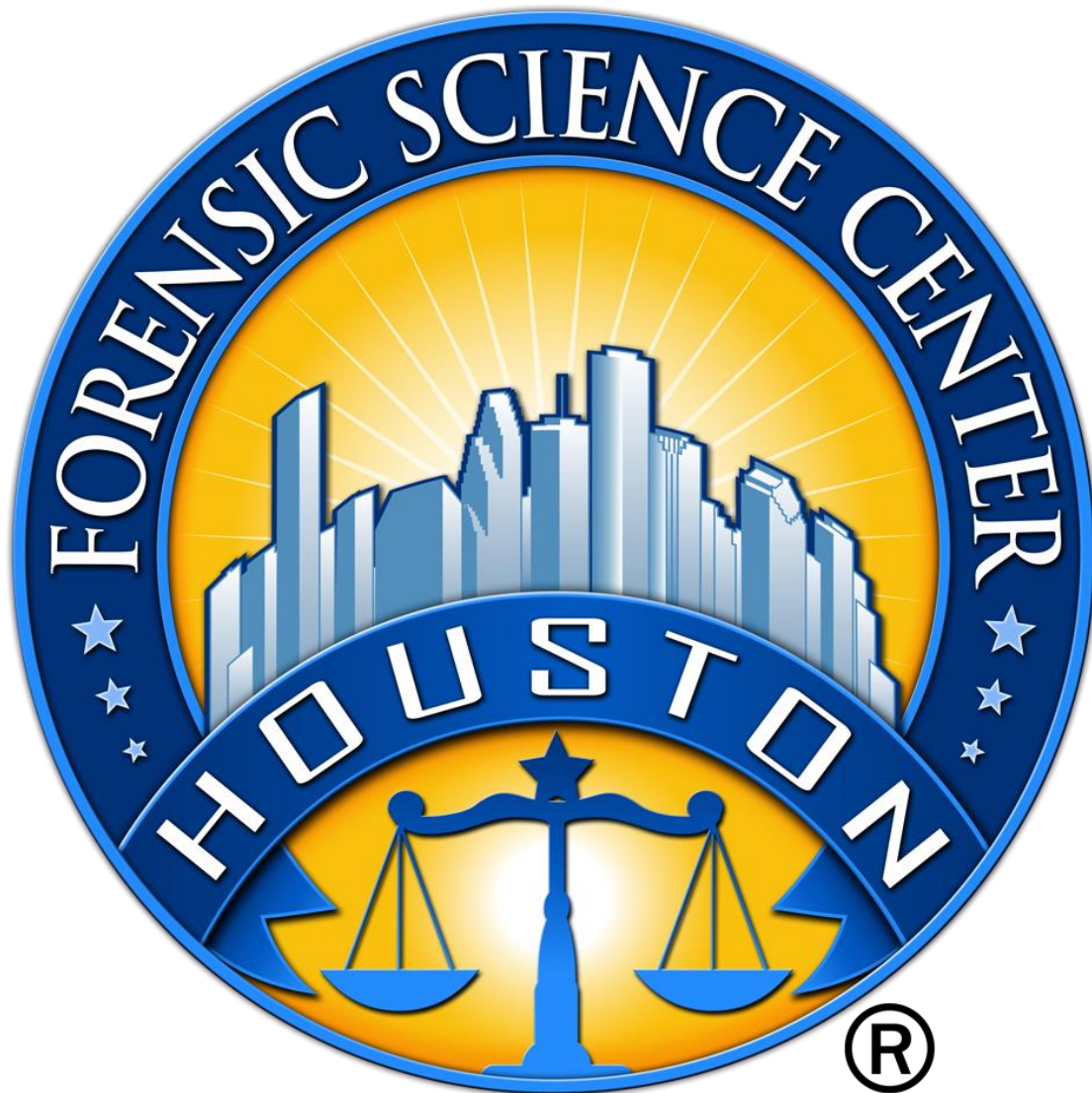


Houston Forensic Science Center, Inc.

Board of Directors Meeting

December 8, 2017



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

December 8, 2017

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 previous meetings (October 13, 2017); consideration of proposed corrections, if any; approval of Minutes.
4. Public Comment.
5. Chair's Report.
6. Report from President and CEO.
7. Executive session for discussion of real estate matters and discussion with attorney (Texas Code Section 551.071 and Section 551.072).
8. Reconvene into open session; discussion of possible HFSC lease for space at the University of Houston Energy Research Park and possible related action.
9. Discussion and update on LIMS progress from Director of Information Strategy.
10. Discussion of operations report from Vice President and COO.
11. Treasurer's Report.
12. Report from Ms. Lori Wilson regarding quality assurance.
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 5th day of December, 2017 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 5th day of December 2017.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

October 13, 2017

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation") hereby certifies the following are true and correct minutes of the October 13, 2017 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 October 10, 2017, 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 9:02 a.m. on Friday, October 13, 2017, 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, Anthony Graves, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: David M. Feldman, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Chairwoman Cásarez nominated Jordan Benton as secretary of the Corporation during the next fiscal year or until she is no longer employed by the Corporation. Chief Lentschke seconded the motion. The motion passed unanimously.
- F. Dr. McPherson joined the meeting at approximately 9:06 a.m.
- G. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on August 11, 2017 had been distributed to the Board. Ms. Blancett made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously and the minutes were adopted.
- H. Chairwoman Cásarez asked if any members of the public wished to address the Board. She noted that no one asked to address the Board, and the meeting continued.

- I. Chairwoman Cásarez provided a chair's report. Chairwoman Cásarez reviewed the effects of Hurricane Harvey on HFSC staff, Board members, the lab's turnaround times and production. Chairwoman Cásarez noted the Innocence Project of New York had written a blog post praising HFSC for its ability to preserve evidence from damage during the hurricane. She said Sarah Chu, a senior forensic policy analyst with the Innocence Project, had personally emailed her the blog post and praised the lab for its work. Ms. Cásarez thanked Baylor College of Medicine for allowing HFSC to use their facilities free of charge for two National Forensic Science Week events in September. Chairwoman Cásarez noted that former Texas State Sen. Wendy Davis and State Rep. Donna Howard participated in two of the events. Chairwoman Cásarez thanked Dr. McPherson for his help on HFSC's annual financial audit. Finally, Chairwoman Cásarez thanked City of Houston Councilmember Jack Christie for finding funds for the lab to purchase a new robot for the toxicology section that will cut 8-10 hours of production time by more efficiently identifying drugs in biological samples. Councilmember Christie addressed the board and thanked HFSC for its work.
- J. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed the lab's overall turnaround time (TAT) and requests received for the month. He also discussed remaining backlogs in latent prints and forensic biology. He noted that HFSC had been awarded two grants. Dr. Stout said Dr. Dayong Lee, HFSC's toxicology section manager, and Ms. Alicia Rairden, a research and development specialist, had research published in scientific journals. Dr. Stout provided an overview of outreach activities in September, including the CSI Academy graduation, National Forensic Science Week activities and a visit by attorneys from Japan. Dr. Stout said he talked to a community group about the opioids. Rep. Howard also toured the lab. Dr. Stout reviewed Harvey's impact on the staff and facilities, and thanked the Crime Scene Unit for protecting the lab from significant damage. Dr. Stout added Ms. Vanessa Fonte is now a certified property and evidence specialist, and Ms. Paula Evans, Ms. Robin Guidry, Ms. Courtney Head, Dr. Amy Castillo and Ms. Jennifer O'Callaghan are certified six sigma green belts. HFSC has 188 staff, among them 18 COH civilians and 12 classified officers.
- K. Mr. Darrell Stein, director of information strategy, gave an update on LIMS. He noted that December 4, 2017 is the expected go-live date for the new system. He said HFSC staff are testing the system to ensure optimal operation, and HFSC is working with a vendor to customize reports. Mr. Stein said a LIMS portal is being developed to make internal and external LIMS usage easier; it is expected to come online in the first quarter of 2018.
- L. Dr. Amy Castillo, COO and vice president, provided the monthly operations report. She reviewed each section's average TAT scorecards, updates and staff changes. Dr. Castillo commended Mr. James Miller, controlled substances section manager, for implementing a plan that will assist District Attorney Kim Ogg with her efforts to combat jail overcrowding following Hurricane Harvey. Under the new plan, evidence is dropped off in the lab twice a week instead of once, cutting an average of seven days from the section's TAT. Dr. Castillo thanked the client services/case management (CS/CM) division for helping make the plan successful. Dr. Castillo also acknowledged Councilmember Christie's purchase of the new

robot for the toxicology section.

- M. Mr. Leach, treasurer and CFO, presented a treasurer's report. He reported the findings of the annual audit, and thanked the finance division for working with the audit team. Mr. Leach reviewed HFSC's financial data, including grants, and costs for personnel, supply, consulting and services. Mr. Leach said HFSC had received \$10,000 from insurance to fix minor storm-related damage in the lab.
- N. Chairwoman Cásarez said agenda item 11 had been removed from consideration at this meeting.
- O. Ms. Lori Wilson, quality director, gave an update for September 2017. Ms. Wilson reviewed transcript reviews, proficiency and blind testing, incidents and corrective actions and testimony monitoring. She said HFSC disclosed to the Texas Forensic Science Commission about a false exclusion in the latent prints section. Ms. Wilson said HFSC had met its minimum accreditation standards and requirements during the annual ANAB desk audit. She noted that a few corrective actions had resulted from the annual internal audit of the forensic biology section. The audio/video unit also had an annual evidence audit.
- P. Dr. Stout asked for board authorization to approve up to a \$300,000 contract with Catapult, the vendor developing a portal for external users of the new LIMS. Dr. McPherson moved to grant Dr. Stout the requested authority. Vice Chairwoman Thompson seconded the motion. The motion passed unanimously.
- Q. Pursuant to Section 551.071, consultations with attorney, and Section 551.072, discussion regarding real property, of the Texas Government Code, the Board went into executive session at approximately 10:32 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Stout, Dr. Castillo and Mr. Charles Evans, director of business development, were present with board members during the executive session.
- R. The executive session concluded at approximately 11:34 a.m. The meeting reconvened in open session. The Board took no action with respect to matters discussed in executive session.
- S. Vice Chairwoman Thompson motioned to adjourn the meeting and Ms. Blancett seconded. With no objections, the meeting ADJOURNED at 11:34 a.m.

By: _____

Jordan Benton Secretary

President's Report

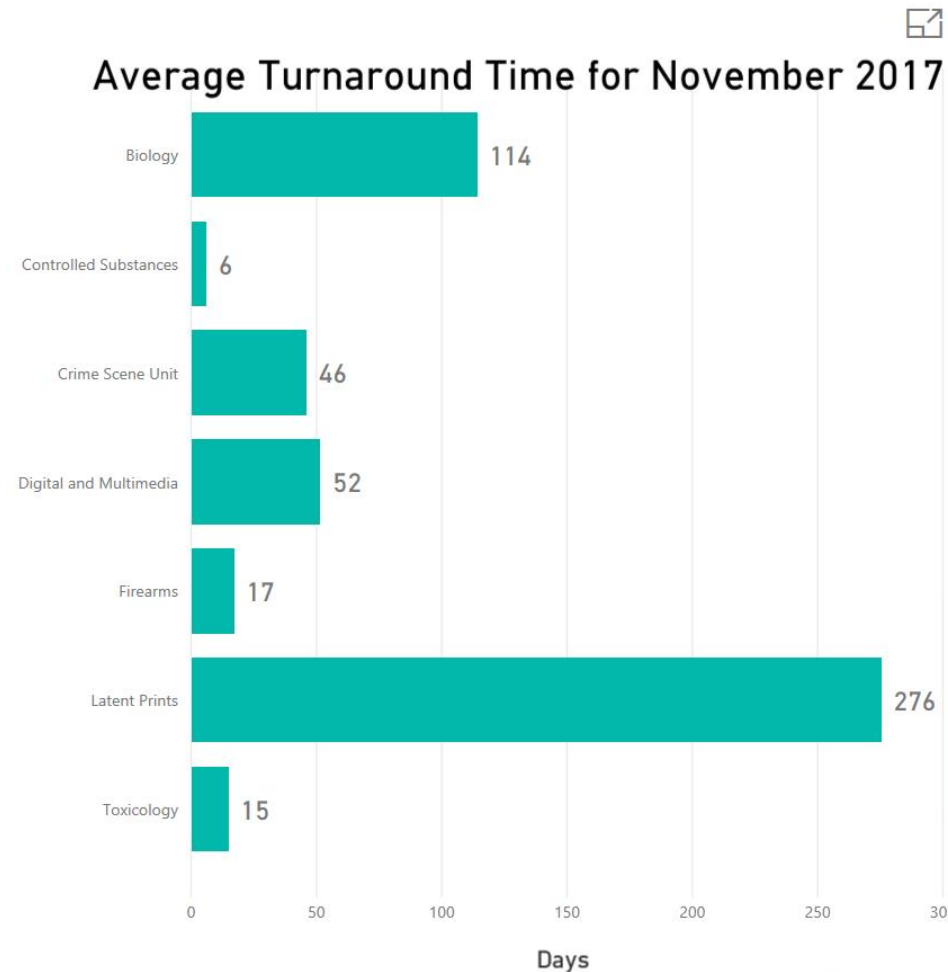
December 8, 2017



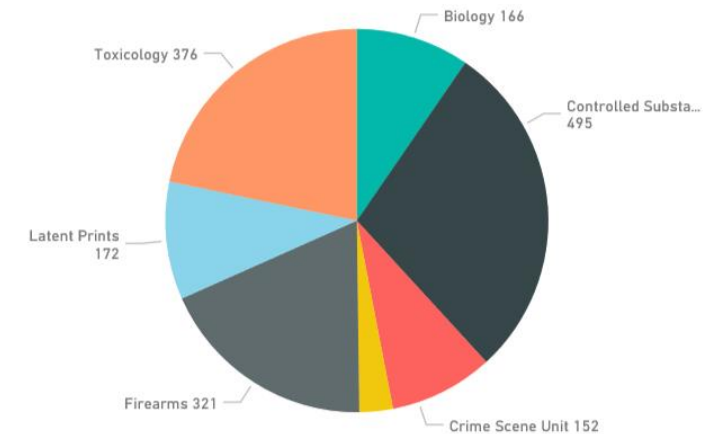
HFSC at a glance:

- November 30: Backlogs >30 days

- Latents: 2,687
- Biology: 747
 - SAK >30 day = 100
 - SAK >60 = 8
 - ALL in progress



Requests Completed by Section



Turnaround Time - Days
52

Completed Requests
1731

Month Completed

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

Year Completed

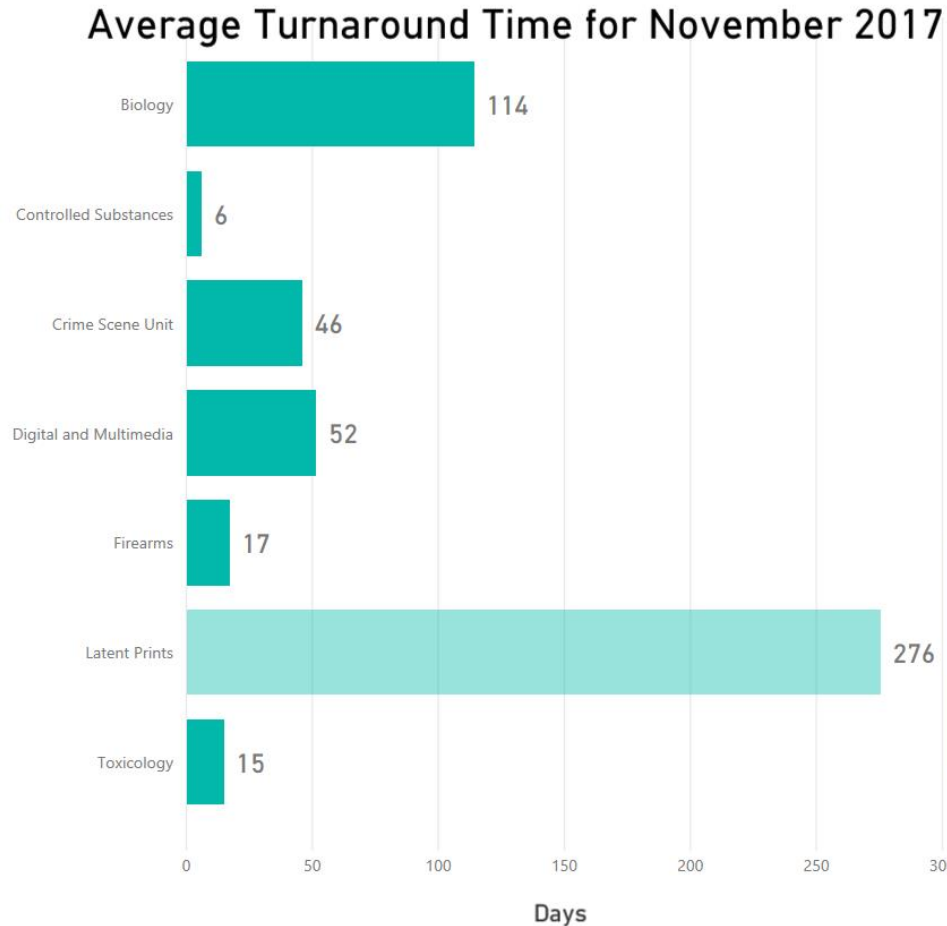
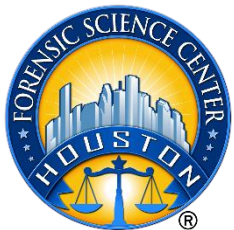
- 2014
- 2015
- 2016
- 2017

This data is current as of 12/1/2017.

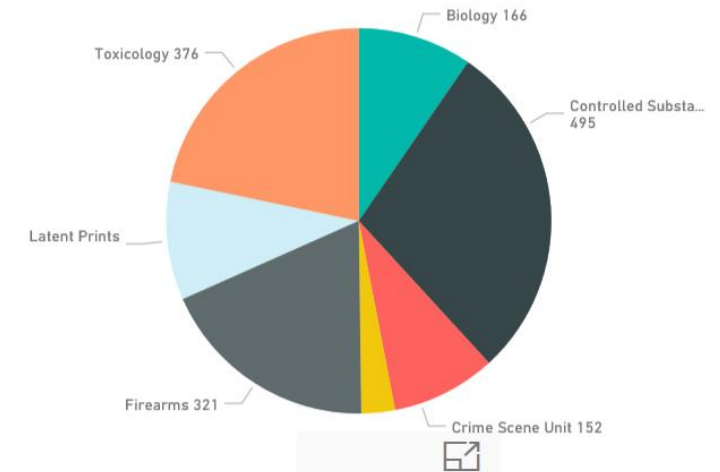


HFSC at a glance (without latents):

- November 30: Backlogs >30 days
 - Latents: 2,687
 - Biology: 747
 - SAK >30 day = 100
 - SAK >60 = 8
 - ALL in progress
- 78% of work completed in less than 30 days
- 90% of work completed in less than 62 days



Requests Completed by Section



Turnaround Time - Days
27

Completed Requests
1559

Month Completed

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

Year Completed

- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☒ 2017

This data is current as of 12/1/2017.

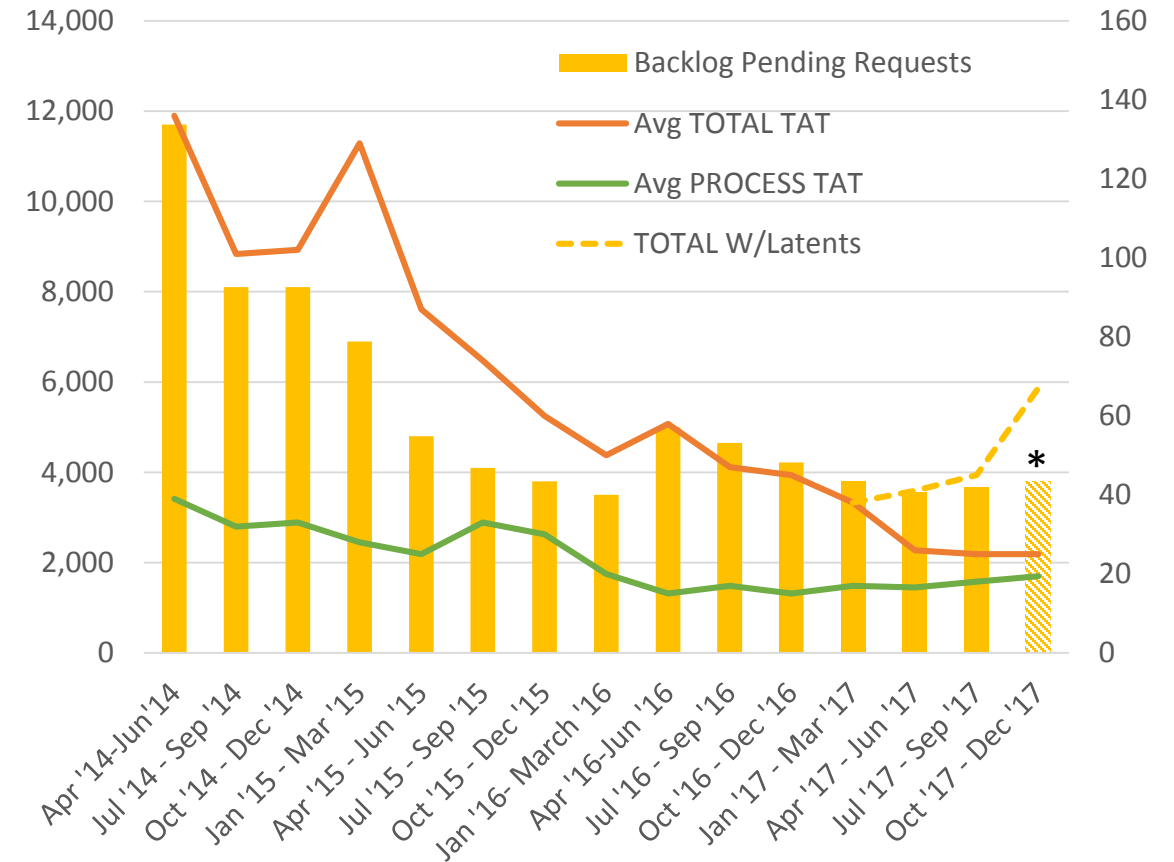
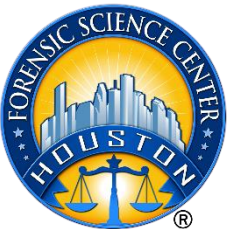
From the start of HFSC

↓ 82%* in Avg TOTAL turnaround time

↓ 67% in backlogged requests

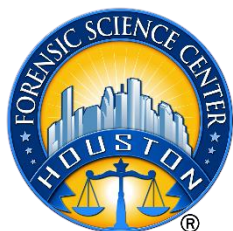
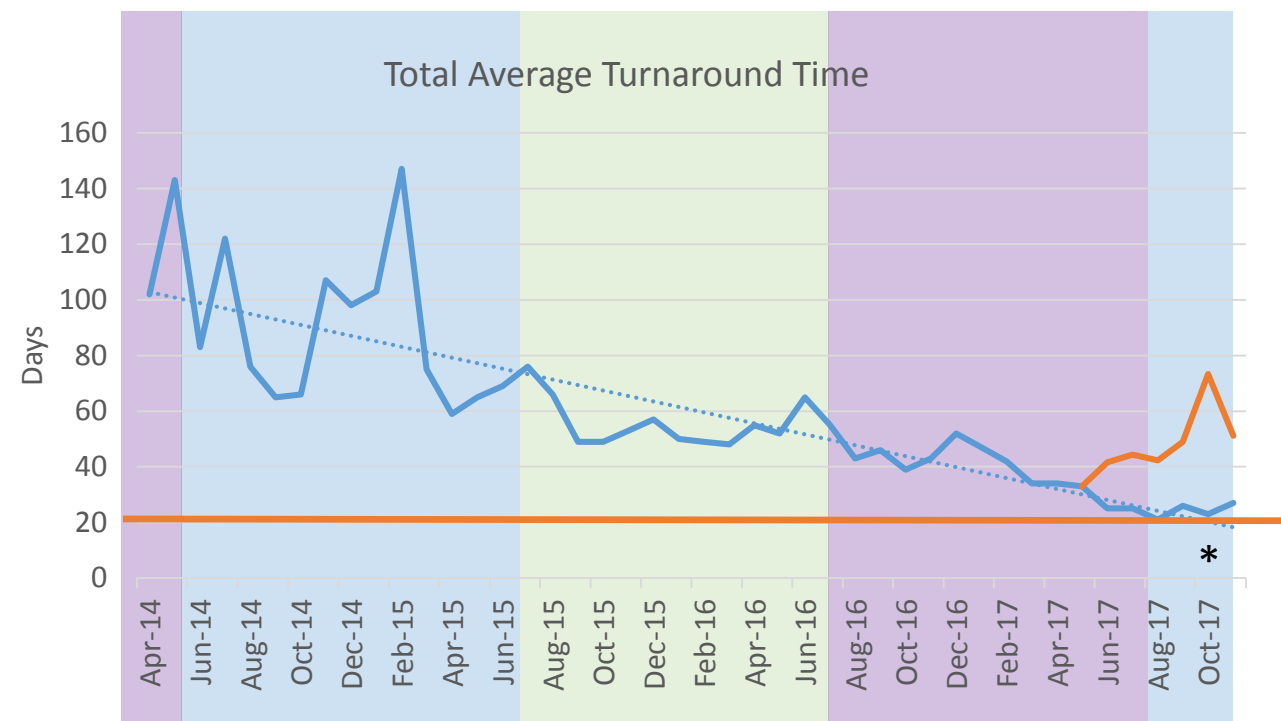
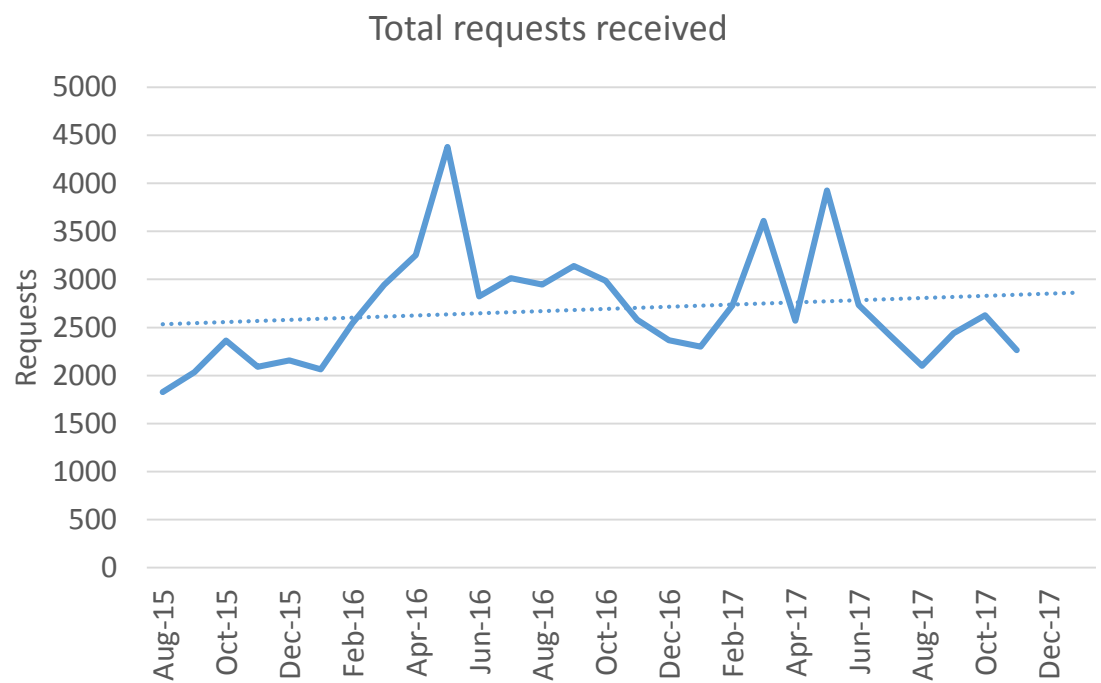
↓ 57%* in Avg PROCESS turnaround time

↓ 94%* in WAIT gap



* Total turnaround time calculation affected by latent backlog cases. Calculated without latent prints

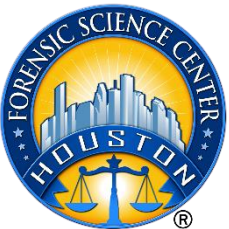
Requests received



* Total turnaround time calculation affected by latent backlog cases.
Calculated without latent prints

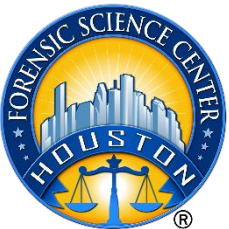
Pending TFSC self-disclosure

- Audio/Video
 - Wrong time interval video extracted at a scene.
 - Root cause analysis completed and policy and process changes implemented
- Disclosure package to be sent to TFSC in time for consideration at February meeting.



Outreach

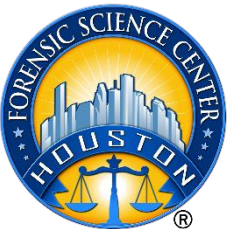
- Two presentations to HPD's Citizens' Academy
- Tour with Harris County Sheriff Ed Gonzalez, members of his staff, CSU
- Dr. Amy Castillo and Dr. Preshious Rearden invited to present at Innocence Network Conference
- Delegation from Kazakhstan touring lab



Certifications

- **Amanda Ewing** - *Basic Property/Evidence Technician Certification*

Certification awarded by the Texas Association of Property and Evidence Inventory Technicians (T.A.P.E.I.T.)



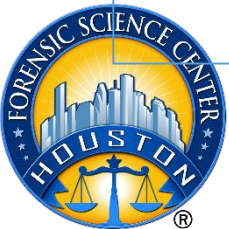
Staffing – November 30, 2017

- 190 staff members
 - 17 COH civilians
 - 9 COH classified
 - 164 HFSC
- 13 open positions; 10 offers accepted
- 1 internal promotion pending
- New hire start dates after November 30
 - 2 Client Services/Case Management specialists
 - 1 Crime Scene Investigator
 - 3 forensic analysts – FBIO*
 - 1 forensic analyst – Multimedia*
 - 1 Latent Print examiner
 - 1 Firearms examiner
 - 1 IT systems support specialist

* 1 FBIO analyst and the multimedia analyst started Dec. 4, 2017

- 3 vacancies
 - 1 assistant technical lead – FBIO**
 - 1 Client Services/Case Management specialist
 - 1 Logistics specialist

** Not currently recruiting pending finalization of job description



LIMS report

December 8, 2017



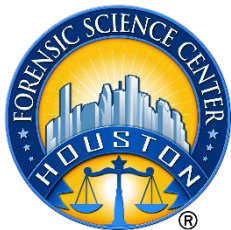
Major Initiatives -- LIMS

We are live in JusticeTrax LIMS!

- Digital Forensics live as of November 14
- Phasing in remaining disciplines
- All disciplines to be on JusticeTrax by February 2018

Updates:

- **LIMS portal:**
 - Working with vendor and HPD IT
 - Developing education/training piece
 - Will operate in current portal until custom environment is in place (estimated delivery is February 2018)



Current tasks:

- Developing ad-hoc queries for staff and management reports
- Working with vendor on developing analytical reports and worksheets
- Testing and troubleshooting workflows

Next steps:

- Computer refresh to have all staff on HFSC network by March 2018
- Continued acceptance testing of interfaces and reports

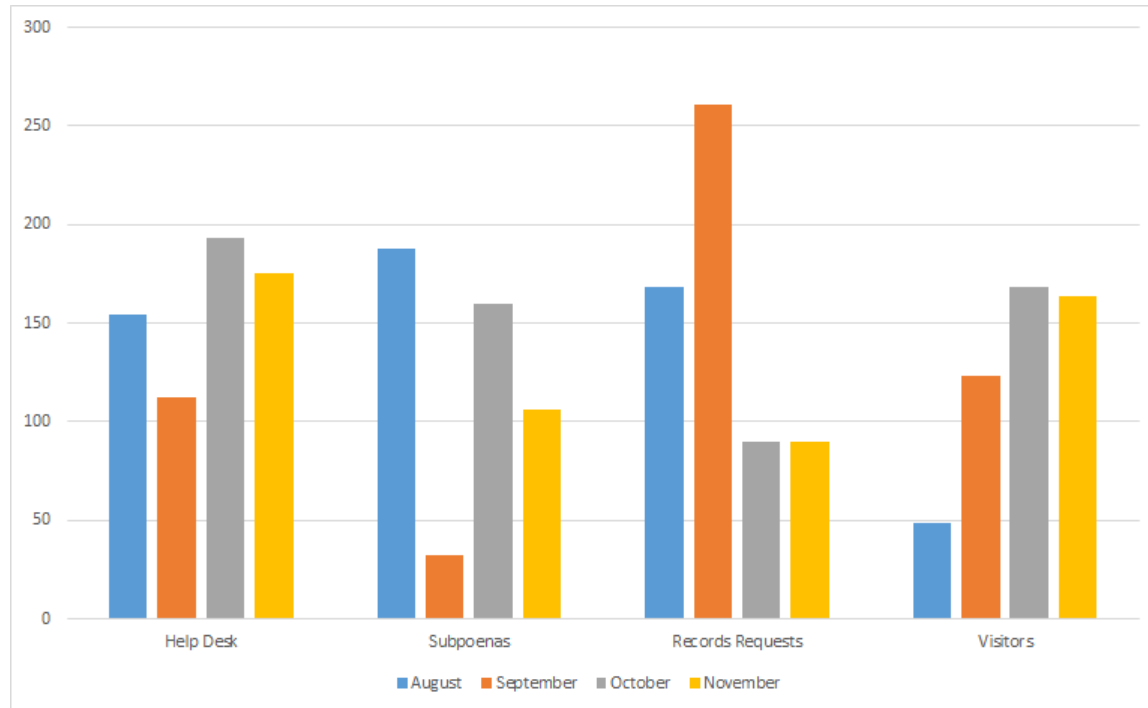
Operations report

December 8, 2017

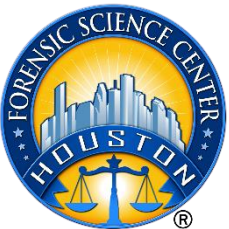
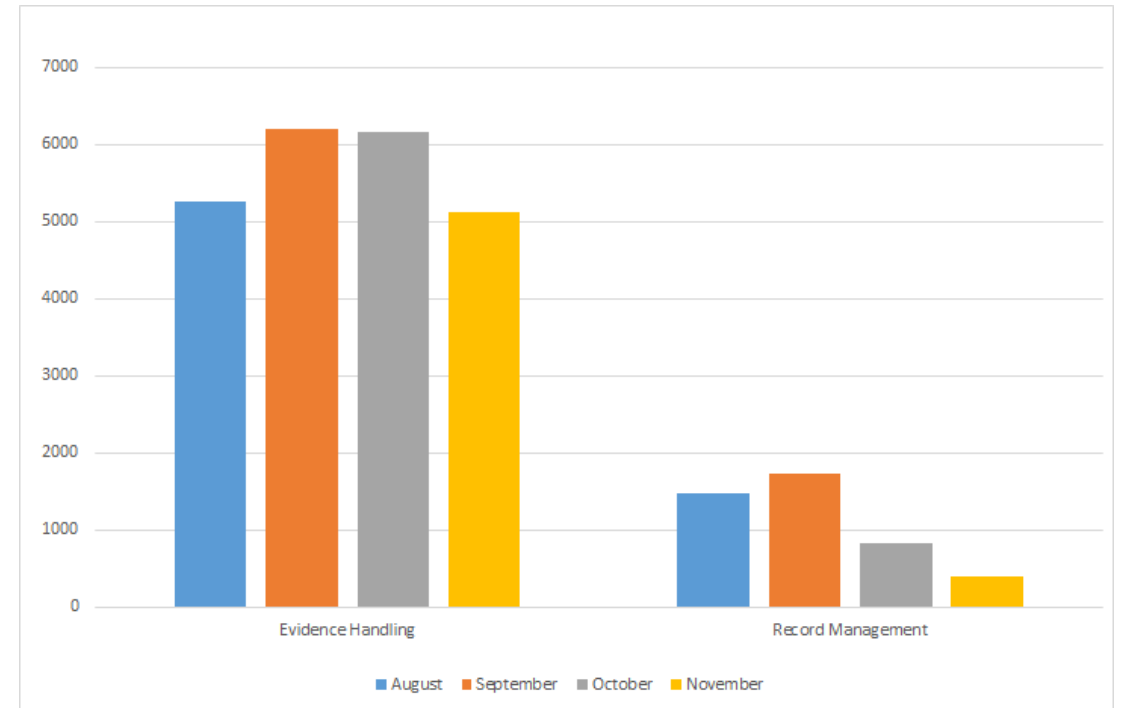


CS/CM -- November

Administrative Support

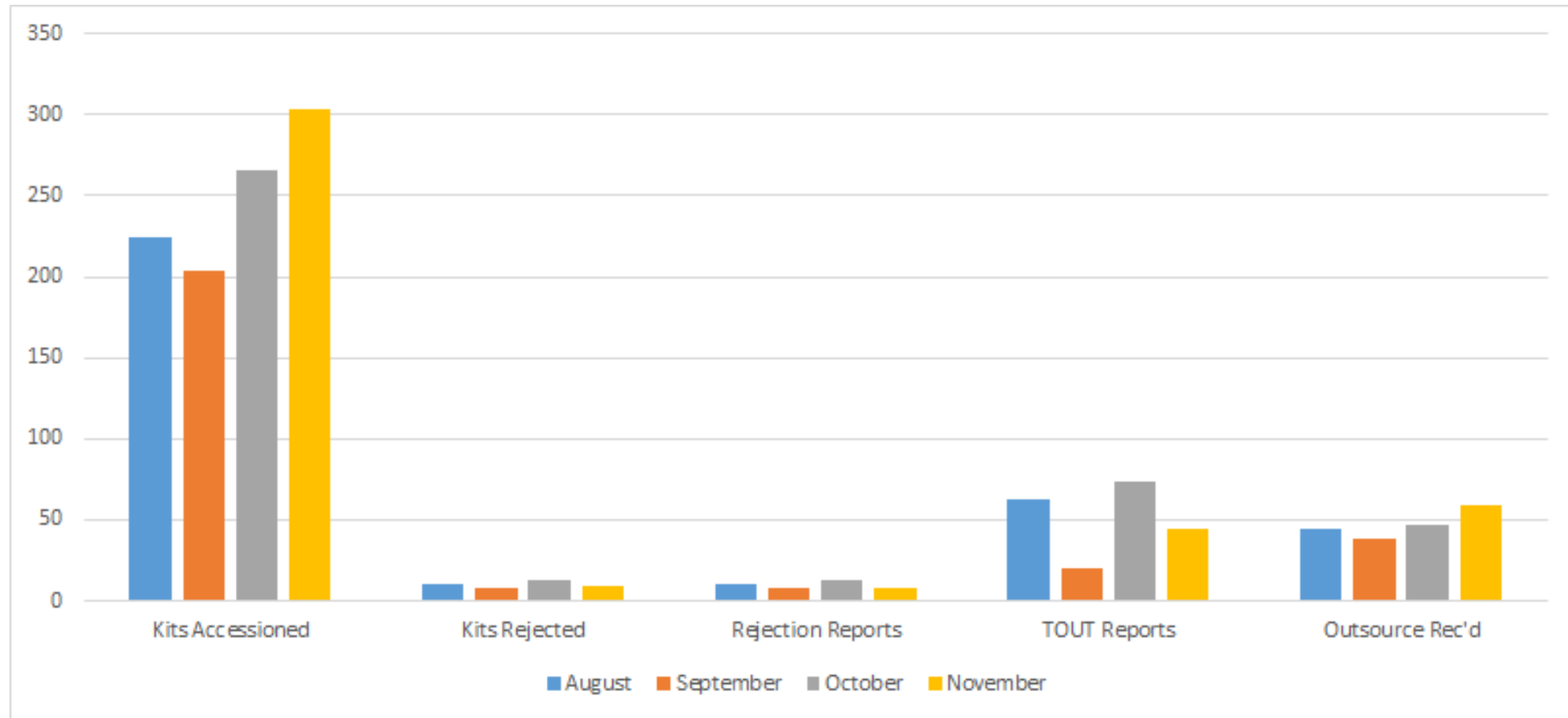


Record Management & Evidence Handling



CS/CM -- November

Toxicology Support



Controlled Substances

Total TAT
↓ 7

EOM >30 day
4

Critical issues
3

CS: 7-day avg,
4 pending request >30 day

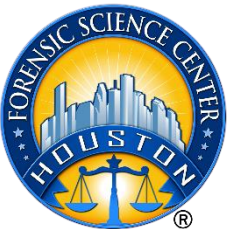
Target: <14 days

Critical issues

- Potential impacts of additional expedited case needs
- Transition to new LIMS: Go live scheduled for December 11
- Transition to HFSC network: Scheduled to begin December 13

Projections for next 90 days

- Go live in JusticeTrax LIMS and move to HFSC network
- Continued pressure on resources from increased case complexity
- Continue to track submission of opioid cases/lab safety measures in place



Firearms



Exams: 18-day avg,
2 pending request >30 day

IBIS: 19-day avg,
130 pending requests >30 day

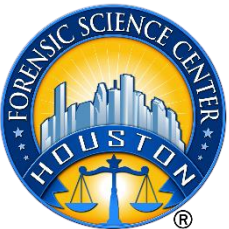
Target: <25 days

Critical issues

- Down one position (examiner to start on January 8)
- Transition to new LIMS

Projections for next 90 days

- Go live in JusticeTrax LIMS
- 48-hour NIBIN results working well
- New NIBIN tech to be signed off
- Continued TAT sub 25 days



Digital and Multimedia



A/V: 129-day avg,
103 pending requests >30 day

AVCO: 21-day avg,
8 pending requests >30 day

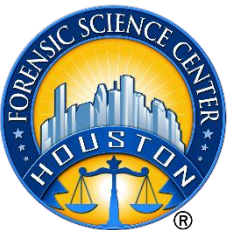
Digital*: 15-day avg,
2 pending requests >30 day
4 outstanding cases in PLee LIMS
12 requests completed in JTrax LIMS

Critical issues

- Implemented “callout” request type: September 18
- Increasing callout support
- Transition to new LIMS

Projections for next 90 days

- Go live in JusticeTrax LIMS (*Digital first to go live on November 14)
- **Backlog in A/V as we address audit issues.** In part reflective of shifting workload to greater callout support
- A/V progressing toward go live in JusticeTrax



Toxicology



Alcohol: 14-day avg,
0 pending requests >30 day
Tox: 21-day avg
7 pending requests >30 day
Out-Tox: 13-day avg
0 pending requests >30 day

Critical issues

- Legacy GC/MS instruments, software issues
- Operating on two floors to validate new robotics
- Down two analysts (one in training, one internal promotion effective in January)
- Transition to new LIMS (Go live date will be set by December 7)

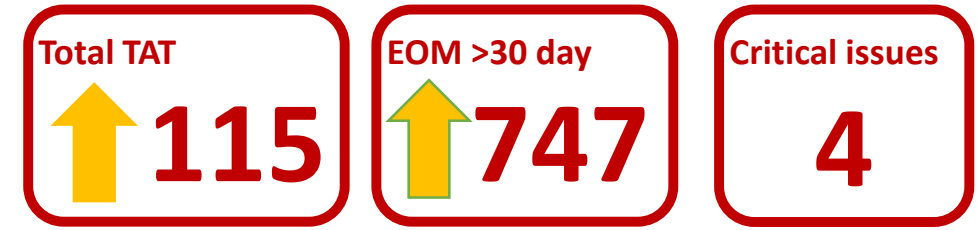
Projections for next 90 days

- Go live in JusticeTrax LIMS and transition to HFSC network
- DWI alcohol sub 21 days (target threshold)
- Drug methods online in March (dependent on Agilent software support)
- Validation of new robotics



Forensic Biology

SA Kit: 71-day avg
SA "other" 118-day avg,
100 pending SAK requests >30 day
8 pending SAK requests >60 day
FBIO 179-day avg
DNA 0*-day avg
581 total pending requests >30 days
All sexual assault requests are in process
* DNA backlog cases not being worked currently

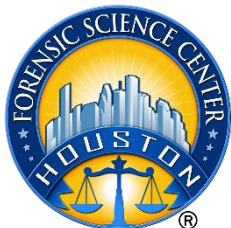


Critical issues

- Down three analysts. One analyst position converted to Assistant Technical Lead position vacancy. Analyst vacancies filled (all to start by end of February 2018)
- Training Boot Camp (5 start in December, 10 start in January)
- Transition to new LIMS
- Develop and hire "assistant" technical lead position

Projections for next 90 days

- Go live in JusticeTrax LIMS and LIMS DNAPlus
- Assistant technical lead on board
- Continued improvement in analyst productivity
- Quality continuing to be assessed throughout process, pre- and post-mortems



Latents

Total TAT
↓ 276

EOM >30 day
↑ 2,687

Critical issues
2

Comparisons: 344-day avg TAT from request,
2,053 pending requests >30 day

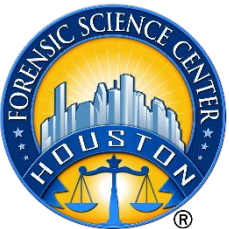
Processing: 100-day avg TAT from request,
68 pending requests >30 day

Critical issues

- Backlogged cases TAT increase due to age
- Transition to new LIMS: issues with reports

Projections for next 90 days

- Go live in JusticeTrax LIMS postponed due to issues with comparison report
- Blind QC started, two cases dropped, one completed as expected
- Maintain 0 backlog of violent crime requests
- All but one examiner on independent casework
- Experienced examiner starts in January 2018, anticipated to be on independent casework by March 2018



CSU

Total TAT
↑ 47

Call outs
51

Critical issues
2

CSU Callouts: 51, 0 Officer-Involved Shooting

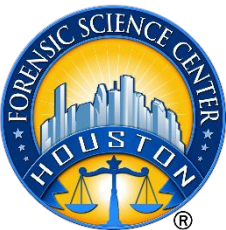
Cars processed at VEB: 33

Critical issues

- Training new CSIs- estimated to be complete by end of the year
- Transition to new LIMS

Projections for next 90 days

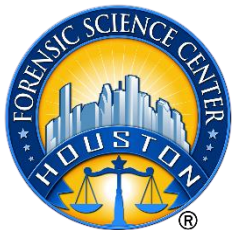
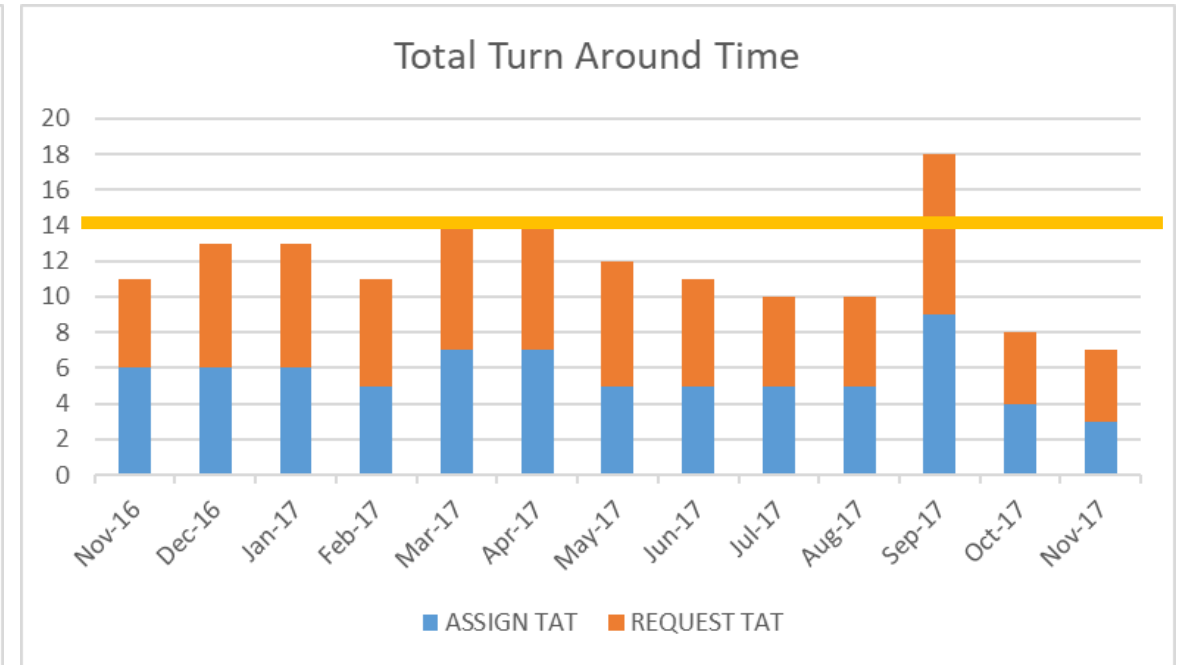
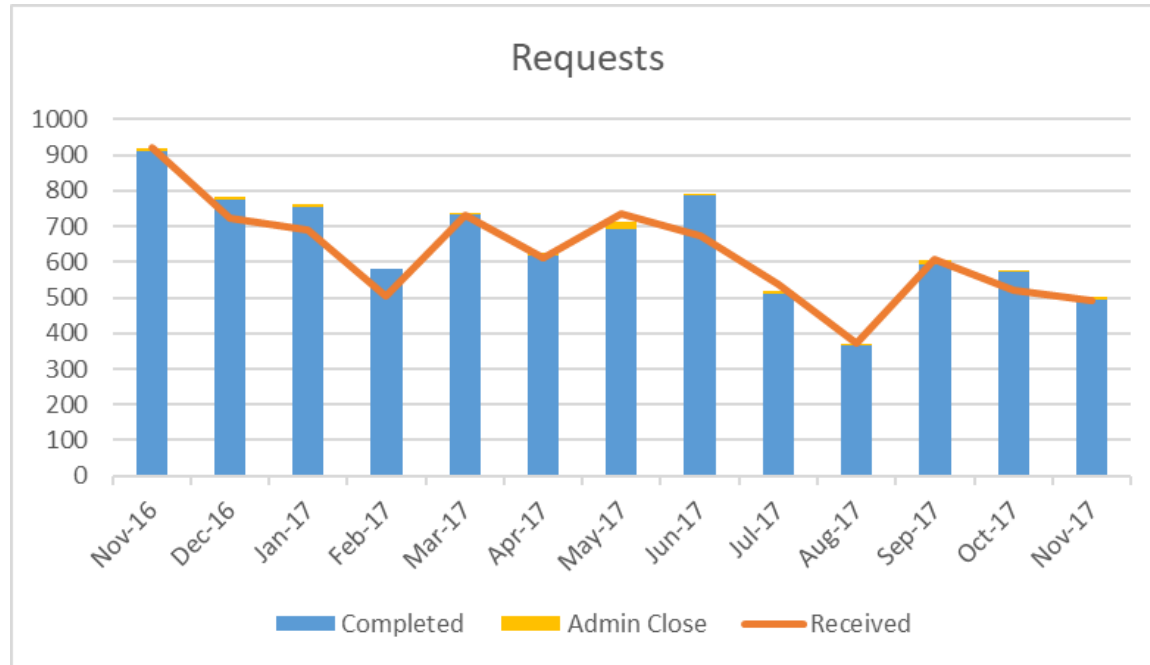
- Go live in JusticeTrax LIMS
- Fully civilian: all classified officers have transitioned back to HPD
- Continue training and efforts toward accreditation



Detail data

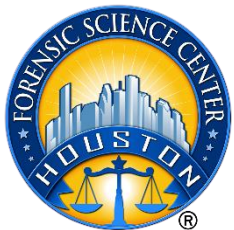
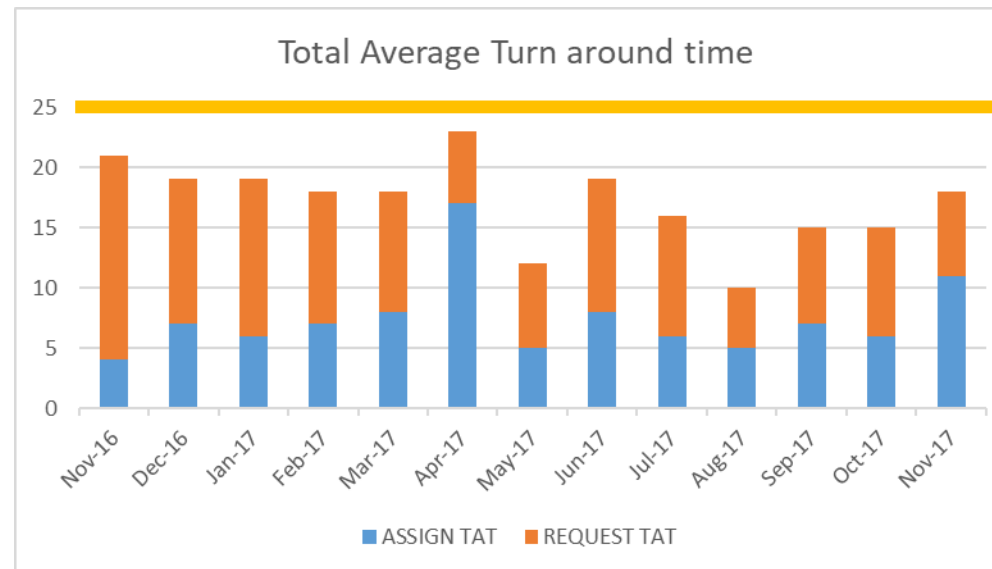
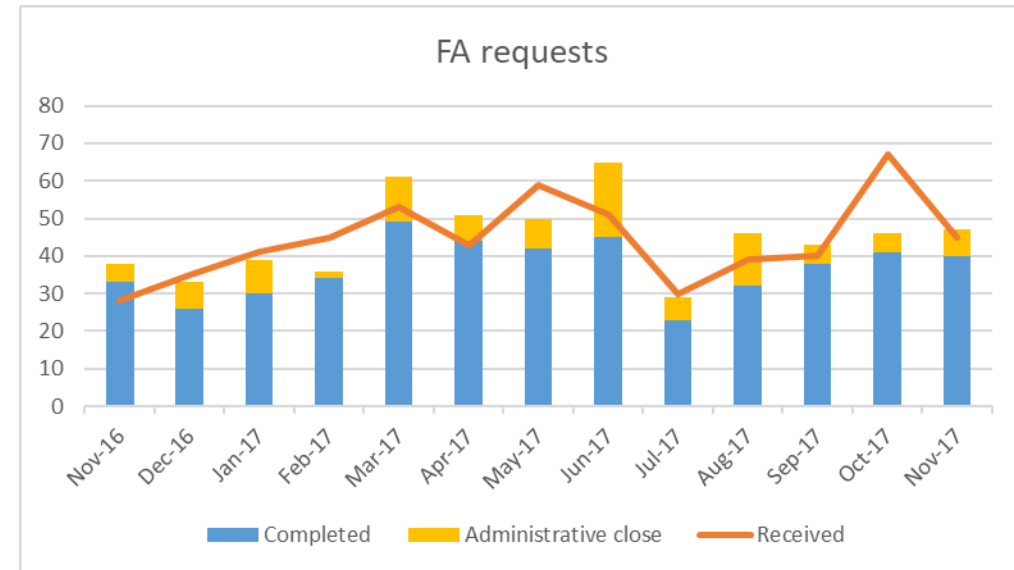
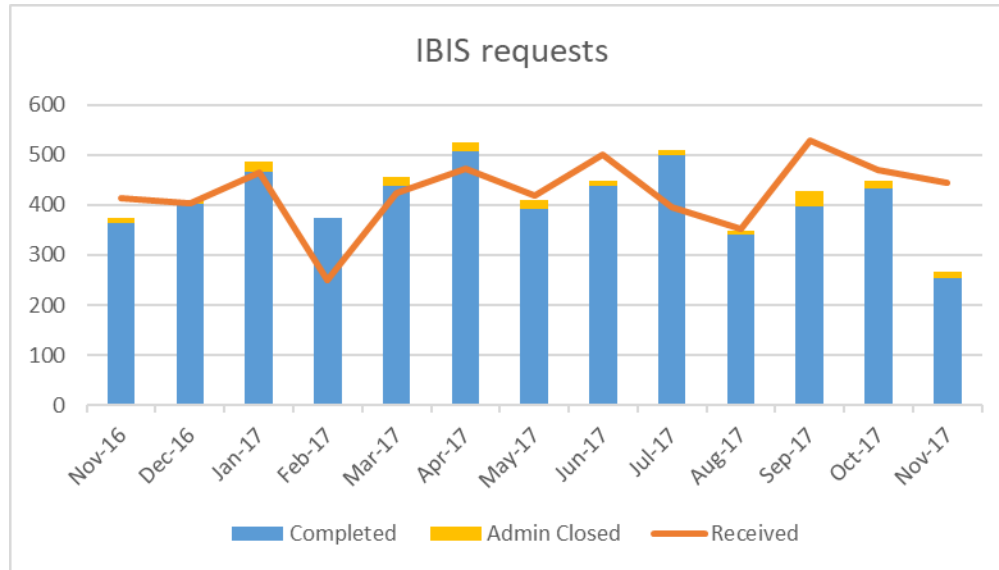


Controlled substances



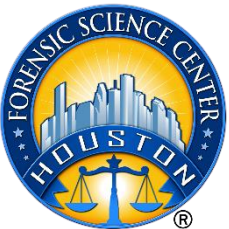
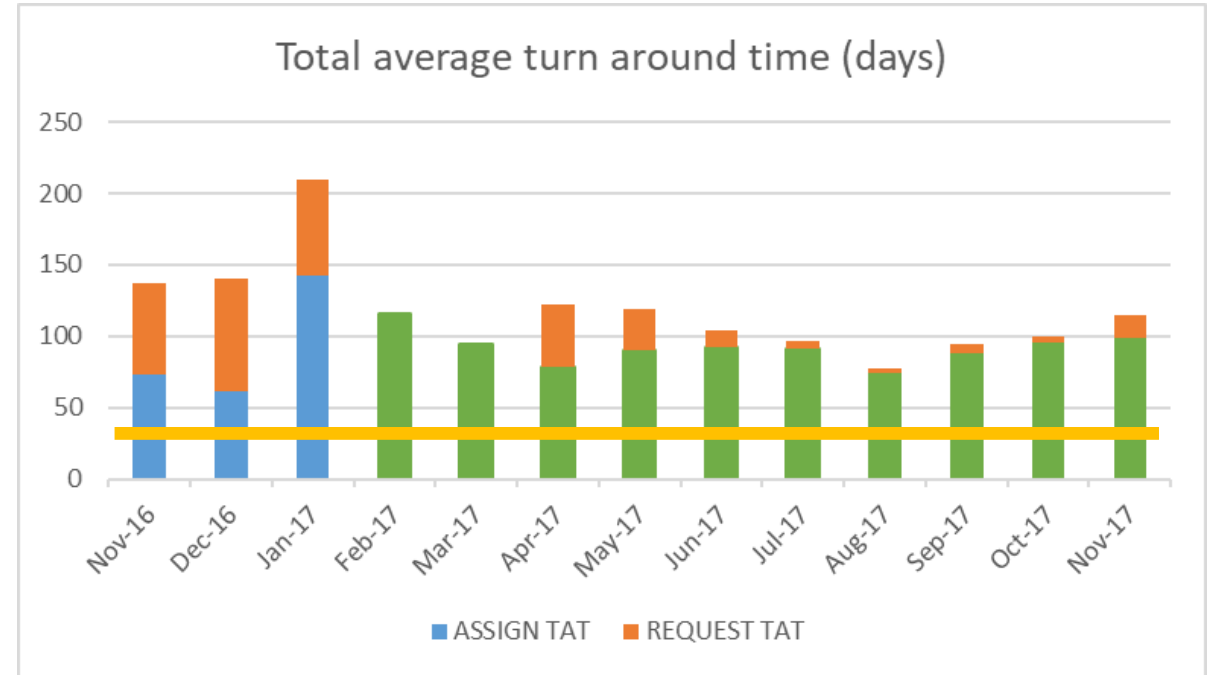
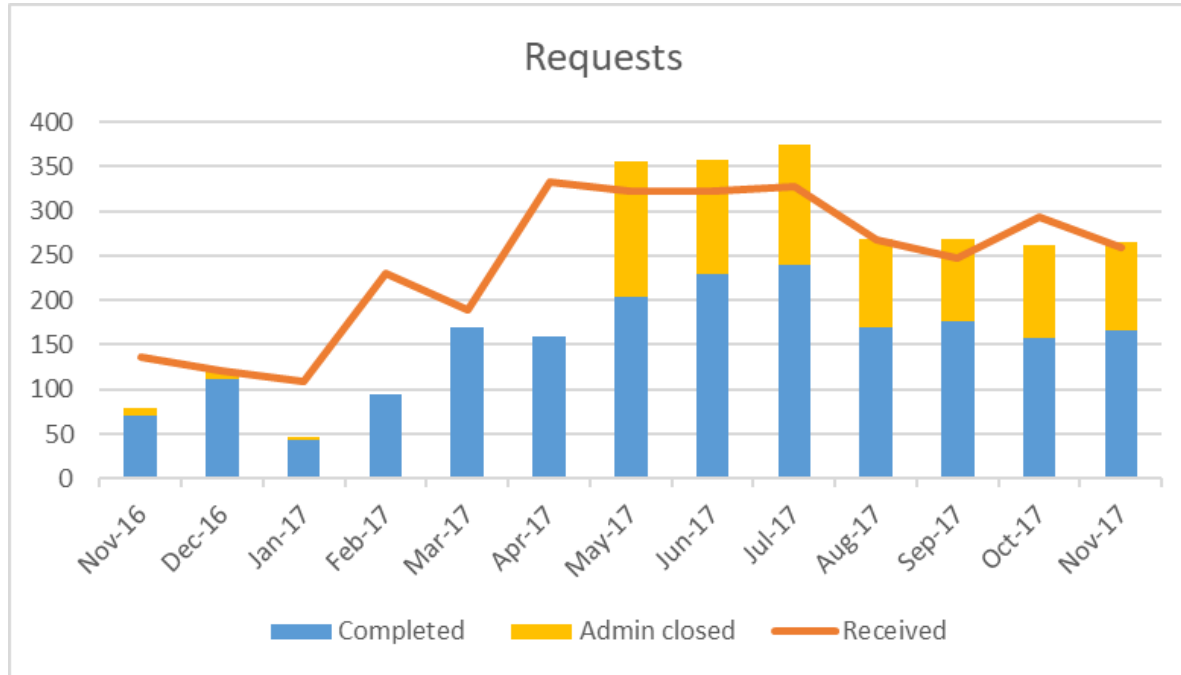
Orange bar indicates TAT target limit of 14 days.

Firearms



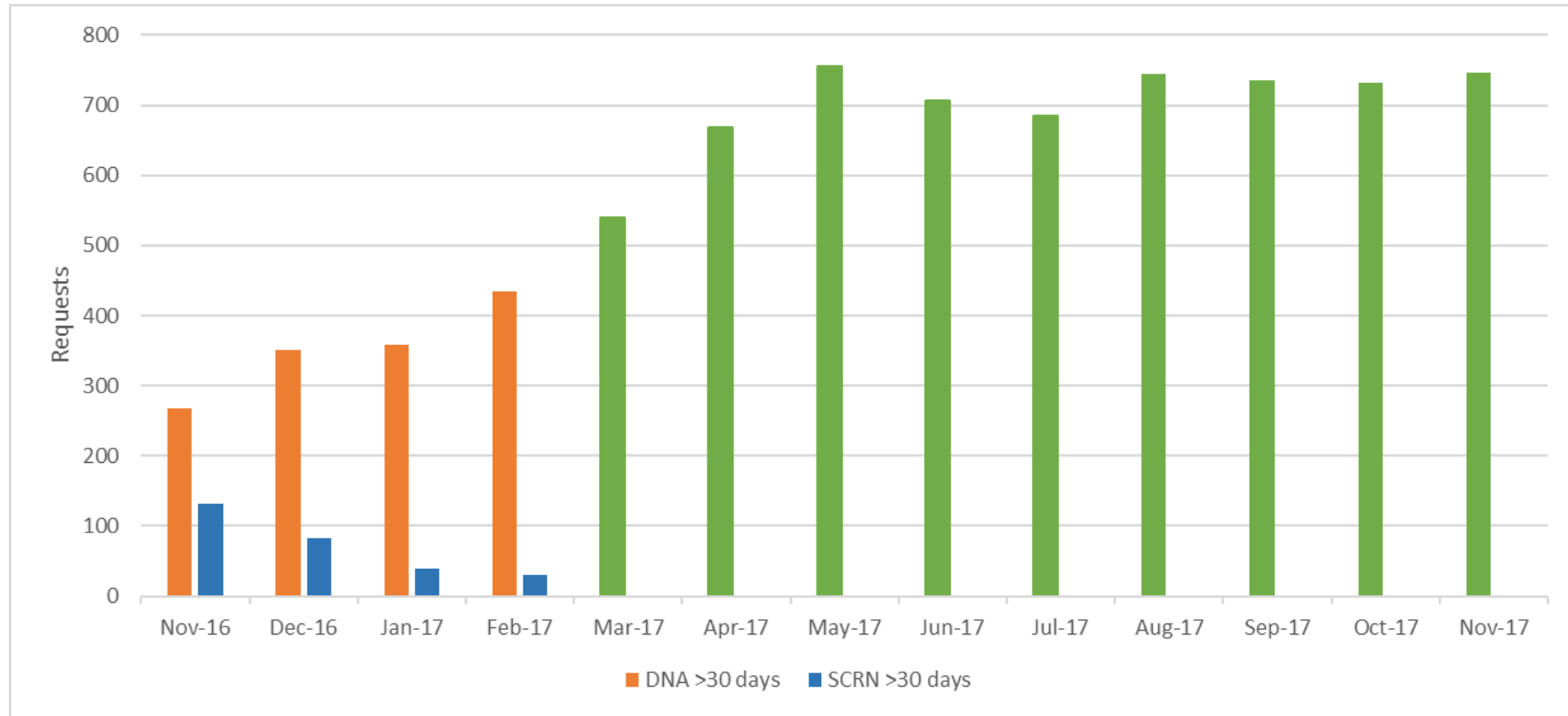
Forensic Biology -- Total

Note: change in presentation at February 2017.
Requests now for FBIO and Sexual Assault Kits.
Turnaround time is a combined average time.
Green bars represent the change in metric status.

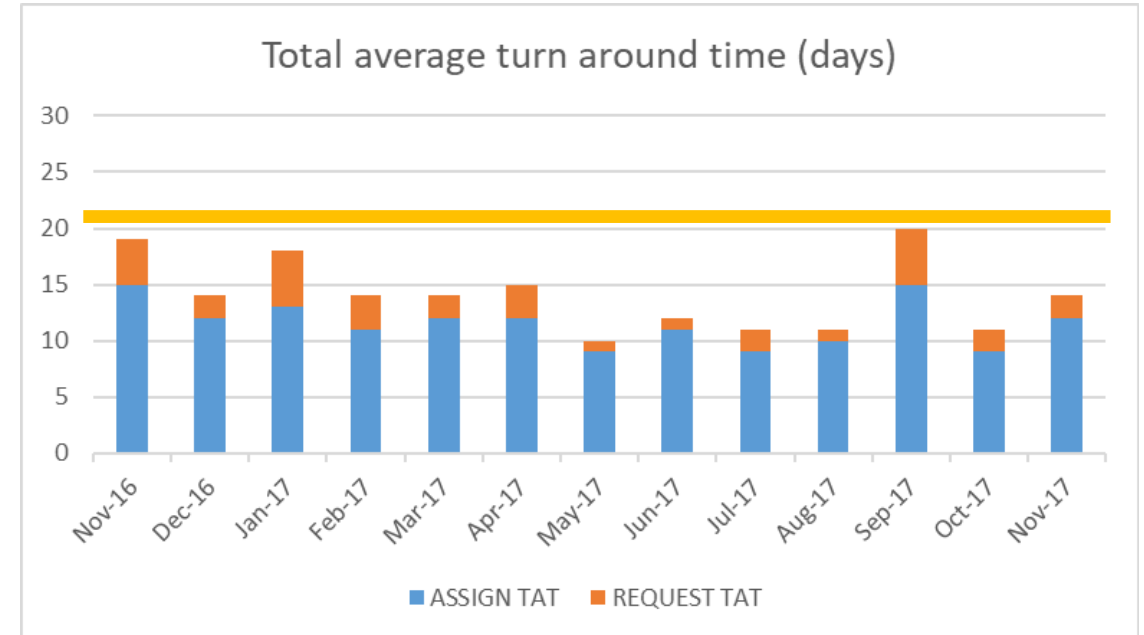
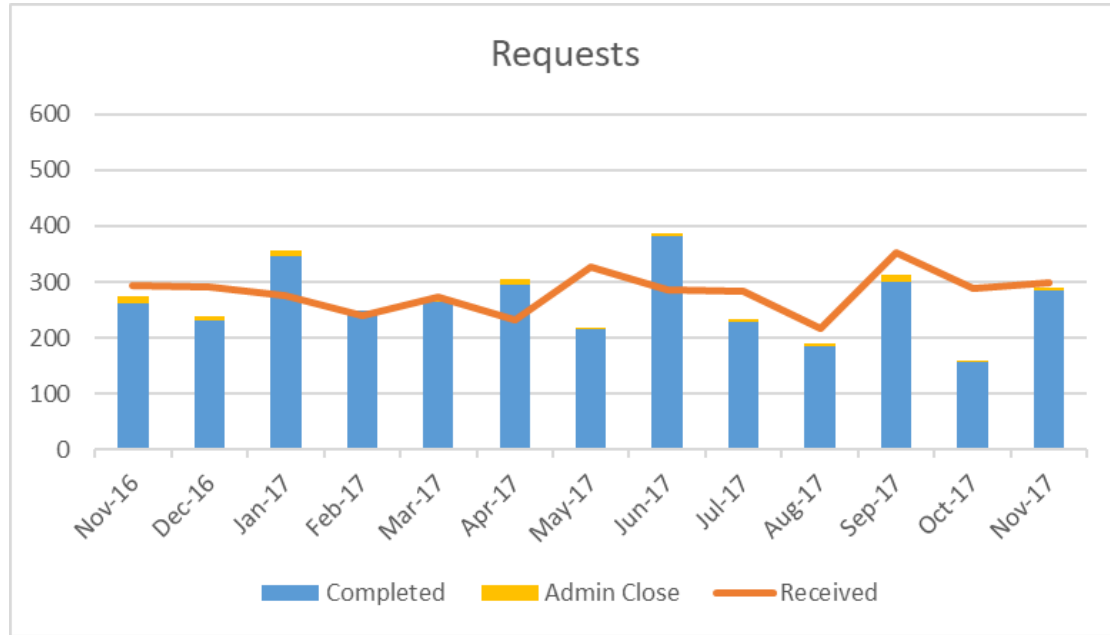


Total DNA Backlog (>30 day) requests by month

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

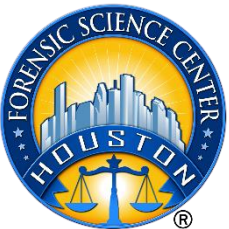
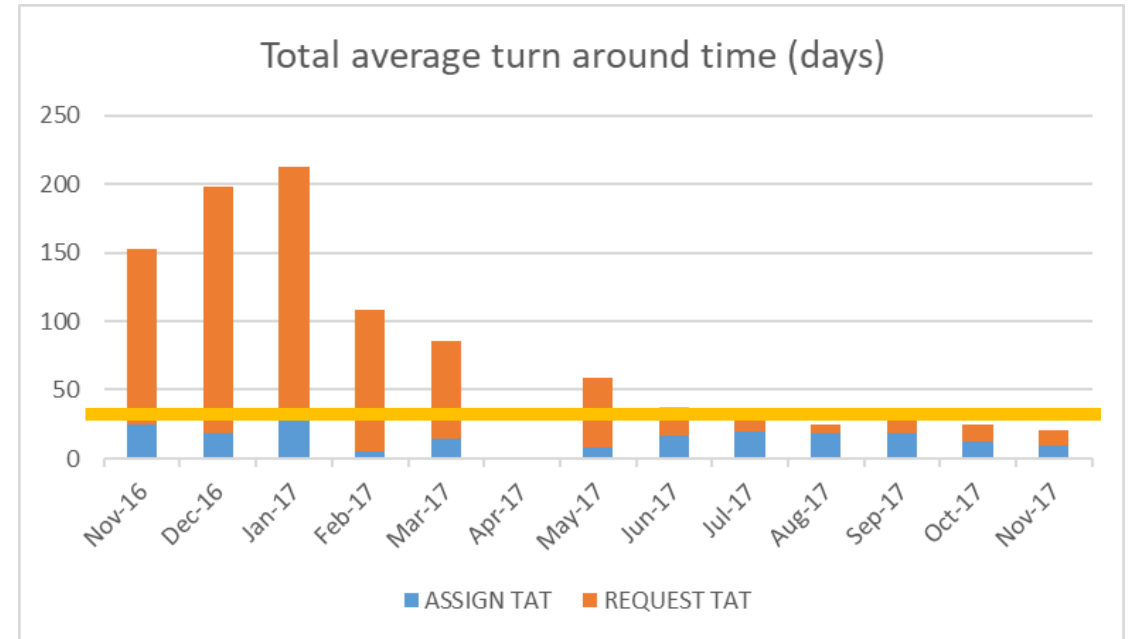
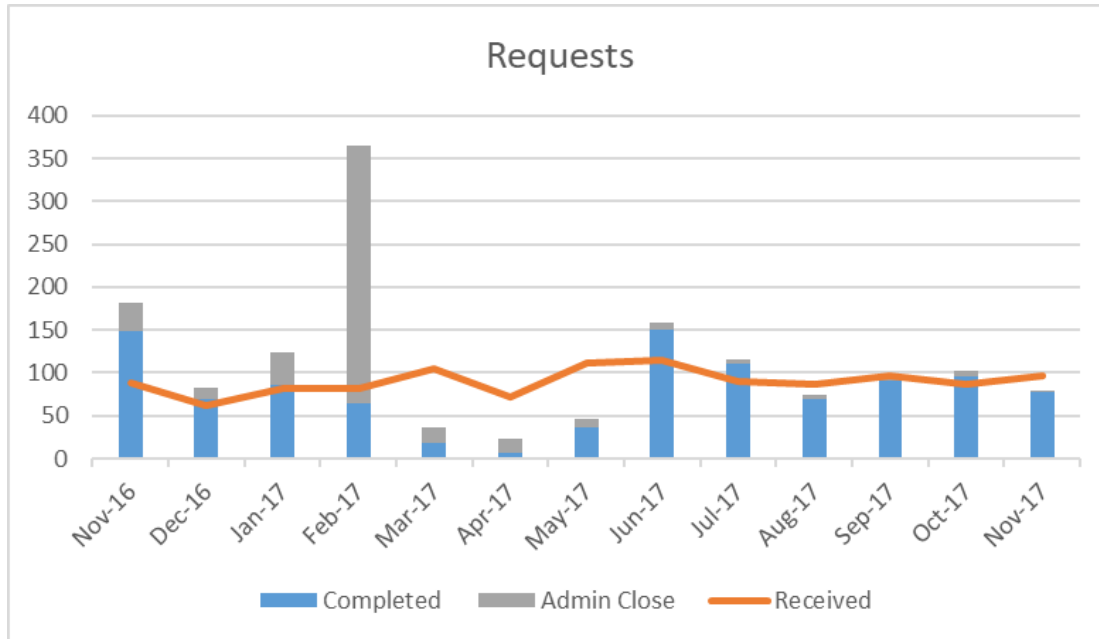


Toxicology: Alcohol

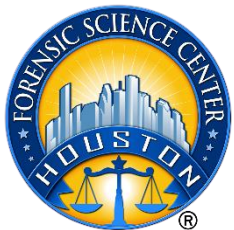
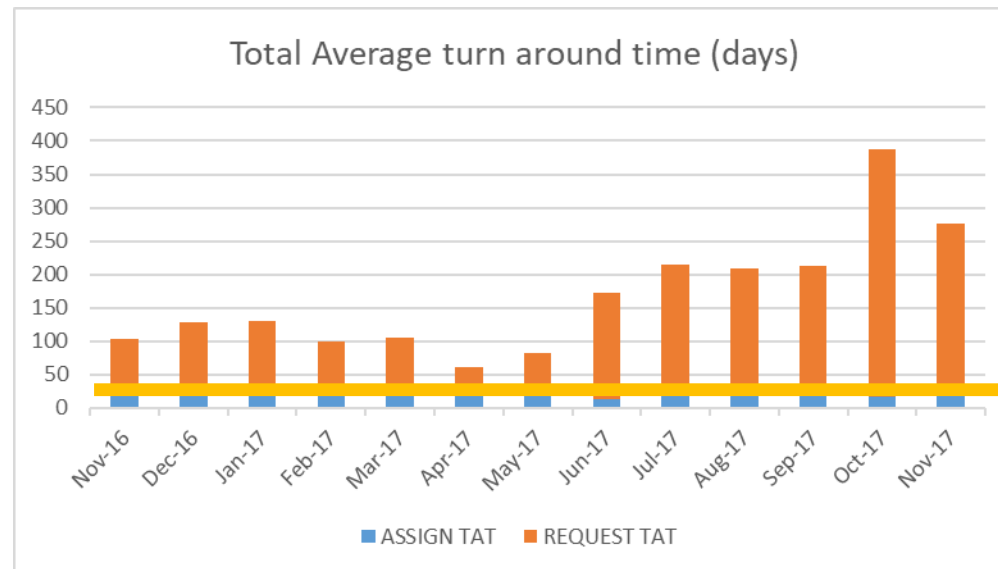
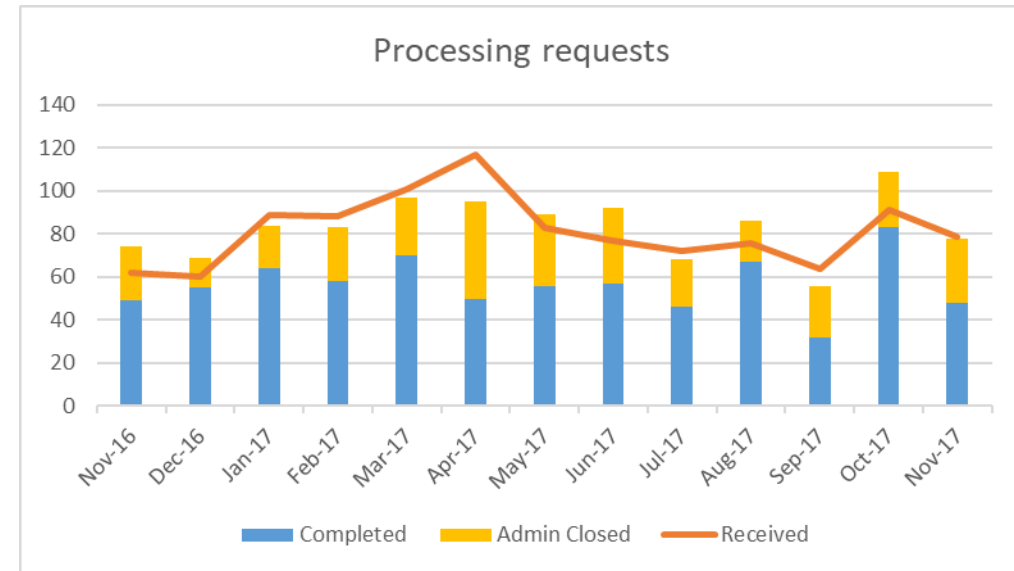
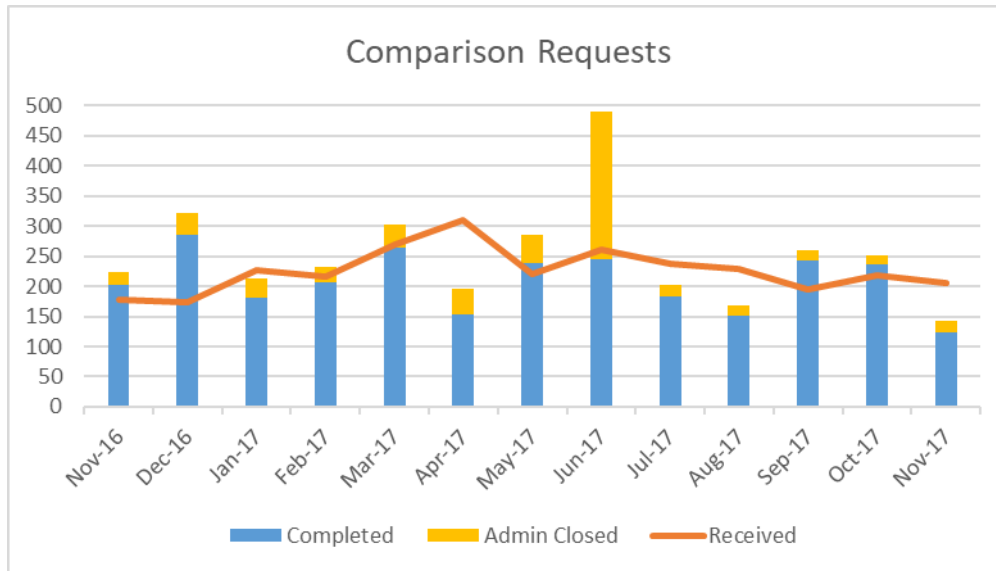


Toxicology: Other Drugs

Approximately 300 legacy toxicology analysis cases that preceded HFSC were closed out in February. With the collaboration of HPD, no analysis was conducted, but reports were issued with instructions for ordering analysis should it be needed.

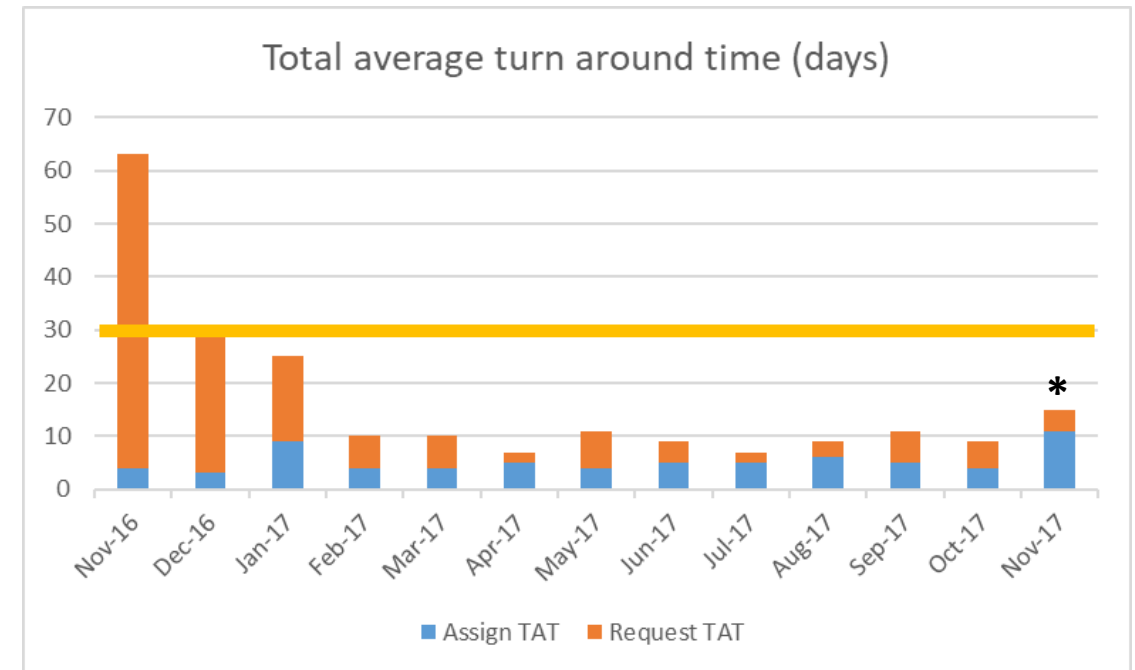
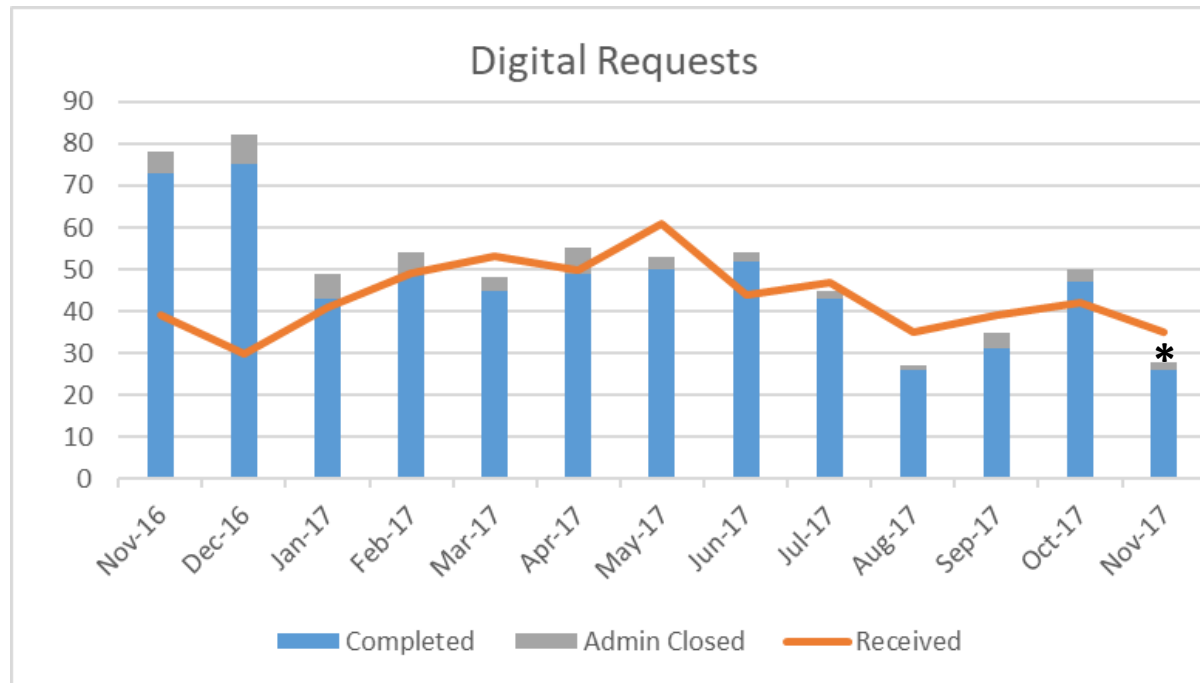


Latents



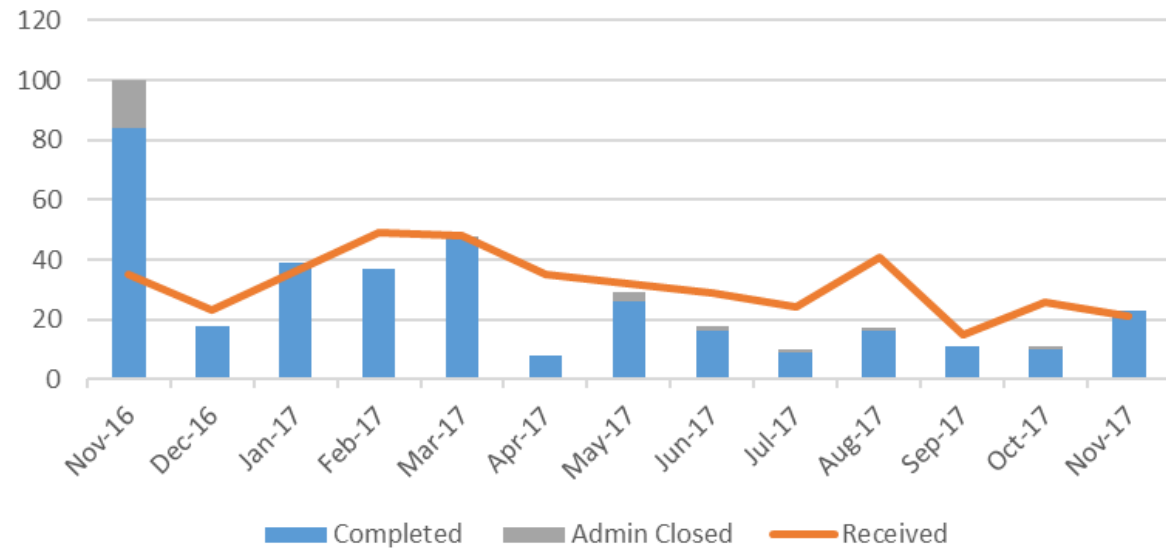
DME -- Digital

*Digital went live in JusticeTrax LIMS on 11/14/17, for the month of November metrics are in both Porter Lee and JusticeTrax, therefore TAT and admin close accuracy are impacted by transition. By January reporting all metrics will come from JusticeTrax

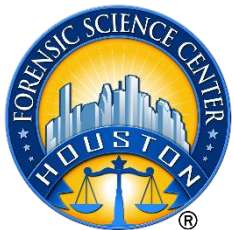
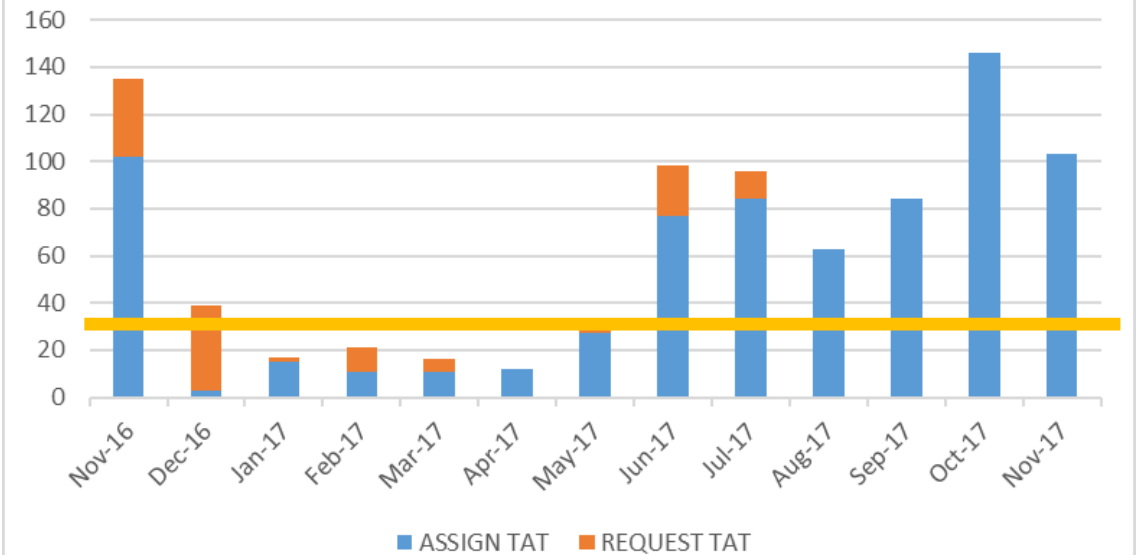


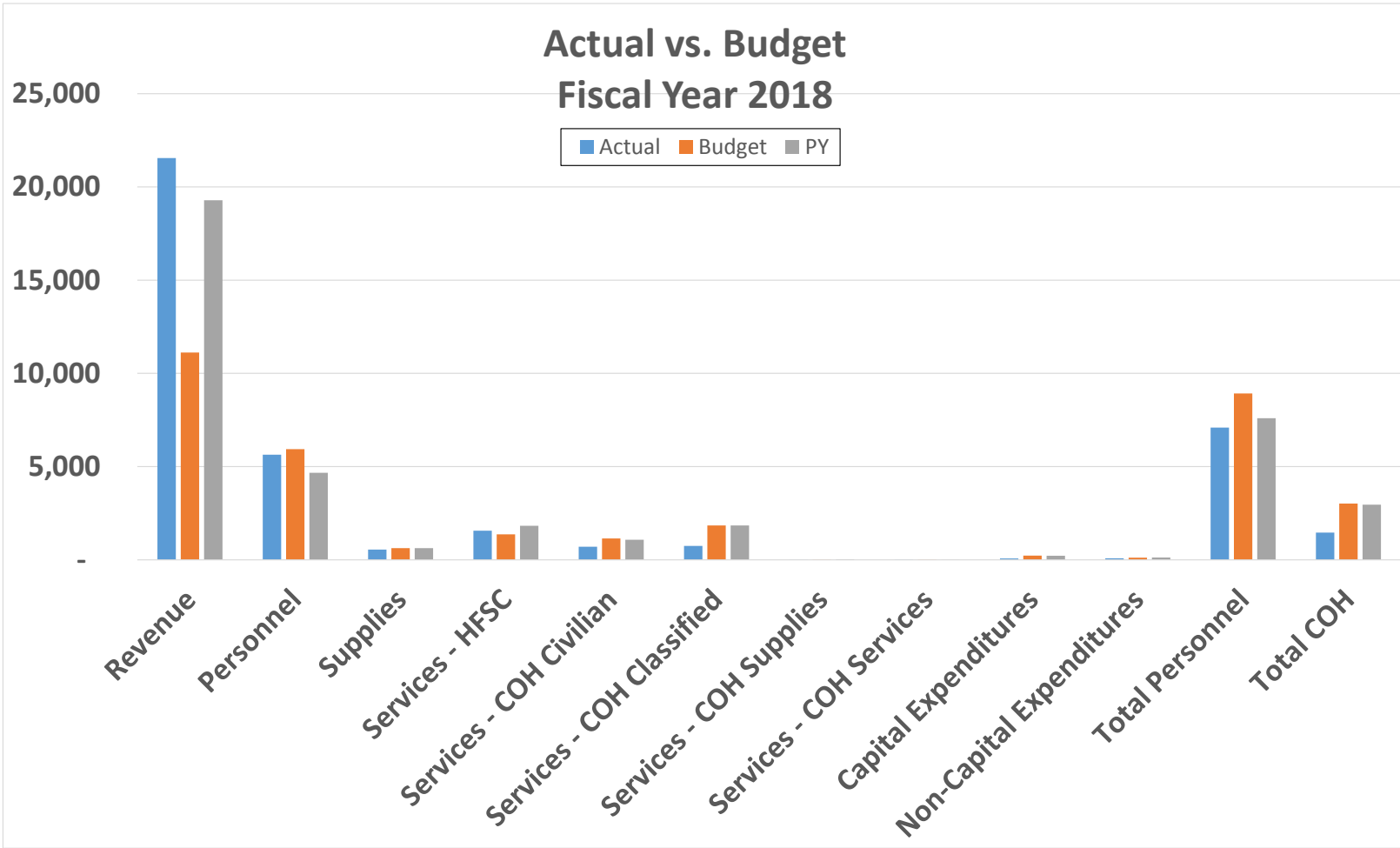
DME -- A/V

A/V requests



Total average turn around time (days)





HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through November 30, 2017

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance				FY18	FY18	FY17	Variance				FY18	% Year		
		Nov 1- Nov 30, 2017	Nov 1- Nov 30, 2017	Nov 1- Nov 30, 2016					July 1- Nov 30, 2017	July 1- Nov 30, 2017	July 1- Nov 30, 2016								
		Budget	Budget	2016	Budget - Actual	%	FY18 - FY17	%	Budget	Budget	2016	Vs. Budget	%	Vs. FY17	%	Budget V1	Completed		
		# of Months	# of Months						# of Months	# of Months									
		1	1						5	5									
Revenues:																			
411000	City of Houston-Appropriations	\$ 1,810	\$ 2,013	\$ 2,136	\$ (204)	-10%	\$ (327)	-15%	\$ 20,541	\$ 10,067	\$ 18,408	\$ 10,474	104%	\$ 2,133	0%	\$ 24,160	85%		
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%	608	608	608	0	0%	-	0%	1,460	42%		
416000	City of Houston - Safe funds	-	-	-	-	0%	-	0%	-	-	-	-	0%	-	0%	-	0%		
420000	Contributions	4	-	-	4	0%	4	0%	5	-	-	5	0%	5	0%	-	0%		
425000	In-Kind Donations	34	-	14	34	0%	20	147%	34	-	14	34	0%	20	0%	-	0%		
426000	Training Services	-	-	1	-	0%	(1)	-100%	5	-	16	5	0%	(11)	-68%	-	0%		
440000	Grants	-	85	-	(85)	-100%	-	-	345	423	225	(78)	-18%	121	0%	1,016	34%		
450000	Forensic Services	1	4	-	(3)	-78%	1	-	9	21	9	(12)	-58%	(0)	-3%	50	17%		
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-	-	-	-	-	-	0%	-	0%	-	0%		
450002	Interest Income	1	0	0	0	24%	0	7%	3	2	2	0	22%	0	0%	5	51%		
Total Income		1,970	2,224	2,273	(254)	-11%	(303)	-13%	21,550	11,121	19,282	10,429	94%	2,268	12%	26,691	81%		
Expenses:																			
Personnel:																			
500010	Salary Base - Civilian	928	953	799	25	3%	(129)	-16%	4,589	4,764	3,815	176	4%	(773)	-20%	11,434	40%		
501070	Pension - Civilian	55	59	48	5	8%	(7)	-14%	258	297	246	40	13%	(11)	-5%	713	36%		
502010	FICA - Civilian	65	69	56	3	5%	(10)	-17%	329	343	272	13	4%	(58)	-21%	823	40%		
503010	Health Insurance - Active Civil	84	87	59	3	4%	(24)	-41%	398	435	292	37	8%	(106)	-36%	1,043	38%		
503015	Basic Life Ins - Active Civil	8	5	7	(2)	-44%	(1)	-7%	39	27	33	(12)	-44%	(6)	0%	65	60%		
503060	Long Term Disability - Civilian	-	0	-	0	0%	-	-	-	0	-	-	0%	-	0%	1	0%		
503090	Workers Comp - Civilian Adm	3	12	3	9	73%	(1)	-19%	22	62	14	40	65%	(8)	-58%	148	15%		
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	77%	(0)	-56%	3	6	1	3	47%	(2)	-131%	15	22%		
		1,143	1,187	972	44	4%	(171)	-18%	5,638	5,934	4,673	296	5%	(965)	-21%	14,242	40%		
Supplies:																			
511010	Chemical Gases & Special Fluids	3	1	0	(1)	-120%	(3)	-1858%	5	6	4	1	10%	(1)	-30%	15	38%		
511040	Audio Visual Supplies	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%		
511045	Computer Supplies	1	5	1	4	88%	0	43%	8	23	18	15	66%	10	55%	56	14%		
511050	Paper & Printing Supplies	2	3	2	1	34%	1	29%	9	13	15	3	26%	6	38%	30	31%		
511055	Publications & Printed Material	0	1	1	1	92%	1	91%	4	7	4	4	48%	(0)	-1%	18	22%		
511060	Postage	-	0	0	0	100%	0	100%	0	1	1	0	56%	0	56%	1	18%		
511070	Miscellaneous Office Supplies	9	8	9	(1)	-11%	0	1%	37	42	46	5	12%	9	20%	101	37%		
511080	General Laboratory Supply	79	101	112	22	22%	33	29%	445	503	499	58	12%	54	11%	1,208	37%		
511090	Medical & Surgical Supplies	1	0	-	(1)	-1891%	(1)	-	1	0	-	(1)	-298%	(1)	0%	0	166%		
511095	Small Technical & Scientific Eq	-	2	3	2	100%	3	100%	2	9	13	7	79%	11	86%	21	9%		
511110	Fuel	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%		
511120	Clothing	3	2	2	(1)	-77%	(1)	-78%	16	9	11	(7)	-83%	(5)	-42%	21	76%		
511125	Food/Event Supplies	2	2	2	(0)	-18%	(0)	-8%	9	8	7	(0)	-6%	(1)	-19%	20	44%		
511130	Weapons Munitions & Supplies	-	0	-	0	100%	-	-	0	2	0	2	80%	(0)	-10%	5	8%		
511145	Small Tools & Minor Equipment	0	1	1	1	87%	1	89%	3	4	2	1	17%	(1)	-66%	10	35%		
511150	Miscellaneous Parts & Supplies	3	0	0	(3)	-609%	(3)	-1035%	8	2	3	(6)	-302%	(5)	-149%	5	167%		
		102	126	134	24	19%	32	24%	549	630	624	81	13%	76	12%	1,511	36%		

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through November 30, 2017

		Current Month (Preliminary)						YTD						FY18	
		FY18	FY18	FY17	Variance			FY18	FY18	FY17	Variance			FY18	% Year
		Nov 1- Nov 30, 2017	Budget	Nov 1 - Nov 30, 2016	Budget - Actual	%	FY18 - FY17	July 1- Nov 30, 2017	Budget	July 1- Nov 30, 2016	Vs. Budget	%	Vs. FY17	Budget V1	Completed
Services:															
520100	Temporary Personnel Services	-	-	-	-	-	-	-	-	7	-	0%	7	0%	0%
520105	Accounting & Auditing Svcs	3	3	2	(0)	-3%	(0)	16	14	12	(2)	-15%	(4)	33	48%
520106	Architectural Svcs	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
520107	Computer Info/Contracting Svcs	-	2	-	2	100%	-	-	12	9	12	100%	9	28	0%
520109	Medical Dental & Laboratory Ser	14	15	5	0	3%	(9)	25	73	314	48	66%	289	175	14%
520110	Management Consulting Services	5	8	64	3	40%	59	250	42	325	(208)	-500%	75	100	250%
520112	Banking Services	0	0	0	0	22%	(0)	1	1	1	0	25%	0	3	31%
520113	Photographic Services	-	0	-	0	100%	-	1	0	0	(1)	-386%	(0)	0	203%
520114	Misc Support Serv Recruit Relo	2	7	1	5	67%	(1)	60	35	34	(25)	-72%	(26)	84	72%
520115	Real Estate Rental	84	90	86	6	6%	2	421	450	429	28	6%	8	1,079	39%
520118	Refuse Disposal	-	0	2	0	100%	2	1	2	2	1	55%	1	4	19%
520119	Computer Equip/Software Maint.	43	25	30	(18)	-74%	(13)	218	124	129	(94)	-75%	(89)	298	73%
520121	IT Application Services	6	5	4	(2)	-33%	(2)	64	23	6	(41)	-181%	(57)	55	117%
520123	Vehicle & Motor Equip. Services	-	1	-	1	100%	-	-	3	0	3	100%	0	8	0%
520124	Other Equipment Services	12	25	52	13	54%	41	57	126	105	69	54%	48	302	19%
520143	Credit/Bank Card Svcs	0	0	0	(0)	-285%	(0)	0	0	1	0	23%	1	0	32%
520145	Criminal Intelligence Services	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
520520	Printing & Reproduction Serv.	-	1	1	1	100%	1	1	5	5	4	78%	4	12	9%
520605	Public Information Svcs	0	1	1	1	61%	0	2	5	9	3	61%	7	12	16%
520705	Insurance (Non-Medical)	8	12	9	4	36%	1	42	59	43	17	29%	2	142	29%
520760	Contributions	-	0	-	0	100%	-	-	0	1	0	100%	1	1	0%
520765	Membership & Prof. Fees	1	4	1	3	72%	(0)	5	18	27	14	75%	23	44	11%
520805	Education & Training	21	11	9	(10)	-95%	(12)	61	55	40	(6)	-10%	(20)	132	46%
520815	Tuition Reimbursement	-	2	-	2	100%	-	10	11	6	1	8%	(4)	27	38%
520905	Travel - Training Related	22	11	8	(11)	-104%	(14)	85	54	84	(31)	-58%	(1)	130	66%
520910	Travel - Non-training Related	0	2	1	1	84%	1	6	8	10	2	25%	4	20	31%
521405	Building Maintenance Services	5	3	2	(2)	-89%	(3)	13	13	15	(1)	-4%	2	31	43%
521505	Utilities	0	1	1	1	79%	0	2	6	9	4	63%	7	14	15%
521605	Data Services	3	5	5	1	25%	2	16	23	19	7	31%	3	55	29%
521610	Voice Services, Equip & Labor	7	6	2	(1)	-13%	(5)	24	30	21	6	20%	(3)	71	33%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-	-	0	-	0	0%	-	0	0%
521725	Other Rental Fees	1	1	3	0	2%	2	11	7	8	(4)	-47%	(3)	18	61%
521730	Parking Space Rental	18	12	3	(5)	-43%	(15)	62	62	41	(1)	-1%	(22)	148	42%
521905	Legal Services	16	2	-	(14)	-687%	(16)	16	10	-	(6)	-57%	(16)	25	66%
522205	Metro Commuter Passes	5	5	5	1	12%	(0)	22	27	22	5	18%	0	64	34%
522305	Shipping and Freight	2	2	3	0	10%	1	7	9	10	2	23%	3	22	32%
522430	Misc. Other Services & Chrgs	16	13	23	(4)	-27%	7	66	64	83	(2)	-4%	17	154	43%
522720	Insurance - General & Professional	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
523100	Civilian Payroll	140	229	199	89	39%	59	704	1,144	1,075	440	38%	371	2,746	26%
523200	Classified Payroll	149	369	339	220	60%	190	748	1,846	1,847	1,098	59%	1,099	4,431	17%
523300	Supplies	-	3	-	3	100%	-	0	13	29	13	99%	29	32	0%
523400	Services	2	2	4	1	33%	3	12	12	6	0	1%	(6)	28	41%
523000	Sub-Contractor (COH-HPD) Total	290	603	542	313	52%	252	1,465	3,016	2,957	1,551	51%	1,492	7,239	20%
		586	878	865	291	33%	279	3,031	4,388	4,785	1,357	31%	1,754	10,531	29%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through November 30, 2017

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance				FY18	FY18	FY17	Variance				FY18	% Year		
		Nov 1- Nov 30, 2017		Nov 1 - Nov 30, 2016					July 1- Nov 30, 2017		July 1- Nov 30, 2016								
			Budget		Budget - Actual	%	FY18 - FY17	%		Budget		Vs. Budget	%	Vs. FY17	%				
Non-Capital Expenditures																			
551010	Furniture and Fixtures	4	8	3	5	57%	(0)	-6%	35	42	52	7	17%	17	33%				
551015	Computer Hardware/SW	17	13	2	(4)	-30%	(16)	-936%	45	67	40	22	33%	(5)	-12%				
551025	Scientific/Foren Eqmt	-	2	21	2	100%	21	100%	4	8	34	4	50%	29	88%				
Total Non-Capital Expenditures		21	23	26	2	11%	5	18%	83	117	125	33	28%	42	33%				
Capital Expenditures																			
170140	Improvements	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%				
170210	Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%				
170230	Computer Hardware/SW	-	-	-	-	-	-	-	180	-	21	(180)	0%	(159)	0%				
170240	Scientific/Foren Eqmt	-	45	14	45	100%	14	100%	46	226	201	180	80%	155	77%				
170980	Const in Progress	-	-	-	-	-	-	-	(147)	-	-	147	0%	147	0%				
Total Capital Expenditures		-	45	14	45	100%	14	100%	79	226	222	146	65%	143	64%				
Total Expense and Capital Before Depreciation		1,852	2,259	2,011	407	18%	159	8%	9,379	11,294	10,429	1,914	17%	1,050	10%				
561230	Depreciation	40	36	38	(4)	-11%	(2)	-5%	200	180	168	(20)	-11%	(32)	-19%				
570505	FA Gain/Loss	-	-	-	-	0%	-	-	-	-	-	-	0%	-	0%				
610000	City of Houston Direct Overhead	122	122	122	(0)	0%	-	0%	608	608	608	(0)	0%	-	0%				
Grant and Training Expense		-	85	-	85	100%	-	-	-	423	-	423	100%	-	0%				
Total Expense and Capital After Depreciation		2,014	2,501	2,171	487	19%	157	7%	10,188	12,506	11,206	2,318	19%	1,018	9%				
Net Ordinary Income less capital spending		(43)	(277)	102	(741)	268%	(146)	-143%	11,362	(1,384)	8,076	12,746	-921%	3,286	41%				

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

(in '000's)

	Preliminary As of 11/30/17	As of 09/30/17	As of 06/30/17	As of 03/31/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 12,955	\$ 14,769	\$ 2,240	\$ 5,369
Total Current Assets	<u>12,955</u>	<u>14,769</u>	<u>2,240</u>	<u>5,369</u>
Accounts Receivable				
Accounts Receivable	35	353	234	1
Total Accounts Receivable	<u>35</u>	<u>353</u>	<u>234</u>	<u>1</u>
Capital Assets Net of Depreciation				
Capital Assets	5,021	4,975	4,942	4,317
Accumulated Depreciation	<u>(1,316)</u>	<u>(1,236)</u>	<u>(1,116)</u>	<u>(1,095)</u>
Total Net Capital Assets	<u>3,705</u>	<u>3,740</u>	<u>3,826</u>	<u>3,222</u>
Other Assets				
Prepaid - HR	13	13	9	1
Prepaid - Insurance	92	98	119	41
Prepaid - Service Agreements	145	184	66	51
Prepaid - Other	<u>86</u>	<u>86</u>	<u>9</u>	<u>92</u>
Total Other Assets	<u>336</u>	<u>380</u>	<u>204</u>	<u>185</u>
TOTAL ASSETS	<u>\$ 17,031</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>	<u>\$ 8,777</u>
LIABILITIES				
Accounts Payables	\$ 420	\$ 447	\$ 630	\$ 151
Payroll Tax Liability	481	531	950	316
Other Liabilities, Including Fund 2213 Billing	290	280	350	561
Deferred - Others	<u>6</u>	<u>6</u>		
Total Liabilities	<u>1,198</u>	<u>1,264</u>	<u>1,930</u>	<u>1,028</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	12,128	14,238	747	4,527
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	<u>3,705</u>	<u>3,740</u>	<u>3,826</u>	<u>3,222</u>
Total Net Position	<u>15,834</u>	<u>17,978</u>	<u>4,574</u>	<u>7,749</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 17,031</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>	<u>\$ 8,777</u>

Awarded

Awarding Agency: USDOJ-OJP-NIJ

Name of Project: NIJ FY 15 DNA Capacity Enhancement
and Backlog Reduction Program

Start and End Dates: 01/2016 to 12/2017

Contact: Sherry Cochran

Award Number: 2015-DN-BX-0072	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 1,172,752.00		
Grant Inception to date:	\$ (978,124.28)	955,301.23	(22,823.05)
Grant Balance:	\$ 194,627.72		

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

Name of Project: NIJ FY 16 DNA Capacity Enhancement
and Backlog Reduction Program

Start and End Dates: 01/01/2017 - 12/31/2018

Contact: Alissa Genovese

Award Number: 2016-DN-BX-0142	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 741,000		
Grant Inception to date:	\$ (264,008)	250,356.02	(13,651.98)
Grant Balance:	\$ 476,992		

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

Name of Project: NIJ FY 17 DNA Capacity Enhancement
and Backlog Reduction Program

Start and End Dates: 01/01/2018 - 12/31/2019

Contact: Monte Evans

Award Number: 2017-DN-BX-0027	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 867,755		
Grant Inception to date:			-
Grant Balance:	\$ 867,755		

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

Name of Project: Cap Enhancement for Drug and DNA
Testing in Sexual Assault Cases

Start and End Dates: 01/01/2018 - 12/31/2020

Contact: Monte Evans

Award Number: 2017-DN-BX-0176	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	114,000.00	-	114,000.00
HFSC Match:	38,000.00	-	38,000.00
Grant Inception to date:	-	-	-
Grant Balance:			

Status: Awarded

Awarding Agency: Texas Mutual (HFSC's insurance provider)

Name of Project: Safety Equipment - Ergonomic Chairs

Start and End Dates: **One Time Funding**

	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 1,500		
Grant Inception to date:	\$ (1,500)	1,500.00	\$ -
Grant Balance:	\$ -		

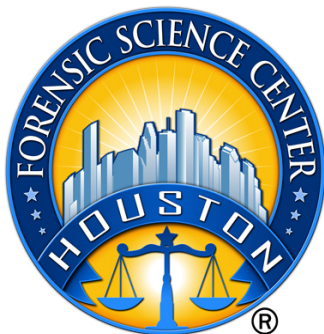
Status: Awarded

Awarding Agency: Texas Mutual (HFSC's insurance provider)

Name of Project: Hurricane Harvey Relief - Personnel Lost
workday

Start and End Dates: **One Time Funding**

	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 10,000		
Grant Inception to date:	\$ (10,000)	10,000.00	\$ -
Grant Balance:	\$ -		



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

Cc: Amy Castillo, PhD, COO
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

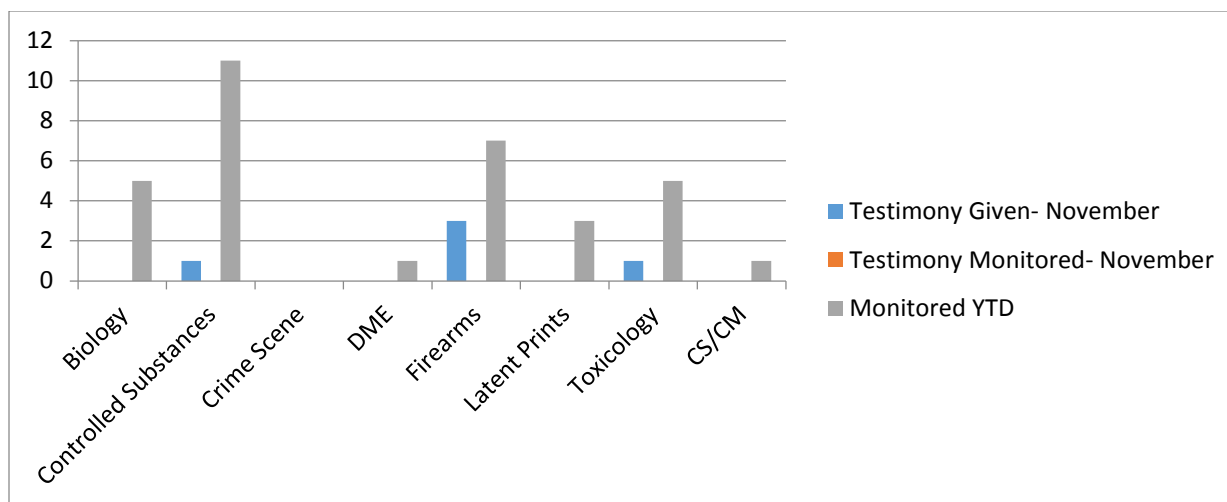
Date: December 4, 2017

Re: Quality Division Update for November 2017

TESTIMONY MONITORING

HFSC staff testified five times during the month as shown in the graph below. One controlled substance analyst was called to the stand but was only able to state her name, employer and job title before the case was dismissed. The defense counsel objected to the analyst's testimony because proper chain of custody had not been established before the submission of the evidence to the laboratory. Due to the nature of the testimony, we do not consider this testimony monitored in accordance with HFSC policy.

Two staff members testified this calendar year but have not been monitored. HFSC intends to evaluate these individuals through transcript review, unless they testify again this year. If they do testify, they will be monitored in-person rather than via transcript. In first quarter 2018, HFSC will add yearly transcript review in addition to in-person testimony monitoring. We anticipate conducting transcript reviews on a quarterly basis. Information from transcript reviews will be included in the monthly Quality Division reports.



PROFICIENCY TESTS

Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
17-502	Controlled Substances (predistribution)	1	1	6/16/2017	7/13/2017	no
2017-1024-D	Forensic Multimedia: Video Analysis	5	5	6/23/2017	8/14/2017	no
PARF-B	Forensic Biology: Parentage	1	4	6/28/2017	8/10/2017	no
17-5704	Forensic Biology	9	15	7/19/2017	9/15/2017 (extended due to weather)	no
2017-2005	Forensic Multimedia: Audio Analysis	3	3	8/1/2017	9/14/2017	n/a
17-502	Controlled Substances: Drug Analysis	5	5	8/7/2017	9/12/2017	no
17-5171	Latent Print Examination	5	5	9/5/2017	10/12/2017	no
17-5705	Forensic Biology	9	Varies	9/15/2017	11/03/2017	n/a
PARF-C 2017	Forensic Biology: Parentage	1	1	9/27/2017	10/26/2017	n/a

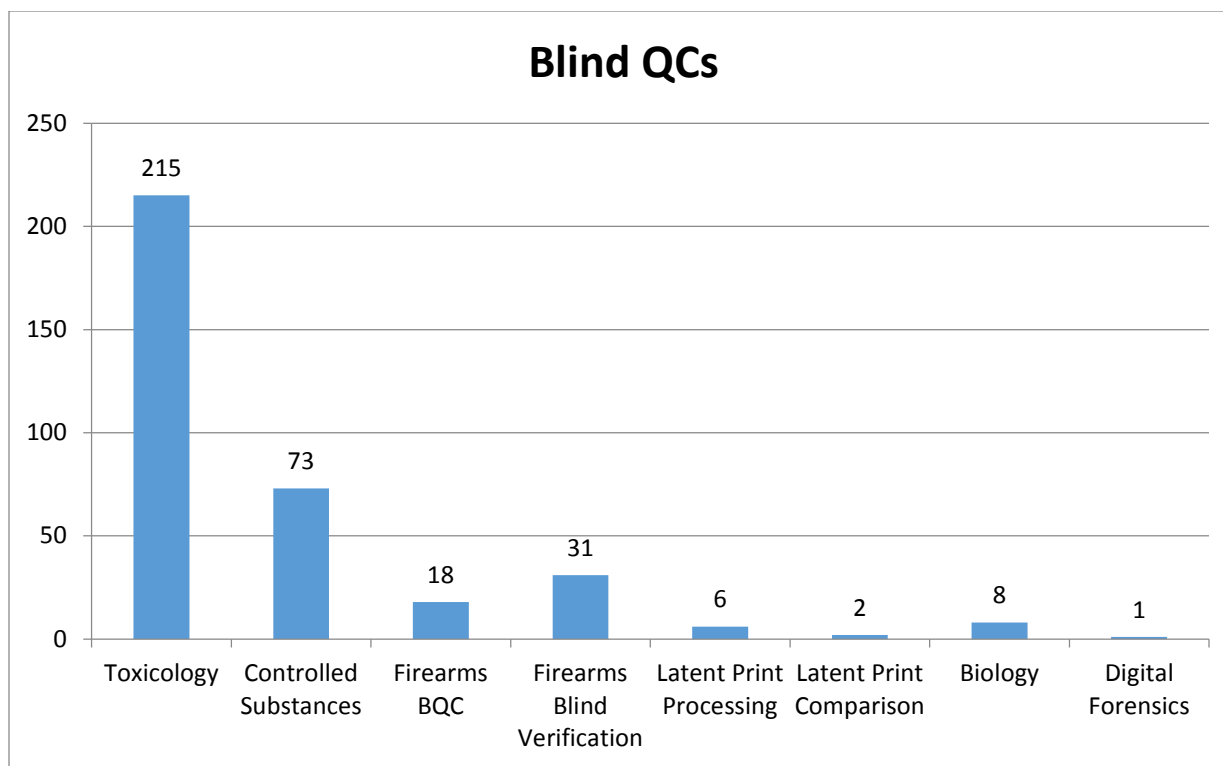
17-5671	Toxicology: Urine Drug Analysis	1	1	9/29/2017	10/26/2017	n/a
17-5191	Latent Print Processing	2	2	10/16/2017	11/16/2017	n/a
17-527	Firearms Examination	5	5	10/20/2017	Due 12/14/2017	n/a

2017 BLIND QUALITY CONTROL PROGRAM

November activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	8	7*	Satisfactory
Controlled Substances	11	14*	Satisfactory
Firearms – Blind Quality Control	1	0	n/a
Firearms – Blind Verification	0	1	Satisfactory
Latent Print Processing	1	0	n/a
Latent Print Comparison	2	1	Satisfactory
Biology	2	0	n/a
Digital Forensics	1	1	Review in Progress

*Two Toxicology and two Controlled Substance BQCs are pending review of possible discrepancies.



This above graph represents the number of BQC cases created since the beginning of the program (September 2015) through the end of November 2017.

See **Attachment 1** for additional BQC information.

INCIDENTS/CORRECTIVE/PREVENTIVE ACTIONS

Information regarding specific incidents and corrective actions reported during the month is included as **Attachment 2**.

COMPLAINTS

No complaints were received during the month.

DISCLOSURES

Quality corrective action report 2017-088 involves a scene video that was not captured by the Forensic Multimedia Unit as requested. The FMU analyst extracted video from June 27 but should have extracted the video recorded on June 24. When this nonconformance was discovered in November, the video had been overwritten and was no longer retrievable. Although the evidence is no longer needed for investigative purposes since charges will not be filed on this case, HFSC intends to self-disclose this nonconformance to the Forensic Science Commission before its next scheduled meeting in February 2018.

Latent Print corrective action 2017-055 (false negative) was discussed at the Commission meeting held on November 3. The Commission unanimously voted to take no further action on this self-disclosure.

AUDITS and INSPECTIONS

The Quality Division, per accreditation requirements, must give at least a thirty-day notice prior to the internal audits. The internal audits will focus on verifying compliance to HFSC policies, procedures, accreditation standards, and the FBI Quality Assurance Standards for DNA Testing Laboratories. The tentative schedule for calendar year 2018 is included as **Attachment 3**.

Please let me know if you have any questions or need additional information.

Attachment 1



Blind Quality Testing Project Update – November 2017

Quality Division Goals

Discipline	Target Cases Assigned
Controlled Substances	8/month
Toxicology	8/month
Biology	2/month
Firearms – Blind Verification	1/month
Firearms – Blind Quality Control	1/month
Latent Print Processing	1/month
Latent Print Comparison	1/month

Challenges

- Obtain seized drugs to increase the cases submitted for controlled substances.
- Increase blind submissions to 5% of casework completed

Forensic Discipline

Cases Assigned

Controlled Substances	11
Toxicology	8
Biology	2
Firearms: Blind Verification	0
Firearms: Blind Quality Test	1
Latent Print Processing	1
Latent Print Comparison	2

On Target

Near Target

Target Not Met

November 2017 Results

Forensic Discipline	Cases Completed
Controlled Substances	14
Toxicology – BAC	7
Biology	0
Firearms – Blind Verification	1
Firearms – Blind Quality Control	0
Latent Print Processing	0
Latent Print Comparison	1
Digital Forensics	1

Mitigation

- Work with HPD CER to obtain seized drugs for controlled substances cases.
- Collaborate with HPD divisions to increase blind requests and variety of requests.

Achievements

- Blind QCs were implemented in Latent Print Comparison and Digital Forensics.
- Blind QCs are now implemented in every section except Audio/Video and CSU.

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, December 04, 2017

11:33:11 AM

Page 1 of 2

Quality Notified

Summary of Notification

Comments

Audio Video

2017-088 CAR	11/16/2017	An analyst exported an incorrect video at a call-out location. This error was caught during the technical review. However, due to the time lapse between the call-out and the review, the correct video could not be recovered. This nonconformance will be disclosed to the Texas Forensic Science Commission.
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Biology

2017-087 IR	11/13/2017	The SOP was not followed and three samples were extracted using the incorrect instrument/protocol. In addition, these samples were compromised during the extraction process (see 2017-084). No attempt will be made to re-extract unless permission to consume is obtained.
2017-089 CAR	11/21/2017	A DNA profile was added to CODIS and later identified as a consensual partner. The consensual partner's profile should have been removed from CODIS but was not done so in a timely fashion.
2017-090 CAR	11/21/2017	A case record passed through technical and administrative reviews even though reagent blank control data was not included in the record.

Controlled Substances

2017-091 IR	11/29/2017	A Controlled Substance laboratory report was amended to correct an evidence item number.
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Crime Scene

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, December 04, 2017

11:33:35 AM

Page 2 of 2

	Quality Notified	Summary of Notification	Comments
2017-085 IR	11/1/2017	While at the Property Room, the CSI touched the evidence (a plastic bag containing cartridges) without wearing gloves. This is a violation of the CSU General Evidence Handling SOP.	
2017-092 CAR	11/30/2017	An item of evidence (swabs from a cell phone) was contaminated with the DNA of the CSI who collected the evidence.	
Latent Prints			
2017-086 IR	11/6/2017	A Latent Print processor took overall photographs of evidence packaging and containers prior to Latent Print processing. These photographs were deleted and could not be recovered. Although Latent Print SOPs do not require these photos to be taken, the intent is they will be taken. Furthermore, the photographs are considered examination documentation. Policies do not allow examination documentation to be deleted.	

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.

Attachment 3



2018 HFSC INTERNAL AUDIT SCHEDULE

AUDIT PURPOSE:

To determine compliance with HFSC policies and accreditation standards and to seek opportunities to improve internal processes.

CRITERIA TO BE AUDITED AGAINST:

Current version at the time of analysis/examination of:

- ISO/IEC 17025
- ANAB Supplemental Requirements
- HFSC Quality Manual
- FBI QAS Document
- Sectional Procedure(s) and training manual(s)
- HFSC Policies

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JAN

= Firearms

= Controlled Substances

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

FEB

= Latent Prints

= DME

= HFSC Ethics Training

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAR

= Biology

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APR

= Toxicology

= Evidence Audit on all sections

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY

= Nonconformances to be closed out by section

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUN

Quality Division - ANAB Re-accreditation application

CONTROLLED SUBSTANCES AUDIT SCOPE

January 2017 –
December 2017

FIREARMS AUDIT SCOPE

May 2017 –
December 2017

TOXICOLOGY AUDIT SCOPE

January 2017 –
March 2018

LATENT PRINTS AUDIT SCOPE

August 2017 –
January 2018

DME AUDIT SCOPE

April 2017 –
January 2018

BIOLOGY AUDIT SCOPE

September 2017 –
February 2018