Department of Forensic Sciences FY2023

**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**

<table>
<thead>
<tr>
<th>Objective Number</th>
<th>Strategic Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>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</td>
</tr>
<tr>
<td>3</td>
<td>Create and maintain a highly efficient, transparent, and responsive District government</td>
</tr>
</tbody>
</table>

**Key Performance Indicators (KPIs)**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Directionality</th>
<th>FY 2020 Actual</th>
<th>FY 2021 Actual</th>
<th>FY 2022 Target</th>
<th>FY 2023 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (13 Measures)</strong></td>
<td></td>
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</tr>
<tr>
<td>Percent of crime scenes responded to within 30 minutes</td>
<td>Up is Better</td>
<td>87.3%</td>
<td>84.9%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of Crime Scene Reports completed within 14 calendar days</td>
<td>Up is Better</td>
<td>95.9%</td>
<td>89.6%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td>Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed</td>
<td>Up is Better</td>
<td>98%</td>
<td>96.6%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours</td>
<td>Up is Better</td>
<td>100%</td>
<td>100%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory</td>
<td>Up is Better</td>
<td>98.9%</td>
<td>87.4%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>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 &gt;80% in two-out-of-three testing events, per method)</td>
<td>Up is Better</td>
<td>90.9%</td>
<td>75%</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>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</td>
<td>Up is Better</td>
<td>96.6%</td>
<td>100%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td>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</td>
<td>Up is Better</td>
<td>98.7%</td>
<td>97.9%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days</td>
<td>Up is Better</td>
<td>97.9%</td>
<td>98.6%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of evidence processing cases completed within three (3) business days of receipt by unit</td>
<td>Up is Better</td>
<td>73.4%</td>
<td>35.6%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s)</td>
<td>Up is Better</td>
<td>96.3%</td>
<td>98.2%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed</td>
<td>Up is Better</td>
<td>100%</td>
<td>98.4%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory</td>
<td>Up is Better</td>
<td>98%</td>
<td>99.1%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td><strong>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)</strong></td>
<td></td>
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</tr>
<tr>
<td>Percent of scientists meeting technical competency requirements</td>
<td>Up is Better</td>
<td>99.3%</td>
<td>98.7%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td>Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days</td>
<td>Up is Better</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percent of overtime events preauthorized</td>
<td>Up is Better</td>
<td>87.8%</td>
<td>100%</td>
<td>80%</td>
<td>80%</td>
</tr>
</tbody>
</table>
### Operations

<table>
<thead>
<tr>
<th>Operations Title</th>
<th>Operations Description</th>
<th>Type of Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>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.</td>
<td>Key Project</td>
</tr>
<tr>
<td>Improve laboratory efficiency through technological advances</td>
<td>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.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Provide timely testing of pathogens of public health significance</td>
<td>The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Cyber Operations</td>
<td>Cyber Operations performs activities that protect sensitive information, gather evidence to mitigate possible or real-time threats, and support other agency intelligence activities.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Conduct professional and expedient crime scene responses, collection, and storage of evidence</td>
<td>The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Conduct timely forensic analysis</td>
<td>The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>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</td>
<td>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.</td>
<td>(3 Activities)</td>
</tr>
<tr>
<td>Offer training curriculum for professional development</td>
<td>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.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Monitor quality compliance with certification requirements</td>
<td>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).</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Oversee the laboratory environment is both safe and healthy for staff</td>
<td>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.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>3 - Create and maintain a highly efficient, transparent, and responsive District government</td>
<td>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.</td>
<td>(6 Activities)</td>
</tr>
<tr>
<td>Efficiently procure vital services and resources</td>
<td>Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment</td>
<td>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.</td>
<td>Key Project</td>
</tr>
<tr>
<td>Responsible for human capital management and recruitment for DFS and serves as liaison to external entities</td>
<td>Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Education and Grief Counseling Services</td>
<td>Education and Grief Counseling Services</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Provide legal advice to the agency and facilitate stakeholder engagement</td>
<td>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.</td>
<td>Daily Service</td>
</tr>
<tr>
<td>Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders</td>
<td>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.</td>
<td>Daily Service</td>
</tr>
</tbody>
</table>

### Workload Measures (WMs)

<table>
<thead>
<tr>
<th>Measure</th>
<th>Directionality</th>
<th>FY 2020 Actual</th>
<th>FY 2021 Actual</th>
<th>FY 2022 Target</th>
<th>FY 2023 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of QCAR situation and root cause analysis sections completed within 30 business days</td>
<td>Up is Better</td>
<td>78.4%</td>
<td>65.5%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percent of FOIA responses returned on time (15 business days)</td>
<td>Up is Better</td>
<td>100%</td>
<td>97.4%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Measure</td>
<td>FY 2020 Actual</td>
<td>FY 2021 Actual</td>
<td></td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence (2 Measures)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of evidence items received</td>
<td>83,529</td>
<td>74,902</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Number of crime scenes processed</td>
<td>6194</td>
<td>6005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - Conduct timely forensic analysis (7 Measures)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Number of AFIS database hits</td>
<td>1828</td>
<td>931</td>
<td></td>
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<tr>
<td>Number of items processed in Evidence-processing unit</td>
<td>16,527</td>
<td>6090</td>
<td></td>
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<tr>
<td>Number of service requests from stakeholders</td>
<td>4387</td>
<td>4037</td>
<td></td>
<td></td>
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<tr>
<td>Number of CODIS database entries</td>
<td>770</td>
<td>402</td>
<td></td>
<td></td>
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<tr>
<td>Number of AFIS database entries</td>
<td>7990</td>
<td>3847</td>
<td></td>
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<tr>
<td>Number of CODIS database hits</td>
<td>260</td>
<td>185</td>
<td></td>
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<tr>
<td>Number of Gigabytes of data processed</td>
<td>123,331</td>
<td>101,307</td>
<td></td>
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</tr>
<tr>
<td>1 - Provide timely testing of pathogens of public health significance (3 Measures)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of Proficiency Tests performed</td>
<td>62</td>
<td>86</td>
<td></td>
<td></td>
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<tr>
<td>Number of validation efforts performed</td>
<td>24</td>
<td>31</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of tests performed for each received public health sample</td>
<td>85,377</td>
<td>229,770</td>
<td></td>
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<tr>
<td>2 - Monitor quality compliance with certification requirements (3 Measures)</td>
<td></td>
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<tr>
<td>Number of Quality Corrective Action Requests opened</td>
<td>74</td>
<td>93</td>
<td></td>
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<tr>
<td>Number of internal audits</td>
<td>12</td>
<td>17</td>
<td></td>
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<tr>
<td>Number of stakeholder complaints received</td>
<td>1</td>
<td>0</td>
<td></td>
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<tr>
<td>2 - Offer training curriculum for professional development (1 Measure)</td>
<td></td>
<td></td>
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<tr>
<td>Number of training hours completed by employees</td>
<td>4440</td>
<td>4790</td>
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<tr>
<td>2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)</td>
<td></td>
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<tr>
<td>Number of safety incidents reported</td>
<td>27</td>
<td>15</td>
<td></td>
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</tr>
<tr>
<td>3 - Efficiently procure vital services and resources (1 Measure)</td>
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</tr>
<tr>
<td>Number of requisitions submitted into PASS</td>
<td>296</td>
<td>283</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>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)</td>
<td></td>
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<tr>
<td>Number of IT service requests received</td>
<td>2013</td>
<td>1348</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3 - Provide legal advice to the agency and facilitate stakeholder engagement (3 Measures)</td>
<td></td>
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<tr>
<td>Number of discovery requests received</td>
<td>964</td>
<td>439</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of FOIA requests received</td>
<td>34</td>
<td>37</td>
<td></td>
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<tr>
<td>Number of MOA/MOUs the agency enters into with other agencies</td>
<td>8</td>
<td>21</td>
<td></td>
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<tr>
<td>3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)</td>
<td></td>
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<tr>
<td>Number of employees on-boarded</td>
<td>25</td>
<td>50</td>
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</table>