

2014 Census of Publicly Funded Forensic Crime Laboratories
Supporting statement attachments

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DERIVATION

Title I

THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968
(Public Law 90-351)

42 U.S.C. § 3711, *et seq.*

AN ACT to assist State and local governments in reducing the incidence of crime, to increase the effectiveness, fairness, and coordination of law enforcement and criminal justice systems at all levels of government, and for other purposes.

As Amended By

THE OMNIBUS CRIME CONTROL ACT OF 1970
(Public Law 91-644)

THE CRIME CONTROL ACT OF 1973
(Public Law 93-83)

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974
(Public Law 93-415)

THE PUBLIC SAFETY OFFICERS' BENEFITS ACT OF 1976
(Public Law 94-430)

THE CRIME CONTROL ACT OF 1976
(Public Law 94-503)

THE JUSTICE SYSTEM IMPROVEMENT ACT OF 1979
(Public Law 96-157)

THE JUSTICE ASSISTANCE ACT OF 1984
(Public Law 98-473)

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE ACT OF 1986
(Public Law 99-570-Subtitle K)

THE ANTI-DRUG ABUSE ACT OF 1988
TITLE VI, SUBTITLE C - STATE AND LOCAL NARCOTICS CONTROL
AND JUSTICE ASSISTANCE IMPROVEMENTS
(Public Law 100-690)

THE CRIME CONTROL ACT OF 1990
(Public Law 101-647)

BRADY HANDGUN VIOLENCE PROTECTION ACT
(Public Law 103-159)

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994
(Public Law 103-322)

NATIONAL CHILD PROTECTION ACT OF 1993, AS AMENDED
(Public Law 103-209)

and

CRIME IDENTIFICATION TECHNOLOGY ACT OF 1998
(Public Law 105-251)

[TITLE I - PART C]

42 USC § 3731 [Sec. 301.] Statement of purpose

It is the purpose of this subchapter [part] to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter [part], the Bureau shall give primary emphasis to the problems of State and local justice systems.

42 USC § 3732 [Sec. 302.] Bureau of Justice Statistics

(a) Establishment. There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter [part] as “Bureau”).

(b) Appointment of Director; experience; authority; restrictions. The Bureau shall be headed by a Director appointed by the President, by and with the advice and consent of the Senate. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau. The Bureau is authorized to—

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter [part]; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, and local levels;

(5) collect and analyze statistical information concerning the prevalence,

incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter [title];

(9) maintain liaison with the judicial branches of the Federal and State Governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti- drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for research and improvements in the accuracy, completeness, and inclusiveness of criminal history record information, information systems, arrest warrant, and stolen vehicle record information and information systems and support research concerning the accuracy, completeness, and inclusiveness of other criminal justice record information;

(20) maintain liaison with State and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 3789g of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VIII [part H] of this chapter [title].

(d) Justice statistical collection, analysis, and dissemination. To insure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to—

(1) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(2) confer and cooperate with State, municipal, and other local agencies;

(3) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter [title];

(4) seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records; and

(5) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data.

(e) Furnishing of information, data, or reports by Federal agencies. Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(3) of this section shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State and local government and judiciary. In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State and local government, including, where appropriate, representatives of the judiciary.

42 USC § 3733 **[Sec. 303.] Authority for 100 per centum grants**

A grant authorized under this subchapter [part] may be up to 100 per centum of the total cost of each project for which such grant is made. The Bureau shall require, whenever feasible as a condition of approval of a grant under this subchapter [part] , that the recipient contribute money, facilities, or services to carry out the purposes for which the grant is sought.

42 USC § 3735 **[Sec. 304.] Use of data**

Data collected by the Bureau shall be used only for statistical or research purposes, and shall be gathered in a manner that precludes their use for law enforcement or any purpose relating to a particular individual other than statistical or research purposes.



U.S. Department of Justice

Office of Justice Programs

National Institute of Justice

Washington, D.C. 20531

August 4, 2014

Matthew Durose
Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street, NW
Washington, DC 20531

RE: Letter of Support for the Bureau of Justice Statistics' FY 2014 Census of Publicly Funded Forensic Crime Laboratories.

I am writing this letter on behalf of the Office of Investigative and Forensic Sciences (OIFS), which is within the National Institute of Justice (NIJ) to express our strong support for the 2014 Census of Publicly Funded Forensic Crime Laboratories. NIJ is the federal government's lead agency for forensic science research and development. The mission of NIJ's Office of Investigative and Forensic Sciences is to improve the quality and practice of forensic science through innovative solutions that support research and development, testing and evaluation, technology, information exchange and the development resources for the criminal justice community. The past data collection efforts undertaken by the Bureau of Justice Statistics (BJS) in 2002, 2005, and 2009 has been invaluable at all levels of government and is frequently used to support decisions regarding laboratory practices, policies, and funding. The BJS census of publicly funded forensic laboratories offers a comprehensive look at crime lab personnel, budgets, and other administrative information (including backlogs in requests for forensic services) across the nation. The census also provides information on accreditations, proficiency tests, and other quality assurances within publicly operated labs.

On February 18, 2009, the National Research Council, an arm of the National Academy of Sciences, published, *Strengthening Forensic Science in the United States: A Path Forward*. The report contains 13 recommendations, in the committee's opinion, to remove or ameliorate systemic weaknesses in the forensic sciences. Among the concerns expressed in the report, laboratories are hampered by practical concerns about laboratory capacity, insufficient funding, and a scarcity of appropriately trained personnel. As a result, there has been a great deal of attention from law makers, legislatures, and the criminal justice community to address all of these concerns. Therefore, the data collected in the 2014 Census of Publicly Funded Forensic Crime Laboratories will be a current resource that decision makers at all levels of the government can use.

Sincerely,



Gerald LaRorte,
Director, OFIS



AMERICAN SOCIETY
OF
CRIME LABORATORY DIRECTORS, INC.
139 A Technology Drive Garner, NC 27529

August 11, 2014

The White House
Office of Management & Budget (OMB)
1600 Pennsylvania Avenue NW
Washington, DC 20500

Re: Support for the Public Crime Laboratory Census by the Urban Institute

To Whom It May Concern:

On behalf of the members and Board of Directors of the American Society of Crime Laboratory Directors (ASCLD), I am writing in support of the proposed 2014 census of publicly funded crime laboratories to be undertaken by the Urban Institute.

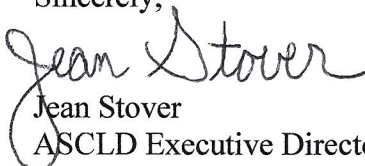
The data to be collected through this survey are critical to understanding the current conditions of the forensic science industry and areas that are most in need of attention. Previous censuses conducted in 2002, 2005 and 2009 provided invaluable information that was not only useful to ASCLD's national initiatives, but to our individual members who frequently used the resulting data to support actions proposed in their individual laboratories.

The profession of forensic science is largely void of authoritative industry data of the sort that are collected in the census of publically funded crime laboratories. We applaud the efforts of the Urban Institute and look forward to assisting in this worthwhile project.

If you have any questions or wish to contact me for any reason, please feel free to call my office at (919) 607-3930 or by email at asclddirector@gmail.com.

Thank you for your consideration and interest in the forensic science community.

Sincerely,


Jean Stover
ASCLD Executive Director

CC: Brady Mills, President
Jody Wolf, President-elect

Form CFCL-14

U.S. Department of Justice
Bureau of Justice Statistics
(Urban Institute acting as data collection agent)



2014 CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

Please correct any errors in the name and address information that is printed below.

Contact Name
Contact Title, Contact Agency
Street Address 1
Street Address 2
City, State Zip
Email
Telephone Number

Agency ID XXXX-XX

Password XXXXXXXX

OFFICIAL NAME OF FORENSIC CRIME LABORATORY ▶
(if different from above)

PERSON COMPLETING THE FORM

NAME ▶	Last Name	First Name	MI	TITLE ▶	
TELEPHONE ▶	Area Code	Number	Extension	FAX ▶	Area Code Number
EMAIL ADDRESS ▶					

IMPORTANT - This census is directed to forensic crime laboratories that are solely operated by government funds or whose parent organization is a government agency.

As of December 31, 2014, if either of the following conditions applies to your agency, you are eligible to complete the questionnaire.

- Publicly funded crime lab that employs one or more full-time scientists who possess a minimum of a bachelor's degree in a natural science (e.g., chemistry, physics, or biology) and who analyze physical evidence in criminal matters and provide reports and testimony to courts of law on such evidence.
- Publicly funded crime lab that only analyzes digital or multimedia evidence in criminal matters and provide reports and testimony to courts of law on such evidence, regardless of whether your agency employs one or more full-time scientists who possess a bachelor's degree in a natural science.

If you are unsure about your laboratory's eligibility, please contact the Urban Institute toll-free at 1-XXX-XXX-XXXX.

COMPLETION AND RETURN INSTRUCTIONS

- ▶ Please complete your questionnaire online by using the web reporting option at <https://cfcl.urban.org> using the Agency ID and password listed in the label above. If you unable to complete the questionnaire online, contact the Urban Institute toll-free at 1-XXX-XXX-XXXX.
- ▶ Please complete the survey online by XXXXXXXX. Retain your completed questionnaire for reference.
- ▶ If you have any questions, call the Urban Institute toll-free at 1-XXX-XXX-XXXX or send an e-mail to cfcl@urban.org.
- ▶ If you have any general comments, please contact Matthew Durose of the Bureau of Justice Statistics by phone at 202-307-0765 or by e-mail at Matt.Durose@usdoj.gov.
- ▶ When corresponding about this questionnaire, please refer to the agency ID number shown above in the pre-printed address information.
- ▶ Data collected through this project will be used for research and statistical purposes only (Title 42 USC 3725 and 3789g) and archived on the Interuniversity Consortium for Political and Social Research (ICPSR) website. Your participation in this data collection is voluntary.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 2.9 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

INSTRUCTIONS

- ▶ Please answer all questions with reference to the forensic laboratory specified on the cover page.
- ▶ If the answer to a question is “not available” or “unknown,” write “DK” in the space provided.
- ▶ If the answer to a question is “none” or “zero,” write “0” in the space provided.
- ▶ Please do not leave any items blank.
- ▶ Additional instructions for completing the questions are in the **Help Text in Appendix A**. Definitions are in the **Glossary in Appendix B**.

SECTION A: ORGANIZATION

A1. What type of government operates this lab facility? Mark one.

- | | |
|---------------------------------|---------------------------------------|
| City, borough, village, or town | <input type="checkbox"/> ₁ |
| County or parish | <input type="checkbox"/> ₂ |
| State | <input type="checkbox"/> ₃ |
| Federal | <input type="checkbox"/> ₄ |

A2. As of December 31, 2014, was your laboratory part of a multi-laboratory system? A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization. Mark “yes” or “no.”

₁ Yes ₂ No → Skip to A4

A3. As of December 31, 2014, how many *individual* laboratories are in your multi-lab system? Include your own laboratory in this total.

_____ laboratories

A4. During 2014, did these types of government agencies submit requests for forensic services to your individual laboratory? Mark “yes” or “no” for each response.

- | | Yes | No |
|----------------------------------|---------------------------------------|---------------------------------------|
| City, borough, village, or town | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| County or parish | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| State (state-wide or regional) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| Federal (nationwide or regional) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

A5. During 2014, did your *individual* lab facility perform these forensic functions? Mark “yes” or “no” for each listed function and associated sub-categories. See Appendix B for a description of each function.

	Yes	No
a. Controlled Substances	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
b. Toxicology (General)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Antemortem BAC	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Antemortem Drugs	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Postmortem	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
c. Trace (General)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Gunshot Residue Testing	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Hair Examination	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Fiber Examination	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Fire Debris Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Explosives Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Paint Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Chemical Unknown	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Other Trace (specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

d. Impressions (General)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Footwear	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Tire Tread	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
e. Firearms/Toolmarks	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
f. Digital & Multimedia Evidence	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Computer Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Mobile Device Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Image Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Video Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Audio Analysis	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Other DME Analysis (specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

g. Latent Prints (Do not include 10-print input)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Print Development	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Comparisons	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
h. Questioned Documents	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
i. Forensic Biology (Includes Biology Screening & DNA Analysis)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Casework	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Sexual Assault Casework	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Convicted Offender DNA Samples	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Arrestee DNA Samples	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Other DNA Samples (e.g., missing persons)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

j. Crime Scene	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
If <u>YES</u> , mark all specific functions that apply:	↓	
Evidence Collection	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
Reconstruction (e.g., bloodstain pattern analysis)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

k. Other (specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
1. _____		
2. _____		

A6. As of December 31, 2014, did your *individual* laboratory have a Laboratory Information Management System (LIMS)? A LIMS is a computerized system used to manage, compile or track requests and/or evidence. *Mark one.*

- Yes, laboratory-wide ₁
 Yes, only certain disciplines ₂
 No ₃ → Skip to A8

A7. During 2014, did your *individual* laboratory use LIMS for these functions? *Mark “yes” or “no” for each function. Refer to Appendix B for a description of each function.*

- | | Yes | No |
|---|---------------------------------------|---------------------------------------|
| a. Tracking by Item | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| b. Tracking by Request | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| c. Tracking by Law Enforcement Case Number | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| d. Tracking by Laboratory Case Number | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| e. Tracking by Criminal Offense Type (e.g., homicide or robbery) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| f. Calculating Turnaround Time by Item | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| g. Calculating Average Turnaround Time by Section | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| h. Calculating Average Turnaround Time for the Overall Laboratory | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| i. Tracking Criminal Case Status | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| j. Interfacing with Laboratory Instrumentation | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| k. Monitoring Backlog | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| l. Documenting Chain of Custody | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| m. Generating Reports | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| n. Paperless Reporting | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| o. Other (<i>specify below</i>) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

A8. During 2014, did your *individual* laboratory perform these procedures or use these technologies? *Mark “yes” or “no” for each procedure and technology. Refer to Appendix B for a description of each procedure or technology.*

- | | Yes | No |
|-------------------------------|---------------------------------------|---------------------------------------|
| a. Y-STR Analysis | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| b. Mitochondrial DNA Analysis | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| c. Robotics | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| d. Expert Systems | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| e. LC- MS/MS for Toxicology | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| f. Rapid DNA | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

- A8. (continued)**
- | | Yes | No |
|---|---------------------------------------|---------------------------------------|
| g. Familial DNA Database Searches | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| h. Analyses of Synthetic Cannabinoids (e.g., Spice, K2) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| i. Analyses of Synthetic Cathinones (e.g., bath salts) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| j. Laser Microdissection | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| k. Polynomial Texture Mapping | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

A9. During 2014, did your *individual* laboratory use these databases? *Mark “yes” or “no” for each database. Refer to Appendix B for a description of each database.*

- | | Yes | No |
|---|---------------------------------------|---------------------------------------|
| a. Paint Data Query (PDQ) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| b. National Integrated Ballistics Information Network (NIBIN) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| c. Combined DNA Index System (CODIS) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| d. Automated Fingerprint Identification System (AFIS) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| e. Integrated Automated Fingerprint Identification System (IAFIS) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| f. Ignitable Liquids Reference Collection (ILRC) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| g. Other DNA Database (non-CODIS) (specify below) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

A10. During 2014, did you *individual* laboratory analyze these sources of digital information? *Mark “yes” or “no” for each source of digital information.*

- | | Yes | No |
|---|---------------------------------------|---------------------------------------|
| a. Traditional Cellphones (not Smartphones) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| b. Smartphones | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| c. Laptop, Tablet, and Desktop Computers | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| d. Thumb and External Drives | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| e. Wireless Routers and Network Devices | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| f. GPS and Navigation Systems | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| g. Audio Files | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| h. CDs, DVDs, and other Storage Mediums | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| i. Gaming Systems (Xbox, Playstation, etc.) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| j. Cloud and Server Data (including social media) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| k. Other (specify below) | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

SECTION B: BUDGET

B1. During 2014, what was the total amount of funding received for laboratory operations? Include fees, grants, and one-time special projects.

\$ _____ .00

Mark all that apply.

- Financial data includes your entire **multi-lab system**.
- Budget total was **estimated**.
- Budget data reported as **fiscal year 2014**

_____ to _____
mm dd yyyy mm dd yyyy

B2. During 2014, did you individual lab receive funding from these sources? Mark "yes" or "no" for each listed funding source.

- | | Yes | No |
|-------------------|---------------------------------------|---------------------------------------|
| a. Fees | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| b. Federal Grants | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| c. State Grants | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |
| d. Other Grants | <input type="checkbox"/> ₁ | <input type="checkbox"/> ₂ |

SECTION C: STAFF

C1. Enter the number of full-time and part-time employees as of December 31, 2014. Report each employee in only one category. Report employees who normally work less than 35 hours per week as part-time. If none, enter 0. Refer to Appendix B for a description of positions.

	Full-time	Part-time
a. Managerial	_____	_____
b. Clerical/Administrative	_____	_____
c. Analyst/Examiner		
1. Entry-level	_____	_____
2. Intermediate/Senior	_____	_____
d. Technical Support	_____	_____
e. Crime Scene Technician	_____	_____
f. Other	_____	_____
g. Total employees (sum a-f)	_____	_____

C2. Enter the number of analysts/examiners (as specified in C1, part c) in your individual laboratory that were certified by one or more of the entities listed below? In none, enter 0.

_____ analysts/examiners

List of Selected Certification Entities:

- American Board of Criminalistics
- American Board of Forensic Document Examiners
- American Board of Forensic Odontology
- American Board of Forensic Toxicology
- American Board of Medicolegal Death Investigators
- American Board of Forensic Anthropology
- International Association of Computer Investigative Specialists
- International Association for Identification
(not including 10-print certification)
- Forensic Specialties Accreditation Board
- Forensic Toxicologist Certification Board
- Association of Firearms and Toolmark Examiners
- Board of Forensic Document Examiners
- International Institute of Forensic Engineering Sciences

C3-C4. Enter the minimum and maximum full-time annual salaries for each position in your individual laboratory as of December 31, 2014. Exclude benefits and overtime when reporting annual salaries. If the position does not exist on a full-time basis, mark N/A.

	C3. Minimum	C4. Maximum	N/A
a. <u>Director</u>	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
b. <u>Supervisor</u> Highest level (exclude director)	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
c. <u>Supervisor</u> Lowest level	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
d. <u>Analyst/Examiner</u> Entry-level only	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
e. <u>Analyst/Examiner</u> Senior-level only	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
f. <u>Technical Support</u> (e.g., lab technician, lab support personnel)	\$ _____	\$ _____	<input type="checkbox"/> ₉₉
g. <u>Researchers Only</u>	\$ _____	\$ _____	<input type="checkbox"/> ₉₉

SECTION D: WORKLOAD

D1 through D17 asks for information about your individual laboratory workload. Do not include requests that your lab sent to another lab for analysis. If your lab did not have the responsibility to perform this function in 2014, mark N/A.

- A request is the submission of one or more items of physical evidence to a forensic discipline from a single criminal investigation.
- A single criminal investigation (i.e., case) may result in more than one requests (e.g., toxicology and latent prints).
- A backlogged request is a request that is in the lab and remains unreported for a period of 30 days or more.
- Contact the Help Line if you could not report the totals as specified or if you are unable to extract data separately for the given categories below.

D1. How many requests did your laboratory receive from January 1, 2014 through December 31, 2014? Include convicted offender and arrestee forensic biology requests.

_____ requests

Mark here if this number was estimated.

D2. As of January 1, 2015, how many backlogged requests (unreported for 30 days or longer) did your laboratory have? Include convicted offender and arrestee forensic biology requests.

_____ requests

Mark here if this number was estimated.

a. Total number of new requests **received** in 2014

b. Total number of requests **completed** in 2014

c. Total number of all **pending** request awaiting analysis as of January 1, 2015

d. Number of pending requests that were **backlogged** (requests unreported for 30 days or longer) as of January 1, 2015

N/A

D3. Controlled Substances ₉₉ a. _____ b. _____ c. _____ d. _____

D4. Toxicology ₉₉ a. _____ b. _____ c. _____ d. _____

D5. Trace ₉₉ a. _____ b. _____ c. _____ d. _____

D6. Impressions ₉₉ a. _____ b. _____ c. _____ d. _____

D7. Firearms/Toolmarks ₉₉ a. _____ b. _____ c. _____ d. _____

D8. Digital & Multimedia Evidence ₉₉ a. _____ b. _____ c. _____ d. _____

D9. Latent Prints ₉₉ a. _____ b. _____ c. _____ d. _____

D10. Questioned Documents ₉₉ a. _____ b. _____ c. _____ d. _____

D11. Crime Scene ₉₉ a. _____ b. _____ c. N/A d. N/A

D12. Forensic Biology (Total) ₉₉ a. _____ b. _____ c. _____ d. _____

D13. Forensic Biology Casework (includes biology screening and DNA analysis)

₉₉ a. _____ b. _____ c. _____ d. _____

D14. Sexual Assault Casework

₉₉ a. _____ b. _____ c. _____ d. _____

D15. DNA Database ₉₉ a. _____ b. _____ c. _____ d. _____

D16. Arrestee Samples

₉₉ a. _____ b. _____ c. _____ d. _____

D17. Convicted Offender Samples

₉₉ a. _____ b. _____ c. _____ d. _____

Mark here if the numbers in D3 - D17 were estimated.

SECTION E: OUTSOURCING

E1. During 2014, did your laboratory outsource the testing of any type of evidence or samples?

Outsourcing is requests sent to private labs and public labs outside your multi-lab system. Mark "yes" or "no."

₁ Yes ₂ No → Skip to E3

E2. During 2014, did your laboratory outsource analysis of these types of evidence or samples?

Mark "yes" or "no" for each type of evidence or sample. If your lab did not perform one of the following functions in 2014, mark N/A.

	Yes	No	N/A
a. Controlled Substances	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
b. Toxicology	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
c. Trace	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
d. Impressions	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
e. Firearms/Toolmarks	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
f. Digital & Multimedia Evidence (DME)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
g. Latent Prints	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
h. Questioned Documents	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
i. Forensic Biology			
1. Casework	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
2. Sexual Assault Casework	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
3. Convicted Offender Samples	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
4. Arrestee DNA Samples	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
j. Crime Scene	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
k. Other (specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉

E3. During 2014, did your lab receive requests to analyze evidence or samples from labs outside of your own laboratory system? Mark "yes" or "no."

₁ Yes ₂ No

SECTION F: QUALITY ASSURANCE

F1. As of December 31, 2014, was your laboratory accredited by the following organizations?

Mark "yes" or "no" for each type.

a. ASCLD/LAB, Legacy	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
b. ASCLD/LAB, International (ISO 17025)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
c. FQS-International	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
d. A2LA	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂
e. Other (please specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂

F2. During 2014, did your laboratory have resources dedicated primarily to research?

Research is experimentation aimed at the discovery and interpretation of facts, the revision of accepted methods, or practical application of such new or revised methods or technologies. Mark "yes" or "no."

₁ Yes ₂ No

F3. During 2014, did your laboratory conduct proficiency testing on its analysts/examiners?

Mark "yes" or "no."

₁ Yes ₂ No → Skip to F5

F4. During 2014, which of the following proficiency tests did your laboratory perform internally and externally? Mark all that apply. If your lab did not perform this test in 2014, mark N/A.

	Internal	External	N/A
a. <u>Blind</u> – analyst/examiner is not told which case is for testing.	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
b. <u>Declared</u> - analyst/examiner is told when he/she is being tested	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
c. <u>Random case reanalysis</u> - random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉
d. <u>Other proficiency testing</u> (please specify below)	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₉₉

F5. In 2014, did your laboratory have written standards for performance expectations for full-time equivalent analysts/examiners in any discipline? Mark "yes" or "no."

₁ Yes ₂ No

F6. ~~In 2014~~, did your laboratory have written code of ethics? Mark one.

Yes, created own code of ethics	<input type="checkbox"/> ₁
Yes, adopted an existing code of ethics	<input type="checkbox"/> ₂
No	<input type="checkbox"/> ₃

SECTION G: FEEDBACK & SUBMISSION

Please write any comments you would like to share with the Bureau of Justice Statistics about (a) your survey responses, (b) the survey content or format, (c) the manner of administration of the survey, or (d) any other applicable information.

Thank you for taking the time to complete this important survey.

APPENDIX A: HELP TEXT

This section provides information to assist in answering select items from the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). Refer to the glossary in Appendix B for additional information on definitions of terms used in the survey.

Please do not leave questions blank. If you are unable to complete a question, please contact the Help Line toll free at 1-XXX-XXX-XXXX

SECTION A: ORGANIZATION

A1. Mark the box which best describes the organization that has oversight of your crime laboratory.

A3. An individual laboratory is a separate laboratory entity that is overseen by a single organization.

A5. “Forensic Biology” includes *both* biology screening and DNA analysis. If your laboratory has any additional disciplines, please mark “Yes” for “Other” and write in the name of each one in the lines provided.

SECTION B: BUDGET

If you are unable to provide budgetary information, please have the budget section completed by your headquarters or another agency with administrative control.

B1. Report the total amount of funding received from all sources, including both hard sources (e.g., repetitive) and soft sources (e.g., fees, grants, and one-time special projects). Include all funding that was budgeted for personnel, fringe benefits, travel, equipment, supplies, construction, consultants/contractors, indirect costs, and any other operating costs. Do not enter dollar signs or commas. If you are unable to provide lab-level financial data, you may report the budgetary information for your multiple laboratory system. If your lab receives funding on both a fiscal and calendar year basis, report the year that majority of your funding follows. For example, if you receive grants that follow a federal fiscal year cycle while the rest of your allocated budget follows a calendar year cycle, report the calendar year.

SECTION C: STAFF

For the following questions, please report the personnel totals and salary ranges for your laboratory. If you are a part of a multiple laboratory system, report these values for your *individual* laboratory and not for the entire multiple laboratory system (i.e., the number of analysts/examiners actually working in the individual laboratory, not in the entire system).

C1. If you have employees that fit within multiple categories, report that person in the category that describes the majority of their duties. For example, if a section manager also works on casework 25% of the time, report that person in the “Managerial” category. If an analyst/examiner also responds to crime scenes several times a month, report that person in the “Analyst/Examiner” category. Do not leave any categories blank; write “0” if you have no employees that fall within a certain category.

- “Managerial” positions include any individual whose primary responsibilities are supervisory.
- “Clerical/Administrative Support” perform functions related to the operation of the laboratory (e.g., quality assurance, IT) but do not interact with casework evidence.
- “Analyst/Examiner” primary responsibilities include evidence examination, conclusion generation, report generation and court testimony.

- “Technical Support” personnel perform laboratory functions other than direct evidence examination (e.g., reagent preparation, instrument maintenance, or sample preparation) or assist in evidence examination but do not generally draw conclusions about any analysis.

When deciding whether an individual falls under the Analyst/Examiner category or Technical Support category, note that analysts/examiners routinely draw conclusions based on the examination of evidence or crime scene documentation as part of their job duties. For example, using this criterion, an employee who performs any latent print comparison is an “Analyst/Examiner” while an employee who performs latent print development but no comparison is “Technical Support.” All categories should add up to the Total employees (g.).

C2. Do not report any analysts/examiners who are solely certified internally or certified by an unlisted organization only.

C3-C4. If your laboratory does not use set salary scales, enter in the minimum and maximum salaries for that position or its closest equivalent during 2014. If employees in a particular position are paid a wage rather than a salary, please report the minimum and maximum pay the employees would receive if they worked 40 hours per week for an entire year and received no overtime. One common way to do this is: Salary = X dollars/hour * 2080 hours. If, for a given position, the minimum and maximum salaries are equal, enter the same value in *both* columns. Please mark the “N/A” checkbox if, on December 31, 2014, your agency had no employees occupying the given position and the position was not considered vacant.

Refer to the glossary for position definitions. An employee qualifies as a “Researcher Only” if his or her primary work is dedicated towards forensic science research. Please note that part (d.) “Analyst/Examiner: Entry Level” refers to the lowest level only and (e.) “Analyst/Examiner: Senior-Level” refers to the highest level only and excludes intermediate-level analysts. Do not enter dollar signs or commas. You may round the salary estimates to the nearest \$1000.

SECTION D: WORKLOAD

D1-D17. These questions ask about the number of requests your laboratory received and completed from January 1, 2014, to December 31, 2014. In situations where a request is exchanged between labs within a multiple laboratory system, the lab which conducts the analysis should count the request, while the lab which sent the request out for analysis should not count the request.

If you are unable to provide the actual number of requests and can only report an estimate, please check the box under D1, D2 and/or D17 and contact the Help Line.

D3-D17. These questions ask about the workload for each general discipline listed in item A5. The subcategories for each discipline that you indicated will not be asked here. If your laboratory does not perform the discipline listed in a particular column, mark “N/A”.

A single request may include multiple evidence items (e.g., DNA samples). Enter “0” if there were no requests during the specified time period. Do NOT include items outsourced to other laboratories in this section. For all applicable disciplines, report the following information:

- (a) **Total number of new requests received in 2014.** Record the total number of requests received from January 1, 2014 to December 31, 2014.
- (b) **Total number of requests completed in 2014.** Record the total number of requests completed (analyzed and reported) from January 1, 2014, to December 31, 2014.
- (c) **Total number of all pending requests awaiting analysis as of January 1, 2015.** A pending request refers to any request submitted to the laboratory for which analysis has not yet started.
- (d) **Number of these pending requests that were backlogged (requests held for 30 days or longer) as of January 1, 2015.** Record the number of backlogged requests on January 1, 2015. A request is backlogged if a report has not been generated within 30 days of submission to the laboratory.

D12. This question asks for the total workload information for all forensic biology items processed, including, but not limited to, biology screening, forensic biology casework requests and DNA database requests. This question is a total for the discipline and can be greater than the sum of “Forensic Biology Casework” and “DNA Database” work.

D13 . This question asks for workload information for forensic biology casework items, including biology screening. This question is a subsection of the general “Forensic Biology” category (D12).

D14. This question is a subsection of the “all forensic biology casework” category (D13). Report requests for sexual assault offenses only.

D15. This question asks for workload information for all items processed for inclusion in a DNA database. This does not include items collected from crime scenes or exemplars collected for direct comparison or ‘bench matches’.

D16-D17. These questions are a subsection of the “all DNA database” category (D15).

SECTION E: OUTSOURCING

E1. Requests exchanged between laboratories in the same multiple laboratory system are not considered outsourcing.

E2. Mark “N/A” if your laboratory does not have the listed discipline or it is not possible for this discipline to outsource requests. If you have a type of request that is not listed, write in a description of the request type in the blank line provided within the “Other” category. Requests exchanged between laboratories in the same multiple laboratory system are not considered outsourcing.

SECTION F: QUALITY ASSURANCE

F2. Resources may include dollars, work-hours, supplies, or other funding dedicated specifically to supporting research.

F4. If your laboratory participates in both internal and external proficiency testing select both options. Select “N/A” if your laboratory did not perform that type of proficiency test in 2014. A definition of each proficiency test is provided in F4.

F5. These expectations may differ by examiner type, forensic discipline and staffing level. Choose “No” if your laboratory managers and supervisors have expectations of performance that are not codified.

APPENDIX B: GLOSSARY

AFIS	Automated Fingerprint Identification System. Biometric database based on fingerprint minutia, with image storage and search capabilities.
analyst/examiner	Laboratory personnel whose primary responsibilities are the analysis of physical evidence, drawing conclusions based on that analysis, reviewing and reporting analytical results and providing expert testimony. Included in this category are crime scene personnel who perform the senior-level duties of crime scene reconstruction and blood spatter analysis.
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 above entry-level that do not have supervisory duties.
analyst/examiner, senior-level	See analyst/examiner. The highest level of analyst/examiner at the laboratory that does not have supervisory duties.
arrestee DNA sample	A DNA reference sample from an arrestee collected and analyzed for inclusion into a database.
backlog, monitoring	See <i>monitoring backlog</i> .
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.
calculating turnaround time by item	A LIMS function that will calculate the time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and is calculated for a single evidence item.
calculating average turnaround time by section	A LIMS function that will calculate the average time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and is calculated for a single section.
cannabinoids, synthetic	Synthetically produced compounds that mimic naturally occurring cannabinoids. These compounds are added to some other substrate, marketed as 'spice' or herbal incense products, and are used illicitly for their psycho-active properties.
case	All physical evidence from a single criminal investigation submitted for crime laboratory analysis.
casework, forensic biology	Forensic biology requests processed from either questioned evidence (i.e. evidence of unknown origin) or from known persons whose profiles are not eligible for entry into a database (i.e. victim exemplar).
cathinones, synthetic	A cathinone is a compound naturally found in the khat plant. When produced synthetically, these compounds are marketed as bath salts and abused for their

	stimulant properties.
cellphone, traditional	The primary purpose of a traditional cellphone is making and receiving calls and text messaging. Also known as a feature phone or “dumbphone”.
chain of custody, documenting	See <i>documenting chain of custody</i> .
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	Laboratory personnel whose primary responsibility is to provide support to other laboratory personnel through the performance of organizational/ administrative duties.
cloud data	Refers to data stored on a server and accessed remotely, rather than data stored in the memory of the device that is used to access it.
CODIS	Combined DNA Index System. The software platform for the three-tiered (local, state, national) DNA database index system.
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 evidence collection and documentation, such as fingerprint recovery and development, crime scene response, 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 responsibilities are to respond to crime scenes, record and collect evidence, and submit that evidence to a laboratory for analysis.
criminal case status, tracking	See <i>tracking criminal case status</i> .
criminal offense type, tracking by	See <i>tracking by criminal offense type</i> .
database, forensic biology	Forensic biology requests processed for the express purpose of adding profiles to the database, specifically items collected from known persons.
digital & multimedia evidence	Analog or digital (stored/transmitted in the binary form) media evidence, including, but not limited to, computer files, film, tape, magnetic and optical media, and/or information contained therein.

documenting chain of custody	LIMS function that records the possession and location of evidence from collection through analysis, possible court presentation and long term storage. This may include both internal and external chain of custody.
expert system	Software designed to process data without human intervention.
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.
familial DNA database searches	Searching a DNA database.
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. Forensic biology casework refers to the processing of any item to aid a criminal investigation, this includes items of known (K) and unknown (Q) origin. DNA database refers to the processing of any item from a known person for inclusion into a database.
generating reports	A LIMS function that automatically assists in the creation of reports, including, but not limited to, creating report language, inputting data into report templates, certificates of analysis and workload reports. This functionality eliminates or greatly reduces the amount of examiner time dedicated to producing reports for evidence submitting agencies.
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.
IAFIS	Integrated Automated Fingerprint Identification System of the FBI.
ILRC	Ignitable Liquids Reference Collection. The ILRC is an online compilation of ignitable liquid reference materials and accompanying data used in the analysis of fire debris samples in accordance with the American Society for Testing and Materials (ASTM) E-1618 standard test methods.

impressions	Identification, documentation, collection, and interpretation of two-dimensional and three dimensional impressions and imprints found on physical evidence (e.g., footwear, tire tread). For purposes of this survey, firearms/toolmarks and latent prints are separate categories and are not to be included in the general impressions category.
interfacing with laboratory instrumentation	LIMS function that allows for the automatic communication between the LIMS and the laboratory instrument software. This may allow the LIMS to store instrument outputs (data), control instrument operations and/or track usage.
item, tracking by	See <i>tracking by item</i> .
laboratory case number, tracking by	See <i>tracking by laboratory case number</i> .
laboratory instrumentation, interfacing with	See <i>interfacing with laboratory instrumentation</i> .
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. This category does not include the input of 10-print records.
law enforcement case number, tracking by	See <i>tracking by law enforcement case number</i> .
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 computerized system that records information about items submitted and analyzed by the laboratory. System is used to manage, compile, or track requests and/or evidence.
managerial	Laboratory personnel whose primary responsibility is the management or supervision of other employees.
mitochondrial DNA analysis	Analysis of the hypervariable regions of the mitochondrial genome for the purpose of identification.
monitoring backlog	A LIMS function that monitors the current status of backlogged evidence. This function can assist in the calculating and reporting of backlogs; may be discipline specific or laboratory-wide.
multiple laboratory system	A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization.
NIBIN	National Integrated Ballistics 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 (e.g., automotive, architectural) or be compared to submitted exemplars.
paperless reporting	Refers to records that are entered directly into a digital device and stored in a database, as opposed to records physically documented on paper or other tangible medium.
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 for a specified period of time (e.g., week, month, year). This number is a managerial expectation and may be higher or lower than the actual number of requests completed for 2014.
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.”
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.
rapid DNA	A rapid DNA process is a hands-free method to produce a DNA profile. This device may be portable, self-contained and/or reliant on microfluidic technology.
reconstruction	Determining past events that address questions of investigative importance from the record of physical evidence that has resulted from those events.
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 count as a new request.
request, tracking by	See <i>tracking by request</i> .
reports, generating	See <i>generating reports</i> .
researchers only	An employee whose primary duties are to conduct research, defined as experimentation aimed at the discovery and interpretation of facts, the revision of accepted theories, or practical application of such new or revised theories or technologies.

robotics	Technology designed to perform tasks (e.g., liquid handling) with little-to-no human intervention.
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.
server data	Refers to data stored in the memory of a central device, rather than in the memory of the device used to access the data. Often, a server is used to connect multiple computers to allow them to communicate with one another.
sexual assault casework	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.
smartphone	A smartphone is designed to access internet-based services and run programs (i.e., apps) in addition to making and receiving phone calls and text messages.
soft sources	One-time or unpredictable sources of funding including, but not limited to, fees, grants and awards.
supervisor	An employee whose primary duties are the oversight of other laboratory personnel.
technical support	An employee 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.
tracking by criminal offense type	LIMS tracks evidence by the type of associated criminal offense. This may be used to identify evidence or cases for a single offense type (e.g. homicide) or multiple offense types (e.g. property crime).
tracking by item	LIMS tracks evidence at the item-level. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by laboratory case number	LIMS tracks evidence at the level of the laboratory case. A laboratory case is a case number assigned by the forensic laboratory. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by law enforcement case number	LIMS tracks evidence by the case number assigned by the law enforcement agency investigating the crime. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by request	LIMS tracks evidence at the request-level. A single criminal event may result in multiple requests for analysis. Tracking may include reference to location, progress of analysis, or completion dates/times.

tracking criminal case status

LIMS function that records the progress of a case through the criminal justice system for which physical evidence has been submitted to the laboratory. Status information may include open/closed/cleared designation, pending court dates and/or final case disposition.

Y-STR analysis

Analysis of short tandem repeat loci on the Y chromosome.



U.S. Department of Justice
Bureau of Justice Statistics

2014 Census of Publicly Funded Forensic Crime Laboratories

You should have received your Agency ID and Password to access the survey form.
Please enter them in the fields below and then click the 'login' button.

Agency ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="login"/>	

2014 Census of Publicly Funded Forensic Crime Laboratories
Questions or concerns? E-mail cfcl@urban.org or call (toll-free) (877) 904-1621.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 2.9 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

2014 Census of Publicly Funded Forensic Crime Laboratories log off
Crime Laboratory: XX215-08

Verification	Contact Information	Organization	Budget	Staff	Workload	Outsourcing	Quality Assurance	Feedback	Validation & Submit
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Verify Eligibility

IMPORTANT - This census is directed to forensic crime laboratories that are solely operated by government funds or whose parent organization is a government agency.

As of December 31, 2014, if either of the following conditions applies to your agency, you are eligible to complete the questionnaire.

1. Publicly funded crime lab that employs one or more full-time scientists who possess a minimum of a bachelor's degree in a natural science (e.g., chemistry, physics, or biology) and who analyze physical evidence in criminal matters and provide reports and testimony to courts of law on such evidence.
2. Publicly funded crime lab that only analyzes digital or multimedia evidence in criminal matters and provide reports and testimony to courts of law on such evidence, regardless of whether your agency employs one or more full-time scientists who possess a minimum of a bachelor's degree in a natural science.

Please select one of the following options:

- 1 Yes, one of the conditions above applies to your laboratory. *The questionnaire will be provided to your lab in two weeks.*
- 2 Neither of these conditions applies to your laboratory. *You do not need to complete the questionnaire.*
- 3 Your laboratory no longer exists as of December 31, 2014. *Enter the date your lab ceased operations.*

/ /
mm dd yyyy

next

2014 Census of Publicly Funded Forensic Crime Laboratories

log off

Crime Laboratory: XX215-08

Verification

Contact Information

Organization

Budget

Staff

Workload

Outsourcing

Quality Assurance

Feedback

Validation & Submit

Section A: Organization

A1. What type of government operates this lab facility? Mark one.

- 1 City, borough, village, or town
- 2 County or parish
- 3 State
- 4 Federal

A2. As of December 31, 2014, was your laboratory part of a multi-laboratory system? Mark "yes" or "no."

- 1 Yes
- 2 No

A3. As of December 31, 2014, how many individual laboratories are in your multi-lab system?

laboratories

A4. During 2014, did these types of government agencies submit requests for forensic services to your individual laboratory? Mark "yes" or "no" for each response.

- | | | |
|----------------------------|----------------------------|----------------------------------|
| Yes | No | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | City, borough, village, or town |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | County or parish |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | State (state-wide or regional) |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | Federal (nationwide or regional) |

Department of Justice, Bureau of Justice Statistics

2014 Census of Publicly Funded Forensic Crime Laboratories

log off

Crime Laboratory: XX215-08

- Verification
- Contact Information
- Organization
- Budget
- Staff
- Workload
- Outsourcing
- Quality Assurance
- Feedback
- Validation & Submit

Section A: Organization

A1. What type of government operates this lab facility? Mark one.

- 1 City, borough, village, or town
- 2 County or parish
- 3 State
- 4 Federal

A2. As of December 31, 2014, was your laboratory part of a multi-laboratory system? Mark "yes" or "no."

Glossary 1 Yes

A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization.

A3. As of December 31, 2014, how many individual laboratories are in your multi-lab system?

Help

Enter the number of laboratories in this system, including your own laboratory.

A4. How many government agencies submit requests for forensic services to your individual laboratory?

Mark "yes" or "no" for each response.

- | | | |
|----------------------------|----------------------------|----------------------------------|
| Yes | No | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | City, borough, village, or town |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | County or parish |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | State (state-wide or regional) |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | Federal (nationwide or regional) |

2014 CENSUS OF PUBLICLY FUNDED CRIME LABORATORIES: PRETEST RESULTS

OVERVIEW

Due to a growing need for information about forensic laboratories in the United States, the Bureau of Justice Statistics (BJS) obtains information from crime labs as part of its Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) data collection series. The Urban Institute (Urban) has been contracted as the data collection agent for the 2014 CPFFCL. In accordance with guidelines from the Office of Management and Budget (OMB), the Urban Institute administered the draft CPFFCL-14 data collection instrument (i.e., questionnaire) to nine publicly funded forensic labs as part of a pilot study. The purpose was to pretest the instrument to assess the level of burden for respondents, the utility of the collection, and to identify measurement issues or areas needing further clarification. This report details observations from the administration of this pretest, as well as findings from the debriefing interviews with each of the pretest sites.

METHODOLOGY

The pretest for the CPFFCL consisted of two tasks. First, Urban administered a pretest version of the questionnaire to nine eligible crime labs along with a survey to obtain additional feedback about the data collection, including completion times and resources expended to complete the survey (Appendix A). Second, Urban contacted all pretest site respondents by phone to discuss the experience of completing the survey, obtain opinions on items being considered for revision, and clarify any unclear responses.

Survey Administration

Nine laboratories were contacted by Urban to discuss the purpose of the pretest and the details of the debriefing process in April 2014. The CPFFCL-14 questionnaire was then mailed to the labs as each agreed to participate. Respondents were given one month to complete the questionnaire. The U.S. Secret Service had initially agreed to participate. The lab asked for an extension due to their upcoming audit and one was granted for an additional month. After follow-up attempts were unsuccessful for several weeks following the extension, the Allegheny County Office of the Medical Examiner agreed to be a replacement site for the pilot study. However, due to unforeseen circumstances that eventually impacted their ability to participate, Allegheny County was unable to complete the questionnaire before the deadline.

The eight labs that completed the questionnaire and a debriefing interview included:

- Baltimore County Police Department Crime Lab (Maryland)
- Indiana State Police Crime Lab
- Kansas City Police Department Crime Lab (Missouri)
- Montgomery County Crime Lab (Maryland)
- Orange County Crime Lab (California)
- U.S. Department of Veterans' Affairs, Office of the Inspector General Forensic Document Laboratory (Washington DC)
- Utah Bureau of Forensic Services
- Virginia Department of Forensic Sciences

Post-Administration Interviews

Urban asked all pretest site respondents a series of questions to gain a better understanding of the general experience of completing the questionnaire.

- A5, part f asks whether you analyze digital & multimedia evidence. If you answered yes, do the subcategories accurately reflect the types of digital & multimedia functions your lab performs? Do you think there are any additional functions we should add?
- A5, part i asks whether your lab performs forensic biology functions. If you answered yes, is your lab able to report statistics based on the subcategories provided (i.e., casework, sexual assault evidence, etc.)?
- D3 asks about advanced technologies and procedures your lab uses. It includes responses for analyses of synthetic cannabinoids and synthetic cathinones. What is your opinion of including these options? Do you think they provide important information for the field? Are there other substances you think should be included?
- D5 asks about sources of digital information that your lab analyzes. If you answered yes, do you think the response options accurately reflect the types of digital information being analyzed by the field overall?
- For questions D17-D22, did you find it easy to report the statistics in this way (i.e., separating by casework vs. DNA database samples)? Does your lab perform other types of forensic biology work that is not captured by these two categories? If so, what are they?

- Do you think it would be helpful for the field if the survey gathered information about whether proficiency testing is internal or external?
- Similarly, would it be helpful to gather information about whether labs have professional codes of ethics?
- Did you need to use the help text? If so, was it helpful?
- Can you think of any instances where your lab or jurisdiction used previous results from the census (e.g., in a report or when asking for additional resources)?

FINDINGS

The following findings are divided into four categories: (a) reported amount of time to complete the questionnaire by pretest sites, (b) general feedback on the instrument, (c) respondent opinions on items being added or considered for revision, and (d) observations of other issues and the responses provided to the sites on questions they had about individual data items.

Completion Times

Pretest sites reported a wide range in completion times. The overall time to complete the questionnaire reported by the eight labs ranged from 15 minutes to nearly 6 hours (table 1). On average, pretest sites took about 3 hours to complete the survey. The U.S. Department of Veterans Affairs Office of the Inspector General completed its questionnaire in 15 minutes.

The *Quality Assurance* section took the least amount of time for labs to complete (average of three minutes), while the *Workload* section was the most burdensome (average of about two hours). The pretest sites reported using between one and six staff members to complete the questionnaire, and no labs reported additional resource expenses to complete the survey other than the staff time.

Table 1. Response Times (in Minutes) for All Pretest Sites

Section	Baltimore County MD	Indiana State Police	Kansas City, MO PD	Montgomery County MD	Orange County CA	US Dept of Veterans Affairs, OIG	Utah BFS	Virginia DFS	Average minutes	Std Dev (min)	Average hours	Std Dev (hr)
A. Organization	5	10	15	3	5	1	15	5	7.38	5.00	0.12	0.08
B. Budget	90	2	30	5	1	1	10	30	21.13	28.42	0.35	0.47
C. Staff	1	10	65	3	30	1	50	30	23.75	22.70	0.40	0.38
D. Workload	240	60	120	10	240	10	150	75	113.13	85.98	1.89	1.43
E. Outsourcing	5	1	10	2	1	1	10	5	4.38	3.60	0.07	0.06
F. Quality Assurance	5	2	5	2	1	1	5	5	3.25	1.79	0.05	0.03
Entire Survey	346	85	245	25	278	15	240	150	173.00	114.98	2.88	1.92

Feedback on the Questionnaire

Conversations with pretest sites did not elicit strong complaints about the data collection instrument or overall burden in completing it. Most of the sites reported that the help text and glossary were helpful for completing the questionnaire.

Section A: Organization

No substantive issues were reported by the reviewers in section A.

Digital and multimedia evidence

For the first time in the CPFFCL data collections, sub-categories were added to the general category of *digital and multimedia evidence* (DME) to provide more information on this emerging field (A5f). The pilot sites agreed that the sub-categories are reflective of the types of evidence that is collected and analyzed by the field. Urban spoke at length with the more knowledgeable pilot sites about DME to obtain additional information on the different types of DME and how each corresponds to the given sub-categories. The suggestion was made to separate computer analysis and mobile device analysis into separate response options for A5 because mobile device analysis is usually performed by police and done early in the investigation while computer analysis is generally done later on. Multiple labs noted that the survey should clarify in which category of question D5 tablet computers should be included. One lab noted that sometimes one source of digital media evidence can be processed using more than one type of analysis. For example, a smartphone may come in and start off as computer and mobile device analysis, but if a video had been recorded on it, it would be transferred to video analysis.

Based on the discussions with the pretest sites, separate DME categories were added for computer and mobile device analysis to A5f and revisions were made in the help text and glossary to include additional detail on how each DME sub-category is defined in the CPFFCL.

Section B: Budget

The crime labs did not have any issues with this section and the decision to eliminate the questions that asked each lab to report its annual itemized expenditure totals (prior to the pilot test) eased the burden for this section. In addition, the questions that asked labs to report the amount of money that they received from fees and grants were simplified to ask labs if they received funding from fees and grants (yes/no).

Section C: Staff

No substantive issues were reported by the reviewers in section C.

Section D: Workload

Forensic biology

Labs had some confusion over the format of the additional forensic biology subcategories for “DNA casework” and “DNA database” that were added (following the CPFFCL-09) to the section where labs are asked to report their overall total number of forensic biology requests. One lab only reported casework requests that did not move on from biology screening to DNA analysis in its total number of forensic biology requests. Similarly, another respondent explained that he has noticed that the field has started referring to “forensic biology” as everything except DNA analysis and referring to DNA work separately, which is why he only reported non-DNA analysis in its forensic biology total. However, another lab reported all forensic biology requests, regardless of whether they moved on from screening to further DNA analysis.

To better clarify where each forensic biology subcategory should be reported, formatting changes and modifications to the help text and glossary were made in this section. The category “DNA casework” was changed to “forensic biology casework” and a note was added for respondents to include both biology screening and DNA analysis in that particular field.

One lab asked for definitions of “DNA casework” and “DNA database” work prior to submitting its completed survey and suggested adding these definitions to the glossary. The glossary did provide these definitions within the definition for the general discipline of forensic biology. However, based on this lab’s difficulty locating these definitions, they will be added to the glossary as separate definitions.

Analysis of synthetic drugs

Labs were unanimous in agreeing that gathering information about analysis of synthetic drugs is an important addition to the current wave of the survey. Many labs noted that their workloads in this area have been increasing significantly over the past few years. Labs generally thought the categories (i.e., synthetic cannabinoids and synthetic cathinones) were appropriate; several labs noted that the substances change so quickly that being any more specific would end up excluding relevant substances. One lab also noted that synthetic drugs tend to vary regionally.

Only one lab suggested a revision to the categories: the respondent thought that, since more traditional technologies can also be used to test for synthetic drugs, it would be better to ask about specific technologies that test for these substances rather than asking about the substances themselves. BJS will consider this recommendation for future CPFFCL iterations.

Impressions analysis

Two labs reported that they were unable to provide separate statistics on the number of requests received for impressions because that discipline is included under the latent prints section. One of these labs said that it might be possible to build a LIMS query to isolate the impressions requests from the latent prints requests, but that would add additional time to complete the survey. In the CPFFCL-09, labs were asked to document these types of reporting issues in a free-text field at the end of the questionnaire. In 2009, combined request totals for impressions and latent prints were reported by six of the approximately 400 labs that participated in the data collection.

For the CPFFCL-14, the workload section will ask labs to contact the help line for further instructions if they have difficulty in providing separate request totals for two disciplines. If they are unable to separate the workload information for two disciplines, they would be asked to provide an estimate on the distribution of the total across the two categories within the feedback section of the questionnaire.

Backlog

Two labs in the pilot test reported that providing its backlog totals based on the CPFFCL definition of 30 days or longer required a substantial amount of time to complete. For example, in one lab, all pending requests are considered part of the backlog, whereas another lab uses 45 days as the cutoff. Another respondent reported that in her lab, only certain sections keep track of the backlog. The backlog items generated the most questions from labs when responding to the 2009 CPFFCL. Among the 397 labs that responded to the 2009 CPFFCL, 9 reported that they could only provide their backlog totals based on a length of time other than 30 days or more (e.g., 45 or 90). The combined backlog of these 9 labs in 2009 accounted for about 15,000 of the more than one million backlogged requests reported by the nation's crime labs.

The CPFFCL-14 workload section will instruct labs that are unable to report their backlog totals as specified to contact the help line for assistance. Given that 30 days is widely viewed by the crime labs and subject matter experts as an acceptable common definition for backlog at the national level and to ensure the results from the CPFFCL-14 are comparable to those from previous censuses, BJS decided to keep the project definition as is. Statistical weights could be applied to the backlog totals of the labs that report this information based on an amount of time other than 30 days or more.

Section E: Outsourcing

The crime labs did not have any issues with this section and the decision to eliminate the questions that asked labs to report the number of requests they outsourced for each type of forensic service (prior to the pilot test) eased the burden for this section.

Section F: Quality Assurances

Internal versus external proficiency testing

The CPFFCL-14 questionnaire included a new questions on whether the proficiency tests performed by labs were internally or externally conducted because this was an issue highlighted in a recent report from the White House Subcommittee on Forensic Science. Most labs agreed that adding a question about this topic would be helpful. Two labs said that they did not think it was critical information, but it would not add much additional burden.

One lab suggested that it would be interesting to ask the question by forensic service (e.g., forensic biology or trace evidence) because each discipline has a different availability of external proficiency tests. For instance, digital evidence has few external tests whereas forensic biology is almost all external. Because of the addition reporting burden this change would add to the CPFFCL-14, BJS decided kept the new set of questions as is and ask labs whether they performed internal or external proficiency testing for any disciplines in 2014. The survey will not ask these questions for each individual type of service that labs provided. BJS will consider this recommendation for future CPFFCL data collections.

Professional code of ethics

Based on another important issue raised by the White House Subcommittee on Forensic Science, the CPFFCL-14 questionnaire included a question about whether the lab has a written code of ethics. Similarly, most pilot sites felt that adding a question about professional codes of ethics would provide useful information without adding a lot of burden to the survey. One respondent added that since adopting a professional code of ethics is an accreditation standard, it may be more efficient to only ask the question of non-accredited labs. However, another respondent noted that it would be interesting to know whether labs have developed their own codes of ethics or subscribed to the code of ethics of an accrediting body.

An important note was made about accreditation standards and that it is a requirement; therefore, the item would only be relevant to those non-accredited labs. To make this question applicable to all labs, labs with a code of ethics will be asked whether it created the code or adopted an existing one.

Appendix A: Pilot Study Respondent Questionnaire

Thank you for participating in the pretest for the 2014 Census of Publicly Funded Forensic Crime Labs and for providing the information requested below. This information will assist us in assessing the burden of the survey and determining the appropriate length of each section. Census staff may request a brief follow-up phone call to learn more about your experience completing the survey.

1. How much employee time* (hh:mm) did it take to complete the following sections:

- a. Section A: Organization _____ : _____
- b. Section B: Budget _____ : _____
- c. Section C: Staff _____ : _____
- d. Section D: Workload _____ : _____
- e. Section E: Outsourcing _____ : _____
- f. Section F: Quality Assurance _____ : _____
- h. Entire Survey _____ : _____

2. How many employees dedicated time to complete this survey? _____

3. Did you have to hire additional staff to complete this survey? 1 Yes 2 No

4. If YES, how many? _____

5. Other than time, did you expend any other additional resources completing this survey? 1 Yes 2 No

6. If YES, please list the type and cost of those additional resources.

Resource Type	Cost
_____	\$ _____ .00
_____	\$ _____ .00
_____	\$ _____ .00
_____	\$ _____ .00
_____	\$ _____ .00

7. Do you have any other comments you would like to share with us?

Thank you for your feedback.

*Employee time represents time spent on the survey that could not have been spent doing any other activity. Do not include unmanned work hours (i.e., time waiting for information from other managers, time spent waiting for LIMS query results, etc.)



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

Month dd, 2015

«Firstname» «Lastname»
«ContactAgencyName»
«ContactLabName»
«ContactAddress1» «ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Firstname» «Lastname»,

The Bureau of Justice Statistics (BJS), the statistical branch of the U.S. Department of Justice, is conducting a fourth *Census of Publicly Funded Forensic Crime Laboratories*. This project will provide national statistics on the staffing levels, budgets, workloads, and quality assurances of crime labs during 2014. The American Society of Crime Laboratory Directors has expressed strong support for this project. The BJS reports from the 2002, 2005, and 2009 studies are available at <http://www.bjs.gov/index.cfm?ty=dcdetail&iid=244>.

BJS has retained the Urban Institute as the data collection agent for this project because of their experience in administering national surveys and knowledge of forensic crime labs. In approximately two weeks, you will receive instructions from them on how to complete the questionnaire.

We are updating our records to ensure that you receive an invitation to complete the questionnaire. Please verify your agency's contact information on the project website at <https://cfcl.urban.org> before Month dd, 2015. You can login using the identification number and password provided below. If you are unable to access the website, please contact the Urban Institute at (xxx) xxx-xxxx.

Agency ID: XXXXX-XX
Password: XXXXXXX

Per the Omnibus Crime Control and Safe Streets Act of 1968, as amended (Title 42 USC 3732), BJS is authorized to collect these data. This study has been reviewed and approved by the Office of Management and Budget in accordance with the clearance requirements of the Paperwork Reduction Act of 1980 as amended (Title 44 USC 3507). BJS will use the data collected through this project only for research and statistical purposes (Title 42 USC 3735 and 3789g).

Because this is a census, we hope to collect information from every local, state, and federal crime lab in the United States. Although this survey is voluntary, your participation is critical to make the results comprehensive, accurate, and timely. If you have any questions, please contact Matthew Durose of BJS at (202) 307-0765.

Sincerely,

BJS Director



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

Month dd, yyyy

«Firstname» «Lastname»
«ContactAgencyName»
«ContactLabName»
«ContactAddress1» «ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Firstname» «Lastname»,

The Bureau of Justice Statistics (BJS), the statistical branch of the U.S. Department of Justice, is conducting a fourth *Census of Publicly Funded Forensic Crime Laboratories*. The Urban Institute will be collecting the data on behalf of BJS. The goal of this project is to obtain information on the workloads and operations of the nation's crime labs during 2014. The American Society of Crime Laboratory Directors has expressed strong support for this study and the national statistics that result from it. The BJS reports from the previous studies are available at <http://www.bjs.gov/index.cfm?ty=dcdetail&iid=244>.

You can participate in the census of crime labs by accessing and completing the questionnaire at: <https://cfcl.urban.org>. For security purposes, we have assigned your agency a personal identification number and password to access the questionnaire online:

Agency ID: <<username>>
Password: <<password>>

Because this is a census, we hope to collect information from every local, state, and federal crime lab in the United States. Although your participation is voluntary, the cooperation of each lab is critical to make the results accurate and reliable. BJS will use the data collected through this project only for research and statistical purposes (Title 42 USC 3735 and 3789g).

Per the Omnibus Crime Control and Safe Streets Act of 1968, as amended (Title 42 USC 3732), BJS is authorized to collect these data. This study has been reviewed and approved by the Office of Management and Budget in accordance with the clearance requirements of the Paperwork Reduction Act of 1980 as amended (Title 44 USC 3507).

In order to complete the census in a timely manner, we ask that you complete the survey by **Month dd, 2015**. If you have any questions, please contact the Urban Institute at (xxx) xxx-xxxx or Matthew Durose of BJS at (202) 307-0765. Thank you for your assistance in this important data collection effort.

Sincerely,

BJS Director