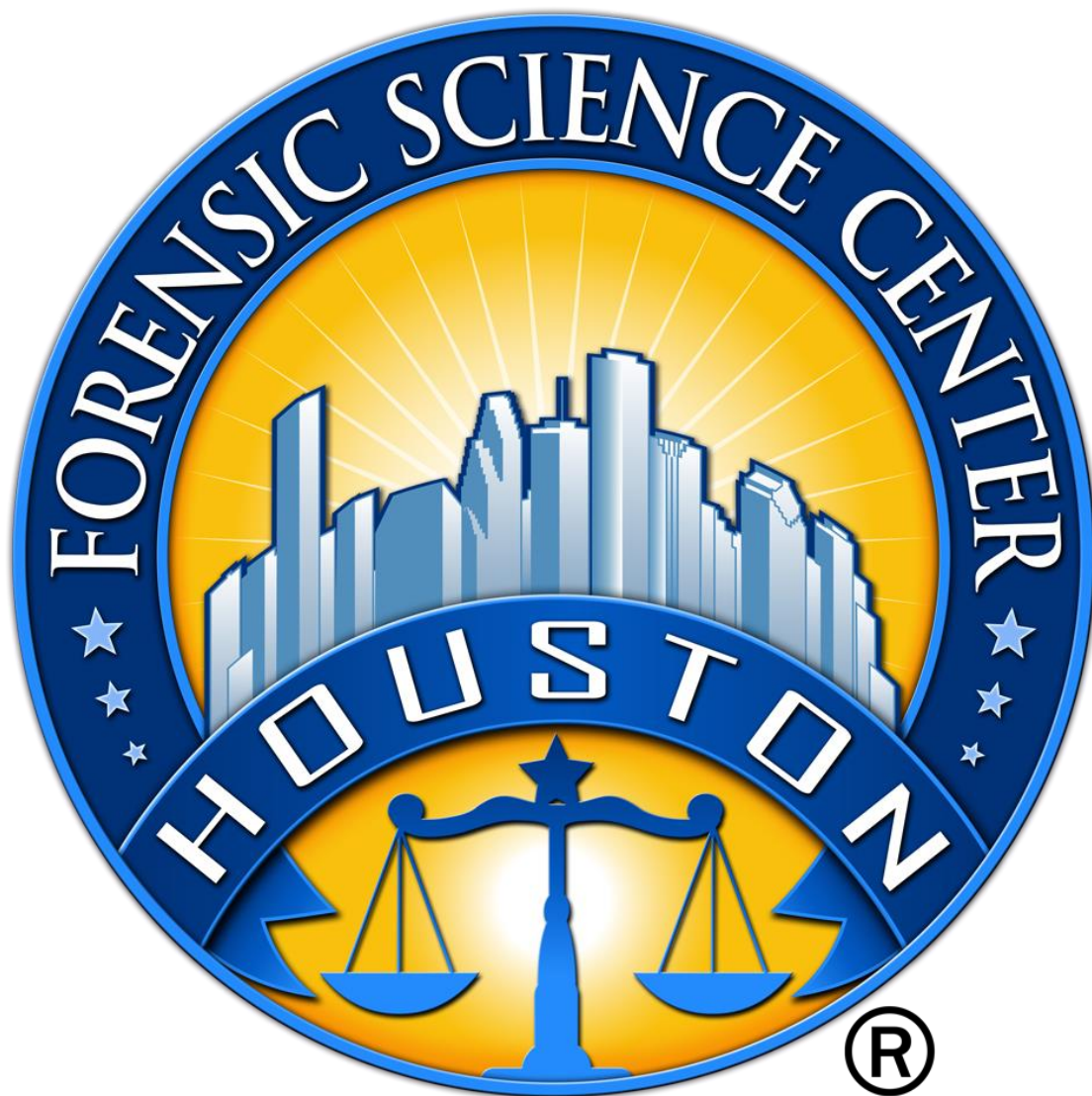


Houston Forensic Science Center, Inc.

Board of Directors Meeting

December 14, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF PUBLIC MEETING**

**December 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 November 9, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public comment.
5. Report from Nicole Casarez, board chair, including a monthly update of activities and other announcements.

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

6. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes and other corporate business items.
7. Presentation by Dr. Stout regarding Organization of Scientific Area Committees (OSAC) standards and guidelines, and possible related action.
  - a. Consideration of a resolution authorizing the Houston Forensic Science Center, Inc to incorporate lab-wide standards recommended by the Organization of Scientific Area Committees (OSAC.)
8. Report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.
9. Presentation by Mr. Leach regarding proposed amendments to the financial purchasing policies and procedures, and possible related action.
  - a. Consideration of amendments to the policy regarding requisition limits and authorities for reoccurring operating expenses.

- b. Consideration of amendments to the policy regarding procurement for goods and services (non-fixed assets.)
  - c. Consideration of amendments to the policy regarding procurement for fixed assets.
10. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

11. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
12. Report from Mr. Charles Evans, director of business development, regarding the upcoming Houston Forensic Science Center, Inc. facility move to 500 Jefferson.
13. Report from Ms. Lori Wilson, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
14. Executive session in accordance with Texas Government Code Sections 551.071, consultation with attorney, and 551.074, personnel matters.
15. Reconvene into open session.
16. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

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

–NOTICE REGARDING PUBLIC COMMENT –

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

– NOTICE REGARDING CLOSED MEETINGS –

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

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

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of December, 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 December 2018.

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Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

November 9, 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 November 9, 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 November 6, 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 9:00 a.m. on Friday November 9, 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, Dr. Stacey Mitchell, Chief Mary Lentschke and Sandra Guerra Thompson

The following directors were absent: Anthony Graves, Janet Blancett, Dr. Robert “Bob” H. McPherson and Tracy Calabrese

Chairwoman Cásarez declared a quorum was present

- E. Ms. Blancett arrived at approximately 9:01 a.m.
- F. Chairwoman Cásarez asked if there were any changes needed for the October 12, 2018 Board meeting minutes. Mr. Hilder made a motion to approve the minutes. Dr. Mitchell seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- H. Chairwoman Cásarez presented a chair’s report. The chairwoman updated the board about a panel at Harvard University in which she participated. The panel discussion, titled “How Bad Science is Corrupting the Justice System,” featured guests who spoke about faulty science, but Ms. Cásarez was invited to talk about HFSC as a model agency and the progressive reform it has made. Ms. Cásarez said Leonard Kincaid, executive director of the Houston Recovery

Center, toured HFSC along with his colleagues. The chairwoman said the executive director of the Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School will visit HFSC and attend the December board meeting.

- I. Ms. Calabrese arrived at approximately 9:07 a.m.
- J. Dr. Peter Stout, president and CEO, presented his monthly report. He reviewed the lab's overall turnaround time (TAT) for October 2018 and the monthly average for requests received. Dr. Stout shared he met with representatives of the Organization of Scientific Area Committees (OSAC) and discussed the possibility that HFSC would voluntarily adopt OSAC standards and will ask the Board to approve a resolution to do so. Dr. Stout said the Texas Forensic Science Commission's January meeting will include discussion of two HFSC disclosures, one from the latent print section and another from the Crime Scene Unit. Dr. Stout reviewed new staffing certifications and degrees and gave a staffing update. In an update on outreach efforts, Dr. Stout said the City of Houston's government relations team toured the lab and that he had presented to the Houston Police Department's Citizen's Academy. Dr. Stout said the HFSC lab had been reaccredited for four years, including for the first time, the Crime Scene Unit (CSU.)
- K. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo said more than 650 additional requests had been submitted to the lab in October. HFSC will monitor incoming requests to identify trends. She summarized each section's TAT and existing backlogs. Dr. Castillo explained the increased workload in the latent print section is due to increased processing by crime scene investigators (CSIs.) The increase results in more potential hits, or matches, in the Automated Fingerprint Information System (AFIS,) providing investigators with more potential leads.
- L. Mr. Jerry Pena, director of crime scene and digital & multimedia units, updated the board about backlogged cases. Mr. Pena said the remaining four HPD officers in the digital and audio/video sections will transition back to HPD by February 2019. Mr. Pena said two audio/video analysts are being cross-trained to replace some of the staff in the digital section. Mr. Pena said two CSU supervisors have completed training and are authorized to perform administrative and technical reviews. Mr. Pena and the Board thanked CSU and its leadership for the section's successful accreditation.
- M. Dr. Stout updated the Board about the upcoming move to 500 Jefferson. He said the final tenant specifications document has been finalized and is awaiting approval by 500 Jefferson's building management. He reviewed the four-phase move timeline and said the first move begins in February 2019.
- N. Mr. Darrell Stein, director of information strategy, updated the board on HFSC's implementation of a new Laboratory Information Management System (LIMS.) He said the new LIMS will move to a cloud-based environment called Azure, shutting down operations for two days in the three sections using the new LIMS. Mr. Stein said the new system will be internally tested for functionality.
- O. Ms. Lori Wilson, quality division director, reviewed blind quality controls, accomplishments and challenges from October 2018. She also gave an update on audits, disclosures, proficiency

tests, testimony and corrective actions. Ms. Wilson thanked the Board and HFSC staff for the company's successful reaccreditation.

- P. Mr. Leach asked the Board to approve a resolution authorizing the president and CEO to enter into a corporate credit card agreement with BOKF, N.A. dba Bank of Texas. Mr. Hilder made a motion to approve. Ms. Blancett seconded the motion. It passed unanimously.
- Q. In a treasurer's report, Mr. Leach said HFSC's spending is on track and moving along as expected. Mr. Leach said the Center was finding ways to save money and create efficiencies as costs continually increase.
- R. The Board went into Executive Session under Texas Government Code Section 551.074, personnel matters. Dr. Stout and Akilah Mance, general counsel, were present with the Board.
- S. The meeting reconvened into open session at approximately 11:36 a.m.
- T. The Chairwoman made a motion to adjourn. Mr. Hilder seconded the motion. The meeting ADJOURNED at approximately 11:38 a.m.

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

Jordan Benton Secretary

# Presidents Report

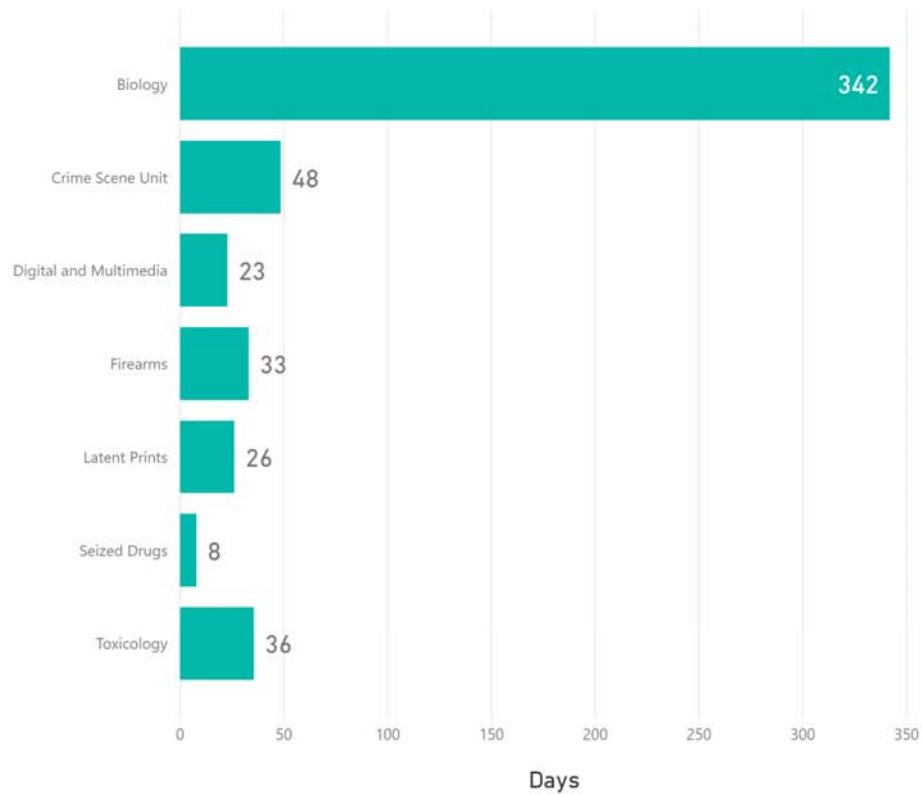
December 14, 2018





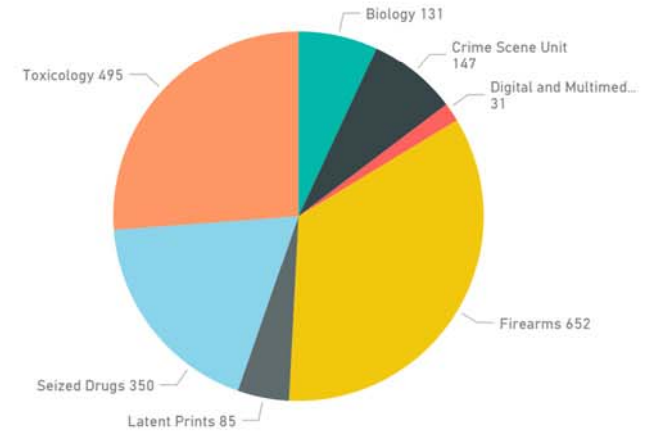


## Average Turnaround Time for November 2018



This data is current as of 11/30/2018.

## Requests Completed by Section



Turnaround Time - Days

51

Completed Requests

1891

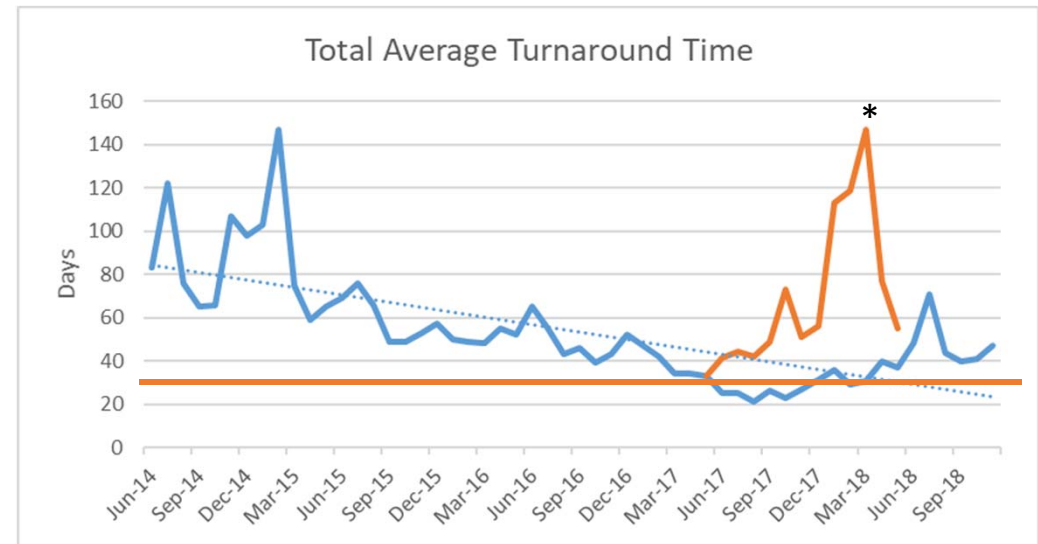
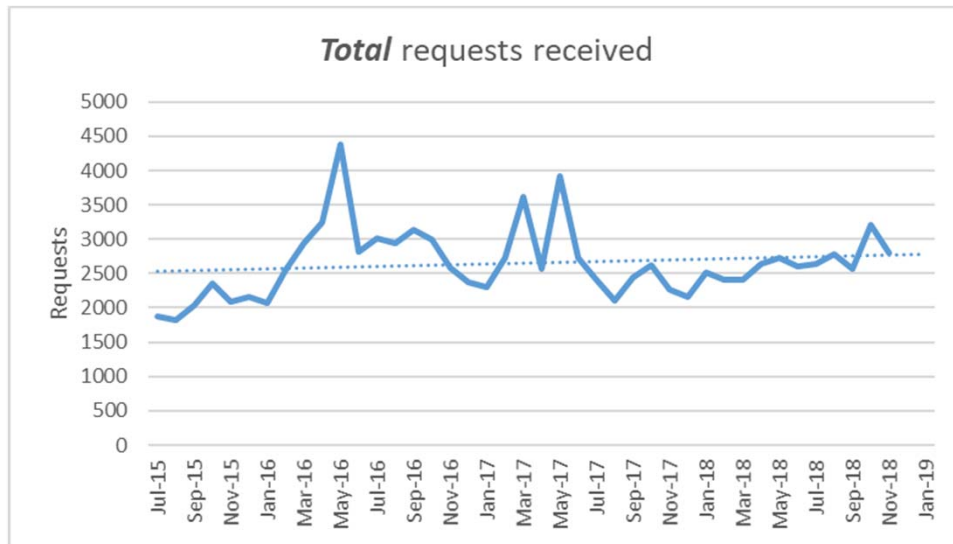
Month Completed

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

Year Completed

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

# 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.

# Texas State Licensure

- 79 employees must be licensed
- 74 have passed
- 2 retook test, one had first exam Thursday
- 1 extended for medical reasons
- 1 position will take the exam later, still training
- Application review process ongoing for those that have passed



# Staffing – December 6, 2018

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• 204 staff members<ul style="list-style-type: none"><li>• 9 COH civilians</li><li>• 5 COH classified</li><li>• 190 HFSC employees</li></ul></li><li>• 11 open positions, 4 offers accepted<ul style="list-style-type: none"><li>• 1 assistant technical lead – biology/DNA</li><li>• 1 forensic analyst – biology/DNA (grant funded)</li><li>• 1 technical lead – latent prints (internal)</li><li>• 1 technical supervisor – toxicology</li></ul></li></ul> | <ul style="list-style-type: none"><li>• 7 active vacancies<ul style="list-style-type: none"><li>• 1 assistant director – quality</li><li>• 1 client services/case management specialist</li><li>• 1 forensic analyst - FBIO</li><li>• 1 forensic analyst - multimedia</li><li>• 1 latent print examiner</li><li>• 2 latent print supervisor (internal)</li></ul></li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



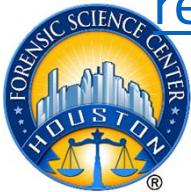
# Outreach

- NIJ's forensic technical working group (TWG) in Washington, D.C.
- Tour of Houston Recovery Center
- Epidemiology Workgroup Meeting: Opioids
- Tour of HFSC with Chicago Police Department
- Austin: meetings with staff of House and Senate legislators and Rep. Donna Howard
- Tour of HFSC with professors from Sao Paulo State University in Brazil
- Invited to be a part of the Innocence Project's Forensic Ethics Task Force
- Opioid town hall in Baytown hosted by State Rep. Briscoe Cain



# OSAC standards and HFSC

- Self-adoption of OSAC registry standards
- Kentucky State Police and the Georgia Bureau of Investigations have already self-selected to meet OSAC standards
- HFSC will follow suit
  - Seized drugs
  - Forensic biology/DNA mixture interpretation
- OSAC registry <https://www.nist.gov/topics/forensic-science/organization-scientific-area-committees-osac/osac-registry/osac-approved>



## HOUSTON FORENSIC SCIENCE CENTER, INC.

### Regular Meeting of the Board of Directors

December 14, 2018 at 9:00 a.m.

<b>Agenda Item No.:</b>	7. Presentation by Dr. Stout regarding Organization of Scientific Area Committees (OSAC) standards and guidelines, and possible related action.
<b>Agenda Action Item No.:</b>	7.a. Consideration of a resolution authorizing the Houston Forensic Science Center, Inc to incorporate lab-wide standards recommended by the Organization of Scientific Area Committees (OSAC.)
<b>Subject:</b>	OSAC recommended forensic standards
<b>Background:</b>	<p>The Organization of Scientific Area Committees is a joint effort between NIST and the US DOJ to set general consensus standards for forensic laboratories. The effort involves approximately 600 forensic science practitioners, statisticians, researchers and policy makers to ultimately publish standards that can be used for accrediting laboratories. Currently, only a handful of standards have been published to the OSAC registry and publish through standards boards such as ANSI or the AAFS Standards Board (<a href="https://www.asbstandardsboard.org/">https://www.asbstandardsboard.org/</a>), but many are in development and soon will be published. Presently, there are no requirements mandating that forensic laboratories abide by OSAC standards. Eventually, accrediting bodies may move to incorporate these standards for accreditation. In fact, TFSC is considering the feasibility of incorporating certain OSAC standards into its accreditation requirements. HFSC's commitment to leading the forensic science field towards more uniform laboratory standards is consistent with this resolution to voluntarily incorporate OSAC standards.</p>
<b>Executive Summary:</b>	<p>A resolution is not required to change the relevant HFSC policies, however the Board may affirm its support of OSAC standards by adopting this resolution. The resolution voluntarily incorporates OSAC standards into HFSC policies, subject to the discretion of the President and CEO. HFSC's President and CEO will determine the appropriate OSAC standards to incorporate and time frame for compliance. HFSC will not adopt any OSAC standards in conflict with lab accreditation standards.</p>
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact.
<b>Staff Recommendation:</b>	Staff recommends adoption of the resolution.
<b>By:</b>	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

RESOLUTION NO. 2018-002

**RESOLUTION AUTHORIZING THE HOUSTON FORENSIC SCIENCE CENTER, INC. TO INCORPORATE LAB-WIDE STANDARDS RECOMMENDED BY THE ORGANIZATION OF SCIENTIFIC AREA COMMITTEES (OSAC.)**

**WHEREAS**, the Board of Directors (the “Board”) of Houston Forensic Science Center, Inc. (the “Corporation”) desires to voluntarily adopt and incorporate lab-wide standards recommended by the Organization of Scientific Area Committees for forensic science (“OSAC”); and

**WHEREAS**, pursuant to Article IV of the Corporation’s Certificate of Formation, the Corporation’s purpose is to provide accurate and timely analysis of forensic evidence and related services; and

**WHEREAS**, the National Institute of Standards and Technology (“NIST”) has a primary responsibility to coordinate and facilitate the development of national forensic standards and has created OSAC to carry out its assigned responsibilities; and

**WHEREAS**, the mission of OSAC is to strengthen the nation’s use of forensic science by facilitating the development of scientifically sound forensic science standards and by promoting the adoption of those standards by the forensic science community; and

**WHEREAS**, the Board acknowledges the Corporation’s President and CEO has discretion to set forth such policies, in the normal course of his duties as the Corporation’s Chief Executive Officer; and

**WHEREAS**, the Board has concluded that it is in the best interests of the Corporation to adopt and incorporate lab-wide standards recommended by OSAC, as applicable, and that such action will further the purposes of the Corporation;

**NOW THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF CORPORATION:**

**SECTION 1.** That the findings contained in the preamble of this Resolution are declared to be true and correct and are adopted as part of this Resolution.

**SECTION 2.** That in furtherance of the findings adopted in Section 1 above, the Corporation voluntarily adopts all applicable OSAC recommended standards, as determined by the Corporation’s President and CEO in the normal course of his duties.

**SECTION 3.** That the President and CEO shall, in his discretion, incorporate OSAC recommended standards only if said standards are consistent with the Corporation’s purposes and lab operations.



**SECTION 4.** That the President and CEO shall, in his discretion, determine the appropriate time frame for incorporating OSAC standards and the appropriate means by which OSAC standards are incorporated.

**SECTION 5.** That the President and CEO shall not incorporate any OSAC standard in conflict with the Corporation's obligations under the law or the requirements set forth by an accrediting body of the Corporation.

**SECTION 6:** This Resolution shall become effective immediately upon passage by the Board of Directors.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

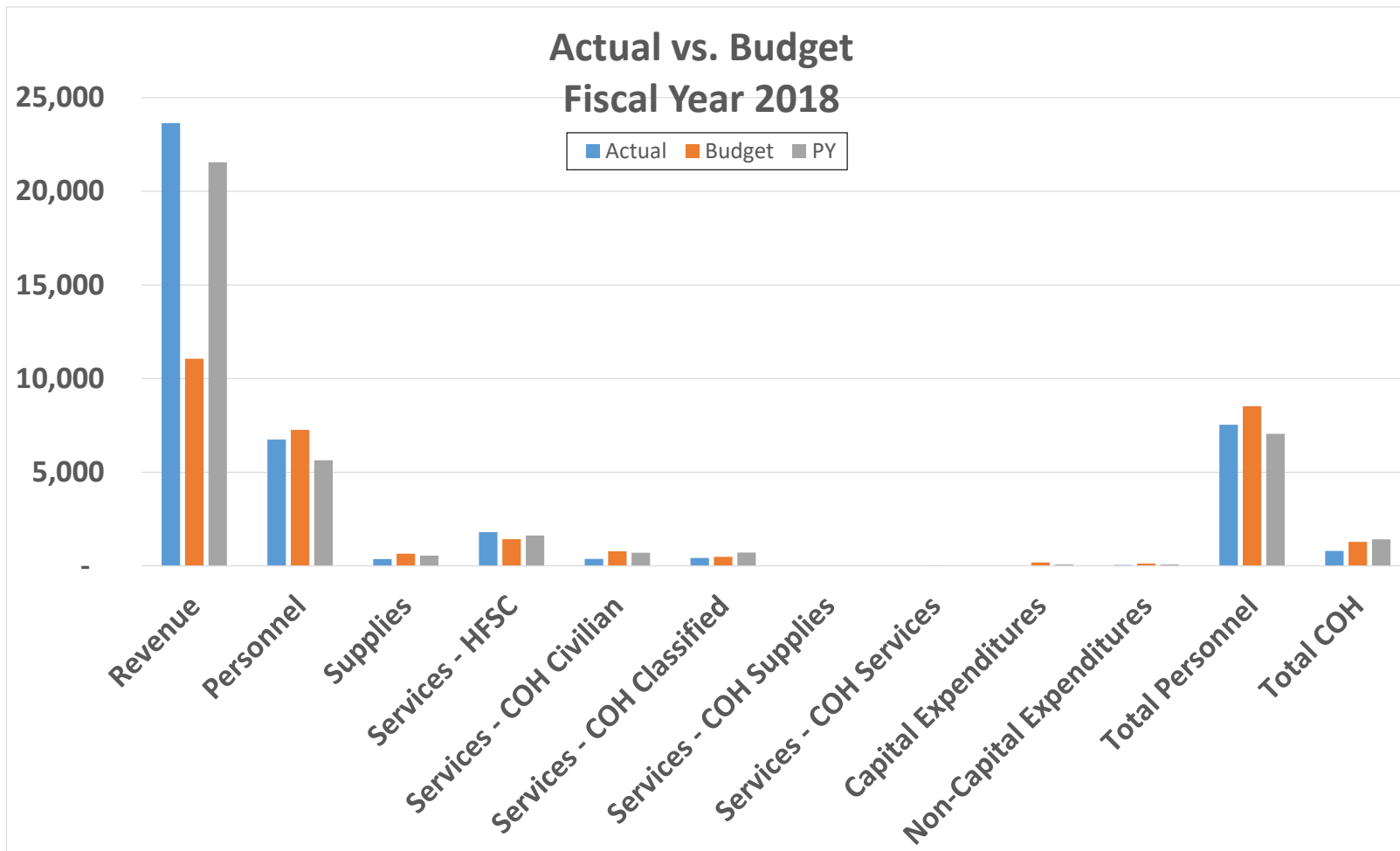
#### **CERTIFICATE**

The undersigned hereby certifies that this Resolution **2018-002** was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the \_\_\_\_ day of \_\_\_\_\_, 2018.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2018

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

Jordan Benton, Secretary of the Board of Directors



HOUSTON FORENSIC SCIENCE CENTER, INC.  
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS  
For the Period July 1, 2018 through November 30, 2018

		Current Month (Preliminary)								YTD								FY19	
		FY19		FY18	Variance					FY19		FY18	Variance					FY19	% Year
		Nov 2018	Budget	Nov 2017	Budget - Actual	%	FY19 - FY18	%		July 1- Nov 30, 2018	Budget	July 1- Nov 30, 2017	Vs. Budget	%	Vs. FY18	%		Budget V1	Completed
		# of Months								# of Months									
		1								5									
Revenues:																			
411000	City of Houston-Appropriations	\$ 664	\$ 2,013	\$ 1,810	\$ (1,349)	-67%	\$ (1,146)	-63%	\$ 22,832	\$ 10,067	\$ 20,541	\$ 12,766	127%	\$ 2,291	0%	\$ 24,160	95%		
415000	City of Houston Direct OH-Appro	122	122	122	-	0%	-	0%	608	608	608	-	0%	-	0%	1,460	42%		
416000	City of Houston - Safe funds	-	-	-	-	0%	-	0%	-	-	-	-	0%	-	0%	-	0%		
420000	Contributions	1	1	4	0	0%	(3)	-77%	2	3	5	(1)	0%	(3)	0%	8	30%		
425000	In-Kind Donations	-	-	34	-	0%	(34)	-100%	-	-	34	-	0%	(34)	0%	-	0%		
426000	Training Services	3	0	-	3	0%	3		7	2	5	5	0%	2	43%	5	144%		
440000	Grants	2	74	-	(73)	-98%	2		175	371	345	(195)	-53%	(170)	0%	890	20%		
450000	Forensic Services	6	1	1	5	686%	5	533%	12	4	9	8	223%	3	35%	9	135%		
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-		(1)	-	-	(1)	0%	(1)	0%	-	0%		
450002	Interest Income	1	0	1	0	97%	0	20%	3	2	3	1	88%	0	0%	4	78%		
Total Income		798	2,211	1,970	(1,414)	-64%	(1,173)	-60%	23,639	11,057	21,550	12,583	114%	2,089	10%	26,536	89%		
Expenses:																			
Personnel:																			
500010	Salary Base - Civilian	1,111	1,173	928	63	5%	(183)	-20%	5,493	5,867	4,589	375	6%	(904)	-20%	14,082	39%		
501070	Pension - Civilian	65	66	55	0	1%	(10)	-18%	292	328	258	36	11%	(34)	-13%	787	37%		
502010	FICA - Civilian	79	85	65	6	7%	(14)	-21%	396	426	329	30	7%	(67)	-20%	1,023	39%		
503010	Health Insurance - Active Civil	95	110	84	15	14%	(11)	-14%	489	552	398	64	12%	(91)	-23%	1,325	37%		
503015	Basic Life Ins - Active Civil	10	10	8	(0)	-1%	(2)	-30%	51	50	39	(1)	-3%	(12)	0%	119	43%		
503060	Long Term Disability - Civilian	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%		
503090	Workers Comp - Civilian Adm	4	7	3	3	41%	(1)	-16%	22	33	22	11	33%	(0)	0%	78	28%		
503100	Workers Comp - Civil Claims	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504030	Unemployment Claims - Admin	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504010	Pension - GASB 27 Accrual	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504031	Unemployment Taxes - Admin	0	1	0	1	80%	0	24%	3	5	3	2	39%	(0)	-1%	13	26%		
		1,364	1,452	1,143	88	6%	(221)	-19%	6,746	7,261	5,638	515	7%	(1,108)	-20%	17,427	39%		
Supplies:																			
511010	Chemical Gases & Special Fluids	(0)	1	3	1	112%	3	105%	7	6	5	(1)	-25%	(2)	-35%	14	52%		
511040	Audio Visual Supplies	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
511045	Computer Supplies	-	3	1	3	100%	1	100%	6	16	7	11	66%	1	18%	39	14%		
511050	Paper & Printing Supplies	1	2	2	1	54%	1	42%	14	10	9	(4)	-39%	(5)	-57%	25	58%		
511055	Publications & Printed Material	0	1	0	1	80%	(0)	-103%	1	6	4	5	83%	3	75%	14	7%		
511060	Postage	0	0	-	0	94%	(0)		0	1	0	0	63%	0	12%	1	15%		
511070	Miscellaneous Office Supplies	4	7	10	3	45%	6	59%	43	37	38	(5)	-14%	(5)	-13%	90	48%		
511080	General Laboratory Supply	121	107	78	(14)	-13%	(44)	-57%	270	537	443	267	50%	173	39%	1,289	21%		
511090	Medical & Surgical Supplies	-	0	-	0	100%	-		-	0	-	0	100%	-	0%	1	0%		
511095	Small Technical & Scientific Eq	-	1	-	1	100%	-		1	3	2	2	68%	1	47%	8	13%		
511110	Fuel	-	0	-	0	100%	-		0	0	-	(0)	0%	(0)	0%	0	280%		
511120	Clothing	(5)	3	3	7	261%	7	265%	2	14	25	12	83%	22	90%	34	7%		
511125	Food/Event Supplies	0	1	1	1	99%	1	99%	5	6	8	1	15%	3	34%	14	36%		
511130	Weapons Munitions & Supplies	-	1	-	1	100%	-		3	4	0	1	23%	(3)	-680%	9	32%		
511145	Small Tools & Minor Equipment	-	2	0	2	100%	0	100%	1	8	3	7	86%	2	69%	18	6%		
511150	Miscellaneous Parts & Supplies	1	1	1	(1)	-64%	(0)	-50%	12	4	7	(8)	-180%	(5)	-71%	10	117%		
		123	131	97	7	6%	(26)	-27%	366	653	552	287	44%	186	34%	1,567	23%		

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
For the Period July 1, 2018 through November 30, 2018

	Current Month (Preliminary)							YTD							FY19	
	FY19	FY19	FY18	Variance				FY19	FY19	FY18	Variance				FY19	% Year
	Nov 2018	Budget	Nov 2017	Budget - Actual	%	FY19 - FY18	%	July 1- Nov 30, 2018	Budget	July 1- Nov 30, 2017	Vs. Budget	%	Vs. FY18	%	Budget V1	Completed
Services:																
520100 Temporary Personnel Services	-	-	-	-	-	-	-	2	-	-	(2)	0%	(2)	0%	-	0%
520105 Accounting & Auditing Svcs	3	3	3	(0)	-4%	(0)	-8%	18	15	16	(3)	-19%	(2)	-11%	35	50%
520106 Architectural Svcs	-	4	-	4	100%	-	-	-	21	-	21	0%	-	0%	50	0%
520107 Computer Info/Contracting Svcs	-	2	0	2	100%	0	100%	4	8	0	4	48%	(4)	4%	20	22%
520109 Medical Dental & Laboratory Ser	51	7	14	(44)	-618%	(37)	-259%	64	35	25	(28)	-80%	(39)	-160%	85	75%
520110 Management Consulting Services	7	5	5	(2)	-46%	(2)	-46%	71	25	250	(46)	-185%	178	71%	60	119%
520112 Banking Services	0	0	0	0	40%	0	37%	1	1	1	(0)	-6%	(0)	-19%	3	44%
520113 Photographic Services	-	0	-	0	100%	-	-	-	0	-	0	100%	-	-	1	0%
520114 Misc Support Serv Recruit Relo	1	10	2	9	87%	1	47%	15	49	61	35	70%	46	76%	118	12%
520115 Real Estate Rental	86	84	84	(2)	-2%	(2)	-2%	430	421	421	(9)	-2%	(9)	-2%	1,011	43%
520118 Refuse Disposal	7	0	-	(6)	-2040%	(7)	-	9	2	1	(8)	-512%	(9)	0%	4	255%
520119 Computer Equip/Software Maint.	43	52	95	9	17%	52	54%	476	261	300	(215)	-83%	(176)	-59%	626	76%
520121 IT Application Services	-	8	1	8	100%	1	100%	42	42	29	0	1%	(13)	0%	102	41%
520123 Vehicle & Motor Equip. Services	-	0	-	0	100%	-	-	-	1	-	1	100%	-	-	3	0%
520124 Other Equipment Services	0	18	12	18	98%	11	96%	156	91	60	(64)	-70%	(95)	-158%	220	71%
520143 Credit/Bank Card Svcs	-	0	0	0	100%	0	100%	0	0	0	0	66%	0	0	0	14%
520145 Criminal Intelligence Services	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%
520520 Printing & Reproduction Serv.	-	1	-	1	100%	-	-	2	5	1	4	70%	(0)	-30%	12	12%
520605 Public Information Svcs	-	0	0	0	100%	0	100%	6	1	2	(4)	-313%	(4)	-203%	3	172%
520705 Insurance (Non-Medical)	10	9	8	(1)	-11%	(2)	-31%	48	45	42	(3)	-7%	(6)	-14%	108	44%
520760 Contributions	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	-
520765 Membership & Prof. Fees	0	2	1	2	99%	1	99%	5	10	5	5	53%	0	1%	25	20%
520805 Education & Training	0	15	23	15	99%	23	100%	90	76	64	(14)	-18%	(26)	-41%	182	49%
520815 Tuition Reimbursement	-	4	-	4	100%	-	-	9	19	10	10	52%	1	10%	46	20%
520905 Travel - Training Related	13	14	22	2	11%	9	42%	84	72	85	(12)	-17%	1	1%	173	49%
520910 Travel - Non-training Related	0	1	1	1	70%	0	33%	9	6	4	(4)	-61%	(6)	-165%	14	67%
521405 Building Maintenance Services	0	2	5	2	97%	5	99%	3	11	13	7	70%	10	76%	25	12%
521505 Utilities	0	0	0	(0)	-12%	(0)	-53%	2	2	2	(1)	-40%	(0)	-8%	4	58%
521605 Data Services	22	4	4	(18)	-408%	(18)	-447%	88	22	17	(66)	-299%	(72)	-431%	53	166%
521610 Voice Services, Equip & Labor	2	6	7	4	61%	4	67%	15	29	24	14	48%	9	37%	69	22%
521705 Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-	-	-	0	-	0	0%	-	0%	0	0%
521725 Other Rental Fees	4	3	1	(2)	-64%	(3)	-200%	13	13	11	1	5%	(2)	-16%	32	40%
521730 Parking Space Rental	20	12	22	(8)	-68%	2	8%	64	61	67	(3)	-5%	3	5%	146	44%
521905 Legal Services	-	2	19	2	100%	19	100%	-	10	19	10	100%	19	0%	25	0%
522205 Metro Commuter Passes	11	6	5	(5)	-92%	(6)	-129%	42	28	22	(14)	-49%	(20)	-92%	67	62%
522305 Shipping and Freight	1	1	2	1	58%	1	69%	4	7	7	4	50%	4	50%	17	21%
522430 Misc. Other Services & Chrgs	1	8	16	7	85%	15	93%	31	40	66	9	22%	36	54%	95	32%
522720 Insurance - General & Professional	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%
523100 Civilian Payroll	73	156	136	83	53%	63	46%	369	779	701	410	53%	332	47%	1,870	20%
523200 Classified Payroll	86	96	113	10	10%	26	23%	422	482	712	59	12%	290	41%	1,156	37%
523300 Supplies	-	1	-	1	100%	-	-	-	7	-	7	100%	-	0%	17	0%
523400 Services	0	2	0	2	96%	0	67%	6	12	10	6	52%	5	44%	29	20%
523000 Sub-Contractor (COH-HPD) Total	160	256	249	96	38%	90	36%	797	1,280	1,424	482	38%	626	44%	3,072	26%
Total Services	445	542	603	98	18%	158	26%	2,599	2,711	3,048	112	4%	449	15%	6,506	40%

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
For the Period July 1, 2018 through November 30, 2018

		Current Month (Preliminary)								YTD								FY19	
		FY19	FY19	FY18	Variance						FY19	FY19	FY18	Variance				FY19	% Year
		Nov 2018	Budget	Nov 2017							July 1- Nov 30, 2018	Budget	July 1- Nov 30, 2017					Budget V1	Completed
					Budget - Actual	%	FY19 - FY18	%						Vs. Budget	%	Vs. FY18	%		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	1	8	4	8	93%	3	83%			30	42	26	11	27%	(5)	-18%	100	30%
551015	Computer Hardware/SW	6	14	17	9	60%	12	67%			23	72	45	49	69%	22	49%	173	13%
551025	Scientific/Foren Eqmt	-	3	-	3	100%	-				1	15	4	14	96%	4	84%	36	2%
Total Non-Capital Expenditures		6	26	21	19	75%	15	70%			54	129	74	75	58%	21	28%	309	17%
Capital Expenditures																			
170140	Improvements	-	-	-	-		-				-	-	-	-	0%	-	0%	-	0%
170210	Furniture & Fixtures	-	-	-	-		-				-	-	-	-	0%	-	0%	-	0%
170230	Computer Hardware/SW	-	-	-	-		-				28	-	180	(28)	0%	152	0%	-	0%
170240	Scientific/Foren Eqmt	-	38	-	38	100%	-				8	188	46	179	96%	38	2%	450	2%
170980	Const in Progress	-	-	-	-		-				(44)	-	(147)	44	0%	(103)	0%	-	
Total Capital Expenditures		-	38	-	38	100%	-				(7)	188	79	195	104%	86	109%	450	-2%
Total Expense and Capital Before Depreciation		1,938	2,188	1,864	250	11%	(74)	-4%			9,757	10,941	9,391	1,184	11%	(366)	-4%	26,258	37%
561230	Depreciation	42	40	40	(2)	-6%	(2)	-4%			210	199	200	(11)	-6%	(9)	-5%	477	44%
570505	FA Gain/Loss	-	-	-	-	0%	-				-	-	-	-	0%	-	0%	-	0%
610000	City of Houston Direct Overhead	122	122	122	-	0%	-	0%			608	608	608	-	0%	-	0%	1,460	42%
Grant and Training Expense		-	-	-	-		-				-	-	-	-	0%	-	0%	-	
Total Expense and Capital After Depreciation		2,102	2,350	2,026	248	11%	(76)	-4%			10,575	11,748	10,199	1,173	10%	(376)	-4%	28,195	38%
Net Ordinary Income less capital spending		(1,304)	(138)	(56)	(1,662)	1202%	(1,249)	2249%			13,064	(691)	11,351	13,756	-1990%	1,714	15%	(1,659)	-787%

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF NET POSITION**  
**By Quarter**

(in '000's)

	Preliminary As of 11/30/18	As of 09/30/18	As of 06/30/18	As of 03/31/18
<b>ASSETS</b>				
<b>Cash and Cash Equivalents</b>				
Bank of Texas-Operating	\$ 14,350	\$ 17,256	\$ 1,659	\$ 6,179
<b>Total Current Assets</b>	<u>14,350</u>	<u>17,256</u>	<u>1,659</u>	<u>6,179</u>
<b>Accounts Receivable</b>				
Accounts Receivable	9	20	116	32
<b>Total Accounts Receivable</b>	<u>9</u>	<u>20</u>	<u>116</u>	<u>32</u>
<b>Capital Assets Net of Depreciation</b>				
Capital Assets	6,210	6,189	6,217	5,723
Accumulated Depreciation	<u>(1,845)</u>	<u>(1,761)</u>	<u>(1,635)</u>	<u>(1,478)</u>
<b>Total Net Capital Assets</b>	<u>4,365</u>	<u>4,429</u>	<u>4,582</u>	<u>4,244</u>
<b>Other Assets</b>				
Prepaid - HR	(7)	(4)	2	(8)
Prepaid - Insurance	102	128	126	43
Prepaid - Service Agreements	228	307	331	87
Prepaid - Other	<u>86</u>	<u>86</u>	<u>-</u>	<u>85</u>
<b>Total Other Assets</b>	<u>408</u>	<u>517</u>	<u>459</u>	<u>207</u>
<b>TOTAL ASSETS</b>	<u><b>\$ 19,132</b></u>	<u><b>\$ 22,221</b></u>	<u><b>\$ 6,816</b></u>	<u><b>\$ 10,662</b></u>
<b>LIABILITIES</b>				
Accounts Payables	\$ 187	\$ 123	\$ 527	\$ 207
Payroll Tax Liability	500	490	1,092	540
Other Liabilities, Including Fund 2213 Billing	324	313	133	229
Deferred - Others	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<b>Total Liabilities</b>	<u>1,018</u>	<u>933</u>	<u>1,759</u>	<u>982</u>
<b>NET POSITION/FUND BALANCE</b>				
Unrestricted/Unassigned	13,749	16,860	475	5,941
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	<u>4,365</u>	<u>4,429</u>	<u>4,582</u>	<u>3,740</u>
<b>Total Net Position</b>	<u>18,114</u>	<u>21,288</u>	<u>5,057</u>	<u>9,680</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><b>\$ 19,132</b></u>	<u><b>\$ 22,221</b></u>	<u><b>\$ 6,816</b></u>	<u><b>\$ 10,662</b></u>

## Awarded

<b>Awarding Agency:</b> USDOJ-OJP-NIJ			
<b>Name of Project:</b> NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program			
<b>Start and End Dates:</b> 01/01/2017 - 12/31/2018			
<b>Contact:</b> Alissa Genovese			
<b>Award Number:</b> 2016-DN-BX-0142			
	<b>Awarded</b>	<b>Invoiced</b>	<b>Current Receivable</b>
<b>Amount of Award:</b>	\$ 741,000		
<b>Grant Inception to date:</b>	(435,495)	435,495	0
<b>Grant Balance:</b>	305,505		
<b>Status:</b> Awarded			

<b>Awarding Agency:</b> USDOJ-OJP-NIJ			
<b>Name of Project:</b> NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program			
<b>Start and End Dates:</b> 01/01/2018 - 12/31/2019			
<b>Contact:</b> Monte Evans			
<b>Award Number:</b> 2017-DN-BX-0027			
	<b>Awarded</b>	<b>Invoiced</b>	<b>Current Receivable</b>
<b>Amount of Award:</b>	\$ 867,755		
<b>Grant Inception to date:</b>	(335,743)	265,936	(69,807)
<b>Grant Balance:</b>	532,012		
<b>Status:</b> Awarded			

<b>Awarding Agency:</b> USDOJ-OJP-NIJ			
<b>Name of Project:</b> Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases			
<b>Start and End Dates:</b> 01/01/2018 - 12/31/2020			
<b>Contact:</b> Monte Evans			
<b>Award Number:</b> 2017-DN-BX-0176			
	<b>Awarded</b>	<b>Invoiced</b>	<b>Current Receivable</b>
<b>Amount of Award:</b>	\$ 114,000	-	
<b>HFSC Match</b>	38,000	-	
<b>Grant Inception to date:</b>	(999)	-	
<b>Grant Balance:</b>	151,001		
<b>Status:</b> Awarded			

## Solicitation

**Awarding Agency:** USDOJ-OJP-NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** RTI

**Name of Project:** Applied Research and Development in Forensic Science for Criminal Justice Purposes

HFSC will work with RTI to provide technology evaluation for seized materials at our laboratory. This will help ensure RTI is

**Purpose:** able to fully evaluate the use of near infrared (NIR) spectroscopy for the detection of drugs from seized material during the course of the project.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Katherine Moore /Megan Grabenauer

**Solicitation Number:** NIJ-2018-13600

**Amount Requested:**

**Status:**

Letter of Support

**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** HFSC

**Name of Project:** Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories - Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data

**Purpose:** This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.

**Collaboration:** Ohio University

**Start and End Dates:** 01/01/2019 - 12/31/2022

**Contact:** Peter Harrington

**Solicitation Number:** NIJ-2018-13900

**Amount Requested:** \$ 773,000

**HFSC Requested** \$ 355,322

**Status:**

Submitted



**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** Texas Southern University

**Name of Project:** W.E.B. Du Bois Scholars in Race and Crime Research  
Assessing the Impact of the No Lab, No Plea Policy

**Purpose:** This research serves to evaluate the No Lab, No Plea policy instituted in Harris County, Texas and to gauge how it impacts racial disproportionalities in the handling of drug offense cases. We also aim to determine whether reduced forensic turnaround times and the analysis of forensic evidence are related to sentencing outcomes.

**Collaboration:** Texas Southern University/HFSC

**Start and End Dates:** 01/01/2019 - 12/31/2022

**Contact:** Howard Henderson

**Solicitation Number:** NIJ-2018-14220

**Total Amount Requested:** \$ 455,249.00

**HFSC Requested Funds:** \$ 112,357.00

**Status:**

Submitted

**Awarding Agency:** NIJ

**Discipline:** Latent Prints

**Primary Recipient:** RTI

**Name of Project:** Applied Research and Development in Forensic Science for Criminal Justice Purposes

**Purpose:** HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Heidi Eldridge

**Solicitation Number:** NIJ-2018-13600

**Total Amount Requested:**

**Status:** Letter of Support

**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** TSU/US/SHSU

**Name of Project:** "Applied Research and Development in Forensic Science for Criminal Justice Purposes"

**Purpose:** The Houston Forensic Science Center (HFSC) is pleased to offer our support to Texas Southern University with University of Houston and Sam Houston State University (the Partnership) for their proposal to develop a mobile sensor for multiplex detection of "fentalogs" in street drugs.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Ashraf Mozayani

**Solicitation Number:** NIJ-2018-13600

**Total Amount Requested:**

**Status:** Letter of Support

**HOUSTON FORENSIC SCIENCE CENTER, INC.**

Regular Meeting of the Board of Directors

December 14, 2018 at 9:00 a.m.

<b>Agenda Item No.:</b>	<b>9.</b> Presentation by Mr. Leach regarding proposed amendments to the financial purchasing policies and procedures, and possible related action.
<b>Agenda Action Item No.:</b>	<b>9a.</b> Consideration of amendments to the policy regarding requisition limits and authorities for reoccurring operating expenses.
<b>Subject:</b>	Amendments to procurement policy relating to reoccurring operating expenses.
<b>Background:</b>	As a result of the Lean Six Sigma project on purchasing and recent legal opinions regarding local government procurement, HFSC has the opportunity to improve the effectiveness of its purchasing function. As a result, HFSC's current purchasing policies need to be updated.
<b>Executive Summary:</b>	Amendments update policy to reflect statutory requirements for local government corporations and previous resolutions by the Board
<b>Fiscal Impact:</b>	N/A
<b>Staff Recommendation:</b>	Staff recommends approval of all three (3) policies with the proposed amendments.
<b>By:</b>	David Leach, Treasurer and CFO Legal review and approved as to form by General Counsel



## **Requisition Limits and Authorities for Recurring Operating Expenses**

### **Policy Statement**

Clearly defined authority limits for purchasing services and fungible goods are critical for enabling the Houston Forensic Science Center (HFSC) to maintain an effective and efficient purchasing system. This policy establishes limits that are applicable to only purchases involving recurring operating expenses. Separate policies will address authority limits and procedures relating to capital expenditures, leases, and other non-recurring expenditures.

### **Applicability**

All members of the Board of Directors, Board of Directors Committee members, HFSC staff members, and temporary employees shall abide by this policy.

### **Purpose**

The purpose of this policy is to put in place authority limits for recurring operating expenses to ensure that:

- A. All purchase order and other Contract transactions are conducted in a manner that is consistent with HFSC's objectives for acquiring services and fungible goods and consistent with state procurement laws; and
- B. An appropriate balance exists between enabling HFSC personnel to purchase services and fungible goods that are necessary for them to perform their jobs and the necessity for HFSC to spend its limited funds effectively and efficiently.

Therefore, the following limitations are in place.

### **Definitions**

- A. **Board of Directors** -- the HFSC Board of Directors.
- B. **Board of Directors Committee** -- those HFSC division directors, managers, supervisors, staff members, temporary employees, and others who serve on a HFSC Board of Directors Committee.
- C. **Chief Executive Officer** -- the president and chief executive officer (CEO) of HFSC or his/her designee.
- D. **Chief Financial Officer** -- the chief financial officer (CFO) of HFSC or his/her designee.
- E. **Chief Operations Officer** -- the chief operations officer (COO) of HFSC or his/her designee.
- F. **Civilian** -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a job classification other than a sworn peace officer.
- G. **Classified** -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a sworn peace officer job classification.



- H. **Contract** -- a purchase order or other document which is signed on behalf of HFSC and creates legal obligations on HFSC.
- I. **Director** -- a member of the Board of Directors.
- J. **Division Director** -- any manager responsible for one of the HFSC divisions.
- K. **Employee** -- a person directly employed by and on the payroll of HFSC.
- L. **Section Manager** -- any staff member with responsibilities that include supervision and management of other staff members in a section of a division.
- M. **Staff Member** -- any person who is a civilian, classified, or employee.

### **Responsibilities**

- A. Board Chair or Vice-Chair -- The chair or vice-chair of the Board of Directors or their designees are responsible for overseeing the administration of this policy.
- B. Chief Executive Officer -- The CEO is responsible for administering the policy as it relates to staff members and temporary employees, implementing processes and procedures to ensure that the policy is followed, and monitoring compliance with the policy.
- C. Chief Operating Officer -- The COO is responsible for ensuring that this policy is clearly articulated and disseminated and for assisting the CEO in carrying out his/her responsibilities regarding the policy.
- D. Chief Financial Officer -- The CFO is responsible for articulating and disseminating processes and procedures regarding this policy and for providing guidance regarding ongoing compliance with the policy.
- E. Division Directors -- Division directors are responsible for oversight in the administration of the policy and for providing division-level direction for compliance.
- F. Staff Members -- Staff members are accountable for compliance with this policy and the processes and procedures set forth herein and the guidance issued by the CFO.

### **Procedures**

- A. **Authorization Limits for Contracts involving Purchases within Approved Budgeted Limits**
  - 1) For items that are within approved budgeted limits, see the table below.
  - 2) For items that have not been approved in the budget, refer to section **B** below.

In the "HFSC Personnel Level" column, with respect to each dollar range, each of the listed persons must approve the purchase, ~~and the person whose title is underlined is the person with authority to sign the Contract.~~ In addition to the requirements set forth below, all purchases less than \$15,000 will be reviewed through the reconciliation process and finally approved by the CFO.

<b>Purchase Authority Limit</b>	<b>HFSC Personnel Level</b>
≤\$5,000	Section manager
\$5,001 to \$15,000	Section manager and division director
\$15,001 to \$100,000	Division director, COO, and CFO
\$100,001 to \$200,000	Division director, COO and CEO



All purchase orders > \$200,001	<del>Section manager,</del> Division director, <del>COO,</del> CFO, CEO and chair or vice-chair of the Board of Directors
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- 3) Contracts shall not be divided into separate purchase orders or invoices so that lesser authorization limits will be in effect.
- 4) If the CFO discovers instances that appear, whether intentional or not, to be dividing requisitions to avoid proper authorization, he or she has the authority to require the higher level of authorization required should the individual requisitions be combined.
- 5) Any attempt by an HFSC staff member to conduct business with subdivided Contracts, purchase orders or invoices so as to avoid obtaining required authorizations will result in disciplinary action up to and including termination of employment.

**B. *Authorization Limits for Contracts involving Purchases Exceeding Approved Budgeted Limits***

- 1) A staff member of HFSC is strictly forbidden from entering into a commitment that exceeds Board of Directors' approved budgeted amounts.
- 2) Therefore, all purchases that are not included in a Board of Directors' approved budget must first obtain Board of Directors' approval. Once such approval is obtained, the guidelines in section A above for purchases within approved budgeted limits shall apply.

**Compliance**

Compliance with the policy is an ongoing requirement; each staff member is accountable for ensuring his/her compliance.

# Operations Report

December 14, 2018





Section	Turnaround time (days)	Relative to Prior Month	Requests >30 days	Relative to Prior Month
Forensic Biology	336	↑	527	↓
CODIS	18	↑	24	↑
Digital/Multimedia	23	↑	20	↑
Firearms (Analysis)	33	↓	9	↔
Firearms (NIBIN)	38	↑	581	↓
Latent prints	31	↓	1524	↑
Seized Drugs	10	↔	0	↔
Toxicology (Alcohol Analysis)	26	↓	19	↑
Toxicology (Drug Analysis)*	76	↑	205	↑
Crime Scene Unit	50	↓	94	↓

\*Due to equipment issues that will not be resolved until move target internal drug analysis TAT is 90 days

# December 2018 Highlights

- Multi-discipline requests
  - National Integrated Ballistic Information Network (NIBIN): Process changes to more effectively use the database
- DNA backlog
  - On track to complete project





# HFSC Lean Six Sigma Multi-Discipline Request Project

**A multidiscipline request to evidence items that require more than one type of forensic analysis**

- **Example: Firearm that requires NIBIN entry, DNA analysis and latent print processing**

Goal: To simplify the process and coordination of testing for evidence that requires more than one type of analysis while also preserving integrity of the evidence and reducing turnaround time

Solution: Lifting a five-day hold on firearms evidence slated for entry into the database. This improves public safety by resulting in a faster turnaround time on crucial information used to combat gun violence

# Contact points of fingers and palms

Loading the magazine



Unloading the magazine



Since latent print residue rests on the surface, even when gloves are used, latent print evidence is destroyed



Visible bloodstains  
will be collected and  
preserved for future  
testing

CSU swabs textured  
areas for contact DNA

Magazine removed from firearm and  
preserved for analysis



## Evidence preservation for firearms collected by the Crime Scene Unit

CSU preserves contact DNA on body of firearm. Magazine handled in a manner that preserves latent print evidence for processing. The 5-day hold can be lifted and CSU can bring the firearm straight to HFSC



Visible bloodstains  
collected and  
preserved for  
future testing

Magazine removed from firearm  
and preserved for analysis

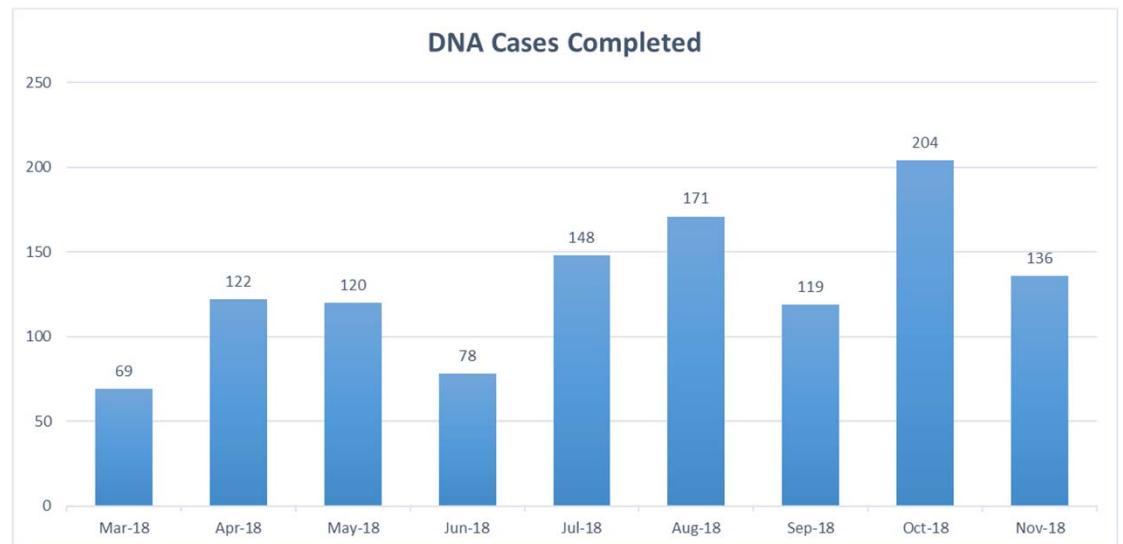
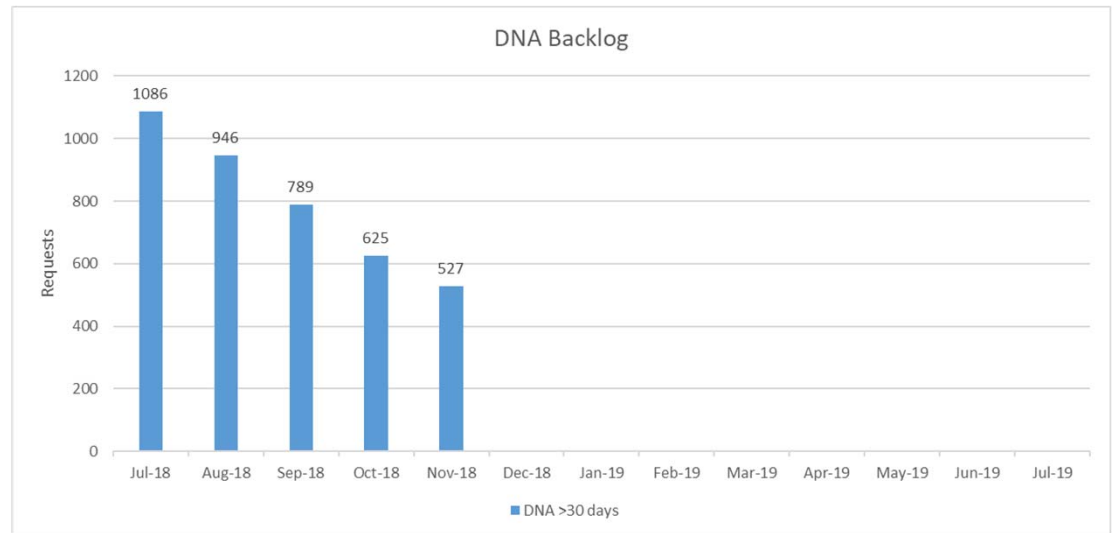


## Proposed plan for firearms **NOT** collected by the Crime Scene Unit

The magazine will be handled in a manner that preserves evidence for future analysis. Five-day hold can be lifted and the gun can now go straight to the firearms section.

# DNA Backlog

- Completed 136 DNA requests in November
- Cleared 98 DNA cases from the backlog in November



# Crime Scene and Multimedia

December 14, 2018



# Digital Multimedia Division

## Digital-A/V Section

- Cross-training of AV analyst to perform digital work is ongoing
- Recruiting efforts ongoing to fill AV/digital position
- Preparation to move to Jefferson



# Crime Scene Unit

- Supervisor Alison Hutchens recertified as an IAI crime scene analyst
- Two (2) CSU academy grads (Ducks) successfully testified on a homicide for the first time
- Texas Rangers appreciation for work conducted at an officer-involved shooting involving two law enforcement agencies and numerous officers
- 50 percent more vehicles processed this month (46)
- Turnaround time issue resolved, now under 50 days



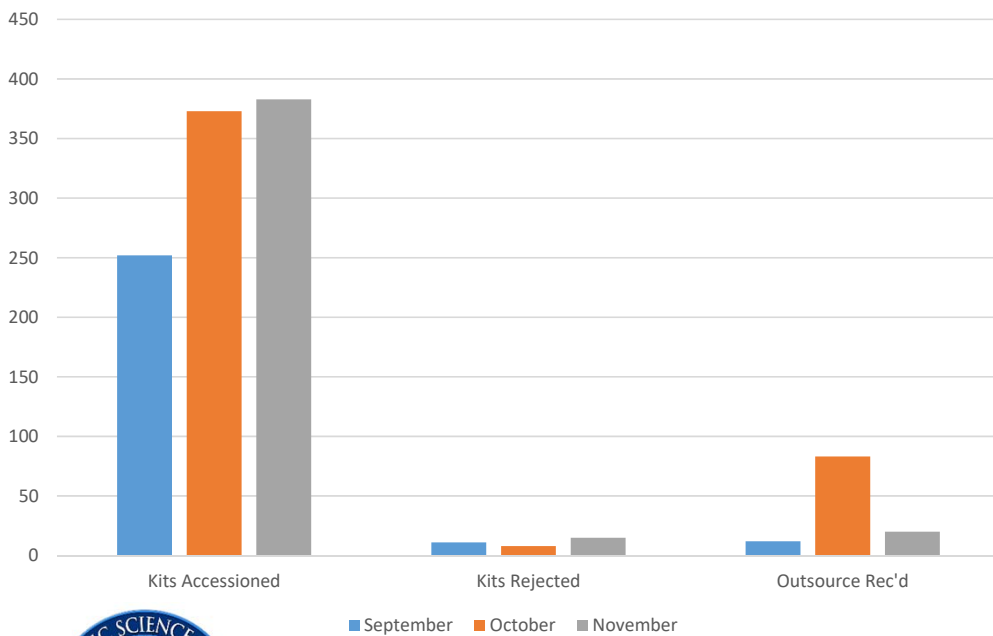


# Detail data



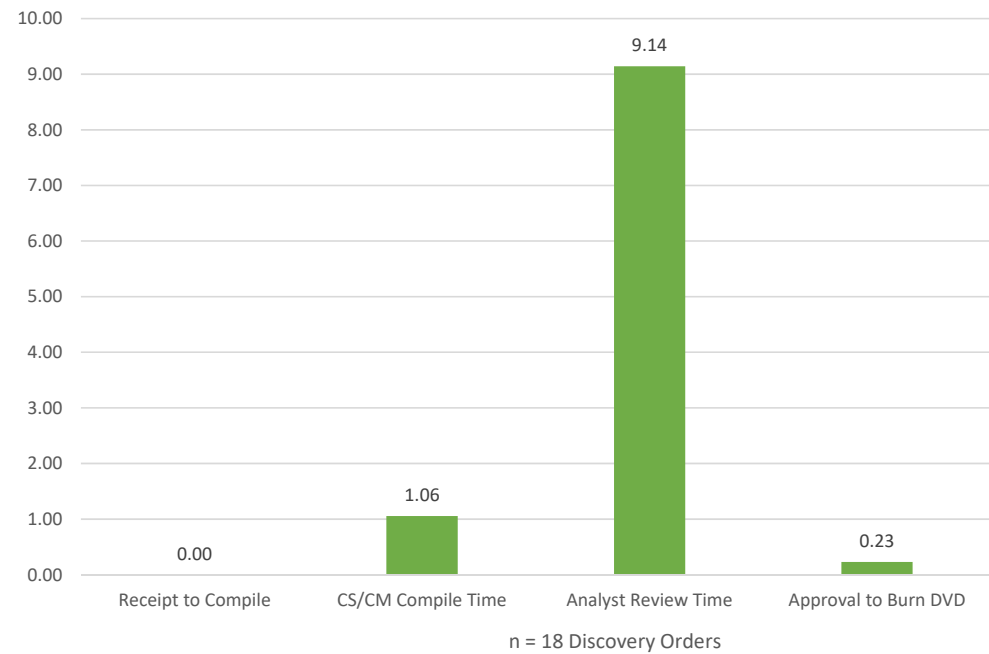
# CS/CM – November

## Accessioning



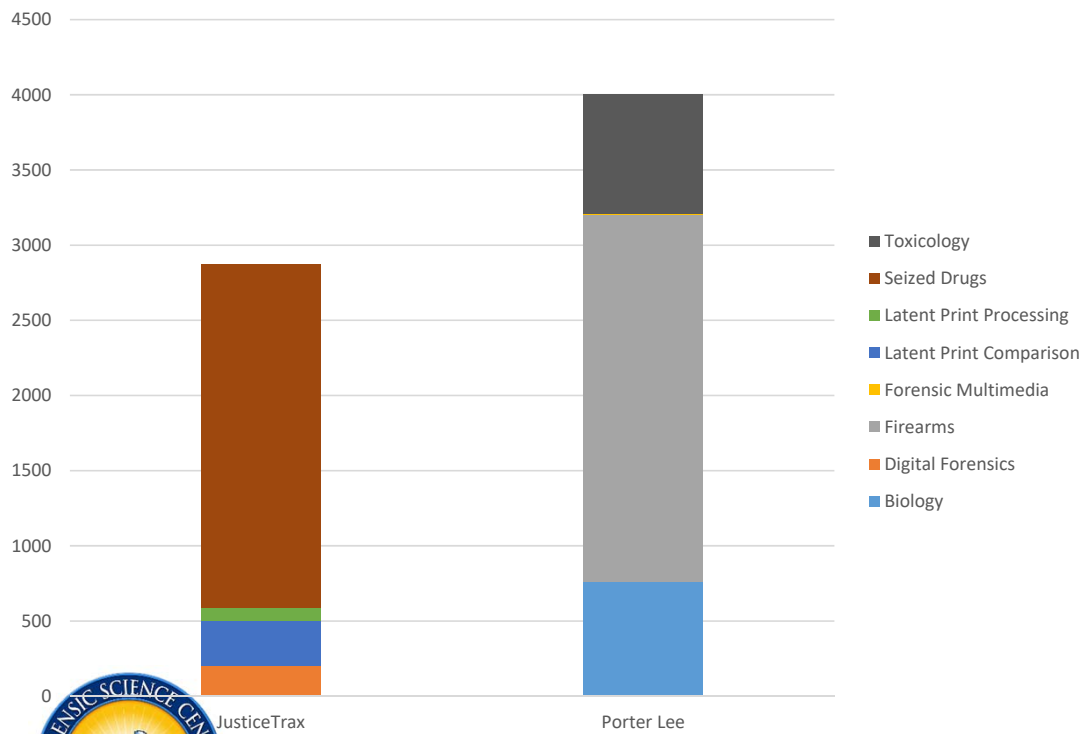
# Toxicology Support

## Toxicology Discovery Order TAT (days) – by status



# CS/CM – November

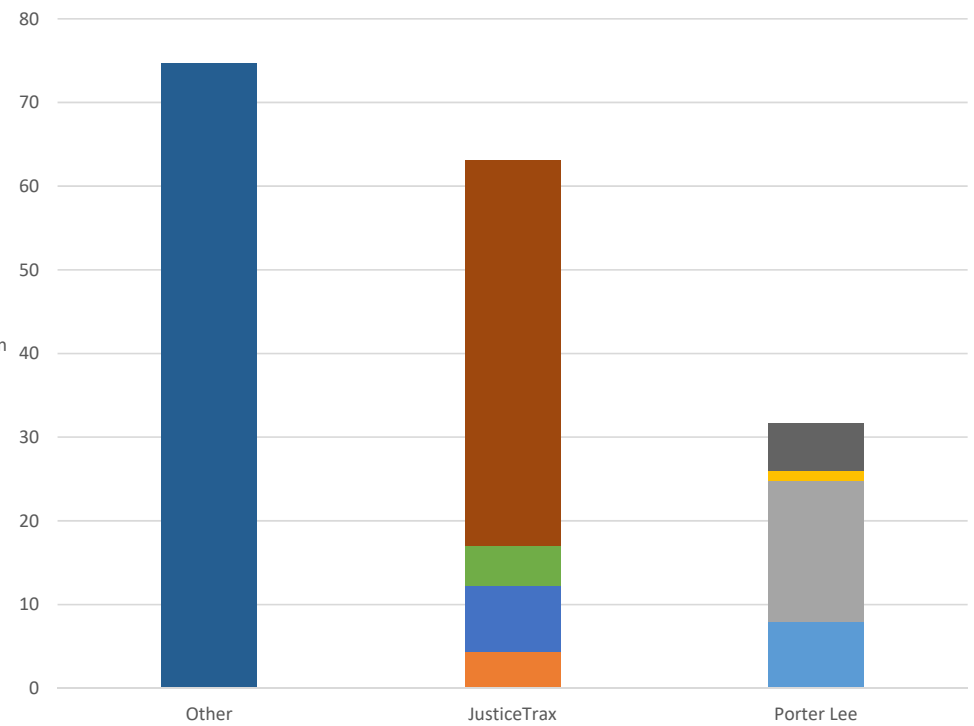
Total Items by Section & LIMS System



# Evidence Handling

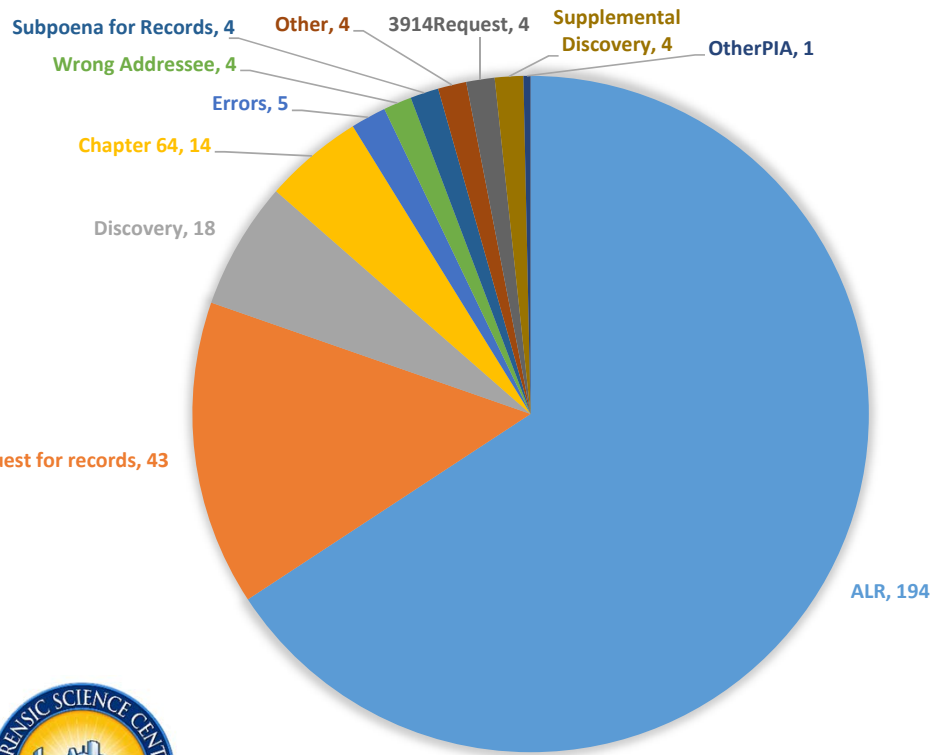
Total Time by Section & LIMS System

See Time Categories by Section slide for breakdown



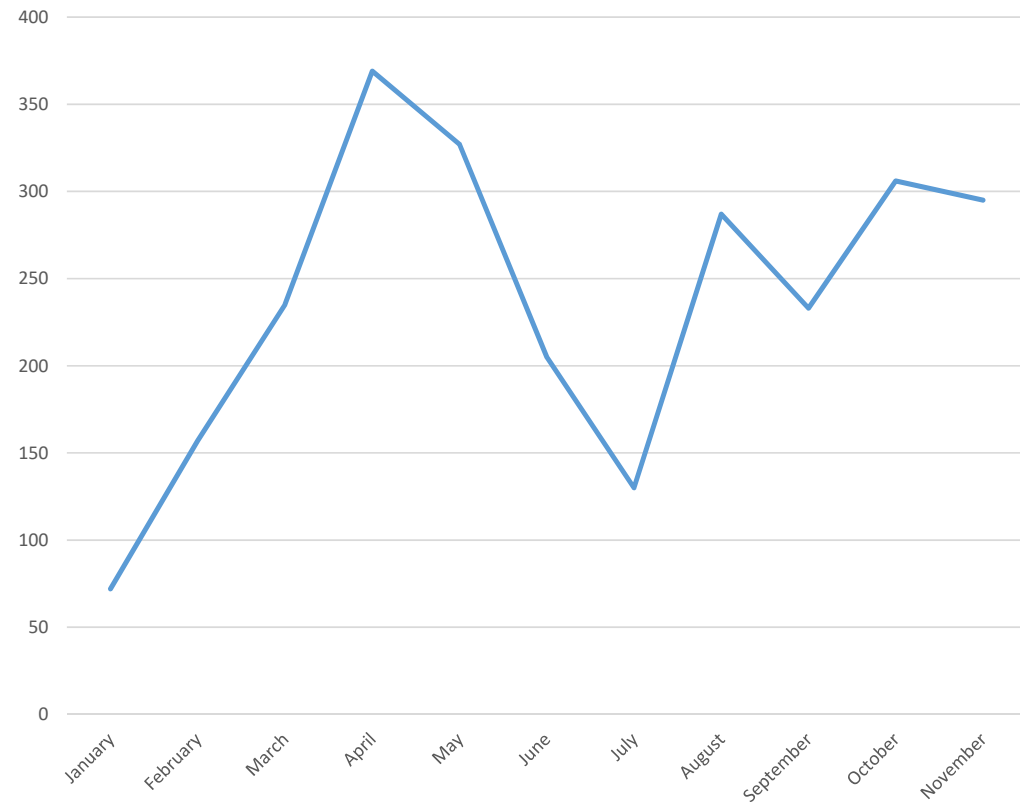
# CS/CM – November

Nov. 2018 Requests by Type



# Administrative

Records Requests - YTD



## Time Categories by Section

Activity	Number of Cases (Approximate)
Return Travel	21.5
SD Evidence Staging	19.0
Return Travel	18.5
Receive Travel	18.0
JT Label Time	18.0
Fannin Dead	16.5
SD Analyst Transfer	8.5
Evidence Check	7.5
Property Room/NER Dead	5.5
Property Room/NER Receive	4.5
Property Room/NER Return	4.5
New Submission Time	3.5
Weapons Room Receive	2.5
Weapons Room Return	1.5
Weapons Room Evidence Check	0.5
Invoice Research Time	0.0



# Seized Drugs



**Seized Drugs:** 10-day TAT average  
0 pending requests >30 day

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

## Critical issues

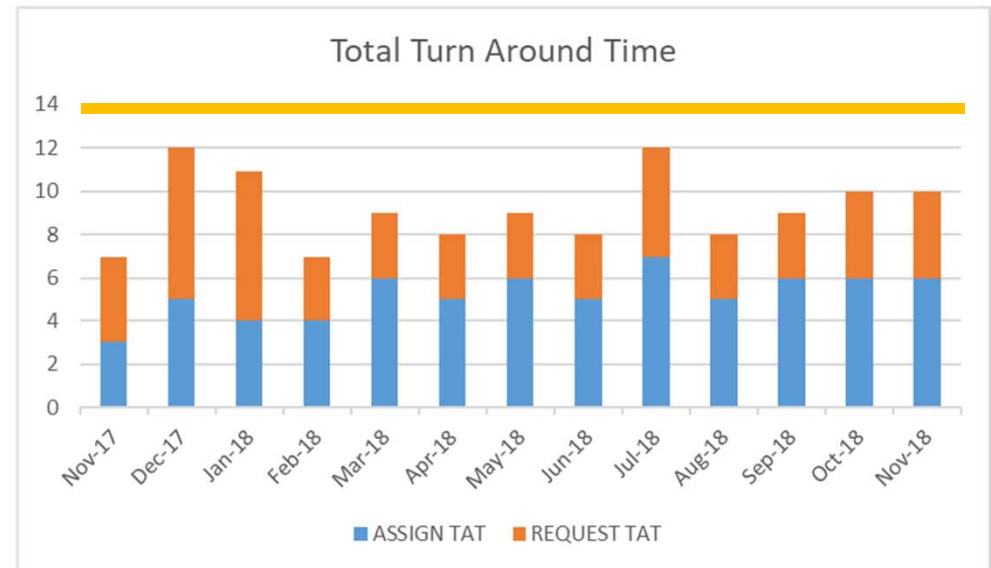
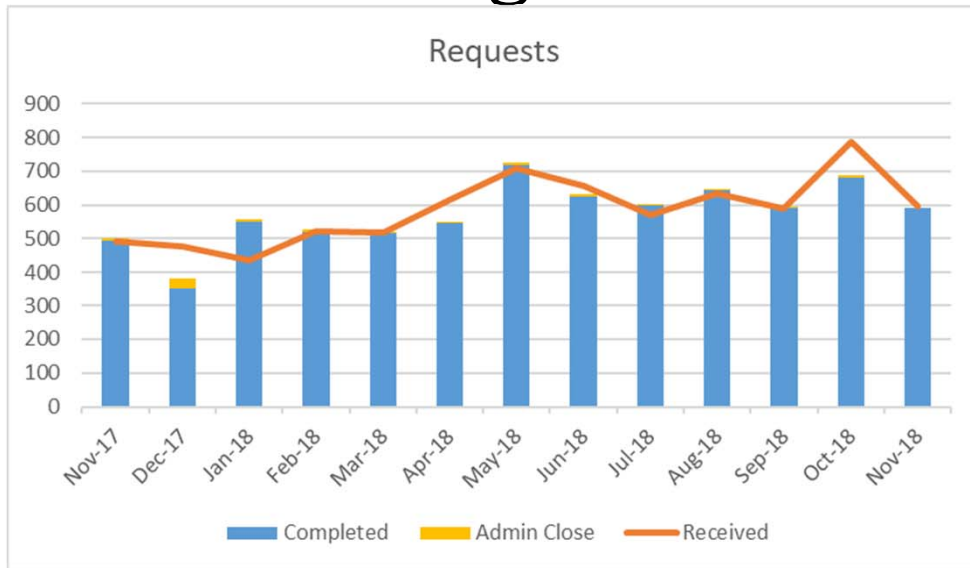
- Potential impacts of additional expedited case needs
- LIMS transition including manual entry of case requests

## 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. Continue to see increases.
- Grant awarded for collaboration with R&D on opioid testing.



# 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:** 32-day avg,  
9 pending requests >30 days

**Target:** <25 days

## Critical issues

- Average age of cases over 30 days: 61 days
- JusticeTrax

## Projections for Next 90 Days

- New examiner signed off for seconding, AR and TR
- Decrease in TAT as section gets caught up on casework (new streamlined approach to some cases)
- Go live in JusticeTrax





# Firearms – NIBIN

## Current NIBIN Requests

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

**Total received in November:** 452 requests

**Average TAT:** 7 days

**Target:** ≤5 days

## Historical NIBIN Backlog

(received before 7/23/2018):

**Total backlog:** 558 requests (93 in progress)

**Target:** eliminated by August 2019

Total TAT  
↑ 38

EOM >30 day  
↓ 581

Critical issues  
4

## Critical issues

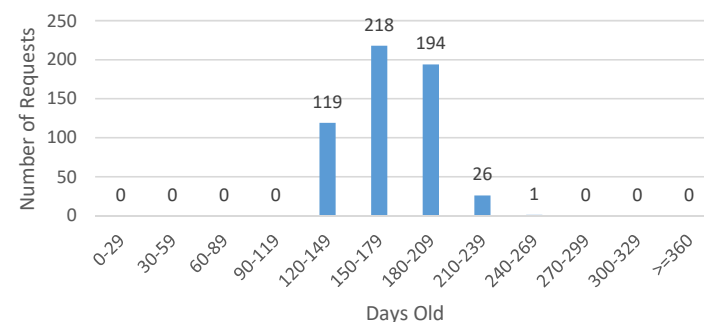
- NIBIN backlog
- Expect age and TAT of historical NIBIN backlog to increase as new NIBIN techs work the backlog
- New NIBIN techs still need to be trained on rifles (signed off for pistols).
- JusticeTrax

Between 11/1/2018 – 11/31/2018

- 445 **current requests** completed
- 134 **current requests** in progress
- 98 **historical backlog** requests completed
- 8 **historical backlog** requests in progress

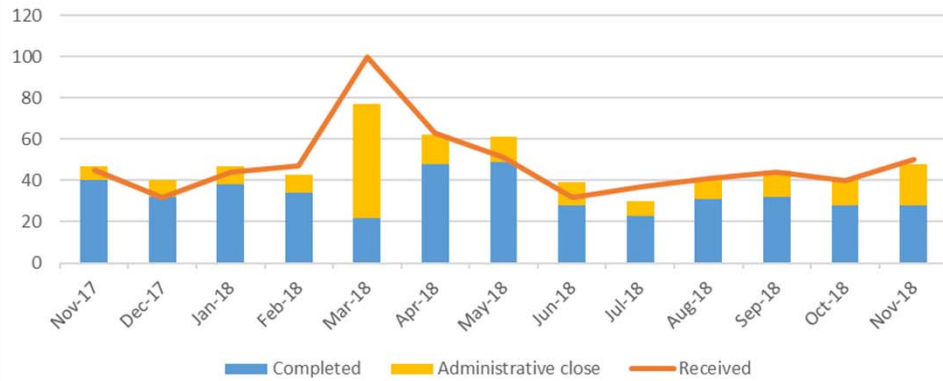


Age of Historical NIBIN Backlog Number of Requests

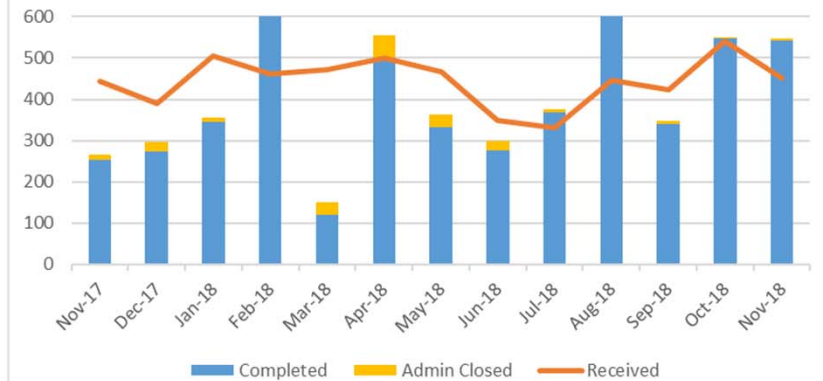


# Firearms

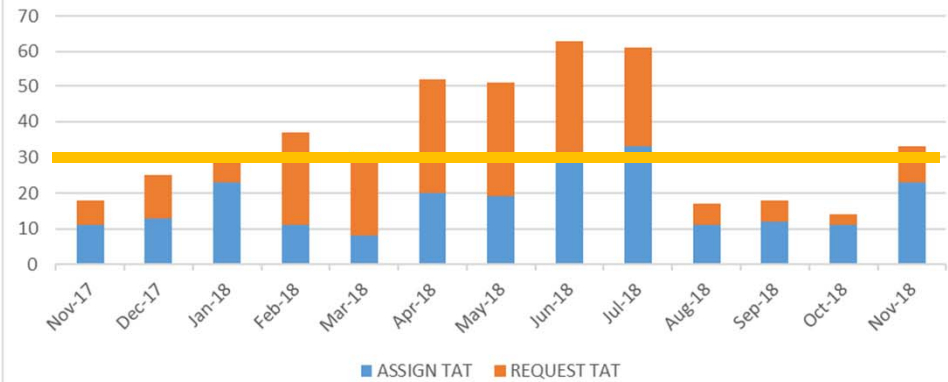
FA requests



IBIS requests



Total Average Turn around time



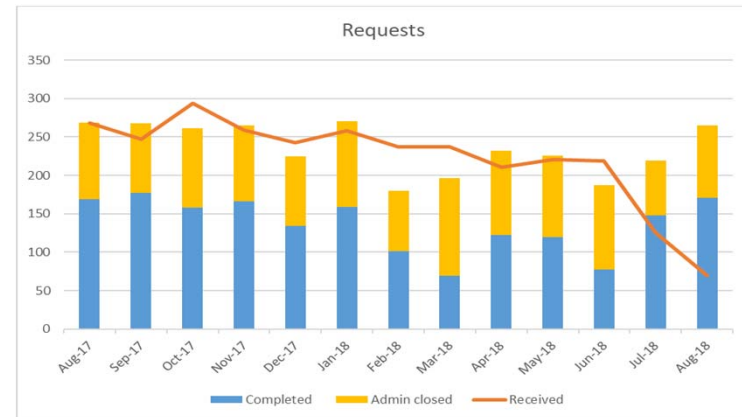
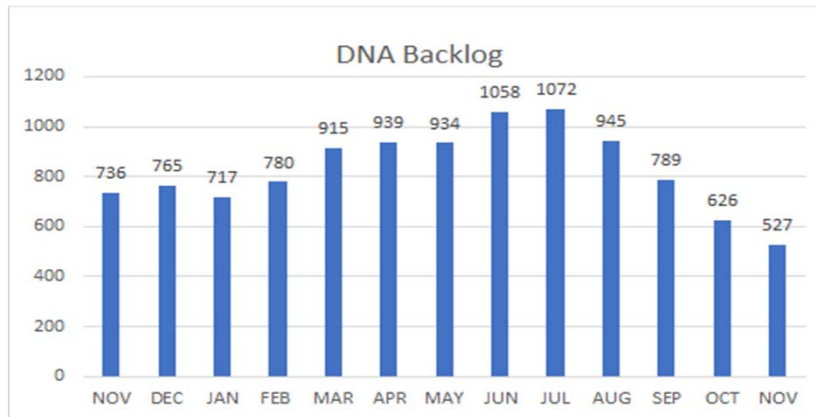
# Forensic Biology-Backlog



SA Kit: 127-day avg TAT  
0 pending SAK requests  
SAK "other": 118-day avg  
Non-SAK DNA: 419-day avg  
527 total requests >30 days

## Critical issues

- Target: minimum 12 DNA report writers, currently 8
- DNA extract storage concerns in preparation for move to new facility



# Forensic Biology-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
506	119	0

SAKs shipped: 364

SAKs completed: 52

Non-SAKs shipped: 142

Non-SAKs completed: 67

## Critical issues

- The In-house review of all outsourced casework
- Waiting for grant adjustment approval from NIJ to send December shipment
- Bode delay in # of cases reported in November. Re-processing of evidence needed

## Projections for next 90 days

- Project timeline: August 2018-September 2019



# CODIS (National DNA Database)

Total TAT  
↑ 18

EOM >30 day  
↑ 24

Critical issues  
2

**Profiles Entered: 78**

**Matches: 106**

64 Pending notifications

24 Notifications over 30 days

~35 of the pending 64 notifications are waiting on other agencies for information.

**158 Total Notifications were addressed in November**

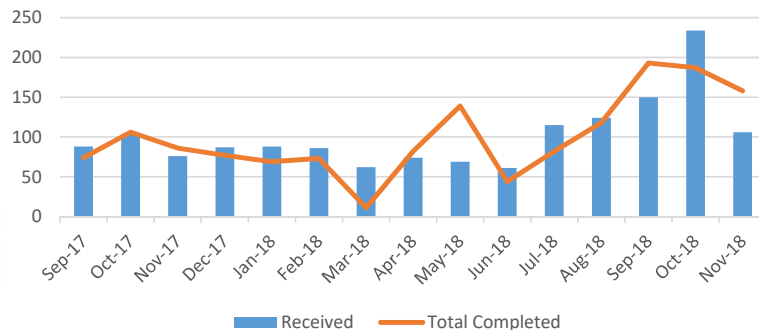
## Critical issues

- Delays in notifications from DPS-Austin – approximately 60 day TAT
- Obligate Allele Project

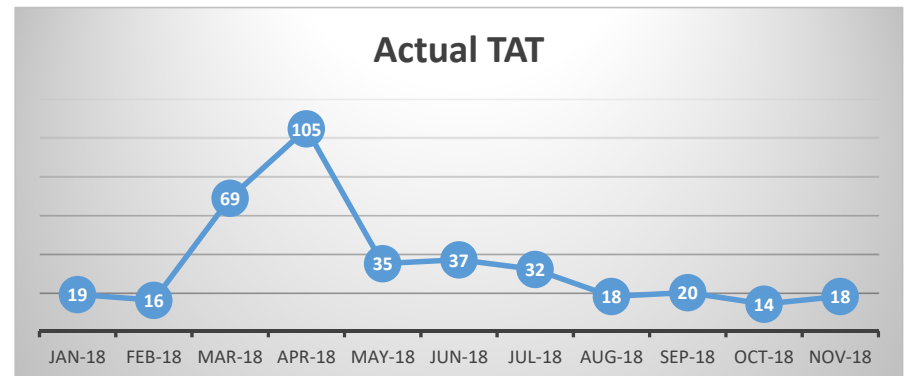
## Projections for next 90 days

- Increase the number of cases reviewed from Obligate Allele Project.

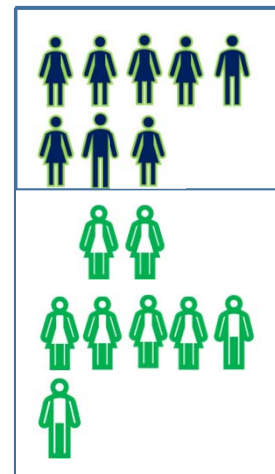
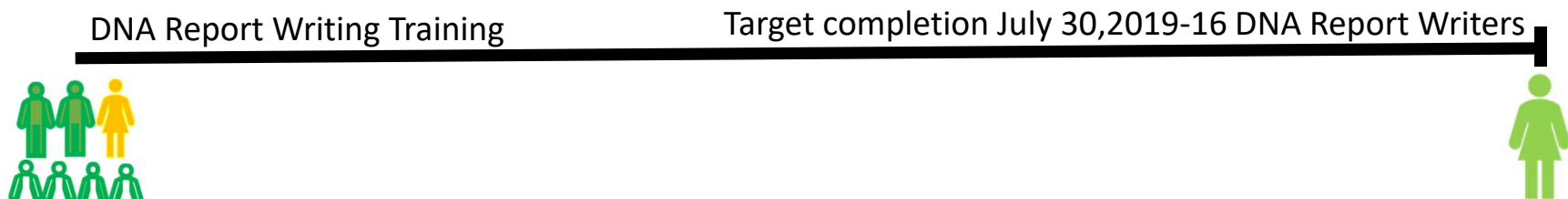
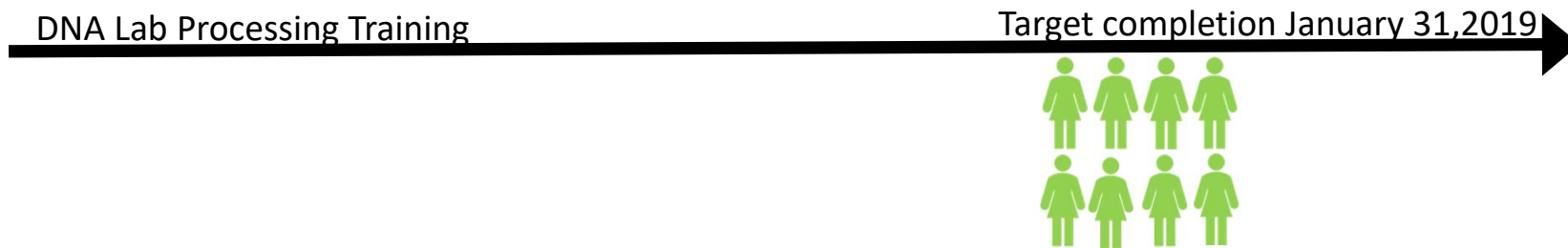
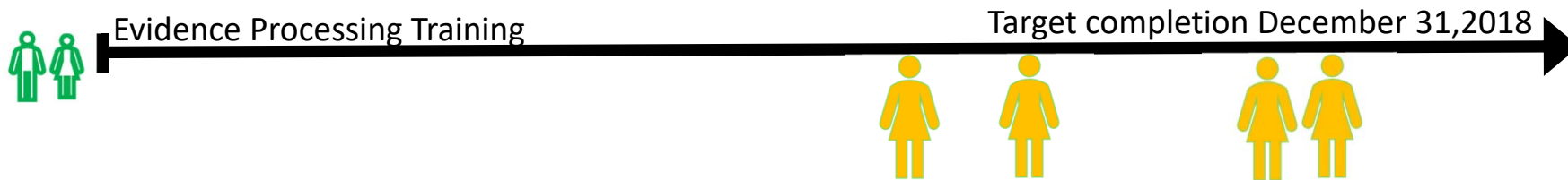
Candidate Matches Received Vs. Completed



Actual TAT



# Forensic Biology Training



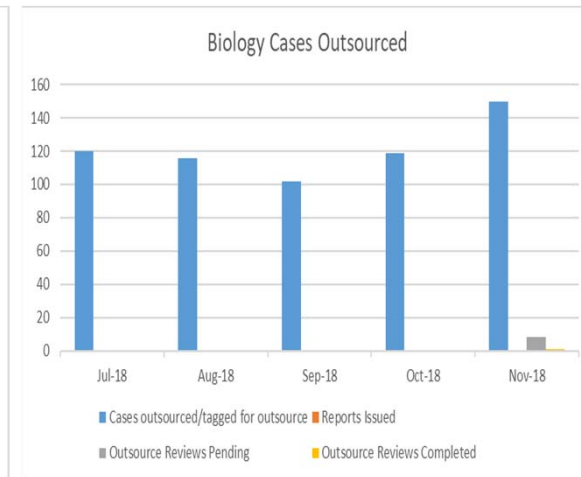
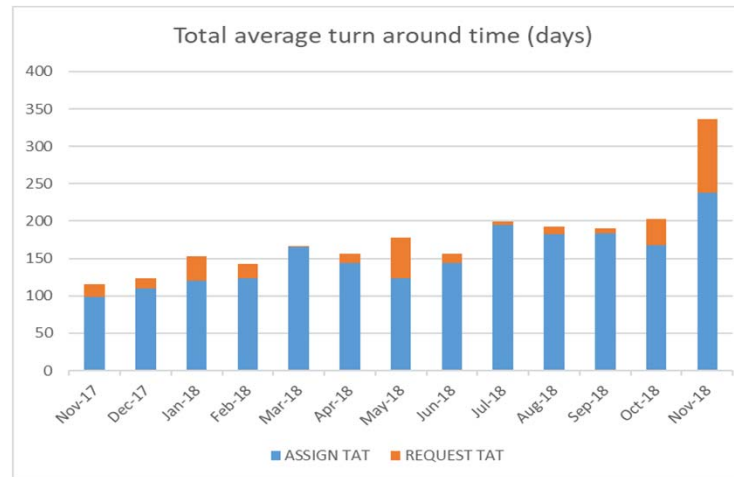
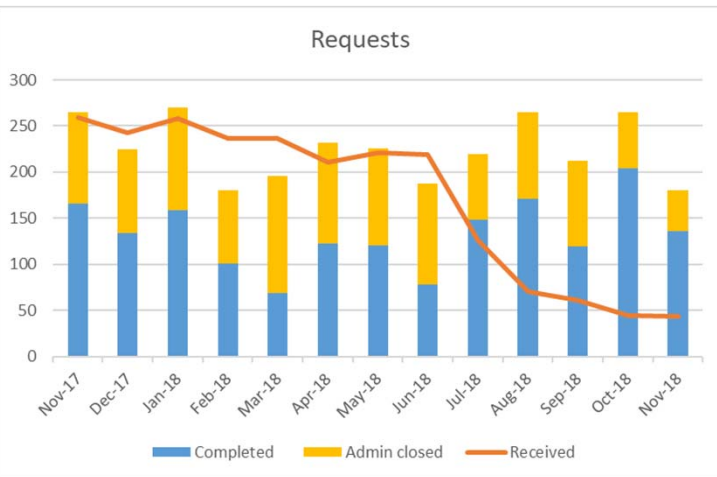
Training on schedule



Delay in training schedule

# 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



# Toxicology



**Alcohol:** 27-day avg,  
3 pending requests >30 day

**Tox:** 74-day avg  
129 pending requests >30 day

**Out-Tox:** 26-day avg  
0 pending requests >30 day

## Critical issues

- Technical supervisor position to be filled
- Legacy instrumentation and limited staff in the drug confirmation group
- Urgent training needs to be balanced with casework and other tasks (JT)

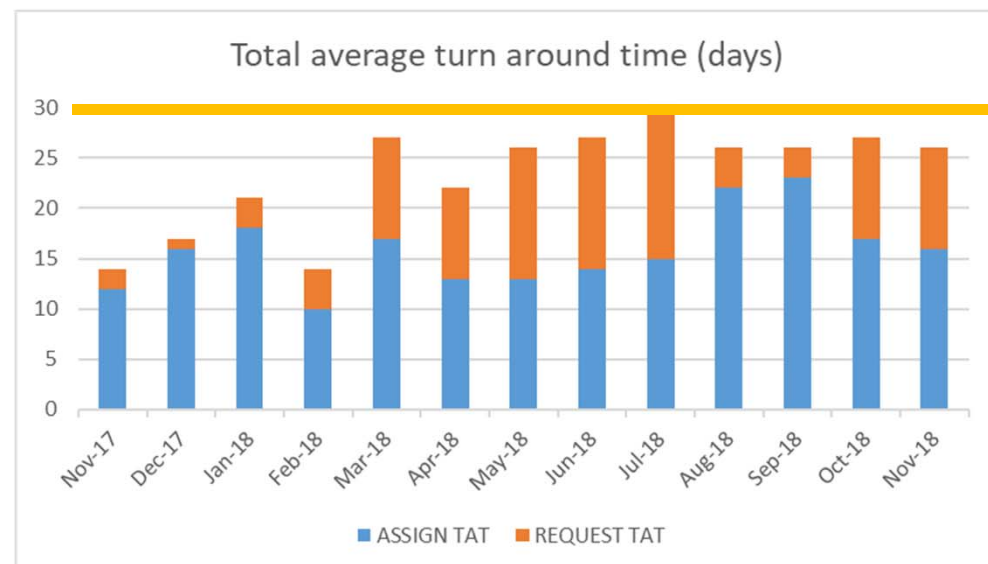
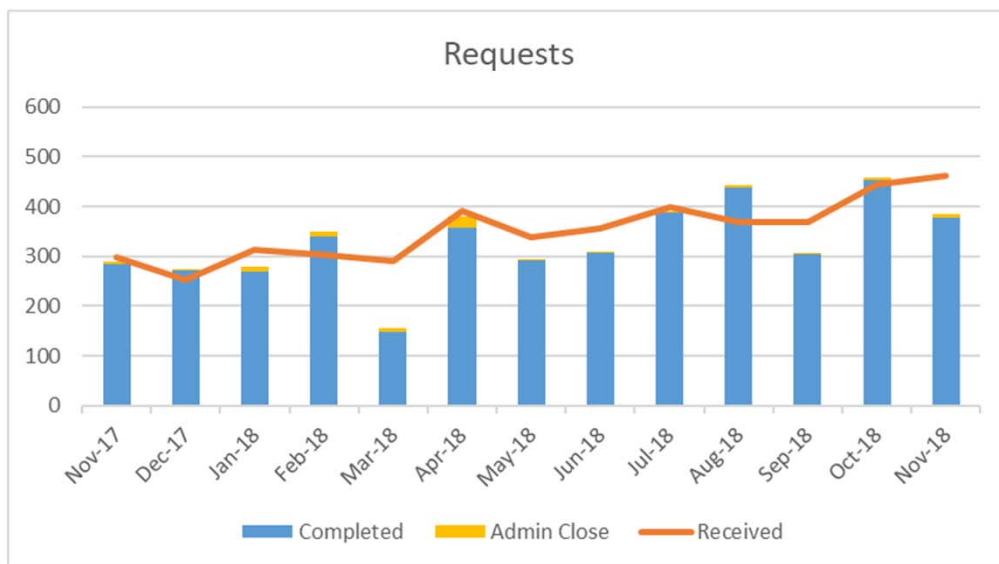
## Projections for next 90 days

- Tox confirmation of SA cases continues to be outsourced but not DWI cases.
- Drug screen (EIA) training of two analysts starts in December.
- With limited staff and training needs, longer drug confirmation TAT expected (90 days)
- Accessioning delay and the section training affect alcohol and Tox TAT.



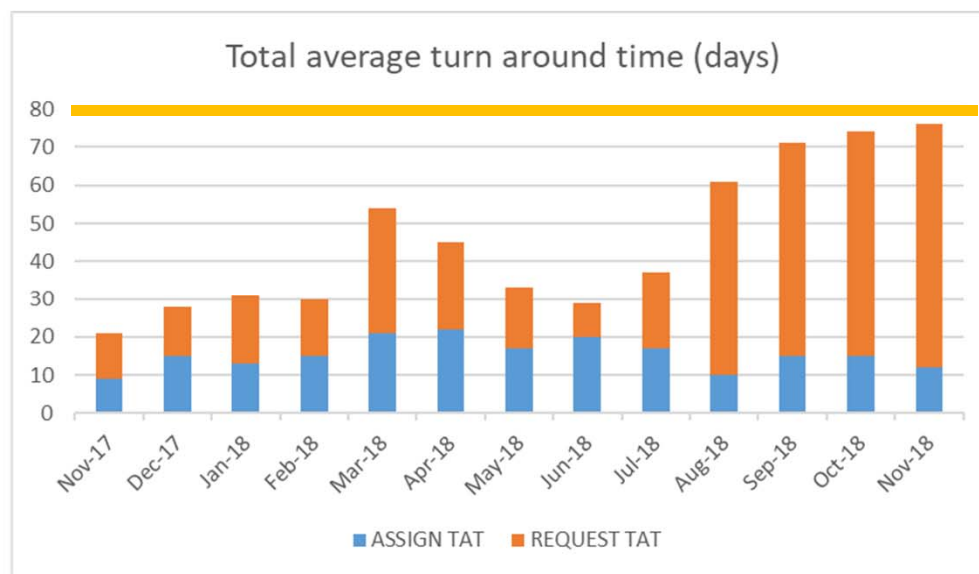
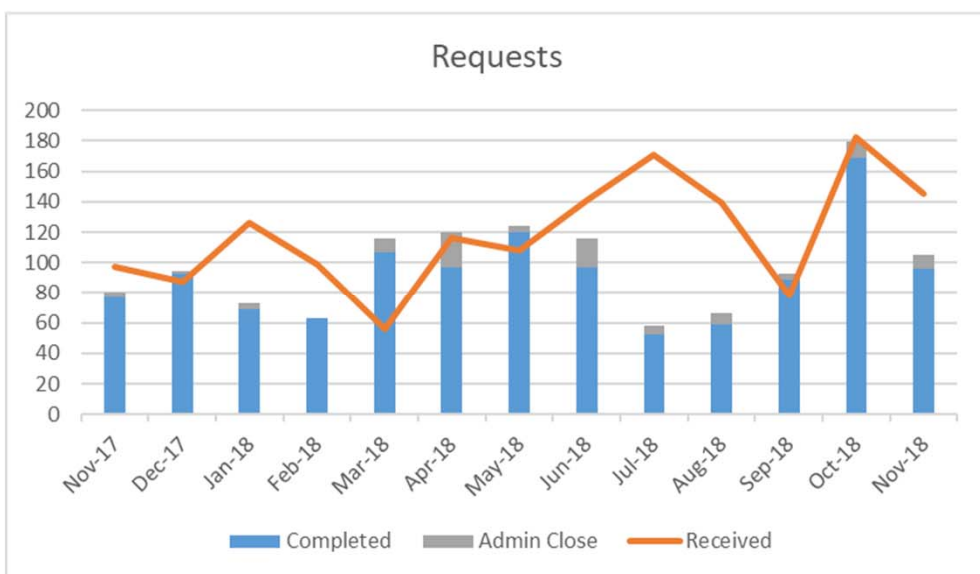


# Toxicology: Alcohol



# 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  
↓ 34

EOM >30 day  
↑ 1,524

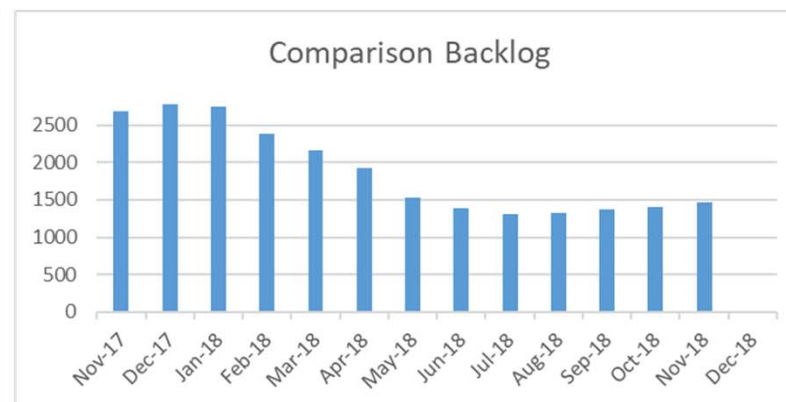
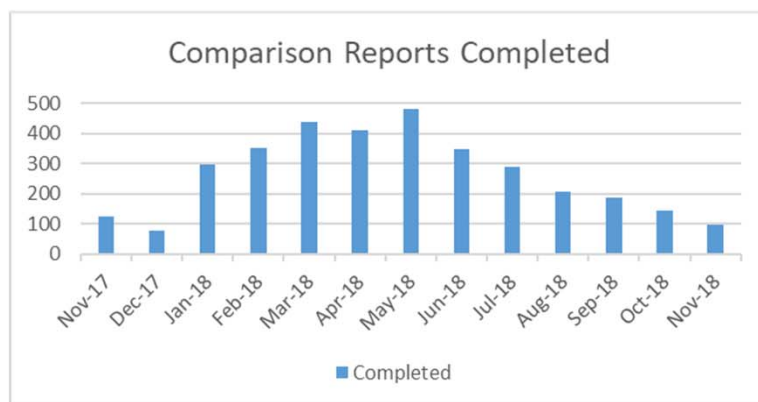
Critical issues  
2

**Comparisons:** 29-day avg TAT from request  
1,473 pending requests >30 day

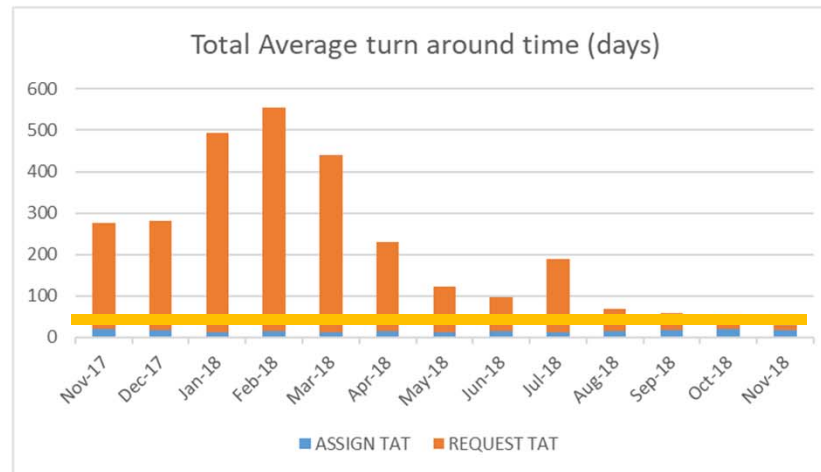
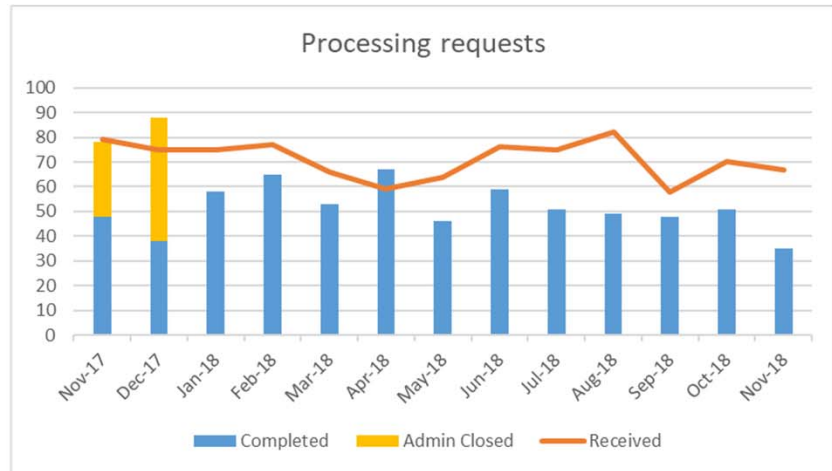
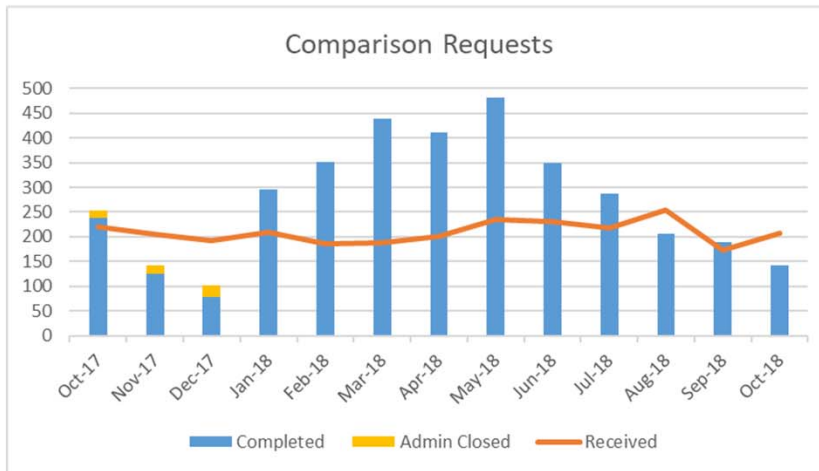
**Processing:** 38-day avg TAT from request,  
51 pending requests >30 days

## Critical issues

- Case completions have slowed due to larger CSU cases.
- One examiner vacancy (11/29) and two supervisor vacancies pending (12/19 and 1/11)
- Backlog now increasing



# Latents



Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December<sup>38</sup>

# CSU

CSU callouts: 60

Items of evidence collected: 1,791

Cars processed at VEB: 46

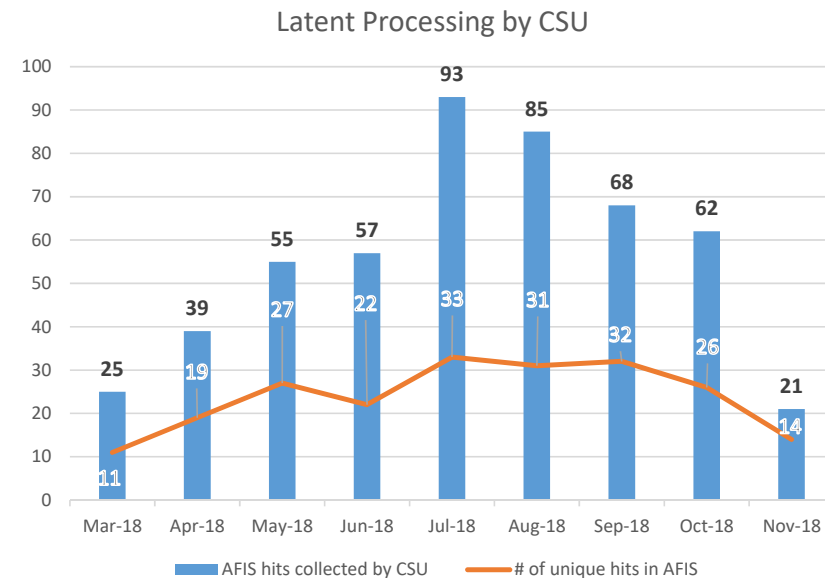
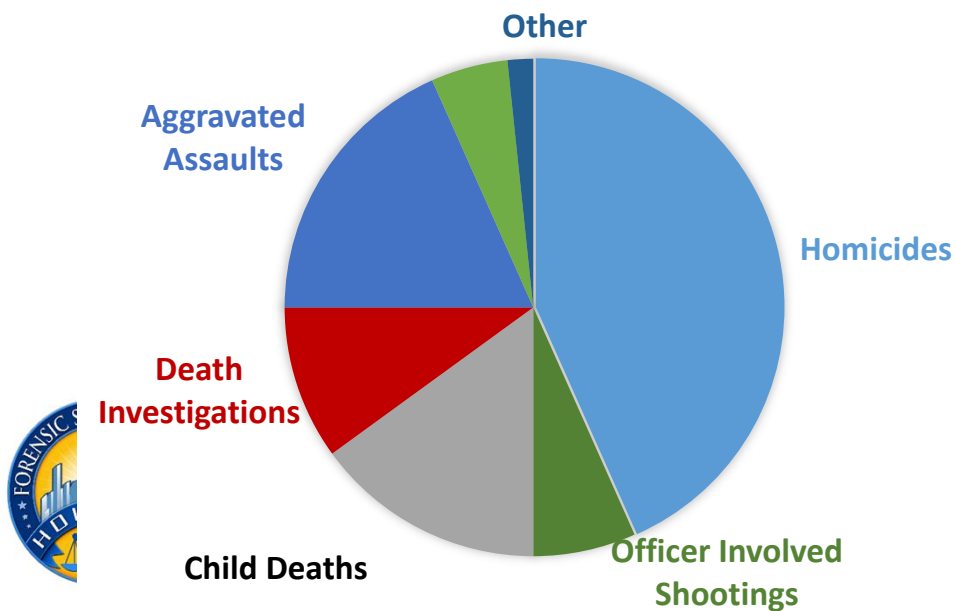
Hours spent at scenes: 540 = 18hrs/day

Total TAT  
↓ 50

Call outs  
60

Critical issues  
0

- 1 (one) CSI in final month of training
- 1 (one) CSI returning from military deployment this month and will start field training



# Digital and Multimedia



**A/V:** 13-day avg  
1 pending requests >30 days

**AVCO:** 1-day avg  
0 pending requests >30 days

**Digital:** 28-day avg  
19 pending requests >30 days

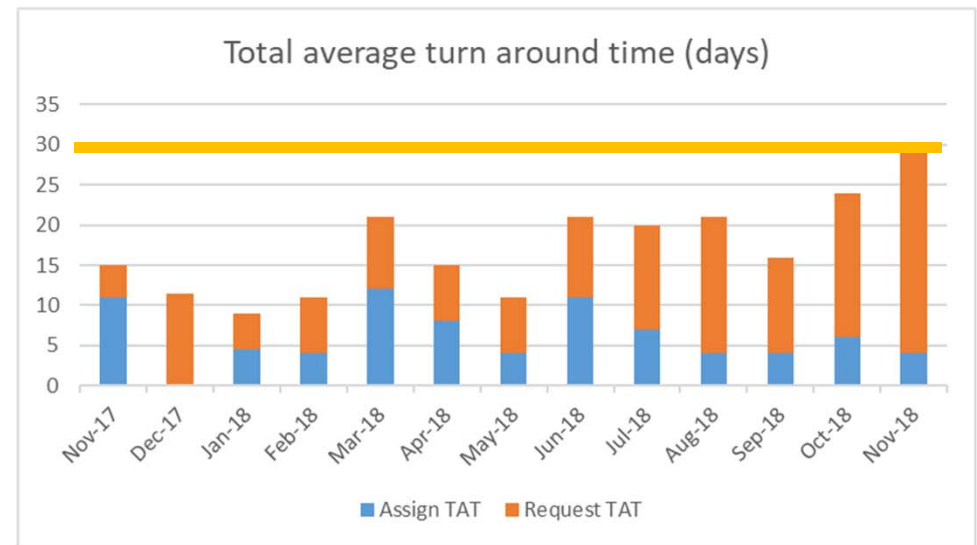
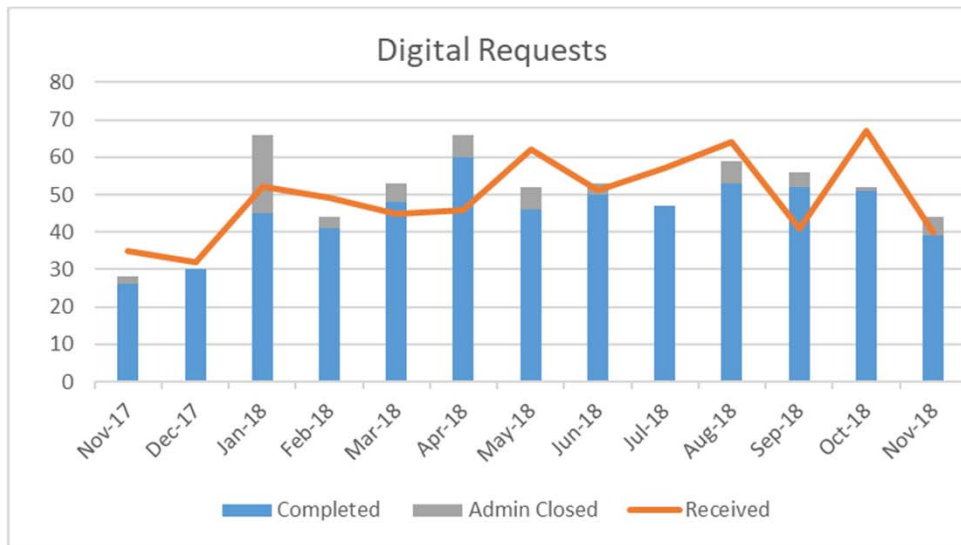
## Critical issues

- Multimedia transition to new LIMS/network/workflow
- Anticipated 31% Staff Reduction – 4 Analyst Positions

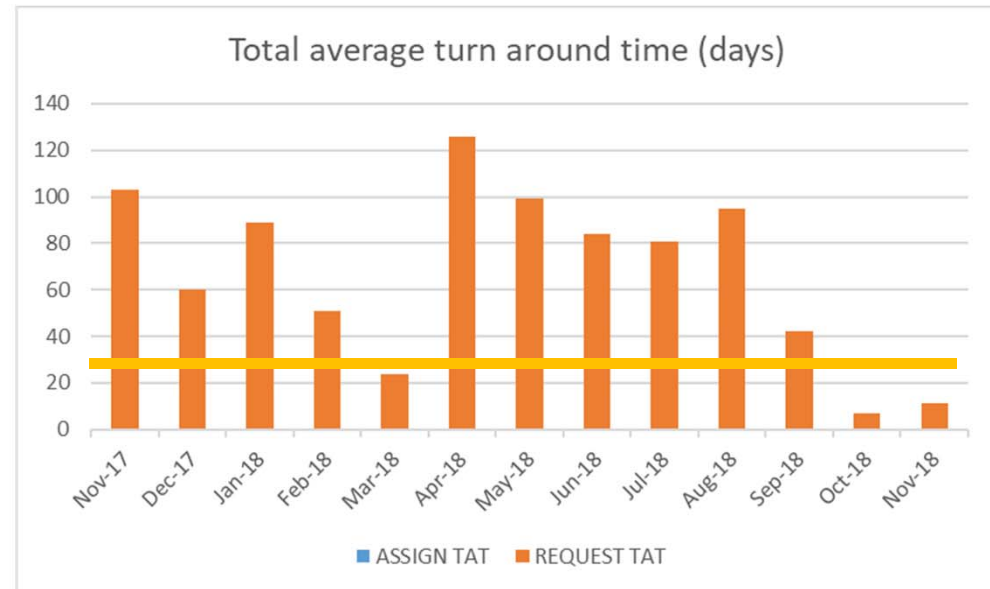
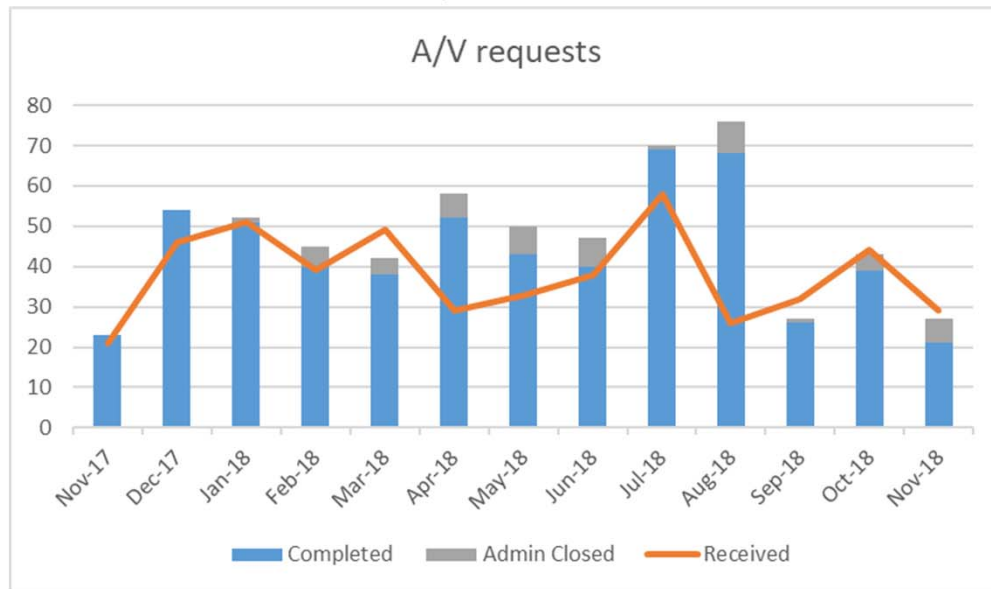
- Cross Training of 2 Multimedia Analysts for Digital
- Multimedia Analyst transferring back to HPD on 12/10/18
- Recruiting for a Multimedia Analyst Position



# DME -- Digital



# DME -- A/V



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





# Lean Six Sigma Development Group

## Current Projects

Current Projects

3

Projects Completed

4

Projects in Queue

10

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


**Project Engineer:** Amy Castillo

**Status:** Yellow

**Timeline:** 4/30/2018- 2/26/2019

**Accomplishments:**

- Provisionally approved to move into Verify- pending logins being fixed
- Views built for Managers, Supervisors, Analysts, and Exec that include Justice Trax LIMS, Porter Lee LIMS, and Qualtrax data visualizations in PowerBI
- Views are ready for testing once Microsoft fixes login capabilities

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


**Project Engineer:** Paula Evans

**Status:** Green

**Timeline:** 8/22/2018 – 2/14/2019

**Accomplishments:**

- Process Improvement launched in Firearms and Biology
- On-going collaboration with subject matter experts and HPD Property Room as the process improvements are implemented
- Process Improvement data is being collected and analyzed

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

**Project Engineer:** Aimee Grimaldi

**Status:** Green

**Timeline:** 8/10/2018 – 1/31/2019

**Accomplishments:**

- Improved process determined
- Collaboration with HPD to determine how to implement new process
- Pilot new process in December



# Lean Six Sigma (LSS) Development Group

## Current Projects

Current Projects  
**3**

Projects Completed  
**4**

Projects in Queue  
**10**

- Management Dashboard
  - Timeline extended
  - Timeline: April 2018-February 2019
- Multiple Discipline Request
  - On schedule
  - Timeline: August 2018 – January 2019
- Work Product Evidence Return
  - On schedule
  - Timeline: September 2018 – February 2019

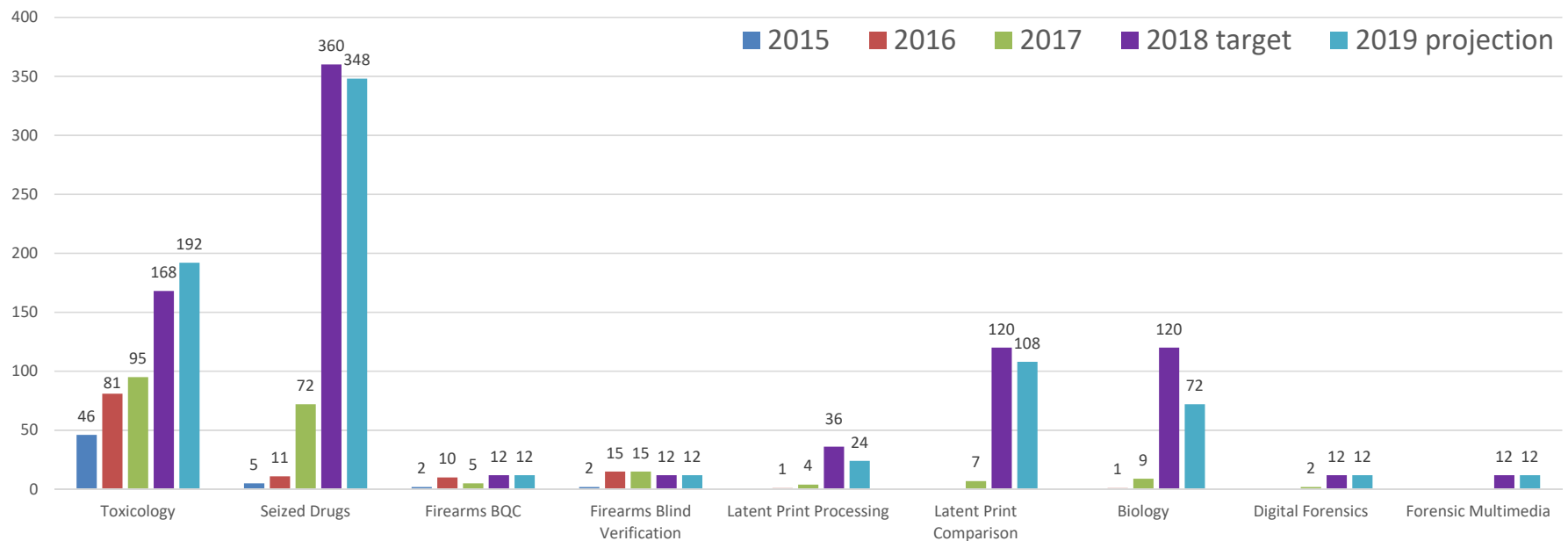


# Quality Division Report

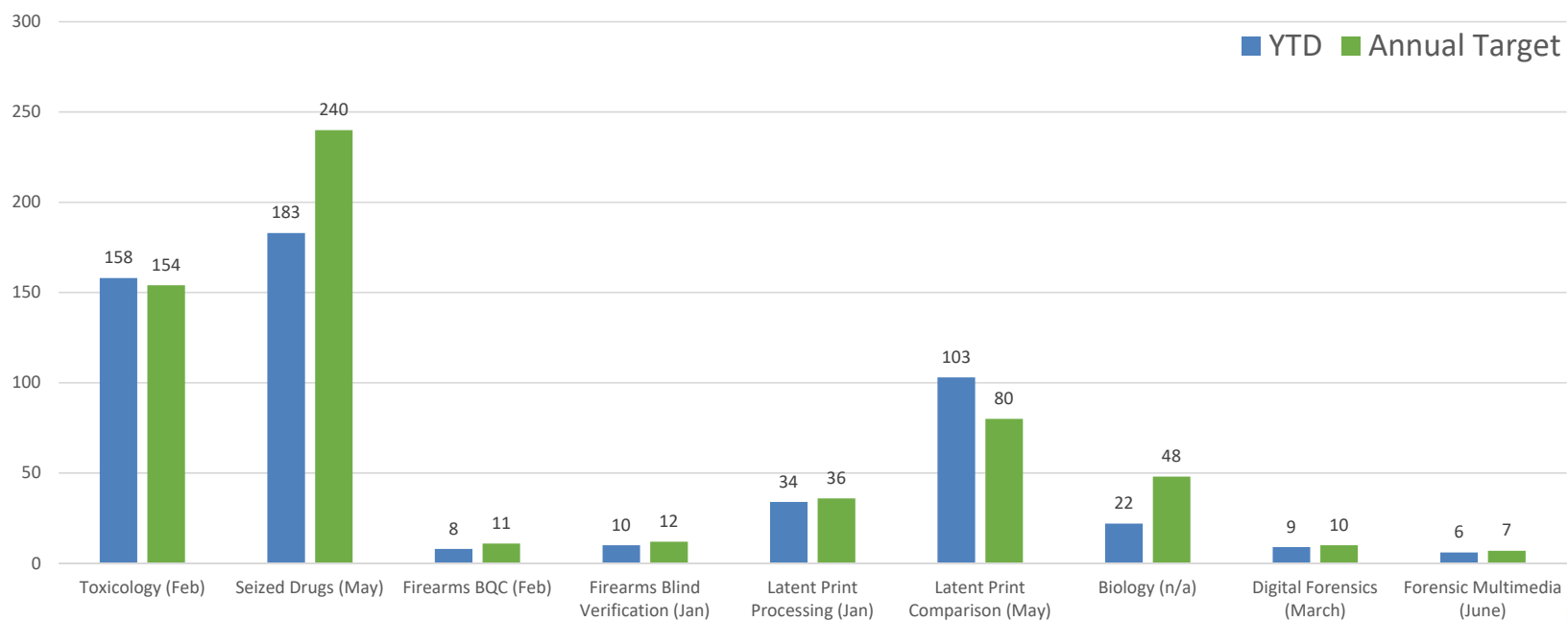
## December 14, 2018



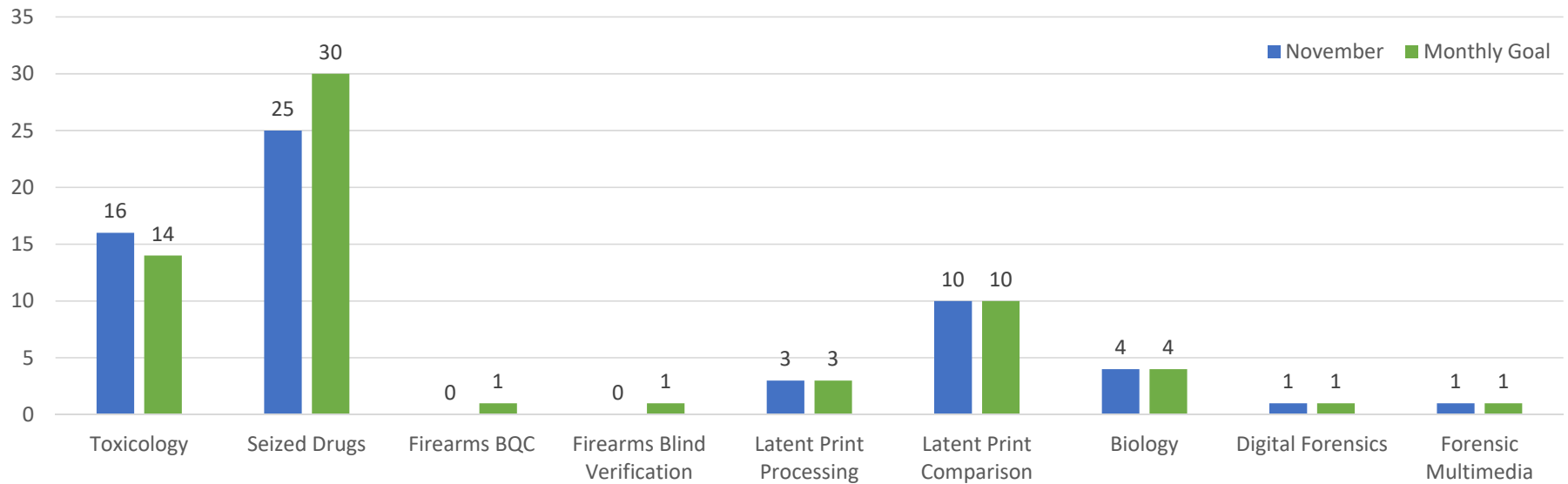
# Blind Quality Control



# 2018 BQCs



# Blind QCs Submitted in November



# Blind Quality: Challenges and Accomplishments

- Ongoing struggle to create digital blind evidence
- No firearms blind quality control or verification assigned in November
- Quality/Research associate started in November
  - Grant-funded research project in blind QCs
  - In conjunction with University of Virginia and CSAFE (Center for Statistics and Applications in Forensic Evidence)
- Updated biology technical review checklist to ensure elimination database is searched correctly
  - Correct DNA profiles were generated but one was not searched correctly in the staff elimination database

Forensic Discipline	Cases Completed
Seized Drugs	28
Toxicology – BAC	10
Biology	2 (DNA) 2 (screening)
Firearms – Blind Verification (BV)	0
Firearms – Blind Quality Control (BQC)	1
Latent Print Processing	2
Latent Print Comparison	5
Digital Forensics	1
Forensic Multimedia	1



# Audits/Disclosures/Corrective Actions

- Update on firearms nonconformance involving incorrect case number on National Integrated Ballistic Information Network (NIBIN) lead report
  - During 170 case review, identified two additional cases uploaded incorrectly
    - Current error rate is 2.4%
    - More cases will be reviewed
    - Changed review process to minimize occurrence moving forward
- Update on latent print nonconformance involving incorrect case number on Preliminary AFIS Association report
  - Error not corrected during review
  - Originally, 50% of 37 technical reviews were audited
  - After TFSC statistics presentation at October meeting, 100 percent reviewed
  - No additional errors found
- Two biology contamination events in November
  - Low level amount of DNA
  - Profiles not from other samples run in the batches
  - Profiles not from biology staff
  - Continuing investigation to determine cause





# Audits/Disclosures/Corrective Actions

- Accreditation/reaccreditation granted by ANAB on Oct. 8, 2018
  - HFSC notified November 8
  - All disciplines
  - TFSC reaccreditation granted for Oct. 8, 2018 through Nov. 30, 2022
    - biology, firearms, seized drugs, toxicology



# 2018 Proficiency Testing (PT)

Discipline		Tests in Progress	Number Completed	Comments
Seized Drugs		-	17	Complete for 2018
Toxicology		9	5	
Firearms		5	7	3 internal NIBIN proficiency tests to be assigned
Crime Scene Unit		-	22	Complete for 2018
Latent Prints		2	21	
Digital and Multimedia Unit	Audio/Video	2	6	
	Digital	-	6	Complete for 2018
Forensic Biology		10	31	all deemed satisfactory but evidence processing was unsatisfactory on one test



# 2018 Testimony Data

- 52 of 150 analysts testified so far this year in 118 proceedings
- 47 of the 52 have been monitored
  - 4 testified for work done prior to HFSC employment – no monitoring needed
  - 1 CSI needs to be monitored by end of December
    - Transcript requested
- Quarterly transcript review
  - 21 transcripts requested in December
  - Total of 16 reviewed year to date



# Detailed Data



## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, December 7, 2018

2:45:21 PM

Page 1 of 2

	Quality Notified	Summary of Notification	Comments
<b>Biology</b>			
<b>2018-105</b> IR	11/2/2018	A Forensic Biology staff member misloaded a sample while preparing a plate for capillary electrophoresis. The sample had been run once already and needed to be rerun because the results were of low quality (poor internal lane standard). When the results from the second run were obtained, the data was not consistent with the original results. The sample was run a third time and the results from the third run were consistent with the original data and of better quality.	
<b>2018-107</b> IR	11/13/2018	A Forensic Biology staff member indicated that, while examining evidence, it is her practice to document original observations on nontraditional media (such as laboratory bench paper) and then subsequently discard that media. This is a violation of the Quality Manual. She indicated that she has also trained other staff members to utilize this practice. All staff that are authorized to examine evidence have been notified to discontinue this practice.	
<b>2018-108</b> IR	11/14/2018	Forensic Biology laboratory reports did not specify the methods used to obtain screening results. This is a violation of the Quality Manual. Beginning November 14, staff were instructed to manually add the information to reports. Biology is collaborating with the IT Division to revise LIMS report templates so this information is automatically included.	
<b>2018-109</b> IR	11/27/2018	A Forensic Biology staff member reported an incorrect deduction at one locus when she deduced the DNA profile of the foreign male contributor from an intimate mixture.	
<b>Crime Scene</b>			

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



## Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, December 7, 2018

2:45:22 PM

Page 2 of 2

	Quality Notified	Summary of Notification	Comments
<b>2018-110</b> IR	11/29/2018	Swabs collected at a scene were contaminated by a crime scene investigator. This scene was processed in July 2017. When the report was issued in August 2017, the CSI's DNA profile was not in the elimination database and was uploaded to CODIS. This error was noted through the implementation of the SmallPond DNA profile searching software.	
<b>Toxicology</b>			
<b>2018-106</b> IR	11/8/2018	A control was used past its expiration date. The SOP allows the control to be used for 45 days. This control was used on day 46. Even though the control passed the quality acceptance criteria, a new control was analyzed and the case samples were reanalyzed.	
<b>2018-111</b> IR	11/27/2018	An analyst added internal standard to the water control at the beginning of the sample preparation process. Since the water control is used to monitor potential contamination in the air, the vial cap should remain off until all samples are prepared. By adding internal standard at the beginning of the process, the standard has the potential to evaporate before all samples in the run are prepared. This was a policy violation that did not have a technical effect on casework.	



## **500 Jefferson office/lab project, 12/14/18 HFSC Board update**

### **Project agreement status**

- City of Houston (CoH)/Landlord lease signed 10/11/18
- CoH/HFSC occupancy agreement signed 11/6/18
- Landlord/HFSC Exhibit E-1.1 (final tenant specifications) signed 11/6/18. Landlord to conduct project IT and security scope:
  - Will implement clarifications/change tracking document
- Status of CoH/HFSC sub-lease/updated interlocal agreement (aligns ILA with 500 Jefferson, 30-year lease term):
  - HFSC Board approved 10/12/18, HFSC CEO/delegates to negotiate documents
  - CoH Legal/Real Estate/HFSC met 11/28/18 to discuss actions
  - Current plan: Bring documents to HFSC Board February/March for approval. City Council approves March/April

### **Recent project reviews**

- Monthly Andy Icken/CoH update 11/21/18, next review 12/19/18
- HFSC/Landlord/PBK detailed project kick-off meeting 12/5/18
- Monthly HFSC project steering committee meeting 12/6/18
- Met with landlord/facility staff 12/6/18 to discuss Fannin exit
- Weekly HFSC/Landlord/PBK project status meetings commenced 12/11/18
- Multiple architectural design meetings, sub-team reviews
- PBK team (architectural, project management, mechanical/electrical/plumbing, commissioning) hired to provide HFSC technical support. Input on design/submittals/needs, monitor construction, start-up

## **Project recap**

- Latest move sequence attached: 9 moves, moves 1-3 clear Fannin, moves 4-5 release Travis office space (reduce duplicate rent), moves 6-9 lab. All Travis space/parking to HPD by 12/31/19
- Latest floor plans attached: basement; floors 13, 14, 15, 18; CSU/pool car fenced garage parking (available by 4/15/19)
- Near term actions:
  - 3 office floors (13, 14, 15), lease commences 3/1/19.  
Moves 1-3 in March 2019: Latent Prints, Admin/Finance, Digital and Multimedia, Corporate address
  - HFSC approved floors 13, 14, 15 landlord city permit applications, 12/11/18. Landlord submit to city this week
  - Fannin clean-up April 2019
- HFSC decisions made: proposed staff parking locations; conference/huddle room/work room furniture, AV, TV needs; surplus furniture to HPD; centralized photocopiers

## **Critical path/key items being worked**

- Landlord developing detailed work plan, discuss 12/18/18
- Critical path for March 2019 move-in: permits, IT, security
- Determining long lead time items:
  - Generator (helicopter lift onto roof)
  - Mechanical units, fume hoods
  - Shooting tank (4 components) to be delivered March 2019
- Key items being worked:
  - Lab/basement readiness/commissioning
  - Instrument moves, re-certification, schedule implications
  - When move fume hoods, how operate in interim



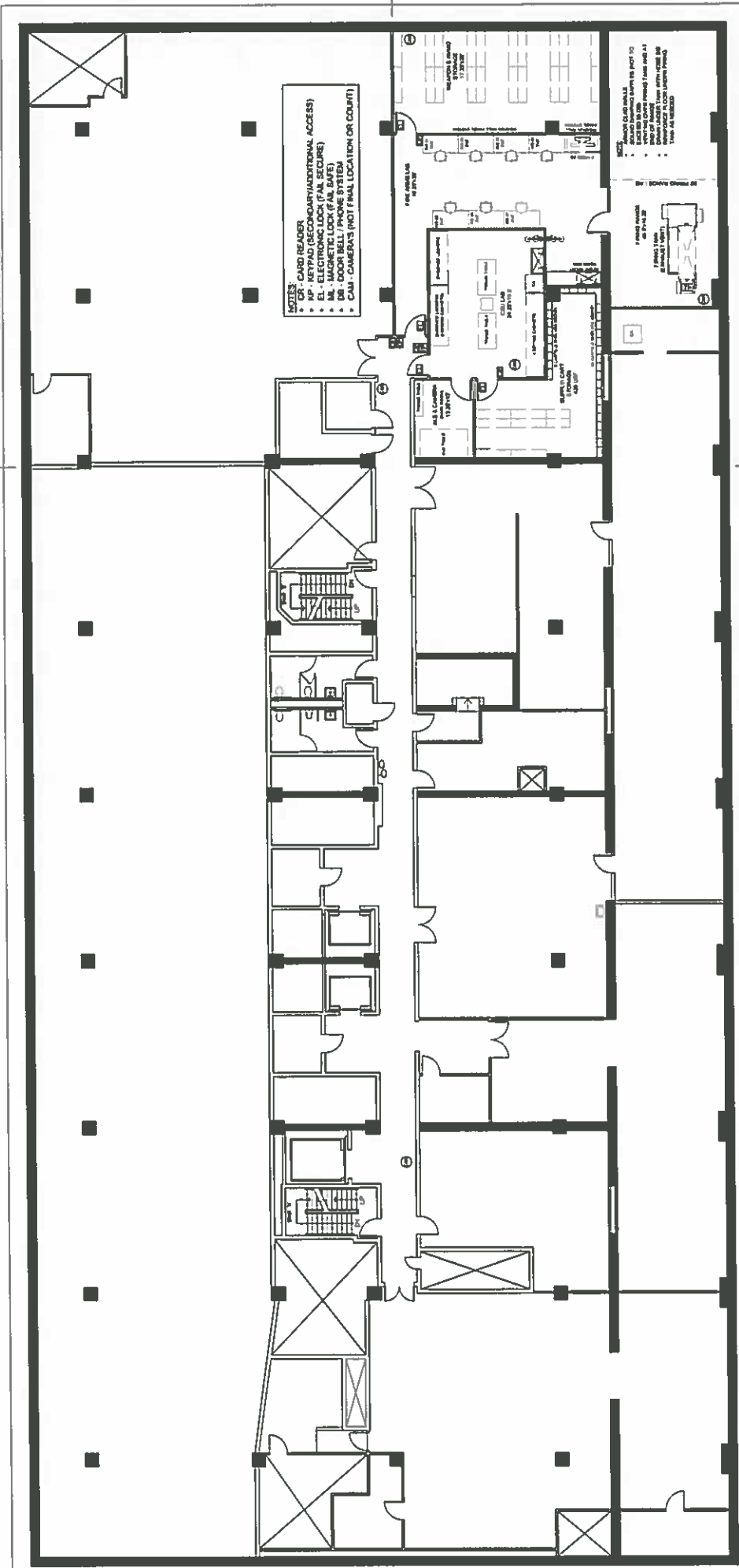
**Proposed move sequence (# of staff in brackets)**

**12/7/18 Update**

- Move #1 – Fannin, 2/28/19 to 3/4/19, All Latent Prints (21) to **15<sup>th</sup> Floor**, IT (3) to **14<sup>th</sup> Floor**, CS/CM Fannin 1<sup>st</sup> floor (2) to **13<sup>th</sup> Floor**, HFSC front door/corporate address
- Move #2 – Fannin, 3/14/19 to 3/18/19 to **13<sup>th</sup> Floor**:
  - Finance/Procurement (6), Legal (1), Information Strategy (1), Chris Nettles (1)
- Move #3 – Fannin, 3/18/19 to 3/22/19 to **15<sup>th</sup> Floor**:
  - All Digital and Multimedia (15)
- April 2019 month focus on hand-back of Fannin to landlord
- Move #4 – Travis 10<sup>th</sup> and 20<sup>th</sup> Floors, 5/2/19 to 5/6/19:
  - IT (2) – to **14<sup>th</sup> Floor**, Quality (8) to **13<sup>th</sup> Floor**, R&D (1) to **13<sup>th</sup> Floor**, Administration (20<sup>th</sup> floor, HR, Communications, Board Secretary, Business Development to **13<sup>th</sup> Floor**, CEO to **15<sup>th</sup> Floor** (9)
  - CSU 10<sup>th</sup> floor (8) to **15<sup>th</sup> Floor**, fenced parking available 4/15/19, carts on 15<sup>th</sup> floor.
- Move #5 – Travis 24<sup>th</sup>/25<sup>th</sup> Floors, 5/9/19 to 5/13/19:
  - CS/CM 24<sup>th</sup> floor (3) to **13<sup>th</sup> Floor**, R&D (2) to **13<sup>th</sup> Floor**, LSS (2) to **13<sup>th</sup> Floor**, Biology Analysts/CODIS (14) to **14<sup>th</sup> Floor**, CSU 25<sup>th</sup> floor (25) – to **15<sup>th</sup> Floor**
- Lab Moves to 18<sup>th</sup> Floor & Basement (includes developing timeline for instrument move, certification/validation):
  - Move #6 – ½ Toxicology (5) to **14<sup>th</sup> & 18<sup>th</sup> Floors**, ½ Seized Drugs (9) to **14<sup>th</sup> & 18<sup>th</sup> Floors**, CS/CM supply room (1, plus 50% supplies) to **13<sup>th</sup> Floor**, 10/3/19 to 10/7/19

- Move #7(A) – IT to move maximum number of Forensic Biology computers to **14<sup>th</sup> & 18<sup>th</sup> Floors** -10/12/19 to 10/14/19
- Move #7(B) – All Forensic Biology (27) to **14<sup>th</sup> & 18<sup>th</sup> Floors**,  
½ Firearms (8) to **14<sup>th</sup> Floor & Basement**, balance CS/CM (9) to **13<sup>th</sup> Floor**, Latent Prints Lab to **18<sup>th</sup> Floor**,  
Quality/R&D Lab to **18<sup>th</sup> Floor**, 10/17/19 to 10/21/19
- Move #8 – ½ Seized Drugs (8) to **14<sup>th</sup> & 18<sup>th</sup> Floors**,  
COO to **14<sup>th</sup> Floor**, 10/31/19 to 11/4/19
- Move #9 – ½ Toxicology (5) – to **14<sup>th</sup> & 18<sup>th</sup> Floors**,  
½ Firearms (7) to **14<sup>th</sup> Floor & Basement**, CS/CM supply room (1,  
plus 50% supplies) to **13<sup>th</sup> Floor**, IT (2) to **14<sup>th</sup> Floor**, 11/14/19 to  
11/18/19
- Move completed, hand-over of all space at Travis to HPD, 12/31/19
- Sections may still update “twin move timing” when more information on  
instrument certification/validation

BUILDING SERVICE & LEASE SPACE



BUILDING SERVICE & LEASE SPACE

FIRE ARMS & CSU



HOUSTON FORENSIC  
SCIENCE CENTER

500 JEFFERSON STREET

PROPOSED FLOOR PLAN

**LEVEL B1**

Philip E. Smith Architecture Incorporated  
10000 Katy Road, Suite 100, Houston, Texas 77054  
Tel: 281-460-1000 Fax: 281-460-1001

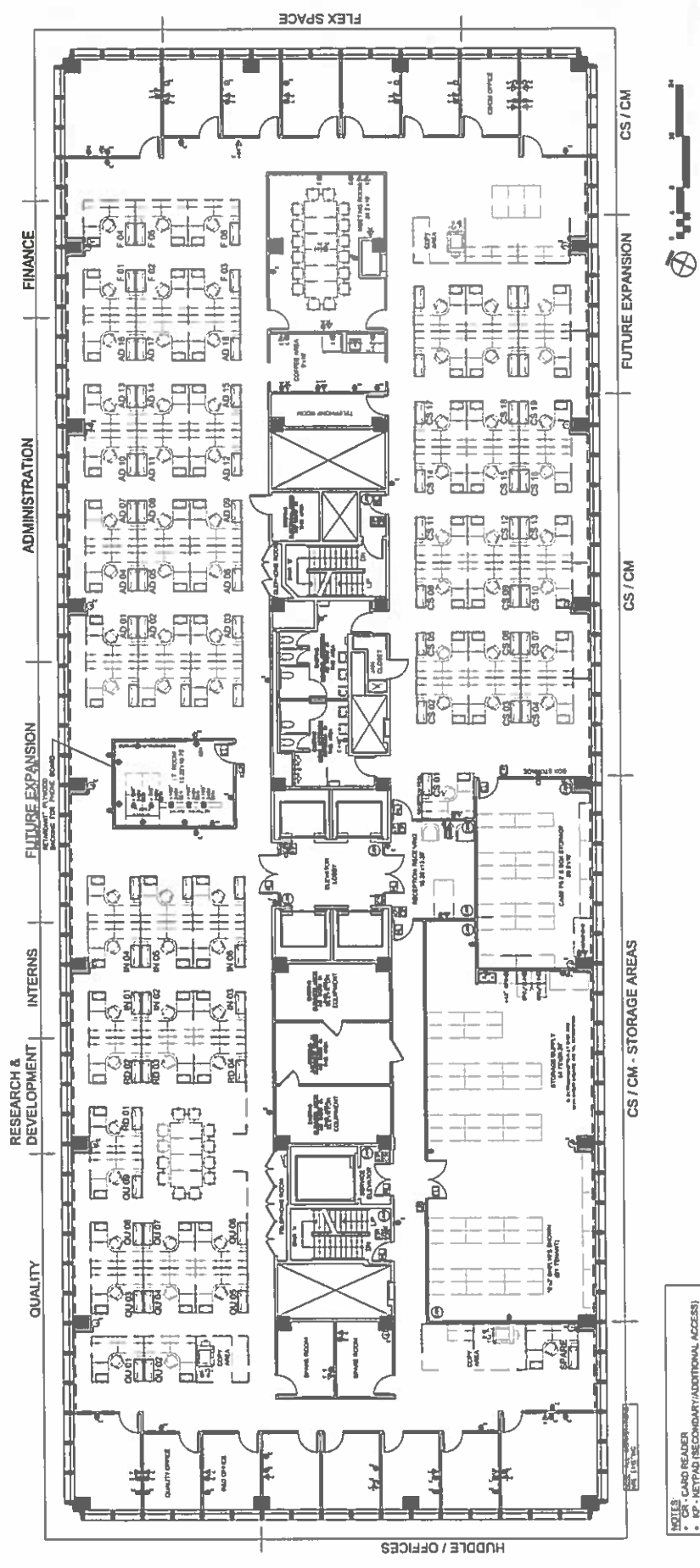
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NOT FOR REGULATION APPROVAL, PLANNING OR CONSTRUCTION  
NOT FIELD MARKED



HOUSTON FORENSIC  
SCIENCE CENTER  
500 JEFFERSON STREET

LEVEL  
13

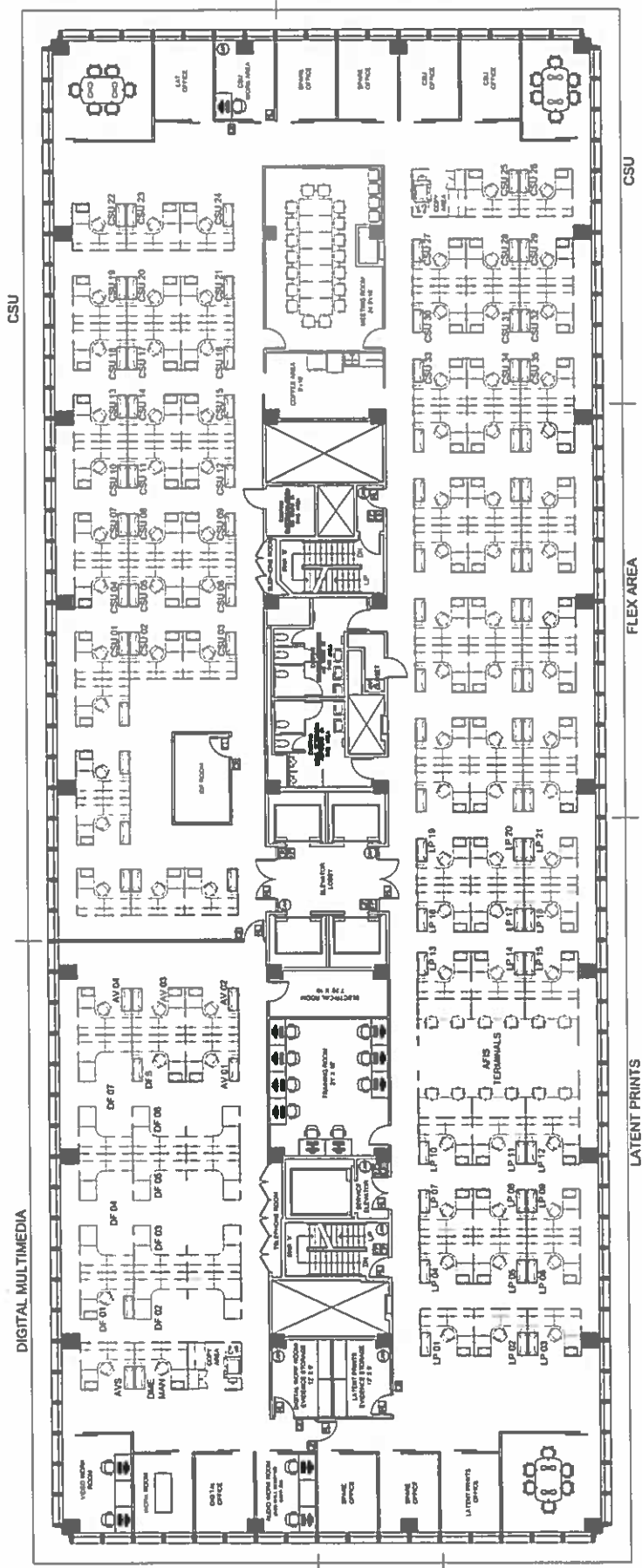
PHILIP FIELD ARCHITECTURE INCORPORATED  
19950278 SCALE 1/8" = 1'-0"  
NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION  
NOT FIELD SCHEMATIC



- NOTES
- 1. CS - CARD READER
  - 2. RP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
  - 3. EL - ELECTRONIC LOCK (FALL SECURE)
  - 4. ML - MAGNETIC LOCK (FALL SECURE)
  - 5. CL - LOCK (NOT FALL SECURE)
  - 6. CAM - CAMERA'S (NOT FINAL LOCATION OR COUNT)

PROPOSED FLOOR PLAN





- NOTES:
- CR - CARD READER
  - XP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
  - EL - ELECTRONIC LOCK (FAL SECURE)
  - ML - MAGNETIC LOCK (FAL SECURE)
  - CS - CAMERA (NOT FINAL LOCATION OR COUNT)
  - CM - CAMERA (NOT FINAL LOCATION OR COUNT)

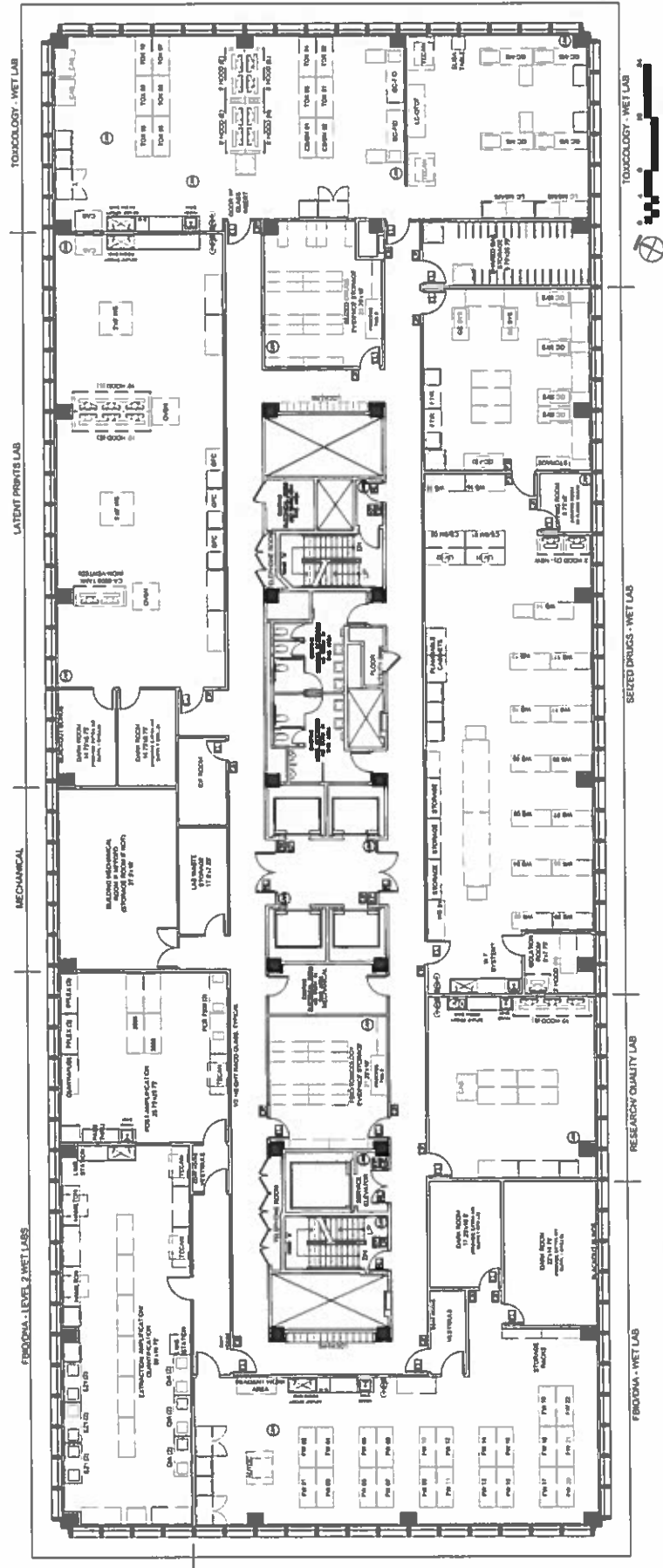




HOUSTON FORENSIC  
SCIENCE CENTER  
500 JEFFERSON STREET

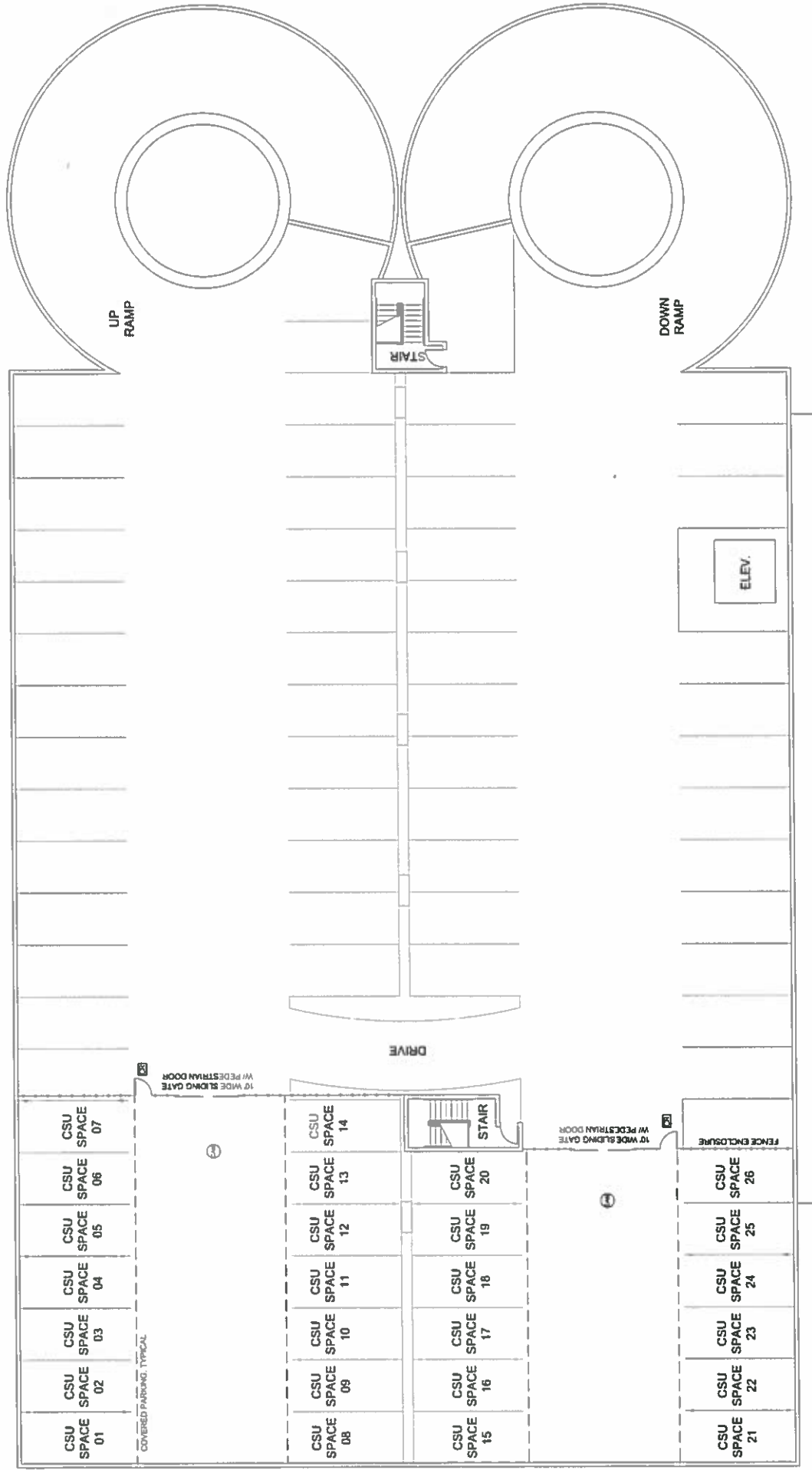
PROPOSED FLOOR PLAN

LEVEL 18  
Philip Field Architects Incorporated  
14000 West Loop South, Suite 1000  
Houston, Texas 77040  
PROJECT NUMBER  
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NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION  
NOT FIELD NOTED



- NOTES:
- 1. CARD READER
  - 2. NP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
  - 3. EL - ELECTRONIC LOCK (FALL SECURE)
  - 4. ML - MAGNETIC LOCK (FALL SECURE)
  - 5. DR - DOOR BELL - PHONE SYSTEM
  - 6. CAM - CAMERA'S (NOT FINAL LOCATION OR COUNT)

- NOTES:
- 1. WATER FILTRATION SYSTEM AT ALL SINKS
  - 2. SEAMLESS EPOXY RESIN MEDICAL LAB FLOOR THROUGHOUT
  - 3. ALL REFRIGERATORS AND HVAC TO BE ON BACKUP GENERATOR POWER
  - 4. ALL REFRIGERATORS AND HVAC TO BE ON BACKUP GENERATOR POWER
  - 5. BIOLOGY LEVEL 2 LABS SHALL NOT RECEIVE AIR FROM LAB FLOOR
  - 6. TOXICOLOGY LAB MAY NOT RECEIVE AIR FROM SEIZED DRUGS



# PROPOSED GARAGE ROOF FLOOR PLAN