DEPARTMENT OF FORENSIC SCIENCES

PROPOSED FY 2025 PERFORMANCE PLAN

APRIL 3, 2024

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1 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.

Services: DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The DFS analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, drugs 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.

2 PROPOSED 2025 OBJECTIVES

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

3   PROPOSED 2025 OPERATIONS

Operation Title	Operation Description	Type of Operation
Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing		
Improve laboratory efficiency through technological advances	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project
Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service
Conduct professional and expedient crime scene responses, collection, and storage of evidence	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service
Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service
Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support		
Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services	Daily Service
Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT)	Daily Service
Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment	Daily Service
Create and maintain a highly efficient, transparent, and responsive District government.		
Efficiently procure vital services and resources	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel	Daily Service

Operation Title	Operation Description	Type of Operation
Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services	Key Project
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft	Daily Service
Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service
Provide legal advice to the agency and facilitate stakeholder engagement	Facilitate stakeholder engagement, legally advise director level decision-making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests	Daily Service
Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs	Daily Service

4 PROPOSED 2025 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing					
Percent of crime scenes responded to within 30 minutes	Up is Better	80.6%	77.9%	90%	90%
Percent of Crime Scene Reports completed within 14 calendar days	Up is Better	83%	81.6%	95%	95%
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Up is Better	96.7%	99.3%	90%	90%
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Up is Better	96.3%	98.7%	90%	90%
Percent of Core Labratory Response Network for Chemical Threats (LRN-C) methods within the Clinical Toxicology Unit (CTU) that are evaluated as competent by the Centers for Disease Control and Prevention (CDC) LRN-C Program (competence is defined as successful score of >80% in two-out-of-three testing events, per method)	Up is Better	100%	100%	100%	100%
Percent of all rabies STAT specimen with human exposure are tested and reported to the Zoonotic Disease Epidemiologist within 24 hours or 1 business day of receipt in the laboratory	Up is Better	100%	100%	95%	95%
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or three (3) business days of receipt in the laboratory	Up is Better	99.8%	100%	90%	90%
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days	Up is Better	100%	100%	90%	90%
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed	Up is Better	88.4%	100%	90%	90%

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory	Up is Better	96.3%	95.9%	90%	90%
Percent of biological terrorism and chemical terrorism samples with preliminary results reported within one business day	Up is Better	100%	100%	90%	90%
Percent of homicide cases completed in less than 60 days	Up is Better	New in 2023	57.1%	90%	90%
Percent of priority cases completed in less than 60 days	Up is Better	New in 2023	75.4%	90%	90%

Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Percent of scientists meeting technical competency requirements	Up is Better	80.4%	95.6%	95%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days	Up is Better	100%	100%	100%	100%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	26.4%	70%	100%	100%
Percent of FOIA responses returned on time (15 business days)	Up is Better	92%	100%	100%	100%

Create and maintain a highly efficient, transparent, and responsive District government.

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Percent of new hires that are District residents	Up is Better	New in 2023	28.6%	No Target Set	No Target Set
Percent of employees that are District residents	Up is Better	New in 2023	22.1%	No Target Set	No Target Set
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time.	Up is Better	New in 2023	0%	No Target Set	No Target Set
Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Up is Better	New in 2023	8.3%	No Target Set	No Target Set
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years.	Up is Better	New in 2023	Not Available	No Target Set	No Target Set

Measure	FY 2022	FY 2023
Conduct professional and expedient crime scene responses, collection, and storage of evidence		
Number of evidence items received	55,898	106,759
Number of crime scenes processed	4,539	12,251
Conduct timely forensic analysis		
Number of service requests from stakeholders	5,119	3,512
Number of CODIS database hits	42	59
Number of AFIS database entries	1,302	1,914
Number of CODIS database entries	0	0
Number of AFIS database hits	461	452
Number of samples processed (Drug Analysis of Syringe Kits)	New in 2023	11
Number of samples processed (Syringe Surveillance)	New in 2023	2,762
Provide timely testing of pathogens of public health significance		
Number of tests performed for each recieved public health sample	79,937	25,718
Number of Proficiency Tests performed	119	154
Number of verification/validation efforts performed	19	15
Monitor quality compliance with certification requirements		
Number of Quality Corrective Action Requests opened	52	22
Number of stakeholder complaints received	0	No Applicable Incidents
Number of internal audits	9	8
Offer training curriculum for professional development		
Number of training hours completed by employees	3,470.8	4,261.2
Oversee the laboratory environment is both safe and healthy for staff		
Number of safety incidents reported	3	9
Efficiently procure vital services and resources		
Number of requisitions submitted into PASS	229	159
Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders		
Number of IT service requests received	939	1,277
Provide legal advice to the agency and facilitate stakeholder engagement		
Number of discovery requests received	398	608
Number of MOA/MOUs the agency enters into with other agencies	12	57
Number of FOIA requests received	15	16
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities		
Number of employees on-boarded	32	35