

# Table of Contents

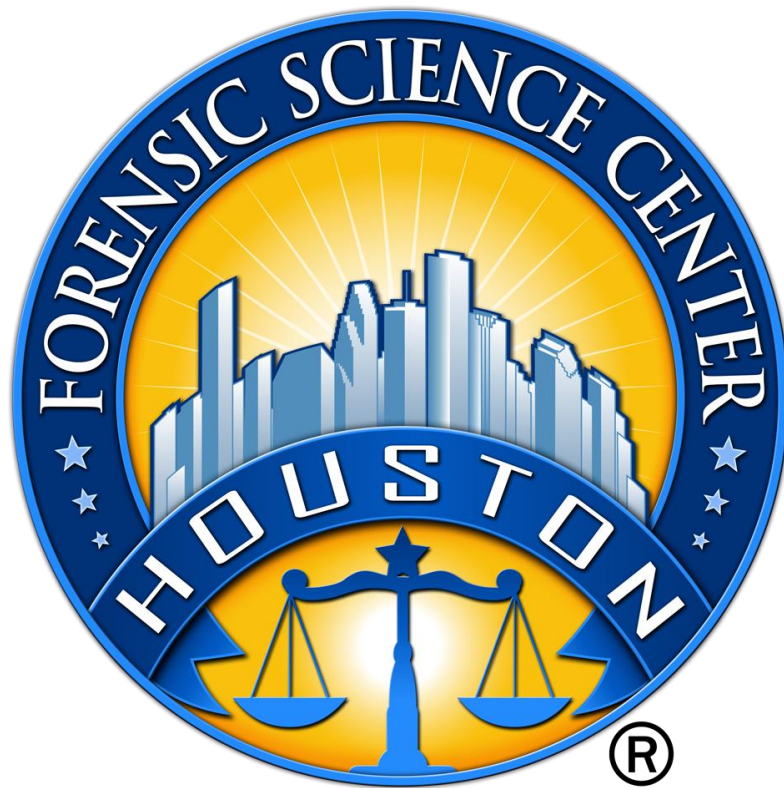
- Agenda.....Page 3
- July 8, 2022 Draft Meeting Minutes.....Page 6
- President’s Report.....Page 10
- Operations: Detailed Data.....Page 21
- Agenda Item 8: Action Item Summary .....Page 95
- Agenda Item 9: Action Item Summary.....Page 96
- Treasurer’s Report.....Page 97
- Quality Report.....Page 104



Houston Forensic Science Center, Inc.

## Board of Directors Meeting

*September 9, 2022*



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

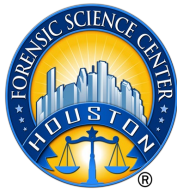
Position 6 - Ellen Cohen

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, September 9, 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>.

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

### **PARTICIPATING IN THE PUBLIC MEETING:**

Members of the public may attend the meeting in person or participate by viewing the meeting through a live stream broadcast on the internet. To view the live stream 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 July 8, 2022, 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, reminders about the board's upcoming meeting schedule, and other announcements.

6. Discussion regarding the corporation's Technical Advisory Group (the "TAG"), including membership composition, future advisement to the corporation, and other purposes for which the TAG was created.
7. Report from Dr. Peter Stout, CEO and president, including technical and operations updates, staffing, and update from the August stakeholders meeting regarding request prioritization and case acceptance policies.
8. Consider approval of Dr. Stout's proposed list of annual corporate priorities and goals, and possible related action.
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 DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget not to exceed \$318,050.00.
10. Presentation from Mr. David Leach, treasurer and CFO, regarding approval of proposed fiscal year 2022 budget reallocations and possible related action.
11. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, external assessment findings, TFSC disclosures and testimony monitoring.
12. 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.**

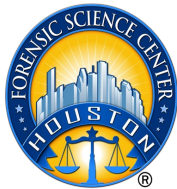
I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 6th day of September 2022, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC [website](#) as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 6th day of September 2022.

*Amanda DeBerry*

---

Amanda DeBerry



# Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, July 8, 2022

[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, July 8, 2022, 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 July 5.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Philip Hilder
Francisco Medina
Vanessa Goodwin
Ellen Cohen
Tracy Calabrese

The following board member was absent:

Vice-chairwoman Mary Lentschke
Anna Vasquez
Lois Moore
Vicki Huff

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

3. **PUBLIC COMMENT:**

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

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

Following a motion by Director Ellen Cohen and seconded by Director Philip Hilder, the board unanimously approved the May 13, 2022 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT:**

The chairwoman first recognized and thanked the members for their attendance at the meeting.

Next, she reminded members of the next board meeting on Sept. 9, 2022. The meeting will focus on looking at HFSC's progression towards meeting its annual goals and setting new goals for next year. She noted that the meeting calendar was slightly different this year since the board decided to align their discussions with the same timeframe the staff used, including Dr. Peter Stout's annual evaluation.

6. **CONSIDER APPROVAL OF HFSC'S REVISED FY23 BUDGET:**

President and CEO Dr. Peter Stout began by asking the board to consider approving HFSC's revised fiscal year (FY) 2023 budget. He pointed out that the city ultimately decided to keep HFSC's budget at \$28.5 million, the same as FY 2022 in addition to a one-time allocation of \$3 million in federal relief funds provided by the American Rescue Plan Act (ARPA). The corporation's initial \$1.5 million award was part of Mayor Sylvester Turner and the Houston city council's public safety initiative, One Safe Houston.

He then outlined the plan to spend the \$3 million in ARPA grant funding which includes \$2 million for training, \$300,000 for overtime in the crime scene unit and firearms, and \$700,000 to outsource toxicology cases. Outsourcing will help the group catch up and ultimately eliminate the backlog.

Director Francisco Medina made a motion to approve the revised FY23 budget. Director Vanessa Goodwin seconded the motion, and the board unanimously approved the motion.

7. **CONSIDER APPROVAL OF BUDGET MODIFICATION TO THE SUBRECIPIENT AGREEMENT BETWEEN THE CITY AND THE CORPORATION:**

Chairwoman Mitchell first noted that the board approved an overarching agreement from the city to receive ARPA federal relief funds at the board meeting in May. She explained that the approved agreement with the city was to allocate an additional \$1.5 million to the laboratory. However, the approved budget amount increased, requiring the members' approval before Dr. Stout could sign the final agreement.

Next, Director Philip Hilder asked how long the ARPA funding would last. Dr. Stout stated that the ARPA funding must be obligated by June 2024, but he anticipates the funding will be allocated by the end of FY23.

Director Hilder made a motion to approve a budget modification to the sub-recipient agreement between the city for HFSC to receive the \$3 million in ARPA funding. Director Cohen seconded the motion, and the board unanimously approved the motion.

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

Dr. Stout discussed the current challenges with homicides in the city and the workload it places on the laboratory. For example, the crime scene unit processed a record-breaking number of 85 vehicles in June, compared to 77 in February. He acknowledged that many HFSC sections struggle with significant backlogs but shared that the latent prints section's backlog decreased below 1,500. Last year, the group implemented its lean six sigma project to help improve the processes and address the long-standing backlog of 2,200 cases.

Next, Dr. Stout noted that the quality division wrapped up the annual internal audits on May 27, which help prepare the laboratory for the reaccreditation assessment that occurs every four years. The ANSI National Accreditation Board (ANAB) external assessment is slated from August 8-12.

He briefly explained the staffing turnover issue in the seized drug section, noting they have added six new trainees. Therefore, he anticipates that the marijuana backlog will remain for another year.

9. **PRESIDENT AND CEO DR. PETER STOUT'S PRESENTATION REGARDING CASEWORK PRIORITIZATION AND RELATED CHALLENGES:**

Dr. Stout first reiterated that the revised FY23 budget limits the corporation's ability to address the growing workload. Next, he addressed the complexities of casework prioritization, indicating there is limited time and staff to fulfill the stakeholder's needs.

He briefly explained the purpose of the discussion, noting that the goal centered around the members better understanding the challenges the lab is facing and obtaining their help in managing its workflow without compromising quality standards.

Given the limited resources, he shared that the laboratory's challenges include demands to expedite misdemeanor DWI cases, the wasted time the analysts spend waiting outside the courtroom before testifying, or hours spent fulfilling document requests for dismissed cases.

Director Hilder asked how the HCDAO sets priorities for its cases and what authority an Assistant District Attorney (ADA) has regarding priority. Dr. Stout stated that no established policy exists at the HCDAO. However, one issue HFSC often faces is choosing which case to prioritize because, historically, its choice is dictated by the prosecuting ADA who yells the loudest. With respect to trials, the judges demand that the state be prepared with their witnesses, and the ADAs respond to the demands by requesting the analysts wait at the courthouse until their testimony is needed. Director Vanessa Goodwin inquired about a letter that HFSC wrote to the presiding and administrative judges asking them to allow remote testimony and for the personnel to be on call. Dr. Stout's replied that the response received was silence. HFSC does not have control over what the judges do in their courtroom, thus it is challenging to make progress on certain issues.

Dr. Stout touched on strains and impacts on the HCDAO, highlighting the 46,000 felony cases backlogged spread between 69 ADAs, which means about 1,000 are sitting on their desks.

In response to the suggestions offered by various board members, Dr. Stout stated the systemic issue could work if routine communication was established between the laboratory, prosecution, and law enforcement. For example, if stakeholders routinely update the system to indicate when a case has been dismissed or needs to be taken out of the queue to avoid unnecessary work. He suggested getting all the parties involved to the table within the next three months to discuss the lab's proposal on case management policy because if the lab can't provide the results, the system stops. He's hopeful that everyone understands the priority of this and the difficulty and works actively in negotiations to get to a solution that works for everyone.

Lastly, Chairwoman Mitchell reiterated that they are at the beginning stages of addressing the issues and pulling the stakeholders in to dive further into the stated challenges. She added that members would continue to work with Dr. Stout, and if the time comes for the board to act or show additional support for any changes, then she's confident they'll be prepared to do whatever is best for the staff.

10. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Francisco Medina made a motion to adjourn. Director Hilder seconded the motion. The meeting adjourned at 10:21 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the July 8, 2022 public meeting of the board.

By: *Amanda DeBerry* Amanda DeBerry, Secretary

# President's Report

September 9, 2022

# Operational update/highlight

- **Operations**

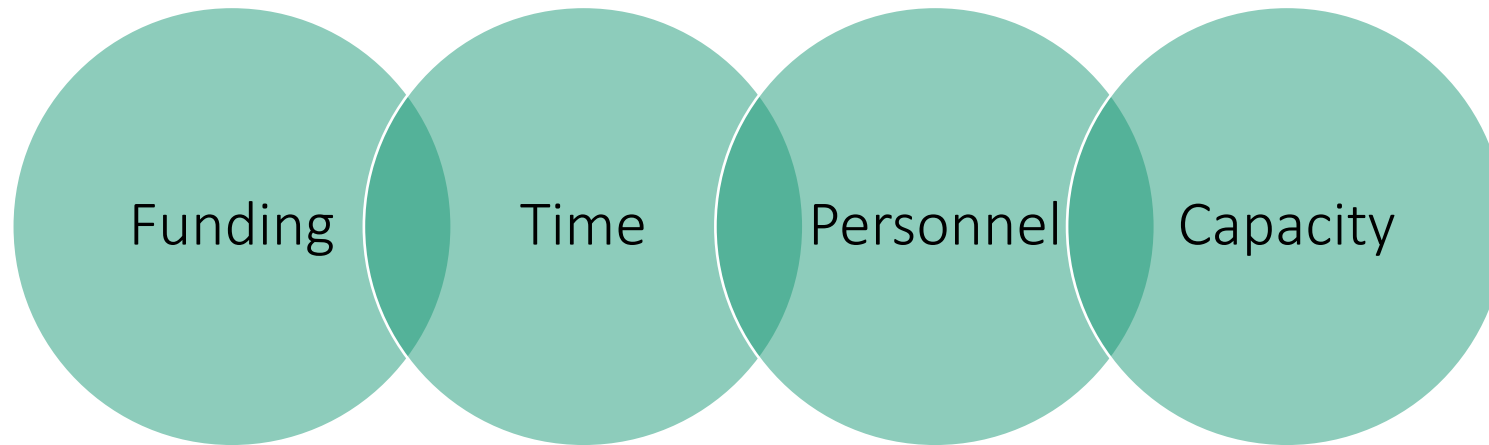
- CSU cleared out over 170 VEB reports, reducing the backlog to under 200
- Toxicology outsourcing resumed with ARPA funds- this will result in the backlog starting to decrease
- The requests for digital work have had a ~60% decrease the last three months
- ANAB external assessment concluded on August 11<sup>th</sup>.

- **Staffing**

- With recent turnover in Seized Drugs, only four analysts processing non-marijuana case work- expect backlog to be an issue for another year

# Prioritization:

*How do we determine what work gets done and when, given our limited resources?*





HFSC  
has limited  
*time and staff*  
available to do  
the work

- Extensive time and labor required to fulfill requests and meet stakeholder needs
- Increasing number of requests and complexity
- Staff size will not grow significantly in FY23 to manage increased workload
- Staff work long hours to keep up, risking burnout
- Backlog means work is waiting to be done; to prioritize 1 case means SOMETHING else must wait. We have no spare capacity.
- Staff also face challenges in managing other administrative and testimony requests

# Objective priority management

- HFSC will need more case information to determine priorities
- Priority requests risk bias
- Need mechanisms that insulate analysts from the requests
  - Reduce potential biasing influence
  - Reduce distraction
- Additional importance of driving requests through the “portal”

Progress since July Board Meeting

# Prioritization

## Stake holder meeting Wednesday (8/31)

- Representation from
  - HCDAO
  - HPD
  - City of Houston
  - PDO and defense bar
  - Administrative judges and court administration
- Primarily discussed prioritization and testimony management
- Action items developed around finalizing ***case management policies*** and reoccurring ***prioritization meetings***

# Case management policies

- New policies created for the other disciplines plan to launch October 1, 2022
  - Digital and multimedia
    - Limit the number of items to 3 to be analyzed in first request
    - Allows for rejection of requests that do not provide documentation needed (ex- search warrants)
  - Firearms
    - Requires a consultation/prioritization on any requests over 20 cartridge casings
    - Establishes a limit to how many priorities the section can work at one time (5)
  - Latent print revisions



# Consistent priority management structures

---

- Weekly tactical meetings HCDAO, HPD and HFSC
  - Misdemeanor (predominantly tox and seized drugs)
  - Felony (other disciplines)
  - All representatives of the State (under criminal law)
- Stakeholder meetings
  - HPD, HCDAO, Defense Bar, HFSC AND judicial administration
  - High-level view across the system, ***not individual cases***
  - Ongoing discussion of how to best manage testimony scheduling and docketing to ensure HFSC can be responsive to those frameworks
- Request Portal
  - HCDAO went live on September 2; requests for service no longer by phone and email
  - Still building a framework for priority requesting

# Efforts to Increase Grant Funding

- Limited availability of federal funds for disciplines outside FBI/O
- HFSC is unable to take advantage of certain forensic grants, due to eligibility
- **Paul Coverdell Forensic Science Improvement Grants**
  - Could provide additional resources for other HFSC disciplines
  - Eligible recipients are states and units of local government, as defined by federal law
  - HFSC's unique legal structure is often problematic for federal program eligibility
  - HFSC has been deemed ineligible for Coverdell, in part, due to language in our certificate of formation
  - HFSC, city legal, and our federal partners are reviewing a potential resolution by amending Article 13 of the certificate of formation
- Any progress on eligibility will positively impact the next grant cycle

# 2022-2023 HFSC Company Goals

1. All sections complete 80% of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion company-wide of mid-year reviews (using a one-on-one and short documentation in Qualtrax)
2. 12-15% voluntary turnover rate company-wide for the review year.
3. Each staff member receives a minimum of 16 hours of continuing education.
4. All sections (technical and support) hit their section production and quality goals. Each section's goal reflects working towards stakeholder needs and producing quality work.  
Scoring:
  - 1- 0 of 14
  - 2- 9 or less of 14
  - 3- 10-11 of 14
  - 4- 12-13 of 14
  - 5- 14 of 14



Operations Data - August 2022

Detailed data

# August 2022 Company Overview



## HFSC Turnaround Time (TAT)

**TAT Date Range\***  
Porter Lee  
8/1/2021 8/31/2022

Justice Trax  
8/1/2021 8/31/2022

**Analysis TAT**  
**32**

**Overall TAT**  
**92**

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

## Backlog

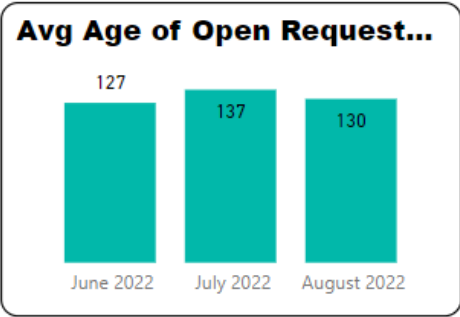
Number of Requests  
Backlogged

**6,143**

% of Requests in  
Backlog

**20.9%**

## Avg Age of Open Requests

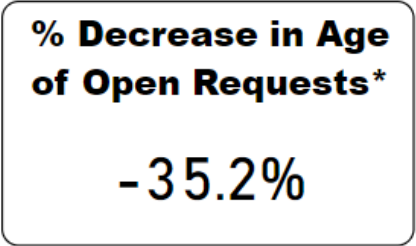


% Decrease in  
Avg Age of Open  
Requests\*

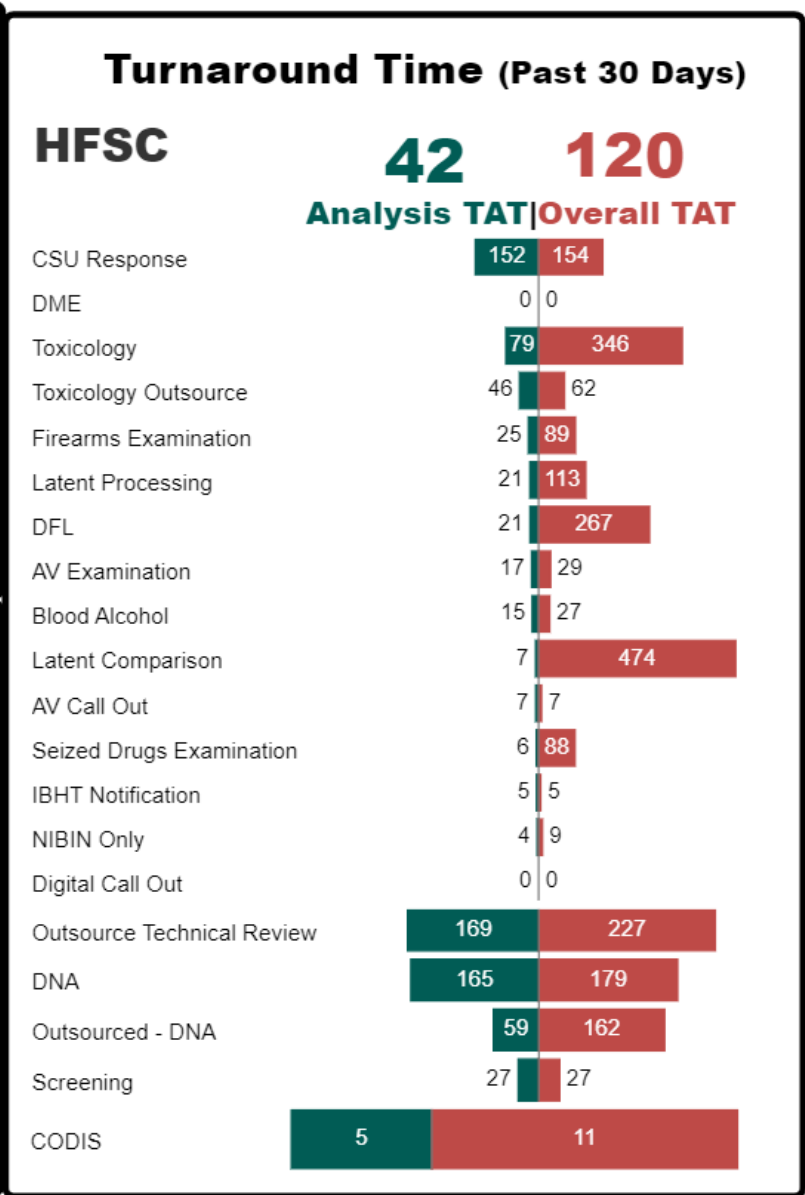
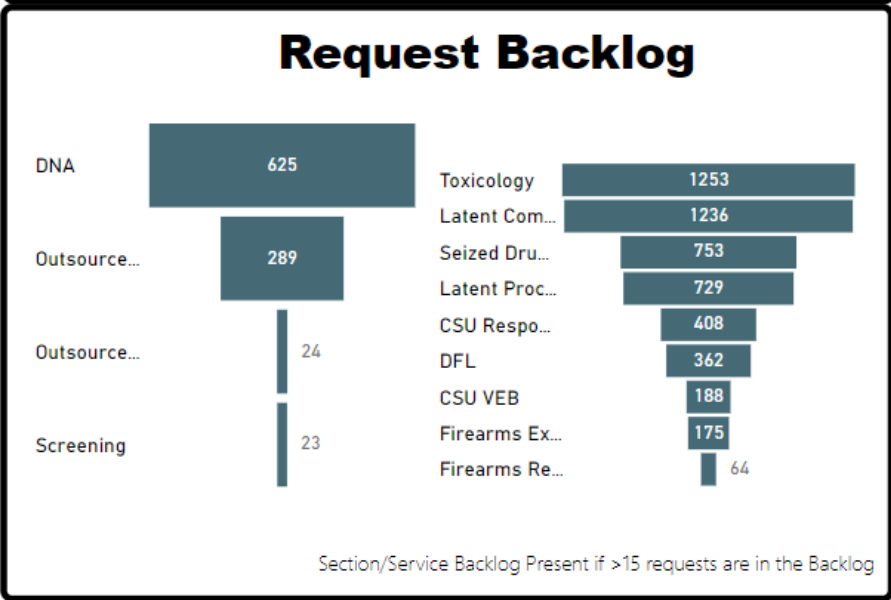
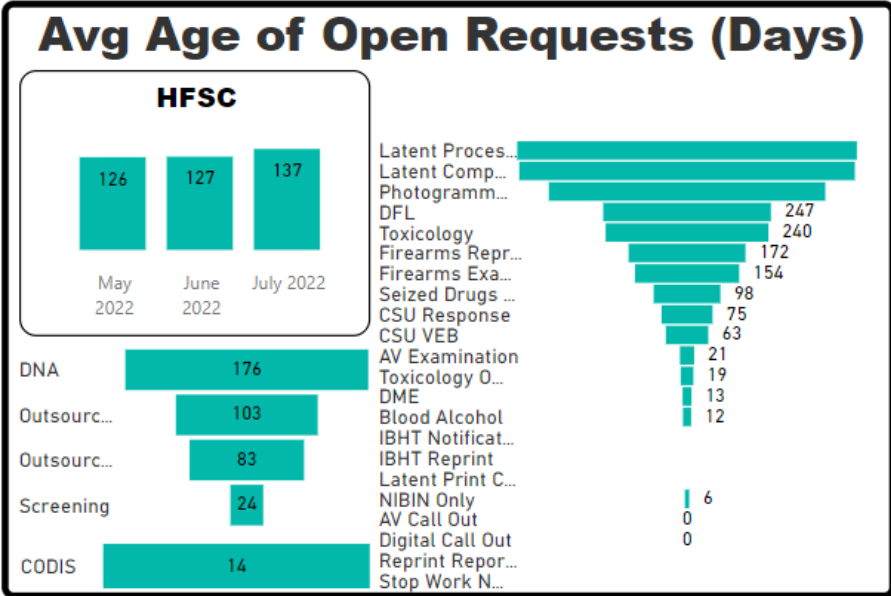
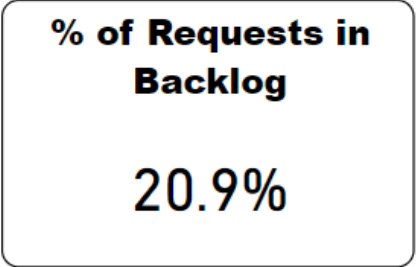
**-35.2%**

\* compared to beginning of performance year

# August 2022 Company Overview



\* compared to beginning of performance year



# 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

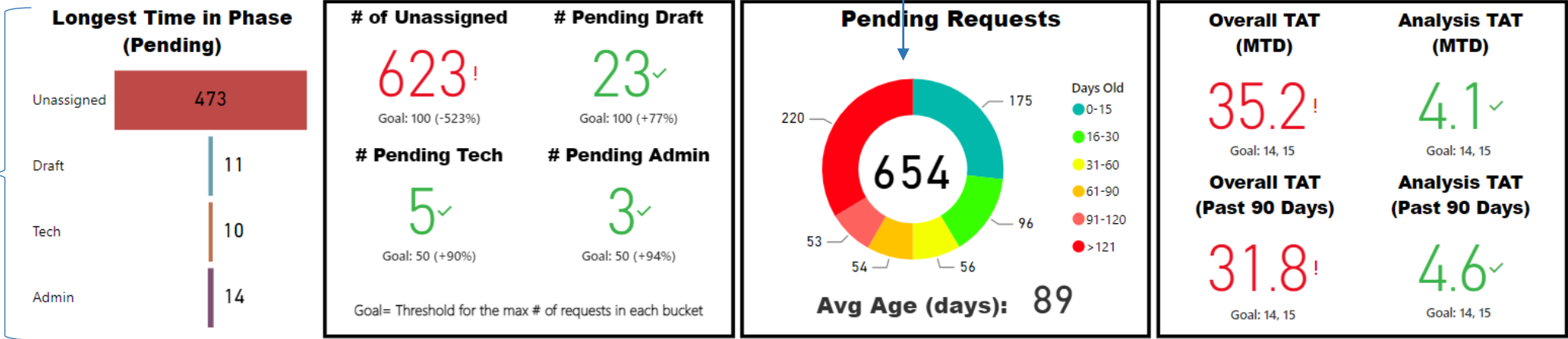
Backlogged Requests:

383

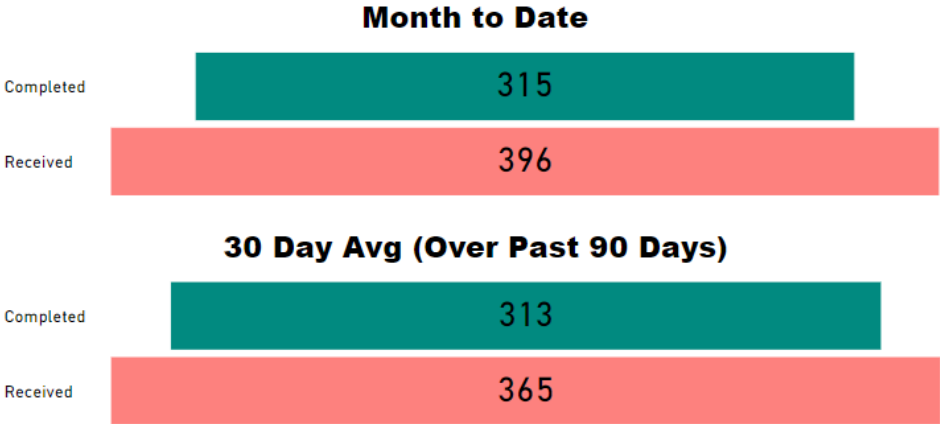
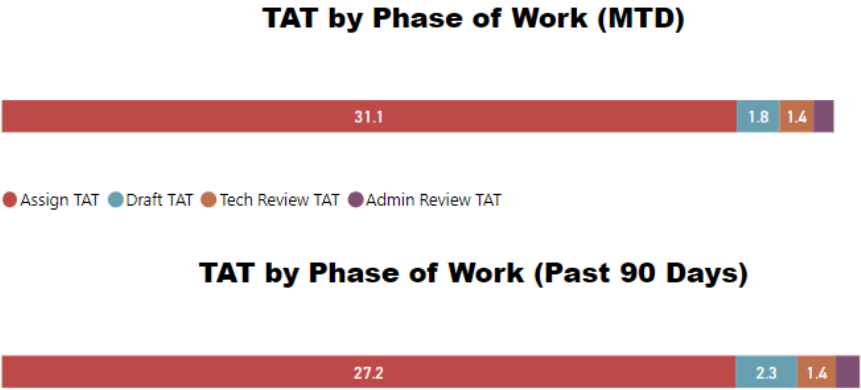
Avg Age of Backlog (days):

142

Pending work



Turnaround time (days) by phase of work



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

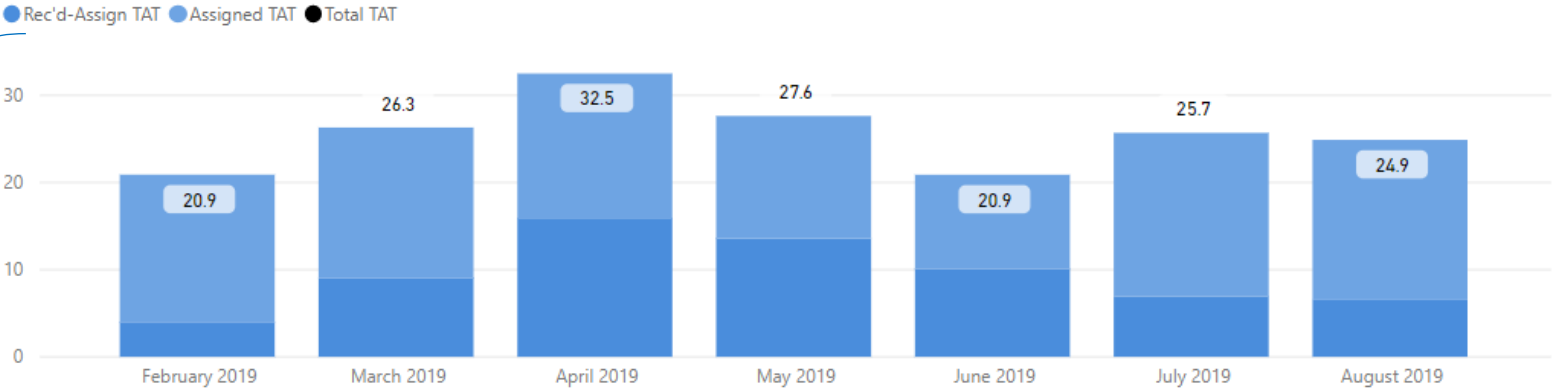
# Key for Dashboard Historical Pages 1/2

## Date Range

8/1/2018

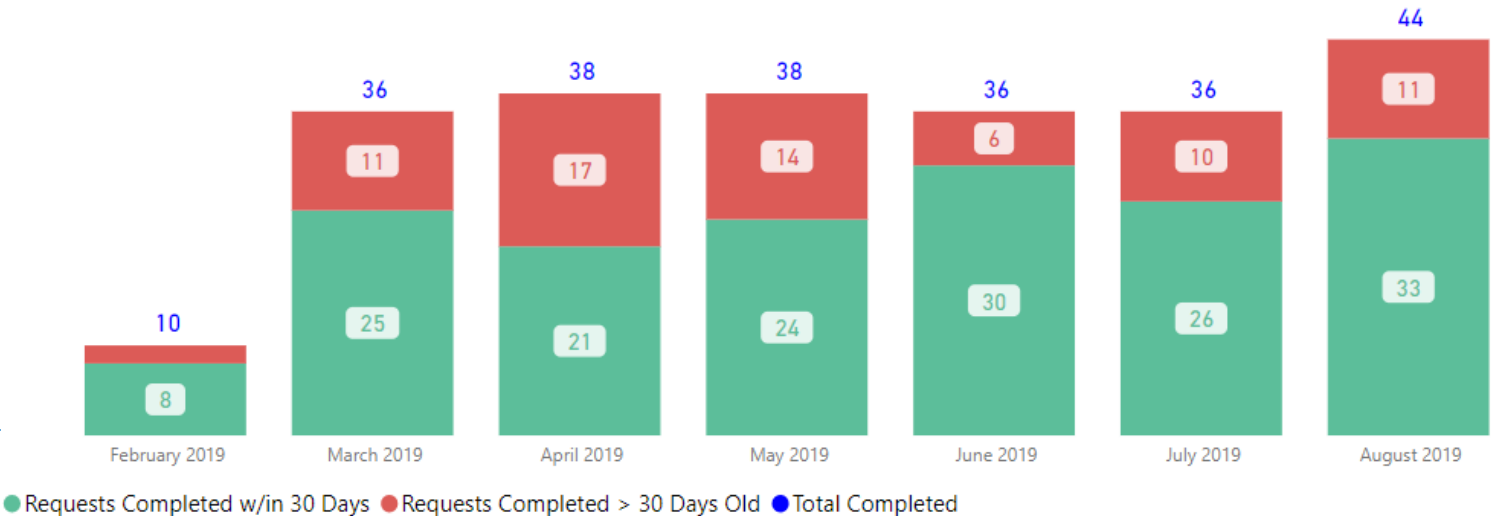
8/31/2019

## 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

Priority Type

Seized Drugs Examination

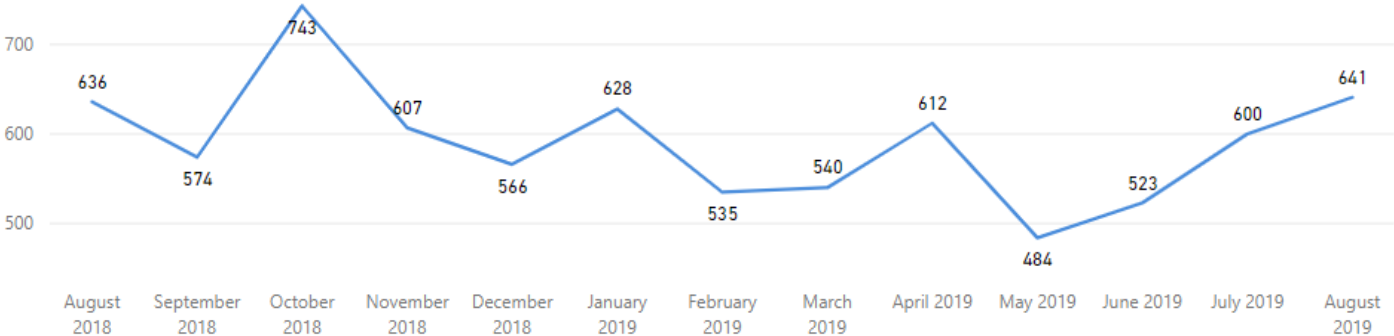
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)\*

591

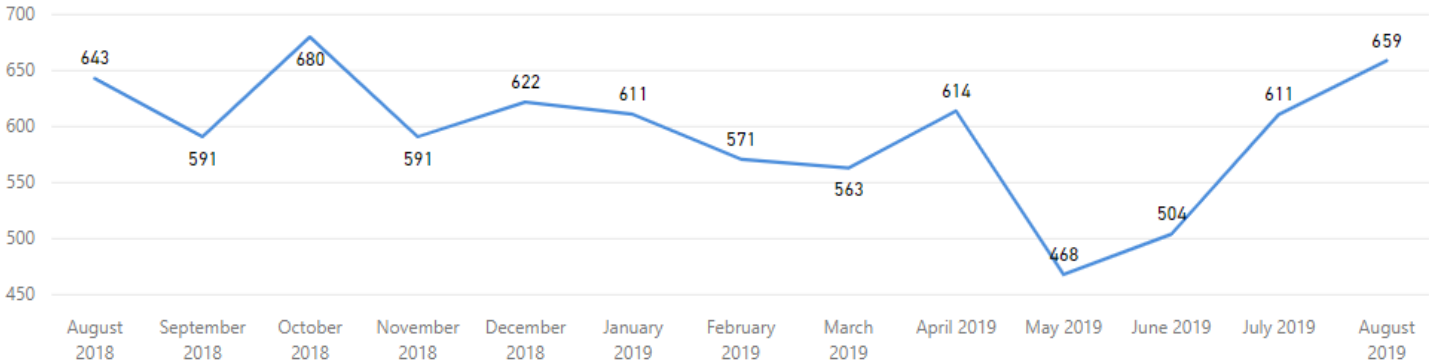
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)\*

594

Overall average for the selected date range

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

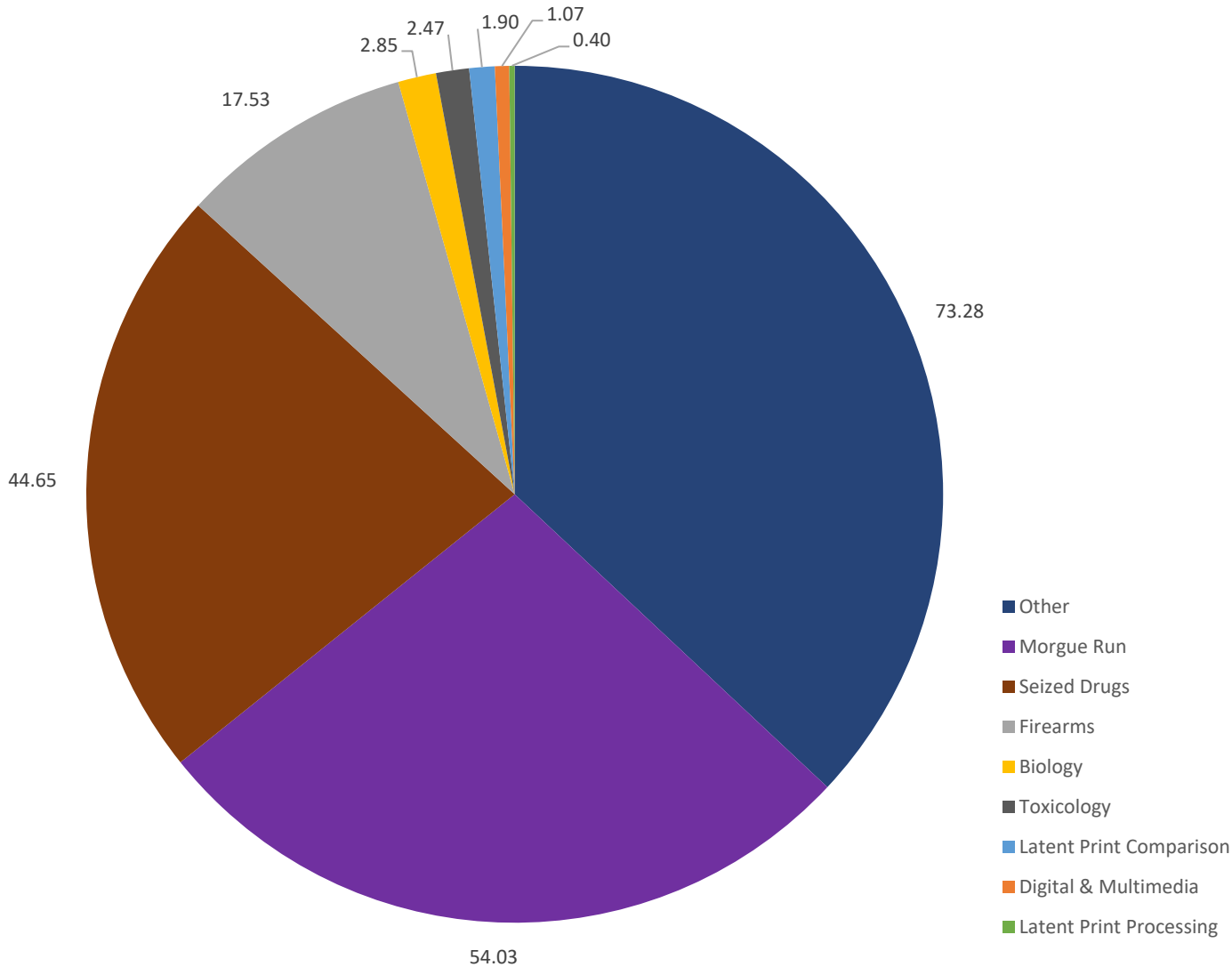
# Client Services and Case Management (CS/CM)



# CS/CM – August

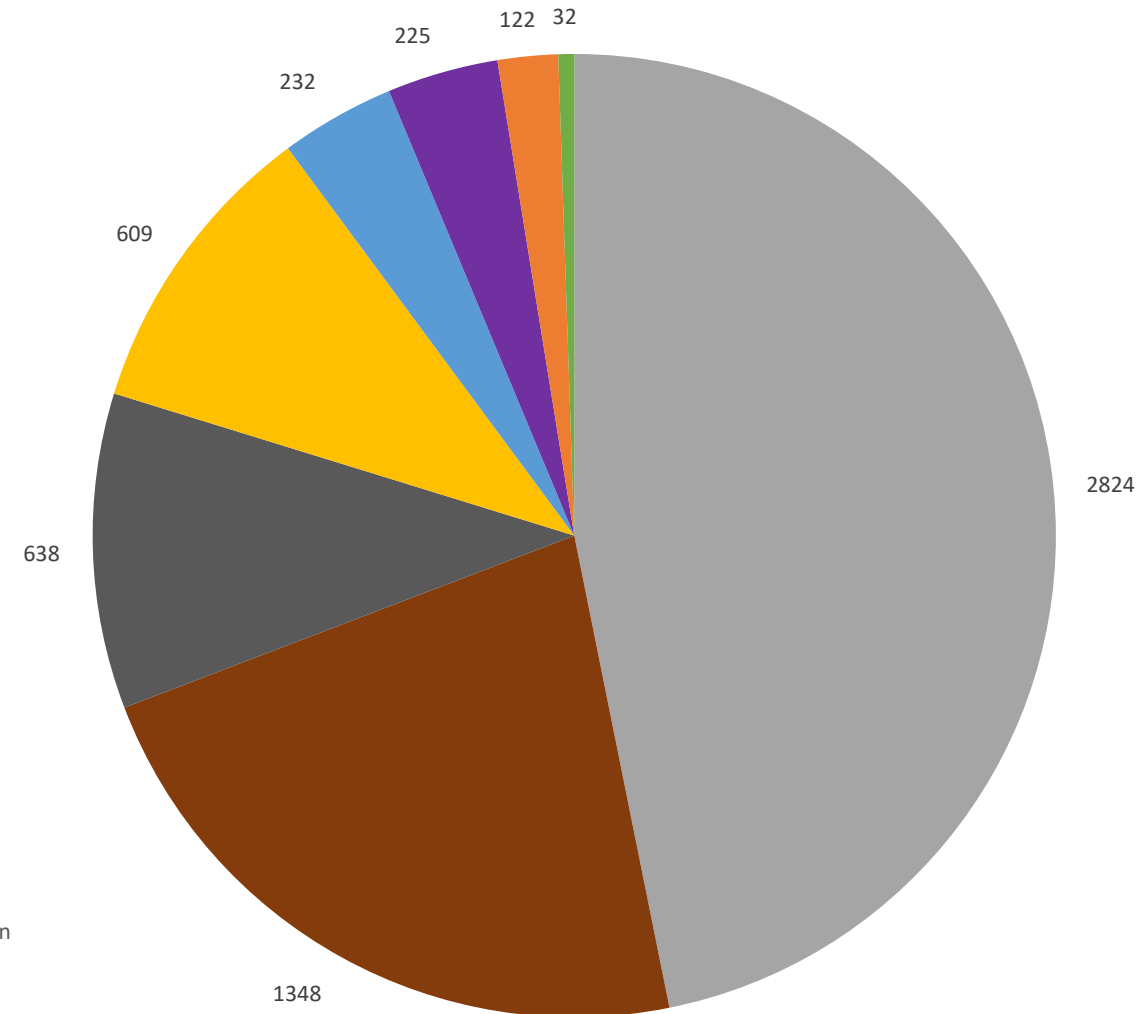
## Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



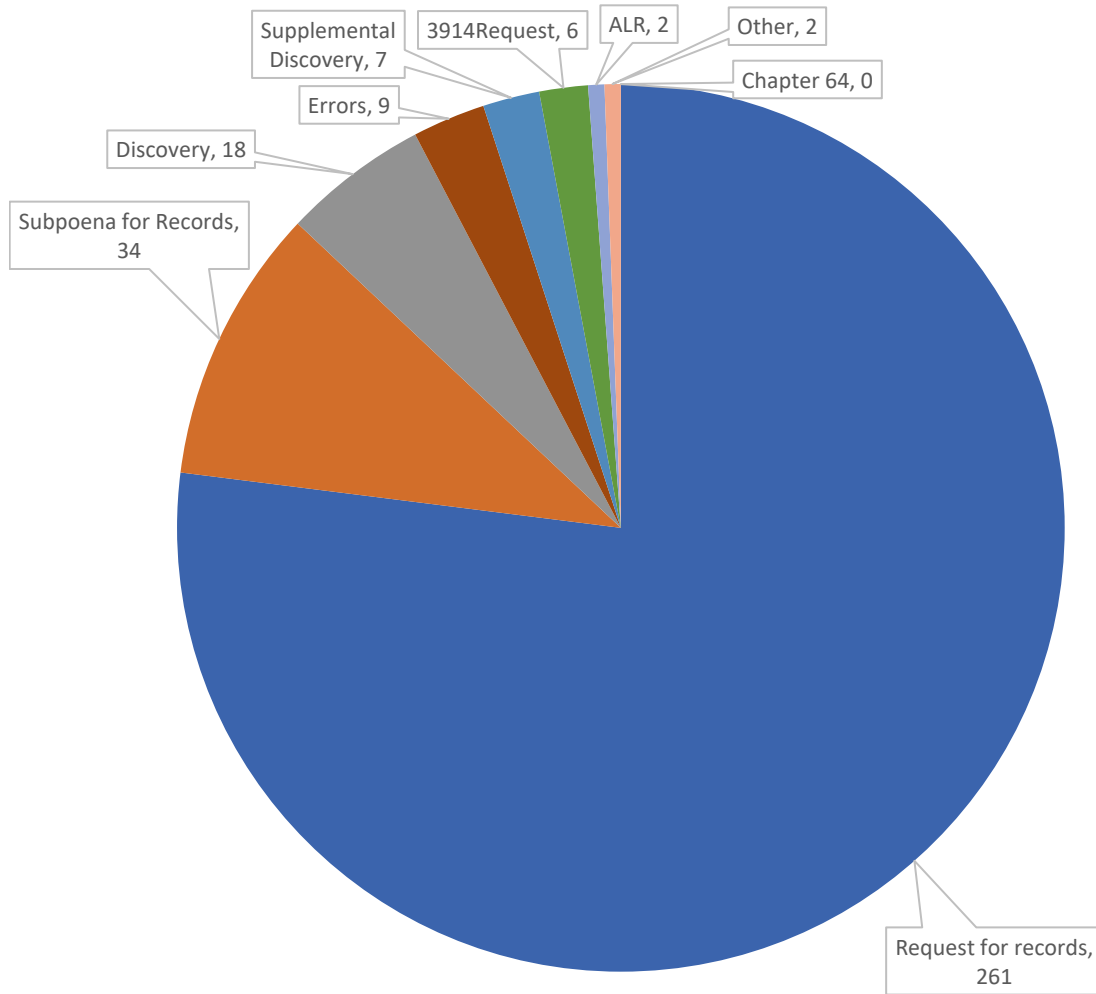
# Evidence Handling

## Total Items by Section



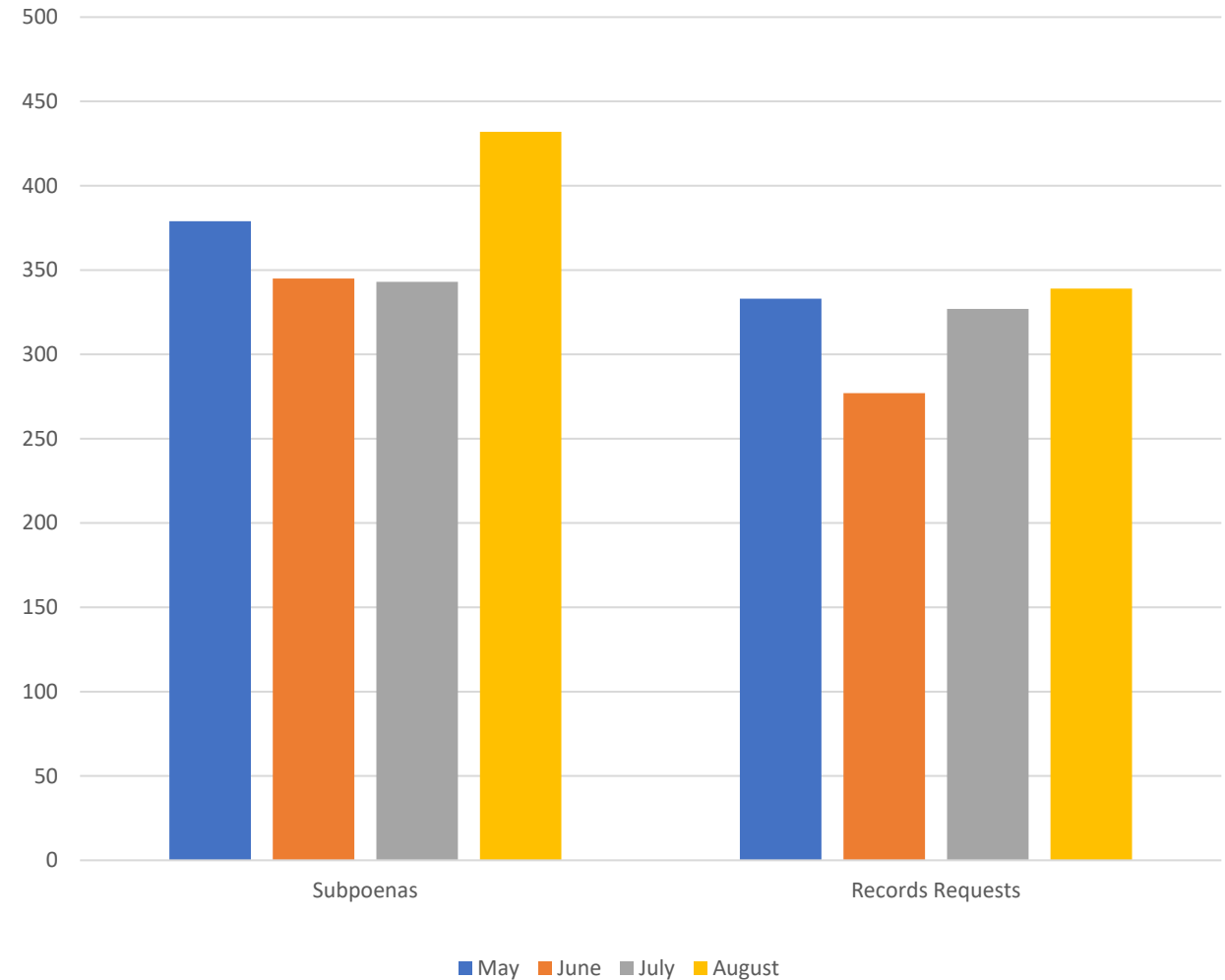
# CS/CM – August

Requests by Type



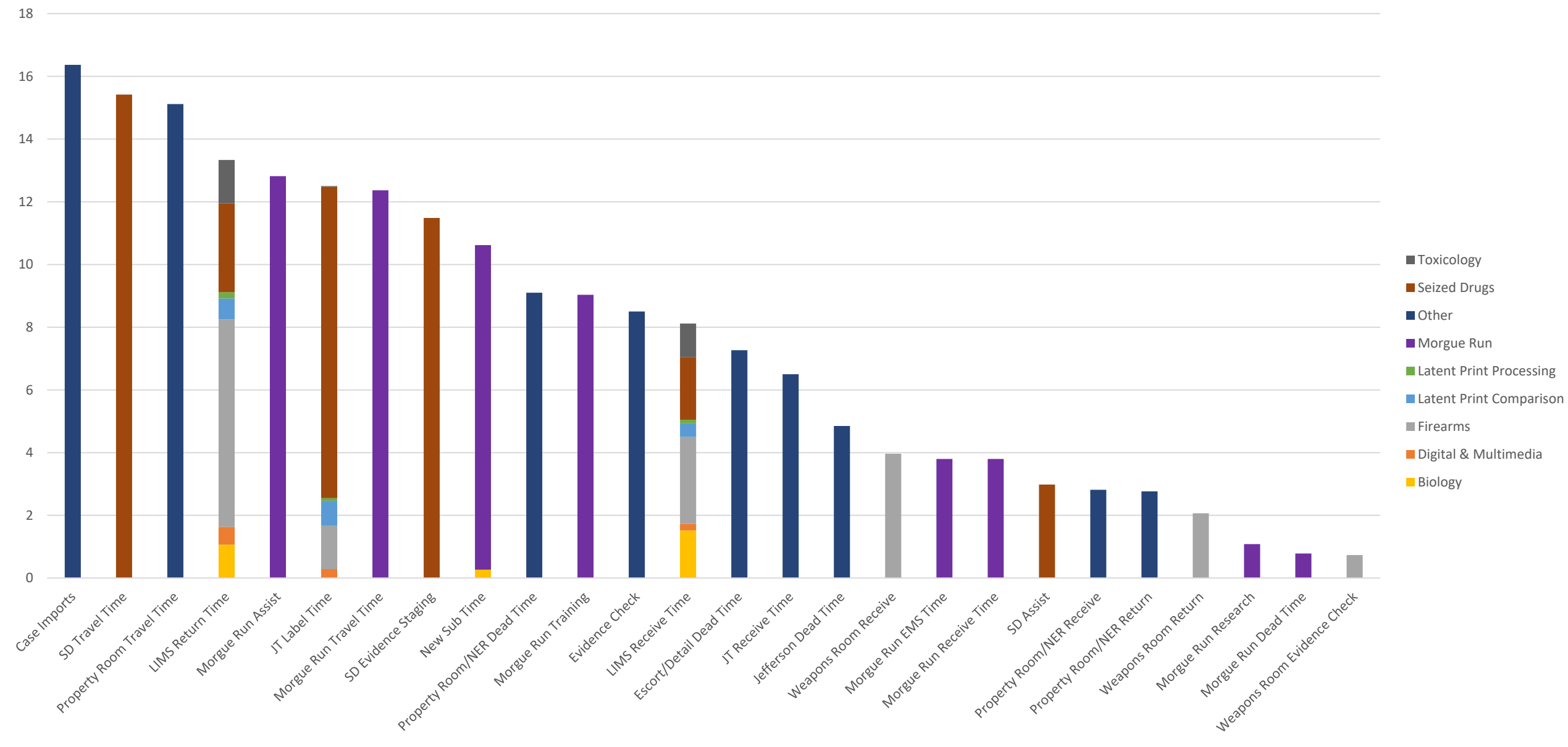
# Administrative

Subpoenas & Records Requests



# Time Categories – August

# Evidence Handling



Service

CSCM Tox Accession

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase  
(Pending)

Unassigned 0

Draft 0

Admin 27

# of Unassigned

4✓

Goal: 150 (+97.33%)

# Pending Draft

0✓

Goal: 3 (+100%)

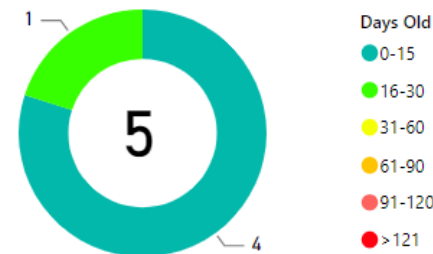
# Pending Admin

1✓

Goal: 60 (+98.33%)

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

## Pending Requests



Avg Age (days): 6

Overall TAT  
(MTD)

1.1✓

Goal: 5, 10

Overall TAT  
(Past 90 Days)

1.5✓

Goal: 5, 10

Accessioning TAT  
(MTD)

0.9✓

Goal: 5, 10

Accessioning TAT  
(Past 90 Days)

1.2✓

Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.

## TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Admin Review TAT

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



## Month to Date

Completed

326

Received

311

## 30 Day Avg (Over Past 90 Days)

Completed

303

Received

294

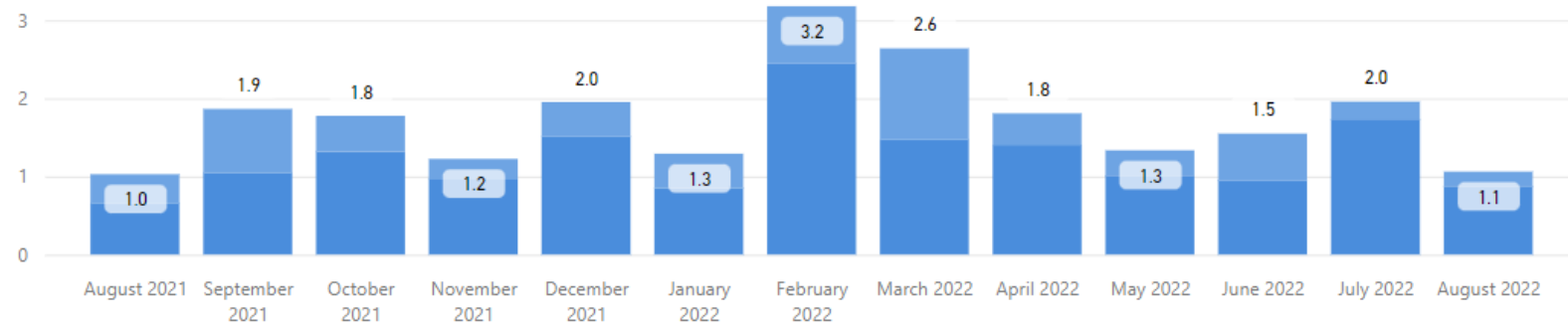
## Date Range

8/1/2021

8/31/2022

## Total TAT by Month

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



## Request Type

CSCM Tox Accession

Priority Type

All

## Selected Time Frame Averages

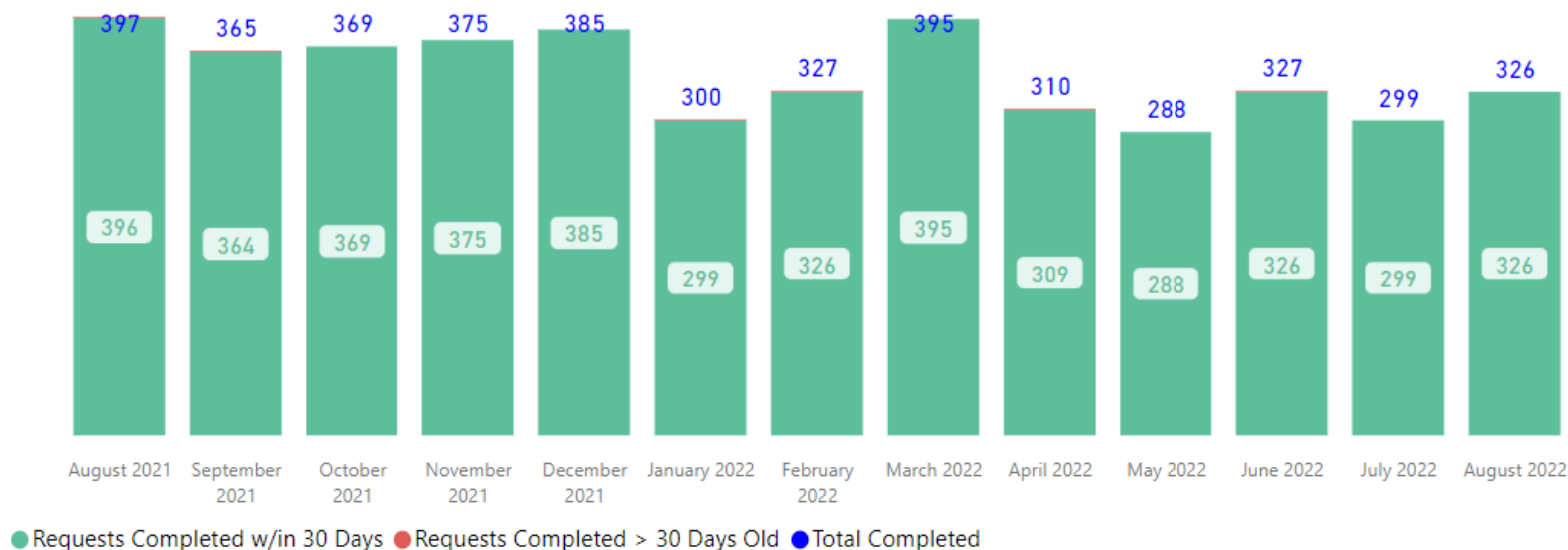
1.75

Total TAT (Rec'd-Compl.) Avg

0.51

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

4463

Requests Completed

6

Requests Completed > 30 Days Old

0.13 %

% Completed > 30 Days Old

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

Service

CSCM Tax Accession

Priority Type

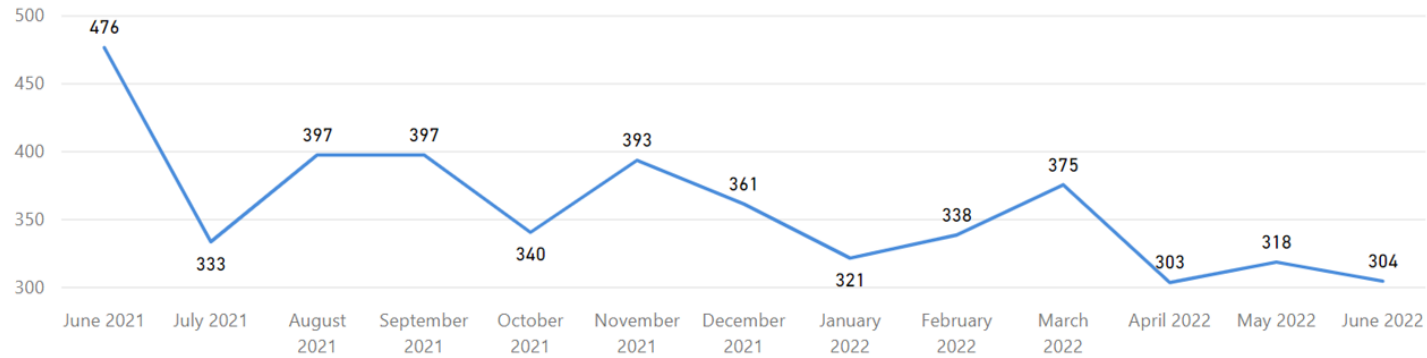
All

Received Filter

6/1/2021

6/30/2022

### Received by Month



Total Received

4,656

Received per Month (Avg)\*

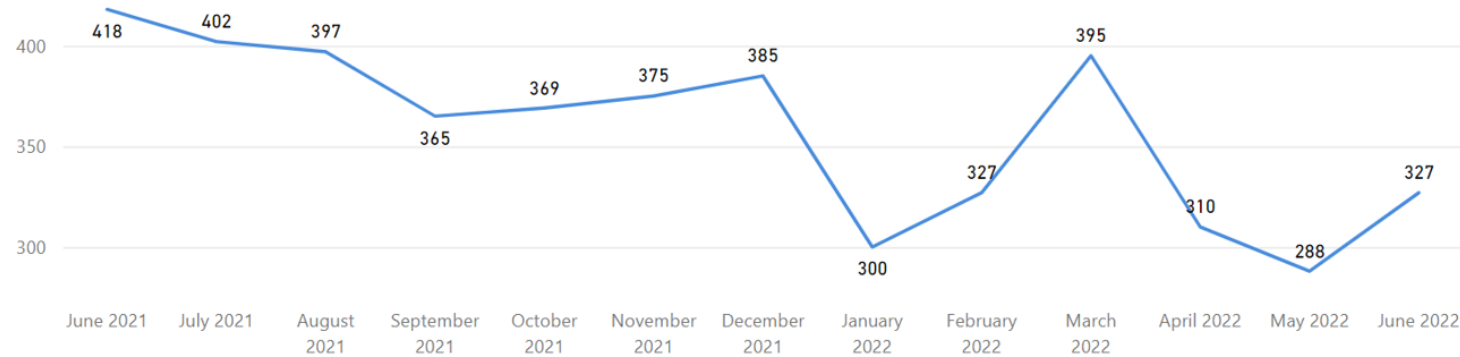
358

Completed Filter

6/1/2021

6/30/2022

### Completed by Month



Total Completed

4,658

Completed per Month (Avg)\*

358

\* 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)

Unassigned	0
Draft	0
Admin	0

# of Unassigned

0✓

Goal: 3 (+100%)

# Pending Draft

0✓

Goal: 5 (+100%)

# Pending Admin

0✓

Goal: 10 (+100%)

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

Pending Requests

0

Avg Age (days):

(Blank)

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

0.7✓

Goal: 5, 10

Overall TAT (Past 90 Days)

0.7✓

Goal: 5, 10

Accessioning TAT (MTD)

0.0✓

Goal: 5, 10

Accessioning TAT (Past 90 Days)

0.0✓

Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.

TAT by Phase of Work (MTD)

Phase	TAT (MTD)
Assign TAT	0.6
Draft TAT	0.1
Admin Review TAT	0.1

● Assign TAT ● Draft TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)

Phase	TAT (Past 90 Days)
Draft TAT	0.3
Admin Review TAT	0.4

Month to Date

Status	Count
Completed	7
Received	6

30 Day Avg (Over Past 90 Days)

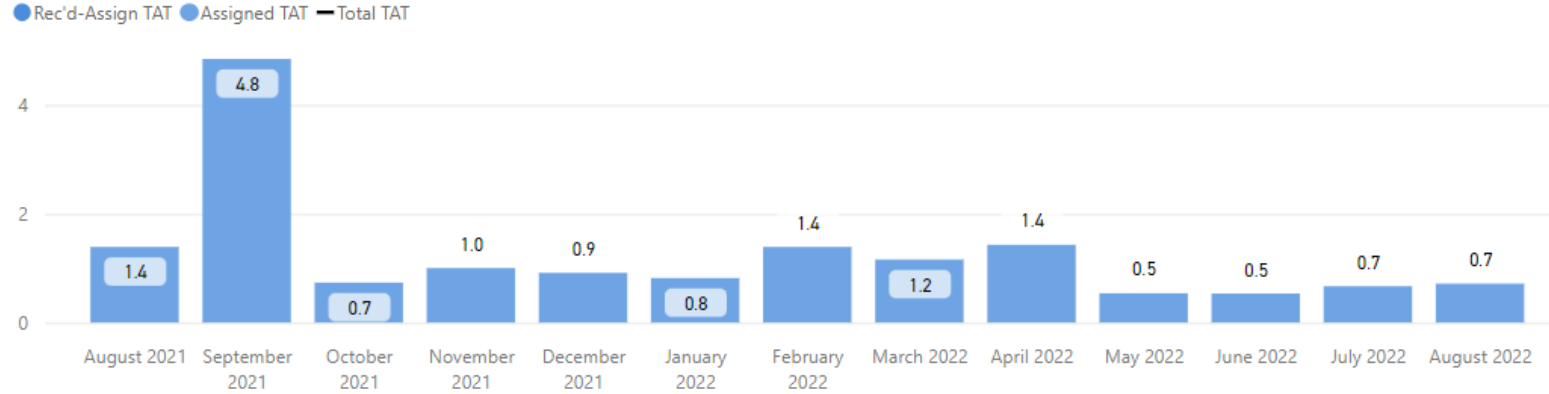
Status	30 Day Avg
Completed	10
Received	10

## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

CSCM Tox Rejection

Priority Type

All

## Selected Time Frame Averages

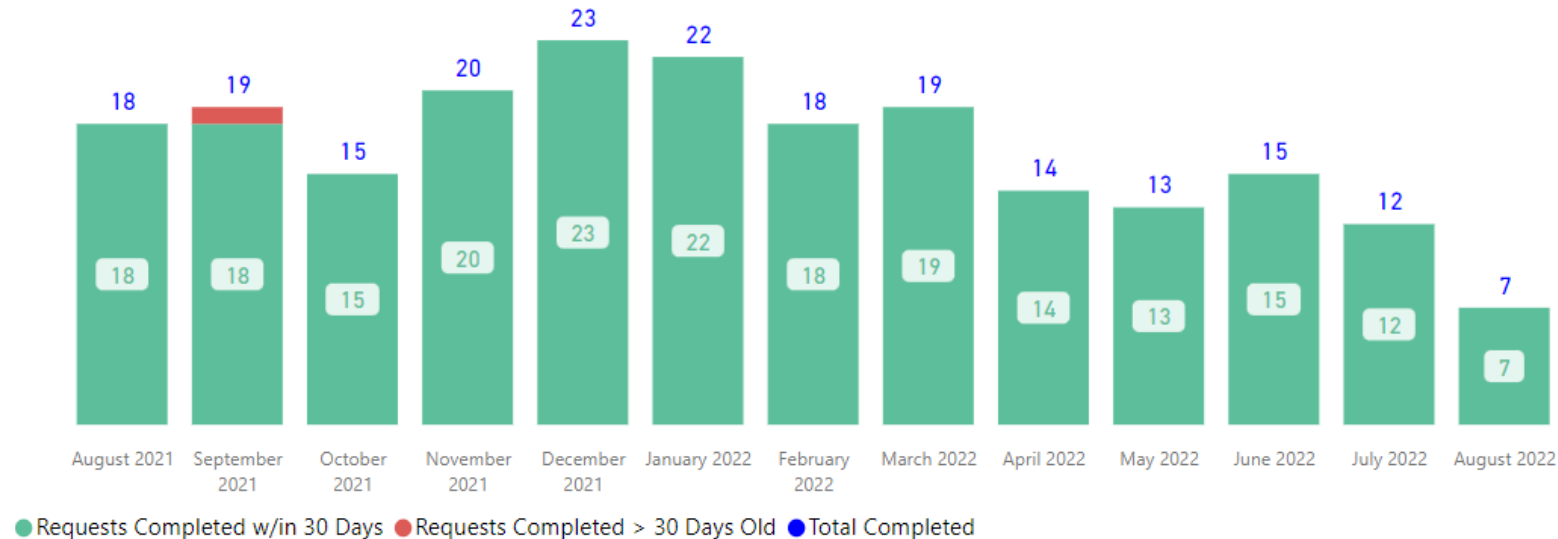
1.31

Total TAT (Rec'd-Compl.) Avg

1.31

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

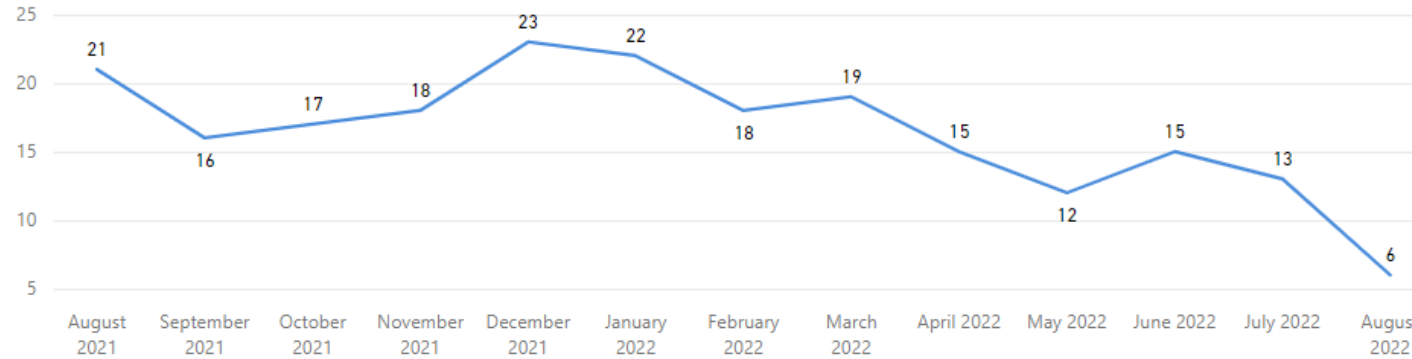
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

215

### Received per Month (Avg)\*

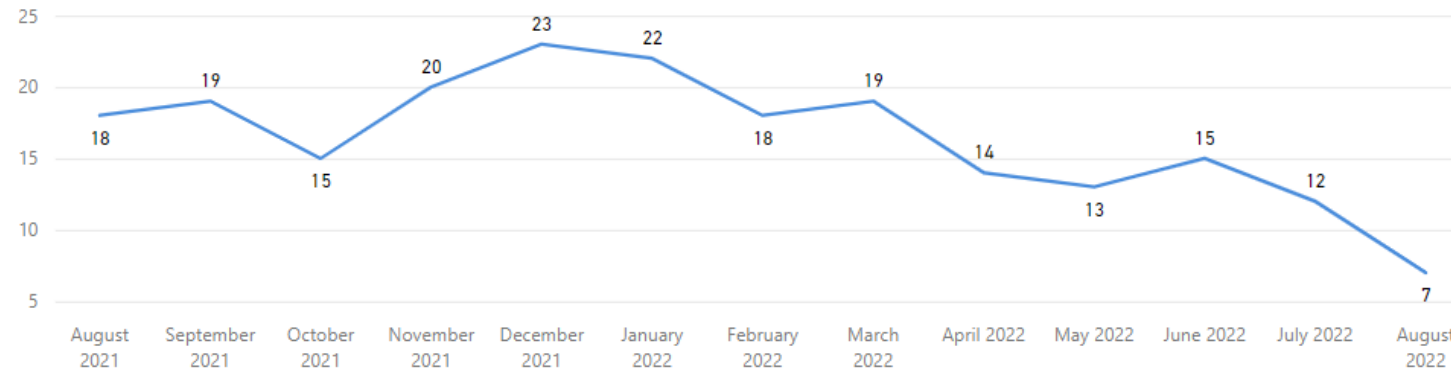
17

### Completed Filter

8/1/2021

8/31/2022

### 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: 753

Avg Age of Backlog (days): 141

Longest Time in Phase  
(Pending)

Unassigned

716

Draft

2

Tech

2

Admin

13

## # of Unassigned

1080!

Goal: 100 (-980%)

## # Pending Draft

17✓

Goal: 100 (+83%)

## # Pending Tech

22✓

Goal: 50 (+56%)

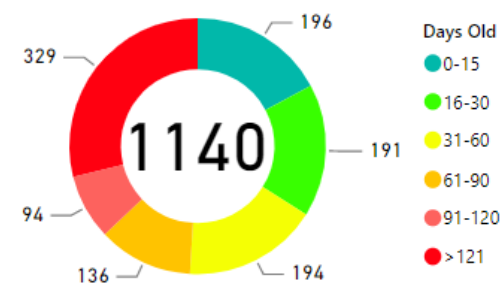
## # Pending Admin

21✓

Goal: 50 (+58%)

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

## Pending Requests



Avg Age (days): 98

Overall TAT  
(MTD)

87.8!

Goal: 14, 15

Overall TAT  
(Past 90 Days)

65.2!

Goal: 14, 15

Analysis TAT  
(MTD)

5.6✓

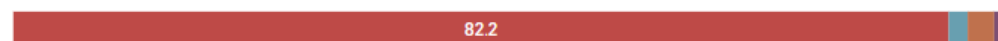
Goal: 14, 15

Analysis TAT  
(Past 90 Days)

4.9✓

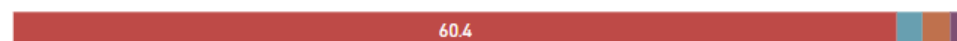
Goal: 14, 15

## 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

301

Received

427

## 30 Day Avg (Over Past 90 Days)

Completed

320

Received

383

Service

Seized Drugs Examination

Priority Type

Mari

Backlogged Requests: 440

Avg Age of Backlog (days): 192

Longest Time in Phase  
(Pending)

Unassigned

716

Draft

0

Tech

0

Admin

0

## # of Unassigned

489!

Goal: 100 (-389%)

## # Pending Draft

0✓

Goal: 100 (+100%)

## # Pending Tech

5✓

Goal: 50 (+90%)

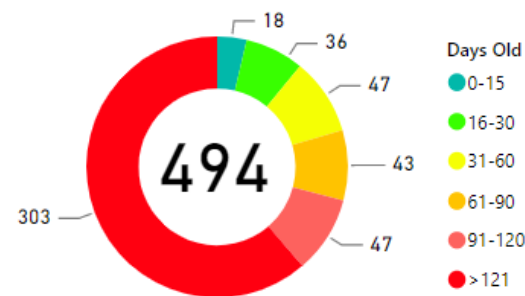
## # Pending Admin

0✓

Goal: 50 (+100%)

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

## Pending Requests



Avg Age (days): 173

Overall TAT  
(MTD)

268.6!

Goal: 14, 15

Overall TAT  
(Past 90 Days)

265.7!

Goal: 14, 15

Analysis TAT  
(MTD)

9.1✓

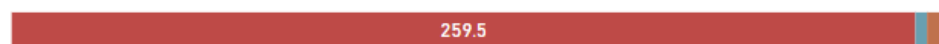
Goal: 14, 15

Analysis TAT  
(Past 90 Days)

7.0✓

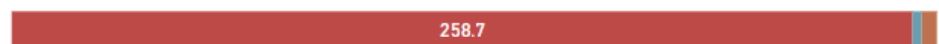
Goal: 14, 15

## 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

60

Received

54

## 30 Day Avg (Over Past 90 Days)

Completed

38

Received

50

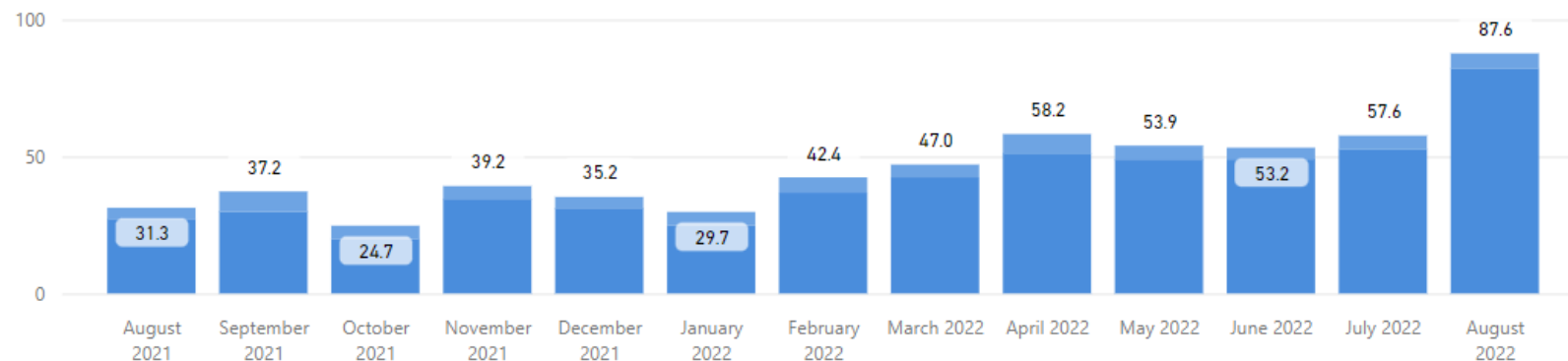
## Date Range

8/1/2021

8/31/2022

## Total TAT by Month

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



## Request Type

Seized Drugs Examination ▼

Priority Type

All ▼

## Selected Time Frame Averages

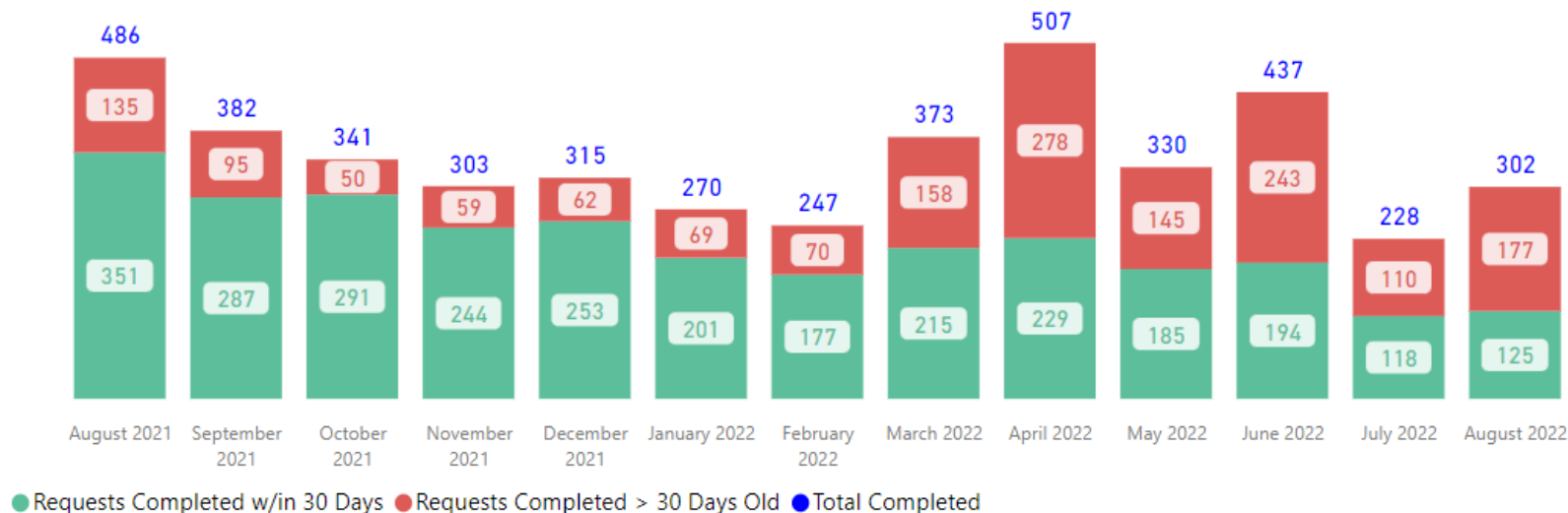
45.78

Total TAT (Rec'd-Compl.) Avg

5.23

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

4521

Requests Completed

1651

Requests Completed > 30 Days Old

36.52 %

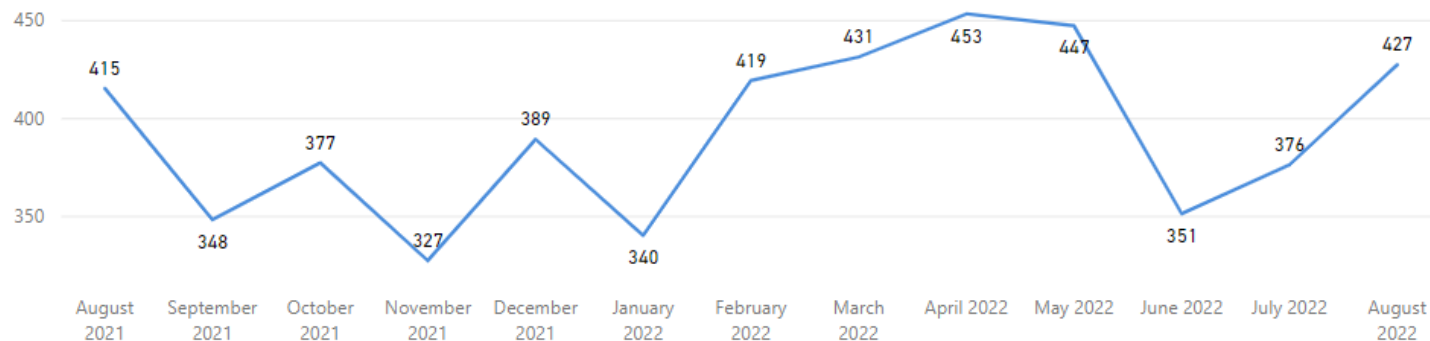
% Completed > 30 Days Old

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

Service  Priority Type

**Received Filter**

### Received by Month



**Total Received**

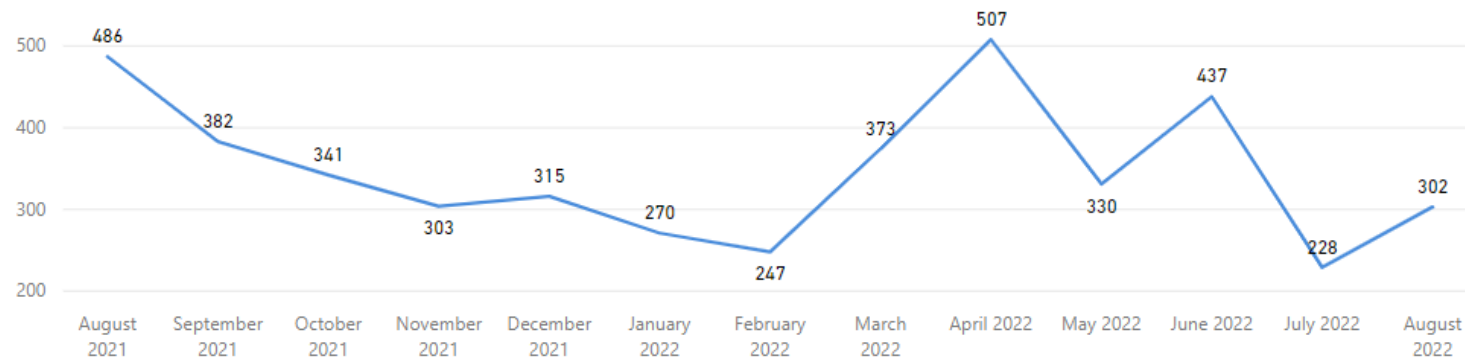
5,100

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

392

**Completed Filter**

### Completed by Month



**Total Completed**

4,521

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

348

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

# Toxicology

Service

Blood Alcohol

Priority Type

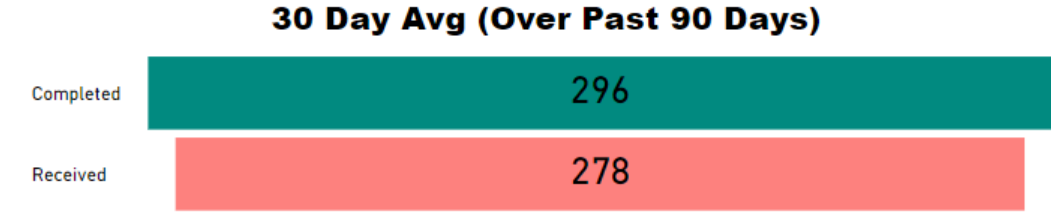
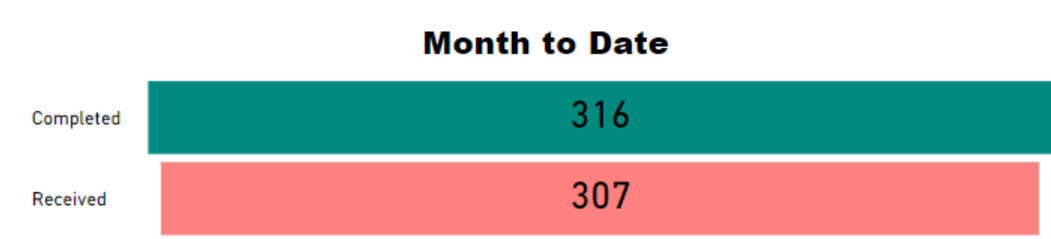
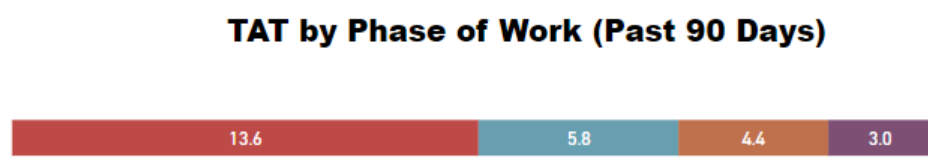
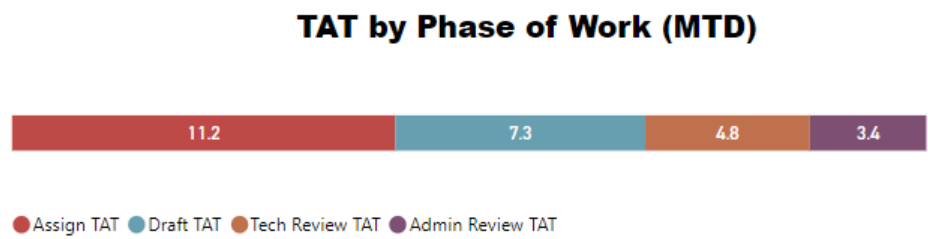
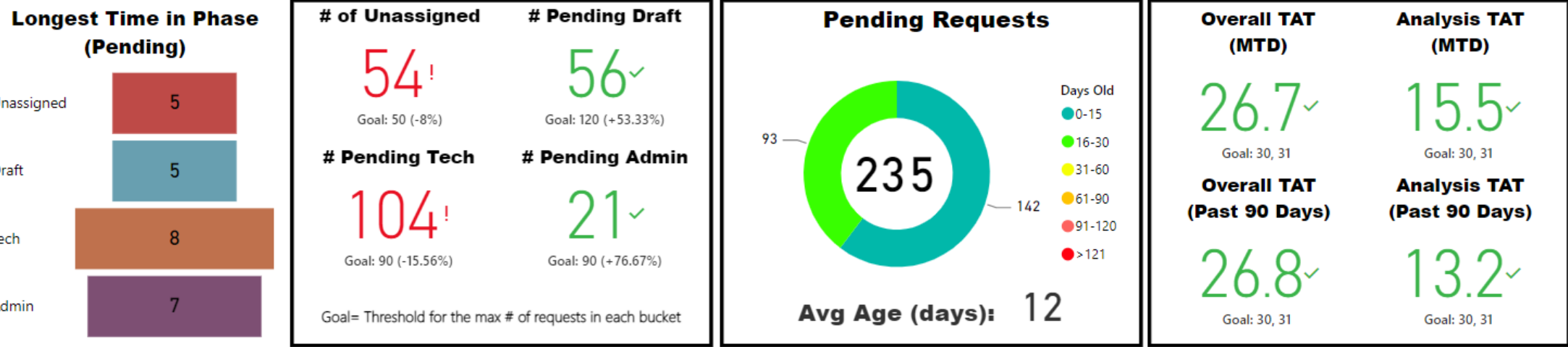
All

Backlogged Requests:

0

Avg Age of Backlog (days):

(Blank)



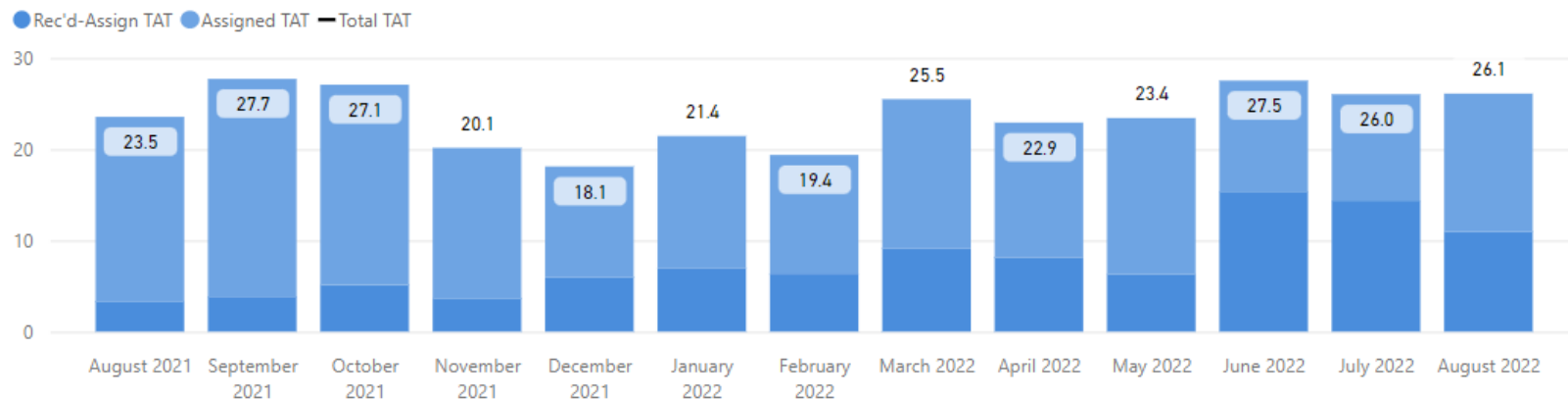


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

Blood Alcohol

Priority Type

All

## Selected Time Frame Averages

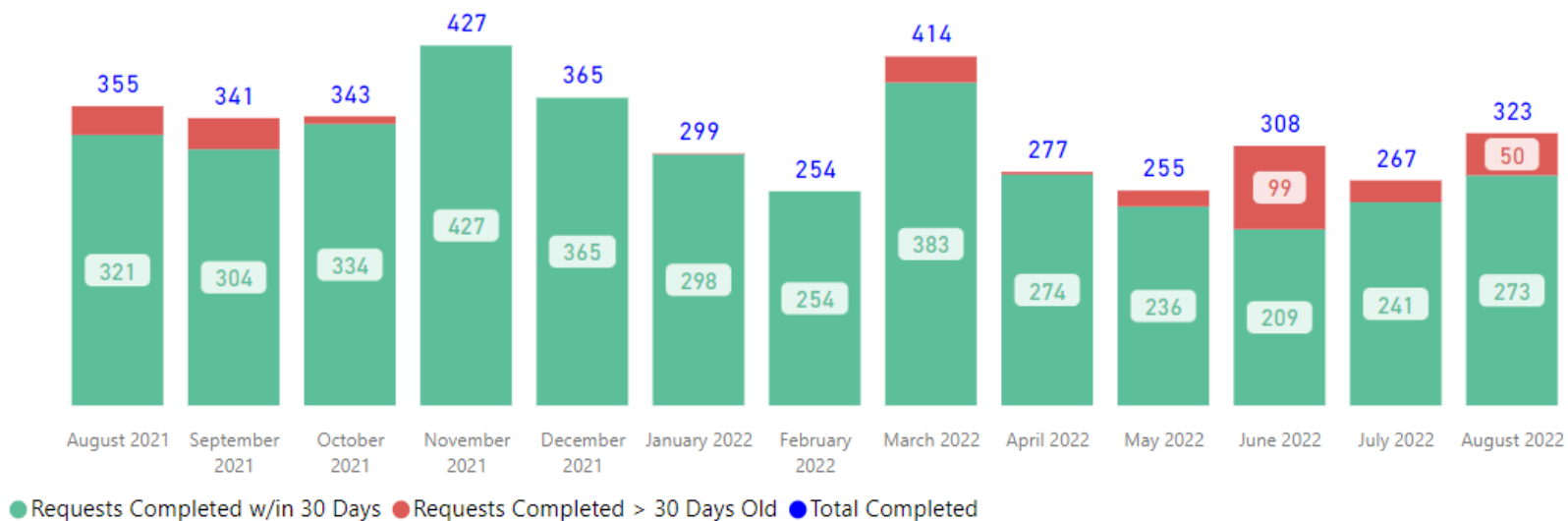
23.73

Total TAT (Rec'd-Compl.) Avg

16.31

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

4228

Requests Completed

309

Requests Completed > 30 Days Old

7.31 %

% Completed > 30 Days Old

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

Service

Blood Alcohol

Priority Type

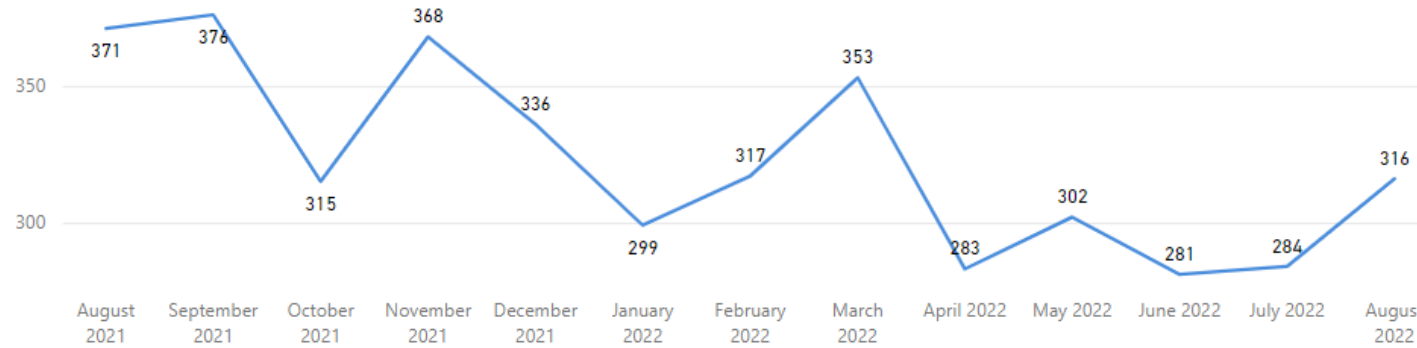
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

4,201

Received per Month (Avg)\*

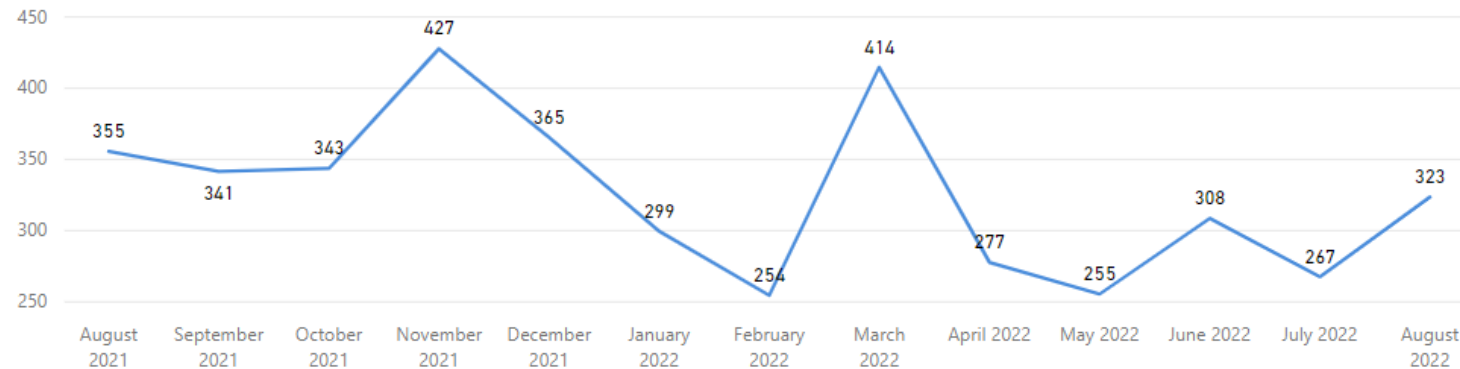
323

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

4,228

Completed per Month (Avg)\*

325

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

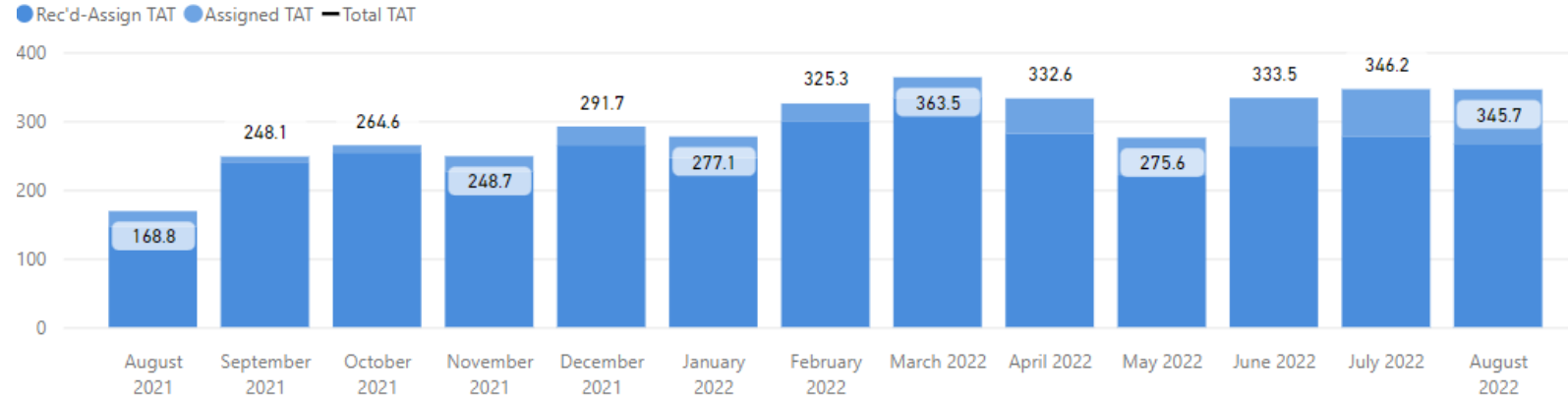


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

Toxicology

Priority Type

All

## Selected Time Frame Averages

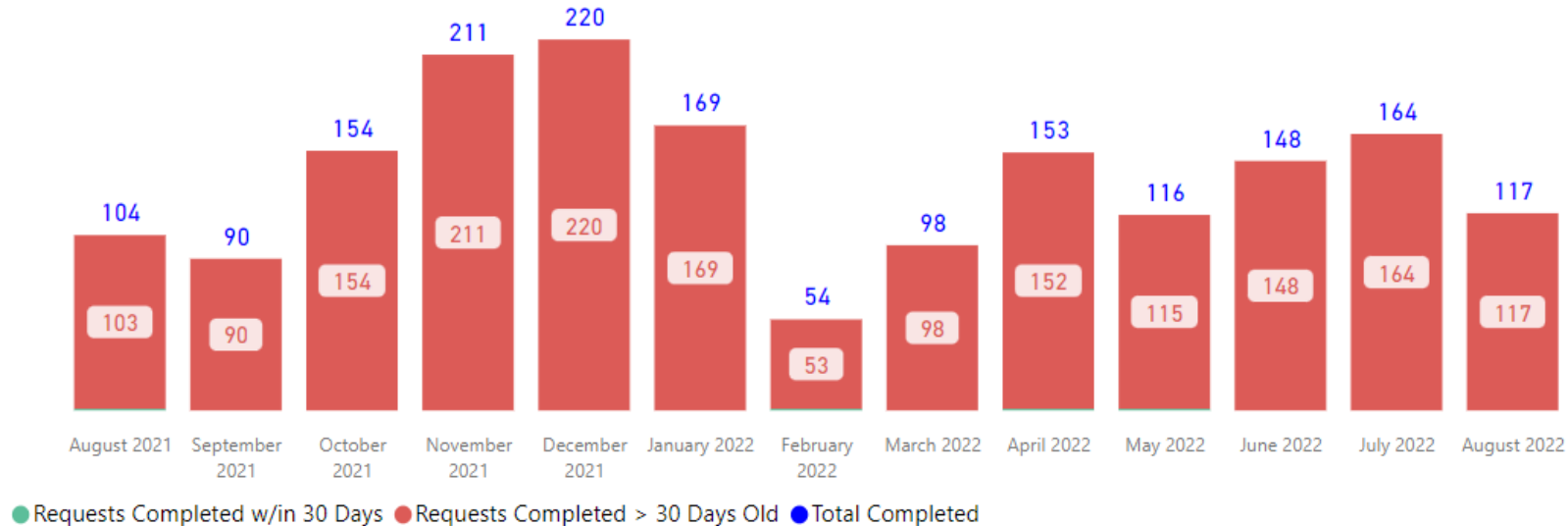
292.95

Total TAT (Rec'd-Compl.) Avg

39.27

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1798

Requests Completed

1794

Requests Completed > 30 Days Old

99.78 %

% Completed > 30 Days Old

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

Service

Toxicology

Priority Type

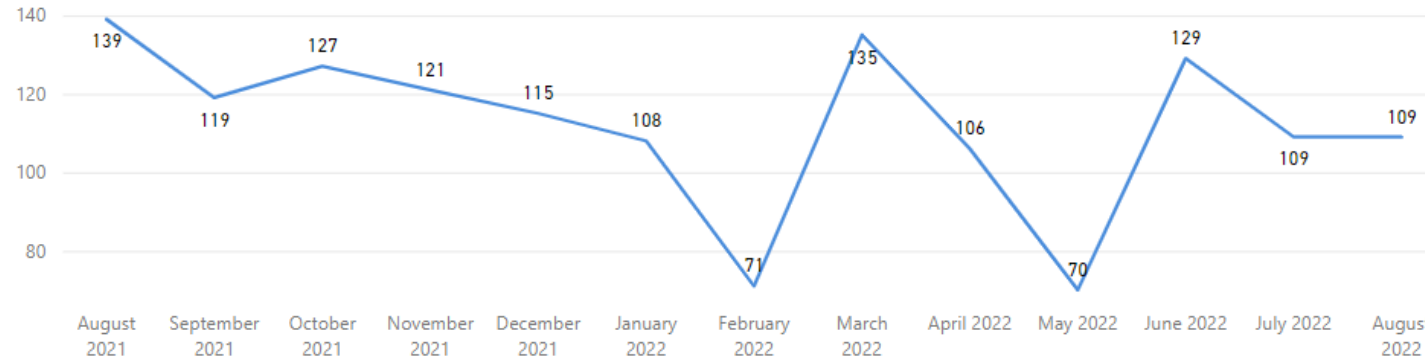
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

1,458

### Received per Month (Avg)\*

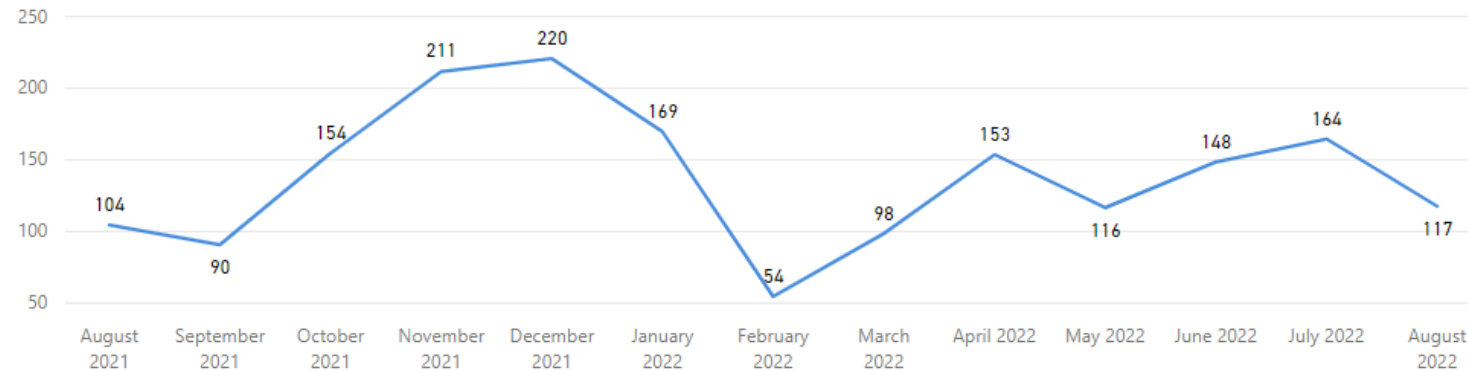
112

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

1,798

### Completed per Month (Avg)\*

138

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

# Firearms

Service

Firearms Examination

Priority Type

All

Backlogged Requests: 175

Avg Age of Backlog (days): 188

Longest Time in Phase  
(Pending)

Unassigned

391

Draft

383

Tech

5

Admin

0

# of Unassigned

191!

Goal: 10 (-1810%)

# Pending Draft

22!

Goal: 14 (-57.14%)

# Pending Tech

3✓

Goal: 9 (+66.67%)

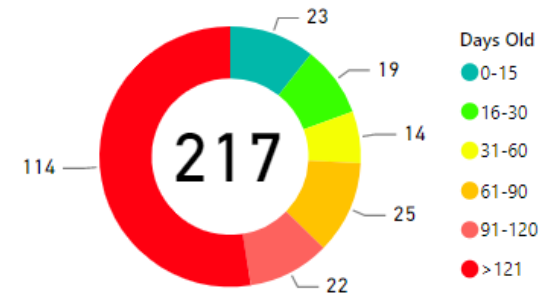
# Pending Admin

2✓

Goal: 5 (+60%)

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

## Pending Requests



Avg Age (days): 154

Overall TAT  
(MTD)

88.6!

Goal: 40, 41

Overall TAT  
(Past 90 Days)

92.0!

Goal: 40, 41

Analysis TAT  
(MTD)

24.7✓

Goal: 40, 41

Analysis TAT  
(Past 90 Days)

25.8✓

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

43

Received

53

## 30 Day Avg (Over Past 90 Days)

Completed

33

Received

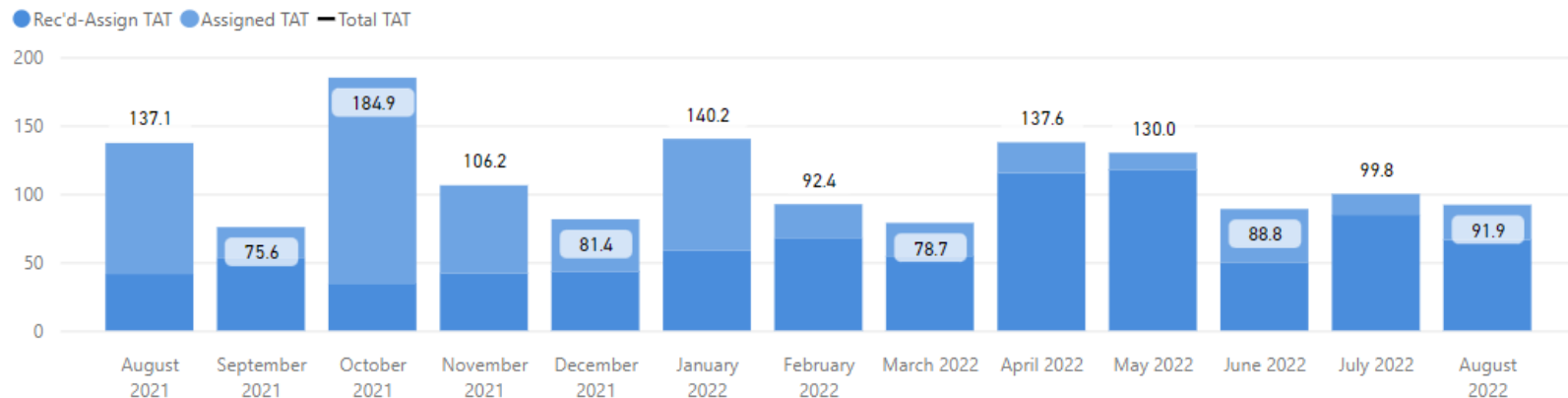
42

## Date Range

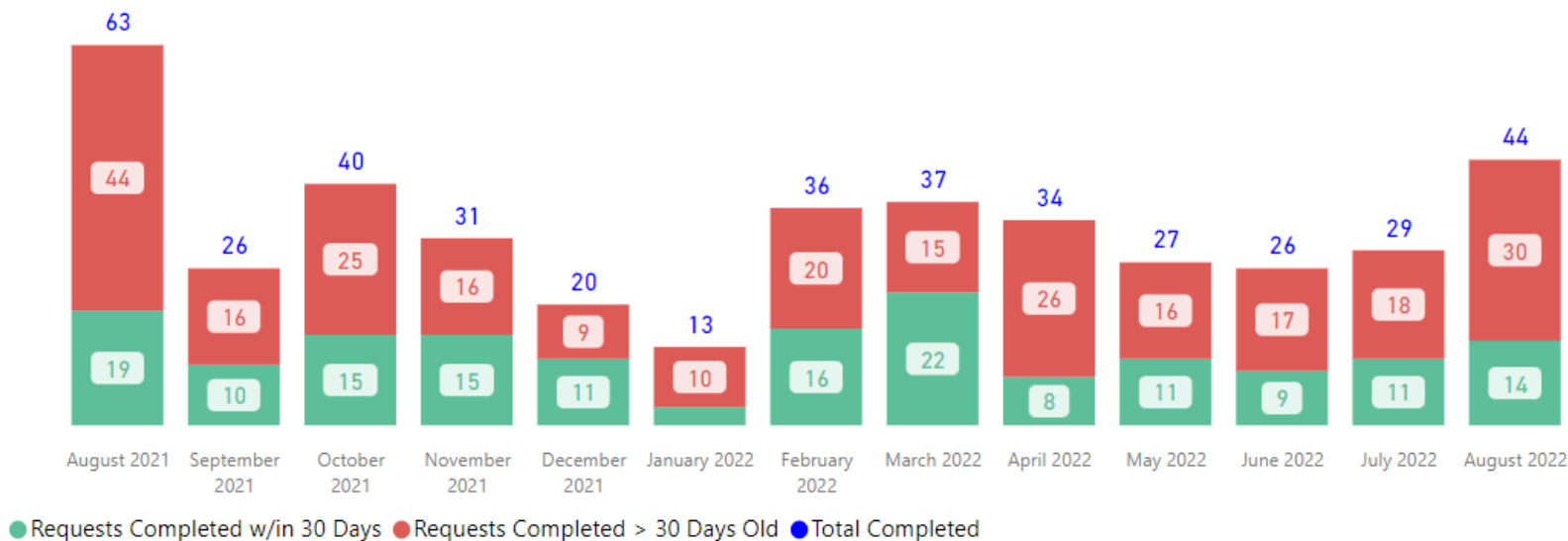
8/1/2021

8/31/2022

## Total TAT by Month



## Requests Completed



## Request Type

Firearms Examination

Priority Type

All

## Selected Time Frame Averages

113.64

Total TAT (Rec'd-Compl.) Avg

51.55

Assigned TAT (Asgmt.-Compl.) Avg

## Received to Complete

426

Requests Completed

262

Requests Completed > 30 Days Old

61.50 %

% Completed > 30 Days Old

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



Service

Firearms Examination

Priority Type

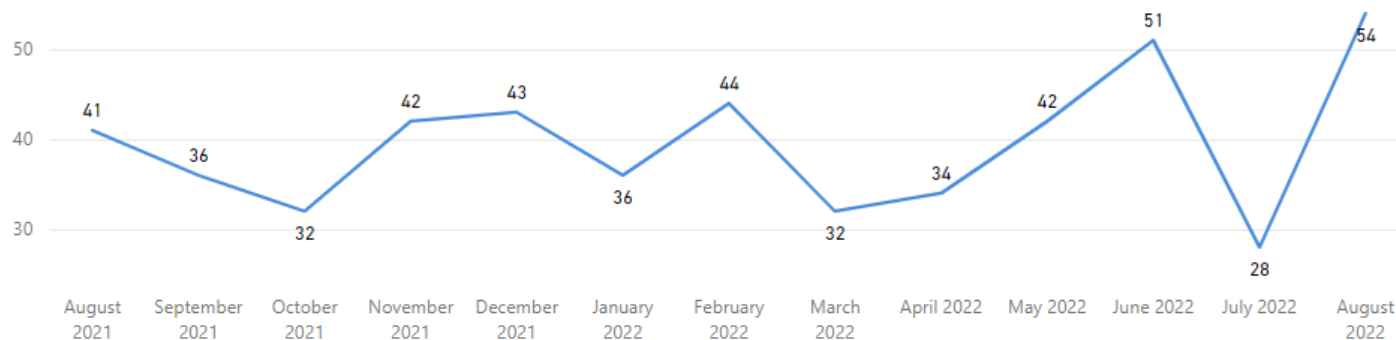
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

515

### Received per Month (Avg)\*

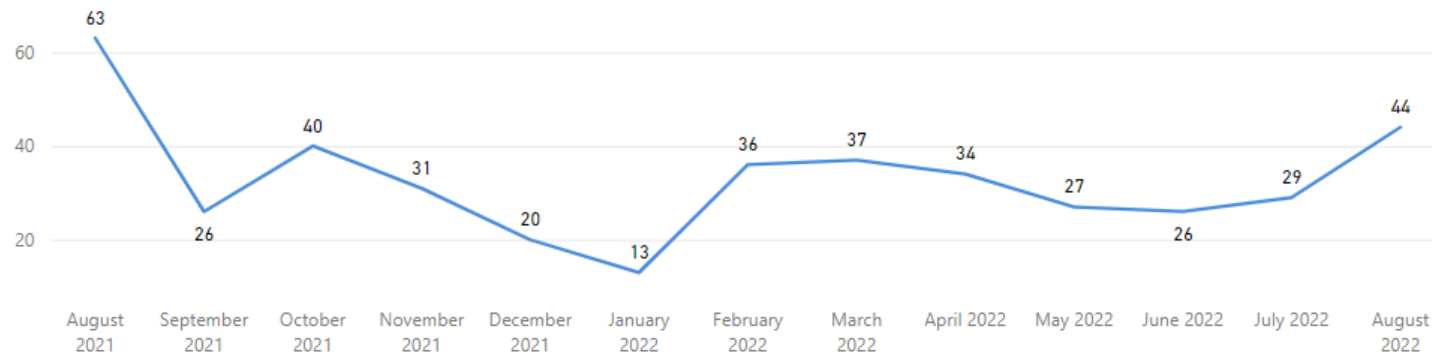
40

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

426

### Completed per Month (Avg)\*

33

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

Service

NIBIN Only



Priority Type

All



Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase  
(Pending)

Unassigned

9

Draft

1

Tech

2

Admin

2

# of Unassigned

135!

Goal: 20 (-575%)

# Pending Draft

29✓

Goal: 35 (+17.14%)

# Pending Tech

33!

Goal: 20 (-65%)

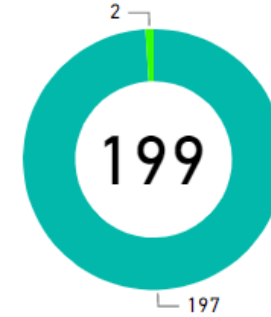
# Pending Admin

2✓

Goal: 20 (+90%)

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

## Pending Requests



Days Old

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

Avg Age (days): 6

Overall TAT  
(MTD)

9.4!

Goal: 7, 8

Overall TAT  
(Past 90 Days)

7.9.

Goal: 7, 8

Analysis TAT  
(MTD)

3.7✓

Goal: 7, 8

Analysis TAT  
(Past 90 Days)

4.0✓

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

401

Received

482

## 30 Day Avg (Over Past 90 Days)

Completed

451

Received

483

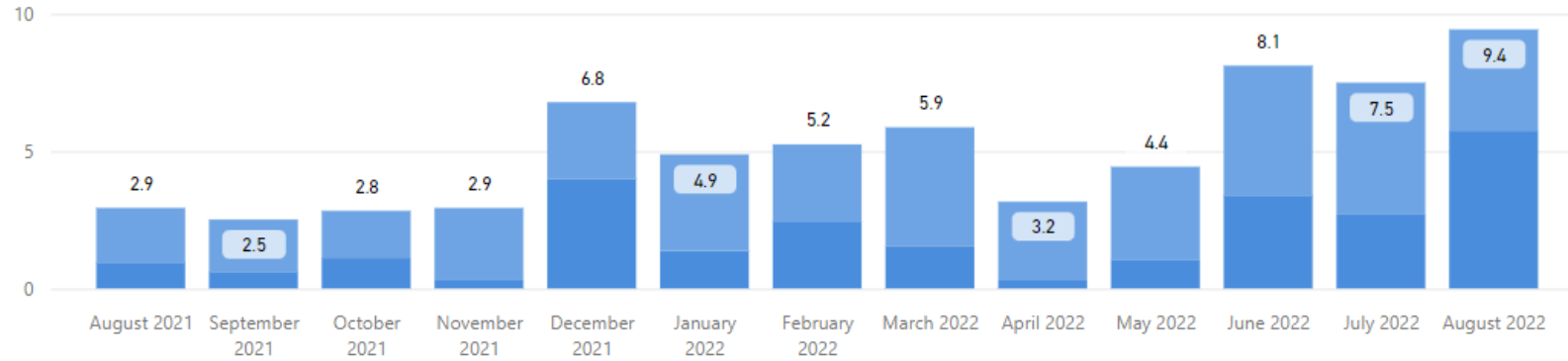
## Date Range

8/1/2021

8/31/2022

## Total TAT by Month

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



## Request Type

NIBIN Only

Priority Type

All

## Selected Time Frame Averages

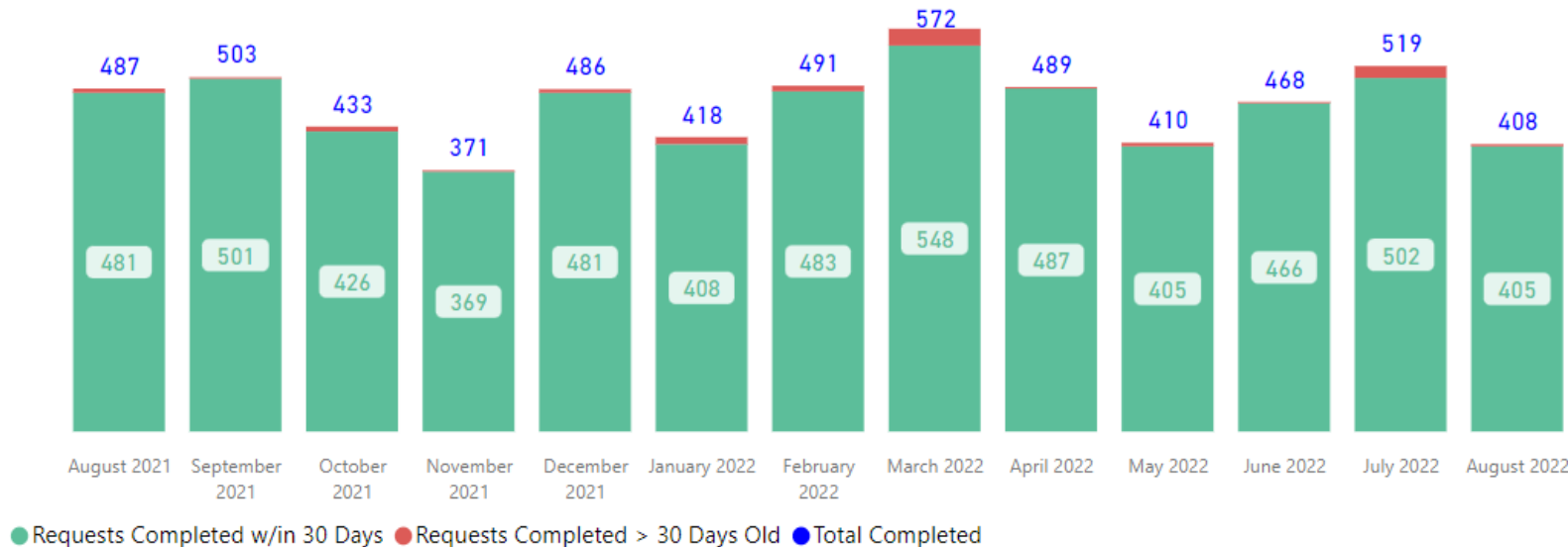
5.15

Total TAT (Rec'd-Compl.) Avg

3.19

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

6055

Requests Completed

93

Requests Completed > 30 Days Old

1.54 %

% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

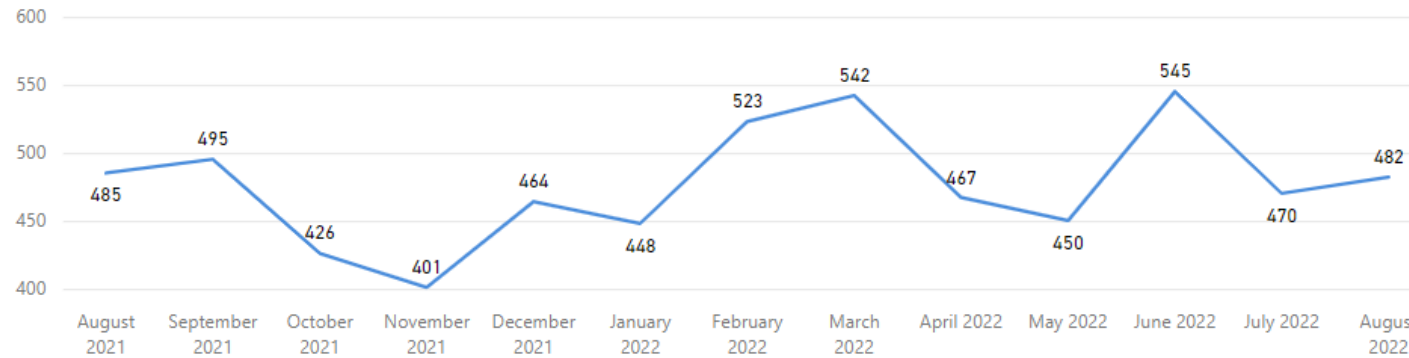
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

6,198

Received per Month (Avg)\*

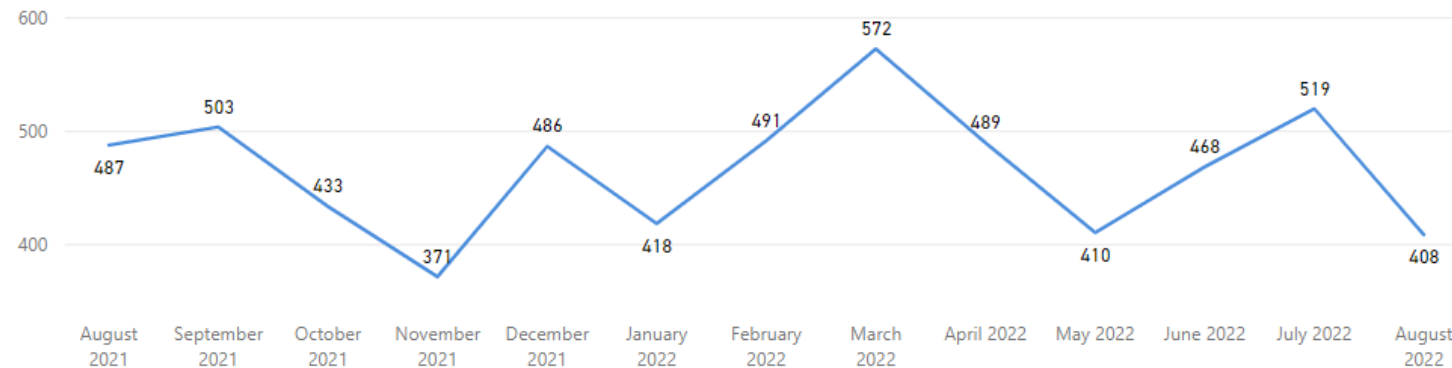
477

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

6,055

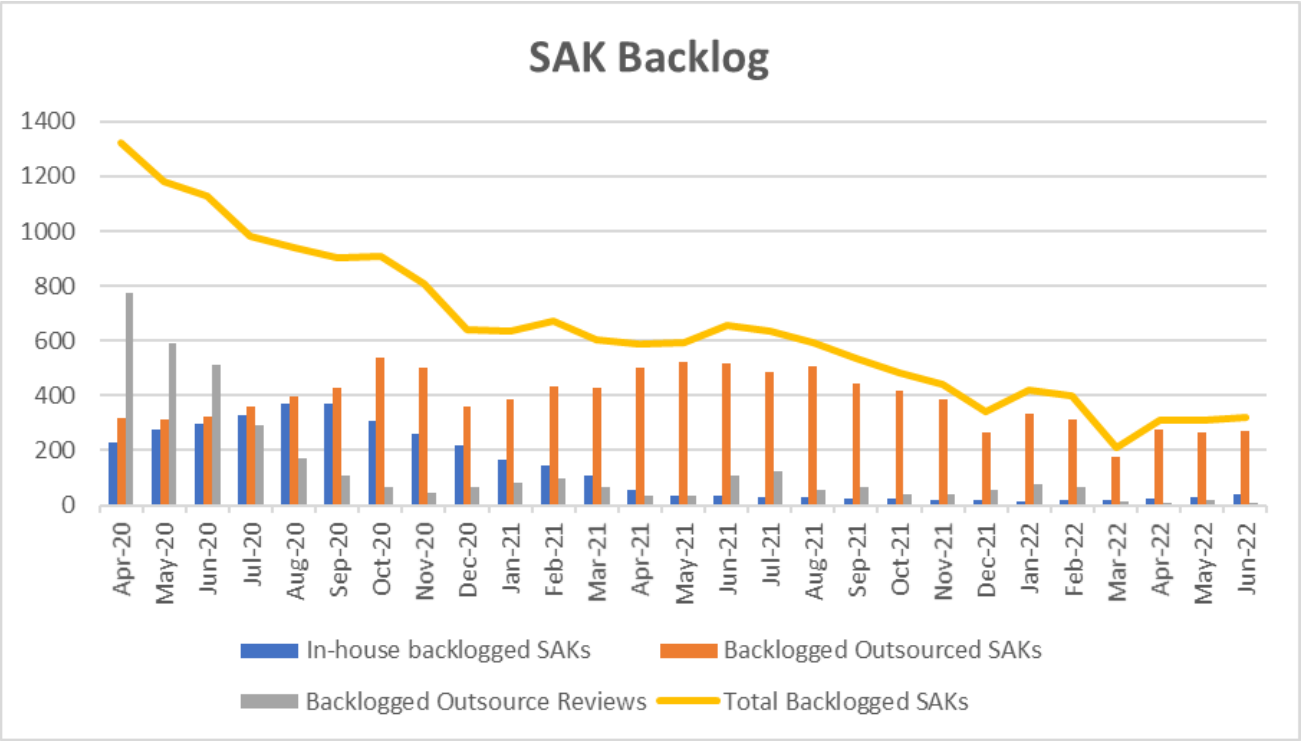
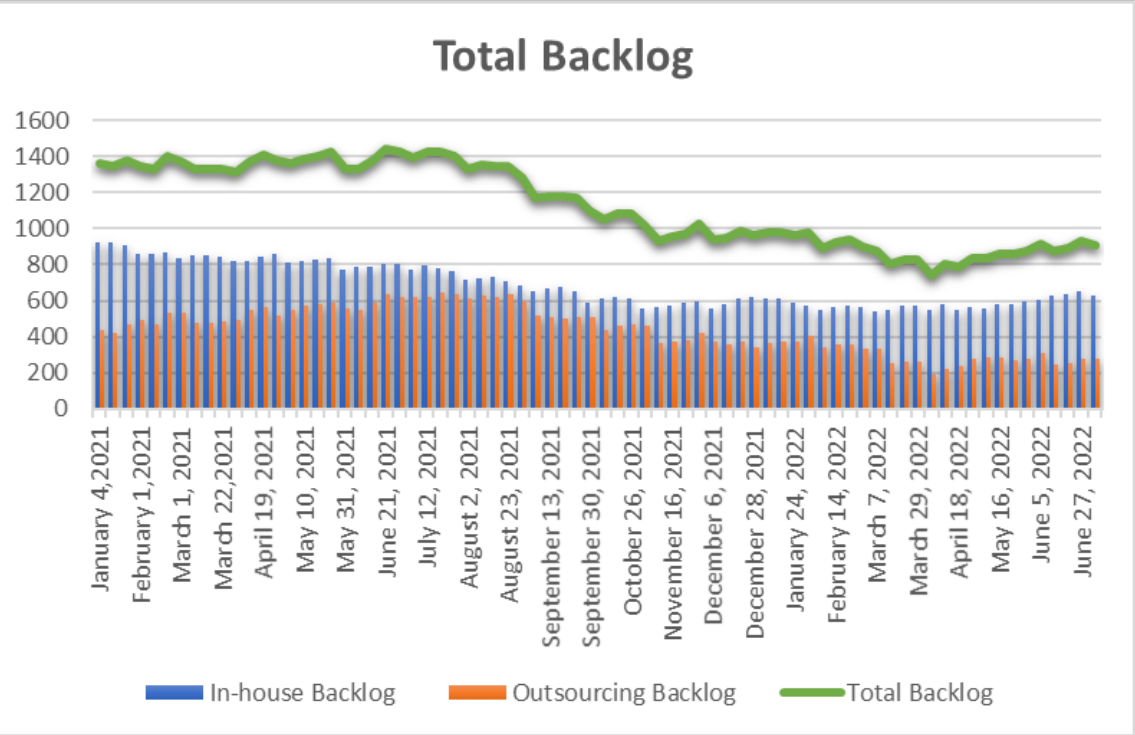
Completed per Month (Avg)\*

466

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

# Forensic Biology

# DNA Backlog Update



Section

DNA

Request Type

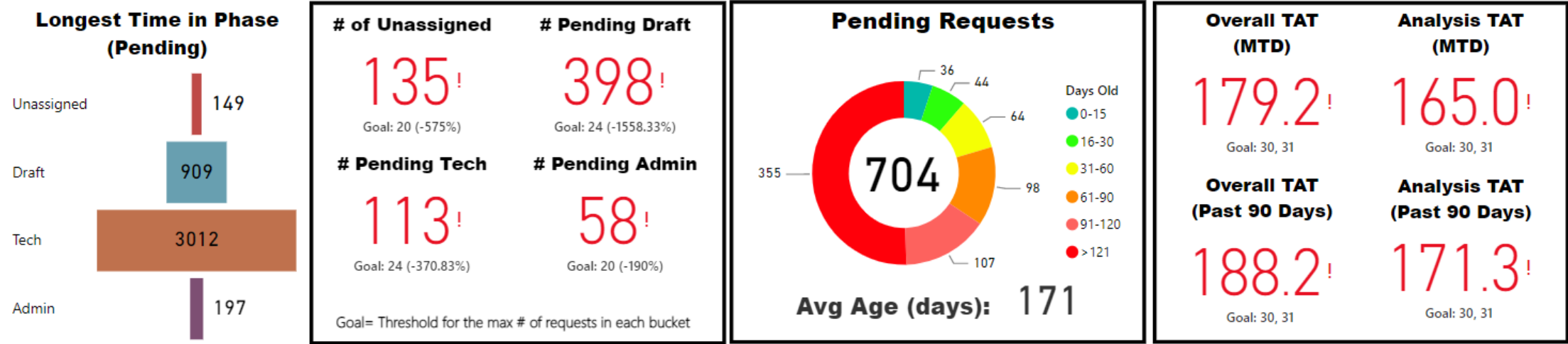
All

Backlogged Requests:

624

Avg Age of Backlog (days):

191



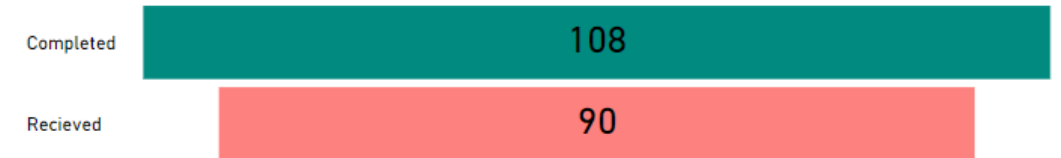
TAT by Phase of Work (MTD)



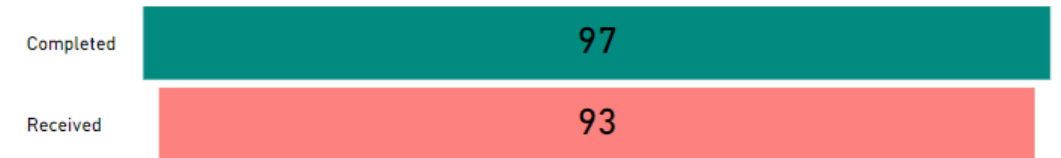
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Section

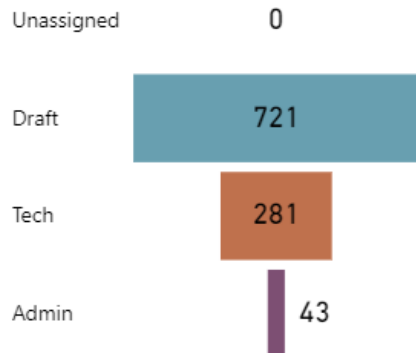
DNA

Request Type

SAK

Backlogged Requests: 40

Avg Age of Backlog (days): 190

Longest Time in Phase  
(Pending)

## # of Unassigned

0✓

Goal: 20 (+100%)

## # Pending Draft

30!

Goal: 24 (-25%)

## # Pending Tech

8✓

Goal: 24 (+66.67%)

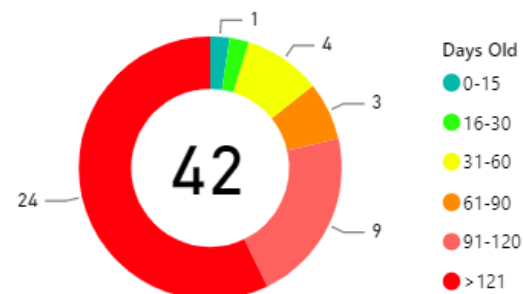
## # Pending Admin

4✓

Goal: 20 (+80%)

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

## Pending Requests



Avg Age (days): 182

Overall TAT  
(MTD)

141.4!

Goal: 30, 31

Analysis TAT  
(MTD)

141.4!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

188.2!

Goal: 30, 31

Analysis TAT  
(Past 90 Days)

171.3!

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

3

## 30 Day Avg (Over Past 90 Days)

Completed

5

Received

4



Section

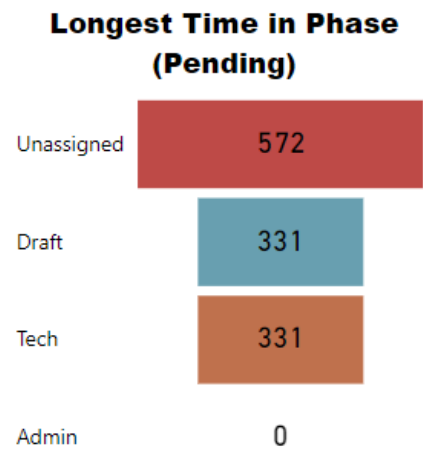
Outsourced - DNA

Request Type

All

Backlogged Requests: 289

Avg Age of Backlog (days): 120



# of Unassigned

358!

Goal: 100 (-258%)

# Pending Draft

3✓

Goal: 100 (+97%)

# Pending Tech

85✓

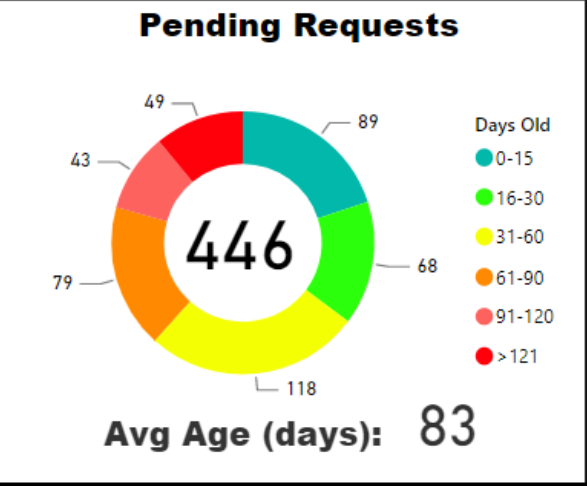
Goal: 100 (+15%)

# Pending Admin

0✓

Goal: 100 (+100%)

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



Overall TAT (MTD)

162.1!

Goal: 100, 100

Analysis TAT (MTD)

58.6✓

Goal: 100, 100

Overall TAT (Past 90 Days)

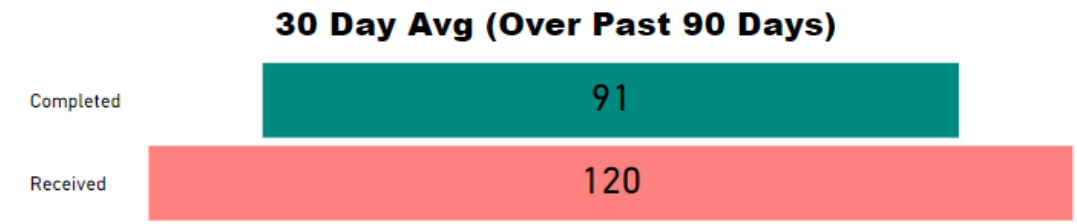
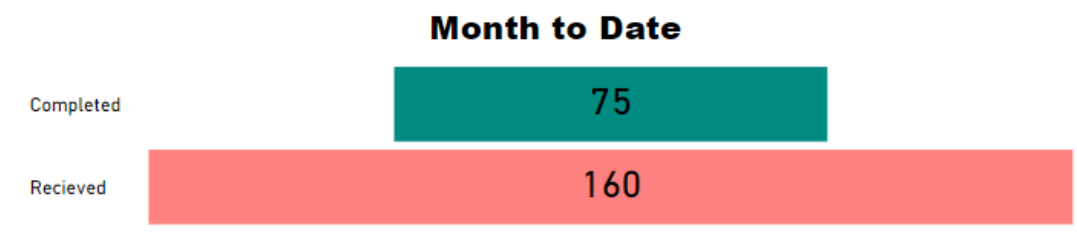
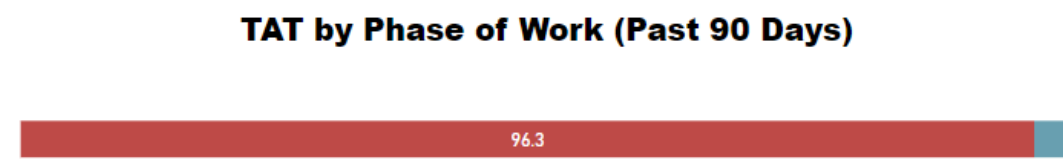
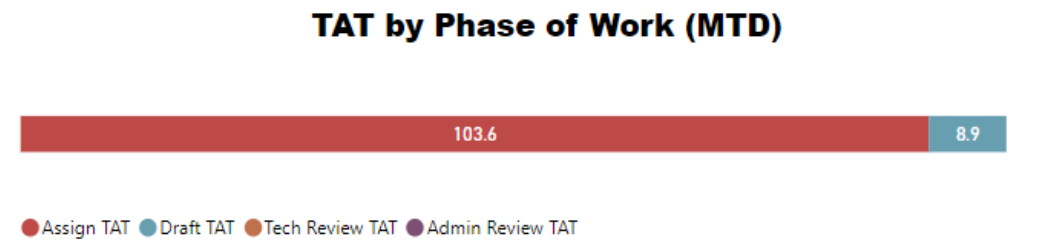
117.4!

Goal: 100, 100

Analysis TAT (Past 90 Days)

21.0✓

Goal: 100, 100



Section

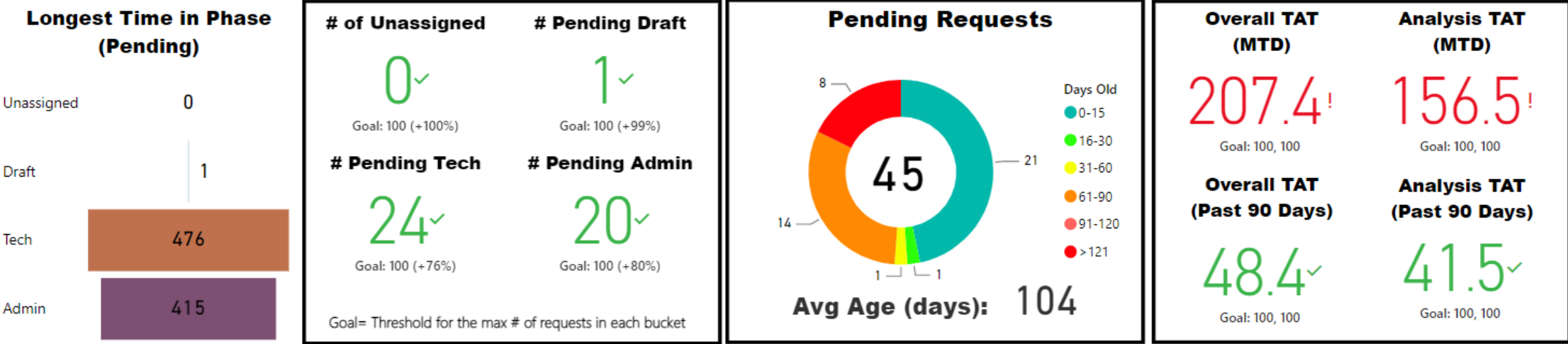
Outsource Technical Revi...

Request Type

All

Backlogged Requests: 23

Avg Age of Backlog (days): 196



## Date Range

8/1/2021

8/31/2022

## Request Type

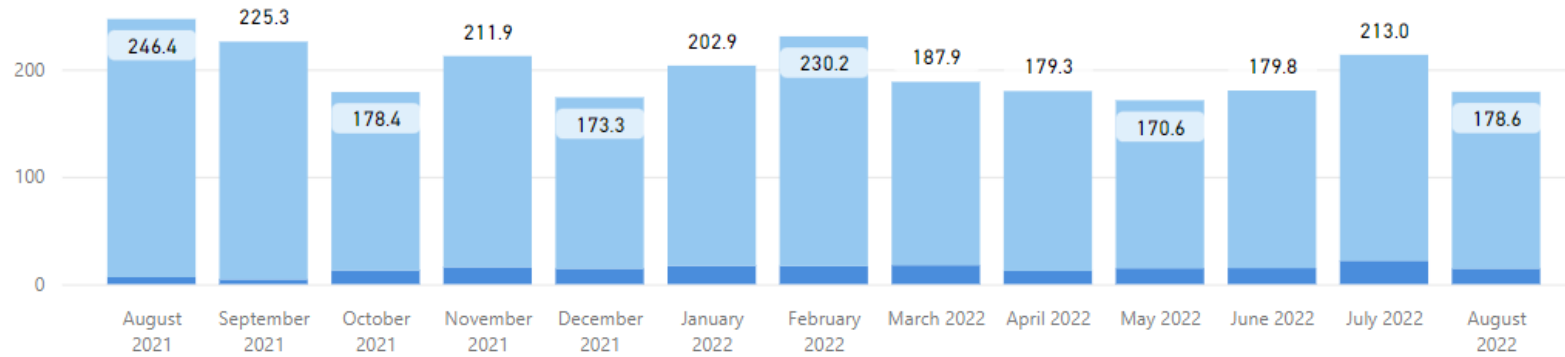
DNA

Request Type

All

## Total TAT by Month

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



## Selected Time Frame Averages

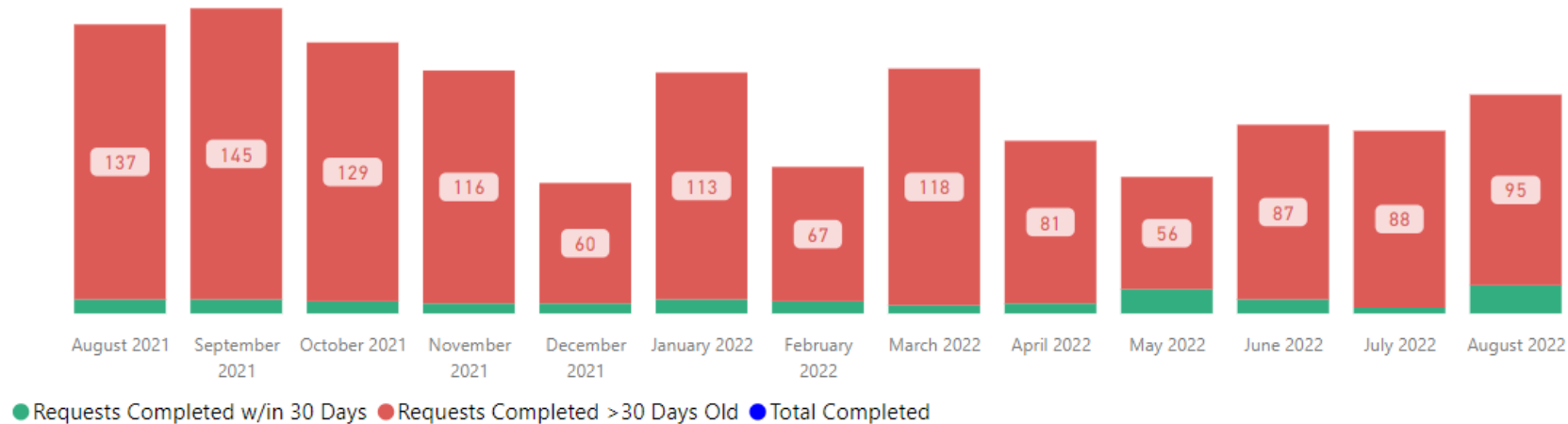
201.11

Total TAT (Rec'd-Compl.) Avg

188.08

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1380

Requests Completed

1292

Requests Completed > 30 Days

93.62 %

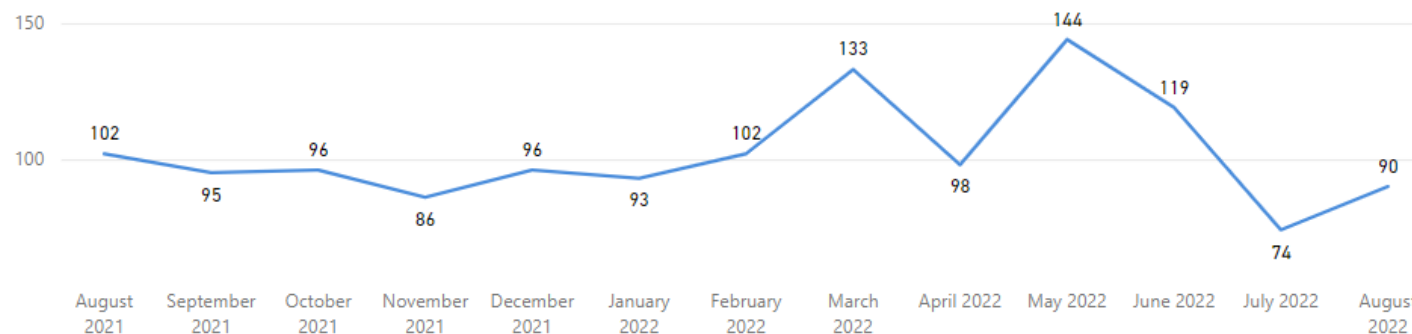
% Completed > 30 Days

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

Section  Request Type

**Received Filter**

### Received by Month



### Total Received

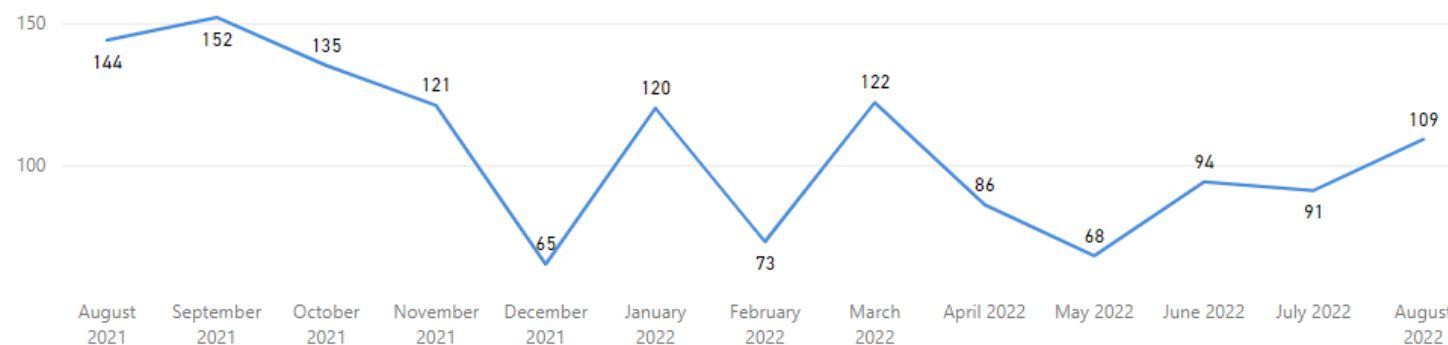
1328

### Received per Month (Avg)\*

102

**Completed Filter**

### Completed by Month



### Total Completed

1380

### Completed per Month (Avg)\*

106

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

Section

Screening

Request Type

All

Backlogged Requests: 23

Avg Age of Backlog (days): 53

Longest Time in Phase  
(Pending)

Unassigned 0

Draft 79

Tech 1

Admin 0

## # of Unassigned

0✓

Goal: 10 (+100%)

## # Pending Draft

72!

Goal: 14 (-414.29%)

## # Pending Tech

1✓

Goal: 16 (+93.75%)

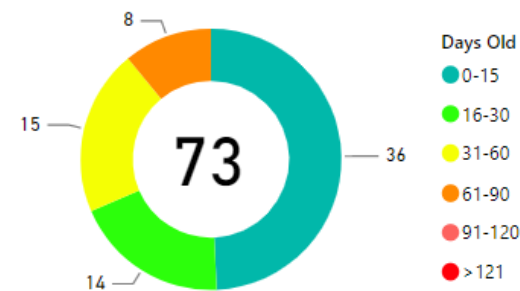
## # Pending Admin

0✓

Goal: 12 (+100%)

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

## Pending Requests



Avg Age (days): 24

Overall TAT  
(MTD)

26.9!

Goal: 10, 11

Overall TAT  
(Past 90 Days)

22.7!

Goal: 10, 11

Analysis TAT  
(MTD)

26.9!

Goal: 10, 11

Analysis TAT  
(Past 90 Days)

22.7!

Goal: 10, 11

## TAT by Phase of Work (MTD)



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

## Month to Date

Completed

80

Received

90

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



## 30 Day Avg (Over Past 90 Days)

Completed

82

Received

88

## Date Range

8/1/2021

8/31/2022

## Request Type

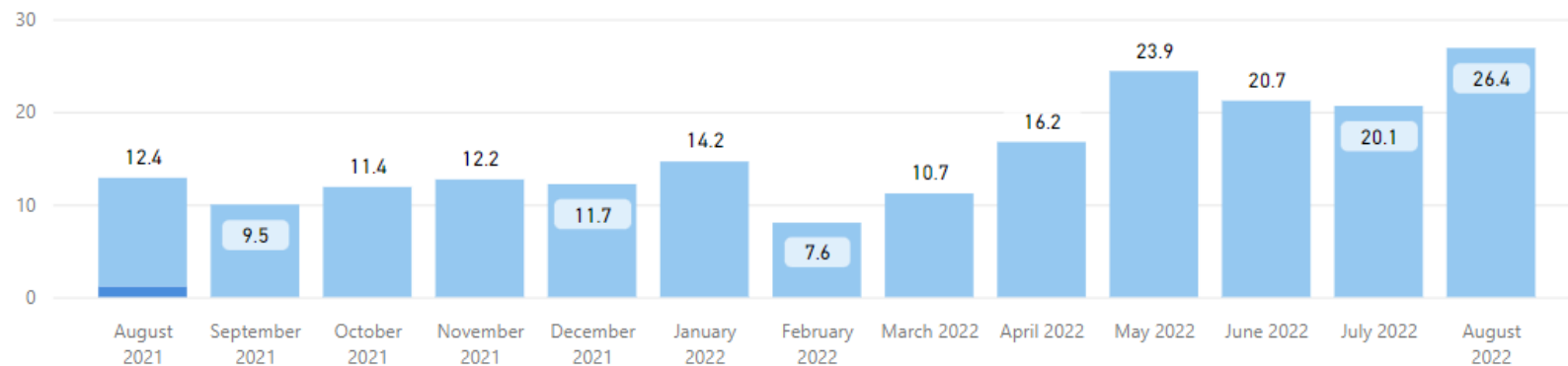
Screening

Request Type

All

## Total TAT by Month

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



## Selected Time Frame Averages

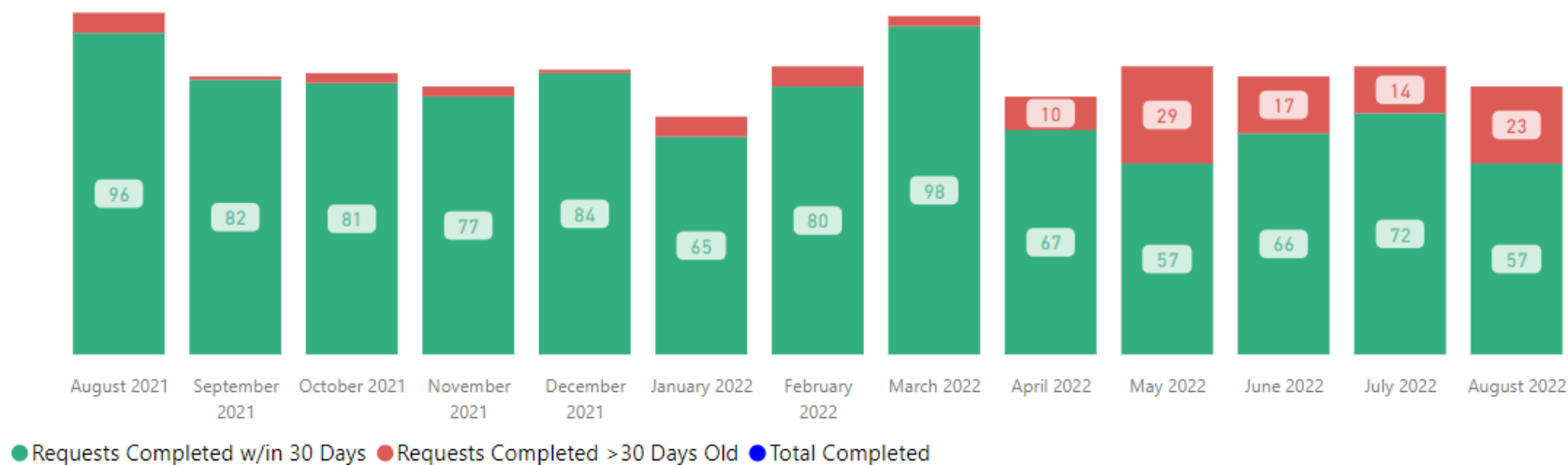
15.03

Total TAT (Rec'd-Compl.) Avg

15.40

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

1104

Requests Completed

122

Requests Completed > 30 Days

11.05 %

% Completed > 30 Days

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

Section

Screening

Request Type

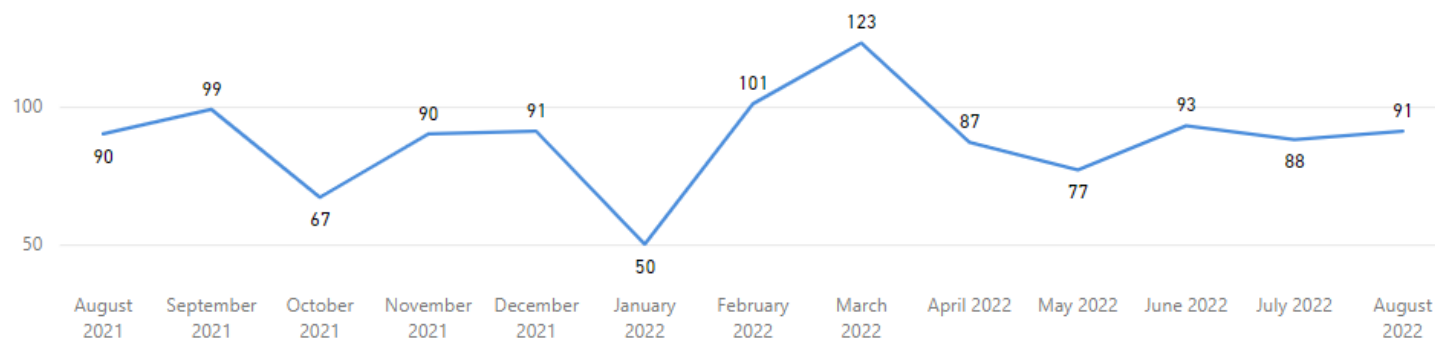
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

1147

Received per Month (Avg)\*

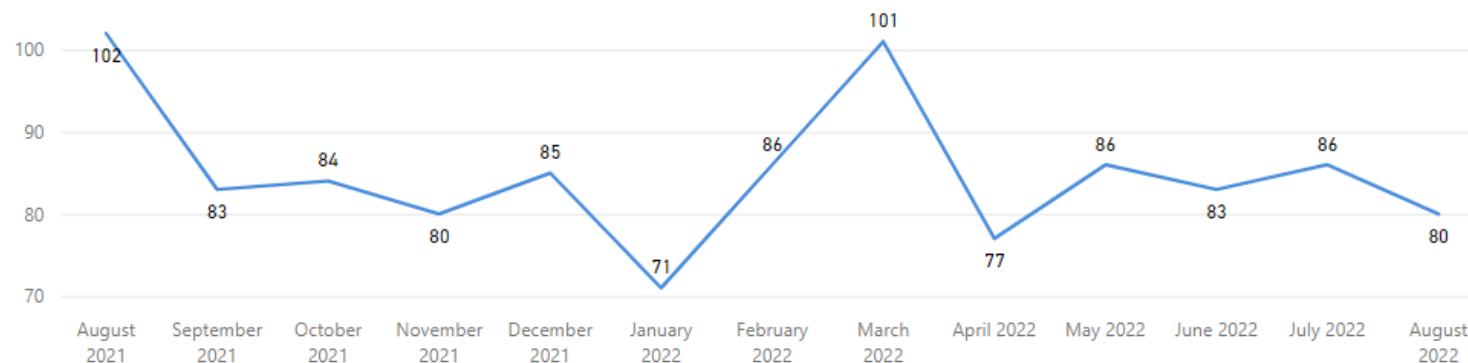
88

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

1104

Completed per Month (Avg)\*

85

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

Section

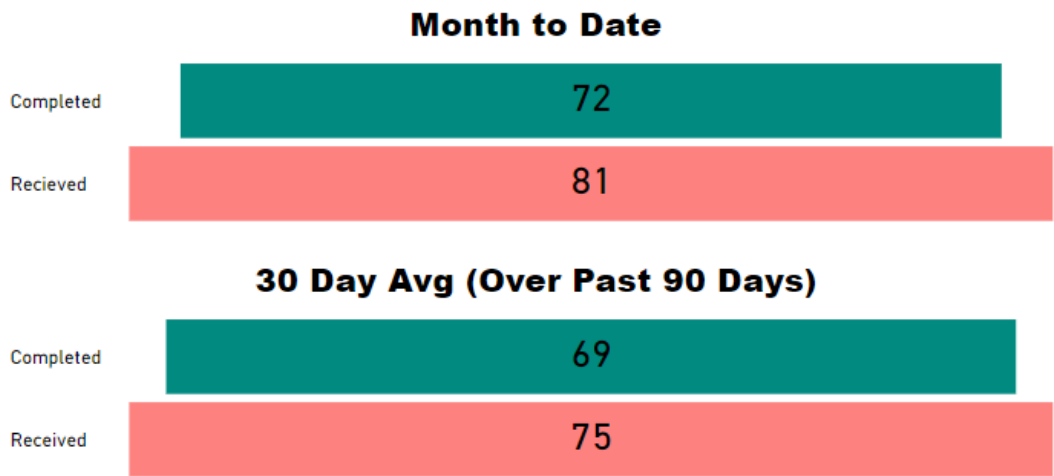
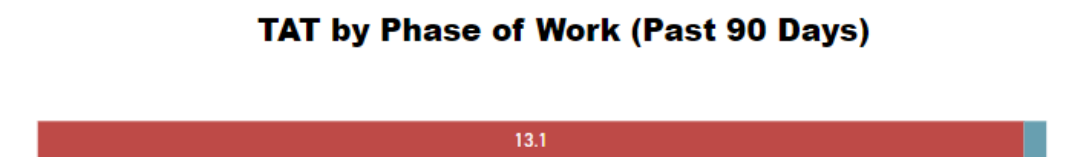
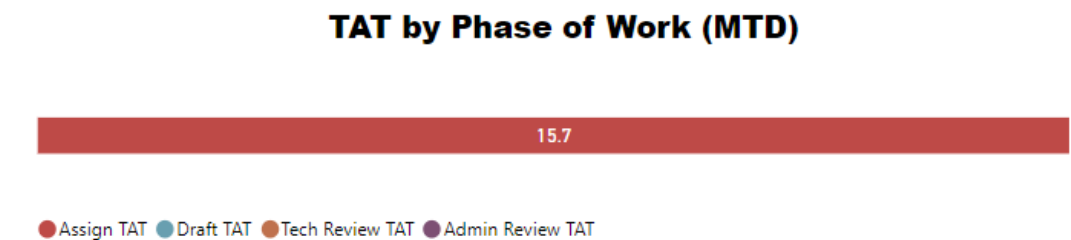
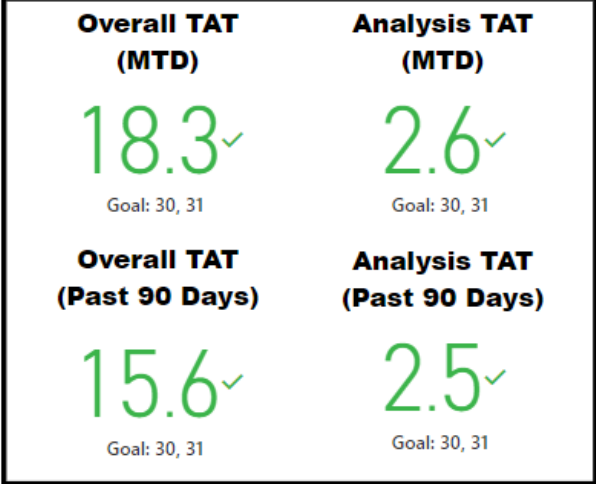
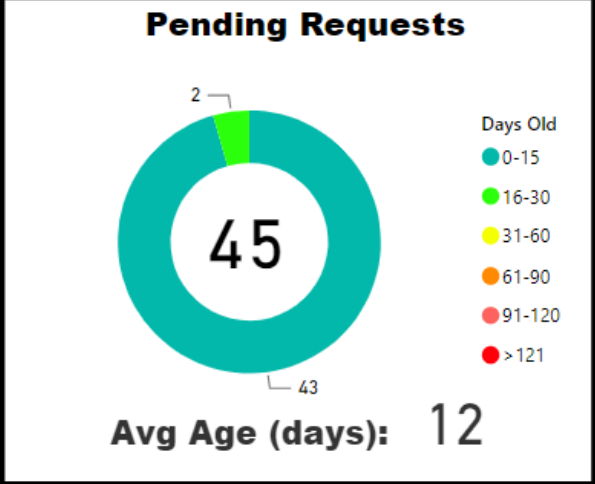
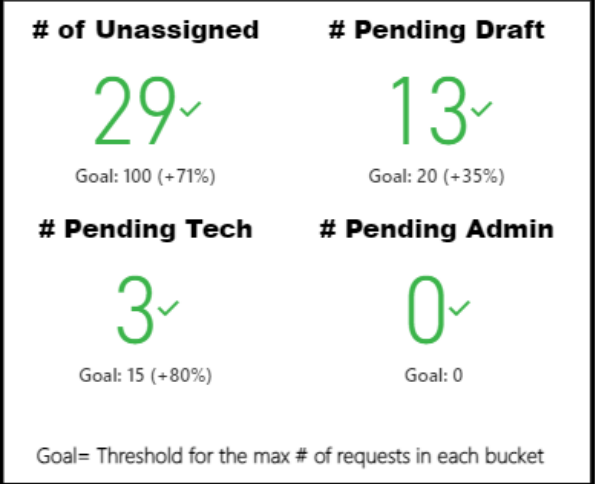
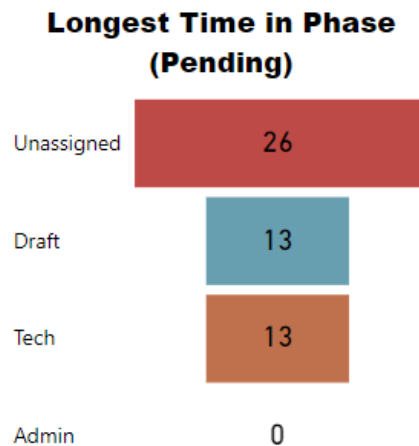
CODIS

Request Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)





## Date Range

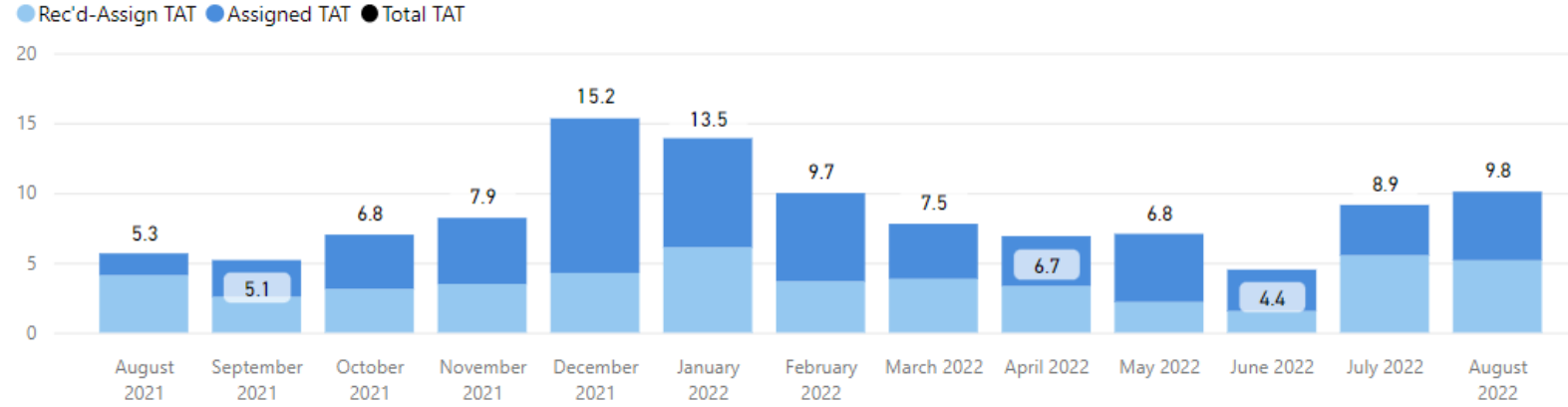
8/1/2021

8/31/2022

## Request Type

CODIS

### Total TAT by Month



### Selected Time Frame Averages

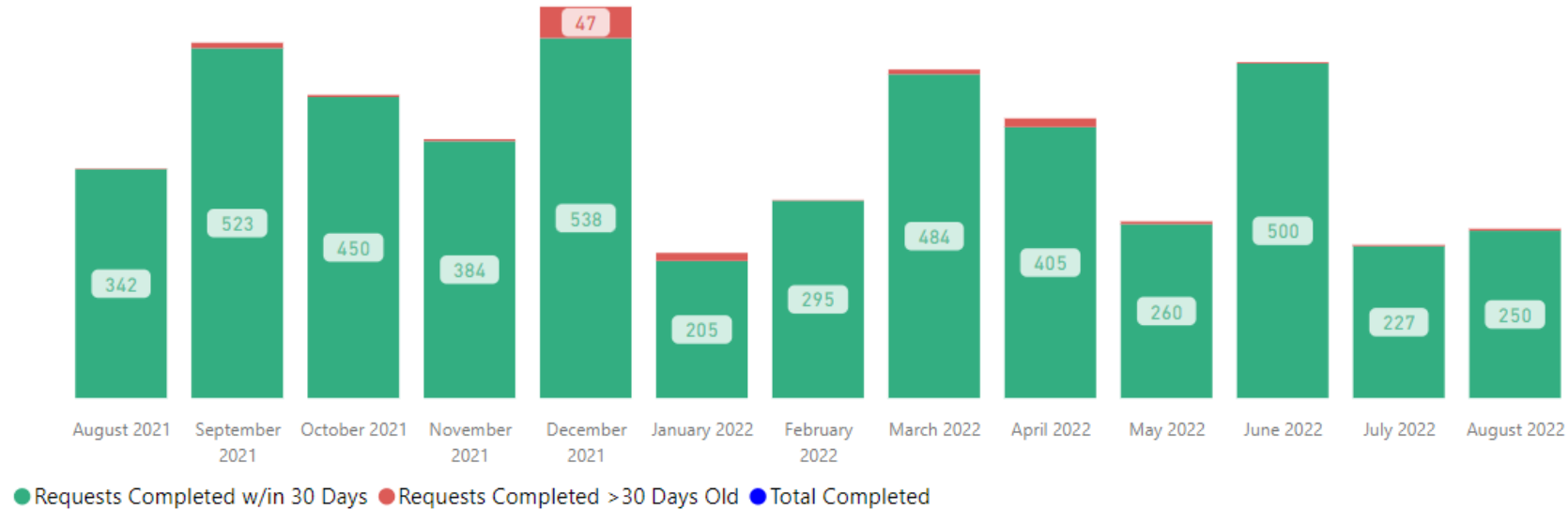
8.11

Total TAT (Rec'd-Compl.) Avg

4.80

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

4969

Requests Completed

106

Requests Completed > 30 Days

2.13 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

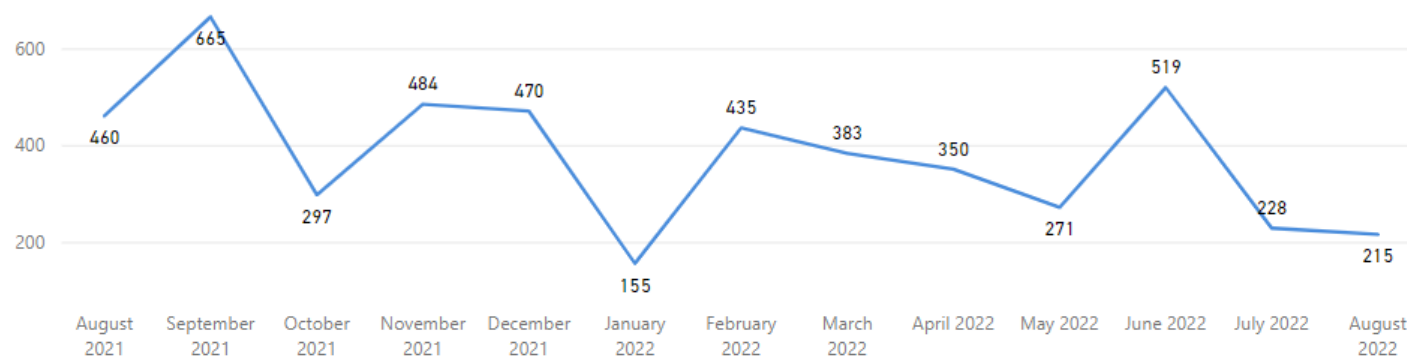
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

4932

Received per Month (Avg)\*

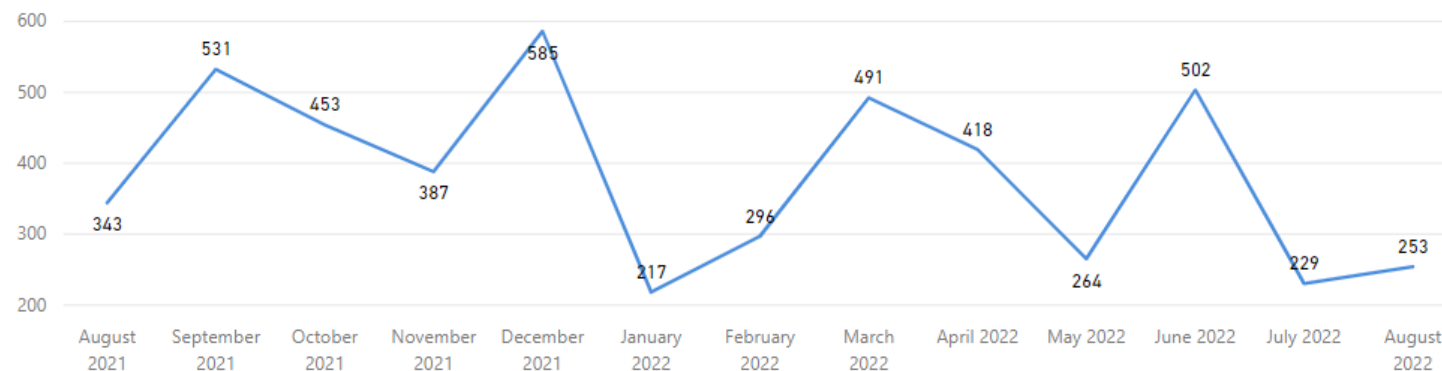
379

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

4969

Completed per Month (Avg)\*

382

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

# Latent Prints

Service

Latent Comparison

Priority Type

All

Backlogged Requests: 1236

Avg Age of Backlog (days): 523

Longest Time in Phase  
(Pending)

Unassigned

814

Draft

99

Tech

0

Admin

0

## # of Unassigned

1282!

Goal: 230 (-457.39%)

## # Pending Draft

22✓

Goal: 50 (+56%)

## # Pending Tech

4✓

Goal: 50 (+92%)

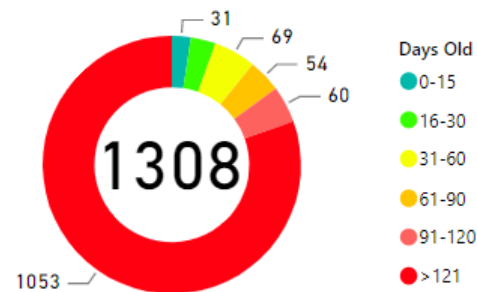
## # Pending Admin

0✓

Goal: 50 (+100%)

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

## Pending Requests



Avg Age (days): 495

Overall TAT  
(MTD)

474.3!

Goal: 45, 46

Overall TAT  
(Past 90 Days)

431.8!

Goal: 45, 46

Analysis TAT  
(MTD)

7.3✓

Goal: 45, 46

Analysis TAT  
(Past 90 Days)

7.6✓

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

204

Received

100

## 30 Day Avg (Over Past 90 Days)

Completed

239

Received

96

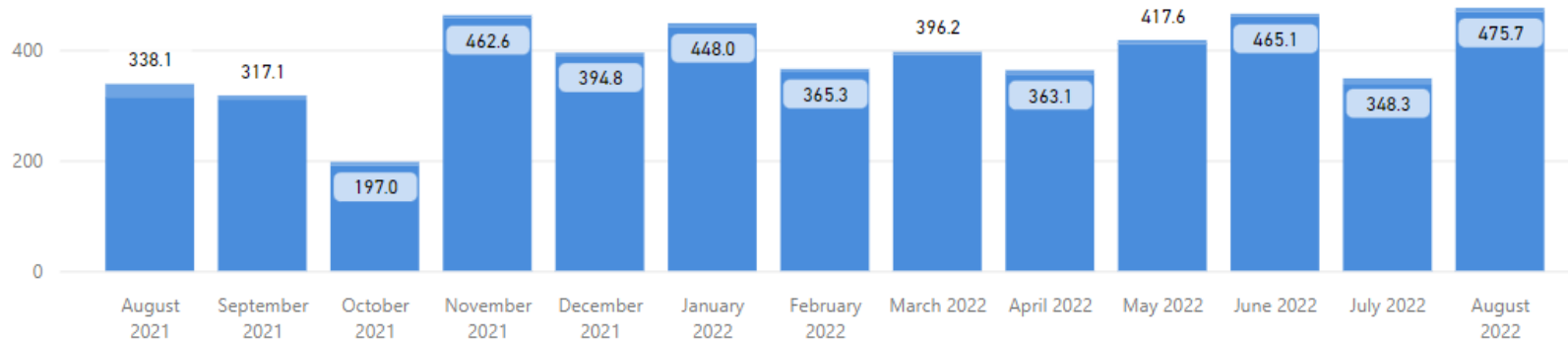
## Date Range

8/1/2021

8/31/2022

## Total TAT by Month

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



## Request Type

Latent Comparison

Priority Type

All

## Selected Time Frame Averages

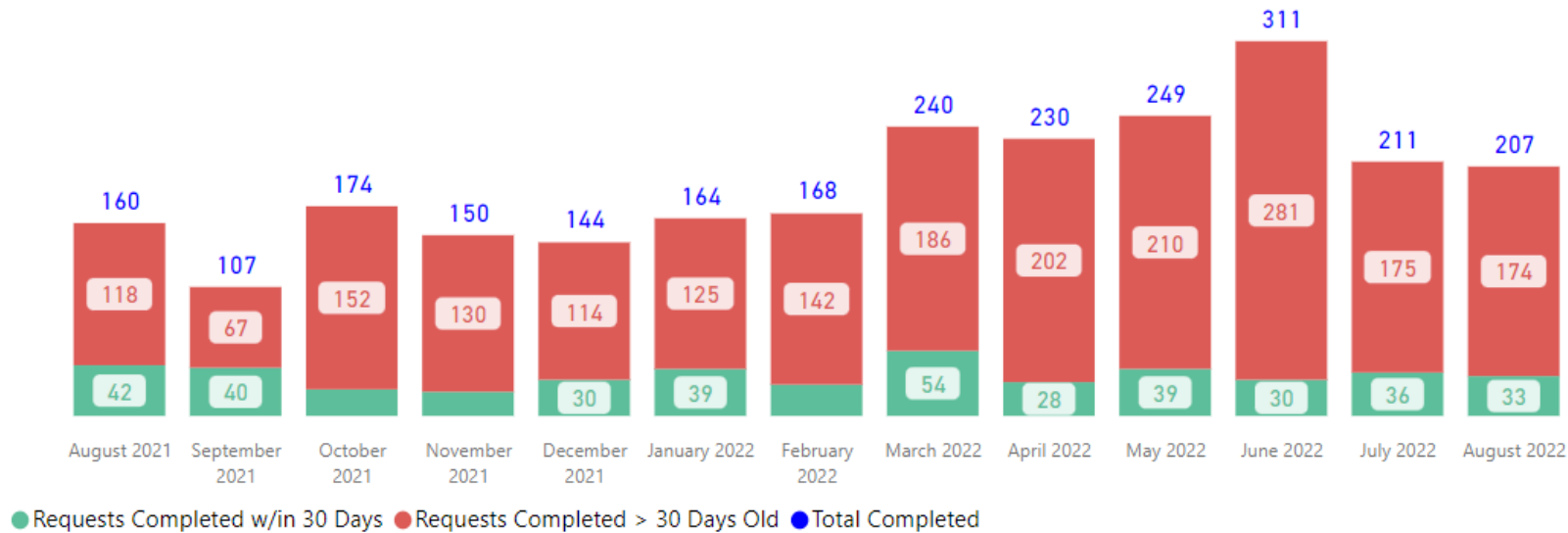
390.68

Total TAT (Rec'd-Compl.) Avg

7.93

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

2515

Requests Completed

2076

Requests Completed > 30 Days Old

82.54 %

% Completed > 30 Days Old

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

Service

Latent Comparison

Priority Type

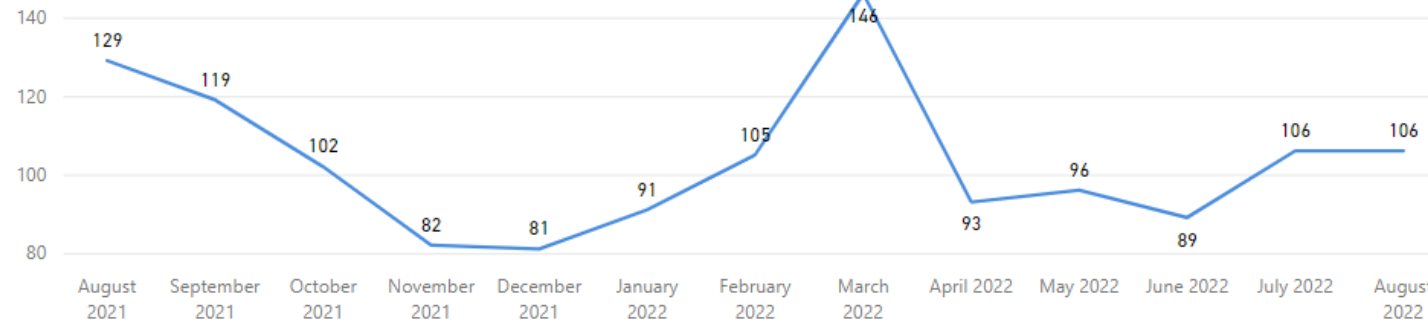
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

1,345

Received per Month (Avg)\*

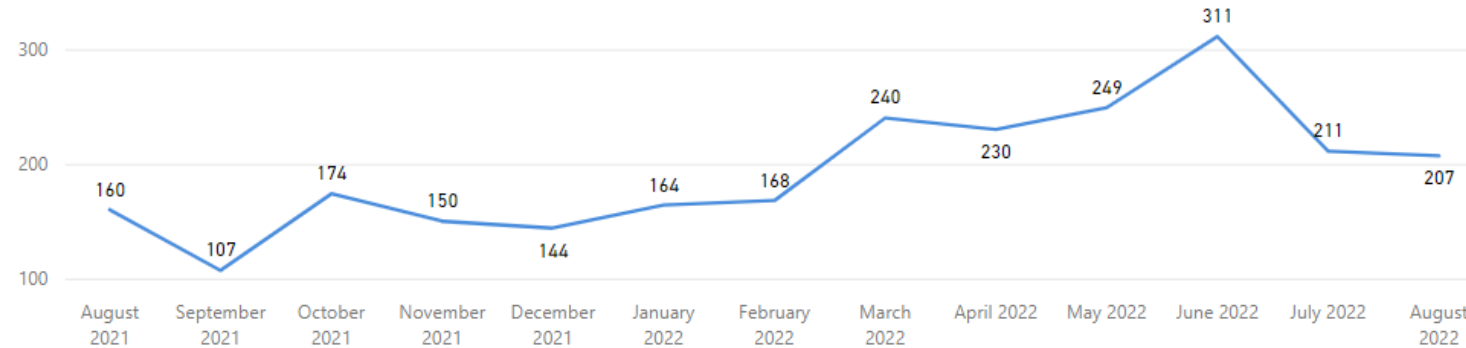
103

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

2,515

Completed per Month (Avg)\*

193

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

Service

Latent Processing

Priority Type

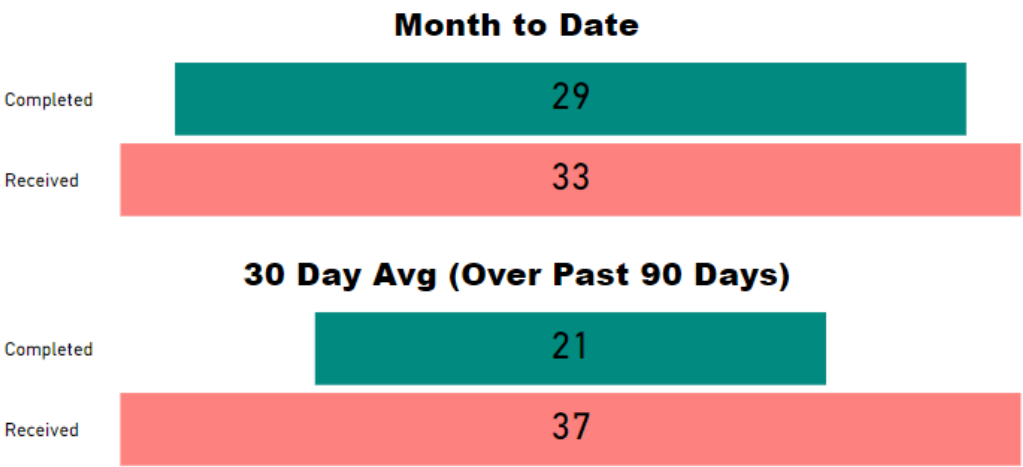
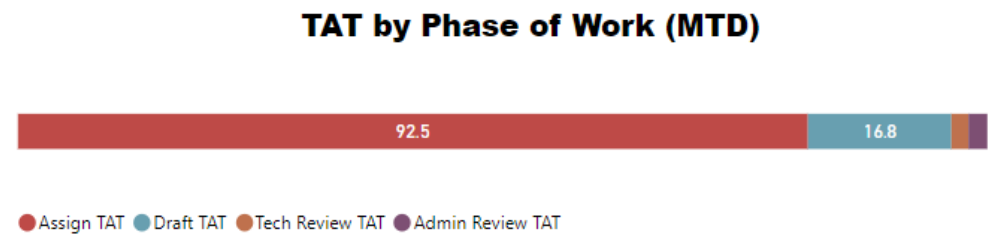
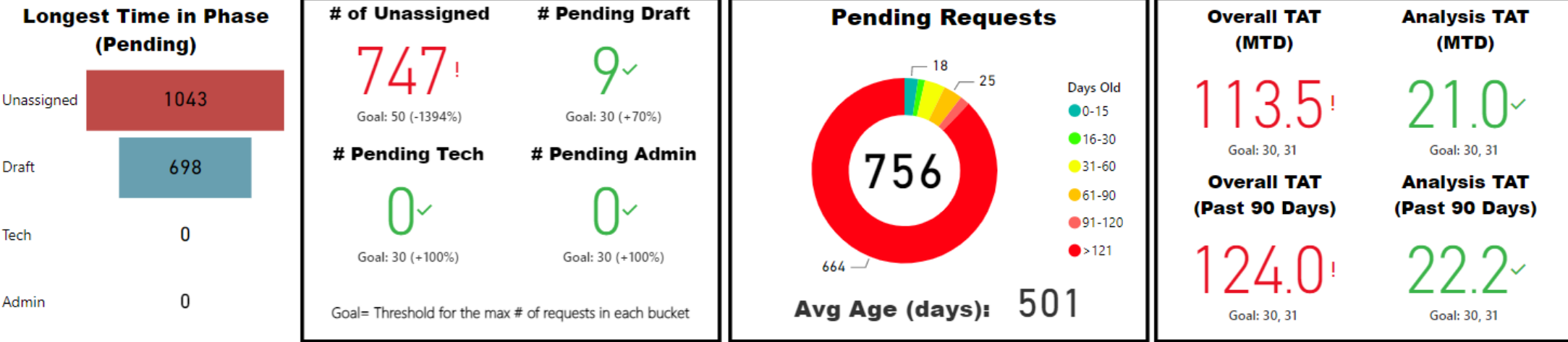
All

Backlogged Requests:

729

Avg Age of Backlog (days):

519

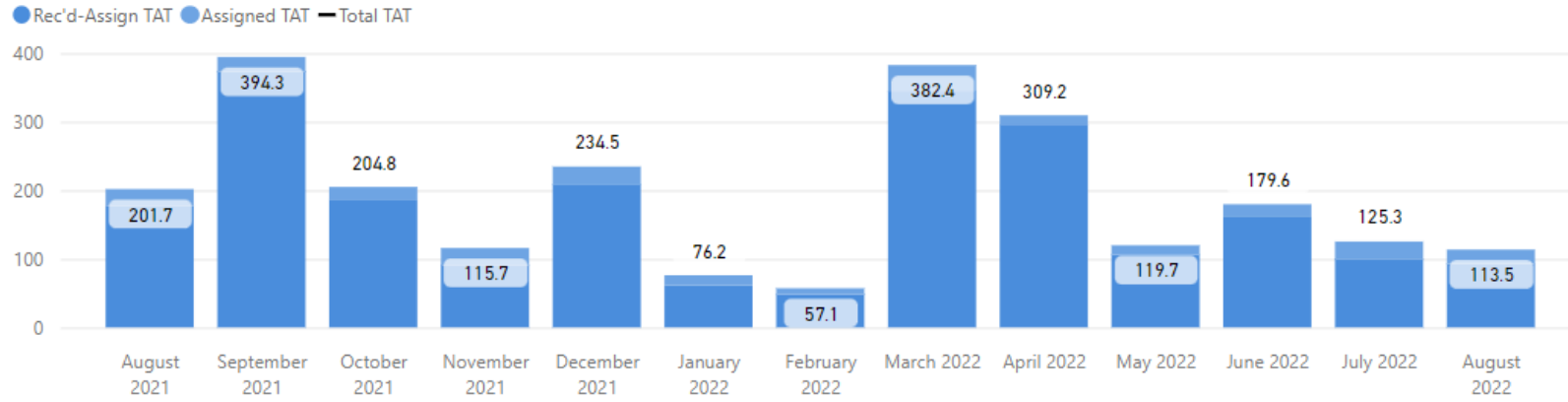


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

Latent Processing

Priority Type

All

## Selected Time Frame Averages

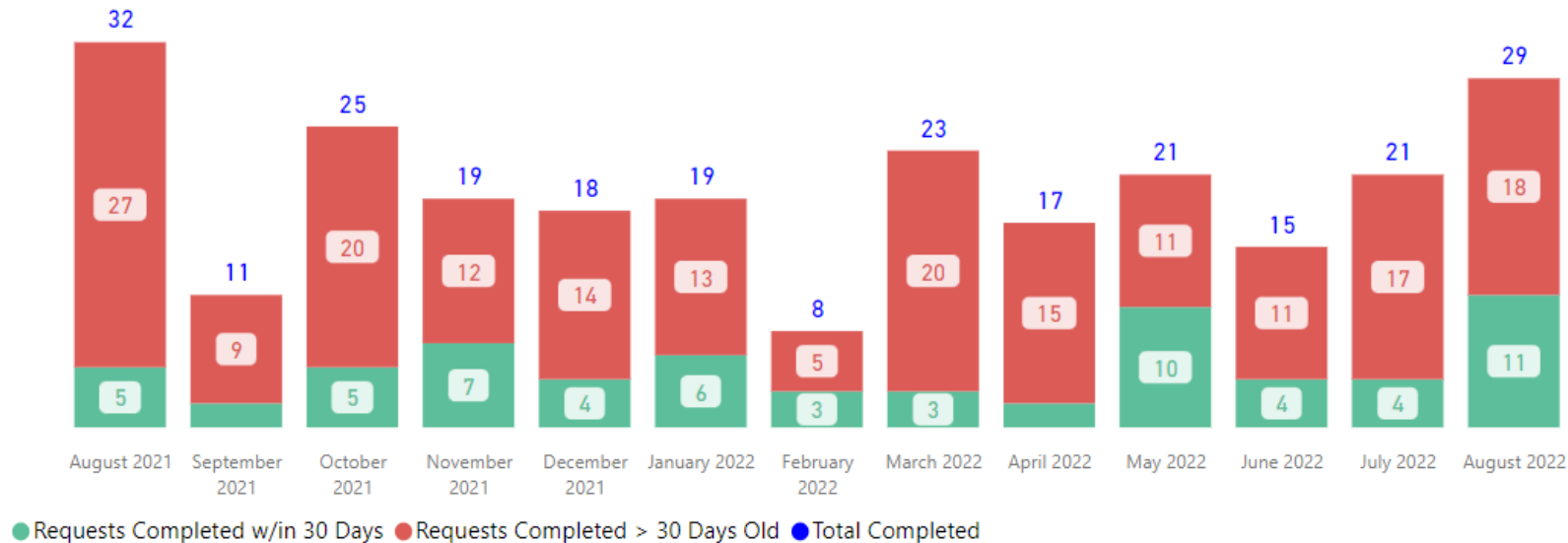
191.53

Total TAT (Rec'd-Compl.) Avg

21.77

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

258

Requests Completed

192

Requests Completed > 30 Days Old

74.42 %

% Completed > 30 Days Old

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



Service

Latent Processing

Priority Type

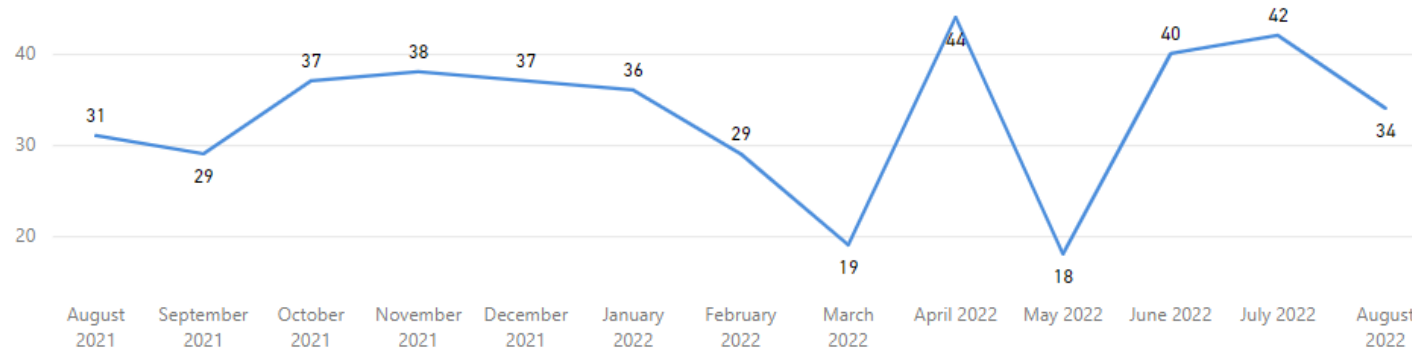
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

434

### Received per Month (Avg)\*

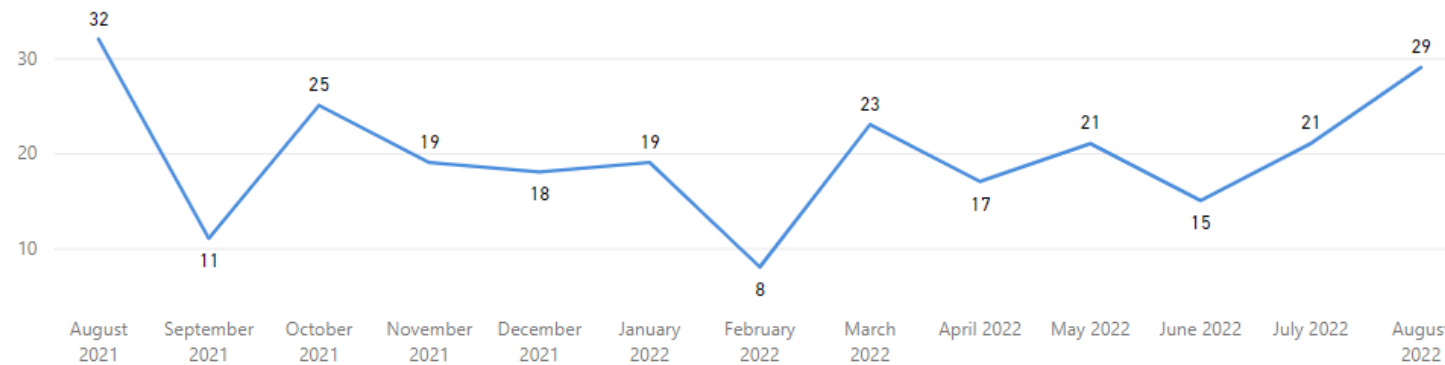
33

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

258

### Completed per Month (Avg)\*

20

\* 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)

Unassigned	0
Draft	0
Tech	0
Admin	0

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

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

Pending Requests

1

1

Avg Age (days): 0

Days Old

0-15

16-30

31-60

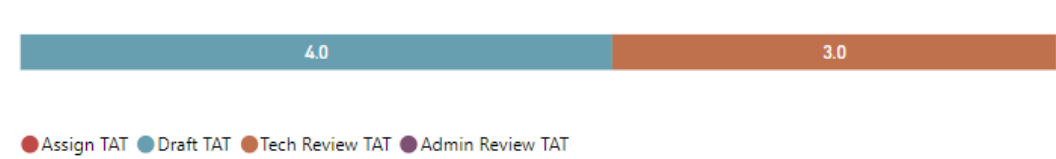
61-90

91-120

>121

Overall TAT (MTD)	Analysis TAT (MTD)
7.0! Goal: 5, 6	7.0! Goal: 5, 6
Overall TAT (Past 90 Days)	Analysis TAT (Past 90 Days)
11.3! Goal: 5, 6	11.1! Goal: 5, 6

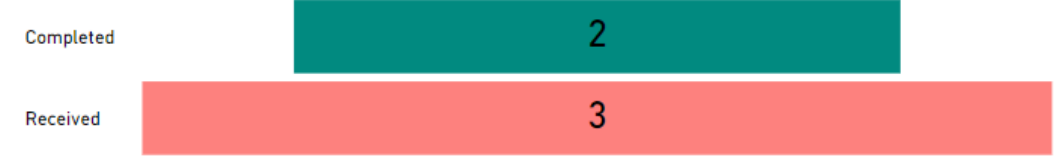
TAT by Phase of Work (MTD)



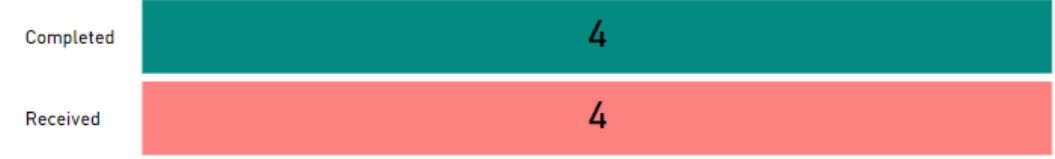
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



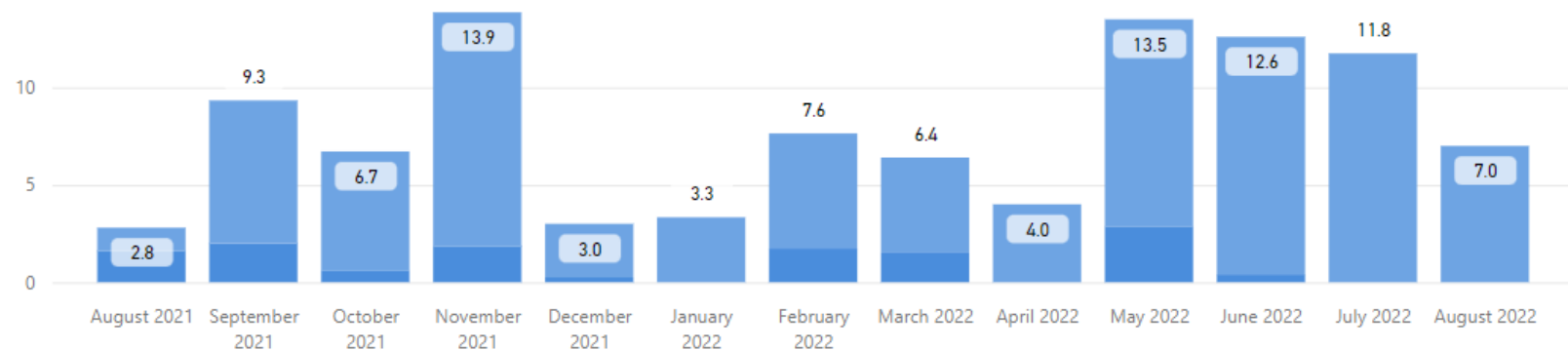
## Date Range

8/1/2021

8/31/2022

## Total TAT by Month

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



## Request Type

AV Call Out

Priority Type

All

## Selected Time Frame Averages

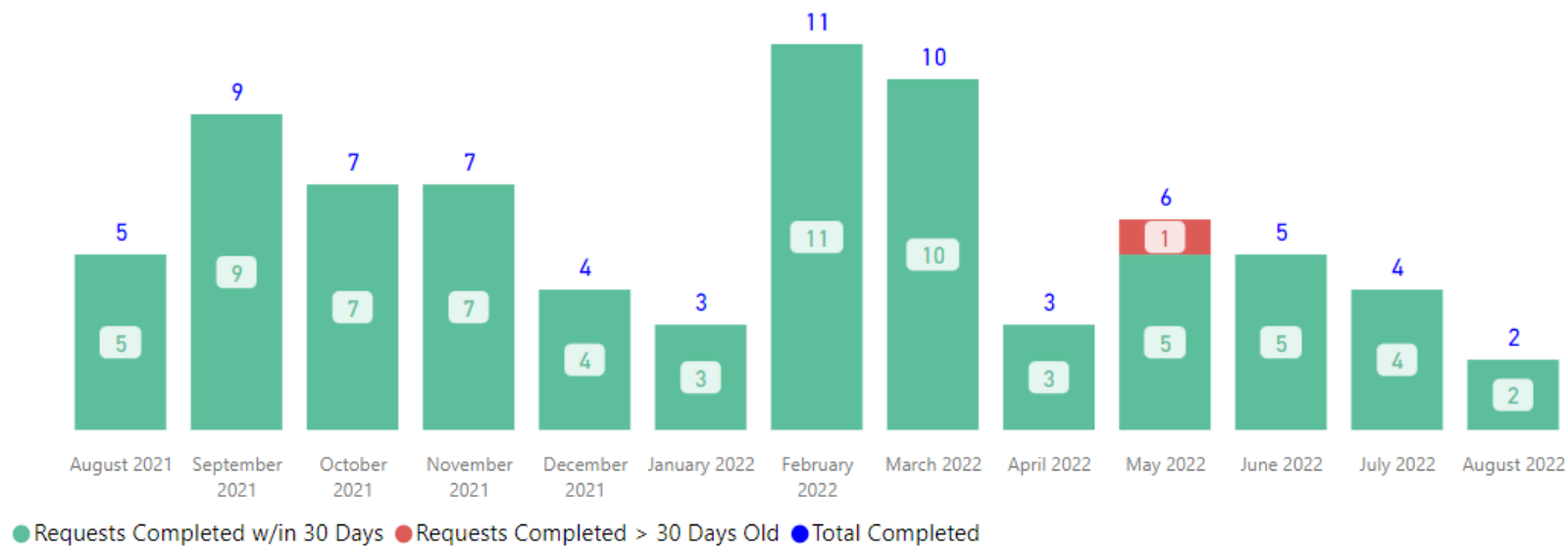
8.28

Total TAT (Rec'd-Compl.) Avg

7.00

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

76

Requests Completed

1

Requests Completed > 30 Days Old

1.32 %

% Completed > 30 Days Old

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

Service

AV Call Out

Priority Type

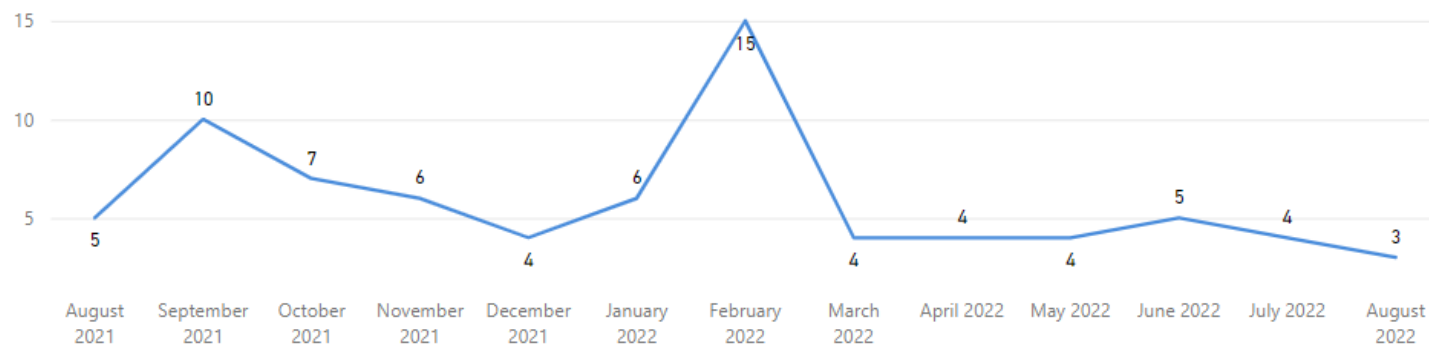
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

77

Received per Month (Avg)\*

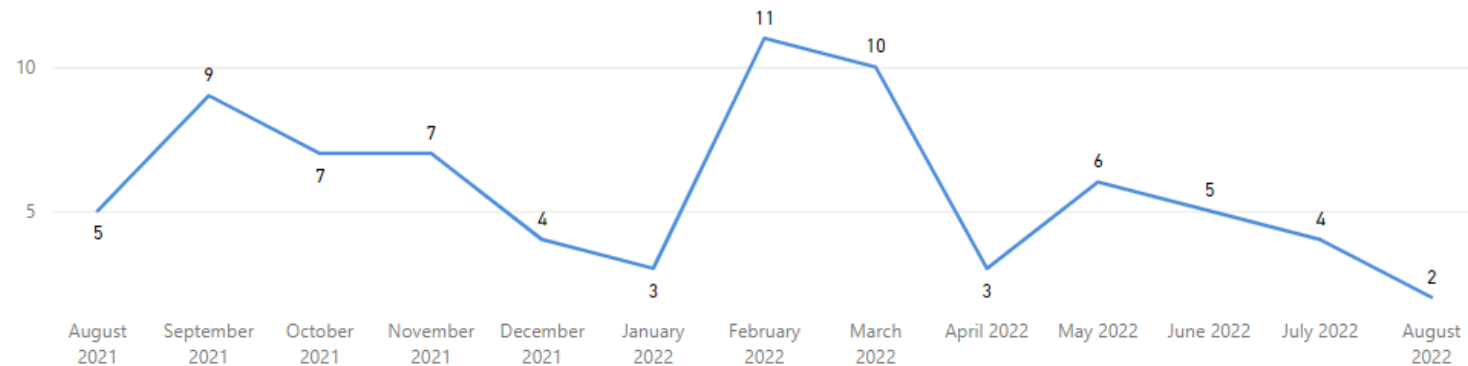
6

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

76

Completed per Month (Avg)\*

6

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

Service

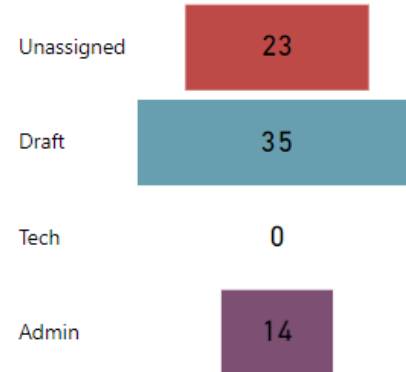
AV Examination

Priority Type

All

Backlogged Requests: 1

Avg Age of Backlog (days): 44

Longest Time in Phase  
(Pending)

# of Unassigned

5✓

Goal: 15 (+66.67%)

# Pending Draft

2✓

Goal: 5 (+60%)

# Pending Tech

0✓

Goal: 5 (+100%)

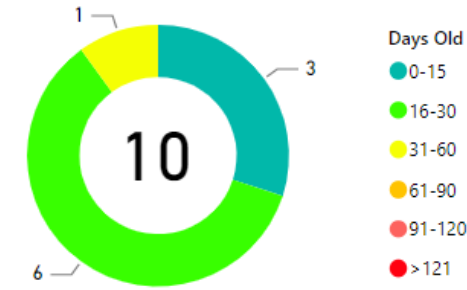
# Pending Admin

3✓

Goal: 5 (+40%)

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

## Pending Requests



Avg Age (days): 21

Overall TAT  
(MTD)

28.9✓

Goal: 45, 46

Overall TAT  
(Past 90 Days)

41.3✓

Goal: 45, 46

Analysis TAT  
(MTD)

16.9✓

Goal: 45, 46

Analysis TAT  
(Past 90 Days)

23.0✓

Goal: 45, 46

## TAT by Phase of Work (MTD)

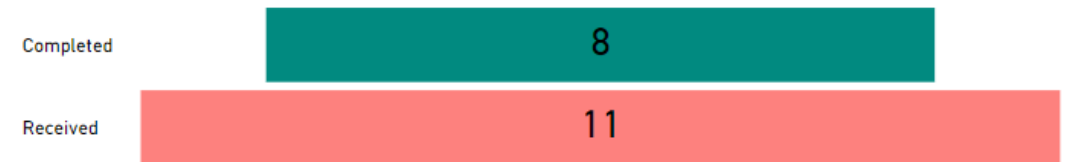


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

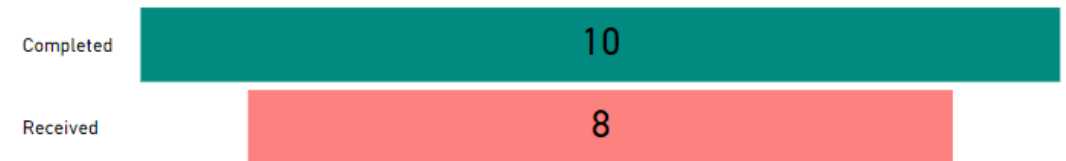
## TAT by Phase of Work (Past 90 Days)



## Month to Date



## 30 Day Avg (Over Past 90 Days)

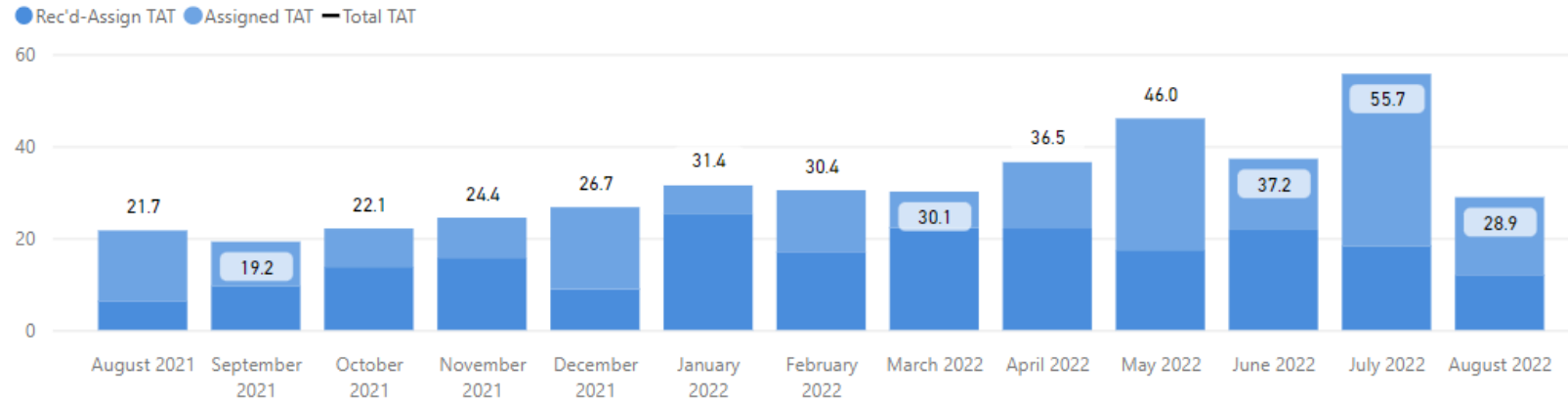


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

AV Examination

Priority Type

All

## Selected Time Frame Averages

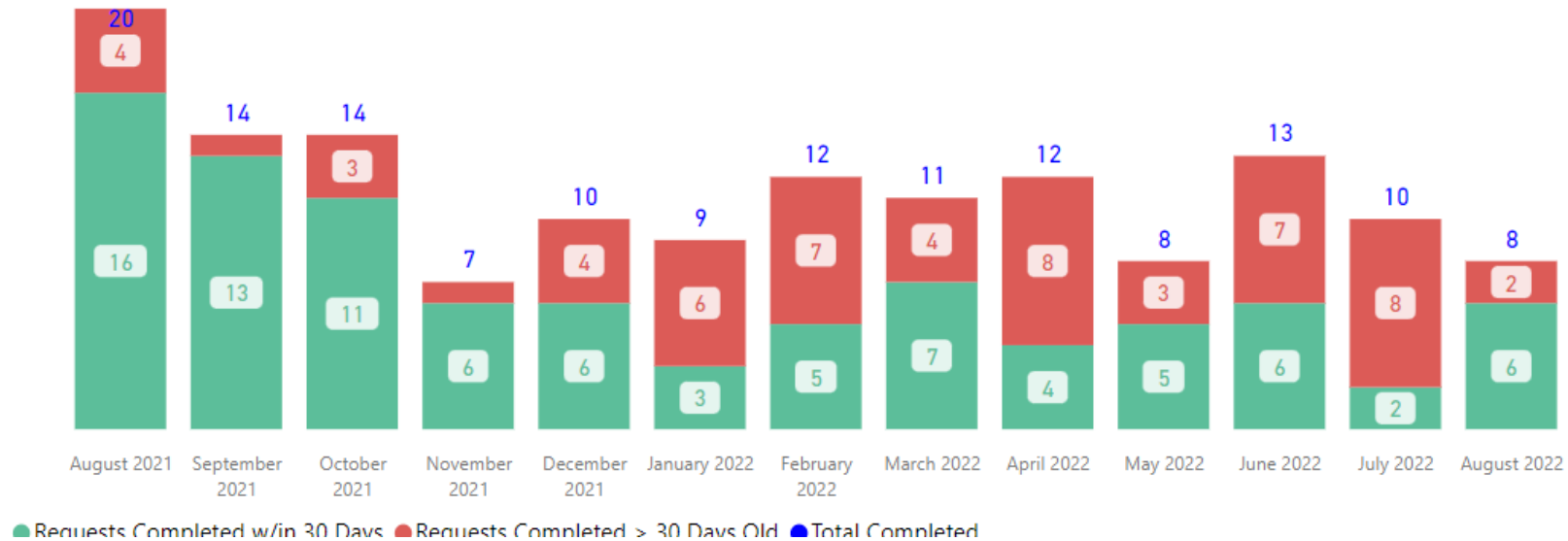
30.45

Total TAT (Rec'd-Compl.) Avg

14.97

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

148

Requests Completed

58

Requests Completed > 30 Days Old

39.19 %

% Completed > 30 Days Old

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

Service

AV Examination

Priority Type

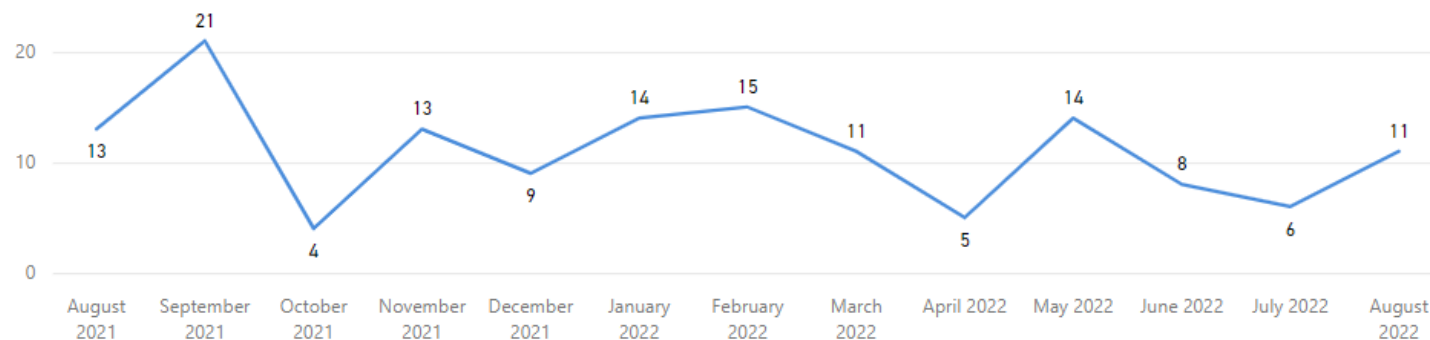
All

Received Filter

8/1/2021

8/31/2022

### Received by Month



Total Received

144

Received per Month (Avg)\*

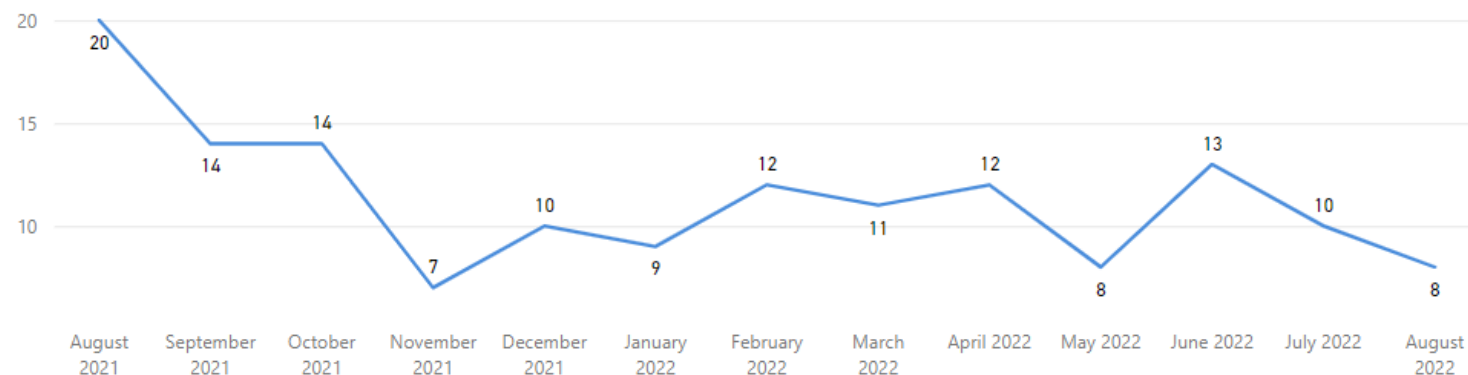
11

Completed Filter

8/1/2021

8/31/2022

### Completed by Month



Total Completed

148

Completed per Month (Avg)\*

11

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



Service

DFL

Priority Type

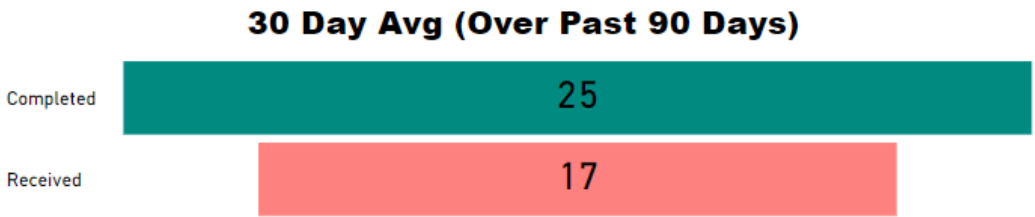
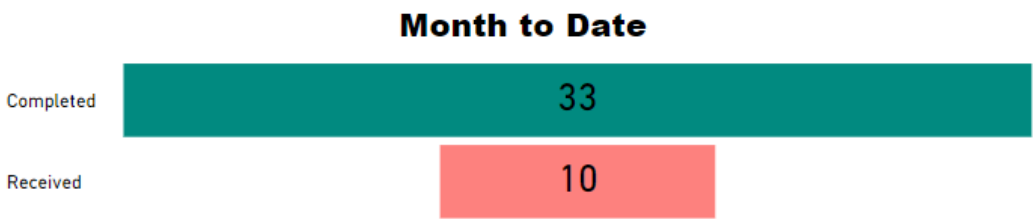
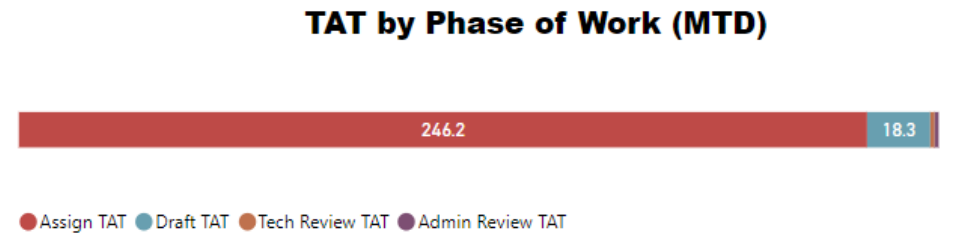
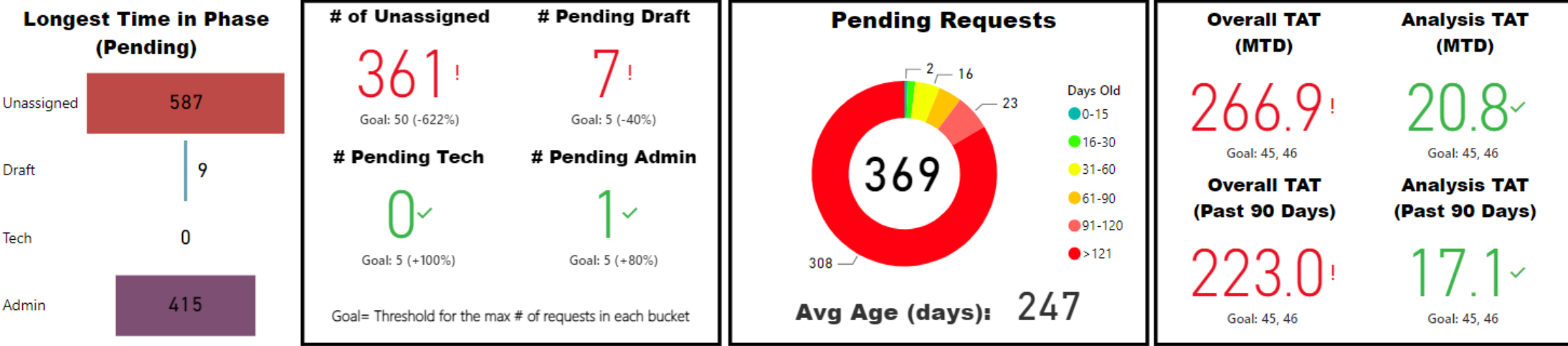
All

Backlogged Requests:

362

Avg Age of Backlog (days):

252



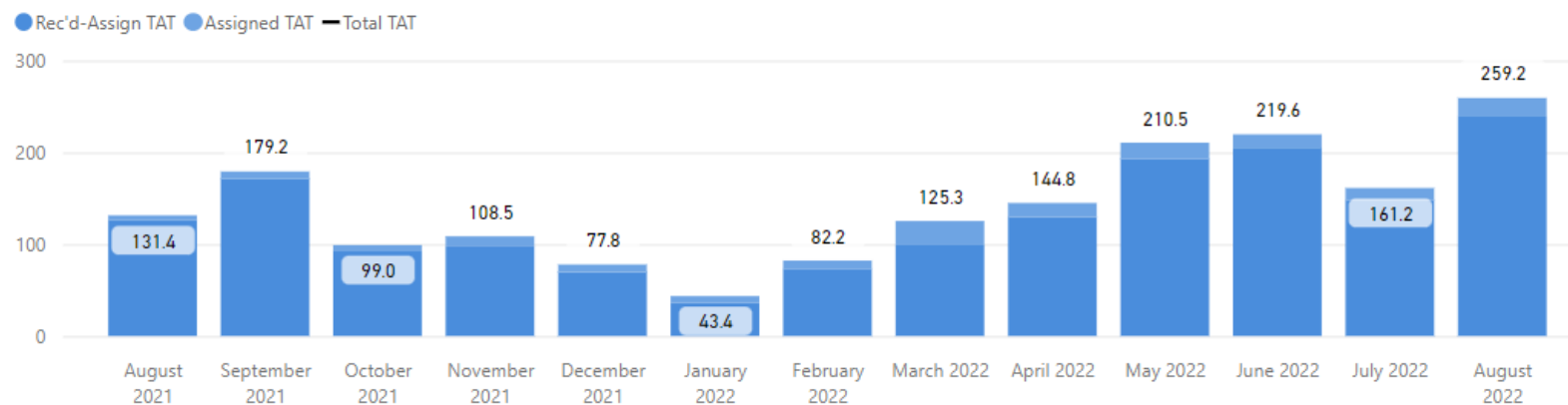
DFL and DME

### Date Range

8/1/2021

8/31/2022

### Total TAT by Month



### Request Type

Multiple selections

Priority Type

All

### Selected Time Frame Averages

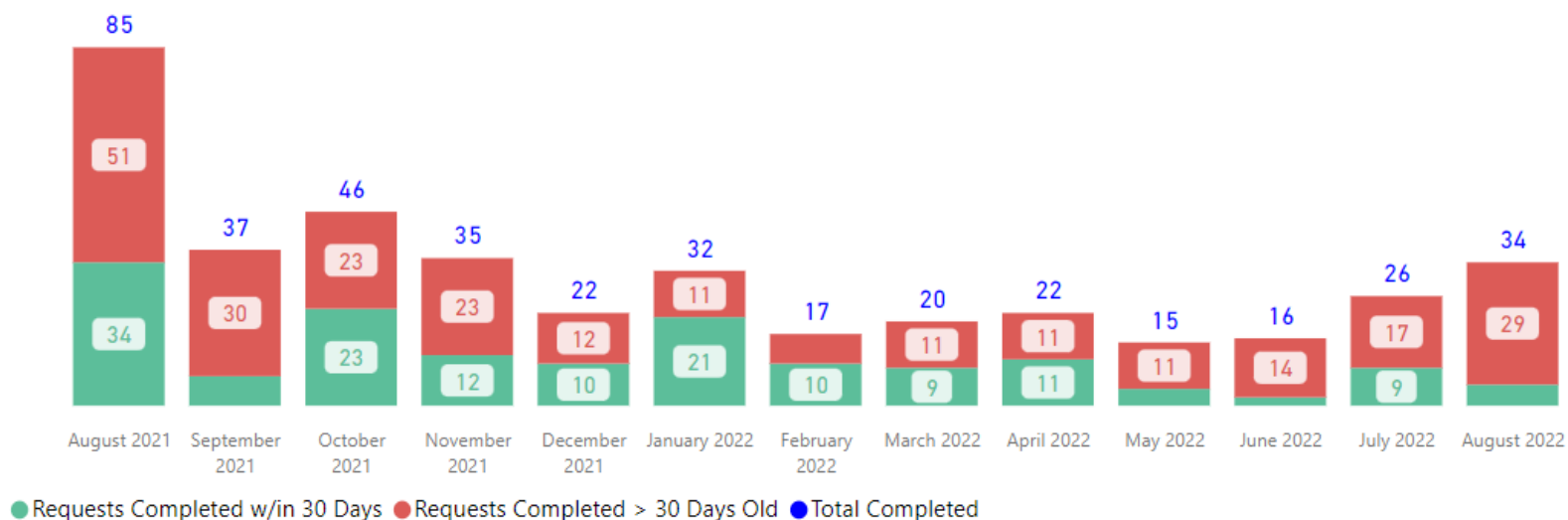
137.61

Total TAT (Rec'd-Compl.) Avg

10.99

Assigned TAT (Asgmt.-Compl.) Avg

### Requests Completed



### Received to Complete

407

Requests Completed

250

Requests Completed > 30 Days Old

61.43 %

% Completed > 30 Days Old

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

## DFL and DME

Service

Multiple selections

Priority Type

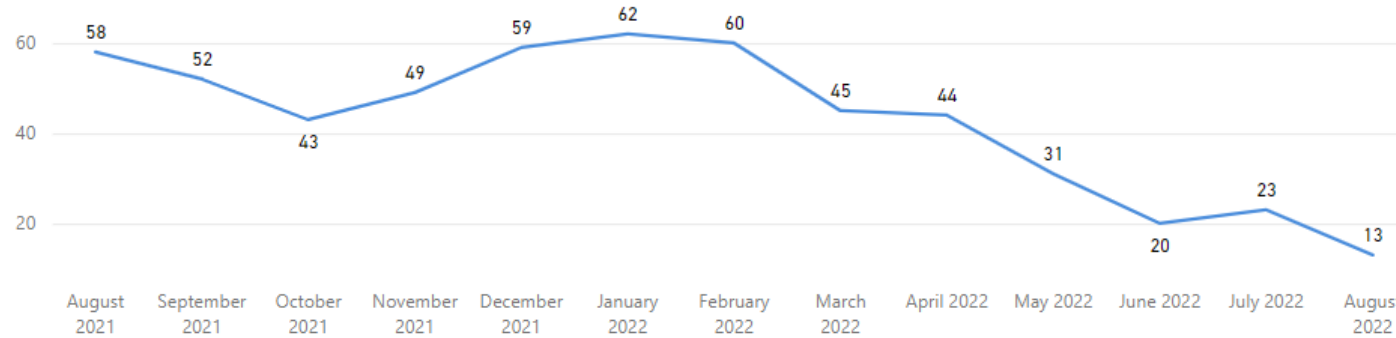
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

559

### Received per Month (Avg)\*

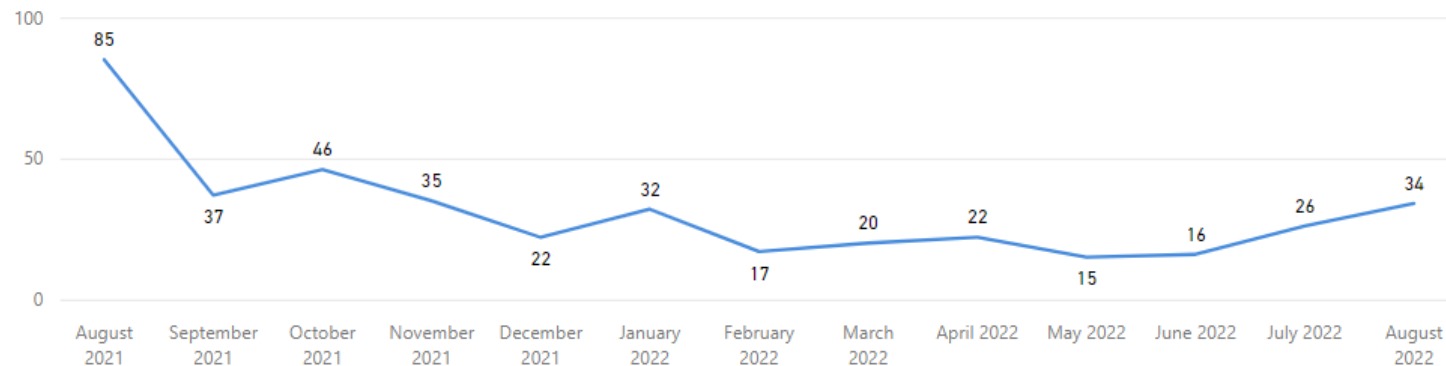
43

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

407

### Completed per Month (Avg)\*

31

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

# Crime Scene Unit

Service

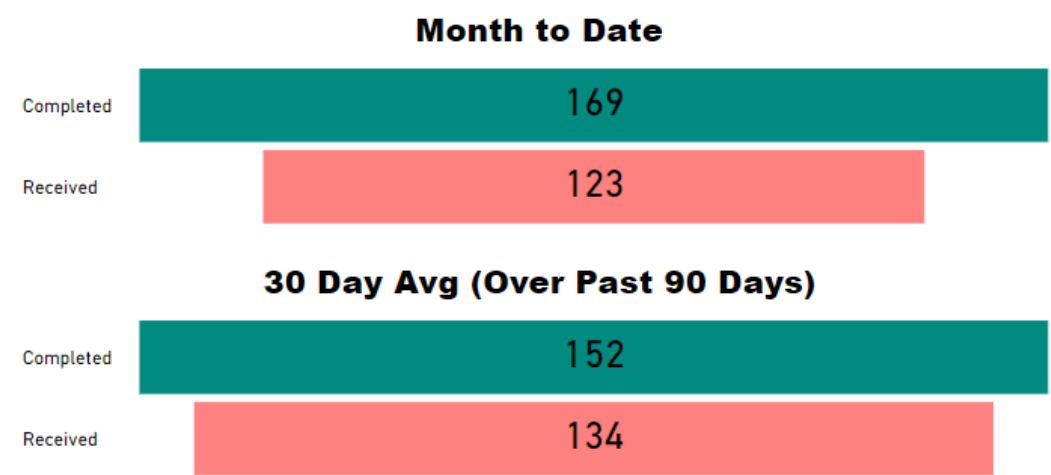
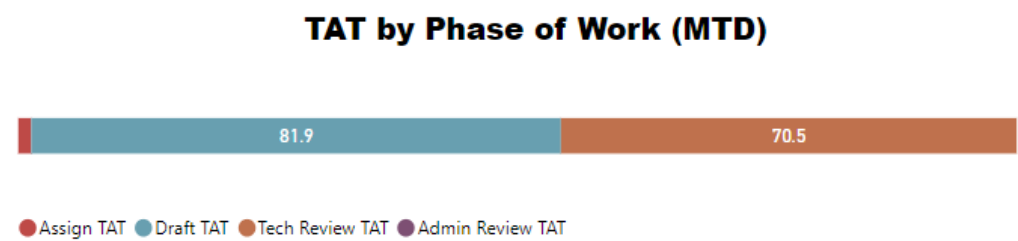
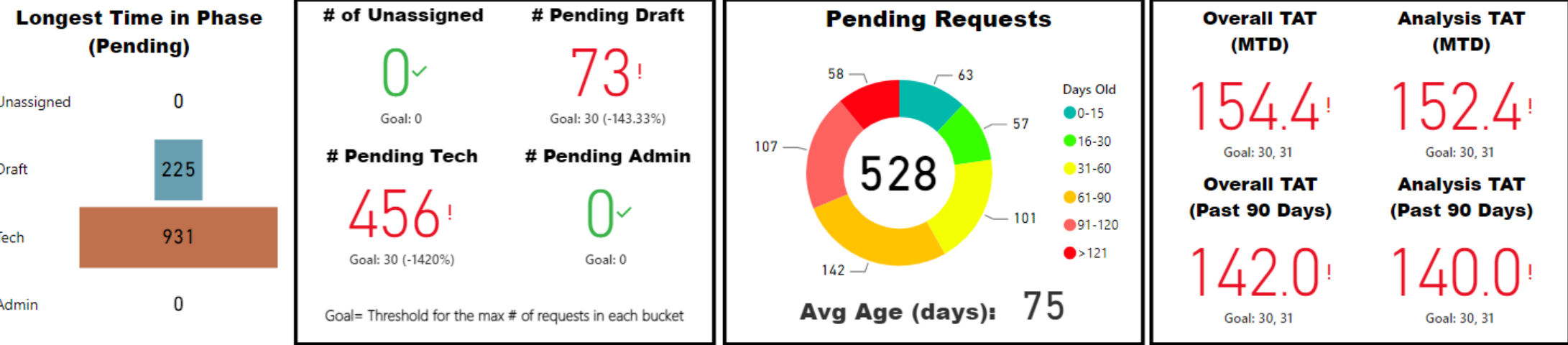
CSU Response

Priority Type

All

Backlogged Requests: 408

Avg Age of Backlog (days): 93

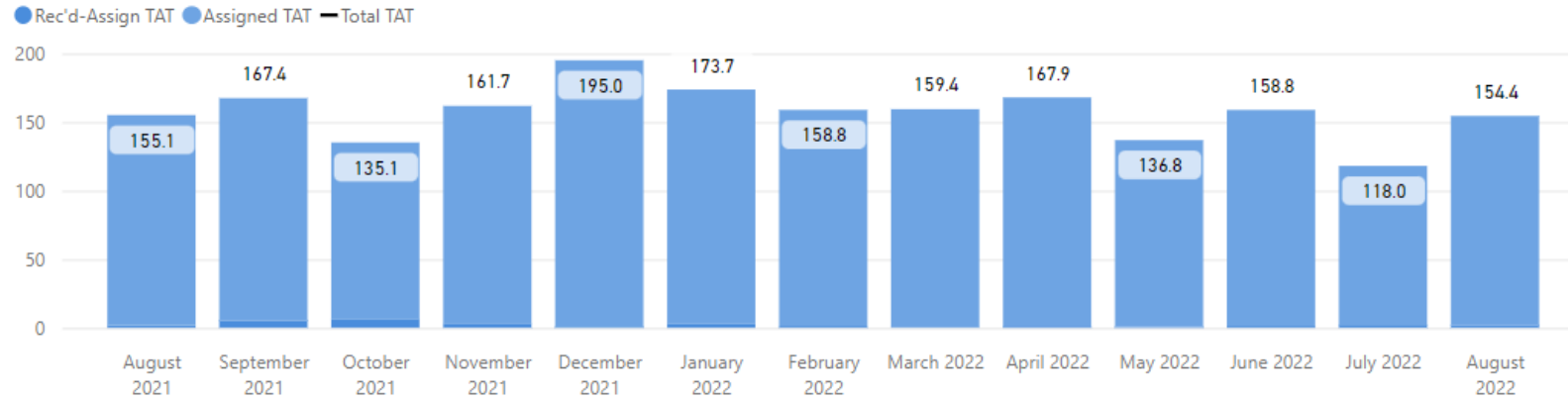


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

CSU Response

Priority Type

All

## Selected Time Frame Averages

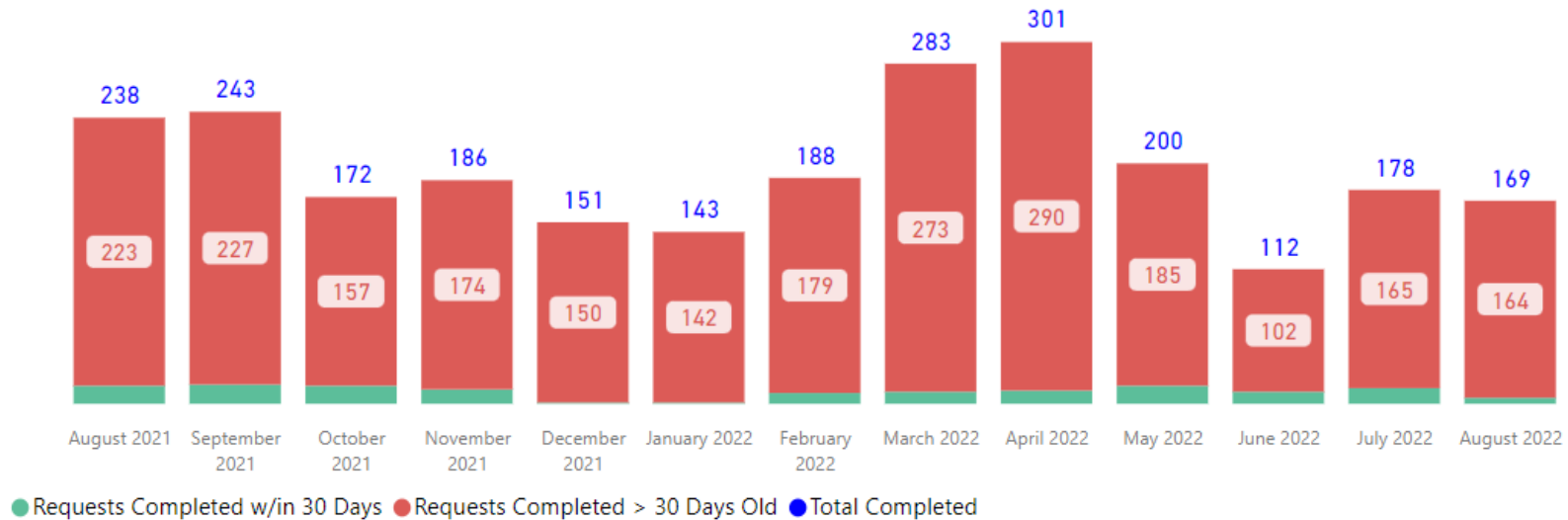
157.16

Total TAT (Rec'd-Compl.) Avg

155.00

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

2564

Requests Completed

2431

Requests Completed > 30 Days Old

94.81 %

% Completed > 30 Days Old

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

Service

CSU Response

Priority Type

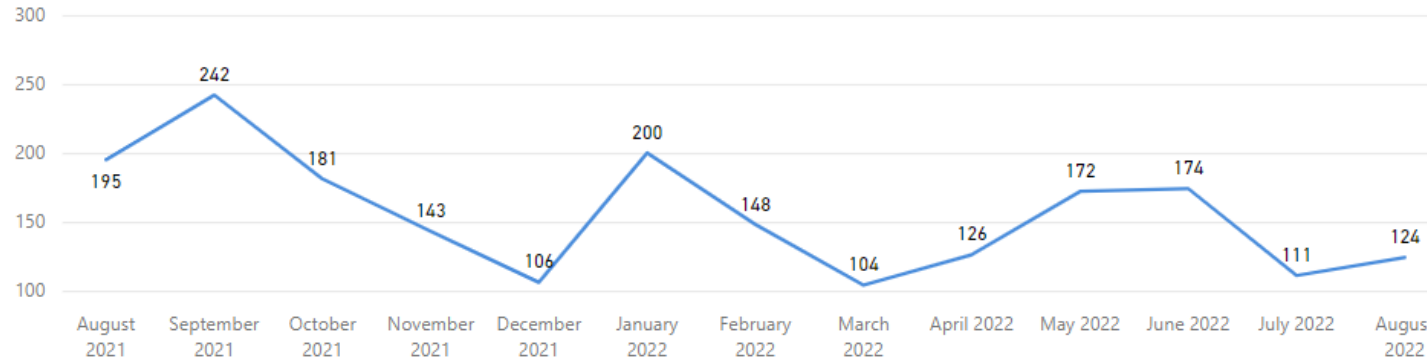
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

2,026

### Received per Month (Avg)\*

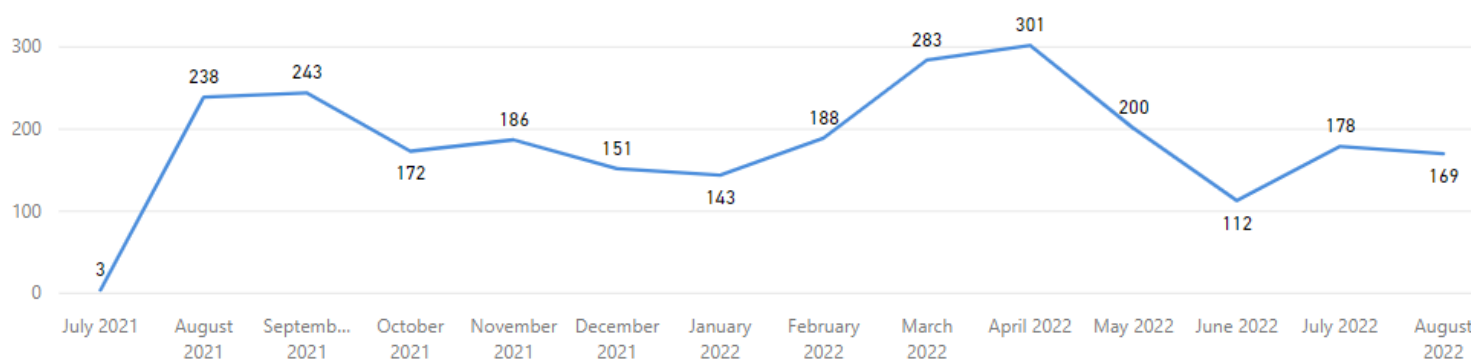
156

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

2,567

### Completed per Month (Avg)\*

183

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

Service

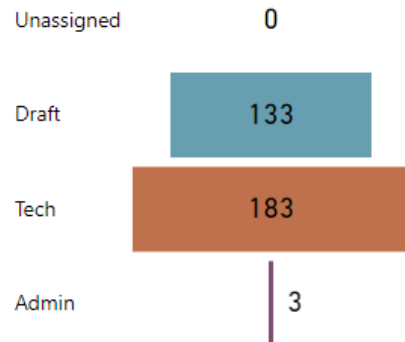
CSU VEB

Priority Type

All

Backlogged Requests: 188

Avg Age of Backlog (days): 77

Longest Time in Phase  
(Pending)

## # of Unassigned

0✓

Goal: 0

## # Pending Draft

26✓

Goal: 30 (+13.33%)

## # Pending Tech

220!

Goal: 30 (-633.33%)

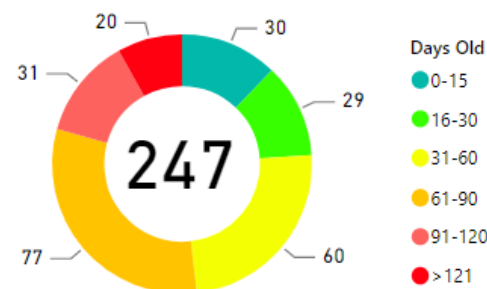
## # Pending Admin

1✓

Goal: 30 (+96.67%)

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

## Pending Requests



Avg Age (days): 63

Overall TAT  
(MTD)

147.8!

Goal: 30, 31

Overall TAT  
(Past 90 Days)

147.8!

Goal: 30, 31

Analysis TAT  
(MTD)

145.9!

Goal: 30, 31

Analysis TAT  
(Past 90 Days)

145.5!

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

174

Received

61

## 30 Day Avg (Over Past 90 Days)

Completed

124

Received

99

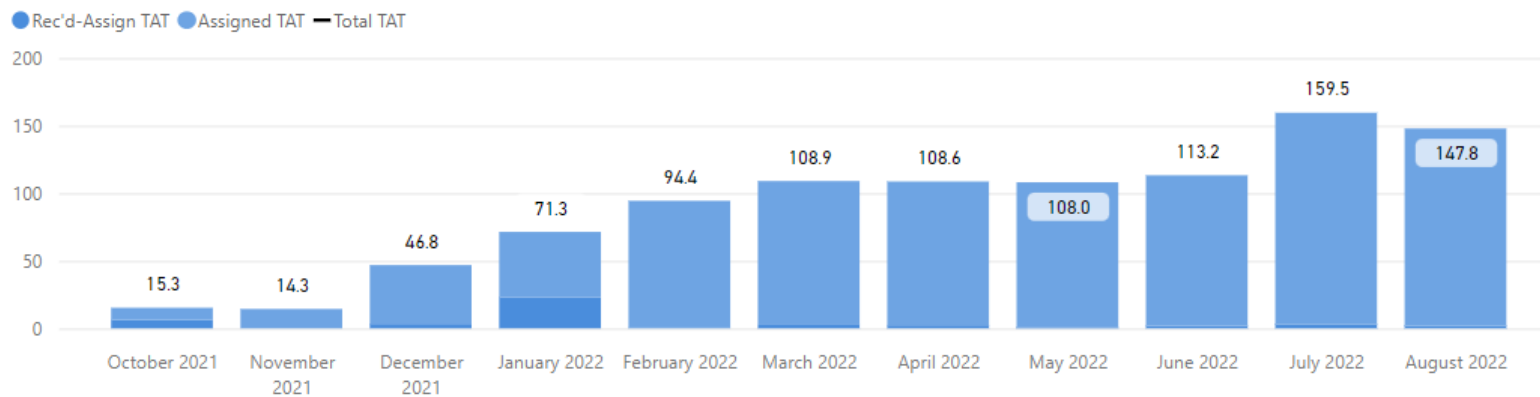


## Date Range

8/1/2021

8/31/2022

## Total TAT by Month



## Request Type

CSU VEB

Priority Type

All

## Selected Time Frame Averages

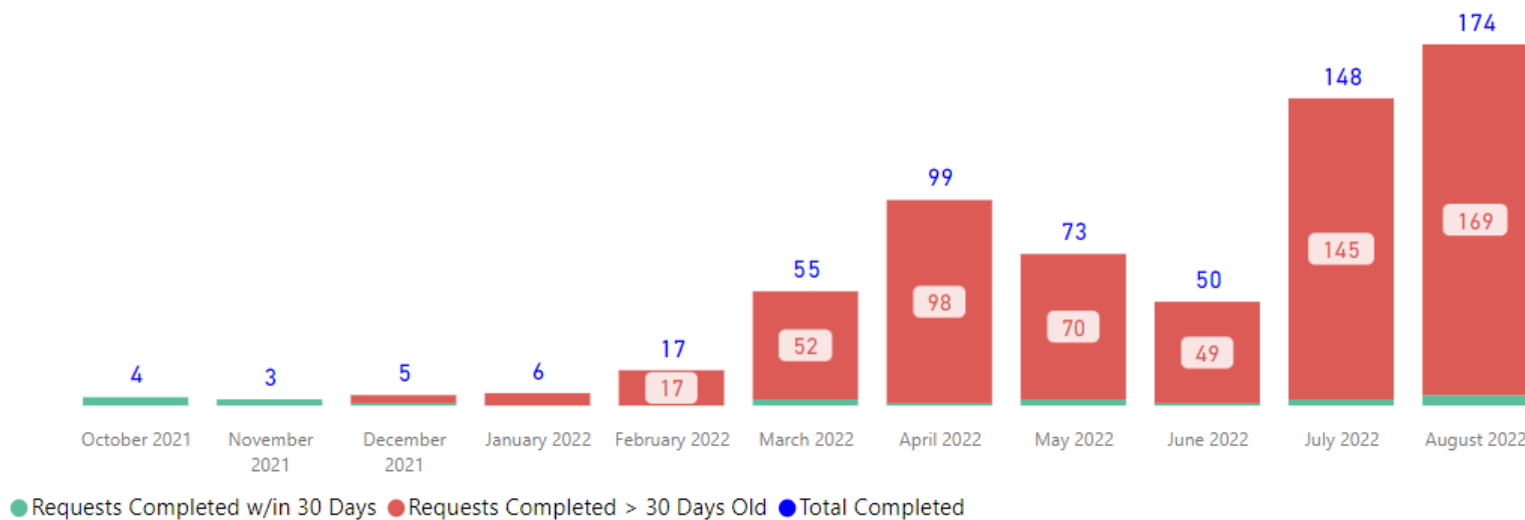
129.32

Total TAT (Rec'd-Compl.) Avg

126.95

Assigned TAT (Asgmt.-Compl.) Avg

## Requests Completed



## Received to Complete

634

Requests Completed

610

Requests Completed > 30 Days Old

96.21 %

% Completed > 30 Days Old

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

Service

CSU VEB

Priority Type

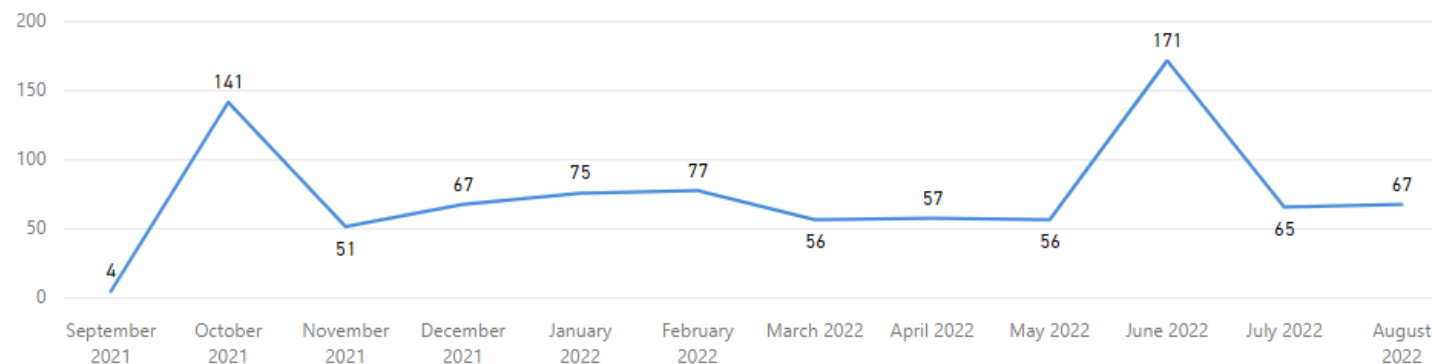
All

### Received Filter

8/1/2021

8/31/2022

### Received by Month



### Total Received

887

### Received per Month (Avg)\*

74

### Completed Filter

8/1/2021

8/31/2022

### Completed by Month



### Total Completed

634

### Completed per Month (Avg)\*

58

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

**HOUSTON FORENSIC SCIENCE CENTER, INC.**

Regular Meeting of the Board of Directors

September 9, 2022 at 9:00 a.m.

<b>Agenda Action Item No.:</b>	<b>8.</b> Consider approval of Dr. Stout's proposed list of annual corporate priorities and goals, and possible related action.
<b>Subject:</b>	Consider approval and adoption of the president and CEO's corporate priorities and goals, for the 2022-2023 review period.
<b>Background:</b>	On December 10, 2021, the Board offered, and Dr. Peter Stout accepted, a 5-year agreement of employment as president and CEO of HFSC, effective January 13, 2022. Pursuant to Dr. Stout's agreement, at least once during the calendar year, Stout in consultation with the Board Chair, shall develop and submit for the Board's consideration and approval a proposed list of annual priorities for the Corporation. In previous years, under the prior employment agreement, such presentation occurred by June 1 <sup>st</sup> of each year. The parties agreed to amend this provision in the current agreement, to coincide with the corporation's staff performance review schedule, which also includes establishing annual company goals.
<b>Executive Summary:</b>	Pursuant to the employment agreement, Dr. Stout shall present his proposed list of company priorities to the Board for approval annually. Such priorities must be consistent with the purposes for which the Corporation was created, as described in the Corporation's Certificate of Formation and Bylaws. If approved by the Board, fulfillment or progress towards these priorities shall be among the criteria by which the Board reasonably evaluates Dr. Stout's annual performance, the following year. This presentation is now conducted separate and apart from Dr. Stout's annual performance evaluation, as contemplated by the current agreement of employment.
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact.
<b>Staff Recommendation:</b>	No recommendation.
<b>By:</b>	Dr. Peter Stout, President and CEO Legal review by General Counsel

## HOUSTON FORENSIC SCIENCE CENTER, INC.

### Regular Meeting of the Board of Directors

September 9, 2022 at 9:00 a.m.

<b>Agenda Action Item No.:</b>	<b>9.</b> 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 DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget not to exceed \$318,050.00
<b>Subject:</b>	Upon completion of negotiations, delegating authority to Dr. Stout to enter into a contract for DNA outsourcing services with Signature Science, LLC.
<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. Through various awards over the years, this grant has specifically assisted HFSC in continuing working through its backlog of sexual assault kits (SAKs), which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete the project at this time.
<b>Executive Summary:</b>	<p>In July 2022, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services. Signature Science was selected as the successful respondent, after consideration of the stated selection criteria. The services provided will be funded by the FY2021- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, award number 15-PBJA-21-GG-03193-DNAX.</p> <p>HFSC will utilize the remaining funds to close out the FY2021 grant award by continuing to outsource SAKs and expand shipments to now include non-SAK samples. HFSC anticipates the vendor's services will help HFSC process approximately 300 cases by early 2023.</p> <p>The parties are in the midst of negotiations to finalize the contract, thus designating authority to Dr. Stout to execute the final agreement, is necessary. As is standard in HFSC RFPs, HFSC intends to execute the contract as soon as possible after HFSC's selection of the successful respondent. However, HFSC, at its sole discretion, may terminate discussions with the Respondent who submitted the highest ranked Proposal if a contract is not executed within a reasonable time.</p>
<b>Fiscal Impact:</b>	No anticipated additional fiscal impact.
<b>Staff Recommendation:</b>	Staff recommends approval
<b>By:</b>	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

# HFSC Final FY22 Budget

			FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
411000		City of Houston-Appropriations	\$ 28,508,207	\$ 28,508,207	28,508,208		\$ 28,508,208
		Fund 2213	900,451	900,451	731,454		
		HFSC Operations	27,607,756	27,607,756	27,776,754		
415000		City of Houston Direct OH-Appro	-	-			
416000		City of Houston - Safe funds	-	-	64,943		64,943
420000		Donations	12	12	2,990		2,990
425000		In-Kind Donations	3,509	3,509	85,397		85,397
426000		Training Services	(300)	(300)			
440000		Grants	1,600,000	1,600,000	1,981,328		1,981,328
450000		Forensic Services	9,275	9,275	29,471		29,471
490001		Miscellaneous Copy Fees (RE Commission)	-	-			
490002		Interest Income	17,120	17,120	24,664		24,664
			30,137,823	30,137,823	30,697,002	-	30,137,823

# HFSC Final FY22 Budget

				FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
			Personnel:					
500010			Salary Base - Civilian	16,588,420	16,564,420	16,512,116	(25,000)	16,539,420
501070			Pension - Civilian	1,010,819	1,025,819	1,017,872		1,025,819
502010			FICA - Civilian	1,174,336	1,184,336	1,202,250	20,000	1,204,336
503010			Health Insurance - Active Civil	1,429,632	1,359,632	1,323,245		1,359,632
503015			Basic Life Ins - Active Civil	60,998	25,998	17,853		25,998
503090			Workers Comp - Civilian Adm	27,216	37,216	41,790	5,000	42,216
503100			Workers Comp - Civil Claims	135	0	(465)		0
504031			Unemployment Taxes - Admin	35,108	15,108	5,430		15,108
				20,326,664	20,212,529	20,120,091	-	20,212,529

# HFSC Final FY22 Budget

				FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
Supplies:								
511010		Chemical Gases & Special Fluids		25,907	20,907	27,943	7,500	28,407
511045		Computer Supplies		(35)	5,965	14,247	8,500	14,465
511050		Paper & Printing Supplies		9,535	15,535	10,491		15,535
511055		Publications & Printed Material		2,866	8,866	10,723	2,000	10,866
511060		Postage		441	941	472		941
511070		Miscellaneous Office Supplies		69,217	76,217	74,452		76,217
511080		General Laboratory Supply		1,122,888	1,062,888	837,448	(18,000)	1,044,888
511095		Small Technical & Scientific Eq		16,899	22,899	18,472		22,899
511110		Fuel		23	123	121		123
511120		Clothing		15,186	24,186	18,697		24,186
511125		Food/Event Supplies		4,235	14,235	11,691		14,235
511130		Weapons Munitions & Supplies		6,997	18,997	14,252		18,997
511145		Small Tools & Minor Equipment		6,171	16,171	11,093		16,171
511150		Miscellaneous Parts & Supplies		37,988	32,988	12,524		32,988
				1,318,318	1,320,918	1,062,625	-	1,320,918

# HFSC Final FY22 Budget

			FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
Services:							
520105		Accounting & Auditing Svcs	53,953	78,953	61,107		78,953
520109		Medical Dental & Laboratory Ser	100,000	1,500,000	1,495,849		1,500,000
520110		Management Consulting Services	218,370	214,370	226,709	13,000	227,370
520112		Banking Services	3,893	4,393	3,746		4,393
520113		Photographic Services	-	-	1,311	1,500	1,500
520114		Misc Support Serv Recruit Relo	55,751	54,751	44,727		54,751
520115		Real Estate Rental	916,405	881,405	830,064		881,405
520118		Refuse Disposal	25,763	33,763	31,587		33,763
520119		Computer Equip/Software Maint.	1,108,619	1,258,619	1,492,268	235,000	1,493,619
520121		IT Application Services	65,680	25,680	28,307	3,000	28,680
520123		Vehicle & Motor Equip. Services	-	500	-		500
520124		Other Equipment Services	309,765	559,765	383,629	(122,500)	437,265
520520		Printing & Reproduction Serv.	2,738	738	289		738
520605		Public Information Svcs	2,082	1,082	475		1,082
520705		Insurance (Non-Medical)	227,393	189,254	137,983		189,254
520765		Membership & Prof. Fees	20,271	38,271	30,926		38,271
520805		Education & Training	272,289	407,289	267,594	(130,000)	277,289
520815		Tuition Reimbursement	16,519	22,519	17,721		22,519
520905		Travel - Training Related	116,695	119,695	184,364	65,000	184,695
520910		Travel - Non-training Related	10,579	27,579	15,575	(10,000)	17,579



# HFSC Final FY22 Budget

				FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
			<b>Services:</b>					
521405			Building Maintenance Services	9,327	94,327	64,323	(28,000)	66,327
521505			Utilities	121,299	251,299	268,649	18,000	269,299
521605			Data Services	204,992	198,992	189,801	(8,000)	190,992
521610			Voice Services, Equip & Labor	45,092	80,092	74,352		80,092
521725			Other Rental Fees	50,912	55,912	62,421	7,000	62,912
521730			Parking Space Rental	195,888	198,888	169,340	(25,000)	173,888
521905			Legal Services	25,000	23,000	1,223	(1,000)	22,000
522205			Metro Commuter Passes	3,792	792	2,408	2,000	2,792
522305			Freight	22,205	29,705	27,218		29,705
522430			Misc. Other Services & Chrgs	31,323	131,323	104,879	(20,000)	111,323
532000			Sub-Contractor (COH)	900,451	649,451	516,196		649,451
			<b>Total Services:</b>	<b>5,137,045</b>	<b>7,132,406</b>	<b>6,735,039</b>	<b>-</b>	<b>7,132,406</b>
			<b>Total Services less CoH</b>	<b>4,236,594</b>	<b>6,482,955</b>	<b>6,218,843</b>	<b>-</b>	<b>6,482,955</b>
531085			Interest Expense	1,060,504	1,080,504	1,078,693		1,080,504

# HFSC Final FY22 Budget

				FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
Non-Capital Expenditures								
551010		Furniture and Fixtures		25,000	28,500	15,817		28,500
551015		Computer Equipment		91,030	191,030	42,913	(5,000)	186,030
551025		Scientific/Medical Equipment		9,752	12,190	16,980	5,000	17,190
551040		Non-Capital - Other		-	-			-
		Total Non-Capital Expenditures		125,782	231,720	75,710	-	231,720
Capital Expenditures								
170140		Improvements		-	-	68,691	68,691	68,691
170210		Furniture & Fixtures		-	-			-
170220		Capital - Vehicles		168,000	168,000	110,044	(55,000)	113,000
170230		Computer Hardware/SW		30,000	30,000	38,351	8,500	38,500
170240		Scientific/Foren Eqmt		718,021	308,257	59,575	(185,191)	123,066
170980		Const in Progress		-	-			-
		Total Capital Expenditures		916,021	506,257	207,971	(163,000)	274,566
		Total Expenses w/ CapX Before Depr.		28,884,334	30,484,334	29,280,129	(163,000)	30,252,643

# HFSC Final FY22 Budget

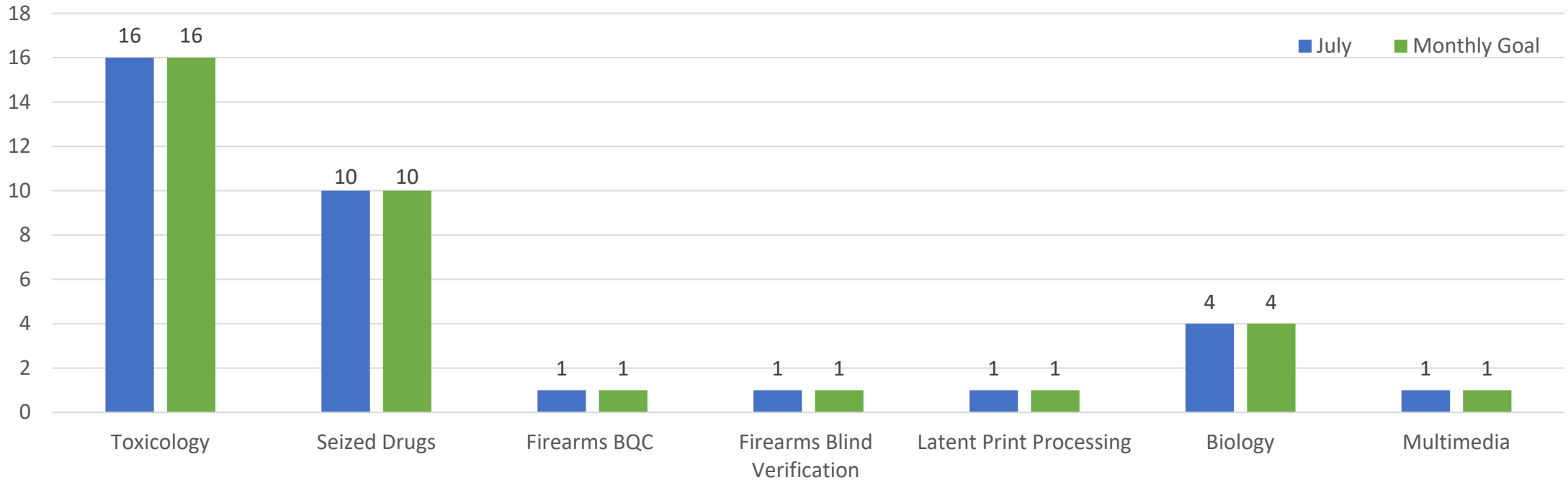
				FY22 Budget	FY22 Budget V2	FY22 Final	Adjustment V2	FY22 Budget Final
			NI less Capital Spending	(602,809)	(2,202,809)	(601,936)	(0)	(2,134,118)
610000			City of Houston Direct Overhead	-				
			Grant and Training Expense	1,600,000	-	-		-
456505			456505 - FA Gain/Loss	-		-		-
			Net Ordinary Income After Capital Expenditures	(2,202,809)	(2,202,809)	(601,936)	(0)	(601,936)

# Quality Division Report

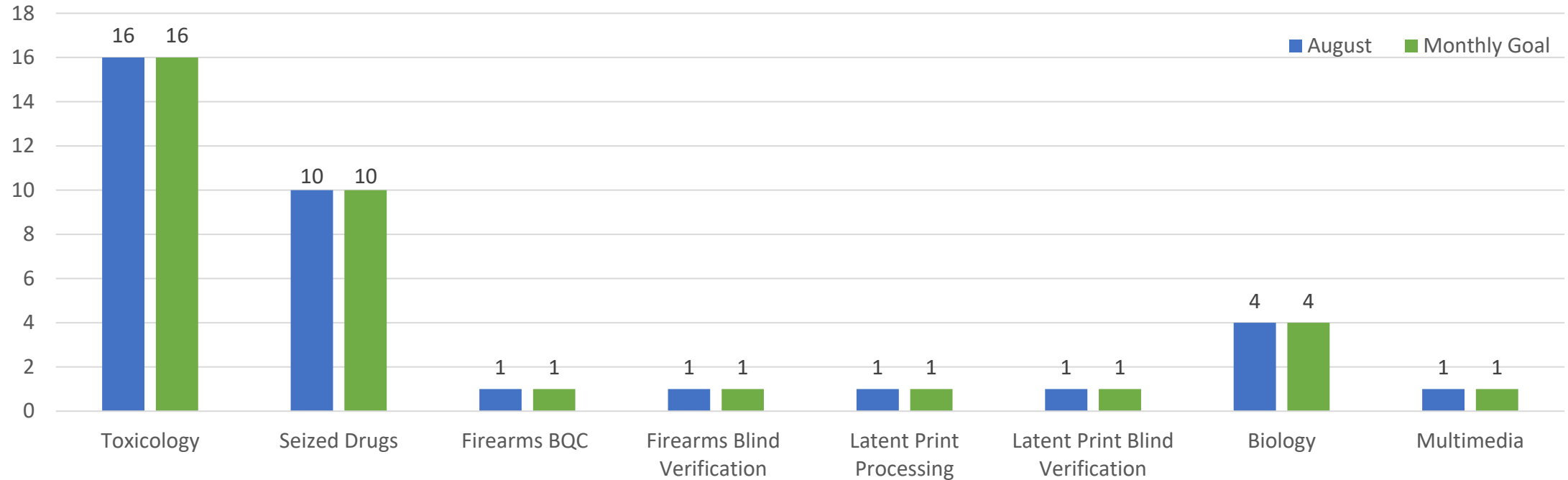
## September 9, 2022



# Blind Quality Controls Submitted in July



# Blind Quality Controls Submitted in August



# Blind Quality: Completed Cases

Forensic Discipline	Cases Completed in July	Cases Completed in August
<b>Toxicology</b>	13 (BAC) 6 (Drugs)	19 (BAC) 1 (Drugs)
<b>Seized Drugs</b>	7	7
<b>Biology</b>	5 (DNA) 1 (screening)	1 (DNA) 3 (screening)
<b>Firearms</b>	0	0
<b>Firearms Blind Verification</b>	2	1
<b>Latent Print Processing</b>	0	2
<b>Latent Print Comparison</b>	3	5
<b>Latent Print Blind Verification</b>	0	0
<b>Multimedia</b>	0	0



# 2022 External Assessment

ANAB external assessment August 8-11

- Firearms section finding regarding reports
  - Reports previously included link to document on HFSC's eDiscovery site which provides explanations of an identification, exclusion, or inconclusive results.
- Biology section had four findings regarding Excel-based workbook validation documentation
  - Review of validation testing confirmed no additional testing is needed and no technical impact to casework.





# Disclosures/Corrective Actions

Texas Forensic Science Commission voted "no further action needed" based on the laboratory's corrective actions and root cause analysis

- Accidental upload of blind quality control samples to CODIS
- Profiles immediately removed from CODIS upon discovery
- No investigations impacted
- Quality Division failed to properly communicate to Biology section
- Qualtrax workflow created to document approval prior to using new DNA profiles in blind quality control cases



# Disclosures/Corrective Actions

Texas Forensic Science Commission investigative panel formed for Forensic Biology disclosure during quarterly meeting in April 2022

- HFSC analyst testified in 2017 for Texas Department of Public Safety Colone capital murder case
- Analyst provided testimony regarding 2013 evidence examination performed while employed at TX DPS
- Texas Court of Criminal Appeals issued an opinion and mandate in March 2022 overturning the death sentence conviction
  - Opinion found the analyst gave the jury a false impression when he suggested that there was nothing awry with the manner in which the evidence was handled at TX DPS



# Disclosures/Corrective Actions

- HFSC requested TFSC assist with the investigation since it involves multiple agencies
- TFSC will determine if either a finding of professional negligence or professional misconduct for the analyst is appropriate
- Analyst terminated in May 2022
- Harris County District Attorney's Office (HCDAO) requested rework of impacted cases
- Collaboration with HCDAO to determine prioritization of rework



# Disclosures/Corrective Actions

- Harris County Public Defender's Office (HCPDO) facilitating review of previous cases
  - Review to focus on materiality of DNA analysis
  - If materiality is determined, an in-depth case review will follow
- Upcoming TFSC quarterly meeting on October 7th



# Disclosures/Corrective Actions

Disclosure to the Texas Forensic Science Commission regarding former NIBIN technician who failed to properly label test fired bullets and cartridge cases:

- Harris County District Attorney's Office and accrediting bodies notified
  - Sample switch discovered during a comparison request
  - Audit of technician's test fires for proper labeling
    - Decision to avoid technician's test fires in casework
  - Audit of comparisons using technician's test fires
    - No issues identified
    - Three firearms not available for retest



# 2022 Testimony Data

- 53 analysts have testified this year
  - 50 were monitored
  - 3 not monitored - will need to be monitored in future testimony or transcript will be reviewed
- Transcript review project
  - First round: completed
  - Second round: transcripts requested to court reporters, waiting for response



# Detailed Data



# 2022 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	6	
Toxicology		10	13	
Firearms		5	1	
Crime Scene		7	2	
Latent Prints		6	9	
Multimedia	Audio/Video	2	0	
	Digital	4	0	
Forensic Biology		12	23	







## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-040	Biology/DNA	Corrective Action	7/6/2022	When an exclusion was generated from the STRmix software, the corresponding report statement did not include information indicating the conclusion was supported by an associated likelihood ratio. This may have inadvertently been interpreted as though the exclusion was determined by visual comparison to a known as opposed to it being generated by probabilistic genotyping software.
2022-048	Biology/DNA	Incident	8/3/2022	As part of conformance to OSAC Registry 022 Standard for Forensic DNA Analysis Training Programs, worksheets were created by the section but were not then consistently used in training binders.
2022-051	Biology/DNA	Incident	7/13/2022	An extraction reagent blank exhibited allelic activity consistent with one of the reference samples in the extraction set.
2022-052	Biology/DNA	Incident	8/18/2022	Cases involving reinterpretation of legacy data were authored and technically reviewed by analysts who did not have the required authorization memos since their previous memos had expired. Authorization memos that are specific to the reinterpretation of previously utilized technologies, amplification kits and/or platforms within the Forensic Biology section expire every two years and new authorization memos must be issued after demonstration of the required technical skills and knowledge.
2022-EA-02	Biology/DNA	Corrective Action	8/22/2022	During the 2022 ANAB reassessment the assessment team determined previous Forensic Biology internal software validations did not include documentation of the determination of which studies would be conducted as required by the FBI Quality Assurance Standards.
2022-EA-03	Biology/DNA	Corrective Action	8/22/2022	During the 2022 ANAB reassessment the assessment team determined previous Forensic Biology internal software validations did not contain documentation regarding whether regression, sensitivity or specificity testing was performed as required by the FBI Quality Assurance Standards.
2022-EA-04	Biology/DNA	Corrective Action	8/22/2022	During the 2022 ANAB reassessment the assessment team determined the documentation for previous Forensic Biology internal software modifications did not

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.



## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
				contain a determination of whether the modification was a major or minor revision as required by the FBI Quality Assurance Standards.
2022-EA-05	Biology/DNA	Corrective Action	8/22/2022	During the 2022 ANAB reassessment the assessment team determined previous Forensic Biology internal software validations did not contain documentation to support that all required testing was performed nor a conclusionary statement that the software was fit for the intended use.
2022-PAR8	Biology/DNA	Preventive Action	7/6/2022	The CODIS Unit historically reviewed CODIS matches using paper documentation in a case file. This included printing match detail reports, checklists, and supporting eligibility documents. The CODIS Unit transitioned to a more efficient virtual workflow to review and track CODIS matches.
2022-044	Client Services & Case Management	Corrective Action	7/11/2022	A CS/CM specialist physically transferred toxicology evidence to a location within the biology evidence vault although the evidence was electronically transferred to the correct location. The toxicology evidence was at room temperature for approximately 11 days.
2022-045	Client Services & Case Management	Corrective Action	7/12/2022	A CS/CM specialist documented that a blood tube returned from an outsourcing laboratory after analysis was performed was leaking; however, she did not photograph the blood tube as required by the CS/CM SOP.
2022-PAR4	Client Services & Case Management	Preventive Action	3/3/2022	Previously when a stakeholder requested a FARO scan, CSU handled the communication and release of these records to the requestor. To ensure consistency with all other record releases, CS/CM assumed these duties from CSU. This process change provides better customer service to the stakeholder, improves the documentation of the request and release of the FARO scans, and allows CSU more time to focus on technical duties.
2022-046	Crime Scene	Incident	7/5/2022	A CSI inadvertently formatted her SD card prior to saving video she took at a crime scene in October 2021. The video is nonrecoverable.
2022-050	Crime Scene	Incident	8/17/2022	While attempting to fulfill a discovery request, the CSU technical leader discovered that a CSU request had been created in HFSC's historical laboratory information management system but was cancelled prior to the CSI drafting a report within the system.

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.





## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-049	Firearms	Incident	7/7/2022	A cartridge case was found on the floor of the Firearms section. Because the cartridge case did not have any uniquely identifying information engraved or written on it, the origin of this item could not be determined.
2022-EA-01	Firearms	Corrective Action	8/21/2022	During the 2022 ANAB re-assessment the assessment team found the Firearms section's reports did not include language that qualified the significance of any associations or include the reason(s) when the reported results were inconclusive. The reports included a link to HFSC's eDiscovery page to a document that provided explanations of an identification, exclusion or inconclusive result.
2022-PAR10	Firearms	Preventive Action	6/9/2022	The Firearms section, together HFSC's Legal created two documents: one providing general information about firearms examinations and terminology, and the other providing information about recent challenges to the field of firearms examinations. These documents will be made available to both prosecutors and defense attorneys to help improve understanding and communication between analysts and attorneys prior to trial. These documents should prevent the need for multiple and/or extensive pretrial meetings and improve the quality of information provided to jurors during testimony.
2022-PAR5	Multimedia	Preventive Action	3/15/2022	The Multimedia section began returning skimmers to the property room in 2022, rather than retaining them in their evidence vault. Skimmer evidence had been stored at HFSC while the Multimedia section worked towards developing effective methods to extract meaningful data from them. However, this resulted in a lack of space and time-consuming inventory audits of their evidence vault.
2022-PAR6	Multimedia	Preventive Action	6/8/2022	The Multimedia section completed their technical review from copies of derivative data extracted from evidence. A new process was implemented whereby the physical derivative data (rather than the copied data) is reviewed by the technical reviewer. This process improvement ensures that the physical derivative data being sent to the requester has been directly subjected to the technical review process.
2022-PAR7	Multimedia	Preventive Action	7/1/2022	Rather than automatically disposing of derivative data stored in the Multimedia's isolated network approximately every thirty days by a designated analyst, an email notification to section management and approval system was implemented. This

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.



## Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
				verification system will ensure that the section management reviews the data stored in this network prior to authorizing its removal.
2022-024	Toxicology	Incident	7/26/2022	A blood tube was accidentally broken by a toxicology analyst/supervisor prior to analysis. The remaining blood was transferred to a new labeled tube. There was sufficient sample available for analysis and for future additional testing.
2022-047	Toxicology	Corrective Action	7/28/2022	There were several instances where the performance check of the pH meter did not meet all the required acceptance criteria but were deemed as "passed". The section is actively reviewing past performance checks completed from 2016 to present and researching the potential impact, if any, to casework.
2022-PAR9	Toxicology	Preventive Action	4/4/2022	Although an analyst can perform independent casework immediately after satisfactorily completing a competency test and being authorized in a specific analytical technique, the Toxicology section now requires that the newly authorized analyst to be observed by an experienced analyst during their first casework analysis. This new observational process will ensure that the analyst has the technical support available if needed while analyzing authentic casework their first time.

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.