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President’s Report

March 13, 2020
Average Turnaround Time for February 2020

- Toxicology: 128 days
- Biology: 111 days
- Latent Prints: 104 days
- Crime Scene Unit: 36 days
- Digital and Multimedia: 35 days
- Firearms: 9 days
- Controlled Substances: 8 days

Requests Completed by Section

- Toxicology: 544
- Controlled Substances: 523
- Firearms: 360
- Latent Prints: 160
- Crime Scene Unit: 115
- Biology: 108

Turnaround Time - Days 61
Completed Requests 1899

This data is current as of 2/28/2020.
### Staffing – March 13, 2020

<table>
<thead>
<tr>
<th>196 staff</th>
<th>5 active vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 7 City of Houston civilians</td>
<td>- 1 CS/CM evidence specialist (future opening for internal transfer)</td>
</tr>
<tr>
<td>- 189 HFSC employees</td>
<td>- 2 forensic biology/DNA analysts</td>
</tr>
<tr>
<td></td>
<td>- 1 forensic biology/DNA technical lead (job posted - future opening)</td>
</tr>
<tr>
<td></td>
<td>- 1 research and development analyst</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 open positions, 3 offers accepted</th>
<th>2 vacancies on hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 3 crime scene investigator trainees (includes one internal hire)</td>
<td>- 1 crime scene investigator</td>
</tr>
<tr>
<td></td>
<td>- 1 forensic analyst-seized drugs</td>
</tr>
</tbody>
</table>
Outreach

- Dr. Dayong Lee, toxicology manager, Erika Phung, toxicology analyst, and Kaitlin Main, crime scene investigator, presented at the American Academy of Forensic Sciences conference in Anaheim, Ca.
- Presented on the dangers of vaping to two Bellaire High School science classes
- Houston Sexual Assault Task Force meeting focused on CODIS issues and included representatives from the DPS crime lab and the Texas Association of Sexual Assault (TAASA)
- Firearms examiner Melissa Nally invited to be on an advisory board to the Center for Statistics and Applications in Forensic Evidence (CSAFE)
- Presented at the 4th Annual Border Substance Abuse Summit in El Paso, Texas
- Lubbock Police Department visited HFSC to get ideas for their new facility plans
- Tour of HFSC with Councilman David Robinson and staff
- Vaping presentation for high school juniors and seniors in Pasadena
- Three HFSC staff members participated in the annual scientific symposium at HISD’s DeBakey High School
- James Miller and Patrick Tynan of seized drugs conducted an all-day training at the Houston Police Department training academy
- Patrick Tynan of seized drugs presented to about 75 high school students at the DeWalt Alternative School in LaPorte
- Akilah Mance spoke to a Rice University civic leadership class
- Akilah Mance presented on criminal justice reform at the Houston Policy Challenge
Faster DNA

• HFSC is researching different technologies and systems that speed up DNA analysis
  • Two Rapid DNA systems: ANDE and RapidHit ID
    • Harris County Institute of Forensic Sciences is testing ANDE
    • RapidHit ID instrument installed in HFSC quality lab to be tested by HFSC
    • Testing a variety of samples and substrates, including those known to be inhibitors, such as denim and leather
    • Mixture studies
  • Four direct amplification kits being tested
  • Studies will also include comparison of costs, consumable waste, turnaround time, performance and data quality
  • HFSC’s portion of the project will be completed May 1
The trainees will now return to HFSC for in-house training and are scheduled to be ready to do independent casework by year’s end.
Operations Report

March 13, 2020
February 2020 Company Overview

Open Quality Reports

45 Quality TAT

Goal: 35, 36

HFSC Request Turnaround Time

Section Request TAT (Past 30 Days)

DNA 122
IDIS 103
Toxicology 65
Blood Alcohol 65
Latent Compa... 43
Latent Proc... 41
Firearms Exa... 41
DFL 31
CSU Response 22
AV Examination 22
AV Call Out 22
DME 22
Seized Drugs... 8
NIBIN Only 5
CSM Tex Acc... 3
CSM Tex Rej... 1

At this time the CODIS TAT is not included in the overall HFSC TAT

HFSC Request Backlog

HFSC Backlog 6755

Outsource... 1105
DNA 415
Outsource... 256

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

Lean Six Sigma Development Group update
- Technical and administrative review project
- Quality score project
Purpose:
To decrease repeated errors and improve the overall effectiveness of the review process

Suggested Process Improvements:
- New dashboard containing production and quality data rolled out March 9
  - Allows for better real-time management and evaluation of review process to reduce defects
- Grammar software
- Auto-generated reports
Technical & Administrative Review Project

How did we get here:

- Created an electronic method to gather data
- Analyzed data from requests completed to identify areas for improvement
- Held interview sessions with staff, learned what was critical to the process
Quality Score Project

**Purpose:**
To design an actionable quality metric for the company and technical sections

**Quality at HFSC:**

*A passion for accurate scientific work with a desire to continuously improve processes and performance. We strive for excellence and exceed industry norms through *accountability, transparency and innovation*
Quality Score Project

Building the quality score prototype:
- Dashboard
  - Analyzed automatically
  - Visibility on quality
- Comprehensive metric
  - Professional development
  - Quality standards
  - Preventative initiatives

How did we get here:
- Interviewed and surveyed staff to identify the requirements of the quality score
Crime Scene and Multimedia

March 13, 2020
Crime Scene Unit in Numbers

- 15 percent increase in homicide calls in January-February 2020 compared to January-February 2019
- 60 percent increase in homicide calls in January 2020 compared to January 2019
- HFSC responded to 33 aggravated assaults in January-February 2020 compared to just 16 in January-February 2019, a **103 percent increase**
Crime Scene Unit: 2018 & 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>269</td>
<td>277</td>
</tr>
<tr>
<td>Death Inv</td>
<td>120</td>
<td>115</td>
</tr>
<tr>
<td>Child Deaths</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>OIS</td>
<td>36</td>
<td>33</td>
</tr>
<tr>
<td>Agg. Assaults</td>
<td>129</td>
<td>143</td>
</tr>
<tr>
<td>Agg. Robbery</td>
<td>6</td>
<td>42</td>
</tr>
</tbody>
</table>

![Bar chart showing annual totals for different categories in 2018 and 2019](image)
Crime Scene Unit: January & February 2020

- Homicide: 45
- Death Inv: 18
- Child Deaths: 7
- OIS: 6
- Agg. Assaults: 33
- Agg. Robbery: 14
HFSC response vs. Houston’s needs

![Graph showing Aggravated Assaults: HPD vs. HFSC from 2018 to 2020. The graph compares HPD reports and HFSC response.

- 2020 ("first two months"): HFSC response is significantly lower than HPD reports.
- 2019: HFSC response is lower compared to HPD reports.
- 2018: HFSC response shows a notable increase compared to previous years.]

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18
Detail data
Key for Dashboard Section Pages

Report type

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

Pending work

Justice Trax Past Critical Age NaN
Avg Age of Requests >30 D...24
Age-Oldest Unassigned 15
Age-Oldest Pending Draft 21
Age-Oldest Pending Tech 15
Age-Oldest Pending Admin

Pending quality reports

Average time to close quality reports

TAT= Turnaround Time  MTD= Month to date  Critical age=30 days  Critical pending=requests open over 30 days
Key for Dashboard Historical Pages 1/2

Date Range:
- 8/1/2018 to 8/31/2019

Total TAT by Month:
- February 2019: 29.9
- March 2019: 26.3
- April 2019: 32.5
- May 2019: 27.4
- June 2019: 20.9
- July 2019: 25.7
- August 2019: 24.9

Requests Completed:
- February 2019: 10
- March 2019: 25
- April 2019: 21
- May 2019: 24
- June 2019: 30
- July 2019: 26
- August 2019: 33

TAT = Turnaround Time

Requests more than 30 days old are considered to be backlogged requests.
Key for Dashboard Historical Pages 2/2

Type of testing

- Seized Drugs Examination

Report type

Data broken down by month

**Received by Month**

- August 2018: 636
- September 2018: 574
- October 2018: 723
- November 2018: 607
- December 2018: 566
- January 2019: 535
- February 2019: 628
- March 2019: 540
- April 2019: 612
- May 2019: 484
- June 2019: 523
- July 2019: 609
- August 2019: 641

Overall average for the selected date range: 7,689

**Completed by Month**

- August 2018: 642
- September 2018: 591
- October 2018: 682
- November 2018: 622
- December 2018: 611
- January 2019: 571
- February 2019: 563
- March 2019: 674
- April 2019: 616
- May 2019: 668
- June 2019: 503
- July 2019: 611
- August 2019: 659

Overall average for the selected date range: 7,728

* months with zero activity are not calculated into the average

**Total Received**

- 7,689

**Received per Month (Avg)**

- 591

**Total Completed**

- 7,728

**Completed per Month (Avg)**

- 594
Client Services and Case Management (CS/CM)
CS/CM – February

Evidence Handling

Total Time by Section (Hours)
See Time Categories by Section slide for breakdown

Total Items by Section

- Seized Drugs
- Other
- Morgue Run
- Firearms
- Biology
- Toxicology
- Digital & Multimedia
- Latent Print Comparison
- Latent Print Processing

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Time (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs</td>
<td>75.57</td>
</tr>
<tr>
<td>Other</td>
<td>68.97</td>
</tr>
<tr>
<td>Morgue Run</td>
<td>26.90</td>
</tr>
<tr>
<td>Firearms</td>
<td>14.80</td>
</tr>
<tr>
<td>Biology</td>
<td>6.00</td>
</tr>
<tr>
<td>Toxicology</td>
<td>3.67</td>
</tr>
<tr>
<td>Digital &amp; Multimedia</td>
<td>3.53</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>1.68</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>0.62</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs</td>
<td>946</td>
</tr>
<tr>
<td>Other</td>
<td>926</td>
</tr>
<tr>
<td>Morgue Run</td>
<td>314</td>
</tr>
<tr>
<td>Firearms</td>
<td>175</td>
</tr>
<tr>
<td>Biology</td>
<td>138</td>
</tr>
<tr>
<td>Toxicology</td>
<td>121</td>
</tr>
<tr>
<td>Digital &amp; Multimedia</td>
<td>23</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>926</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>946</td>
</tr>
</tbody>
</table>
CS/CM – February

Requests by Type

- ALR, 263
- Request for records, 112
- Supplemental Discovery, 2
- Discovery, 19
- 3914 Request, 10
- Chapter 64, 6
- Errors, 5
- Other, 3
- Subpoena for Records, 7

Administrative

Record Requests 2017-Present

- 2017
- 2018
- 2019
- 2020
Received by Month

- Total Received: 162
- Received per Month (Avg)*: 14

Completed by Month

- Total Completed: 168
- Completed per Month (Avg)*: 14

* months with zero activity are not calculated into the average
Seized Drugs
### Service and Priority Type

<table>
<thead>
<tr>
<th>Service</th>
<th>Priority Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs Examination</td>
<td>All</td>
</tr>
</tbody>
</table>

### # of Unassigned vs. # Pending Draft

<table>
<thead>
<tr>
<th>Bucket</th>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Unassigned</td>
<td>64</td>
<td>Goal: 100 (+36%)</td>
</tr>
<tr>
<td># Pending Draft</td>
<td>17</td>
<td>Goal: 100 (+83%)</td>
</tr>
<tr>
<td># Pending Tech</td>
<td>41</td>
<td>Goal: 50 (+10%)</td>
</tr>
<tr>
<td># Pending Admin</td>
<td>7</td>
<td>Goal: 50 (+06%)</td>
</tr>
</tbody>
</table>

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

### Total Pending Requests

- **4** Justice Trax Past Critical Age
- **163** Avg Age of Requests > 30 Days
- **106** Age-Oldest Unassigned
- **410** Age-Oldest Pending Draft
- **17** Age-Oldest Pending Tech
- **21** Age-Oldest Pending Admin

### Overall TAT

- **Month to Date**: 8.5
  - Goal: 14, 15
- **Past 90 Days**: 15.7
  - Goal: 14, 15

### TAT by Phase of Work (MTD)

- JT-Assign TAT MTD: 3.6
- JT-Draft TAT MTD: 2.1
- JT-Tech Review TAT MTD: 2.0
- JT-Admin Review TAT MTD: 0.7

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

- JT-Assign TAT MTD: 8.5
- JT-Draft TAT MTD: 3.1
- JT-Tech Review TAT MTD: 2.5
- JT-Admin Review TAT MTD: 1.5

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrx ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>57898</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### Quality TAT

- **29**
  - Goal: 30, 31

### Avg Age of Open Reports

- NaN

### Quality Filter

- Controlled Substances

### Month to Date

- Completed: 553
- Received: 518

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

- Completed: 614
- Received: 549
Received by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>535</td>
</tr>
<tr>
<td>March</td>
<td>540</td>
</tr>
<tr>
<td>April</td>
<td>612</td>
</tr>
<tr>
<td>May</td>
<td>486</td>
</tr>
<tr>
<td>June</td>
<td>523</td>
</tr>
<tr>
<td>July</td>
<td>400</td>
</tr>
<tr>
<td>August</td>
<td>441</td>
</tr>
<tr>
<td>September</td>
<td>492</td>
</tr>
<tr>
<td>October</td>
<td>426</td>
</tr>
<tr>
<td>November</td>
<td>502</td>
</tr>
<tr>
<td>December</td>
<td>547</td>
</tr>
<tr>
<td>January</td>
<td>581</td>
</tr>
<tr>
<td>February</td>
<td>518</td>
</tr>
</tbody>
</table>

Total Received: 6,969
Receipt per Month (Avg)*: 536

Completed by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>571</td>
</tr>
<tr>
<td>March</td>
<td>563</td>
</tr>
<tr>
<td>April</td>
<td>614</td>
</tr>
<tr>
<td>May</td>
<td>468</td>
</tr>
<tr>
<td>June</td>
<td>564</td>
</tr>
<tr>
<td>July</td>
<td>611</td>
</tr>
<tr>
<td>August</td>
<td>539</td>
</tr>
<tr>
<td>September</td>
<td>482</td>
</tr>
<tr>
<td>October</td>
<td>548</td>
</tr>
<tr>
<td>November</td>
<td>596</td>
</tr>
<tr>
<td>December</td>
<td>692</td>
</tr>
<tr>
<td>January</td>
<td>533</td>
</tr>
<tr>
<td>February</td>
<td>533</td>
</tr>
</tbody>
</table>

Total Completed: 7,003
Completed per Month (Avg)*: 539

* Months with zero activity are not calculated into the average
Toxicology
Received by Month

Total Received
5,890
Received per Month (Avg)*
491

Completed by Month

Total Completed
4,358
Completed per Month (Avg)*
363

* months with zero activity are not calculated into the average
Received by Month

Total Received
1,631
Received per Month (Avg)*
136

Completed by Month

Total Completed
941
Completed per Month (Avg)*
78

* months with zero activity are not calculated into the average
Firearms
Date Range
3/1/2019 2/28/2020

Total TAT by Month

Request Type
- Firearms Examination
- Priority Type

Selected Time Frame Averages
- 30.28 Total TAT (Rec'd-Compl.) Avg
- 17.95 Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed

Received to Complete
- 393 Requests Completed
- 142 Requests Completed > 30 Days Old
- 36.13 % % Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests.
Received by Month

Total Received
405
Received per Month (Avg)*
34

Completed by Month

Total Completed
393
Completed per Month (Avg)*
33

* months with zero activity are not calculated into the average
**Received by Month**

- Total Received: 3,645
- Received per Month (Avg): 304

**Completed by Month**

- Total Completed: 3,763
- Completed per Month (Avg): 314

* months with zero activity are not calculated into the average
Forensic Biology
Received by Month

Total Received
1103
Received per Month (Avg)*
85

Completed by Month

Total Completed
846
Completed per Month (Avg)*
65

* months with zero activity are not calculated into the average
Forensic Biology -- Outsourcing

**DNA Outsourcing**

- Total Outsource Reports Issued to Requestor
- Total Cases outsourced/tagged for outsource

**Reviews of Outsource Reports**

- Outsource Reviews Pending
- Outsource Reviews Completed
Received Filter

2/1/2019  2/28/2020

Total Received

947

Received per Month (Avg) *

73

Completed Filter

2/1/2019  2/28/2020

Total Completed

964

Completed per Month (Avg) *

80

* months with zero activity are not calculated into the average
Received by Month

- February 2019: 58
- March 2019: 55
- April 2019: 44
- May 2019: 35
- June 2019: 39
- July 2019: 71
- August 2019: 48
- September 2019: 38
- October 2019: 22
- November 2019: 39
- December 2019: 57
- January 2020: 45
- February 2020: 96

Total Received: 600

Received per Month (Avg)*: 46

Completed by Month

- February 2019: 47
- March 2019: 44
- April 2019: 52
- May 2019: 54
- June 2019: 49
- July 2019: 43
- August 2019: 30
- September 2019: 29
- October 2019: 22
- November 2019: 32
- December 2019: 24
- January 2020: 57
- February 2020: 96

Total Completed: 575

Completed per Month (Avg)*: 44

* months with zero activity are not calculated into the average
Latent Prints
Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

- **# of Unassigned**: 1183
- **# Pending Draft**: 60
- **# Pending Tech**: 29
- **# Pending Admin**: 1

**Total Pending Requests**: 1273

**Overall TAT (Month to Date)**: 87.3 days (Goal: 45.46 days)

**Overall TAT (Past 90 Days)**: 95.0 days (Goal: 45.46 days)

**Open Quality Reports**
- Qualtrax ID: 44789, Workflow #: 2019-028, Age: 202
- Qualtrax ID: 52313, Workflow #: 94
- Qualtrax ID: 54909, Workflow #: 54
- Qualtrax ID: 55637, Workflow #: 2020-007, Age: 46
- Qualtrax ID: 57701, Workflow #: 2020-002, Age: 17

**Quality TAT**: 28 days (Goal: 40, 41)

**Avg Age of Open Reports**: 88 days

**TAT by Phase of Work (MTD)**
- JT-Assign TAT MTD: 65.9 days
- JT-Draft TAT MTD: 18.3 days
- JT-Review TAT MTD: 3.9 days
- JT-Admin Review TAT MTD: 0.3 days

**TAT by Phase of Work (Past 90 Days)**
- JT-Assign TAT MTD: 69.6 days
- JT-Draft TAT MTD: 22.5 days
- JT-Review TAT MTD: 8.0 days
- JT-Admin Review TAT MTD: 0.3 days

**Month to Date**
- Completed: 146
- Received: 178

**30 Day Avg (Over Past 90 Days)**
- Completed: 136
- Received: 191
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

- # of Unassigned: 1186
  - Goal: 220 (+415.65%)
- # Pending Draft: 4
  - Goal: 50 (+92%)
- # Pending Tech: 0
  - Goal: 50 (+100%)
- # Pending Admin: 0
  - Goal: 50 (+100%)

- Justice Trax Past Critical Age: 1190
- Avg Age of Requests > 30 Days: 2116
- Age-Oldest Unassigned: 1471
- Age-Oldest Pending Draft: 0
- Age-Oldest Pending Tech: 0
- Age-Oldest Pending Admin: 0

- Open Quality Reports
  - Qualtrax ID | Workflow # | Age
    - 44769 | 2019-026 | 202
    - 52313 | 94
    - 54909 | 54
    - 55637 | 2020-007 | 46
    - 57701 | 2020-002 | 17

- Quality TAT
  - # of Reports: 28
    - Goal: 40, 41
  - Avg Age of Open Reports: 88

- TAT by Phase of Work (MTD)
  - J-T Assign TAT MTD: 413
  - J-T Draft TAT MTD: 252
  - J-T Tech Review TAT MTD: 252
  - J-T Admin Review TAT MTD: 252

- TAT by Phase of Work (Past 90 Days)
  - 726
  - 128

- Month to Date
  - Completed: 4
  - Received: 0

- 30 Day Avg (Over Past 90 Days)
  - Completed: 6
  - Received: 0
**Date Range**
2/1/2019 - 2/28/2020

**Total TAT by Month**

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

**Requests Completed**

- Requests Completed within 30 Days
- Requests Completed > 30 Days Old
- Total Completed

**Selected Time Frame Averages**

- 91.04
  - Total TAT (Rec'd-Compl.) Avg
- 26.89
  - Assigned TAT (Asgmt-Compl.) Avg

**Received to Complete**

- **1664** Requests Completed
- **1242** Requests Completed > 30 Days Old
  - 74.64%
    - % Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests.
Received by Month

Total Received: 2,737
Received per Month (Avg)*: 211

Completed by Month

Total Completed: 1,664
Completed per Month (Avg)*: 128

* Months with zero activity are not calculated into the average
Received Filter

Received by Month

- Total Received: 581
- Received per Month (Avg)*: 45

Completed Filter

Completed by Month

- Total Completed: 431
- Completed per Month (Avg)*: 33

* months with zero activity are not calculated into the average
Digital Multi-Media
Received by Month

Total Received
114

Received per Month (Avg)*
10

Completed by Month

Total Completed
116

Completed per Month (Avg)*
10

* months with zero activity are not calculated into the average
Received by Month

Total Received
165
Received per Month (Avg)*
14

Completed by Month

Total Completed
166
Completed per Month (Avg)*
14

* months with zero activity are not calculated into the average
DFL and DME

**Received by Month**

- Total Received: 721
- Received per Month (Avg)*: 55

**Completed by Month**

- Total Completed: 714
- Completed per Month (Avg)*: 55

*Months with zero activity are not calculated into the average.
Crime Scene Unit
**Date Range**

3/1/2019  2/28/2020

**Total TAT by Month**

- Received-Assign TAT
- Assigned TAT
- Total TAT

**Requests Completed**

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

- Received to Complete
  - 2175
  - Total Requests Completed
  - 973
  - Requests Completed > 30 Days Old
  - 44.74%
  - % Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests.
Service
CSU Response
Priority Type

Received Filter
3/1/2019  2/28/2020

Received by Month

Total Received
2,270
Received per Month (Avg)*
189

Completed Filter
3/1/2019  2/28/2020

Completed by Month

Total Completed
2,176
Completed per Month (Avg)*
167

* months with zero activity are not calculated into the average
Quality Division Report
March 13, 2020
BQCs Submitted in February

<table>
<thead>
<tr>
<th>Category</th>
<th>February</th>
<th>Monthly Goal</th>
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<tbody>
<tr>
<td>Toxicology</td>
<td>16</td>
<td>16</td>
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<tr>
<td>Seized Drugs</td>
<td>15</td>
<td>15</td>
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<tr>
<td>Firearms BQC</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Firearms Blind Verification</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Latent Print Comparison</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Latent Print Blind Verification</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
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</tbody>
</table>
Blind Quality: Accomplishments and Challenges

- Blind quality presentation to Council of Federal Forensic Laboratory Directors (CFFLD) in March
- Blind quality workshop at Association of Firearm and Tool Mark Examiners (AFTE) annual seminar in May
- Blind quality presentation to Texas Division of the International Association for Identification (TDIAI) in June
- Lab tour with HPD to solidify seized drug blind quality control process
- 4 latent print comparison blinds discovered

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>16</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>21</td>
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<tr>
<td>Biology</td>
<td>2 (DNA)</td>
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<tr>
<td></td>
<td>3 (screening)</td>
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<tr>
<td>Firearms – Blind Verification (BV)</td>
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<tr>
<td>Firearms</td>
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<tr>
<td>Latent Print Processing</td>
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<td>Latent Print Comparison</td>
<td>11</td>
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<tr>
<td>Latent Print – Blind Verification (BV)</td>
<td>1</td>
</tr>
<tr>
<td>Multimedia</td>
<td>4</td>
</tr>
</tbody>
</table>
“Supernatural” Print
## 2019 Proficiency Testing

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Tests in Progress</th>
<th>Tests Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs</td>
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<td>15</td>
<td>Complete for 2019</td>
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<tr>
<td>Toxicology</td>
<td>-</td>
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<td>Firearms</td>
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<tr>
<td>Crime Scene Unit</td>
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<td>26</td>
<td>Complete for 2019</td>
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<tr>
<td>Latent Prints</td>
<td>-</td>
<td>18</td>
<td>Complete for 2019</td>
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<tr>
<td>Multimedia</td>
<td>Audio/Video</td>
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<td>7</td>
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<tr>
<td></td>
<td>Digital</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Forensic Biology</td>
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<td>44</td>
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## 2020 Proficiency Testing

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Tests in Progress</th>
<th>Tests Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs</td>
<td>-</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Toxicology</td>
<td>4</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>1</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Crime Scene</td>
<td>-</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td>8</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
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<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>-</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>-</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>9</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
2020 Testimony Data

• 15 analysts have testified this year
• 14 of 15 have been monitored
  • 1 analyst was not monitored- will be monitored at next testimony or transcript will be requested
• Transcript review project
  • 7 transcripts were requested for first round in 2020
Detailed Data
### Quality Division Notifications

**Incidents, Corrective and Preventive Actions**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020-013 CAR</td>
<td>While processing an evidence item in a proficiency test, an analyst used an instrument that she was trained to use but was not yet authorized to use. The item was then reprocessed using an instrument that the analyst was authorized to use. The results from each instrument were consistent.</td>
<td></td>
</tr>
<tr>
<td>2020-015 IR</td>
<td>During the differential extraction of a sexual assault kit swab, sample volume was lost. The analyst performing the extraction procedure accidently dispelled some of the liquid from the pipette tip before placing the pipette tip securely in the tube. The remaining sample volume was dispelled into the appropriate tube. The procedure was completed with the remaining sample volume.</td>
<td></td>
</tr>
<tr>
<td>2020-016 Pending</td>
<td>During the differential extraction of a sexual assault kit swab, sample volume was lost. The analyst performing the extraction procedure accidently got his glove caught in an instrument which caused a sample to spill. The procedure was completed with the remaining sample volume.</td>
<td></td>
</tr>
<tr>
<td>2020-018 CAR</td>
<td>Even though there is documentation that an analyst completed the required test to re-interpret legacy data, his authorization memo cannot be located. A supplemental authorization memo has been created to acknowledge his ability to re-interpret legacy data from the date of his completion of the required test.</td>
<td></td>
</tr>
</tbody>
</table>

**Crime Scene**

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.
## Quality Division Notifications

**Incidents, Corrective and Preventive Actions**

### Quality Notified

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-017 CAR</td>
<td>Due to exigent circumstances, a crime scene investigator (CSI) did not observe tire track evidence at a night scene and the evidence was therefore not collected or documented. The tire tracks were later observed while the CSI was reviewing her scene photographs and have been determined to be nonrecoverable.</td>
</tr>
</tbody>
</table>

### Forensic Multimedia Unit

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-019 IR</td>
<td>Eighteen reports (from 17 case records) contained a statement indicating that laboratory activities had occurred at the 1301 Fannin Street address even though the Multimedia section had already relocated to the 500 Jefferson Street address. Two reports were issued without a statement indicating that a portion of the laboratory activities has occurred at the 1301 Fannin Street address.</td>
</tr>
</tbody>
</table>

### Management

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-PAR1 PAR</td>
<td>This document is confidential pursuant to Texas government code 551.139 and 552.101 (in conjunction with government code 418.1777, 418.182). To request this document, please contact HFSC General Counsel at <a href="mailto:legal@houstonforensicscience.org">legal@houstonforensicscience.org</a></td>
</tr>
</tbody>
</table>

HFSC’s Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.