



February 26, 2016

Kenyan McDuffie, Chairperson
Committee on the Judiciary and Public Safety
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Chairperson McDuffie,

Enclosed you will find responses to your questions for Committee's preparation of the performance oversight hearing for the Department of Forensic Sciences. If you need more information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenifer A.L. Smith".

Jenifer A.L. Smith, Ph.D.
Director, Department of Forensic Sciences

CC: Office of the Deputy Mayor for Public Safety and Justice
Office of Policy and Legislative Affairs

ATTACHMENTS



General Questions

1. **Please provide, as an attachment to your answers, a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel. Also provide the date that the information was collected on the chart.**
 - a. **Please provide an explanation of the roles and responsibilities for each division and subdivision.**
 - b. **Please provide a narrative explanation of any changes made during the previous year.**

See Attachment A

2. **Please provide, as an attachment, a current Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program. This Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.**
 - a. **For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Please also indicate whether the position must be filled to comply with Federal or local law.**
 - b. **For each filled position, please provide the employee's length of service with the agency.**

All DFS positions fall under the following statutory requirement § 5-1501.03. Director; appointment, qualifications, compensation, term and § 5-1501.05. Personnel.

DFS is working diligently to fill all vacant positions. Note that an additional 50.75 FTEs have been temporarily added in FY16 to support the Mayor's Safer, Stronger DC Initiative. DFS internally tracks the entire process to filling a position. It takes an average of 60 days to fill a vacant position. As such, DFS and DCHR hold weekly conference calls to discuss questions and identify issues to help push the process as swiftly as possible. Of the existing 60 vacant FTEs, 22 individuals have been selected or received an offer letter. DFS is also planning a major recruitment of retired MPD officers to fill an additional 11 positions in the Crime Scene Sciences Division once the Crime Scene Investigator Hiring Clarification Emergency Act of 2016 becomes effective in March.

See Attachment B

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

3. **Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

Name	Role	Date of Detail	Projected Date of Return
MPD Officer Luciano Morales	Firearms Examiner and NIBIN Administrator	October 1, 2012	TBD
MPD Officer Steven Chase	Firearms Examiner	October 1, 2012	TBD
MPD Officer Angela Burke	Firearms Technician	October 1, 2012	TBD
MPD Officer Jermone McClinton	Firearms Technician	October 1, 2012	TBD
Senior Police Officer Grant Greenwalt	Interim Unit Manager of Crime Scene Sciences	October 1, 2015	TBD

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;**
 - 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;**
 - c. **A list of employee bonuses or special award pay granted in FY15 and FY16, to date;**
 - d. **A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel; and**
 - 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.**

See Attachment C

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

5. **With regard to the use of communication devices:**

- a. **What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.**
- b. **How does your agency limit the costs associated with its mobile devices?**
- c. **For FY15 and FY16, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?**

The procedures in place to track individuals or units that are assigned mobile devices fall under the DFS Mobile Device Issuance Policy. Each employee signs an Equipment Assignment Agreement which lists make, model, Serial Number, phone number and approximate value. This information is submitted through the RTS/FCMS system which is monitored by OCTO. In addition a spreadsheet is kept up to date internally by the Operations team.

To limit the costs associated with its mobile devices DFS only supplies Deputy Directors and Division Directors with cellphones and cell-enabled tablets. Next level Unit managers receive cellphones and are offered non-cellular tablets. Crime Scene Scientists receive cellphones due to the need to be mobile; they do not have deskphones assigned to them. Anyone not covered under the DFS Policy must submit a justification for review and approval.

Fiscal Year	FY Total Expenditure Estimated
2015	\$99,614
2016	\$30,180

6. **Please provide a chart showing your agency's approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.**

See Attachment D

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

7. For FY15 and FY16, to date, please list all intra-District transfers to or from the agency.

FY 2015 Intra-District Summary – Department of Forensic Sciences (FR0)			
Selling Agency	Description of Services Provided	Funding Sent	Funding Due
Office of the Chief Technology Officer (TO0)	RTS	\$25,950	
The Office of Contracting and Procurement (PO0)	Purchase Cards	\$113,345	
Office of Disability Rights (JR0)	To provide sign language interpreter services	\$690	
Department of Public Works (KT0)	Vehicles maintenance service	\$10,078	
TOTAL		\$150,062	\$0
Selling Agency	Description of Services Provided	Funding Received	Funding Owed
Department of Health (HC0)	Epidemiology testing	\$64,881	
	Public Health Laboratory testing and health care systems preparedness	\$228,353	
Office of Victim Services and Justice Grants (FO0)	Physical Evidence Recovery Kit Processing and Data Initiative; enter crime scene data into CODIS	\$191,912	
	Paul Coverdale Firearms - to fund FEU travel and FSL overtime	\$37,632	
	Paul Coverdale Firearms - Forensic Science Improvement	\$15,643	
Emergency Planning & Security Fund (EPO)	Federal payment (emergency plan/security)	\$944	
TOTAL		\$539,366	\$0
FY 2016 Intra-District Summary – Department of Forensic Sciences (FR0)			
Selling Agency	Description of Services Provided	Funding Sent	Funding Due
Office of the Chief Technology Officer (TO0)	RTS	\$11,560	
	RTS	\$5,457	
The Office of Contracting and Procurement (PO0)	Purchase Cards	\$42,981	
Department of Public	Fuel and maintenance service	\$2,863	

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

Works (KT0)			
District Department of Human Resources (BE0)	Background Check and Drug Testing	\$15,184	
TOTAL		\$78,045	\$0
Selling Agency	Description of Services Provided	Funding Received	Funding Owed
Department of Health (HC0)	Global MOU for Epidemiology testing	\$363,237	\$412,164
Office of Victim Services and Justice Grants (FO0)	Physical Evidence Recovery Kit Processing and Data Initiative; enter crime scene data into CODIS	\$68,750	\$206,250
	Paul Coverdale Firearms - to fund FEU travel and FSL overtime	\$30,966	
	Paul Coverdale Firearms - Forensic Science Improvement	\$15,923	
TOTAL		\$478,876	\$618,414

8. For FY15 and FY16, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

The Department of Forensic Sciences does not have any special purpose revenue funds.

9. Please list each contract, procurement, lease, and grant awarded, entered into, extended, and option years exercised, by your agency during FY15 and FY16, to date. For each contract, please provide the following information, where applicable:
- The name of the contracting party;
 - The nature of the contract, including the end product or service;
 - The dollar amount of the contract, including budgeted amount and actually spent;
 - The term of the contract;
 - Whether the contract was competitively bid;
 - The name of the agency's contract monitor and the results of any monitoring activity; and
 - Funding source.

See Attachment E

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

10. For FY15 and FY16, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Authorized User	Daily Purchase Limits	Monthly Purchase Limits	Total Purchases FY15	Total Purchases FY16
Herbert Thomas	\$5,000	\$20,000	\$24,405.43	\$2,874.40
Cherry McClaine	\$5,000	\$20,000	\$73,344.28	\$45,453.11
Warren Washington	\$5,000	\$20,000	\$16,650.12	\$7,552.59
Agency Totals			\$114,399.83	\$55,880.10

11. Please list all memoranda of understanding (MOU) entered into by your agency during FY15 and FY16, to date, as well as any memoranda of understanding currently in force. For each, indicate the date entered and the termination date.

Fiscal Year	Buyer	Seller	Date Entered	Termination Date
FY 2015	Justice Grants Administration	Department of Forensic Sciences	10/1/2014	6/30/2015
FY 2015	Justice Grants Administration	Department of Forensic Sciences	10/1/2014	9/30/2015
FY 2015	Department of Health, Division of Epidemiology-Disease Surveillance and Investigation	Department of Forensic Sciences	10/1/2014	7/31/2015
FY 2015	Department of Forensic Sciences	Department of Human Resources	10/1/2014	9/30/2015
FY 2015	Office of Victim Services	Department of Forensic Sciences	10/1/2014	9/30/2015
FY 2016	Office of Victim Services and Justice Grants	Department of Forensic Sciences	10/1/2015	9/30/2016
FY 2016	Office of Victim Services and Justice Grants	Department of Forensic Sciences	10/1/2015	3/31/2016

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Fiscal Year	Buyer	Seller	Date Entered	Termination Date
FY 2016	Office of Victim Services and Justice Grants	Department of Forensic Sciences	10/1/2015	9/30/2016
FY 2016	Department of Health	Department of Forensic Sciences	10/1/2015	9/30/2016
FY 2016	Department of Forensic Sciences	Department of Human Resources	10/1/2015	9/30/2016
FY 2016	Department of Forensic Sciences	Office of Disability Rights	01/20/2016	9/30/2016

12. **Please list the ways, other than memoranda of understanding, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY15 and FY16, to date.**

Issues concerning misinterpretations of DNA mixtures have been of interest to the national DNA community. Several organizations have requested information concerning the efforts made by DFS to re-train analysts within the Forensic Biology Unit to move from interpretations using CPI/CPE to continuous probabilistic models for DNA mixture interpretation. The unit has supplied validation studies and protocols to interested laboratories. Also, Director Smith has addressed two national DNA groups, the Scientific Working Group on DNA Analytical Methods in January and DNA Technical Leaders and Combined DNA Index System (CODIS) Administrators from local, state and federal laboratories who are attending the 21st National CODIS Conference in November.

Two public forensic laboratories, The Erie County Central Police Services Forensic Laboratory and the LA County Sheriff Department were able to assist DFS during suspension of DNA testing by uploading suitable DNA profiles into the National DNA Index (NDIS) of the Combined DNA Index System (CODIS). Several of these uploaded profiles resulted in CODIS "hits". The combined total of uploads resulted in 51 profiles and 18 hits.

The DFS Chemistry Unit has 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, the DFS is working with the Metropolitan Water Council of Government (MWSOG) to establish a testing

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capability for the entire region. To foster a close relationship amongst these agencies, DFS provides subject matter expertise for toxic chemicals and their analysis.

Using the developing relationship amongst DFS, Department of Energy and the Environment (DOEE) and DC Water, considerations have been made to create an Environmental Testing Laboratory for the District. The goal of this new laboratory would 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.

13. **Please describe any anticipated spending pressures for FY16. Include a description of the pressure, the estimated amount, and any proposed solutions.**

DFS does not anticipate any spending pressures for FY16.

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14. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY15 and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:
- An update on all capital projects begun, in progress, or concluded in FY14, FY15, and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
 - An update on all capital projects planned for FY16, FY17, FY18, FY19, FY20, and FY21.
 - Do the capital projects begun, in progress, or concluded in FY14, FY15, or FY16 to date have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

Project: LIM02C			
Description:	<i>The Laboratory Information Management System (LIMS) for the Crime Scene Search unit (CSS) is the DFS's central workflow and data management system. The current data collection, management, and workflow processes are performed on various disparate systems or by paper processes in place at the donor agencies before the creation of the DFS. The LIMS will provide a single authoritative source for all DFS laboratory information and ensure accurate timely information to the DFS's clients.</i>		
Amount:	\$2,908,638		
Allotments		Spending	
FY 2016	--	FY 2016	\$154,420
FY 2015	-\$250,000	FY 2015	\$1,225,476
FY 2014	\$2,458,638	FY 2014	\$404,717
FY 2013	\$450,000	Total	\$1,784,613
		Encumbered/ Pre-encumbered	\$582,215
Timeline:	The fully integrated completion date is projected to be in FY17		
Annual Maintenance:			\$139,069
Remaining Amount:			\$874,025

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

15. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to, capital improvement needs), for FY15 and FY16, to date. For each, include a description of the need and the amount of funding requested.

We are working with the Mayor's Budget Office and the Deputy Mayor for Public Safety on developing our budget. We will be happy to share the Mayor's FY 17 budget once it has been submitted to the Council.

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.

See Attachment F

17. Please list each grant or sub-grant received by your agency in FY15 and FY16, to date. List the date, amount, and purpose of the grant or sub-grant received.

Fiscal Year	Grant	Period of Performance	Amount	Purpose
FY 2015	FY 2014 DNA Capacity Enhancement and Backlog Reduction Program – District of Columbia Department of Forensic Sciences (2014-DN-BX-0053)	10/1/2014 – 9/30/2016	\$458,004	The goal of NIJ's FY 2014 DNA Capacity Enhancement and Backlog Reduction Program is to assist eligible States and units of local government to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

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Fiscal Year	Grant	Period of Performance	Amount	Purpose
FY 2015	Subaward for Participating in the Laboratory Response Network (LRN) Laboratory Information Management System Integration (LIMS) Implantation Project (APHL Agreement #56400-200-202-15-01)	12/1/2014 – 4/30/2015	\$32,000	Under Cooperative Agreement Number U60HM000803 (the “Cooperative Agreement”) with the U.S. Centers for Disease Control and Prevention (“CDC”) (CFDA#93.065), APHL conducts the APHL-CDC Partnership for Quality Laboratory Practice project to provide technical assistance, training and information to state and local public health and clinical laboratories in controlling communicable diseases, chronic diseases and disorders, and other preventable health conditions.
FY 2016	FY 2015 DNA Capacity Enhancement and Backlog Reduction Program – Washington, DC Department of Forensic Sciences (2015-DN-BX-0028)	1/1/2016 – 12/31/2017	\$437,802	The goal of NIJ's FY 2015 DNA Capacity Enhancement and Backlog Reduction Program is to assist eligible States and units of local government to process, record, screen, and analyze forensic DNA and/or DNA database samples, and to increase the capacity of public forensic DNA and DNA database laboratories to process more DNA samples, thereby helping to reduce the number of forensic DNA and DNA database samples awaiting analysis.

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

18. **How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding?**

Five and one-quarter (5.25) FTEs are dependent on grant award 2014-DN-BX-0053 which is set to expire 9/30/2016. The five and one-quarter (5.25) positions funded on this award are Forensic Biology Unit employees and include one (1) Forensic Science Technician, three (3) Forensic Scientists, one (1) Casework Liaison positions, and one-quarter (.25) Staff Assistant position. It is anticipated that these five and one-quarter (5.25) positions will be funded on award 2015-DN-BX-0028 (award still pending final DOJ budget approval) until 12/31/2017. Throughout the 2015-DN-BX-0028 period of performance, the Department of Forensic Sciences will seek additional grants in order to continue funding these five and one-quarter (5.25) positions.

19. **Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.**

According to the Office of the Attorney General for the District of Columbia there are no pending lawsuits that name DFS as a party.

20. **Please provide the total number of administrative complaints or grievances that the agency received in FY15 and FY16, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.**

Source	Number of Inquiries	Number of Complaints
PDS	2	-
MPD	-	2
USAO	1	1
OCA	1	-
DC DYRS	1	-
DGS	-	1
USARMY	1	-
Reason Foundation	1	-
DC Resident	1	3
Total May 2015 – Dec 2015	8	7

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

DFS process for handling complaints and grievances is detailed in *DOM15 – Policy and Procedures for Complaints and Inquiries*. The following are milestones for handling any complaints and grievances received by DFS:

1. Within two days: Acknowledgement receipt of the complaint or inquiry to the sender.
2. Within five days: Assessment of the complaint or inquiry by the Complaint/Inquiry Response (C/IR) Team for further action or not. A response is sent to the sender.
3. Within thirty days: Determination of the course of the investigation by the C/IR Team. A response is sent to the sender advising of the investigation and explaining procedures, timeline, documentation (such as Quality Corrective Action Reports/Quality Preventative Action Reports or Q-CARs/Q-PAR), etc.
4. Within sixty days: Completion of the investigation by the C/IR Team and drafting of the response or report.
5. Within ninety days: Notification to complainant and Q-CARs/Q-PARs can still be open.

No changes to DFS policies or procedures have resulted from complaints or grievances received so far.

21. **Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY15 and FY16, to date, along with the agency's compliance or non-compliance with any recommendations.**

Investigations	Description	FY 2015	FY 2016	Status
Health and Safety	When injuries or spills occur, investigations are launched. 30 Health and Safety investigations have been initiated.	There were 21 spills reported and 9 injuries. None are currently open.	0	8 are resolved and 4 are currently open
Employees	On rare occasions, employee conduct is investigated.	0	0	4 cases all closed

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Audits	Description	FY 2015	FY 2016	Status
Federal Bureau of Investigations (FBI) Quality Assurance Standards (QAS)	Annual audit of the DFS Forensic Science Laboratory Forensic Biology Unit (DNA) for CODIS participation		External Audit Completed (11/30/15-12/1/15)	External Audit Completed
ANSI ASQ National Accreditation Board/FQS ISO/IEC 17025:2005 Standard	Annual surveillance assessment of the DFS Forensic Science Laboratory for continued laboratory accreditation	ANAB Surveillance Visit Completed (9/28/15-9/29/15)		Completed
ANSI ASQ National Accreditation Board/FQS ISO/IEC 17025:2005 Standard	External Audit Assessment	ANAB External Audit Completed (6/11/2015-6/12/2015)		
Division of Select Agents and Toxins (DSAT) Center for Disease Control and Prevention (CDC)	Bi-Annual audit of the DFS Public Health Laboratory to possess, use and transfer select agents and toxins for bio-safety (BSL3) capability.	Completed (Report received 9-29-2015)		Completed
Public Health Service. Centers for Disease Control and Prevention (CDC)	Inspection of Quality management, safety, reagents, and assay validation for the Laboratory Response Network Program Office to provide evidence of compliance and documentation.		Should be completed before 11/09/2016	

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

22. **Please provide, as an attachment, a copy of the agency's FY15 performance plan. Please explain which performance plan objectives were completed in FY15 and whether or not they were completed on time and within budget. If they were not, please provide an explanation.**

See Attachment G includes the FY 15 Performance Plan (G-1) and FY15 Performance Accountability Report (G-2)

23. **Please provide, as an attachment, a copy of your agency's FY16 performance plan as submitted to the Office of the City Administrator.**

See Attachment H

24. **Please provide the number of FOIA requests for FY15 and FY16, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, and the estimated number of hours spent responding to these requests.**

	FY 2015	FY 2016 YTD
<i>FOIA Requests</i>	8	1
<i>Granted</i>	8	0
<i>Partially Granted</i>	0	0
<i>Denied</i>	0	1
<i>Pending</i>	0	0
<i>Average Response Time</i>	8.5 business days	2 business days
<i>FTEs Processing Requests</i>	< 1	< 1
<i>Estimated Hours Responding</i>	10	1

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.**

See Attachment I

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

26. How does the agency solicit feedback from customers? Please describe.

- a. What has the agency learned from this feedback?
- b. How has the agency changed its practices as a result of such feedback?

The agency solicits feedback via email communication at: contactDFS@dc.gov and contactquality.dfs@dc.gov. 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. Feedbacks in form of inquiries that have been submitted to the agency have been handled through *DFS DOM15 – Policy and Procedures for complaints and Inquiries*. Recently, an inquiry from the Public Defender Service for DC (PDS) suggested that the organization expand its Cognitive Bias Training to include training for all DFS analysts and examiners. The C/IR Team that investigated the inquiry decided to follow PDS recommendation and the training will be offered soon to all DFS employees.

Personnel

1. Please separately list each employee whose salary was \$100,000 or more in FY15 and FY16, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

<i>FY2015 Employees with Salaries over \$100,000</i>					
Name	Position Title	Salary	Fringe	Overtime	Bonus
Smith, Jenifer Ann Lindsey	Dir, Dept of Forensic Sciences	\$209,218.00	\$43,789.33	\$0.00	\$0.00
Theisen, Catherine E	Deputy Director, Department of	\$195,700.00	\$40,960.01	\$0.00	\$0.00
Chen, Yi-Ru	Chief Operating Officer	\$143,221.50	\$29,976.26	\$0.00	\$0.00
Graham, Brittany H	Dep Dir. for Trng and Develop.	\$128,368.90	\$26,867.61	\$0.00	\$0.00
Wiggins, Karen A	Dep Dir for Quality Assurance	\$128,103.68	\$26,812.10	\$0.00	\$0.00
Hildum, Robert M	General Counsel	\$127,308.00	\$26,645.56	\$0.00	\$0.00
Diallo, Alpha	Public Health Laboratory Direc	\$123,037.88	\$27,977.84	\$0.00	\$0.00
Kolowski, Jason	Forensic Science Laboratory Director	\$133,673.40	\$27,937.74	\$0.00	\$0.00
Wampler, Randall	Director, Crime Scene Sciences	\$131,512.35	\$27,486.08	\$0.00	\$0.00
Dyke, Michael	Deputy Director for IT	\$143,221.50	\$29,933.29	\$0.00	\$0.00
Reedy, Paul L	Forensic Scientist Supervisor	\$122,003.50	\$25,535.33	\$0.00	\$0.00
Short, Luke C	Supervisory Chemist	\$114,358.65	\$23,935.27	\$0.00	\$0.00
Zeffer, Jennifer	Forensic Scientist Manager (DNA)	\$112,725.00	\$23,593.34	\$0.00	\$0.00

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Name	Position Title	Salary	Fringe	Overtime	Bonus
Dahourou, Anicet G	Supervisory Microbiologist (Virology)	\$110,000.00	\$23,023.00	\$0.00	\$0.00
Beamon, LaShon S.	Public Information Officer	\$106,000.00	\$22,185.80	\$0.00	\$0.00
Cover, Jeffrey G.	Crime Scene Sciences Superviso	\$103,981.59	\$21,763.35	\$0.00	\$0.00
Kan, Horng Yuan*	Supervisory Microbiologist	\$102,888.20	\$21,534.50	\$619.39	\$0.00
MacBean, Laura A	Lead Forensic Scientist (DNA)	\$101,860.00	\$21,319.30	\$0.00	\$0.00
Grier, Patricia A.	Safety & Occup. Hlth. Manager	\$100,785.50	\$21,094.41	\$484.55	\$0.00

<i>FY2016 Employees with Salaries over \$100,000</i>					
Name	Position Title	Salary	Fringe	Overtime	Bonus
Smith, Jenifer Ann Lindsey	Dir, Dept of Forensic Sciences	\$215,494.54	\$40,728.47	\$0.00	\$0.00
Wiggins, Karen A	Laboratory Director	\$147,780.00	\$27,930.42	\$0.00	\$0.00
Kelly, Troy	Associate Director, Crime Scen	\$147,780.00	\$27,930.42	\$0.00	\$0.00
Chen, Yi-Ru	Chief Operating Officer	\$147,518.15	\$27,880.93	\$0.00	\$0.00
Graham, Brittany H	Dep Dir. for Trng and Develop.	\$132,219.97	\$24,989.57	\$0.00	\$0.00
Hildum, Robert M	General Counsel	\$131,127.24	\$24,783.05	\$0.00	\$0.00
Reedy, Paul L	Forensic Scientist Supervisor	\$125,663.61	\$23,750.42	\$0.00	\$0.00
Borchardt, Andrea	Forensic Scientist Manager (DNA)	\$125,663.31	\$23,750.37	\$0.00	\$0.00
Short, Luke C	Supervisory Chemist	\$117,789.41	\$22,262.20	\$0.00	\$0.00
Dahourou, Anicet G	Supervisory Microbiologist (Virology)	\$113,300.00	\$21,413.70	\$0.00	\$0.00
Beamon, LaShon S.	Public Information Officer	\$109,180.00	\$20,635.02	\$0.00	\$0.00
Kan, Horng Yuan*	Supervisory Microbiologist	\$105,974.85	\$20,029.25	\$0.00	\$0.00
Evans, Barbara J	Lead Forensic Scientist (Finge	\$104,916.00	\$19,829.12	\$122.35	\$0.00
MacBean, Laura A	Lead Forensic Scientist (DNA)	\$104,916.00	\$19,829.12	\$3,942.20	\$0.00
Grier, Patricia A.	Safety & Occup. Hlth. Manager	\$103,809.07	\$19,619.91	\$0.00	\$0.00
Welti, Susan	Forensic Scientist Tech. Lead	\$101,937.00	\$19,266.09	\$0.00	\$0.00
Skillman, Jessica L	Forensic Scientist III (DNA Ex	\$101,478.00	\$19,179.34	\$60.90	\$0.00

* Federal reimbursement

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

2. Please list in descending order the top 25 overtime earners in your agency in FY15 and FY16, to date. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

FY 2015 Top 25 Overtime Earners DFS								
Rank	Name	Position Number	Position Title	Program Number	Activity	Salary	Fringe	FY2015 Aggregate Overtime
1	Mastrovito,Christine D.	00029188	Forensic Scientist (Evidence Collection)	4000	4010	\$76,168.00	\$15,941.96	\$10,781.75
2	Sobilo,Kelly	00083071	Central Evidence Unit Supervisor	4000	4020	\$95,275.00	\$19,941.06	\$9,540.59
3	Teran,Luis A	00082810	Management and Program Analyst	1000	1090	\$72,480.00	\$15,170.06	\$9,145.86
4	Hopkinson,Krystyna H	00011407	Forensic Scientist III (DNA)	2000	2020	\$93,223.00	\$19,511.57	\$8,883.72
5	Lewis,Lisa R	00005200	Forensic Scientist (Fingerprints)	2000	2040	\$85,072.00	\$17,805.57	\$7,712.57
6	Kuhn,Michael	00082808	Quality Assurance Specialist	4000	4010	\$78,845.00	\$16,502.26	\$7,646.24
7	Jones,Mary E	00012474	Forensic Scientist (Fingerprints)	2000	2040	\$91,750.00	\$19,203.28	\$7,533.48
8	Middleton,Shawntia D	00018720	Clerical Assistant (OA)	1000	1090	\$45,359.00	\$9,493.64	\$7,336.56
9	Bailey,Laketa J	00026603	Forensic Scientist (Firearms)	2000	2050	\$62,270.00	\$13,033.11	\$6,998.10
10	Stone,Kristie L	00077627	Forensic Scientist (Crime Scene)	4000	4030	\$65,412.00	\$13,690.73	\$6,619.75
11	Graves,Gloria V	00026848	Forensic Scientist (Fingerprints)	2000	2050	\$91,750.00	\$19,203.28	\$6,285.76
12	McNeil,Kamedra D	00083075	Forensic Science Technician	2000	2020	\$49,644.00	\$10,390.49	\$6,119.41
13	Tontarski,Karolyn Leclair	00040882	Quality Assurance Specialist	2000	2010	\$95,981.00	\$20,088.82	\$5,592.83
14	Marso,Samuel Anthony	00005945	Forensic Scientist Supervisor	2000	2050	\$93,937.03	\$19,661.02	\$5,577.50
15	Parker,Darrell L	00042600	Central Evidence Specialist	4000	4020	\$61,940.00	\$12,964.04	\$5,369.73
16	Pope,Jonathaniel	00010573	Lead Forensic Scientist (Firearms)	2000	2050	\$96,076.00	\$20,108.71	\$5,003.38
17	Price,Erin M	00077633	Forensic Scientist II	4000	4030	\$59,823.00	\$12,520.95	\$4,938.88
18	Glover,Diane Downing	00025420	Forensic Scientist (Fingerprints)	2000	2040	\$91,750.00	\$19,203.28	\$4,401.61
19	Evans,Barbara J	00009995	Lead Forensic Scientist (Fingerprints)	2000	2040	\$98,968.00	\$20,714.00	\$4,350.25
20	Flemmings,Jessica V	00016805	CLERICAL ASSISTANT	2000	2050	\$47,215.00	\$9,882.10	\$4,342.72
21	Sensabaugh,Roslyn D	00012503	FINGERPRINT SPECIALIST	2000	2040	\$91,750.00	\$19,203.28	\$4,311.81
22	Elder,Cody Joseph	00083095	Forensic Scientist	2000	2050	\$61,686.00	\$12,910.88	\$4,200.67

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Rank	Name	Position Number	Position Title	Program Number	Activity	Salary	Fringe	FY2015 Aggregate Overtime
			(Firearms)					
23	Barrett,Daniel	00083092	Forensic Scientist (Firearms)	2000	2050	\$87,925.00	\$18,402.70	\$4,062.64
24	Bustamante,Elizabeth A	00083093	Forensic Scientist II	2000	2050	\$63,549.00	\$13,300.81	\$3,847.95
25	Bischof,Samantha D	00077624	Forensic Scientist (Crime Scene)	4000	4030	\$51,181.00	\$10,712.18	\$3,705.45

FY 2016 Top 25 Overtime Earners DFS

Rank	Name	Position Number	Position Title	Program Number	Activity	Salary	Fringe	FY2015 Aggregate Overtime
1	Sobilo,Kelly	83071	Central Evidence Unit Supervis	4000	4020	\$98,133.00	\$18,547.14	\$9,293.88
2	Stone,Kristie L	77627	Forensic Scientist (Crime Scenes)	4000	4030	\$68,294.00	\$12,907.57	\$4,282.49
3	Iorio,Ryan S	77620	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$4,159.69
4	MacBean,Laura A	42613	Lead Forensic Scientist (DNA)	2000	2020	\$104,916.00	\$19,829.12	\$3,942.20
5	Kuhn,Michael	82808	Quality Assurance Specialist	4000	4010	\$78,687.00	\$14,871.84	\$3,481.11
6	Middleton,Shawntia D	18720	Clerical Assistant (OA)	1000	1090	\$48,145.00	\$9,099.41	\$3,161.04
7	Price,Erin M	77633	Forensic Scientist II	4000	4030	\$61,617.00	\$11,645.61	\$3,083.66
8	Hendricks,Marcy M	82814	Central Evidence Specialist	4000	4020	\$51,134.00	\$9,664.33	\$2,757.70
9	Parker,Darrell L	42600	Central Evidence Specialist	4000	4020	\$63,798.00	\$12,057.82	\$2,277.48
10	Whittington,Sheila	42603	Central Evidence Specialist	4000	4020	\$63,798.00	\$12,057.82	\$2,264.97
11	Lewis,Lisa R	05200	Forensic Scientist (Fingerprints)	2000	2040	\$89,918.00	\$16,994.50	\$2,035.35
12	Glover,Diane Downing	25420	Forensic Scientist (Fingerprints)	2000	2040	\$94,504.00	\$17,861.26	\$1,913.74
13	Mentore,Kaywe	77622	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$1,844.93
14	Jordan,Diana M	77623	Forensic Scientist (Crime Scenes)	4000	4030	\$61,617.00	\$11,645.61	\$1,708.77
15	Harrid,Rosa	16506	Forensic Scientist (Fingerprints)	2000	2040	\$85,332.00	\$16,127.75	\$1,651.26
16	Elensky,Rebecca	82815	Central Evidence Specialist	4000	4020	\$49,570.00	\$9,368.73	\$1,543.65
17	Hill,April	77628	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$1,497.31
18	Roberts,Myeshia	77630	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$1,427.77
19	Buszka,Jeffrey M	77636	Forensic Scientist (Crime Scenes)	4000	4030	\$73,131.00	\$13,821.76	\$1,406.31
20	Palmer,Catryna L.	77618	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$1,404.80

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

Rank	Name	Position Number	Position Title	Program Number	Activity	Salary	Fringe	FY2015 Aggregate Overtime
21	Everett, Kimberly M	19070	OFFICE AUTOMATION ASSISTANT	4000	4030	\$43,878.00	\$8,292.94	\$1,354.21
22	Williams, Stephanie Frances	77631	Forensic Scientist (Crime Scenes)	4000	4030	\$59,698.00	\$11,282.92	\$1,318.78
23	Mastrovito, Christine D.	29188	Forensic Scientist (Evidence C)	4000	4010	\$78,453.00	\$14,827.62	\$1,235.13
24	Reedy, Jacqueline	82811	IT SPECIALIST	1000	1040	\$68,294.00	\$12,907.57	\$1,087.48
25	Hassberger, Laurel C.	48135	Forensic Scientist (Crime Scenes)	4000	4030	\$55,883.00	\$10,561.89	\$960.01

3. **Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.**

Collective Bargaining Agreement	Duration
NAGE Local R3-05	03/08/2007 – 09/30/2010
SEIU United Healthcare Workers East.	Expires 09/30/2017
AFGE Local 2978	Fiscal Year 1988 – 1990
Compensation Units 1 and 2	04/01/2013 – 09/30/2017

4. **Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?**

Yes. All Managers provide annual performance evaluations of all employees. For FY15, we have completed performance evaluations for all employees as of November 15, 2015. The Department follows the District Personnel Manual, Chapter 14, which requires immediate supervisors to conduct evaluations of each direct report. Along with the existing resources provided through the District's Department of Human Resources, the Department of Forensic Sciences also has a dedicated Deputy Director for Training and Development who oversees and arranges training and development opportunities for our employees. This team works closely with senior and mid-level management to determine training needs within the scientific divisions as well as training needs of individual employees. Outside of the DCHR training courses, the Training and Development team identifies training in the scientific disciplines, from basic scientific theory to advanced examination techniques. The team conducts annual surveys to identify training deficiencies or needs within each unit. The responses from those

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

surveys are evaluated by management and incorporated into the agency's plan for the following year.

Agency Operations

1. **Please list each new program implemented by the agency during FY15 and FY16, to date. For each initiative, please provide:**
 - a. **A description of the initiative;**
 - b. **The funding required to implement to the initiative; and**
 - c. **Any documented results of the initiative.**

The Department of Forensic Sciences did not implement any new programs during FY15 and FY16.

2. **Please explain the impact on your agency of any legislation passed at the federal level during FY15 and FY16, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.**

We are not aware of any federal legislation that impacted agency operations during FY15 and FY16.

3. **Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.**

DFS is charged with forensic science services §5-1501.08 (a) and public health laboratory services §5-1501.08 (a-1), "Transfer of personnel, records, functions, and authority." Most recently revised August 2011.

4. **Please identify any statutory or regulatory impediments to your agency's operations, including any outstanding legislative requirements of the agency (e.g. implementation of rulemakings).**

There are no statutory or regulatory impediments to our agency's operations.

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

5. Please identify all electronic databases maintained by your agency, including the following:
- A detailed description of the information tracked within each system;
 - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - Whether the public can be granted access to all or part of each system.

Name	Description	Age	Major Version Upgrades	Status	Public Access
Aegis	Maintains all sensor readings for monitored equipment in the DFS laboratory spaces.	3 Years	No	Does not currently satisfy requirements, will be replaced by a new solution.	No
Cribmaster	Maintains all records for weapons and ammunition entering the storage rooms.	2 Years	Yes	Upgrading to latest version in February 2016	No
Qualtrax	Documentation management system	3 Years	No	Upgraded to latest version in FY 2015, minor updates in FY 2016	No
Chemware Horizon	Public Health Laboratory Information Management system. Maintains records of all specimens processed through the PHL.	11 Years	No	Major version upgrades completed in FY 2015, minor updates in FY 2016, Report Development, Customization, and Integration with other applications are ongoing	No

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

Name	Description	Age	Major Version Upgrades	Status	Public Access
JusticeTrax LIMS-plus	DFS Laboratory Information Management System. Maintains records of all evidence, requests for service, Chain of Custody, and Work Flow Tracking.	Production Deployed October 1st, 2015	No	Report Development, Customization, and Integration are ongoing.	No
StacsDNA	Forensic Biology Unit's Laboratory Information Management System. Maintains records of Work Flows and all samples processed through the FBU.	Production Deployment to be completed the Second Quarter of FY 2016	No	Report Development, Customization, and Integration are ongoing.	No
Mideo	Forensic Science Laboratory Information Management System for Analysis Work Flow Management and Image Management System.	Production Deployment to be completed in FY 2016	No	Currently in Procurement	No
osTicket	Operations support request management system	2 Years	No	Minor updates.	No
Application Integration Service	AIS is a custom solution to integrate the different LIMS into a simpler reporting structure with a web based Dashboard.	Development began in July 2015. Production deployment to be completed by end of FY 2016	No	Report Development, Customization, and Integration are ongoing.	No
Mandarin	Library Management Software to track Books purchased for the Agency Library	Deployed in November of FY 2015	No	Minor updates.	No

DFS Responses to COJ Performance Oversight Pre-Hearing Questions

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.**

See Attachment J

7. **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.**

See Attachment K

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 Schedule	
FY 2015	Location
Tuesday, October 7, 2014	Consolidated Forensic Laboratory
Friday, January 9, 2015	WebEx Meeting
Friday, April 24, 2015	Consolidated Forensic Laboratory
Tuesday, June 16, 2015	Consolidated Forensic Laboratory
FY 2016	Location
Friday, October 2, 2015	Consolidated Forensic Laboratory
Friday, January 15, 2016	Consolidated Forensic Laboratory
Tentatively Scheduled for April	TBD

For meeting minutes see Attachment L

9. **Please describe the agency's progress toward in-house testing for synthetic drugs, including any remaining steps before implementation. Also provide an update on the agency's ability to test for other controlled substances.**

DFS has taken steps to implement the District's first testing laboratory for Synthetic Cannabinoids using equipment donated previously from the Drug Enforcement Administration (DEA). Substantial upgrades were necessary to make this equipment functional and DFS used \$19,548 in FY15 and \$32,135 in FY 16 Local funds. The steps taken so far to establish this capability include: (1) Preparation of laboratory space, (2) Installation of equipment and (3) Acquisition of basic laboratory material (helium gas, columns for testing, small lab components: vials, syringes). Additionally, DEA-exempt

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synthetic cannabinoid standards have been purchased and used for method development and material verification. Procedures have been written and are in the process of final validation (based off the Scientific Working Group for the Analysis of Seized Drugs, or SWGDRUG). 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. DFS is also participating in the New Psychoactive Substances Workgroup of the Criminal Justice Coordinating Council (CJCC). Finally, DFS has worked closely 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. Going forward, DFS intends to perform validation studies in close collaboration with the DEA and hope to begin testing by the end of FY16.

10. Please provide a comprehensive update on the agency's progress toward reaccreditation for DNA testing.

The accrediting body formally lifted the suspension on DNA testing this past Tuesday (2/17/16). Additionally, the Mayor's office has granted approval to being testing and CODIS capabilities have been reinstated. The activities completed in order to attain this successful audit from the accrediting body (ANAB) are as follows:

- Hired two new positions: a manager and technical leader.
- Researched, purchased and validated a new software program called STRMix to assist DNA analysts with mixture interpretation.
- Validation reviewed and approved by the newly hired technical leader.
- Trained analysts on the use of STRMix.
- To establish competency, the analysts completed practical, written, oral and laboratory training sets as well as moot court evaluations.
- Purchased, implemented and trained analysts in the use of a DNA specific LIMS program to assist with case efficiency and sample tracking.
- Updated all SOPs used in the laboratory.

Additionally, outside of the accreditation requirements, we have met with and communicated all changes made within the unit to the stakeholders to include MPD, PDS, OAG and USAO

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11. Please provide data on case intakes, turnaround time, and reports produced for the Latent Fingerprint Unit (LFU) and Firearms Examination Units (FEU) from FY13 through FY16, to date.

LFU				
Data	FY13	FY14	FY15	FY16
Total Case Intakes	3222	2270	2667	259
Avg TAT (days)	35	19	10	25
Total Reports	818	980	1175	369
FEU				
Data	FY13	FY14	FY15	FY16
Total Case Intakes	1961	1066	836	248
Avg TAT (days)	34	28	70	60
Total Reports	9	48	15	29

12. Please provide a copy of the information required by Section 210 of the Sexual Assault Victims' Rights Act of 2014. If this requirement has not yet been met because the agency's FY15 annual report has not been finalized, provide the number of sexual assault forensic examination kits received from MPD and the number of sexual assault forensic examination kits processed by DFS (or an outside vendor), including the time it took for each kit to be processed, and how many have yet to be processed.

	FY15 (1 st half)	FY15 (2 nd half)	FY16 (to date)
# of cases submitted	165	158	125
# of kits processed by DFS/Outsourced	141	150	65
Avg TAT (days)	173	73.5	63
# of kits remaining in house and why not tested	Total: 24 not tested 12 – pending TL review 6 – cases discontinued 6 – outsourced by USAO	Total: 6 not tested 2 – cases discontinued 4 – marked “do not send for testing” – should not have been brought to the lab	Total: 60 not tested/completed 2 – outsourced by USAO 1 – case discontinued 2 – non-DC case 1 – LIMS entry issue 54 – pending reports sent back or to be outsourced