Houston Forensic Science Center, Inc.

Board of Directors Meeting

September 13, 2019: CANCELLED

Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Dr. Robert McPherson

Position 7 - Vacant

Position 8 - Mary Lentschke

Position 9 - Sandra Guerra Thompson, Vice Chair

Ex-Officio - Tracy Calabrese

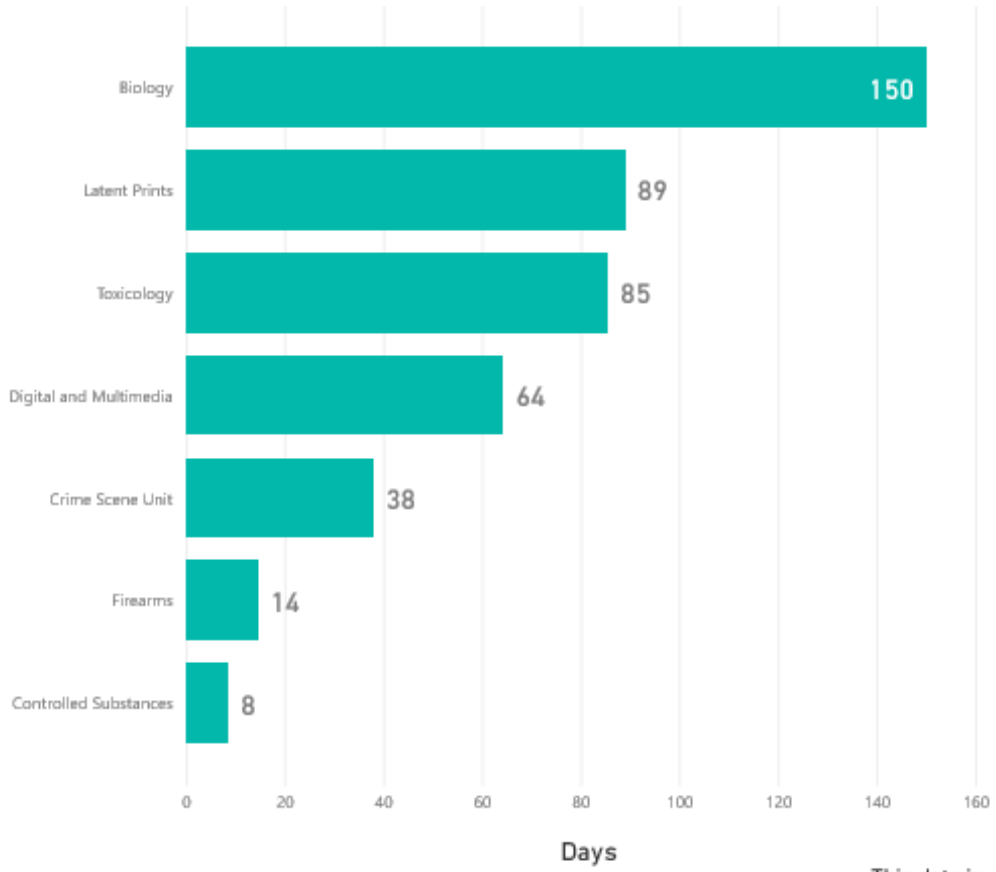
Table of Contents

- President's Report…… Page 2
- Operations Report…… Page 17
- Crime Scene & Digital Multimedia Units Update…… Page 24
- Facility Project Update…… Page 95
- Quality Report…… Page 97

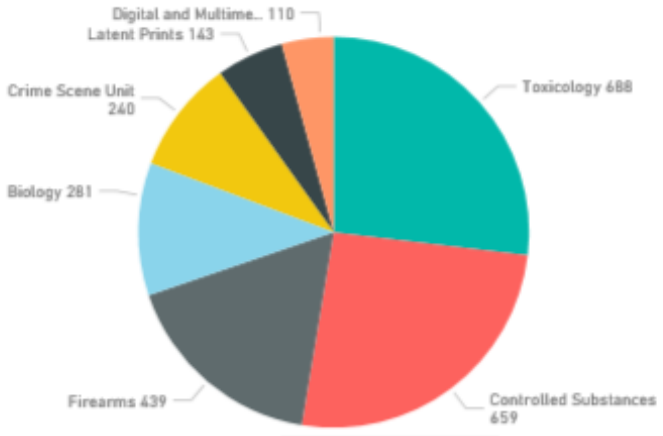
Presidents Report

September 13, 2019

Average Turnaround Time for August 2019



Requests Completed by Section



Turnaround Time - Days
55

Completed Requests
2563

Month Completed
- 01-January
- 02-February
- 03-March
- 04-April
- 05-May
- 06-June
- 07-July
- 08-August
- 09-September

Year Completed
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019

This data is current as of 9/6/2019.

Certifications

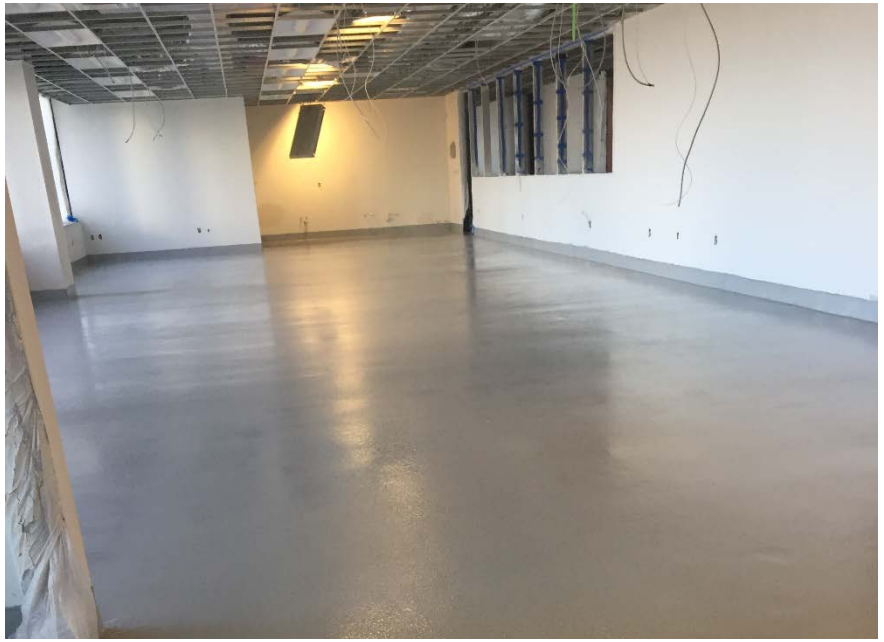
- Hannah Cooley – Certified Property and Evidence Specialist
  - International Association for Property and Evidence, Inc. (IAPE)
- Kelsey Hartzheim – Certified Property and Evidence Specialist
  - International Association for Property and Evidence, Inc. (IAPE)
- Amanda Jarding – Certified Crime Scene Analyst
  - International Association for Identification (IAI)

Outreach

- Sexual Assault Task Force meeting held this time at the Children's Assessment Center
- Presented on panel about HB 1325 at the Marijuana Policy Conference in Austin
- Visit with producer from Herzog Productions
- Bellaire High School forensic science classes
- Tour with Texas Innocence Project
- Latent prints presented at the HPD academy
- Adam Whitman presented on community outreach at the IAI meeting in Reno, Nevada
- Sandy Siegel did a workshop and presentation about latent prints at the IAI meeting in Reno, Nevada

The Big Move

September 13, 2019



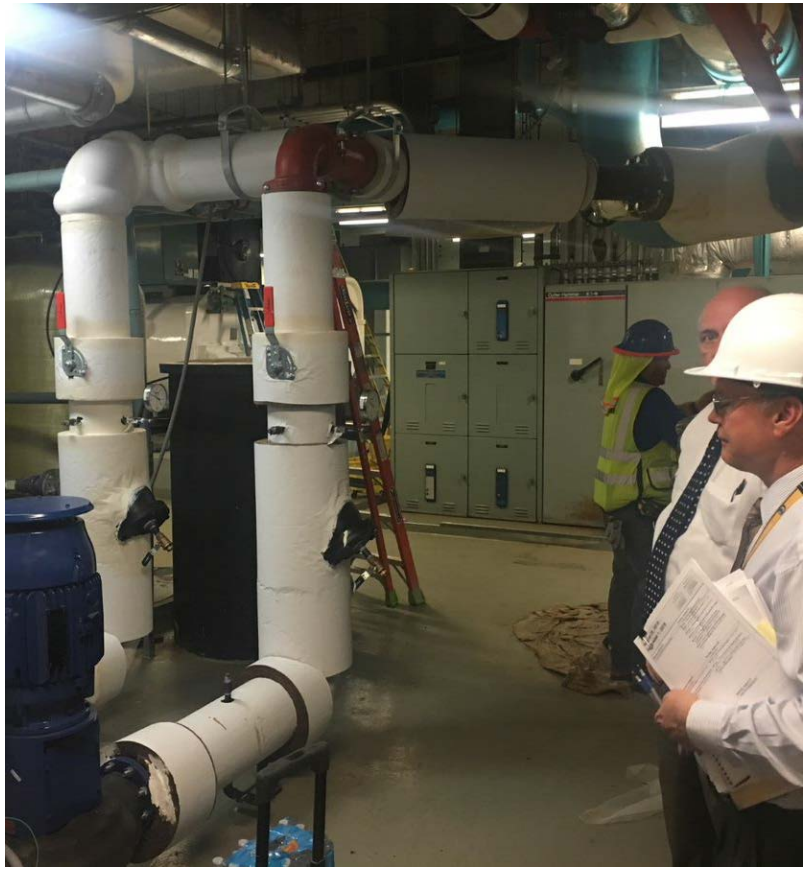
August 12, 2019

August 15, 2019

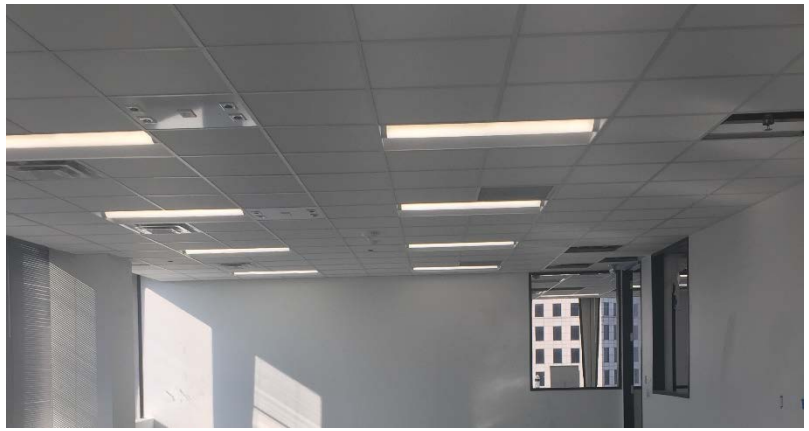
August 17, 2019

August 21, 2019

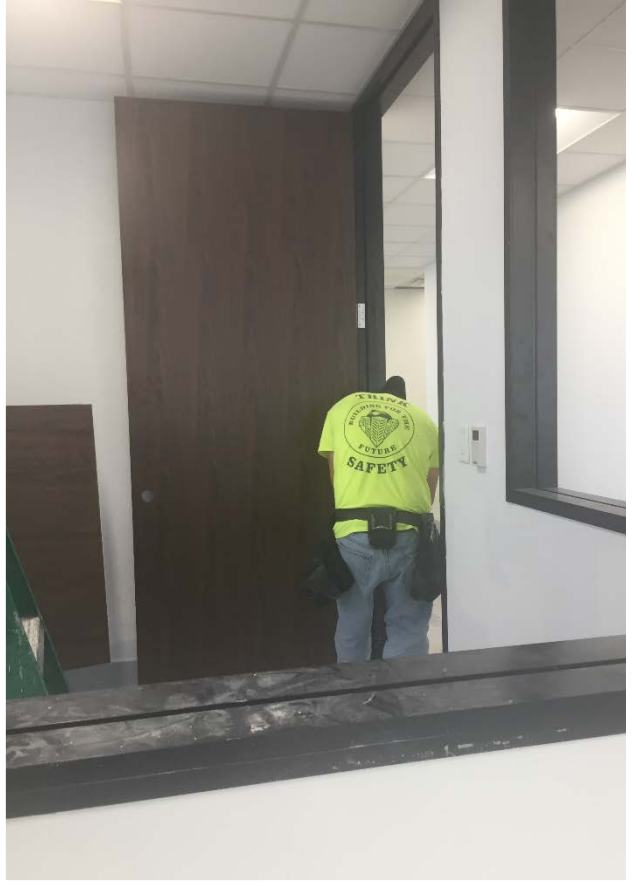
August 26, 2019



August 27, 2019

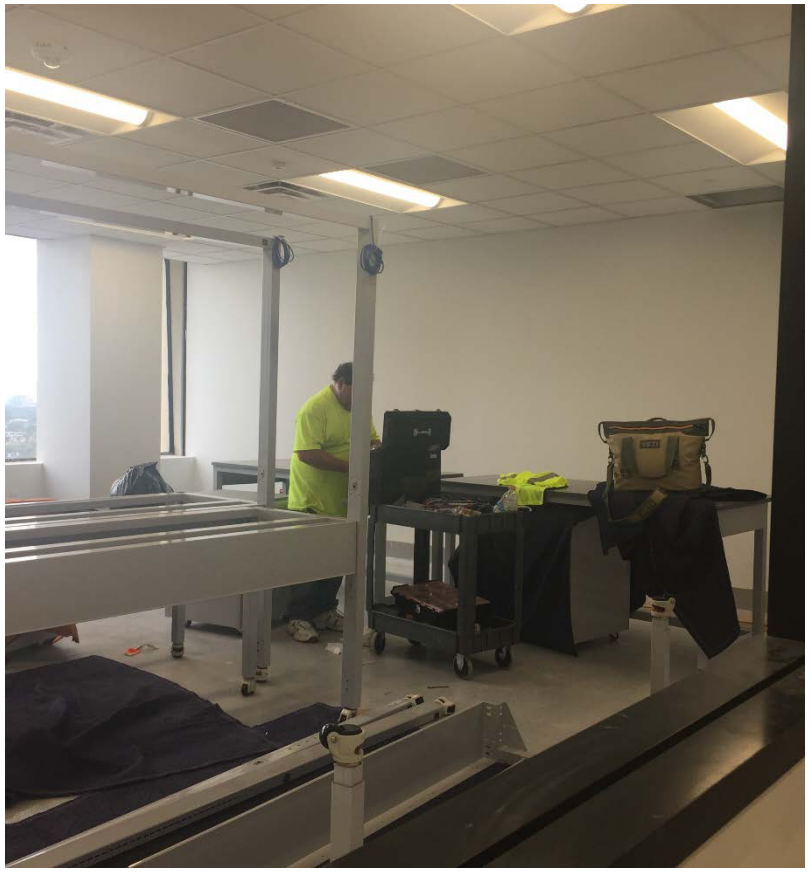


September 5, 2019



September 9, 2019

September 10, 2019



September 11, 2019

Operations Report

September 2019

Highlights

- Update on operations report format

August 2019 Company Overview

Open Quality Reports

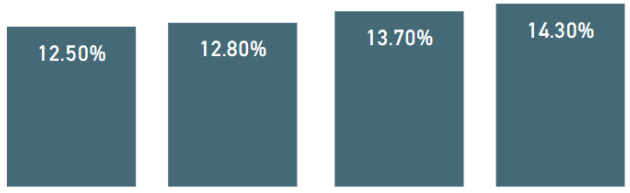
52

Quality TAT

20

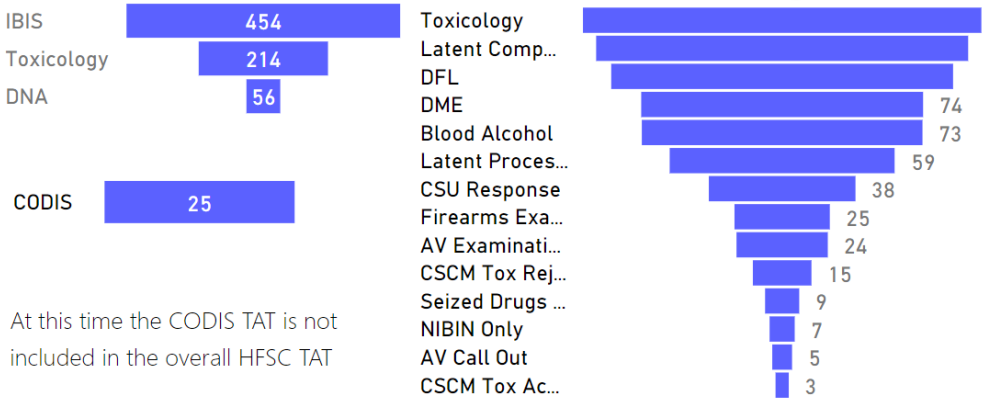
Goal: 35, 36

% of Requests in Backlog



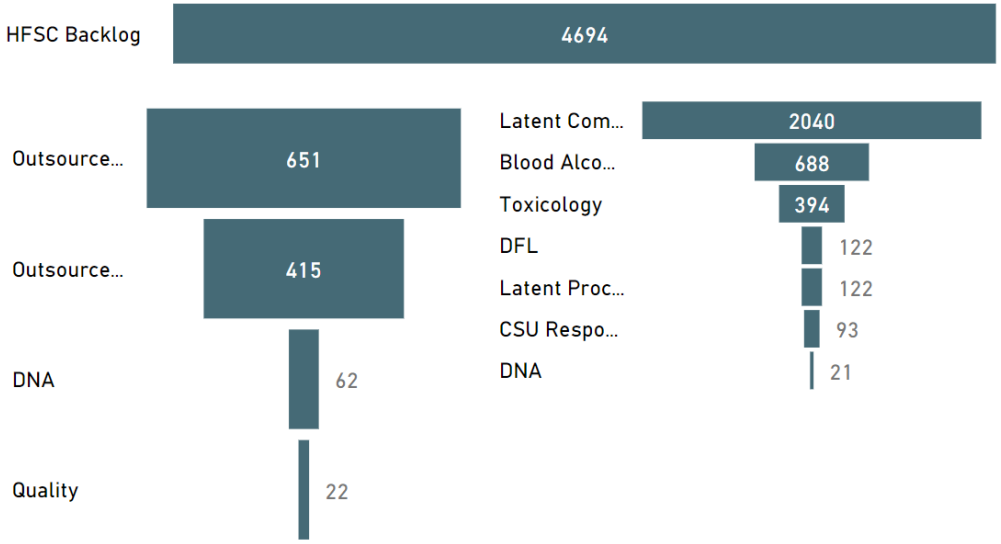
HFSC Request Turnaround Time

Section Request TAT (Past 30 Days)



At this time the CODIS TAT is not included in the overall HFSC TAT

HFSC Request Backlog



Section/Service Backlog Present if >15 requests are in the Backlog

Data Captured on 8/31/2019

Key for Dashboard Section Pages

Type of testing

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...

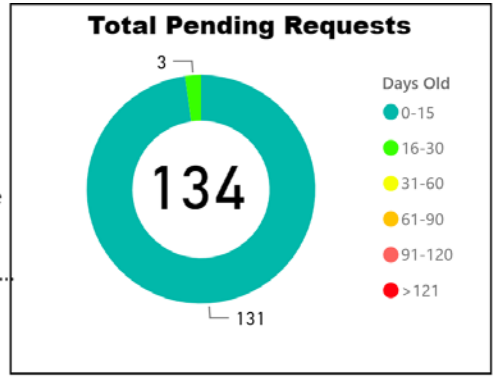
24
Age-Oldest Unassigned

15
Age-Oldest Pending Draft

21
Age-Oldest Pending Tech

15
Age-Oldest Pending Admin

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



Overall TAT (Month to Date) 9.1 Goal: 14, 15

Overall TAT (Past 90 Days) 8.8 Goal: 14, 15

TAT by Phase of Work (MTD)

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

3.1 | 2.1 | 1.4 | 2.5

TAT by Phase of Work (Past 90 Days)

3.7 | 2.1 | 1.5 | 1.5

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

Average time to close quality reports

Quality TAT 9 Goal: 30, 31

Avg Age of Open Reports* 17

Quality Filter: Controlled Substances

Month to Date

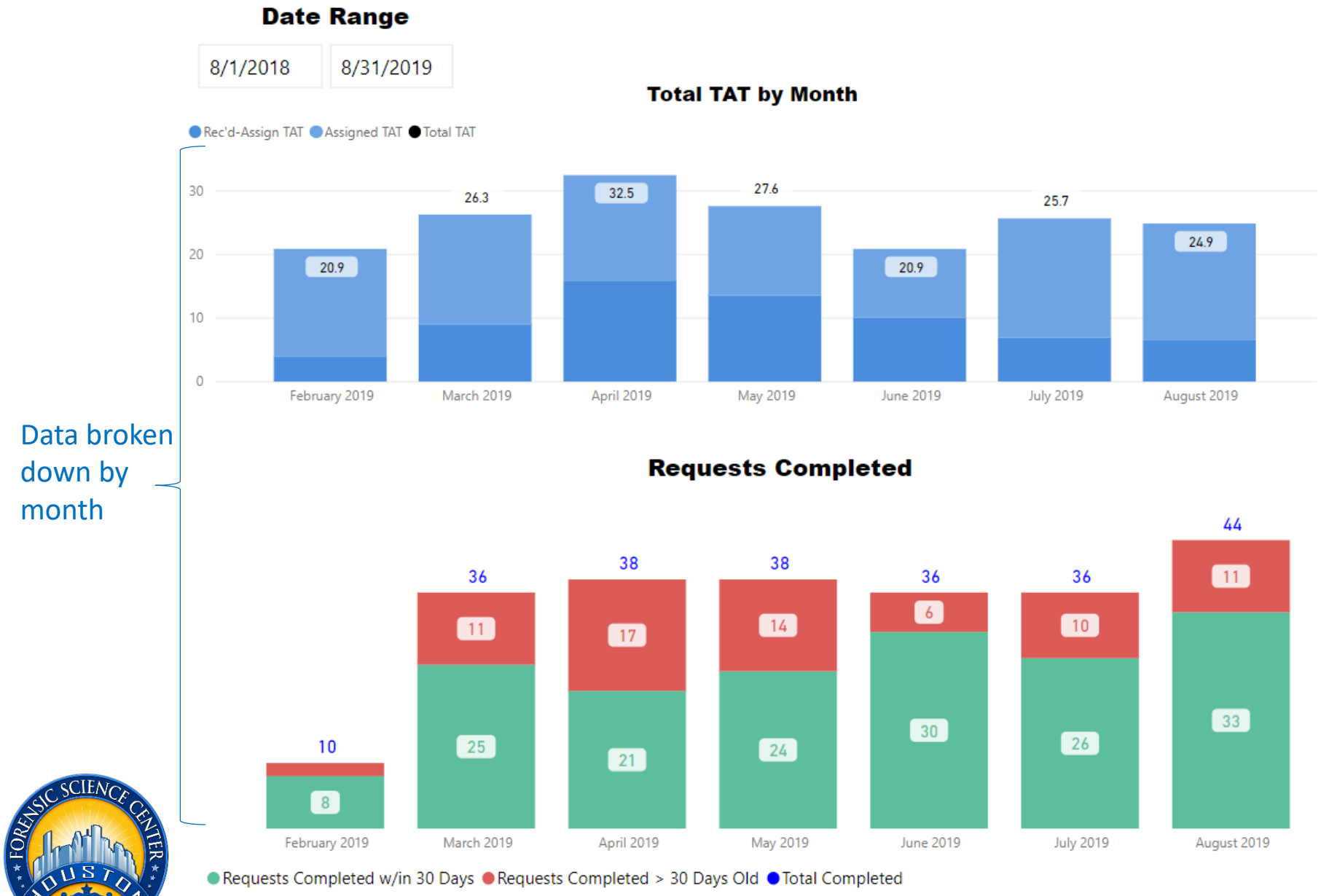
Completed	613
Received	623

30 Day Avg (Over Past 90 Days)

Completed	592
Received	588

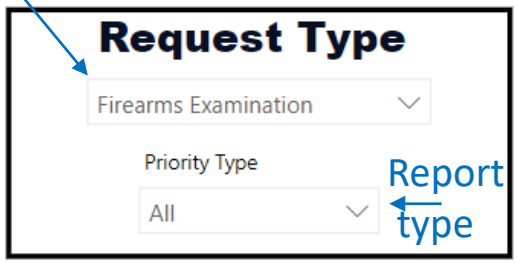
TAT= Turnaround Time MTD= Month to date Critical age=30 days Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2



Data broken down by month

Type of testing



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: Seized Drugs Examination

Priority Type: All

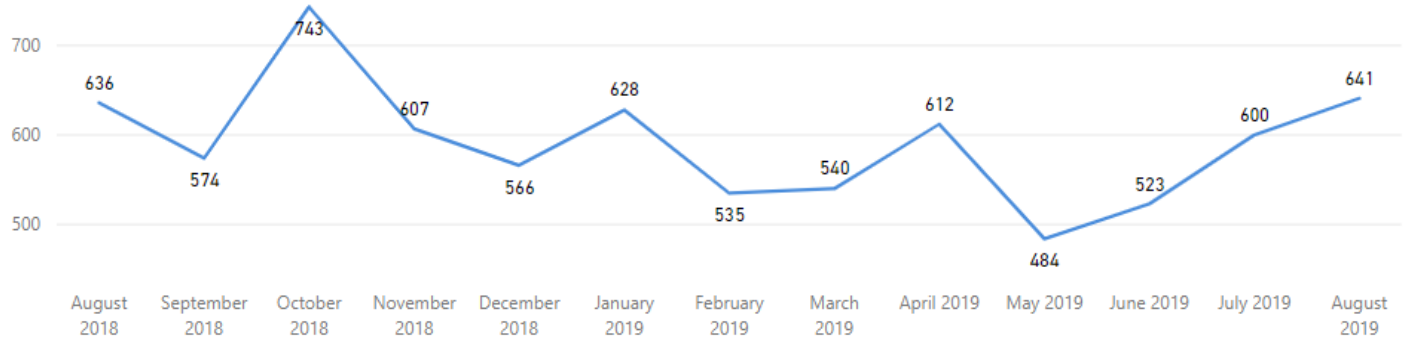
Report type

Received Filter

8/1/2018 8/31/2019

Data broken down by month

Received by Month



Total Received

7,689

Received per Month (Avg)*

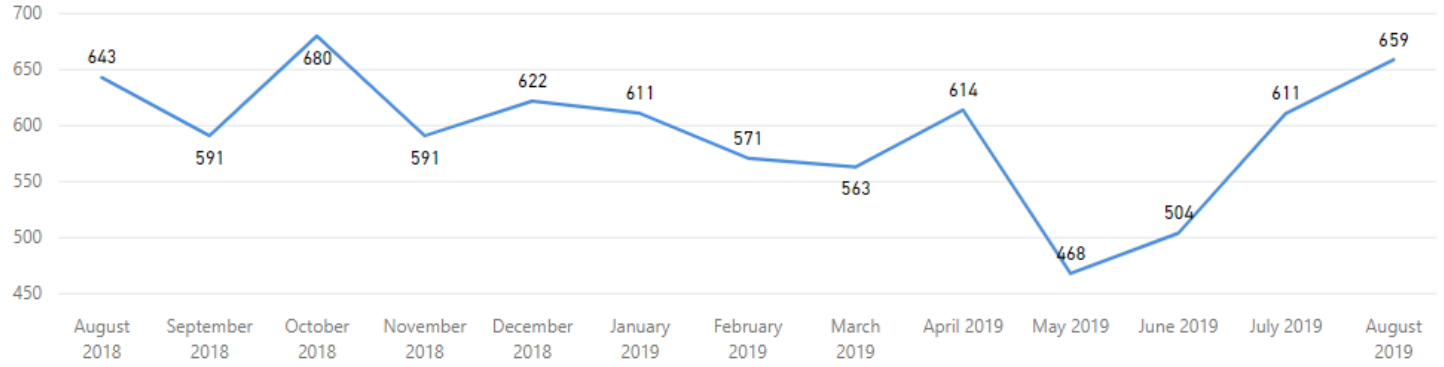
591

Overall Average for the selected date range

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

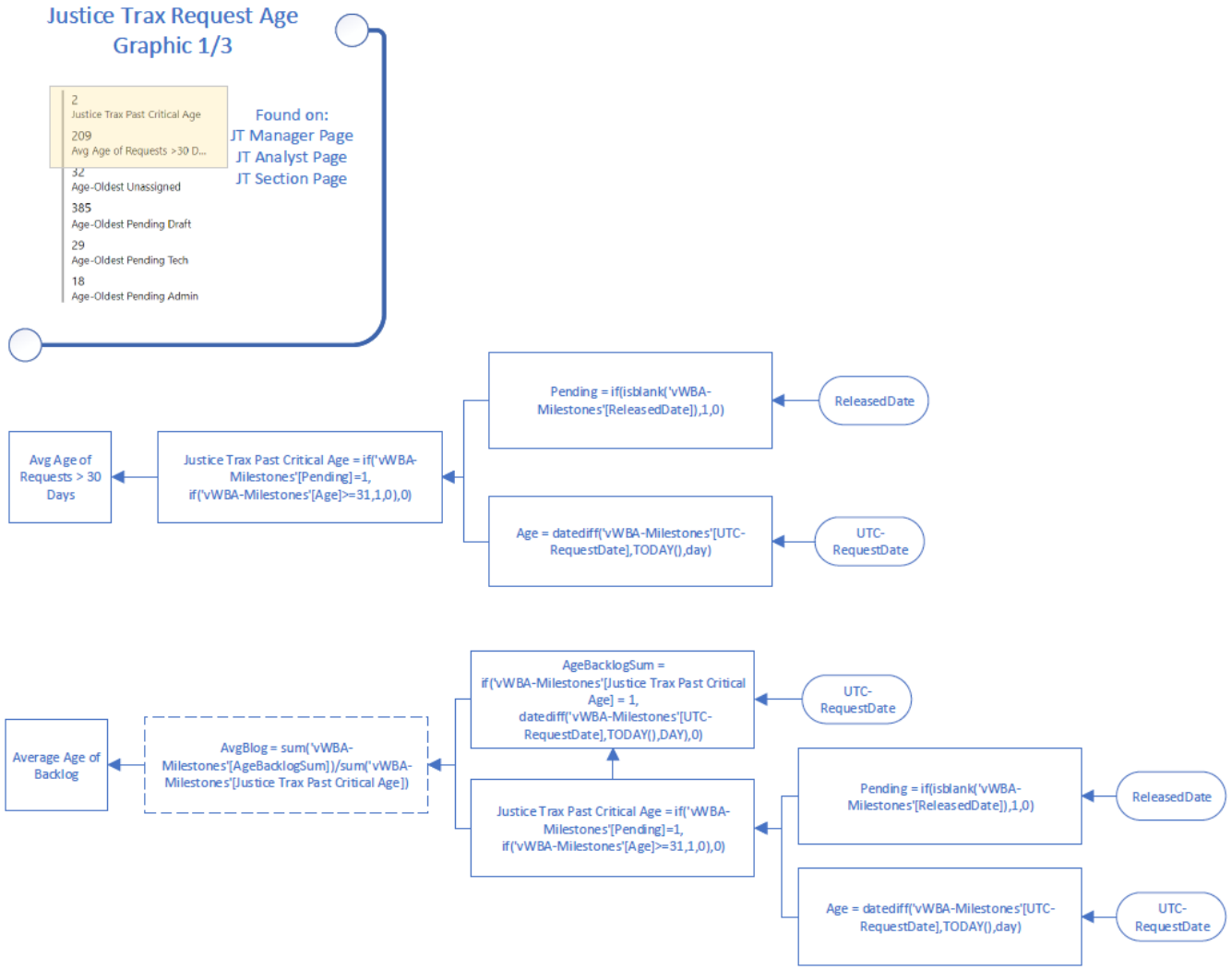
594

Overall Average for the selected date range

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

Dashboard Data

- All data comes from LIMS and Qualtrax
- Managers on the dashboard team validated LIMS data
- Data maps document calculations (user manual documentation)



Crime Scene and Multimedia

September 13, 2019

Crime Scene Unit

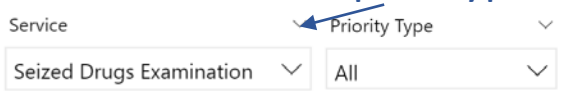
- Crime Scene Unit has been challenged with SOP, personnel and schedule changes in recent months:
  - Revised SOP went into effect Sept. 1, 2019
- Current and upcoming staffing changes and vacancies:
  - CSU implemented an emergency shift schedule effective Sept. 7, 2019

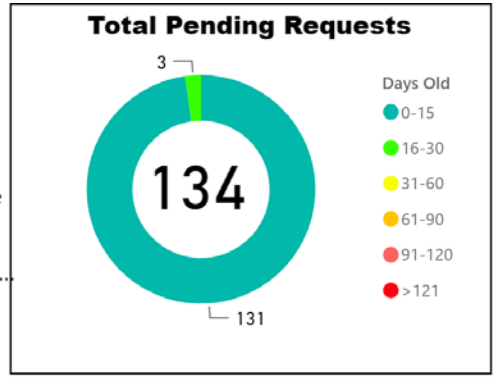
Detail data (HFSC Dashboard data collected on 8/31/19)

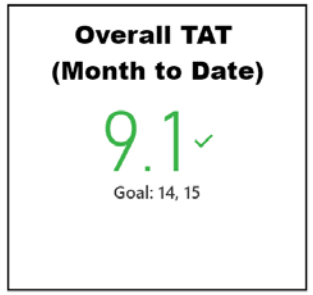
Key for Dashboard Section Pages

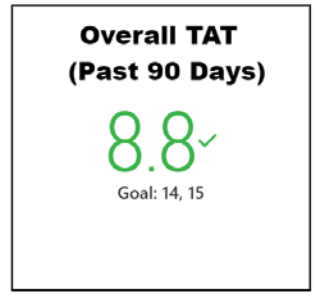
Center of ring=total pending cases
Ring=breakdown of age for all pending cases

Report type

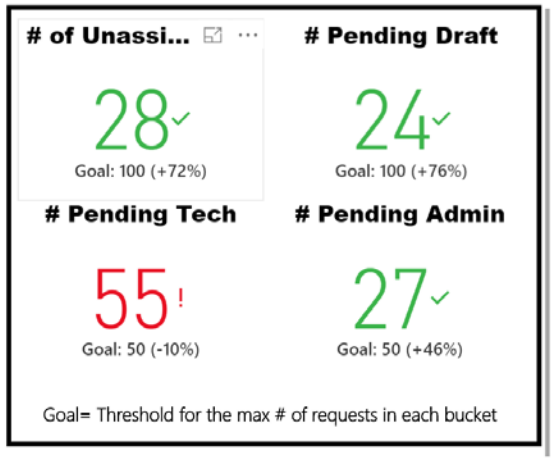








Pending work



0
Justice Trax Past Critical Age

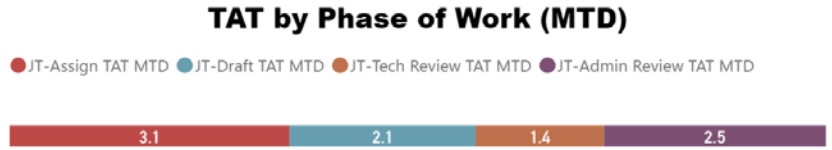
NaN
Avg Age of Requests >30 D...

24
Age-Oldest Unassigned

15
Age-Oldest Pending Draft

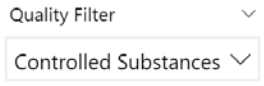
21
Age-Oldest Pending Tech

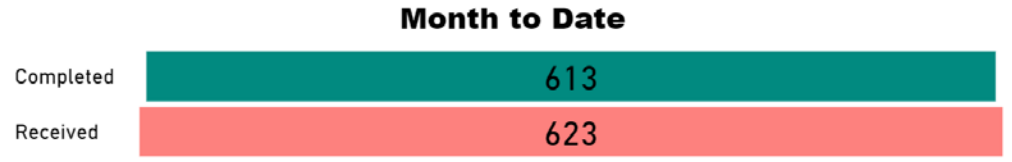
15
Age-Oldest Pending Admin

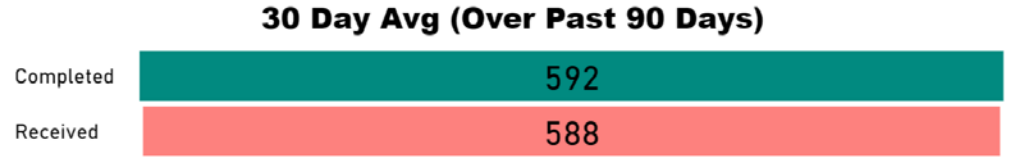


Average time to close quality reports

Pending quality reports







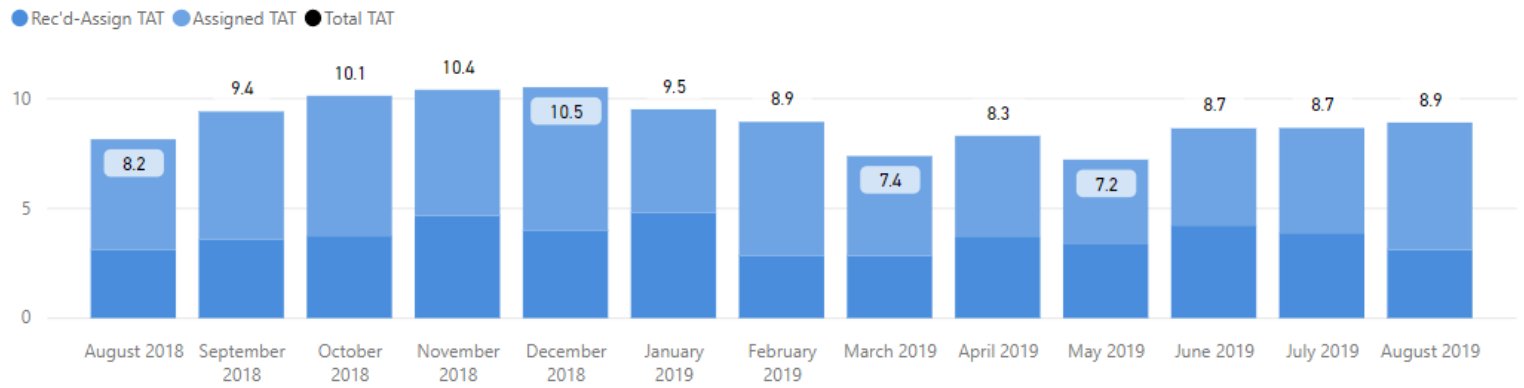
TAT= Turnaround Time MTD= Month to date Critical age=30 days Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018 8/31/2019

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

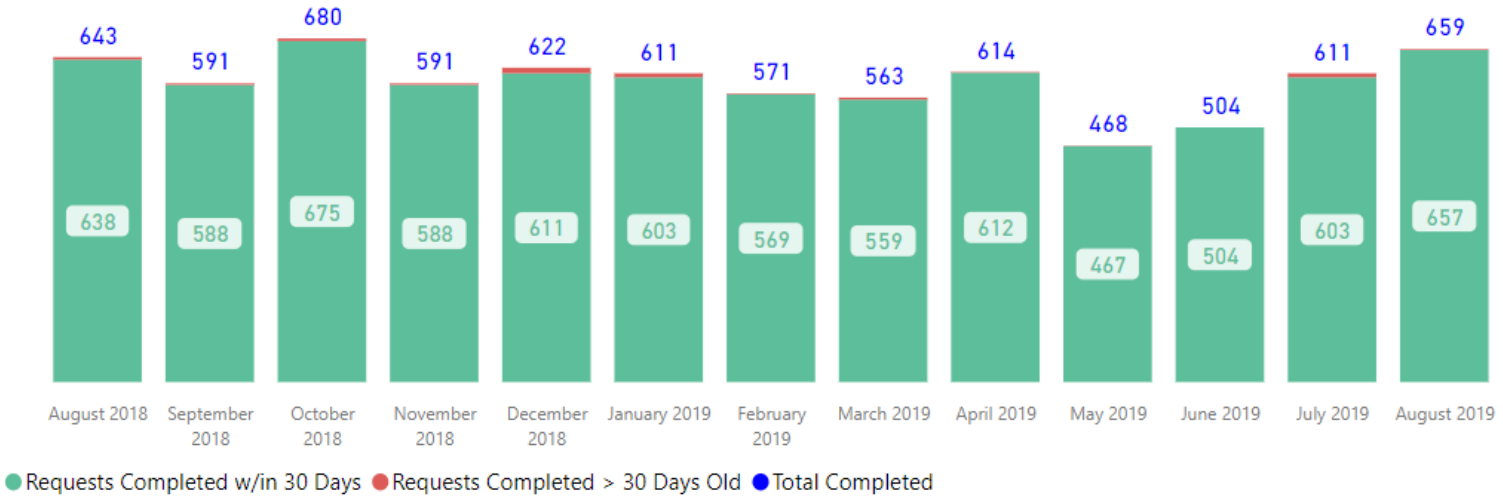
All

Selected Time Frame Averages

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

5.31
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

7728
Requests Completed

54
Requests Completed > 30 Days Old

0.70 %
% Completed > 30 Days Old

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

Key for Dashboard Historical Pages 2/2

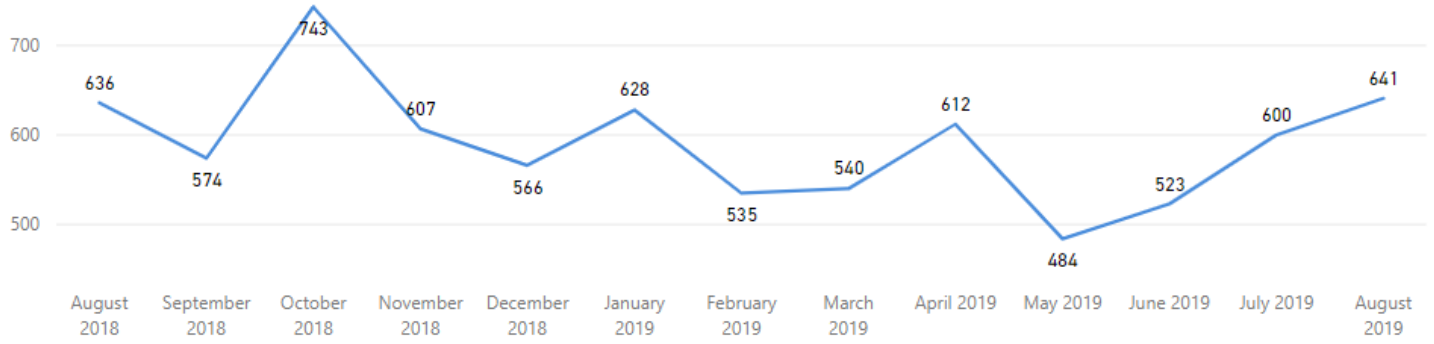
Service: Seized Drugs Examination

Priority Type: All

Received Filter

8/1/2018 — 8/31/2019

Received by Month



Total Received

7,689

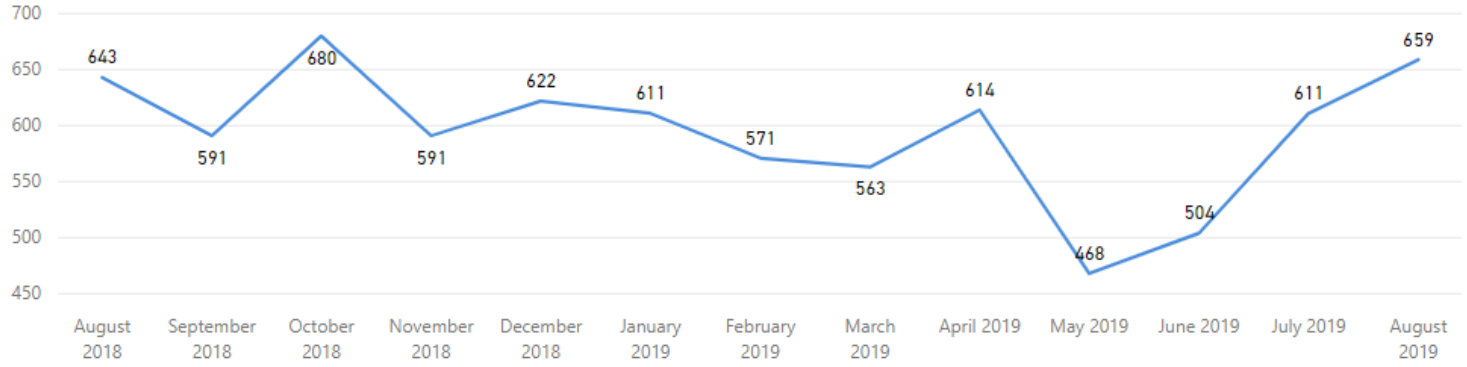
Received per Month (Avg)*

591

Completed Filter

8/1/2018 — 8/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

594

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

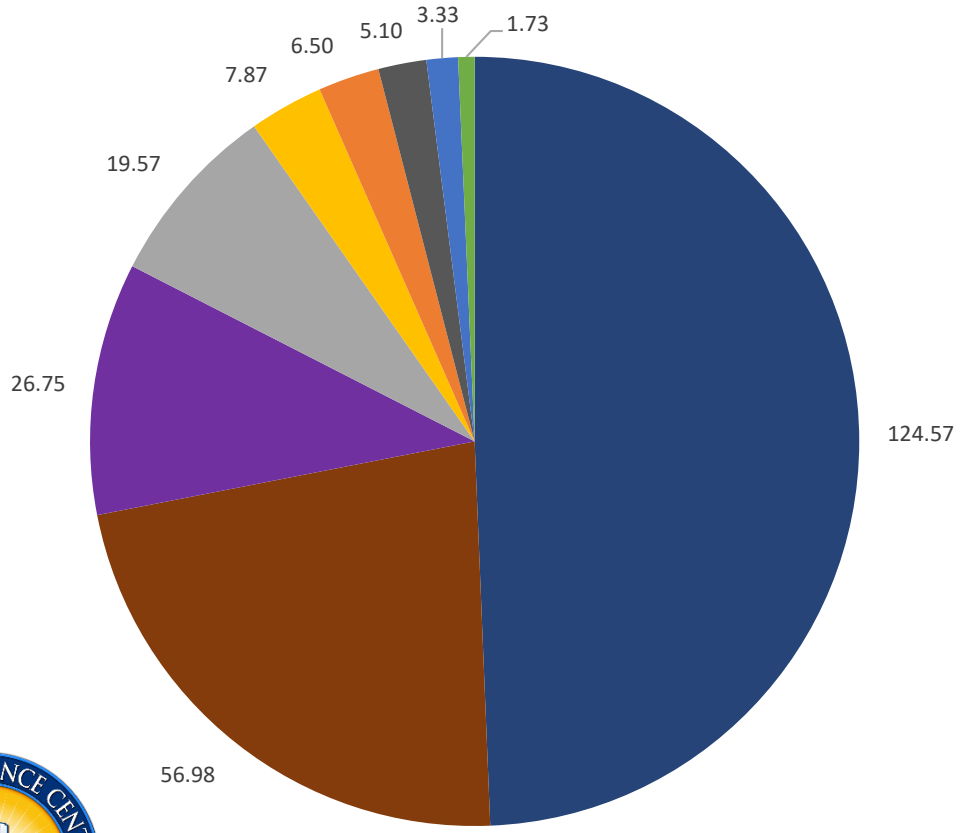
Client Services and Case Management (CS/CM)

CS/CM – August

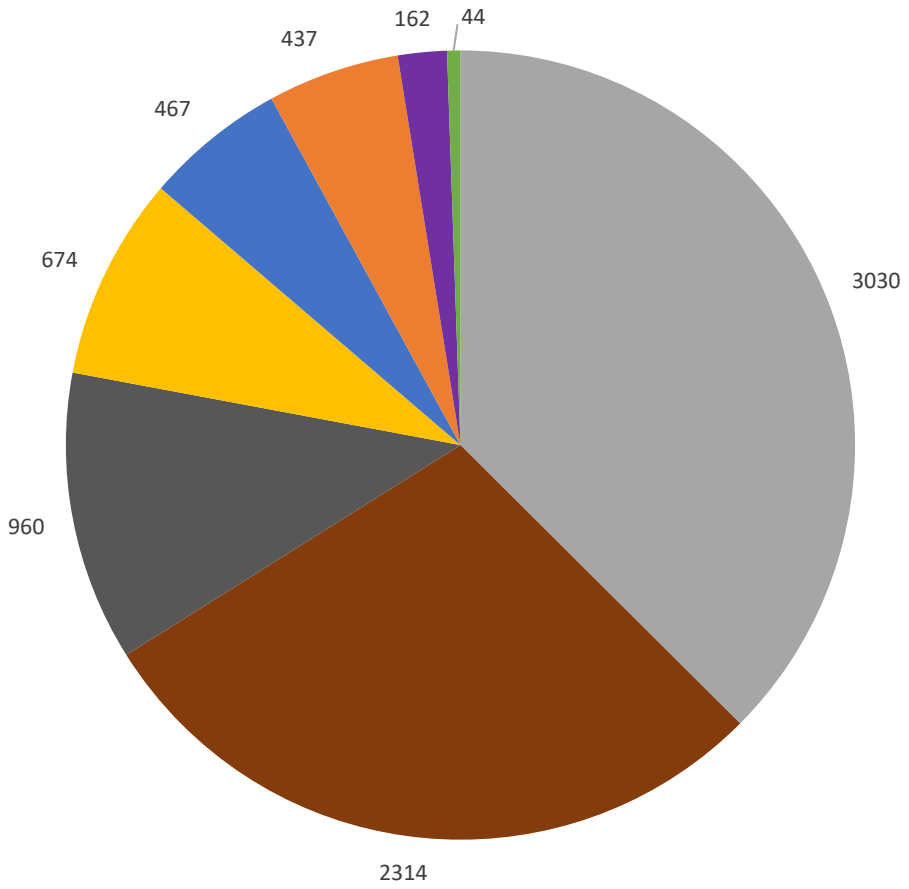
Evidence Handling

Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



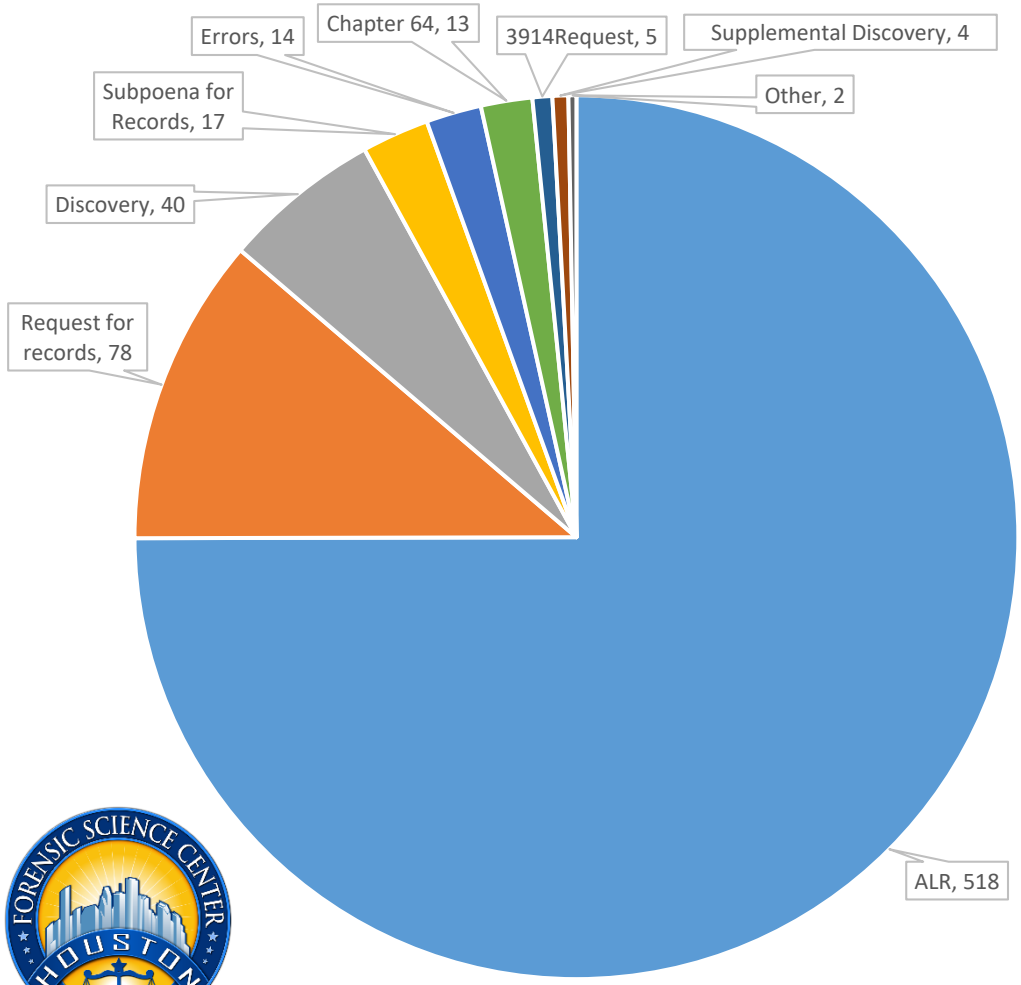
Total Items by Section



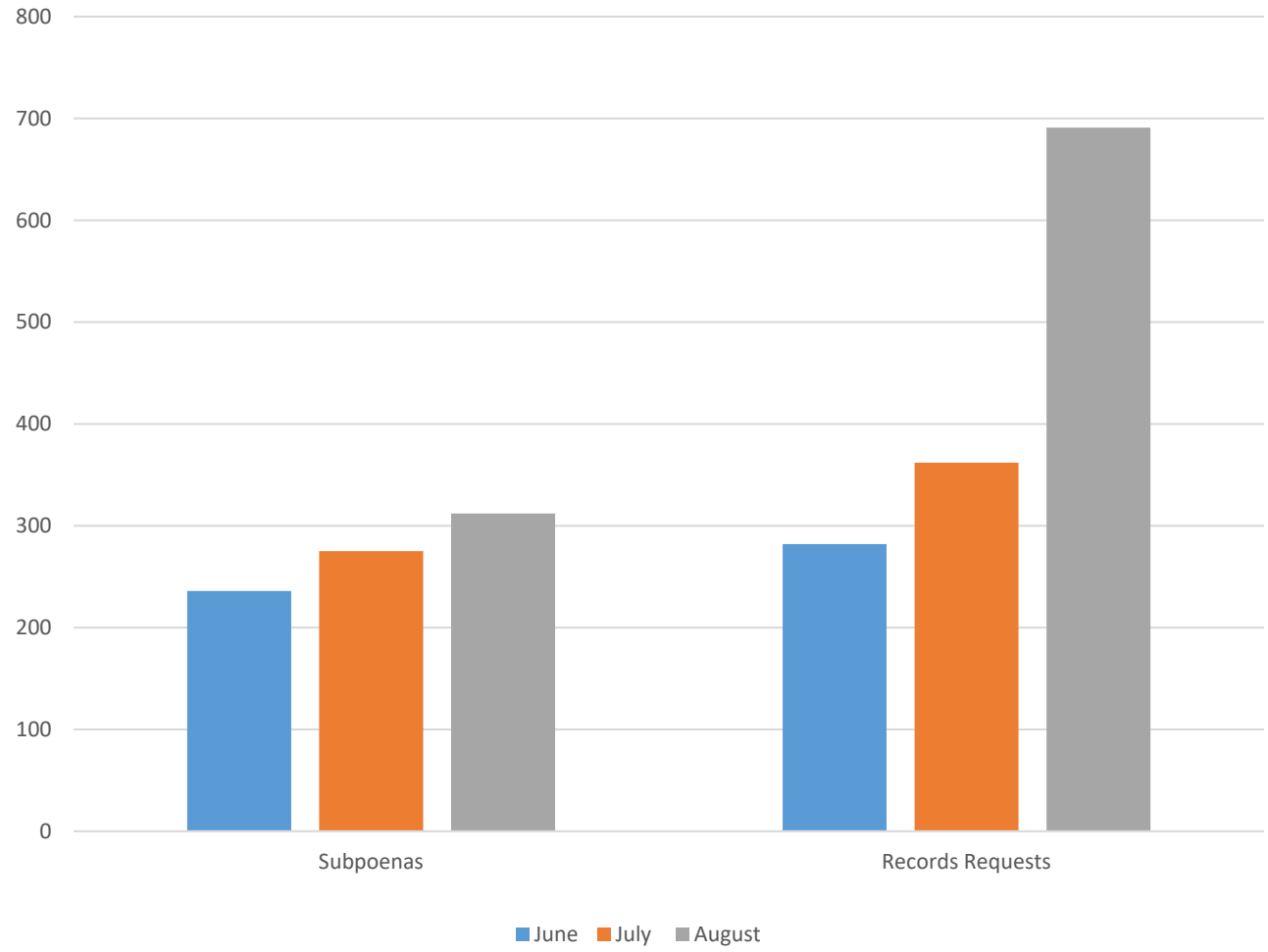
CS/CM – August

Administrative

Requests by Type

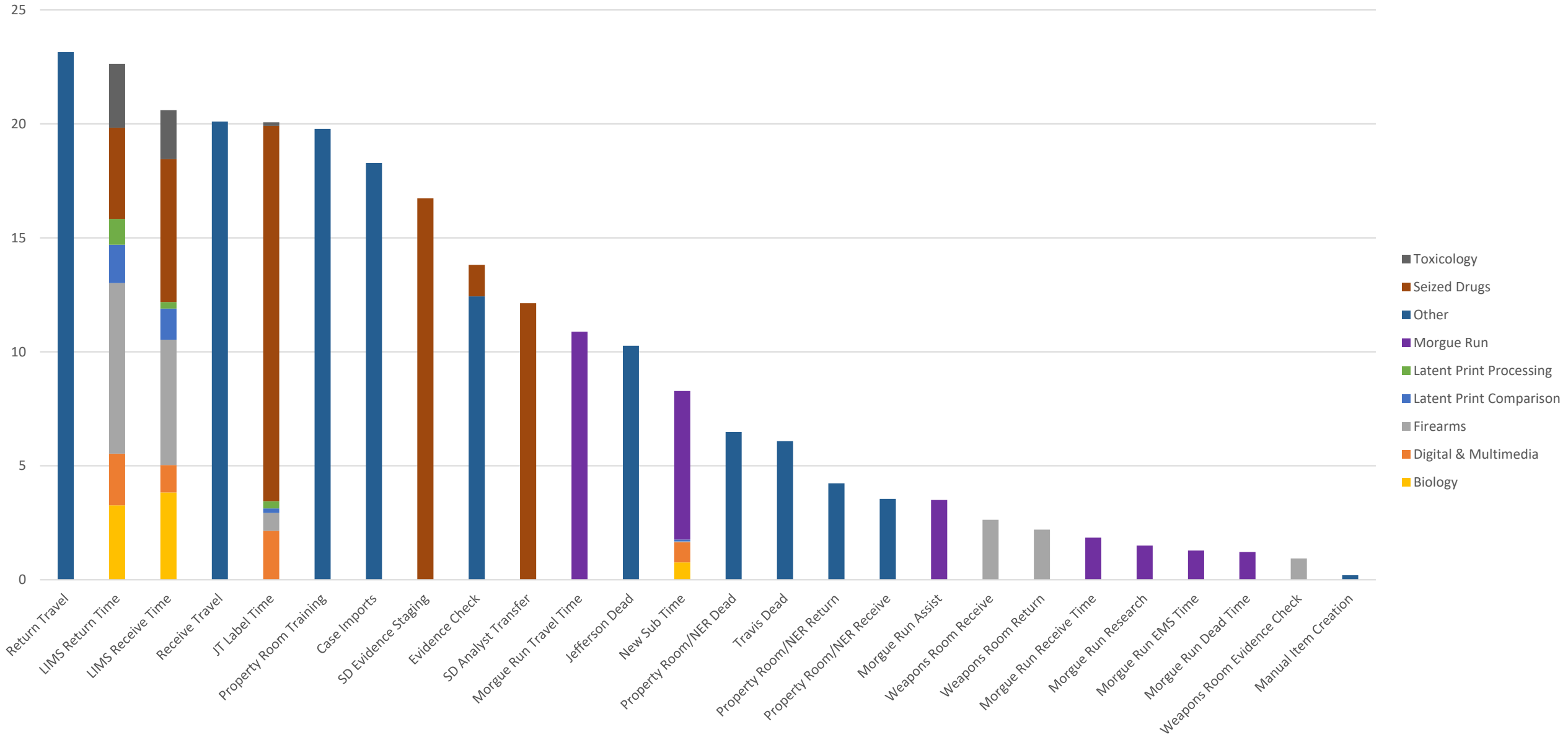


Subpoenas & Record Requests



Time Categories - August

Evidence Handling



Service

CSCM Tox Accession

Priority Type

All

of Unassigned

15

Goal: 150 (+90%)

Pending Draft

0

Goal: 3 (+100%)

Pending Admin

10

Goal: 60 (+83.33%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

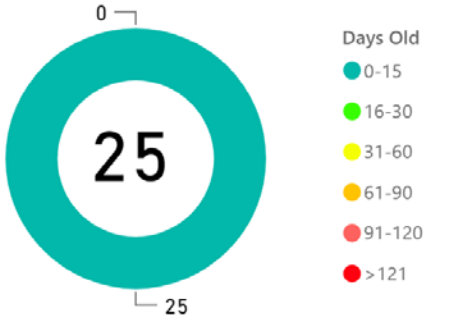
3
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

5
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

3.4

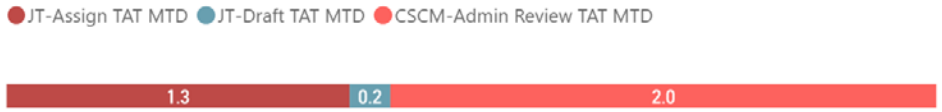
Goal: 5, 10

Overall TAT (Past 90 Days)

4.2

Goal: 5, 10

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
50170	2019-063	5

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

Quality TAT

18

Goal: 30, 31

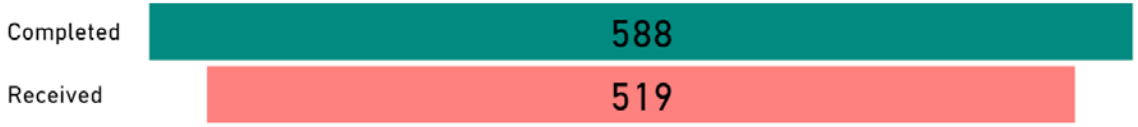
Avg Age of Open Reports*

5

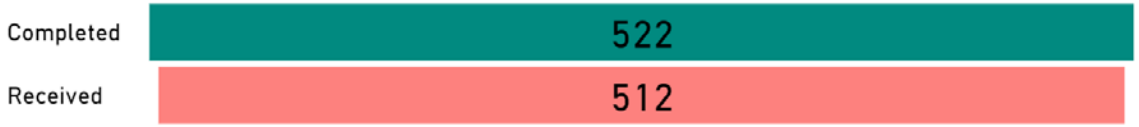
Quality Filter

Client Services/Case Manage...

Month to Date



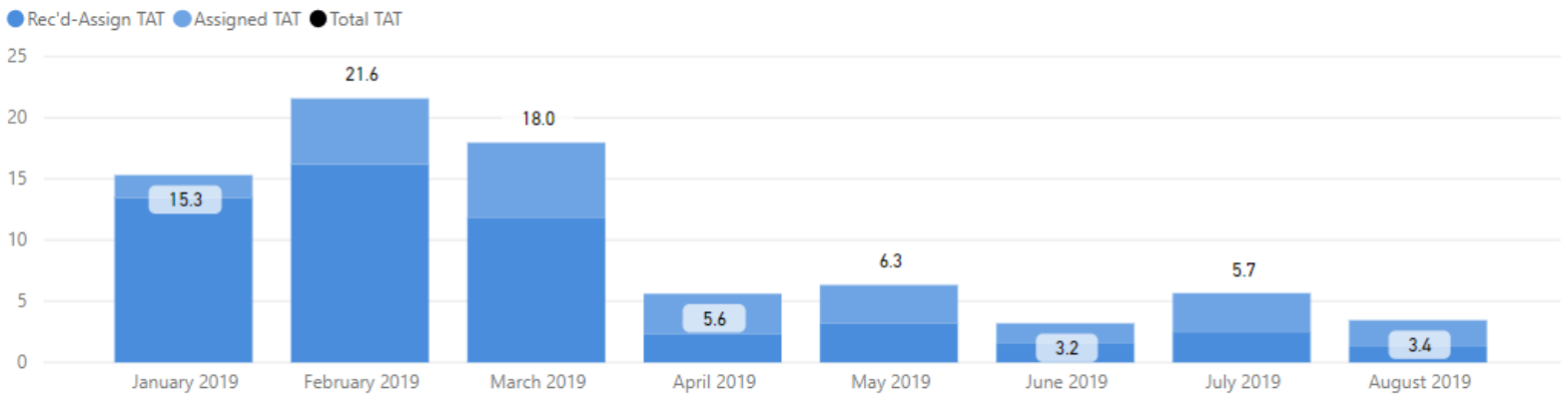
30 Day Avg (Over Past 90 Days)



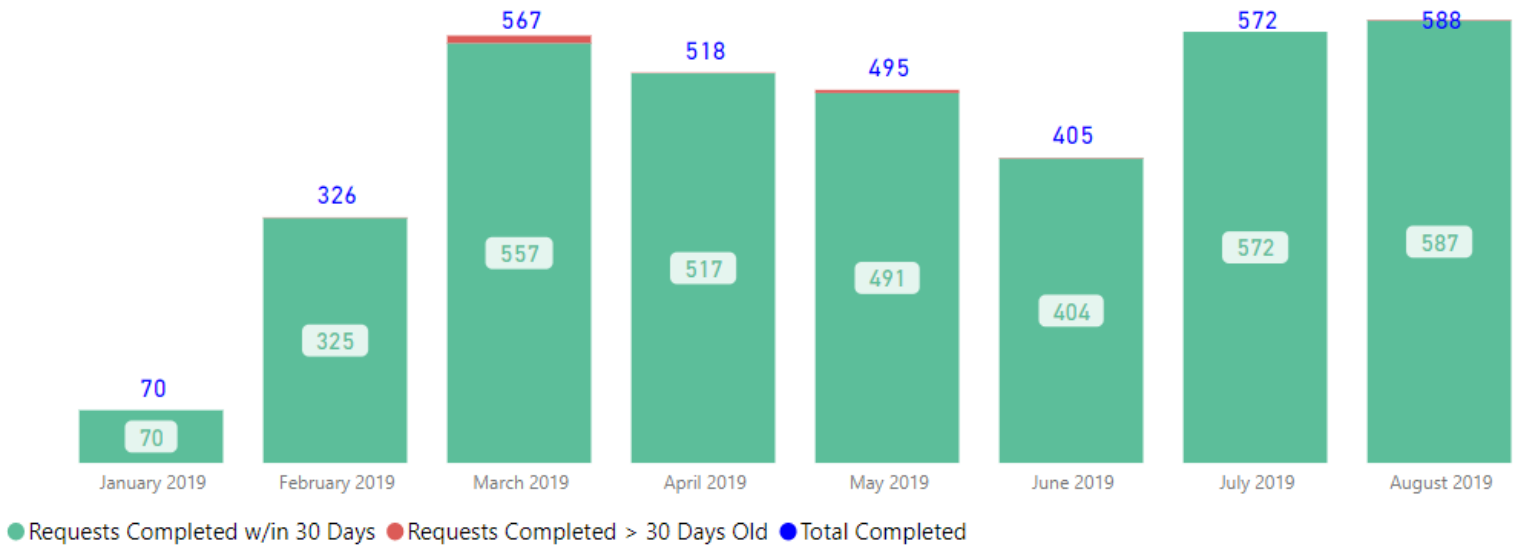
Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Requests Completed



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

8.73
Total TAT (Rec'd-Compl.) Avg

3.50
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

3541
Requests Completed

18
Requests Completed > 30 Days Old

0.51 %
% Completed > 30 Days Old

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

Service

CSCM Tox Accession

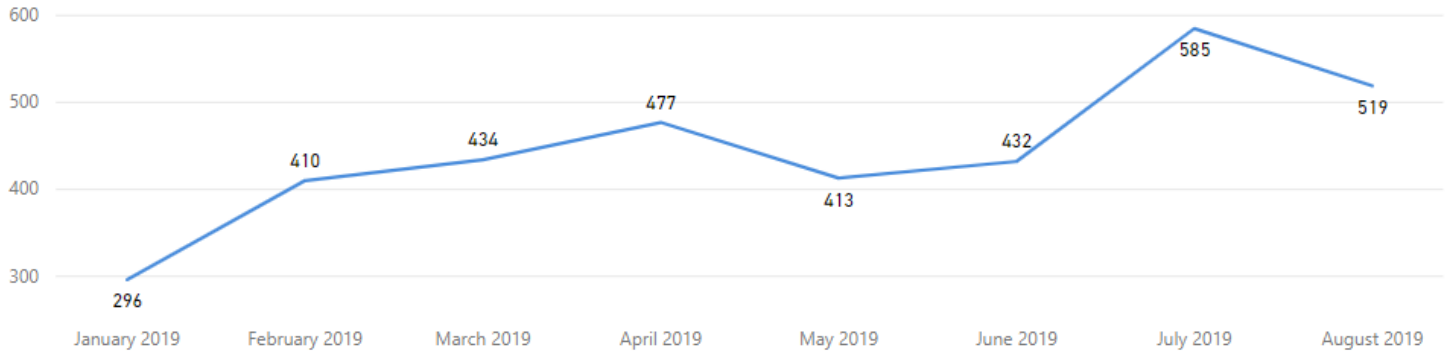
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

3,566

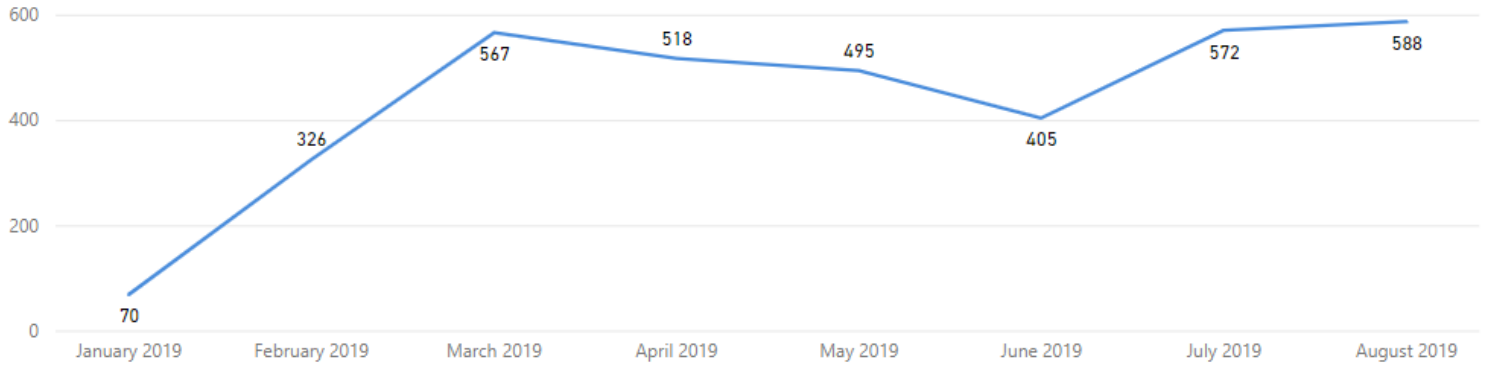
Received per Month (Avg)*

446

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

3,541

Completed per Month (Avg)*

443

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

Service

CSCM Tox Rejection

Priority Type

All

# of Unassi...

0

Goal: 3 (+100%)

 # Pending Draft

0

Goal: 5 (+100%)

 # Pending Admin

1

Goal: 10 (+90%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

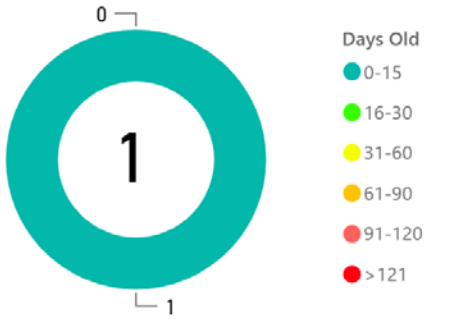
0
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

1
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

15.3

Goal: 5, 10

Overall TAT (Past 90 Days)

8.0

Goal: 5, 10

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
50170	2019-063	5

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

Quality TAT

18

Goal: 30, 31

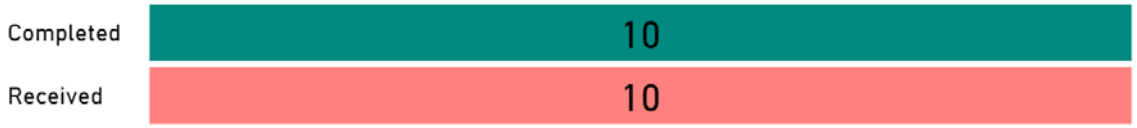
Avg Age of Open Reports*

5

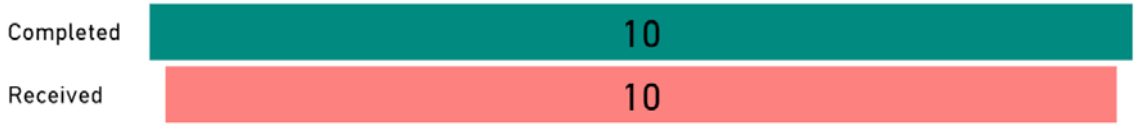
Quality Filter

Client Services/Case Manage...

Month to Date



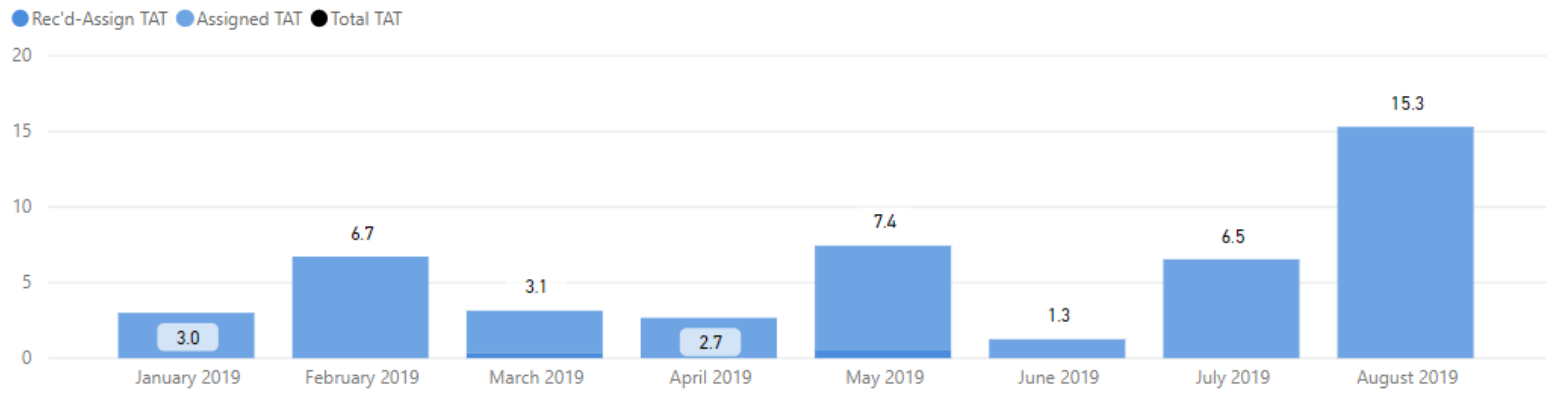
30 Day Avg (Over Past 90 Days)



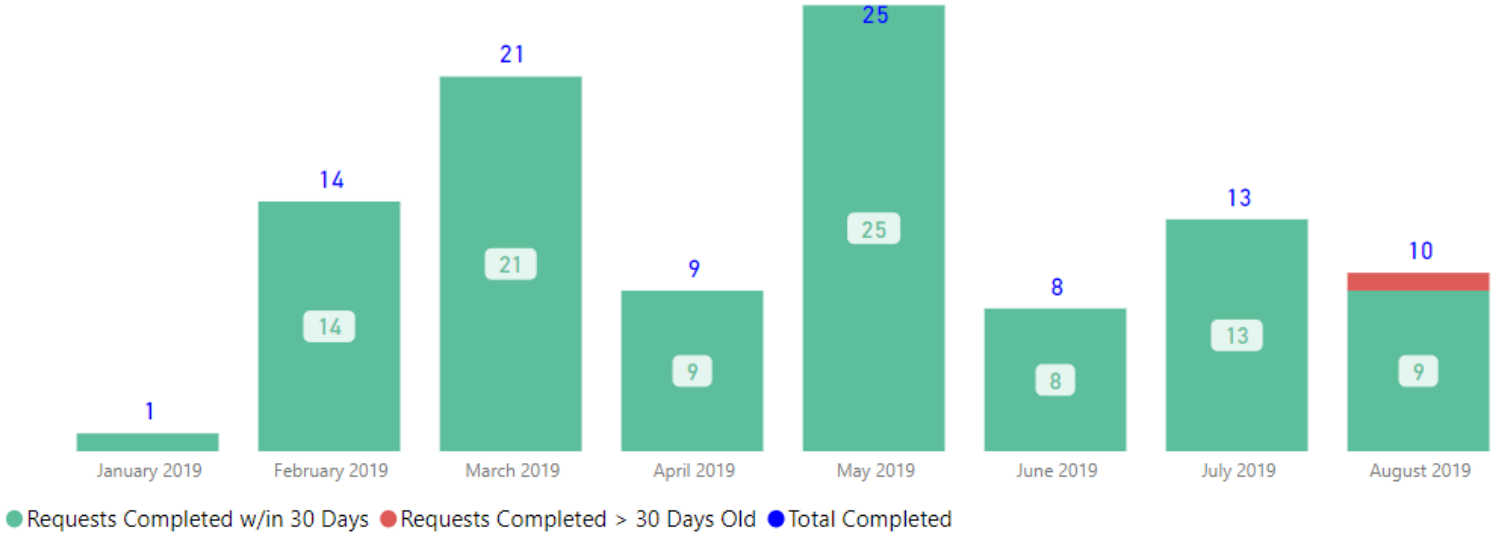
Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Requests Completed



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

6.15
Total TAT (Rec'd-Compl.) Avg

5.94
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

101
Requests Completed

1
Requests Completed > 30 Days Old

0.99 %
% Completed > 30 Days Old

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

Service

CSCM Tox Rejection

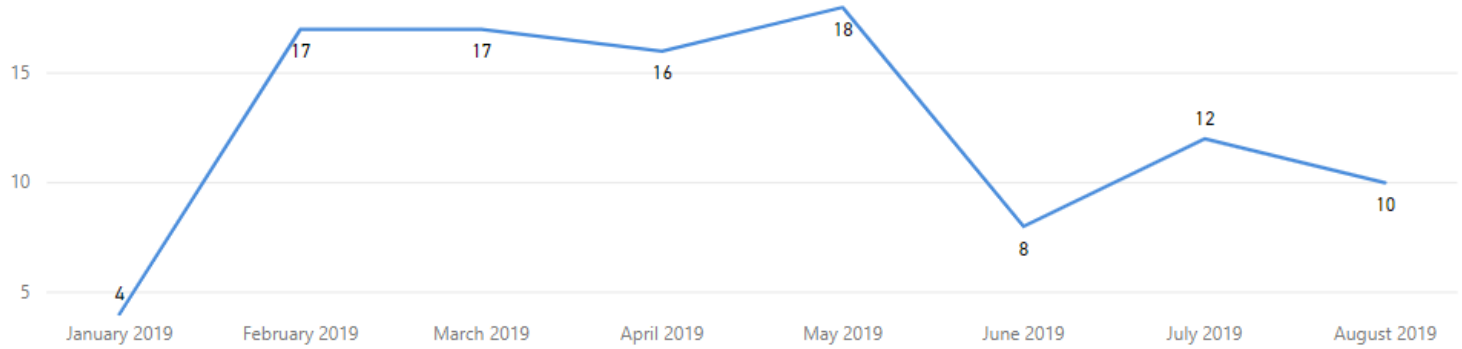
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

102

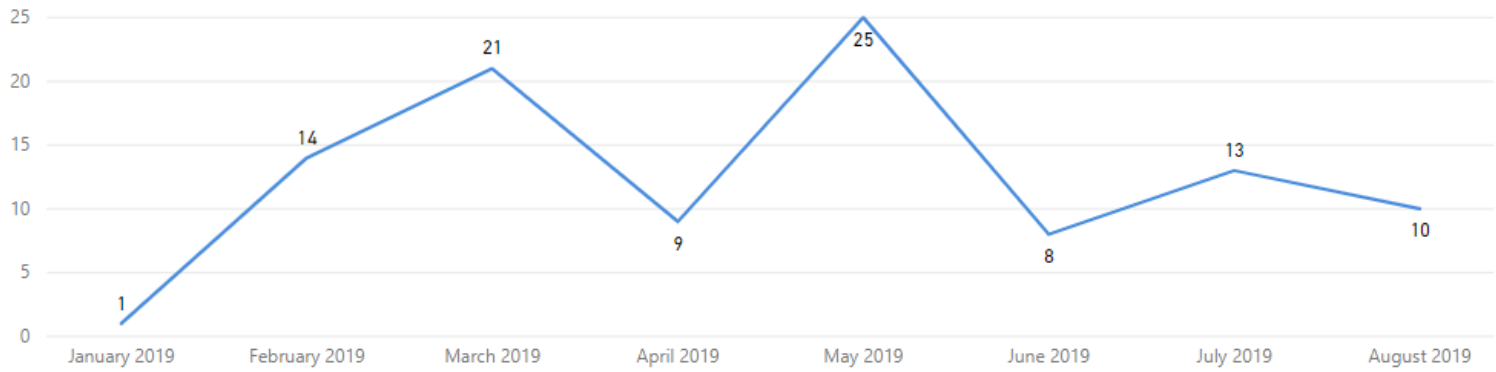
Received per Month (Avg)*

13

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

101

Completed per Month (Avg)*

13

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

Seized Drugs

Service: Seized Drugs Examination

Priority Type: All

# 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...

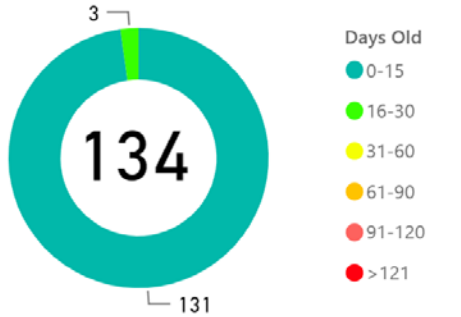
24
Age-Oldest Unassigned

15
Age-Oldest Pending Draft

21
Age-Oldest Pending Tech

15
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

9.1
Goal: 14, 15

Overall TAT (Past 90 Days)

8.8
Goal: 14, 15

TAT by Phase of Work (MTD)

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

3.1 | 2.1 | 1.4 | 2.5

TAT by Phase of Work (Past 90 Days)

3.7 | 2.1 | 1.5 | 1.5

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

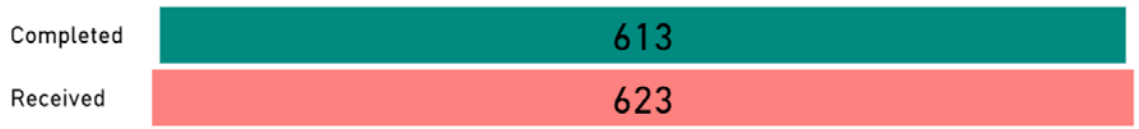
9
Goal: 30, 31

Avg Age of Open Reports*

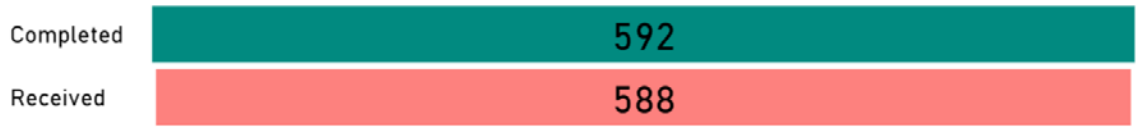
17

Quality Filter: Controlled Substances

Month to Date



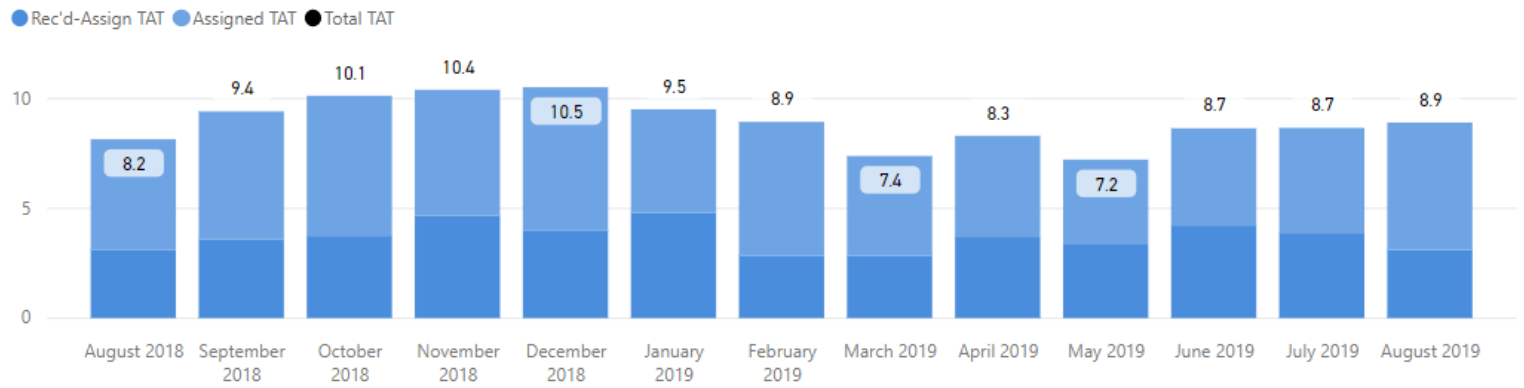
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

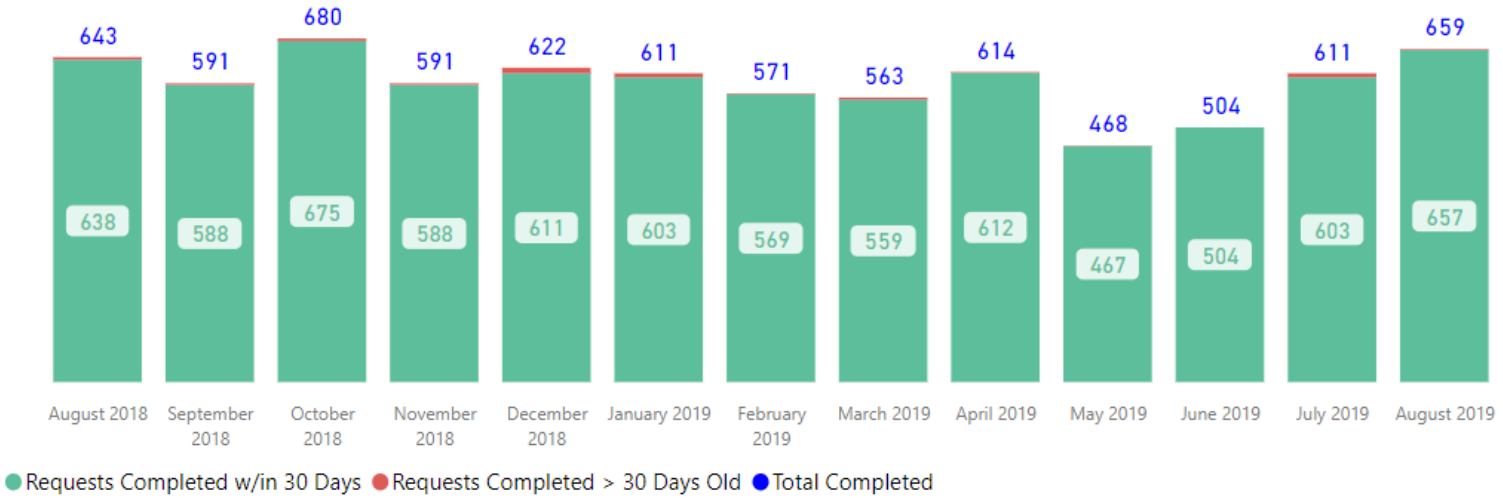
All

Selected Time Frame Averages

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

5.31
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

7728
Requests Completed

54
Requests Completed > 30 Days Old

0.70 %
% Completed > 30 Days Old

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

Service

Seized Drugs Examination

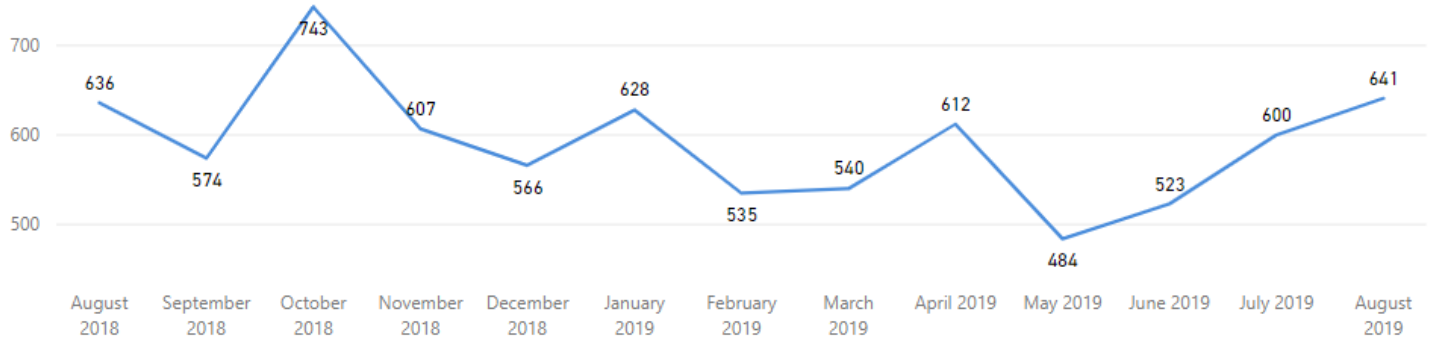
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

7,689

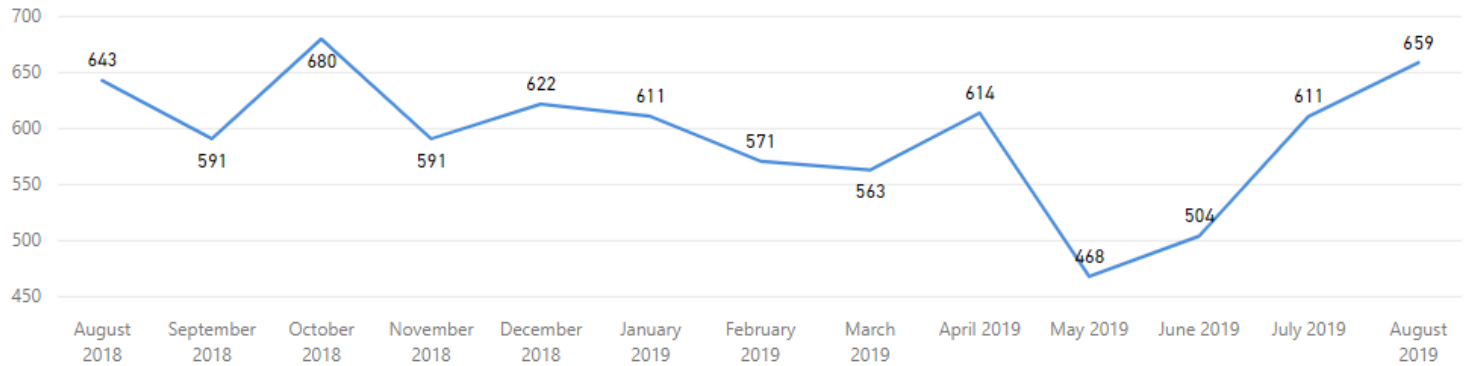
Received per Month (Avg)*

591

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

594

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

Toxicology

Service

Blood Alcohol

Priority Type

All

# of Unassi...

25 ✓

Goal: 50 (+50%)

 # Pending Draft

963 !

Goal: 120 (-702.5%)

 # Pending Tech

0 ✓

Goal: 90 (+100%)

 # Pending Admin

209 !

Goal: 90 (-132.22%)

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

688
Justice Trax Past Critical Age

51
Avg Age of Requests >30 D...

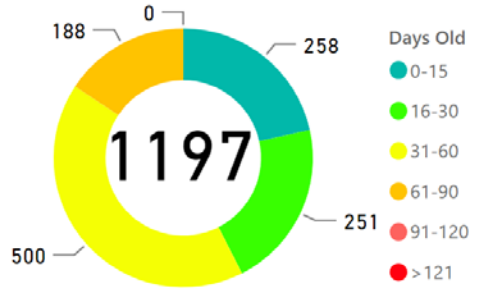
19
Age-Oldest Unassigned

67
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

75
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

73.3 !

Goal: 30, 31

Overall TAT (Past 90 Days)

70.8 !

Goal: 30, 31

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		52
49323	2019-058	17
50078	2019-062	6

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

Quality TAT

13 ✓

Goal: 30, 31

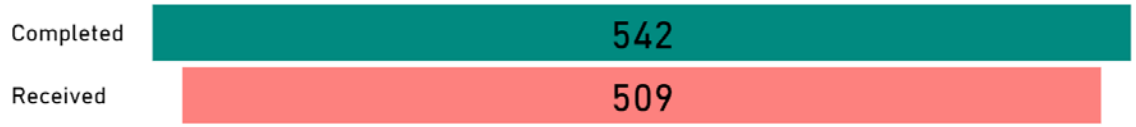
Avg Age of Open Reports*

12

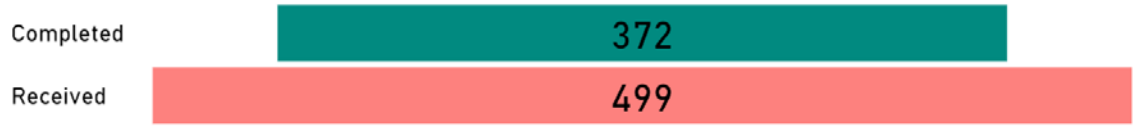
Quality Filter

Toxicology

Month to Date



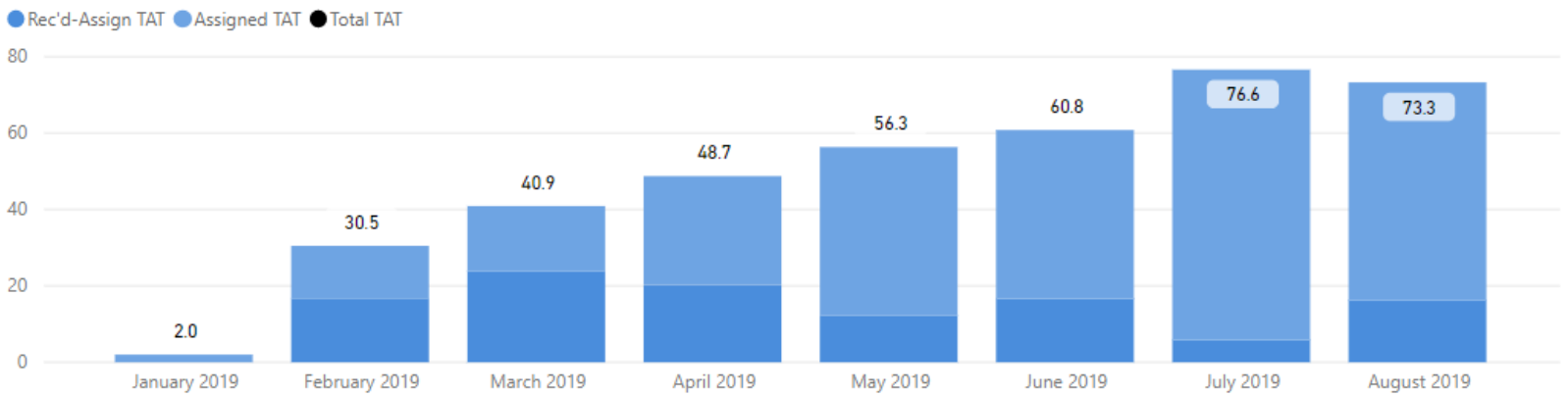
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

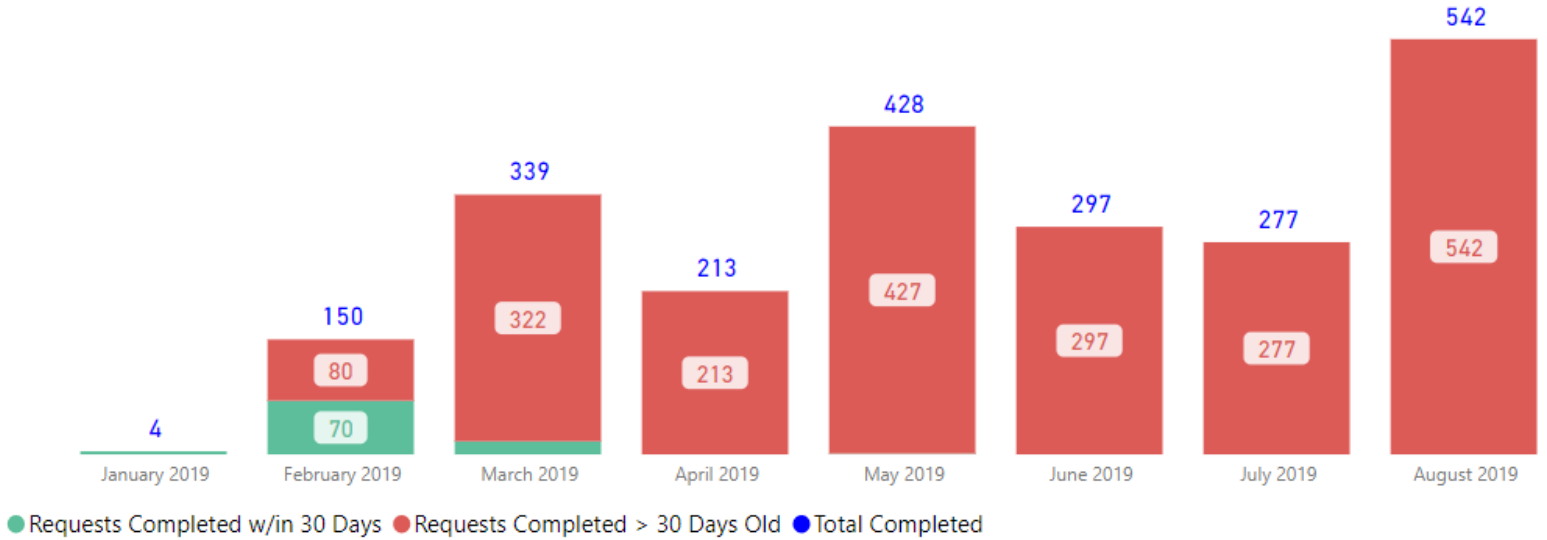
All

Selected Time Frame Averages

58.64
Total TAT (Rec'd-Compl.) Avg

42.90
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2250
Requests Completed

2158
Requests Completed > 30 Days Old

95.91 %
% Completed > 30 Days Old

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

Service

Blood Alcohol

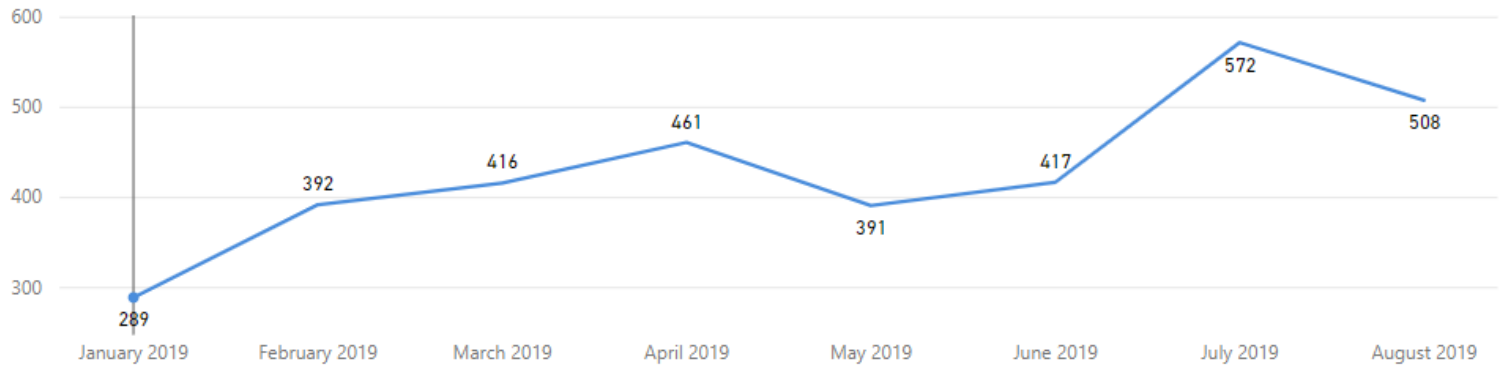
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

3,446

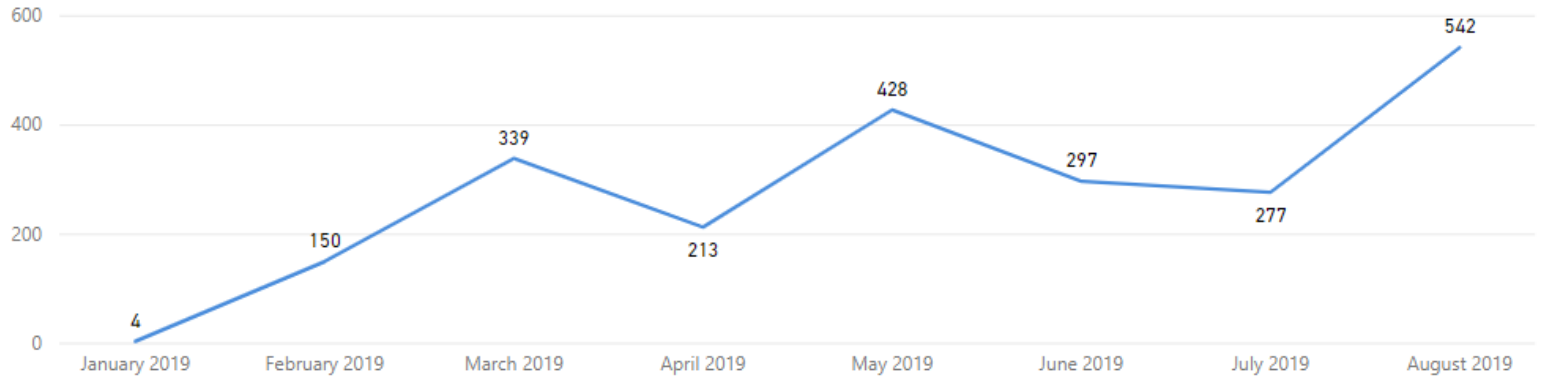
Received per Month (Avg)*

431

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

2,250

Completed per Month (Avg)*

281

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

Service

Toxicology

Priority Type

All

# of Unassigned	# Pending Draft
1 ✓	445 !
Goal: 120 (+99.17%)	Goal: 30 (-1383.33%)
# Pending Tech	**# Pending Admin**
0 ✓	158 !
Goal: 30 (+100%)	Goal: 30 (-426.67%)

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

394
Justice Trax Past Critical Age

89
Avg Age of Requests >30 D...

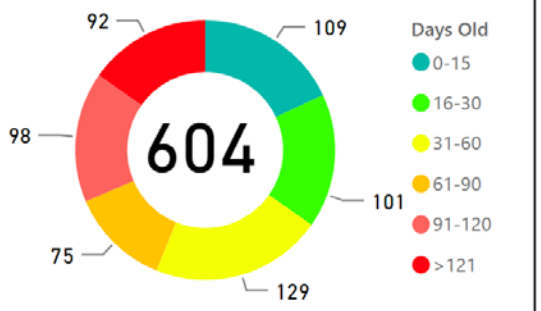
3
Age-Oldest Unassigned

129
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

175
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

104.0 !

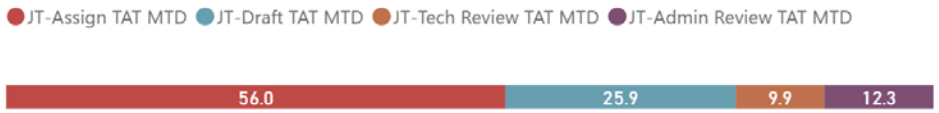
Goal: 90, 91

Overall TAT (Past 90 Days)

94.0 !

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		52
49323	2019-058	17
50078	2019-062	6

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

Quality TAT

13 ✓

Goal: 30, 31

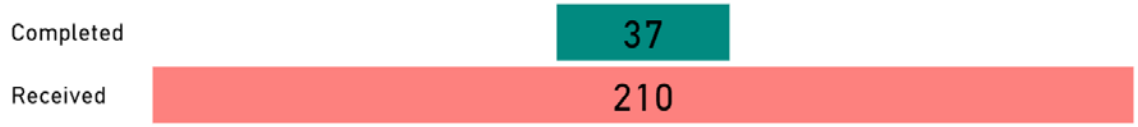
Avg Age of Open Reports*

12

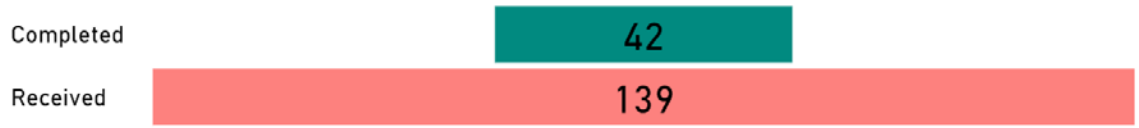
Quality Filter

Toxicology

Month to Date



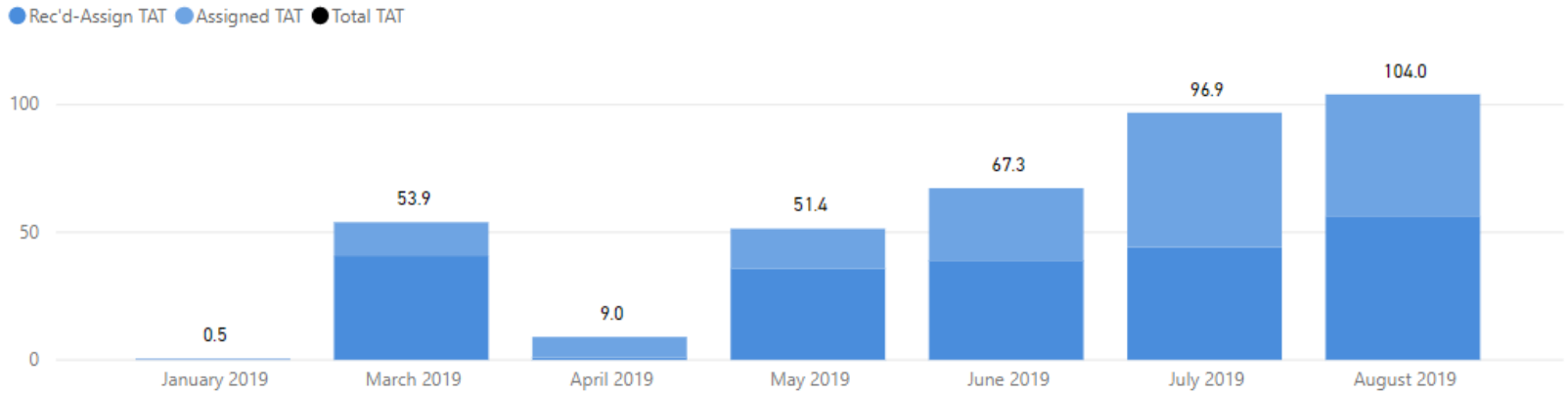
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Toxicology

Priority Type

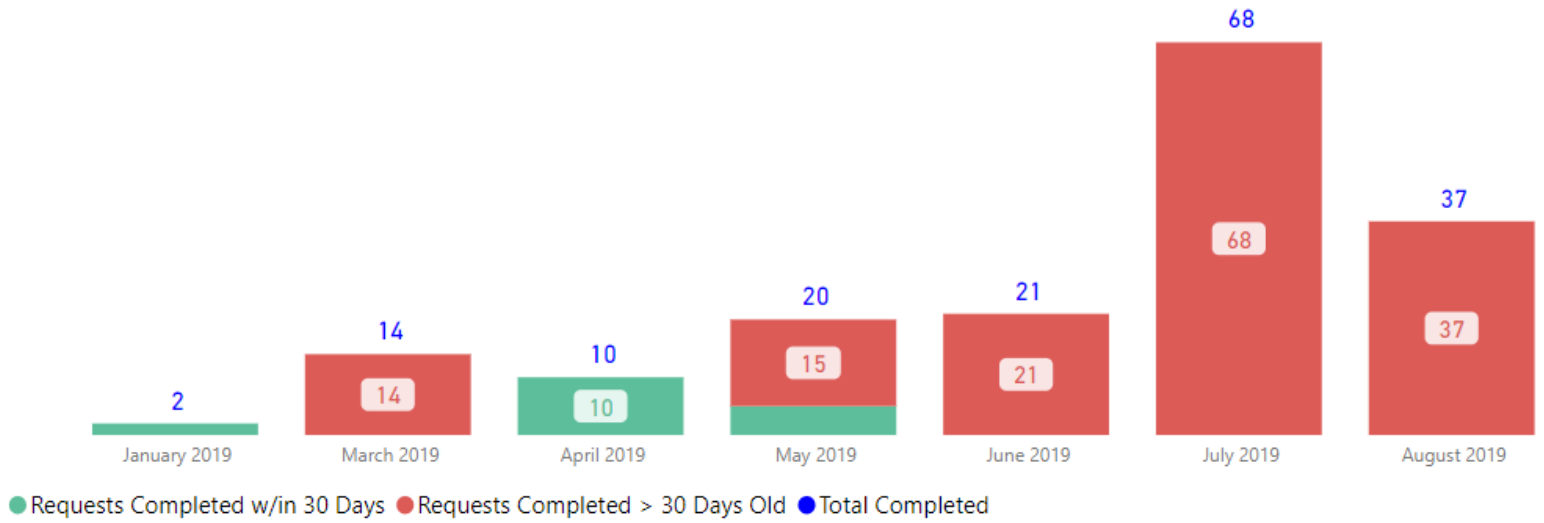
All

Selected Time Frame Averages

79.78
Total TAT (Rec'd-Compl.) Avg

38.00
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

172
Requests Completed

155
Requests Completed > 30 Days Old

90.12 %
% Completed > 30 Days Old

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

Service

Toxicology

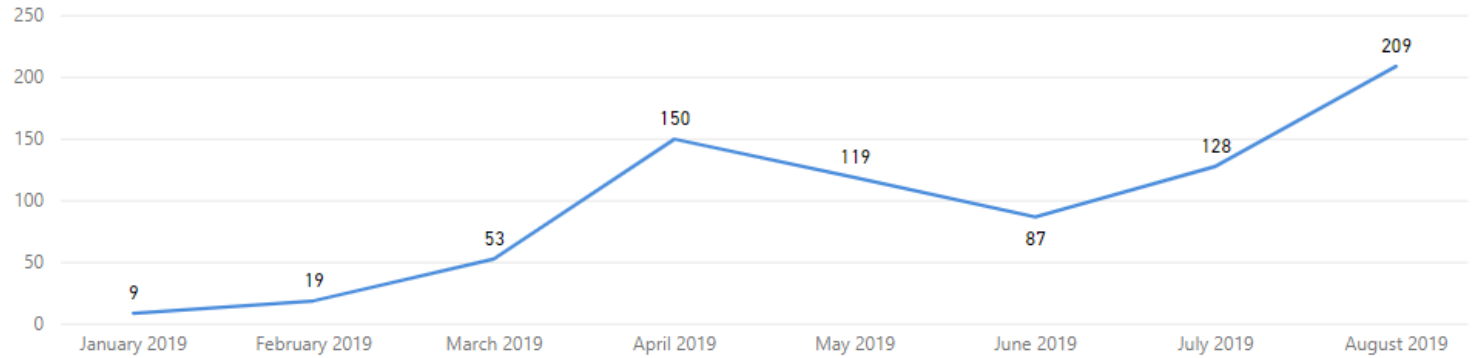
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

774

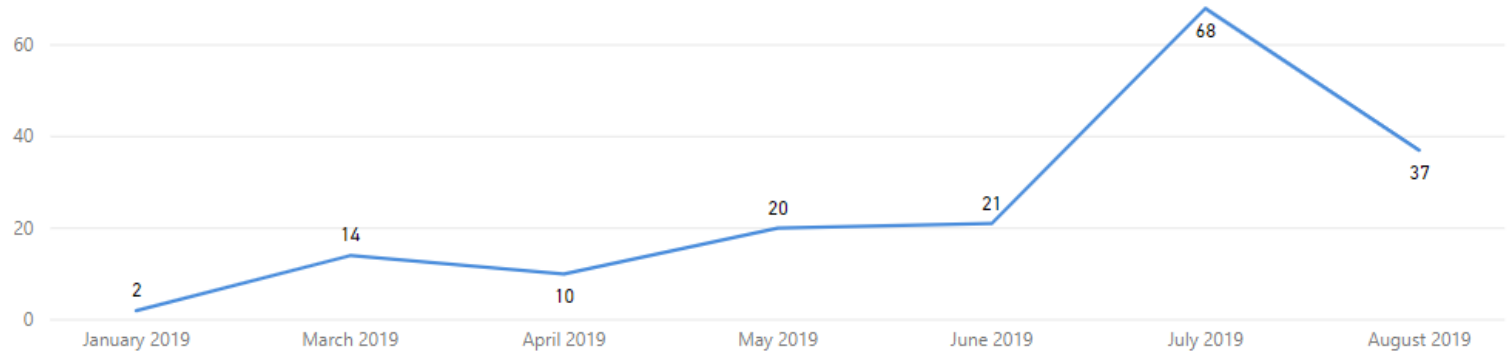
Received per Month (Avg)*

97

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

172

Completed per Month (Avg)*

25

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

Section

Toxicology

of Unassigned

3

Goal: 120 (+97.5%)

Pending Draft

0

Goal: 30 (+100%)

Pending Tech

9

Goal: 30 (+70%)

Pending Admin

0

Goal: 30 (+100%)

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

12
Past Critical Age

230
Avg Age of Reqeusts >30 ...

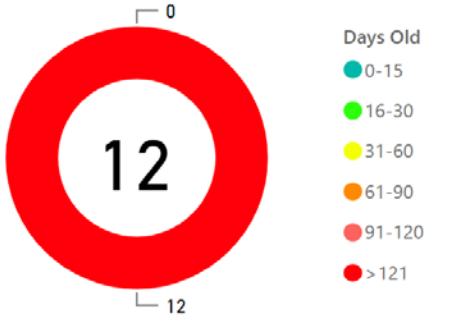
236
Age-Oldest Unassigned PL

0
Age-Oldest Pending Draft...

239
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT (Month to Date)

214.3

Goal: 90, 91

Overall TAT (Past 90 Days)

205.2

Goal: 90, 91

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		52
49323	2019-058	17
50078	2019-062	6

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

Quality TAT

13

Goal: 30, 31

Avg Age of Open Reports*

12

Quality Filter

Toxicology

Month to Date

30 Day Avg (Over Past 90 Days)

Firearms

Service

Firearms Examination

Priority Type

All

of Unassigned

4

Goal: 10 (+60%)

Pending ...

12

Goal: 14 (+14.29%)

Pending Tech

1

Goal: 9 (+88.89%)

Pending Admin

0

Goal: 5 (+100%)

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

1
Justice Trax Past Critical Age

67
Avg Age of Requests >30 D...

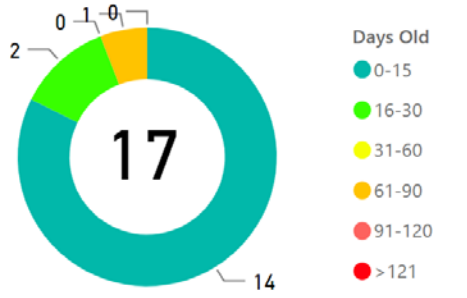
5
Age-Oldest Unassigned

25
Age-Oldest Pending Draft

67
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

24.9

Goal: 40, 41

Overall TAT (Past 90 Days)

23.9

Goal: 40, 41

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		33
48328	2019-048	31
48434		29
48490	2019-IA-08	28
48601		25
50002	2019-IA-18	7
50040	2019-IA-19	7

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

Quality TAT

67 !

Goal: 30, 31

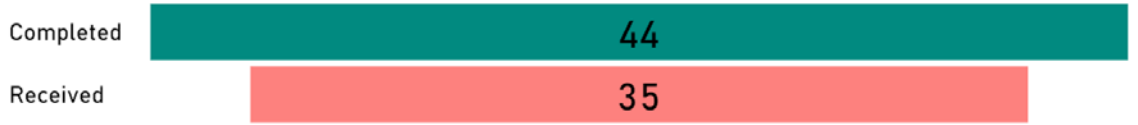
Avg Age of Open Reports*

18

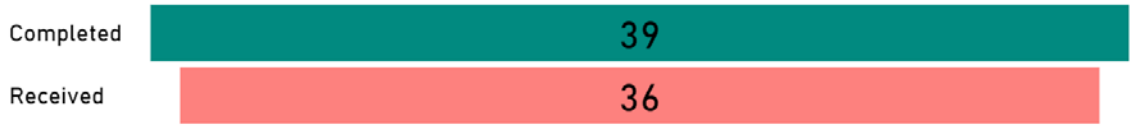
Quality Filter

Firearms

Month to Date



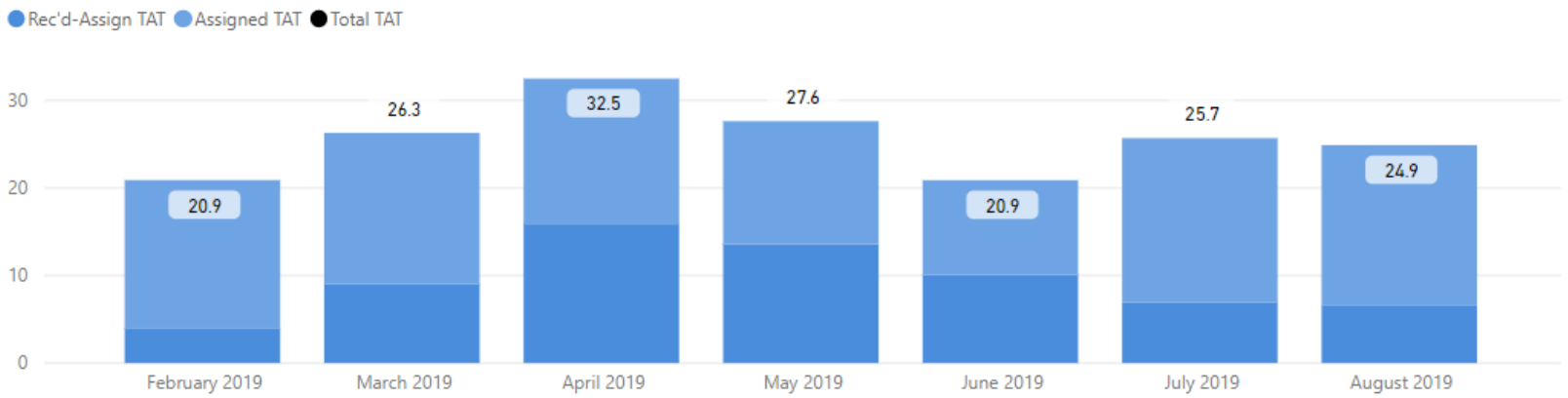
30 Day Avg (Over Past 90 Days)



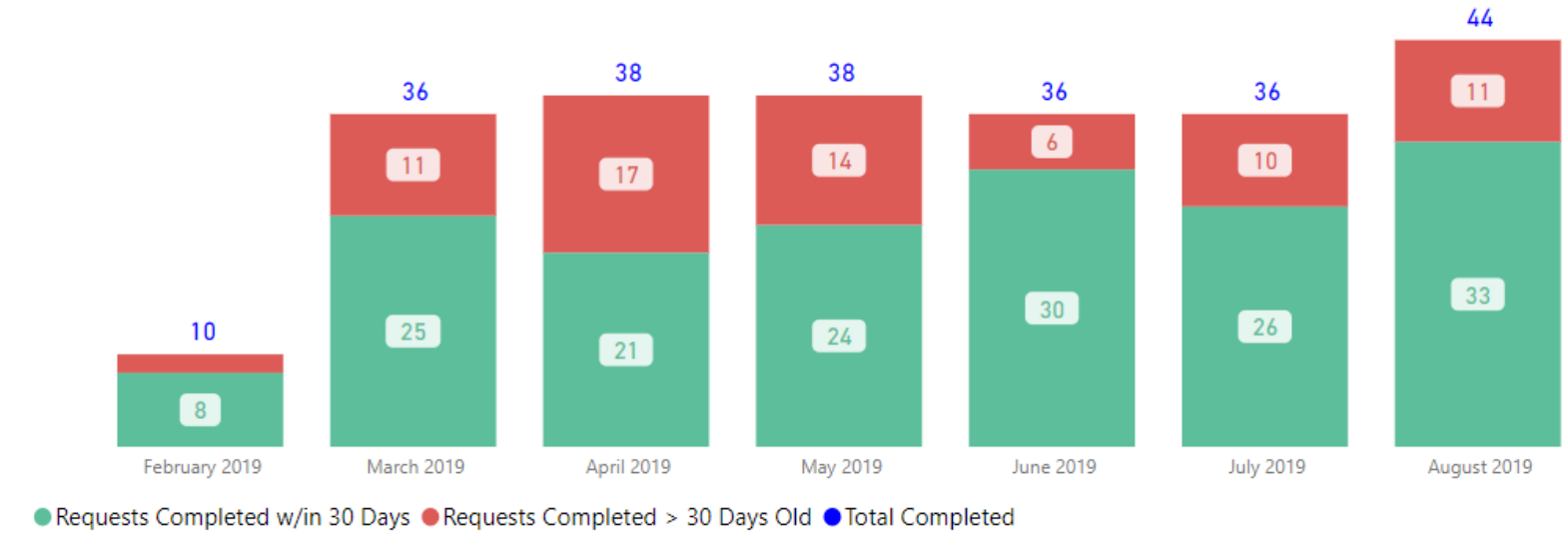
Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Requests Completed



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

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

16.08
Assigned TAT (Asgmt.-Compl.) Avg

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

Service

Firearms Examination

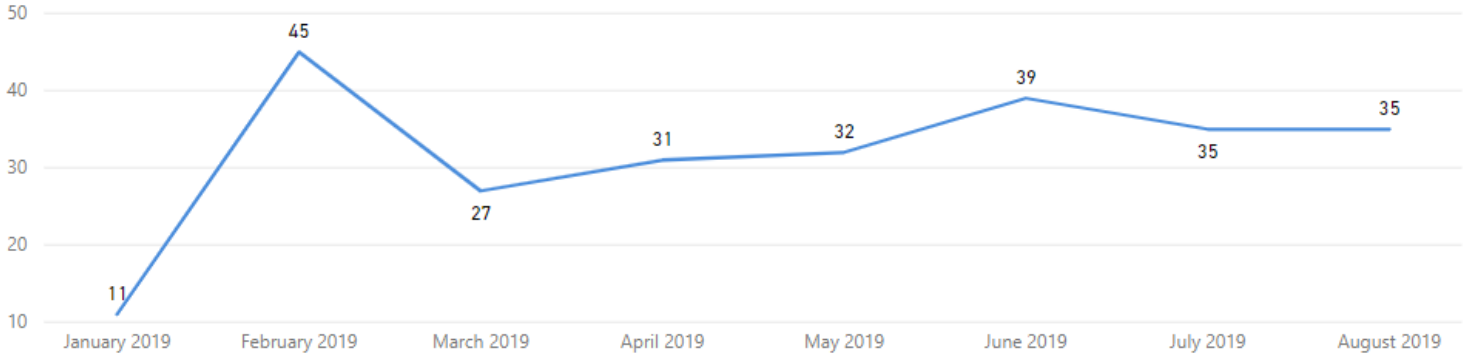
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

255

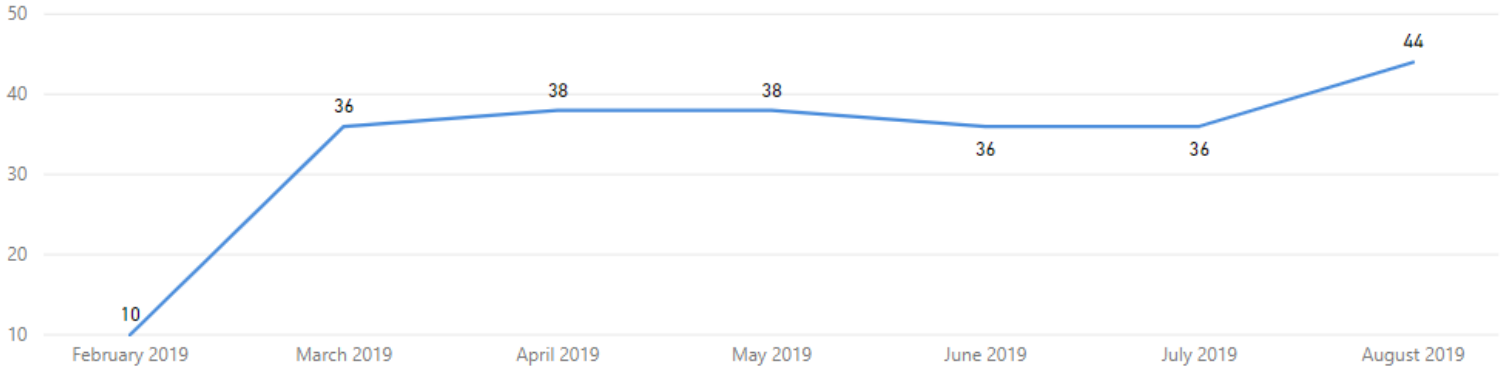
Received per Month (Avg)*

32

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

238

Completed per Month (Avg)*

34

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

Service

NIBIN Only

Priority Type

All

# of Unassi...

53 !

Goal: 20 (-165%)

 # Pending Draft

4 ✓

Goal: 35 (+88.57%)

 # Pending Tech

11 ✓

Goal: 20 (+45%)

 # Pending Admin

3 ✓

Goal: 20 (+85%)

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

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests >30 D...

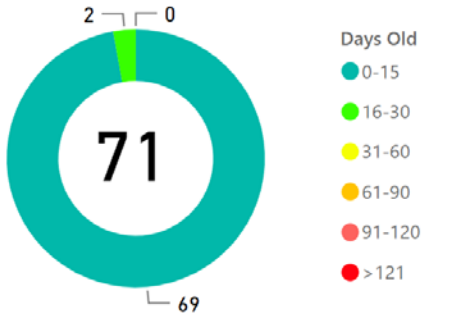
26
Age-Oldest Unassigned

5
Age-Oldest Pending Draft

5
Age-Oldest Pending Tech

15
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

6.6 ✓

Goal: 7, 8

Overall TAT (Past 90 Days)

6.6 ✓

Goal: 7, 8

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		33
48328	2019-048	31
48434		29
48490	2019-IA-08	28
48601		25
50002	2019-IA-18	7
50040	2019-IA-19	7

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

Quality TAT

67 !

Goal: 30, 31

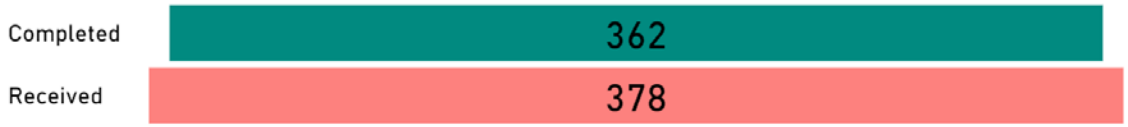
Avg Age of Open Reports*

18

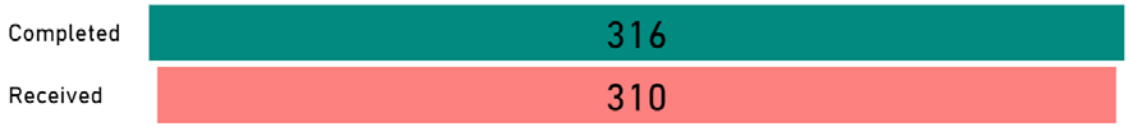
Quality Filter

Firearms

Month to Date



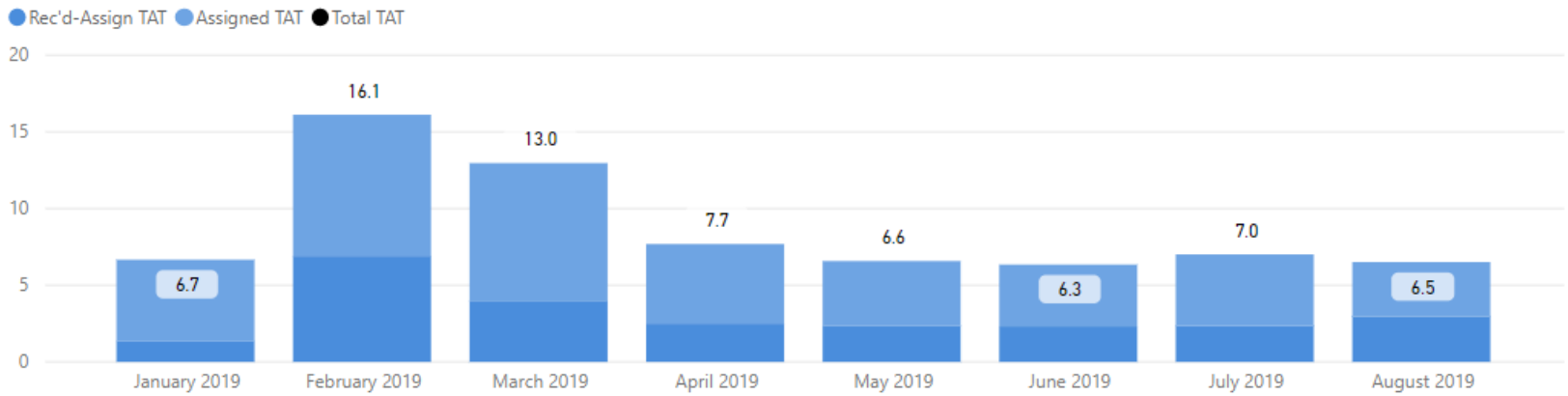
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

NIBIN Only

Priority Type

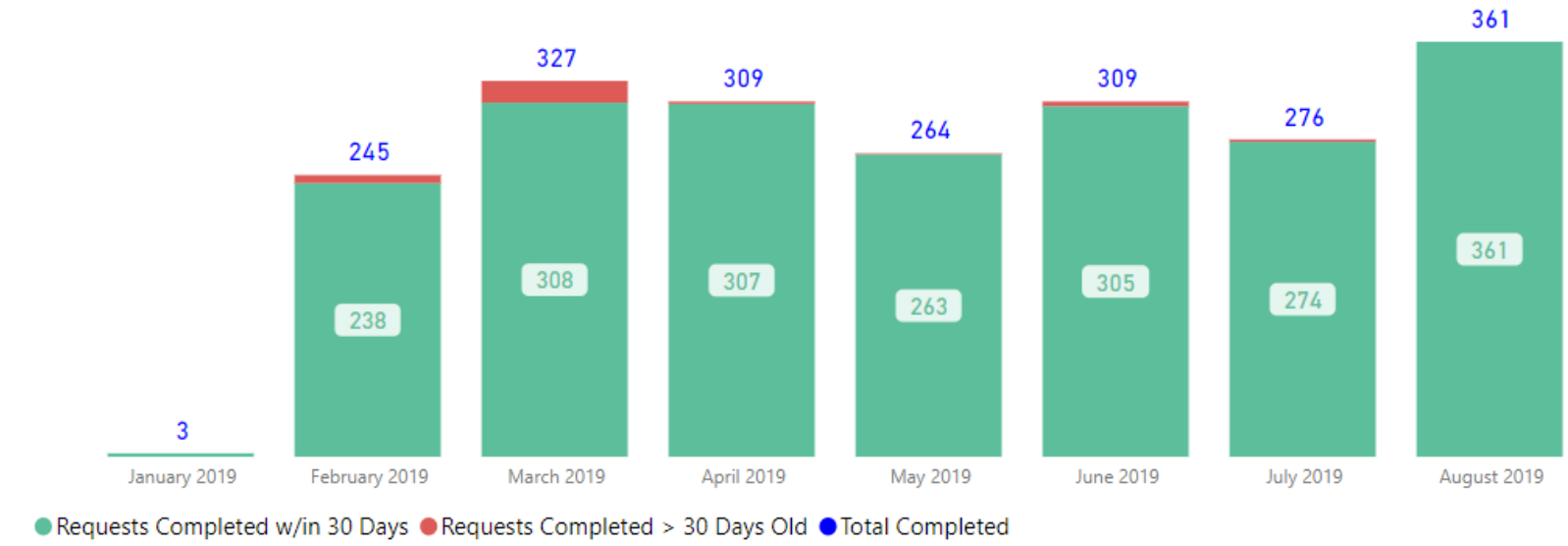
All

Selected Time Frame Averages

8.87
Total TAT (Rec'd-Compl.) Avg

5.61
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2094
Requests Completed

35
Requests Completed > 30 Days Old

1.67 %
% Completed > 30 Days Old

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

Service

NIBIN Only

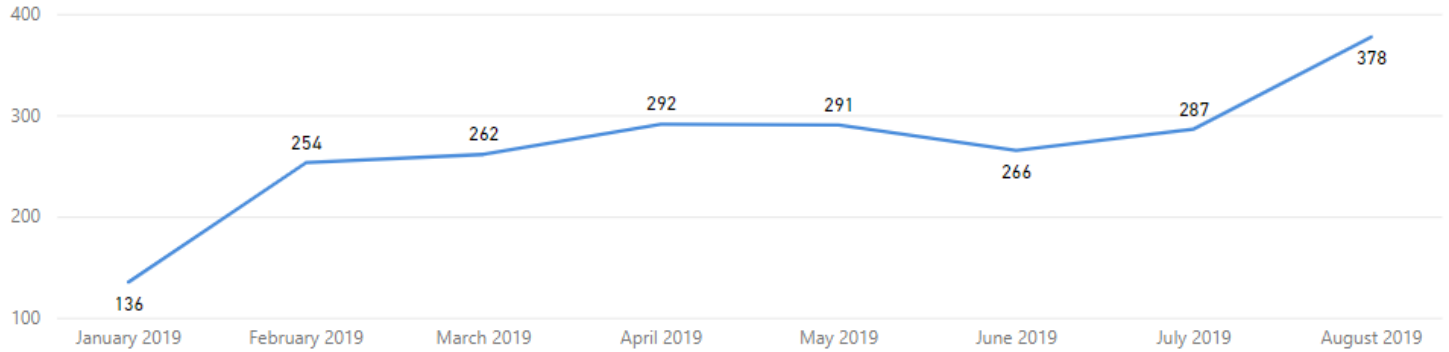
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

2,166

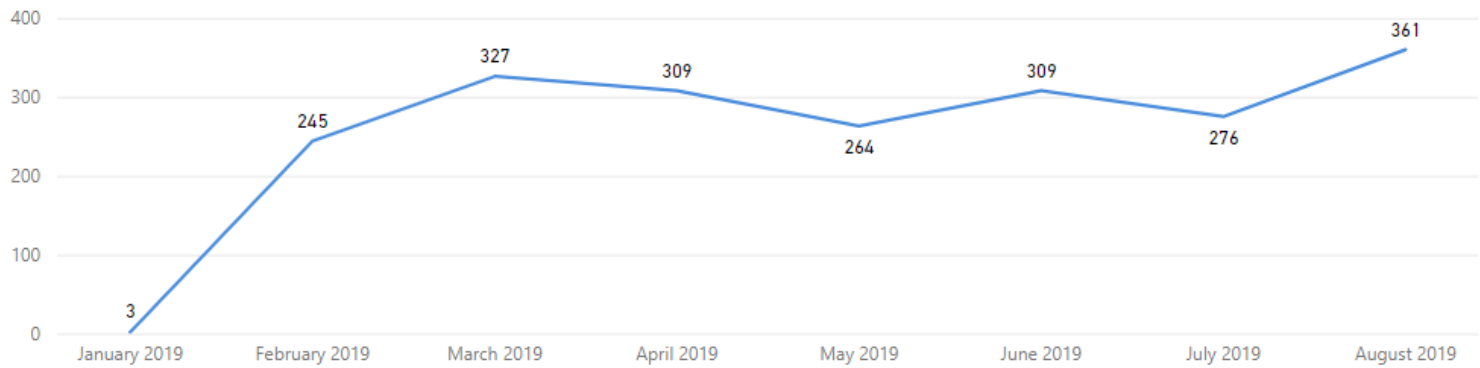
Received per Month (Avg)*

271

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

2,094

Completed per Month (Avg)*

262

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

Forensic Biology

Section

DNA

Request Type

All

# of Unassigned	# Pending Draft
0 ✓	127 !
Goal: 20 (+100%)	Goal: 24 (-429.17%)
# Pending Tech	**# Pending Admin**
23 ✓	15 ✓
Goal: 24 (+4.17%)	Goal: 20 (+25%)

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

62
Past Critical Age

172
Avg Age of Reqeusts >30 ...

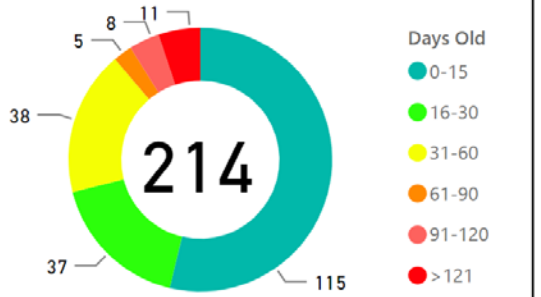
0
Age-Oldest Unassigned PL

871
Age-Oldest Pending Draft...

1934
Age-Oldest Pending Tech ...

113
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT (Month to Date)

56.0 !

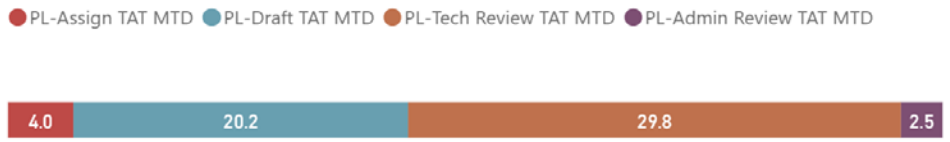
Goal: 30, 31

Overall TAT (Past 90 Days)

110.2 !

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	251
34624	2018-094	233
39886	2019-007	145
45353	2019-029	75
46911	2019-034	53
46946	2019-036	53
47707	2019-042	41

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

Quality TAT

22 ✓

Goal: 40, 41

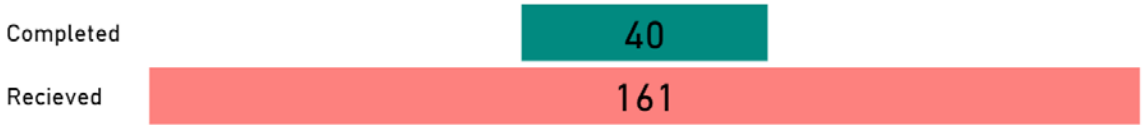
Avg Age of Open Reports*

59

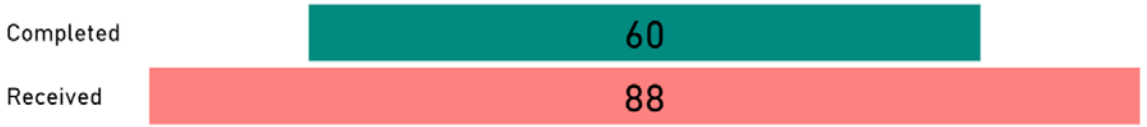
Quality Filter

Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)



Section

DNA

Request Type

SAK

# of Unassigned	# Pending Draft
0 ✓	49 !
Goal: 20 (+100%)	Goal: 24 (-104.17%)
# Pending Tech	**# Pending Admin**
0 ✓	0 ✓
Goal: 24 (+100%)	Goal: 20 (+100%)

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

5
Past Critical Age

459
Avg Age of Reqeusts >30 ...

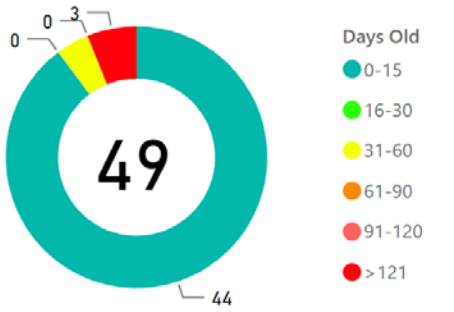
0
Age-Oldest Unassigned PL

871
Age-Oldest Pending Draft...

0
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT (Month to Date)

29.5 ✓

Goal: 30, 31

Overall TAT (Past 90 Days)

265.0 !

Goal: 30, 31

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	251
34624	2018-094	233
39886	2019-007	145
45353	2019-029	75
46911	2019-034	53
46946	2019-036	53
47707	2019-042	41

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

Quality TAT

22 ✓

Goal: 40, 41

Avg Age of Open Reports*

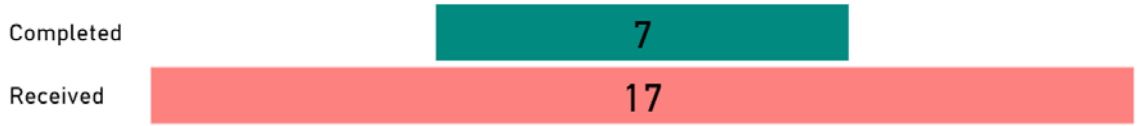
59

Quality Filter

Biology/DNA

Month to Date

30 Day Avg (Over Past 90 Days)



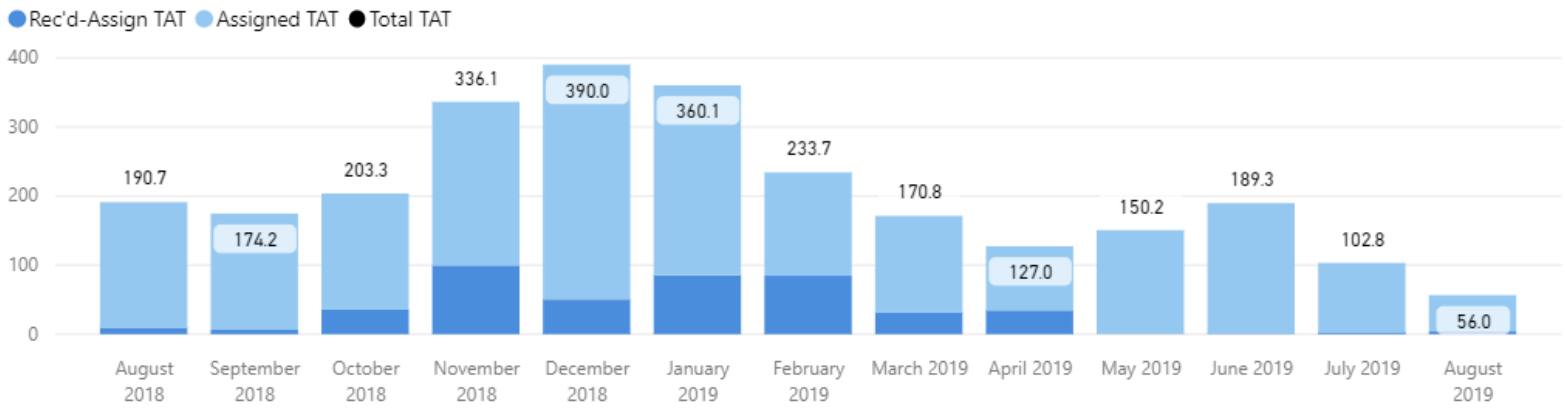
Date Range

8/1/2018 — 8/31/2019

Request Type

DNA

Total TAT by Month

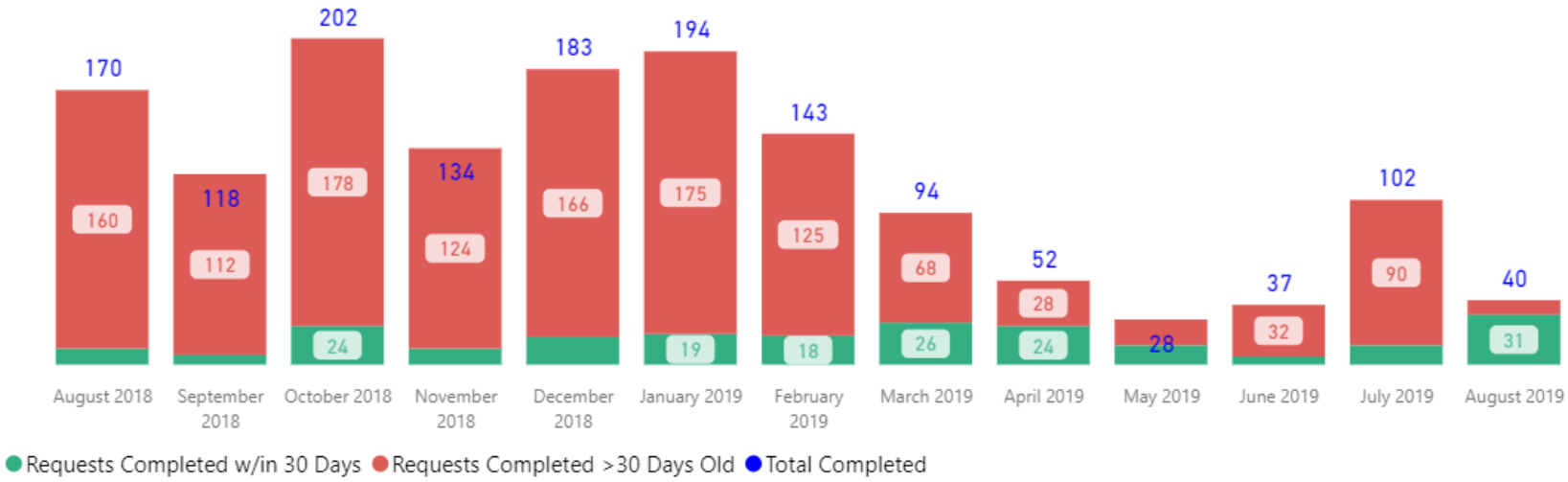


Selected Time Frame Averages

240.70
Total TAT (Rec'd-Compl.) Avg

197.00
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1497
Requests Completed

1283
Requests Completed > 30 Days

85.70 %
% Completed > 30 Days

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

Section

DNA

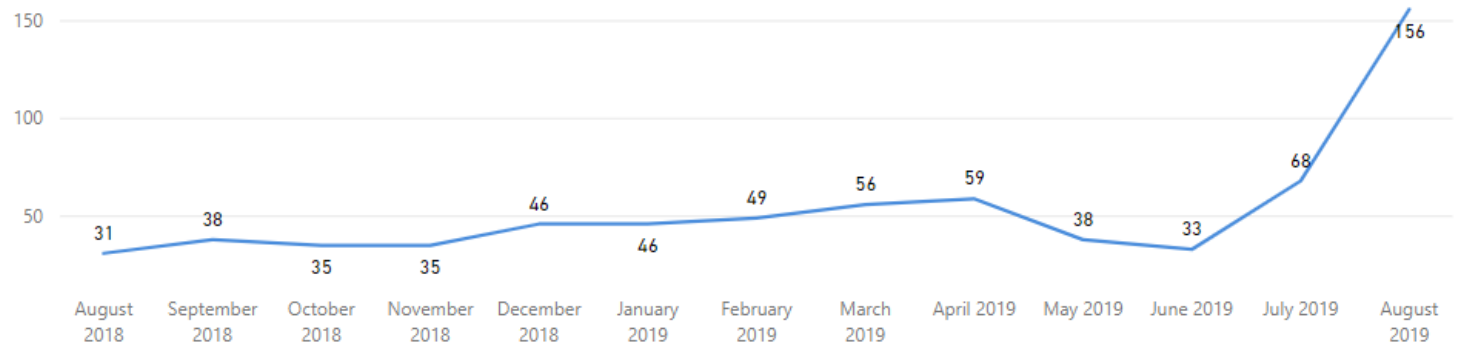
Request Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

690

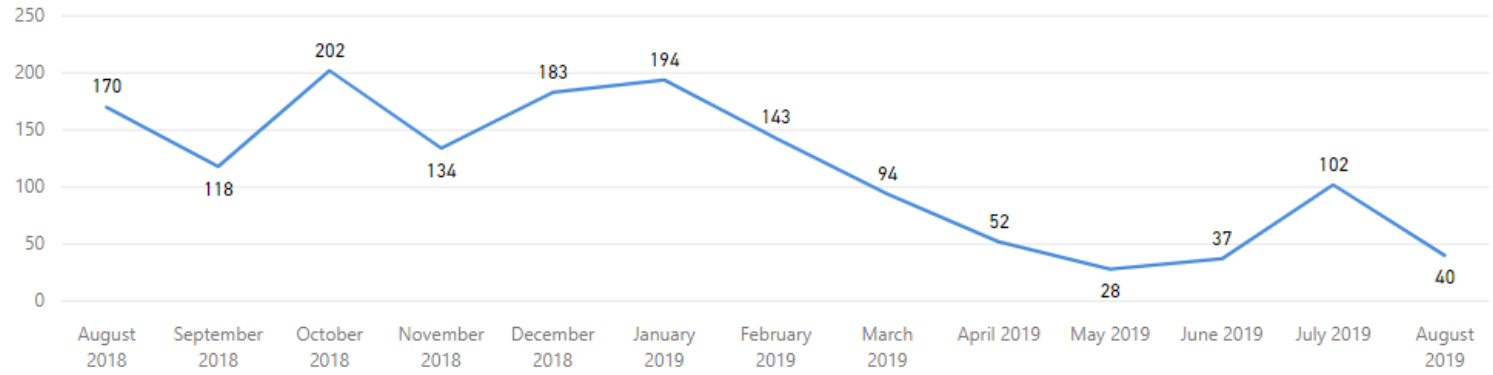
Received per Month (Avg)*

53

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

1497

Completed per Month (Avg)*

115

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

Forensic Biology-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
1741	1186	157

SAKs shipped: 1080

SAKs completed: 721

Non-SAKs shipped: 661

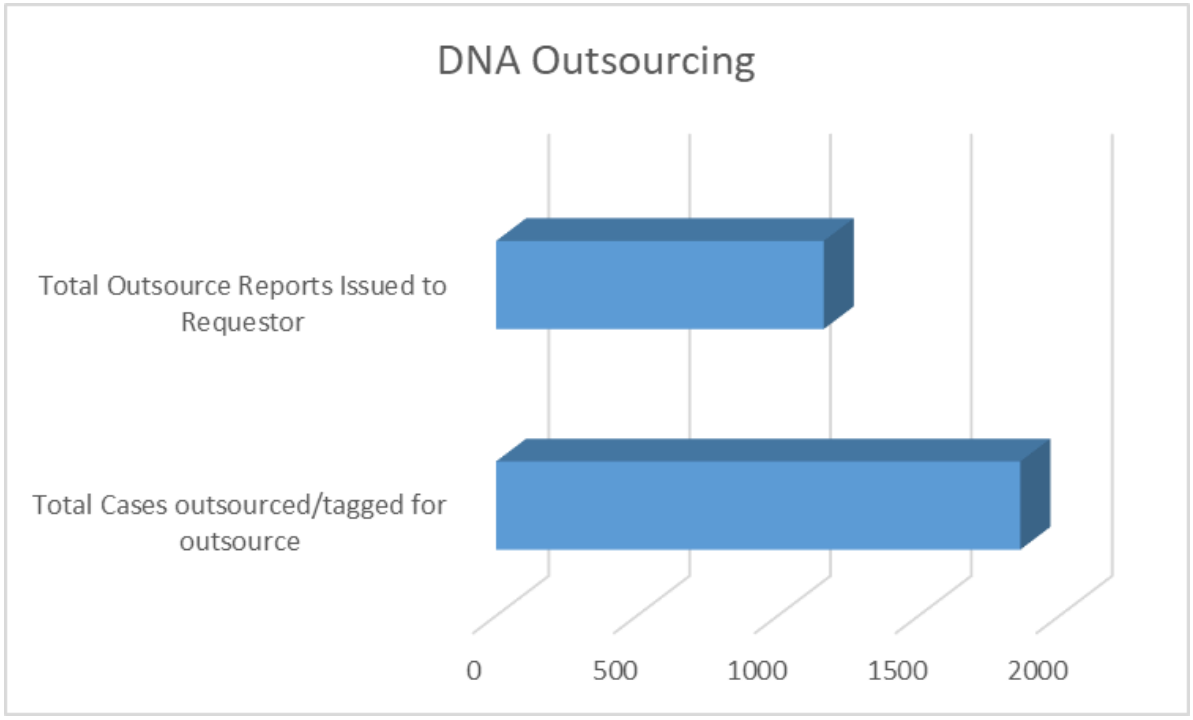
Non-SAKs completed: 465

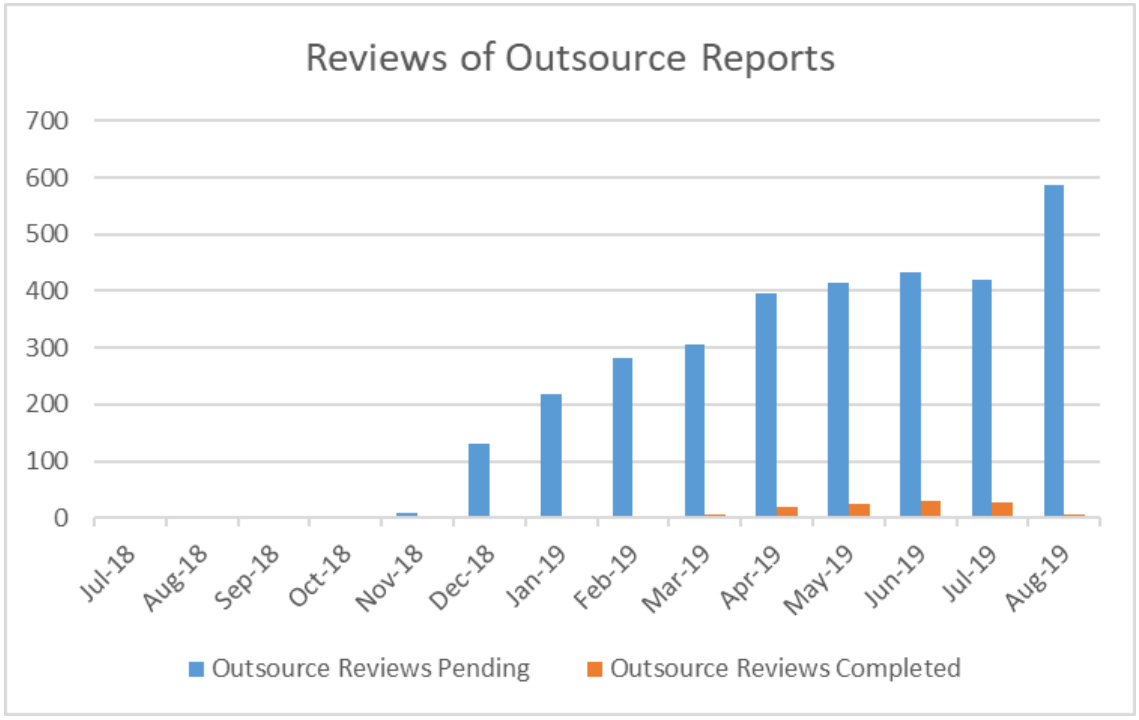
Critical issues

- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days
- Outsource extension needed due to STRmix implementation and training

- Original project timeline: August 2018 to September 2019
- 587 outsourced cases pending CODIS review (123 in process)
- 555 outsourced cases pending @ Bode
- Next focus: STRmix training and outsource reviews

Forensic Biology -- Outsourcing





Section

Screening

Request Type

All

# of Unassigned	# Pending Draft
0 ✓	36 !
Goal: 10 (+100%)	Goal: 14 (-157.14%)
# Pending Tech	**# Pending Admin**
3 ✓	0 ✓
Goal: 16 (+81.25%)	Goal: 12 (+100%)

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

3
Past Critical Age

44
Avg Age of Reqeusts >30 ...

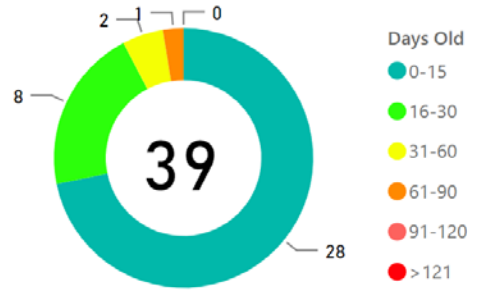
0
Age-Oldest Unassigned PL

33
Age-Oldest Pending Draft...

68
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT (Month to Date)

15.3 !

Goal: 10, 11

Overall TAT (Past 90 Days)

39.7 !

Goal: 10, 11

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	251
34624	2018-094	233
39886	2019-007	145
45353	2019-029	75
46911	2019-034	53
46946	2019-036	53
47707	2019-042	41

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

Quality TAT

22 ✓

Goal: 40, 41

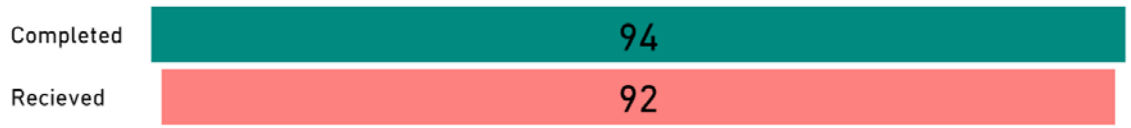
Avg Age of Open Reports*

59

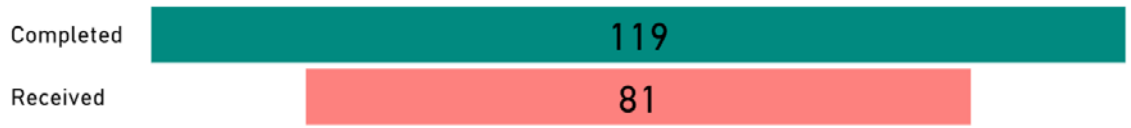
Quality Filter

Biology/DNA

Month to Date



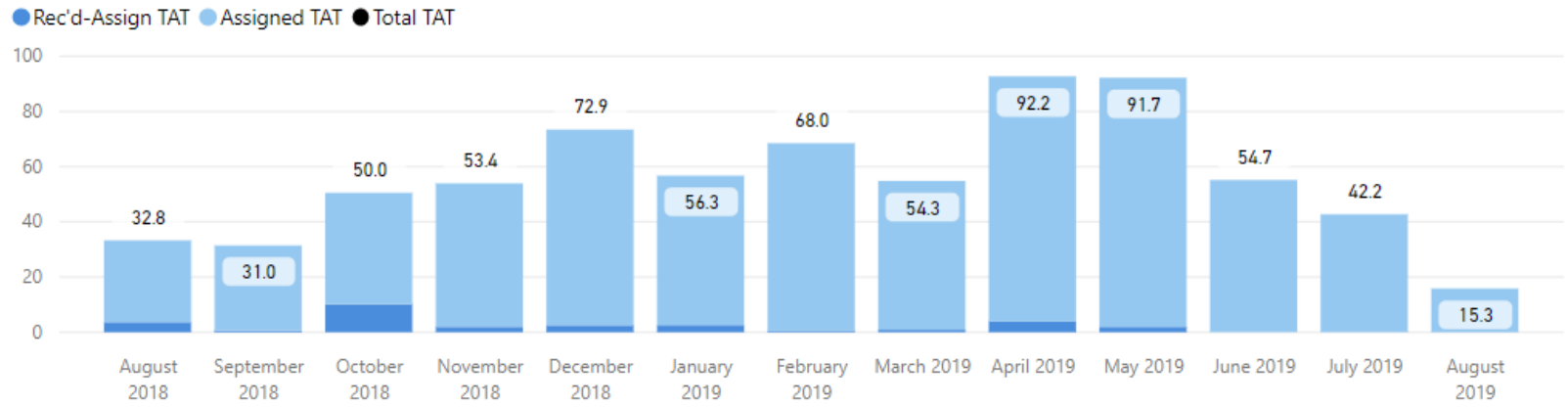
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Screening

Request Type

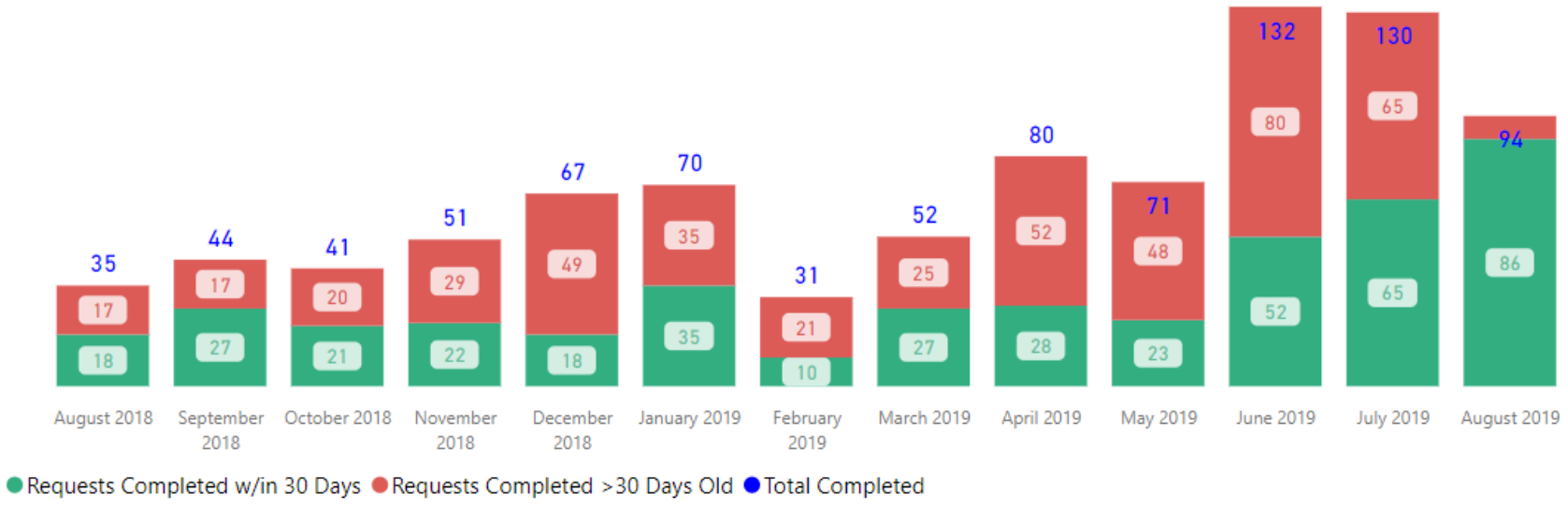
All

Selected Time Frame Averages

54.66
Total TAT (Rec'd-Compl.) Avg

53.44
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

898
Requests Completed

466
Requests Completed > 30 Days

51.89 %
% Completed > 30 Days

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

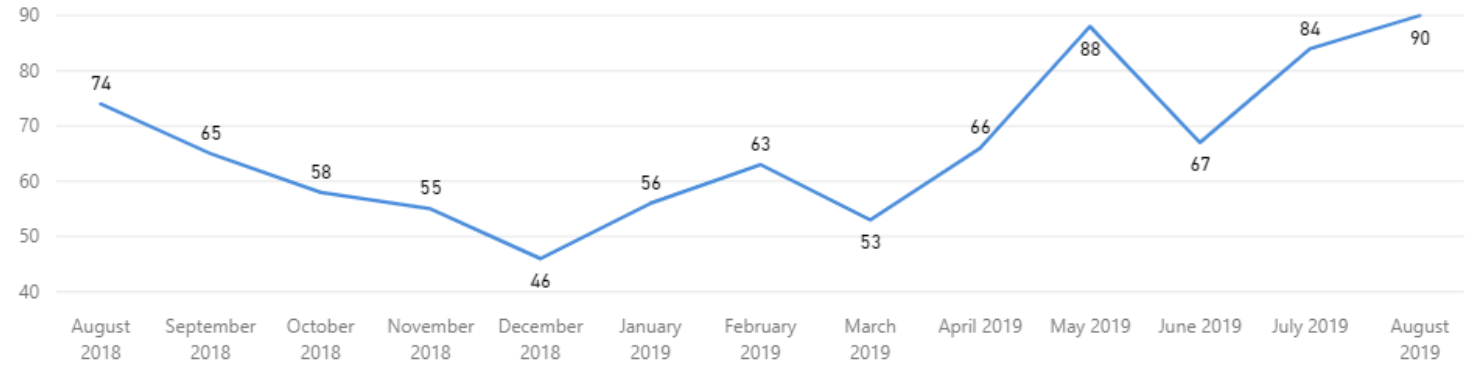
Section

Screening

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

865

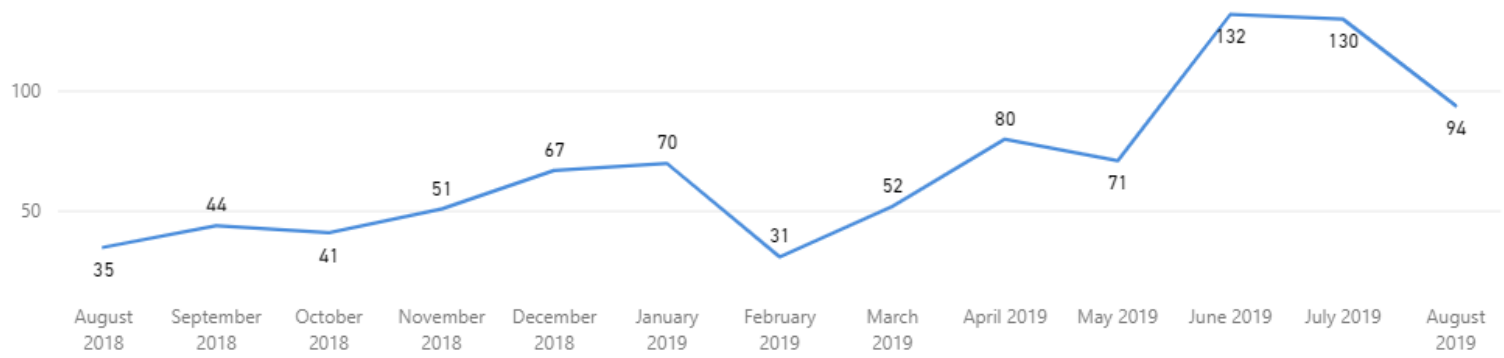
Received per Month (Avg)*

67

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

898

Completed per Month (Avg)*

69

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

Section

CODIS

CODIS Hit Type

All

of Unassigned

39

Goal: 100 (+61%)

Pending Draft

1

Goal: 20 (+95%)

Pending Tech

0

Goal: 15 (+100%)

Pending Admin

0

Goal: 0

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

13
Past Critical Age

41
Avg Age of Reqeusts >30 ...

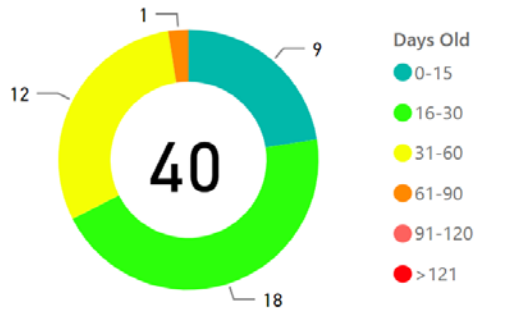
74
Age-Oldest Unassigned PL

32
Age-Oldest Pending Draft...

0
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT (Month to Date)

24.7

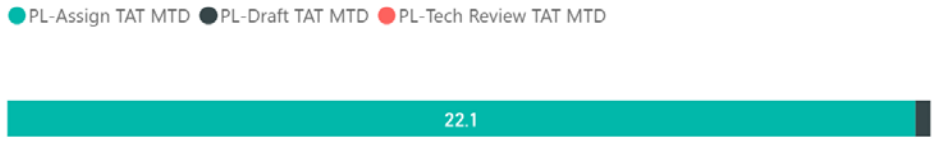
Goal: 30, 31

Overall TAT (Past 90 Days)

19.5

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	251
34624	2018-094	233
39886	2019-007	145
45353	2019-029	75
46911	2019-034	53
46946	2019-036	53
47707	2019-042	41

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

Quality TAT

22

Goal: 40, 41

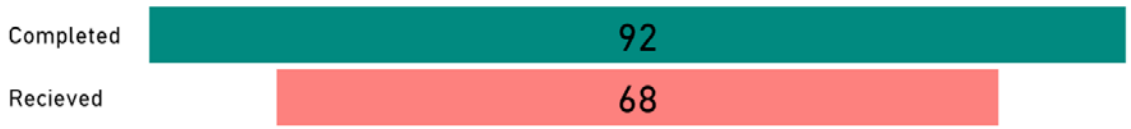
Avg Age of Open Reports*

59

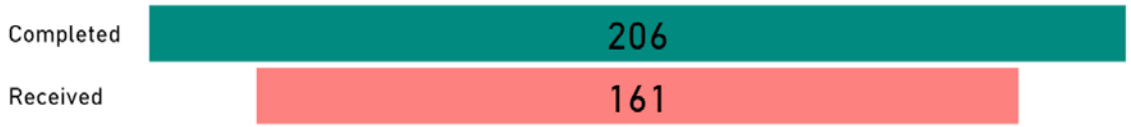
Quality Filter

Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)



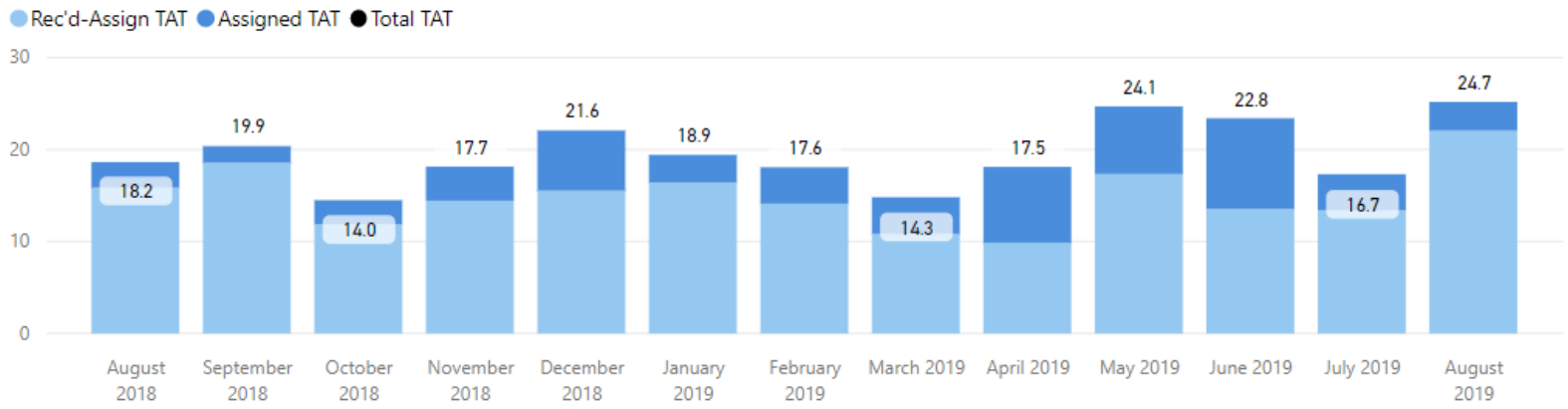
Date Range

8/1/2018 — 8/31/2019

Request Type

CODIS

Total TAT by Month

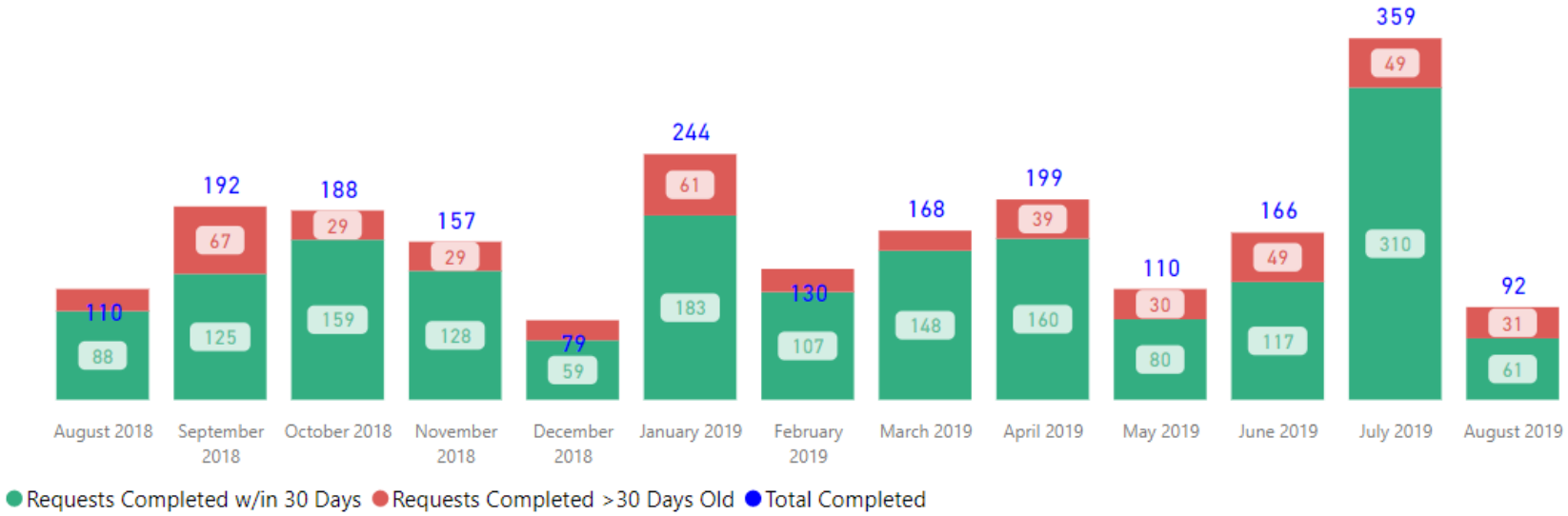


Selected Time Frame Averages

18.44
Total TAT (Rec'd-Compl.) Avg

4.54
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2194
Requests Completed

469
Requests Completed > 30 Days

21.38 %
% Completed > 30 Days

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

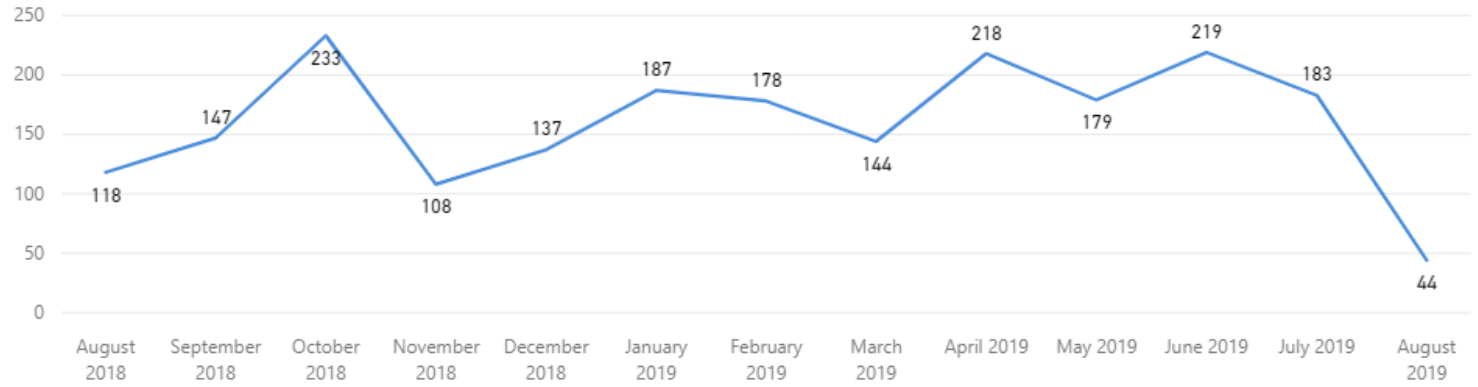
Section

CODIS

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

2095

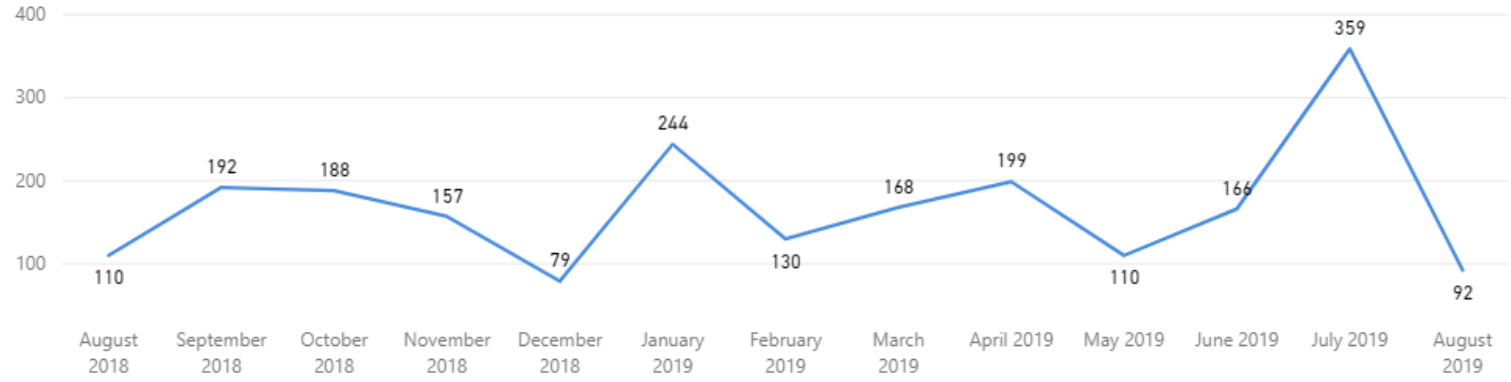
Received per Month (Avg)*

161

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

2194

Completed per Month (Avg)*

169

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

Latent Prints

Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service: Latent Comparison

Priority Type: All

# of Unassigned	# Pending Draft
710 !	62 !
Goal: 230 (-208.7%)	Goal: 50 (-24%)
# Pending Tech	**# Pending Admin**
85 !	0 ✓
Goal: 50 (-70%)	Goal: 50 (+100%)

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

625
Justice Trax Past Critical Age

88
Avg Age of Requests >30 D...

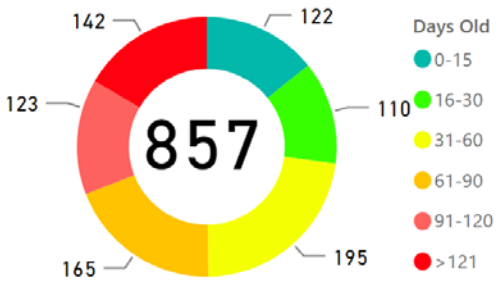
199
Age-Oldest Unassigned

158
Age-Oldest Pending Draft

185
Age-Oldest Pending Tech

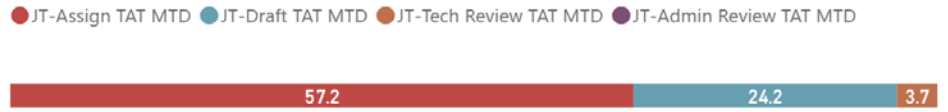
0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)	Overall TAT (Past 90 Days)
85.1 !	66.1 !
Goal: 45, 46	Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	82
48526	2019-050	27
48810	2019-054	22

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

Quality TAT

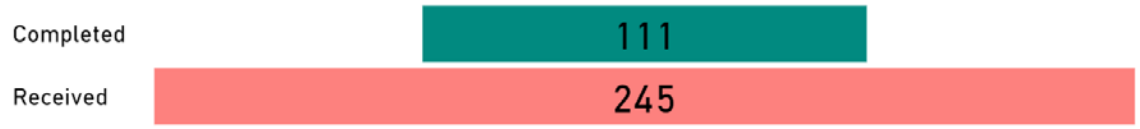
26 ✓
Goal: 40, 41

Avg Age of Open Reports*

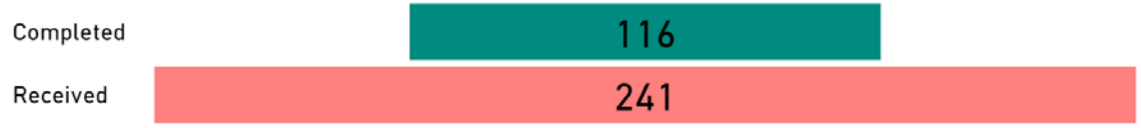
44

Quality Filter: Latent Prints

Month to Date



30 Day Avg (Over Past 90 Days)



Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service: Latent Comparison

Priority Type: All

# of Unassigned	# Pending Draft
1407 !	6 ✓
Goal: 230 (-511.74%)	Goal: 50 (+88%)
# Pending Tech	**# Pending Admin**
2 ✓	0 ✓
Goal: 50 (+96%)	Goal: 50 (+100%)

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

1415
Justice Trax Past Critical Age

945
Avg Age of Requests >30 D...

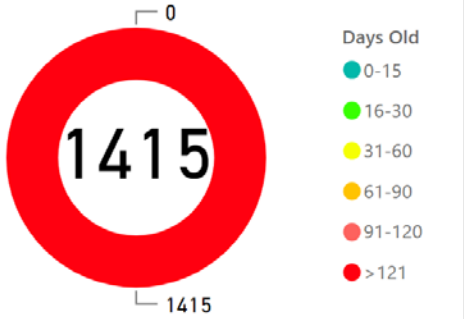
1951
Age-Oldest Unassigned

458
Age-Oldest Pending Draft

404
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

430.5 !

Goal: 45, 46

Overall TAT (Past 90 Days)

571.8 !

Goal: 45, 46

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	82
48526	2019-050	27
48810	2019-054	22

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

Quality TAT

26 ✓

Goal: 40, 41

Avg Age of Open Reports*

44

Quality Filter: Latent Prints

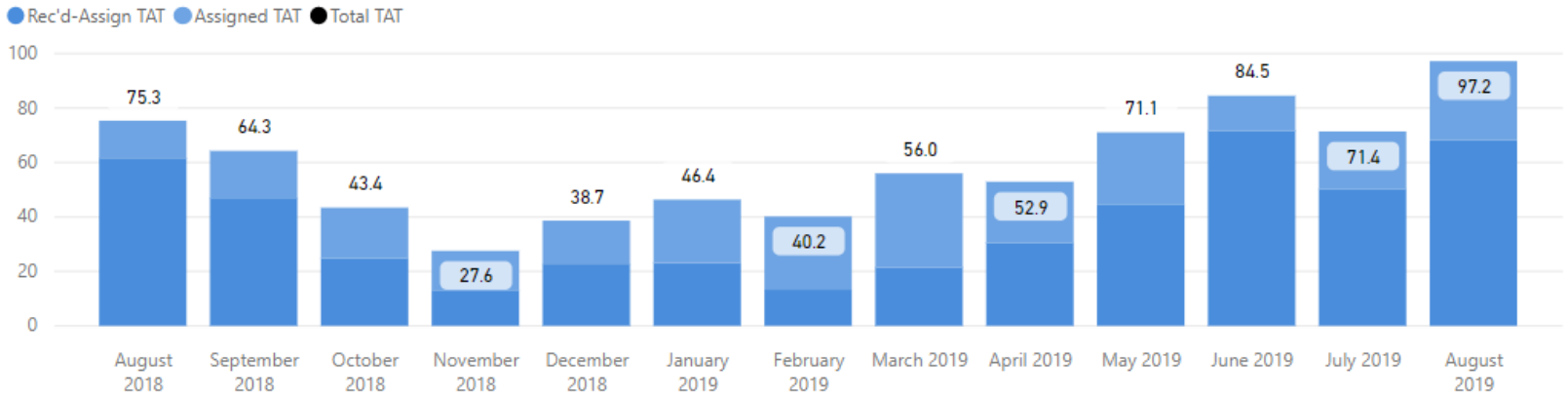
Month to Date

30 Day Avg (Over Past 90 Days)

Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Latent Comparison

Priority Type

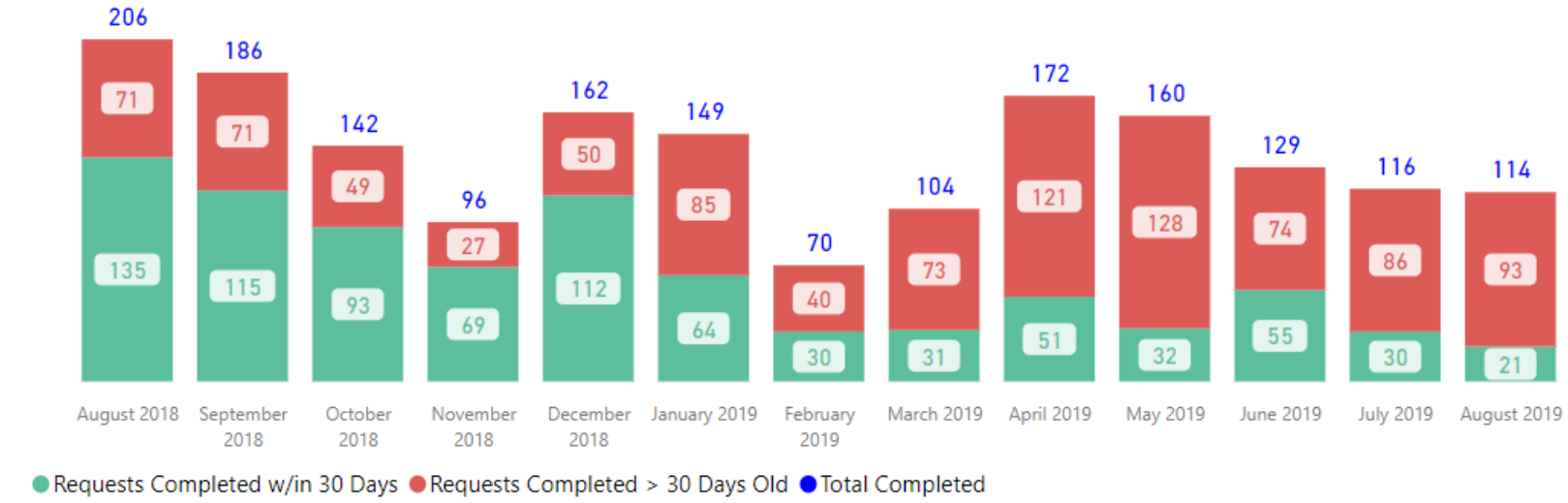
All

Selected Time Frame Averages

60.27
Total TAT (Rec'd-Compl.) Avg

20.58
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1806
Requests Completed

968
Requests Completed > 30 Days Old

53.60 %
% Completed > 30 Days Old

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

Service

Latent Comparison

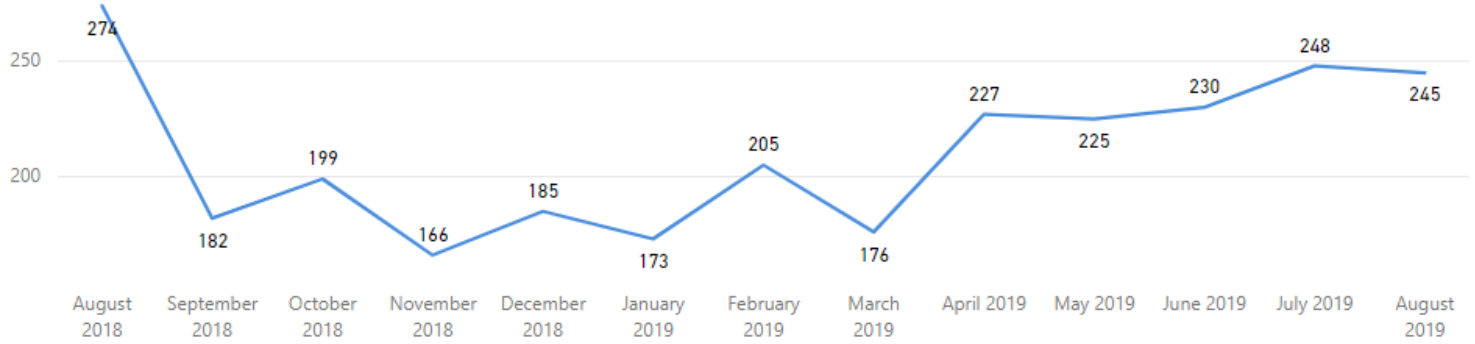
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

2,735

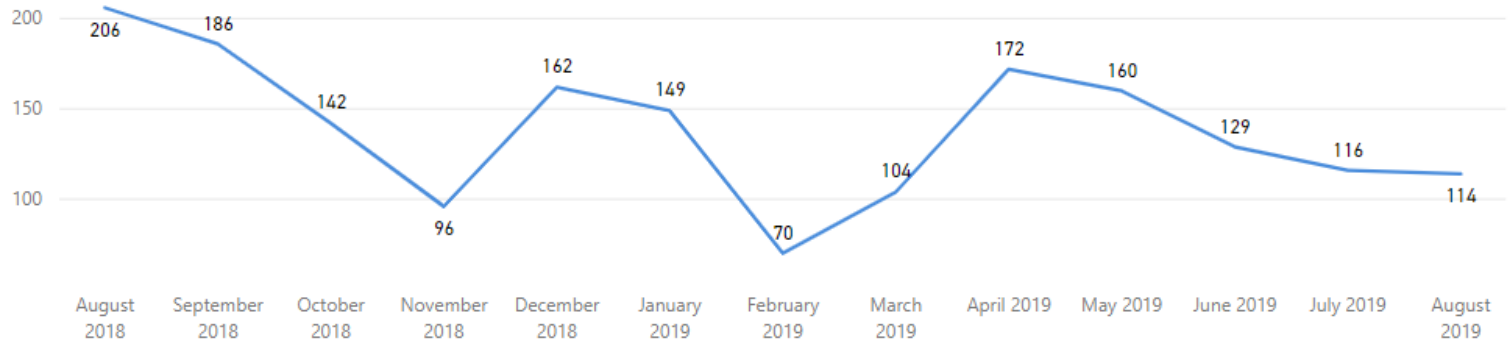
Received per Month (Avg)*

210

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

1,806

Completed per Month (Avg)*

139

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

Service

Latent Processing

Priority Type

All

# of Unassigned	# Pending Draft
126 !	25 ✓
Goal: 50 (-152%)	Goal: 30 (+16.67%)
# Pending Tech	**# Pending Admin**
6 ✓	5 ✓
Goal: 30 (+80%)	Goal: 30 (+83.33%)

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

122
Justice Trax Past Critical Age

93
Avg Age of Requests >30 D...

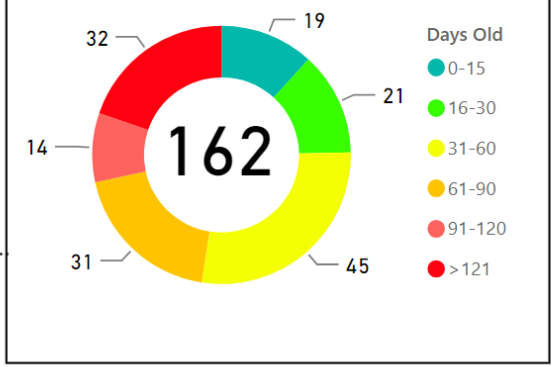
235
Age-Oldest Unassigned

480
Age-Oldest Pending Draft

143
Age-Oldest Pending Tech

121
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

58.7 !

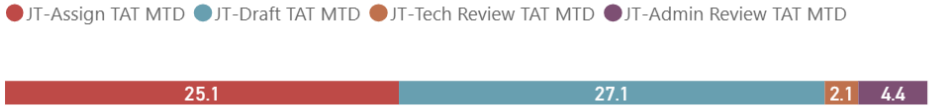
Goal: 30, 31

Overall TAT (Past 90 Days)

76.2 !

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	82
48526	2019-050	27
48810	2019-054	22

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

Quality TAT

26 ✓

Goal: 40, 41

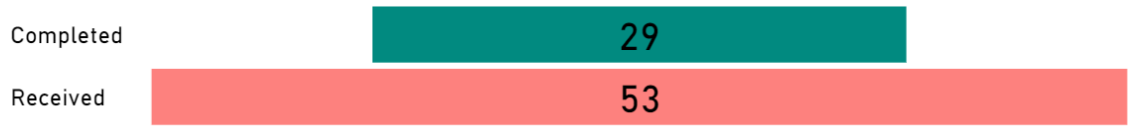
Avg Age of Open Reports*

44

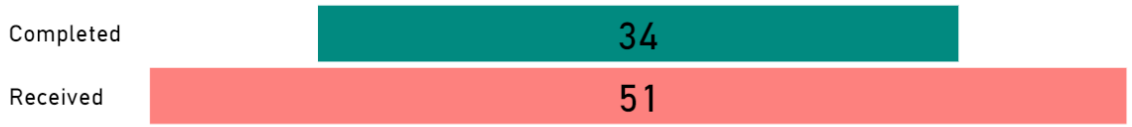
Quality Filter

Latent Prints

Month to Date



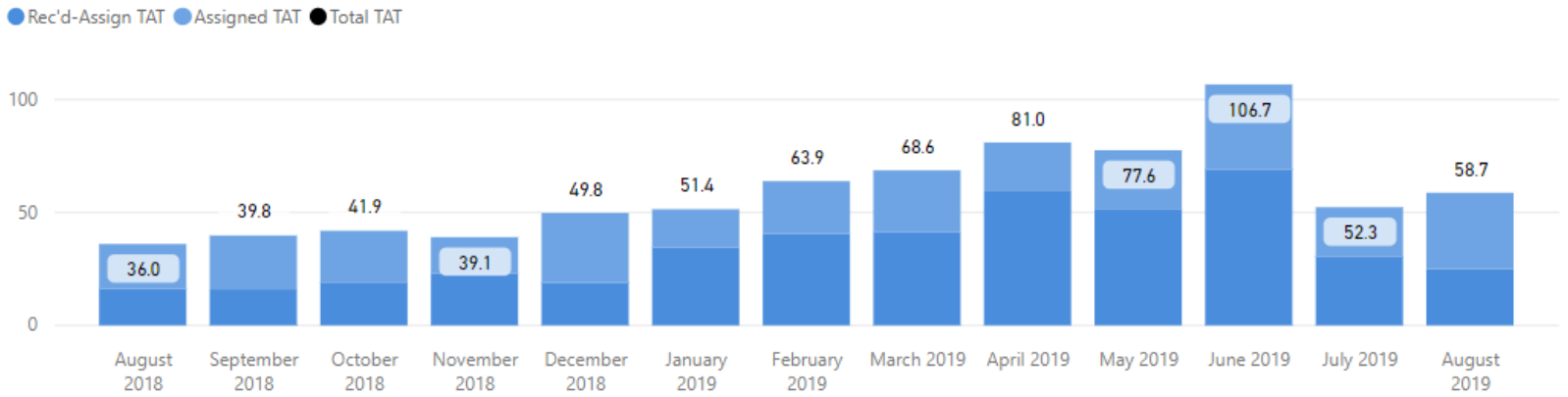
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

Latent Processing

Priority Type

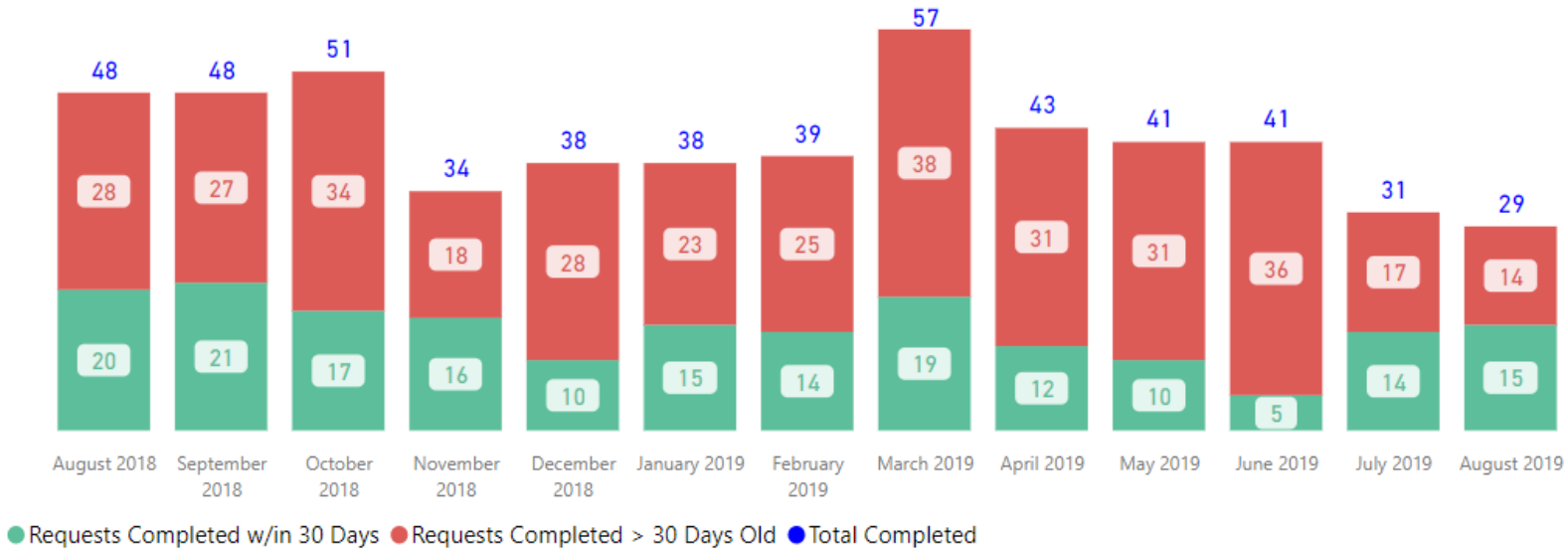
All

Selected Time Frame Averages

58.96
Total TAT (Rec'd-Compl.) Avg

24.73
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

538
Requests Completed

350
Requests Completed > 30 Days Old

65.06 %
% Completed > 30 Days Old

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

Service

Latent Processing

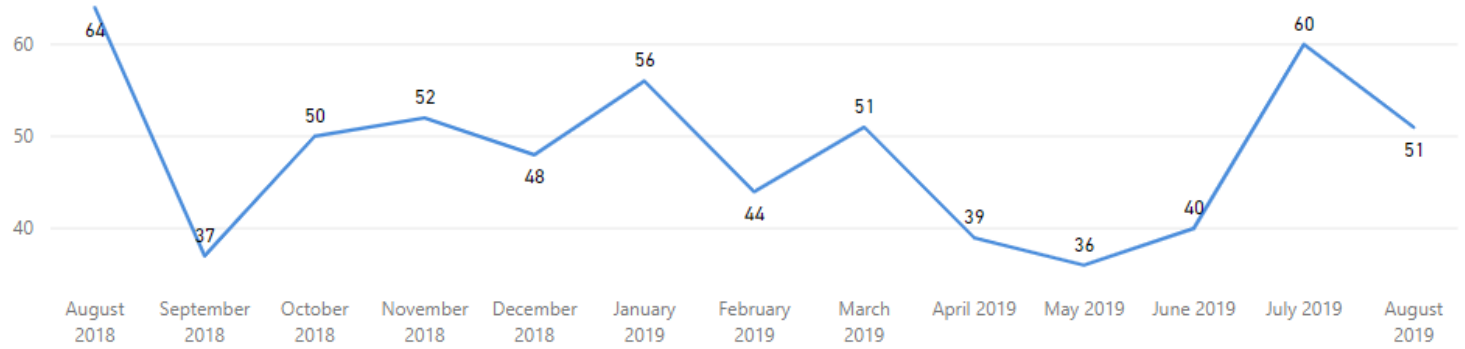
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

628

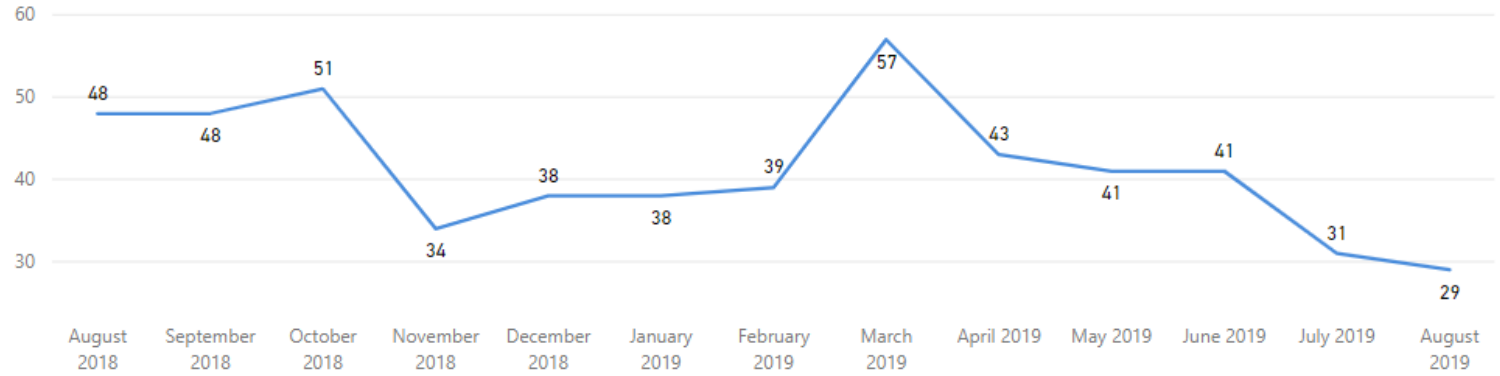
Received per Month (Avg)*

48

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

538

Completed per Month (Avg)*

41

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

Digital Multi-Media

Service

AV Call Out

Priority Type

All

of Unassigned

0

Goal: 15 (+100%)

Pending Draft

1

Goal: 5 (+80%)

Pending Tech

2

Goal: 5 (+60%)

Pending Admin

0

Goal: 5 (+100%)

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

1
Justice Trax Past Critical Age

103
Avg Age of Requests >30 D...

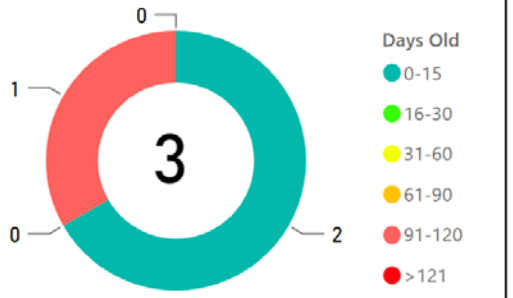
0
Age-Oldest Unassigned

3
Age-Oldest Pending Draft

103
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

5.2

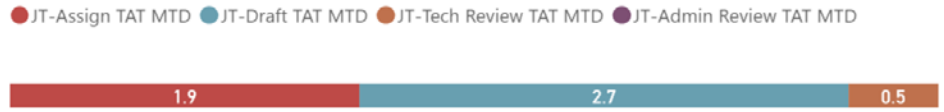
Goal: 5, 6

Overall TAT (Past 90 Days)

5.7

Goal: 5, 6

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

17

Goal: 30, 31

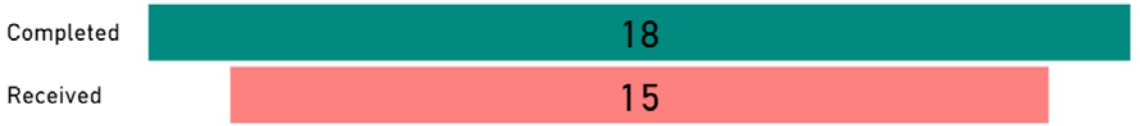
Avg Age of Open Reports*

NaN

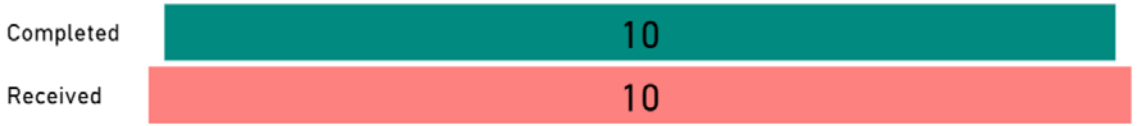
Quality Filter

Audio/Video

Month to Date



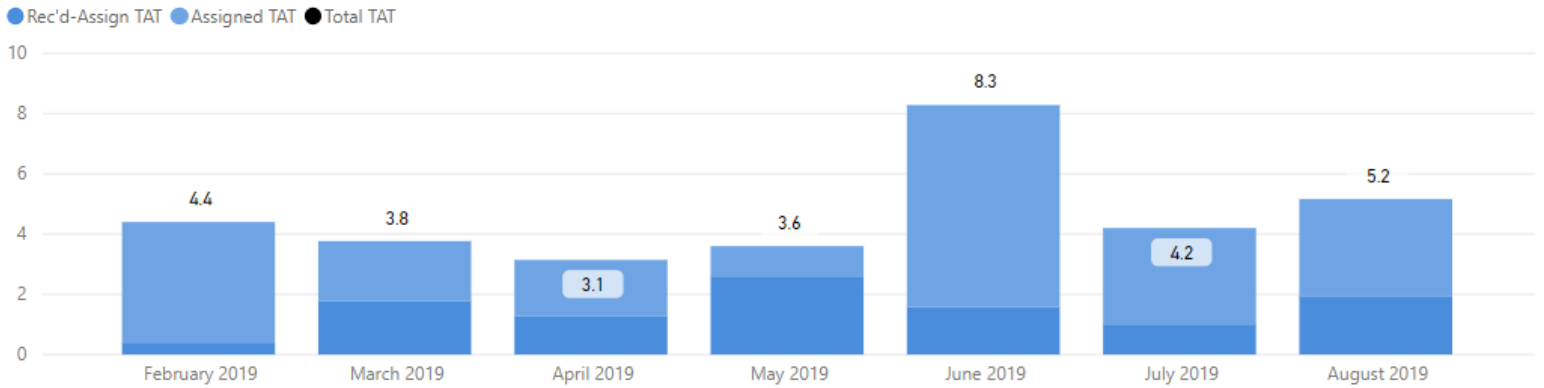
30 Day Avg (Over Past 90 Days)



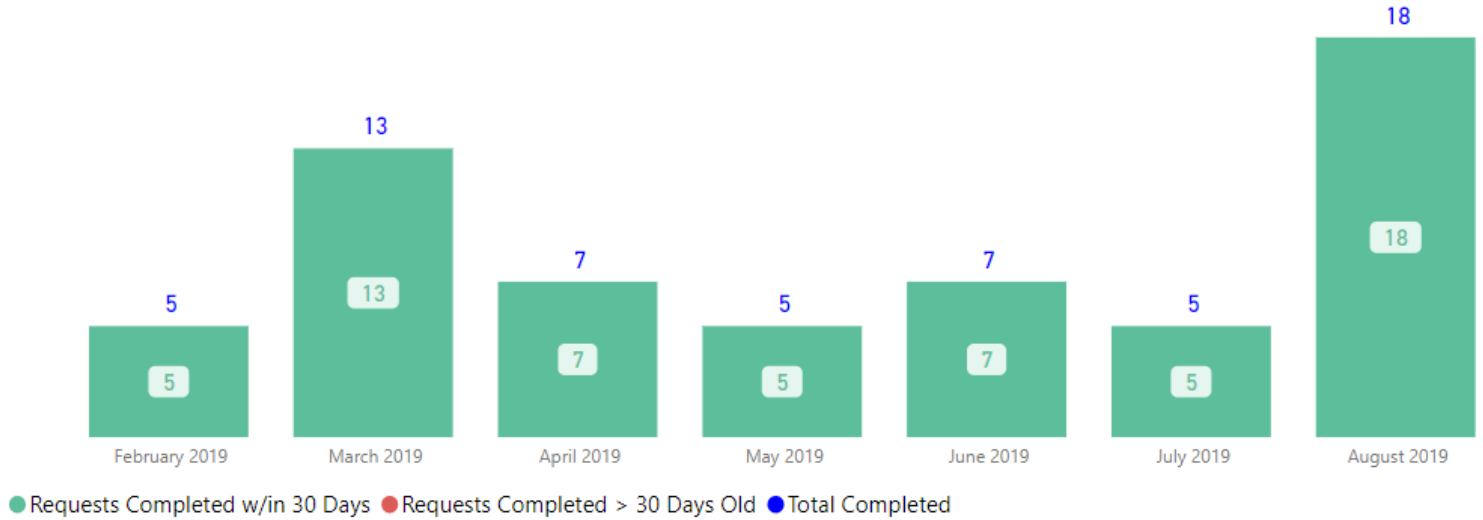
Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Requests Completed



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

4.72
Total TAT (Rec'd-Compl.) Avg

3.08
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

60
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

AV Call Out

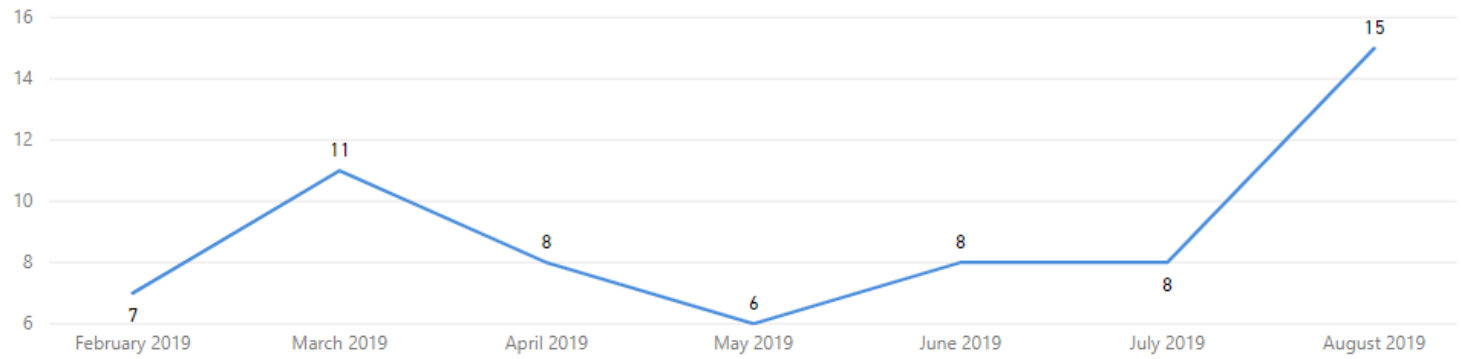
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

63

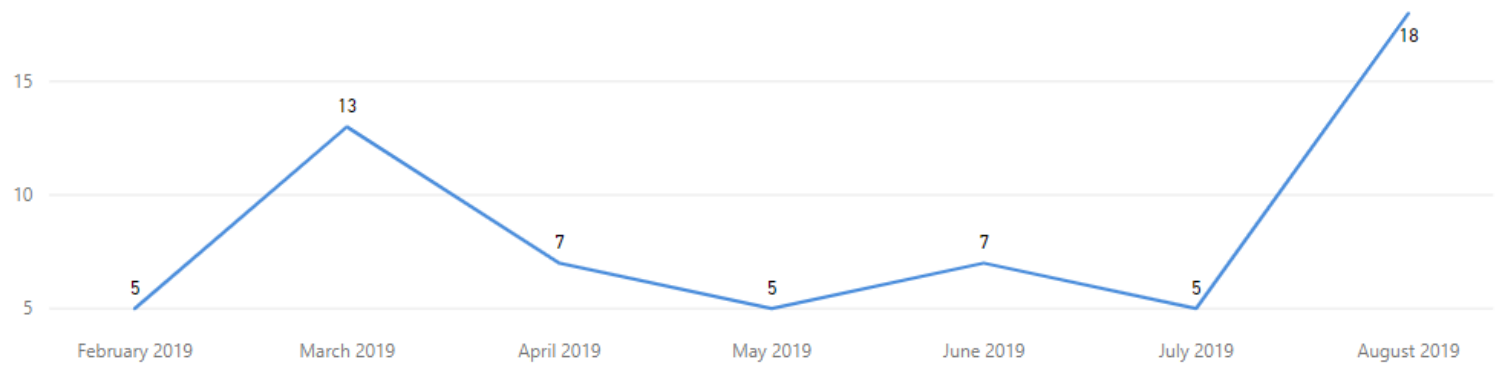
Received per Month (Avg)*

9

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

60

Completed per Month (Avg)*

9

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

Service

AV Examination

Priority Type

All

# of Unassigned

5

Goal: 15 (+66.67%)

 # Pending ...

2

Goal: 5 (+60%)

 # Pending Tech

2

Goal: 5 (+60%)

 # 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...

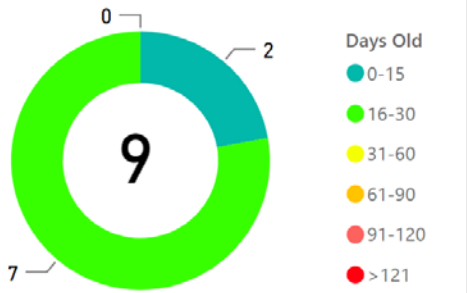
26
Age-Oldest Unassigned

22
Age-Oldest Pending Draft

25
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

23.8

Goal: 45, 46

Overall TAT (Past 90 Days)

21.7

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

17

Goal: 30, 31

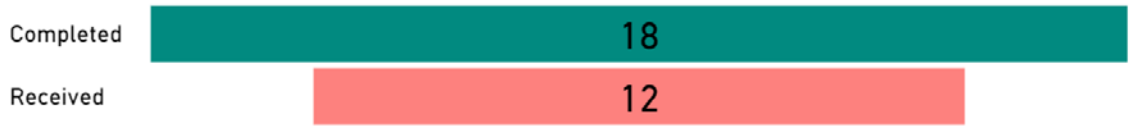
Avg Age of Open Reports*

NaN

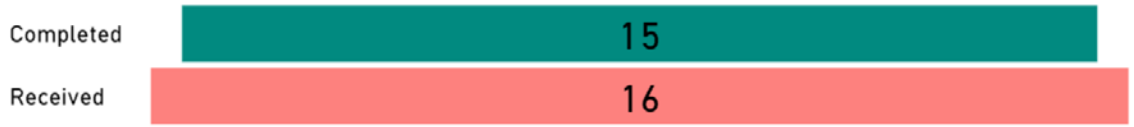
Quality Filter

Audio/Video

Month to Date



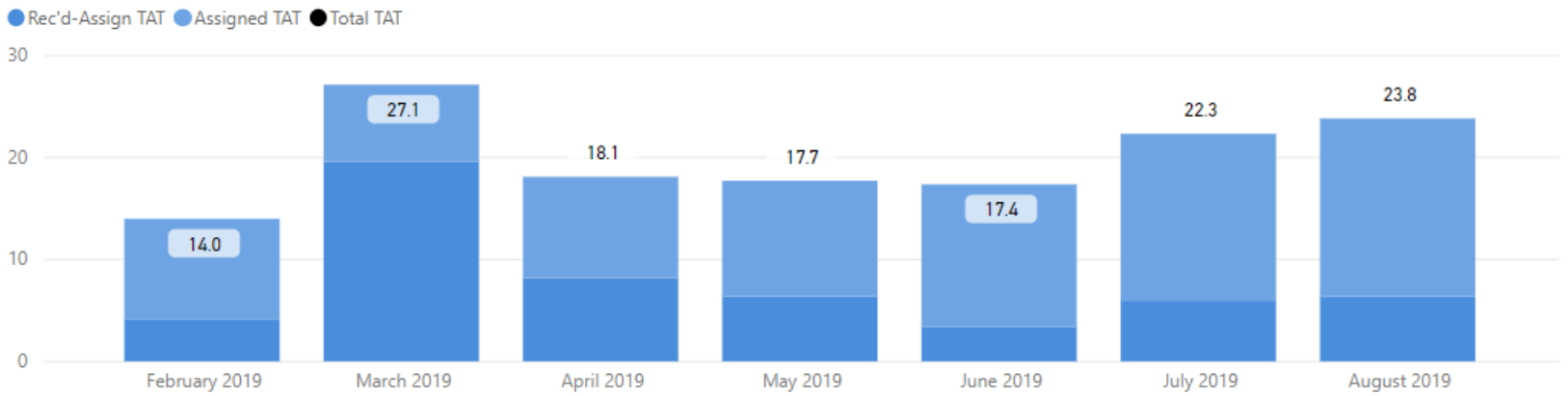
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

AV Examination

Priority Type

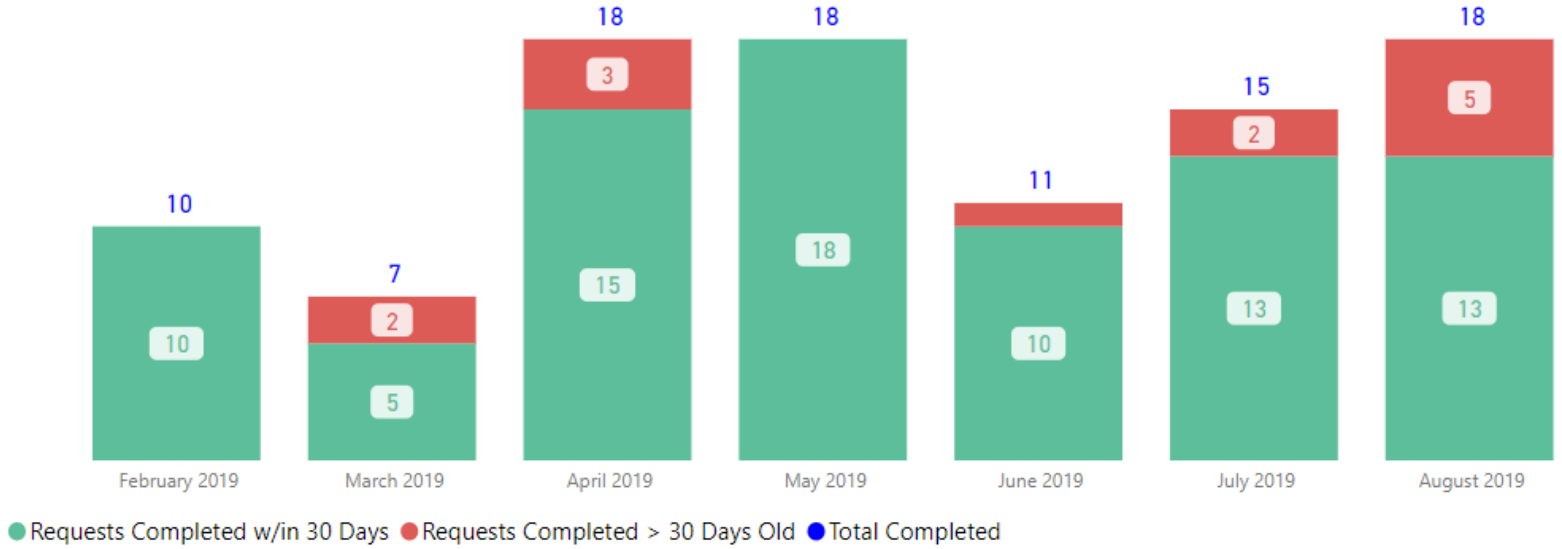
All

Selected Time Frame Averages

19.90
Total TAT (Rec'd-Compl.) Avg

12.87
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

97
Requests Completed

13
Requests Completed > 30 Days Old

13.40 %
% Completed > 30 Days Old

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

Service

AV Examination

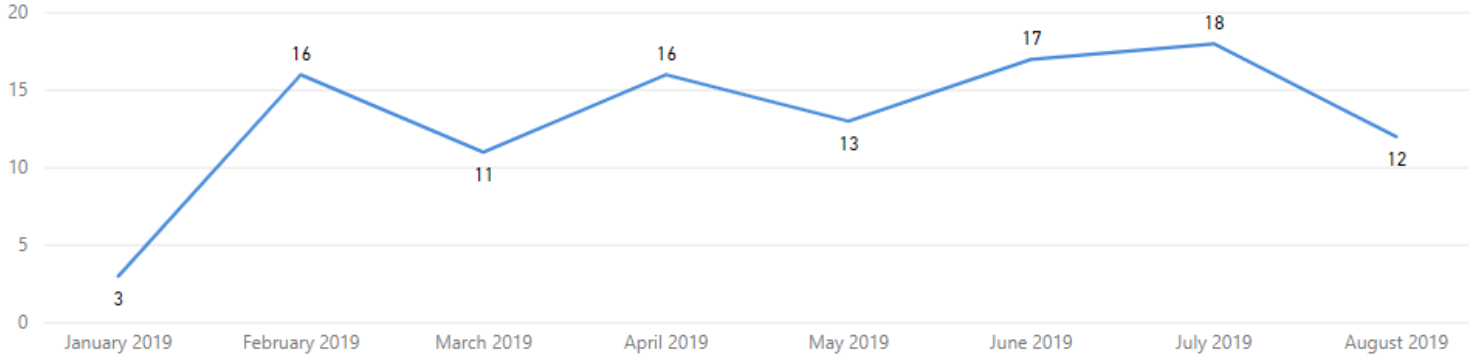
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

106

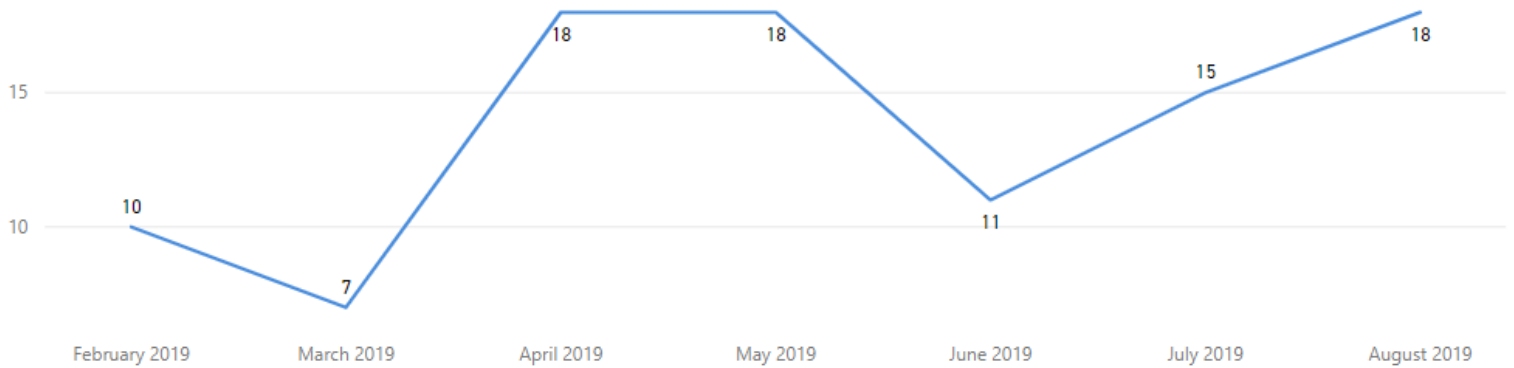
Received per Month (Avg)*

13

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

97

Completed per Month (Avg)*

14

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

Service

DFL

Priority Type

All

of Unassigned

147 !

Goal: 50 (-194%)

Pending Draft

15 !

Goal: 5 (-200%)

Pending Tech

1 ✓

Goal: 5 (+80%)

Pending Admin

0 ✓

Goal: 5 (+100%)

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

122
Justice Trax Past Critical Age

75
Avg Age of Requests >30 D...

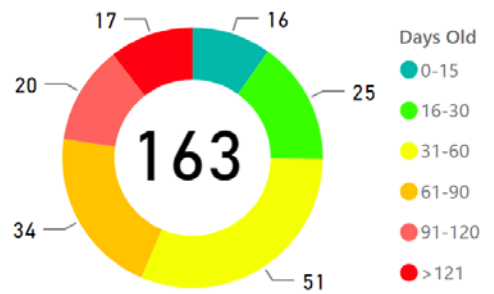
215
Age-Oldest Unassigned

150
Age-Oldest Pending Draft

43
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

89.3 !

Goal: 45, 46

Overall TAT (Past 90 Days)

73.1 !

Goal: 45, 46

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
49840	N/A	9

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

Quality TAT

0 ✓

Goal: 30, 31

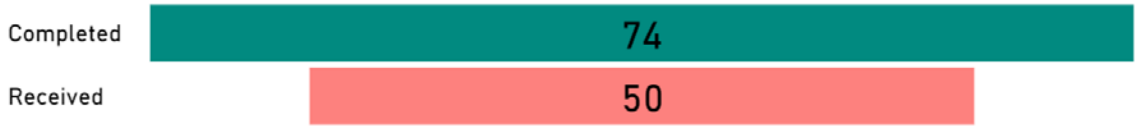
Avg Age of Open Reports*

9

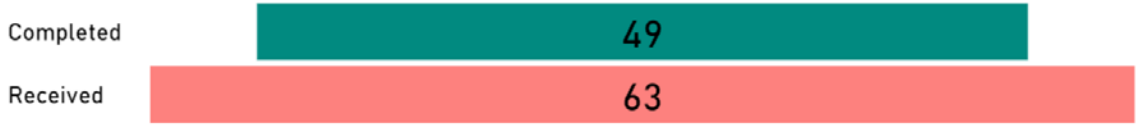
Quality Filter

Digitial Forensics

Month to Date



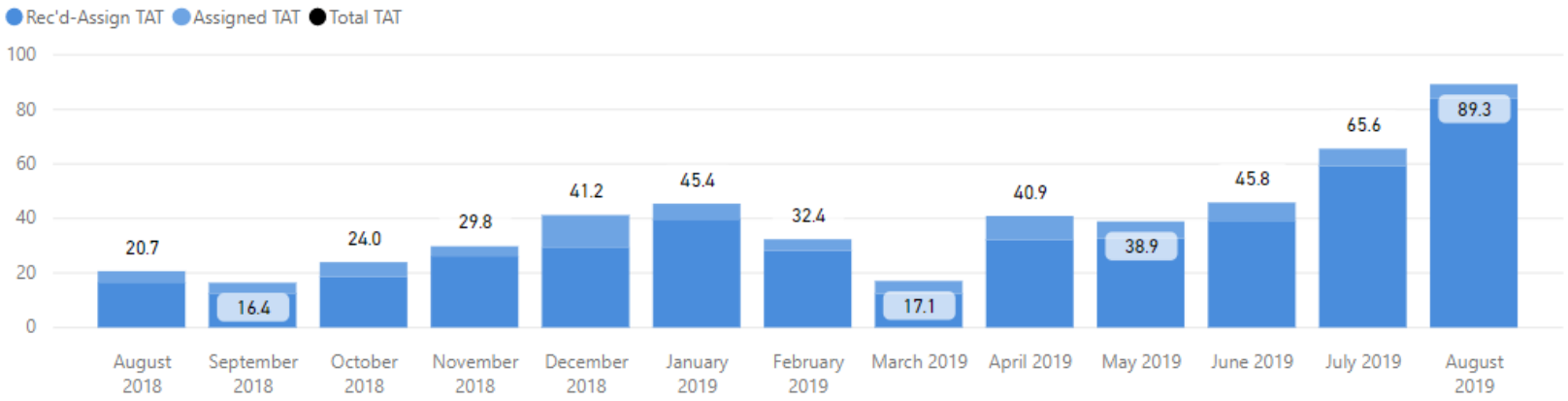
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Request Type

DFL

Priority Type

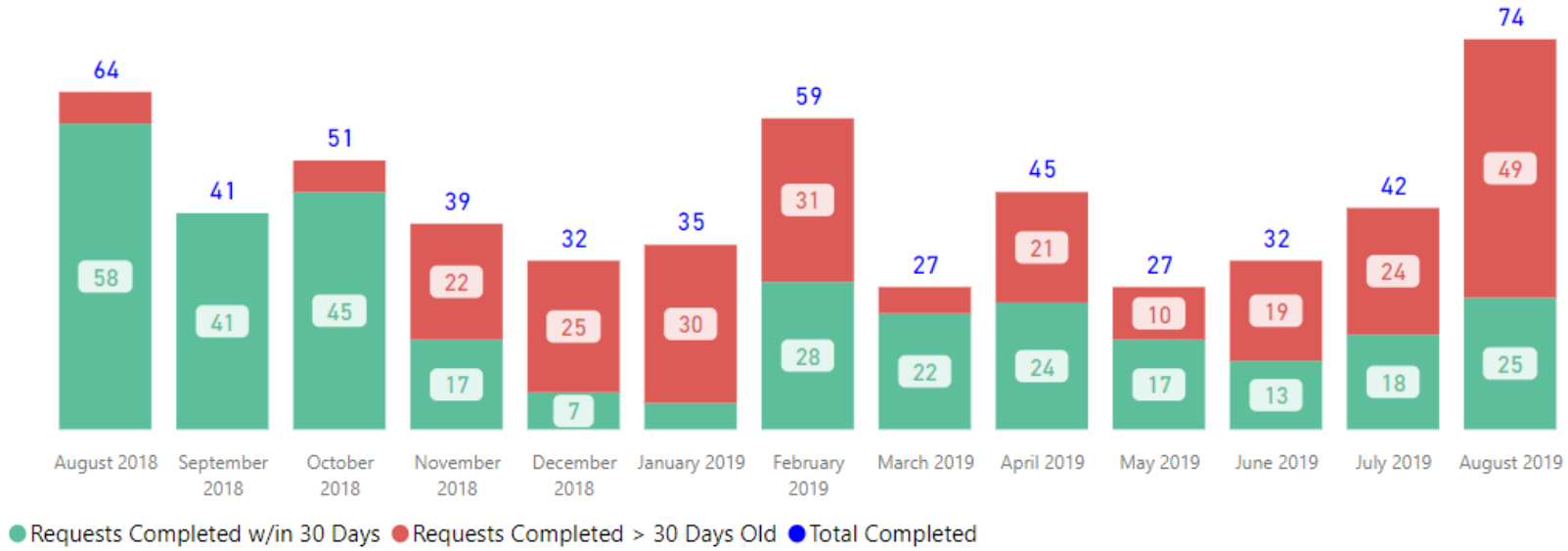
All

Selected Time Frame Averages

41.16
Total TAT (Rec'd-Compl.) Avg

5.67
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

568
Requests Completed

248
Requests Completed > 30 Days Old

43.66 %
% Completed > 30 Days Old

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

Service

DFL

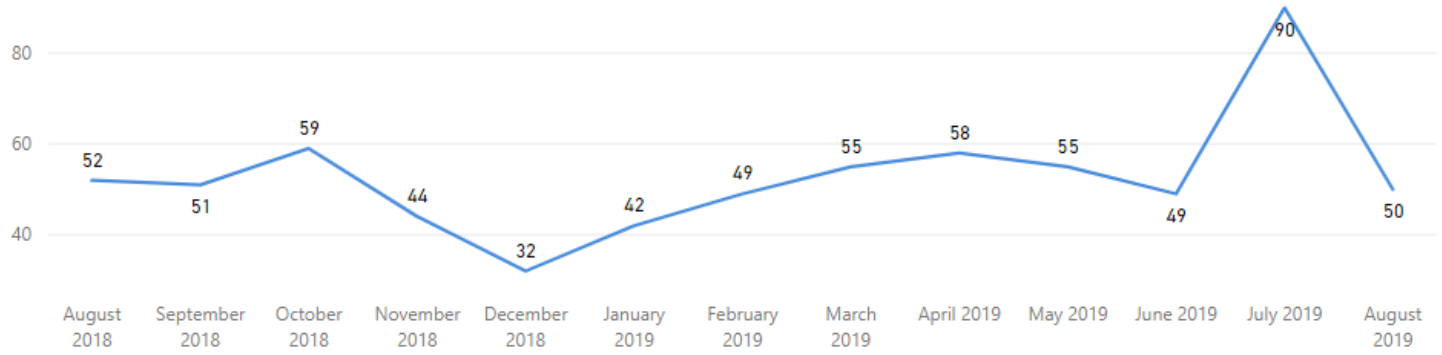
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

686

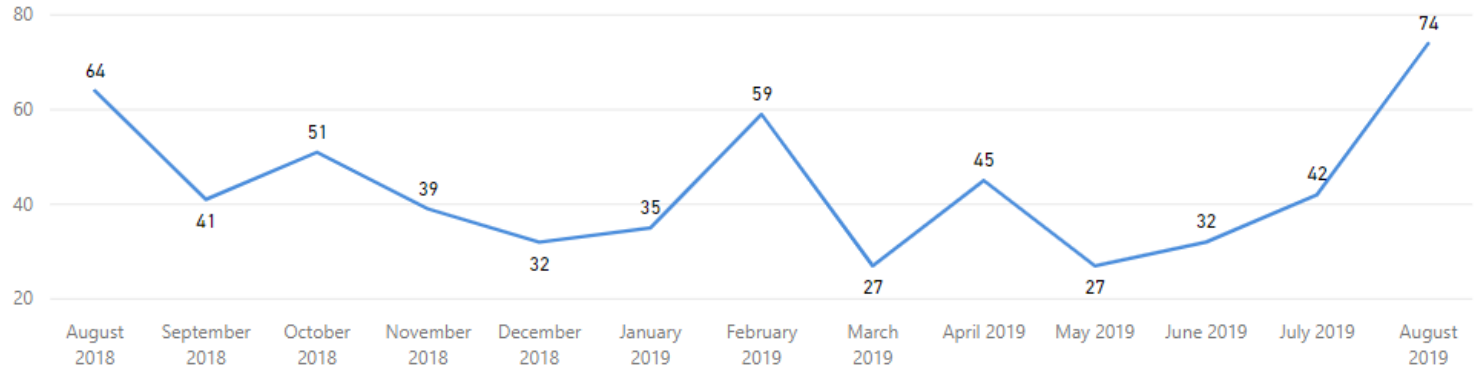
Received per Month (Avg)*

53

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

568

Completed per Month (Avg)*

44

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

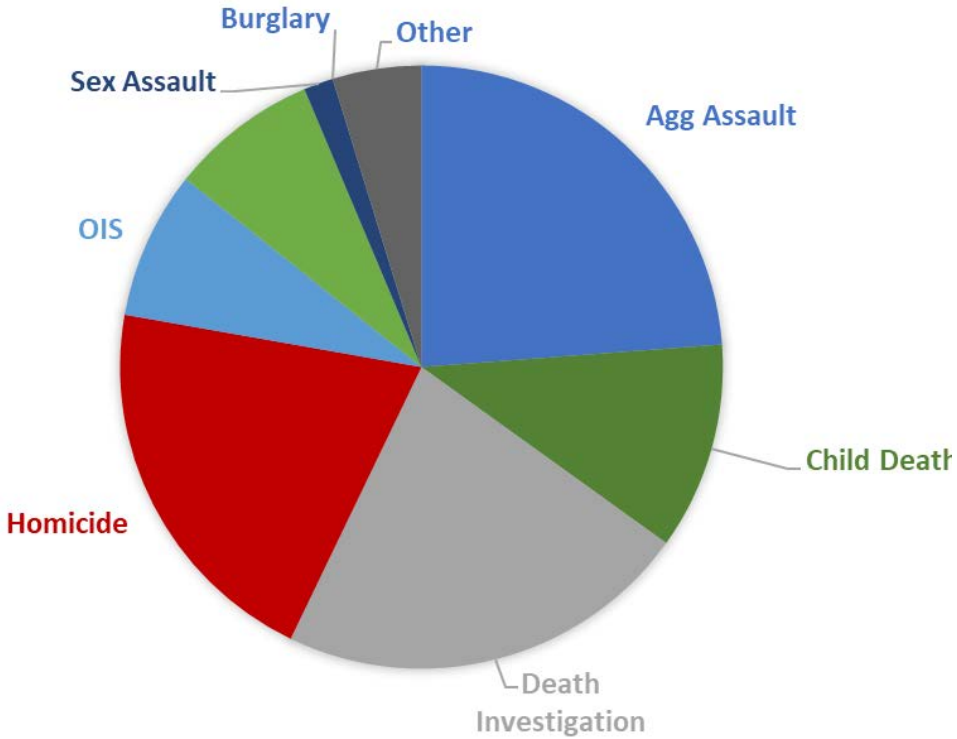
Crime Scene Unit

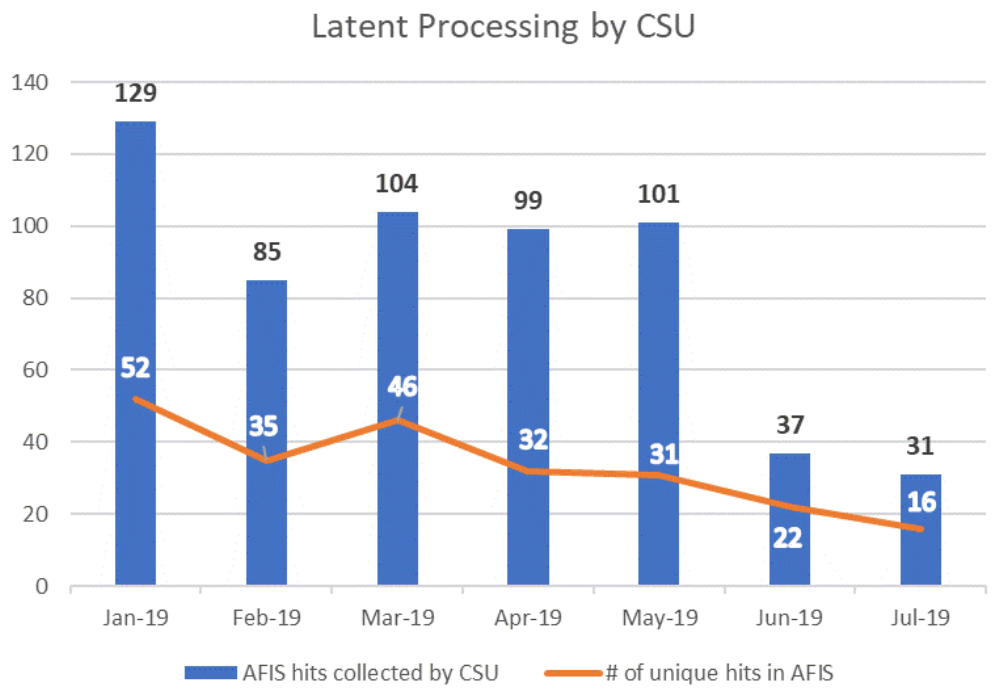
CSU

Call outs	Critical issues
63	0

- CSU callouts: 63
- Cars processed at VEB: 43
- Items of evidence collected: 1,823
- Hours spent at scenes: 526hrs = 8hrs/day

- Trainee authorized for supervised casework
- Two CSIs participated in internal audit
- FARO Training – ALL CSIs are now trained and authorized





Service

CSU Response

Priority Type

All

of Unassigned

0 ✓

Goal: 0

Pending Draft

85 !

Goal: 30 (-183.33%)

Pending Tech

167 !

Goal: 30 (-456.67%)

Pending Admin

0 ✓

Goal: 0

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

93
Justice Trax Past Critical Age

53
Avg Age of Requests >30 D...

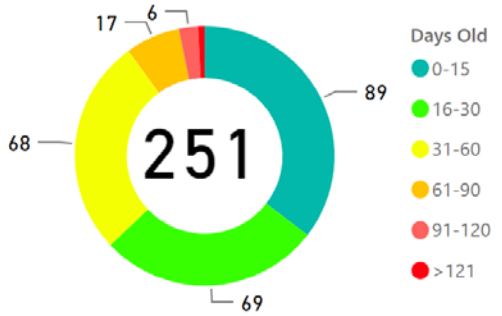
0
Age-Oldest Unassigned

94
Age-Oldest Pending Draft

148
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

38.3 !

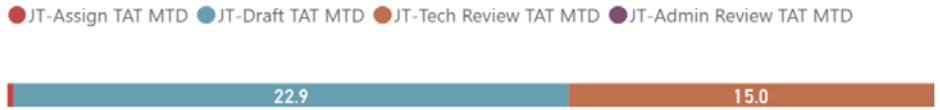
Goal: 30, 31

Overall TAT (Past 90 Days)

41.5 !

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Qualtrax ID	Workflow #	Age
26827	2018-IA-41	299
44840	2019-039	81
45841	2019-033	68
47265	2019-037	48
47372	2019-040	46
48067	2019-046	35
48279	2019-047	32

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

Quality TAT

23 ✓

Goal: 30, 31

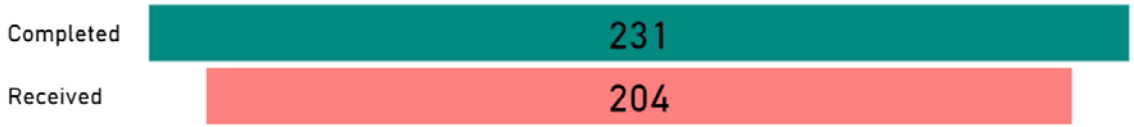
Avg Age of Open Reports*

68

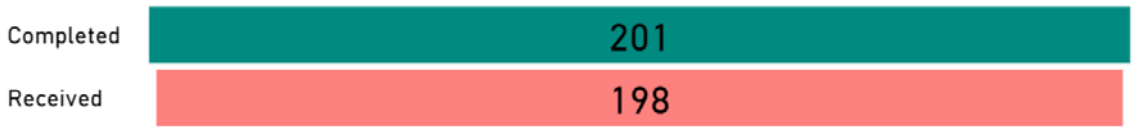
Quality Filter

Crime Scene

Month to Date



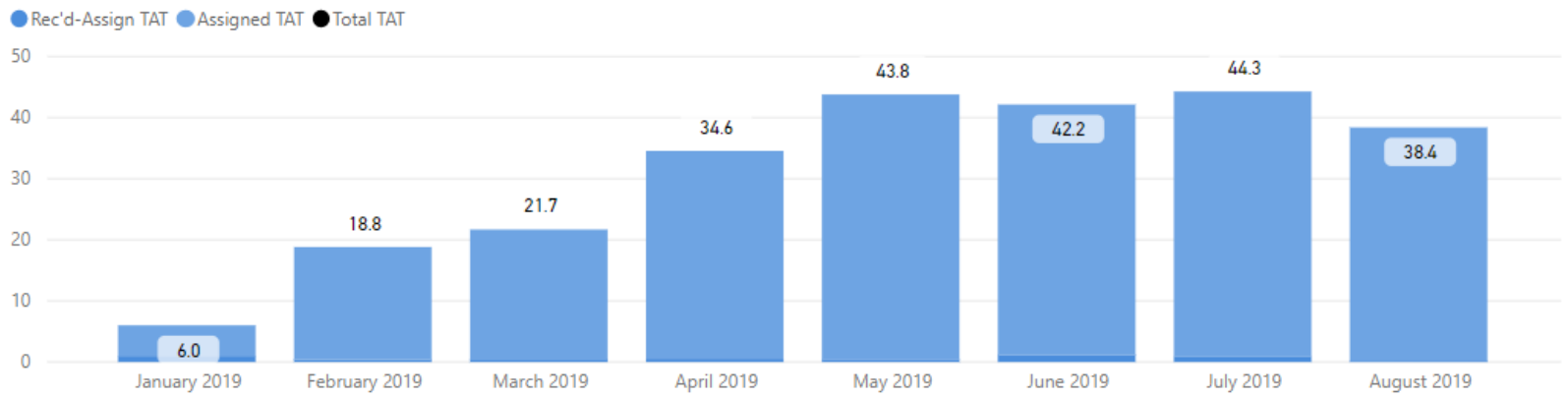
30 Day Avg (Over Past 90 Days)



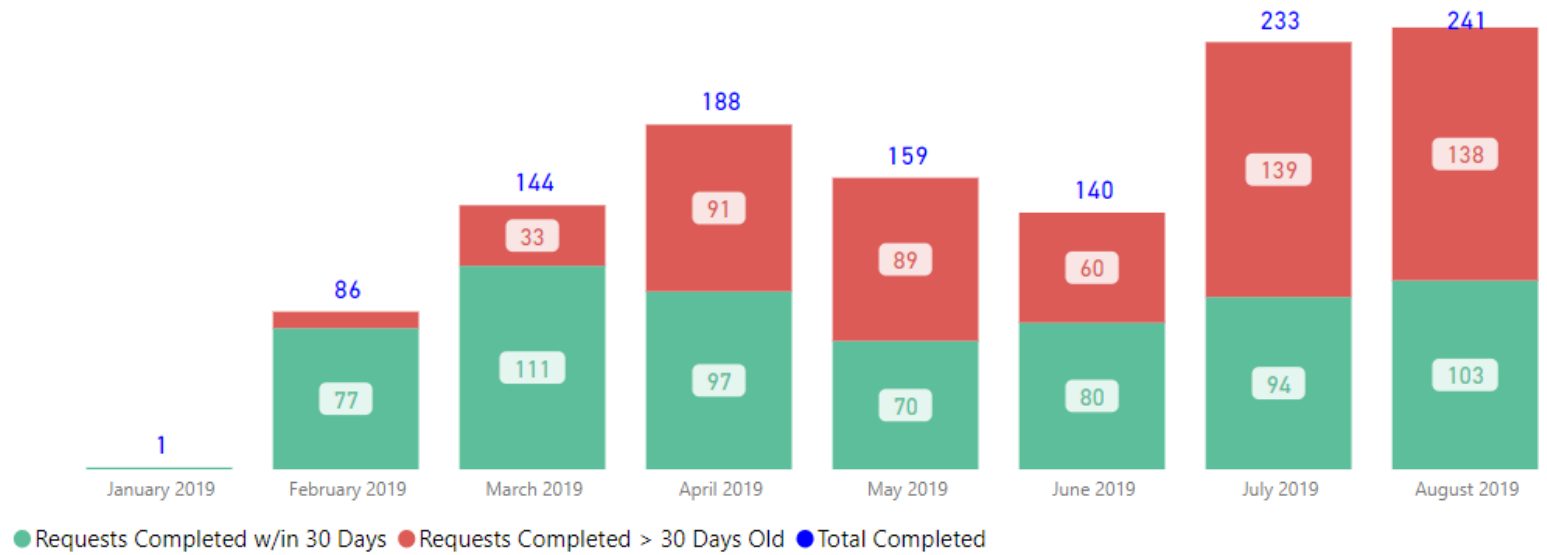
Date Range

8/1/2018 — 8/31/2019

Total TAT by Month



Requests Completed



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

36.64
Total TAT (Rec'd-Compl.) Avg

36.07
Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

1192
Requests Completed

559
Requests Completed > 30 Days Old

46.90 %
% Completed > 30 Days Old

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

Service

CSU Response

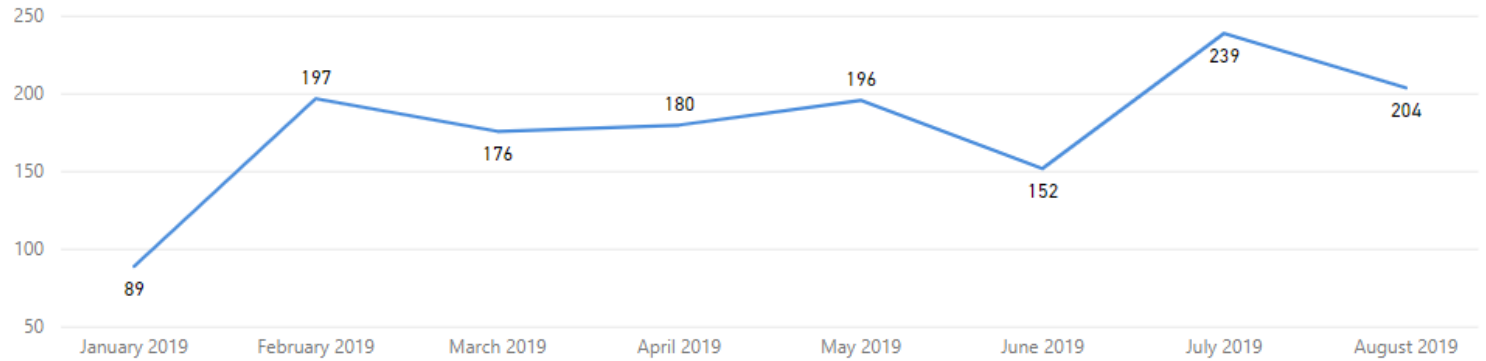
Priority Type

All

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

1,433

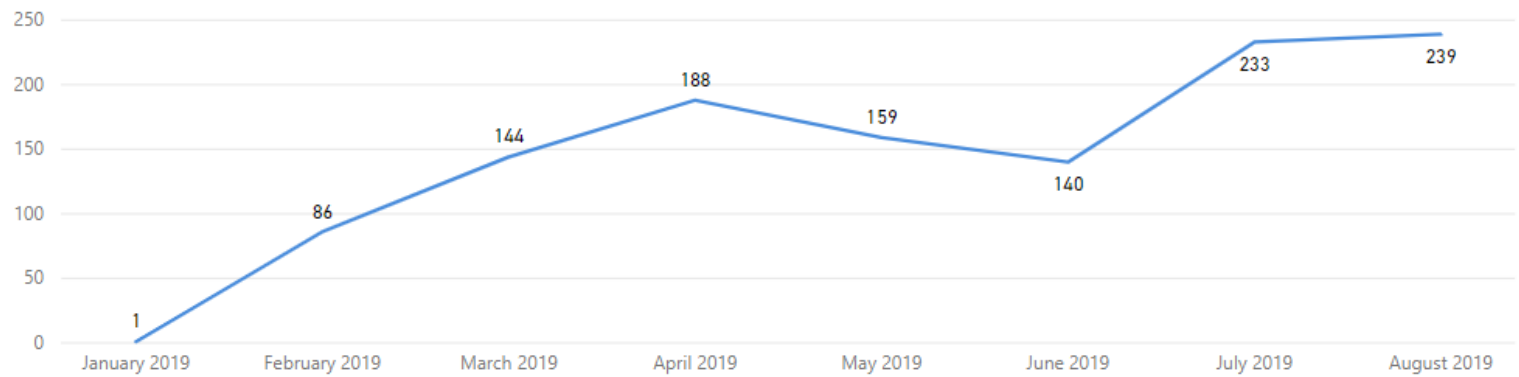
Received per Month (Avg)*

179

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

1,190

Completed per Month (Avg)*

149

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

500 Jefferson Office/Lab Project, 9/6/19 HFSC Board Update

Project Status

- **Good progress since last Board meeting, but lots to do. Key milestones collectively achieved:**
  - Completed generator and two air handlers lift to roof, hooked-up HVAC/venting, significant capacity, once through air
  - Moved existing fume hoods/glue chamber, installed existing and new fume hoods/glue chamber, hooked-up venting
  - Installed epoxy floor (preparation, float, including 6 inches up walls), other trades shut down for one week during process
  - Ceiling grid, lighting in place. Electrical, IT, plumbing rough in complete
  - Furniture install commences 9/9/19

- **18th floor, focused on two key areas: 1) complete each trade's scope, 2) complete controls, testing and balancing, commissioning**

  - **Each trade's scope, work focus:**
    - Sealing above ceiling, fireproofing, ceiling grid/ceiling tile, electrical, IT, millwork/plumbing, doors/windows, painting, inspections, clean-up. Key focus through mid-September
    - Furniture install, final electrical/IT, access cards/cameras

  - **HVAC/venting controls systems, testing and balancing, commissioning (target dates presented, tight schedule):**
    - Lab systems start-up, address issues as arise
    - Automated controls equipment delivery, progressive install, HVAC/venting start-up 9/4/19, finish 9/16/19
    - Testing and balancing start-up 9/11/19, finish 9/24/19
    - Commissioning 9/25/19+ (several weeks)
    - Significant scope, stress test systems, address issues

- **Basement:**
  - Dry wall/Armortex bullet resistant wall panels basically installed, electrical/IT rough-in complete
  - Working on drainage, venting, then firing range, electrical/IT, plumbing, painting, concrete seal, access cards/cameras

- **18th floor and basement space hand-over 10/1/19, punch list, monitoring status/walk space daily**

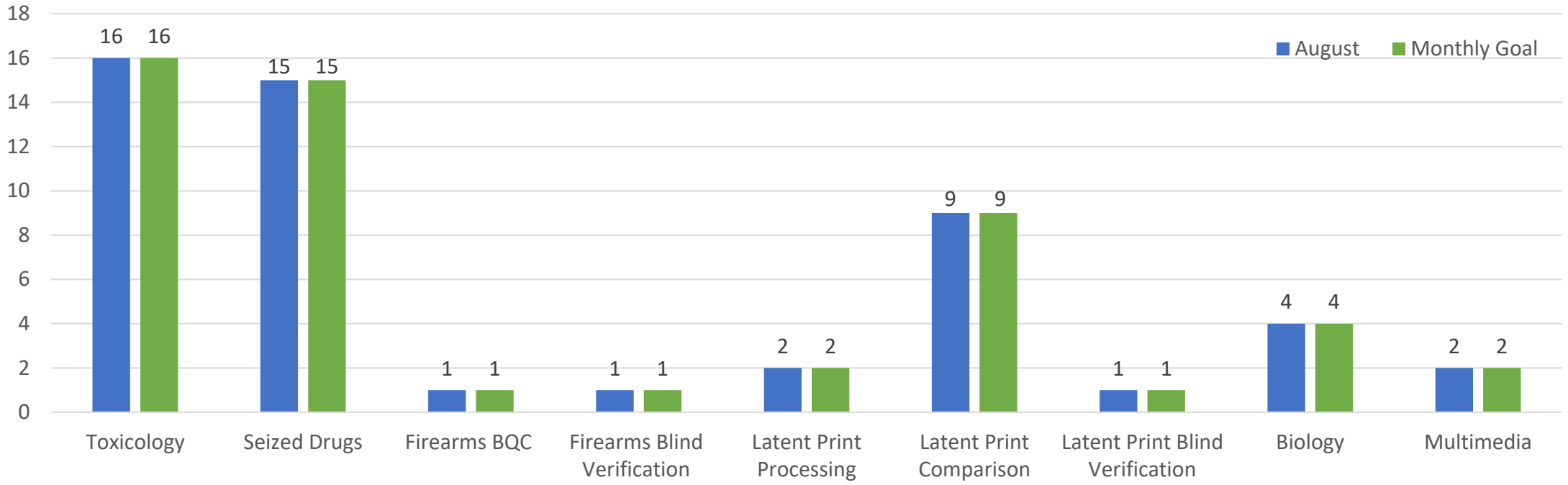
- **HFSC lab move-in, October/November 2019/ongoing, in summary**:
  - 3 instrument moves, 61 instruments (10/14-17, 11/4-7, 11/5-6)
  - 2 staff moves, 72 staff (10/7-17, 11/4-14)
  - HFSC piping install, chemicals/equipment/glassware/etc. moves (occur twice, in line with instrument moves), evidence, firearms/ ammo/supply room, shooting tank/NIBIN install, lab clean(s)
  - Instrument performance checks, plans in place, progress/ monitor return to case work operations (varies by section), ongoing
  - Install two new toxicology LCQQQ, venting (8-month validation)
  - Hand-back remaining Travis space, target 2nd half November

Project Oversight/Budget Status

- Monitor critical contractor gantt charts, HFSC work plans, deadlines
- Weekly HFSC/Landlord project meetings, 2 x per week where required
- HFSC Steering Committee bi-weekly alignment meetings
- Project budget $1 million: moves, IT/security, shooting tank, project management, change orders, other
- To date: committed/estimates $730,000, invoiced $257,000, on target
- Excludes lab furniture, committed $335,000, invoiced $67,000 (funded via grant/landlord)

Quality Division Report
September 13, 2019

BQCs Submitted in August



Blind Quality: Accomplishments and Challenges

- HPD requested written approval from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to submit blinds through the National Integrated Ballistic Information Network (NIBIN)
- Multimedia blind discovered

Forensic Discipline	Cases Completed in August
Toxicology – BAC	21
Seized Drugs	13
Biology	0 (DNA) 4 (screening)
Firearms – Blind Verification (BV)	2
Firearms	1
Latent Print Processing	1
Latent Print Comparison	7
Latent Print – Blind Verification (BV)	1
Multimedia	4

Audits/Disclosures/Corrective Actions

ANAB off-site assessment finalized

- HFSC's accreditation continued
- New certificate and scope documents issued

2015 toxicology report had a typographical error in the reported blood alcohol concentration (BAC) results

- Typo led to reporting a result as under the legal limit when in fact it was above
- Two items tested in case, one accurately reported as above the legal limit
- Report amended, notifications made to district attorney and defense
- Audit being performed using statistical sampling

2019 Proficiency Testing (PT)

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		15	-	Two tests being investigated
Toxicology		4	7	
Firearms		4	1	
Crime Scene		1	1	
Latent Prints		2	4	
Multimedia	Audio/Video	7	-	
	Digital	3	-	
Forensic Biology		9	20	

Seized drugs proficiency tests

1	• Involved analysts notified of results
2	• Subsequent analysis detected codeine in both test samples
3	• Quality determined seized drug SOP followed in original analysis, despite non-consensus result
4	• Blind spot in SOP has been revised

Detailed Data

2019 Testimony Data

- 47 analysts have testified this year
- 43 of 47 have been monitored
  - 1 analyst had a non-technical expert monitor him – analyst will be monitored by a technical expert at next testimony or transcript from this testimony will need to be requested
  - 3 testified for work done prior to HFSC employment – no monitoring needed

- Transcript review project
  - 3 transcripts received in August

Quality Division Notifications

Incidents, Corrective and Preventive Actions

	Quality Notified	Summary of Notification	Comments
Biology			
2019-057 **IR**	8/2/2019	A deduction from a 2016 Forensic Biology case is being revised in accordance with the current interpretation guidelines.	
2019-061 **IR**	8/19/2019	Instrumentation was used to create the master mix during a Forensic Biology quantification plate set-up however master mix must be manually created according to the current SOP.	
2019-IA-12 **IR**	8/9/2019	During the Forensic Biology section 2019 internal audit, it was noted that there was no documentation showing three staff members had completed the required ethics training in 2018.	
2019-IA-13 **IR**	8/9/2019	During the Forensic Biology section 2019 internal audit, it was noted that two staff members did not have a DNA analysis/report writing competency test as part of their training program.	
2019-IA-14 **IR**	8/9/2019	During the Forensic Biology section 2019 internal audit, it was noted that the authorization memos of two staff members did not include their ability to issue screening reports.	
2019-IA-15 **CAR**	8/9/2019	While conducting the evidence audit of the Forensic Biology section, the internal audit team noted that the physical and electronic chain of custody locations for several case items were not accurate.	
2019-IA-16 **IR**	8/9/2019	During the Forensic Biology section 2019 internal audit, it was noted that two cases documented the release of information under extraordinary circumstances to the assigned investigator, however this was not documented in the report as was required per the Quality Manual.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

	Quality Notified	Summary of Notification	Comments
2019-IA-17 **IR**	8/9/2019	During the Forensic Biology section 2019 internal audit, the audit team discovered that the performance check for the analytical balance for May 2019 was outside the acceptable range.	
2019-PAR3 **PAR**	8/6/2019	A Forensic Biology worksheet was revised to include a column where staff can indicate the "sample type" for each sample. This column helps staff correctly order samples on the worksheet so that evidence samples precede reference samples as is required by SOP.	
Client Services/Case Management			
2019-063 **IR**	8/23/2019	A Client Services/Case Management (CS/CM) staff member did not properly measure a blood sample that contained serum when it was accepted for blood alcohol analysis. The sample will require a consumption order prior to analysis.	
Crime Scene			
2019-059 **CAR**	8/6/2019	Five Crime Scene Unit staff members used the FARO instrument (a three-dimensional laser scanner used to document scene measurements and create scene diagrams) without the proper authorization documentation.	
2019-060 **IR**	8/2/2019	A crime scene investigator (CSI) processed a scene involving a crash between two vehicles and did not document one of the vehicles in accordance with the section's SOP.	
2019-066 **IR**	8/2/2019	Crime Scene Investigators (CSIs) missed a friction ridge impression in possible blood (referred to as a patent print) while processing a scene on May 18, 2019.	
Firearms			

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

	Quality Notified	Summary of Notification	Comments
2019-IA-18 **IR**	8/21/2019	During the 2019 Firearms internal audit, the audit team discovered that two reference collection firearms were not located where indicated by Porter Lee LIMS asset manager.	
2019-IA-19 **CAR**	8/21/2019	As a result of the 2019 Firearms internal audit, it was noted that firearms reports do not list the method used.	
Seized Drugs			
2019-056 **CAR**	8/6/2019	The results for two Seized Drug proficiency tests (PTs) were inconsistent with the PT provider's consensus report.	
2019-IA-09 **IR**	8/6/2019	The 2019 internal audit team discovered that two aliquot bottles of reagents in the Seized Drugs section were not labeled correctly.	
2019-IA-10 **IR**	8/6/2019	The 2019 internal audit team discovered that the identity of the Seized Drugs section personnel completing the monthly performance check for balance MT#11 was not documented.	
2019-IA-11 **IR**	8/6/2019	The 2019 internal audit team discovered during the case file review for the Seized Drugs section, that one case did not record the completion of the required negative reagent control check. This was the only instance observed in the ninety-three cases reviewed during this internal audit.	
Toxicology			
2019-058 **IR**	8/7/2019	Cases meeting acceptance criteria were inadvertently screened twice for ELISA. The qualitative results for the second injection for one case were not consistent with the original screening results. The sample was re-analyzed a third time.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

	Quality Notified	Summary of Notification	Comments
2019-062 CAR	8/22/2019	A Toxicology laboratory report containing incorrect blood alcohol results was released in 2015. This will be disclosed to the Texas Forensic Science Commission.	

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