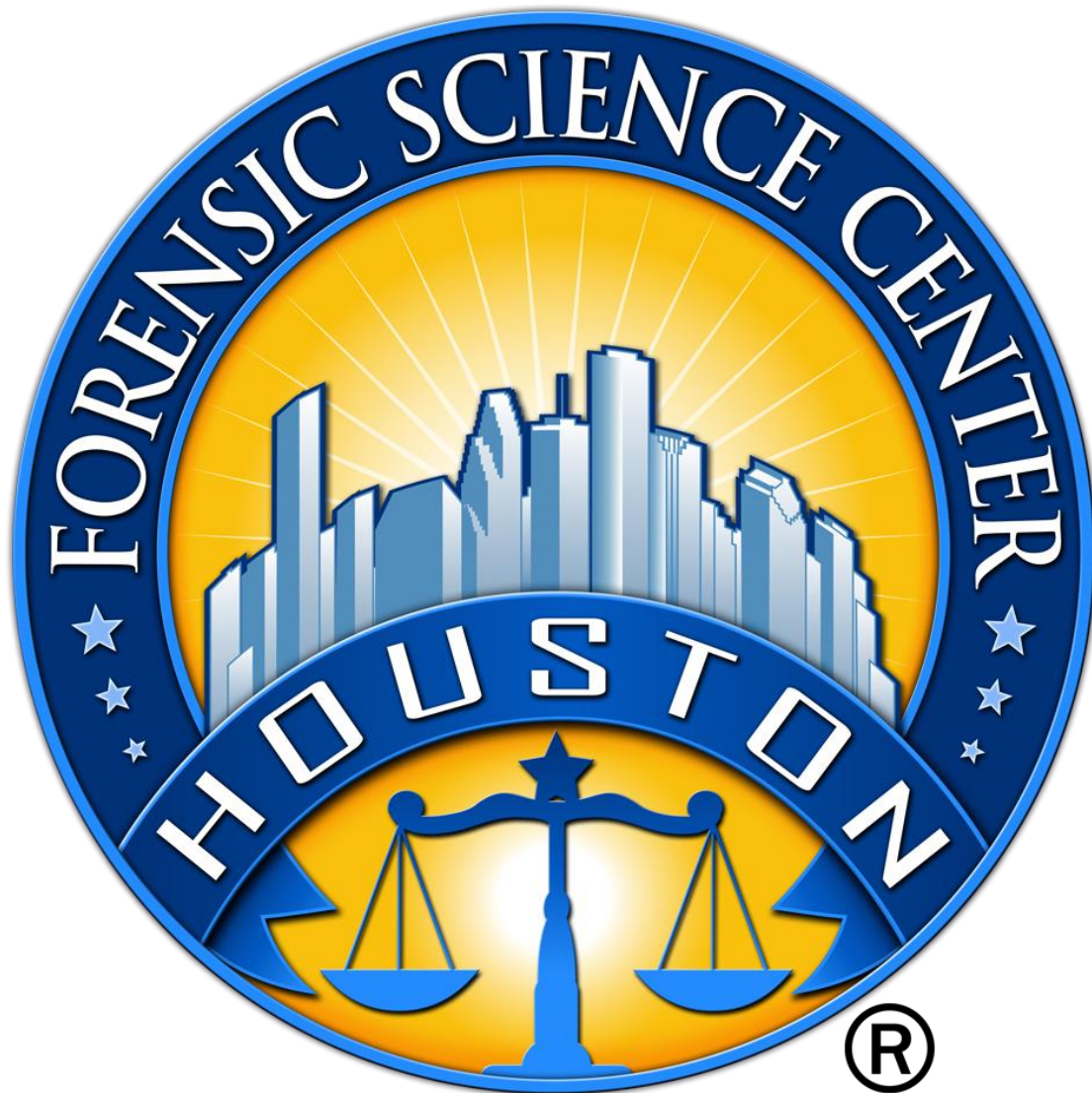


Houston Forensic Science Center, Inc.

Board of Directors Meeting

September 14, 2018





HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF PUBLIC MEETING**

**September 14, 2018**

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

**AGENDA**

1. Call to Order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft minutes of August 10, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public Comment.
5. Report from Board Chair, including a monthly update of activities and other announcements.
6. Report from President and CEO including technical updates, outreach efforts, staffing changes and other corporate business items.
7. An update and discussion on the Houston Forensic Science Center's (HFSC) plan to relocate to a new facility located at 500 Jefferson and possible related action.
8. Monthly operations report by President and CEO, including a review of turnaround times and backlogs.
9. An update on the progress to replace HFSC's Laboratory Information Management System (LIMS) by Mr. Darrell Stein.
10. Report from Ms. Lori Wilson regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
11. Treasurer's report regarding company financials and other fiscal updates.
12. Discussion of implementing standing orders for forensic biology supplies and possible related action.
13. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –



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

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker may address any subject relevant to the purpose of the Corporation; however, under Texas law the Board may not respond to or otherwise discuss a subject not listed on the Agenda set out above. (Exception: The Board may discuss a proposal to place a subject on the agenda for a future meeting.) A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 - Consultation with Attorney

Section 551.072 - Deliberation Regarding Real Property

Section 551.073 - Deliberation Regarding Prospective Gift

Section 551.074 - Personnel Matters

Section 551.076 - Deliberation Regarding Security Devices

Section 551.084 - Exclusion of Witness

Section 551.087 - Economic Development Negotiations

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

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of September,



2018 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 11th day of September 2018.

---

Jordan Benton



Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

August 10, 2018

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 August 10, 2018 meeting of the Board of Directors (the "Board") of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on August 7, 2018, in the same manner and location as required by law of the City of Houston, Texas (the "City").
- C. The meeting was called to order by Nicole B. Cásarez, Board chairwoman, at approximately 9:06 a.m. on Friday August 10, 2018 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Philip Hilder, Francisco G. Medina, Chief Mary Lentschke, Sandra Guerra Thompson and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez asked if there were any changes to the July 13, 2018 Board meeting minutes. Mr. Hilder made a motion to approve the minutes as presented. Mr. Medina seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez presented a chair's report. She thanked Dr. Mitchell and Vice Chair Thompson for their help interviewing general counsel candidates. The Chairwoman noted that Dr. Stout would be attending a conference in Cartagena, Colombia to present about HFSC.
- H. Mr. Graves arrived at approximately 9:13 a.m.



- I. Dr. Peter Stout, president and CEO, presented the president's report. Dr. Stout reviewed the overall turnaround time (TAT), staffing changes and certifications. He noted that Domingo Villarreal, the Crime Scene Unit (CSU) deputy director, was elected as the fourth vice president of the International Association for Identification (IAI). Dr. Stout reviewed the Texas Forensic Science Commission's (TFSC) final report regarding a complaint about contamination in the forensic biology/DNA section and quality investigations into those incidents. Dr. Stout shared recent outreach events. Dr. Stout said he testified before Rep. Victoria Neave's sexual assault violence task force. He also discussed HFSC's blind quality control program, along with Ms. Lori Wilson, HFSC's quality division director, and Ms. Callan Hundl, an HFSC quality specialist, on the TV show, Reasonable Doubt. The TV show is a Harris County Criminal Lawyers Association (HCCLA) broadcast.
- J. Dr. Amy Castillo, vice president and COO, presented the operations report. She reviewed each section's scorecard, including details regarding TAT, critical issues, backlogs, outsourcing efforts, section staffing and other updates. Dr. Castillo shared information about a capital murder case that could impact the forensic biology/DNA section. A state law requires all biological evidence in death row cases be tested at laboratory expense. The board discussed the time, cost and staffing issues that could result from this requirement. Jerry Pena, director of CSU and the forensic and multimedia evidence unit, said CSU expects to be fully accredited once HFSC receives its certificate of accreditation. The board congratulated CSU on this major accomplishment.
- K. James Miller, manager of seized drugs, presented data about the opioid crisis, opioid-related overdose deaths nationwide and the effects of dangerous synthetic opioids, such as the pain reliever fentanyl. Mr. Miller discussed the potency of other potentially toxic, opioids including carfentanil, a drug whose sole approved use is as a tranquilizer for large animals. These dangerous opioids are now being sold on the streets and are often disguised as legitimate pharmaceuticals, including hydrocodone and Xanax. Mr. Miller said the seized drugs section changed protocols and requirements to protect staff handling these dangerous opioids. He said preliminary field tests traditionally employed by law enforcement officers can no longer be used both because they give misleading results on some synthetic opioids and also require officers to handle potentially deadly drugs.
- L. Ms. Lori Wilson, quality division director, thanked her staff, HFSC staff and the Board for their support and work to help the lab complete its four-year reaccreditation assessment. The assessors said the lab had complied with 182 requirements and found three nonconformances. She told the Board that HFSC is addressing three nonconformances and expects to receive its accreditation certificate in the coming weeks.
- M. Mr. Leach requested Board approval to reallocate funds between accounts in HFSC's FY18 budget. Chairwoman Cásarez made a motion to approve the budget reallocations. Mr. Hilder seconded the motion. The Board approved the budget reallocations unanimously.
- N. In a treasurer's report, Mr. Leach gave a breakdown of how budget dollars had been spent in FY18. He also compared how dollars were spent in FY17 versus FY18.
- O. Pursuant to Texas Government Code sections 551.071, consultation with attorney, 551.074, personnel matters, and 551.072, real property, the Board went into executive session at



approximately 11:00 a.m. Dr. Stout, Dr. Castillo, Mr. Leach, Board Secretary, Jordan Benton, and Mr. Charles Williams, HFSC's outside counsel, were present for the first part of the executive session, along with the Board, for consultation with attorney.

- P. The executive session concluded at approximately 11:50 a.m. The meeting reconvened in open session.
- Q. Mr. Hilder made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:51 a.m.

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

Jordan Benton Secretary



# President's Report

September 14, 2018





# FORENSIC ANALYST LICENSURE IN TEXAS

- During the 84<sup>th</sup> Legislative Session (2015), the Texas legislature passed SB-1287 which requires all forensic analysts to be licensed beginning January 1, 2019.
- The licensure program is overseen by the Texas Forensic Science Commission.



# REQUIREMENTS FOR LICENSURE

- Currently employed at a Texas-accredited lab
- Perform forensic analysis in one of the forensic disciplines subject to accreditation and licensing requirements in Texas. For HFSC this includes:
  - Seized drugs
  - Toxicology
  - Forensic biology
  - Firearms



# FURTHER REQUIREMENTS FOR LICENSURE

Minimum  
education  
requirements  
specific to  
discipline

Coursework  
requirements  
specific to  
discipline

Proficiency  
testing  
requirements

General  
forensic  
exam

Application  
and fee



# **EDUCATION, COURSEWORK AND PROFICIENCY REQUIREMENTS**

- Current staff meet these requirements (verified by quality director)
- Requirements for education and coursework will change after Jan. 1, 2019 so future hires will be affected
- There is a provisional license available for up to one year to allow time for analysts to fulfill all requirements



# GENERAL FORENSIC EXAM

- One of the requirements for licensing is to pass a general forensic exam
- Topics included on the multiple-choice exam:
  - Evidence handling
  - Brady/Michael Morton Act
  - Basic statistics for forensic application and related concepts
  - Expert testimony
  - Professional responsibility
  - Human factors
  - Root cause analysis



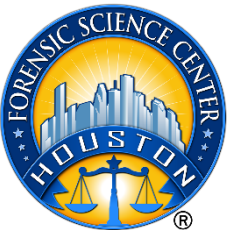
# DISCIPLINARY ACTION

- Once a license is issued, the Commission may take the following actions if an analyst is found to have committed misconduct
  - Revoke or suspend a license
  - Refuse to renew a license
  - Issue a reprimand
  - Place a licensee on a probationary period
- Opportunity for appeal through State Office of Administrative Hearings



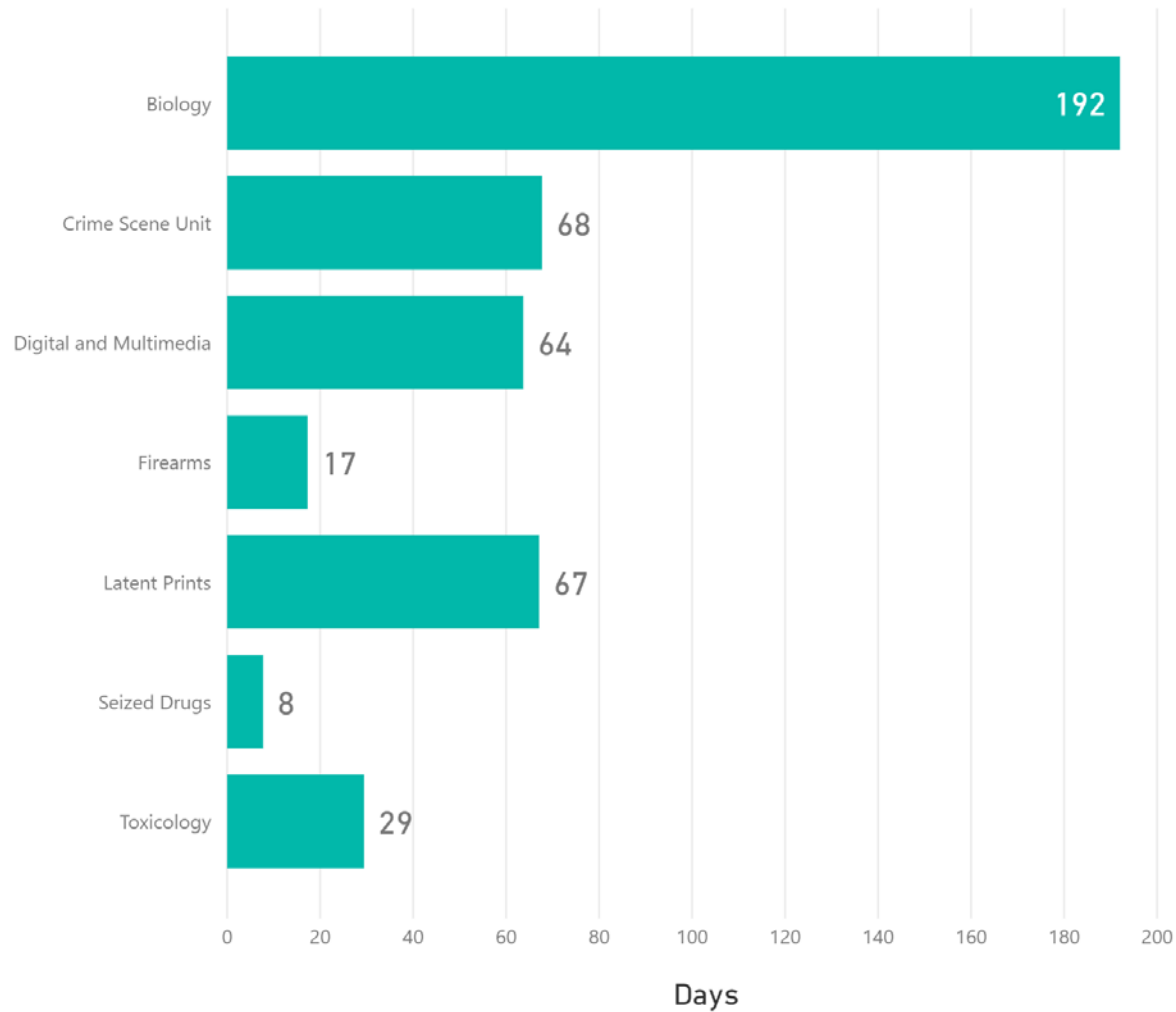
# IT penetration test

- Outside security company to challenge our systems
- Some issues that we will address and continue to improve security systems
- Staff did well on phish challenges
- Most changes won't be visible

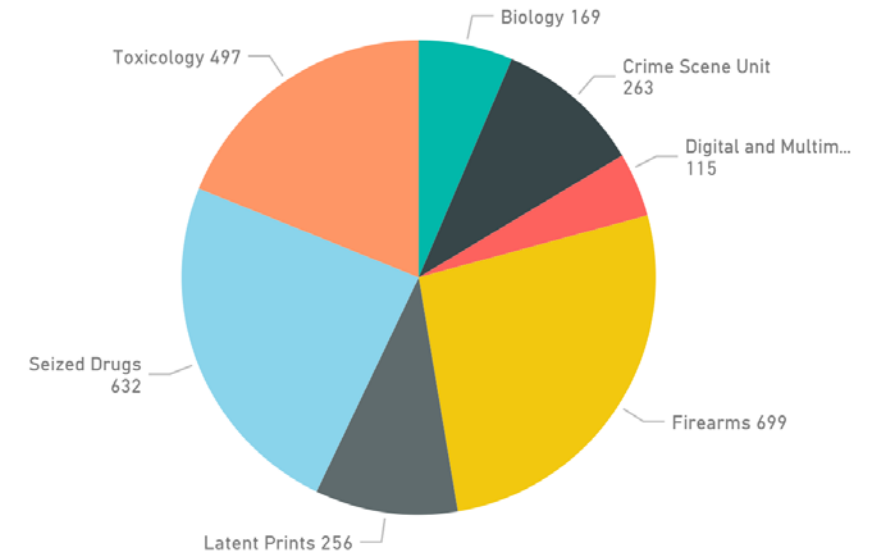




## Average Turnaround Time for August 2018



## Requests Completed by Section



Turnaround Time - Days

**40**

Completed Requests

**2631**

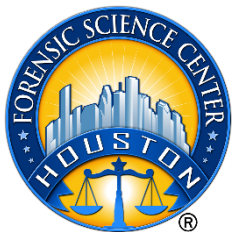
Month Completed

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

Year Completed

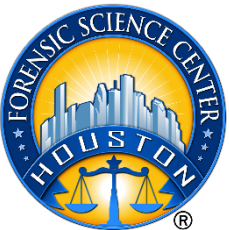
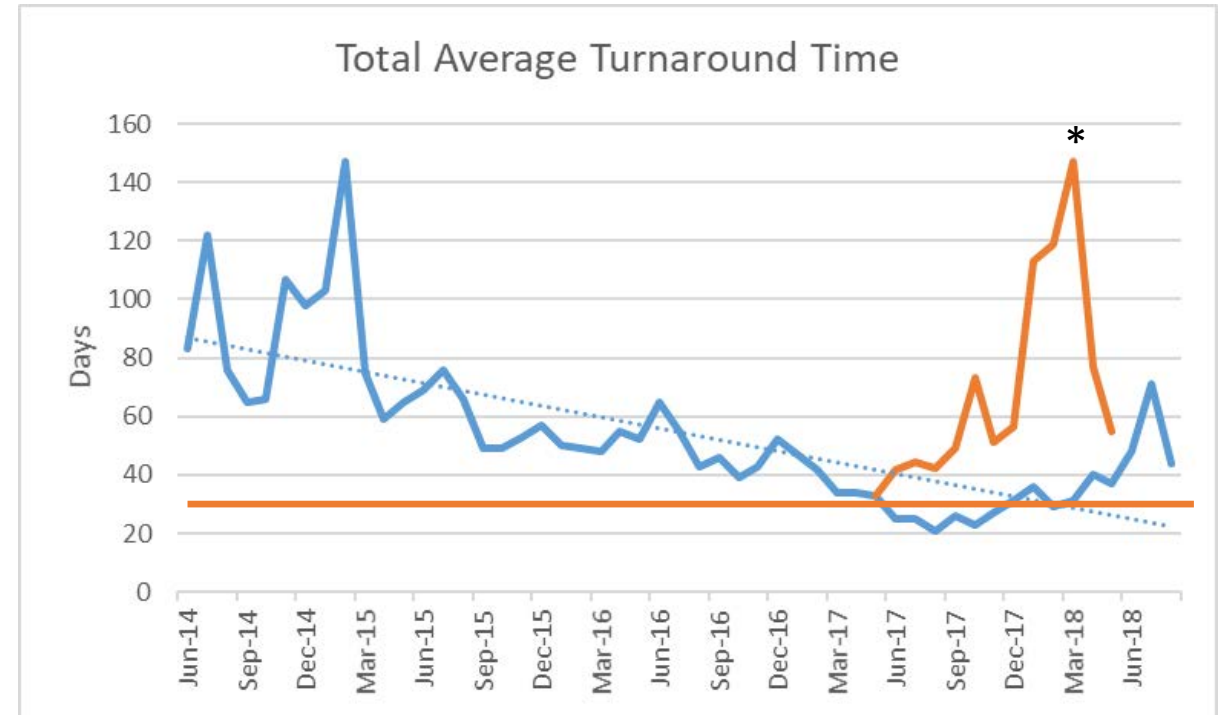
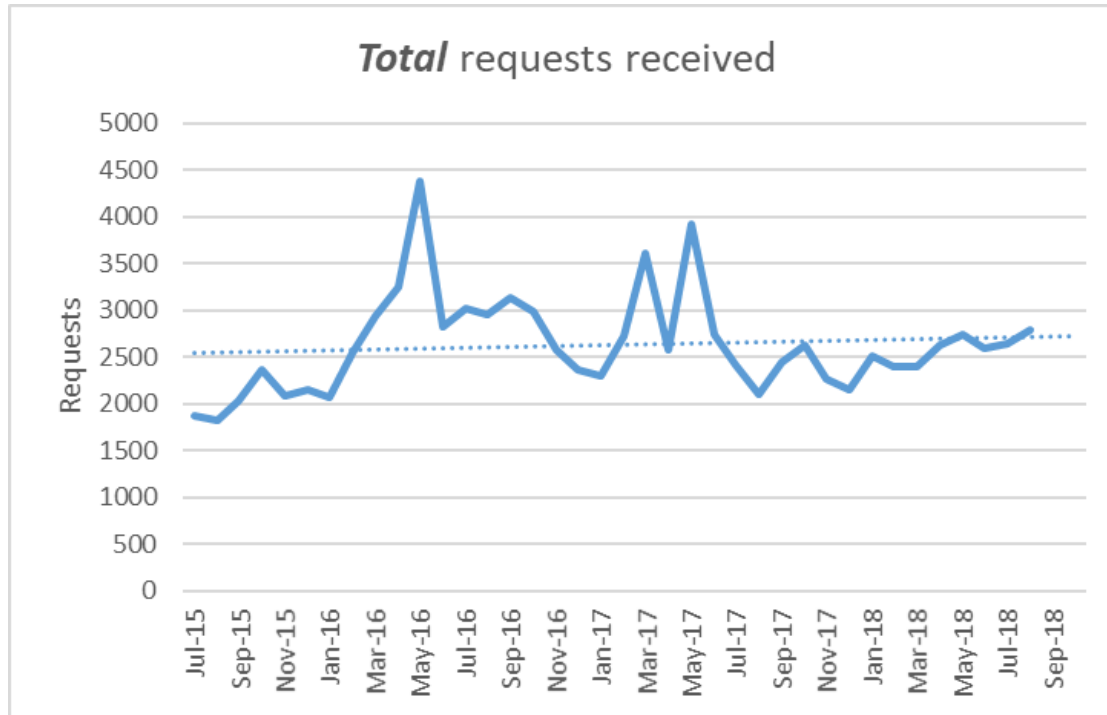
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☒ 2018

This data is current as of 8/31/2018.





# Requests received

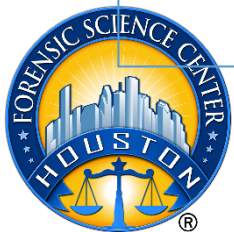


\* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.



# Staffing – September 12, 2018

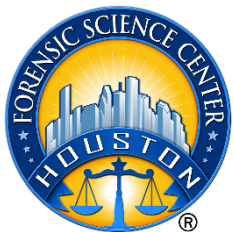
- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 206 staff members<ul style="list-style-type: none"><li>• 10 COH civilians</li><li>• 6 COH classified</li><li>• 190 HFSC</li></ul></li><li>• 5 open positions, 2 offers accepted<ul style="list-style-type: none"><li>• 1 crime scene investigator (CSI)</li><li>• 1 general counsel</li></ul></li></ul> | <ul style="list-style-type: none"><li>• 3 active vacancies<ul style="list-style-type: none"><li>• 1 assistant technical lead – FBIO</li><li>• 1 client services/case management specialist</li><li>• 1 technical supervisor – toxicology</li></ul></li><li>*****</li><li>• 2 vacancies on hold<ul style="list-style-type: none"><li>• 1 quality associate</li><li>• 1 quality specialist</li></ul></li></ul> |
|---|--|





# Degrees and Certifications

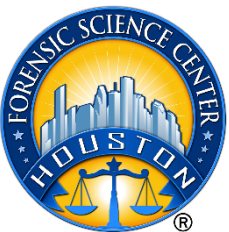
- Alaina Anderson – Master of Science
  - Pharmaceutical Science with concentration in forensic drug chemistry from Texas A & M University
- Christine Sotomayor – Certified Forensic Video Technician
  - Law Enforcement and Emergency Services Video Association (LEVA)





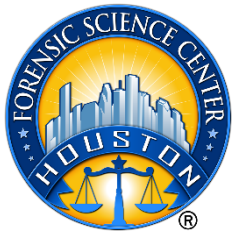
# Outreach

- Explorer program kicked off, first forensic explorer program in the nation
- Presented at forensic conference in Colombia
- Tour with forensic and health sciences teachers from Pearland ISD
- Tour with city's director of Boards and Commissions and the director of the Mayor's Office for People with Disabilities
- Breakfast with Rep. Ted Poe
- Presented to Budget and Fiscal Affairs Committee on facility
- Presented to Public Safety Committee on lab's progress

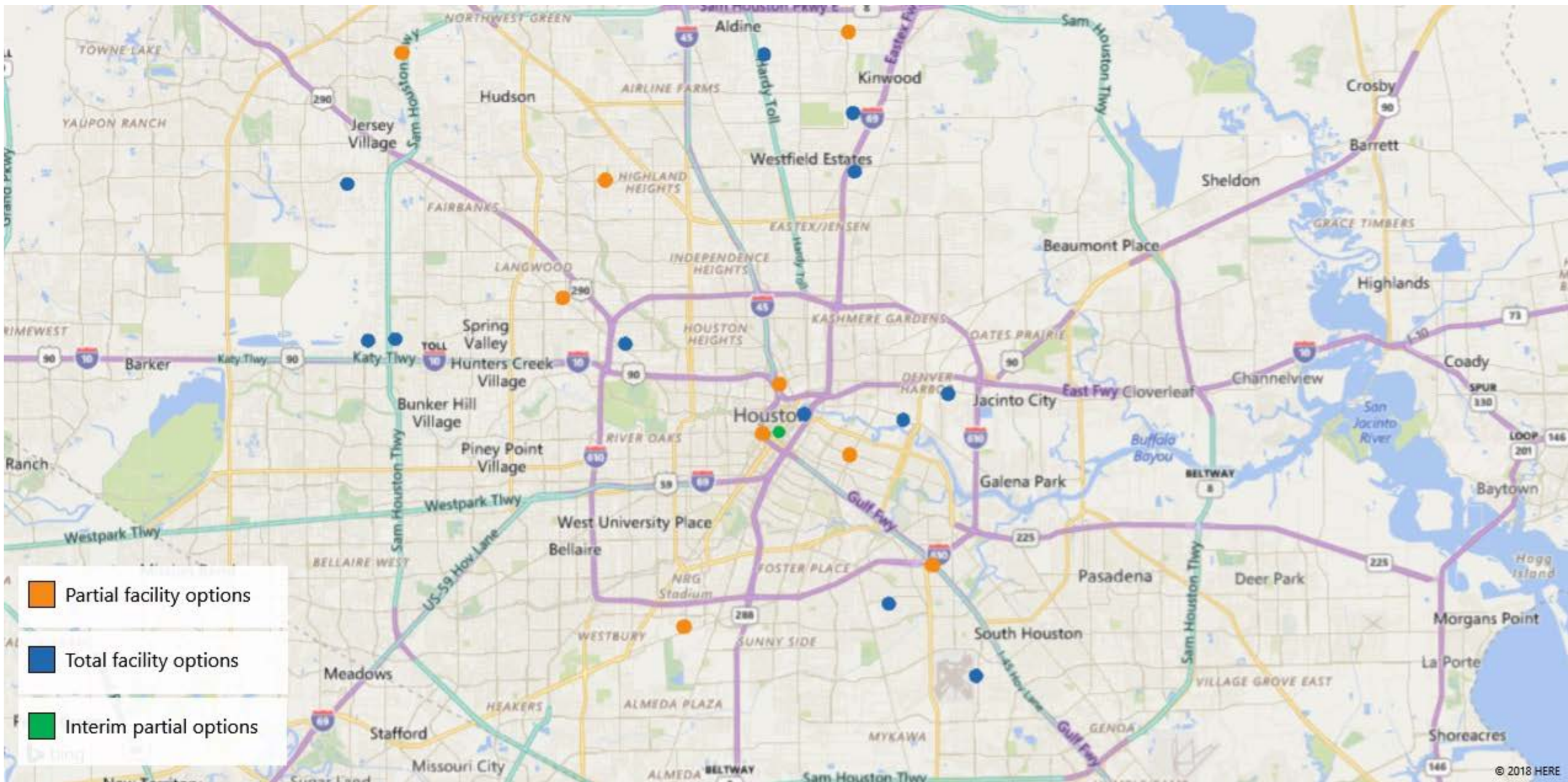




# Facility



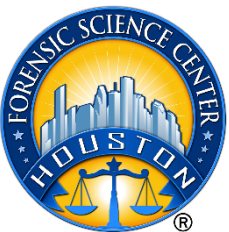




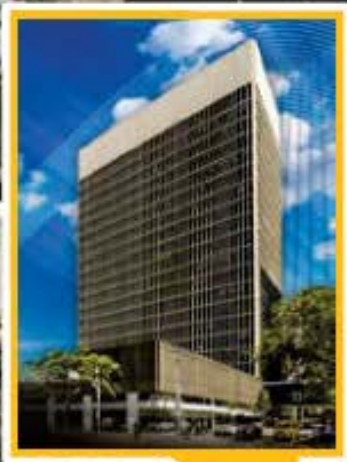


# Current Facility

- 11 different floors in 4 buildings
- All retrofitted office space. No designed lab space
- Inflexible, poorly laid out 80,000 sq. ft.
- Half of 20,000 sq. ft. of lab is used as office
- Inadequate electrical capacity for laboratory work
- Insufficient cooling
- Optics of HFSC in HPD headquarters







Chevron

Crowne Plaza

Exxon Mobil

KBR Tower

Christian's Grill  
Cyclone Anaya's  
The Fish

District 7 Grill

Jefferson Cafe

Tellepsen YMCA

Holiday Inn

Russo's Pizza

Midtown Park

Which Wich  
Gyu-Kaku

Nit Noi Thai

Starbucks





# New HFSC facility: 500 Jefferson

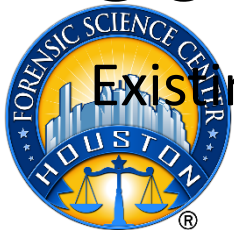
- New facility cost neutral with current facility
- Occupy 4 floors and 3,000 sq. ft. of basement in 500 Jefferson
- 3 modular office floors, small modifications
- 1 floor designed as efficient, flexible laboratory space
  - Air handling designed for a lab
  - Adequate cooling
  - Adequate electrical
- 3,000 sq. ft. in basement as laboratory/firing range for firearms and CSU
- 83,000 sq. ft. designed for secure efficient evidence handling
- Independent space







# 500 Jefferson office space (floors 13, 14, 15)



Existing office furniture and build out that HFSC will use



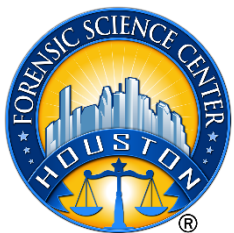
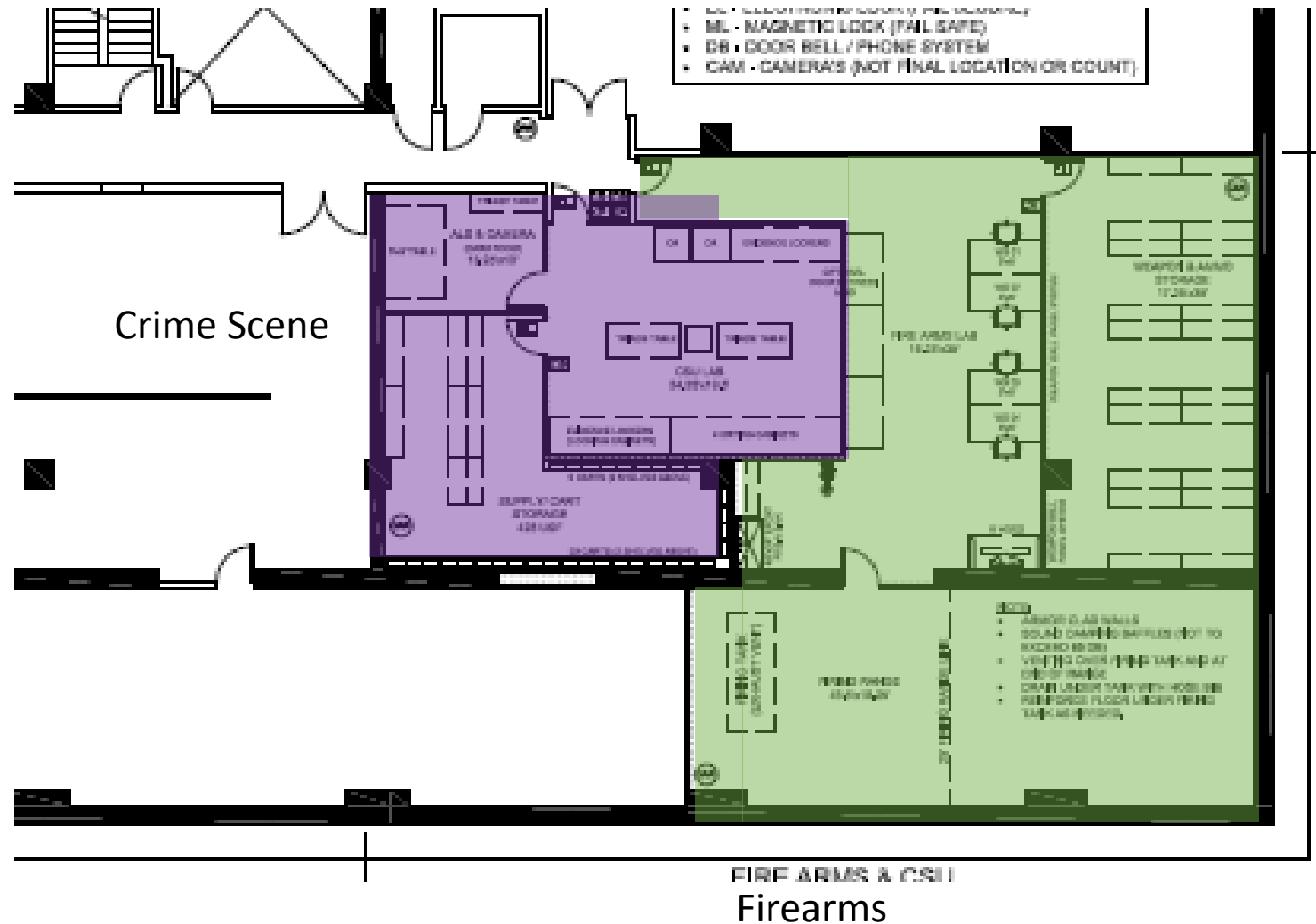
# Laboratory floor (18<sup>th</sup> floor)

Latent Prints





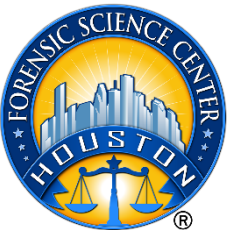
# Basement (B1)– firearms and CSU





# Lease summary

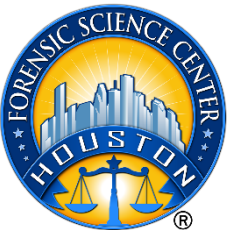
- 30-year lease for 83,000 sq. ft. Turnkey solution for facility with designed laboratory
  - YEAR 1 annual cost: \$2.7M (cost neutral)
  - YEAR 11 annual cost: \$3.4M
  - YEAR 21 annual cost: \$4.4M
- Move starts: March 1, 2019
- Move ends: December 2019





# Lease financials summary

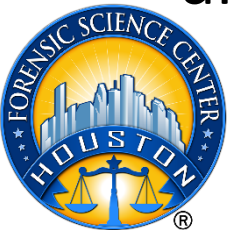
	Year 1	Year 10	30 yr Tot	Discount
	<u>\$k</u>	<u>\$k</u>	<u>\$M</u>	<u>\$M</u>
<b><u>Major Assumptions</u></b>	30 year lease, project cost in lease			
3% inflation assumed	3 office floors available 3/1/19, lab/			
	basement available 10/1/19			
	No Fannin renewal			
<b><u>Base model</u></b>				
Lease	1,439	1,439	53.8	34.7
Operational expenses (CAM)	997	1,301	47.4	29.9
CSU/pool car parking	-	38	1.6	0.9
Staff parking	175	180	5.4	3.7
24/7 HVAC, add lab utilities	65	85	3.1	1.9
<b><u>Total base model</u></b>	<b><u>2,676</u></b>	<b><u>3,043</u></b>	<b><u>111.3</u></b>	<b><u>71.1</u></b>
<b><u>Memo</u></b>				
Duplicate rent/one time cost/rebates	1,926		1.9	1.9
Not renewing 1301 Fannin lease	(569)		(1.5)	(1.4)
Total costs	4,033		111.7	71.6
<b><u>Qualitative Assessment</u></b>	Project completes in < than 18 months			
	Lowered risk for lease expense increases			
	Keeps HFSC close to key stakeholders			





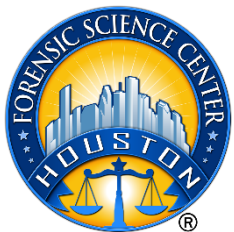
# Forensic Workforce development with UHC/UHD

- Projects planned with Central Campus and UH Downtown
  - Internships
  - Long term 1-2 year fellowship type programs
  - Visiting faculty participation
- Leverage science, engineering and information science programs with practical laboratory experience to develop future forensic practitioners
- Specifically seek veterans for fellowship paths in firearms examination and latent prints





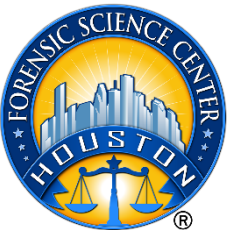
# LIMS





# LIMS Updates

- Continuing development for legacy divisions
- Plan to bring additional divisions online by end of year
- LIMS request portal will go live at that time







## Search for an incident

Begin a new lab request or view the status of previously submitted requests.

enter agency case number, include leading zeros and remove dash for HPD e.g., 001234518

Search »



### Seized Drugs

Identifies pharmaceuticals, illicit drugs, plants or parts of plants, related chemicals and drug paraphernalia. Among the substances chemists identify are marijuana, cocaine, methamphetamine, heroin, prescription drugs, synthetic cannabinoids and synthetic stimulants, commonly called bath salts.

○○●○○○

### My Tasks

2 saved requests need to be completed.

[View your saved requests »](#)

### HFSC Mission Statement

To receive, analyze and preserve physical and digital evidence while adhering to the highest standards of quality, objectivity and ethics.

### Internal Resources

[HFSC website](#)

[HFSC eDiscovery](#)

[DNA case acceptance policy](#)

[How to Submit Evidence](#)

### External Resources

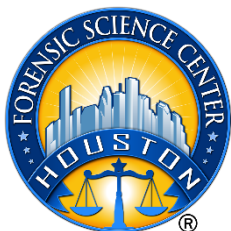
[Texas Forensic Science Commission](#)

[Texas Department of Public Safety Crime Laboratory](#)

[Service](#)

[City of Houston](#)

[ANAB](#)





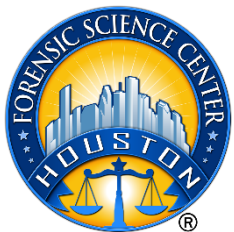
# Operations Report

September 14, 2018





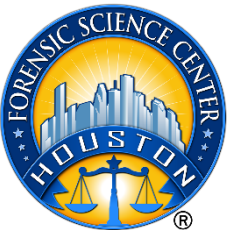
Section	Turnaround time (days)	Relative to Prior Month	Requests >30 days	Relative to Prior Month
Forensic Biology	192	↓	946	↓
CODIS	18	↓	36	↑
Digital/Multimedia	59	↑	13	↓
Firearms (Analysis)	36	↑	11	↓
Firearms (NIBIN)	18	↓	720	↑
Latent prints	67	↓	1351	↑
Seized Drugs	8	↓	1	↔
Toxicology (Alcohol Analysis)	26	↓	0	↔
Toxicology (Drug Analysis)	61	↑	178	↑





# September 2018 Highlights

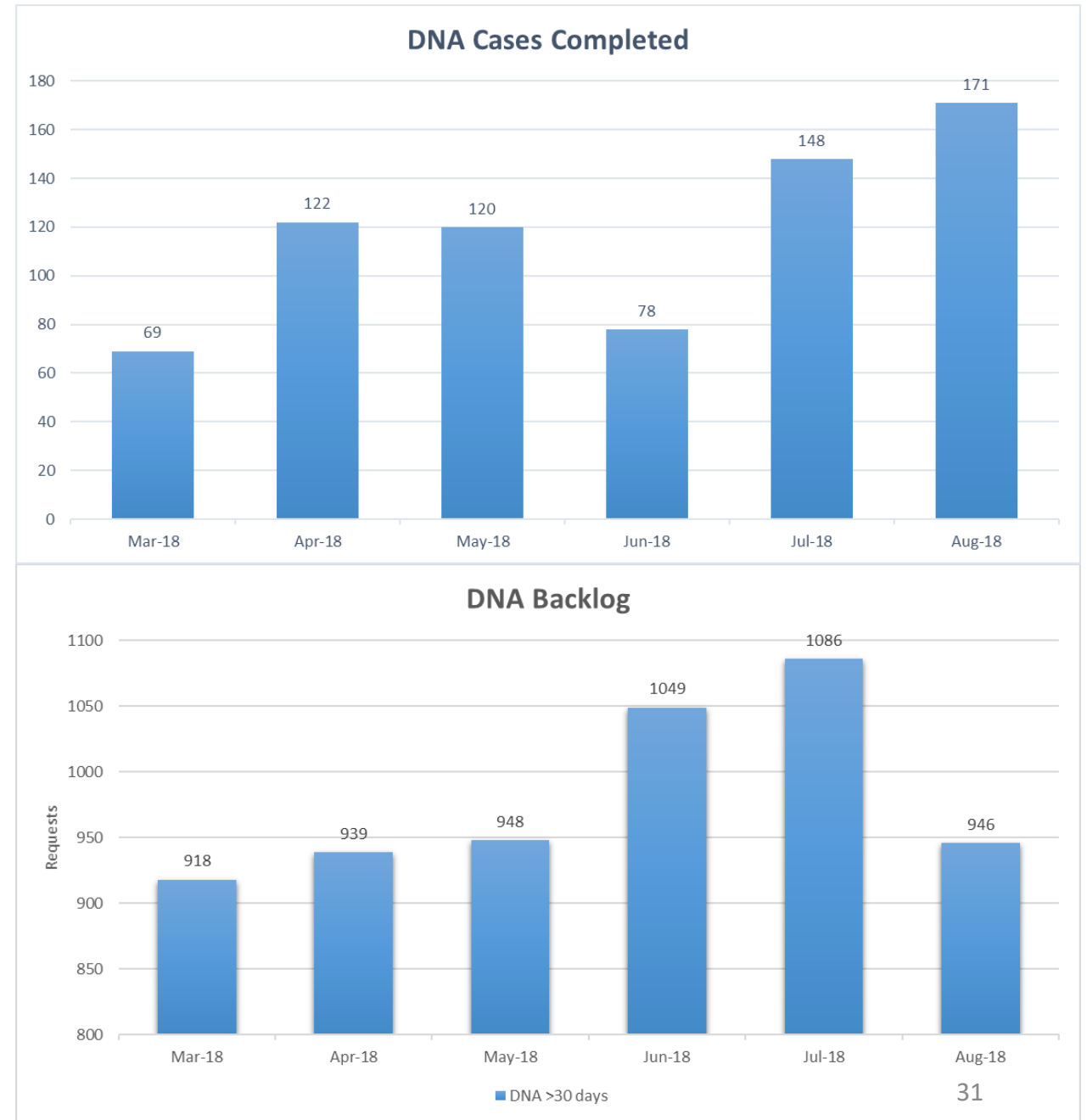
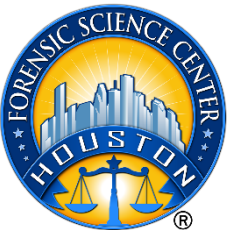
- Forensic biology/DNA
  - Backlog reduction
  - Training progress
  - CODIS improvements
- NIBIN
  - Update on incoming case turnaround time and backlog
- Latent prints and CSU
  - Backlog reduction update
  - CSU latent print processing





# DNA Backlog Update

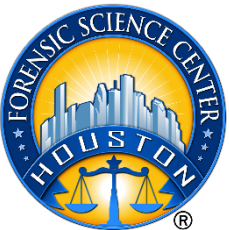
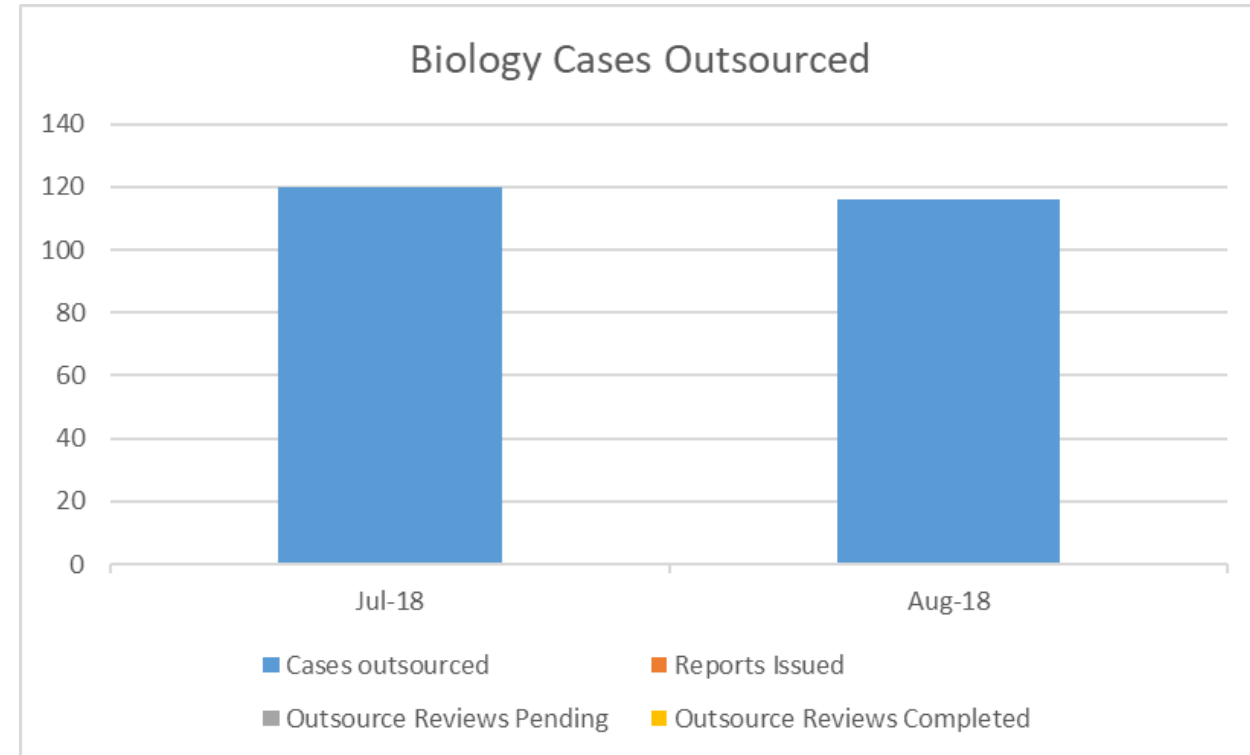
- Completed 171 DNA requests in August
- Cleared 140 DNA cases from the backlog in August





# DNA Outsourcing Update

- To date 264 cases have been shipped to Bode
  - 197 of those are sexual assault kits
- Reports will start returning in October





# Forensic Biology Training

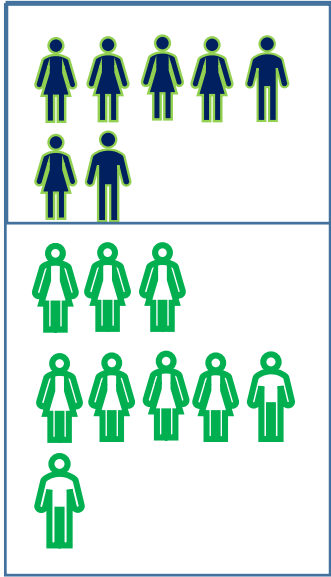
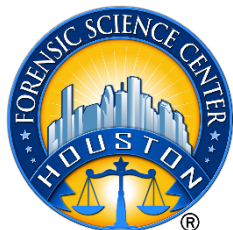
Evidence Processing Training Target completion December 31,2018



DNA Lab Processing Training Target completion January 31,2019



DNA Report Writing Training Target completion July 30,2019-16 DNA Report Writers

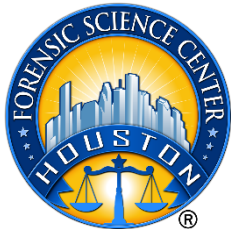




# CODIS Improvements

- The improvements seen in the process changes while testing have been sustained to date
- All case types now have shown significant improvement in the turnaround time

Previous CODIS Notification TAT (old process)	Current CODIS Notification TAT (new process)
39 days	16 days

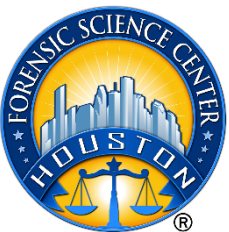


This includes the TAT of notifications that we are dependent on DPS-Austin



# NIBIN (National Integrated Ballistics Information Network)

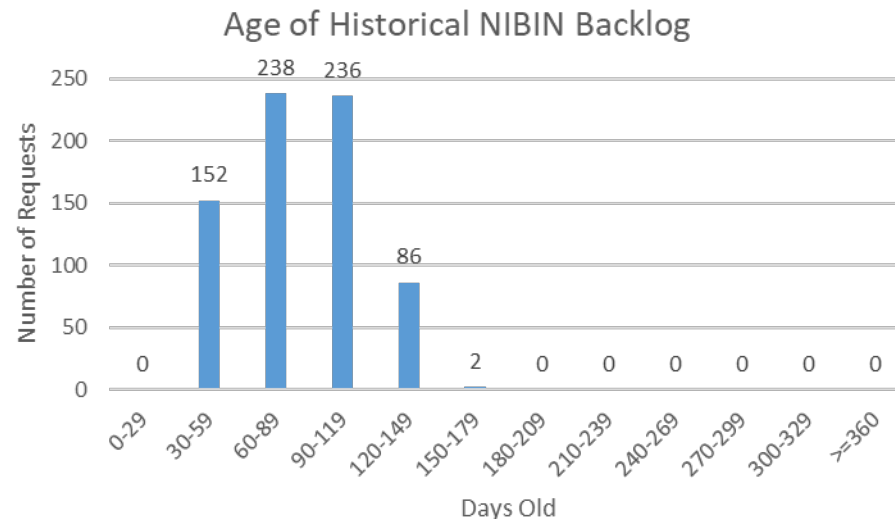
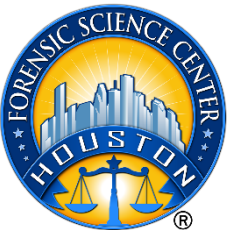
- What is NIBIN?
  - A database of imaged cartridge cases (from crime scenes, crime guns and found guns).
  - “Leads” can be identified that link 2 or more crimes together (or a crime to a gun.)
- Why is a quick turnaround time for NIBIN critical?
  - Crime guns change hands quickly, so a link to a gun  $\neq$  a link to a person.
  - Since a lead ties 2 crimes together, the sooner investigators can find witnesses, video surveillance, etc. the better.





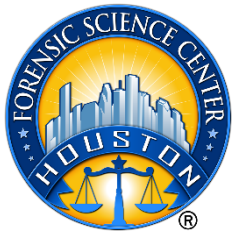
# NIBIN

- Target is 5-day TAT
  - Since 7/23/2018, 588 NIBIN requests have been completed with a TAT of 4.4 days. (712 requests received since 7/23/2018)
  - ATF target is 5 *business* days from receipt of evidence to lead issued.
  - Two new NIBIN technicians on board-will make this sustainable
- Backlog update
  - Nothing added to the backlog after 7/23/18, as of 8/31/2018 backlog is 720





# Crime Scene



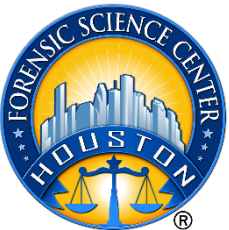


# Crime Scene in August 2018

- CSU callouts: 65
- Items of evidence collected: 1,637
- Cars processed at VEB: 37
- Hours spent at scenes: 546 = 17hrs/day
- Four CSIs in training
- Vehicle shortage due to one being repaired

## Outreach

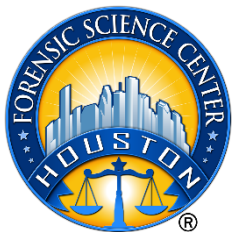
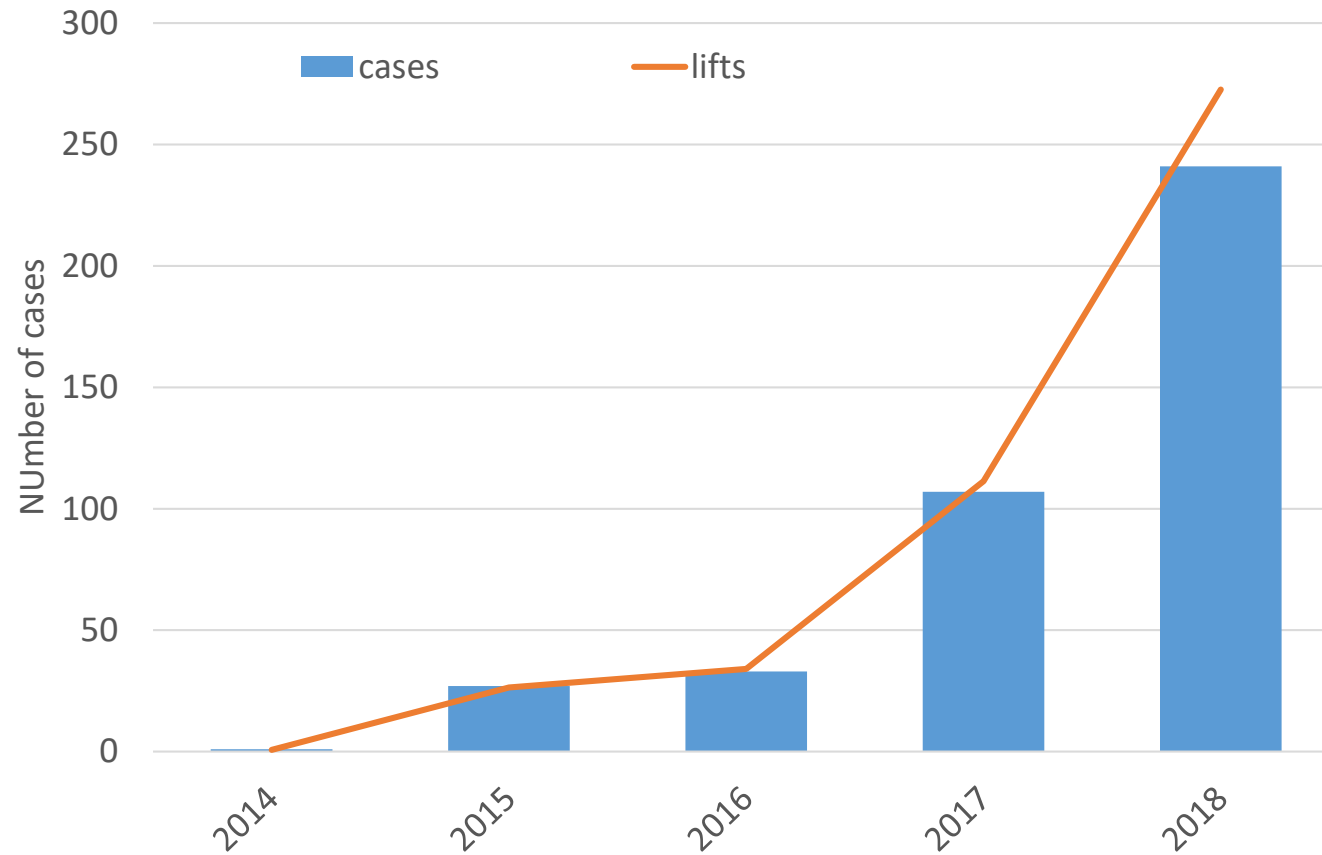
- Presentation for the Police Academy at the University of Houston





# CSU Improvements: Impacts on HFSC (fingerprints)

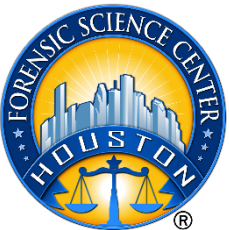
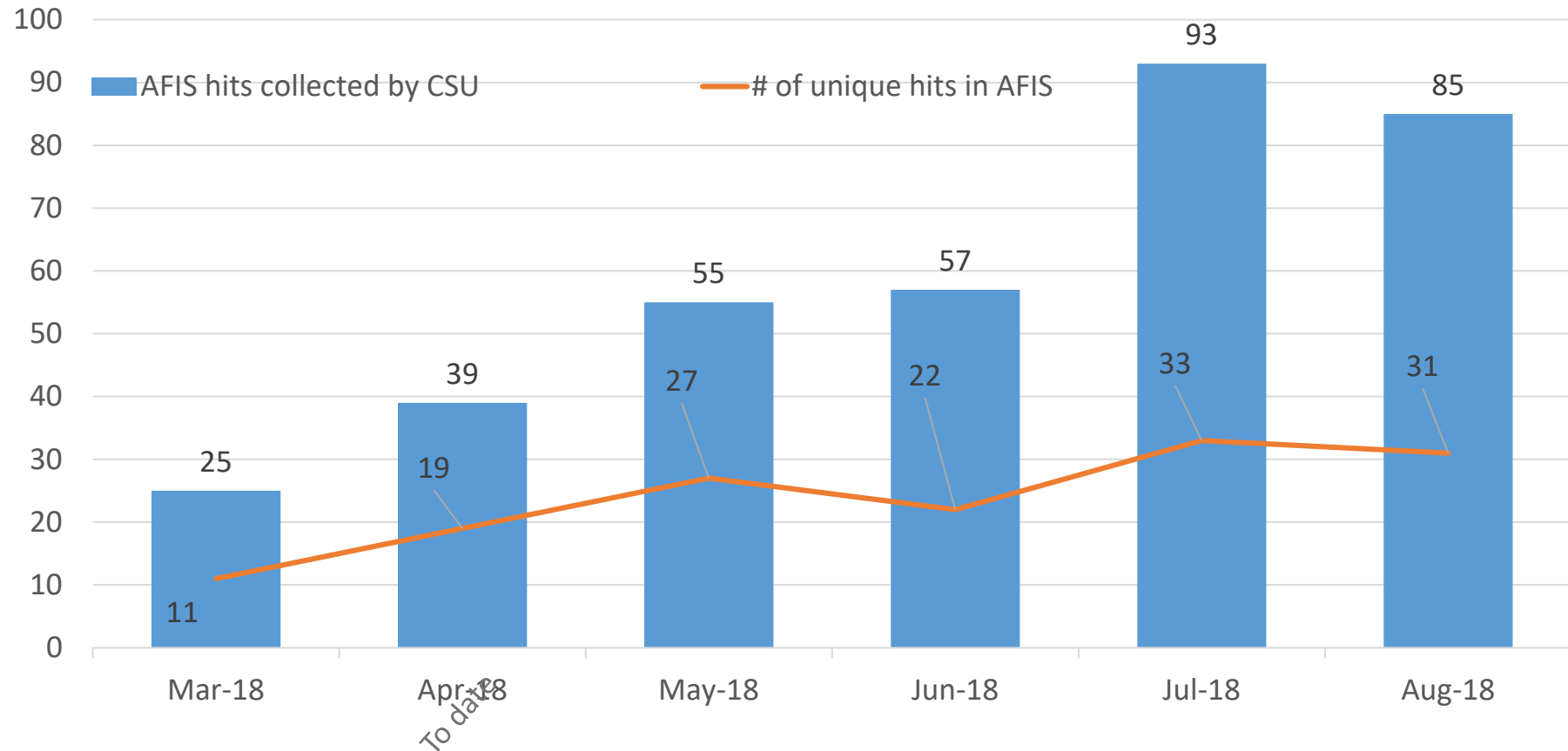
- # of cases processed and lifts collected by CSU by year





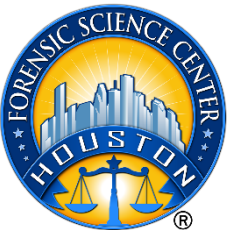
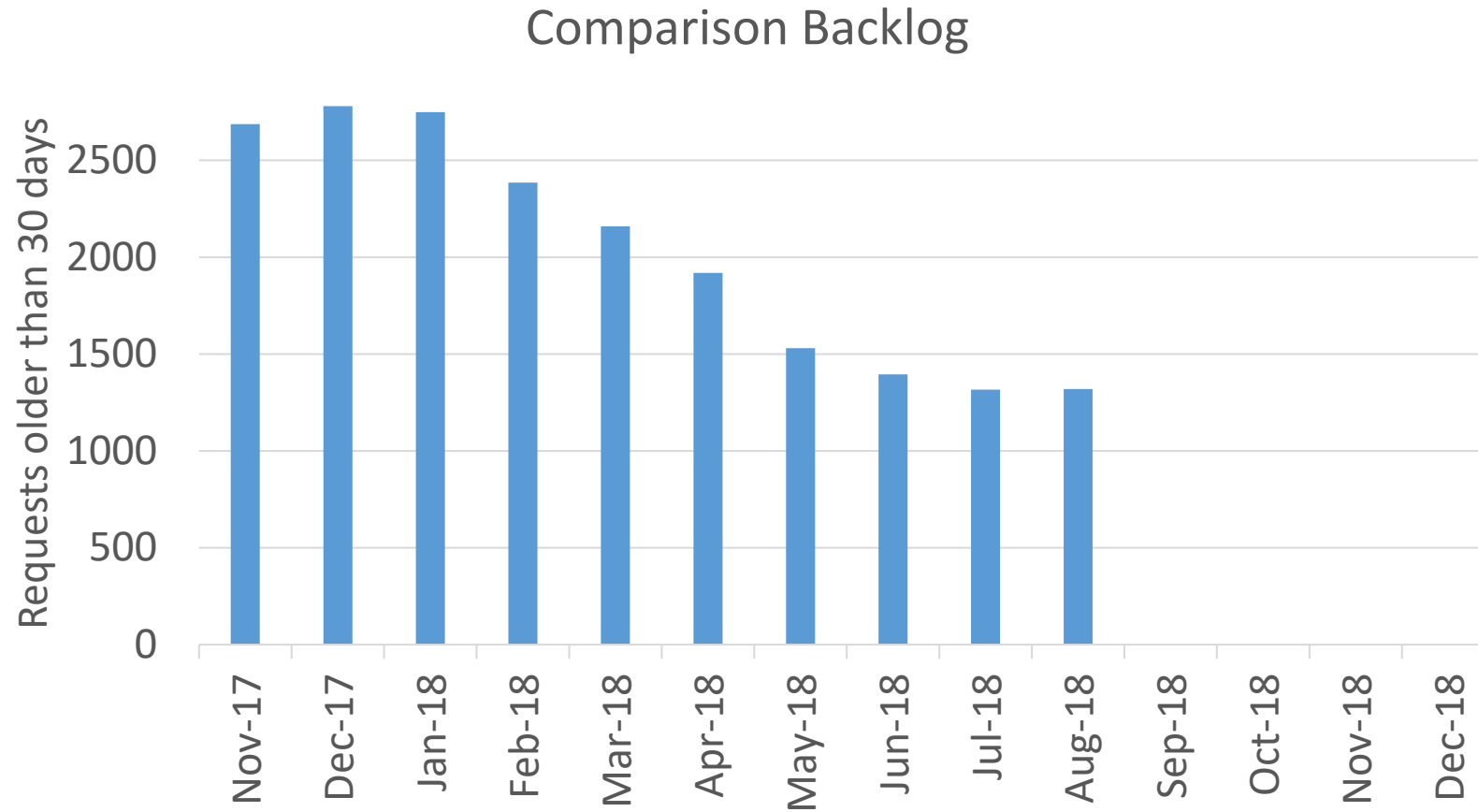
# CSU Improvements: Impacts on HFSC (fingerprints)

- Number leads reported to HPD in the past 6 months



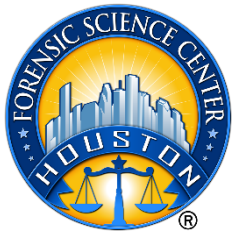


# What improved CSU performance does to latent prints – saturates capacity





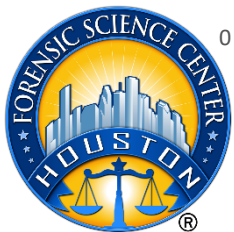
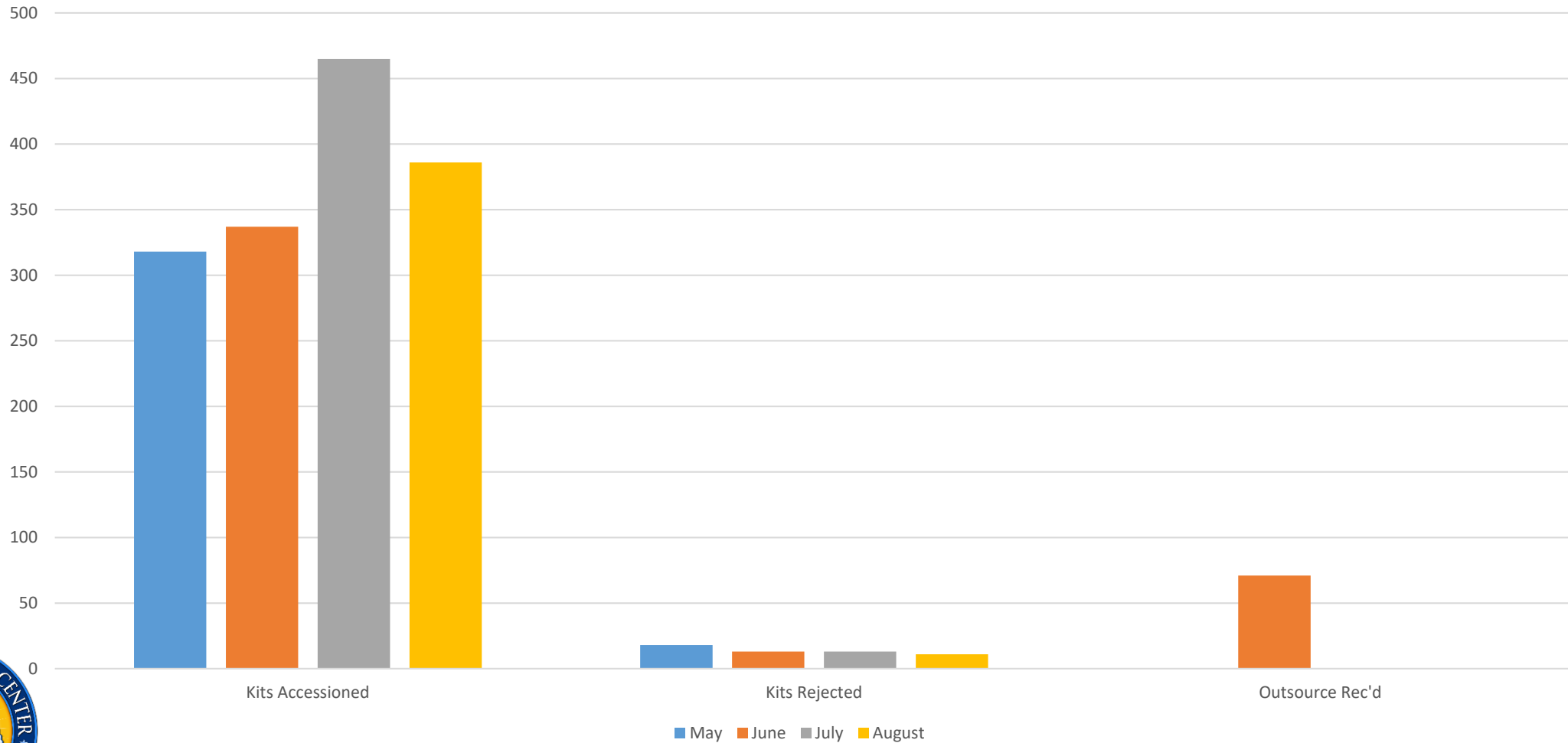
# Detail data





# CS/CM – August

# Toxicology Support

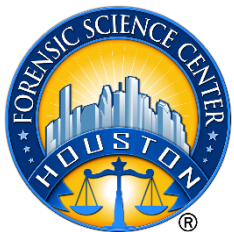
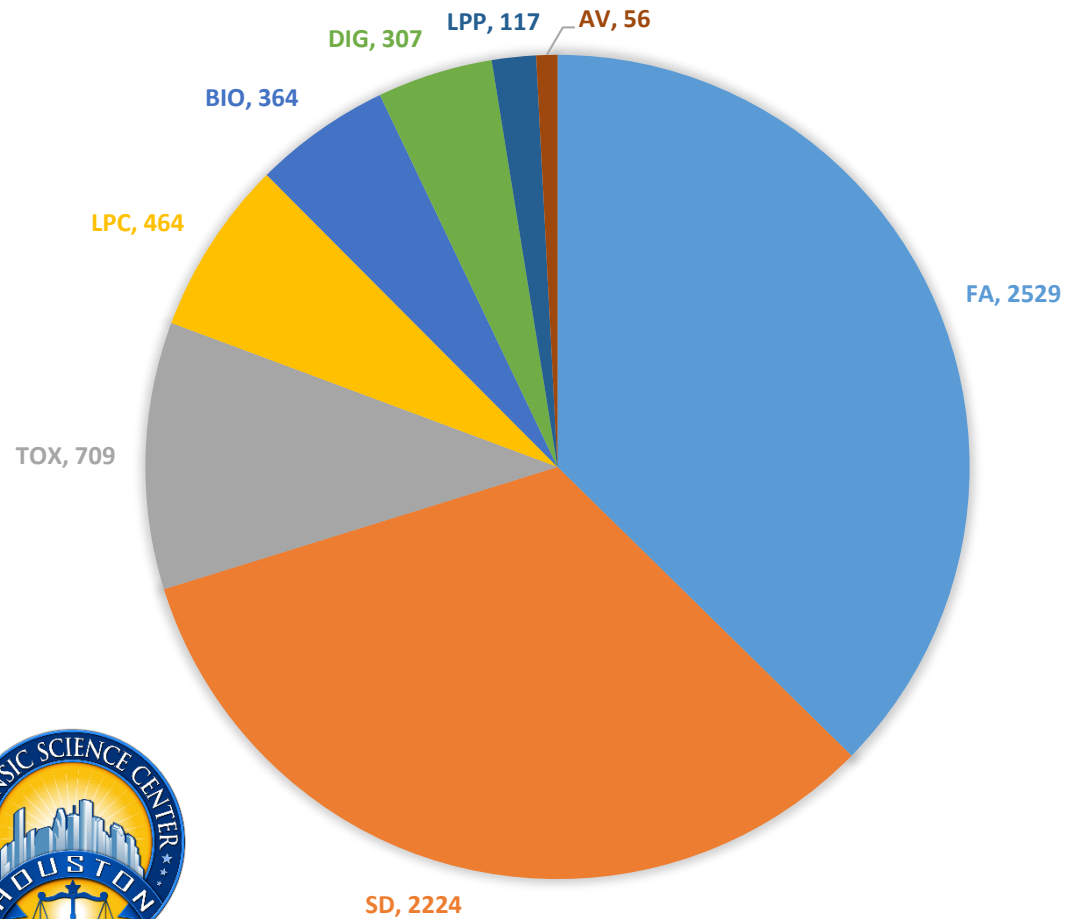




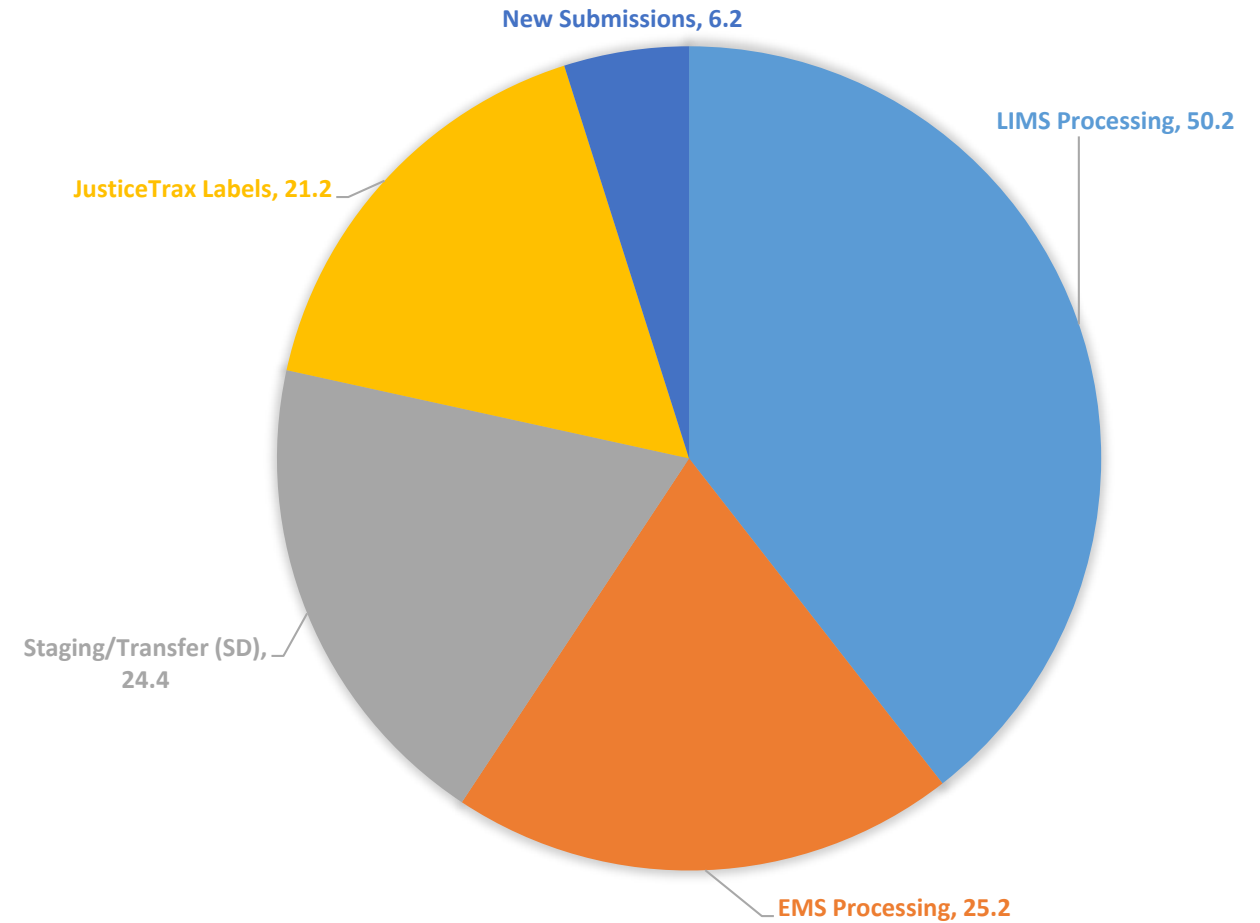
# CS/CM – August

# Evidence Handling

TOTAL ITEMS = 6770

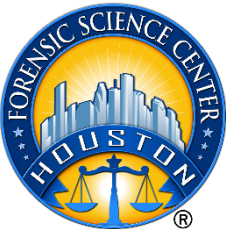
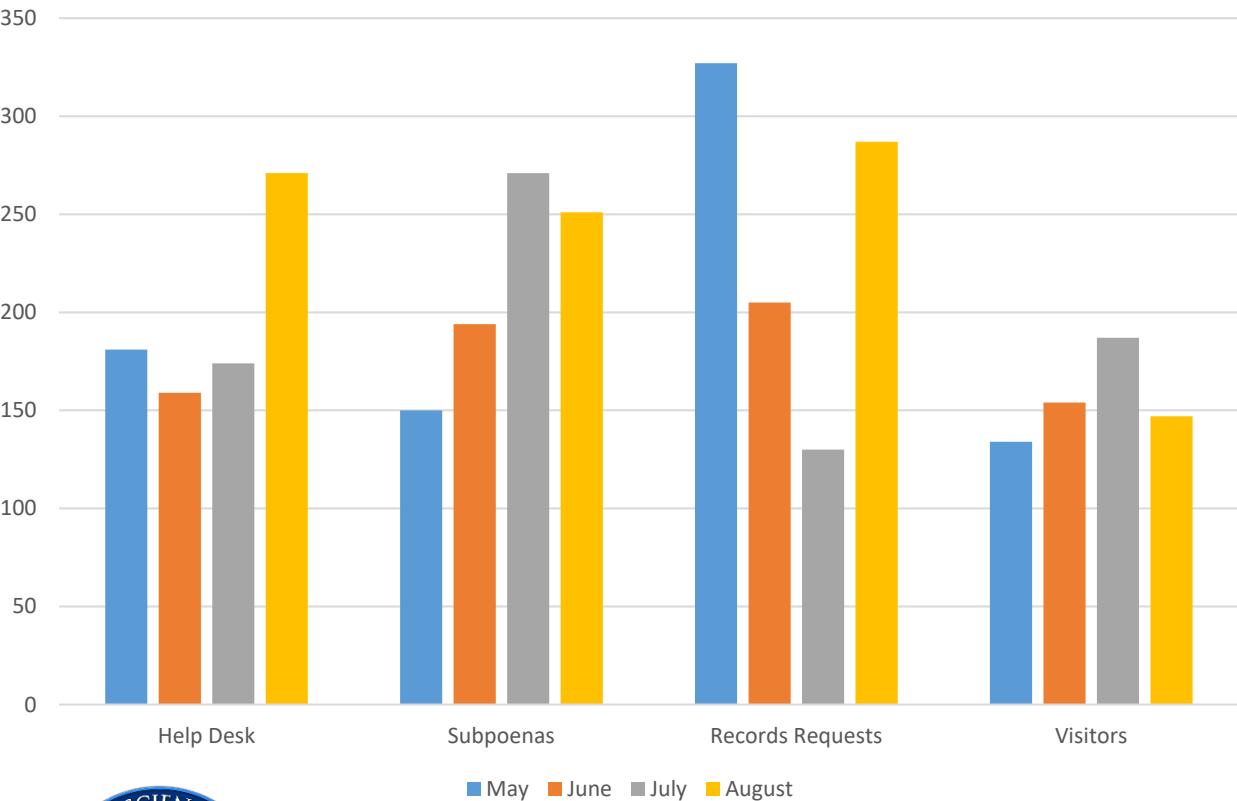


TIME = 127 HOURS



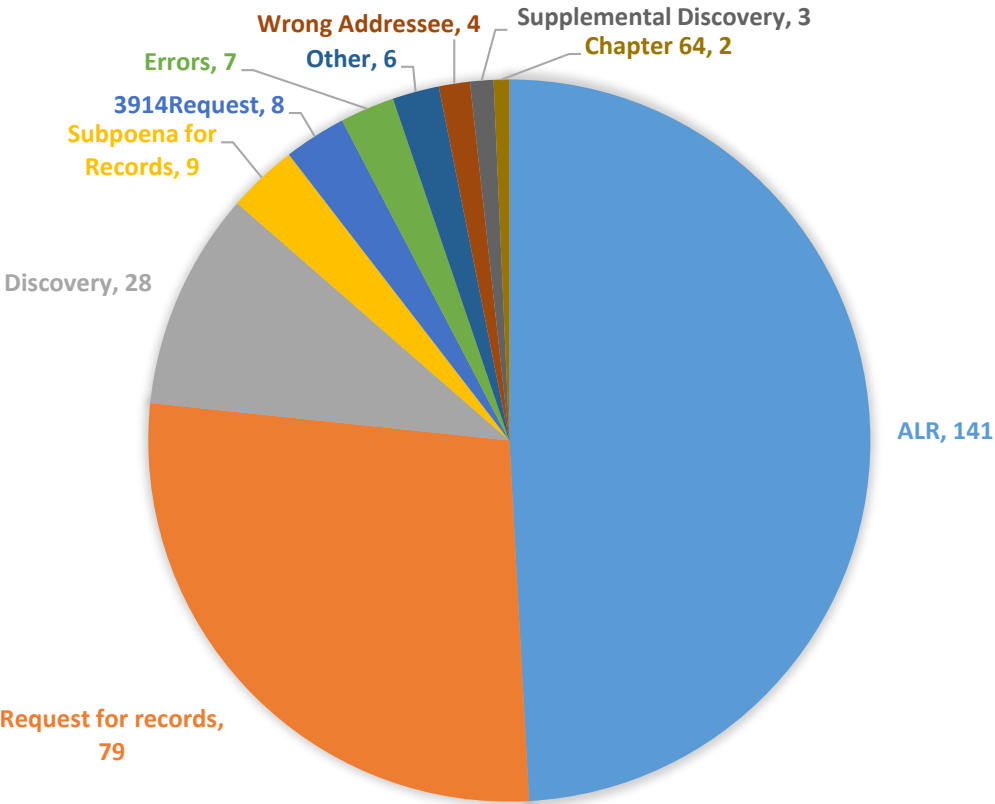


# CS/CM – August



# Administrative

Records Requests - Breakdown





# Seized Drugs

Total TAT  
↓ 8

EOM >30 day  
1

Critical issues  
2

**Seized Drugs:** 8-day TAT average  
1 pending requests >30 day

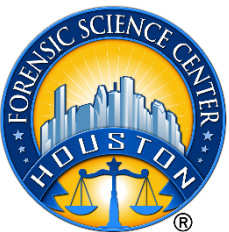
**Target:** TAT average <14 days  
Less than 3 requests >30 days

## Critical issues

- Potential impacts of additional expedited case needs
- Network transition including manual entry of case requests

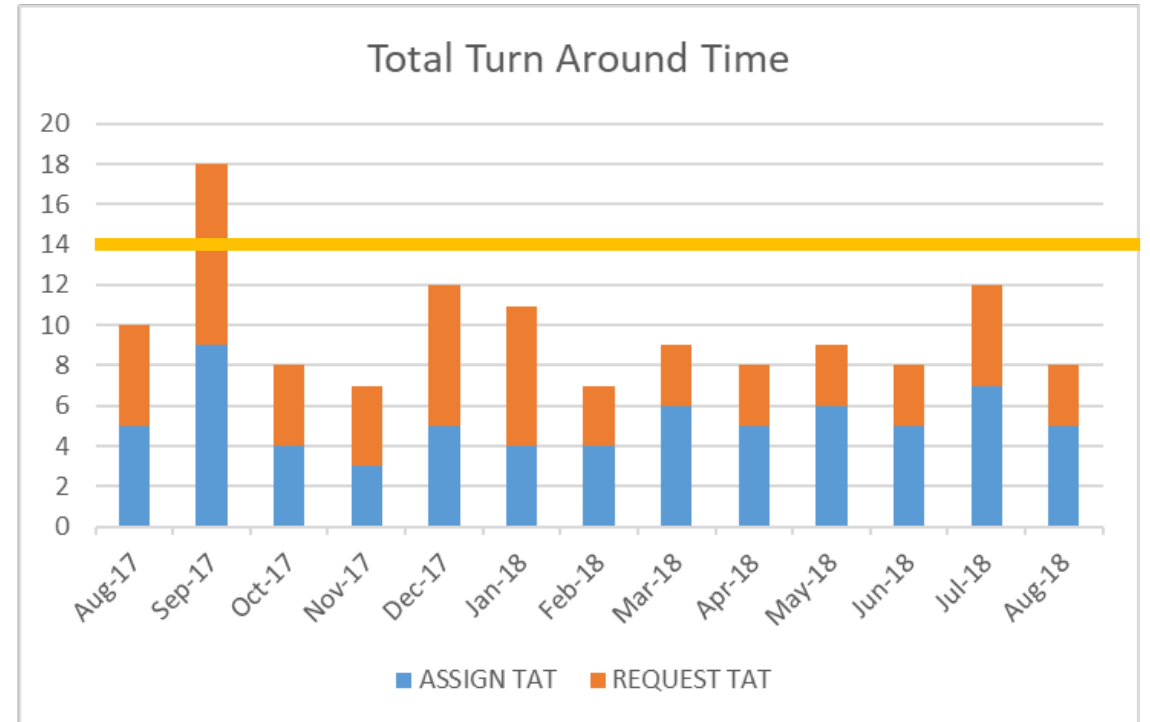
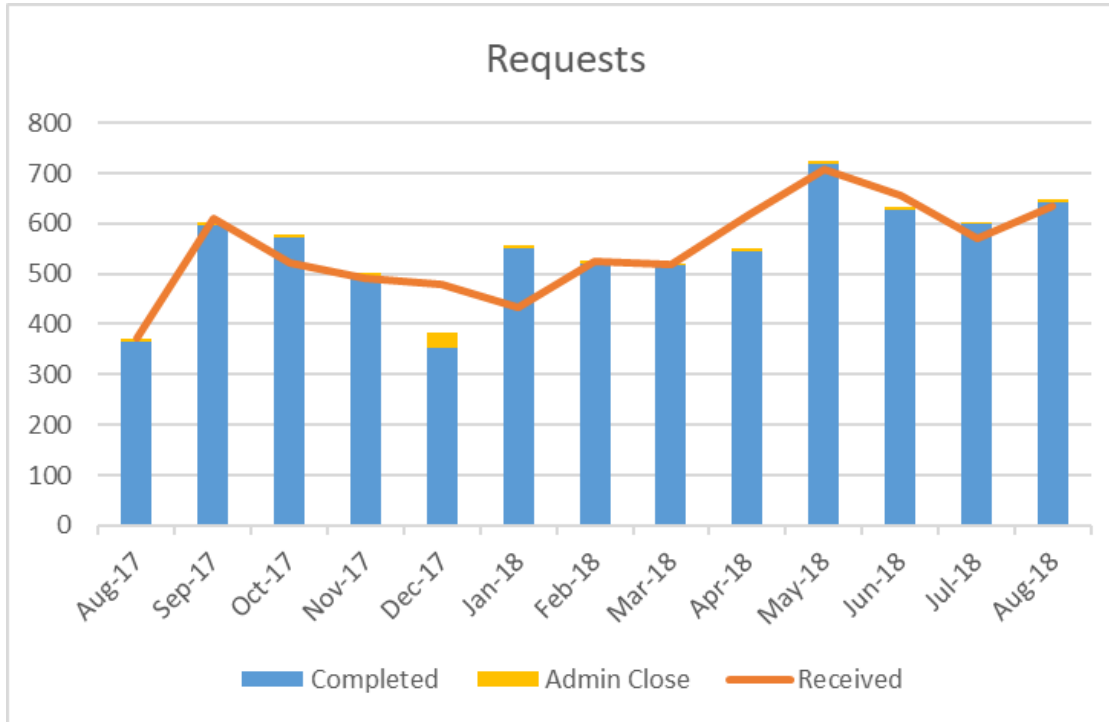
## Projections for next 90 days

- Continued pressure on resources from increased case complexity and requests for expedited cases
- Continue to track submission of opioid cases. Recently seen an uptick
- Collaborations with R&D on grant submissions focusing on opioid cases

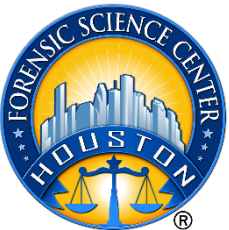




# Seized Drugs



CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



Orange bar indicates TAT target limit of 14 days.



# Firearms – Casework



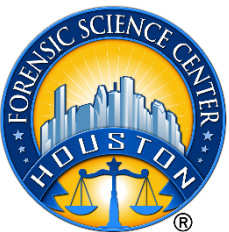
**Exams:** 36-day avg,  
11 pending requests >30 days  
**Target:** <25 days

## Critical issues

- Delay in signing off newly hired examiner
- Multiple complex cases that will increase TAT
- Average age of cases over 30 days: 64 days
- JusticeTrax

## Projections for Next 90 Days

- New examiner signed off for all casework
- Increase in TAT when older, more complex cases completed
- 1 to 2 examiners reduced casework productivity to train new NIBIN technicians
- 1 to 2 examiners reduced casework productivity to enter data for JusticeTrax





# Firearms – NIBIN

## Current NIBIN Requests

(received on or after 7/23/2018):

**Total received in August:** 447 requests

**Average TAT:** 4 days

**Target:** ≤5 days

## Historical NIBIN Backlog

(received before 7/23/2018):

**Total backlog:** 714 requests (225 in progress)

**Target:** eliminated by April 2019

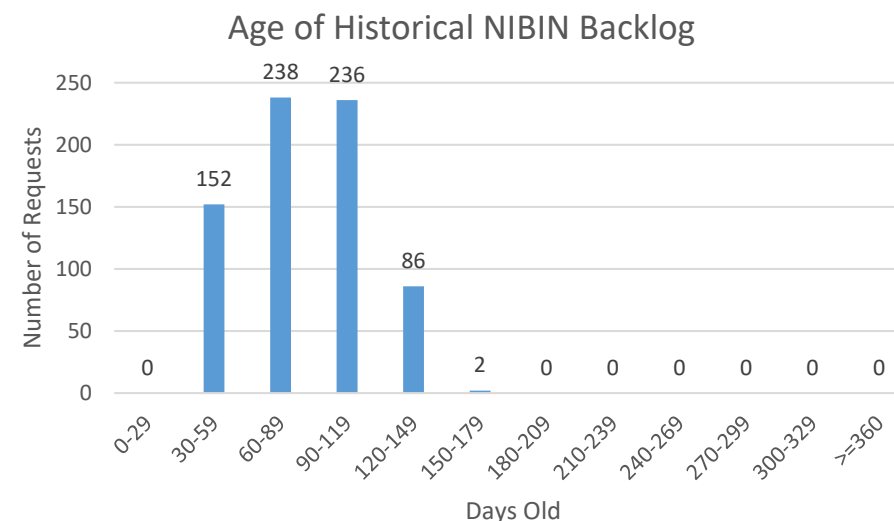


## Critical issues

- 2 additional NIBIN technicians started 9/5/2018
- NIBIN backlog, increased NIBIN workload
- Expect age and TAT of historical NIBIN backlog to increase
- JusticeTrax testing

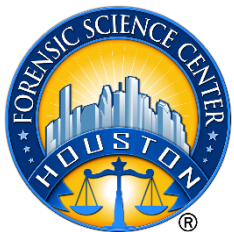
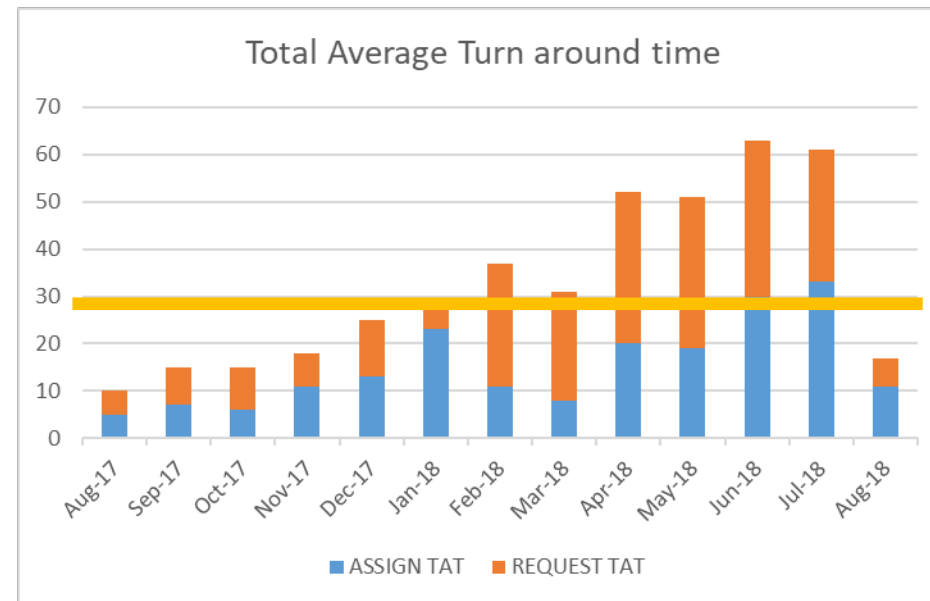
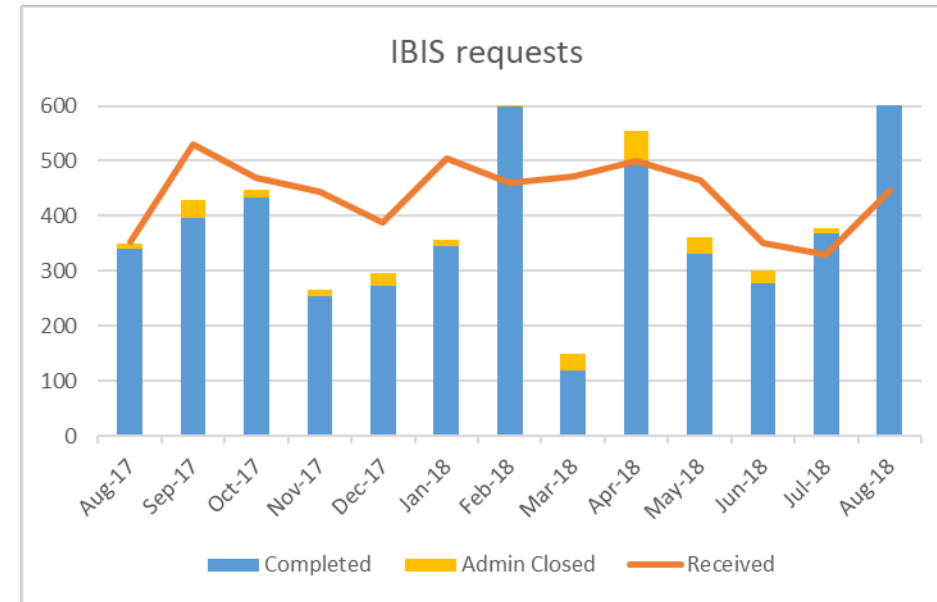
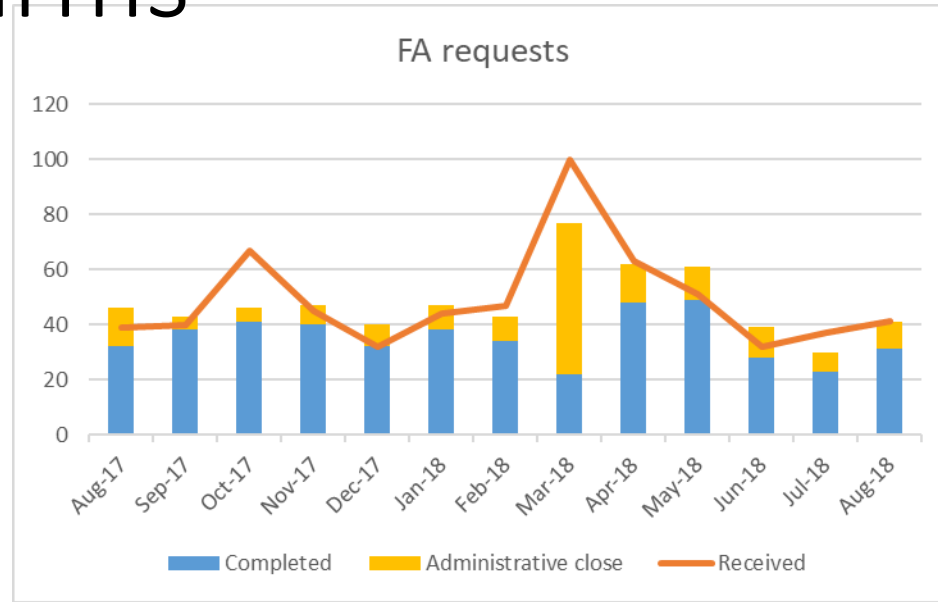
Between 8/1/2018 – 8/31/2018

- 481 **current requests** completed
- 33 **current requests** in progress
- 19 **historical backlog** requests completed
- 32 **historical backlog** requests in progress





# Firearms





# Forensic Biology-Backlog



SA Kit: 146-day avg TAT  
187 pending SAK requests >30 days  
of those: ~46 >60 days, ~134 >90 days

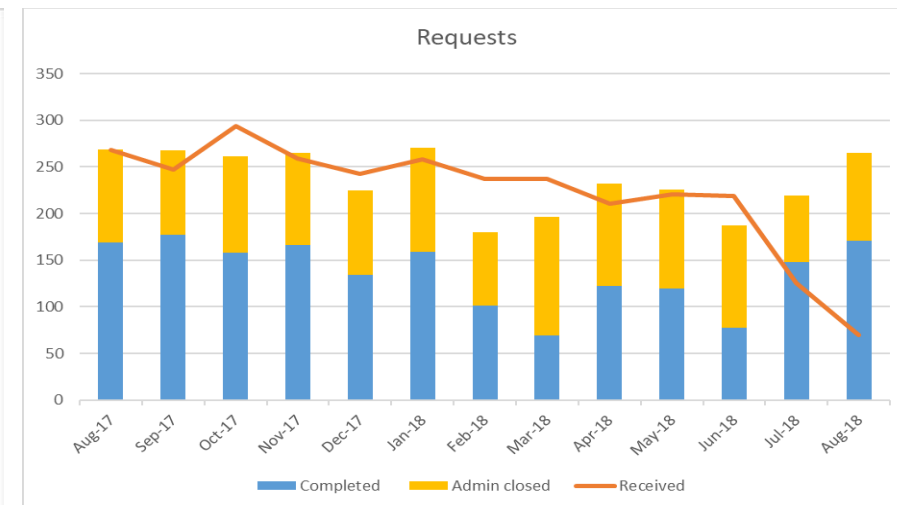
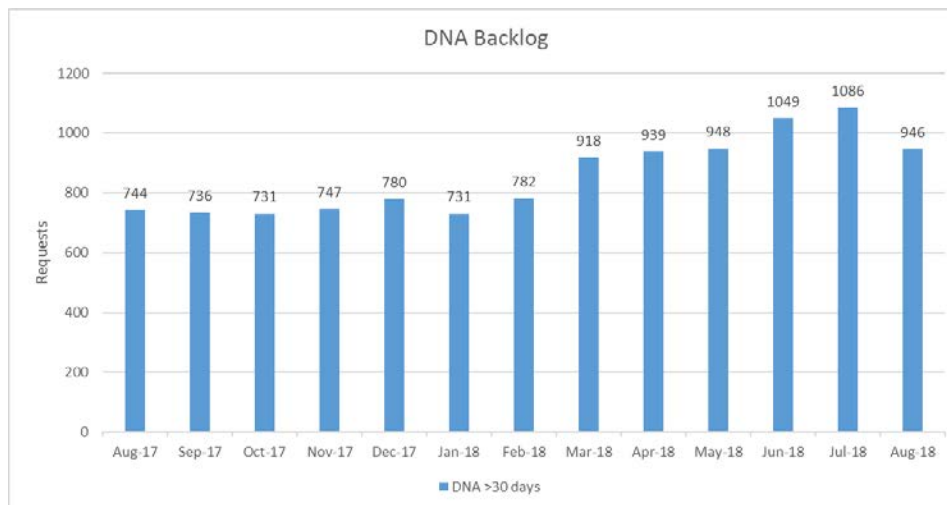
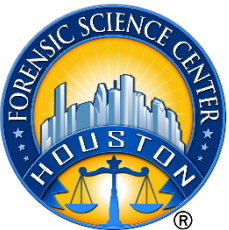
SAK "other": 160-day avg

Non-SAK DNA: 209-day avg  
718 total requests >30 days

\*\* All sexual assault kit requests are in process  
(except those to be outsourced)

## Critical issues

- Target: minimum 12 DNA report writers, currently 7
- Death penalty case could drastically impact training, section productivity and supply budget





# Forensic Biology-Outsourcing

Total Cases Shipped

264

Cases Returned

0

Cases Reviewed

0

SAKs shipped: 197

SAKs completed: 0

Non-SAKs shipped: 67

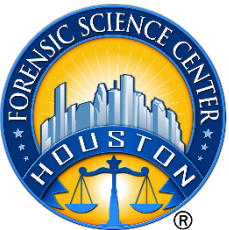
Non-SAKs completed: 0

## Critical issues

- The In-house review of all outsourced casework

## Projections for next 90 days

- Project timeline: August 2018-September 2019
- First cases expected to be returned in October 2018





# CODIS (National DNA Database)



Profiles Entered: 85

Matches: 120

Our in house TAT in the pilot is 10 days

106 Pending notifications

36 Notifications over 30 days

All notifications over 30 days are waiting on other agencies to provide information

## Critical issues

- Delays in notifications from DPS-Austin
- Obligate Allele Project

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## Projections for next 90 days

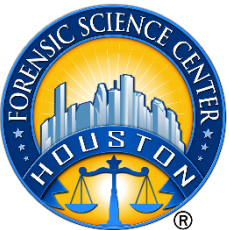
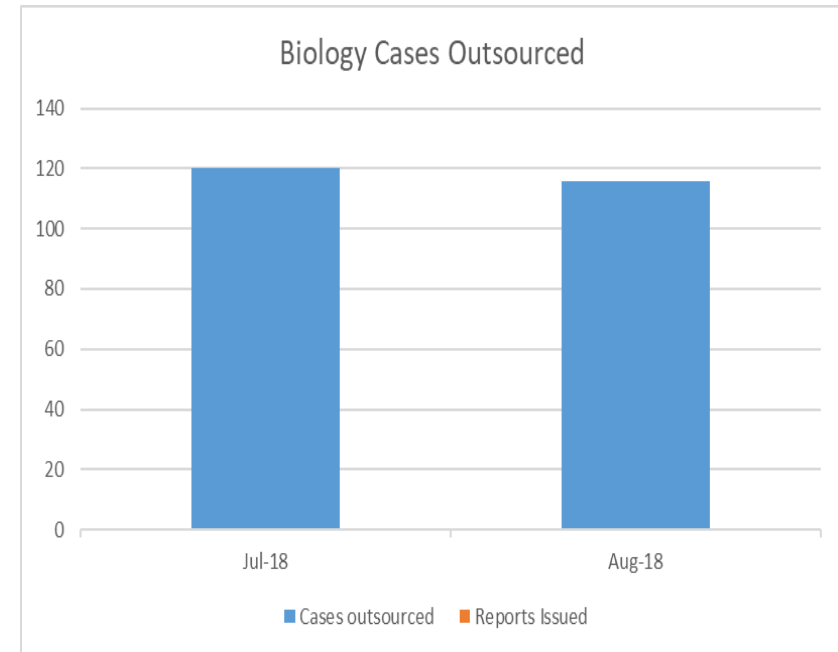
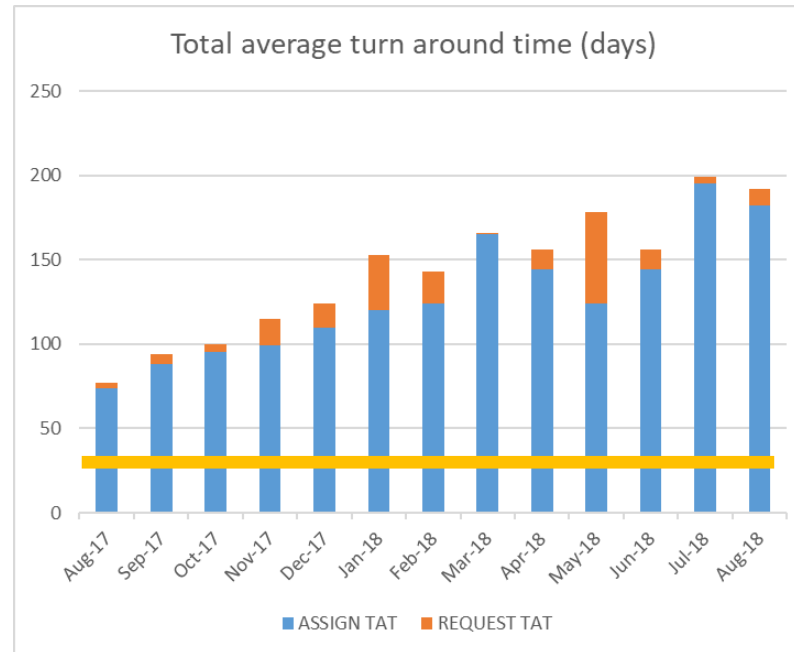
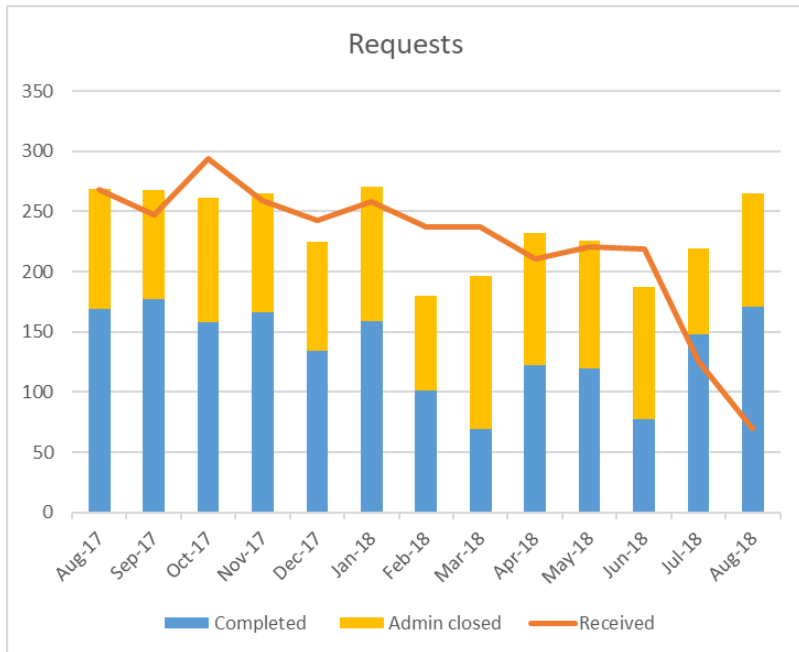
- Continued TAT for CODIS hit reports <30 days
- Lean Six Sigma CODIS project completed and new process running independently





# Forensic Biology -- Total

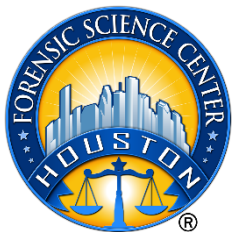
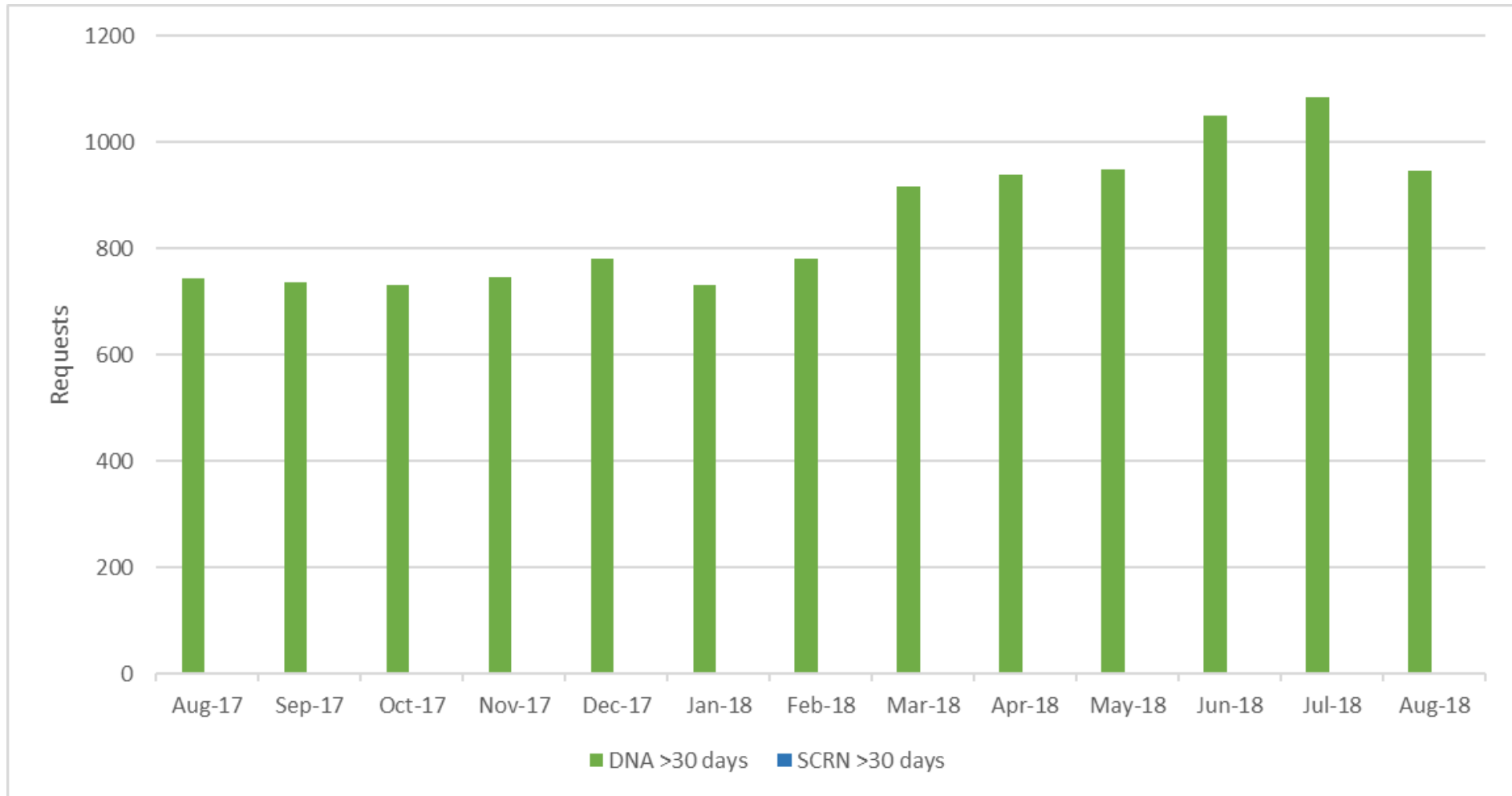
Note: In July of 2018 the number received will be impacted by the number of cases outsourced, once a case is outsourced it moves from received by Bio to Outsourced





# Total DNA Backlog (>30 day) requests by month

Note: change in presentation at February 2017. Total requests represent SAK and FBIIO requests (green bar).





# Toxicology



**Alcohol:** 26-day avg,  
0 pending requests >30 day

**Tox:** 61-day avg  
178 pending requests >30 day

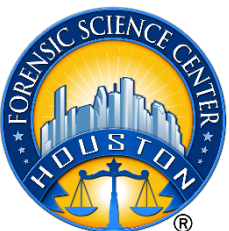
**Out-Tox:** 19-day avg  
0 pending requests >30 day

## Critical issues

- Two analysts in training, one on extended leave (one-third of section)
- Legacy instrumentation and limited staff in the drug confirmation group
- Urgent training needs to be balanced with casework

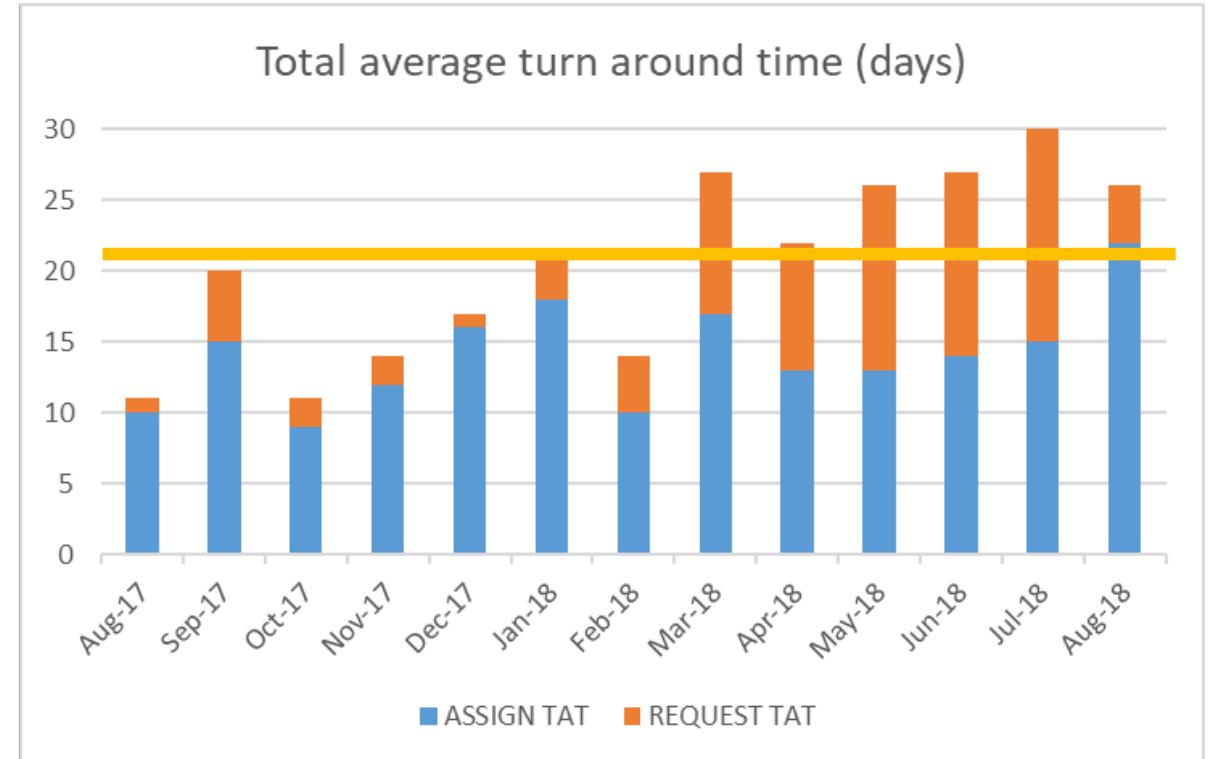
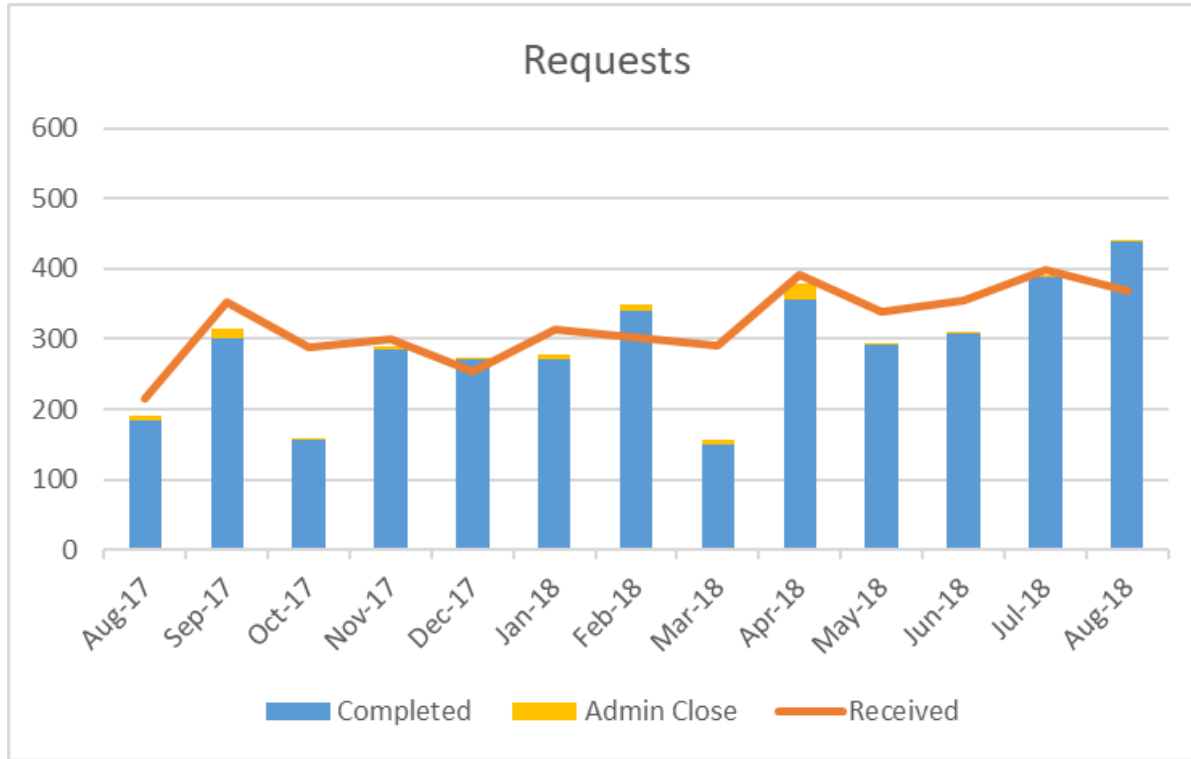
## Projections for next 90 days

- Tox confirmation of SA cases to be outsourced monthly
- Alcohol training of new analysts to be completed by the end of Sept 2018
- With limited staff and training needs, longer drug confirmation TAT expected (90 days)
- Alcohol TAT to decrease in September





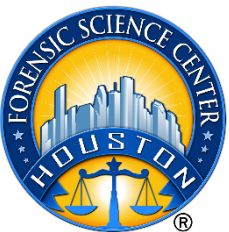
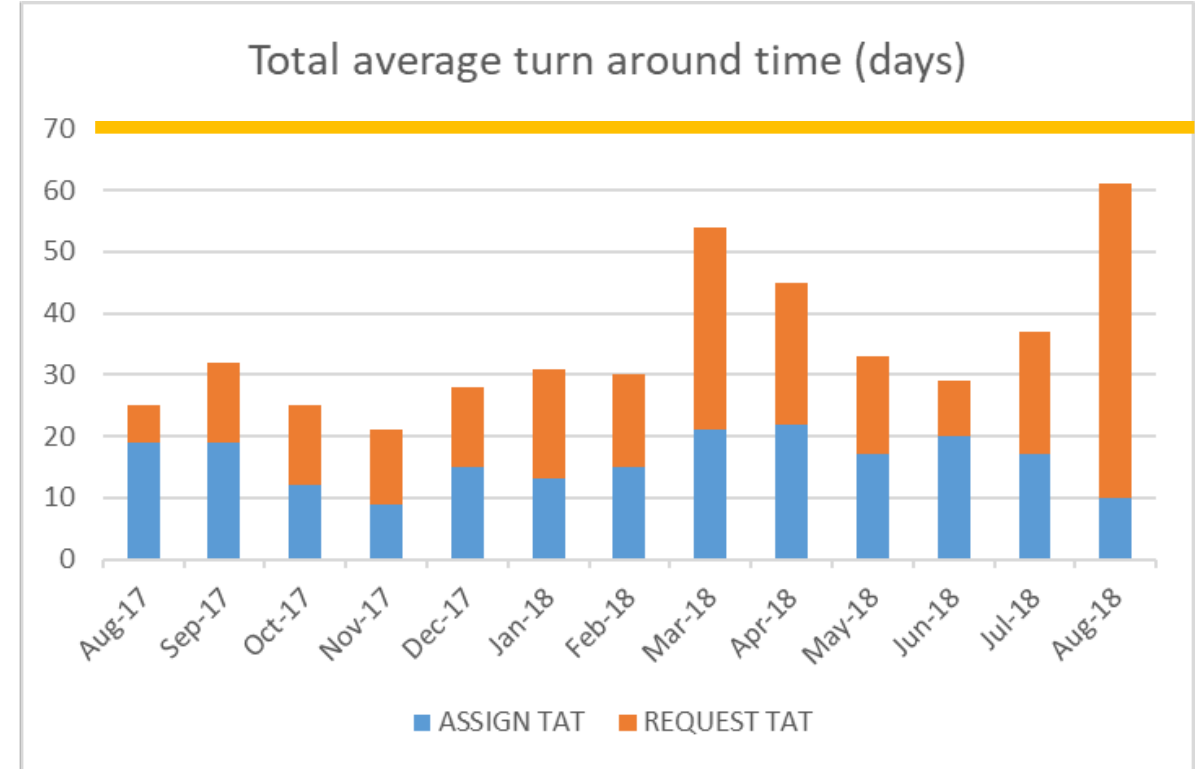
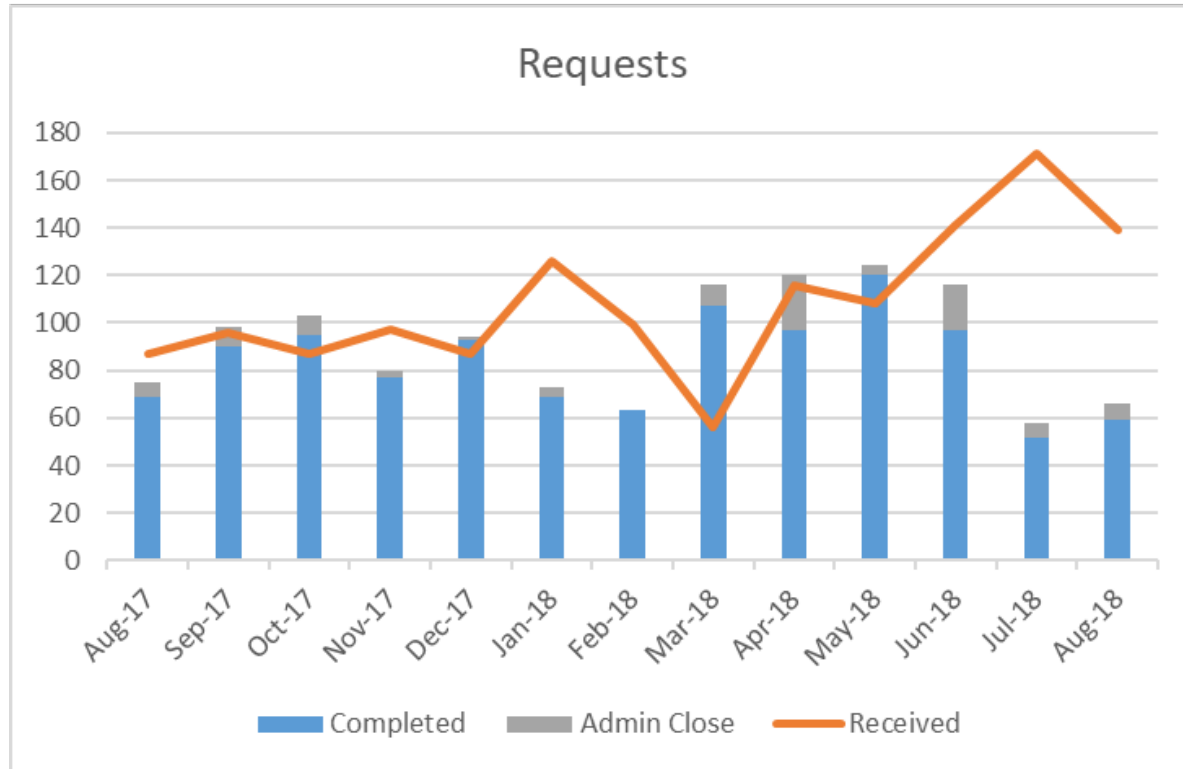
# Toxicology: Alcohol





# Toxicology: Other Drugs

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





# Latents

Total TAT  
↓ 68

EOM >30 day  
↑ 1,351

Critical issues  
2

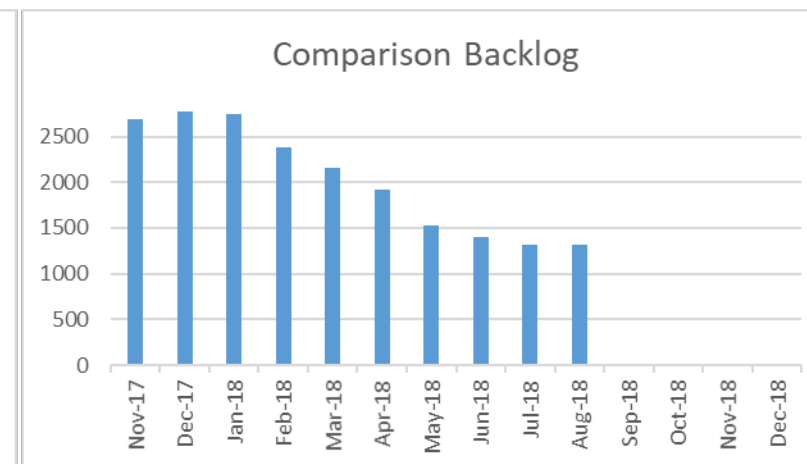
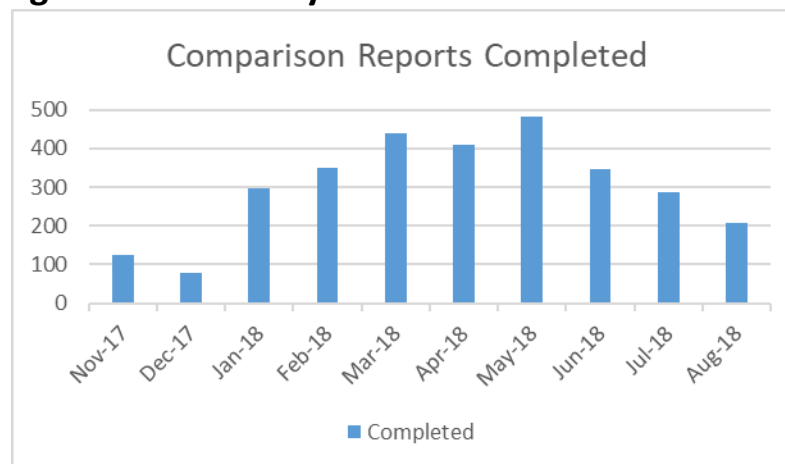
**Comparisons:** 75-day avg TAT from request  
1,319 pending requests >30 day

**Processing:** 36-day avg TAT from request,  
32 pending requests >30 days

## Critical issues

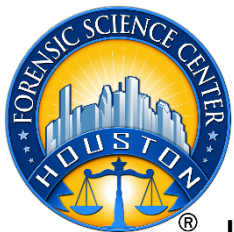
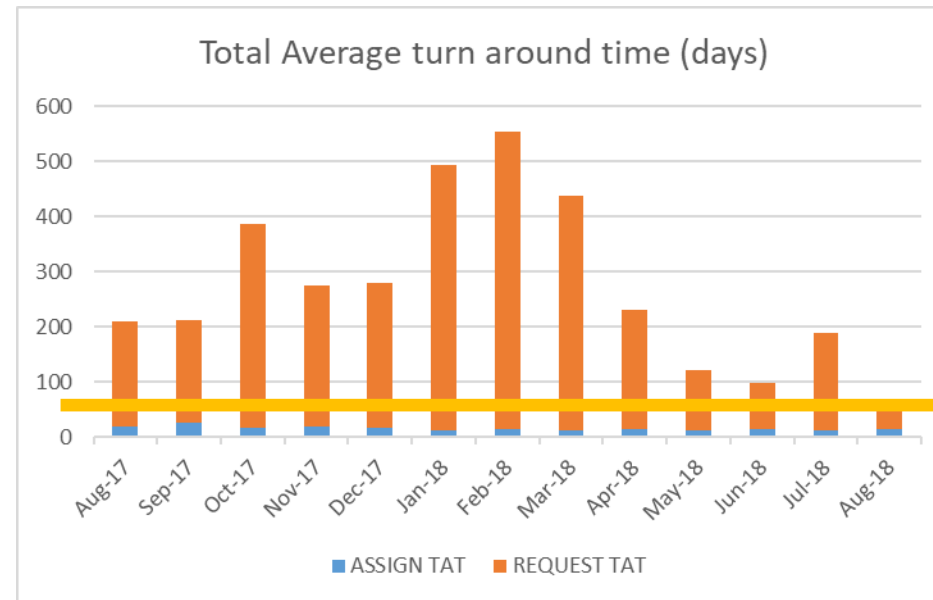
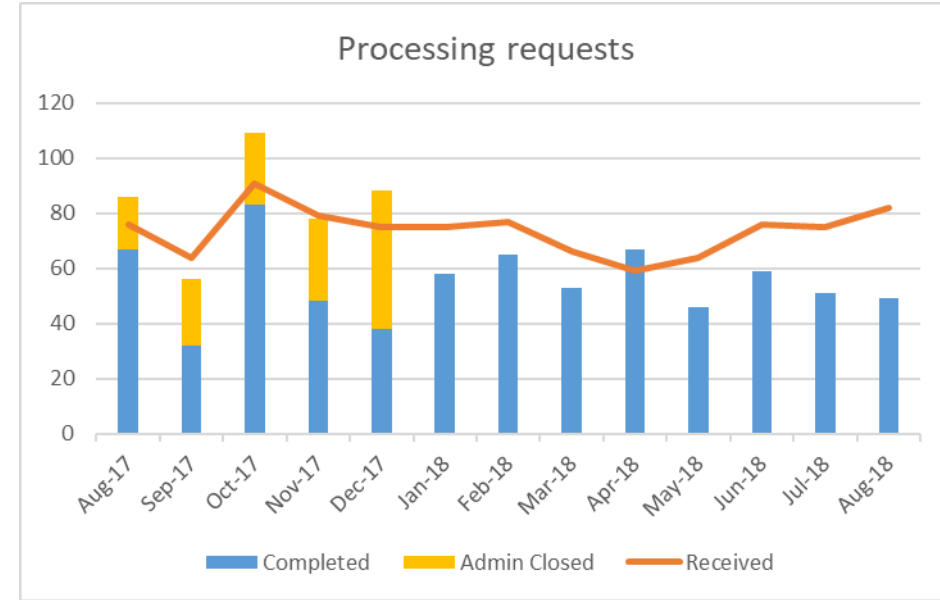
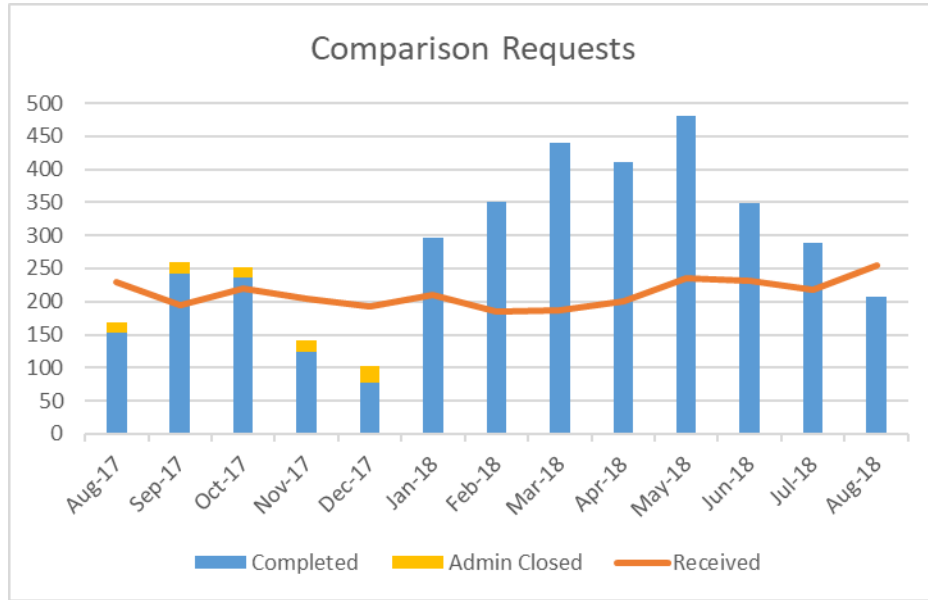
- Case completions were slowed due to larger CSU cases.
- Workflow remedies being explored to mitigate increased volume and still address elimination of backlog.

Anticipate entire backlog to be cleared by the end of 2018





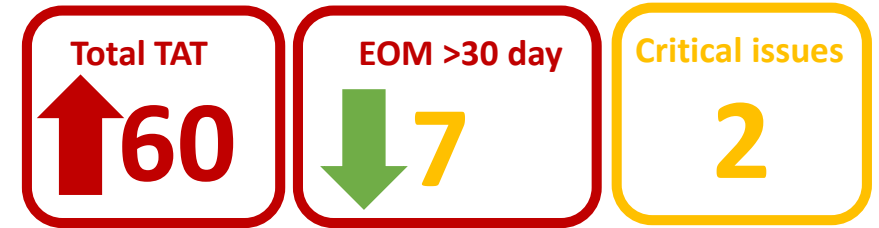
# Latents



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



# Digital and Multimedia



**A/V:** 113-day avg  
7 pending requests >30 days

**AVCO:** 9-day avg  
0 pending requests >30 days

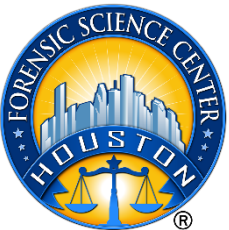
**Digital:** 22-day avg,  
0 pending requests >30 days

\*AVCO: Audio/Video call out

## Critical issues

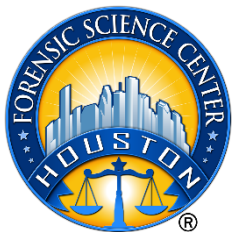
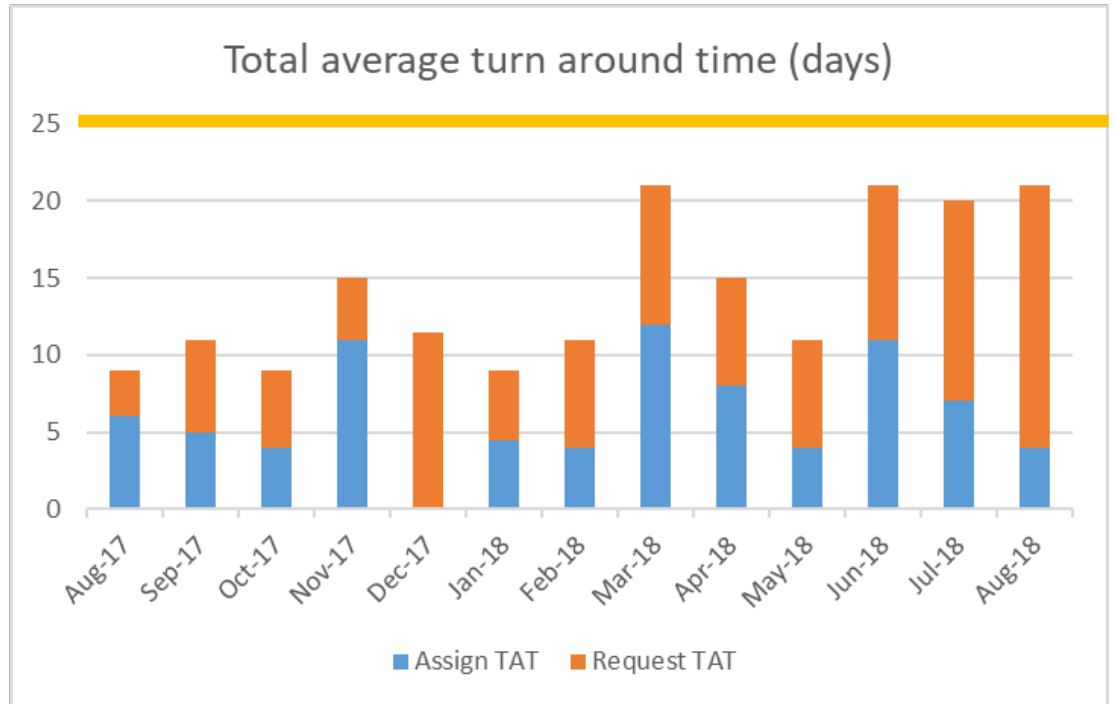
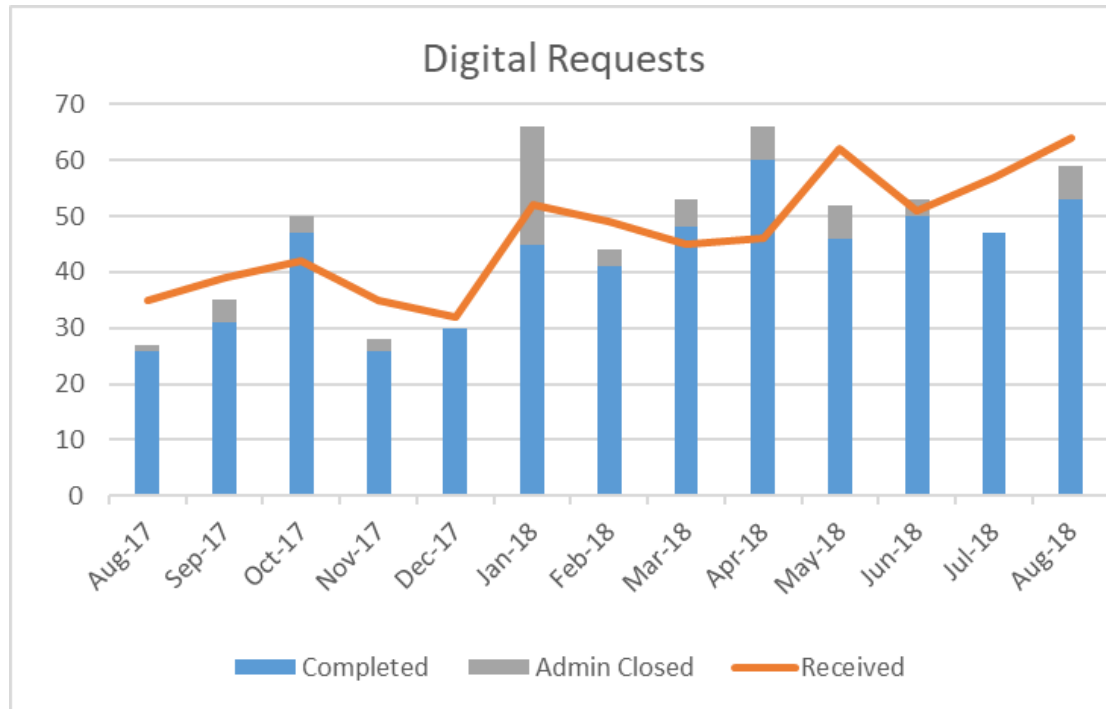
- Digital multimedia backlog
- Transition to new LIMS/network/workflow

- Overall Digital and Multimedia pending cases over 30 days are down from 47 to 7
- Multimedia (A/V) backlog cases are down from 43 to 7
- The section is projecting that the entire backlog will be eliminated during the month of September



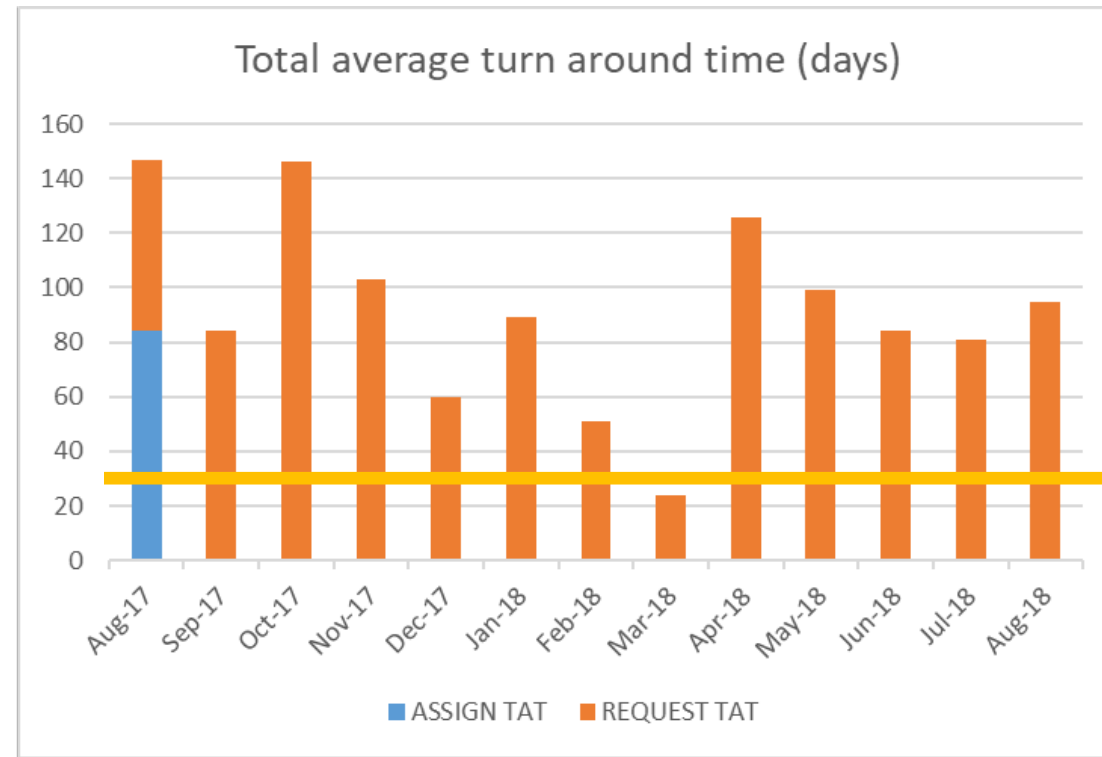
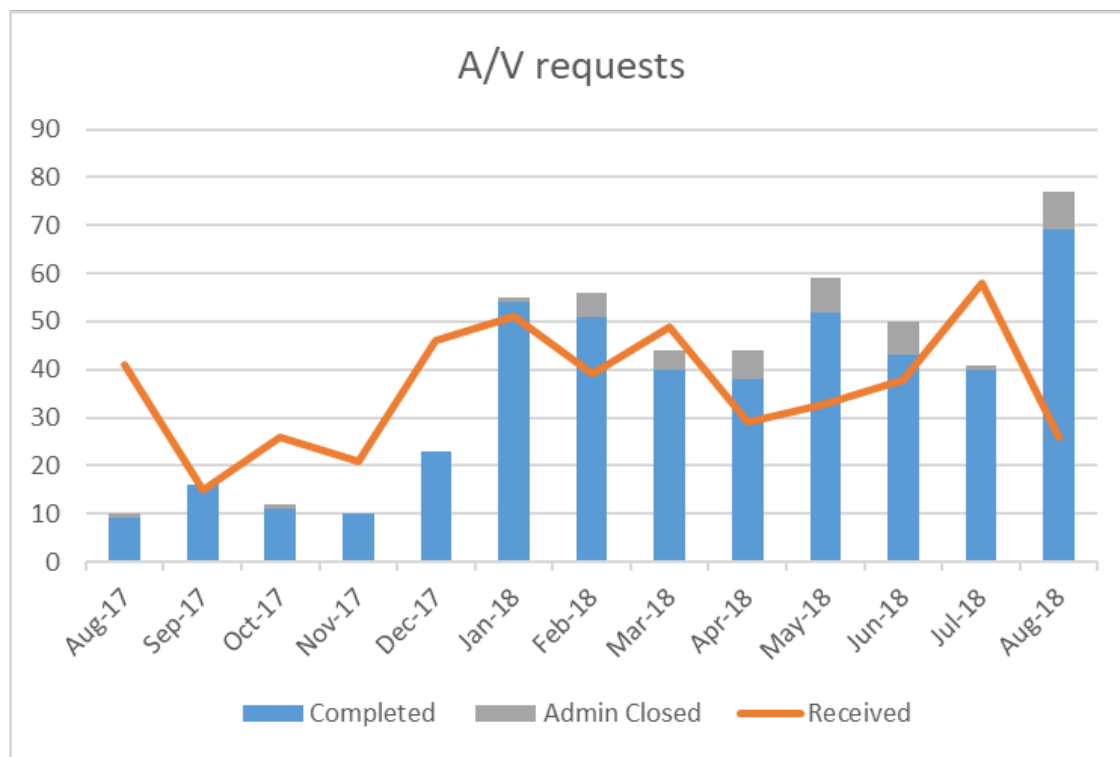


# DME -- Digital

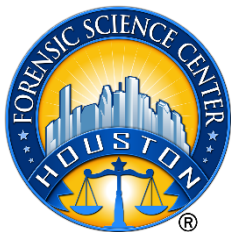




# DME -- A/V



Starting with December 2017 Metrics-A/V and AVCO metrics both reported together





# Lean Six Sigma (LSS) Development Group

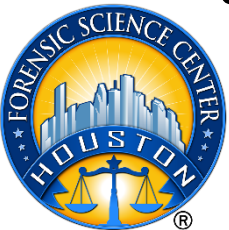
## Current Projects

Current Projects  
**5**

Projects Completed  
**2**

Projects in Queue  
**10**

- CODIS project
  - On schedule
  - Timeline: March-September 2018
- Supply Chain Management
  - On schedule
  - Project Closes September 13
- Management Dashboard
  - On schedule
  - Timeline: April 2018-January 2019
- Multiple Discipline Request
  - On schedule
  - Timeline: August 2018 – January 2019
- Work Product Evidence Return
  - On schedule
  - Timeline: September 2018 – February 2019





# Lean Six Sigma Development Group

## Current Projects

Current Projects

5

Projects Completed

2

Projects in Queue

10

**Project:** CODIS **Type/Phase:** D M A I C

**Project Engineer:** Aimee Grimaldi **Status:** Green

**Timeline:** 3/8/2018- 9/19/2018

### Accomplishments:

- Process improvements have been sustained
- Control plan completed
- Working on phase II of the access database for CODIS notification information
- Building solution for additive reports
- Completed the remaining footage for CODIS training video


**Project:** Management Dashboard **Type/Phase:** D M A  V

**Project Engineer:** Amy Castillo **Status:** Green

**Timeline:** 4/30/2018- 1/19/2019

### Accomplishments:

- Approval to advance to Design
- List of features for Generation 1 of the dashboard identified
- Solutions and targets identified for Generation 1 dashboard features
- Established baseline for current state of data collection and analysis
- Identified PowerBI as the dashboard provider (HFSC already owns software)

**Project:** Multidisciplinary Requests **Type/Phase:** D  A I C

**Project Engineer:** Aimee Grimaldi **Status:** Green

**Timeline:** 8/10/2018 – 1/31/2019

### Accomplishments:

- Identified project problem statement, project scope, project goals, project metrics, and business case
- Identified critical stakeholders
- Performed project risk assessment and planned mitigation
- Interviewed stakeholders

**Project:** Supply Chain Management (SCM) **Type/Phase:** D M A I  C

**Project Engineer:** Paula Evans

**Status:** Green

**Timeline:** 3/8/2018 – 9/13/2018

### Accomplishments:

- Process improvements have been sustained
- Process improvements have been transferred to process owners
- Control Plan was created
- Procurement training was created to standardize continual training of Procurement SMEs
- Purchase Card program rolled out to entire company

**Project:** Work Product Evidence Return (WPER) **Type/Phase:**  M A I C

**Project Engineer:** Paula Evans

**Status:** Green

**Timeline:** 8/22/2018 – 2/14/2019

### Accomplishments:

- Launched Project
- Project Timeline created
- Identified project problem statement, project scope, project goals, project metrics
- Identified critical stakeholders
- Performed risk assessment and planned mitigation
- Created High Level Process Map
- Planned interviews for critical stakeholders



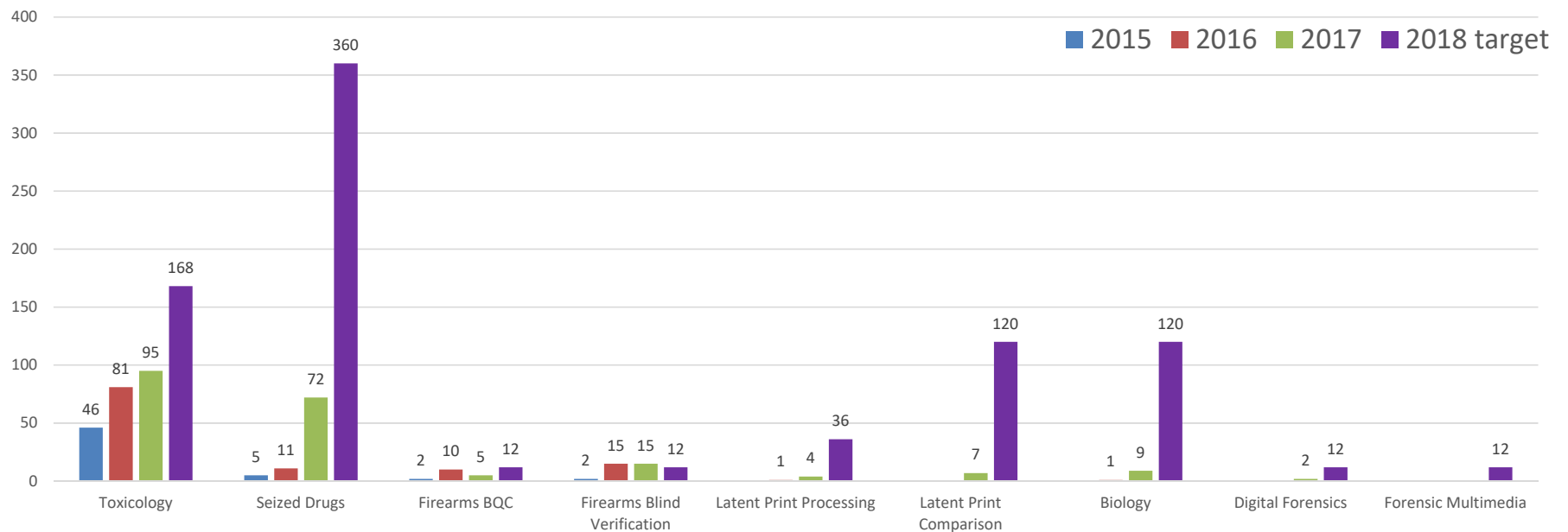
# Quality Division Report September 14, 2018

Updates for August 2018



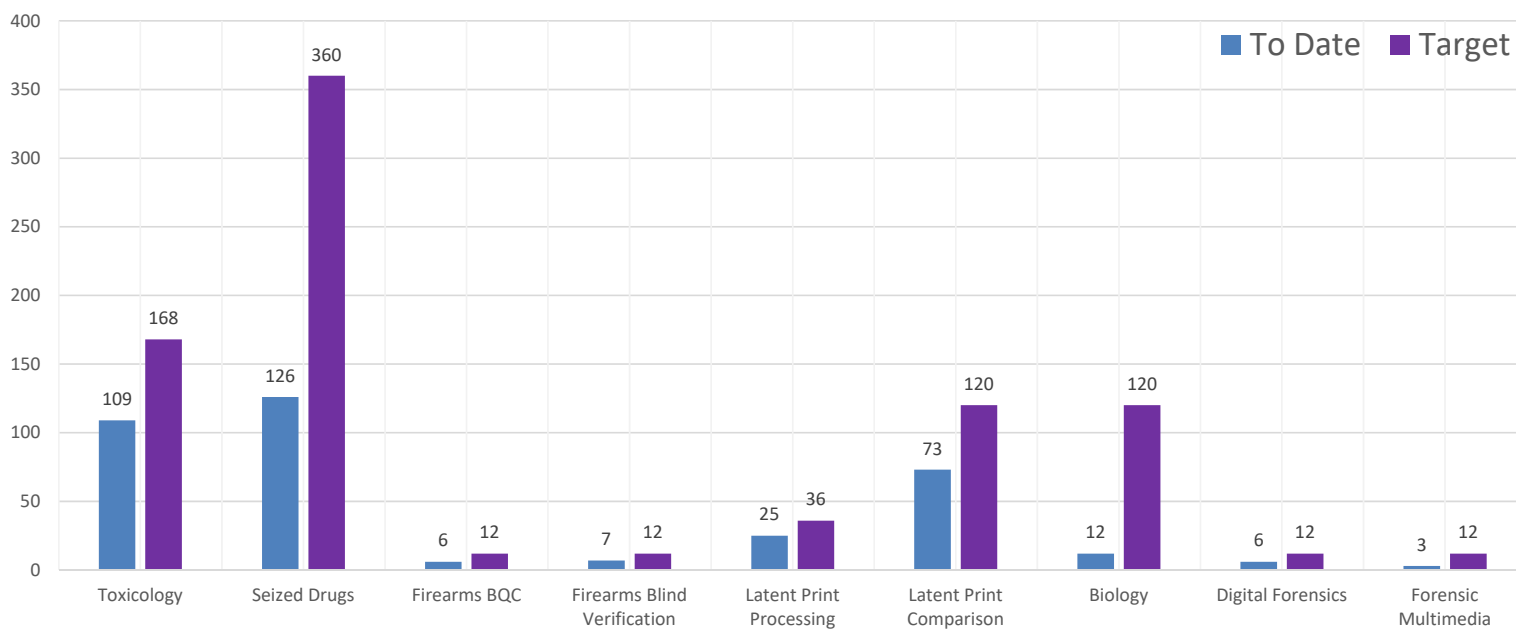


# Blind Quality Control



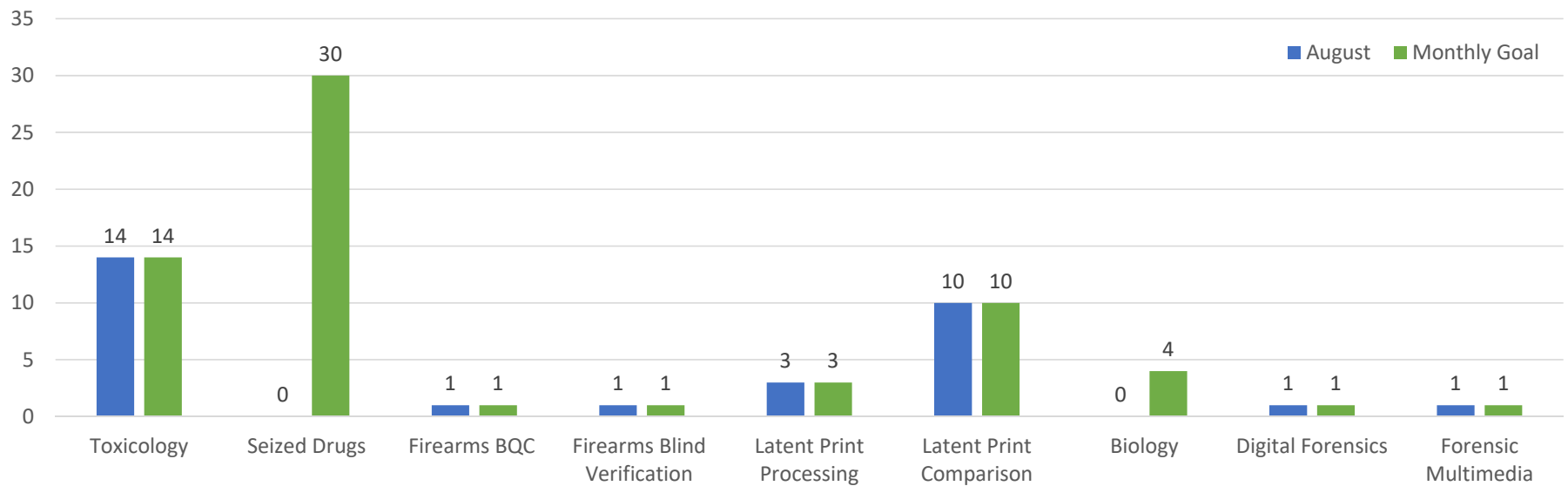


# 2018 BQCs





# August 2018





# Blind Quality: Challenges

- Goal of blinds equaling 5% of caseload not met in all sections
  - Seized drugs: working with HPD Narcotics to keep submissions blind from analysts
    - Need additional officer 'submitters'
  - Biology: CODIS upload procedure
    - Must prevent blind quality control data being entered into state and federal databases





# Audits/Disclosures/Corrective Actions

- Three ANAB accreditation assessment non-conformances, all submitted to ANAB
  - 2 forensic biology
  - 1 seized drugs
- Latent print nonconformance will be disclosed to TFSC
  - A preliminary AFIS hit was reported under an incorrect case number
  - Discovered when stakeholder requested confirmatory testing
- Quality is investigating three instances of control sample contamination in biology
  - Staff member temporarily removed from performing extractions on casework





# 2018 Proficiency Testing

- 117 external tests ordered for 2018
  - Received 106 to date
  - 11 not yet received
- 97 tests assigned – both internal and external
- 71 completed
  - 45 results received
  - 26 pending results from test provider
- 0 unsatisfactory tests for 2018
- 84 tests ordered for 2019; approximately 21 others will be ordered
- Will use a combination of external/internal tests to meet accreditation requirements
- Internally manufactured tests
  - 3 marijuana
  - 2 NIBIN





# 2018 Testimony Data

- 41 of 150 analysts testified so far this year in 85 proceedings
- 39 of the 41 have been monitored
  - 2 not monitored as testimonies for work done prior to HFSC employment





# Detailed Data







## Blind Quality Testing Project Update – August 2018

### Quality Division Goals

Discipline	Target Cases Assigned
Seized Drugs	30/month
Toxicology	14/month
Biology	4/month
Firearms – Blind Verification	1/month
Firearms – Blind Quality Control	1/month
Latent Print Processing	3/month
Latent Print Comparison	10/month
Digital Forensics	1/month
Forensic Multimedia	1/month

### Challenges

- Biology blinds were still on hold this month while testing the CODIS upload procedure
- Seized Drugs blinds have been on hold while waiting for communication from the HPD Narcotics Division for submitter information to allow the Quality Division to keep the cases blind from the analysts. A response has not been received

### Forensic Discipline Cases Assigned

Seized Drugs	0
Toxicology	14
Biology	0
Firearms: Blind Verification	1
Firearms: Blind Quality Test	1
Latent Print Processing	3
Latent Print Comparison	10
Digital Forensics	1
Forensic Multimedia	1

On Target

Near Target

Target Not Met

### August 2018 Results

Forensic Discipline	Cases Completed
Seized Drugs	0
Toxicology – BAC	10
Biology	2 (DNA)
Firearms – Blind Verification	1
Firearms – Blind Quality Control	3
Latent Print Processing	2
Latent Print Comparison	10
Digital Forensics	1
Forensic Multimedia	1

### Mitigation

- Biology staff members are continuing to test the CODIS upload procedure
- Multiple emails have been sent to the HPD Narcotics Division contact

### Achievements

- The biology cases that have continued through the workflow successfully have not been uploaded into CODIS
- A successful CODIS upload procedure means the biology blinds can be reinitiated next month
- The new batch of toxicology blood tubes was received
- Goals were met in all but two sections this month



## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Wednesday, September 12, 2018

8:35:33 AM

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	Quality Notified	Summary of Notification	Comments
<b>Biology</b>			
<b>2018-068</b> IR	8/10/2018	A reagent blank from a differential extraction was contaminated. The source of the contamination has not yet been determined.	
<b>2018-069</b> IR	8/10/2018	A reagent blank from a differential extraction was contaminated. The source of the contamination has not yet been determined.	
<b>2018-070</b> IR	8/13/2018	A proficiency test item exhibited evidence of contamination. The item was reportioned and the second set of results was reported. The event is being investigated to determine if the contamination was the result of the screening or technical processes.	
<b>2018-073</b> IR	8/14/2018	There was a break in the chain of custody of a Forensic Biology outsource container. The chain of custody showed the container was in one location (a designated floor space) but the item was actually in another location approximately two feet away. The integrity of the evidence was not in question. The laboratory altered its practice of using designated shelf locations when items are too large to actually fit on shelves.	
<b>2018-078</b> CAR	8/22/2018	This corrective action was initiated because the Forensic Biology laboratory had three contamination events within a two month timeframe. The staff member who performed all three extractions has been removed from doing extractions on casework while this is being investigated.	
<b>2018-085</b> IR	8/24/2018	A Forensic Biology staff member incorrectly reported one locus in a deduced foreign male contributor from an intimate mixture.	

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





## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, September 10, 2018

4:10:46 PM

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	Quality Notified	Summary of Notification	Comments
2018-072 CAR	8/13/2018	During transfer of latent print and digital evidence at the Fannin location, the outer transport container (a plastic bag) broke open. Evidence fell out of the container and landed in a puddle of water on the loading dock. The evidence does not appear to have been damaged.	
2018-087 Pending	8/29/2018	Chains of custody were not updated when evidence was returned from an outsource laboratory.	
<b>Crime Scene</b>			
2018-075 CAR	8/18/2018	Currency was not verified in accordance with CSU SOP and documented correctly on the Currency Verification worksheet. In one case, the currency was not verified on scene by a second person. In the second instance, the currency was verified on scene but was not reverified in the laboratory as required.	
2018-076 CAR	8/18/2018	A CSI received evidence from two officers while on scene. The CSI wrote the names of both officers on the chain of custody form rather than having the officers sign the form. This is a violation of CSU SOP.	
2018-077 CAR	8/21/2018	In three separate cases, bloody firearms evidence was collected by the Crime Scene Unit. When the Firearms Unit received the evidence items, the packages were not labeled with biohazard stickers as required by CSU SOP.	
2018-079 IR	8/22/2018	Some crime scene photographs did not save on the camera's SD memory card. The CSI did not notice this at the scene and the photographs could not be retrieved.	
2018-080 IR	8/23/2018	A paper chain of custody form was used to document the transfer of an evidence item from one CSI to another. The form was signed by the CSI who received the evidence but not by the CSI who transferred the evidence. This is a violation of CSU SOP.	

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## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, September 10, 2018

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	Quality Notified	Summary of Notification	Comments
<b>2018-081</b> IR	8/23/2018	A chain of custody form was not used to document the transfer of an evidence item from the officer to the CSI. This is a violation of the CSU SOP.	
<b>2018-082</b> CAR	8/24/2018	CSU SOP requires currency to be counted at the scene and the count verified in the laboratory. The case record indicates the verification step was not completed.	
<b>2018-084</b> CAR	8/24/2018	A CSI trainee, under the direction of a CSI trainer, used an alternate light source on a crime scene without first performance checking the instrument. This is a violation of CSU SOP.	
<b>2018-088</b> IR	8/30/2018	A CSI photographed tire tracks at a scene without adding a directional arrow or case identifiers in the photographs. This is a violation of CSU SOP.	
<b>Firearms</b>			
<b>2018-071</b> Pending	8/13/2018	The Technical Review checklist was not completed accurately. A question on the checklist was answered "N/A" but should have been answered "Yes".	
<b>2018-074</b> CAR	8/13/2018	Evidence descriptions on two submission forms were not consistent with the evidence received by the section. The inconsistencies were not clearly communicated to the stakeholder. This was discovered during the 2018 accreditation assessment but was not listed as a nonconformance.	
<b>2018-PAR7</b> PAR	8/8/2018	The Firearms Unit does not currently have a recommended list or way of knowing if a firearm has been recalled or how to safely handle a recalled weapon.	
<b>Latent Prints</b>			

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## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, September 10, 2018

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	Quality Notified	Summary of Notification	Comments
2018-086 IR	8/29/2018	While reviewing photographs of suitable latent prints developed by the latent print technician, the latent print examiner believed that two additional suitable latents were on the evidence but were not fully captured in the photos. The evidence will be returned from the property room and additional photos taken.	
<b>Toxicology</b>			
2018-083 IR	8/20/2018	Sodium chloride salt was used past its expiration date. This is a violation of Toxicology SOP. However, this did not negatively impact casework.	

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