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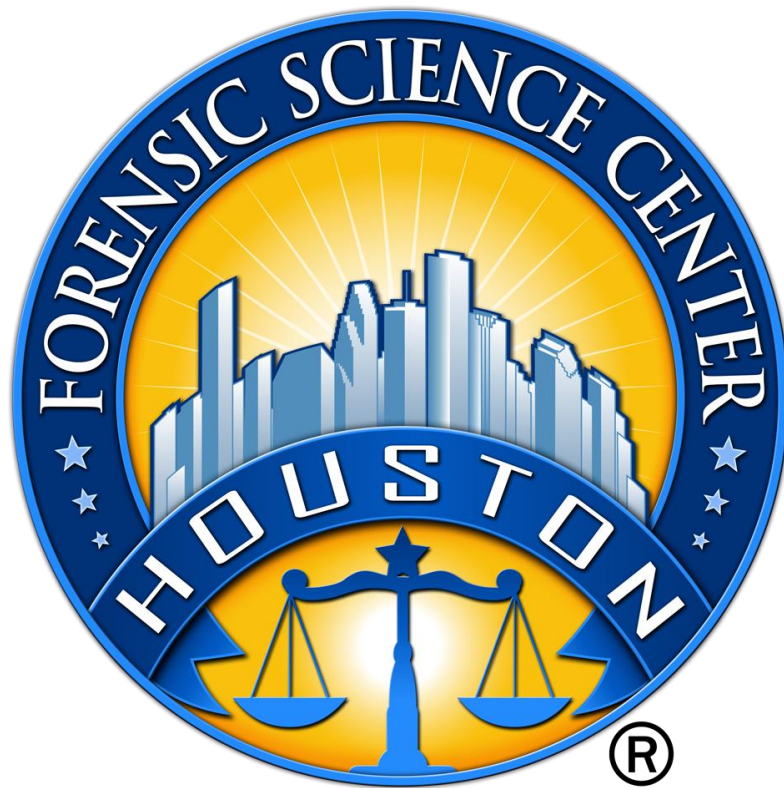
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

September 11, 2020



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF SPECIAL PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
September 11, 2020

In accordance with Texas Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 2020, notice is hereby given that beginning at 8 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation," or "HFSC") will meet via videoconference (Microsoft Teams.) HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19.)

Gov. Abbott's [temporary suspension of certain open meetings laws](#) was issued in response to the COVID-19 pandemic and in accordance with section 418.016 of the Texas Government Code. Gov. Abbott specifically suspended certain provisions of the law, which required government officials and members of the public to be physically present at a specified meeting location. The relevant suspensions are in effect until terminated by the Office of the Governor or until the Governor's disaster declaration is lifted or expires. Accordingly, this meeting will not take place in a specified physical location for the public to attend in person, however, the virtual meeting will be available to the public and allow for two-way communication between the Board and members of the public.

As required and in accordance with the Governor's temporary suspension, notice of this meeting, the agenda and the agenda packet are posted online at <https://houstonforensicscience.org/meeting-archives.php>. The items listed in the agenda may be taken out of order at the discretion of the Chair. After the conclusion of the meeting, a recording thereof will be posted to www.houstonforensicscience.org.

Attending the virtual meeting

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

To attend the videoconference meeting via computer, please use the following link:
https://teams.microsoft.com/dl/launcher/launcher.html?type=meetup-join&deeplinkId=b4a3ed6b-d6db-442f-a089-b5f3bf14a860&directDl=true&msLaunch=true&enableMobilePage=true&url=%2F%23%2F1%2Fmeetup-join%2F19%3Ameeting_NjYwNjc2NTItMjQ4Ny00NDxLTlJMDMtN2NiZTA5YjhkNjU1@thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&suppressPrompt=true

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

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following toll-free teleconference number and entering the subsequent conference ID number: 833-231-4459, **Conference ID: 591 239 782#**

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

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

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org **no later than 9 a.m. Thursday September 10, 2020.**

The request must include the speaker's name, contact number, address and topic of the comment. Speakers should limit their comments to three minutes. The Board Chair may limit both the number of speakers and the time allotted for each speaker. The Chair will call on each speaker by name, during the designated public comment period.

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at **832-993-1924**.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from August 14, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.
6. Presentation by Mr. Darrell Davis, technical advisory group member, and Dr. Erick Jones, professor and associate dean for graduate studies in the College of Engineering at the University of Texas at Arlington, regarding a proposed

partnership with HFSC to collaborate on the creation and development of smart evidence containers.

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

7. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes and other corporate business items, including steps taken to operate safely and effectively during hurricane emergencies and the COVID-19 pandemic, and an update on the vehicle examination building renovation project.
8. Presentation by Dr. Stout of his annual priorities and performance objectives for the board's consideration, and possible related action.
9. Monthly operations report from Dr. Amy Castillo, vice president and COO, including an overview of laboratory turnaround times, backlogs and an update on the toxicology section.
10. Consider authorizing the president and CEO to enter into a lease agreement, with option to purchase, with Agilent Technologies for one LC-QQQ device, related components and service, for a total contract amount of \$368,369.40 and possible related action.

Reports and presentations by staff

11. Report from Dr. Dayong Lee, manager of toxicology, regarding the toxicology section's three-year plan for eliminating backlogs and implementing new instruments and training to increase capacity.
12. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, a review of the blind quality control program, survey responses, testimony monitoring, transcript reviews and proficiency tests.
13. Adjournment.

Certification of Electronic 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 [online](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 8th day of September, 2020, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 8th day of September 2020.

Jordan Benton

Open Meeting Laws Subject to Temporary Suspension

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

- those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
 - TEX. GOV'T CODE § 551.122(b)
 - TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
 - TEX. GOV'T CODE § 551.130(c)–(d), (i)
 - TEX. GOV'T CODE § 322.003(d), (e)(2)
 - TEX. GOV'T CODE § 845.007(f)(2)
 - TEX. GOV'T CODE § 855.007(f)(2)
 - TEX. CIV. PRAC. & REM. CODE § 74.102(f)
 - TEX. INS. CODE § 2151.057(d)(1)
 - TEX. LOCAL GOV'T CODE § 379B.0085(a)

- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
 - TEX. GOV'T CODE § 551.043(b)(2)–(3)
 - TEX. GOV'T CODE §§ 551.049–551.051

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
 - TEX. GOV'T CODE § 551.121(f)(1)
 - TEX. GOV'T CODE § 551.122(d)
 - TEX. GOV'T CODE § 551.125(e)–(f)
 - TEX. GOV'T CODE § 551.126(d)(1)
 - TEX. GOV'T CODE § 551.127(f), (j)
 - TEX. GOV'T CODE § 551.130(e)–(f)
 - TEX. GOV'T CODE § 551.131(e)(1)
 - TEX. GOV'T CODE § 322.003(e)(3)
 - TEX. GOV'T CODE § 436.054(e)
 - TEX. GOV'T CODE § 845.007(f)(3)
 - TEX. GOV'T CODE § 855.007(f)(3)
 - TEX. AGRIC. CODE § 41.061(c)–(d)
 - TEX. AGRIC. CODE § 41.1565(c)–(d)
 - TEX. AGRIC. CODE § 41.205(d)–(e)
 - TEX. AGRIC. CODE § 62.0021(c)–(d)
 - TEX. EDUC. CODE § 66.08(h)(2)(B)

- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

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

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

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

August 14, 2020

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the August 14, 2020 virtual meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on August 11, 2020 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9 a.m. on Friday August 14, 2020. She reminded directors to be mindful of audio delays, to unmute before speaking and to use the “raise hand” function in Microsoft Teams before speaking.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Philip Hilder** (“PH,”) **Anna Vasquez** (“AV,”) **Francisco Medina** (“FM,”) **Janet Blancett** (“JB,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Mary Lentschke** (“ML,”) **Ellen Cohen** (“EC”) and **Tracy Calabrese** (“TC”)

Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic. She reminded members to mute their microphones during the meeting and to unmute when speaking.
- F. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board. Chairwoman Mitchell said that she would close the public comment period later in the meeting.

- G. Chairwoman Mitchell asked if any changes needed to be made to the July 10, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve the minutes. Director Blancett seconded the motion. Secretary Benton called the roll. The following directors were in favor: Stacey Mitchell, Philip Hilder, Anna Vasquez, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff, Mary Lentschke and Ellen Cohen. With none opposed, the motion passed unanimously.
- H. Chairwoman Mitchell presented a chair's report. She commended HFSC staff on behalf of the board for continuing during the pandemic to work through backlogs and other challenges. Chairwoman Mitchell reminded the board that presenters would share their screens throughout the meeting and to use the Microsoft Teams "hand raise" function to ask questions.
- I. Dr. Peter Stout, HFSC's president and CEO, said the COVID-19 pandemic has impacted operations and staff, noting that to date 13 HFSC staff members have tested positive for the virus. He said all had recovered except one person who remains out. Dr. Stout said HFSC has funding to continue weekly COVID-19 testing through at least August 17, but he hopes the lab will acquire additional funding to continue the onsite testing for staff. Since HFSC began testing staff, 159 or 79% of staff have been tested. In providing an overview of backlogs and turnaround times, Dr. Stout said the toxicology section is eliminating its backlog at an impressive rate, while also training additional staff to do blood alcohol analysis. He reminded the board that as backlogged cases are completed, the overall turnaround time increases since it is calculated based off the date a request is received. The toxicology, latent prints and forensic biology sections are currently completing their oldest backlogged cases, causing the lab's turnaround time to increase. Dr. Stout said the latent print section manager has resigned to take a job at another lab and HFSC is recruiting to fill that position. In the forensic biology/DNA section, the staff member training to fulfill the role of technical leader should complete a required class in the coming weeks so she can officially takeover the position. The toxicology section has its first three-year fellow from the U.S. Army as part of a casework research project that gives mid-career military officers the opportunity to gain more experience. Dr. Stout said he had a virtual meeting with Councilmember Sallie Alcorn and her staff. HFSC staff also provided virtual training to Houston Police Department investigators on the new probabilistic genotyping software or STRmix. Other HFSC staff have been doing virtual outreach nationwide. Venting has been upgraded and completed in the basement, allowing the firearms section to use its shooting range and complete work on shotguns. Dr. Stout also told the board that barring urgent needs, the treasurer's report will now be given quarterly. Dr. Stout then moved onto the bulk of his report regarding the state of forensics nationally and his proposal to consolidate city and county property room management under HFSC's structure. The value of forensics is outsized compared to the resources provided to crime laboratories nationwide, Dr. Stout said, pointing to a study that showcased the economic return on investment of sexual assault kit analysis. According to that study by economists Paul J. Speaker and Jennifer L. Doleac, there is a 10,000 to 64,000% return on investment from only one completed sexual assault kit. A single DNA profile entered into CODIS, the national DNA database, is valued at about \$20,000. Dr. Stout said HFSC enters about 150 CODIS entries per month which, based on this study, is a \$3 million return on investment each month. To further highlight the enormity of this return on investment, Dr. Stout said that although the study was done solely for forensic biology evidence, in theory, applying even half the total of the return on investment per CODIS entry to the number of completed cases in other forensic disciplines, the value is significant. On average, HFSC releases 2,300 laboratory reports monthly. If each

case renders even half the return on investment as a CODIS entry, or \$10,000, the monthly value equals HFSC's annual budget. But there is an enormous gap between the value of forensic work and the resources available to crime laboratories nationwide. The most recent data available on the state of forensics nationwide is from 2014 in a census of publicly funded forensic crime laboratories published in 2016 by the Bureau of Justice Statistics. In 2014, more than half the 411 labs in the country had fewer than 24 employees. HFSC has about 200 employees and receives about 30,000 requests annually, making it one of the largest labs in the country. A more current needs assessment released in December 2019 by the National Institute of Justice reported at least a \$640 million budget shortfall based on data gathered in 2017. Dr. Stout added that if training demands were included in that total, the shortfall for forensic labs across the country would be about a billion dollars annually.. Crime laboratories also struggle because nearly all available federal funding is earmarked for forensic biology/DNA even though this is a small percentage of the overall work done in most crime laboratories. Understanding the national problem with funding and resources, Dr. Stout said labs need to focus on efficiency. One of the biggest pain points for all crime laboratories is evidence. Countless hours are spent fixing evidence that has been incorrectly packaged and handled. Dr. Stout told the board he has a proposal to consolidate property and evidence handling under joint city and county civilian oversight that he believes would increase efficiencies systemwide, especially in crime laboratories. Law enforcement agencies have traditionally managed property rooms, but the quality and management of evidence impacts all parts of the justice system from crime labs to defense to prosecution and victims. Dr. Stout said his proposal to consolidate city and county evidence management under civilian oversight would improve the disposal of evidence, increase efficiencies in crime labs, lead to better outcomes for the criminal justice system and improve public trust, allowing law enforcement to focus on the work they're hired to do. As an example of how evidence can go awry and cause issues for the entire system, Dr. Stout recalled an incident from 2015 when a police officer submitted a blood alcohol case with information that should have been on a breath case. The laboratory noticed the error but its process at that time allowed for the sample to be analyzed before the officer fixed the issue. However, when the lab issued the report it also inverted the information. The repercussions were severe, and the TFSC issued significant findings after a lengthy investigation. Following this incident, HFSC changed its process and rejected any toxicology requests with incorrect submissions. When the change was first made, HFSC rejected nearly half of all toxicology requests. For months, HFSC and HPD collaborated to change policies and redesign toxicology kits, which HFSC now purchases and provides to HPD officers at a cost of about \$25,000 annually. Currently, the rejection rate is around two to six percent, which is 10 times higher than it should be, Dr. Stout said. To further highlight the inefficiency associated with poorly handled and managed evidence, Dr. Stout said it takes six minutes to accession a correctly submitted toxicology kit, but when it has to be rejected it takes HFSC about an hour to document, another two hours for the police officer to correct it and three more hours for attorneys and the courts to address the error. Dr. Stout said property rooms also have enormous capacity issues in part due to difficulties disposing of evidence. Referring to Houston Police Department property room data, Dr. Stout said it receives about seven items of evidence for every item disposed. This causes bottlenecks systemwide and increases the risk of unjust outcomes impacting all involved, including crime laboratories, defense and defendants, prosecution and victims. Dr. Stout reviewed the repercussions of how poor-quality evidence impacts different branches of the justice system and said law enforcement officers lose valuable time performing administrative evidence duties and dealing with inconsistent policies. Forensic laboratories that receive poor quality evidence produce poor quality results and lose

valuable time trying to remediate evidence errors that enter the lab. The prosecution and defense also struggle with bottlenecks in the transfer of evidence, and also deal with the negative impacts of poor-quality evidence and visibility in the evidence handling process. Victims and defendants are impacted by poor quality evidence because it could mean the difference between getting the right or wrong outcome, further jeopardizing the public's ability to trust the system. Dr. Stout said it would take about five years to implement his proposal and presented a 10-step plan to consolidate the Harris County Sheriff's Office and Houston Police Department property operations. The plan includes negotiating a governance structure, establishing a property and management task force, creating facility improvements and management practices, performing a migration audit, including philanthropic investment, establishing automatic systems to help eliminate human error and establishing a pricing structure for smaller agencies to join the consolidated structure. Director Blancett asked Dr. Stout to outline the advantages of a consolidated property room operation. Dr. Stout said it would standardize evidence packaging, reduce redundancies, introduce cost savings and increase transparency and public trust. In response to a question by Director Blancett about storage capacity, Dr. Stout said HPD has about 1.1 million items of evidence and on average receives about 170,000 items per year. Although he said he has less visibility into the Harris County Sheriff's Office (HCSO) data, he estimates they are about half the size of HPD. Director Huff asked what criteria exists for proper evidence disposal. Dr. Stout said evidence disposal depends on a variety of factors, including the state of prosecution, adjudication and time limits for evidence storage. For example, homicide evidence is stored, essentially, forever, while drug evidence may be disposed of within a few years. Dr. Mitchell said the National Institute of Standards and Technology (NIST) is developing guidelines for evidence management and the lifecycle of evidence from collection to disposition. The Chairwoman asked if the property room had been discussed when HFSC was created. Dr. Stout said he believes there were conversations around the topic, but that most of it was in a report published by attorney Michael Bromwich who was hired by the City to look into HPD's crime lab problems and make recommendations.

- J. Chairwoman Mitchell asked if any members of the public had joined the virtual meeting to address the board. No one addressed the board, and she closed the public comment period. The Chairwoman announced at approximately 10:15 a.m. that Director Vasquez experienced technical difficulties and left the meeting at about 9:18 a.m. She thanked Mr. Darrell Davis, technical advisory group member, for joining the virtual meeting.
- K. Dr. Amy Castillo, HFSC's vice president and COO, said the lab's overall backlog has been steadily decreasing the last few months. She said the toxicology, forensic biology/DNA and latent print sections had contributed to that decrease. Dr. Castillo told the board that barring any surprises over the next few months, she will present the operations report on a schedule that will include an overview of toxicology, forensic biology/DNA and lean six sigma. Dr. Castillo said blood alcohol requests to the toxicology section have almost doubled in recent years. New positions included in the current budget will make the section more productive. Dr. Castillo said the client services and case management division and seized drugs section are operating with two rotating teams, decreasing onsite capacity by about 50 percent. The seized drugs section is not able to perform casework or write reports from home but has maintained a 14-day turnaround time despite the pandemic restrictions, due in part to a decrease in requests since the start of the pandemic. The section is working to create a paperless workflow that will

allow analysts to complete more work from home. Dr. Castillo said the seized drugs section has worked with the Harris County Institute of Forensic Sciences and Department of Public Safety to develop a semi-quantitative method to analyze suspected marijuana products in response to H.B. 1325, which legalized hemp by defining it as a *Cannabis sativa* L plant product with a delta-9 THC concentration of 0.3 percent or less. Crime laboratories did not have a method in place to measure THC content when the law went into effect in June 2019, effectively halting nearly all prosecutions of marijuana cases. The new testing method will detect THC at 1 percent or more in plant products only. Dr. Castillo said this testing should be live by the end of the month and the section is using existing instrumentation to implement the new method. The toxicology and firearms sections are also operating at 50 percent capacity onsite but are able to complete more work from home. The turnaround time for entries into NIBIN, or the National Integrated Ballistics Information Network, has an average turnaround time of 38 hours, surpassing their 48-hour turnaround time goal. The forensic biology/DNA section, meanwhile, has 981 backlogged rape kits and 363 rape kits have been shipped to two private laboratories. Dr. Castillo said the lab anticipates eliminating its in-house backlog by November 2021 and having all analysts authorized to use a new probabilistic genotyping software by January 2021. By April 2021, all in-house kits that are backlogged will be completed. Dr. Castillo said the latent print section has about 2,419 backlogged requests. She said Tim Schmahl, the latent print section manager, would update the board about challenges the section has and is facing.

- L. Vice Chair Lentschke stepped away from the meeting at approximately 10:38 a.m. She returned at about 10:41 a.m.
- M. Mr. Schmahl told the board that in January 2018 the latent print section implemented a plan to eliminate its backlog and he anticipated it would be gone by December of that year. However, mid-year, Mr. Schmahl said he noticed progress declining and realized it was because the crime scene unit had become far more proficient at collecting latent print evidence, increasing the size of the cases submitted to the section, meaning each case had significantly more items of evidence and took longer to complete. Mr. Schmahl said the section has three latent print trainees that should be authorized in March to work independently. A fourth trainee is beginning supervised casework. Mr. Schmahl told the board that latent print cases require a lot of time to complete due to the manual and lengthy process examiners must follow for each case. Once an examiner receives a case, they must inventory and label the number of latent prints. The examiner then analyzes each latent print card to confirm whether any of the prints can be examined. A second latent print examiner must then repeat the same process and either confirm or refute the first examiner's conclusions. Mr. Schmahl said the examiners physically examine each card with fingerprints, and the prints are often unclear. Once examiners confirm suitable fingerprints, they search multiple databases that generate potential candidates. But unlike on TV where the database generates the "match," at HFSC and other latent print units, the work is manual. Identifications and conclusions are reached after an examiner carefully reviews each print to identify similarities and differences. Finally, the examiner's final report is written and administratively and technically reviewed by a second examiner. Due to this complexity and the manual process, when CSU started gathering more latent print evidence

and case sizes grew, it started taking longer for latent print examiners to complete each case, making it increasingly difficult to eliminate the backlog.

- N. Director Medina stepped away from the meeting at approximately 10:54 a.m. He returned at about 10:57 a.m.
- O. Ms. Aimee Grimaldi, project engineer, said a process improvement project will look for efficiencies in the latent print section and determine future staffing needs in the event the crime scene unit expands. Ms. Grimaldi gave the board an overview of the project, saying the goal is to improve the latent print section's efficiency, reduce backlog numbers, decrease the overall turnaround time and develop a staffing projection model to determine future needs. She told the board that the team may face possible challenges during the project, including impacts to the latent print section's production output since 30 percent of the section will dedicate about 10 to 20 percent of their weekly time to the project. Ms. Grimaldi said the project team will adjust to virtual work as a result of the pandemic. The team will include staff from other sections and gather stakeholder input. She added that the project timeline is about six to eight months.
- P. Mr. Jerry Pena, director of the crime scene unit (CSU) and multimedia section, CSU's caseload has continuously increased this year, with the total number of calls in July 2020 rising to 69 compared to 63 in July 2019. Homicide calls increased significantly, rising from 13 last July to 29 this July. Mr. Pena said this is consistent with what's occurring nationwide. Houston's homicide rate increased by 41 percent this year, making it the fourth highest increase nationwide among the larger cities. CSU also responded to 20 aggravated assaults in July 2020 compared to 15 last July. Mr. Pena attributed part of the increase in aggravated assaults to HPD seeking out CSU's services more often. Mr. Pena said the renovation to the vehicle examination bay will begin in the coming weeks and focus on items selected to improve quality and work environment. As part of the project scope, air conditioning will be replaced, and four open vehicle bays will be enclosed. Both will help improve evidence preservation. The bathroom, which flooded during Hurricane Harvey, will also be renovated. Mr. Pena said HPD will help fund security system upgrades. There are items that will not be addressed due to budgetary constraints. For example, HFSC would ideally like to replace the existing floor to use a material that helps prevent contamination, however, that is a high-ticket item and there is not enough money in the budget to complete that project. As such, the items being addressed at this time are the highest priority.
- Q. Ms. Erika Ziemak, quality division director, said the division met its July goals for submitting blind quality controls. Ms. Ziemak said she and Dr. Stout will present about the blind program to the Southwestern Association of Forensic Scientists. She added that the annual Association of Firearm and Tool Mark Examiners conference where the quality division had been scheduled to present about the blind program has been cancelled. Ms. Ziemak said HFSC's accrediting body, ANAB, found no non-conformances during a lab-wide assessment conducted from July 1 to July 30. The FBI will hold its assessment of the forensic biology/DNA section in October. This is an added layer of compliance exclusive to the DNA section and determines

whether they can access the national DNA database. Ms. Ziemak said that part of the lab's accreditation requirements includes stakeholder feedback. The quality division added a survey to the signature line of all HFSC email accounts in February. As of July, HFSC received 26 responses, 17 of which indicated satisfaction with services provided. Six respondents said they were dissatisfied or very dissatisfied. Ms. Ziemak shared a few responses received. Ms. Ziemak said a defense attorney submitted positive feedback that commended the new electronic release of discovery documentation via email. This process, prior to COVID-19, required discovery requesters to pick up a hard copy of their requested information at HFSC's facility. Ms. Ziemak also reviewed negative responses. One officer stated they had their latent print evidence rejected due to a duplicate request but had received no feedback on how to correct the issue. The latent print section and quality division reviewed the rejection language and created standardized language to be used going forward. HFSC released a memo to stakeholders who recently had latent print submissions rejected sharing the newly standardized language. Moving onto HFSC's transcript review program, Ms. Ziemak said the division has received 12 new transcripts to review. Jury trials remain suspended through October 1, but two staff have testified remotely and were monitored.

- R. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Hilder second the motion. The meeting ADJOURNED at approximately 11:47 a.m.

By: _____

Jordan Benton Secretary

CREATION OF A SMART EVIDENCE CONTAINER(S) AND SMART EVIDENCE VAULT/ROOM USING RFID

Presenting Author : Darrell L. Davis
(Retired DEA Laboratory Director)

Contributing Authors :
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University of Texas-Arlington





PRESENTATION OUTLINE

- Background – Who We Are
 - UT Arlington/RAID LABS
- Project Introduction
- Project Motivation
- Partnerships
- Funding

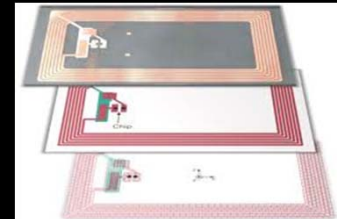
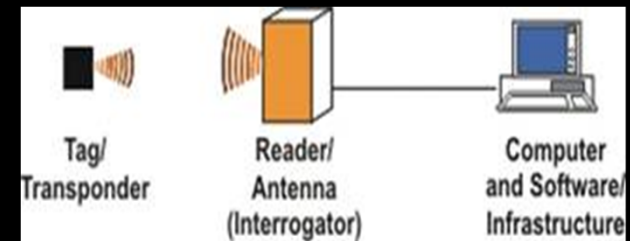
RAID LABS

- Facilities:
 - RFID Lab - Room 411/413 Woolf Hall
 - AutoID Lab - 309-Engineering Research Building
 - Automated Healthcare Systems AHS Lab with Nursing -TBD
- Vision:
 - “Everything will be Tracked Wirelessly in 10 years”
- Mission:
 - *“Providing integrated solutions in logistics and other data driven environments through automatic data capture, real world prototypes, and analysis”*
- Objective:
 - *Attract Recognized Funding from notable federal agencies and nationally recognized organizations*
 - *Provide a research facility that inspires future STEM researchers from K-12 and undergraduate students*
 - *Attract national attention from academic rankings and research recognition*



RFID & AutoID Technology Overview

- RFID is a wireless communicator that reads and/or writes information from the tag and relates to a host.
- Three Main Components
 - Tag
 - Reader
 - Air Interface





NEED FOR SMART CONTAINER(S)

- Safety of law enforcement and laboratory staff
- Evidence tampering
- Evidence tracking
- Evidence accountability



MOTIVATION

- Since many years the evidence bags simply consisted of a typical plastic zip lock bags equipped with bar code readers to keep a track of the evidences. There has to be a better way of handling these evidences.
- Evidence tampering was a great issue faced by the authorities and needed a new technology to have an accountability of these bags.
- Necessity of tracking these bags when transported from one place to another needed to be tracked.



SMART CONTAINER DESIGN

- 3 layered container with innermost and outermost layer made of expandable material.
- The middle layer is a wire mesh with current flowing through it
- When the container is closed, a circuit is activated and any attempts to tamper with the evidence will notify the concerned personnel
- The innermost layer of the container can be disposed off with the evidence without destroying the Smart container
- A passive RFID chip is attached to the container equipped with RTLS system to track and manage the evidence in the vault



SMART VAULT

- We suggested the use of Horizontal Carousal AS/RS system which would save approximately 66% of the facility space
- It would add a very necessary layer of safety by allowing only authorized personnel access to the evidence
- RFID integration would allow better management and accountability of inventory in the vault



PARTNERSHIPS

- This group seeking partnerships with the:
- Houston Forensic Science Center
- DEA Office of Forensic Sciences
- Federal, State and Local Law Enforcement Agencies



FUNDING

- National Institute of Standards and Technology (NIST)
- National Science Foundation (NSF)
- National Institute of Justice (NIJ)



CONTACT

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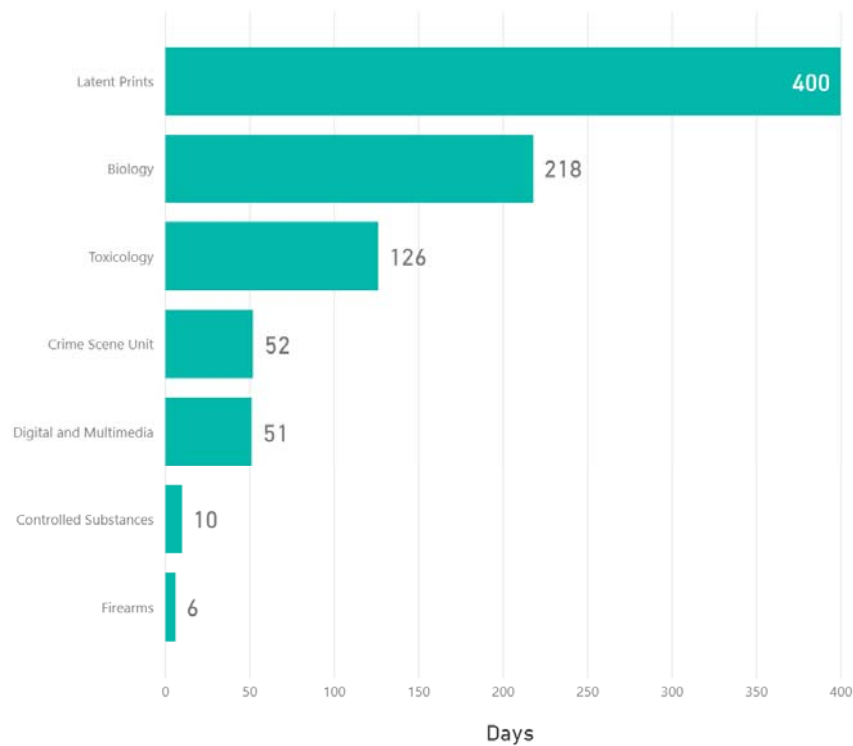
*Thank
you*



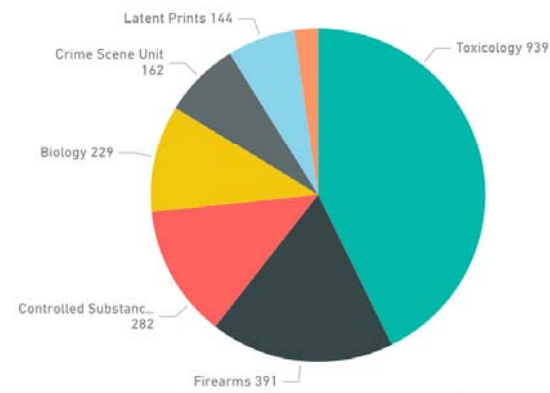
President's Report

September 11, 2020

Average Turnaround Time for August 2020



Requests Completed by Section



Turnaround Time - Days

110

Completed Requests

2197

Month Completed

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

Year Completed

- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☒ 2020

This data is current as of 8/31/2020.

Annual Financial Audit

- Annual financial audit complete
- Closing meeting next week
- Results will be presented at October meeting

Staffing Sept. 1, 2020

- | | |
|---|--|
| <ul style="list-style-type: none">• 203 staff<ul style="list-style-type: none">• 195 HFSC employees• 7 City of Houston civilians• 1 toxicology fellow (Army)• 8 open positions, 5 offers accepted<ul style="list-style-type: none">• 1 crime scene investigator• 1 CS/CM administrative specialist• 1 multimedia analyst• 2 toxicology analysts | <ul style="list-style-type: none">• 3 active vacancies<ul style="list-style-type: none">• 1 forensic biology/DNA analyst• 1 manager latent print lab*• 1 toxicology analyst• 3 vacancies on hold<ul style="list-style-type: none">• 1 forensic biology/DNA training coordinator• 1 quality specialist**• 1 seized drugs analyst |
|---|--|



*Incumbent's tentative exit date is 9/18/20

** Incumbent's exit date is 9/18/20. Replacement position not yet determined.

Certifications

- Kayla Jaskolka, CS/CM evidence specialist

- Certified Property and Evidence Specialist

Certified by the International Association for Property and Evidence, Inc. (IAPE)



Outreach

My items:

- Meeting with Harris County Commissioner Adrian Garcia

Virtual staff presentations:

- Joseph Parian of firearms did a YMCA presentation for a group of high school students and senior citizens
- Akilah Mance, general counsel, presented to the SMU law school's Deason Criminal Justice Reform Center on the impact the pandemic is having on crime labs and the Harris County legal system

Upcoming:

- HFSC/University of Pennsylvania's Quattrone Center virtual symposium October 1: Criminal Justice Reform and Forensics: The Importance of Evidence



Hurricane Laura

- Facility closed Thursday August 28 with nearly all staff, outside of CSU and a handful of others, working from home
- Preparation: one day to shut down and cover instruments, desks, work areas
 - Impacts operations but safety is a priority
- Lessons learned from Harvey made this go better
- Changes made due to pandemic made facility shutdown less impactful
- Will continually reassess emergency preparedness



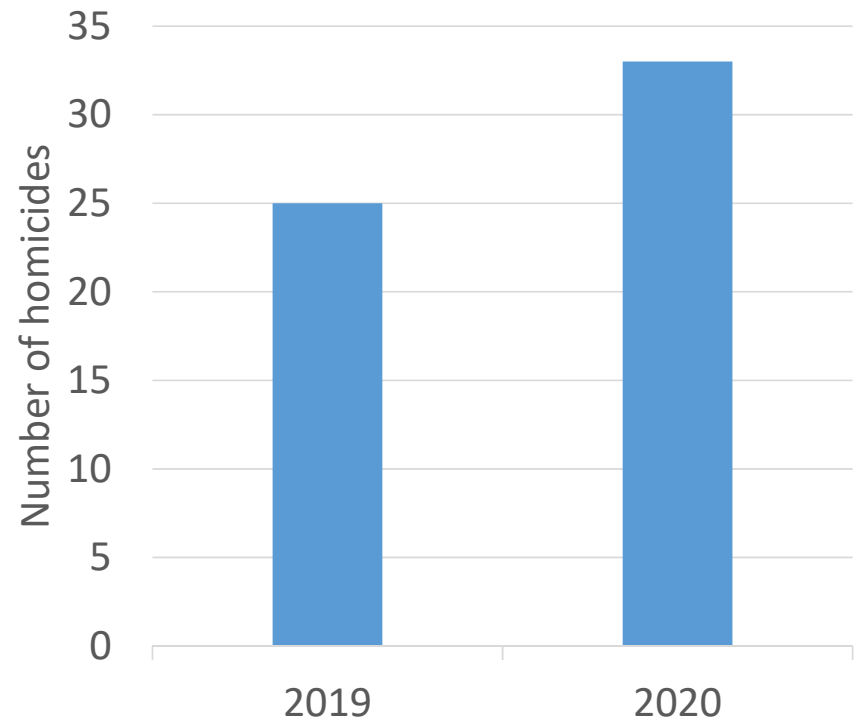
Hemp vs. marijuana

- New testing method launched September 8
- Method allows HFSC to test ***plant material only***
- For other materials, such as oils, waxes, edibles, etc.:
 - Potentially new, more expensive instruments
 - Clarification to legislation, for example:
 - *dry weight*: what does that mean in a non-plant material?
 - *broaden definition to Cannabis plant species*



August 2019 vs August 2020

- 32 percent increase in homicides in August
- Houston now 5th highest increase year to date of major cities



Vehicle Examination Building (VEB)

Renovation Project Update (9/11/2020)

- **Finalized project scope, aligned with grant/HFSC budget (\$152,000) and city alternative HVAC funding:**
 - City funding will cover new HVAC/associated electric for office and bays
 - Grant/HFSC will fund: open/closed bay insulation, garage doors, new bays garage doors structural, electrical, plumbing/bathroom, security, IT
 - Security will be enhanced through HPD card reader on entry vehicle gate and existing HFSC security processes (key pads, cameras). HPD will participate in part of this cost
 - Arranging required IT connectivity between VEB and 500 Jefferson
 - Required permits received
 - Significant support from City Design and Construction, coordinating with HPD and City Security
- **Finalizing detailed project timeline (on schedule to complete by 12/31/2020 grant date):**
 - Timing of main work scopes: insulation 3 weeks, garage doors 1 week, electrical 5 weeks, bathroom 1 week
 - HVAC: equipment lead time for office 2 weeks, for bays 4-6 weeks, complete install October 2020
- **Update discussions with Bureau of Justice Assistance grant agency conducted. Grant agency advised they have what they need, we can go ahead with project**



COVID-19

Resources and funding



HFSC and COVID-19

- Should get federal funding to continue weekly COVID-19 testing for staff through November
- Other resource challenges resulting from the pandemic:
 - IT upgrades needed to more securely allow staff to work from home
 - IT upgrades to better handle data remotely: more data, more reliably, more securely)
 - Webcams, laptops, headsets and other IT equipment to allow for more work from home
 - Staff absences
 - Production: fewer staff onsite slows down operations
 - Physical distancing needs to allow for safer onsite work: cubicle curtains, plexiglass partitions
 - Additional outsourcing of toxicology cases



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

September 11, 2020 at 9:00 a.m.

Agenda Action Item No.:	8. Presentation of president and CEO's annual priorities and performance objectives for the Board's consideration and approval, and possible related action.
Subject:	Discuss, consider, and vote to approve Dr. Stout's annual priorities and performance objectives.
Background:	<p>Pursuant to Dr. Stout's agreement of employment, executed on January 13, 2017, the president and CEO shall submit an annual list of priorities and performance objectives to the Board, on or before June 1st of each year. However, on July 12, 2019 the Board voted to extend the annual deadline for Dr. Stout to submit his proposed list to the Board, to July of each year.</p> <p>Due to the unexpected COVID-19 pandemic and its impact on HFSC operations, capacity and priorities, the Board approved delaying consideration of the president and CEO's list of annual priorities and performance objectives (FY2020), to the September 2020 Board meeting.</p>
Executive Summary:	<p>Pursuant to the agreement of employment, Dr. Stout, in consultation with the Board Chair, shall develop and submit for the Board's consideration and approval a list of annual priorities and performance objectives for HFSC. The proposed list must fit within the Board's goals for the corporation. If approved by the Board, the priorities and performance objectives shall be part of the Board's annual performance evaluation of Dr. Stout. Additionally, the submitted list of performance objectives, shall be in accordance with the Board's policies and state and federal law.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No recommendation.
By:	Dr. Peter Stout, president and CEO Legal review by General Counsel

Company Goals

2021

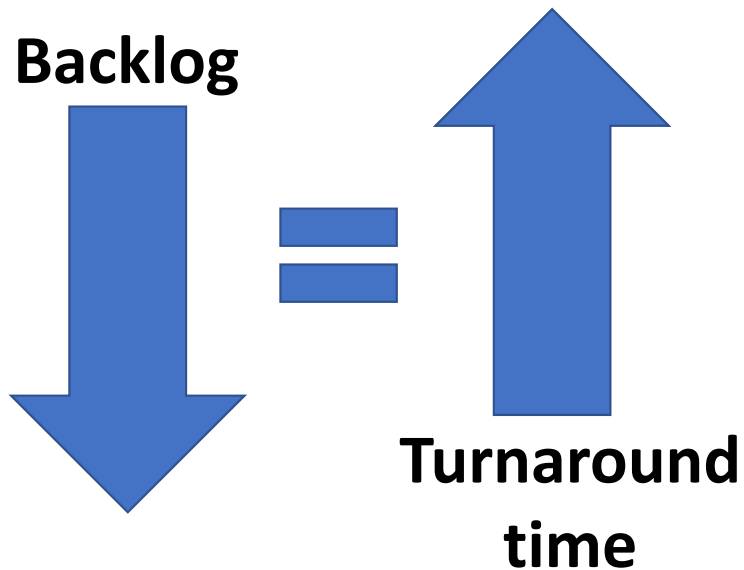


HFSC 2021 Company Goals

Last year of three-year planning, starting from last year's goals

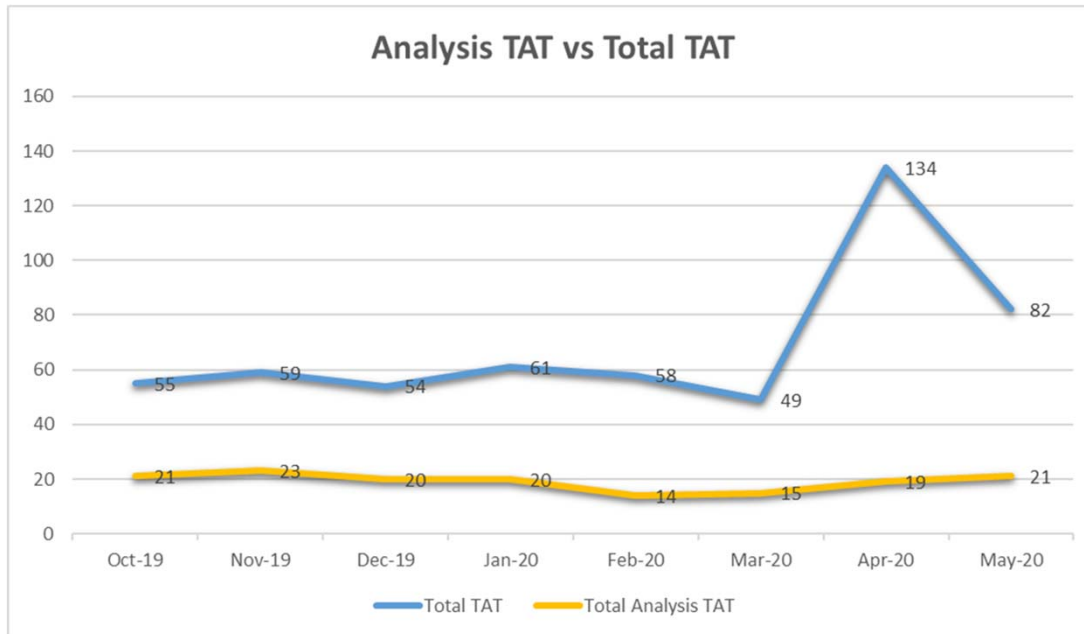
1. 100% of sections complete 80% of monthly one-on-ones as measured by the workflow in Qualtrax, and 90% completion of semi-annual reviews
2. 12% voluntary turnover rate company-wide
3. Each staff member receives a minimum of 16 hours of continuing education
4. Production goal
5. Support sections achieve turnaround time targets as specified in their (IT, client services/case management, research & development, quality and human resources)

Turnaround time vs. backlog



**Addressing a reduction in
turnaround time and backlog in
the same goal is impossible**

Analysis time vs. overall time



As backlogs are eliminated, overall turnaround is difficult to predict

Turnaround time of analysis is predictable and not linked to the age of a request

Overall turnaround time = receipt to completion

Analysis turnaround time = assignment to completion

Backlog measurement

Current measurement: Percent of requests received in the past year that are backlogged

$$\text{Percent backlogged} = \frac{\text{\# of requests backlogged}}{\text{\# of requests received in past 12 months}}$$

New measurement: Average age of open requests

- Provides stakeholders context regarding the state of backlogs and an anticipated time to completion
- Reduction in the average of open requests points to backlog reduction
- Drives toward prioritization of oldest requests

Backlog measurement

Percent of requests that are backlogged will be reviewed on a semi-annual basis

Value can be used as a comparison to other forensic laboratories

Backlog Cases as a Percent of Total Cases by Investigative Area				
Area of Investigation	Houston FSC	25th percentile	Median	75th percentile
Blood Alcohol	0%	6%	9%	12%
Crime Scene Investigation	4%	29%	31%	33%
Digital evidence	3%	47%	69%	85%
DNA Casework	54%	36%	52%	73%
DNA Database	NA	30%	63%	87%
Document Examination	NA	56%	68%	76%
Drugs - Controlled Substances	0%	22%	49%	60%
Evidence Screening & Processing	NA	60%	85%	88%
Explosives	NA	50%	67%	90%
Fingerprints	34%	40%	55%	65%
Fire analysis	NA	43%	64%	77%
Firearms and Ballistics	10%	55%	68%	78%
Forensic Pathology	NA	16%	41%	52%
Gun Shot Residue (GSR)	NA	33%	59%	76%
Marks and Impressions	NA	55%	79%	86%
Serology/Biology	NA	28%	49%	65%
Toxicology ante mortem (excluding BAC)	27%	41%	50%	64%
Toxicology post mortem (excluding BAC)	NA	19%	21%	22%
Trace Evidence	NA	53%	63%	72%

Project FORESIGHT Annual Report: 2018-2019

2021 Production Goal

- Working on verbiage that uses new metric
- For example:

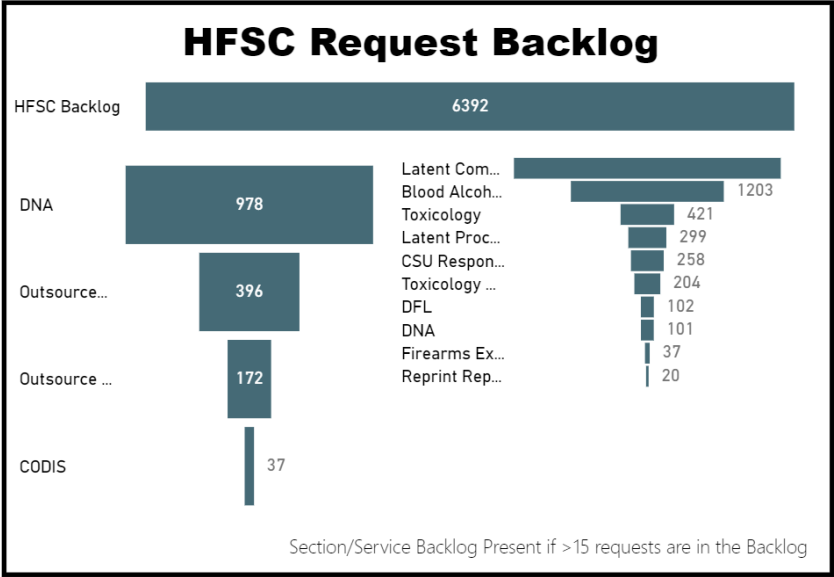
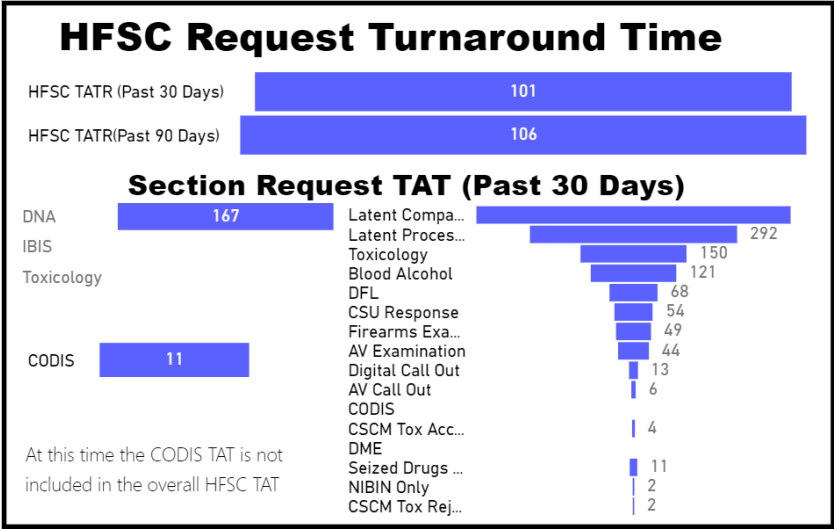
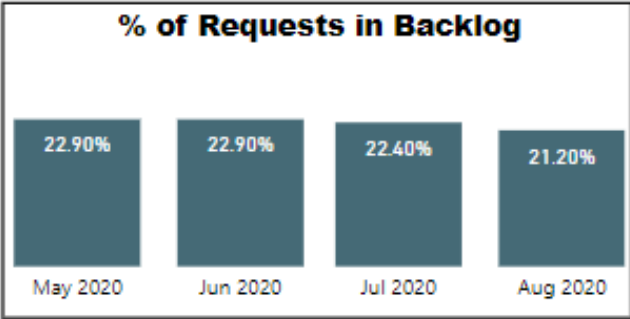
Lab average of 19 days for analysis turnaround time and a 12 percent reduction of average age of open requests

Final targets will be established by the end of September 2020

Operations Report

September 11, 2020

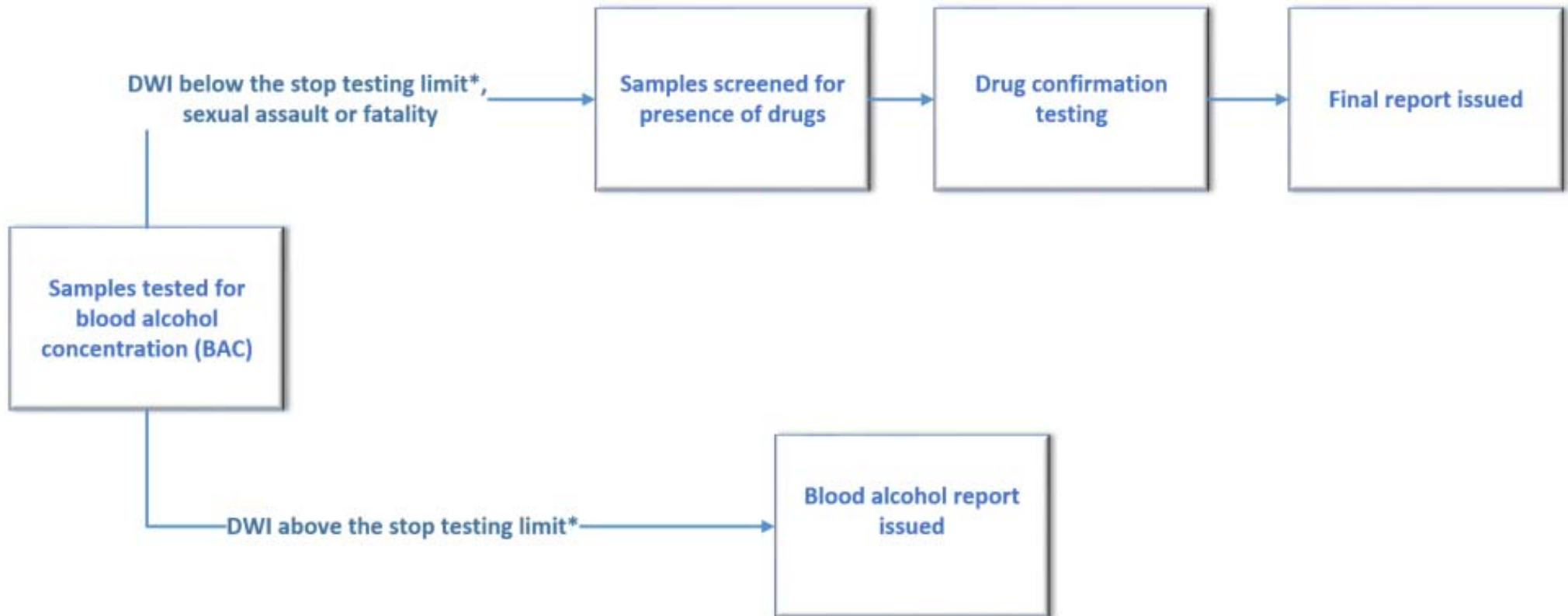
August 2020 Company Overview



Highlight

- Toxicology update

Toxicology Workflow



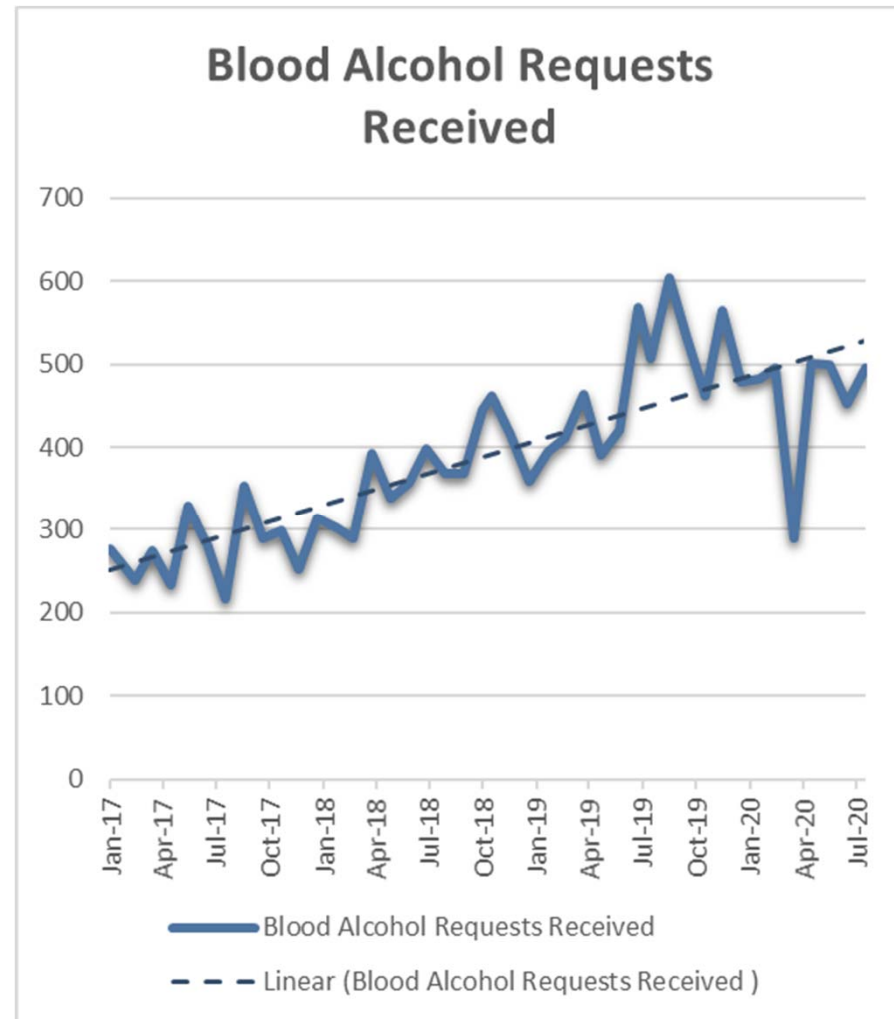
* HFSC stops testing of DWI samples that have a BAC of greater than or equal to 0.1 g/mL

Challenges in Toxicology

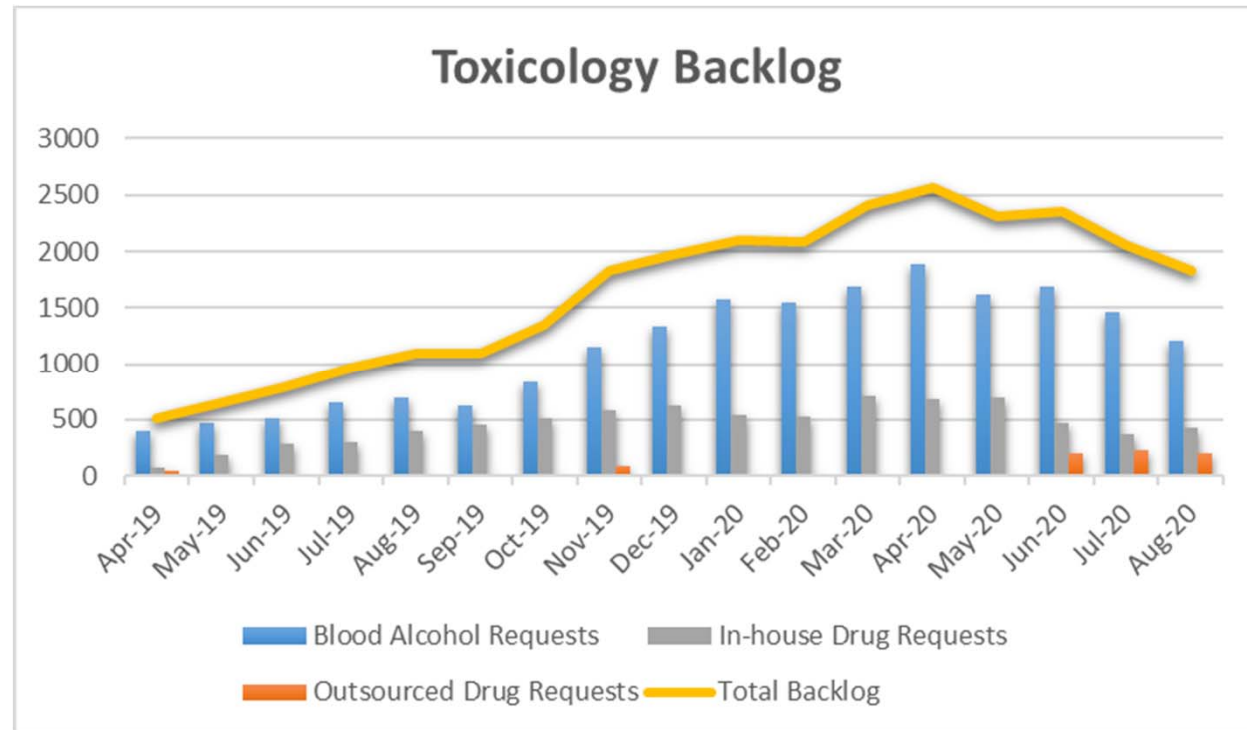
41% increase in requests
(Between 2017 and 2019)

Cross-training analysts to
complete drug analysis

Outdated instrumentation for
drug confirmation



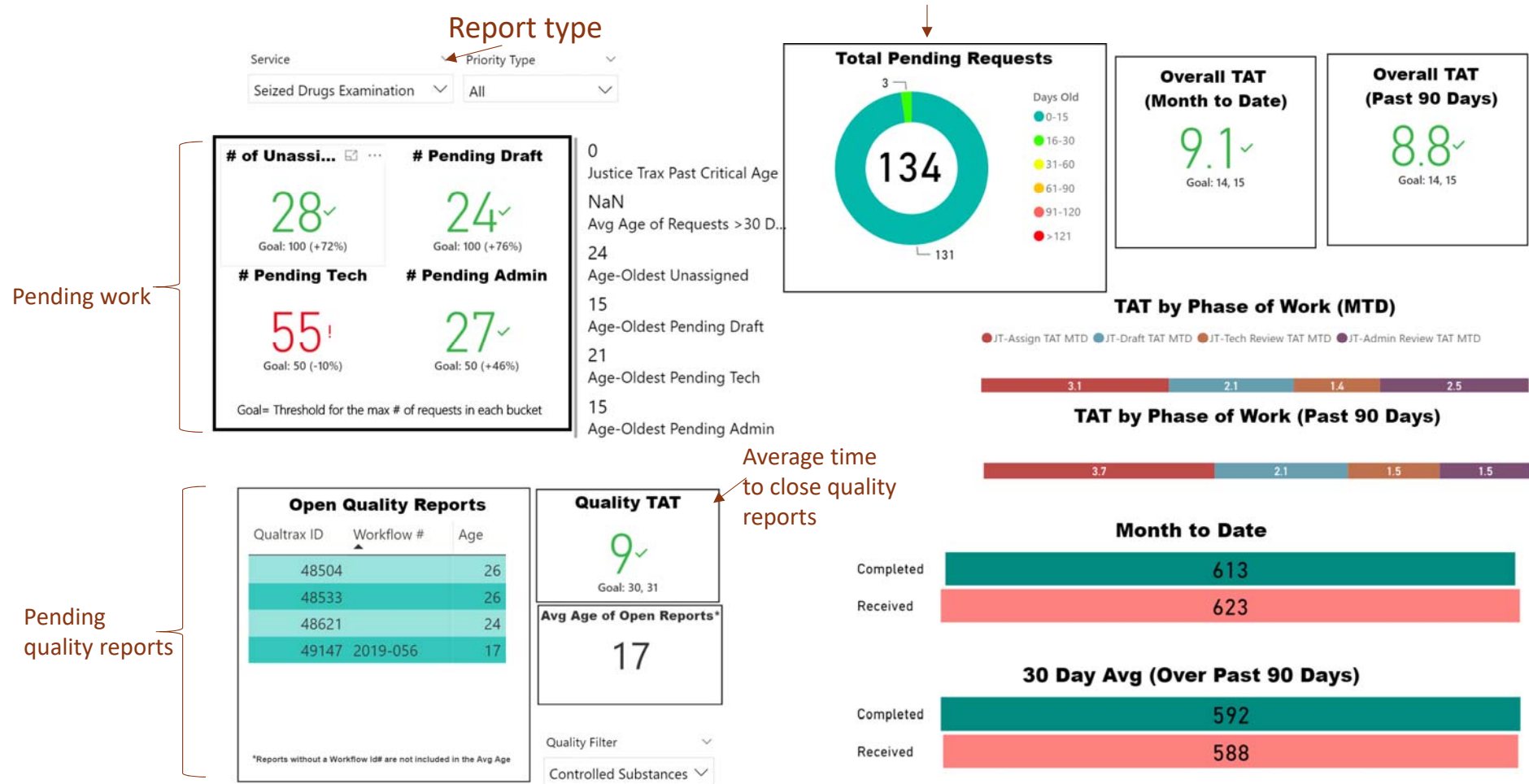
Toxicology Backlog



Detail data

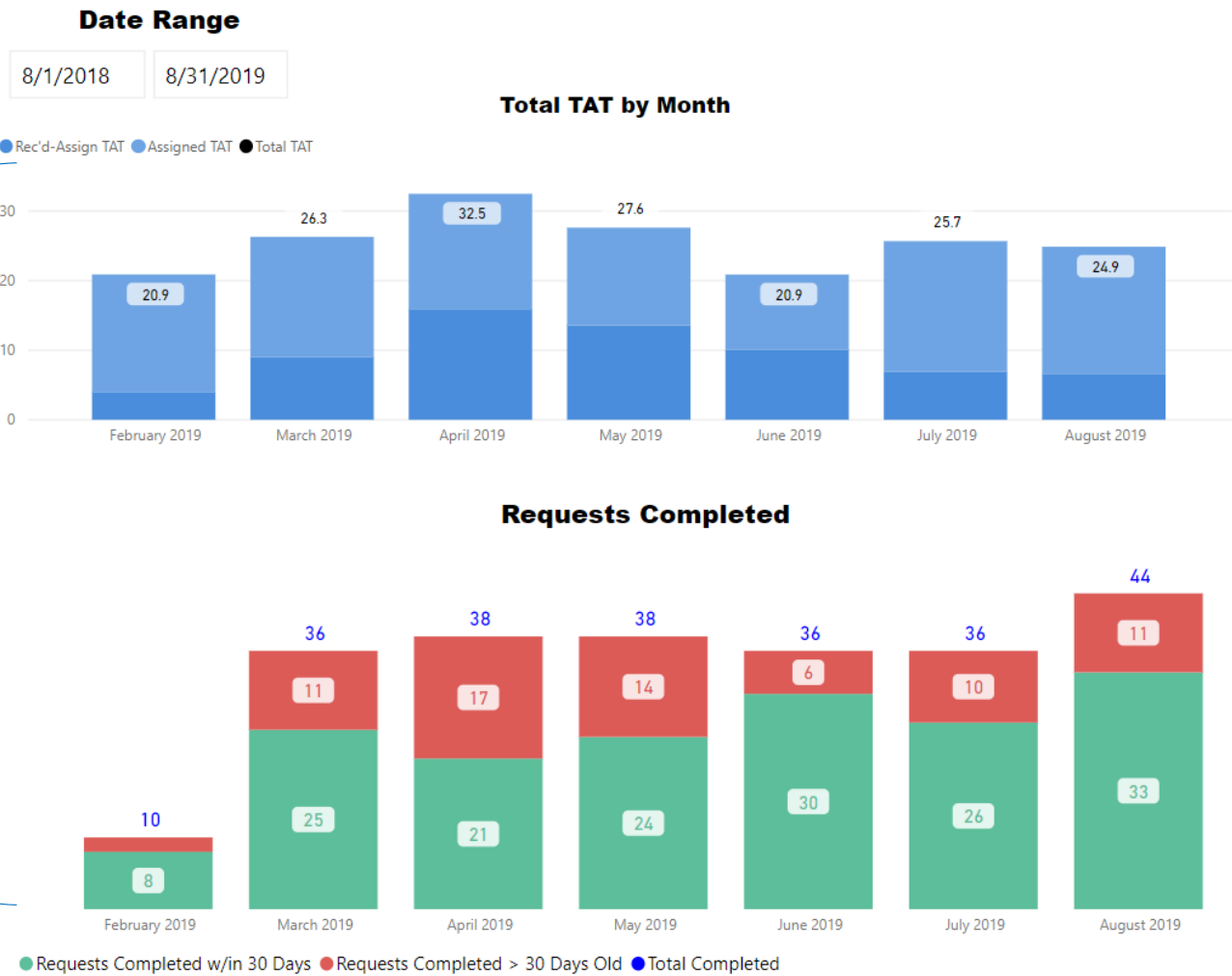
Key for Dashboard Section Pages

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



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

Key for Dashboard Historical Pages 1/2



Data broken down by month

Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11
Total TAT (Rec'd-Compl.) Avg
16.08
Assigned TAT (Asgmt.-Compl.) Avg

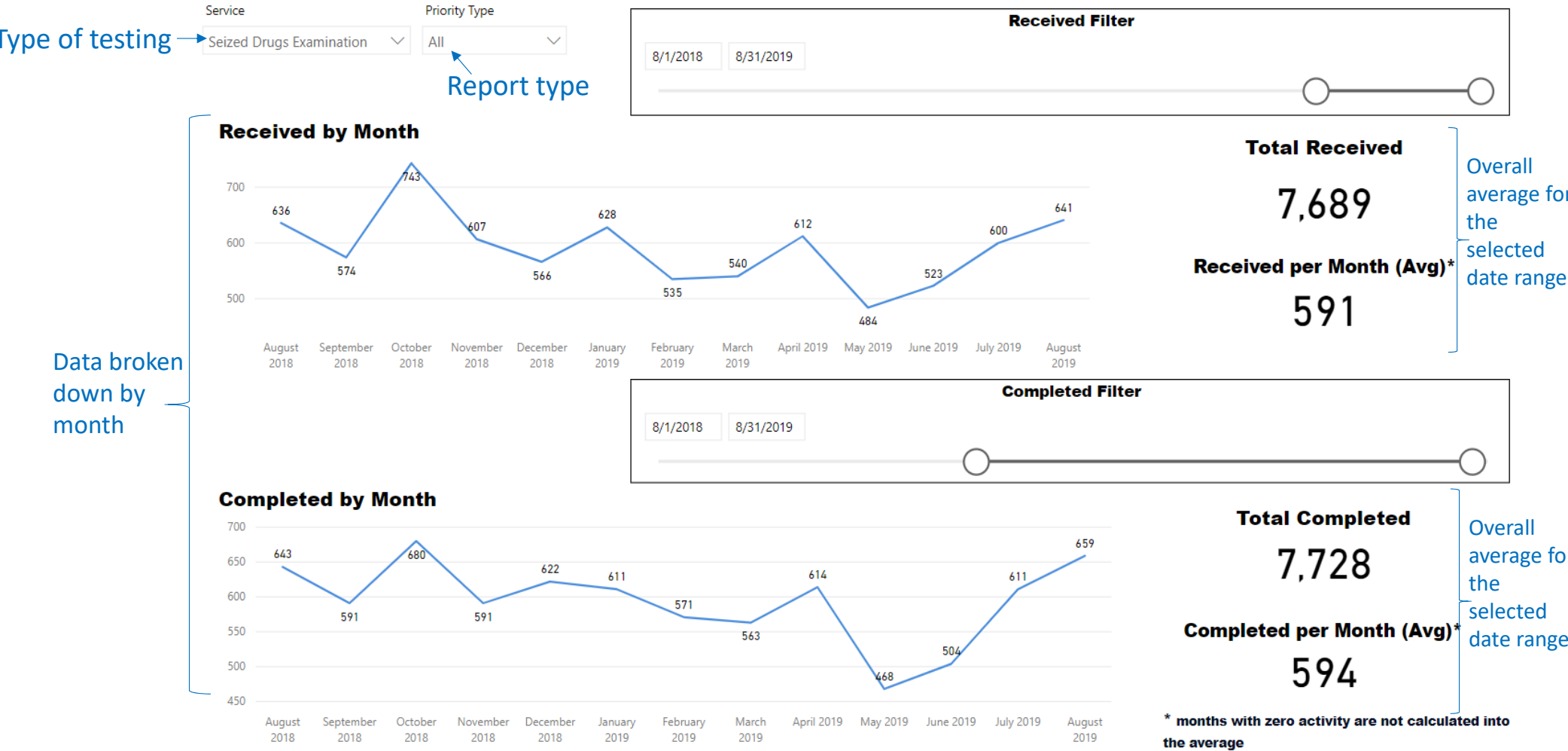
Overall average for the selected date range

Received to Complete
238
Requests Completed
71
Requests Completed > 30 Days Old
29.83 %
% Completed > 30 Days Old

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

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2



Data broken down by month

Overall average for the selected date range

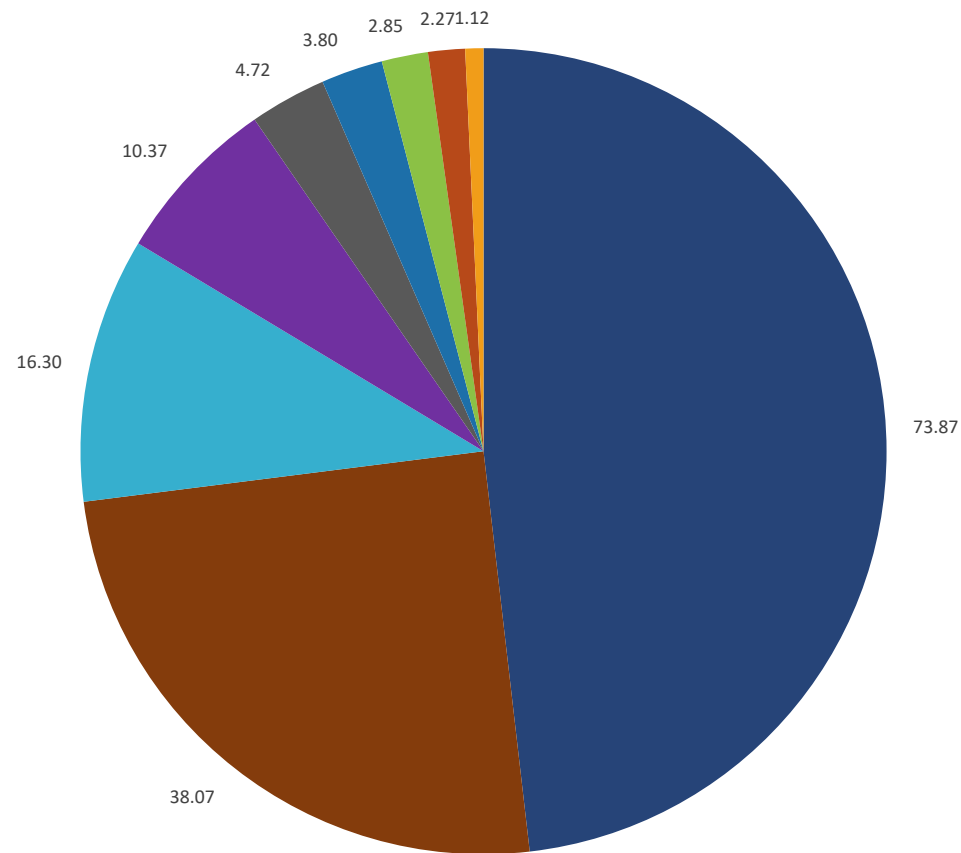
Overall average for the selected date range

Client Services and Case Management (CS/CM)

CS/CM – August

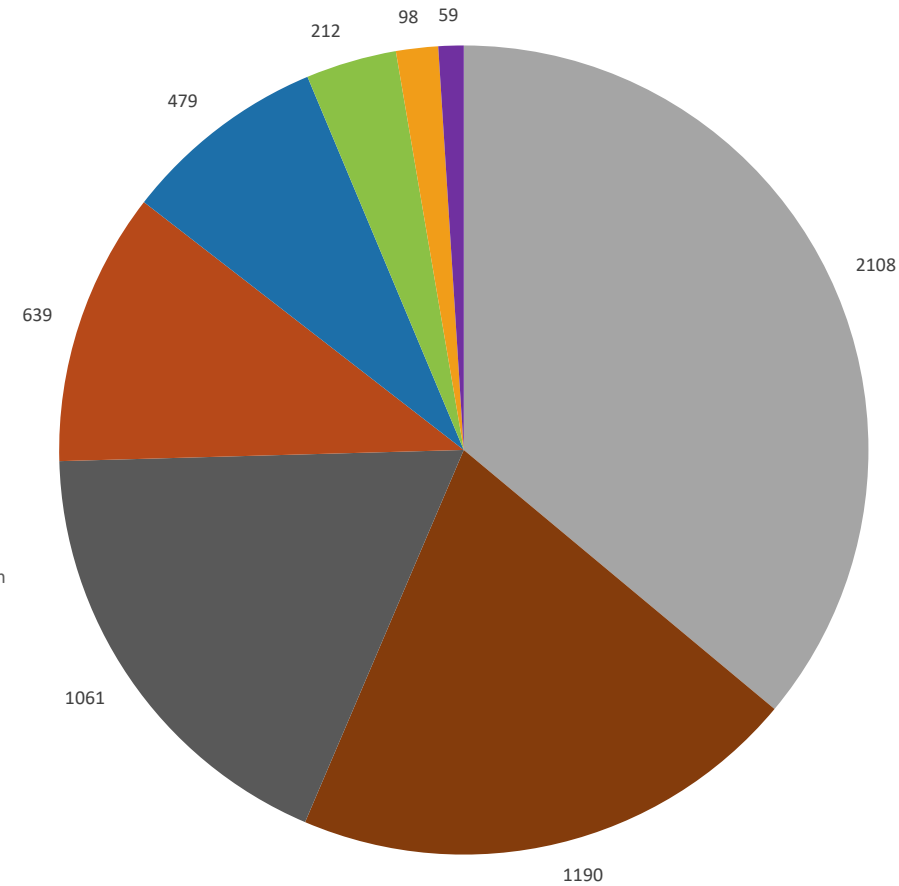
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown

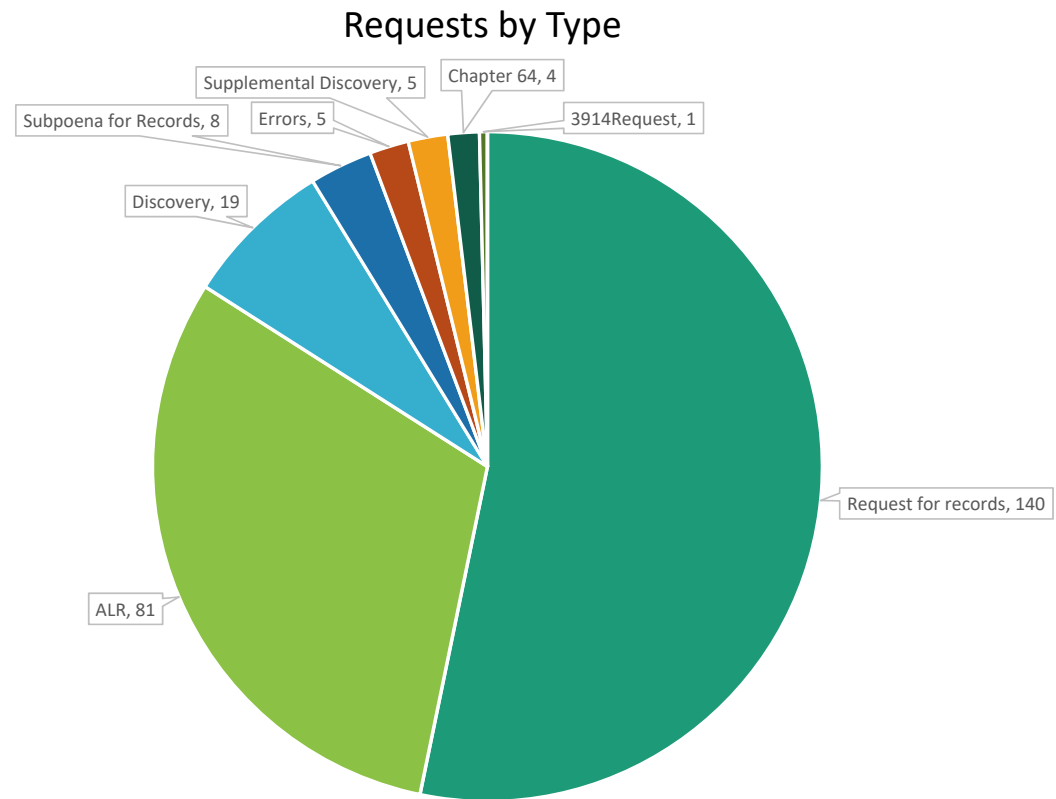


Evidence Handling

Total Items by Section

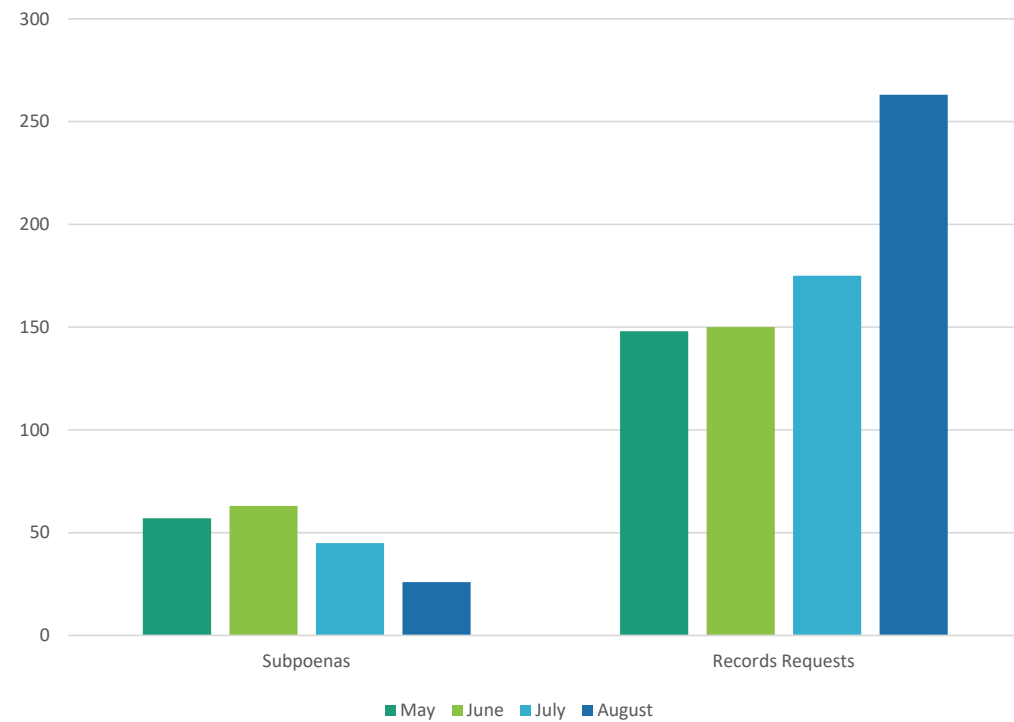


CS/CM – August



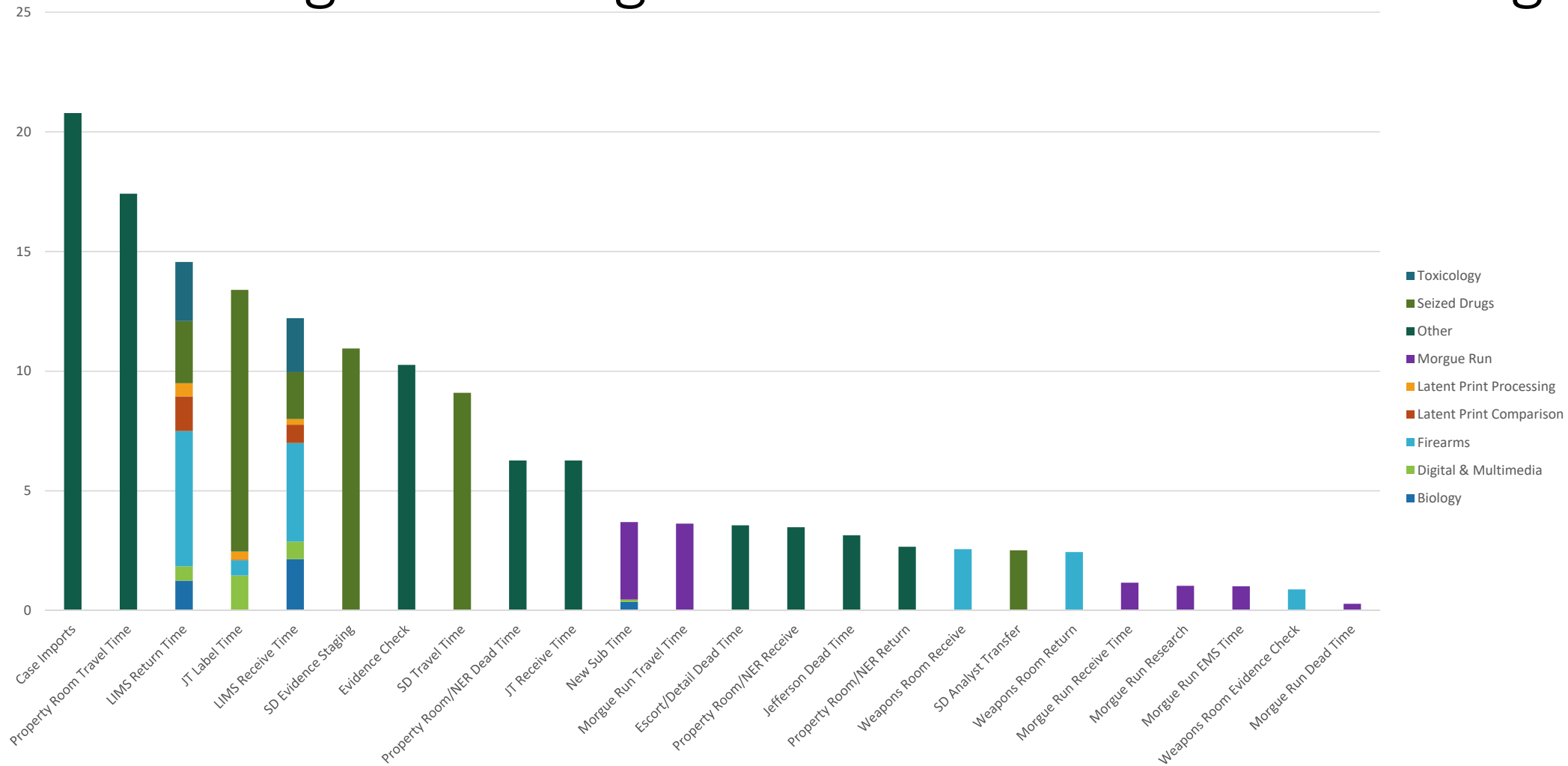
Administrative

Subpoenas & Records Requests



Time Categories - August

Evidence Handling



Service

CSCM Tox Accession

Priority Type

All

of Unassigned

76✓

Goal: 150 (+49.33%)

Pending Draft

0✓

Goal: 3 (+100%)

Pending Admin

18✓

Goal: 60 (+70%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests > 30 D...

3

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

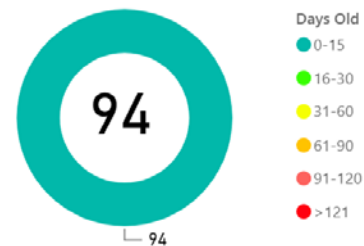
3

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

3.9✓

Goal: 5, 10

Overall TAT (Past 90 Days)

3.1✓

Goal: 5, 10

TAT by Phase of Work (MTD)

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

2.2

0.3

1.4

TAT by Phase of Work (Past 90 Days)

1.9

0.1

1.1

Month to Date

Completed

461

Received

503

30 Day Avg (Over Past 90 Days)

Completed

472

Received

480

Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		150
68423		9
68437		9

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

Quality TAT

40!

Goal: 30, 31

Avg Age of Open Reports*

NaN

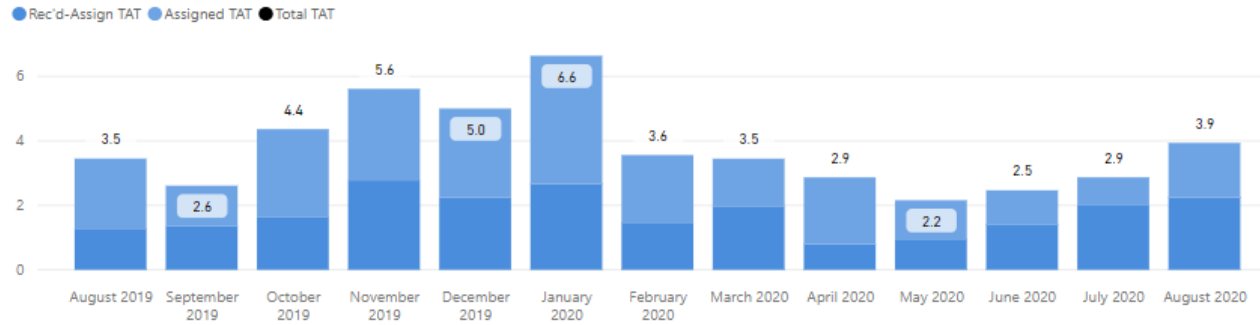
Quality Filter

Client Services/Case Manage...

Date Range

8/1/2019 8/31/2020

Total TAT by Month



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

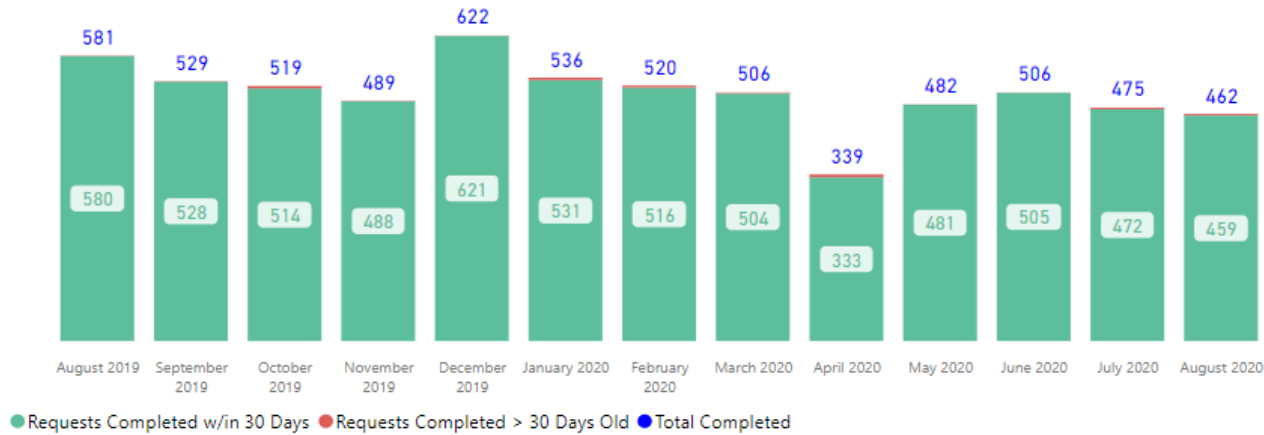
3.83

Total TAT (Rec'd-Compl.) Avg

2.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6566

Requests Completed

34

Requests Completed > 30 Days Old

0.52 %

% Completed > 30 Days Old

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

Service

CSCM Tox Accession

Priority Type

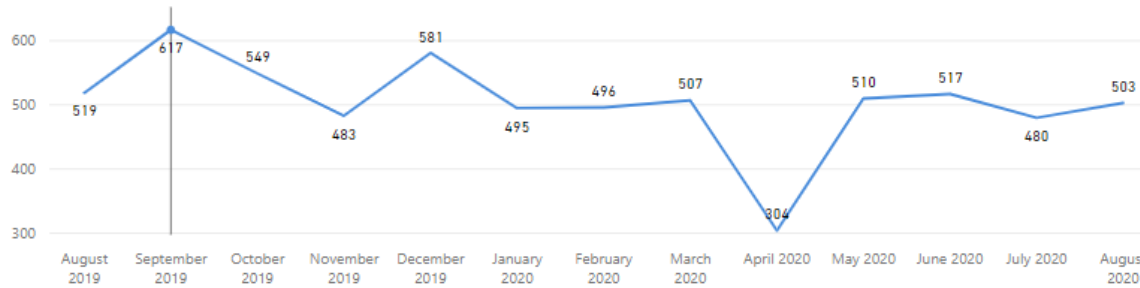
All

Received Filter

8/1/2019

8/31/2020

Received by Month



Total Received

6,561

Received per Month (Avg)*

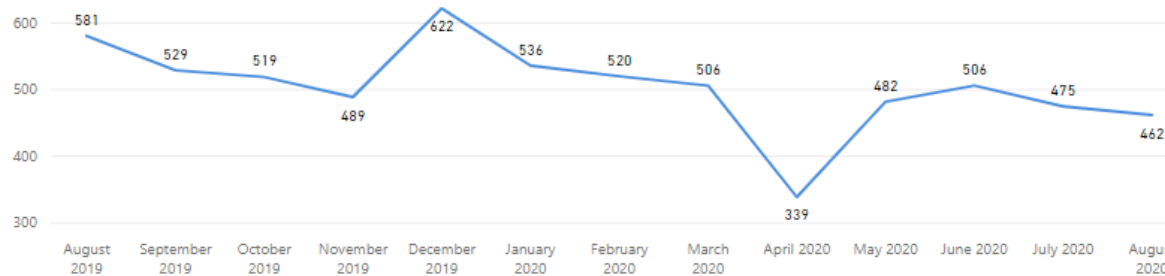
505

Completed Filter

8/1/2019

8/31/2020

Completed by Month



Total Completed

6,566

Completed per Month (Avg)*

505

* months with zero activity are not calculated into the average

Service

CSCM Tox Rejection

Priority Type

All

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests > 30 D...

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

0

Days Old

0-15

16-30

31-60

61-90

91-120

> 121

Overall TAT
(Month to Date)

2.1✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

1.2✓

Goal: 5, 10

TAT by Phase of Work (MTD)

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



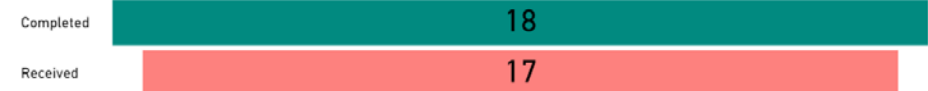
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		150
68423		9
68437		9

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

Quality TAT

40!

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manage...

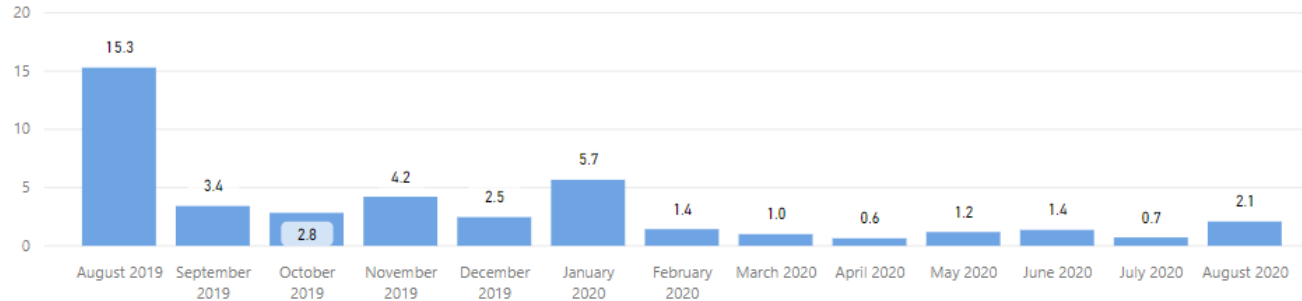
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

CSCM Tax Rejection

Priority Type

All

Selected Time Frame Averages

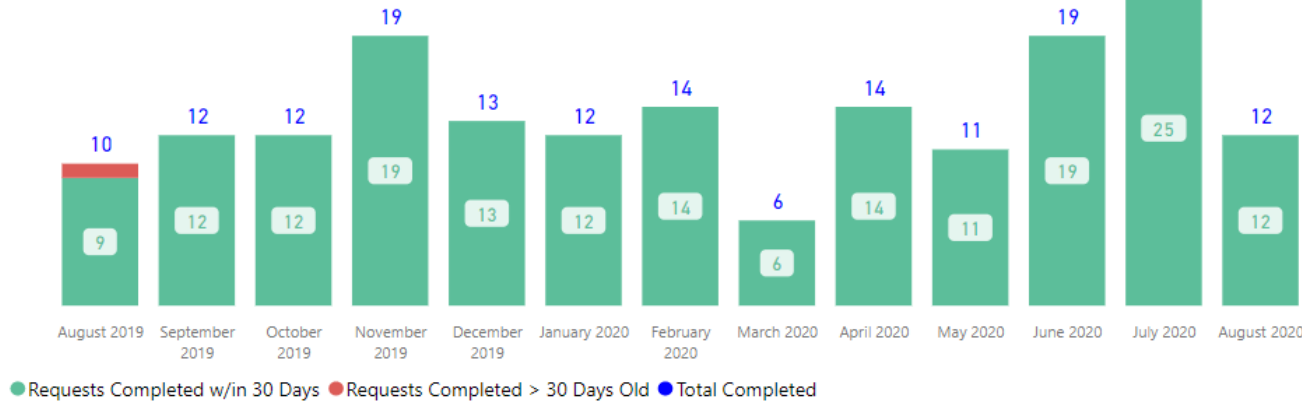
2.93

Total TAT (Rec'd-Compl.) Avg

2.93

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

179

Requests Completed

1

Requests Completed > 30 Days Old

0.56 %

% Completed > 30 Days Old

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

Service Priority Type

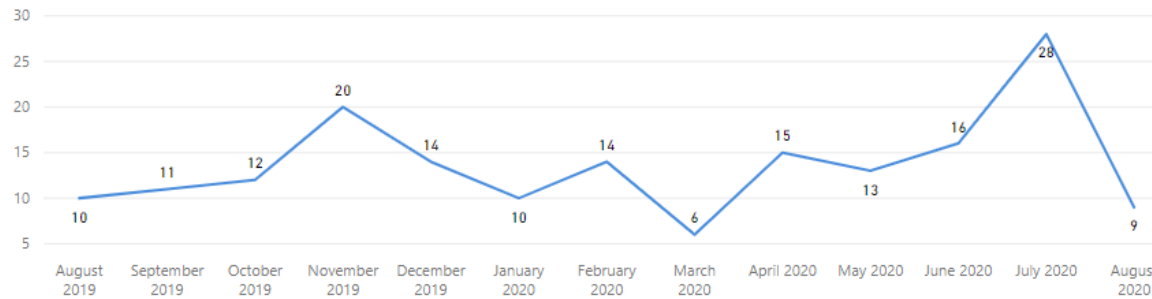
CSCM Tax Rejection All

🔍 📄 ...

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

178

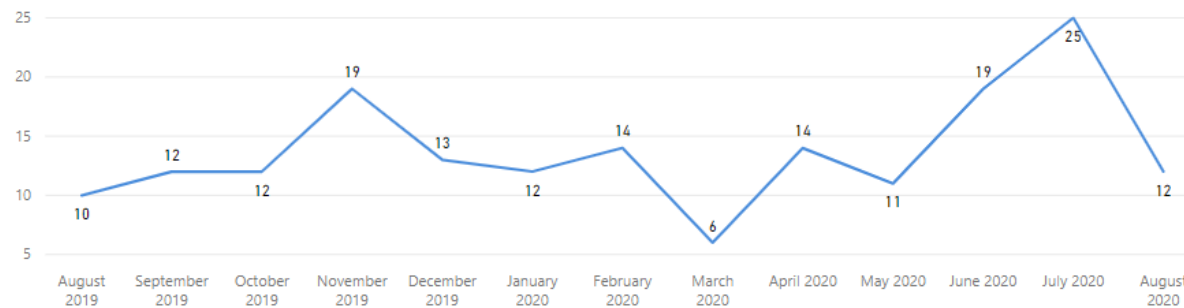
Received per Month (Avg)*

14

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

179

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

Seized Drugs

Service
Priority Type

Seized Drugs Examination
All

of Unassigned

66✓

Goal: 100 (+34%)

Pending Draft

60✓

Goal: 100 (+40%)

Pending Tech

26✓

Goal: 50 (+48%)

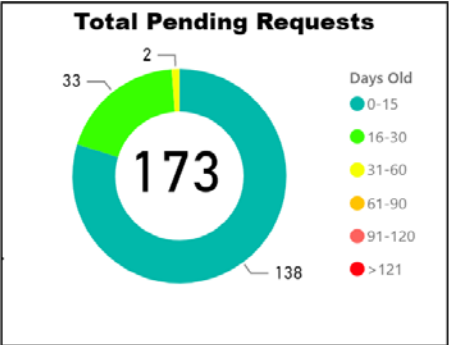
Pending Admin

21✓

Goal: 50 (+58%)

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

- 2 Justice Trax Past Critical Age
- 38 Avg Age of Requests >30 D..
- 24 Age-Oldest Unassigned
- 35 Age-Oldest Pending Draft
- 41 Age-Oldest Pending Tech
- 28 Age-Oldest Pending Admin



Overall TAT (Month to Date)

10.6✓

Goal: 14, 15

Overall TAT (Past 90 Days)

11.6✓

Goal: 14, 15



Open Quality Reports

Qualtrax ID	Workflow #	Age
67132	2020-058	25

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

Quality TAT

11✓

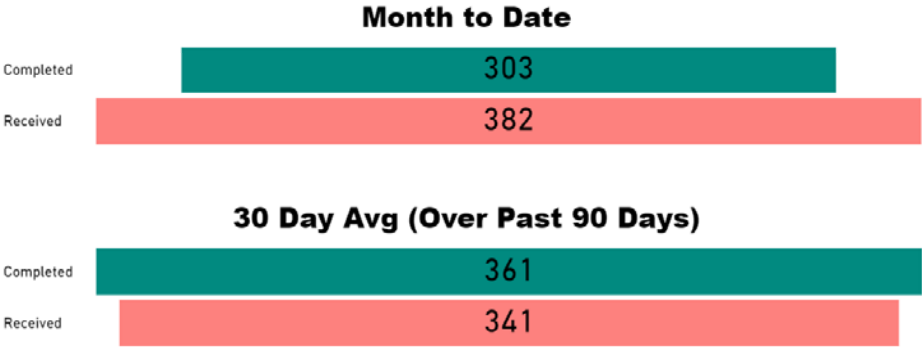
Goal: 30, 31

Avg Age of Open Reports*

25

Quality Filter

Controlled Substances

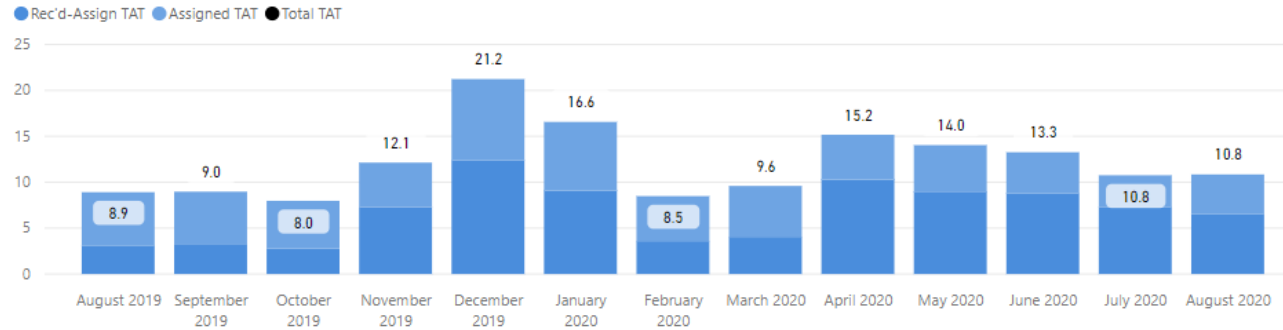


Date Range

8/1/2019

8/31/2020

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

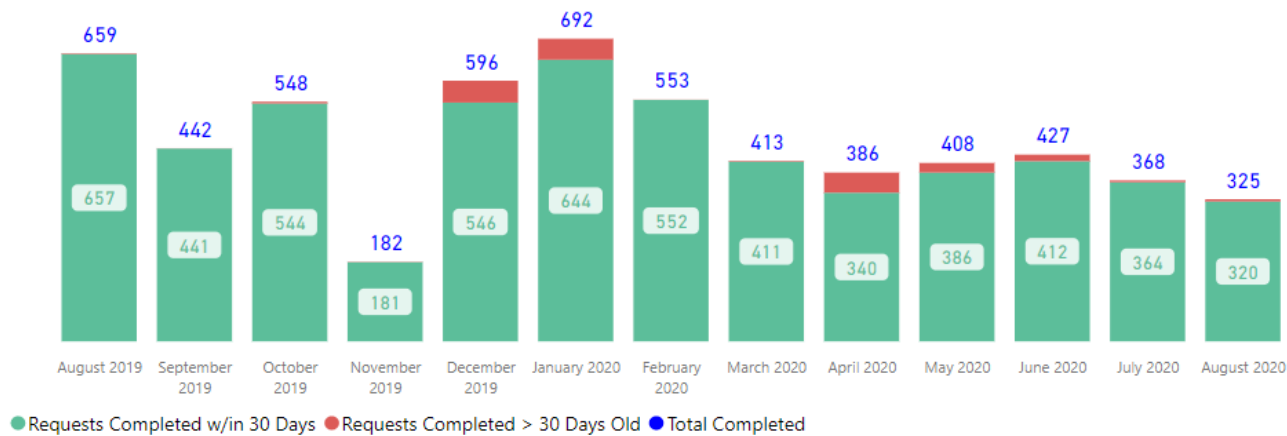
12.32

Total TAT (Rec'd-Compl.) Avg

5.69

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5999

Requests Completed

201

Requests Completed > 30 Days Old

3.35 %

% Completed > 30 Days Old

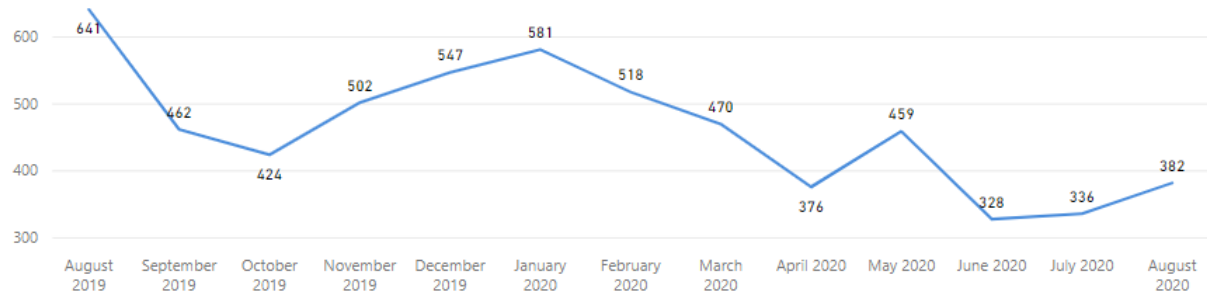
Requests more than 30 days old are considered to be backlogged requests

Service: Seized Drugs Examination
 Priority Type: All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

6,026

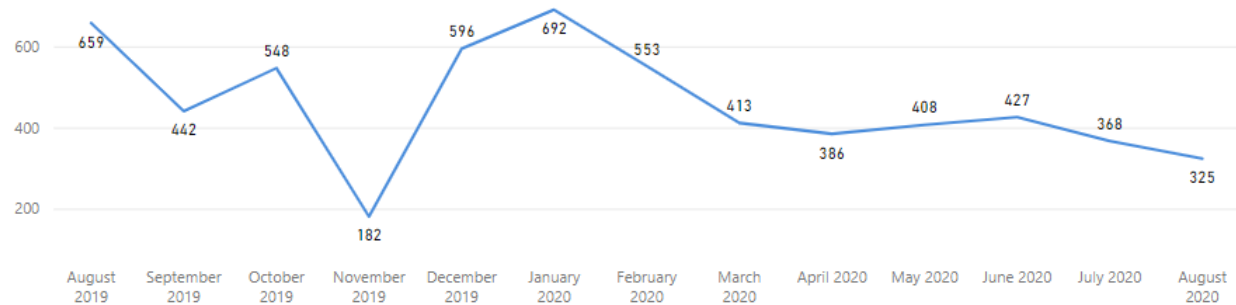
Received per Month (Avg)*

464

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

5,999

Completed per Month (Avg)*

461

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

All

of Unassigned

1278!

Goal: 50 (-2456%)

Pending Draft

99✓

Goal: 120 (+17.5%)

Pending Tech

266!

Goal: 90 (-195.56%)

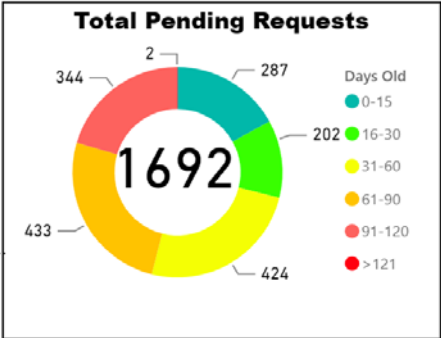
Pending Admin

49✓

Goal: 90 (+45.56%)

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

- 1203
- Justice Trax Past Critical Age
- 72
- Avg Age of Requests >30 D...
- 122
- Age-Oldest Unassigned
- 97
- Age-Oldest Pending Draft
- 112
- Age-Oldest Pending Tech
- 124
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

120.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

134.4!

Goal: 30, 31

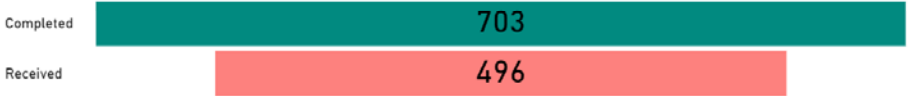
TAT by Phase of Work (MTD)



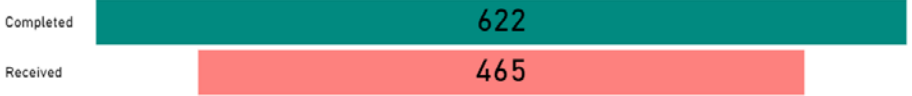
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
67418	2020-062	22

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

Quality TAT

27✓

Goal: 30, 31

Avg Age of Open Reports*

22

Quality Filter

Toxicology

Date Range

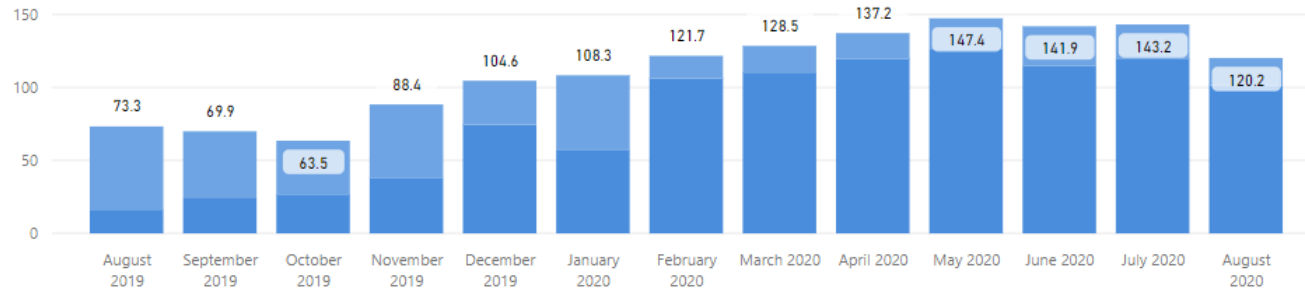
8/1/2019

8/31/2020

Total TAT by Month

✎ 📄 🔍 📱 ...

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

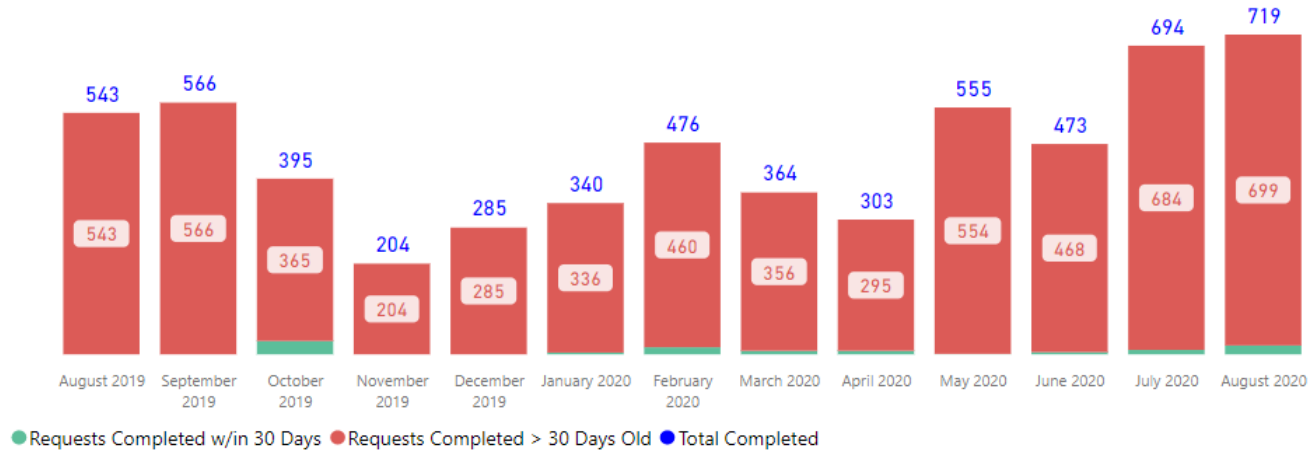
113.25

Total TAT (Rec'd-Compl.) Avg

30.72

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

5917

Requests Completed

5815

Requests Completed > 30 Days Old

98.28 %

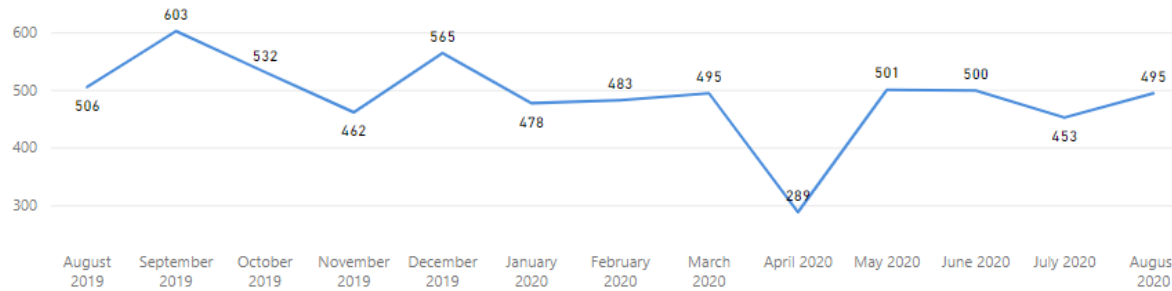
% Completed > 30 Days Old

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

Service: Priority Type:

Received Filter:

Received by Month



Total Received

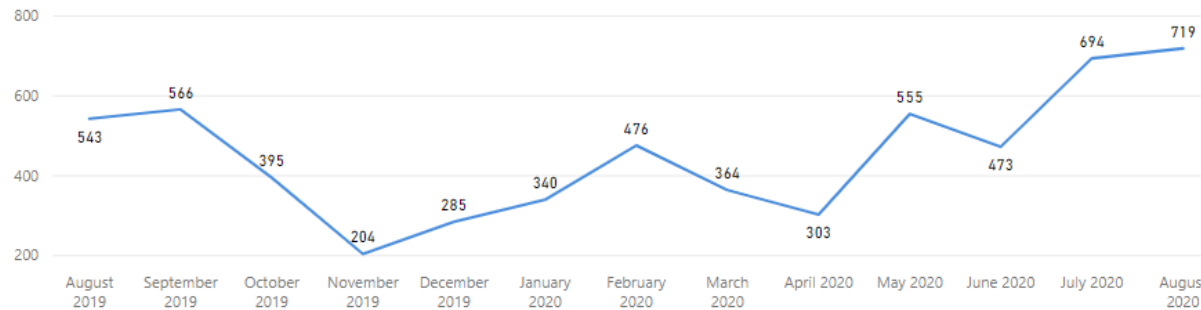
6,362

Received per Month (Avg)*

489

Completed Filter:

Completed by Month



Total Completed

5,917

Completed per Month (Avg)*

455

* months with zero activity are not calculated into the average

Service

Priority Type

Toxicology

All

of Unassigned

502!

Goal: 120 (-318.33%)

Pending Draft

190!

Goal: 30 (-533.33%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

2✓

Goal: 30 (+93.33%)

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

421

Justice Trax Past Critical Age

58

Avg Age of Requests > 30 D...

139

Age-Oldest Unassigned

110

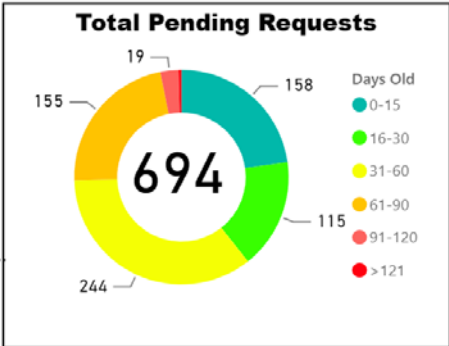
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

87

Age-Oldest Pending Admin



Overall TAT (Month to Date)

149.6!

Goal: 90, 91

Overall TAT (Past 90 Days)

181.2!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
67418	2020-062	22

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

Quality TAT

27✓

Goal: 30, 31

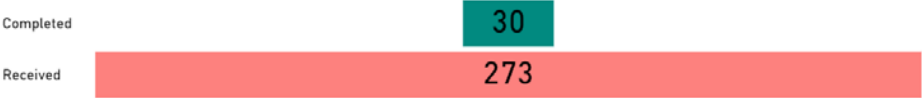
Avg Age of Open Reports*

22

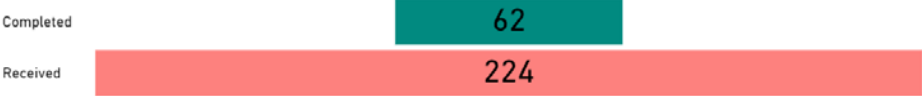
Quality Filter

Toxicology

Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

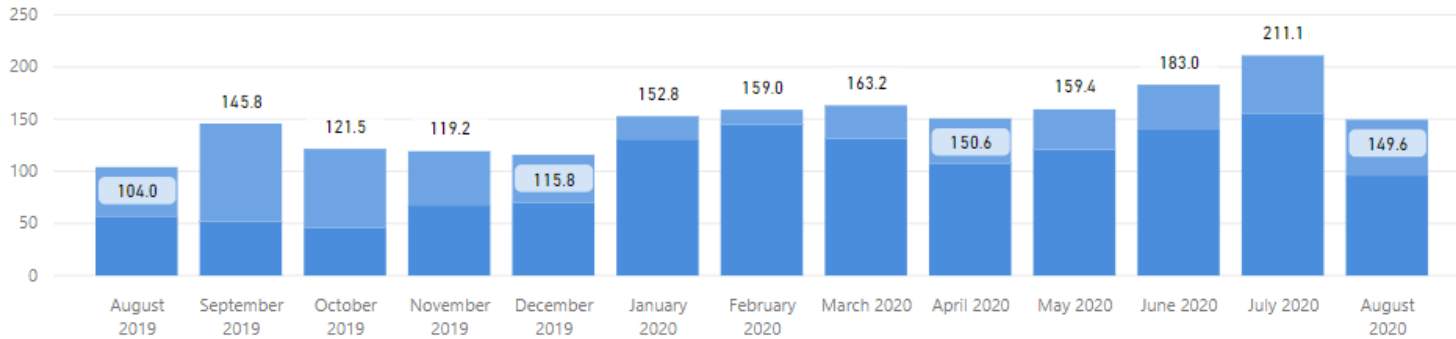
8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

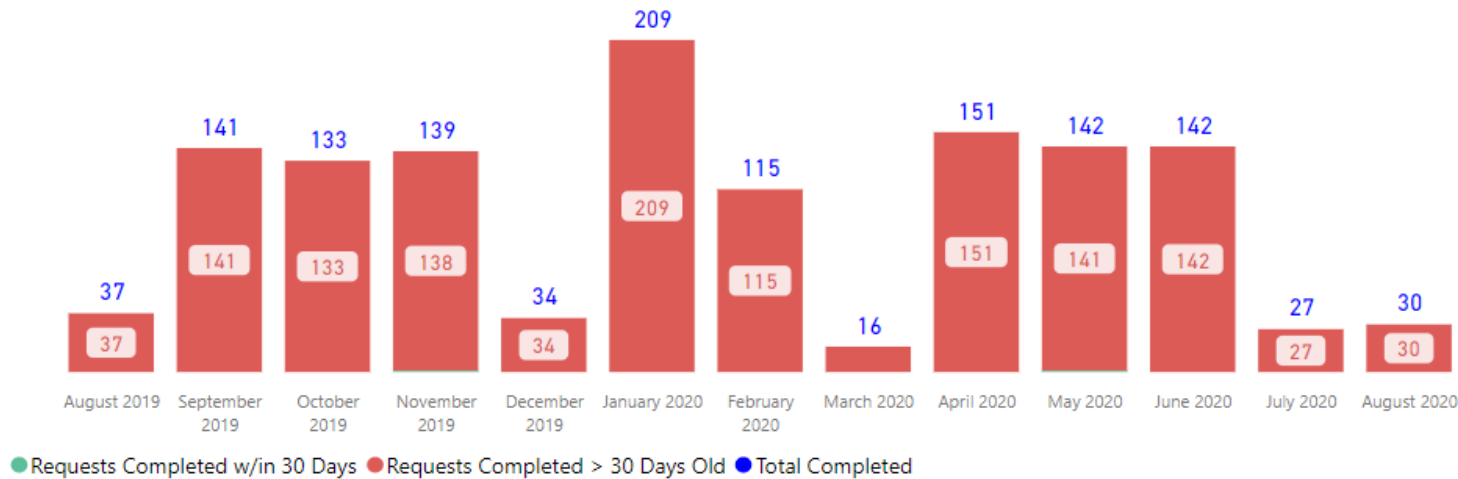
148.52

Total TAT (Rec'd-Compl.) Avg

46.99

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1316

Requests Completed

1314

Requests Completed > 30 Days Old

99.85 %

% Completed > 30 Days Old

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

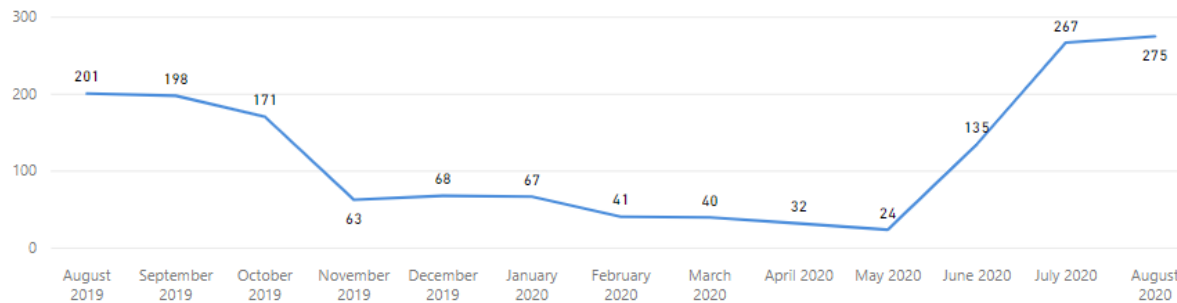
Service
Toxicology

Priority Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

1,582

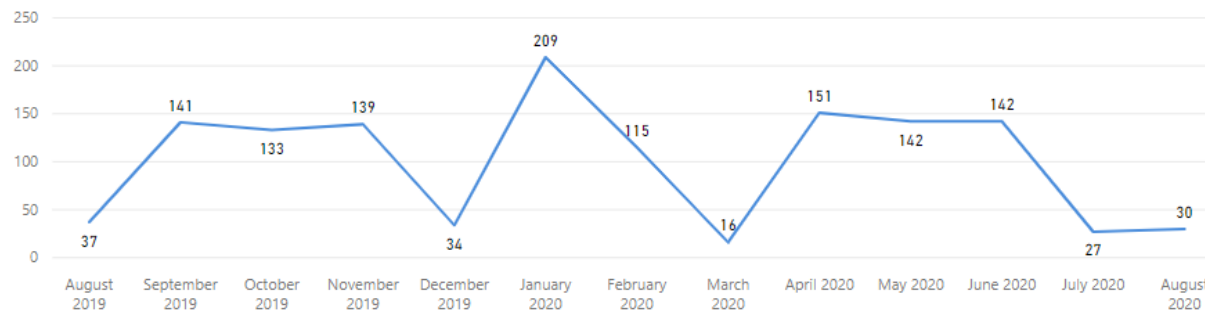
Received per Month (Avg)*

122

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

1,316

Completed per Month (Avg)*

101

* months with zero activity are not calculated into the average

Firearms

Service
Priority Type

Firearms Examination
All

of Unassigned
24!

Goal: 10 (~140%)

Pending Draft
18!

Goal: 14 (~28.57%)

Pending Tech
5✓

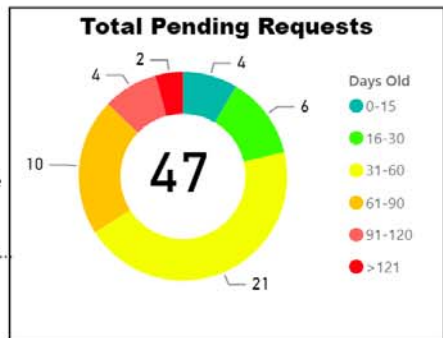
Goal: 9 (+44.44%)

Pending Admin
0✓

Goal: 5 (+100%)

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

- 37
- Justice Trax Past Critical Age
- 67
- Avg Age of Requests > 30 D...
- 61
- Age-Oldest Unassigned
- 242
- Age-Oldest Pending Draft
- 116
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

49.4!

Goal: 40, 41

Overall TAT (Past 90 Days)

48.4!

Goal: 40, 41



Open Quality Reports

Qualtrax ID	Workflow #	Age
64205	2020-041	61
65030		51
65128	2020-046	50
65564		44
67787		18
67758	2020-IA-12	18
68724		5

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

Quality TAT

19✓

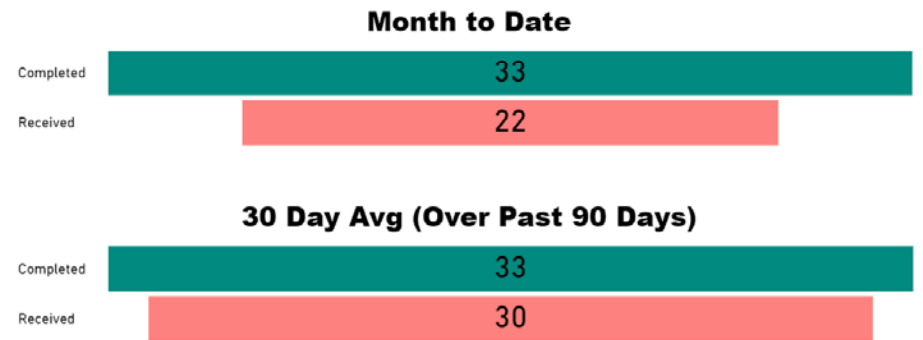
Goal: 30, 31

Avg Age of Open Reports*

43

Quality Filter

Firearms



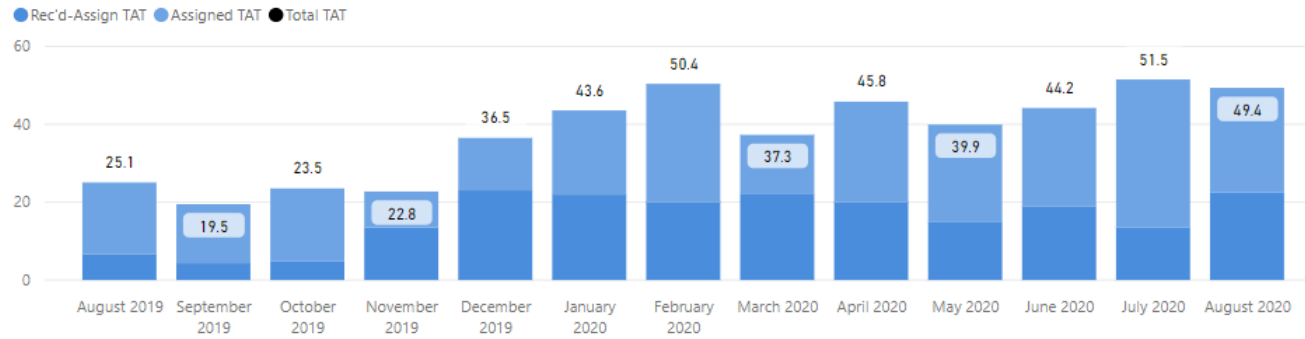
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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Request Type

Firearms Examination ▼

Priority Type

All ▼

Selected Time Frame Averages

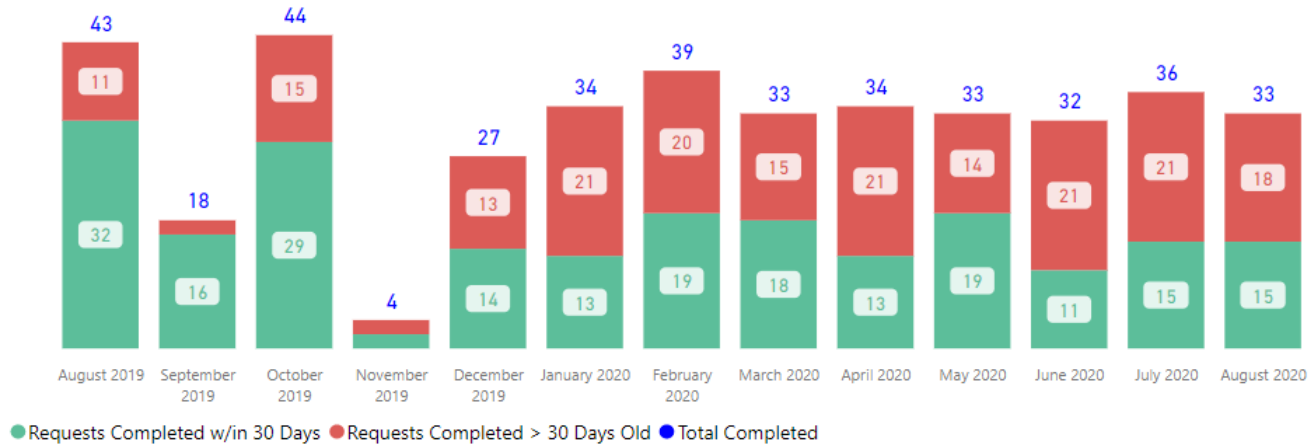
39.01

Total TAT (Rec'd-Compl.) Avg

23.12

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

410

Requests Completed

194

Requests Completed > 30 Days Old

47.32 %

% Completed > 30 Days Old

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

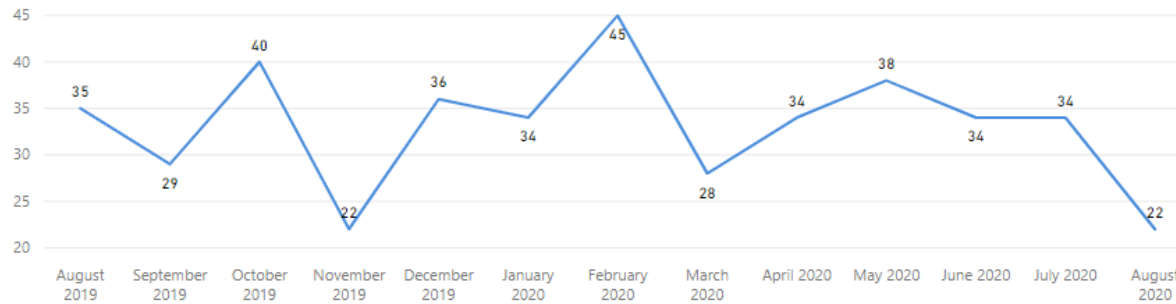
Service
Firearms Examination

Priority Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

431

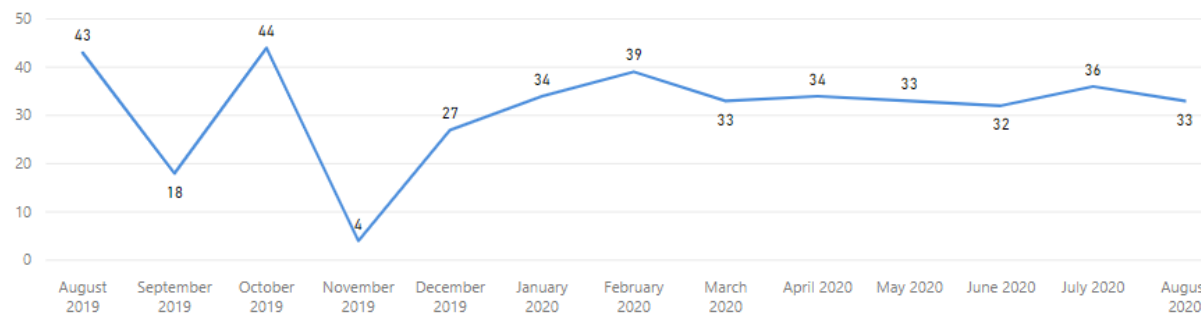
Received per Month (Avg)*

33

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

410

Completed per Month (Avg)*

32

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

of Unassigned

12✓

Goal: 20 (+40%)

Pending Draft

32✓

Goal: 35 (+8.57%)

Pending Tech

3✓

Goal: 20 (+85%)

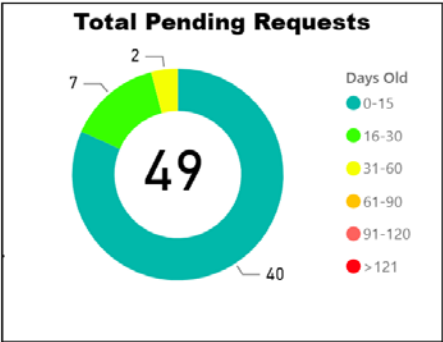
Pending Admin

2✓

Goal: 20 (+90%)

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

- 2
- Justice Trax Past Critical Age
- 36
- Avg Age of Requests > 30 D...
- 41
- Age-Oldest Unassigned
- 28
- Age-Oldest Pending Draft
- 6
- Age-Oldest Pending Tech
- 10
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

2.4✓

Goal: 7, 8

Overall TAT (Past 90 Days)

1.8✓

Goal: 7, 8



Open Quality Reports

Qualtrax ID	Workflow #	Age
64205	2020-041	61
65030		51
65128	2020-046	50
65564		44
67787		18
67758	2020-IA-12	18
68724		5

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

Quality TAT

19✓

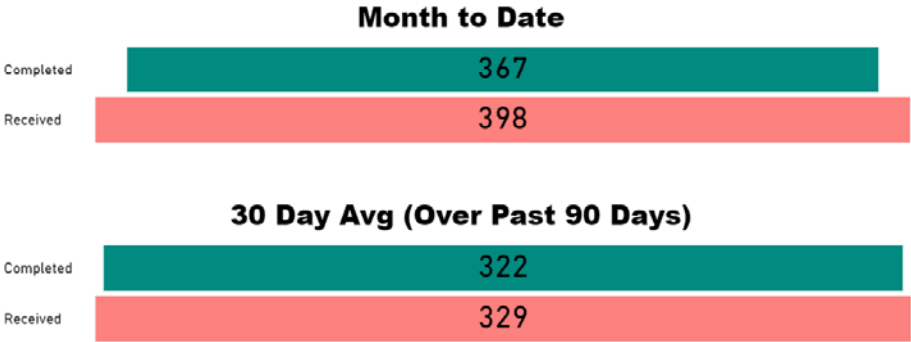
Goal: 30, 31

Avg Age of Open Reports*

43

Quality Filter

Firearms



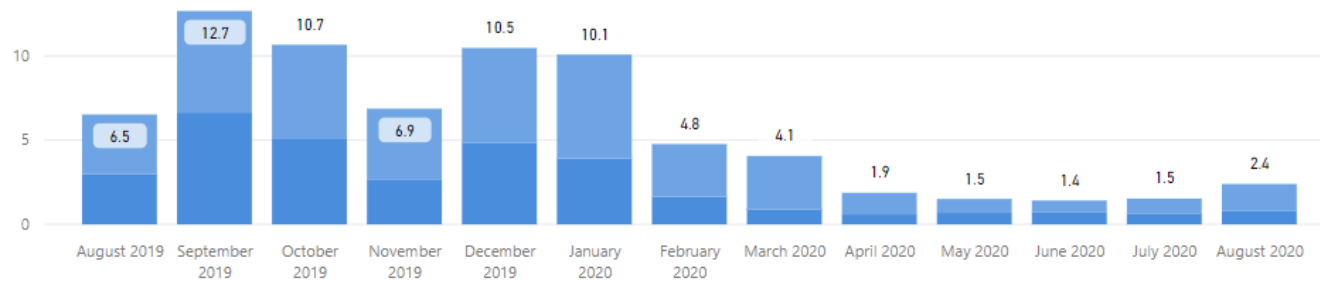
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

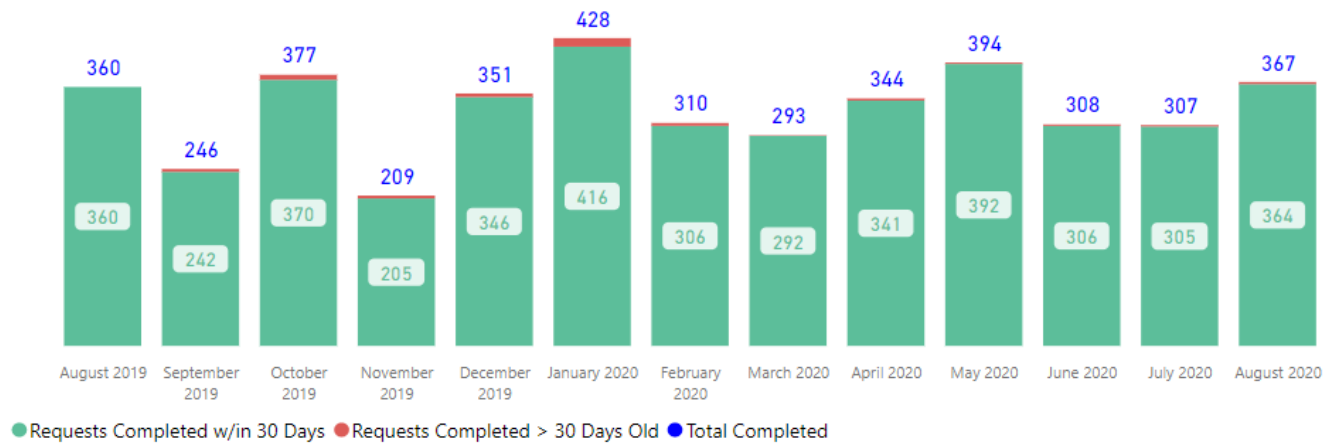
5.73

Total TAT (Rec'd-Compl.) Avg

3.28

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4294

Requests Completed

49

Requests Completed > 30 Days Old

1.14 %

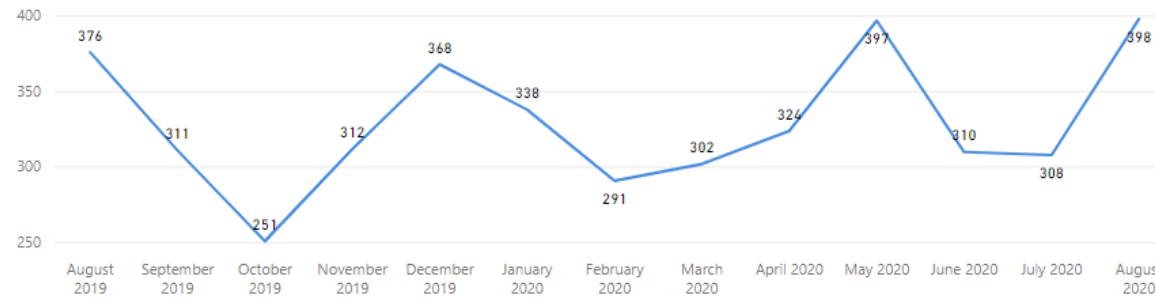
% Completed > 30 Days Old

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

Service: Priority Type:

Received Filter:

Received by Month



Total Received

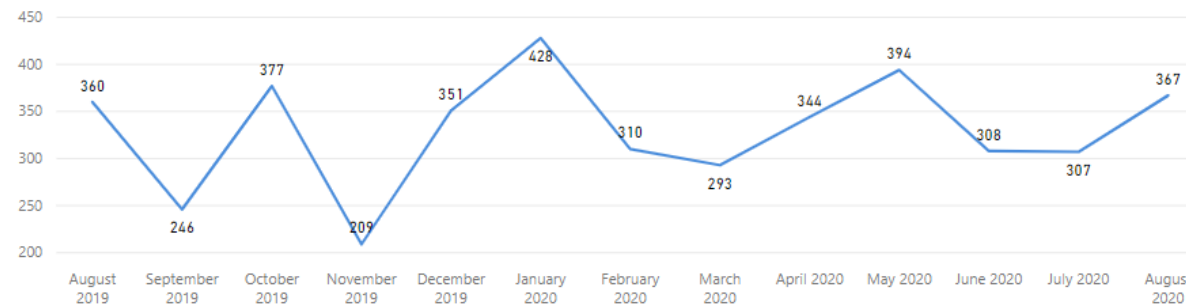
4,286

Received per Month (Avg)*

330

Completed Filter:

Completed by Month



Total Completed

4,294

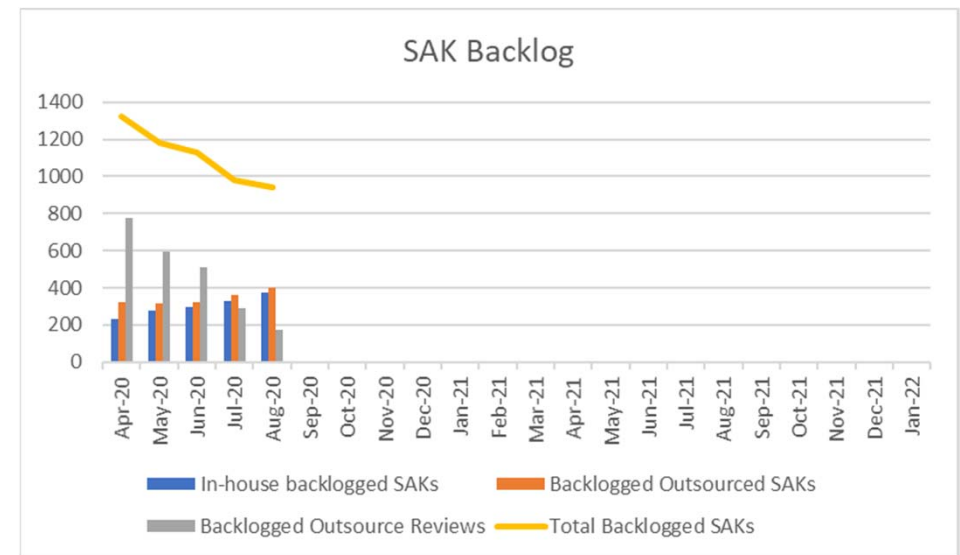
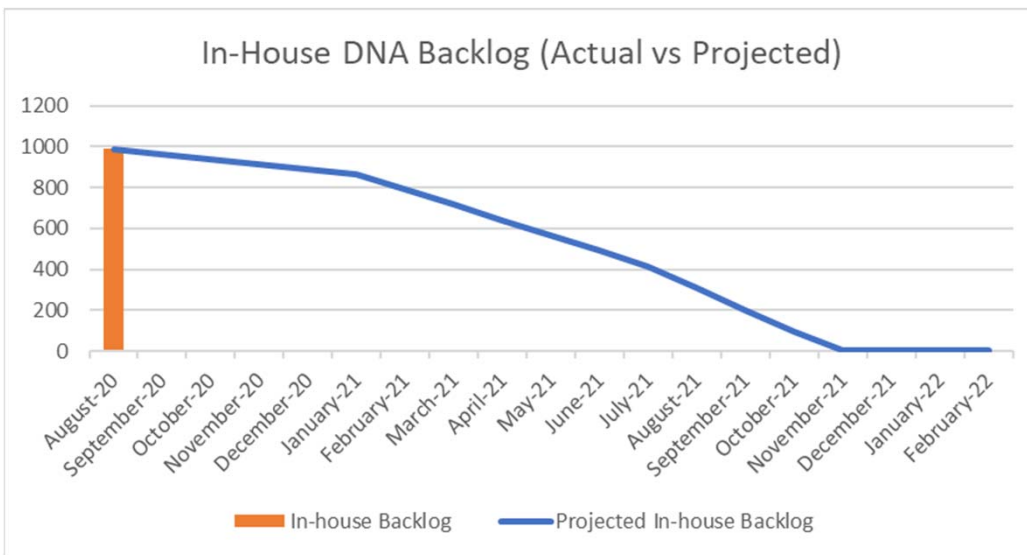
Completed per Month (Avg)*

330

* months with zero activity are not calculated into the average

Forensic Biology

DNA Backlog Update



Section: Request Type:

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

809!

Goal: 24 (-3270.83%)

Pending Tech

78!

Goal: 24 (-225%)

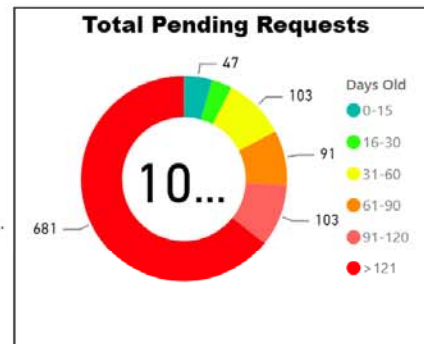
Pending Admin

35!

Goal: 20 (-75%)

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

978
Past Critical Age
182
Avg Age of Reqeusts >30 ...
0
Age-Oldest Unassigned PL
1237
Age-Oldest Pending Draft...
2300
Age-Oldest Pending Tech ...
479
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

166.8!

Goal: 30, 31

Overall TAT (Past 90 Days)

181.4!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	498
34624	2018-094	480
47766	2019-043	287
55683	2019-093	172
57152	2020-004	151
57563	2020-010	145
57625	2020-014	145

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

Quality TAT

35✓

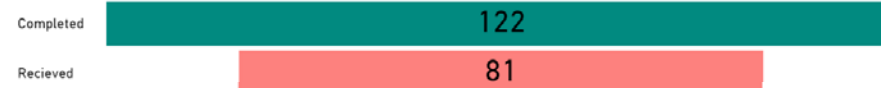
Goal: 40, 41

Avg Age of Open Reports*

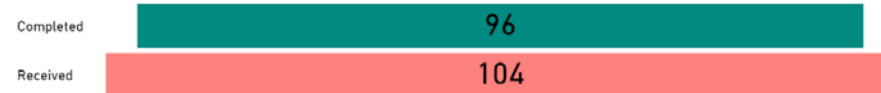
121

Quality Filter:

Month to Date



30 Day Avg (Over Past 90 Days)



Section
DNA

Request Type
SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

336!

Goal: 24 (-1300%)

Pending Tech

23✓

Goal: 24 (+4.17%)

Pending Admin

13✓

Goal: 20 (+35%)

368

Past Critical Age

238

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

1237

Age-Oldest Pending Draft...

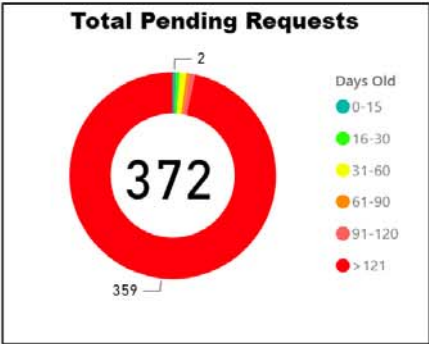
369

Age-Oldest Pending Tech ...

363

Age-Oldest Pending Adm...

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



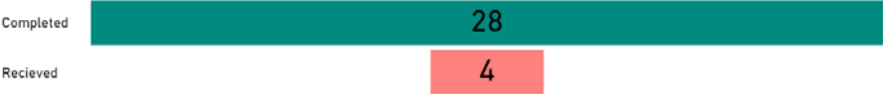
TAT by Phase of Work (MTD)



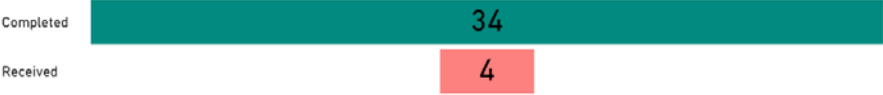
TAT by Phase of Work (Past 90 Days)



Month to Date



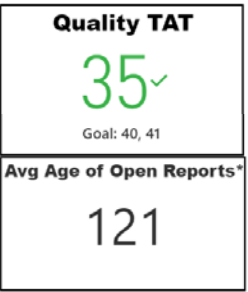
30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	498
34624	2018-094	480
47766	2019-043	287
55683	2019-093	172
57152	2020-004	151
57563	2020-010	145
57625	2020-014	145

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



Quality Filter

Biology/DNA

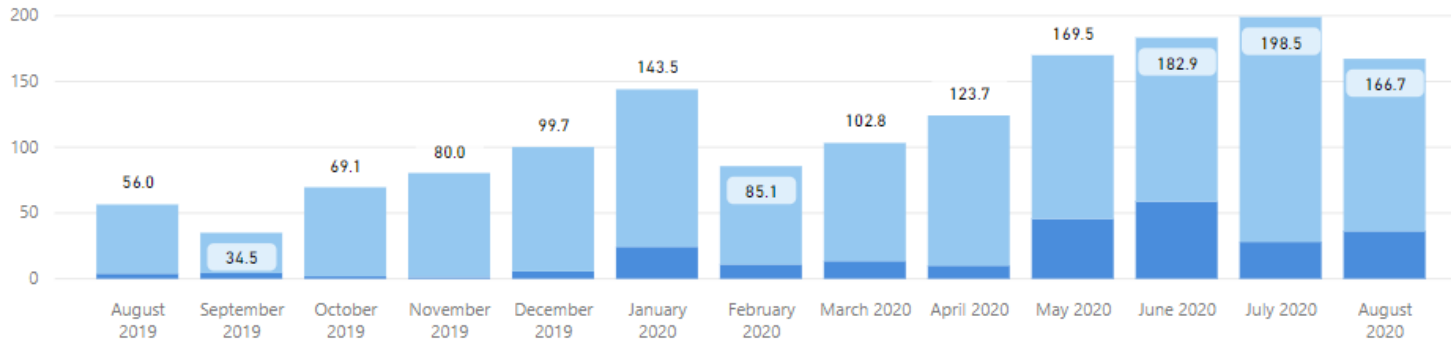
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

DNA

Request Type

All

Selected Time Frame Averages

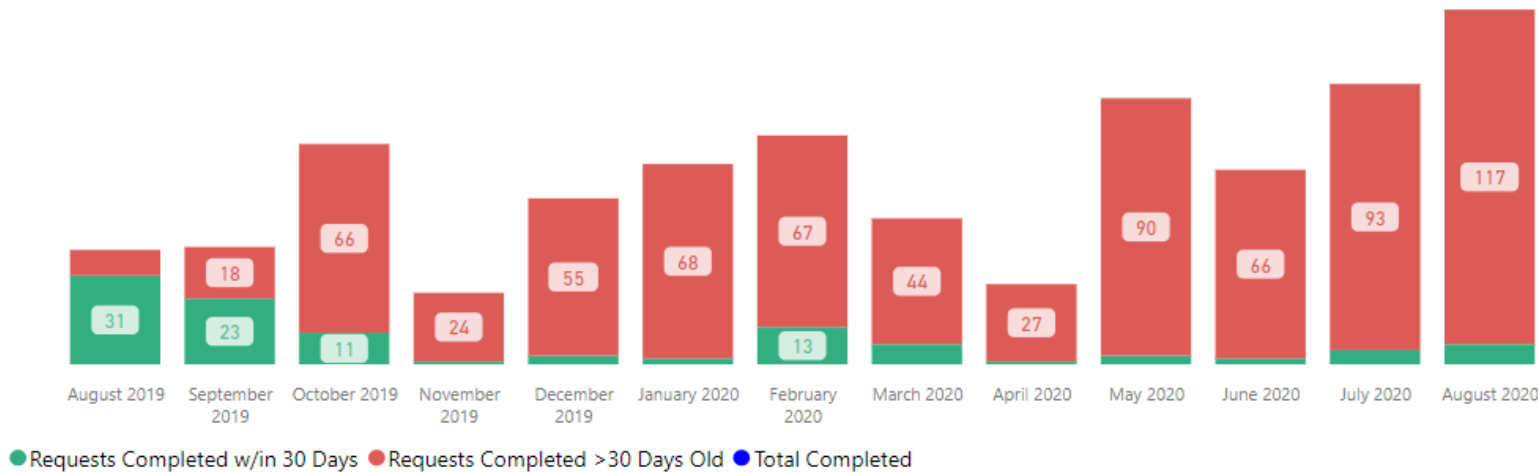
129.72

Total TAT (Rec'd-Compl.) Avg

106.93

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

853

Requests Completed

744

Requests Completed > 30 Days

87.22 %

% Completed > 30 Days

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

Section

DNA

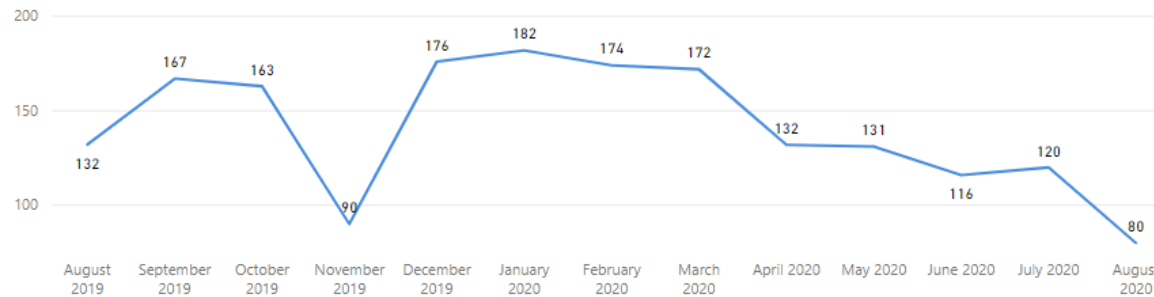
Request Type

All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

1835

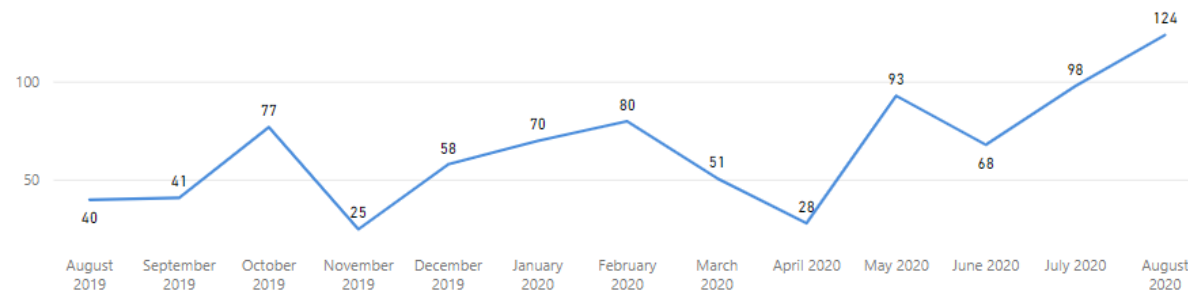
Received per Month (Avg)*

141

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

853

Completed per Month (Avg)*

66

* months with zero activity are not calculated into the average

Section: Request Type:

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

21!

Goal: 14 (-50%)

Pending Tech

8✓

Goal: 16 (+50%)

Pending Admin

1✓

Goal: 12 (+91.67%)

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

7
Past Critical Age

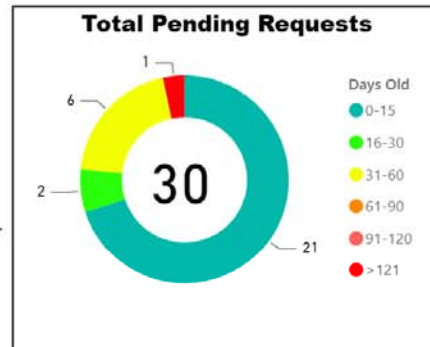
77
Avg Age of Reqeusts >30 ...

0
Age-Oldest Unassigned PL

49
Age-Oldest Pending Draft...

291
Age-Oldest Pending Tech ...

18
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

9.2✓

Goal: 10, 11

Overall TAT (Past 90 Days)

12.0!

Goal: 10, 11

TAT by Phase of Work (MTD)

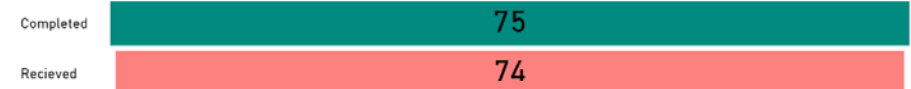
● PL-Assign TAT MTD ● PL-Draft TAT MTD ● PL-Tech Review TAT MTD ● PL-Admin Review TAT MTD



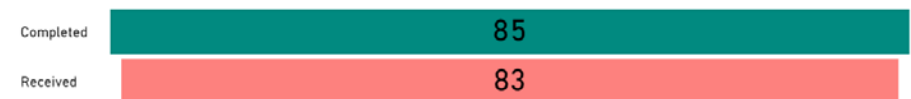
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	498
34624	2018-094	480
47766	2019-043	287
55683	2019-093	172
57152	2020-004	151
57563	2020-010	145
57625	2020-014	145

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

Quality TAT

35✓

Goal: 40, 41

Avg Age of Open Reports*

121

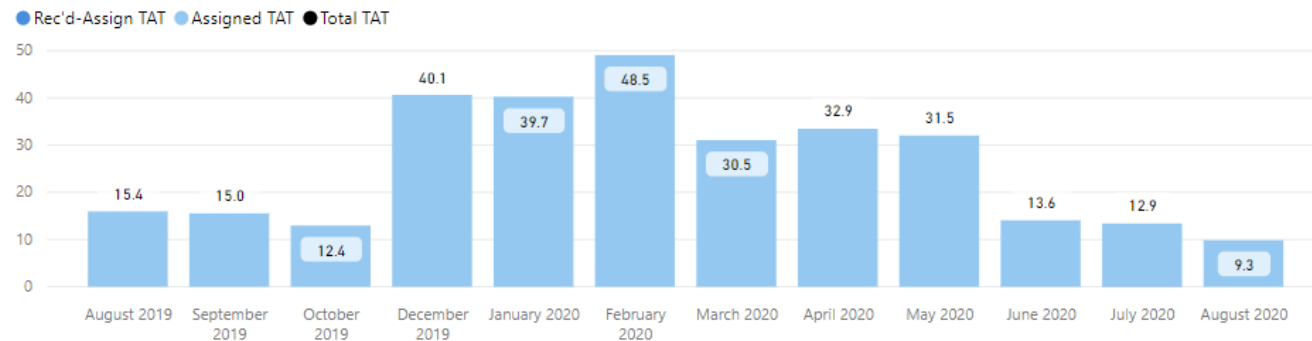
Quality Filter:

Date Range

8/1/2019

8/31/2020

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

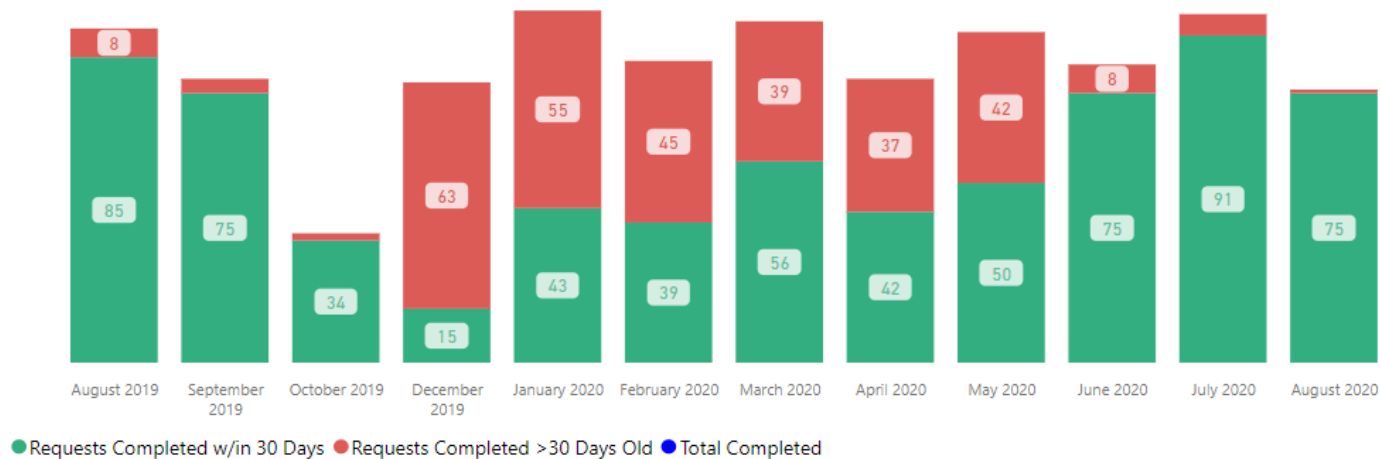
25.89

Total TAT (Rec'd-Compl.) Avg

26.43

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

990

Requests Completed

310

Requests Completed > 30 Days

31.31 %

% Completed > 30 Days

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

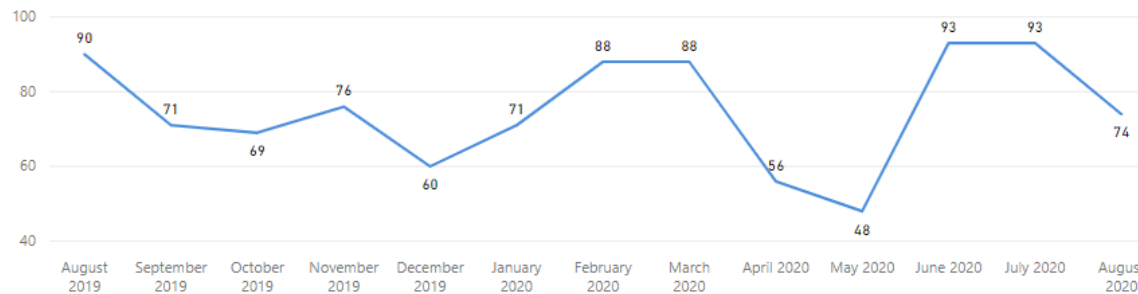
Section
Screening

Request Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

977

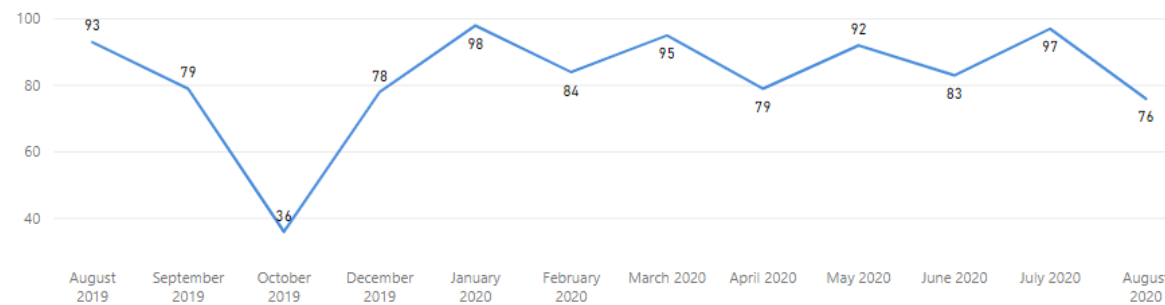
Received per Month (Avg)*

75

Completed Filter

8/1/2019 8/31/2020

Completed by Month



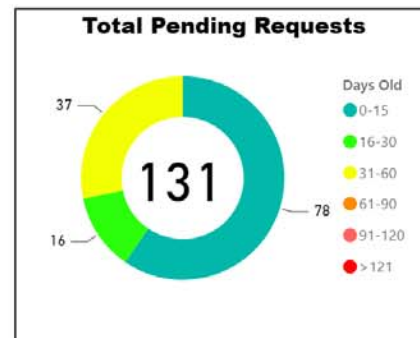
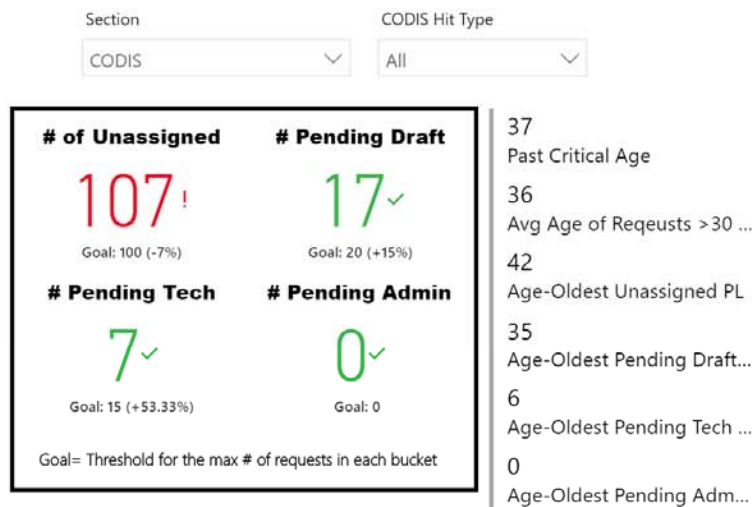
Total Completed

990

Completed per Month (Avg)*

83

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



TAT by Phase of Work (MTD)

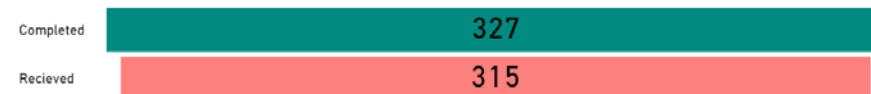
● PL-Assign TAT MTD ● PL-Draft TAT MTD ● PL-Tech Review TAT MTD



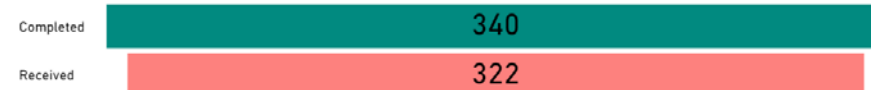
TAT by Phase of Work (Past 90 Days)



Month to Date



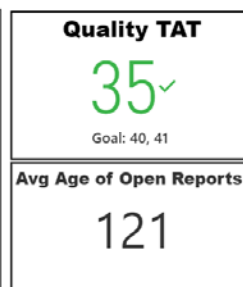
30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	498
34624	2018-094	480
47766	2019-043	287
55683	2019-093	172
57152	2020-004	151
57563	2020-010	145
57625	2020-014	145

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



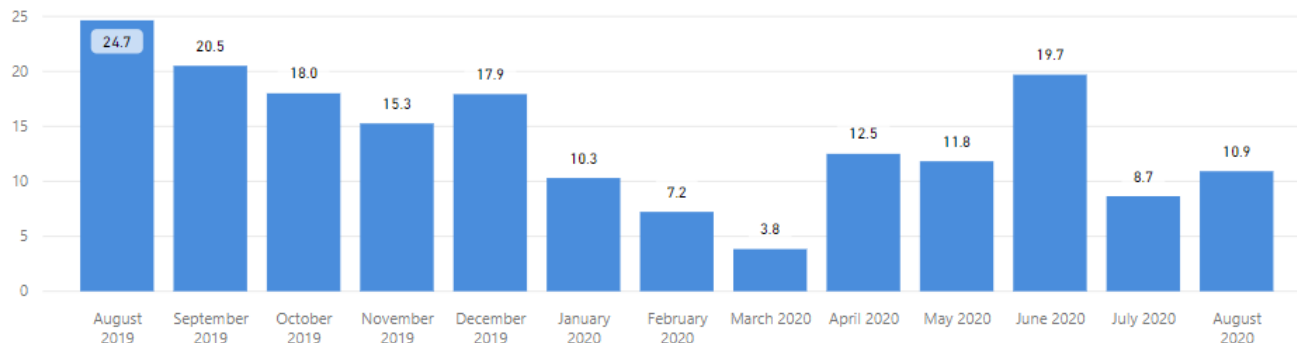
Quality Filter: Biology/DNA

Date Range ▾ 📅 ...

8/1/2019

8/31/2020

Total TAT by Month



Request Type

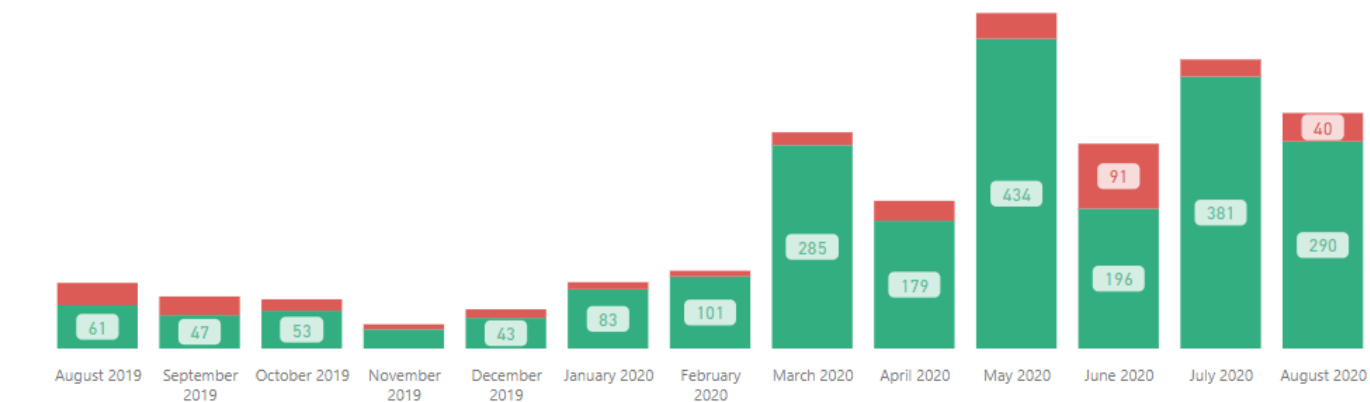
CODIS

Selected Time Frame Averages

12.01

Total TAT (Rec'd-Compl.) Avg

Requests Completed



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

Received to Complete

2527

Requests Completed

347

Requests Completed > 30 Days

13.73 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

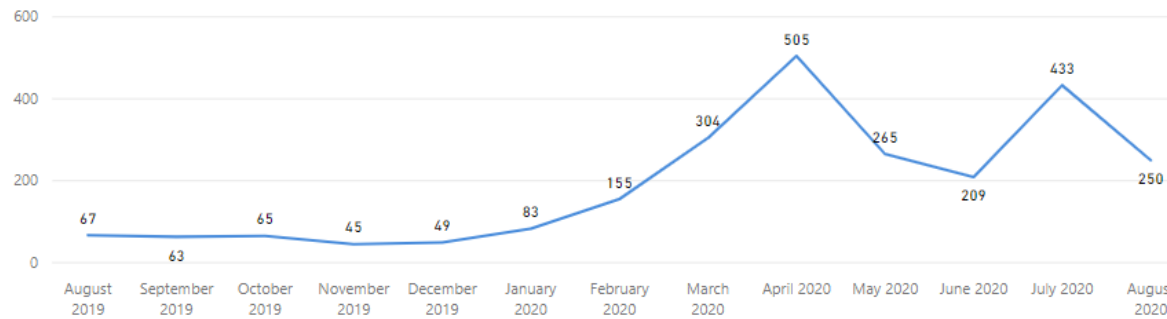
All

Received Filter

8/1/2019

8/31/2020

Received by Month



Total Received

2493

Received per Month (Avg)*

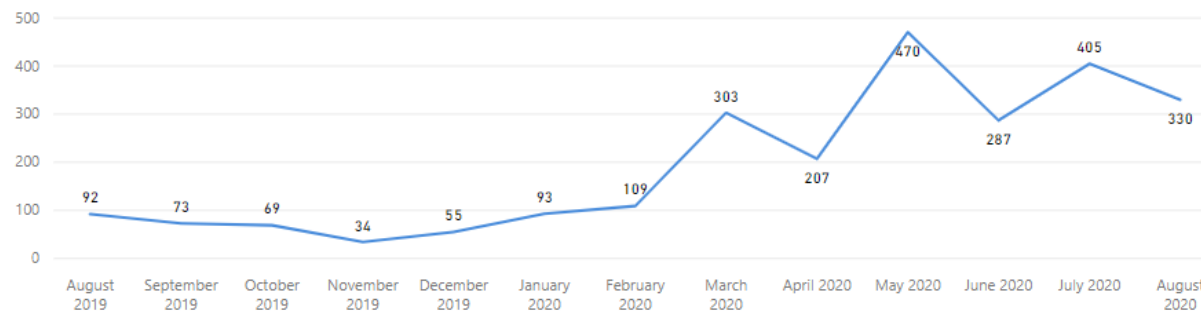
192

Completed Filter

8/1/2019

8/31/2020

Completed by Month



Total Completed

2527

Completed per Month (Avg)*

194

* months with zero activity are not calculated into the average

Latent Prints

Service: Latent Comparison
 Priority Type: All

of Unassigned
2165!
 Goal: 230 (-841.3%)

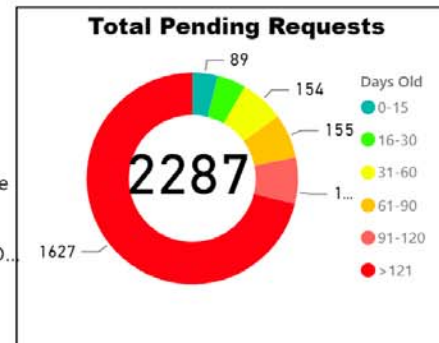
Pending Draft
79!
 Goal: 50 (-58%)

Pending Tech
41✓
 Goal: 50 (+18%)

Pending Admin
2✓
 Goal: 50 (+96%)

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

2098
 Justice Trax Past Critical Age
 379
 Avg Age of Requests >30 D...
 1988
 Age-Oldest Unassigned
 1693
 Age-Oldest Pending Draft
 1586
 Age-Oldest Pending Tech
 1462
 Age-Oldest Pending Admin



Overall TAT (Month to Date)

439.7!

Goal: 45, 46

Overall TAT (Past 90 Days)

526.1!

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	329
62079	2020-033	87
64699	2020-043	55
65813		39
68187	2020-067	11

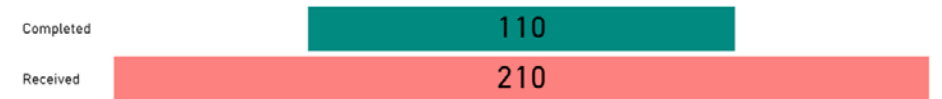
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
31✓
 Goal: 40, 41

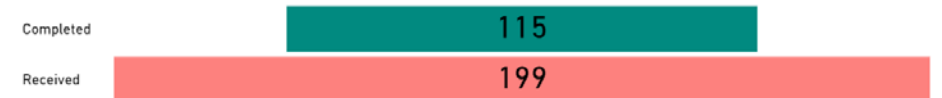
Avg Age of Open Reports*
121

Quality Filter: Latent Prints

Month to Date



30 Day Avg (Over Past 90 Days)



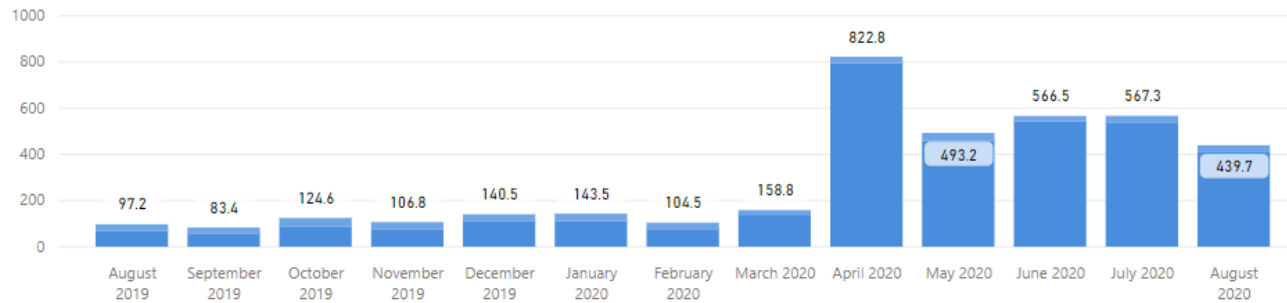
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

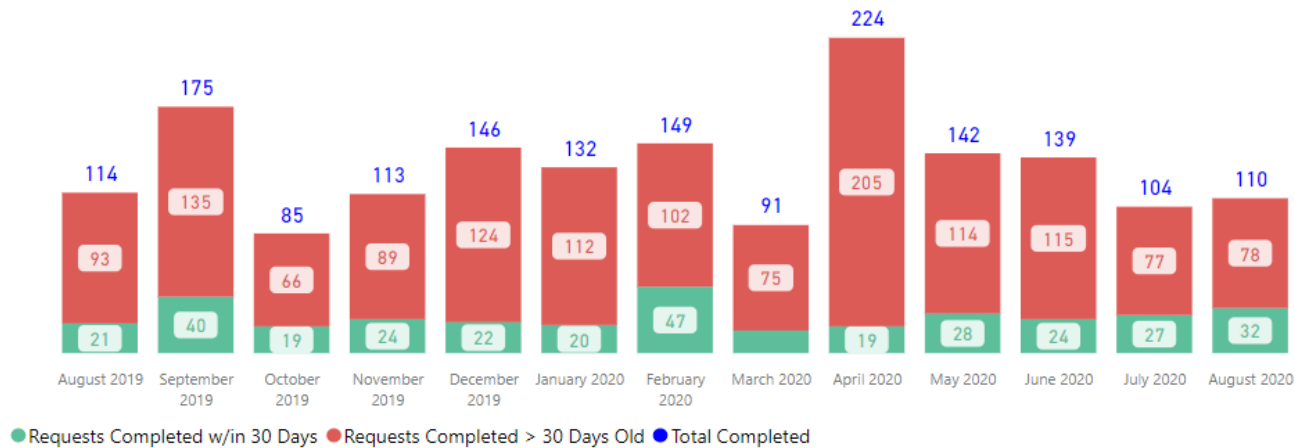
323.83

Total TAT (Rec'd-Compl.) Avg

28.75

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1724

Requests Completed

1385

Requests Completed > 30 Days Old

80.34 %

% Completed > 30 Days Old

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

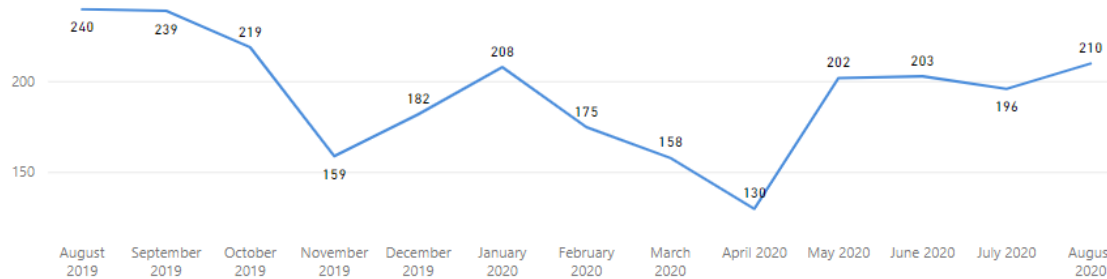
Service
Latent Comparison

Priority Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

2,521

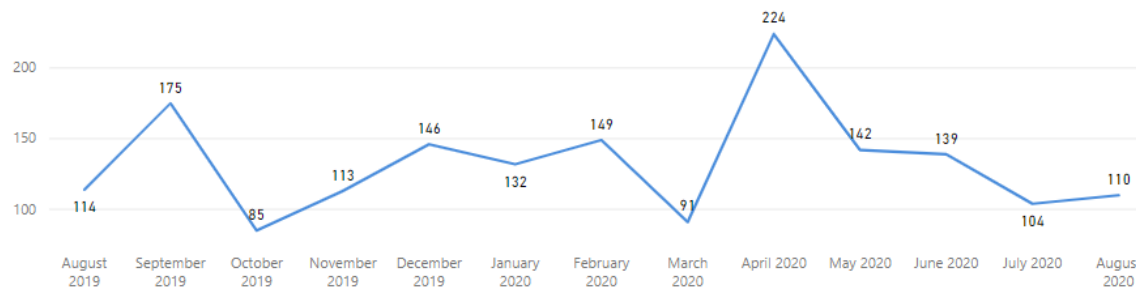
Received per Month (Avg)*

194

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

1,724

Completed per Month (Avg)*

133

* months with zero activity are not calculated into the average

Service
Priority Type

Latent Processing
All

of Unassigned
318!
Goal: 50 (-536%)

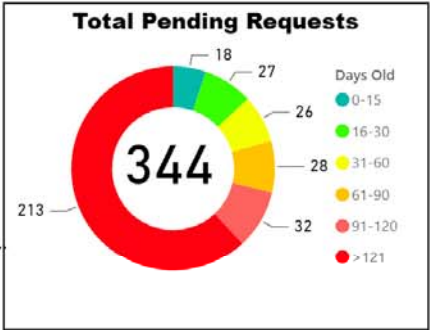
Pending Draft
17✓
Goal: 30 (+43.33%)

Pending Tech
6✓
Goal: 30 (+80%)

Pending Admin
3✓
Goal: 30 (+90%)

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

- 299
- Justice Trax Past Critical Age
- 223
- Avg Age of Requests >30 D..
- 419
- Age-Oldest Unassigned
- 434
- Age-Oldest Pending Draft
- 501
- Age-Oldest Pending Tech
- 454
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

285.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

216.1!

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	329
62079	2020-033	87
64699	2020-043	55
65813		39
68187	2020-067	11

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

Quality TAT

31✓

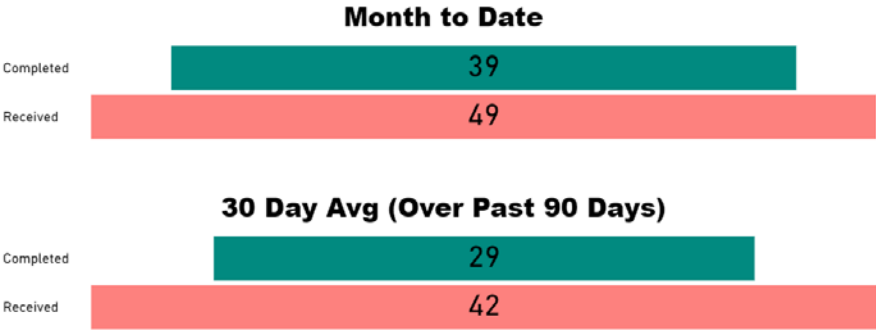
Goal: 40, 41

Avg Age of Open Reports*

121

Quality Filter

Latent Prints



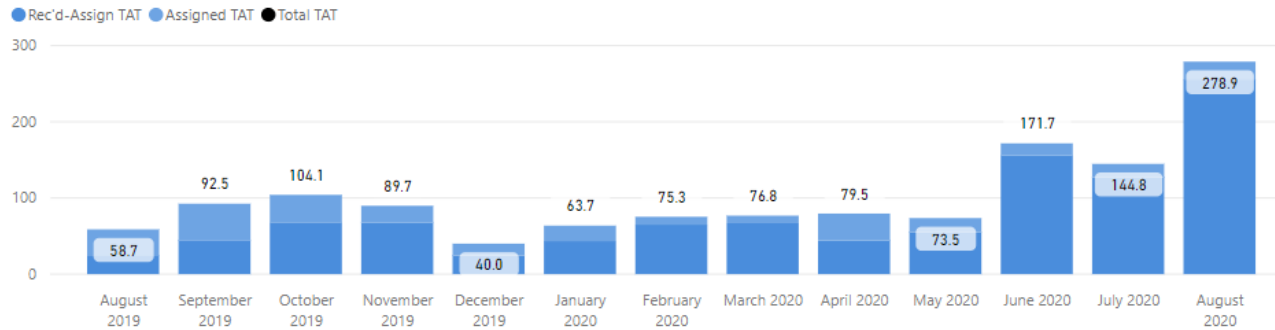
Date Range

8/1/2019

8/31/2020

Total TAT by Month

✈️ 📄 🔍 🗂️ ...



Request Type

Latent Processing ▾

Priority Type

All ▾

Selected Time Frame Averages

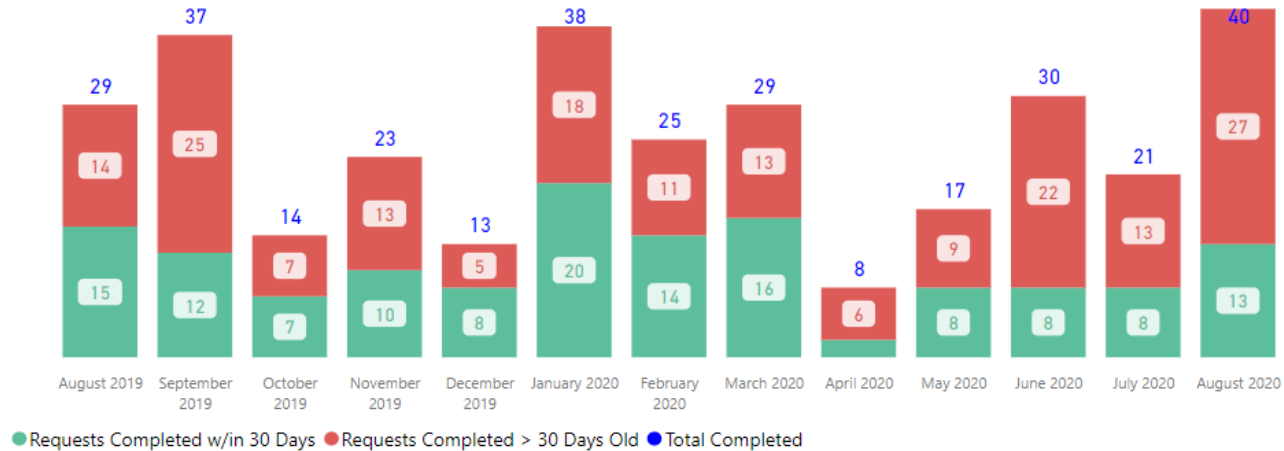
113.97

Total TAT (Rec'd-Compl.) Avg

23.71

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

324

Requests Completed

183

Requests Completed > 30 Days Old

56.48 %

% Completed > 30 Days Old

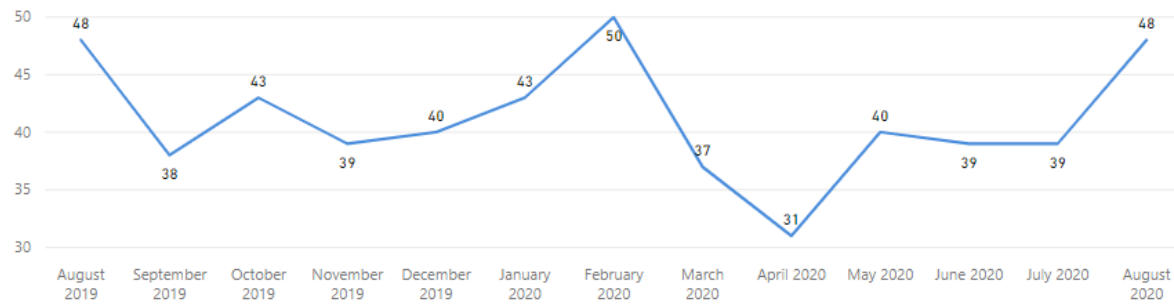
Requests more than 30 days old are considered to be backlogged requests

Service: Latent Processing
Priority Type: All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

535

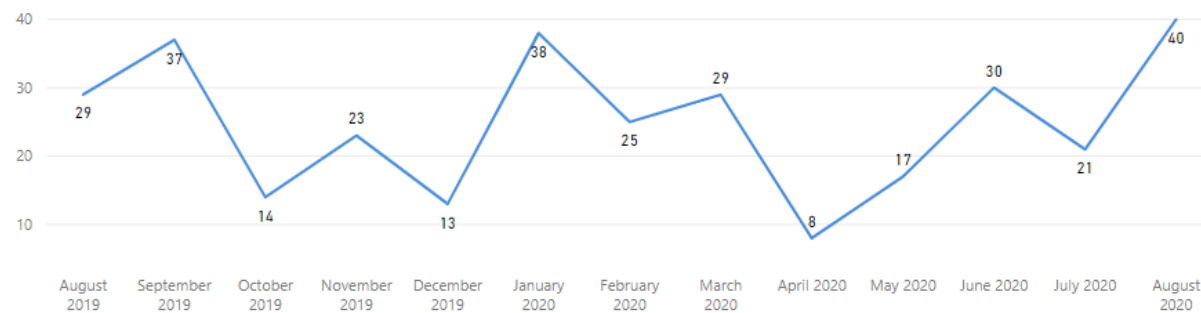
Received per Month (Avg)*

41

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

324

Completed per Month (Avg)*

25

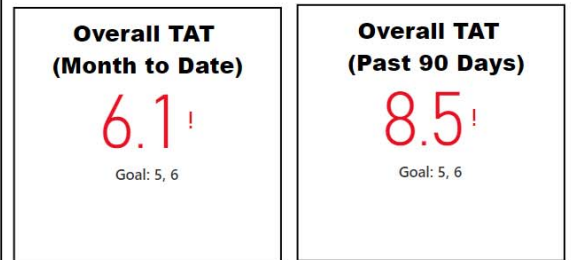
* months with zero activity are not calculated into the average

Digital Multi-Media

<p># of Unassigned</p> <p>0 ✓</p> <p>Goal: 15 (+100%)</p>	<p># Pending Draft</p> <p>0 ✓</p> <p>Goal: 5 (+100%)</p>
<p># Pending Tech</p> <p>1 ✓</p> <p>Goal: 5 (+80%)</p>	<p># Pending Admin</p> <p>0 ✓</p> <p>Goal: 5 (+100%)</p>

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

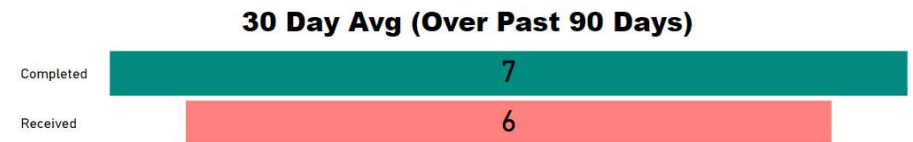
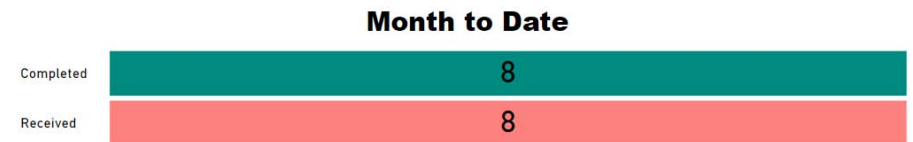
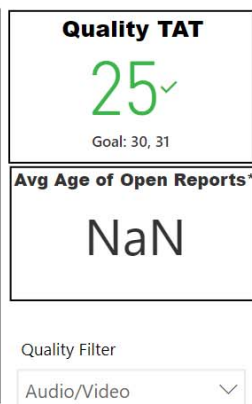
0	Justice Trax Past Critical Age
NaN	
Avg Age of Requests > 30 D.	
0	Age-Oldest Unassigned
0	Age-Oldest Pending Draft
6	Age-Oldest Pending Tech
0	Age-Oldest Pending Admin



Open Quality Reports

Qualtrax ID	Workflow #	Age
<hr/>		

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

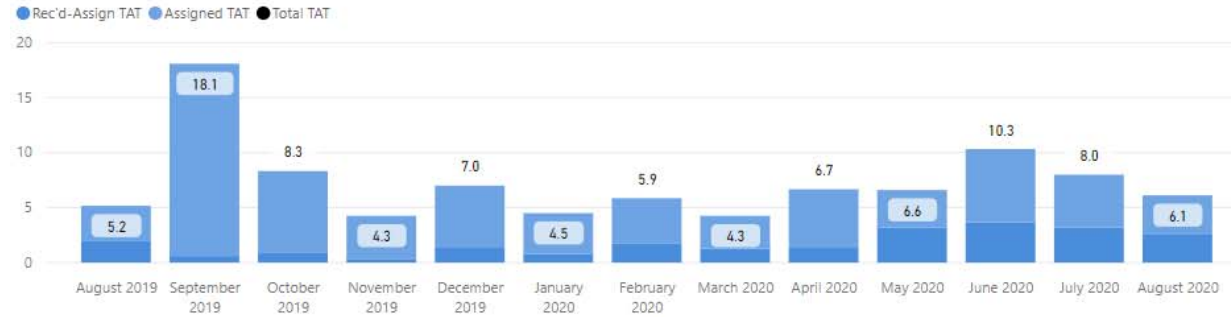


Date Range

8/1/2019

8/31/2020

Total TAT by Month



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

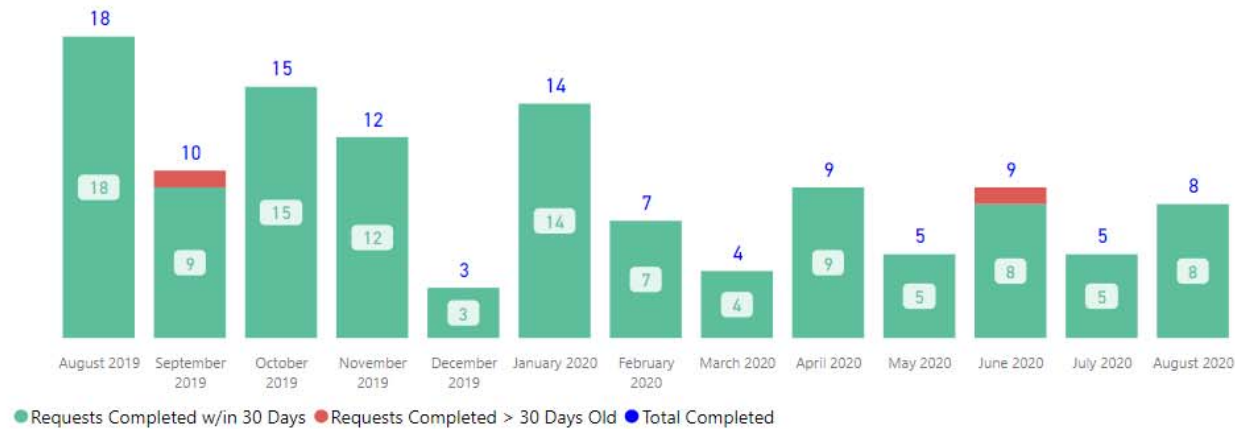
7.29

Total TAT (Rec'd-Compl.) Avg

5.71

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

119

Requests Completed

2

Requests Completed > 30 Days Old

1.68 %

% Completed > 30 Days Old

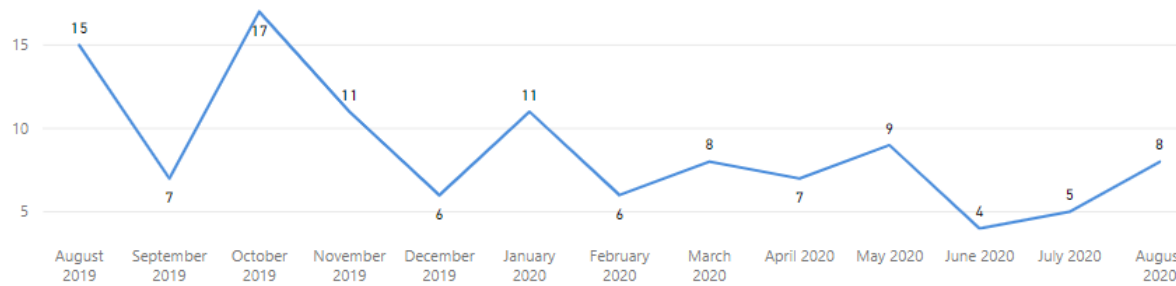
Requests more than 30 days old are considered to be backlogged requests

Service: AV Call Out
 Priority Type: All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

114

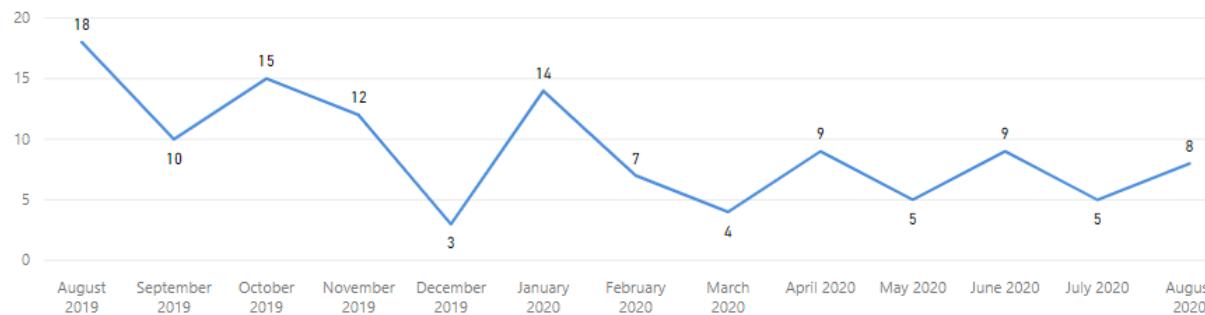
Received per Month (Avg)*

9

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

119

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

Priority Type

AV Examination

All

of Unassigned

8✓

Goal: 15 (+46.67%)

Pending Draft

7!

Goal: 5 (-40%)

Pending Tech

1✓

Goal: 5 (+80%)

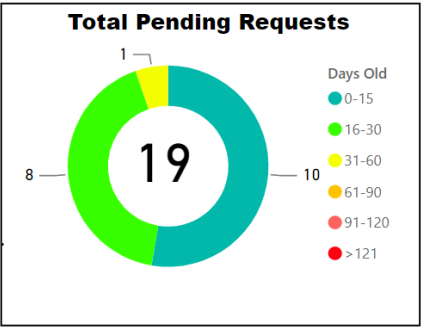
Pending Admin

3✓

Goal: 5 (+40%)

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

- 1
- Justice Trax Past Critical Age
- 40
- Avg Age of Requests >30 D...
- 7
- Age-Oldest Unassigned
- 27
- Age-Oldest Pending Draft
- 12
- Age-Oldest Pending Tech
- 40
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

43.5✓

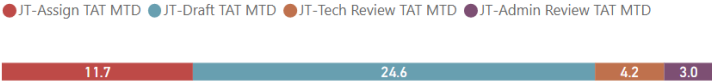
Goal: 45, 46

Overall TAT (Past 90 Days)

33.0✓

Goal: 45, 46

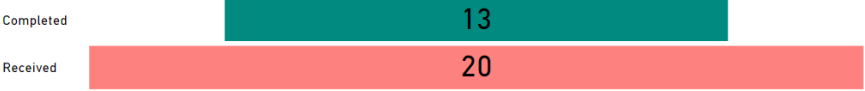
TAT by Phase of Work (MTD)



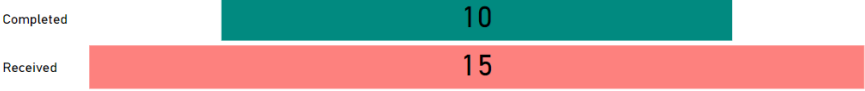
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

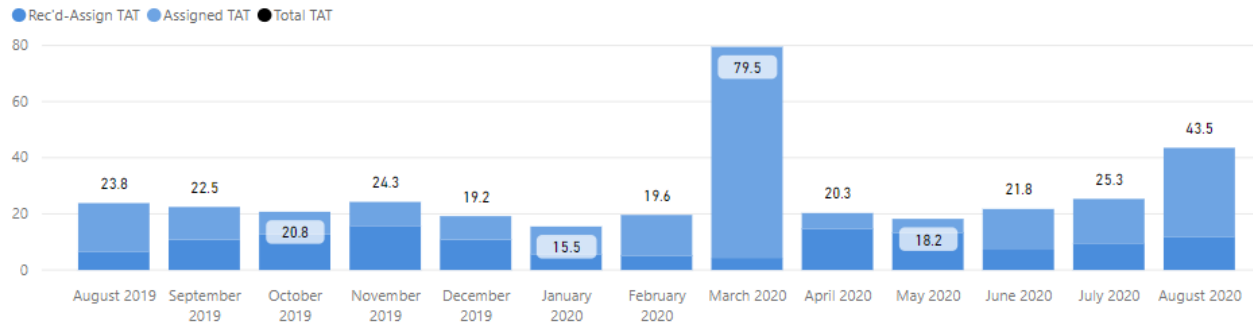
Audio/Video

Date Range

8/1/2019

8/31/2020

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

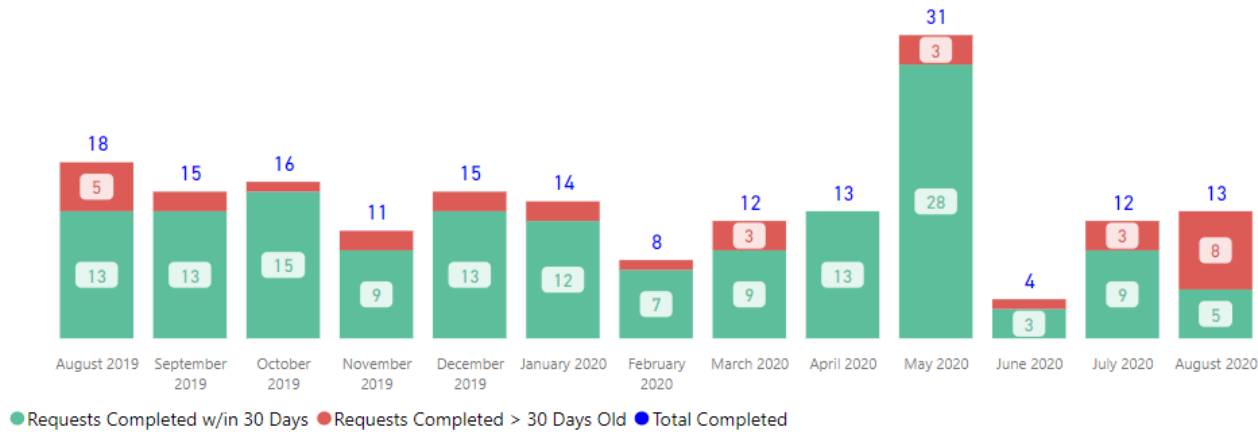
26.19

Total TAT (Rec'd-Compl.) Avg

15.85

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

182

Requests Completed

33

Requests Completed > 30 Days Old

18.13 %

% Completed > 30 Days Old

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

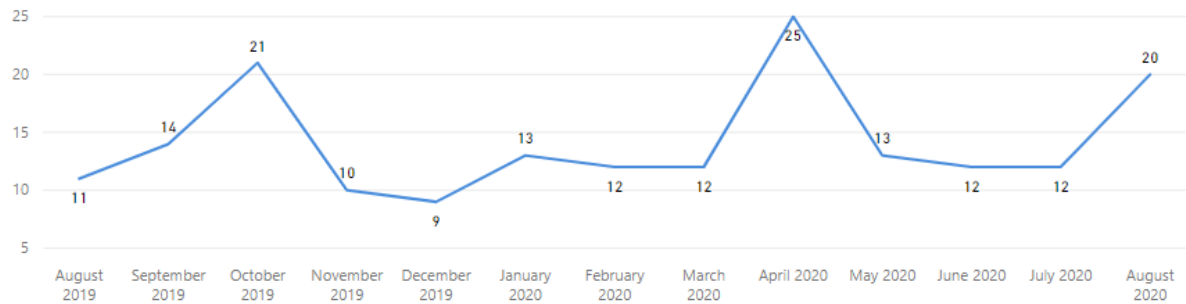
Service
Priority Type

AV Examination
All

Received Filter

8/1/2019
8/31/2020

Received by Month



Total Received

184

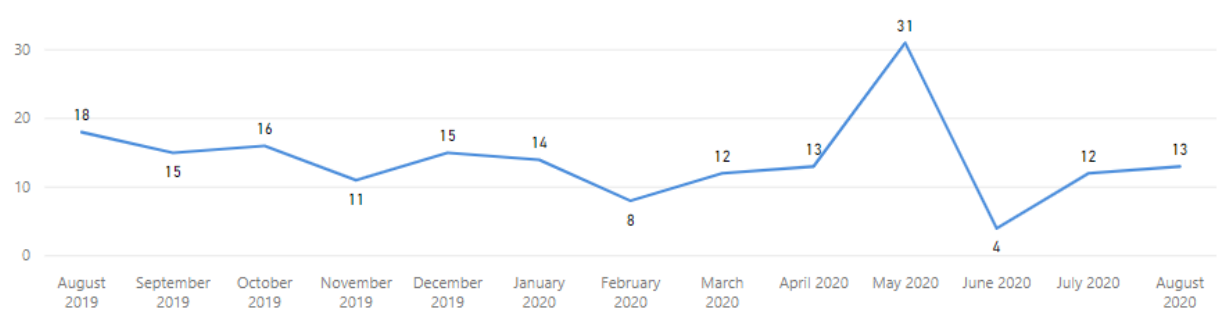
Received per Month (Avg)*

14

Completed Filter

8/1/2019
8/31/2020

Completed by Month



Total Completed

182

Completed per Month (Avg)*

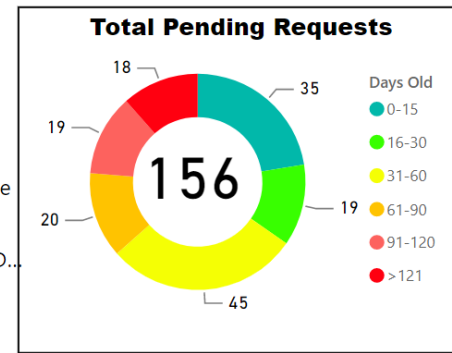
14

* months with zero activity are not calculated into the average

# of Unassigned	# Pending Draft
142!	10!
Goal: 50 (-184%)	Goal: 5 (-100%)
# Pending Tech	# Pending Admin
3✓	1✓
Goal: 5 (+40%)	Goal: 5 (+80%)

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

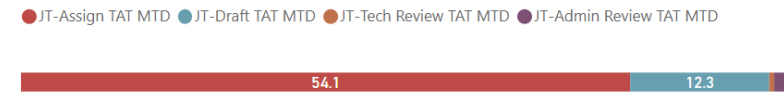
102	Justice Trax Past Critical Age
79	Avg Age of Requests > 30 D...
208	Age-Oldest Unassigned
297	Age-Oldest Pending Draft
102	Age-Oldest Pending Tech
137	Age-Oldest Pending Admin



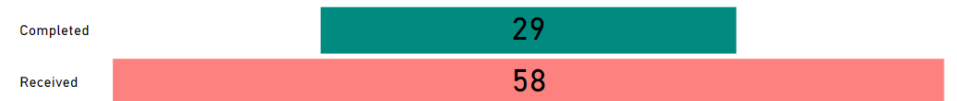
67.8!

41.6✓

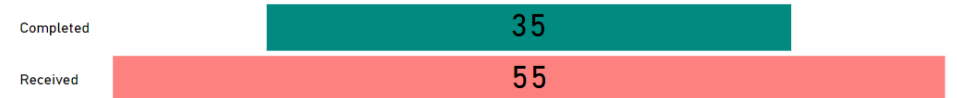
TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

**Month to Date**

30 Day Avg (Over Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
<p>*Reports without a Workflow Id# are not included in the Avg Age</p>		

Quality TAT


18✓

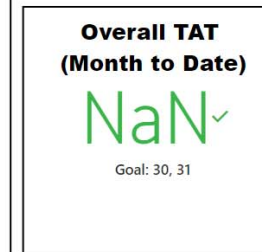
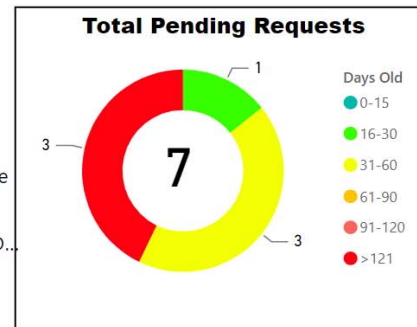
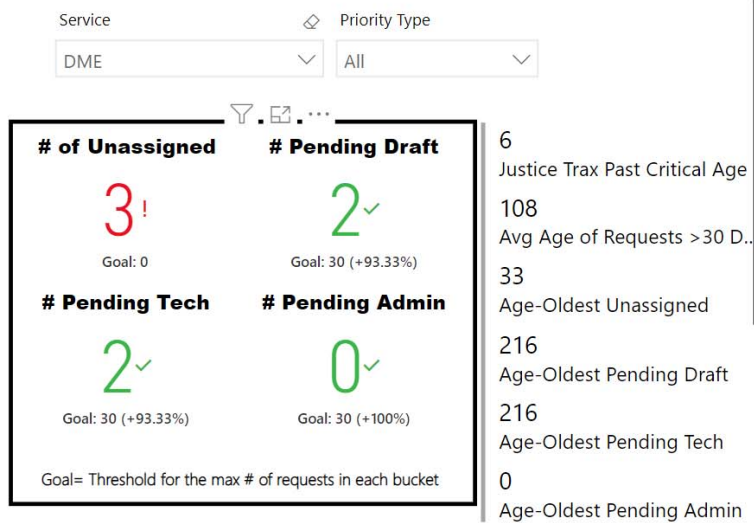
Goal: 30, 31

Avg Age of Open Reports*	
2007	1.2
2008	1.2
2009	1.2
2010	1.2
2011	1.2
2012	1.2
2013	1.2
2014	1.2
2015	1.2
2016	1.2
2017	1.2
2018	1.2
2019	1.2
2020	1.2
2021	1.2
2022	1.2
2023	1.2
2024	1.2
2025	1.2
2026	1.2
2027	1.2
2028	1.2
2029	1.2
2030	1.2

NaN

Quality Filter

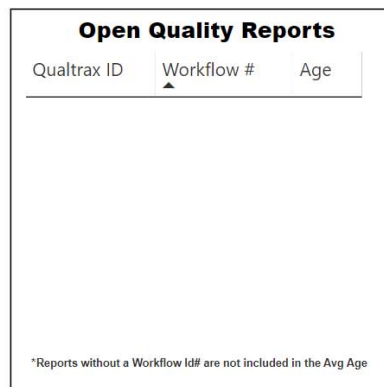
Digital Forensics 



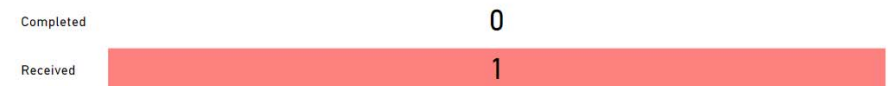
TAT by Phase of Work (MTD)

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

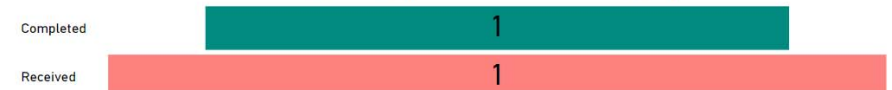
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Service

Digital Call Out

Priority Type

All

of Unassigned

0✓

Goal: 0

Pending Draft

0✓

Goal: 30 (+100%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

0✓

Goal: 30 (+100%)

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

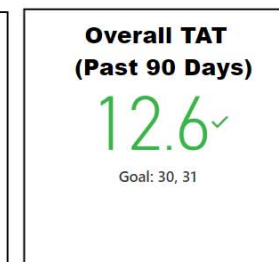
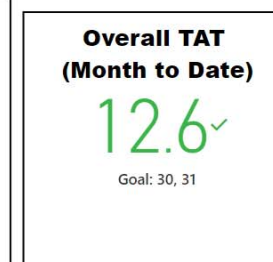
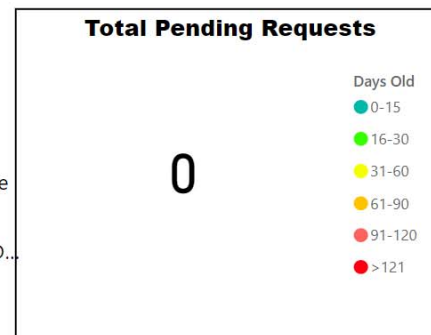
0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

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



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

Quality TAT

18✓

Goal: 30, 31

Avg Age of Open Reports*

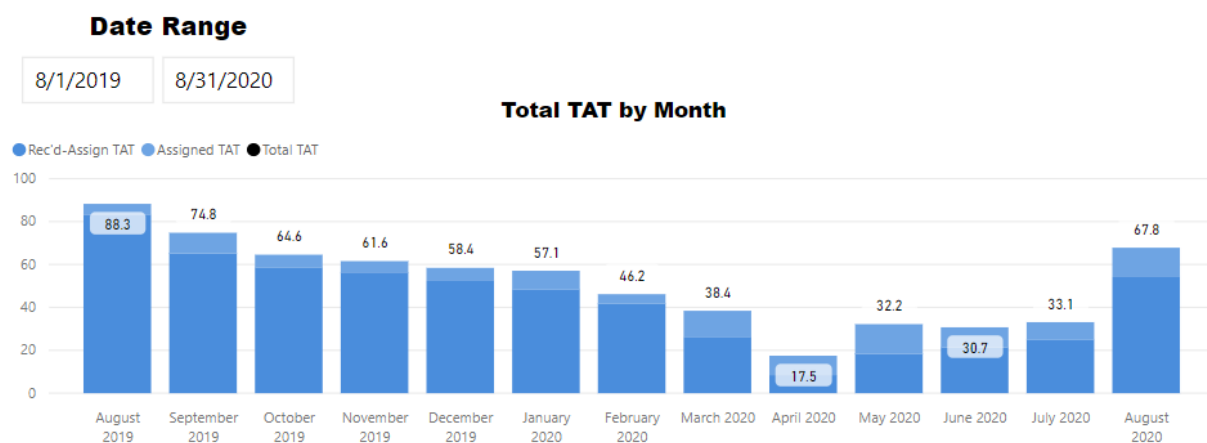
NaN

Quality Filter

Digital Forensics

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

DFL and DME



Request Type

Multiple selections

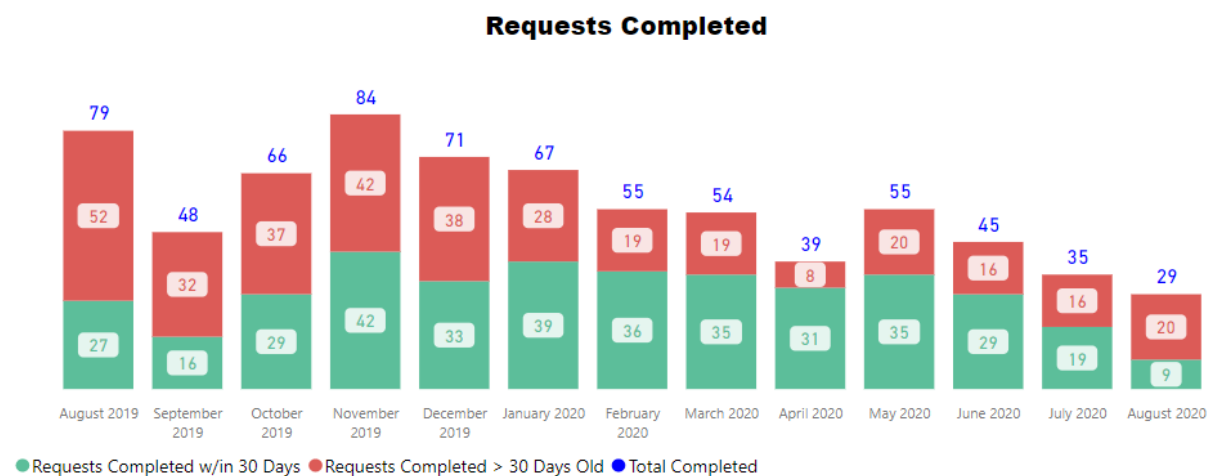
Priority Type

All

Selected Time Frame Averages

54.39
Total TAT (Rec'd-Compl.) Avg

8.12
Assigned TAT (Asgmt.-Compl.) Avg



Received to Complete

727
Requests Completed

347
Requests Completed > 30 Days Old

47.73 %
% Completed > 30 Days Old

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

DFL and DME

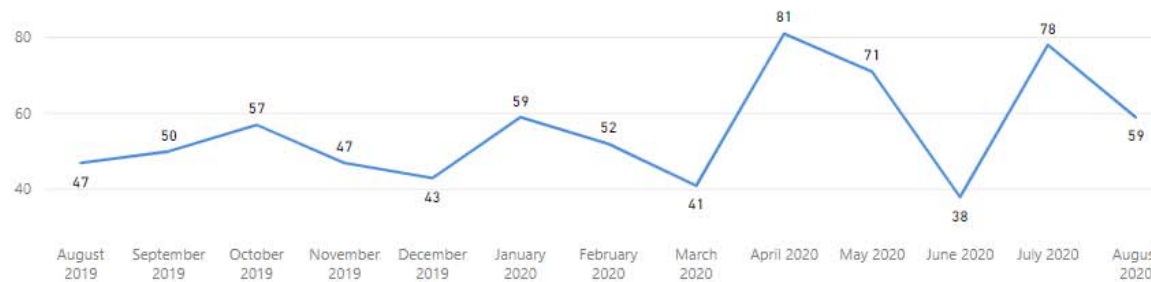
Service
Multiple selections

Priority Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

723

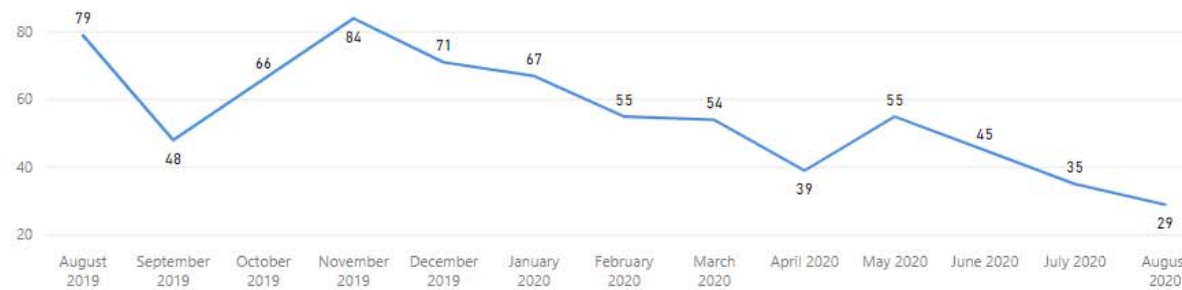
Received per Month (Avg)*

56

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

727

Completed per Month (Avg)*

56

* months with zero activity are not calculated into the average

Crime Scene Unit

Service: CSU Response
 Priority Type: All

of Unassigned
 0✓
 Goal: 0

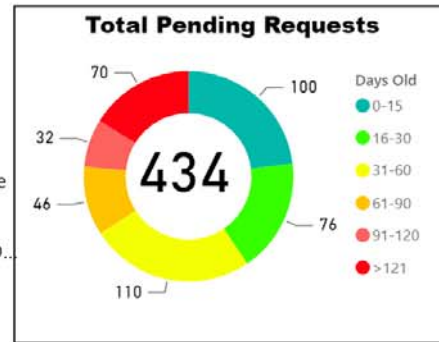
Pending Draft
 109!
 Goal: 30 (-263.33%)

Pending Tech
 330!
 Goal: 30 (-1000%)

Pending Admin
 1!
 Goal: 0

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

258 Justice Trax Past Critical Age
 100 Avg Age of Requests > 30 D...
 0 Age-Oldest Unassigned
 430 Age-Oldest Pending Draft
 430 Age-Oldest Pending Tech
 52 Age-Oldest Pending Admin



Overall TAT (Month to Date)

53.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

49.8!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT

18✓

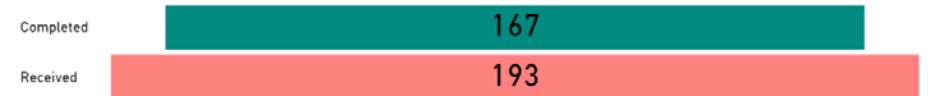
Goal: 30, 31

Avg Age of Open Reports*

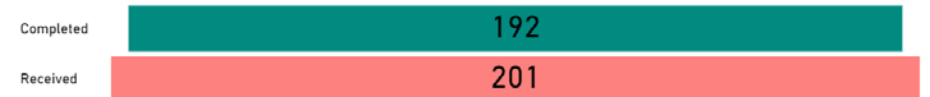
NaN

Quality Filter: Digital Forensics

Month to Date



30 Day Avg (Over Past 90 Days)



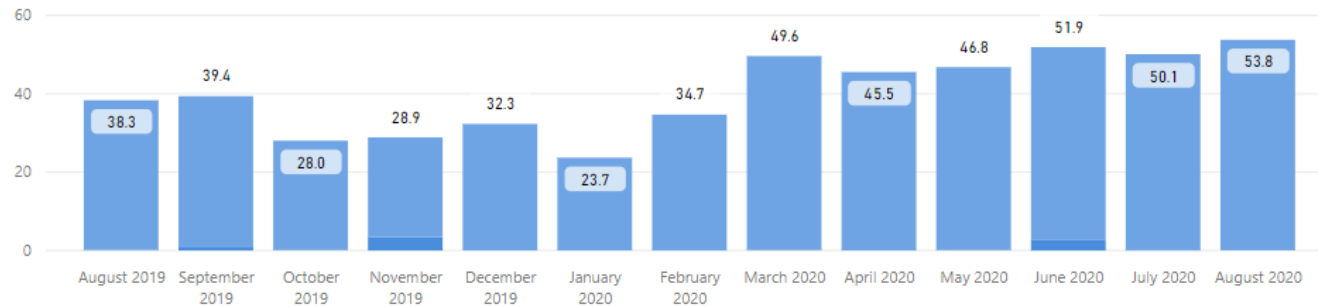
Date Range

8/1/2019

8/31/2020

Total TAT by Month

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



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

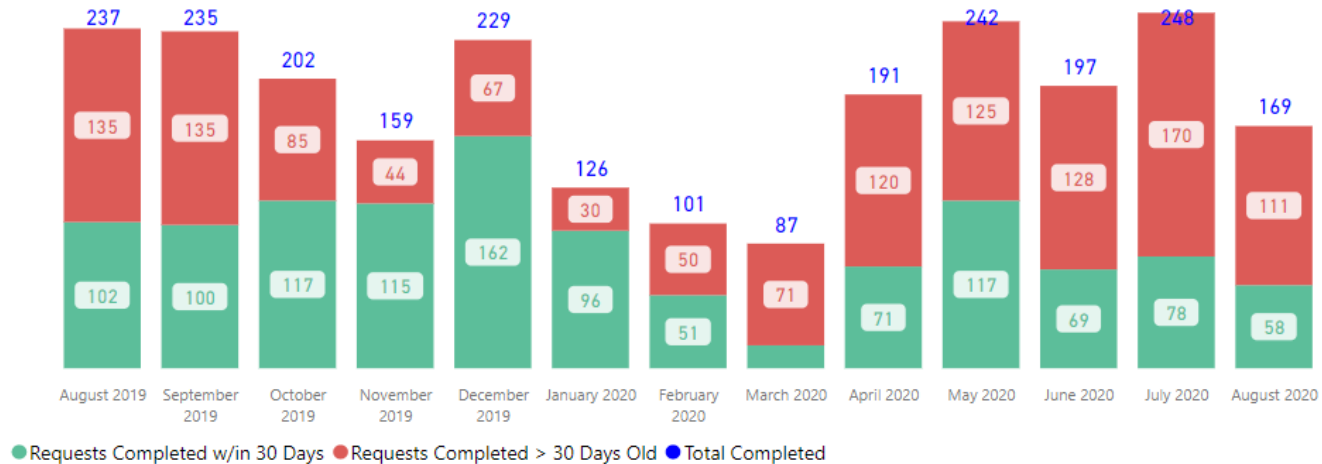
40.67

Total TAT (Rec'd-Compl.) Avg

40.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2423

Requests Completed

1271

Requests Completed > 30 Days Old

52.46 %

% Completed > 30 Days Old

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

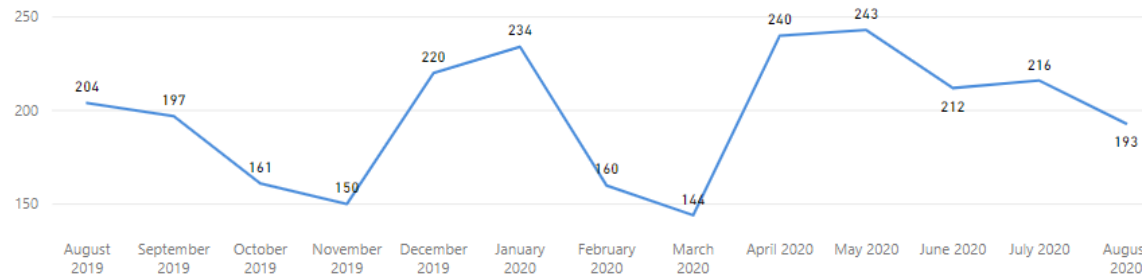
Service
CSU Response

Priority Type
All

Received Filter

8/1/2019 8/31/2020

Received by Month



Total Received

2,574

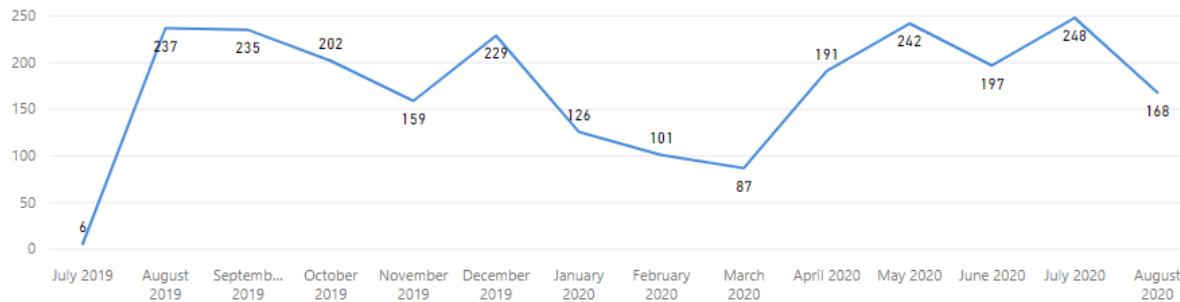
Received per Month (Avg)*

198

Completed Filter

8/1/2019 8/31/2020

Completed by Month



Total Completed

2,428

Completed per Month (Avg)*

173

* months with zero activity are not calculated into the average

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

September 11, 2020 at 9:00 a.m.

Agenda Action Item No.:	10. Consider authorizing the president and CEO to enter into a lease agreement, with option to purchase, with Agilent Technologies for one LC-QQQ device, related components and service, in the total contract amount of \$368,369.40, and possible related action.
Subject:	Authorizing the president and CEO to sign a lease agreement to acquire one LC-QQQ for use in lab's toxicology section, as requested by Dr. Amy Castillo, vice president and COO.
Background:	As previously reported, HFSC needs new LC-QQQ devices to immediately increase capacity within the lab's toxicology section and meet the growing needs of our stakeholders. Due to the cost of this equipment, HFSC sought and received approval to lease two LC-QQQs, one at the April 2019 Board meeting and one at the July 2019 Board meeting. During those discussions regarding equipment, the corporation's CFO and CEO proposed considering the lease of additional equipment for the toxicology section, if the corporation's financial position could sustain the additional cost. Staff now requests approval to lease a third LC-QQQ device based on the following considerations: subsequent analysis of HFSC's operational needs in toxicology; HFSC's forecasted financial position; and significant efficiencies gained by simultaneously utilizing three LC-QQQ devices.
Executive Summary:	<p>Before the agreement can be signed, the Board must approve the total expenditure (\$368,369.40) of the lease agreement over the 60-month term, which includes the LC-QQQ, components, service and maintenance. Pursuant to Board Resolution No.2015-001 and the Corporation's financial procurement policies, any expenditure over \$200,000 shall be approved by the Chair of the Board, President and CEO, as well as the Chief Financial Officer and Treasurer. The Board may also delegate its authority to the president and CEO to enter into this agreement.</p> <p>The components for the acquired LC-QQQ are sole source and will subsequently be identified as such in any future purchases.</p>
Fiscal Impact:	Anticipated costs will fit within existing budget line items and will be included in subsequent budgets, for the duration of the lease agreement.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Amy Castillo, vice president and COO Legal review by General Counsel



Three-year plan

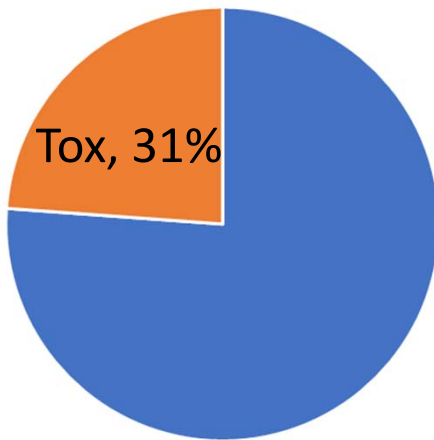
HFSC Toxicology Section

Photo Credit: Kevin Tietz

Type of Work

- Driving while intoxicated & drug-facilitated crime investigations

Caseload (2020)



Reason for the Plan

- Now that we have much-needed resources, we can think about the future



About Us

Manager (1), Supervisors (3),
Analysts/Technician (14) & Fellow (1)



Our Goal

To provide all toxicology test results within 30 days while maintaining quality, cross-training & professional development



Operational Objectives

1. Alcohol analysis within 30 days
2. Drug screening within 30 days
3. Drug confirmation within 30 days

Photo Credit: Kevin Tietz

- Establish the supervisor level
- Eliminate backlog
- Train new hires
- Cross-train analysts & reviewers
- Develop new methods
- Add/replace instruments
- Participate in professional conferences
- Publish papers



Tasks

to meet the goal

Alcohol Operation

Objective:

Complete alcohol requests within 30 days.

Project Due Date:

4/30/2021

Supervisor:

CLR

Average TAT

134 days

Pending requests

1684

Available Analysts (6)

AAJ, CLR, DRM, EP, JP, VC

Available Reviewers (5)

AAJ, ASG, CLR, DRM, VC

Pending Analysts (6)/Reviewers (2)

MR, EC, HM, New Hires 1-3/EP, JP

Items	Description	Tasks	Due Date/Duration	Assigned To	Status	Comment	Resource Needed
1	Eliminate the backlog	Complete 500 requests/month	Apr-Sep 2020	AAJ, ASG, CLR, DRM, EP, JP, VC	in progress	Requests received in Jan-Jun 2020: 458/month	Third HS-GC instrument
2	Hire more staff	Complete 700 requests/month	Oct-Dec 2020	AAJ, ASG, CLR, DRM, EP, JP, MR, VC	not started	Estimated backlog on 12/31/2020: 1381	
3	Train new hires on alcohol analysis	Complete 800 requests/month	Jan-Apr 2021	AAJ, ASG, CLR, DRM, EC, EP, HM, JP, MR, VC	not started	Estimated backlog on 04/30/2021: 0	
4	Train reviewers	Keep up with all requests/month	After 4/30/2021	Alcohol group	not started		
5	Add the third HS-GC instrument	Hire 6 more analysts (5 new, 1 replacement)	9/25/2020	DL	in progress	Five positions filled (MR, EC, HM, KY, CC); one open position	
		Train MR on ALC analysis	10/5/2020	MR, DRM, CLR	in progress		
		Train MR on ALC review	2/26/2021	MR, CLR	not started		
		Train EC on ALC analysis	11/30/2020	EC, CLR	not started		
		Train EC on ALC review	5/31/2021	EC, CLR	not started		
		Train HM on ALC analysis	1/29/2021	HM, CLR	in progress		
		Train HM ALC review	1/28/2022	HM, CLR	not started		
		Train EP on ALC review	11/30/2020	EP, CLR	not started		
		Train JP on ALC review	11/30/2020	JP, CLR	not started		

An example of the actual plan

An example of the actual plan

2020

2021

- ✓ Revalidated analytical methods
- ✓ Performance checks

- ✓ Paperless review process
- ✓ Supervisor for each operation

- ❑ Hire new staff
- ❑ Train more alcohol analysts & reviewers

- ❑ Drug confirmation methods live
- ❑ Install third drug confirmation instrument (liquid chromatograph-tandem mass spectrometer)

Q1

Moved to Jefferson

Q2

Responded to the pandemic

Q3

Expand the alcohol group_1

Q4

Establish the drug confirm group

- ❑ Train more drug screening analysts & reviewers
- ❑ Optimize immunoassay

❑ To be completed by April 30, 2021

- ❑ Install second drug screening instrument (gas chromatograph-mass spectrometer)

- ❑ Train more drug confirmation analysts & reviewers

2021

2022

Q1

Expand the drug screen group_1

Q2

Eliminate alcohol backlog

Q3

Expand the drug screen group_2

Q4

Expand the drug confirm group_1

2022

2023

❑ Train more drug confirmation analysts & reviewers

❑ Install third alcohol instrument (headspace gas chromatograph-mass spectrometer)

❑ To be completed by Sept. 30, 2022

❑ Install first time-of-flight drug screen instrument (liquid chromatograph-quadrupole time-of-flight mass spectrometer)

Q1

Expand the drug confirm group_2

Q2

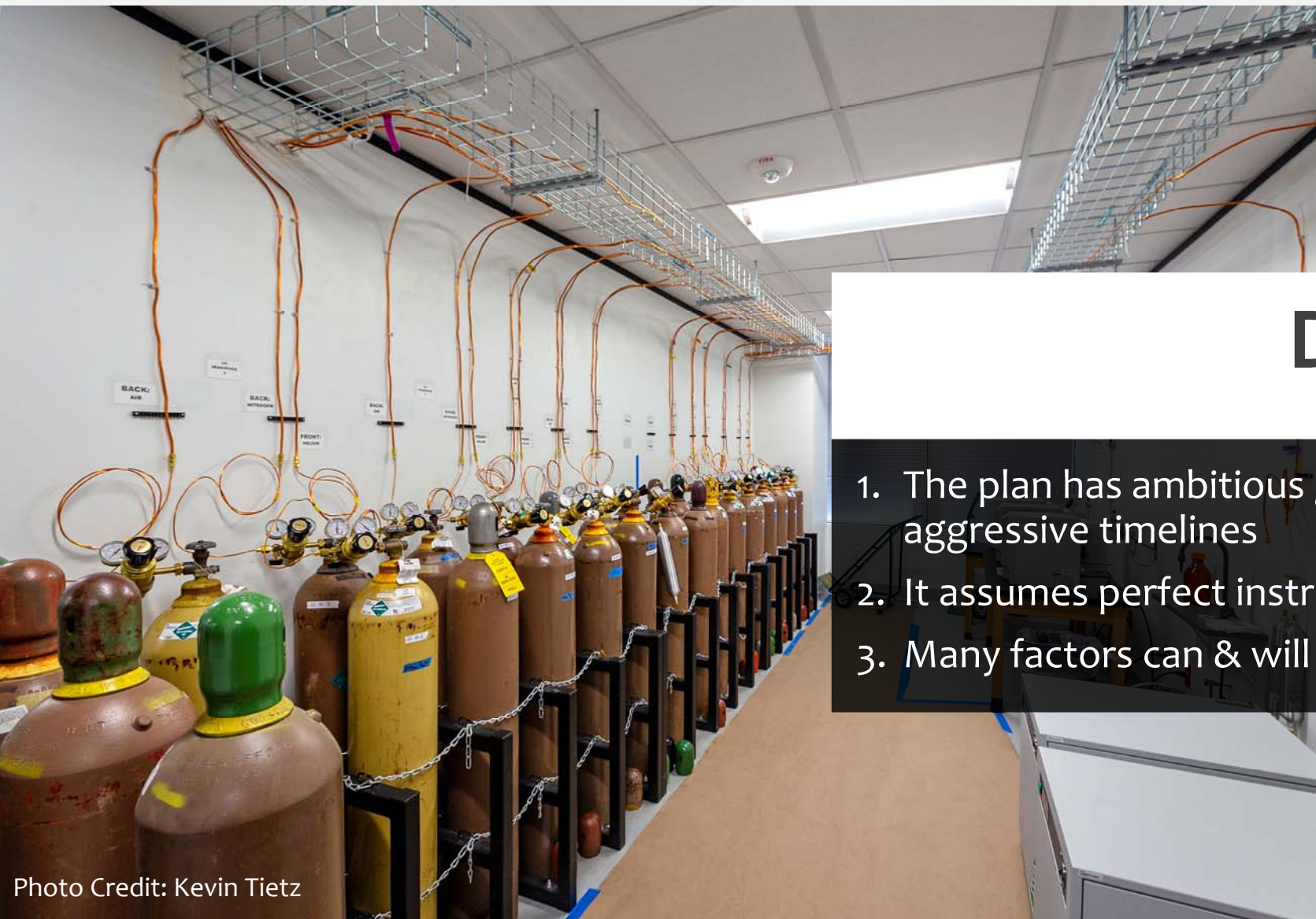
Expand the alcohol group_2

Q3

Eliminate drug backlog

Q4

Expand the drug screen group_3



Disclaimer

1. The plan has ambitious goals & aggressive timelines
2. It assumes perfect instruments & life
3. Many factors can & will affect the plan

Photo Credit: Kevin Tietz



Thank You

Dayong Lee



832-975-1354



dlee@houstonforensisscience.org



HFSC Toxicology



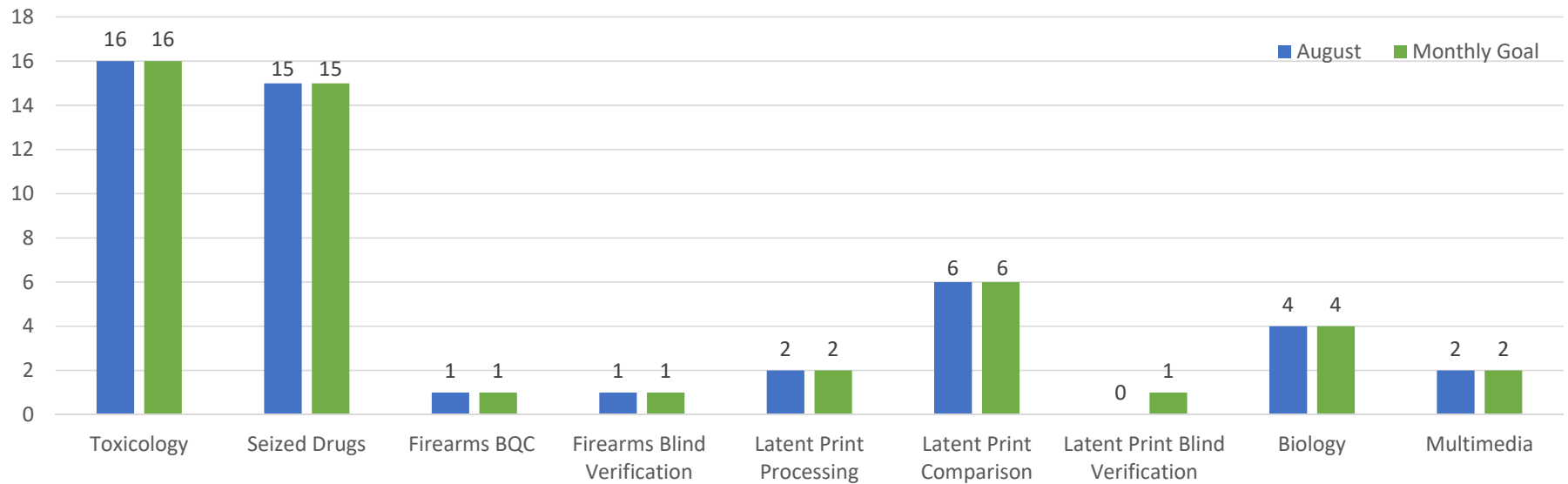
[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

Quality Division Report

September 11, 2020



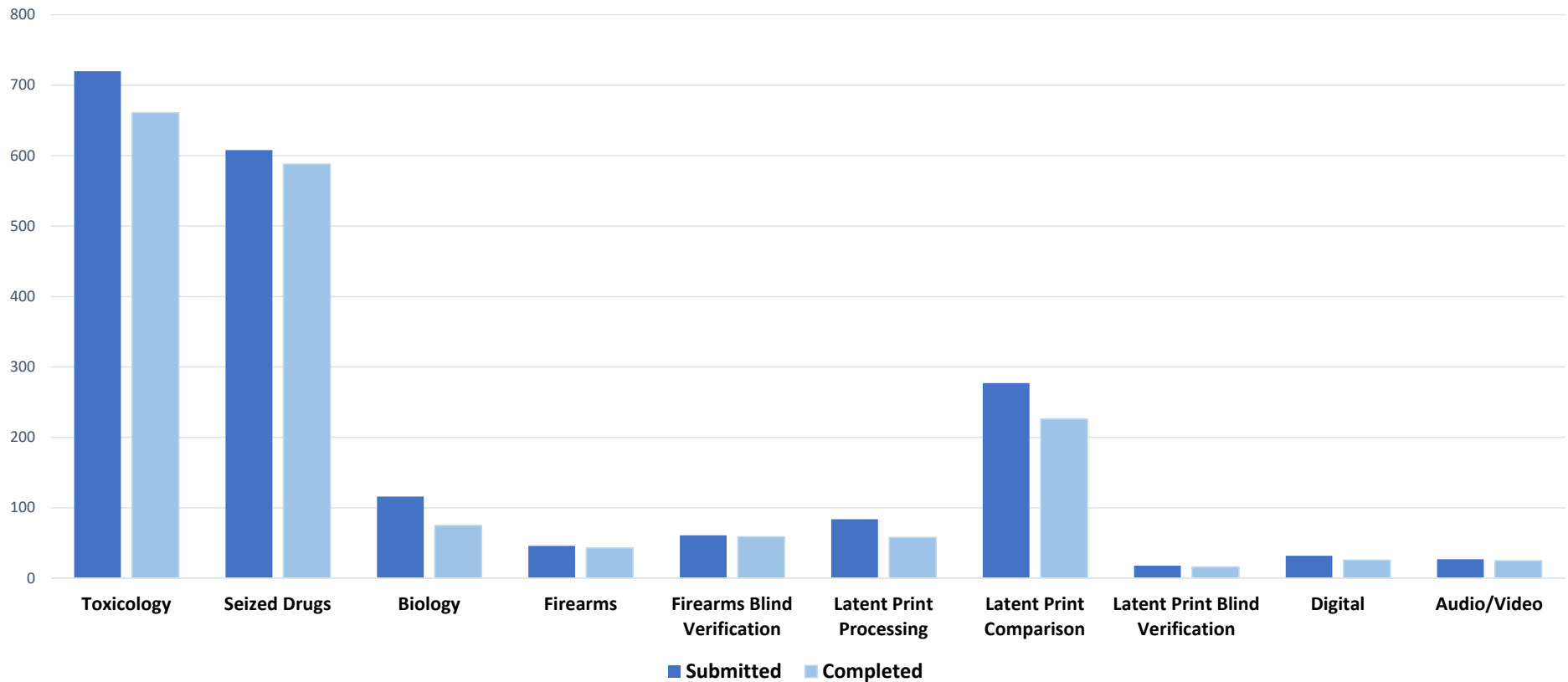
Blind Quality Controls Submitted in August



5-Year Anniversary: HFSC's Blind Program

September 3, 2015 to September 3, 2020: 1,989 blinds submitted

Blinds Submitted and Completed



Blinds Per Section September 2015 to September 2020 Submitted and Completed

Section	Submitted	Completed
Toxicology	720	661
Seized Drugs	608	588
Biology	116	75
Firearms	46	43
Firearms Blind Verification	61	59
Latent Print Processing	84	58
Latent Print Comparison	277	226
Latent Print Blind Verification	18	16
Digital	32	26
Audio/Video	27	25
Total	1989	1777



Blind Quality: Accomplishments and Challenges

- Blind program presentation will be given at the Virginia Commonwealth University (VCU) for the Forensic Science Department seminar series
- Blind program presentation will be given virtually for the Association of Forensic Quality Assurance Managers (AFQAM)
- Multimedia blind was discovered

Forensic Discipline	Cases Completed in August
Toxicology – BAC	33
Seized Drugs	16
Biology	2(DNA) 3 (screening)
Firearms Blind Verification	1
Firearms	0
Latent Print Processing	3
Latent Print Comparison	2
Latent Print Blind Verification	2
Multimedia	0



Organization of Scientific Area Committees (OSAC)

Discipline	Published	Implemented	Comments
Seized Drugs	2	2	
Crime Scene	1	1	
Interdisciplinary (17025:2017)	1	1	
Interdisciplinary (Training Program)	2	1	Crime Scene
			Multimedia
			Digital
			Audio/Video
			Latent Prints
			Processing
			Comparison
			Seized Drugs
			Firearms
			Toxicology
			Forensic Biology/DNA
Toxicology	3	2	
Forensic Biology	3	0	
Multimedia	3	0	



Survey Responses

[Help us improve! We would like to ask you a few questions about HFSC and our services. Please take this short survey.](#)

August: 2 very satisfied surveys received

Since February 2020, 27 responses have been received:

Satisfied or very satisfied

18 responses

Neither satisfied or dissatisfied

3 responses

Dissatisfied or very dissatisfied

6 responses



Transcript Review Project

- Q. And -- so, there's external factors and there's internal factors from your own lab to make sure that you guys are up to standard, right?
- A. Yes, ma'am.
- Q. So, how do you-all do the internal standards?
- A. So, our quality division, something else that they do besides auditing our paperwork, our reports where our evidence is, on an annual basis, they also maintain blind quality control testing. Basically, they're going to prepare blood samples that look just like our regular case work and they drop it into our normal workflow; so, I end up getting quality samples in my regular batches on a regular basis. And so, they're monitoring that the results I'm getting on those are also as expected. So, it's a continued internal proficiency type of situation.
- Q. So, those blind items are not connected to any case, they're just there to test your proficiency in analyzing the samples?
- A. Yep. And in analyzing the samples, in our intake process --
- Q. Uh-huh.
- A. -- our inventory process, also how our reports are being written, et cetera, the whole start to finish.
- Q. So, it sounds like there's, kind of, a lot of checks internally and externally for your work?
- A. Yes, ma'am.



2020 Testimony Data

- Harris County has officially suspended jury trials through October 1
- 23 analysts have testified this year
 - 3 testimonies provided remotely
 - 3 analysts were not monitored - will be monitored at next testimony or transcript will be requested



Detailed Data



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	8	
Toxicology		-	7	
Firearms		6	1	
Crime Scene		2	n/a	
Latent Prints		8	7	
Multimedia	Audio/Video	5	n/a	
	Digital	5	n/a	
Forensic Biology		11	18	



Survey Responses

Help Us Improve

#28

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, August 12, 2020 10:34:57 AM
Last Modified: Wednesday, August 12, 2020 10:35:35 AM
Time Spent: 00:00:37
IP Address: 74.124.47.10

Page 1

Q1

Prosecutor

For the purpose of this survey, how you would define yourself?

Q2

Client Services/Case Management

What section are you giving feedback on?

Q3

Very Satisfied

How satisfied are you with HFSC services?

Q4

This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback. If you would like to be contacted regarding your feedback, please include your contact information.

Very timely response! Thank you!!



Survey Responses

Help Us Improve

#29

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, August 26, 2020 9:06:36 AM
Last Modified: Wednesday, August 26, 2020 9:08:00 AM
Time Spent: 00:01:24
IP Address: 74.124.47.10

Page 1

Q1

Investigator

For the purpose of this survey, how you would define yourself?

Q2

Client Services/Case Management

What section are you giving feedback on?

Q3

Very Satisfied

How satisfied are you with HFSC services?

Q4

This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback. If you would like to be contacted regarding your feedback, please include your contact information.

The response was very quick and complete. I received exactly what I was asking for. Very much appreciated.



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, September 7, 2020

4:53:58 PM

Page 1 of 2

	Quality Notified	Summary of Notification	Comments
Biology			
2020-066 CAR	8/18/2020	The Logistics Specialist's DNA profile was detected in the reagent blank sperm cell fractions of five differential extractions. The data for all affected samples is being reviewed to determine whether permission to consume will be required prior to reprocessing.	
2020-068 IR	8/18/2020	An extraction set was eluted to an incorrect final volume. The Forensic Biology SOP dictates a required final volume of 40uL for this extraction method, but this extraction set's final volume mistakenly was eluted to 100uL.	
2020-070 CAR	8/28/2020	During the technical review of a case file it was noticed that a reference sample was examined before an evidence item. The Forensic Biology SOP requires all evidence items to be examined prior to any reference samples.	
Crime Scene			
2020-064 CAR	8/6/2020	A lack of communication at a crime scene during a change from night shift to day shift resulted in a failure to properly document an area of the crime scene where possible friction ridge detail was identified.	
2020-065 IR	8/12/2020	A crime scene investigator (CSI) failed to document her review of the revised CSU SOP in Qualtrax prior to being dispatched to three crime scenes. Although the CSI had reviewed a draft version of the revised manual, a documented review of the final version prior to performing casework is a Quality Manual requirement.	
2020-069 CAR	8/27/2020	A CSI completed an external proficiency test for body fluid identification. The CSI did not achieve the expected results for three of the six items; all three items were expected to yield presumptively positive results for the presence of blood however the CSI reported them as being negative.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, September 7, 2020

4:54:47 PM

Page 2 of 2

Quality Notified		Summary of Notification	Comments
Firearms			
2020-IA-12 CAR	8/5/2020	During the 2020 internal audit the audit team observed that the section's NIBIN notifications did not include two of the Quality Manual report requirements. The NIBIN notification template will be updated to include these requirements.	
Latent Prints			
2020-067 CAR	8/14/2020	A Latent Print processor did not photograph a possible suitable latent at the required step in the sequential process. In addition, the possible suitable latent was incorrectly documented as "no value" for this step in the case notes.	

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.