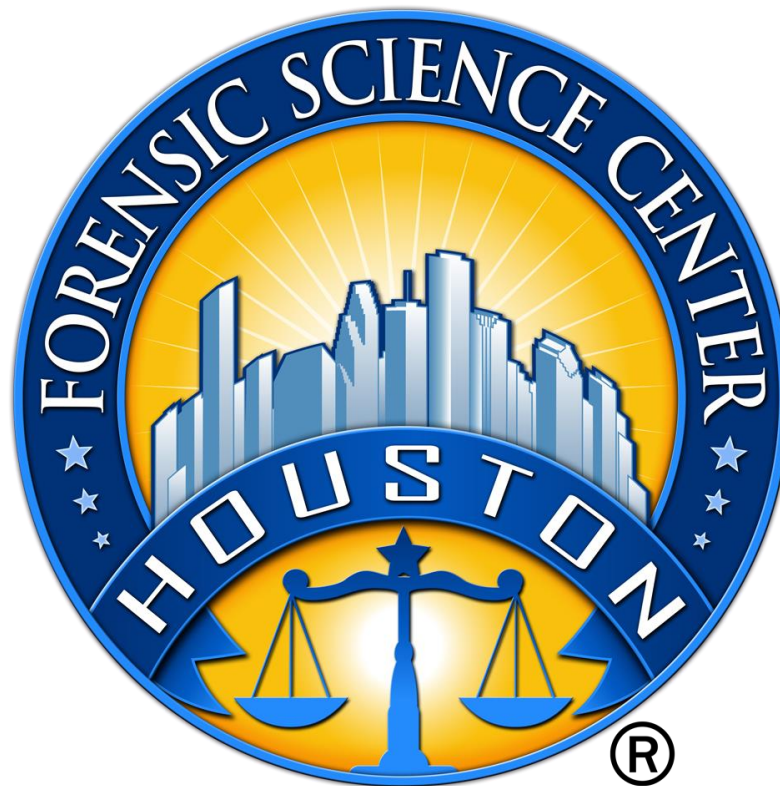


Houston Forensic Science Center, Inc.

Board of Directors Meeting

July 14, 2023



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - *Vacant*

Position 5 - Vanessa Goodwin, Vice Chair

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - *Vacant*

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



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Houston Forensic Science Center, Inc.

Board of Directors Public Meeting

Friday, July 14, 2023

www.hfsctx.gov

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 Street (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 Street. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.hfsctx.gov/meeting-archives) at www.hfsctx.gov/meeting-archives.

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.hfsctx.gov) at www.hfsctx.gov.

PARTICIPATING IN THE PUBLIC MEETING:

Members of the public may attend the meeting in person or view the meeting through a live stream broadcast on the internet. To view the live stream meeting online please visit www.houstontx.gov/htv.

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 Board Secretary Sandra Ham at (281) 377-8772.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from May 12, 2023 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities, and other announcements.

- a. Update on 1st Amendment to Professional Services Contract for DNA outsourcing services between the Corporation and Signature Science, LLC, funded by the FY 2022- Bureau of Justice Assistance DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget amended not to exceed \$1,606,404.00.
- 6. Presentation from Mr. David Leach, treasurer and CFO, regarding fiscal year 2023 year-end review, proposed fiscal year 2023 budget reallocations and proposed fiscal year 2024 amended budget.
 - a. Consider approval of proposed fiscal year 2023 budget reallocations and possible related action.
 - b. Consider approval of revised fiscal year 2024 budget and possible related action.
- 7. Report from Dr. Peter Stout, president and CEO, including an update on the conclusion of the 88th legislative regular session, overview of operations, technical updates, and other corporate business items.
- 8. Report from Mrs. Jackeline Moral, quality director, including an overview of the blind quality control program, Texas Forensic Science Commission disclosures, and testimony metrics.
- 9. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:

Persons requiring accommodations for special needs may contact HFSC at 713-929-6760.

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 referred to 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, Houston Forensic Science Center, Inc.

I, Sandra V. Ham, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of July 2023, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC [website](#) as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 11th day of July 2023.



Sandra V. Ham
Board Secretary



Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, May 12, 2023

www.hfsctx.gov

1. **CALL TO ORDER:**

At 9:02am, 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, May 12, 2023, in the City Hall Council Annex Chamber, 900 Bagby Street (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 Street on May 9, 2023.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice-Chairwoman Mary Lentschke
Anna Vasquez
Philip Hilder *
Vanessa Goodwin
Ellen Cohen
Lois Moore
Vicki Huff

The following board members were absent:

Francisco Medina
Tracy Calabrese

Chairwoman Mitchell declared a quorum was present.

*Director Hilder exited the meeting at 9:56am.

3. **PUBLIC COMMENT:**

Chairwoman Mitchell invited members of the public to address the board and make public comments. No members of the public addressed the board.

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

Following a motion by Director Philip Hilder and seconded by Director Vanessa Goodwin, the board unanimously approved the March 10, 2023 meeting minutes as presented.

5. **ANNUAL APPOINTMENT OF CORPORATE OFFICERS:**

Pursuant to the corporation’s bylaws, the board appoints HFSC’s corporate officers annually. Chairwoman Mitchell read the slate of nominees prior to the roll call vote for each position.

President – Dr. Peter Stout
Vice President – Dr. Amy Castillo
Treasurer – David Leach
Board Secretary – Sandra V. Ham

Director Vanessa Goodwin made a motion to approve the slate as presented. Director Ellen Cohen seconded the motion, and the board unanimously approved the slate of corporate officers.

6. **CHAIRWOMAN STACEY MITCHELL’S REPORT:**

The chairwoman began the report by confirming the next board meeting date to be July 13, 2023, commenting on the possibility for a need of a special board meeting. Should a special meeting need to be called, Chairwoman Mitchell indicated appropriate notice to each board member would be given.

Chairwoman Mitchell recognized the upcoming term expiration of several board members and anticipates that Directors Ellen Cohen and Anna Vasquez will be considered for reappointment once considered by City of Houston City Council. Chairwoman Mitchell expressed appreciation to both for their continued service to HFSC.

Chairwoman Mitchell also recognized Vice Chair Mary Lentschke and Director Francisco Medina, as both would no longer continue as board members after the completion of their current terms on June 30th. Chairwoman Mitchell acknowledged the valuable counsel Vice Chair Lentschke has provided over the years, having brought a unique and valuable perspective to board discussions. Although not in attendance, Chairwoman Mitchell also recognized Director Medina’s dedication to the board for the past six years.

Ending her comments, Chairwoman Mitchell presented Vice Chair Lentschke with a token of the board’s appreciation and acknowledged the occasion by inviting the board to also extend words of appreciation.

7. **VICE CHAIR SELECTION:**

Pursuant to the corporation’s bylaws and board resolution 2020-001, each year the directors select a vice chair of the board. The vice chair shall hold said position until the next annual meeting of the Board, at the same meeting the Corporate Officers are appointed. Chairwoman Mitchell began the discussions with the nomination of Director Vanessa Goodwin to the vice chair appointment. Chairwoman Mitchell indicated Director Goodwin was receptive to the appointment, and agreed to serve if the board was also in favor of her selection. Continuing, Chairwoman Mitchell provided a brief overview of Director Goodwin’s background, highlighting her position as assistant general counsel for the Arnold Foundation.

Director Philip Hilder made a motion to select Director Vanessa Goodwin as Vice Chair effective June 1, 2023. Director Ellen Cohen seconded the motion, and the board unanimously approved the selection.

8. **APPOINTMENT OF TECHNICAL ADVISORY GROUP MEMBERS:**

Pursuant to the certificate of formation and board resolution 2015-003, the board appoints persons to the corporation's Technical Advisory Group (TAG). The TAG's purpose is to advise the organization on best practices, particularly in management and operations, including issues related to accreditation. Dr. Peter Stout highlighted two highly qualified TAG members for board consideration of appointment. Dr. Stout provided a brief background for both members, noting that Dr. Adele Quigely McBride currently serves as Assistant Professor of Psychology at Simon Fraser University and Dr. Mike Swartz currently serves as an Associate Professor and Vice Chairman for the Department of Biostatistics, School of Public Health, University of Texas Health Science Center at Houston. Dr. Peter Stout acknowledged that the corporation could benefit from each of the potential TAG members' expertise and skills to navigate HFSC's new and evolving challenges.

Director Vanessa Goodwin made a motion to appoint Dr. Adele Quigely McBride and Dr. Mike Swartz to the Technical Advisory Group. Director Anna Vasquez seconded the motion, and the board unanimously approved the appointments.

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

Chairwoman Mitchell provided an overview of the history of the Crime Scene Unit working group, recognizing Vice Chair Lentschke's most recent update indicated the group was nearing the conclusion of its work. Vice Chair Lentschke provided an update on the group's progress, as the working group continued its efforts over the last few months. She recognized this work to be possible in conjunction with the HFSC executive team.

Vice Chairwoman Lentschke began by providing an overview of the concerns the working group considered from the City of Houston Office of Inspector General's report. Those four focus areas were related to insufficient personnel, inflexible scheduling, a hostile work environment and the loss of HR as a safety valve in HFSC's crime scene unit (CSU). Vice Chair Lentschke indicated the group utilized this information to update several HFSC policies, including those related to workplace behavior, conduct, and harassment.

Vice Chairwoman Lentschke indicated that the next steps would include training on those updated policies and annual review of those policies. Vice Chairwoman Lentschke indicated that the group would conclude its work based on the understanding that constant improvement of such policies would be implemented.

Chairwoman Mitchell expressed appreciation to HFSC staff, executive team, and the working group members, Vice Chair Lentschke, Director Huff, and Director Goodwin, for their commitment over the past two years.

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

Dr. Peter Stout began his presentation with an overview of the organization's operational highlights, detailing a significant recent policy change from the Harris County District Attorney's Office concerning drug cases larger than four grams. He indicated the seized drugs section is monitoring request data to measure impacts on the organization. Dr. Stout also overviewed concerns with DNA

outsourcing, as HFSC will transition to only outsourcing sexual assault kits in order to maximize grant funding.

Dr. Stout commented on the capacity of the firearms section, with two examiners in training, as the number of court priority requests continues to create issues in balancing incoming work, backlog management, and meeting court dates. Additionally, Dr. Stout provided information on the reduction of the backlog requests for digital multimedia, toxicology, latent print comparison, and latent print processing.

Continuing, Dr. Stout discussed the potential impacts of the 88th Legislative Session, overviewing several bills that were originally of concern, but are now believed to have halted in progress. There remains several bills in support of increasing charges and penalties for fentanyl related cases, which may have more unintentional consequences for medical examiners rather than the laboratory.

Of note, Dr. Stout detailed Senate Bill 402, which seeks to prioritize homicide cases in the courts. Dr. Stout indicated that this passage would create potential priority conflicts for analysis, testimony and document support. Ending his presentation, Dr. Stout reviewed other notable bills related to fentanyl test strips, post-conviction DNA testing, evidence tracking and rights to information for victims, and kratom products.

11. **PROPOSAL TO ADD PROPERTY AND EVIDENCE MANAGEMENT SERVICES:**

Chairwoman Mitchell began the discussion with an overview of the proposal for HFSC to acquire the Houston Police Department property room and evidence management services. She highlighted Dr. Stout's previous presentations to the board, noting the wide range of opportunities and challenges in pursuing a plan to add these services to the corporation.

Chairwoman Mitchell overviewed the progress of the acquisition and described the involvement of the board in moving forward in negotiations towards final action, which will result in negotiations with the City, the Houston Police Department, vendors, the landlord, and others.

Dr. Peter Stout detailed to the board the potential benefits of consolidating property and evidence management with HFSC forensic operations, as a related service. After preliminary discussions with stakeholders, the City of Houston, and Houston Police Department, Dr. Stout has secured support for the framework around the expansion of HFSC's operations.

Dr. Stout indicated the transfer of management and control of property and evidence management will require the execution of several agreements to ensure appropriate funding, organizational structure, policies, procurement of assets and office/storage space, as well as the designation and transfer of personnel. To continue these efforts Dr. Stout will need the board's approval to begin negotiating all necessary agreements. Dr. Stout will regularly update the board on his progress and present to the board any agreement which requires the board's approval by law or HFSC policy.

Dr. Stout commented on the improvements of the quality of evidence handling, with subsequent efficiencies transferring benefits into the laboratory. There is also the benefit of returning classified officers to HPD to further police resources. Additionally, there are accreditations standards that can be achieved at the national level, which HFSC would seek.

Director Hilder exited the meeting at 9:56am.

Dr. Stout continued the discussion of the timeline for acquisition, stating the best-case scenario to be a signed agreement for a lease by the end of the calendar year. There are additional conversations required

for the construction timeline, as well as the personnel transition. He indicated it to be a similar timeline to the original transition of the Houston Police Department crime lab to HFSC.

Dr. Stout requested board consideration of the approval of this authorization and indicated he would continue to provide the board with regular updates. Any negotiated agreements would require board approval and would be presented at a future board meeting.

Director Vicki Huff made a motion to authorize Dr. Stout to negotiate an agreement for acquisition of the Houston Police Department property room and evidence management services. Director Lois Moore seconded the motion, and the board unanimously authorized Dr. Stout to move forward in negotiations.

12. QUALITY DIRECTOR JACKELINE MORAL'S REPORT:

Quality Director Jackeline Moral began the discussion by presenting the corporation's blind quality control metrics, reporting HFSC met all submission goals for March and April. In addition, she highlighted the recent presentation by Dr. Stout, previous Quality Director Erika Ziemak, and herself, to an Australian governmental organization on the topic of quality implementation. Dr. Stout emphasized that this organization was undergoing a similar transition to HPD's transition of the crime lab to HFSC. Additionally, Ms. Moral noted that the quality section would be presenting at the upcoming AFTE conference on the topic of implementation of blind testing and blind verification in firearms.

Quality Director Moral proceeded with an update of the 2023 internal audit program. The internal audit will demonstrate HFSC's compliance to all accreditation standards, the HFSC quality manual, OSAC registry standards, and section specific standard operating procedures. Four sections will be reviewed. Throughout the process, one nonconformance was discovered, which will subsequently be reported as a disclosure.

Next, Mrs. Moral highlighted the quality section's work with the Customer Service / Client Management section (CS/CM) in reaching accreditation. In review of manuals and other standard operating procedures, the section will perform a gap assessment to identify needs and ensure achievement of the accreditation.

Mrs. Moral continued her presentation by reviewing the organization's disclosures. She indicated within the seized drugs section a sample was incorrectly utilized, in effect causing a test result to be improperly reported. After the reanalysis, the report indicated the same result. Through this discovery, the section has added a verification component to the test process. Additionally, Mrs. Moral reported a firearms disclosure in which an item of evidence could not be located. The firearms section has completed a risk assessment and reviewed the evidence handling process. Lastly, Quality Director Moral reviewed a crime scene unit disclosure due to a missing case packet. The missing case packet resulted in the inability to complete the technical review, as the case notes were needed to substantiate the draft report.

Mrs. Moral concluded her presentation with the 2023 testimony data year-to-date. For March and April, HFSC had 47 analysts testify, with approximately 67% of those testimonies monitored. She continued by overviewing the testimony hours, specifically detailing the hours spent on the stand versus hours waiting to testify. Mrs. Moral also detailed the waiting hours by section, with the crime scene unit spending the largest amount of waiting hours to testify.

In total, waiting hours for all sections were 282 hours. In comparison to previous years, there was a decrease in hours in 2020 due to COVID. In 2022, there was a rise in the amount of testimony hours, and for 2023, current data indicates a trend for a total of 800 hours for the year. Mrs. Moral recognized that with the requirement for testimony to be monitored, there are also uncouneted waiting hours by monitors.

Chairwoman Mitchell recognized HFSC's quality section, and expressed appreciation to Mrs. Moral and the section's quality specialists.

13. **ADJOURNMENT:**

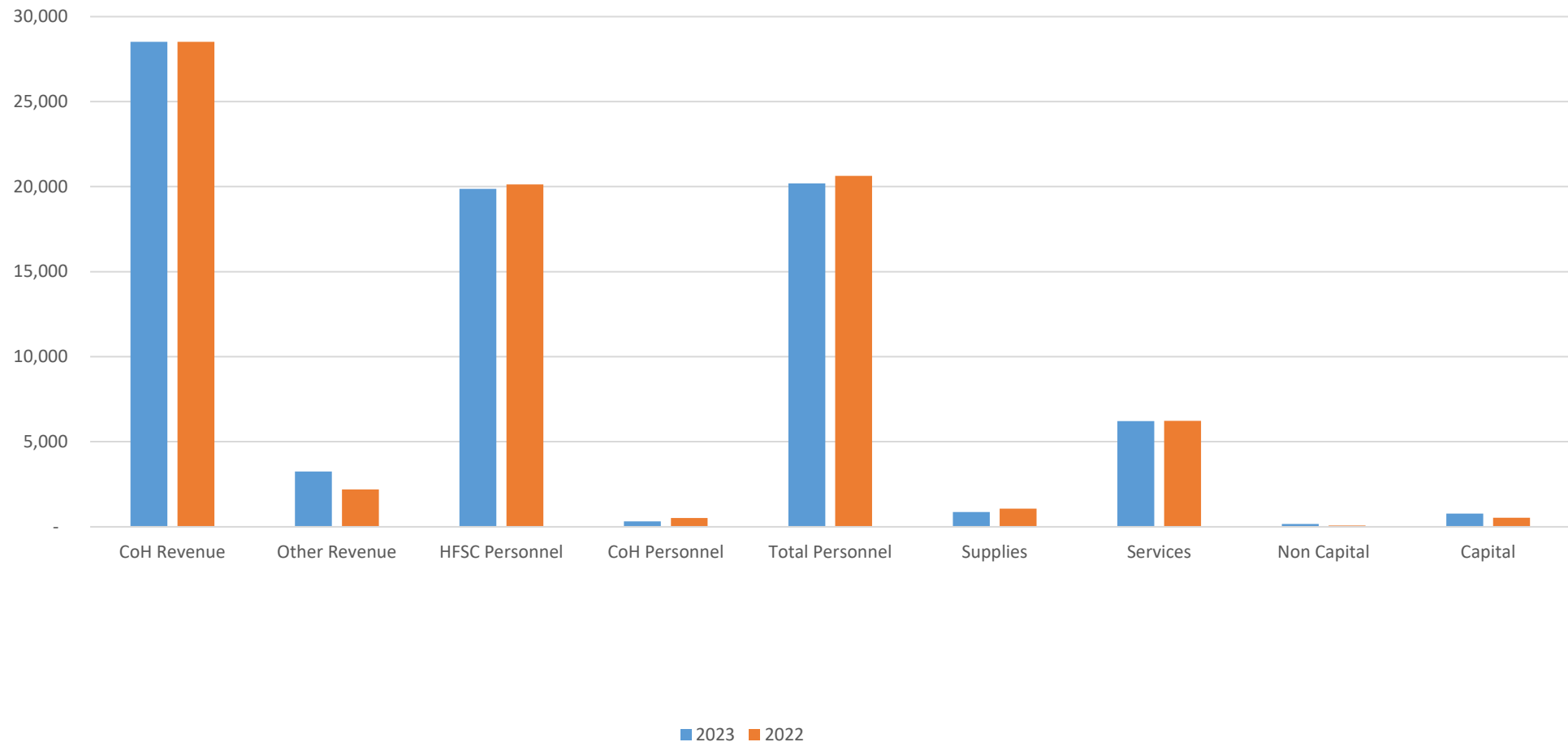
Chairwoman Mitchell requested a motion to adjourn the meeting. Director Anna Vasquez made a motion to adjourn. Vice Chair Mary Lentschke seconded the motion. The meeting adjourned at 10:32am.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the May 12, 2023 public meeting of the board.

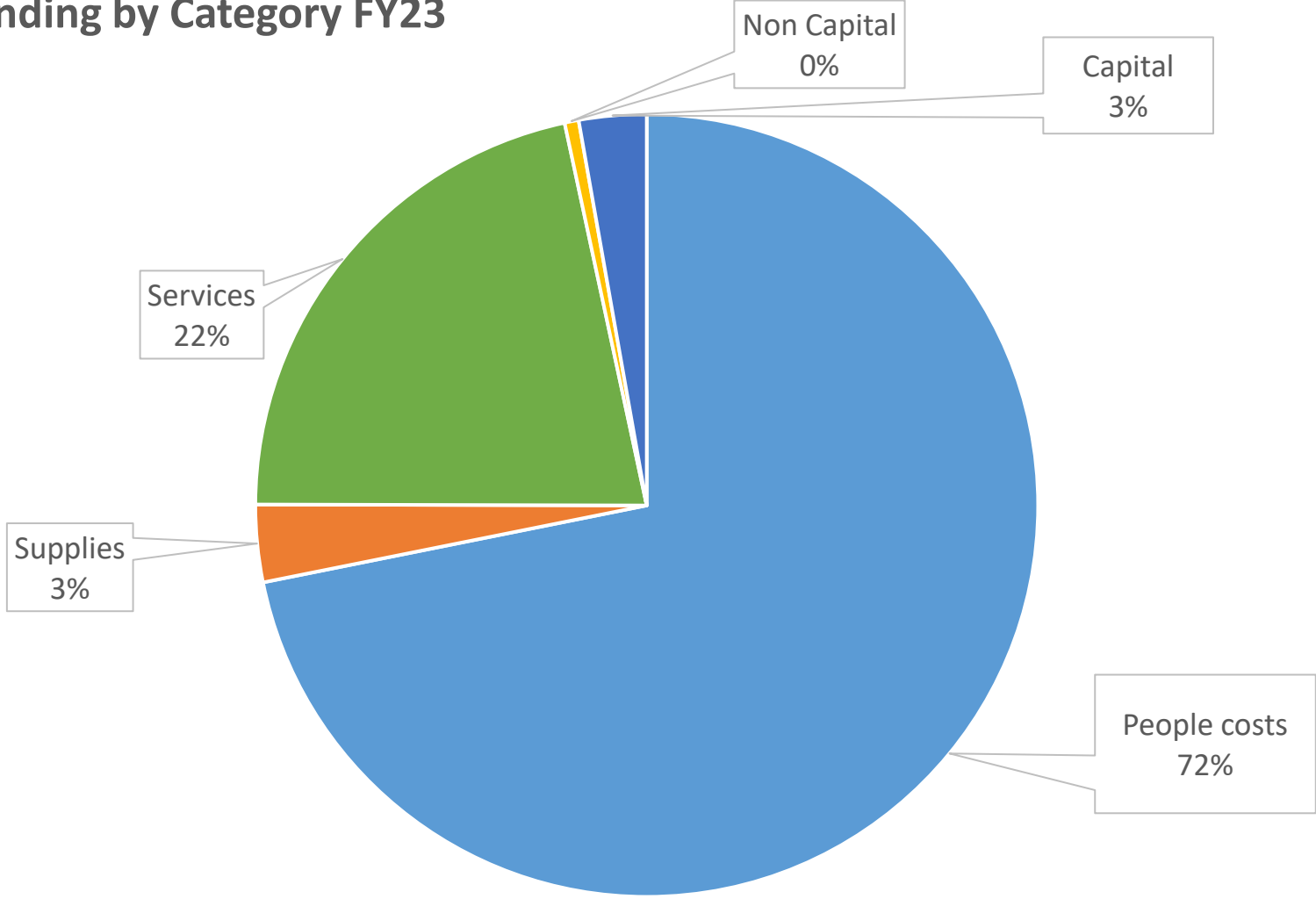
By: _____
Sandra V. Ham
Board Secretary

HFSC FY23 Year in Review

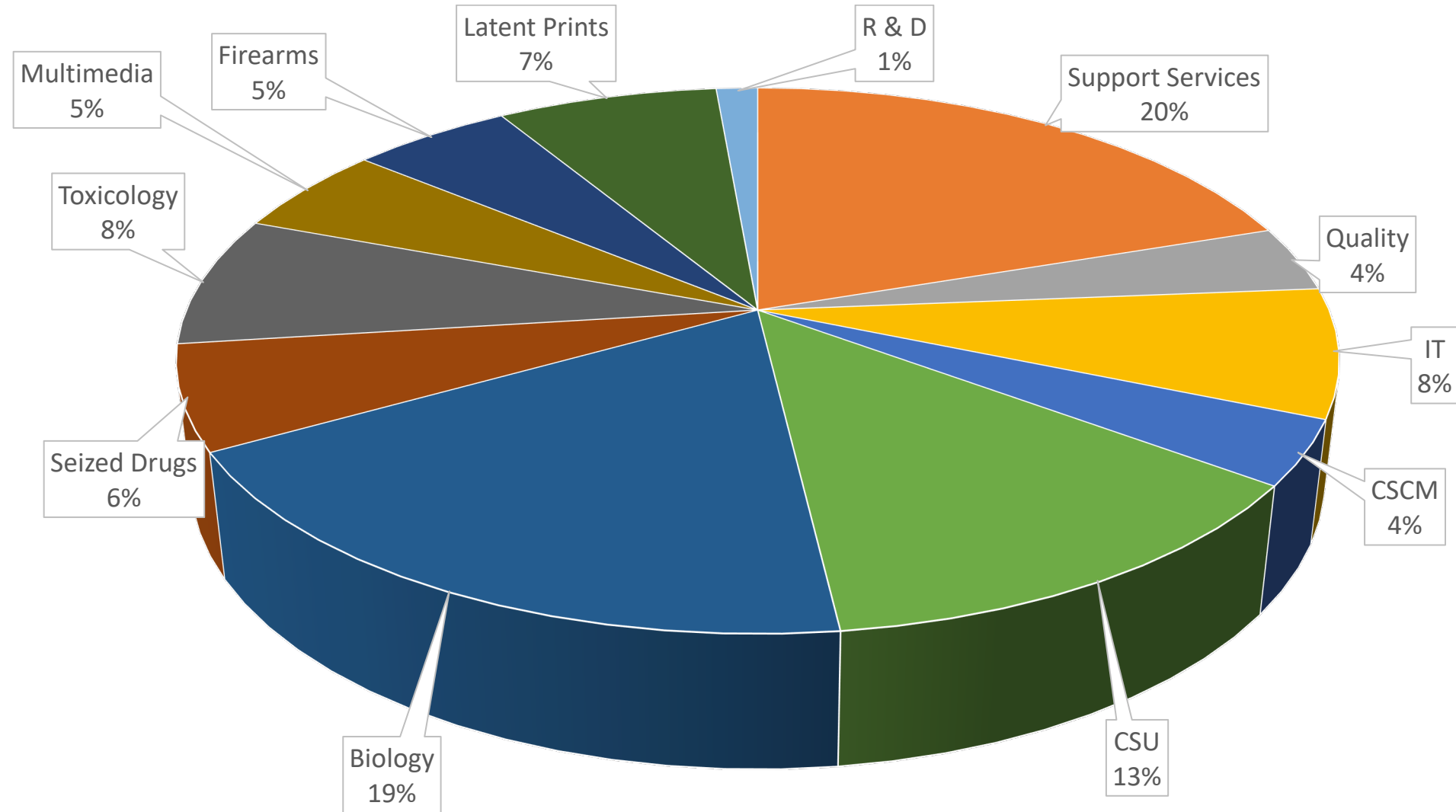
2023 vs. 2022



HFSC Spending by Category FY23




HFSC FY23 Spending by Department



			FY23 Budget	Grants	ARPA	Budget Adjustments	FY23 Budget v2	FY23 Actuals	FY23B vs. FY23 FCST
Expenses:									
	Personnel:								
	500010	Salary Base - Civilian	18,014,863	375,613	921,774	(7,000)	19,305,251	16,322,458	2,982,793
	501070	Pension - Civilian	1,096,765	22,977			1,119,742	970,459	149,284
	502010	FICA - Civilian	1,288,810	29,951			1,318,761	1,198,269	120,492
	503010	Health Insurance - Active Civil	1,575,099	36,530			1,611,629	1,315,065	296,564
	503015	Basic Life Ins - Active Civil	27,724	372			28,097	21,861	6,236
	503090	Workers Comp - Civilian Adm	51,589				51,589	34,425	17,164
	503100	Workers Comp - Civil Claims	(526)			2,000	1,474	-	1,474
	504031	Unemployment Taxes - Admin	6,247	251		5,000	11,498	8,925	2,574
			22,060,573	465,696	921,774	-	23,448,042	19,871,462	3,576,581
	Supplies:								
	511010	Chemical Gases & Special Fluids	17,997			20,000	37,997	30,501	7,496
	511045	Computer Supplies	6,331				6,331	271	6,059
	511050	Paper & Printing Supplies	13,219				13,219	2,083	11,136
	511055	Publications & Printed Material	13,003				13,003	8,999	4,004
	511060	Postage	298			500	798	447	351
	511070	Miscellaneous Office Supplies	76,666				76,666	66,305	10,361
	511080	General Laboratory Supply	796,945	(945)		(27,500)	768,500	701,709	66,791
	511090	Medical & Surgical Supplies	-			1,000	1,000	383	617
	511095	Small Technical & Scientific Eq	17,710				17,710	2,263	15,447
	511110	Fuel	82				82	43	39
	511120	Clothing	19,991			5,000	24,991	23,506	1,485
	511125	Food/Event Supplies	12,060			1,000	13,060	11,826	1,234
	511130	Weapons Munitions & Supplies	15,631				15,631	12,292	3,339
	511145	Small Tools & Minor Equipment	12,885				12,885	479	12,406
	511150	Miscellaneous Parts & Supplies	12,668				12,668	5,143	7,524
			1,015,486	(945)	-	-	1,014,541	866,250	148,291

HFSC FY24
Amended
Budget - \$600K
Increase



	FY21	FY22	FY23 FCST	FY24 Budget \$600K	FY24 Budget \$3M	Change in FY24 Budget	FY24 Budget vs FY23
HFSC	26,526	26,317	26,675	27,275	29,677	(2,402)	600
Fund 2213	-	731	373	373	373	-	-
Travis Rent	692	1,460	1,460	1,460	1,460	-	-
COVID/ARPA	1,359	-	1,345	1,950	1,950	-	605
Grants	1,755	2,046	1,742	1,600	1,600	-	(142)
Other	122	143	162	107	107	-	(55)
Total Cash In	30,454	30,697	31,757	32,765	35,167	(2,402)	1,008
Personnel (HFSC)	19,504	20,121	19,871	21,555	22,704	(1,149)	1,683
Services (CoH/Fund 2213)	672	516	323	491	491	-	168
Personnel - Total (HFSC + CoH)	20,176	20,637	20,194	22,045	23,194	(1,149)	1,851
Supplies	946	1,063	866	1,893	2,037	(145)	1,026
Services (Non CoH)	5,708	6,183	6,204	7,434	7,781	(347)	1,230
Non-Capital Expenditures	(7)	70	165	193	275	(82)	28
One Time Moving Costs	836	-	-	-	-	-	-
Interest Expense	1,091	1,079	1,062	1,048	1,048	-	(14)
(Gain)/Loss	293	-	(18)	-	-	-	18
Capital Expenditures	1,055	531	771	600	1,279	(679)	(171)
Grant and Training Expenses	837	-	-	3,550	3,550	-	3,550
Total Cash Expenditures	30,934	29,563	29,243	36,762	39,164	(2,402)	7,519
Net Cash in / (out)							
Beginning Cash	1,947	1,984	1,141	2,808	2,808	-	
Ending Cash	1,984	1,141	2,808	1,447	1,447	-	
% change in total cash expenditures	10%	8%	4%	19%	32%	-108%	
% change in people cost	5%	7%	5%	9%	12%	-106%	

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

July 14, 2023 at 9:00 a.m.

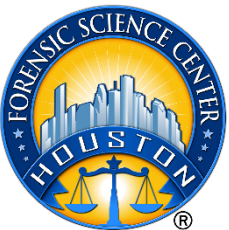
Agenda Action Item No.:	7.b. Consider approval of revised fiscal year 2024 budget and possible related action.
Subject:	Approval of FY24 budget revision, to reflect the City of Houston's approved FY24 funding allocation to HFSC.
Background:	On March 10, 2023, the Board approved HFSC's FY24 proposed budget of \$35.115 million, an increase of \$3 million from the previous year. This increase allowed for additional staffing; needed resources in Forensic Biology, Firearms, Crime Scene Unit, Seized Drugs, Toxicology, Information Technology and Quality; the continuation of outsourcing of cases for the Forensic Biology backlog; new equipment leases for various forensic sections; and costs incurred by an effort to remain competitive in staff salaries and benefits. Pursuant to Exhibit E of the First Interlocal Agreement between HFSC and the City, and the City of Houston Administrative Procedure No. 2-10, the budget was submitted as a request to the Mayor and City Council for approval.
Executive Summary:	After discussions between HFSC and the City of Houston, City Council declined to approve HFSC's budget request and instead approved a budget equivalent to FY23 plus \$600,000 on June 1, 2023. As a result, the Board's previously approved FY24 budget must now be modified to reflect the City's June 1st vote. The following incremental budget increases previously approved by the Board will no longer be funded: <ul style="list-style-type: none">• Wage and market adjustments• Increases in personnel and equipment for: Crime Scene Unit, Firearms, Seized Drugs, Latent Prints, Toxicology, Quality, and IT
Fiscal Impact:	Reduced funding will decrease HFSC's anticipated revenue and budget.
Staff Recommendation:	Staff recommends approval.
By:	David Leach, Treasurer and CFO & Dr. Peter Stout, President and CEO Legal review by General Counsel

President's Report

Friday, July 14, 2023

Operational Highlights

- **Firearms**
 - Two examiners in training to re-build capacity
 - Three additional examiner positions shifted from other vacancies to firearms (2 from Latent Prints, 1 from Lean Six Sigma)- positions posted
 - In May received an influx of requests from HCDAO, this impacts the backlog however does not seem to be a trend.
- **Toxicology**
 - Four vacancies currently impacting production. Main impact is on drug testing, however blood alcohol TAT estimated at 40 days while we are training more analysts on drug analysis.
- **Seized Drugs**
 - HCDAO policy change on <4g drug cases went into effect 4/19/2023
 - The section is monitoring request data to measure impacts, currently impacting case management workload due to stakeholders making duplicate requests.



Operational Highlights

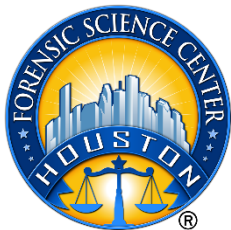
- **Backlog Reduction**

- **Digital Multimedia backlog has been reduced by 69%. Current backlog is 123, the high was 392 in August 2022.**
- **Toxicology backlog has been reduced by 76%. Current backlog is 339, the high was 1430 in February 2022.**
- **Latent Print Comparisons has been reduced by 96%. Current backlog is 110, the high was 2516 in July 2021.**
- **Latent Print Processing has been reduced by 44%. Current backlog is 428, the high was 759 in November 2022.**



88th Legislative Session

It's over.....but not really



HB178 Representative Murr

- Relating to testing possible controlled substances for fentanyl
- Dead

Multiple bills increasing charge and penalty for fentanyl

- **HB6 signed by the governor Takes effect September 1**
- Mostly impacts medicolegal death investigation and requires that manner of death be listed as a homicide for “fentanyl poisoning”
- Potential lab impact:
 - Increased consequence of prosecution likely means increased need of lab result support
 - Test more items
 - More testimony support
 - More documentation support

Multiple bills related to cannabis

- Dead. Nothing changes. Just the same ol' broken

SB 402 Sen Whitmire

- Effective September 1st
- Priority for homicide trials
- Lab impact:
 - Potential priority conflicts for analysis, testimony and document support



SB 991 State discovery portal

- Effective September 1st
- Creates a state managed portal to connect laboratory documentation to relevant parties.
- DPS has funding to build this, TFSC is a major component of the management.
- It will mean investments for us to enable how documents can get there.
- This will be a major multi year undertaking

HB2545 DNA database information



Concerns the regulation of consumers' personal data by certain commercial entities and applicable civil penalties.



FBI and DPS opinion is this will severely limit the ability to use forensic genetic genealogy techniques in Texas.



No current impact to HFSC, but does alter any future strategy to bring FGG on board.

HB 3506 DNA profiles in local databases

- Addresses the storage and removal of certain DNA records – primarily the creation and destruction of elimination samples, as well as other biological records from certain databases.
- TFSC has the rule making authority
- Will have implications for how we handle exclusion databases

Budget

We have received nearly \$5M in ARPA funding, so what is the need in the budget?

- \$600K for FBIO outsourcing approved by city counsel.

Legislative List Summary

- HB 6- Effective Date: September 1, 2023
 - Bill Summary: HB 6 concerns the characterization of fentanyl poisoning or fentanyl toxicity in relation to death certificates and criminal penalties. More specifically, this act amends the Health and Safety Code's definition of fentanyl poisoning or fentanyl toxicity; the conditions and procedures regarding the inclusion of these terms in death certificates; as well as increase certain criminal penalties related to the possession of fentanyl and other associated controlled substances. This bill may affect HFSC's documentation methods, as the amendments of the Health and Safety Code stipulate new conditions where fentanyl may be present on medical certifications of a death certificate.

- HB 2545- Effective Date: September 1, 2023
 - Bill Summary: HB 2545 relates to genetic data collection– this bill discusses an individual's property rights over their DNA; the use of that data by genetic testing companies for commercial purposes and associated civil penalties. More precisely, this act amends the Business and Commerce Code by stating the procedures for the disclosure of genetic information; specifying the requirements to gain required consent when certain entities wish to use or access an individual's genetic information; defining prohibited behaviors and disclosures by certain entities and delineating civil penalties and other civil actions that may be taken against entities that fail to comply with the procedures outlines in the act. This bill may affect HFSC's access and use of genetic materials, as the sections within this bill change the way commercial entities may utilize and share genetic information with other entities.

- HB 3506- Effective Date: September 1, 2023
 - Bill Summary: HB 3506 addresses the storage and removal of certain DNA records – primarily the creation and destruction of elimination samples, as well as other biological records from certain databases. This act amends specific articles of the Code of Criminal Procedure and clarifies both proper procedures and prohibited behaviors regarding the management of different types of DNA evidence within a DNA database. This bill may affect the way in which HFSC stores DNA samples; eliminates these additional samples; runs their DNA analyses, as well as the documentation system for their storage and analyses processes. This act also specifies the deadline by which HFSC and other crime laboratories must be compliant with regulations regarding the removal of these specific DNA records.

- HB 3956- Effective Date: September 1, 2023
 - Bill Summary: HB 3956 relates to the maintenance of DNA records – primarily the creation and destruction of DNA records under certain circumstances, primarily with regards to individuals who have received felony offense. This act amends specific articles from the Code of Criminal Procedure, specifically what constitutes a record or file related to an arrest and the procedures for the order of an expunction. This act also amends sections of the Government Code regarding the expunction procedure for entities that have genetic materials from individuals arrested for a felony offense. This bill may affect the way in which HFSC manages its storage of DNA samples and eliminates these samples after receiving the final expunctions order.

- HB 4628- Effective Date: September 1, 2023
 - Bill Summary: HB 4628 describes the duties of law enforcement agencies, crime laboratories, and the Department Public Safety in addition to their connection to the use of DNA profile comparisons. This act both amends as well as expands upon a few sections within the Government Code, including regulations concerning how a crime laboratory may access DNA profiles and procedures in the event there is a DNA match between a biological sample and a database. This act also discusses guidelines with regards to notifying individuals in cases of sexual assault or other sexual offenses when there is a match. This bill may affect the way in which HFSC monitors DNA profiles and requests by redefining the protocols through which HFSC can assist investigations that have biological evidence.

- SB 402- Effective Date: September 1, 2023
 - Bill Summary: SB 402 is a legislative act passed by the 88th Texas Legislature, Regular Session, redefining court preference with regards to trials for murder and capital murder offenses. This act states which cases will receive a higher preference in trial courts (e.g. temporary injunctions, specific criminal acts like those taken against family, victims under 17, etc.). This bill may affect the way in which HFSC must prioritize its caseload, as HFSC must now consider which cases have higher trial priority and rearrange the order of its analyses in order to reflect this new prioritization system.

- SB 409- Effective Date: September 1, 2023
 - Bill Summary: SB 409 is a legislative act passed by the 88th Texas Legislature, Regular Session, regarding the rights of victims and related individuals within the criminal justice system. This act amends articles of the Code of Criminal Procedure, such that victims and individuals closely related to the victim are entitled to certain information, such as evidence, status of any analysis being performed, the results, additional testing, etc. unless these disclosures would interfere with the investigation or prosecution of the offense. If this is the case, the victim or associated individual would be notified when they could access the data at a later date. This act also provides a list of requirements that a victim or close relative must meet in order to receive this information. . This bill may affect the way HFSC processes and responds to information requests, especially with individuals other than other governmental entities or laboratories.

- SB 497 -Effective Date: September 1, 2023
 - Bill Summary: concerns both the processing and sale of kratom and kratom products, as well as relevant civil penalties and criminal offenses. This act elaborates on the requirements for kratom products to be distributed, prohibited kratom products, and the penalties for selling kratom products to minors. This act also details the types of civil penalties that apply to those in violation of the law and additional penalties that may be imposed, when relevant. This bill may affect HFSC, as HFSC may be responsible for different types of testing and analyzing new products that contain kratom.

- SB 1319- Effective Date: September 1, 2023
 - Bill Summary: SB 1319 relates to the processes concerning the report of specific overdose information and tracking of overdoses for public safety. This act amends several chapters of the Health and Safety Code regarding reporting procedures for overdose incidents. Furthermore, this act also describes the agreement and cooperation between local health authorities, law enforcement, and a third entity that manages a computerized system to map and track overdoses. This bill may affect HFSC's documentation processes for analyses that are related to overdoses, as well as the maintenance of its information when assisting the consolidated computerized mapping system responsible for tracking overdoses.

- HB 3474- Effective Date: Multiple Effective Dates. See below for more details.
 - Bill Summary: HB 3474 concerns the proceedings in the state's judicial system. More specifically, this act amends sections in the Government Code regarding certain judicial operations, including the processing and delivery of documents to the court; the administration of oaths; establishing civil penalties; increasing specific court costs, and more. Most importantly, it creates 6 new felony criminal district courts in Harris County; 3 to be added in 2023 and 3 to be added in 2024. The 486th, 487th, and 488th are effective October 1, 2023, and the 495th, 496th, and 497th are effective October 1, 2024. The Governor will appoint the initial judges before candidates run for the new judicial seats in the next election cycle. HFSC can expect to see an increase in requests, hearings, trial subpoenas and related priority requests as the existing court caseload/backlogs will be split among more judges, ADAs and related staff to work through dockets more quickly. The overall caseload within the courts should not increase beyond any current projections.

Additional Bills / Updates of Interest

- Fiscal Responsibility Act of 2023
 - This act raises the debt ceiling, establishes new discretionary spending limits, and expands requirements for federal programs, among other procedures associated with the federal budget process. It also includes several rescission provisions; however, the American Rescue Plan Act (ARPA) and the State and Local Fiscal Recovery Funds (SLFRF) are not affected.

- SB 991- Effective Date: September 1, 2023
 - Bill Summary: SB 991 is regarding the establishment of the Department of Public Safety's crime laboratory portal and disciplinary actions that may be taken against entities investigated by the Texas Forensic Science Commission. This act amends several sections in the Code of Criminal Procedure, including the creation of a crime laboratory portal responsible for processing requests and distributing information to relevant parties. This act also details the terms of a crime laboratory's participation with this portal and outlines pertinent penalties, should a license holder or crime laboratory be deemed in violation of the terms of the law. This bill may affect HFSC because, as an accredited crime lab, HFSC must comply with this act's regulations in accessing and engaging with the crime laboratory portal.

- HB 4- Effective Date: July 18, 2023
 - Bill Summary: HB 4 concerns the regulation of consumers’ personal data by certain commercial entities and applicable civil penalties. This act amends the Business & Commerce Code by specifying consumer’s rights; prohibition of the waiving or limiting of consumer rights; applicable exemptions; rules governing data accessibility and parental consent; procedures to request information and respond to consumer information requests; the appeals process, and other related processes. This bill may affect the way in which HFSC processes and handles information requests.

- HB 1442- Effective Date: September 1, 2023
 - Bill Summary: HB 1442 details the prosecution of criminal actions involving reckless driving or racing on a highway, and the forfeiture of discovered contraband due to these previous actions. This act amends the Code of Criminal Procedure by clarifying the definitions of certain terms and offenses related to criminal driving behavior, procedures to prosecute various these actions, and the applicable penalties. This act will go into effect on September 1, 2023. This bill can affect HFSC as reckless driving or racing in conjunction with the discovery of controlled substances can involve the laboratory and the need to run tests on the substances, further analyses, etc.

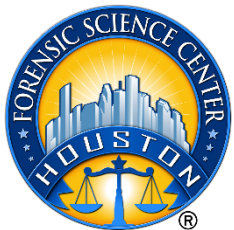
- SB 760- Effective Date: September 1, 2023
 - Bill Summary: SB 760 regulates the process of extracting a blood sample from the body of a deceased individual during an inquest. This act amends the Code of Criminal procedure by stating that the justice of the peace may order a professional (e.g. physical, qualified technician, paramedic, chemist, registered professional nurse, etc.) to draw a sample from the deceased individual if it would aid in the determination of the cause and manner of death. This bill may affect HFSC as it involves the collection of a sample by an external party and may affect how HFSC can handle, process, and present this evidence in court.

- HB 30- Effective Date: September 1, 2023
 - Bill Summary: HB 30 amends the public information act as it relates to accessing specific records related to law enforcement, corrections, and prosecutorial records under the public information law. This act amends sections in the Government Code, specifically that Section 552.108 does not apply under certain conditions, such as if the individual described is deceased or incapacitated. This bill may affect HFSC as it changes the conditions under which certain government and law enforcement records can be accessed and shared with the public.

- HB 3033- Effective Date: September 1, 2023
 - Bill Summary: HB 3033 is a legislative act passed by the 88th Texas Legislature, Regular Session, concerning the public information law. This act amends sections of the Government Code to redefine terms such as exceptions to disclosures; access to basic information regarding individuals who have been arrested; limits to information requests; public access and use of a database, and more. This bill may affect HFSC as it alters certain practices and procedures related to distributing and providing public access to certain information.

- HB 3440- Effective Date: September 1, 2023
 - Bill Summary: SB 3440 pertains to the requirements related to the posting and sharing of Internet agenda of governmental bodies. This act serves to amend sections of the Government Code – it dictates that certain governmental entities must post a notice and agenda for open meetings on the internet website of the governmental entity. Because HFSC is already required to post notice on its website (as a subsidiary body of the City of Houston, which is already legally required to post on its website), no anticipated change.

July 2023 Operations Data

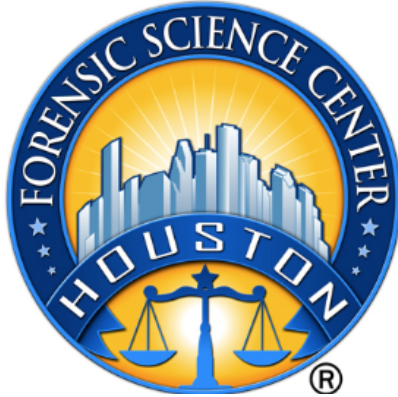


June 2023 Company Overview

% Decrease in Age of Open Requests*

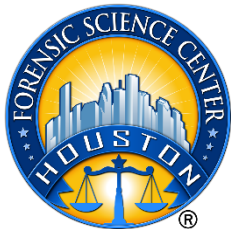
-10.3%

* compared to beginning of performance year

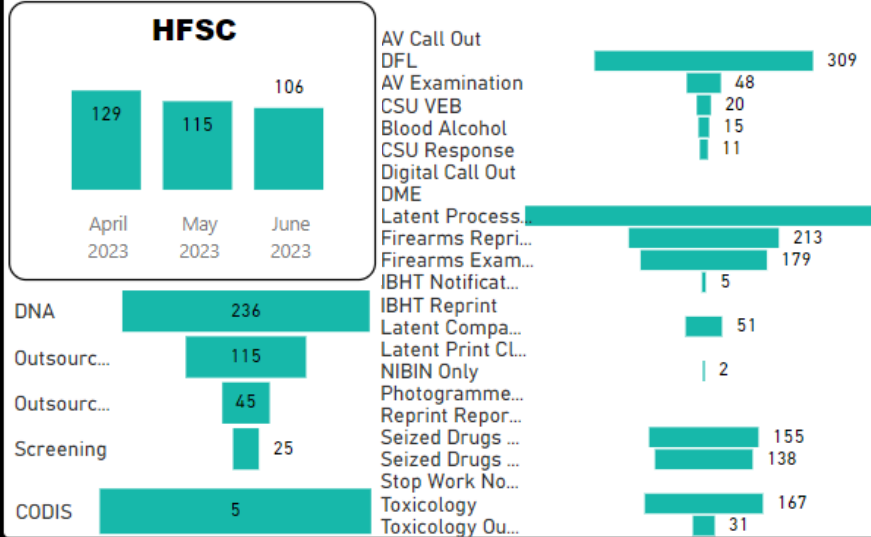


% of Requests in Backlog

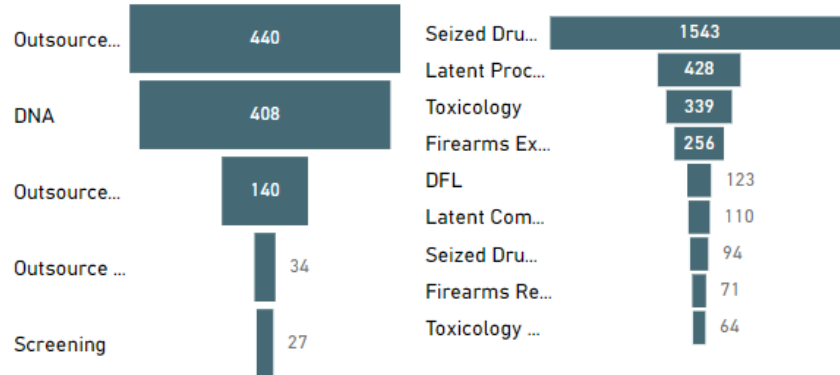
15.4%



Avg Age of Open Requests (Days)



Request Backlog



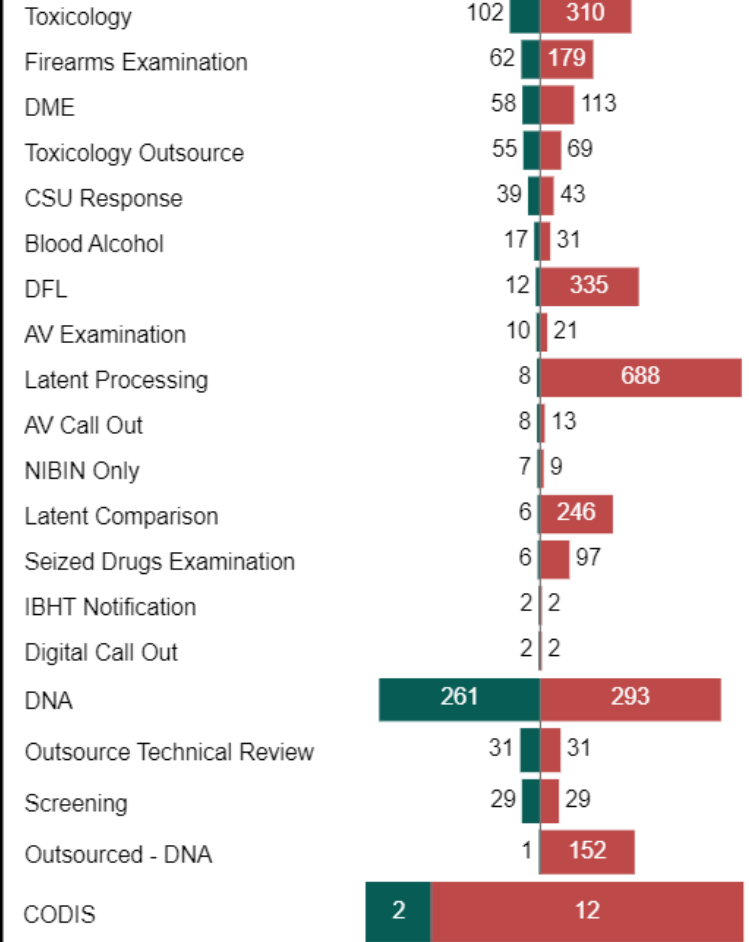
Section/Service Backlog Present if >15 requests are in the Backlog

Turnaround Time (Past 30 Days)

HFSC

23 99

Analysis TAT | Overall TAT



Key for Dashboard Section Pages

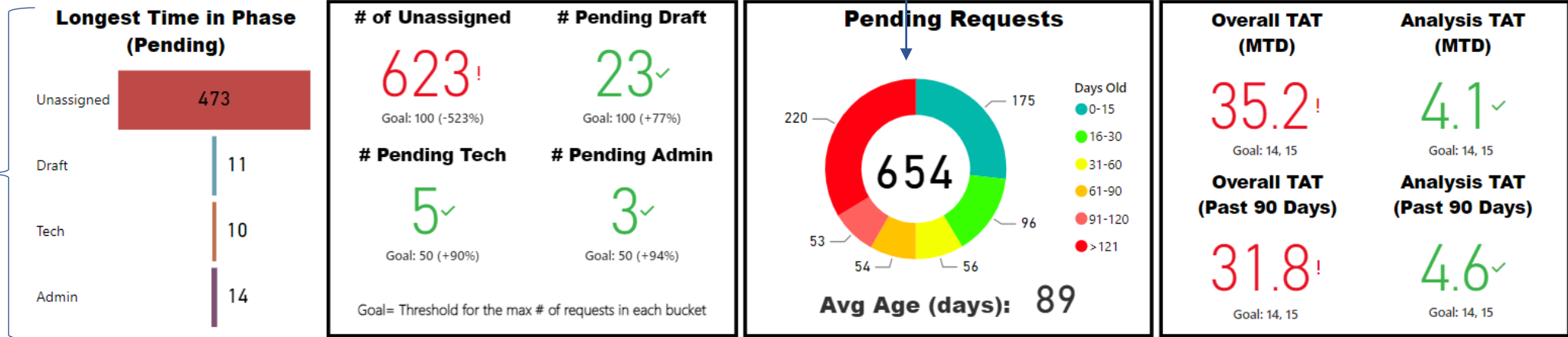
Center of ring=total pending cases
 Ring=breakdown of age for all pending cases

Type of Testing →

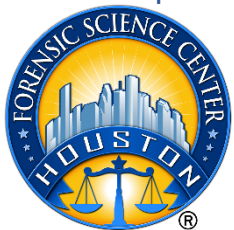
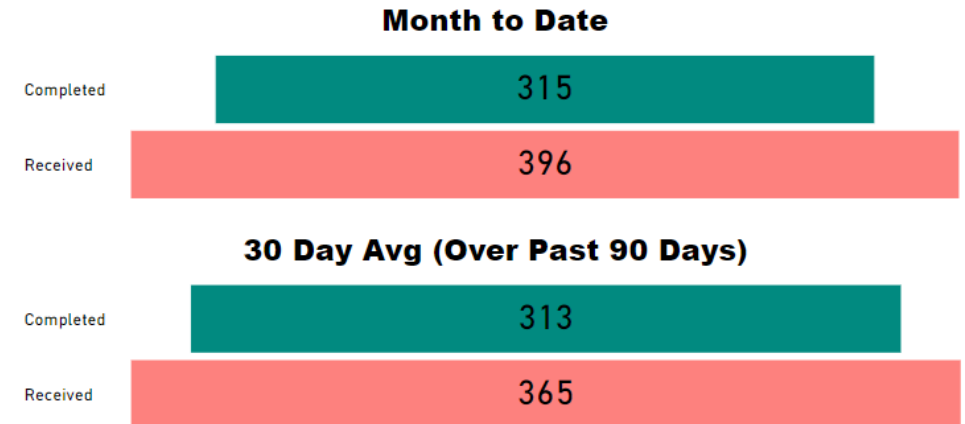
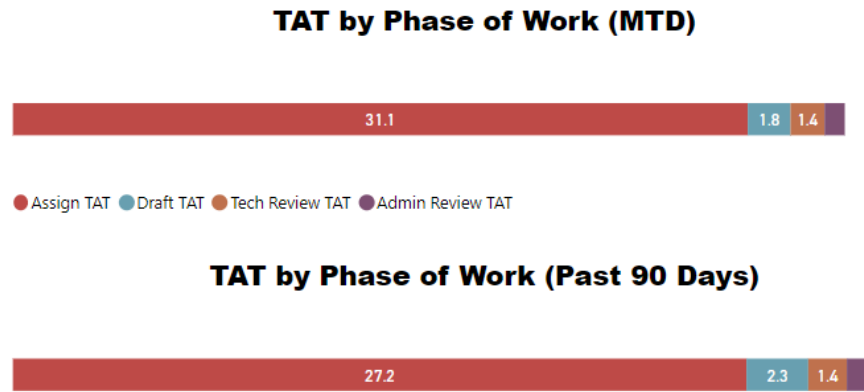
Service: **Seized Drugs Examination** | Priority Type: **All**

Backlogged Requests: 383
Avg Age of Backlog (days): 142

Pending work



Turnaround time (days) by phase of work



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

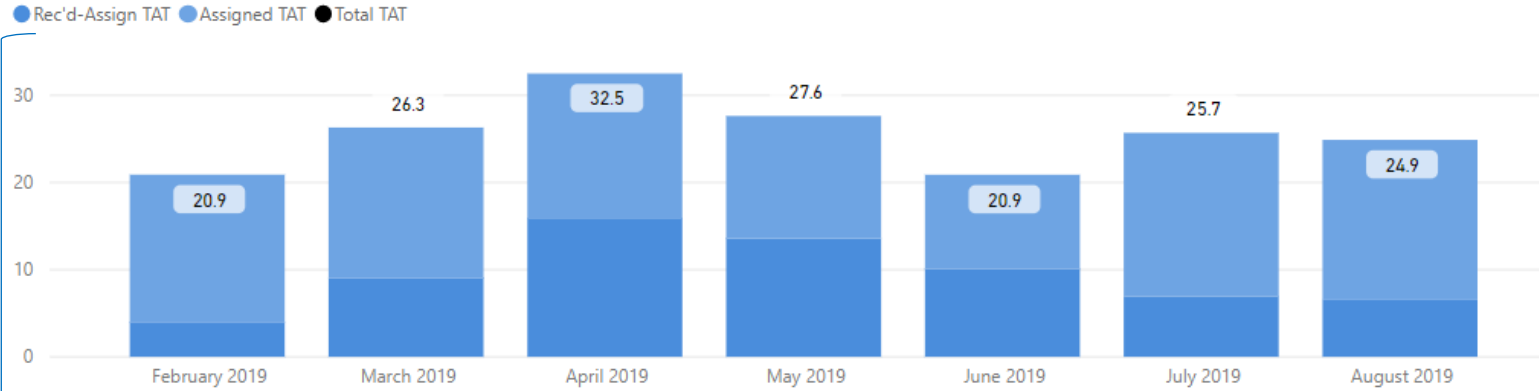
Key for Dashboard Historical Pages 1/2

Date Range

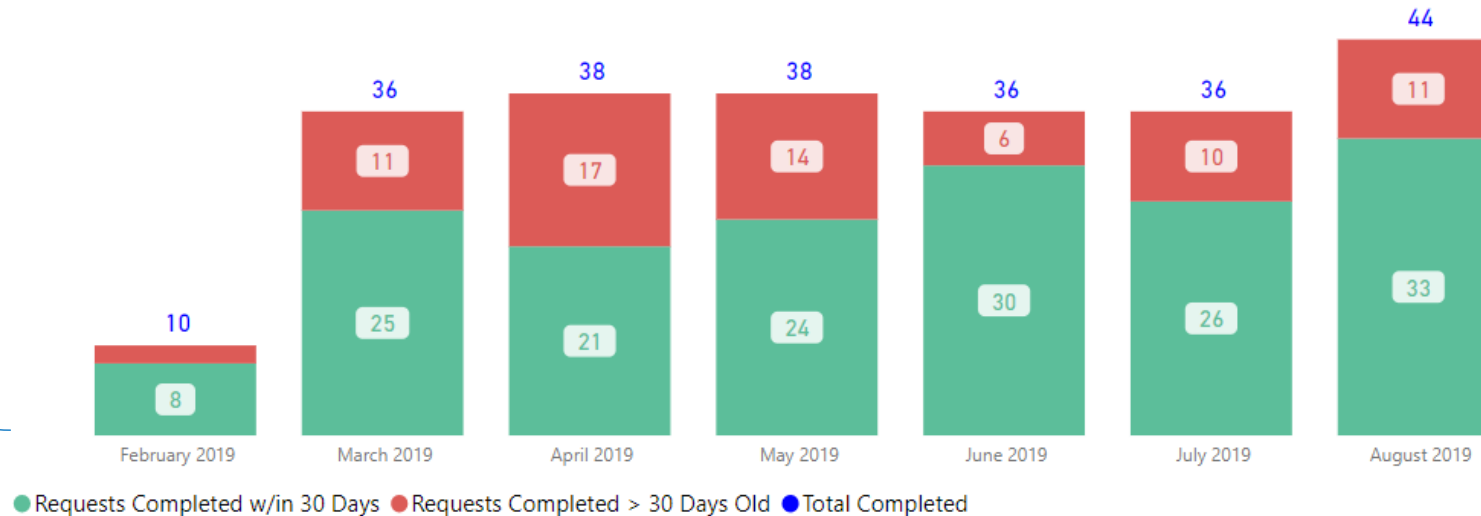
8/1/2018

8/31/2019

Total TAT by Month



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

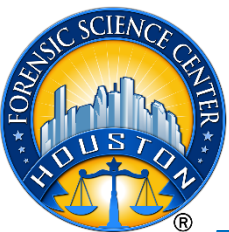
238
Requests Completed

71
Requests Completed > 30 Days Old

29.83 %
% Completed > 30 Days Old

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

Data broken down by month



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing →

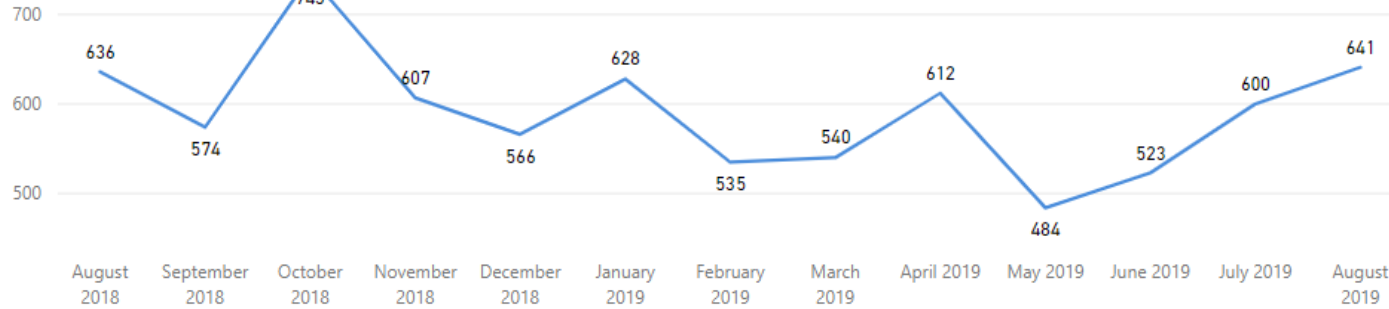
Service: Seized Drugs Examination
 Priority Type: All

Report type

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

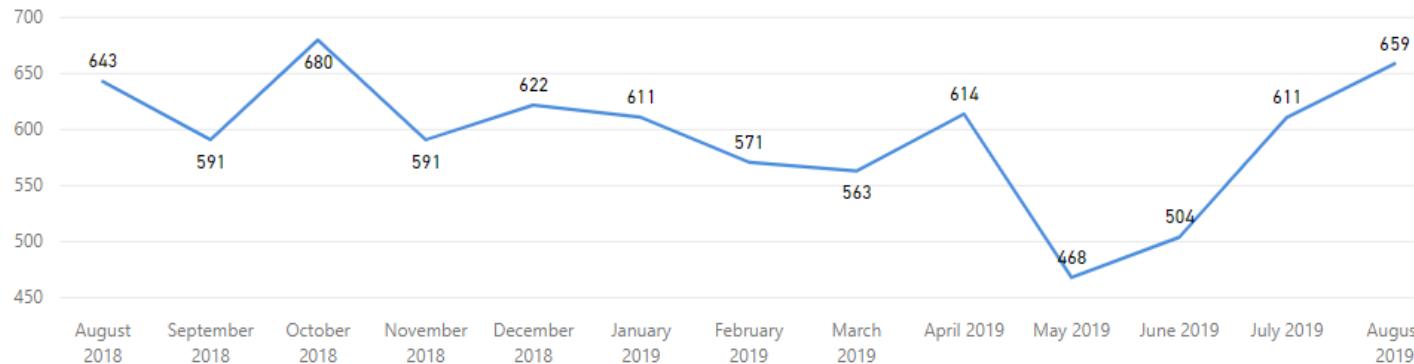
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

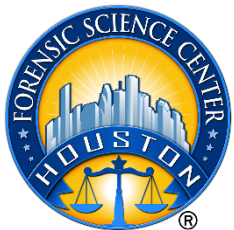
594

Overall average for the selected date range

* months with zero activity are not calculated into the average



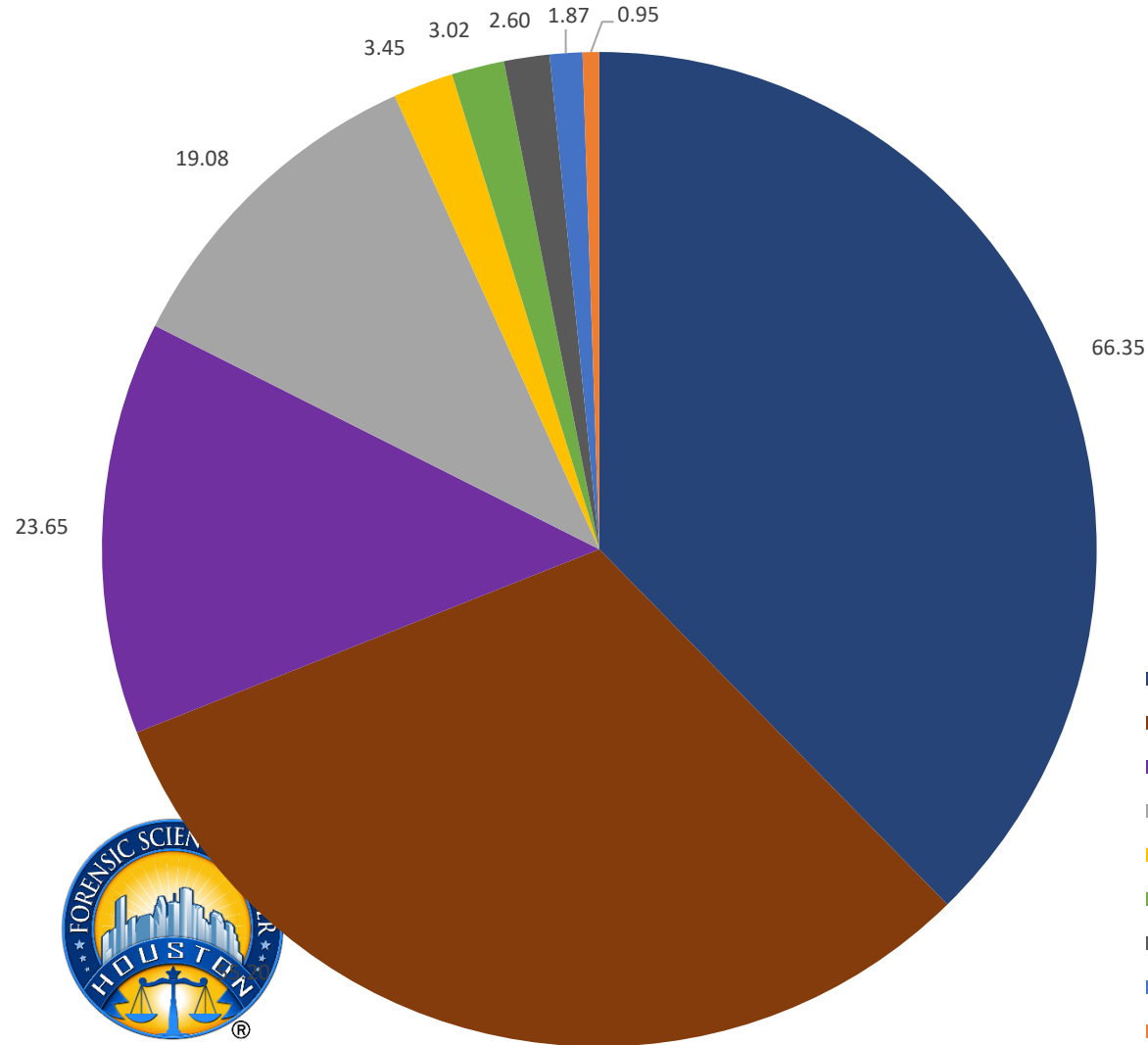
Client Services and Case Management (CS/CM)



CS/CM – June

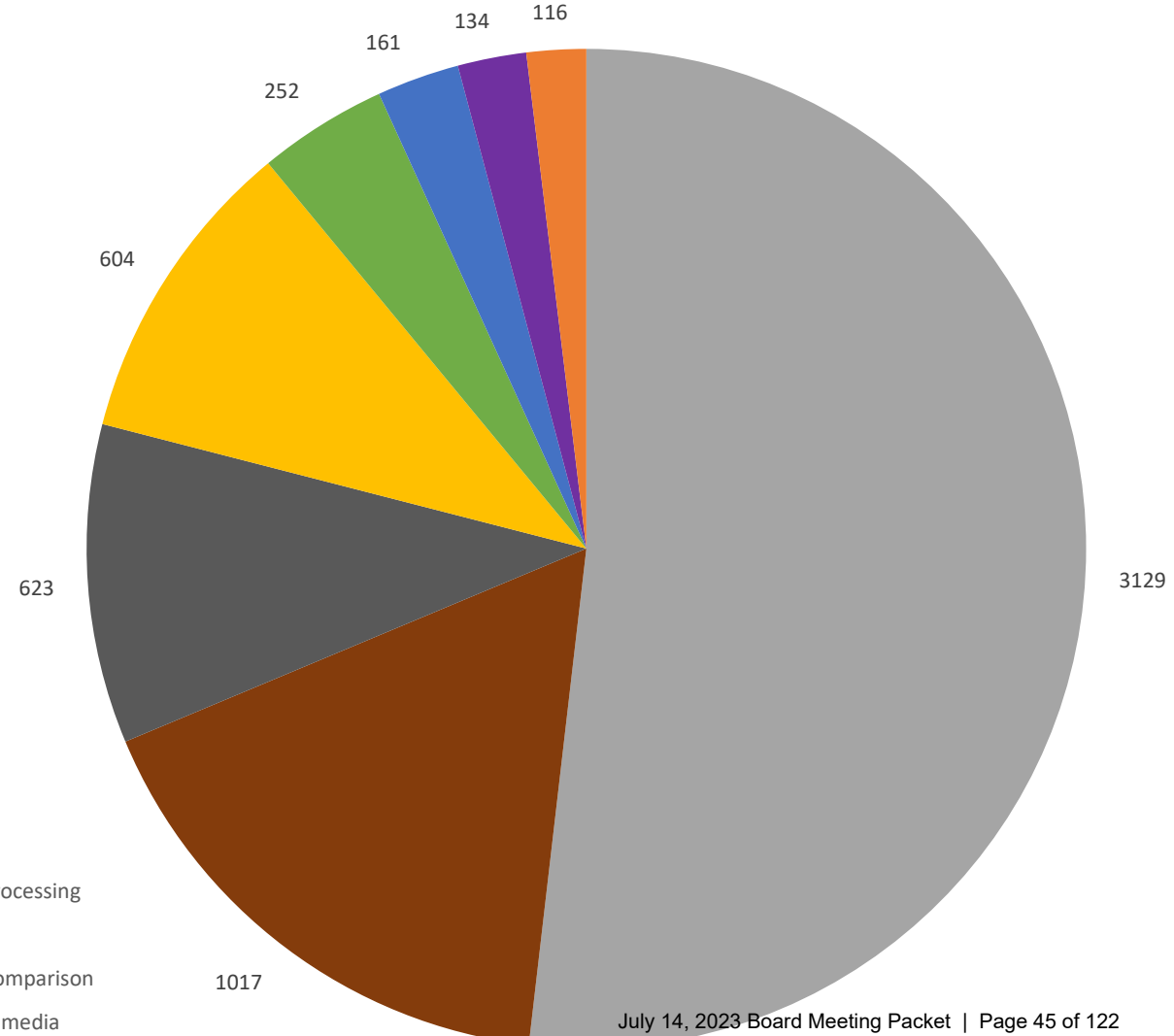
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



Evidence Handling

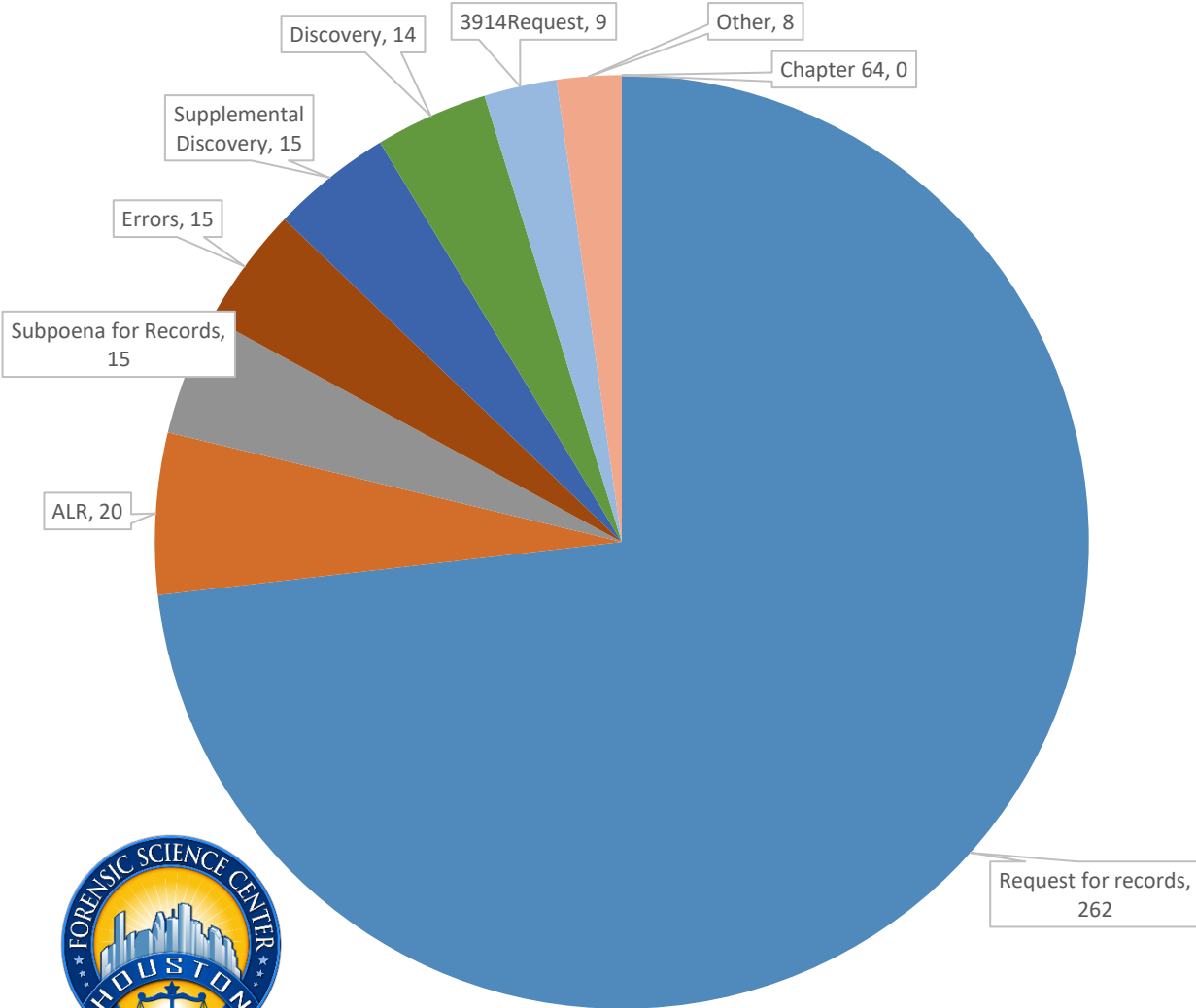
Total Items by Section



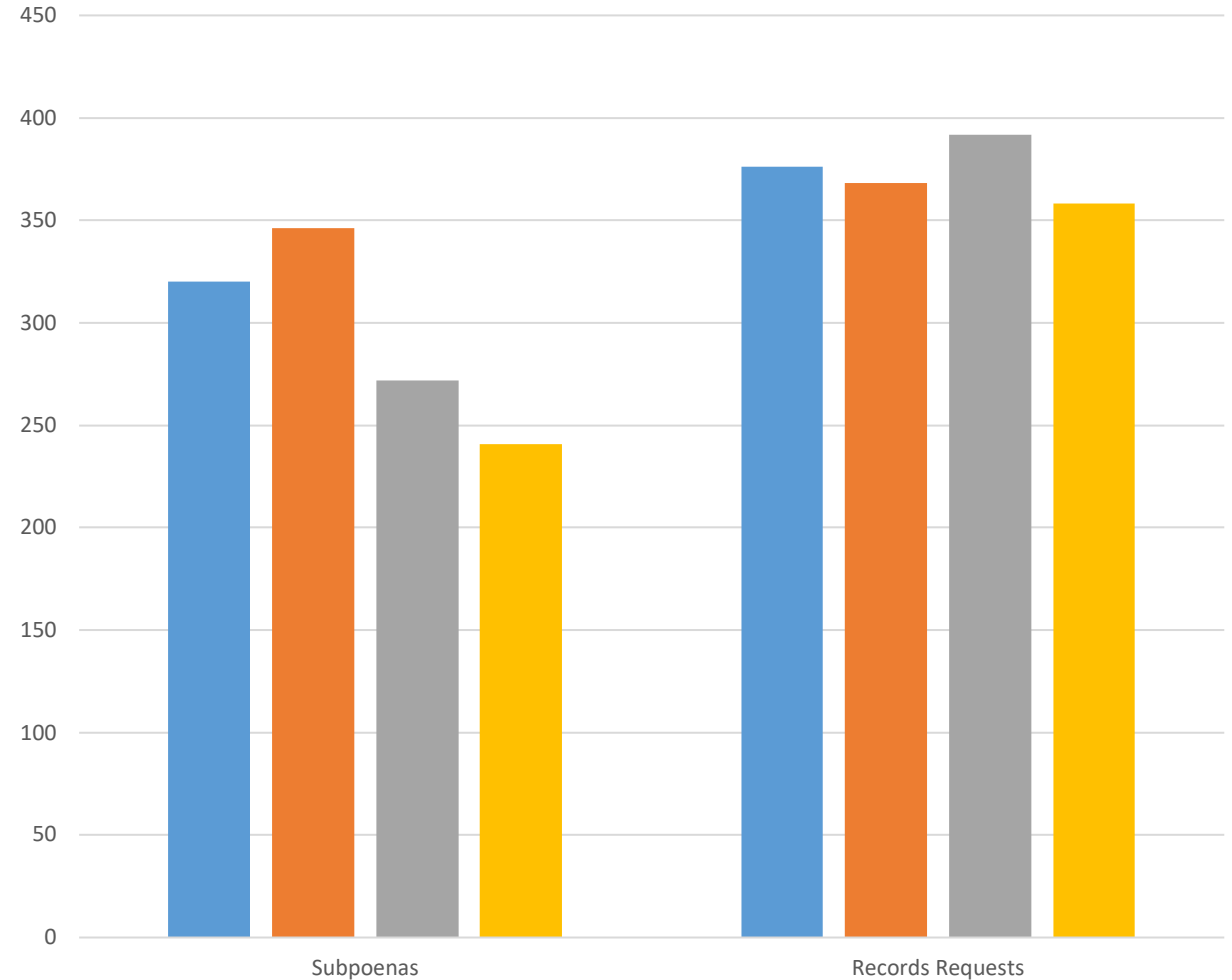
CS/CM – June

Administrative

Requests by Type

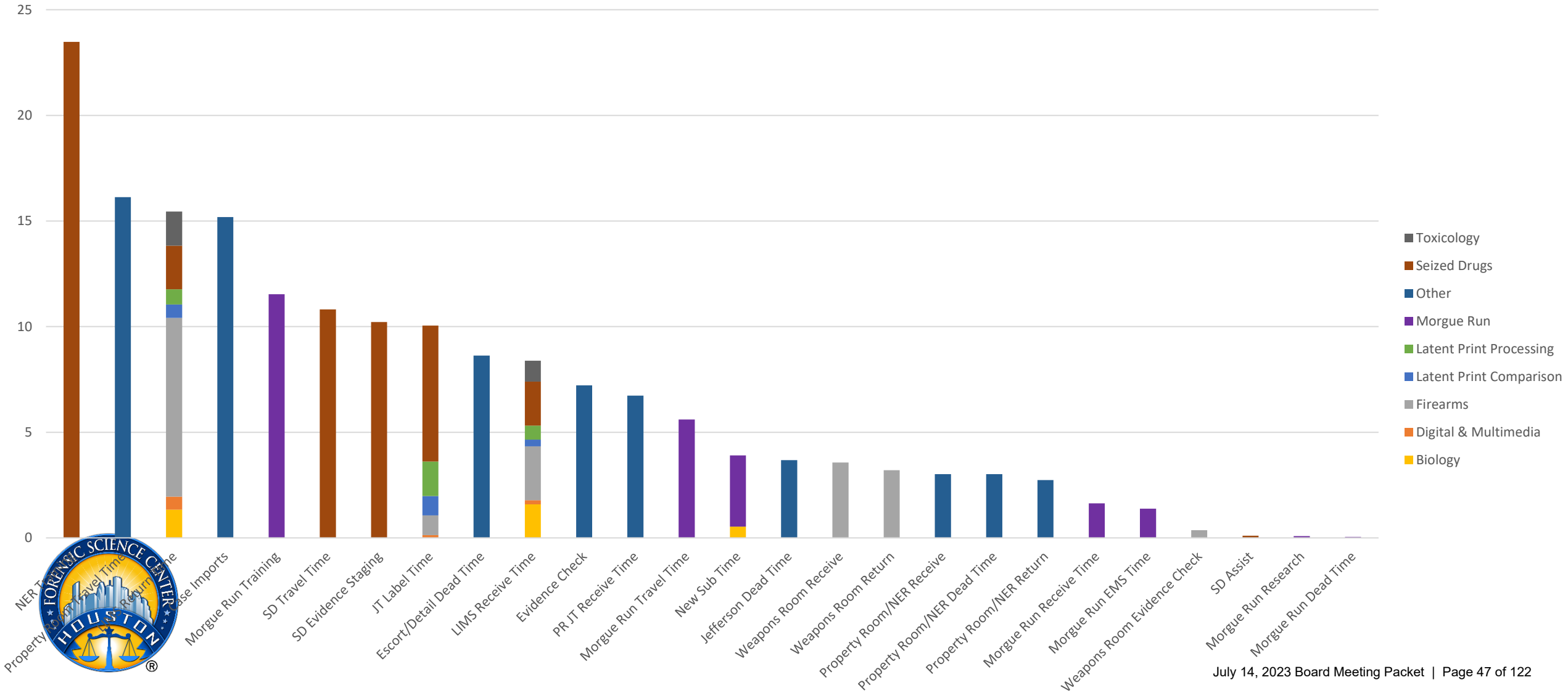


Subpoenas & Records Requests



Time Categories – June

Evidence Handling

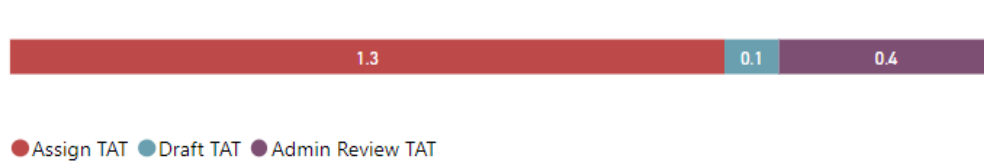


Service: **CSCM Tax Accession** | Priority Type: **All** | Backlogged Requests: **0** | Avg Age of Backlog (days): **(Blank)**

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)
Unassigned	0	0 ✓ Goal: 150 (+100%)	0 ✓ Goal: 3 (+100%)	<p>Avg Age (days): 25</p>	1.7 ✓ Goal: 5, 10	1.3 ✓ Goal: 5, 10	
Draft	0	# Pending Admin			Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)	
Admin	25				2 ✓ Goal: 60 (+96.67%)	2.3 ✓ Goal: 5, 10	1.8 ✓ Goal: 5, 10

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

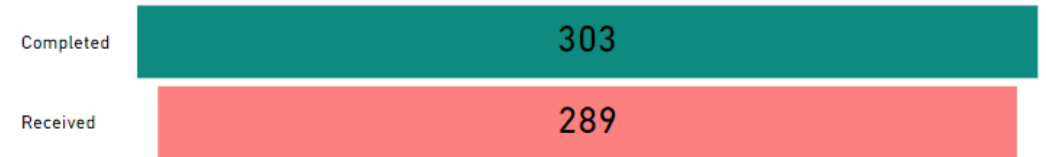
TAT by Phase of Work (MTD)



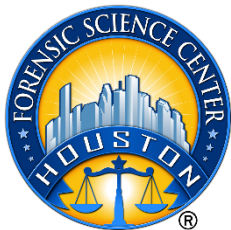
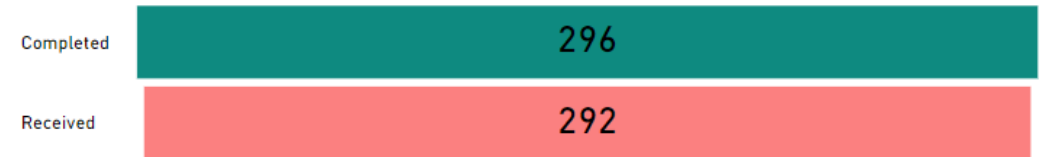
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

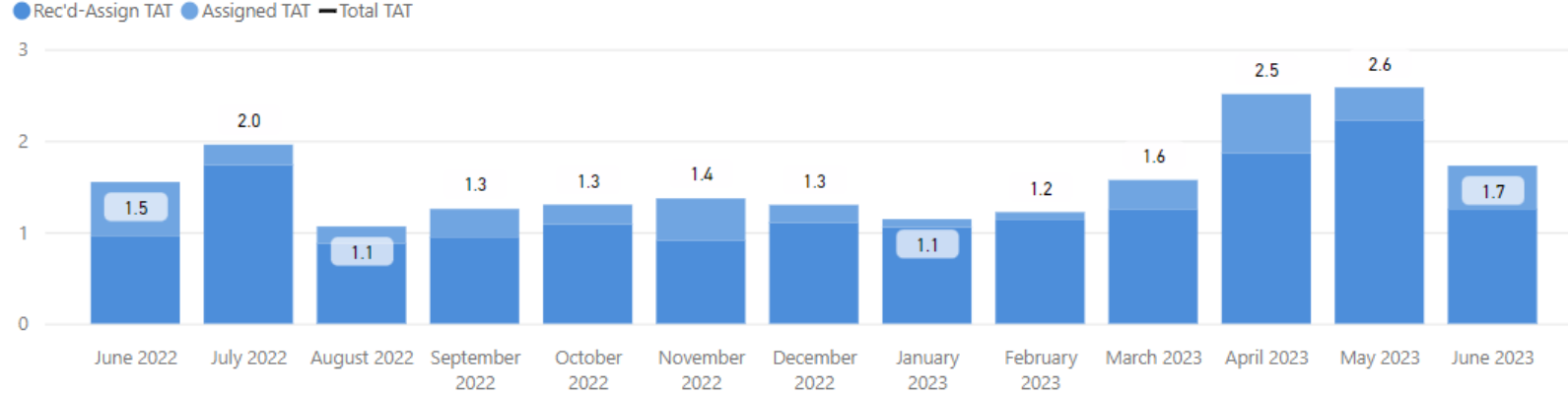


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

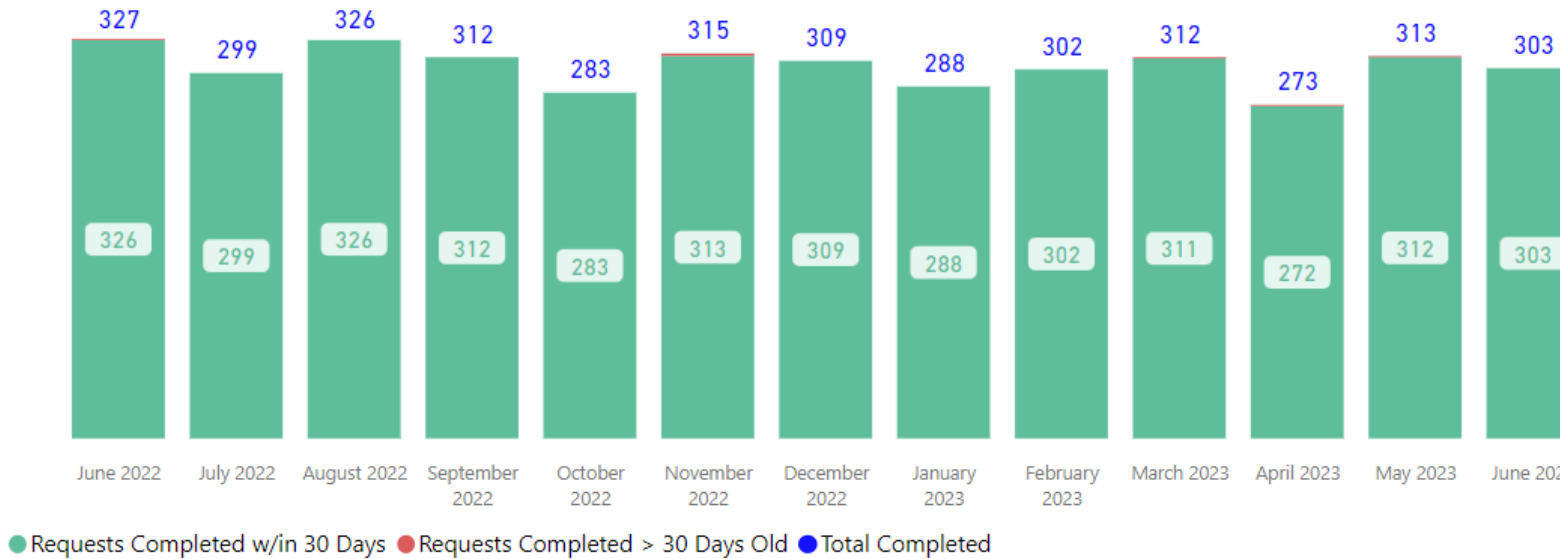
1.57

Total TAT (Rec'd-Compl.) Avg

0.32

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3962

Requests Completed

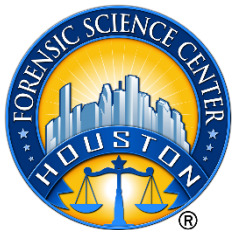
6

Requests Completed > 30 Days Old

0.15 %

% Completed > 30 Days Old

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



Service

CSCM Tax Accession

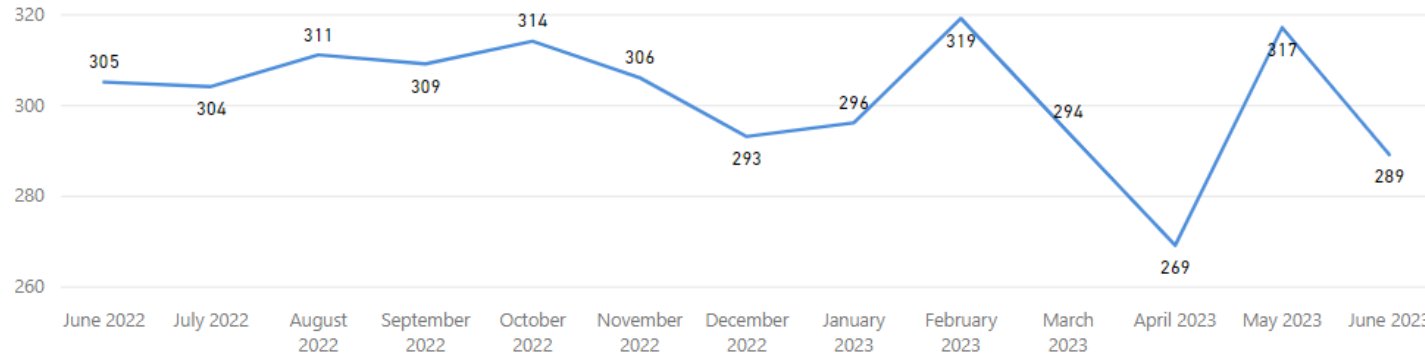
Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

3,926

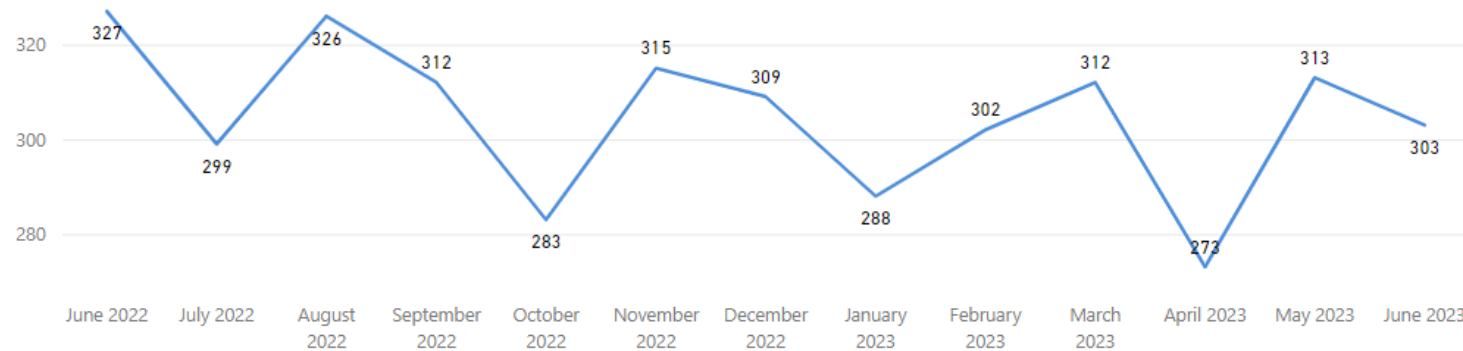
Received per Month (Avg)*

302

Completed Filter

6/1/2022 6/30/2023

Completed by Month



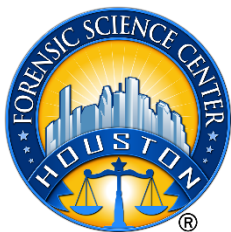
Total Completed

3,962

Completed per Month (Avg)*

305

* 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 # Pending Draft

0 ✓

Goal: 3 (+100%)

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)

0.9 ✓

Goal: 5, 10

Overall TAT (Past 90 Days)

0.7 ✓

Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.

Accessioning TAT (MTD)

0.0 ✓

Goal: 5, 10

Accessioning TAT (Past 90 Days)

0.0 ✓

Goal: 5, 10

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

14

Received

14

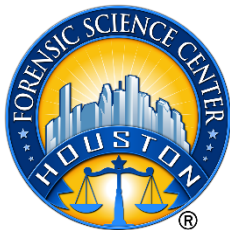
30 Day Avg (Over Past 90 Days)

Completed

9

Received

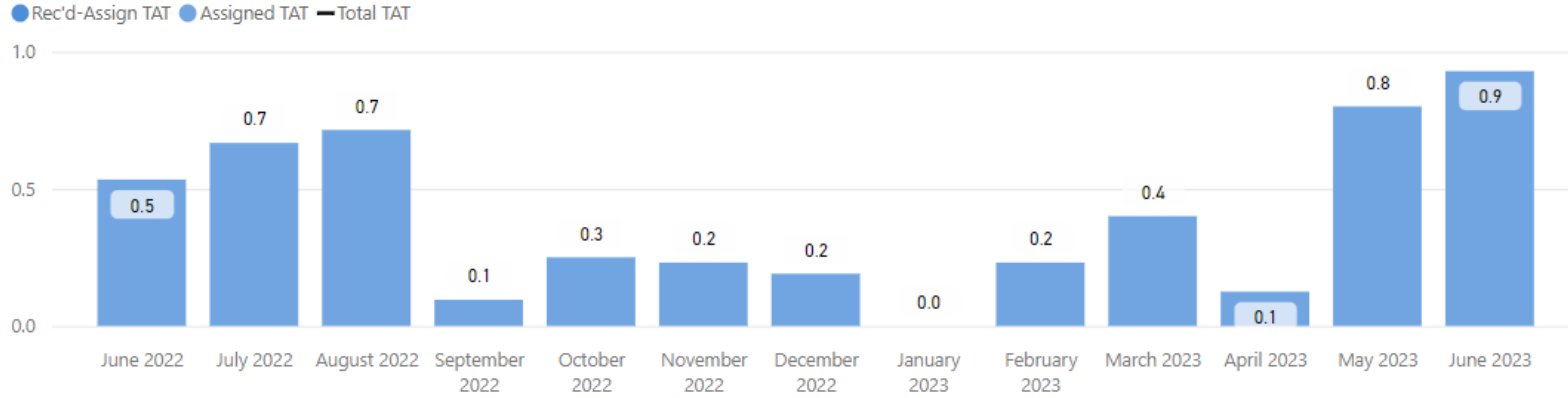
9



Date Range

6/1/2022 6/30/2023

Total TAT by Month



Request Type

CSCM Tax Rejection

Priority Type

All

Selected Time Frame Averages

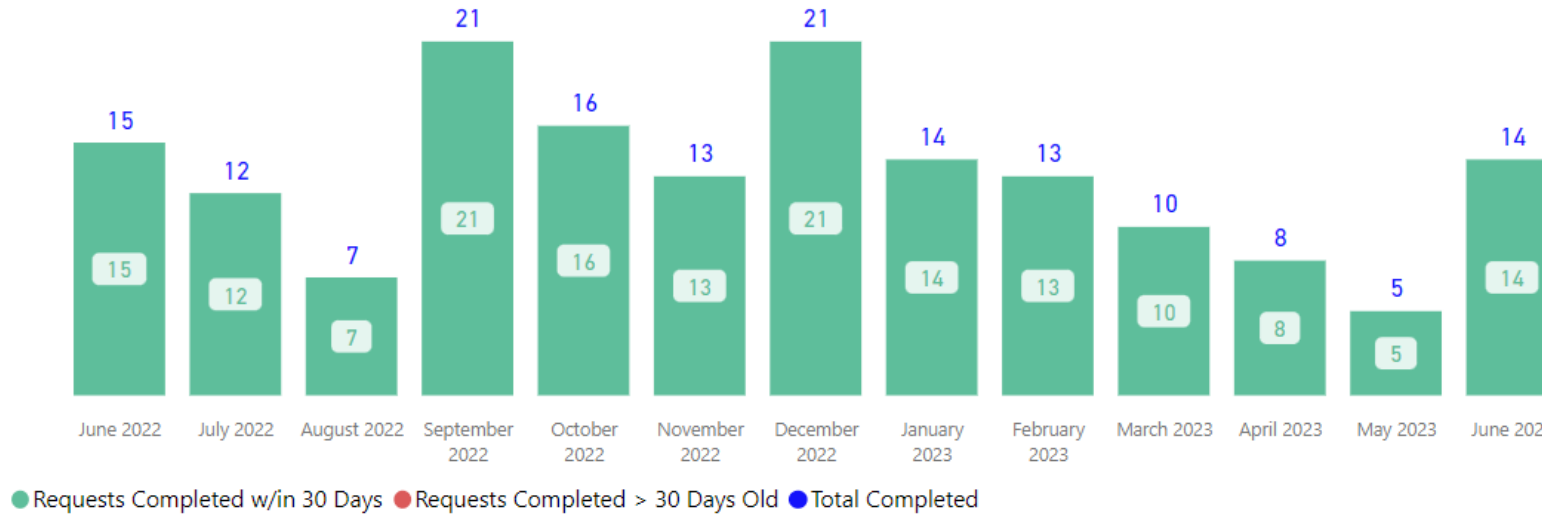
0.35

Total TAT (Rec'd-Compl.) Avg

0.35

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

169

Requests Completed

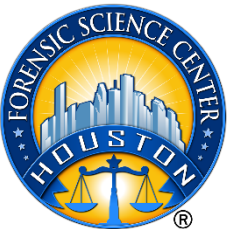
0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

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



Service

CSCM Tox Rejection

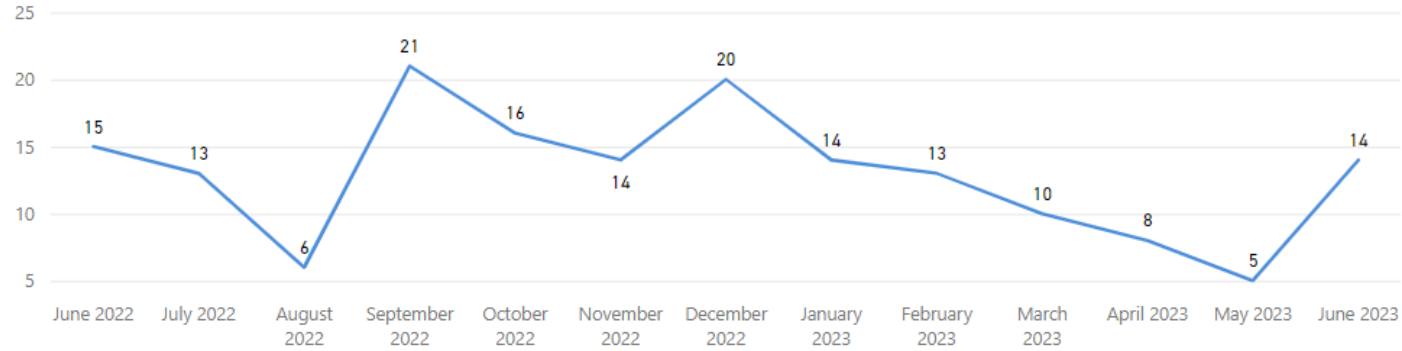
Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

169

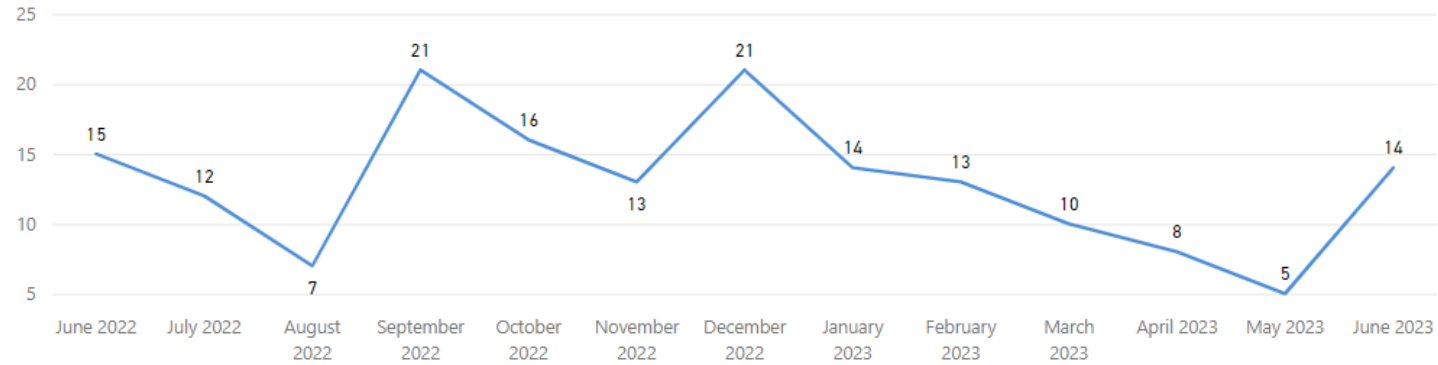
Received per Month (Avg)*

13

Completed Filter

6/1/2022 6/30/2023

Completed by Month



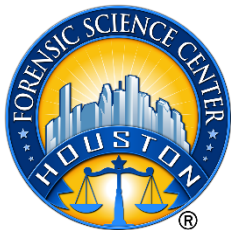
Total Completed

169

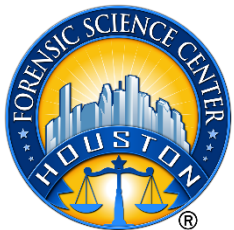
Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average



Seized Drugs



Service

Seized Drugs Examination

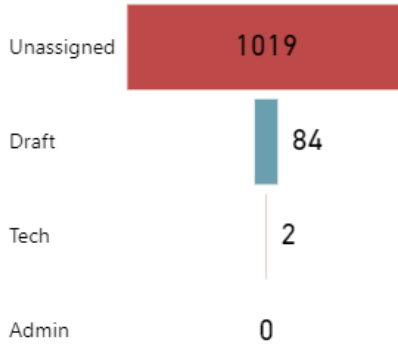
Priority Type

All

Backlogged Requests: 1543

Avg Age of Backlog (days): 165

Longest Time in Phase (Pending)



of Unassigned

1830!

Goal: 100 (-1730%)

Pending Draft

25✓

Goal: 100 (+75%)

Pending Tech

22✓

Goal: 50 (+56%)

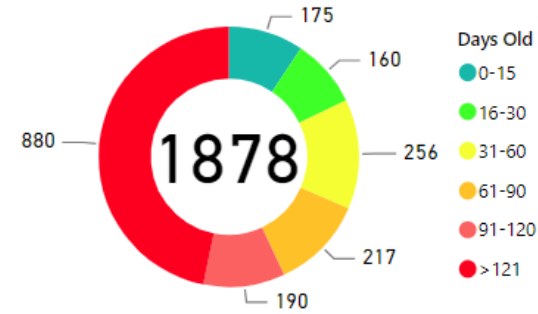
Pending Admin

1✓

Goal: 50 (+98%)

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

Pending Requests



Avg Age (days): 138

Overall TAT (MTD)

96.6!

Goal: 14, 15

Overall TAT (Past 90 Days)

108.1!

Goal: 14, 15

Analysis TAT (MTD)

5.5✓

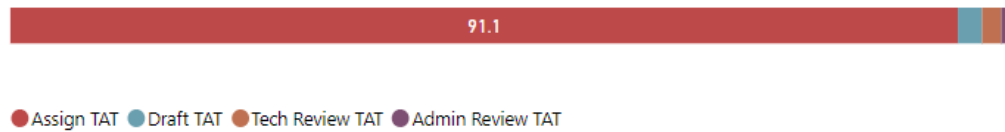
Goal: 14, 15

Analysis TAT (Past 90 Days)

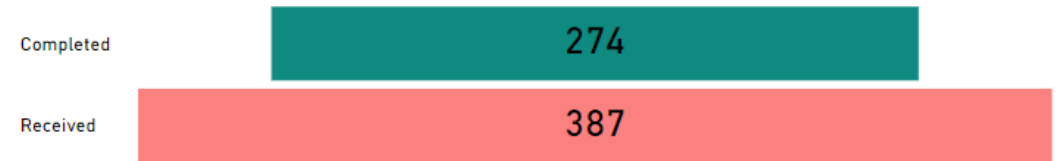
8.5✓

Goal: 14, 15

TAT by Phase of Work (MTD)



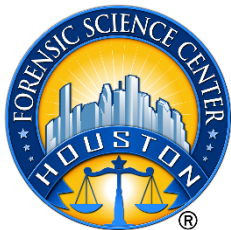
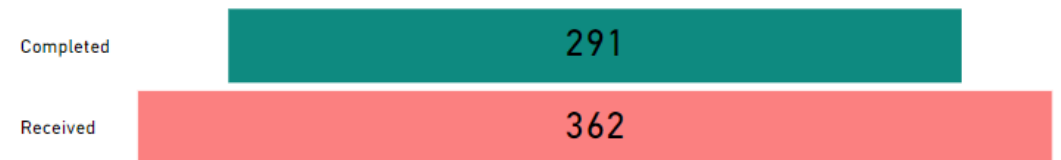
Month to Date



TAT by Phase of Work (Past 90 Days)

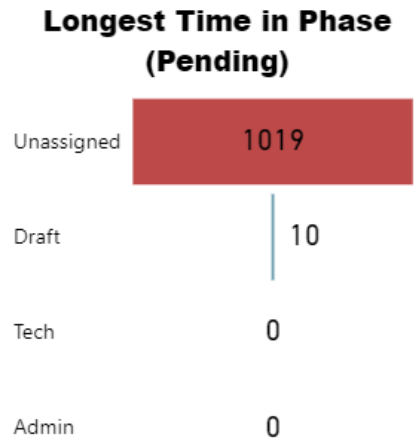


30 Day Avg (Over Past 90 Days)



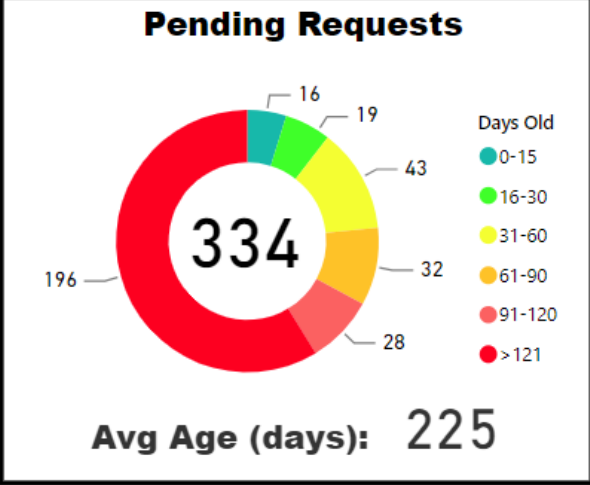
Service: **Seized Drugs Examination** | Priority Type: **Mari**

Backlogged Requests: 299
Avg Age of Backlog (days): 250



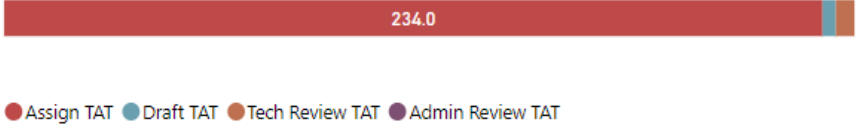
# of Unassigned 315! Goal: 100 (-215%)	# Pending Draft 19✓ Goal: 100 (+81%)
# Pending Tech 0✓ Goal: 50 (+100%)	# Pending Admin 0✓ Goal: 50 (+100%)

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

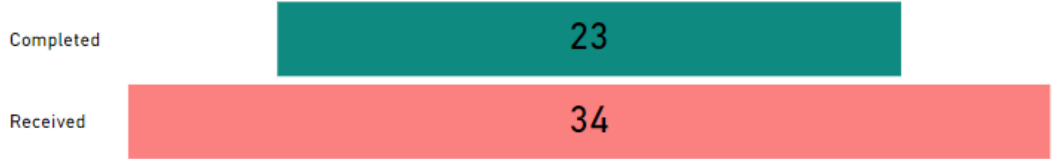


Overall TAT (MTD) 243.0! Goal: 14, 15	Analysis TAT (MTD) 9.1✓ Goal: 14, 15
Overall TAT (Past 90 Days) 230.4! Goal: 14, 15	Analysis TAT (Past 90 Days) 7.6✓ Goal: 14, 15

TAT by Phase of Work (MTD)



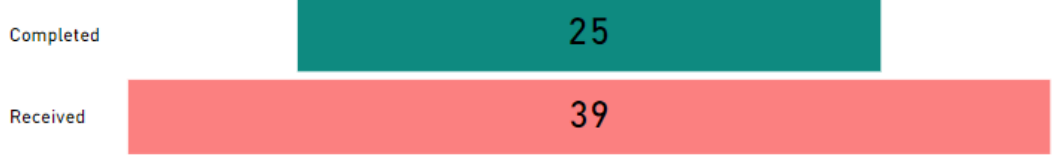
Month to Date



TAT by Phase of Work (Past 90 Days)



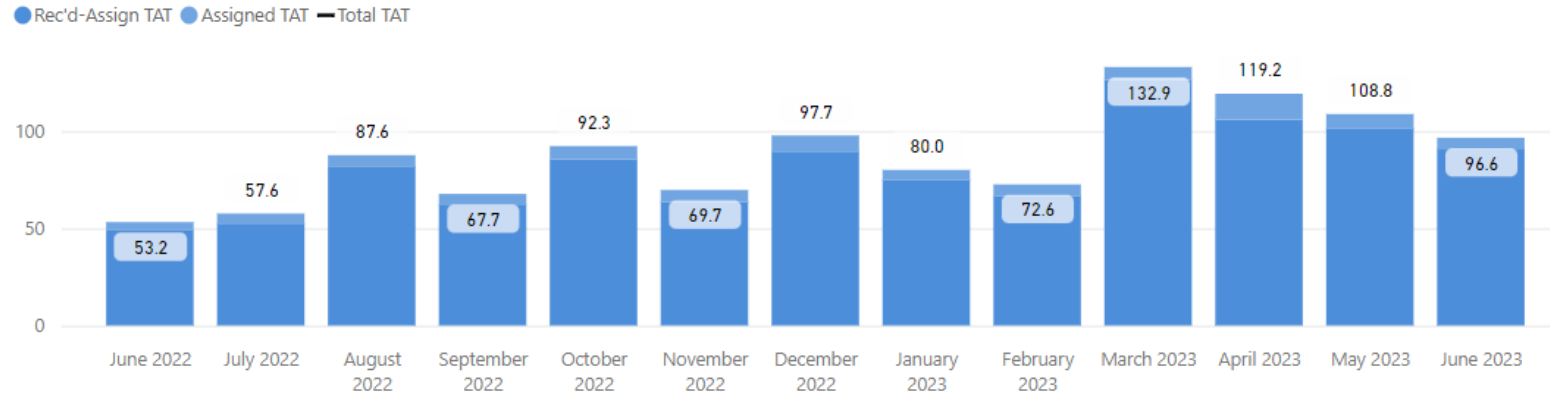
30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

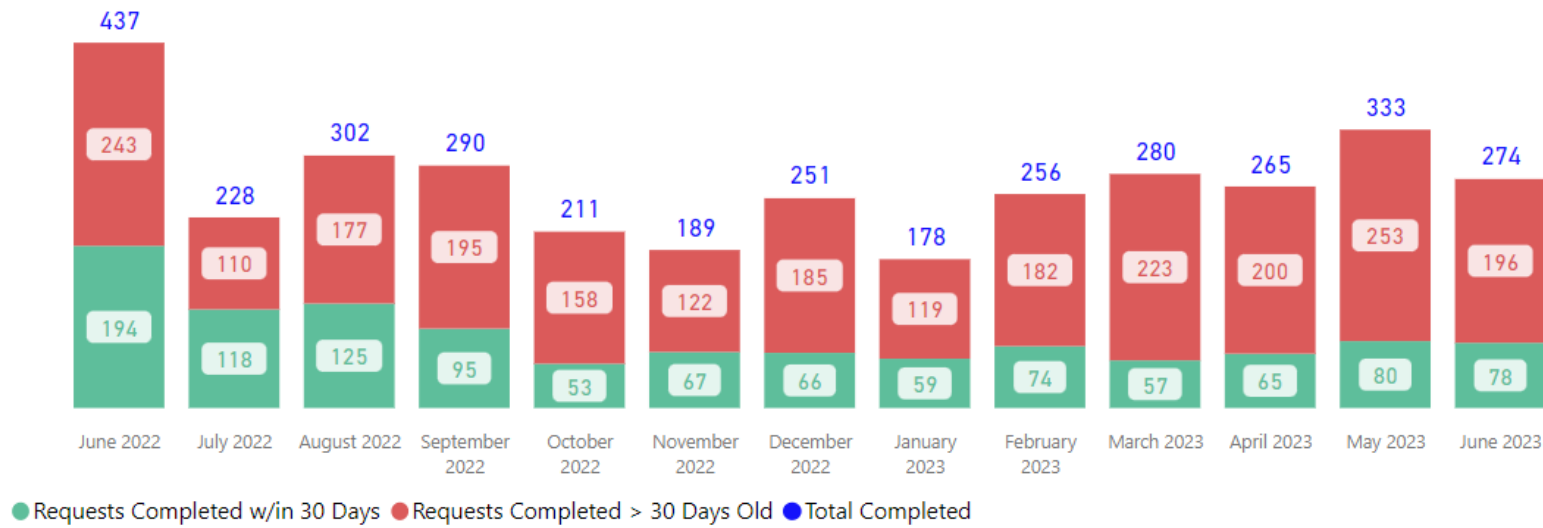
All

Selected Time Frame Averages

86.99
Total TAT (Rec'd-Compl.) Avg

6.48
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



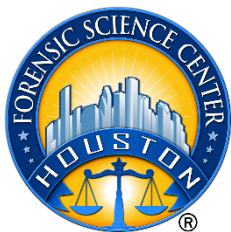
Received to Complete

3494
Requests Completed

2363
Requests Completed > 30 Days Old

67.63 %
% Completed > 30 Days Old

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



Service

Priority Type

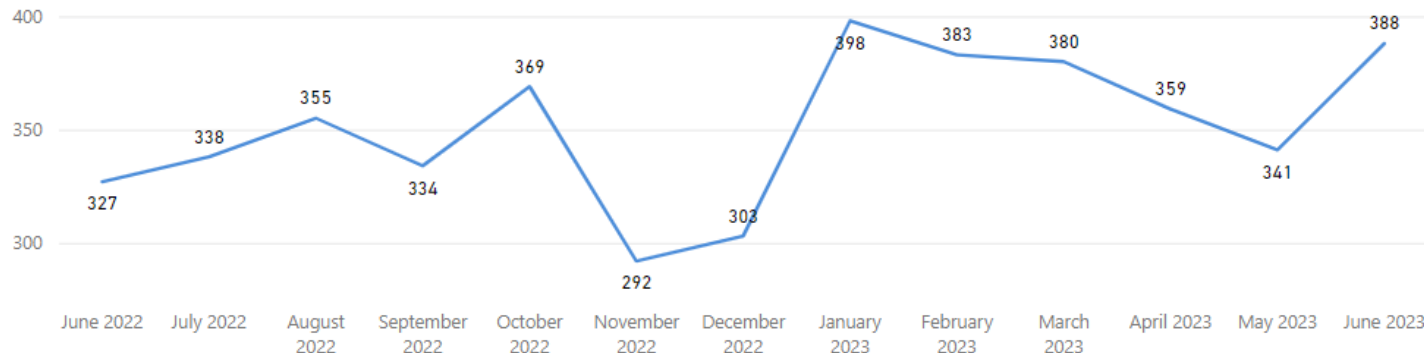
Seized Drugs Examination

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

4,567

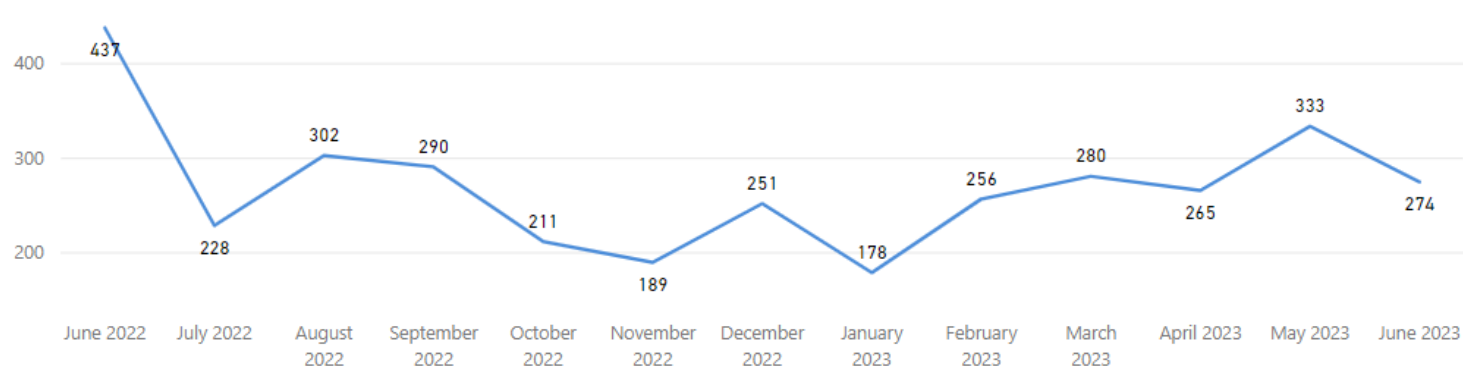
Received per Month (Avg)*

351

Completed Filter

6/1/2022 6/30/2023

Completed by Month



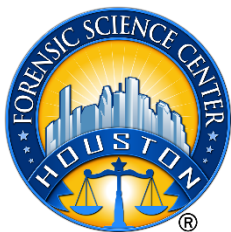
Total Completed

3,494

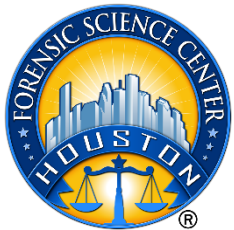
Completed per Month (Avg)*

269

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



Toxicology



Service

Blood Alcohol

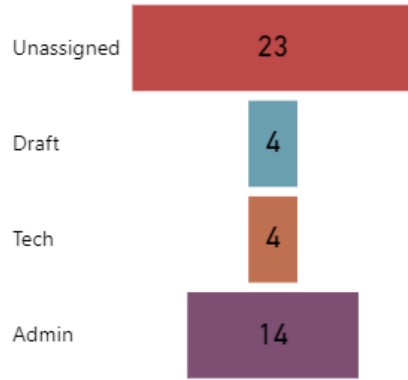
Priority Type

All

Backlogged Requests: 8

Avg Age of Backlog (days): 35

Longest Time in Phase (Pending)



of Unassigned

134!

Goal: 50 (-168%)

Pending Draft

48✓

Goal: 120 (+60%)

Pending Tech

43✓

Goal: 90 (+52.22%)

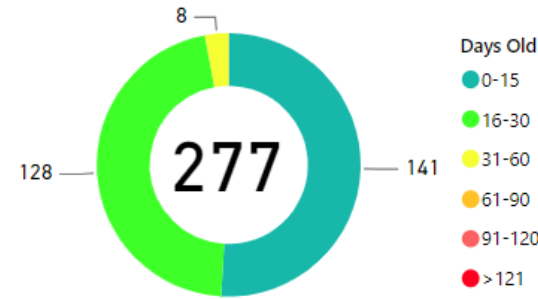
Pending Admin

52✓

Goal: 90 (+42.22%)

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

Pending Requests



Avg Age (days): 15

Overall TAT (MTD)

31.3!

Goal: 30, 31

Overall TAT (Past 90 Days)

31.3!

Goal: 30, 31

Analysis TAT (MTD)

17.5✓

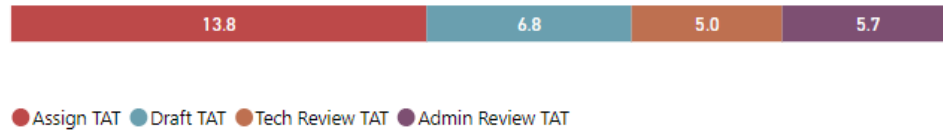
Goal: 30, 31

Analysis TAT (Past 90 Days)

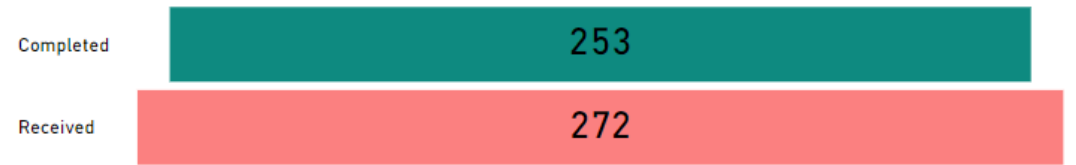
17.5✓

Goal: 30, 31

TAT by Phase of Work (MTD)



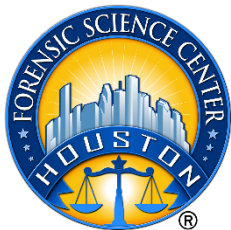
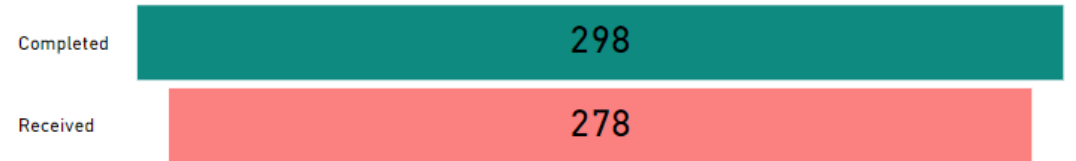
Month to Date



TAT by Phase of Work (Past 90 Days)



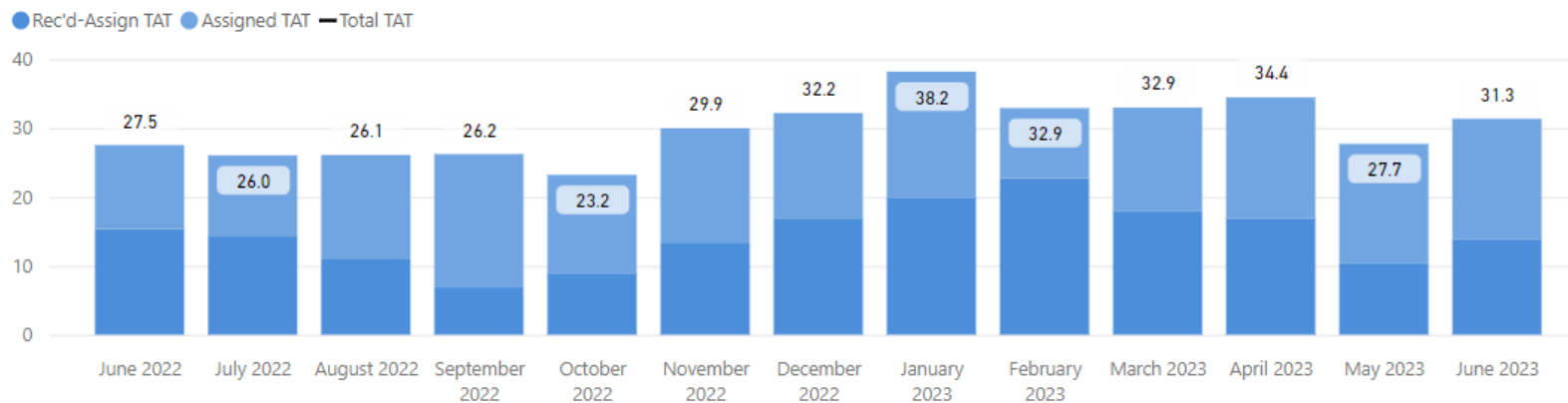
30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

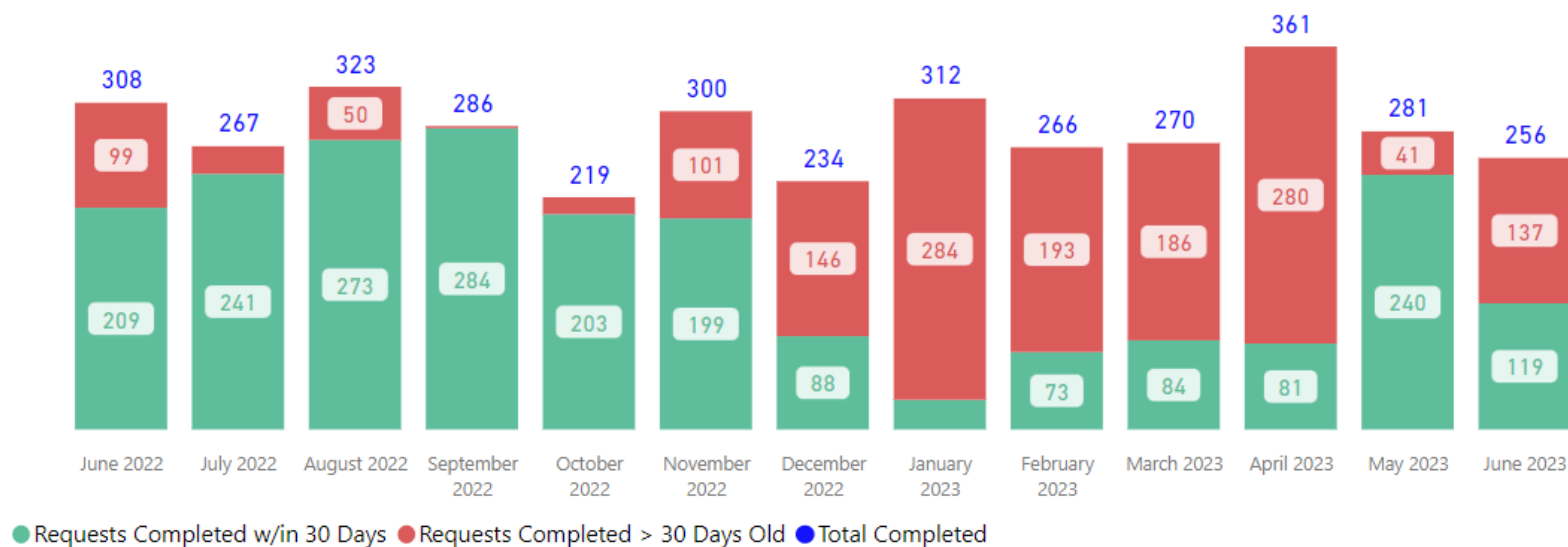
30.06

Total TAT (Rec'd-Compl.) Avg

15.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3683

Requests Completed

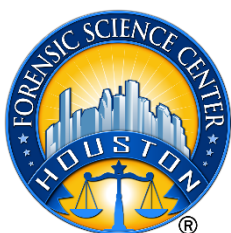
1561

Requests Completed > 30 Days Old

42.38 %

% Completed > 30 Days Old

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



Service

Priority Type

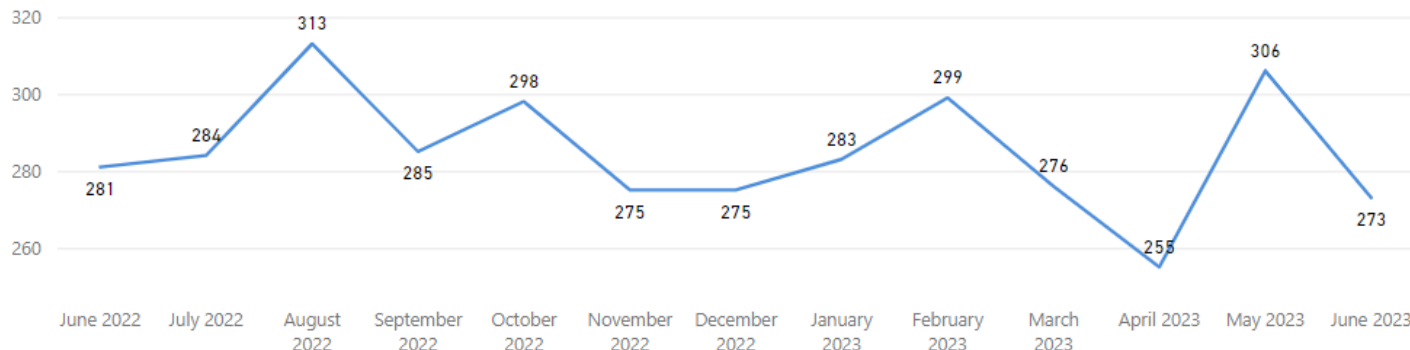
Blood Alcohol

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

3,703

Received per Month (Avg)*

285

Completed Filter

6/1/2022 6/30/2023

Completed by Month



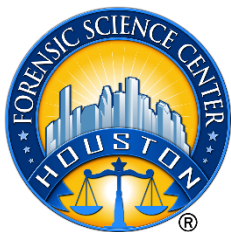
Total Completed

3,683

Completed per Month (Avg)*

283

* months with zero activity are not calculated into the average



Service

Toxicology

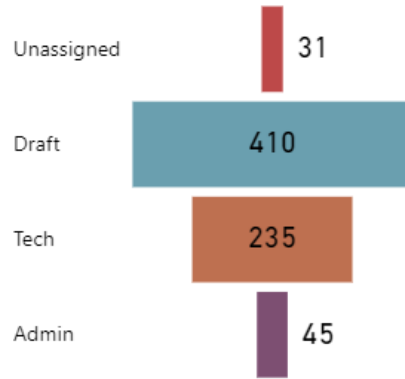
Priority Type

All

Backlogged Requests: 339

Avg Age of Backlog (days): 198

Longest Time in Phase (Pending)



of Unassigned

61✓

Goal: 120 (+49.17%)

Pending Draft

140!

Goal: 30 (-366.67%)

Pending Tech

164!

Goal: 30 (-446.67%)

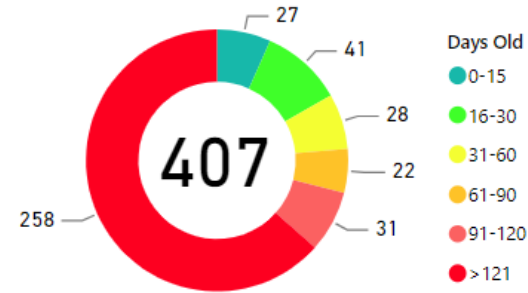
Pending Admin

42!

Goal: 30 (-40%)

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

Pending Requests



Avg Age (days): 167

Overall TAT (MTD)

308.7!

Goal: 90, 91

Overall TAT (Past 90 Days)

337.7!

Goal: 90, 91

Analysis TAT (MTD)

100.4!

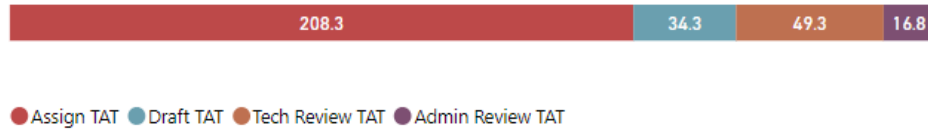
Goal: 90, 91

Analysis TAT (Past 90 Days)

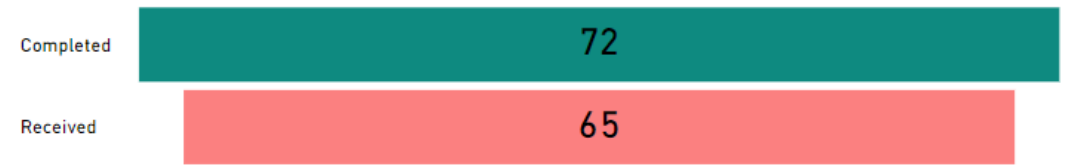
151.0!

Goal: 90, 91

TAT by Phase of Work (MTD)



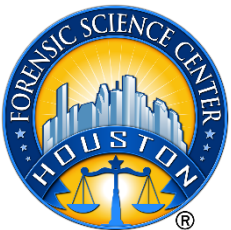
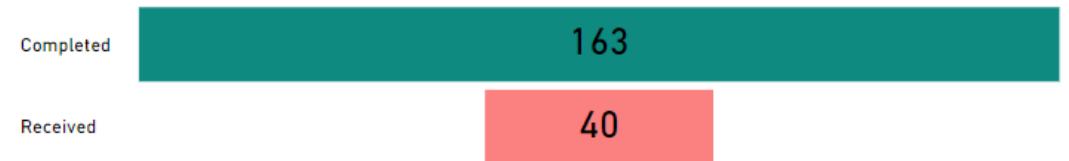
Month to Date



TAT by Phase of Work (Past 90 Days)



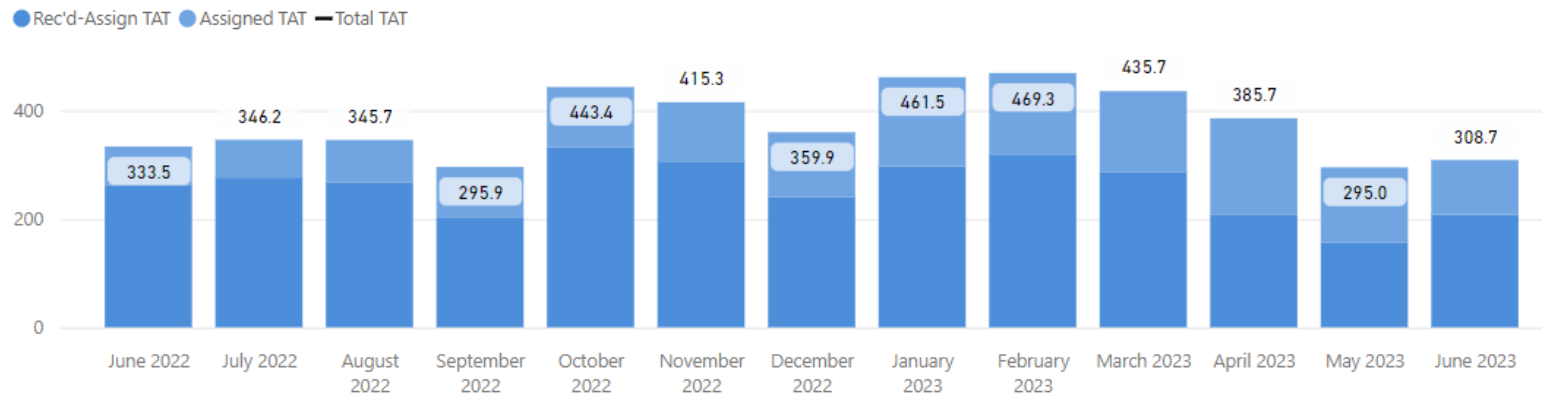
30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

Total TAT by Month



Request Type

Toxicology

Priority Type

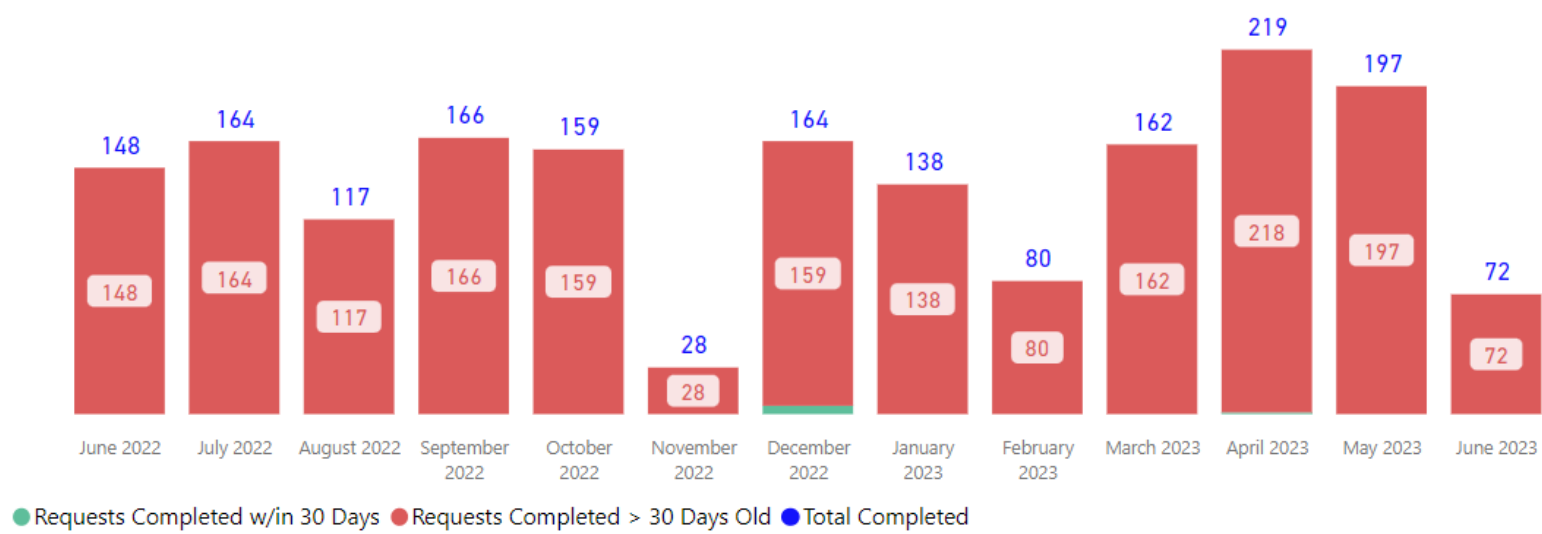
All

Selected Time Frame Averages

371.26
Total TAT (Rec'd-Compl.) Avg

121.12
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1814
Requests Completed

1808
Requests Completed > 30 Days Old

99.67 %
% Completed > 30 Days Old

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

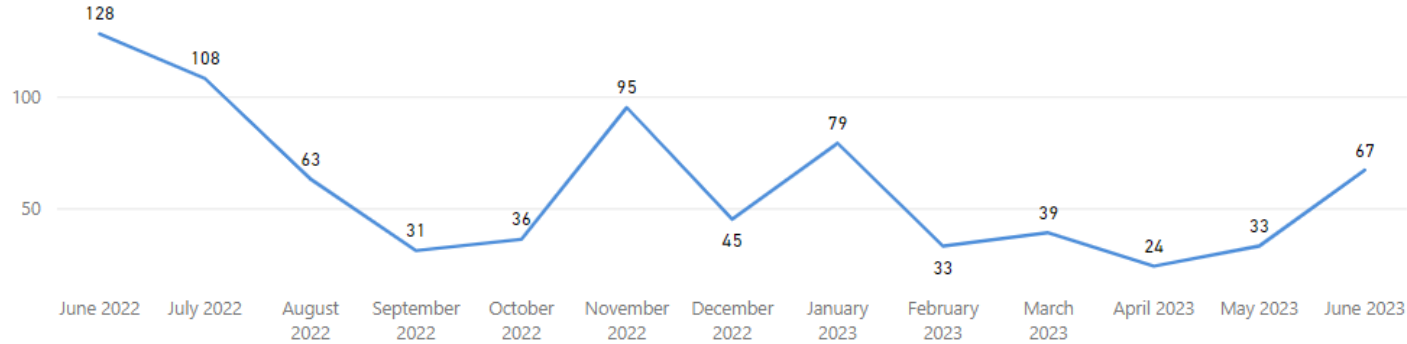


Service: Toxicology
 Priority Type: All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

781

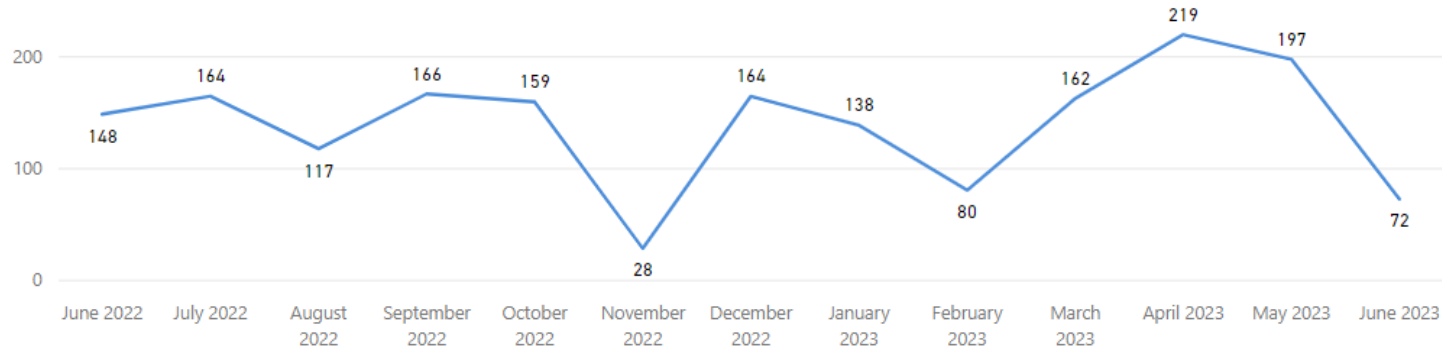
Received per Month (Avg)*

60

Completed Filter

6/1/2022 6/30/2023

Completed by Month



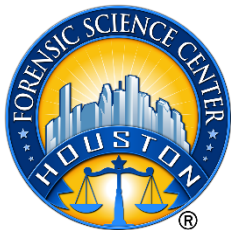
Total Completed

1,814

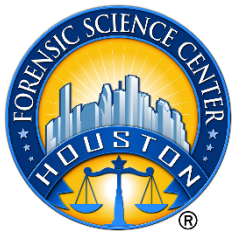
Completed per Month (Avg)*

140

* months with zero activity are not calculated into the average

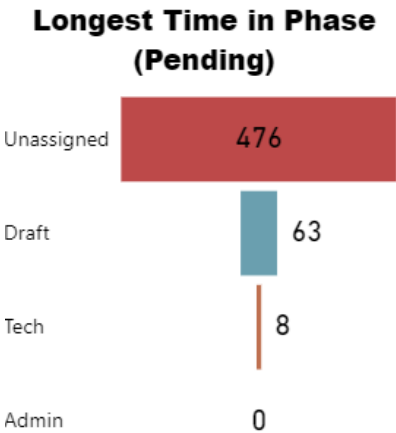


Firearms



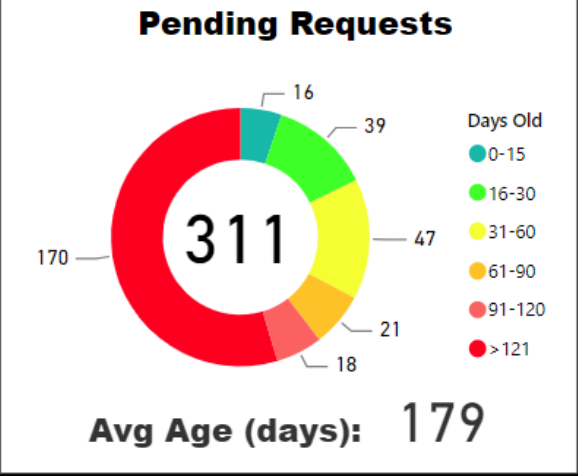
Service: **Firearms Examination** | Priority Type: **All**

Backlogged Requests: 256
Avg Age of Backlog (days): 213



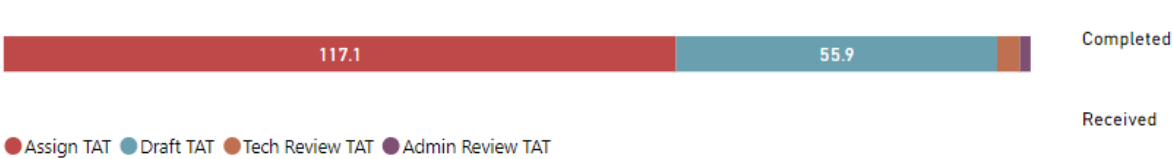
# of Unassigned 295! Goal: 10 (-2850%)	# Pending Draft 9✓ Goal: 14 (+35.71%)
# Pending Tech 7✓ Goal: 9 (+22.22%)	# Pending Admin 0✓ Goal: 5 (+100%)

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

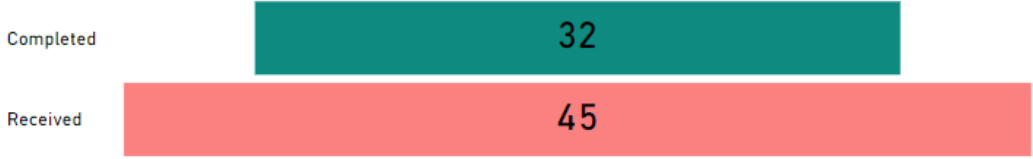


Overall TAT (MTD) 178.9! Goal: 40, 41	Analysis TAT (MTD) 61.8! Goal: 40, 41
Overall TAT (Past 90 Days) 240.8! Goal: 40, 41	Analysis TAT (Past 90 Days) 46.7! Goal: 40, 41

TAT by Phase of Work (MTD)



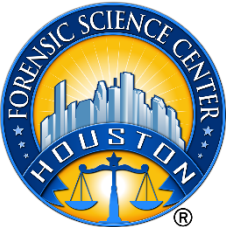
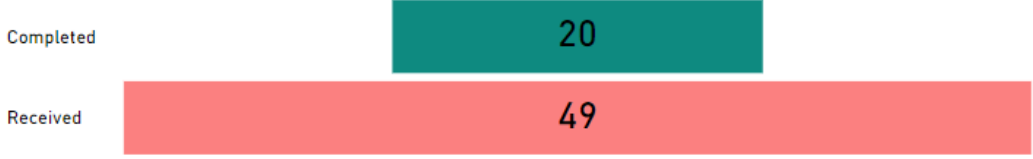
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022

6/30/2023

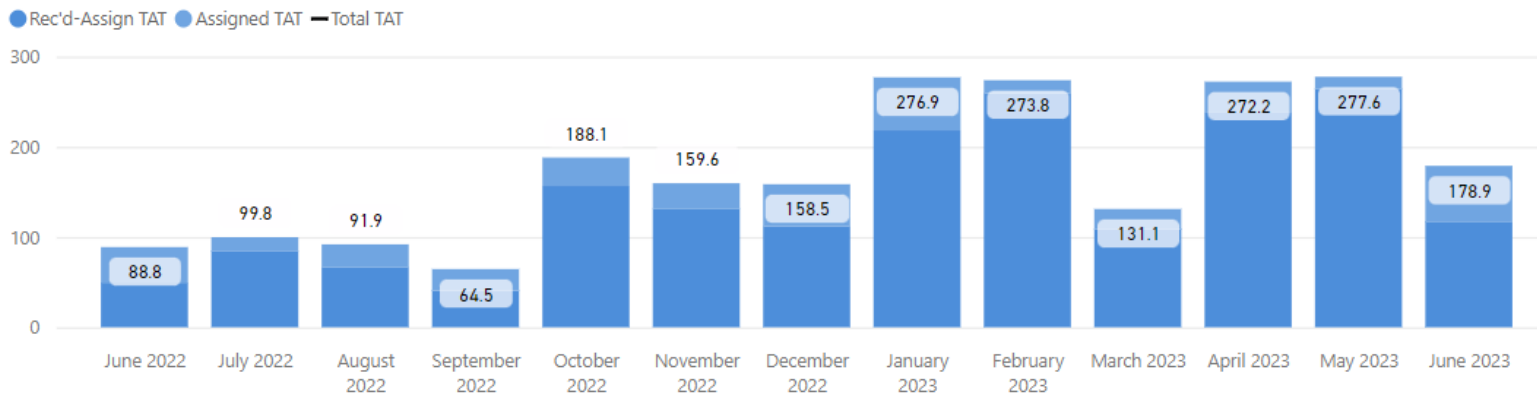
Request Type

Firearms Examination

Priority Type

All

Total TAT by Month



Selected Time Frame Averages

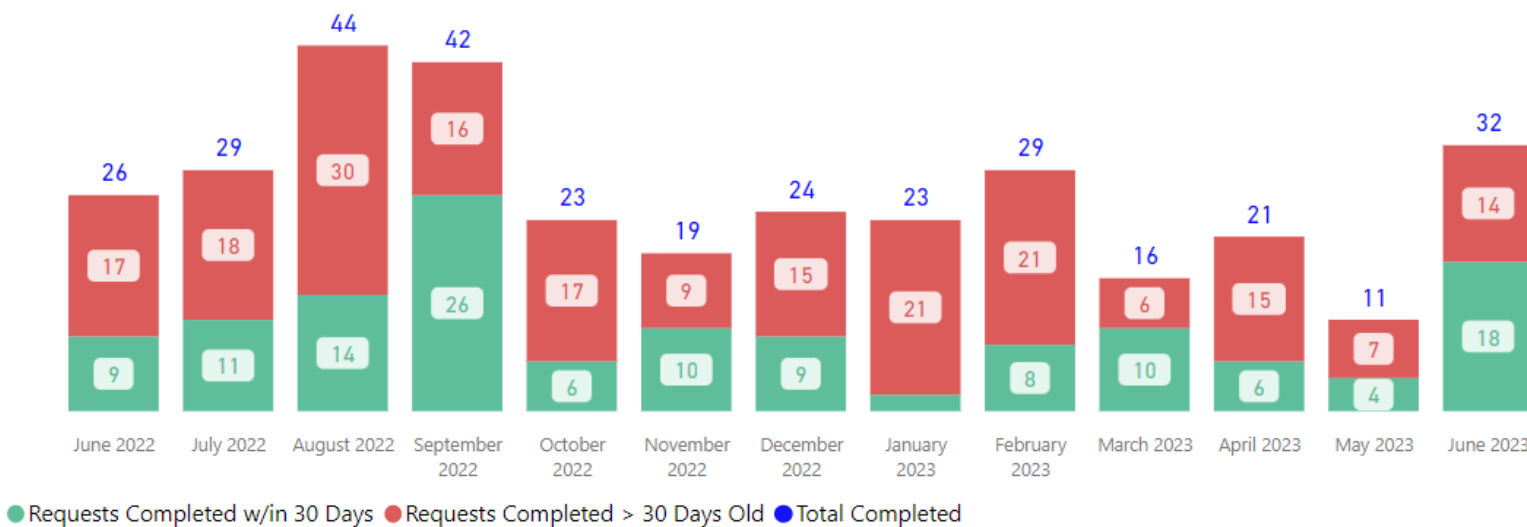
159.36

Total TAT (Rec'd-Compl.) Avg

32.41

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

339

Requests Completed

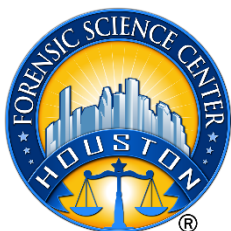
206

Requests Completed > 30 Days Old

60.77 %

% Completed > 30 Days Old

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



Service

Priority Type

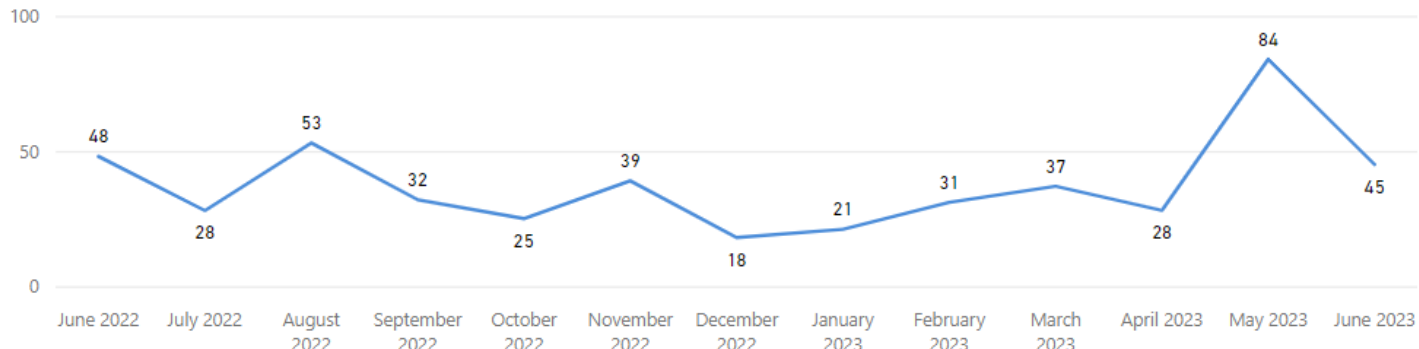
Firearms Examination

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

489

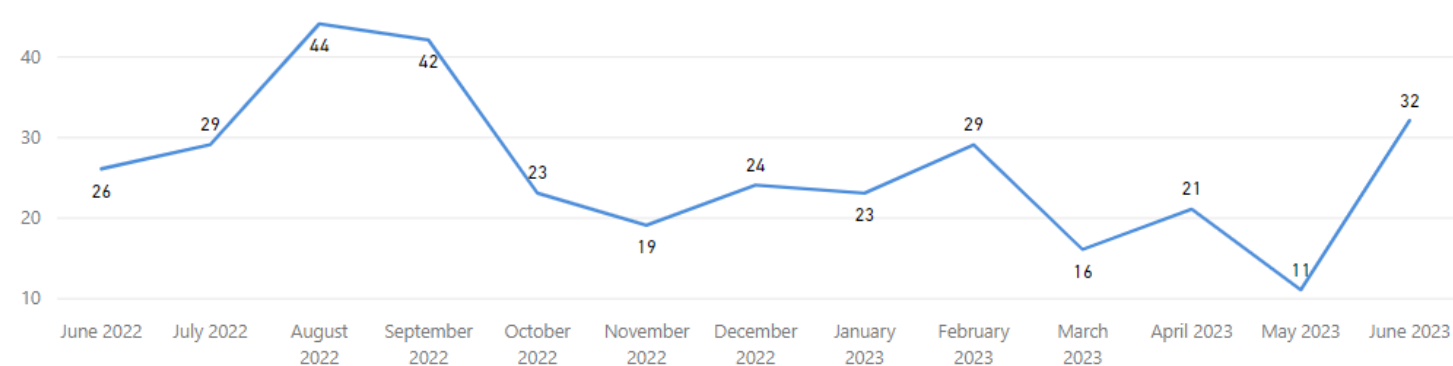
Received per Month (Avg)*

38

Completed Filter

6/1/2022 6/30/2023

Completed by Month



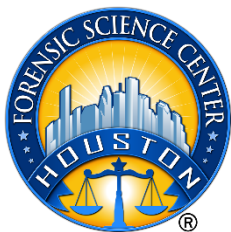
Total Completed

339

Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average



Service

NIBIN Only

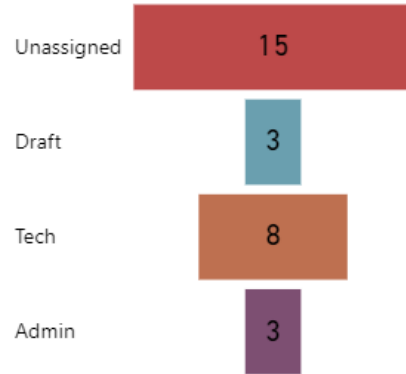
Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)



of Unassigned

4✓

Goal: 20 (+80%)

Pending Draft

21✓

Goal: 35 (+40%)

Pending Tech

36!

Goal: 20 (-80%)

Pending Admin

1✓

Goal: 20 (+95%)

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): 2

Overall TAT (MTD)

8.3!

Goal: 7, 8

Overall TAT (Past 90 Days)

7.2.

Goal: 7, 8

Analysis TAT (MTD)

6.5✓

Goal: 7, 8

Analysis TAT (Past 90 Days)

5.3✓

Goal: 7, 8

TAT by Phase of Work (MTD)

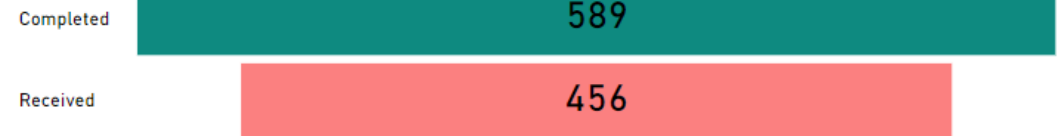


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

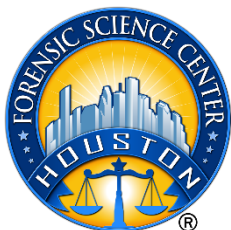
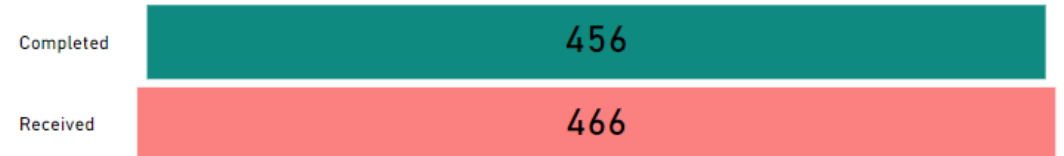
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

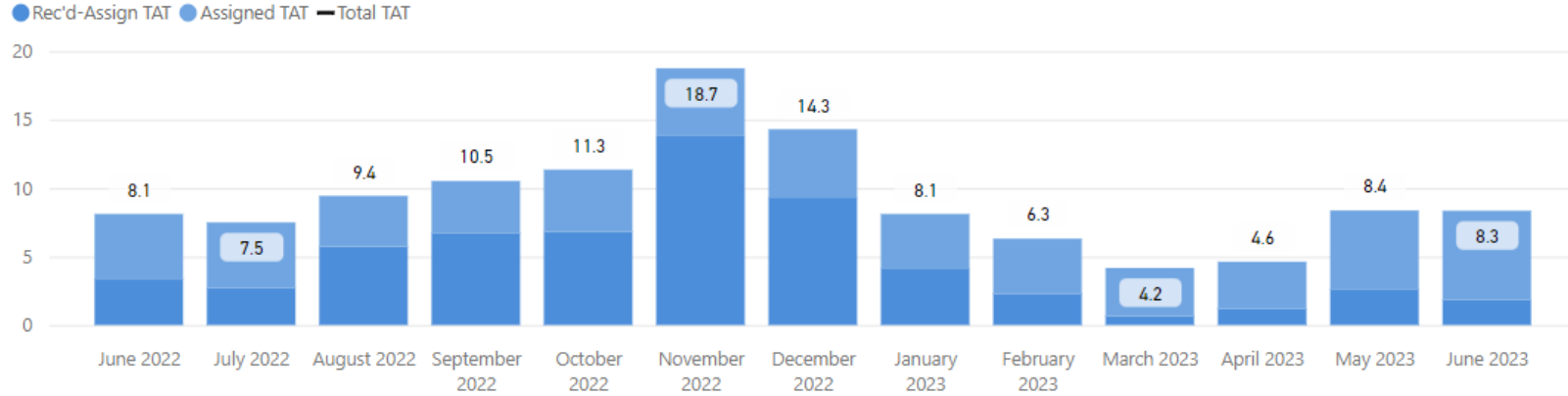


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

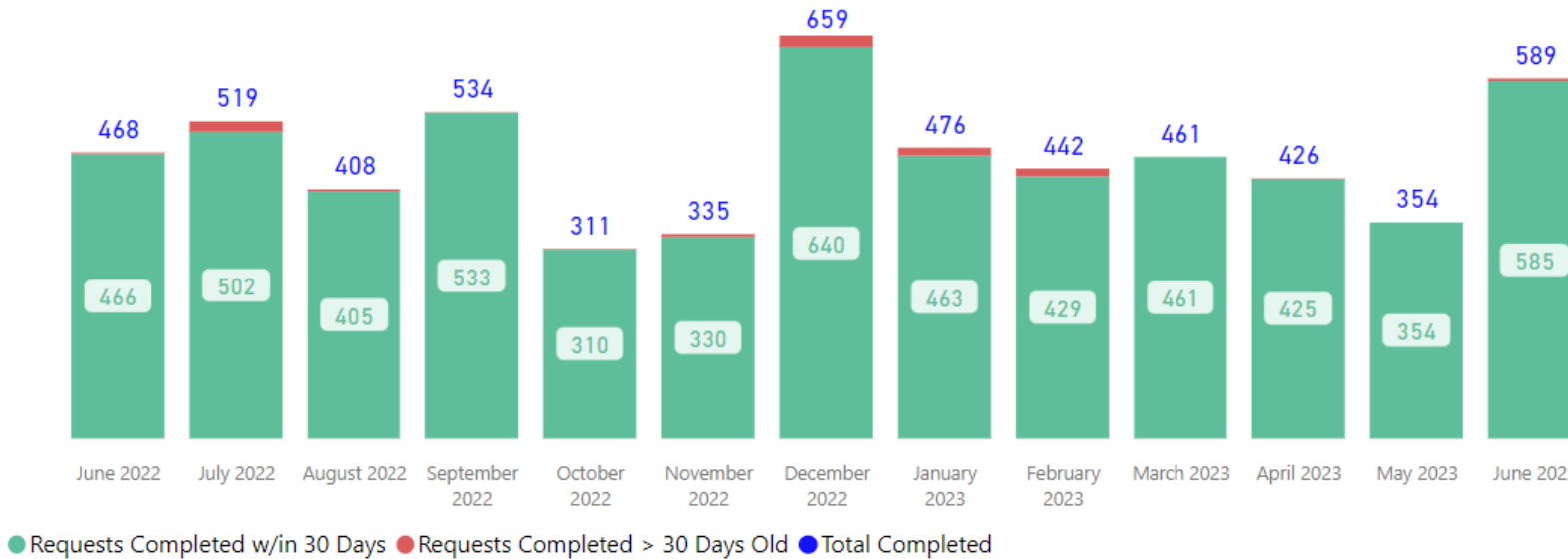
9.16

Total TAT (Rec'd-Compl.) Avg

4.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5982

Requests Completed

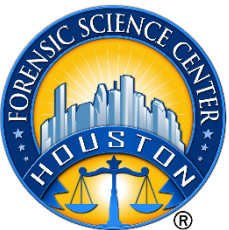
79

Requests Completed > 30 Days Old

1.32 %

% Completed > 30 Days Old

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



Service

Priority Type

NIBIN Only

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

5,956

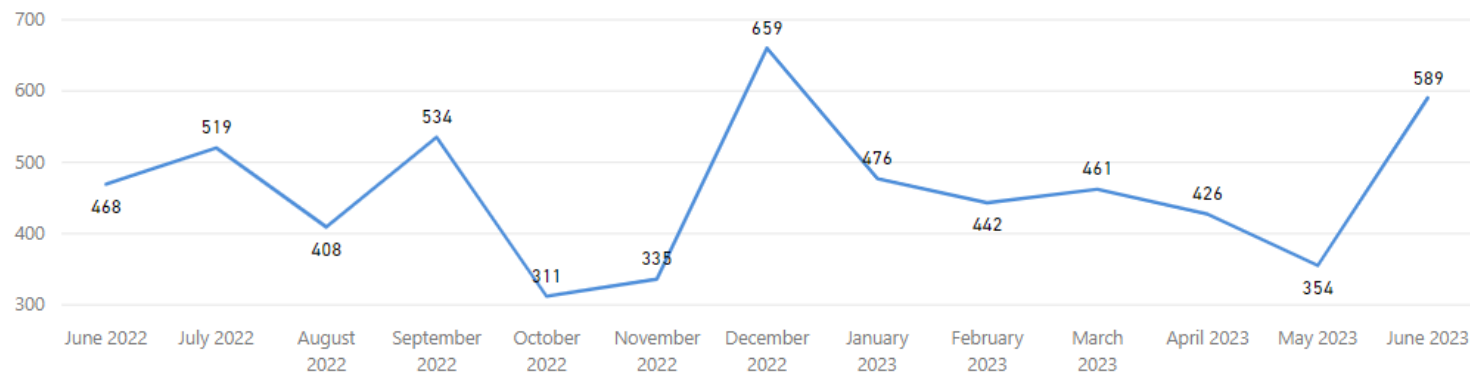
Received per Month (Avg)*

458

Completed Filter

6/1/2022 6/30/2023

Completed by Month



Total Completed

5,982

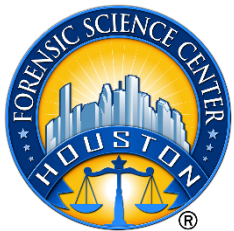
Completed per Month (Avg)*

460

* months with zero activity are not calculated into the average



Forensic Biology



Section

DNA

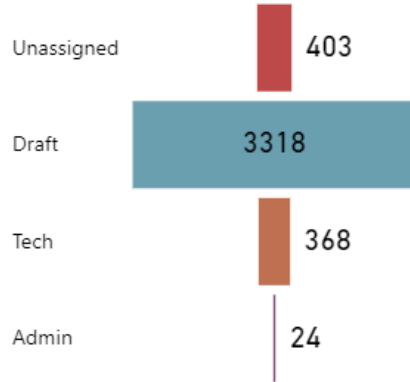
Request Type

All

Backlogged Requests: 408

Avg Age of Backlog (days): 256

Longest Time in Phase (Pending)



of Unassigned

66!

Goal: 20 (-230%)

Pending Draft

352!

Goal: 24 (-1366.67%)

Pending Tech

33!

Goal: 24 (-37.5%)

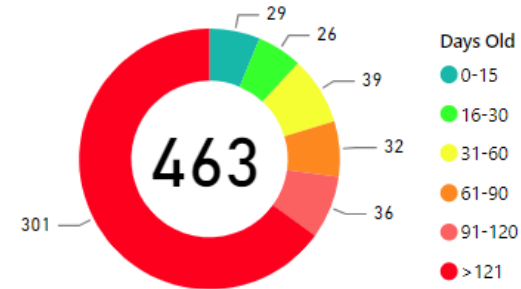
Pending Admin

12✓

Goal: 20 (+40%)

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

Pending Requests



Avg Age (days): 227

Overall TAT (MTD)

288.6!

Goal: 30, 31

Analysis TAT (MTD)

256.6!

Goal: 30, 31

Overall TAT (Past 90 Days)

271.7!

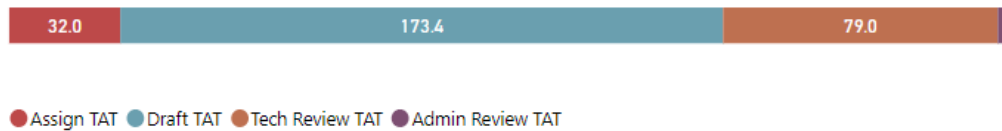
Goal: 30, 31

Analysis TAT (Past 90 Days)

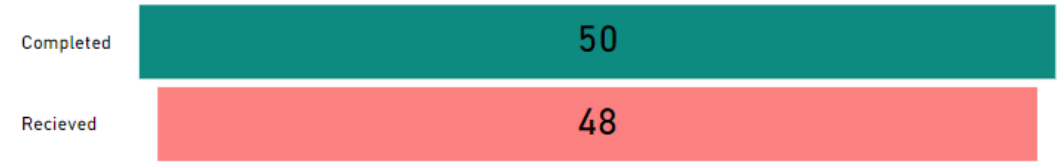
246.2!

Goal: 30, 31

TAT by Phase of Work (MTD)



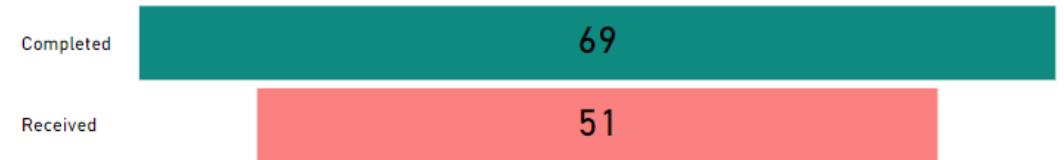
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

DNA

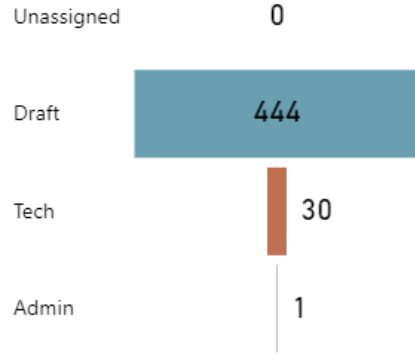
Request Type

SAK

Backlogged Requests: 26

Avg Age of Backlog (days): 306

Longest Time in Phase (Pending)



of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

22✓

Goal: 24 (+8.33%)

Pending Tech

2✓

Goal: 24 (+91.67%)

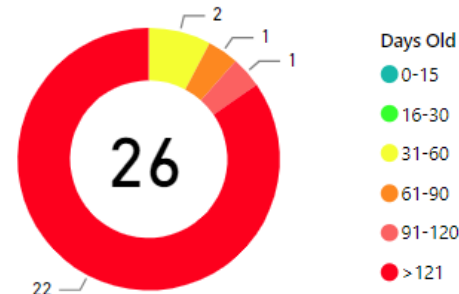
Pending Admin

2✓

Goal: 20 (+90%)

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

Pending Requests



Avg Age (days): 306

Overall TAT (MTD)

326.0!

Goal: 30, 31

Analysis TAT (MTD)

314.0!

Goal: 30, 31

Overall TAT (Past 90 Days)

234.5!

Goal: 30, 31

Analysis TAT (Past 90 Days)

216.4!

Goal: 30, 31

TAT by Phase of Work (MTD)



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

Month to Date

Completed

2

Received

0

TAT by Phase of Work (Past 90 Days)



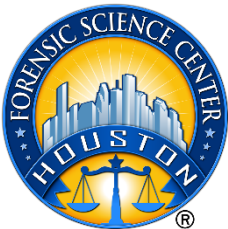
30 Day Avg (Over Past 90 Days)

Completed

5

Received

2



Section

Outsourced - DNA

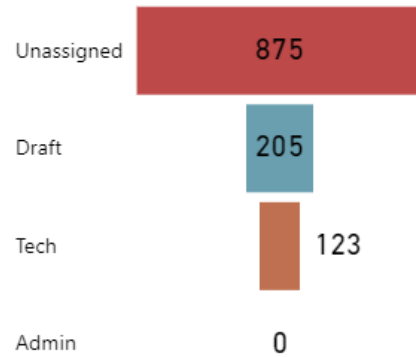
Request Type

All

Backlogged Requests: 440

Avg Age of Backlog (days): 145

Longest Time in Phase (Pending)



of Unassigned

566!

Goal: 100 (-466%)

Pending Draft

7✓

Goal: 100 (+93%)

Pending Tech

1✓

Goal: 100 (+99%)

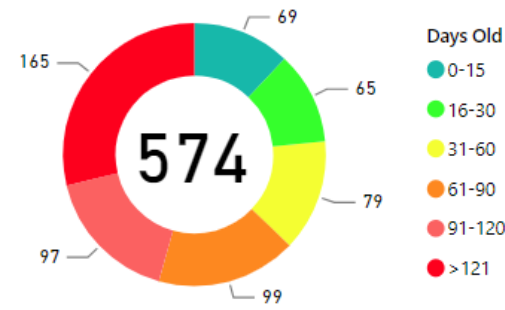
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests



Avg Age (days): 115

Overall TAT (MTD)

152.3!

Goal: 100, 100

Analysis TAT (MTD)

0.9✓

Goal: 100, 100

Overall TAT (Past 90 Days)

142.3!

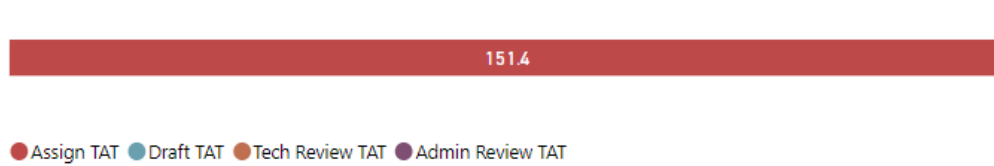
Goal: 100, 100

Analysis TAT (Past 90 Days)

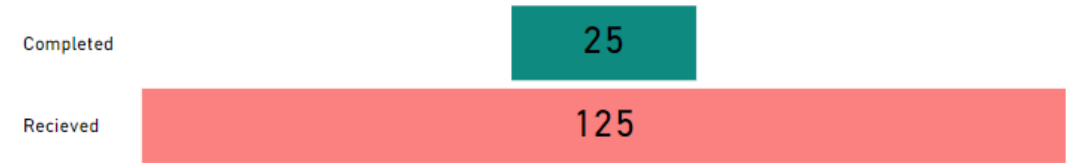
10.8✓

Goal: 100, 100

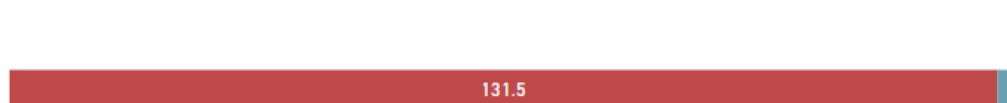
TAT by Phase of Work (MTD)



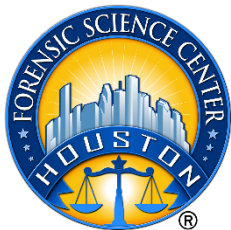
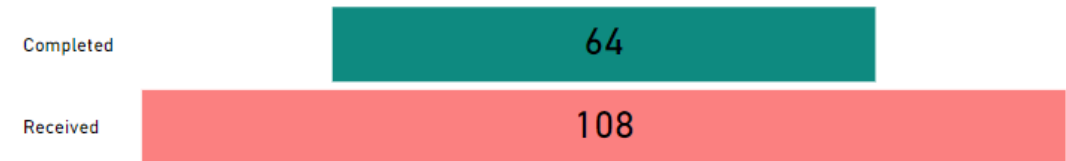
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

Outsourced - Non-SAK

Request Type

All

Backlogged Requests: 140

Avg Age of Backlog (days): 99

Longest Time in Phase (Pending)

Unassigned 224

Draft 0

Tech 0

Admin 0

of Unassigned

179!

Goal: 100 (-79%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

0✓

Goal: 100 (+100%)

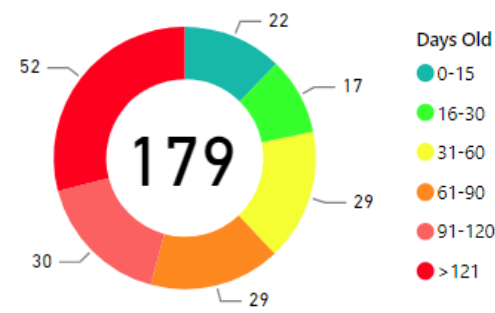
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests



Avg Age (days): 80

Overall TAT (MTD)

184.1!

Goal: 100, 100

Overall TAT (Past 90 Days)

205.4!

Goal: 100, 100

Analysis TAT (MTD)

0.2✓

Goal: 100, 100

Analysis TAT (Past 90 Days)

1.8✓

Goal: 100, 100

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 106

Received 37

30 Day Avg (Over Past 90 Days)

Completed 76

Received 33



Section

Outsource Technical Revi... ▾

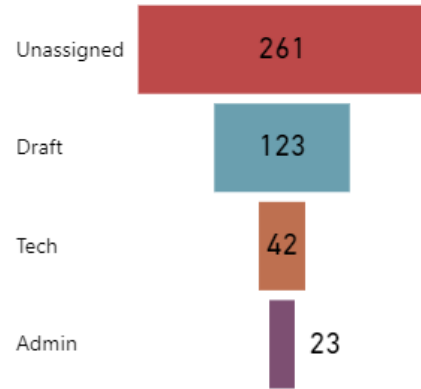
Request Type

All ▾

Backlogged Requests: 34

Avg Age of Backlog (days): 50

Longest Time in Phase (Pending)



of Unassigned

1✓

Goal: 100 (+99%)

Pending Draft

2✓

Goal: 100 (+98%)

Pending Tech

6✓

Goal: 100 (+94%)

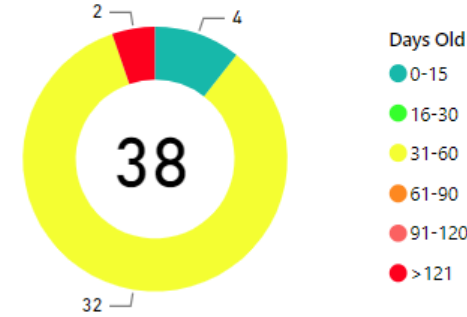
Pending Admin

29✓

Goal: 100 (+71%)

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

Pending Requests



Avg Age (days): 45

Overall TAT (MTD)

31.6✓

Goal: 100, 100

Analysis TAT (MTD)

31.6✓

Goal: 100, 100

Overall TAT (Past 90 Days)

76.7✓

Goal: 100, 100

Analysis TAT (Past 90 Days)

76.7✓

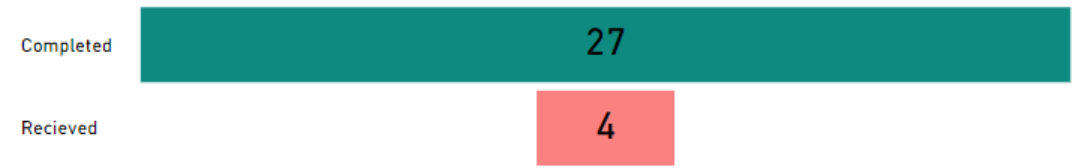
Goal: 100, 100

TAT by Phase of Work (MTD)



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

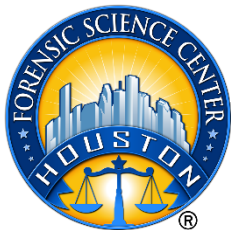
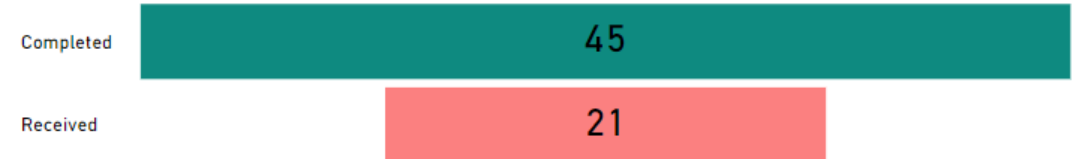
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

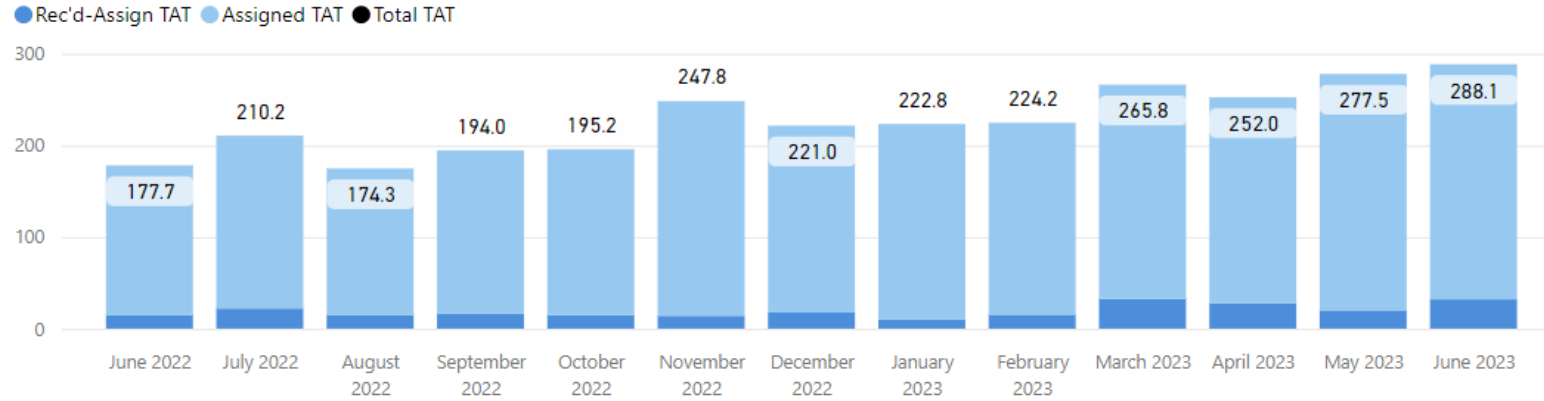


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

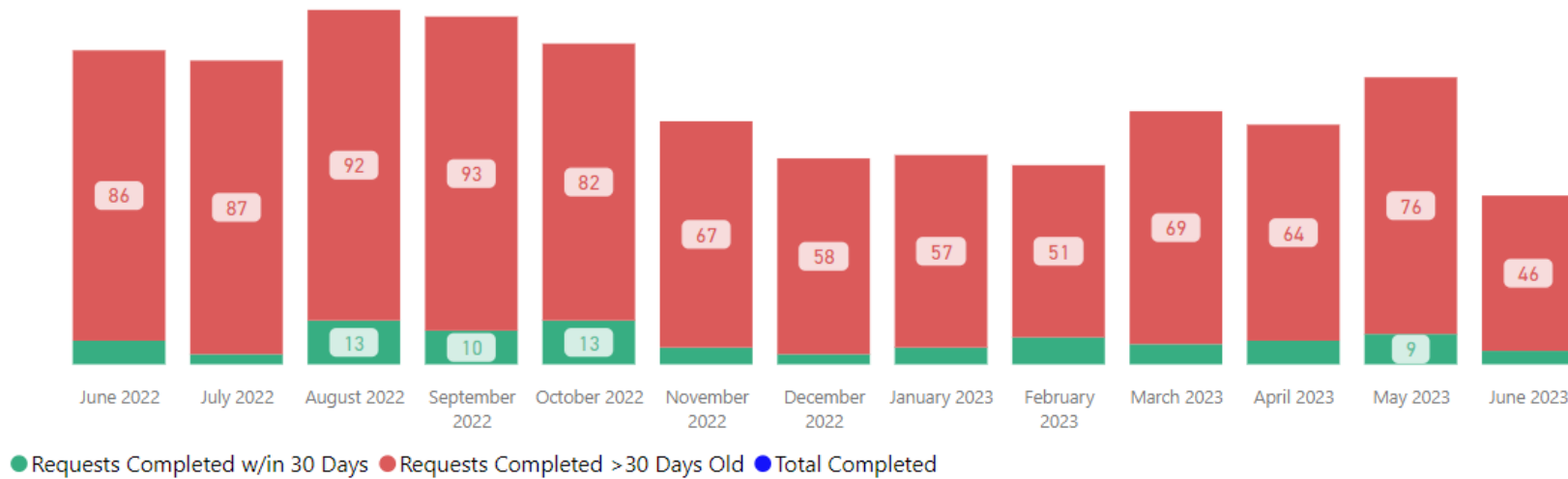
221.80

Total TAT (Rec'd-Compl.) Avg

203.33

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1021

Requests Completed

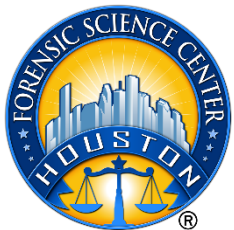
928

Requests Completed > 30 Days

90.89 %

% Completed > 30 Days

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



Section

DNA

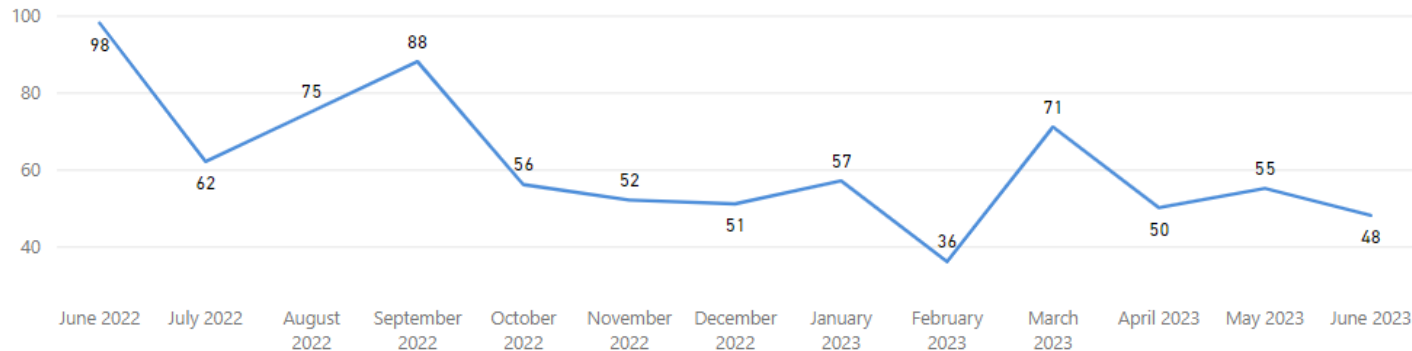
Request Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

799

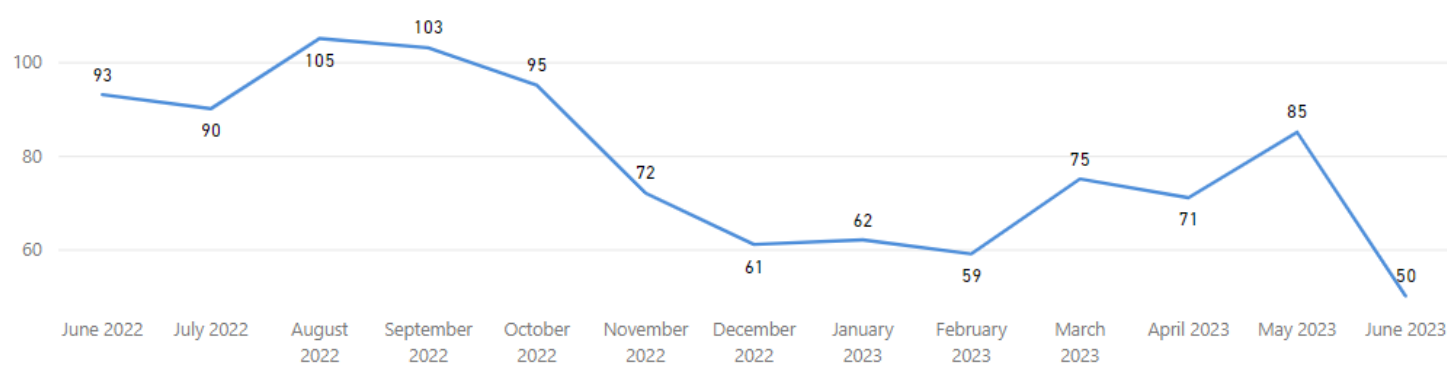
Received per Month (Avg)*

61

Completed Filter

6/1/2022 6/30/2023

Completed by Month



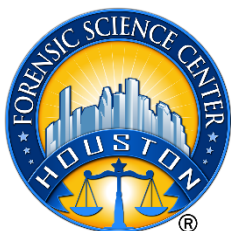
Total Completed

1021

Completed per Month (Avg)*

79

* months with zero activity are not calculated into the average



Section

Screening

Request Type

All

Backlogged Requests: 27

Avg Age of Backlog (days): 46

Longest Time in Phase (Pending)

Unassigned	0
Draft	101
Tech	0
Admin	0

of Unassigned

0 ✓

Goal: 10 (+100%)

Pending Draft

70 !

Goal: 14 (-400%)

Pending Tech

0 ✓

Goal: 16 (+100%)

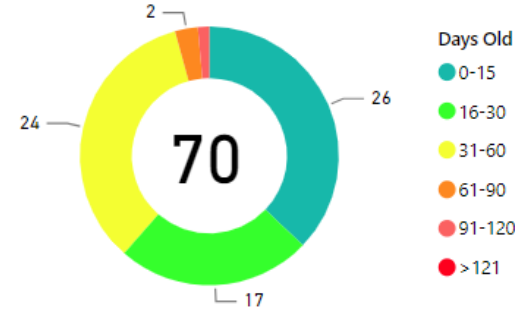
Pending Admin

0 ✓

Goal: 12 (+100%)

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

Pending Requests



Avg Age (days): 25

Overall TAT (MTD)

28.6 !

Goal: 10, 11

Analysis TAT (MTD)

28.6 !

Goal: 10, 11

Overall TAT (Past 90 Days)

26.7 !

Goal: 10, 11

Analysis TAT (Past 90 Days)

26.6 !

Goal: 10, 11

TAT by Phase of Work (MTD)



Assign TAT Draft TAT Tech Review TAT Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

92

Received

70

30 Day Avg (Over Past 90 Days)

Completed

84

Received

92

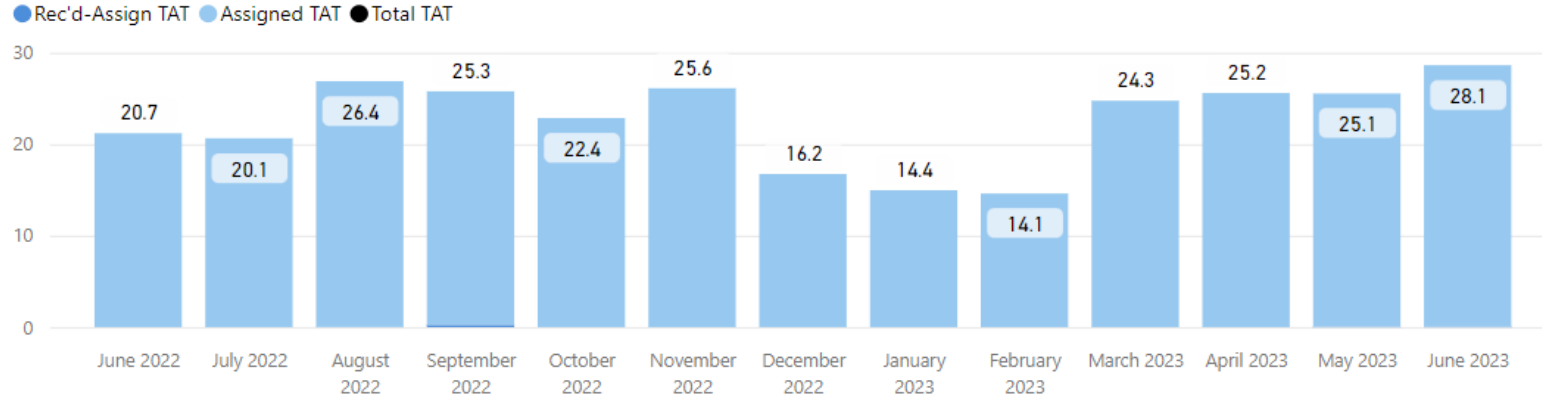


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

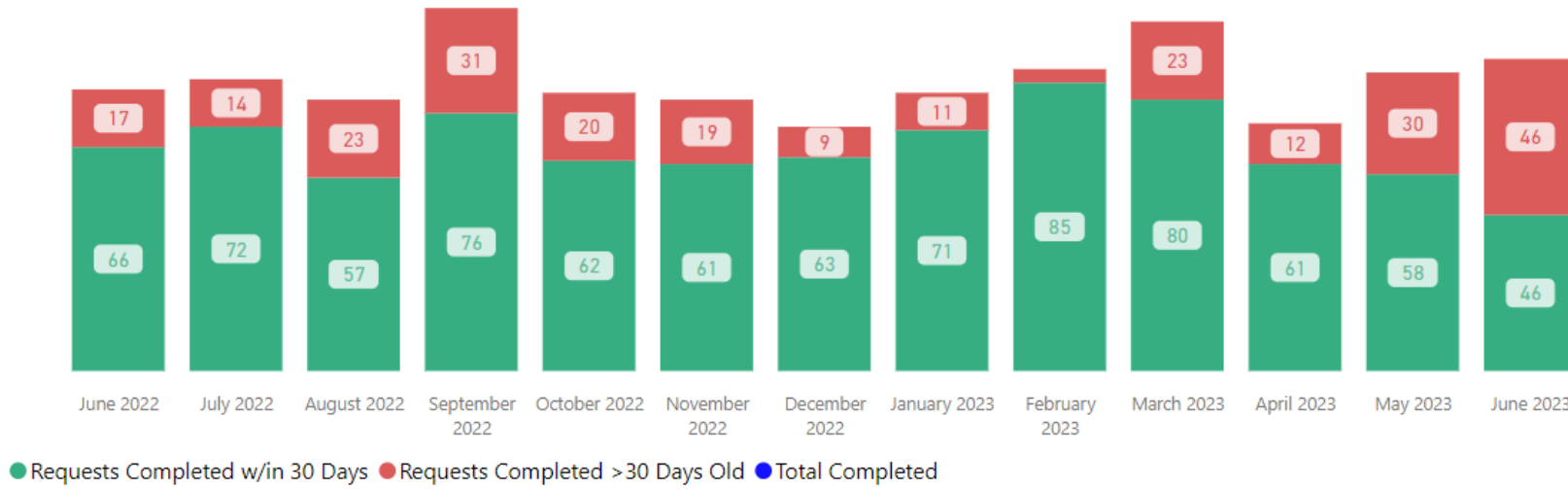
22.29

Total TAT (Rec'd-Compl.) Avg

22.74

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1117

Requests Completed

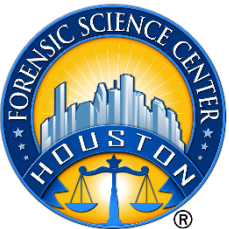
259

Requests Completed > 30 Days

23.19 %

% Completed > 30 Days

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



Section

Screening

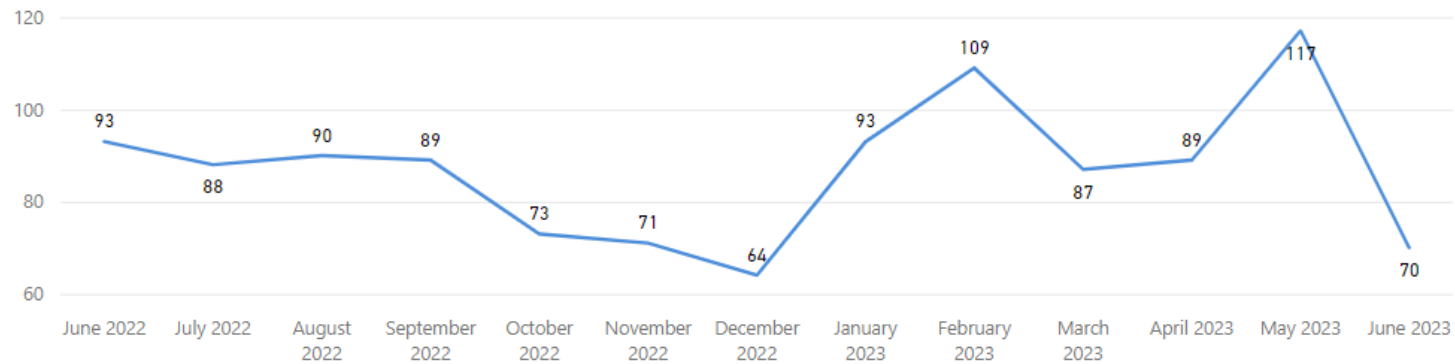
Request Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

1133

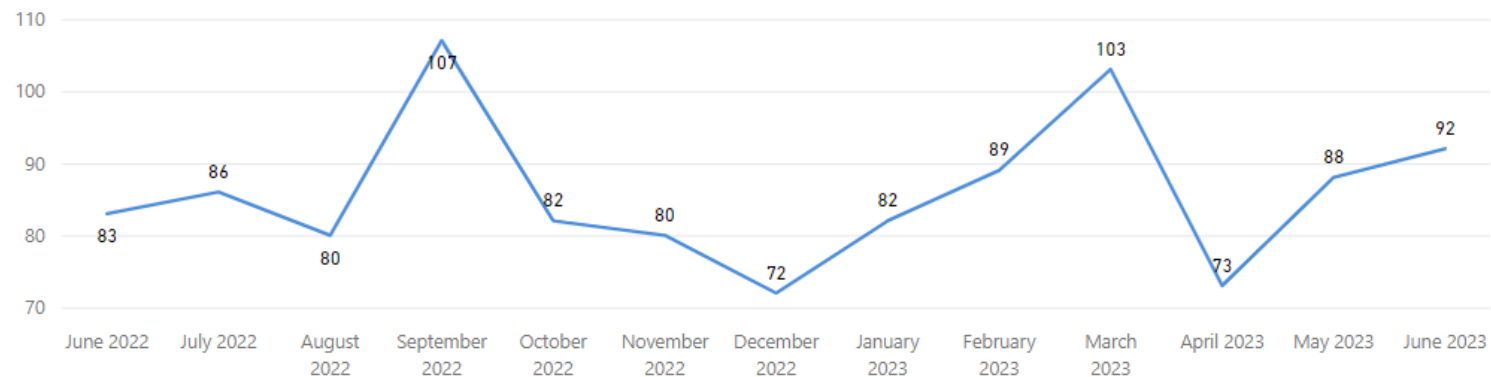
Received per Month (Avg)*

87

Completed Filter

6/1/2022 6/30/2023

Completed by Month



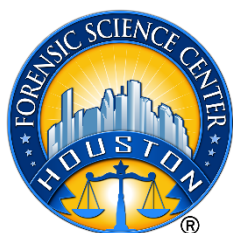
Total Completed

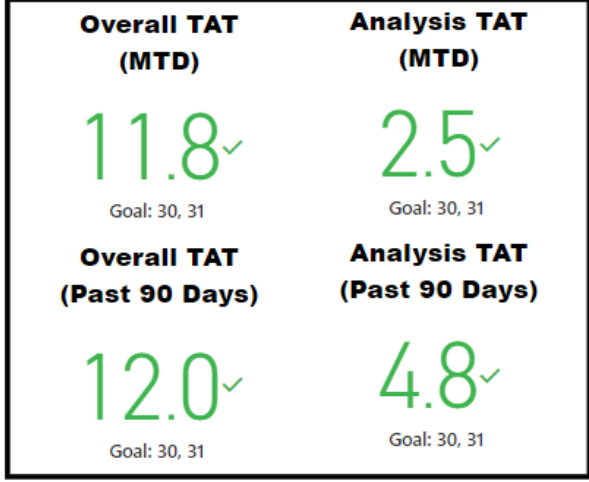
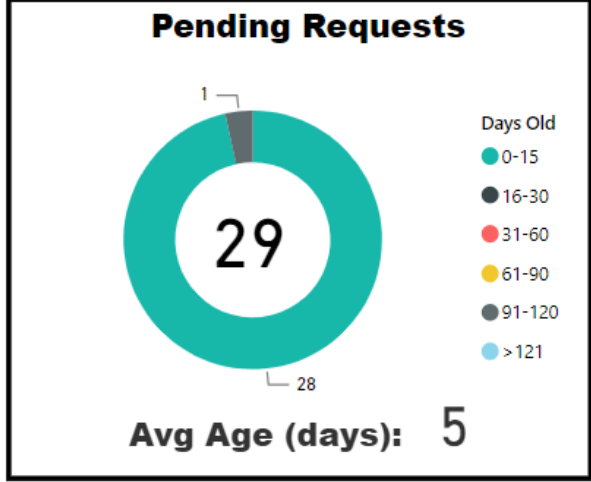
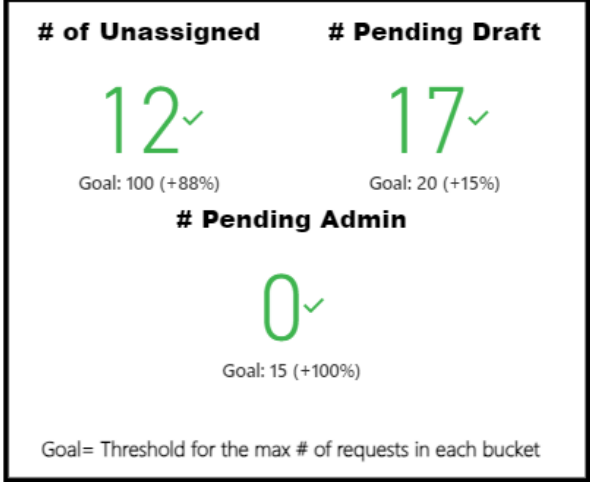
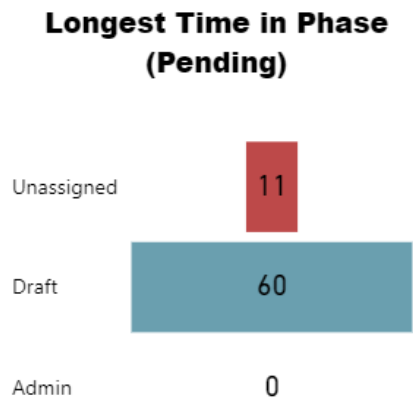
1117

Completed per Month (Avg)*

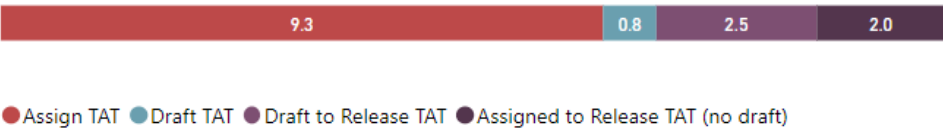
86

* months with zero activity are not calculated into the average

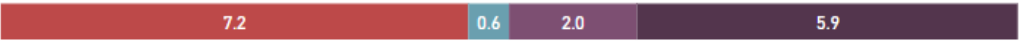




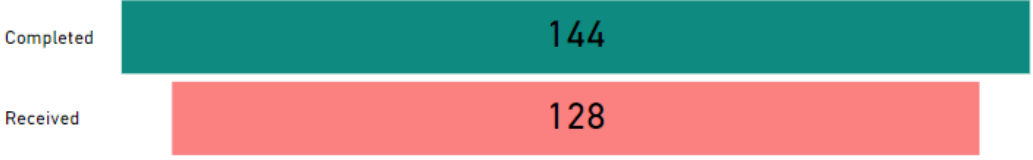
TAT by Phase of Work (MTD)



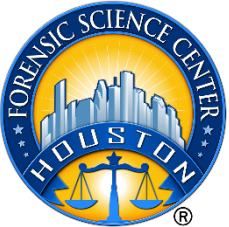
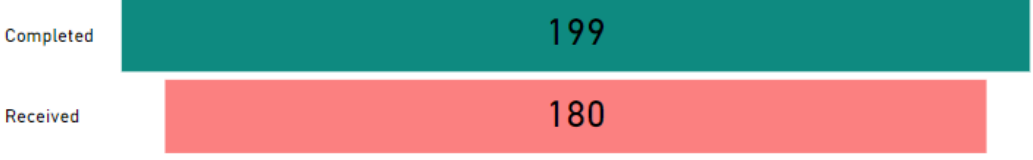
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

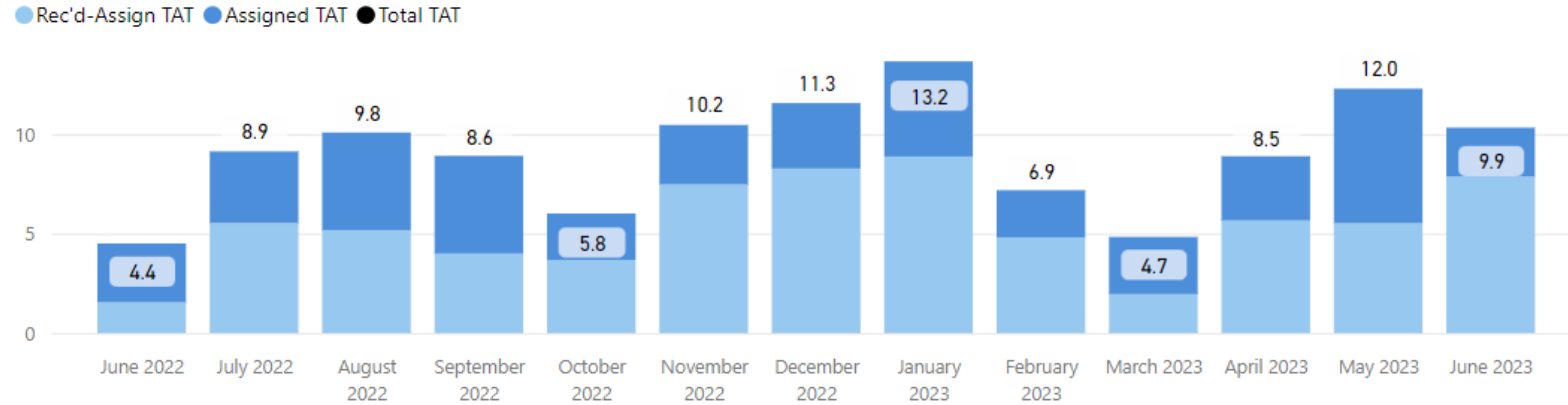
6/1/2022

6/30/2023

Request Type

CODIS

Total TAT by Month



Selected Time Frame Averages

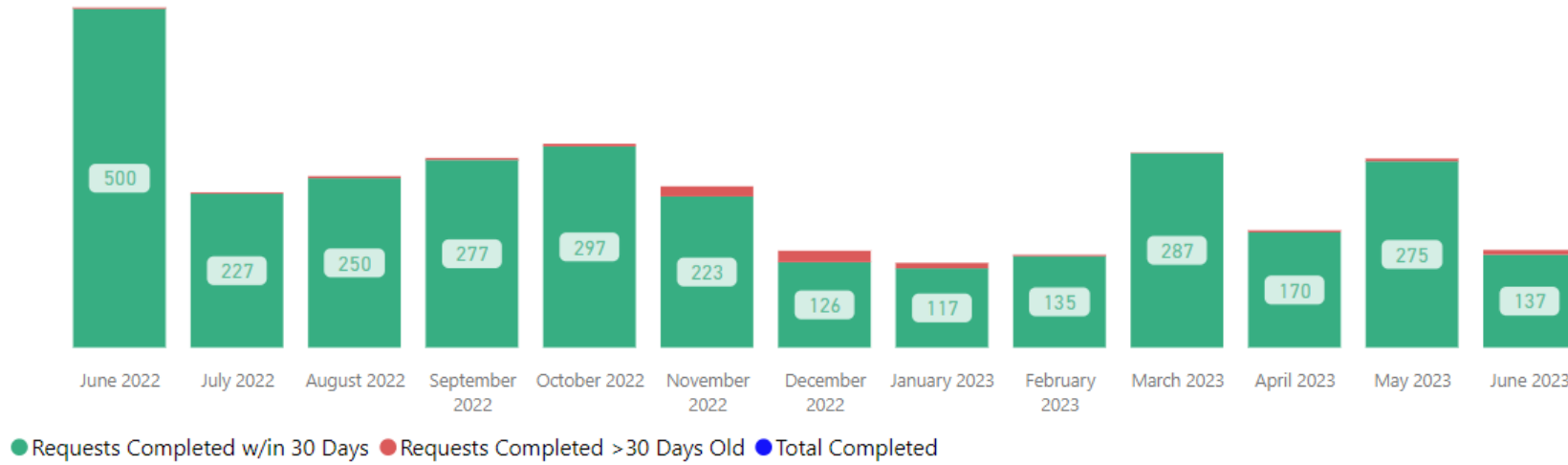
8.12

Total TAT (Rec'd-Compl.) Avg

3.68

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3092

Requests Completed

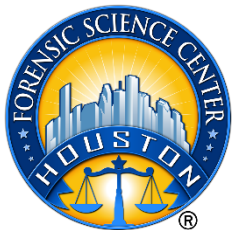
71

Requests Completed > 30 Days

2.30 %

% Completed > 30 Days

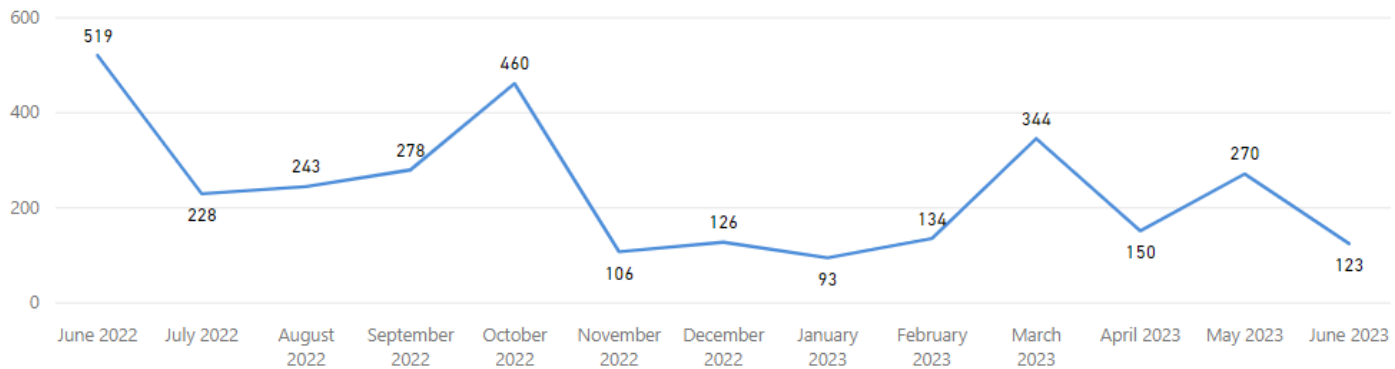
Requests more than 30 days old are considered to be backlogged requests



Section: CODIS
 Hit Type: All

Received Filter
 6/1/2022 - 6/30/2023

Received by Month



Total Received

3074

Received per Month (Avg)*

236

Completed Filter
 6/1/2022 - 6/30/2023

Completed by Month



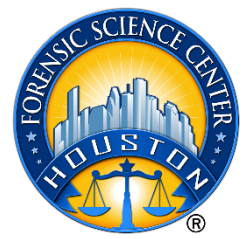
Total Completed

3092

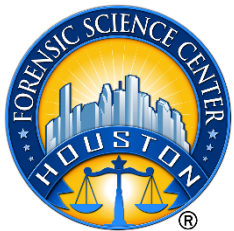
Completed per Month (Avg)*

238

* months with zero activity are not calculated into the average



Latent Prints



Service

Latent Comparison

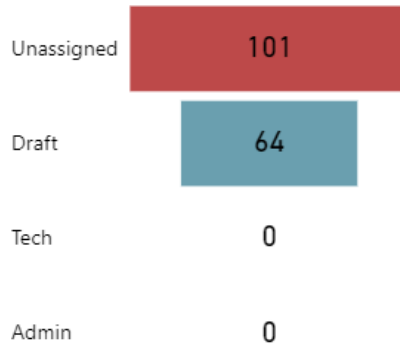
Priority Type

All

Backlogged Requests: 110

Avg Age of Backlog (days): 74

Longest Time in Phase (Pending)



of Unassigned

153✓

Goal: 230 (+33.48%)

Pending Draft

21✓

Goal: 50 (+58%)

Pending Tech

2✓

Goal: 50 (+96%)

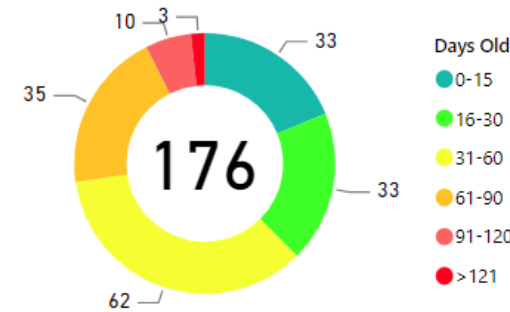
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 51

Overall TAT (MTD)

250.3!

Goal: 45, 46

Overall TAT (Past 90 Days)

360.2!

Goal: 45, 46

Analysis TAT (MTD)

6.4✓

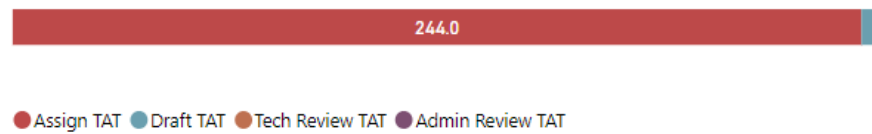
Goal: 45, 46

Analysis TAT (Past 90 Days)

6.4✓

Goal: 45, 46

TAT by Phase of Work (MTD)



Month to Date

Completed

133

Received

78

TAT by Phase of Work (Past 90 Days)



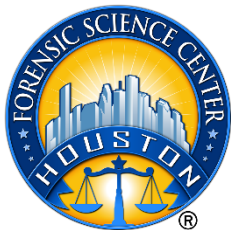
30 Day Avg (Over Past 90 Days)

Completed

154

Received

77



Date Range

6/1/2022

6/30/2023

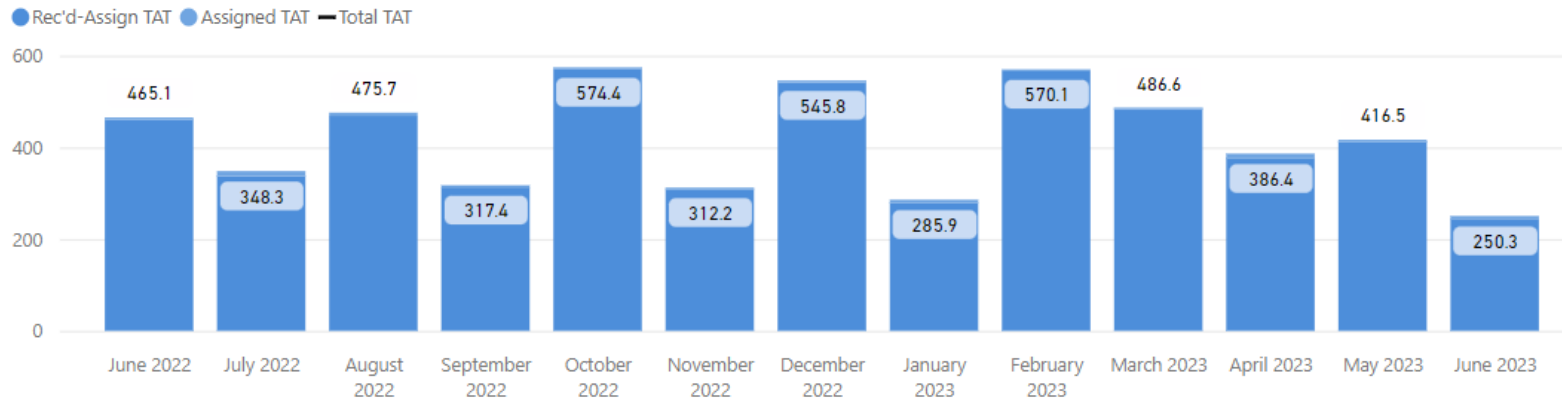
Request Type

Latent Comparison

Priority Type

All

Total TAT by Month



Selected Time Frame Averages

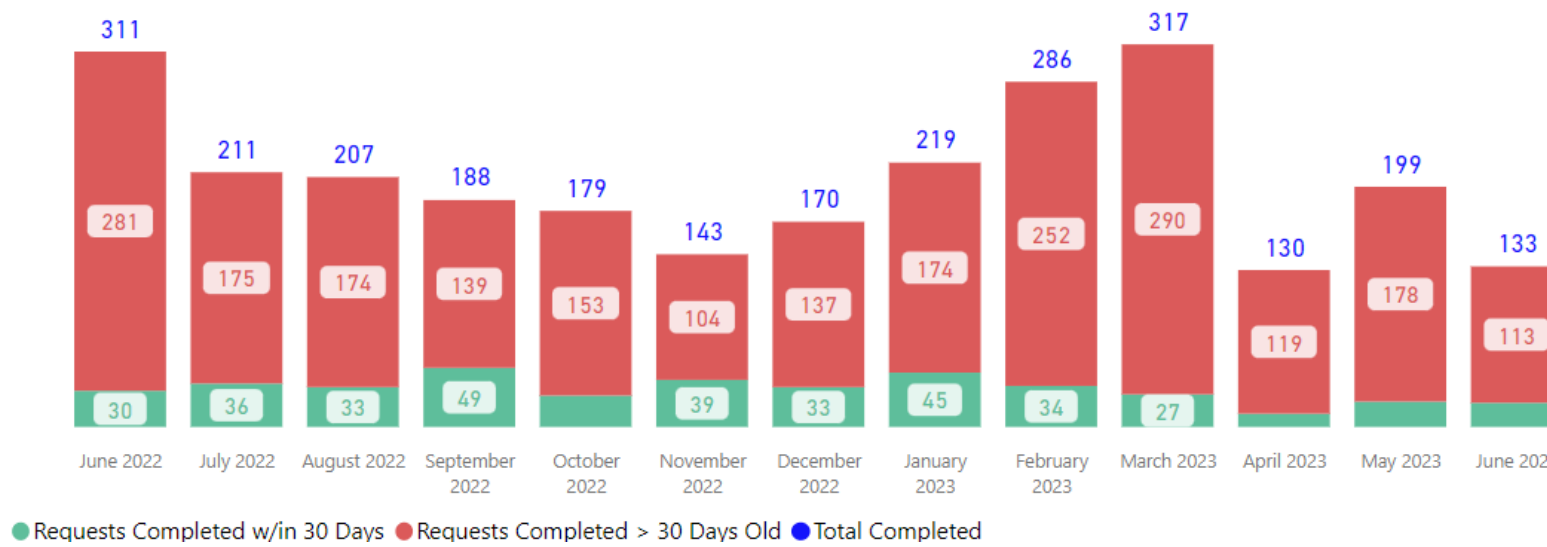
431.81

Total TAT (Rec'd-Compl.) Avg

5.89

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2693

Requests Completed

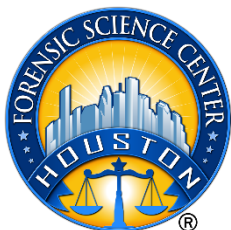
2289

Requests Completed > 30 Days Old

85.00 %

% Completed > 30 Days Old

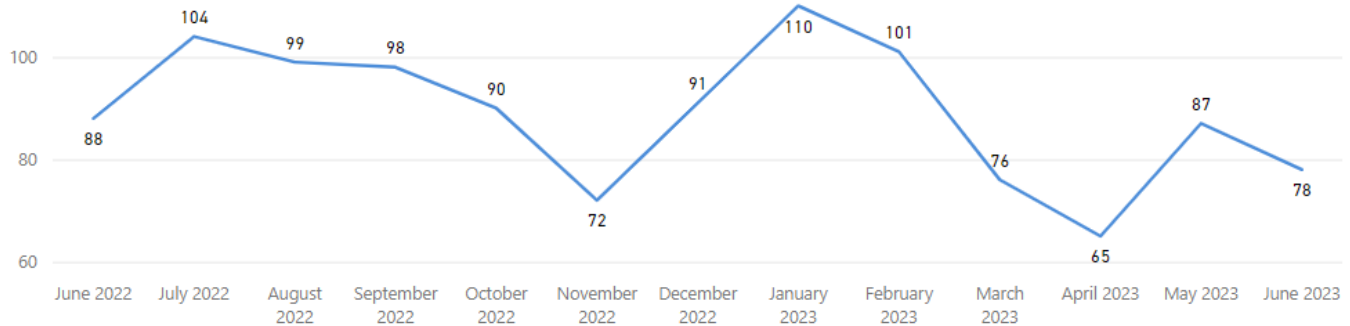
Requests more than 30 days old are considered to be backlogged requests



Service: Latent Comparison
 Priority Type: All

Received Filter
 6/1/2022 6/30/2023

Received by Month



Total Received

1,159

Received per Month (Avg)*

89

Completed Filter
 6/1/2022 6/30/2023

Completed by Month



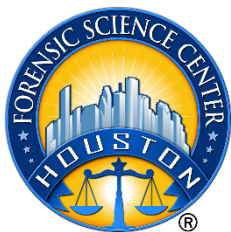
Total Completed

2,693

Completed per Month (Avg)*

207

* months with zero activity are not calculated into the average



Service

Latent Processing

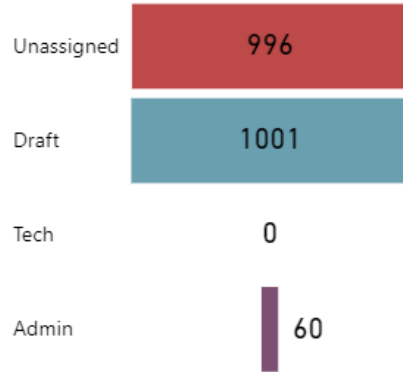
Priority Type

All

Backlogged Requests: 427

Avg Age of Backlog (days): 519

Longest Time in Phase (Pending)



of Unassigned

423!

Goal: 50 (-746%)

Pending Draft

11✓

Goal: 30 (+63.33%)

Pending Tech

0✓

Goal: 30 (+100%)

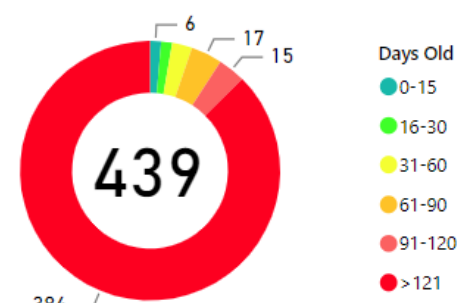
Pending Admin

5✓

Goal: 30 (+83.33%)

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

Pending Requests



Avg Age (days): 505

Overall TAT (MTD)

691.1!

Goal: 30, 31

Overall TAT (Past 90 Days)

725.4!

Goal: 30, 31

Analysis TAT (MTD)

8.2✓

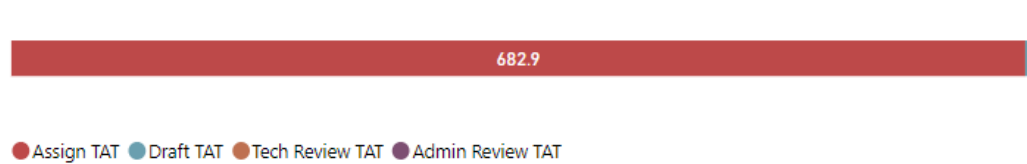
Goal: 30, 31

Analysis TAT (Past 90 Days)

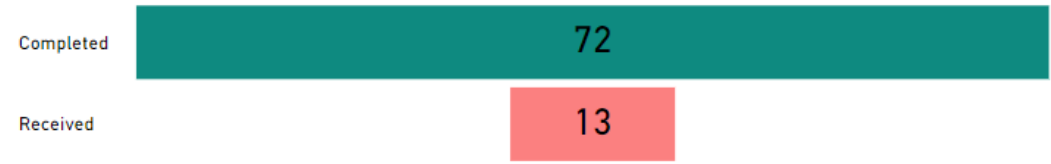
6.9✓

Goal: 30, 31

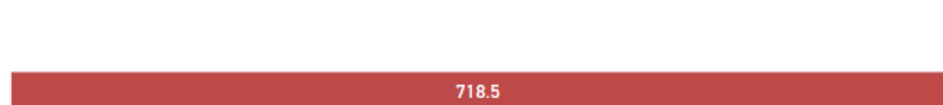
TAT by Phase of Work (MTD)



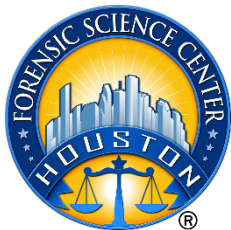
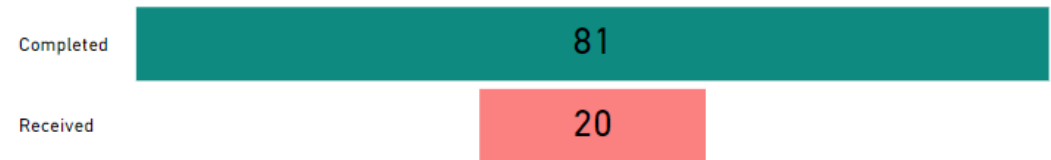
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

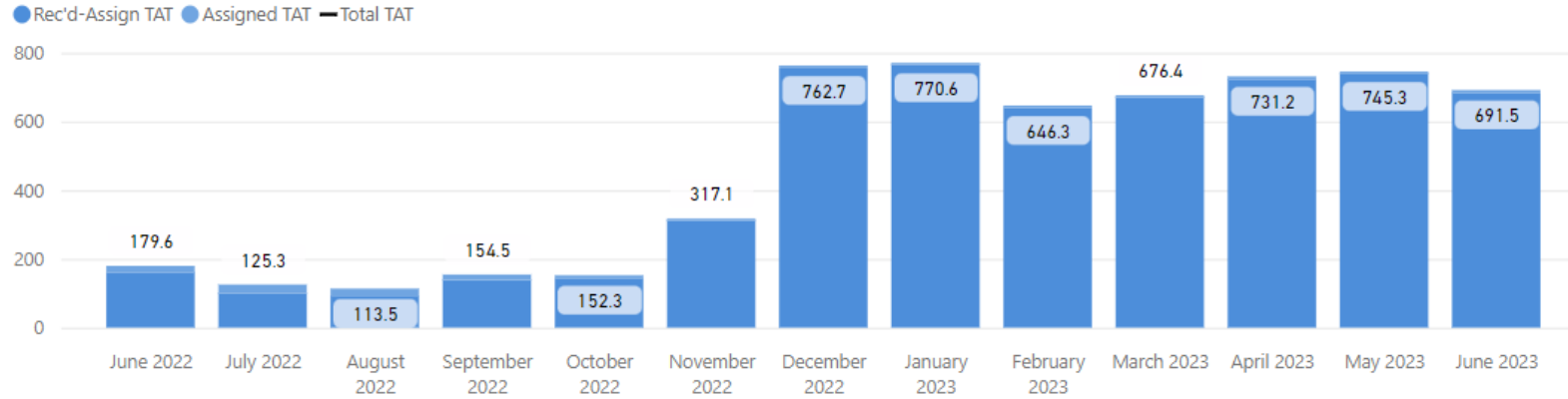


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

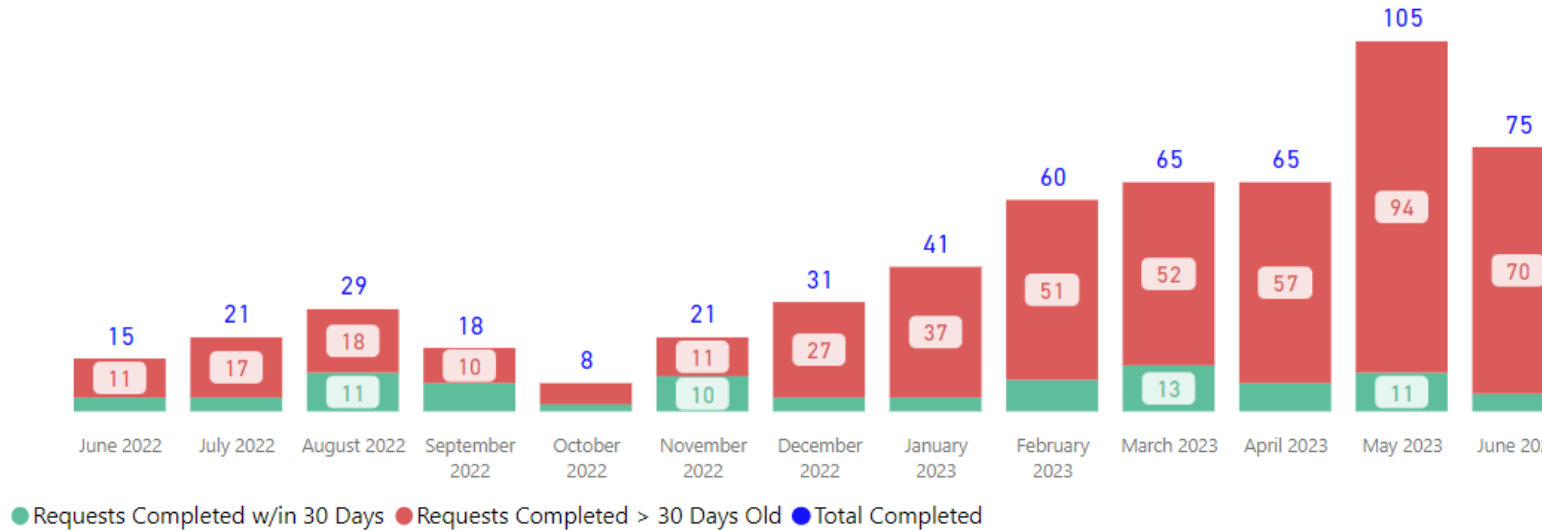
604.52

Total TAT (Rec'd-Compl.) Avg

8.96

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

554

Requests Completed

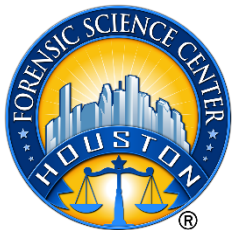
461

Requests Completed > 30 Days Old

83.21 %

% Completed > 30 Days Old

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



Service

Latent Processing

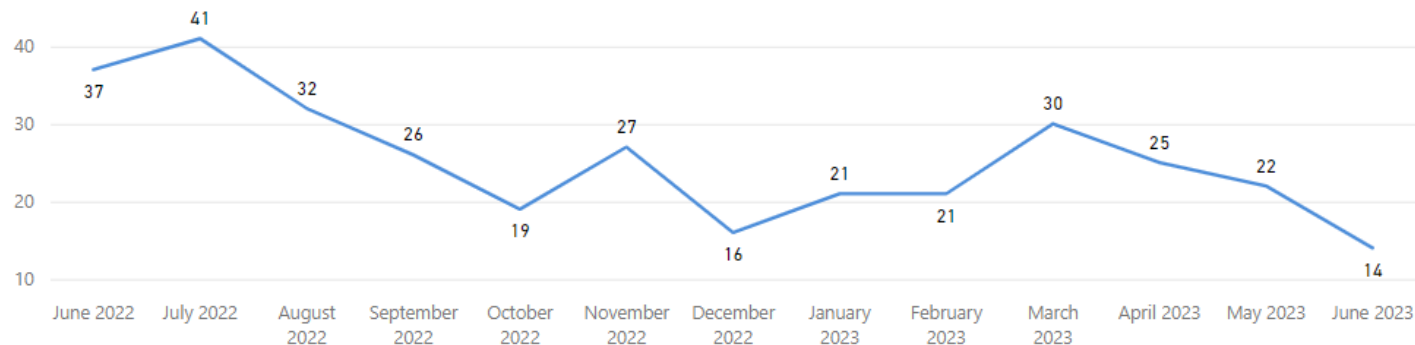
Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

331

Received per Month (Avg)*

25

Completed Filter

6/1/2022 6/30/2023

Completed by Month



Total Completed

554

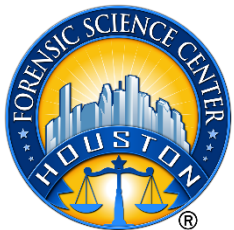
Completed per Month (Avg)*

43

* months with zero activity are not calculated into the average



Digital Multi-Media



Service

AV Examination

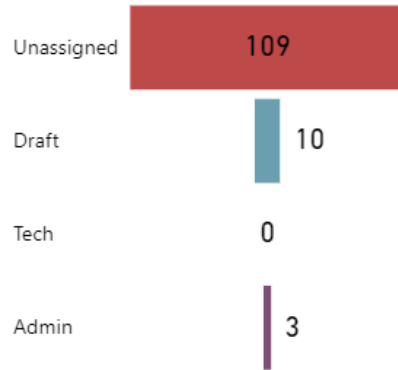
Priority Type

All

Backlogged Requests: 4

Avg Age of Backlog (days): 80

Longest Time in Phase (Pending)



of Unassigned # Pending Draft

6✓

Goal: 15 (+60%)

1✓

Goal: 5 (+80%)

Pending Tech

0✓

Goal: 5 (+100%)

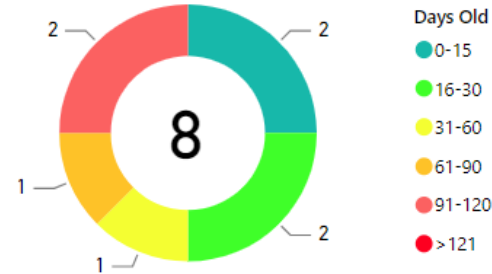
Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 48

Overall TAT (MTD)

21.0✓

Goal: 45, 46

Overall TAT (Past 90 Days)

31.9✓

Goal: 45, 46

Analysis TAT (MTD)

10.0✓

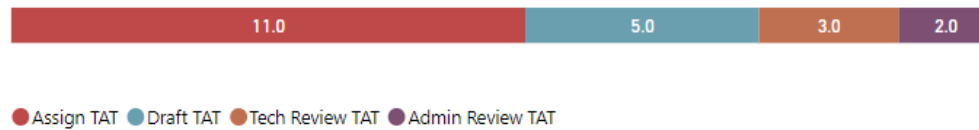
Goal: 45, 46

Analysis TAT (Past 90 Days)

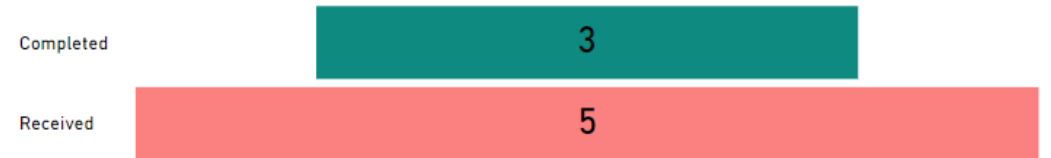
11.1✓

Goal: 45, 46

TAT by Phase of Work (MTD)



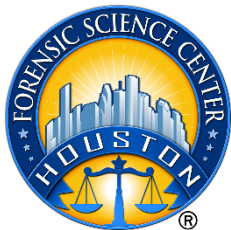
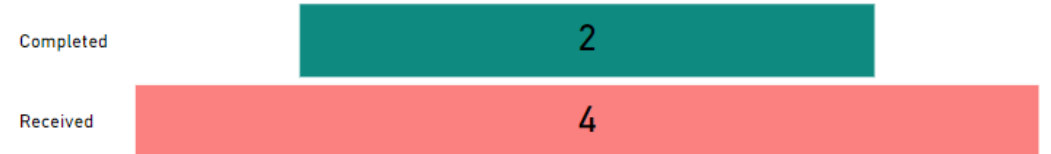
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

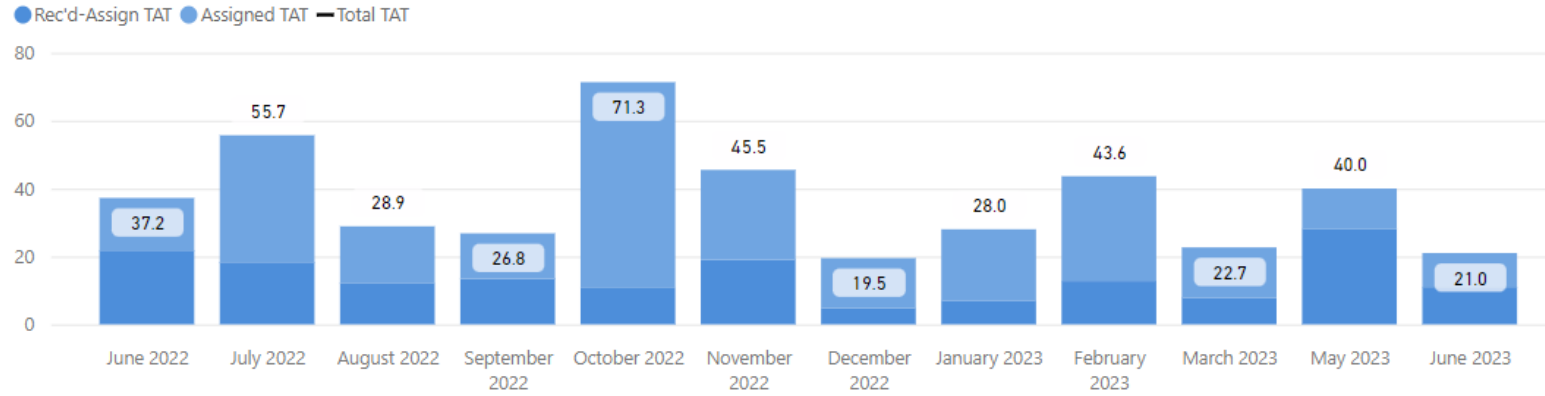
Request Type

AV Examination

Priority Type

All

Total TAT by Month



Selected Time Frame Averages

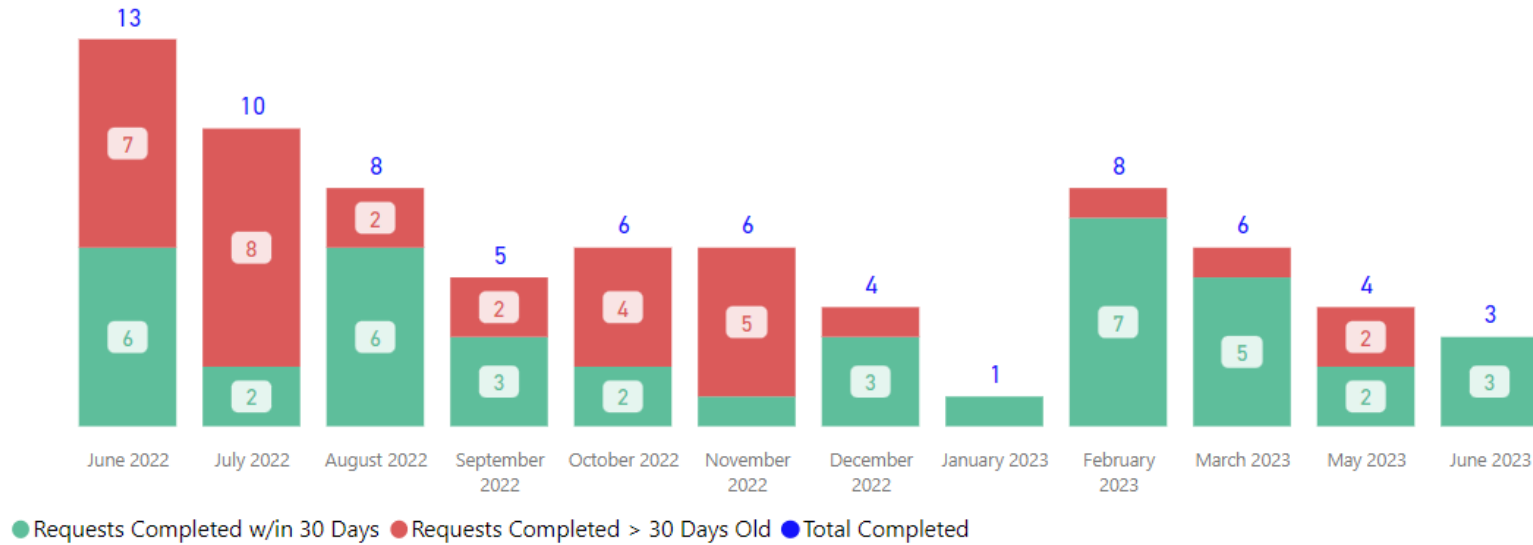
39.47

Total TAT (Rec'd-Compl.) Avg

24.24

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

74

Requests Completed

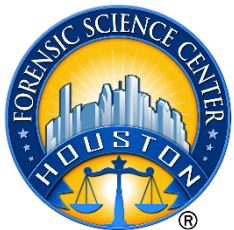
33

Requests Completed > 30 Days Old

44.59 %

% Completed > 30 Days Old

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



Service

AV Examination

Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

65

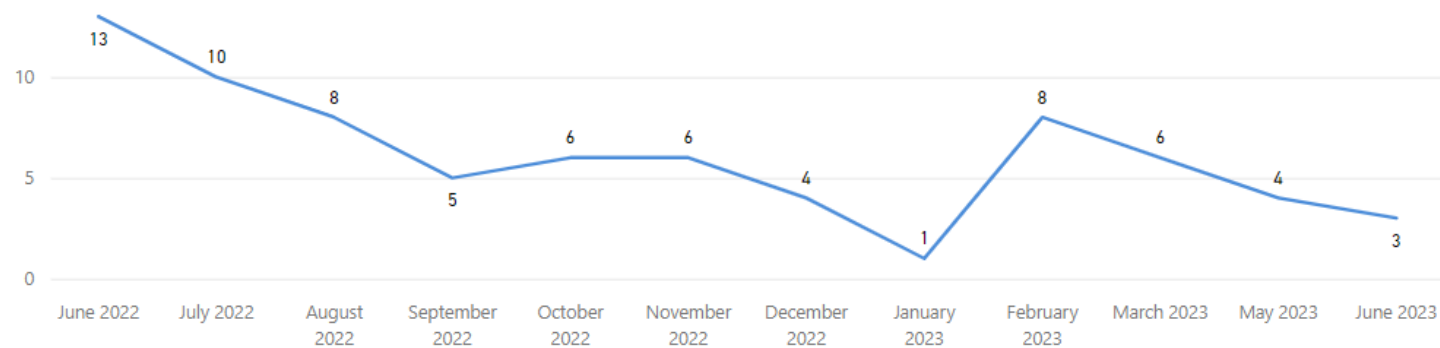
Received per Month (Avg)*

5

Completed Filter

6/1/2022 6/30/2023

Completed by Month



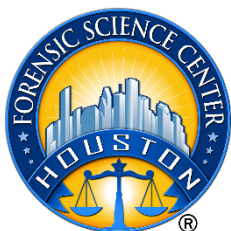
Total Completed

74

Completed per Month (Avg)*

6

* months with zero activity are not calculated into the average



Service

DFL

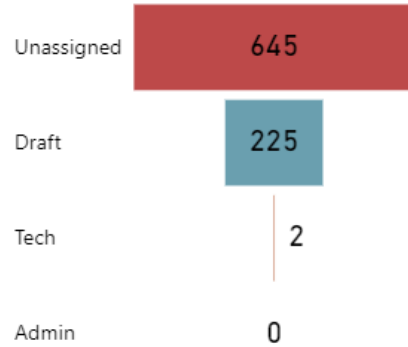
Priority Type

All

Backlogged Requests: 123

Avg Age of Backlog (days): 328

Longest Time in Phase (Pending)



of Unassigned

117!

Goal: 50 (-134%)

Pending Draft

12!

Goal: 5 (-140%)

Pending Tech

2✓

Goal: 5 (+60%)

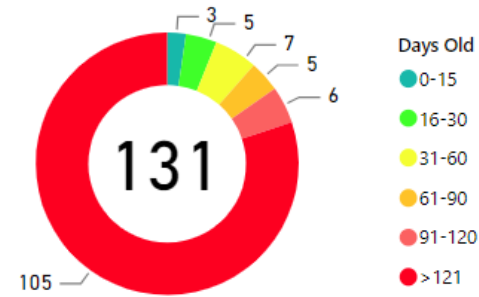
Pending Admin

0✓

Goal: 5 (+100%)

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

Pending Requests



Avg Age (days): 309

Overall TAT (MTD)

330.1!

Goal: 45, 46

Overall TAT (Past 90 Days)

341.8!

Goal: 45, 46

Analysis TAT (MTD)

12.1✓

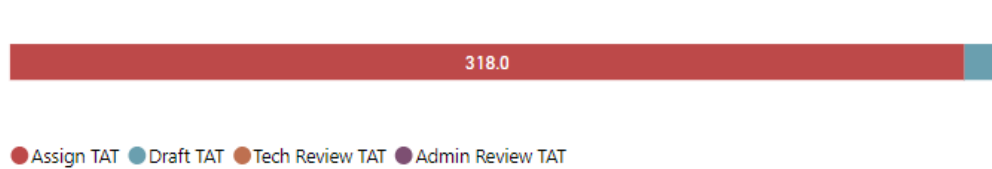
Goal: 45, 46

Analysis TAT (Past 90 Days)

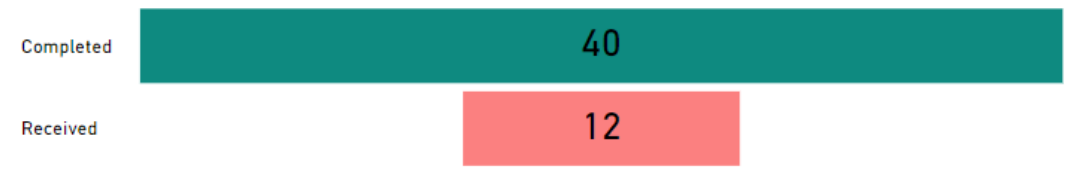
16.1✓

Goal: 45, 46

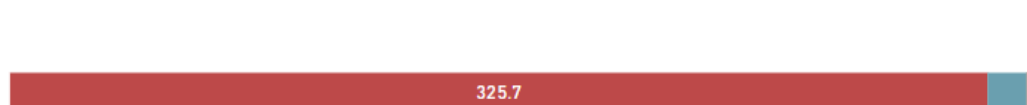
TAT by Phase of Work (MTD)



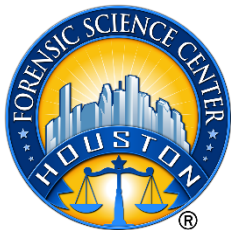
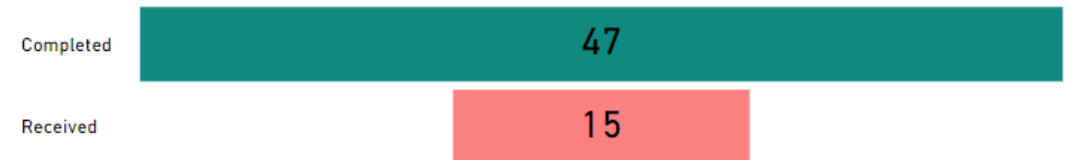
Month to Date



TAT by Phase of Work (Past 90 Days)



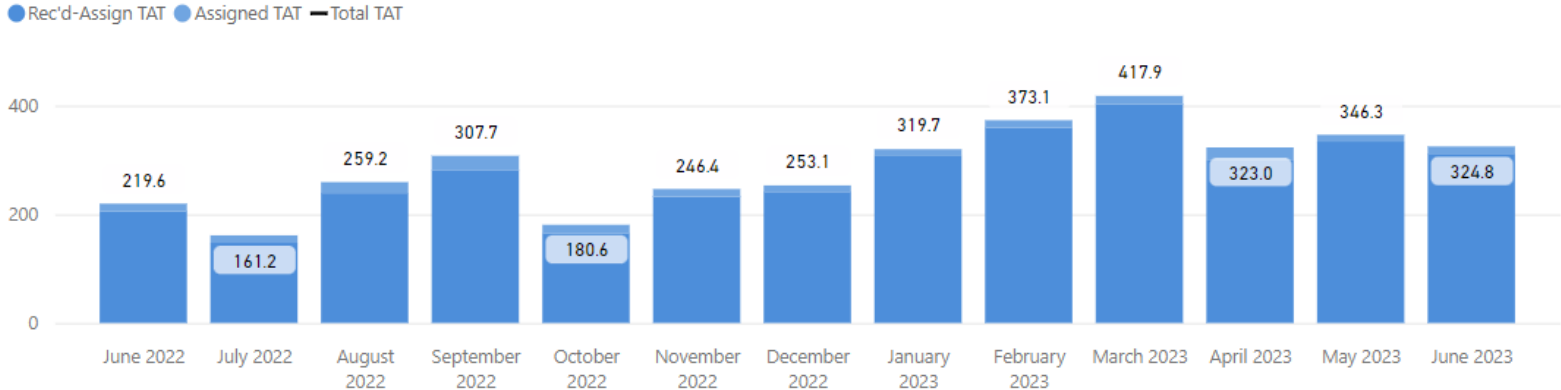
30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

Total TAT by Month



Request Type

Multiple selections

Priority Type

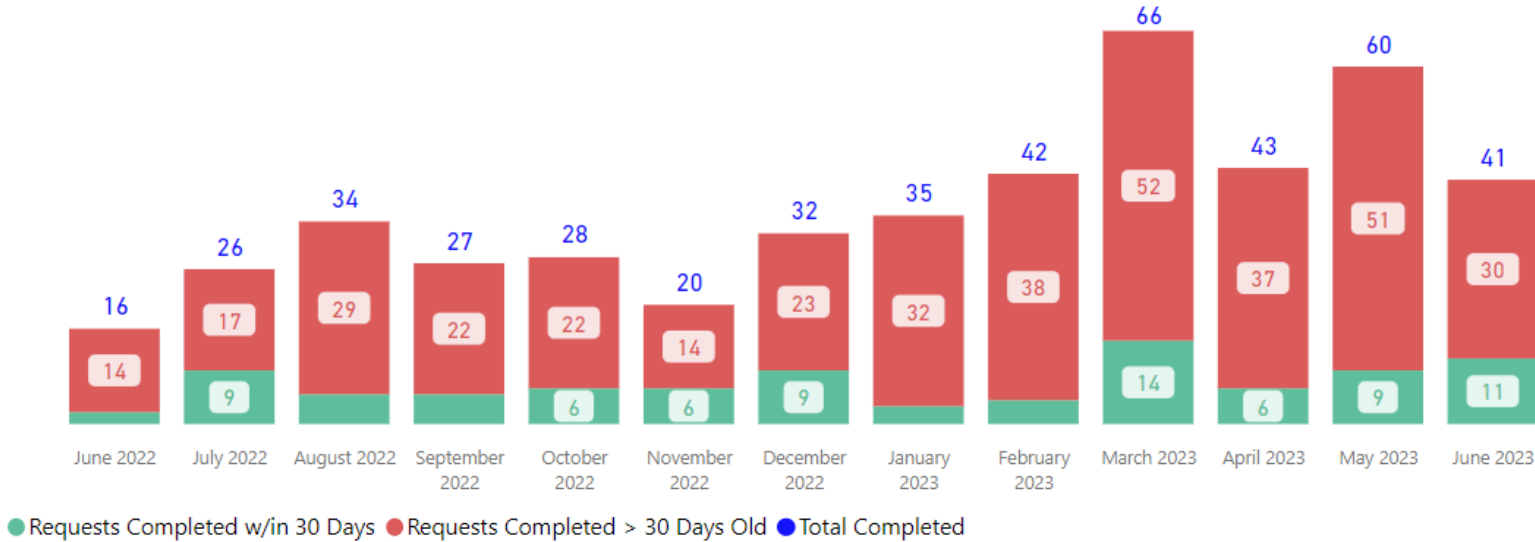
All

Selected Time Frame Averages

309.23
Total TAT (Rec'd-Compl.) Avg

15.88
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



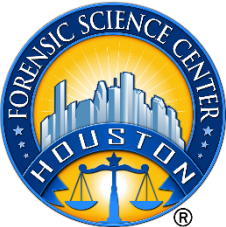
Received to Complete

470
Requests Completed

381
Requests Completed > 30 Days Old

81.06 %
% Completed > 30 Days Old

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



DFL and DME

Service

Multiple selections

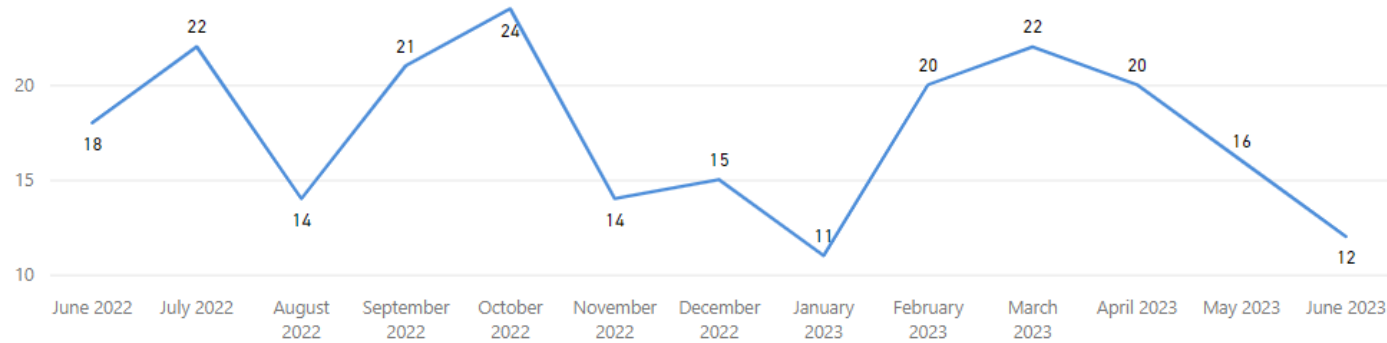
Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

229

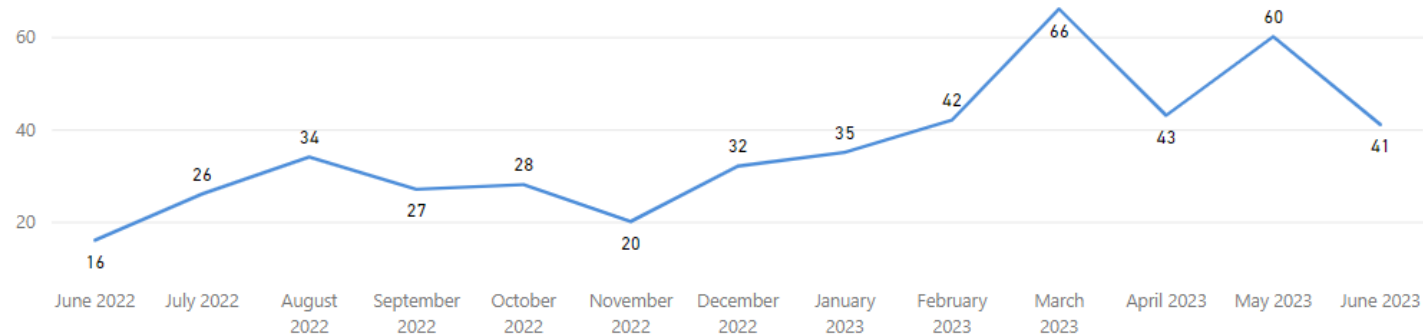
Received per Month (Avg)*

18

Completed Filter

6/1/2022 6/30/2023

Completed by Month



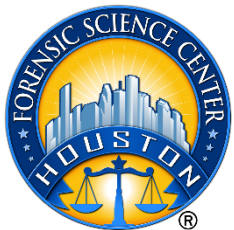
Total Completed

470

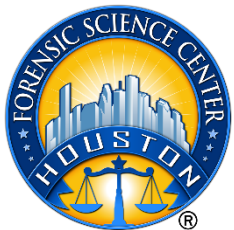
Completed per Month (Avg)*

36

* months with zero activity are not calculated into the average



Crime Scene Unit



Service

CSU Response

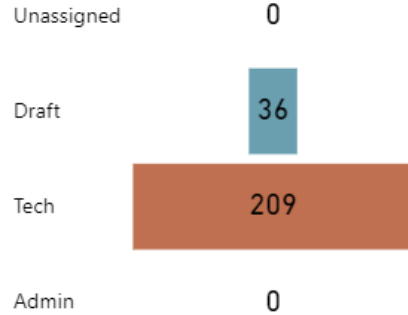
Priority Type

All

Backlogged Requests: 3

Avg Age of Backlog (days): 107

Longest Time in Phase (Pending)



of Unassigned

0✓

Goal: 0

Pending Draft

25✓

Goal: 30 (+16.67%)

Pending Tech

88!

Goal: 30 (-193.33%)

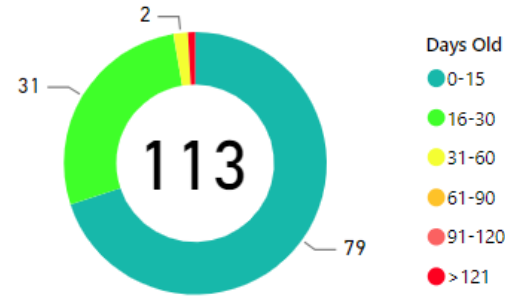
Pending Admin

0✓

Goal: 0

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

Pending Requests



Avg Age (days): 11

Overall TAT (MTD)

43.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

24.9✓

Goal: 30, 31

Analysis TAT (MTD)

39.3!

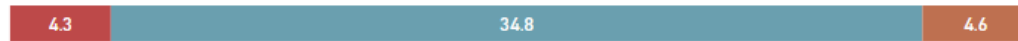
Goal: 30, 31

Analysis TAT (Past 90 Days)

23.3✓

Goal: 30, 31

TAT by Phase of Work (MTD)

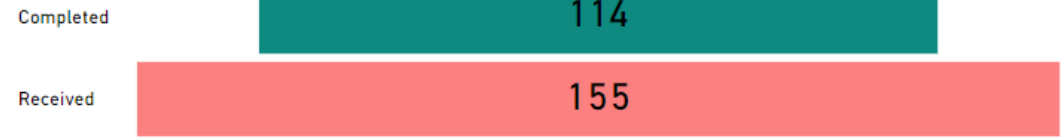


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

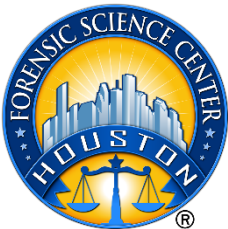
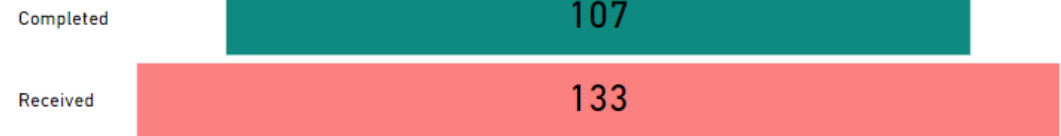
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

6/1/2022 6/30/2023

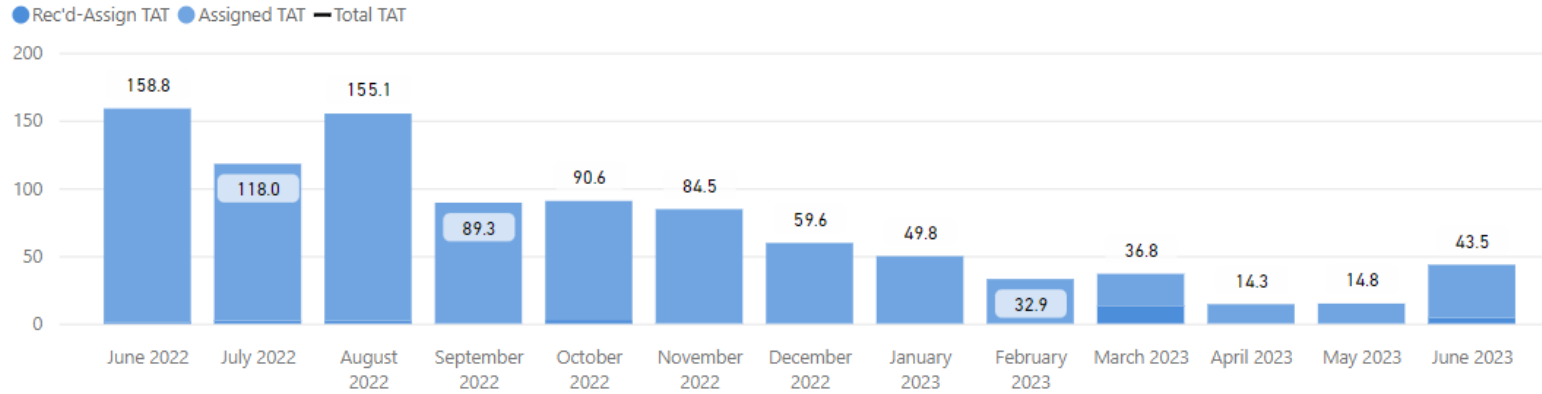
Request Type

CSU Response

Priority Type

All

Total TAT by Month

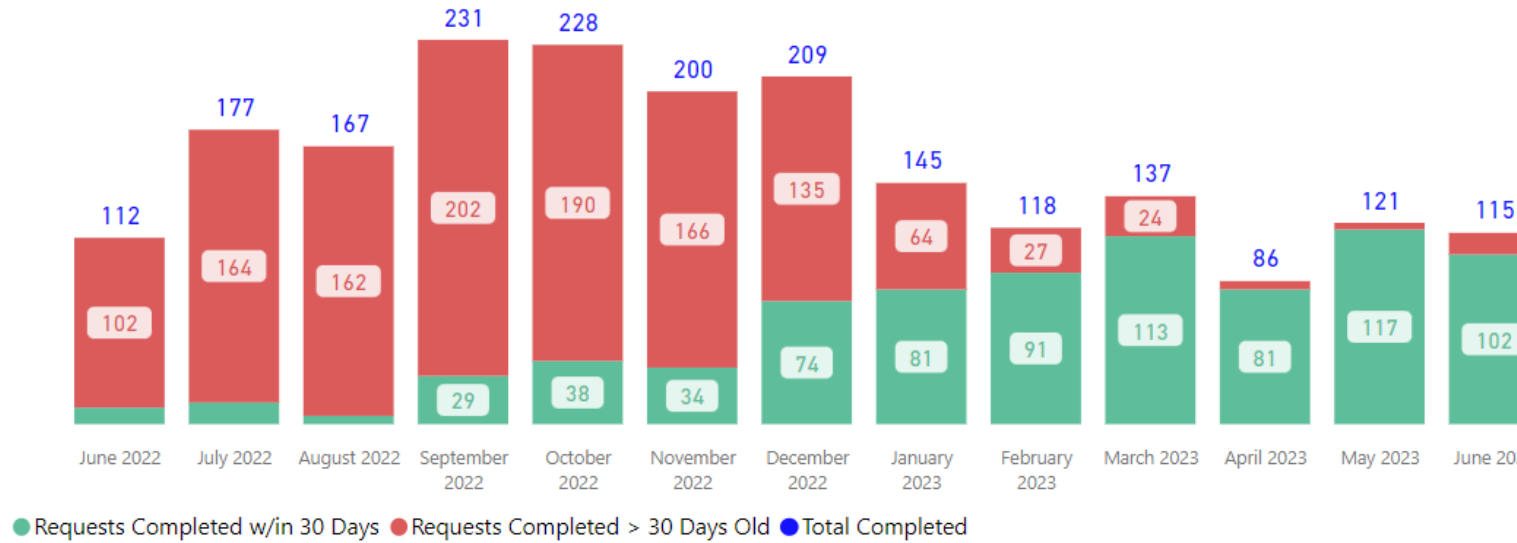


Selected Time Frame Averages

77.89
Total TAT (Rec'd-Compl.) Avg

75.98
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



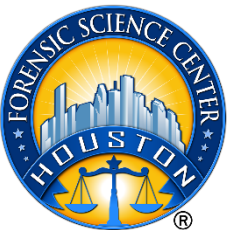
Received to Complete

2046
Requests Completed

1258
Requests Completed > 30 Days Old

61.49 %
% Completed > 30 Days Old

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



Service

CSU Response

Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

1,576

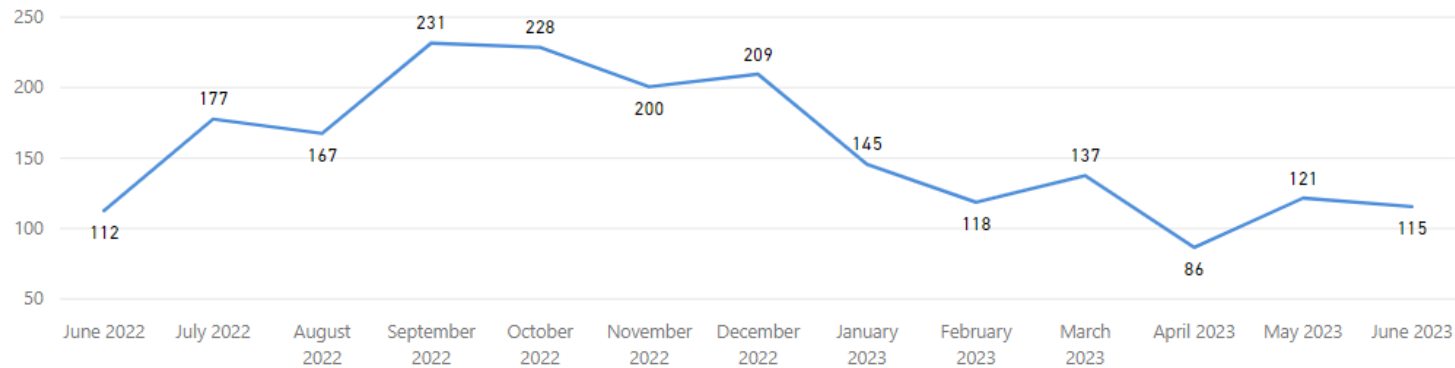
Received per Month (Avg)*

121

Completed Filter

6/1/2022 6/30/2023

Completed by Month



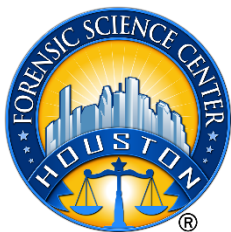
Total Completed

2,046

Completed per Month (Avg)*

157

* months with zero activity are not calculated into the average



Service

CSU VEB

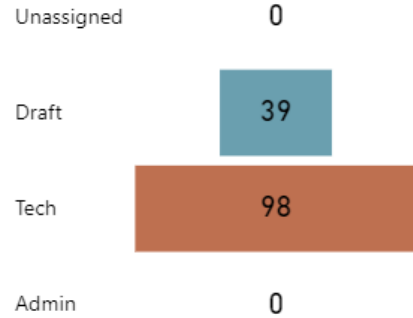
Priority Type

All

Backlogged Requests: 7

Avg Age of Backlog (days): 54

Longest Time in Phase (Pending)



of Unassigned

0✓

Goal: 0

Pending Draft

14✓

Goal: 30 (+53.33%)

Pending Tech

25✓

Goal: 30 (+16.67%)

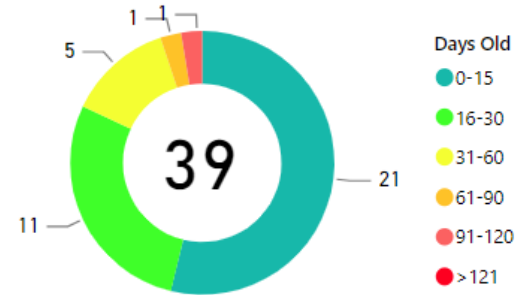
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Avg Age (days): 20

Overall TAT (MTD)

35.9!

Goal: 30, 31

Overall TAT (Past 90 Days)

19.7✓

Goal: 30, 31

Analysis TAT (MTD)

35.7!

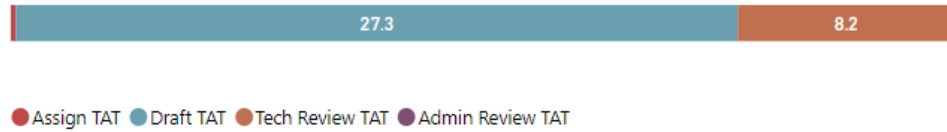
Goal: 30, 31

Analysis TAT (Past 90 Days)

19.5✓

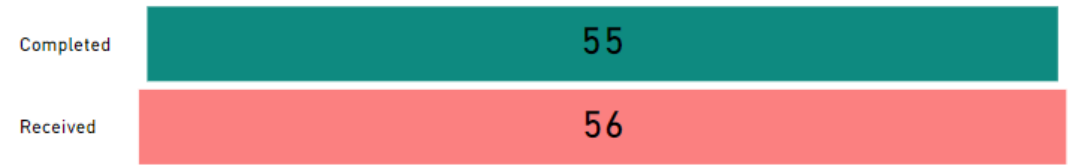
Goal: 30, 31

TAT by Phase of Work (MTD)



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

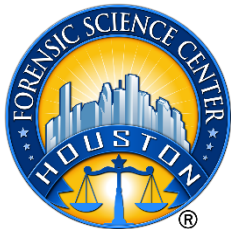
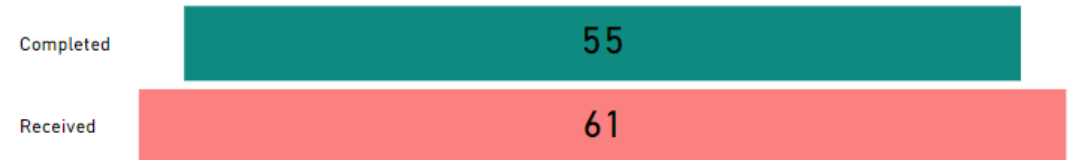
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

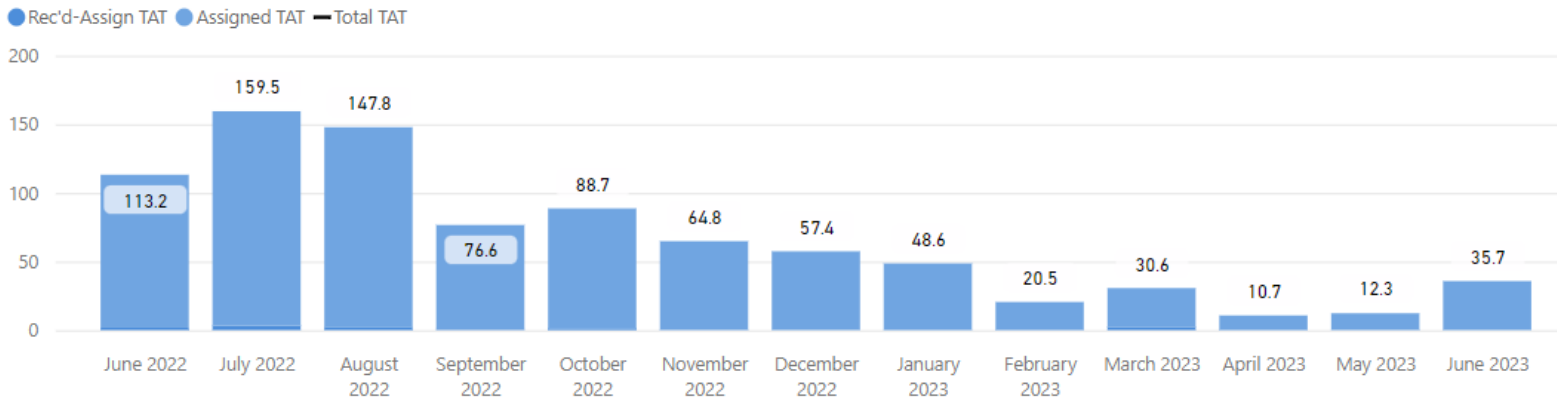


Date Range

6/1/2022

6/30/2023

Total TAT by Month



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

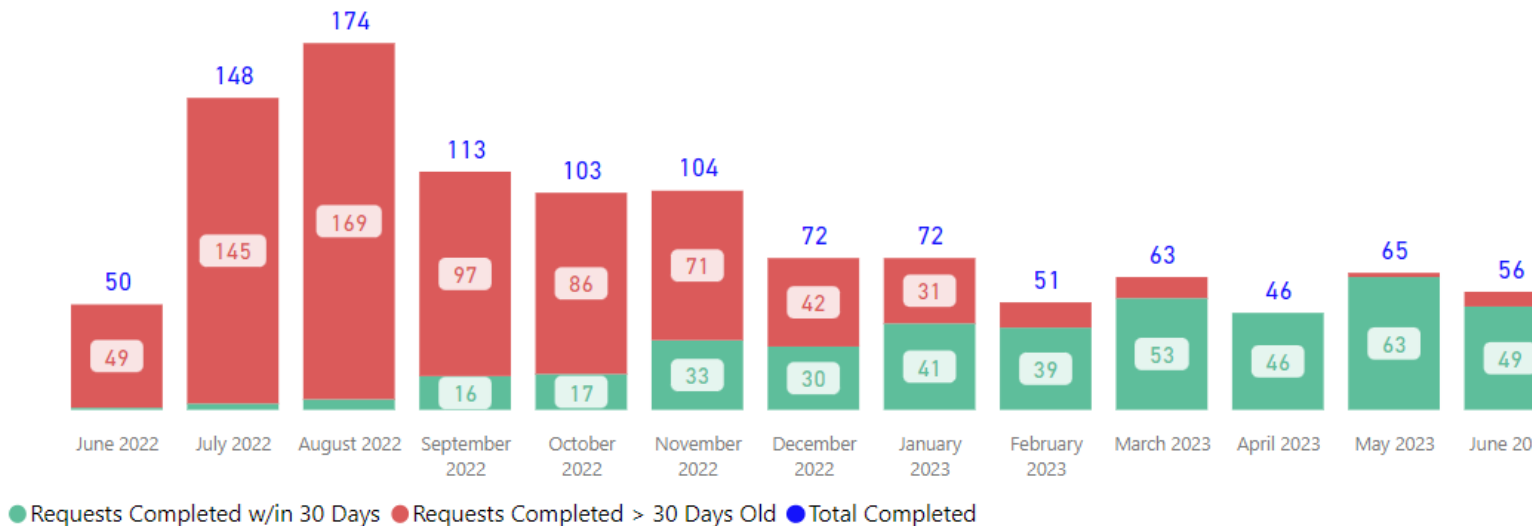
83.62

Total TAT (Rec'd-Compl.) Avg

82.48

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1117

Requests Completed

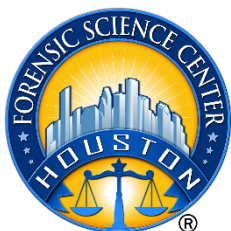
721

Requests Completed > 30 Days Old

64.55 %

% Completed > 30 Days Old

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



Service

CSU VEB

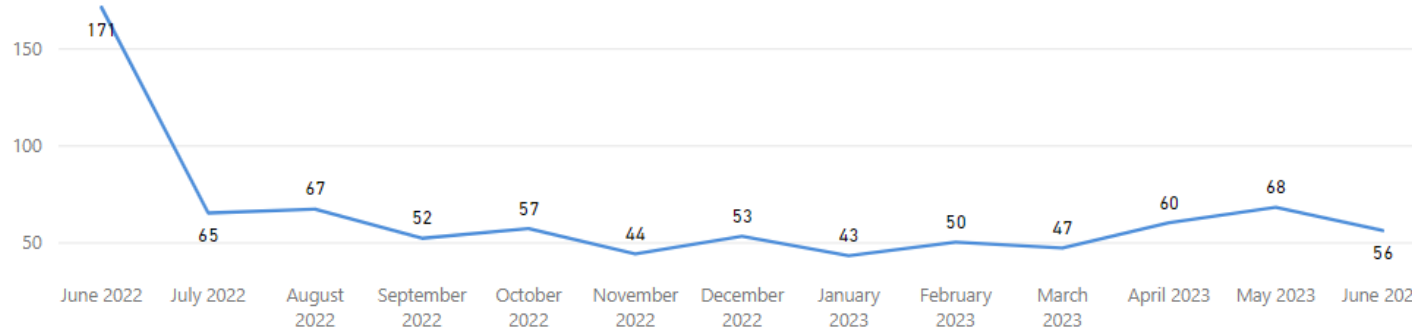
Priority Type

All

Received Filter

6/1/2022 6/30/2023

Received by Month



Total Received

833

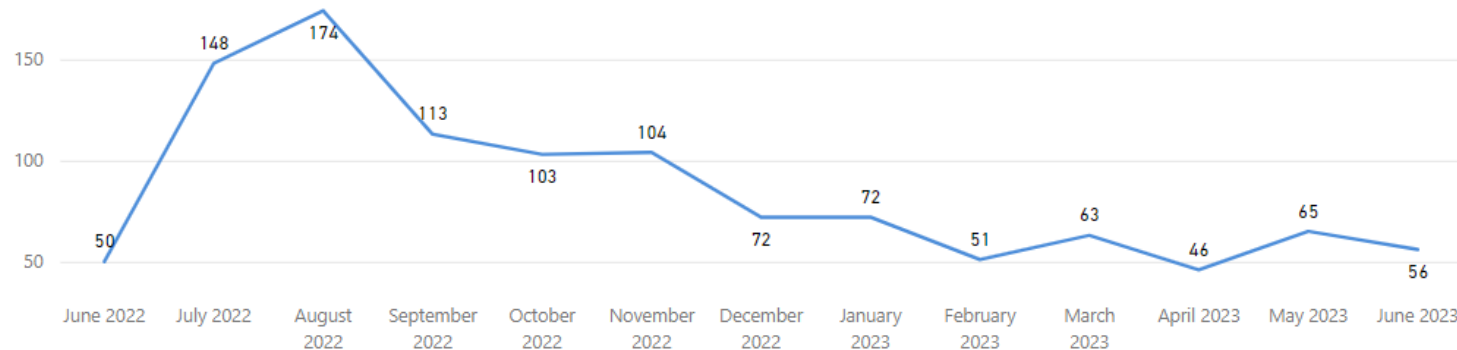
Received per Month (Avg)*

64

Completed Filter

6/1/2022 6/30/2023

Completed by Month



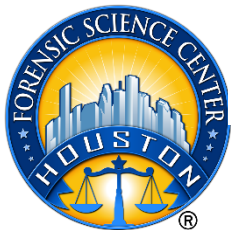
Total Completed

1,117

Completed per Month (Avg)*

86

* months with zero activity are not calculated into the average

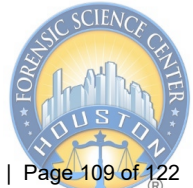
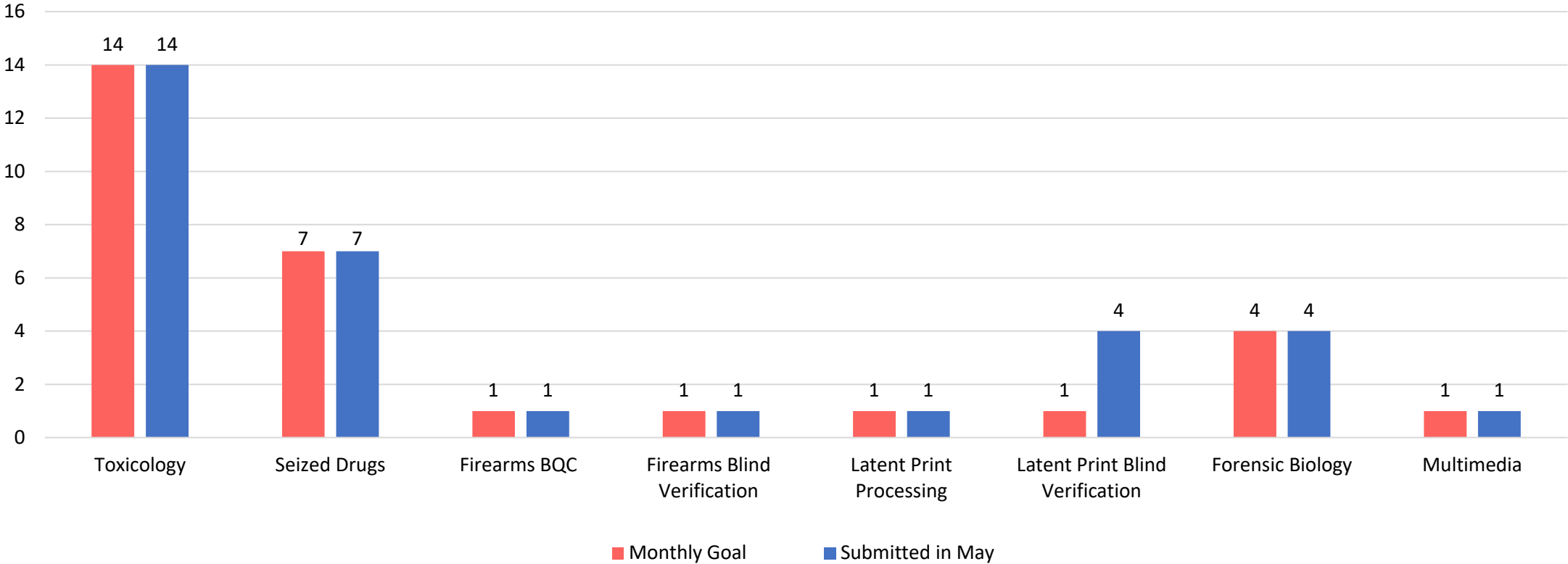


Quality Division Report

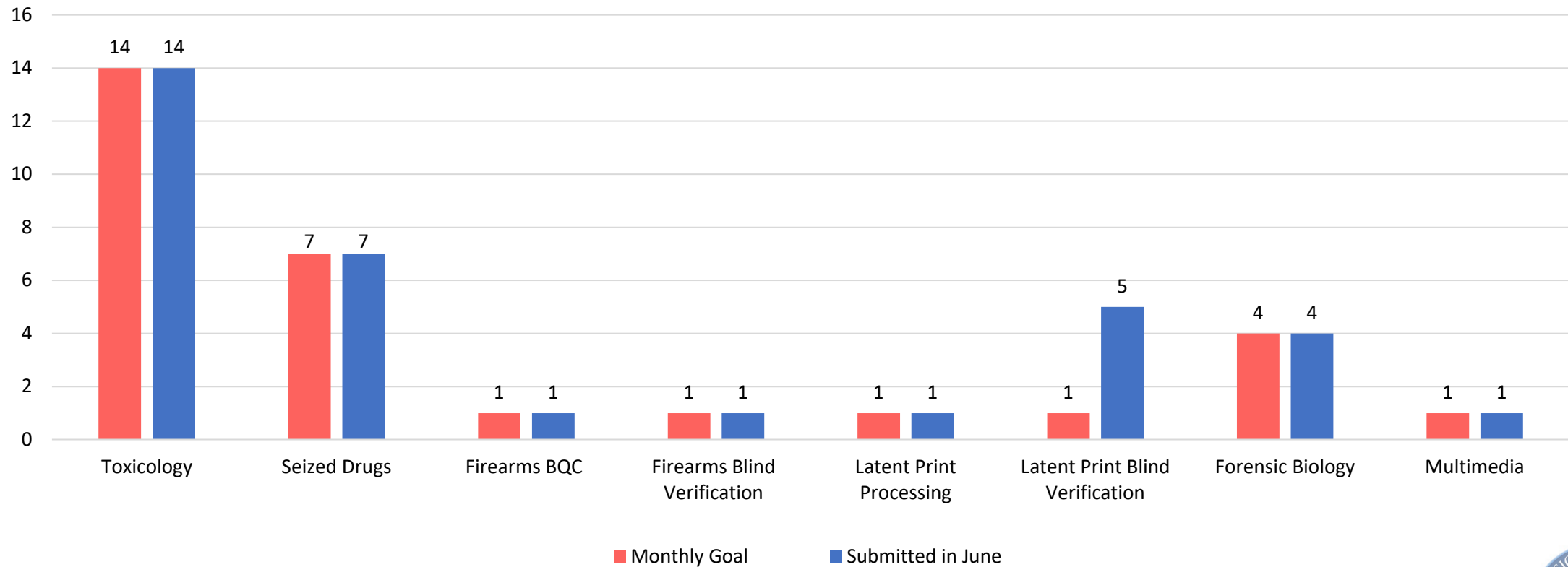
July 14, 2023



Blind Quality Controls Submitted in May



Blind Quality Controls Submitted in June



BQC & Quality Updates



Successful AFTE workshop in Austin, TX on May 26, 2023

- Presenters included Aimee Grimaldi, Callan Hundl, Donna Eudaley, and Maddi Neuman
- Attendee feedback was overwhelmingly positive

CSAFE All Hands meeting June 5-7, 2023

- Maddi Neuman and Robin Mejia (Carnegie Mellon) co-presented ongoing CSAFE project updates

Upcoming:

- Ballistics box purchase
- Training



2023 Internal Audit Updates

May

Crime Scene Unit

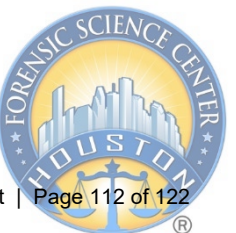
- No nonconformances identified

Biology

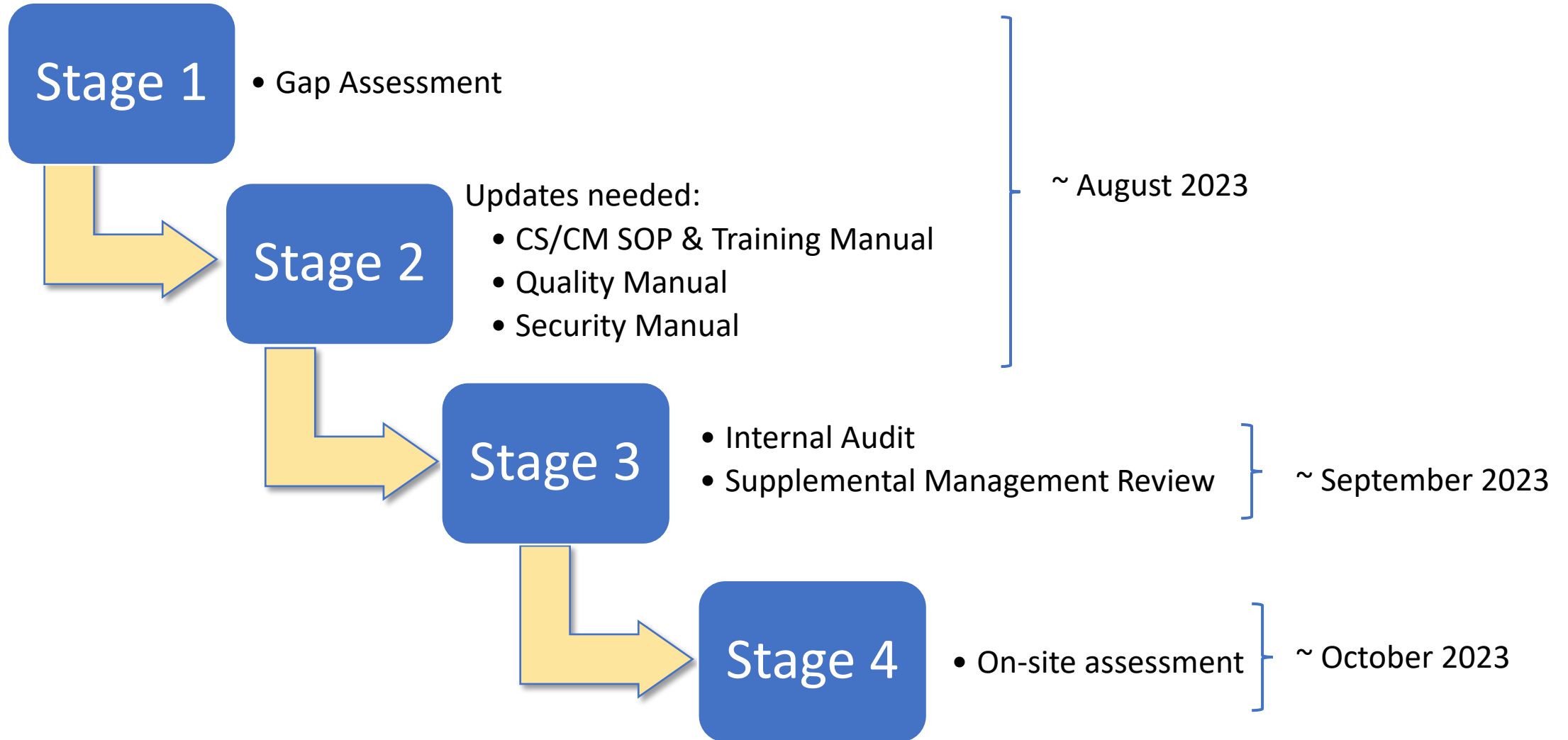
1 nonconformance

Seized Drugs

- No nonconformances identified



ANAB Property & Evidence accreditation

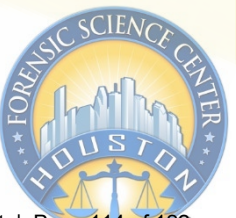


Disclosures

Crime Scene

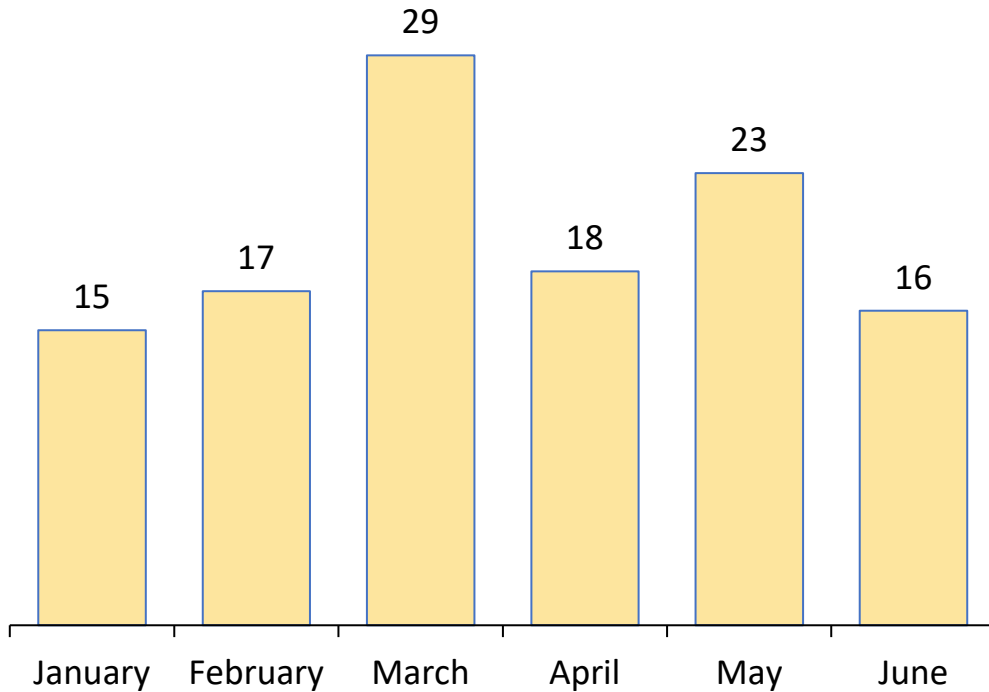
The original handwritten case notes for three Crime Scene cases could not be located.

- Case packet for one case found after Quality Report was closed out.
 - Technical report was technically and administratively reviewed and released
 - Quality Report amended
 - Appropriate parties were notified

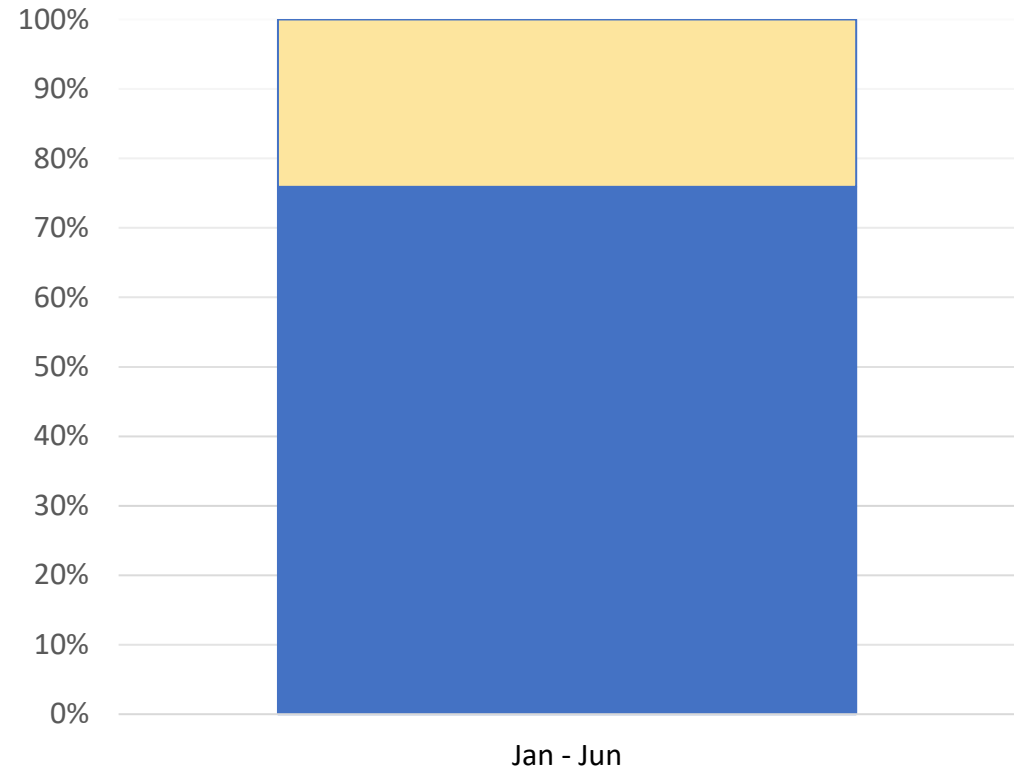


2023 Testimony Monitoring

Testimonies by Month

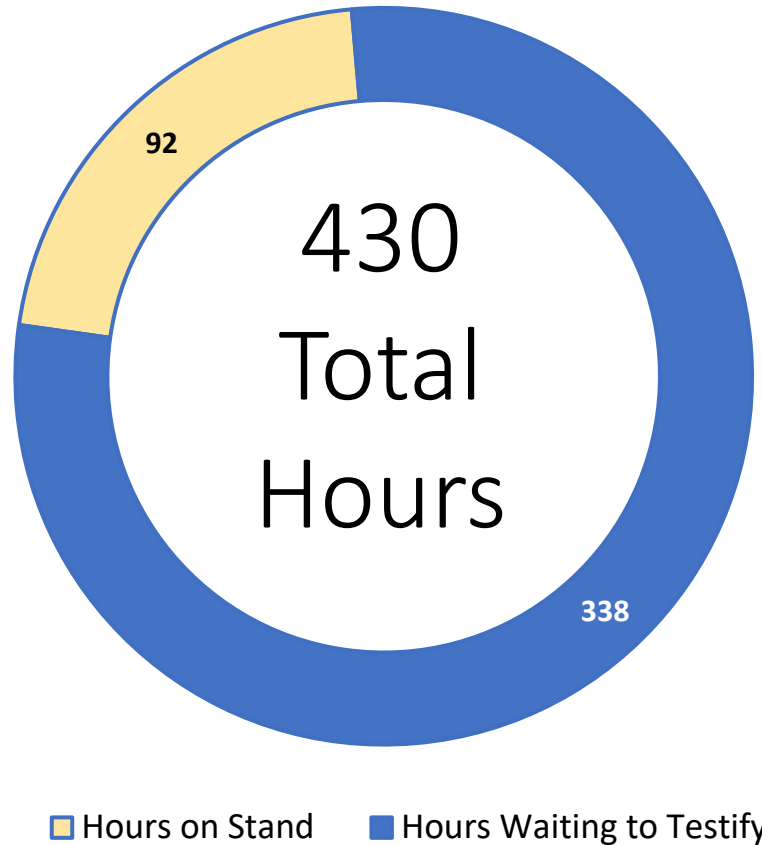


Testimony Monitored vs. Unmonitored

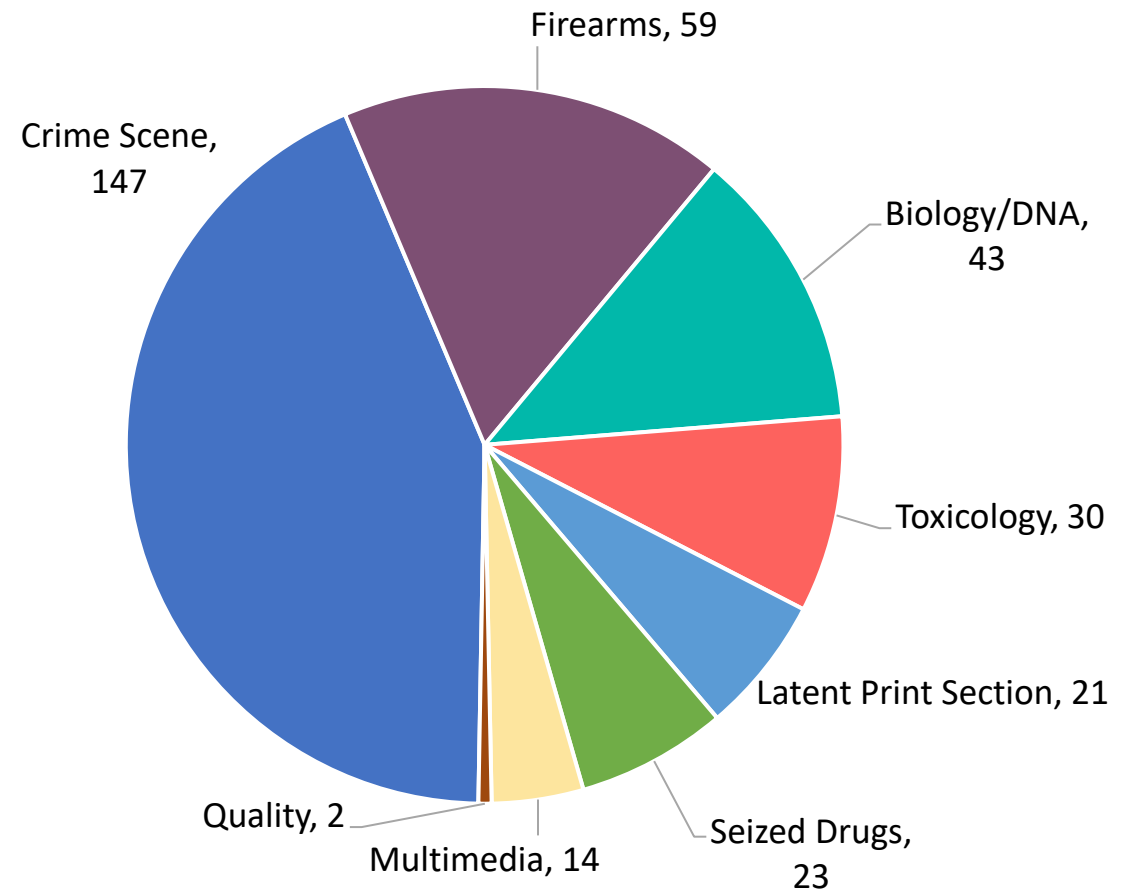


2023 Testimony Data

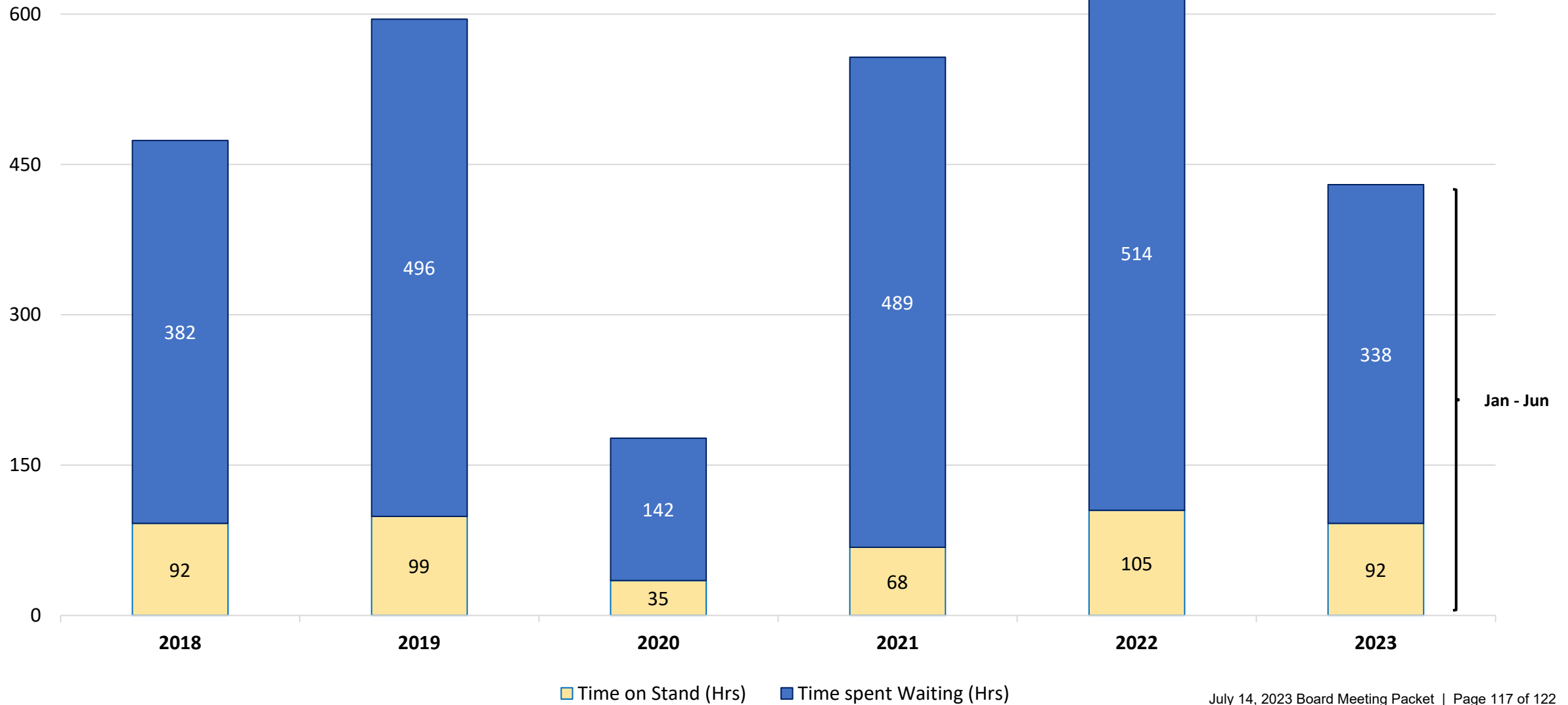
Time Spent in Court



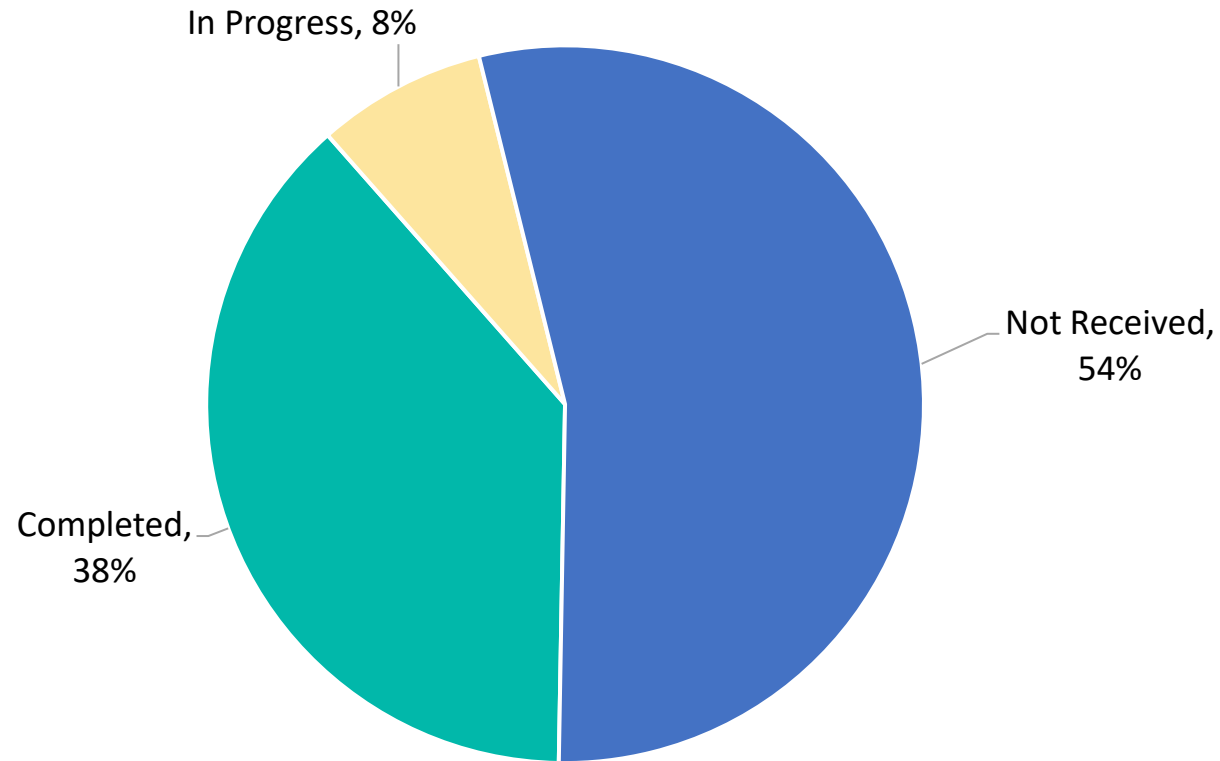
Waiting Hours by Section



Testimony data throughout the years

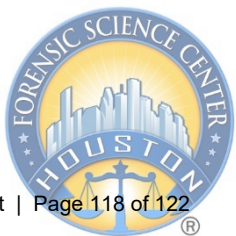


2023 Proficiency Testing

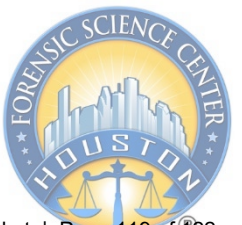


Comments

*One CSU PT "In Progress" is under investigation, the CSI did not obtain consensus results for one item.

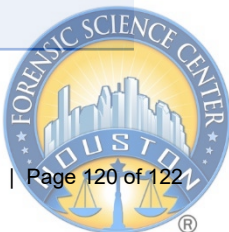


Detailed Data



Blind Quality Controls Completed

Forensic Discipline	May	June
Toxicology	14 (BAC) 2 (Drugs)	12 (BAC) 0 (Drugs)
Seized Drugs	11	10
Biology	3 (DNA) 4 (screening)	1 (DNA) 2 (screening)
Firearms	0	2
Firearms Blind Verification	0	3
Latent Print Processing	0	1
Latent Print Comparison	11	1
Latent Print Blind Verification	4	3
Multimedia	3	2





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2023-019	Biology/DNA	Corrective Action	5/8/2023	A Forensic Biology screening analyst processed an item of evidence with a multidisciplinary request prior to a consultation with latent print processing.
2023-022	Biology/DNA	Incident	5/16/2023	Six pipettes were labeled incorrectly by the calibration provider. Although there is no technical concern, the Quality Division is tracking this to document the changes made to the label verification process for this section after this type of service is completed.
2023-023	Biology/DNA	Corrective Action	5/1/2023	Three evidence items from one case yielded mixtures with an unknown DNA profile when analyzed by the Forensic Biology section. For two evidence items, the unknown profile was compared to the HFSC elimination database and was consistent with the screening analyst who processed the evidence. For the third evidence item, the identity of the second contributor was not consistent with any of the DNA profiles in the HFSC elimination database, the item was re-processed and still yielded a mixture.
2023-IA-02	Biology/DNA	Corrective Action	6/8/2023	One technical reviewer did not complete the required number of continuing education hours within the 2022 calendar year.
2023-020	Crime Scene	Incident	3/1/2023	Training documentation was not properly maintained as required by the Crime Scene Training Manual.
2023-021	Crime Scene	Incident	5/18/2023	Items of potential evidentiary value were not collected during vehicle processing as required per the Crime Scene Unit SOP.

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
2023-024	Crime Scene	Incident	6/8/2023	A Crime Scene Unit proficiency test result yielded a non-consensus result in the provider's consensus report. A Crime Scene Investigator (CSI) reported positive for the presumptive blood testing when the consensus results were negative for this item.
2023-025	Crime Scene	Incident	6/8/2023	Appropriate camera settings to capture comparative quality photographs of latent prints were not used at a crime scene as required per the Crime Scene Unit SOP.
2023-026	Crime Scene	Incident	5/18/2023	Photographs of a Vehicle Identification Number (VIN) and license plate were not captured during vehicle processing as required per the Crime Scene Unit SOP.
2023-028	Crime Scene	Incident	6/26/2023	Probative possible narcotics evidence was not collected during vehicle processing as required per the Crime Scene Unit SOP.
2023-027	Firearms	Incident	6/21/2023	HFSC's Multiple disciplinary request (MDR) process was not followed for latent print processing request on a firearm. The firearm was processed by a NIBIN technician who was not aware of the latent prints request.
2023-018	Seized Drugs	Corrective Action	5/4/2023	A Seized Drugs analyst found a clandestine tablet on the floor while cleaning their work area. Due to the distinct characteristics of the tablet, the analyst was able to determine from what case the tablet originated.

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