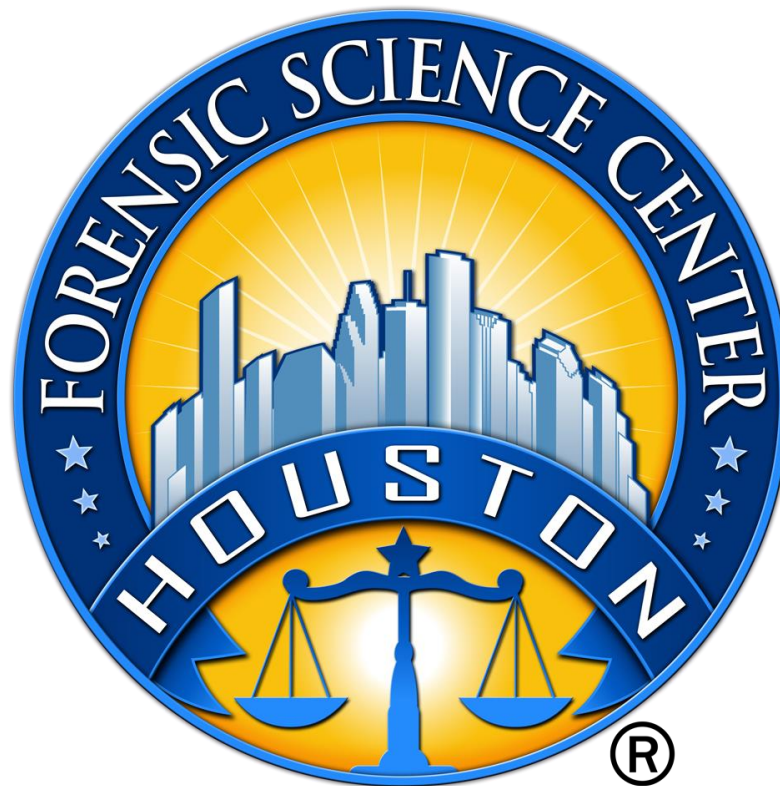


Houston Forensic Science Center, Inc.

Board of Directors Meeting

January 12, 2024



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Jed Silverman

Position 5 - Vanessa Goodwin, Vice Chair

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Joni Baird

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



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Houston Forensic Science Center, Inc.

Board of Directors Public Meeting

Friday, January 12, 2024

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 Natalee Veazey at (713) 929-6760.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from November 17, 2023, regular board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.
6. Report from Dr. Peter Stout, president and CEO, including an overview of operations and technical updates, and other corporate business items.

7. Consider approval of a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY2023 Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget not to exceed \$637,356.00.
8. Report from Mrs. Jackeline Moral, quality director, including an overview of the blind quality control program, updates on quality and property and evidence accreditation, 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.

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

I, Natalee Veazey, do hereby certify that a notice of this meeting was posted on Tuesday, the 9th day of January 2024, 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 9th day of January 2024.


Natalee Veazey
Board Secretary



Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, November 17, 2023

www.hfsctx.gov

1. CALL TO ORDER:

At 9:04 a.m., 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, November 17, 2023, in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. In a manner permitted by the corporation’s bylaws, the meeting was called by providing all directors with notice of the date, time and purpose of the meeting at least three days before the scheduled date.

In accordance with Chapter 551 of the Texas Government Code (Texas Open Meetings Act) a notice of this meeting was posted on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby on November 14, 2023.

2. ROLL CALL:

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice Chairwoman Vanessa Goodwin
Philip Hilder
Jed Silverman
Lois Moore
Joni Baird
Vicki Huff

The following board members were absent:

Anna Vasquez
Ellen Cohen
Tracy Calabrese

Chairwoman Mitchell declared a quorum was present.

3. APPOINTMENT OF MS. NATALEE VEAZEY AS CORPORATE SECRETARY:

Chairwoman Mitchell introduced Ms. Natalee Veazey, who was recently hired to serve as HFSC’s staff assistant and the candidate for appointment as corporate secretary. Ms. Veazey is an internal promotion from the client services and case management (CS/CM) division. In her previous role, she helped answer inquiries and fulfill records requests from attorneys, law enforcement, and the courts. Prior to joining HFSC, she worked in the customer service and hospitality industry. In addition, Chairwoman Mitchell also thanked Ms. Ashley Henry for stepping in as an interim corporate secretary.

Director Silverman made a motion to appoint Ms. Veazey as secretary of the corporation. Vice Chair Goodwin seconded the motion, and the board unanimously approved the motion.

4. PUBLIC COMMENT:

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

5. REVIEW AND APPROVAL OF MINUTES FROM PRIOR MEETING:

Following a motion by Director Hilder, seconded by Director Silverman, the board unanimously approved the September 15, 2023 meeting minutes.

6. CHAIRWOMAN MITCHELL'S REPORT:

Chairwoman Mitchell welcomed the newest board member, Joni Baird, to HFSC. Director Baird is a former investigator for the Jefferson County Colorado Sheriff's Department, where she investigated major crimes and worked closely with forensic experts on a regular basis. She eventually joined Johns Manville Corporation and helped start their corporate security department before shifting to public affair. Director Baird recently retired from a distinguished 10-year career at Chevron. She is very involved in the Houston community and has already made an impact with HFSC in her new role. Director Baird expressed gratitude for joining the Board. Additionally, Chairwoman Mitchell reminded the board about the staff holiday lunch and potluck on December 14th at HFSC. As always, board members are welcome to attend and celebrate the hard work of HFSC's staff. Lastly, Chairwoman Mitchell thanked the directors for their service and dedication to HFSC throughout 2023.

7. PRESIDENT AND CEO DR. PETER STOUT'S REPORT:

To begin his report, Dr. Stout introduced the new human resources (HR) director, Mrs. Tai Aluko. She has over 17 years of HR experience, and a master's degree in human resources management from Texas A&M University. She is passionate about employee engagement, training, and development. Dr. Stout invited Mrs. Aluko to the podium to share a few words of gratitude. Chairwoman Mitchell welcomed Mrs. Aluko to the company and thanked her for joining.

Dr. Stout reported that he recently attended the inaugural meeting of the National Association of Forensic Science Boards in Austin. At the meeting, issues of backlogs and staffing challenges were discussed. Next, Dr. Stout gave an overview on HFSC's backlog and provided historical data for the board's consideration. HFSC's backlog was roughly 12,000 cases in April 2014. By May 2016, the latent prints section had a spike in their backlog due to approximately 2,500 prints discovered in the property room. In January 2017, the FBI made a requirement for all forensic biology (F.Bio) labs to adopt the Globafiler implementation, which slowed down F.Bio's progress in its backlog. He stated in that same year, Hurricane Harvey hit Houston, which impacted the overall backlog of the lab. During 2018-2019, the toxicology section had an issue with obtaining enough electrical supply for their instrumentations; thus, their backlog spiked once again. He went on to highlight that HFSC's backlog was at its lowest point in February 2019, with approximately 3,479 cases. However, the backlog in seized drugs increased in June of that year due to Texas House Bill 135. Besides COVID affecting all sections in March 2020, Winter Storm Uri impacted the overall backlog in February 2021. As a result of the storm, Dr. Stout noted that HFSC's office building required HVAC repair and experienced loss of power, while staff struggled with commuting to work or were focusing on personal matters related to the storm. Then, he stated, the backlog worsened for F.Bio after the Colone case ruling in March 2021 that caused labs statewide to review and revise their standards. A few months later, CSU restructured its division, causing a spike in

its backlog. By July 2021, HFSC had 7,553 cases in backlog. At the end of 2022, F.Bio's backlog increased once again due to the Mavens incident, resulting in the loss of several analysts.

Currently, HFSC has a backlog of about 4,000 cases. In the last 12 months, overall backlog has been reduced by 16% with 4,194 cases as of October 2023. The CSU, latent print comparison, and digital multimedia sections virtually have no backlog. Soon, the toxicology and latent print processing sections will both have conquered their backlogs which current sit at less than 200 cases. Dr. Stout reported that unfortunately, seized drugs' backlog increased 55% in the past year with a backlog of over 1,600 cases. Firearms' backlog also grew by 75% in the past year with 322 cases now. Focusing more on firearm's backlog, the section tackled its 300 cases backlog with ease in the past, largely due to adding more staff and training. The American Rescue Plan Act (ARPA) funding has significantly impacted the section's ability to reduce backlogs since this funding helps cover the costs of hiring and training more staff. He noted that under ARPA, HFSC has provided well over 35,000 training hours, 15 staff members completed training, two firearm examiners are in external training with three more to start in May 2024, and two 3D firearm scopes will be purchased. Dr. Stout reminded the board that F.Bio outsourcing cannot be funded by ARPA. Lastly, F.Bio now has a backlog of over 1,200 cases with a 28% increase, largely due to commercial labs facing backlogs themselves. Their turnaround times went from 60 to 120 days for sexual assault kits. The commercial lab is facing the same issues as other labs in terms of recruiting, training, and retaining staff; hence, they started limiting the number of kits HFSC can outsource to them per month. Dr. Stout informed the board that this commercial lab is the only accredited private lab located in Texas; therefore, they are receiving other agencies' kits as well. A new cycle of funding for outsourcing will begin soon, and HFSC will be soliciting new proposals for F.Bio. Lastly, the in-house backlog in F.Bio went down by 6% .

Chairwoman Mitchell inquired if the backlogs were standardized across all crime labs to which Dr. Stout replied that the industry does not have a standard for what constitutes a backlog. HFSC considers a backlog when cases are not completed by the 30-day mark, which was implemented by the National Institute of Justice (NIJ) when they managed the capacity enhancement for backlog reduction (CEBR) grant. He informed the board that due to NIJ being a federal government agency, many labs adopted this criterion for backlog management, however, laboratories across the nation have different definitions for what constitutes a backlog.

Dr. Stout proceeded to discuss three main questions to resolve in managing backlogs. Starting with, what goes first? To determine priorities, a case list needs to be created and assigned with the help of the Houston Police Department (HPD) and Harris County District Attorney's Office (HCDAO). Second, what is sufficient and necessary testing? He affirmed the need for HFSC to follow its case management acceptance policies and effectively navigate the policies to keep requests moving. Lastly, what must be re-worked, or can the request be canceled? Dr. Stout emphasized the need for HFSC to be notified when cases are dismissed or disposed to remove them from the backlog and not waste resource. Also, because of court backlogs, a case likely won't be tried until five years later when the analyst who processed the case is gone. When that occurs, the courts often want the case to be re-worked or reviewed again, which adds to HFSC's backlog. Overall, HFSC has the capacity to prioritize cases, but needs HPD and HCDAO to continue to be more vocal about what cases need to be expedited. A new priority request workflow was added to the laboratory information management system (LIMS) portal today, which allows investigators, officers, and assistant district attorneys (ADAs) to complete a priority questionnaire for each case that needs to be expedited. Once collected, the case managers work with HPD and HCDAO to determine the priority list.

Director Silverman inquired if any staff member receives notices of dismissed cases from the Texas e-filing system to which Dr. Stout responded no, HFSC must manually research it. Director Hilder

followed up by asking why HFSC cannot interface with HCDAO's system to identify dismissed cases. In response, Dr. Stout stated that HFSC is currently working with HCDAO to figure out how to share that kind of data between the two agencies. He reported early data suggests that about 40-100 requests per month are impacted by the dismiss/disposed status.

Dr. Stout turned the board's attention to court delays and highlighted the vulnerability of analysts in testimony. He indicated that most judges will not allow current analysts to review a former analyst's work and testify on their behalf. Currently, a Supreme Court case (*Arizona v. Smith*) is pending, and the court's ruling will impact how analysts testify in this situation. The ruling will guide HFSC on what cases must be re-worked or re-reviewed.

8. CONSIDER APPROVAL OF THIRD AMENDMENT TO FIRST INTERLOCAL AGREEMENT BETWEEN CITY OF HOUSTON AND HFSC:

Chairwoman Mitchell reminded the board of Dr. Stout's previous presentations regarding HFSC's property and evidence management plans. In a previous board meeting this year, the board authorized Dr. Stout to continue discussions with the City about this concept, but today, the board will consider two agreements needed to move the concept forward. Dr. Stout, Mr. Leach, and Ms. Mance have been working with the City on this amendment because changes to HFSC's Interlocal Agreement must be submitted to City Council for approval. If the board approves the amendments presented in items 8 and 9, the changes will not be adopted or executed until the City Council approves the agreements.

Following a motion by Director Hilder, seconded by Director Silverman, the board unanimously approved the Third Amendment to First Interlocal Agreement between the City of Houston and HFSC and authorized Dr. Stout to execute the agreement on the board's behalf, if the amendment is approved by City Council.

9. CONSIDER APPROVAL OF FIRST AMENDMENT TO SUBLEASE BETWEEN CITY OF HOUSTON AND HFSC:

Chairwoman Mitchell reiterated that the amended sublease agreement is also a necessary step in moving the property and evidence management project forward as described in item 8. The amendment provides a framework to expand HFSC's physical footprint at its current location to accommodate any future expansion.

With Director Moore's motion, followed by Director Silverman's motion, the board unanimously approved the First Amendment to Sublease between the City of Houston and HFSC for a leased space located at 500 Jefferson Street, as well as authorized Dr. Stout to execute the agreement on behalf of the board, if the amendment is approved by City Council.

10. TREASURER AND CFO DAVID LEACH'S PRESENTATION ON AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2023:

Mr. Leach started his report by briefly describing the auditing process. Once each year, an independent auditing company performs an audit on HFSC's financial records to ensure documents presented to the board and public are accurate. Prior to this year, HFSC did not have any financial audit findings. However, this year's audit identified an internal control deficiency. He reported that the audit identified approximately \$19,000 recorded in fiscal year 2023 instead of the appropriate year, 2022. The auditors recommended HFSC revise its financial reporting procedures to ensure non-payroll expenses are recorded for the correct time period. In response to the audit, Mr. Leach stated the accounting team implemented three remedial measures. First, a reminder will be sent out to the HFSC staff to forward all invoices to the accounting department during the months of May through July before the fiscal year ends. Secondly, if vendors have not timely submitted their invoices, HFSC will request that they submit

them by the first week of July. Lastly, Mr. Leach stated the department will notify all vendors to submit invoices directly to the accounts payable email address.

11. CONSIDER APPROVAL OF BOARD RESOLUTION 2023-001 RELATING TO REGION 8 EDUCATION SERVICE CENTER:

Chairwoman Mitchell introduced the board resolution as a requirement for HFSC's participation in the Region 8 Education Service Center's interlocal purchasing system, program cooperative. Mr. Leach explained that Region 8 has already vetted their vendors and ensured their clients are getting the best prices for the goods and services. HFSC currently uses this program, primarily for information technology services, and the finance department would like the Board to approve an agreement with Region 8 to continue fulfilling HFSC's procurement needs. Mr. Leach noted that in the past, HFSC used this program through HPD's agreement with Region 8, however, the process has become slow. Ms. Mance noted that HFSC's participation would require approval of a board resolution and of the interlocal agreement.

Director Baird made a motion to approve Board Resolution 2023-001 relating to HFSC's participation in TIPS. Director Silverman seconded the motion, and the board unanimously approved the motion.

12. CONSIDER APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN REGION 8 EDUCATION SERVICE CENTER AND HFSC:

Director Moore made first motion to approve the interlocal agreement between Region 8 Education Service Center and HFSC for HFSC to participate in TIPS and obtain cooperative purchasing services. Director Silverman seconded the motion, and the board unanimously authorized Dr. Stout to execute the agreement on the board's behalf.

13. CONSIDER DELEGATING AUTHORITY TO DR. STOUT TO NEGOTIATE AND ENTER A INTO A CONTRACT BETWEEN CADRE FORENSICS AND HFSC FOR PURCHASE OF A 3D SCOPE:

Chairwoman Mitchell informed the board that this item does not require voting at this time because during the May 2022 board meeting, the board approved an agreement between the City of Houston and HFSC to provide the corporation with \$1.5 million in ARPA funding, which included funding for two 3D microscopes in the firearms section. At the same meeting, the board approved a motion to delegate authority to Dr. Stout to procure two 3D microscopes and execute any agreements to carry out the purchase. However, due to the yearlong delay in procurement, HFSC is ready to make the purchase and wanted to provide an update to the board given the delay. No action was taken on the agenda item.

14. QUALITY SPECIALIST MRS. ASHLEY LANKFORD'S REPORT:

With Mrs. Moral out of the office, Mrs. Lankford presented the quality report to the board.

To begin, Mrs. Lankford gave an update on the blind quality control program for the months of September and October, in which both months exceeded expectations. Due to this program, HFSC is gaining a lot of positive attention from the forensic science community. The editors of the *Journal of Forensic Sciences (JFS)* selected one of the quality division's articles, "Implementation of a Blind Quality Control Program in a Forensic Laboratory," to be featured in the special JFS virtual issue celebrating national forensic science week (September 17-23, 2023). She went on to state that HFSC's publications are being used by other researchers in the forensic science community, especially regarding firearms validity challenges. She went on to state that HFSC's publications are being used by other researchers in the forensic science community, especially regarding firearms validity challenges. She also informed the board of Dr. Stout's

recent article, “The Secret Life of Crime Labs,” featured in the peer-reviewed journal, Proceedings of the National Academy of Sciences (PNAS).

In addition, the quality section performed several audits during the first week of October. The first audit was a safety, security, and facilities internal audit. As a result, Ms. Lankford reported two nonconformances in 2022 where two analysts did not complete respiratory fit testing, which was a safety issue. However, this issue was resolved when HFSC hosted a 2023 fit testing, and all necessary staff were fitted. In terms of opportunities for improvement, she indicated this area of the audit does not mean that nonconformance occurred, just an opportunity to strengthen procedures in place. She also noted additional issues discovered in security (one) and safety (four), which are currently being resolved. The second audit performed was the CS/CM internal audit in preparation for ANAB’s Property and Evidence Accreditation Program AR3181. No nonconformances were found. Ms. Lankford informed the board that CS/CM’s evidence team is currently accredited; however, the old accreditation program is outdated. This new accreditation program is to ensure that the evidence team has an active accreditation. CS/CM has completed the three stages and is now ready for the last stage, which is the on-site assessment that is scheduled for December 11, 2023. She highlighted the significance of HFSC undergoing accreditation through AR2181, as the organization would be the first agency in America to undergo this process.

Lastly, Mrs. Lankford shared highlights of the testimony monitoring program, a requirement of being accredited. Every employee who goes to court for testimony needs to be monitored. By the end of October 2023, a total of 76 employees went to court 217 times, and only two employees didn’t testify. Out of the 74 employees that went to court a total of 197 times, only four of those employees testified in non-HFSC cases, which is not monitored data. Of the 70 employees that testified on HFSC cases, only 63 of them were monitored. During the previous board meeting, Mrs. Moral stated that only 76% were monitored, and as the testimonies came in for review, quality was able to complete the reviews and raise the percentage to 90%. A total of 172 hours were spent outside the office for the monitors alone. For the seven that were not monitored, quality is currently working with the section managers to obtain a copy of the transcripts for review in order to satisfy the goal of having 100% monitored for this year. Overall, employees have spent a total of 859 hours in court, 174 of those hours were actual testifying on the stand. The crime scene unit (252 hours), firearms (113), and F. Bio (106) had the most waiting hours compared to the rest of the sections. This means that 107 eight- hour working days, or roughly 21 weeks, were spent at court, not at HFSC. She noted this data does not include the time spent reviewing cases and holding pretrial meetings.

15. EXECUTIVE SESSION TO CONDUCT DR. STOUT’S ANNUAL EVALUATION:

At this time, the HFSC board of directors proceeded into a closed meeting, also known as an executive session, as permitted by the Texas Open Meeting Act (Texas Government Code Sections 551.071), to discuss Dr. Stout’s annual evaluation. Chairwoman Mitchell closed the open meeting at 10:34am, then convened the executive session at 11:23am.

16. CONSIDER APPROVAL OF DR. STOUT’S ANNUAL EVALUATION:

The Board considered two motions related to the executive session.

The motion to approve a three percent increase in Dr. Stout’s salary, effective on the first day of the next HFSC pay period was made by Director Hilder, seconded by Director Baird. The Board unanimously approved Dr. Stout’s salary raise. The directors made remarks about Dr. Stout’s job performance and thanked him for his service.

Director Moor made a motion to approve the following performance objectives for Dr. Stout during the 2023-2024 review period: participation in the American Leadership Forum; continuing succession planning for the executive team; actively working with HPD on the property room management project; and develop preliminary ideas for a local forensic academy, which will be a long-term goal. Director

Goodwin's second motion, and the board unanimously approved the performance objectives for Dr. Stout.

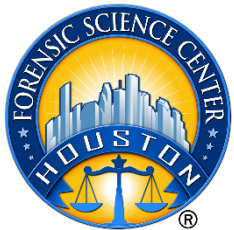
17. ADJOURNMENT:

Director Hilder made a motion to adjourn the meeting. Director Silverman seconded the motion. The meeting adjourned at 11:29 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the November 17, 2023 public meeting of the board.

By: _____
Natalee Veazey
Board Secretary

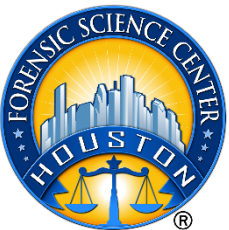
January 2024 President's Report



HFSC Forensic Biology (DNA)

Key Take Aways:

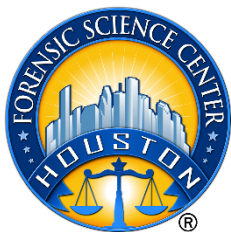
- Staff turnover and recruitment is the biggest challenge
- 7 analysts currently in training (9 to 13 months out)
- Increased cost of outsourcing outstripping grant capacity
- Priority management an active challenge. Weekly standing meetings with HPD and HCDA



HFSC Firearms

Key Take Aways:

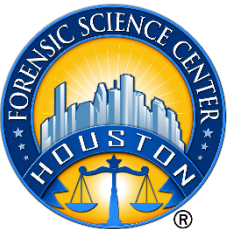
- Section is short on capacity both from staff leaving and the need to add more positions to keep up with demand- currently short 5 examiners
- Two examiners in training (done in Summer 2024), three more to be done in Spring 2025.
- Due to the long timeline of training, the section will be behind for the next two+ years.
- Priority management an active challenge. Weekly standing meetings with HPD and HCDA
- VERY limited outsourcing possibilities (individual cases)



HFSC Seized Drugs

Key Take Aways:

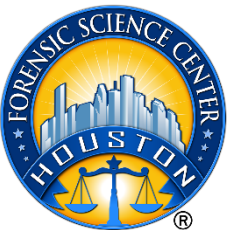
- Currently short staffed by 5 analysts
- 3 analysts are in training, to be signed off early 2024
- Start 2 more in training after those 3
- Back log is growing and will continue to grow until the 3 analysts are signed off
- Received grant funds to implement LC technology- the section will have to balance casework with bringing the new technology on-line
- Negotiating outsourcing of low priority requests



HFSC Toxicology

Key Take Aways:

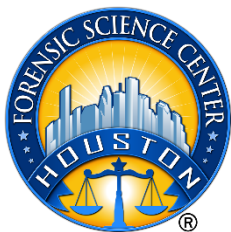
- Staff turnover and recruitment is the biggest challenge
- Currently two positions vacant
- Training new staff in blood alcohol to allow more experienced staff to focus on training in drug testing
- Challenges are seen in recruiting and retaining staff given the nationwide government and commercial demand for Toxicologists



HFSC Crime Scene Unit

Key Take Aways:

- Section has cleared and maintained report and vehicle backlogs
- Turnover will be an ongoing issue at the CSI level given the nature of the work
- Current unit size only allows the response to homicides, officer involved shootings, life-threatening aggravated assaults, and baby deaths
- Continued support to ensure stakeholders understand the capabilities of the unit and ensuring appropriate scene dynamics



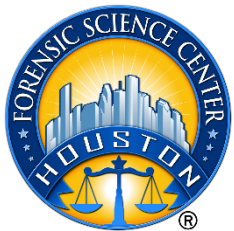
HFSC Digital Multimedia

Key Take Aways:

- Section has built needed capacity and used ARPA dollars to increase efficiency
- Still actively cross training to ensure needed capacity if request demand increases



Detail Data



Forensic Biology (DNA)

- 571 SAK's in process, average 210 day TAT
- 760 non-SAK requests in process, mainly working priority cases. So average TAT is not representative. Working to demands of the court/DA's

Strengths:

- Current staff
- Case Management of backlog/priority requests
- Federal Funds usage to contain backlog and fund 6 staff members
- Robust training program
- CODIS
- 7 analysts in training first coming on-line in about 9 months last about 13 months out.
- Outsourcing SAK's

Weaknesses:

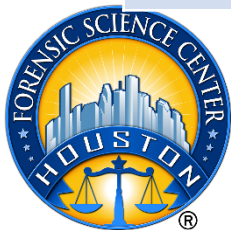
- DNA Analyst shortage
- Long training arc to get new analysts online
- Continually dealing with re-works from Vinson and Mavens

Opportunities:

- Continuous searching of DNA grant opportunities, collaborating with HPD and HCDAO on those opportunities
- Using competitive grant award to replace aging equipment proactively
- Using former staff as contract reviewers to aid with capacity

Threats:

- Court backlogs and HCDAO rushes
- More extensive DNA requests, and increased number of death penalty case requests
- Turnover
- Increased costs of outsourcing mean grant funds are not enough to cover



Firearms Summary

- 349 Firearms examination requests in process
 - Court priority demand almost entirely consumes capacity
 - Average TAT not representative, but available “slots” for promised due dates are in 2025

Strengths:

- Current staff
- Case Management of backlog
- New structure to allow for building capacity and implementing 3D scopes
- NIBIN

Weaknesses:

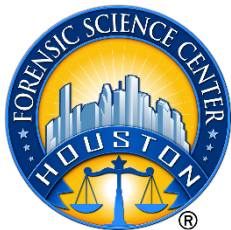
- Staff shortage
- Long training arc and expense to get new examiners online
- Team Dynamics in stressful environment
- Took positions from latent prints and lean six sigma to add examiners currently in training

Opportunities:

- Utilizing ARPA funds for efficient training of new staff
- Implementation of 3D scope technology
- Partnerships on 3D scope technology to help position HFSC to educate academics that would question the firearms discipline

Threats:

- Firearms fighting court battles on admissibility of their traditional work (6 Daubert hearing in TX this last year)
- Court backlogs and HCDAO rushes
- Turnover
- Testimony time



Seized Drugs

- 2,147 requests in process
 - Work split into three buckets to manage: In Jail, Marijuana, and Grand Jury/Non-priority request.
 - In Jail turn around time being managed at ~30 days.

Strengths:

- Stable *analysis* TAT of 7 days
- Current Staff
- Newly built training program
- Rotational program to build future leaders of the section

Weaknesses:

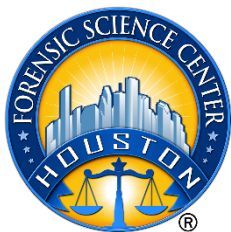
- 5 examiners short now
- Long training program now needed
- Limited resources to process marijuana
- Interdependence with HPD capacity to prioritize what to analyze (NER capacity to pull and NER vault risk)

Opportunities:

- Implementing new technology/instrumentation to further streamline testing – grant funding awarded to project
- Case management staff would further increase capacity of supervisor team

Threats:

- Staff turnover
- Policy shifts from HCDAO or HPD impacting HFSC processes
- Legislative changes impacting testing methods and demand



Toxicology

- 371 Blood Alcohol requests in process
- 207 Drug Confirmation requests in process

Strengths:

- Current staff
- Professional development
- Efficient BAC process when fully staffed
- 3-year section planning process

Weaknesses:

- Losing staff to higher paying, less stressful career options
- Equipment – still need to upgrade to LC-QTOF for screening, need two additional staff to bring online and maintain casework

Opportunities:

- Continuing to use outsourcing to balance caseload while training more staff in drug testing
- Make the training process more efficient and organized
- Bringing LC-QTOF online to increase screening efficiency and increasing screening capabilities

Threats:

- Staff turnover and difficulty recruiting
- Space and heating/cooling issues in current space
- Additional analysts in next FY to build capacity for turnover challenges and increased requests with higher traffic enforcement



Crime Scene Unit Summary

Strengths:

- Current Staff
- New mgmt. structure fully in place
- Efficient report and vehicle processes in place
- HFSC is a leading example of an accredited CSU

Weaknesses:

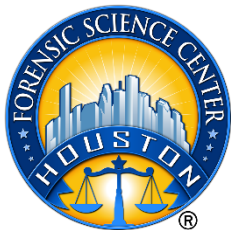
- Unit size in relation to city needs
- Due to the nature of the work, we expect higher turnover which places a high demand on remaining staff and mgmt.

Opportunities:

- Building internal training program
- Mgmt. structure and staff. Includes technical lead and training supervisor.

Threats:

- Always at the mercy of unpredictable crime rates, as staffed there are situations where the # of CSIs on a shift is not enough for the number of scene calls.
- The threat of a local mass casualty event



Digital Multimedia Summary

- 7 Audio/Video requests in process
- 39 Digital (Phones and Computers) requests in process

Strengths:

- Current staff
- Cross training program
- Implemented efficiencies to prepare for increased demand, protect against future backlogs if something unexpected occurs

Weaknesses:

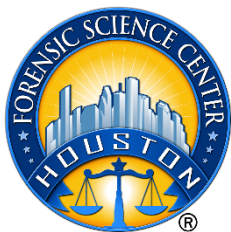
- Network
- Data transfer to stakeholder options
- Unable to compete with federal and commercial salaries to retain staff long term

Opportunities:

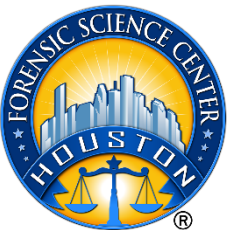
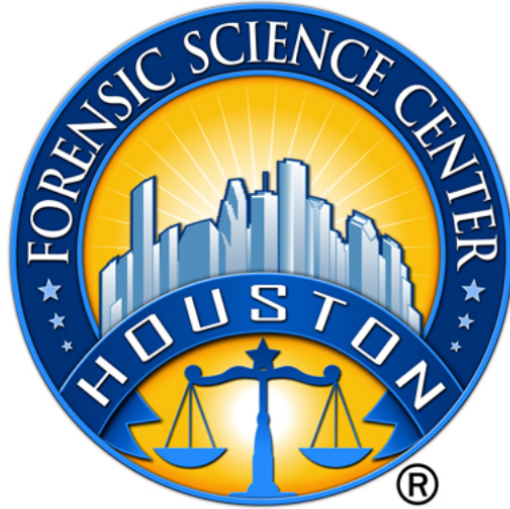
- Utilizing ARPA funds for efficiency improvements
- Removing DME completely from HFSC network to isolate danger to HFSC network but increase efficiency

Threats:

- Staff Turnover
- Cost of data storage



December 2023 Company Overview



HFSC Turnaround Time (TAT)

TAT Date Range*

Porter Lee

Justice Trax

12/1/2023

12/29/2023

12/1/2023

12/29/2023

Analysis TAT

25

Overall TAT

92

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

Backlog

**Number of Requests
Backlogged**

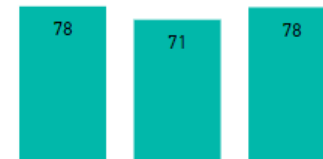
4,133

**% of Requests in
Backlog**

16.5%

Avg Age of Open Requests

Avg Age of Open Request...



October
2023

November
2023

December
2023

**% Decrease in
Avg Age of Open
Requests***

26.9%

* compared to beginning of performance year

December 2023 Company Overview

% Decrease in Age of Open Requests*

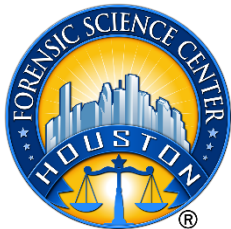
26.9%

* compared to beginning of performance year

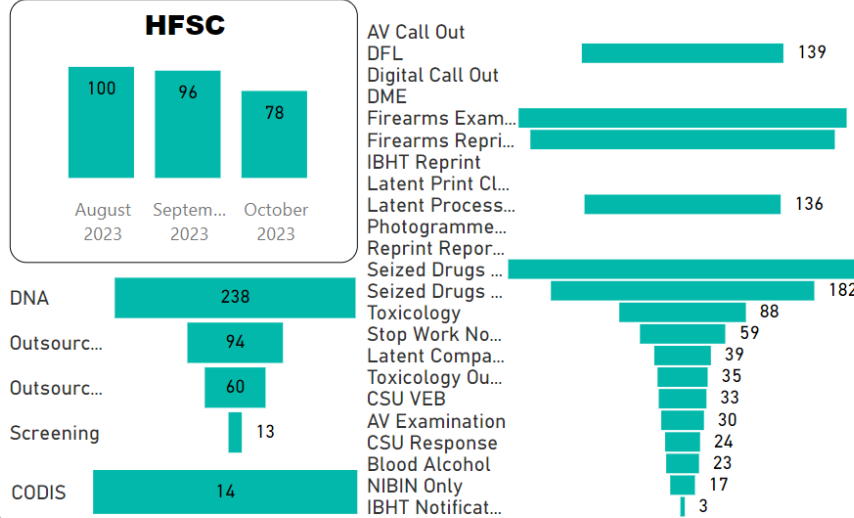


% of Requests in Backlog

16.5%



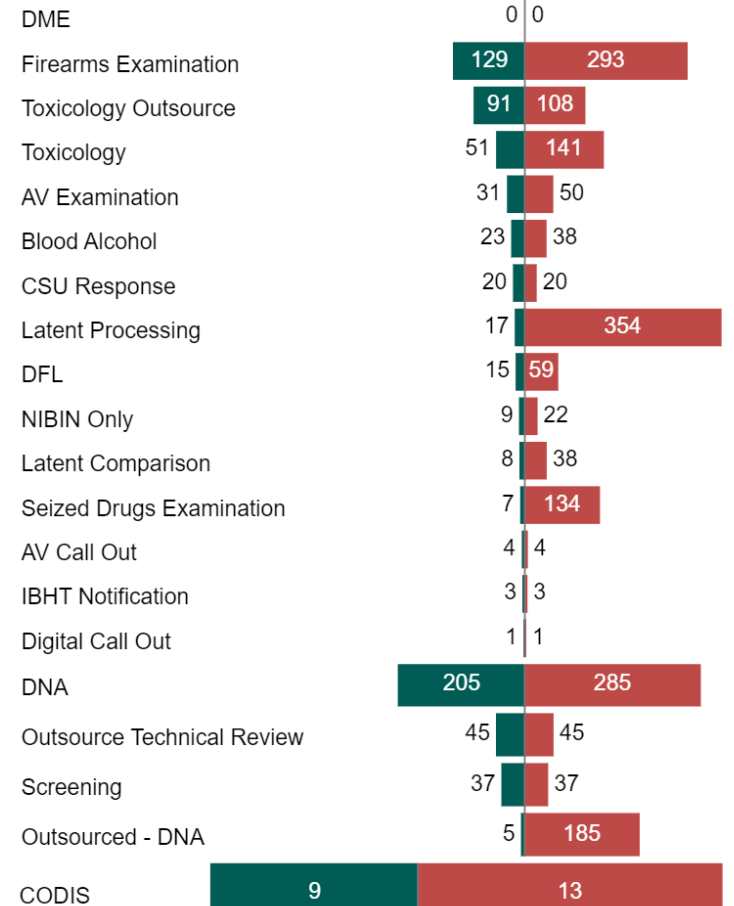
Avg Age of Open Requests (Days)



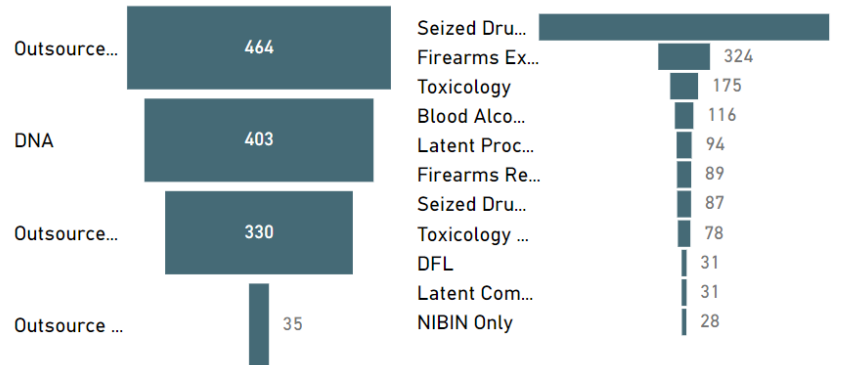
Turnaround Time (Past 30 Days)

HFSC

25 Analysis TAT | **91** Overall TAT



Request Backlog



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

Key for Dashboard Section Pages

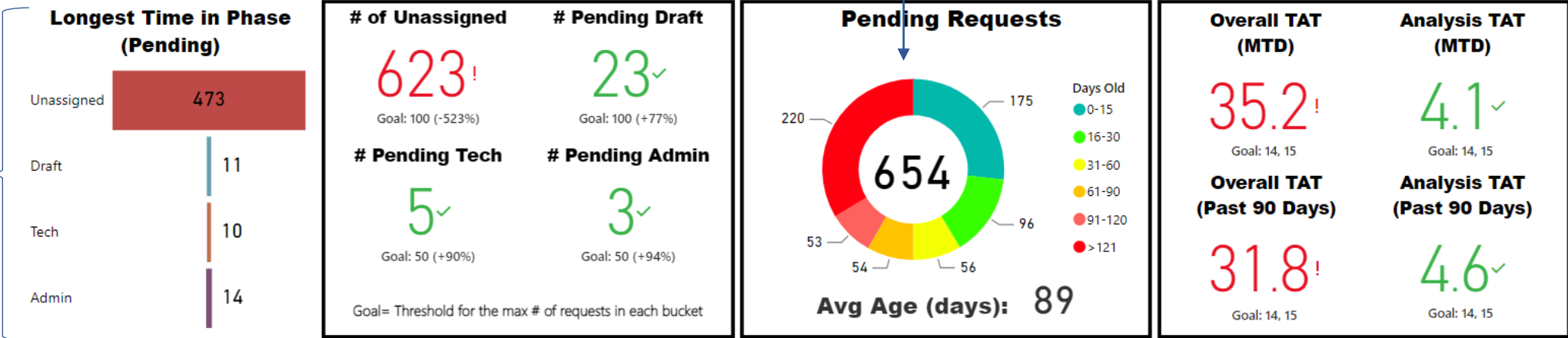
Center of ring=total pending cases
 Ring=breakdown of age for all pending cases

Type of Testing →

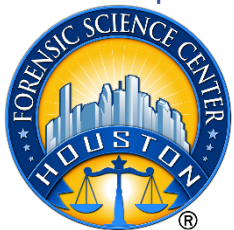
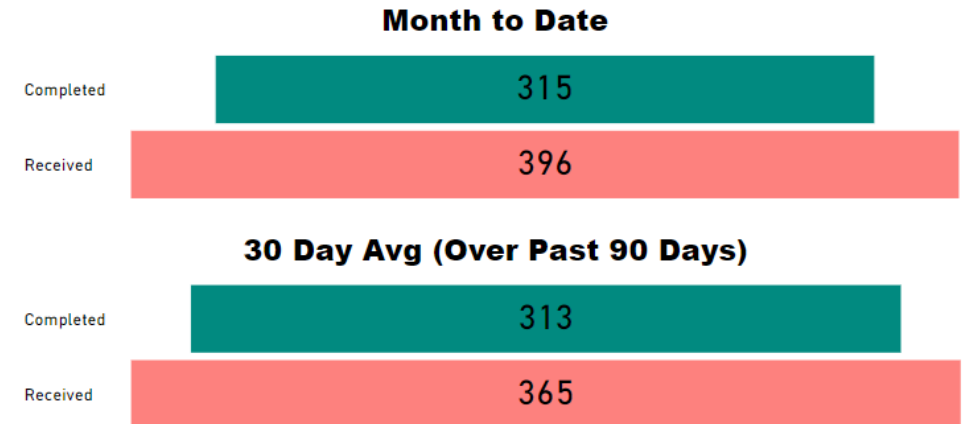
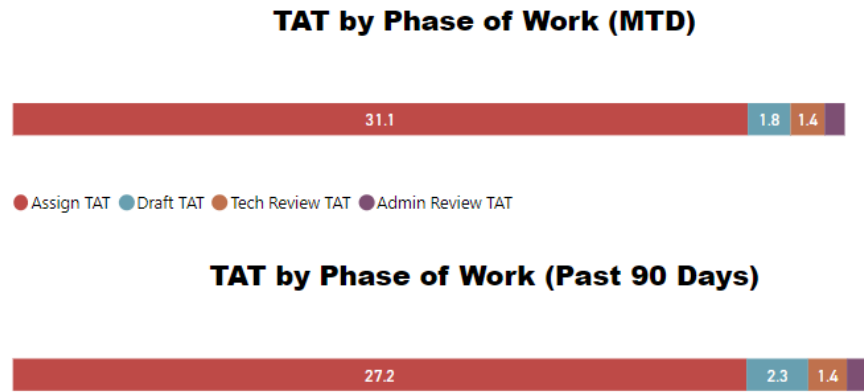
Service: **Seized Drugs Examination** | Priority Type: **All**

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

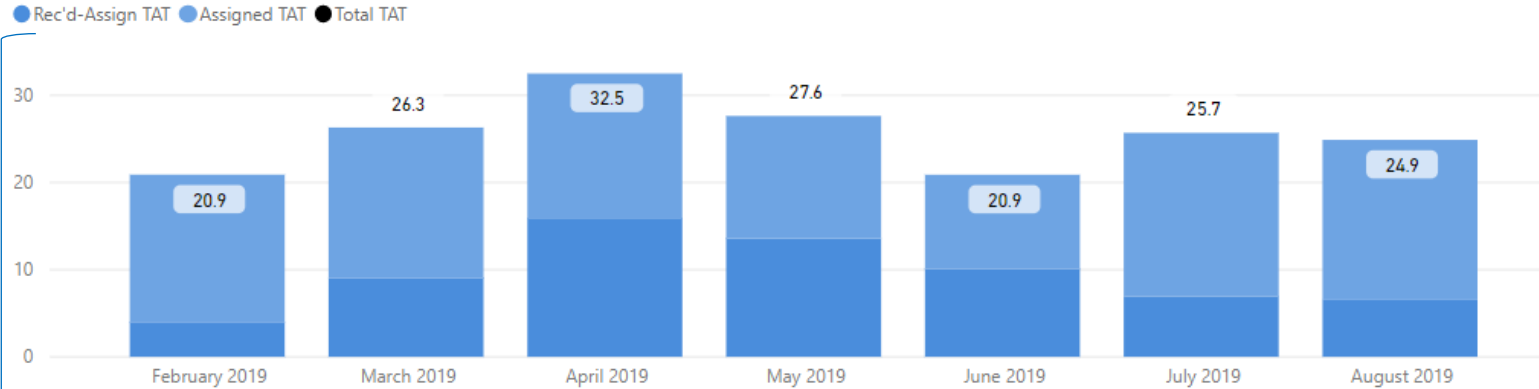
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

8/31/2019

Total TAT by Month



Type of testing

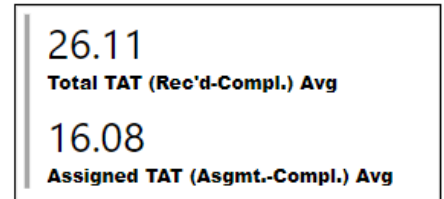
Request Type

Firearms Examination

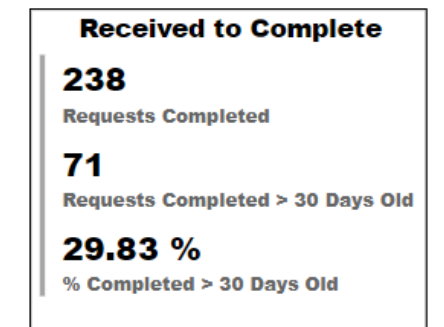
Priority Type: All

Report type

Selected Time Frame Averages



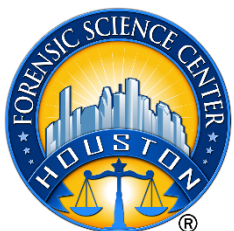
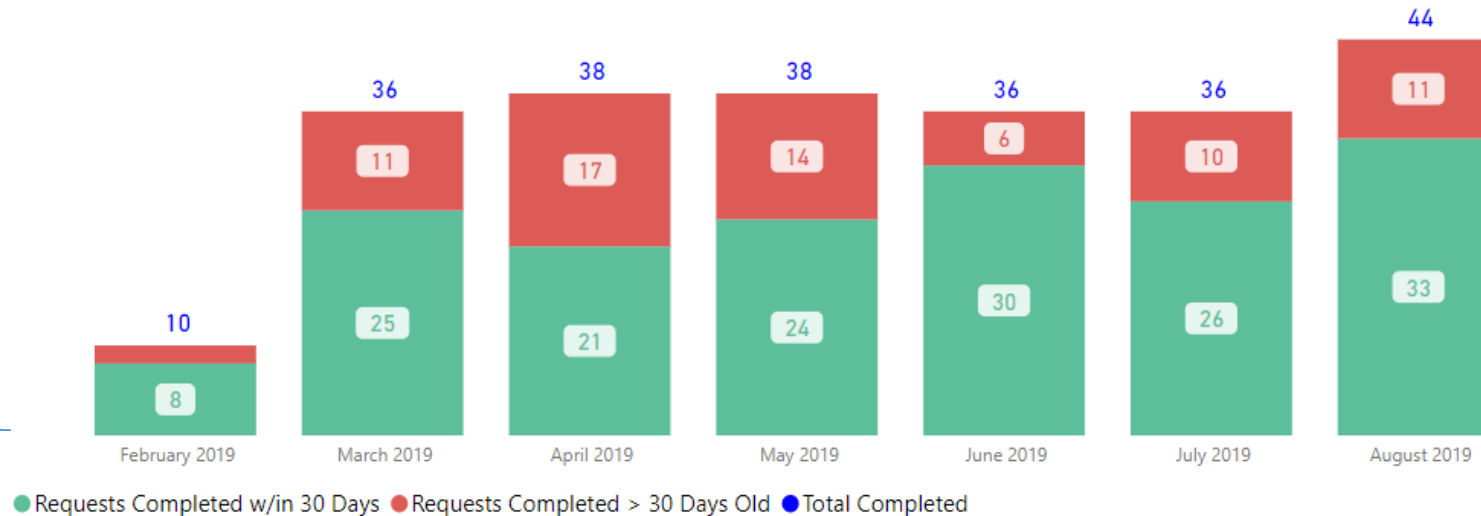
Overall average for the selected date range



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

Data broken down by month

Requests Completed



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing →

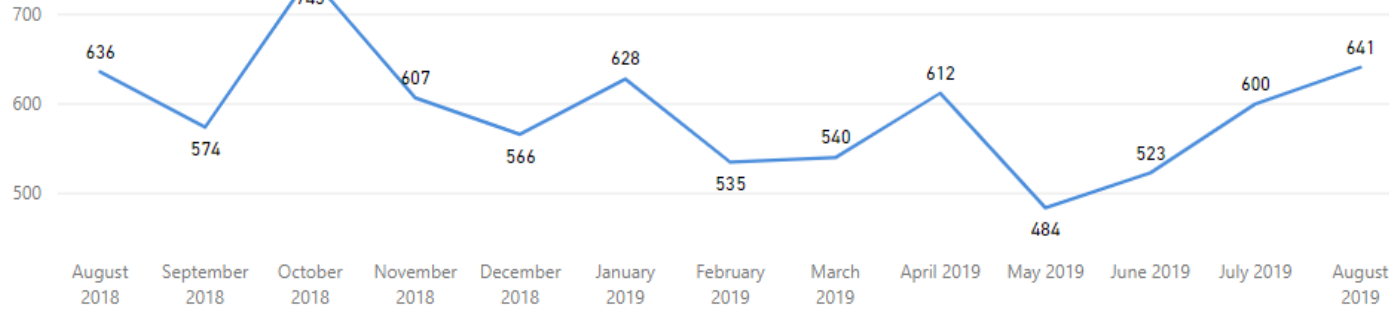
Service: Seized Drugs Examination
 Priority Type: All

Report type

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

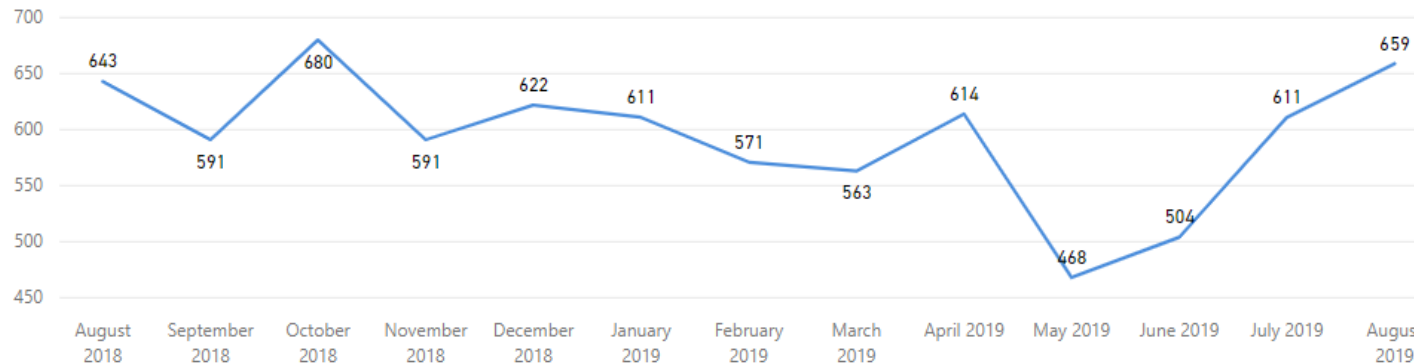
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

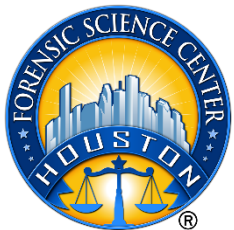
7,728

Completed per Month (Avg)*

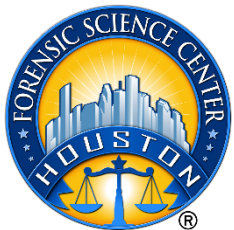
594

Overall average for the selected date range

* months with zero activity are not calculated into the average



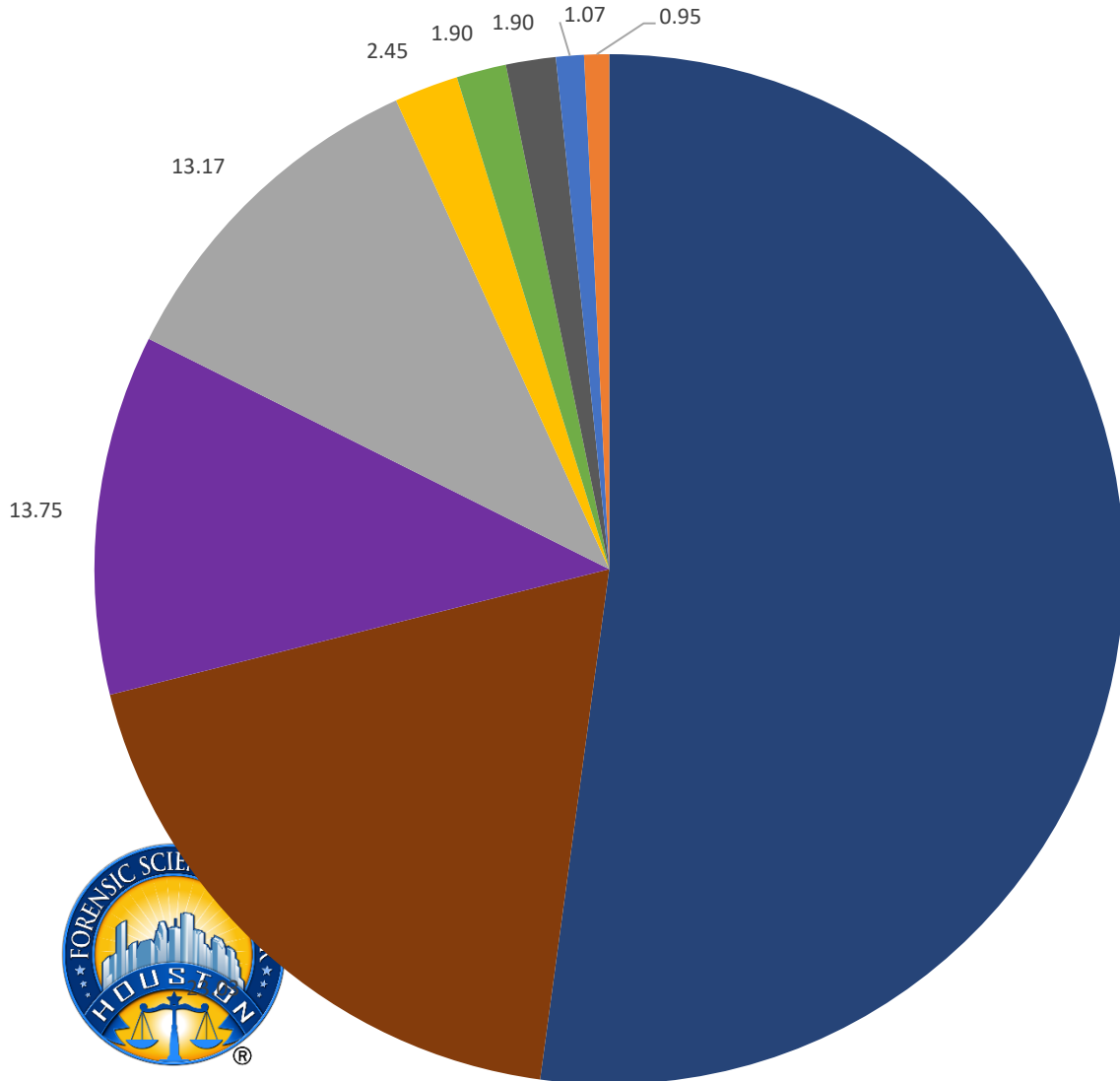
Client Services and Case Management (CS/CM)



CS/CM – December

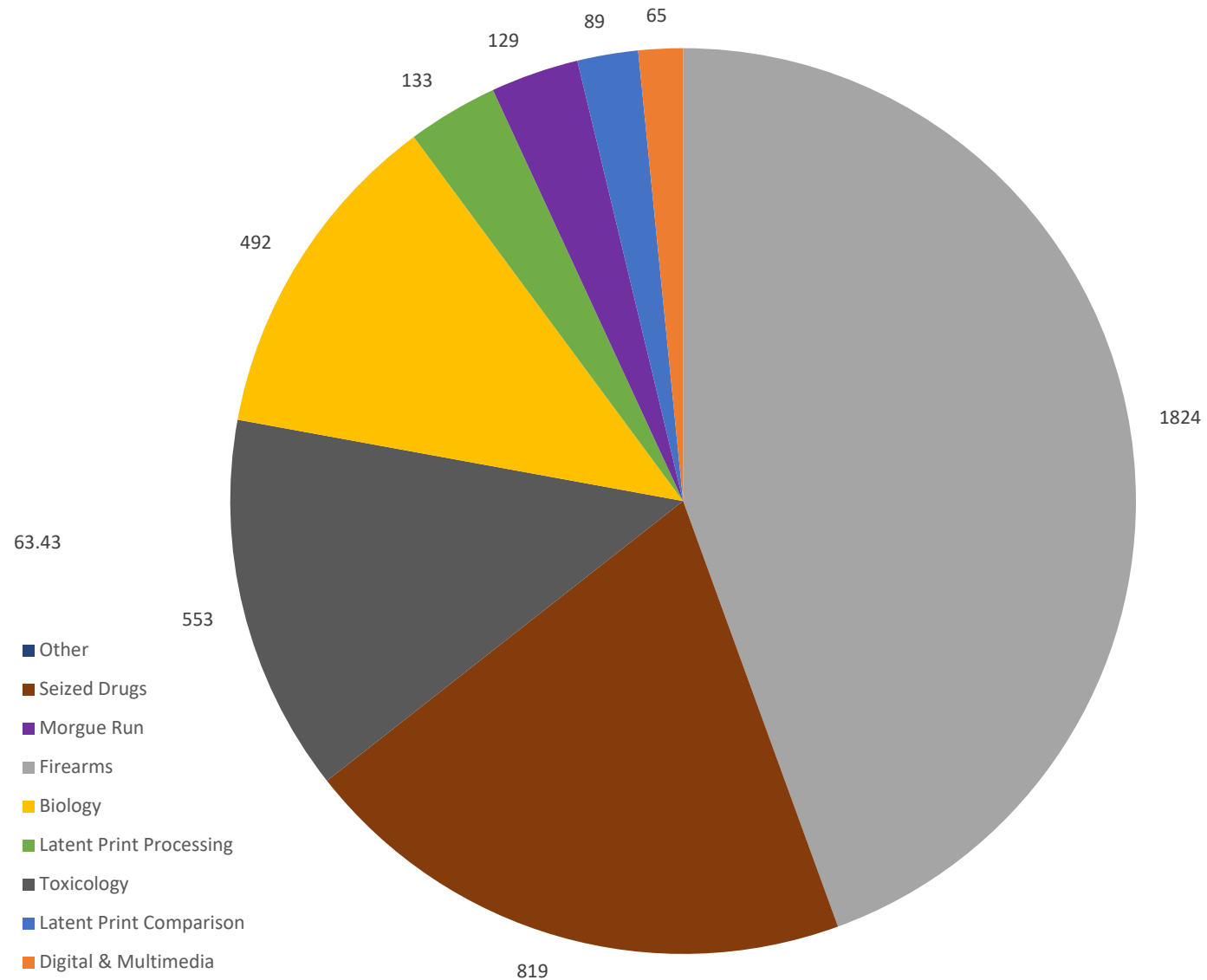
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



Evidence Handling

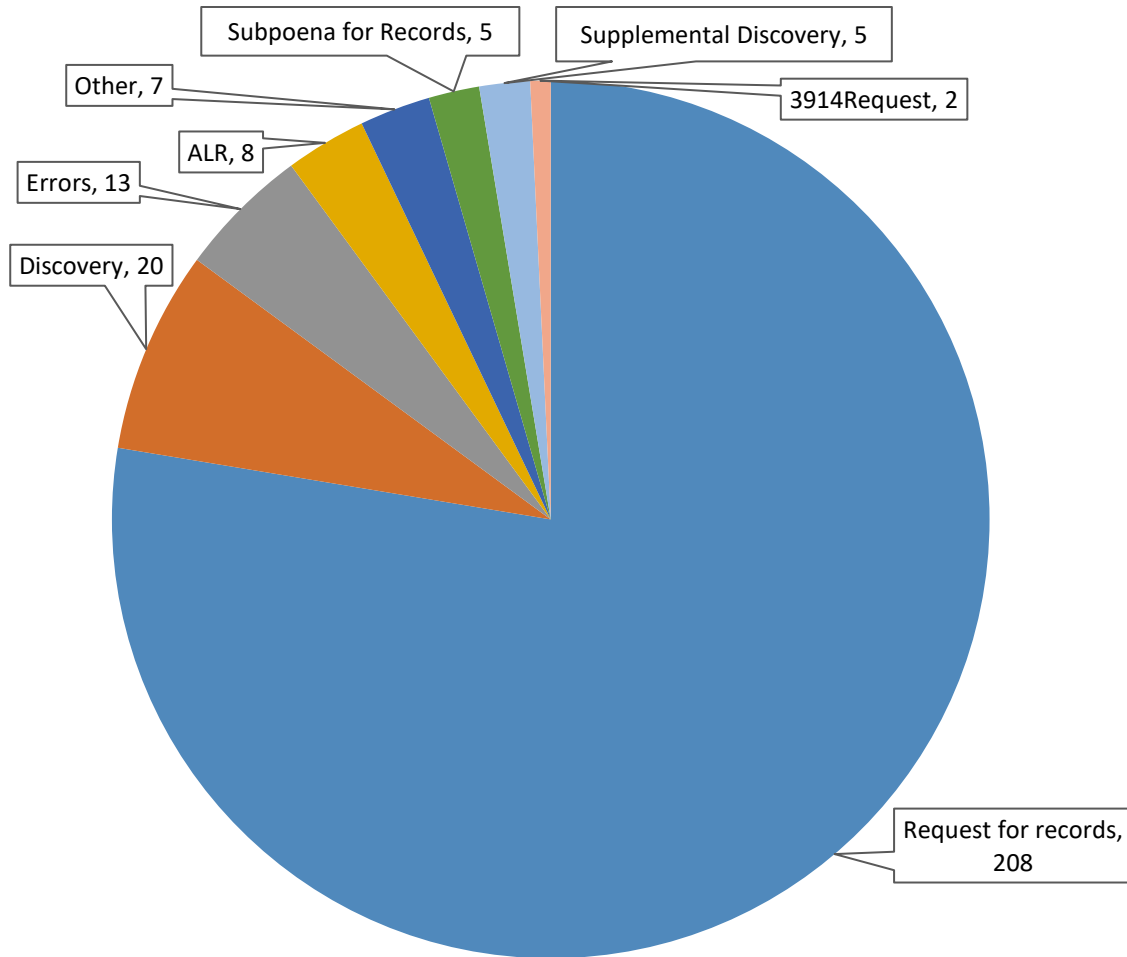
Total Items by Section



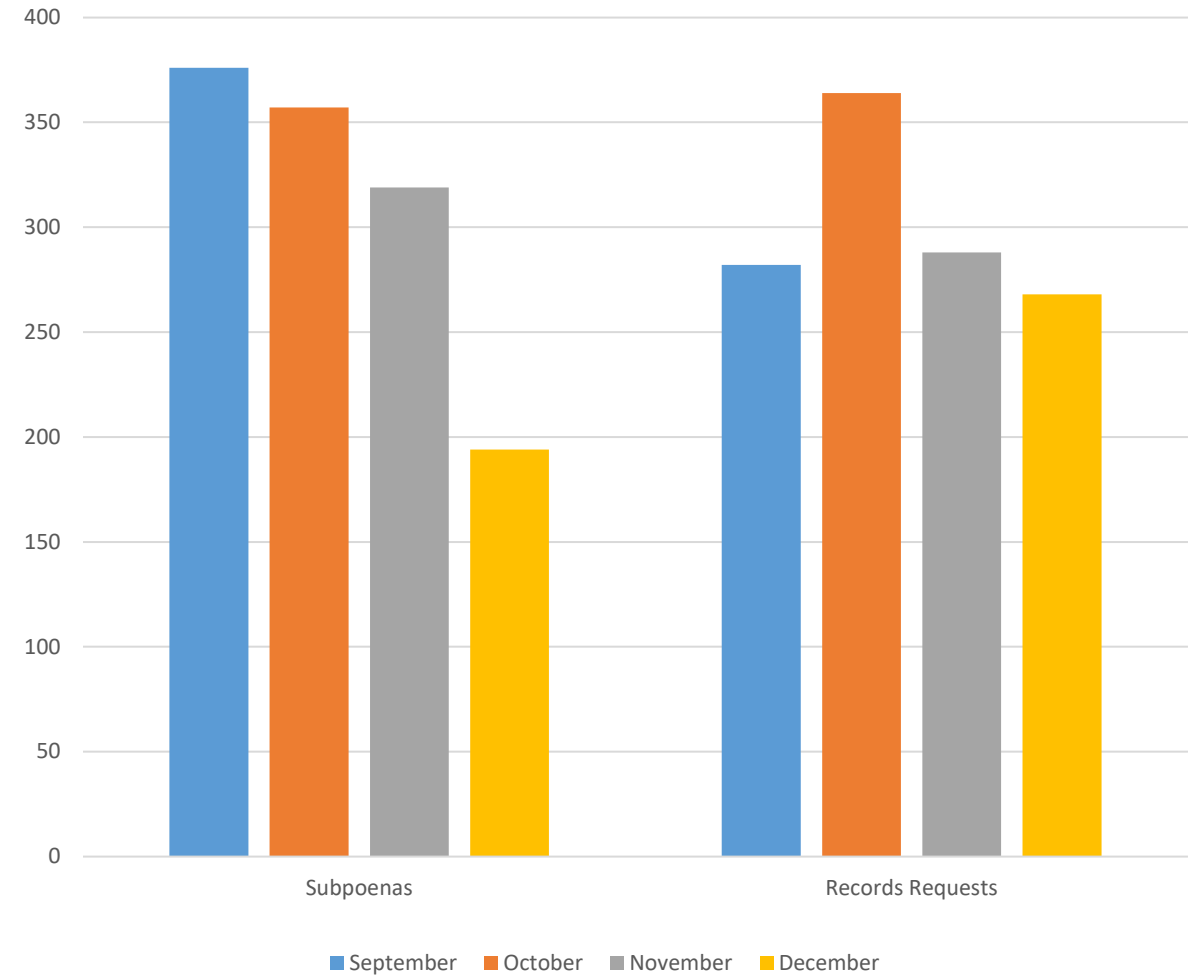
CS/CM – December

Admin - Triage

Requests by Type

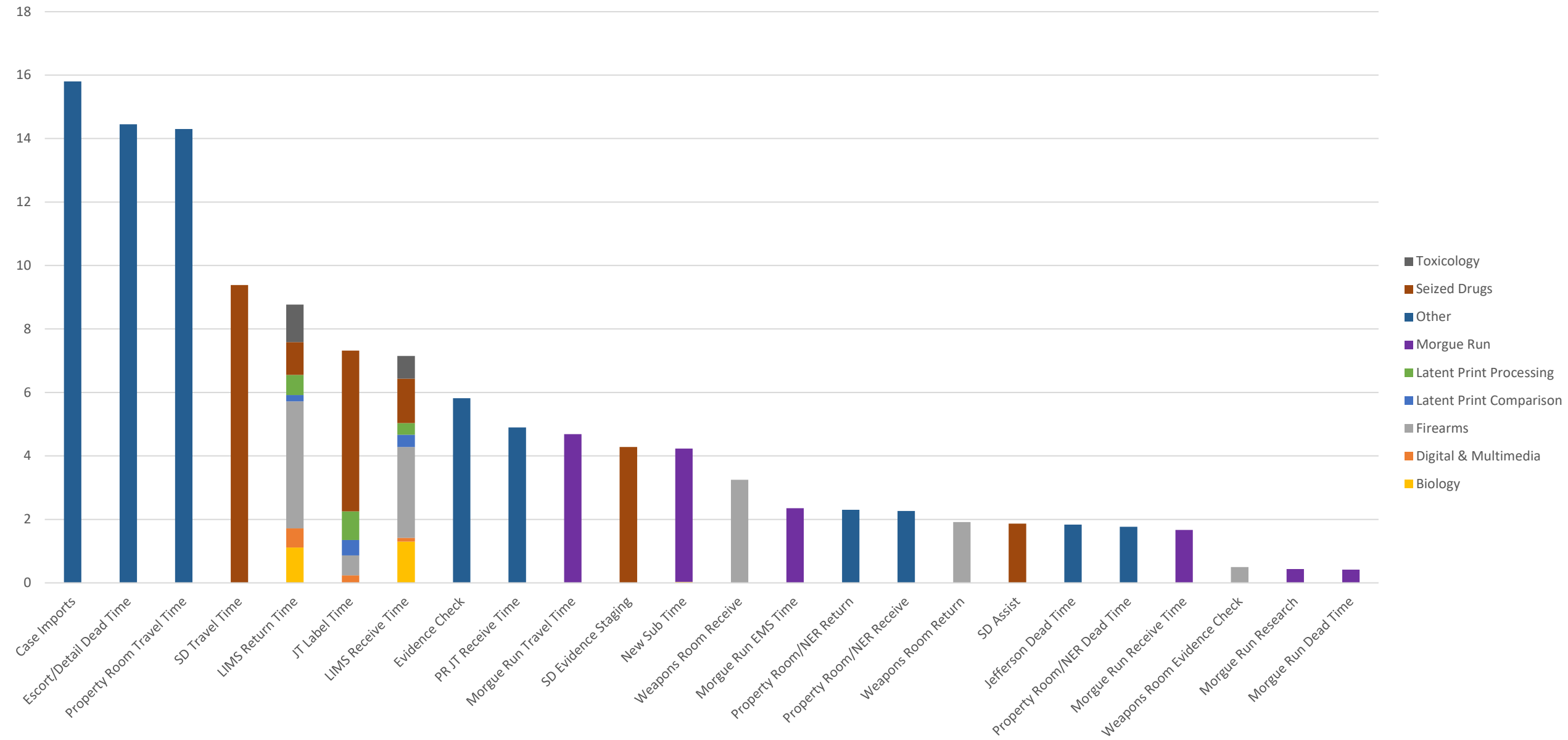


Subpoenas & Records Requests



Time Categories – December

Evidence Handling

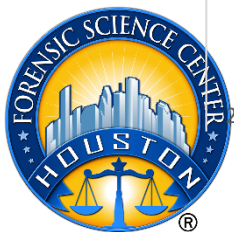
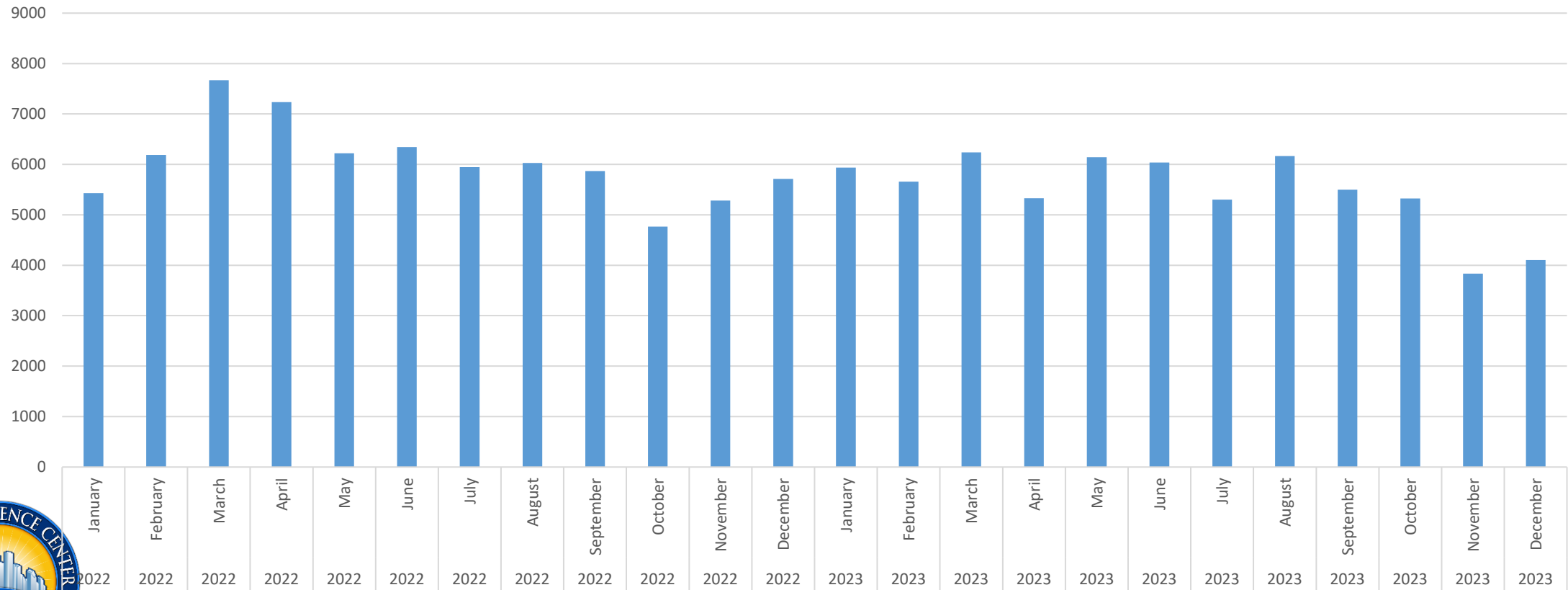


A Year In Review - 2023

Evidence Handling

- 2023 Total Items Received & Returned = 65,571

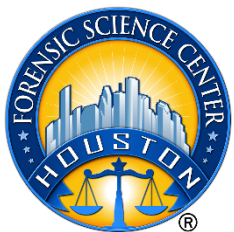
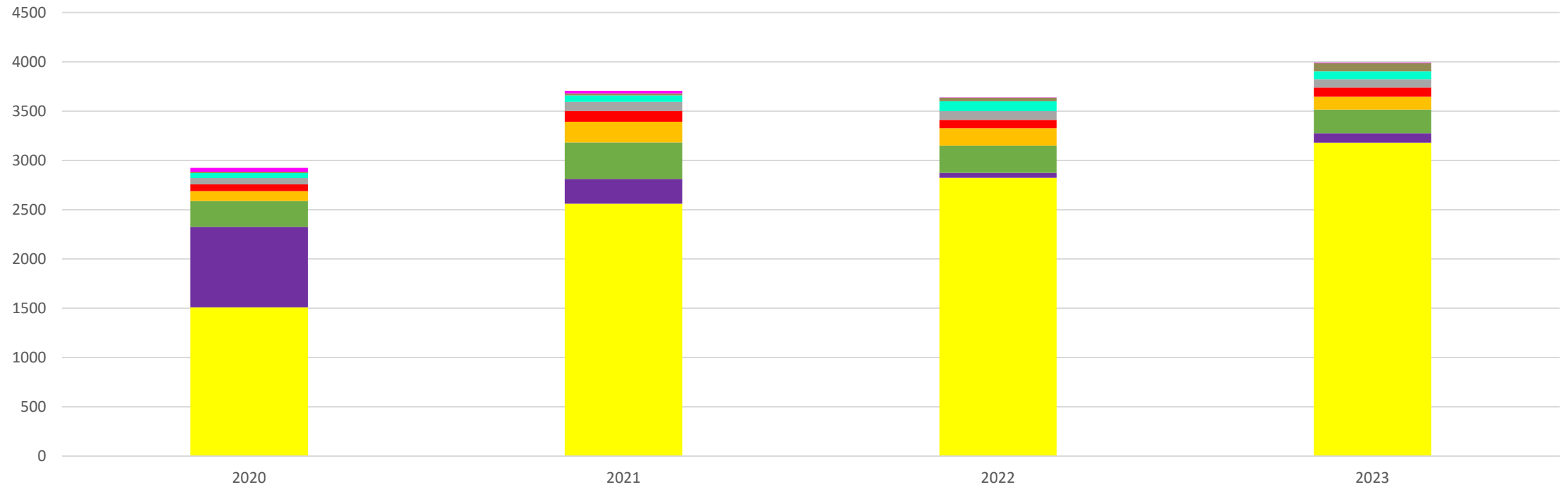
Total Items



Through the years

Admin - Triage

Record Requests



Request for records ALR Discovery Subpoena for Records Errors 3914Request Supplemental Discovery Other Chapter 64

Service

CSCM Tox Accession

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)

Unassigned	0
Draft	0
Admin	0

of Unassigned # Pending Draft

0✓

Goal: 150 (+100%)

0✓

Goal: 3 (+100%)

Pending Admin

0✓

Goal: 60 (+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)

2.2✓

Goal: 5, 10

Overall TAT (Past 90 Days)

1.4✓

Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.

Accessioning TAT (MTD)

1.4✓

Goal: 5, 10

Accessioning TAT (Past 90 Days)

1.1✓

Goal: 5, 10

TAT by Phase of Work (MTD)

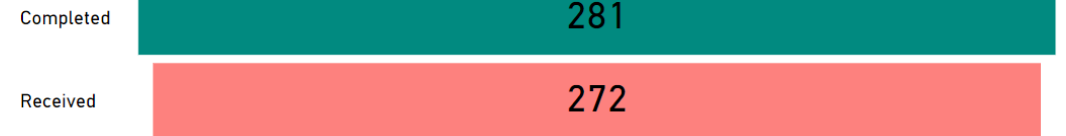


● Assign TAT ● Draft TAT ● Admin Review TAT

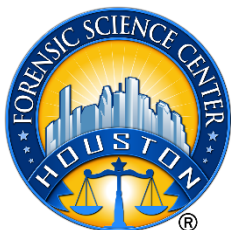
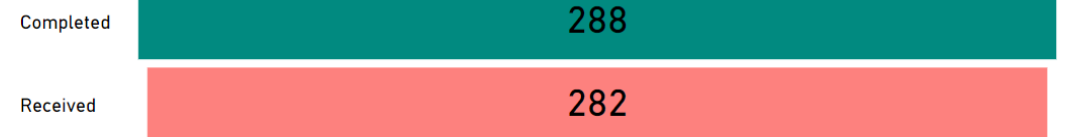
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

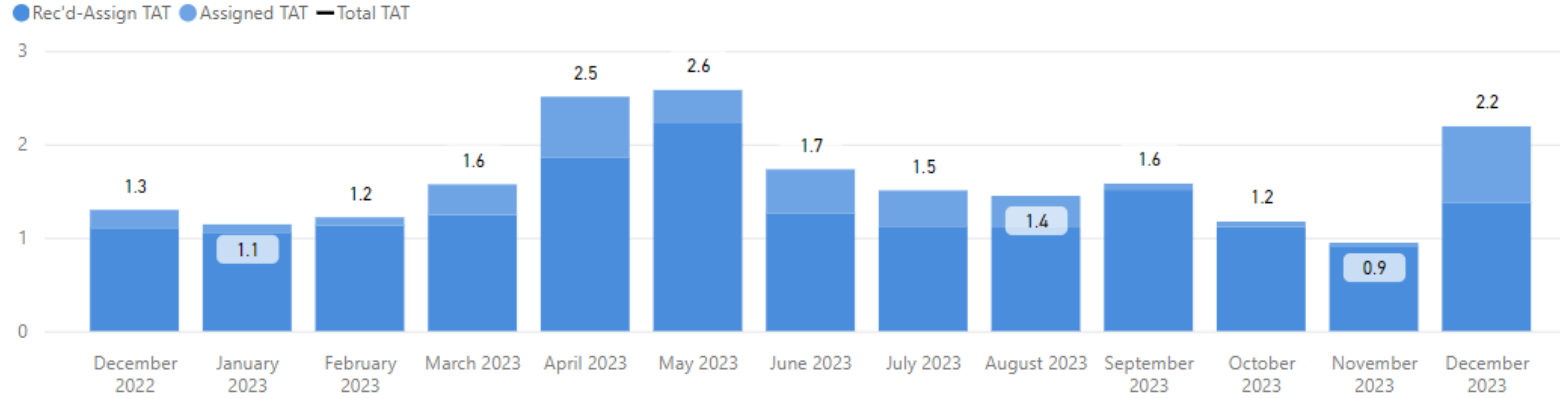


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

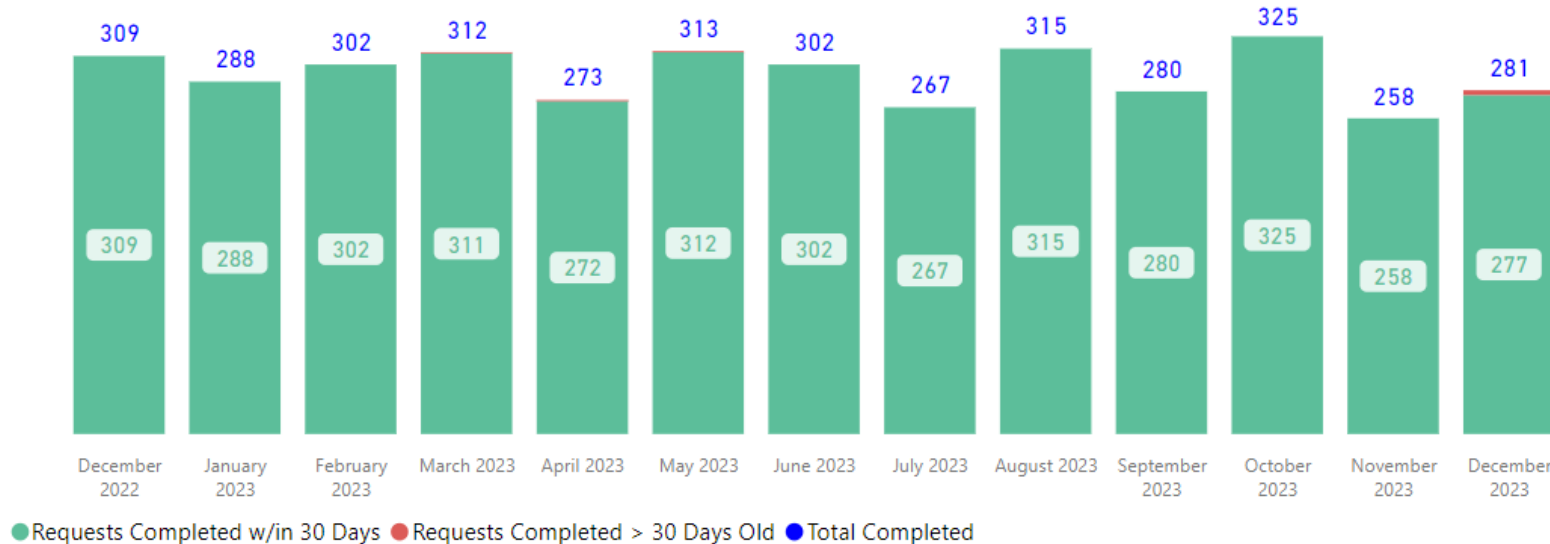
1.61

Total TAT (Rec'd-Compl.) Avg

0.30

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3825

Requests Completed

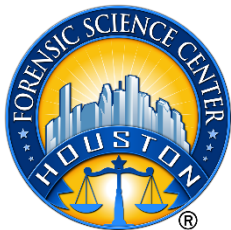
7

Requests Completed > 30 Days Old

0.18 %

% Completed > 30 Days Old

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



Service

CSCM Tax Accession

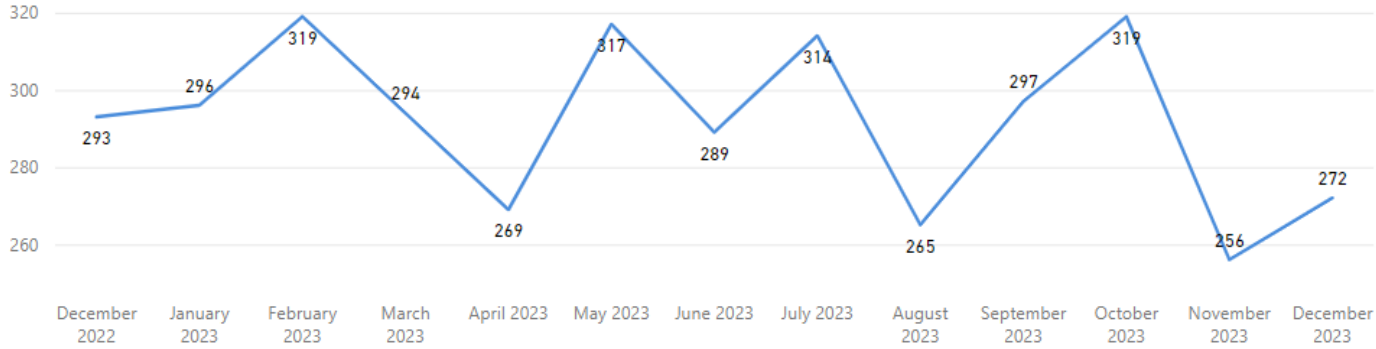
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

3,800

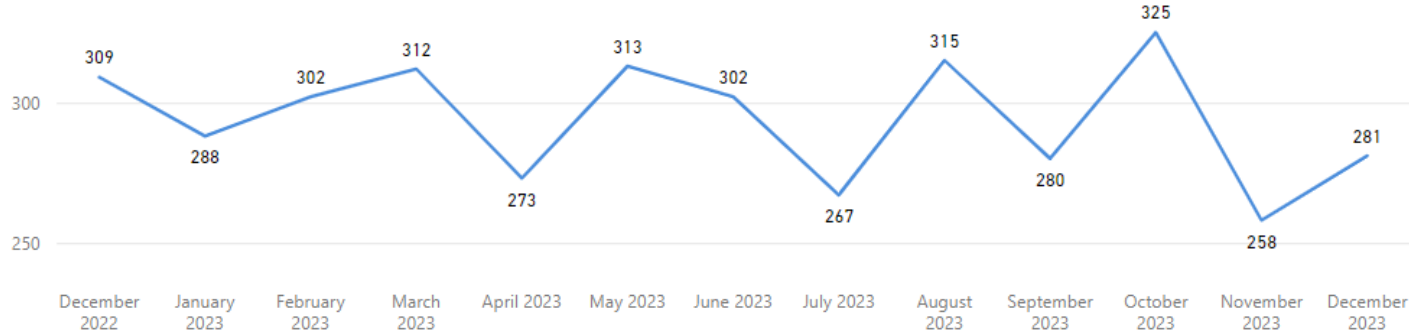
Received per Month (Avg)*

292

Completed Filter

12/1/2022 12/31/2023

Completed by Month



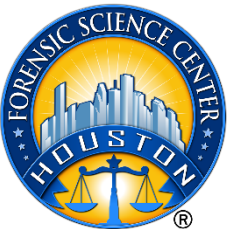
Total Completed

3,825

Completed per Month (Avg)*

294

* months with zero activity are not calculated into the average



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

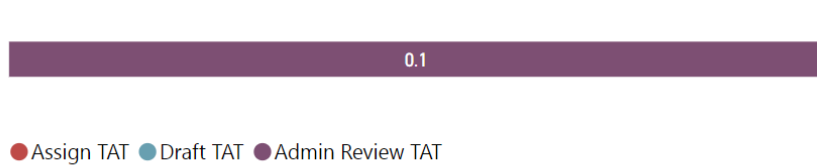
Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)
Unassigned	0	0 ✓ Goal: 3 (+100%)	0 ✓ Goal: 5 (+100%)	0	Days Old ● 0-15 ● 16-30 ● 31-60 ● 61-90 ● 91-120 ● >121	0.1 ✓ Goal: 5, 10	0.0 ✓ Goal: 5, 10
Draft	0	# Pending Admin				Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)
Admin	0	0 ✓ Goal: 10 (+100%)				0.1 ✓ Goal: 5, 10	0.0 ✓ Goal: 5, 10

Avg Age (days): **(Blank)**

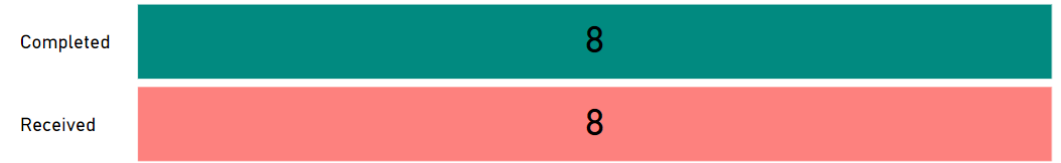
Goal= Threshold for the max # of requests in each bucket

Accessioning TAT is TAT for request received to assigned.

TAT by Phase of Work (MTD)



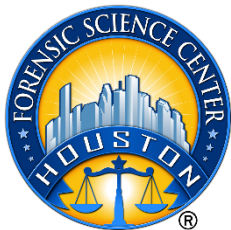
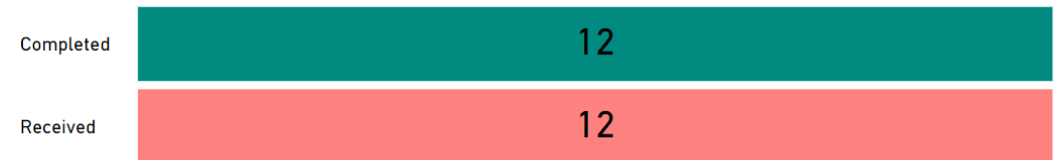
Month to Date



TAT by Phase of Work (Past 90 Days)



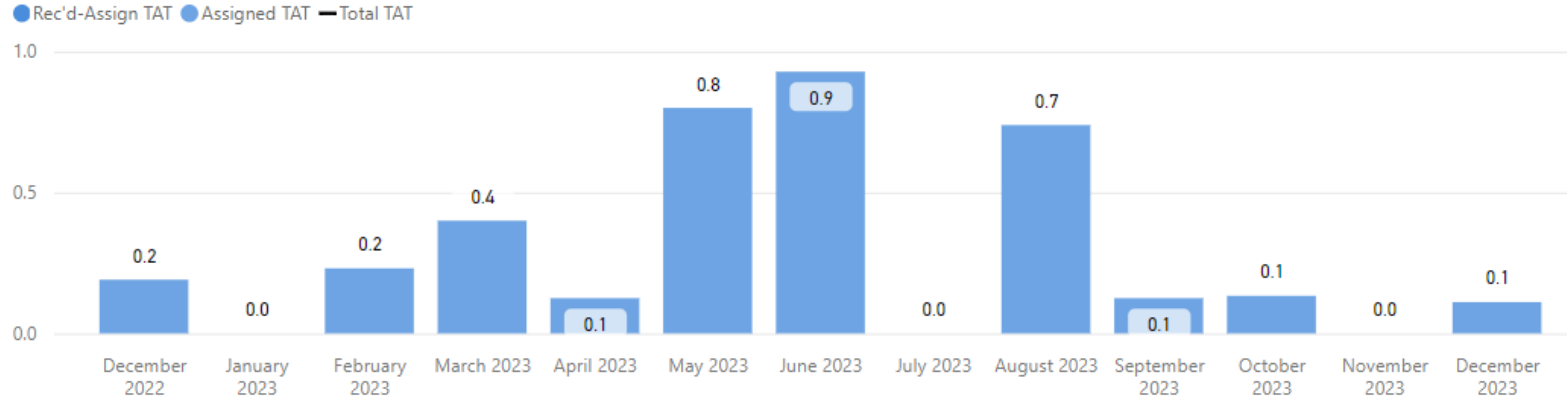
30 Day Avg (Over Past 90 Days)



Date Range

12/1/2022 12/31/2023

Total TAT by Month



Request Type

CSCM Tax Rejection

Priority Type

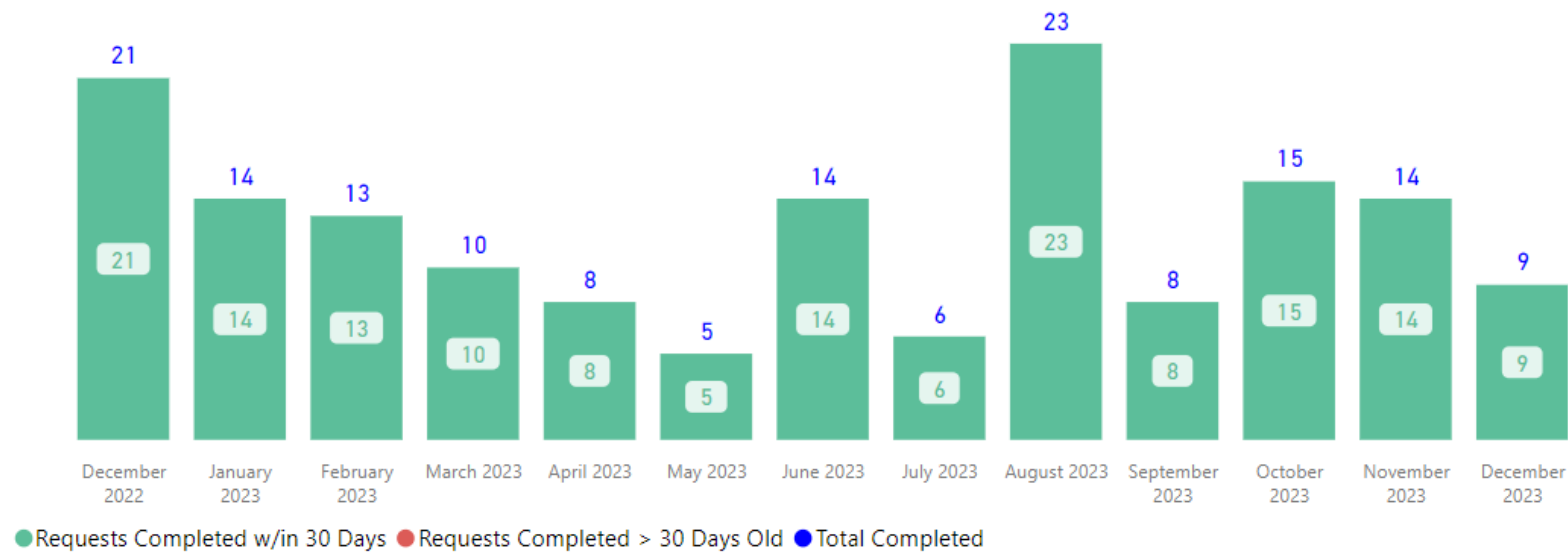
All

Selected Time Frame Averages

0.31
Total TAT (Rec'd-Compl.) Avg

0.31
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



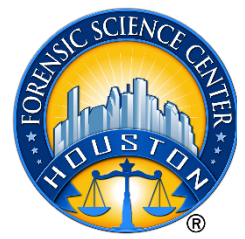
Received to Complete

160
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 Tax Rejection

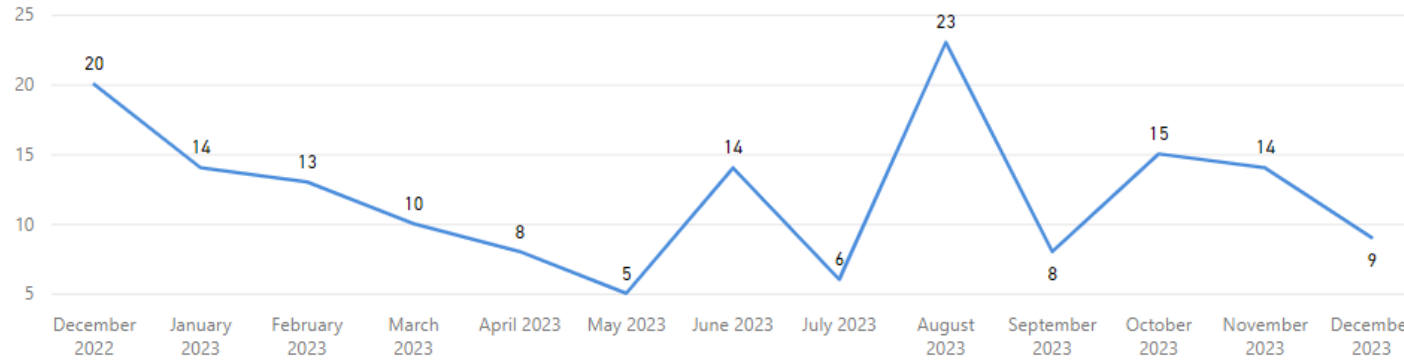
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

159

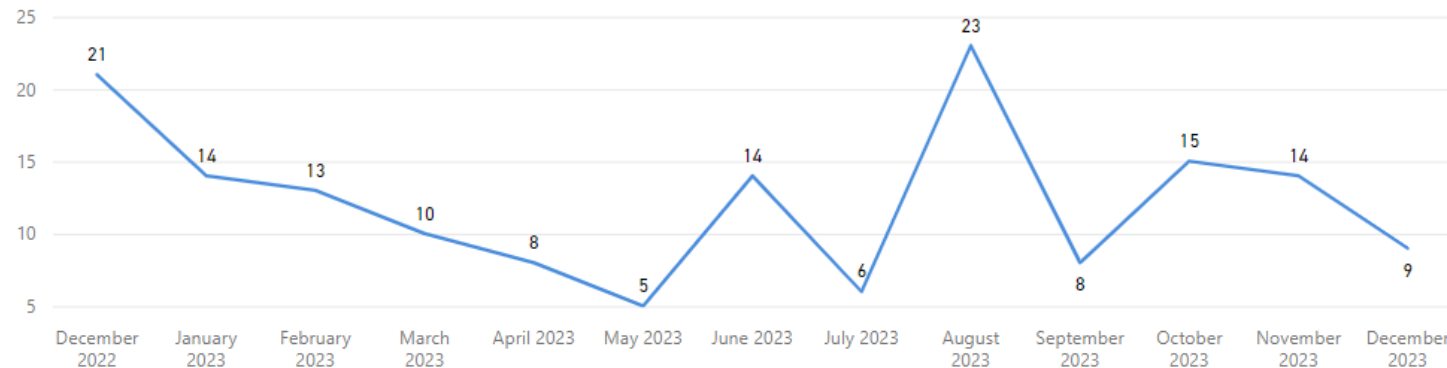
Received per Month (Avg)*

12

Completed Filter

12/1/2022 12/31/2023

Completed by Month



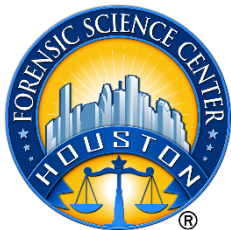
Total Completed

160

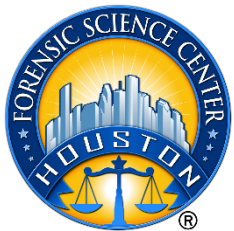
Completed per Month (Avg)*

12

* months with zero activity are not calculated into the average



Seized Drugs



Service

Seized Drugs Examination

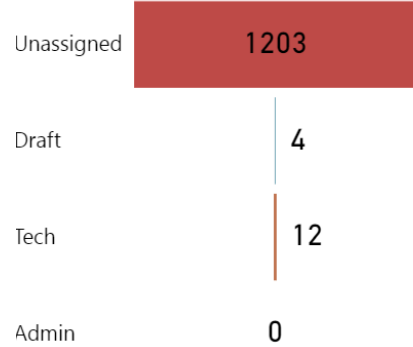
Priority Type

All

Backlogged Requests: 1819

Avg Age of Backlog (days): 212

Longest Time in Phase (Pending)



of Unassigned

2135!

Goal: 100 (-2035%)

Pending Draft

11✓

Goal: 100 (+89%)

Pending Tech

1✓

Goal: 50 (+98%)

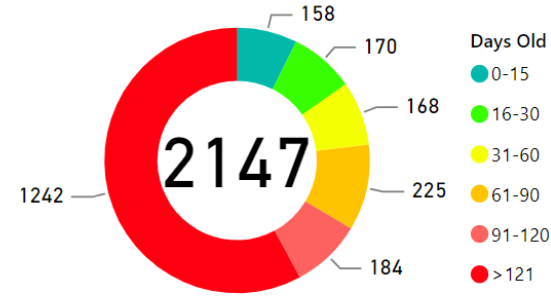
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 182

Overall TAT (MTD)

134.4!

Goal: 14, 15

Overall TAT (Past 90 Days)

120.5!

Goal: 14, 15

Analysis TAT (MTD)

6.9✓

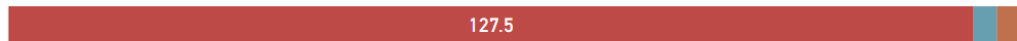
Goal: 14, 15

Analysis TAT (Past 90 Days)

6.8✓

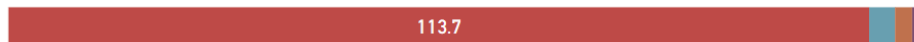
Goal: 14, 15

TAT by Phase of Work (MTD)



Legend: Assign TAT, Draft TAT, Tech Review TAT, Admin Review TAT

TAT by Phase of Work (Past 90 Days)

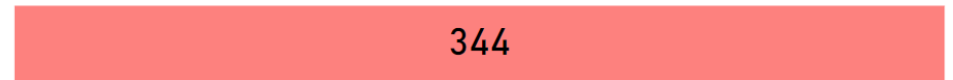


Month to Date

Completed

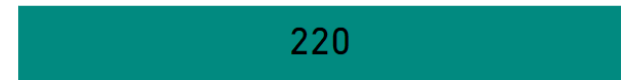


Received

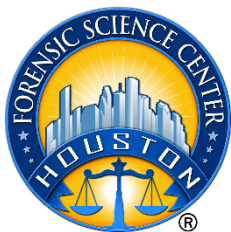
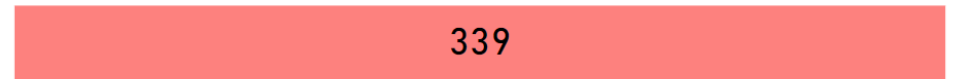


30 Day Avg (Over Past 90 Days)

Completed



Received



Service

Seized Drugs Examination

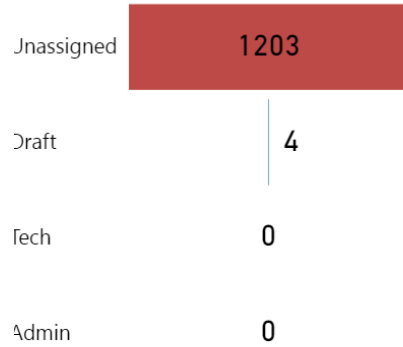
Priority Type

Mari

Backlogged Requests: 268

Avg Age of Backlog (days): 312

Longest Time in Phase (Pending)



of Unassigned

304!

Goal: 100 (-204%)

Pending Draft

10✓

Goal: 100 (+90%)

Pending Tech

0✓

Goal: 50 (+100%)

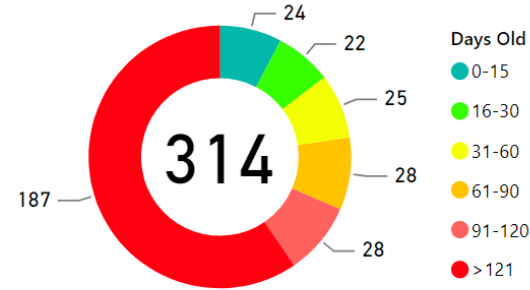
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



314

Avg Age (days): 268

Overall TAT (MTD)

207.4!

Goal: 14, 15

Overall TAT (Past 90 Days)

159.4!

Goal: 14, 15

Analysis TAT (MTD)

10.1✓

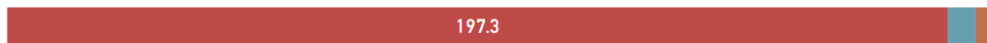
Goal: 14, 15

Analysis TAT (Past 90 Days)

11.8✓

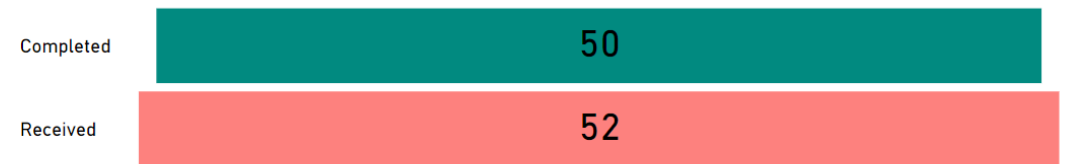
Goal: 14, 15

TAT by Phase of Work (MTD)

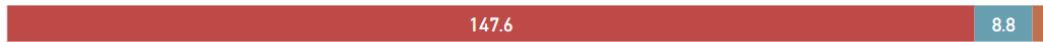


Assign TAT Draft TAT Tech Review TAT Admin Review TAT

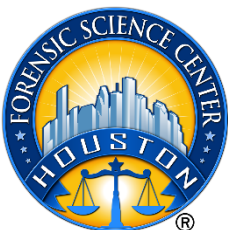
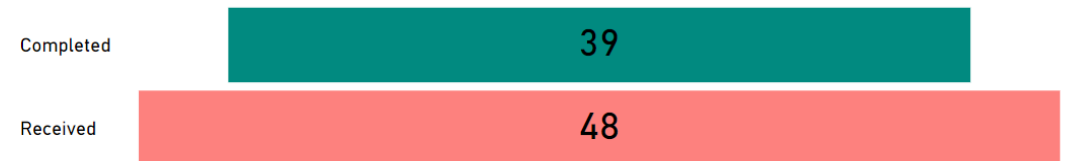
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

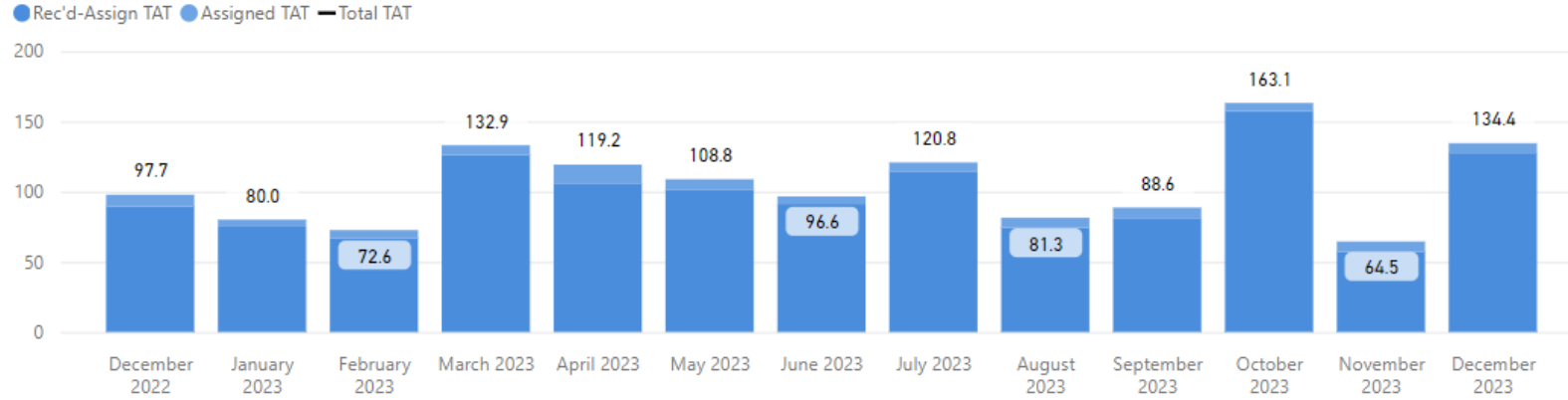


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

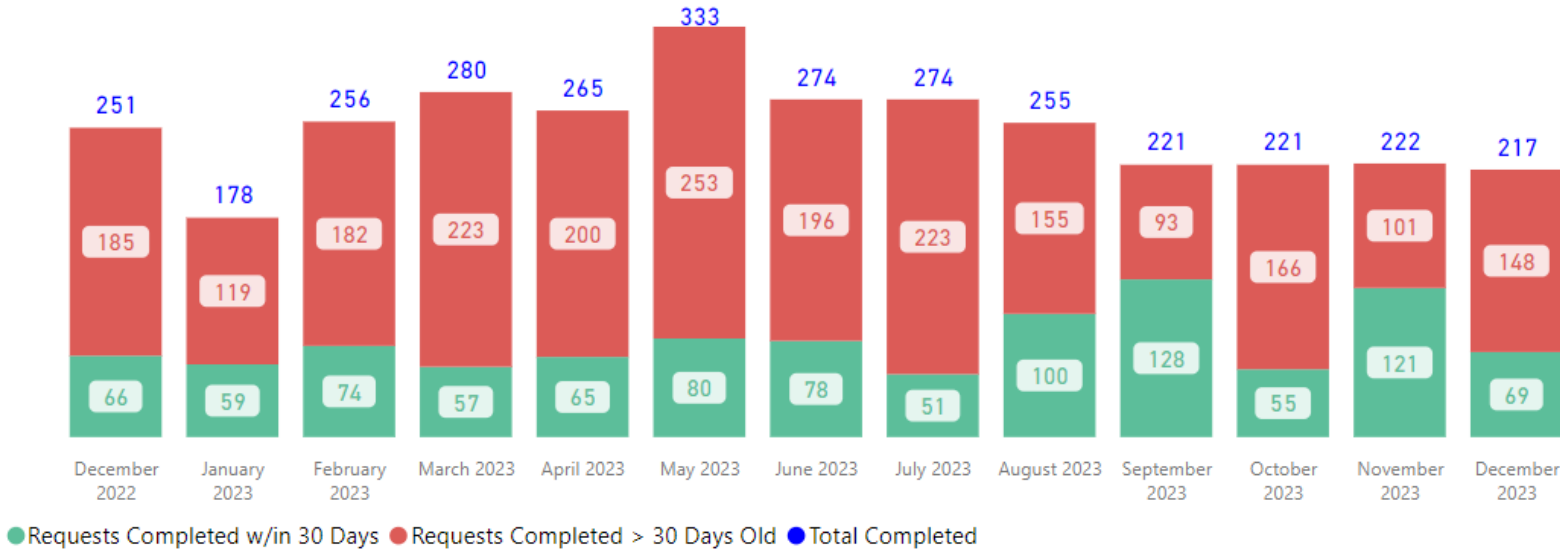
105.26

Total TAT (Rec'd-Compl.) Avg

7.32

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3247

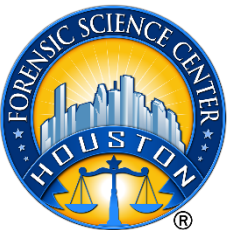
Requests Completed

2244

Requests Completed > 30 Days Old

69.11 %

% Completed > 30 Days Old



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

Service

Seized Drugs Examination

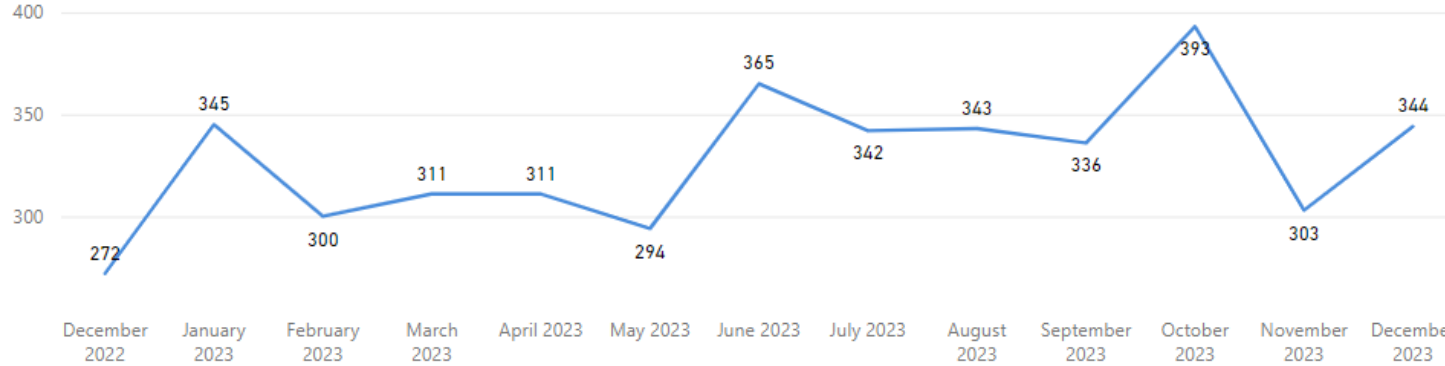
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

4,259

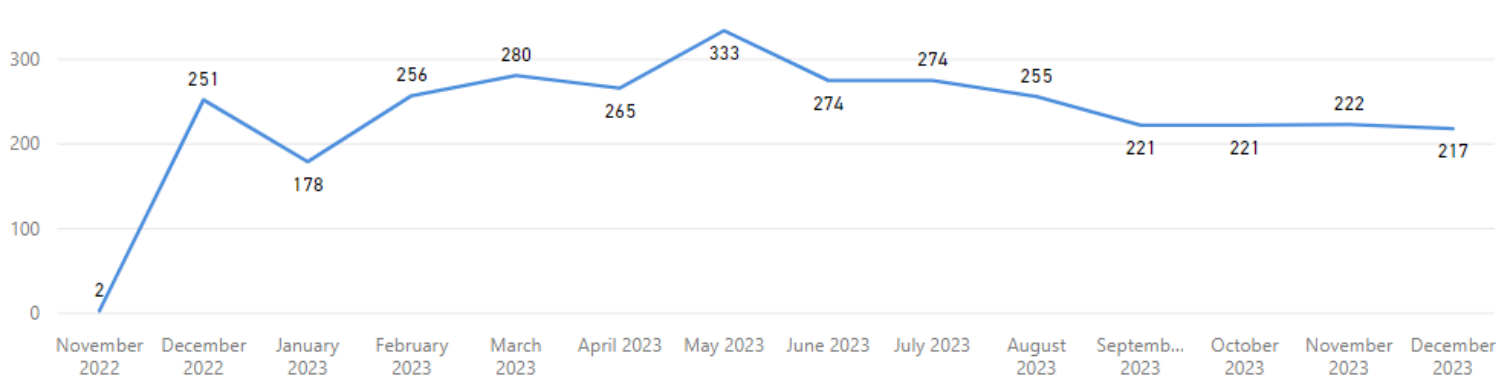
Received per Month (Avg)*

328

Completed Filter

12/1/2022 12/31/2023

Completed by Month



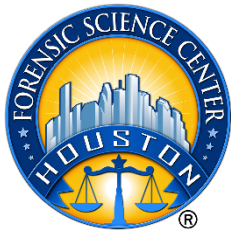
Total Completed

3,249

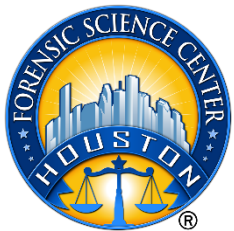
Completed per Month (Avg)*

232

* months with zero activity are not calculated into the average



Toxicology



Service

Blood Alcohol

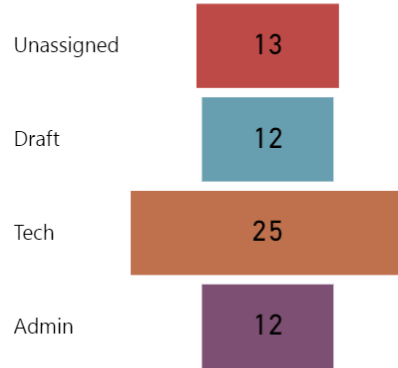
Priority Type

All

Backlogged Requests: 116

Avg Age of Backlog (days): 38

Longest Time in Phase (Pending)



of Unassigned

125!

Goal: 50 (-150%)

Pending Draft

49✓

Goal: 120 (+59.17%)

Pending Tech

150!

Goal: 90 (-66.67%)

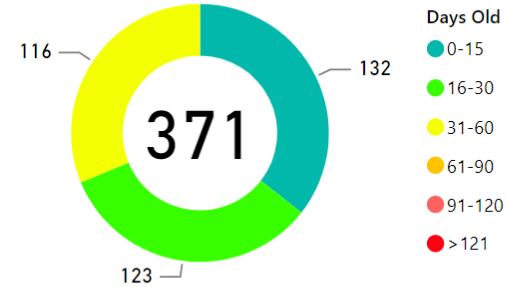
Pending Admin

47✓

Goal: 90 (+47.78%)

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

Pending Requests



Avg Age (days): 23

Overall TAT (MTD)

37.8!

Goal: 30, 31

Analysis TAT (MTD)

23.2✓

Goal: 30, 31

Overall TAT (Past 90 Days)

44.7!

Goal: 30, 31

Analysis TAT (Past 90 Days)

21.7✓

Goal: 30, 31

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

184

Received

255

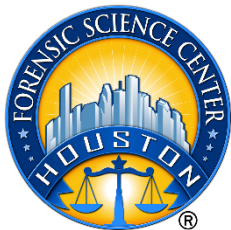
30 Day Avg (Over Past 90 Days)

Completed

298

Received

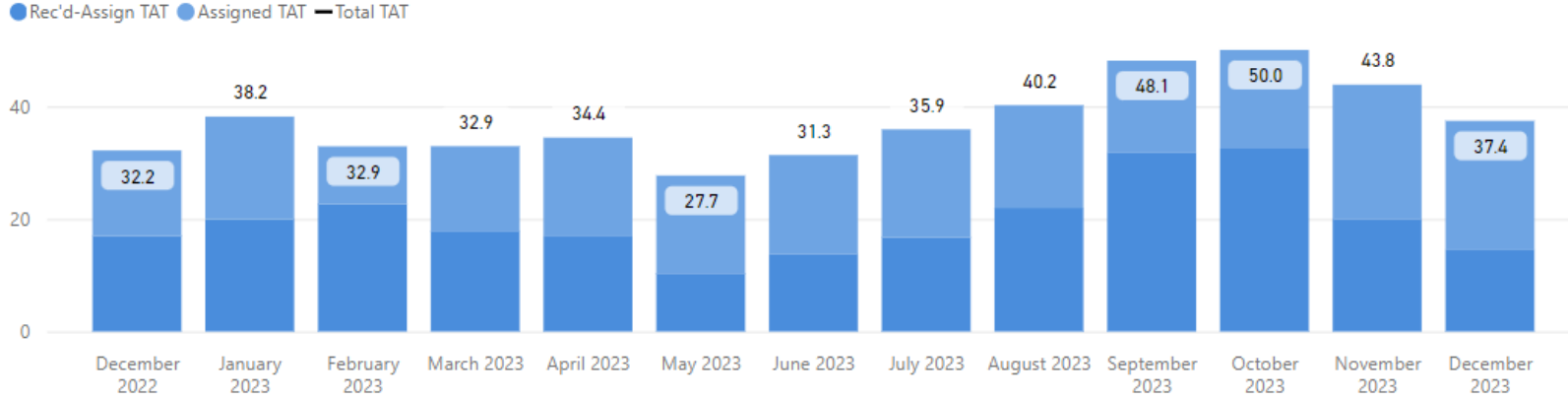
263



Date Range

12/1/2022 12/31/2023

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

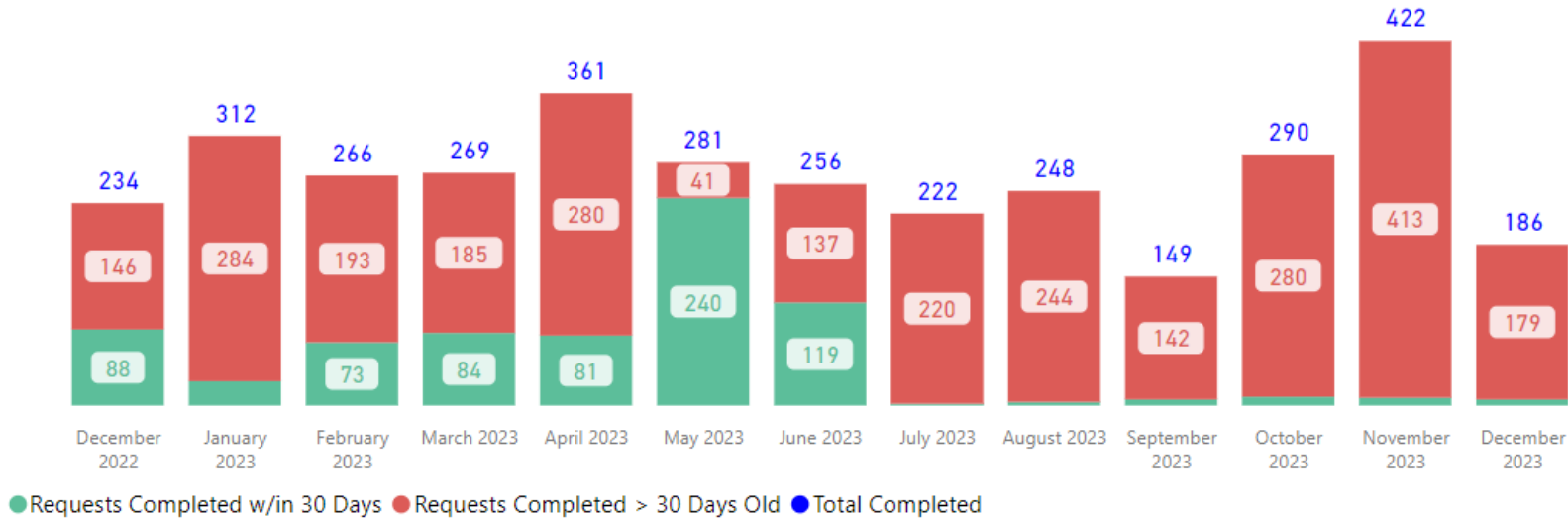
37.28

Total TAT (Rec'd-Compl.) Avg

17.84

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3496

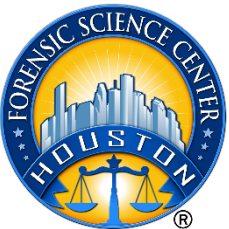
Requests Completed

2744

Requests Completed > 30 Days Old

78.49 %

% Completed > 30 Days Old



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

Service

Blood Alcohol

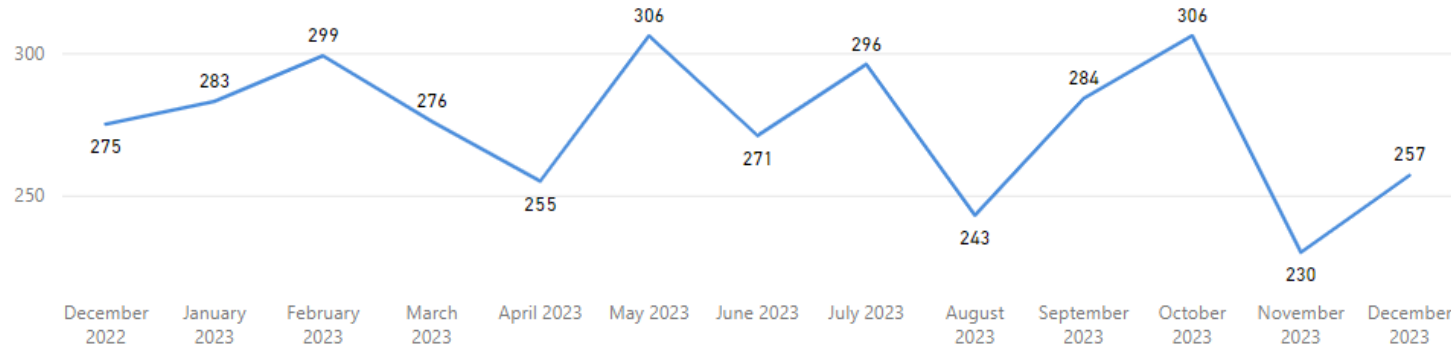
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

3,581

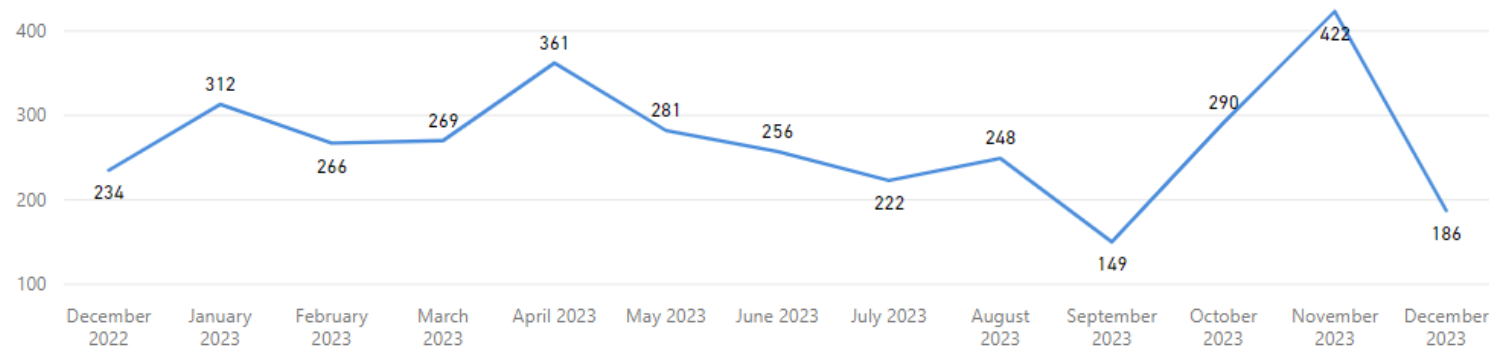
Received per Month (Avg)*

275

Completed Filter

12/1/2022 12/31/2023

Completed by Month



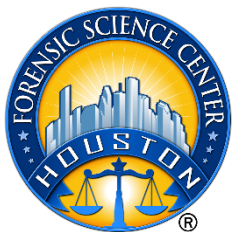
Total Completed

3,496

Completed per Month (Avg)*

269

* months with zero activity are not calculated into the average



Service

Toxicology

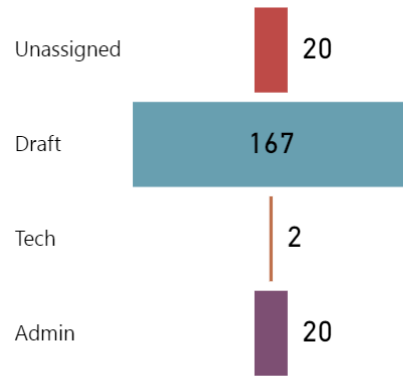
Priority Type

All

Backlogged Requests: 175

Avg Age of Backlog (days): 101

Longest Time in Phase (Pending)



of Unassigned

19✓

Goal: 120 (+84.17%)

Pending Draft

178!

Goal: 30 (-493.33%)

Pending Tech

7✓

Goal: 30 (+76.67%)

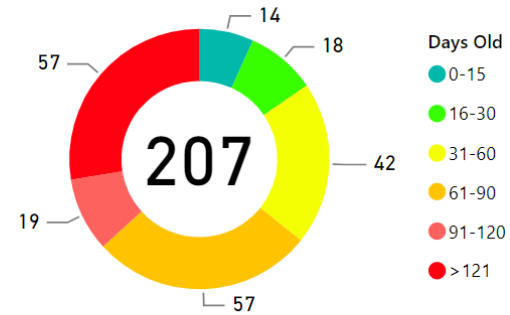
Pending Admin

3✓

Goal: 30 (+90%)

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

Pending Requests



Avg Age (days): 88

Overall TAT (MTD)

141.5!

Goal: 90, 91

Overall TAT (Past 90 Days)

186.3!

Goal: 90, 91

Analysis TAT (MTD)

50.5✓

Goal: 90, 91

Analysis TAT (Past 90 Days)

94.0!

Goal: 90, 91

TAT by Phase of Work (MTD)



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

Month to Date

Completed

54

Received

32

TAT by Phase of Work (Past 90 Days)



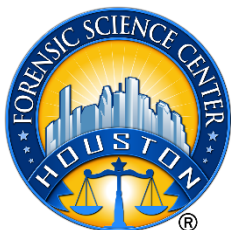
30 Day Avg (Over Past 90 Days)

Completed

80

Received

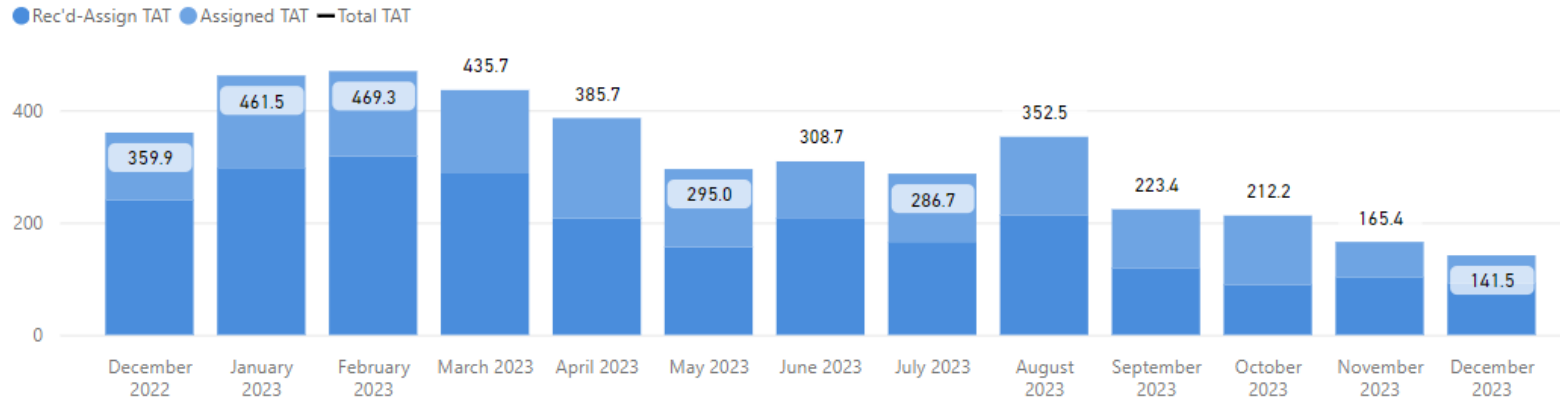
44



Date Range

12/1/2022 12/31/2023

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

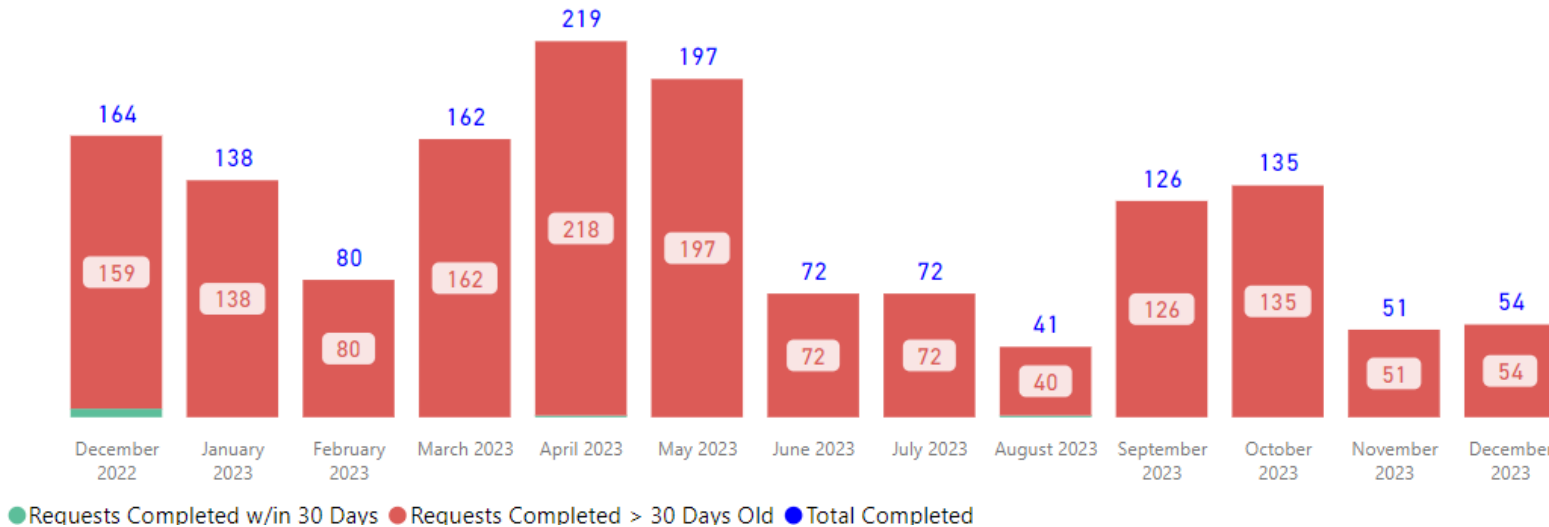
333.29

Total TAT (Rec'd-Compl.) Avg

133.94

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1511

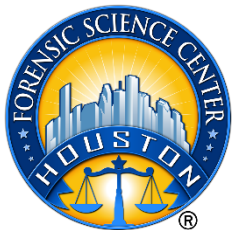
Requests Completed

1504

Requests Completed > 30 Days Old

99.54 %

% Completed > 30 Days Old



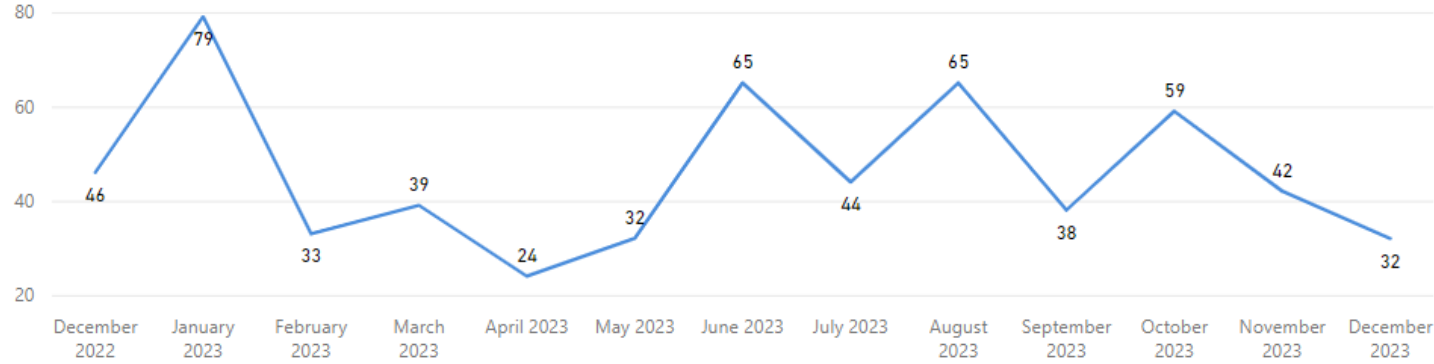
Requests more than 30 days old are considered to be backlogged requests

Service: Toxicology
 Priority Type: All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

598

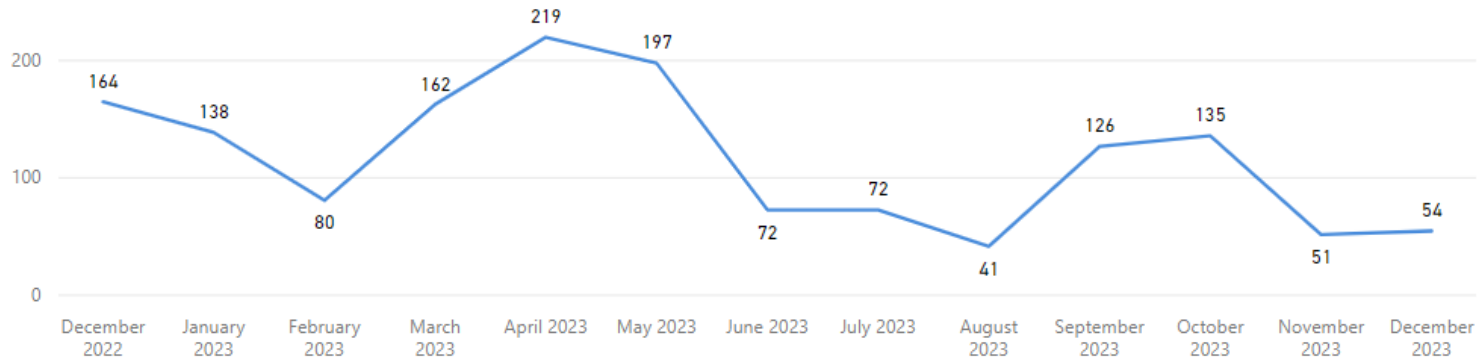
Received per Month (Avg)*

46

Completed Filter

12/1/2022 12/31/2023

Completed by Month



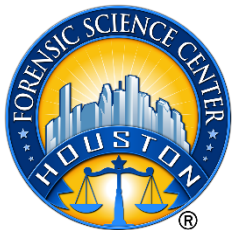
Total Completed

1,511

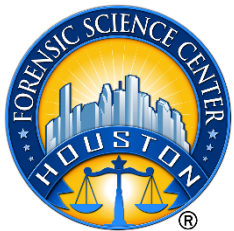
Completed per Month (Avg)*

116

* months with zero activity are not calculated into the average

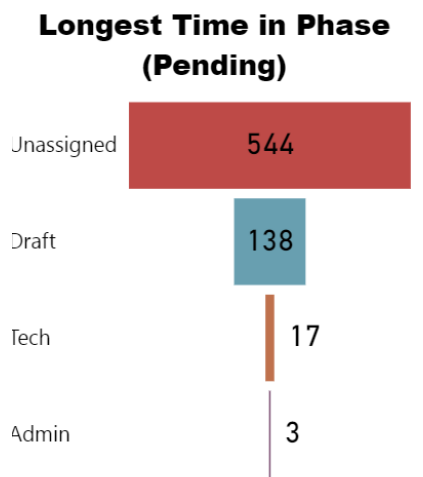


Firearms



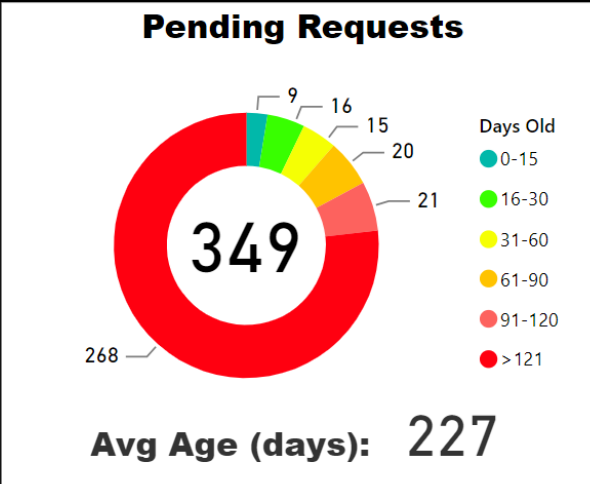
Service: **Firearms Examination** | Priority Type: **All**

Backlogged Requests: 324
Avg Age of Backlog (days): 243



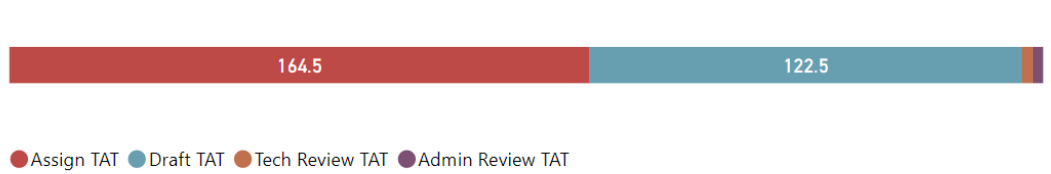
# of Unassigned 333! Goal: 10 (-3230%)	# Pending Draft 12✓ Goal: 14 (+14.29%)
# Pending Tech 2✓ Goal: 9 (+77.78%)	# Pending Admin 2✓ Goal: 5 (+60%)

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

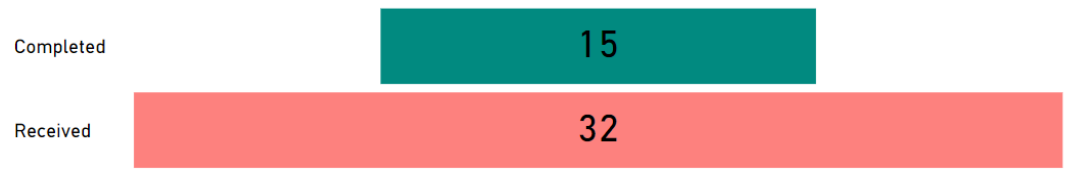


Overall TAT (MTD) 293.1! Goal: 40, 41	Analysis TAT (MTD) 128.5! Goal: 40, 41
Overall TAT (Past 90 Days) 326.6! Goal: 40, 41	Analysis TAT (Past 90 Days) 159.7! Goal: 40, 41

TAT by Phase of Work (MTD)



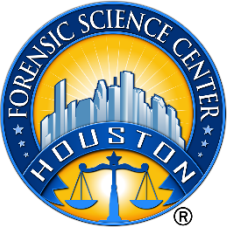
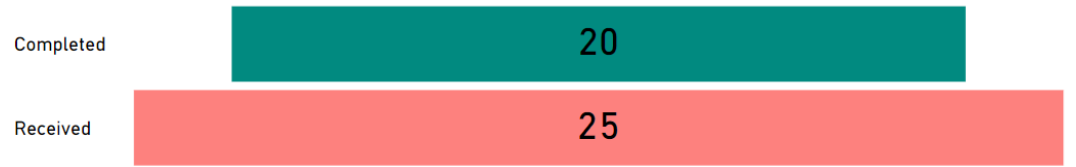
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

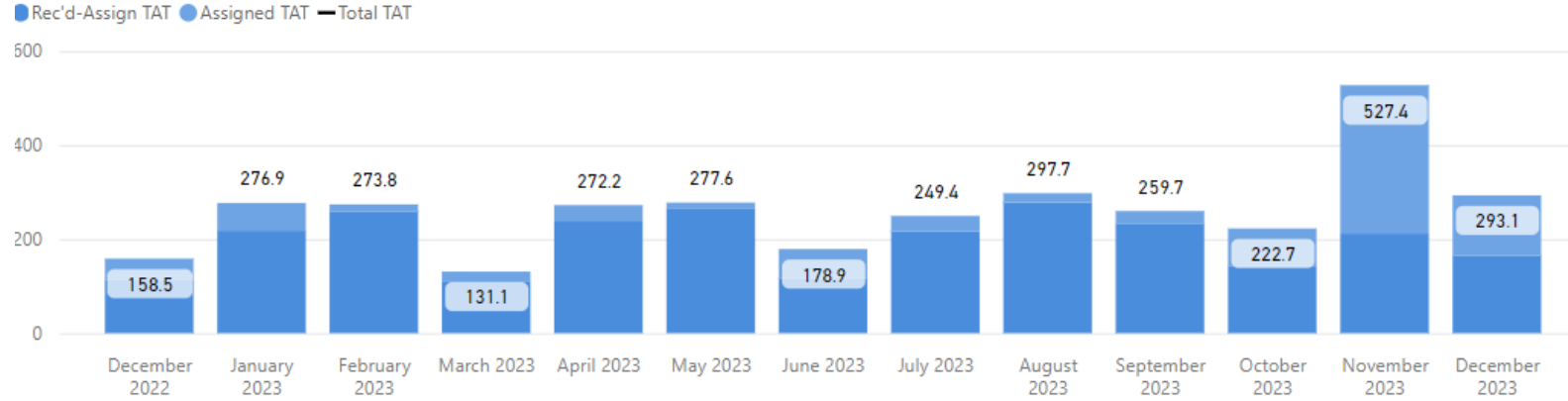


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

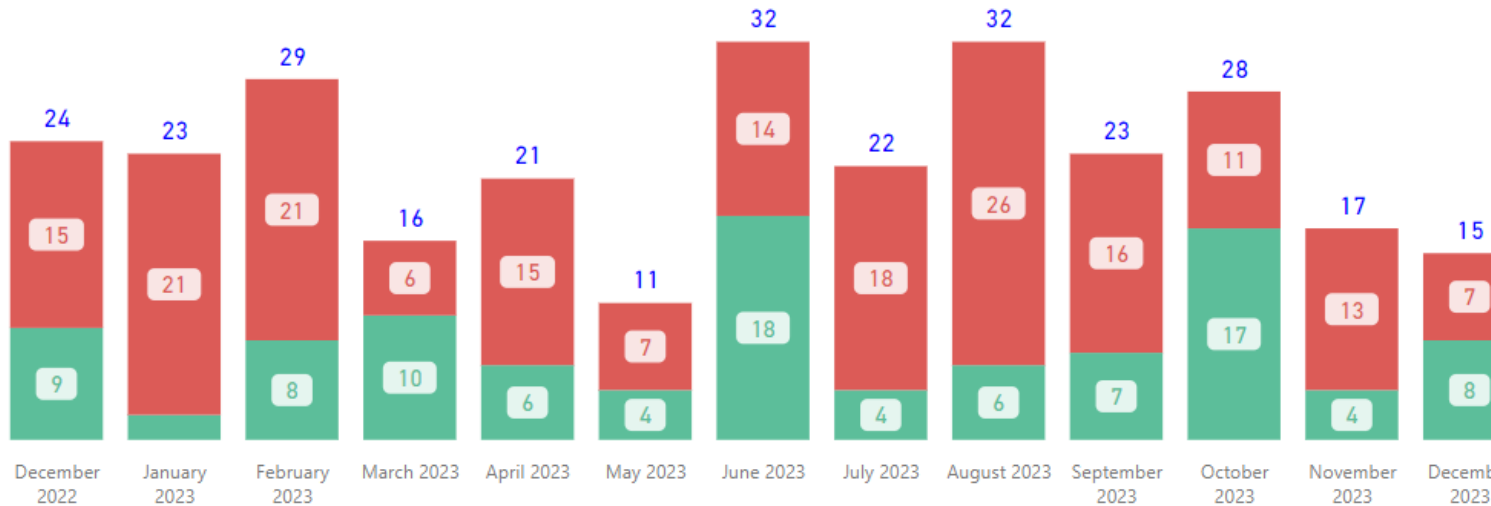
256.95

Total TAT (Rec'd-Compl.) Avg

60.29

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

293

Requests Completed

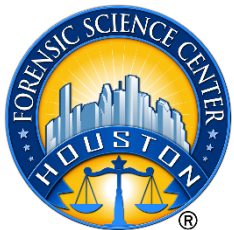
190

Requests Completed > 30 Days Old

64.85 %

% Completed > 30 Days Old

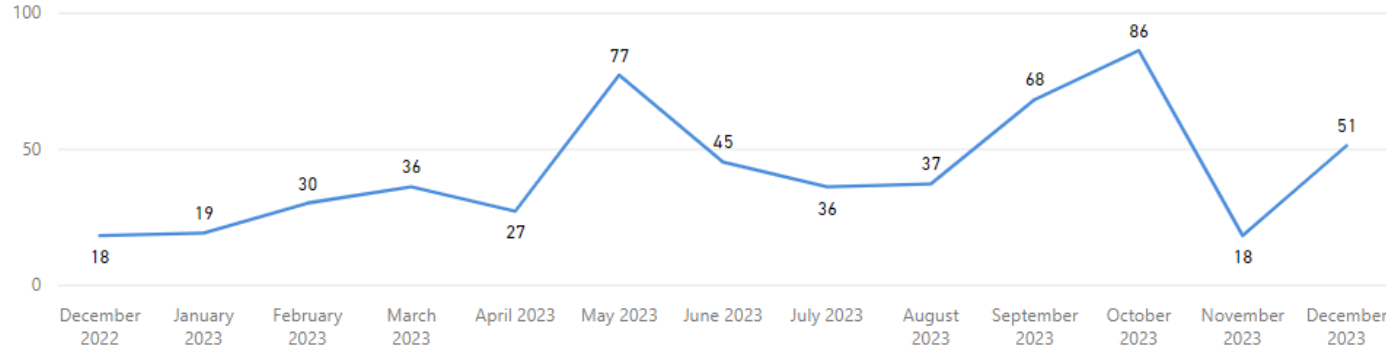
Requests more than 30 days old are considered to be backlogged requests



Service: Priority Type:

Received Filter

Received by Month



Total Received

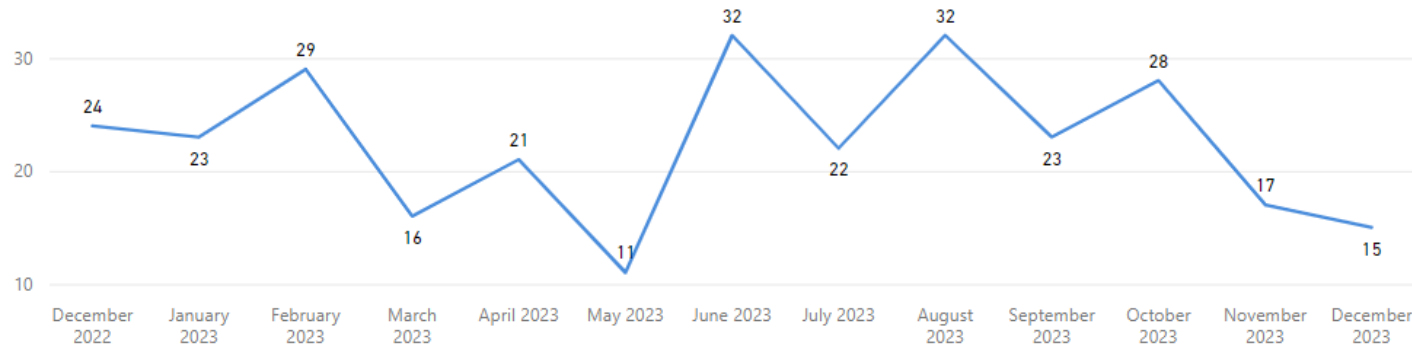
548

Received per Month (Avg)*

42

Completed Filter

Completed by Month



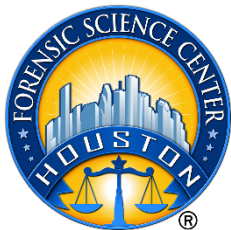
Total Completed

293

Completed per Month (Avg)*

23

* months with zero activity are not calculated into the average



Service

NIBIN Only

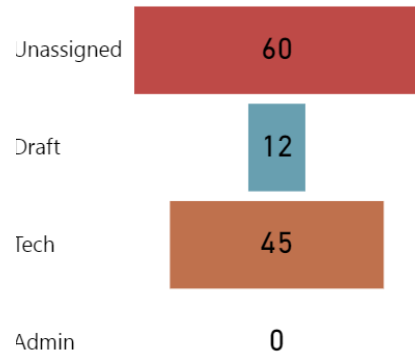
Priority Type

All

Backlogged Requests: 28

Avg Age of Backlog (days): 37

Longest Time in Phase (Pending)



of Unassigned

308!

Goal: 20 (-1440%)

Pending Draft

5✓

Goal: 35 (+85.71%)

Pending Tech

85!

Goal: 20 (-325%)

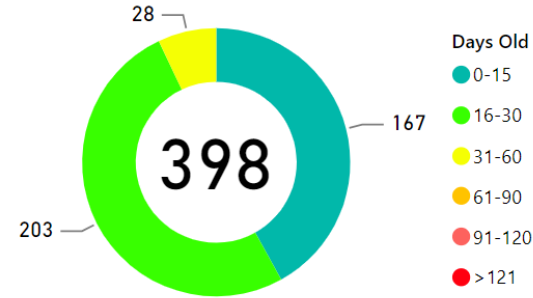
Pending Admin

0✓

Goal: 20 (+100%)

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

Pending Requests



Overall TAT (MTD)

21.6!

Goal: 7, 8

Overall TAT (Past 90 Days)

12.1!

Goal: 7, 8

Analysis TAT (MTD)

9.0!

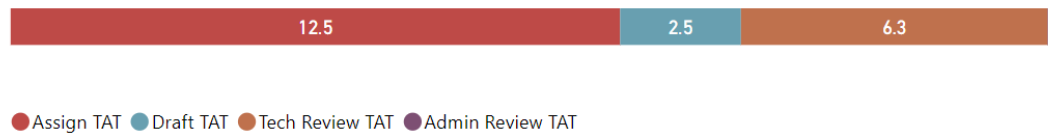
Goal: 7, 8

Analysis TAT (Past 90 Days)

7.4•

Goal: 7, 8

TAT by Phase of Work (MTD)



Month to Date

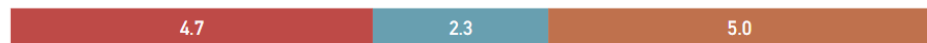
Completed

211

Received

385

TAT by Phase of Work (Past 90 Days)



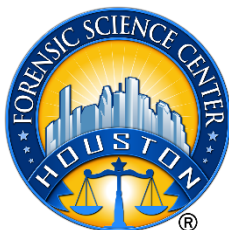
30 Day Avg (Over Past 90 Days)

Completed

284

Received

388

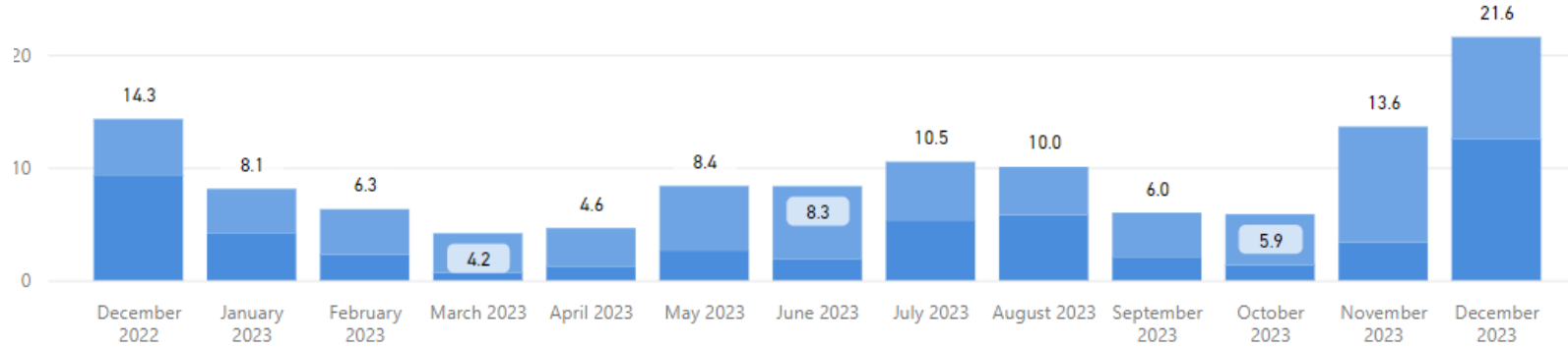


Date Range

12/1/2022 12/31/2023

Total TAT by Month

Rec'd-Assign TAT Assigned TAT Total TAT



Request Type

NIBIN Only

Priority Type

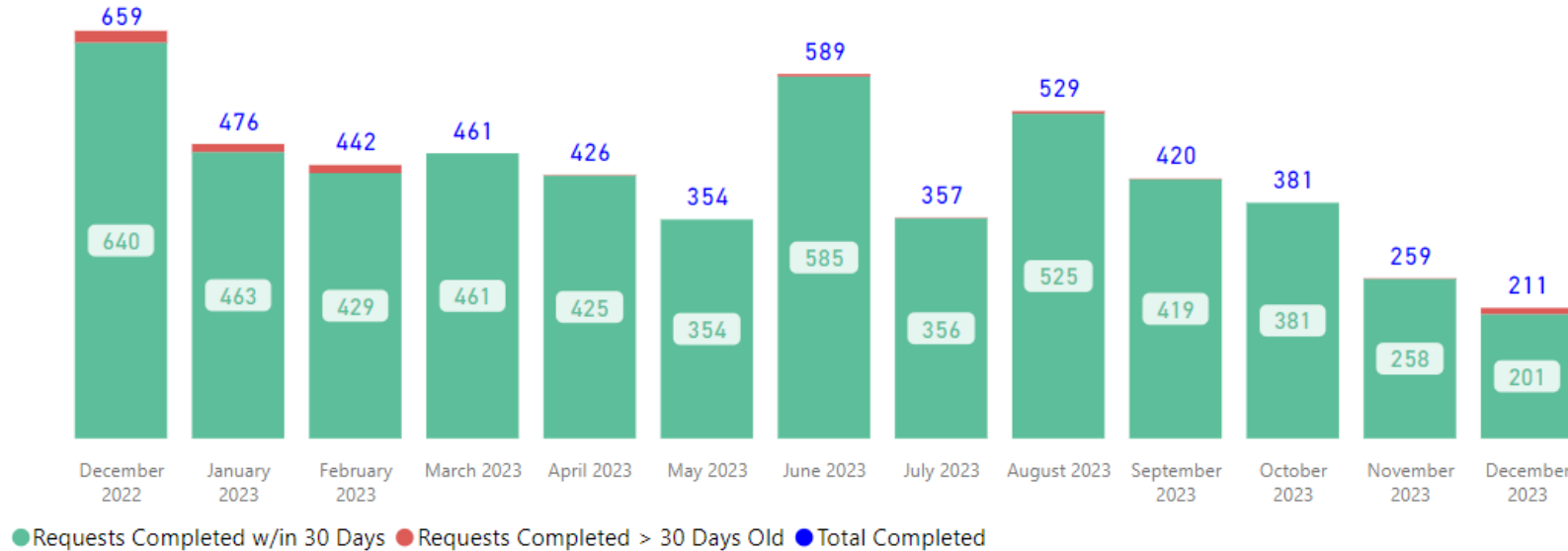
All

Selected Time Frame Averages

8.94
Total TAT (Rec'd-Compl.) Avg

5.01
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

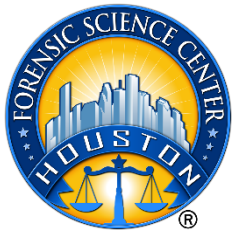


Received to Complete

5564
Requests Completed

67
Requests Completed > 30 Days Old

1.20 %
% Completed > 30 Days Old



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

Service

NIBIN Only

Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

5,640

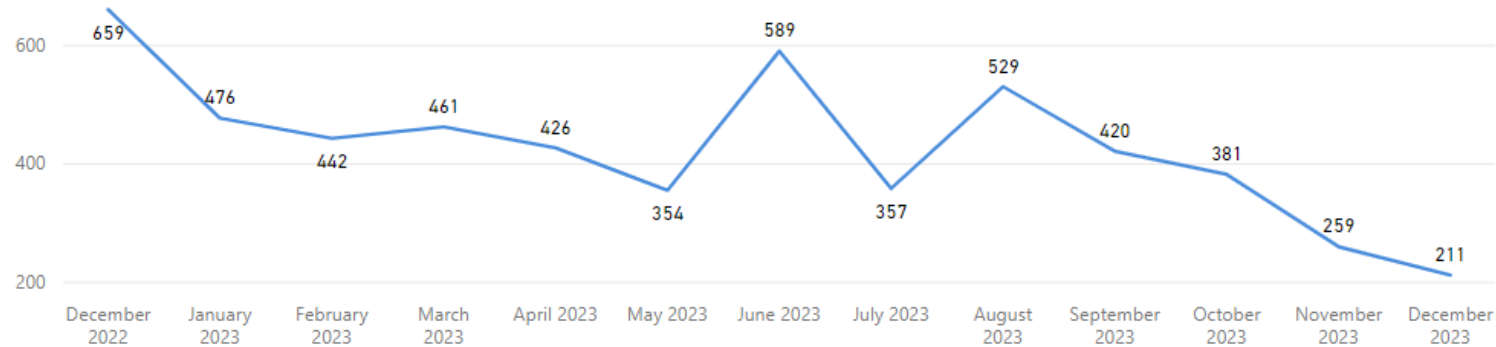
Received per Month (Avg)*

434

Completed Filter

12/1/2022 12/31/2023

Completed by Month



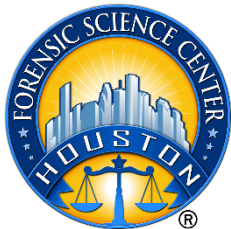
Total Completed

5,564

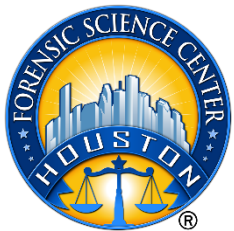
Completed per Month (Avg)*

428

* months with zero activity are not calculated into the average



Forensic Biology



Section

DNA

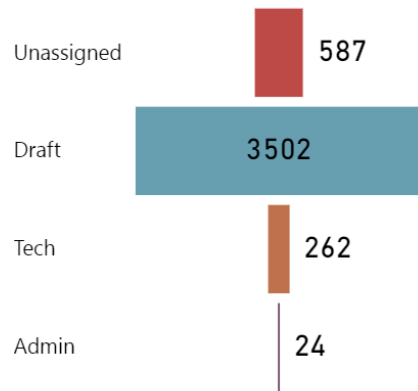
Request Type

All

Backlogged Requests: 403

Avg Age of Backlog (days): 243

Longest Time in Phase (Pending)



of Unassigned

34!

Goal: 20 (-70%)

Pending Draft

351!

Goal: 24 (-1362.5%)

Pending Tech

43!

Goal: 24 (-79.17%)

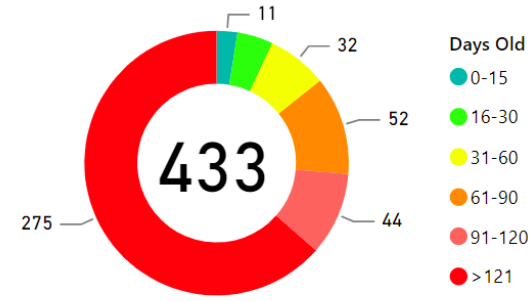
Pending Admin

5✓

Goal: 20 (+75%)

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

Pending Requests



Avg Age (days): 227

Overall TAT (MTD)

284.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

294.4!

Goal: 30, 31

Analysis TAT (MTD)

204.8!

Goal: 30, 31

Analysis TAT (Past 90 Days)

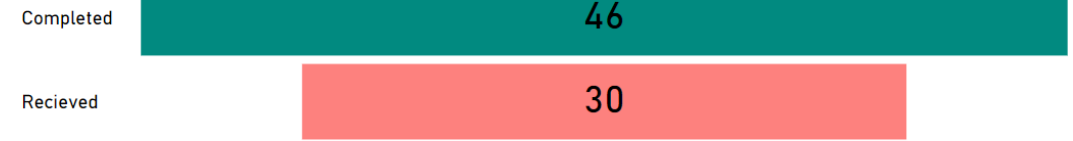
214.6!

Goal: 30, 31

TAT by Phase of Work (MTD)



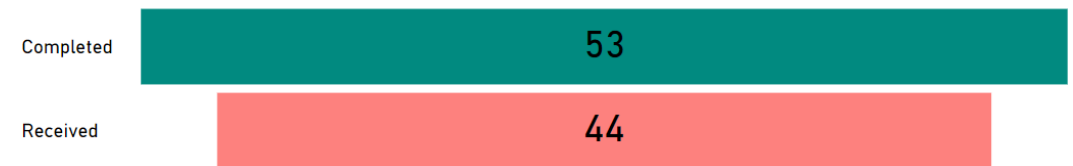
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

DNA

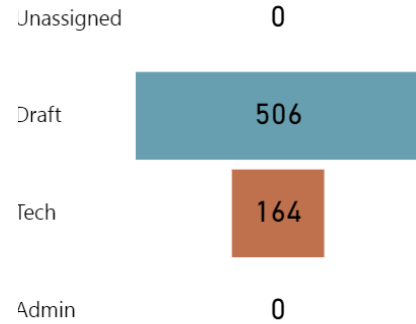
Request Type

SAK

Backlogged Requests: 13

Avg Age of Backlog (days): 445

Longest Time in Phase (Pending)



of Unassigned

0 ✓

Goal: 20 (+100%)

Pending Draft

9 ✓

Goal: 24 (+62.5%)

Pending Tech

4 ✓

Goal: 24 (+83.33%)

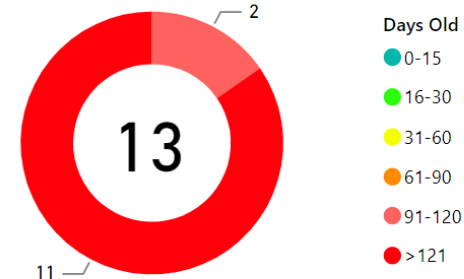
Pending Admin

0 ✓

Goal: 20 (+100%)

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

Pending Requests



Avg Age (days): 445

Overall TAT (MTD)

390.0!

Goal: 30, 31

Overall TAT (Past 90 Days)

402.7!

Goal: 30, 31

Analysis TAT (MTD)

376.5!

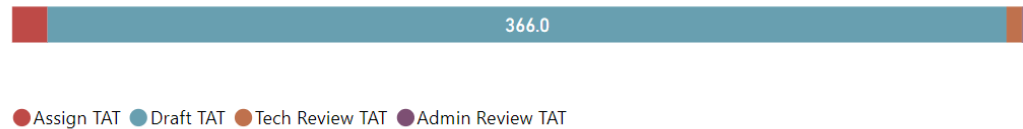
Goal: 30, 31

Analysis TAT (Past 90 Days)

395.3!

Goal: 30, 31

TAT by Phase of Work (MTD)



Month to Date

Completed

2

Received

0

TAT by Phase of Work (Past 90 Days)



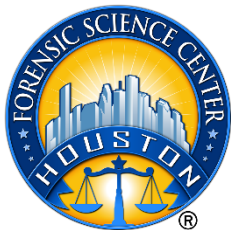
30 Day Avg (Over Past 90 Days)

Completed

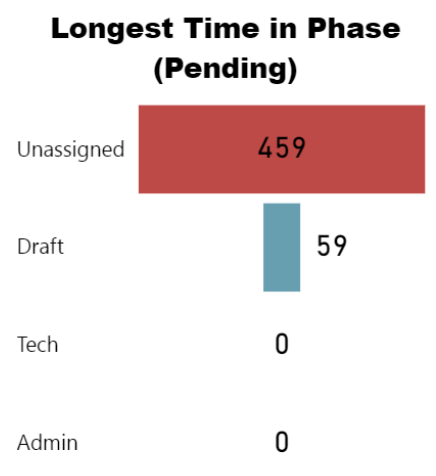
2

Received

0

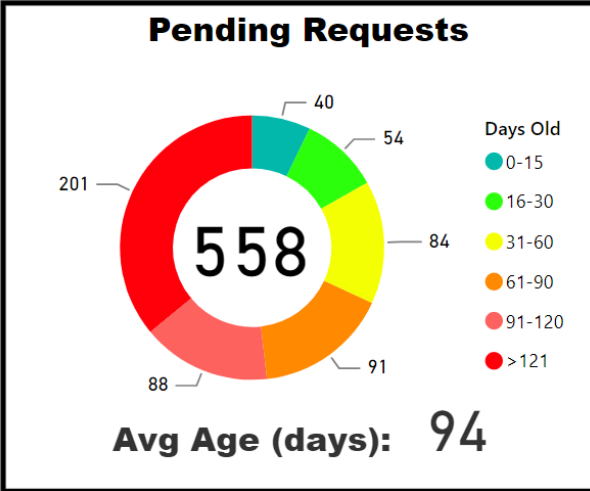


Section: **Outsourced - DNA** | Request Type: **All** | **Backlogged Requests: 464** | **Avg Age of Backlog (days): 111**



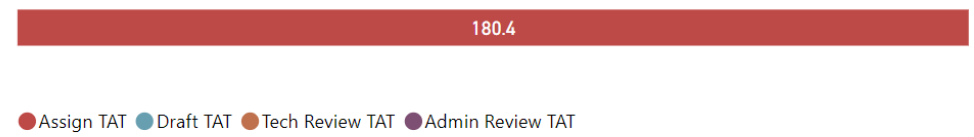
# of Unassigned 552! Goal: 100 (-452%)	# Pending Draft 6✓ Goal: 100 (+94%)
# Pending Tech 0✓ Goal: 100 (+100%)	# Pending Admin 0✓ Goal: 100 (+100%)

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

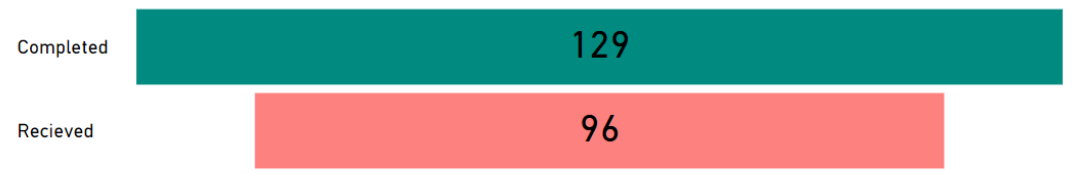


Overall TAT (MTD) 185.2! Goal: 100, 100	Analysis TAT (MTD) 4.8✓ Goal: 100, 100
Overall TAT (Past 90 Days) 209.7! Goal: 100, 100	Analysis TAT (Past 90 Days) 3.8✓ Goal: 100, 100

TAT by Phase of Work (MTD)



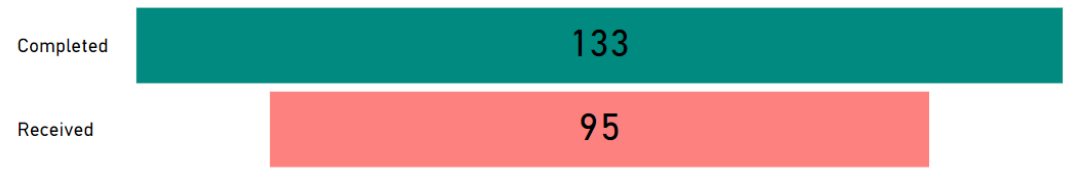
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section: **Outsourced - Non-SAK** | Request Type: **All**

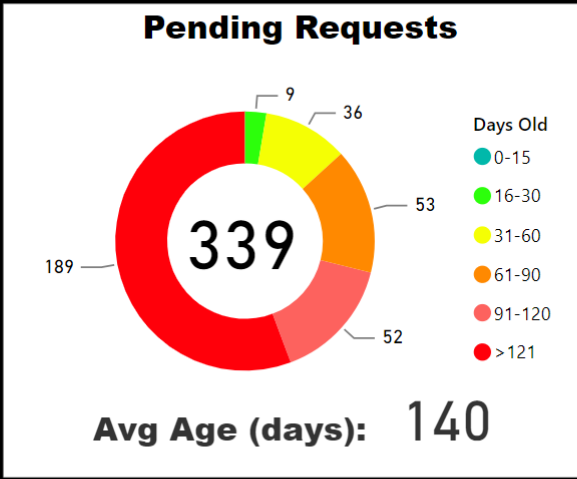
Backlogged Requests: 330
Avg Age of Backlog (days): 143

Longest Time in Phase (Pending)

Unassigned	282
Draft	0
Tech	0
Admin	0

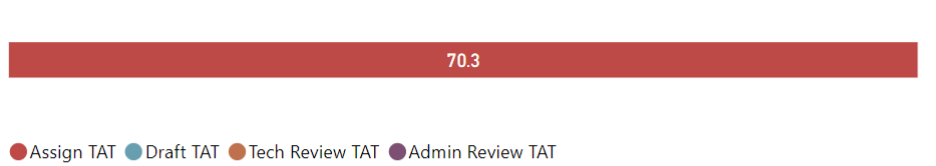
# of Unassigned 339! Goal: 100 (-239%)	# Pending Draft 0✓ Goal: 100 (+100%)
# Pending Tech 0✓ Goal: 100 (+100%)	# Pending Admin 0✓ Goal: 100 (+100%)

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

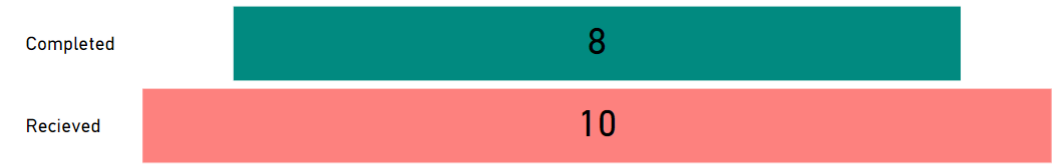


Overall TAT (MTD) 72.3✓ Goal: 100, 100	Analysis TAT (MTD) 2.0✓ Goal: 100, 100
Overall TAT (Past 90 Days) 82.5✓ Goal: 100, 100	Analysis TAT (Past 90 Days) 3.4✓ Goal: 100, 100

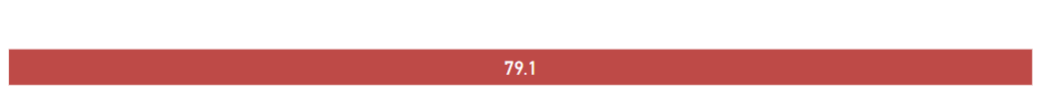
TAT by Phase of Work (MTD)



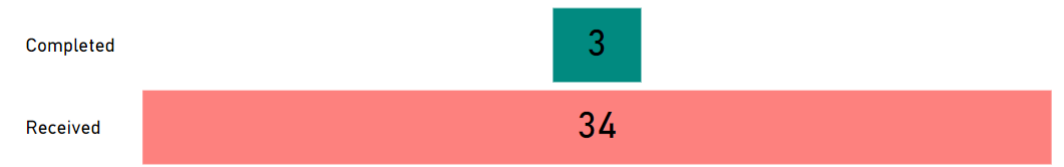
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

Outsource Technical Revi... ▾

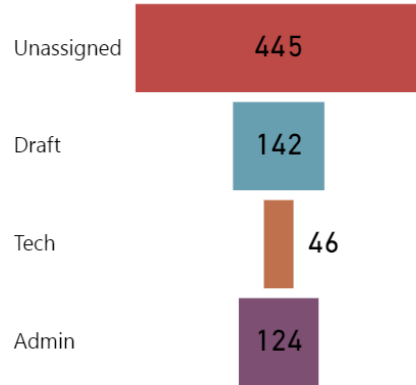
Request Type

All ▾

Backlogged Requests: 35

Avg Age of Backlog (days): 62

Longest Time in Phase (Pending)



of Unassigned

1✓

Goal: 100 (+99%)

Pending Draft

5✓

Goal: 100 (+95%)

Pending Tech

17✓

Goal: 100 (+83%)

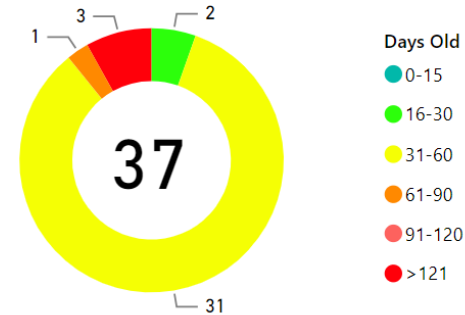
Pending Admin

14✓

Goal: 100 (+86%)

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

Pending Requests



Avg Age (days): 60

Overall TAT (MTD)

45.4✓

Goal: 100, 100

Analysis TAT (MTD)

45.4✓

Goal: 100, 100

Overall TAT (Past 90 Days)

37.4✓

Goal: 100, 100

Analysis TAT (Past 90 Days)

37.4✓

Goal: 100, 100

TAT by Phase of Work (MTD)



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

Month to Date

Completed

29

Received

2

TAT by Phase of Work (Past 90 Days)



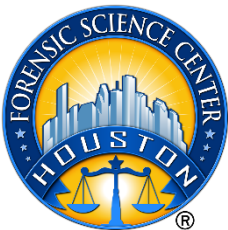
30 Day Avg (Over Past 90 Days)

Completed

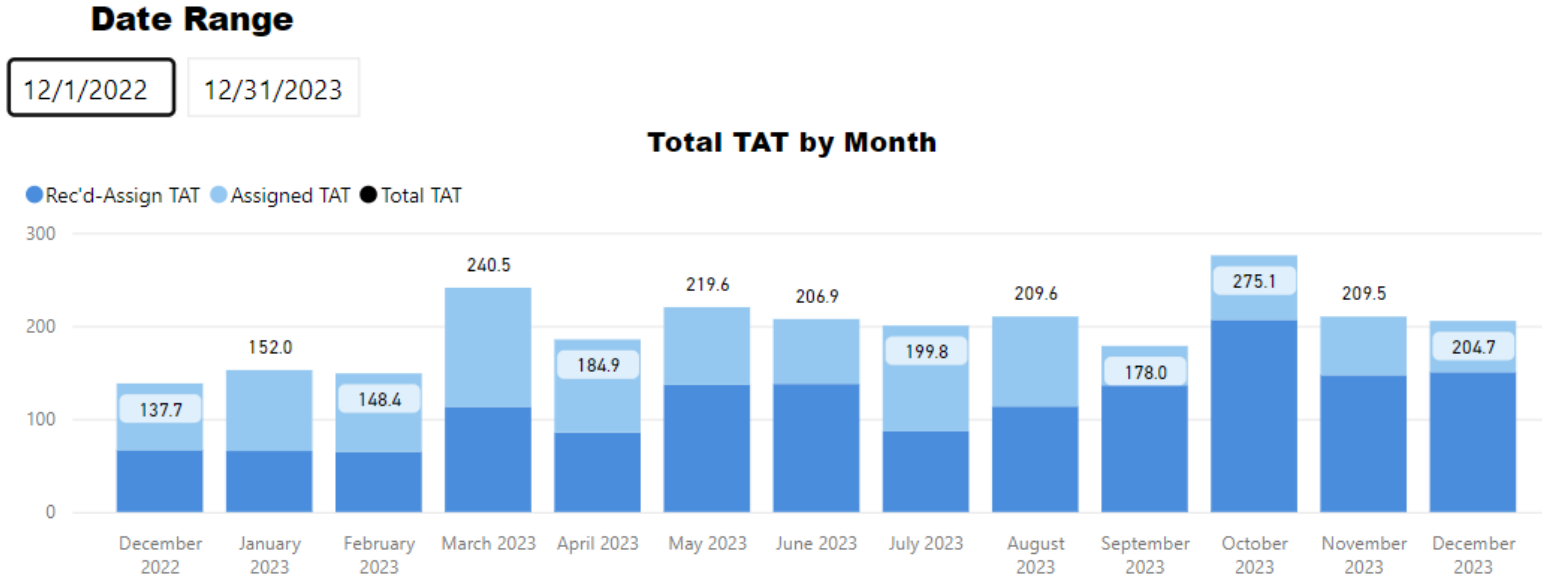
32

Received

29



Includes both DNA requests that will be worked at HFSC as well as requests that will be outsourced



Request Type

Multiple selections

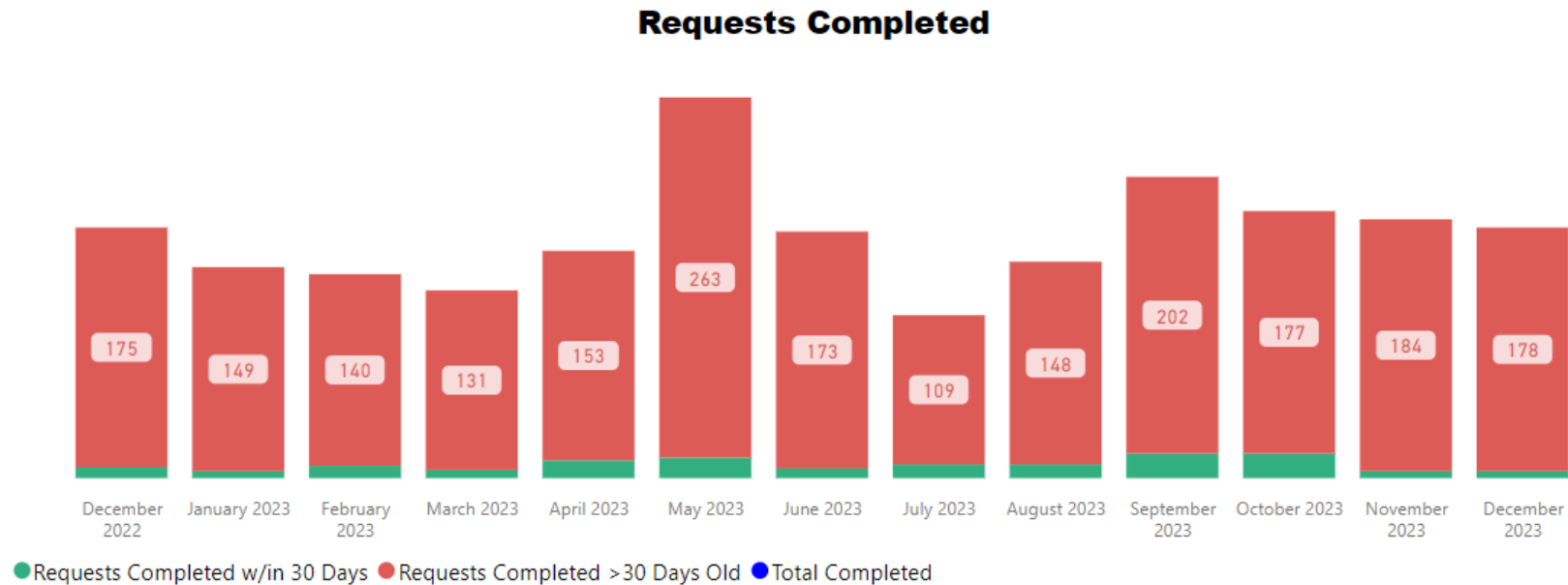
Request Type

All

Selected Time Frame Averages

198.78
Total TAT (Rec'd-Compl.) Avg

78.97
Assigned TAT (Asgmt.-Compl.) Avg



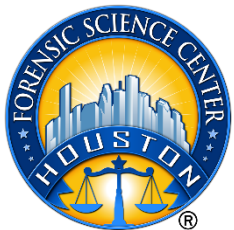
Received to Complete

2311
Requests Completed

2182
Requests Completed > 30 Days

94.42 %
% Completed > 30 Days

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



Includes both DNA requests that will be worked at HFSC as well as requests that will be outsourced

Section: Request Type:

Received Filter
1/1/2023 12/31/2023

Received by Month



Total Received

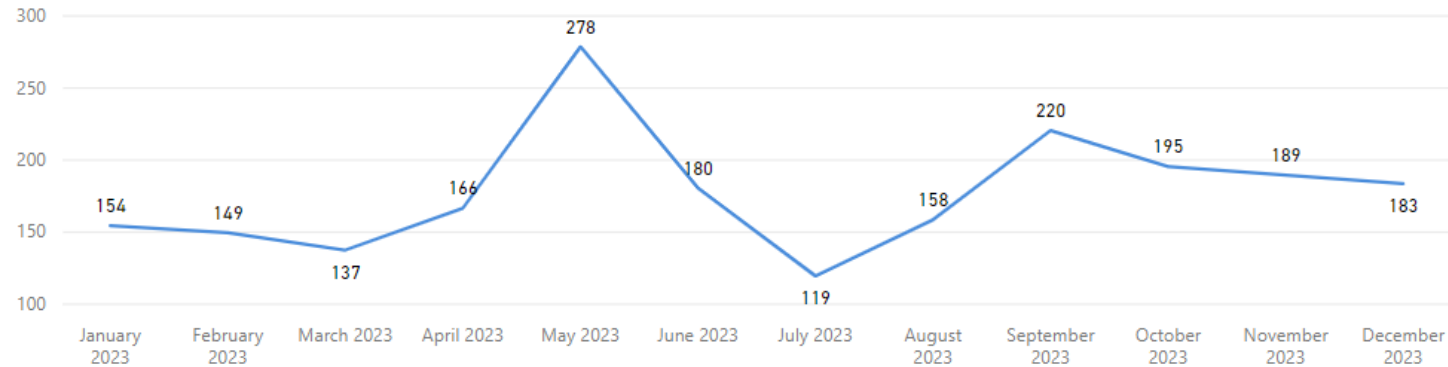
2310

Received per Month (Avg)*

193

Completed Filter
1/1/2023 12/31/2023

Completed by Month



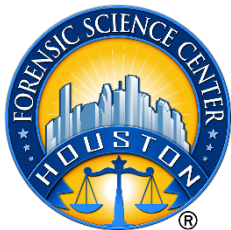
Total Completed

2128

Completed per Month (Avg)*

177

* months with zero activity are not calculated into the average

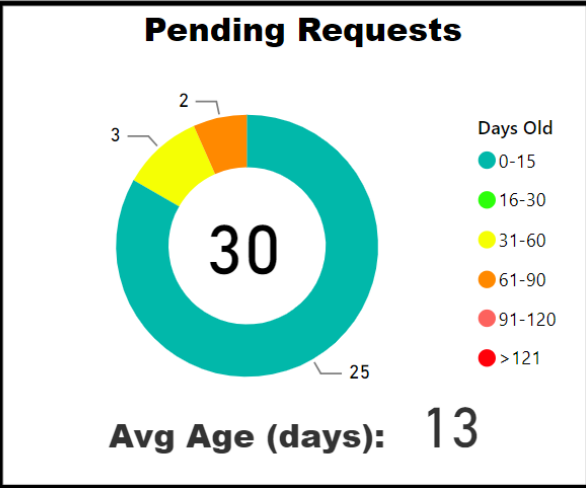


Longest Time in Phase (Pending)

Unassigned	0
Draft	79
Tech	0
Admin	0

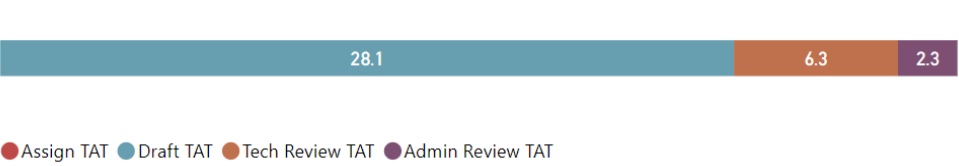
# of Unassigned 0 ✓ Goal: 10 (+100%)	# Pending Draft 30 ! Goal: 14 (-114.29%)
# Pending Tech 0 ✓ Goal: 16 (+100%)	# Pending Admin 0 ✓ Goal: 12 (+100%)

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



Overall TAT (MTD) 36.6 ! Goal: 10, 11	Analysis TAT (MTD) 36.6 ! Goal: 10, 11
Overall TAT (Past 90 Days) 32.4 ! Goal: 10, 11	Analysis TAT (Past 90 Days) 32.4 ! Goal: 10, 11

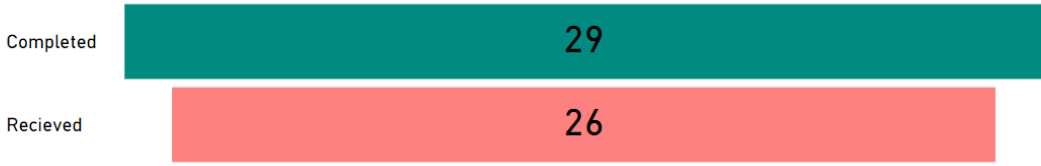
TAT by Phase of Work (MTD)



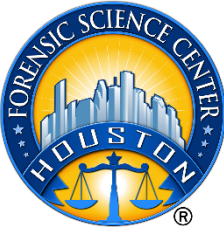
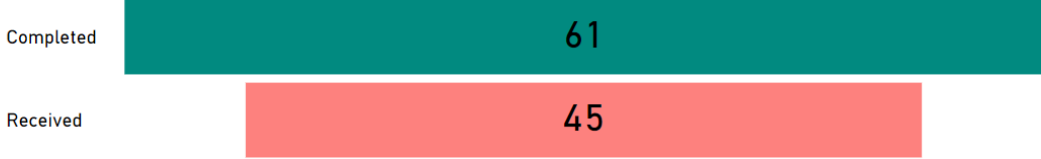
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

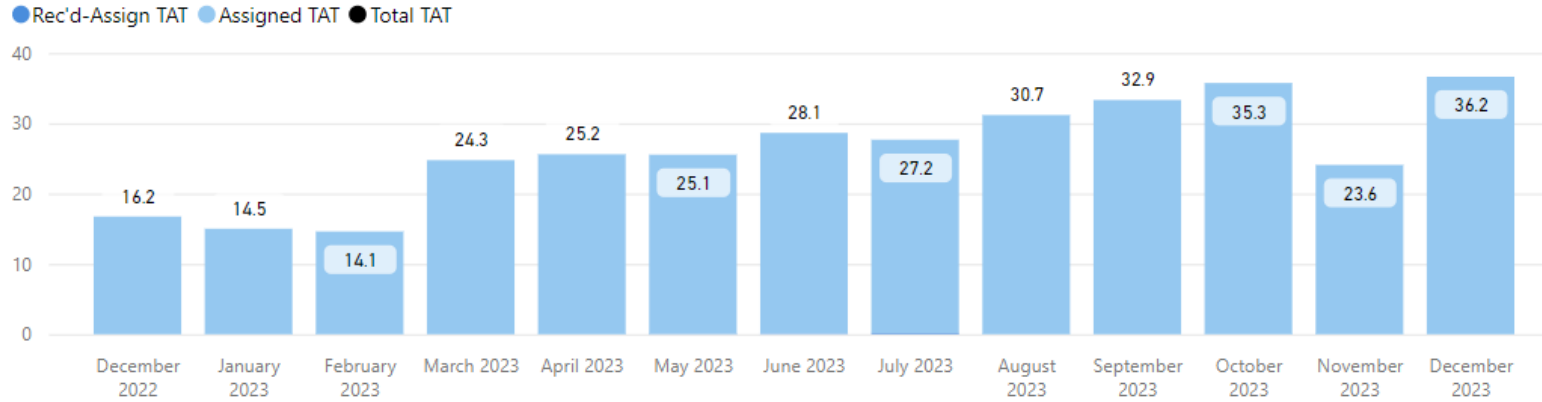


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

Selected Time Frame Averages

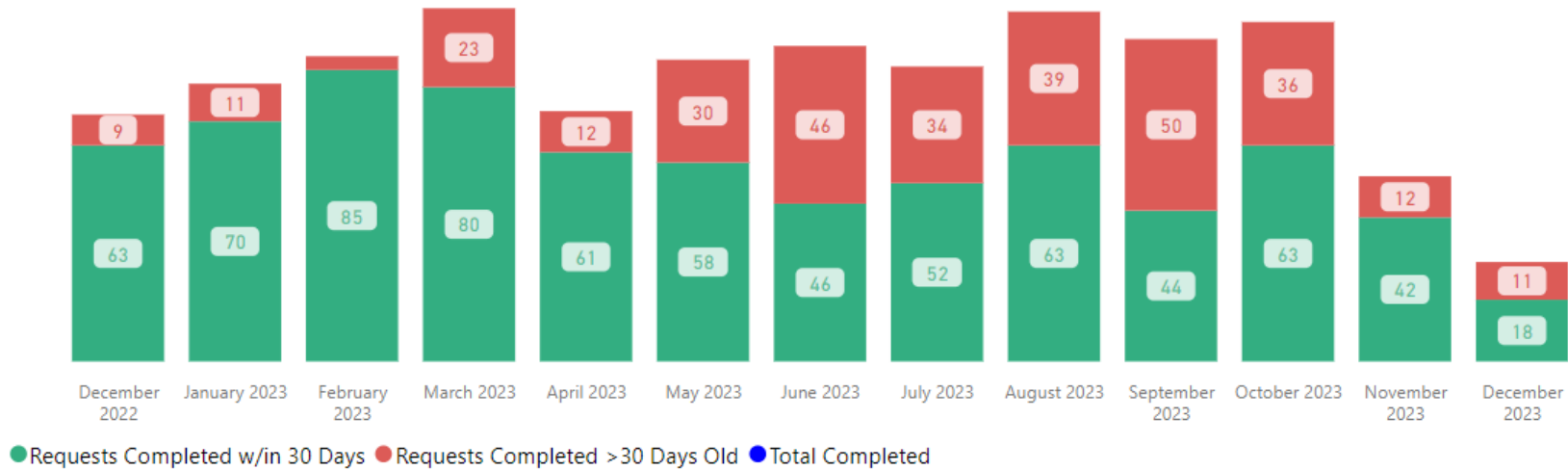
25.53

Total TAT (Rec'd-Compl.) Avg

25.97

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1062

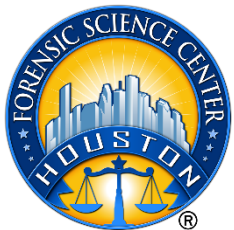
Requests Completed

317

Requests Completed > 30 Days

29.85 %

% Completed > 30 Days



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

Section

Screening

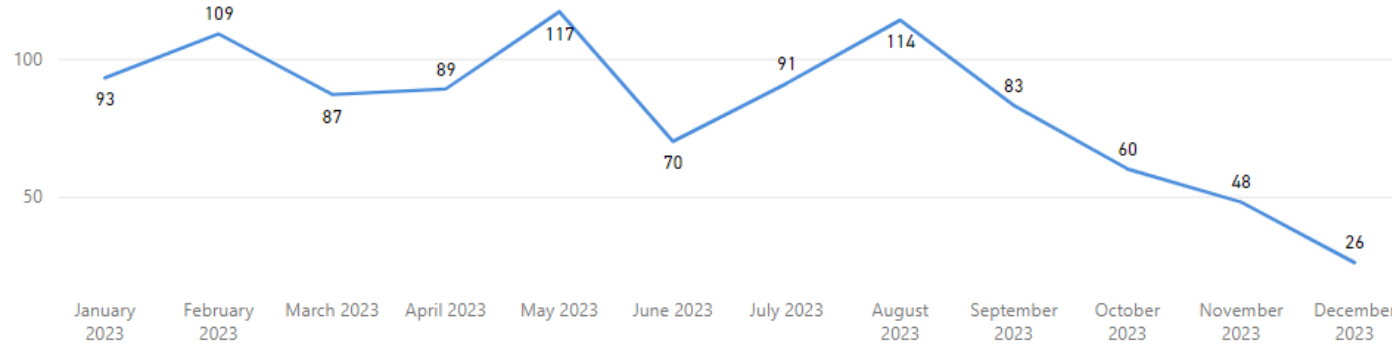
Request Type

All

Received Filter

1/1/2023 12/31/2023

Received by Month



Total Received

987

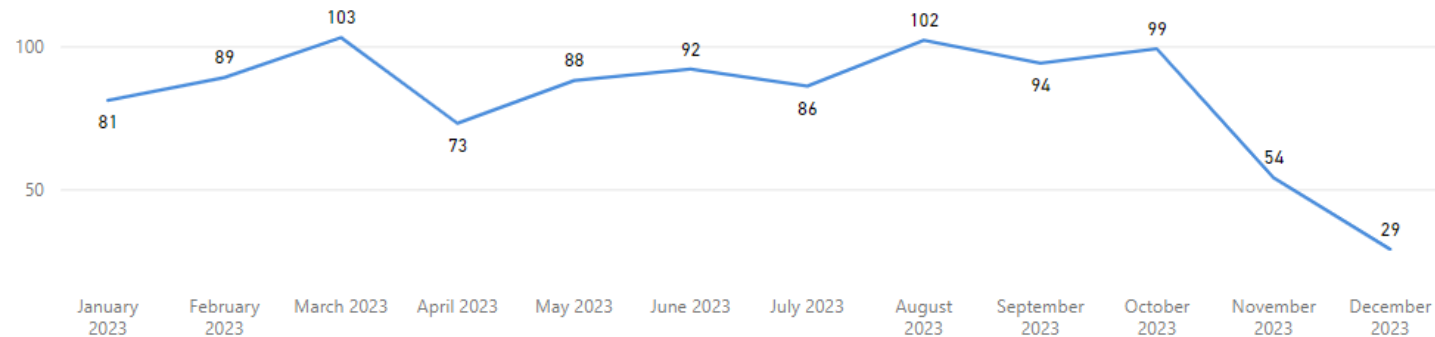
Received per Month (Avg)*

82

Completed Filter

1/1/2023 12/31/2023

Completed by Month



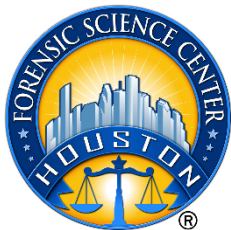
Total Completed

990

Completed per Month (Avg)*

83

* months with zero activity are not calculated into the average



Section

CODIS

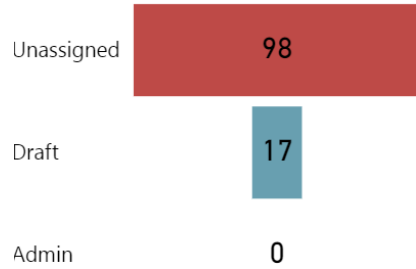
CODIS Hit Type

All

Backlogged Requests: 1

Avg Age of Backlog (days): 98

Longest Time in Phase (Pending)



of Unassigned

36✓

Goal: 100 (+64%)

Pending Draft

4✓

Goal: 20 (+80%)

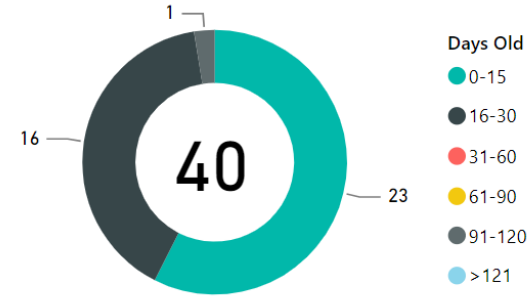
Pending Admin

0✓

Goal: 15 (+100%)

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

Pending Requests



Avg Age (days): 14

Overall TAT (MTD)

12.9✓

Goal: 30, 31

Overall TAT (Past 90 Days)

10.3✓

Goal: 30, 31

Analysis TAT (MTD)

8.8✓

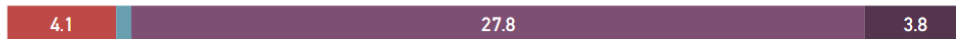
Goal: 30, 31

Analysis TAT (Past 90 Days)

4.9✓

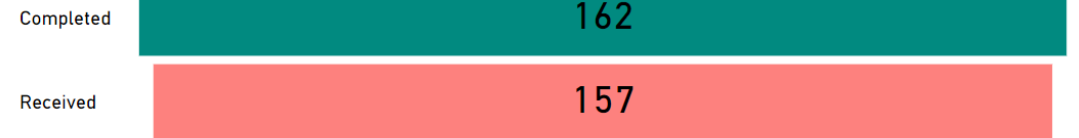
Goal: 30, 31

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Draft to Release TAT ● Assigned to Release TAT (no draft)

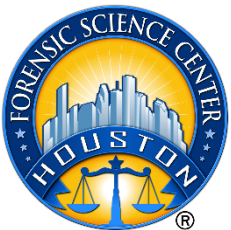
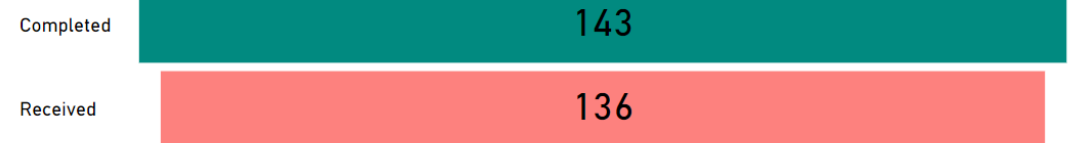
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Date Range

12/1/2022

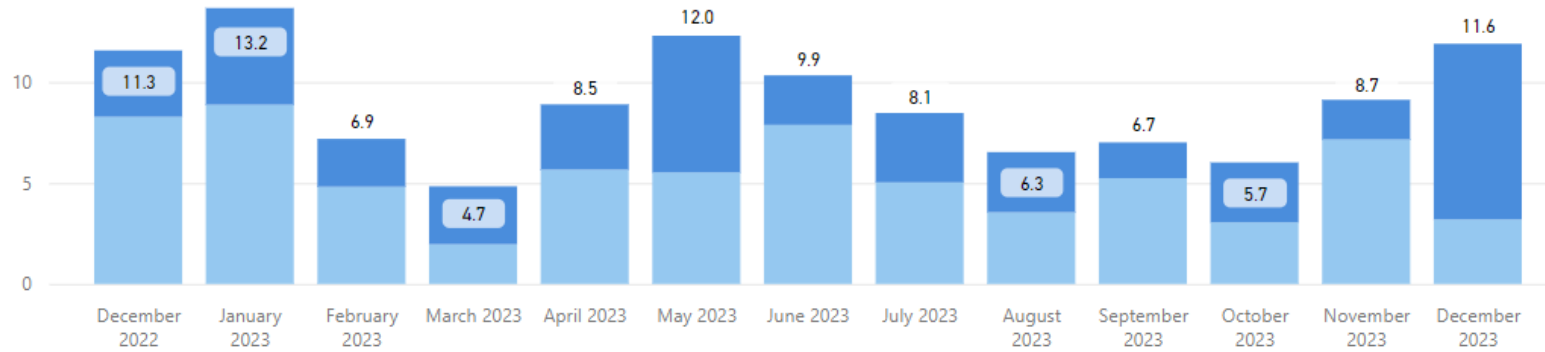
12/31/2023

Request Type

CODIS

Total TAT by Month

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



Selected Time Frame Averages

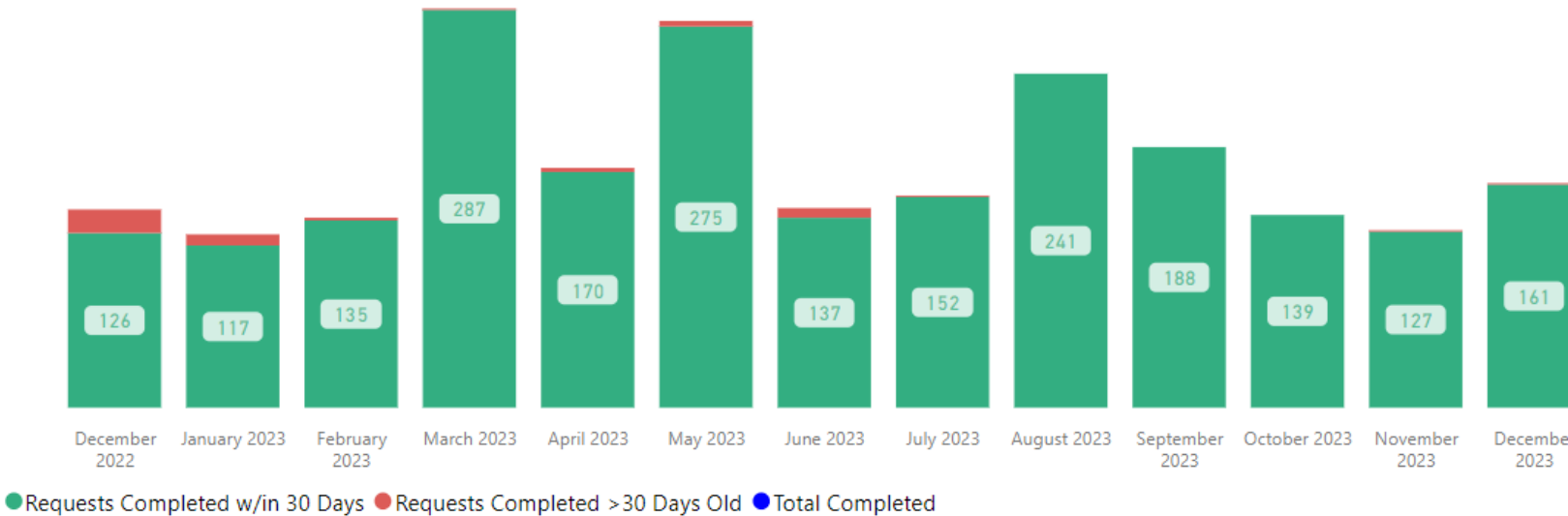
8.52

Total TAT (Rec'd-Compl.) Avg

3.77

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2300

Requests Completed

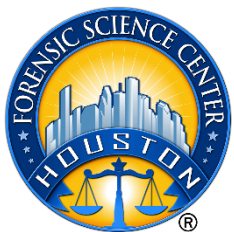
45

Requests Completed > 30 Days

1.96 %

% Completed > 30 Days

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

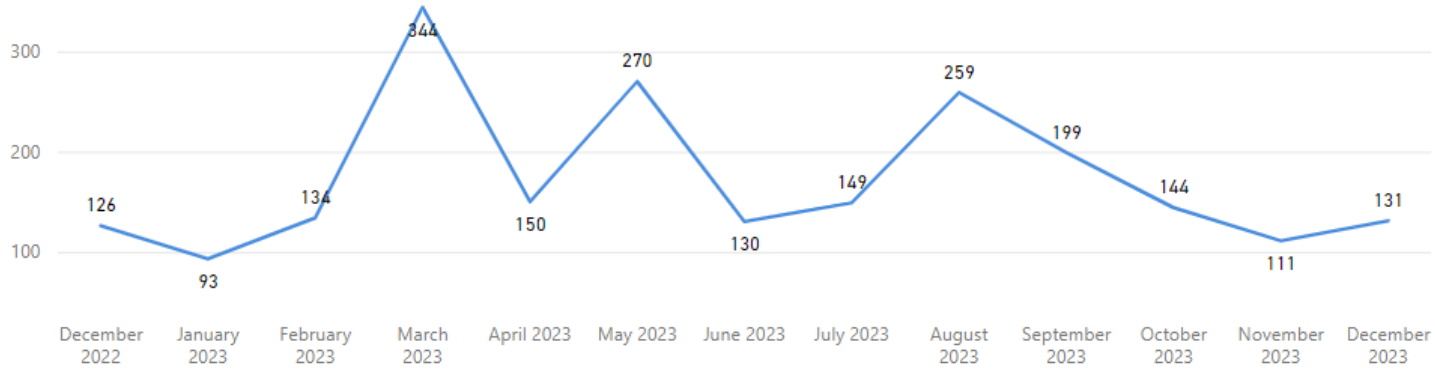


Section: CODIS
 Hit Type: All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

2240

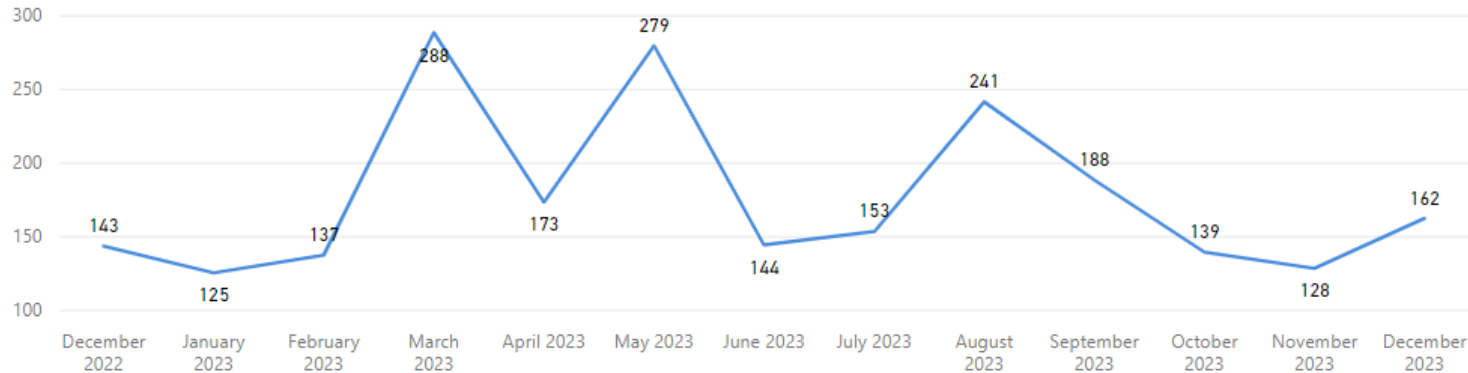
Received per Month (Avg)*

172

Completed Filter

12/1/2022 12/31/2023

Completed by Month



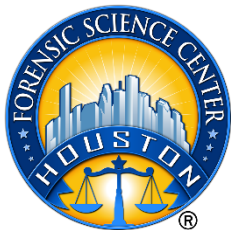
Total Completed

2157

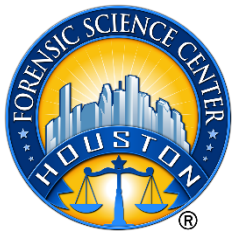
Completed per Month (Avg)*

180

* months with zero activity are not calculated into the average



Latent Prints



Service

Latent Comparison

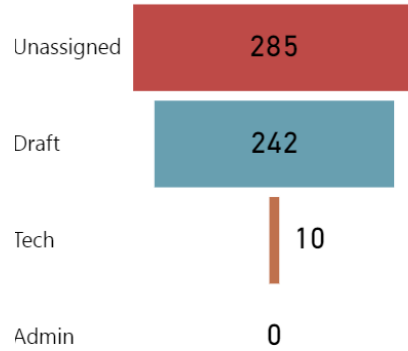
Priority Type

All

Backlogged Requests: 31

Avg Age of Backlog (days): 73

Longest Time in Phase (Pending)



of Unassigned

53 ✓

Goal: 230 (+76.96%)

Pending Draft

23 ✓

Goal: 50 (+54%)

Pending Tech

1 ✓

Goal: 50 (+98%)

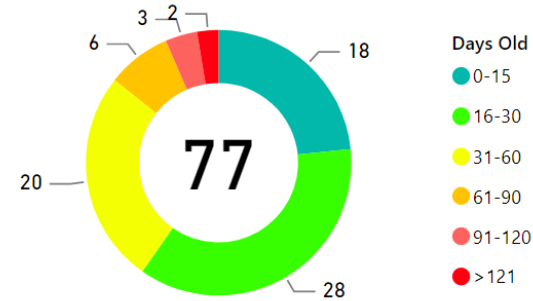
Pending Admin

0 ✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 39

Overall TAT (MTD)

38.1 ✓

Goal: 45, 46

Analysis TAT (MTD)

8.3 ✓

Goal: 45, 46

Overall TAT (Past 90 Days)

46.0

Goal: 45, 46

Analysis TAT (Past 90 Days)

10.2 ✓

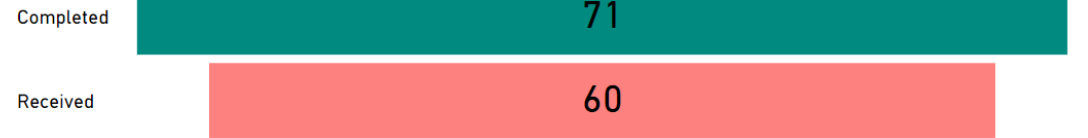
Goal: 45, 46

TAT by Phase of Work (MTD)



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

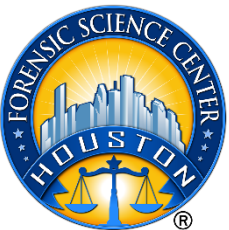
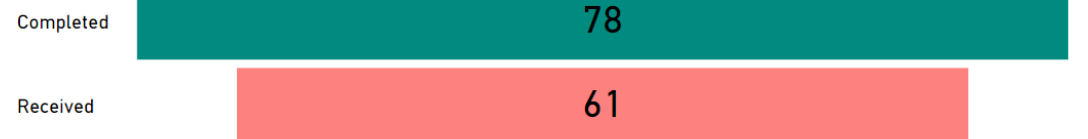
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

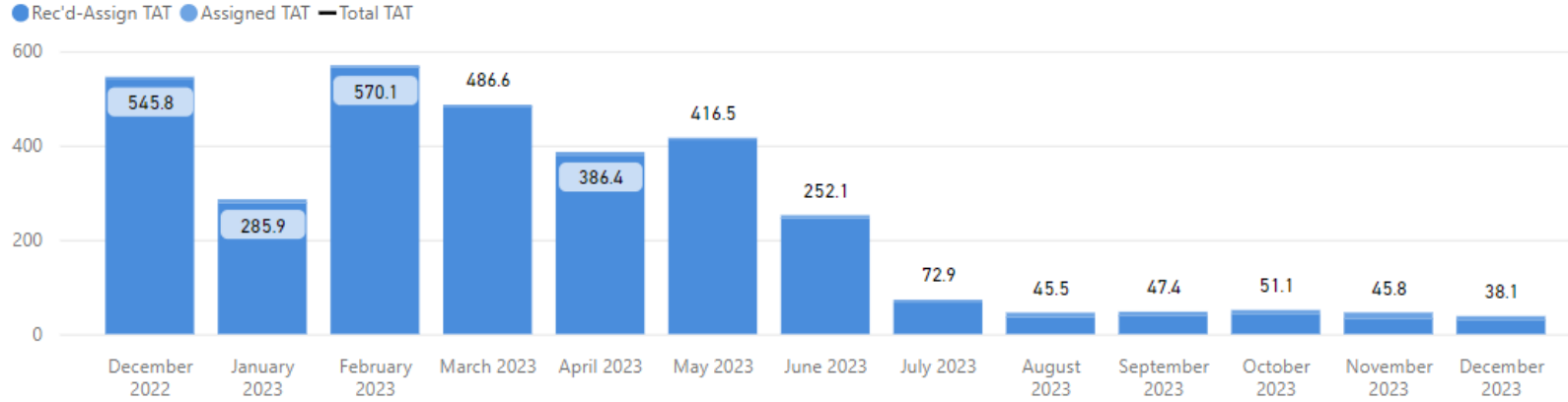


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

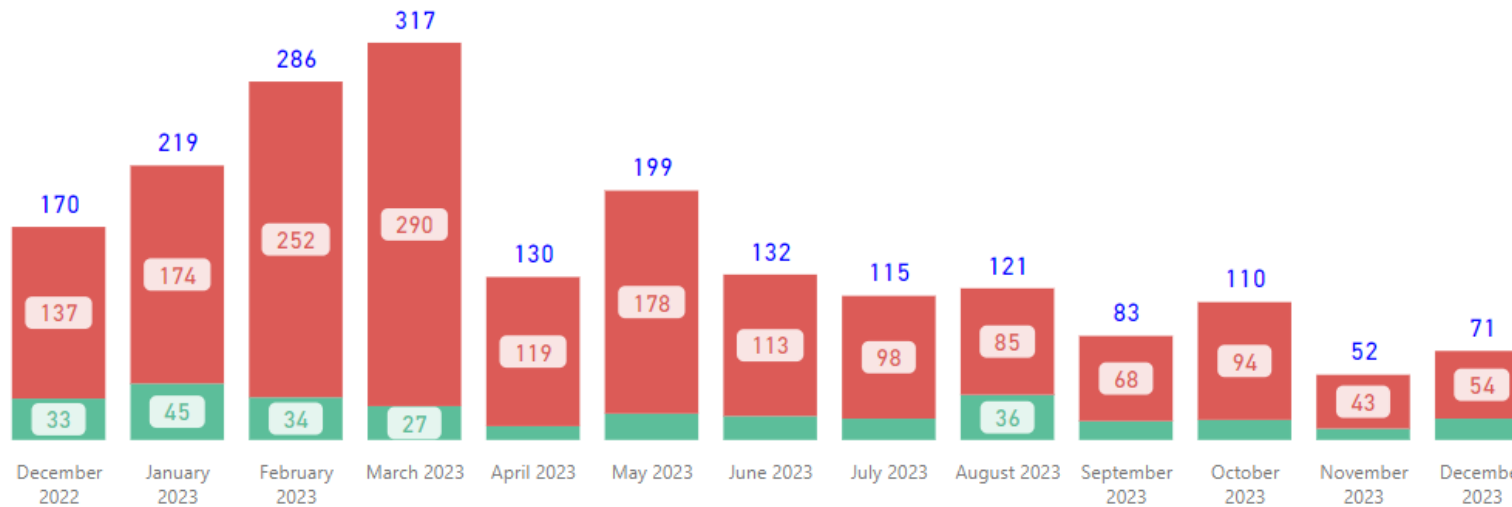
333.00

Total TAT (Rec'd-Compl.) Avg

6.42

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

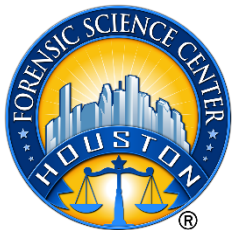
Received to Complete

2005
Requests Completed

1705
Requests Completed > 30 Days Old

85.04 %
% Completed > 30 Days Old

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



Service

Latent Comparison

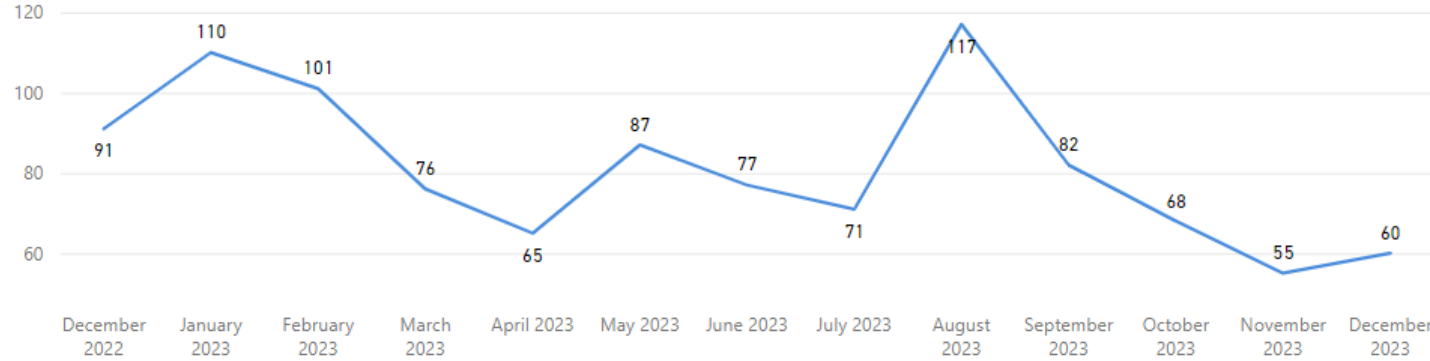
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

1,060

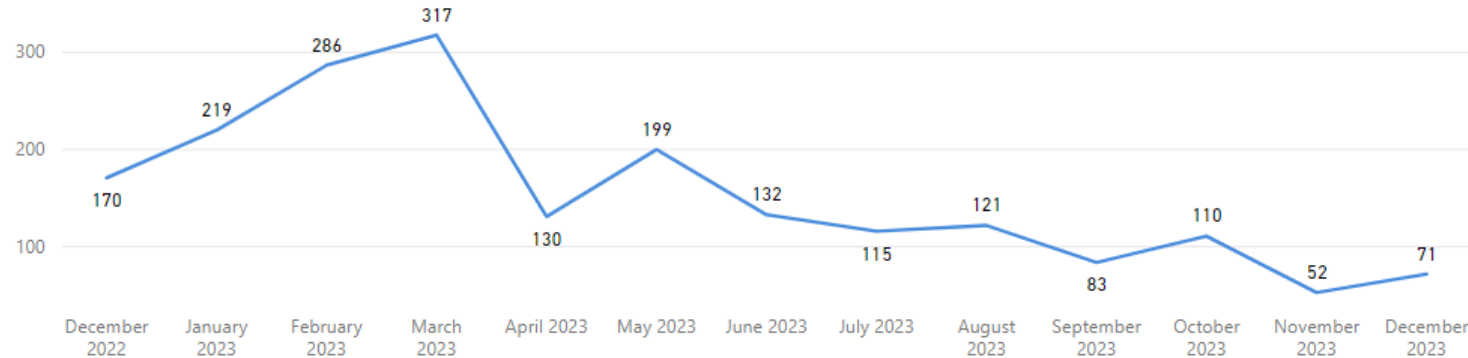
Received per Month (Avg)*

82

Completed Filter

12/1/2022 12/31/2023

Completed by Month



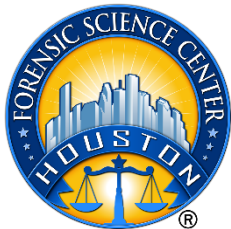
Total Completed

2,005

Completed per Month (Avg)*

154

* months with zero activity are not calculated into the average



Service

Latent Processing

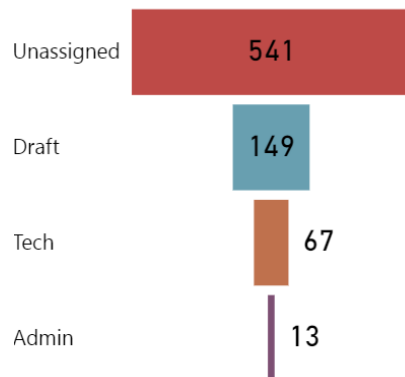
Priority Type

All

Backlogged Requests: 94

Avg Age of Backlog (days): 158

Longest Time in Phase (Pending)



of Unassigned

94!

Goal: 50 (-88%)

Pending Draft

13✓

Goal: 30 (+56.67%)

Pending Tech

3✓

Goal: 30 (+90%)

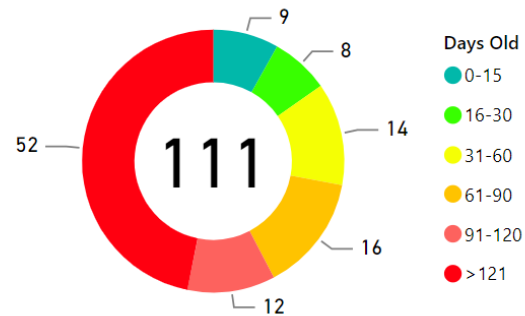
Pending Admin

2✓

Goal: 30 (+93.33%)

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

Pending Requests



Avg Age (days): 136

Overall TAT (MTD)

354.4!

Goal: 30, 31

Overall TAT (Past 90 Days)

436.4!

Goal: 30, 31

Analysis TAT (MTD)

16.8✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

10.7✓

Goal: 30, 31

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

52

Received

18

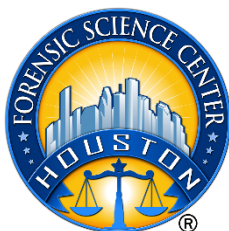
30 Day Avg (Over Past 90 Days)

Completed

63

Received

23

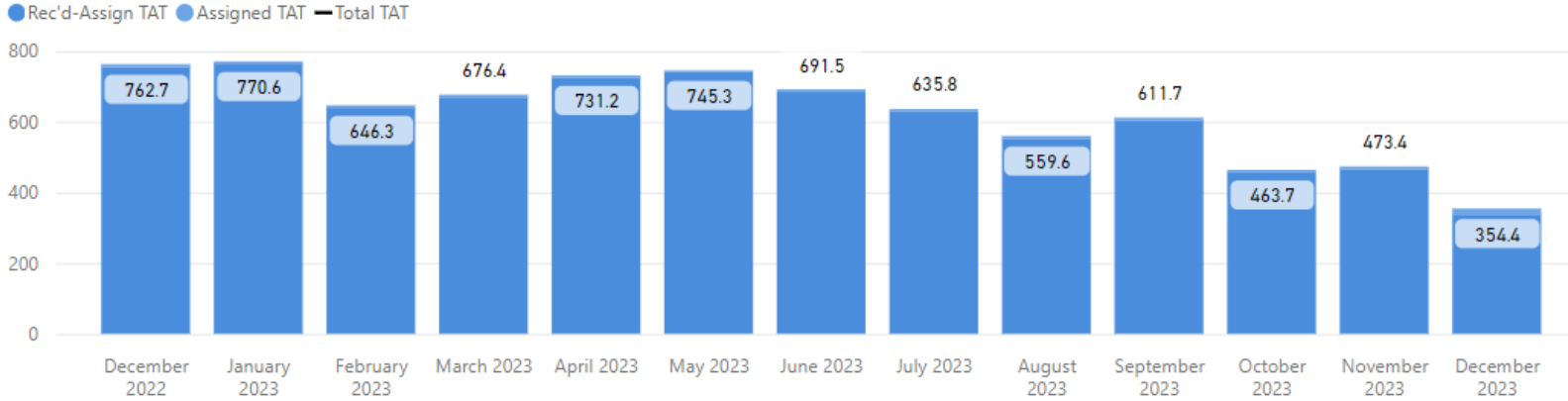


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

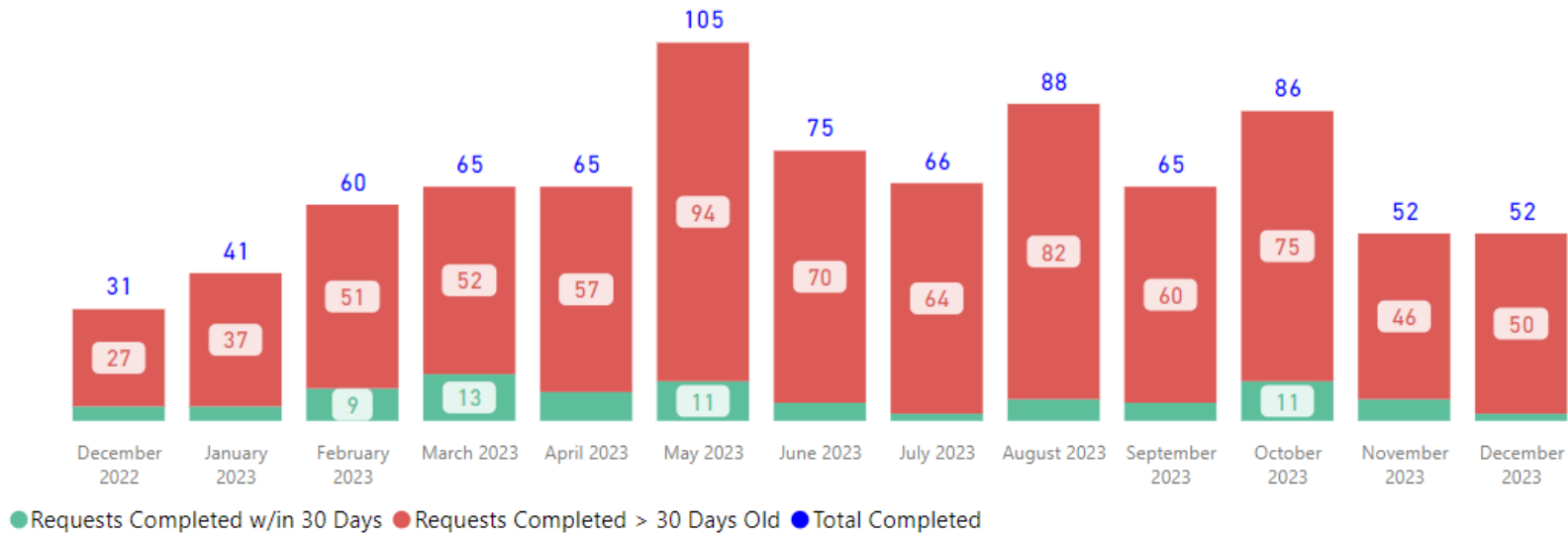
622.24

Total TAT (Rec'd-Compl.) Avg

8.07

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

851

Requests Completed

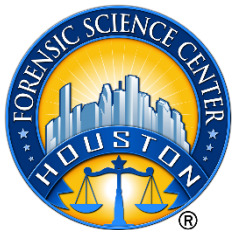
765

Requests Completed > 30 Days Old

89.89 %

% Completed > 30 Days Old

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



Service

Latent Processing

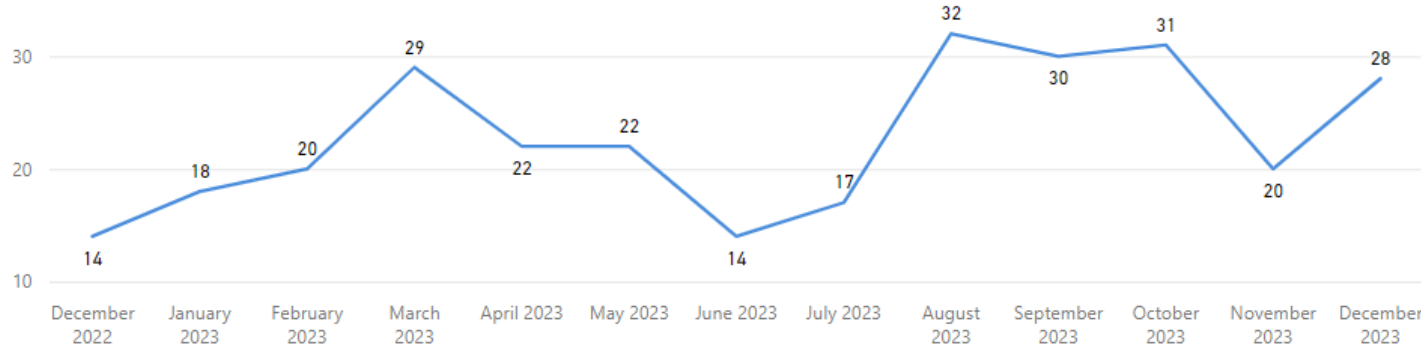
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

297

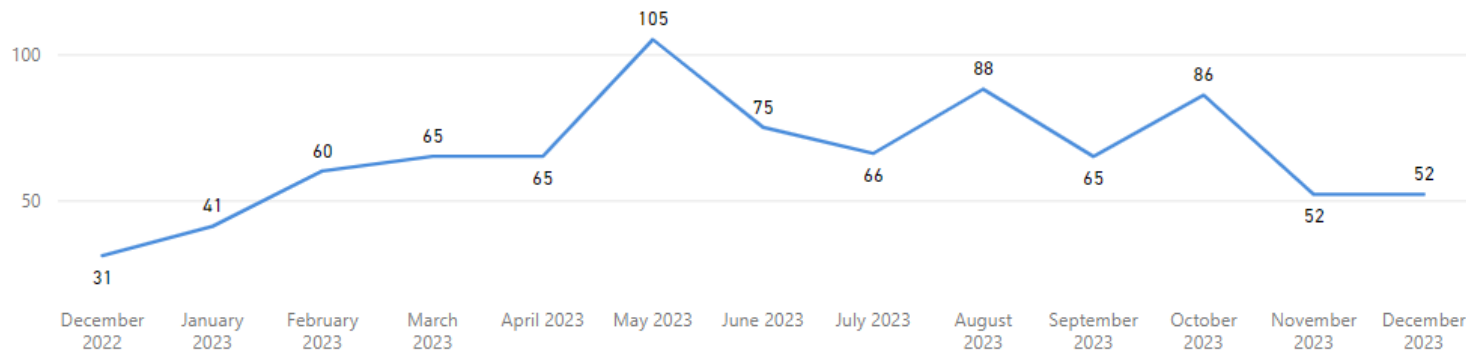
Received per Month (Avg)*

23

Completed Filter

12/1/2022 12/31/2023

Completed by Month



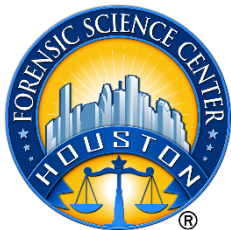
Total Completed

851

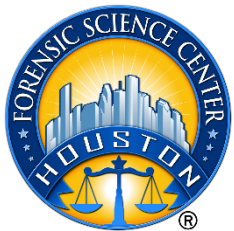
Completed per Month (Avg)*

65

* months with zero activity are not calculated into the average



Digital Multi-Media



Service

AV Examination

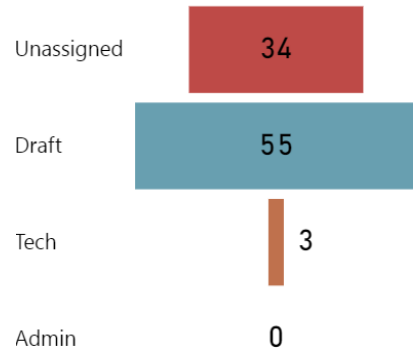
Priority Type

All

Backlogged Requests: 4

Avg Age of Backlog (days): 42

Longest Time in Phase (Pending)



of Unassigned

5 ✓

Goal: 15 (+66.67%)

Pending Draft

1 ✓

Goal: 5 (+80%)

Pending Tech

1 ✓

Goal: 5 (+80%)

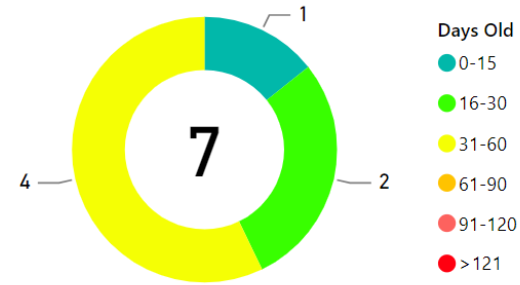
Pending Admin

0 ✓

Goal: 5 (+100%)

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

Pending Requests



Avg Age (days): 30

Overall TAT (MTD)

50.0! ❌

Goal: 45, 46

Analysis TAT (MTD)

30.8 ✓

Goal: 45, 46

Overall TAT (Past 90 Days)

42.5 ✓

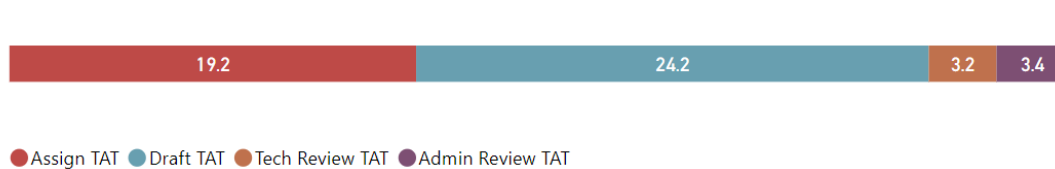
Goal: 45, 46

Analysis TAT (Past 90 Days)

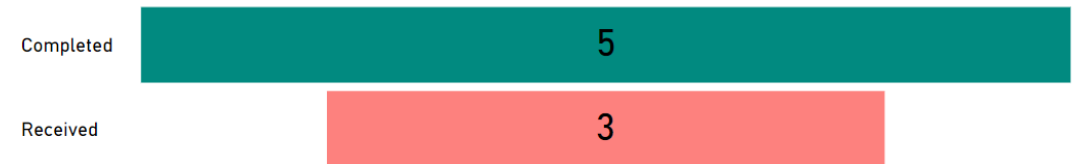
29.1 ✓

Goal: 45, 46

TAT by Phase of Work (MTD)



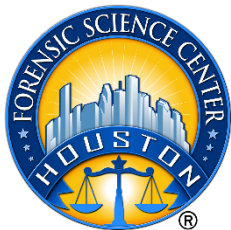
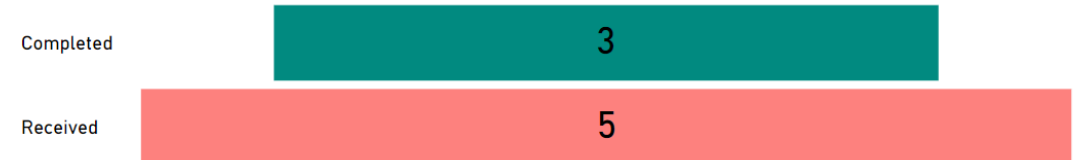
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

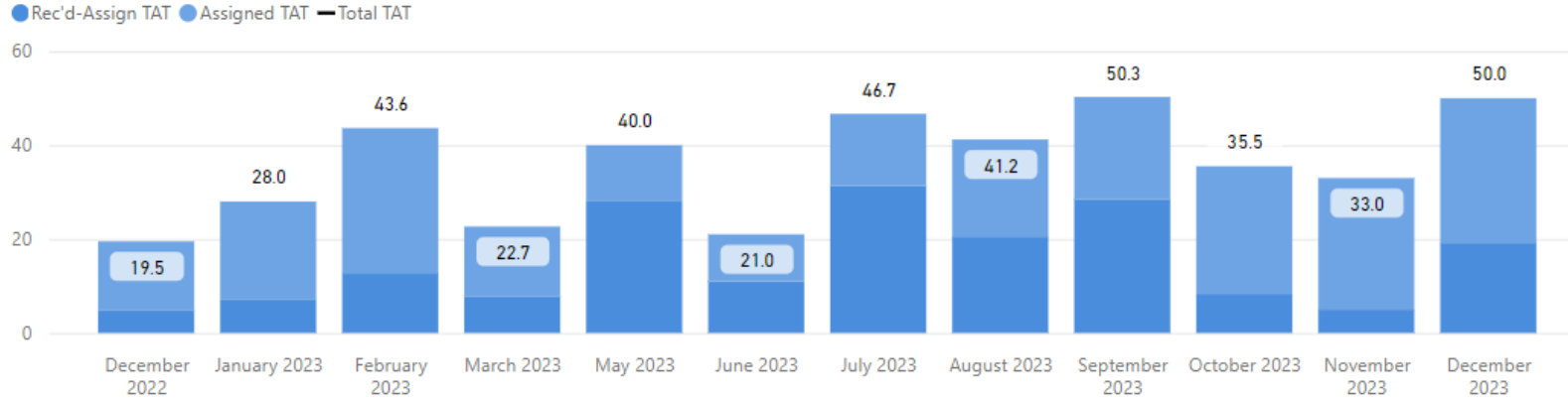


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

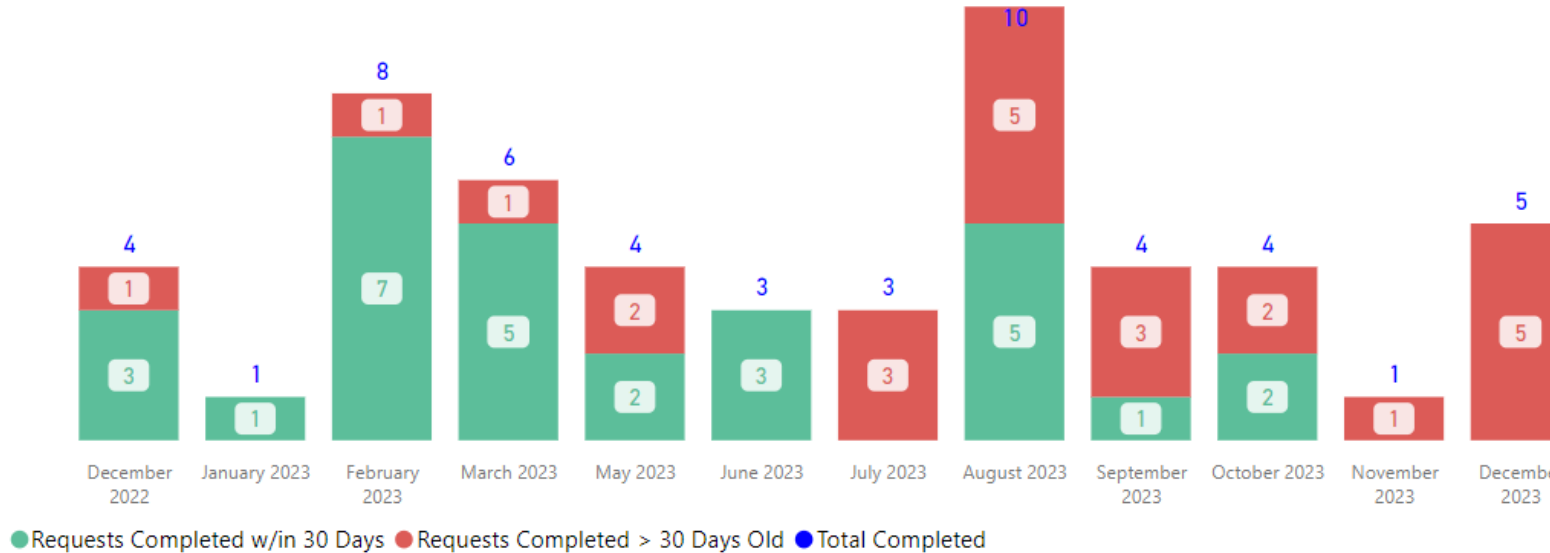
37.58

Total TAT (Rec'd-Compl.) Avg

21.23

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

53

Requests Completed

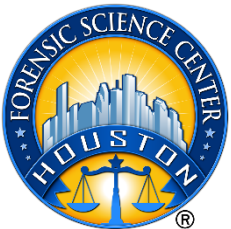
24

Requests Completed > 30 Days Old

45.28 %

% Completed > 30 Days Old

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



Service

AV Examination

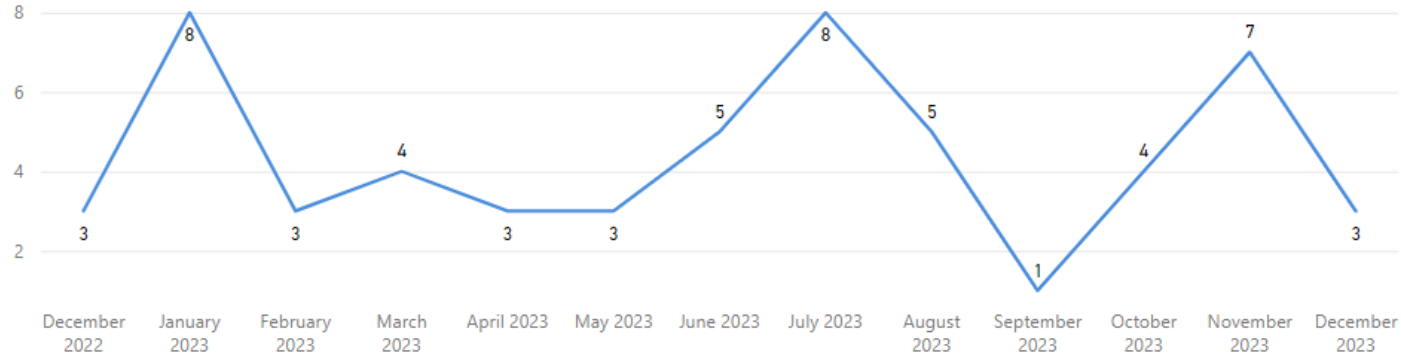
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

57

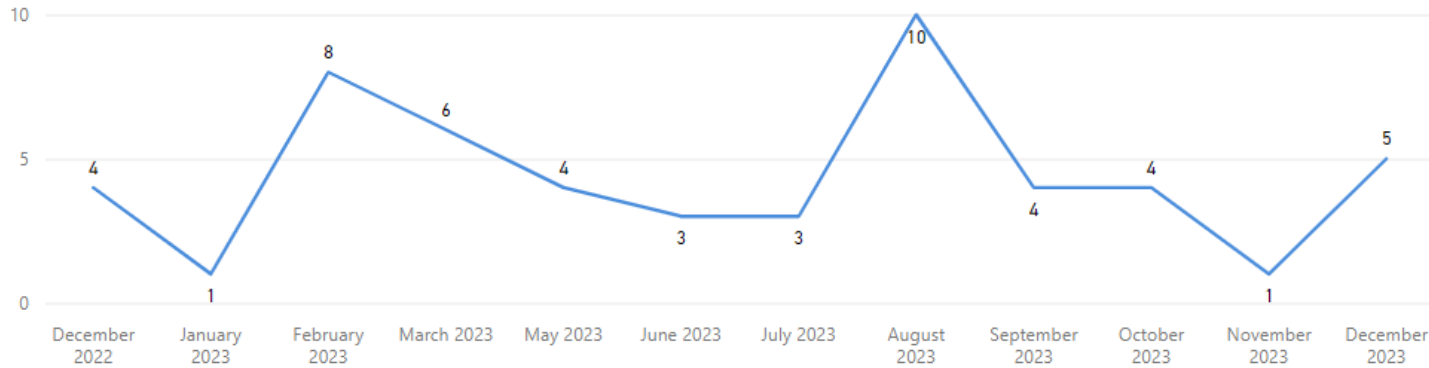
Received per Month (Avg)*

4

Completed Filter

12/1/2022 12/31/2023

Completed by Month



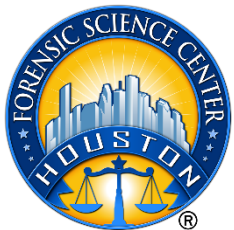
Total Completed

53

Completed per Month (Avg)*

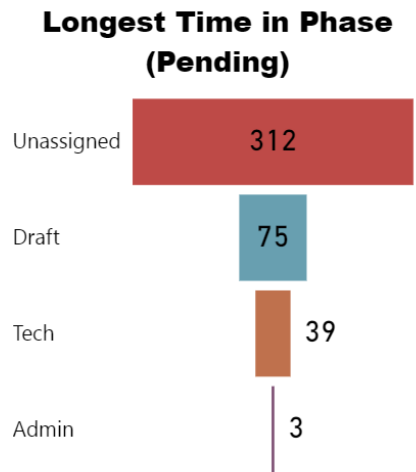
4

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



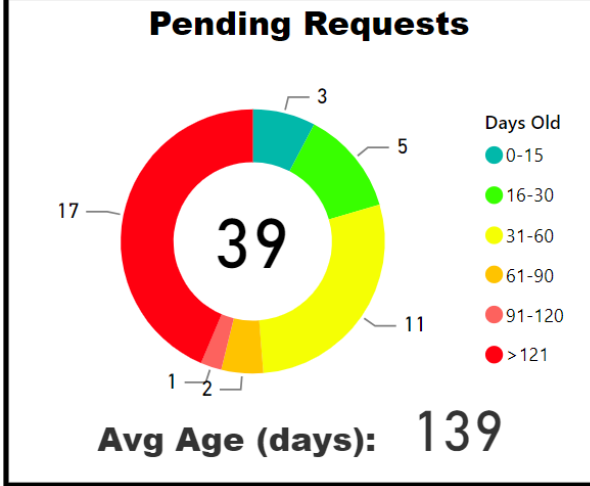
Service: **DFL** | Priority Type: **All**

Backlogged Requests: 31
Avg Age of Backlog (days): 171



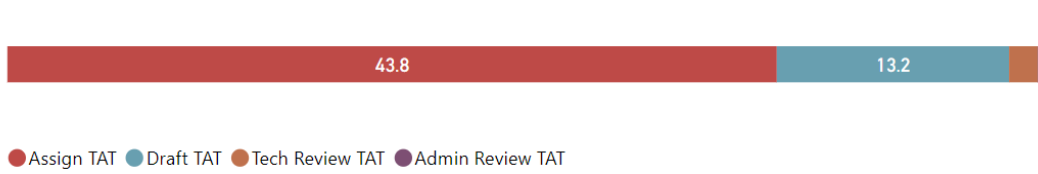
# of Unassigned 10 ✓ Goal: 50 (+80%)	# Pending Draft 25 ! Goal: 5 (-400%)
# Pending Tech 3 ✓ Goal: 5 (+40%)	# Pending Admin 1 ✓ Goal: 5 (+80%)

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



Overall TAT (MTD) 58.9 ! Goal: 45, 46	Analysis TAT (MTD) 15.1 ✓ Goal: 45, 46
Overall TAT (Past 90 Days) 175.9 ! Goal: 45, 46	Analysis TAT (Past 90 Days) 16.6 ✓ Goal: 45, 46

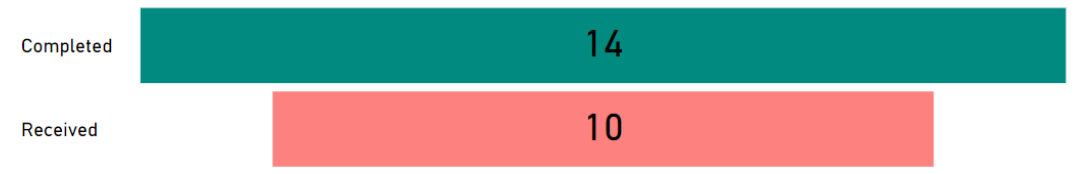
TAT by Phase of Work (MTD)



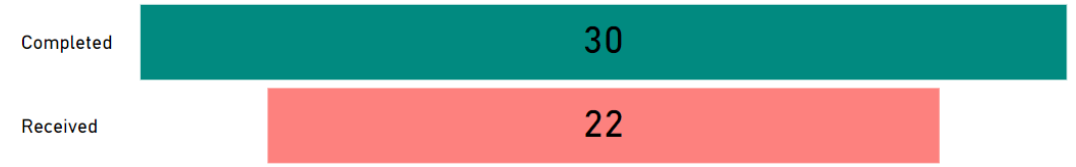
TAT by Phase of Work (Past 90 Days)



Month to Date



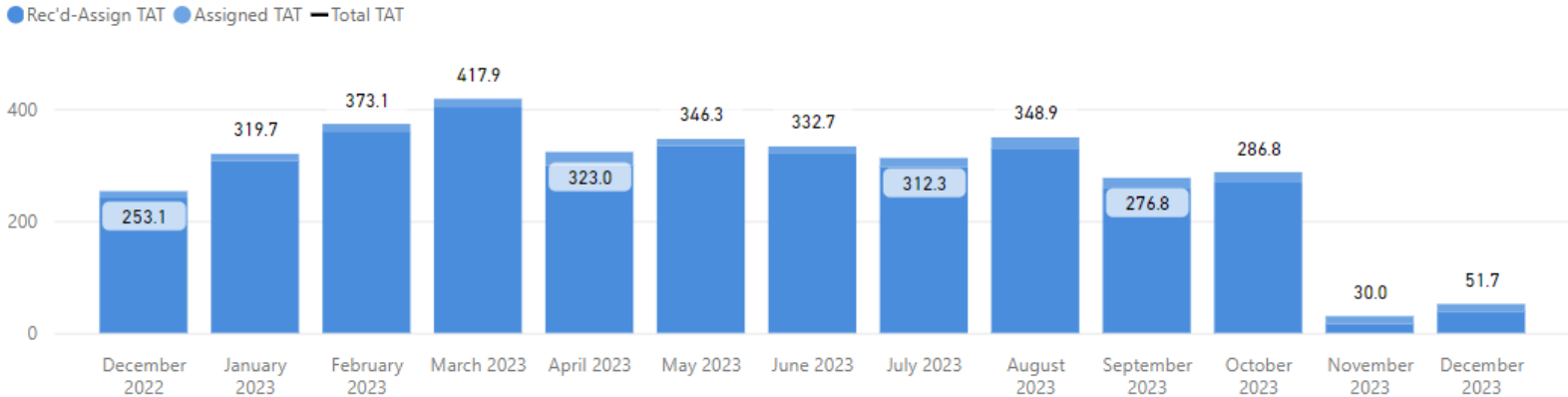
30 Day Avg (Over Past 90 Days)



Date Range

12/1/2022 12/31/2023

Total TAT by Month



Request Type

Multiple selections

Priority Type

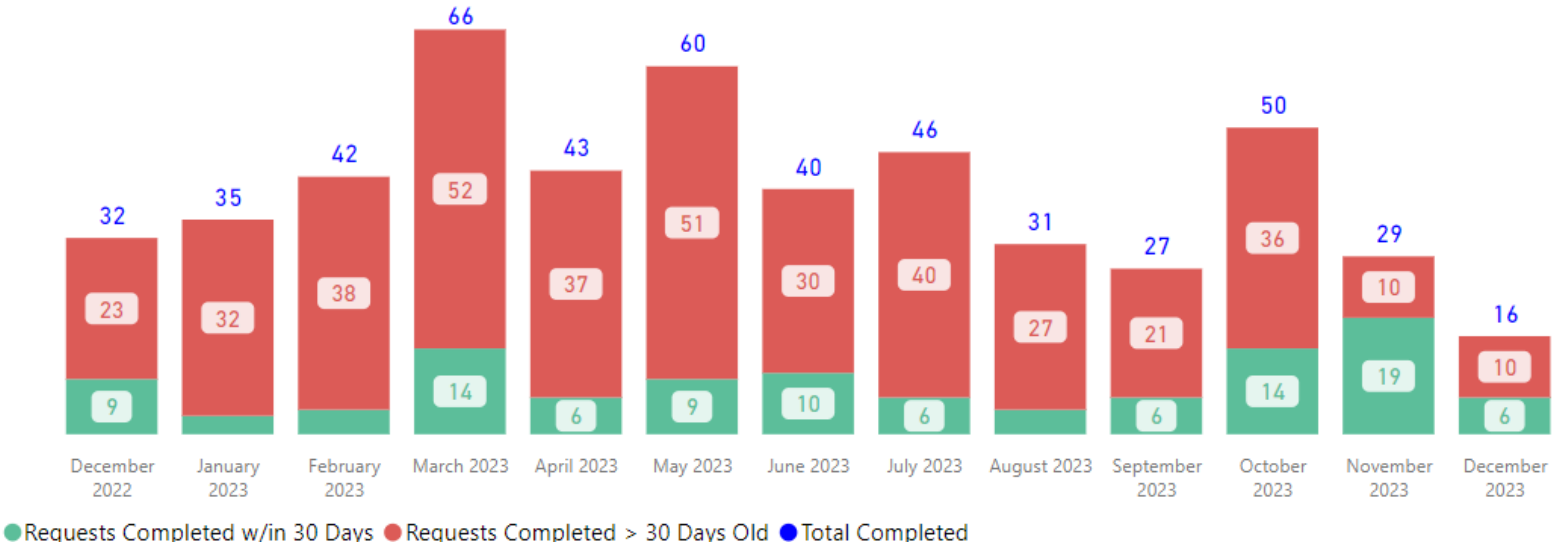
All

Selected Time Frame Averages

307.96
Total TAT (Rec'd-Compl.) Avg

15.74
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

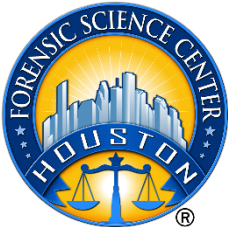


Received to Complete

517
Requests Completed

407
Requests Completed > 30 Days Old

78.72 %
% Completed > 30 Days Old



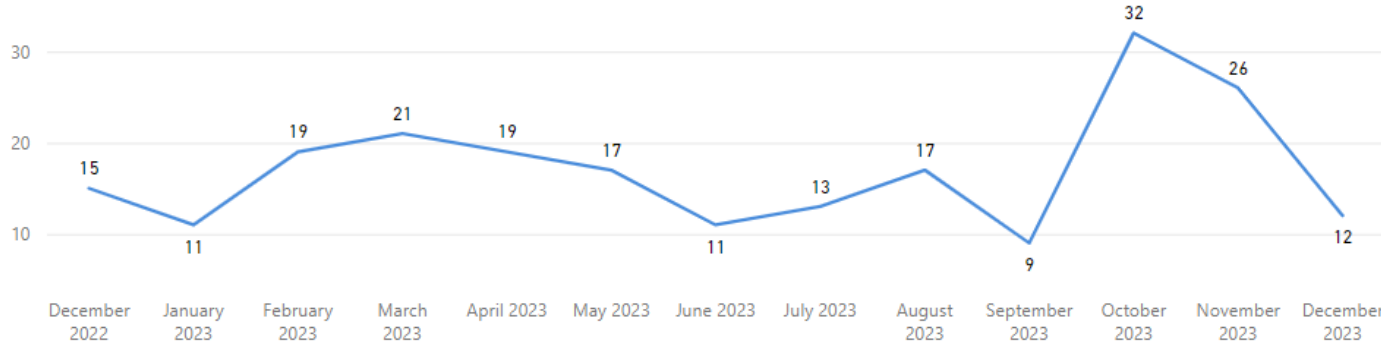
Requests more than 30 days old are considered to be backlogged requests

DFL and DME

Service: Priority Type:

Received Filter
12/1/2022 12/31/2023

Received by Month



Total Received

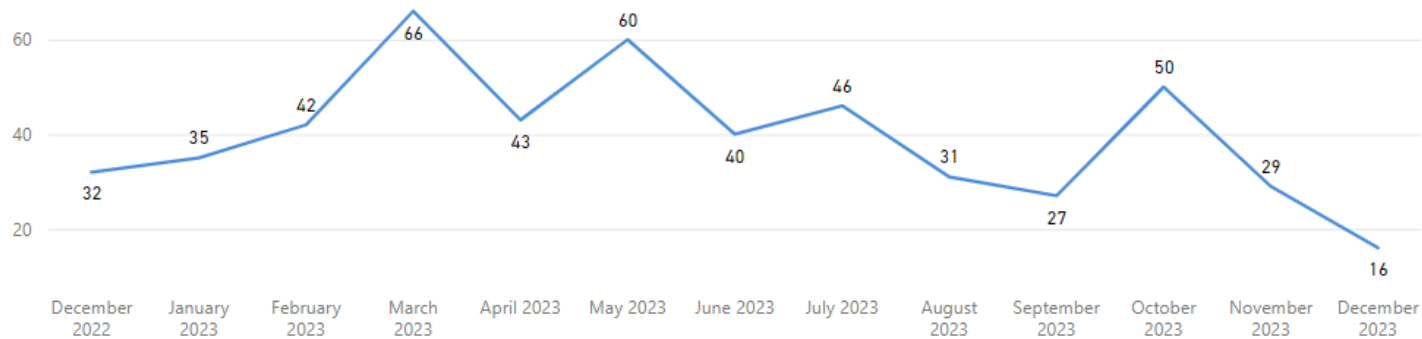
222

Received per Month (Avg)*

17

Completed Filter
12/1/2022 12/31/2023

Completed by Month



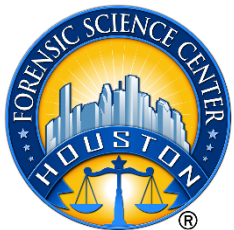
Total Completed

517

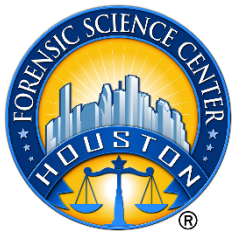
Completed per Month (Avg)*

40

* months with zero activity are not calculated into the average



Crime Scene Unit



Service

CSU Response

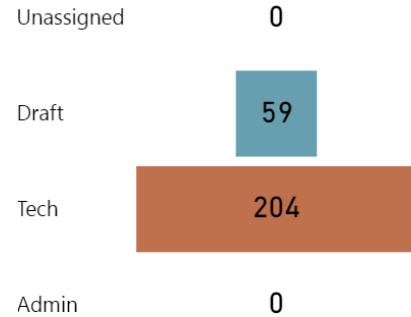
Priority Type

All

Backlogged Requests: 14

Avg Age of Backlog (days): 55

Longest Time in Phase (Pending)



of Unassigned

0 ✓

Goal: 0

Pending Draft

23 ✓

Goal: 30 (+23.33%)

Pending Tech

41 !

Goal: 30 (-36.67%)

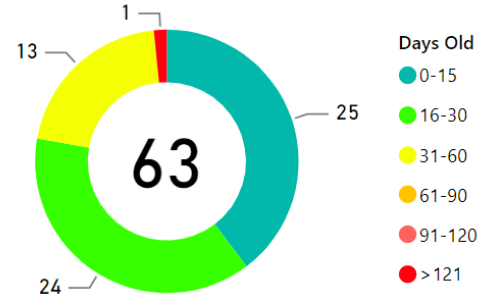
Pending Admin

0 ✓

Goal: 0

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

Pending Requests



Avg Age (days): 24

Overall TAT (MTD)

20.0 ✓

Goal: 30, 31

Overall TAT (Past 90 Days)

22.9 ✓

Goal: 30, 31

Analysis TAT (MTD)

20.0 ✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

22.8 ✓

Goal: 30, 31

TAT by Phase of Work (MTD)



Assign TAT Draft TAT Tech Review TAT Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

97

Received

97

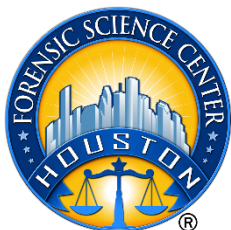
30 Day Avg (Over Past 90 Days)

Completed

93

Received

88

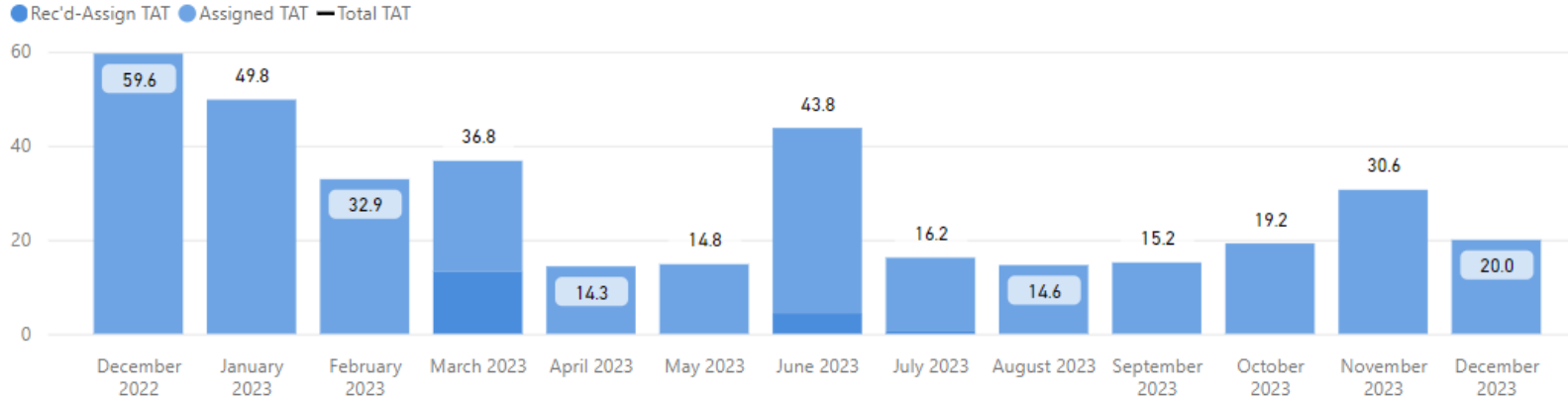


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

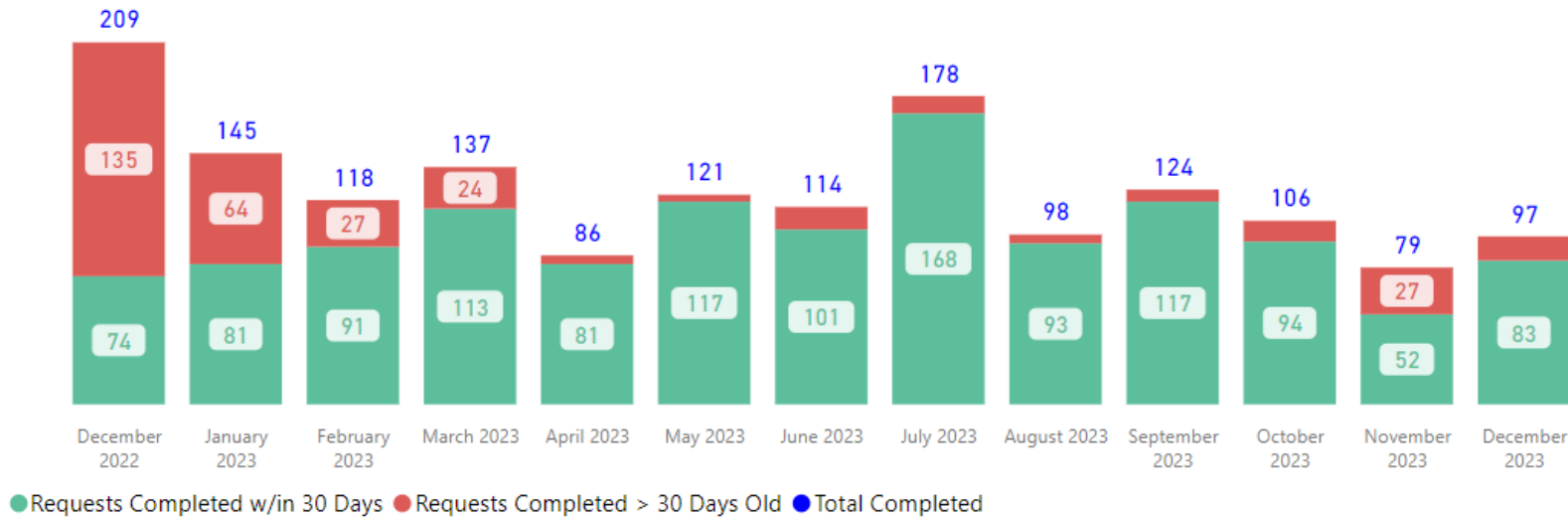
30.52

Total TAT (Rec'd-Compl.) Avg

29.00

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1612

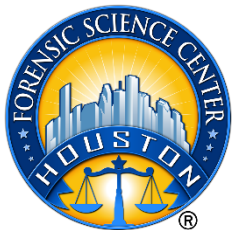
Requests Completed

347

Requests Completed > 30 Days Old

21.53 %

% Completed > 30 Days Old

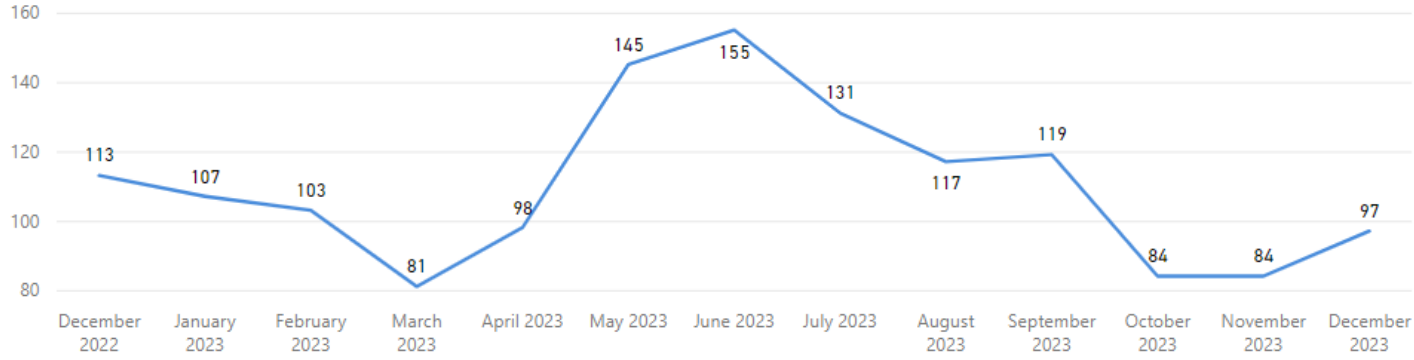


Requests more than 30 days old are considered to be backlogged requests

Service Priority Type

Received Filter

Received by Month



Total Received

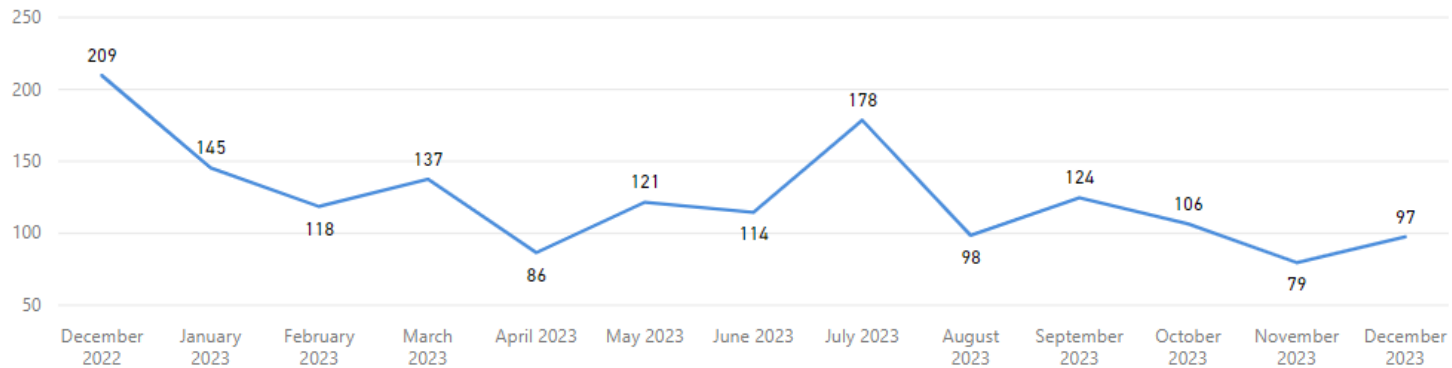
1,434

Received per Month (Avg)*

110

Completed Filter

Completed by Month



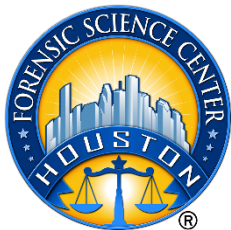
Total Completed

1,612

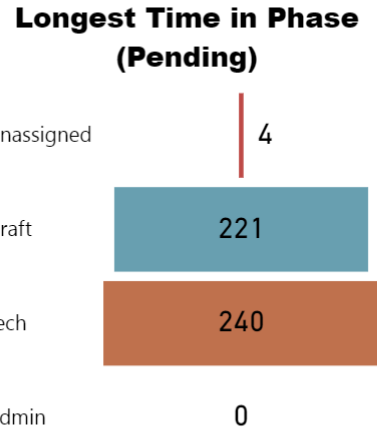
Completed per Month (Avg)*

124

* months with zero activity are not calculated into the average

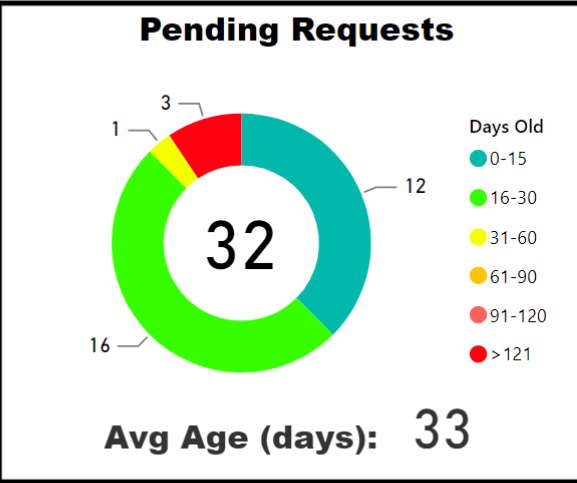


Service: **CSU VEB** | Priority Type: **All** | **Backlogged Requests: 4** | **Avg Age of Backlog (days): 166**



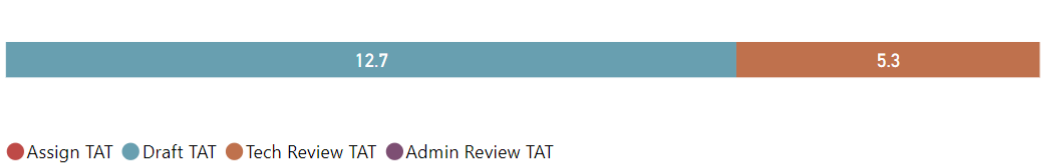
# of Unassigned 1! Goal: 0	# Pending Draft 15✓ Goal: 30 (+50%)
# Pending Tech 16✓ Goal: 30 (+46.67%)	# Pending Admin 0✓ Goal: 30 (+100%)

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

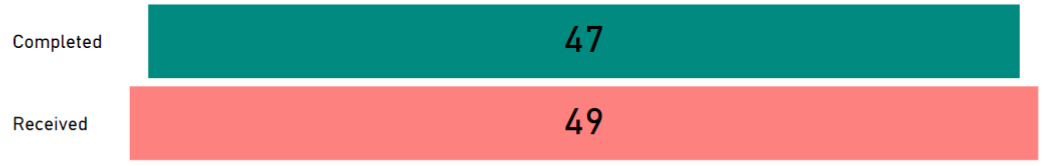


Overall TAT (MTD) 18.0✓ Goal: 30, 31	Analysis TAT (MTD) 18.0✓ Goal: 30, 31
Overall TAT (Past 90 Days) 18.1✓ Goal: 30, 31	Analysis TAT (Past 90 Days) 18.1✓ Goal: 30, 31

TAT by Phase of Work (MTD)



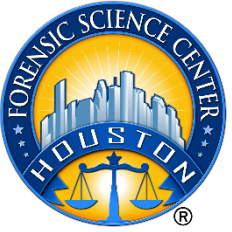
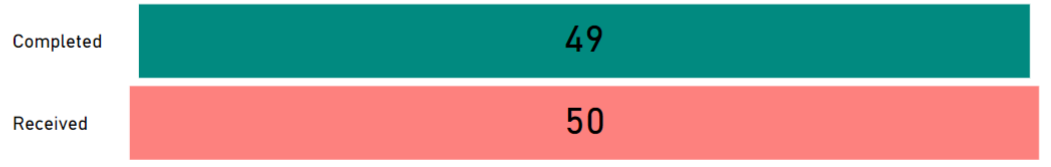
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

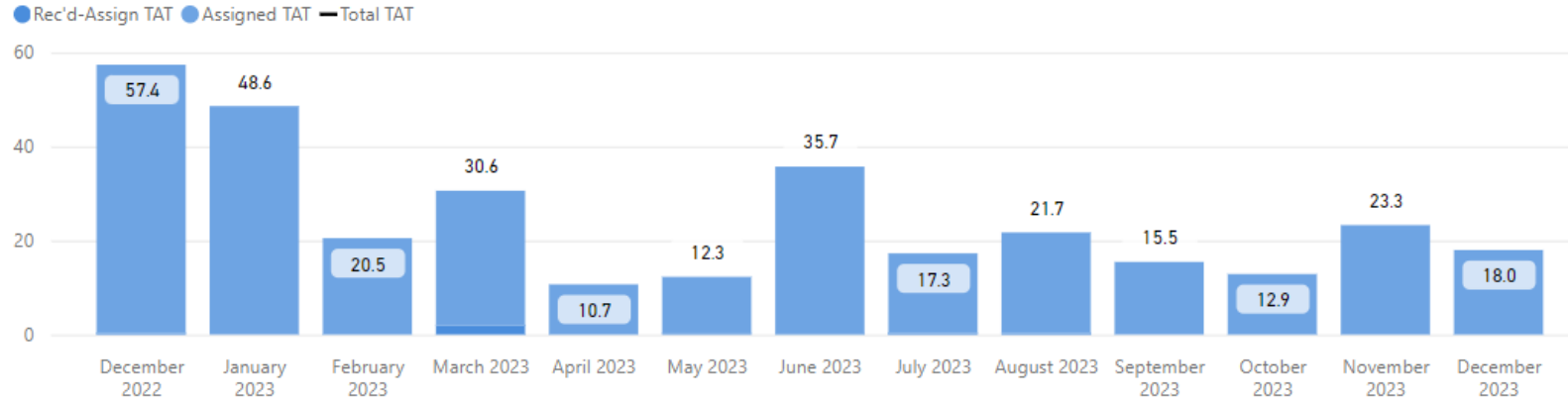


Date Range

12/1/2022

12/31/2023

Total TAT by Month



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

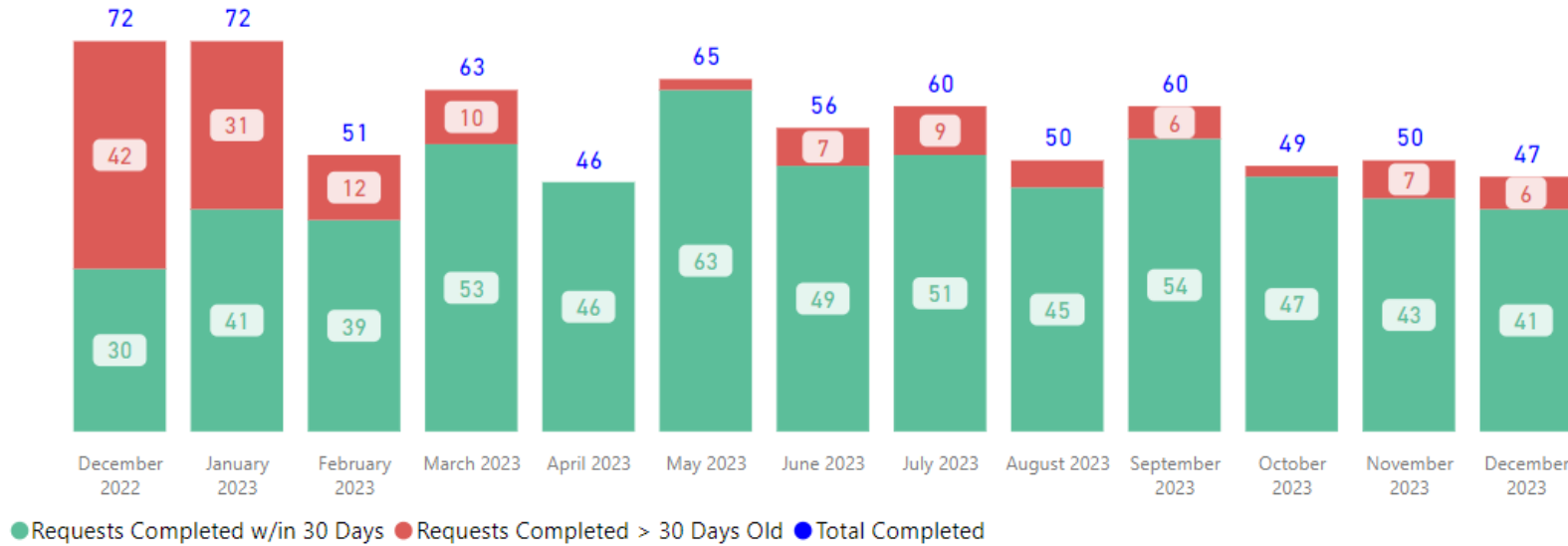
26.43

Total TAT (Rec'd-Compl.) Avg

26.14

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

741

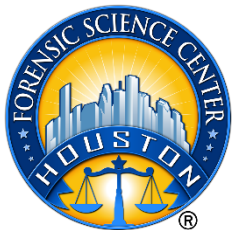
Requests Completed

139

Requests Completed > 30 Days Old

18.76 %

% Completed > 30 Days Old



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

Service

CSU VEB

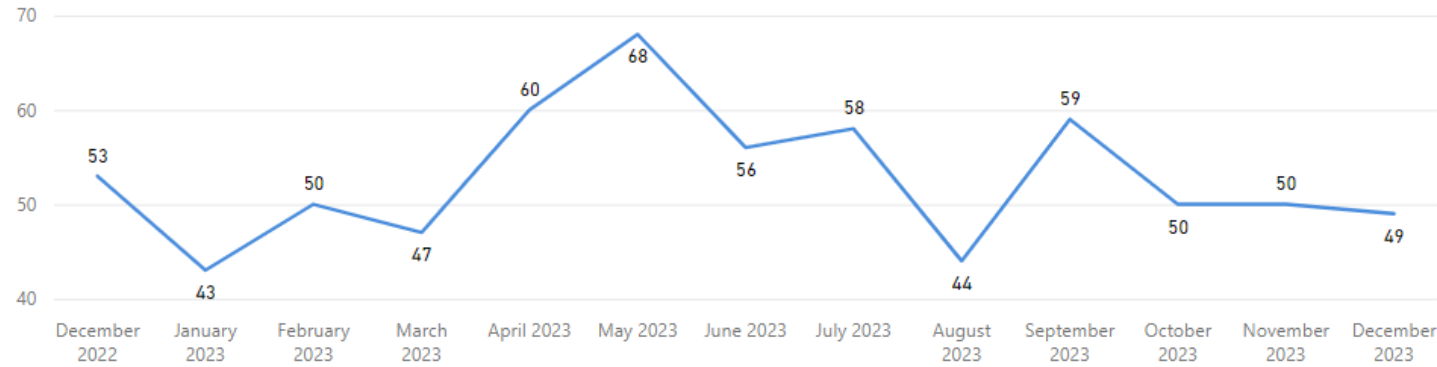
Priority Type

All

Received Filter

12/1/2022 12/31/2023

Received by Month



Total Received

687

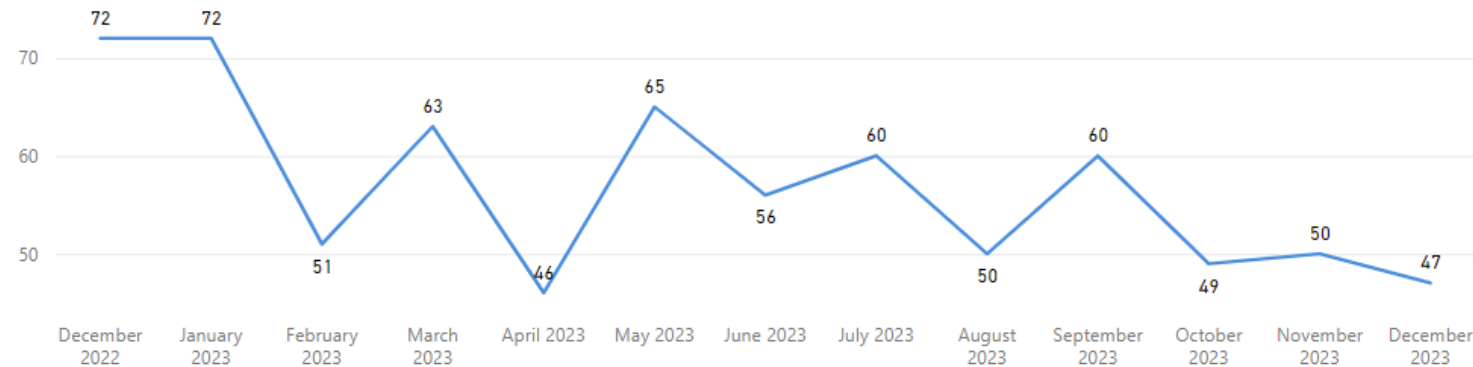
Received per Month (Avg)*

53

Completed Filter

12/1/2022 12/31/2023

Completed by Month



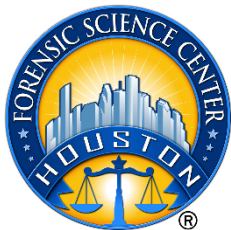
Total Completed

741

Completed per Month (Avg)*

57

* months with zero activity are not calculated into the average



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

January 12, 2024, at 9:00 a.m.

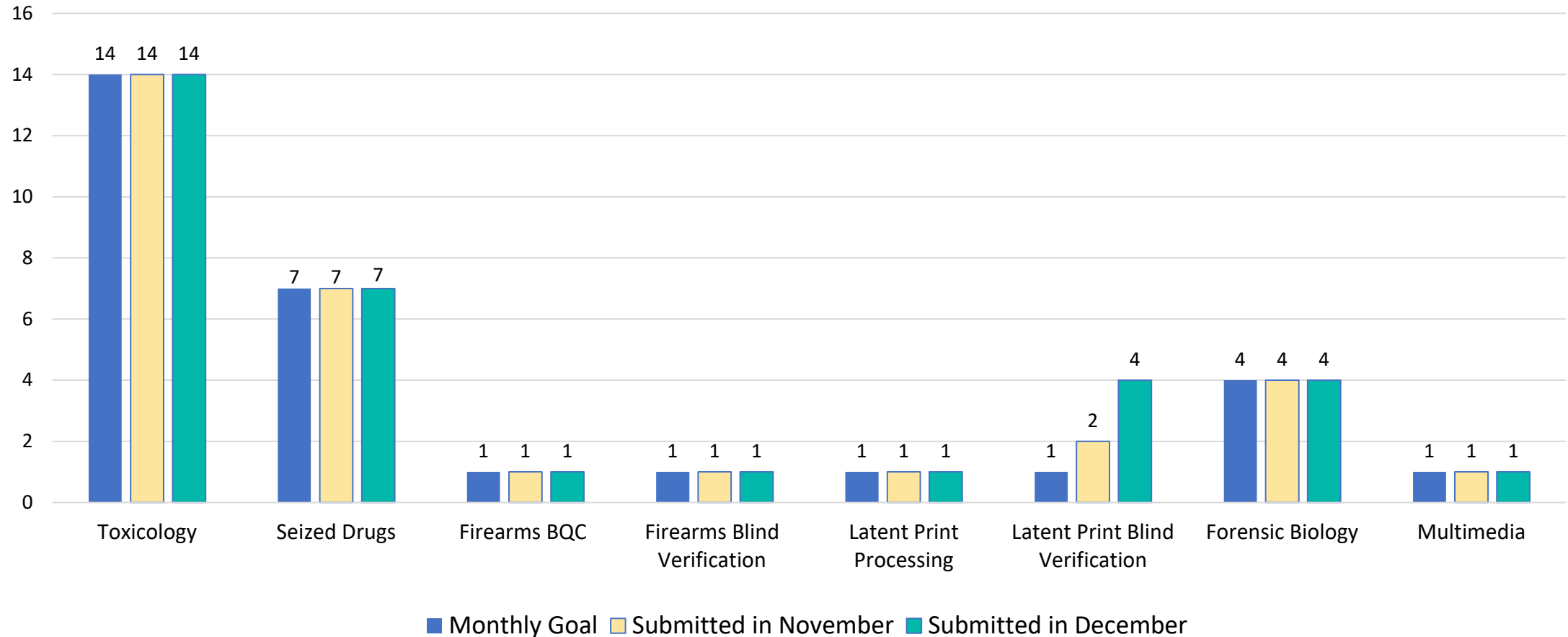
Agenda Action Item No.:	7. Consider approval of a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY2023 Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget not to exceed \$637,356.00.
Subject:	Consider approval of a grant funded contract with Signature Science, LLC to provide DNA services for HFSC forensic biology cases.
Background:	HFSC was awarded the FY 2023- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC’s current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.
Executive Summary:	<p>In October 2023, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services to be funded by FY 2023- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, award 15-PBJA-23-GG-01372-DNAX. After consideration of the stated selection criteria, Signature Science was selected as the successful respondent. The proposed contract anticipates the total project budget for Signature Science LLC’s services will not exceed the total grant budget for outsourcing, \$637,356.00. HFSC will be responsible for ensuring the total expenditure for services obtained from the vendor does not exceed the total grant budget.</p> <p>This project will include the anticipated testing of a total of approximately 400-450 untested SAK and non-SAK cases. The successful respondent will receive monthly shipments of cases over approximately 4-5 months.</p>
Fiscal Impact:	No anticipated additional fiscal impact to HFSC.
Staff Recommendation:	Staff recommends approval
By:	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

Quality Division Report

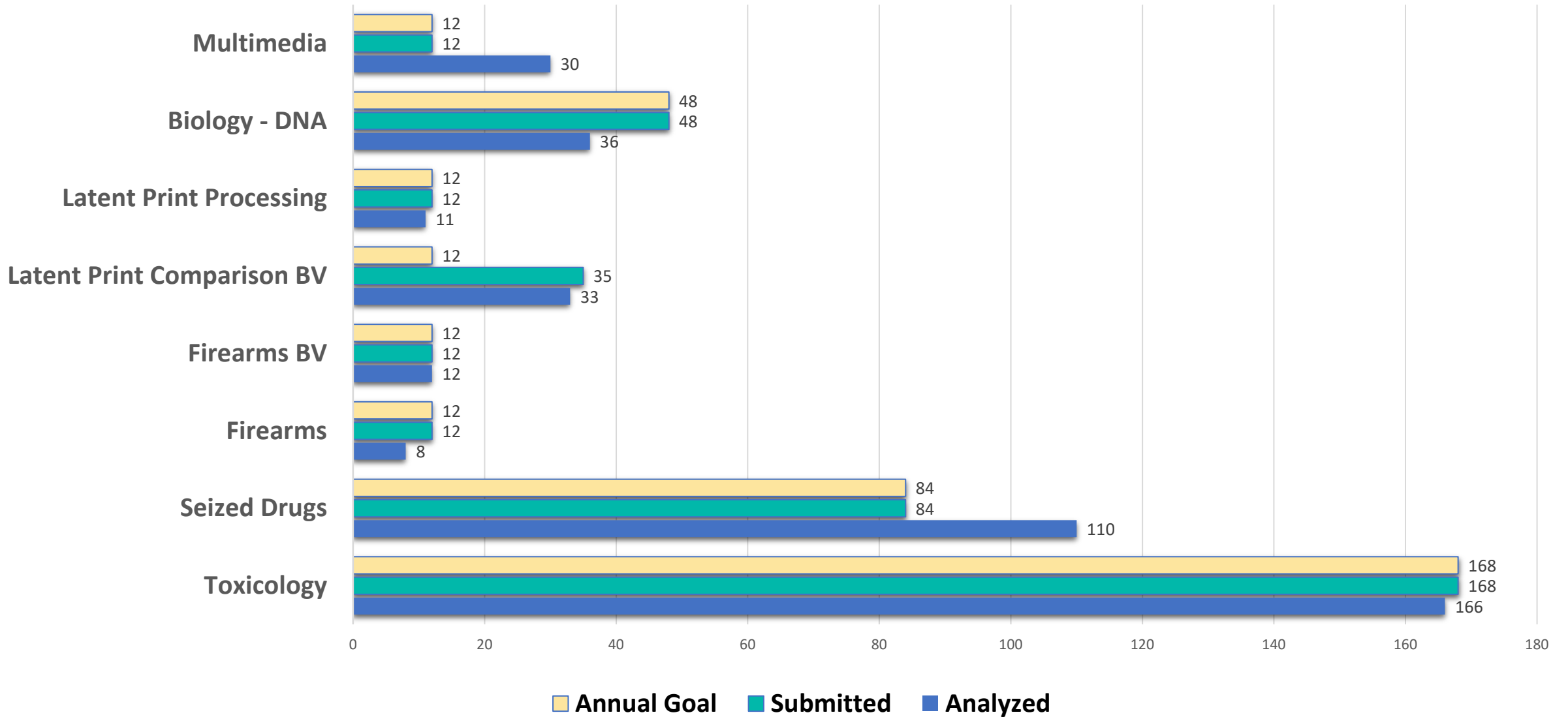
January 12, 2024



Blind Quality Controls Submitted in November and December



Blind Quality Controls submitted in 2023



BQC Implementation Timeline

2015

September

- Toxicology

November

- Firearms blind verification

December

- Firearms
- Seized Drugs

2016

October

- Latent Print Processing
- Forensic Biology

2017

November

- Latent Print Comparison
- Multimedia

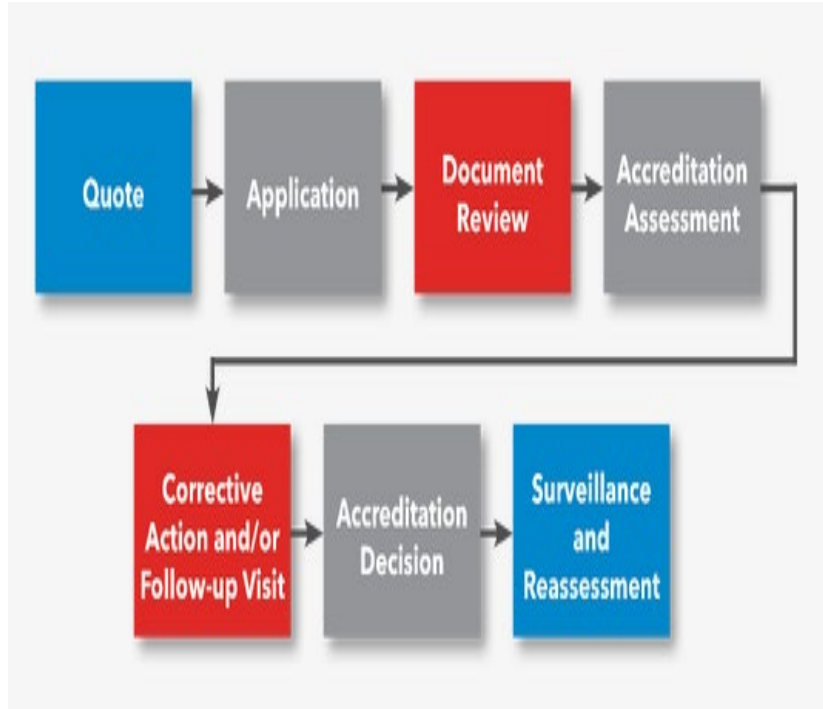
2019

March

- Latent Print Comparison blind verification



Quality Updates



STEPS TO PROPERTY AND EVIDENCE CONTROL ACCREDITATION

- ANAB Property & Evidence On-site Assessment
 - December 11th, 2023
 - One nonconformance noted
 - ANAB approved our Nonconformance remediation plan
 - Revised Quality Manual
 - Effective date: January 12th, 2024
 - Once reviewed by ANAB we expect accreditation to be granted

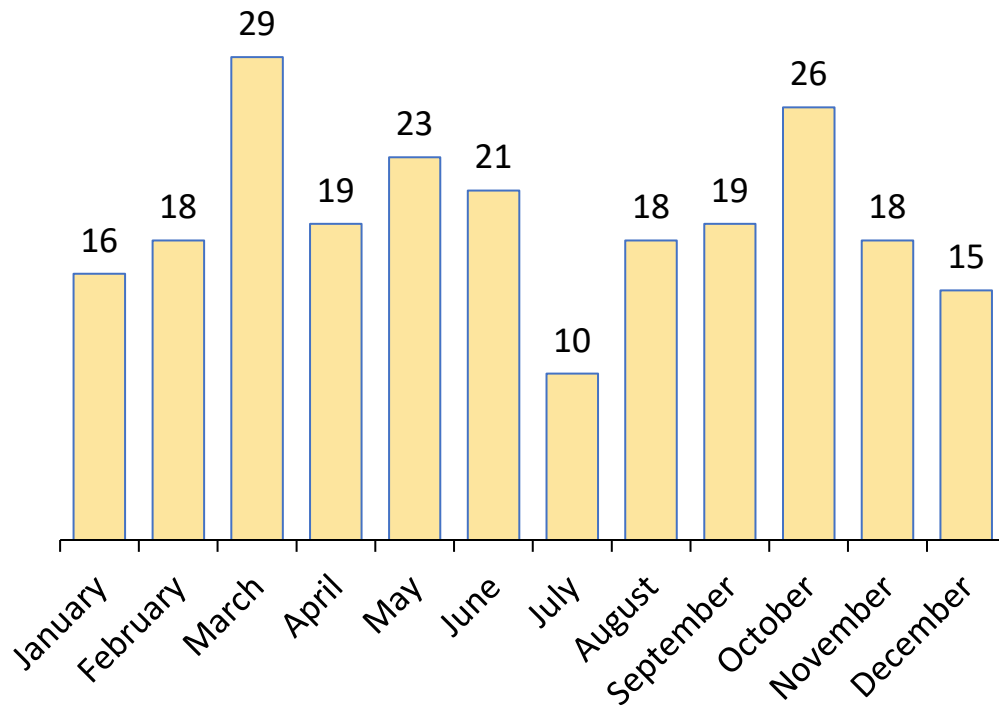
TFSC/ANAB Disclosure

- Disclosure to the Texas Forensic Science Commission and ANAB concerning a CSI Trainee that reproduced and presented a case form as the authentic original record despite initially stating they shredded it.
 - Violation of HFSC Code of Ethics
 - Trainee is no longer employed by HFSC
 - Harris County District Attorney's Office (HCDAO) and were notified of this disclosure

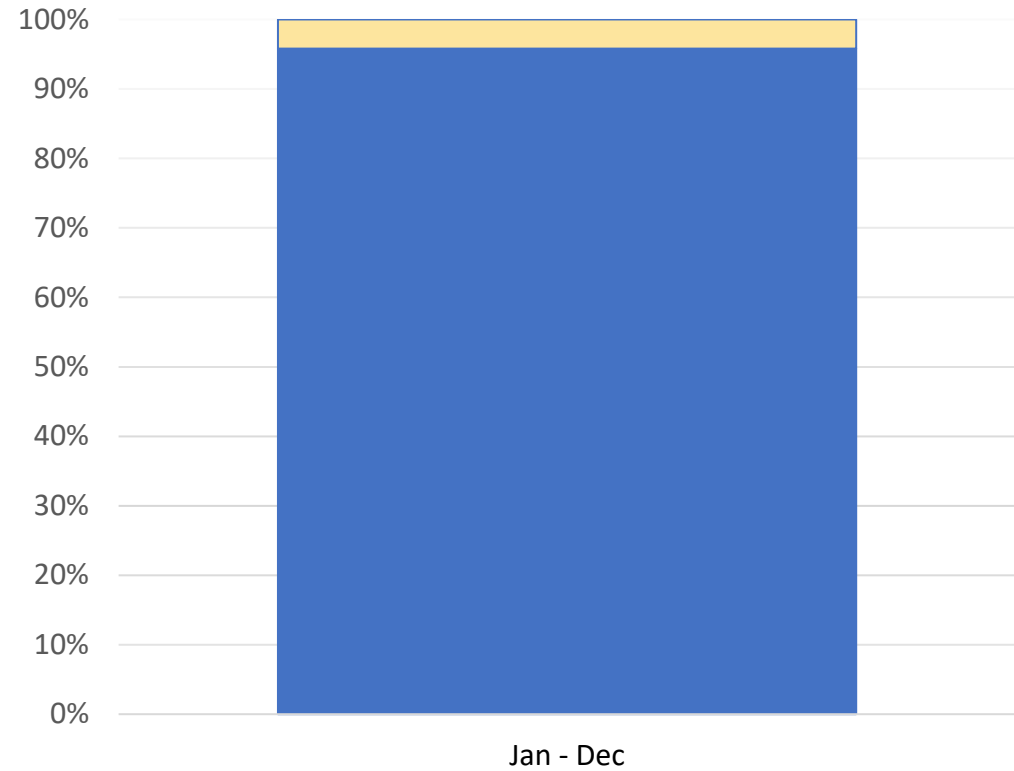


2023 Testimony Monitoring

Testimonies by Month

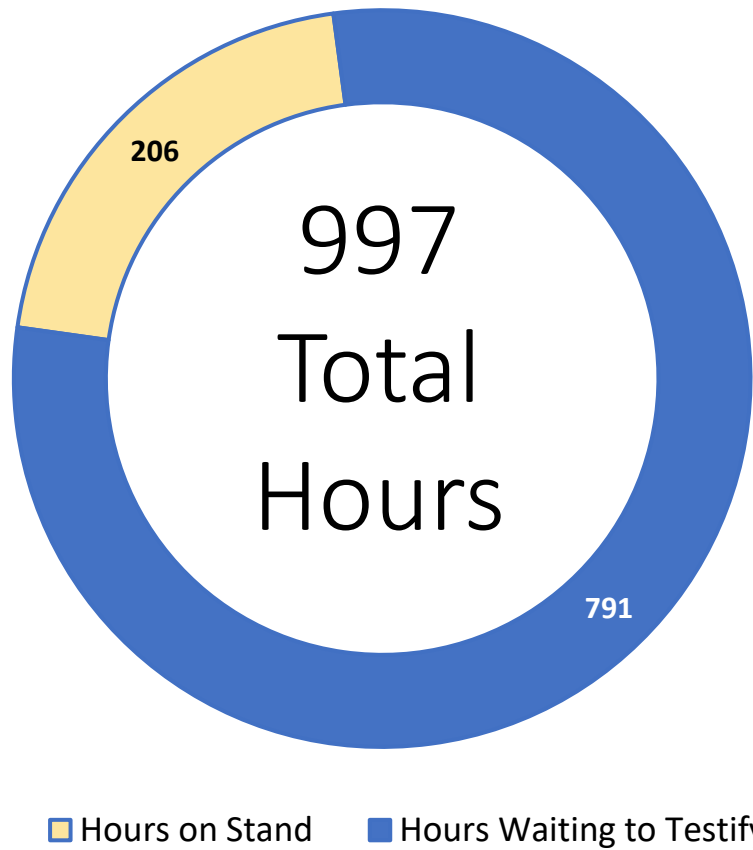


Testimony Monitored vs. Unmonitored

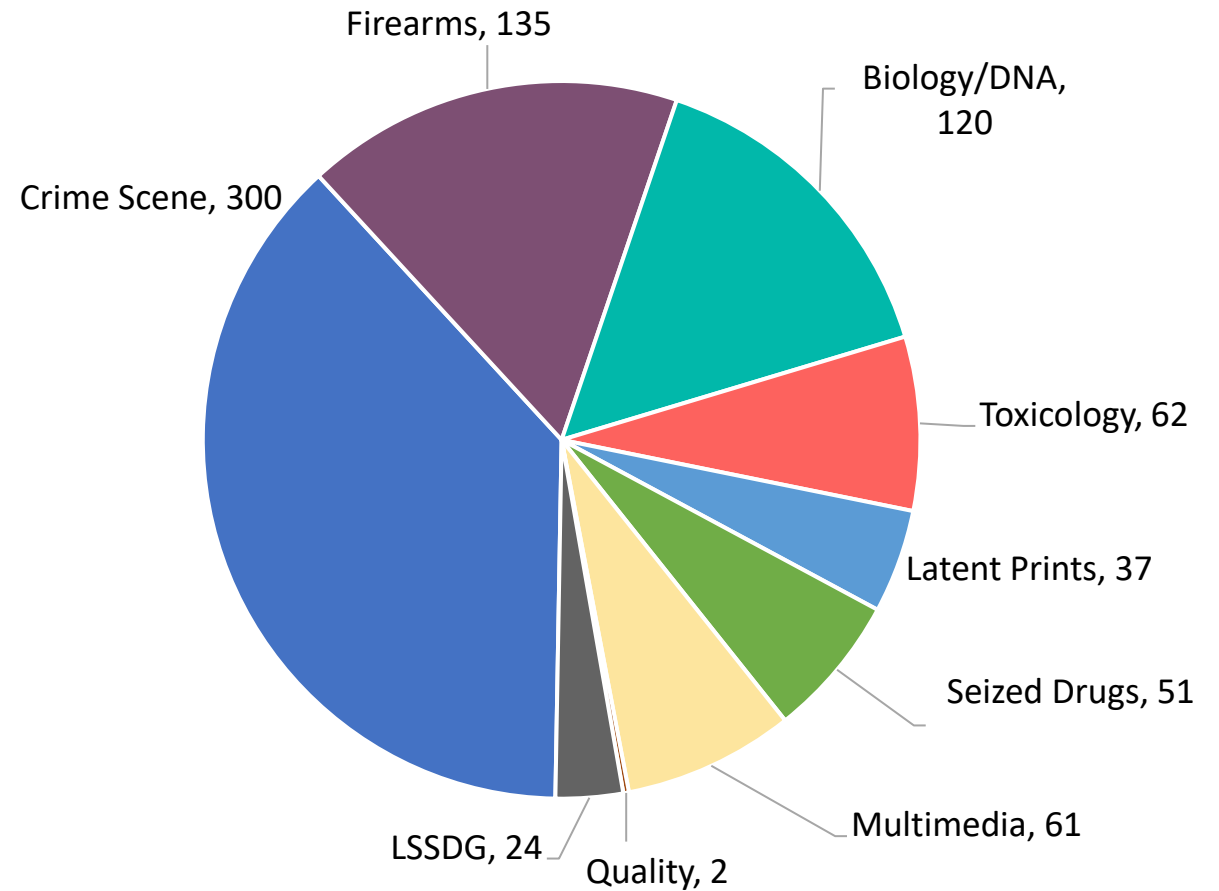


2023 Testimony Data

Time Spent in Court

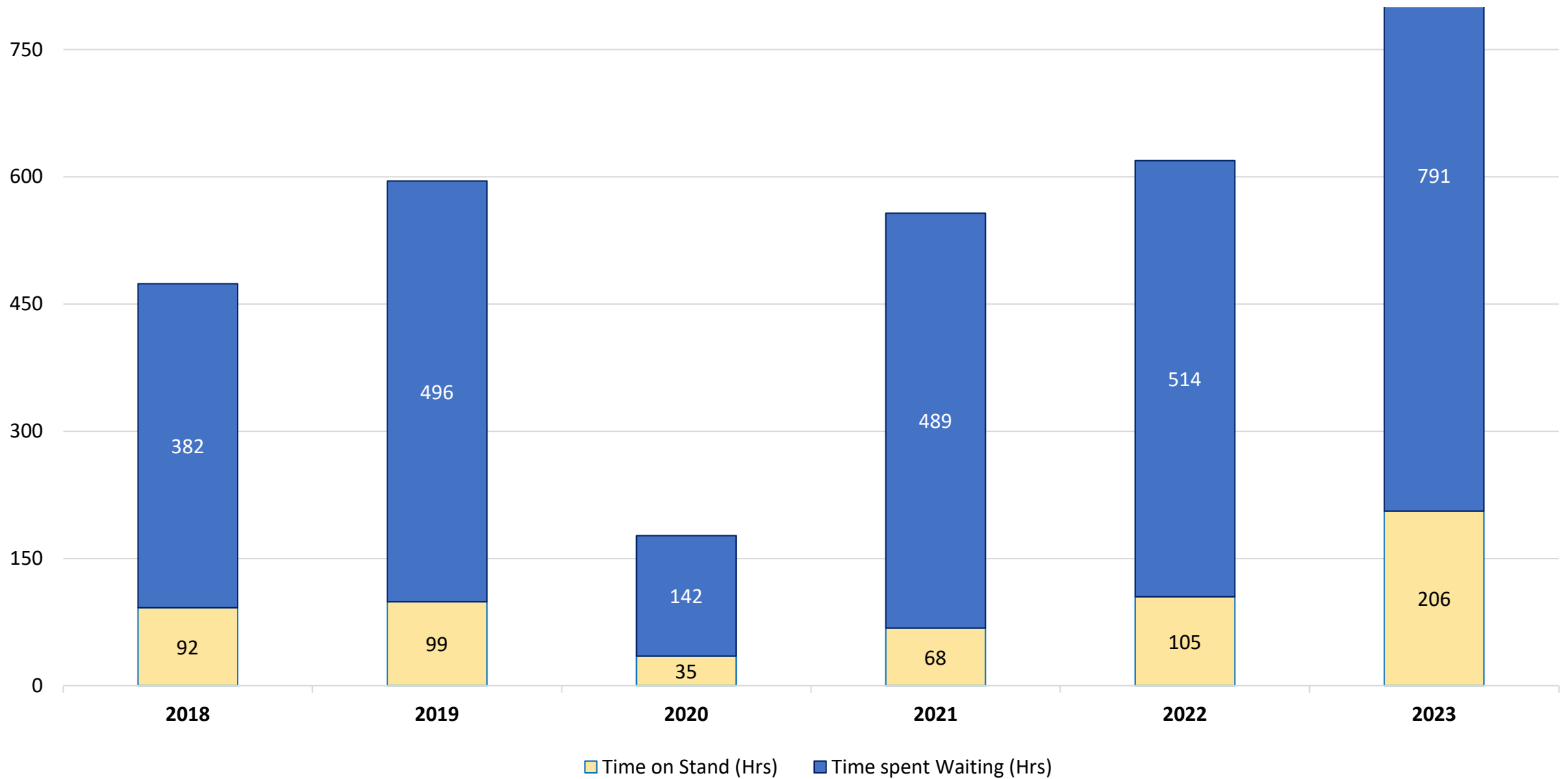


Waiting Hours by Section

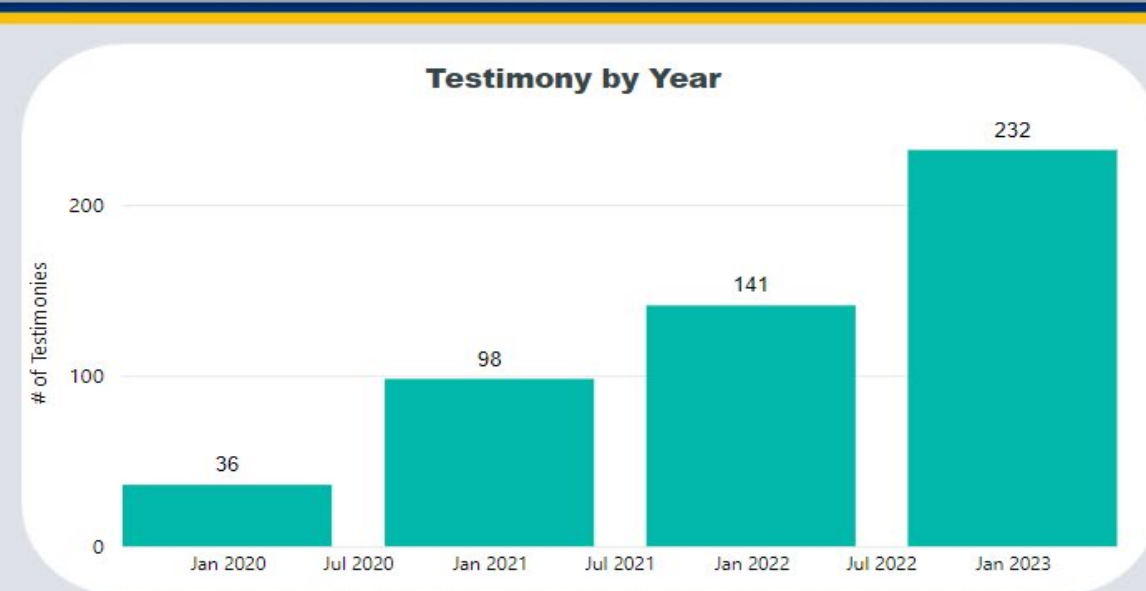
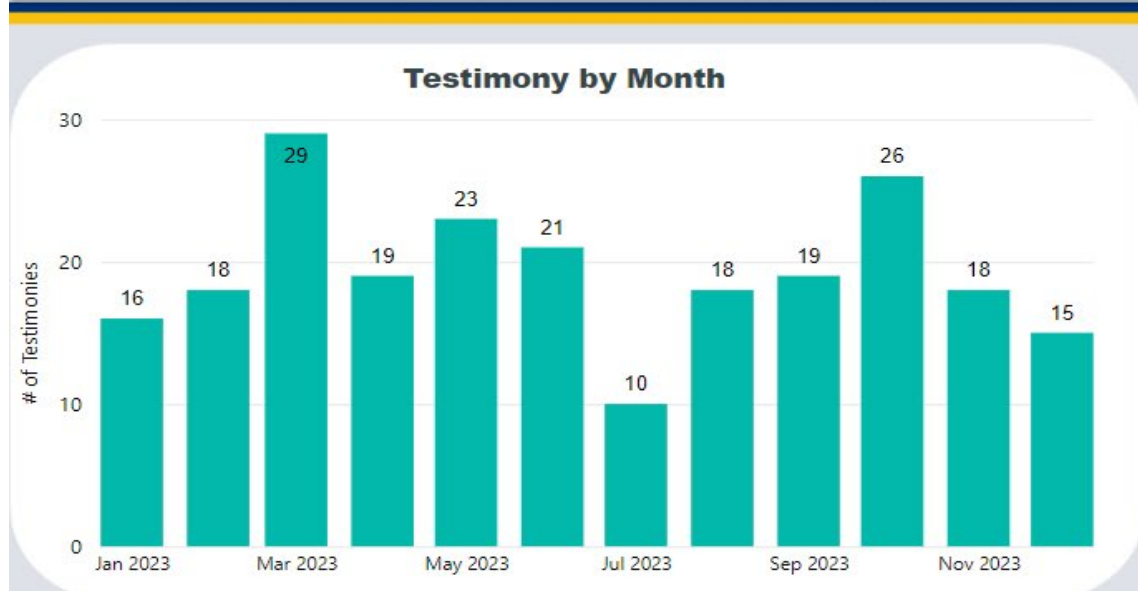
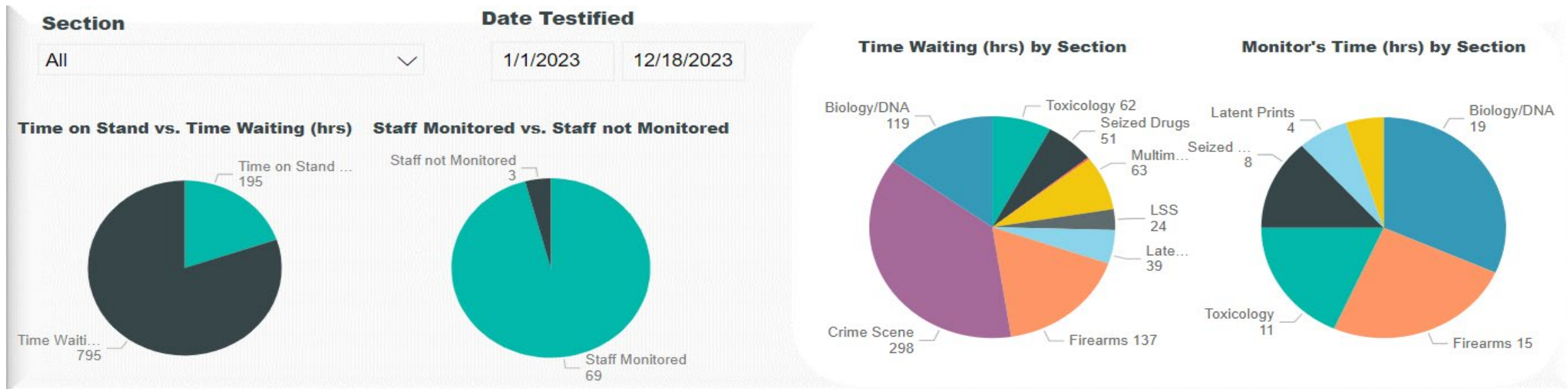




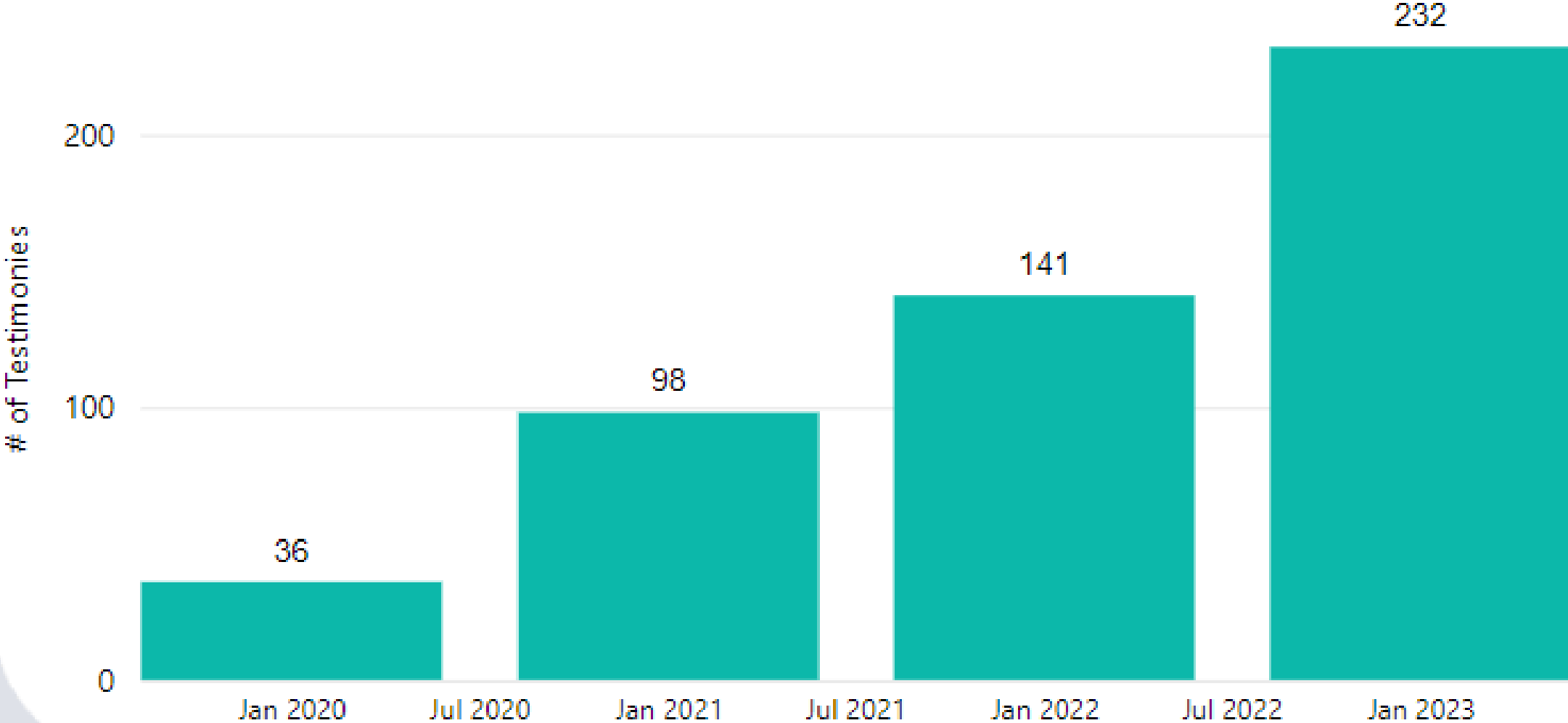
Testimony data throughout the years



TESTIMONY DASHBOARD



Testimony by Year



TESTIMONY DASHBOARD

Date Received / Delivered

1/1/2023

12/20/2023

Section

All

Requested Analyst

All

Subpoena Total

2735

Subpoena by Month



Date Testified

1/1/2023

12/18/2023

Section

All

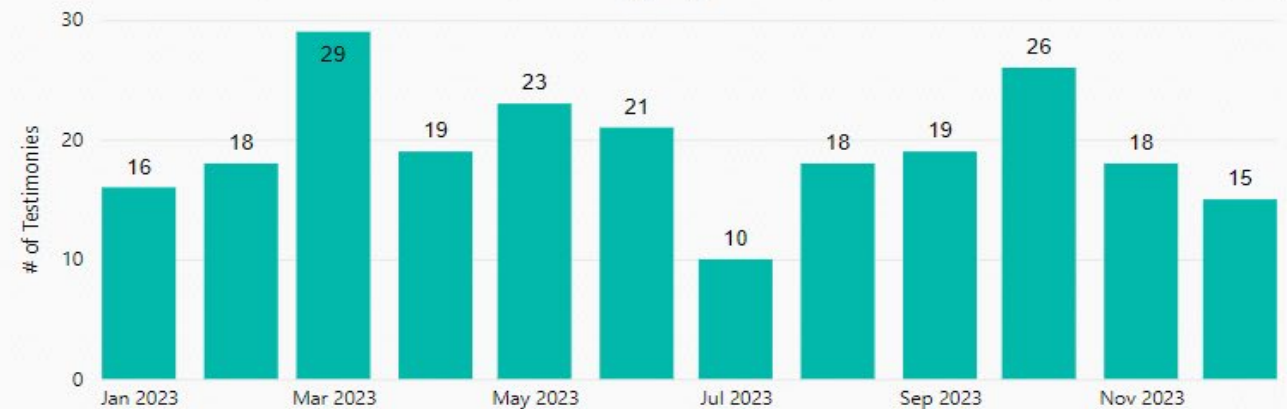
Name

All

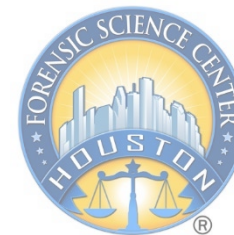
Testimony Total

232

Testimony by Month

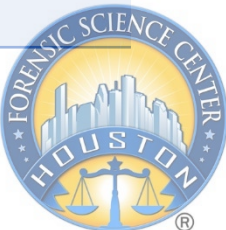


Detailed Data

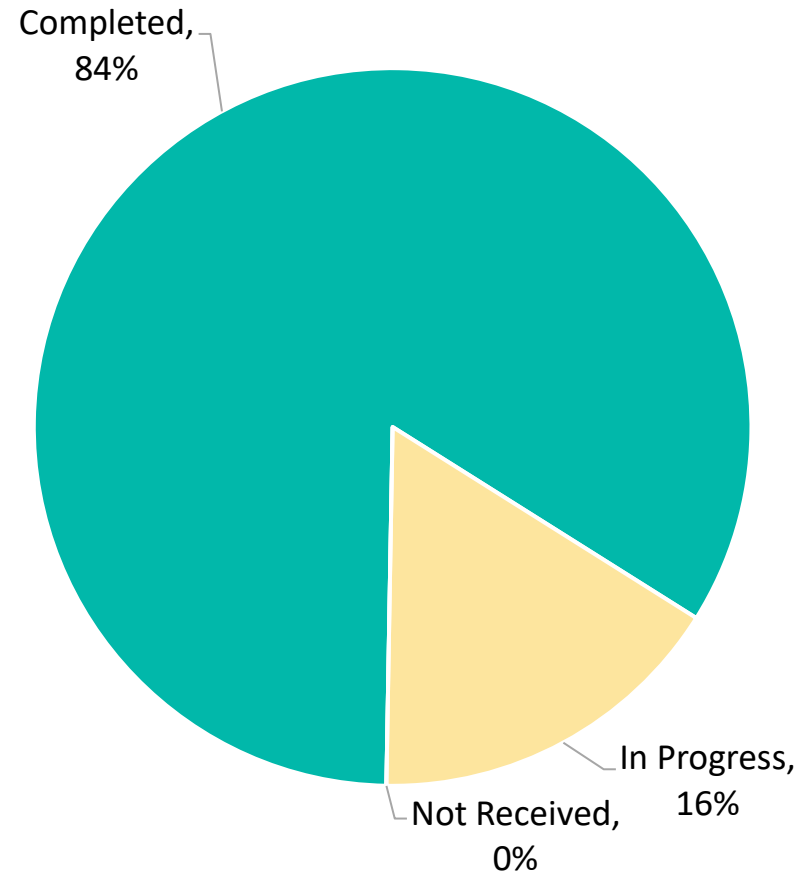


Blind Quality Controls Completed

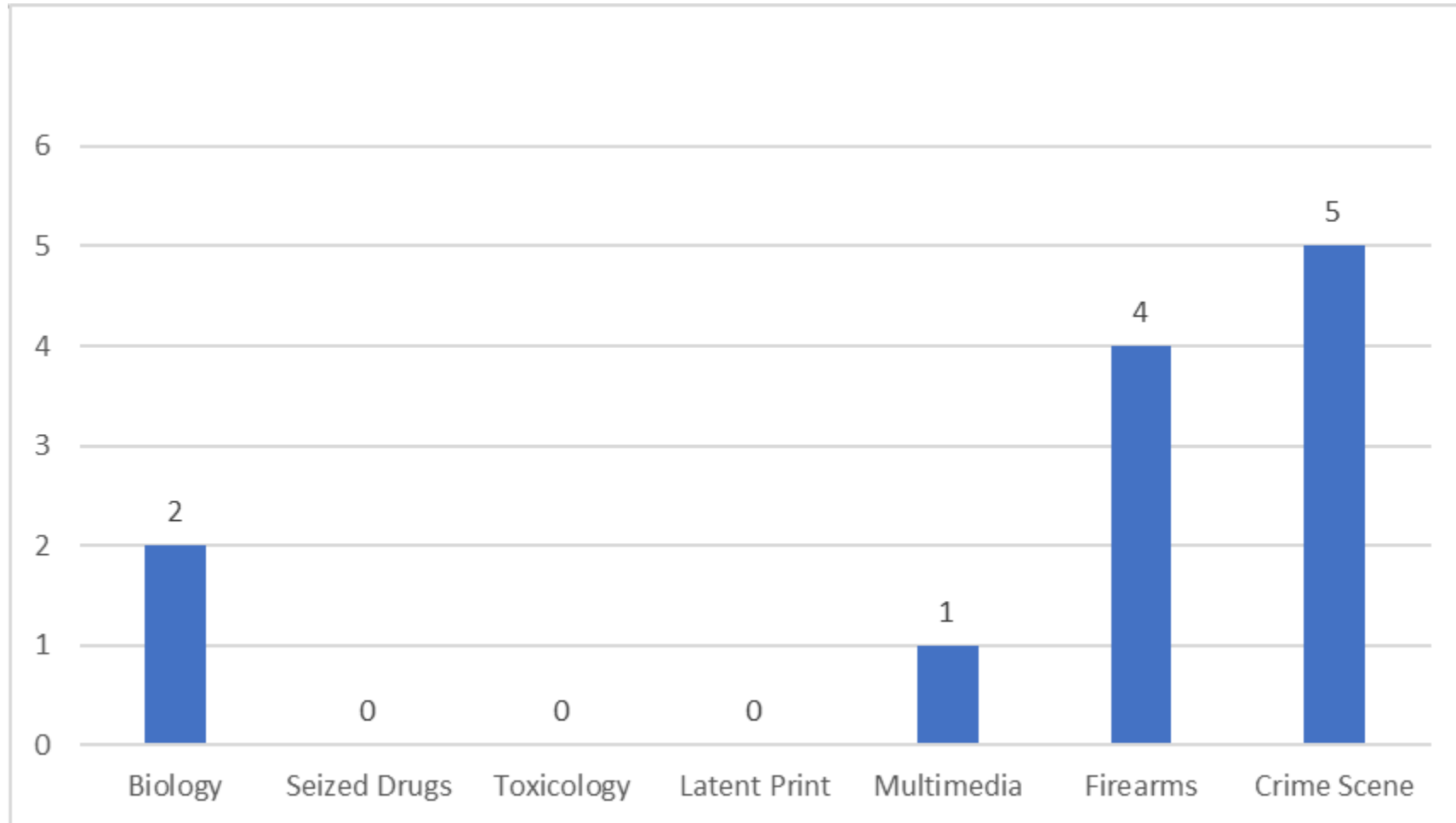
Forensic Discipline	November	December
Toxicology	22 (BAC) 1 (Drugs)	8 (BAC) 2 (Drugs)
Seized Drugs	8	6
Biology	1 (DNA) 4 (screening)	3 (DNA) 0 (screening)
Firearms	0	0
Firearms Blind Verification	0	1
Latent Print Processing	0	4
Latent Print Comparison	0	0
Latent Print Blind Verification	1	2
Multimedia	4	0



2023 Proficiency Testing



Transcripts Reviewed in 2023





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2023-047	Biology/DNA	Incident	12/14/2023	A technician inadvertently aliquoted double the amount of a reagent into one sample. The sample did not proceed further in the DNA process because the quantification data generated from this sample was below the quantification value threshold. Permission to consume is in the process of being requested.
2023-051	Biology/DNA	Incident	12/29/2023	As part of a retroactive audit associated to Quality Report 2023-029, 216 additional cases were identified as containing a wide HPD interval, however they were not considered high risk. These cases were assessed as either moderate risk when there was no change in proposition but there was a change in verbal qualifier or low risk when there was no change in proposition and no change in verbal qualifier.
2023-046	Client Services & Case Management	Corrective Action	12/19/2023	During the 2023 ANAB Property and Evidence AR 3181 assessment a nonconformance was noted where nonconforming work procedure is not always initiated when misplaced items are identified.
2023-042	Crime Scene	Incident	11/28/2023	A CSI Trainee shredded a form containing original observations. Although the form was re-written prior to being shredded, the destruction of original records is prohibited by both the Quality Manual and the Records Retention Policy.
2023-045	Crime Scene	Corrective Action	12/15/2023	While restocking supplies in a CSU vehicle, a CSI found an item of evidence. Although the evidence container was properly labeled with case identifiers, the collection of the swabs contained within were not documented in the case notes.
2023-048	Crime Scene	Incident	12/21/2023	An evidence item analyzed by the Forensic Biology section presented an unknown female DNA profile in the mixture that did not match any of the reference samples that were received for comparison. The unknown profile was then compared to the staff database and was consistent with a crime scene investigator who responded to the scene, however, they are no longer employed at the Houston Forensic Science Center.

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
2023-049	Crime Scene	Corrective Action - Disclosure	11/27/2023	A CSI Trainee reproduced and presented a case form as the authentic original record despite initially stating they shredded it.
2023-022	Firearms, Research and Development	Incident	11/29/2023	A Qualtrax ticket was put in to delete an attachment from a case in Justice Trax, however an item of evidence with the same file name was deleted instead.
2023-043	Latent Print Section	Corrective Action	12/12/2023	Some photographs of possible suitable latents were not photographed at 1000 ppi or higher resolution by the processor.
2023-044	Latent Print Section	Corrective Action	12/12/2023	Five latent prints of value on latent lift cards for one case were identified as belonging to the Latent Print Support Specialist who was responsible for scanning the lift cards into Mideo.
2023-040	Multimedia	Incident	11/13/2023	An analyst did not obtain the consensus results in an audio proficiency test. Although the analyst completed the requested enhancements, the analyst inadvertently forgot to replace the audio file with the correct enhancements when submitting the results in the portal.
2023-052	Multimedia	Incident	12/27/2023	An analyst did not obtain the consensus results in a computer proficiency test. Although the analyst did correctly obtain the associated hash values, these values were not submitted to the provider.
2023-041	Toxicology	Incident	11/13/2023	HFSC was notified that two outsourced cases had been involved in a lab accident and most of the sample volume had been lost.
2023-050	Toxicology	Incident	12/12/2023	The Toxicology section did not complete review refresher training in 2022 for each instrument type as required in the Toxicology Training Manual.

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.