

Department of Forensic Sciences FY2021

Agency Department of Forensic Sciences

Agency Code FRO

Fiscal Year 2021

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

Strategic Objectives

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

Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (16 Measures)					
Percent of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case	Up is Better	100%	99.5%	99.6%	90%
Percent of requested homicide cases completed within 60 days from the date the evidence was received in the unit	Up is Better	97.5%	98.9%	98.7%	90%
Percent of crime scenes responded to within 30 minutes	Up is Better	69%	84.5%	87.3%	90%
Percent of Crime Scene Reports completed within 14 calendar days	Up is Better	75.3%	93.8%	95.9%	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	New in 2019	91.7%	98.7%	90%
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	New in 2019	96.8%	98%	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	New in 2019	99.5%	100%	90%
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days	Up is Better	New in 2019	100%	97.9%	90%
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	New in 2019	99%	96.6%	95%
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	New in 2019	97%	98%	90%
Percent of Core Laboratory 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	New in 2019	95%	90.9%	80%
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Up is Better	New in 2019	100%	100%	90%
Percent of evidence processing cases completed within three (3) business days of receipt by unit	Up is Better	New in 2019	48.6%	73.4%	90%
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency	Up is Better	New in 2019	55.3%	63.2%	80%
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s)	Up is Better	New in 2019	91.5%	96.3%	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	100%	94.8%	98.9%	90%
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (5 Measures)					
Percent of scientists meeting technical competency requirements	Up is Better	100%	99.5%	99.3%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days	Up is Better	100%	100%	100%	100%
Percent of overtime events preauthorized	Up is Better	New in 2019	Not Available	87.8%	80%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	New in 2019	98.3%	78.4%	100%
Percent of FOIA responses returned on time (15 business days)	Up is Better	New in 2019	100%	100%	100%

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (5 Activities)			
LABORATORY EXPANSION	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
PUBLIC HEALTH LAB UNIT	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
FORENSIC SCIENCE LAB UNIT	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
CRIME SCENE TECHNICAL UNIT	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
Cyber Operations	Cyber Operations	Cyber Operations performs activities that protect sensitive information, gather evidence to mitigate possible or real-time threats, and support other agency intelligence activities.	Daily Service
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (3 Activities)			
PROFESSIONAL DEVELOPMENT	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
LABORATORY CERTIFICATION	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
RISK MANAGEMENT	Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment	Daily Service
3 - Create and maintain a highly efficient, transparent, and responsive District government (6 Activities)			
PROCUREMENT	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
PERFORMANCE STATISTICS	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
HUMAN RESOURCES	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	Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service
INFORMATION TECHNOLOGY	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
LEGAL	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

Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence (2 Measures)			
Number of evidence items received	74,360	77,253	83,529
Number of crime scenes processed	5874	6542	6194
1 - Conduct timely forensic analysis (11 Measures)			
Number of service requests from stakeholders	3927	4194	4387
Number of CODIS database hits	209	229	260
Number of NIBIN database hits	835	775	209
Number of AFIS database entries	9179	7238	7990
Number of CODIS database entries	581	652	770
Number of NIBIN database entries	3667	4257	5081
Number of AFIS database hits	2097	1553	1828
Number of firearms processed for test fire	1995	2229	2271

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of Gigabytes of data processed	New in 2019	114,140	123,331
Number of items processed in Evidence-processing unit	New in 2019	19,805	16,527
Number of NIBIN leads	New in 2021	New in 2021	New in 2021
1 - Provide timely testing of pathogens of public health significance (3 Measures)			
Number of tests performed for each recieved public health sample	4133	9681	85,377
Number of validation efforts performed	38	28	24
Number of Proficiency Tests performed	167	46	62
2 - Monitor quality compliance with certification requirements (3 Measures)			
Number of Quality Corrective Action Requests opened	60	40	74
Number of stakeholder complaints received	0	0	1
Number of internal audits	5	13	12
2 - Offer training curriculum for professional development (1 Measure)			
Number of training hours completed by employees	3400	3709	4440
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)			
Number of safety incidents reported	23	27	27
3 - Efficiently procure vital services and resources (1 Measure)			
Number of requisitions submitted into PASS	290	323	296
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)			
Number of IT service requests received	3479	2953	2013
3 - Provide legal advice to the agency and facilitate stakeholder engagement (4 Measures)			
Number of Subpoenas received and uploaded to LIMS	926	1544	771
Number of discovery requests received	1081	1226	964
Number of MOA/MOUs the agency enters into with other agencies	14	10	8
Number of FOIA requests received	16	101	34
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)			
Number of employees on-boarded	40	28	25

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Conduct professional and expedient crime scene responses, collection, and storage of evidence (1 Strategic Initiative)		
Digitization of MPD Crime Scene Record	In FY21, the Central Evidence Unit (CEU) will continue expand document digitization effort for the preservation, retention, and the retrieval of original MPD crime scene files stored at DFS. In collaboration with the Office of the Secretary, Public Records Section, CEU will review existing laws, rules and retention schedules while transferring crime scene files online.	09-30-2022
Conduct timely forensic analysis (6 Strategic initiatives)		
Deliver Intelligence Products	In FY21, DFS will continue to identify trends and patterns in evidence collection based on various geographic District boundaries with focus on Wards 7 and/or 8. Customers and stakeholders can utilize actionable intelligence products to combat violent crimes and enhance public safety.	09-30-2021
EVO-Finder Scanning System Validation and Implementation Plan	In FY21, DFS will utilize the Evofinder to assist scientists with complex microscopic examination of ammunition components and allow for more definitive and timely results within the Firearms Examination Unit (FEU). This FY21 strategic initiative will include system validation testing, the full validation study, collating and interpreting testing statistics, data research and an implementation plan.	09-30-2021
Paperless Firearms Examination Unit	The Firearms Examination Unit (FEU) will start the process of achieving a paperless laboratory by importing all documents into Laboratory Information Management System (LIMS) as an electronic case record.	09-30-2021
Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7)	The Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). The Department of Forensic Sciences (DFS) will work with Metropolitan Police Department (MPD) to ensure all cartridge cases recovered from these districts will be prioritized for submission and examination in the Firearms Examination Unit (FEU).	09-30-2021
Latent Fingerprint Unit 360 Review	The Latent Fingerprint Unit (LFU) will conduct an internal 360 review of the laboratory operations, personnel, procedures, and equipment. Since 2015, LFU has implemented many changes, from incorporating new software in casework to going paperless. The objective is to conduct a review to determine how efficient and effective these changes were and whether it should be refined to improve customer service.	09-30-2021

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
A Comparative Analysis: Maximizing DNA testing services by providing more strategic forensic science testing strategies	The DFS Forensic Biology Unit (FBU) will conduct an in depth comparative analysis of all three technologies to further evaluate DNA operations to develop more strategic forensic science testing strategies. As a result, FBU will be able to work more efficiently with stakeholders maximizing DNA testing forensic services based on evidence type.	09-30-2021
Cyber Operations (1 Strategic Initiative)		
JusticeTracker	DFS will create, plan, and design an online portal for the District legal community to obtain the status of DFS requests for testing for active cases. By the end of FY21, DFS will launch an online portal.	09-30-2021
Education and Grief Counseling Services (1 Strategic Initiative)		
Develop a virtual educational outreach program targeted to DC teenagers that can be accessed from anywhere	The Office of Communications will collaborate with DFS outreach programs and with DFS' young, diverse workforce to engage teenagers across the District, and introduce youth to potential pathways to career opportunities in forensic science disciplines. The program will incorporate social media and web-based platforms, as well as in-person visits to the CFL, to showcase how forensic science relates to firearms, drugs, blood, digital devices and other forensic elements. This initiative will include a targeted effort to reach DC youth in Wards 7 and 8 in concert with the Resilient DC Initiative.	09-30-2021
Improve laboratory efficiency through technological advances (1 Strategic Initiative)		
LIMS Award and Upgrade	DFS will identify contractors to assist with the customization and implementation of upgrades to the Laboratory Information System (LIMS) used by all divisions.	09-30-2021
Offer training curriculum for professional development (1 Strategic Initiative)		
Expand the DFS Onboarding Training program	In FY21, DFS will strengthen the DFS Onboarding Training Program to include creation of DFS New Onboarding plan. This will ensure new hires get acculturated to their positions, DFS, and the District government. A discussion of DC government and DFS policies will ensure that they receive a quality start to their career at DFS, understand DFS working culture and bring a commitment not only to DFS but also to DC government in general.	09-30-2021
Provide timely testing of pathogens of public health significance (3 Strategic initiatives)		
Whole Genome Sequencing of SARS-CoV-2 Initiative	DC Public Health Laboratory will expand surveillance testing using Whole Genome Sequencing (WGS) to include both bacterial and viral pipelines to address the needs of District stakeholders. This expansion will include a respiratory viral pipeline containing WGS of SARS-CoV-2 that causes the COVID-19 disease as well as other respiratory viral pathogens. This data will provide information needed to make epidemiological links for contact tracing, outbreaks, and disease monitoring in the District.	09-30-2021
Clinical Testing Support for DBH Opioid Treatment Program	The DC Public Health Laboratory will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) needs for better diagnostics. This initiative will provide more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health).	09-30-2021
Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats	In FY21, the DC Public Health Laboratory will fulfill mandatory Public Health Emergency Preparedness (PHEP) grant requirements to conduct laboratory testing of human, environmental, and chemical samples for potential biological and chemical terrorism agents.	09-30-2021
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Strategic Initiative)		
Develop Talent Acquisition Pools for hard to fill DFS roles	DFS's HR will work with Agency Directors and their teams to create a list of hard to fill positions and create talent pools that will accelerate the recruiting process for these critical roles. These talent pools will include individuals who exceed the minimum requirements for each position and evince a strong disposition for a career with the Department of Forensic Sciences.	09-30-2021