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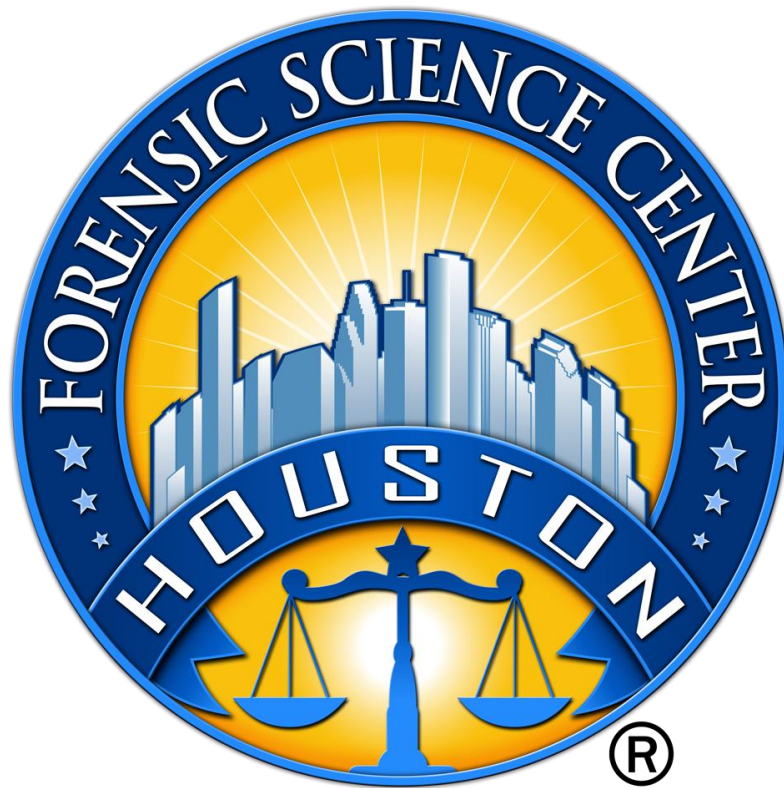
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Houston Forensic Science Center, Inc.

## Board of Directors Meeting

*January 14, 2022*



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

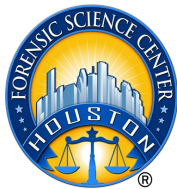
Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



# Houston Forensic Science Center, Inc.

## Board of Directors Public Meeting

Friday, January 14, 2022

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

### NOTICE OF PUBLIC MEETING

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

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

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

### PARTICIPATING IN THE PUBLIC MEETING REMOTELY:

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

### NOTICE OF PUBLIC COMMENT:

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

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

### AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from December 10, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Report from Dr. Stacey Mitchell, board chair including a monthly update of activities and other announcements.
6. Consider approval of board resolution 2022-001, regarding authority to withdraw funds of the corporation, repealing and replacing board resolution 2015-001 and any other resolutions that maybe in conflict therewith.
7. Report from Dr. Peter Stout, CEO and president regarding the pandemic and fiscal year 2023 budget needs for personnel, crime scene unit and capital expenses; update on latent print section conducting comparisons on punishment evidence and possible related action.
  - a. Consider a request to expand the latent print section's forensic services to include providing fingerprint comparisons for judgments and sentences, pen packets, jail cards, similar documents and possible related action.
8. Report from Dr. Amy Castillo, COO and vice president including an overview of the 2021 highlights in the laboratory sections and a look ahead at the focuses and anticipated challenges in 2022.
9. Consider delegating authority to Dr. Stout to negotiate and enter into a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY 2021- Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction federal grant, total budget of \$451,365.00.
10. Report from Ms. Erika Ziemak, quality director including an overview of the blind quality control program, survey responses, internal audits, Texas Forensic Science Commission disclosures and testimony monitoring.
11. Quarterly treasurer's report from Mr. David Leach, treasurer and CFO regarding company financials and other fiscal updates.
12. Report from Ms. Carina Haynes, crime scene unit director including an overall review of the past year, schedules as well as other changes in CSU.
13. Adjournment.

**NOTICE REGARDING SPECIAL NEEDS:**

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

**NOTICE REGARDING CLOSED MEETINGS:**

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this notice, the board should determine that a closed or executive meeting or session of the board should be held or is required in relation to any items included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code will be held by the board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by the notice as the board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all



purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

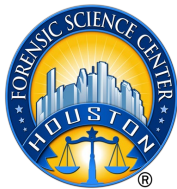
I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of January 2022, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC [website](#) as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 11th day of January 2022.

*Amanda DeBerry*

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Amanda DeBerry



# Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, December 10, 2021

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

1. **CALL TO ORDER:**

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

The Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") board of directors (the "board") convened this in-person meeting on Friday, December 10, 2021 in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. In a manner permitted by the corporation's bylaws, the meeting was called by providing all directors with notice of the date, time and purpose of the meeting at least three days before the scheduled date.

In accordance with Chapter 551 of the Texas Government Code (Texas Open Meetings Act) a notice of this meeting was posted on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby on December 7.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice Chairwoman Mary Lentschke
Philip Hilder
Francisco Medina
Vanessa Goodwin
Ellen Cohen
Lois Moore
Vicki Huff
Tracy Calabrese

The following board member was absent:

Anna Vasquez
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Chairwoman Mitchell declared a quorum was present noting that all members were physically present.

3. **PUBLIC COMMENT:**

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

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

Following a motion by Director Lois Moore and seconded by Director Ellen Cohen, the board unanimously approved the November 12, 2021 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT**

The chairwoman noted that the event planning committee planned several fun activities for staff, including the annual holiday party on December 18 at Revelry on Richmond. She encouraged all members to attend. The corporation does not use taxpayers' dollars for such events, and so the chairwoman requested board members make monetary donations to help pay for the party.

Next, she announced HFSC recently launched a new website that utilizes a shorter domain name, [www.hfscctx.gov](http://www.hfscctx.gov). Some of the website updates on the homepage make it more user-friendly and for the first time in HFSC's history, all board members' pictures will be on the website.

She reminded members to review the detailed data from the previous month and take note of the challenges HFSC is facing on several fronts.

6. **CONSIDER APPROVAL OF BOARD RESOLUTION 2021-001 SETTING MEETINGS:**

Pursuant to the corporation's bylaws, the board considered a resolution to change its schedule of regular meetings from monthly to every other month. Chairwoman Mitchell reminded the board that the resolution still allows them to call special and emergency meetings as needed. She then opened the floor for further discussion or questions. The board discussed the reasoning behind the proposed new schedule and Chairwoman Mitchell stated the change would reduce redundancy in staff reports allowing them to see trends over longer periods of time. She also acknowledged that HFSC's well-established infrastructure and leadership make the monthly board meetings less necessary. Lastly, Chairwoman Mitchell noted that if the board subsequently decided the new schedule was ineffective, the board could decide to revert back to monthly meetings.

Director Moore made a motion to approve board resolution 2021-001, to schedule the regular meeting of the board every other month, starting in January 2022. Director Francisco Medina seconded the motion, and the board unanimously approve board resolution 2021-001.

7. **CLOSED MEETING/EXECUTIVE SESSION**

The board convened in a closed meeting, also referred to as executive session. The executive session was held in accordance with Texas Government Code Sections 551.071 and 551.074(a), for the purpose of consulting with the corporation's attorney and discussing Dr. Peter Stout, president and CEO's employment agreement.

Chairwoman Mitchell closed the open meeting at 9:11 a.m. and convened the executive session.

8. **RECONVENE INTO OPEN MEETING:**

At 9:24 a.m., Chairwoman Mitchell reconvened the open meeting. She announced a quorum was present.

9. **CONSIDER APPROVAL OF A FIVE-YEAR EMPLOYMENT CONTRACT FOR DR. PETER STOUT:**

The chairwoman first reminded members that they discussed extending or renewing Dr. Stout's agreement in July and authorized her and her designees to act on behalf of the board to negotiate a new agreement. She announced the corporation and Dr. Stout had reached a final agreement and requested the members consider those changes as presented. She added that the new contract would go into effect Jan. 13, 2022, and end January 2027. She noted Dr. Stout's salary would remain the same though his purchasing authority would increase from \$200,000 to \$300,000 to reflect the cost of several technologies and equipment that HFSC routinely purchases. Pursuant to the agreement, the chairwoman will receive notice from Dr. Stout regarding purchases over \$200,000. She stated the board will update relevant HFSC's policies and board resolutions to reflect this change and resolve those items at a later board meeting.

Director Philip Hilder then made a motion to approve a five-year employment agreement between HFSC and Dr. Stout to continue serving as president and CEO, and Director Moore seconded the motion. The board unanimously approved the motion.

10. **CONSIDER AUTHORIZING AN AGREEMENT WITH MATTERPORT FOR 3D TECHNOLOGY:**

Dr. Stout began by sharing that HFSC continues to look for ways to make crime scene analysts' work less manual, more complete and faster since they spend a lot of time documenting and measuring scenes. He asked the board to approve a contract with Matterport for a product that would allow crime scene investigators (CSIs) to map scenes more efficiently and provide stakeholders a better final product. The technology would be used in conjunction with drones, which allow for exterior mapping but are nearly impossible to use in an indoor setting. The Matterport technology employs a scanning device and allows a CSI to scan the scene in approximately 30 seconds and provide a 3D image with measurements to stakeholders. The individual scanners cost about \$2,500 and Dr. Stout plans to purchase one for each shift. The instruments require validation to ensure they operate as expected, and to show the accuracy of the measurements, as well as the instruments' limitations. Dr. Stout said the Matterport technology should be validated and ready to use by fall 2022. Because the final details of the agreement are still in negotiation, Dr. Stout asked the board to delegate authority to him to complete negotiations and sign the final agreement.

Director Cohen made a motion to delegate authority to Dr. Stout to negotiate and enter into an agreement with Matterport for a total contract value of \$260,000. Director Hilder seconded the motion, and the board unanimously approved the motion.

11. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Medina seconded the motion. The meeting adjourned at 9:44 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the Dec. 10, 2021 public meeting of the board.

By: Amanda DeBerry Amanda DeBerry, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

RESOLUTION NO. 2022- 001

**RESOLUTION REGARDING AUTHORITY TO WITHDRAW FUNDS OF THE CORPORATION.**

**WHEREAS**, the Board of Directors (the “Board”) of Houston Forensic Science Center, Inc. (the “Corporation” or “HFSC”) has concluded the Corporation’s interests will be served by revising procedures for disbursement from the Corporation’s funds; and

**WHEREAS**, the Board has concluded that it is in the best interests of the Corporation to increase the amount of disbursement within the authority of the President and CEO, and that such action will further the purposes of the Corporation;

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

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

**SECTION 2.** That for the purpose of this Resolution the following terms have the meanings stated:

- (a) "Account Signer" means a person whose Signature authorizes a disbursement from the Corporation's funds in a manner consistent with (i) this Resolution; (ii) the Corporation's agreements with the bank into which the Corporation deposits its funds; and (iii) applicable law.
- (b) "CEO" means the Chief Executive Officer of the Corporation.
- (c) "CFO" means the Chief Financial Officer of the Corporation.
- (d) "Chair" means the Chair of the Corporation's Board of Directors.
- (e) "COO" means the Chief Operating Officer of the Corporation.
- (f) "Signature" includes "electronic signature" as defined by Section 322.002(8), Texas Business & Commerce Code.
- (g) "Vice Chair" means the Vice Chair of the Corporation's Board of Directors.

**SECTION 3.** That the following persons are Account Signers, but only for disbursements in the amounts listed below:

<u>Amount of Disbursement</u>	<u>Required Account Signer(s)</u>
Less than \$20,000.00.	Any one of the CEO, CFO, or COO.
\$20,000.00 or more but less than \$100,000.00.	Any two of the CEO, CFO, or COO.
\$100,000.00 or more but less than <u>\$300,000.00</u> .	The CEO and either the CFO or COO.
<u>\$300,000.00</u> or more.	The CEO, and either the CFO or COO, along with either the Chair or Vice Chair.

**SECTION 4.** That to the extent any provisions of Resolution 2012-003, 2013-001, 2013-002, or 2015-001 are inconsistent with this Resolution, the said provisions of the previous Resolutions are repealed.

**SECTION 5.** That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

**ADOPTED** this 14<sup>th</sup> day of January, 2022.

#### **CERTIFICATE**

The undersigned hereby certifies that this Resolution **2022-001** was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the 14th day of January, 2022.

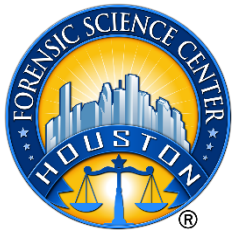
Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

Amanda DeBerry, Secretary of the Board of Directors

# President's Report

January 14, 2022





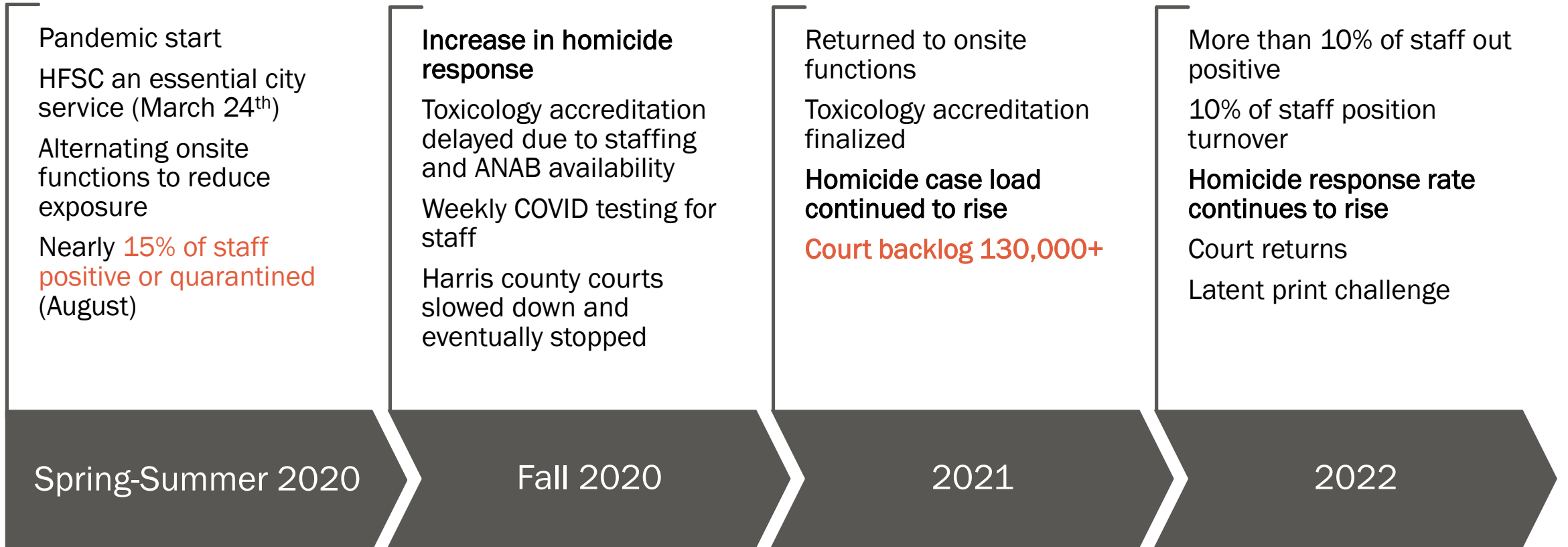


**HOUSTON  
FORENSIC  
SCIENCE  
CENTER –  
AMERICAN  
RESCUE PLAN  
ACT (ARPA)  
FUNDING  
REQUEST**

JANUARY 12, 2022



## PANDEMIC TIMELINE FOR HFSC



**HFSC requests \$3,680,000 in ARPA funding for FY22**

# RETIRE CAPITAL EQUIPMENT LEASES

HFSC leased capital equipment for \$1.4 million in FY22

- Mostly to distribute cost impact
- Highly specialized equipment located in the toxicology and forensic/DNA sections
  - Rapid DNA instrument and 3 LC-QQQ instruments

Retiring the leases is cost-effective

- Frees \$300,000/year for the next 3 to 5 years to redirect toward personnel costs
- Personnel critical to address the rising case load and impacts across HFSC
- Purchases the DNA and toxicology equipment outright

# TOXICOLOGY OUTSOURCE – \$400,000 FY22 AND \$300,000 FY23

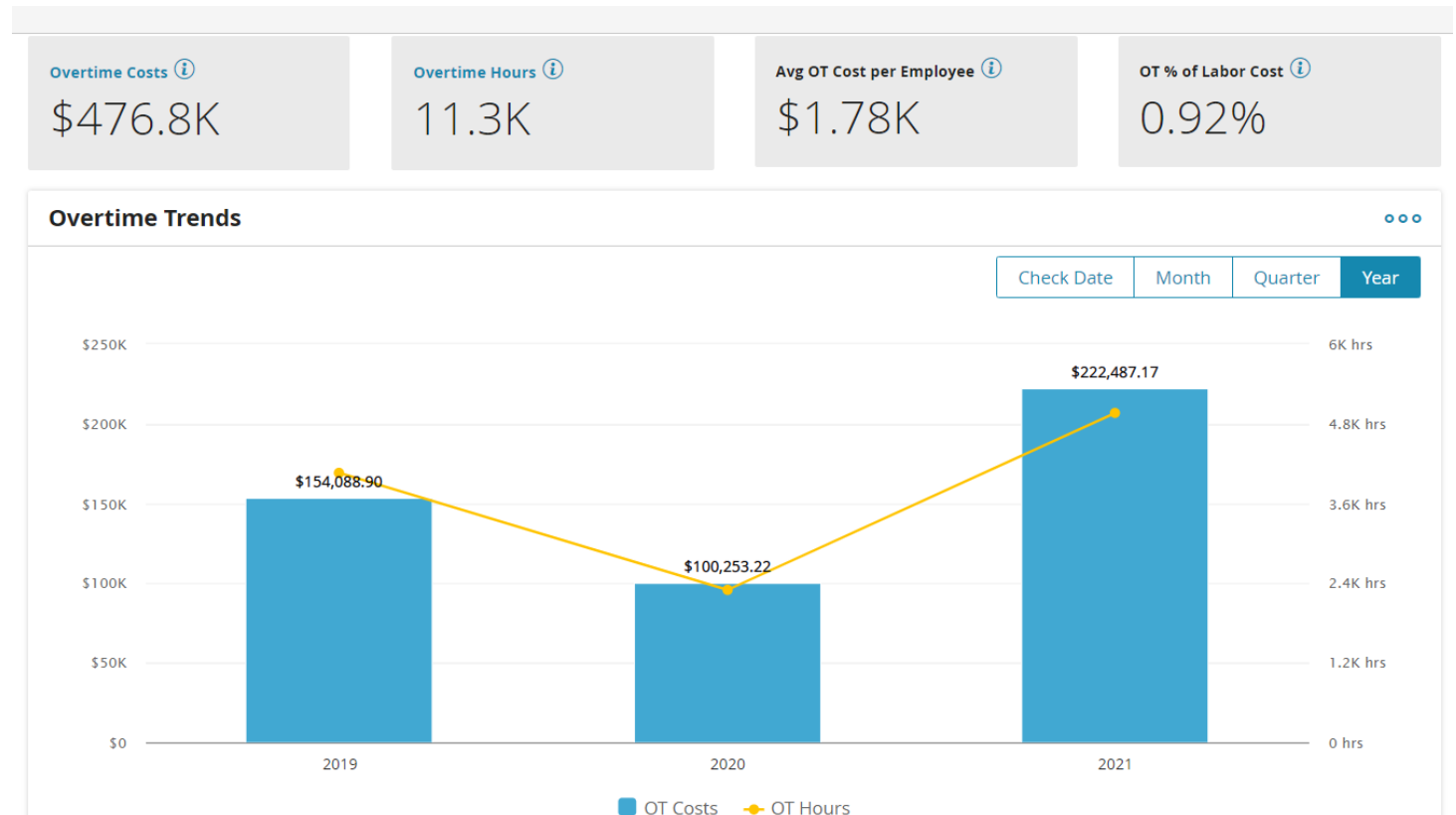
- The number of cases received for analysis in FY2020 up 46% and FY2021 up 24%. Complexity up 40%
- Rebuilding methods delayed due to COVID (staffing and accreditation)
- One of two disciplines that can be outsourced
- COVID 2020 reversed progress on DUID backlog, without outsourcing backlog (orange bars) will only increase
- Approximately 1,500 cases backlogged
- Plan to outsource 50 cases weekly
- Courts impatient



# OVERTIME COSTS --

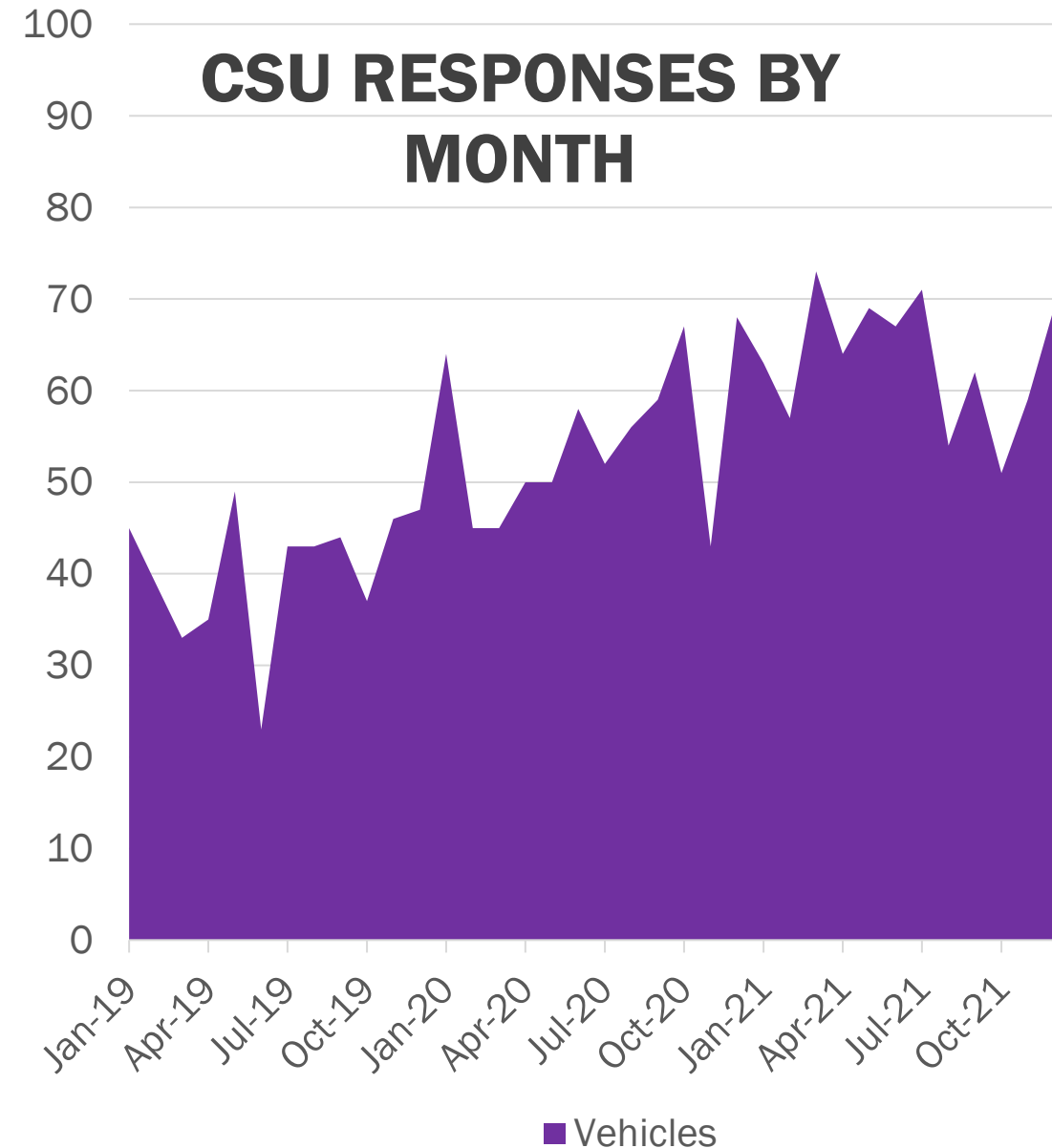
## \$300,000 FY22

- Overtime primarily in CSU **increased 40%**
- Firearms NIBIN entry **OT doubled**
- Increasing **caseload AND complexity**
  - **29% increase** in labor hours
  - **22% increase** in evidence items



## VEHICLE EVIDENCE BUILDING COVER FOR LOT– \$400,000 FY22

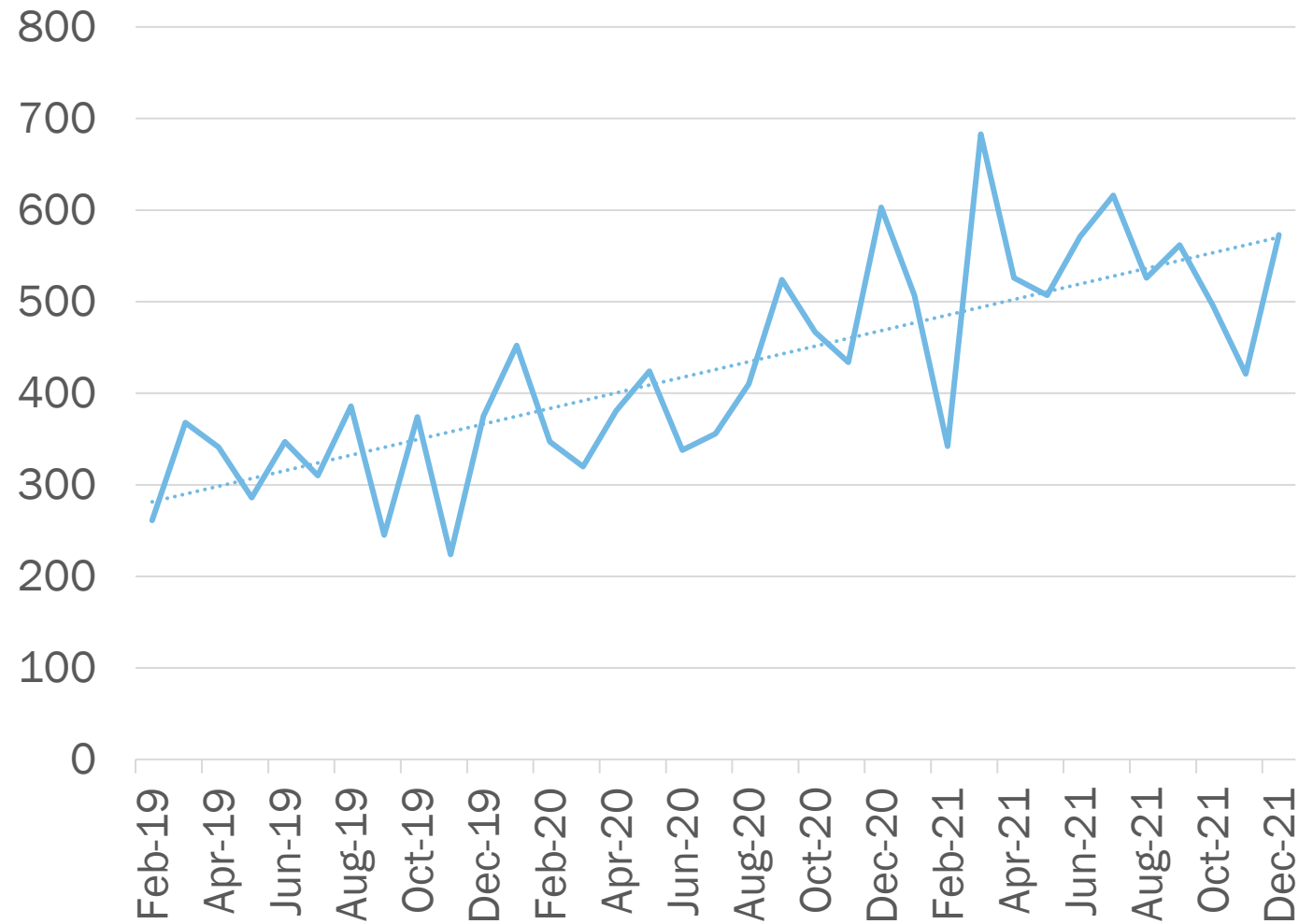
- **71% increase** in average vehicles processed per month
- Primarily for agg assault, robbery and homicide cases
- Infotainment center processed **43 requests, a 230% increase in 2021 compared to the same time in 2020**
- Vehicle processing – 5 hours on average
- Vehicles wait in elements degrading evidence
- [Virtual tour of the VEB](#)



## CAPITAL EQUIPMENT FOR CSU AND FIREARMS – \$700,000 FY22 \$300,000 FY23

- Guns across all request types have risen steeply
- Firearms faces multiple technical criticisms currently
- Capital for 3D scope in firearms for efficiency and quality data
- Small equipment for CSU
- Software to enhance efficiency and quality of CSU scene mapping

NIBN Guns 2019 to 2021



## CSU EXPANSION--

**\$80,000 FY22**

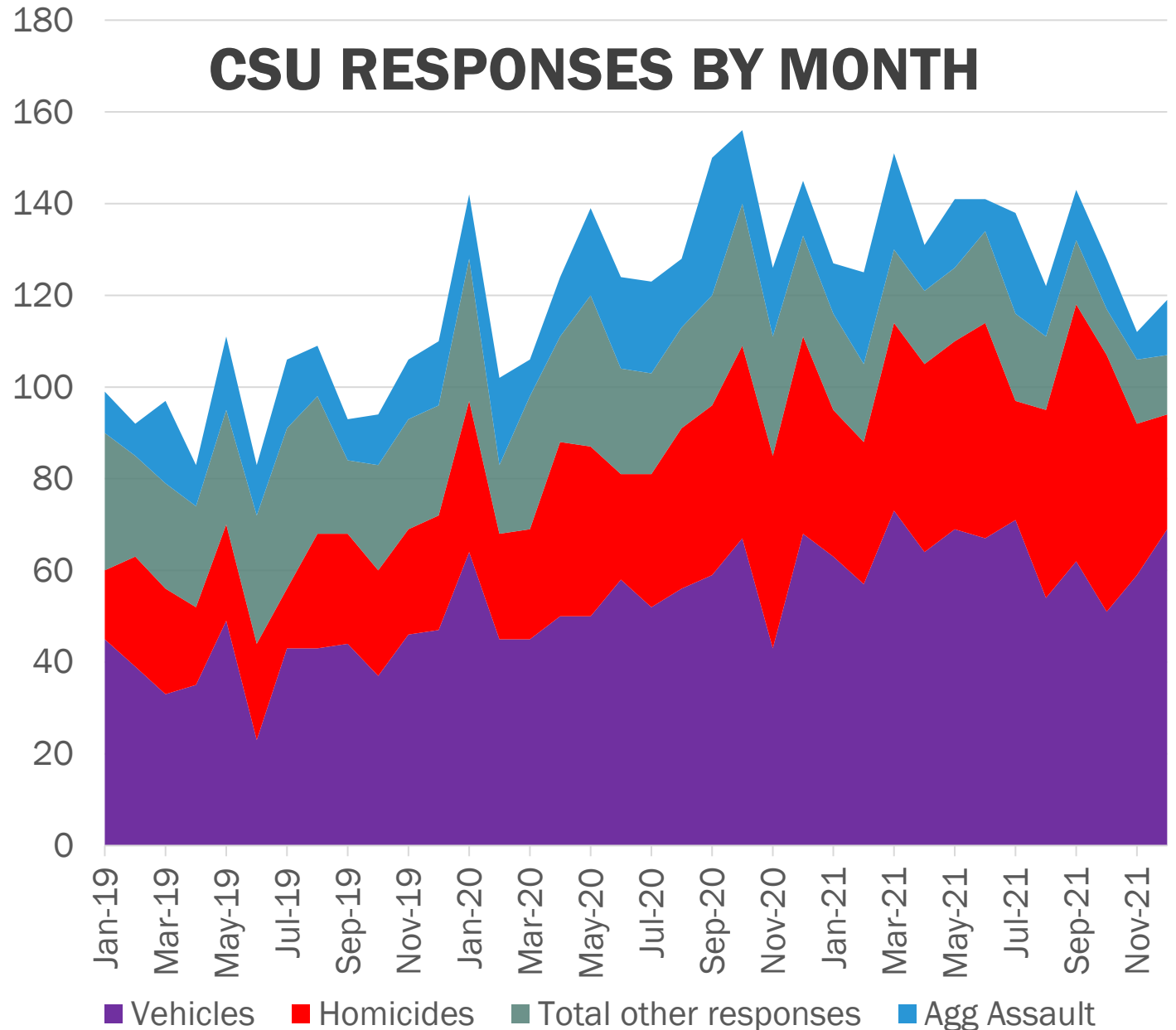
**\$1,800,000 FY23**

**\$1,100,000 FY24**

**\$1,100,000 FY25**

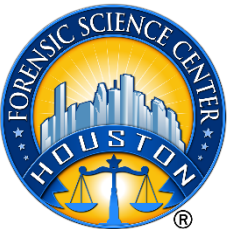
- Homicide and vehicle scenes primarily drive growth with its complexity
- HFSC responds to less than 2% of agg assault cases in Houston
- In collaboration with Lone Star College, run an academy for 12 new CSIs
- Equipment to support
- Establish the first substation for CSU in Southeast
- Expect 20 to 30% attrition for new CSIs due to impact of work

## CSU RESPONSES BY MONTH



# Big picture budget items for FY23 (stay tuned for more information at the March meeting)

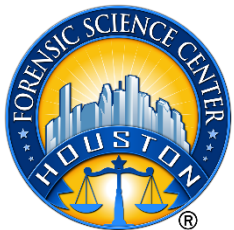
- Additional staff
  - Legal- 1 additional lawyer to support growing work product
  - Client services, 3 additional support staff
  - CSU, 6 additional CSIs (if not included in the ARPA discussion)
  - R&D (LIMS managed by R&D), 1 additional person
  - Also increased personnel in Tox, Latents, Firearms, Multimedia and Seized Drugs
- Capital equipment
  - 3D scope, LCQTOF, vehicles
- Roughly \$3.7M increase over FY22





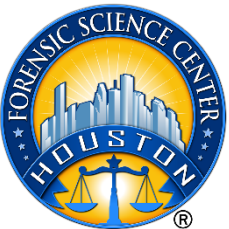
# J&S

Judgement and Sentence



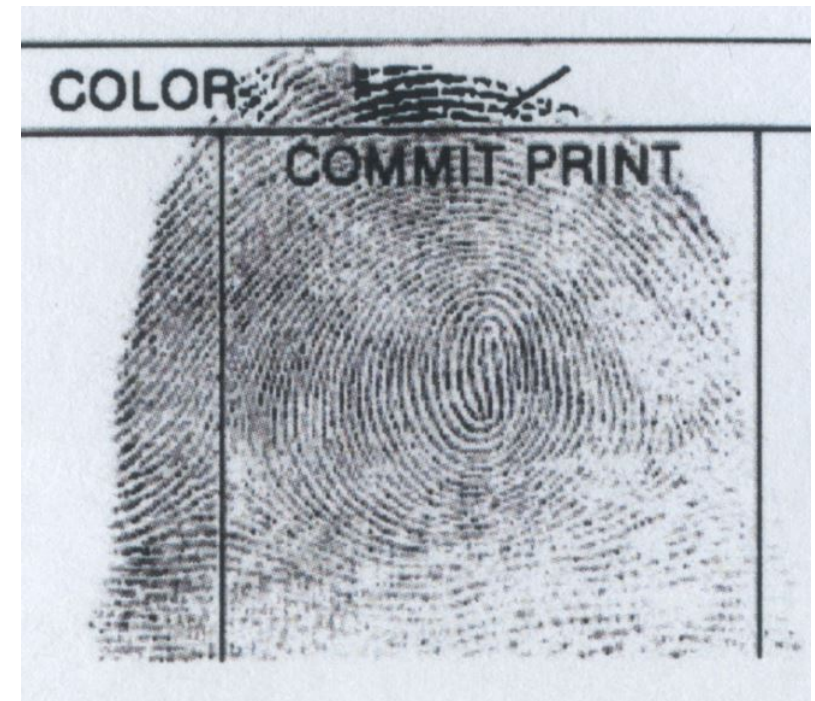
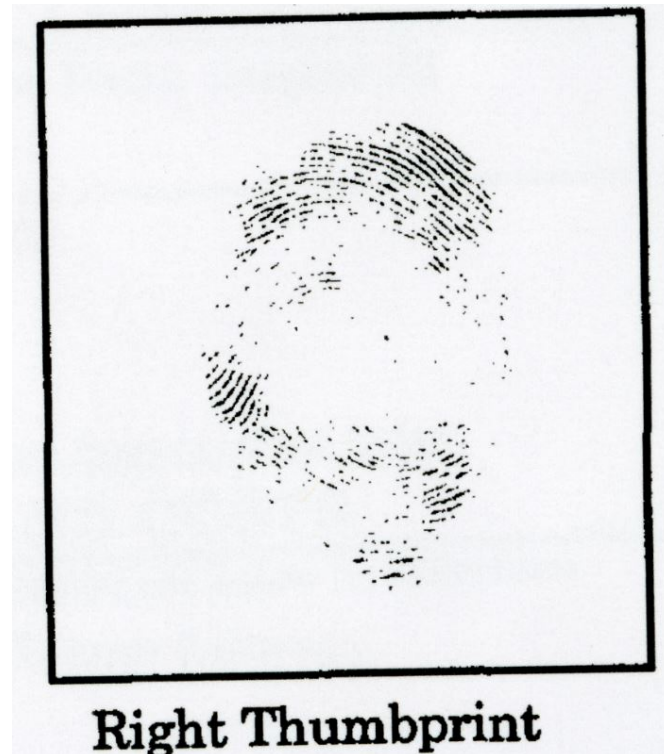
# Sentencing phase of a trial

- Prior convictions become relevant during sentencing
  - Prosecutors may increase sentencing range and argue for more severe punishment
- Must prove convictions belong to the defendant (beyond a reasonable doubt)
  - Cannot prove by simply using defendant's name
  - Typically proven by comparing prints on past sentencing records to the defendant



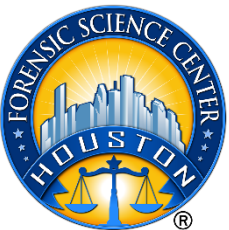
# Jail cards and pen packs

Records from arrests and convictions



# Predominant practice in Harris County

- Historically, Harris County Sheriff's Office performed this work
- HFSC has never provided this service, even under HPD
- Examiners are called to court at sentencing to roll prints and compare with pen pack or judgement and sentence
- Work is usually done in court, as soon as a guilty verdict is reached
- However, evaluation of judgement and sentence/pen pack may be done prior to sentencing hearing



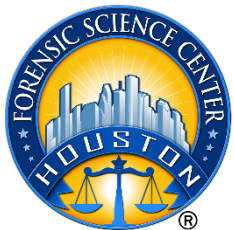
# Reasons for how we ended up here today

- Enormous court backlog due to pandemic and lasting impact of hurricane Harvey, places a huge demand on HCCSO
- HCSO recently decided to push J&S work to the law enforcement agency who investigated the case on trial
- HPD makes up roughly  $\frac{3}{4}$  of the cases filed in Harris County courts



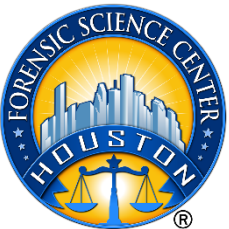
# Challenges for HFSC

- ISO 17025:2017 guidelines have multiple points where the exam-on-the-stand is incompatible
  - No review
  - No documentation
  - No report
  - Verbal release of results
- ANAB response: work COULD be characterized as field testing
  - Individual laboratory can assess the risk, draft appropriate SOP
- TFSC: latent prints is statutorily exempted from TFSC oversight
  - But code of professional conduct does apply to HFSC as a whole



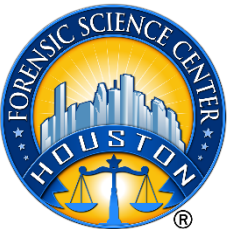
# Here and now: the impacts of J&S

- Many conversations with HCSO, HCDAO and HPD
- CURRENT HFSC workflow:
  - Require a subpoena
  - Require pen pack to the lab 2 weeks in advance
  - Require prints be rolled several days before testimony, so comparisons meet all quality-based requirements
  - Majority of cases worked will not go to sentencing
  - Received over **212** subpoenas in less than 3 months to complete this work
  - Misdemeanor cases have not yet been included on a regular basis
- Serious impact to capacity and is effectively unmanageable
  - Examiners taken off HPD case work
  - Reduced ability to provide testimony on cases
  - Section backlog reduction estimates have already been reduced close to 70%



# What we have tried and the path moving forward

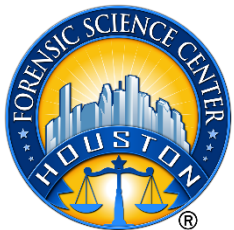
- Offered to HCSO to take any amount of case work and give them capacity to handle increase in J&S work – declined
- Topic is on the TFSC agenda for meeting next Friday to discuss the accreditation implications
- No clear path forward for HFSC that aligns with accreditation, best practice and maintaining section productivity



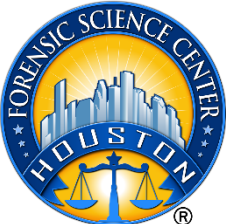
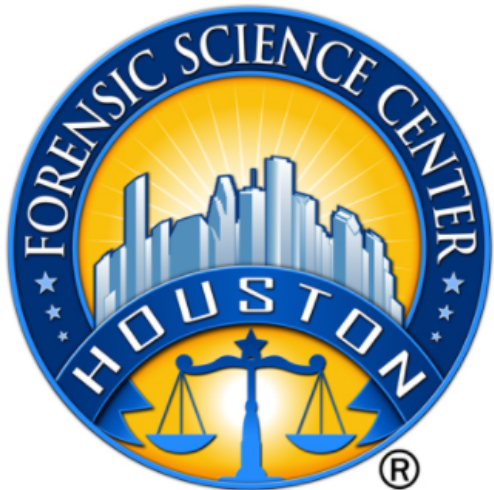


# Operations Report

January 14, 2022



# December 2021 Company Overview



**Backlog**

**Number of Requests Backlogged**  
**7,037**

**% of Requests in Backlog**  
**21.6%**

**HFSC Turnaround Time (TAT)**

**TAT Date Range\***  
Porter Lee Justice Trax  
12/1/2021 12/31/2021 12/1/2021 12/31/2021

**Analysis TAT**  
**24**

**Overall TAT**  
**85**

\* Both Porter Lee and Justice Trax date ranges MUST be set to the same date range

**Avg Age of Open Requests**

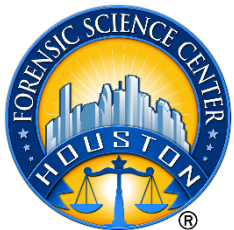
**Avg Age of Open Request...**  
101 98 107  
October 2021 November 2021 December 2021

**% Decrease in Avg Age of Open Requests\***  
**- 11.3%**

\* compared to beginning of performance year

# Highlights

- 2021 in Review



# HFSC Accomplishments in 2021

**Maintained a 3.6 day avg TAT on records release despite a 69% increase in number received**

**Maintained a 2.6 day TAT on NIBIN requests despite 25% increase in guns received, being short staffed, and a 32% increase in firearms requests**

**Increased digital request output by 26% when fully staffed**

**Decreased latent print comparison analysis TAT by 84%**

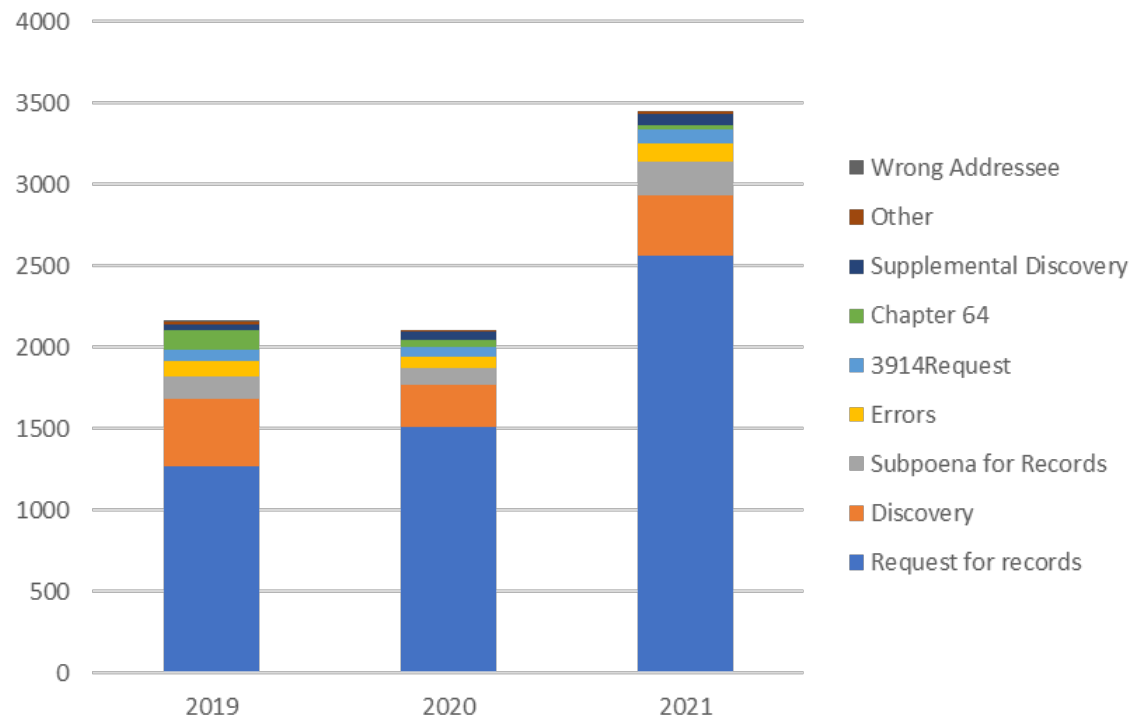
**Decreased In-house DNA backlog by 35% and SAK backlog by 46%**

**Cleared non-marihuana drug backlog almost a year ahead of schedule**

**Cleared blood alcohol backlog and brought LC-QQQ methods online**

# Client Services and Case Management

**In 2021 there was a 69% increase in Requests for Records, CS/CM maintained an average 3.6 day TAT on these requests**



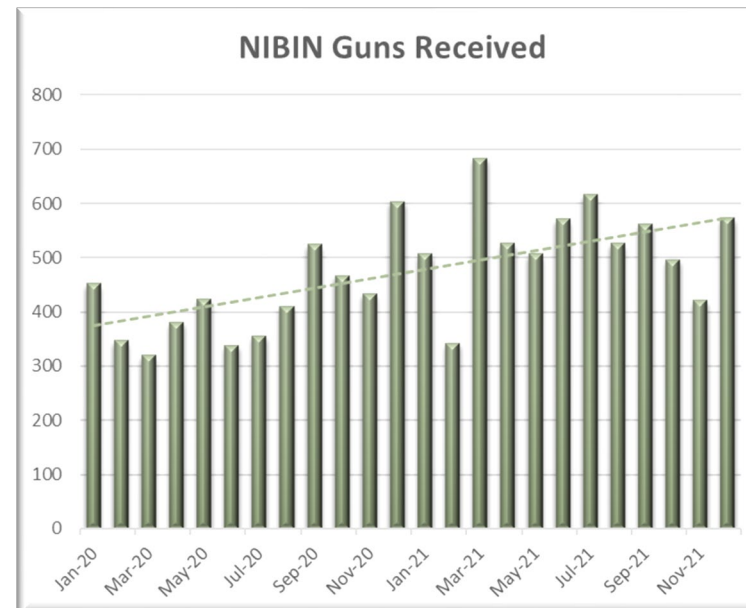
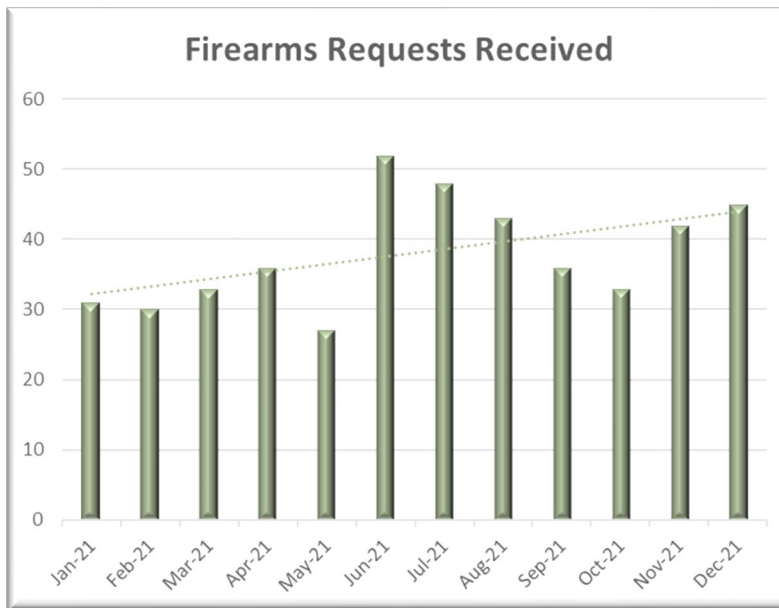
## Focus and Challenges in 2022

- Building capacity to handle increasing number of records requests and subpoenas
- Building capacity to support the increasing request levels in casework

# Firearms

**Firearms requests increased by 32% inside of 2021**

**NIBIN Guns increased by 25% compared to 2020, 2.6 day avg TAT maintained**

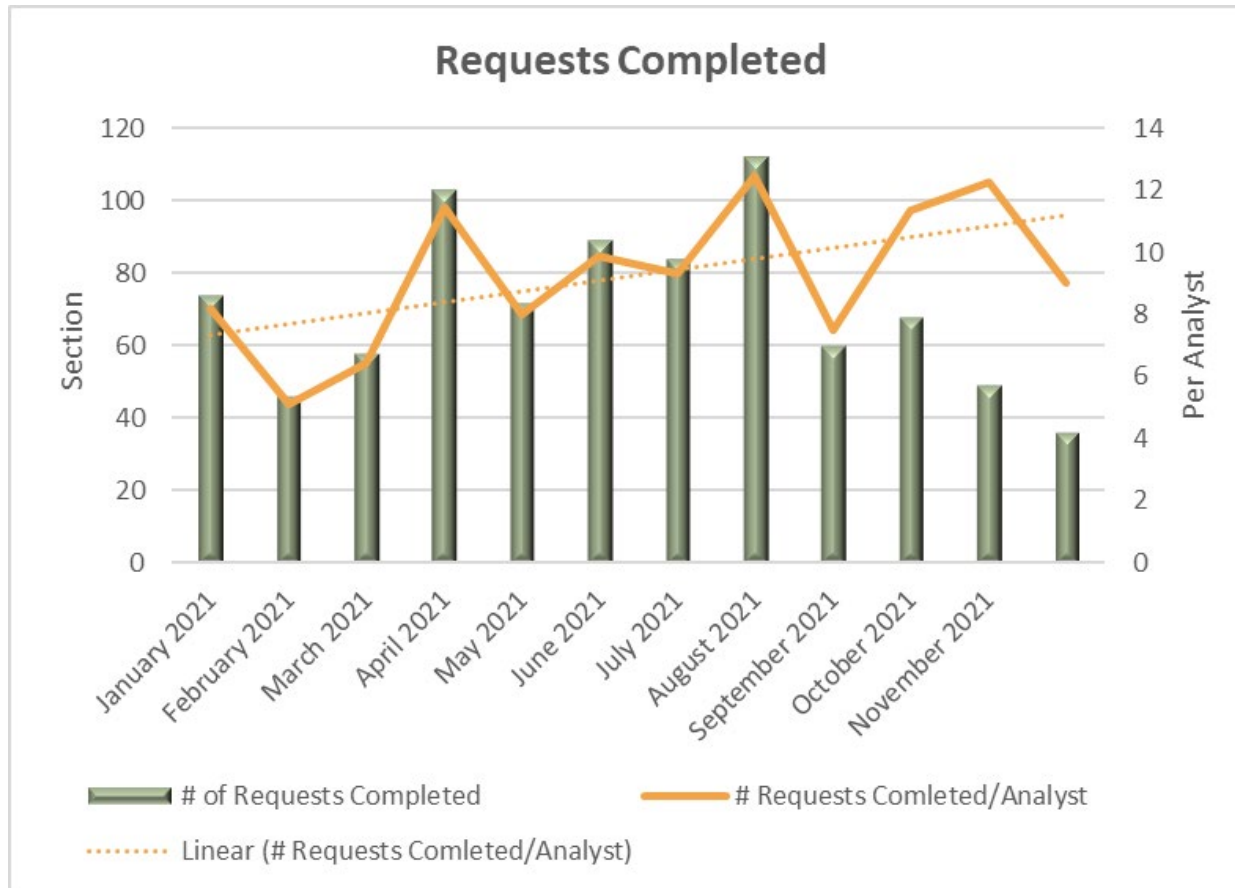


## Focus and Challenges in 2022

- Building capacity for increased caseload
- Evaluating and validation of 3D scope technology

# Multimedia

From Jan-August 2021 digital output was increased by 26%



## Focus and Challenges in 2022

- Training of new analysts to return to early 2021 capacity
- Building more capacity to account for increased complexity and backlog
- Increasing capacity through continued cross-training

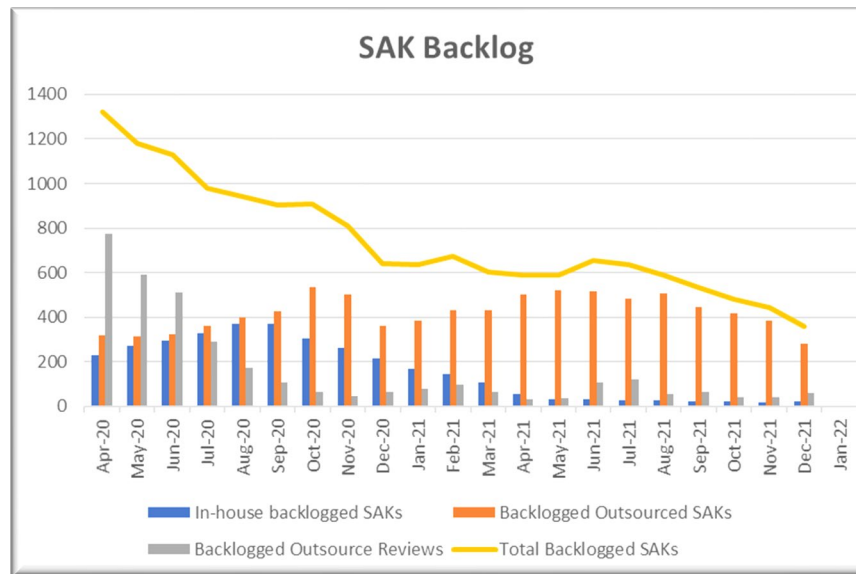
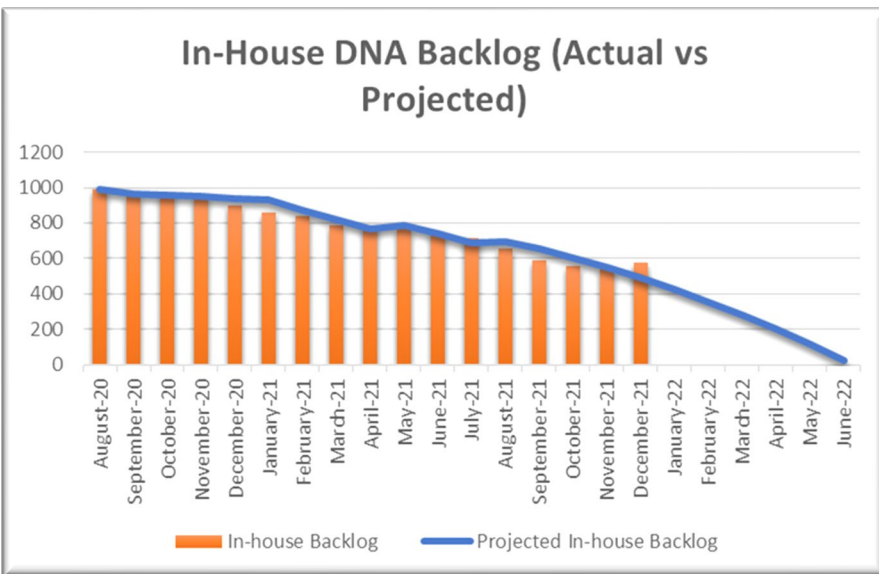
# Forensic Biology

In house DNA backlog: 558

SAK backlog: 342

Total DNA backlog: 1,186

**In 2021 the in-house DNA backlog was reduced by 35% and the SAK backlog was reduced by 46%**



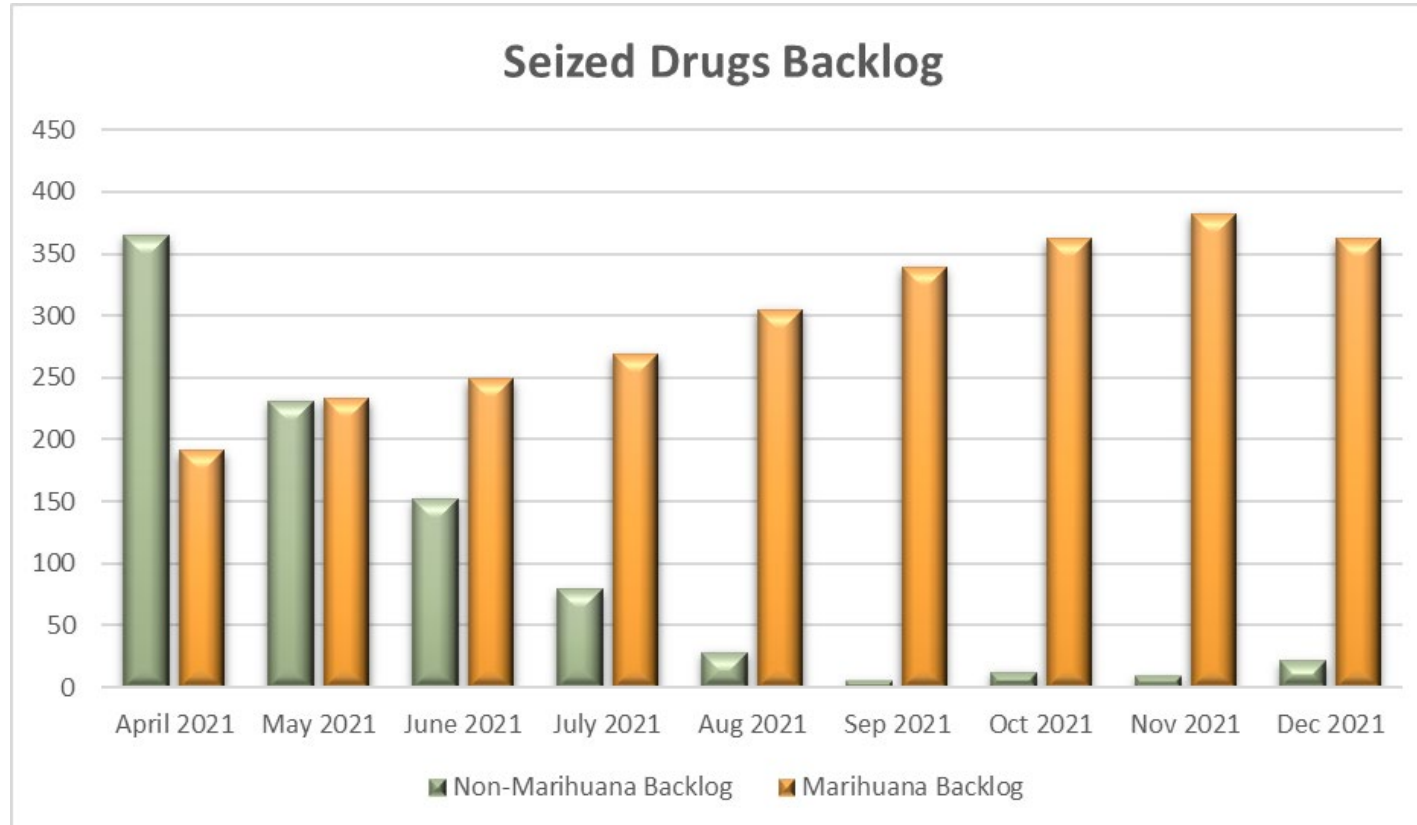
## Focus and Challenges in 2022

- Building capacity for technical reviews
- Continued grant funded outsourcing of SAKs
- Continued steady reduction of DNA backlog



# Seized Drugs

In 2021 the non-marihuana backlog formed during COVID was cleared

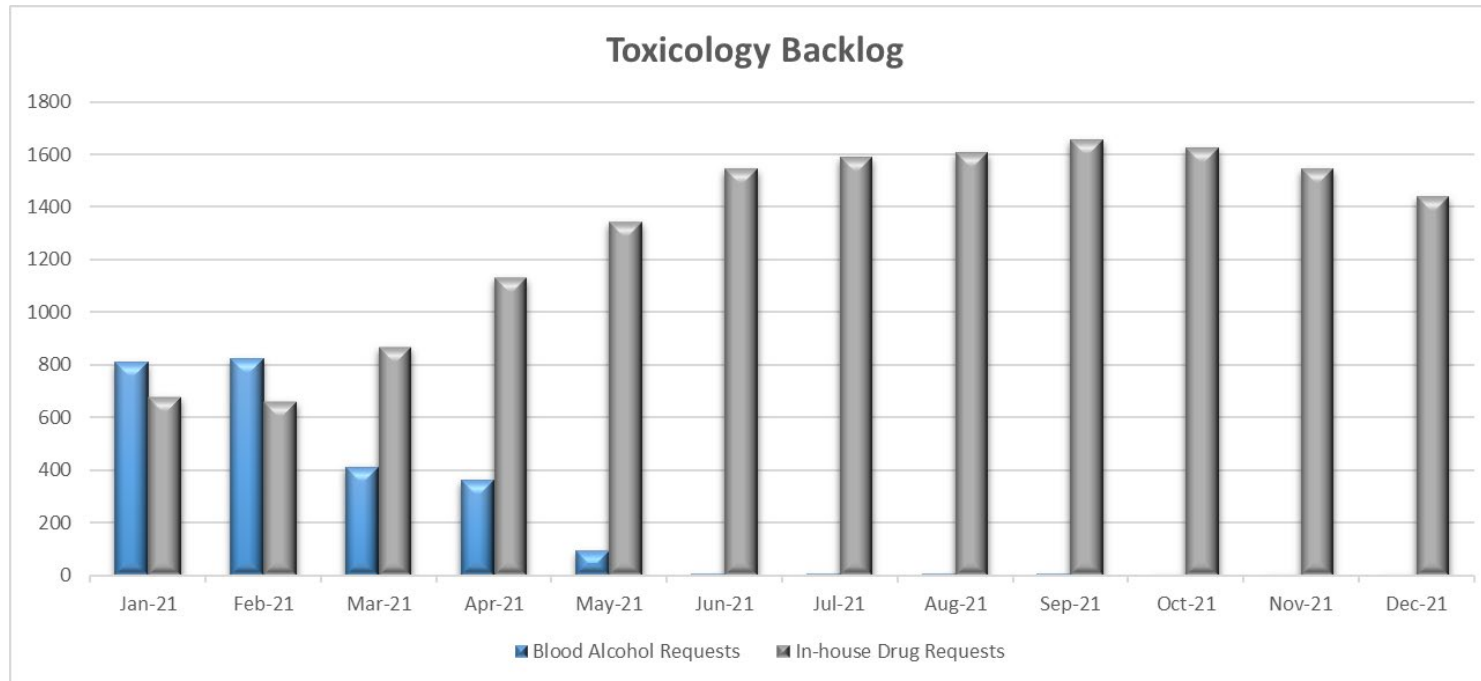


## Focus and Challenges in 2022

- Researching equipment and analytical methods to best deal with complex cases
- Implementing staff rotation of quality and maintenance duties
- Training (3 new analysts and marihuana)

# Blood Alcohol/Toxicology

In 2021 the Blood Alcohol backlog was cleared and LC-QQQ methods were brought online



## Focus and Challenges in 2022

- Training analysts for in-house drug testing
- Outsourcing of drug testing to assist in lowering In-house drug request backlog
- Continuing to enhance instrument capabilities and capacity

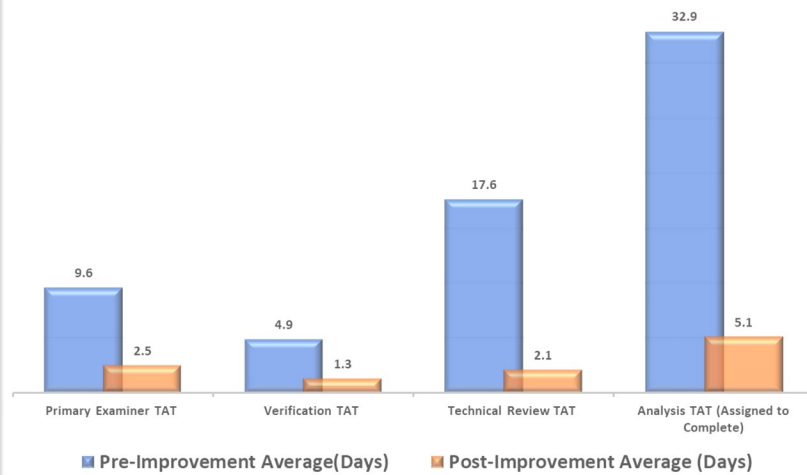
Latent print comparison backlog: 2208

Latent print processing backlog: 639

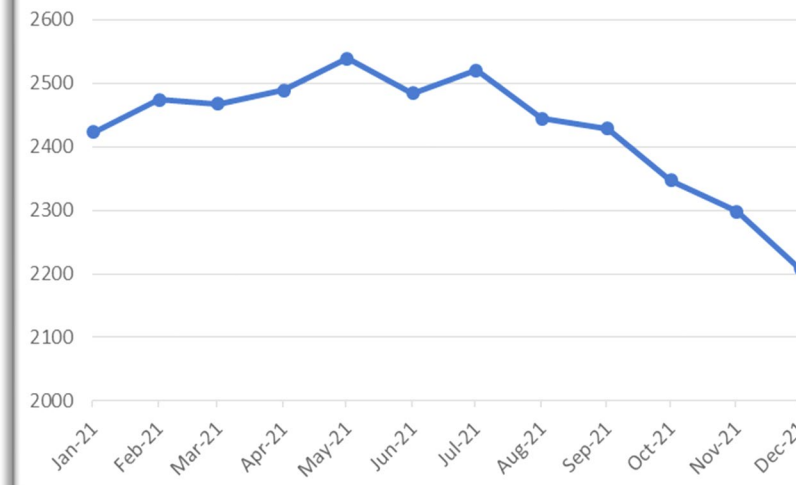
# Latent Prints

In 2021 the LSS team and section launched improvements and have seen an 84% decrease in overall analysis turn around time

Turnaround Times by Phase  
Pre and Post Process Improvements



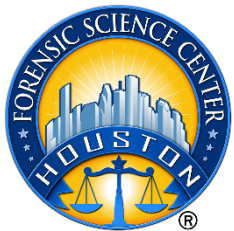
Latent Print Comparison Backlog



## Focus and Challenges in 2022

- Maintaining successes from LSS latent comparison project
- Latent Print Processing Lean Six Sigma Project

# Detail data



# December 2021 Company Overview

## % Decrease in Age of Open Requests\*

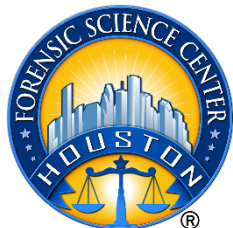
-11.3%

\* compared to beginning of performance year

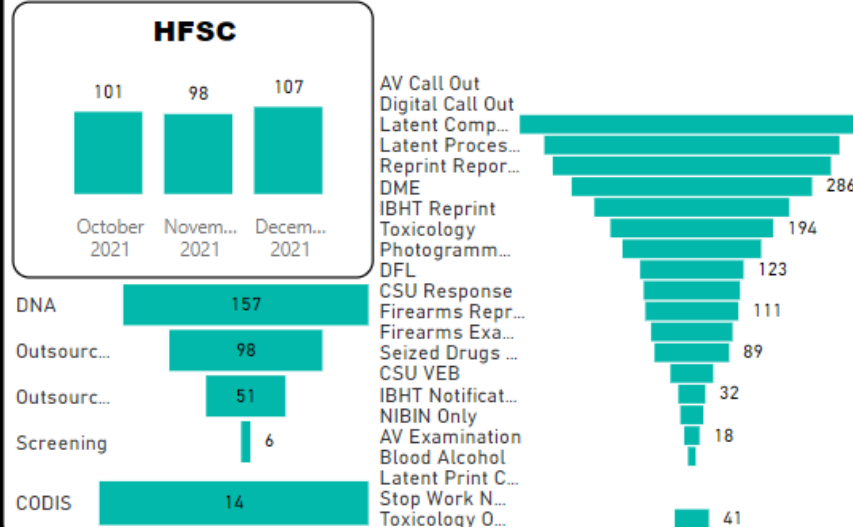


## % of Requests in Backlog

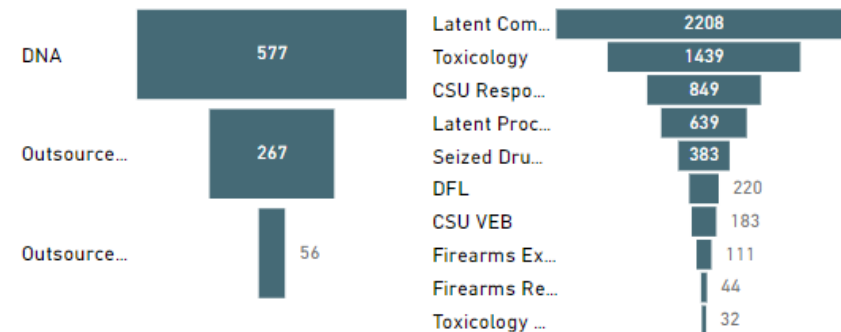
21.6%



## Avg Age of Open Requests (Days)



## Request Backlog

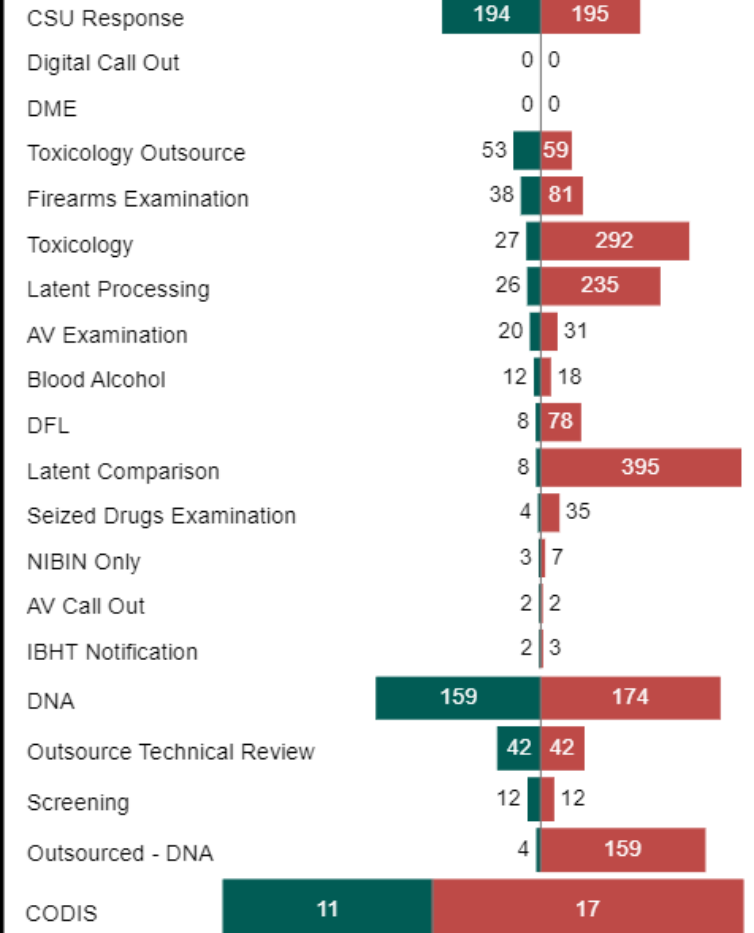


Section/Service Backlog Present if >15 requests are in the Backlog

## Turnaround Time (Past 30 Days)

### HFSC

**24** Analysis TAT | **85** Overall TAT



# Key for Dashboard Section Pages

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

Type of Testing →

Service

Seized Drugs Examination

Priority Type

All

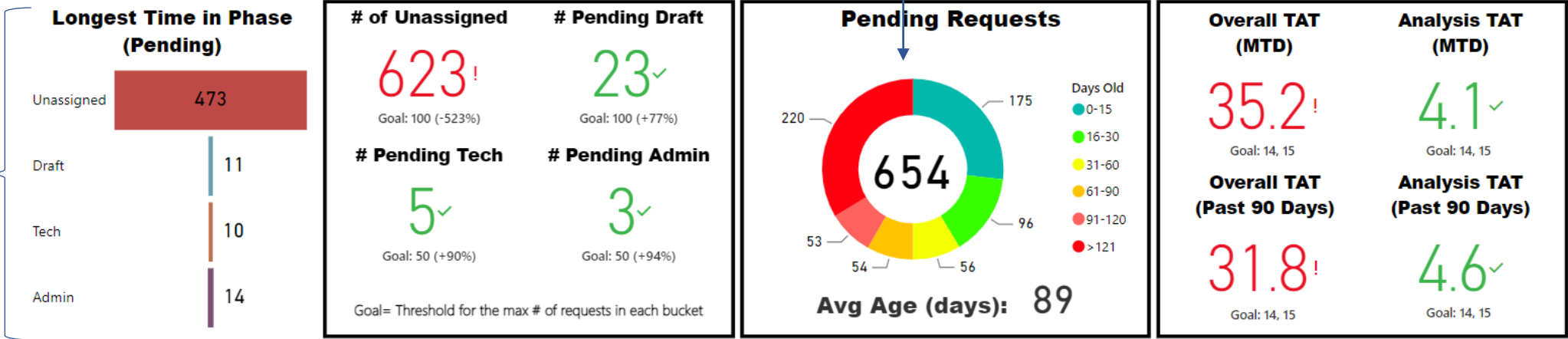
Backlogged Requests:

383

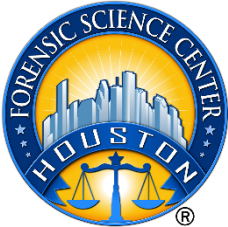
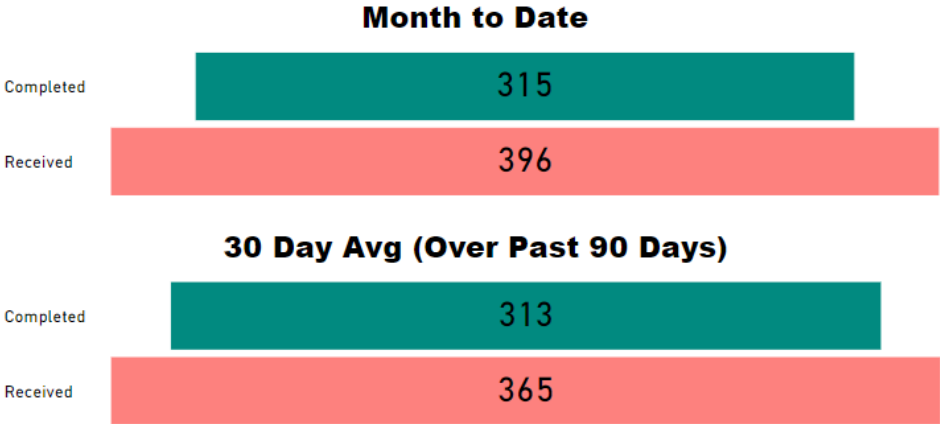
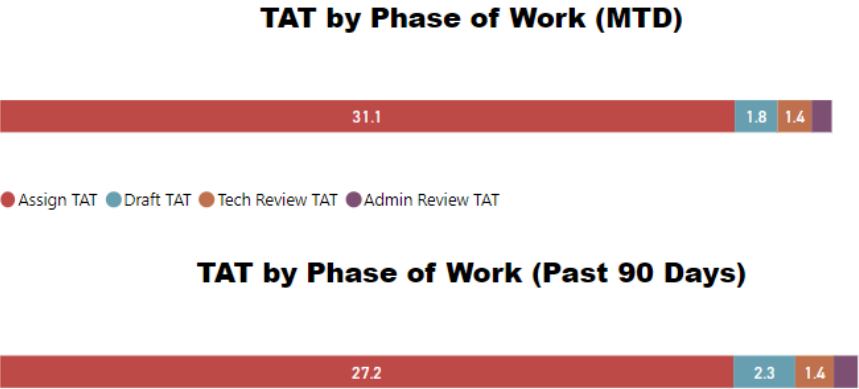
Avg Age of Backlog (days):

142

Pending work



Turnaround time (days) by phase of work



TAT= Turnaround Time    MTD= Month to date    Backlogged Requests = Requests open over 30 days

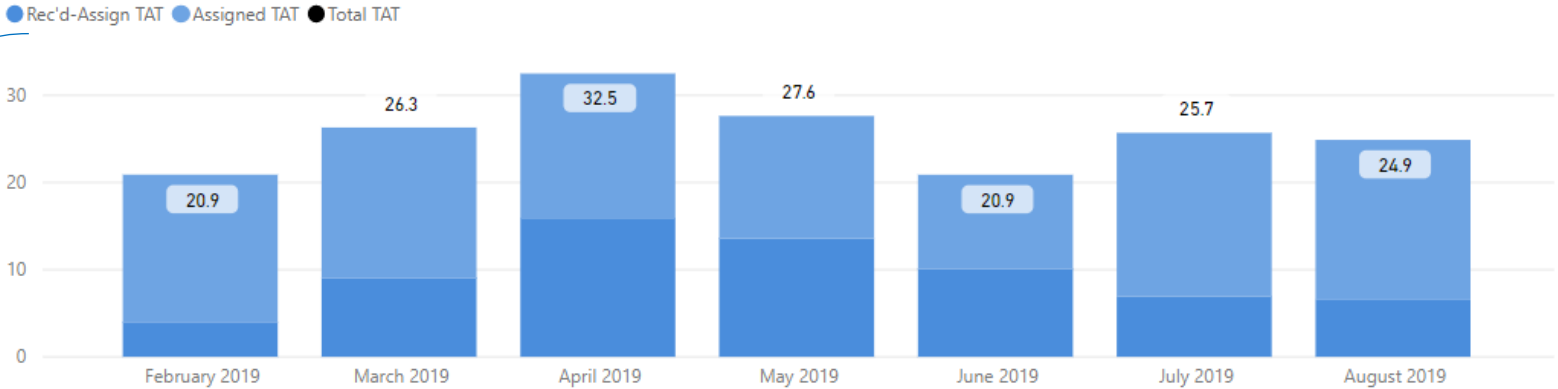
# Key for Dashboard Historical Pages 1/2

## Date Range

8/1/2018

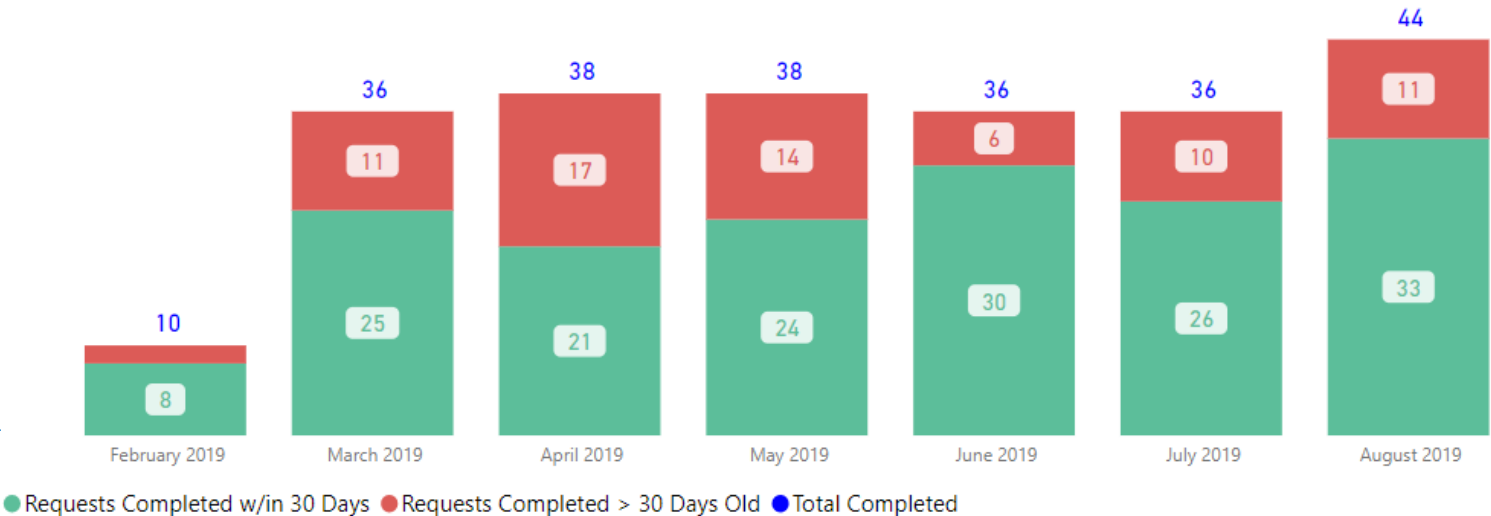
8/31/2019

## Total TAT by Month



Data broken down by month

## Requests Completed



Type of testing

**Request Type**  

Firearms Examination

**Priority Type**  

All

Report type

## Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

## Received to Complete

238

Requests Completed

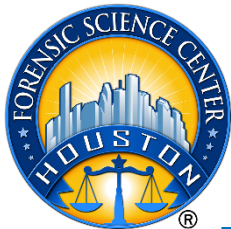
71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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



TAT= Turnaround Time

# Key for Dashboard Historical Pages 2/2

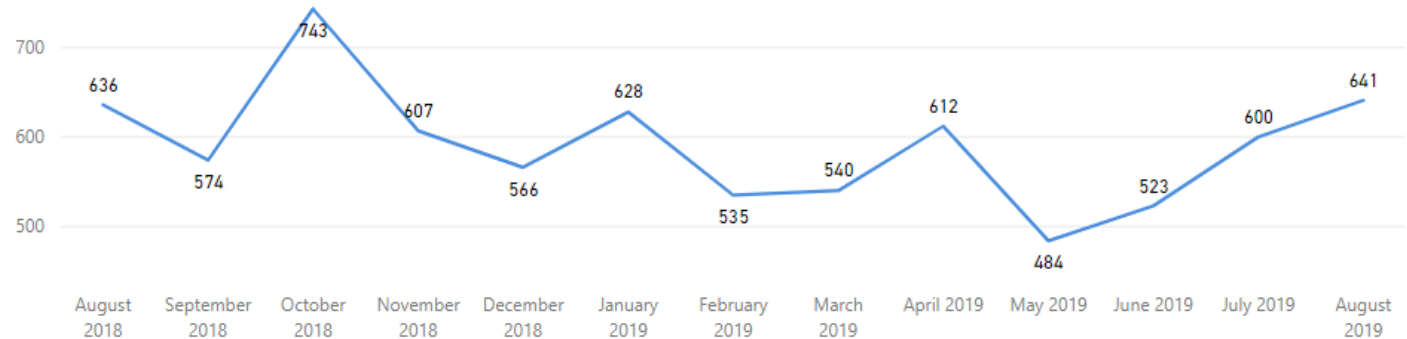
Type of testing

Service: Seized Drugs Examination  
Priority Type: All

Report type

Received Filter  
8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)\*

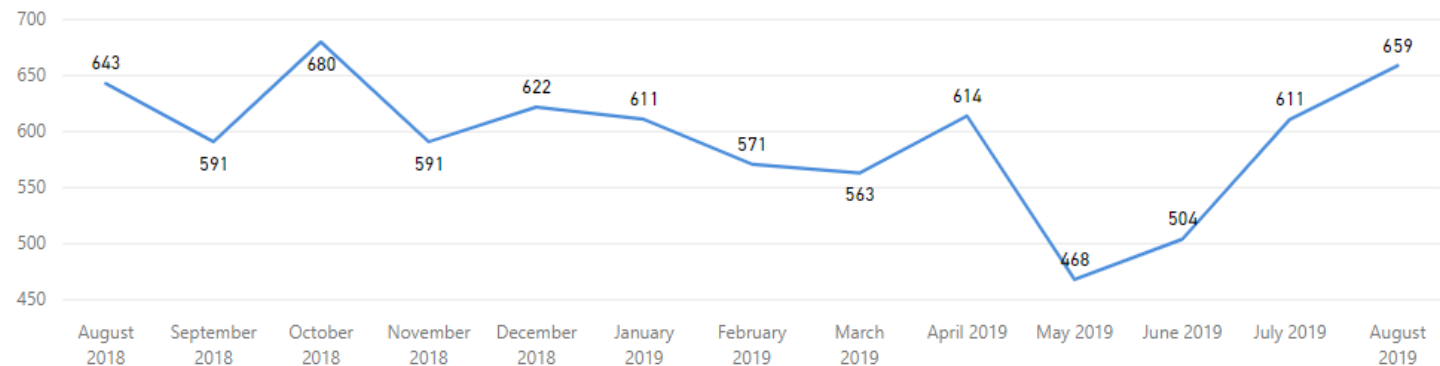
591

Overall average for the selected date range

Data broken down by month

Completed Filter  
8/1/2018 8/31/2019

Completed by Month



Total Completed

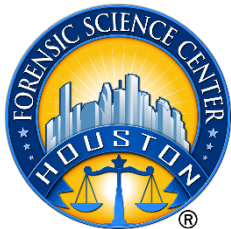
7,728

Completed per Month (Avg)\*

594

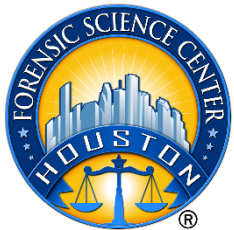
Overall average for the selected date range

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





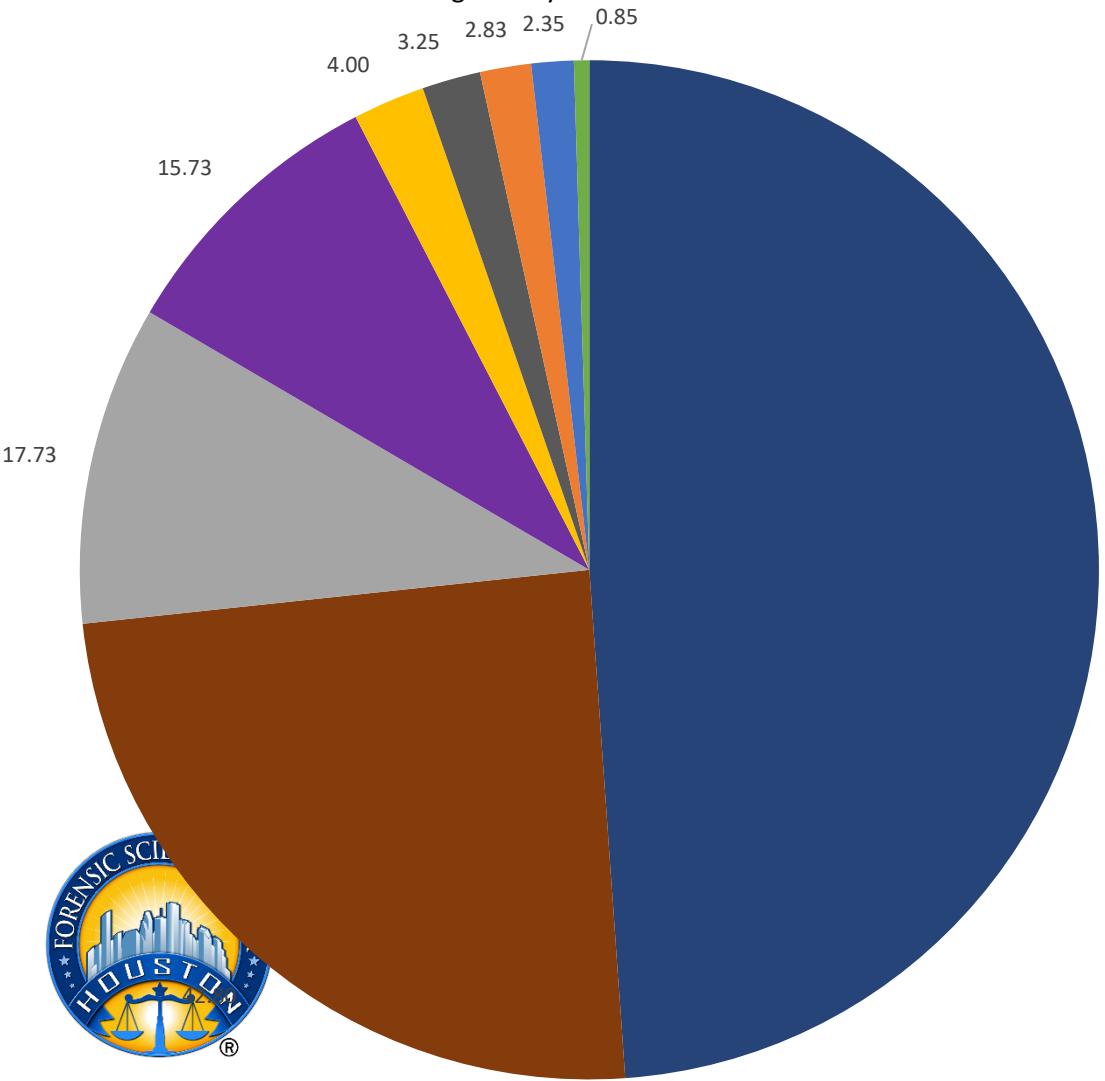
# Client Services and Case Management (CS/CM)



# CS/CM – December

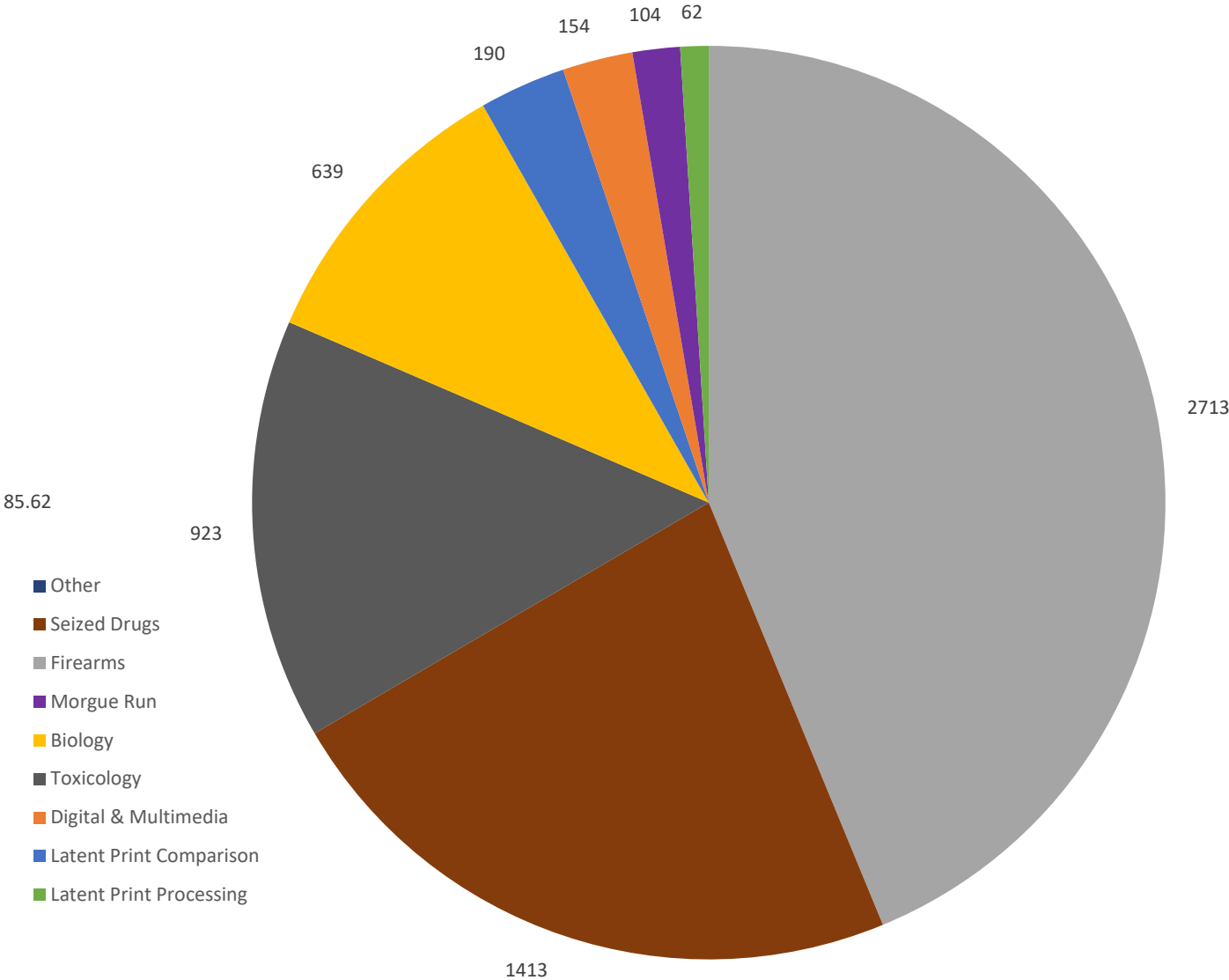
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown

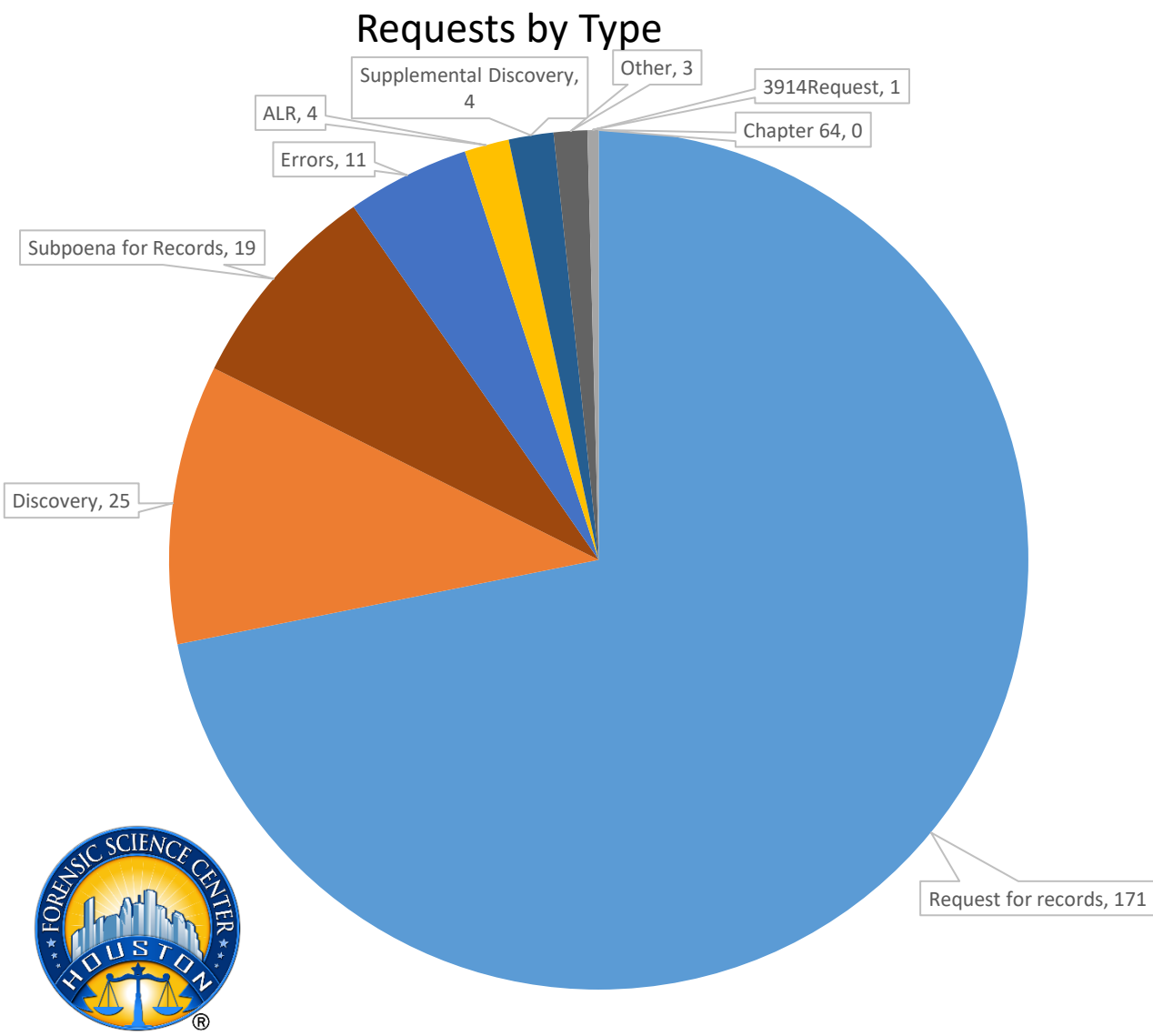


# Evidence Handling

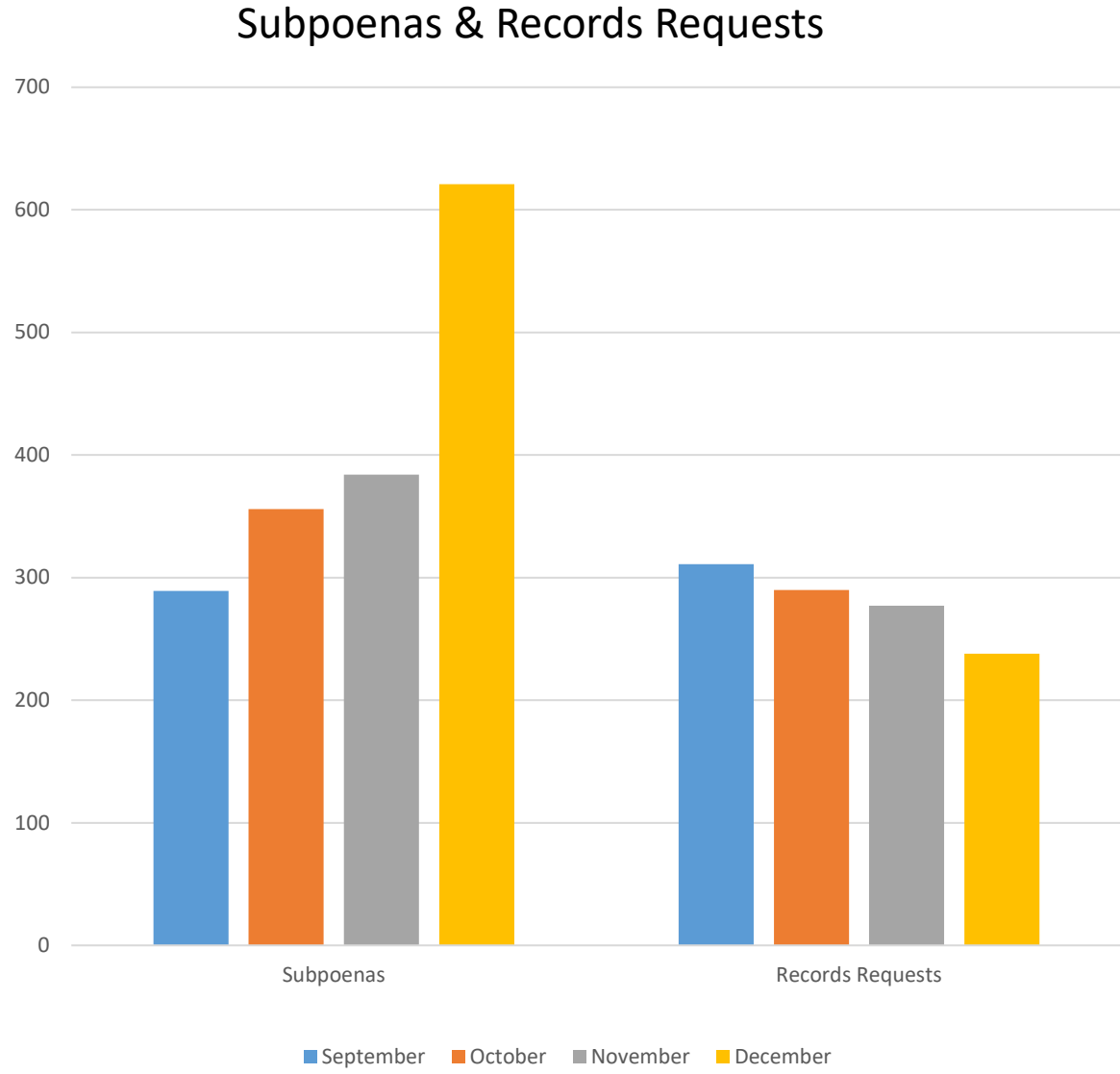
Total Items by Section



# CS/CM – December

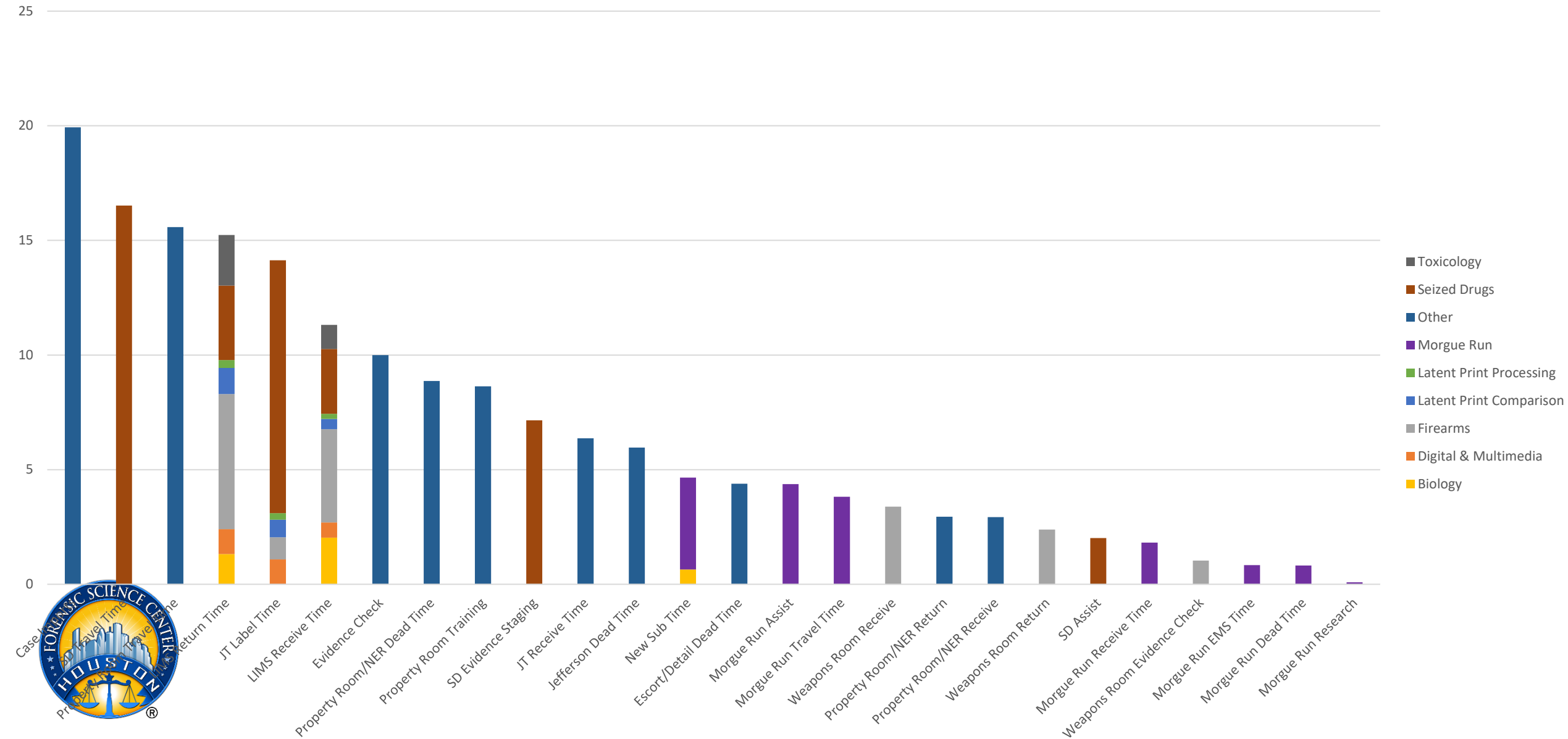


# Administrative



# Time Categories – December

# Evidence Handling



Service

CSCM Tox Accession

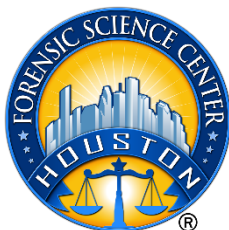
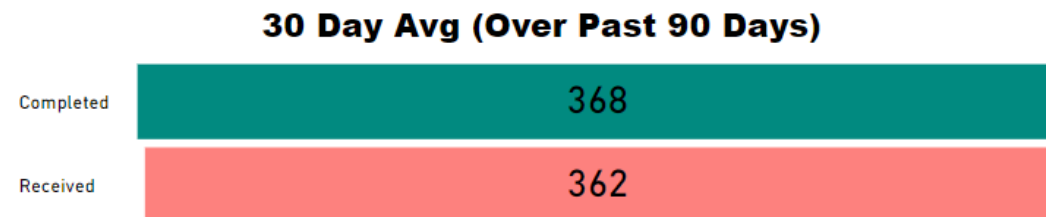
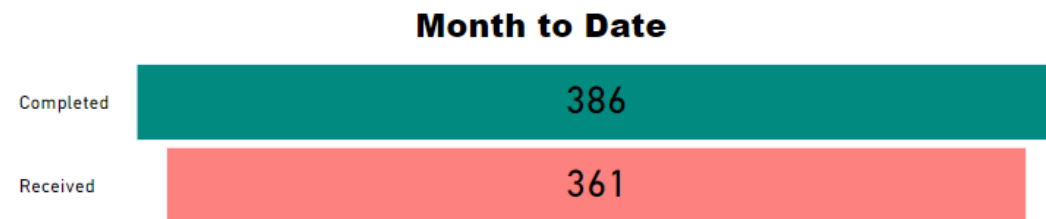
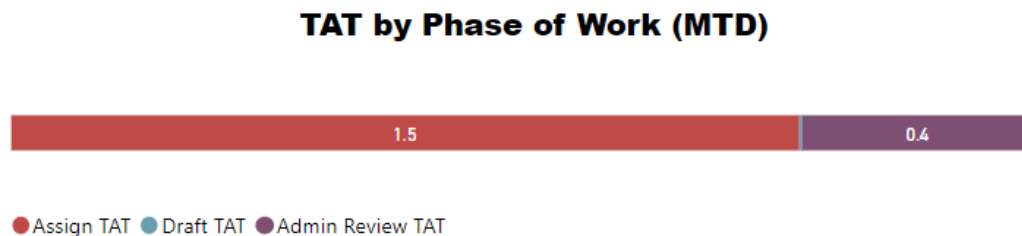
Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)
		0✓ Goal: 150 (+100%)	0✓ Goal: 3 (+100%)			2.0✓ Goal: 5, 10	1.5✓ Goal: 5, 10
		# Pending Admin				Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)
		0✓ Goal: 60 (+100%)		0		1.6✓ Goal: 5, 10	1.2✓ Goal: 5, 10
Unassigned	0						
Draft	0						
Admin	0						
		Goal= Threshold for the max # of requests in each bucket		Avg Age (days): (Blank)		Accessioning TAT is TAT for request received to assigned.	



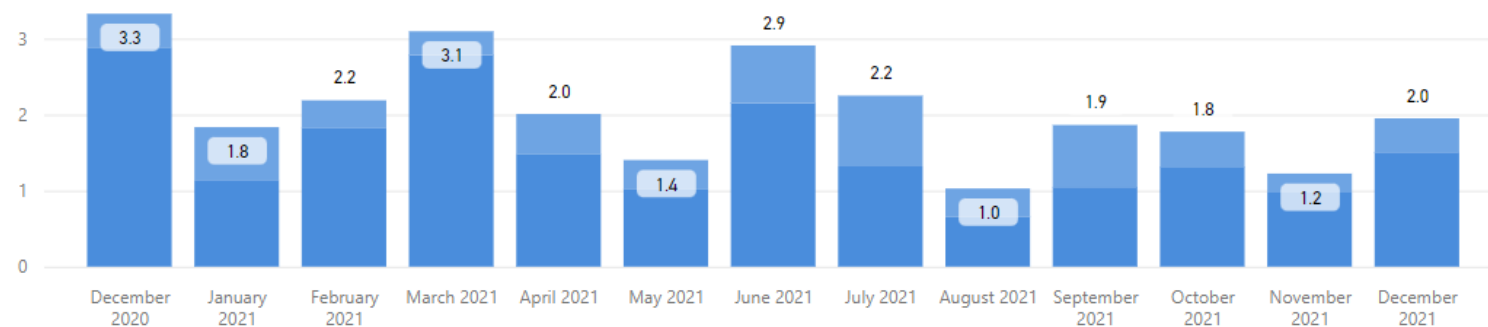
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

CSCM Tox Accession

Priority Type

All

## Selected Time Frame Averages

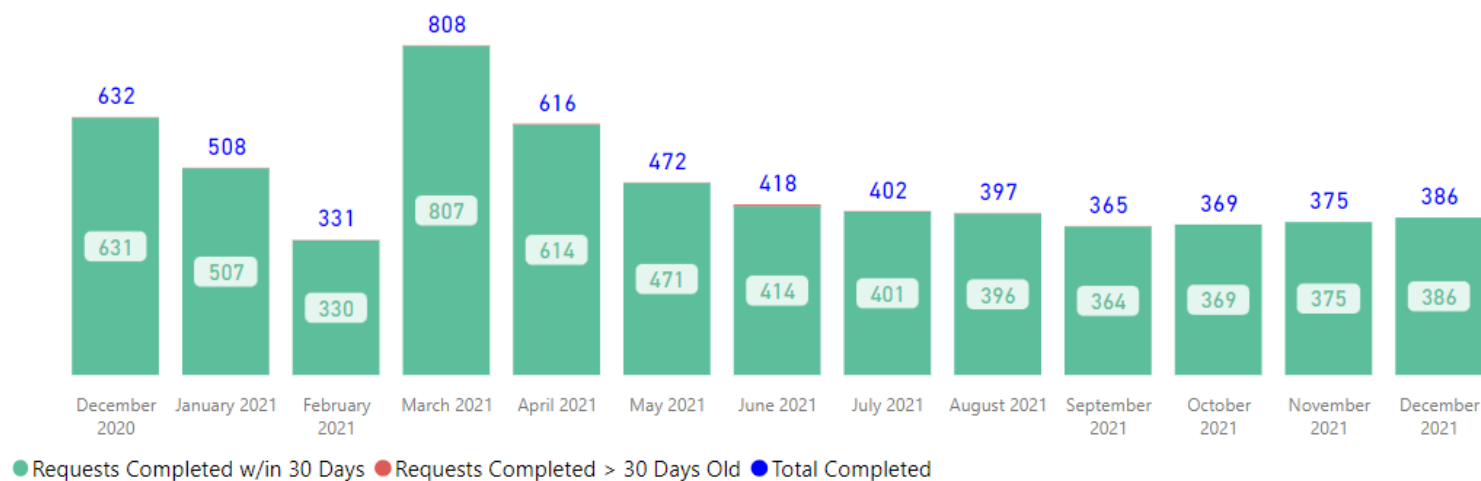
2.18

Total TAT (Rec'd-Compl.) Avg

0.51

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6079

Requests Completed

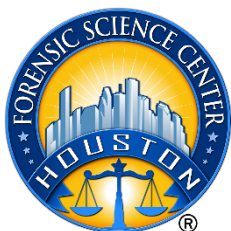
14

Requests Completed > 30 Days Old

0.23 %

% Completed > 30 Days Old

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



Service

CSCM Tax Accession

Priority Type

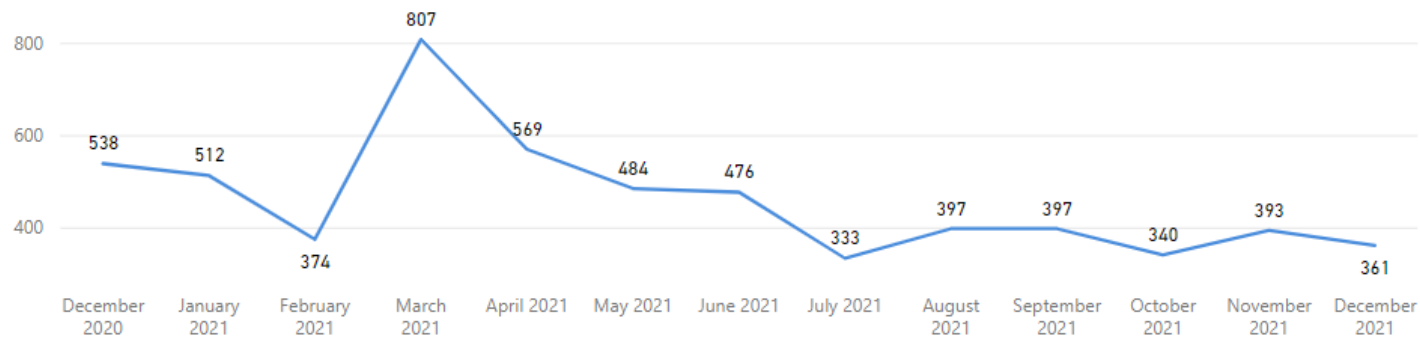
All

## Received Filter

12/1/2020

12/31/2021

## Received by Month



Total Received

5,981

Received per Month (Avg)\*

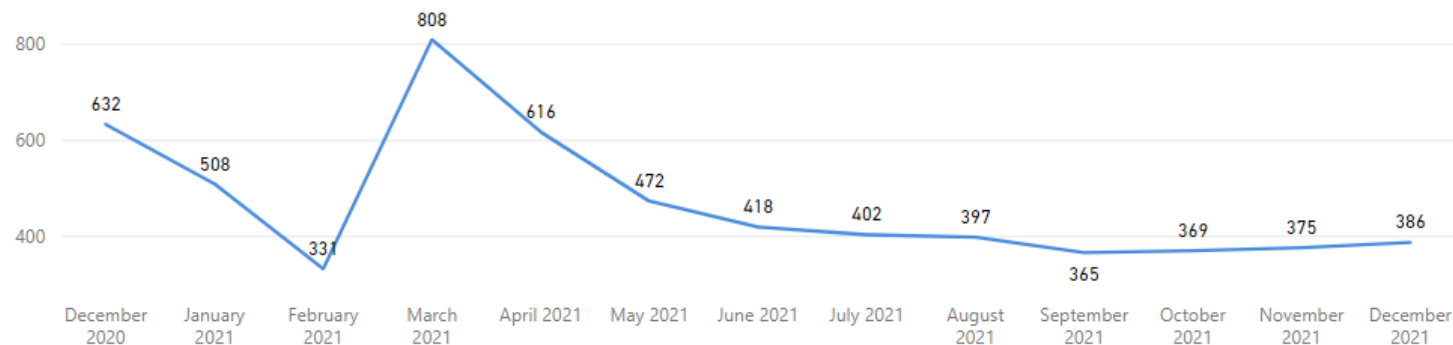
460

## Completed Filter

12/1/2020

12/31/2021

## Completed by Month



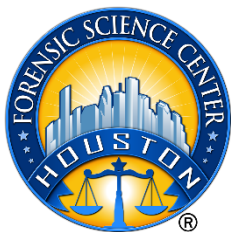
Total Completed

6,079

Completed per Month (Avg)\*

468

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



Service

CSCM Tox Rejection

Priority Type

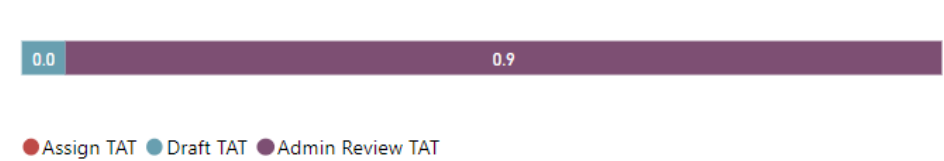
All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)
Unassigned	0	0✓ Goal: 3 (+100%)	0✓ Goal: 5 (+100%)	0	<div>Days Old</div> <div>0-15</div> <div>16-30</div> <div>31-60</div> <div>61-90</div> <div>91-120</div> <div>&gt;121</div>	0.9✓ Goal: 5, 10	0.0✓ Goal: 5, 10
Draft	0	# Pending Admin				Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)
Admin	0	0✓ Goal: 10 (+100%)				0.9✓ Goal: 5, 10	0.0✓ Goal: 5, 10
		Goal= Threshold for the max # of requests in each bucket		Avg Age (days): (Blank)		Accessioning TAT is TAT for request received to assigned.	

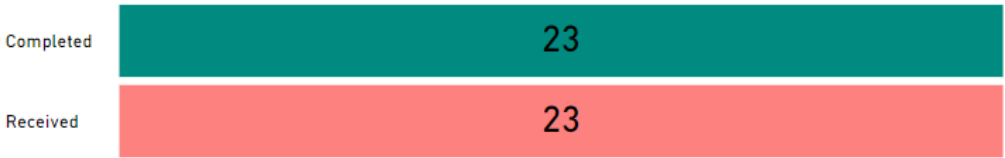
TAT by Phase of Work (MTD)



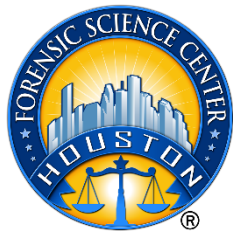
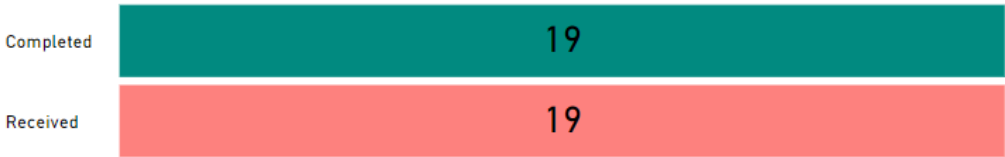
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)





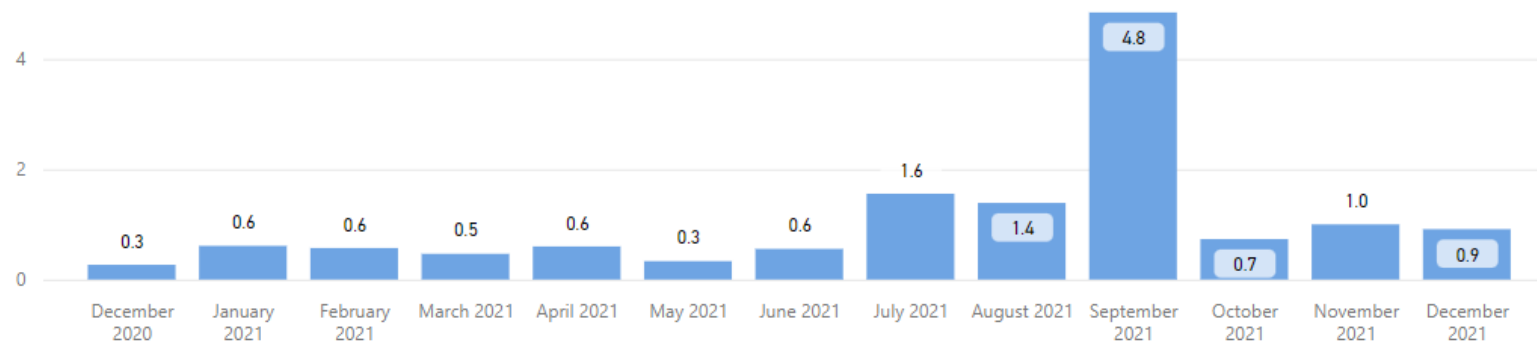
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

CSCM Tox Rejection

Priority Type

All

## Selected Time Frame Averages

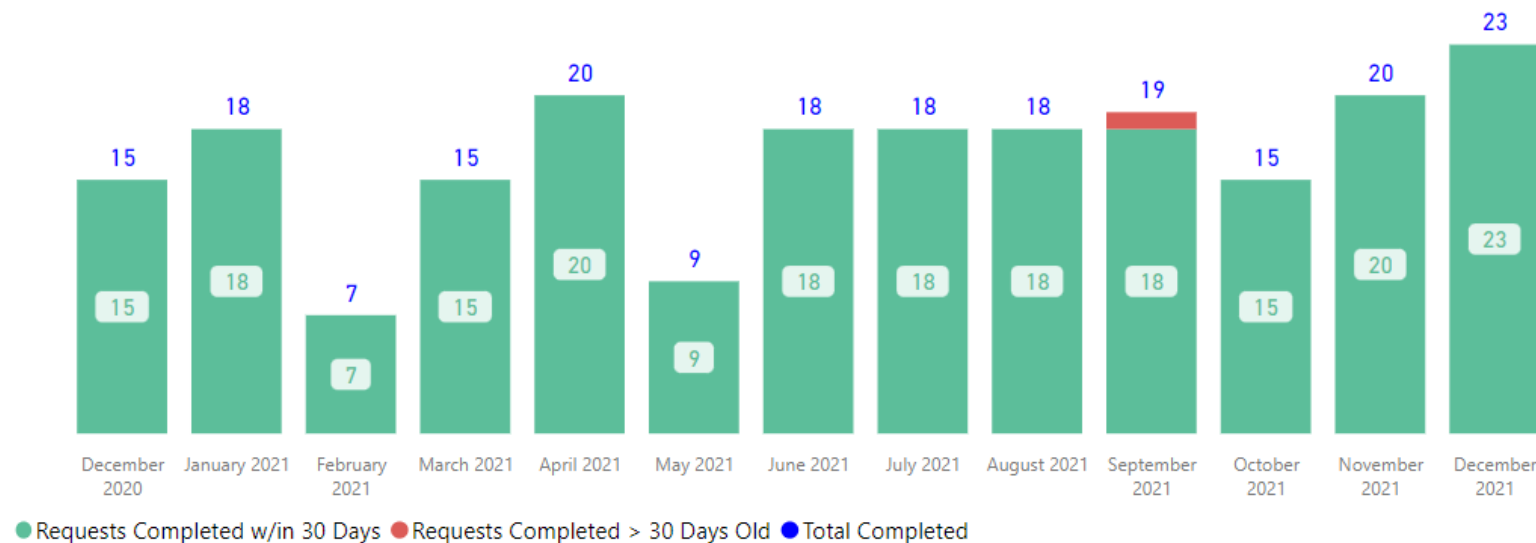
1.15

Total TAT (Rec'd-Compl.) Avg

1.15

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

215

Requests Completed

1

Requests Completed > 30 Days Old

0.47 %

% Completed > 30 Days Old



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

Service

CSCM Tox Rejection

Priority Type

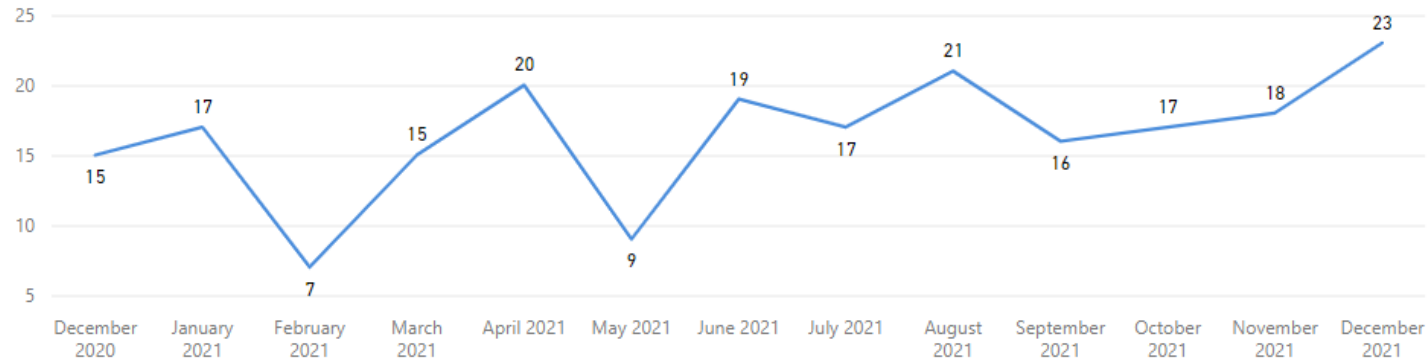
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



Total Received

214

Received per Month (Avg)\*

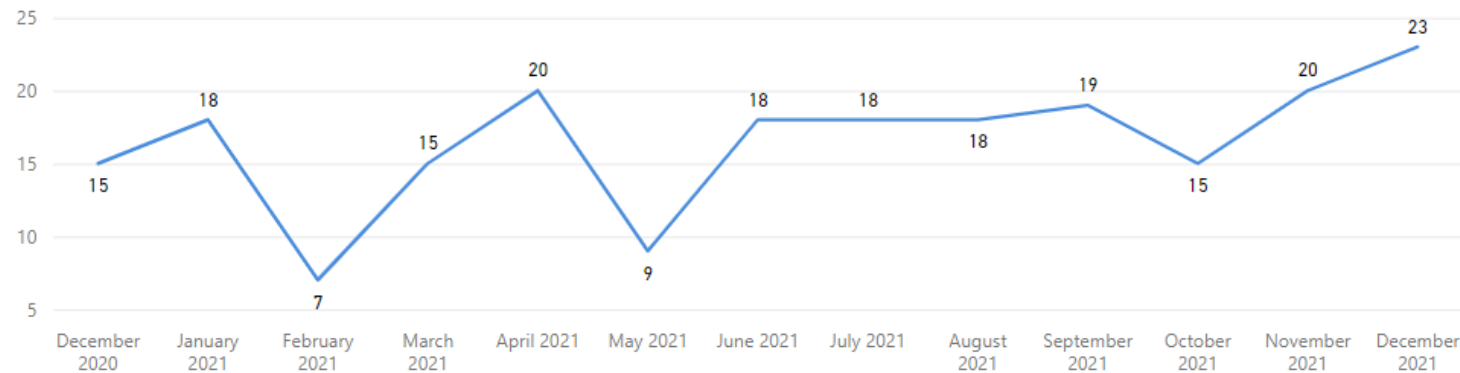
16

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



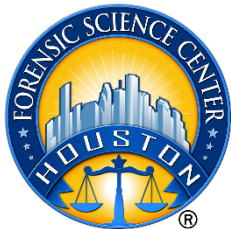
Total Completed

215

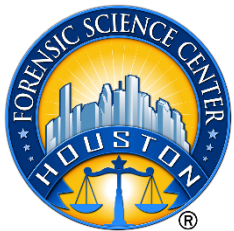
Completed per Month (Avg)\*

17

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



# Seized Drugs



Service

Seized Drugs Examination

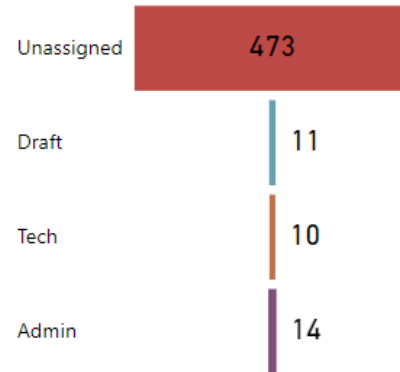
Priority Type

All

Backlogged Requests: 383

Avg Age of Backlog (days): 142

### Longest Time in Phase (Pending)



### # of Unassigned

623!

Goal: 100 (-523%)

### # Pending Draft

23✓

Goal: 100 (+77%)

### # Pending Tech

5✓

Goal: 50 (+90%)

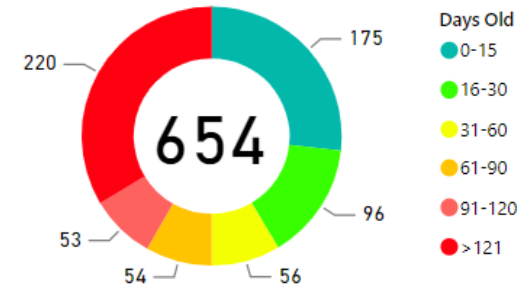
### # Pending Admin

3✓

Goal: 50 (+94%)

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

### Pending Requests



Avg Age (days): 89

### Overall TAT (MTD)

35.2!

Goal: 14, 15

### Analysis TAT (MTD)

4.1✓

Goal: 14, 15

### Overall TAT (Past 90 Days)

31.8!

Goal: 14, 15

### Analysis TAT (Past 90 Days)

4.6✓

Goal: 14, 15

### TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



### Month to Date

Completed

315

Received

396

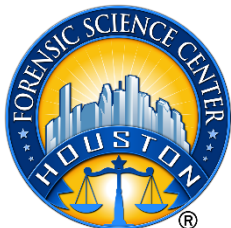
### 30 Day Avg (Over Past 90 Days)

Completed

313

Received

365



Service

**Seized Drugs Examination** ▾

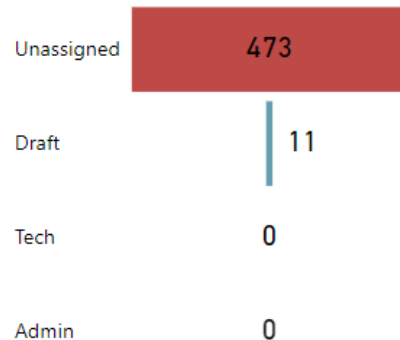
Priority Type

**Mari** ▾

**Backlogged Requests: 362**

**Avg Age of Backlog (days): 148**

### Longest Time in Phase (Pending)



### # of Unassigned

**406!**

Goal: 100 (-306%)

### # Pending Draft

**3✓**

Goal: 100 (+97%)

### # Pending Tech

**0✓**

Goal: 50 (+100%)

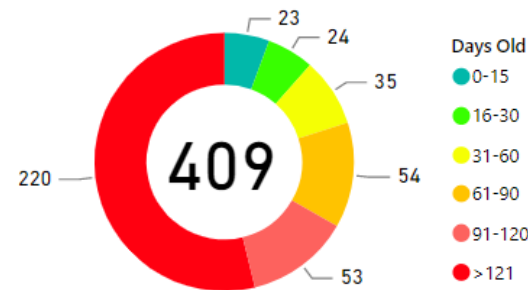
### # Pending Admin

**0✓**

Goal: 50 (+100%)

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

### Pending Requests



**Avg Age (days): 133**

### Overall TAT (MTD)

**166.7!**

Goal: 14, 15

### Analysis TAT (MTD)

**6.2✓**

Goal: 14, 15

### Overall TAT (Past 90 Days)

**161.9!**

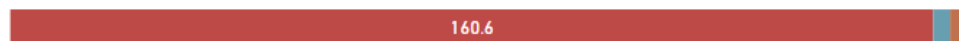
Goal: 14, 15

### Analysis TAT (Past 90 Days)

**8.5✓**

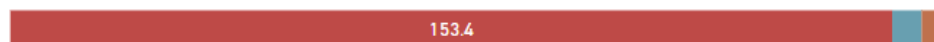
Goal: 14, 15

### TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



### Month to Date

Completed

**40**

Received

**47**

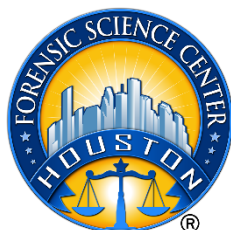
### 30 Day Avg (Over Past 90 Days)

Completed

**35**

Received

**49**

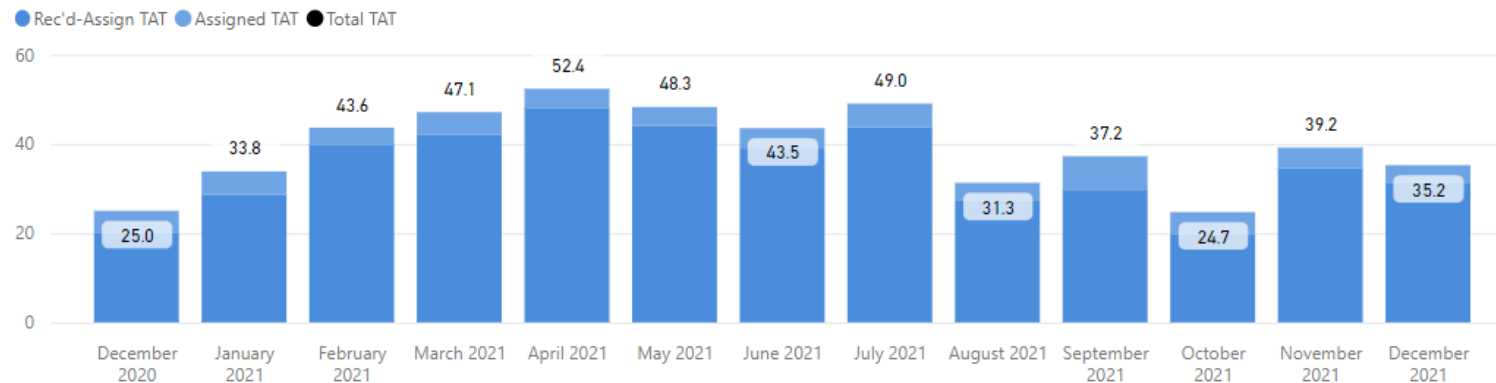


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

Seized Drugs Examination

Priority Type

All

## Selected Time Frame Averages

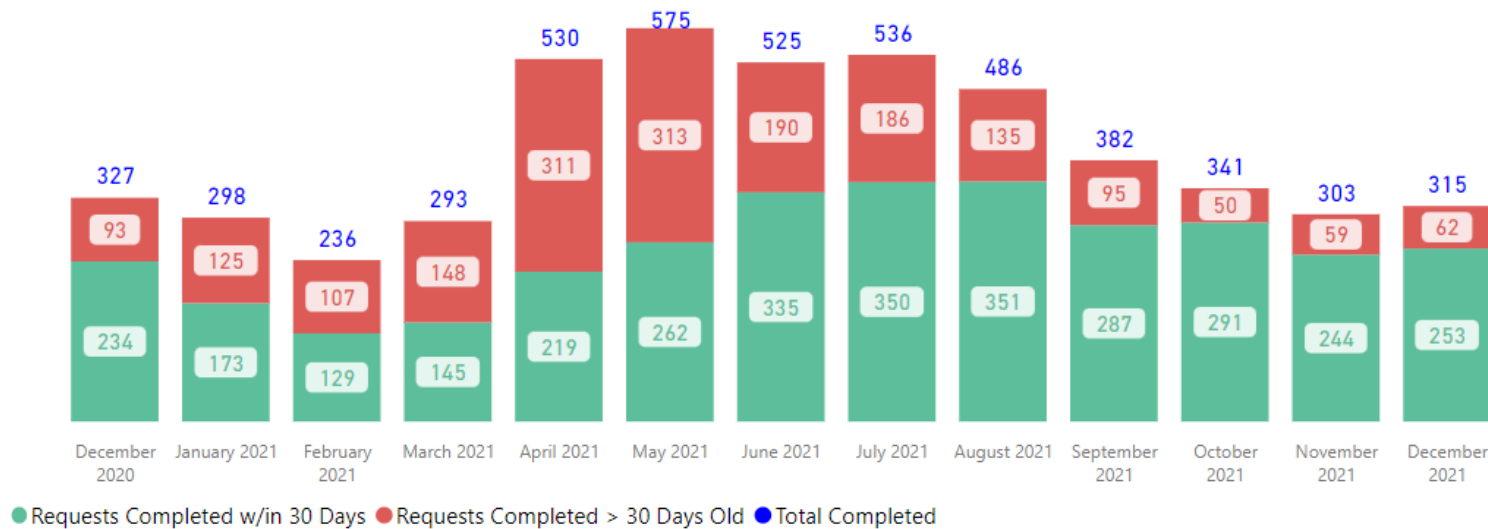
40.38

Total TAT (Rec'd-Compl.) Avg

4.82

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

5147

Requests Completed

1874

Requests Completed > 30 Days Old

36.41 %

% Completed > 30 Days Old

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



Service

Seized Drugs Examination

Priority Type

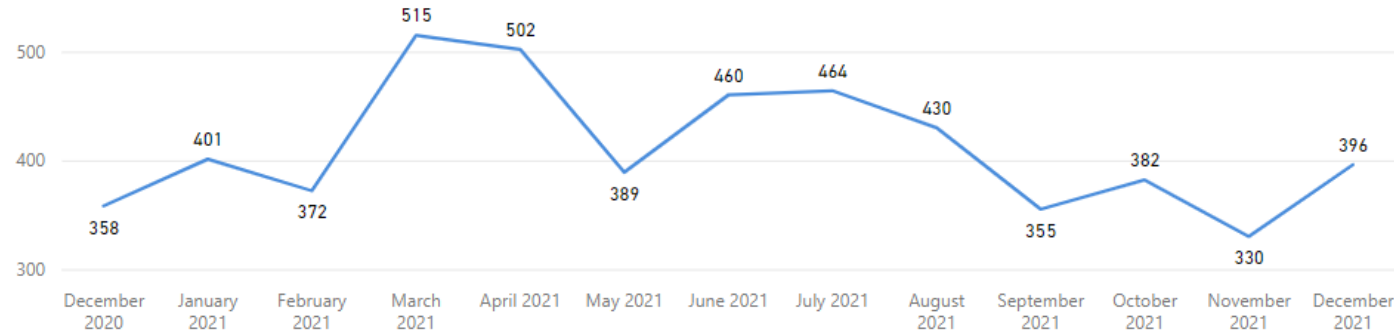
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

5,354

### Received per Month (Avg)\*

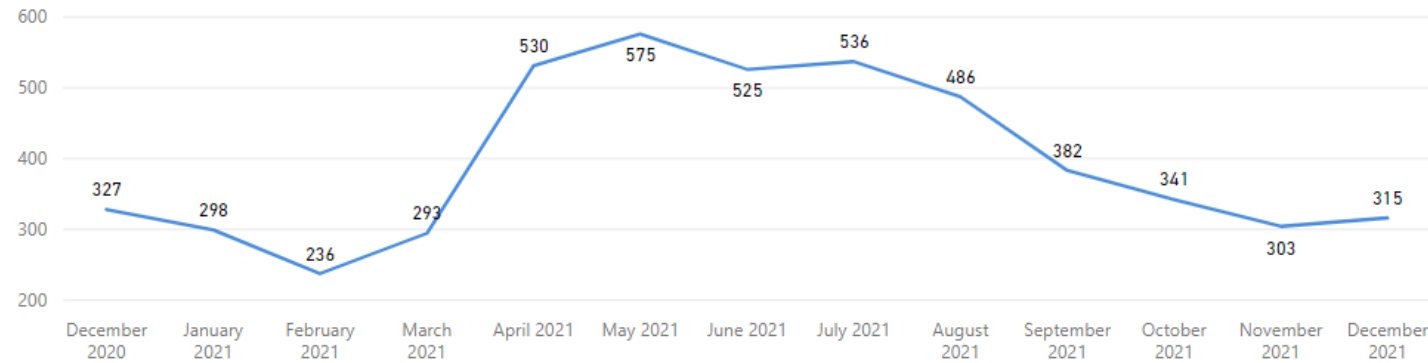
412

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



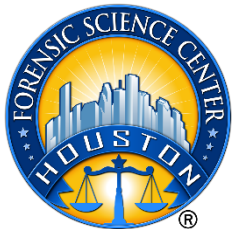
### Total Completed

5,147

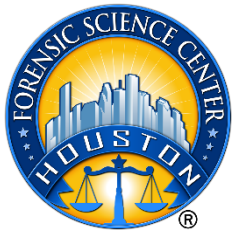
### Completed per Month (Avg)\*

396

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



# Toxicology





Service

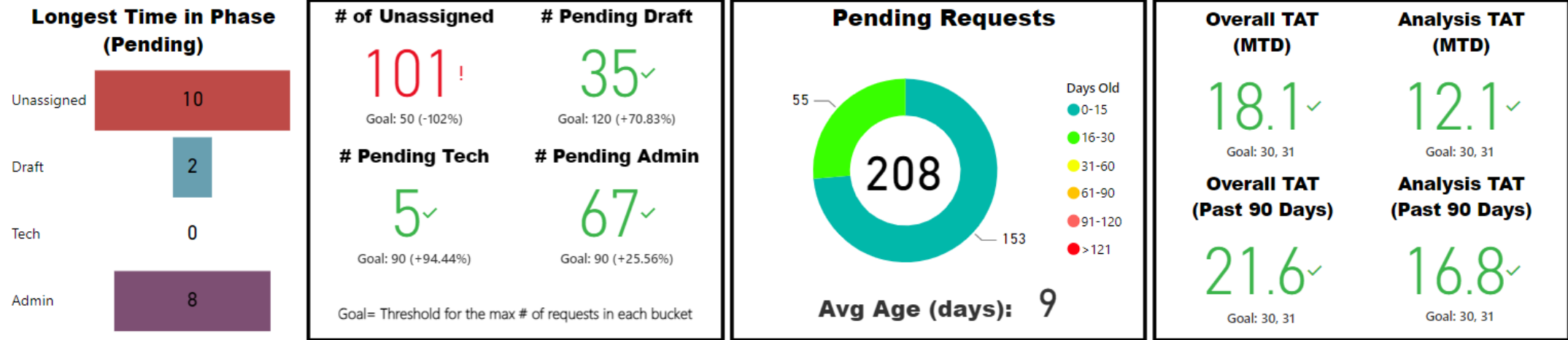
Blood Alcohol

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

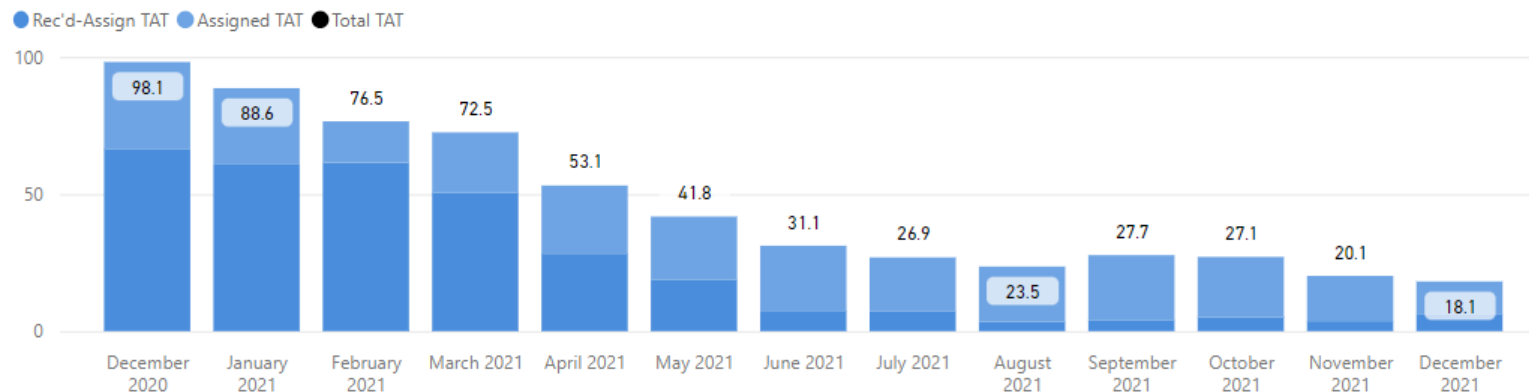


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

Blood Alcohol

Priority Type

All

## Selected Time Frame Averages

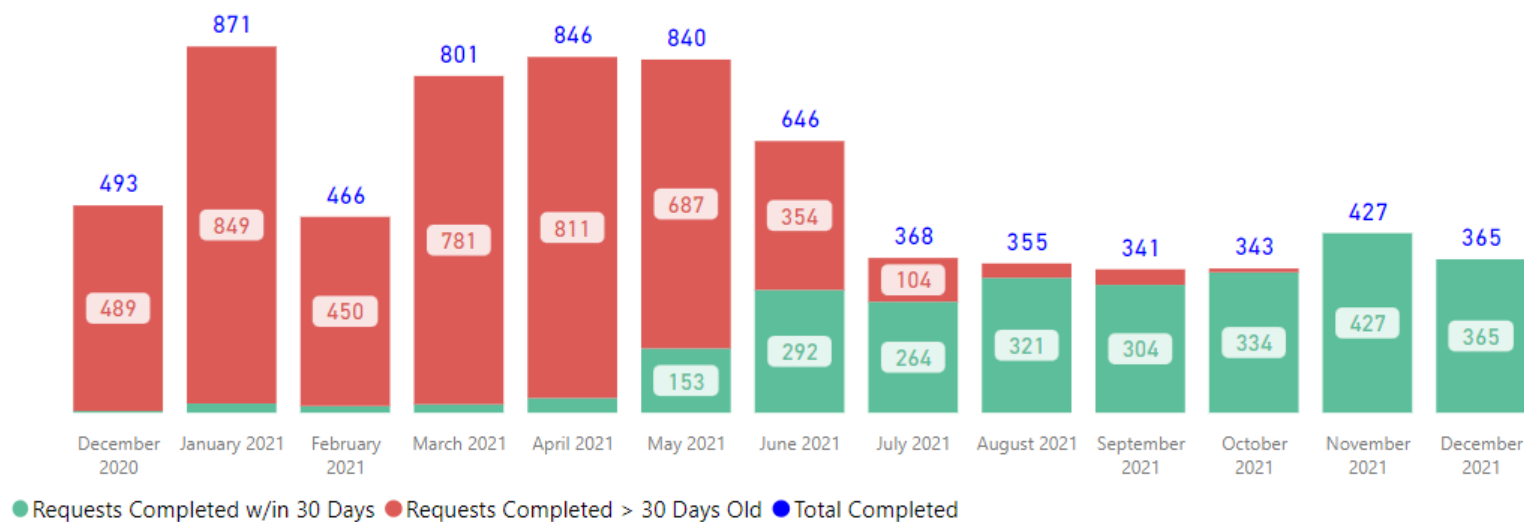
51.88

Total TAT (Rec'd-Compl.) Avg

22.61

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

7162

Requests Completed

4605

Requests Completed > 30 Days Old

64.30 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

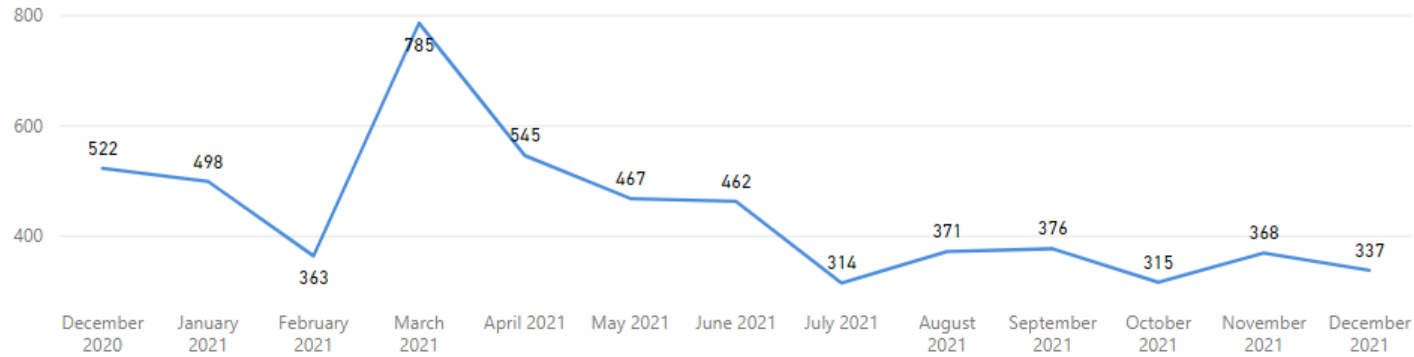
Priority Type

All

### Received Filter

12/1/2020 12/31/2021

### Received by Month



Total Received

5,723

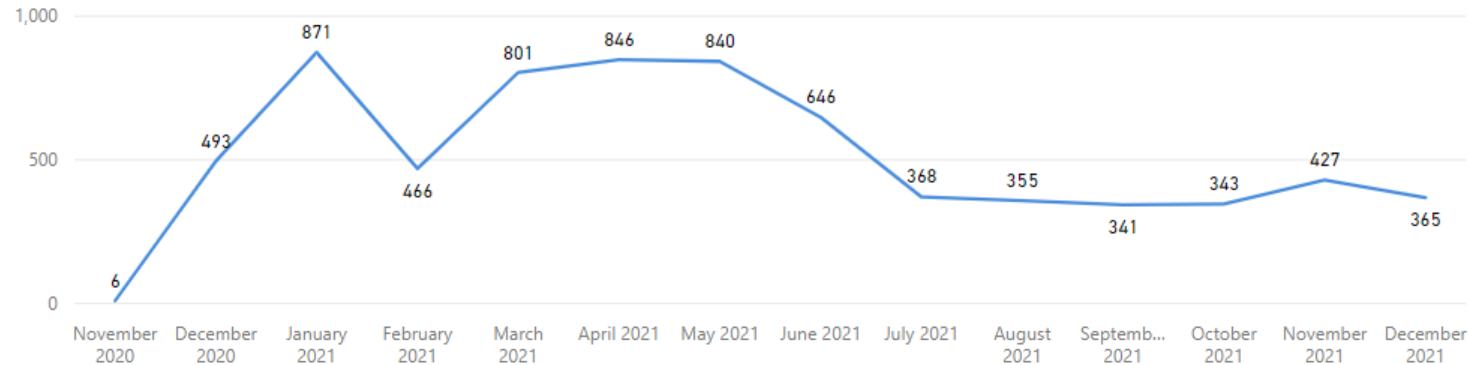
Received per Month (Avg)\*

440

### Completed Filter

12/1/2020 12/31/2021

### Completed by Month



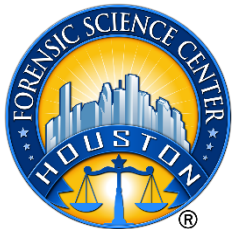
Total Completed

7,168

Completed per Month (Avg)\*

512

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



Service

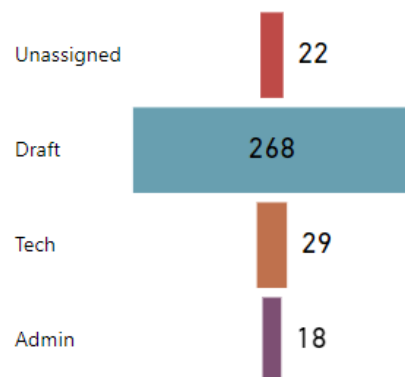
Toxicology

Priority Type

All

Backlogged Requests: 1439

Avg Age of Backlog (days): 209

Longest Time in Phase  
(Pending)

## # of Unassigned

77✓

Goal: 120 (+35.83%)

## # Pending Draft

1359!

Goal: 30 (-44.30%)

## # Pending Tech

94!

Goal: 30 (-213.33%)

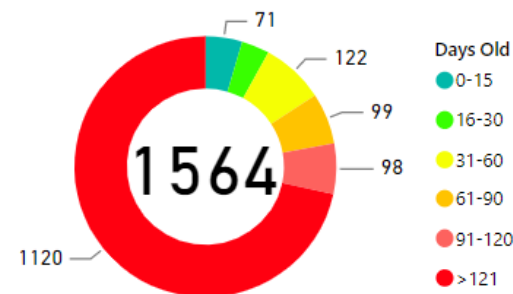
## # Pending Admin

34!

Goal: 30 (-13.33%)

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

## Pending Requests



Avg Age (days): 194

Overall TAT  
(MTD)

291.7!

Goal: 90, 91

Overall TAT  
(Past 90 Days)

269.0!

Goal: 90, 91

Analysis TAT  
(MTD)

27.0✓

Goal: 90, 91

Analysis TAT  
(Past 90 Days)

21.4✓

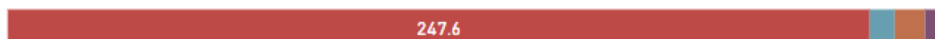
Goal: 90, 91

## TAT by Phase of Work (MTD)

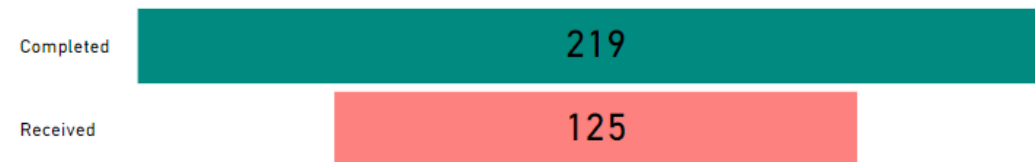


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

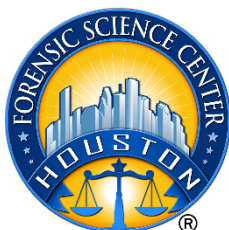
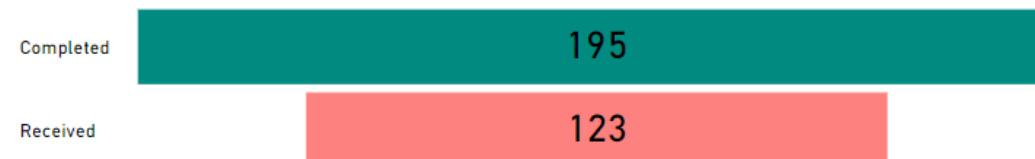
## TAT by Phase of Work (Past 90 Days)



## Month to Date



## 30 Day Avg (Over Past 90 Days)

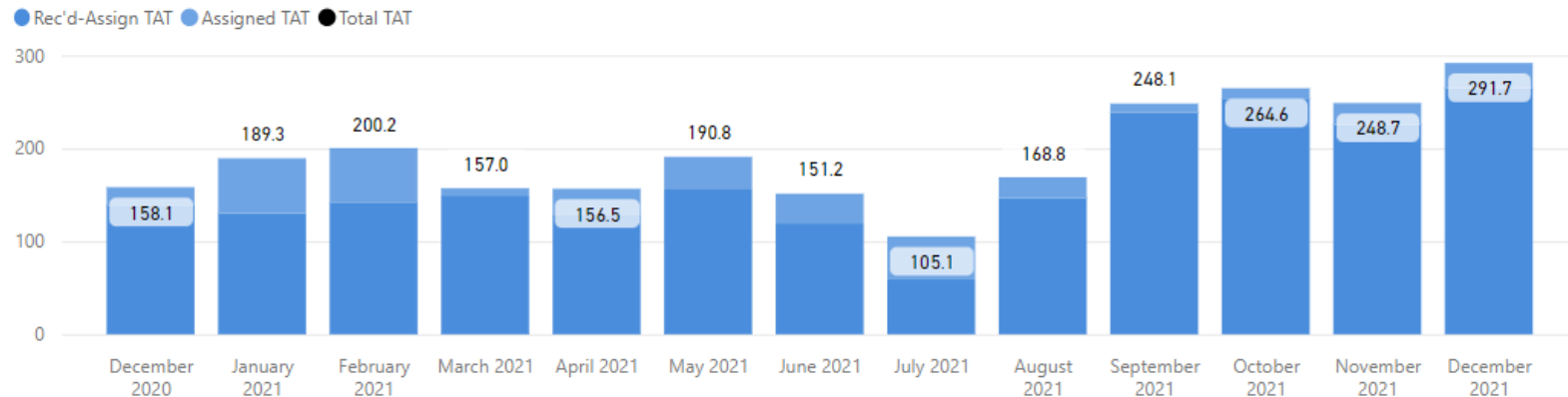


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

Toxicology

Priority Type

All

## Selected Time Frame Averages

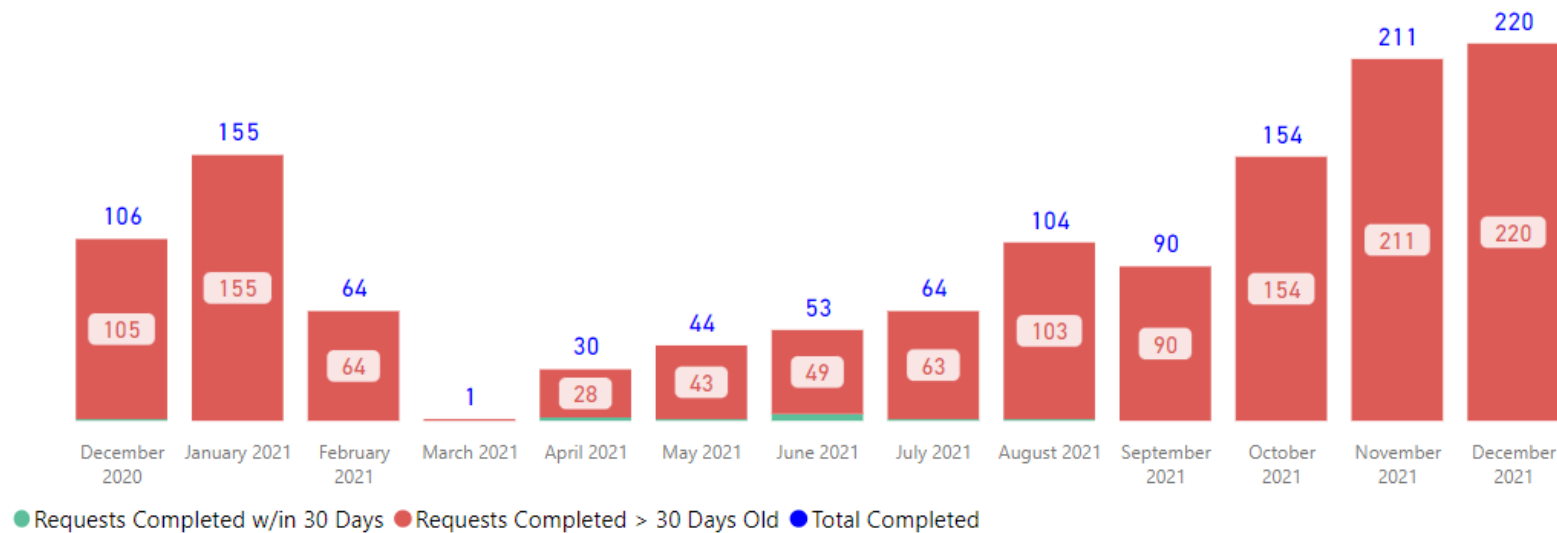
219.27

Total TAT (Rec'd-Compl.) Avg

29.07

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1296

Requests Completed

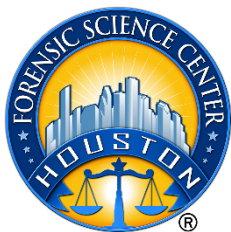
1286

Requests Completed > 30 Days Old

99.23 %

% Completed > 30 Days Old

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



Service

Toxicology

Priority Type

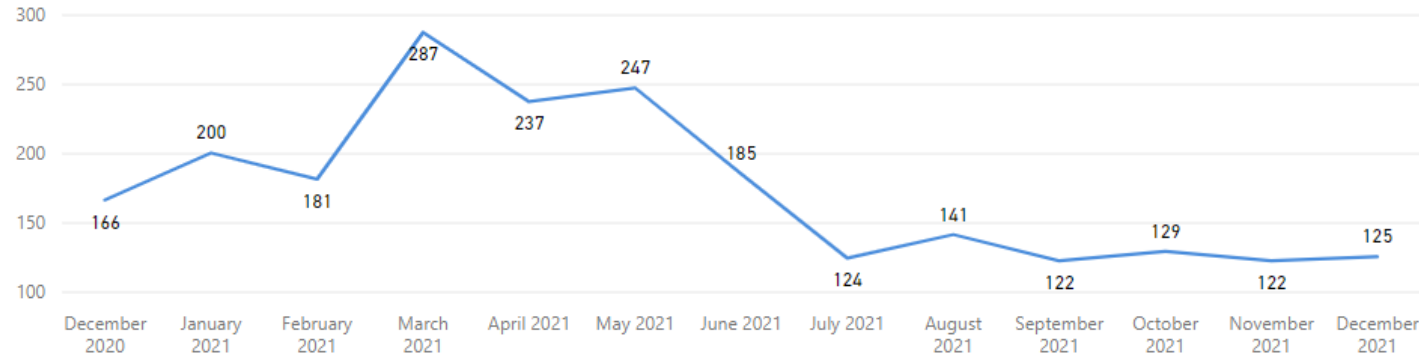
All

## Received Filter

12/1/2020

12/31/2021

## Received by Month



Total Received

2,266

Received per Month (Avg)\*

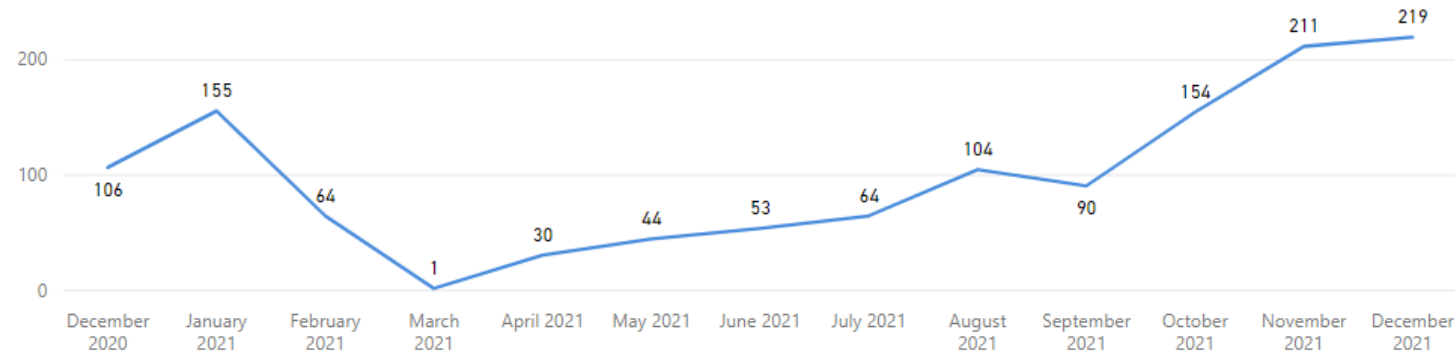
174

## Completed Filter

12/1/2020

12/31/2021

## Completed by Month



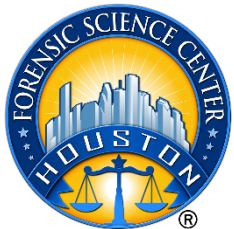
Total Completed

1,295

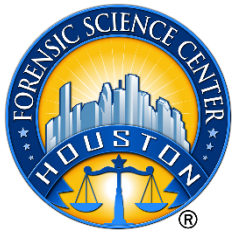
Completed per Month (Avg)\*

100

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



# Firearms



Service

Firearms Examination

Priority Type

All

Backlogged Requests: 111

Avg Age of Backlog (days): 125

Longest Time in Phase  
(Pending)

Unassigned

302

Draft

324

Tech

0

Admin

0

# of Unassigned

134!

Goal: 10 (-1240%)

# Pending Draft

15!

Goal: 14 (-7.14%)

# Pending Tech

1✓

Goal: 9 (+88.89%)

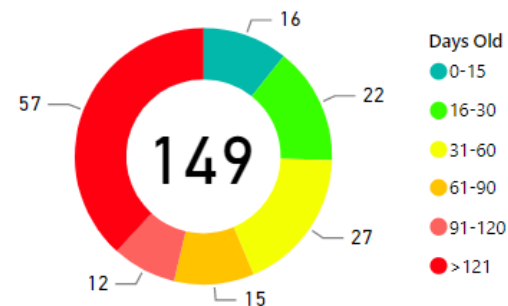
# Pending Admin

0✓

Goal: 5 (+100%)

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

## Pending Requests



Avg Age (days): 97

Overall TAT  
(MTD)

81.4!

Goal: 40, 41

Overall TAT  
(Past 90 Days)

131.6!

Goal: 40, 41

Analysis TAT  
(MTD)

38.2✓

Goal: 40, 41

Analysis TAT  
(Past 90 Days)

92.5!

Goal: 40, 41

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

20

Received

44

## 30 Day Avg (Over Past 90 Days)

Completed

30

Received

40





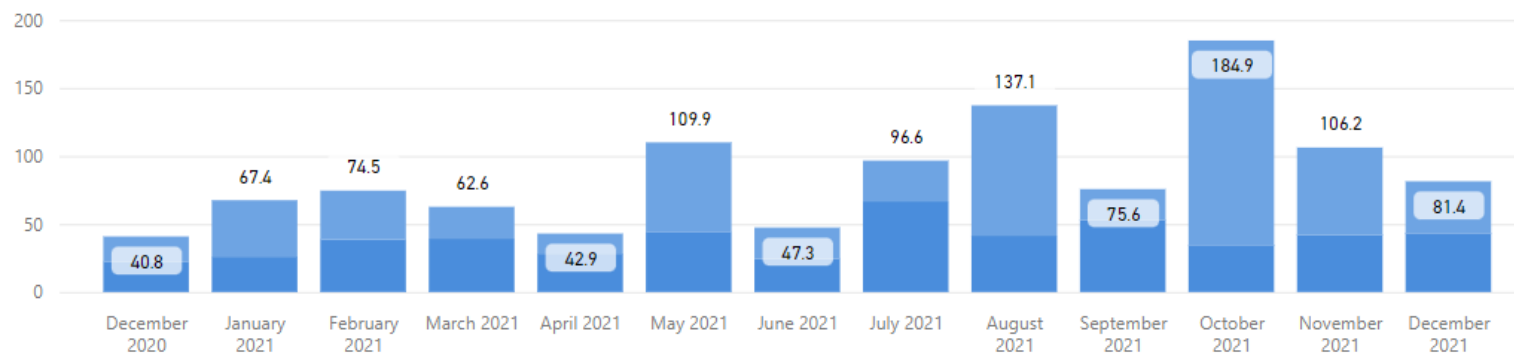
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

Firearms Examination

Priority Type

All

## Selected Time Frame Averages

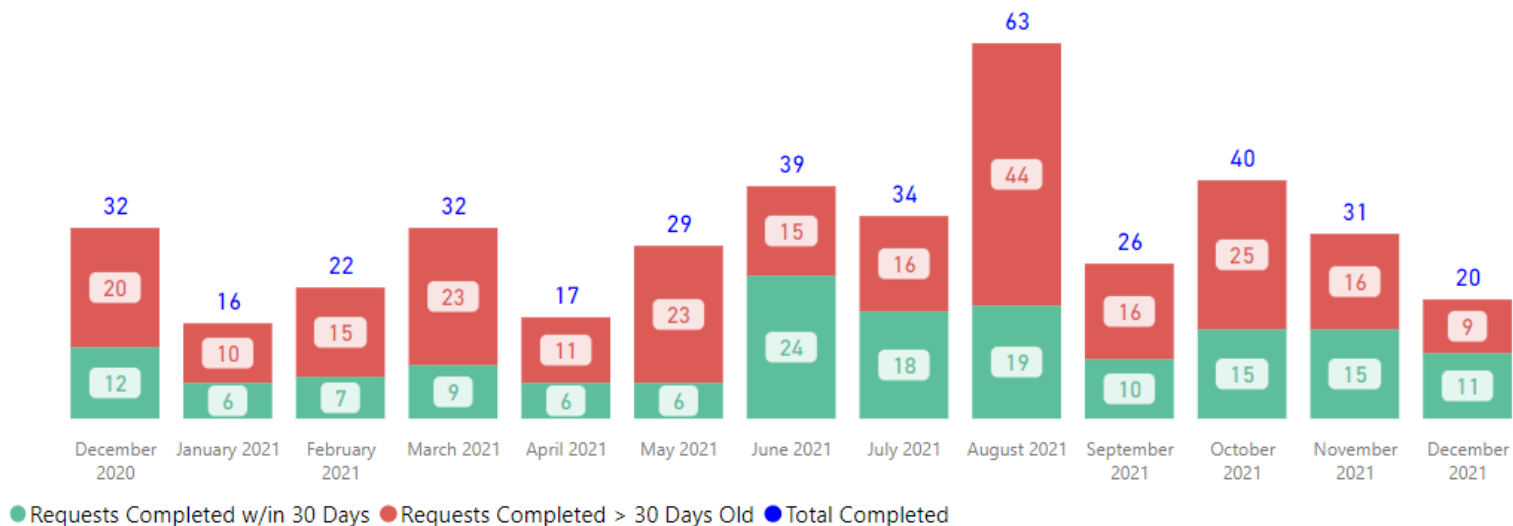
94.74

Total TAT (Rec'd-Compl.) Avg

55.64

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

401

Requests Completed

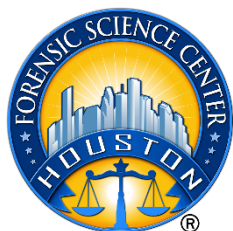
243

Requests Completed > 30 Days Old

60.60 %

% Completed > 30 Days Old

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



Service

Firearms Examination

Priority Type

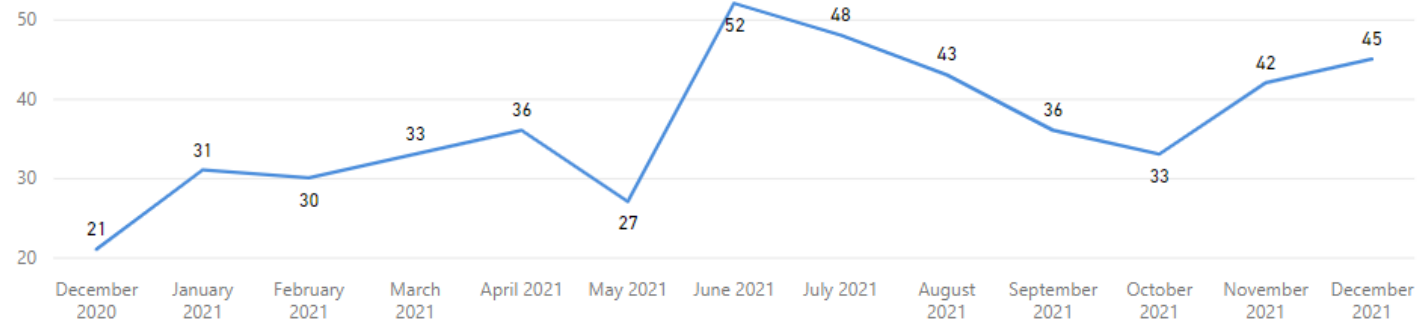
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

477

### Received per Month (Avg)\*

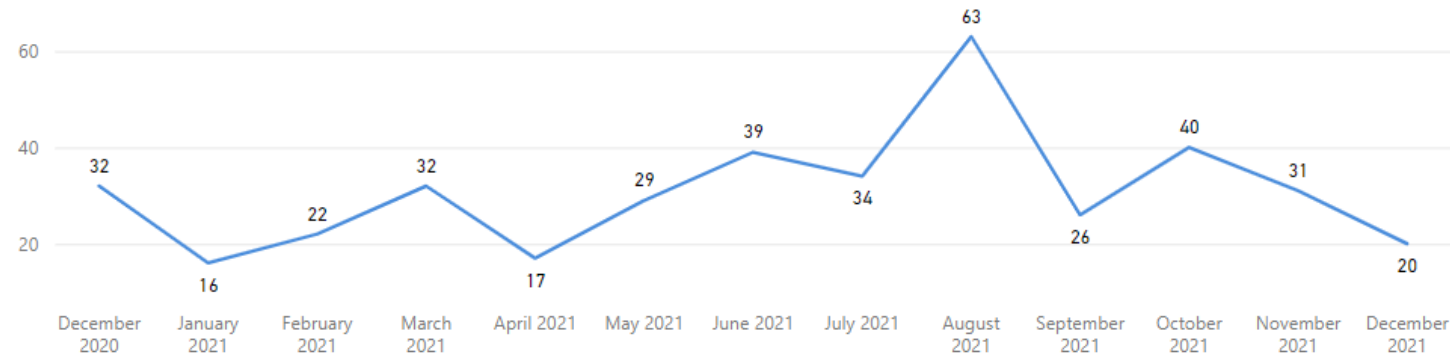
37

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



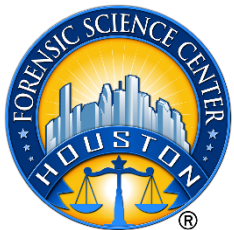
### Total Completed

401

### Completed per Month (Avg)\*

31

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



Service

NIBIN Only

Priority Type

All

Backlogged Requests: 12

Avg Age of Backlog (days): 79

Longest Time in Phase  
(Pending)

Unassigned

86

Draft

449

Tech

31

Admin

10

# of Unassigned

17✓

Goal: 20 (+15%)

# Pending Draft

13✓

Goal: 35 (+62.86%)

# Pending Tech

7✓

Goal: 20 (+65%)

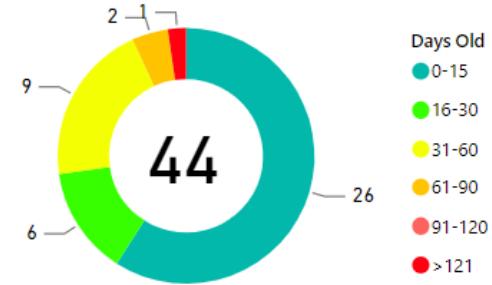
# Pending Admin

7✓

Goal: 20 (+65%)

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

## Pending Requests



Avg Age (days): 27

Overall TAT  
(MTD)

6.8✓

Goal: 7, 8

Overall TAT  
(Past 90 Days)

4.4✓

Goal: 7, 8

Analysis TAT  
(MTD)

2.8✓

Goal: 7, 8

Analysis TAT  
(Past 90 Days)

2.4✓

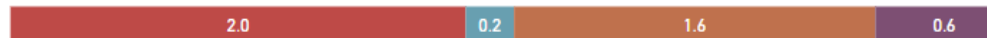
Goal: 7, 8

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

488

Received

465

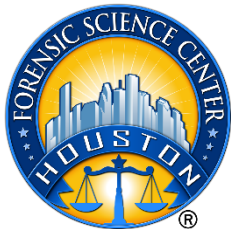
## 30 Day Avg (Over Past 90 Days)

Completed

422

Received

427



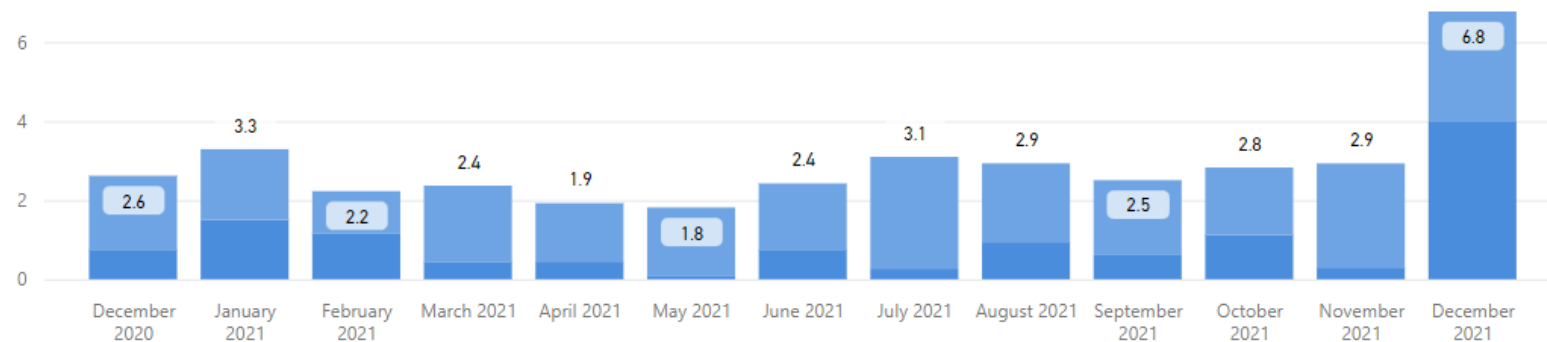
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

NIBIN Only

Priority Type

All

## Selected Time Frame Averages

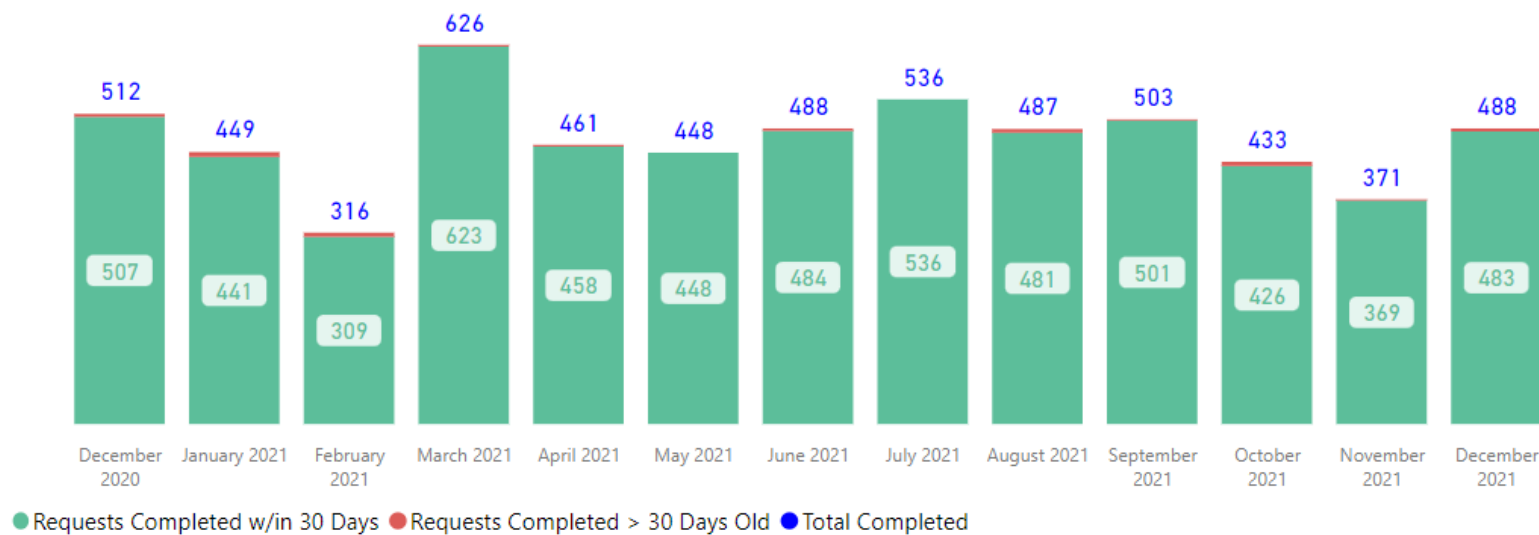
2.92

Total TAT (Rec'd-Compl.) Avg

1.98

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6118

Requests Completed

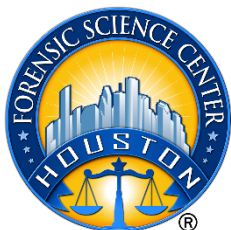
52

Requests Completed > 30 Days Old

0.85 %

% Completed > 30 Days Old

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



Service
Priority Type

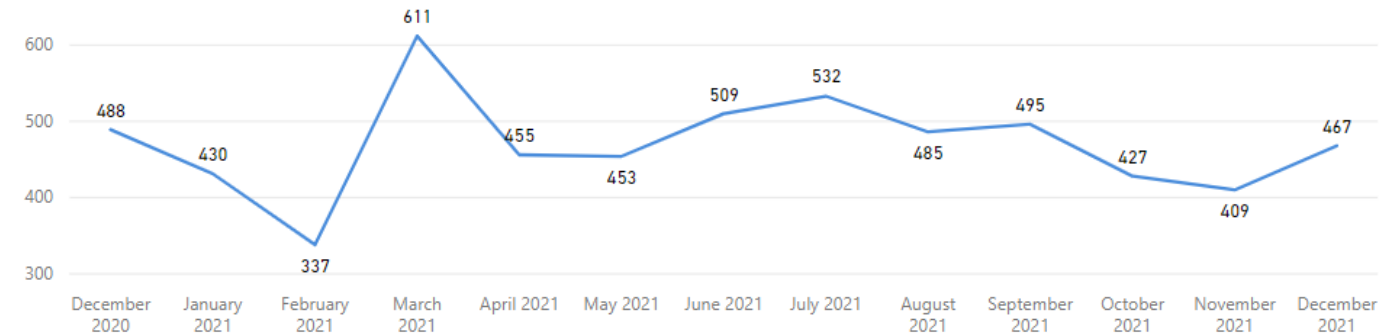
NIBIN Only
All

Received Filter

12/1/2020

12/31/2021

Received by Month



Total Received

6,098

Received per Month (Avg)\*

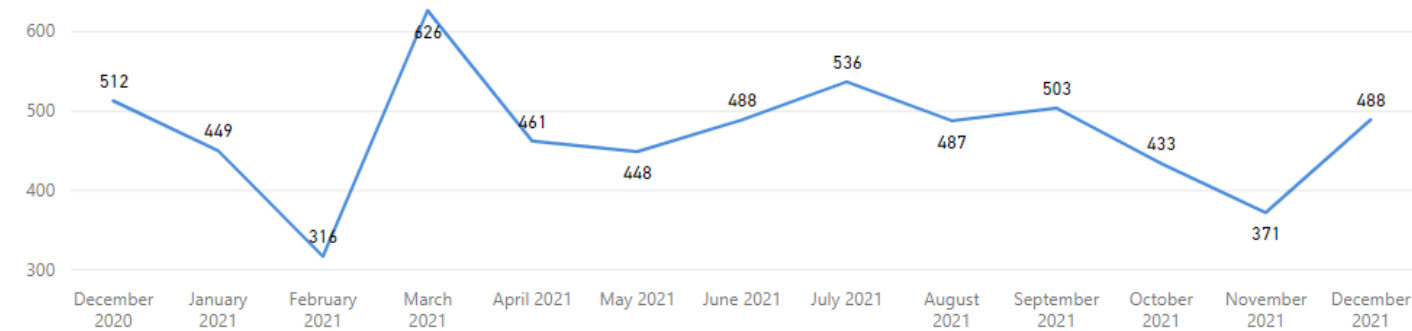
469

Completed Filter

12/1/2020

12/31/2021

Completed by Month



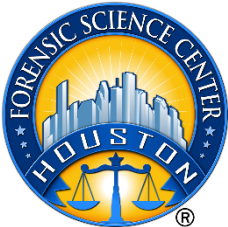
Total Completed

6,118

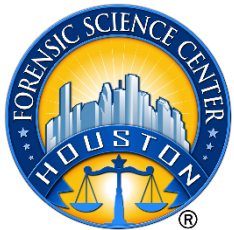
Completed per Month (Avg)\*

471

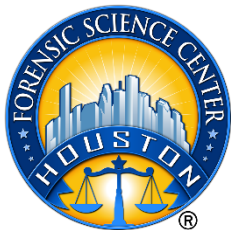
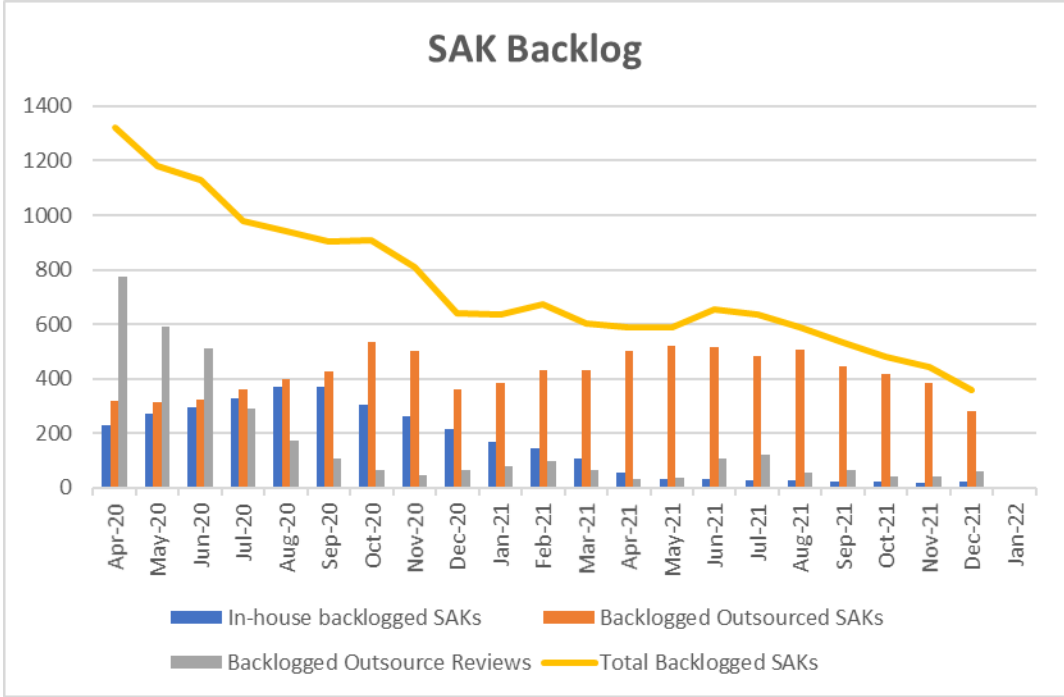
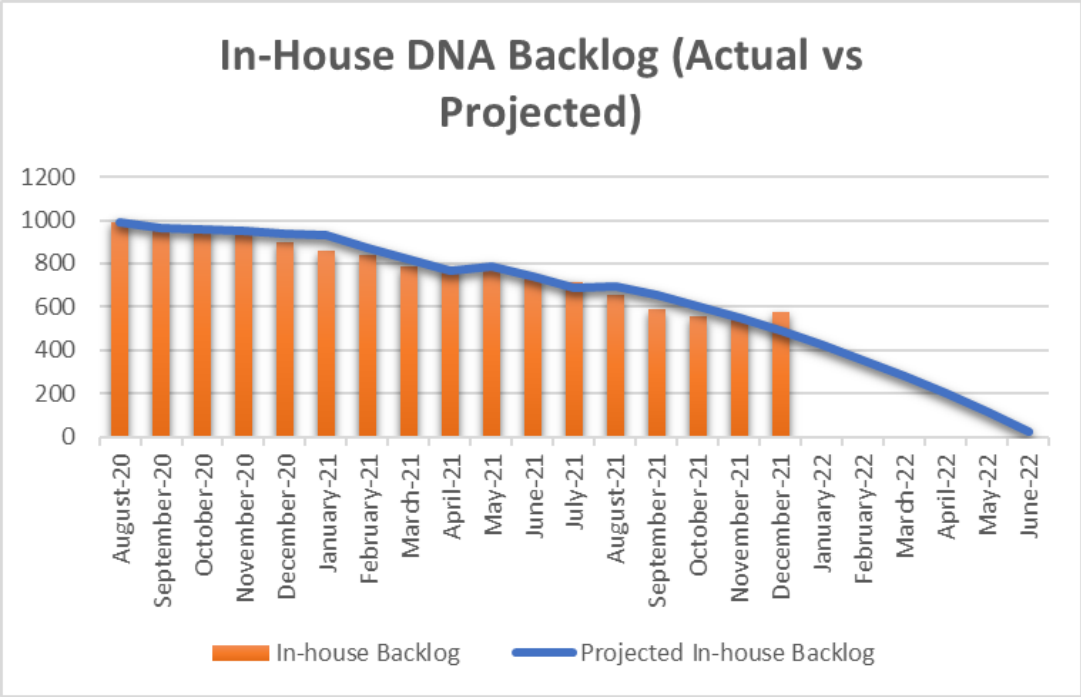
\* months with zero activity are not calculated into the average



# Forensic Biology



# DNA Backlog Update







Section

**DNA**

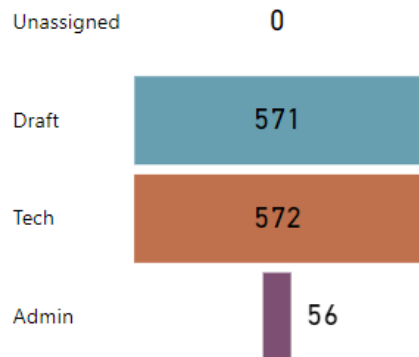
Request Type

**SAK**

**Backlogged Requests: 19**

**Avg Age of Backlog (days): 325**

### Longest Time in Phase (Pending)



### # of Unassigned

0✓

Goal: 20 (+100%)

### # Pending Draft

9✓

Goal: 24 (+62.5%)

### # Pending Tech

6✓

Goal: 24 (+75%)

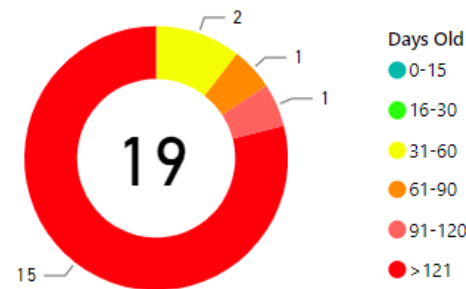
### # Pending Admin

4✓

Goal: 20 (+80%)

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

### Pending Requests



**Avg Age (days): 325**

### Overall TAT (MTD)

148.0!

Goal: 30, 31

### Analysis TAT (MTD)

148.0!

Goal: 30, 31

### Overall TAT (Past 90 Days)

303.7!

Goal: 30, 31

### Analysis TAT (Past 90 Days)

273.5!

Goal: 30, 31

### TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



### Month to Date

Completed

2

Received

0

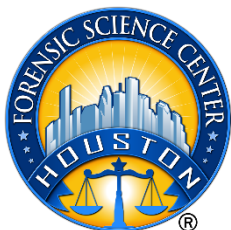
### 30 Day Avg (Over Past 90 Days)

Completed

6

Received

1



Section

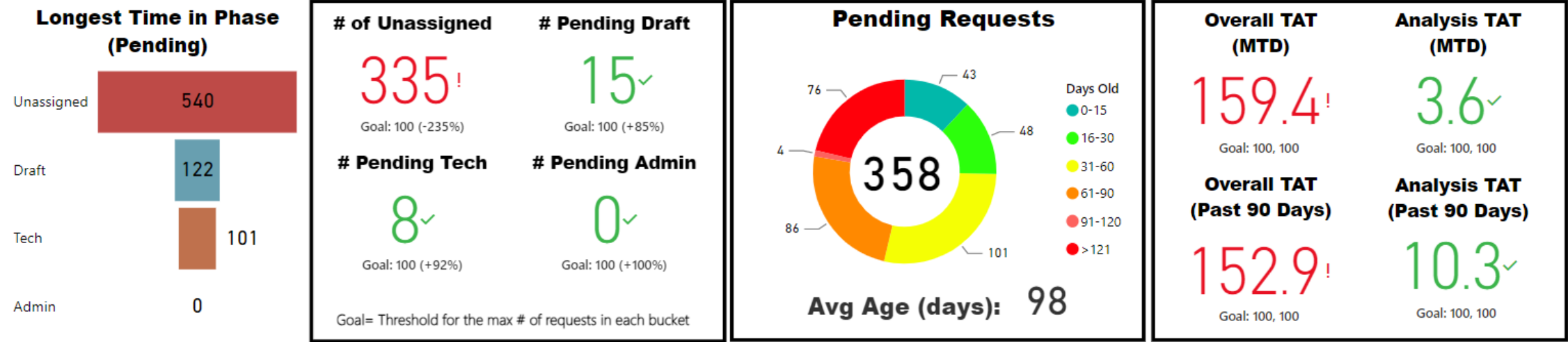
Outsourced - DNA

Request Type

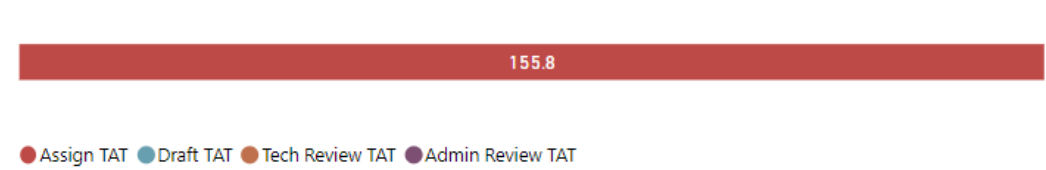
All

Backlogged Requests: 267

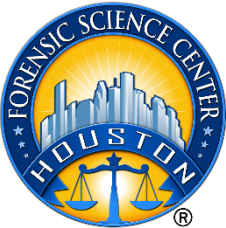
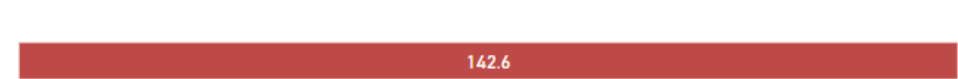
Avg Age of Backlog (days): 127



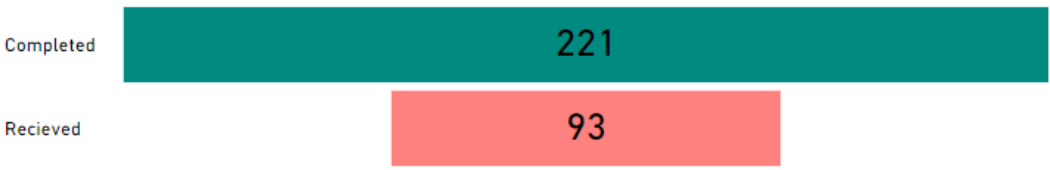
TAT by Phase of Work (MTD)



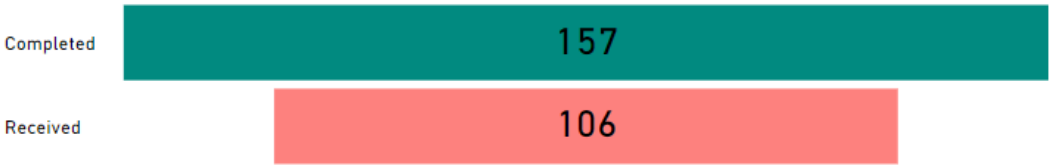
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

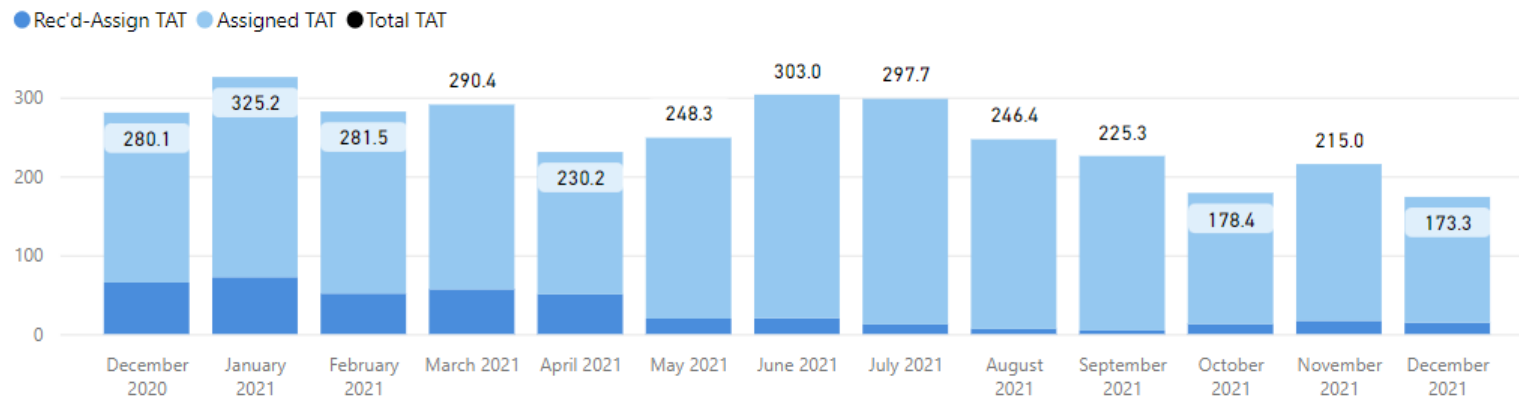


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

DNA

Request Type

All

## Selected Time Frame Averages

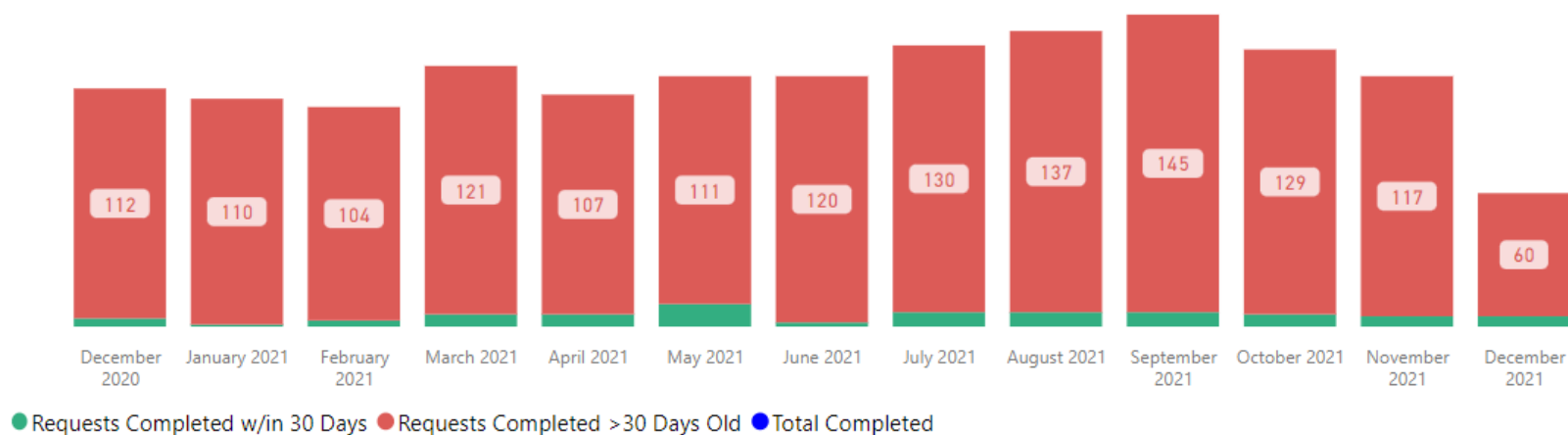
254.89

Total TAT (Rec'd-Compl.) Avg

225.62

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1573

Requests Completed

1503

Requests Completed > 30 Days

95.55 %

% Completed > 30 Days

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



Section

DNA

Request Type

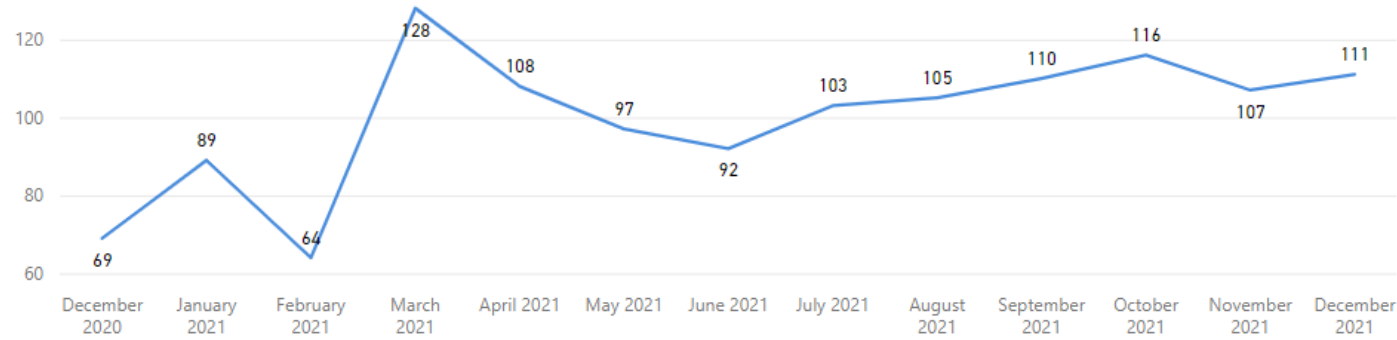
All

Received Filter

12/1/2020

12/31/2021

### Received by Month



Total Received

1299

Received per Month (Avg)\*

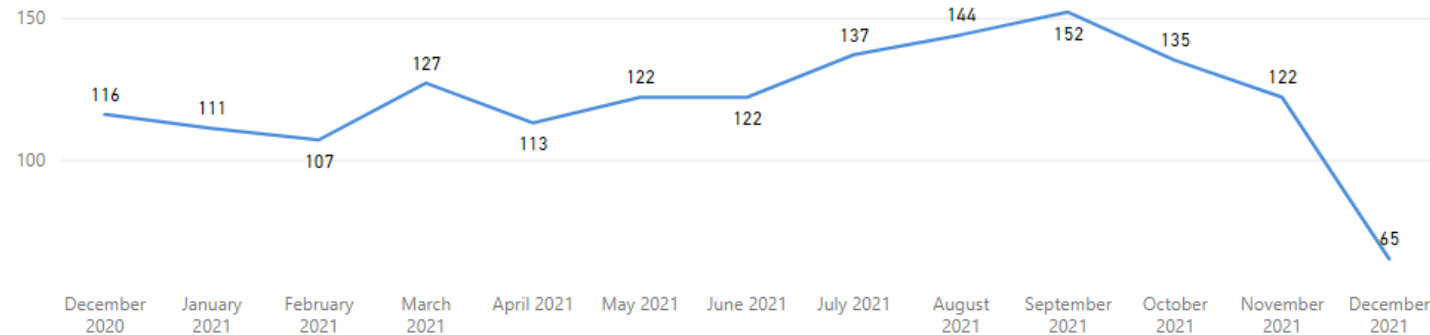
100

Completed Filter

12/1/2020

12/31/2021

### Completed by Month



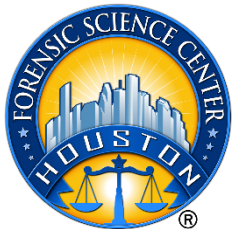
Total Completed

1573

Completed per Month (Avg)\*

121

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



Section

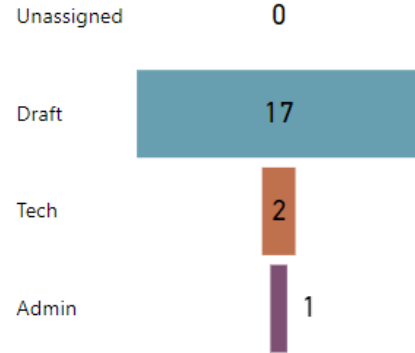
Screening

Request Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase  
(Pending)

## # of Unassigned

0✓

Goal: 10 (+100%)

## # Pending Draft

32!

Goal: 14 (-128.57%)

## # Pending Tech

1✓

Goal: 16 (+93.75%)

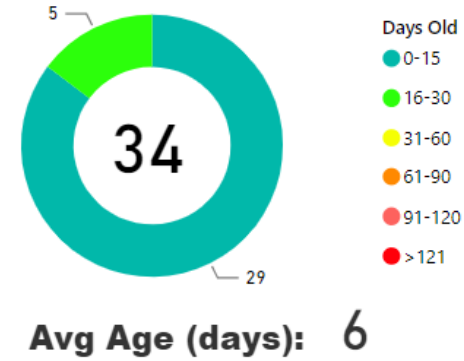
## # Pending Admin

1✓

Goal: 12 (+91.67%)

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

## Pending Requests

Overall TAT  
(MTD)

12.2!

Goal: 10, 11

Overall TAT  
(Past 90 Days)

12.3!

Goal: 10, 11

Analysis TAT  
(MTD)

12.2!

Goal: 10, 11

Analysis TAT  
(Past 90 Days)

12.3!

Goal: 10, 11

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

86

Received

92

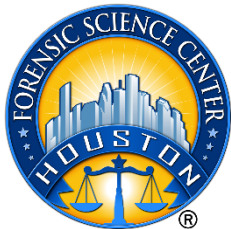
## 30 Day Avg (Over Past 90 Days)

Completed

83

Received

83



## Date Range

12/1/2020

12/31/2021

## Request Type

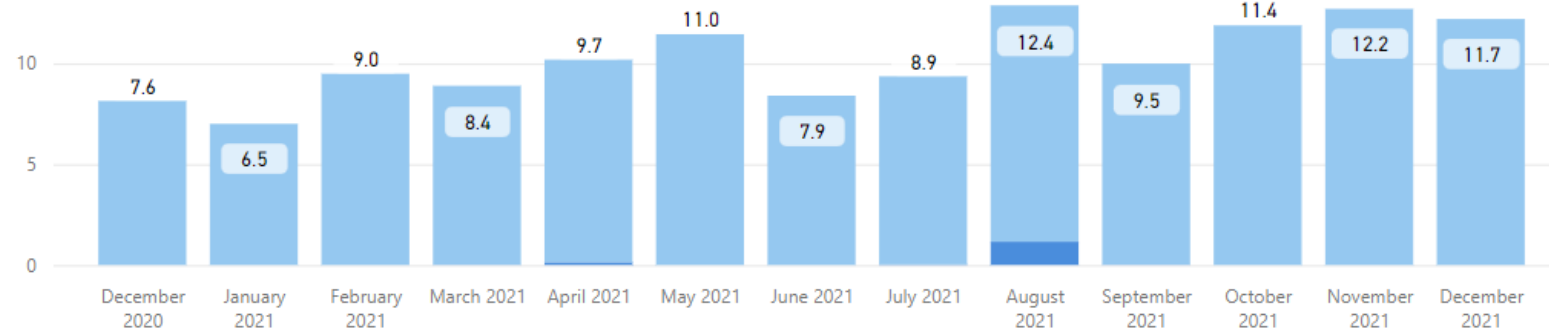
Screening

Request Type

All

## Total TAT by Month

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



## Selected Time Frame Averages

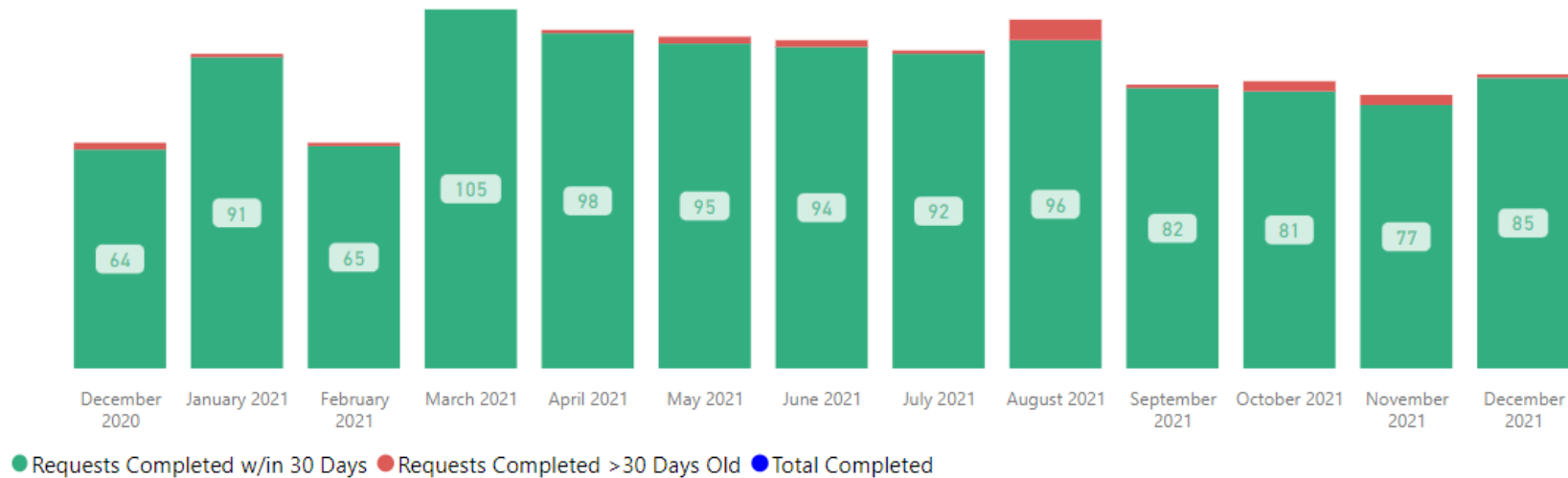
9.73

Total TAT (Rec'd-Compl.) Avg

10.10

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1149

Requests Completed

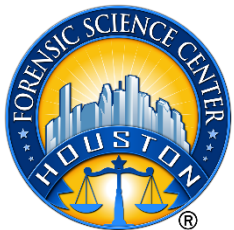
24

Requests Completed > 30 Days

2.09 %

% Completed > 30 Days

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



Section

Screening

Request Type

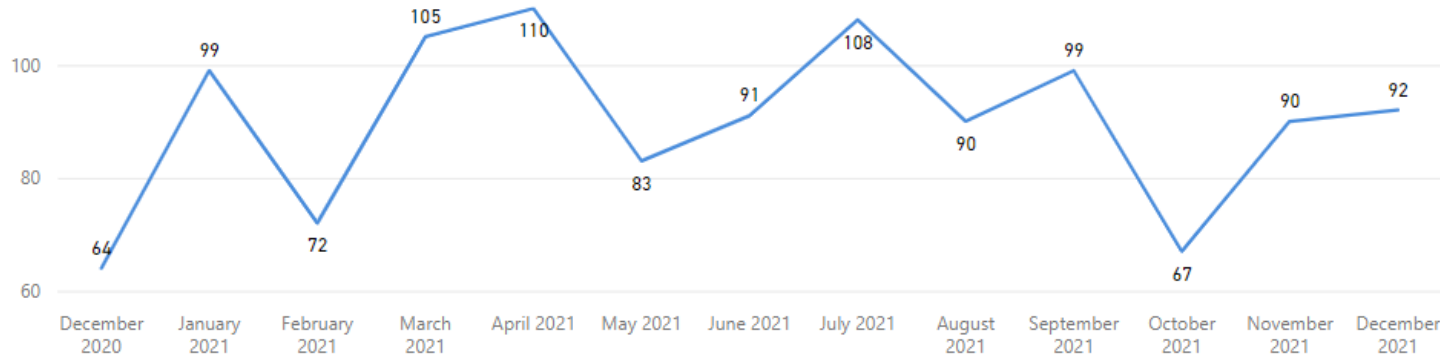
All

Received Filter

12/1/2020

12/31/2021

### Received by Month



Total Received

1170

Received per Month (Avg)\*

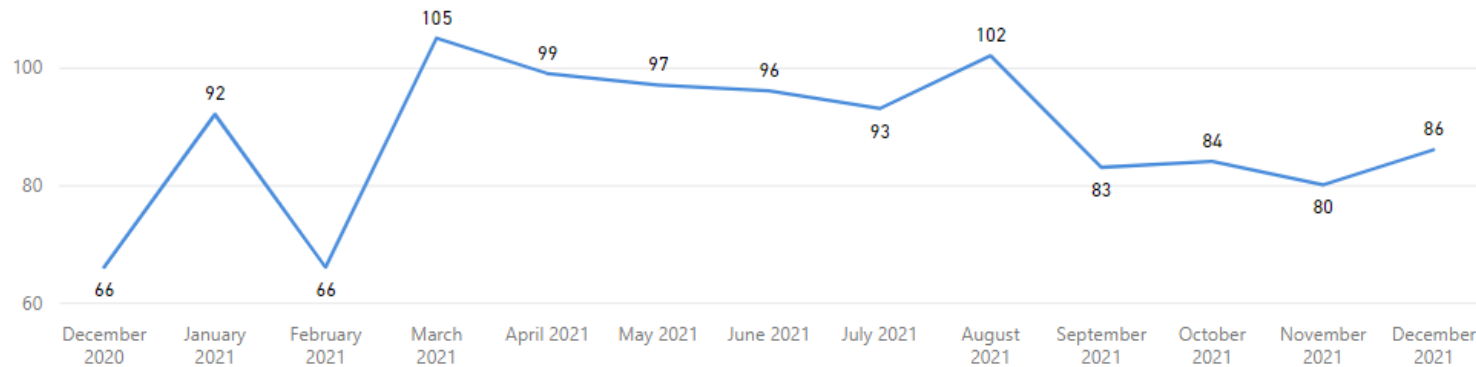
90

Completed Filter

12/1/2020

12/31/2021

### Completed by Month



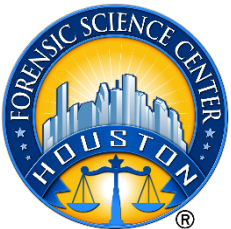
Total Completed

1149

Completed per Month (Avg)\*

88

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



Section  
**CODIS**

CODIS Hit Type  
**All**

**Backlogged Requests: 10**  
**Avg Age of Backlog (days): 40**

### Longest Time in Phase (Pending)

Unassigned	39
Draft	39
Admin	43

# of Unassigned

49✓

Goal: 100 (+51%)

# Pending Draft

68!

Goal: 20 (-240%)

# Pending Admin

13✓

Goal: 15 (+13.33%)

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

### Pending Requests

**Avg Age (days): 14**

Overall TAT (MTD)

16.6✓

Goal: 30, 31

Overall TAT (Past 90 Days)

13.0✓

Goal: 30, 31

Analysis TAT (MTD)

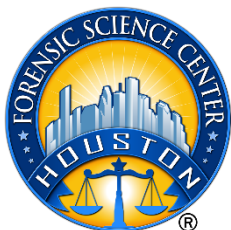
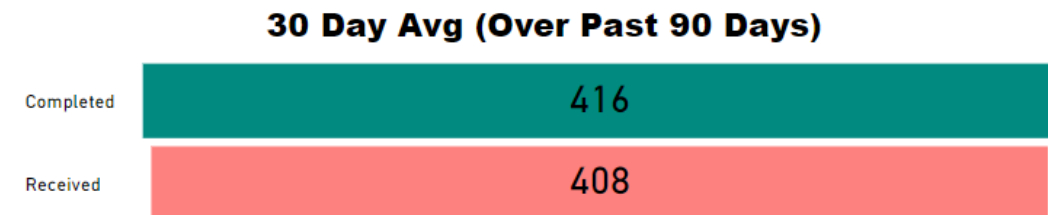
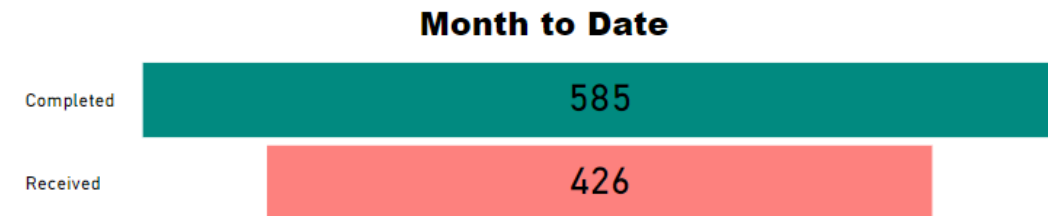
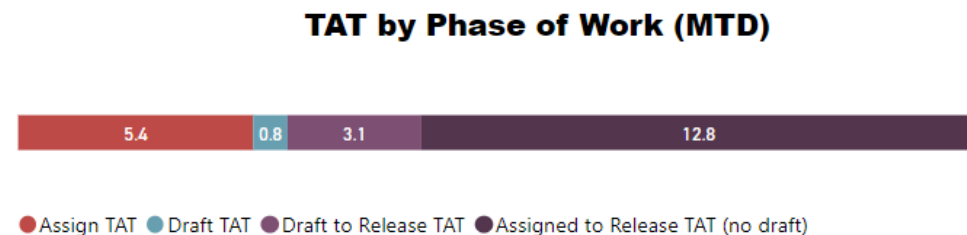
11.2✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

7.7✓

Goal: 30, 31







### Date Range

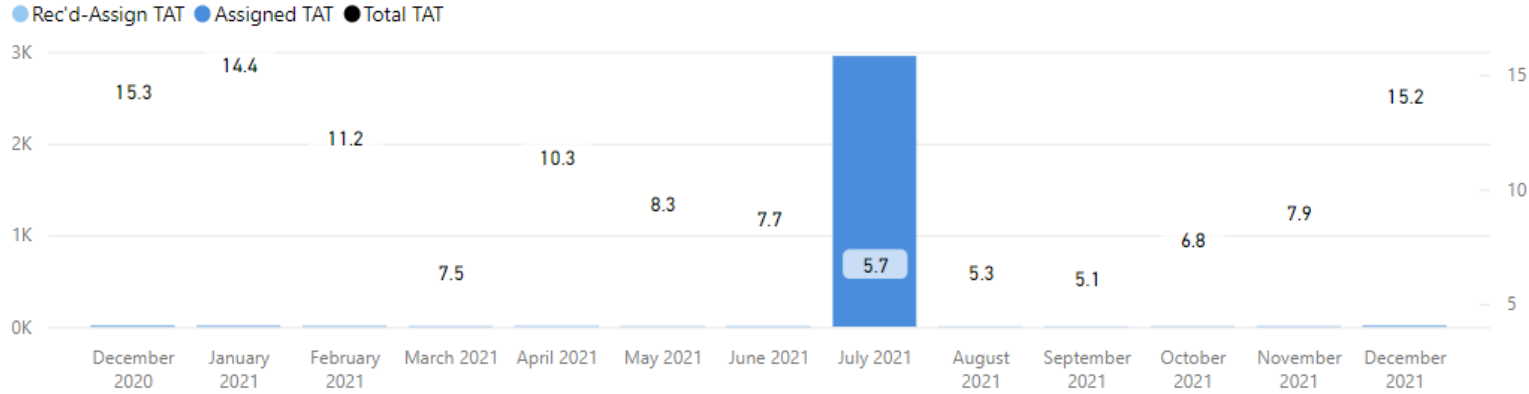
12/1/2020

12/31/2021

### Request Type

CODIS

### Total TAT by Month



### Selected Time Frame Averages

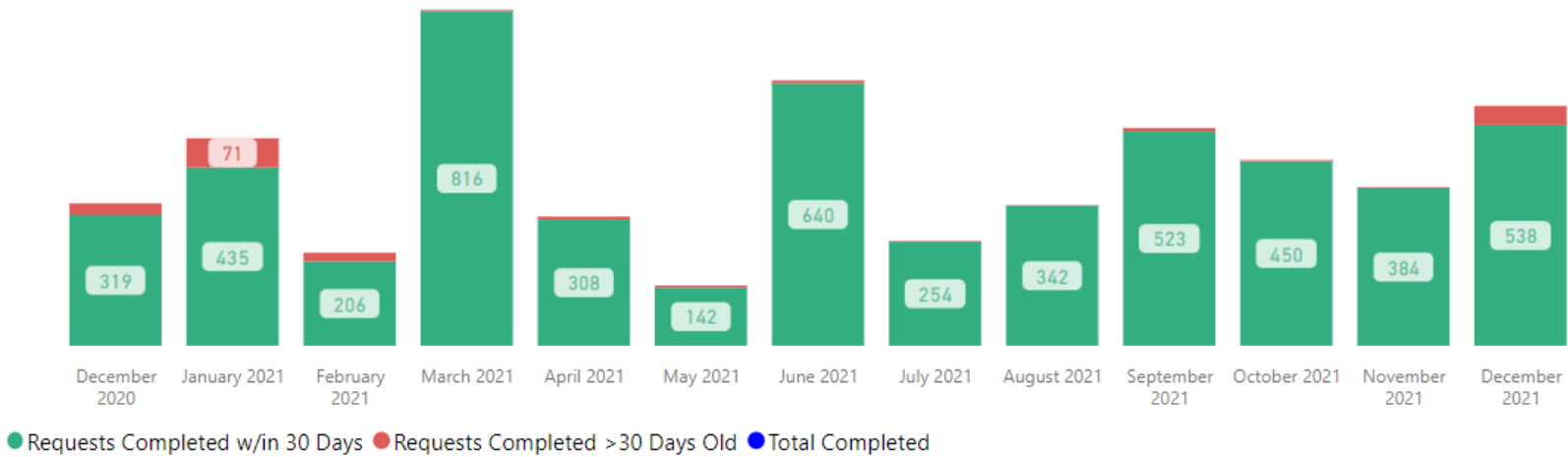
9.28

Total TAT (Rec'd-Compl.) Avg

141.27

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

5563

Requests Completed

206

Requests Completed > 30 Days

3.70 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

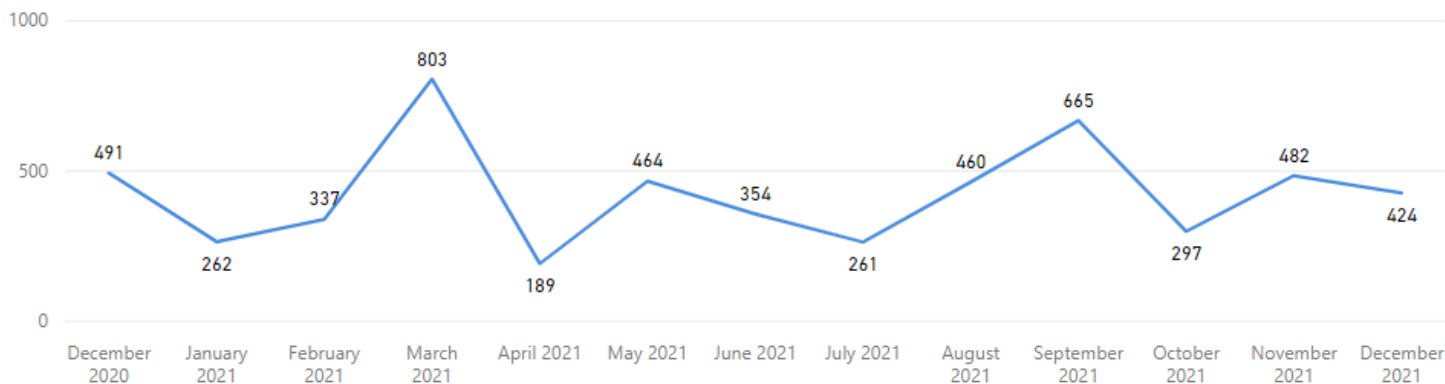
All

Received Filter

12/1/2020

12/31/2021

### Received by Month



Total Received

5489

Received per Month (Avg)\*

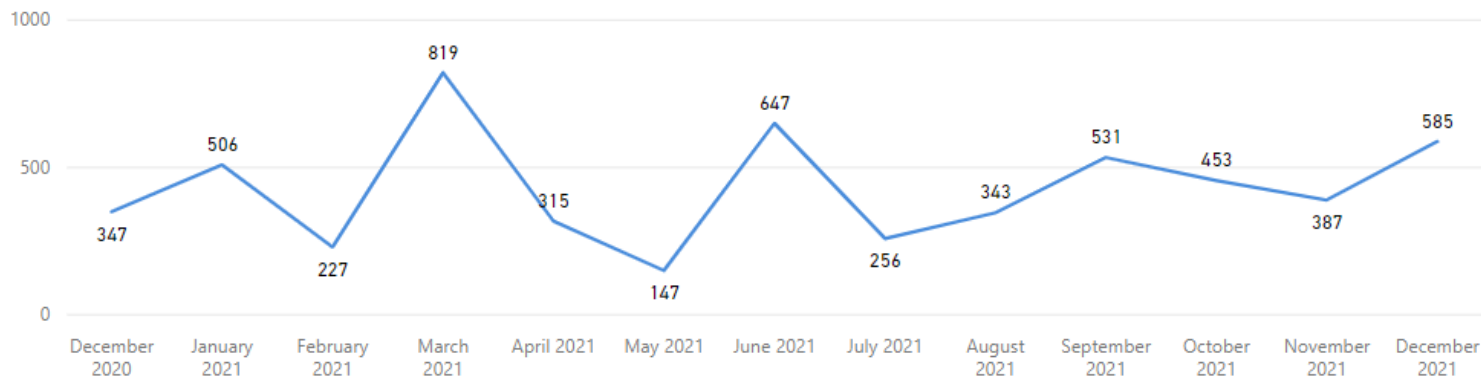
422

Completed Filter

12/1/2020

12/31/2021

### Completed by Month



Total Completed

5563

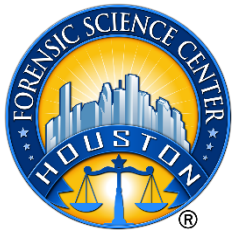
Completed per Month (Avg)\*

428

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



# Latent Prints



Service

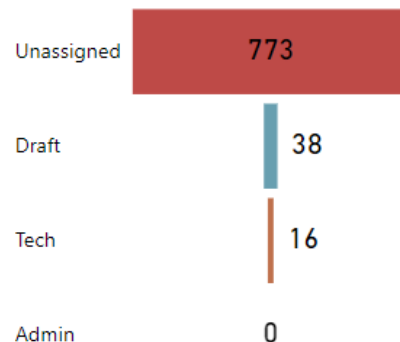
Latent Comparison

Priority Type

All

Backlogged Requests: 2208

Avg Age of Backlog (days): 421

Longest Time in Phase  
(Pending)

## # of Unassigned

2242!

Goal: 230 (-874.78%)

## # Pending Draft

26✓

Goal: 50 (+48%)

## # Pending Tech

3✓

Goal: 50 (+94%)

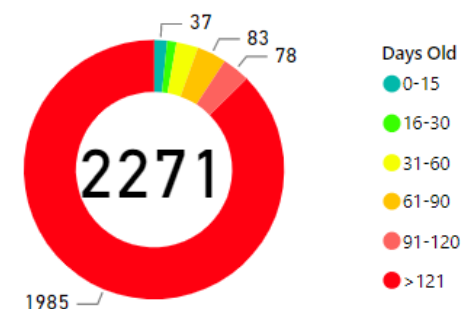
## # Pending Admin

0✓

Goal: 50 (+100%)

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

## Pending Requests



Avg Age (days): 409

Overall TAT  
(MTD)

394.8!

Goal: 45, 46

Overall TAT  
(Past 90 Days)

344.3!

Goal: 45, 46

Analysis TAT  
(MTD)

7.7✓

Goal: 45, 46

Analysis TAT  
(Past 90 Days)

6.4✓

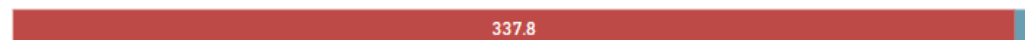
Goal: 45, 46

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

144

Received

91

## 30 Day Avg (Over Past 90 Days)

Completed

155

Received

90

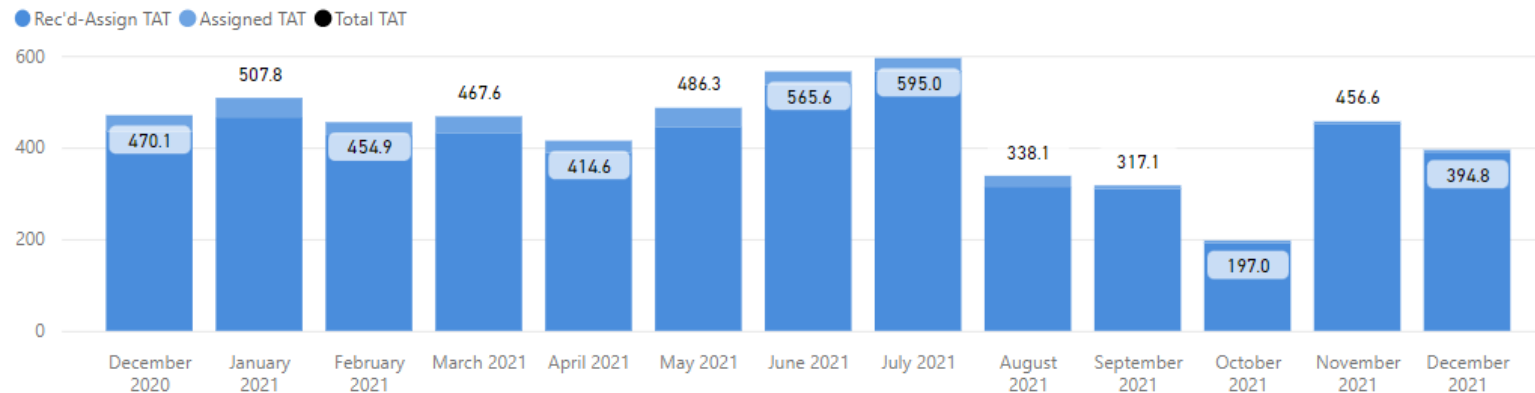


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

Latent Comparison

Priority Type

All

## Selected Time Frame Averages

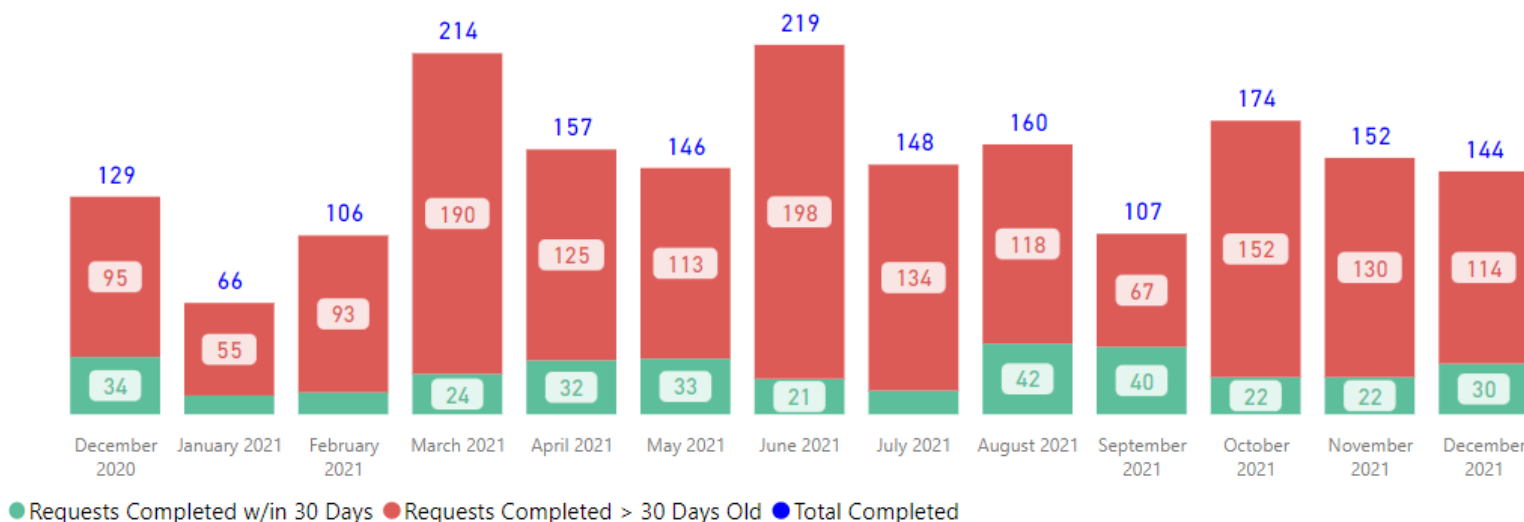
436.52

Total TAT (Rec'd-Compl.) Avg

24.45

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1922

Requests Completed

1584

Requests Completed > 30 Days Old

82.41 %

% Completed > 30 Days Old

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



Service

Latent Comparison

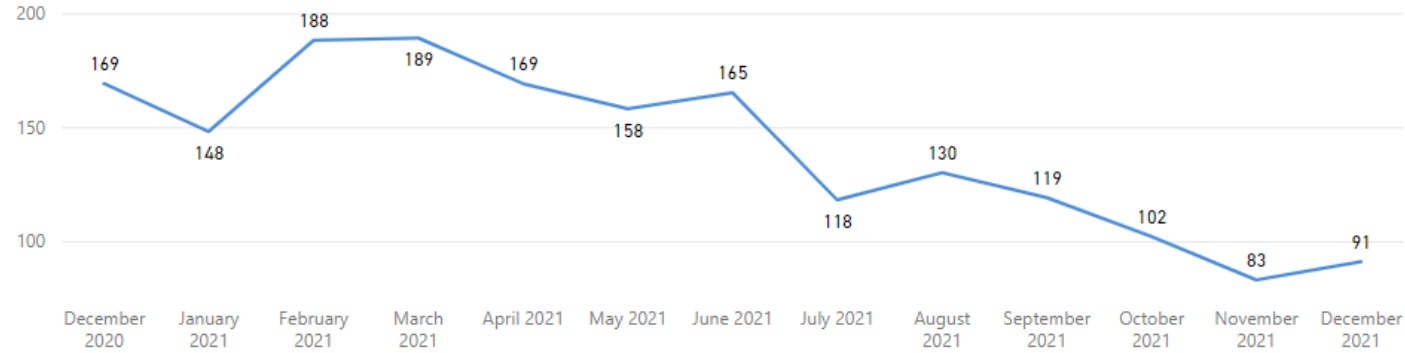
Priority Type

All

#### Received Filter

12/1/2020 12/31/2021

#### Received by Month



#### Total Received

1,829

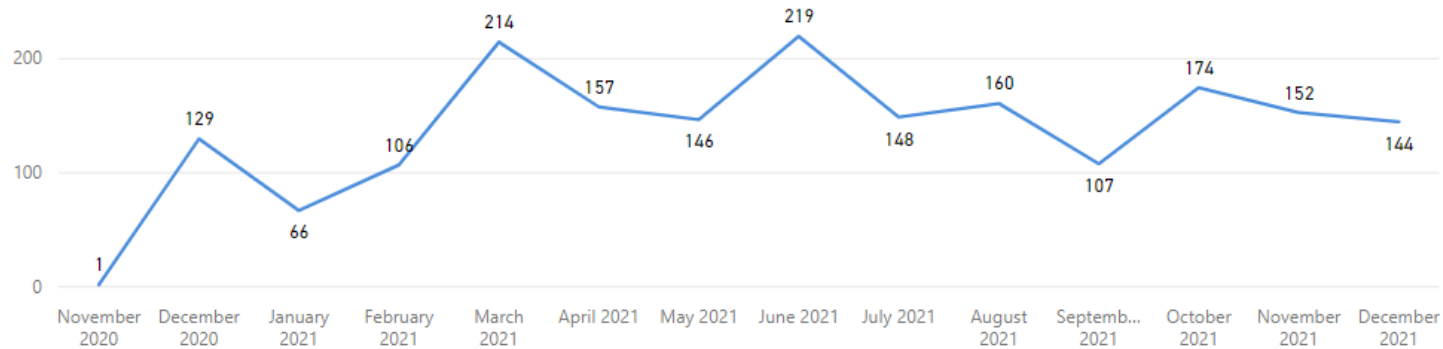
#### Received per Month (Avg)\*

141

#### Completed Filter

12/1/2020 12/31/2021

#### Completed by Month



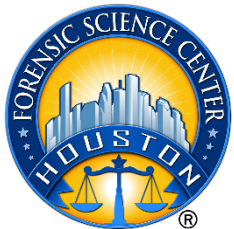
#### Total Completed

1,923

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

137

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



Service

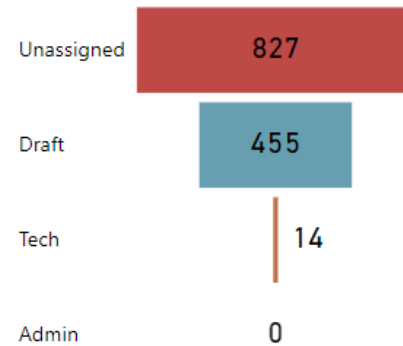
Latent Processing

Priority Type

All

Backlogged Requests: 639

Avg Age of Backlog (days): 372

Longest Time in Phase  
(Pending)

## # of Unassigned

664!

Goal: 50 (-1228%)

## # Pending Draft

5✓

Goal: 30 (+83.33%)

## # Pending Tech

10✓

Goal: 30 (+66.67%)

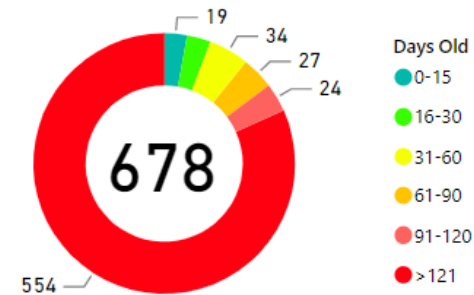
## # Pending Admin

0✓

Goal: 30 (+100%)

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

## Pending Requests



Avg Age (days): 351

Overall TAT  
(MTD)

234.5!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

186.1!

Goal: 30, 31

Analysis TAT  
(MTD)

25.6✓

Goal: 30, 31

Analysis TAT  
(Past 90 Days)

23.0✓

Goal: 30, 31

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

## Month to Date

Completed

18

Received

41

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



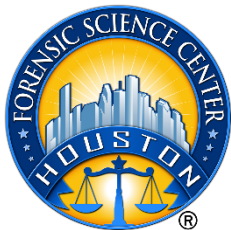
## 30 Day Avg (Over Past 90 Days)

Completed

21

Received

40



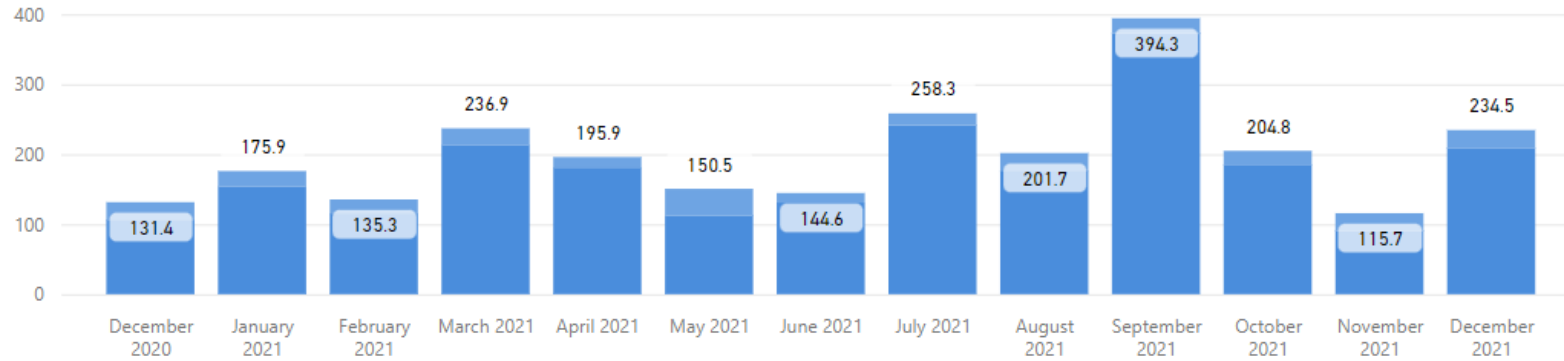
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

Latent Processing

Priority Type

All

## Selected Time Frame Averages

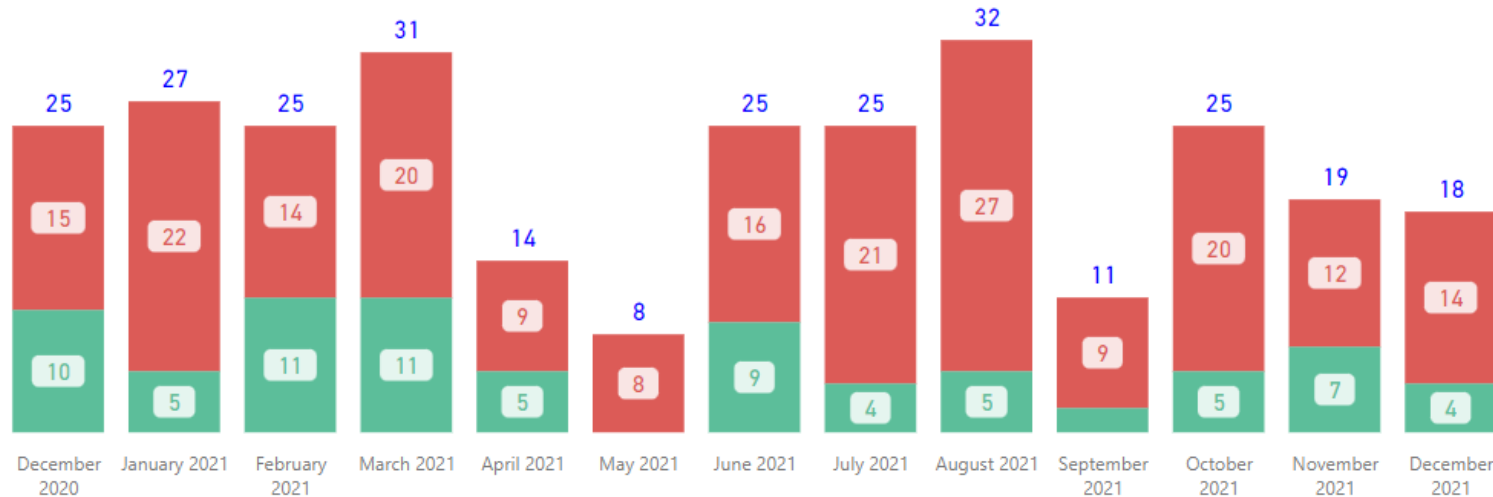
193.37

Total TAT (Rec'd-Compl.) Avg

21.76

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



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

## Received to Complete

285

Requests Completed

207

Requests Completed > 30 Days Old

72.63 %

% Completed > 30 Days Old

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





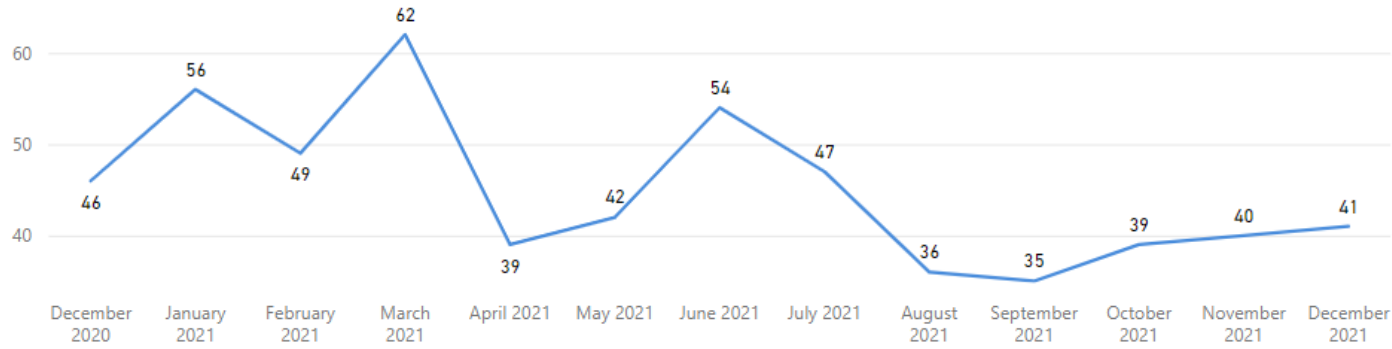
Service: Latent Processing

Priority Type: All

**Received Filter**

12/1/2020 12/31/2021

### Received by Month



**Total Received**

586

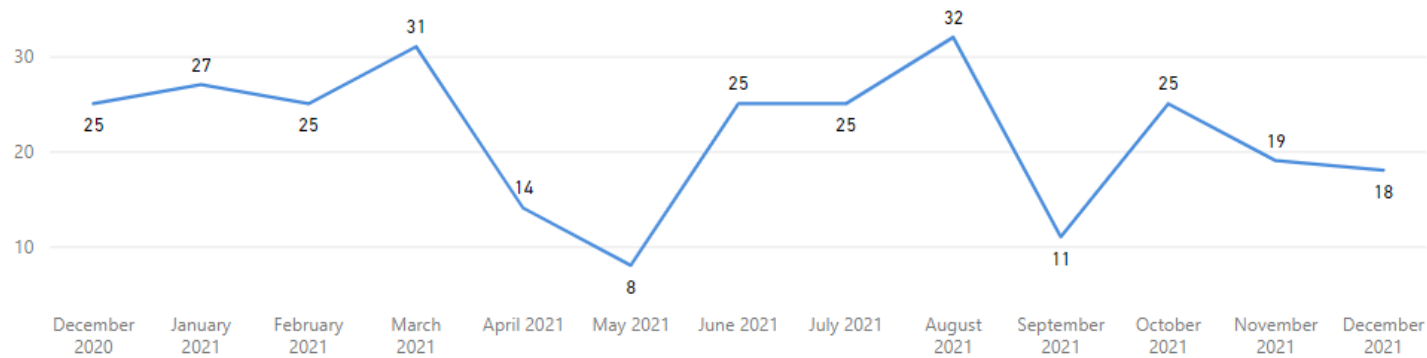
**Received per Month (Avg)\***

45

**Completed Filter**

12/1/2020 12/31/2021

### Completed by Month



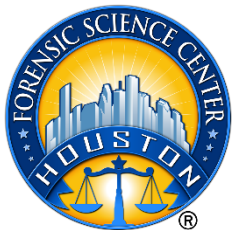
**Total Completed**

285

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

22

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



# Digital Multi-Media



Service

AV Call Out

Priority Type

All

Backlogged Requests: 0

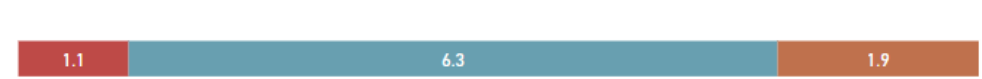
Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Analysis TAT (MTD)
Unassigned	0	0✓ Goal: 15 (+100%)	0✓ Goal: 5 (+100%)	<div>Days Old</div> <div>0-15</div> <div>16-30</div> <div>31-60</div> <div>61-90</div> <div>91-120</div> <div>&gt;121</div> <div>0</div> <div>Avg Age (days): (Blank)</div>		2.0✓ Goal: 5, 6	2.0✓ Goal: 5, 6
Draft	0	# Pending Tech	# Pending Admin			Overall TAT (Past 90 Days)	Analysis TAT (Past 90 Days)
Tech	0	0✓ Goal: 5 (+100%)	0✓ Goal: 5 (+100%)			9.3! Goal: 5, 6	8.2! Goal: 5, 6
Admin	0	Goal= Threshold for the max # of requests in each bucket					

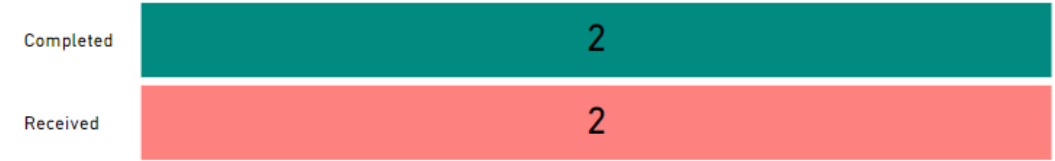
TAT by Phase of Work (MTD)



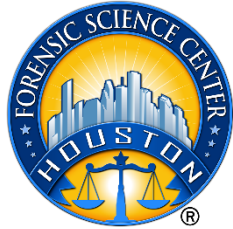
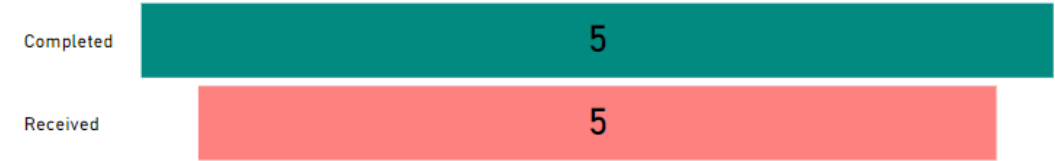
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



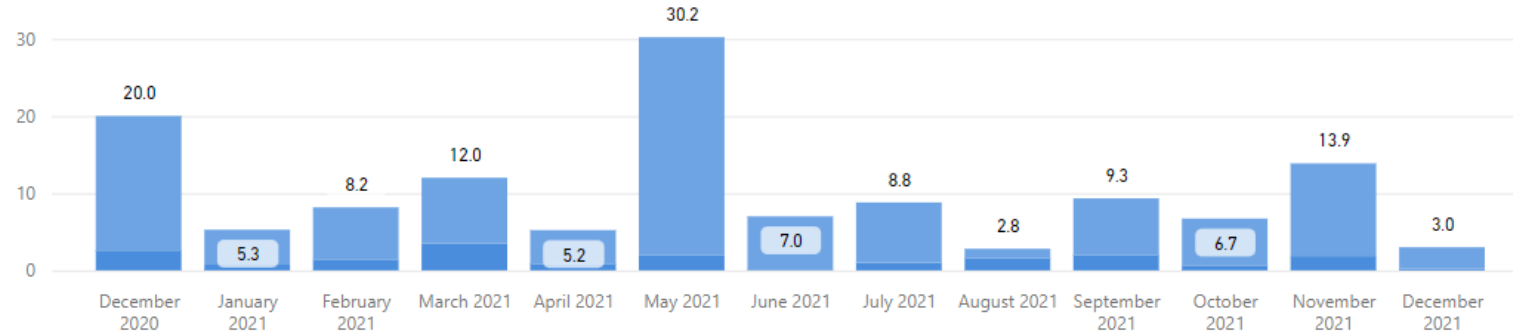
## Date Range

12/1/2020

12/31/2021

## Total TAT by Month

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



## Request Type

AV Call Out

Priority Type

All

## Selected Time Frame Averages

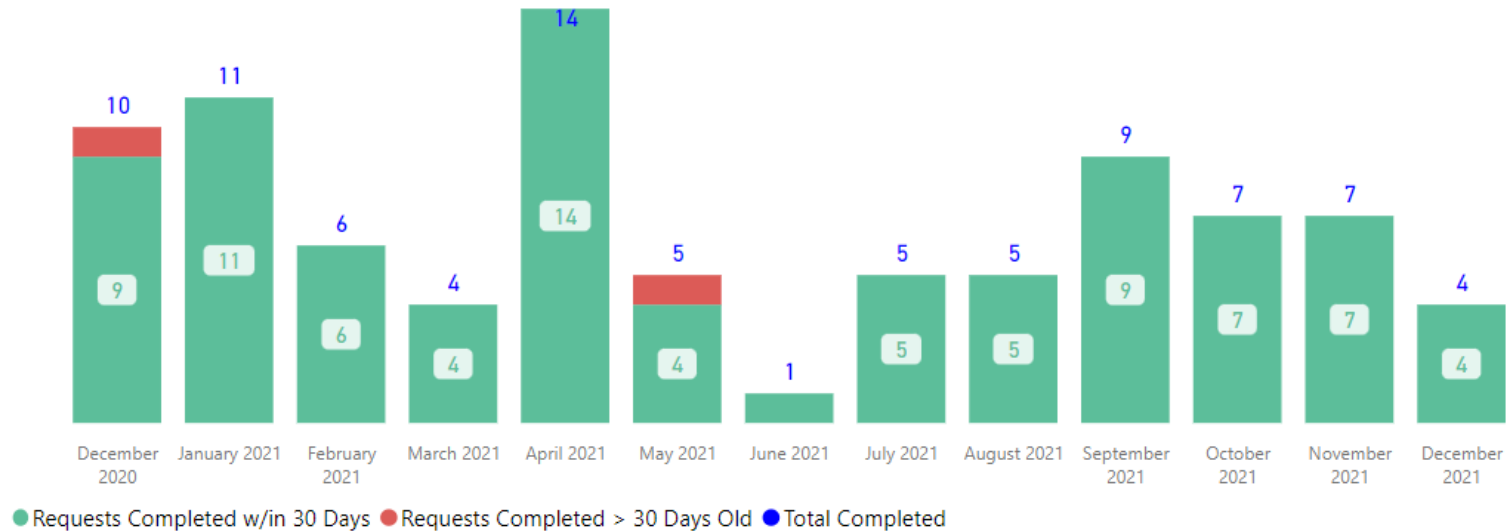
10.05

Total TAT (Rec'd-Compl.) Avg

8.60

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

88

Requests Completed

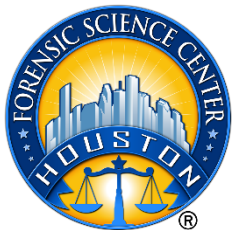
2

Requests Completed > 30 Days Old

2.27 %

% Completed > 30 Days Old

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



Service

AV Call Out

Priority Type

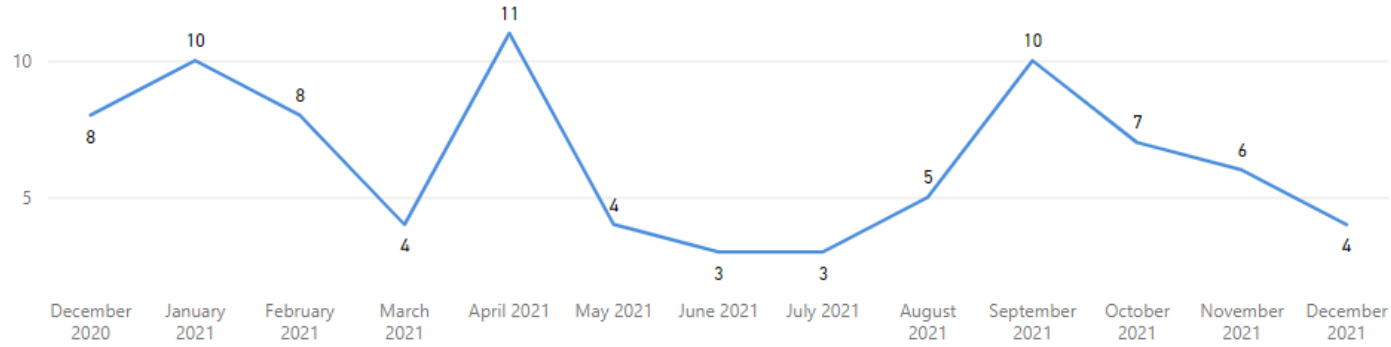
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

83

### Received per Month (Avg)\*

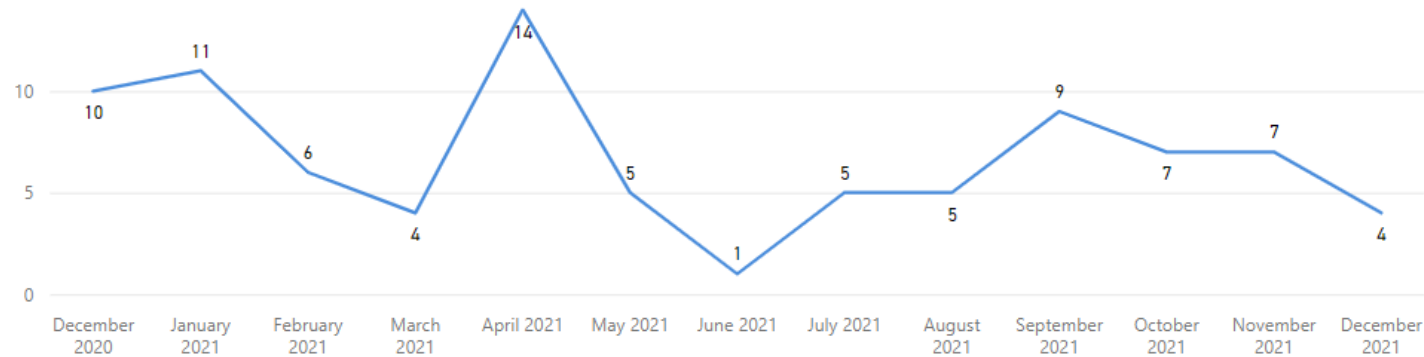
6

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



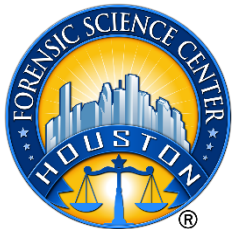
### Total Completed

88

### Completed per Month (Avg)\*

7

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



Service

AV Examination

Priority Type

All

Backlogged Requests: 2

Avg Age of Backlog (days): 34

Longest Time in Phase  
(Pending)

Unassigned

37

Draft

0

Tech

0

Admin

0

## # of Unassigned

9✓

Goal: 15 (+40%)

## # Pending Draft

0✓

Goal: 5 (+100%)

## # Pending Tech

0✓

Goal: 5 (+100%)

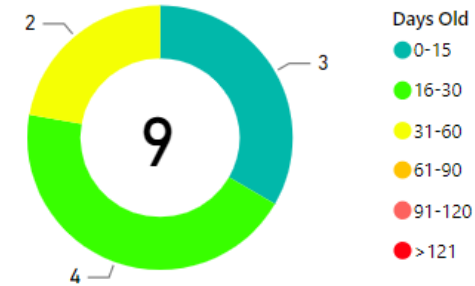
## # Pending Admin

0✓

Goal: 5 (+100%)

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

## Pending Requests



Avg Age (days): 18

Overall TAT  
(MTD)

31.3✓

Goal: 45, 46

Overall TAT  
(Past 90 Days)

25.2✓

Goal: 45, 46

Analysis TAT  
(MTD)

20.1✓

Goal: 45, 46

Analysis TAT  
(Past 90 Days)

11.7✓

Goal: 45, 46

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

8

Received

7

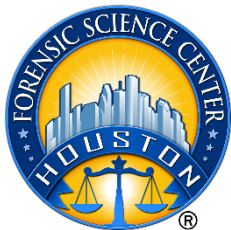
## 30 Day Avg (Over Past 90 Days)

Completed

10

Received

8

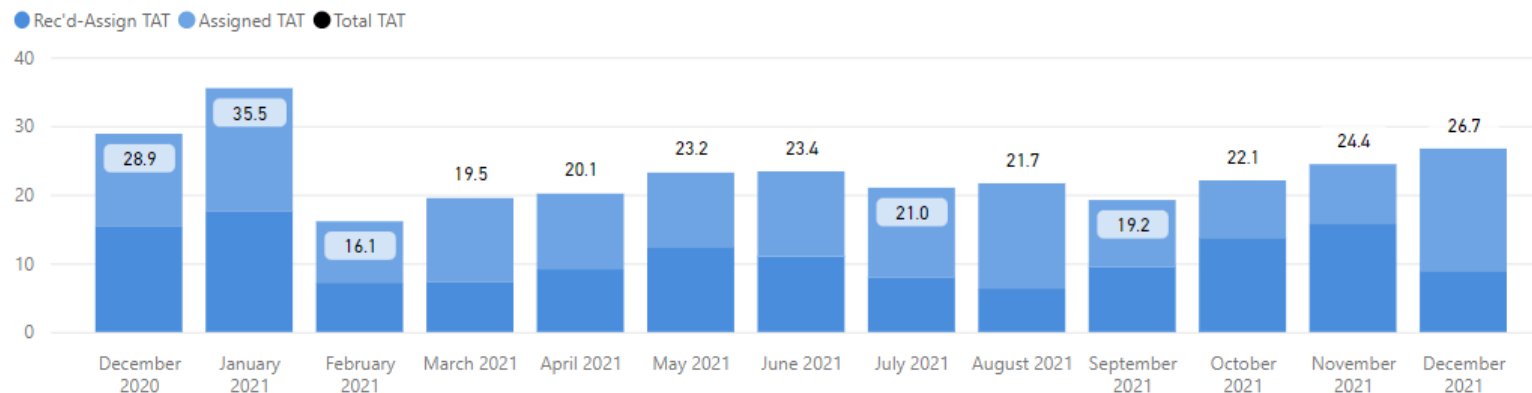


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

AV Examination

Priority Type

All

## Selected Time Frame Averages

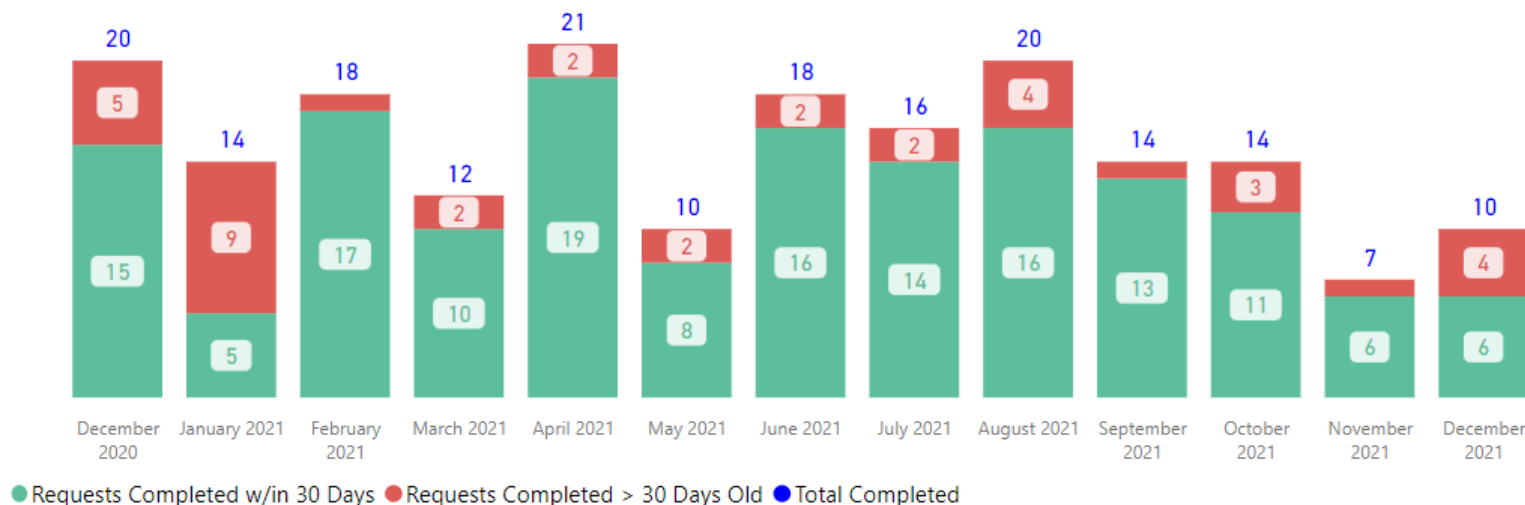
22.98

Total TAT (Rec'd-Compl.) Avg

12.38

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

194

Requests Completed

38

Requests Completed > 30 Days Old

19.59 %

% Completed > 30 Days Old

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



Service

AV Examination

Priority Type

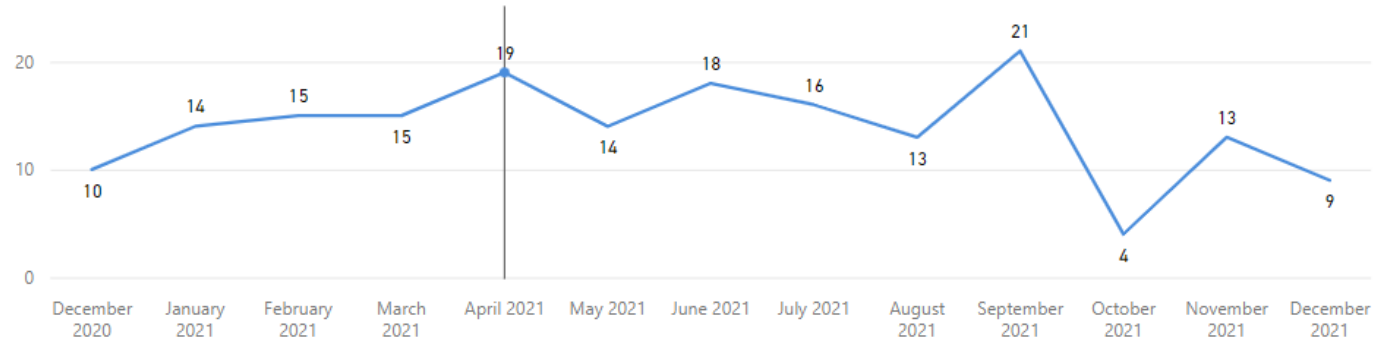
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

181

### Received per Month (Avg)\*

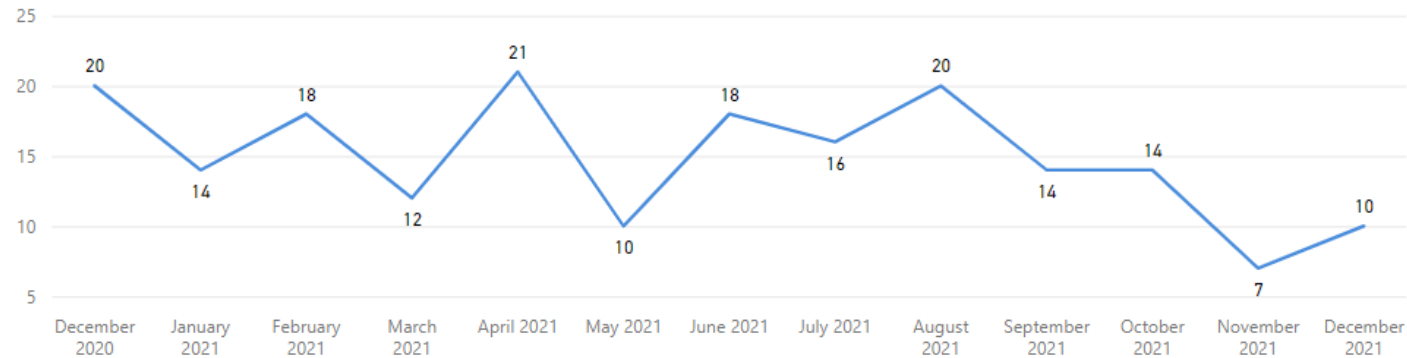
14

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



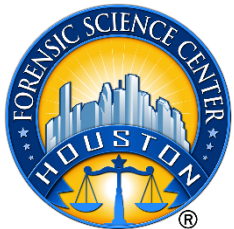
### Total Completed

194

### Completed per Month (Avg)\*

15

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





Service

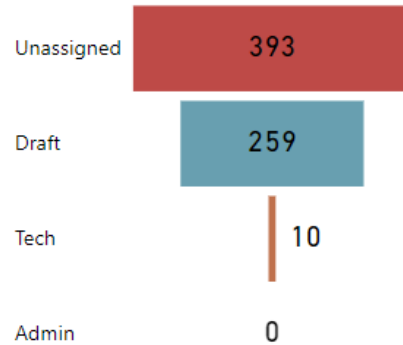
DFL

Priority Type

All

Backlogged Requests: 220

Avg Age of Backlog (days): 155

Longest Time in Phase  
(Pending)

# of Unassigned

273!

Goal: 50 (-446%)

# Pending Draft

10!

Goal: 5 (-100%)

# Pending Tech

1✓

Goal: 5 (+80%)

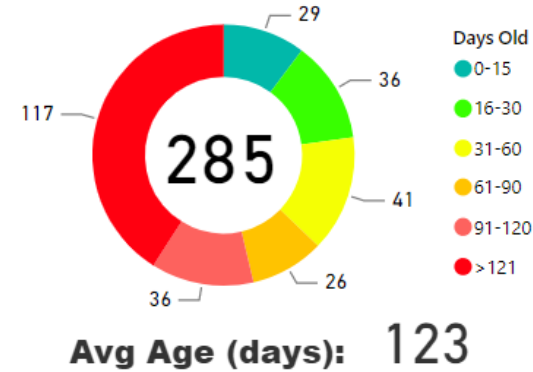
# Pending Admin

1✓

Goal: 5 (+80%)

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

## Pending Requests

Overall TAT  
(MTD)

77.8!

Goal: 45, 46

Overall TAT  
(Past 90 Days)

100.8!

Goal: 45, 46

Analysis TAT  
(MTD)

8.5✓

Goal: 45, 46

Analysis TAT  
(Past 90 Days)

9.0✓

Goal: 45, 46

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

## Month to Date

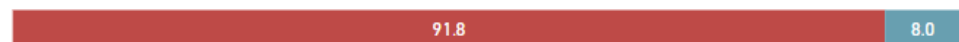
Completed

22

Received

73

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



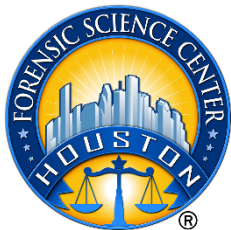
## 30 Day Avg (Over Past 90 Days)

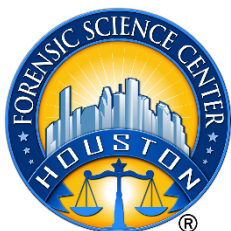
Completed

33

Received

56





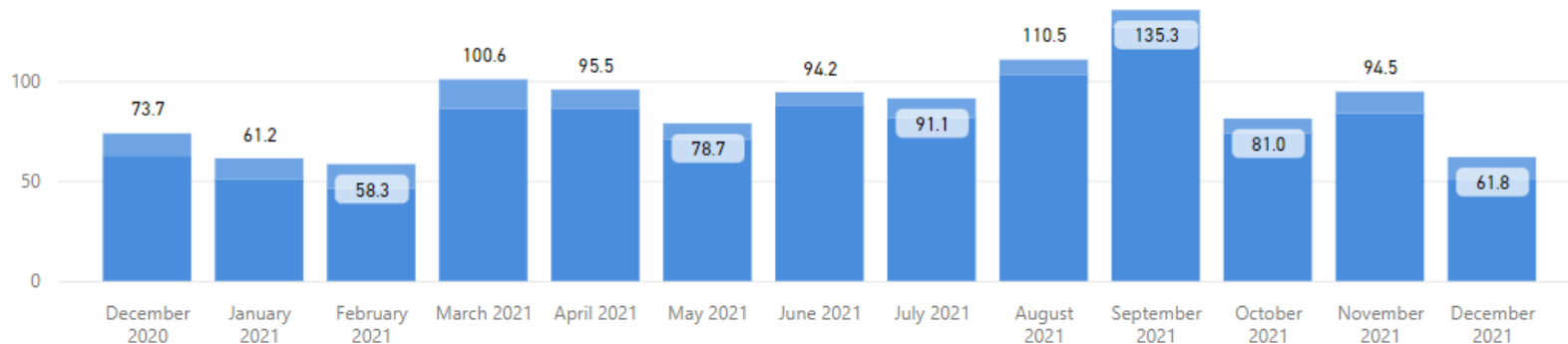
## Date Range

12/1/2020

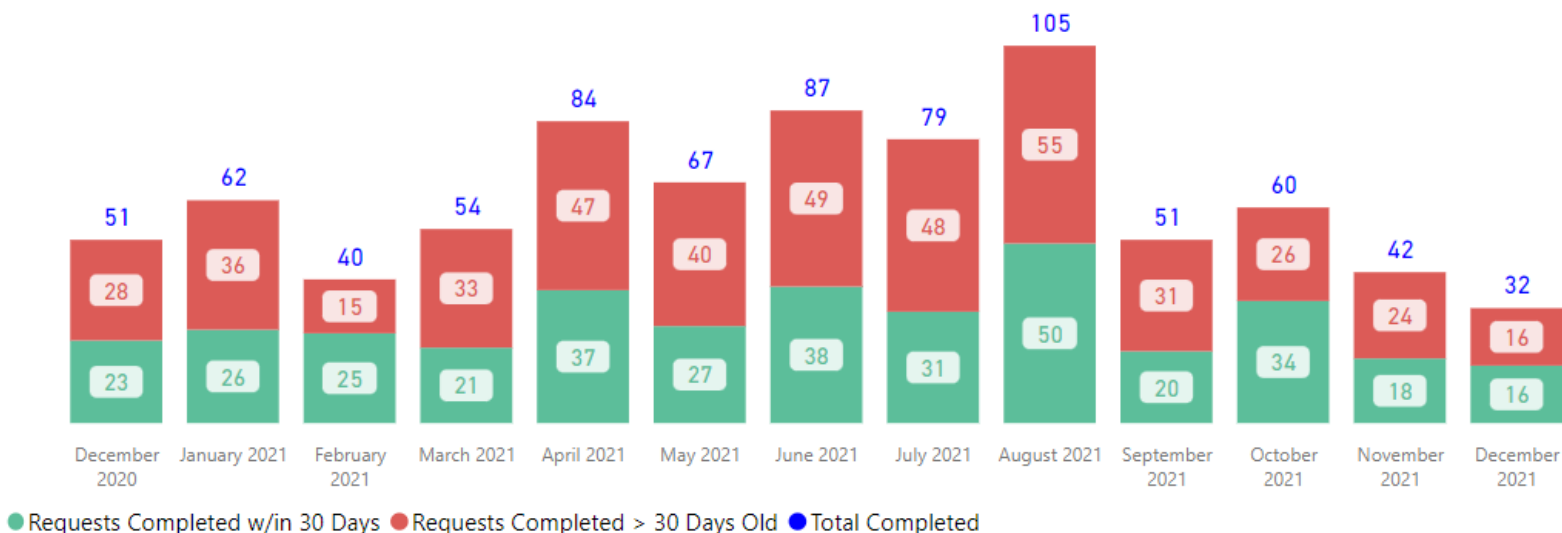
12/31/2021

## 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

90.06

Total TAT (Rec'd-Compl.) Avg

9.33

Assigned TAT (Asgmt.-Compl.) Avg

## Received to Complete

814

Requests Completed

448

Requests Completed > 30 Days Old

55.04 %

% Completed > 30 Days Old

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

## DFL and DME

Service  
Multiple selections ▼

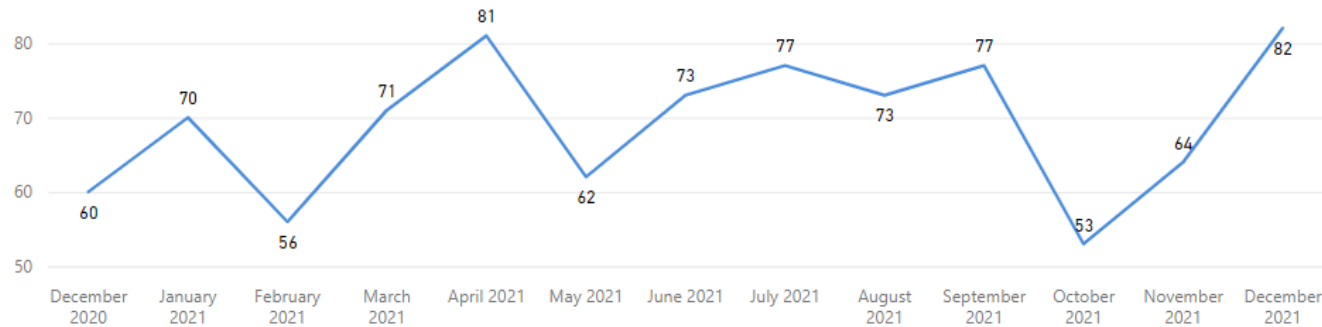
Priority Type  
All ▼

**Received Filter**

12/1/2020 12/31/2021

Slider range from 12/1/2020 to 12/31/2021

### Received by Month



### Total Received

899

### Received per Month (Avg)\*

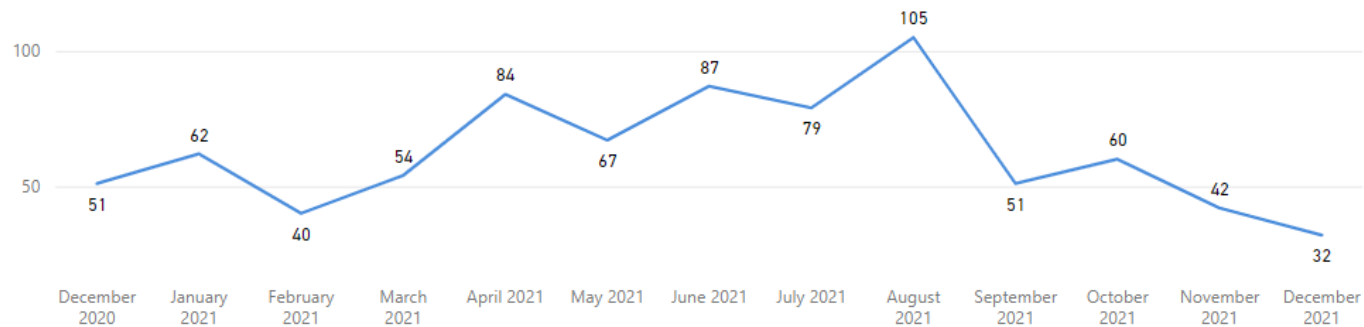
69

**Completed Filter**

12/1/2020 12/31/2021

Slider range from 12/1/2020 to 12/31/2021

### Completed by Month



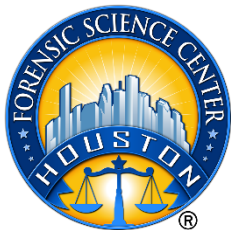
### Total Completed

814

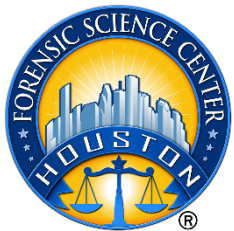
### Completed per Month (Avg)\*

63

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



# Crime Scene Unit



Service

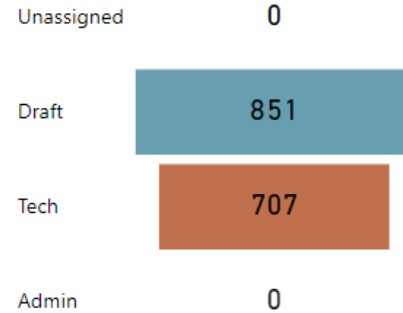
CSU Response

Priority Type

All

Backlogged Requests: 849

Avg Age of Backlog (days): 127

Longest Time in Phase  
(Pending)

# of Unassigned

0✓

Goal: 0

# Pending Draft

195!

Goal: 30 (-550%)

# Pending Tech

762!

Goal: 30 (-2440%)

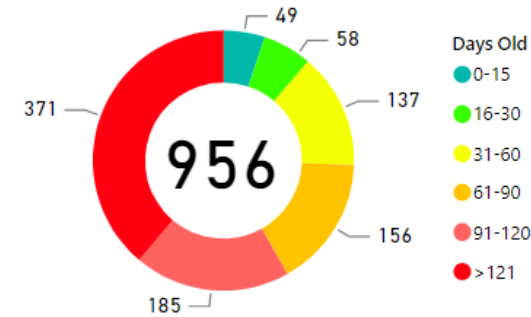
# Pending Admin

1!

Goal: 0

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

## Pending Requests



Avg Age (days): 115

Overall TAT  
(MTD)

194.7!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

162.0!

Goal: 30, 31

Analysis TAT  
(MTD)

193.5!

Goal: 30, 31

Analysis TAT  
(Past 90 Days)

158.7!

Goal: 30, 31

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

148

Received

108

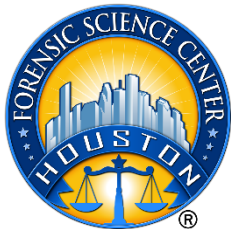
## 30 Day Avg (Over Past 90 Days)

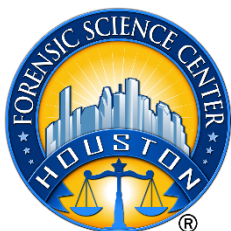
Completed

170

Received

142



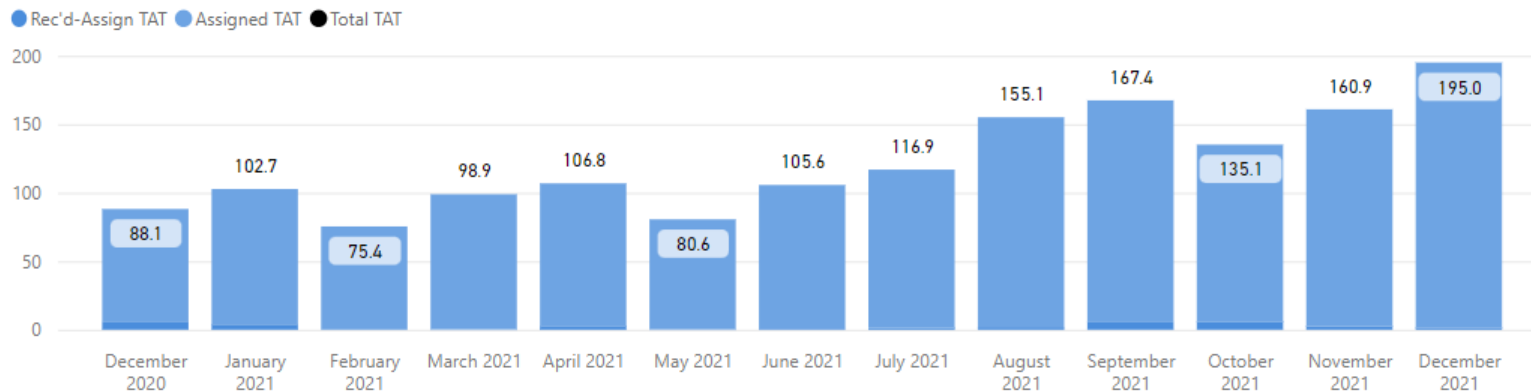


## Date Range

12/1/2020

12/31/2021

## Total TAT by Month



## Request Type

CSU Response

Priority Type

All

## Selected Time Frame Averages

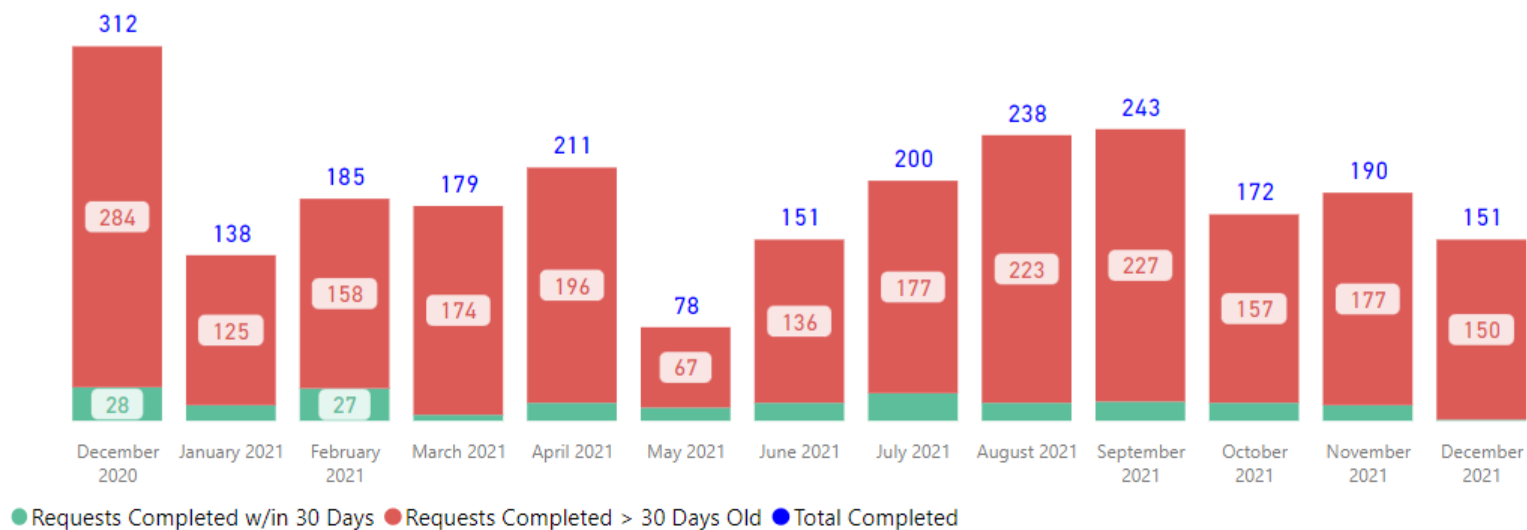
123.48

Total TAT (Rec'd-Compl.) Avg

120.70

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

2448

Requests Completed

2251

Requests Completed > 30 Days Old

91.95 %

% Completed > 30 Days Old

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

Service

CSU Response

Priority Type

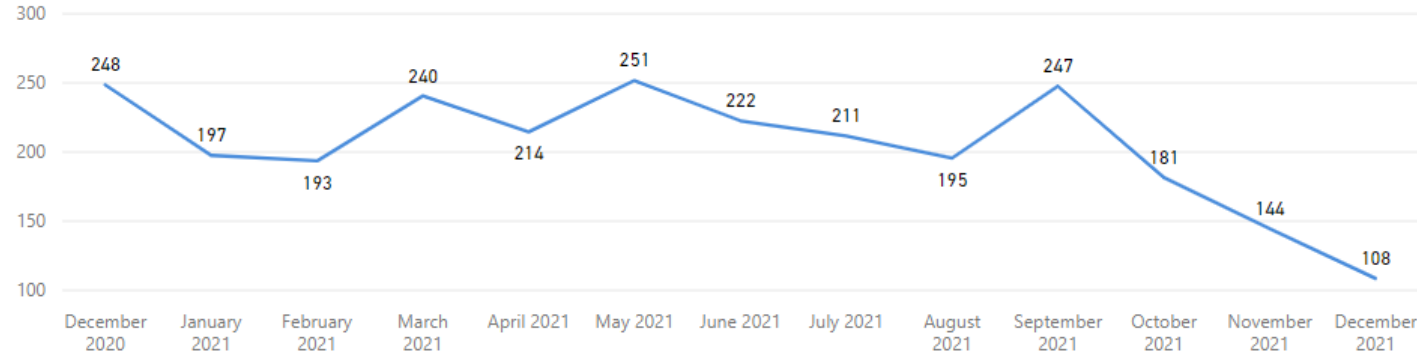
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

2,651

### Received per Month (Avg)\*

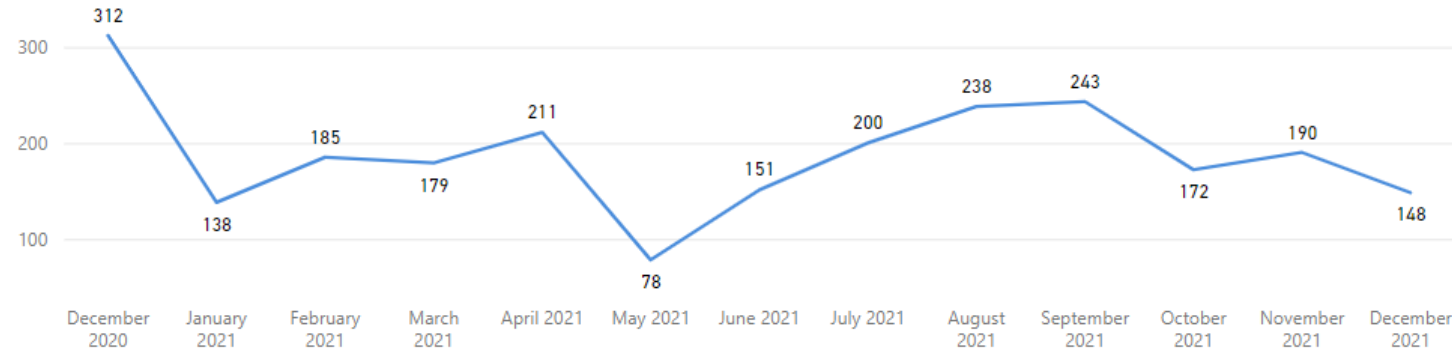
204

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



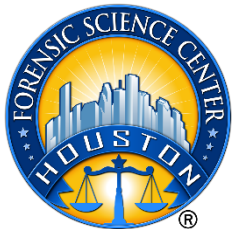
### Total Completed

2,445

### Completed per Month (Avg)\*

188

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



Service

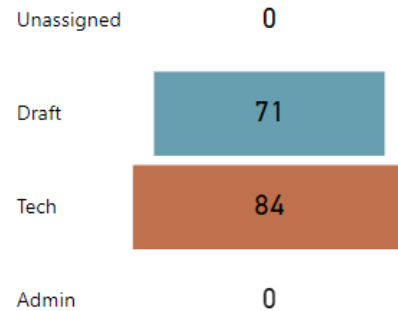
CSU VEB

Priority Type

All

Backlogged Requests: 183

Avg Age of Backlog (days): 63

Longest Time in Phase  
(Pending)

## # of Unassigned

0✓

Goal: 0

## # Pending Draft

153!

Goal: 30 (-410%)

## # Pending Tech

95!

Goal: 30 (-216.67%)

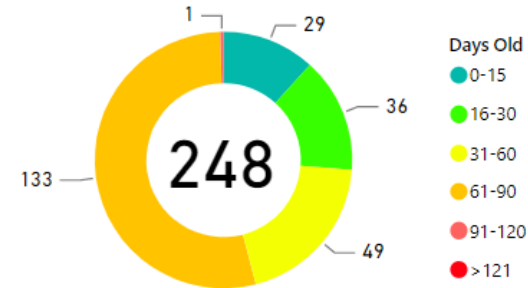
## # Pending Admin

0✓

Goal: 30 (+100%)

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

## Pending Requests



Avg Age (days): 51

Overall TAT  
(MTD)

46.8!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

28.2✓

Goal: 30, 31

Analysis TAT  
(MTD)

43.4!

Goal: 30, 31

Analysis TAT  
(Past 90 Days)

24.7✓

Goal: 30, 31

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

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



## Month to Date

Completed

5

Received

66

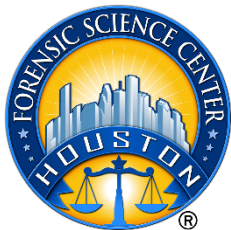
## 30 Day Avg (Over Past 90 Days)

Completed

4

Received

86



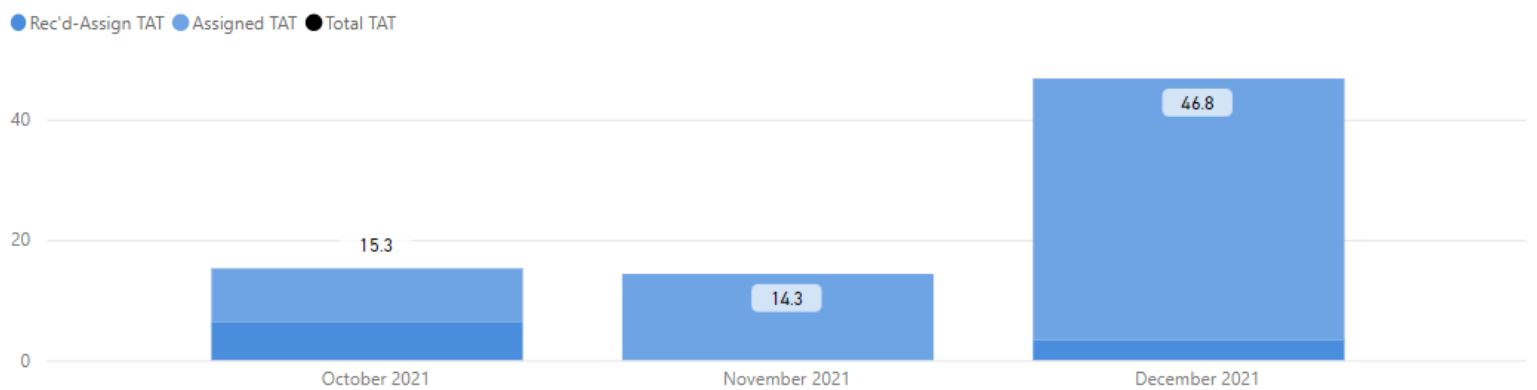




Date Range

12/1/2020 12/31/2021

Total TAT by Month



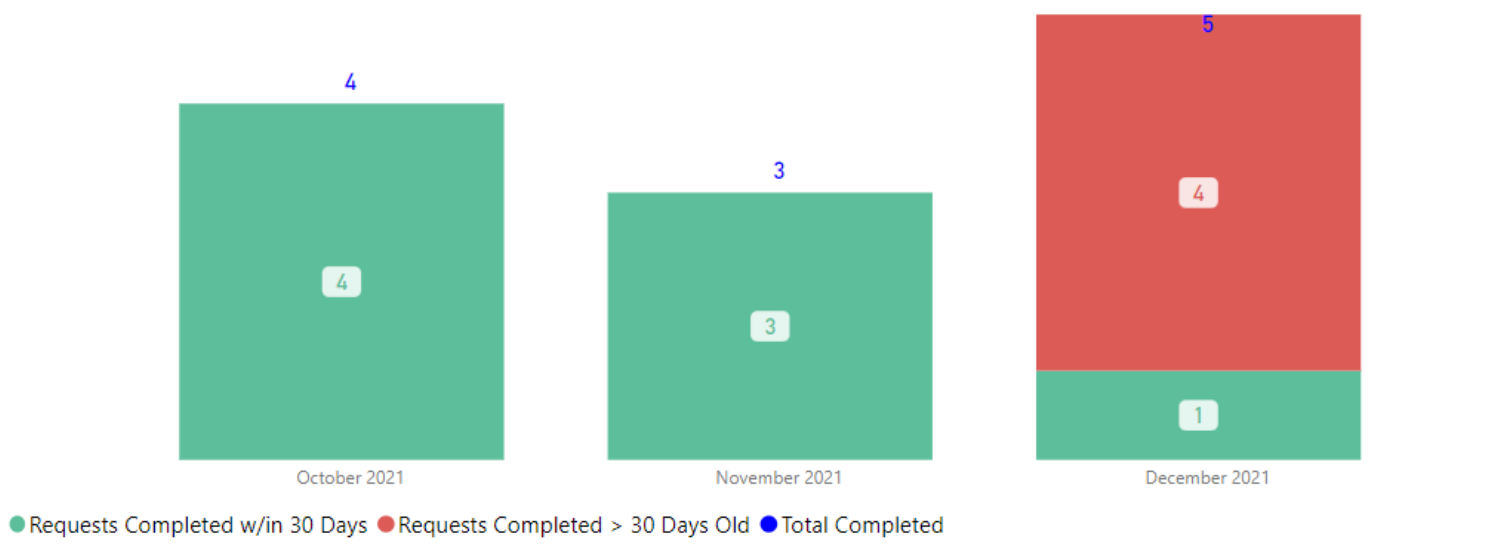
Request Type

CSU VEB  
Priority Type  
All

Selected Time Frame Averages

28.17  
Total TAT (Rec'd-Compl.) Avg  
24.67  
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

12  
Requests Completed  
4  
Requests Completed > 30 Days Old  
33.33 %  
% Completed > 30 Days Old

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

Service

CSU VEB

Priority Type

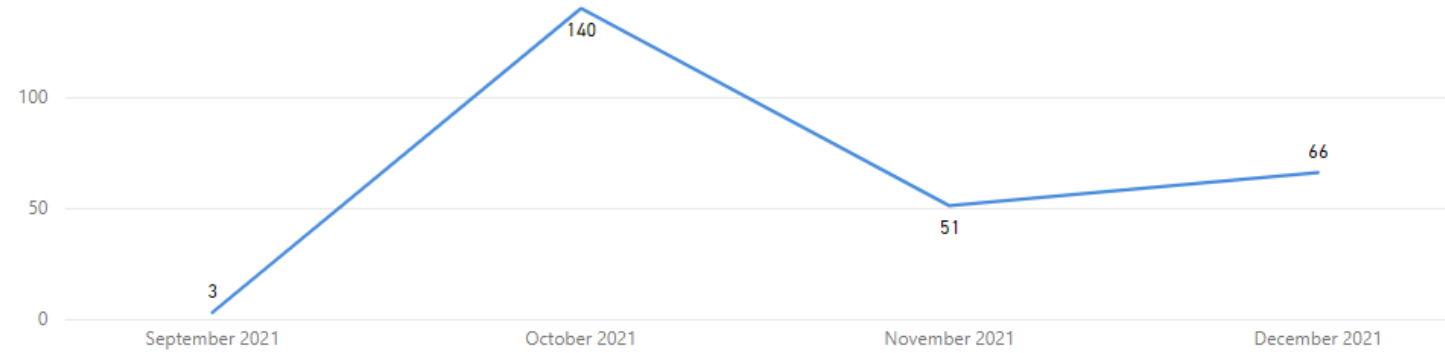
All

### Received Filter

12/1/2020

12/31/2021

### Received by Month



### Total Received

260

### Received per Month (Avg)\*

65

### Completed Filter

12/1/2020

12/31/2021

### Completed by Month



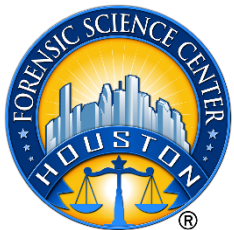
### Total Completed

12

### Completed per Month (Avg)\*

4

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



## HOUSTON FORENSIC SCIENCE CENTER, INC.

### Regular Meeting of the Board of Directors

January 14, 2022 at 9:00 a.m.

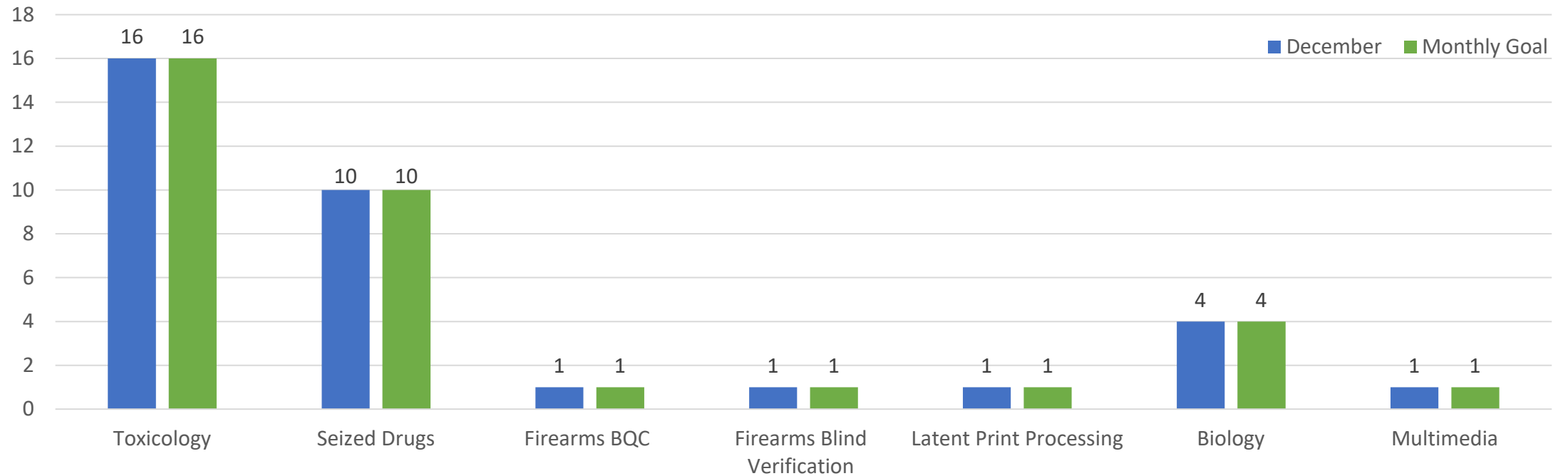
<b>Agenda Action Item No.:</b>	9. Consider delegating authority to Dr. Stout to negotiate and enter into a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY 2021- Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction federal grant, total budget of \$451,365.00.
<b>Subject:</b>	Consider approval of a contract with Signature Science, LLC (Signature Science) to provide DNA services for HFSC forensic biology cases, and designate authority to Dr. Stout to finalize said contract for signature.
<b>Background:</b>	HFSC was awarded the FY 2021- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC's current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog of sexual assault kits, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.
<b>Executive Summary:</b>	<p>In March 2021, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services to be funded by the BJA DNA Capacity Enhancement and Backlog Reduction federal grant. After consideration of the stated selection criteria, Signature Science was selected as the successful respondent. The proposed contract anticipates the total project budget for Signature Science's services will not exceed the total grant budget for outsourcing, \$451,365.00. HFSC will be responsible for ensuring the total expenditure for services provided, does not exceed the total grant budget. While HFSC has been awarded the grant for this fiscal year, funds are still pending release from BJA and the final contract cannot yet be executed. Thus, authority to complete negotiations and finalize the contract, must be delegated to Dr. Stout to begin outsourcing as soon as funds are released.</p> <p>Also of note, during the April 9, 2021 regular Board meeting, the members reached a consensus regarding utilizing existing Corporate procurement policies to approve budget adjustments and increases, for grant funded projects. Pursuant to the board resolutions governing approval thresholds for corporate expenditures, once the Board approves a grant funded contract, the Board Chair may authorize subsequent budget adjustments in conjunction with the appropriate corporate officers, and execute any necessary contract amendments.</p>
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact to HFSC.
<b>Staff Recommendation:</b>	Staff recommends approval
<b>By:</b>	Dr. Amy Castillo, Vice President and COO Legal review and approved as to form by General Counsel

# Quality Division Report

## January 14, 2022



# Blind Quality Controls Submitted in December



# Blind Quality: Accomplishments and Challenges

- Firearms blind quality control manuscript submission to Journal of Forensic Sciences accepted for publication
- Pilot program to create toxicology blind samples in-house. First round of blood alcohol results were consistent with the theoretical concentration
- New specialist joined the quality division in December

Forensic Discipline	Cases Completed in December	Cases Completed in 2021
<b>Toxicology – BAC</b>	16	238
<b>Seized Drugs</b>	13	152
<b>Biology</b>	4 (DNA) 6 (screening)	66 (DNA) 46 (screening)
<b>Firearms</b>	1	7
<b>Firearms Blind Verification</b>	2	12
<b>Latent Print Processing</b>	0	9
<b>Latent Print Comparison</b>	6	35
<b>Latent Print Blind Verification</b>	1	13
<b>Multimedia</b>	0	16



# 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

- 3 responses received in the fourth quarter of 2021:
  - Satisfied or very satisfied
    - 1 response
  - Neither satisfied nor dissatisfied
    - 0 responses
  - Dissatisfied or very dissatisfied
    - 2 responses



# #79

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, November 01, 2021 12:37:19 PM  
**Last Modified:** Monday, November 01, 2021 12:38:30 PM  
**Time Spent:** 00:01:10  
**IP Address:** 204.235.229.18

Page 1

**Q1** Investigator

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

**Q2** Quality

What section are you giving feedback on?

**Q3** Dissatisfied

How satisfied are you with HFSC services?

**Q4**  
This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback.

No person to talk to in regards to question about a rejection. Called and was told to leave a message or e-mail.

**Q5** Respondent skipped this question

If you would like to be contacted regarding your feedback, please include your contact information

# #80

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, November 16, 2021 11:47:13 AM  
**Last Modified:** Tuesday, November 16, 2021 11:49:56 AM  
**Time Spent:** 00:02:42  
**IP Address:** 174.202.232.77

Page 1

**Q1** Prosecutor

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

**Q2** Latent Print

What section are you giving feedback on?

**Q3** Very Dissatisfied

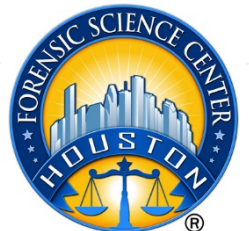
How satisfied are you with HFSC services?

**Q4**  
This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback.

Requests are always rejected for things such as a missing number despite other identifiers. Examiners not showing up even with subpoena and request.

**Q5** Respondent skipped this question

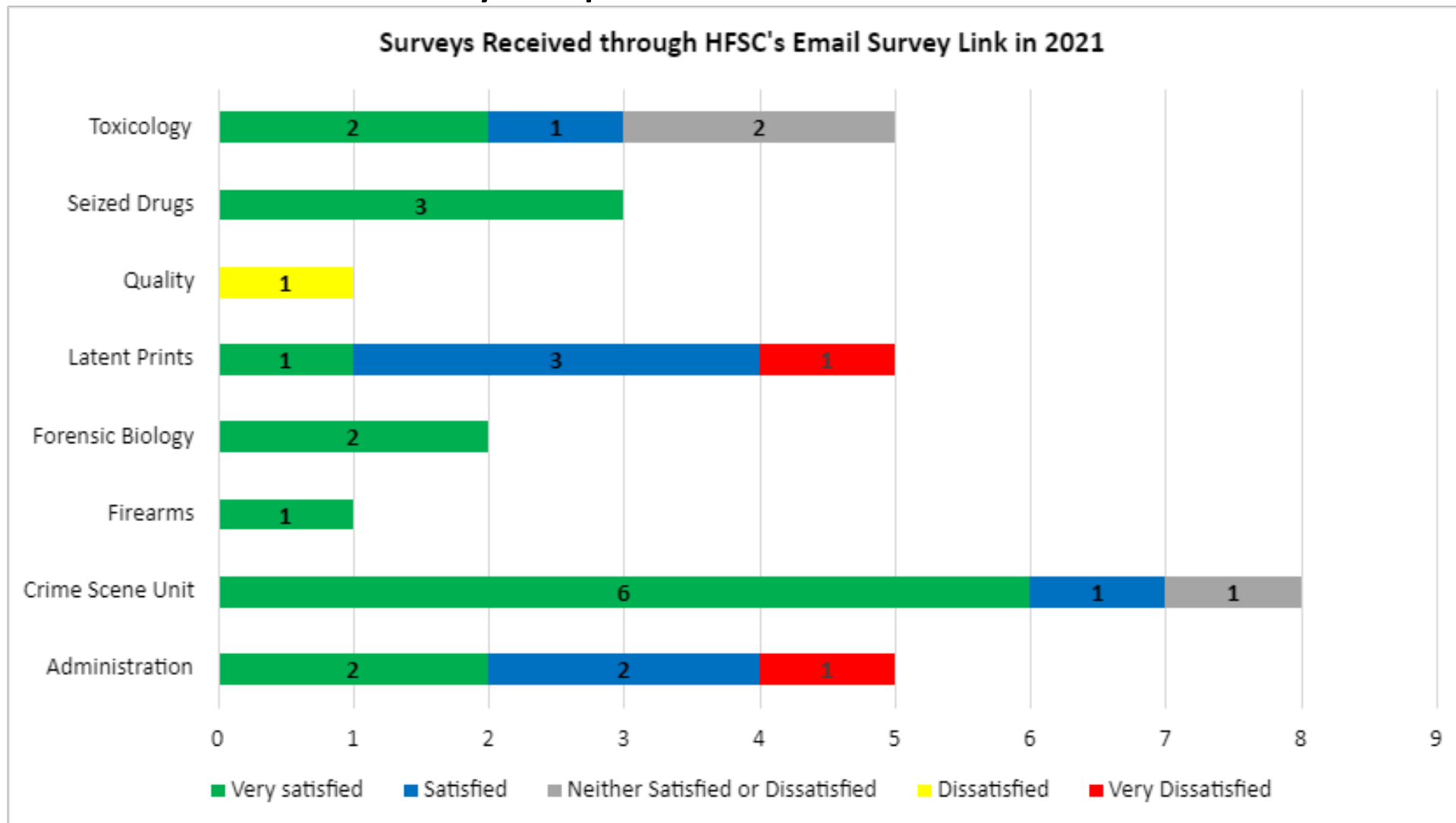
If you would like to be contacted regarding your feedback, please include your contact information





# Survey Responses

30 survey responses received in 2021



# Safety and Security Audit

- Second annual standalone safety and security audit
- All findings from the 2020 safety and security audit
- Audit occurred from November 16 – November 30
- Audit scope: October 1, 2020 – October 31, 2021
- Continuous improvement action based on previous security nonconformance
  - One safety finding involving procedure for affixing gas cylinder regulators
  - Safety manual will be revised to reflect current procedure based on staff feedback



# Disclosures/Corrective Actions

Forensic biology disclosure involving consumption of evidence

- Houston Police Department requested additional testing on 2010 case
  - Houston Police Department and accrediting bodies notified
  - Incorrect item of evidence was mistakenly consumed
  - Quality investigation finalized
  - Root cause determined to be a lack of independent verification of item selection and documentation of consumption approval



# Disclosures/Corrective Actions

Firearms disclosure involving a former technician who failed to properly label test fired bullets and cartridge cases:

- Investigation is still ongoing:
  - Harris County District Attorney's Office and accrediting bodies notified
  - No technical impact regarding NIBIN entries
    - 2 requests prioritized for rework
    - 43 requests will require additional test fires to be created, if firearm is available



# Disclosures/Corrective Actions

Forensic biology disclosure involving testimony

- Transcript reviewed as part of transcript review project
  - Investigation is still ongoing:
  - Concern regarding explanation of statistics and responses to questions asked about statistics
  - Investigation will encompass all testimonies given by analyst
  - Second transcript reviewed: statistical evaluation inadvertently not provided by analyst
  - Accrediting bodies notified

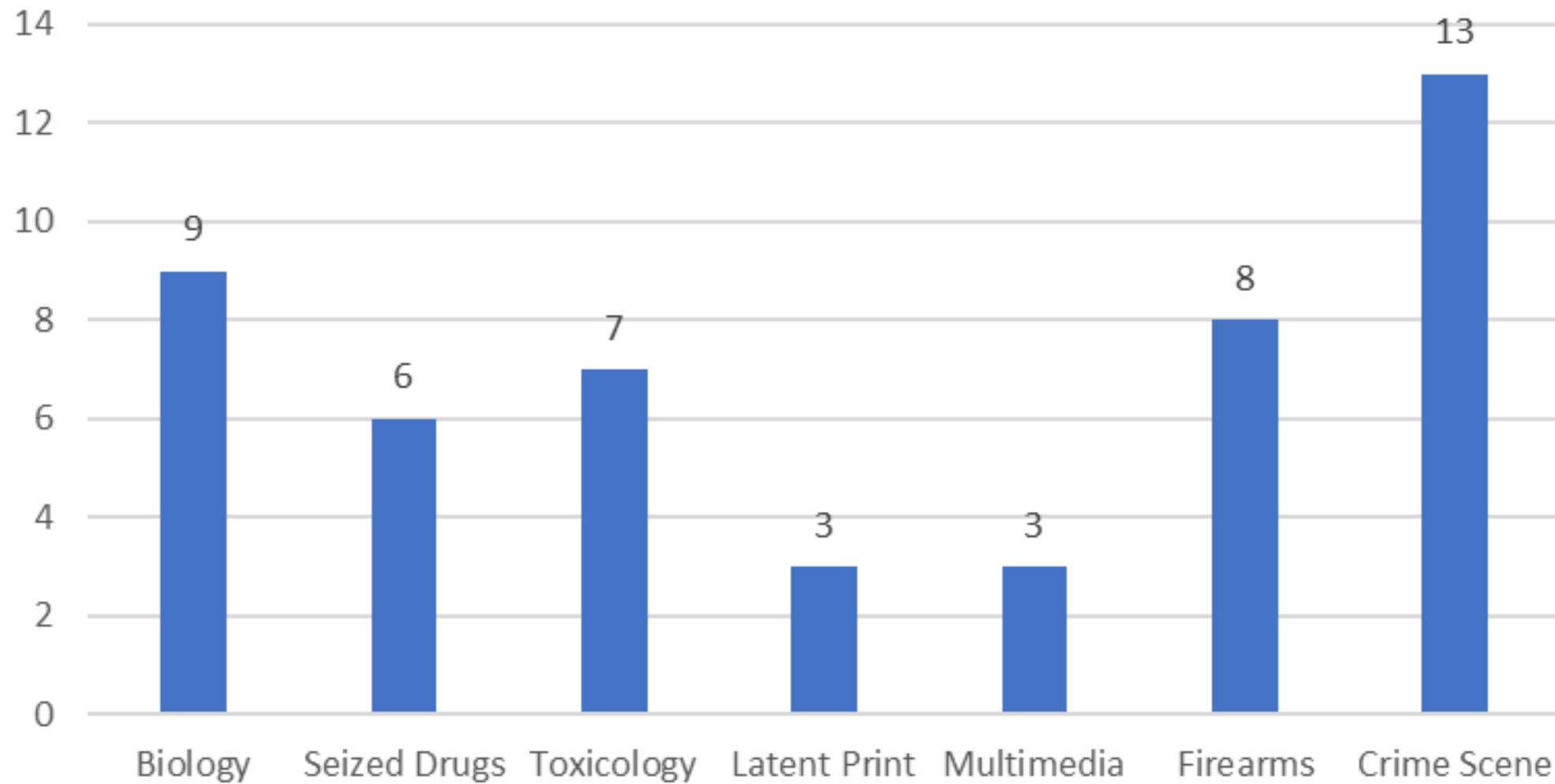


# 2021 Testimony Data

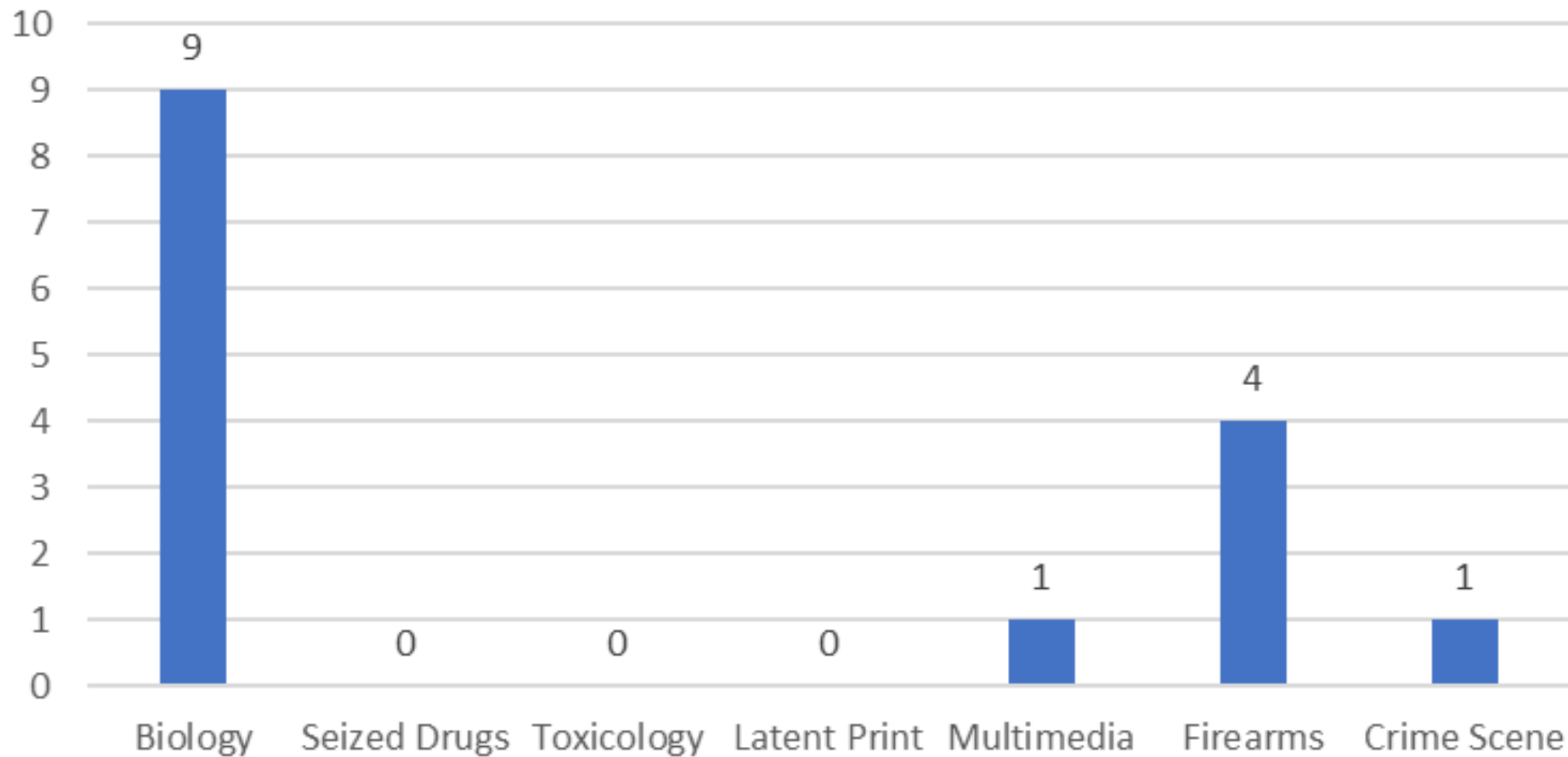
- 2021: 49 analysts have testified this year
  - 42 were monitored
  - 7 not monitored and requesting transcripts for review
- Transcript review project
  - Four transcripts evaluated
    - Three reviews in final stages of completion
    - One pending further investigation



## Number of Analysts Testified in 2021



## Transcripts Reviewed in 2021





# Detailed Data



# 2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	14	
Toxicology		3	22	
Firearms		8	6	
Crime Scene		24	2	
Latent Prints		1	17	
Multimedia	Audio/Video	1	4	
	Digital	6	0	
Forensic Biology		14	30	





## Quality Division Notifications

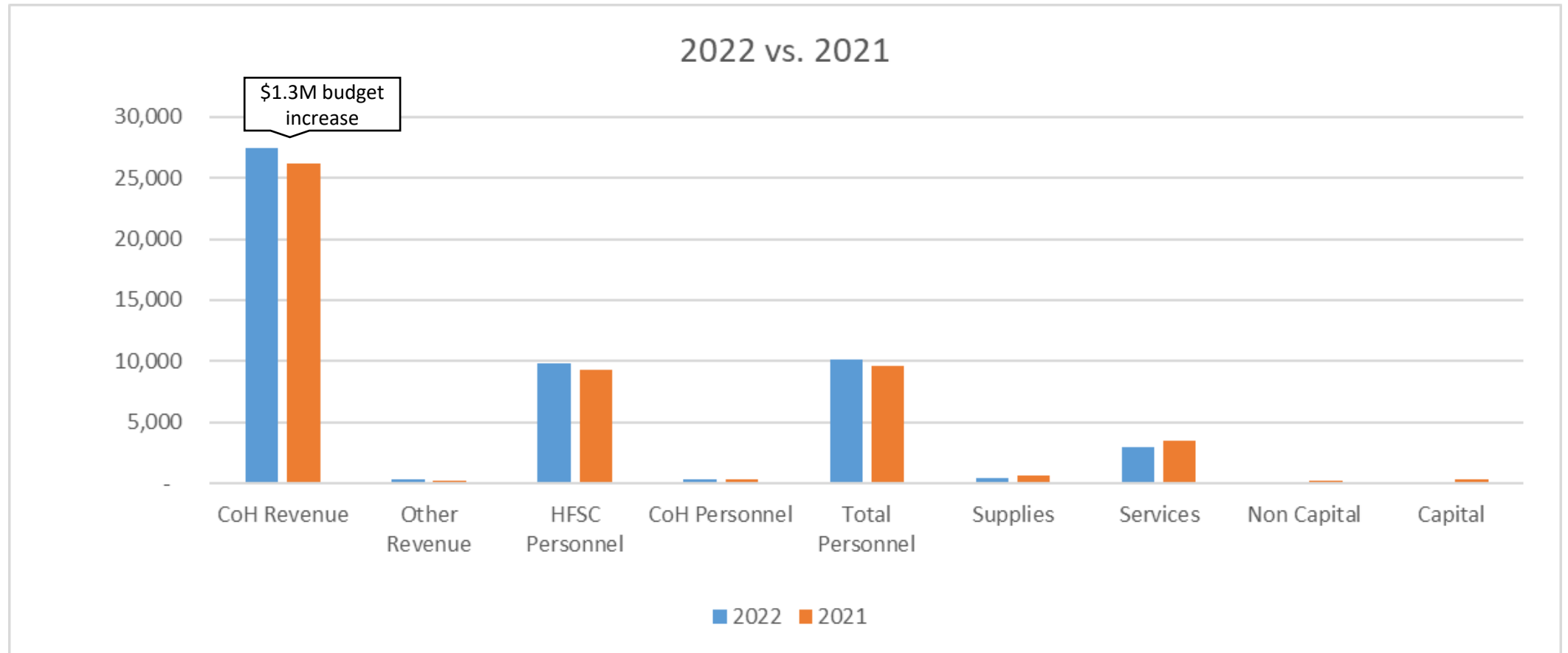
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-072	Biology/DNA	Corrective Action	12/8/2021	A transcript review of a Forensic Biology analyst identified concerns regarding the analyst's explanation of statistics and her responses to some of the questions asked involving statistics.
2021-073	Multimedia	Corrective Action	12/13/2021	An analyst did not obtain the consensus results in a computer proficiency test. When the analyst restored a raw image as part of the test, his final product did not contain all of the expected files.
2021-074	Multimedia	Incident	12/16/2021	An analyst did not obtain the consensus results in a video proficiency test. When completing the test's submission form, the analyst inadvertently switched two file names on one of the test questions.
2021-075	Multimedia	Incident	12/16/2021	An analyst did not obtain the consensus results in a mobile proficiency test. The analyst incorrectly reported the total transaction amount of a purchase on one of the test questions.

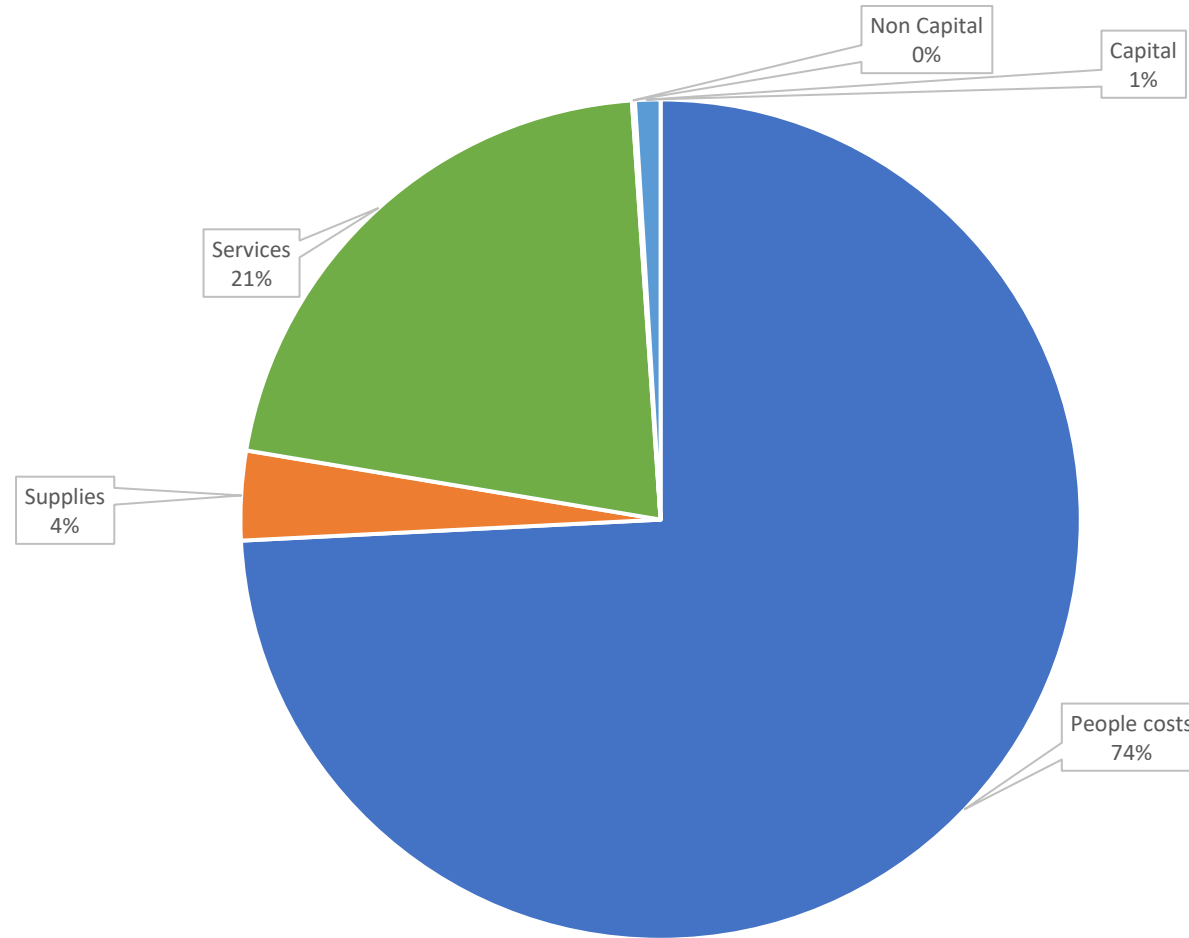
HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or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

# HFSC Mid-Year Fiscal 2022 Review

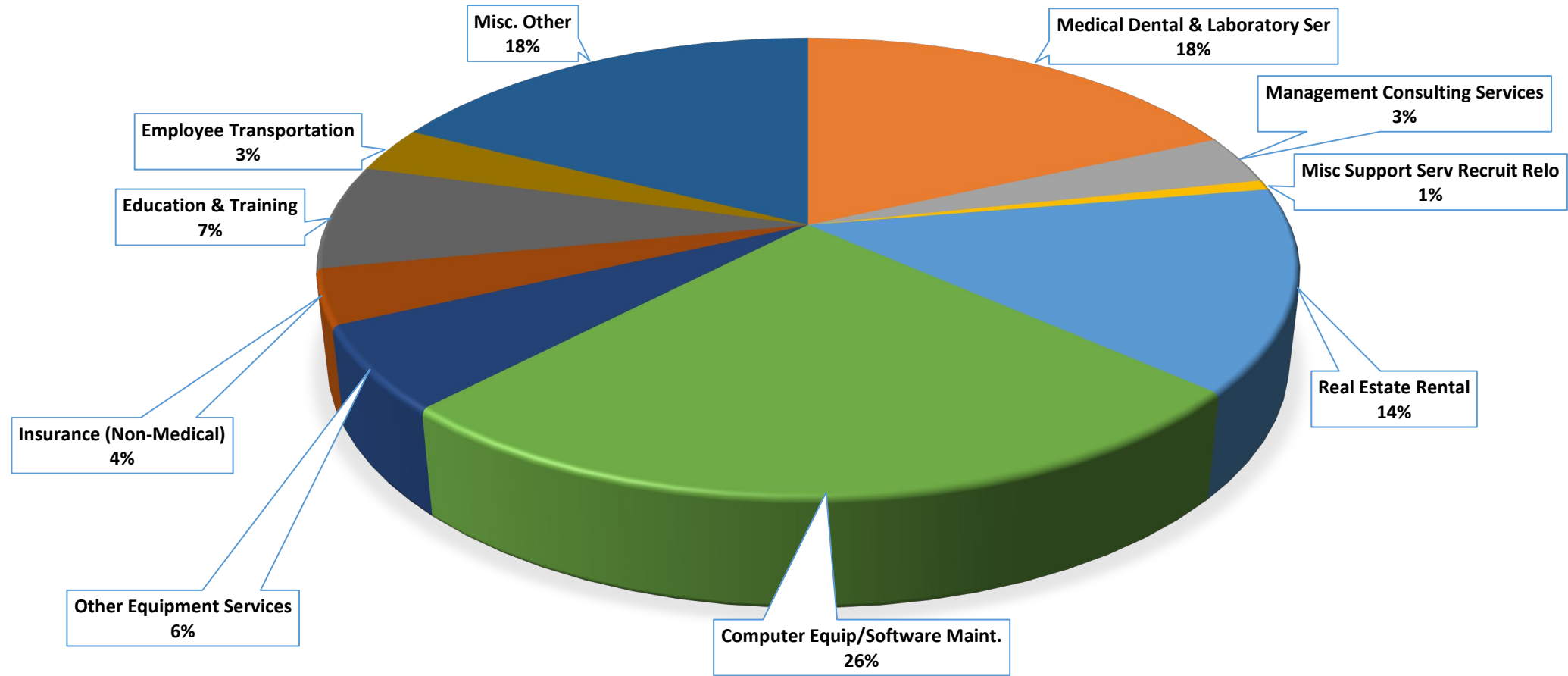
# HFSC - Fiscal Year 2021 Review



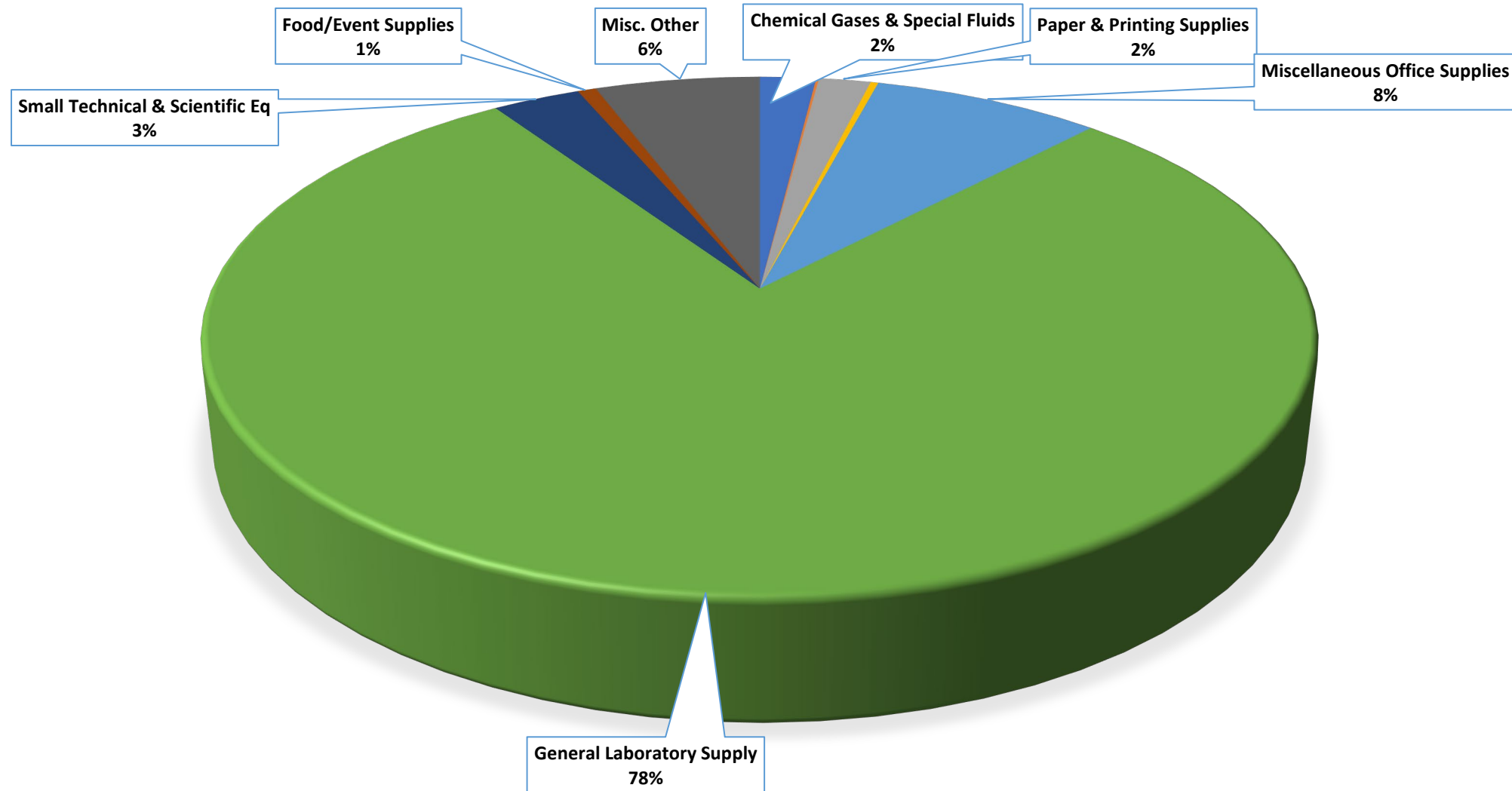
# FY 2022 YTD Spending by Category



# FY 2022 Services Detail (21%)



# FY 2022 Supplies Detail (4%)





**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
For the Period July 1, 2021 through Dec. 31, 2022

			YTD								FY22	
			FY22	FY22	FY21	Variance					FY22	% Year
			July 1-Dec. 31, 2021	Budget	July 1- Dec. 31, 2021	Vs. Budget	%	Vs. FY20	%		Budget V1	Completed
				# of Months								
				6								
<b>Revenues:</b>												
	411000	City of Houston-Appropriations	\$ 27,047	\$ 14,254	\$ 25,796	\$ 12,793	90%	\$ 1,251	5%		\$ 28,508	95%
	415000	City of Houston Direct OH-Appro	366	-	345	366	0%	21	6%		-	0%
	425000	In-Kind Donations	-	2	4	(2)	0%	(4)	0%		4	0%
	440000	Grants	238	800	176	(562)	-70%	61	35%		1,600	15%
	450000	Forensic Services	20	5	9	15	320%	10	110%		9	210%
	443000	Other	3	-	14	3	0%	(11)	-78%		-	0%
	450002	Interest Income	17	9	16	9	100%	1	6%		17	100%
<b>Total Income</b>			27,690	15,069	26,359	12,621	84%	1,331	5%		30,138	92%
<b>Expenses:</b>												
<b>Personnel:</b>												
	500010	Salary Base - Civilian	8,069	8,294	7,574	225	3%	(494)	-7%		16,588	49%
	501070	Pension - Civilian	490	505	475	16	3%	(15)	-3%		1,011	48%
	502010	FICA - Civilian	579	587	540	8	1%	(39)	-7%		1,174	49%
	503010	Health Insurance - Active Civil	673	715	673	42	6%	0	0%		1,430	47%
	503015	Basic Life Ins - Active Civil	10	30	9	21	68%	(1)	-15%		61	16%
	503090	Workers Comp - Civilian Adm	27	14	(0)	(13)	-95%	(27)	5857%		27	98%
	504031	Unemployment Taxes - Admin	(0)	18	2	18	100%	2	101%		35	0%
	500000	Personnel - Other	-	-	(0)	-	0%	(0)	0%		-	0%
			9,847	10,163	9,272	316	3%	(575)	-6%		20,327	48%

**For the Period July 1, 2021 through Dec. 31, 2022**

				YTD				FY22			
				FY22	FY22	FY21	Variance		FY22	% Year	
				July 1-Dec. 31, 2021	Budget	July 1- Dec. 31, 2021	Vs. Budget	%	Budget V1	Completed	
					# of Months						
					6						
Supplies:											
511010		Chemical Gases & Special Fluids	9	13	12	4	29%	2	21%	26	35%
511045		Computer Supplies	(0)	(0)	0	0	-2376%	1		(0)	1238%
511050		Paper & Printing Supplies	8	5	7	(4)	-78%	(1)	-16%	10	89%
511055		Publications & Printed Material	1	1	1	0	13%	0	16%	3	43%
511060		Postage	0	0	0	0	7%	0	1%	0	47%
511070		Miscellaneous Office Supplies	37	35	40	(3)	-8%	3	7%	69	54%
511080		General Laboratory Supply	369	561	547	192	34%	178	33%	1,123	33%
511095		Small Technical & Scientific Eq	14	8	4	(6)	-70%	(10)	-253%	17	85%
511120		Clothing	10	8	9	(2)	-27%	(1)	-7%	15	64%
511125		Food/Event Supplies	3	2	2	(1)	-43%	(1)	-81%	4	71%
511130		Weapons Munitions & Supplies	8	3	8	(4)	-121%	0	0%	7	110%
511145		Small Tools & Minor Equipment	8	3	5	(5)	-161%	(4)	-79%	6	130%
511150		Miscellaneous Parts & Supplies	1	19	4	18	93%	2	64%	38	3%
			470	659	639	190	29%	170	27%	1,318	36%
Services:											
520105		Accounting & Auditing Svcs	30	27	27	(3)	-12%	(3)	-11%	54	56%
520109		Medical Dental & Laboratory Ser	529	50	874	(479)	-959%	345	39%	100	529%
520110		Management Consulting Services	100	109	110	9	8%	10	9%	218	46%
520112		Banking Services	2	2	2	0	5%	0	12%	4	48%
520114		Misc Support Serv Recruit Relo	20	28	36	8	27%	15	43%	56	37%
520115		Real Estate Rental	415	458	415	44	9%	1	0%	916	45%
520118		Refuse Disposal	16	13	17	(3)	-26%	0	3%	26	63%

## HOUSTON FORENSIC SCIENCE CENTER, INC.

## COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2021 through Dec. 31, 2022

			YTD							FY22	
			FY22	FY22	FY21	Variance				FY22	% Year
			July 1-Dec. 31, 2021	Budget	July 1- Dec. 31, 2021	Vs. Budget	%	Vs. FY20	%	Budget V1	Completed
				# of Months							
				6							
Supplies:											
520119		Computer Equip/Software Maint.	744	554	1,088	(190)	-34%	345	32%	1,109	67%
520121		IT Application Services	6	33	29	27	81%	23	0%	66	10%
520124		Other Equipment Services	172	155	165	(17)	-11%	(7)	-4%	310	56%
520520		Printing & Reproduction Serv.	0	1	(0)	1	84%	(1)	179%	3	8%
520605		Public Information Svcs	0	1	1	1	53%	0	3%	2	23%
520705		Insurance (Non-Medical)	112	114	167	2	2%	55	33%	227	49%
520765		Membership & Prof. Fees	11	10	10	(0)	-5%	(0)	-2%	20	52%
520805		Education & Training	132	136	122	4	3%	(10)	-8%	272	49%
520815		Tuition Reimbursement	8	8	8	0	3%	0	3%	17	48%
520905		Travel - Training Related	82	58	5	(24)	-40%	(77)	-1701%	117	70%
520910		Travel - Non-training Related	15	5	4	(10)	-189%	(11)	-257%	11	144%
521405		Building Maintenance Services	52	5	5	(47)	-1015%	(47)	-946%	9	558%
521505		Utilities	149	61	61	(89)	-146%	(88)	-145%	121	123%
521605		Data Services	139	102	100	(37)	-36%	(40)	-40%	205	68%
521610		Voice Services, Equip & Labor	36	23	27	(13)	-60%	(10)	-36%	45	80%
521725		Other Rental Fees	16	25	29	9	37%	13	45%	51	31%
521730		Parking Space Rental	93	98	100	5	5%	7	7%	196	48%
521905		Legal Services	-	13	2	13	100%	2	0%	25	0%
522205		Metro Commuter Passes	(0)	2	0	2	103%	0	226%	4	-2%
522305		Shipping and Freight	12	11	15	(1)	-10%	2	16%	22	55%
522430		Misc. Other Services & Chrgs	86	16	78	(71)	-452%	(9)	-11%	31	276%
523100		Civilian Payroll	308	445	338	137	0%	30	9%	890	35%
523400		Services	3	5	3	2	41%	0	5%	11	29%
523000		Sub-Contractor (COH-HPD) Total	311	450	341	139	31%	30		-	
529000		Subrecipient Expense - Grants	(73)	-	(30)	73		43		-	
		Total Services	3,220	2,569	3,809	(651)	-25%	589	15%	5,137	63%

# HOUSTON FORENSIC SCIENCE CENTER, INC.

## COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2021 through Dec. 31, 2022

				YTD								FY22	
				FY22	FY22	FY21	Variance					FY22	% Year
				July 1-Dec. 31, 2021	Budget	July 1- Dec. 31, 2021	Vs. Budget	%		Vs. FY20	%	Budget V1	Completed
					# of Months								
					6								
Non-Capital Expenditures													
551010		Furniture and Fixtures		16	13	14	(3)	-27%		(1)	-10%	25	63%
551015		Computer Hardware/SW		-	46	211	46	100%		211	100%	91	0%
551025		Scientific/Foren Eqmt		-	5	11	5	100%		11	100%	10	0%
		Total Non-Capital Expenditures		16	63	236	47	75%		220	93%	126	13%
Capital Expenditures													
170210		Furniture & Fixtures		-	84	-	84	0%		-	0%	168	0%
170230		Computer Hardware/SW		23	15	81	(8)	0%		58	0%	30	0%
170240		Scientific/Foren Eqmt		13	359	191	346	96%		177	93%	718	2%
170980		Const in Progress		97	-	75	(97)	0%		(22)	-30%	-	
		Total Capital Expenditures		133	458	347	325	71%		213	62%	916	15%
Total Expense and Capital Before Depreciation				13,685	13,912	14,303	227	2%		618	4%	27,824	49%
561230		Depreciation		1,005	928	932	(77)	-8%		(73)	-8%	1,856	54%
531085		Interest Expense		543	-	-	(13)			#DIV/0!			
		Grant and Training Expense		-	-	-	-			-	0%	-	
Total Expense and Capital After Depreciation				15,233	15,370	15,782	137	1%		548	3%	30,741	50%
Net Ordinary Income less capital spending				12,456	(301)	10,577	12,758	-4233%		1,879	18%	(603)	-2066%



**CRIME SCENE DO NOT CROSS**

## Crime Scene Unit

January 2022

<u>December Totals</u>	Dec 19	Dec 20	Dec 21
Vehicles	47	68	69
Homicides	25	43	25
OISs	4	5	5
Agg Assault	14	12	12
Agg Robbery	5	3	3
Child Death	3	4	1
Death Inv	8	8	2
Other	4	2	2
Monthly Total	110	145	119
Avg calls/day	3.5	4.7	3.8
Man hours	675	939	803
Total # of evidence items	1788	2391	1604

<u>Yearly Totals</u>	2019	2020	2021
Vehicles	484	657	759
Homicides	254	406	470
OISs	33	38	47
Agg Assault	143	201	157
Agg Robbery	42	45	23
Child Death	60	53	28
Death Inv	115	98	65
Other	52	67	29
Avg calls/day	3.24	4.28	4.32
Man hours	8079	8616	10421
Total # of evidence items	19848	21524	24218

# 2021

## Highlights

### Improvements

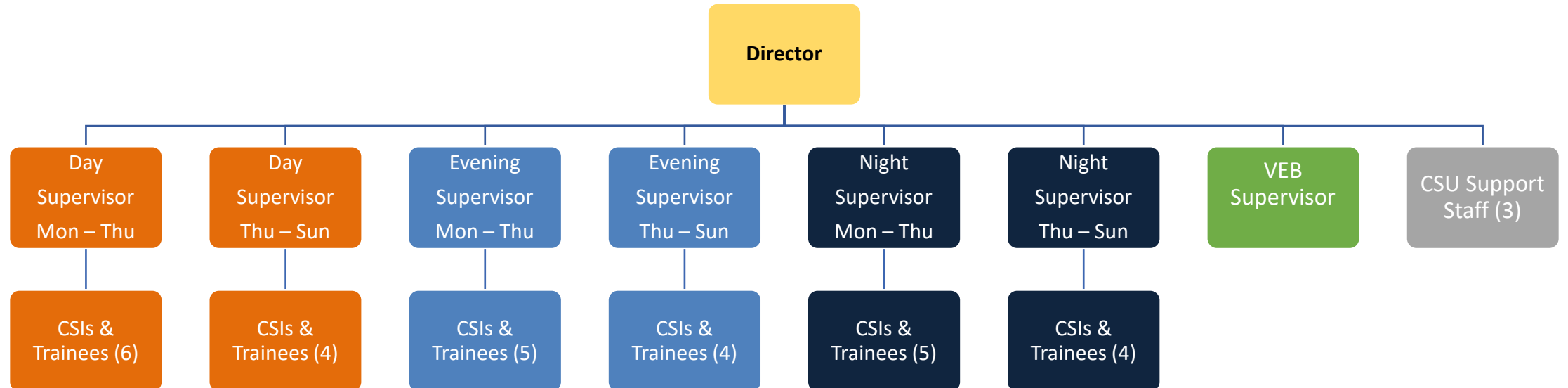
- **Management** shift
- Implemented a new **schedule** to better meet the needs of the city and enhance CSI's off time.
- Focused on increasing **communication** throughout unit
- Created more relaxed **atmosphere** in office

### Challenges

- Supervision
- Training
- Increased volume at the VEB



# New structure. New Schedule.



*Note: Seven CSIs and one Supervisor currently in training. Training completion is estimated at March 2022.*



# Upcoming in 2022

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- Additional training for supervision staff
- Technical lead and training supervisor positions
- Continued focus on improving communication
- AFIS and CODIS hit dashboards
- Continue hiring; potential for VEB only CSIs