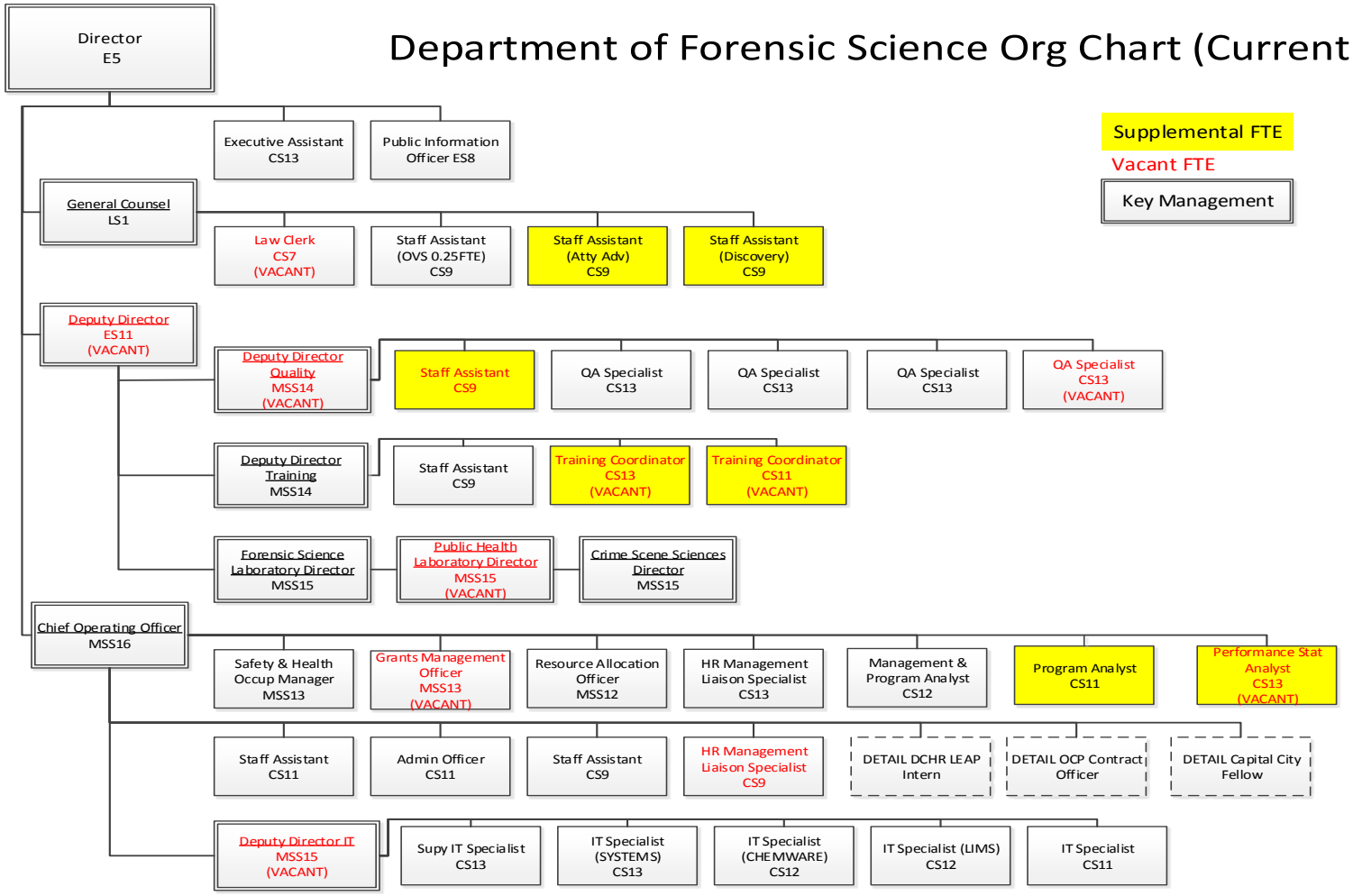
Attachment A

1. **Please provide a complete, up-to-date organizational chart for each division within the agency including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.**
   - **Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.**
   - **Please provide a narrative explanation of any organizational changes made during the previous year.**



Attachment A

The Directorate and Operations support the work of the entire agency through strategic direction, operational support and defined programmatic results. This division also contains the following activities that support the entire agency:

- **General Counsel** – provides legal and investigative support, communications with attorneys, and discovery requests, serves as labor liaison, and ensures agency compliance with labor and employment laws;
- **Quality** – ensures that DFS produces products that are fit for stakeholders' purposes and that fitness is maintained or improved; maintains ISO 17025 accreditation for the agency, as well as Clinical Laboratory Improvement Act (CLIA) certification and compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT);
- **Training & Development** – provides training curriculum to DFS employees to ensure professional development, maintaining skill sets, meets standards of excellence, and high quality, accurate, and reliable services;
- **Operations & Forensic Technology Unit** – supports interactions with Council and Executive agencies, oversees agency-wide budget development and execution, human resources, resource and inventory, fleet management, procurement, health and safety program, and grants management; provides agency-wide support on information technology systems and to enhance DFS services through the most appropriate technology available.

Attachment A

Position Title	Employee Name
Director*	Smith, Jenifer
Deputy Director*	Vacant
Chief Operating Officer*	Chen, Yi-Ru
Public Information Officer	Beamon, LaShon
Executive Assistant	Thomas, Herbert B.
General Counsel	
General Counsel*	Hildum, Robert
Staff Assistant (Discovery)	Hartsock, Elyssa
Staff Assistant (Legal)	Murrock, Kristin E
Staff Assistant (OVS Grant)	Vacant
Law Clerk (0.25 FTE)	Vacant
Quality	
Deputy Director for Quality Assurance	Vacant
Staff Assistant (Quality)	Vacant
Quality Assurance Specialist (FSL)	Beyer, Jessica
Quality Assurance Specialist (PHL)	Maliky, Abdel
Training and Quality Specialist (PHL)	Akanegbu, Carrol
Quality Assurance Specialist (CSS)	Vacant
Training & Development	
Deputy Director for Training & Develop.*	Graham, Brittany H
Staff Assistant (Training & Develop)	Gueye, Aida
Training Specialist (FSL)	Vacant
Training Specialist (CSS)	Fried, Jonathan
Operations - Forensic Information Technology	
Performance Management Program	
Management & Program Analyst	Terran, Luis
Capital City Fellow (DCHR Detail)	McCarroll, Matthew
Performance Stat Analyst	Vacant
Operations Program	
Operations Program Manager	McMullen, Patricia R
Grants Management Officer	Vacant
Administrative Officer	Silver, Cherry M.
Program Analyst (Inventory)	Burke, Curtis
Staff Assistant	Draughn, Derrick
Procurement Program	
Resource Allocation Officer	Washington, Warren
Contracting Officer (OCP Detail)	Evans, Kenneth

Attachment A

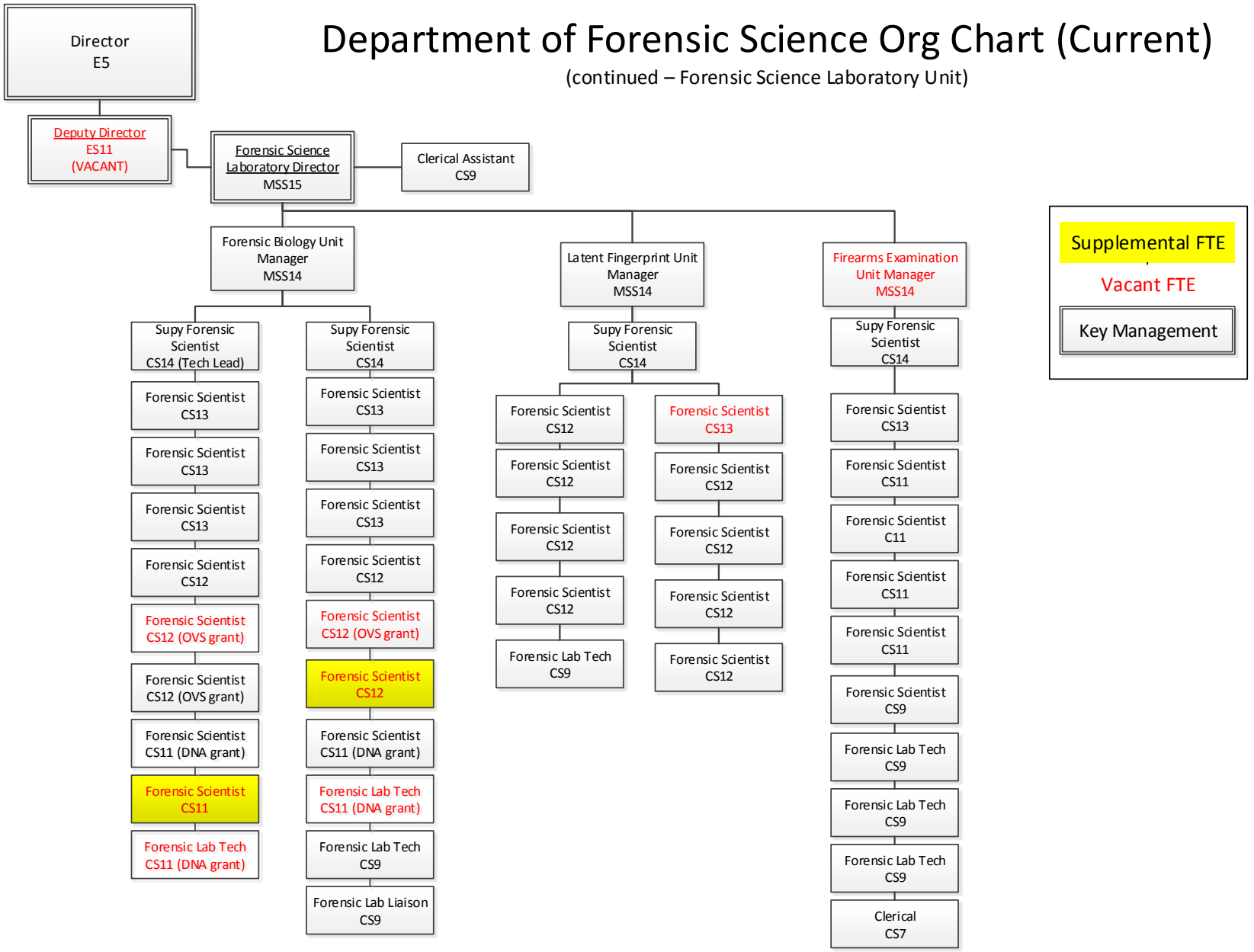
Position Title	Employee Name
Safety Program	
Safety & Occupational Health Manager	Grier, Patricia A.
Safety & Occupational Health Specialist	Geter, Regina W
HR Program	
Management Liaison Specialist	Butler, Carla
LEAP Intern (DCHR Detail)	Perry, Eileen
Management Liaison Specialist (Recruitment)	Vacant
Forensic Information Technology	
Deputy Director for IT	Vacant
Supervisory IT Specialist	Lowry, Brook Alan
IT Specialist	Jackson, James R
IT Specialist (LIMS)	Reedy, Jacqueline
IT Specialist (Chemware)	Johnson, Renee Gordon
IT Specialist	Silva, Mareena
Forensic Scientist Supervisor (DEU)	Reedy, Paul L
Lead Forensic Scientist (DEU)	Vacant
Forensic Scientist (Digital Evidence)	Kasumba Muhangi, Akil
Forensic Scientist (Digital Evidence)	Fudge, Kristen
Forensic Scientist (Digital Evidence)	Hahn, Brianna
Forensic Scientist (Digital Evidence)	Vacant

*Names and Titles of Senior Personnel

Attachment A

Department of Forensic Science Org Chart (Current)

(continued – Forensic Science Laboratory Unit)



Attachment A

The Forensic Science Laboratory (FSL) Division provides independent scientific examinations and analysis to stakeholders submitting physical evidence in criminal cases, providing these services to District governmental agencies and neighboring Federal agencies. The FSL currently provides examinations for biological samples (DNA and fingerprints), chemical and materials samples (coatings, glass, textiles, composites), and physical samples (firearms and digital evidence). The FSL works with public attorneys—prosecution and defense—as well as the courts and allied criminal justice agencies to serve and improve scientific information for public safety. This division contains the following activities:

- **Forensic Biology Unit** – provides analysis of biological evidence samples for identification or CODIS entry.
- **Latent Fingerprint Unit** – provides latent fingerprint analysis for identification, exclusion, or elimination of known persons and/or entry into AFIS.
- **Firearms Examination Unit** – provides analysis of firearms, ammunition, and mechanical pattern evidence for comparative testing and/or NIBIN entry.

Attachment A

Forensic Science Laboratory Unit	
Position Title	**Name**
Forensic Science Laboratory Director*	Wiggins, Karen A
Clerical Assistant	Middleton, Shawntia D
Forensic Biology Unit	
Forensic Scientist Manager (DNA)	Borchardt, Andrea
Lead Forensic Scientist (DNA)	MacBean, Laura A
Forensic Scientist Technical Lead	Welti, Susan
Forensic Scientist III (DNA)	Skillman, Jessica
Forensic Scientist III (DNA)	Mills, Shana
Forensic Scientist III (DNA)	Himrod, Jennifer
Forensic Scientist III (DNA)	Johnson, Nikia C.
Forensic Scientist III (DNA)	Larry, Candice M
Forensic Scientist III (DNA)	Hopkinson, Krystyna H
Forensic Scientist (II)	Ferragut, Julie Marie
Forensic Scientist (II)	Curtis, Daniel Sterling
Forensic Scientist (II)	Ciacco, Samantha D.
Forensic Scientist (II)	Vacant
Forensic Scientist (II)	Vacant
Forensic Scientist (II)	Vacant
Forensic Scientist (DNA)	Feiter, Andrew
Forensic Scientist (DNA)	Vacant
Forensic Science (DNA)	Vacant
Forensic Science (DNA)	Vacant
Forensic Science Technician (FSL)	McNeil, Kamedra D
Forensic Science Technician (FSL)	Perez, Yoelia
Forensic Laboratory Liaison	Korykora, Rachel
Latent Fingerprint Unit	
Forensic Scientist Supervisor	Beckman, Jessica Anne
Lead Forensic Scientist (Fingerprint)	Evans, Barbara J
Forensic Scientist (Fingerprint)	Vacant
Fingerprint Specialist	Sensabaugh, Roslyn D
Forensic Scientist (Fingerprint)	Graves, Gloria
Forensic Scientist (Fingerprint)	Glover, Diane Downing
Forensic Scientist (Fingerprint)	Lewis, Lisa R
Forensic Scientist (Fingerprint)	Hall, Clinton
Forensic Scientist (Fingerprint)	Harrid, Rosa
Forensic Scientist (Fingerprint)	Wilkerson, Cynthia A

Attachment A

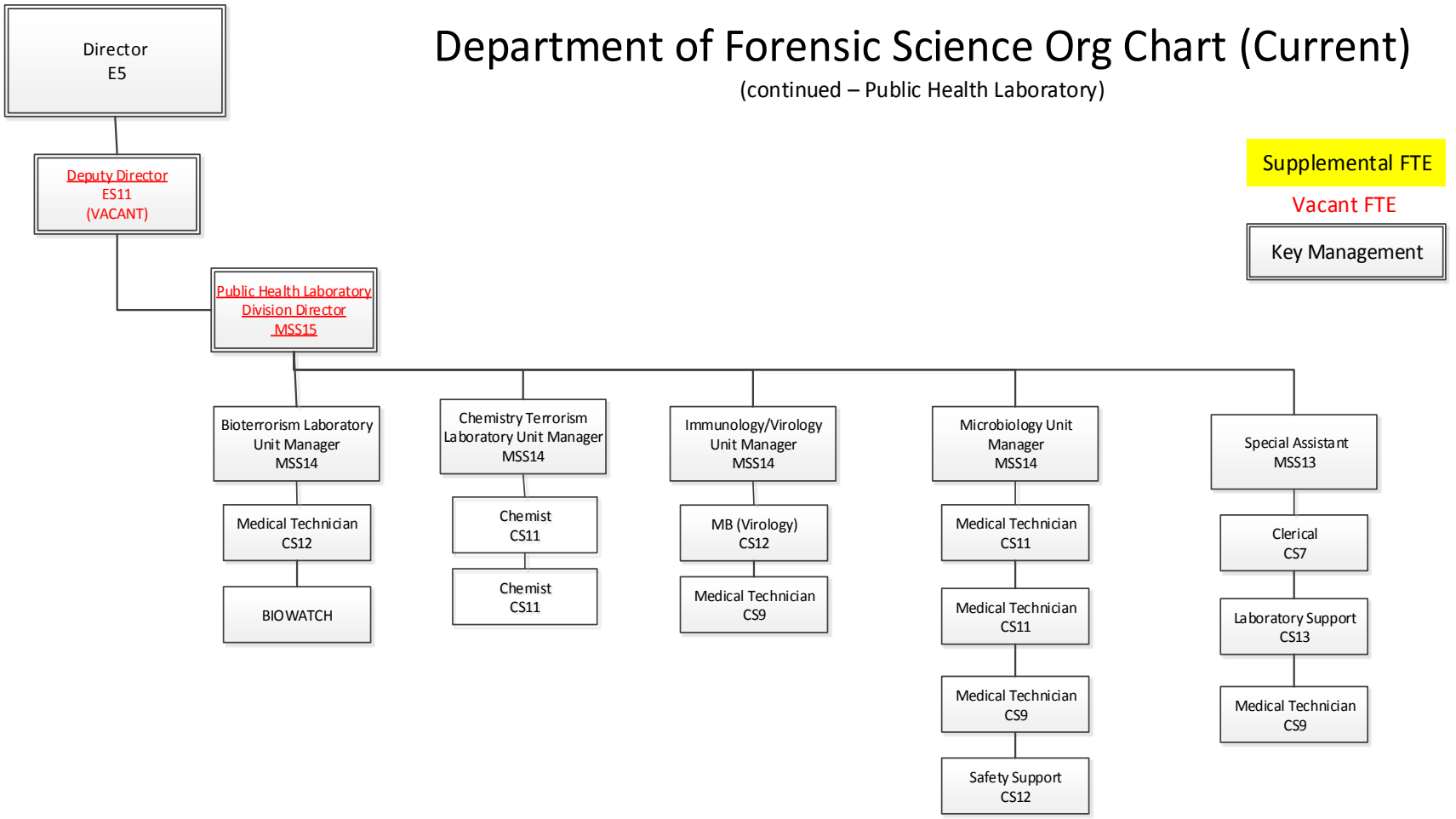
Forensic Scientist (Fingerprint)	Peters, Christina
Forensic Science Technician (Fingerprint)	Talley, Terri
Firearms Examination Unit	
Forensic Scientist Supervisor	Vacant
Lead Forensic Scientist (Firearms)	Pope, Jonathaniel
Forensic Scientist (Firearms)	Barrett, Daniel
Forensic Scientist (Firearms)	Boland, Sarah
Forensic Scientist (Firearms)	Elder, Cody Joseph
Forensic Scientist (Firearms)	Bailey, Laketa J
Forensic Scientist (Firearms)	Bustamante, Elizabeth
Forensic Scientist (Firearms)	Rachael, Ashley
Forensic Science Technician (Firearms	Giles, Natalie
Forensic Science Technician (Firearms	Drennen, Julia B
Forensic Science Technician (Firearms	Ruiz-Reyes, Jakeline
Clerical Assistant	Flemmings, Jessica V

*Names and Titles of Senior Personnel

Attachment A

Department of Forensic Science Org Chart (Current)

(continued – Public Health Laboratory)



Attachment A

The Public Health Laboratory (PHL) Division provides testing of biological and chemical samples that relate to public health and safety, such as infectious diseases, hazardous chemicals, or biological contamination, up to and including bio- or chemical terrorist attacks. The PHL routinely liaises with the Centers for Disease Control and the Association of Public Health Laboratories, representing the national capital region as the laboratory of record. This division provides the following activities:

- **Accessioning Unit** – Sample acceptance, accounting, and transfer.
- **Immunology/Virology Unit** – tests for outbreaks of virus-based diseases, like West Nile and influenza.
- **Chemistry Unit** – provides analyses for the presence of toxins and heavy metals.
- **Molecular Biology Unit** – provides the analysis of DNA to identify infectious organisms or biological threats (bio-terrorism).
- **Microbiology Unit** – provides analyses of microbial pathogens that are infectious to people, such as diseases or food-borne illnesses.

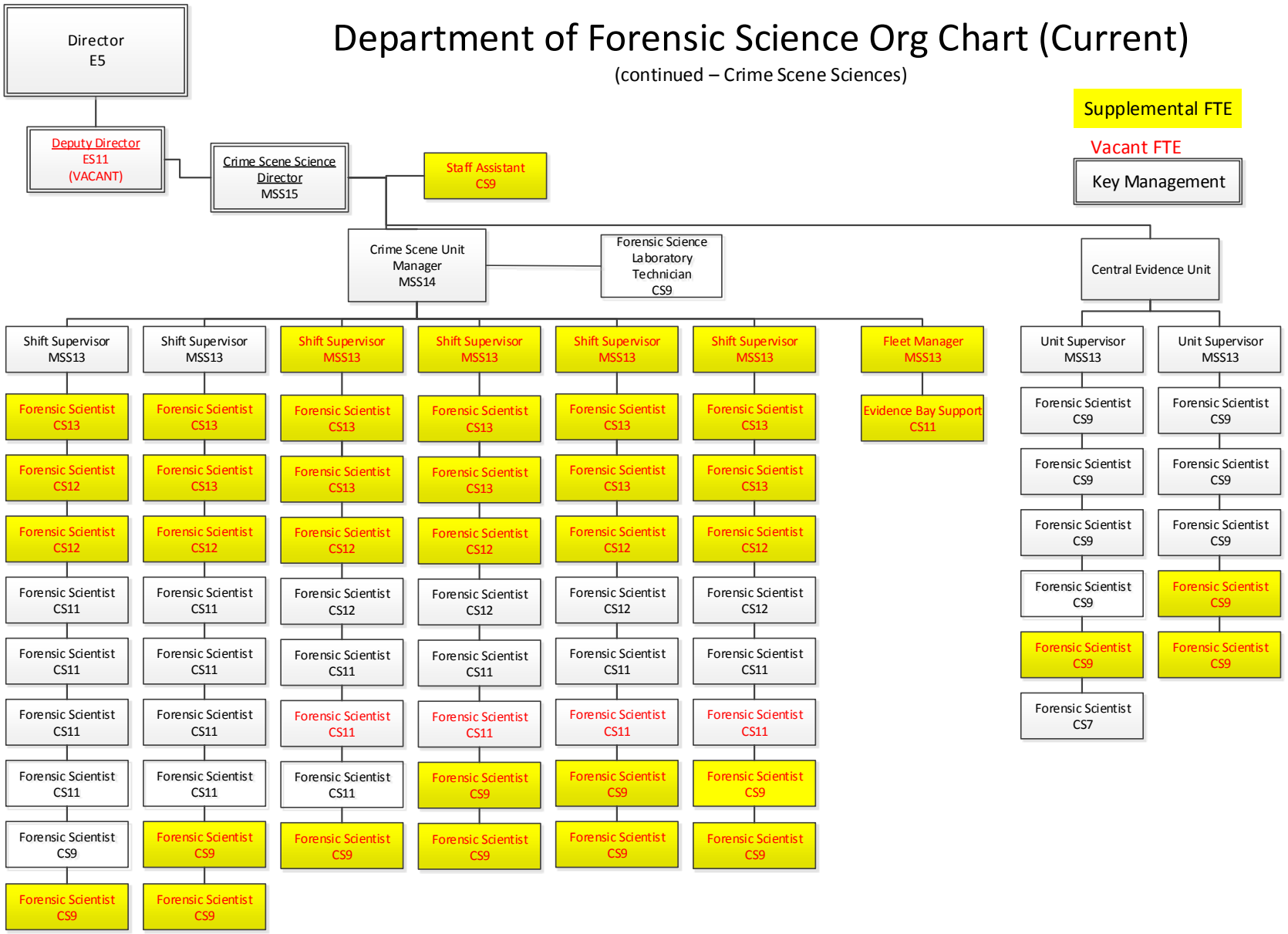
Position Title	Name
Public Health Laboratory Director*	Vacant
Special Assistant	Harmon, Kimary
Laboratory Support Repairer	Robinson, Rickey C
Clerical Assistant (OA)	Smith, Dorothy L
Medical Technologist	Neville, Beverly J
Immunology/Virology Unit	
Supervisory Microbiologist(Virology)	Dahourou, Anicet
Microbiologist(Virology)	Epie, Nicolas
Medical Technologist	Harris, Shirley F
Bioterrorism Laboratory Unit	
Supervisory Microbiologist	Kan, Horng Yuan
Medical Technologist	Weeden, Cleveland N
Chemical Terrorism Laboratory Unit	
Supervisory Chemist	Short, Luke C
Chemist	Taylor, Glen E
Chemist	Jackson, Olin T
Microbiology Unit	
Supervisory Microbiologist	Blaylock, Morris
Medical Technologist	Merid, Sosina
Medical Technologist	Blackwell, Reginald G
Medical Technologist	Bowden, Rakeiya

*Names and Titles of Senior Personnel

Attachment A

Department of Forensic Science Org Chart (Current)

(continued – Crime Scene Sciences)



Attachment A

The Crime Scene Sciences (CSS) Division consists of highly trained civilian forensic scientists who will transition responsibilities for crime scene response and evidence handling and processing in the District from the Metropolitan Police Department (MPD). The goal is to provide additional science at the scene, to generate forensic intelligence - backed by science - early in the investigation, and to process and track evidence for immediate and future analysis. Transition of responsibilities from MPD for the equivalent of one MPD shift began in January 2015. Staffing this Division is on-going and dependent on full funding. This Division includes the following activities:

- **Crime Scene Sciences Unit** – analyzes, collects, process, preserve evidence in criminal cases;
- **Central Evidence Unit** - responsible for the intake, processing for laboratory analysis, and transfer of evidence with our stakeholder agencies.

Position Title	Name
Director of Crime Scene Sciences*	Kelly, Troy
Staff Assistant	Vacant
Fleet and Logistics Manager	Starner, Joseph
Evidence Bay Support	Vacant
Forensic Scientist (Evidence Liaison)	Mastrovito, Christine D.
Crime Scene Sciences Unit	
Crime Scene Sciences Supervisor	Vacant
Forensic Scientist Shift Supervisor	Clements, Kimberly
Forensic Scientist Shift Supervisor	Chisler, Dade L
Forensic Scientist Shift Supervisor	Stone, Kristie
Forensic Scientist Shift Supervisor	Vila, Ignacio
Forensic Scientist Shift Supervisor	Vacant
Forensic Scientist Shift Supervisor	Vacant
Forensic Science Technician (Crime	Yandura, Danielle
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant

Attachment A

Forensic Scientist (Crime Scene)	Hassberger, Laurel C.
Forensic Scientist (Crime Scene)	Wallace, DeAnna M
Forensic Scientist (Crime Scene)	Buszka, Jeffrey M
Forensic Scientist (Crime Scene)	Mucci, Stacy L.
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Sylvester, Ninotchka E
Forensic Scientist (Crime Scene)	Price, Erin M
Forensic Scientist (Crime Scene)	Luber, Erin
Forensic Scientist (Crime Scene)	Jordan, Diana M
Forensic Scientist (Crime Scene)	Goolsarran, Nandani D
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Palmer, Catryna L.
Forensic Scientist (Crime Scene)	Iorio, Ryan S
Forensic Scientist (Crime Scene)	Stantzos, Christopher Paul
Forensic Scientist (Crime Scene)	Mentore, Kaywe
Forensic Scientist (Crime Scene)	Bischof, Samantha D
Forensic Scientist (Crime Scene)	Kelly, Carenna K.
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Hill, April
Forensic Scientist (Crime Scene)	Leach, Samantha M.
Forensic Scientist (Crime Scene)	Roberts, Myeshia
Forensic Scientist (Crime Scene)	Williams, Stephanie
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Assayag, Raquel
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant
Forensic Scientist (Crime Scene)	Vacant

Attachment A

Central Evidence Unit	
Central Evidence Unit Supervisor	Sobilo, Kelly
Central Evidence Unit Supervisor	Pettus, Natasha D
Central Evidence Specialist	Parker, Darrell L
Central Evidence Specialist	Whittington, Sheila
Central Evidence Specialist	Khalil, Manal R
Central Evidence Specialist	Elensky, Rebecca
Central Evidence Specialist	McDowney, LaToya
Central Evidence Specialist	White, Lauren
Central Evidence Specialist	Buczek, Jillian
Central Evidence Specialist	Vacant
Central Evidence Specialist	Vacant
Central Evidence Specialist	Vacant
Clerical Assistant	Everett, Kimberly M

*Names and Titles of Senior Personnel

Attachment B

Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00077597	Management Liaison Spec	Butler,Carla	1/27/2013	Reg	F	13	5	$ 88,775	1010	1010	
00077074	Dep Dir. for Trng and Develop.	Graham,Brittany H	3/25/2013	Reg	F	14	0	$ 132,220	1015	1015	
00082589	STAFF ASSISTANT	Gueye,Aida	9/10/2012	Term	F	9	2	$ 47,275	1015	1015	
00008767	IT Specialist (System Analysis	Jackson,James R	10/1/2012	Reg	F	13	8	$ 96,341	1040	1040	
00082609	Supervisory IT Specialist	Lowry,Brook Alan	1/17/2012	Reg	F	13	2	$ 81,209	1040	1040	
00022990	Information Technology Special	Johnson,Renee Gordon	10/1/2012	Reg	F	12	9	$ 85,254	1040	1040	
00082811	IT SPECIALIST	Reedy,Jacqueline	7/27/2015	Reg	F	12	1	$ 68,294	1040	1040	
00082812	INFO. TECH. SPECIALIST	Silva,Mareena	4/7/2014	Reg	F	11	2	$ 56,969	1040	1040	
00029189	Safety & Occup. Hlth. Manager	Grier,Patricia A.	1/7/2013	Reg	F	13	0	$ 103,809	1055	1055	
00035426	Safety and Occupational Health	Geter,Regina W	10/1/2012	Reg	F	12	7	$ 81,014	1055	1055	
00082807	Staff Assistant	Draughn,Derrick	12/1/2014	Term	F	9	1	$ 45,811	1060	1060	
00088246	Staff Assistant	Murrock,Kristin E	5/5/2014	Term	F	9	5	$ 51,667	1060	1060	
00077616	General Counsel	HILDUM,ROBERT M	8/9/2015	Reg	F	1	0	$ 131,127	1060	1060	
00087626	Fleet and Logistics Manager	Starner,Joseph	12/28/2015	Reg	F	13	0	$ 98,381	1070	1070	
00078047	Public Information Officer	Beamon,LaShon S.	7/20/2015	Reg	F	8	0	$ 109,180	1085	1085	
00044562	Dir, Dept of Forensic Sciences	Smith,Jenifer A. L.	7/20/2015	Reg	F	E5	0	$ 215,495	1090	1090	
00077073	Chief Operating Officer	Chen,Yi-Ru	5/5/2013	Reg	F	16	0	$ 147,518	1090	1090	
00013956	Quality Assurance Specialist	Beyer,Jessica	10/19/2015	Reg	F	13	4	$ 86,253	1090	1090	
00077071	Executive Assistant	Thomas,Herbert B.	10/1/2012	Reg	F	13	7	$ 93,819	1090	1090	
00077075	Resource Allocation Officer	Washington,Warren C	1/14/2013	Reg	F	12	0	$ 76,600	1090	1090	
00082810	Management & Program Analyst	Teran,Luis A	1/27/2014	Reg	F	12	4	$ 74,654	1090	1090	
00047077	Administrative Officer	McClaine,Cherry Marsha	10/1/2012	Reg	F	11	5	$ 62,291	1090	1090	
00087617	Program Analyst	Burke,Curtis	11/30/2015	Reg	F	11	5	$ 62,291	1090	1090	
00018720	Clerical Assistant (OA)	Middleton,Shawntia D	10/1/2012	Reg	F	7	6	$ 48,145	1090	1090	
00088319	Staff Assistant	Hartsock,Elyssa	1/11/2016	Term	F	9	4	$ 50,203	1110	1110	
00032361	Laboratory Director	Wiggins,Karen A	1/14/2013	Reg	F	15	0	$ 147,780	2010	2010	
00040882	Quality Assurance Specialist	Maliky,Abdel G	4/20/2015	Reg	F	13	2	$ 81,209	2010	2010	
00070761	Staff Assistant	McMullen,Patricia R	5/6/2013	Reg	F	11	4	$ 60,517	2010	2010	
00029190	Forensic Scientist Tech. Lead	Welti,Susan	10/19/2015	Reg	F	14	4	$ 101,937	2020	2020	
00042612	Forensic Scientist Manager (DN	Borchardt,Andrea	11/2/2015	Reg	F	14	0	$ 125,663	2020	2020	
00042613	Lead Forensic Scientist (DNA)	MacBean,Laura A	10/1/2012	Reg	F	14	5	$ 104,916	2020	2020	
00004390	Forensic Scientist III (DNA Ex	Johnson,Nikia C.	10/1/2012	Reg	F	13	5	$ 96,020	2020	2020	

Attachment B

Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00011407	Forensic Scientist III (DNA Ex	Hopkinson,Krystyna H	10/1/2012	Reg	F	13	5	$ 96,020	2020	2020	
00029182	Forensic Scientist III (DNA Ex	Himrod,Jennifer L	4/20/2015	Reg	F	13	3	$ 90,562	2020	2020	
00032425	Forensic Scientist III (DNA Ex	Larry,Candice M	10/1/2012	Reg	F	13	5	$ 96,020	2020	2020	
00032426	Forensic Scientist III (DNA Ex	Mills,Shana L	9/23/2013	Reg	F	13	1	$ 85,104	2020	2020	
00035487	Forensic Scientist III (DNA Ex	Skillman,Jessica L	10/1/2012	Reg	F	13	7	$ 101,478	2020	2020	
00033066	Forensic Scientist (II)	Ferragut,Julie Marie	9/23/2013	Reg	F	12	4	$ 80,746	2020	2020	
00082722	Forensic Scientist (II)	Ciacco,Samantha D.	2/10/2014	Term	F	12	2	$ 76,160	2020	2020	
00083072	Forensic Scientist I (DNA)	McNeil,Kamedra D	2/24/2014	Term	F	11	1	$ 59,698	2020	2020	
00087511	Forensic Scientist I (DNA)	Feiter,Andrew	10/6/2014	Term	F	11	1	$ 59,698	2020	2020	
00083074	Forensic Science Technician (F	Perez,Yoelia	4/7/2014	Term	F	9	2	$ 51,134	2020	2020	
00085494	Staff Assistant II	Hill-Davis,Kodiak	11/30/2015	Term	F	9	1	$ 11,453	2020	2020	
00086153	Forensic Science Technician (C	Korykora,Rachel	6/29/2015	Term	F	9	1	$ 49,551	2020	2020	
00082817	Forensic Scientist II (DNA)	Curtis,Daniel Sterling	6/2/2014	Reg	F	12	2	$ 76,160	2030	2030	
00009995	Lead Forensic Scientist (Finge	Evans,Barbara J	10/1/2012	Reg	F	14	5	$ 104,916	2040	2040	
00019830	Forensic Scientist Supervisor	Beckman,Jessica Anne	7/29/2013	Reg	F	14	0	$ 99,831	2040	2040	
00005200	Forensic Scientist (Fingerprin	Lewis,Lisa R	10/1/2012	Reg	F	12	8	$ 89,918	2040	2040	
00010968	Forensic Scientist (Fingerprin	Wilkerson,Cynthia A	10/1/2012	Reg	F	12	2	$ 76,160	2040	2040	
00010973	Forensic Scientist (Fingerprin	Hall,Clinton	10/1/2012	Reg	F	12	8	$ 89,918	2040	2040	
00012474	Forensic Scientist (Fingerprin	Peters,Christina	11/2/2015	Term	F	12	6	$ 85,332	2040	2040	
00012503	FINGERPRINT SPECIALIST	Sensabaugh,Roslyn D	10/1/2012	Reg	F	12	10	$ 94,504	2040	2040	
00016506	Forensic Scientist (Fingerprin	Harrid,Rosa	5/4/2015	Term	F	12	6	$ 85,332	2040	2040	
00025420	Forensic Scientist (Fingerprin	Glover,Diane Downing	10/1/2012	Reg	F	12	10	$ 94,504	2040	2040	
00015594	Forensic Science Technician (F	Talley,Terri	6/2/2014	Reg	F	9	1	$ 49,551	2040	2040	
00010573	Lead Forensic Scientist (Firea	Pope,Jonathaniel	10/1/2012	Reg	F	14	3	$ 98,958	2050	2050	
00083092	Forensic Scientist (Firearms &	Barrett,Daniel	10/1/2012	Reg	F	13	3	$ 90,562	2050	2050	
00026848	Forensic Scientist (Fingerprin	Graves,Gloria V	10/1/2012	Reg	F	12	10	$ 94,504	2050	2050	
00083093	Forensic Scientist II	Bustamante,Elizabeth A	1/12/2015	Reg	F	11	4	$ 65,455	2050	2050	
00083094	Forensic Scientist	Rachael,Ashley E.	11/3/2014	Reg	F	11	3	$ 63,536	2050	2050	
00083095	Forensic Scientist (Firearms &	Elder,Cody Joseph	11/17/2014	Reg	F	11	4	$ 65,455	2050	2050	
00083096	Forensic Scientist (Firearms &	Boland,Sarah	1/13/2014	Reg	F	11	4	$ 65,455	2050	2050	
00004918	Forensic Science Technician (F	Giles,Natalie	6/29/2015	Term	F	9	1	$ 49,551	2050	2050	
00026603	Forensic Scientist (Firearms &	Bailey,Laketa J	10/1/2012	Reg	F	9	8	$ 64,141	2050	2050	

Attachment B

Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00028702	Forensic Science Technician (F	Drennen,Julia B	12/1/2014	Reg	F	9	2	$ 51,134	2050	2050	
00083091	Forensic Science Technician (F	Ruiz-Reyes,Jakeline	5/21/2012	Term	F	9	2	$ 51,134	2050	2050	
00016805	CLERICAL ASSISTANT	Flemmings,Jessica V	10/1/2012	Reg	F	6	10	$ 48,634	2050	2050	
00010870	Forensic Scientist Supervisor	Reedy,Paul L	7/13/2015	Reg	F	14	0	$ 125,664	2060	2060	
00082646	Forensic Scientist (Digital Ev	Fudge,Kristen	12/15/2014	Term	F	9	2	$ 47,275	2060	2060	
00085447	Forensic Scientist (Digital Ev	Kasumba Muhangi,Akil	2/23/2015	Reg	F	9	1	$ 45,811	2060	2060	
00085448	Forensic Scientist (Digital Ev	Hahn,Brianna	2/9/2015	Reg	F	9	2	$ 47,275	2060	2060	
00036410	Quality Assurance Specialist	Akanegbu,Carol S	10/1/2012	Reg	F	13	4	$ 86,253	3010	3010	
00045829	Laboratory Support Repairer	Robinson,Rickey C	10/1/2012	Reg	F	13	10	$ 76,898	3010	3010	
00077889	Special Assistant	Harmon,Kimary	12/1/2013	Reg	F	12	0	$ 74,654	3010	3010	
00020554	MEDICAL TECHNICIANOLOGIST	Harris,Shirley F	10/1/2012	Reg	F	9	10	$ 70,155	3010	3010	
00009778	Health Technician	Neville,Beverly J	10/1/2012	Reg	F	7	10	$ 53,845	3010	3010	
00046468	Clerical Assistant (OA)	Smith,Dorothy L	4/9/2012	Reg	F	7	4	$ 45,295	3010	3010	
00007795	Supervisory Microbiologist (Vi	Dahourou,Anicet G	4/6/2015	Reg	F	13	0	$ 113,300	3020	3020	
00035581	Supervisory Microbiologist	Kan,Horng Yuan	10/1/2012	Reg	F	13	0	$ 105,975	3020	3020	
00076752	Supervisory Microbiologist	Blaylock,Morris	10/1/2012	Reg	F	13	0	$ 85,296	3020	3020	
00046885	Microbiologist (Virology)	Epie,Nicolas	10/1/2012	Reg	F	12	6	$ 78,894	3020	3020	
00075332	Medical Technologist	Weeden,Cleveland N	10/1/2012	Reg	F	12	9	$ 85,254	3020	3020	
00035425	Medical Technologist	Merid,Sosina	10/1/2012	Reg	F	11	5	$ 75,041	3020	3020	
00039865	Medical Technologist	Blackwell,Reginald G	10/1/2012	Reg	F	11	6	$ 76,957	3020	3020	
00046344	Medical Technologist	Bowden,Rakeiya	11/30/2015	Reg	F	9	8	$ 66,983	3020	3020	
00035582	Supervisory Chemist	Short,Luke C	1/7/2013	Reg	F	13	0	$ 117,789	3030	3030	
00015878	Chemist	Jackson,Olin T	4/29/2013	Reg	F	11	6	$ 69,293	3030	3030	
00036632	CHEMIST	Taylor,Glen E	10/1/2012	Reg	F	11	7	$ 71,212	3030	3030	
00077070	Associate Director, Crime Scen	Kelly,Troy	1/11/2016	Reg	F	15	0	$ 147,780	4010	4010	
00029188	Forensic Scientist (Evidence C	Mastrovito,Christine D.	10/1/2012	Reg	F	12	3	$ 78,453	4010	4010	
00026627	Forensic Science Technician (C	Yandura,Danielle	8/10/2015	Term	F	9	8	$ 60,632	4010	4010	
00002210	Central Evidence Unit Supervis	Pettus,Natasha D	10/6/2013	Reg	F	13	0	$ 84,136	4020	4020	
00083071	Central Evidence Unit Supervis	Sobilo,Kelly	9/8/2014	Reg	F	13	0	$ 98,133	4020	4020	
00042600	Central Evidence Specialist	Parker,Darrell L	10/6/2013	Reg	F	9	10	$ 63,798	4020	4020	
00042603	Central Evidence Specialist	Whittington,Sheila	10/6/2013	Reg	F	9	10	$ 63,798	4020	4020	
00082813	Central Evidence Specialist	White,Lauren K	11/13/2007	Reg	F	9	2	$ 51,134	4020	4020	

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Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00082816	Central Evidence Specialist	Khalil,Manal R	4/8/2013	Reg	F	9	3	$ 52,717	4020	4020	
00087924	Central Evidence Specialist	Buczek,Jillian	12/28/2015	Term	F	9	1	$ 49,551	4020	4020	
00082815	Central Evidence Specialist	Elensky,Rebecca	8/10/2015	Term	F	7	7	$ 49,570	4020	4020	
00082814	Central Evidence Specialist	McDowney,LaToya	12/28/2015	Reg	F	9	0	$ 51,134	4020	4020	
00082610	Forensic Scientist Shift Super	Clements,Kimberly	2/10/2014	Reg	F	13	0	$ 84,136	4030	4030	
00082809	Forensic Scientist Shift Super	Chisler,Dade L	4/8/2013	Reg	F	13	0	$ 84,136	4030	4030	
00087608	Forensic Scientist Shift Super	Stone,Kristie L	8/26/2013	Reg	F	13	0	$ 84,136	4030	4030	
00011046	Forensic Scientist (Crime Scen	Fried,Jonathan	3/23/2015	Term	F	11	10	$ 76,969	4030	4030	
00045088	Forensic Scientist (Crime Scen	Goolsarran,Nandani D	8/25/2014	Reg	F	11	1	$ 59,698	4030	4030	
00045091	Forensic Scientist (Crime Scen	Reedy,Shelly	2/8/2016	Reg	F	11	1	$ 59,698	4030	4030	
00077617	Forensic Scientist (Crime Scen	Luber,Erin	5/6/2013	Reg	F	11	3	$ 63,536	4030	4030	
00077618	Forensic Scientist (Crime Scen	Palmer,Catryna L.	7/28/2014	Reg	F	11	1	$ 59,698	4030	4030	
00077620	Forensic Scientist (Crime Scen	Iorio,Ryan S	4/8/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077622	Forensic Scientist (Crime Scen	Mentore,Kaywe	9/9/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077623	Forensic Scientist (Crime Scen	Jordan,Diana M	5/6/2013	Reg	F	11	2	$ 61,617	4030	4030	
00077624	Forensic Scientist (Crime Scen	Bischof,Samantha D	9/9/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077625	Forensic Scientist (Crime Scen	Kelly,Carenna K.	8/26/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077626	Forensic Scientist (Crime Scen	Halter,Michael	2/8/2016	Reg	F	11	1	$ 59,698	4030	4030	
00077628	Forensic Scientist (Crime Scen	Hill,April	12/2/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077629	Forensic Scientist (Crime Scen	Leach,Samantha M.	9/23/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077630	Forensic Scientist (Crime Scen	Roberts,Myeshia	8/26/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077631	Forensic Scientist (Crime Scen	Williams,Stephanie F	9/23/2013	Reg	F	11	1	$ 59,698	4030	4030	
00077632	Forensic Scientist II	Sylvester,Ninotchka E	10/6/2013	Reg	F	11	2	$ 61,617	4030	4030	
00077633	Forensic Scientist II	Price,Erin M	10/6/2013	Reg	F	11	2	$ 61,617	4030	4030	
00077634	Forensic Scientist (Crime Scen	Wallace,DeAnna M	5/6/2013	Reg	F	11	3	$ 63,536	4030	4030	
00077635	Forensic Scientist (Crime Scen	Mucci,Stacy L.	8/25/2013	Reg	F	11	7	$ 71,212	4030	4030	
00077636	Forensic Scientist (Crime Scen	Buszka,Jeffrey M	5/20/2013	Reg	F	11	8	$ 73,131	4030	4030	
00045076	Forensic Scientist (Crime Scen	Assayag,Raquel	6/16/2014	Reg	F	9	2	$ 51,134	4030	4030	
00048135	Forensic Scientist (Crime Scen	Hassberger,Laurel C.	8/25/2014	Reg	F	9	5	$ 55,883	4030	4030	
00019070	OFFICE AUTOMATION ASST	Everett,Kimberly M	10/6/2013	Reg	F	5	10	$ 43,878	4030	4030	
00087611	Forensic Scientist Shift Super	Vila,Ignacio	2/8/2016	Reg	F	13	0	$ 84,136	4030	4030	
00029191	Human Resources Specialist			Reg	V	9	0	$ 45,811	1010	1010	

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Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00087614	Training and Development Speci			Temp	V	13	0	$ 78,687	1015	1015	2/21/2016
00088283	Training Coordinator			Temp	V	11	0	$ 55,195	1060	1060	
00088282	Staff Assistant			Temp	V	9	0	$ 45,811	1060	1060	
00082153	Law Clerk			Temp	V	7	0	$ 37,927	1060	1060	
00077072	Dep Dir for Quality Assurance			Reg	V	14	0	$ 116,107	1090	1090	
00077076	Grants Management Officer			Reg	V	12	0	$ 87,794	1090	1090	
00077757	Deputy Director, Department of			Reg	V	11	0	$ 175,861	1090	1090	
00077077	Supervisory Chemist			Reg	V	14	0	$ 116,107	2020	2020	
00082723	Forensic Scientist (II)			Term	V	12	0	$ 73,867	2020	2020	2/22/2016
00087975	Forensic Scientist (II)			Term	V	12	0	$ 73,867	2020	2020	3/7/2016
00083073	Forensic Scientist (DNA)			Term	V	9	0	$ 49,551	2020	2020	
00083075	Forensic Science Technician (F			Term	V	9	0	$ 49,551	2020	2020	
00026615	Forensic Scientist (Fingerprin			Reg	V	13	1	$ 85,104	2040	2040	3/21/2016
00005945	Forensic Scientist Supervisor			Reg	V	14	0	$ 116,107	2050	2050	
00008729	Lead Forensic Scientist (Digit			Reg	V	14	0	$ 93,000	2060	2060	
00085449	Lead Chemist			Reg	V	13	0	$ 85,104	2060	2060	
00082645	Forensic Scientist (Digital Ev			Reg	V	9	0	$ 45,811	2060	2060	
00012406	Public Health Laboratory Direc			Reg	V	15	0	$ 128,879	3010	3010	
00082808	Quality Assurance Specialist			Temp	V	13	0	$ 78,687	4010	4010	
00087642	Staff Assistant			Temp	V	9	5	$ 51,667	4010	4010	3/7/2016
00087925	Central Evidence Specialist			Temp	V	9	0	$ 49,551	4020	4020	
00087971	Central Evidence Specialist			Temp	V	9	0	$ 49,551	4020	4020	3/7/2016
00087972	Central Evidence Specialist			Temp	V	9	0	$ 49,551	4020	4020	3/7/2016
00087973	Central Evidence Specialist			Temp	V	9	0	$ 49,551	4020	4020	3/7/2016
00077619	Crime Scene Sciences Superviso			Reg	V	14	0	$ 116,107	4030	4030	
00087612	Forensic Scientist Shift Super			Temp	V	13	0	$ 100,963	4030	4030	
00087613	Forensic Scientist Shift Super			Temp	V	13	0	$ 100,963	4030	4030	3/6/2016
00088265	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088266	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088267	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088268	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088271	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	

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Posn Nbr	Title	Name	Hire Date	Job Status	Vac Stat	Grade	Step	Salary	Prgm Code	Activity	Start Date
00088284	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088285	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088286	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088287	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088288	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00088289	Forensic Scientist III			Temp	V	13	0	$ 85,104	4030	4030	
00077627	Forensic Scientist (Crime Scen			Reg	V	12	0	$ 68,294	4030	4030	
00088253	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 68,294	4030	4030	
00088254	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 68,294	4030	4030	
00088255	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 68,294	4030	4030	
00088261	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 73,867	4030	4030	
00088262	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 73,867	4030	4030	
00088263	Forensic Scientist (Crime Scen			Temp	V	12	0	$ 73,867	4030	4030	
00088264	Forensic Scientist (II)			Temp	V	12	0	$ 73,867	4030	4030	
00088270	Forensic Scientist (II)			Temp	V	12	0	$ 73,867	4030	4030	
00077621	Forensic Scientist (Crime Scen			Reg	V	11	0	$ 59,698	4030	4030	3/7/2016
00088269	Forensic Scientist I (DNA)			Temp	V	11	0	$ 59,698	4030	4030	
00088248	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088249	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088250	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088251	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088252	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	4/18/2016
00088256	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088257	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088258	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088259	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/7/2016
00088260	Forensic Scientist (Crime Scen			Temp	V	9	0	$ 49,551	4030	4030	3/6/2016
00042608	Public Information Officer			DEACTIV	V	8	0	$ 41,648	2030	2030	

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4. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date;

The list below contains all Crime Scene Sciences Division (CSSD) scientists because they do not have a desk phone assigned to them and as such need to rely on cellphones. Generally, CSSD scientists are either in the chemistry lab, vehicle bay, criminal evidence unit or out in the field and so having a cellphone allows them to be contacted when needed. Other than the CSSD scientists only managers have additional devices to maintain connectivity when necessary outside of the typical office hours.

FIRST NAME	LAST NAME	Cell Phone	Tablet	Laptop
Carol S	Akanegbu	yes	yes	
Raquel	Assayag	yes		
Lisa R	Lewis		yes	
Jessica Anne	Beckman	yes	yes	
Christine D.	Mastrovito	yes		yes
Samantha D	Bischof	yes		
Morris	Blaylock	yes	yes	yes
Andrea	Borchardt	yes	yes	yes
Natasha D	Pettus	yes		
Jeffrey M	Buszka	yes		
Dade L	Chisler	yes	yes	
Kimberly	Clements	yes		
Anicet G	Dahourou	yes	yes	
Jenifer Ann Lindsey	Smith	yes		
Daniel	Curtis			yes
Derrick	Draughn		yes	
LaShon S.	Beamon	yes		yes
Nicolas	Epie	yes		yes
Carla	Butler	yes		
Yi-Ru	Chen	yes	yes	yes
Andrew	Feiter			yes
Jonathan	Fried	yes		
Nandani D	Goolsarran	yes		
Patricia A.	Grier	yes	yes	yes
Brittany H	Graham	yes		
Kimary	Harmon			yes
Laurel C.	Hassberger	yes		
Robert	Hildum	yes	yes	
April	Hill	yes		
James	Jackson	yes		yes
Renee Gordon	Johnson			yes
Ryan	Iorio	yes		

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Diana M	Jordan	yes		
Horng Yuan	Kan	yes		yes
FIRST NAME	**LAST NAME**	**Cell Phone**	**Tablet**	**Laptop**
Kristie L	Stone	yes		
Carenna	Kelly	yes		
Manal R	Khalil			
Rachel	Korykora			yes
Candice M	Larry			
Samantha M.	Leach	yes		
Karen A	Wiggins	yes		yes
Brook Alan	Lowry	yes	yes	
Erin	Luber	yes		
Danielle	Yandura	yes		
Laura A	MacBean			yes
Joseph	Starner	yes	yes	
Troy	Kelly	yes	yes	
Samantha	Lewis		yes	
Maurice	Knuckles			yes
Abdel G	Maliky		yes	
Patricia R	McMullen	yes		yes
Kaywe	Mentore	yes		
Shawntia D	Middleton		yes	
Shana L	Mills			yes
Stacy L.	Mucci	yes		
Beverly J	Neville	yes		
Catryna L.	Palmer	yes		
Jonathan	Pope	yes	yes	
Erin M	Price	yes		
Paul L	Reedy	yes	yes	
Myeshia	Roberts	yes		
Rickey C	Robinson	yes		
Luke C	Short	yes	yes	yes
Mareena	Silva	yes	yes	
Kelly	Sobilo	yes		
Glen E	Taylor	yes		
Luis A	Teran	yes		yes
DeAnna M	Wallace	yes		
Warren C	Washington	yes		
Cleveland N	Weeden	yes		
Susan	Welti			yes
Stephanie Frances	Williams	yes		
Michael	Halter	yes		
Shelly	Reedy	yes		
Ignacio	Vila	yes		

Additionally, there are 6 cell phones registered to Paul Reedy for Forensic Technology Unit testing purposes.

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY15 and FY16, to date;

Vehicle Type	Quantity	Owned/ Leased	Assigned To
2013 Toyota Corolla	1	Leased	Agency Fleet
2014 Toyota Sienna	1	Owned	Agency Fleet
2014 Toyota Prius	1	Owned	Agency Fleet
2014 Chevrolet Express Cargo Van	3	Owned	Crime Scene Sciences Division
2014 Dodge Ram Cargo Van	2	Owned	Crime Scene Sciences Division
2015 Nissan Frontier Pick -Up Truck	2	Owned	Crime Scene Sciences Division
2015 Chevy 3500 Cargo Van	1	Owned	Crime Scene Sciences Division
2015 Ram Promaster City Van	1	Owned	Crime Scene Sciences Division
2015 Chevy Express Cargo Van	1	Owned	Crime Scene Sciences Division (Central Evidence Unit)

Date of Accident	Vehicle Owned	Tag Number	Description of the Accident and Damage	Repair Cost
7/16/2015	2014 Dodge Ram Minivan	DC10623	Driver was parked in a tight parking space in front of the DC Courthouse and was attempting to pull out of the parking space without hitting a car that was double-parked. While pulling out of the parking space, the driver hit the driver side bumper of the car parked to its right.	$605.08
8/9/2015	2014 Chevy Express Cargo Van	DC10619	Driver struck a parked vehicle while avoiding contact with an oncoming vehicle and damaged the bumper of the parked vehicle. The owner of the damaged vehicle did not contact ORM for payment.	$0

c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date;

Fiscal Year	Individual	Incentive	Amount	Date
FY 2015	Dana Anderson	Retirement Award	$25,000	05/29/2015
FY 2015	Charles Sanders, Jr.	Retirement Award	$25,000	07/31/2015
FY 2015	Alpha Diallo	Retirement Award	$25,000	09/15/2015

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FY 2015	Mary Jones	Retirement Award	$25,000	09/30/2015
FY 2016	Troy Kelly	Hiring Bonus	$22,167	12/22/2015

d. A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel; and

Fiscal Year	Individual	Total Expense	Justification
FY 2015	Vincent Desiderio, Materials Analysis Unit Manager	In-kind donation; approximately $244	Self-funded to attend the Annual Meeting of the Northeastern Association of Forensic Scientists.
FY 2015	Max Houck, Director	In-kind donation; approximately $400	Funded by the University of Pennsylvania Law School to attend A Systems Approach to Crime Lab Management.
FY 2015	Karen Wiggins, Deputy Director of Quality	In-kind donation; approximately $900	Funded by ANSI-ASQ National Accreditation Board to the 2015 Professional Development Session. Ms. Wiggins brought back the forensic science knowledge gained to the DFS.
FY 2015	Max Houck, Director	In-kind donation; approximately $1,070; local $450	Self-funded to attend the American Academy of Forensic Sciences 67th Annual Scientific Meeting. Dr. Houck brought back the forensic science knowledge gained to the DFS. Locally funded registration cost.
FY 2015	Christine Funk, General Counsel	In-kind donation; approximately $1,610; local $295	Self-funded to attend the American Academy of Forensic Sciences 67th Annual Scientific Meeting. Ms. Funk brought back the forensic science knowledge gained to the DFS. Locally funded registration cost.
FY 2015	Karolyn Tontarski, Quality Specialist	In-kind donation; approximately $1,790; local $295	Self-funded to attend the American Academy of Forensic Sciences 67th Annual Scientific Meeting. Ms. Tontarski brought back the forensic science knowledge gained to the DFS. Locally funded registration cost.

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FY 2015	Paul Reedy, Digital Evidence Unit Manager	In-kind donation; approximately $1,610; local $450	Self-funded to attend the American Academy of Forensic Sciences 67th Annual Scientific Meeting. Mr. Reedy brought back the forensic science knowledge gained to the DFS. Locally funded registration cost.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Max Houck, Director and Christine Funk, General Counsel	In-kind donation; approximately $1,720	Funded by the Royal Society to attend and speak at The Paradigm Shift for Forensic Science. Dr. Houck and Ms. Funk brought back the forensic science knowledge gained to the DFS.
FY 2015	Nicholas Epie, Virologist	In-kind donation; approximately $968	Funded by the Association of Public Health Laboratories to attend the RNA Sequencing Workshop. Dr. Epie brought back the forensic science knowledge gained to the DFS.
FY2015	Luke Short, Chemist	In-kind donation; approximately $786	Funded by the Association of Public Health Laboratories to attend the conference "National Conversations: Tandem Mass Spectrometry in Newborn Screening." Dr. Short brought back the forensic science knowledge gained to the DFS.
FY 2015	Laurel Hassberger	In-kind donation; approximately $872; local $85	Self-funded to attend excavating clandestine gravesites for Crime Scene Investigators. Ms. Hassberger brought back the forensic science knowledge gained to the DFS. Locally funded registration fee.
FY 2015	Horng-Yuan Kan, Supervisory Microbiologist	Approximately $826	Funded by FY 2015Department of Health, Division of Epidemiology-Disease Surveillance and Investigation MOU to attend the CaliciNet User Meeting. Dr. Kan brought back the forensic science knowledge gained to the DFS.
FY 2015	Joseph Bono, Science Advisory	Approximately $14 local funding	Pursuant to the "Department of Forensic Sciences Establishment

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	Board Member		Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2014.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Peter Marone, Science Advisory Board Member	Approximately $975 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2014.
FY 2015	Jay Siegel, Science Advisory Board Member	Approximately $961 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2014.
FY 2015	Charlotte Word, Science Advisory Board Member	Approximately $25 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2014.
FY 2015	Sandy Zabell, Science Advisory Board Member	Approximately $1,127 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science

			Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2014.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Laura MacBean, Forensic Scientist and Julie Ferragut, Forensic Scientist	In-kind donation; approximately $990	Funded by Bode Technology to attend the Bode Mid-Atlantic Annual DNA and Investigator Workshop in Arlington, VA.
FY 2015	Krystyna Hopkinson, Forensic Scientist III	$0	Funded by the Federal Bureau of Investigation (FBI) to attend the 19th Annual National CODIS Conference. CODIS Administrators throughout the country were required to attend the meeting in order to be updated and trained on topics involving the DNA database, CODIS.
FY 2015	Alpha Diallo, Public Health Laboratory Division Director and Nicholas Epie, Virologist	In-kind donation; approximately $6500 ($3,250 per person)	Funded by the Association of Public Health Laboratories to travel to Tanzania. Dr. Diallo continued the twinning consultations with the Director of the National Health Laboratory Quality Assurance and Training Center (NHLQATC) and the Directorate of Health Services Ministry of Health. Dr. Epie met the Section Director of Virology and Molecular Biology and moved forward with setting up diagnostic protocol for virus plaque assay, enzyme linked immunosorbent assay (ELISA), Dengue, as well as reviewed the influenza diagnostic protocol with his counterpart.

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FY 2015	Simon Kert, Lead Forensic Scientist and Kristen Fudge, Forensic Scientist	$13,370 local funds ($6,685 per person)	Registration cost to attend the XRY Foundation and Intermediate training course in Alexandria, VA.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Christine Funk, General Counsel and Kim Clements, Forensic Scientist Shift Supervisor	$0	Attendance to the NIST sponsored Organization of Scientific Area Committee (OSAC) Subcommittee Meetings. Both Ms. Funk and Ms. Clements received national appointments to the Subcommittees in October 2014.
FY 2015	Nicolas Epie, Virologist	In-kind donation; approximately $928	Attendance to the Influenza Virologic Surveillance Right Size Regional Workshop in Atlanta, GA. Dr. Epie brought back the forensic science knowledge gained to the DFS.
FY 2015	Horng-Yuan Kan, Molecular Biologist	In-kind donation; approximately $1,355	Attendance at the Newborn Screening Molecular Training Workshop in Atlanta, GA. Dr. Kan brought back the forensic science knowledge gained to the DFS.
FY 2015	Karen Wiggins, Deputy Director of Quality	In-kind donation; approximately $650	Re-accreditation inspection of the Rhode Island State Crime Laboratory in Kingston, Rhode Island. Ms. Wiggins brought back the forensic science knowledge gained to the DFS.
FY 2015	Luke Short, Chemist	In-kind donation; approximately $848	Attendance at the LRN Level 1 Chemical Preparedness Laboratory Meeting in Raleigh, NC. Dr. Short brought back the forensic science knowledge gained to the DFS.

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FY 2015	Reginald Blackwell, Public Health Laboratory Scientist	In-kind donation; approximately $540	Attendance at the annual PulseNet Regional Meeting in Baltimore, MD. Mr. Blackwell brought back the forensic science knowledge gained to the DFS.
FY 2015	Olin Jackson, Chemist	In-kind donation; approximately $1,400	Attendance at the Newborn Screening by Tandem Mass Spectrometry Training in Atlanta, GA. Mr. Jackson brought back the forensic science knowledge gained to the DFS.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Carrol Akanegbu, Quality Assurance Specialist	In-kind donation; approximately $1,175	Attendance at the National Laboratory Training Conference in Atlanta, GA. Ms. Akanegbu brought back the forensic science knowledge gained to the DFS.
FY 2015	Stephanie Williams, Forensic Scientist	In-kind donation; approximately $102. Locally funded; $100	Attendance at the Mid-Atlantic Association of Forensic Scientists Conference in Cambridge, MD. Ms. Williams brought back the forensic science knowledge gained to the DFS.
FY 2015	Cleveland Weeden, Medical Technologist	In-kind donation; approximately $1,355	Attendance at the 7th CaliciNet Training Workshop in Atlanta, GA. Mr. Weeden brought back the forensic science knowledge gained to the DFS.
FY 2015	Simon Kert, Lead Forensic Scientist; Kristen Fudge, Forensic Scientist; Brianna Hahn, Forensic Scientist; Jessica Riccio, Forensic Scientist, Akil Muhangi, Forensi Scientist	Locally funded $12,475 ($2,495 per person)	Registration cost to attend the Nuix Foundations Training in Herndon, VA. All attendees brought back the forensic science knowledge gained to DFS.

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FY 2015	Simon Kert, Lead Forensic Scientist; Kristen Fudge, Forensic Scientist; Brianna Hahn, Forensic Scientist; Jessica Riccio, Forensic Scientist, Akil Muhangi, Forensi Scientist	Locally funded $12,475 ($2,495 per person)	Registration cost to attend the Nuix Windows Investigation training in Herndon, VA. All attendees brought back the forensic science knowledge gained to DFS
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Firearms Examination Unit Daniel Barrett; Sarah Boland; Angela Burke,; Steven Chase,; Julia Drennen,; Cody Elder,; Sam Marso,; Jermone McClinton,; Jonathan Pope,; Jakeline Ruiz-Reyes,	Locally Funded; $7,000	Registration cost to attend the H&K Armorer's Training in Ashburn, VA. All attendees brought back the forensic science knowledge gained to DFS.

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FY 2015	Max Houck, Director; Christopher Maguire, Deputy Director; Christine Funk, General Counsel; Jason Kolowski, Forensic Science Laboratory Division Director; Paul Reedy, Digital Evidence Unit Manager; Sam Marso, Firearms Examination Unit Manager; Lindsey Saunders, Grants Management Officer; Kristin Murrock, Law Clerk; Kodiak Hill-Davis, Law Clerk/Volunteer; Jessica Beckman, Latent Fingerprint Unit Manager	Locally funded; $2,705	Registration cost to attend the American Society of Crime Laboratory Directors Annual Meeting in Washington, DC. All attendees brought back the forensic science knowledge gained to DFS.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	John Simich, Volunteer; Thomas Grill, Volunteer	Locally funded; $2,910	Travel to Washington, DC to provide STRmix Expert Forensic Software Practical Application and Implementation training to the Forensic Biology Unit.
FY 2015	Luke Short, Chemist; Horng-Yuan Kan, Molecular Biologist	Locally funded; $1,840	Attendance at the 2015 LRN National Meeting in Atlanta, GA. All attendees brought back the forensic science knowledge gained to DFS.
FY 2015	April Hill,	Locally funded travel	Attendance at the Bloodstain

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	Forensic Scientist; Samantha Leach, Forensic Scientist	and per diem, $779.02; NIJ funded registration and lodging through West Virginia University	Pattern Analysis course in Morgantown, WV. All attendees brought back the forensic science knowledge gained to DFS.
FY 2015	Dade Chisler, Forensic Scientist	Locally funded travel and per diem, $433.56; NIJ funded registration and lodging through West Virginia University	Attendance at the Effective Supervision training course in Morgantown, WV. Mr. Chisler brought back the forensic science knowledge gained to DFS.
FY 2015	Nicolas Epie, Virologist	Locally funded; $1,236.60	Attendance at the Parasitology of Intestinal Parasite training in Atlanta, GA. Dr. Epie brought back the forensic science knowledge gained to DFS.
FY 2015	Peter Marone, Science Advisory Board Member	Approximately $916 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting April 2015.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2015	Jay Siegel, Science Advisory Board Member	Approximately $966 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum

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			of 4 times per year. Travel of Board Member to DFS location for meeting April 2015.
FY 2015	Sandy Zabell, Science Advisory Board Member	Approximately $866 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting April 2015.
FY 2015	Clifton Bishop, Science Advisory Board Member	Approximately $1,070 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting April 2015.
FY 2015	Reginald Blackwell, Medical Technologist	Approximately $1,715 funded by the PHEP grant	Attendance at the Laboratory Response Network (LRN-B) meeting in Atlanta, GA. Mr. Blackwell brought back the forensic science knowledge gained to DFS.
FY 2016	Reginald Blackwell, Medical Technologist	In-kind donation; $1,171	Attendance at the InFORM 2015 meeting in Phoenix, AZ. Mr. Blackwell brought back the forensic science knowledge gained to DFS.
Fiscal Year	**Individual**	**Total Expense**	**Justification**
FY 2016	Krystyna Hopkinson,	Funded by the Federal Bureau of	Attendance at the 21st Annual National CODIS

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	CODIS State Administrator	Investigation; no charge to the District	Conference/Technical Leaders meeting in Norman, OK. Ms. Hopkinson brought back the forensic science knowledge gained to DFS.
FY 2016	Susan Welti, DNA Technical Leader	Locally funded; approximately $1,098	Attendance at the 21st Annual National CODIS Conference/Technical Leaders meeting in Norman, OK. Ms. Welti brought back the forensic science knowledge gained to DFS.
FY 2016	Darrell Parker, Central Evidence Specialist; Rebecca Elensky, Central Evidence Specialist	Locally funded; approximately $2,665	Attendance at the International Association of Property and Evidence's Property Room Management course in Tilton, NH. All attendees brought back the forensic science knowledge gained to DFS.
FY 2016	Lindsey Saunders, Grants Management Officer	Locally funded; approximately $1,705	Attendance at the Grant Professionals Association 17th Annual Conference in St. Louis, MO. Ms. Saunders brought back the forensic science knowledge gained to DFS.
FY 2016	Bruce Budowle, Volunteer; John Simich, Volunteer; Sandy Zabell, Volunteer	Locally funded; approximately $2,298	Travel to Washington, DC to serve on the STRmix Scientific Panel where the Forensic Biology Unit members presented validation work, implementation of SOPs, and training programs.
Fiscal Year	**Individual**	**Total Expense**	**Justification**

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FY 2016	Sandy Zabell, Science Advisory Board Member	Approximately $813 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2015.
FY 2016	Clifton Bishop, Science Advisory Board Member	Approximately $986 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2015.
FY 2016	Peter Marone, Science Advisory Board Member	Approximately $863 local funding	Pursuant to the "Department of Forensic Sciences Establishment Act of 2011" Sec. 12. Science Advisory Board, the Department of Forensic Sciences must establish a Science Advisory Board consisting of nine voting members that meets a minimum of 4 times per year. Travel of Board Member to DFS location for meeting October 2015.

e. A list of the total overtime and workers' compensation payments paid in FY15 and FY16, to date, including the number of employees who received overtime and workers' compensation payments.

List of the total overtime and worker's compensation payments paid in FY15 and FY16, to date

Attachment C

Description	FY2015		FY2016 as of 2/6/2016	
	FTEs	*Amount*	*FTEs*	*Amount*
Total Overtime	88.00	$243,451.48	66.00	$75,409.20
Worker's Compensation	2.00	$9,066.21	1.00	$878.23
Grand Total		**$252,517.69**		**$76,287.43**

Attachment D

Description			FY2015						FY2016								
Appr. Fund	Agy Fund	Program Code	FTEs	Approved Budget	Budget Changes	Revised Budget	Spending	Surplus/ Deficit	FTEs	Approved Budget	Budget Changes FTEs	Budget Changes $$$	Revised Budget FTEs	Revised Budget $$$	Spending To Date	Available Budget
		1000	-	$48,804	($48,804)	$0	$0	$0		$0		$0		$0		$0
			1.00	$1,320,055	($792,426)	$527,629	$552,759	($25,129)	1.00	$109,190		$68,000	1.00	$177,190	$38,346	$138,844
			2.00	$0	$329,576	$329,576	$283,053	$46,524	2.00	$308,314			2.00	$308,314	$105,488	$202,826
			6.00	$602,238	$259,701	$861,939	$893,146	($31,206)	6.00	$810,596		$155,340	6.00	$965,936	$352,997	$612,939
			2.00	$0	$371,796	$371,796	$366,779	$5,017	2.00	$258,141		$42,250	2.00	$300,391	$79,357	$221,034
			2.25	$57,778	$183,891	$241,669	$233,223	$8,447	2.25	$242,163	0.75	$0	3.00	$242,163	$90,341	$151,823
										$12,876			-	$12,876	$14,139	($1,263)
			1.00	$40,828	$74,637	$115,465	$114,765	$700	1.00	$115,272		$0	1.00	$115,272	$43,659	$71,613
			10.00	$513,499	$658,341	$1,171,840	$1,355,087	($183,247)	10.00	$1,492,827		$83,947	10.00	$1,576,774	$625,618	$951,156
		1000 - Agency Mgmt Program Total	**24.25**	**$2,583,203**	**$1,036,713**	**$3,619,916**	**$3,798,811**	**($178,895)**	**24.25**	**$3,349,379**	**0.75**	**$349,537**	**25.00**	**$3,698,916**	**$1,349,945**	**$2,348,971**
											1.00	$105,553	1.00	$105,553	$4,283	$101,270
		1100 - Advisory Board Total	**-**	**$0**	**$0**	**$0**	**$0**	**$0**	**-**	**$0**	**1.00**	**$105,553**	**1.00**	**$105,553**	**$4,283**	**$101,270**
	0100		3.00	$1,243,841	($836,885)	$406,956	$442,489	($35,533)	3.00	$409,957		$2,943,010	3.00	$3,352,967	$2,092,598	$1,260,369
			11.00	$1,772,753	($250,437)	$1,522,317	$1,346,398	$175,918	10.00	$1,370,447	4.00	$498,808	14.00	$1,869,255	$509,151	$1,360,104
		2000	3.00	$374,616	($60,695)	$313,921	$228,355	$85,566	3.00	$452,080		$0	3.00	$452,080	$28,154	$423,926
			11.00	$769,727	$375,332	$1,145,058	$1,215,185	($70,127)	11.00	$1,154,160	1.00	$114,168	12.00	$1,268,328	$386,178	$882,150
0100			13.00	$2,267,524	($1,208,899)	$1,058,625	$1,025,602	$33,024	13.00	$1,189,528		$0	13.00	$1,189,528	$424,280	$765,248
			7.00	$503,574	($21,388)	$482,185	$424,660	$57,525	7.00	$699,972	1.00	$114,168	8.00	$814,140	$196,273	$617,867
		2000 - Forensics Science Lab Total	**48.00**	**$6,932,034**	**($2,002,971)**	**$4,929,063**	**$4,682,690**	**$246,373**	**47.00**	**$5,276,144**	**6.00**	**$3,670,154**	**53.00**	**$8,946,298**	**$3,636,633**	**$5,309,664**
			8.00	$1,089,584	($377,961)	$711,623	$663,390	$48,234	8.00	$767,795			8.00	$767,795	$175,847	$591,948
		3000	8.00	$1,290,967	($129,952)	$1,161,015	$1,164,582	($3,567)	8.00	$1,117,007	1.00	$182,974	9.00	$1,299,981	$515,329	$784,653
			3.00	$103,492	$349,994	$453,486	$451,056	$2,430	3.00	$452,740		$110,499	3.00	$563,239	$235,041	$328,198
		3000 - Public Health Lab Total	**19.00**	**$2,484,044**	**($157,919)**	**$2,326,124**	**$2,279,028**	**$47,096**	**19.00**	**$2,337,542**	**1.00**	**$293,473**	**20.00**	**$2,631,016**	**$926,217**	**$1,704,799**
			4.00	$99,550	$308,693	$408,243	$401,471	$6,772	4.00	$426,152	2.00	$1,056,030	6.00	$1,482,182	$267,771	$1,214,411
		4000	8.00	$129,386	$453,105	$582,491	$629,294	($46,803)	8.00	$625,343	7.00	$239,047	15.00	$864,390	$256,647	$607,743
			28.00	$2,243,297	$669,503	$2,912,800	$2,915,741	($2,941)	28.00	$2,461,866	33.00	$2,310,129	61.00	$4,771,995	$924,997	$3,846,998
		4000 - Crime Scent Sciences Total	**40.00**	**$2,472,233**	**$1,431,301**	**$3,903,534**	**$3,946,506**	**($42,972)**	**40.00**	**$3,513,360**	**42.00**	**$3,605,206**	**82.00**	**$7,118,566**	**$1,449,415**	**$5,669,152**
	0100 Local Total		**131.25**	**$14,471,514**	**$307,123**	**$14,778,637**	**$14,707,035**	**$71,602**	**130.25**	**$14,476,426**	**50.75**	**$8,023,923**	**181.00**	**$22,500,349**	**$7,366,492**	**$15,133,856**
		1000			$34,704	$34,704	$34,704	($0)					-	$0		$0
					$59,696	$59,696	$59,696	$0					-	$0		$0
	1734	**1000 - Agency Mgmt Program Total**	**-**	**$0**	**$94,400**	**$94,400**	**$94,400**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
		2000			$403,606	$403,606	$403,606	$0					-	$0		$0
		2000 - Forensics Science Lab Total	**-**	**$0**	**$403,606**	**$403,606**	**$403,606**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
	1734 Contingency Reserve Total		**-**	**$0**	**$498,006**	**$498,006**	**$498,006**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
0100 Local Funds Total			**131.25**	**$14,471,514**	**$805,129**	**$15,276,643**	**$15,205,041**	**$71,602**	**130.25**	**$14,476,426**	**50.75**	**$8,023,923**	**181.00**	**$22,500,349**	**$7,366,492**	**$15,133,856**
0200	8200	2000	3.00	$759,042	($343,078)	$415,964	$372,549	$43,415	3.00	$459,874	2.00	$364,130	5.00	$824,004	$60,978	$763,025
		2000 - Forensics Science Lab Total	**3.00**	**$759,042**	**($343,078)**	**$415,964**	**$372,549**	**$43,415**	**3.00**	**$459,874**	**2.00**	**$364,130**	**5.00**	**$824,004**	**$60,978**	**$763,025**
	8200 Federal Grants Total		**3.00**	**$759,042**	**($343,078)**	**$415,964**	**$372,549**	**$43,415**	**3.00**	**$459,874**	**2.00**	**$364,130**	**5.00**	**$824,004**	**$60,978**	**$763,025**
0200 Federal Grants Total			**3.00**	**$759,042**	**($343,078)**	**$415,964**	**$372,549**	**$43,415**	**3.00**	**$459,874**	**2.00**	**$364,130**	**5.00**	**$824,004**	**$60,978**	**$763,025**
0400	8400	3000	-	$0	$32,000	$32,000	$32,000	$0					-	$0		$0
		3000 - Public Health Lab Total	**-**	**$0**	**$32,000**	**$32,000**	**$32,000**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
	8400 Private Grants Total		**-**	**$0**	**$32,000**	**$32,000**	**$32,000**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
0400 Private Grants Total			**-**	**$0**	**$32,000**	**$32,000**	**$32,000**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
		2000	2.25	$191,912	$0	$191,912	$191,912	$0	2.25	$196,998	0.75	$78,002	3.00	$275,000	$31,742	$243,258
			0.50	$56,515	$33,186	$89,701	$53,276	$36,425	0.50	$27,372	(0.25)	$19,517	0.25	$46,889	($727)	$47,616
		2000 - Forensics Science Lab Total	**2.75**	**$248,426**	**$33,186**	**$281,612**	**$245,187**	**$36,425**	**2.75**	**$224,370**	**0.50**	**$97,519**	**3.25**	**$321,889**	**$31,015**	**$290,874**
	0700			$118,932	($118,932)	($0)	$0	($0)					-	$0		$0
		3000		$606,066	($450,721)	$155,345	$133,220	$22,125		$90,001		$273,236	-	$363,237	$610	$362,627
0700					$161,770	$161,770	$160,014	$1,756					-	$0		$0
		3000 - Public Health Lab Total	**-**	**$724,998**	**($407,883)**	**$317,115**	**$293,234**	**$23,881**	**-**	**$90,001**	**-**	**$273,236**	**-**	**$363,237**	**$610**	**$362,627**
	0700 Operating intra-District Total		**2.75**	**$973,424**	**($374,697)**	**$598,727**	**$538,422**	**$60,306**	**2.75**	**$314,370**	**0.50**	**$370,756**	**3.25**	**$685,126**	**$31,625**	**$653,501**
	9150	1000			$944	$944	$944	$0					-	$0		$0
		1000 - Agency Mgmt Program Total		**$0**	**$944**	**$944**	**$944**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
	9150 EPO Total			**$0**	**$944**	**$944**	**$944**	**$0**	**-**	**$0**	**-**	**$0**	**-**	**$0**	**$0**	**$0**
0700 intra-Districts Total			**2.75**	**$973,424**	**($373,752)**	**$599,671**	**$539,366**	**$60,306**	**2.75**	**$314,370**	**0.50**	**$370,756**	**3.25**	**$685,126**	**$31,625**	**$653,501**
Grand Total			**137.00**	**$16,203,980**	**$120,298**	**$16,324,278**	**$16,148,955**	**$175,323**	**136.00**	**$15,250,670**	**53.25**	**$8,758,809**	**189.25**	**$24,009,478**	**$7,459,095**	**$16,550,383**

Attachment E

FY15 & FY16 Contracts

PO Number	Vendor Name	Fund Detail	Total PO Amount	Total Invoice Amount	PO Balance	Contract Administrator	Contract Period of Performance
PO511097	EXCALIBUR LEGAL STAFFING LLC	100	$ 62,607.81	$ 62,607.81	$ -	Warren C. Washington	6/17/14-6/16/15
PO513214	ROBERTS OXYGEN COMPANY, INC.	100	$ 32,000.00	$ 24,492.59	$ 7,507.41	Warren C. Washington	3/1/15-2/29/16
PO516475	BOCALJE SERVICES, INC.	100	$ 14,500.00	$ 14,500.00	$ -	Danielle Yandura	3/4/15-3/3/16
PO515539	THE HAMILTON GROUP	100	$ 10,000.00	$ 2,786.00	$ 7,214.00	Patricia McMullen	2/11/15-2/10/16
PO515965	VWR INTERNATIONAL LLC	100	$ 25,000.00	$ 5,096.51	$ 19,903.49	Patricia McMullen	2/23/15-2/22/16
PO517186	ROBERT & ELIZABETH INC	100	$ 5,744.35	$ 5,744.35	$ -	Danielle Yandura	3/19/15-3/18/16
PO516070	VWR INTERNATIONAL LLC	100	$ 100,000.00	$ 96,103.23	$ 3,896.77	Patricia McMullen	2/23/15-2/22/16
PO516404	MDM OFFICE SYSTEMS DBA	100	$ 10,000.00	$ 9,997.23	$ 2.77	Danielle Yandura	3/2/15-3/1/16
PO516504	SIRCHIE ACQUISITION COMPANY	100	$ 15,572.45	$ 15,572.45	$ -	Danielle Yandura	3/4/15-3/3/16
PO520814	BIOFORENSIC CONSULTING, LLC	1734	$ 80,000.00	$ 9,600.00	$ 70,400.00	Kelly Sobilo	5/22/15-5/21/16
PO520889	SORENSON FORENSICS, LLC	1734	$ 32,800.00	$ -	$ 32,800.00	Kelly Sobilo	5/26/15-5/25/16
PO520663	THE BODE TECHNOLOGY GROUP, INC	1734	$ 39,750.00	$ 39,750.00	$ -	Kelly Sobilo	5/20/15-9/16/15
PO521613	THE BODE TECHNOLOGY GROUP, INC	1734	$ 65,360.00	$ 64,706.40	$ 653.60	Kelly Sobilo	6/5/15-10/4/15
PO522213	EXCALIBUR LEGAL STAFFING LLC	100	$ 35,392.19	$ 35,392.19	$ -	Warren C. Washington	6/15/15-6/14/16
PO516278	THE HAMILTON GROUP	100	$ 13,306.84	$ 13,306.84	$ -	Danielle Yandura	2/27/15-2/26/16
PO523169	NICHEVISION FORESNICS LLC	1734	$ 174,760.00	$ -	$ 174,760.00	Warren C. Washington	6/17/15-6/16/16
PO524634	VWR INTERNATIONAL LLC	100	$ 85,712.79	$ 85,712.79	$ -	Patricia McMullen	2/23/15-2/22/16
PO526247	SIGNATURE SCIENCE, LLC	1734	$ 40,000.00	$ -	$ 40,000.00	Kelly Sobilo	8/14/15-8/13/16
PO526328	VWR INTERNATIONAL LLC	1734	$ 14,208.05	$ 13,639.73	$ 568.32	Patricia McMullen	2/23/15-2/22/16
PO517454	SCHAEFER-FRIEDMAN, LLC	100	$ 12,185.74	$ 12,184.20	$ 1.54	Danielle Yandura	3/24/15-3/24/16
PO526714	MICHAEL P. MULDERIG	100	$ 21,120.00	$ 9,920.00	$ 11,200.00	Warren C. Washington	8/18/15-8/17/16
PO526949	RON SMITH & ASSOCIATES, INC.	100	$ 79,200.00	$ 12,225.00	$ 66,975.00	Warren C. Washington	8/20/15-8/19/16
PO526950	RON SMITH & ASSOCIATES, INC.	100	$ 39,600.00	$ 15,600.00	$ 24,000.00	Warren C. Washington	8/18/15-8/17/16
PO526745	SORENSON FORENSICS, LLC	1734	$ 40,000.00	$ 2,400.00	$ 37,600.00	Warren C. Washington	8/19/15-8/18/16
PO527470	LEICA GEOSYSTEMS INC.	100	$ 247,255.12	$ 247,255.12	$ -	Cherry McClaine	9/3/15-9/2/16
PO529958	SORENSON FORENSICS, LLC	100	$ 420,000.00	$ 237,700.00	$ 182,300.00	Warren C. Washington	8/19/15-8/18/16
PO529959	SIGNATURE SCIENCE, LLC	100	$ 40,000.00	$ 35,085.00	$ 4,915.00	Kelly Sobilo	8/14/15-8/13/16
PO530063	RON SMITH & ASSOCIATES, INC.	100	$ 120,000.00	$ 102,712.50	$ 17,287.50	Warren C. Washington	8/20/15-8/19/16
PO530083	RON SMITH & ASSOCIATES, INC.	100	$ 60,000.00	$ 20,100.00	$ 39,900.00	Warren C. Washington	8/18/15-8/17/16
PO530096	MICHAEL P. MULDERIG	100	$ 60,000.00	$ 13,280.00	$ 46,720.00	Warren C. Washington	8/18/15-8/17/16
PO530957	EXCALIBUR LEGAL STAFFING	100	$ 32,000.00	$ 26,932.77	$ 5,067.23	Warren C. Washington	6/15/15-6/14/16
PO533100	MAURICE E. KNUCKLES	100	$ 100,000.00	$ 27,000.00	$ 73,000.00	Dr. Morris Blaylock	11/10/15-11/10/16
PO534296	PAMELA J MCINNIS	100	$ 100,000.00	$ 50,250.00	$ 49,750.00	Yi-Ru Chen	11/30/15-11/29/16
PO536327	THE BODE TECHNOLOGY GROUP, INC	100	$ 70,000.00	$ -	$ 70,000.00	Kelly Sobilo	9/9/15-9/8/16
PO537133	ADVANCED EMPLOYEE INTELLIGENCE	100	$ 58,000.00	$ 1,160.40	$ 56,839.60	Patti Grier	1/21/16-1/20/17
PO537140	RON SMITH & ASSOCIATES, INC.	100	$ 432,000.00	$ 8,250.00	$ 423,750.00	Warren C. Washington	1/19/16-1/18/17
PO537143	RON SMITH & ASSOCIATES, INC.	100	$ 292,000.00	$ 3,200.00	$ 288,800.00	Warren C. Washington	1/19/16-1/18/17
PO506879-V4	PROJECT MGR LEVEL 6 ITSA CONTRACT	302	$ 269,680.00	$ 38,699.08	$ 230,980.92	Jackie Reedy	10/1/14-9/30/15
PO523261-V2	APPLICATION INTERGRATION SYSTEM	302	$ 239,790.00	$ 231,311.61	$ 8,478.39	Jackie Reedy	6/18/15-6/17/16
PO535442	ITSA SENIOR BUSINESS ANALYST LEVEL 3	302	$ 67,836.96	$ 5,515.20	$ 62,321.76	Jackie Reedy	12/16/15-9/30/16
PO529898-V2	ITSA CONTINUATION PMO PROJECT MANAGER LEVEL 6	302	$ 101,885.60	$ 40,754.24	$ 61,131.36	Jackie Reedy	10/1/15-9/30/16
		TOTALS	**$ 3,759,267.90**	**$ 1,640,543.24**	**$ 2,118,724.66**		

Fund 1734 = Contingency
Fund 100 = Local
Fund 302 = Capital

Attachment F

16. Please list, in chronological order, every reprogramming in FY15 and FY16, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY15 and FY16. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

Fiscal Year	Fund	Fund Title	Date	SOAR Doc #	Description	Amount
2015	**0100**	**Local**			**Starting Budget**	$14,471,514
			12/23/14	BJFR0001	Net Zero - Move $1,083,937 within the agency for supplies, contracts, and equipment	$0
					Final Budget	**$14,471,514**
2015	**0100**	**Local**			**Starting Budget**	$14,471,514
			02/25/15	BJCWR001	Budget Reduction - Funds Transfer out to Workforce Investment Fund for Comp 1 & 2	($56,534)
					Final Budget	**$14,414,980**
2015	**1734**	**Local**			**Starting Budget**	$14,414,980
			05/14/15	BJFR0100	Budget Increase - Funds Transfer form Contingency Reserve Fund for DNA Lab Remediation	$1,000,000
					Final Budget	**$15,414,980**
2015	**0100**	**Local**			**Starting Budget**	$15,414,980
			06/23/15	BJJZFRFX	Budget Increase - Funding from DYRS for Case Backlog Reduction	$360,000
					Final Budget	**$15,774,980**
2015	**0100**	**Local**			**Starting Budget**	$15,774,980
			06/30/15	BJFAFR15	Budget Increase - Funds Transfer from MPD for Digital Evidence Lab Personnel	$199,939
					Final Budget	**$15,974,919**

Attachment F

2015	**0100**	**Local**			**Starting Budget**	$15,974,919
			07/13/15	BJSUPFR0	Budget Reduction - Funds used for FY 2015 City-wide Supplemental	($196,282)
					Final Budget	**$15,778,637**
2015	**0100**	**Local**			**Starting Budget**	$15,778,637
			07/14/15	BJFR0600	Net Zero - Move $600,000 within the agency for supplies, contracts, and equipment	$0
					Final Budget	**$15,778,637**
2015	**1734**	**Local**			**Starting Budget**	$15,778,637
			09/30/15	BJFR0151 & BJFR0350	Budget Decrease - Funds Transfer back into Contingency Reserve Fund from DNA Lab Remediation	($501,994)
					Final Budget	**$15,276,643**
2016	**0100**	**Local**			**Starting Budget**	$14,476,426
			11/16/15	BAFR16	Budget Increase - Increase Budget Authority for FY15-FY16 Supplemental	$8,023,923
					Final Budget	**$22,500,349**
2016	**0100**	**Local**			**Starting Budget**	$22,500,349
			01/28/16	BJFR0490	Net Zero - Move $490,000 within the agency for supplies, contracts, and equipment	$0
					Final Budget	**$22,500,349**

FY 2015 Performance Accountability Report
Department of Forensic Sciences

INTRODUCTION

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives' progress and key performance indicators (KPIs).

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.

SUMMARY OF SERVICES

DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The Forensic Science Laboratory Division analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, and digital evidence. The DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences Division provides the collection, analysis, processing, and preservation of evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board provides guidance by providing peer review to ensure that scientifically valid protocols are developed, followed, and updated.

OVERVIEW – AGENCY PERFORMANCE

The following section provides a summary of DFS performance in FY 2015 by listing the agency's top three accomplishments, a summary of the progress made to achieve initiatives, and progress made on key performance indicators.

TOP THREE ACCOMPLISHMENTS

The top three accomplishments of DFS in FY 2015 are as follows:

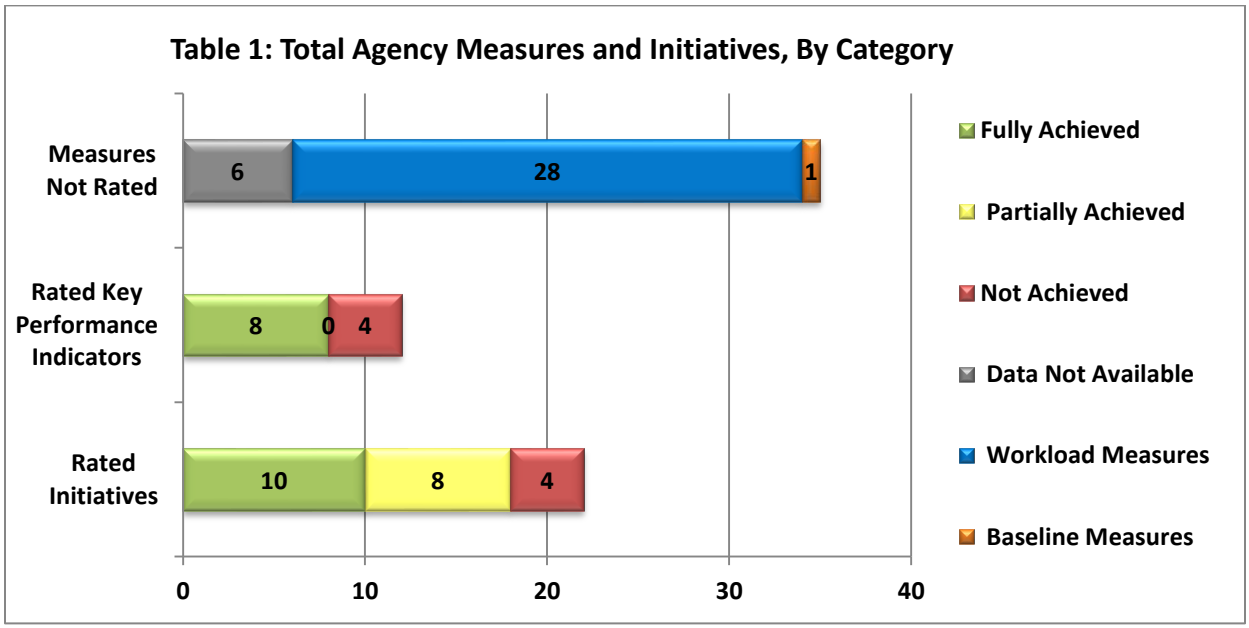
- ✓ **DFS established an agency policy and procedures for complaints and inquiries.** A complaint/inquiry procedure was created and an electronic tracking system was implemented for the electronic submission of such inquiries and complaints.

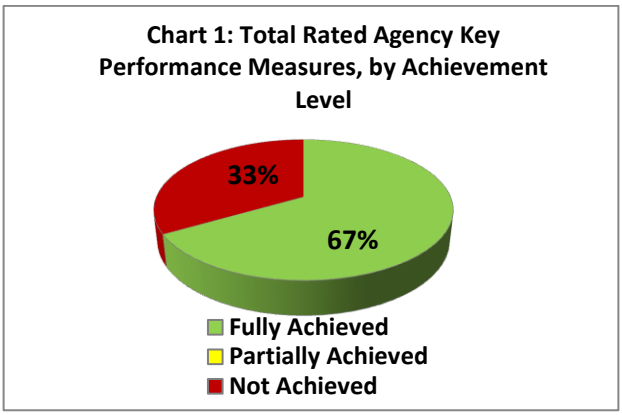
- ✓ **DFS launched the Department-wide Laboratory Information Management System (LIMS).** This is an essential centralized IT solution used to track laboratory submissions, chain of custody, casework, milestone completion and provides meaningful metrics concerning laboratory efficiency and effectiveness.

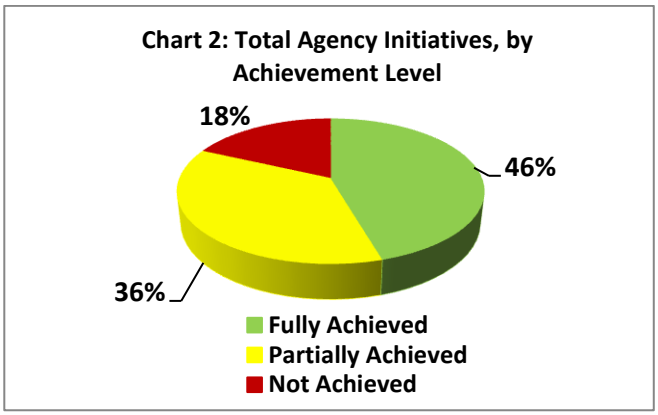
- ✓ **The DFS-PHL identified the initial Salmonella outbreak from the Fig & Olive restaurant chain.** In cooperation with DC Department of Health, DFS-PHL led numerous national conference calls with the Centers for Disease Control and Prevention and the U.S. Food and Drug Administration to discuss the outbreak that occurred in multiple states (i.e. California, Illinois and New York).

SUMMARY OF PROGRESS TOWARD COMPLETING FY 2015 INITIATIVES AND PROGRESS ON KEY PERFORMANCE INDICATORS

Table 1 (see below) shows the overall progress the DFS made on completing its initiatives, and how overall progress is being made on achieving the agency's objectives, as measured by their key performance indicators.







Default KPI Rating:	
>= 100%	Fully Achieved
75 - 99.99%	Partially Achieved
< 75%	Not Achieved

In FY 2015, DFS fully achieved almost 50 percent of its initiatives and two-thirds of its rated key performance measures. **Table 1** provides a breakdown of the total number of performance metrics DFS uses, including key performance indicators and workload measures, initiatives, and whether or not some of those items were achieved, partially achieved or not achieved. **Chart 1** displays the overall progress made on achieving DFS objectives, as measured by their rated key performance indicators. Please note that chart 2 contains only rated performance measures. Rated performance measures do not include measures where data is not available, workload measures or baseline measures. **Chart 2** displays the overall progress DFS made on completing its initiatives, by level of achievement.

The next sections provide greater detail on the specific metrics and initiatives for DFS in FY 2015.

PERFORMANCE INITIATIVES – ASSESSMENT DETAILS

Forensic Sciences Laboratory Division

OBJECTIVE 1: Improve forensic laboratory services to stakeholders.

INITIATIVE 1.1: Improve the effectiveness and efficiency of the Division.

Effectiveness is the attainment of a desired outcome; efficiency is the time and effort used to produce that outcome. Several KPIs are calculated for each Unit within the FSL Division:

- Turnaround time (in days)
- Reports per FTE (full-time employee)

- Number of quality-based corrective actions (QCARs)
- Number of preventative corrective actions (PCARs)

These KPIs will be improved through reduction of waste (time, materials, effort, re-work), adjustments to processes to streamline steps taken to completion, and adoption of new methods, processes, or concepts to increase efficiency of forensic laboratory services. Effectiveness will be improved because, as waste is reduced, more cases, items, and samples can be processed and analyzed by the same number of staff using set resources. Target values are shown in the table below and, unless otherwise specified, are the average FORESIGHT values for that measure. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
During the reporting period, the operating business units of the FSL, the Firearms Examination Unit and Latent Fingerprint Unit have focused considerable attention on business process re-engineering in order to deliver useful work product to stakeholders, particularly MPD and USAO. New processes continue to be refined and implemented and additional products developed for the stakeholders.

During the same period, the Forensic Biology Unit completed an intensive training and work process revision that will deliver a leading edge forensic biology capability, all that remains are final competency testing and accreditation authority to resume testing. The Digital Evidence Unit came on line during the reporting period. Its deliberately small caseload allowed the less experienced staff to continue their training and perform analysis of evidence very carefully. Its work flow was specifically designed to work in the most efficient and effective manner possible. A few cases were received that will identify potential opportunities for further efficiency gains. Late in the reporting period, the DEU staff were redirected to some critical systems implementation in support of broader DFS objectives such as the Laboratory Information Management System.

The FSL had 29 quality corrective action reports (QCARS) and 9 quality preventative action reports (QPAR) for fiscal year 2015. These figures underscore a transparent and open quality culture developing in FSL resulting in an active pursuit of quality through the identification of existent, emerging and potential issues.

INITIATIVE 1.2: Develop an automated workflow to process all known DNA samples.
Validate and operationalize current instrumentation and equipment to allow for the unattended analysis of an estimated 2,000 to 3,000 known samples of DNA per year in casework. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**

Casework in the Forensic Biology Unit was suspended while the staff members undergo intensive training in DNA analysis. While casework was suspended and staff underwent intensive training, they concurrently reviewed several aspects of FBU work. This included review and workflow design for casework that will be subject to the new technologies that are being deployed. Once casework is recommenced using the new technologies, it may become apparent that this initiative is no longer required as it might not represent the most efficient use of resources.

INITIATIVE 1.3: Implement Sexual Assault Kit Project.
Funded by the DC Office of Victims Services to hire two dedicated DNA analysts to focus on processing all sexual assault kits for DNA analysis, and support staff to provide research and required internal reports. Implementation includes full staffing, developed process flow, and entering eligible results into the Combined DNA Index System (CODIS). **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
The two staff-members have been recruited and are undergoing intensive training in DNA analysis. This initiative could not be progressed once casework had been suspended in FBU. Similarly to all work in FBU, the process flow is being reviewed and will be finalized and implemented once casework is recommenced. Eligible results generated by third party laboratories are being entered into CODIS.

OBJECTIVE 2: Develop new forensic services to improve scientific information for public safety.

INITIATIVE 2.1: Staff the Materials Analysis Unit to its full complement.
DFS is shifting the focus from the historical concept of "trace evidence" to that of "materials analysis" and renaming the Trace Evidence Unit as the Materials Analysis Unit (MAU). The emphasis will be on those manufactured materials that have a significant industrial basis to them, such as coatings and paints, glass, textiles, and composite materials (plastics and duct tape, for example). This will provide DFS scientists with a foundation and support for the analysis of these materials, leveraging the forensic methods on the groundwork laid by the industry that made the goods being analyzed. *This is a conceptual shift that has not been undertaken by any forensic laboratory elsewhere in the world* and is in keeping with DFS' intended leadership as a "science first" organization. This includes staffing the unit, writing standard operating procedures for materials to be analyzed, and the instrumentation required. Once the SOPs have been validated on known samples and mock cases for accuracy and precision, the SOPs will be vetted through the DFS quality system. Notification to DFS stakeholders that the Materials Analysis Unit is operational will commence once SOPs have been vetted. Once cases are submitted, the same measures for effectiveness and efficiency as the other Units will be applied. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**
The MAU has been discontinued and the resources were redistributed to assist with other areas. Initiation of the MAU commenced not long before the change in leadership at DFS. The agency was realigned to focus on forensic biology, firearms examination, latent fingerprints and crime scenes. As MAU was in the initial phase of establishing the unit for which considerable effort remained and was not yet operational, the strategic decision was taken to delay the establishment of MAU in order to focus on other disciplines. The decision to establish MAU as a DFS capability will be revisited at an appropriate time in the future.

INITIATIVE 2.2: Identify and provide topical training to Stakeholders.
Topical training will be identified and offered to stakeholders to limit and mitigate the disruption of new and improved services offered by DFS. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**
The DFS provided training to stakeholders on new and improved services offered by the agency. Throughout the year, training events showcasing the Forensic Science Laboratory were held for the DC Forensic Nurses on DNA practices in sexual assault cases; Office of Attorney General training on the newly developed FSL Digital Evidence Unit; Professional Development Training sessions for Metropolitan Police Department (MPD) specialty divisions to include Crime Scene Investigation Division, Internal Affairs Department, Criminal Investigations Division, and Basic Investigator Training. The DFS also conducted a week long technical training for the MPD Narcotics Special Investigations Division Gun Recovery Unit on photography and latent print processing techniques.

INITIATIVE 2.3: Operationalize the Digital Evidence Unit.
The ubiquity of digital devices in everyday life leads naturally to their use in and as an object of criminal activity. Digital evidence is becoming a commonplace type of analysis and key to criminal investigations and forensic analysis. The DFS has created a Digital Evidence Unit (DEU) to process, analyze, and report on information and evidence from digital devices, such as cell phones, tablet computers, personal computers, and other digital computers or storage devices involved in criminal activity. *This is a new service start-up for DFS' stakeholders and the District*. This includes staffing the unit, writing standard operating procedures for materials to be analyzed, and the instrumentation required. Once the SOPs have been validated on known samples and mock cases for accuracy and precision, the SOPs will be vetted through the DFS quality system. Upon completion, the Unit will accept new cases. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**

All equipment has been purchased and installed; the laboratory build-out is complete. All positions, except one, have been filled. The SOPs have been submitted to the DFS quality system and a pre-assessment audit conducted by ANAB. Casework has been accepted and reported. The strategic decision was taken to integrate DEU with IT to form an entity called the Forensic Technology Unit (FTU). Staff will cross train and assist in the build of IT infrastructure for DFS while also training in digital evidence and undertaking casework as required. The casework will focus on unmet needs within District agencies including geolocation, technically complex mobile device examinations, and casework exceeding the capacity of existing providers.

KEY PERFORMANCE INDICATORS- Forensic Sciences Laboratory Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
○	1.1	Digital Evidence Turnaround Time	Not Available	Not Available	0	0	No Data[i1]	Investigative Forensic Services
○	1.2	DNA Turnaround Time	91	68	0	0	No Data[2]	Investigative Forensic Services
○	1.3	Fingerprints Turnaround Time	136	40	0	74	121.62%	Investigative Forensic Services
○	1.4	Firearms Turnaround Time	168	60	0	60	100%	Investigative Forensic Services
○	1.5	Test Fires Turnaround Time	5.6	1	0	4	25%	Investigative Forensic Services

[1] Digital Evidence Unit (DEU) merged with the Operational-IT Unit to preserve resources and increase workforce efficiency. Former DEU staff were majority trainees, incoming leadership preferred the trainees gain case work experience as opposed to reporting turnaround time. One individual was qualified to work all 15 cases, and due to no LIMS turnaround time was not recorded.

[2] Forensic Biology Unit was suspended from case work in FY15. The turnaround time was dependent on contracts with private labs, not workforce efficiency.

⚪	1.6	Digital Evidence Reports per FTE	Not Available	0	60	15	No Data[3]	Investigative Forensic Services
⚪	1.7	DNA Reports per FTE	Not Available	132	145	0	No Data[4]	Investigative Forensic Services
🟢	1.8	Fingerprints Reports per FTE	106	116	0	130	112.07%	Investigative Forensic Services
🔴	1.9	Firearms Reports per FTE	190	209	0	75	35.89%	Investigative Forensic Services
⚪	1.10	Materials Analysis Turnaround Time	0	90	0	0	No Data[5]	Investigative Forensic Services
🟢	1.11	Test Fires Reports per FTE	8	20	0	265	1325%	Investigative Forensic Services
⚪	1.12	Materials Analysis Reports per FTE	Not Available	40	0	0	No Data[6]	Investigative Forensic Services

Public Health Laboratory Division

OBJECTIVE 1: Improve the effectiveness and efficiency of public health laboratory services.

INITIATIVE 1.1: Develop and apply FORESIGHT-like measures to the PHL.

Much of the testing done in PHL is similar to that done in FSL; therefore, the FORESIGHT process used for FSL should translate well to the PHL platform. DFS is working with the Association of Public Health Laboratories (APHL) and the Centers for Disease Control (CDC) to establish FORESIGHT measures for PHL with the ultimate goal of establishing these as national standards for comparative metrics. This is an on-going process. **Completion date: September 30, 2015.**

🟡 ***Performance Assessment Key:*** **Partially Achieved.**

During FY15 PHL developed a tracking mechanism for capturing data following FORESIGHT

[3] Digital Evidence Unit (DEU) merged with the Operational-IT Unit to preserve resources and increase workforce efficiency. One individual worked 15 digital cases in FY5 prior to the merger.

[4] Forensic Biology Unit was suspended from case work in FY15. No reports were issued by DFS personnel.

[5] Material Analysis Unit was the strategic vision of previous leadership. Incoming leadership determined material analysis will not move forward without a proper business analysis. At this point, no FTEs are assigned to MAU.

[6] Material Analysis Unit was the strategic vision of previous leadership. Incoming leadership determined material analysis will not move forward without a proper business analysis. At this point, no FTEs are assigned to MAU.

guidelines. FORESIGHT did not improve operational analysis of PHL performance; however, PHL does have a mechanism to capture data. The PHL will continue to refine a method of collection that enhances operational indicators and projections.

INITIATIVE 1.2: Outreach to District hospitals for awareness of PHL services.
This initiative is a communication and marketing effort to expand awareness of the PHL testing and service capabilities available to District hospitals. Many, if not all, of the hospitals have slowly moved to private testing vendors outside the District; the PHL can replicate all necessary testing in the District, either at no fee or through a revenue-generating structure (to be determined). PHL is a central component to the health of the District's citizens and should be utilized routinely by our hospitals. The initiative will consist of informal meetings, formal presentations, distribution of information, social media, and other forums to educate hospital staff and leadership about PHL's capabilities. The goal is to estimate the amount of testing required by the hospitals and to capture at least 25% of it in PHL. **Completion date: September 30, 2015.**

Performance Assessment Plan: **Fully Achieved.**
The PHL provided packaging and shipping training to all District hospitals. In addition, PHL hosted training on handling highly infectious organisms such as Ebola (i.e. Category A agents). PHL partnered with the DC Hospital Association and the Department of Health to collaborate with all DC hospitals to conduct a city-wide study on multi-drug resistant hospital acquired infections.

PHL has successfully reached out to District hospitals and other District agencies making them aware of services and will continue to do so in the next fiscal year.

INITIATIVE 1.3: Special Projects to Develop New Services.
PHL is poised to strategically provide services previously not offered to stakeholders. These services include newborn screening of babies, HIV/AIDS testing, sexually transmitted disease testing, new and emerging infectious diseases (like MERS), among others. These projects will require research to provide the operational plan, capital budgets, ongoing costs, and potential funding streams for transitioning developed projects to actual services offered by PHL. This is an on-going process. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
PHL conducted research to provide operational plans, capital budgets, ongoing costs, and potential funding streams for transitioning developed projects to actual services that could be offered by PHL. The Analytical Chemistry Unit of the PHL has performed emergency water testing for DDOE. The objective is to eventually develop an MOU to perform routine testing for DDOE.

PHL is in the process of continuing to establish relationships for future special projects to better serve the citizens of the District.

OBJECTIVE 2: Shift operational aspects to conform to agency-wide systems.

INITIATIVE 2.1: Shift from current laboratory information management system to agency-wide system.
The PHL currently uses a limited system for laboratory information management (LIMS) that only handles PHL's information and does not connect to any other system in DFS. PHL is coordinating through the DFS Deputy Director for Information Technology (DD-IT) to transition from its current platform to the DFS agency-wide system; the transition will need to occur in a way that does not impede PHL's current performance or information needs. Workflow diagrams, category definitions, process maps, and future needs will be clarified and communicated to the DD-IT and the other Division Directors to begin to integrate the PHL process into the larger DFS effort. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
PHL has a LIMS system designed for clinical specimen and reporting designed by Chemware. The rest of DFS, minus the Forensic Biology Unit, will utilize a LIMS created by JusticeTracks. In an effort to integrate multiple LIMS, DFS is building a performance management dashboard, known as Applied Integrated System (AIS). The customized AIS will serve as the agency-wide system that can integrate both PHL and FSL derived data. AIS will have the capacity to analyze data from the LIMS, no matter the source, and provide analytical visuals for Leadership to make data driven strategic decisions.

INITIATIVE 2.2: Integrate all PHL testing into DFS quality program.
PHL and FSL seek accreditation through two different processes; the PHL work conforms to its own profession's quality standards. PHL will continue to integrate all of its testing procedures into the DFS quality program by identifying common testing across divisions, simplifying paperwork and reporting, and aligning its practices to international quality standards (ISO 17025). Successful completion is measured by an application submission by the deadline. **Completion date: September 30, 2015**.

Performance Assessment Key: **Not Achieved.**
PHL took the initial steps towards ISO 17025 accreditation. To begin alignment with the DFS quality program, PHL revised all standard operating procedures (SOPs) and the laboratory operating manual (LOM), as well as began to utilize DFS document control system, Qualtrax. In addition, the PHL has completed internal audits in preparation for the next phase of accreditation. Since there was no successful external audit obtained, PHL could not submit an application for accreditation.

INITIATIVE 2.3: Integrate PHL accessioning (sample intake) into CSS evidence intake processes.

PHL currently accepts samples for testing ("accessioning" in public health laboratory parlance) through its own personnel and processes. As the DFS transitions to the responsibilities of crime scene response and evidence intake, PHL will work with the DFS Central Evidence Unit (CEU) to integrate PHL's intake process and merge it with CEU's, providing a single intake process and location for all material to be analyzed at DFS. This will assist with INITIATIVE 2.2 by simplifying paperwork, reducing the number of active forms, and enhancing the evidence handling ("chain of custody") procedures for the entire agency. Accessioning will occur at the Central Evidence Unit (CEU) by the deadline. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**

A Standard Operating Procedure (SOP) was developed to outline details, roles and responsibilities of all staff who play a role in sample intake. Upon finalizing the SOP into Qualtrax, the DFS document management system, all parties began implementing the transition of sample intake.

INITIATIVE 2.4: Develop a Cooperative Agreement with BioWatch Program.

PHL will continue to work with the Department of Homeland Security's BioWatch program, providing facilities and support as appropriate and available, and negotiate a cooperative agreement. A successful cooperative agreement will allow the DFS to directly manage the program for the Department of Homeland Security. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**

The BioWatch program currently operates within the PHL. Their specific type of testing is captured in the data of the Bioterrorism unit. PHL is in the process of establishing a new Cooperative Agreement in FY16.

KEY PERFORMANCE INDICATORS- Public Health Laboratory Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	PHL Tests per FTE	3994	4100	0	2,579	62.9%	Public Health Laboratory Services

	1.2	PHL Successful competency tests	100%	100%	0	92%	328.57%	Public Health Laboratory Services
	1.3	PHL Hospital Tests Performed	16,829	16,829	0	34856	Not Applicable	Public Health Laboratory Services
	1.4	Samples Analyzed within TAT	95%	95%	0	95%	633.33%	Public Health Laboratory Services

Crime Scene Sciences Division

OBJECTIVE 1: Improve evidence handling and processing at crime scenes and in the Consolidated Forensic Laboratory.

INITIATIVE 1.1: Simplify and unify intake of items for analysis.

This initiative involves the reduction of paperwork—both in terms of amount and repetitive or redundant forms—and simplification of workflow to take in items for analysis by the DFS. The emphasis will be on facilitating the intake experience for submitters with the goal of it being as easy or easier than a normal retail transaction, integrating documentation into the process for ease of completion, retention, and retrieval, and unification of processes so that the intake experience is the same regardless of agency, items, or other parameters. The Central Evidence Unit process will be mapped, edited, and operationalized to provide seamless transfers and documentation. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**

DFS has implemented the first phase roll out of the Laboratory Information Management System (LIMS). LIMS is an electronic tracking system designed to create streamlined tracking processes throughout the laboratory. The Crime Scene Sciences Unit and Central Evidence Unit have undergone evaluation and process mapping for all processes. New electronic processes have replaced the previously used paperwork/forms for evidence and testing requests.

INITIATIVE 1.2: Enhance evidence processing.

Develop and deploy an appropriate palette of evidence processing methods for the range of submitted items from crime scenes based on the testing done in FSL. These methods are scientifically based, recognized standards, and validated using known materials. The number and types of methods will be determined by stakeholder needs, evidence types, and intended testing. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**

The following evidence processing equipment and methods were implemented in FY15:

- Presumptive Blood Testing is used to evaluate stains as presumptively positive for the presence of blood to make a determination regarding the collection or interpretation of a blood stain pattern. Laboratory and field test capabilities include:
    - Phenolphthalein and Leucomalachite Green (LMG) – colorimetric catalytic presumptive tests for the presence of blood.
    - Hexagon OBTI- immunochromatographic presumptive test for the presence of human blood.
- Crime-Lite Blue, UV, IR-VIS Search Kit provides a multi-spectral light source search tool with an IR sensitive camera attachment with a live video displayed on a PC monitor. The UV and IR band emissions are outside of the visible light spectrum and are beneficial in searching for blood stains, body fluids, bone fragments, fiber evidence, and explosive residues.
- Cyanoacrylate Fuming Chamber upgrade with UV sterilization capabilities was completed. This will provide for the post-processing recovery of touch DNA evidence.
- Dust Electrostatic Lift Kits (DELK) have been put in service. These are devices that electrostatically charge particles within dust or light soil, which are then attracted and bonded to a lifting film. This method is best for collecting dry or dusty residue footwear impressions on surfaces.
- Footwear/Tire Tread Evidence Plaster Kits have been deployed for the collection of 3D footwear and tire tread evidence. The plaster material in these kits, Traxtone ™, is a material that will acquire and retain the characteristics that were left in the impression by the footwear or tire tread that made the impression.
- Toolmark/Impression Evidence Accu-Trans™ (polyvinylsiloxane) Kit provides an extruder gun that delivers a casting silicone to surfaces that retain toolmarks and other 3D impression evidence to replicate the class and/or individual details that are inherent in the impression.
- Inked Finger/Palm Print Elimination Kits are used to collect inked finger and palm prints of individuals with normal or explainable access to a crime scene or evidence. These known fingerprints records are used for comparisons with unknown origin latent fingerprints recovered from the crime scene or evidence to eliminate further analyses/comparisons involving suspects or database queries.
- Footwear Elimination Kits are used to make test impressions of the shoes of first responders for the purpose of discerning these impressions from the unknown crime scene impressions.
- Linear Light Alternate Light Sources (Foster-Freeman 82L™) are available to provide a linear beam of white light to search crime scenes and evidence with oblique lighting for trace evidence and 2D footwear impression evidence.

KEY PERFORMANCE INDICATORS- Crime Scene Sciences Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	CSS Response time	Not Available	Not Available	Not available	60	Not Applicable	Crime Scene Sciences
	1.2	CSS Turnaround time	Not Available	Not Available	Not Available	92	Not Applicable	Crime Scene Sciences
	1.3	CSS Reports per FTE	Not Available	Not Available	Not Available	0	Baseline	Crime Scene Sciences

Directorate Operations & Agency Management

OBJECTIVE 1: Achieve and Maintain Accreditation under International Standards of Operation (ISO) 17025.

INITATIVE 1.1: Maintain accreditations for FSL and PHL.
Currently, FSL is accredited under ISO/IEC 17025; PHL is accredited via a number of agencies, including Centers for Disease Control, Association of Public Health Laboratories, Clinical Laboratory Improvement Act, and DSAT. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
This is an ongoing effort. DFS Forensic Science Laboratory (FSL) is currently accredited under ISO/IEC 17025 by ANSI-ASQ National Accreditation Board (ANAB). Pursuant to the Mayor's initiative to conduct an independent review of the FSL Forensic Biology Unit, DNA activities were suspended. A corrective action plan to restore FSL FBU DNA activities in alignment with accepted practices was approved by ANAB and the FSL accreditation certificate remains active.

The DFS Public Health Laboratory (PHL) remains certified under Clinical Laboratory Improvement Act (CLIA) by Centers for Medicare & Medicaid Services (CMS), and the Division of Select Agents and Toxins (DSAT) by the Animal and Plant Health Inspection Service (APHIS).

INTIATIVE 1.2: Prepare Units and Divisions for accreditation as they become operational.

This includes identifying units and divisions for accreditation, developing a timeline and plan for achieving accreditation. For FSL, this will include the Digital Evidence Unit and the Materials Analysis Unit. For the remainder of the agency, both PHL and CSS divisions will be brought under ISO 17025. External recognition is conducted by one or more ISO approved vendors. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

This is an ongoing effort. The FSL Digital Evidence underwent a pre-assessment by ANAB on September 28, 2015, to provide a gap analysis in preparation of accreditation. PHL held weekly meetings to prepare for ISO/IEC 17025 accreditation, to include completion of an annual internal audit in accordance with ISO/IEC 17025 requirements. A pre-assessment quote from ANAB and American Association for Laboratory Accreditation (A2LA) were obtained to get a general idea of costs to conduct a gap analysis. The CSS division is in the process of formulating and finalizing quality/laboratory manuals, policies and procedures in accordance with ISO/IEC 17025 standards to include preparation for annual internal audits and an annual management review. The FSL Material Analysis Unit is not currently operational.

INTIATIVE 1.3: DFS Customer Service.

In FY15, DFS will enhance the agency customer service by collecting feedback from stakeholders and customers and analyzing the information to improve the DFS management system, testing activities, and customer service. Paper and electronic forms have been created to assist in the collection of data. Two Stakeholder Advisory Council meetings and four Science Advisory Board meetings are held annually. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

DFS met regularly with its stakeholders and external customer to ascertain expectations to meet customer expectations and enhance DFS management systems, testing activities, and customer service. Two (2) Stakeholder and four (4) Science Advisory Board meetings were held by the end of the fiscal year. A complaint/inquiry procedure was created and an electronic complaint/inquiry system was implemented for electronic submission of inquiries and complaints. The meetings occurred as follows:

FY15 Science Advisory Board Meetings

- Tuesday, October 7, 2014
- Friday, January 9, 2015 (WebEx Meeting)
- Friday, April 24, 2015
- Tuesday, June 16, 2015

FY15 Stakeholder Council Meetings

- Tuesday, February 24, 2015
- Tuesday, May 12, 2015

OBJECTIVE 2: Provide positive workplace environment for employees.

INITIATIVE 2.1: Expand medical surveillance program.

This program, which employees may opt out of, provides medical oversight for health and safety issues related to specific job duties in the laboratories. This initiative will focus on increasing participation in the program. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

The objective has been to increase participation in the medical surveillance program agency wide. All laboratory staff are encouraged to participate as they are the highest risk. Some administrative staff have requested to be a part of the program because aspects of their jobs require they enter into laboratory space. The DFS medical surveillance program offers services for bloodborne pathogen testing (new and annual), hepatitis B vaccination, tetanus vaccination, respiratory protection program evaluation, fit test and pulmonary function test (new and annual), baseline serum sample for BSL3, lead testing, audiology testing, visual acuity, physical and mental evaluation for BSL3 (new and annual), rabies vaccination (BSL3), and TB test.

To highlight the program, initial contact is made upon hiring. The program is explained in detail during onboarding as well as in Safety Level 1 training. Those who opt-out are recorded as well. In FY15, ten (10) new employees entered the program and seven (7) declined. Reasons for declination include not interested, not working in a laboratory, or personal

reasons not disclosed. To date, 68% of agency personnel is actively a part of the medical surveillance program.

INITIATIVE 2.2: Safety Level 1 and 2 training programs.
Employees working in the CFL must complete safety Level 1 training and annual training; those working with biohazards or other hazardous materials must complete Level 2 training each year. Additional safety training opportunities are offered as available and as necessary. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**
DFS has a very robust safety program. New hires are required to complete Safety Level 1 and 2 training prior to work in their respective laboratories. Trainings are offered on a monthly basis to include Safety Level 1 (General Safety Awareness), Safety Level 2 (Bloodborne Pathogen and Chemical Hygiene/Lab Safety), Powered Industrial Vehicle Program (specific groups), BSL3 gowning requirements (specific groups), and Autoclave training (specific groups).

In FY15, 129 employees and contractors were trained. The curriculum was revised this fiscal year to include Power Industrial Vehicle training, and is updated annually with new changes from OSHA/DOT/EPA/CDC. All personnel are required to retrain annually.

INITIATIVE 2.3: Provide training curriculum to DFS employees to ensure professional development.
In FY15, DFS will continue to offer beginning and master classes for basic skills, including communication, scientific writing, and management of science. This initiative focuses on developing employee skill sets to help foster a positive work environment. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**
In 2015, DFS provided a variety of trainings to its employees ranging from communication, scientific writing to technical training. The trainings offered to the units were based on available resources as well as employee requests and recommendations from the annual training survey. The Firearms Examination Unit received training on testimony trials, cartridge case comparisons, Photoshop training and armorer's courses from the National Rifle Association. The Latent Fingerprint Unit witnessed trainings in areas such as Photoshop, witness stand testimony, and curriculum vitae. Trainings such as Fire scene training, OUC radio training, Driver training, and ERT Evidence Training were provided to the Crime Scene Sciences Unit. In addition, the Forensic Biology Unit was continuously trained on deconvolution and mixture interpretation. The Training and Development team has far exceeded its required number of training hours in 2015 totaling 648 hours.

OBJECTIVE 3: Implementation of a laboratory information management system (LIMS) to provide seamless accountability and tracking of evidence from receipt to return for all DFS services.

INITIATIVE 3.1: Develop agency LIMS architecture and concept of operations.
This includes developing evidence receiving and digital evidence lab requirement and process flow, review and refine agency lab requirements and process flows, deployed test environment for LIMS development, deploy evidence receiving module, and develop beta DNA LIMS capability. This is a multi-year effort. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**
The LIMS system was implemented on the September 30, 2015 providing DFS with a centralized electronic chain of custody, case, requests for testing and milestone management system. Evidence submitted to DFS through either CSS, MPD or other external agencies are tracked in LIMS from submission to completion of testing, while the evidence is in the custody of the DFS.

LIMS provides management with metrics relating to evidence submissions, cases, turnaround times for testing and staff/unit workloads, all in real-time. LIMS is a critical system for efficient and transparent evidence and case management.

KEY PERFORMANCE INDICATORS- Directorate Operations & Agency Management

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	DFS Quality corrective action reports	19	21	0	51	700%	Agency Management Program
	1.2	DFS Quality preventative action reports	0	3	0	9	242.86%	Agency Management Program
	1.3	DFS Number of complaints	1	1	0	7	300%	Agency Management Program

WORKLOAD MEASURES – APPENDIX

WORKLOAD MEASURES

Measure Name	FY 2013 YE Actual	FY 2014 YE Actual	FY 2015 YE Actual	Budget Program
FSL Cases submitted	6130	2638	1014	Investigative Forensic Services
Digital Evidence	Not Available	Not Available	15	Investigative Forensic Services
DNA	655	261	686	Investigative Forensic Services
Fingerprints	3218	1252	2221	Investigative Forensic Services
Firearms	1137	297	1727	Investigative Forensic Services
Test fires	1775	828	1137	Investigative Forensic Services
Materials Analysis	Not Available	Not Available	Not Available	Investigative Forensic Services
FSL Database entries	Not Available	Not Available	Not Available	Investigative Forensic Services
DNA	74	48	128	Investigative Forensic Services
Fingerprints	215	325	1098	Investigative Forensic Services
Firearms	138	1205	2076	Investigative Forensic Services
FSL Database hits	Not Available	Not Available	Not Available	Investigative Forensic Services
DNA	60	110	121	Investigative Forensic Services
Fingerprints	97	122	576	Investigative Forensic Services
Firearms	16	60	49	Investigative Forensic Services
PHL Samples submitted	2775	4177	2573	Public Health Laboratory Services
PHL Tests conducted	2887	3593	34856	Public Health Laboratory Services
Immunology/Virology	1524	844	18679	Public Health Laboratory Services

Clinical chemistry	0	1	0	Public Health Laboratory Services
Microbiology	711	1423	14630	Public Health Laboratory Services
Molecular biology	652	1325	1547	Public Health Laboratory Services
CSS Scenes processed	Not Available	215	1444	Crime Scene Sciences
CSS Items processed	Not Available	1016	2095	Crime Scene Sciences
CSS Autopsies processed	Not Available	185	294	Crime Scene Sciences
CSS Vehicles processed	Not Available	117	559	Crime Scene Sciences
DFS Requests for information (FOIA)	1	3	0	Agency Management Program

FY 2015 Performance Accountability Report
Department of Forensic Sciences

INTRODUCTION

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives' progress and key performance indicators (KPIs).

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.

SUMMARY OF SERVICES

DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The Forensic Science Laboratory Division analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, and digital evidence. The DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences Division provides the collection, analysis, processing, and preservation of evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board provides guidance by providing peer review to ensure that scientifically valid protocols are developed, followed, and updated.

OVERVIEW – AGENCY PERFORMANCE

The following section provides a summary of DFS performance in FY 2015 by listing the agency's top three accomplishments, a summary of the progress made to achieve initiatives, and progress made on key performance indicators.

TOP THREE ACCOMPLISHMENTS

The top three accomplishments of DFS in FY 2015 are as follows:

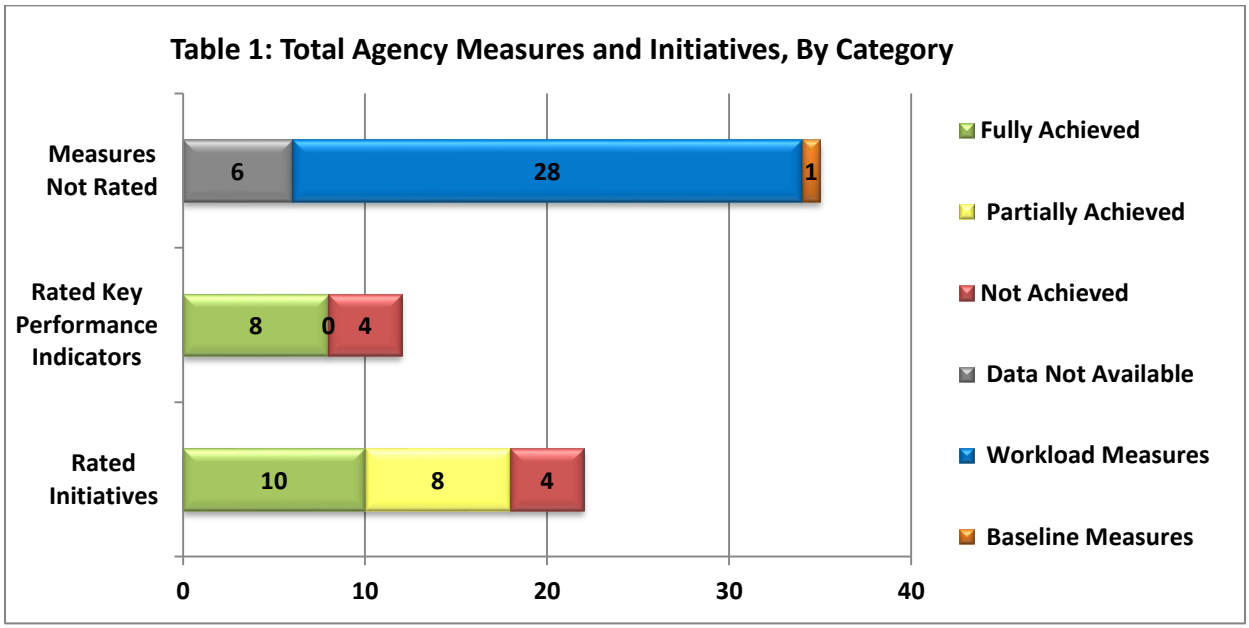
- ✓ **DFS established an agency policy and procedures for complaints and inquiries.**
  A complaint/inquiry procedure was created and an electronic tracking system was implemented for the electronic submission of such inquiries and complaints.

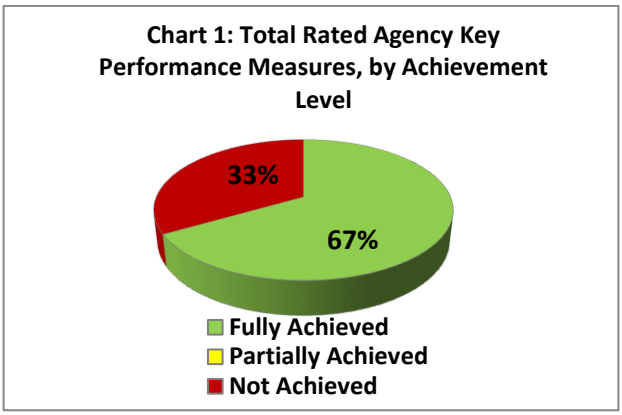
- ✓ **DFS launched the Department-wide Laboratory Information Management System (LIMS).** This is an essential centralized IT solution used to track laboratory submissions, chain of custody, casework, milestone completion and provides meaningful metrics concerning laboratory efficiency and effectiveness.

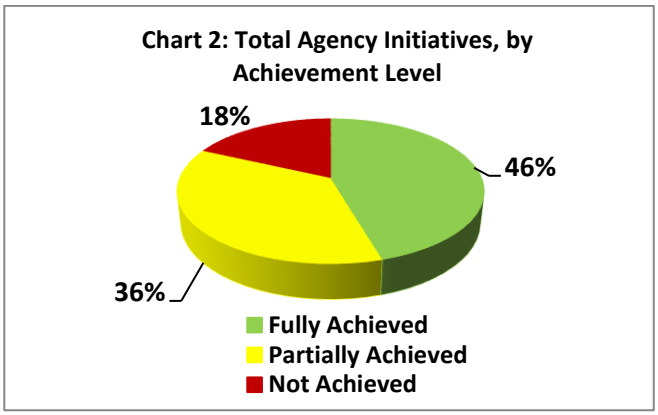
- ✓ **The DFS-PHL identified the initial Salmonella outbreak from the Fig & Olive restaurant chain.** In cooperation with DC Department of Health, DFS-PHL led numerous national conference calls with the Centers for Disease Control and Prevention and the U.S. Food and Drug Administration to discuss the outbreak that occurred in multiple states (i.e. California, Illinois and New York).

SUMMARY OF PROGRESS TOWARD COMPLETING FY 2015 INITIATIVES AND PROGRESS ON KEY PERFORMANCE INDICATORS

Table 1 (see below) shows the overall progress the DFS made on completing its initiatives, and how overall progress is being made on achieving the agency's objectives, as measured by their key performance indicators.







Default KPI Rating:	
>= 100%	Fully Achieved
75 - 99.99%	Partially Achieved
< 75%	Not Achieved

In FY 2015, DFS fully achieved almost 50 percent of its initiatives and two-thirds of its rated key performance measures. **Table 1** provides a breakdown of the total number of performance metrics DFS uses, including key performance indicators and workload measures, initiatives, and whether or not some of those items were achieved, partially achieved or not achieved. **Chart 1** displays the overall progress made on achieving DFS objectives, as measured by their rated key performance indicators. Please note that chart 2 contains only rated performance measures. Rated performance measures do not include measures where data is not available, workload measures or baseline measures. **Chart 2** displays the overall progress DFS made on completing its initiatives, by level of achievement.

The next sections provide greater detail on the specific metrics and initiatives for DFS in FY 2015.

PERFORMANCE INITIATIVES – ASSESSMENT DETAILS

Forensic Sciences Laboratory Division

OBJECTIVE 1: Improve forensic laboratory services to stakeholders.

INITIATIVE 1.1: Improve the effectiveness and efficiency of the Division.

Effectiveness is the attainment of a desired outcome; efficiency is the time and effort used to produce that outcome. Several KPIs are calculated for each Unit within the FSL Division:

- Turnaround time (in days)
- Reports per FTE (full-time employee)

- Number of quality-based corrective actions (QCARs)
- Number of preventative corrective actions (PCARs)

These KPIs will be improved through reduction of waste (time, materials, effort, re-work), adjustments to processes to streamline steps taken to completion, and adoption of new methods, processes, or concepts to increase efficiency of forensic laboratory services. Effectiveness will be improved because, as waste is reduced, more cases, items, and samples can be processed and analyzed by the same number of staff using set resources. Target values are shown in the table below and, unless otherwise specified, are the average FORESIGHT values for that measure. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
During the reporting period, the operating business units of the FSL, the Firearms Examination Unit and Latent Fingerprint Unit have focused considerable attention on business process re-engineering in order to deliver useful work product to stakeholders, particularly MPD and USAO. New processes continue to be refined and implemented and additional products developed for the stakeholders.

During the same period, the Forensic Biology Unit completed an intensive training and work process revision that will deliver a leading edge forensic biology capability, all that remains are final competency testing and accreditation authority to resume testing. The Digital Evidence Unit came on line during the reporting period. Its deliberately small caseload allowed the less experienced staff to continue their training and perform analysis of evidence very carefully. Its work flow was specifically designed to work in the most efficient and effective manner possible. A few cases were received that will identify potential opportunities for further efficiency gains. Late in the reporting period, the DEU staff were redirected to some critical systems implementation in support of broader DFS objectives such as the Laboratory Information Management System.

The FSL had 29 quality corrective action reports (QCARS) and 9 quality preventative action reports (QPAR) for fiscal year 2015. These figures underscore a transparent and open quality culture developing in FSL resulting in an active pursuit of quality through the identification of existent, emerging and potential issues.

INITIATIVE 1.2: Develop an automated workflow to process all known DNA samples.
Validate and operationalize current instrumentation and equipment to allow for the unattended analysis of an estimated 2,000 to 3,000 known samples of DNA per year in casework. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**

Casework in the Forensic Biology Unit was suspended while the staff members undergo intensive training in DNA analysis. While casework was suspended and staff underwent intensive training, they concurrently reviewed several aspects of FBU work. This included review and workflow design for casework that will be subject to the new technologies that are being deployed. Once casework is recommenced using the new technologies, it may become apparent that this initiative is no longer required as it might not represent the most efficient use of resources.

INITIATIVE 1.3: Implement Sexual Assault Kit Project.
Funded by the DC Office of Victims Services to hire two dedicated DNA analysts to focus on processing all sexual assault kits for DNA analysis, and support staff to provide research and required internal reports. Implementation includes full staffing, developed process flow, and entering eligible results into the Combined DNA Index System (CODIS). **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
The two staff-members have been recruited and are undergoing intensive training in DNA analysis. This initiative could not be progressed once casework had been suspended in FBU. Similarly to all work in FBU, the process flow is being reviewed and will be finalized and implemented once casework is recommenced. Eligible results generated by third party laboratories are being entered into CODIS.

OBJECTIVE 2: Develop new forensic services to improve scientific information for public safety.

INITIATIVE 2.1: Staff the Materials Analysis Unit to its full complement.
DFS is shifting the focus from the historical concept of "trace evidence" to that of "materials analysis" and renaming the Trace Evidence Unit as the Materials Analysis Unit (MAU). The emphasis will be on those manufactured materials that have a significant industrial basis to them, such as coatings and paints, glass, textiles, and composite materials (plastics and duct tape, for example). This will provide DFS scientists with a foundation and support for the analysis of these materials, leveraging the forensic methods on the groundwork laid by the industry that made the goods being analyzed. *This is a conceptual shift that has not been undertaken by any forensic laboratory elsewhere in the world* and is in keeping with DFS' intended leadership as a "science first" organization. This includes staffing the unit, writing standard operating procedures for materials to be analyzed, and the instrumentation required. Once the SOPs have been validated on known samples and mock cases for accuracy and precision, the SOPs will be vetted through the DFS quality system. Notification to DFS stakeholders that the Materials Analysis Unit is operational will commence once SOPs have been vetted. Once cases are submitted, the same measures for effectiveness and efficiency as the other Units will be applied. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**
The MAU has been discontinued and the resources were redistributed to assist with other areas. Initiation of the MAU commenced not long before the change in leadership at DFS. The agency was realigned to focus on forensic biology, firearms examination, latent fingerprints and crime scenes. As MAU was in the initial phase of establishing the unit for which considerable effort remained and was not yet operational, the strategic decision was taken to delay the establishment of MAU in order to focus on other disciplines. The decision to establish MAU as a DFS capability will be revisited at an appropriate time in the future.

INITIATIVE 2.2: Identify and provide topical training to Stakeholders.
Topical training will be identified and offered to stakeholders to limit and mitigate the disruption of new and improved services offered by DFS. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**
The DFS provided training to stakeholders on new and improved services offered by the agency. Throughout the year, training events showcasing the Forensic Science Laboratory were held for the DC Forensic Nurses on DNA practices in sexual assault cases; Office of Attorney General training on the newly developed FSL Digital Evidence Unit; Professional Development Training sessions for Metropolitan Police Department (MPD) specialty divisions to include Crime Scene Investigation Division, Internal Affairs Department, Criminal Investigations Division, and Basic Investigator Training. The DFS also conducted a week long technical training for the MPD Narcotics Special Investigations Division Gun Recovery Unit on photography and latent print processing techniques.

INITIATIVE 2.3: Operationalize the Digital Evidence Unit.
The ubiquity of digital devices in everyday life leads naturally to their use in and as an object of criminal activity. Digital evidence is becoming a commonplace type of analysis and key to criminal investigations and forensic analysis. The DFS has created a Digital Evidence Unit (DEU) to process, analyze, and report on information and evidence from digital devices, such as cell phones, tablet computers, personal computers, and other digital computers or storage devices involved in criminal activity. *This is a new service start-up for DFS' stakeholders and the District*. This includes staffing the unit, writing standard operating procedures for materials to be analyzed, and the instrumentation required. Once the SOPs have been validated on known samples and mock cases for accuracy and precision, the SOPs will be vetted through the DFS quality system. Upon completion, the Unit will accept new cases. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**

All equipment has been purchased and installed; the laboratory build-out is complete. All positions, except one, have been filled. The SOPs have been submitted to the DFS quality system and a pre-assessment audit conducted by ANAB. Casework has been accepted and reported. The strategic decision was taken to integrate DEU with IT to form an entity called the Forensic Technology Unit (FTU). Staff will cross train and assist in the build of IT infrastructure for DFS while also training in digital evidence and undertaking casework as required. The casework will focus on unmet needs within District agencies including geolocation, technically complex mobile device examinations, and casework exceeding the capacity of existing providers.

KEY PERFORMANCE INDICATORS- Forensic Sciences Laboratory Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
○	1.1	Digital Evidence Turnaround Time	Not Available	Not Available	0	0	No Data[i1]	Investigative Forensic Services
○	1.2	DNA Turnaround Time	91	68	0	0	No Data[2]	Investigative Forensic Services
○	1.3	Fingerprints Turnaround Time	136	40	0	74	121.62%	Investigative Forensic Services
○	1.4	Firearms Turnaround Time	168	60	0	60	100%	Investigative Forensic Services
○	1.5	Test Fires Turnaround Time	5.6	1	0	4	25%	Investigative Forensic Services

[1] Digital Evidence Unit (DEU) merged with the Operational-IT Unit to preserve resources and increase workforce efficiency. Former DEU staff were majority trainees, incoming leadership preferred the trainees gain case work experience as opposed to reporting turnaround time. One individual was qualified to work all 15 cases, and due to no LIMS turnaround time was not recorded.

[2] Forensic Biology Unit was suspended from case work in FY15. The turnaround time was dependent on contracts with private labs, not workforce efficiency.

⚪	1.6	Digital Evidence Reports per FTE	Not Available	0	60	15	No Data[3]	Investigative Forensic Services
⚪	1.7	DNA Reports per FTE	Not Available	132	145	0	No Data[4]	Investigative Forensic Services
🟢	1.8	Fingerprints Reports per FTE	106	116	0	130	112.07%	Investigative Forensic Services
🔴	1.9	Firearms Reports per FTE	190	209	0	75	35.89%	Investigative Forensic Services
⚪	1.10	Materials Analysis Turnaround Time	0	90	0	0	No Data[5]	Investigative Forensic Services
🟢	1.11	Test Fires Reports per FTE	8	20	0	265	1325%	Investigative Forensic Services
⚪	1.12	Materials Analysis Reports per FTE	Not Available	40	0	0	No Data[6]	Investigative Forensic Services

Public Health Laboratory Division

OBJECTIVE 1: Improve the effectiveness and efficiency of public health laboratory services.

INITIATIVE 1.1: Develop and apply FORESIGHT-like measures to the PHL.

Much of the testing done in PHL is similar to that done in FSL; therefore, the FORESIGHT process used for FSL should translate well to the PHL platform. DFS is working with the Association of Public Health Laboratories (APHL) and the Centers for Disease Control (CDC) to establish FORESIGHT measures for PHL with the ultimate goal of establishing these as national standards for comparative metrics. This is an on-going process. **Completion date: September 30, 2015.**

🟡 ***Performance Assessment Key:*** **Partially Achieved.**

During FY15 PHL developed a tracking mechanism for capturing data following FORESIGHT

[3] Digital Evidence Unit (DEU) merged with the Operational-IT Unit to preserve resources and increase workforce efficiency. One individual worked 15 digital cases in FY5 prior to the merger.

[4] Forensic Biology Unit was suspended from case work in FY15. No reports were issued by DFS personnel.

[5] Material Analysis Unit was the strategic vision of previous leadership. Incoming leadership determined material analysis will not move forward without a proper business analysis. At this point, no FTEs are assigned to MAU.

[6] Material Analysis Unit was the strategic vision of previous leadership. Incoming leadership determined material analysis will not move forward without a proper business analysis. At this point, no FTEs are assigned to MAU.

guidelines. FORESIGHT did not improve operational analysis of PHL performance; however, PHL does have a mechanism to capture data. The PHL will continue to refine a method of collection that enhances operational indicators and projections.

INITIATIVE 1.2: Outreach to District hospitals for awareness of PHL services.
This initiative is a communication and marketing effort to expand awareness of the PHL testing and service capabilities available to District hospitals. Many, if not all, of the hospitals have slowly moved to private testing vendors outside the District; the PHL can replicate all necessary testing in the District, either at no fee or through a revenue-generating structure (to be determined). PHL is a central component to the health of the District's citizens and should be utilized routinely by our hospitals. The initiative will consist of informal meetings, formal presentations, distribution of information, social media, and other forums to educate hospital staff and leadership about PHL's capabilities. The goal is to estimate the amount of testing required by the hospitals and to capture at least 25% of it in PHL. **Completion date: September 30, 2015.**

Performance Assessment Plan: **Fully Achieved.**
The PHL provided packaging and shipping training to all District hospitals. In addition, PHL hosted training on handling highly infectious organisms such as Ebola (i.e. Category A agents). PHL partnered with the DC Hospital Association and the Department of Health to collaborate with all DC hospitals to conduct a city-wide study on multi-drug resistant hospital acquired infections.

PHL has successfully reached out to District hospitals and other District agencies making them aware of services and will continue to do so in the next fiscal year.

INITIATIVE 1.3: Special Projects to Develop New Services.
PHL is poised to strategically provide services previously not offered to stakeholders. These services include newborn screening of babies, HIV/AIDS testing, sexually transmitted disease testing, new and emerging infectious diseases (like MERS), among others. These projects will require research to provide the operational plan, capital budgets, ongoing costs, and potential funding streams for transitioning developed projects to actual services offered by PHL. This is an on-going process. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
PHL conducted research to provide operational plans, capital budgets, ongoing costs, and potential funding streams for transitioning developed projects to actual services that could be offered by PHL. The Analytical Chemistry Unit of the PHL has performed emergency water testing for DDOE. The objective is to eventually develop an MOU to perform routine testing for DDOE.

PHL is in the process of continuing to establish relationships for future special projects to better serve the citizens of the District.

OBJECTIVE 2: Shift operational aspects to conform to agency-wide systems.

INITIATIVE 2.1: Shift from current laboratory information management system to agency-wide system.
The PHL currently uses a limited system for laboratory information management (LIMS) that only handles PHL's information and does not connect to any other system in DFS. PHL is coordinating through the DFS Deputy Director for Information Technology (DD-IT) to transition from its current platform to the DFS agency-wide system; the transition will need to occur in a way that does not impede PHL's current performance or information needs. Workflow diagrams, category definitions, process maps, and future needs will be clarified and communicated to the DD-IT and the other Division Directors to begin to integrate the PHL process into the larger DFS effort. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
PHL has a LIMS system designed for clinical specimen and reporting designed by Chemware. The rest of DFS, minus the Forensic Biology Unit, will utilize a LIMS created by JusticeTracks. In an effort to integrate multiple LIMS, DFS is building a performance management dashboard, known as Applied Integrated System (AIS). The customized AIS will serve as the agency-wide system that can integrate both PHL and FSL derived data. AIS will have the capacity to analyze data from the LIMS, no matter the source, and provide analytical visuals for Leadership to make data driven strategic decisions.

INITIATIVE 2.2: Integrate all PHL testing into DFS quality program.
PHL and FSL seek accreditation through two different processes; the PHL work conforms to its own profession's quality standards. PHL will continue to integrate all of its testing procedures into the DFS quality program by identifying common testing across divisions, simplifying paperwork and reporting, and aligning its practices to international quality standards (ISO 17025). Successful completion is measured by an application submission by the deadline. **Completion date: September 30, 2015**.

Performance Assessment Key: **Not Achieved.**
PHL took the initial steps towards ISO 17025 accreditation. To begin alignment with the DFS quality program, PHL revised all standard operating procedures (SOPs) and the laboratory operating manual (LOM), as well as began to utilize DFS document control system, Qualtrax. In addition, the PHL has completed internal audits in preparation for the next phase of accreditation. Since there was no successful external audit obtained, PHL could not submit an application for accreditation.

INITIATIVE 2.3: Integrate PHL accessioning (sample intake) into CSS evidence intake processes.

PHL currently accepts samples for testing ("accessioning" in public health laboratory parlance) through its own personnel and processes. As the DFS transitions to the responsibilities of crime scene response and evidence intake, PHL will work with the DFS Central Evidence Unit (CEU) to integrate PHL's intake process and merge it with CEU's, providing a single intake process and location for all material to be analyzed at DFS. This will assist with INITIATIVE 2.2 by simplifying paperwork, reducing the number of active forms, and enhancing the evidence handling ("chain of custody") procedures for the entire agency. Accessioning will occur at the Central Evidence Unit (CEU) by the deadline. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**

A Standard Operating Procedure (SOP) was developed to outline details, roles and responsibilities of all staff who play a role in sample intake. Upon finalizing the SOP into Qualtrax, the DFS document management system, all parties began implementing the transition of sample intake.

INITIATIVE 2.4: Develop a Cooperative Agreement with BioWatch Program.

PHL will continue to work with the Department of Homeland Security's BioWatch program, providing facilities and support as appropriate and available, and negotiate a cooperative agreement. A successful cooperative agreement will allow the DFS to directly manage the program for the Department of Homeland Security. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Not Achieved.**

The BioWatch program currently operates within the PHL. Their specific type of testing is captured in the data of the Bioterrorism unit. PHL is in the process of establishing a new Cooperative Agreement in FY16.

KEY PERFORMANCE INDICATORS- Public Health Laboratory Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	PHL Tests per FTE	3994	4100	0	2,579	62.9%	Public Health Laboratory Services

	1.2	PHL Successful competency tests	100%	100%	0	92%	328.57%	Public Health Laboratory Services
	1.3	PHL Hospital Tests Performed	16,829	16,829	0	34856	Not Applicable	Public Health Laboratory Services
	1.4	Samples Analyzed within TAT	95%	95%	0	95%	633.33%	Public Health Laboratory Services

Crime Scene Sciences Division

OBJECTIVE 1: Improve evidence handling and processing at crime scenes and in the Consolidated Forensic Laboratory.

INITIATIVE 1.1: Simplify and unify intake of items for analysis.

This initiative involves the reduction of paperwork—both in terms of amount and repetitive or redundant forms—and simplification of workflow to take in items for analysis by the DFS. The emphasis will be on facilitating the intake experience for submitters with the goal of it being as easy or easier than a normal retail transaction, integrating documentation into the process for ease of completion, retention, and retrieval, and unification of processes so that the intake experience is the same regardless of agency, items, or other parameters. The Central Evidence Unit process will be mapped, edited, and operationalized to provide seamless transfers and documentation. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**

DFS has implemented the first phase roll out of the Laboratory Information Management System (LIMS). LIMS is an electronic tracking system designed to create streamlined tracking processes throughout the laboratory. The Crime Scene Sciences Unit and Central Evidence Unit have undergone evaluation and process mapping for all processes. New electronic processes have replaced the previously used paperwork/forms for evidence and testing requests.

INITIATIVE 1.2: Enhance evidence processing.

Develop and deploy an appropriate palette of evidence processing methods for the range of submitted items from crime scenes based on the testing done in FSL. These methods are scientifically based, recognized standards, and validated using known materials. The number and types of methods will be determined by stakeholder needs, evidence types, and intended testing. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**

The following evidence processing equipment and methods were implemented in FY15:

- Presumptive Blood Testing is used to evaluate stains as presumptively positive for the presence of blood to make a determination regarding the collection or interpretation of a blood stain pattern. Laboratory and field test capabilities include:
    - Phenolphthalein and Leucomalachite Green (LMG) – colorimetric catalytic presumptive tests for the presence of blood.
    - Hexagon OBTI- immunochromatographic presumptive test for the presence of human blood.
- Crime-Lite Blue, UV, IR-VIS Search Kit provides a multi-spectral light source search tool with an IR sensitive camera attachment with a live video displayed on a PC monitor. The UV and IR band emissions are outside of the visible light spectrum and are beneficial in searching for blood stains, body fluids, bone fragments, fiber evidence, and explosive residues.
- Cyanoacrylate Fuming Chamber upgrade with UV sterilization capabilities was completed. This will provide for the post-processing recovery of touch DNA evidence.
- Dust Electrostatic Lift Kits (DELK) have been put in service. These are devices that electrostatically charge particles within dust or light soil, which are then attracted and bonded to a lifting film. This method is best for collecting dry or dusty residue footwear impressions on surfaces.
- Footwear/Tire Tread Evidence Plaster Kits have been deployed for the collection of 3D footwear and tire tread evidence. The plaster material in these kits, Traxtone ™, is a material that will acquire and retain the characteristics that were left in the impression by the footwear or tire tread that made the impression.
- Toolmark/Impression Evidence Accu-Trans™ (polyvinylsiloxane) Kit provides an extruder gun that delivers a casting silicone to surfaces that retain toolmarks and other 3D impression evidence to replicate the class and/or individual details that are inherent in the impression.
- Inked Finger/Palm Print Elimination Kits are used to collect inked finger and palm prints of individuals with normal or explainable access to a crime scene or evidence. These known fingerprints records are used for comparisons with unknown origin latent fingerprints recovered from the crime scene or evidence to eliminate further analyses/comparisons involving suspects or database queries.
- Footwear Elimination Kits are used to make test impressions of the shoes of first responders for the purpose of discerning these impressions from the unknown crime scene impressions.
- Linear Light Alternate Light Sources (Foster-Freeman 82L™) are available to provide a linear beam of white light to search crime scenes and evidence with oblique lighting for trace evidence and 2D footwear impression evidence.

KEY PERFORMANCE INDICATORS- Crime Scene Sciences Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	CSS Response time	Not Available	Not Available	Not available	60	Not Applicable	Crime Scene Sciences
	1.2	CSS Turnaround time	Not Available	Not Available	Not Available	92	Not Applicable	Crime Scene Sciences
	1.3	CSS Reports per FTE	Not Available	Not Available	Not Available	0	Baseline	Crime Scene Sciences

Directorate Operations & Agency Management

OBJECTIVE 1: Achieve and Maintain Accreditation under International Standards of Operation (ISO) 17025.

INITATIVE 1.1: Maintain accreditations for FSL and PHL.
Currently, FSL is accredited under ISO/IEC 17025; PHL is accredited via a number of agencies, including Centers for Disease Control, Association of Public Health Laboratories, Clinical Laboratory Improvement Act, and DSAT. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Partially Achieved.**
This is an ongoing effort. DFS Forensic Science Laboratory (FSL) is currently accredited under ISO/IEC 17025 by ANSI-ASQ National Accreditation Board (ANAB). Pursuant to the Mayor's initiative to conduct an independent review of the FSL Forensic Biology Unit, DNA activities were suspended. A corrective action plan to restore FSL FBU DNA activities in alignment with accepted practices was approved by ANAB and the FSL accreditation certificate remains active.

The DFS Public Health Laboratory (PHL) remains certified under Clinical Laboratory Improvement Act (CLIA) by Centers for Medicare & Medicaid Services (CMS), and the Division of Select Agents and Toxins (DSAT) by the Animal and Plant Health Inspection Service (APHIS).

INTIATIVE 1.2: Prepare Units and Divisions for accreditation as they become operational.

This includes identifying units and divisions for accreditation, developing a timeline and plan for achieving accreditation. For FSL, this will include the Digital Evidence Unit and the Materials Analysis Unit. For the remainder of the agency, both PHL and CSS divisions will be brought under ISO 17025. External recognition is conducted by one or more ISO approved vendors. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

This is an ongoing effort. The FSL Digital Evidence underwent a pre-assessment by ANAB on September 28, 2015, to provide a gap analysis in preparation of accreditation. PHL held weekly meetings to prepare for ISO/IEC 17025 accreditation, to include completion of an annual internal audit in accordance with ISO/IEC 17025 requirements. A pre-assessment quote from ANAB and American Association for Laboratory Accreditation (A2LA) were obtained to get a general idea of costs to conduct a gap analysis. The CSS division is in the process of formulating and finalizing quality/laboratory manuals, policies and procedures in accordance with ISO/IEC 17025 standards to include preparation for annual internal audits and an annual management review. The FSL Material Analysis Unit is not currently operational.

INTIATIVE 1.3: DFS Customer Service.

In FY15, DFS will enhance the agency customer service by collecting feedback from stakeholders and customers and analyzing the information to improve the DFS management system, testing activities, and customer service. Paper and electronic forms have been created to assist in the collection of data. Two Stakeholder Advisory Council meetings and four Science Advisory Board meetings are held annually. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

DFS met regularly with its stakeholders and external customer to ascertain expectations to meet customer expectations and enhance DFS management systems, testing activities, and customer service. Two (2) Stakeholder and four (4) Science Advisory Board meetings were held by the end of the fiscal year. A complaint/inquiry procedure was created and an electronic complaint/inquiry system was implemented for electronic submission of inquiries and complaints. The meetings occurred as follows:

FY15 Science Advisory Board Meetings

- Tuesday, October 7, 2014
- Friday, January 9, 2015 (WebEx Meeting)
- Friday, April 24, 2015
- Tuesday, June 16, 2015

FY15 Stakeholder Council Meetings

- Tuesday, February 24, 2015
- Tuesday, May 12, 2015

OBJECTIVE 2: Provide positive workplace environment for employees.

INITIATIVE 2.1: Expand medical surveillance program.

This program, which employees may opt out of, provides medical oversight for health and safety issues related to specific job duties in the laboratories. This initiative will focus on increasing participation in the program. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**

The objective has been to increase participation in the medical surveillance program agency wide. All laboratory staff are encouraged to participate as they are the highest risk. Some administrative staff have requested to be a part of the program because aspects of their jobs require they enter into laboratory space. The DFS medical surveillance program offers services for bloodborne pathogen testing (new and annual), hepatitis B vaccination, tetanus vaccination, respiratory protection program evaluation, fit test and pulmonary function test (new and annual), baseline serum sample for BSL3, lead testing, audiology testing, visual acuity, physical and mental evaluation for BSL3 (new and annual), rabies vaccination (BSL3), and TB test.

To highlight the program, initial contact is made upon hiring. The program is explained in detail during onboarding as well as in Safety Level 1 training. Those who opt-out are recorded as well. In FY15, ten (10) new employees entered the program and seven (7) declined. Reasons for declination include not interested, not working in a laboratory, or personal

reasons not disclosed. To date, 68% of agency personnel is actively a part of the medical surveillance program.

INITIATIVE 2.2: Safety Level 1 and 2 training programs.
Employees working in the CFL must complete safety Level 1 training and annual training; those working with biohazards or other hazardous materials must complete Level 2 training each year. Additional safety training opportunities are offered as available and as necessary. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**
DFS has a very robust safety program. New hires are required to complete Safety Level 1 and 2 training prior to work in their respective laboratories. Trainings are offered on a monthly basis to include Safety Level 1 (General Safety Awareness), Safety Level 2 (Bloodborne Pathogen and Chemical Hygiene/Lab Safety), Powered Industrial Vehicle Program (specific groups), BSL3 gowning requirements (specific groups), and Autoclave training (specific groups).

In FY15, 129 employees and contractors were trained. The curriculum was revised this fiscal year to include Power Industrial Vehicle training, and is updated annually with new changes from OSHA/DOT/EPA/CDC. All personnel are required to retrain annually.

INITIATIVE 2.3: Provide training curriculum to DFS employees to ensure professional development.
In FY15, DFS will continue to offer beginning and master classes for basic skills, including communication, scientific writing, and management of science. This initiative focuses on developing employee skill sets to help foster a positive work environment. This is an on-going effort. **Completion date: September 30, 2015.**

Performance Assessment Key: **Fully Achieved.**
In 2015, DFS provided a variety of trainings to its employees ranging from communication, scientific writing to technical training. The trainings offered to the units were based on available resources as well as employee requests and recommendations from the annual training survey. The Firearms Examination Unit received training on testimony trials, cartridge case comparisons, Photoshop training and armorer's courses from the National Rifle Association. The Latent Fingerprint Unit witnessed trainings in areas such as Photoshop, witness stand testimony, and curriculum vitae. Trainings such as Fire scene training, OUC radio training, Driver training, and ERT Evidence Training were provided to the Crime Scene Sciences Unit. In addition, the Forensic Biology Unit was continuously trained on deconvolution and mixture interpretation. The Training and Development team has far exceeded its required number of training hours in 2015 totaling 648 hours.

OBJECTIVE 3: Implementation of a laboratory information management system (LIMS) to provide seamless accountability and tracking of evidence from receipt to return for all DFS services.

INITIATIVE 3.1: Develop agency LIMS architecture and concept of operations.
This includes developing evidence receiving and digital evidence lab requirement and process flow, review and refine agency lab requirements and process flows, deployed test environment for LIMS development, deploy evidence receiving module, and develop beta DNA LIMS capability. This is a multi-year effort. **Completion date: September 30, 2015**.

Performance Assessment Key: **Fully Achieved.**
The LIMS system was implemented on the September 30, 2015 providing DFS with a centralized electronic chain of custody, case, requests for testing and milestone management system. Evidence submitted to DFS through either CSS, MPD or other external agencies are tracked in LIMS from submission to completion of testing, while the evidence is in the custody of the DFS.

LIMS provides management with metrics relating to evidence submissions, cases, turnaround times for testing and staff/unit workloads, all in real-time. LIMS is a critical system for efficient and transparent evidence and case management.

KEY PERFORMANCE INDICATORS- Directorate Operations & Agency Management

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	DFS Quality corrective action reports	19	21	0	51	700%	Agency Management Program
	1.2	DFS Quality preventative action reports	0	3	0	9	242.86%	Agency Management Program
	1.3	DFS Number of complaints	1	1	0	7	300%	Agency Management Program

WORKLOAD MEASURES – APPENDIX

WORKLOAD MEASURES

Measure Name	FY 2013 YE Actual	FY 2014 YE Actual	FY 2015 YE Actual	Budget Program
FSL Cases submitted	6130	2638	1014	Investigative Forensic Services
Digital Evidence	Not Available	Not Available	15	Investigative Forensic Services
DNA	655	261	686	Investigative Forensic Services
Fingerprints	3218	1252	2221	Investigative Forensic Services
Firearms	1137	297	1727	Investigative Forensic Services
Test fires	1775	828	1137	Investigative Forensic Services
Materials Analysis	Not Available	Not Available	Not Available	Investigative Forensic Services
FSL Database entries	Not Available	Not Available	Not Available	Investigative Forensic Services
DNA	74	48	128	Investigative Forensic Services
Fingerprints	215	325	1098	Investigative Forensic Services
Firearms	138	1205	2076	Investigative Forensic Services
FSL Database hits	Not Available	Not Available	Not Available	Investigative Forensic Services
DNA	60	110	121	Investigative Forensic Services
Fingerprints	97	122	576	Investigative Forensic Services
Firearms	16	60	49	Investigative Forensic Services
PHL Samples submitted	2775	4177	2573	Public Health Laboratory Services
PHL Tests conducted	2887	3593	34856	Public Health Laboratory Services
Immunology/Virology	1524	844	18679	Public Health Laboratory Services

Clinical chemistry	0	1	0	Public Health Laboratory Services
Microbiology	711	1423	14630	Public Health Laboratory Services
Molecular biology	652	1325	1547	Public Health Laboratory Services
CSS Scenes processed	Not Available	215	1444	Crime Scene Sciences
CSS Items processed	Not Available	1016	2095	Crime Scene Sciences
CSS Autopsies processed	Not Available	185	294	Crime Scene Sciences
CSS Vehicles processed	Not Available	117	559	Crime Scene Sciences
DFS Requests for information (FOIA)	1	3	0	Agency Management Program

Attachment H

FY 2016 PERFORMANCE PLAN
Department of Forensic Sciences

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.

SUMMARY OF SERVICES

DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The Forensic Science Laboratory (FSL) Division analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, and digital evidence. The DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory (PHL) Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences (CSS) Division provides the collection, analysis, processing, and preservation of evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board (SAB) provides guidance by providing peer review to ensure that scientifically valid protocols are developed, followed, and updated.

PERFORMANCE PLAN DIVISIONS

- Forensic Science Laboratory Division
- Public Health Laboratory Division
- Crime Scene Sciences Division
- Directorate Operations & Agency Management

Workload Measures[1]	FY13 Actual	FY14 Actual	FY15 YTD
FSL Cases submitted	6130	2638	1014
Digital Evidence	n/a	n/a	15
DNA	655	261	686
Fingerprints	3218	1252	2221
Firearms	1137	297	1727
Test fires	1775	828	1137
Materials Analysis	n/a	n/a	n/a
FSL Database entries			
DNA	74	48	128
Fingerprints	215	325	1098
Firearms	138	1205	2076
FSL Database hits			
DNA	60	110	121
Fingerprints	97	122	576
Firearms	16	60	49
PHL Samples submitted	2775	4177	2573
PHL Tests conducted	2887	3593	38691
Immunology/Virology	1524	844	1657
Clinical chemistry[2]	0	1	0
Microbiology	711	1423	684
Molecular biology	652	1325	1547
CSS Scenes processed	n/a	215	1444
CSS Items processed	n/a	1016	2095
CSS Autopsies processed	n/a	185	294
CSS Vehicles processed	n/a	117	559
DFS Requests for information (FOIA)	1	3	8

Forensic Sciences Laboratory Division

SUMMARY OF SERVICES

The Forensic Science Laboratory (FSL) Division provides independent scientific examinations and analysis to stakeholders submitting physical evidence in criminal cases, providing these services to District governmental agencies and neighboring Federal agencies. The FSL currently provides examinations for biological samples (DNA and fingerprinting), chemical and materials samples (coatings, glass, textiles, composites), and physical samples (firearms and digital evidence). The FSL works with public attorneys—prosecution and defense—as well as the courts and allied criminal justice agencies to serve and improve scientific information for public safety. This division contains the following activities:

- Forensic Biology Unit (FBU) – provides analysis of blood and other tissue samples for identification.
- Latent Fingerprint Unit (LFU) – provides latent fingerprint analysis for the identification, exclusion or elimination of known persons.
- Firearms Examination Unit (FEU) – provides analysis of firearms and ammunition.
- Digital Evidence Unit (DEU) – will provide analysis of electronic devices and other sources of electronic information.

OBJECTIVE 1: Improve forensic laboratory services to stakeholders.

Initiative 1.1: Increase the Firearms Examination Unit's capacity to support the Metropolitan Police Department by purchasing a second national intelligence workstation.
The Firearms Examination Unit (FEU) will complete training for the recently recruited trainee technicians and examiners who can then undertake casework increasing the output of the unit. The FEU will seek to purchase an additional National Integrated Ballistic Information Network (NIBIN) system to increase throughput of firearms related materials into the national intelligence database. Implementation of FEU specific worksheets and reporting processes in the Laboratory Information Management System (LIMS) will improve the ability of FEU to provide real time, actionable intelligence reporting to D.C. Metropolitan Police Department. **Completion Date: September 30, 2016**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 1.2: Adopt a Laboratory Information Management System (LIMS) in the Latent Fingerprint Unit to improve work flow productivity.
The Latent Fingerprint Unit (LFU) will continue to develop and implement work flow improvements through the implementation of the Laboratory Information Management System (LIMS) and electronic work flow. Electronic worksheets specifically designed for LFU will improve records of examinations, data entry and reporting processes and ensure data integrity. This will reduce the amount of paperwork generated in the examination process resulting in an increase in productivity, reduce the potential for error and reduce turnaround time for reporting.

Additional experienced staff is being recruited to increase the throughput of the LFU which will improve responsiveness. **Completion Date: January 1, 2016**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 1.3: Recommence DNA casework in the Forensic Biology Unit.
DNA casework in the Forensic Biology Unit was suspended following the identification of an issue concerning the interpretation of DNA results in samples that contain DNA from more than person. Following the suspension of DNA casework, the entire staff of the FBU commenced an intensive, full time, six month-long training program that is being conducted by a range of national and international experts in DNA mixture analysis. The training involves class instruction, practical exercises and homework assignments. Of particular importance, the analysis tool, STRMix, is considered to be the most advanced method for these calculations and will place the DFS Forensic Biology Unit at the forefront of DNA analysis and interpretation. Once training has been completed, the FBU will be fully operational and provide advanced DNA analysis services, including mixture analysis, to DFS stakeholders who can be confident in the quality of the results produced. **Completion Date: January 1, 2016**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

OBJECTIVE 2: Develop new forensic services to improve scientific information for public safety.

Initiative 2.1: Scope the introduction of next-generation sequencing for DNA analysis.
DFS will establish a working group to assess the feasibility and potential impact of next-generation sequencing technologies for DNA analysis. In order to address the CODIS/NDIS requirement in 2017 of additional loci, DFS will explore the use of commercially available NGS platforms to analyze STR and SNP loci. The working group will produce a report detailing the requirements for implementing next-generation sequencing. **Completion Date: September 30, 2016.**

District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.2[3]: Develop a prioritization and case acceptance process for evidence submitted to the FSL. DFS wants to ensure that its resources are directed to forensic examinations and testing that will produce the most effective results for its stakeholders and District residents. To assist with this, a case prioritization model will be developed that takes into account the severity of the offence, the likelihood of recurrence of further criminal activity, the probative value of the evidence gathered at crime scenes, the likelihood of obtaining results from forensic analysis among other factors. FSL will develop and implement a case prioritization and acceptance process that will be applied to all forensic casework submitted to each unit. **Completion Date: January 1, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.3: Scope the implementation of capabilities for Forensic Chemistry analysis. DFS will establish a taskforce to examine all factors impacting the establishment of a Controlled Substances Unit primarily for the analysis of illicit drugs and the illegal sale and/or distribution of pharmaceuticals. The taskforce will produce a report detailing the needs, logistics, staffing, resources, security, legal issues and broad agency policies to provide guidance on the creation of a controlled substances unit. **Completion Date: March 30, 2016**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

PERFORMANCE INDICATORS: Forensic Sciences Laboratory Division

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
FSL Turnaround time(TAT) Digital Evidence (Days)[4]	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Average TAT for DNA[5]	91	68	Not Available[6]	50	50	50
Average TAT for Fingerprints[7]	136	40	74	30	30	30
Average TAT for Firearms[8]	168	60	60	55	55	55
Average TAT for NIBIN[9] verification (in days)	Not Available	Not Available	Not Available[10]	2	2	2
Average TAT for Test Fires (in days)	5.6	1	1	1	1	1
Average TAT Materials Analysis[11]	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
FSL reports per FTE Digital Evidence[12]	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
FSL reports per FTE DNA[13]	132	120	Not Available[14]	140	140	140
FSL reports per FTE Fingerprints[15]	106	130	130	180	263	263
FSL reports per FTE Firearms[16]	118	50	75	150	150	150
NIBIN reports per FSL FTE[17]	Not Available	Not Available	Not Available[18]	800	800	800
FSL reports per FTE Test Fires	453	760	265	800	800	800
FSL reports per FTE Materials Analysis[19]	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Average samples per FTE Digital Evidence	Not Available	1,000	Not Available	Not Available[20]	Not Available	Not Available
Average samples per FTE DNA	442	500	Not Available	Not Available[21]	Not Available	Not Available
Average samples per FTE Fingerprints	1098	1,750	Not Available	Not Available[22]	Not Available	Not Available
Average samples per FTE Firearms	100	105	Not Available	Not Available[23]	Not Available	Not Available
Average samples per FTE Test Fires	1,518	1,530	Not Available	Not [24]Available	Not Available	Not Available

Public Health Laboratory Division

SUMMARY OF SERVICES

The Public Health Laboratory (PHL) Division provides testing of biological and chemical samples that relate to public health and safety, such as infectious diseases, hazardous chemicals, or biological contamination, up to and including bio- or chemical terrorist attacks. The PHL routinely liaises with the Centers for Disease Control and the Association of Public Health Laboratories, representing the national capital region as the laboratory of record. This division provides the following activities:

- Microbiology Unit – provides analyses of microbial pathogens that are infectious to people, such as diseases or food-borne illnesses.
- Chemistry Unit – provides analyses for the presence of toxins and heavy metals.
- Molecular Biology Unit – provides the analysis of DNA to identify infectious organisms or biological threats (bio-terrorism).
- Virology Unit – tests for outbreaks of virus-based diseases, like West Nile and influenza.
- Accessioning Unit – Sample acceptance, accounting, and transfer.

OBJECTIVE 1: Improve the effectiveness and efficiency of public health laboratory services.

Initiative 1.1: Implement next-generation sequencing (NGS) technology into unknown organism identification in public health and forensic sciences. NGS is the use of advanced molecular techniques to identify and characterize different pathogens to include bacteria, virus, and parasites. According to the information from American Public Health Association (APHL), current Pulse-Net Methods for foodborne pathogens surveillance will be replaced by whole genomic sequencing methods after 2017. In FY16, PHL will embrace the trend of development to perform sequencing and analysis through NGS. Potential outcomes from this initiative include increasing the number of referred isolates received from external stakeholders that will be analyzed and reported to a national database, improved characterization of unknown isolates and agents of outbreak, and increased awareness of PHL services. **Completion: September 30, 2016**

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

Initiative 1.2: Improve the effectiveness of PHL services by conducting outreach activities to customers and stakeholders that will lead to developing business plans and cost analysis needed to phase in new testing to increase capability. PHL will develop business plans and cost analysis to identify costs for expanding testing capability. Completion of business plans and cost analysis will identify the additional funding required to provide expanded services to other District agencies, local and federal partners. Testing areas not currently provided that are being considered for analysis include: HIV, Tuberculosis, Hepatitis, Syphilis, and Gonorrhea testing; Foodborne disease testing from DC restaurants; Nicotine, medicinal marijuana, and pharmaceutical drug components; Newborn screening testing; and Lead-based blood testing.
Completion: September 30, 2016
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

OBJECTIVE 2: Shift operational aspects to conform to agency-wide systems.

Initiative 2.1: Obtain accreditation in ISO 17025. The Public Health Laboratory and Forensic Science Laboratory seek accreditation through two different processes; the PHL work conforms to its own profession's quality standards. PHL has identified common testing across divisions, simplifying paperwork and reporting, and aligning its practices to international quality standards (ISO 17025). During FY15, the PHL revised all standard operating procedures (SOPs) and laboratory operation procedures (LOM) to meet the ISO 17025 requirements. In addition, the PHL has successfully completed internal audits in preparation for the final phase of accreditation. PHL will complete an external assessment prior to initial audit to become certified.
Completion: September 30, 2016.
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.2: Obtain recertification of CLIA license. The Public Health Laboratory has a Federal regulation that sets Public Health Laboratory practice standards. The Clinical Laboratory Improvement Amendment (CLIA) regulates all laboratory testing performed on humans in the United States (CFR Part 493). Because PHL performs confirmation testing on human specimens for District hospitals and other health caregivers, this certification is required. The PHL is also a Tier 1 Division of Select Agents and Toxins (DSAT) laboratory. Any new accreditations PHL obtains must complement the guidelines set by these federal regulations. PHL will maintain all certifications to maintain a laboratory compliant with federal regulations and guidelines for handling Select Agents. **Completion: December 31, 2015.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.3: Utilize PHL LIMS database. The Public Health Laboratory currently utilizes a limited system for laboratory information management (LIMS) that only handles PHL's information. Other divisions within DFS will be implementing a LIMS system specific to their divisions. Phase one of PHL's LIMS has been completed and tested internally. PHL will move forward with phase two of implementation. Phase two implementation involves submitting laboratory reports to clients via the LIMS system, and instrument interface. Use of the LIMS

system will allow for a reduction in turn-around-time (i.e. the amount of time that transpires from the moment a sample is received by the laboratory until that sample result is reported to a customer). LIMS-generated electronic reports would be delivered directly to the client either by a secure fax or through a web portal. The potential outcomes from this initiative would include reduction in turn-around-time for laboratory results, and improved tracking of samples.
Completion: September 30, 2016.
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS: Public Health Laboratory Division

Measure[25]	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Projection	FY2017 Projection	FY2018 Projection
PHL Successful competency tests	100%	100%	100%	100%	100%	100%
# Clinical tests	16829	16829	38691	38691	42560	46429
Sample Analyzed within Unit specific Turnaround Time[26]	95%	95%	95%	95%	95%	95%

Crime Scene Sciences Division

SUMMARY OF SERVICES
The Crime Scene Sciences (CSS) Division consists of highly trained civilian scientists that will assume responsibilities for crime scene response and evidence handling and processing from the Metropolitan Police Department (MPD). The goal is to provide additional science at the scene, to generate forensic intelligence—backed by science—early in the investigation, and to process and track evidence for immediate and future analysis. Transition of responsibilities from MPD and staffing this Division is on-going and dependent upon appropriate funding. This Division includes the following activities:

- Crime Scene Sciences Unit (CSSU)
- Central Evidence Unit (CEU)

OBJECTIVE 1: Improve crime scene services to District residents and stakeholders.

Initiative 1.1: Increase the level of DFS scene response. The Crime Scene Sciences (CSS) division of DFS will acquire a 3-Dimensional laser scanning device for detailed documentation of major crime scenes. Upon acquisition of the instrument, CSS staff will undergo training for the use and data production provided by the instrument. This instrumentation will provide high resolution, 3-dimensional depictions of major crime scene environments for better investigations, documentation, and court presentations. Experienced CSS forensic scientists will begin to respond to homicides in the District, thereby responding to all crimes against persons.
Completion: September 30, 2016.
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 1.2: Hire additional Crime Scene Sciences forensic scientists and Central Evidence specialists and deploy CSSU forensic scientists to crime scenes. CSS Division will hire additional Crime Scene Sciences forensic scientists and Central Evidence specialists through the Mayor's FY2016 Supplemental Budget. The hiring plan will begin in Q1 with filling the CSS Division Director position and continue through the Q3 of FY16. Training will begin in Q2 and will take up to 6 months. **Completion: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS: Crime Scene Sciences Division

Measure[27]	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Projection	FY2017 Projection	FY2018 Projection
Response time (minutes)	Not Available	60	60	60	60	60
TAT (days)	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Reports per FTE	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

Directorate Operations & Agency Management

SUMMARY OF SERVICES
Directorate Operations and Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting. This division also contains the following activities that support the entire agency:

- Quality – ensures that DFS produces products that are fit for stakeholders' purposes and that fitness is maintained or improved; maintains 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).
- Training & Development – provides training curriculum to DFS employees to ensure professional development, maintaining skill sets, meets standards of excellence, and high quality, accurate, and reliable services;
- Information Technology – provides agency-wide support on information technology systems and to enhance DFS services through the most appropriate technology available.

OBJECTIVE 1: Achieve and Maintain Accreditation under the International Organization for Standardization ISO 17025[28].

Initiative 1.1: Restore and Maintain Full Operational and Accreditation status of the DFS Forensic Science Laboratory (FSL) division. Timely completion of the Independent Review Corrective Action Response Plan to restore full operational status of the FSL Forensic Biology Unit and maintain FSL accreditation in accordance with the ISO 17025 Standard. **Completion date: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 1.2: Enhance ISO 17025 Auditor Training frequency to maintain qualified personnel in the DFS Internal Auditor program.
Provide ISO 17025 Auditor training from an ISO 17025 accrediting body for DFS members to increase employee accreditation awareness and to maintain an adequate number of qualified DFS personnel to participate in the annual DFS Internal Auditor program. **Completion date: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 1.3: Develop and Implement an automated DFS Complaint/Inquiry Reporting System. In accordance with ISO 17025 Section 4.13, an automated feedback system will accommodate transparent accountability and reporting of inquiries and complaints via tracking and analysis to improve the management system, testing suitability and customer service. **Completion date: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

OBJECTIVE 2: Provide professional workplace environment for employees.

Initiative 2.1: Provide training curriculum to DFS employees to ensure professional development. In FY16, DFS will continue to offer beginning and master classes on communication, scientific writing, and management of science to develop employee skill sets and foster a positive work environment. DFS technical trainings such as serial number restoration, armorer's courses, exclusions and sufficiency, and mock trials will also occur. In addition, the Forensic Biology Unit will continue to be trained on mixture interpretation and scientists will be tested on new methodologies concerning interpretation of mixed profiles by November 2015. **Completion date: September 30, 2016**.
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.2: Improve and expand agency-wide communication (internal) and increase communication to the public (external). Create appropriate tools to enhance communication within the agency. Assemble monthly all staff meetings, execute a bi-weekly agency newsletter and review options to purchase an intranet. Increase our public web presence by creating additional social media avenues. **Completion date: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.3: Increase medical surveillance services to include vicarious stress, trauma training and counseling.
Incorporate a stress, trauma training and response program into our medical surveillance program for employees. The current medical surveillance program offered to employees is OSHA compliance driven. It entails testing laboratory employees for bloodborne pathogen exposure, annual respiratory protection program, BSL3 Select Agent and Toxin testing and compliance, chemical exposure testing and other medical services as dictated by laboratory exposure. Addition of vicarious stress, trauma training and counseling will benefit our entire organization so staff can appropriately handle situations which may evolve from their forensic laboratory positions. DCHR does not offer programs specific to these types of vicarious stress exposures. The program would entail training, counseling, debriefing for specific incidents, and providing necessary literature for employees. **Completion date: September 30, 2016.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

Initiative 2.4: Develop the DFS Guiding Principles of Professional Responsibility.
Guiding principles of professional responsibilities are designed to promote integrity among employees, and to increase public confidence in the quality of laboratory services, whether or not the laboratory is accredited by any accrediting body. DFS will modify the ASCLD/LAB guiding principles document (approved February 7, 2013 by the ASCLD/LAB Board) and issue as DFS doctrine. **Completion date: December 31, 2015.**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

OBJECTIVE 3: Implementation of a laboratory information management system (LIMS) to provide seamless accountability and tracking of evidence from receipt-to-return, for all DFS services.

Initiative 3.1: Set up a LIMS operations support team.
LIMS will require a team of "Super Users" to manage the evolution of the system, to provide updates to the system, and develop further features and functions as the units move to entering information into LIMS. Super Users represent all four divisions of DFS and the various units within each division. The Super Users will meet once per month to discuss workflow efficiency, draft standard operating procedures, and take any corrective actions. Each quarter the IT department will conduct stress and security tests of the infrastructure and provide an analysis report of the LIMS operational capabilities. By the end of the FY16 the LIMS system will be the standard operational platform for evidence analysis in DFS. **Completion Date: September 30, 2016**
District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS: Directorate Operations & Agency Management

Measure	FY 2014 Actual	FY 2015 Projection	FY 2015 Actual	FY 2016 Projection	FY2017 Projection	FY2018 Projection
DFS Complaint Tracking[29]	Not Available	100%	100%	100%	100%	100%
DFS Quality corrective action reports	43	21	51	Not Available[30]	Not Available	Not Available
Participation in Medical Surveillance Program[31]	62%	50%	69%	75%	75%	75%
DFS Quality preventative action reports	8	3	9	Not Available[32]	Not Available	Not Available
Number Hours of Professional Development[33]	Not Available	190	648.5	400	400	450

[1] Hours spent in pre-trial, waiting to testify, and testifying were not a significant fraction of work time and are no longer reported as a performance metric. This is due to the nature of working with Federal prosecutors in District courts with District policing; the overlapping nature of jurisdictions results in a lower-than-average requirement for forensic testimony.
[2] In FY15, the Chemistry Unit did not perform clinical testing. All testing conducted by this unit is captured in the total number of test for the PHL.
[3] Initiative 2.2 is published in the DFS Budget Chapter as Objective 3. DFS feels case prioritization requires immediate attention and once implemented the objective will be outdated.
[4] In FORESIGHT terms, Turnaround time is measured as the time in days from receipt of evidence to the issuance of a report in a case.
[5] National average is estimated to be 68.
[6] No clear data for this unit. Unit was not functional for majority of FY15.
[7] National average is estimated to be 45.
[8] National average is estimated to be 62.
[9] Measure is derived from Mayor's CapStat on Violent Crimes.
[10] NIBIN implemented August 2015. Data not available due to small sample size with six weeks of data. Data is impacted by inter-jurisdictional factors. In addition, system was inoperable for two weeks.
[11] The Materials Analysis Unit no longer exists due to prioritized focus on Forensic Biology Unit, Latent Fingerprint Unit, and Firearms Examination Unit. Measure no longer being tracked.
[12] The Digital Evidence Unit is still in the planning phase.
[13] National average is estimated to be 82.
[14] No clear data for this unit. Unit was not functional for majority of FY15.
[15] National average is estimated to be 310.
[16] National average is estimated to be 119.
[17] Measure is derived from Mayor's CapStat on Violent Crimes.
[18] NIBIN implemented August 2015. Data not available due to small sample size with six weeks of data. Data is impacted by inter-jurisdictional factors. In addition, system was inoperable for two weeks.
[19]The Materials Analysis Unit no longer exists due to prioritized focus on Forensic Biology Unit, Latent Fingerprint Unit, and Firearms Examination Unit. Measure no longer being tracked.
[20] In FY 2016, the agency decided no longer to track this measure.
[21] Ibid; priority of previous leadership.
[22] Ibid; priority of previous leadership.
[23] Ibid; priority of previous leadership.
[24] Ibid; priority of previous leadership.
[25] Measure for tests per FTE was priority of previous leadership.
[26] Turnaround time from sample intake to final report issued.
[27] Measures are under development. FY17 will become baseline.
[28] Accreditation is an external recognition that an agency meets certain standards of quality and process. Accreditation is comprehensive, including the entirety of operations, from administration to documentation to policies to protocols to staff and even signage.
[29] This is a new measure for FY 2016. Maintaining a system for tracking internal and external complaints is a requirement of ISO17025 certification.
[30] In FY 2016, this measure is no longer being tracked.
[31] This is a new measure for FY 2016. Providing medical surveillance in a laboratory environment is crucial to employee health and safety. Tracking personnel participating in the medical surveillance is part of the tracking progress in completion with Objective 2: providing a professional workplace environment for employees.
[32] In FY 2016, this measure is no longer being tracked.
[33] This is a new measure for FY 2016. Tracking professional development hours is part of tracking progress in completion of Objective 2; providing a professional workplace environment for employees.

25. **Please provide a list of all studies, research papers, reports, and analyses that the agency prepared, or contracted for, during FY15 and FY16, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.**

Studies	Purpose	Status
Mixture Interpretation Study – Stutter and Peak Height Ratio	To establish whether the default manufacturer settings on the STR analysis software are in accordance with the sensitivity of our instrumentation. Data from the recent validation study was analyzed to determine the stutter ratio and peak height ratio of actual in-house data, and was then compared against the default ratio settings in the analysis software.	Completed
Mixture Interpretation Study – Stochastic and Analytical baseline re-evaluation	To establish whether the default manufacturer settings on the STR analysis software are in accordance with the sensitivity of our instrumentation. Data from the recent validation study was analyzed to determine the baseline of analytical detection and stochastic effect detection of actual in-house data, and was then compared against the default baseline settings in the analysis software.	Completed
ParaDNA Validation Study	To validate and bring on-line new Rapid DNA Technology that has the potential to determine the feasibility of downstream DNA testing on DNA samples, by generating abbreviated DNA profiles that can differentiate between unique individuals and estimate probability of potential downstream STR DNA profile recovery.	Discontinued

Attachment I

Studies	Purpose	Status
Bone Milling and Bone Dust Extraction Validation Study	To validate and bring on-line bone processing procedures to remove and isolate nuclear DNA, to assist in cases in which bones or other calcified/keratinized remains would be submitted for DNA testing purposes.	Completed.
Gel Lifter Validation Studies Phases 1 and 2	Determining the feasibility of simultaneous recovery of Latent Prints and viable DNA profiles from Gel Lifter substrates.	Completed
Gel Lifter Validation Studies Phase 3	Determining the feasibility of recovery of DNA from the original lifted substrate following Gel Lifter application.	Ongoing
Firearms study into 3D printed firearms	To investigate the applicability and feasibility of 3D printed firearms and firearm components, and what, if any, forensic analysis can be done on such firearms.	Ongoing
FORESIGHT analysis on FSL Casework- - 2013 data (retroactively performed in 2014) - 2014 data	To establish and measure various metrics based on FSL casework in order to evaluate key areas of productivity, such as intake of evidence, processing of samples, turn-around time of casework, and the number of reports sent out, as well as evaluating backlog, personnel, and testing costs. This in-house data is then compared against national standard data of the same metric in order to evaluate the overall productivity of the FLS casework units.	Ongoing
MRSA Molecular Typing by PFGE(I)	A surveillance project for molecular typing of Methicillin-resistant Staphylococcus aureus (MRSA) from Howard University Hospital	Completed

Attachment I

An Observational Study of Streptococcus pneumoniae Classification and Antimicrobial Resistance in the District of Columbia	A genotypic characterization of Strep. Pneumoniae found in District of Columbia Hospitals	Completed
Studies	**Purpose**	**Status**
Pathatrix Validation	Validation of isolation of foodborne pathogens from food samples using Immuno-magnetic separation methodology	Completed
MRSA Molecular Typing by PFGE(II)	A continuation of the surveillance project for molecular typing of Methicillin-resistant Staphylococcus aureus (MRSA) from Howard University Hospital	Ongoing
Genetic Typing of S. aureus isolates from GWU hospital	Use of Spa gene typing molecular technique to characterize Staphylococcus aureus isolates from the Emergency Unit of GWU hospital	Ongoing
Sequencing of Streptococcus pneumoniae isolates-	Validation of next generation sequencing (NGS) methodology using the Ion Torrent Technology for characterization of microbial isolates during outbreaks.	Completed
Salmonella serotyping using the Bioplex-Luminex.	Laboratory efficiency study to reduce the turnaround time for Salmonella serotyping from 2 weeks to 2 days.	Completed

Attachment I

Validation of 18 target Respiratory Viral panel using the Bioplex-Luminex	Expansion of viral diagnostic testing menu by screening and confirmation of the following respiratory viruses from human specimens: Seasonal Influenza, Non-seasonal influenza, Respiratory Syncytial Virus, Hantavirus, Enterovirus (D68), Coronaviirus.	Completed
International Laboratory Twining	International exchange of scientists involving development of diagnostic testing protocols for Chikungunya virus, Dengue virus, West Nile virus and malaria	Completed
MDRO Surveillance & Management Genomics, Bioinformatics, & Collaboration with Opgen	Combating Drug Resistant Infections thru Bioinformatic-based epidemiology: -Location of cluster of acquired hospital infections –Identification of emerging threats –Directs responses to cluster identification –Real time communication of results to the infection control and epidemiologists	Ongoing

6. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16.

The top priorities that fulfill the vision for the Department of Forensic Sciences are as follows.

1. Be Independent but not Isolated from Critical Customers.

DFS has actively engaged our external stakeholders in multiple ways that strengthens our understanding of our customers' needs without jeopardizing the scientific independence of our organizations. DFS holds regularly scheduled case review meetings with MPD and USAO to ensure case needs are met in a timely fashion and analysts are encouraged to discuss case status in order to ensure appropriate prioritization of analysis in support of on-going investigations.

DFS publically solicits feedback from the public and stakeholders via email communication at: contactDFS@dc.gov and contactquality.dfs@dc.gov. Also, DFS has launched a new procedure for handling complaints and inquires whether they are lodged by either internal or external sources. The Policy and Procedures for Complaints and Inquiries includes several milestones for handling any complaints and grievances received by DFS to ensure that such issues are acknowledged and addressed in a timely fashion. All complaints deemed to be of value will trigger the creation of a Quality Corrective Action or Quality Preventative Action that will be addressed via the DFS Quality Management system as required by ISO17025.

The statutorily required Science Advisory Board will be fully utilized to address technical issues of interest to DFS. The first meeting of 2016 was held in January of 2016. The agenda included: discussion concerning SAB Regulations; overview of Public Health Laboratory; review of DSAT findings; results of the DNA National Standard audit; an update on Status FBU; overview of validation and implementation of STRmix and an update on LIMS implementation. Additionally, the public has the opportunity to address the Science Advisory Board (SAB) at quarterly meetings. The SAB meetings are advertised to DC residents through the DC Board of Ethics and Government Accountability (BEGA) website on the Boards & Commissions Meetings page.

DFS has agreed to be a partner with Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) in the Washington/Baltimore Crime Gun Intelligence Center (CGIC). The Crime Gun Intelligence Center is a partnership between ATF, Metropolitan Police Department, Prince Georges County Police Department, the U.S. Attorney's Offices in Washington DC and Maryland. The Crime Gun Intelligence Center's goal is to target and remove violent criminal offenders from the communities they threaten. DFS participates in the National Integrated Ballistic Information Network (NIBIN).

DFS is legally mandated (§5-1501.06) to make available all records pertaining to the analysis conducted in a particular case to the agency that requested the analysis. As such the General Council's Discovery Team averaged 36 requests per month (or 432 a year) during 2015. Due to the complex nature of discovery, requests can take up to 21 days for processing. Currently,

there are seven units which may produce materials that are discoverable: FBU, FEU, LFU, DEU, CSS, and CEU, in addition to Metropolitan Police Department (MPD) files which are housed within the Agency. The units are provided with three business days to acknowledge the request, and provide the applicable materials. After all the files are provided, the Discovery Team scans the files and transfers data to two identical discs for delivery to the prosecutor's office. Depending on the case, a discovery disc may contain thousands of pages. In addition, many cases require supplemental discovery which requires an additional search of DFS files for documents to be produced. During the year DFS will often respond to "emergency" or "expedited" requests for discovery from prosecutors which can interfere with timely responses on other cases. In other words, the legal discovery team has been very busy this past year to keep DFS up and running in a legal sense.

Continual efforts to improve responsiveness to customers' needs include two important FY16 performance initiatives that have been launched in both the FSL and PHL divisions.

FSL is to develop a prioritization and case acceptance process for evidence submitted to the FSL. DFS wants to ensure that its resources are directed to forensic examinations and testing that will produce the most effective results for its stakeholders and District residents. To assist with this, a case prioritization model will be developed that takes into account the severity of the offence, the likelihood of recurrence of further criminal activity, the probative value of the evidence gathered at crime scenes, the likelihood of obtaining results from forensic analysis among other factors. FSL will develop and implement a case prioritization and acceptance process that will be applied to all forensic casework submitted to each unit.

PHL is to improve the effectiveness of PHL services by conducting outreach activities to customers and stakeholders that will lead to business plans and cost analyses needed to phase in new testing to increase capability. PHL is to develop business plans and cost analyses to identify increased costs for expanding testing capabilities. Completion of business plans and cost analysis will identify the additional funding required to provide expanded services to other District agencies, local and federal partners. Testing areas not currently provided that are being considered for analysis include: HIV, Tuberculosis, Hepatitis, Syphilis, and Gonorrhea testing; Foodborne disease testing from DC-restaurants; nicotine, medicinal marijuana, and pharmaceutical drug components; newborn screening testing; and lead-based blood testing.

2. Have Foresight with Insight formed by Hindsight concerning both Productivity and Quality

Previously the Department reported metrics using the Foresight approach and these productivity and efficiency statics were often tracked using Unit devised Excel spreadsheets that were filled out with varying degrees of oversight. A concerted effort began in June to implement a robust Laboratory Information Management System (LIMS) in order to comply with recommendations made within Internal Review Response (IRR) report. In order to support the LIMS and other data centric systems, the DFS IT team deployed a fully functional

data center housing the entire information systems infrastructure for DFS on site in the Consolidated Forensic Laboratory (CFL). This includes, a clustered virtualized environment including Citrix XenServer on 16 nodes, IX Systems TrueNAS storage solution with over 100 terabytes of usable storage, a long term backup solution, and redundant power. The majority of the solutions are built on Open Source with no annual software maintenance costs keeping Total Cost of Ownership very low for the base infrastructure. The system currently hosts over 40 virtual servers ranging in use from LIMS application and database servers to File Servers to HL7 messaging. Completing this infrastructure was key to the deployment of JusticeTrax LIMS on an accelerated schedule which went live on October 1, 2015.

After extensive training, in October 2015, the Latent Fingerprint Unit began using the JusticeTrax LIMS system to start tracking latent fingerprint evidence and to assist with the reporting of unit statistics and case-specific information. In the past, the LFU has had to manually track case evidence and case statistics through an assortment of Excel sheets. With the LIMS implementation, all latent fingerprint cards, photos and deceased prints are barcoded and scanned into storage locations so they can be tracked at any moment, thus streamlining this process and ensuring the integrity of the evidence. Furthermore, each analyst inputs case details, such as sub-itemizing latent prints of value, into the Automated Fingerprint Identification System (AFIS) entries and reports any "hits", comparison information and verification records, so case worksheets can be generated ensuring accurate and efficient case documentation. All LFU backlog cases were also entered into the LIMS systems as well so every analyst is currently using the system to work their cases. This will ensure any data pulled from LIMS for LFU is complete and up to date. In 2016, we are hoping to develop additional Crystal Reports to assist LFU Management with pulling data more effectively assign and track cases. To date the LIMS system continues to keep track of all cases and evidence items received by DFS and throughout the first three months of operation LIMS held 18,824 evidence items from 1,903 cases.

Additionally, DFS IT completed a full version upgrade of the Chemware Horizon LIMS for the Public Health Lab. Chemware Horizon LIMS is designed to optimize the laboratory operation by streamlining workflows, tracking samples, and preparing reports for Stakeholders. This included upgrades to the Application Servers, Document Management Server, Reporting Server, and Database Server. DFS IT also completed a deployment of infrastructure for direct HL7 Messaging from the LIMS to the Center for Disease Control and Prevention (CDC).

3. Deliver Exceptional Forensic Science to Inform Public Safety and Health Decision Making.

<u>Public Health Laboratory (PHL)</u>

PHL administers for the District two critical programs in the federally funded Laboratory Response Network; a Tier 2 Chemical Terrorism (CT) Exposure Laboratory and a Tier 1 Division of Select Agents and Toxins (DSAT) Laboratory that includes a Biosafety Level 3 (BSL-3) facility. DFS must maintain this strong analytical presence in the nation's capital.

PHL also maintains both the competency and capacity to test for Category A and Category B agents to include any emerging diseases. The PHL presently has six qualified scientists trained and approved by the Department of Justice to perform testing for agents of Bioterrorism on a 24/7 around the clock work schedule to handle samples that are collected during these events. PHL has become the single point of testing of white powder in our region. Samples are delivered by the Federal Bureau of Investigation (FBI) with a turnaround time of 5 hours for screening test results to rule our select agents and toxin from suspected sample.

PHL maintains CLIA certification and provides clinical laboratory support functions such as maternal and child health, epidemiology and surveillance for communicable and chronic diseases, the safety and purity of food products, screenings for alcohol and drugs of abuses and also assess environmental quality (water and air), hazardous materials (asbestos, lead, mercury, etc.) and other biological or chemical community health hazards arising from the presence of petroleum and other toxic materials in soils.

In FY16 PHL is playing a critical role in the detection of the emerging infectious disease; Zika virus. PHL is validating methods to conduct internal testing for Zika of all samples received in the District. Additionally, at the request of DOH, PHL will be supporting increased mosquito surveillance testing beginning in April through the use of an expanded assay panel that will test for four viruses (West Nile, Zika, Chikungunya and Dengue). Expansion of these testing regimes will entail validation of methods, creation of procedures, training of personnel and securing additional funds.

PHL chemists are establishing the District's first testing laboratory for Synthetic Cannabinoids using equipment donated previously from the Drug Enforcement Agency (DEA). The steps taken so far to establish this capability include: preparation of laboratory space, installation of equipment, acquisition of basic laboratory material (hydrogen, columns for testing, small lab components: pipettes, beakers). Additionally synthetic cannabinoid standards have been purchased and used for method development and validation. Procedures have been written and are in the process of final validation. DEA requested that DFS resubmit documentation for license to house and test regulated compounds. DFS is awaiting that final approval before evidentiary samples can be received for analysis. Two positions (MS14 Chemistry manager and CS13 Lead Chemist) that were repurposed from existing positions during the realignment of DFS are currently in the process of being filled. Going forward DFS continues to perform validation studies in close collaboration with the DEA and hope to begin testing by the end of FY16.

DFS worked with the Office of the Attorney General (OAG) to provide guidance and subject matter expertise in the creation of the proposed Synthetics Abatement and Full Enforcement Drug Control Act of 2015.

PHL working with the Department of Energy and the Environment (DOEE) and DC Water will explore establishment of an Environmental Testing Laboratory for the District. In support of

this effort, the PHL chemists have performed environmental testing as a reference laboratory for dozens of submitted samples, ranging from testing of unknown dumped toxic chemicals to polluted water specimens in the Potomac. Currently, DFS is working with the Metropolitan Water Council of Government (MWCOG) to establish a testing capability for the entire region. Currently, DFS provides subject matter expertise for toxic chemicals and their analysis. The goal of this new service will be to offer on-going and routine testing for the District's water enabling the mitigation of any detected contaminants before they reach the public.

Continual efforts to improve forensic science services include important FY16 performance initiatives that have been launched in PHL.

Implement next-generation sequencing (NGS) technology into unknown organism identification in public health and forensic sciences. NGS is the use of advanced molecular techniques to identify and characterize different pathogens to include bacteria, virus, and parasites. According to the information from American Public Health Association (APHL), current Pulse-Net Methods for foodborne pathogens surveillance will be replaced by whole genomic sequencing methods after 2017. In FY16, PHL will embrace the trend of development to perform sequencing and analysis through NGS. Potential outcomes from this initiative include increasing the number of referred isolates received from external stakeholders that will be analyzed and reported to a national database, improved characterization of unknown isolates and agents of outbreak, and outreach activities aimed to increase awareness of the PHL services.

Forensic Science Laboratory (FSL)

Continual efforts to improve forensic science services include important FY16 performance initiatives that have been launched in FSL. Several initiatives have been captured in the FSL FY16 Performance Plan.

DNA casework in the Forensic Biology Unit (FBU) was suspended following the identification of an issue concerning the interpretation of DNA mixtures. Following the suspension of DNA casework, the entire staff of the FBU began an intensive, full time, six month long training program that was conducted by a range of national and international experts in DNA mixture analysis. The training involved class instruction, practical exercises and homework assignments. Implementation of STRmix has been completed and places FBU at the forefront of DNA analysis and interpretation. Only six other labs in the US are using this approach. As of February 18, 2016 FBU has begun entering DNA profiles into the CODIS DNA database and will begin testing sexual assault cases. Other cases requiring DNA testing will be sent to outside contractor labs utilizing supplemental funds provided to DFS in FY16.

Supplemental money provided to DFS in FY16 has also provided contract assistance to both the Latent Fingerprint Unit (LFU) and the Firearms Examination Unit (FEU). Both units have applied these resources to working backlogged cases through the system more efficiently. Specifically in LFU the contractors support during LIMS implementation allowed LFU analysts time for LIMS training. The contract assistance was vital to ensuring priority cases were

completed in a timely manner. Collectively, these contractors have been able to produce about 140 case reports in the last three months.

LFU contractors have also worked with Adobe Photoshop and digital latent photos before, and have been able to apply this skill to cases in the LFU leading to additional latent prints of value and an increase of prints being entered into the Automated Fingerprint Identification System (AFIS) system.

LFU and FEU will continue to develop and implement work flow improvements through the implementation of the Mideo system which will allow for electronic worksheets specifically designed for LFU and FEU to improve records of examinations, data entry and reporting processes and ensure data integrity. This will reduce the amount of paperwork generated in the examination process resulting in an increase in productivity, reduce the potential for error and reduce turnaround time for reporting.

DFS has signed a Memorandum of Understanding (MOU) with ATF to perform correlation reviews for the NPS ballistic evidence that is entered into the National Integrated Ballistic Information Network (NIBIN). ATF will conduct these reviews through the NIBIN National Correlation and Training Center (NNCTC) which should begin operations in Spring of 2016. This assistance will allow FEU analysts to focus on the final critical step of the NIBIN process which is confirmations of any potential NIBIN leads.

Crime Scene Sciences (CSS)

The CSS Unit (CSSU) recently acquired many new crime scene investigation tools such as the innovative Leica 3D Scanner, which allows scientists to accurately and precisely document crime scenes using laser technology. Eight scientists received training and they are prepared to handle homicides and police-involved shootings. This includes pre-production and post-production registration of scan data. CSSU also acquired two new supervisor vehicles (four wheel drive for inclement weather) for response to crime scenes. These vehicles have been outfitted with specialized equipment that may not be used on conventional scenes, but can be transported and deployed as needed.

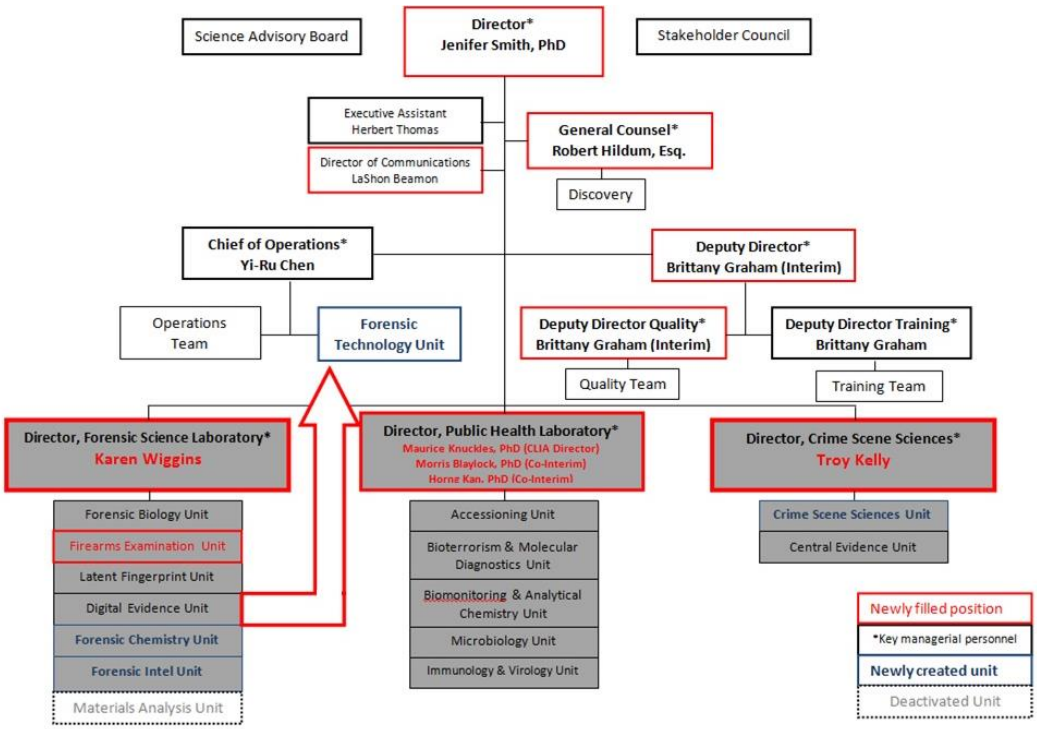
4. Have Fiscally Responsible Leaders who Engage, Empower and Inspire using Best Management Practices.

From the end of April 2015, senior managers separated from DFS. Steps have been taken to fill all critical management positions. Interim managers were found to lead all of the Divisions and to date; two of those Divisions (FSL Director and CSS Director) have now been permanently filled. DFS is in the process of seeking a permanent Director for the Public Health Laboratory.

DFS is working closely with the Department of Human Resources to complete an organizational realignment of several positions to address emerging needs for forensic services and to ensure continuing coverage of our overarching core services: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical and emergency response testing. The organizational chart below represents realignment. Boxes in red indicate leadership

changes since April 2015. Each science lab unit will have an administrative support service which maintains operational capacity in the form of training, continuing education, safety, risk management, quality and legal support. FY16 will be a year of transformation in DFS that will ensure better alignment of personnel to cover critical services and support functions.

DFS has implemented best management practices and now conducts weekly meetings for all DFS management teams. DFS managers are now engaged in tactical and strategic planning, held accountable for management of their spending and hiring plans. All DFS managers participated in a "Budget Boot Camp" that involved partner agencies from the Office of the Chief Financial Officer, Office of Contracting and Procurement, Department of Consumer and Regulatory Affairs, and the Department of Small Local Business Development. Tools have been developed through SharePoint to allow for requisition and overtime tracking.



5. Provide Superior Training, Infrastructure, Tools and Resources to Ensure all Employees Successfully Accomplish the DFS Mission.

The FBU at DFS is the seventh laboratory in the US to evaluate and validate STRMix, a forensic software tool that assists the DNA analyst in the interpretation of DNA profiles. The software is particularly helpful in providing consistency for interpretation of DNA profiles as well as making use of more of the information available within the forensic DNA profile. The FBU was able to complete validation testing in accordance with national guidelines set forth by the Scientific Working Group on DNA Analysis Methods (SWGDAM), which is a group made up of well-respected leaders in the forensic DNA community. FY2016 is a critical year for FBU to demonstrate increased proficiency in interpretation of mixtures using this software. It is

anticipated that FBU analysts will be utilized in admissibility hearings with District courts. DFS is working closely with stakeholders to ensure that STRmix will be successfully admitted.

In order to provide adequate work environments for the increased term employees that will be hired in FSL and CSS, DFS has a project to retro fit and renovate office space. Additionally, the Annex, which has traditionally served as our back-up biosafety level 3 laboratory for the LRN, will be repurposed as a CSS training location to continue our goal of always being prepared to deliver high quality and reliable services to our stakeholders.

Training efforts led by the Deputy Director of Training will continue to support subject matter expertise development as well as training related to awareness and appreciation for the quality assurance requirements of ISO 17025, Root Cause Analysis and determination of appropriate measures needed to address Corrective Actions.

Quality Assurance audits to preserve ISO17025 accreditation, assure compliance with the National DNA Quality Assurance Standards (QAS) and CLIA certification of PHL will be conducted within FY2016. DFS has a team of quality specialists to prepare all units for these audits.

6. Maintain a Diverse Workforce; Collegially Blending Youthful Enthusiasm with Experiential Wisdom.

DFS has an extensive hiring plan and process that will result in the recruitment and placement of 70 individuals by the end of FY2016. This includes 50 term positions supported by the FY16 supplemental funds. Tbe majority (37) of these positions will be in the CSS Division. They will be filled by the end of March, 2016 and training of CSS personnel will be completed by the end of June.

Recent passage of emergency legislation that allows DFS to hired retired MPD officers will ensure that officers with experience in crime scene processing and firearms examination will be available to continue as civilian employees with DFS.

Through the DFS Internship program, the department seeks to attract the next generation of employees through a thorough recruitment and retention process. The program is comprised of highly qualified interns who assist DFS units in meeting their goals and initiatives. During the Fall 2015/Spring 2016 semesters, the program consisted of 21 interns placed in units such as the Public Health Lab, the Forensic Biology Unit, the Latent Fingerprint Examination Unit, the Central Evidence Unit and the Office of the Director. Their academic level varied from undergraduate juniors to second year graduate students from institutions such as George Washington University, Virginia Commonwealth University, Northern Arizona University, Long Island University, University of Maryland, Howard University, Ferrum College and the University of Vermont. During the internship, each intern is tasked with a project/projects accompanied with professional development opportunities to enhance their learning experience. These activities include but are not limited to: Resume Writing & Interviewing, Job

Search Workshop, Ride-along with the Crime Scene Unit and a chance to attend an autopsy with the Office of the Chief Medical Examiner.

DFS also relies on its internship program as a source of hiring. Thus far, select interns have been offered full time employment at DFS in the Legal Unit, the Operations Unit and the Forensic Biology Unit. The remaining interns have been offered an extension to return to DFS where they have the option of working for the same unit or diversifying their knowledge through another unit.

LEAP intern Eileen Perry started at DFS and is supporting our human resource staff member with DFS recruitment efforts to fill over 50 vacancies created through the Safer Stronger DC initiative.

We are fortunate to participate in the highly successful Capital City Fellows Program with our latest Fellow, Matthew McCarroll. Mr. McCarroll brings with him a Master's in Public Health from George Washington University and is supporting us on a myriad of special projects focusing on internal customer service expectations and helping to convey our achievements and progress externally.

9. Please provide a list of the current members of the Science Advisory Board. Please include a brief description of each member's credentials and the member's term. Additionally, please list any vacancies and the date the vacancy began.

Dr. Clifton P. Bishop
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, for a term to end April 18, 2017.

Dr. Bishop is a biologist at West Virginia University. His positions there included Curriculum Coordinator then Director for Forensic and Investigative Science, as well as Associate Chair, Biology. He earned his Ph.D. in Biology from the University of Virginia and served post-doctoral fellowships at the National Cancer Institute and the National Institutes of Health.

Joseph P. Bono
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, for a term to end April 18, 2016.

Mr. Bono is the former Forensic Laboratory Director for the United States Secret Service. His previous service includes the Drug Enforcement Administration, Naval Investigative Service, and the St. Louis (Mo.) County Police. He also worked as a Forensic Chemist for the NIS in Washington, DC, San Diego, California, and Honolulu, Hawaii. He has a Masters in Political Science from the University of Missouri.

Dr. Michael DeWitt Coble
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, for a term to end April 18, 2016.

Dr. Coble has served in multiple capacities at the National Institute of Standards and Technology (NIST) as well as The Armed Forces DNA Identification Laboratory. He is a Forensic Biologist in the Applied Genetics Group at NIST. Dr. Coble's professional memberships include the American Society of Human Genetics and the International Society of Forensic Genetics. He earned his Ph.D. in Genetics from The George Washington University.

Dr. William Grosshandler

Attachment K

Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, Reappointed October 23, 2014, by Mayor's Order 2014-244, *Reappointments – Science Advisory Board*, for a term to end November 25, 2017.

Dr. William Grosshandler is an engineer who spent more than 20 years at the National Institute of Standards and Technology, the last four as Deputy Director for Building and Fire Research. He also spent 16 years as a Professor in the Department of Mechanical and Materials Engineering at Washington State University. A former Chair of the International Forum of Fire Research Directors, Dr. Grosshandler earned his Ph.D. in engineering from the University of California, Berkeley.

Irv Litofsky
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, for a term to end April 18, 2017.

Mr. Litofsky (Chairman) is Director of Forensic Services for the Baltimore County Police Department. He got his start there in 1974 as a Crime Laboratory Technician, leaving three years later to spend the next 18 years working as a chemist. He returned to the Baltimore County Police in 1996 and has run their Forensic Services section since 2003. Mr. Litofsky has a Masters in Forensic Science from the George Washington University and his affiliations include the American Chemical Society and the American Academy of Forensic Sciences.

Peter Marone
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, Reappointed October 23, 2014, by Mayor's Order 2014-244, *Reappointments – Science Advisory Board*, for a term to end November 25, 2017.*

Mr. Marone retired more than a year ago after six years as Director of the Virginia Department of Forensic Science, where he had worked for 35 years. He also taught Forensic Science at Virginia Commonwealth University for more than 30 years. He has a Masters in Forensic Chemistry from the University of Pittsburgh.

Attachment K

Dr. Sandy Zabell
Appointed November 26, 2013, under Mayor's Order 2013-225, *Appointments – Science Advisory Board*, amended July 2014, under Mayor's Order 2014-162, *Appointments and Rescission – Science Advisory Board*, for a term to end April 18, 2016.

Dr. Zabell is a Professor of Mathematics and Statistics at Northwestern University. Among his editorships was 16 years on the Editorial Board of *Cambridge Studies in Probability, Induction, and Decision Theory*. Dr. Zabell has also done extensive work for the Institute for Defense Analyses. He has a Ph.D. in Mathematics from Harvard University.

Additionally, there are two vacant positions on the Science Advisory Board. The first vacancy occurred on May 5, 2015, and the second vacancy occurred on May 27, 2015.

Attachment L

8. **Please provide all minutes for the Science Advisory Board's meetings during FY15 and FY16, to date.**

Department of Forensic Sciences

Science Advisory Board Meeting

Tuesday, October 7, 2014

Mr. Irv Litofsky, Science Advisory Board Chairman, calls the Science Advisory Board meeting to order at 9:20 a.m., Tuesday, October 7, 2014. Chairman Litofsky reminded members that the assembly was audio recorded and open to the public. The minutes of the July 18, 2014, meeting were reviewed. Board member William Grosshandler recommended an amendment to the minutes to reflect his attribution to interest raised in fire forensics rather than board member Sandy Zabell. The minutes were accepted and approved with the recommended amendment.

DFS Director Max Houck reviewed the meeting agenda reminding the board of their expressed interest in meeting with line laboratory staff throughout the department. He further indicated that based on mission-critical casework and availability, staff would appear for open dialogue with board.

Dr. William Grosshandler briefly spoke about attending, on behalf of Science Advisory Board Chair Irv Litofsky, Mayor Vincent C. Gray's quarterly Board Chairs Meeting July 24, 2014. Although Dr. Grosshandler said that issues covered during the Mayor's meeting did not directly impact business of the Advisory board, he said that through participating he recognized the Advisory board's uniqueness in having members representative of disciplines from a broader geographical range, while other boards and commissions are primarily comprised of city residents.

Board member Jay Siegel inquired about the November 4th election for mayor in the District of Columbia and its impact on the appointment of public safety and justice leadership. Director Houck confirmed the approval and loading of fiscal year 2015 budget and added that appointments would be decided by the elected mayor.

Advisory Board/Laboratory Staff Introductions – An Open Dialogue

- **Forensic Science Laboratory**: DNA; Digital & Documents; Firearms; Forensic Biology; Latent Fingerprint; Materials; Quality Assurance.

- **Crime Scene Sciences**
- **Public Health Laboratory**

Deputy Director Christopher Maguire reported department plans for installation of a fully automated rapid-DNA system. He explained that among system advantages, multiple sample testing will surpass the manual system previously used. The board was encouraged to review and comment on the research document entitled, '**Validation of the ParaDNA Intelligence system for use in the D.C. Department of Forensic Sciences**,' before the department implements the next steps.

Dr. Christopher Maguire informed the board of recent public health alerts, CDC consultations and the Public Health Laboratory's ability to test Ebola clinical samples.

Director Houck stated that the Crime Scene transition is continuing and that discussions are ongoing concerning the retaining and preservation of evidence. He further identified a possible allegation of professional negligence or misconduct associated with DNA methodology. Board member Peter Marone recommended that four board members (Drs. Clifton Bishop, Michael Coble, Charlotte Word, Sandy Zabell) assemble to review and make recommendation on the application and methodology of DFS's DNA testing. In a brief statement to the Advisory Board, Assistant United States Attorney Michael Ambrosino affirmed that no formal allegation of professional negligence or misconduct with regard to DNA testing has been asserted by the Office of the United States Attorney. He further added that he would follow up with the submission of materials to the board concerning the issue.

Dr. Word requested that the DNA review panel receive the interpretation of DFS Standard Operating Procedures at the time of DNA testing during the relevant period, as well as updated SOP, if any, since the testing.

Mr. Marone recommended that Director Houck and staff produce a draft of what would constitute an allegation.

Director Houck indicated that he would review other advisory board policies.

The Science Advisory Board meeting adjourned at 3:15 p.m.

An audio recording of the meeting is available upon request.

District of Columbia Department of Forensic Sciences

Department of Forensic Sciences
Science Advisory Board Meeting
Friday, January 9, 2015

Dr. Max M. Houck, Department of Forensic Sciences (DFS) Director, calls the Science Advisory Board WebEx meeting to order at 9:13 a.m., Friday, January 9, 2015. He announced recording of the web-based meeting and recognized onsite attendees during roll identifying: board member William Grosshandler, DFS Deputy Director Christopher Maguire, DFS General Counsel Christine Funk, Executive Assistant Herbert Thomas and public witness Julia Burl of the Public Defender Services for the District of Columbia. Meeting participants via telepresence included Yi-Ru Chen, DFS Chief of Operations, Science Advisory Board Chair Irv Litofsky and board members Charlotte Word, Jay Siegel, Joe Bono and Clif Bishop.

A quorum was established to conduct board business.

Board Chair Irv Litofsky presented the October 7, 2014, meeting minutes. Following the board's review and approval, the minutes were adopted.

There were no reports of allegations received by DFS General Counsel Christine Funk during the quarter. The Science Advisory Board subgroup, comprised of Clif Bishop, Michael Coble, Charlotte Word and Sandy Zabell, was commended for their contributions to the 'Interpretation of Complex DNA Mixtures' report submitted to the Department of Forensic Sciences (DFS). Director Houck acknowledged receipt of the report and posting of the document to the DFS website. Also noted were two other related reports.

Presently, development of the department's DNA protocol is ongoing and training of DNA analysts is anticipated by the end of January 2015. Director Houck pointed out that until the new SOP (Standard Operating Procedure) is in place, DNA interpretations will not be conducted. DFS General Counsel Funk reported that the DNA mixture case responsible for the recent attention raised regarding this issue has been resolved.

Deputy Director Christopher Maguire provided an update on paraDNA, the presumptive test for looking at stains. The plan is to implement the methodology to case work as a screening test by the end of January. The impact would mean

providing DNA results within days or hours rather than months. The outcome of a bid for National Institute of Justice (NIJ) funding for the project is anticipated in February 2015.

The Digital Evidence Unit is accepting evidence. Initially, cell phones will be the concentration for the current staff of four. Additional positions are expected to be filled. The Forensic Science Laboratory achieved aggressive targets in productivity for end-of-year goals. DFS leadership is currently working on 2015 goals. Crime scene scientists are deploying to crime scenes. The unit has acquired five crime scene vehicles and the acquisition of additional vehicles is planned.

The board was informed about the new administration, its leadership, the reporting structure and the elimination of the Deputy Mayor for Public Safety and Justice from this structure. This change will impact the legislatively mandated Stakeholders Council, chaired by the Deputy Mayor for Public Safety and Justice. During a recent briefing, Director Houck informed the Deputy City Administrator of the importance in resolving the matter before the Council convenes the next meeting. It is not certain whether legislative changes will be necessary.

Board member Grosshandler reported that teleworking for DFS employees was a point of interest raised during the October 7, 2014, staff dialogue. Director Houck stated that General Counsel Funk would research the labor relations issue and report her findings.

The board briefly discussed potential meeting dates and adjourned at 9:50 a.m.

An audio recording of the meeting is available upon request.

Department of Forensic Sciences
Science Advisory Board Meeting
Friday, April 24, 2015

Science Advisory Board Chairman Irv Litofsky calls the meeting to order at 9:08 a.m., Friday, April 24, 2015. Roll call identifying board members present included Jay Siegel, Mike Coble, Pete Marone and Sandy Zabell. Board member Bill Grosshandler participated via teleconference. Dr. Max M. Houck, Director, Dr. Christopher Maguire, Deputy Director, and Christine Funk, General Counsel were identified for the record as well.

A quorum was established to conduct board business.

Board Chair Irv Litofsky presented the January 9, 2015, meeting minutes, which were adopted following the board's review and approval. The Chairman initiated discussion to define the board's role, functions, practices and procedures.

Following a review and interpretation of the Board's statutory requirements by DFS General Counsel Christine Funk, the board revisited recent board actions taken, the manner in which they were taken and the resultant effect. The development of a defined lineage for communications from the Board to the Mayor and City Council was deemed essential by the board.

The need to have the legal support of and access to a general counsel and clerical staff by the board was discussed. Director Houck informed the board that the department is currently facing a 2.6 percent budget cut that will impact the regularity of in-person Science Advisory Board meetings as well as the possibility for acquisition of additional resources for the board. The Director further added that he would report to the board his findings regarding how the District's other boards and commissions receive legal support. Board member Siegel recommended that the department also determine the feasibility of the Science Advisory Board acquiring legal assistance from the Office of the Attorney General.

Julia Leighton, General Counsel, Public Defender Service, offered comments concerning the correctness of the DFS general counsel providing legal advice to the DFS Science Advisory Board.

Director Houck announced the receipt of two audit reports, one from the Office of the Attorney General and one from the ANSI-ASQ National Accreditation Board (ANAB). He briefly discussed factors affecting the discretionary release and disclosure of information and suggested that the board review the audit reports and prepare to participate in a teleconference for an assessment of and response to the reports.

DFS General Counsel Christine Funk reported that there were no reports of allegations. However, Board member Peter Marone recommended the establishment of policy and procedure for the receipt and processing of reports of allegations and offered a description of the reporting framework. Deputy Director Maguire reported on the chronology of events related to the interpretation of complex DNA mixtures, including action taken by the Science Advisory Board, the DFS leadership and the DFS DNA team. Discussion followed.

Board member Pete Marone recommended that the DFS leadership inform the board of the department's response to the audit reports and that the Science Advisory Board subcommittee reconvene for a review of all DNA mixtures-related information and the development of the board's response to the reports. Board member Marone moved "to refer to the subcommittee for thorough examination of DNA-related issues and data."

In a research and methods update, Director Houck announced the department's creation of the position for Deputy Director for Research. Deputy Director Maguire provided an update on paraDNA, followed by board member Sandy Zabell's announcement concerning potential forensic science related opportunities available at the Statistics and Applied Mathematical Sciences Institute (SAMSI) that may be of interest to the department.

The meeting adjourned at 12:55 p.m.

An audio recording of the meeting is available upon request.

Department of Forensic Sciences
Science Advisory Board Meeting Minutes
Tuesday, June 16, 2015

***CORRECTED**

DFS Interim Director, Dr. Roger A. Mitchell brought greetings to board meeting attendees and deferred to Science Advisory Board Chairman Irv Litofsky who calls the meeting to order at 9:20 a.m., Tuesday, June 16, 2015. Chairman Litofsky conducted roll call of current board members in attendance: Clif Bishop, Joe Bono, Mike Coble, Bill Grosshandler, Pete Marone, Sandy Zabell. A quorum was established to conduct board business.

The April 24 meeting minutes were presented, read and approved as corrected to accurately reflect the board's receipt of the audit report from the U.S. Attorney's Office, instead of the Office of the Attorney General, as well as the pending and subsequent receipt of the audit report from the **ANSI**-ASQ National Accreditation Board.

Deputy City Administrator/Deputy Mayor for Public Safety and Justice, Kevin Donahue, discussed his background and experience. He described the chronology of events and the decisions made related to DNA interpretation reports. Dr. Mitchell underscored the lack of complete transparency of past practices by the laboratory and the importance of the board's oversight and role in quality control improvements, process and implementation. He further suggested the assembly of board subcommittees to address issues specifically related to individual laboratory divisions and units.

Robert Hildum, General Counsel, informed the board of pending recommendations for promulgating rules governing how the board would operate. A draft document is anticipated.

Forensic Science consultant, Dr. Jenifer A.L. Smith of the Pennsylvania State University Forensic Science program presented her findings concerning DNA mixture interpretation factors leading to consequences associated with DNA problems. Dr. Smith outlined a comprehensive response plan incorporating a retraining program for scientists, recruitment and the involvement of outside experts.

A discussion concerning quality control, ANAB non-conformities, corrective action and other quality-related issues was led by Deputy Director of Quality, Karen Wiggins. Details surrounding receipt of an allegation involving a 29 cycle complaint from the

USAO, of which the board was notified, were addressed by Robert Hildum, Dr. Catherine Theisen and Dr. Smith. A response to the complaint was reported to be forthcoming.

Board member Bill Grosshandler moved that, "the entire board receives every complaint, consistent with the statute, by email in a timely fashion." The motion was seconded and passed.

The meeting adjourned at 1:50 p.m.

An audio recording of the meeting is available upon request.

Department of Forensic Sciences
Science Advisory Board Meeting Minutes
Friday, October 2, 2015

The meeting of the Department of Forensic Sciences Science Advisory Board was brought to order at 9:20 a.m. by Board Chairman, Irvin Litofsky. In addition to board chair Litofsky, the current six board members in attendance included Clifton Bishop, Joseph Bono, Michael Coble, William Grosshandler, Peter Marone and Sandy Zabell. There was a quorum to conduct board business.

The June 16 meeting minutes were presented, read and approved, as corrected, to accurately identify receipt of the audit report from the ANSI-ASQ National Accreditation Board.

General Counsel Robert Hildum led a discussion concerning the Science Advisory Board regulations, notifications, board reviews and advising the Mayor and the Council of the District of Columbia on scientific matters. At the conclusion of Mr. Hildum's talk, Deputy Director Catherine Theisen described the Quality Corrective Action Report (Q-CAR) process and timelines. The review was presented to assist in the board's further discussion in determining the method and frequency of disclosures.

Deputy Mayor Kevin Donahue announced the October 28th City Council hearing for Dr. Jenifer Smith's nomination for appointment as Director of the Department of Forensic Sciences. Deputy Mayor Donahue reported that the Mayor's and the City Council's commitment to DFS is supported by the substantial financial investment in the department.

Q-CAR scenarios, corrective action and staffing in the Latent Fingerprint Unit (LFU) were the focus of a presentation by LFU Manager, Jessica Beckman. Lead Scientist Laura MacBean discussed the Forensic Biology Unit's (FBU) process and technique for 29 cycle and the allele frequency worksheet. She identified the intensive training, testing and independent review response in which FBU scientists have been engaged.

Dr. Jenifer Smith announced an October 30, 2015, STRmix implementation review panel convening at the Consolidated Forensic Laboratory for evaluative support of FBU.

The outcomes of assessments conducted during an ANAB surveillance visit were reviewed by Dr. Catherine Theisen. Accreditation for the Digital Evidence Unit is planned.

The Laboratory Information Management System (LIMS) went live October 1, 2015, at DFS. Simon Kert reported on the system's capability for real-time evidence tracking and project/record management across different laboratory operations. Luke Short presented the DFS plan for the development of a lab to perform chemical analysis of synthetic cannabinoids.

Following a brief discussion concerning receipt of a letter from the Public Defender Service, ethics training and dc.gov email addresses anticipated for board members, the meeting adjourned at 2:52 p.m.

An audio recording of the meeting is available upon request.

Department of Forensic Sciences
Science Advisory Board Meeting Minutes
Friday, January 15, 2016

Science Advisory Board Chairman Irv Litofsky brought to order, at 9:20 a.m., the meeting of the Department of Forensic Sciences (DFS) Science Advisory Board. In addition to the board chair, members present included Clifton Bishop, Joseph Bono, Michael Coble, William Grosshandler, Peter Marone and Sandy Zabell. A quorum was established to conduct board business. Minutes from the October 16, 2015, meeting were presented, read and approved.

Catherine Theisen's resignation as DFS Deputy Director was announced by Dr. Jenifer A.L. Smith. She appointed Ms. Brittany Graham to serve as Interim Deputy Director, in addition to serving as Director of Training and Quality. Dr. Smith also announced the appointment of Ms. Karen Wiggins to Associate Director of the Forensic Science Laboratory and Mr. Troy Kelly's appointment to Director of Crime Scene Sciences.

Function, role and responsibility of the advisory board were key areas reviewed in unofficial draft regulations developed by General Counsel Robert Hildum, who explained that upon completion, a more rigorous review for legal sufficiency would be conducted later by the Office of the Attorney General. It is anticipated that the board's suggestions and recommendations will be incorporated into an updated version of the working draft document.

Dr. Luke Short reported substantial progress made toward establishment of the Forensic Chemistry Lab. Since the board's last meeting, resources have been approved and loaded for the final installation of equipment and the development of forms, SOP's and sample and validation plans have been completed. Dr. Morris Blaylock, of the Public Health Laboratory's Microbiology Unit provided an overview of the Laboratory, focusing specifically on the lab's organizational structure, stakeholder relationships, staffing challenges and the division's responsibility for disease surveillance.

DFS staff, led by Dr. Horng Kan (Public Health Laboratory/Bio Terrorism), has been tracking and reporting twice monthly progress and action steps taken to correct deficiencies in response to 29 Q-CAR's resulting from an inspection by the Centers for Disease Control and Prevention (CDC) Division of Select Agents and Toxins (DSAT). On behalf of Dr. Kan, Dr. Anicet Dahourou (Public Health Laboratory/Virology) presented an overview of the programmatic departures and corrective action.

A letter to DFS from the Public Defender Service (PDS), the DFS response letter to PDS and Cognitive Bias training of DFS staff were discussed briefly.

The board was introduced to Technical Leader Susan Welti and Manager Andrea Borchardt of the Forensic Biology Unit. The analysts reported on the unit's latest techniques and testing protocols, quality assurance standards, SOP review, external audits and lab enhancements.

Following a LIMS review by Paul Reedy, a report by Dr. Smith on DFS supplemental spending and a query from Chairman Litofsky to DFS General Counsel regarding the expiration of board appointments and the reappointment process, the meeting adjourned at 2:15 p.m.

An audio recording of the meeting is available upon request.