

## APPENDIX B: GLOSSARY

AFIS	Automated fingerprint identification system. Biometric database with image storage and search capabilities. This system may or may not be part of the national integrated system (IAFIS).
analyst/examiner	Laboratory personnel whose primary responsibilities are the analysis of physical evidence, review and reporting of analytical results and providing expert testimony.
analyst/examiner entry-level	See analyst/examiner. No professional experience necessary to qualify for hiring at this level.
analyst/examiner intermediate/senior-level	See analyst/examiner. Professional experience necessary to qualify for hiring at this level. Includes all levels of above entry-level.
analyst/examiner senior-level	See analyst/examiner. The highest level of analyst/examiner at the laboratory.
arrestee sample	A DNA reference sample from an arrestee collected and analyzed for inclusion into a database.
audit trail	Automatically generated data/time stamped records that track all operator entries and record all actions that create, change or delete information.
authorized FTE	The organization that has administrative control of the laboratory has approved a position, but has not necessarily supplied funds to hire.
backlog reports	Reports that inform on the evidence analysis backlog; either discipline specific or laboratory-wide.
backlogged case	A case that has been submitted to a crime laboratory and remains unreported for a period of 30 days or longer.
backlogged request	A request that has been submitted to a disciplinary area of the crime laboratory and remains unreported for a period of 30 days or longer.
case	All physical evidence from a single criminal investigation submitted for crime laboratory analysis
case outcomes	Current status of a criminal investigation for which physical evidence has been submitted to the laboratory and the final case disposition.
case tracking	Time and/or date information regarding case submission, analysis, and reporting to the submitting agency. Individual cases are provided with a unique identifier.
chain of custody	Documentation that tracks the possession and location of evidence from collection through analysis, possible court presentation and long term storage.
chemical unknown	Microscopic and/or instrumental analysis of evidence to determine chemical composition of substances that do not fit into the criteria of other trace subdisciplines.
clerical/administrative support	Laboratory personnel whose primary responsibility is to provide support to other laboratory personnel through the performance of organizational/admin duties.
controlled substances	The identification of drugs and other substances whose possession or use, either in pure, legal or illicit dosages, is restricted by the government.
convicted offender sample	A DNA reference sample from a convicted offender collected and analyzed for the inclusion into a database.

crime laboratory	A scientific laboratory with at least one full time natural scientist that examines physical evidence in criminal matters, provides reports and opinion testimony with respect to such physical evidence in courts of law. This definition does not include operations that engage exclusively in fingerprint recovery, development, and examination, crime scene investigation, computer crime inquiries and photography.
crime scene	Forensic discipline that conducts the identification, documentation, collection and/or interpretation of physical evidence at a location external to a laboratory facility and where a suspected crime has occurred.
crime scene technician	Laboratory personnel whose primary responsibility is to respond to crime scenes, record and collect evidence, and submit that evidence to a laboratory for analysis. Duties at the senior level may include crime scene reconstruction and blood spatter analysis.
digital & multimedia evidence	The analysis of evidence stored or transmitted in the binary form; and Analog or digital media, including, but not limited to, film, tape, magnetic and optical media, and/or information contained therein.
equipment	Nonexpendable items purchased that have a useful life of more than two years and cost more than \$5,000.
explosives analysis	Microscopic and/or instrumental analysis of physical evidence and devices rendered safe for the quantitative/qualitative chemical analysis of low and/or high explosives and/or explosives residue.
fiber examination	Microscopic and/or instrumental examination of fibers. This analysis may identify the fiber type and other class characteristics by observation of physical, chemical and optical properties.
fire debris analysis	Instrumental analysis of physical evidence in order to detect the presence of possible ignitable liquid residues foreign to the substrate.
firearms/toolmarks	Examination and comparison of evidence resulting from discharge and/or use of firearms; comparison of marks made by various tools.
forensic biology	The location, screening, identification and characterizations of physiological fluids and DNA analysis of biological evidence. This category combines the "biology screening" and "DNA analysis" categories used in the 2002 and 2005 Census of Publicly Funded Crime Labs.
fringe benefits	Costs incurred by the laboratory to provide non-wage benefits to employees. These costs include, but are not limited to, insurance, taxes, vacation, unemployment and retirement.
FTE	Full Time Equivalent. An employee is considered full time if they are expected to work 40 hours per week. If a part time employee works 20 hours a week he or she should be counted as 0.5 FTE.
funded FTE	The organization that has administrative control of the laboratory has approved a position and funds have been appropriated to support one full time equivalent.
furlough	FTE hours spent without duties and pay because of lack of work, funds or other non-disciplinary reasons.
gunshot residue testing	Microscopic and/or instrumental analysis of evidence in order to detect any particulates expelled from any and all openings of a firearm during firing. This definition does not include weapon-to-target distance determination.
hair examination	Microscopic examination of the structural characteristics of hair to determine characteristics of the hair source or for comparison with a set of known exemplars.

hard sources	Repeated and dependable sources of funding including, but not limited to, funds provided from the city, county, state or federal government.
impressions	Identification, documentation, collection, and interpretation of two-dimensional and three dimensional impressions and imprints found at crime scenes. Two subcategories are specified in the survey: footwear and tire tread.
instrument tracking	The tracking of all usage, maintenance and calibration data for laboratory instrumentation.
laboratory system	An organization containing at least two physically separate laboratory facilities that are independently managed under the control of a single manager in an organizational chart.
laser microdissection	Visualization, isolation and recovery of specific cells from samples mounted on slides using laser illumination. Frequently abbreviated LMD.
latent prints	Development and/or comparison of fingerprint impressions on physical evidence or other substrates.
LC-MS/MS	Liquid chromatography with tandem mass spectrometry. Used for the qualitative and quantitative analysis of drugs and other compounds. The tandem MS capability allows analysis of many compounds in a single sample injection.
LIMS	Laboratory Information Management System. Any software based system that records information about items submitted and analyzed by the laboratory.
managerial FTE	Laboratory personnel whose primary responsibility is the management or supervision of other employees.
NIBIN	National Integrated Ballistic Information Network. Repository of digital images of the markings made on spent ammunition recovered from a crime scene or a crime gun test fire.
outsource	Physical evidence from the jurisdiction served is sent to another laboratory, public or private, for analysis. This does not refer to physical evidence sent to other laboratories in the same multiple laboratory system.
paint analysis	Microscopic and/or instrumental analysis of paint and coating evidence to determine chemical and physical characteristics that can indicate a specific source type (automotive, architectural, etc.) or be compared to submitted exemplars.
PDQ	Paint Data Query. PDQ contains information on the chemical composition of paint from most domestic and foreign car manufacturers and the majority of vehicles marketed in North America after 1973. This database is maintained by the Royal Canadian Mounted Police (RCMP).
pending request	A request that has been submitted to a disciplinary area of a crime laboratory, but has not yet been examined and reported to the submitting agency. A pending request will become a backlogged request after it remains unreported for a period of 30 days.
performance expectation	The expected number of requests, analyzed and reported, for one full time examiner in one year. This number is a managerial expectation and may be higher or lower than the actual number of requests completed for 2009.
personnel	Total amount budgeted for annual salaries and fringe benefits of all employees within a laboratory. Fringe benefits include, but are not limited to, insurance, taxes, vacation, unemployment and retirement.

polynomial texture mapping	Images taken from a fixed point of view with lighting at multiple angles are combined to create an image with increased photorealism. Forensic applications include imaging of impression evidence. Frequently abbreviated "PTM".
quality assurance document management	Secure storage and version control of controlled documents including all SOPs and QA documents.
questioned documents	Examination of printed, typed or written material for the purpose of identifying the source, determining alterations or other means of gaining information about the item or the circumstances surrounding its production.
reconstruction	Determining past events that address questions of investigative importance from the record of physical evidence that has resulted from those events.
report generation	Automatic and/or customizable report creation including but not limited to certificates of analysis and workload reports.
request	Submissions of one or more items of physical evidence from the same case to a single disciplinary area of a crime laboratory. Multiple submissions of new evidence over time from the same case to one or more disciplinary sections of the laboratory would may as a new request.
sample tracking	Individual items provided with a unique identifying number are tracked with reference to location and progress of analysis. Unit of entry may be date and/or time.
scientist	A person with a minimum of a bachelor's degree in a natural science who employs the scientific method in the examination and interpretation of evidence in a crime laboratory.
sexual assault evidence	Any physical evidence submitted from the commission of a sexual assault. This category includes, but is not limited to, items referred to as sexual assault kits, victim physical evidence kits and rape kits.
soft sources	One-time or unpredictable sources of funding including but not limited to grants and awards.
supplies	Any materials that are expendable and consumed during the course of the year, including but not limited to: office supplies, postage, training materials, copying paper and expendable equipment costing less than \$5000.
technical support FTE	A FTE whose primary responsibility is to provide support to analysts/examiners via the performance of laboratory-based tasks such as sample preparation, reagent preparation and analytical instrumentation maintenance.
toxicology	Analysis of biological materials for the presence of drugs and other potentially toxic materials.
trace	Microscopic, chemical and/or instrumental analysis of transferable evidence and other materials not specifically covered in other disciplines including, but not limited to, gunshot residue, fire debris, explosives, paint, glass, hair, fibers, tape and other varieties of trace and/or transferable evidence.
turnaround time	The time from evidence assignment to report generation.
UPLC	Ultra performance liquid chromatography. This technology can be used with the same sample types as traditional HPLC; drugs and other compounds that degrade at high temperatures. Stationary phase packing particles are smaller than 2.5 micrometers allowing for increased separation efficiency at higher flow rates without significant losses in resolution.
Y-STR	Analysis of short tandem repeat loci on the Y chromosome.