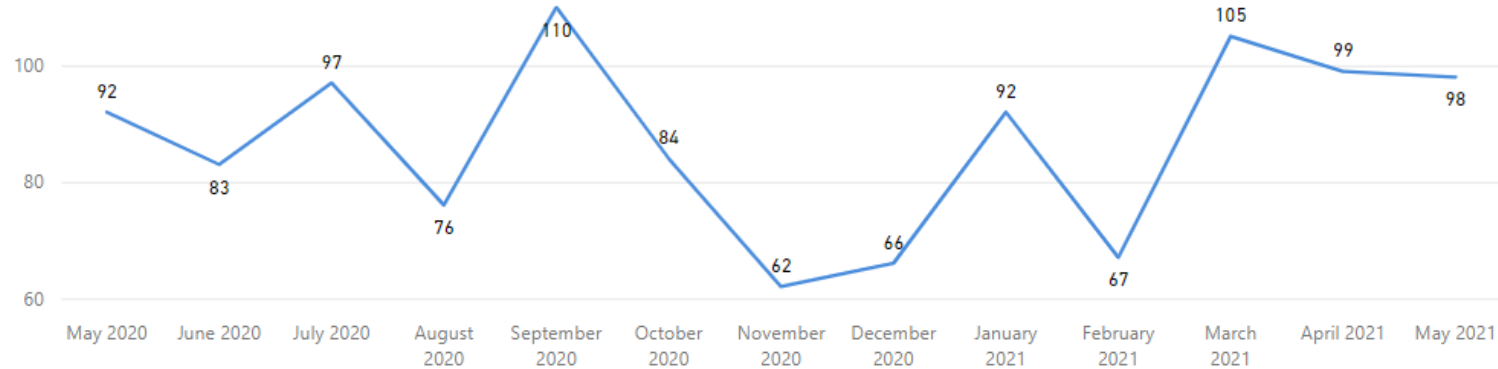
83

Completed Filter

5/1/2020

5/31/2021

### Completed by Month



Total Completed

1131

Completed per Month (Avg)\*

87

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

Section

CODIS

CODIS Hit Type

All

# of Unassigned

34✓

Goal: 100 (+66%)

# Pending Draft

15✓

Goal: 20 (+25%)

# Pending Tech

0✓

Goal: 15 (+100%)

# Pending Admin

0✓

Goal: 0

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

0

Past Critical Age

NaN

Avg Age of Reqeusts &gt;30 ...

27

Age-Oldest Unassigned PL

21

Age-Oldest Pending Draft...

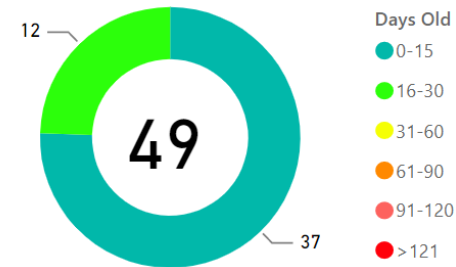
0

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

8.3✓

Goal: 30, 31

Overall TAT  
(Past 90 Days)

8.3✓

Goal: 30, 31

## TAT by Phase of Work (MTD)

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



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



## Month to Date

Completed

147

Recieved

172

## 30 Day Avg (Over Past 90 Days)

Completed

412

Received

327

## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	681
57686	2020-008	327
61919	2020-031	273
63990	2020-IA-06	247
64034	2020-IA-07	247
64601	2020-049	240
66476	2020-055	214

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

## Quality TAT

62!

Goal: 40, 41

## Avg Age of Open Reports\*

168

Quality Filter

Biology/DNA

## Date Range

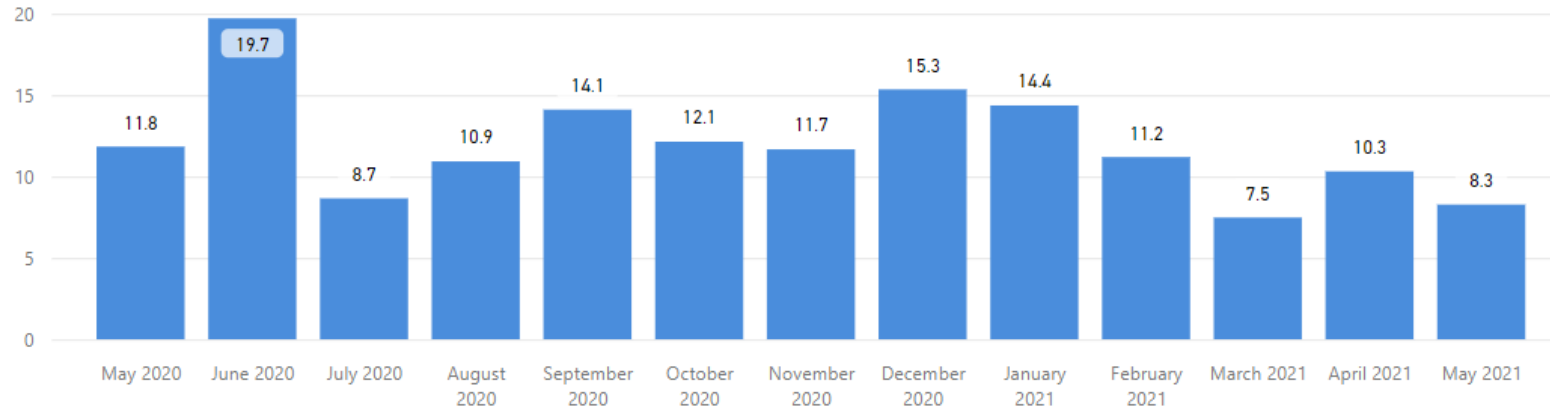
5/1/2020

5/31/2021

## Request Type

CODIS

### Total TAT by Month

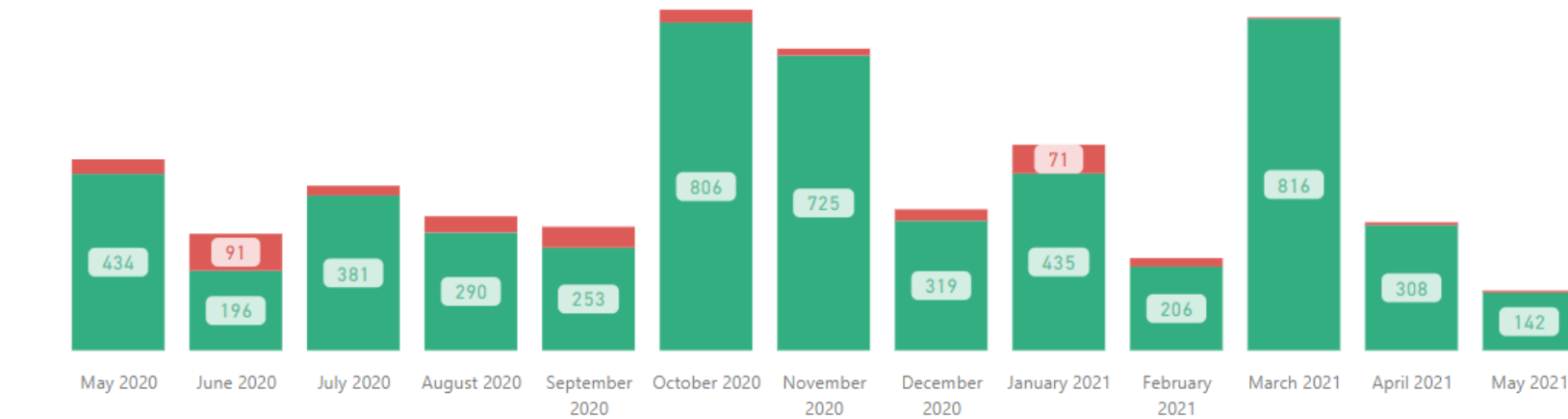


### Selected Time Frame Averages

11.70

Total TAT (Rec'd-Compl.) Avg

### Requests Completed



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

### Received to Complete

5737

Requests Completed

426

Requests Completed > 30 Days

7.43 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

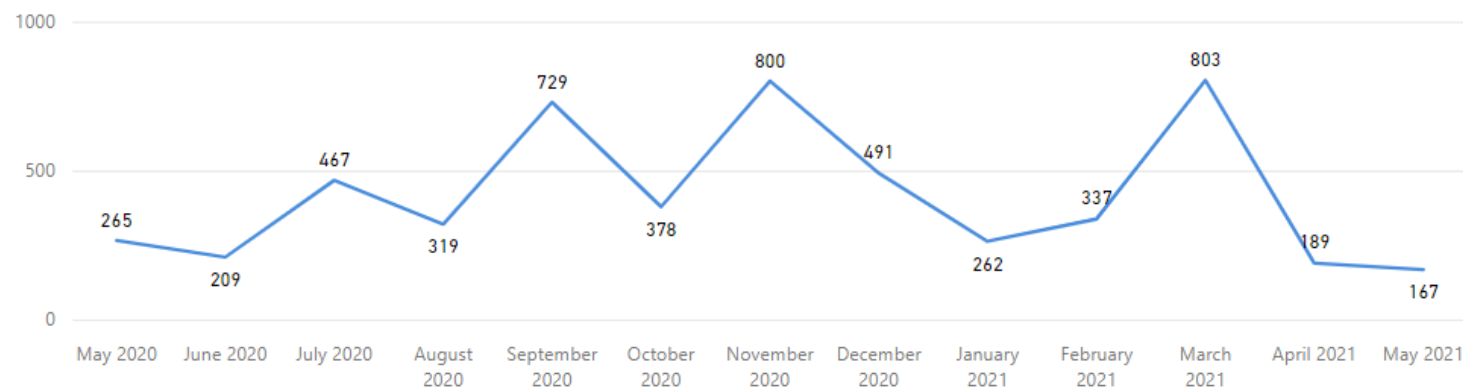
All

Received Filter

5/1/2020

5/31/2021

## Received by Month



Total Received

5416

Received per Month (Avg)\*

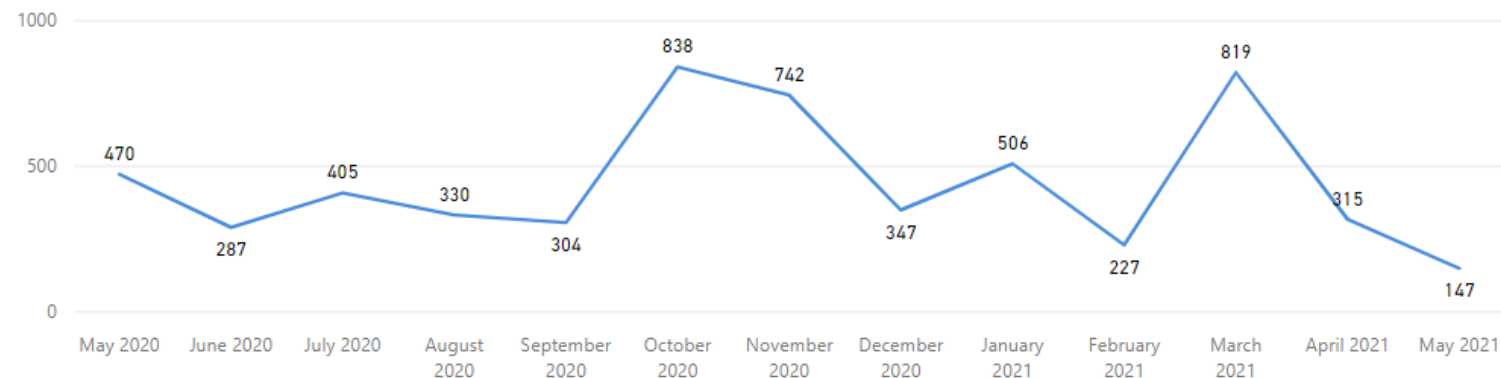
417

Completed Filter

5/1/2020

5/31/2021

## Completed by Month



Total Completed

5737

Completed per Month (Avg)\*

441

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



# Latent Prints

Service

Latent Comparison

Priority Type

All

# of Unassigned

2510!

Goal: 230 (-991.3%)

# Pending Draft

57!

Goal: 50 (-14%)

# Pending Tech

133!

Goal: 50 (-166%)

# Pending Admin

1✓

Goal: 50 (+98%)

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

2539

Justice Trax Past Critical Age

353

Avg Age of Requests &gt;30 D..

700

Age-Oldest Unassigned

1052

Age-Oldest Pending Draft

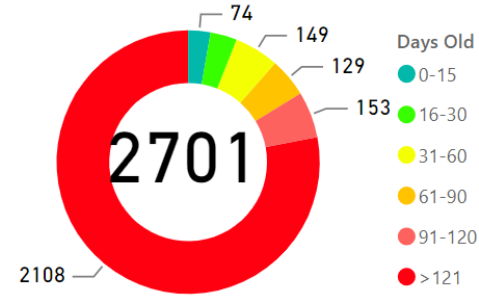
760

Age-Oldest Pending Tech

32

Age-Oldest Pending Admin

## Total Pending Requests

Overall TAT  
(Month to Date)

483.3!

Goal: 45, 46

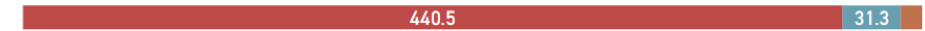
Overall TAT  
(Past 90 Days)

456.7!

Goal: 45, 46

## TAT by Phase of Work (MTD)

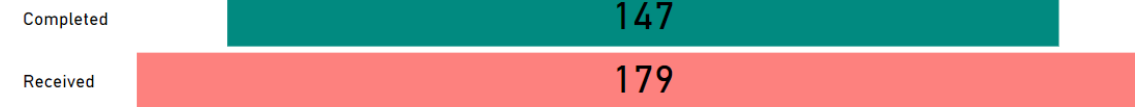
JT-Assign TAT MTD JT-Draft TAT MTD JT-Tech Review TAT MTD JT-Admin Review TAT MTD



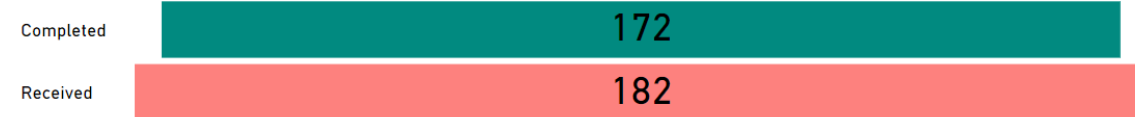
## TAT by Phase of Work (Past 90 Days)



## Month to Date



## 30 Day Avg (Over Past 90 Days)



## Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		26
82892		16
83045		14
83770		5
80349	2020-033	52
80971	2021-020	44
81856	2021-027	31

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

## Quality TAT

95!

Goal: 40, 41

## Avg Age of Open Reports\*

42

Quality Filter

Latent Prints

## Date Range

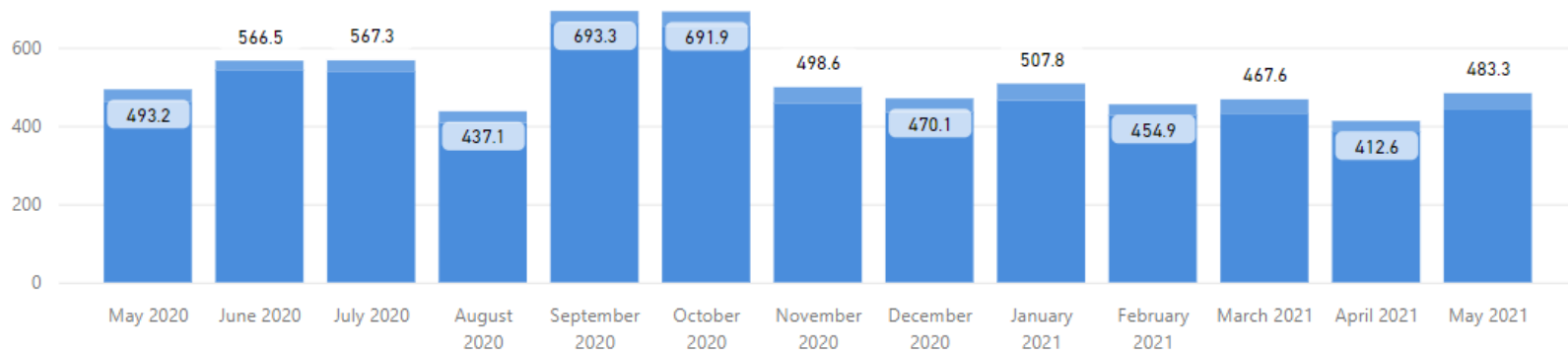
5/1/2020

5/31/2021

## Total TAT by Month

📌 📄 🗑️ 📁 ...

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



## Request Type

Latent Comparison

Priority Type

All

## Selected Time Frame Averages

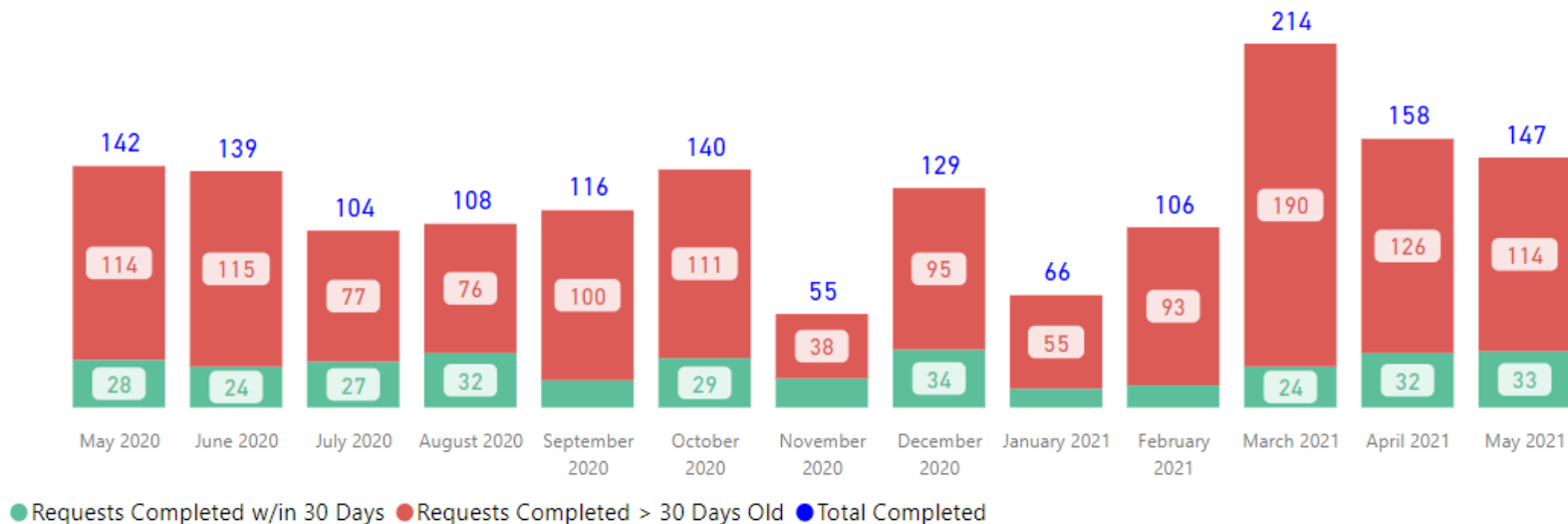
516.23

Total TAT (Rec'd-Compl.) Avg

33.13

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1624

Requests Completed

1304

Requests Completed > 30 Days Old

80.30 %

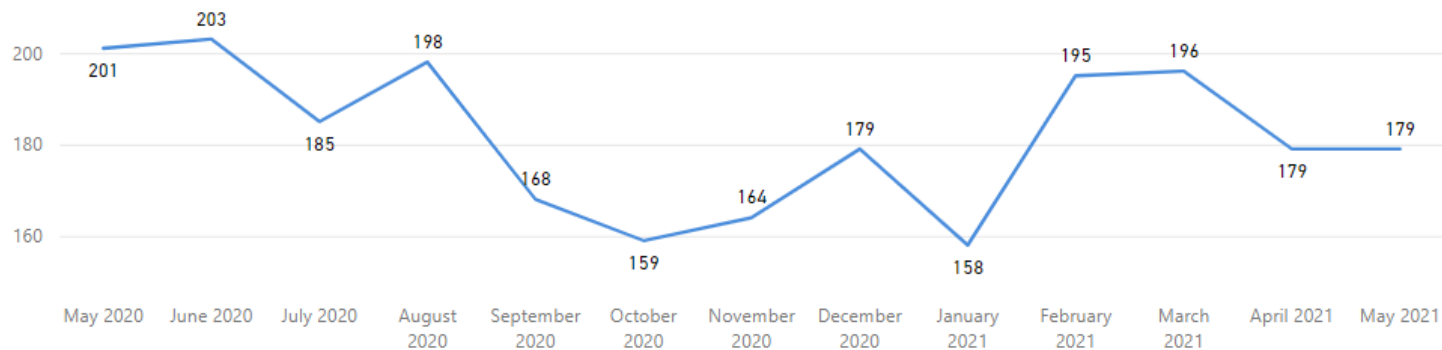
% Completed > 30 Days Old

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

Service  Priority Type

**Received Filter**

### Received by Month



### Total Received

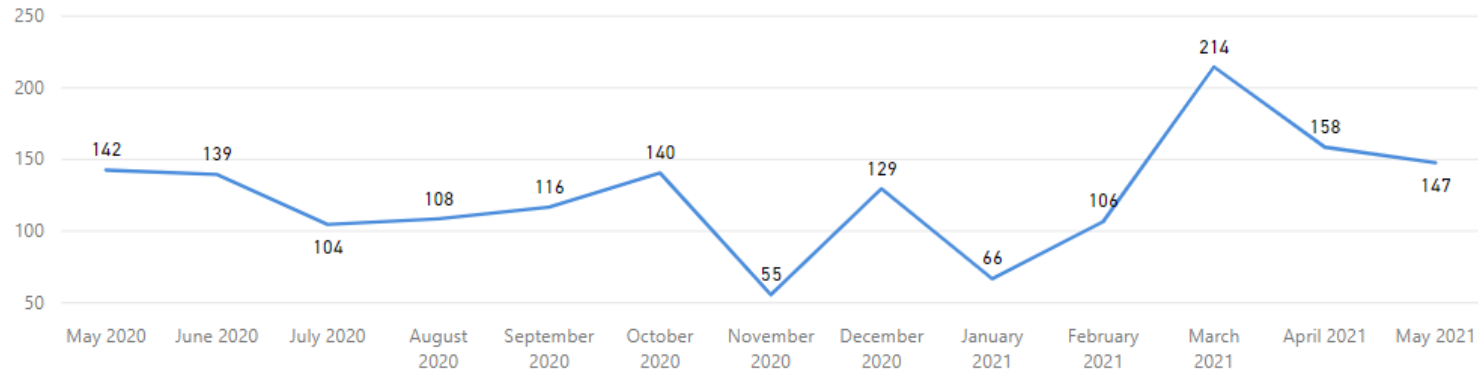
2,364

### Received per Month (Avg)\*

182

**Completed Filter**

### Completed by Month



### Total Completed

1,624

### Completed per Month (Avg)\*

125

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

Service

Priority Type

Latent Processing

All

# of Unassigned

528!

Goal: 50 (-956%)

# Pending Draft

10✓

Goal: 30 (+66.67%)

# Pending Tech

3✓

Goal: 30 (+90%)

# Pending Admin

7✓

Goal: 30 (+76.67%)

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

504  
Justice Trax Past Critical Age

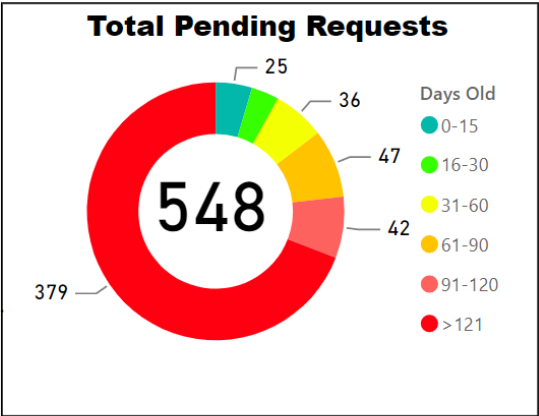
275  
Avg Age of Requests >30 D..

629  
Age-Oldest Unassigned

635  
Age-Oldest Pending Draft

32  
Age-Oldest Pending Tech

82  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

150.5!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

199.1!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		26
82892		16
83045		14
83770		5
80349	2020-033	52
80971	2021-020	44
81856	2021-027	31

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

Quality TAT

95!

Goal: 40, 41

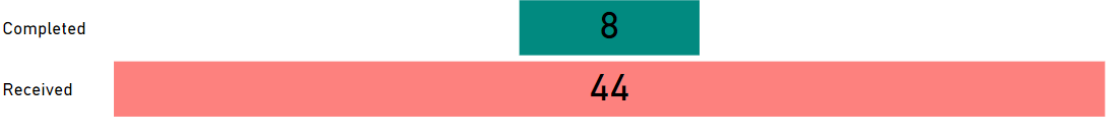
Avg Age of Open Reports\*

42

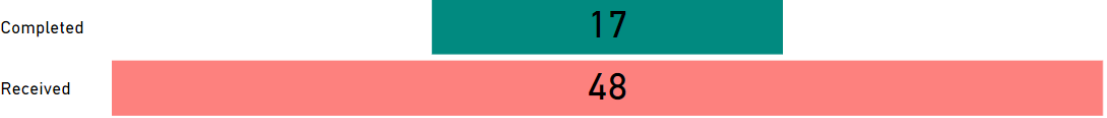
Quality Filter

Latent Prints

Month to Date



30 Day Avg (Over Past 90 Days)

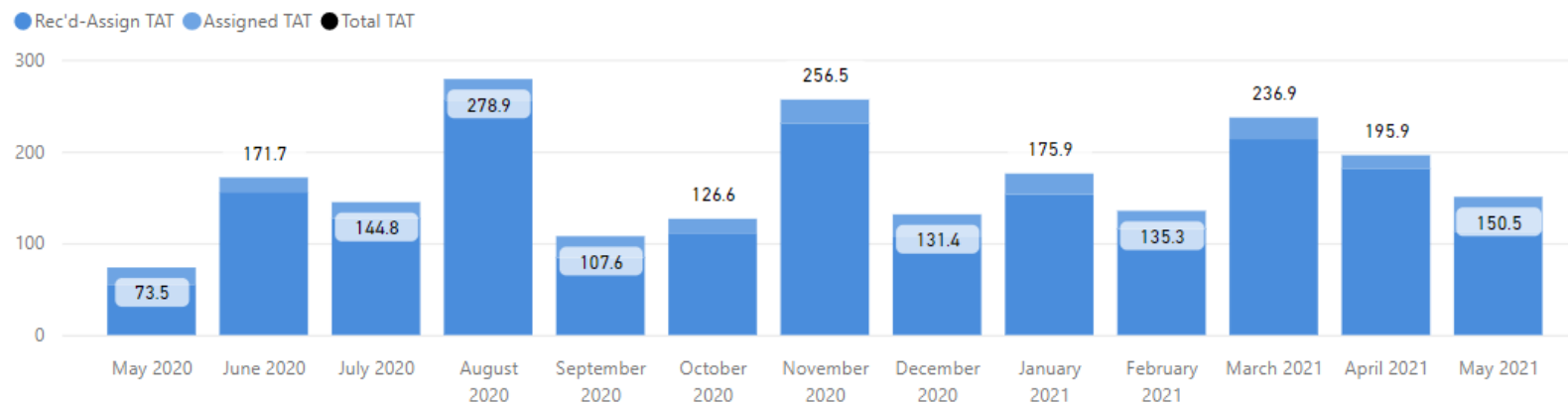


## Date Range

5/1/2020

5/31/2021

## Total TAT by Month



## Request Type

Latent Processing

Priority Type

All

## Selected Time Frame Averages

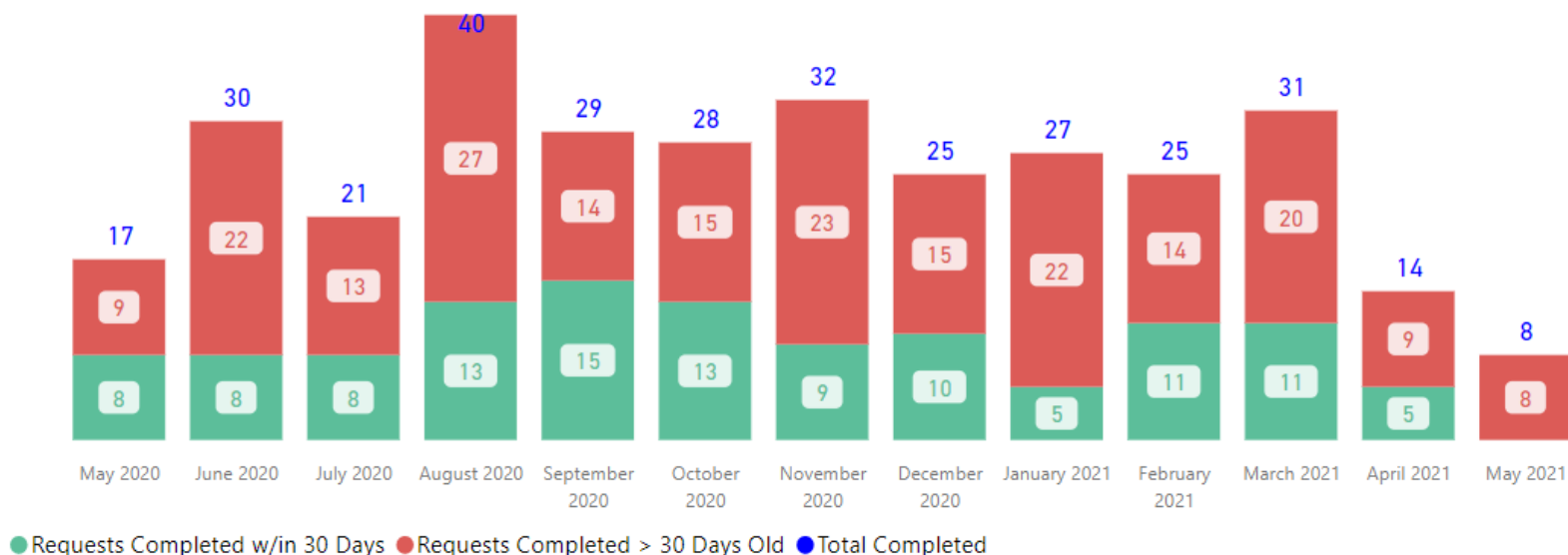
177.92

Total TAT (Rec'd-Compl.) Avg

21.57

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

327

Requests Completed

211

Requests Completed > 30 Days Old

64.53 %

% Completed > 30 Days Old

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

Service



Priority Type

Latent Processing



All

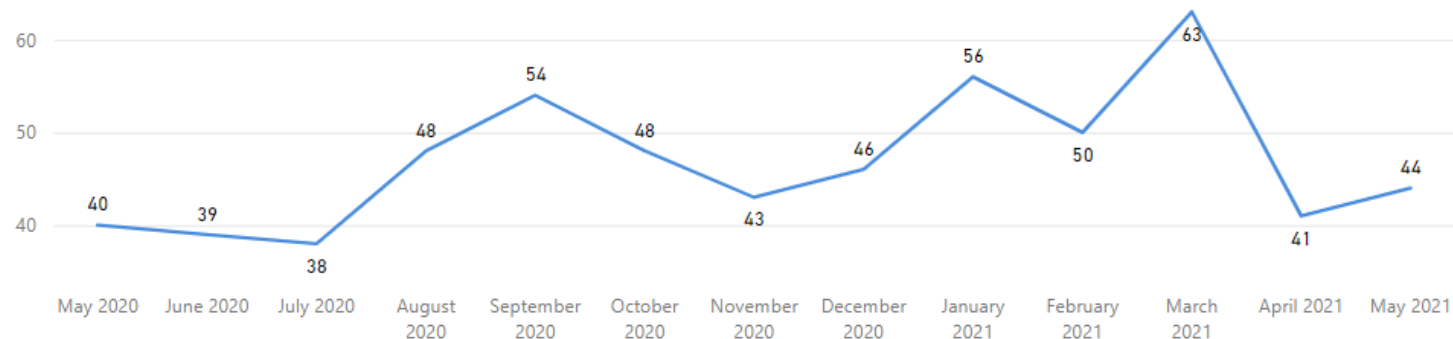


### Received Filter

5/1/2020

5/31/2021

### Received by Month



### Total Received

610

### Received per Month (Avg)\*

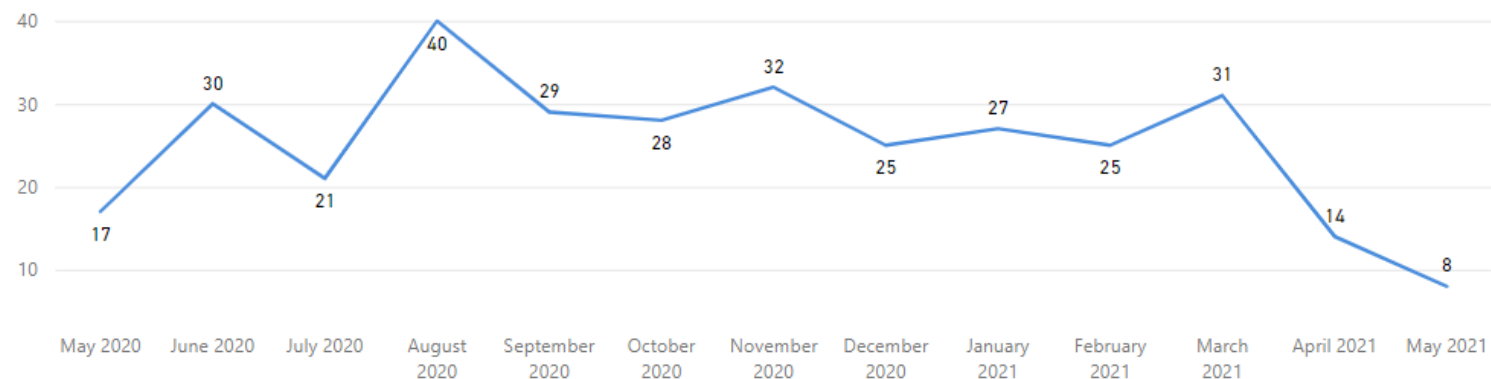
47

### Completed Filter

5/1/2020

5/31/2021

### Completed by Month



### 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)

30.2!

Goal: 5, 6

Overall TAT  
(Past 90 Days)

12.2!

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

2.0 27.8

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

1.5 9.6 1.1

### Month to Date

Completed

5

Received

4

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

Completed

7

Received

6

### Open Quality Reports

Qualtrax ID

Workflow #

Age

### Quality TAT

(Blank)✓

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

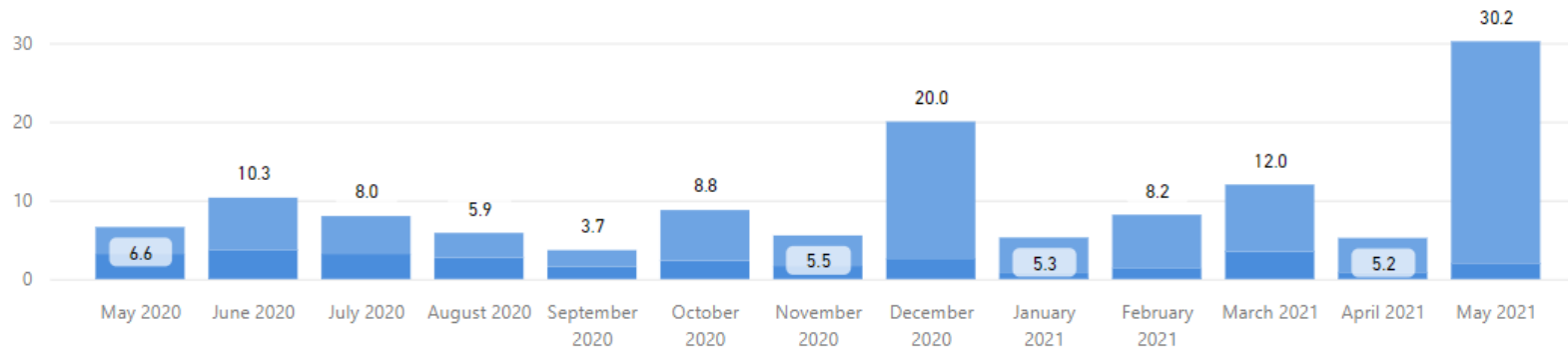
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

AV Call Out

Priority Type

All

## Selected Time Frame Averages

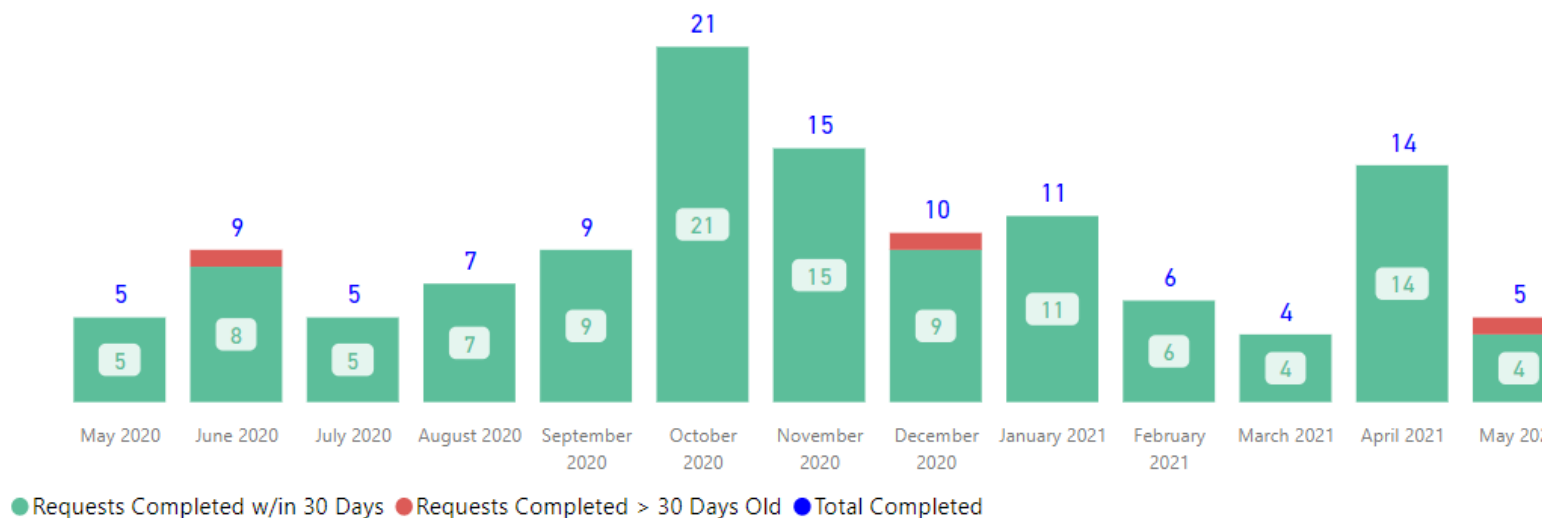
8.98

Total TAT (Rec'd-Compl.) Avg

6.91

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

121

Requests Completed

3

Requests Completed > 30 Days Old

2.48 %

% Completed > 30 Days Old

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

Service

AV Call Out

Priority Type

All

### Received Filter

5/1/2020

5/31/2021

### Received by Month



### Total Received

119

### Received per Month (Avg)\*

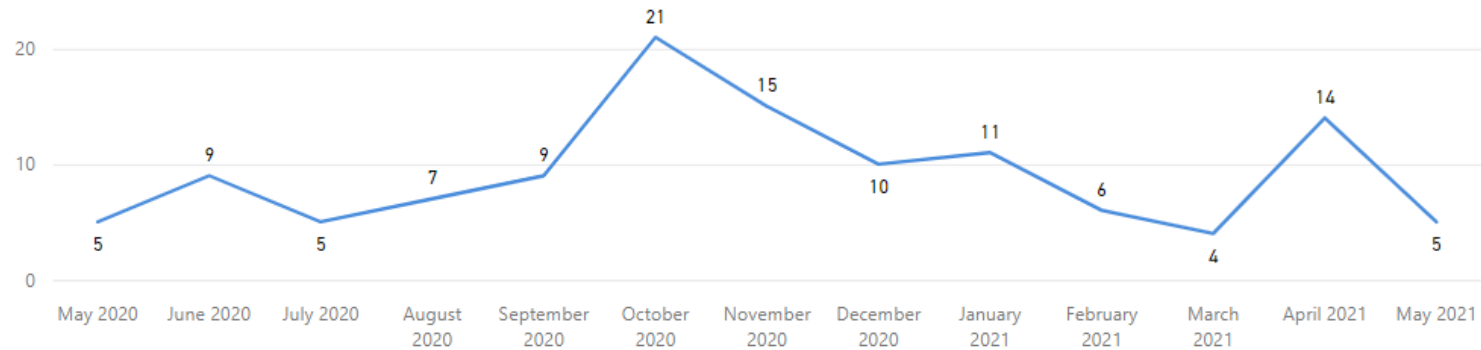
9

### Completed Filter

5/1/2020

5/31/2021

### Completed by Month



### Total Completed

121

### Completed per Month (Avg)\*

9

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

Service

Priority Type

AV Examination

All

# of Unassigned

5✓

Goal: 15 (+66.67%)

# Pending Draft

8!

Goal: 5 (-60%)

# Pending Tech

1✓

Goal: 5 (+80%)

# Pending Admin

0✓

Goal: 5 (+100%)

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

2  
Justice Trax Past Critical Age

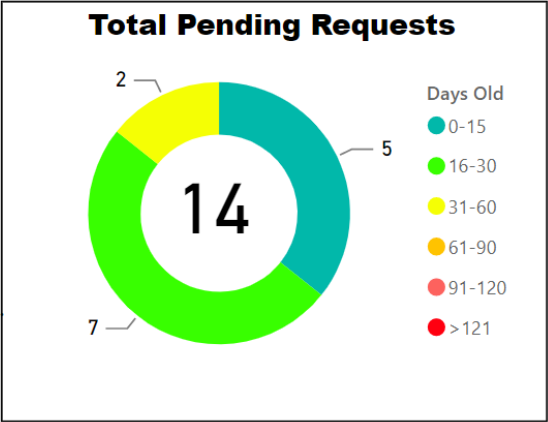
39  
Avg Age of Requests >30 D..

17  
Age-Oldest Unassigned

39  
Age-Oldest Pending Draft

20  
Age-Oldest Pending Tech

0  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

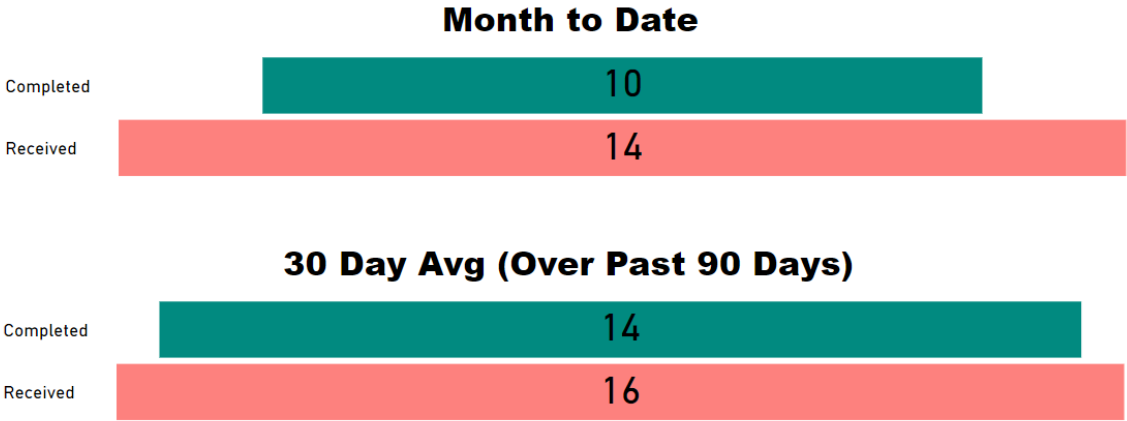
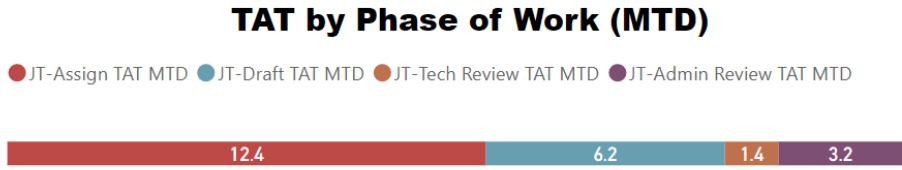
23.2✓

Goal: 45, 46

Overall TAT  
(Past 90 Days)

20.7✓

Goal: 45, 46



Open Quality Reports

Qualtrax IDWorkflow #Age

Quality TAT

(Blank)✓

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

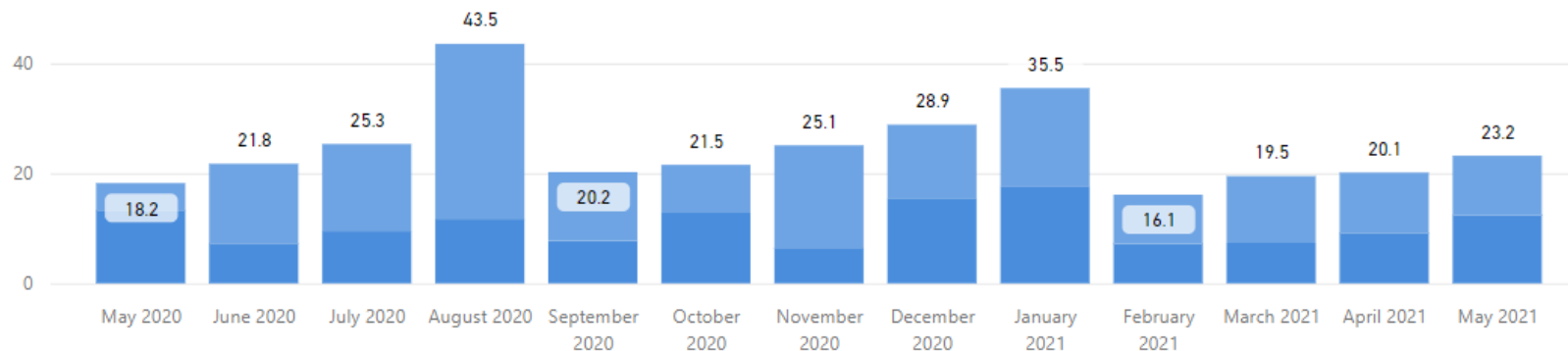
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

AV Examination

Priority Type

All

## Selected Time Frame Averages

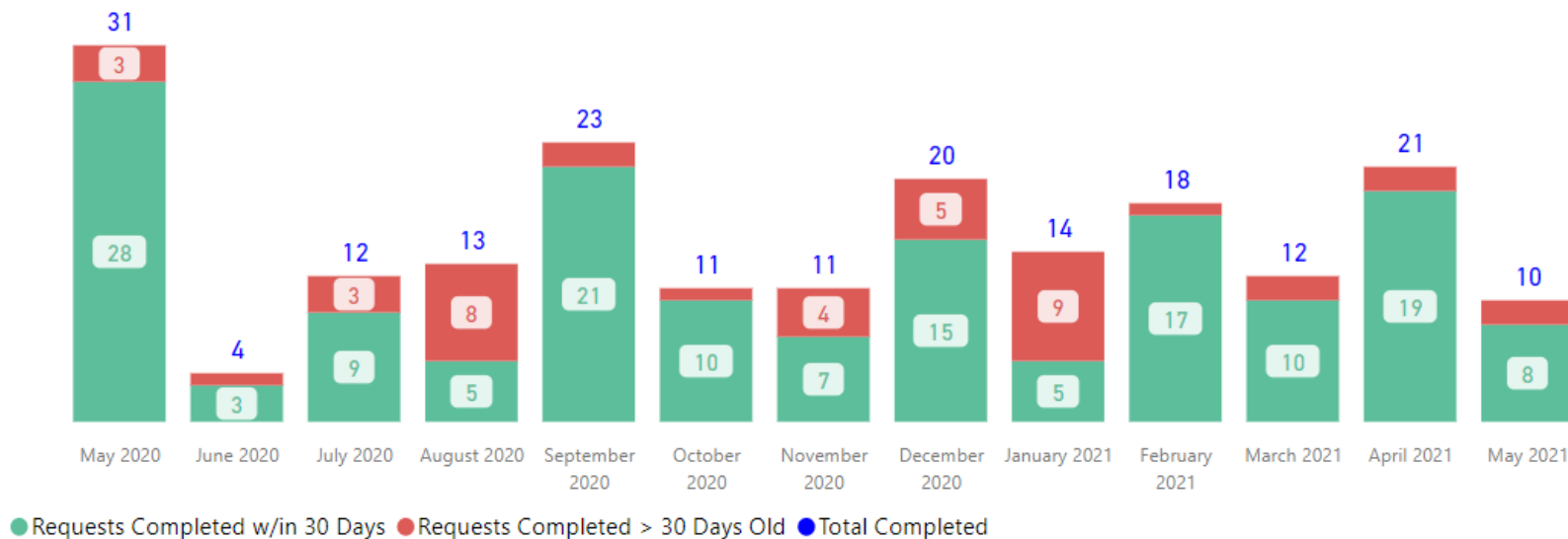
23.77

Total TAT (Rec'd-Compl.) Avg

12.86

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

200

Requests Completed

43

Requests Completed > 30 Days Old

21.50 %

% Completed > 30 Days Old

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

Service

AV Examination

Priority Type

All

## Received Filter

5/1/2020

5/31/2021

## Received by Month



## Total Received

192

## Received per Month (Avg)\*

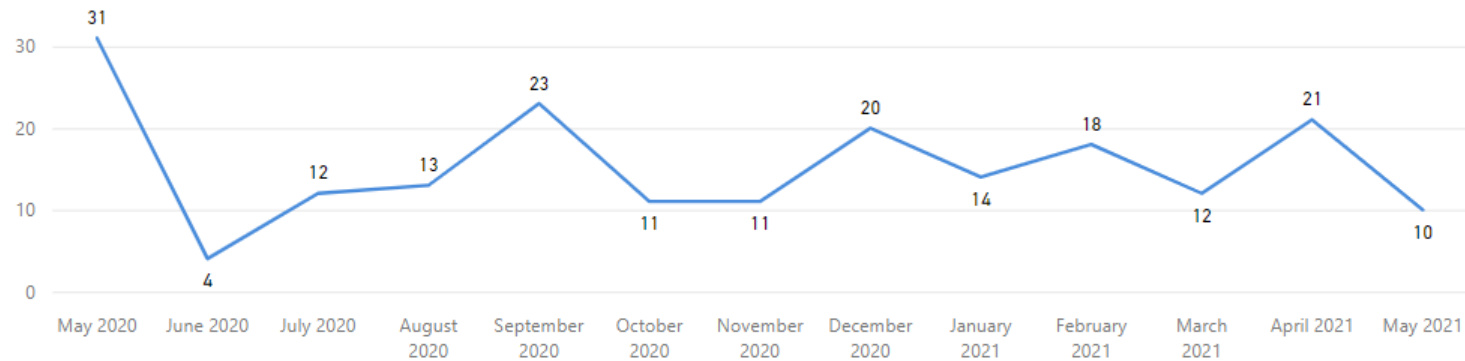
15

## Completed Filter

5/1/2020

5/31/2021

## Completed by Month



## Total Completed

200

## Completed per Month (Avg)\*

15

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

Service

DFL

Priority Type

All

# of Unassigned

223!

Goal: 50 (-346%)

# Pending Draft

15!

Goal: 5 (-200%)

# Pending Tech

0✓

Goal: 5 (+100%)

# Pending Admin

3✓

Goal: 5 (+40%)

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

204

Justice Trax Past Critical Age

145

Avg Age of Requests >30 D..

333

Age-Oldest Unassigned

298

Age-Oldest Pending Draft

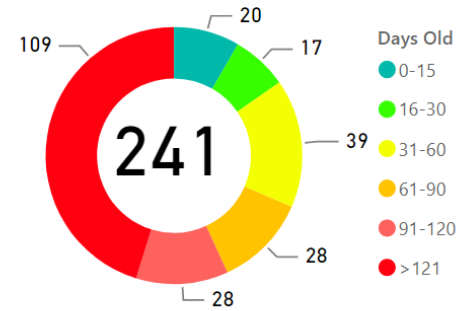
0

Age-Oldest Pending Tech

180

Age-Oldest Pending Admin

### Total Pending Requests



### Overall TAT (Month to Date)

88.2!

Goal: 45, 46

### Overall TAT (Past 90 Days)

110.8!

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

82.3

5.4

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

101.3

9.1

### Month to Date

Completed

56

Received

49

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

Completed

53

Received

54

### Open Quality Reports

Qualtrax ID

Workflow #

Age

### Quality TAT

(Blank)✓

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

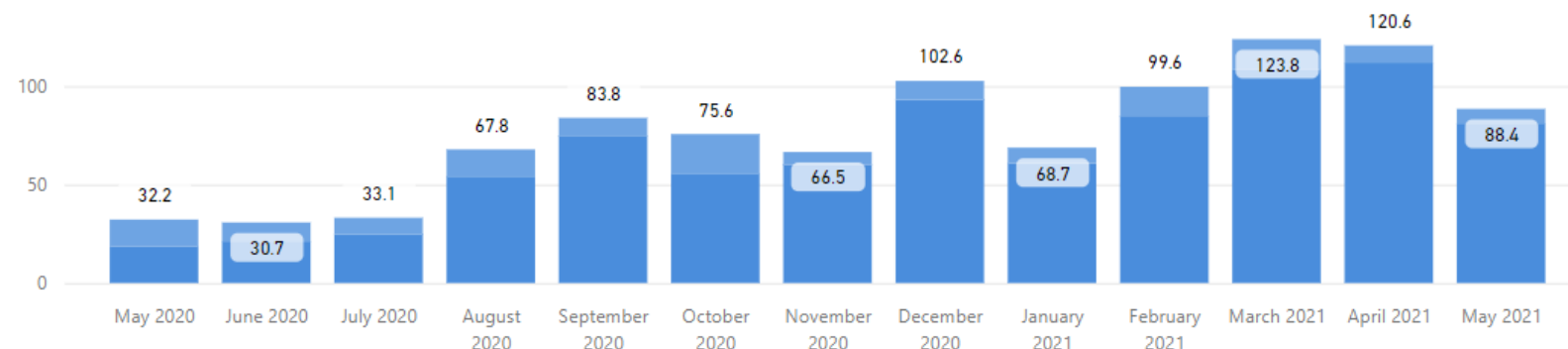
Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

Multiple selections

Priority Type

All

## Selected Time Frame Averages

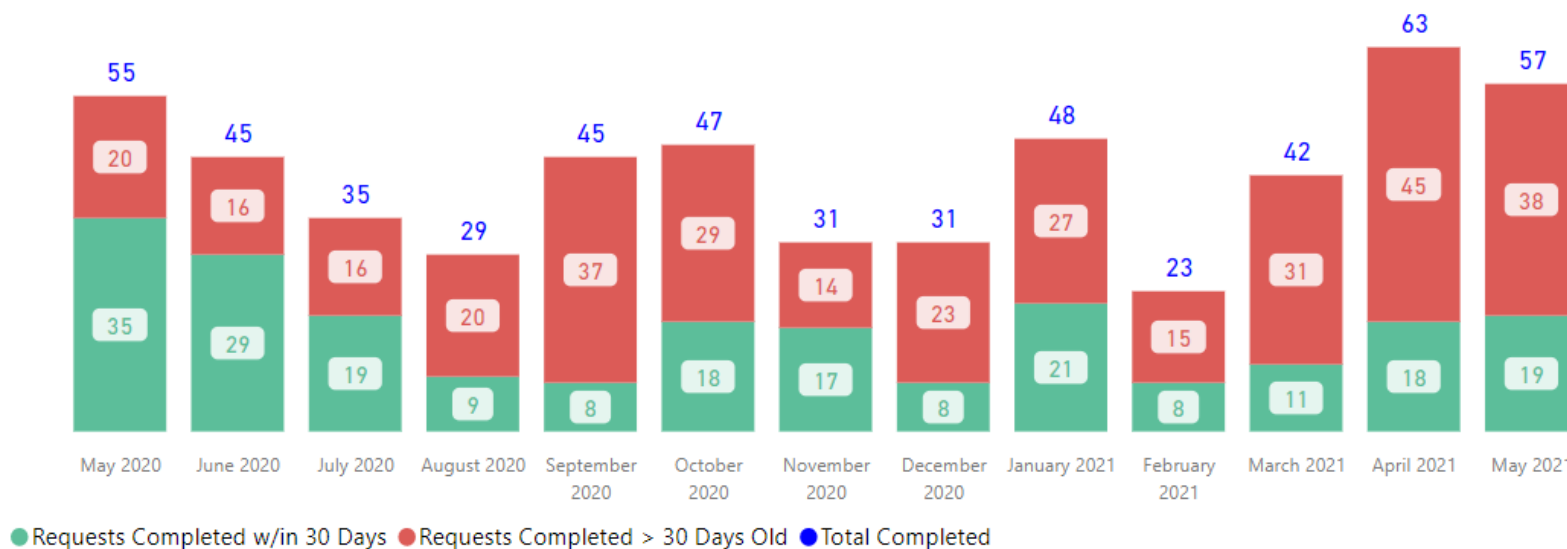
76.71

Total TAT (Rec'd-Compl.) Avg

10.99

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

551

Requests Completed

331

Requests Completed &gt; 30 Days Old

60.07 %

% Completed &gt; 30 Days Old

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



DFL and DME

Service

Service

Multiple selections

▼

Priority Type

Priority Type

All

▼

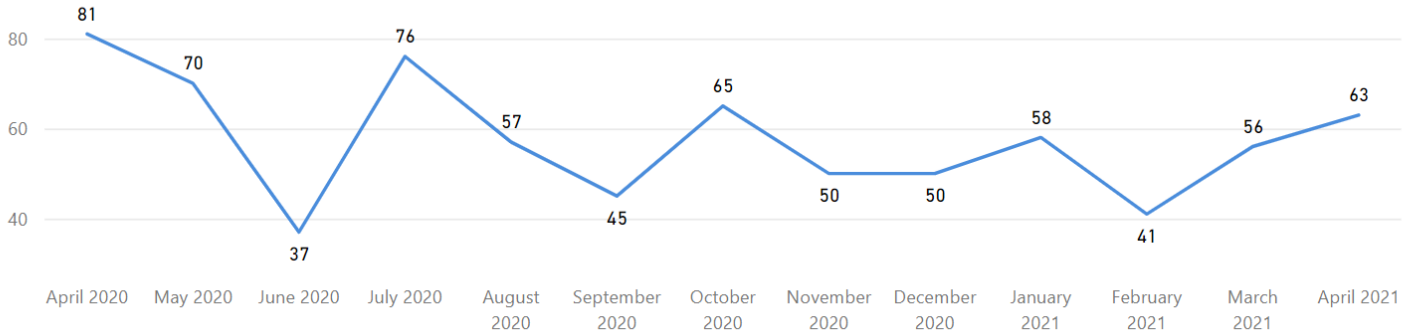
Received Filter

Received Filter

4/1/2020

4/30/2021

Received by Month



Total Received

749

Received per Month (Avg)\*

58

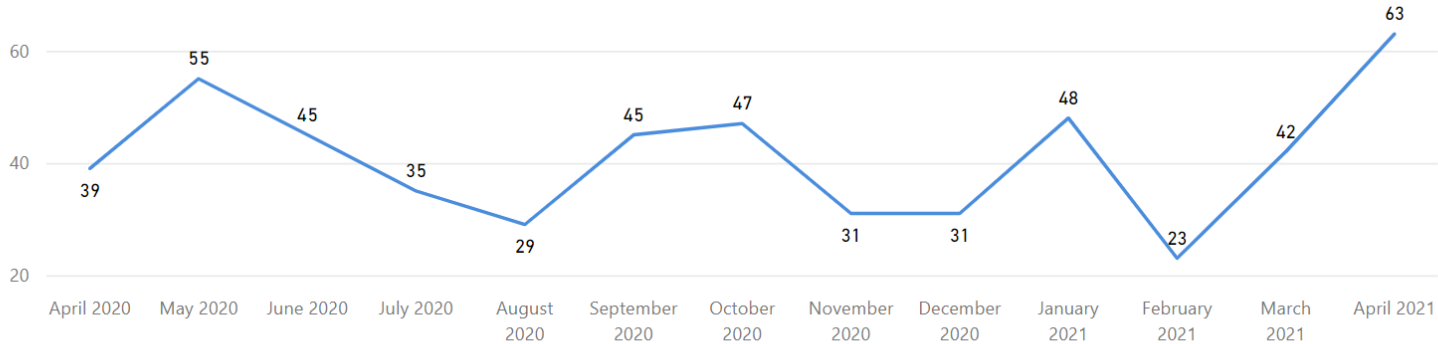
Completed Filter

Completed Filter

4/1/2020

4/30/2021

Completed by Month



Total Completed

533

Completed per Month (Avg)\*

41

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

# Crime Scene Unit

Service

Priority Type

CSU Response

All

# of Unassigned

0✓

Goal: 0

# Pending Draft

270!

Goal: 30 (-800%)

# Pending Tech

658!

Goal: 30 (-2093.33%)

# Pending Admin

1!

Goal: 0

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

725  
Justice Trax Past Critical Age

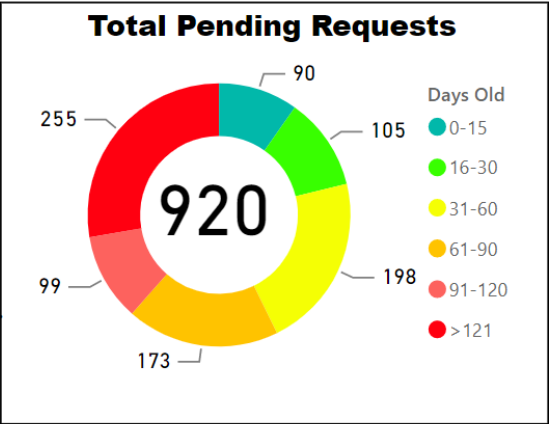
114  
Avg Age of Requests >30 D..

0  
Age-Oldest Unassigned

637  
Age-Oldest Pending Draft

650  
Age-Oldest Pending Tech

234  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

80.4!

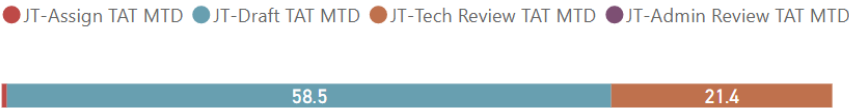
Goal: 30, 31

Overall TAT  
(Past 90 Days)

99.2!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
80821		47
83853		4
63388	2020-038	255
76096	2021-001	100
78473	2021-012	76
80817	2021-017	47
82544	2021-025	20

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

Quality TAT

57!

Goal: 30, 31

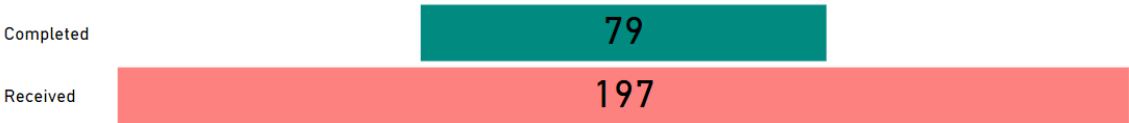
Avg Age of Open Reports\*

86

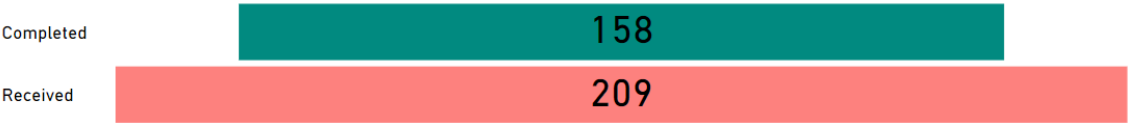
Quality Filter

Crime Scene

Month to Date



30 Day Avg (Over Past 90 Days)



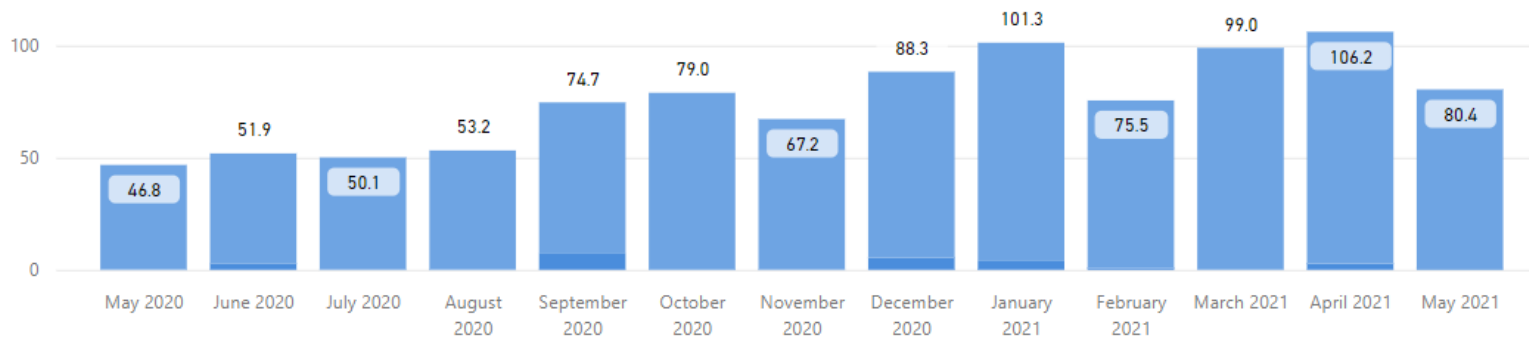
## Date Range

5/1/2020

5/31/2021

## Total TAT by Month

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



## Request Type

CSU Response

Priority Type

All

## Selected Time Frame Averages

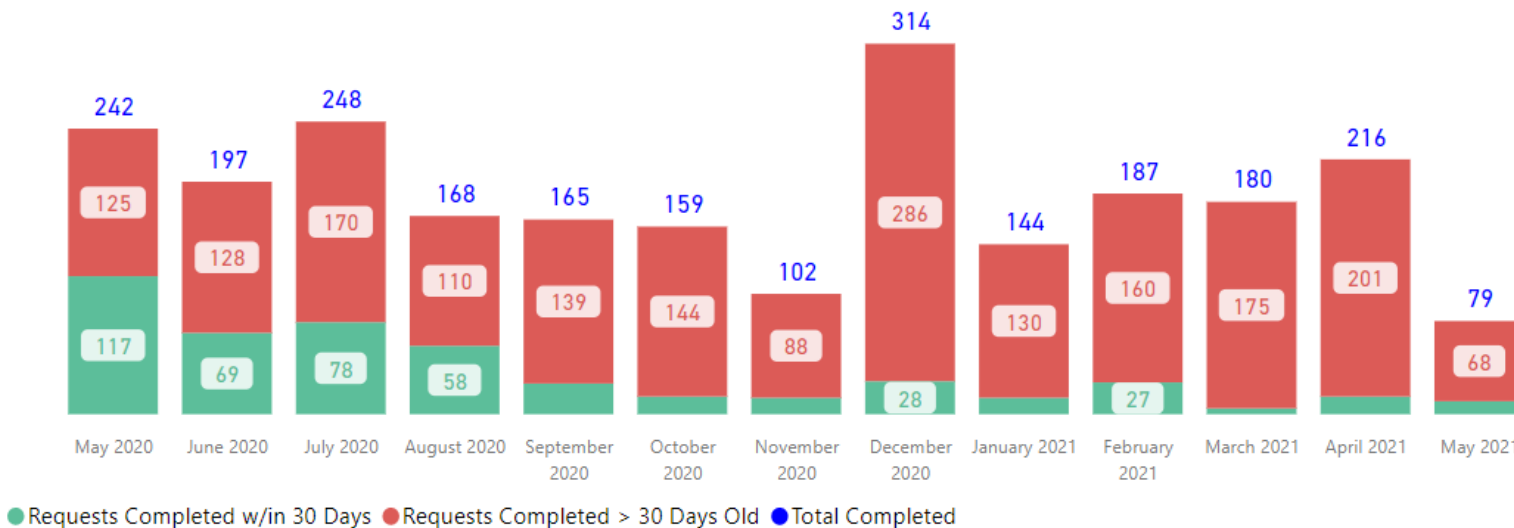
74.21

Total TAT (Rec'd-Compl.) Avg

72.20

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

2401

Requests Completed

1924

Requests Completed > 30 Days Old

80.13 %

% Completed > 30 Days Old

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

Service

CSU Response

Priority Type

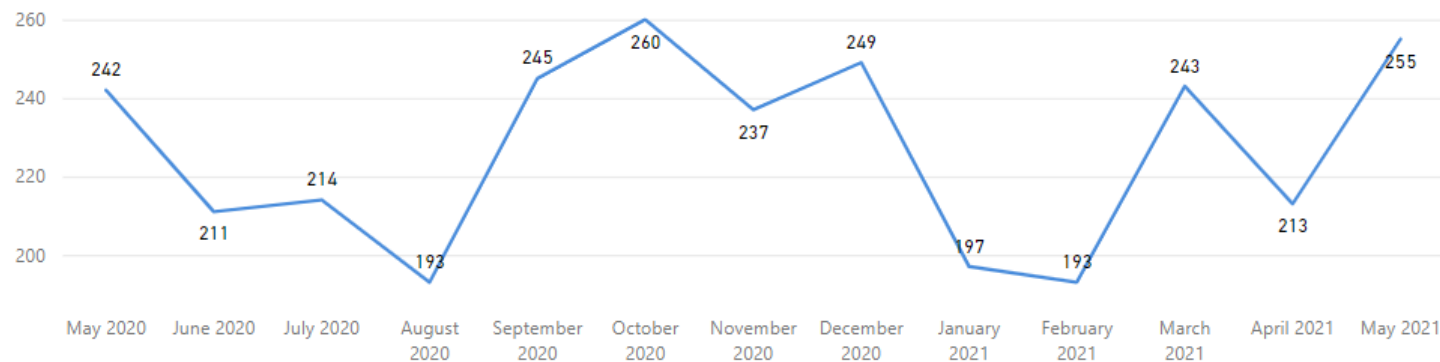
All

## Received Filter

5/1/2020

5/31/2021

## Received by Month



## Total Received

2,952

## Received per Month (Avg)\*

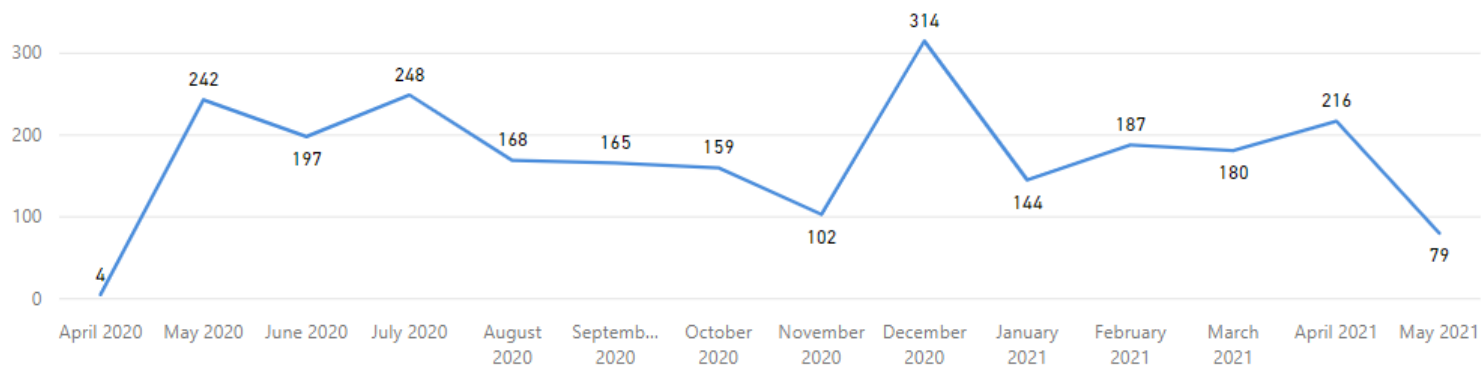
227

## Completed Filter

5/1/2020

5/31/2021

## Completed by Month



## Total Completed

2,405

## Completed per Month (Avg)\*

172

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