Houston Forensic Science Center, Inc.

Board of Directors Meeting

December 13, 2019: CANCELLED

Position 1 - Dr. Stacey Mitchell, Board Chair
Position 2 - Anna Vasquez
Position 3 - Philip Hilder
Position 4 - Francisco Medina
Position 5 - Janet Blancett
Position 6 - Dr. Robert McPherson
Position 7 - Vacant
Position 8 - Mary Lentschke, Vice Chair
Position 9 - Vacant
Ex-Officio - Tracy Calabrese
Table of Contents

Operations Report: Page 2
Quality Report: Page 73
Operations Report

December 2019-Statistics
Average Turnaround Time for November 2019

- **Biology**: 118 days
- **Latent Prints**: 104 days
- **Toxicology**: 73 days
- **Digital and Multimedia**: 51 days
- **Crime Scene Unit**: 26 days
- **Firearms**: 14 days
- **Controlled Substances**: 10 days

Requests Completed by Section

- **Biology**: 118
- **Firearms**: 159
- **Crime Scene Unit**: 127
- **Toxicology**: 97
- **Latent Prints**: 91

Turnaround Time - Days: 64

Completed Requests: 1185

This data is current as of 11/25/2019.
November 2019
Company Overview

Open Quality Reports

35
Quality TAT
28%
Goal 35, 36

HFSC Request Turnaround Time

Section Request TAT (Past 30 Days)

DNA
IBIS
Toxicology
Latent Comp...
Toxicology
Latent Proc..
DFL
Blood Alcohol
DME
CSU Response
Firearms Exam...
AV Examination
NIBIN Only
Seized Drugs...
AV Call Out
CSAC Tov Acce...
CSAC Tov Rej...

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

HFSC Request Backlog

% of Requests in Backlog

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DNA</td>
<td>14.30%</td>
<td>16.70%</td>
<td>15.60%</td>
<td>16.30%</td>
</tr>
</tbody>
</table>

Section/Service Backlog Present if >15 requests are in the Backlog
Key for Dashboard Section Pages

Report type

Pending work

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

Total Pending Requests

Pending work

TAT= Turnaround Time  MTD= Month to date  Critical age=30 days  Critical pending=requests open over 30 days

Open Quality Reports

Quality TAT

Average time to close quality reports

# of Unassigned

# Pending Draft

# Pending Tech

# Pending Admin

Goals:
- # of Unassigned: 100 (+72%)
- # Pending Draft: 100 (+76%)
- # Pending Tech: 50 (-10%)
- # Pending Admin: 50 (+46%)

Goals:
- # of Unassigned: 100
- # Pending Draft: 100
- # Pending Tech: 50
- # Pending Admin: 50

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

Critical age = 30 days
Critical pending = requests open over 30 days

Average to close quality reports

Month to Date

30 Day Avg (Over Past 90 Days)
Key for Dashboard Historical Pages 1/2

TAT = Turnaround Time

Data broken down by month

Overall average for the selected date range

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

- **Type of testing**

- **Report type**

- **Data broken down by month**

---

**Received by Month**

- **Total Received**: 7,689
- **Received per Month (Avg)**: 591

---

**Completed by Month**

- **Total Completed**: 7,728
- **Completed per Month (Avg)**: 594

*Months with zero activity are not calculated into the average.*
Client Services and Case Management (CS/CM)
CS/CM – November

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

- Total Time: 66.03
- Other: 30.67
- Seized Drugs: 12.17
- Morgue Run: 12.17
- Firearms: 7.30
- Biology: 4.70
- Digital & Multimedia: 2.73
- Toxicology: 2.18
- Latent Print Comparison: 0.47

**Total Items by Section**

- Total Items: 1525
- Other: 1007
- Seized Drugs: 688
- Morgue Run: 621
- Firearms: 406
- Biology: 323
- Digital & Multimedia: 226
- Toxicology: 28
- Latent Print Comparison: 28
- Latent Print Processing: 28
CS/CM – November

Requests by Type

- ALR, 257
- Discovery, 32
- Supplemental Discovery, 1
- Request for records, 91
- Subpoena for Records, 11
- Errors, 6
- Chapter 64, 3
- Other, 2
- 3914Request, 11

Subpoenas & Record Requests

- October: Subpoenas 300, Records Requests 600
- November: Subpoenas 300, Records Requests 700
- September: Subpoenas 200, Records Requests 500
- August: Subpoenas 200, Records Requests 400
Administrative License Revocation (ALR)
**Received Filter**

- Start Date: 3/1/2019
- End Date: 11/30/2019

**Received by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>436</td>
</tr>
<tr>
<td>April 2019</td>
<td>477</td>
</tr>
<tr>
<td>May 2019</td>
<td>413</td>
</tr>
<tr>
<td>June 2019</td>
<td>423</td>
</tr>
<tr>
<td>July 2019</td>
<td>585</td>
</tr>
<tr>
<td>August 2019</td>
<td>519</td>
</tr>
<tr>
<td>September 2019</td>
<td>617</td>
</tr>
<tr>
<td>October 2019</td>
<td>569</td>
</tr>
<tr>
<td>November 2019</td>
<td>483</td>
</tr>
</tbody>
</table>

**Total Received**

- 4,509

**Received per Month (Avg)**

- 501

**Completed Filter**

- Start Date: 3/1/2019
- End Date: 11/30/2019

**Completed by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>567</td>
</tr>
<tr>
<td>April 2019</td>
<td>518</td>
</tr>
<tr>
<td>May 2019</td>
<td>494</td>
</tr>
<tr>
<td>June 2019</td>
<td>405</td>
</tr>
<tr>
<td>July 2019</td>
<td>571</td>
</tr>
<tr>
<td>August 2019</td>
<td>583</td>
</tr>
<tr>
<td>September 2019</td>
<td>532</td>
</tr>
<tr>
<td>October 2019</td>
<td>519</td>
</tr>
<tr>
<td>November 2019</td>
<td>493</td>
</tr>
</tbody>
</table>

**Total Completed**

- 4,682

**Completed per Month (Avg)**

- 520

*Note: months with zero activity are not calculated into the average.*
Total Pending Requests

TAT by Phase of Work (MTD)
- JT-Assign TAT MTD
- JT-Draft TAT MTD
- CSM-CM-Admin Review TAT MTD

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Quality TAT

Month to Date

30 Day Avg (Over Past 90 Days)
Seized Drugs
# of Unassigned | # Pending Draft
---|---
294 | 6

Goal: 100 (-19.4%)

Goal: 100 (+94%)

# Pending Tech | # Pending Admin
6 | 18

Goal: 50 (+88%)

Goal: 50 (+64%)

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

---

Total Pending Requests

1

Justice Trax Past Critical Age

5

Avg Age of Requests >30 Days

24

Age-Oldest Unassigned

19

Age-Oldest Pending Draft

45

Age-Oldest Pending Tech

19

Age-Oldest Pending Admin

---

Overall TAT (Month to Date)

12.1

Goal: 14.5

Overall TAT (Past 90 Days)

9.0

Goal: 14.5

---

TAT by Phase of Work (MTD)

- JT-Assign TAT MTD
- JT-Draft TAT MTD
- JT-Review TAT MTD
- JT-Admin Review TAT MTD

---

TAT by Phase of Work (Past 90 Days)

---

Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
</table>

Quality TAT

21

Goal: 30, 31

Avg Age of Open Reports

Nan

---

Quality Filter

Controlled Substances

---

Month to Date

Completed

182

Received

504

30 Day Avg (Over Past 90 Days)

Completed

391

Received

463

---
Toxicology
Date Range
3/1/2019  11/30/2019

Total TAT by Month

Request Type
Blood Alcohol
Priority Type
All

Selected Time Frame Averages
64.41
Total TAT (Rec’d-Compl.) Avg
44.52
Assigned TAT (Asgmt-Compl.) Avg

Requests Completed

Received to Complete
3261
Requests Completed
3213
Requests Completed > 30 Days Old
98.53 %
% Completed > 30 Days Old

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

- Total Received: 1,218
- Received per Month (Avg)*: 135

Completed by Month

- Total Completed: 583
- Completed per Month (Avg)*: 65

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

- March 2019: 27
- April 2019: 31
- May 2019: 32
- June 2019: 39
- July 2019: 35
- August 2019: 35
- September 2019: 29
- October 2019: 41
- November 2019: 22

Total Received: 291
Received per Month (Avg): 32

Completed by Month

- March 2019: 36
- April 2019: 38
- May 2019: 38
- June 2019: 36
- July 2019: 36
- August 2019: 44
- September 2019: 45
- October 2019: 18
- November 2019: 8

Total Completed: 295
Completed per Month (Avg): 33

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

3/1/2019 - 11/30/2019

**Total Received**

2,648

**Received per Month (Avg)**

294

**Completed Filter**

3/1/2019 - 11/30/2019

**Total Completed**

2,676

**Completed per Month (Avg)**

297

* months with zero activity are not calculated into the average
Forensic Biology
# Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>33435</td>
<td>2018-085</td>
<td>312</td>
</tr>
<tr>
<td>34624</td>
<td>2018-094</td>
<td>294</td>
</tr>
<tr>
<td>45353</td>
<td>2019-029</td>
<td>136</td>
</tr>
<tr>
<td>46911</td>
<td>2019-034</td>
<td>114</td>
</tr>
<tr>
<td>47766</td>
<td>2019-043</td>
<td>101</td>
</tr>
<tr>
<td>48832</td>
<td>2019-057</td>
<td>83</td>
</tr>
<tr>
<td>49433</td>
<td>2019-IA-12</td>
<td>76</td>
</tr>
</tbody>
</table>

*Reports without a Workflow ID are not included in the Avg Age

## Quality TAT

**32**

Goal: 40, 41

### Avg Age of Open Reports

<table>
<thead>
<tr>
<th>Avg Age of Open Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>129</td>
</tr>
</tbody>
</table>

### Quality Filter

Biology/DNA
### Total Pending Requests

- **114** Total Pending Requests
  - Days Old:
    - 0-15: 19
    - 16-30: 3
    - 31-60: 2
    - 61-90: 24
    - 91-120: 65
    - >121: 6

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>33435</td>
<td>2018-085</td>
<td>312</td>
</tr>
<tr>
<td>34624</td>
<td>2018-094</td>
<td>294</td>
</tr>
<tr>
<td>45353</td>
<td>2019-029</td>
<td>136</td>
</tr>
<tr>
<td>46911</td>
<td>2019-034</td>
<td>114</td>
</tr>
<tr>
<td>47766</td>
<td>2019-043</td>
<td>101</td>
</tr>
<tr>
<td>48832</td>
<td>2019-057</td>
<td>83</td>
</tr>
<tr>
<td>49433</td>
<td>2019-IA-12</td>
<td>76</td>
</tr>
</tbody>
</table>

*Reports without a Workflow # are not included in the Avg Age

### Quality TAT

- **32** Quality TAT
  - Goal: 40, 41

### Avg Age of Open Reports

- **129**

### TAT by Phase of Work (MTD)

- **Overall TAT (Month to Date)**: 75.3
  - Goal: 30, 31
- **Overall TAT (Past 90 Days)**: 57.1
  - Goal: 30, 31

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

- **TAT by Phase of Work (Past 90 Days)**

### Month to Date

- **Completed**: 6
- **Received**: 3

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

- **Completed**: 11
- **Received**: 33
Received by Month

Completed by Month

Received Filter
11/1/2018 - 11/30/2019

Total Received
819

Received per Month (Avg)*
63

Completed Filter
11/1/2018 - 11/30/2019

Total Completed
1150

Completed per Month (Avg)*
88

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

- Original project timeline: August 2018 to September 2019
- 1,015 outsourced cases pending CODIS review (188 in process)
- 117 outsourced cases awaiting analysis
- Bode plans to have all testing completed by Dec. 31, 2019
- Next focus: STRmix training and outsource reviews

Critical issues
- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days
- Outsource extension needed due to STRmix implementation and training

SAKs shipped: 1080
SAKs completed: 963
Non-SAKs shipped: 661
Non-SAKs completed: 661
Forensic Biology -- Outsourcing

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

**Reviews of Outsource Reports**
![Bar chart showing outsource reviews pending and completed from July 2018 to November 2019.](image-url)
### Total Pending Requests

- **53** Past Critical Age
- **39** Avg Age of Requests > 30...
- **0** Age-Oldest Unassigned PL
- **60** Age-Oldest Pending Draft...
- **36** Age-Oldest Pending Tech...
- **4** Age-Oldest Pending Adm...

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>33435</td>
<td>2018-085</td>
<td>312</td>
</tr>
<tr>
<td>34624</td>
<td>2018-094</td>
<td>294</td>
</tr>
<tr>
<td>45353</td>
<td>2019-029</td>
<td>136</td>
</tr>
<tr>
<td>46911</td>
<td>2019-034</td>
<td>114</td>
</tr>
<tr>
<td>47766</td>
<td>2019-043</td>
<td>101</td>
</tr>
<tr>
<td>48832</td>
<td>2019-057</td>
<td>83</td>
</tr>
<tr>
<td>49433</td>
<td>2019-IA-12</td>
<td>76</td>
</tr>
</tbody>
</table>

*Reports without a Workflow ID are not included in the Avg-Age*
Received by Month

- Total Received: 887
- Received per Month (Avg)*: 68

Completed by Month

- Total Completed: 893
- Completed per Month (Avg)*: 74

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

Total Received
1778
Received per Month (Avg)*
137

Completed by Month

Total Completed
1880
Completed per Month (Avg)*
145

* 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**: 1025!
  - Goal: 230 (-345.65%)
- **# Pending Draft**: 61!
  - Goal: 50 (-22%)
- **Total Pending Requests**: 1114
- **Justice Trax Past Critical Age**: 959
- **Avg Age of Requests > 30 D.**: 122
- **Age-Oldest Unassigned**: 268
- **Age-Oldest Pending Draft**: 192
- **Age-Oldest Pending Tech**: 143
- **Age-Oldest Pending Admin**: 225

**Open Quality Reports**

<table>
<thead>
<tr>
<th>Qualitrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>44789</td>
<td>2019-028</td>
<td>143</td>
</tr>
<tr>
<td>51190</td>
<td>2019-069</td>
<td>53</td>
</tr>
<tr>
<td>52313</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>52699</td>
<td>2019-082</td>
<td>28</td>
</tr>
</tbody>
</table>

**Quality TAT**

- **Avg Age of Open Reports**: 75
- **Goal**: 40, 41

**TAT by Phase of Work (MTD)**

- **Overall TAT (Month to Date)**: 77.3
  - Goal: 45, 46
- **Overall TAT (Past 90 Days)**: 78.0
  - Goal: 45, 46

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

- **Month to Date**
  - Completed: 109
  - Received: 163

- **30 Day Avg (Over Past 90 Days)**
  - Completed: 121
  - Received: 208

*Reports without a Workflow ID are not included in the Avg Age
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

- Total Pending Requests: 1280
- Days Old:
  - 0-15: 7
  - 16-30: 0
  - 31-60: 0
  - 61-90: 0
  - 91-120: 0
  - >121: 0

- Overall TAT (Month to Date):
  - Goal: 45, 46
  - TAT: 738.8 days

- Overall TAT (Past 90 Days):
  - Goal: 45, 46
  - TAT: 630.2 days

- TAT by Phase of Work (MTD):
  - JT-Accept TAT MTD: 541.6 days
  - JT-Submit TAT MTD: 195.8 days

- TAT by Phase of Work (Past 90 Days):
  - JT-Accept TAT MTD: 517.6 days
  - JT-Submit TAT MTD: 1102 days

Open Quality Reports:
- Qualtrax ID: 44789, Workflow # 2019-028, Age 143
- Qualtrax ID: 51190, Workflow # 2019-069, Age 53
- Qualtrax ID: 52313, Workflow # 35
- Qualtrax ID: 52669, Workflow # 2019-082, Age 28

Quality TAT:
- Goal: 40, 41
- Completed: 5
- Received: 0

Avg Age of Open Reports:
- 75 days

*Reports without a Workflow ID are not included in the Avg Age.

Quality Filter:
- Latent Prints
# of Unassigned  # Pending Draft
187  5
Goal: 50 (-274%)  Goal: 30 (+83.33%)

# Pending Tech  # Pending Admin
9  1
Goal: 30 (+70%)  Goal: 30 (+96.67%)

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

166
Justice Trax Past Critical Age
116
Avg Age of Requests >30 D...
291
Age-Oldest Unassigned
323
Age-Oldest Pending Draft
179
Age-Oldest Pending Tech
86
Age-Oldest Pending Admin

<table>
<thead>
<tr>
<th>Open Quality Reports</th>
<th>Quality TAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualtrax ID</td>
<td>Workflow #</td>
</tr>
<tr>
<td>44789 2019-028</td>
<td>143</td>
</tr>
<tr>
<td>51190 2019-069</td>
<td>53</td>
</tr>
<tr>
<td>52313</td>
<td>35</td>
</tr>
<tr>
<td>52669 2019-082</td>
<td>28</td>
</tr>
<tr>
<td><strong>Avg Age of Open Reports</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

*Reports without a Workflow ID are not included in the Avg Age

**Quality Filter**

<table>
<thead>
<tr>
<th>Latent Prints</th>
</tr>
</thead>
</table>

**TAT by Phase of Work (MTD)**

- JT-Assign TAT MTD
- JT-Draft TAT MTD
- JT-Tech Review TAT MTD
- JT-Admin Review TAT MTD

<table>
<thead>
<tr>
<th>TAT by Phase of Work (Past 90 Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JT-Assign TAT MTD</td>
</tr>
<tr>
<td>67.3</td>
</tr>
</tbody>
</table>

**Month to Date**

- Completed: 23
- Received: 41

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

- Completed: 25
- Received: 42
Received by Month

Total Received
595
Received per Month (Avg)*
46

Completed by Month

Total Completed
465
Completed per Month (Avg)*
36

* months with zero activity are not calculated into the average
Digital Multi-Media
Service Priority Type
AV Call Out All

Total Pending Requests

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

Overall TAT (Month to Date)
Goal: 5, 6

Overall TAT (Past 90 Days)
Goal: 5, 6

TAT by Phase of Work (MTD)
- JT-Assign TAT MTD
- JT-Draft TAT MTD
- JT-Review TAT MTD
- JT-Admin Review TAT MTD

TAT by Phase of Work (Past 90 Days)

Month to Date

Completed
Received

30 Day Avg (Over Past 90 Days)

Completed
Received

Open Quality Reports
Qualtrax ID Workflow # Age

Quality TAT (Blank)
Goal: 30, 31
Avg Age of Open Reports:
NaN

*Reports without a Workflow ID are not included in the Avg Age
Date Range:
3/1/2019 - 11/30/2019

Total TAT by Month:
- March 2019: 3.8
- April 2019: 3.1
- May 2019: 3.6
- June 2019: 8.3
- July 2019: 4.2
- August 2019: 5.2
- September 2019: 18.1
- October 2019: 8.3
- November 2019: 4.3

Requests Completed:
- March 2019: 13
- April 2019: 7
- May 2019: 5
- June 2019: 7
- July 2019: 5
- August 2019: 18
- September 2019: 10
- October 2019: 15
- November 2019: 12

Selected Time Frame Averages:
- Total TAT (Rec’d-Compl.) Avg: 6.72
- Assigned TAT (Asgmt.-Compl.) Avg: 5.42

Received to Complete:
- 92 Requests Completed
- 1 Requests Completed > 30 Days Old
- 1.09% % Completed > 30 Days Old

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

Total Received
91
Received per Month (Avg)*
10

Completed by Month

Total Completed
92
Completed per Month (Avg)*
10

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

- Total Received: 131
- Received per Month (Avg)*: 15

**Completed by Month**

- Total Completed: 129
- Completed per Month (Avg)*: 14

*months with zero activity are not calculated into the average
# of Unassigned | # Pending Draft  
--- | ---  
77 | 12  
Goal: 50 (-54%) | Goal: 5 (-140%)  

# Pending Tech | # Pending Admin  
--- | ---  
1 | 1  
Goal: 5 (+80%) | Goal: 5 (+80%)  

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

Justice Trax Past Critical Age 94  
Avg Age of Requests >30 D... 173  
Age-Oldest Unassigned 170  
Age-Oldest Pending Draft 115  
Age-Oldest Pending Tech 38  
Age-Oldest Pending Admin  

Open Quality Reports  

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>54037</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Quality TAT  

- **28**  
  Goal: 30, 31  

Avg Age of Open Reports*  

- NaN  
  
* Reports without a Workflow ID are not included in the Avg Age  

Quality Filter  

- Digital Forensics

TAT by Phase of Work (MTD)  

TAT by Phase of Work (Past 90 Days)  

Month to Date  

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>50</td>
</tr>
</tbody>
</table>

30 Day Avg (Over Past 90 Days)  

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>51</td>
</tr>
</tbody>
</table>

Overall TAT (Month to Date)  

- **62.8**  
  Goal: 45, 46  

Overall TAT (Past 90 Days)  

- **67.3**  
  Goal: 45, 46
### Total Pending Requests

- **# of Unassigned**: 23
  - Goal: 0
- **# Pending Draft**: 0
  - Goal: 30 (+100%)
- **# Pending Tech**: 0
  - Goal: 30 (+100%)
- **# Pending Admin**: 0
  - Goal: 30 (+100%)

- **Justice Trax Past Critical Age**: 97
- **Avg Age of Requests > 30 D**: 143
- **Age-Oldest Unassigned**: 0
- **Age-Oldest Pending Draft**: 0
- **Age-Oldest Pending Tech**: 0
- **Age-Oldest Pending Admin**: 0

### TAT by Phase of Work (MTD)

- JT: Assign TAT MTD: 56.0
- JT: Draft TAT MTD: 72.0
- JT: Tech Review TAT MTD: 41.5
- JT: Admin Review TAT MTD: 12.5

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

- JT: Assign TAT MTD: 64.0
- JT: Draft TAT MTD: 49.0

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>54037</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

### Quality TAT

- **Total**: 28
  - Goal: 30, 31
- **Avg Age of Open Reports**: NaN

### Month to Date

- **Completed**: 2
  - **Received**: 1
DFL and DME

Received by Month

- Total Received: 1,281
- Received per Month (Avg)*: 99

Completed by Month

- Total Completed: 1,092
- Completed per Month (Avg)*: 84

* months with zero activity are not calculated into the average
Crime Scene Unit
# of Unassigned: 0  
Goal: 0  

# Pending Draft: 41  
Goal: 30 (-36.67%)  

# Pending Tech: 112  
Goal: 30 (-273.33%)  

# Pending Admin: 0  
Goal: 0  

58 Justice Trax Past Critical Age  
72 Avg Age of Requests > 30 Days  
0 Age-Oldest Unassigned  
115 Age-Oldest Pending Draft  
102 Age-Oldest Pending Tech  
0 Age-Oldest Pending Admin  

TAT by Phase of Work (MTD):  
- JT-Assign TAT MTD: 3.4  
- JT-Draft TAT MTD: 16.5  
- JT-Review TAT MTD: 9.0  

TAT by Phase of Work (Past 90 Days):  
- JT-Assign TAT MTD: 1.6  
- JT-Draft TAT MTD: 19.1  
- JT-Review TAT MTD: 12.2  

Open Quality Reports:  
<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>44840</td>
<td>2019-039</td>
<td>142</td>
</tr>
<tr>
<td>49241</td>
<td>2019-077</td>
<td>78</td>
</tr>
<tr>
<td>51462</td>
<td>2019-073</td>
<td>48</td>
</tr>
<tr>
<td>51819</td>
<td>2019-078</td>
<td>42</td>
</tr>
<tr>
<td>52732</td>
<td>2019-084</td>
<td>27</td>
</tr>
<tr>
<td>53005</td>
<td>2019-085</td>
<td>23</td>
</tr>
<tr>
<td>53886</td>
<td>2019-087</td>
<td>10</td>
</tr>
</tbody>
</table>

Average Age of Open Reports: 53  

Quality TAT: 46  
Goal: 30, 31  

Quality Filter: Crime Scene  

Overall TAT (Month to Date): 28.9  
Goal: 30, 31  

Overall TAT (Past 90 Days): 32.9  
Goal: 30, 31  

Month to Date:  
- Completed: 159  
- Received: 151  

30 Day Avg (Over Past 90 Days):  
- Completed: 200  
- Received: 170
Received by Month

- Total Received: 1,657
- Received per Month (Avg)*: 184

Completed by Month

- Total Completed: 1,704
- Completed per Month (Avg)*: 170

* months with zero activity are not calculated into the average
Quality Division Report
December 13, 2019
BQCs Submitted in November

- Toxicology: 16, 15
- Seized Drugs: 15, 15
- Firearms BQC: 1, 1
- Firearms Blind Verification: 1, 1
- Latent Print Processing: 2, 2
- Latent Print Comparison: 9, 9
- Latent Print Blind Verification: 0, 1
- Biology: 4, 4
- Multimedia: 2, 2
## Blind Quality: Accomplishments and Challenges

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>8</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>0</td>
</tr>
<tr>
<td>Biology</td>
<td>0 (DNA) 0 (screening)</td>
</tr>
<tr>
<td>Firearms – Blind Verification (BV)</td>
<td>0</td>
</tr>
<tr>
<td>Firearms</td>
<td>0</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>0</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>6</td>
</tr>
<tr>
<td>Latent Print – Blind Verification (BV)</td>
<td>1</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
</tr>
</tbody>
</table>
Accreditation: Facility Assessment

Scheduling on-site premise assessment for new facility

- HFSC has been communicating with ANAB and TFSC throughout the move
- HFSC has provided necessary documentation to ANAB
- On-site visit expected in January
- Assessment will focus on calibrations, performance checks and security
2019 Testimony Data

- 55 analysts have testified this year
- 49 of 55 have been monitored
  - 1 analyst monitored by a non-technical expert – section management requested transcript to be evaluated by a technical expert
  - 5 testified for work done prior to HFSC employment – no monitoring needed
- Transcript review project
  - 10 transcripts requested in November
Detailed Data
## 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>
<td>7</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Toxicology</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>4</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Crime Scene</td>
<td>22</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td>11</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>23</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
## 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>Crime Scene</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-087</td>
<td>11/14/2019</td>
<td>A Crime Scene Investigator (CSI) did not label bullet defects on the interior of a vehicle door while processing a vehicle at the Vehicle Examination Building (VEB) due to a misinterpretation of the CSU SOP.</td>
</tr>
<tr>
<td>IR</td>
<td>11/14/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Firearms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-086</td>
<td>11/1/2019</td>
<td>While preparing to relocate to 500 Jefferson, a Firearms staff member found a slide for a .22 LR American Arms Inc. model PX22 semiautomatic pistol in a desk drawer. There is no incident or forensic case number on the package or the item, nor any unique identifier (i.e. serial number) on the slide. The section manager contacted the Houston Police Department (HPD) and had the item submitted to the property room as found evidence.</td>
</tr>
<tr>
<td>IR</td>
<td>11/1/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Forensic Multimedia Unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-PARS</td>
<td>11/14/2019</td>
<td>The goal of this preventive action is to develop a uniform process for responding to complex (i.e. multidisciplinary) requests for records.</td>
</tr>
<tr>
<td>PAR</td>
<td>11/14/2019</td>
<td></td>
</tr>
<tr>
<td><strong>2019-088</strong></td>
<td>11/18/2019</td>
<td>An amended report was issued in order incorporate the results for one item (item 004), however the amended report statement did not contain a reference to the original report as is required by the Quality Manual.</td>
</tr>
<tr>
<td>IR</td>
<td>11/18/2019</td>
<td></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.