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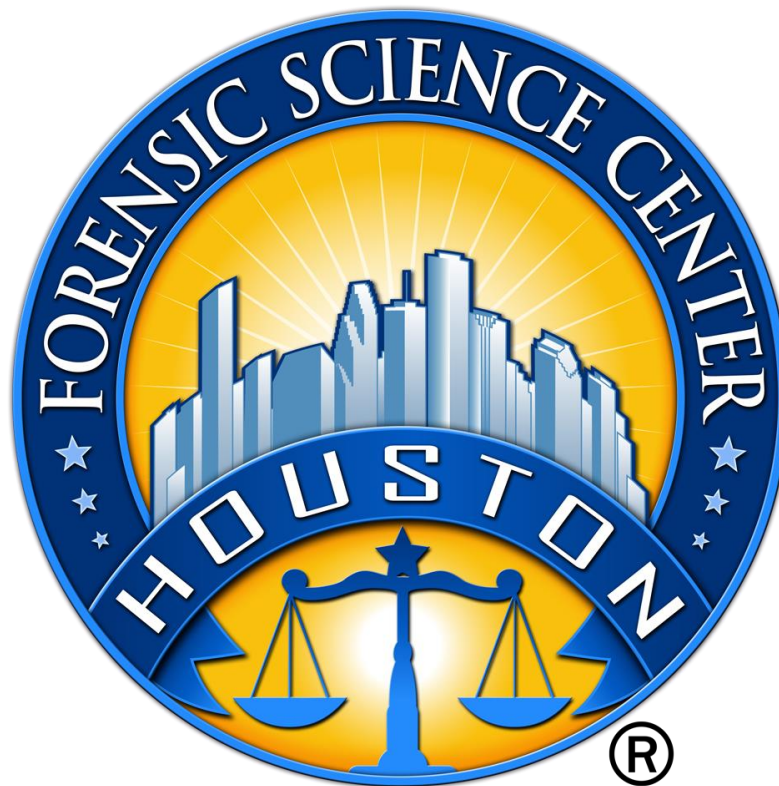
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

February 12, 2021



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
February 12, 2021

In accordance with Texas Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 2020, notice is hereby given that beginning at 9 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation," or "HFSC") will meet via videoconference (Microsoft Teams.) HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19.)

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

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

Attending the virtual meeting

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

To attend the videoconference meeting via computer, please use the following link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_Y2E4Y2I2YmMtZjc1ZS00ZjRILWE2OWUtMmViZWJkZDkwMWZk%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=b143d1c6-12fc-49fd-8056-

292cdd8233f3&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

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

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following toll-free teleconference number and entering the subsequent conference ID number: 281-886-3266 **Conference ID:** 270186914#

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

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

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org no later than 9 a.m. Thursday February 11, 2021.

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

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

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from December 11, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Reading of draft minutes from December 29, 2020 special board meeting. Consideration of proposed corrections, if any. Approval of minutes.

6. Reading of draft minutes from January 13, 2021 special board meeting. Consideration of proposed corrections, if any. Approval of minutes.
7. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

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

8. Report from Dr. Peter Stout, president and CEO, including an update on renovations at the vehicle examination building, outreach efforts, staffing, the pandemic and fiscal year 2022 budget needs for crime scene unit expansion, as well as toxicology and firearms capital expenses.
9. Presentation by Mr. David Leach, CFO and treasurer, of the proposed fiscal year 2022 budget.
 - a. Consider approval of HFSC's budget proposal for fiscal year 2022, and related action.
10. Monthly operations report from Dr. Amy Castillo, vice president and COO, including an overall review of 2020.

Reports and presentations by staff

11. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program and survey responses in 2020, disclosures, proficiency testing and testimony monitoring.
12. Report from Ms. Carina Haynes, acting director of the crime scene unit (CSU,) regarding CSU's training program, steps being taken to increase the unit's final report turnaround time and a quality initiative.
13. Presentation from Ms. Donna Eudaley, manager of the firearms section, regarding an increase in requests to enter images into the National Integrated Ballistic Information Network (NIBIN) and impacts to the section.
14. Adjournment.

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted [online](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 9th day of February, 2021, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 9th day of February 2021.

Jordan Benton

Open Meeting Laws Subject to Temporary Suspension

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

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

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

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
 - TEX. GOV'T CODE § 551.121(f)(1)
 - TEX. GOV'T CODE § 551.122(d)
 - TEX. GOV'T CODE § 551.125(e)-(f)
 - TEX. GOV'T CODE § 551.126(d)(1)
 - TEX. GOV'T CODE § 551.127(f), (j)
 - TEX. GOV'T CODE § 551.130(e)-(f)
 - TEX. GOV'T CODE § 551.131(e)(1)

- TEX. GOV'T CODE § 322.003(e)(3)
- TEX. GOV'T CODE § 436.054(e)
- TEX. GOV'T CODE § 845.007(f)(3)
- TEX. GOV'T CODE § 855.007(f)(3)
- TEX. AGRIC. CODE § 41.061(c)–(d)
- TEX. AGRIC. CODE § 41.1565(c)–(d)
- TEX. AGRIC. CODE § 41.205(d)–(e)
- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

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

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

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

December 11, 2020

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the December 11, 2020 virtual meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on December 8, 2020 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the meeting packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9 a.m. on Friday, December 11, 2020.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Mary Lentschke** (“ML,”) **Philip Hilder** (“PH,”) **Francisco Medina** (“FM,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Ellen Cohen** (“EC”)

Anna Vasquez joined the meeting at approximately 9:04 a.m.

Janet Blancett and Tracy Calabrese were absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- F. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board. Chairwoman Mitchell said that she would close the public comment period later in the meeting.
- G. Chairwoman Mitchell asked if any changes needed to be made to the November 13, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve

the minutes. Director Hilder seconded the motion. The Chair called for a voice vote and the motion passed unanimously.

- H. Chairwoman Mitchell presented a chair's report. She said she did not have much to report, and the board was receiving weekly updates from Dr. Peter Stout, president and CEO, regarding corporate and staff updates.
- I. Dr. Stout told the board that backlog numbers are increasing, but the lab's overall turnaround time is okay. The toxicology, firearms and seized drugs sections accounted for three fourths of the data reported last month. Dr. Stout gave the board a staffing update, sharing current vacancies, internal promotions and job openings. He said two crime scene investigators earned their certified crime scene analyst certifications through the International Association for Identification. Dr. Stout gave a tour of the lab to a defense attorney from Ft. Worth researching hemp and marijuana issues. He was also participated on a panel for the Texas Marijuana Policy Conference where he discussed hemp and marijuana alongside other commercial laboratories who provide hemp testing in the agricultural industry. Dr. Stout shared recent staff outreach activities and said HFSC's virtual presence has increased the lab's interaction with schools across the country.

Dr. Stout told the board that the crime scene unit is working to implement new technology to help crime scene investigators document scenes faster and more efficiently. He said HFSC is currently validating new drone technology and hopes it will be implemented by early next calendar year. Dr. Stout walked the board through CSU's current documentation process on scenes, which is manual and requires the CSIs to measure and sketch scenes and then digitally convert their sketches using a software called ScenePD. The time intensive and manual process is not without risk, and CSIs may have to return to a scene to further document something that was not captured that could potentially be moved or damaged. Dr. Stout showed the board an example of what a manual and ScenePD sketch look like in CSU.

Dr. Stout said CSU is looking into implementing photogrammetry, which uses multiple photographs or images (particularly aerial photography) to look for common points in order to calculate where a certain point or feature may be. By incorporating photogrammetry, CSIs could calculate from a collection of points a 3D space to generate a map. Unmanned Aerial Vehicles, or drones, is one way of capturing such images and are ideal for outdoor or drone-accessible scenes. In addition to drones, other handheld devices such as iPads and spherical cameras can also utilize photogrammetry. CSU currently has two devices called FARO, a commercial product that uses a laser to take measurements, that are used at high-profile scenes. Dr. Stout said these tools better automate scene mapping and the completeness of documentation. He said CSU purchased a mid-to upper level consumer drone that must be registered due to its size. The drone plus extra batteries cost \$2,000, and the laptop and software to use with the drone cost about \$5,000, a small investment with potentially large benefits for CSU. Dr. Stout said there will be a lot to learn during the initial phase of using the new technology, and the lab must meet many requirements in order to operate the drone in the downtown Houston area. Two CSIs and one HFSC intern are licensed FAA (Federal Aviation Administration) operators. Dr. Stout walked the board through the drone's capabilities, including its ability to fly in a pattern that documents complex math and measurements in minimal time and accurately. He showed the board graphical images of a mock scene he mapped using the drone during a test run which also showed marked mock evidence in the

images. Director Moore asked how much of the CSIs time could be saved by using this technology. Dr. Stout referred to the mock scene to respond, stating that the scene was about 100 feet long with 22 items of evidence marked. He said the technology would decrease a CSI's time spent on a scene from four to five hours to one or two. Director Huff asked what proportion of cases CSU could use the drone. Mr. Jerry Pena, director of the crime scene and multimedia units, said CSU responds to mostly outdoor scenes, which is where they will fly the drone should weather conditions allow for its use. CSUs Dr. Stout said the drone is not waterproof and can only be flown between dawn and dusk. Dr. Stout showed the board what the use of photogrammetry would look like using an iPad and spherical camera. The iPad, which has a light distancing and ranging laser known as LiDAR, also took accurate measurements and automated the reconstruction of the mock scene. The spherical camera, which has a lens on each side that takes a spherical image, interacts with a software that can interpret distortion so points can be accurately positioned. Dr. Stout pointed out the downsides to using LiDAR, noting that the laser does not reflect off glass or water which could make some data more difficult to obtain. Dr. Moore asked how this technology will help CSU and if it will impact budget needs. Dr. Stout said CSU's five-year plan accounts for the addition of six CSIs a year, and that the new technology will help the unit get back since staffing is still far from ideal. Chairwoman Mitchell asked if photogrammetry is accepted in court. Dr. Stout said photogrammetry is commonly used in vehicle crash reconstruction, and HFSC would not be the first to testify to it in court. Director Hilder asked if HFSC should consider investing in a more expensive drone that can be flown in unfavorable weather, such as rain. Dr. Stout said a drone like that would cost roughly \$10,000 and offer 10 times the resolution of the current drone's camera. The future purchase of two of these drones is built into CSU's five-year plan.

Dr. Stout told the board the vehicle examination building was almost complete, and that the vehicle bay doors had been installed, new lighting and air conditioning are operational. Additional lighting will be installed in the parking area, and a few nominal tasks were left to complete. Per federal grant guidelines, the project will be complete by the end of December. The building's security keypads and cameras are installed and working. Dr. Stout said the project budget is on track.

- J. Dr. Amy Castillo, vice president and COO, told the board that overall, backlogs increased since the lab continues to work through challenges presented by the pandemic. CSU saw an increase in backlogged reports since the understaffed section is responding to scenes 24/7 with little time to complete reports. The latent print section's process improvement project is ongoing and recently entered the next phase of the process. Dr. Castillo reminded the board that the section will experience capacity struggles since the project requires a large amount of time and personnel from the latent print section. She said the toxicology section expects to see drug screening cases go up since that is the next testing step after a blood alcohol test result is negative. Dr. Castillo said the seized drugs section is working through a small backlog, something that is uncommon for the group. She reminded the board that a forensic biology/DNA analyst was recently promoted as the training coordinator which left an analyst vacancy. The section's overall backlog elimination timeline was increased from November 2021 to January 2022 since the position was unable to be replaced quickly. The forensic biology/DNA section completed 130 backlogged rape cases.

Dr. Castillo gave a seized drugs section highlight, noting that like other sections at HFSC, seized drugs has only 50 percent of its staff onsite at one time to help minimize staff from

potential COVID-19 exposure. The section is unable to do casework from home but is working towards being able to. In April, the section started seeing a significant decrease in the number of requests received. There was a slight increase in requests received during September over COVID levels, and in October the section saw an increase compared to last year. Requests received decreased in November compared to last year, but not as low as other pandemic months. The turnaround time has increased for the section as they worked through challenges such as the temporary shutdown for Hurricane Laura, bringing online the new marijuana testing method and having only 50 percent of its staff onsite at a time. Overall, the section has 156 backlogged cases, 65 being requests for the new marijuana testing method. The section is prioritizing in-jail requests, which means the defendant is in jail. In August, the section had an 11-day turnaround time on in-jail requests. In September that turnaround time increased to 14-days, which the section has maintained. The seized drugs section currently has one instrument validated for the new marijuana testing method. This is to avoid taking away resources for other testing that goes on in the section. The testing method takes twice as long to perform, and only two analysts can perform the new method and one analyst is approved to review the work. Additional training on the new marijuana testing method will be given to staff, but right now the section will monitor what needs to be done for long-term success since legislation regarding the new testing method is uncertain. Dr. Castillo said seized drugs analysts were given laptops that were purchased with Coronavirus Aid, Relief and Economic Security (CARES) Act funding. The laptops will allow staff to do more review work from home, although casework is still limited offsite. Right now, seized drug staff onsite work 50 hours in the lab on a rotating basis. Each analyst's work is technically reviewed by a rotating team member the next week. The newly purchased laptops will allow staff to now make corrections at home versus waiting another week to return to the lab. CARES Act funding will also be used to help network the instrumentation in Seized Drugs to increase the ability for remote work.

Dr. Castillo said HFSC staff received a survey to share input on pandemic safety measures for a safe return to work plan. In January, leadership will use the information provided in the survey to implement a plan to improve lab productivity, particularly for the seized drugs, client services and case management and firearms sections since remote work for those groups is challenging.

- K. Mr. Pena said three CSIs graduated from the National Forensic Academy (NFA) in August, and two more CSIs graduated in November. The three August graduates are in the final stage of field training and should be approved for independent work by the end of the year. The two recent graduates are beginning their field training program and are expected to work independently by March 2021. He said a CSI was recently promoted to supervisor and another CSI transitioned into a new role as a latent print processor. Both vacancies are being filled, and an experienced CSI will begin in January and the other vacancy has a potential candidate. Two new CSI trainees will begin their 10-week training at the NFA next week. Director Hilder asked if the Houston Police Department's (HPD) hiring of additional homicide personnel will impact CSU. Mr. Pena said the additional detectives will add more work for CSU and HFSC will work with HPD to determine what can be done to meet growing demand.

Mr. Pena said the recently promoted CSU supervisor will be stationed at the vehicle examination building to help determine a workflow for how vehicles will get submitted now that HFSC has full control over access to the building. He added that the three new CSIs will also report to the vehicle examination building to learn the ins and outs of processing vehicles

and evidence. The three CSIs and supervisor will be stationed at the vehicle examination building for a few months to help relieve the other CSIs so they can focus on completing reports in a timely manner. Mr. Pena said four new CSU vehicles had been received and three were outfitted to CSU standards while the fourth is awaiting camper, shelving, lighting and HFSC graphics installation. He said two more vehicles are on backorder, but they should be received by February. Once the last two vehicles are received, CSU will have full ownership of its vehicle fleet and all loaned HPD vehicles will be returned.

- L. Chairwoman Mitchell asked Secretary Benton if any members of the public joined the meeting to speak. No one addressed the board and the public comment period was closed at approximately 10:26 a.m.
- M. Ms. Erika Ziemak, quality director, said the quality division met its monthly goals for blind quality control submissions in November. She reminded the board that in October, no latent print blind verifications were submitted. Two were submitted in November to keep the quality division on track for its annual goal. Ms. Ziemak said a forensic biology/DNA analyst incorrectly identified a real case as a blind. When the analyst was asked why she thought it was a blind case, she said everything was written and organized so well that it made her think it was a blind. Ms. Ziemak added that the case was submitted by an HFSC crime scene investigator. A manuscript titled *Latent Print Quality in Blind Proficiency Testing: Using Quality Metrics to Examine Laboratory Performance* was submitted to the Forensic Science International Journal. It will explore in detail the latent print blind quality program. HFSC's quality associate submitted a manuscript in collaboration with the Center for Statistics and Applications in Forensic Evidence, or CSAFE, for publication. The quality division submitted three abstracts to the American Academy of Forensic Sciences, or AAFS, that were accepted for presentation at the 2021 virtual conference.

Ms. Ziemak said HFSC made a disclosure about a latent print case to the Texas Forensic Science Commission (TFSC.) She emphasized that there is no concern regarding latent print work, and that the disclosure is regarding documentation. Ms. Ziemak explained that prior to a case's final report being issued, the entire case is subject to a review process aimed at finding defects in the case record prior to the report being issued.

Director Medina stepped away from the meeting at approximately 10:28 a.m. He turned at approximately 10:31 a.m.

Chairwoman Mitchell interrupted Ms. Ziemak to inform the board that Vice Chair Lentschke left the meeting at approximately 10:30 a.m. and that a quorum was still present.

Ms. Ziemak said that although the review process is designed to catch errors, human error is still a factor that on occasion can allow defects to go unnoticed. She went on to explain that the TFSC disclosure involves post-mortem review, which is not an accreditation requirement, but a quality initiative. Post-mortem reviews involve the review of cases that have already been issued on a quarterly basis. Two cases were identified to have a higher number of defects than what is typically seen in a post-mortem review. The latent print section looked at both cases together to see if there was a bigger concern. The reviewer in both cases was the same person, and the reviews were done in the same time frame of the examiner's tenure at HFSC. The quality division audited 95 cases from the reviewer who performed both case reviews in

question and compared the data to the process improvement project data that reviewed HFSC's administrative and technical review process. The reviewer was deemed effective and a bigger concern was not identified. Ms. Ziemak said that in a separate but related update, the analyst from the initial case admitted to struggling with the technology involved in latent print examination. The veteran analyst spent most of her career working with a paper-based workflow, and HFSC's latent print section is entirely paperless and uses various softwares and monitors for work. The analyst had been removed from casework and was given the tools needed to make improvements. She has demonstrated improvement, has been reauthorized for casework and her progress is being monitored. HFSC is making this disclosure to give TFSC the opportunity to review HFSC's audit process, corrective actions and overall response to the situation. Ms. Ziemak said she anticipates HFSC to be discussed at the January TFSC meeting.

Ms. Ziemak said a shotgun was accidentally discharged in the firearms section and that no one was injured. The technician who was performing the examination had the shotgun pointed in an upward position and away from staff, as is standard protocol. The shotgun was rendered safe by the HPD property room, so the technician also believed the shotgun was safe. Ms. Ziemak noted that the firearms section had only recently began this kind of examination since the firing range and firing range training were completed in the past few months. Additional training has been identified for HPD staff and HFSC staff since the incident took place that will further ensure firearms are handled with the highest level of safety. Ms. Ziemak said a corrective action report will provide details of the investigation into the incident. Board members were shown an image of a shotgun with and without a projectile. Ms. Donna Eudaley, firearms manager, said the firearms section will perform a safety check of weapons in the firing range area and insert a flag into the chamber of a weapon to act as a visual representation that the firearm has been rendered safe. She added that once the firearm is safe, technicians will examine the firearms in the gun workup room. Director Medina asked if there was any property damage from the misfire. Ms. Eudaley said the projectile hit ductwork in the shooting room which has been repaired.

Ms. Ziemak said the first standalone safety and security audit was being held based on a recommendation from a previous safety nonconformance. The audits will ensure HFSC is practicing proper protocol. She said there was one safety finding and four security findings, none of which were severe and were associated with documentation.

Ms. Ziemak reminded the board that last month a CSI obtained non-expected results in an external proficiency test. She said the investigation has not yet concluded, but progress has been made. She reminded the board that the proficiency test involved a presumptive test for blood. The CSI incorrectly reported three samples as negative when they should've been positive. A review of the CSI's notes revealed they observed a chemical foaming during the test, which is not typical and pointed out that something else is amiss. The quality division is working with the chemical vendor and proficiency test provider to obtain details on how the test was created to help aid the investigation. A new chemical test batch was ordered for CSU, and Ms. Ziemak said she will share an update with the board at the next meeting.

Ms. Ziemak said two of 23 analysts have not been monitored in-person, so the quality division obtained transcripts for their testimonies which have been reviewed and are awaiting final signature. The transcript review project is ongoing, and the next transcript request will be in

2021.

N. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Hilder made a motion to adjourn. Director Medina second the motion. The meeting ADJOURNED at approximately 10:52 a.m.

By: _____

Jordan Benton Secretary

Houston Forensic Science Center, Inc.

VIRTUAL SPECIAL MEETING OF BOARD OF DIRECTORS

MINUTES

December 29, 2020

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the December 29, 2020 virtual special meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on December 23, 2020 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 10 a.m. on Tuesday, December 29, 2020.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Mary Lentschke** (“ML,”) **Anna Vasquez** (“AV,”) **Philip Hilder** (“PH,”) **Francisco Medina** (“FM,”) **Janet Blancett** (“JB,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Ellen Cohen** (“EC”)

Tracy Calabrese was absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- F. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the meeting for public comment. No one addressed the board. Chairwoman Mitchell closed the public comment period at approximately 10:03 a.m.
- G. Dr. Peter Stout, president and CEO, told the board HFSC has been evaluating a rapid DNA instrument that will be used by licensed analysts to produce rapid DNA results for stakeholders. The purchase, which Dr. Stout said is more so a subscription, will allow HFSC to utilize the instrument in the lab within budget, and the vendor HFSC selected uses the same

chemistry HFSC uses in the lab. The rapid DNA instrument subscription will include 100 samples for testing annually for three years, with the option to obtain more samples if needed. Dr. Stout said the flexible subscription is an advantage since HFSC can switch out instruments over time as the instrumentation and technology, like software, changes. Dr. Stout said he is not concerned about the technology, but more so how it is used. He added that two manufacturers make this type of instrument that essentially condenses the DNA process down to about 90-minute results. Dr. Stout said the instrument HFSC selected uses the same chemistry as the DNA lab, so training for HFSC personnel will be shorter. Dr. Stout said HFSC's goal is to ensure the rapid instrumentation is maintained, validated and most importantly, evidence is adequately preserved. The instrument will be used by licensed DNA technicians at HFSC, and licensed DNA analysts will interpret the rapid DNA data. Dr. Stout said the lab is working with the state CODIS administrator to work out details regarding how HFSC will use rapid DNA data for local CODIS eligibility. HFSC will process single-source buccal swab samples with the new technology since mixtures will not render ideal results. Dr. Stout said the lab will work to ensure that necessary protocols are in place for evidence samples being used for rapid DNA testing, such as large quantities DNA present in a blood stain. Dr. Stout said the lab will consider licensing some crime scene investigators as DNA technicians who meet educational requirements so they can operate the instrument outside of normal business hours. Dr. Stout said the lab should be able to process samples by summer, and that the instrument's validation is almost complete. Forensic biology/DNA staff still need to complete required training and proficiency testing to operate the instrument. Director Huff asked how much it will cost to process a sample on the rapid DNA instrument compared to processing a sample in the lab. Dr. Stout said a rapid DNA sample costs about \$800 per test, and it costs about \$100 to process a sample in the lab. He added that although the rapid DNA instrument processes samples much faster, the tests are considerably more expensive so testing would be used judiciously. Director Blancett asked if blind quality controls would be introduced for rapid DNA testing. Dr. Stout said it would be a worthwhile possibility to do so in the future.

- H. Dr. Stout asked the board to allow HFSC to enter into an agreement with Thermo Fisher Financial Services and Life Technologies Corporation to purchase subscription services for a RapidHIT ID system, equipment, supplies and support services, for a total contract value of \$246,380.00. Director Cohen made a motion to approve. Director Blancett seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Chairwoman Mitchell, Vice Chair Lentschke, Director Vasquez, Director Hilder, Director Medina, Director Blancett, Director Cohen, Director Moore and Director Huff. With none opposed, the motion passed unanimously.
- I. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Medina second the motion. The meeting ADJOURNED at approximately 10:29 a.m.

By: _____

Jordan Benton Secretary

Houston Forensic Science Center, Inc.

VIRTUAL SPECIAL MEETING OF BOARD OF DIRECTORS

MINUTES

January 13, 2021

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the January 13, 2021 virtual special meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on January 7, 2021 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 10 a.m. on Wednesday, January 13, 2021.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell, Mary Lentschke, Philip Hilder, Francisco Medina, Janet Blancett, Vicki Huff and Tracy Calabrese.

Anna Vasquez, Ellen Cohen and Lois Moore were absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- F. Chairwoman Mitchell opened the public comment period and reminded attendees that the board agenda included an email address and phone number for speakers to indicate their intent to address the board. The chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton stated she did not receive any emails or phone calls from members of the public requesting to address the board. The chairwoman then extended the opportunity for public comment to members of the public who did not timely submit their names to Ms. Benton. No speakers addressed the board. Chairwoman Mitchell closed the public comment period at approximately 10:03 a.m.
- G. The chairwoman announced that HFSC requested the City of Houston’s Office of Inspector General investigate a personnel complaint, in compliance with HFSC’s policies. At approximately 10:04 a.m. the board entered in Executive Session in accordance with Section

551.074 (a), et seq., of the Texas Government Code, to deliberate or hear a personnel matter regarding Mr. Jerry Pena, director of HFSC's crime scene unit and multimedia section. Secretary Benton stopped the public meeting's recording, and the board entered into closed session along with Dr. Peter Stout, HFSC's president and CEO, and Ms. Akilah Mance, HFSC's general counsel.

- H. The board reconvened into open session at approximately 11:16 a.m. Secretary Benton began recording the open session at that time. Chairwoman Mitchell confirmed a quorum was present.
- I. Chairwoman Mitchell asked if the board had any motions for consideration, related to the executive session. The board did not offer or consider any motions.
- J. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Blancett made a motion to adjourn. Director Hilder seconded the motion. With none opposed, the meeting ADJOURNED at approximately 11:17 a.m.

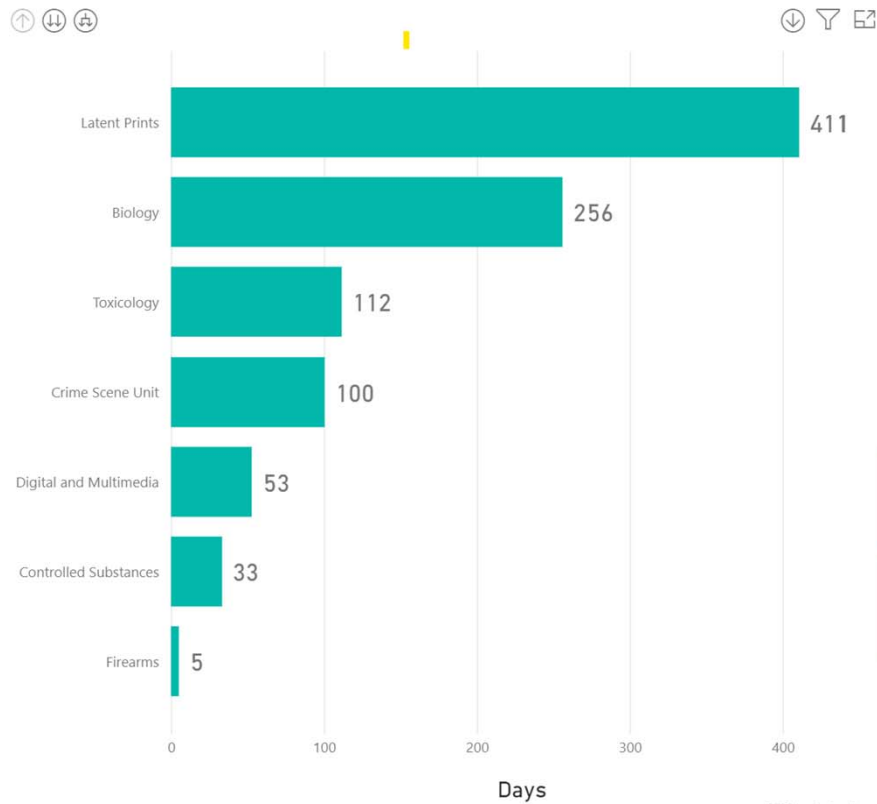
By: _____

Jordan Benton Secretary

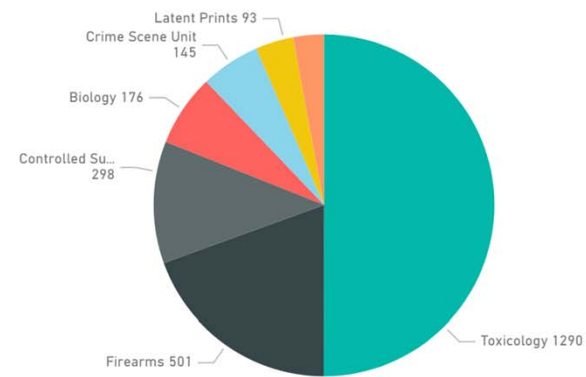
President's Report

February 12, 2021

Average Turnaround Time for January 2021



Requests Completed by Section



Turnaround Time - Days

100

Completed Requests

2578

Month Completed

01-January
02-February

Year Completed

2015
2016
2017
2018
2019
2020
2021

This data is current as of 2/4/2021.

Staffing February 8, 2021

208 staff

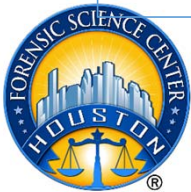
- 200 HFSC employees
- 7 City of Houston civilians
- 1 toxicology fellow (Army)

10 open positions, 4 offers accepted

- 1 forensic biology/DNA analyst
- 1 crime scene investigator (experienced)
- 2 crime scene trainee apprentice

6 active vacancies

- 2 crime scene investigators
- 2 forensic biology/DNA analysts (new grant-funded positions)
- 1 quality specialist
- 1 toxicology analyst



Certifications

Cellebrite Certified Operator (CCO) & Cellebrite Certified Physical Analyst (CCPA)

- Brent Larsen

Certified Crime Scene Analyst (CCSA) by the International Association for Identification (IAI)

- Jordan Ashworth
- Hannah Fletcher
- Kristi Young
- Maiya Griffin-Thomas

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

- Christopher Herring



Outreach

- Tour with John Quinlan, 500 Jefferson landlord, and family
- Several meetings with state legislative staff: hemp vs. marijuana, kratom, crime scene and more
- Minds Matter Houston
- Tour with Council Member Edward Pollard and staff
- Virtual meeting with Council Member Amy Peck and staff
- Tour with Council Member Sallie Alcorn
- Tour with high school student interested in forensics





Staff outreach

Virtual outreach:

- Seized drugs' Jazmyne Burren , Sheldon ISD, STEM biomedical class and STEMtastic class
- Rice University student externship and information session: Akilah Mance, Dr. Preshious Rearden, Dr. Amy Castillo, Erika Ziemak, Joseph Parian, Amber Smith, Angelica Noyola and Patrick Tynan
- Girl Scout's Special Agent Challenge: Kelly Freeman, Fatima Torres Perez, Rebecca Cotterman, Olivia Korpe
- James Miller, seized drugs manager, presented at the Houston Police Department training academy

In person:

- December Houston Food Bank volunteers: Mary Georges, Tina Perine, Stephanie Galioto, Fatima Torres Perez, Ema Ruzic, Rita Sanchez, Demetria Segura, Ema Ruzic

COVID-19

Vaccines and operations



Vaccines

- At least 133 staff have gotten one dose
 - About 34 still need to get vaccinated
 - 41 have opted out
 - Some will or have gotten the vaccine independent of HFSC
 - Should be able to have about 75 percent of staff vaccinated
 - Allows for a return to more normal schedules, especially where backlogs are growing, turnaround times increasing
 - Will use the coming weeks to consider what “normal” will look like in the coming months
-



Vehicle Examination Building (VEB)

Renovation Project Update





Multimedia: UFED Premium software

July 2019 to April 2020 (pre-UFED software):

- Successfully unlocked 154 phones out of 399 – 38.5% success rate
 - 85 Android
 - 69 iOS (Apple iPhones)

April 2020 to December 2020 (post-UFED software):

- Successfully unlocked 99 phones out of 234 – 42% success rate
 - 59 Android
 - 40 iOS (Apple iPhones)

Current policy: Connect device to software for 90 days. Now considering extending this time.



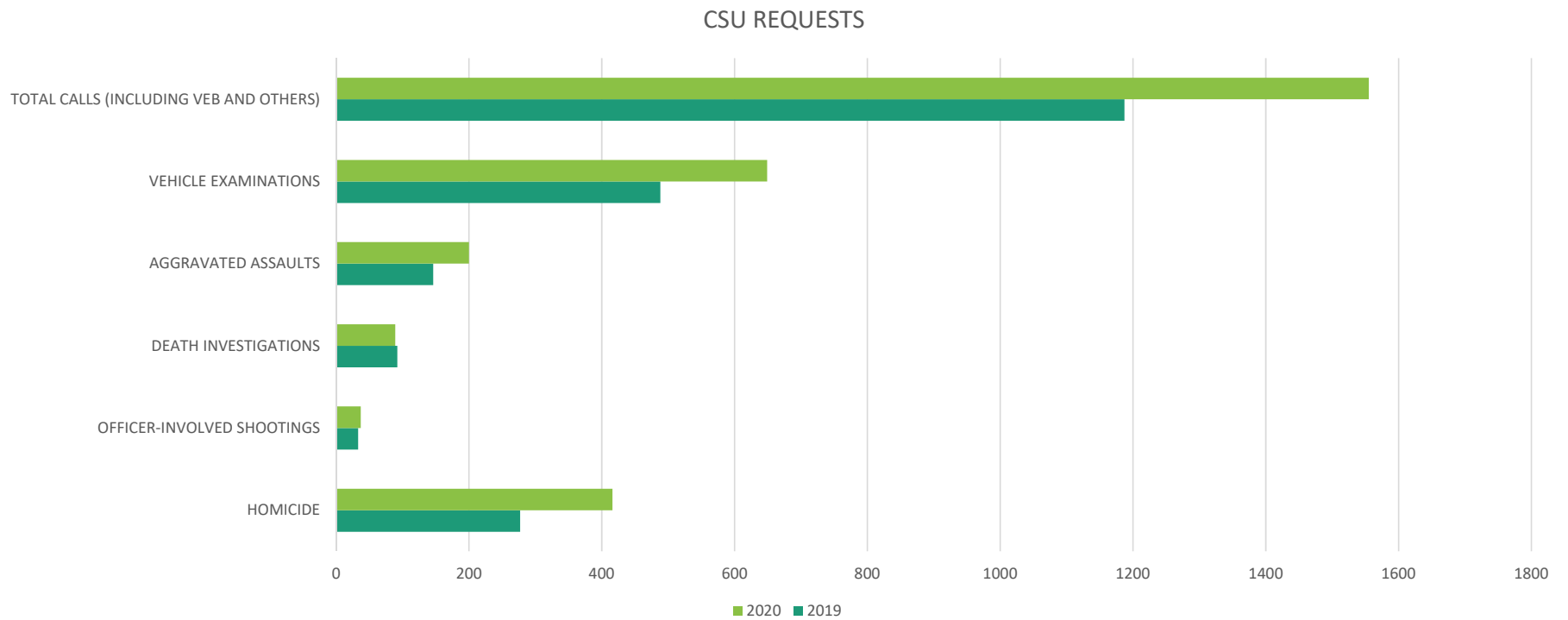
Improving Public Safety

HFSC's FY 22 Budget Needs: Total Increase \$1.3 million

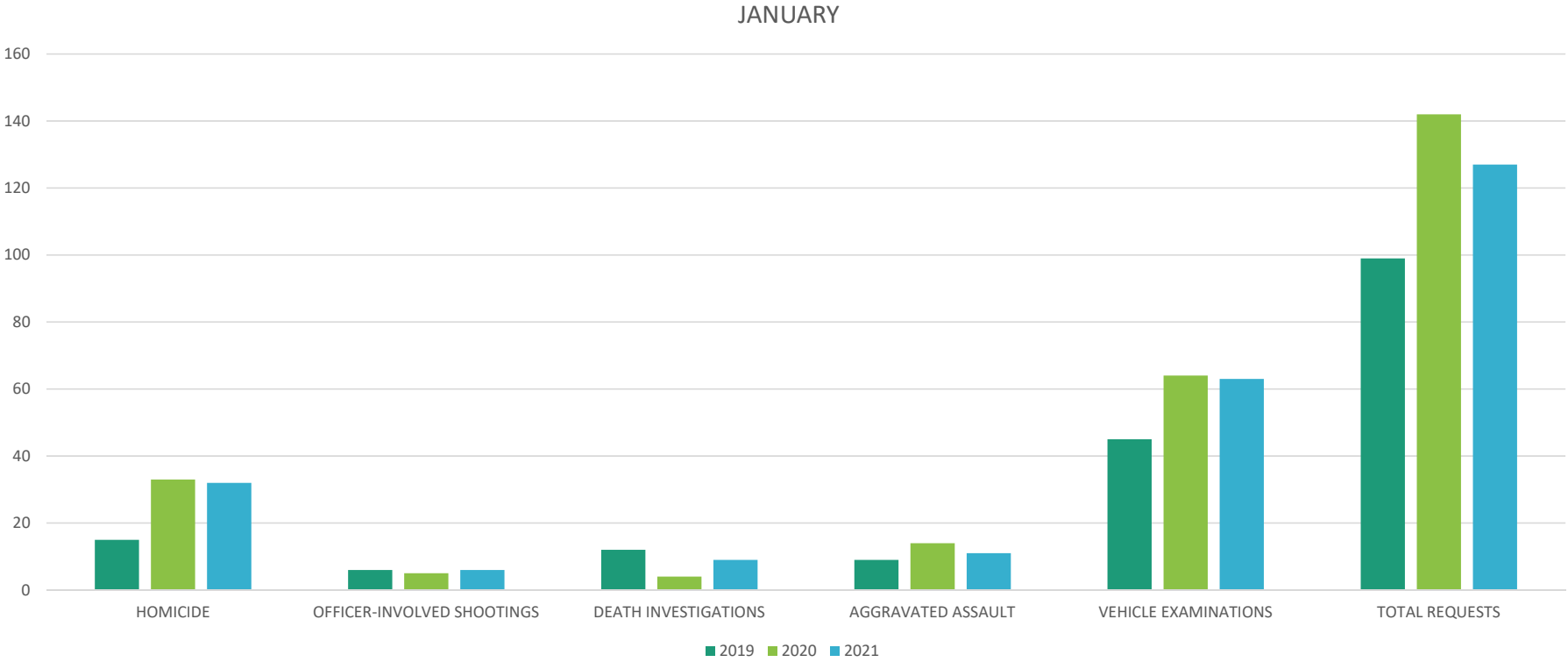
Crime Scene Unit

Meeting Houston's Needs

CSU requests: 2019 vs. 2020



January: 2019 to 2021

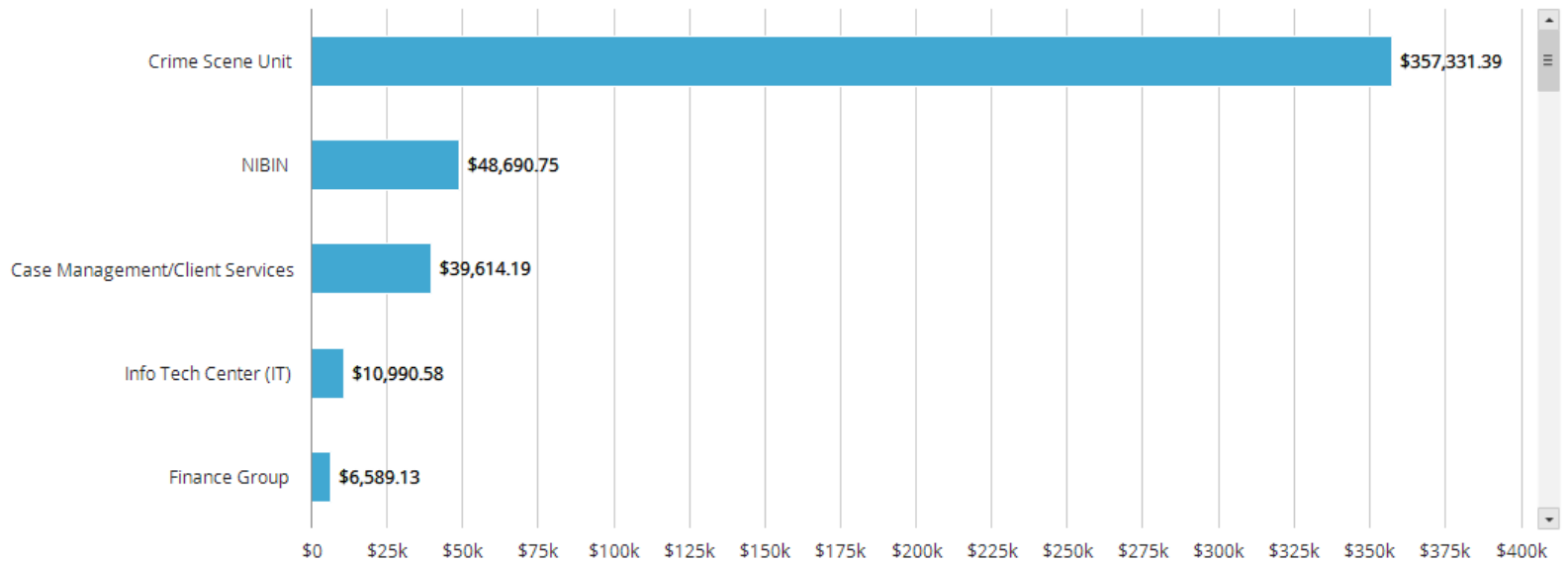


Overtime: 2017 to 2020

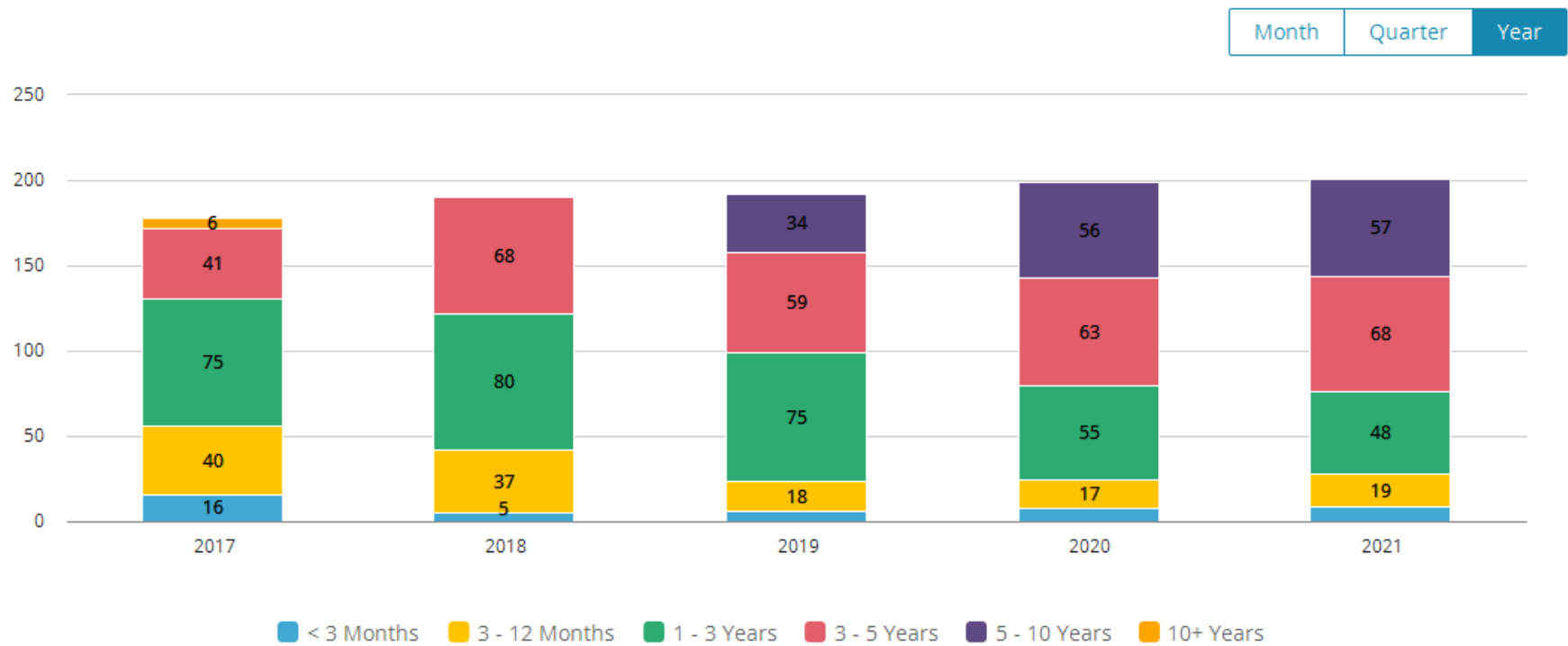
Areas of Interest

CC1: Department

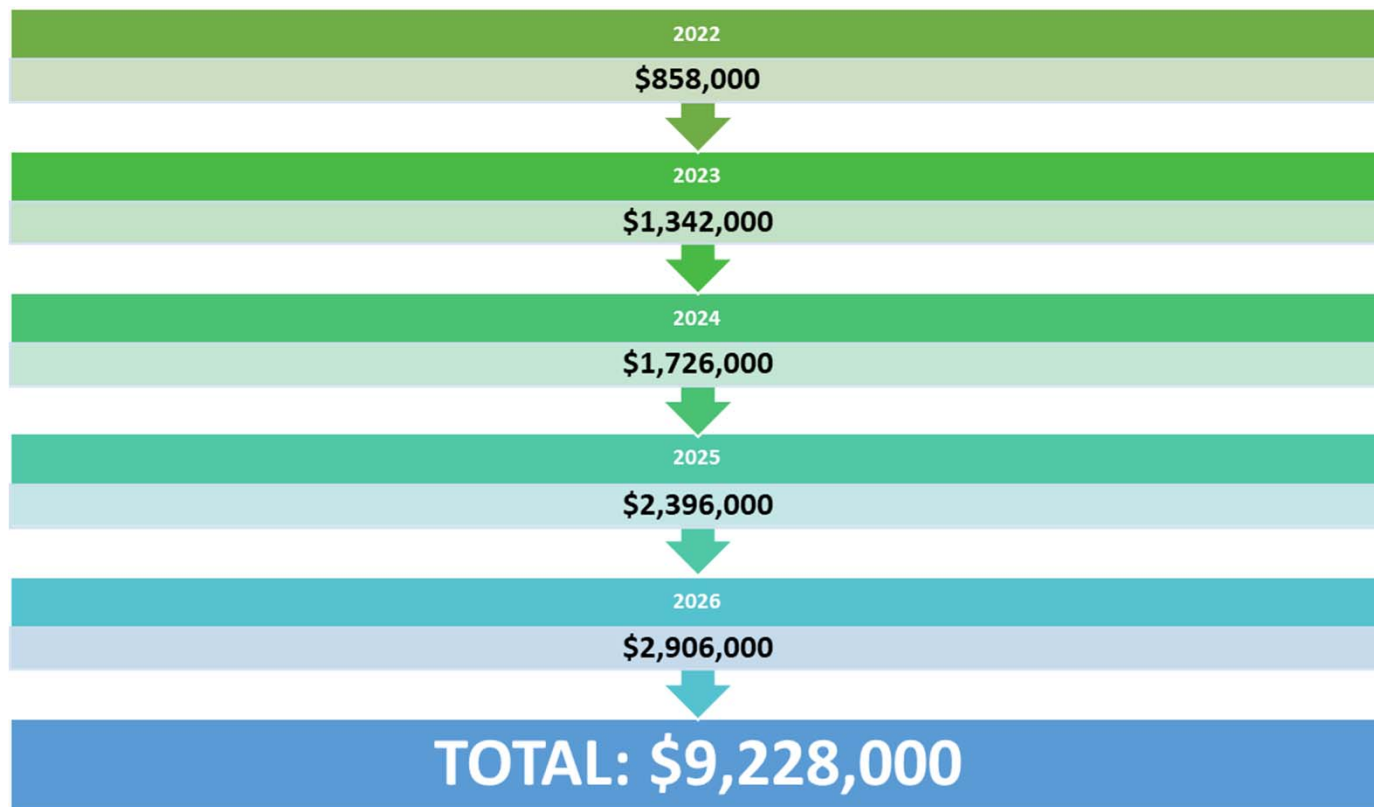
OT Costs: High to Low



Tenure: 2017 to date



CSU: Five-year expansion plan (including capital)



CSU: FY 2022 Budget Needs

Personnel: 6 CSIs, 1 supervisor, 1 support staff: \$524,000

Supplies and services: \$36,000

CSU capital: \$198,000

iPads plus CSU software: \$100,000

Happening now

- Validation of photogrammetry technologies, including UAV (drones)
- Targeting mid-March to begin testing it at real scenes alongside current methods



Benefits of mapping technologies

- Better final product for stakeholders
- Potential to decrease time spent on scene



More happening now: lean six sigma

- Project launched: January 4
- Goal: improve effectiveness, efficiency and quality
- Project completion date: June 2021

IMPROVEMENTS IN PROGRESS:

- Streamline evidence submission:
 - Working with HPD to have officers handle narcotics evidence
 - As of January 26, CSU no longer delivering narcotics found at scenes to narcotics property room
 - Updating firearms evidence procedures so all evidence is submitted directly to property room
 - **CURRENT PRACTICE:** HFSC submits evidence routinely to three different physical locations, each with unique submission processes.

More happening now: lean six sigma

IDENTIFIED NEED BUT NEED FUNDS TO IMPLEMENT:

- iPads with Crime Pad software:
 - Move to digitize all documentation
 - **CURRENT PRACTICE:** handwritten notes, hours of transcription, increases risk of error
- Digital data retention storage
 - CJIS compliant digital storage space for crime scene videos, photos and 3D renderings
 - Data storage needs may grow, watching this and potential cost
 - **CURRENT PRACTICE:** scene videos and photos burned to DVDs. No back up if lost, adds difficulty in casework review because of technology gaps, inefficient

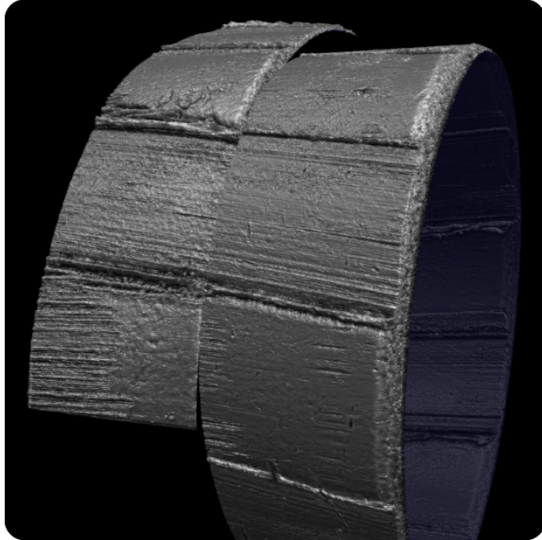
Toxicology and firearms

Efficiency and standards



Toxicology

- Three-year lease for LCQQ instrument needed to do drug analysis: \$84,000/year
- Five-year lease for QTOF instrument needed to meet new standards: \$126,000/year



Firearms

3D microscope to help ensure results stand up in court: \$220,000

- Firearms is coming under scrutiny in the courts for not having statistical backing for conclusions
- Some judges have ruled against admitting the testimony when presented with arguments questioning the science
- Other prominent criminal justice reform advocates have questioned whether firearms evidence should be admissible in court without additional research
- 3D microscopes are the direction the field is heading, HFSC needs to be ahead in moving this from research to operations
- This technology removes some of the subjectivity currently associated with the field
- HFSC has been working with CSAFE to research these instruments
- 3D microscope vendors are working with firearm examiners to improve the technology so results include statistics



What is NOT in the budget

Things we worry about

Concerns we have, but are holding

- NIBIN and firearms capacity
- Latent prints
- Multimedia

HOUSTON FORENSIC SCIENCE CENTER, INC.

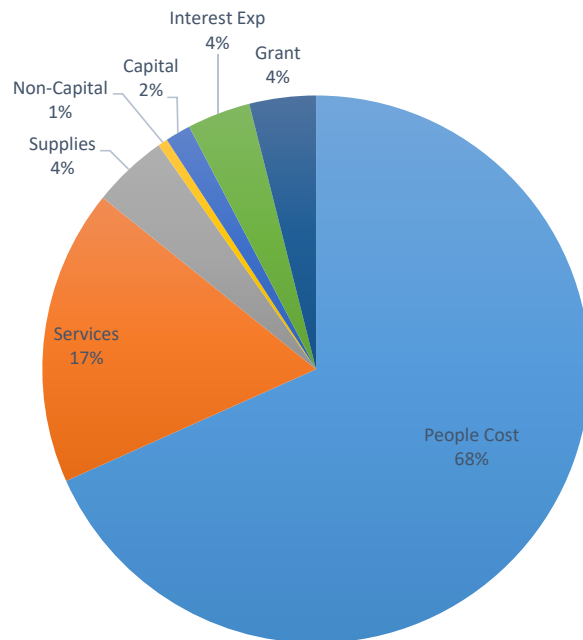
Regular Meeting of the Board of Directors

February 12, 2021 at 9:00 a.m.

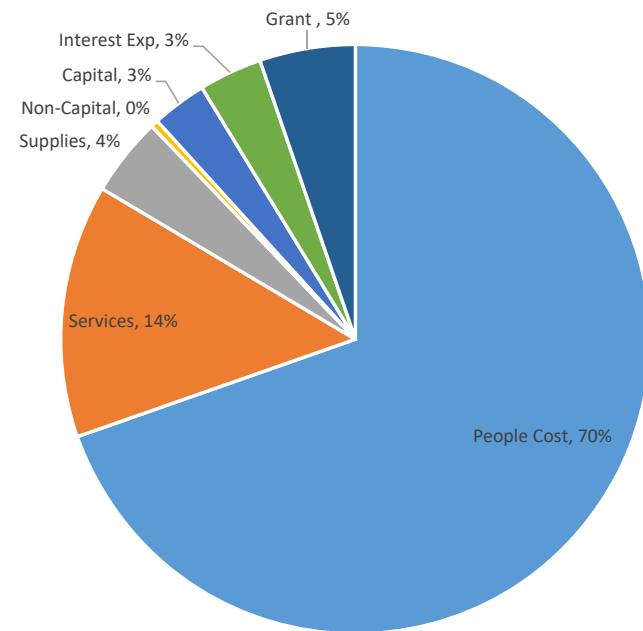
Agenda Action Item No.:	9a. Consider approval of HFSC's budget proposal for fiscal year 2022, and related action.
Subject:	Approval of proposed HFSC budget as required annually. Board approval formally sends the request for approval to the Mayor and City Council.
Background:	<p>Pursuant to Exhibit E of the First Interlocal Agreement between HFSC and the City and the City of Houston Administrative Procedure No. 2-10, relating to City Non-Profit and Local Government Corporations, by June 1st of each year, HFSC must submit to the City Finance Director a final budget approved by the Corporation's Board of Directors for the fiscal year beginning July 1 of such year. Additionally, the Corporation shall submit a draft of the budget to the City Finance Director by March 1st of each year.</p> <p>After the Board's approval of the annual fiscal year budget, the proposal is submitted to the City Finance director, Mayor and City Council for final approval. Pursuant to City of Houston Administrative Procedure No. 2-10, the Corporation shall comply to a request by the Chair of the City Council Budget and Fiscal Affairs Committee to present its budget to the committee.</p>
Executive Summary:	<p>The most significant highlights regarding the proposed budget are as follows:</p> <ul style="list-style-type: none">• Approximately \$1.3 million-dollar funding increase requested• Increase allows for increased staffing and equipment to the crime scene unit, an additional LCQQQ and a QTOF for the toxicology unit, and a digital microscope for the firearms unit.• Largest costs remain "people costs" (payroll and benefits)
Fiscal Impact:	Budget approval would designate all HFSC expenditures for FY2022.
Staff Recommendation:	Staff recommends approval.
By:	David Leach, Treasurer and CFO

HFSC FY22 Budget

An Overview of Spending

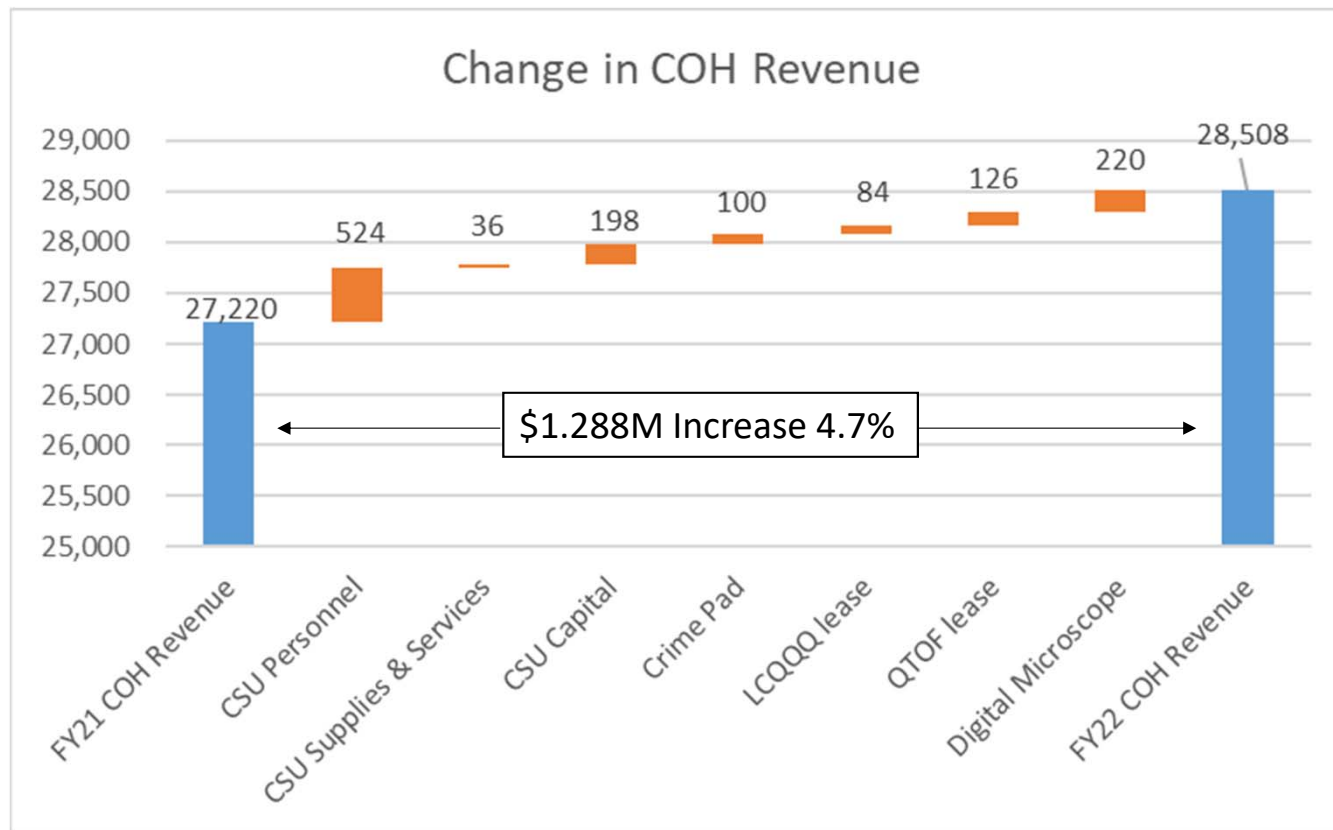


FY21 Forecast

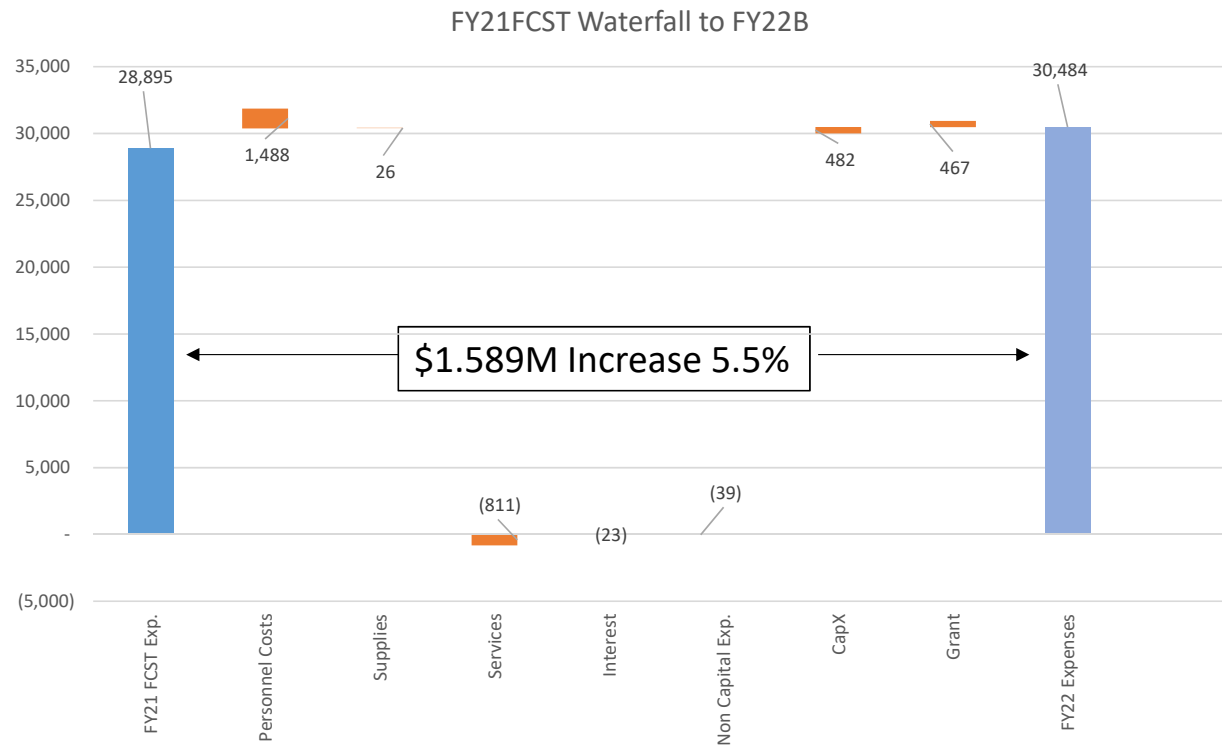


FY22 Budget

HFSC FY22 BUDGET Overview - Revenue

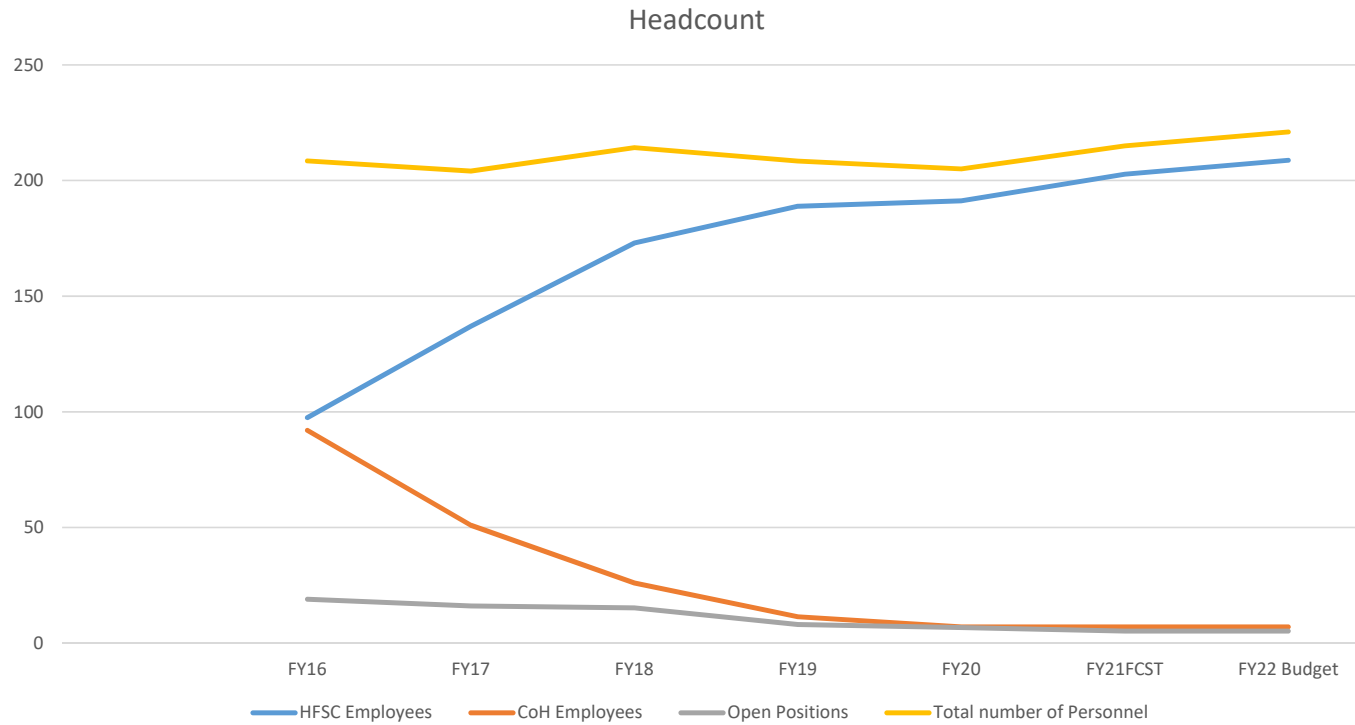


HFSC FY22 BUDGET Overview - Spending



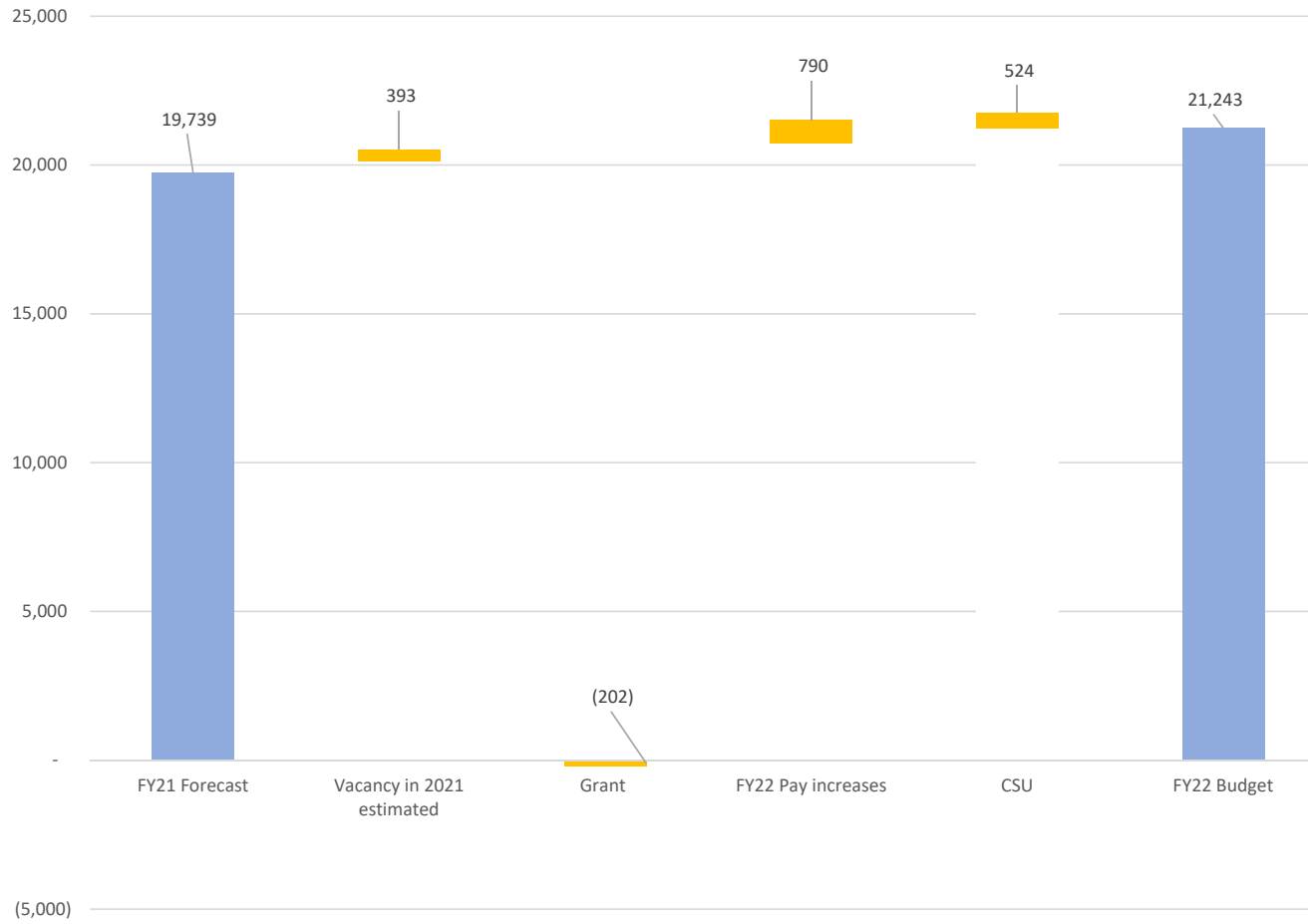
HFSC FY22 BUDGET

					FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY22 Budget (all-in)
				Revenue:	22,708	24,140	24,880	25,620	25,620	25,620	27,220	28,508
				HFSC	13,848	11,321	14,875	16,922	21,089	24,604	27,220	27,608
				Fund 2213	7,400	11,359	8,545	7,239	3,072	689	-	900
				City of Houston Direct OH-Appro	1,460	1,460	1,460	1,460	1,460	327	-	-
				Training Services	5	37	28	5	7	-	(0)	(0)
				Grants	10	350	1,771	764	1,005	1,616	1,304	1,600
				Forensic Services	0	56	20	27	17	70	9	9
				Other	234	34	23	52	24	114	17	21
				Total Revenue:	22,958	24,617	26,722	26,468	26,673	27,420	28,550	30,138
				Expenses:								
				Personnel	4,684	9,177	12,428	15,090	17,924	18,518	18,992	20,327
				Supplies	883	1,530	1,683	1,334	904	1,161	1,293	1,318
				Services (Non CoH)	2,153	3,385	4,016	4,611	5,052	5,368	5,048	4,237
				Services (CoH/Fund 2213)	10,738	9,014	6,193	2,680	1,294	689	747	900
				Non-Capital Expenditures	224	430	297	308	176	462	165	126
				Interest Expense	-	-	-	-	271	1,093	1,084	1,061
				FA Gain/Loss	-	-	48	-	168	192	-	
				Capital Expenditures	980	788	1,424	1,275	222	411	434	916
				City of Houston Direct OH-Appro	1,460	1,460	1,460	1,460	1,404	327	-	-
				Grants & Training Expense	10	350	-	-	-	-	1,133	1,600
				Depreciation	226	320	433	488	892	1,807	1,849	1,856
				Total Expense After Depreciation	21,359	26,454	27,981	27,246	28,306	30,027	30,744	32,341

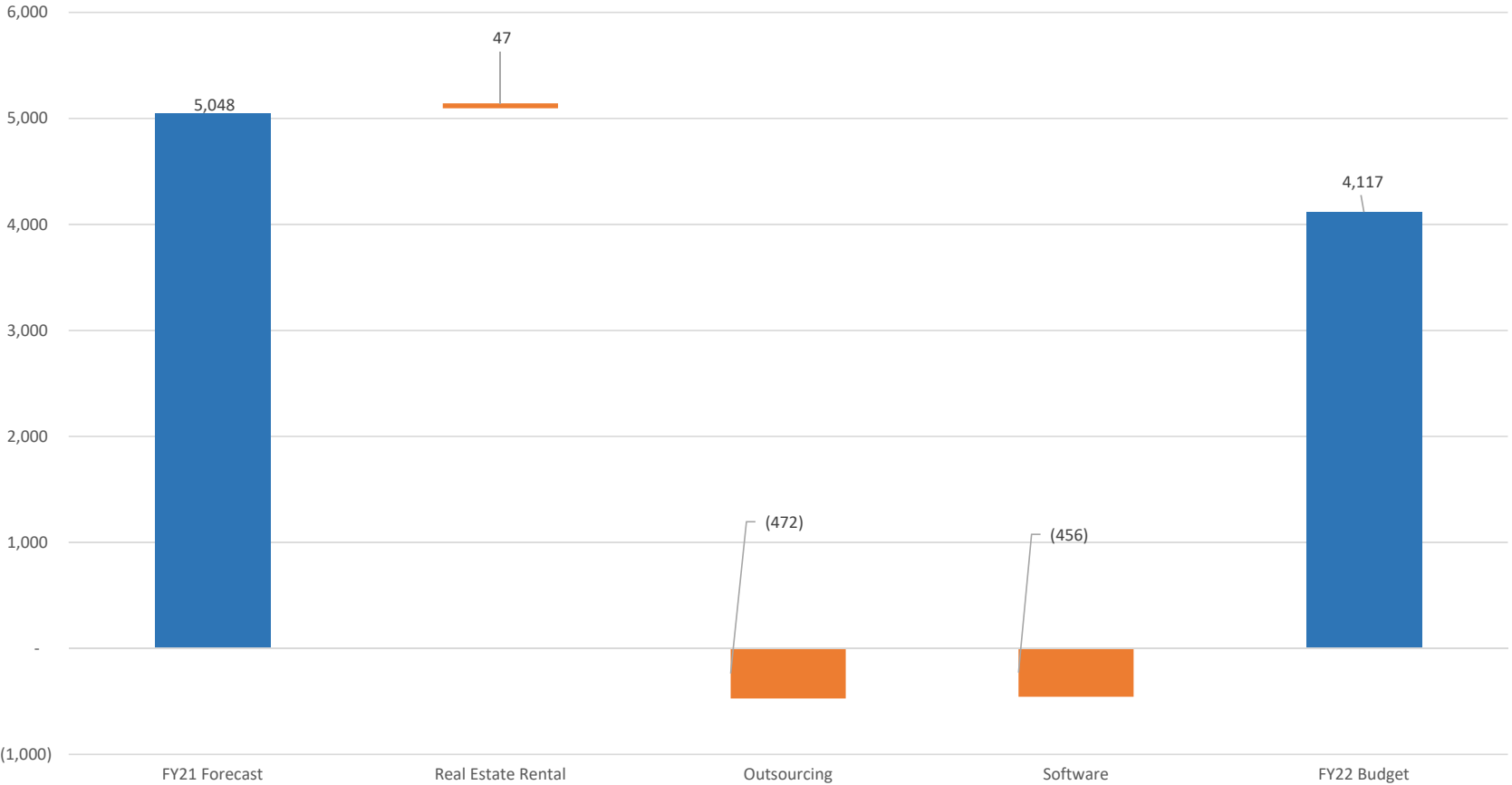


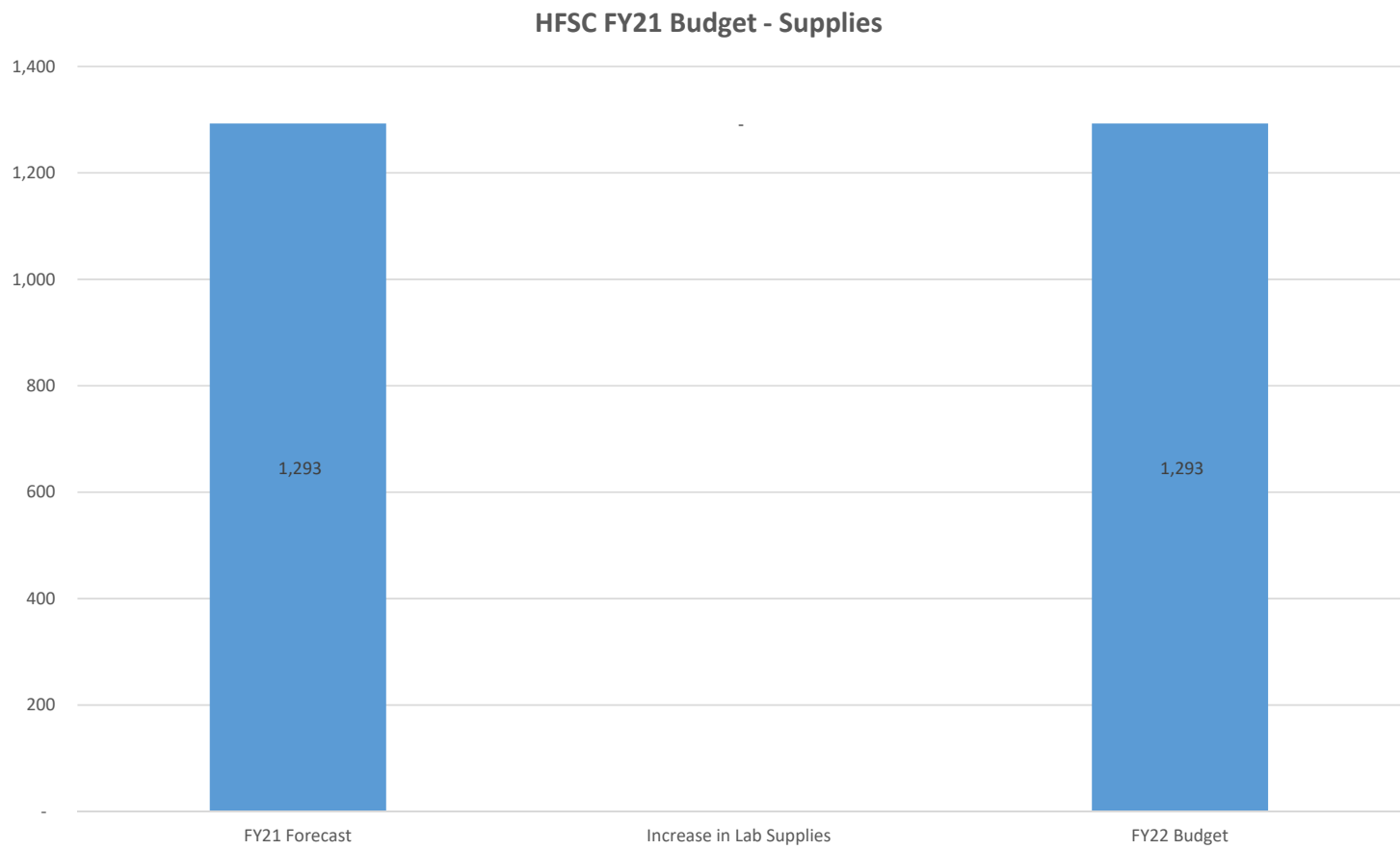
HEAD COUNT		FY16	FY17	FY18	FY19	FY20	FY21FCST	FY22 Budget
HFSC Employees		98	137	173	189	191	203	209
CoH Employees		92	51	26	11	7	7	7
Open Positions		19	16	15	8	7	5	5
Total number of Personnel		209	204	214	208	205	215	221
Avg. wages per employee		96	99	89	96	96	94	98
Yr over Yr change %			3.2%	-9.8%	7.4%	-0.1%	-1.8%	4.5%

HFSC FY21 Budget - Employees Wages & Benefits



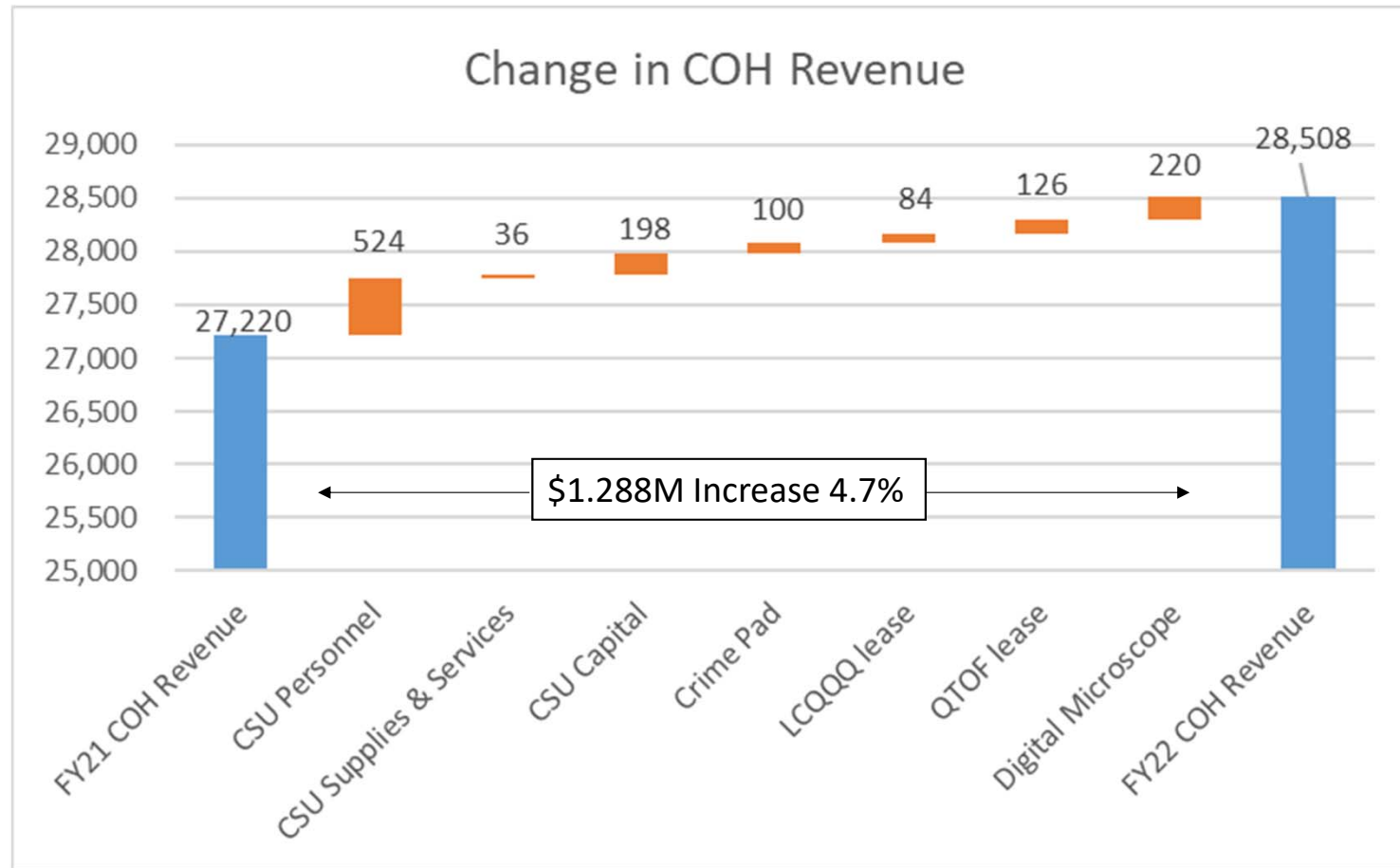
HFSC FY22 Budget - Services





FY22 Budget	
Capital Spending	
(in 000's)	
Included in Base Budget:	
3 LCQQQ's - lease	308
Rapid DNA	90
Total FY21 Budget	398
Additional Capital:	
CSU Vehicles	168
4th LCQQQ	84
QTOF (lease)	126
Digital Microscope	200
Additional Capital	578
Grand Total	976

Please Approve HFSC's FY22 Budget



				FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY21 Budget	FY22 Budget	FY22B vs. FY21FCST
Revenues:											
	411000	City of Houston-Appropriations		\$ 23,420,343	\$ 24,160,344	\$ 24,160,346	\$ 25,293,552	\$ 27,220,343	\$ 25,760,343	\$ 28,508,207	\$ 1,287,864
		Fund 2213		8,545,134	7,238,566	3,071,553	689,122	-	689,122	900,451	900,451
		HFSC OpeNations		14,875,210	16,921,778	21,088,791	24,604,431	27,220,343	25,071,222	27,607,756	387,413
	415000	City of Houston Direct OH-Appro		1,460,000	1,460,000	1,460,000	326,790	-	1,460,000	-	-
	416000	City of Houston - Safe funds		-	-	-	-	-	-	-	-
	420000	Donations		5,010	8,300	18,000	3,139	12	10,050	12	-
	425000	In-Kind Donations		13,783	38,760	-	-	-	-	3,509	3,509
	426000	Training Services		28,175	5,025	6,750	-	(300)	-	(300)	-
	440000	Grants		1,770,631	763,881	1,004,991	1,615,659	1,303,643	1,400,000	1,600,000	296,357
	450000	Forensic Services		20,225	26,900	16,634	70,285	9,275	38,024	9,275	-
	450001	Real Estate Commission Rebate		-	-	-	-	-	-	-	-
	450002	Interest Income		4,170	4,622	6,065	110,549	17,120	102,416	17,120	-
Total Income				26,722,338	26,467,832	26,672,784	27,419,975	28,849,959	28,770,833	30,137,823	1,287,864
Expenses:											
		Personnel:									
	500010	Salary Base - Civilian		10,219,603	12,302,415	14,808,656	15,170,393	15,507,575	15,597,268	16,588,420	(1,080,845)
	501070	Pension - Civilian		630,091	745,657	877,783	855,262	944,957	924,528	1,010,819	(65,862)
	502010	FICA - Civilian		725,319	901,257	1,041,807	1,090,551	1,097,820	1,097,287	1,174,336	(76,516)
	503010	Health Insurance - Active Civil		729,929	982,243	1,016,233	1,300,402	1,336,482	1,388,932	1,429,632	(93,150)
	503015	Basic Life Ins - Active Civil		75,294	83,701	90,515	21,129	57,023	95,335	60,998	(3,974)
	503090	Workers Comp - Civilian Adm		35,932	44,705	48,430	56,342	25,443	51,009	27,216	(1,773)
	503100	Workers Comp - Civil Claims		-	-	236	-	126	249	135	(9)
	504031	Unemployment Taxes - Admin		-	29,834	39,884	23,882	22,916	42,008	35,108	(12,192)
				12,428,306	15,089,811	17,923,543	18,517,961	19,802,914	19,196,616	20,326,664	(523,750)

				FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY21 Budget	FY22 Budget	FY22B vs. FY21FCST
Expenses:											
			Supplies:								
	511010		Chemical Gases & Special Fluids	14,094	13,683	21,159	21,924	25,907	20,979	25,907	-
	511045		Computer Supplies	47,407	16,568	7,676	-	(35)	3,198	(35)	-
	511050		Paper & Printing Supplies	29,730	22,692	21,967	6,711	9,535	9,500	9,535	-
	511055		Publications & Printed Material	16,931	9,163	3,064	10,368	2,866	11,576	2,866	-
	511060		Postage	1,310	930	815	373	441	388	441	-
	511070		Miscellaneous Office Supplies	99,867	101,210	106,618	78,800	69,217	81,514	69,217	-
	511080		General Laboratory Supply	1,381,674	1,093,073	679,281	959,828	1,122,888	1,343,940	1,122,888	-
	511095		Small Technical & Scientific Eq	18,928	8,500	5,369	7,935	16,899	4,694	16,899	-
	511110		Fuel	-	-	-	-	23	-	23	-
	511120		Clothing	29,028	29,697	13,649	13,826	15,186	15,634	15,186	-
	511125		Food/Event Supplies	17,988	11,738	25,222	20,049	4,235	24,998	4,235	-
	511130		Weapons Munitions & Supplies	8,133	5,648	6,060	7,262	6,997	3,622	6,997	-
	511145		Small Tools & Minor Equipment	11,798	12,342	4,272	8,162	6,171	17,971	6,171	-
	511150		Miscellaneous Parts & Supplies	5,787	9,202	9,317	25,453	12,438	14,869	37,988	(25,550)
				1,682,675	1,334,445	904,468	1,160,688	1,292,768	1,552,883	1,318,318	(25,550)
			Services:								
	520100		Temporary Personnel Services	7,195	27,111	1,659	-	-	-	-	-
	520105		Accounting & Auditing Svcs	30,875	40,168	41,668	49,928	53,953	47,601	53,953	-
	520107		Computer Info/Contracting Svcs	28,396	55,981	4,335	-	-	-	-	-
	520109		Medical Dental & Laboratory Ser	494,713	190,433	1,005,525	1,134,754	572,465	200,000	100,000	472,465
	520110		Management Consulting Services	550,285	290,897	222,309	248,208	218,370	154,430	218,370	-
	520112		Banking Services	3,243	3,669	3,467	3,005	3,893	3,016	3,893	-

				FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY21 Budget	FY22 Budget	FY22B vs. FY21FCST
Expenses:											
			Services:								
	520113		Photographic Services	318	-	-	-	-	-	-	-
	520114		Misc Support Serv recruit relo	88,324	127,128	52,471	60,088	55,751	69,190	55,751	-
	520115		Real Estate Rental	1,016,067	1,008,654	1,081,384	773,231	869,140	898,611	916,405	(47,265)
	520118		Refuse Disposal	4,493	3,512	33,706	51,930	25,763	50,260	25,763	-
	520119		Computer Equip/Software Maint.	429,441	1,054,234	963,800	939,734	1,444,378	988,619	1,108,619	335,760
	520121		IT Application Services	42,827	160,719	94,559	24,745	65,680	30,019	65,680	-
	520123		Vehicle & Motor Equip. Services	3,424	-	-	-	-	-	-	-
	520124		Other Equipment Services	273,672	361,746	242,722	601,677	309,765	242,722	309,765	-
	520143		Credit/Bank Card Svcs	999	134	-	90	-	128	-	-
	520520		Printing & Reproduction Serv.	13,607	3,401	4,400	6,038	2,738	27,656	2,738	-
	520605		Public Information Svcs	7,431	13,640	6,982	3,911	2,082	2,091	2,082	-
	520705		Insurance (Non-Medical)	109,284	107,149	117,289	133,594	227,393	133,594	227,393	-
	520760		Contributions	1,000	-	-	-	-	-	-	-
	520765		Membership & Prof. Fees	46,130	35,695	27,214	26,476	20,271	26,033	20,271	-
	520805		Education & Training	91,978	177,494	225,710	326,799	272,289	193,247	272,289	-
	520815		Tuition Reimbursement	42,039	50,924	16,803	12,528	16,519	9,008	16,519	-
	520905		Travel - Training Related	170,157	193,829	156,185	102,534	116,695	193,247	116,695	-
	520910		Travel - Non-training Related	18,450	17,112	38,648	24,032	10,579	44,897	10,579	-
	521405		Building Maintenance Services	24,961	30,971	18,783	6,036	9,327	7,797	9,327	-
	521505		Utilities	11,374	4,145	4,283	123,244	121,299	5,421	121,299	-
	521605		Data Services	56,987	98,862	191,130	207,174	204,992	159,764	204,992	-
	521610		Voice Services, Equip & Labor	65,393	55,315	61,692	46,499	45,092	51,089	45,092	-
	521705		Vehicle/Equipment Rental/Lease	463	-	-	-	-	-	-	-

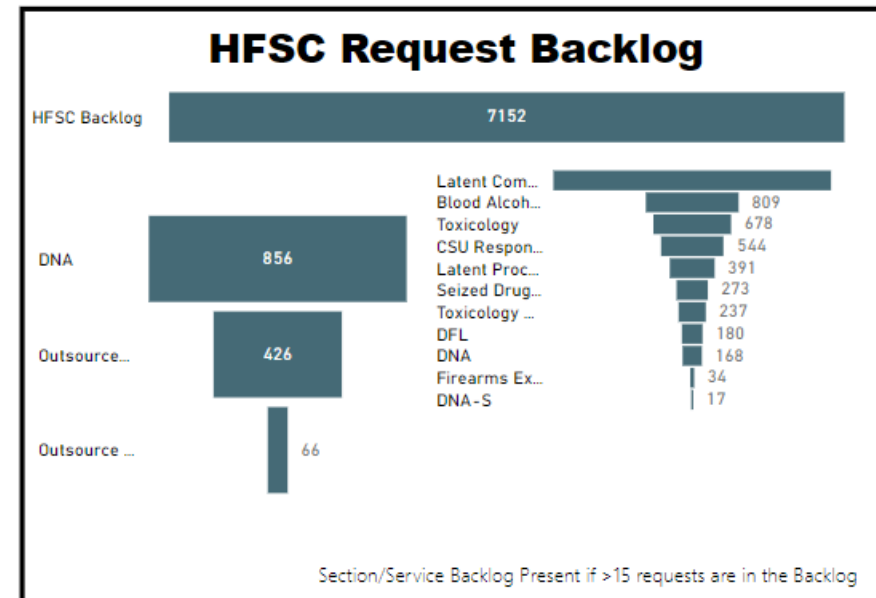
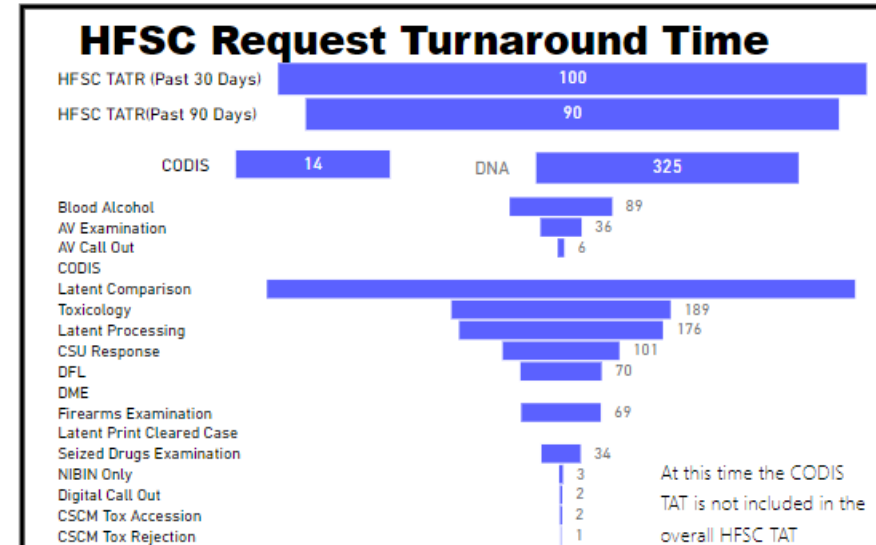
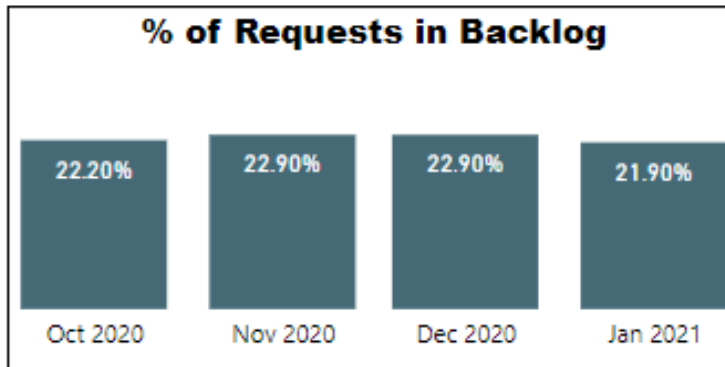
				FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY21 Budget	FY22 Budget	FY22B vs. FY21FCST
Expenses:											
			Services:								
	521725		Other Rental Fees	23,694	38,766	48,261	64,898	50,912	67,693	50,912	-
	521730		Parking Space Rental	134,129	167,680	210,045	187,936	195,888	197,079	195,888	-
	521905		Legal Services	2,325	45,623	43,263	10,035	25,000	25,000	25,000	-
	522205		Metro Commuter Passes	66,667	71,450	65,142	24,597	3,792	37,204	3,792	-
	522305		Freight	20,347	17,190	13,447	31,007	22,205	26,687	22,205	-
	522430		Misc. Other Services & Chrgs	135,395	157,383	54,745	82,296	81,323	90,572	31,323	50,000
	522720		Insurance - General & Professional	-	-	-	-	-	-	-	-
	522722		Intfd KNONOS Svc Chr	-	-	-	-	-	-	-	-
	522845		Interfund Vehicle Services	-	-	-	-	-	-	-	-
	532000		Sub-Contractor (COH)	6,192,722	2,679,910	1,294,200	689,122	746,640	896,970	900,451	(153,812)
				10,208,805	7,290,926	6,345,826	5,996,146	5,017,045	4,879,644	5,137,045	(120,000)
			Services without CoH	4,016,083	4,611,016	5,051,626	5,307,024	4,893,741	3,982,674	4,236,594	657,147
			Interest Expense	-	-	271,270	1,093,496	1,083,708	1,073,135	1,060,504	23,204
			Non-Capital Expenditures								
	551010		Furniture and Fixtures	90,436	50,181	88,301	274,844	25,000	25,000	25,000	-
	551015		Computer Equipment	148,058	244,573	84,289	159,405	130,230	75,000	91,030	39,200
	551025		Scientific/Medical Equipment	58,204	13,367	3,181	28,015	-	9,752	9,752	(9,752)
	551040		Non-Capital - Other	-	-	-	-	9,752	-	-	9,752
			Total Non-Capital Expenditures	296,698	308,120	175,771	462,264	164,982	109,752	125,782	39,200

				FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 FCST	FY21 Budget	FY22 Budget	FY22B vs. FY21FCST
Expenses:											
			Capital Expenditures								
			Capital - Vehicles	-	100,379	-	67,003	241,500	210,000	168,000	73,500
	170240		Scientific/Foren Eqmt	342,454	86,541	(48,870)	-	146,649	214,817	718,021	(571,373)
	170980		Const in Progress	684,338	857,991	(1,353,503)	143,374	38,000	38,000	-	38,000
			Total Capital Expenditures	1,423,612	1,275,023	221,544	230,706	308,257	462,817	916,021	(607,764)
Total Expense and Capital Before Depreciation				26,040,096	25,298,324	25,842,421	26,367,765	26,628,429	26,201,711	27,823,830	(1,195,401)
	561230		Depreciation	432,917	488,011	891,893	1,806,679	1,848,935	1,710,851	1,856,298	(7,363)
Total Expense and Capital After Depreciation				26,473,013	25,786,336	26,734,314	28,174,444	28,442,264	27,912,562	29,680,128	(1,237,864)
			Net Ordinary Income After Capital Expenditures	249,325	681,496	(61,530)	(754,469)	72,729	858,271	457,695	(384,966)
Other Expense:											
	610000		City of Houston Direct Overhead	1,460,000	1,460,000	1,403,692	326,790	-	-	-	-
			Grant and Training Expense	-	-	-	-	-	-	-	-
			FA Gain/Loss	48,082	-	168,218	191,672	-	-	-	-
			Total Cash Out				725,420	663,993	2,569,122	2,313,993	

Operations Report

February 12, 2021

January 2021 Company Overview

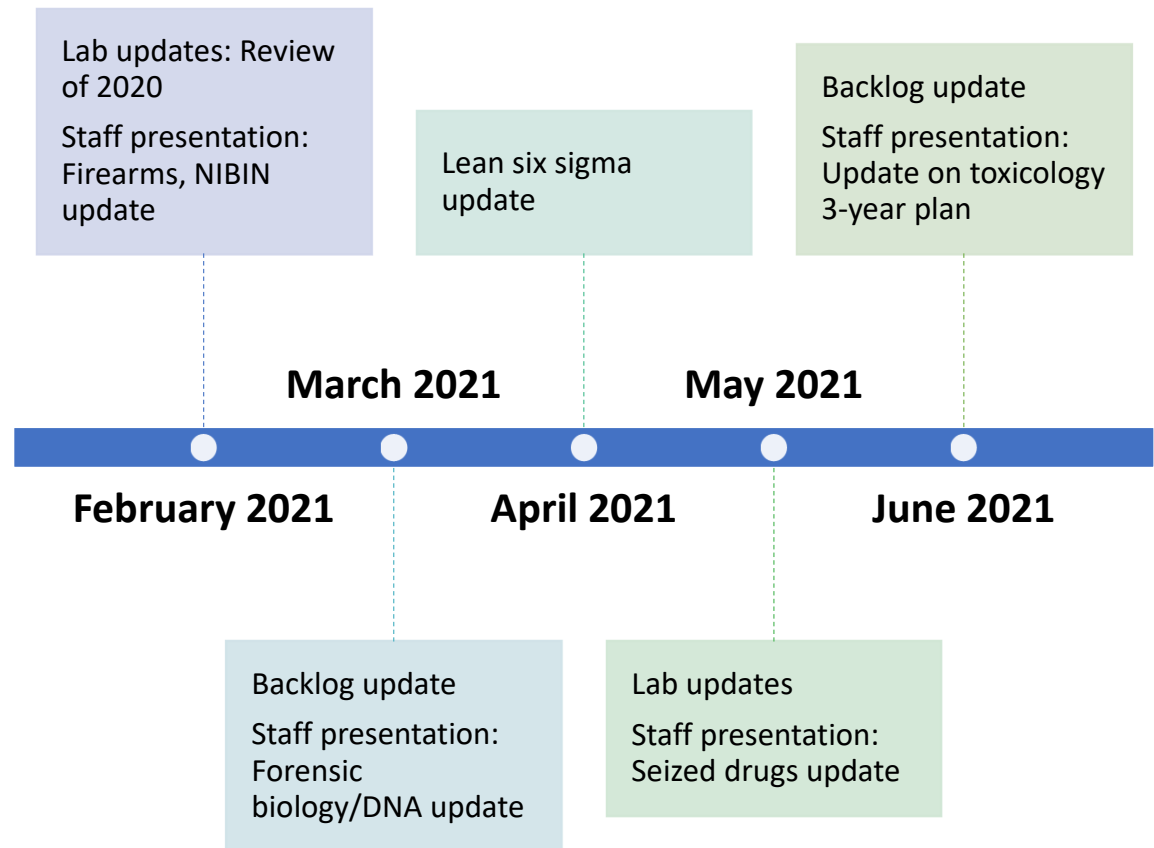


Highlights

- Updated operations report schedule
- 2020 in review



What to expect



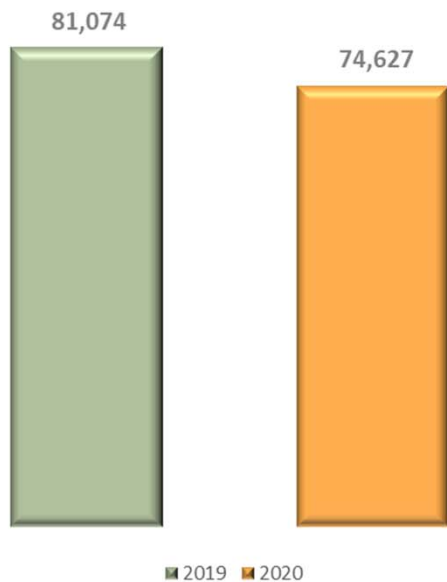
Productivity Goal Update

Goal: Lab average analysis TAT of 28 days for the review year and reduce the average age of pending cases by 30%

- As of January 31: average age of pending cases dropped by 10.9%
 - 104 days to 93 days
- Review year starts February 1 for the average analysis turnaround time: averaged 24 days over the past 12 months

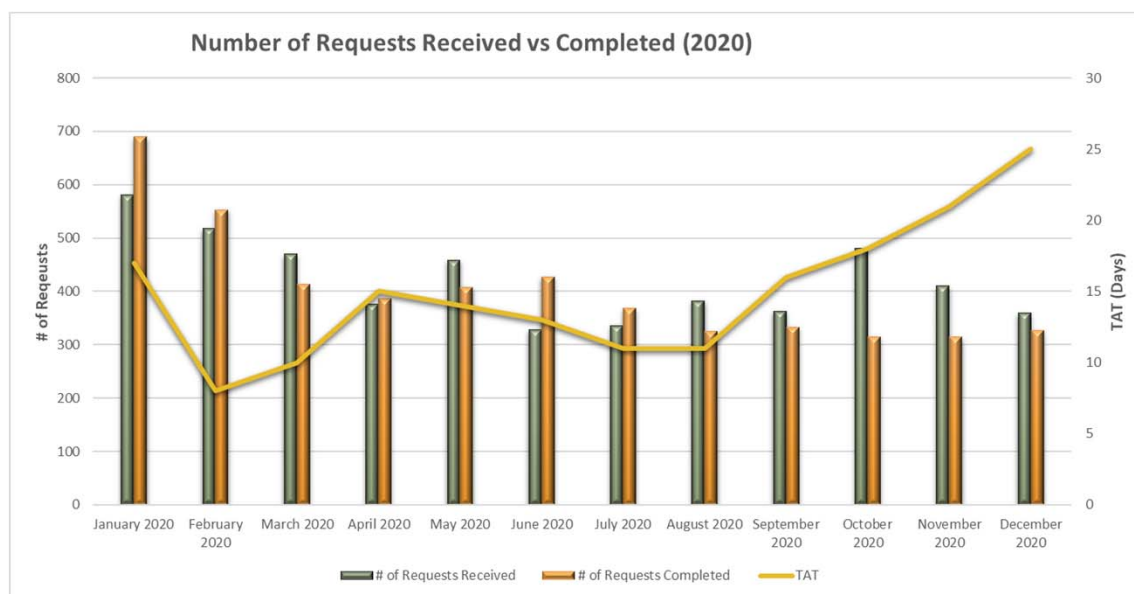
Client Services and Case Management: 2020

NUMBER OF ITEMS (2019 VS 2020)



- Section kept up with evidence transfers despite 50 percent reduction in onsite staff
- Overall 2020: 8% decrease in evidence items
- 3.5-day or less turnaround time for toxicology accessioning maintained

Seized Drugs: 2020

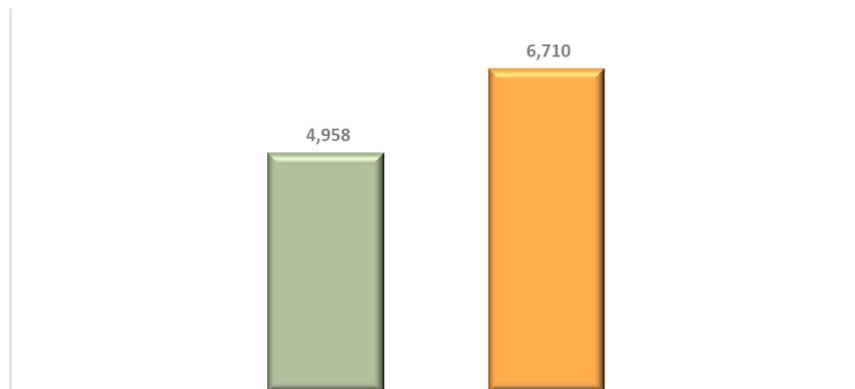


- 239 backlogged requests. Of those, 83 are for new marijuana testing.
- Since the start of the pandemic, requests have dropped (except for October 2020)
- Instrument network implemented enabling more remote work
 - Downtime during network updates
 - Does not change onsite time needed for lab processing

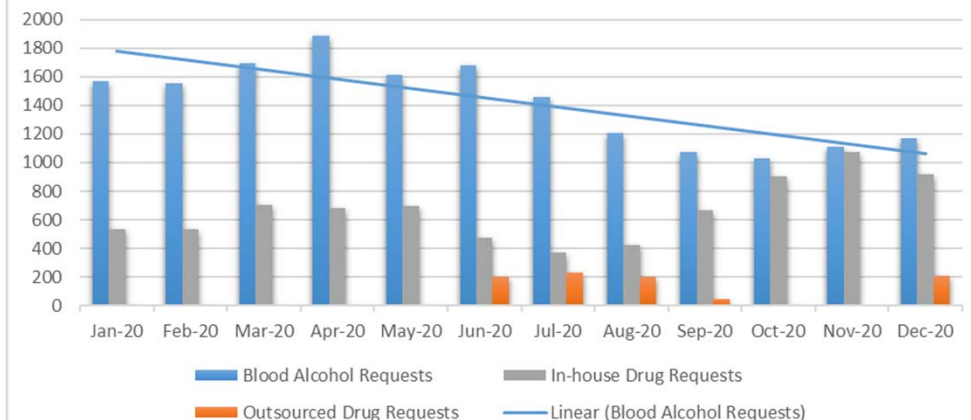
Blood Alcohol/Toxicology: 2020

NUMBER OF REQUESTS COMPLETED (2019 VS 2020)

■ # of Requests Completed in 2019 (JT and Plee) ■ # of Requests Completed in 2020

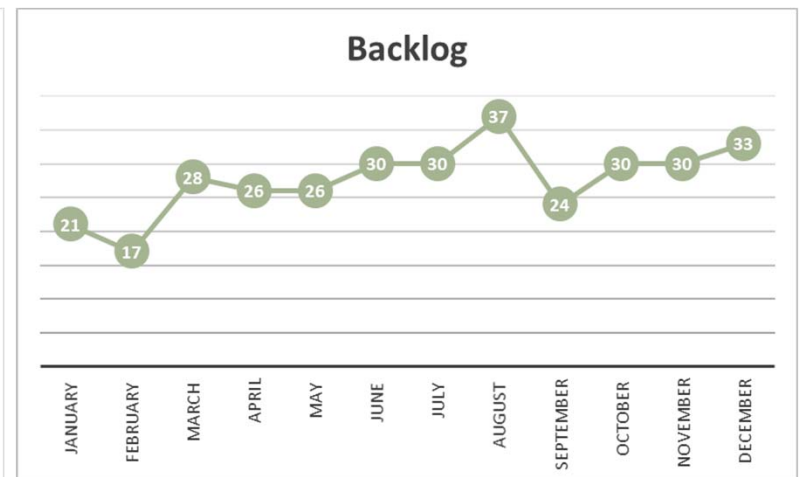
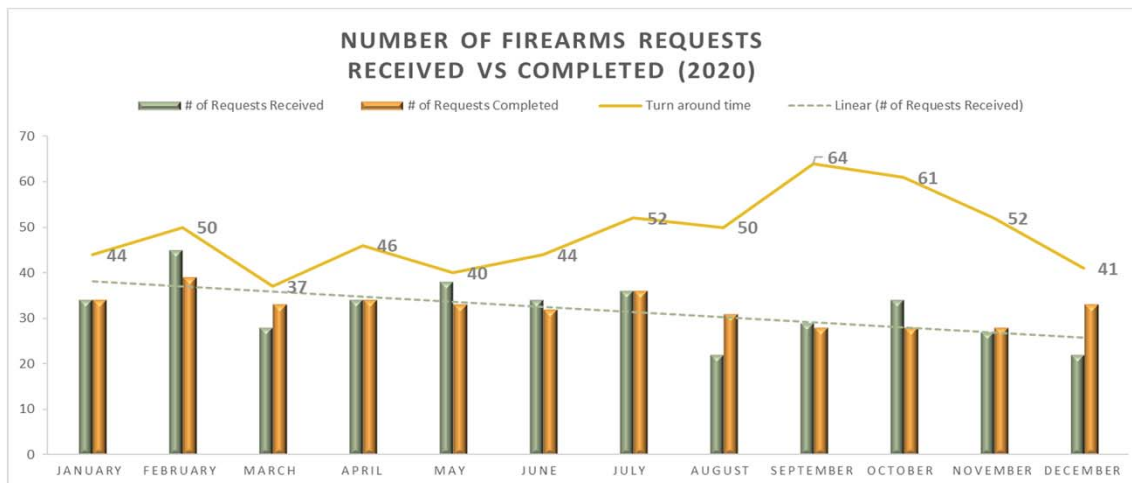


Toxicology Backlog



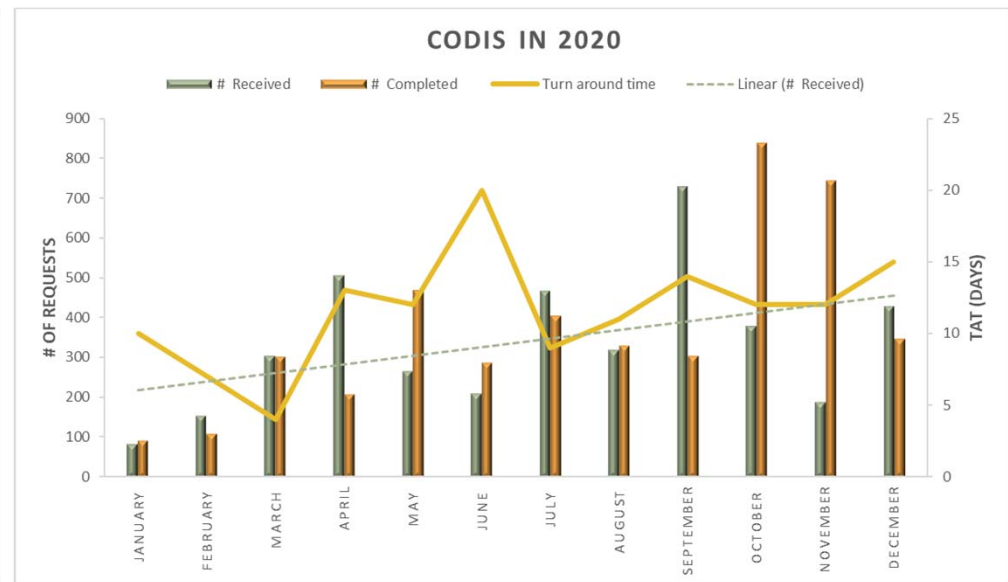
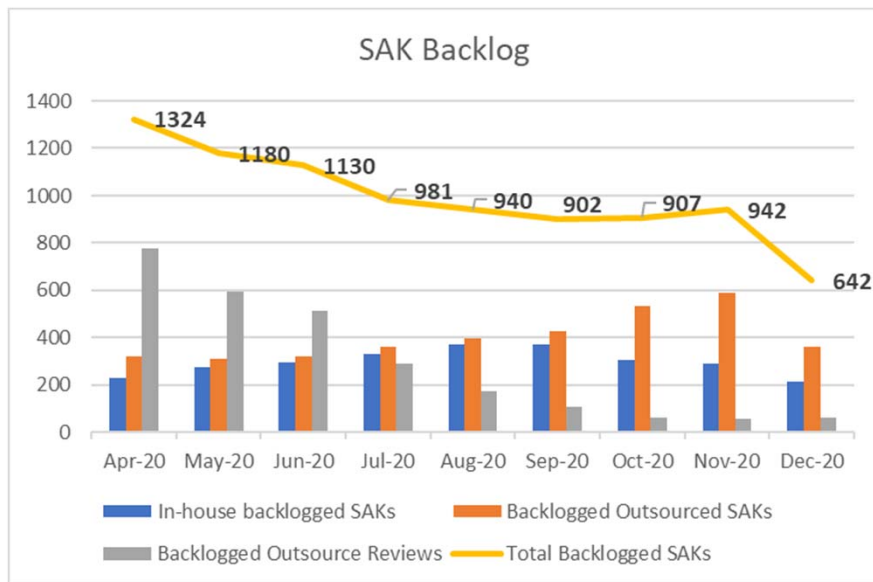
- Despite pandemic, section increased throughput in 2020
- 5 new analysts hired (3 have completed blood alcohol training & 2 are in drug screening training)
- Three-year plan increases visibility on training and production goals.

Firearms: 2020



- Two teams of examiners, rotate weekly between onsite and working remotely.
- NIBIN technicians not separated.
- Turnaround time increased during 2020 due to the pandemic schedule, but the number of backlogged cases has held steady since March.

Forensic Biology/DNA Sexual Assault Kit Update: 2020



Projected in-house backlog Dec. 31, 2020: 940

Actual backlog Dec. 31, 2020: 901

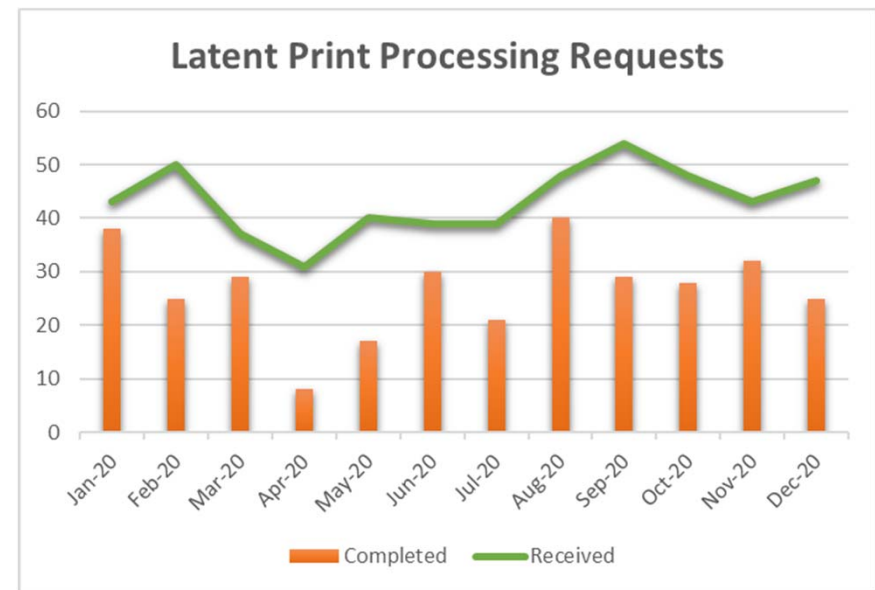
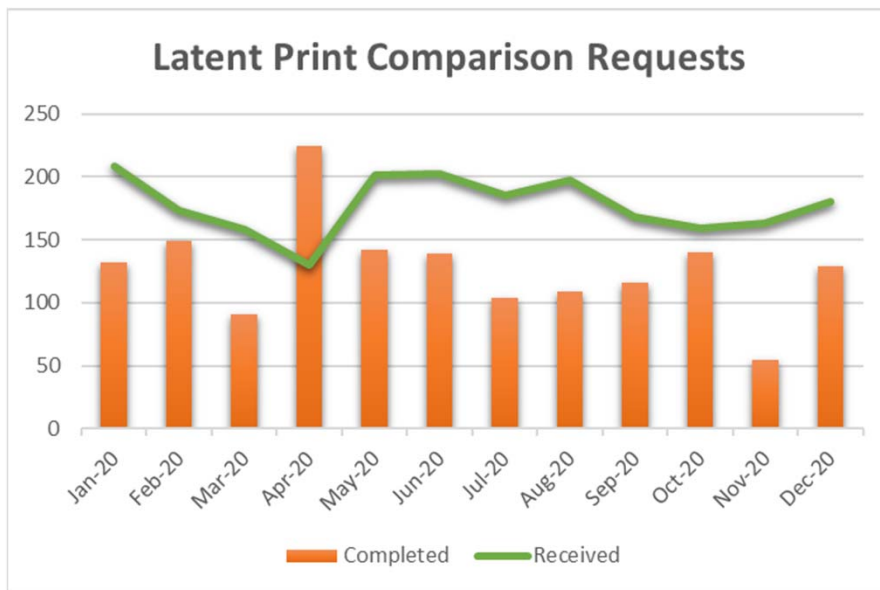
- Current training on schedule: four DNA analysts to be fully authorized August 1

Latent Prints: 2020

End of Year Backlog

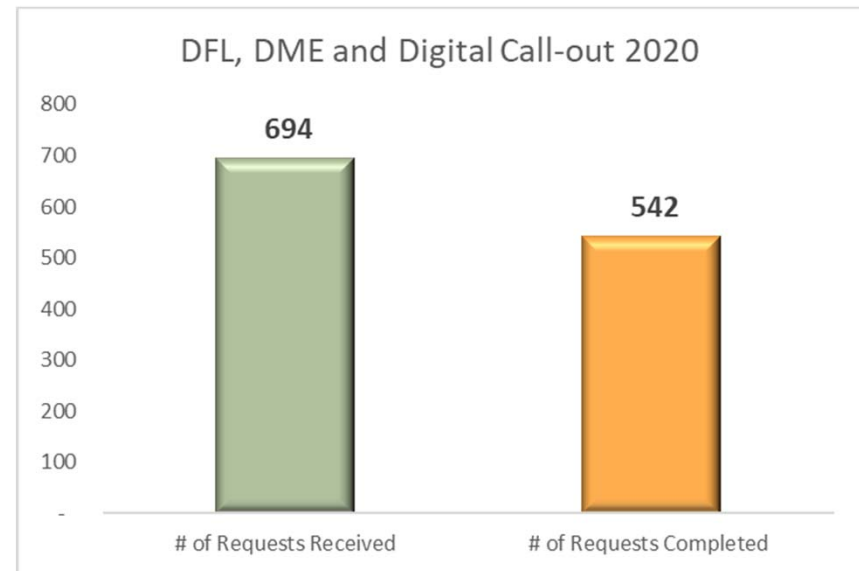
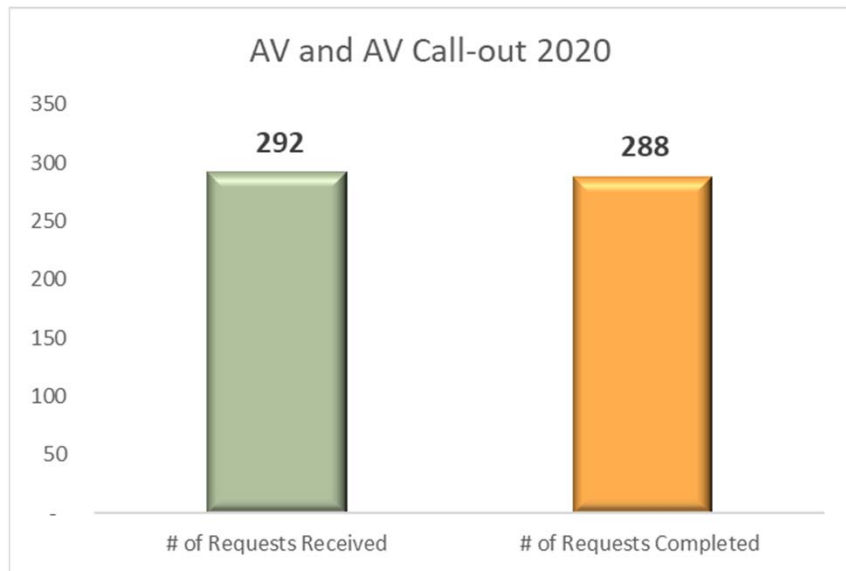
Comparison backlog: 2,481

Processing backlog: 417



- Lean six sigma project started: Nov. 5, 2020
- Transitioned a latent print comparison vacancy to a processor position

Multimedia: 2020



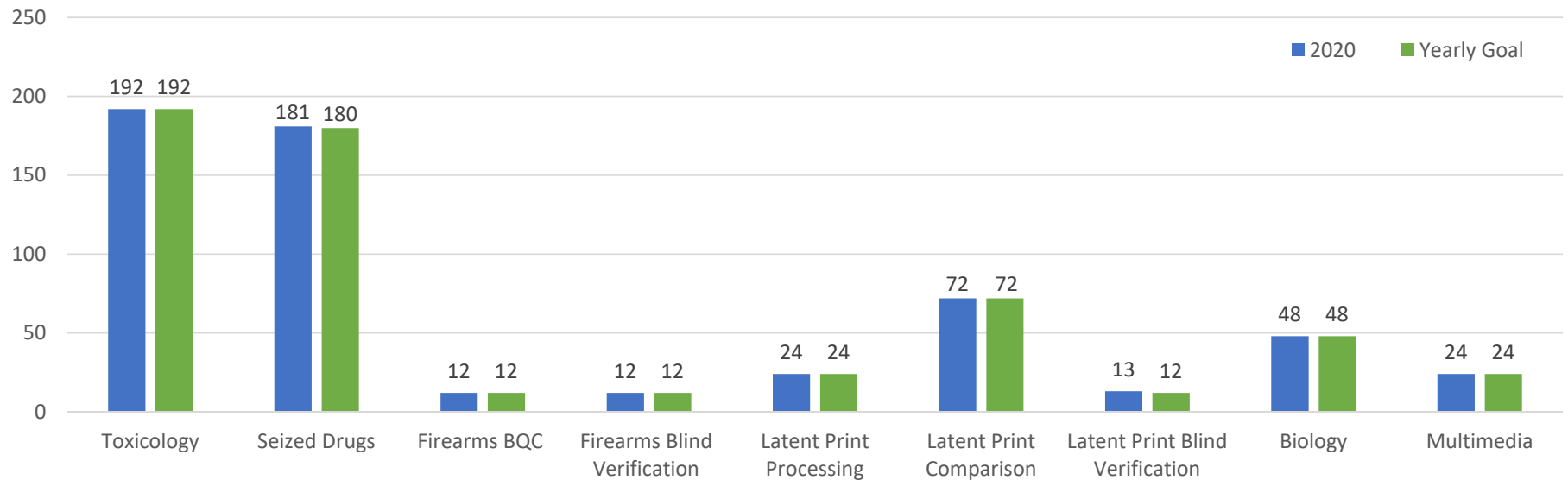
- Digital requests increased 9%
- Audio/video requests increased 10%
- Implemented UFED Premium software for cellphones
- Cross-training staff across digital and audio/video

Quality Division Report

February 12, 2021



Blind Quality Controls Submitted: 2020



Total blinds submitted in 2020: 578

Total submission goal for 2020: 576

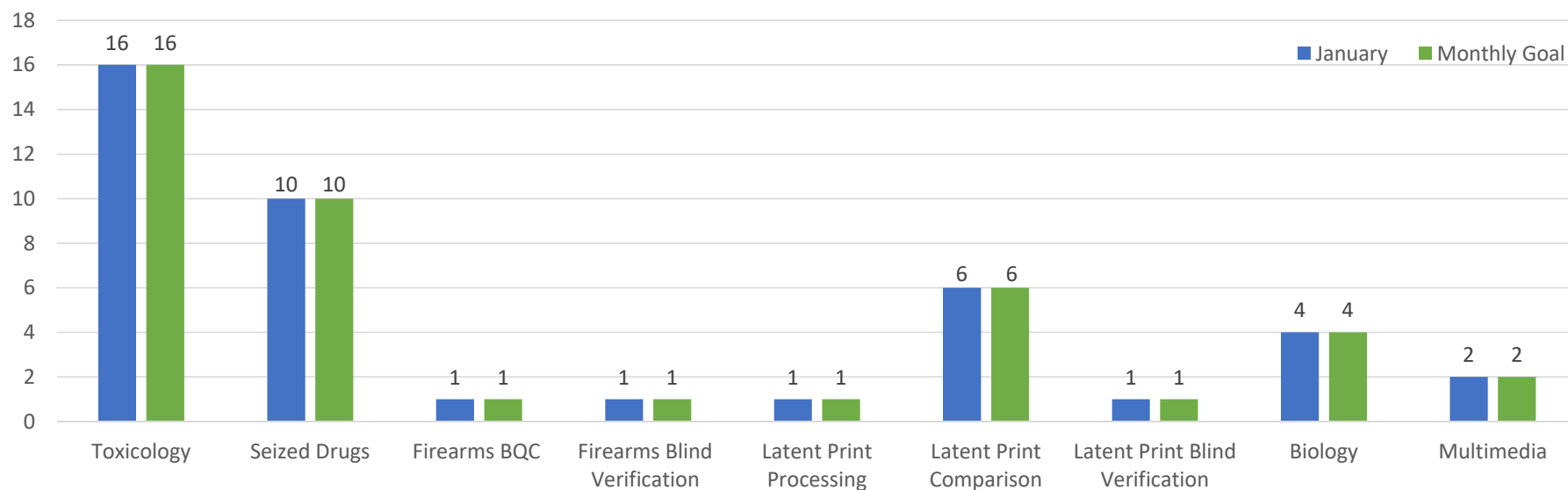


Blind Quality Control 2021 Submission Goals

Section	2020 Monthly Goals (~5% Requests Completed)	2021 Monthly Goals (~5% Requests Completed)
Toxicology	16/month	16/month
Seized Drugs	15/month	10/month
Firearms	1/month	1/month
Firearms Blind Verification	1/month	1/month
Biology	4/month	4/month
Latent Print Comparison	6/month	6/month
Latent Print Blind Verification	1/month	1/month
Latent Print Processing	2/month	1/month
Multimedia	2/month	2/month



Blind Quality Controls Submitted in January



Blind Quality: Accomplishments and Challenges

- “Ups and Downs of a Blind Quality Program-HFSC’s Perspective” published in Forensic Science Review

Forensic Discipline	Cases Completed in January
Toxicology – BAC	29
Seized Drugs	1
Biology	2 (DNA) 3 (screening)
Firearms Blind Verification	1
Firearms	1
Latent Print Processing	0
Latent Print Comparison	1
Latent Print Blind Verification	0
Multimedia	2



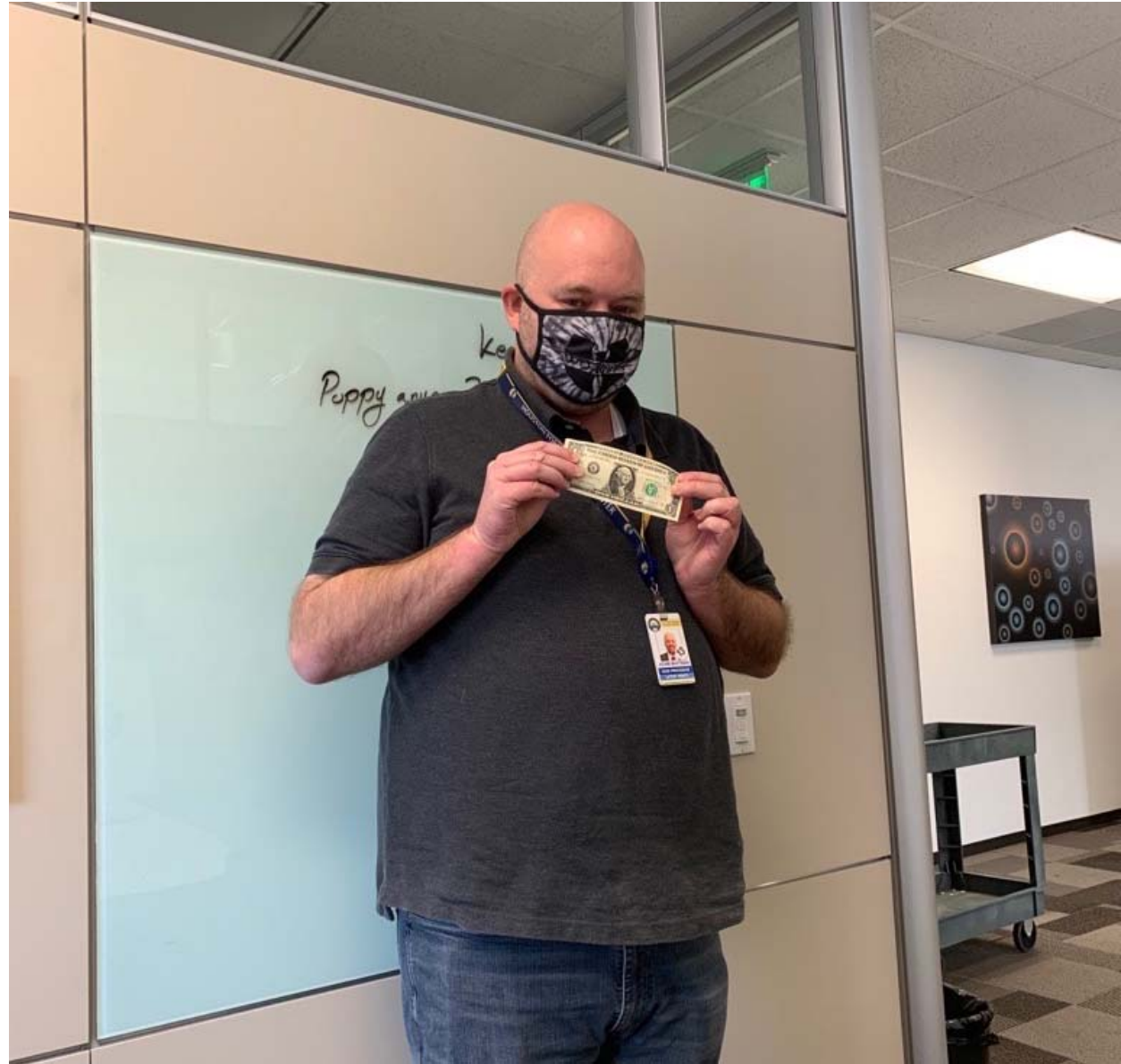
Blind Quality Controls

BLINDS DISCOVERED:

- Multimedia blind discovered
- Forensic biology/DNA blind discovered
- Firearms blind discovered

GOT IT WRONG:

- Latent prints processor incorrectly identified a real case as a blind



Disclosures/Complaints

TFSC voted “no further action” on latent print disclosure

- Incident did not raise questions about reliability of latent print exams, comparisons or identifications. Rather, focuses on documentation
- Audit of 95 cases from technical reviewer demonstrated effectiveness of technical reviews
- Analyst removed from casework and retrained
- Case reassigned to a supervisor and amended report issued

Forensic biology/DNA quality-related complaint

- Unsubstantiated at this time
- Harris County District Attorney’s Office and accrediting bodies contacted
- Auditing results reported with no biological evidence identified



Survey Responses

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

Survey link added to email taglines in February 2020

- 43 responses received in 2020:
 - Satisfied or very satisfied
32 responses
 - Neither satisfied or dissatisfied
4 responses
 - Dissatisfied or very dissatisfied
7 responses



2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	0	
Toxicology		0	0	
Firearms		1	0	
Crime Scene		0	0	
Latent Prints		8	0	
Multimedia	Audio/Video	0	0	
	Digital	0	0	
Forensic Biology		10	0	



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	15	
Toxicology		0	14	
Firearms		0	25	
Crime Scene		0	25	Non-expected results obtained in one test
Latent Prints		1	15	
Multimedia	Audio/Video	0	5	
	Digital	0	5	
Forensic Biology		1	38	



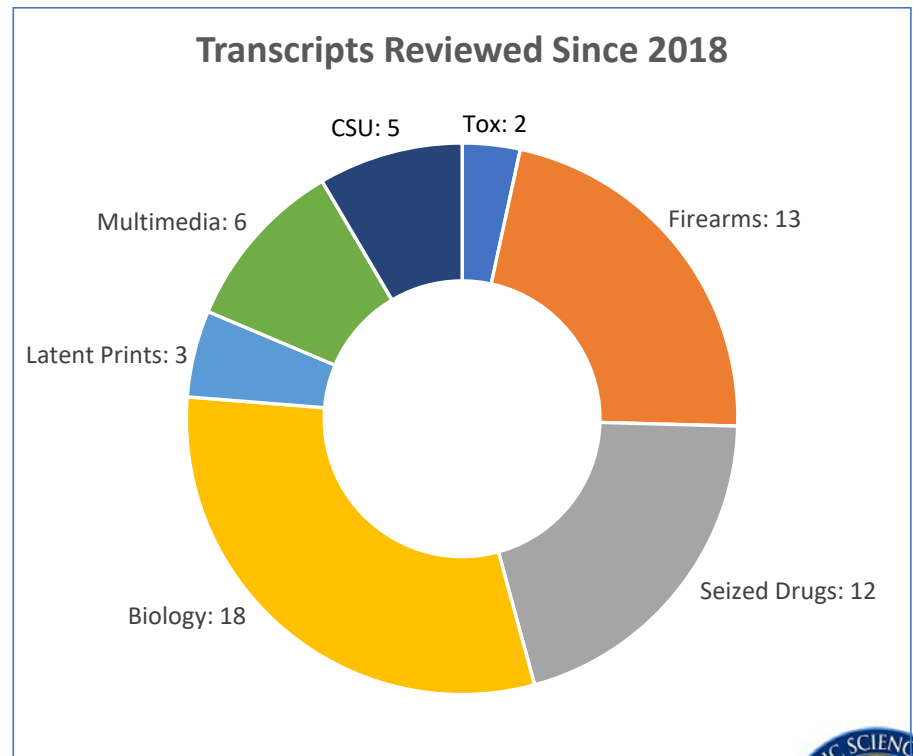
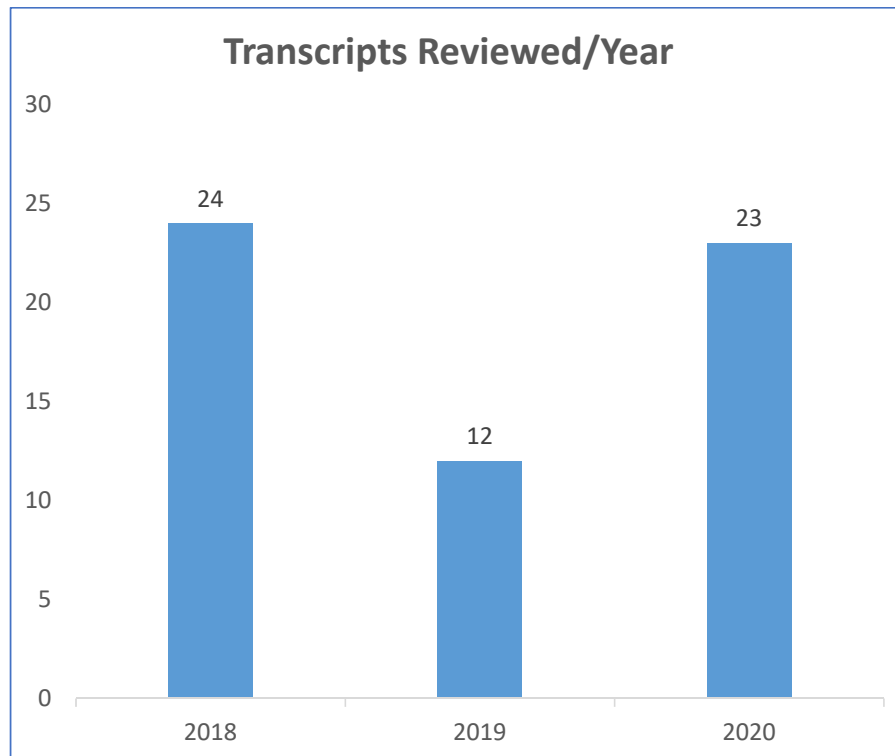
Corrective Action

Crime Scene Unit proficiency test yielded unexpected results

- Identification test for the presumptive presence of blood
- Crime scene investigator's authorization to perform this test in casework temporarily removed
- Test contained six samples. Three samples that should have been positive reported as negative.
- CSU chemical test now "out of service" due to observations of foaming during quality investigation
- CSI has since passed a competency test and will be reauthorized to perform the presumptive test on casework



Transcript Review Project in Review



2020 and 2021 Testimony Data

- 2020: 25 analysts testified
 - All analysts monitored
- 2021: no analysts have testified this year
- Transcript review project
 - Three transcripts received, evaluations completed for third round of 2020
 - First round of requests being prepared for 2021



Detailed Data





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-003	Biology/DNA	Incident	1/6/2021	A differential extraction reagent blank exhibited low level allelic activity. While the source of the allelic activity cannot be conclusively determined, there is one sample within the extraction set that cannot be excluded as the possible source. The affected samples have been re-portioned and re-extracted.
2021-004	Biology/DNA	Incident	1/6/2021	A reagent blank exhibited low level allelic activity and the source of the allelic activity has not been conclusively determined. The affected samples have been re-portioned and re-extracted.
2021-011	Biology/DNA	Incident	1/29/2021	DNA extracts from three robotic extraction sets were observed to have a brown color as opposed to being clear. The instrument has been taken out of service and Forensic Biology management is investigating the cause of the discoloration with the vendor.
2021-PAR1	Biology/DNA	Preventative Action	1/5/2021	Dust covers were purchased for the Forensic Biology section's two liquid handling instruments. These covers enclose the top of the instrument thus creating a barrier and minimizing potential contamination.
2021-002	Client Services & Case Management	Incident	1/4/2021	A semiautomatic shotgun's charging handle broke during transport by a Client Services/Case Management Specialist from the Houston Police Department Property Room to HFSC. The charging handle allows the operator to manually engage and release the bolt. When the bolt is released a cartridge is loaded into the chamber.
2021-005	Client Services & Case Management	Incident	1/8/2021	A competency test was not administered to a Client Services/Case Management trainee prior to performing supervised and unsupervised accessioning activities.
2021-010	Client Services & Case Management	Incident	1/20/2021	Toxicology evidence was left on the laboratory benchtop for approximately ninety minutes.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-PAR2	Client Services & Case Management	Preventative Action	1/25/2021	Client Services/Case Management will no longer place tamper proof seals on unsealed Multimedia evidence for the purposes of transporting the evidence from the Houston Police Department property room to HFSC for analysis. Instead, the Multimedia section will be responsible for placing tamper proof seals over the power supply ports after analysis to preserve the integrity of the evidence upon return to the property room.
2021-001	Crime Scene	Incident	1/4/2021	A Crime Scene Investigator collected a firearm submerged in water and stored the firearm in a container with the water it was recovered from, according to CSU policy. When the CSI returned to HFSC, she was instructed by a CSU Supervisor to discard the water and dry the firearm in a drying cabinet. However, the intent of the CSU SOP is for the firearm not be dried, but rather submitted directly to the Firearms section while still in water.
2021-007	Crime Scene	Incident	1/4/2021	A Crime Scene Investigator did not transfer a crime scene video to a DVD as is required by the CSU SOP. Upon discovery the video was transferred, and the case notes and report will be amended to include the video and DVD.
2021-008	Crime Scene	Corrective Action	1/16/2021	A former Crime Scene Unit supervisor captured FARO data while at a crime scene but did not document his use of the equipment in his case notes nor issue a corresponding report.
2021-006	Multimedia	Incident	1/13/2021	The Multimedia section received a mobile phone with a damaged screen for data extraction. While replacing the damaged screen the Multimedia analyst accidentally damaged two of the phone's ribbon cables.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards.

Crime Scene Unit

Who am I?

Carina Haynes, CSCSA

- Started my career in Durham, NC in 2009
- Began my adventure in Houston as the first civilian supervisor in January 2017
- Administrative supervisor prior to transitioning to acting director in January 2021
- My goal is to continue to build a team of confident CSIs able to efficiently manage high call volumes and produce consistent, quality results



January 2021

Offense Type	January 2020	January 2021
Aggravated Assault	14	11
Child Death	3	3
Death Investigation	4	9
Homicide	33	32
Officer-Involved Shooting	5	6
Aggravated Robbery	10	0
Sexual Assault	1	1
Burglary	2	1
Other	6	1
Vehicles at VEB	64	63
Total	142	127

Current Personnel

Current Personnel	
Supervisors	4
CSIs	19
Trainees	9
Total	32

Trainee breakdown:

- Three trainees should be authorized for independent casework by mid-February
- Two should begin supervised casework at the VEB by mid-February
- Two CSIs with previous experience joined January 19 and are competency testing
- Two trainees are currently at National Forensic Academy in Tennessee, return to HFSC March 15 to begin in-house training

Staff Morale



- Schedule
- Cubicle shuffle
- New trucks
- Lean six sigma project

Supervisor Morale

Quality Presentation

- Research closed corrective action reports from 2020
- Create presentation for unit describing the corrective actions and resulting policy changes
 - Helps new supervisors learn the quality process
 - Helps CSIs understand the 'why' behind some policy changes

Reducing TAT on reports

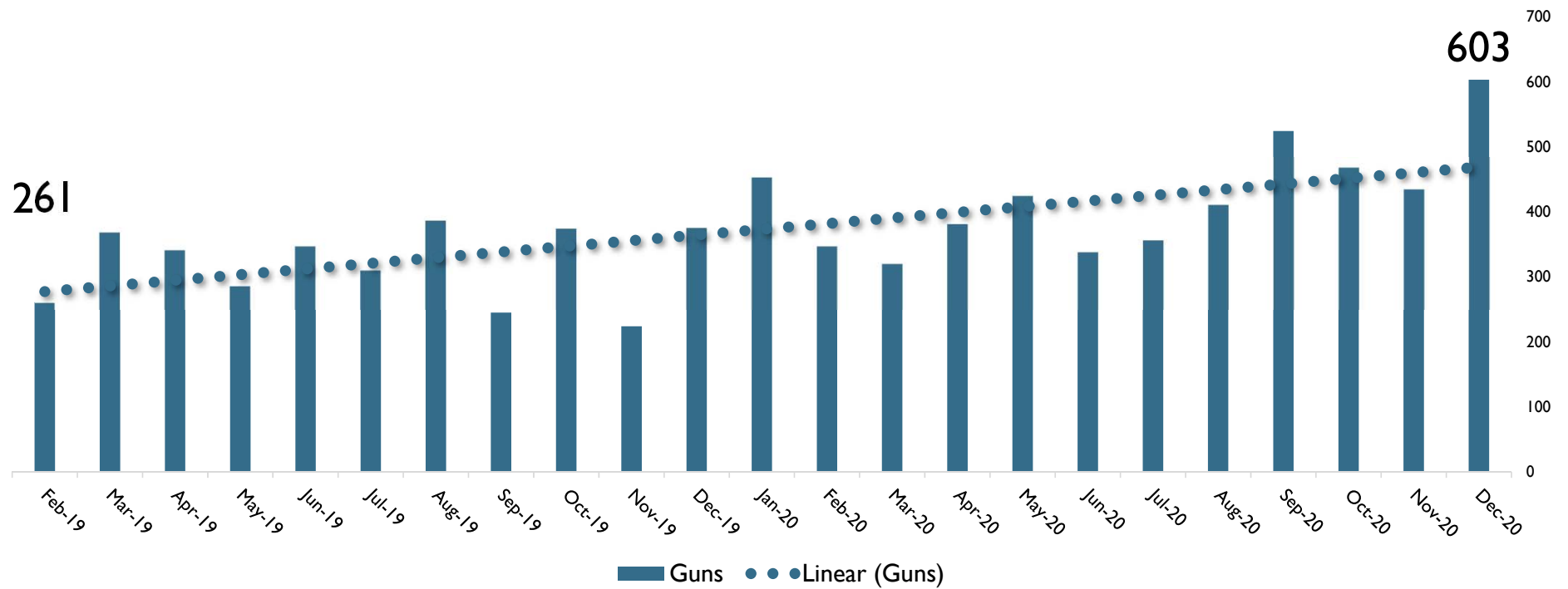
- Clear expectations established about time spent on reports and other supervisory duties
 - More equitable on-call schedule to allow for more rest on off days
- ** More supervisors = more time on scene with CSIs = additional learning opportunities and less mistakes**



THE STATE OF NIBIN



Guns Completed Feb 2019 - Dec 2020



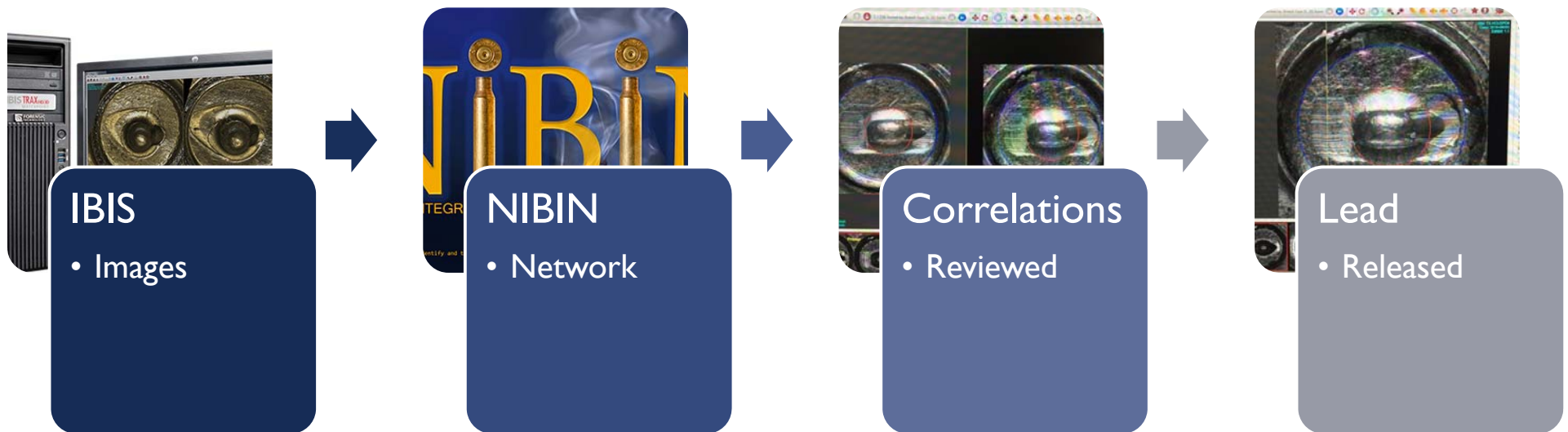
HFSC NIBIN VOLUME AND CAPACITY



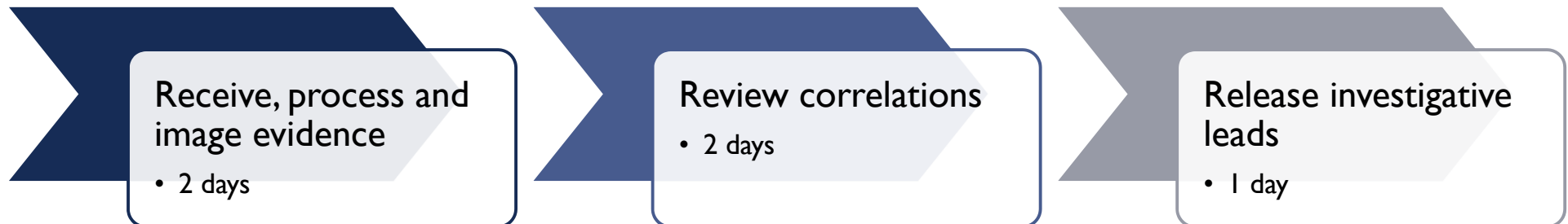
THE BASICS

WHAT IS NIBIN AND HOW DOES IT WORK?

- National Integrated Ballistic Information Network (NIBIN)
- Imaging technology: Integrated Ballistic Identification Systems (IBIS)



MINIMUM REQUIRED OPERATING STANDARDS (MROS) FOR NIBIN SITES



- Per ATF, NIBIN sites are expected to achieve this TAT in 75-80% of cases
- 5 day total turn around

NIBIN PARTNERS IN THE HOUSTON AREA

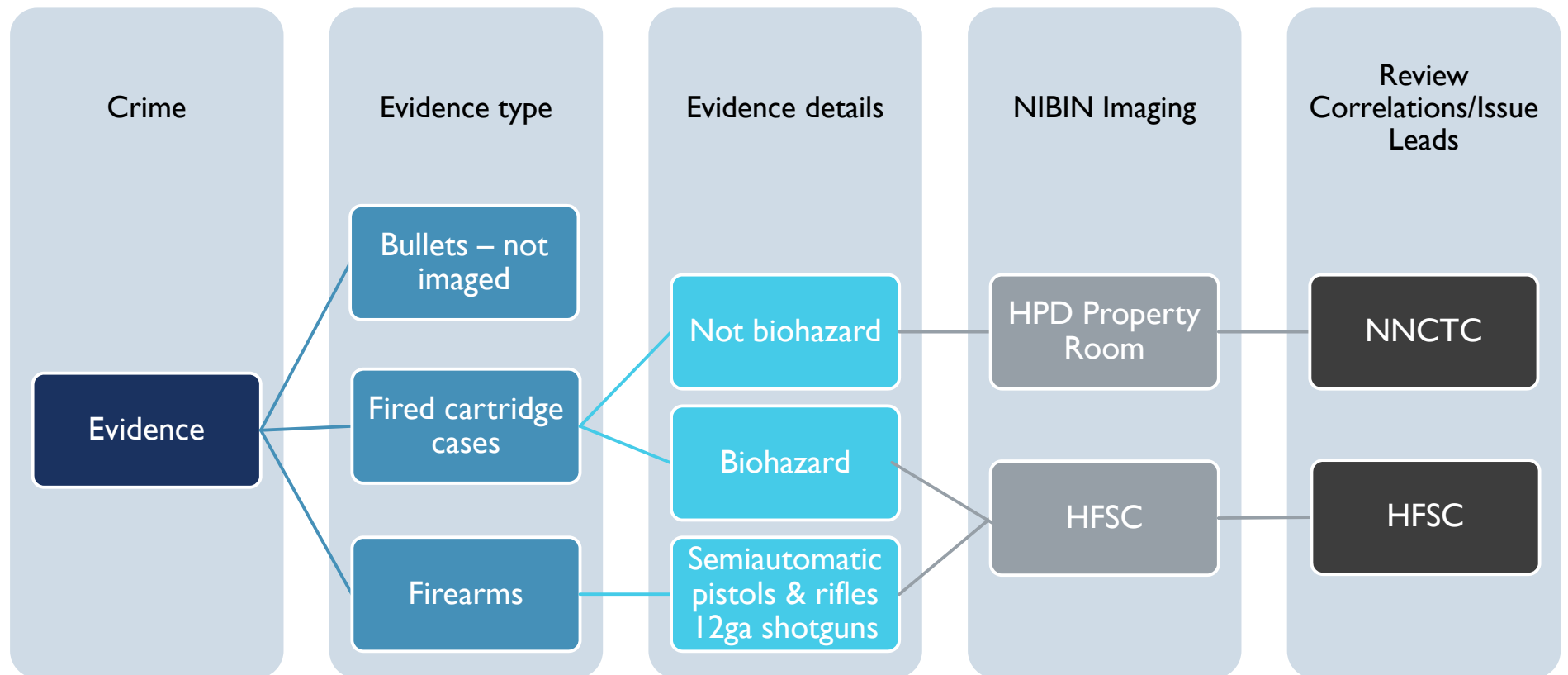
Laboratories

- Houston Forensic Science Center
- Harris County Institute of Forensic Sciences
- Montgomery County Sheriff's Department Crime Laboratory
- Jefferson County Regional Crime Laboratory

Law Enforcement

- Houston Police Department
- Harris County Sheriff's Office
- Fort Bend County Sheriff's Office
- Brazoria County Sheriff's Office
- Beaumont Police Department
- ATF Houston Field Office

NIBIN FOR THE CITY OF HOUSTON



WHAT MAKES EVIDENCE ELIGIBLE FOR NIBIN?

Offense Type (“Crime Gun”)

- Any firearm used in a crime or suspected to have been used in a crime
- Abandoned or confiscated firearms
- Includes the crime gun and cartridge cases from crime guns

Evidence Type (cartridge cases/test fires)

- Fired cartridge cases (from crime scenes or test fires from firearms)
- Semiautomatic and full automatic pistols
- Semiautomatic and full automatic rifles
- Pump action and semiautomatic 12-gauge shotguns

FIRED EVIDENCE TYPES

Cartridge Cases



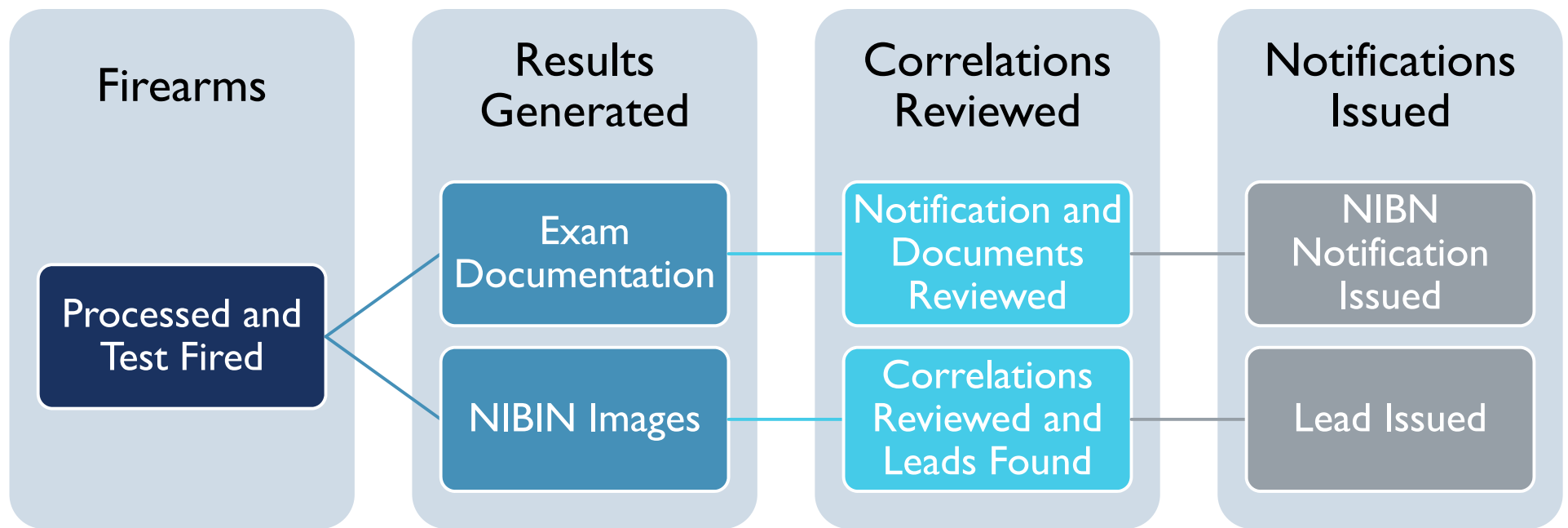
Bullets





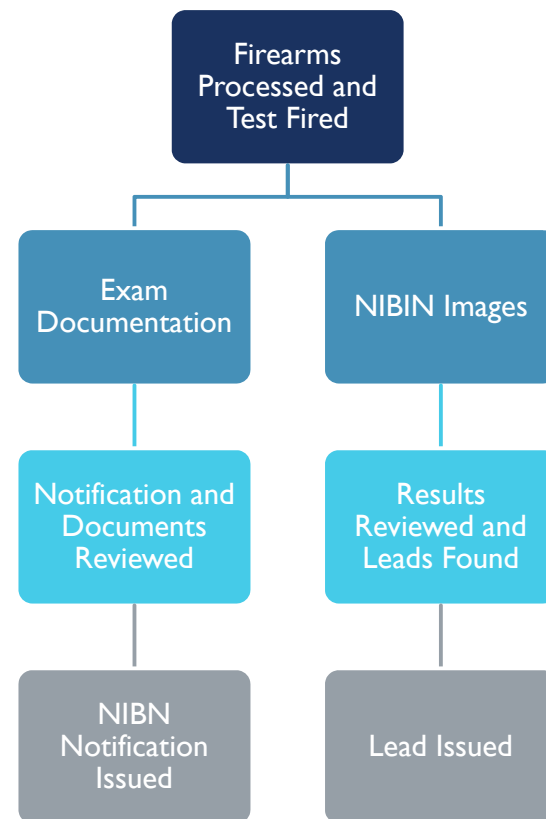
HFSC NIBIN WORKFLOW

HFSC NIBIN WORKFLOW

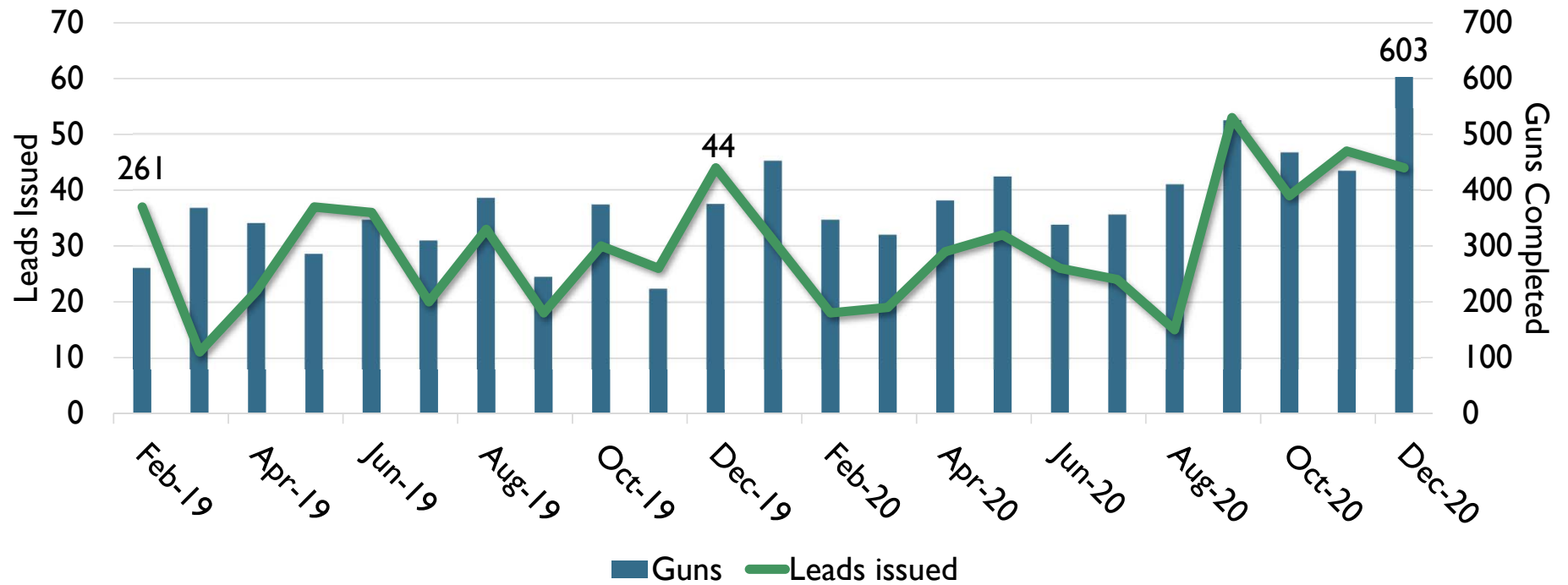


HFSC FIREARMS STAFFING/NIBIN DUTIES

- 3 NIBIN Techs – Work up firearms, image test fires
- 1 NIBIN Tech – Reviews NIBIN correlations, issues leads
- 9 firearms examiners – Review NIBIN work and NIBIN leads, also review NIBIN correlations
- 1 manager, 1 supervisor – Also do reviews and review NIBIN correlations

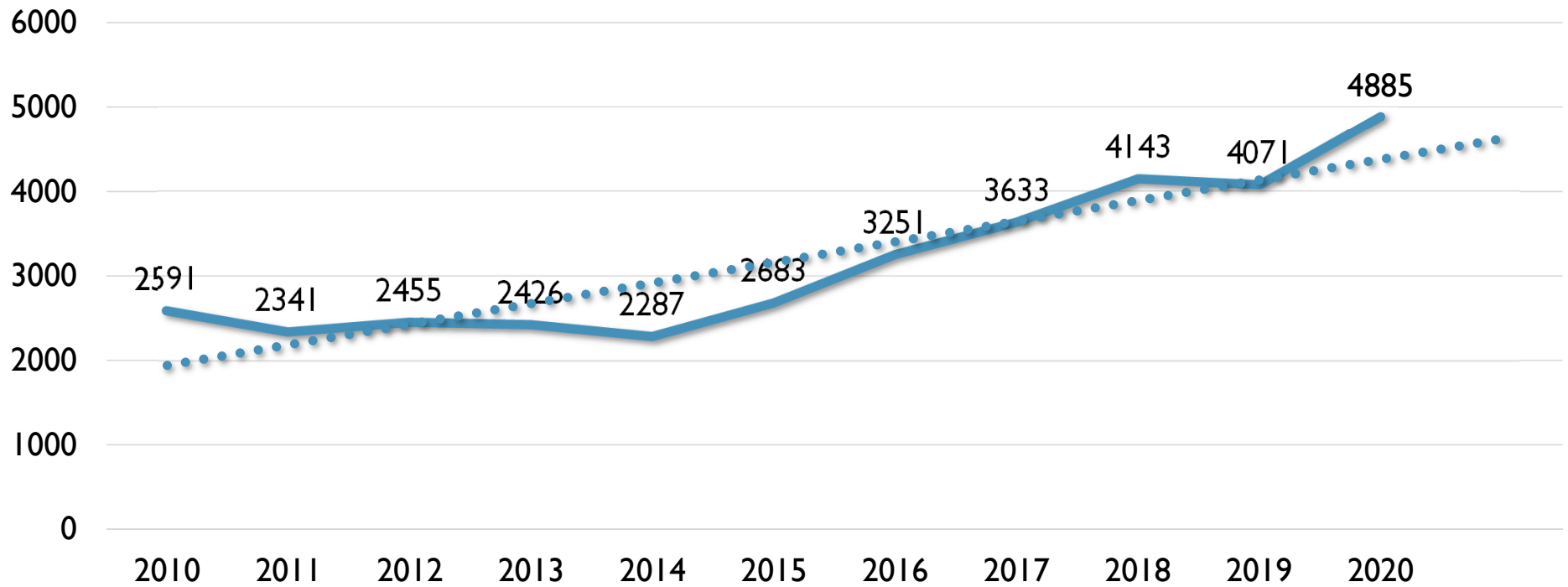


Leads Issued and Guns Completed Feb 2019 - Dec 2020



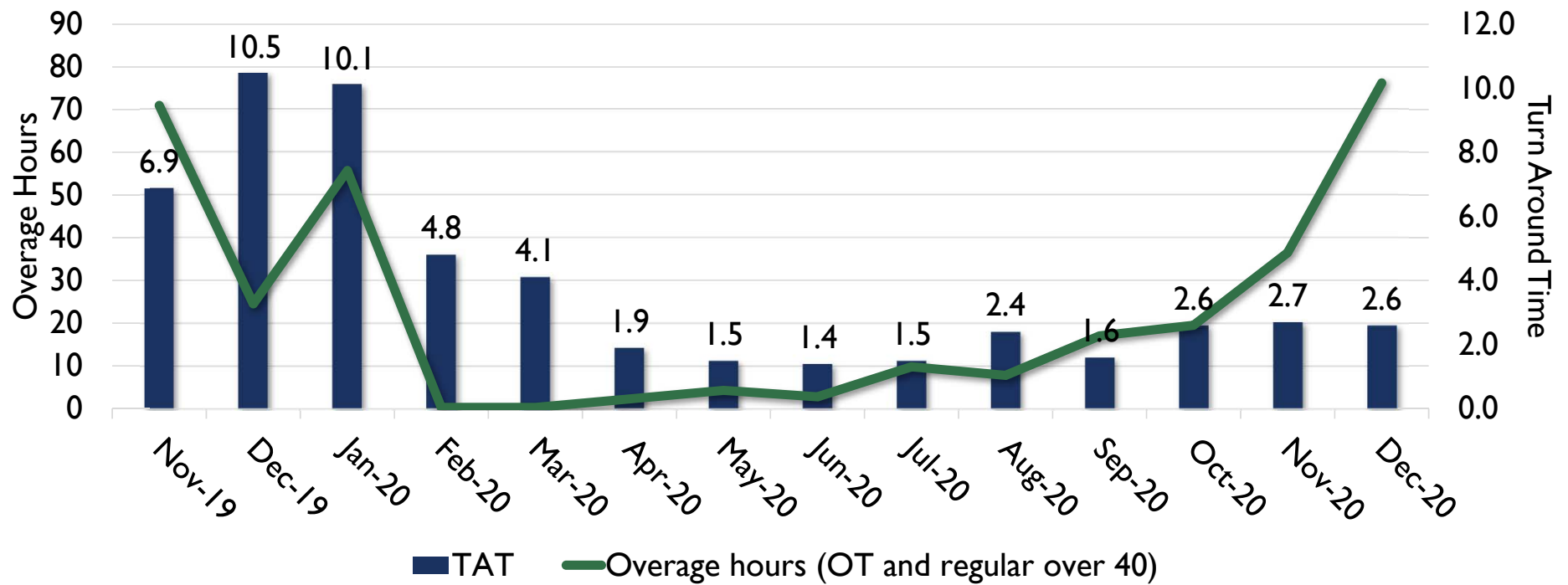
HFSC NIBIN VOLUME AND CAPACITY

NIBIN Test Fire Entries by Offense Date



A DECADE OF NIBIN ENTRIES

Overage Hours and Turnaround Time



OVERAGE HOURS AND TAT

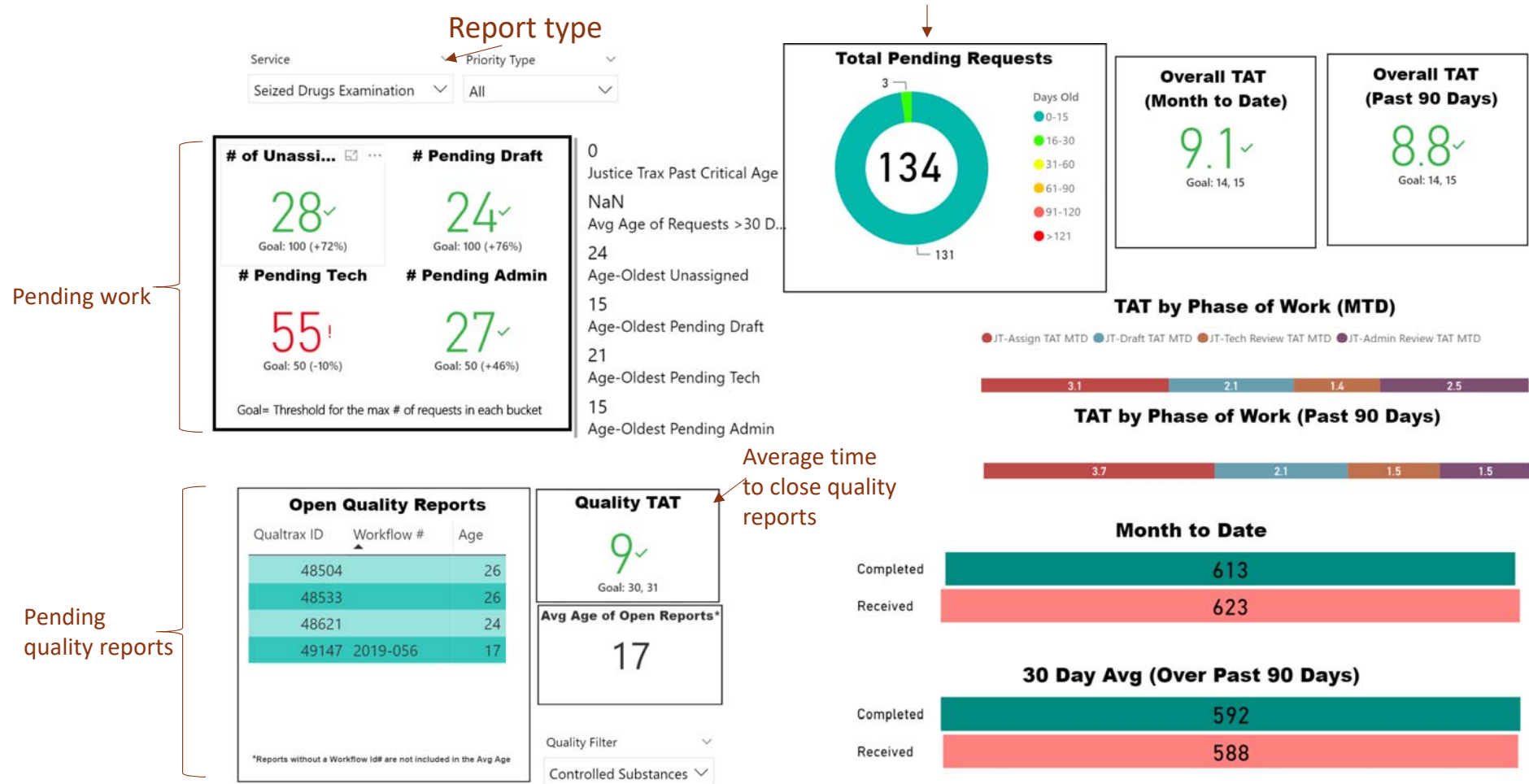
PERSONNEL AND FINANCIAL COSTS OF OVERAGE HOURS

- Burn out (potential turnover)
- Overtime expenses
- Lack of time for training in additional tasks
 - Doing administrative and technical reviews
 - Processing fired evidence
 - Reviewing correlations (gun techs)
- Lack of time for job and personal development
 - Teambuilding
 - Leadership and other career skills

Detail data

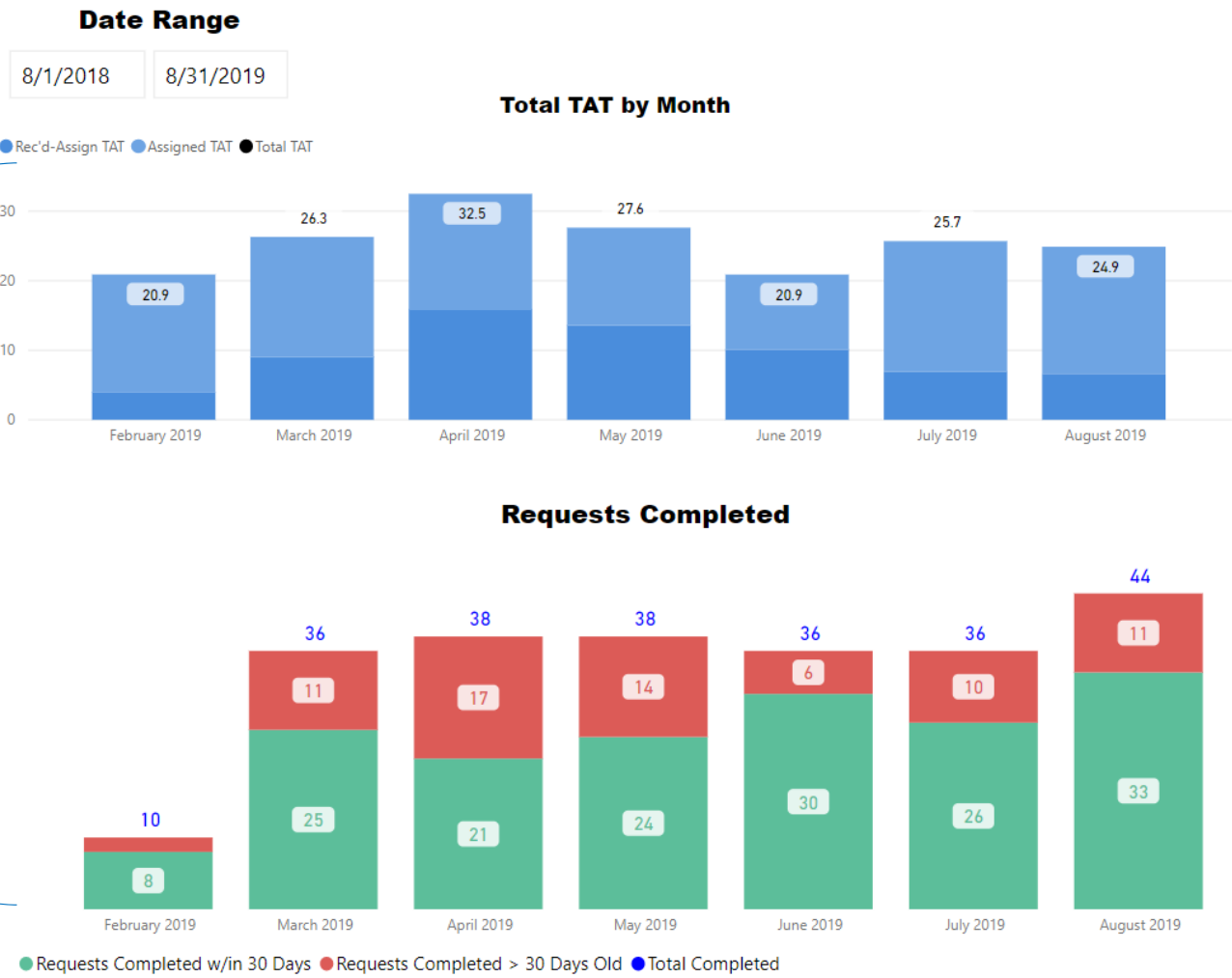
Key for Dashboard Section Pages

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



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

Key for Dashboard Historical Pages 1/2



Data broken down by month

Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

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

Overall average for the selected date range

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

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

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

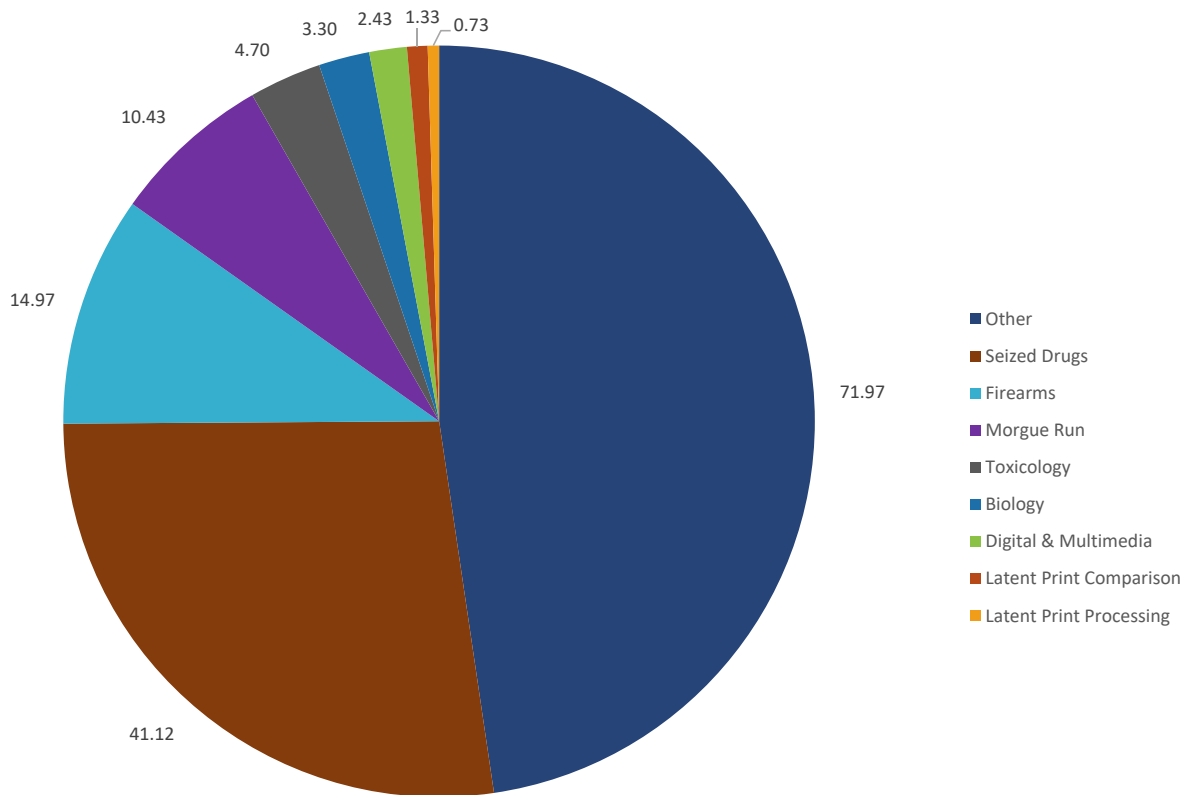


Client Services and Case Management (CS/CM)

CS/CM – January

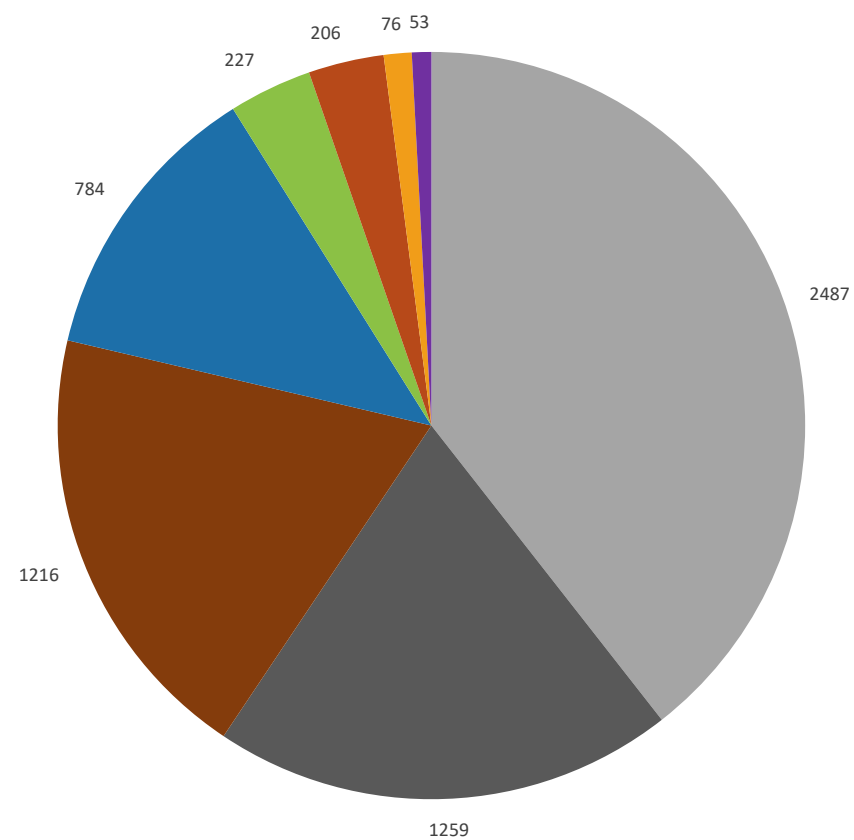
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



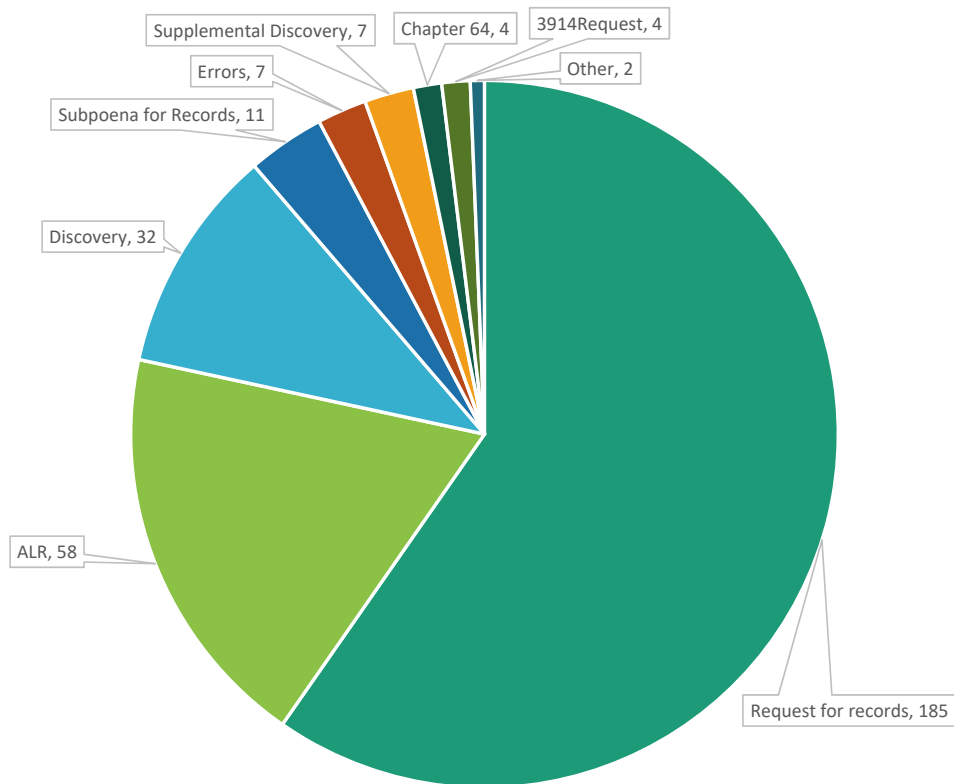
Evidence Handling

Total Items by Section



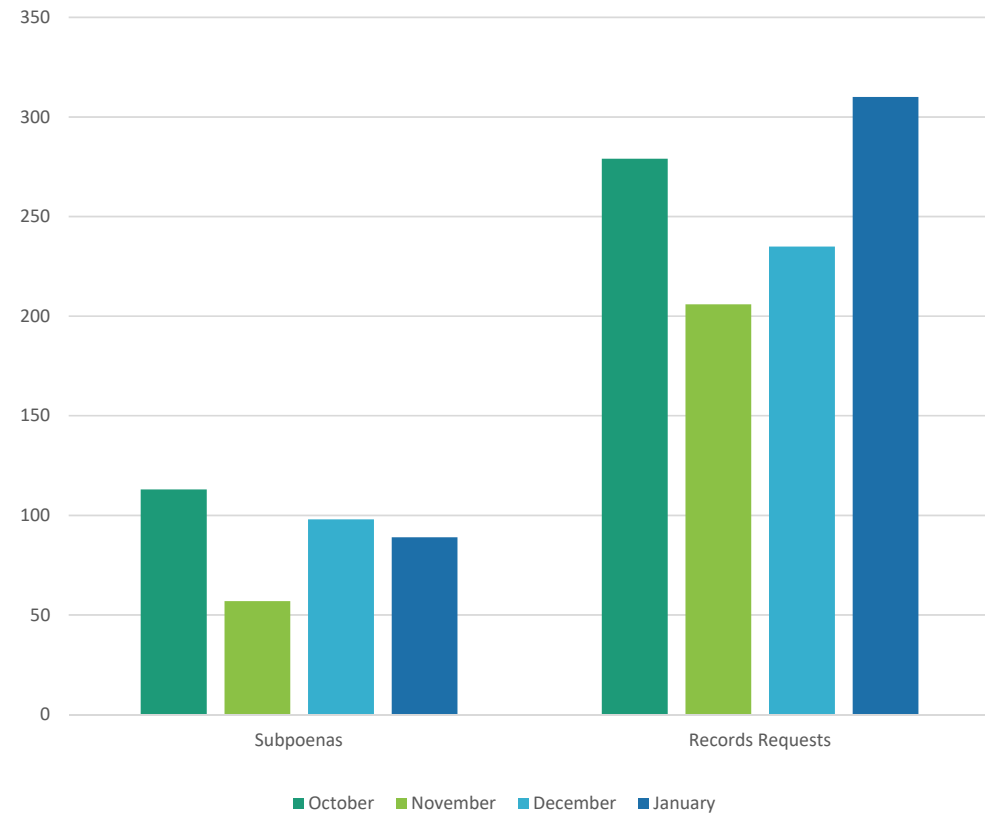
CS/CM – January

Requests by Type



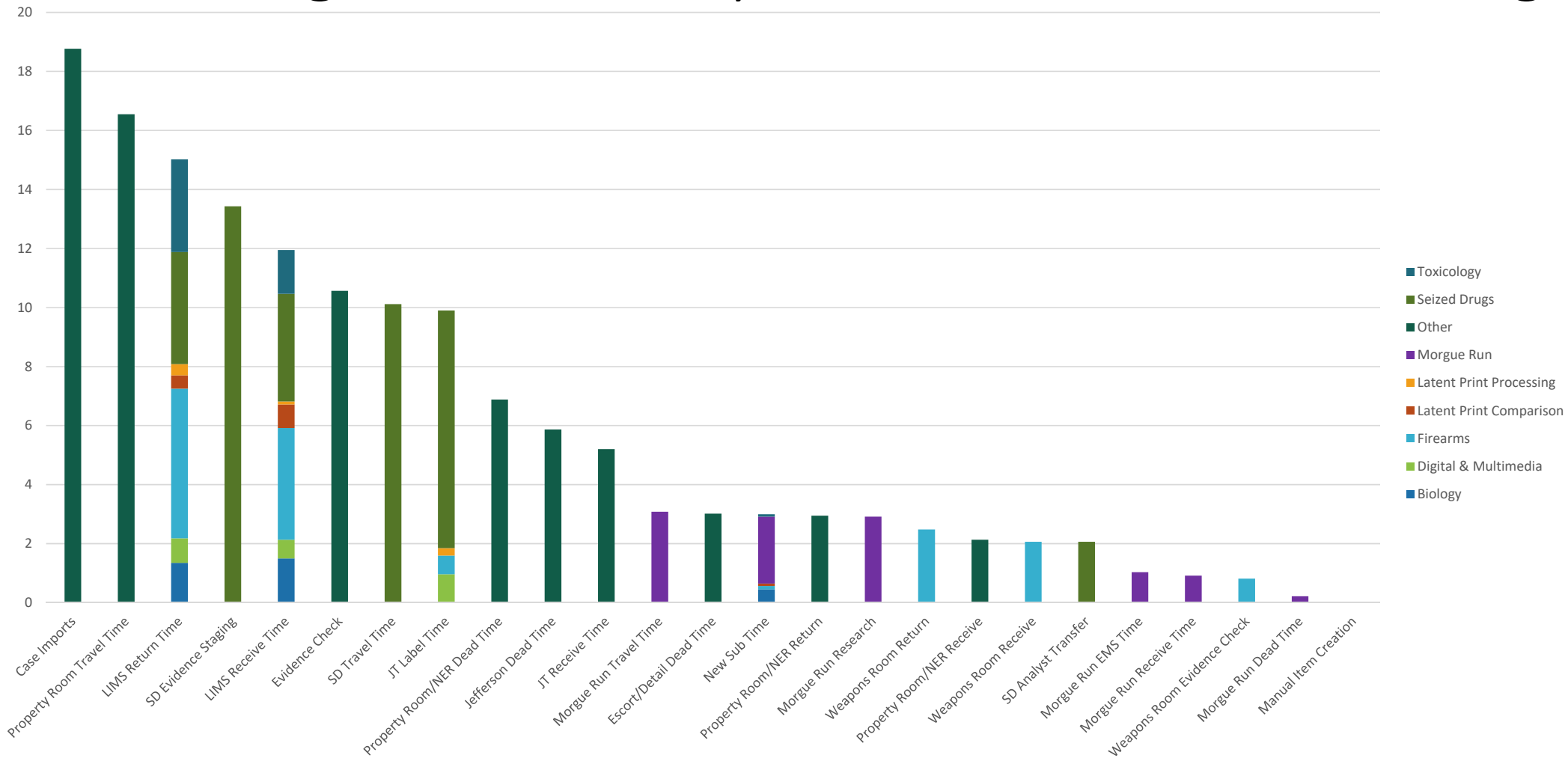
Administrative

Subpoenas & Records Requests



Time Categories - January

Evidence Handling



Service
Priority Type

CSCM Tox Accession
All

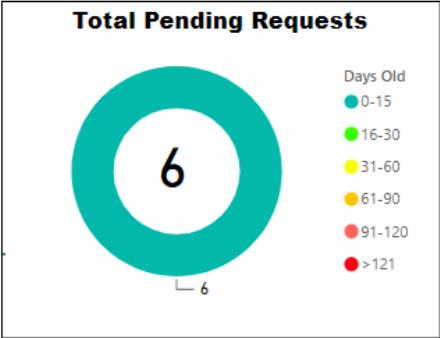
of Unassigned
6✓
Goal: 150 (+96%)

Pending Draft
0✓
Goal: 3 (+100%)

Pending Admin
0✓
Goal: 60 (+100%)

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

- 0
- Justice Trax Past Critical Age
- NaN
- Avg Age of Requests >30 D...
- 2
- Age-Oldest Unassigned
- 0
- Age-Oldest Pending Draft
- 0
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

1.8✓

Goal: 5, 10

Overall TAT (Past 90 Days)

2.8✓

Goal: 5, 10



Open Quality Reports

Qualtrax ID	Workflow #	Age
75743	2020-109	24
76098	2021-002	18
76482	2021-005	14
77347		5
77391	2021-010	5

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

Quality TAT

19✓

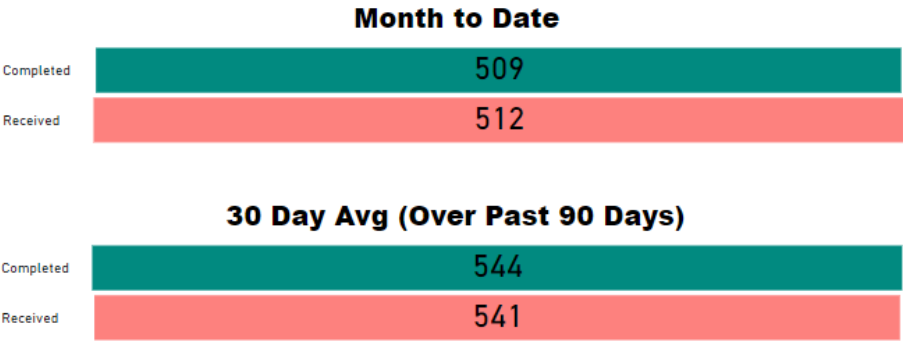
Goal: 30, 31

Avg Age of Open Reports*

15

Quality Filter

Client Services/Case Manage...



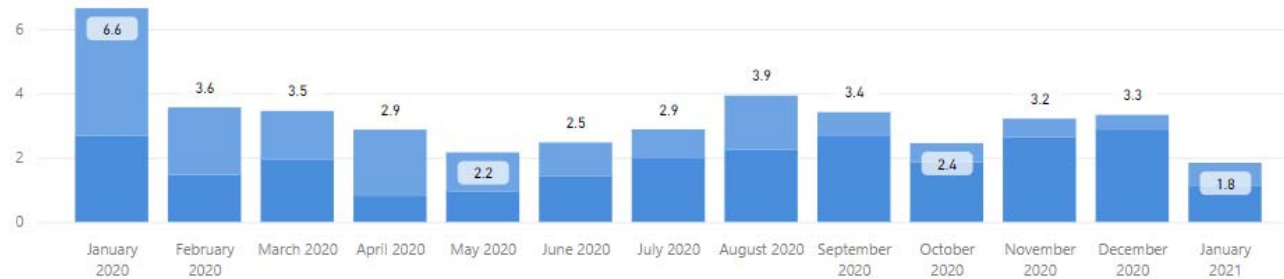
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

3.27

Total TAT (Rec'd-Compl.) Avg

1.32

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6514

Requests Completed

30

Requests Completed > 30 Days Old

0.46 %

% Completed > 30 Days Old

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

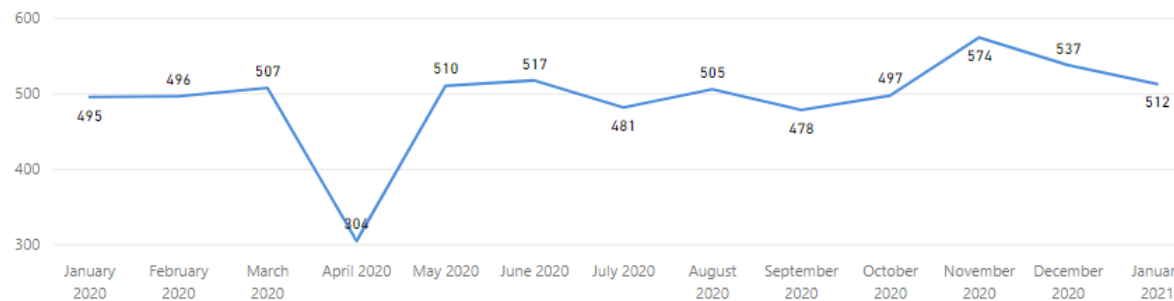
Service
CSCM Tax Accession

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

6,413

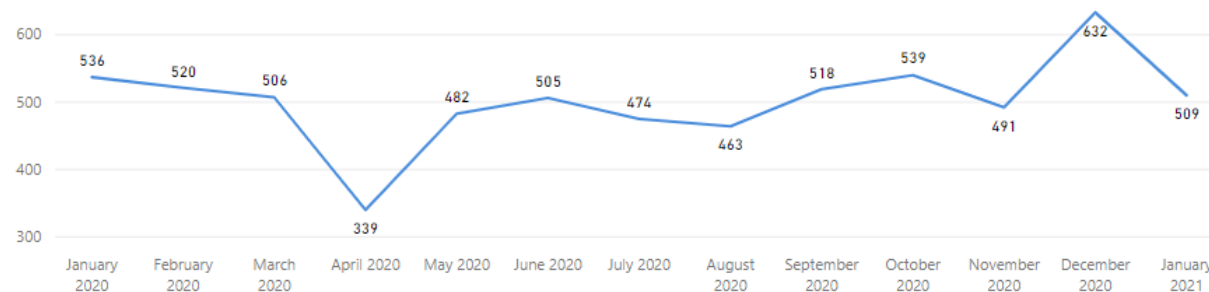
Received per Month (Avg)*

493

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

6,514

Completed per Month (Avg)*

501

* months with zero activity are not calculated into the average

Service
Priority Type

CSCM Tox Rejection
All

of Unassigned
0✓
Goal: 3 (+100%)

Pending Draft
0✓
Goal: 5 (+100%)

Pending Admin
0✓
Goal: 10 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

0

Days Old
0-15
16-30
31-60
61-90
91-120
>121

Overall TAT (Month to Date)

0.6✓

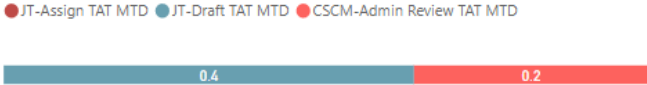
Goal: 5, 10

Overall TAT (Past 90 Days)

0.5✓

Goal: 5, 10

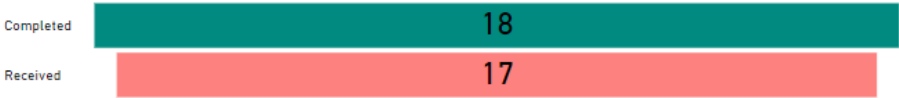
TAT by Phase of Work (MTD)



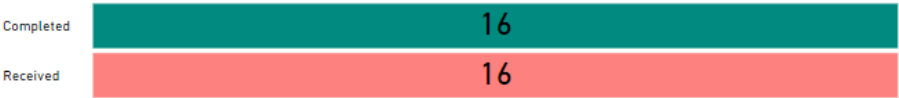
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
75743	2020-109	24
76098	2021-002	18
76482	2021-005	14
77347		5
77391	2021-010	5

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

Quality TAT

19✓

Goal: 30, 31

Avg Age of Open Reports*

15

Quality Filter

Client Services/Case Manage...

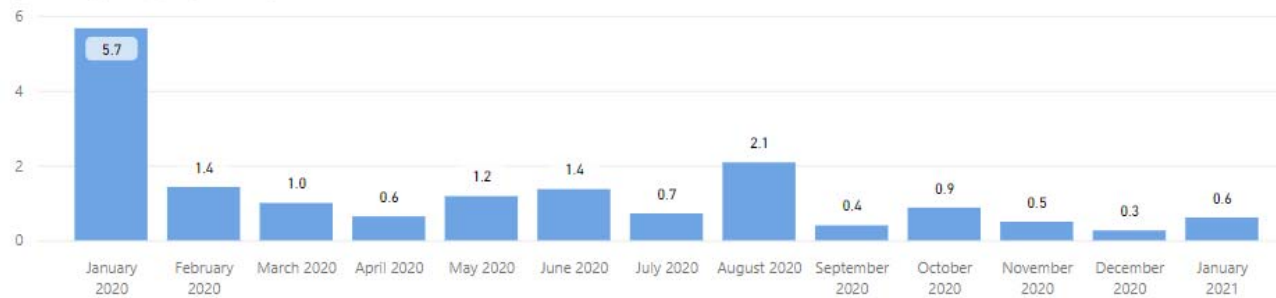
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

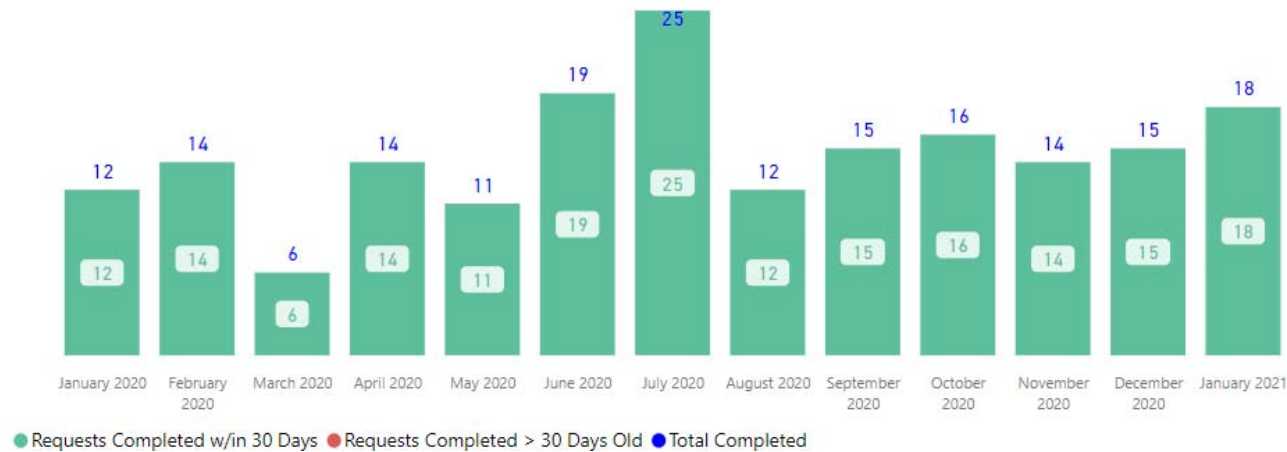
1.19

Total TAT (Rec'd-Compl.) Avg

1.19

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

191

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

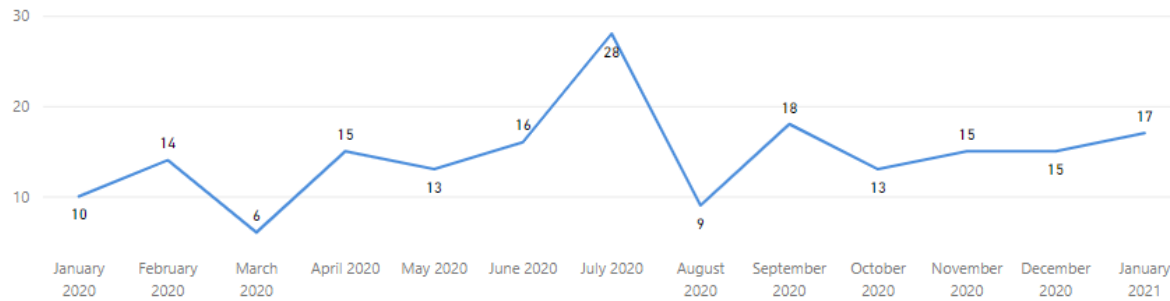
Service
CSCM Tox Rejection

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

189

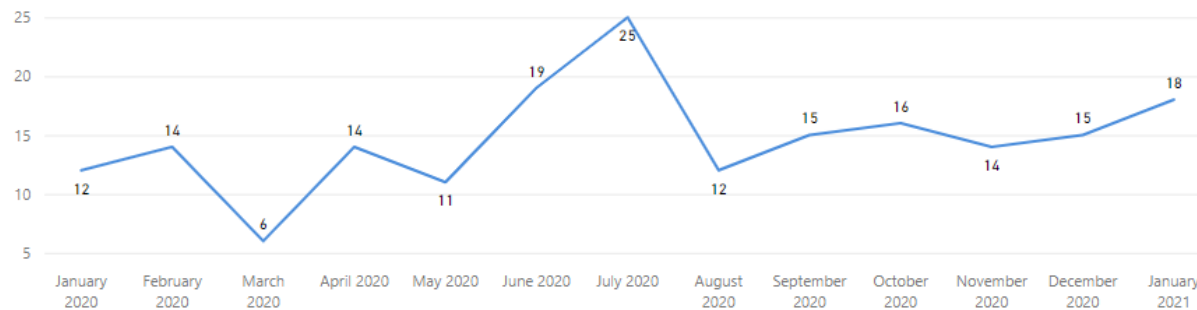
Received per Month (Avg)*

15

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

191

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average

Seized Drugs

Service: Seized Drugs Examination
 Priority Type: All

of Unassigned

572!

Goal: 100 (-472%)

Pending Draft

10✓

Goal: 100 (+90%)

Pending Tech

2✓

Goal: 50 (+96%)

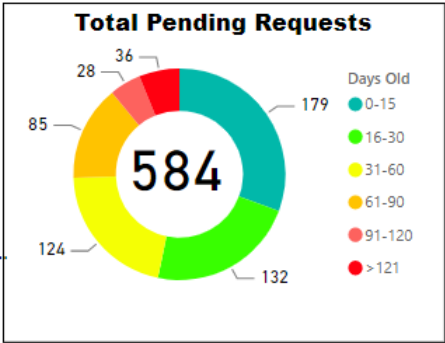
Pending Admin

0✓

Goal: 50 (+100%)

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

- 273 Justice Trax Past Critical Age
- 73 Avg Age of Requests >30 D...
- 139 Age-Oldest Unassigned
- 108 Age-Oldest Pending Draft
- 146 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

33.8!

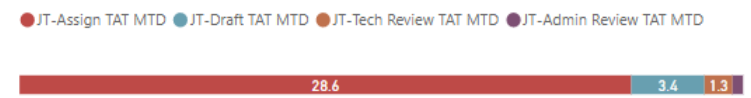
Goal: 14, 15

Overall TAT (Past 90 Days)

26.3!

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
77157	2021-009	8

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

Quality TAT

22✓

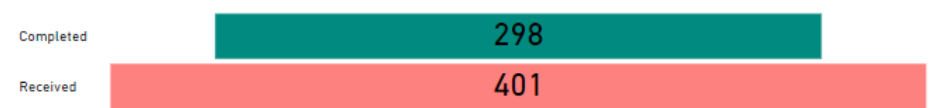
Goal: 30, 31

Avg Age of Open Reports*

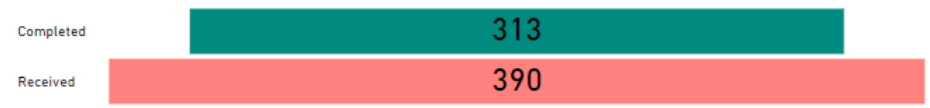
8

Quality Filter: Controlled Substances

Month to Date



30 Day Avg (Over Past 90 Days)



Service: Seized Drugs Examination
 Priority Type: Mari

of Unassigned

161!

Goal: 100 (-61%)

Pending Draft

8✓

Goal: 100 (+92%)

Pending Tech

0✓

Goal: 50 (+100%)

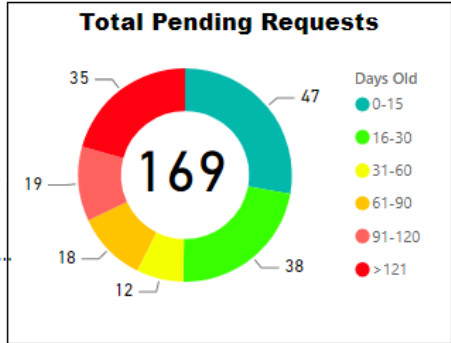
Pending Admin

0✓

Goal: 50 (+100%)

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

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



Overall TAT (Month to Date)

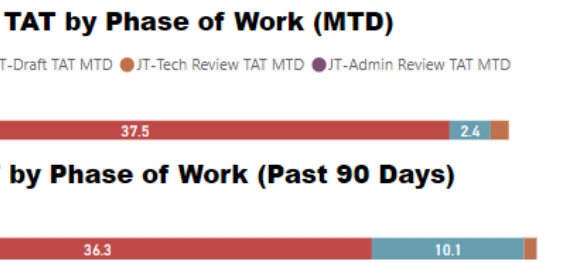
41.0!

Goal: 14, 15

Overall TAT (Past 90 Days)

47.2!

Goal: 14, 15



Open Quality Reports

Qualtrax ID	Workflow #	Age
77157	2021-009	8

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

Quality TAT

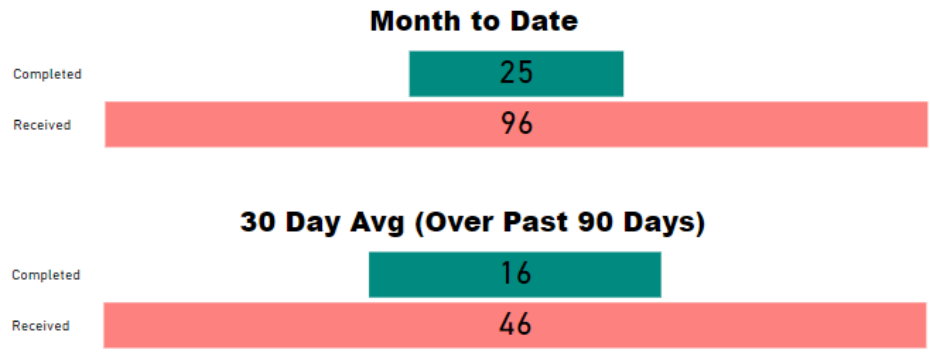
22✓

Goal: 30, 31

Avg Age of Open Reports*

8

Quality Filter: Controlled Substances



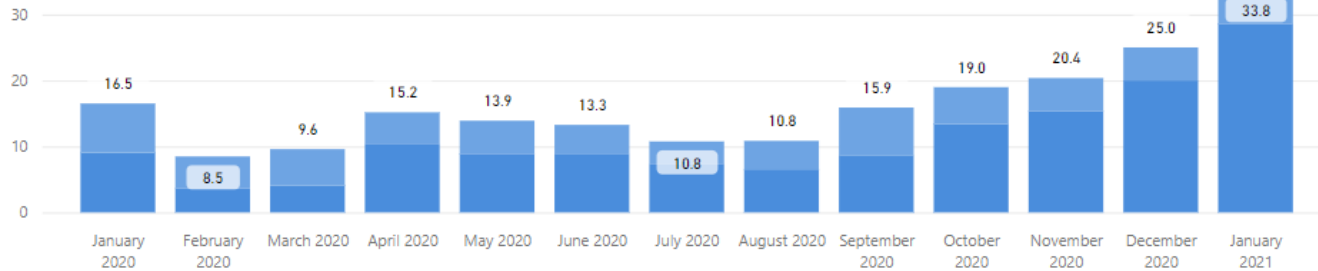
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

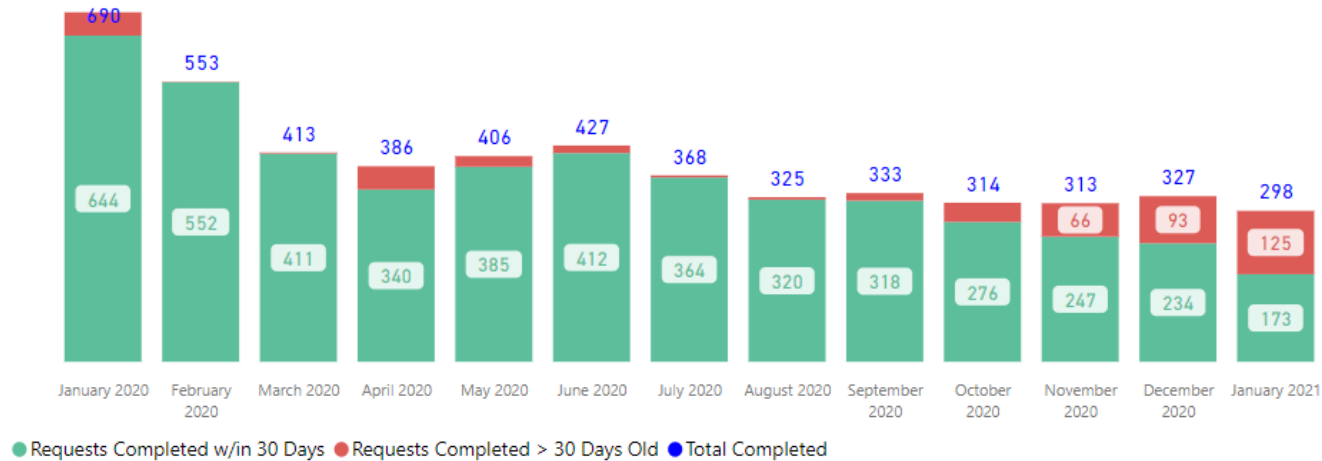
15.64

Total TAT (Rec'd-Compl.) Avg

5.35

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5153

Requests Completed

477

Requests Completed > 30 Days Old

9.26 %

% Completed > 30 Days Old

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

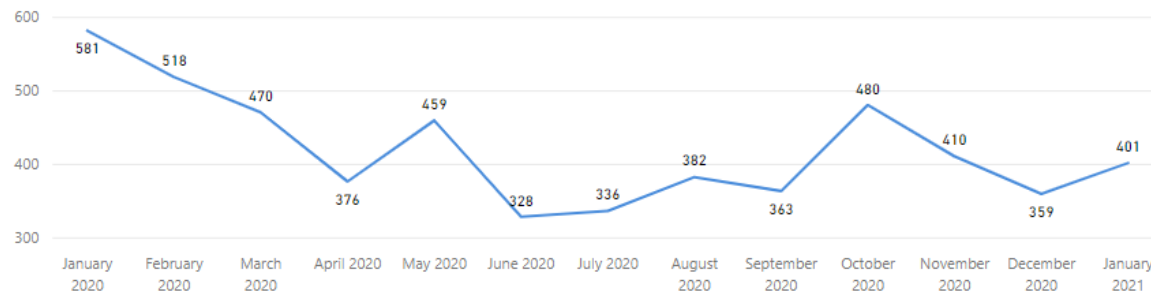
Service
Seized Drugs Examination

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

5,463

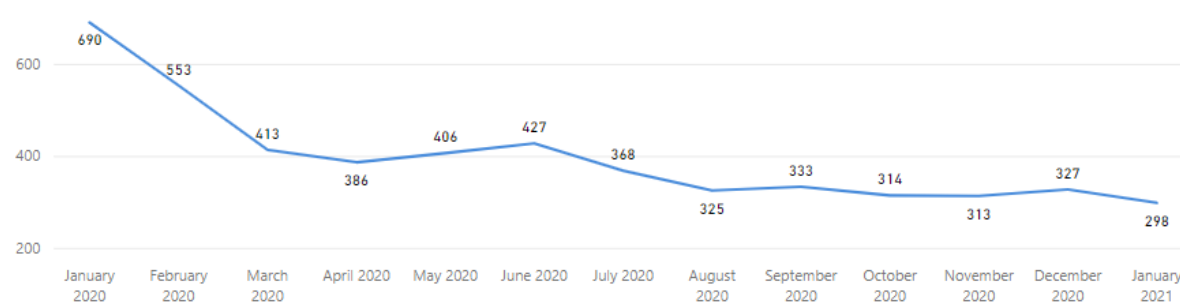
Received per Month (Avg)*

420

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

5,153

Completed per Month (Avg)*

396

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

All

of Unassigned

1038!

Goal: 50 (-1976%)

Pending Draft

110✓

Goal: 120 (+8.33%)

Pending Tech

82✓

Goal: 90 (+8.89%)

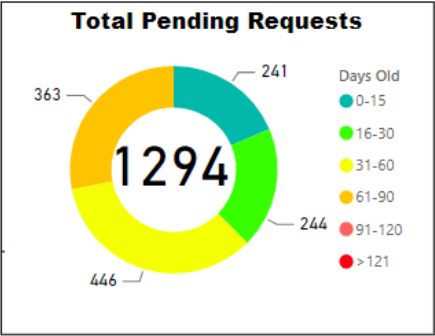
Pending Admin

65✓

Goal: 90 (+27.78%)

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

- 809
- Justice Trax Past Critical Age
- 56
- Avg Age of Requests >30 D...
- 68
- Age-Oldest Unassigned
- 76
- Age-Oldest Pending Draft
- 82
- Age-Oldest Pending Tech
- 82
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

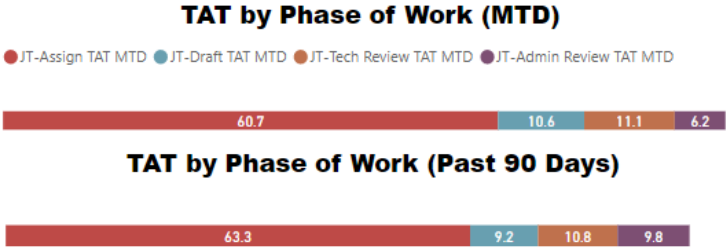
88.6!

Goal: 30, 31

Overall TAT (Past 90 Days)

93.2!

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
76520		14

*Reports without a Workflow Id# are not Included In the Avg Age

Quality TAT

27✓

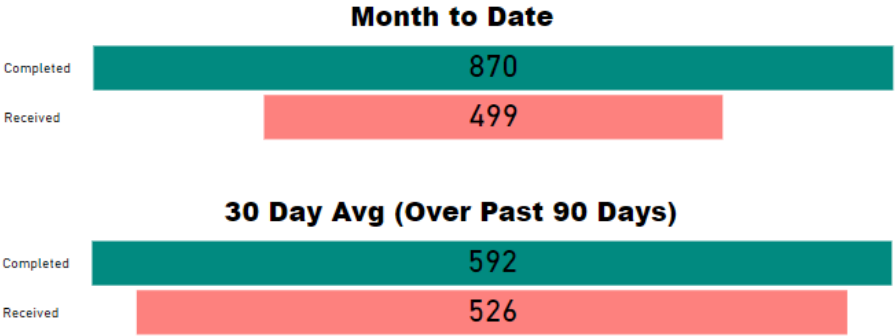
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology



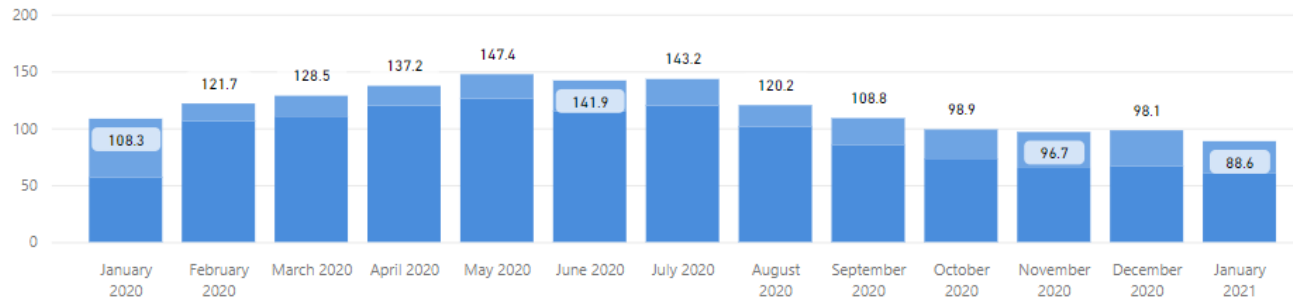
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

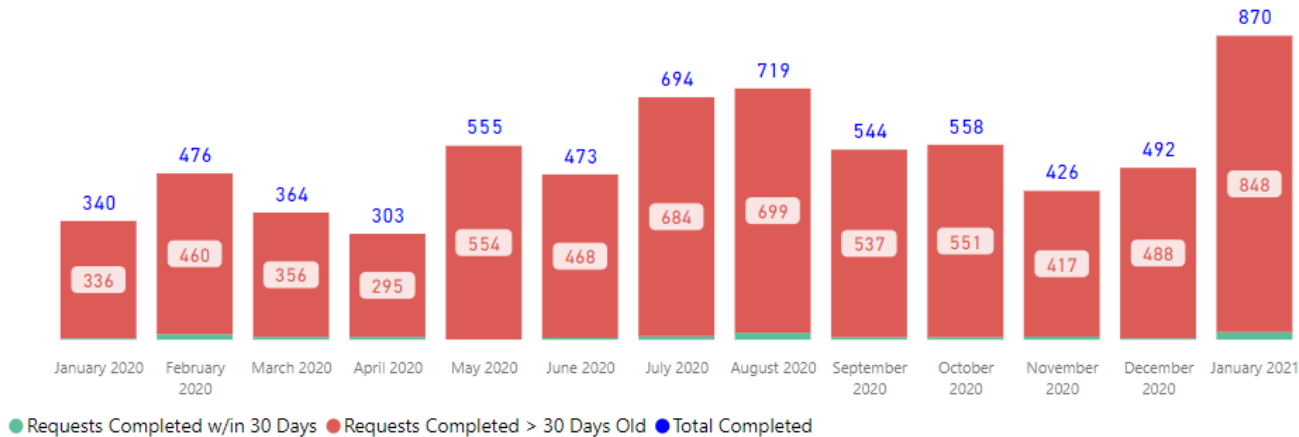
117.23

Total TAT (Rec'd-Compl.) Avg

25.26

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

6814

Requests Completed

6693

Requests Completed > 30 Days Old

98.22 %

% Completed > 30 Days Old

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

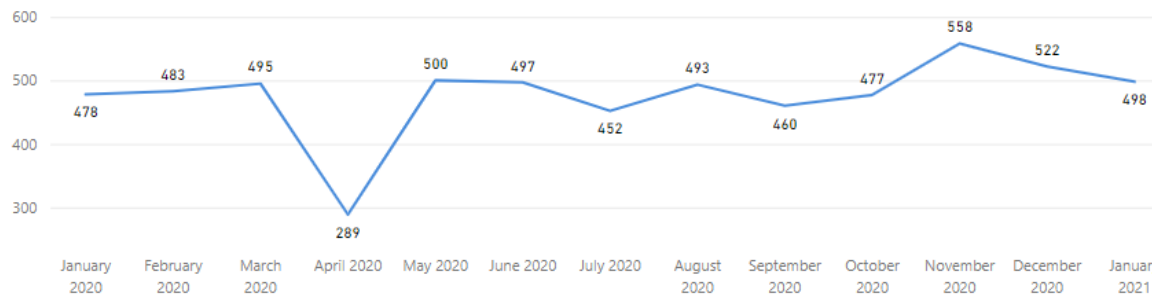
Service Priority Type



Received Filter



Received by Month



Total Received

6,202

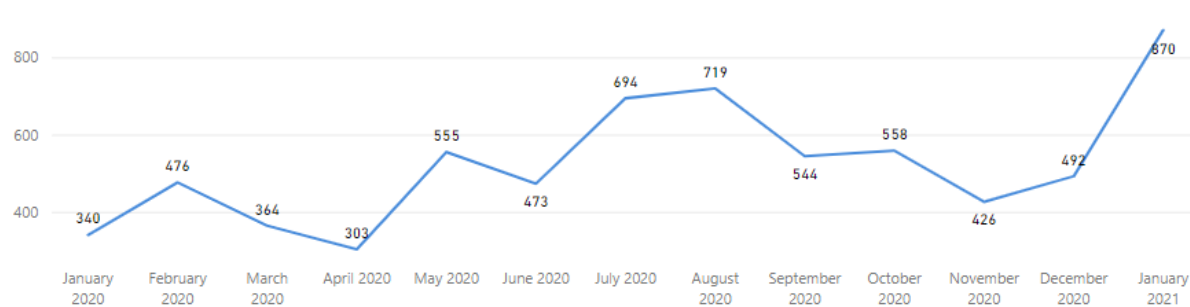
Received per Month (Avg)*

477

Completed Filter



Completed by Month



Total Completed

6,814

Completed per Month (Avg)*

524

* months with zero activity are not calculated into the average

Service

Priority Type

Toxicology

All

of Unassigned

830!

Goal: 120 (-591.67%)

Pending Draft

27✓

Goal: 30 (+10%)

Pending Tech

12✓

Goal: 30 (+60%)

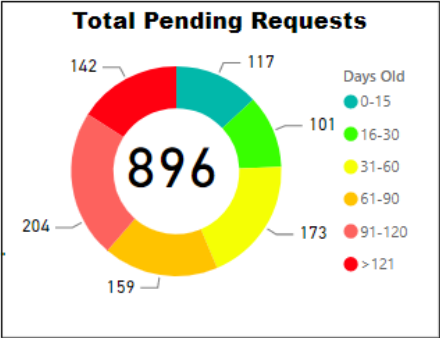
Pending Admin

27✓

Goal: 30 (+10%)

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

- 678
- Justice Trax Past Critical Age
- 96
- Avg Age of Requests > 30 D...
- 292
- Age-Oldest Unassigned
- 227
- Age-Oldest Pending Draft
- 205
- Age-Oldest Pending Tech
- 214
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

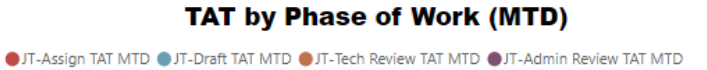
189.3!

Goal: 90, 91

Overall TAT (Past 90 Days)

169.5!

Goal: 90, 91



Open Quality Reports

Qualtrax ID	Workflow #	Age
76520		14

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

Quality TAT

27✓

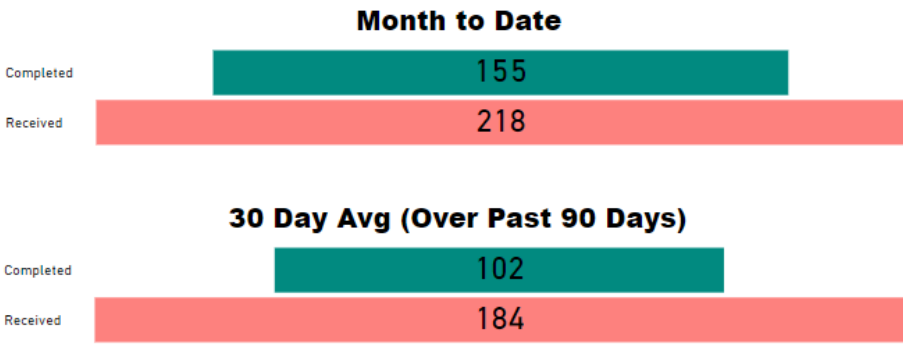
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology



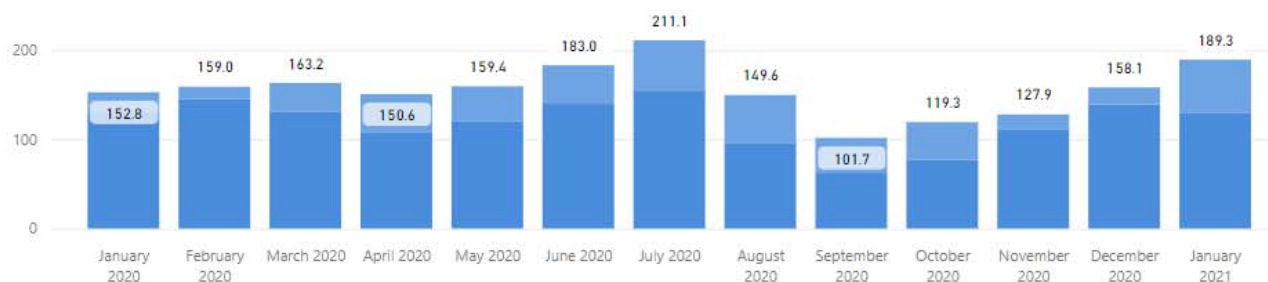
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

162.07

Total TAT (Rec'd-Compl.) Avg

35.33

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1173

Requests Completed

1171

Requests Completed > 30 Days Old

99.83 %

% Completed > 30 Days Old

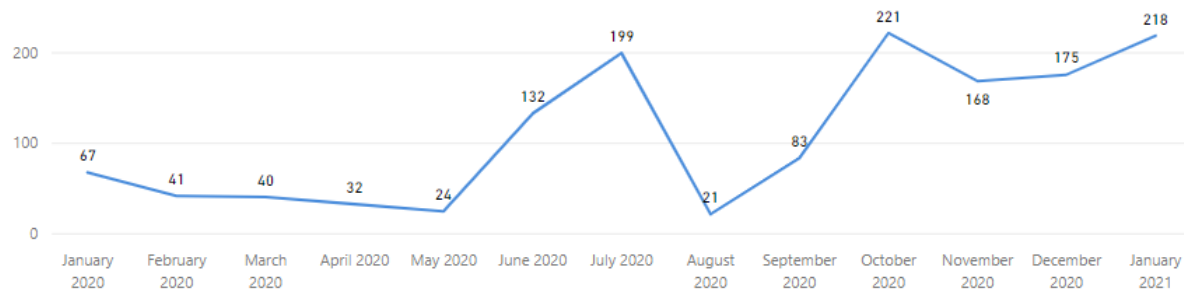
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

Received by Month



Total Received

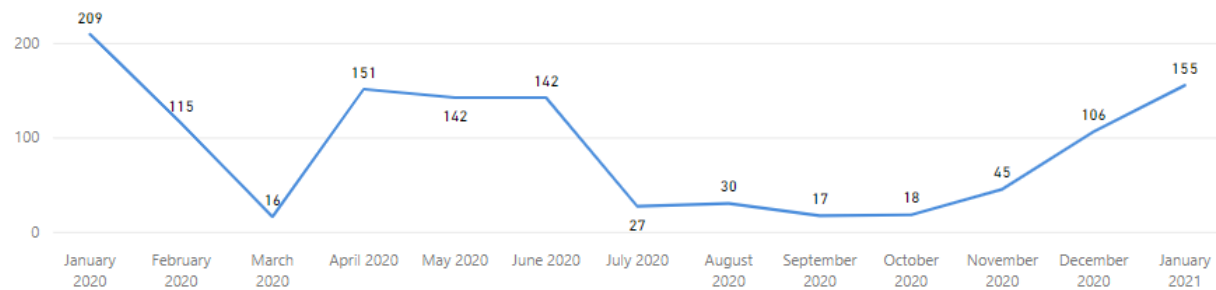
1,421

Received per Month (Avg)*

109

Completed Filter

Completed by Month



Total Completed

1,173

Completed per Month (Avg)*

90

* months with zero activity are not calculated into the average

Firearms

Service

Priority Type

Firearms Examination

All

of Unassigned

34!

Goal: 10 (-240%)

Pending Draft

22!

Goal: 14 (-57.14%)

Pending Tech

2✓

Goal: 9 (+77.78%)

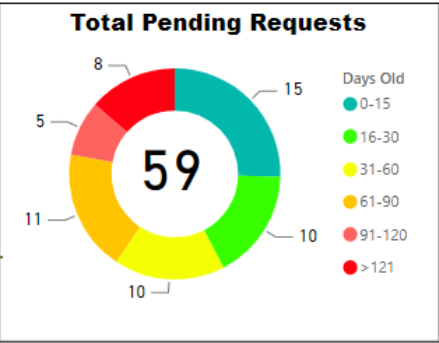
Pending Admin

1✓

Goal: 5 (+80%)

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

- 34
- Justice Trax Past Critical Age
- 97
- Avg Age of Requests > 30 D...
- 72
- Age-Oldest Unassigned
- 221
- Age-Oldest Pending Draft
- 107
- Age-Oldest Pending Tech
- 271
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

68.7!

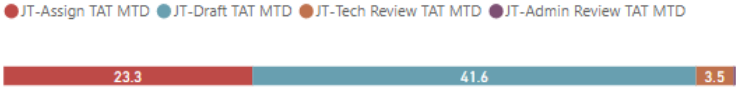
Goal: 40, 41

Overall TAT (Past 90 Days)

51.4!

Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
75898		21
75978		20
77529		3
73798	2020-100	50

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

Quality TAT

40!

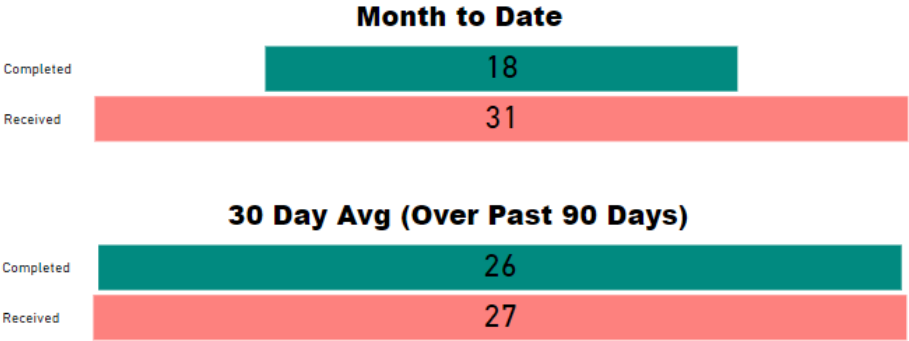
Goal: 30, 31

Avg Age of Open Reports*

50

Quality Filter

Firearms



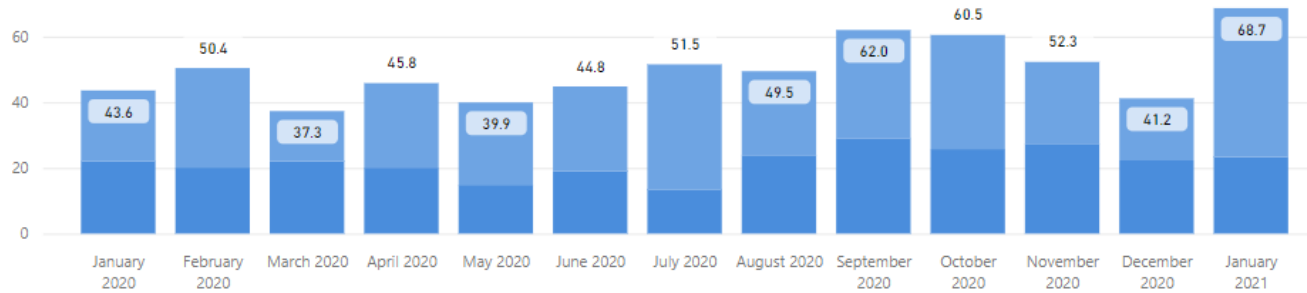
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

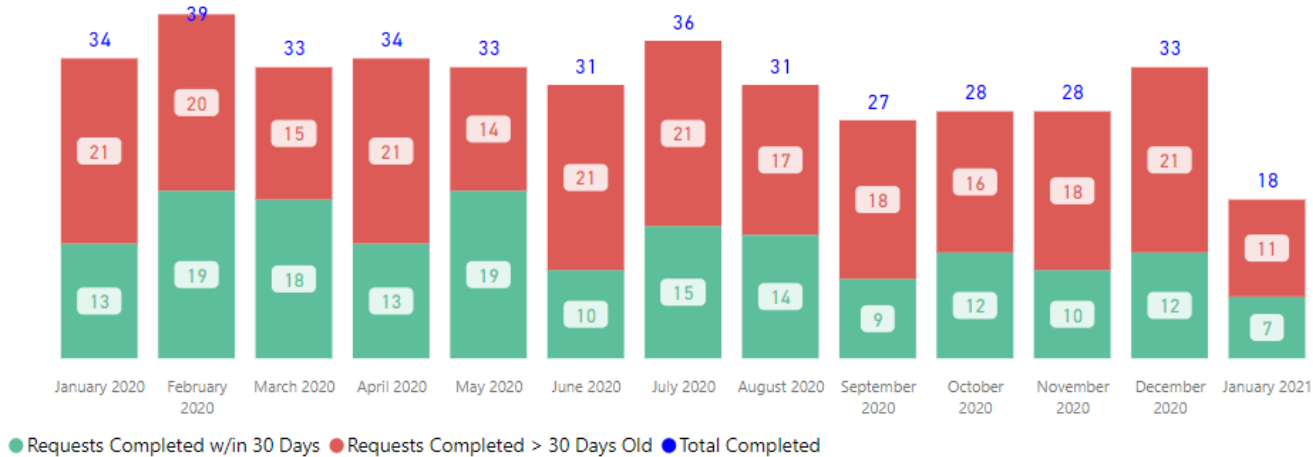
48.79

Total TAT (Rec'd-Compl.) Avg

27.44

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

405

Requests Completed

234

Requests Completed > 30 Days Old

57.78 %

% Completed > 30 Days Old

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

Service

Firearms Examination

Priority Type

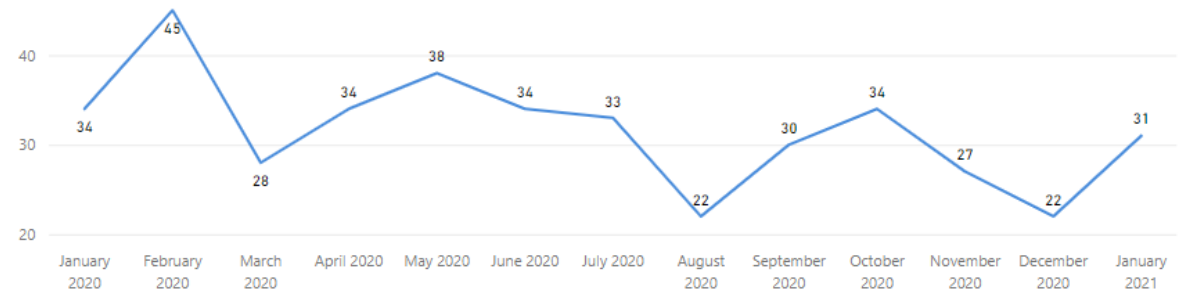
All

Received Filter

1/1/2020

1/31/2021

Received by Month



Total Received

412

Received per Month (Avg)*

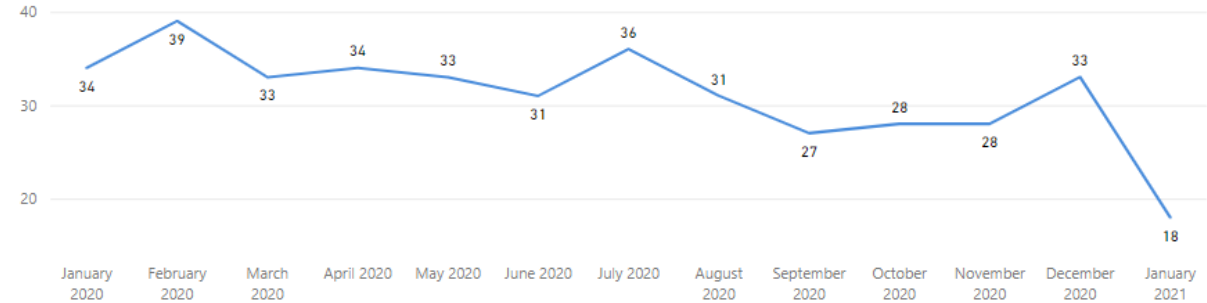
32

Completed Filter

1/1/2020

1/31/2021

Completed by Month



Total Completed

405

Completed per Month (Avg)*

31

* months with zero activity are not calculated into the average

Service: NIBIN Only Priority Type: All

of Unassigned
10✓
Goal: 20 (+50%)

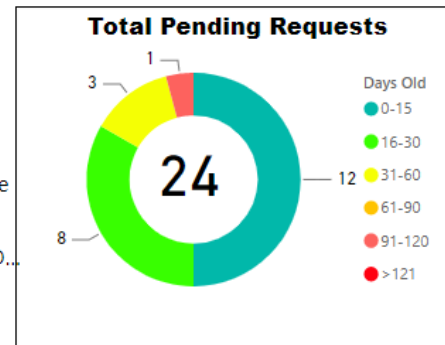
Pending Draft
1✓
Goal: 35 (+97.14%)

Pending Tech
8✓
Goal: 20 (+60%)

Pending Admin
5✓
Goal: 20 (+75%)

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

- 4 Justice Trax Past Critical Age
- 60 Avg Age of Requests >30 D..
- 40 Age-Oldest Unassigned
- 115 Age-Oldest Pending Draft
- 4 Age-Oldest Pending Tech
- 44 Age-Oldest Pending Admin



Overall TAT (Month to Date)

3.3✓

Goal: 7, 8

Overall TAT (Past 90 Days)

2.9✓

Goal: 7, 8



Open Quality Reports

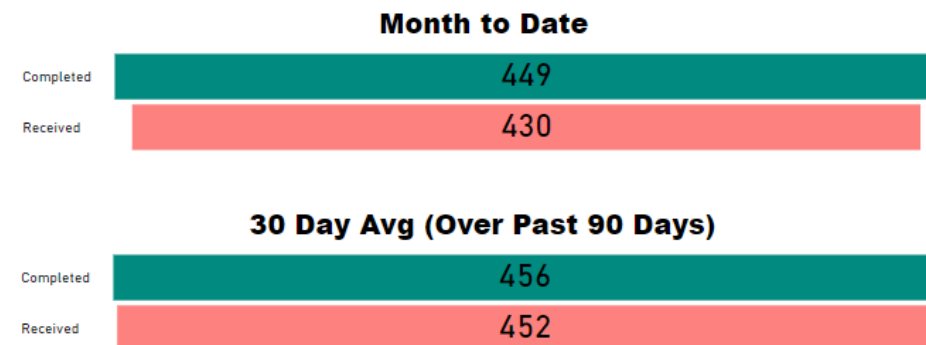
Qualtrax ID	Workflow #	Age
75898		21
75978		20
77529		3
73798	2020-100	50

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

Quality TAT
40!
Goal: 30, 31

Avg Age of Open Reports*
50

Quality Filter: Firearms



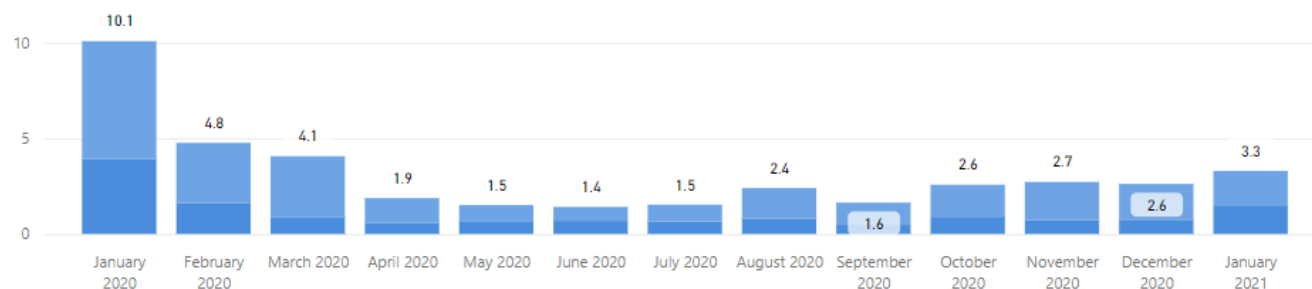
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

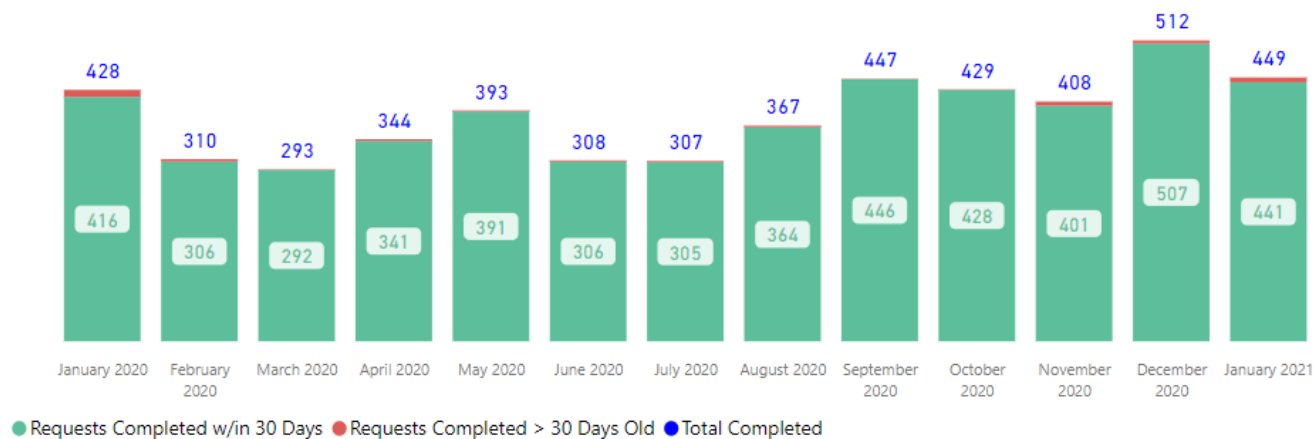
3.16

Total TAT (Rec'd-Compl.) Avg

2.04

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4995

Requests Completed

51

Requests Completed > 30 Days Old

1.02 %

% Completed > 30 Days Old

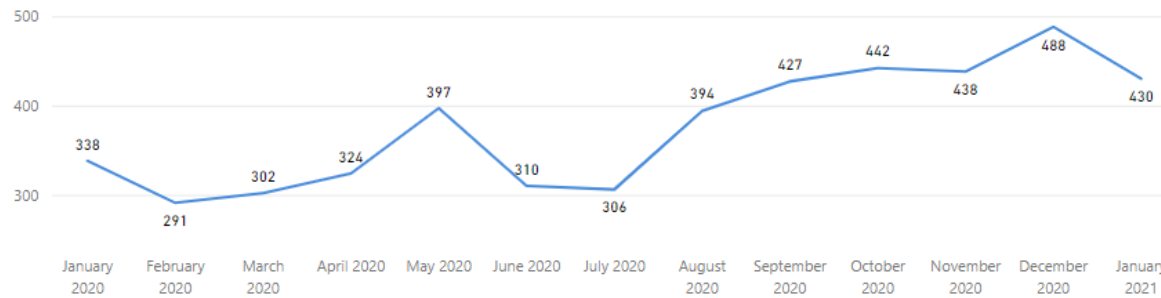
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

Received by Month



Total Received

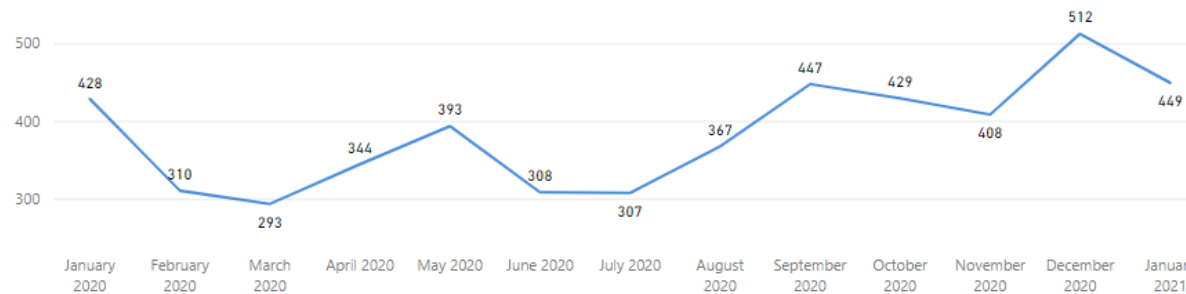
4,887

Received per Month (Avg)*

376

Completed Filter

Completed by Month



Total Completed

4,995

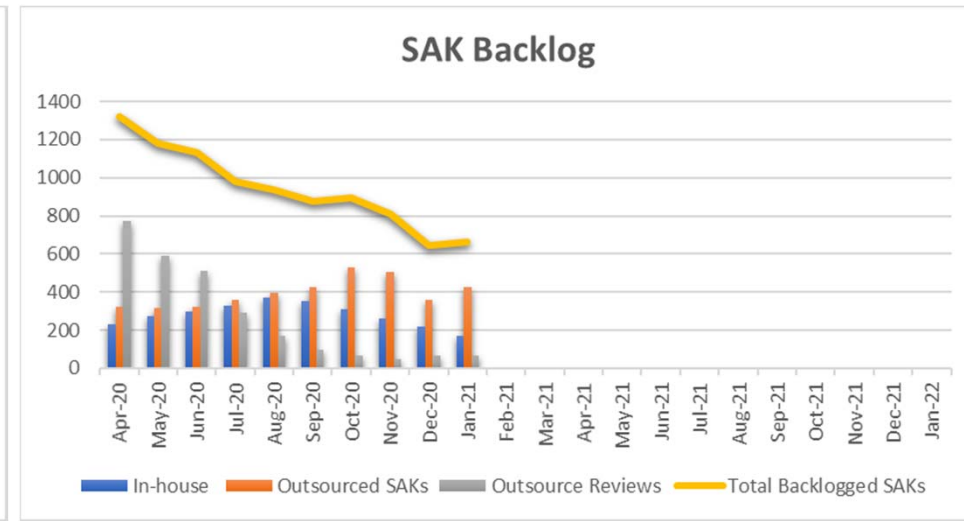
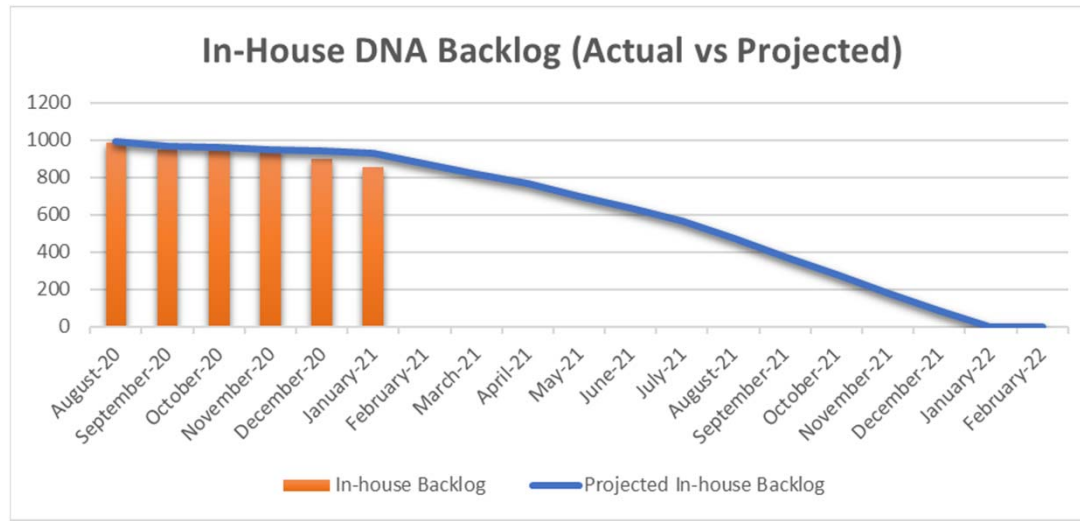
Completed per Month (Avg)*

384

* months with zero activity are not calculated into the average

Forensic Biology

DNA Backlog Update



Section

DNA

Request Type

All

of Unassigned

2✓

Goal: 20 (+90%)

Pending Draft

804!

Goal: 24 (-3250%)

Pending Tech

82!

Goal: 24 (-241.67%)

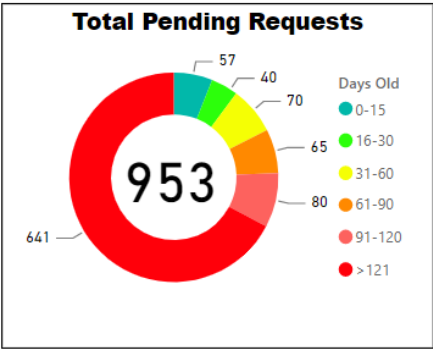
Pending Admin

13✓

Goal: 20 (+35%)

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

- 856
- Past Critical Age
- 214
- Avg Age of Reqeusts >30 ...
- 25
- Age-Oldest Unassigned PL
- 1390
- Age-Oldest Pending Draft...
- 2453
- Age-Oldest Pending Tech ...
- 419
- Age-Oldest Pending Adm...



Overall TAT (Month to Date)

325.2!

Goal: 30, 31

Overall TAT (Past 90 Days)

288.7!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

PL-Tech Review TAT MTD

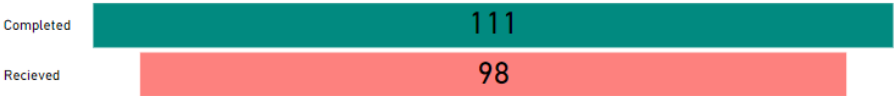
PL-Admin Review TAT MTD



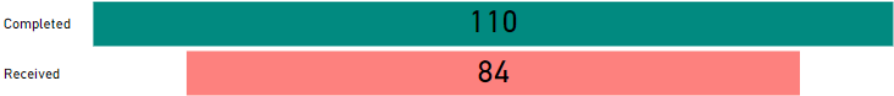
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	599
34624	2018-094	581
57686	2020-008	245
59592	2020-021	227
61378	2020-028	201
61919	2020-031	191
63990	2020-IA-06	165

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

Quality TAT

47!

Goal: 40, 41

Avg Age of Open Reports*

128

Quality Filter

Biology/DNA

Section

Request Type

DNA

SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

162!

Goal: 24 (-575%)

Pending Tech

13✓

Goal: 24 (+45.83%)

Pending Admin

0✓

Goal: 20 (+100%)

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

170

Past Critical Age

305

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

1390

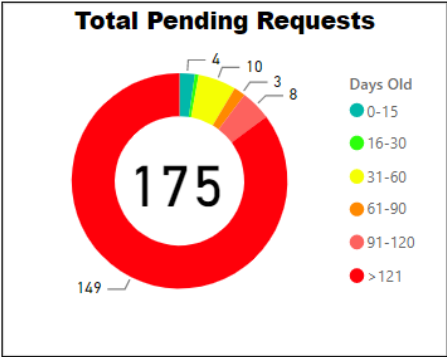
Age-Oldest Pending Draft...

530

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

359.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

346.2!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

PL-Tech Review TAT MTD

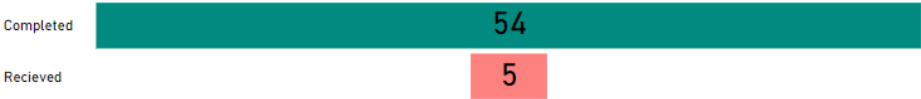
PL-Admin Review TAT MTD



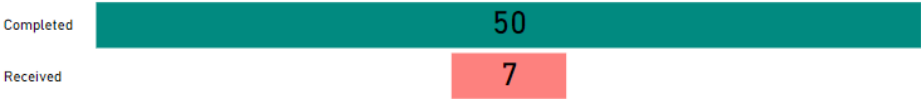
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	599
34624	2018-094	581
57686	2020-008	245
59592	2020-021	227
61378	2020-028	201
61919	2020-031	191
63990	2020-IA-06	165

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

Quality TAT

47!

Goal: 40, 41

Avg Age of Open Reports*

128

Quality Filter

Biology/DNA

Section Request Type

Outsourced - DNA All

of Unassigned
493!
 Goal: 100 (-393%)

Pending Draft
1✓
 Goal: 100 (+99%)

Pending Tech
0✓
 Goal: 100 (+100%)

Pending Admin
0✓
 Goal: 100 (+100%)

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

426
 Past Critical Age

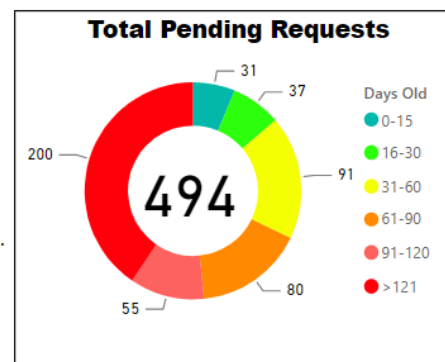
126
 Avg Age of Requests >30 ...

848
 Age-Oldest Unassigned PL

178
 Age-Oldest Pending Draft...

0
 Age-Oldest Pending Tech ...

0
 Age-Oldest Pending Adm...



Overall TAT (Month to Date)
190.5!
 Goal: 100, 100

Overall TAT (Past 90 Days)
173.8!
 Goal: 100, 100

TAT by Phase of Work (MTD)

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

186.7

TAT by Phase of Work (Past 90 Days)

164.7

Month to Date

Completed 33

Received 68

30 Day Avg (Over Past 90 Days)

Completed 116

Received 81

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	599
34624	2018-094	581
57686	2020-008	245
59592	2020-021	227
61378	2020-028	201
61919	2020-031	191
63990	2020-IA-06	165

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

Quality TAT

47!
 Goal: 40, 41

Avg Age of Open Reports*

128

Quality Filter

Biology/DNA

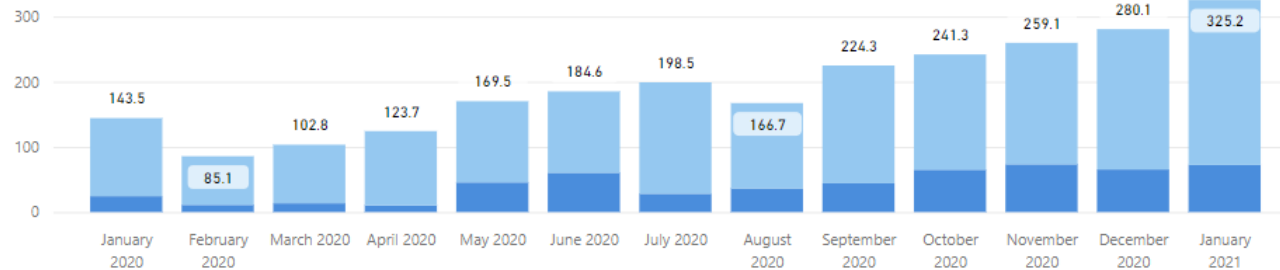
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

DNA

Request Type

All

Selected Time Frame Averages

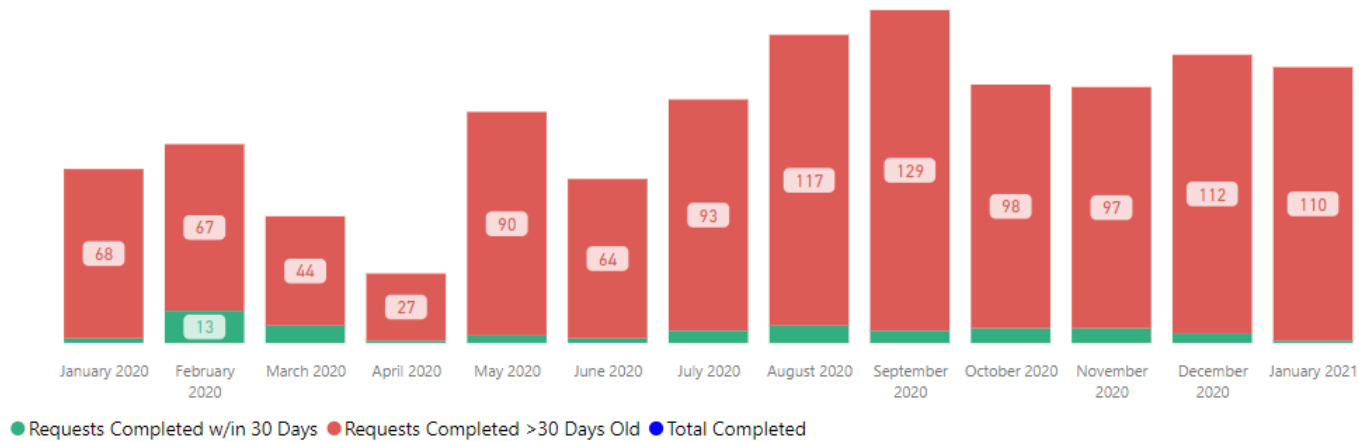
207.20

Total TAT (Rec'd-Compl.) Avg

161.19

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1178

Requests Completed

1116

Requests Completed > 30 Days

94.74 %

% Completed > 30 Days

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

Section

DNA

Request Type

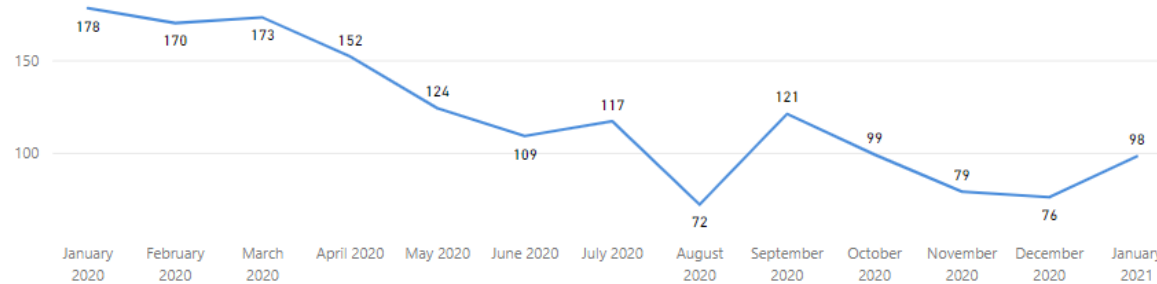
All

Received Filter

1/1/2020

1/31/2021

Received by Month



Total Received

1568

Received per Month (Avg)*

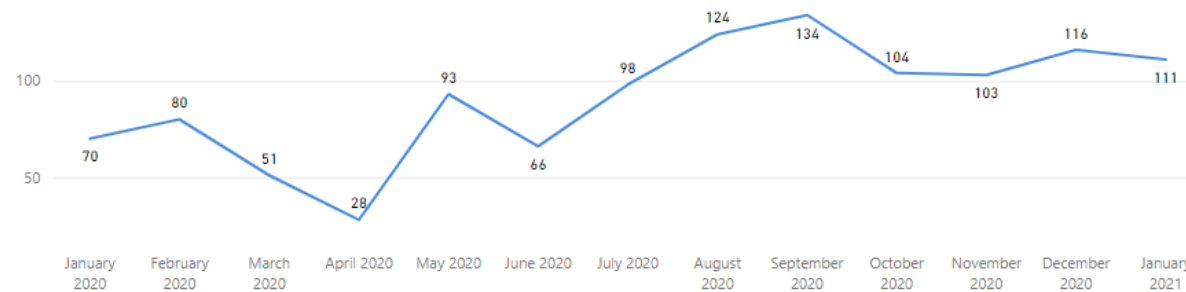
121

Completed Filter

1/1/2020

1/31/2021

Completed by Month



Total Completed

1178

Completed per Month (Avg)*

91

* months with zero activity are not calculated into the average

Section
Request Type

Screening
All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

12✓

Goal: 14 (+14.29%)

Pending Tech

1✓

Goal: 16 (+93.75%)

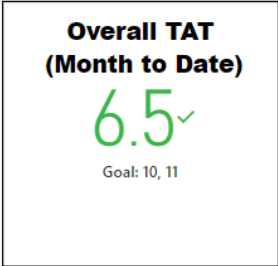
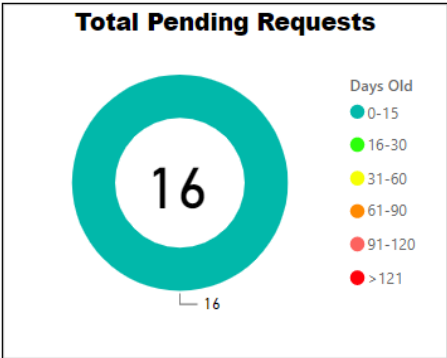
Pending Admin

3✓

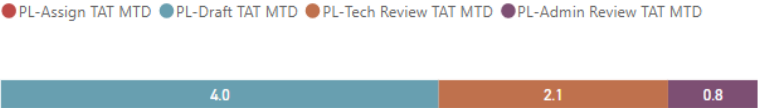
Goal: 12 (+75%)

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

- 0
- Past Critical Age
- NaN
- Avg Age of Reqeusts >30 ...
- 0
- Age-Oldest Unassigned PL
- 11
- Age-Oldest Pending Draft...
- 6
- Age-Oldest Pending Tech ...
- 11
- Age-Oldest Pending Adm...



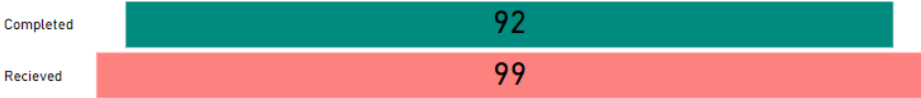
TAT by Phase of Work (MTD)



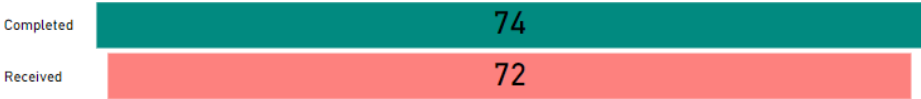
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	599
34624	2018-094	581
57686	2020-008	245
59592	2020-021	227
61378	2020-028	201
61919	2020-031	191
63990	2020-IA-06	165

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

Quality TAT

47!

Goal: 40, 41

Avg Age of Open Reports*

128

Quality Filter

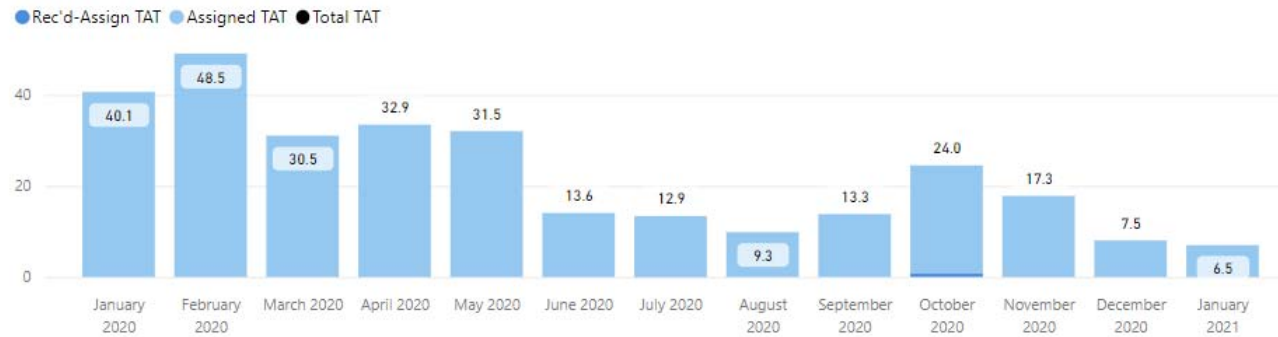
Biology/DNA

Date Range

1/1/2020

1/31/2021

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

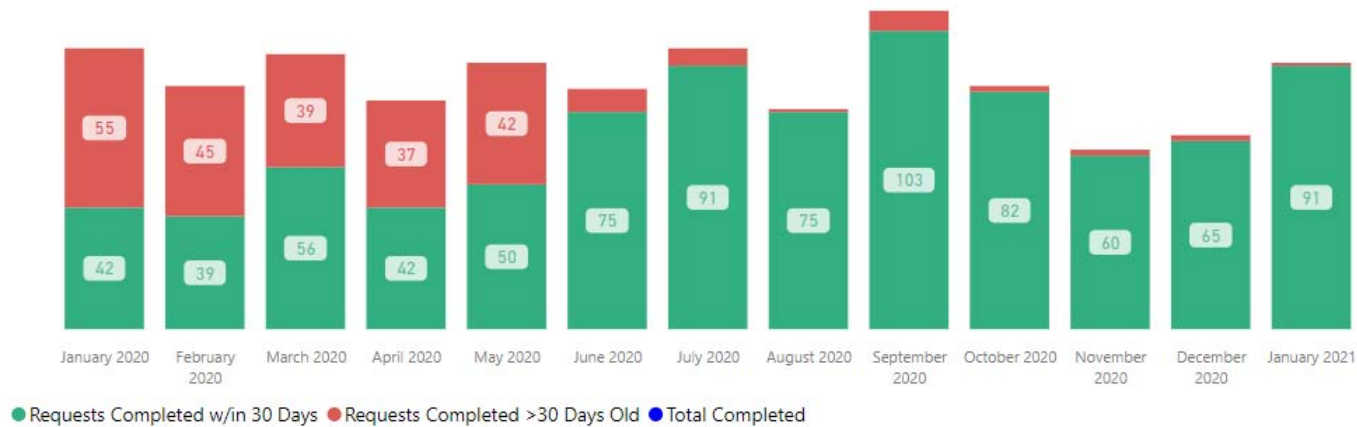
22.46

Total TAT (Rec'd-Compl.) Avg

22.91

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1118

Requests Completed

247

Requests Completed > 30 Days

22.09 %

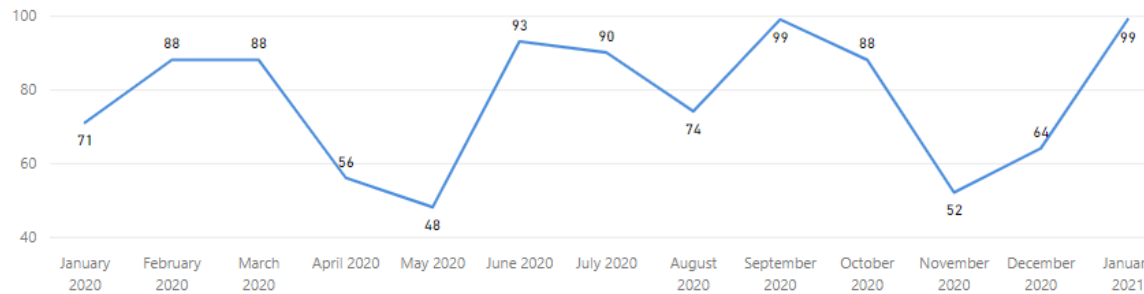
% Completed > 30 Days

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

Section Request Type

Received Filter

Received by Month



Total Received

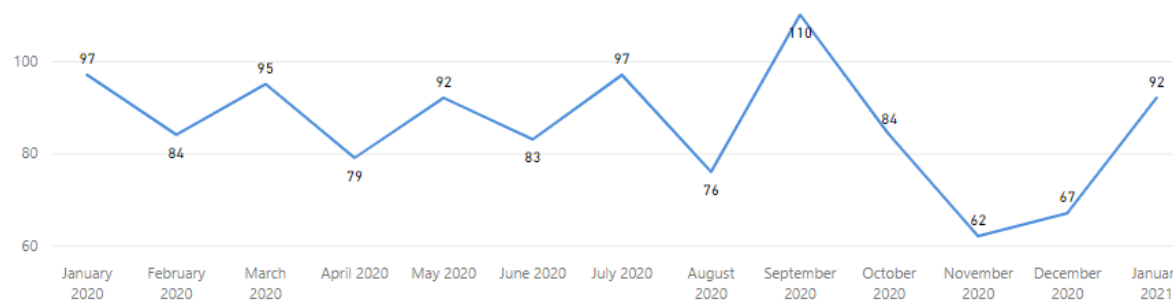
1010

Received per Month (Avg)*

78

Completed Filter

Completed by Month



Total Completed

1118

Completed per Month (Avg)*

86

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

Section

CODIS

CODIS Hit Type

All

of Unassigned

30✓

Goal: 100 (+70%)

Pending Draft

24!

Goal: 20 (-20%)

Pending Tech

2✓

Goal: 15 (+86.67%)

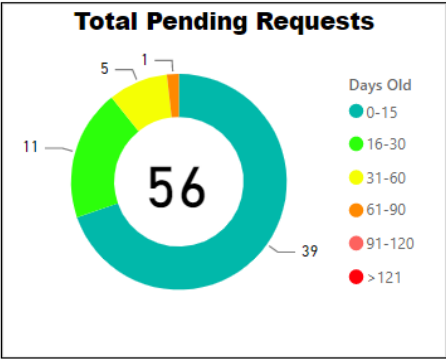
Pending Admin

0✓

Goal: 0

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

- 6
- Past Critical Age
- 48
- Avg Age of Reqeusts >30 ...
- 69
- Age-Oldest Unassigned PL
- 38
- Age-Oldest Pending Draft...
- 9
- Age-Oldest Pending Tech ...
- 0
- Age-Oldest Pending Adm...



Overall TAT
(Month to Date)

14.3✓

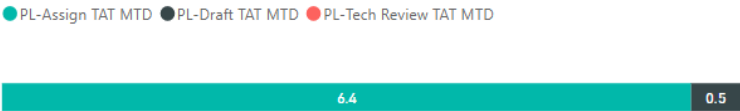
Goal: 30, 31

Overall TAT
(Past 90 Days)

13.3✓

Goal: 30, 31

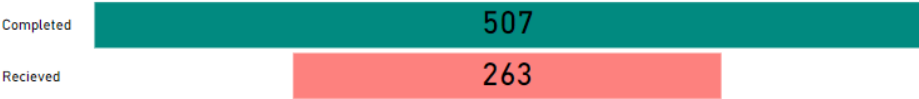
TAT by Phase of Work (MTD)



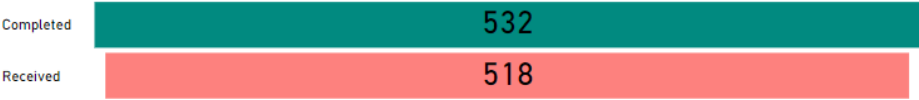
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	599
34624	2018-094	581
57686	2020-008	245
59592	2020-021	227
61378	2020-028	201
61919	2020-031	191
63990	2020-1A-06	165

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

Quality TAT

47!

Goal: 40, 41

Avg Age of Open Reports*

128

Quality Filter

Biology/DNA

Date Range

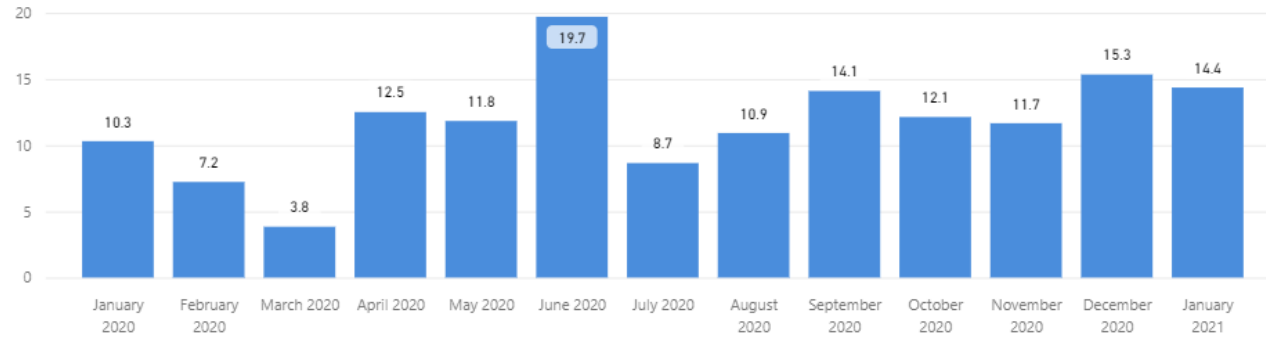
1/1/2020

1/31/2021

Request Type

CODIS

Total TAT by Month

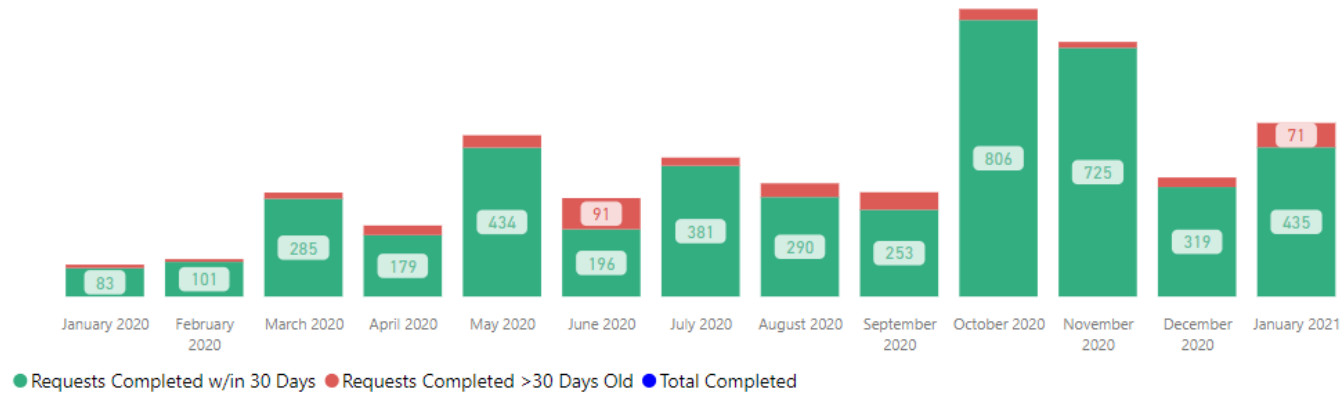


Selected Time Frame Averages

12.05

Total TAT (Rec'd-Compl.) Avg

Requests Completed



Received to Complete

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

Section

CODIS

Hit Type

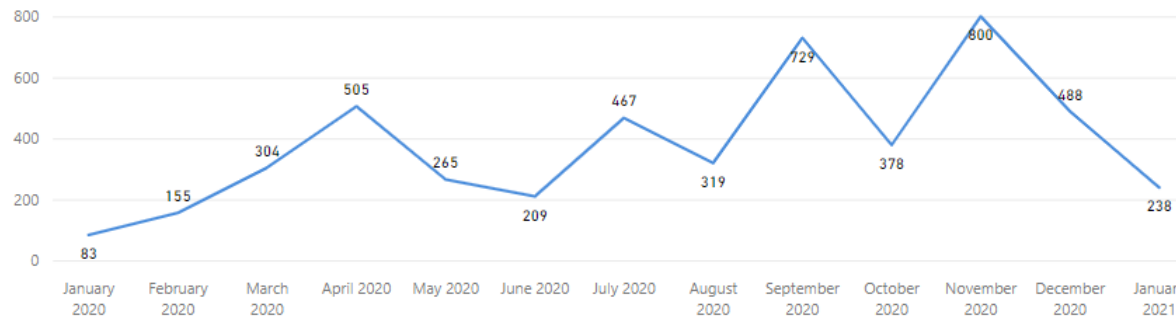
All

Received Filter

1/1/2020

1/31/2021

Received by Month



Total Received

4940

Received per Month (Avg)*

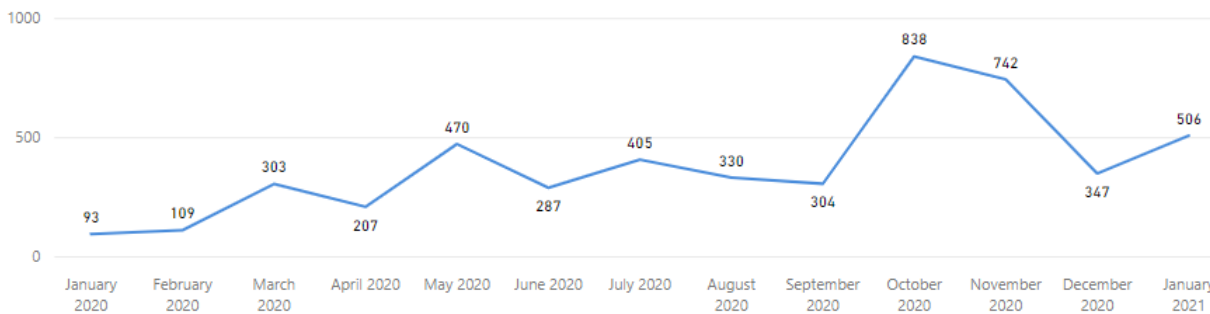
380

Completed Filter

1/1/2020

1/31/2021

Completed by Month



Total Completed

4941

Completed per Month (Avg)*

380

* months with zero activity are not calculated into the average

Latent Prints

Service
Priority Type

Latent Comparison
All

of Unassigned

2414!

Goal: 230 (-949.57%)

Pending Draft

120!

Goal: 50 (-140%)

Pending Tech

44✓

Goal: 50 (+12%)

Pending Admin

1✓

Goal: 50 (+98%)

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

2423
Justice Trax Past Critical Age

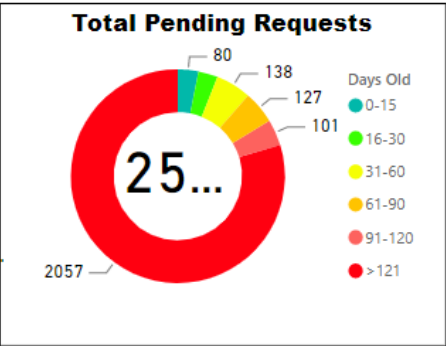
355
Avg Age of Requests >30 D...

881
Age-Oldest Unassigned

1654
Age-Oldest Pending Draft

929
Age-Oldest Pending Tech

172
Age-Oldest Pending Admin



Overall TAT (Month to Date)

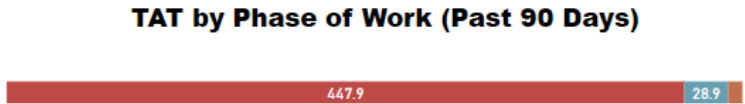
507.8!

Goal: 45, 46

Overall TAT (Past 90 Days)

486.4!

Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age
77357		5
62079	2020-033	188
64699	2020-043	156
72533	2020-090	64
75326	2020-105	28

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

Quality TAT

53!

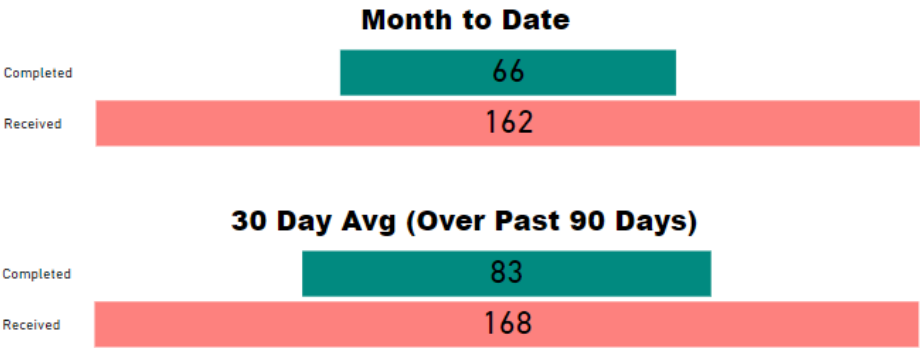
Goal: 40, 41




Avg Age of Open Reports*

109

Quality Filter

Latent Prints



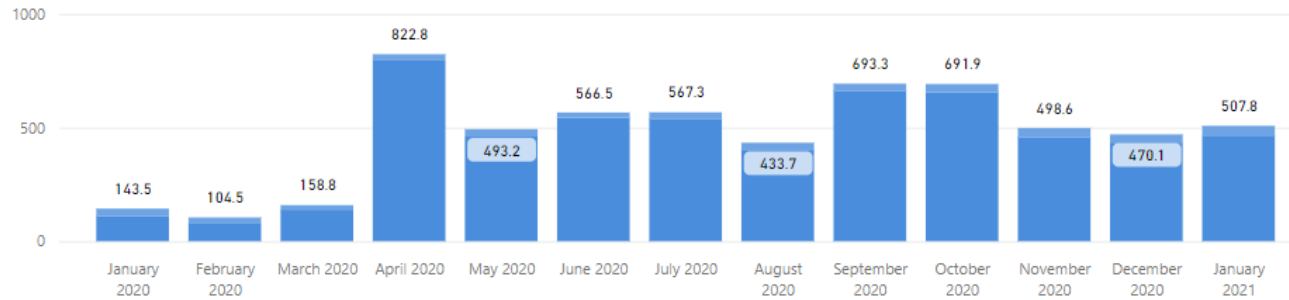
Date Range   

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Latent Comparison 

Priority Type

All 

Selected Time Frame Averages

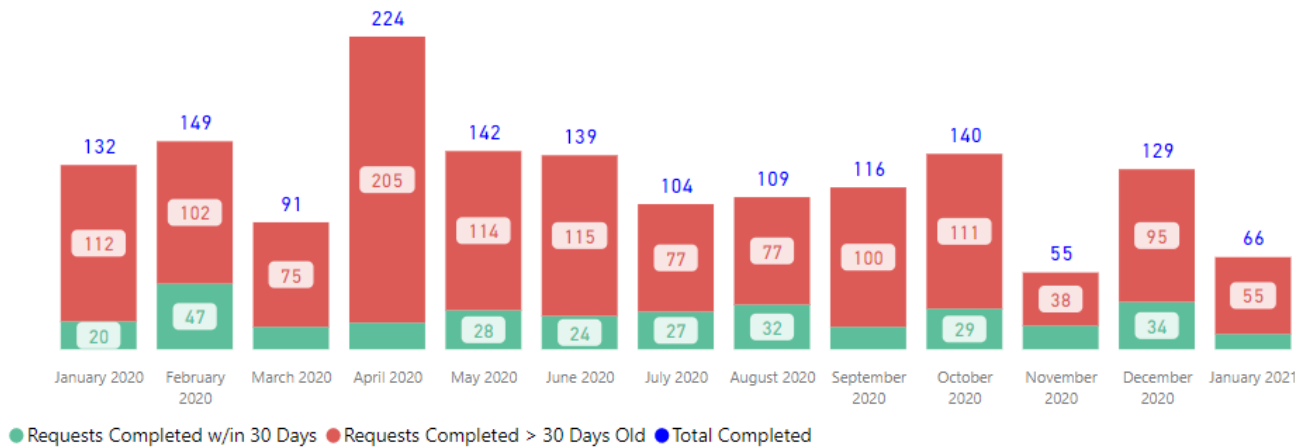
493.24

Total TAT (Rec'd-Compl.) Avg

30.76

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1596

Requests Completed

1276

Requests Completed > 30 Days Old

79.95 %

% Completed > 30 Days Old

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

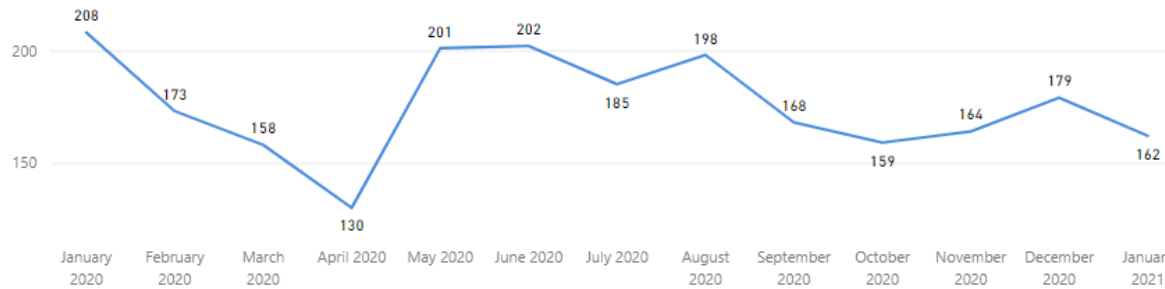
Service
Latent Comparison

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

2,287

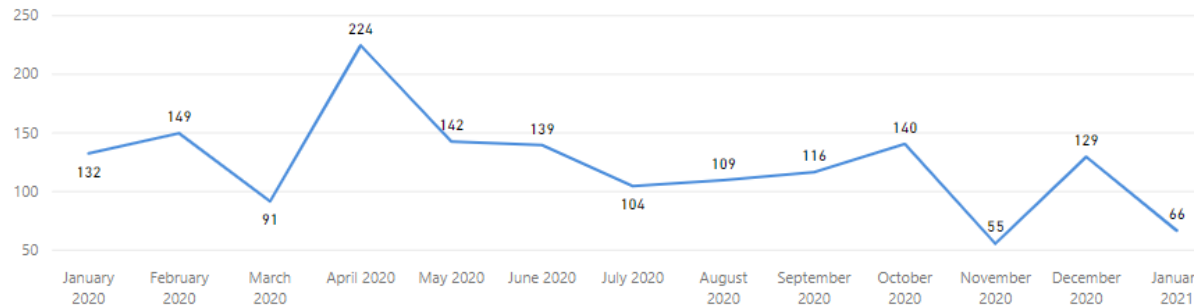
Received per Month (Avg)*

176

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

1,596

Completed per Month (Avg)*

123

* months with zero activity are not calculated into the average

Service
Priority Type

Latent Processing
All

of Unassigned
420!
Goal: 50 (-740%)

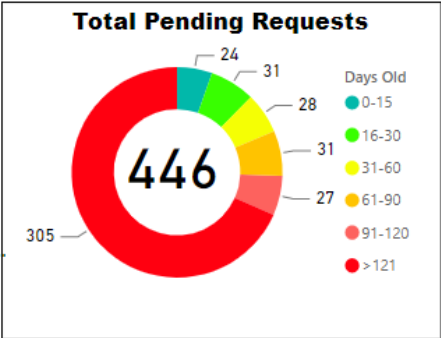
Pending Draft
8✓
Goal: 30 (+73.33%)

Pending Tech
11✓
Goal: 30 (+63.33%)

Pending Admin
7✓
Goal: 30 (+76.67%)

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

- 391
- Justice Trax Past Critical Age
- 262
- Avg Age of Requests > 30 D...
- 543
- Age-Oldest Unassigned
- 549
- Age-Oldest Pending Draft
- 541
- Age-Oldest Pending Tech
- 548
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

175.9!

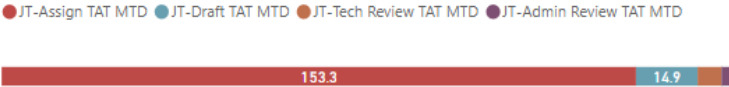
Goal: 30, 31

Overall TAT (Past 90 Days)

193.4!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
77357		5
62079	2020-033	188
64699	2020-043	156
72533	2020-090	64
75326	2020-105	28

*Reports without a Workflow Id# are not Included In the Avg Age

Quality TAT

53!

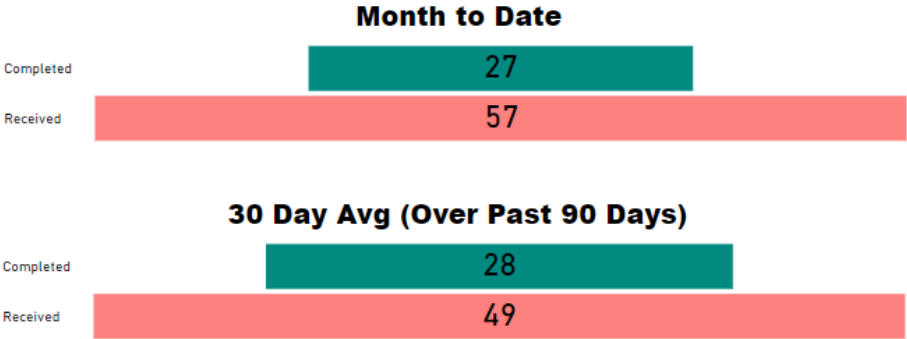
Goal: 40, 41

Avg Age of Open Reports*

109

Quality Filter

Latent Prints



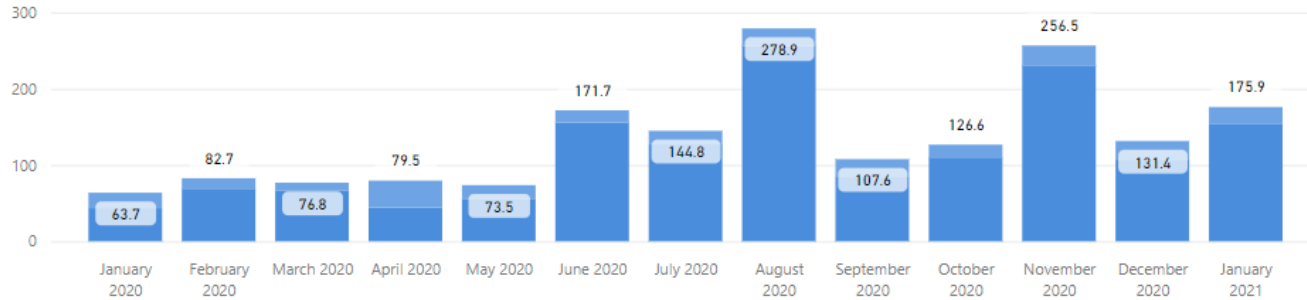
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

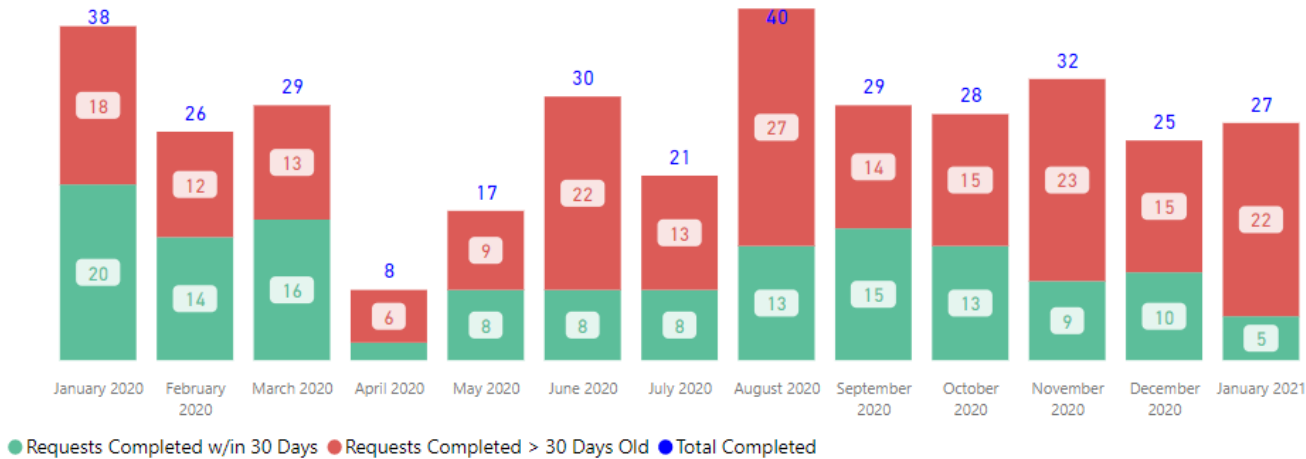
145.53

Total TAT (Rec'd-Compl.) Avg

20.03

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

350

Requests Completed

209

Requests Completed > 30 Days Old

59.71 %

% Completed > 30 Days Old

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

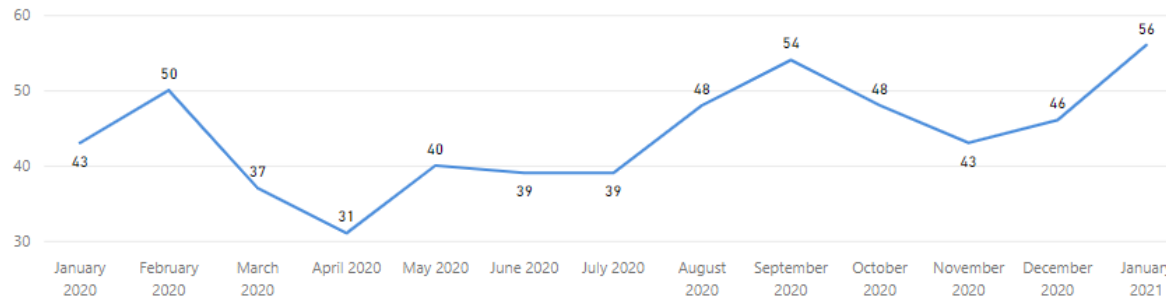
Service Priority Type



Received Filter



Received by Month



Total Received

574

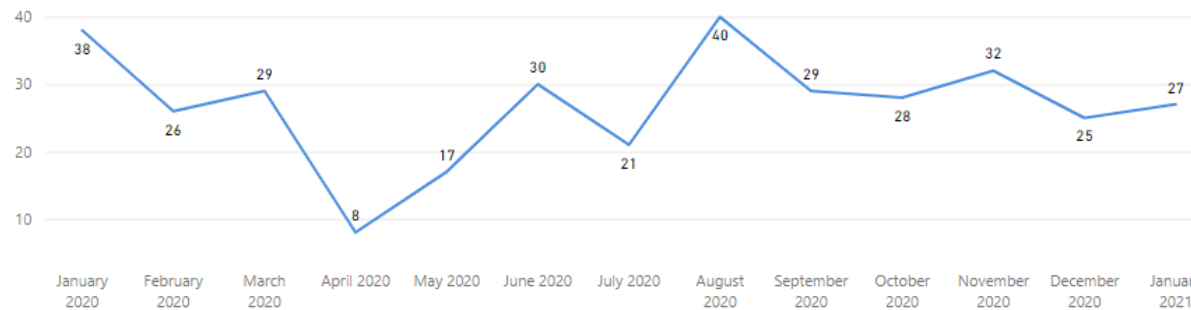
Received per Month (Avg)*

44

Completed Filter



Completed by Month



Total Completed

350

Completed per Month (Avg)*

27

* 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

0✓

Goal: 5 (+100%)

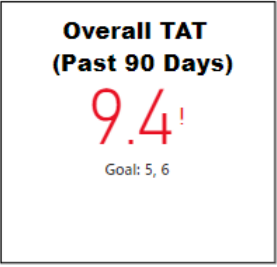
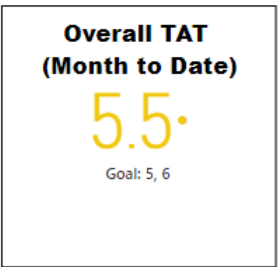
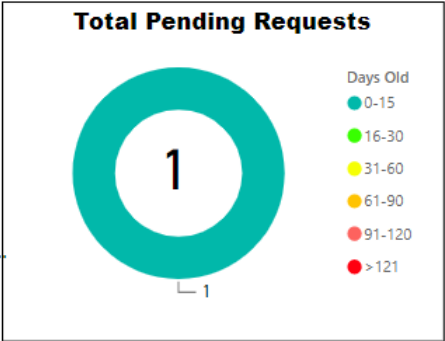
Pending Admin

0✓

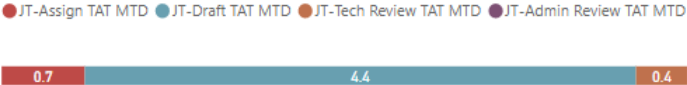
Goal: 5 (+100%)

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

- 0
- Justice Trax Past Critical Age
- NaN
- Avg Age of Requests >30 D...
- 0
- Age-Oldest Unassigned
- 5
- Age-Oldest Pending Draft
- 0
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT

(Blank)✓

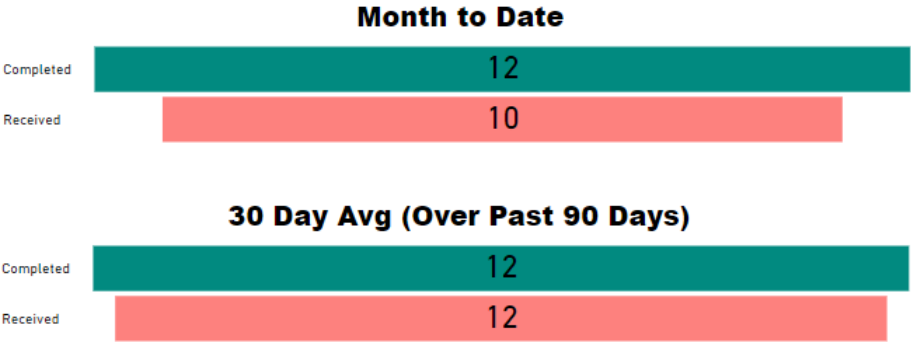
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video



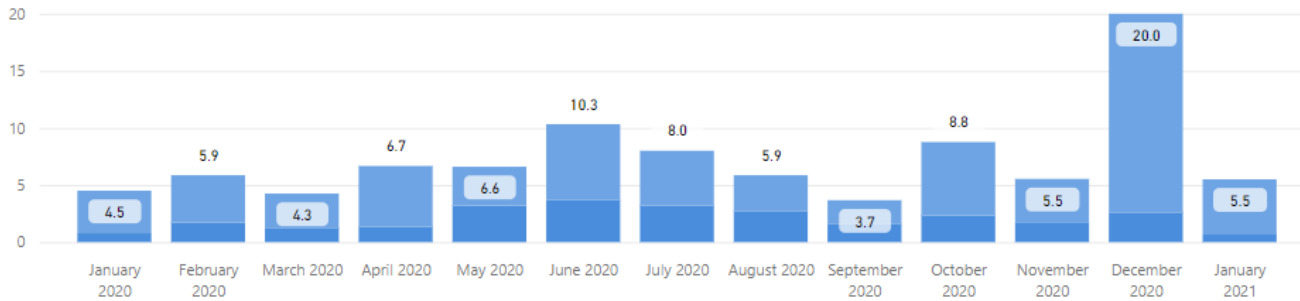
Date Range

1/1/2020

1/31/2021

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

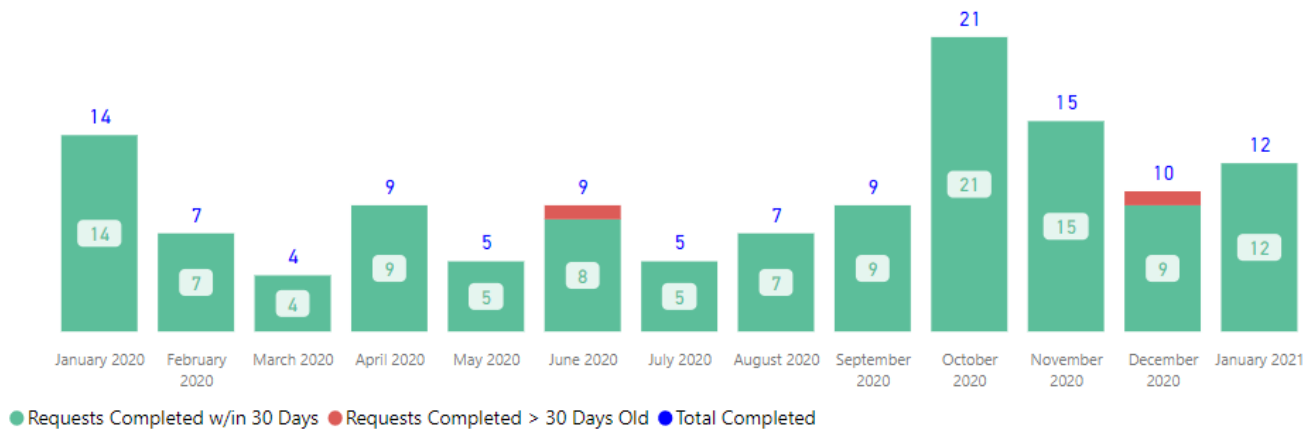
7.51

Total TAT (Rec'd-Compl.) Avg

5.57

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

127

Requests Completed

2

Requests Completed > 30 Days Old

1.57 %

% Completed > 30 Days Old

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

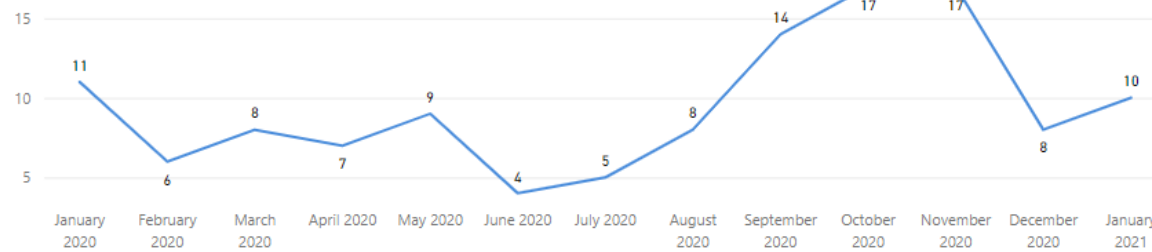
Service
AV Call Out

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

124

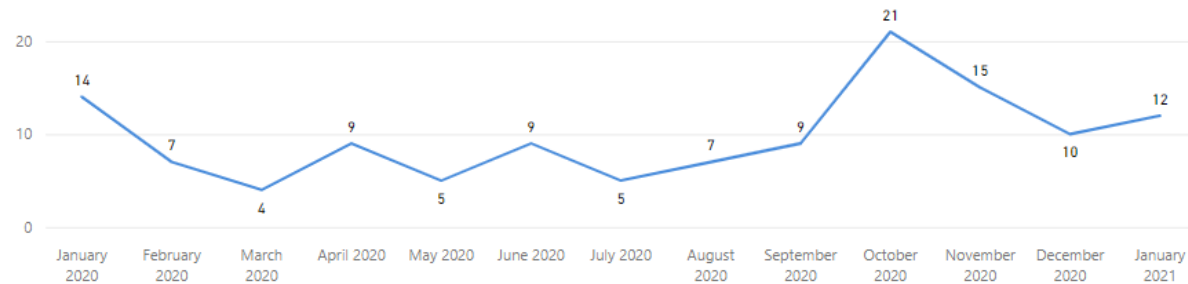
Received per Month (Avg)*

10

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

127

Completed per Month (Avg)*

10

* months with zero activity are not calculated into the average

Service

AV Examination

Priority Type

All

#

🔍

📄

🔧

🔍

📄

🔧

...

Pending Draft

8✓

Goal: 15 (+46.67%)

Pending Tech

2✓

Goal: 5 (+60%)

Pending Draft

4✓

Goal: 5 (+20%)

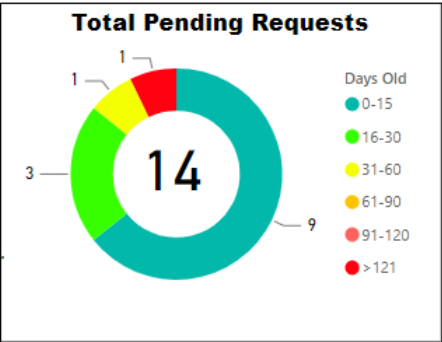
Pending Admin

0✓

Goal: 5 (+100%)

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

- 2
- Justice Trax Past Critical Age
- 99
- Avg Age of Requests >30 D...
- 12
- Age-Oldest Unassigned
- 53
- Age-Oldest Pending Draft
- 145
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

35.5✓

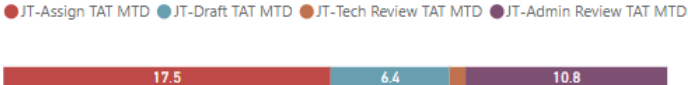
Goal: 45, 46

Overall TAT (Past 90 Days)

30.0✓

Goal: 45, 46

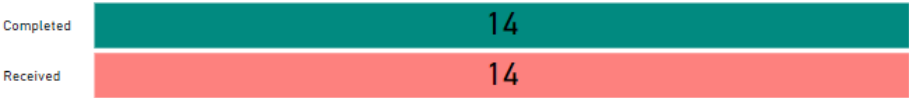
TAT by Phase of Work (MTD)



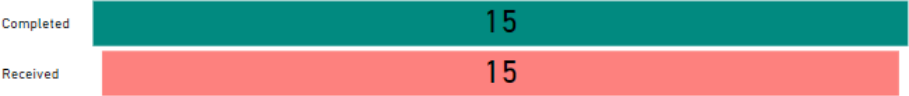
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

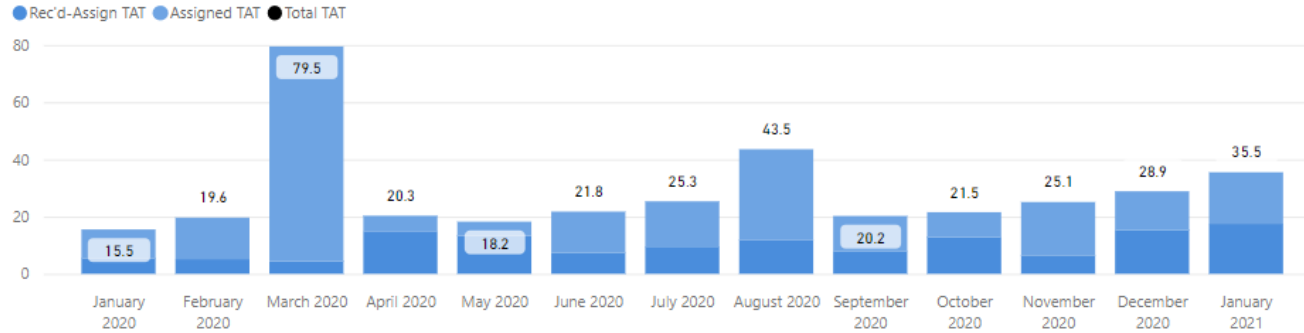
Audio/Video

Date Range

1/1/2020

1/31/2021

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

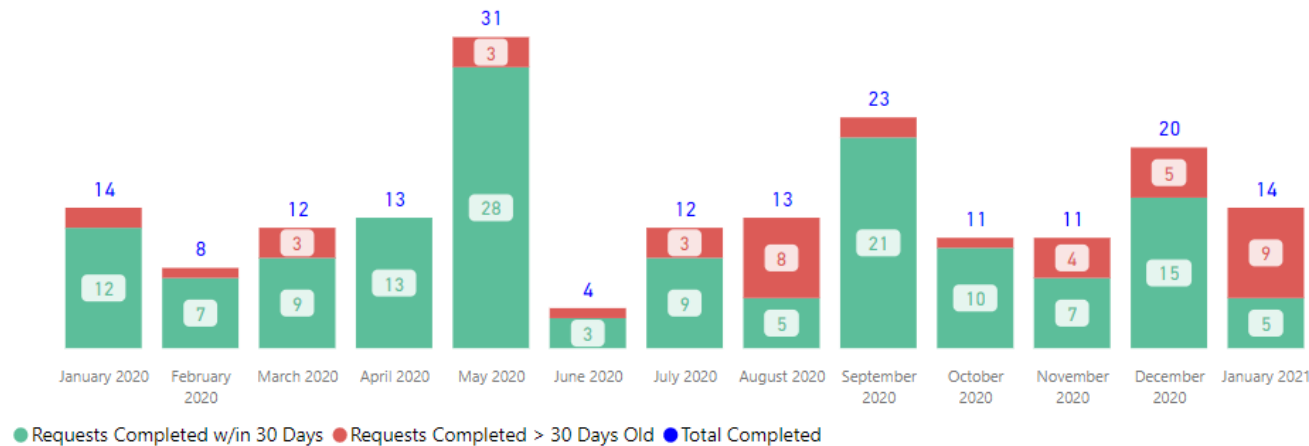
27.77

Total TAT (Rec'd-Compl.) Avg

16.98

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

186

Requests Completed

42

Requests Completed > 30 Days Old

22.58 %

% Completed > 30 Days Old

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

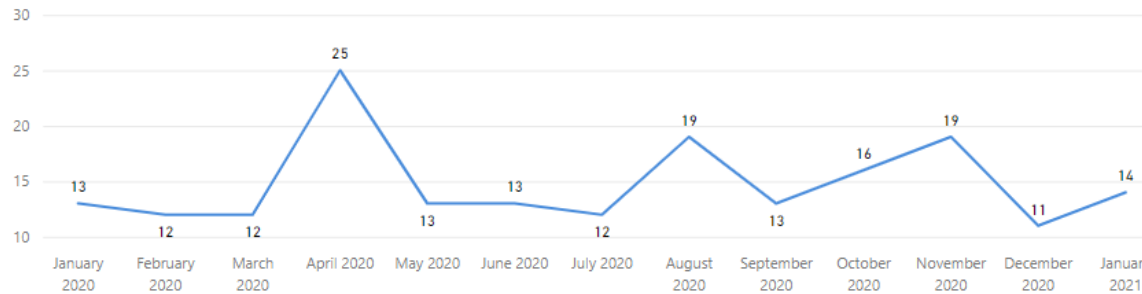
Service
AV Examination

Priority Type
All

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

192

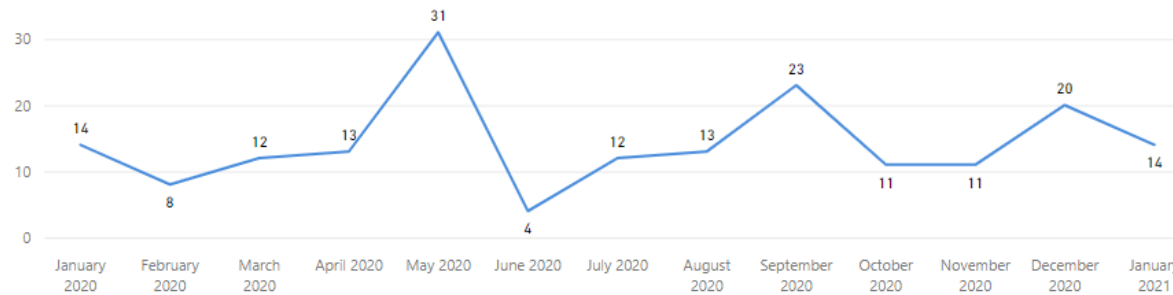
Received per Month (Avg)*

15

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

186

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

Service

DFL

Priority Type

All

of Unassigned

218!

Goal: 50 (-336%)

Pending Draft

8!

Goal: 5 (-60%)

Pending Tech

0✓

Goal: 5 (+100%)

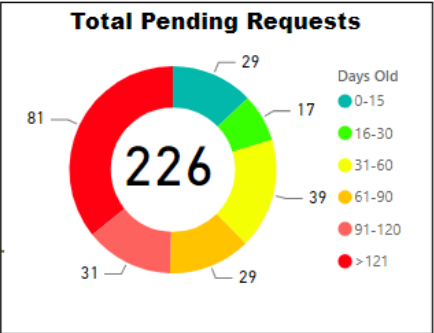
Pending Admin

0✓

Goal: 5 (+100%)

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

- 180
- Justice Trax Past Critical Age
- 118
- Avg Age of Requests >30 D...
- 227
- Age-Oldest Unassigned
- 450
- Age-Oldest Pending Draft
- 0
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

70.1!

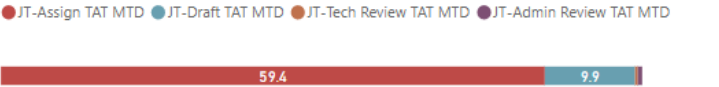
Goal: 45, 46

Overall TAT (Past 90 Days)

78.2!

Goal: 45, 46

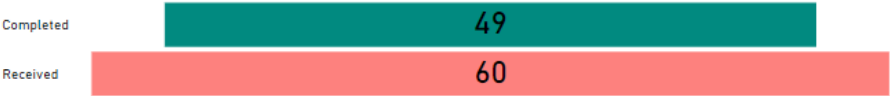
TAT by Phase of Work (MTD)



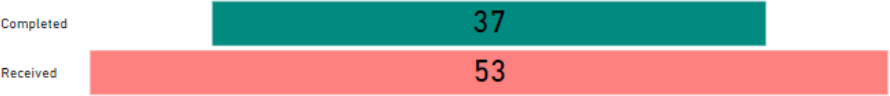
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Digital Forensics

Service
Priority Type
DME
All

of Unassigned

5!

Goal: 0

Pending Draft

0✓

Goal: 30 (+100%)

Pending Tech

0✓

Goal: 30 (+100%)

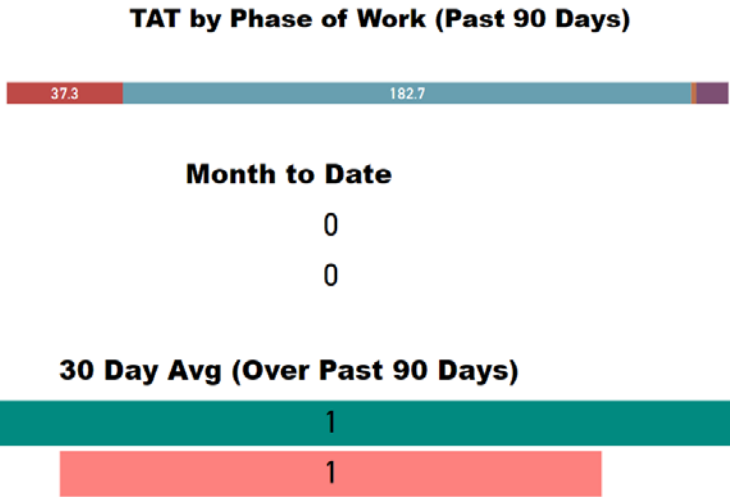
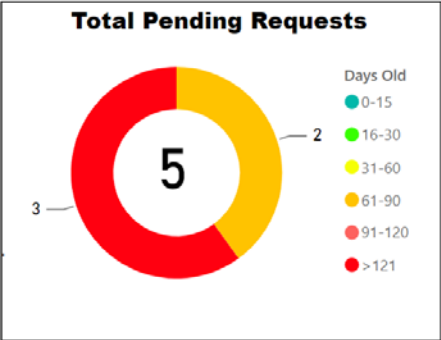
Pending Admin

0✓

Goal: 30 (+100%)

5
Justice Trax Past Critical Age
101
Avg Age of Requests > 30 D...
124
Age-Oldest Unassigned
0
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

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



Open Quality Reports

Qualtrax ID
Workflow #
Age

Quality TAT

18✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Digital Forensics

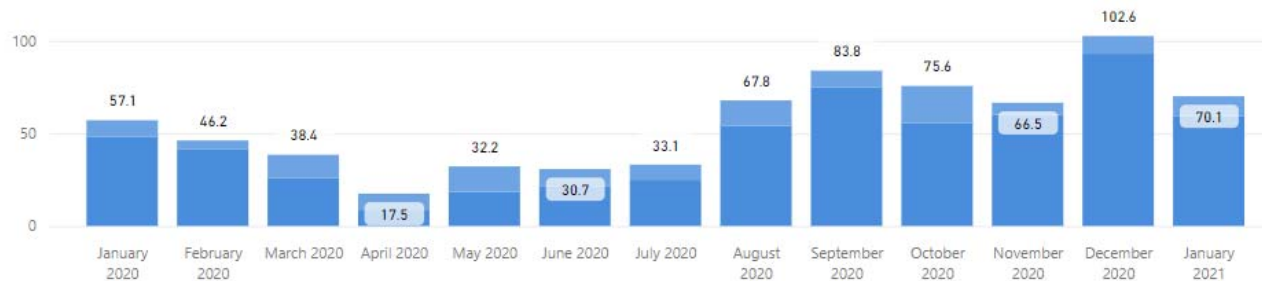
*Reports without a Workflow ID# are not included in the Avg Age

Date Range

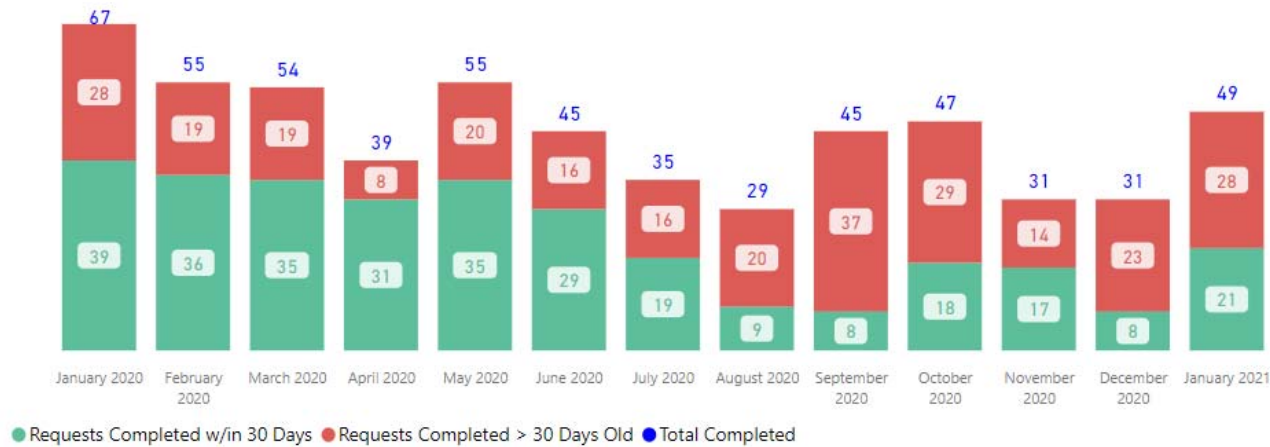
1/1/2020 1/31/2021

Total TAT by Month

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



Requests Completed



DFL and DME

Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

53.95

Total TAT (Rec'd-Compl.) Avg

10.49

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

582

Requests Completed

277

Requests Completed > 30 Days Old

47.59 %

% Completed > 30 Days Old

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

DFL and DME

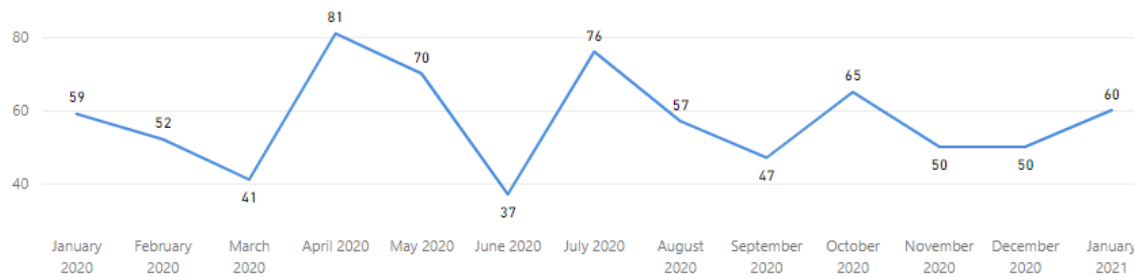
Service
Multiple selections ▼

Priority Type
All ▼

Received Filter

1/1/2020 1/31/2021

Received by Month



Total Received

745

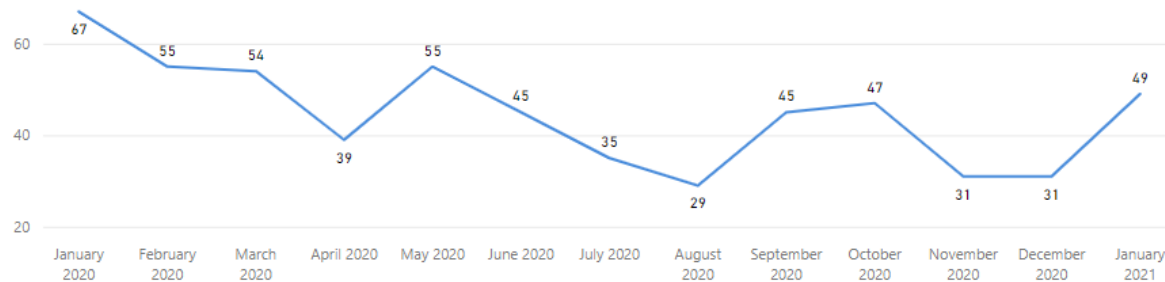
Received per Month (Avg)*

57

Completed Filter

1/1/2020 1/31/2021

Completed by Month



Total Completed

582

Completed per Month (Avg)*

45

* months with zero activity are not calculated into the average

Crime Scene Unit

Service: CSU Response
 Priority Type: All

of Unassigned
 0 ✓
 Goal: 0

Pending Draft
 159 !
 Goal: 30 (-430%)

Pending Tech
 582 !
 Goal: 30 (-1840%)

Pending Admin
 1 !
 Goal: 0

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

544
Justice Trax Past Critical Age

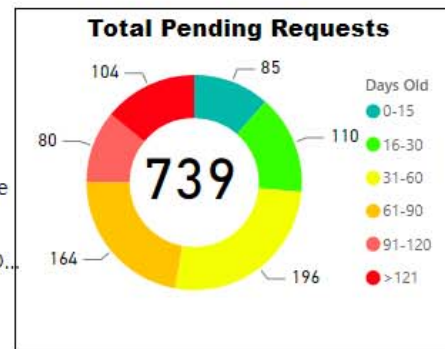
89
Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

517
Age-Oldest Pending Draft

559
Age-Oldest Pending Tech

114
Age-Oldest Pending Admin



Overall TAT (Month to Date)

100.9 !

Goal: 30, 31

Overall TAT (Past 90 Days)

87.6 !

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
76354		16
63388	2020-038	173
68860	2020-069	103
72026	2020-095	69
64616	2020-1A-09	157
76096	2021-001	18
76122	2021-007	18

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

Quality TAT

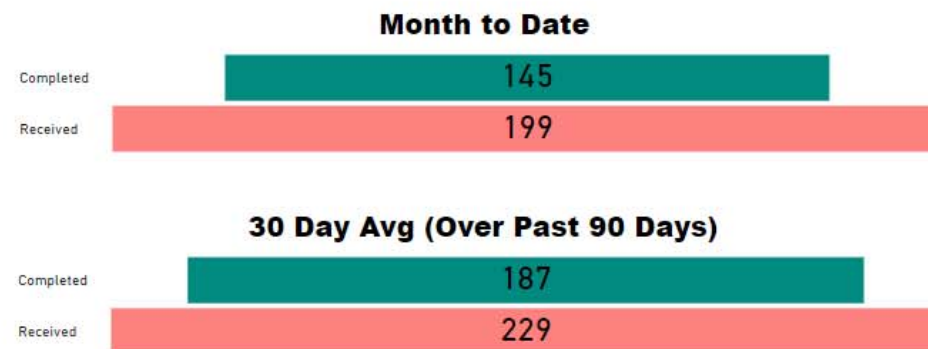
47 !

Goal: 30, 31

Avg Age of Open Reports*

78

Quality Filter: Crime Scene

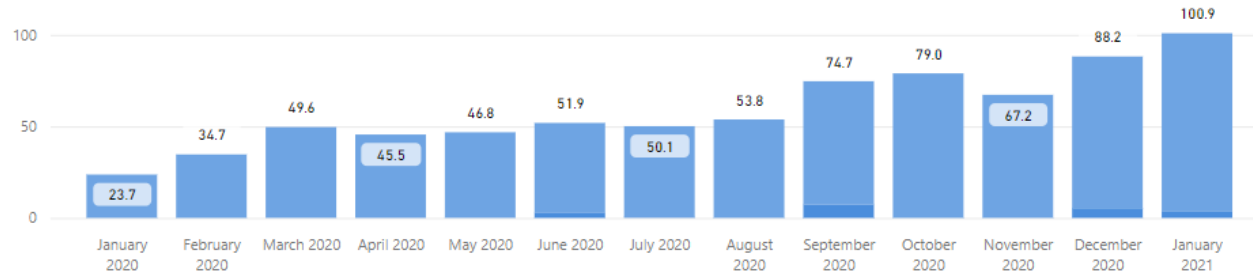


Date Range

1/1/2020 1/31/2021

Total TAT by Month

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



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

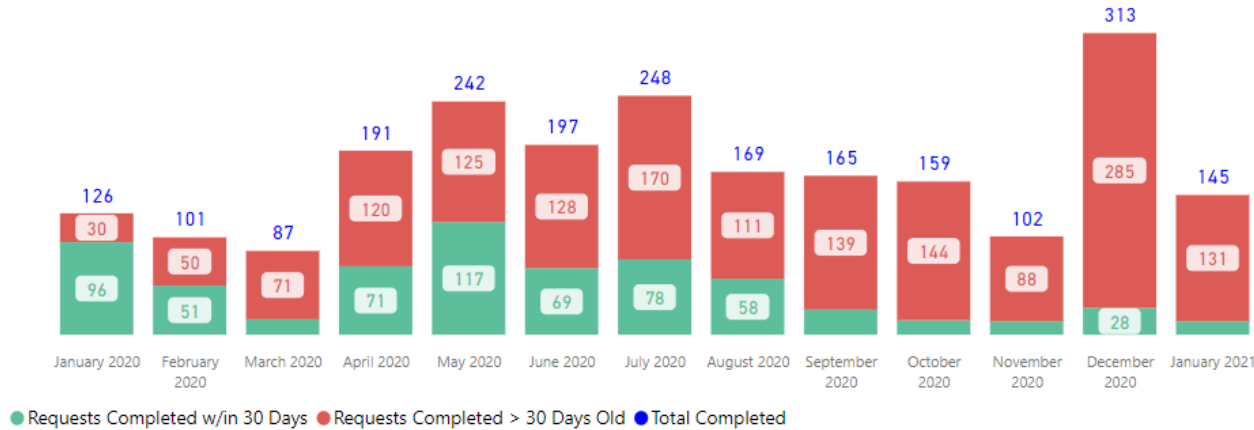
60.80

Total TAT (Rec'd-Compl.) Avg

59.00

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2245

Requests Completed

1592

Requests Completed > 30 Days Old

70.91 %

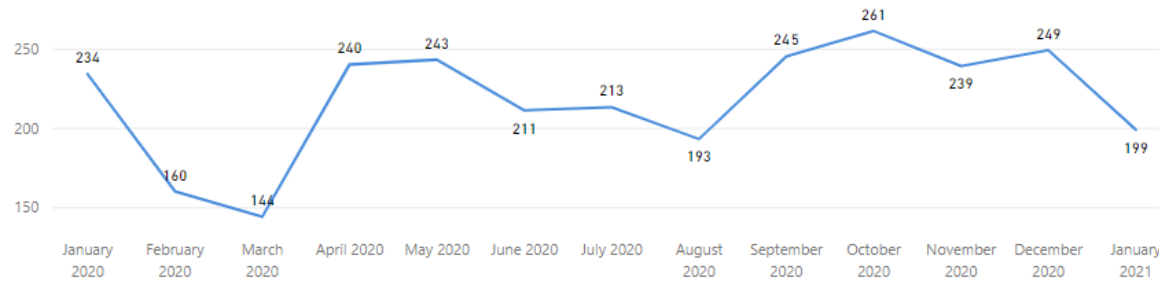
% Completed > 30 Days Old

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

Service Priority Type

Received Filter

Received by Month



Total Received

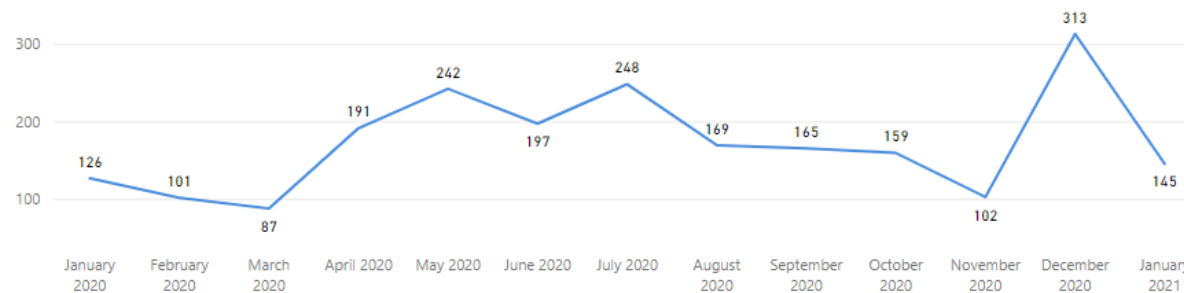
2,831

Received per Month (Avg)*

218

Completed Filter

Completed by Month



Total Completed

2,245

Completed per Month (Avg)*

173

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