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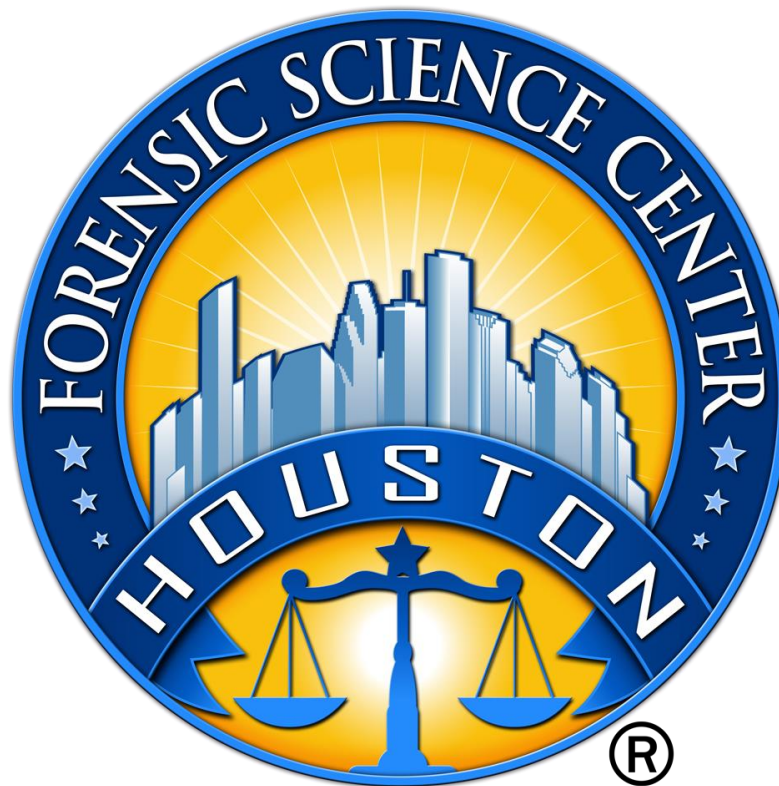
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Houston Forensic Science Center, Inc.

## Board of Directors Meeting

*December 10, 2021*



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

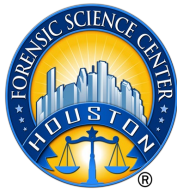
Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



# Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Public Access will be via Teleconference Only ~

Friday, December 10, 2021

[www.houstonforensicscience.org](http://www.houstonforensicscience.org)

## NOTICE OF PUBLIC MEETING

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, a quorum of the board of directors (the "board") of the Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") and the presiding officer will meet in-person in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002.

In accordance with Chapter 552 of the Texas Government Code (Texas Open Meetings Act) the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.houstonforensicscience.org/meeting-archives.php) at <https://www.houstonforensicscience.org/meeting-archives.php>.

The items listed below may be taken out of order at the discretion of the chair. After the meeting concludes, a recording of the meeting will be posted to HFSC [website](http://www.houstonforensicscience.org/) at <https://www.houstonforensicscience.org/>.

## PARTICIPATING IN THE PUBLIC MEETING REMOTELY:

Members of the public may attend the meeting in-person, however, in the interest of public health and safety during the COVID-19 pandemic, members of the public are encouraged, but not required, to participate by viewing the meeting through a livestream broadcast on the internet. To view the livestream meeting [online](http://www.houstonforensicscience.org/) please visit <https://www.houstontx.gov/htv/index.html>.

## NOTICE OF PUBLIC COMMENT:

The public is permitted to speak in-person during the public comment agenda item and as permitted by the chair.

A speaker may address any subject relevant to the purpose of the corporation. Each speaker should limit his or her comments to three minutes. The chair may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the board's consideration should provide at least ten copies of the document, each marked with the speaker's name. If you have questions regarding attending this meeting please contact Amanda DeBerry, secretary of the board of directors, at 713-204-8179.

## AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from November 12, 2021 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. Consider approval of board resolution 2021-001 setting the regular meeting of the board of directors to every two months, and possible related action.

#### **CLOSED MEETING**

7. Executive session in accordance with Sections 551.071, et seq. of the Texas Government Code, consultation with attorney, and 551.074(a), personnel matters, to discuss Dr. Peter Stout, president and CEO's employment agreement.

#### **OPEN MEETING RECONVENES**

8. Reconvene into open meeting.
9. Consider approval of a five-year employment agreement between the corporation and Dr. Stout, to continue serving as president and CEO of the corporation, effective January 13, 2022, and possible related action.
10. Consider authorizing the president and CEO to enter into an agreement between Matterport Inc. and the corporation for 3D modeling technology, cameras and related equipment, data storage, training and support services, for a total contract value \$260,000.00, and possible related action.
11. Adjournment.

#### **NOTICE REGARDING SPECIAL NEEDS:**

Persons requiring accommodations for special needs may contact HFSC at 713-204-8179.

#### **NOTICE REGARDING CLOSED MEETINGS:**

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

551.071 - Consultation with Attorney
551.072 - Deliberation Regarding Real Property
551.073 - Deliberation Regarding Prospective Gift Section
551.074 - Personnel Matters
551.076 - Deliberation Regarding Security Devices
551.084 - Exclusion of Witness
551.087 - Economic Development Negotiations



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

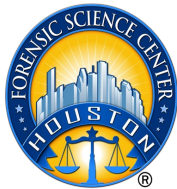
A. The open meeting covered by this notice upon the reconvening of the public meeting, or
B. At a subsequent public meeting of the board upon notice thereof, as the board shall determine

**Certification of Posting of Notice of the Board of Directors of the Houston Forensic Science Center, Inc.**

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 5th day of October 2021, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC [website](#) as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 7th day of December 2021.

*Amanda DeBerry*  
Amanda DeBerry



# Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, November 12, 2021

[www.houstonforensicscience.org](http://www.houstonforensicscience.org)

1. **CALL TO ORDER:**

At 9 a.m., Board Chairwoman Stacey Mitchell called the meeting to order.

The Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") board of directors (the "board") convened this in-person meeting on Friday, November 12, 2021 in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. In a manner permitted by the corporation's bylaws, the meeting was called by providing all directors with notice of the date, time and purpose of the meeting at least three days before the scheduled date.

In accordance with Chapter 551 of the Texas Government Code (Texas Open Meetings Act) a notice of this meeting was posted on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby on November 9.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Anna Vasquez
Philip Hilder
Francisco Medina
Vanessa Goodwin
Ellen Cohen
Lois Moore
Vicki Huff

The following board members were absent:

Vice Chairwoman Mary Lentschke
Tracy Calabrese

Chairwoman Mitchell declared a quorum was present noting that all members and presenters were physically present in-person.

3. **PUBLIC COMMENT:**

Chairwoman Mitchell gave members of the public an opportunity to address the board. No members of the public addressed the board.

4. **REVIEW AND APPROVAL OF MINUTES FROM PRIOR MEETING:**

Following a motion by Director Ellen Cohen and seconded by Director Lois Moore, the board unanimously approved the September 10, 2021 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT**

The chairwoman first acknowledged the observation of Veteran's Day by expressing gratitude to the men and women, many of them at HFSC, who sacrifice to serve in the military and protect our country. She shared that Dr. Peter Stout, HFSC's president & CEO, is himself a veteran of the U.S. Navy Medical Service Corporation.

She reminded members that a quorum is needed at the next board meeting on December 10 to finalize and vote on Dr. Stout's new employment agreement. Chairwoman Mitchell provided an update on the 2022 board meeting schedule. She noted that the board previously discussed adjusting the meeting frequency from every month to every other month. Chairwoman Mitchell requested that members consider the pros and cons of making that change and told them it would be discussed further at the December meeting.

6. **BOARD CRIME SCENE UNIT WORKING GROUP'S STATUS REPORT:**

Director Vicki Huff began by establishing that the working group consists of herself, Vice-Chairwoman Mary Lentschke and Director Vanessa Goodwin. They met twice to gather information about the current and past issues in the crime scene unit (CSU). She noted the group heard proposals for improvements through the lean six sigma project analysis of CSU and they also received and analyzed staff annual surveys, highlighting that CSU's comments have improved over the years. However, rising crime and the pressures of the pandemic continues to be a challenge for staff morale.

Next, Director Goodwin explained the group spoke with CSU's director, Carina Haynes, about specific steps she has already taken to implement change. They discussed how those changes were going, noting the group will need some time to evaluate whether the changes positively affect morale and open communication.

The group plans next to meet with Caresse Young, HFSC's director of human resources.

7. **PRESIDENT AND CEO DR. PETER STOUT'S REPORT:**

Dr. Stout reported that HFSC completed 2,136 requests in September and that turnaround times has remained steady.

He also explained HFSC's staffing portfolio, now with 209 employees and eight vacancies. He shared recent outreach efforts, noting his presentation to HPD Citizen's Academy and several laboratory tours with students, senior citizens and council members.

Dr. Stout later provided a brief update on the potential property room consolidation project. He mentioned that the engineering permit for the incinerator was submitted to the city permitting department. He stated the slated timeline for completion and move in will be at the end of 2022.

Dr. Stout discussed the current challenges with violent crime continuing to rise and the workload it places onto CSU. He explained the total number of requests has remained steady but pointed out the complexity in homicide scenes – which means more labor hours for the staff.

Next, he talked through the Astroworld tragedy where 10 CSIs spent more than 70 hours on scene. The CSI's inspected countless trash bags searching for identification cards and drug paraphernalia. He also acknowledge it was a learning opportunity for drone capture. CSIs participated in community outreach, noting monthly training for investigators at the HPD academy.

The court is struggling with a backlog of some 90,000 criminal cases. Dr. Stout said it significantly impacts HFSC, particularly noting the increase in record requests, subpoenas and rush requests for testing as cases move to trial. One solution is to have a true "on call" status for expert witnesses.

8. **QUALITY DIRECTOR ERIKA ZIEMAK'S REPORT:**

Ms. Ziemak reported that the quality division missed two September submission targets and met its

October submission targets for blind quality control samples and verifications. The group has delayed submitting a manuscript on firearms' blind quality controls to the Journal of Forensic Sciences for another month or so.

She mentioned HFSC received seven satisfied or very satisfied survey responses from attorneys, investigators and the community from July through September 2021.

Next, she discussed three disclosures and one complaint HFSC provided to the Texas Forensic Science Commission regarding CSU, forensic biology/DNA and latent prints. One disclosure centered around the forensic biology/DNA section losing a reference sample after it had been analyzed. She said the quality division audited the evidence vault and property room, but the sample has not been found. However, the remaining sample in the laboratory could be used for future testing if needed. The commission voted to take no further action on all three disclosures.

Ms. Ziemak said 41 analysts have testified this year, and four transcripts are being reviewed.

9. **TREASURER AND CFO DAVID LEACH'S PRESENTATION REGARDING THE 2021 FINANCIAL AUDIT:**

Mr. Leach first noted the audit report includes three letters addressed to the board of directors from the auditor, Blazek & Vetterling. He explained the letters are the auditor's findings and that nothing was discovered in the financial audit. He also added that a single audit was performed to ensure HFSC had handle federal funding appropriately.

9. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Philip Hilder made a motion to adjourn. Many directors seconded the motion. The meeting adjourned at 10:28 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the Nov. 12, 2021 public meeting of the board.

By: Amanda DeBerry Amanda DeBerry, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

RESOLUTION NO. 2021- 001

**RESOLUTION SETTING REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

**WHEREAS**, the Board of Directors (the “Board”) of Houston Forensic Science Center, Inc. (the “Corporation” or “HFSC”) desires to set regular meetings of the governing body to conduct business related to the corporation; and

**WHEREAS**, the Board is committed to transparency regarding its deliberations and decision-making processes; and

**WHEREAS**, pursuant to the Corporation’s Bylaws the Board shall meet at least annually at a time and place in the City designated by resolution of the Board; and

**WHEREAS**, pursuant to the Corporation’s Bylaws the Board may provide for regular meetings by resolution, stating the time and place of such meetings; and

**WHEREAS**, the Board has concluded that it is in the best interests of the Corporation to schedule regular meetings of the Board to occur every two months, and that such action will further the purposes of the Corporation;

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

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

**SECTION 2.** That in furtherance of the findings adopted in Section 1 above, the Board now sets its regular meeting to occur every two months, on the second Friday of each designated month at 9:00am Central Standard Time, in the City Hall Annex located at 900 Bagby Street, Houston, Texas.

**SECTION 3.** That from time to time, the Board may change or cancel its regular meeting time and/or location to accommodate a closed meeting (also known as executive session), ensure attendance of a quorum, account for a meeting occurring on a day the corporation is closed for business, or for any other legitimate purpose. Notice of any such change shall be provided as required by Chapter 551 of the Texas Government Code (“Texas Open Meetings Act”).

**SECTION 4.** Notwithstanding this Resolution, special meetings and emergency meetings of the Board may be called pursuant to the Corporation’s Bylaws, to discuss specific items or to consider an emergency circumstance that, in the absence of immediate action by the Board, may have a material, adverse impact upon the Corporation or HFSC operations.

**SECTION 5.** That upon the issuance of a lawful emergency or disaster declaration, proclamation, or similar order by a government official or entity with jurisdiction in Houston and/or Harris County, this Resolution may be suspended by the Board Chair or majority vote of the Board.

**SECTION 6.** Nothing in this Resolution shall relieve the Board its obligation to provide notice of each meeting (regular, special, or emergency) by posting notice in the same manner required of the governing body of a municipality under the Texas Open Meetings Act.

**SECTION 7.** That if any provision of this Resolution is for any reason, held to be unlawful or void, the remaining portions shall not be affected thereby, and all provisions of this Resolution are declared to be severable for that purpose.

**SECTION 8:** This Resolution shall become effective immediately upon passage by the Board of Directors.

**ADOPTED** this 10<sup>th</sup> day of December, 2021.

**CERTIFICATE**

The undersigned hereby certifies that this Resolution **2021-001** was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the \_\_\_\_ day of \_\_\_\_\_, 2021.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

Amanda DeBerry, Secretary of the Board of Directors

**HOUSTON FORENSIC SCIENCE CENTER, INC.**

Regular Meeting of the Board of Directors

December 10, 2021 at 9:00 a.m.

<b>Agenda Action Item No.:</b>	<b>9.</b> Consider approval of a five-year employment agreement between the corporation and Dr. Stout, to continue serving as president and CEO of the corporation, effective January 13, 2022, and possible related action.
<b>Subject:</b>	Renewal of the employment agreement between the corporation and Dr. Stout, president and CEO.
<b>Background:</b>	On January 13, 2017, the Board of Directors (“the Board”) offered an employment agreement to Dr. Stout, to serve as the corporation’s president and CEO. The existing agreement provides for a 5-year contract term ending on January 12, 2022. Pursuant to the terms of the agreement, the Board must provide written notice of its intent to renew the agreement at least 6 months before the contract expires. At the July 2021 regular meeting of the Board, the directors unanimously approved a motion to provide notice of its intent to renew Dr. Stout’s employment agreement, or extend the agreement if the parties deemed it necessary. The Board further delegated authority to the Board Chair, in consultation with HFSC general counsel, to negotiate a new agreement with Dr. Stout for the Board’s approval at a later meeting.
<b>Executive Summary:</b>	At the direction of the Board, the Board Chair and general counsel negotiated the terms of Dr. Stout’s employment agreement to continue serving as HFSC president and CEO. The negotiations resulted in a five-year agreement detailing Dr. Stout’s responsibilities, authority, compensation, benefits, and evaluation process.
<b>Fiscal Impact:</b>	Anticipated costs fit within existing budget line items and will be included in subsequent budgets, for the duration of the agreement.
<b>Staff Recommendation:</b>	No recommendation.
<b>By:</b>	Dr. Stacey Mitchell, Board Chair Legal review and approved as to form by General Counsel

## HOUSTON FORENSIC SCIENCE CENTER, INC.

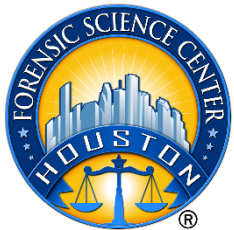
### Regular Meeting of the Board of Directors

December 10, 2021 at 9:00 a.m.

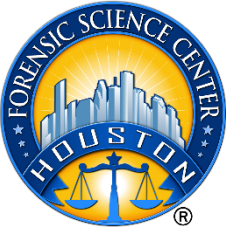
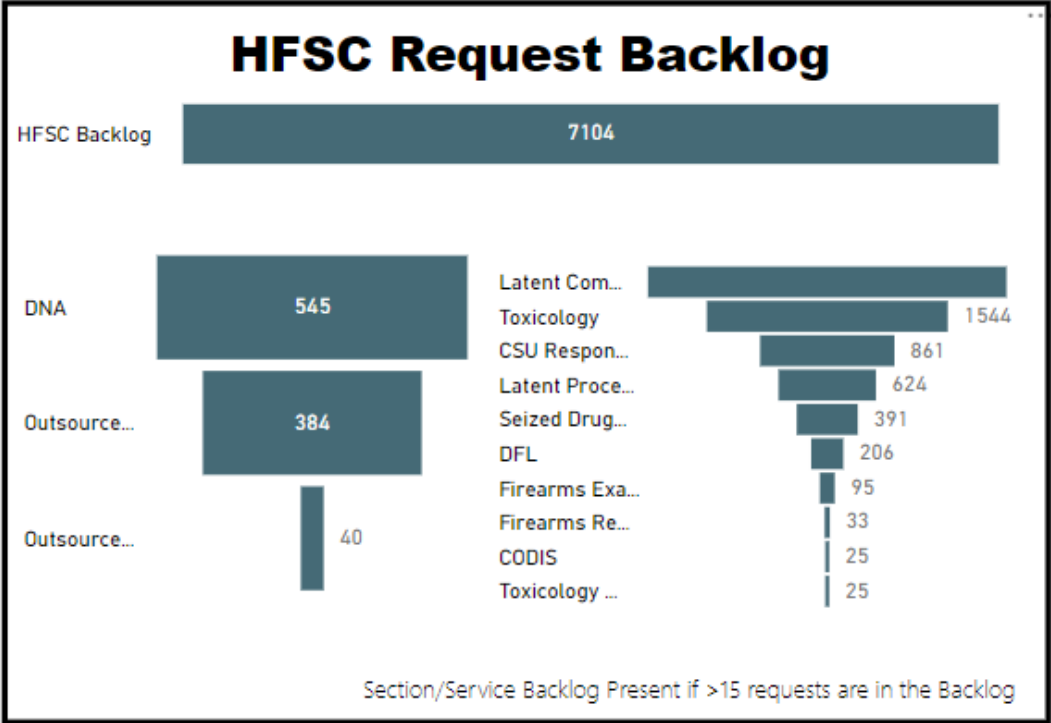
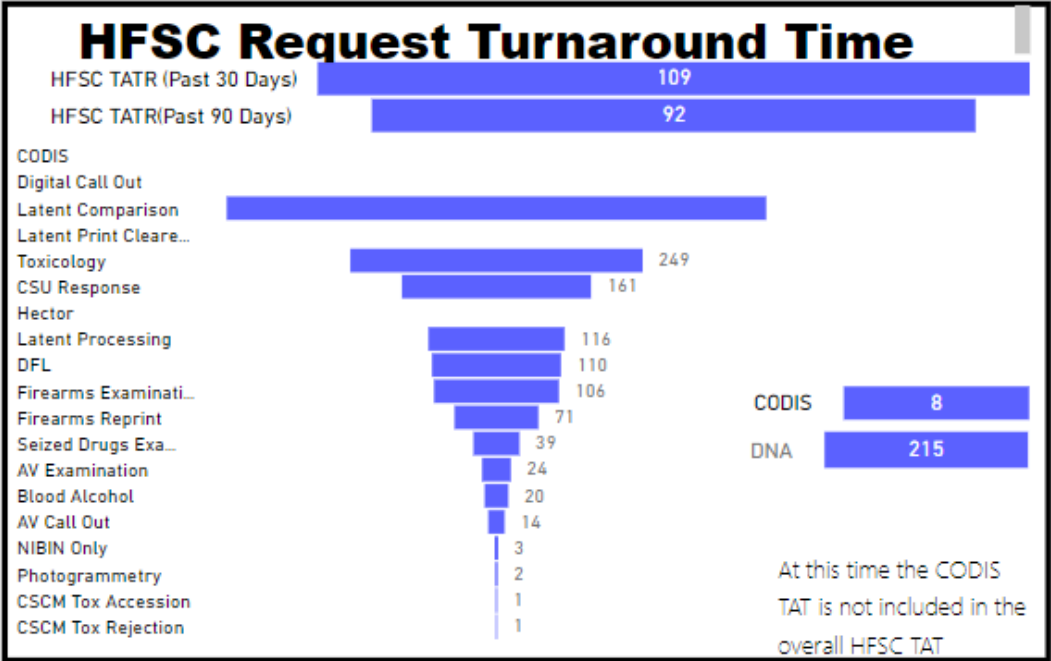
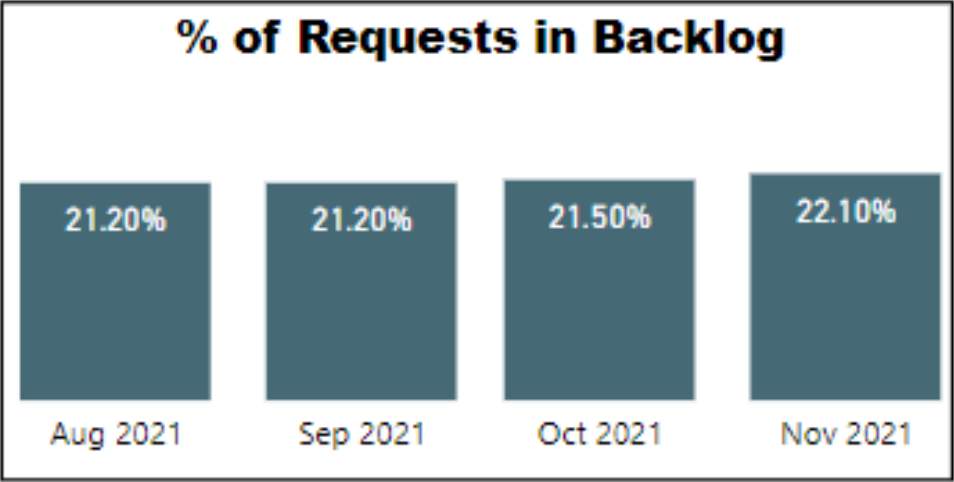
<b>Agenda Action Item No.:</b>	<b>10.</b> Consider authorizing the president and CEO to enter into an agreement between Matterport Inc. and the corporation for 3D modeling technology, cameras and related equipment, data storage, training and support services, for a total contract value of \$260,000.00, and possible related action.
<b>Subject:</b>	Authorizing the president and CEO to acquire 3D modeling technology, equipment and related services for use in HFSC's Crime Scene Unit ("CSU").
<b>Background:</b>	2D and 3D modeling technologies are increasingly being utilized in various industries to capture more precise images of indoor and outdoor spaces, landscapes, and structures. When properly utilized, these technologies capture high quality images and data, allowing the user to take measurements and enhance areas of interest from multiple angles, from the convenience of a computer or handheld device in certain circumstances. HFSC crime scene investigators ("CSIs") spend a significant amount of time in the field manually diagraming and photographing crime scenes. Matterport Inc.'s technologies can quickly provide critical information to CSIs and authorized HFSC stakeholders, ultimately decreasing turnaround times for scene processing.
<b>Executive Summary:</b>	<p>Dr. Stout is seeking Board approval of an agreement to purchase these services and equipment for a total contract value of \$260,000.000 during the agreement term, which ends on June 30, 2024. If approved, HFSC will enter into a pilot phase from December 15, 2021- June 30, 2022, before the full rate is assessed for the first one-year subscription. Approval is requested, based on the following considerations: the increasing number of Houston Police Department criminal investigations which require detailed diagrams, measurements, and photography; analysis of HFSC's operational needs in the crime scene unit; the technology's compatibility with existing HFSC equipment/software; and significant efficiencies gained by utilizing this particular product. Additionally, the technology allows for easy integration between stitched 360 images and calculated pointcloud, which is crucial for crime scene documentation and measuring.</p> <p>Pursuant to Board Resolution No.2015-001 and the Corporation's procurement policies, any expenditure over \$200,000 shall be approved by the Board.</p>
<b>Fiscal Impact:</b>	Anticipated costs fit within existing budget line items and will be included in subsequent budgets, for the duration of the agreement.
<b>Staff Recommendation:</b>	Staff recommends approval.
<b>By:</b>	Dr. Peter Stout, President and CEO Legal review by General Counsel



# Detailed data



# November 2021 Company Overview



# Key for Dashboard Section Pages

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

Report type

Service: Seized Drugs Examination  
Priority Type: All

Pending work

**# of Unassi...**  
28✓  
Goal: 100 (+72%)

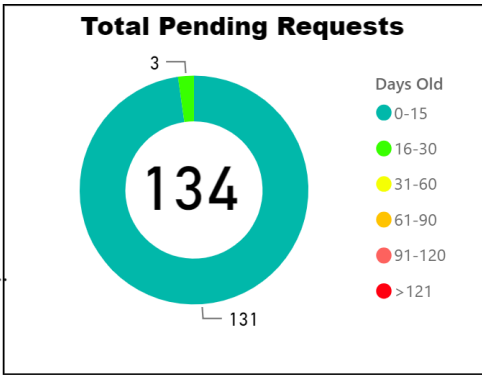
**# Pending Draft**  
24✓  
Goal: 100 (+76%)

**# Pending Tech**  
55!  
Goal: 50 (-10%)

**# Pending Admin**  
27✓  
Goal: 50 (+46%)

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

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



**Overall TAT (Month to Date)**

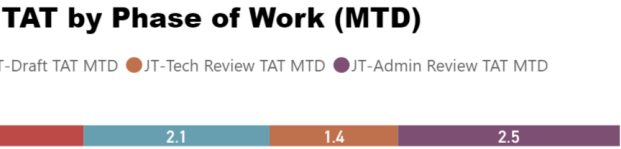
9.1✓

Goal: 14, 15

**Overall TAT (Past 90 Days)**

8.8✓

Goal: 14, 15



Pending quality reports

**Open Quality Reports**

Qualtrax ID	Workflow #	Age
48504		26
48533		26
48621		24
49147	2019-056	17

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

**Quality TAT**

9✓

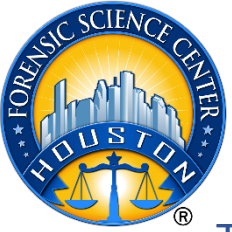
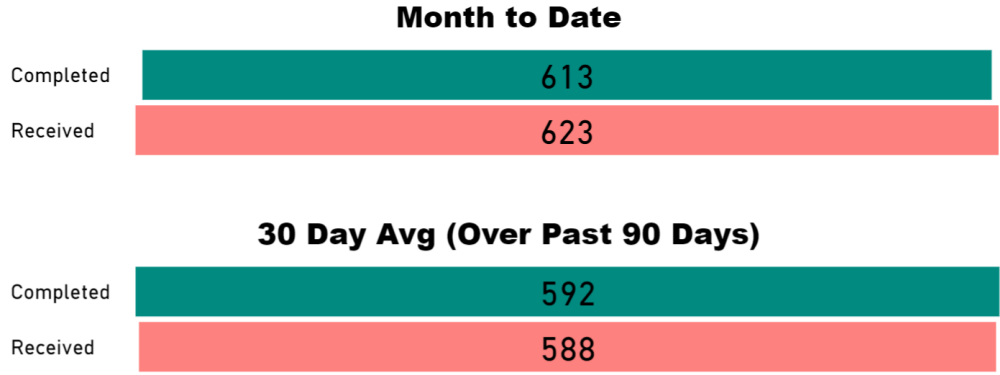
Goal: 30, 31

**Avg Age of Open Reports\***

17

Average time to close quality reports

Quality Filter: Controlled Substances



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

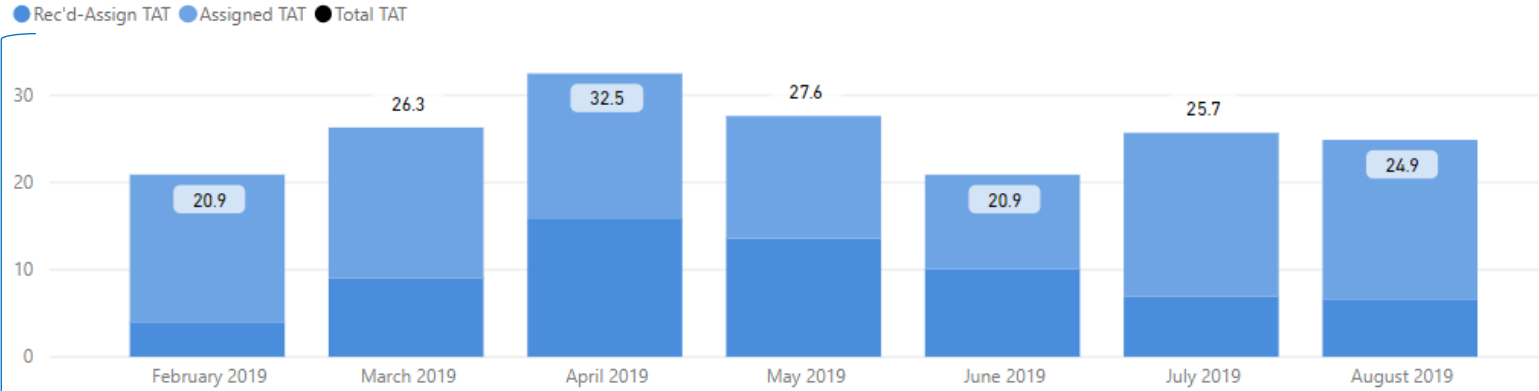
# Key for Dashboard Historical Pages 1/2

## Date Range

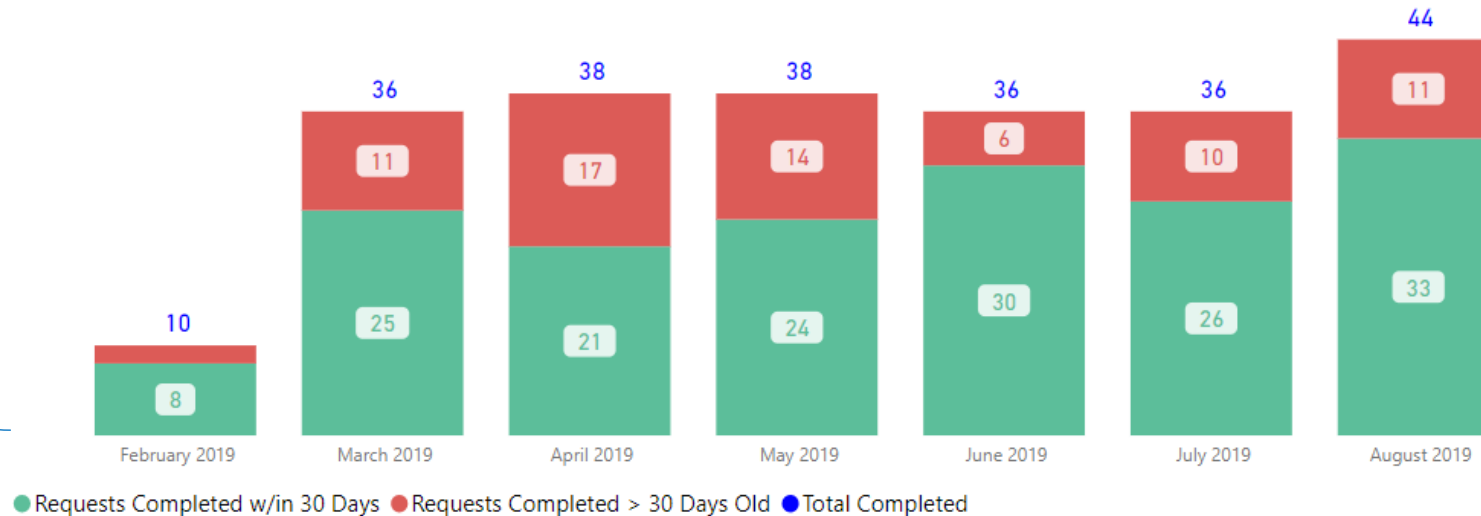
8/1/2018

8/31/2019

## Total TAT by Month



## Requests Completed



Type of testing

## Request Type

Firearms Examination

Priority Type

All

Report type

## Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

## Received to Complete

238

Requests Completed

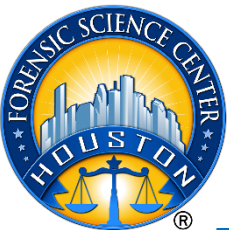
71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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



TAT= Turnaround Time

# Key for Dashboard Historical Pages 2/2

Type of testing →

Service

Priority Type

Seized Drugs Examination

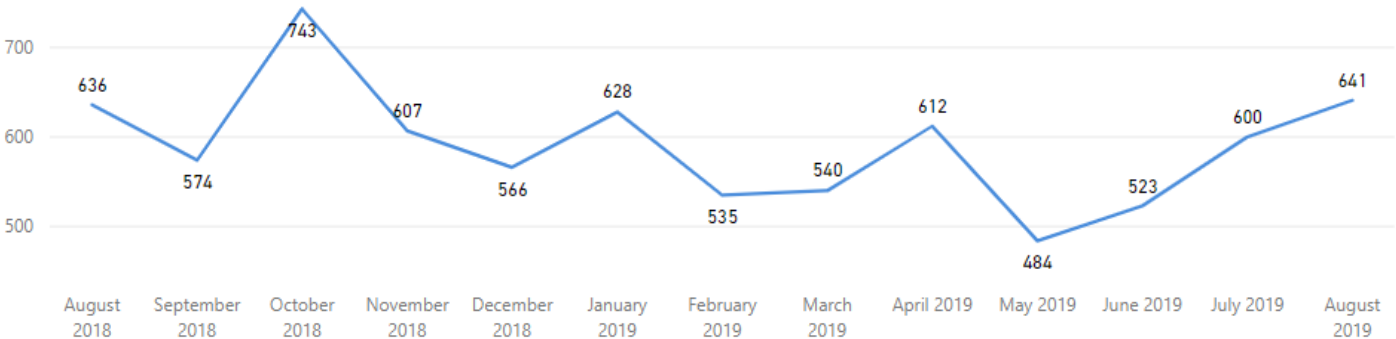
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)\*

591

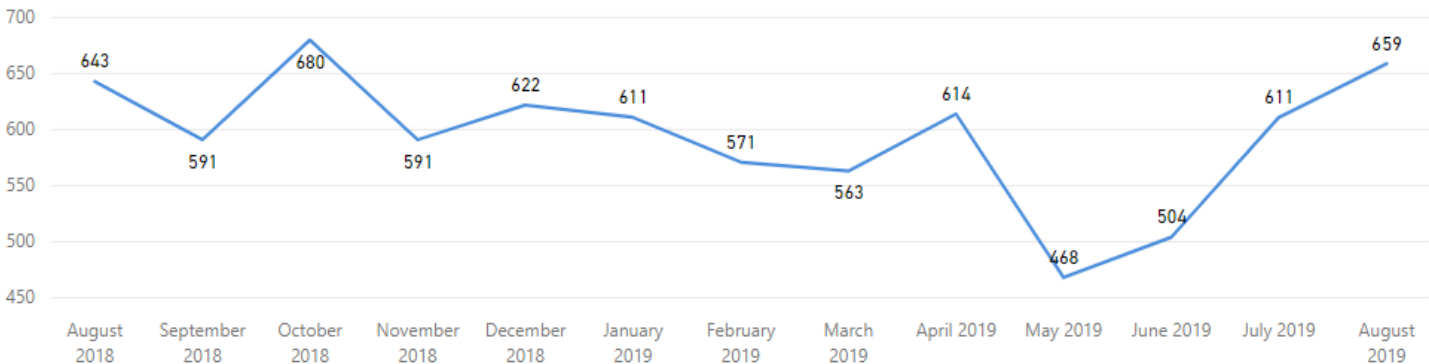
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

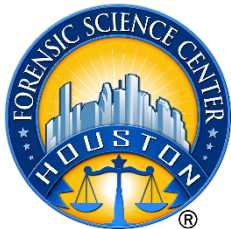
7,728

Completed per Month (Avg)\*

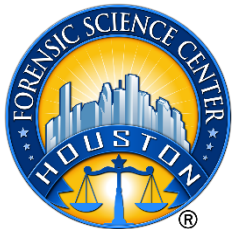
594

Overall average for the selected date range

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



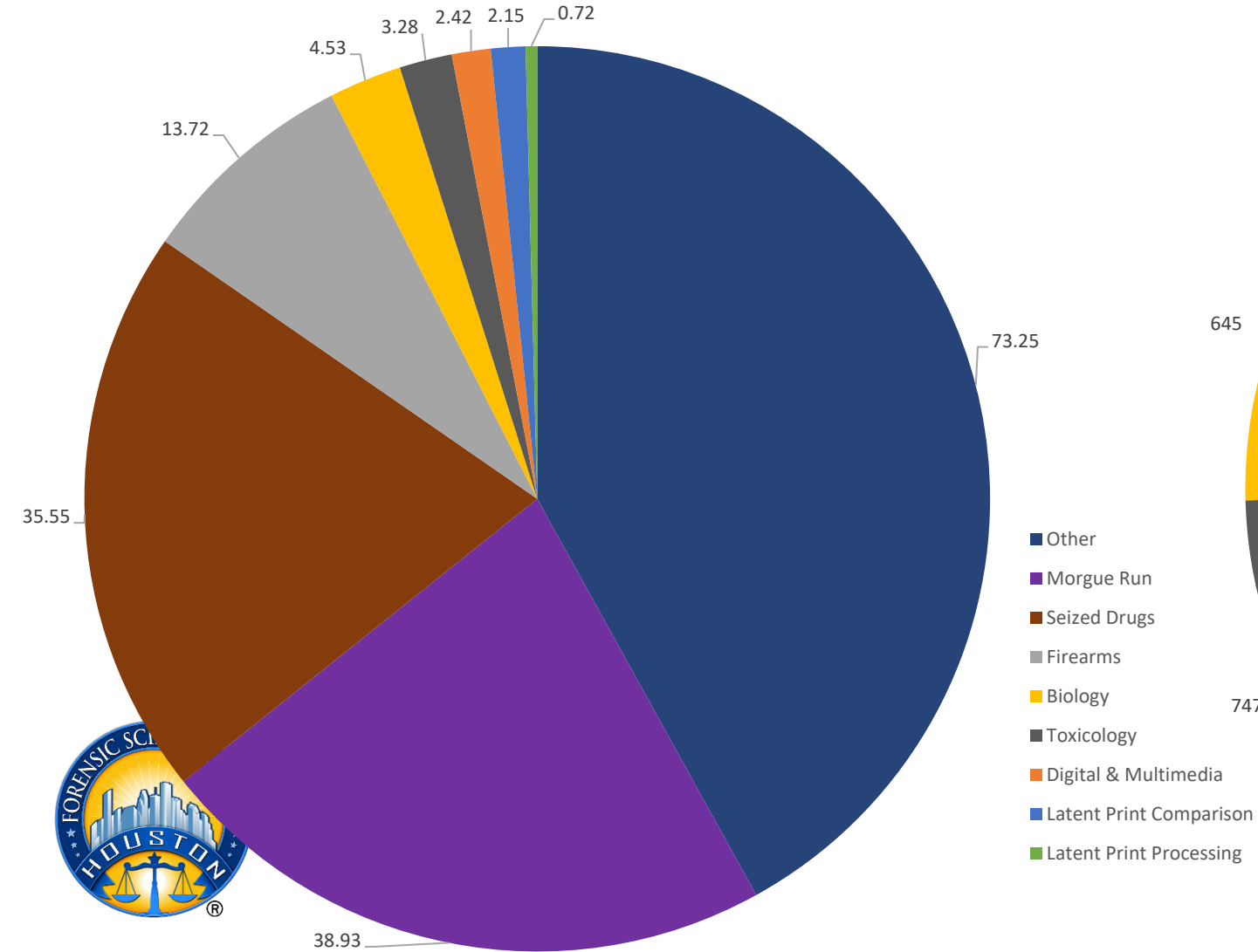
# Client Services and Case Management (CS/CM)



# CS/CM – November

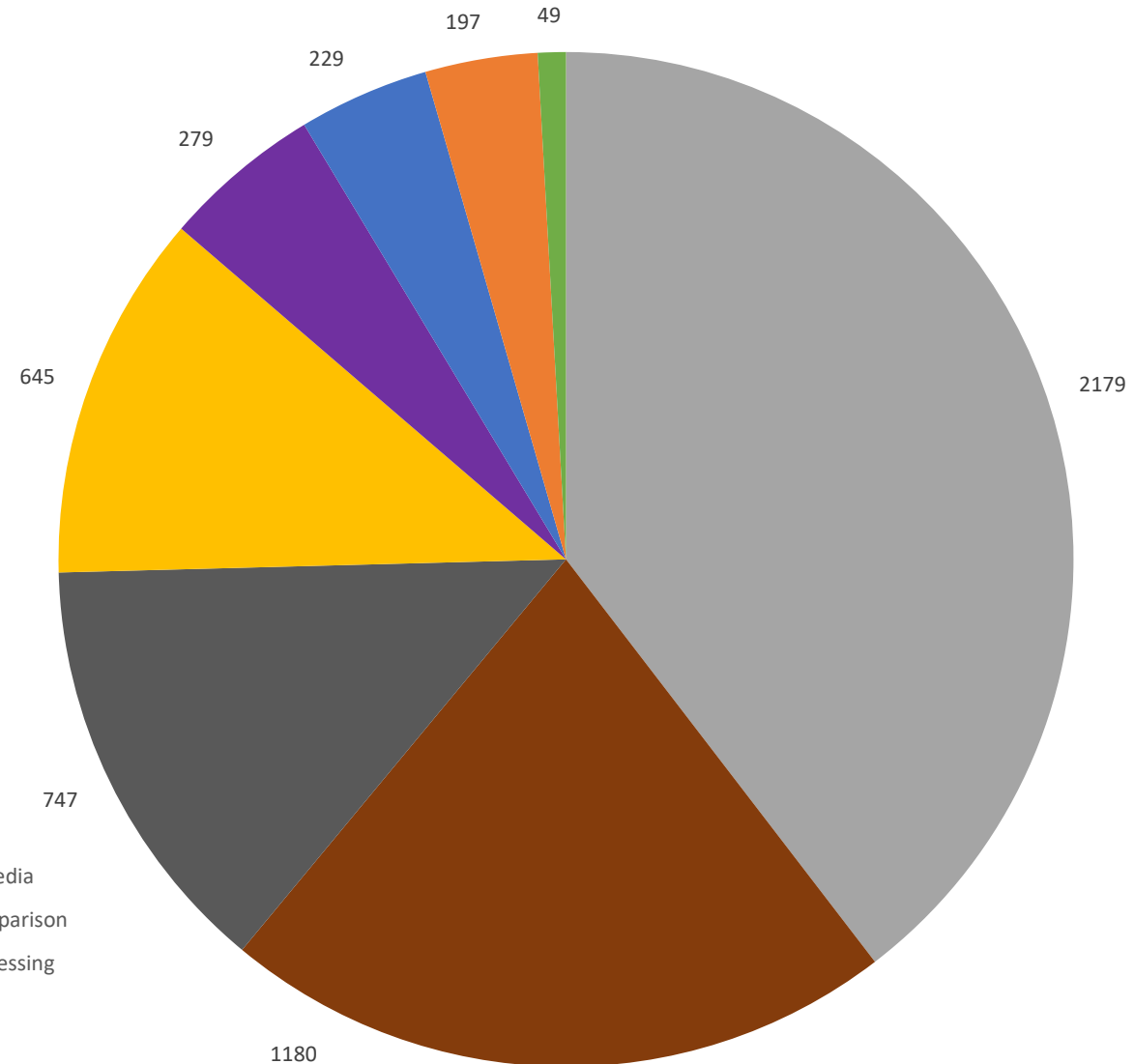
## Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



# Evidence Handling

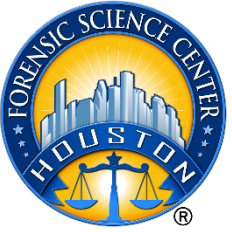
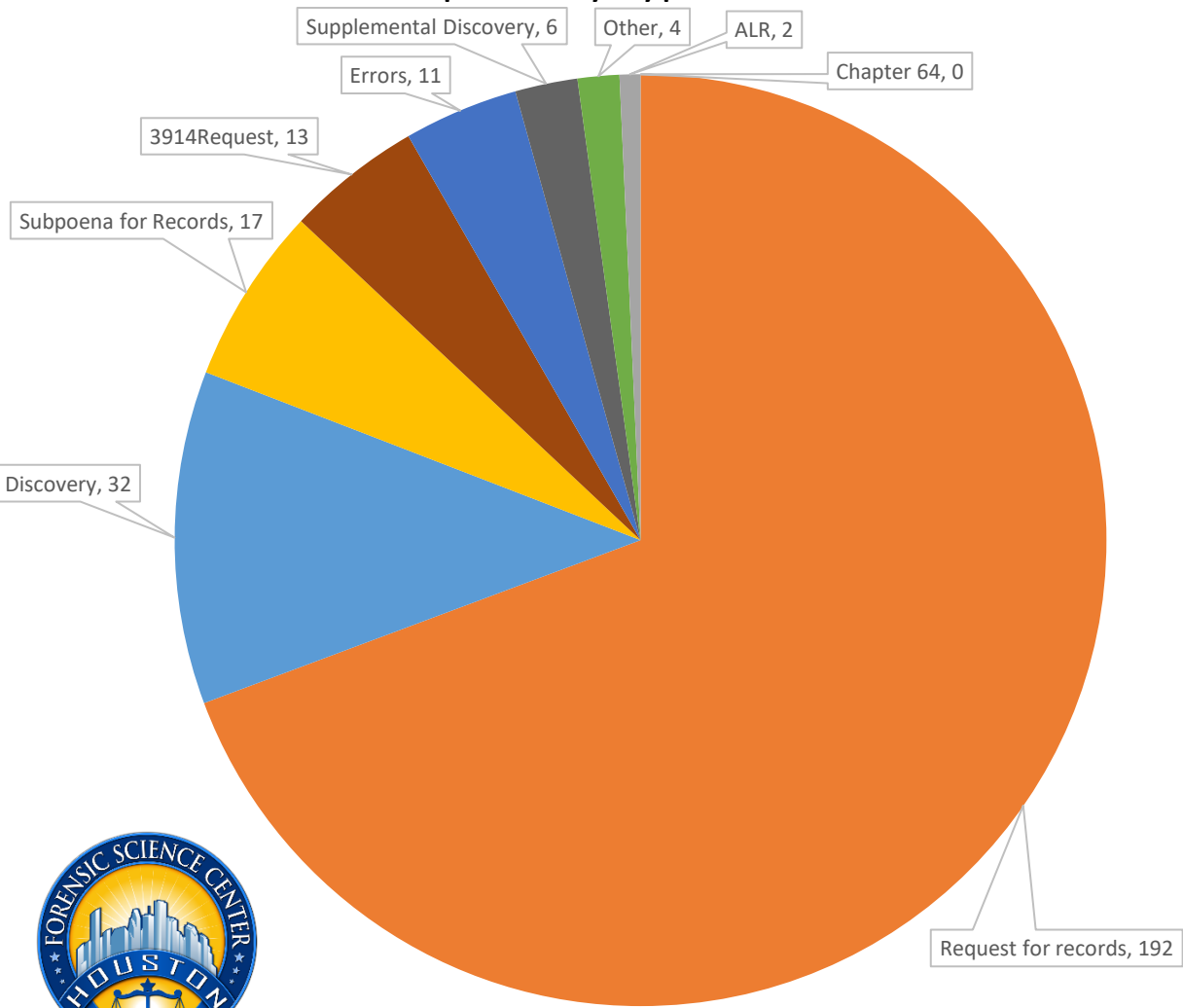
## Total Items by Section



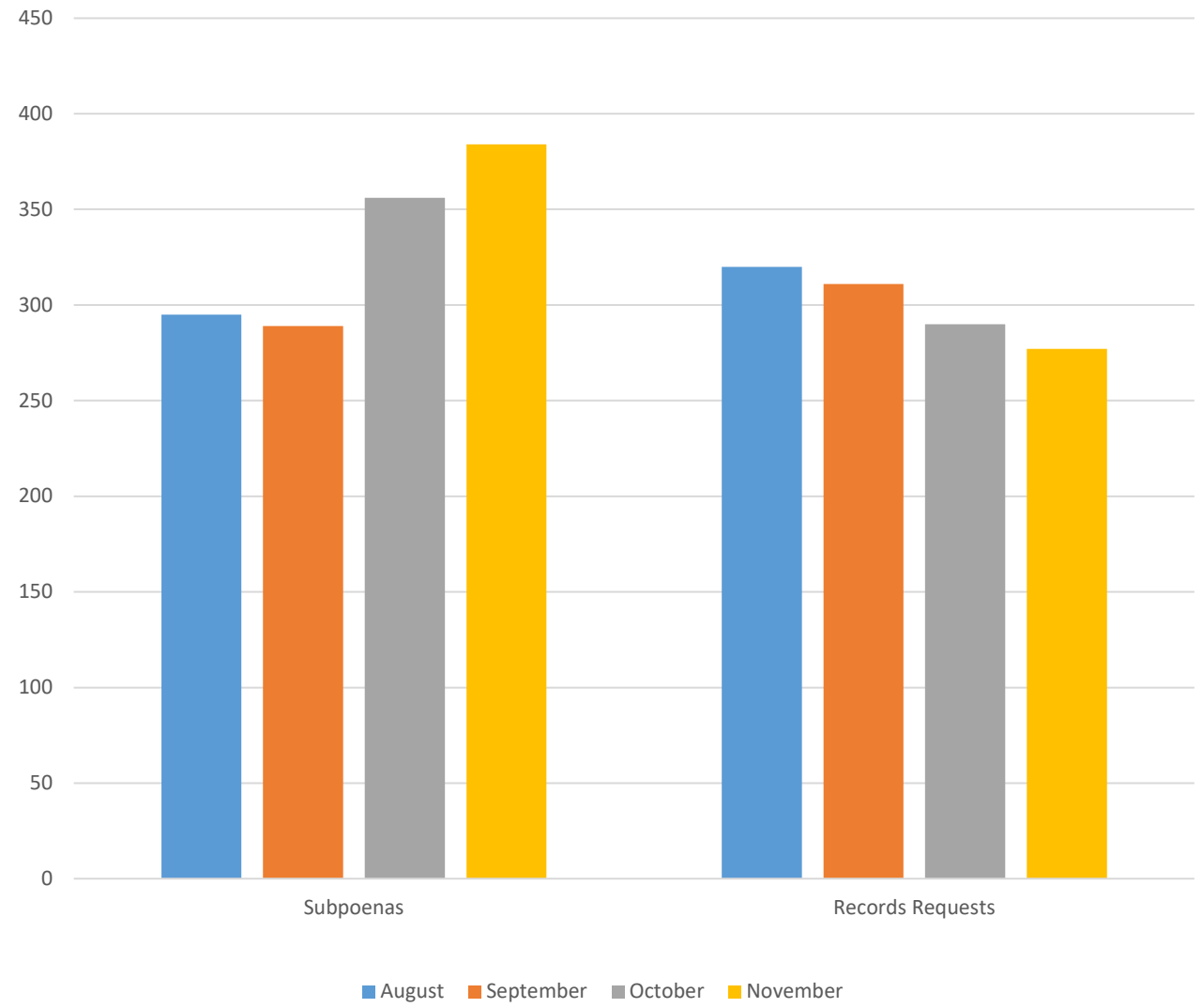
# CS/CM – November

# Administrative

Requests by Type



Subpoenas & Records Requests







Service

CSCM Tox Accession

Priority Type

All

# of Unassigned

14✓

Goal: 150 (+90.67%)

# Pending Draft

0✓

Goal: 3 (+100%)

# Pending Admin

14✓

Goal: 60 (+76.67%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests &gt;30 D..

1

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

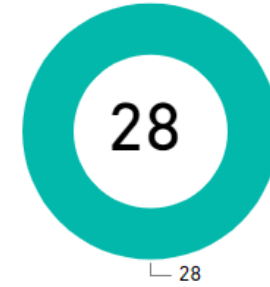
1

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

## Total Pending Requests



Days Old

0-15

16-30

31-60

61-90

91-120

&gt;121

28

Overall TAT  
(Month to Date)

1.2✓

Goal: 5, 10

Overall TAT  
(Past 90 Days)

1.6✓

Goal: 5, 10

## TAT by Phase of Work (MTD)

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

1.0

0.2

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

1.1

0.5

## Month to Date

Completed

372

Received

393

## 30 Day Avg (Over Past 90 Days)

Completed

369

Received

377

## Open Quality Reports

Qualtrax ID	Workflow #	Age
94610		6
94946		0

## Quality TAT

40!

Goal: 30, 31

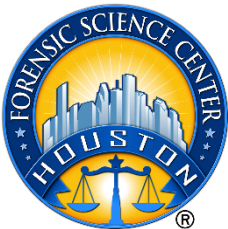
## Avg Age of Open Reports\*

NaN

Quality Filter

Client Services/Case Manage... ▾

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



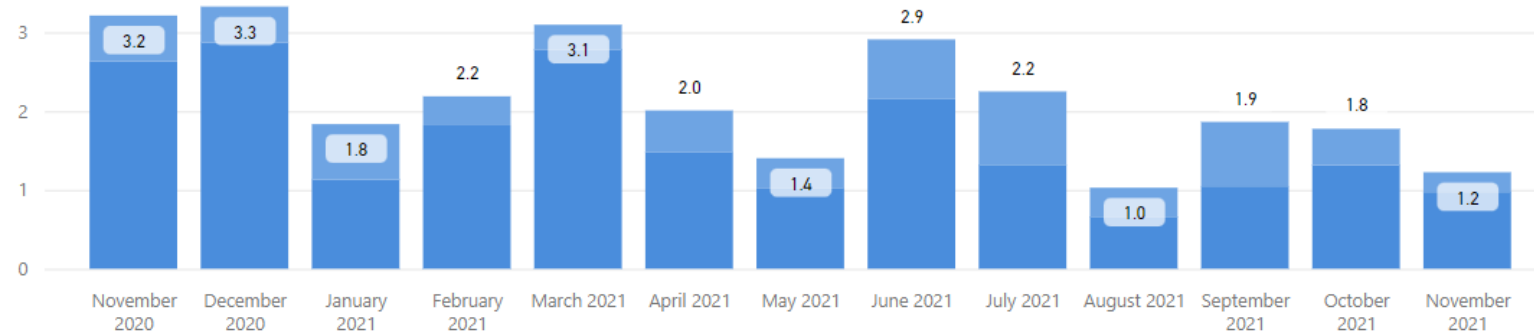
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

CSCM Tox Accession

Priority Type

All

## Selected Time Frame Averages

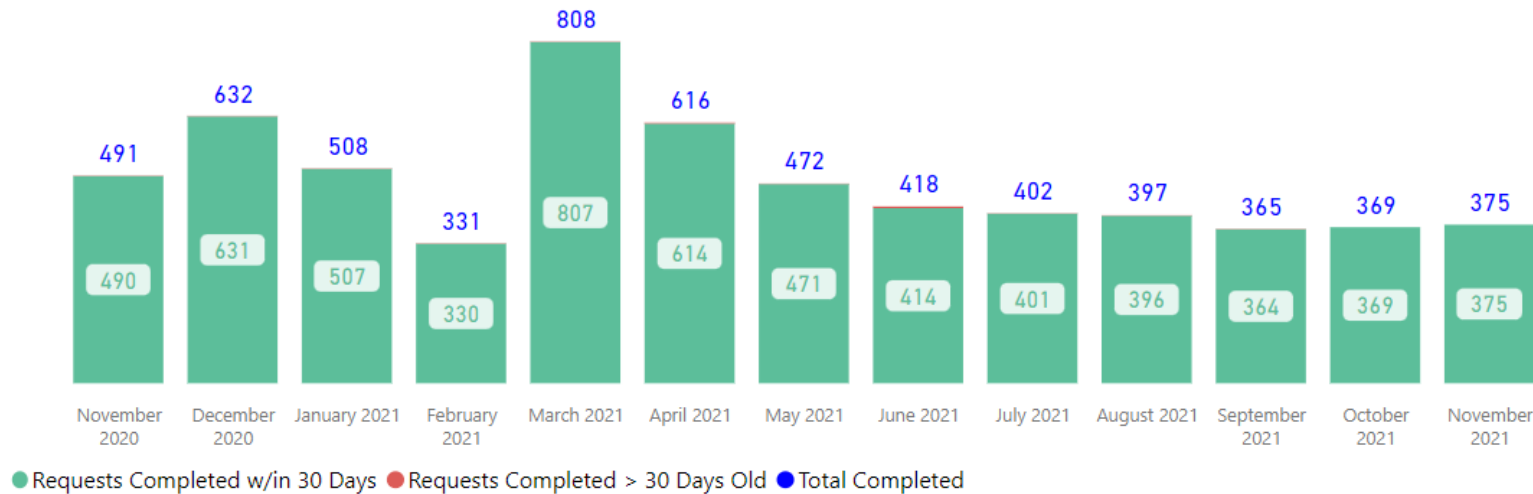
2.27

Total TAT (Rec'd-Compl.) Avg

0.52

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6184

Requests Completed

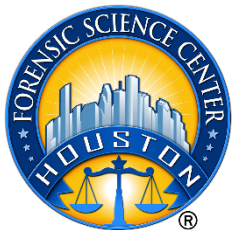
15

Requests Completed > 30 Days Old

0.24 %

% Completed > 30 Days Old

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



Service

CSCM Tox Accession

Priority Type

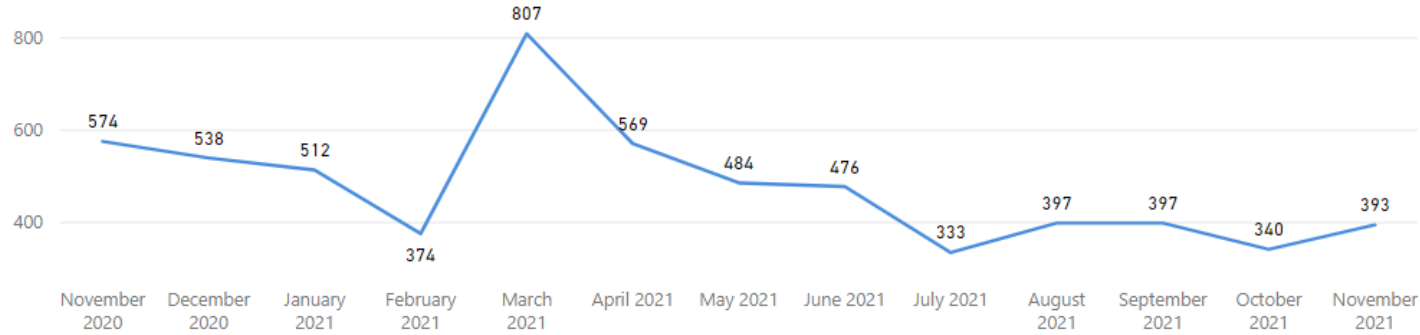
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



Total Received

6,194

Received per Month (Avg)\*

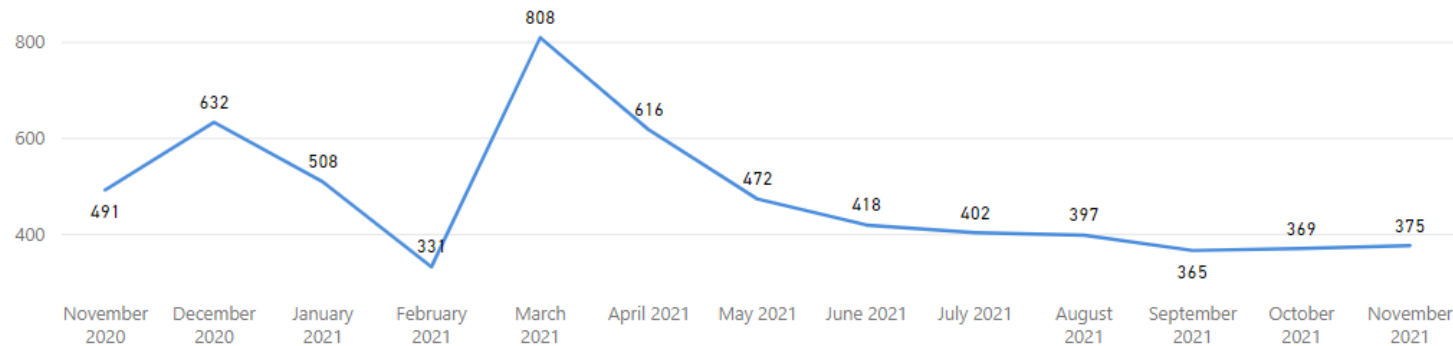
476

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



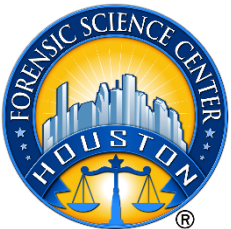
Total Completed

6,184

Completed per Month (Avg)\*

476

\* 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 &gt;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

&gt;121

Overall TAT  
(Month to Date)

1.0✓

Goal: 5, 10

Overall TAT  
(Past 90 Days)

2.3✓

Goal: 5, 10

## TAT by Phase of Work (MTD)

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

0.3

0.7

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

1.1

1.1

## Month to Date

Completed

20

Received

18

## 30 Day Avg (Over Past 90 Days)

Completed

18

Received

17

## Open Quality Reports

Qualtrax ID	Workflow #	Age
94610		6
94946		0

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

## Quality TAT

40!

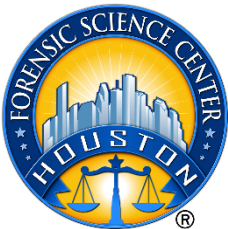
Goal: 30, 31

## Avg Age of Open Reports\*

NaN

Quality Filter

Client Services/Case Manage...▼



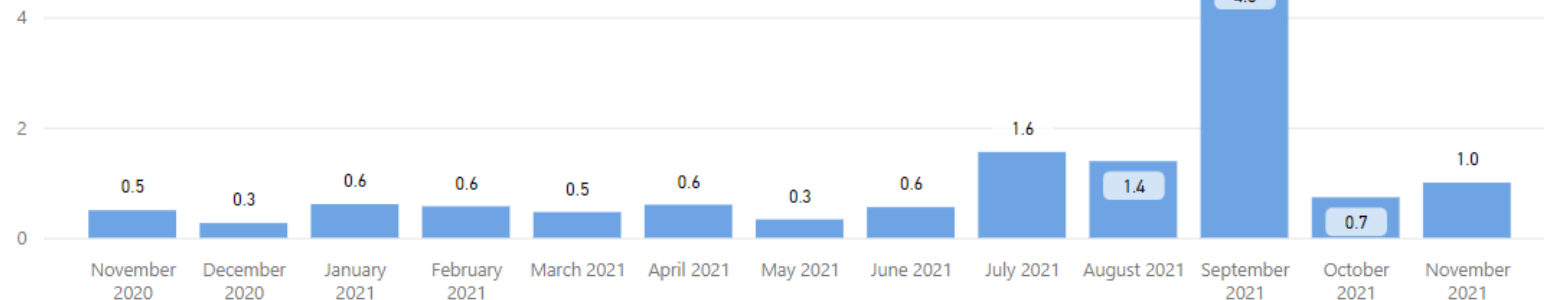
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

CSCM Tox Rejection

Priority Type

All

## Selected Time Frame Averages

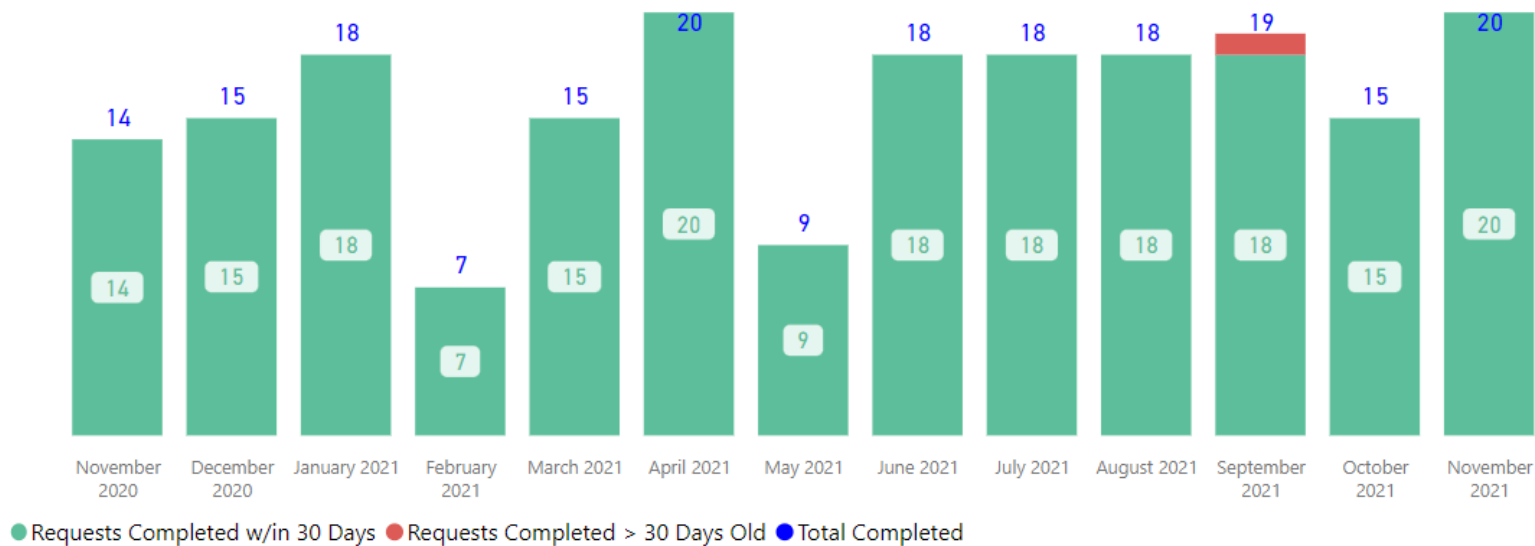
1.14

Total TAT (Rec'd-Compl.) Avg

1.14

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

206

Requests Completed

1

Requests Completed > 30 Days Old

0.49 %

% Completed > 30 Days Old

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



Service

CSCM Tox Rejection

Priority Type

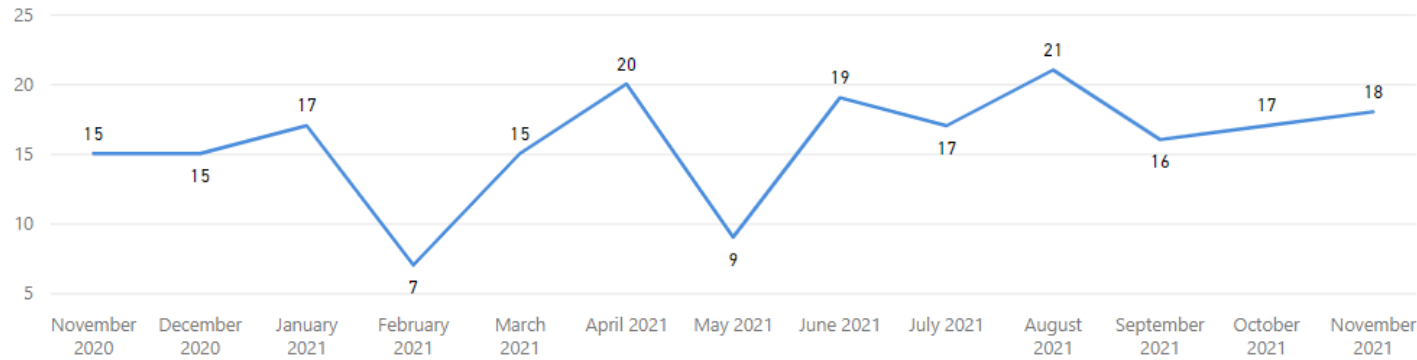
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



### Total Received

206

### Received per Month (Avg)\*

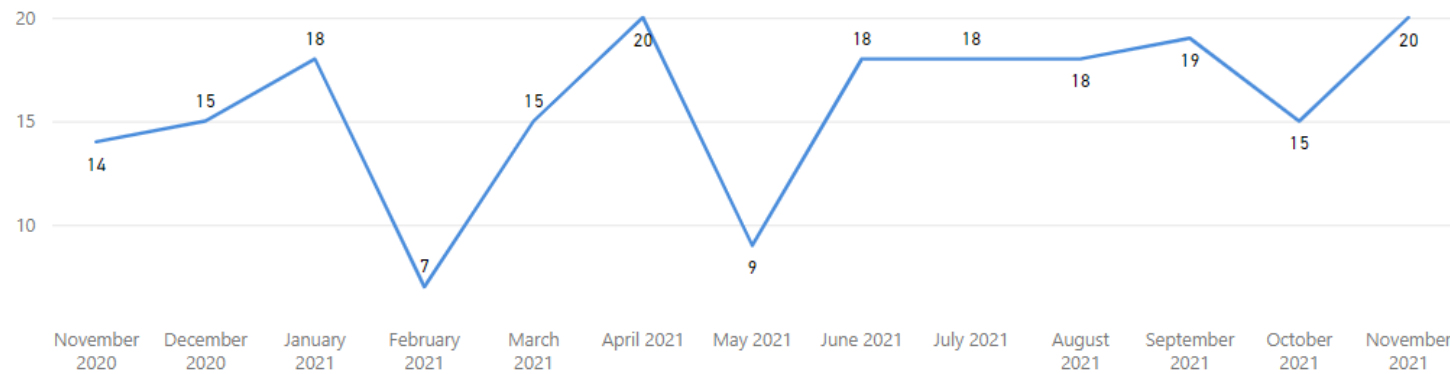
16

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



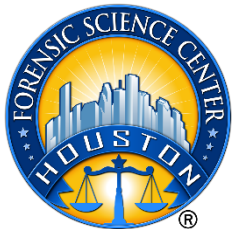
### Total Completed

206

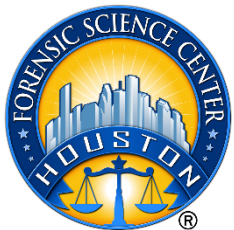
### Completed per Month (Avg)\*

16

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



# Seized Drugs





Service
Priority Type

Seized Drugs Examination
All

# of Unassigned
520!
Goal: 100 (-420%)

# Pending Draft
46✓
Goal: 100 (+54%)

# Pending Tech
18✓
Goal: 50 (+64%)

# Pending Admin
13✓
Goal: 50 (+74%)

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

391

Justice Trax Past Critical Age

132

Avg Age of Requests >30 D...

442

Age-Oldest Unassigned

326

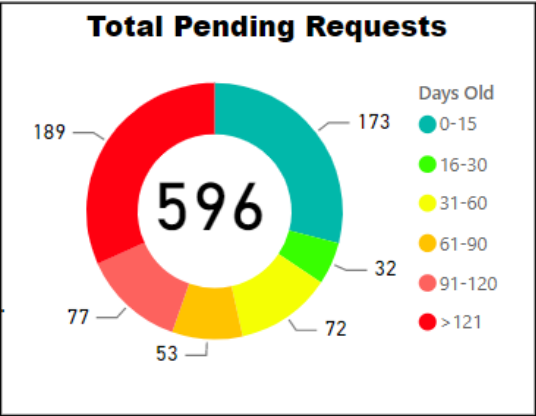
Age-Oldest Pending Draft

36

Age-Oldest Pending Tech

50

Age-Oldest Pending Admin



Overall TAT (Month to Date)

39.2!

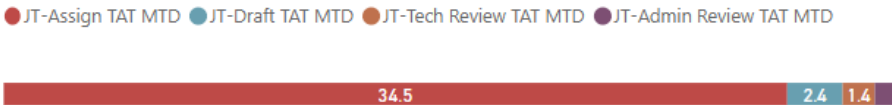
Goal: 14, 15

Overall TAT (Past 90 Days)

33.7!

Goal: 14, 15

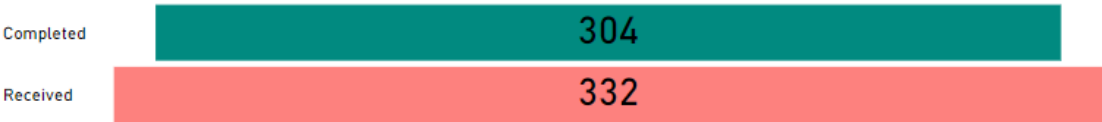
TAT by Phase of Work (MTD)



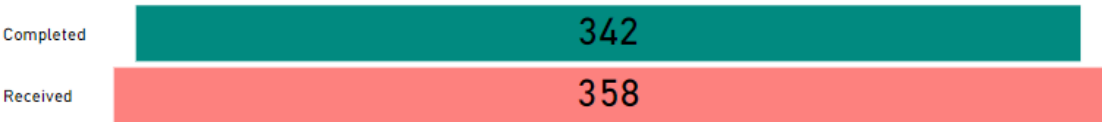
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
91194	2021-056	45
94660	2021-067	5

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

Quality TAT

22✓

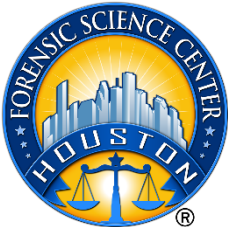
Goal: 30, 31

Avg Age of Open Reports\*

25

Quality Filter

Controlled Substances



Service: Seized Drugs Examination  
 Priority Type: Mari

**# of Unassigned**  

419!

Goal: 100 (-319%)

**# Pending Draft**  

6✓

Goal: 100 (+94%)

**# Pending Tech**  

0✓

Goal: 50 (+100%)

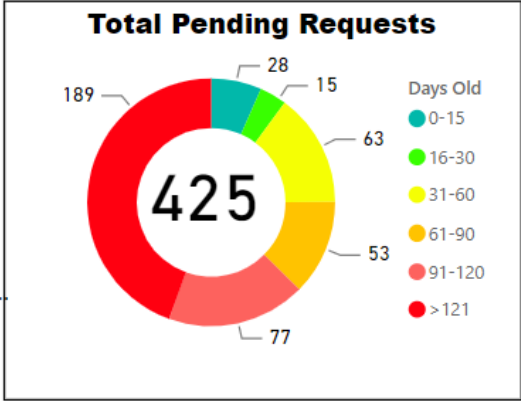
**# Pending Admin**  

0✓

Goal: 50 (+100%)

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

382 Justice Trax Past Critical Age  
 134 Avg Age of Requests >30 D...  
 442 Age-Oldest Unassigned  
 326 Age-Oldest Pending Draft  
 0 Age-Oldest Pending Tech  
 0 Age-Oldest Pending Admin



**Overall TAT (Month to Date)**

173.3!

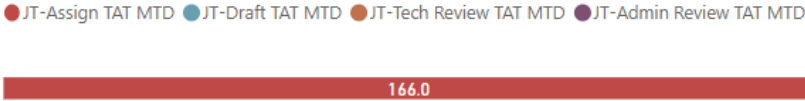
Goal: 14, 15

**Overall TAT (Past 90 Days)**

144.7!

Goal: 14, 15

### TAT by Phase of Work (MTD)



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



### Open Quality Reports

Qualtrax ID	Workflow #	Age
91194	2021-056	45
94660	2021-067	5

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

**Quality TAT**

22✓

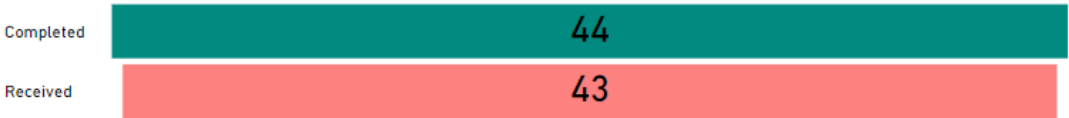
Goal: 30, 31

**Avg Age of Open Reports\***

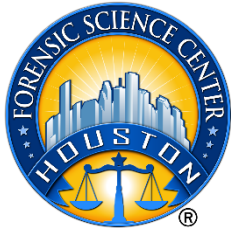
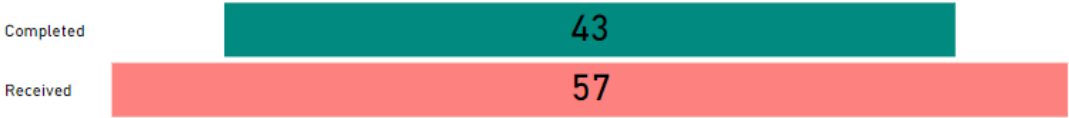
25

Quality Filter: Controlled Substances

### Month to Date



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

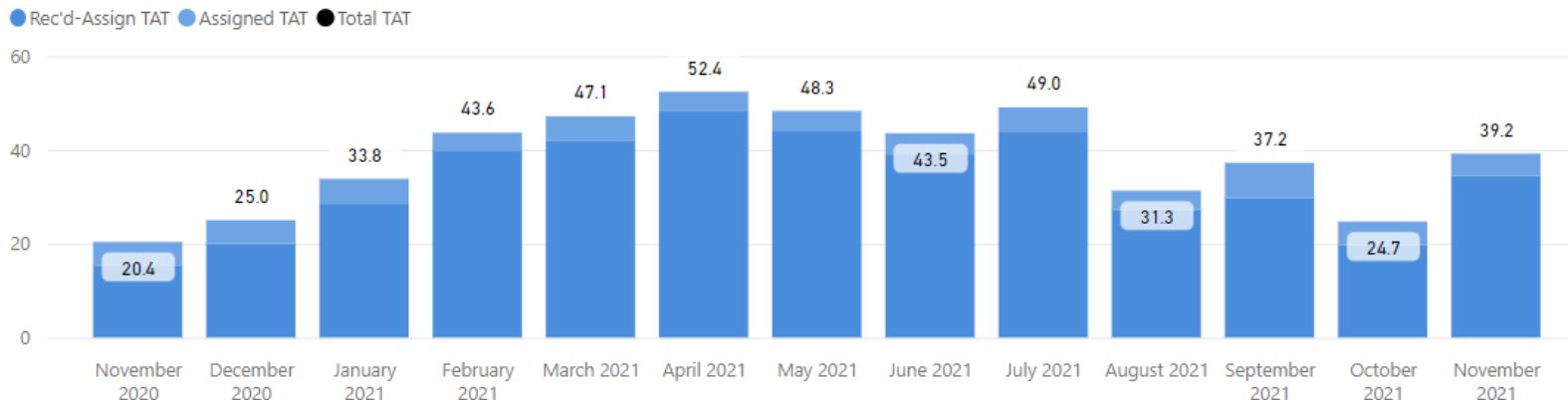


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

Seized Drugs Examination

Priority Type

All

## Selected Time Frame Averages

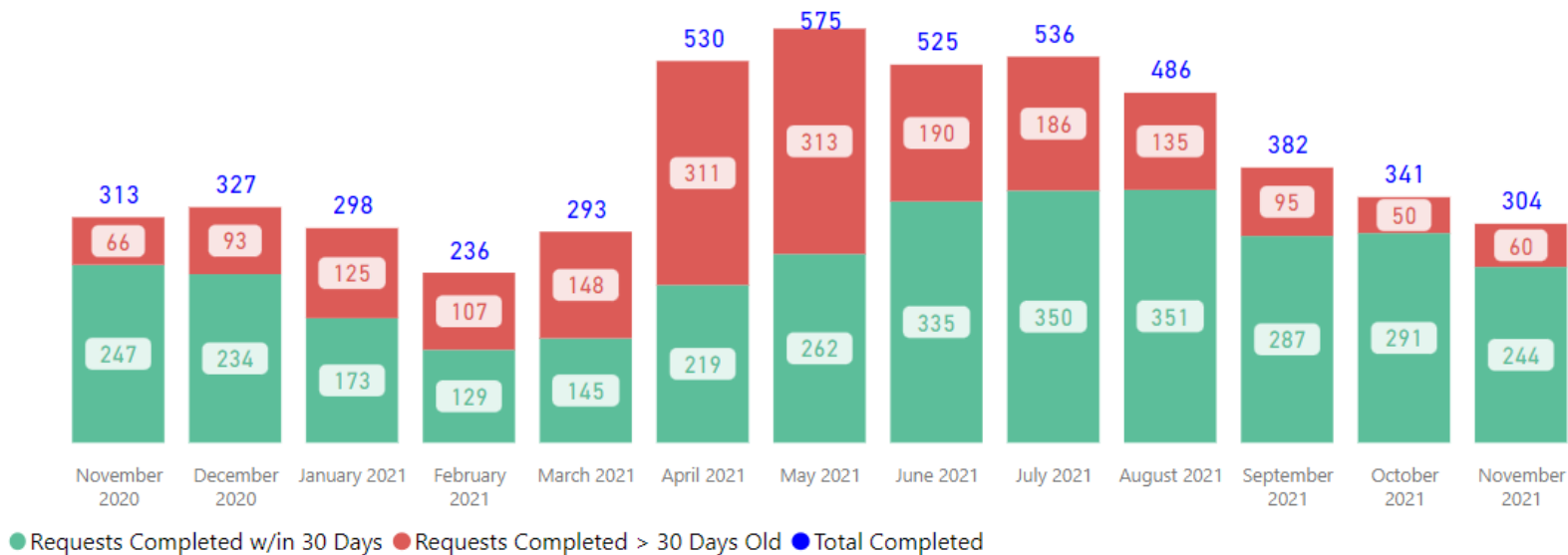
39.48

Total TAT (Rec'd-Compl.) Avg

4.87

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

5146

Requests Completed

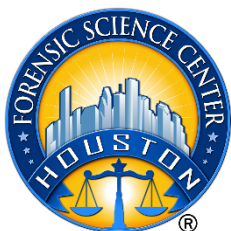
1879

Requests Completed > 30 Days Old

36.51 %

% Completed > 30 Days Old

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



Service

Seized Drugs Examination

Priority Type

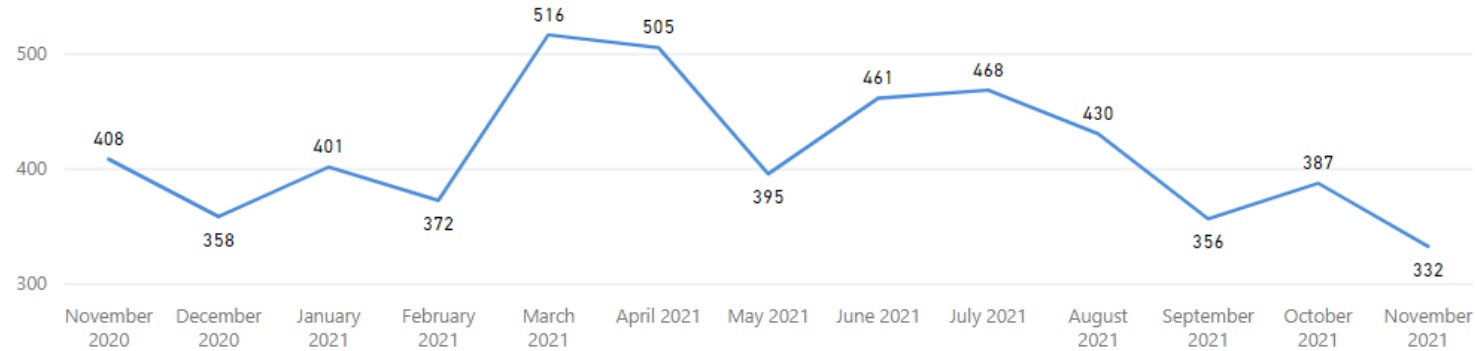
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



### Total Received

5,389

### Received per Month (Avg)\*

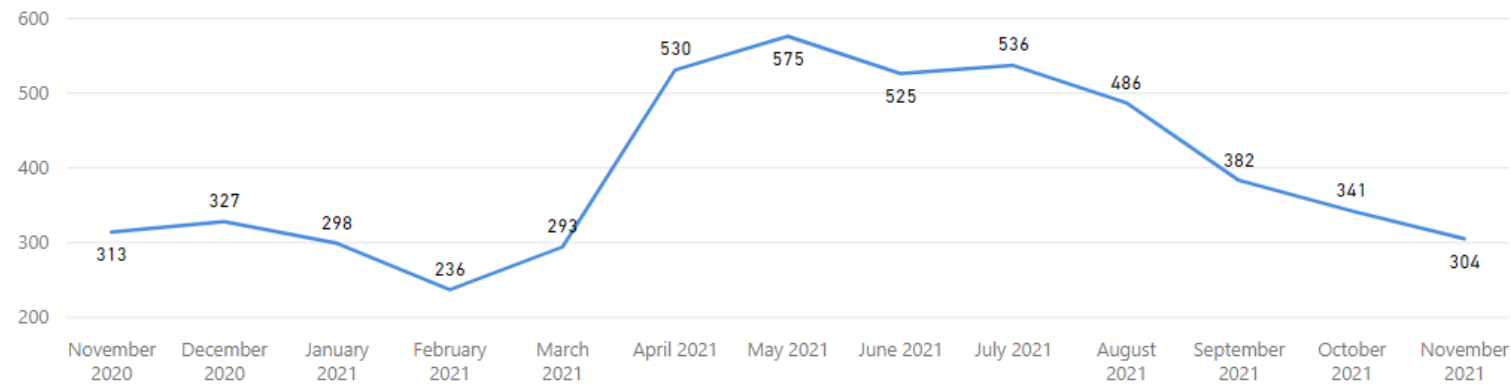
415

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



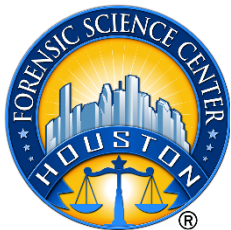
### Total Completed

5,146

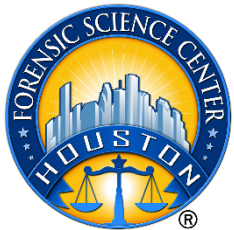
### Completed per Month (Avg)\*

396

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



# Toxicology



Service
Priority Type

Blood Alcohol
All

# of Unassigned
70!
Goal: 50 (-40%)

# Pending Draft
86✓
Goal: 120 (+28.33%)

# Pending Tech
13✓
Goal: 90 (+85.56%)

# Pending Admin
60✓
Goal: 90 (+33.33%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

29

Age-Oldest Unassigned

20

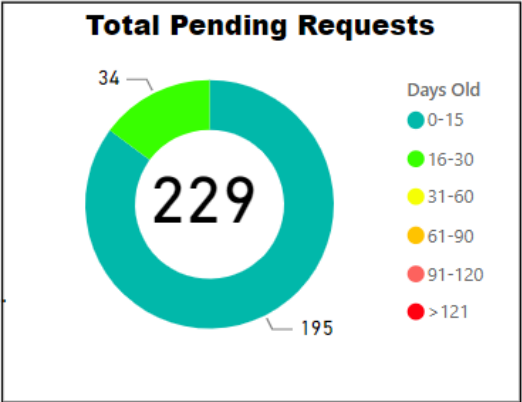
Age-Oldest Pending Draft

22

Age-Oldest Pending Tech

20

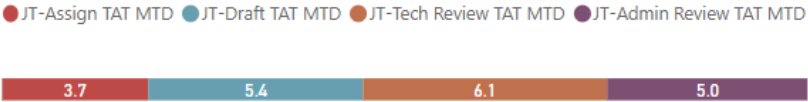
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)
20.1✓
Goal: 30, 31

Overall TAT  
(Past 90 Days)
24.6✓
Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

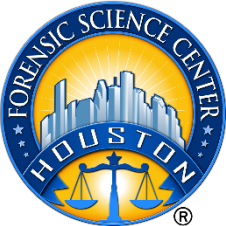
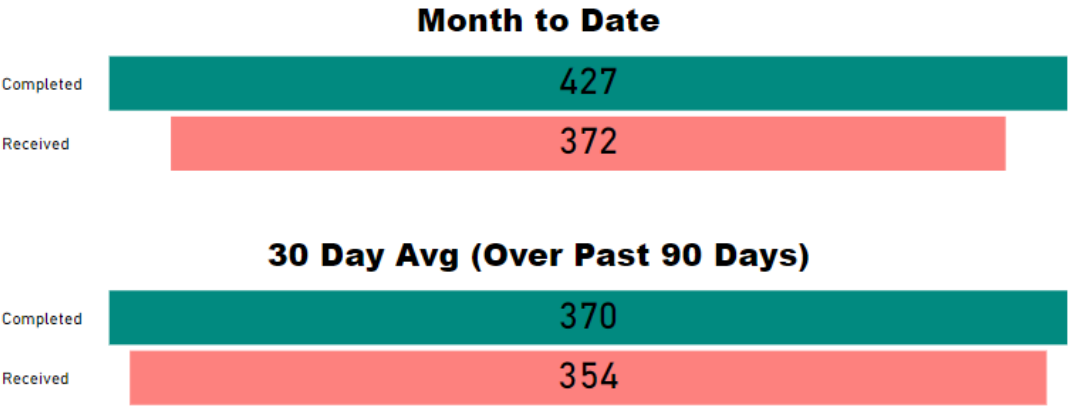
Qualtrax ID	Workflow #	Age
92857		27
93073		25
93142		24

\*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
Toxicology

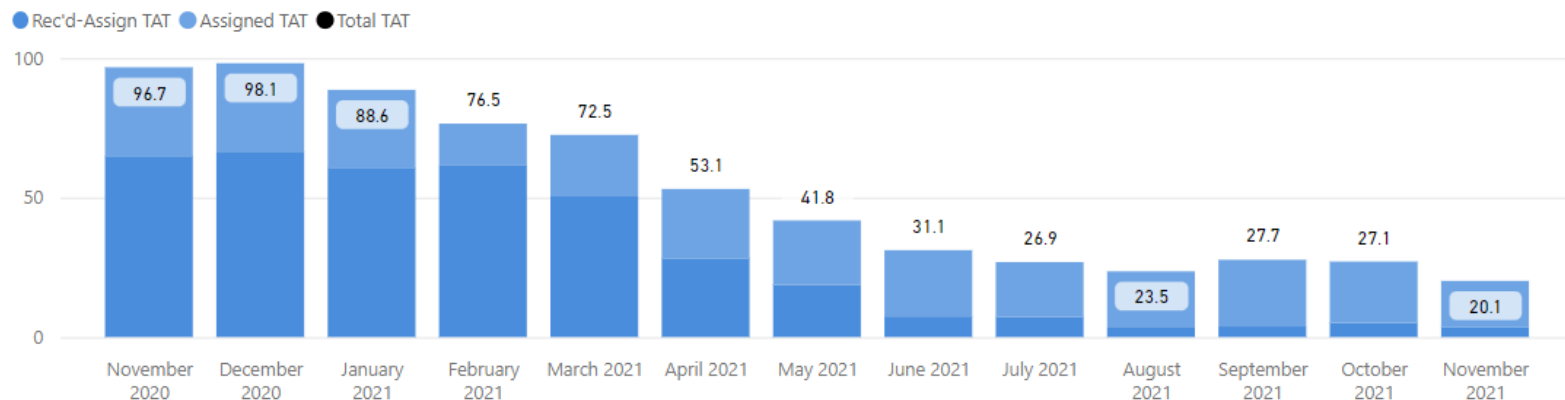


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

Blood Alcohol

Priority Type

All

## Selected Time Frame Averages

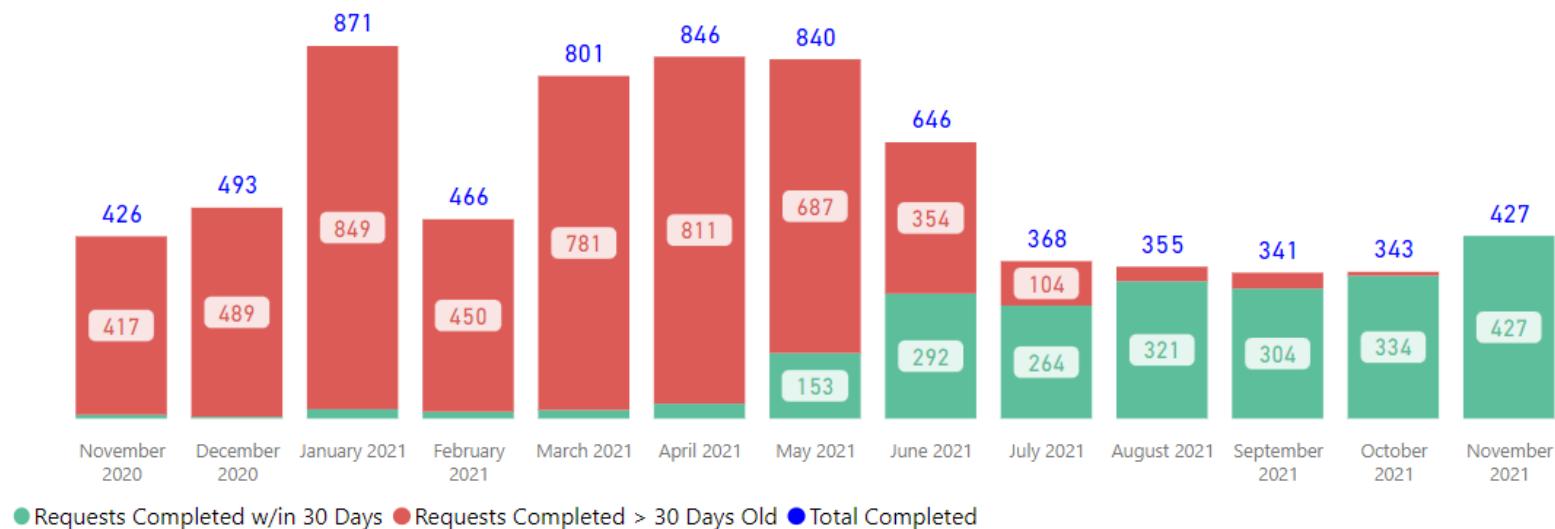
56.23

Total TAT (Rec'd-Compl.) Avg

23.68

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

7223

Requests Completed

5022

Requests Completed > 30 Days Old

69.53 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

Priority Type

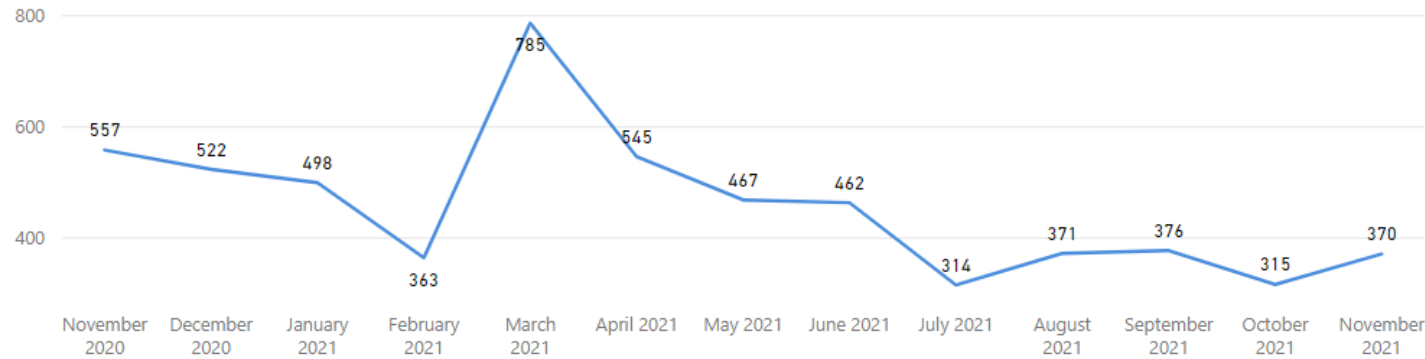
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



Total Received

5,945

Received per Month (Avg)\*

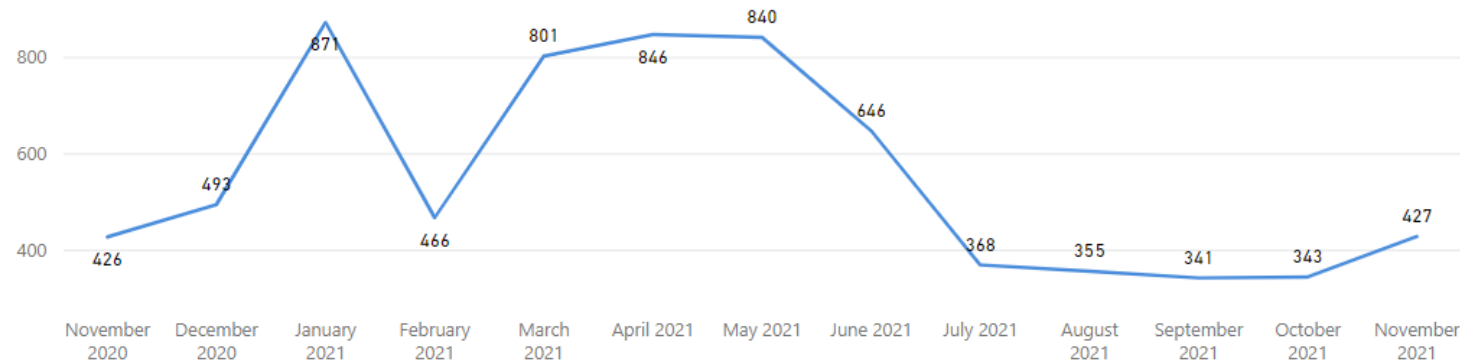
457

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



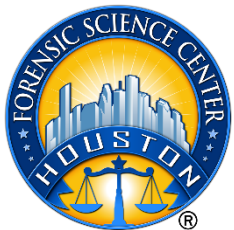
Total Completed

7,223

Completed per Month (Avg)\*

556

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





Service:  Priority Type:

**# of Unassigned**  

184!

Goal: 120 (-53.33%)

**# Pending Draft**  

1360!

Goal: 30 (-4433.33%)

**# Pending Tech**  

102!

Goal: 30 (-240%)

**# Pending Admin**  

27✓

Goal: 30 (+10%)

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

1544  
Justice Trax Past Critical Age

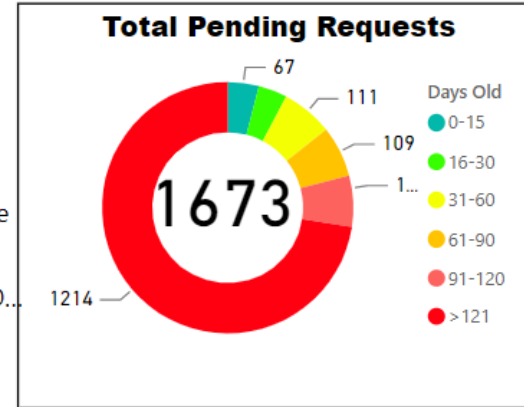
204  
Avg Age of Requests >30 D...

43  
Age-Oldest Unassigned

400  
Age-Oldest Pending Draft

406  
Age-Oldest Pending Tech

411  
Age-Oldest Pending Admin



**Overall TAT (Month to Date)**

248.7!

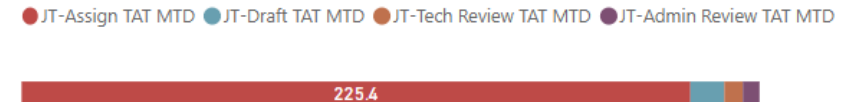
Goal: 90, 91

**Overall TAT (Past 90 Days)**

253.9!

Goal: 90, 91

### TAT by Phase of Work (MTD)



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



### Open Quality Reports

Qualtrax ID	Workflow #	Age
92857		27
93073		25
93142		24

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

**Quality TAT**

40!

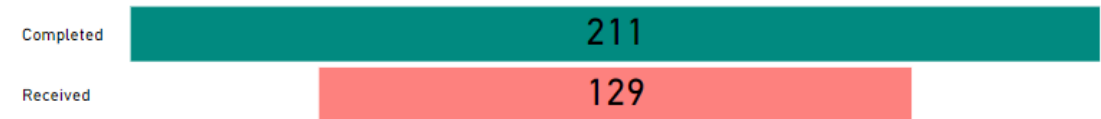
Goal: 30, 31

**Avg Age of Open Reports\***

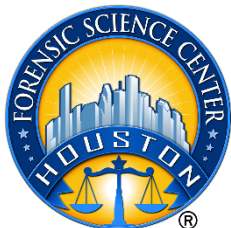
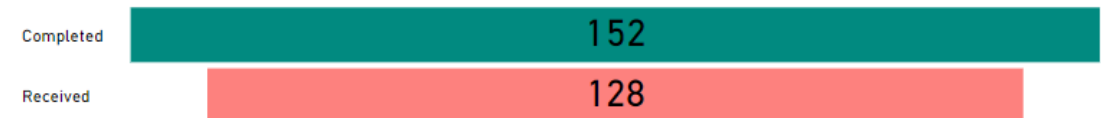
NaN

Quality Filter:

### Month to Date



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



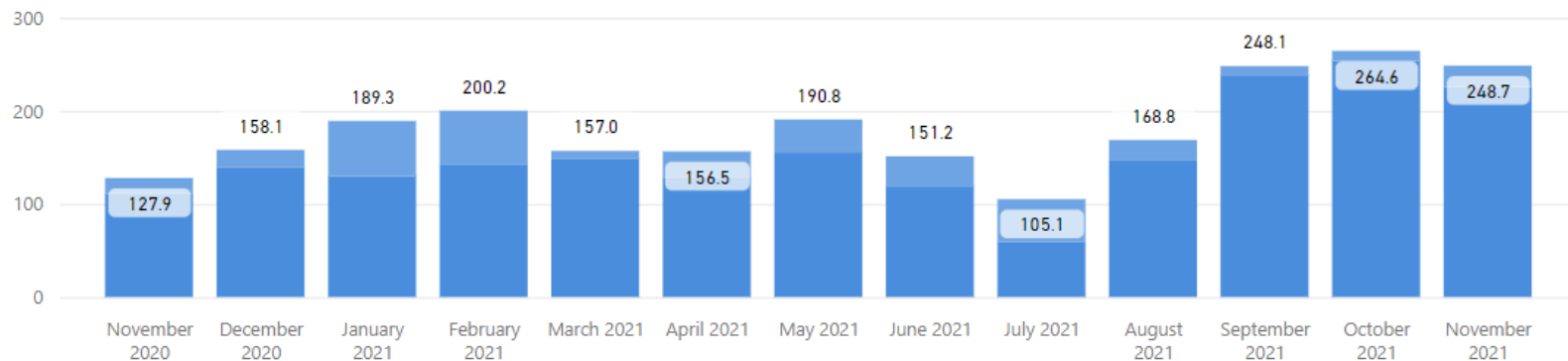
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

Toxicology

Priority Type

All

## Selected Time Frame Averages

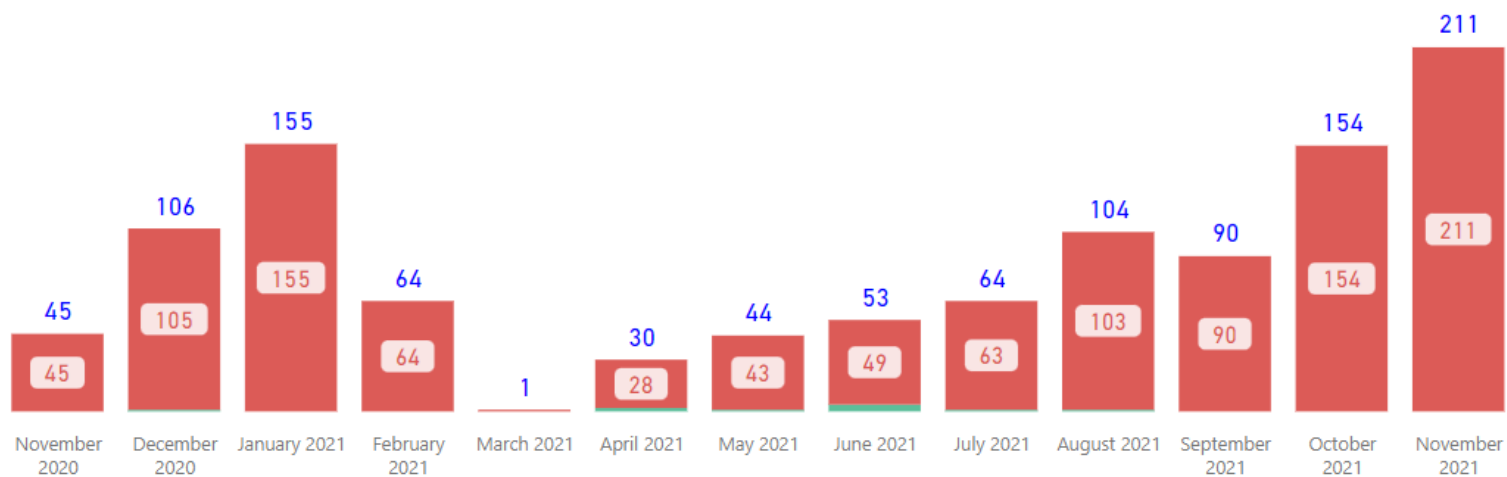
201.38

Total TAT (Rec'd-Compl.) Avg

29.02

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

1121

Requests Completed

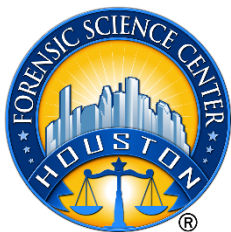
1111

Requests Completed > 30 Days Old

99.11 %

% Completed > 30 Days Old

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



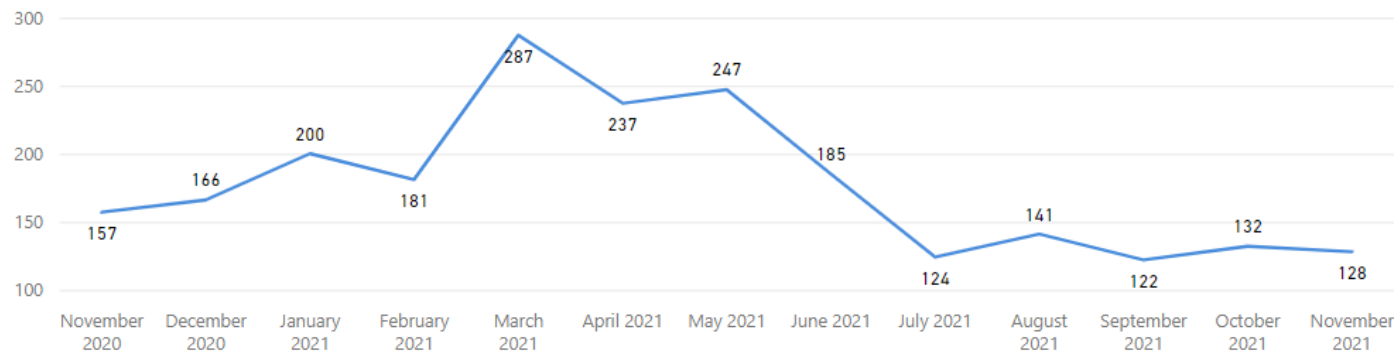
Service  Priority Type



### Received Filter



### Received by Month



### Total Received

2,307

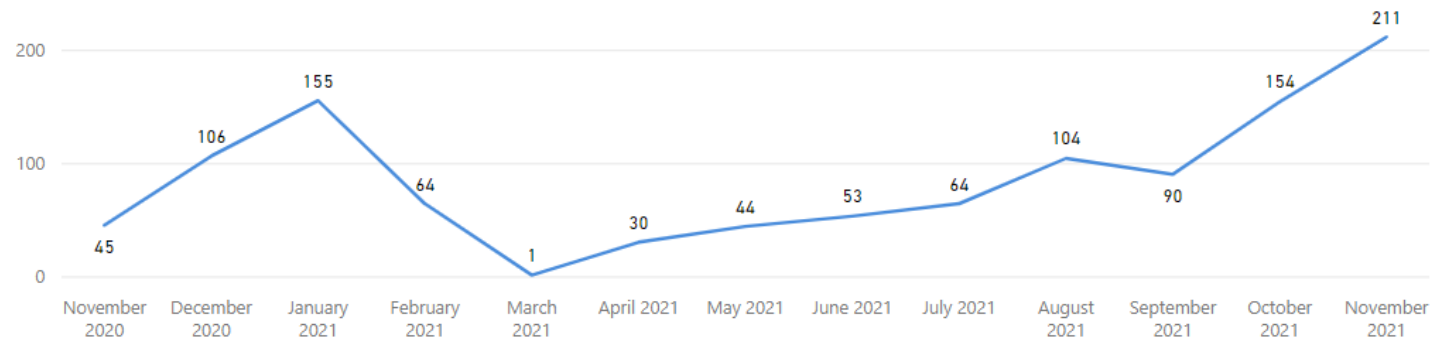
### Received per Month (Avg)\*

177

### Completed Filter



### Completed by Month



### Total Completed

1,121

### Completed per Month (Avg)\*

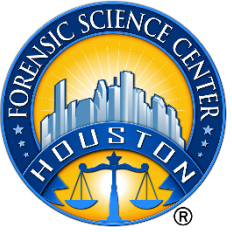
86

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



# Firearms





Service

Priority Type

Firearms Examination

All

# of Unassigned

106!

Goal: 10 (-960%)

# Pending Draft

17!

Goal: 14 (-21.43%)

# Pending Tech

2✓

Goal: 9 (+77.78%)

# Pending Admin

2✓

Goal: 5 (+60%)

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

95  
Justice Trax Past Critical Age

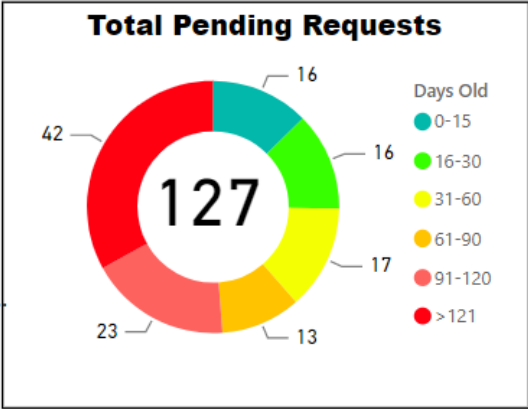
120  
Avg Age of Requests >30 D...

271  
Age-Oldest Unassigned

259  
Age-Oldest Pending Draft

109  
Age-Oldest Pending Tech

19  
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

106.2!

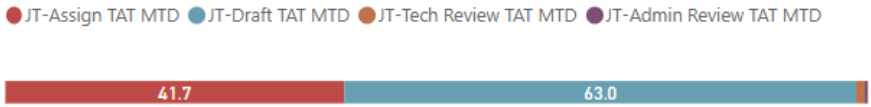
Goal: 40, 41

Overall TAT  
(Past 90 Days)

130.4!

Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
89673		61
92602		30
92985		26
94198		11
94526		8
94659		5
84739	2021-032	120

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

Quality TAT

46!

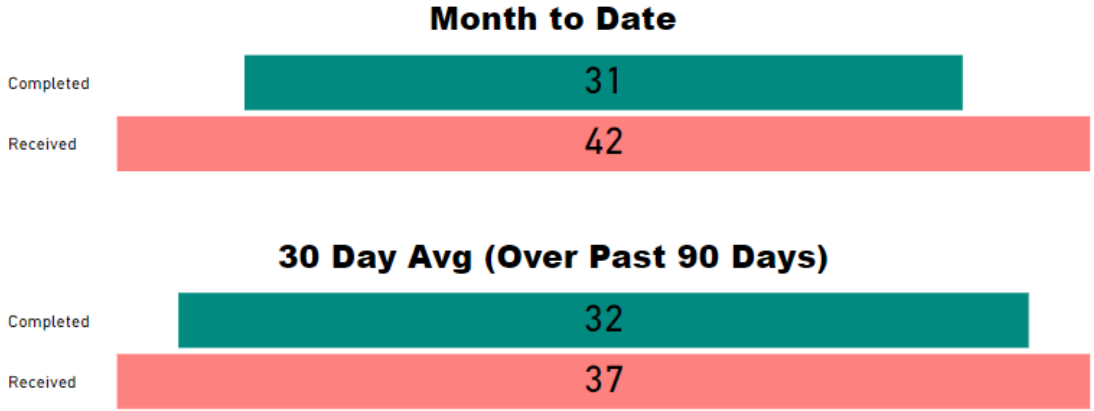
Goal: 30, 31

Avg Age of Open Reports\*

90

Quality Filter

Firearms

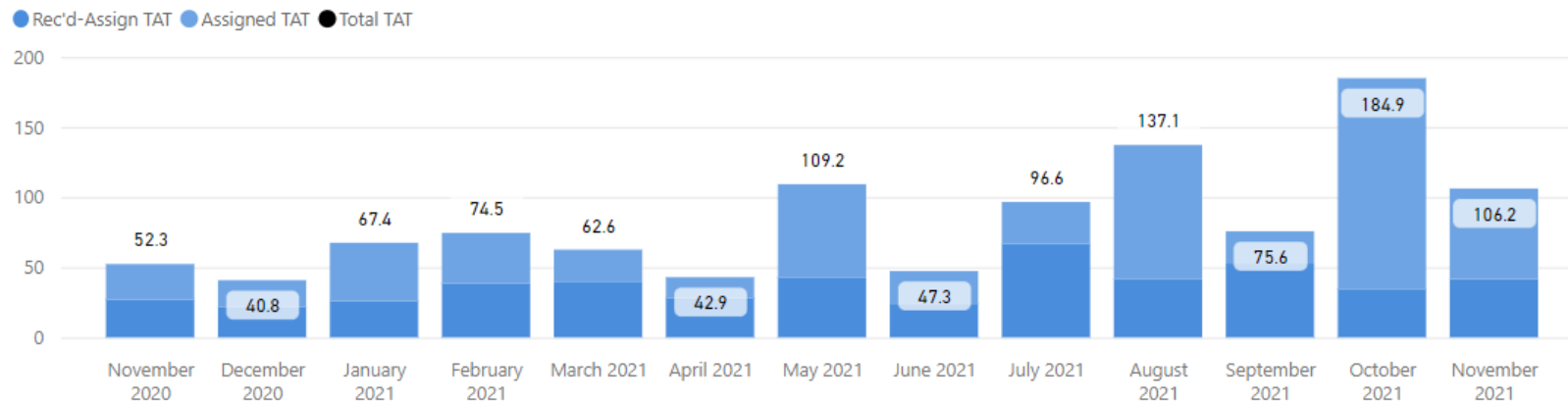


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

Firearms Examination

Priority Type

All

## Selected Time Frame Averages

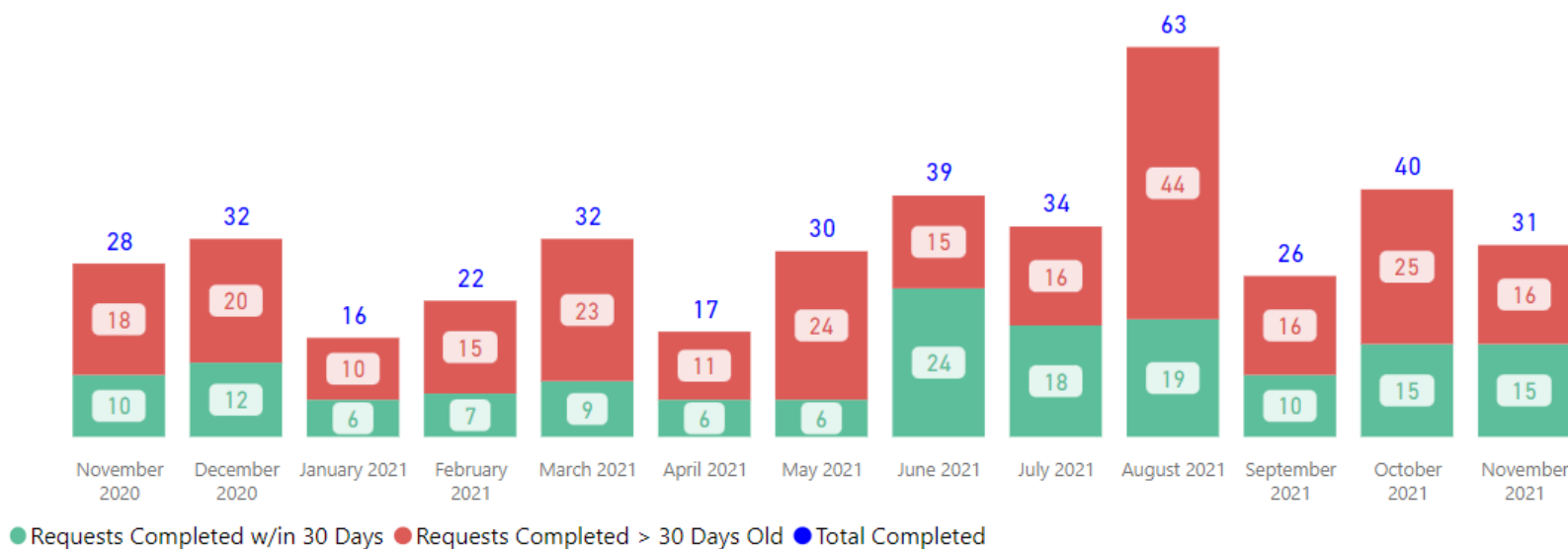
92.48

Total TAT (Rec'd-Compl.) Avg

54.49

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

410

Requests Completed

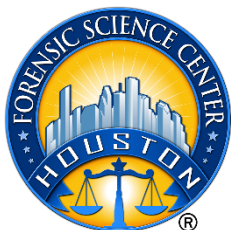
253

Requests Completed > 30 Days Old

61.71 %

% Completed > 30 Days Old

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



Service

Firearms Examination

Priority Type

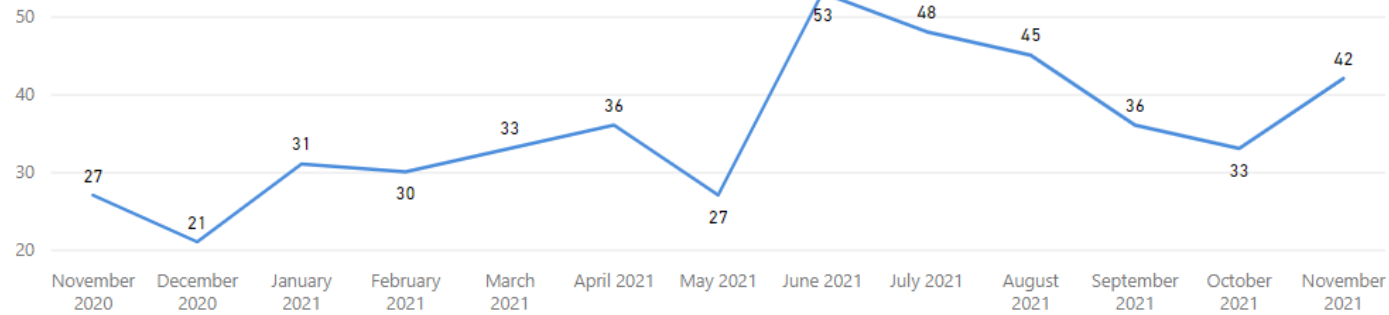
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



Total Received

462

Received per Month (Avg)\*

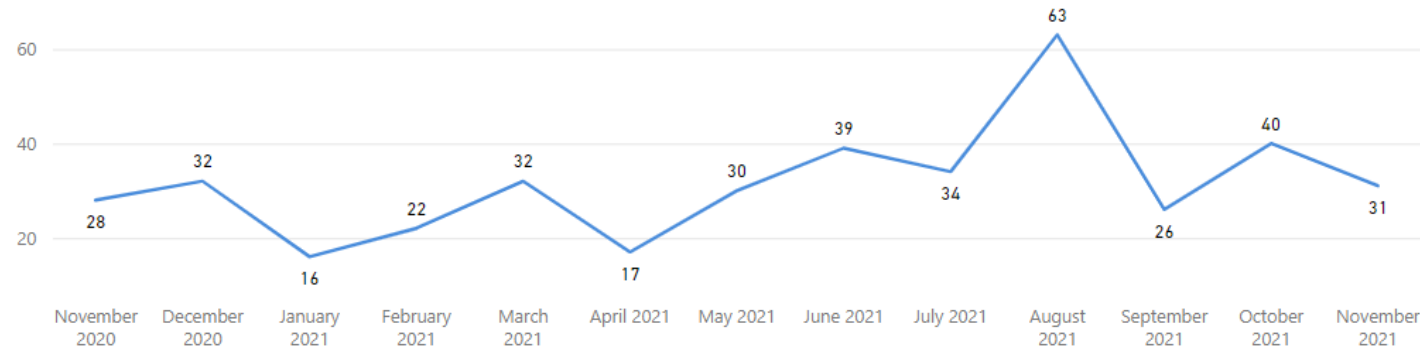
36

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



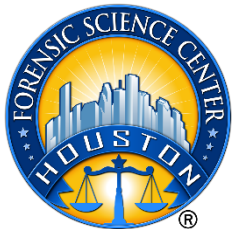
Total Completed

410

Completed per Month (Avg)\*

32

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



Service Priority Type

NIBIN Only All

**# of Unassigned**  
22!  
 Goal: 20 (-10%)

**# Pending Draft**  
29✓  
 Goal: 35 (+17.14%)

**# Pending Tech**  
16✓  
 Goal: 20 (+20%)

**# Pending Admin**  
11✓  
 Goal: 20 (+45%)

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

6  
Justice Trax Past Critical Age

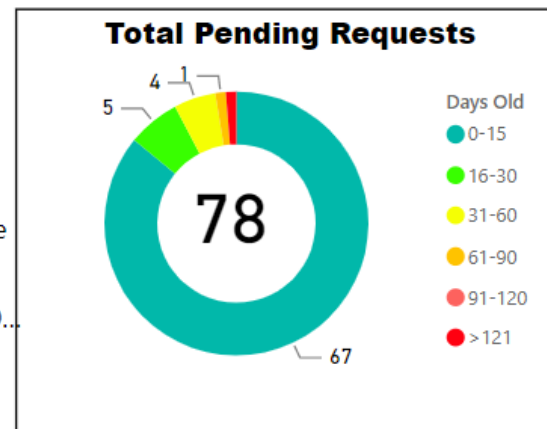
116  
Avg Age of Requests >30 D...

75  
Age-Oldest Unassigned

418  
Age-Oldest Pending Draft

55  
Age-Oldest Pending Tech

22  
Age-Oldest Pending Admin



### Overall TAT (Month to Date)

3.0✓

Goal: 7, 8

### Overall TAT (Past 90 Days)

2.7✓

Goal: 7, 8

### 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)



### Open Quality Reports

Qualtrax ID	Workflow #	Age
89673		61
92602		30
92985		26
94198		11
94526		8
94659		5
84739	2021-032	120

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

### Quality TAT

46!

Goal: 30, 31

### Avg Age of Open Reports\*

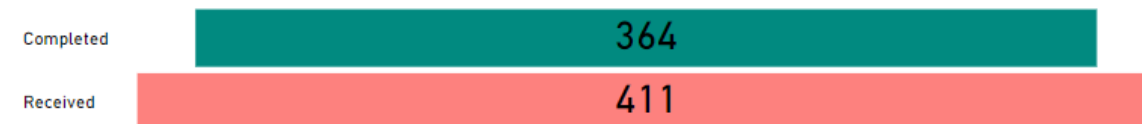
90

Quality Filter

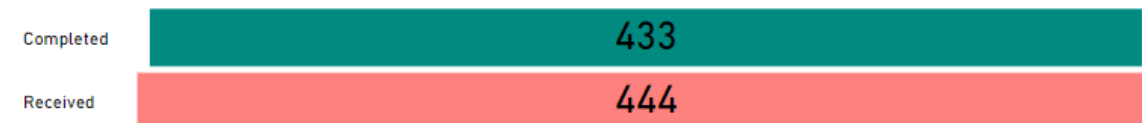
Firearms



### Month to Date



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





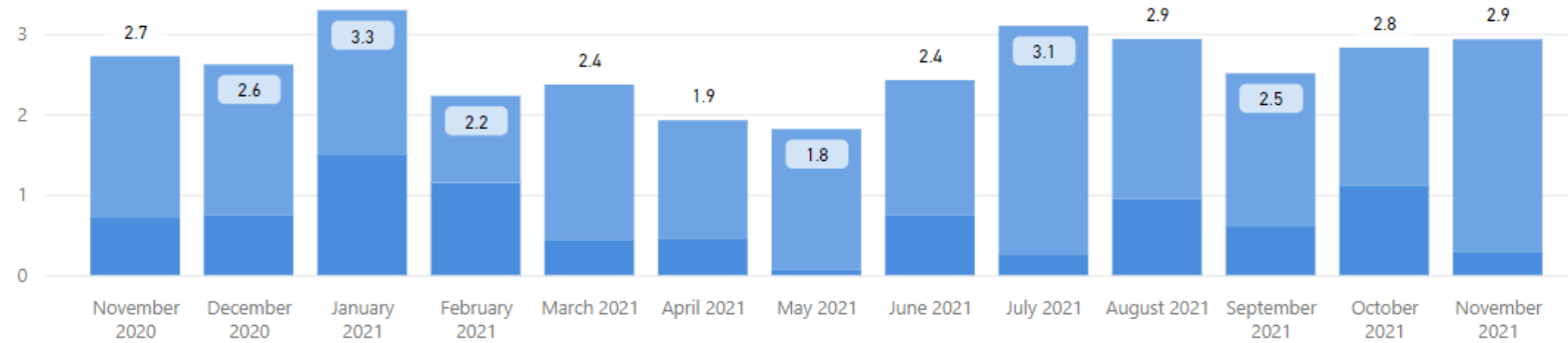
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

NIBIN Only

Priority Type

All

## Selected Time Frame Averages

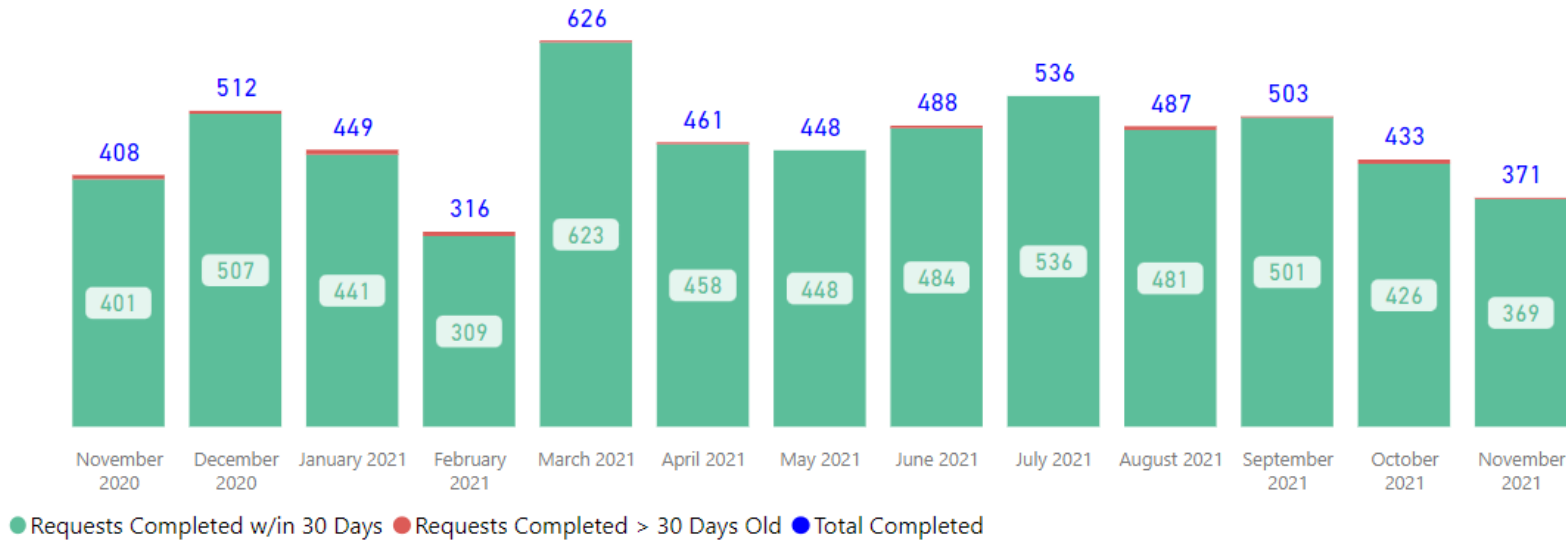
2.59

Total TAT (Rec'd-Compl.) Avg

1.92

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6038

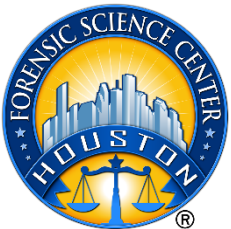
Requests Completed

54

Requests Completed > 30 Days Old

0.89 %

% Completed > 30 Days Old

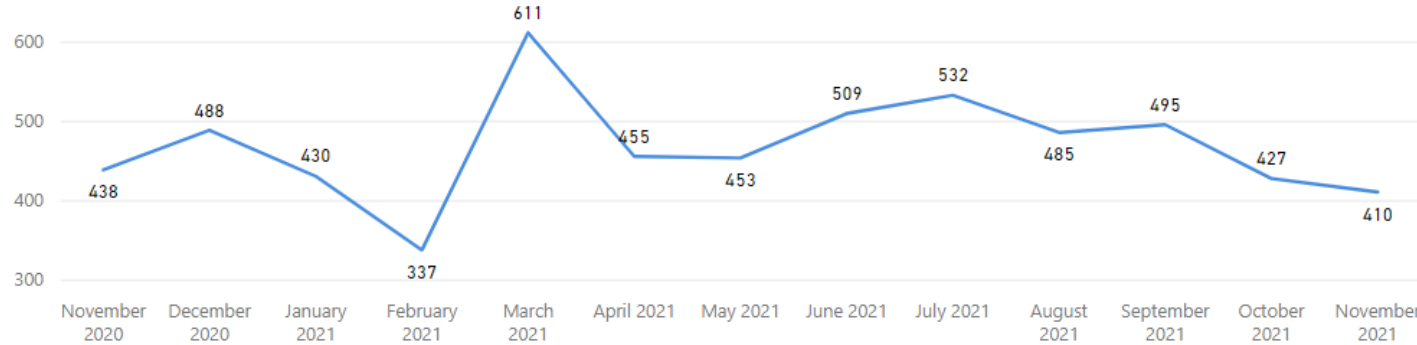


Requests more than 30 days old are considered to be backlogged requests

Service  Priority Type

**Received Filter**

### Received by Month



**Total Received**

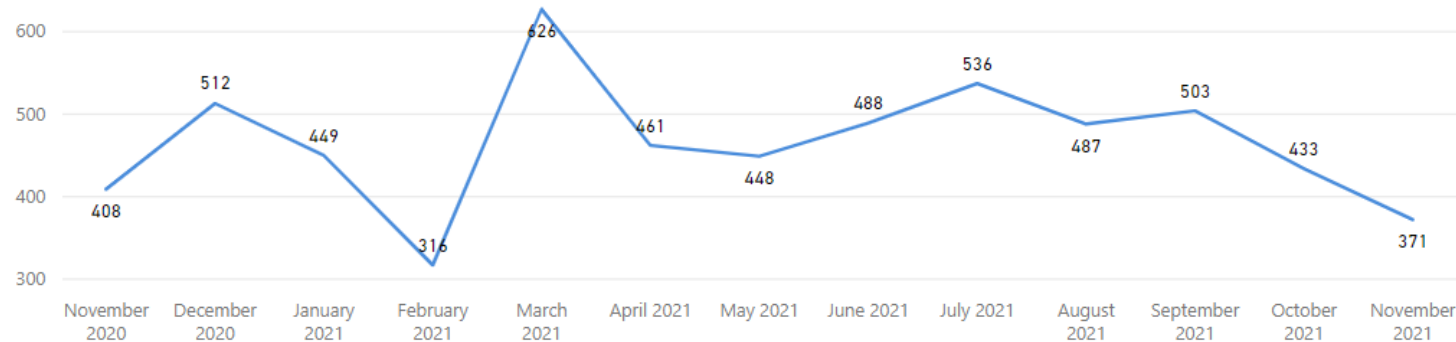
**6,070**

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

**467**

**Completed Filter**

### Completed by Month



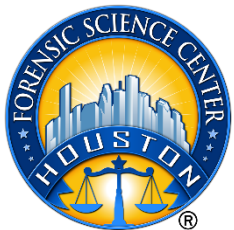
**Total Completed**

**6,038**

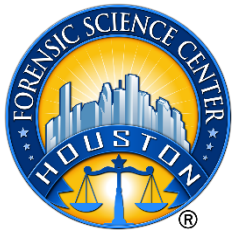
**Completed per Month (Avg)\***

**464**

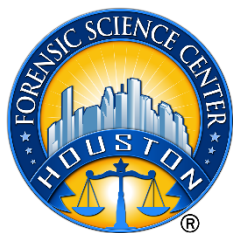
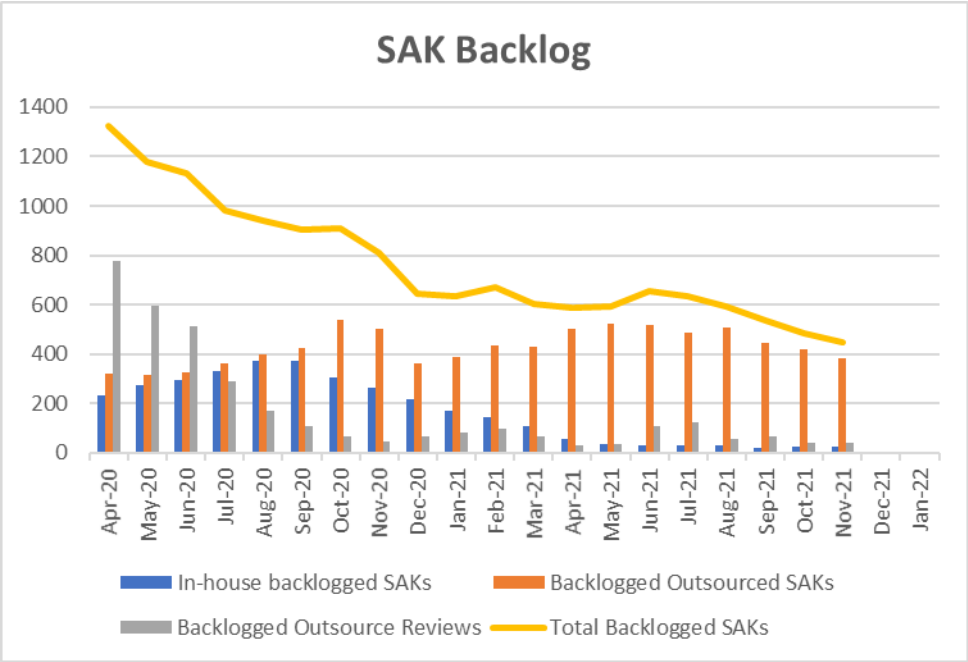
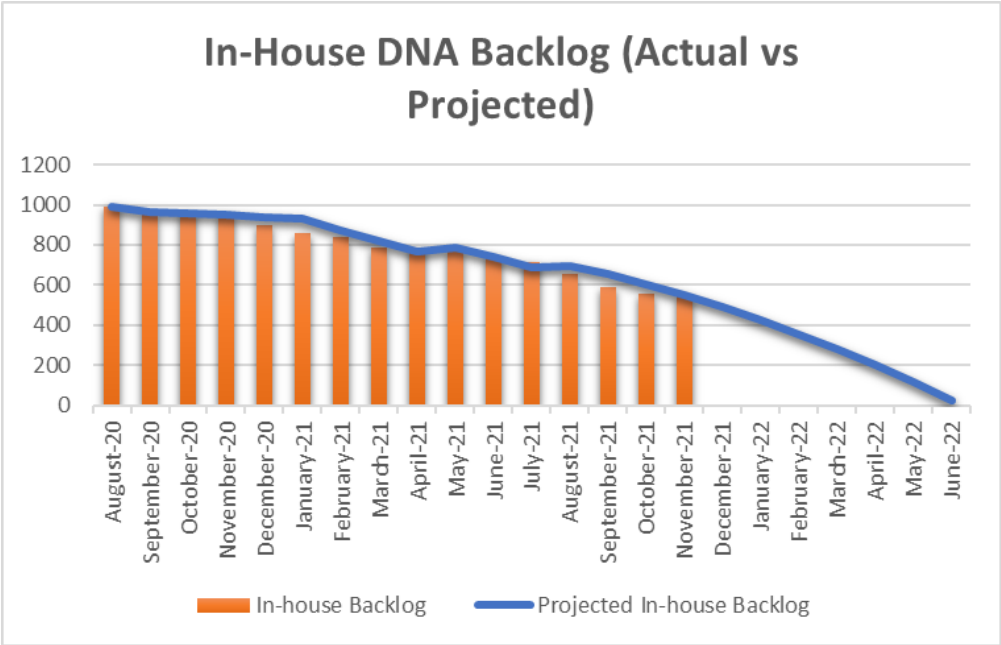
**\* months with zero activity are not calculated into the average**



# Forensic Biology



# DNA Backlog Update



Section

DNA

Request Type

All

# of Unassigned

63!

Goal: 20 (-215%)

# Pending Draft

496!

Goal: 24 (-1966.67%)

# Pending Tech

85!

Goal: 24 (-254.17%)

# Pending Admin

13✓

Goal: 20 (+35%)

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

545  
Past Critical Age

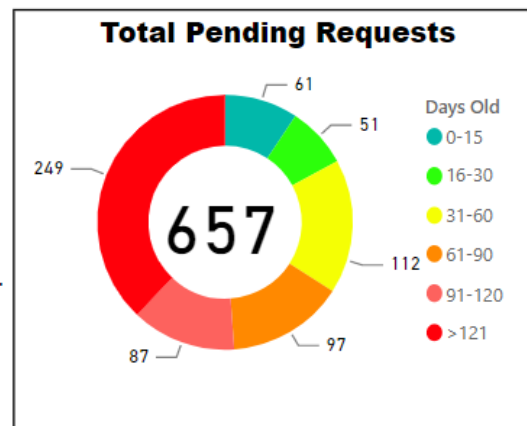
173  
Avg Age of Reqeusts >30 ...

203  
Age-Oldest Unassigned PL

838  
Age-Oldest Pending Draft...

2756  
Age-Oldest Pending Tech ...

456  
Age-Oldest Pending Adm...



Overall TAT  
(Month to Date)

214.7!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

206.6!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

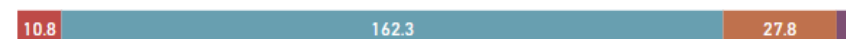
PL-Draft TAT MTD

PL-Tech Review TAT MTD

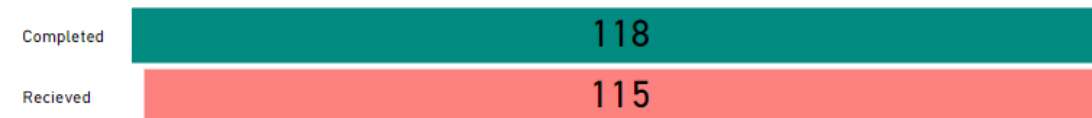
PL-Admin Review TAT MTD



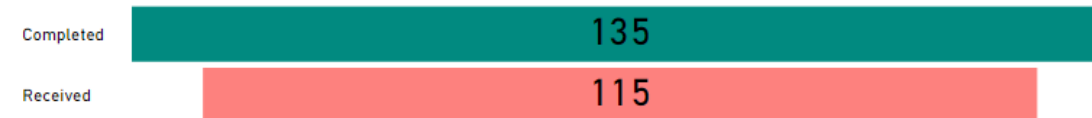
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	807
61919	2020-031	399
64601	2020-049	366
68460	2020-066	318
68485	2020-068	317
73318	2020-097	263
74776	2020-104	244

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

Quality TAT

79!

Goal: 40, 41

Avg Age of Open Reports\*

209

Quality Filter

Biology/DNA



Section

DNA

Request Type

SAK

# of Unassigned

0✓

Goal: 20 (+100%)

# Pending Draft

9✓

Goal: 24 (+62.5%)

# Pending Tech

8✓

Goal: 24 (+66.67%)

# Pending Admin

2✓

Goal: 20 (+90%)

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

18

Past Critical Age

318

Avg Age of Reqeusts &gt;30 ...

0

Age-Oldest Unassigned PL

663

Age-Oldest Pending Draft...

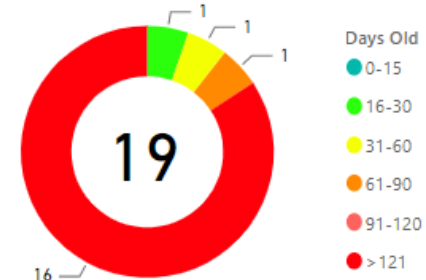
666

Age-Oldest Pending Tech ...

272

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

379.5!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

285.2!

Goal: 30, 31

## TAT by Phase of Work (MTD)

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



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



## Month to Date

Completed

10

Recieved

1

## 30 Day Avg (Over Past 90 Days)

Completed

8

Received

2

## Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	807
61919	2020-031	399
64601	2020-049	366
68460	2020-066	318
68485	2020-068	317
73318	2020-097	263
74776	2020-104	244

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

## Quality TAT

79!

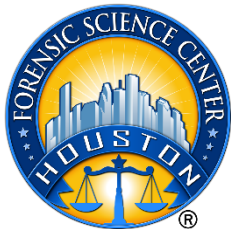
Goal: 40, 41

Avg Age of Open Reports\*

209

Quality Filter

Biology/DNA



Section: Outsourced - DNA  
Request Type: All

**# of Unassigned**

423!

Goal: 100 (-323%)

**# Pending Draft**

16✓

Goal: 100 (+84%)

**# Pending Tech**

48✓

Goal: 100 (+52%)

**# Pending Admin**

0✓

Goal: 100 (+100%)

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

384  
Past Critical Age

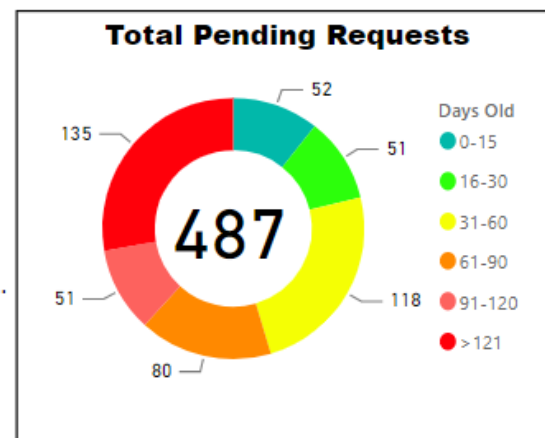
148  
Avg Age of Reqeusts >30 ...

561  
Age-Oldest Unassigned PL

319  
Age-Oldest Pending Draft...

308  
Age-Oldest Pending Tech ...

0  
Age-Oldest Pending Adm...



**Overall TAT (Month to Date)**

149.0!

Goal: 100, 100

**Overall TAT (Past 90 Days)**

148.9!

Goal: 100, 100

### TAT by Phase of Work (MTD)

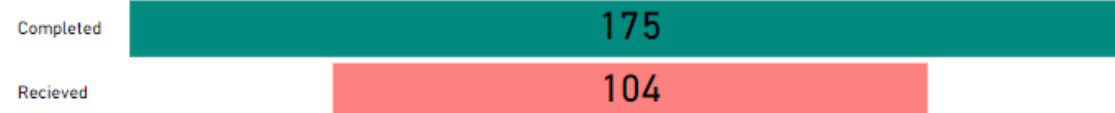
PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



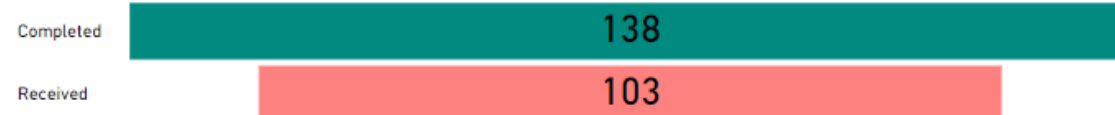
### TAT by Phase of Work (Past 90 Days)



### Month to Date



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



### Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	807
61919	2020-031	399
64601	2020-049	366
68460	2020-066	318
68485	2020-068	317
73318	2020-097	263
74776	2020-104	244

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

### Quality TAT

79!

Goal: 40, 41

### Avg Age of Open Reports\*

209

Quality Filter: Biology/DNA

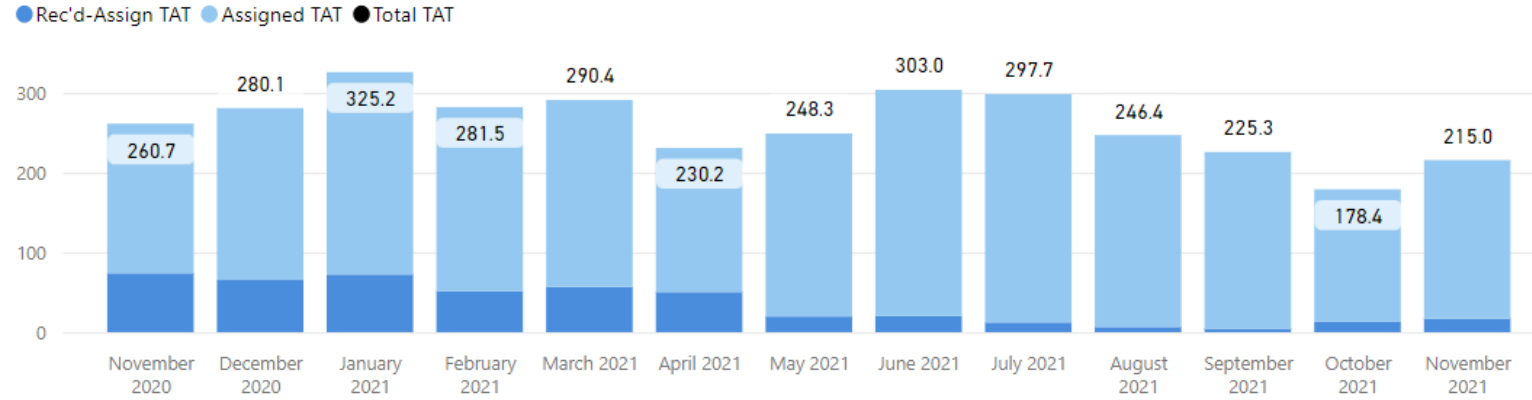


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

DNA

Request Type

All

## Selected Time Frame Averages

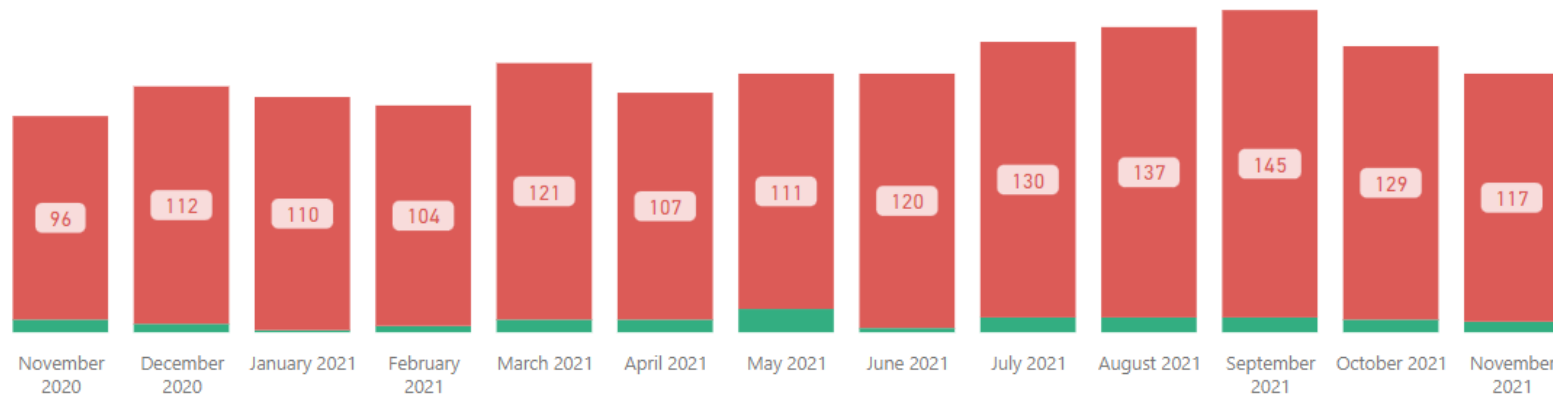
258.56

Total TAT (Rec'd-Compl.) Avg

225.87

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

1610

Requests Completed

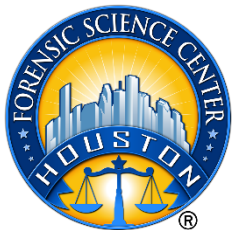
1539

Requests Completed > 30 Days

95.59 %

% Completed > 30 Days

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





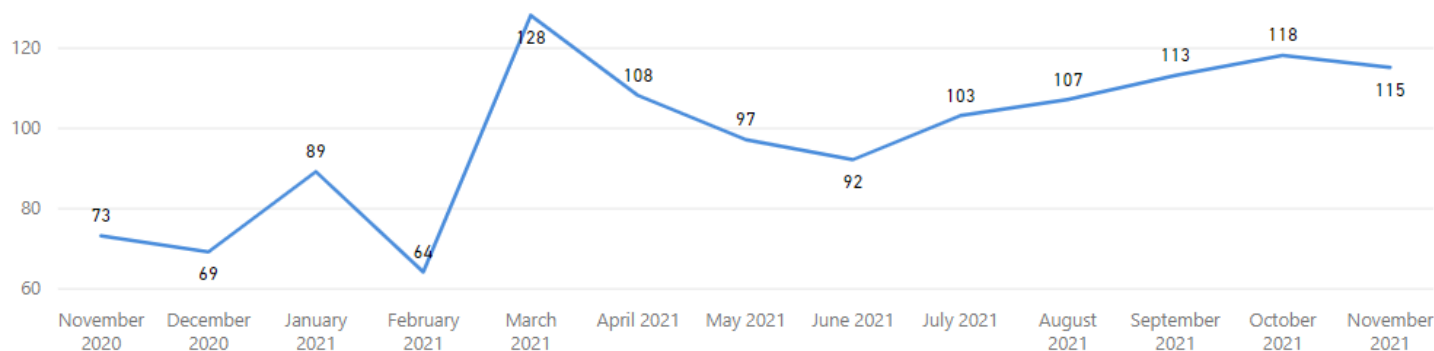
Section  Request Type



### Received Filter

11/1/2020 11/30/2021

### Received by Month



### Total Received

1276

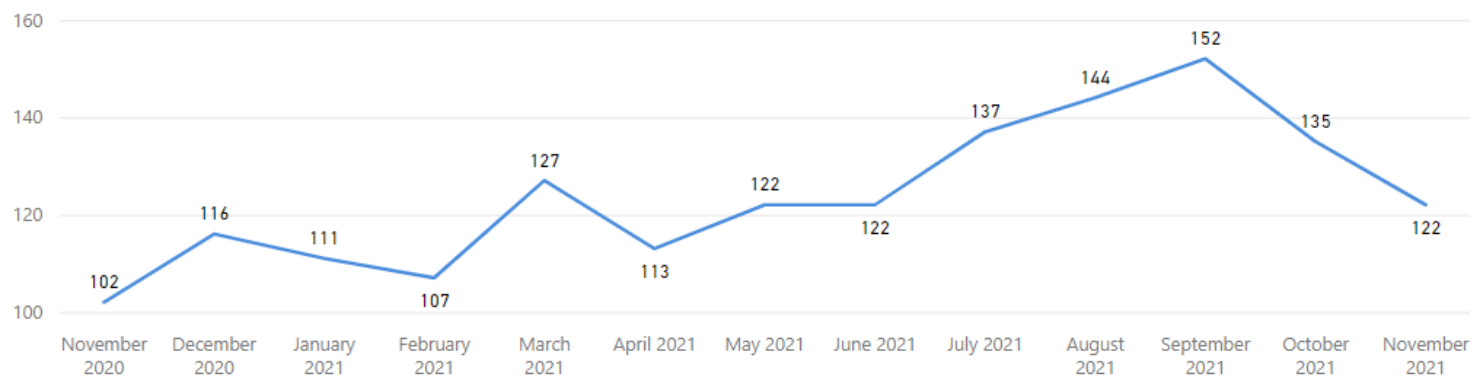
### Received per Month (Avg)\*

98

### Completed Filter

11/1/2020 11/30/2021

### Completed by Month



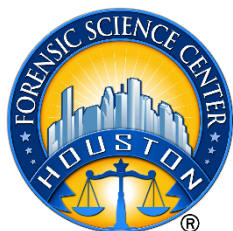
### Total Completed

1610

### Completed per Month (Avg)\*

124

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



Section

Screening

Request Type

All

# of Unassigned

0✓

Goal: 10 (+100%)

# Pending Draft

27!

Goal: 14 (-92.86%)

# Pending Tech

2✓

Goal: 16 (+87.5%)

# Pending Admin

0✓

Goal: 12 (+100%)

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

0

Past Critical Age

NaN

Avg Age of Reqeusts &gt;30 ...

0

Age-Oldest Unassigned PL

15

Age-Oldest Pending Draft...

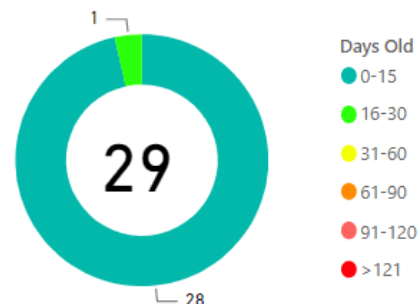
22

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

## Total Pending Requests

Overall TAT  
(Month to Date)

12.3!

Goal: 10, 11

Overall TAT  
(Past 90 Days)

11.1!

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	807
61919	2020-031	399
64601	2020-049	366
68460	2020-066	318
68485	2020-068	317
73318	2020-097	263
74776	2020-104	244

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

## Quality TAT

79!

Goal: 40, 41

## Avg Age of Open Reports\*

209

Quality Filter

Biology/DNA

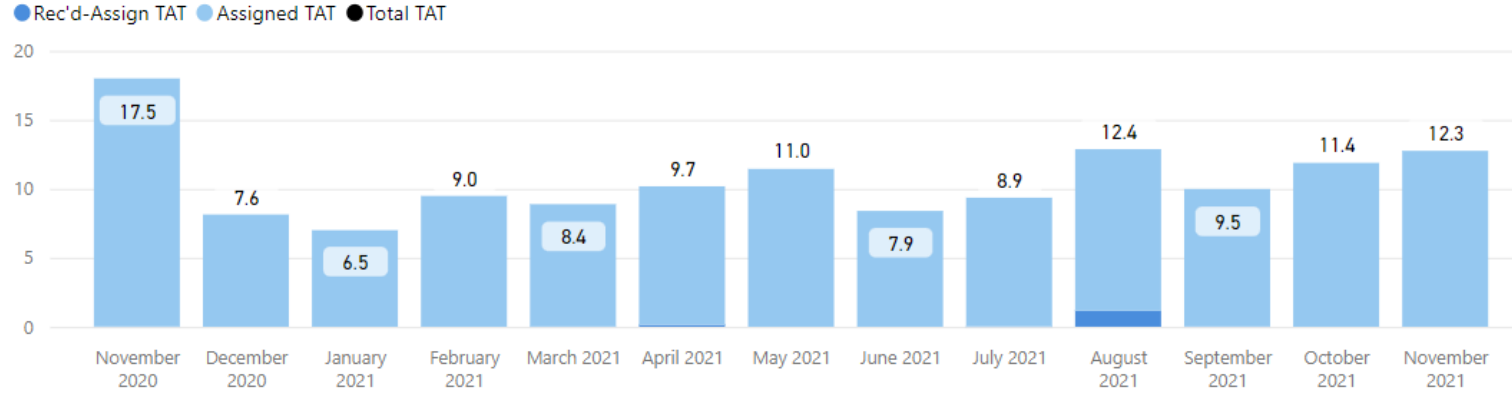


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

Screening

Request Type

All

## Selected Time Frame Averages

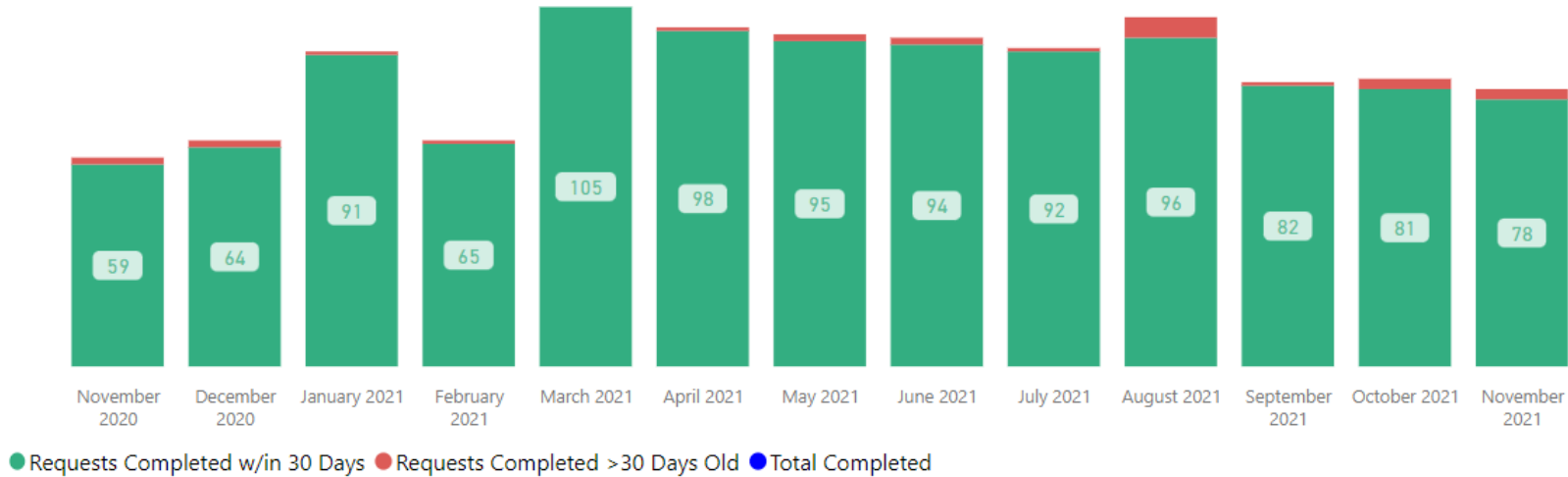
10.00

Total TAT (Rec'd-Compl.) Avg

10.37

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1125

Requests Completed

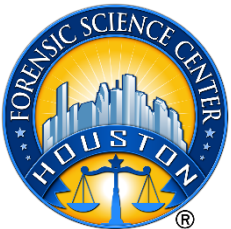
25

Requests Completed > 30 Days

2.22 %

% Completed > 30 Days

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



Section

Screening

Request Type

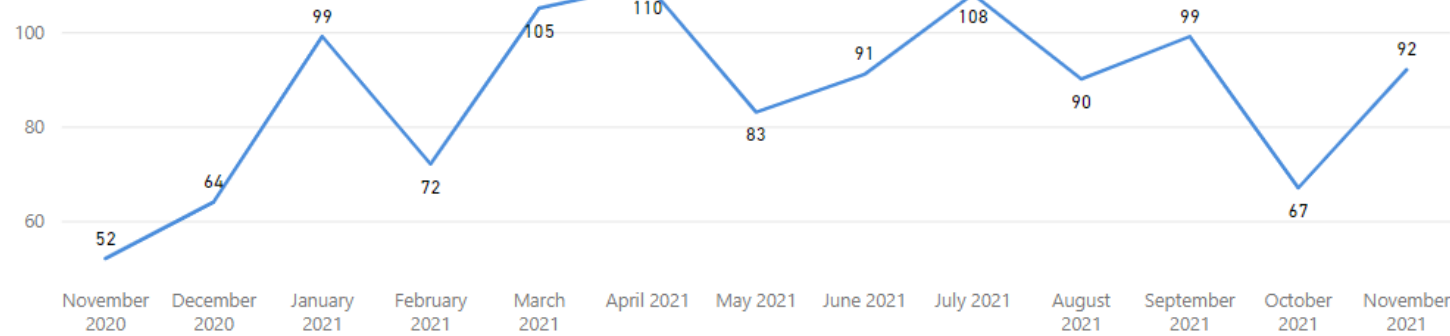
All

Received Filter

11/1/2020

11/30/2021

### Received by Month



Total Received

1132

Received per Month (Avg)\*

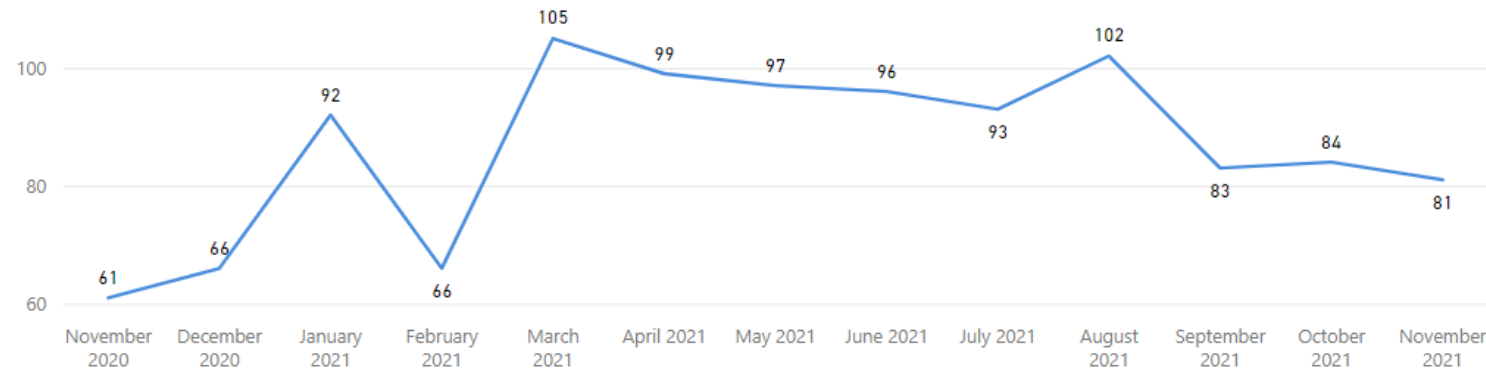
87

Completed Filter

11/1/2020

11/30/2021

### Completed by Month



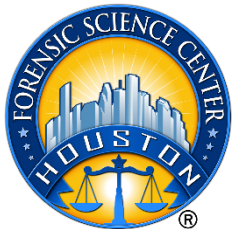
Total Completed

1125

Completed per Month (Avg)\*

87

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



Section

CODIS

CODIS Hit Type

All

# of Unassigned

80✓

Goal: 100 (+20%)

# Pending Draft

130!

Goal: 20 (-550%)

# Pending Tech

5✓

Goal: 15 (+66.67%)

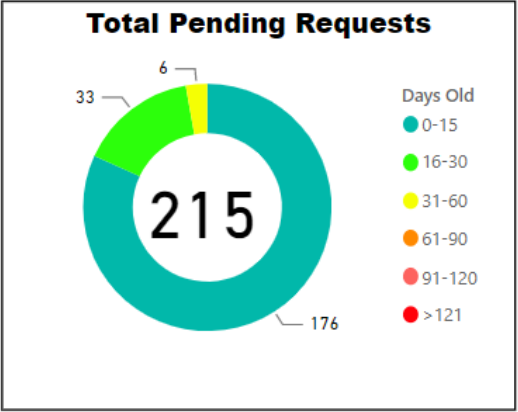
# Pending Admin

0✓

Goal: 0

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

- 6
- Past Critical Age
- 37
- Avg Age of Reqeusts >30 ...
- 39
- Age-Oldest Unassigned PL
- 29
- Age-Oldest Pending Draft...
- 36
- Age-Oldest Pending Tech ...
- 0
- Age-Oldest Pending Adm...





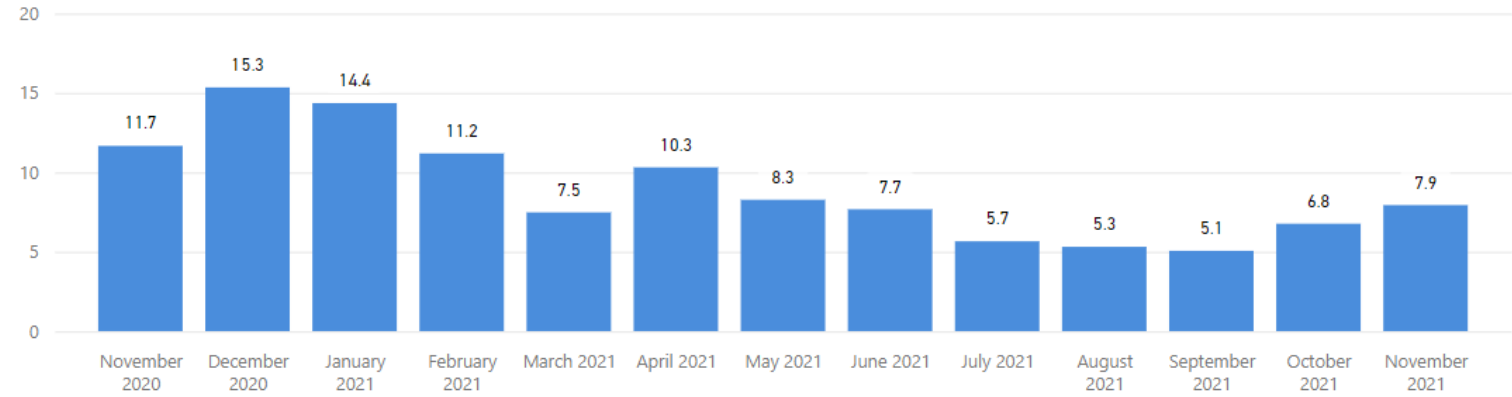
Date Range

11/1/2020 11/30/2021

Request Type

CODIS

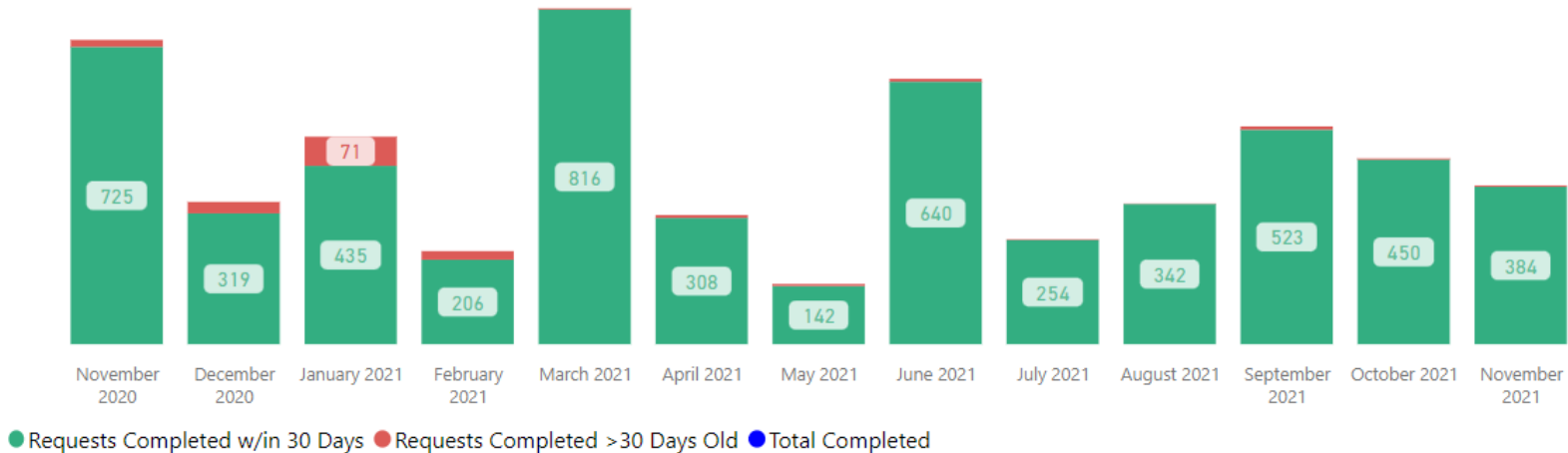
Total TAT by Month



Selected Time Frame Averages

8.99  
Total TAT (Rec'd-Compl.) Avg

Requests Completed



Received to Complete

5720  
Requests Completed  
176  
Requests Completed > 30 Days  
3.08 %  
% Completed > 30 Days

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

Section

CODIS

Hit Type

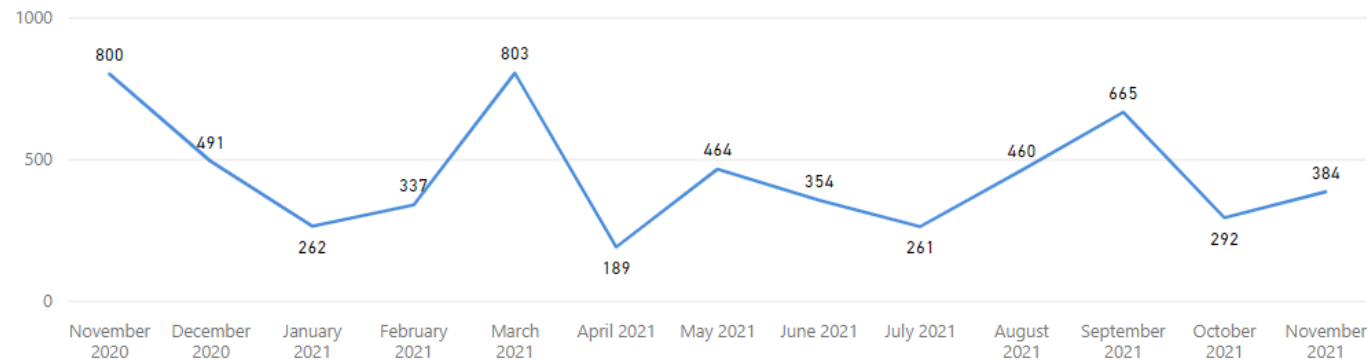
All

Received Filter

11/1/2020

11/30/2021

Received by Month



Total Received

5762

Received per Month (Avg)\*

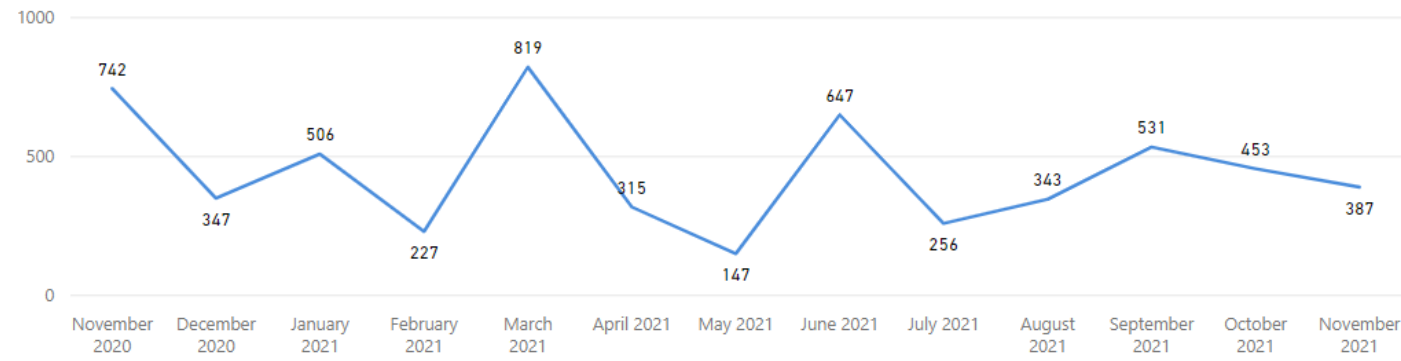
443

Completed Filter

11/1/2020

11/30/2021

Completed by Month



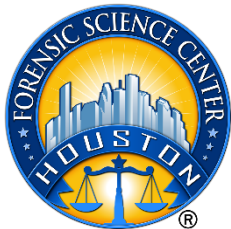
Total Completed

5720

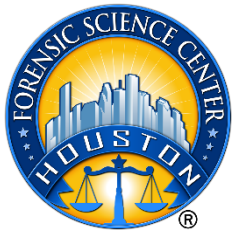
Completed per Month (Avg)\*

440

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



# Latent Prints





Service
Priority Type

Latent Comparison
All

# of Unassigned

2321!

Goal: 230 (-909.13%)

# Pending Draft

32✓

Goal: 50 (+36%)

# Pending Tech

10✓

Goal: 50 (+80%)

# Pending Admin

0✓

Goal: 50 (+100%)

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

2298

Justice Trax Past Critical Age

403

Avg Age of Requests >30 D...

761

Age-Oldest Unassigned

894

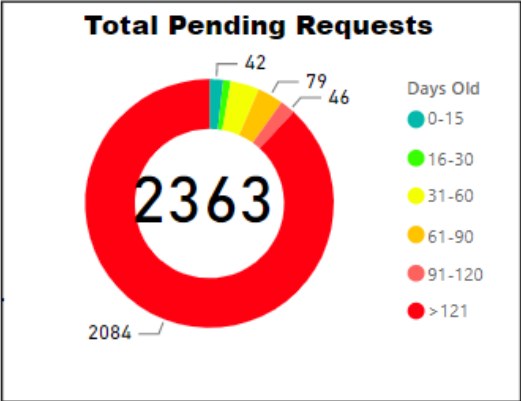
Age-Oldest Pending Draft

762

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

458.9!

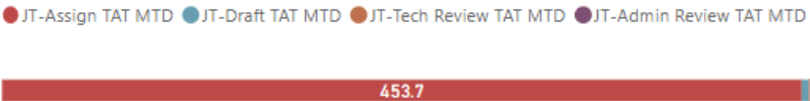
Goal: 45, 46

Overall TAT  
(Past 90 Days)

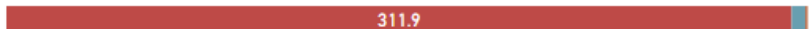
318.3!

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
94596		7
80349	2020-033	178
80971	2021-020	170
88032	2021-041	81
93602	2021-065	18

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

Quality TAT

32✓

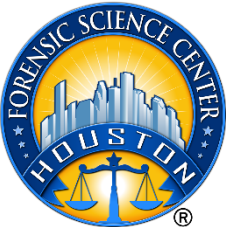
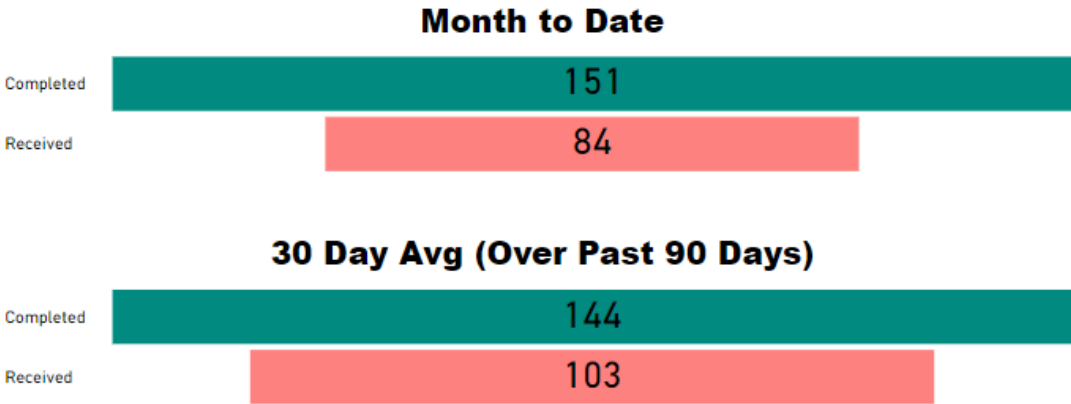
Goal: 40, 41

Avg Age of Open Reports\*

112

Quality Filter

Latent Prints



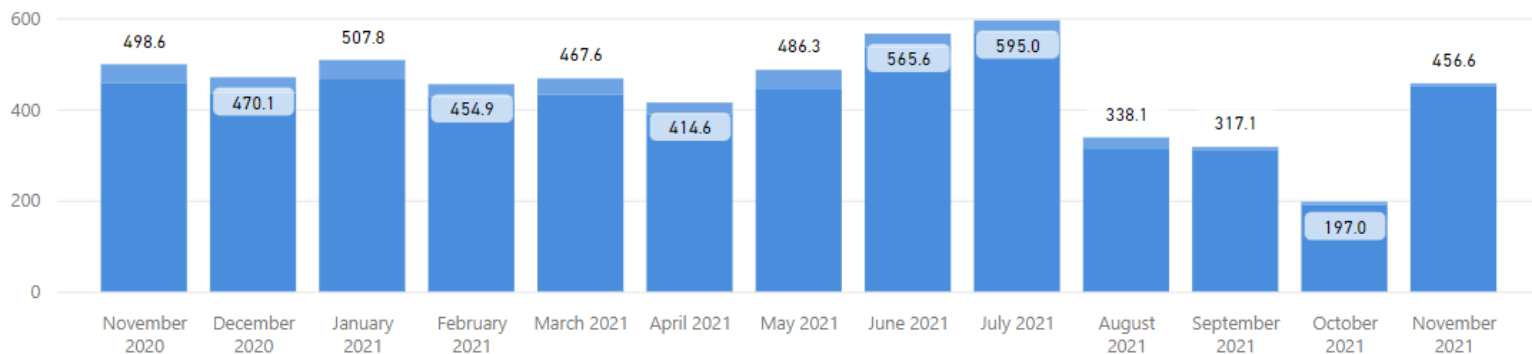
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

Latent Comparison

Priority Type

All

## Selected Time Frame Averages

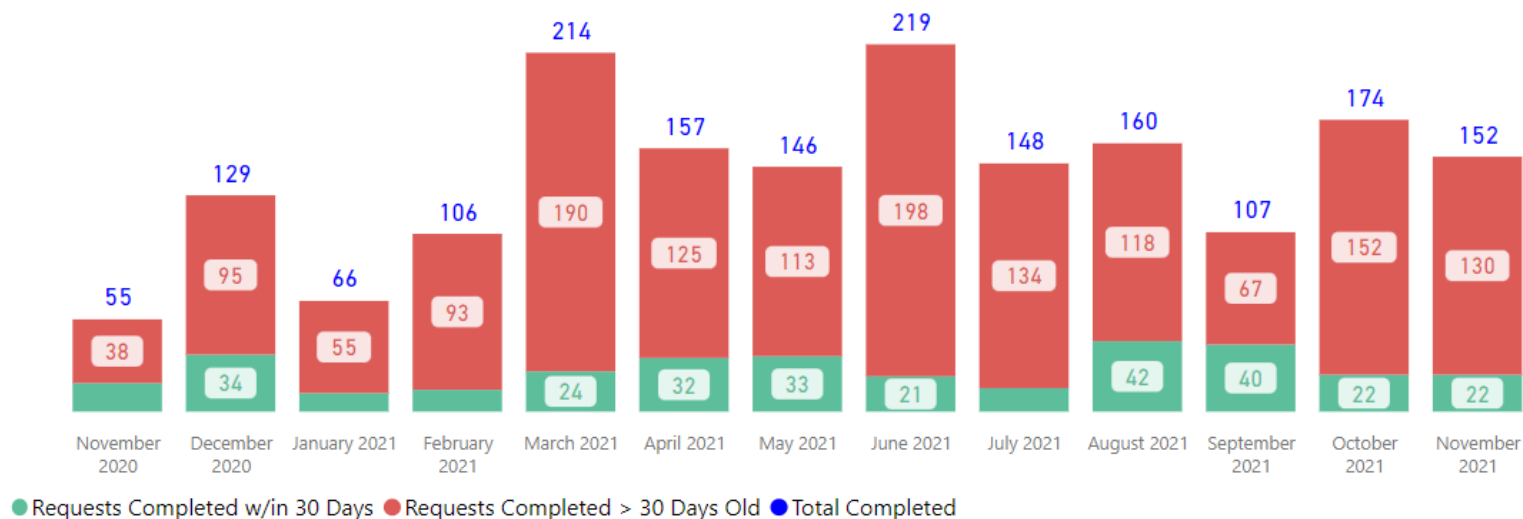
441.67

Total TAT (Rec'd-Compl.) Avg

26.24

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1833

Requests Completed

1508

Requests Completed > 30 Days Old

82.27 %

% Completed > 30 Days Old

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



Service

Latent Comparison

Priority Type

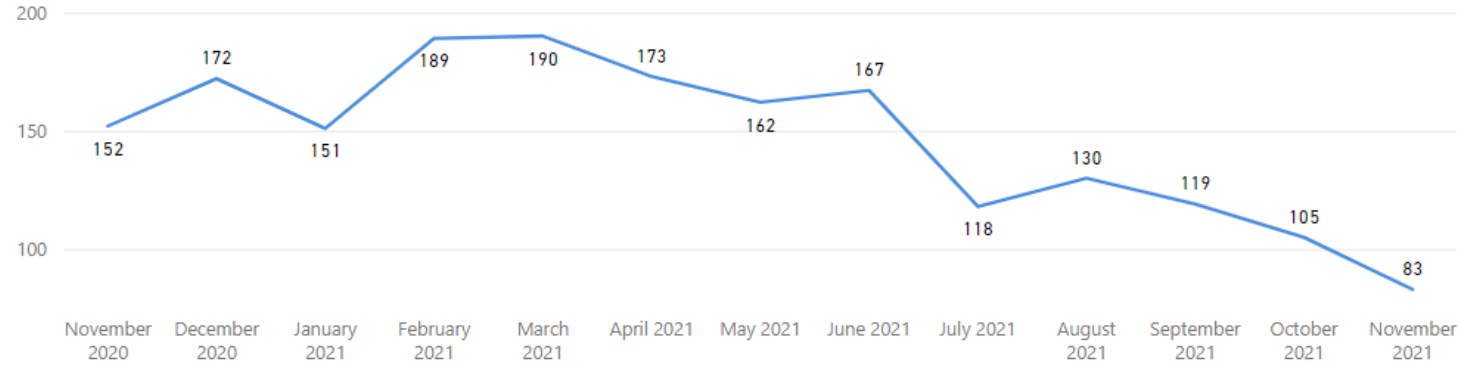
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



### Total Received

1,911

### Received per Month (Avg)\*

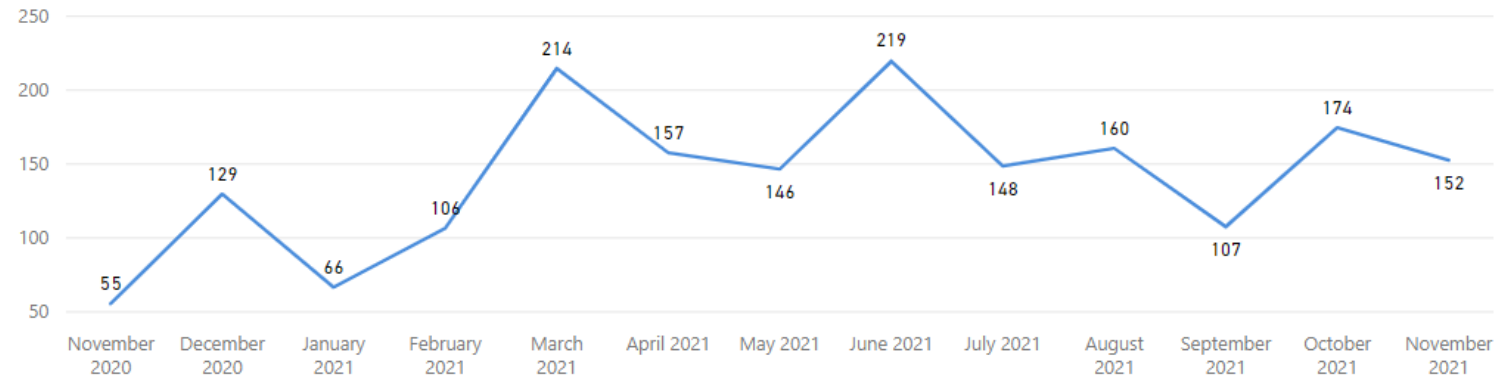
147

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



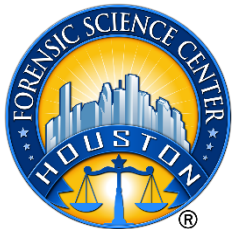
### Total Completed

1,833

### Completed per Month (Avg)\*

141

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



Service: Latent Processing  
 Priority Type: All

**# of Unassigned**  
**647!**  
 Goal: 50 (-1194%)

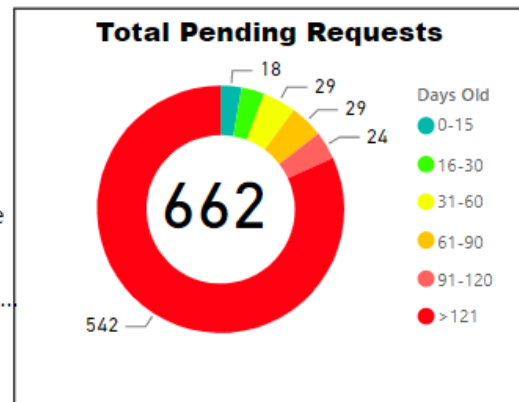
**# Pending Draft**  
**8✓**  
 Goal: 30 (+73.33%)

**# Pending Tech**  
**6✓**  
 Goal: 30 (+80%)

**# Pending Admin**  
**1✓**  
 Goal: 30 (+96.67%)

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

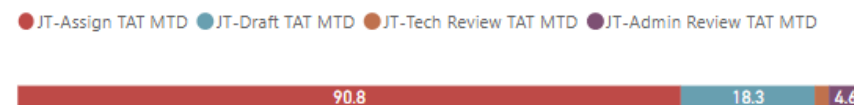
624 Justice Trax Past Critical Age  
 356  
 Avg Age of Requests >30 D...  
 796  
 Age-Oldest Unassigned  
 749  
 Age-Oldest Pending Draft  
 610  
 Age-Oldest Pending Tech  
 75  
 Age-Oldest Pending Admin



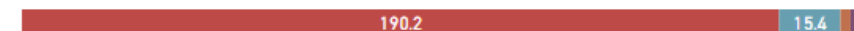
**Overall TAT (Month to Date)**  
**115.7!**  
 Goal: 30, 31

**Overall TAT (Past 90 Days)**  
**211.9!**  
 Goal: 30, 31

### TAT by Phase of Work (MTD)



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



### Open Quality Reports

Qualtrax ID	Workflow #	Age
94596		7
80349	2020-033	178
80971	2021-020	170
88032	2021-041	81
93602	2021-065	18

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

**Quality TAT**  
**32✓**  
 Goal: 40, 41

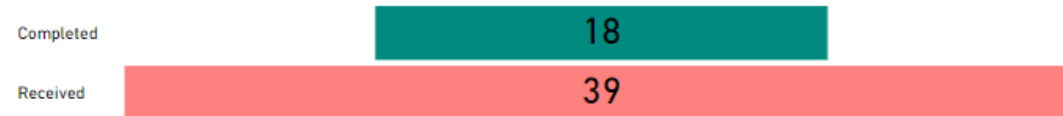
**Avg Age of Open Reports\***  
**112**

Quality Filter: Latent Prints

### Month to Date



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

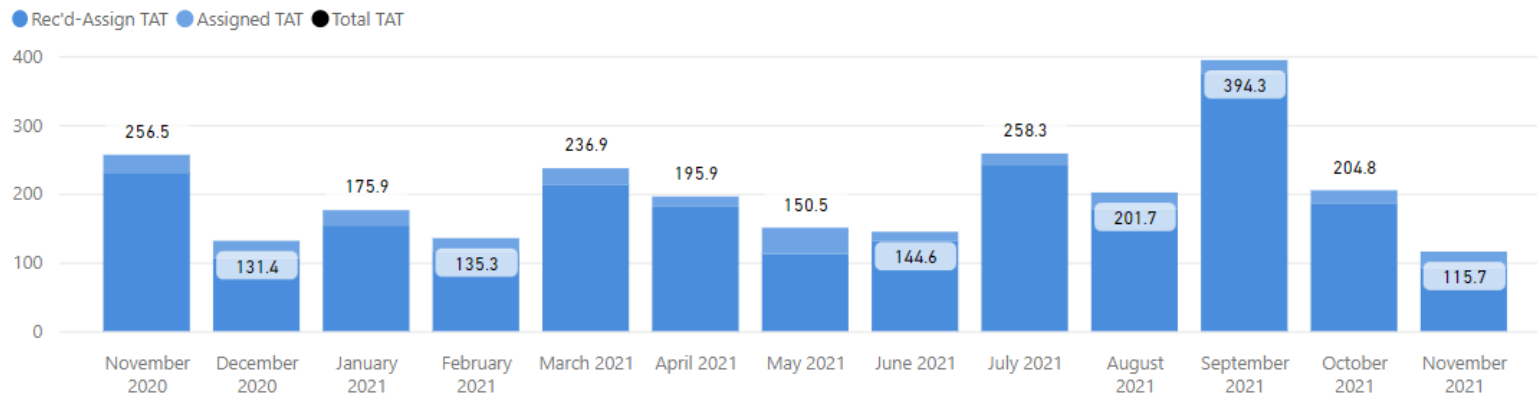


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

Latent Processing

Priority Type

All

## Selected Time Frame Averages

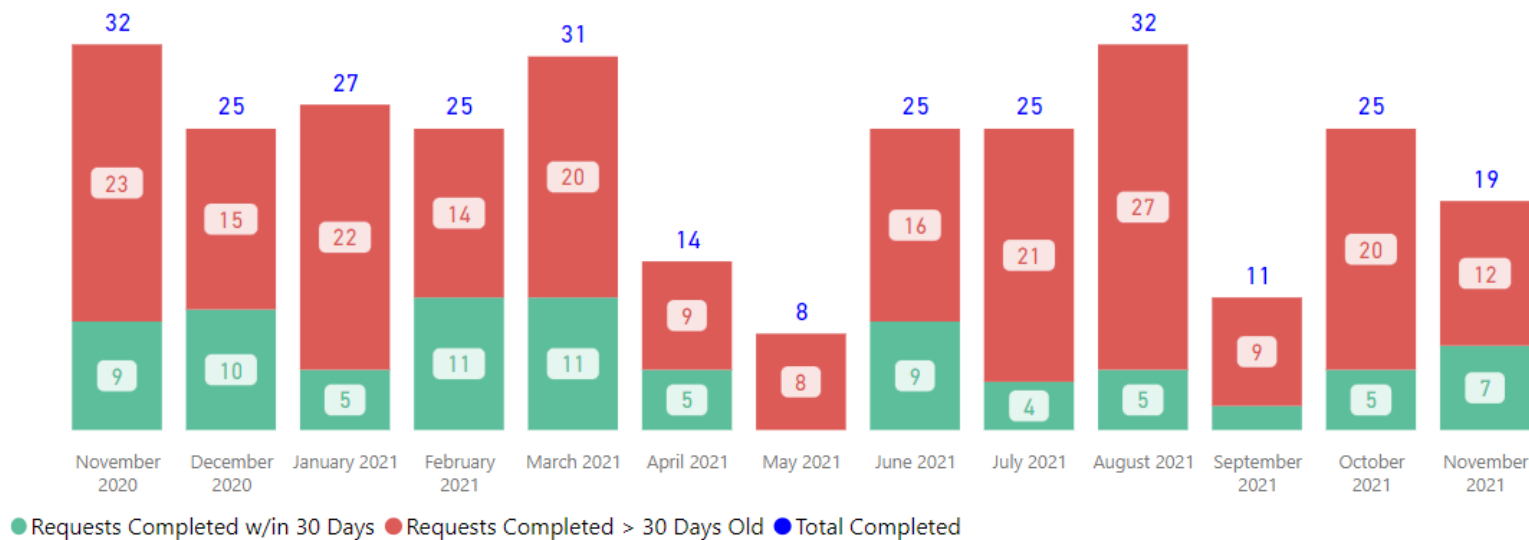
197.65

Total TAT (Rec'd-Compl.) Avg

21.99

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

299

Requests Completed

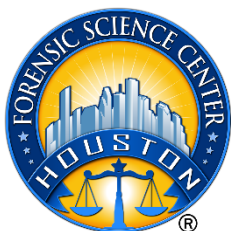
216

Requests Completed > 30 Days Old

72.24 %

% Completed > 30 Days Old

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



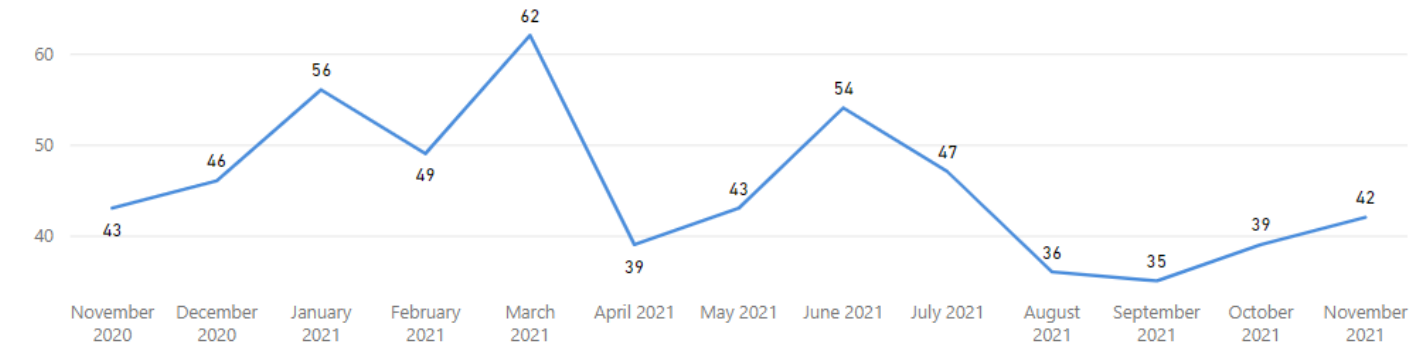
Service
Priority Type

Latent Processing
All

Received Filter

11/1/2020
11/30/2021

Received by Month



Total Received

591

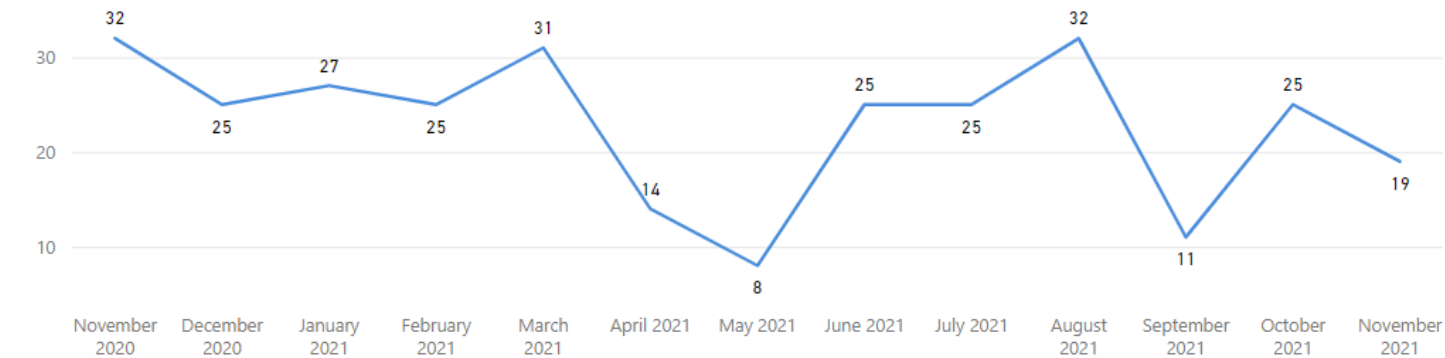
Received per Month (Avg)\*

45

Completed Filter

11/1/2020
11/30/2021

Completed by Month



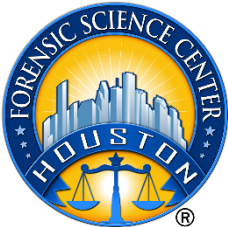
Total Completed

299

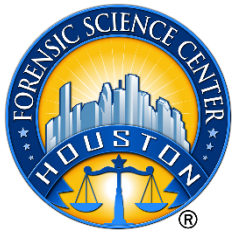
Completed per Month (Avg)\*

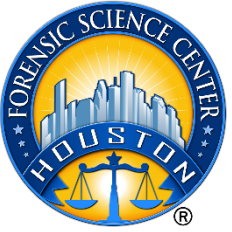
23

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



# Digital Multi-Media





Service

Priority Type

AV Call Out

All

# of Unassigned

0✓

Goal: 15 (+100%)

# Pending Draft

0✓

Goal: 5 (+100%)

# Pending Tech

0✓

Goal: 5 (+100%)

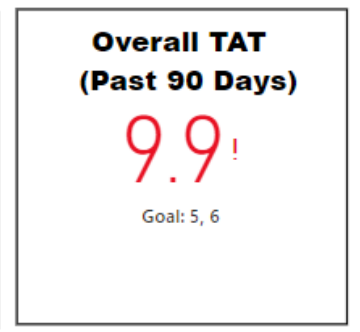
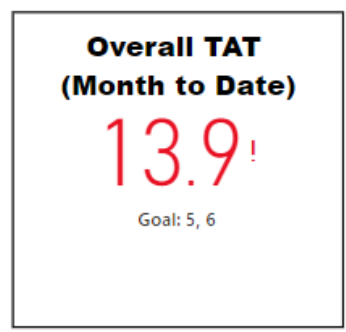
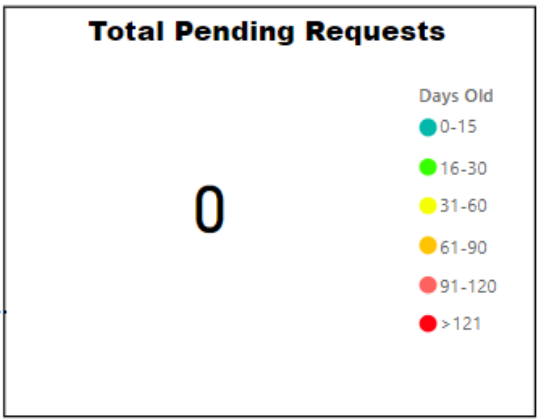
# Pending Admin

0✓

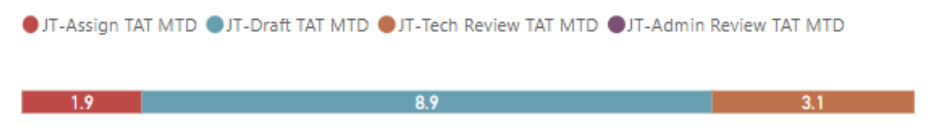
Goal: 5 (+100%)

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

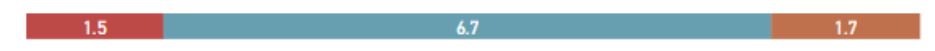
0  
Justice Trax Past Critical Age  
NaN  
Avg Age of Requests >30 D..  
0  
Age-Oldest Unassigned  
0  
Age-Oldest Pending Draft  
0  
Age-Oldest Pending Tech  
0  
Age-Oldest Pending Admin



### 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

(Blank)✓

Goal: 30, 31

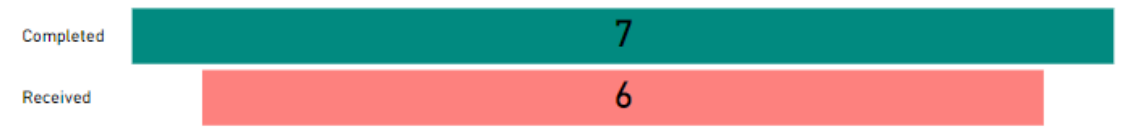
### Avg Age of Open Reports\*

NaN

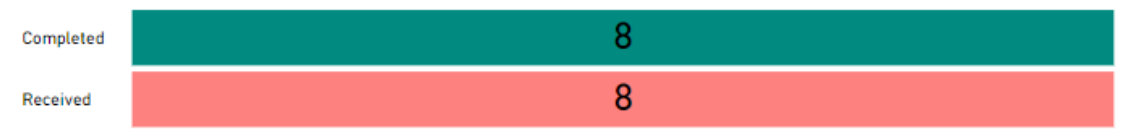
Quality Filter

Audio/Video

### Month to Date



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





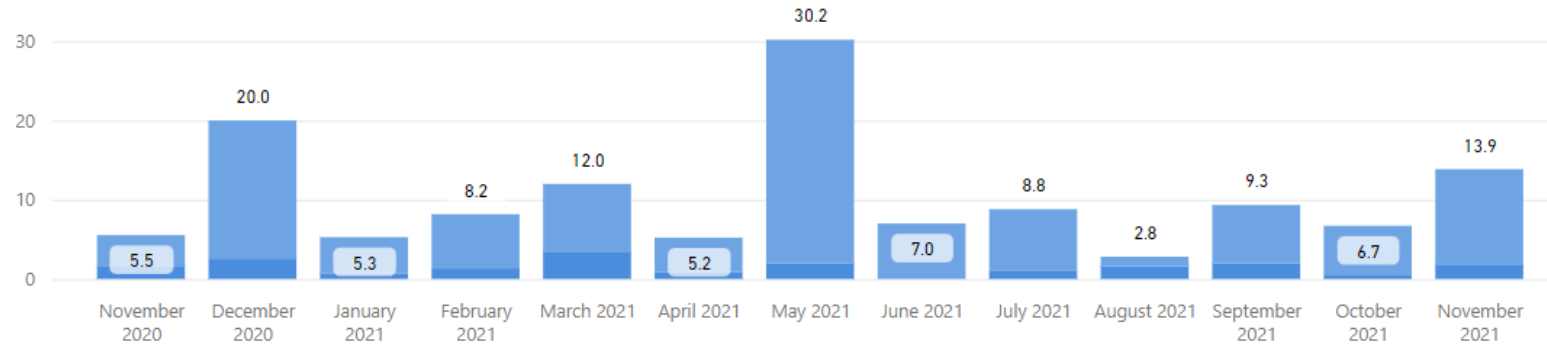
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

AV Call Out

Priority Type

All

## Selected Time Frame Averages

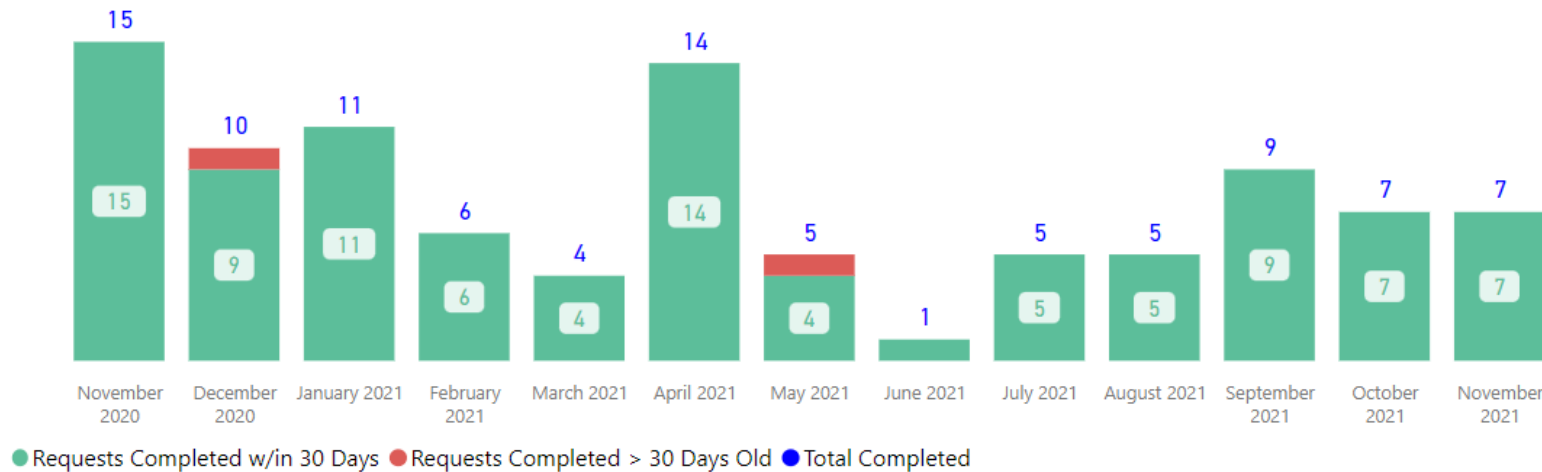
9.65

Total TAT (Rec'd-Compl.) Avg

8.12

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

99

Requests Completed

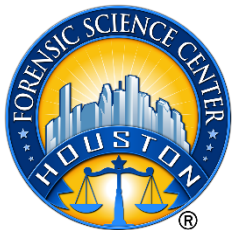
2

Requests Completed > 30 Days Old

2.02 %

% Completed > 30 Days Old

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



Service

AV Call Out

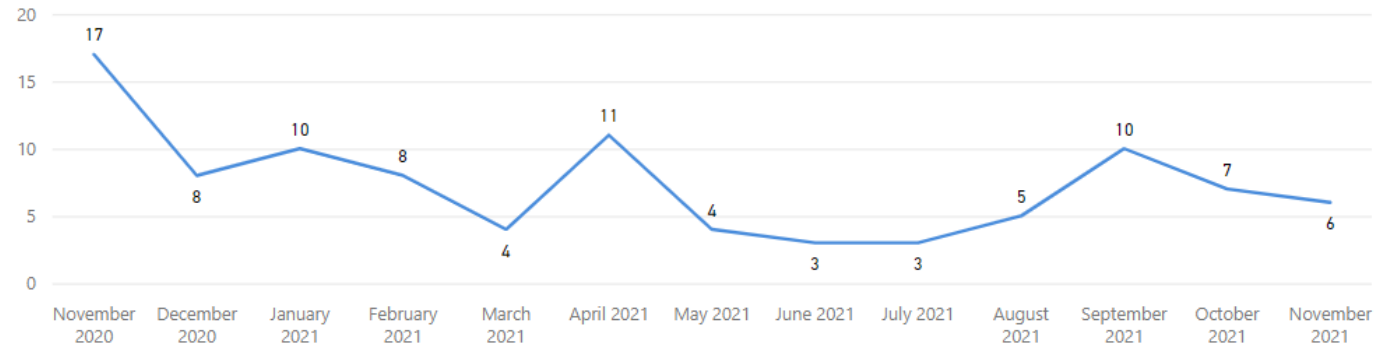
Priority Type

All

### Received Filter

11/1/2020 11/30/2021

### Received by Month



Total Received

96

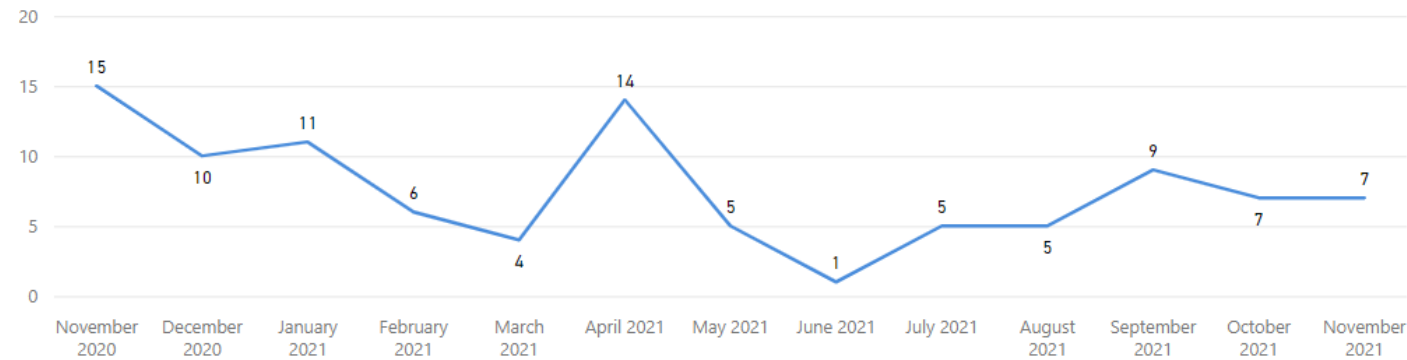
Received per Month (Avg)\*

7

### Completed Filter

11/1/2020 11/30/2021

### Completed by Month



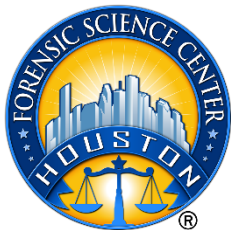
Total Completed

99

Completed per Month (Avg)\*

8

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



Service
Priority Type

AV Examination
All

# of Unassigned
4✓
Goal: 15 (+73.33%)

# Pending Draft
3✓
Goal: 5 (+40%)

# Pending Tech
0✓
Goal: 5 (+100%)

# Pending Admin
3✓
Goal: 5 (+40%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

8

Age-Oldest Unassigned

26

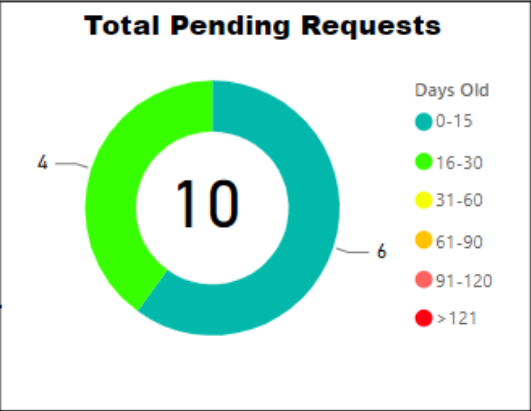
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

29

Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

24.4✓

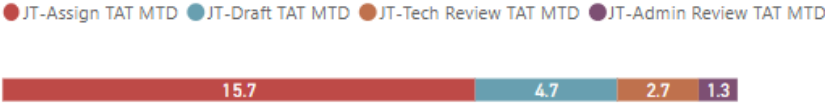
Goal: 45, 46

Overall TAT  
(Past 90 Days)

21.4✓

Goal: 45, 46

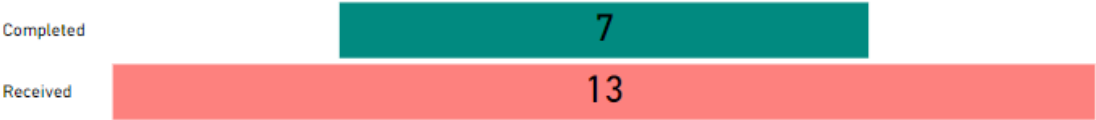
TAT by Phase of Work (MTD)



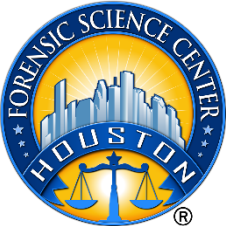
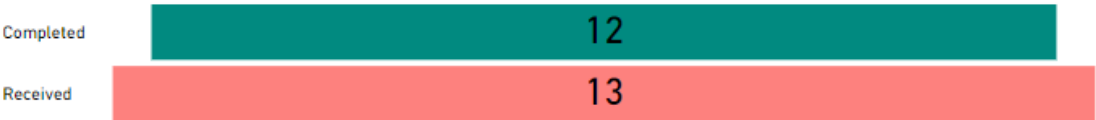
TAT by Phase of Work (Past 90 Days)



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

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports\*

NaN

Quality Filter

Audio/Video

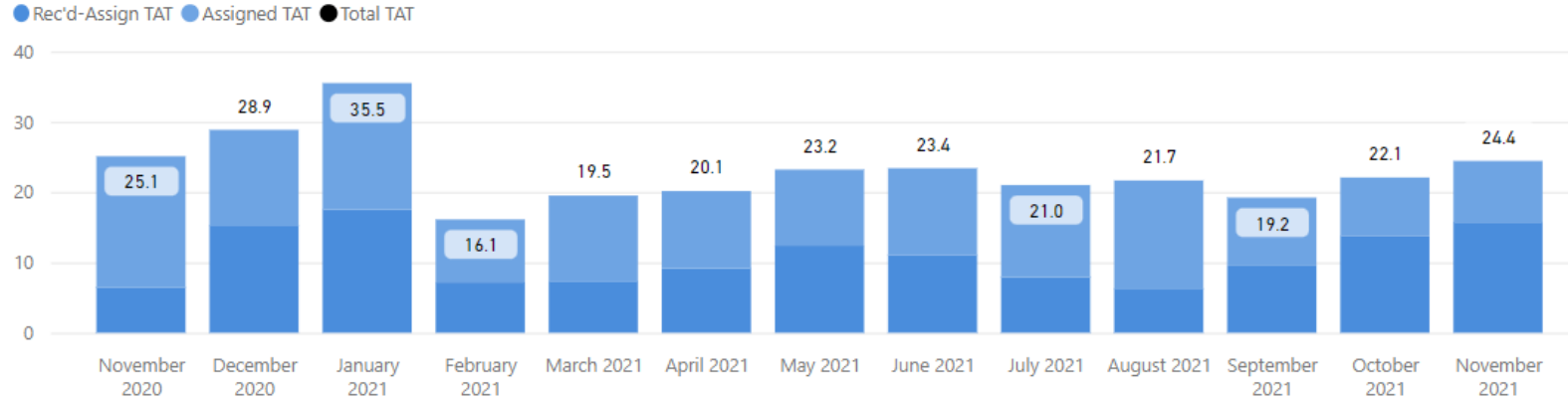
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

✈️ 📄 🔍 🗂️ ...



## Request Type

AV Examination

Priority Type

All

## Selected Time Frame Averages

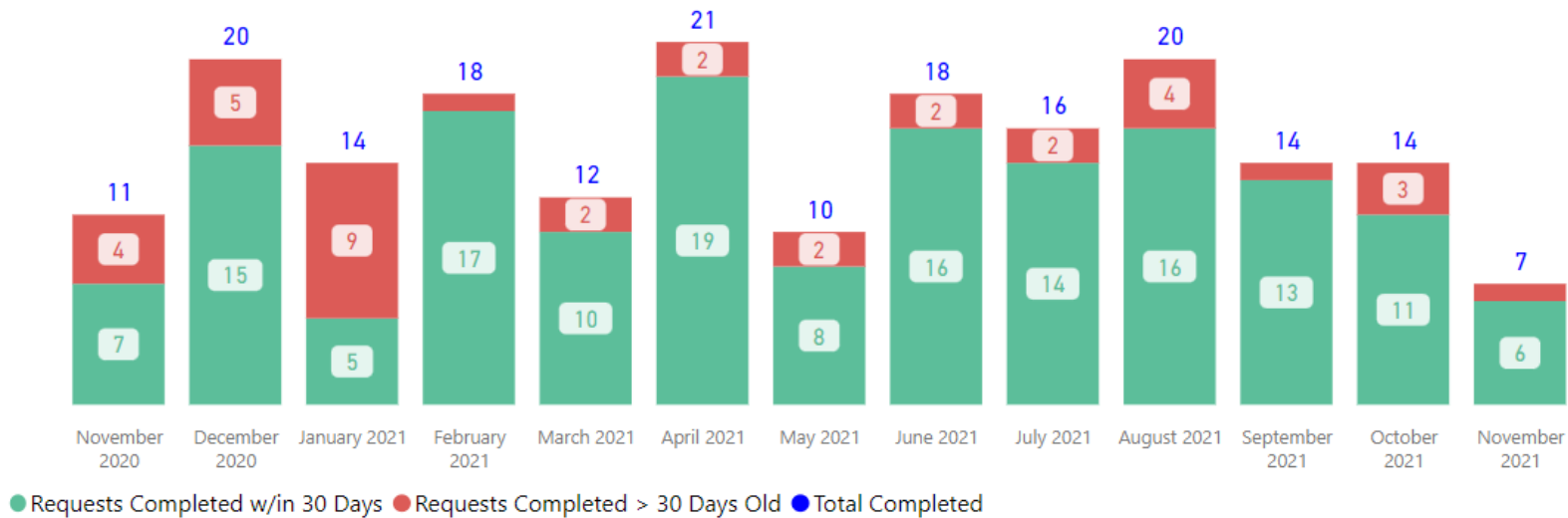
22.91

Total TAT (Rec'd-Compl.) Avg

12.45

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

195

Requests Completed

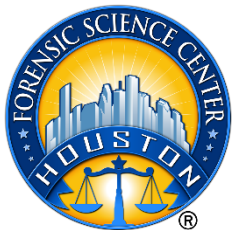
38

Requests Completed > 30 Days Old

19.49 %

% Completed > 30 Days Old

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



Service

AV Examination

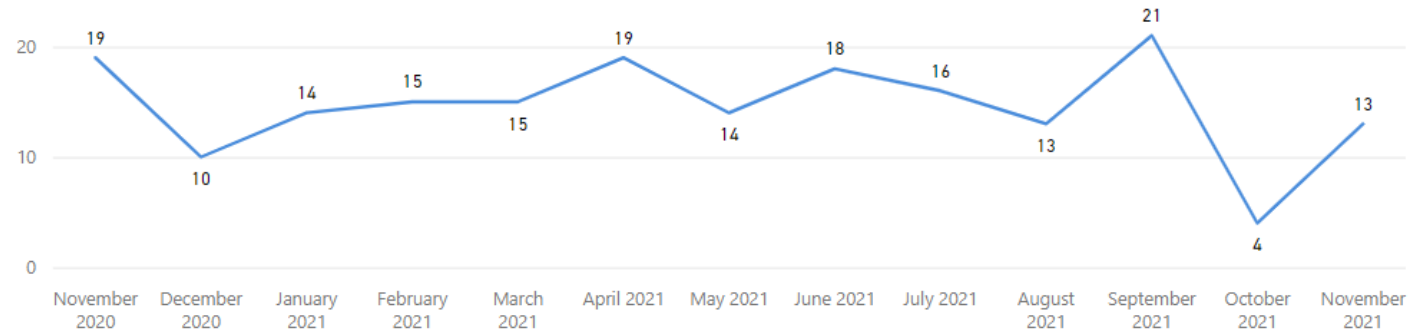
Priority Type

All

### Received Filter

11/1/2020 11/30/2021

### Received by Month



### Total Received

191

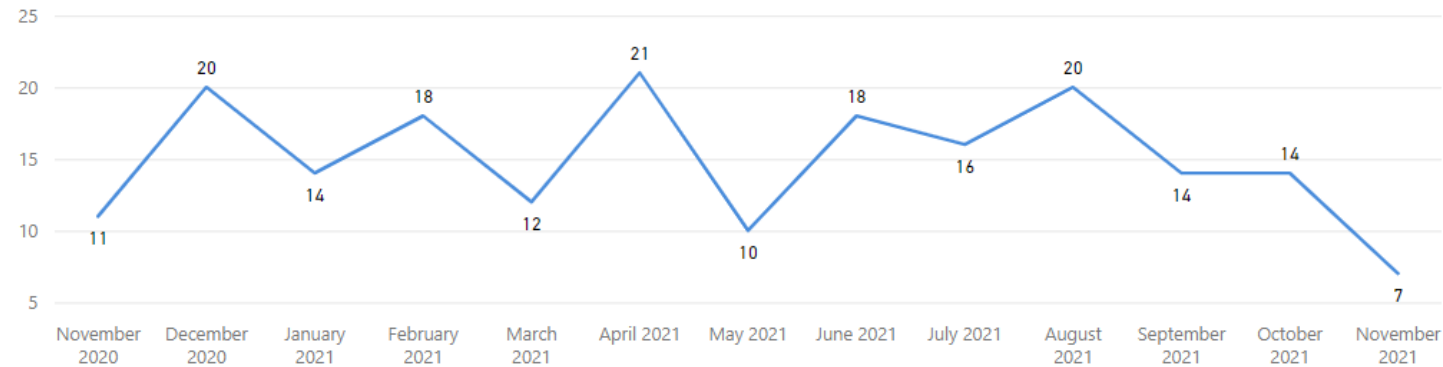
### Received per Month (Avg)\*

15

### Completed Filter

11/1/2020 11/30/2021

### Completed by Month



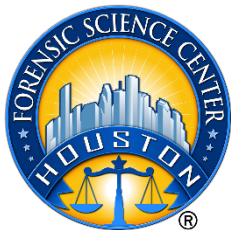
### Total Completed

195

### Completed per Month (Avg)\*

15

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



Service
Priority Type

DFL
All

# of Unassigned
250!
Goal: 50 (-400%)

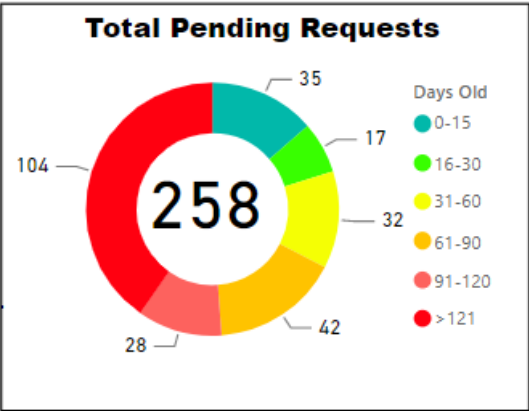
# Pending Draft
5✓
Goal: 5 (+0%)

# Pending Tech
3✓
Goal: 5 (+40%)

# Pending Admin
0✓
Goal: 5 (+100%)

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

206
Justice Trax Past Critical Age
146
Avg Age of Requests >30 D...
362
Age-Oldest Unassigned
470
Age-Oldest Pending Draft
462
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT  
(Month to Date)

109.6!

Goal: 45, 46

Overall TAT  
(Past 90 Days)

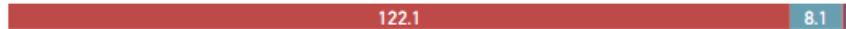
130.9!

Goal: 45, 46

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

(Blank)✓

Goal: 30, 31

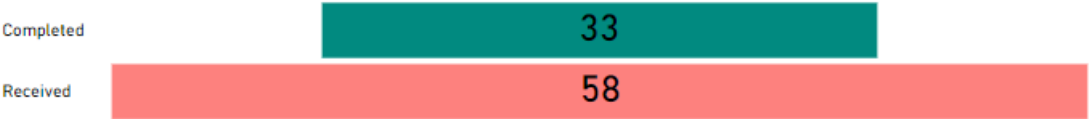
Avg Age of Open Reports\*

NaN

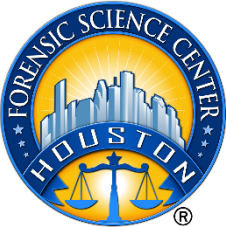
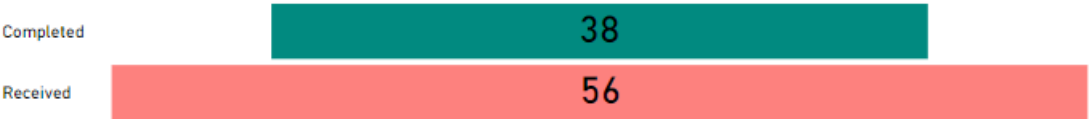
Quality Filter

Digital Forensics

Month to Date



30 Day Avg (Over Past 90 Days)



DFL and DME

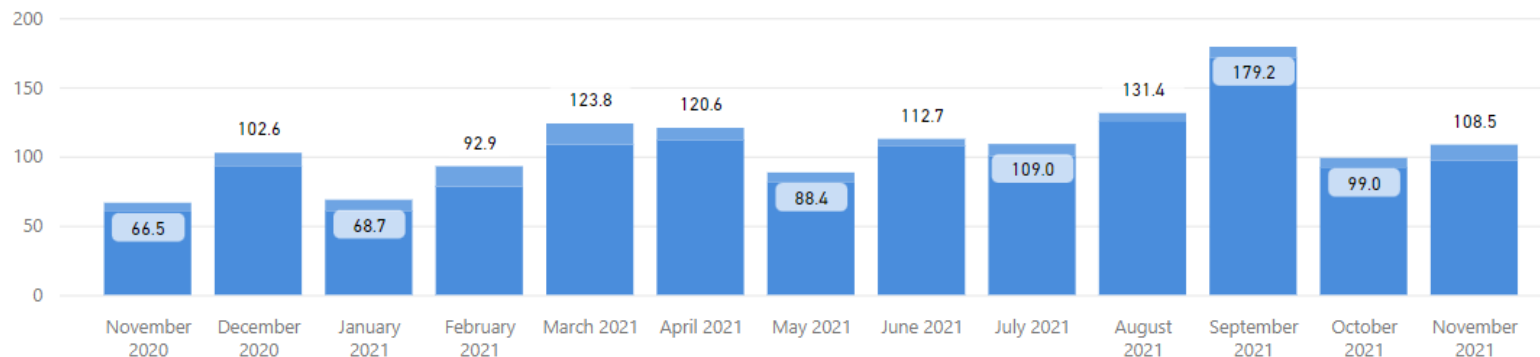
## Date Range

11/1/2020

11/30/2021

## Total TAT by Month

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



## Request Type

Multiple selections

Priority Type

All

## Selected Time Frame Averages

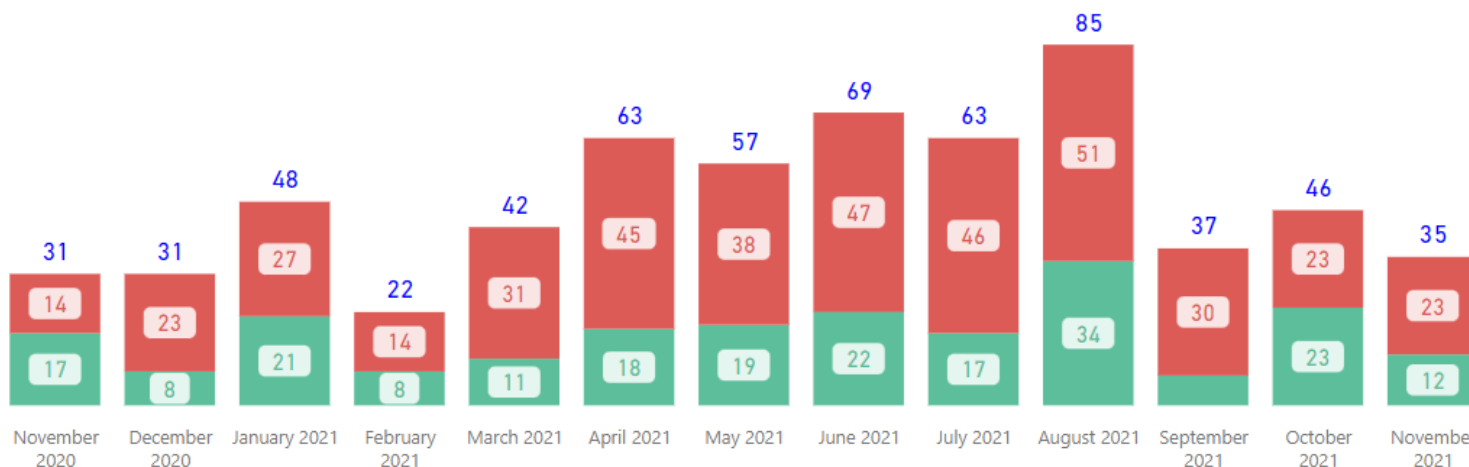
110.02

Total TAT (Rec'd-Compl.) Avg

8.28

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

629

Requests Completed

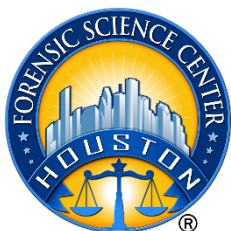
412

Requests Completed > 30 Days Old

65.50 %

% Completed > 30 Days Old

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



## DFL and DME

Service

Multiple selections

Priority Type

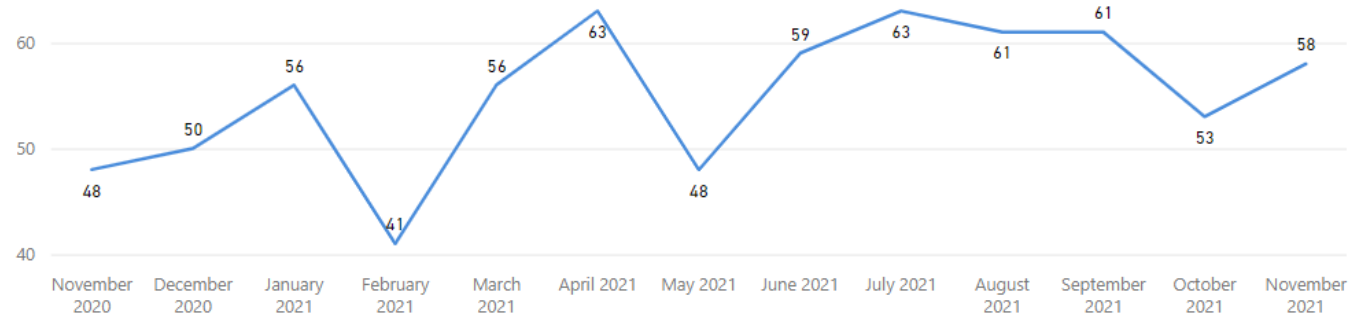
All

### Received Filter

11/1/2020

11/30/2021

### Received by Month



### Total Received

717

### Received per Month (Avg)\*

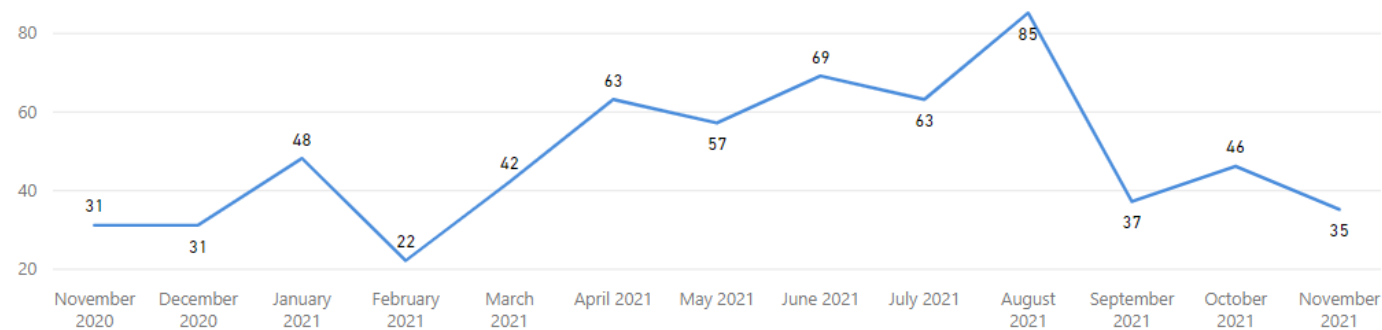
55

### Completed Filter

11/1/2020

11/30/2021

### Completed by Month



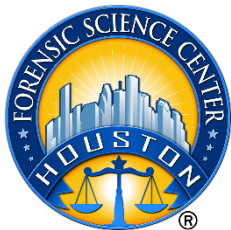
### Total Completed

629

### Completed per Month (Avg)\*

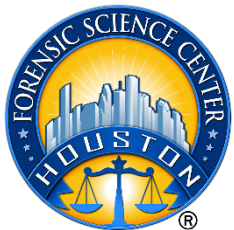
48

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





# Crime Scene Unit



Service: CSU Response Priority Type: All

**# of Unassigned**  
0✓  
Goal: 0

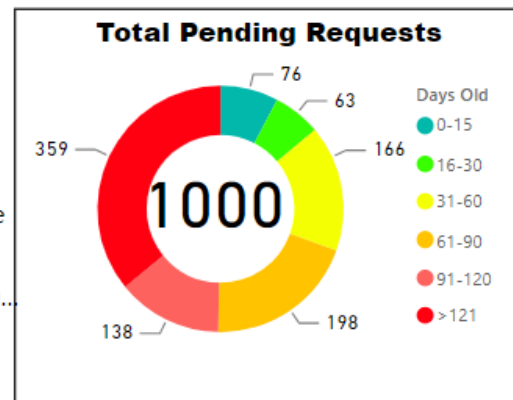
**# Pending Draft**  
205!  
Goal: 30 (-583.33%)

**# Pending Tech**  
796!  
Goal: 30 (-2553.33%)

**# Pending Admin**  
1!  
Goal: 0

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

861 Justice Trax Past Critical Age  
125  
Avg Age of Requests >30 D..  
0  
Age-Oldest Unassigned  
820  
Age-Oldest Pending Draft  
677  
Age-Oldest Pending Tech  
375  
Age-Oldest Pending Admin



**Overall TAT (Month to Date)**

160.9!

Goal: 30, 31

**Overall TAT (Past 90 Days)**

156.2!

Goal: 30, 31

### 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)



### Open Quality Reports

Qualtrax ID	Workflow #	Age
93116		25
76096	2021-001	226
89001	2021-047	70
90874	2021-054	48
91207	2021-058	45
91208	2021-059	45
91855	2021-060	40

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

**Quality TAT**

51!

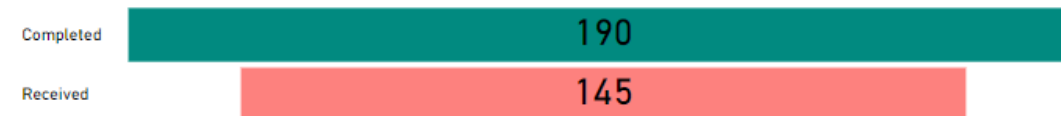
Goal: 30, 31

**Avg Age of Open Reports\***

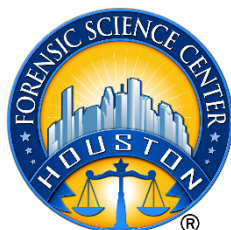
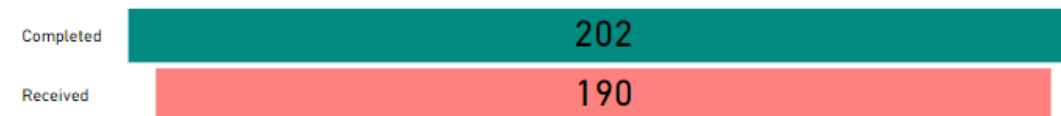
64

Quality Filter: Crime Scene

### Month to Date



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

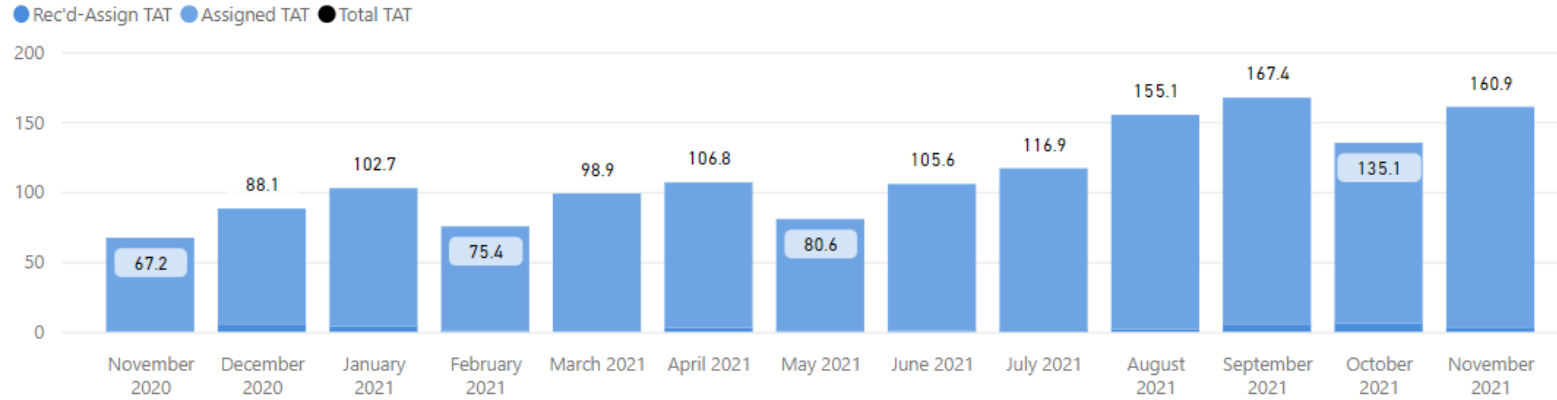


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

CSU Response

Priority Type

All

## Selected Time Frame Averages

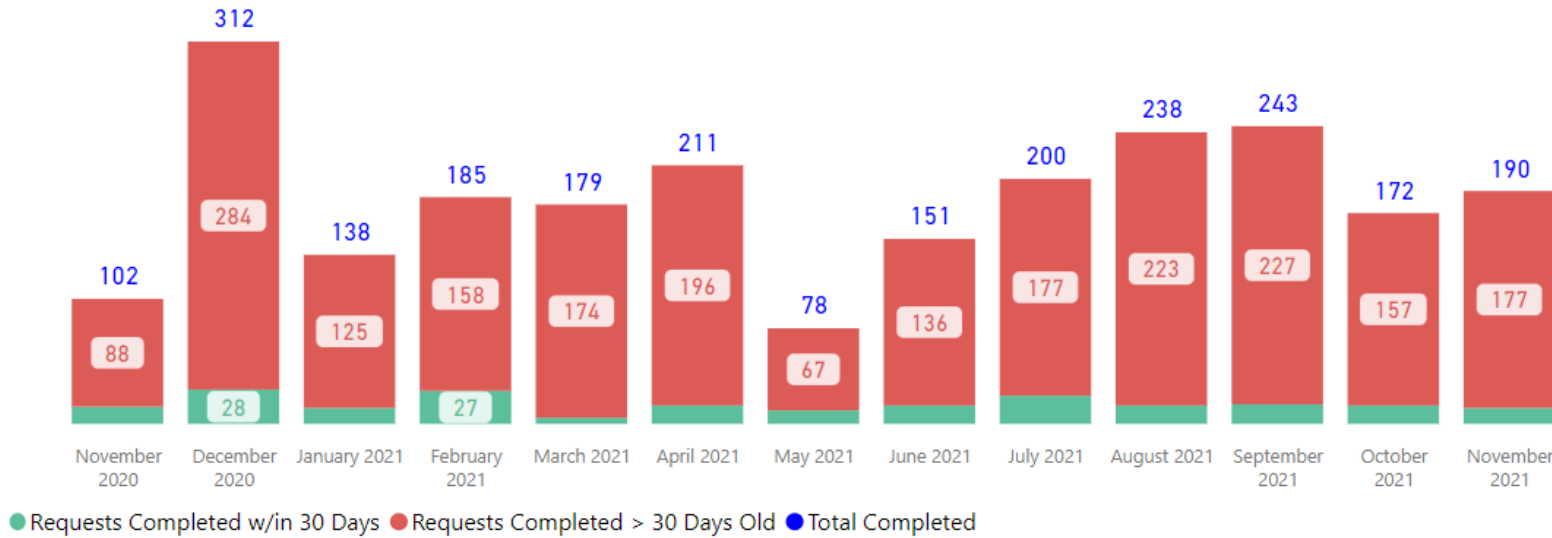
116.58

Total TAT (Rec'd-Compl.) Avg

113.82

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

2399

Requests Completed

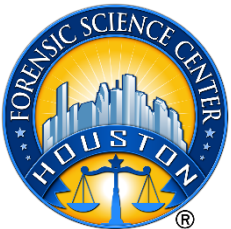
2189

Requests Completed > 30 Days Old

91.25 %

% Completed > 30 Days Old

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



Service

CSU Response

Priority Type

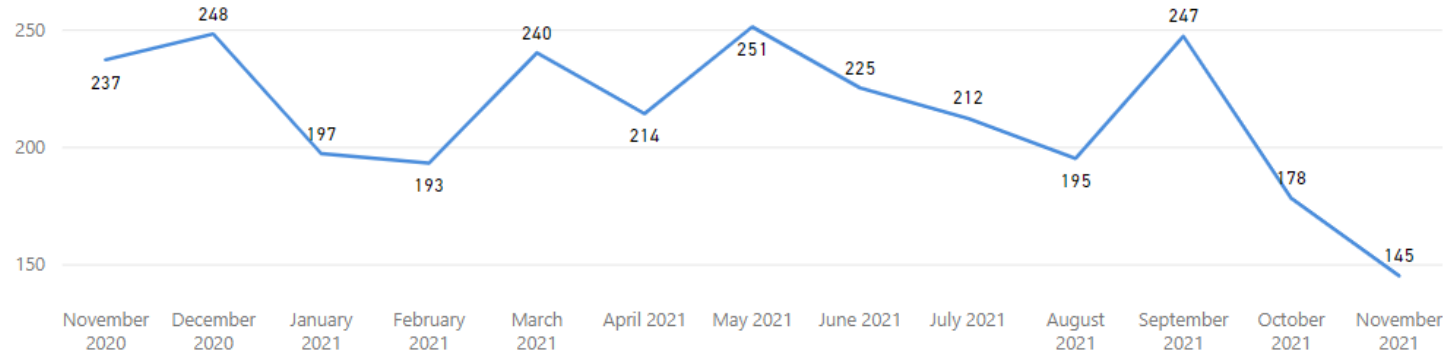
All

## Received Filter

11/1/2020

11/30/2021

## Received by Month



Total Received

2,782

Received per Month (Avg)\*

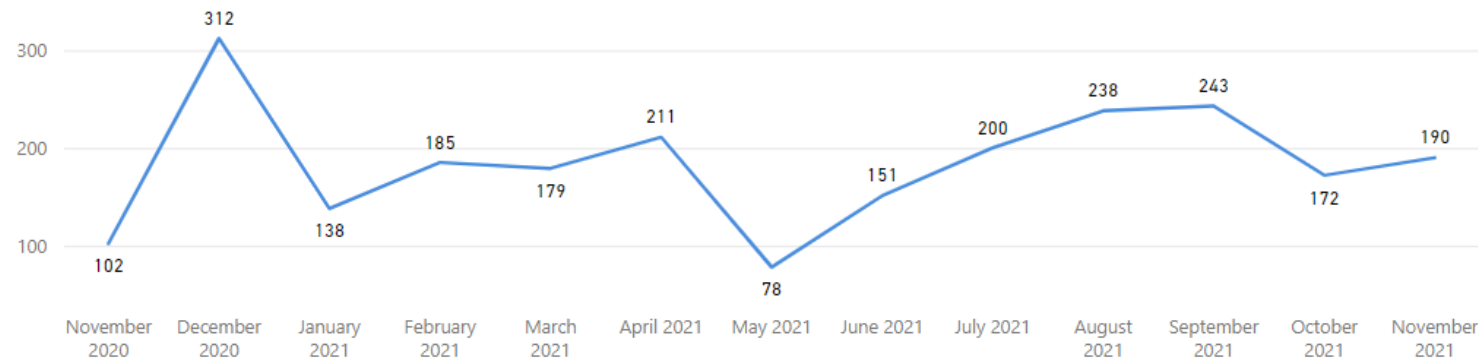
214

## Completed Filter

11/1/2020

11/30/2021

## Completed by Month



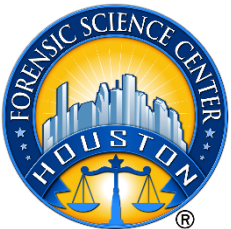
Total Completed

2,399

Completed per Month (Avg)\*

185

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



Service: CSU VEB  
 Priority Type: All

**# of Unassigned**  
 0✓  
 Goal: 0

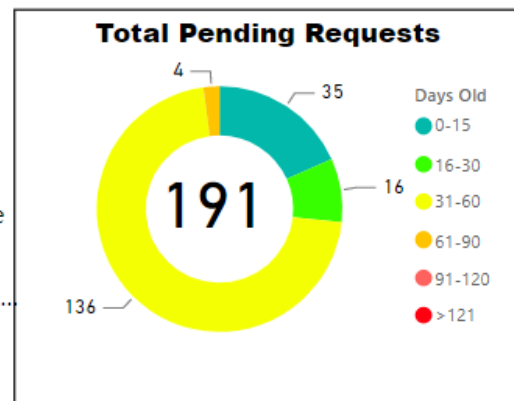
**# Pending Draft**  
 140!  
 Goal: 30 (-366.67%)

**# Pending Tech**  
 51!  
 Goal: 30 (-70%)

**# Pending Admin**  
 0✓  
 Goal: 30 (+100%)

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

140 Justice Trax Past Critical Age  
 39 Avg Age of Requests >30 D..  
 0 Age-Oldest Unassigned  
 57 Age-Oldest Pending Draft  
 65 Age-Oldest Pending Tech  
 0 Age-Oldest Pending Admin



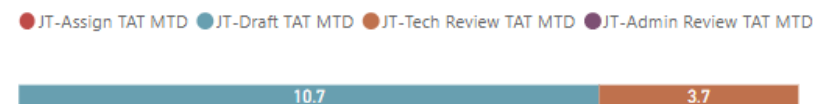
### Overall TAT (Month to Date)

14.3✓  
 Goal: 30, 31

### Overall TAT (Past 90 Days)

14.9✓  
 Goal: 30, 31

### TAT by Phase of Work (MTD)



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



### Open Quality Reports

Qualtrax ID	Workflow #	Age
93116		25
76096	2021-001	226
89001	2021-047	70
90874	2021-054	48
91207	2021-058	45
91208	2021-059	45
91855	2021-060	40

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

### Quality TAT

51!  
 Goal: 30, 31

### Avg Age of Open Reports\*

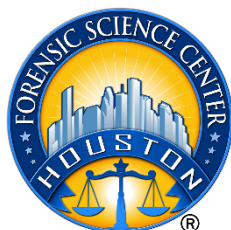
64

Quality Filter: Crime Scene

### Month to Date



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

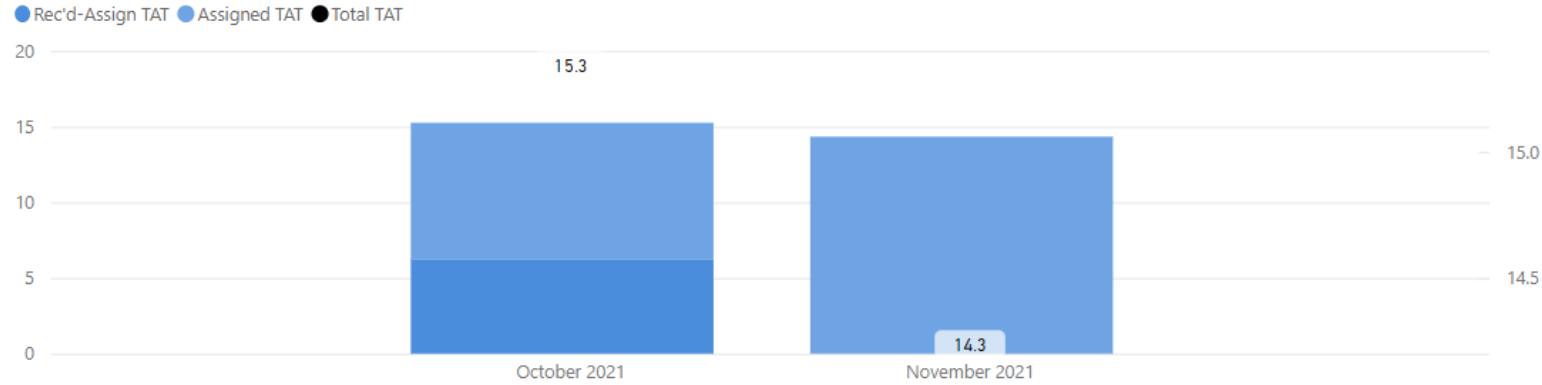


## Date Range

11/1/2020

11/30/2021

## Total TAT by Month



## Request Type

CSU VEB

Priority Type

All

## Selected Time Frame Averages

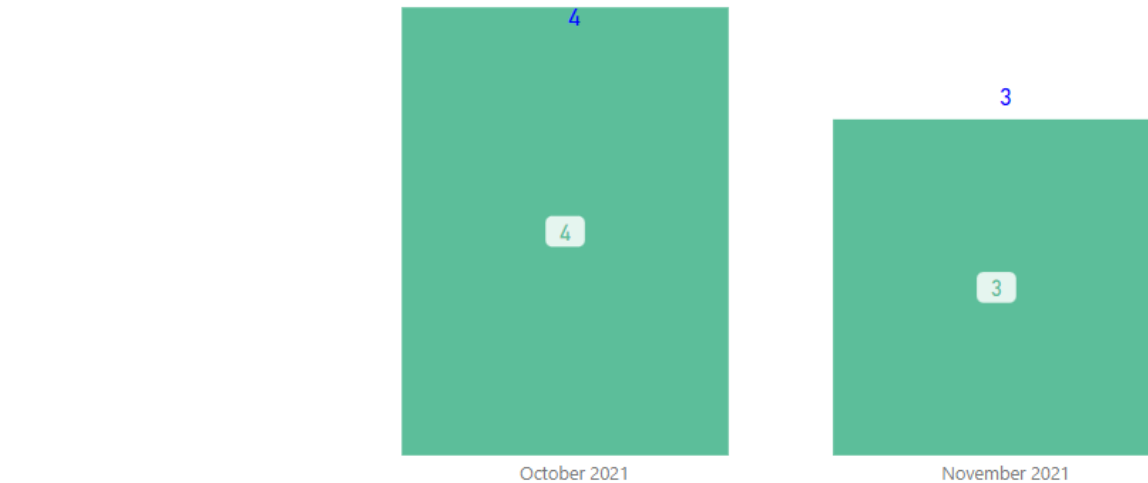
14.86

Total TAT (Rec'd-Compl.) Avg

11.29

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

7

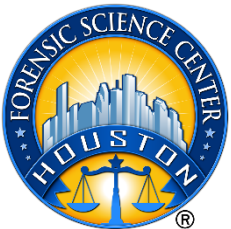
Requests Completed

0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old



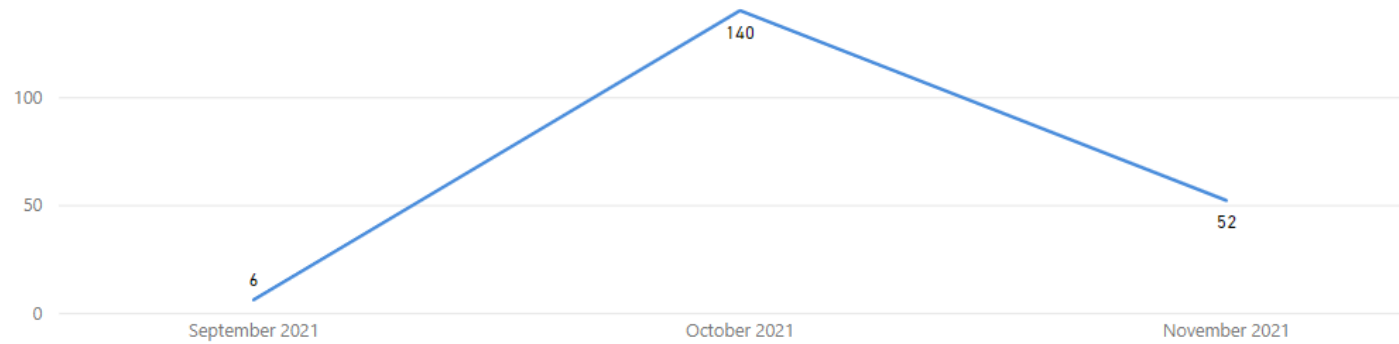
Requests more than 30 days old are considered to be backlogged requests

Service: CSU VEB  
Priority Type: All

Received Filter

11/1/2020 11/30/2021

### Received by Month



Total Received

198

Received per Month (Avg)\*

66

Completed Filter

11/1/2020 11/30/2021

### Completed by Month



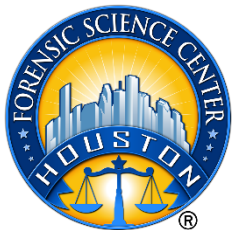
Total Completed

7

Completed per Month (Avg)\*

4

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



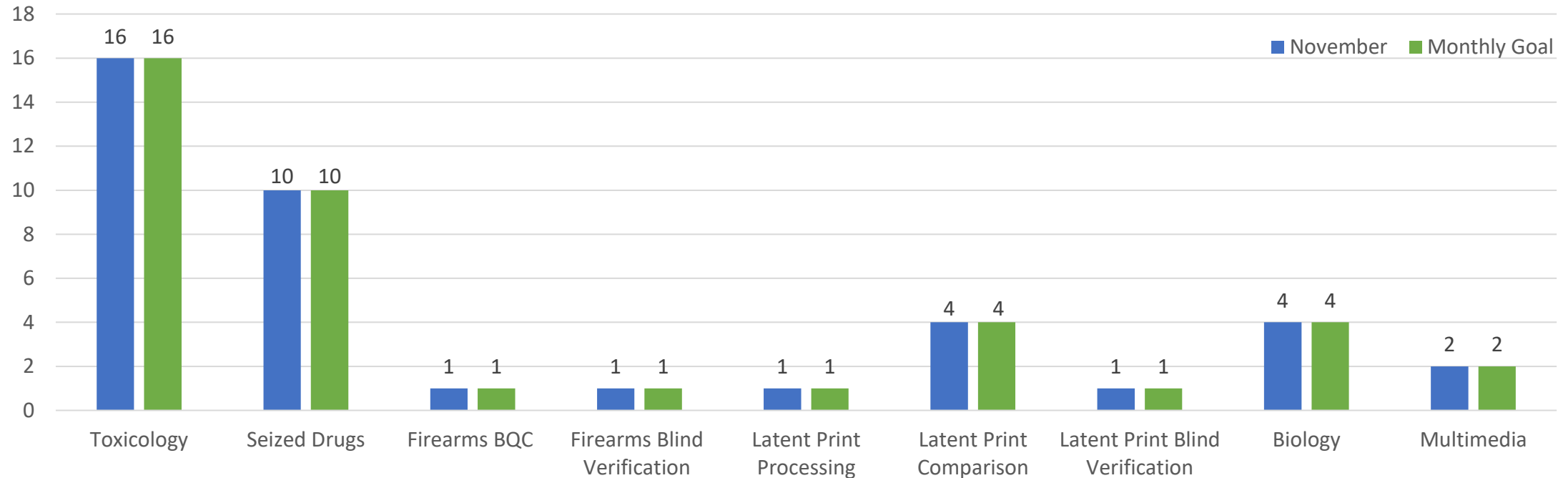
# Quality Division Report

## December 10, 2021





# Blind Quality Controls Submitted in November



# Blind Quality: Accomplishments and Challenges

Forensic Discipline	Cases Completed in November
Toxicology – BAC	24
Seized Drugs	9
Biology	8 (DNA) 3 (screening)
Firearms	0
Firearms Blind Verification	0
Latent Print Processing	1
Latent Print Comparison	1
Latent Print Blind Verification	0
Multimedia	1



# 2021 Testimony Data

- 2021: 45 analysts have testified this year
  - 33 were monitored
  - 12 not monitored and requesting transcripts for review
- Transcript review project
  - Four transcripts being evaluated



# 2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	14	
Toxicology		3	22	
Firearms		11	6	
Crime Scene		24	2	
Latent Prints		8	10	
Multimedia	Audio/Video	2	3	
	Digital	6	0	
Forensic Biology		23	21	



# Detailed Data





## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-066	Biology/DNA	Incident	11/10/2021	The Forensic Biology section inadvertently consumed the incorrect item of evidence when performing additional testing in a 2010 case at the request of the Houston Police Department. Permission to consume was given for the swabs from the left-hand fingernail scrapings/clippings however the swabs from the right-hand fingernail scrapings/clippings were inadvertently consumed instead.
2021-068	Biology/DNA	Incident	11/16/2021	While collecting documentation for a discovery request, the Operations Coordinator discovered an incomplete technical review checklist for one case, despite the fact the report was completed in LIMS. Since the original technical reviewer is no longer employed by HFSC, a new technical review was conducted by a current analyst.
2021-070	Biology/DNA	Incident	11/23/2021	A technician aliquoted two samples into an amplification plate before realizing that the associated reagent blank did not have the required volume. The data generated from this amplification will not be used for interpretation purposes because the associated reagent blank was not able to be amplified using the same amplification kit.
2021-071	Client Services & Case Management	Incident	11/30/2021	During accessioning, a CS/CM specialist discovered that the seals on a DWI kit were broken. Upon further inspection it was determined that the blood tube seals were intact, and the tubes appeared to be in good condition.
2021-069	Firearms	Incident	11/22/2021	A fired bullet jacket fragment was found on the floor by a microscope in the Firearms section.
2021-065	Latent Print Section	Incident	11/01/2021	The incorrect evidence item number was written on the scale within the photographs of the possible suitable latent prints. The technical reviewer did not identify this error during the review process.
2021-067	Seized Drugs	Incident	11/19/2021	A water leak was discovered in an evidence storage vault and the evidence in the vault was promptly relocated to prevent potential damage. During relocation one evidence envelope was found to have been dampened by the leak; however, the evidence contents for this case were not affected because they were contained within a sealed plastic container.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.