Department of Forensic Sciences FY2022

Agency Department of Forensic Sciences **Agency Code** FR0 **Fiscal Year** 2022

Mission The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

▼ Strategic Objectives

Objective Number	Strategic Objective
1	Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing
2	Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support
3	Create and maintain a highly efficient, transparent, and responsive District government

▼ Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (13 Measures)					
Percent of crime scenes responded to within 30 minutes	Up is Better	84.5%	87.3%	84.9%	90%
Percent of Crime Scene Reports completed within 14 calendar days	Up is Better	93.8%	95.9%	89.6%	95%
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Up is Better	96.8%	98%	96.6%	90%
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Up is Better	100%	100%	100%	90%
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Up is Better	94.8%	98.9%	87.4%	90%
Percent of Core Labratory Response Network for Chemical Threats (LRN-C) methods within the Clinical Toxicology Unit (CTU) that are evaluated as competent by the Centers for Disease Control and Prevention (CDC) LRN-C Program (competence is defined as successful score of >80% in two-out-of-three testing events, per method)	Up is Better	95%	90.9%	75%	80%
Percent of all rabies STAT specimen with human exposure are tested and reported to the Zoonotic Disease Epidemiologist within 24 hours or 1 business day of receipt in the laboratory	Up is Better	99%	96.6%	100%	95%
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or three (3) business days of receipt in the laboratory	Up is Better	91.7%	98.7%	97.9%	90%
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days	Up is Better	100%	97.9%	98.6%	90%
Percent of evidence processing cases completed within three (3) business days of receipt by unit	Up is Better	48.6%	73.4%	35.6%	90%
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s)	Up is Better	91.5%	96.3%	98.2%	90%
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed	Up is Better	99.5%	100%	98.4%	90%
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory	Up is Better	97%	98%	99.1%	90%
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (5 Measures)					
Percent of scientists meeting technical competency requirements	Up is Better	99.5%	99.3%	98.7%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days	Up is Better	100%	100%	100%	100%
Percent of overtime events preauthroized	Up is Better	Not Available	87.8%	100%	80%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	98.3%	78.4%	65.5%	100%
Percent of FOIA responses returned on time (15 business days)	Up is Better	100%	100%	97.4%	100%

▼ Operations

Operations Title	Operations Description	Type of Operations
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (5 Activities)		
Improve laboratory efficiency through technological advances	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project
Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service
Cyber Operations	Cyber Operations performs activities that protect sensitive information, gather evidence to mitigate possible or real-time threats, and support other agency intelligence activities.	Daily Service
Conduct professional and expedient crime scene responses, collection, and storage of evidence	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service
Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service

Operations Title	Operations Description	Type of Operations
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (3 Activities)		
Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services	Daily Service
Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT)	Daily Service
Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment	Daily Service
3 - Create and maintain a highly efficient, transparent, and responsive District government (6 Activities)		
Efficiently procure vital services and resources	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel	Daily Service
Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services	Key Project
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft	Daily Service
Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service
Provide legal advice to the agency and facilitate stakeholder engagement	Facilitate stakeholder engagement, legally advise director level decision-making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests	Daily Service
Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs	Daily Service

Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence (2 Measures)			
Number of evidence items received	77,253	83,529	74,902
Number of crime scenes processed	6542	6194	6005
1 - Conduct timely forensic analysis (7 Measures)			
Number of AFIS database hits	1553	1828	931
Number of items processed in Evidence-processing unit	19,805	16,527	6090
Number of service requests from stakeholders	4194	4387	4037
Number of CODIS database entries	652	770	402
Number of AFIS database entries	7238	7990	3847
Number of CODIS database hits	229	260	185
Number of Gigabytes of data processed	114,140	123,331	101,307
1 - Provide timely testing of pathogens of public health significance (3 Measures)			
Number of Proficiency Tests performed	46	62	86
Number of validation efforts performed	28	24	31
Number of tests performed for each recieved public health sample	9681	85,377	229,770
2 - Monitor quality compliance with certification requirements (3 Measures)			
Number of Quality Corrective Action Requests opened	40	74	93
Number of internal audits	13	12	17
Number of stakeholder complaints received	0	1	0
2 - Offer training curriculum for professional development (1 Measure)			
Number of training hours completed by employees	3709	4440	4790
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)			
Number of safety incidents reported	27	27	15
3 - Efficiently procure vital services and resources (1 Measure)			
Number of requisitions submitted into PASS	323	296	283
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)			
Number of IT service requests received	2953	2013	1348
3 - Provide legal advice to the agency and facilitate stakeholder engagement (3 Measures)			
Number of discovery requests received	1226	964	439

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	
Number of FOIA requests received	101	34	37	
Number of MOA/MOUs the agency enters into with other agencies	10	8	21	
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)				
Number of employees on-boarded	28	25	50	

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Conduct timely forensic analysis (2 Strategic initiatives)		
360 Review	In an effort to ensure accuracy and the quality and consistency of firearms examination practices, the Firearms Examination Unit (FEU) will complete an internal 360 review of the laboratory operations, procedures, and equipment. The objective is to conduct a review to determine how efficient and effective these changes were and assist in rebuilding an accredited unit.	09-30-2022
Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative broadens scope to include 6 District (Ward 7)	This FY22 Crime Gun Intelligence Center (CGIC) 7th District (Ward 8) initiative will broaden the scope to include the 6th District (Ward 7). Evidence acquired from Firearms from the 7th District (Ward 8) is prioritized for delivery to DFS for analysis by ATF and MPD personnel. In continuation of the prioritization of violent gun crime reduction, FIU will visually demonstrate National Integrated Ballistics Information Network (NIBIN) associations with the evidence item. This will assist our customers and stakeholders in the closure of cases.	09-30-2022
Improve laboratory efficiency through technological advances (2 Strategic initiatives)		
LIMS Upgrade	DFS will complete the customization and implementation of upgrades to the Laboratory Information System (LIMS) used by all divisions.	09-30-2022
Development of photograph and video analysis capability in the Digital Evidence Unit (DEU)	DFS will develop the photograph and video analysis capability in the Digital Evidence Unit (DEU). This capability will allow DEU to recover, analyze, and enhance still photograph and video files to provide critical information to investigators. DEU will address work flow, develop written policies and procedures, and competency measures in accordance with accreditation guidelines.	09-30-2022
Monitor quality compliance with certification requirements (1 Strategic Initiative)		
DFS-Quality Assurance Manual	DFS -Quality unit will develop a standard operating procedure to capture the quality of services rendered to the Forensic Science Laboratory (FSL),the Public Health Laboratory (PHL), the Crime Scene Science (CSS) laboratory and the Department's Directorate. This manual will include guidance on how to perform internal and external audits as well as quality practices in line with regulatory guidelines outlined in CLIA, ISO/IEC 17025:2017, AR3125 and CDC-DSAT.	09-30-2022
Provide legal advice to the agency and facilitate stakeholder engagement (1 Strategic Initiative)		
Develop and implement an electronic discovery process	The DFS legal team will create, plan, and design an online portal for stakeholders to obtain documents relevant to the discovery process.	09-30-2022
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (2 Strategic initiatives)		
Strengthen Agency Wide Recruitment	Build and strengthen recruitment processes in order to lower vacancy rate by 5 - 10% while ensuring alignment of human resourcing to programmatic needs.	09-30-2022
Racial Equity Initiative	Expand racial equity discussion offerings for all employees with a focus on diversity, equity and inclusion.	09-30-2022