

CPFFCL Respondents

Law Enforcement Management and Administrative Statistics- Forensic Services Supplement (LEMAS-FSS)

Purpose

In 2014, your agency was asked to participate in the Census of Publically Funded Forensic Crime Labs (CPFFCL). This is not the same survey and serves a different purpose.

The purpose of this survey is to understand the scope of forensic activity carried out by sworn and non-sworn law enforcement personnel who are not primarily assigned to your agency's forensic crime laboratory. The survey will ask about the collection, analysis and interpretation of different types of forensic evidence, evidence collection and storage, and training and certification for those engaged in forensics services. The survey is meant to capture information only on staff within your agency that may be engaged in forensic services but who are primarily assigned outside your agency's forensic crime laboratory (e.g., sworn officers/detectives who collect forensic evidence or conduct controlled substance screens in-field).

This survey asks about law enforcement personnel (sworn and non-sworn) that work primarily outside your agency's forensic crime laboratory who collect, analyze or interpret evidence in the following forensic science disciplines:

- Biological examinations (e.g., DNA)
- Controlled substances
- Crime scene (e.g., evidence collection, reconstruction, forensic photography)
- Digital and multimedia examinations (e.g., computer, network, mobile device, video, audio)
- Document examinations
- Fingerprints (e.g., latent prints, ten prints)
- Fire investigation
- Firearms, ballistics and tool mark examinations
- Footwear/Tire tread impressions
- Toxicology
- Trace evidence
- Traffic accident reconstruction

The survey also asks about personnel who engaged in evidence processing and storage.

Law Enforcement Agency Characteristics

1. Please review the following information for your agency. Please fill in any missing information and correct any errors:
 - a. Contact Name:
 - b. Contact Title:
 - c. Street Address 1:
 - d. Street Address 2:
 - e. City, State Zip:
 - f. Email:
 - g. Telephone Number:
 - h. Agency ORI Number:

2. Which of the following best describes your agency?
 - a. Municipal or county police
 - b. Sheriff's office
 - c. State Police or Highway Patrol
 - d. Other (please specify): _____

- 3a. As of **December 31, 2016**, was your law enforcement agency accredited?
 - a. No
 - b. Yes

- 3b. If yes, who was your agency accredited by? **(Select all that apply)**
 - National organization (e.g., CALEA, IADLEST)
 - State accreditation

4. Does your agency have a forensics laboratory whose principal function is the examination of either 1) physical evidence by one or more full-time scientists (minimum of bachelor's degree in natural science, criminalistics or forensic science) OR 2) digital or multimedia evidence, in criminal matters and providing reports and testimony to courts of law with respect to such evidence? *This does not include operations that engage exclusively in evidence collection and documentation.*
 - a. No **→ [Please stop here and call 1-800-845-7883 to confirm your agency's eligibility to take the survey]**
 - b. Yes

5. Does your agency have personnel that engage in forensic science services who are **not** primarily assigned to your agency's forensic crime laboratory (include sworn officers/detectives or non-sworn employees who collect forensic evidence, assess crime scenes, or conduct controlled substance screens in-field outside of the forensic crime lab)?
 - a. No **[GO TO Q17]**
 - b. Yes

Scope & Scale of Forensic Activities Undertaken

6. Did your agency's personnel **who primarily work outside your forensic crime laboratory** engage in any of the following forensic science activities during 2016? *Select 'yes' if any agency personnel collected evidence, analyzed and interpreted evidence, OR participated in legal proceedings for each activity. Do not include individuals who only processed and stored physical evidence.*

Activity	Yes	No
1. Digital & Multimedia Evidence (General)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Computer Forensics	<input type="checkbox"/>	<input type="checkbox"/>
b. Network Forensics	<input type="checkbox"/>	<input type="checkbox"/>
c. Mobile Device Analysis (e.g., cell phone, GPS)	<input type="checkbox"/>	<input type="checkbox"/>
d. Video Analysis (e.g., CCTV, body camera)	<input type="checkbox"/>	<input type="checkbox"/>
e. Forensic Audio or Voice	<input type="checkbox"/>	<input type="checkbox"/>
2. Crime Scene (general)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Evidence Collection	<input type="checkbox"/>	<input type="checkbox"/>
b. Reconstruction (e.g., blood stain pattern analysis)	<input type="checkbox"/>	<input type="checkbox"/>
c. Forensic Photography	<input type="checkbox"/>	<input type="checkbox"/>
3. Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Latent prints	<input type="checkbox"/>	<input type="checkbox"/>
b. Ten print	<input type="checkbox"/>	<input type="checkbox"/>
4. Controlled Substances (e.g., in-field screen, in-house testing)	<input type="checkbox"/>	<input type="checkbox"/>
5. Firearms & Ballistics/Tool Marks	<input type="checkbox"/>	<input type="checkbox"/>
6. Traffic Accident Reconstruction	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Investigation	<input type="checkbox"/>	<input type="checkbox"/>
8. Footwear/Tire tread impressions	<input type="checkbox"/>	<input type="checkbox"/>
9. Forensic biology (e.g., DNA)	<input type="checkbox"/>	<input type="checkbox"/>
10. Questioned Documents (e.g., handwriting, handprinting, signatures, printers/copiers)	<input type="checkbox"/>	<input type="checkbox"/>
11. Toxicology (e.g., urine, blood/blood alcohol concentrations)	<input type="checkbox"/>	<input type="checkbox"/>
12. Trace evidence (e.g., gunshot residue, hair, fiber, paint, chemical, explosives)	<input type="checkbox"/>	<input type="checkbox"/>

<If primary activity 1, 2, 3, 4, 5, 6, 7 = yes, then rotate thru items 6-16 for each>

<If all primary activity 1-12 = no, confirm if Q6 should be marked 'yes'>

The following questions are about the law enforcement personnel who work primarily outside the forensic crime laboratory that engage in <>.

7. Does your agency have personnel who work primarily outside the forensic crime laboratory that collect <>?
- No
 - Yes [GO TO Q9]

If NO:

8. Who collects <> for your agency? [select all that apply]
- Our agency's forensic crime laboratory personnel

- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

9. Does your agency have personnel who work primarily outside your agency's crime laboratory that analyze and interpret the results of <>?
- a. No
 - b. Yes **[GO TO Q11]**

If NO:

10. Who analyzes and interprets <> for your agency? **[select all that apply]**
- Our agency's forensic crime laboratory personnel
 - Another local police department
 - Sheriff's Department
 - State Police
 - Fire Department or Fire Marshal
 - State run laboratory
 - Other regional law enforcement
 - Federal laboratory
 - Medical Examiner or Coroner
 - Private laboratory or other commercial services

[IF Q9= NO and Q10 answered GO TO NEXT DISCIPLINE OR Q17]

[CHECK: IF Q7 = No and Q9 = No, confirm if Q6 <> should be marked 'yes']

11. As of the pay period including **December 31, 2016**, enter the number of personnel who worked primarily outside your agency's forensic crime laboratory and who analyzed and interpreted the results of <> by their professional certification status. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	Sworn officers	Non-sworn personnel
a. Professionally Certified		
b. Not Professionally Certified		
c. Total		

Professional Certification Organizations include:

- American Board of Criminalistics (ABC)
- American Board of Forensic Document Examiners (ABFDE)
- Board of Forensic Document Examiners (BFDE)
- American Board of Forensic Toxicology (ABFT)
- International Association of Computer Investigative Specialists (IACIS)
- International Society of Forensic Computer Examiners (ISFCE)
- Digital Forensics Certification Board (DFCB)
- Global Information Assurance Certification (GIAC)
- Law Enforcement and Emergency Services Video Association (LEVA)
- International Association for Identification (IAI)
- Association of Firearms and Toolmark Examiners (AFTE)
- International Association of Arson Investigators (IAAI)

******IF (Q6 1, 2, or 3 = yes AND associated subdisciplines (a., b., c., or d.) = yes) ASK Q12******

12. For the personnel who work primarily outside your agency’s forensic crime laboratory, please indicate how many are professionally certified in following activities within <>. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	All	Some	None
<1a, 2a, OR 3a = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1b, 2b, OR 3b = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1c OR 2c = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1d = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Certification Organizations include:

- American Board of Criminalistics (ABC)
- American Board of Forensic Document Examiners (ABFDE)
- Board of Forensic Document Examiners (BFDE)
- American Board of Forensic Toxicology (ABFT)
- International Association of Computer Investigative Specialists (IACIS)
- International Society of Forensic Computer Examiners (ISFCE)
- Digital Forensics Certification Board (DFCB)
- Global Information Assurance Certification (GIAC)
- Law Enforcement and Emergency Services Video Association (LEVA)
- International Association for Identification (IAI)
- Association of Firearms and Toolmark Examiners (AFTE)
- International Association of Arson Investigators (IAAI)

[IF Q11.b.column1 AND Q11.b.column2 = 0 (“Not Professionally Certified” sworn or non-sworn personnel =0), GO TO Q15]

13. For personnel who work primarily outside your agency’s forensic crime laboratory and are not professionally certified (reported in Q11.b. column 1 or 2) is any training required to engage in analysis and interpretation of <>?
 a. No **[GO TO 15]**

b. Yes

14. What is the average number of required training hours for personnel to analyze and interpret the results of <>?

15. Have personnel who work primarily outside your agency's forensic crime laboratory provided results, conclusions or opinions in legal proceedings for <> (e.g., depositions, sworn testimony, reports to court)?

	Yes	No	N/A
a. Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Not Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Does your agency have written policies and procedures for <>?

- a. No
- b. Yes

[Check for additional "Yes" activities in Q6 1-7, repeat Q7-16 for each "Yes" activity; If no other activities 1-7 "yes", continue to Q17]

<If Q6 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 OR 12 = NO; IF Q6 1-12 = YES, skip to Q18 >

You indicated that your agency does not have personnel who work primarily outside your forensic crime laboratory that engage in < LIST ALL >.

17. Who provides your agency with these type of forensic evidence? [Select all that apply]

- Our agency's forensic crime laboratory personnel
- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

<ALL>

The following questions concern your agency's evidence processing and storage procedures and personnel.

18. Does your agency process (i.e., handle, package) and store evidence?

- a. No (GO TO END)
- b. Yes

19. Where is the evidence stored? **[Select all that apply]**

- On-site (e.g., headquarters, station, forensic crime lab)
- Off-site (e.g., private facility, another law enforcement agency, external forensic crime lab)
- Other (please specify): _____

20. As of the pay period including **December 31, 2016**, enter the number of personnel who worked primarily outside your agency's forensic crime laboratory that were involved in evidence processing and storage by their professional certification status. *When considering personnel who are certified, only count personnel who are certified by the International Association for Property and Evidence.*

	Sworn officers	Non-sworn personnel
a. Certified by the <i>International Association for Property and Evidence</i>		
b. Not certified		
c. Total		

21. Does your agency have written policies and procedures for evidence processing and storage?
- a. No
 - b. Yes

END OF SURVEY

Thank you for completing the survey.

Non-CPFFCL Respondents

Law Enforcement Management and Administrative Statistics - Forensic Services Supplement (LEMAS-FSS)

Purpose

The purpose of this survey is to understand the scope of forensic activity carried out by sworn and non-sworn law enforcement personnel. The survey will ask about the collection and processing of different types of forensic evidence, evidence collection and storage, and accreditation, training, and certification for those engaged in forensics services. **The survey is meant to capture information on any and all staff within your department that may be engaged in forensic services.**

This survey asks about law enforcement personnel (sworn and non-sworn) who collect, analyze or interpret evidence in the following forensic science disciplines:

- Biological examinations (e.g., DNA)
- Controlled substances
- Crime scene (e.g., evidence collection, reconstruction, forensic photography)
- Digital and multimedia examinations (e.g., computer, network, mobile device, video, audio)
- Document examinations
- Fingerprints (e.g., latent prints, ten prints)
- Fire investigation
- Firearms, ballistics and tool mark examinations
- Footwear/Tire tread impressions
- Toxicology
- Trace evidence
- Traffic accident reconstruction

The survey also asks about personnel who engaged in evidence processing and storage.

Law Enforcement Agency Characteristics

1. Please review the information for your agency. Please fill in any missing information and correct any errors:
 - a. Contact Name:
 - b. Contact Title:
 - c. Street Address 1:
 - d. Street Address 2:
 - e. City, State Zip:
 - f. Email:
 - g. Telephone Number:
 - h. Agency ORI Number:

2. Which of the following best describes your agency?
 - a. Municipal or county police
 - b. Sheriff's office
 - c. State Police or Highway Patrol
 - d. Other (please specify): _____

- 3a. As of **December 31, 2016**, was your law enforcement agency accredited?
 - a. No
 - b. Yes

- 3b. If yes, who was your agency accredited by? (**select all that apply**)
 - National organization (e.g., CALEA, IADLEST)
 - State accreditation

4. Which of the following best describes the organizational structure of personnel assigned to forensic services in your agency? *Personnel can include sworn officers or non-sworn employees.*
[mark one]

- a. A forensics laboratory whose principal function is the examination of either 1) physical evidence by one or more full-time scientists (minimum of bachelor's degree in natural science, criminalistics or forensic science) OR 2) digital or multimedia evidence, in criminal matters and providing reports and testimony to courts of law with respect to such evidence
- b. A forensic unit/bureau with at least one person assigned full-time **[GO TO Q6]**
- c. No forensic unit/bureau but designated personnel who provide forensic services either part-time or full-time **[GO TO Q6]**
- d. No designated personnel who provide forensic services **[GO TO Q6]**

IF Q4.a is selected:

5. Does your agency have personnel that engage in forensic science services who are **not** primarily assigned to your agency's forensic crime laboratory? *Consider sworn officers/detectives or non-sworn employees who collect forensic evidence, assess crime scenes, or conduct controlled substance screens in-field.*

- a. No
- b. Yes

[If a or b, GO TO Q7]

IF Q4 b, c or d selected:

6. Does your agency have the option of using any of the following forensic laboratories? [GO TO Q7]

Lab type	Yes	No
a. State crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
b. Sheriff's office crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
c. Medical examiner or Coroner's office	<input type="checkbox"/>	<input type="checkbox"/>
d. Federal crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
e. Other local jurisdiction laboratory	<input type="checkbox"/>	<input type="checkbox"/>
f. Commercial crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>

Scope & Scale of Forensic Activities Undertaken

7. Did your agency's personnel engage in any of the following forensic science activities during 2016? Select 'yes' if any agency personnel collected evidence, analyzed and interpreted evidence, OR participated in legal proceedings for each activity. Do not include individuals who only processed and stored physical evidence.

Activity	Yes	No
1. Digital & Multimedia Evidence (General)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Computer Forensics	<input type="checkbox"/>	<input type="checkbox"/>
b. Network Forensics	<input type="checkbox"/>	<input type="checkbox"/>
c. Mobile Device Analysis (e.g., cell phone, GPS)	<input type="checkbox"/>	<input type="checkbox"/>
d. Video Analysis (e.g., CCTV, body camera)	<input type="checkbox"/>	<input type="checkbox"/>
e. Forensic Audio or Voice	<input type="checkbox"/>	<input type="checkbox"/>
2. Crime Scene (general)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Evidence Collection	<input type="checkbox"/>	<input type="checkbox"/>
b. Reconstruction (e.g., blood stain pattern analysis)	<input type="checkbox"/>	<input type="checkbox"/>
c. Forensic Photography	<input type="checkbox"/>	<input type="checkbox"/>
3. Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Latent prints	<input type="checkbox"/>	<input type="checkbox"/>
b. Ten print	<input type="checkbox"/>	<input type="checkbox"/>
4. Controlled Substances (e.g., in-field screen, in-house testing)	<input type="checkbox"/>	<input type="checkbox"/>
5. Firearms & Ballistics/Tool Marks	<input type="checkbox"/>	<input type="checkbox"/>
6. Traffic Accident Reconstruction	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Investigation	<input type="checkbox"/>	<input type="checkbox"/>
8. Footwear/Tire tread impressions	<input type="checkbox"/>	<input type="checkbox"/>
9. Forensic biology (e.g., DNA)	<input type="checkbox"/>	<input type="checkbox"/>
10. Questioned Documents (e.g., handwriting, handprinting, signatures, printers/copiers)	<input type="checkbox"/>	<input type="checkbox"/>
11. Toxicology (e.g., urine, blood/blood alcohol concentrations)	<input type="checkbox"/>	<input type="checkbox"/>
12. Trace evidence (e.g., gunshot residue, hair, fiber, paint, chemical, explosives)	<input type="checkbox"/>	<input type="checkbox"/>

<If primary activity 1, 2, 3, 4, 5, 6, 7 = yes, then rotate thru items 8-20 for each>

<If all primary activity 1-12 = no, then go to Q22>

The following questions are about the law enforcement personnel at your agency that engage in <>.

8. Does your agency have personnel that collect <>?
- No
 - Yes [GO TO Q10]

If NO:

9. Who collects <> for your agency? [select all that apply]
- Another local police department
 - Sheriff's Department
 - State Police

- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

10. Does your agency have personnel that analyze and interpret the results of <>?
- a. No
 - b. Yes **[GO TO Q12]**

If NO:

11. Who analyzes and interprets <> for your agency? **[select all that apply]**
- Another local police department
 - Sheriff's Department
 - State Police
 - Fire Department or Fire Marshal
 - State run laboratory
 - Other regional law enforcement
 - Federal laboratory
 - Medical Examiner or Coroner
 - Private laboratory or other commercial services

[IF Q10 = NO and Q11 answered GO TO NEXT DISCIPLINE OR Q21]
[CHECK: IF Q8 = No and Q10 = No, confirm if Q7 <> should be marked 'yes']

12. As of the pay period including **December 31, 2016**, enter the number of personnel who analyzed and interpreted the results of <> by their professional certification status. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	Sworn officers	Non-sworn personnel
a. Professionally Certified		
b. Not Professionally Certified		
c. Total		

Professional Certification Organizations include:
 American Board of Criminalistics (ABC)
 American Board of Forensic Document Examiners (ABFDE)
 Board of Forensic Document Examiners (BFDE)
 American Board of Forensic Toxicology (ABFT)
 International Association of Computer Investigative Specialists (IACIS)
 International Society of Forensic Computer Examiners (ISFCE)

Digital Forensics Certification Board (DFCB)
 Global Information Assurance Certification (GIAC)
 Law Enforcement and Emergency Services Video Association (LEVA)
 International Association for Identification (IAI)
 Association of Firearms and Toolmark Examiners (AFTE)
 International Association of Arson Investigators (IAAI)

******IF (Q7 1, 2, or 3 = yes AND associated subdisciplines (a., b., c., or d.) = yes) ASK Q13******

13. Please indicate how many of your agency's personnel are professionally certified in following activities within <>. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	All	Some	None
<1a, 2a, OR 3a = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1b, 2b, OR 3b = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1c OR 2c = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1d = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Certification Organizations include:

American Board of Criminalistics (ABC)
 American Board of Forensic Document Examiners (ABFDE)
 Board of Forensic Document Examiners (BFDE)
 American Board of Forensic Toxicology (ABFT)
 International Association of Computer Investigative Specialists (IACIS)
 International Society of Forensic Computer Examiners (ISFCE)
 Digital Forensics Certification Board (DFCB)
 Global Information Assurance Certification (GIAC)
 Law Enforcement and Emergency Services Video Association (LEVA)
 International Association for Identification (IAI)
 Association of Firearms and Toolmark Examiners (AFTE)
 International Association of Arson Investigators (IAAI)

[IF Q12.b.column1 AND Q12.b.column2 = 0 ("Not Professionally Certified" sworn or non-sworn personnel = 0), GO TO Q16]

14. For personnel who are not professionally certified (reported in Q12.b.column 1 or 2) is any training required to engage in the analysis and interpretation of <>?
 a. No [GO TO 16]
 b. Yes

15. What is the average number of required training hours for personnel to analyze and interpret the results of <>?

16. Have personnel who analyzed and interpreted the results of <> provided results, conclusions or opinions in legal proceedings (e.g., depositions, sworn testimony, reports to court)?

	Yes	No	N/A

Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. As of **December 31, 2016**, was your agency accredited for <> by one of the organizations below?
- No
 - Yes [**GO TO 20**]

Forensic Science Accreditation Entities

American Association for Laboratory Accreditation (A2LA)

American National Standards Institute-American Society for Quality National Accreditation Board (ANSI-ASQ ANAB))

American Society of Crime Lab Directors / Laboratory Accreditation Board (ASCLD/LAB)

IF NO:

18. If not accredited for <>, provide reasons why not: **(Select all that apply)**

- In process of gaining accreditation [**GO TO Q19**]
 - Cost prohibitive
 - Lack of personnel
 - Uncertain of requirements
 - Not required by jurisdiction
 - Other (please specify): _____
- } [**GO TO Q20**]

19. Has your agency conducted proficiency testing for personnel who engage in <> as part of the accreditation process?
- No
 - Yes

20. Does your agency have written policies and procedures for <>?
- No
 - Yes

[Check for additional “Yes” activities in Q7 1-7, repeat Q8-20 for each “Yes” activity; If no other activities 1-7 “yes”, continue to Q21]

*****<If Q7 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 OR 12 = NO; if Q7 1-12 = yes, skip to Q23>*****

You indicated that your law enforcement agency does not provide < LIST ALL >.

21. Who assists your agency with these type of forensic evidence? **(Select all that apply)**

- Another local police department
- Sheriff’s Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement

- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

*****<If Q4 = "No designated personnel" AND Q7 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 AND 12 = NO >*****

You indicated that your law enforcement agency does not have personnel who provide forensic services.

22. Who assists your agency with the collection, analysis and interpretation of forensic services?

(Select all that apply)

- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

*****<ALL>*****

The following questions concern your agency's evidence processing and storage procedures, personnel and caseloads.

23. Does your agency process (i.e., handle, package) and store evidence?

- No **(GO TO END)**
- Yes

24. Where is the evidence stored? **[Select all that apply]**

- On-site (e.g., headquarters, station, forensic crime lab)
- Off-site (e.g., private facility, another law enforcement agency, external forensic crime lab)
- Other (please specify): _____

25. As of the pay period including **December 31, 2016**, enter the number of personnel that were involved in evidence processing and storage by their professional certification status. *When considering personnel who are certified, only count personnel who are certified by the International Association for Property and Evidence.*

	Sworn officers	Non-sworn personnel
a. Certified by the <i>International Association for Property and Evidence</i>		

b. Not certified		
c. Total		

26. Does your agency have written policies and procedures for evidence processing and storage?

- a. No
- b. Yes

27. During 2016, approximately how many cases involving forensic evidence were handled by your agency?

[If Q27 = 0, go to END]

28. Approximately, what percentage of these cases have unanalyzed evidence?

- a. 0%
- b. 1-10%
- c. 11-25%
- d. 26-50%
- e. 51-75%
- f. 76-90%
- g. 91-99%
- h. 100%

END OF SURVEY

Thank you for completing the survey.

Attachment C

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS) Cognitive Interview Protocol for CPFCL Respondents

Informed Consent for Cognitive Interviews

What is the purpose of this interview?

RTI International (RTI), a not-for-profit research organization located in Research Triangle Park, NC, is helping the Bureau of Justice Statistics (BJS) develop a survey that will collect data from law enforcement agencies across the United States. To refine the survey, RTI project staff are holding a series of one-on-one interviews with individuals who have completed a test version of the survey. Information discussed during these interviews will help project staff better understand the experiences of others.

Why was I chosen?

You were selected as one of twenty participants invited to take part in this discussion because you work in a law enforcement agency with personnel who may be engaged in forensic services outside your agency's crime lab and your perspective will be important.

What will happen during this discussion?

Cognitive interviews are one-on-one discussions between an interviewer and a participant. The interviewer will ask you some questions about specific topics related to your experiences and thoughts in completing the test survey. The discussion will last about 60 minutes and the discussions may be observed by other members of the project team. They will not participate in the discussion; they are only listening to the discussion.

Are there risks?

There are no expected risks to participating in this study. Any information that is learned during this discussion will not be shared with anyone outside the LEMAS project staff.

Are there benefits?

There are no expected direct benefits to you for participating in this study.

What will I get for participating?

By participating you will make an important contribution to the understanding of forensic services occurring in law enforcement agencies.

Will this information be kept private?

All of the information we learn from these discussions will be combined in a summary report that will not use individual names. Everything we learn will be kept private and confidential by RTI and BJS staff. RTI and BJS will keep what you tell us in a locked file cabinet or on a secure computer file. After we complete the report, the materials and audio recordings will be destroyed.

Do I have to participate?

Your participation is voluntary. You can refuse to answer any question at any time.

Who do I call if I have questions?

If you have any questions about this research project, you can call the RTI Project Director, Tim Smith. His toll-free number is 1-800-334-8571, extension 23988. If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

Attachment C

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS) Cognitive Interview Protocol for CPFCL Respondents

Informed Consent for Cognitive Interviews

Do you have any questions?

Do we have your permission to continue with the interview?

- Yes
- No

Do we have your permission to audio record this discussion?

- Yes
- No

I certify that the nature and purpose, the potential benefits, and possible risks associated with participating in this research have been explained to the participant and the participant has given their consent to participate in this cognitive interview.

Signature of Interviewer _____

Date _____

I certify that the participant has given their permission to be audiotaped during this interview.

Signature of Interviewer _____

Date _____

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS)
Cognitive Interview Protocol for CPFCL Respondents

READ THE INTRODUCTION:

Thank you for agreeing to participate in this interview about your experience completing the survey. The purpose of our interview today is to evaluate our survey questions pertaining to the law enforcement personnel who may be engaged in forensic services outside your agency's forensic crime lab. The study is sponsored by the Bureau of Justice Statistics. Today, we are hoping to get your overall feedback and opinions on the survey you took, as well as your thoughts on how easy or difficult it was to answer the questions.

This is how it will work. I would like you to read the questions out loud and tell me your response. If you found anything confusing or if the question was challenging to answer, please let me know. As we go, I will want to follow up with specific questions. Please feel free to tell me anything that comes to mind or ask me anything you are unclear about. We are very interested in finding out which questions needed a lot of effort to answer, which ones confused you, and which ones you were not able to answer at all. Your participation in this interview is very important because it will help us improve the questionnaire. Before we begin, please take a moment to read the consent form that I emailed you.

Do you have any questions? Do I have your consent to continue with the interview?

1. Yes
2. No – END INTERVIEW

OK let's begin.

CPFFCL Respondents

Law Enforcement Management and Administrative Statistics- Forensic Services Supplement (LEMAS-FSS)

Purpose

In 2014, your agency was asked to participate in the Census of Publically Funded Forensic Crime Labs (CPFFCL). This is not the same survey and serves a different purpose.

PROBE: Are you familiar with the study mentioned above and what personnel this survey is targeting?

The purpose of this survey is to understand the scope of forensic activity carried out by sworn and non-sworn law enforcement personnel who are not primarily assigned to your agency's forensic crime laboratory. The survey will ask about the collection, analysis and interpretation of different types of forensic evidence, evidence collection and storage, and training and certification for those engaged in forensics services. The survey is meant to capture information only on staff within your agency that may be engaged in forensic services but who are primarily assigned outside your agency's forensic crime laboratory (e.g., sworn officers/detectives who collect forensic evidence or conduct controlled substance screens in-field).

This survey asks about law enforcement personnel (sworn and non-sworn) that work primarily outside your agency's forensic crime laboratory who collect, analyze or interpret evidence in the following forensic science disciplines:

- Biological examinations (e.g., DNA)
- Controlled substances
- Crime scene (e.g., evidence collection, reconstruction, forensic photography)
- Digital and multimedia examinations (e.g., computer, network, mobile device, video, audio)
- Document examinations
- Fingerprints (e.g., latent prints, ten prints)
- Fire investigation
- Firearms, ballistics and tool mark examinations
- Footwear/Tire tread impressions
- Toxicology
- Trace evidence
- Traffic accident reconstruction

The survey also asks about personnel who engaged in evidence processing and storage.

PROBE: Is the purpose of the study clear?

PROBE: Is it clear that we are interested in personnel conducting forensic activity that do NOT work in/for the lab?

PROBE: Who was the survey routed to in order to complete?

Law Enforcement Agency Characteristics

1. Please review the following information for your agency. Please fill in any missing information and correct any errors:
 - a. Contact Name:
 - b. Contact Title:
 - c. Street Address 1:
 - d. Street Address 2:
 - e. City, State Zip:
 - f. Email:
 - g. Telephone Number:
 - h. Agency ORI Number:

PROBE: Were there any fields that you needed help completing or verifying?

2. Which of the following best describes your agency?
 - a. Municipal or county police
 - b. Sheriff's office
 - c. State Police or Highway Patrol
 - d. Other (please specify): _____

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER". IF "OTHER" – PROBE Why?

- 3a. As of **December 31, 2016**, was your law enforcement agency accredited?
 - a. No
 - b. Yes

PROBE: How easy or difficult was it to answer the question?

- 3b. If yes, who was your agency accredited by? **(Select all that apply)**
 - National organization (e.g., CALEA, IADLEST)
 - State accreditation

PROBE: How easy or difficult was it to answer the question?

PROBE: Are there other sources of accreditation?

4. Does your agency have a forensics laboratory whose principal function is the examination of either 1) physical evidence by one or more full-time scientists (minimum of bachelor's degree in natural science, criminalistics or forensic science) OR 2) digital or multimedia evidence, in criminal matters and providing reports and testimony to courts of law with respect to such evidence? *This does not include operations that engage exclusively in evidence collection and documentation.*
 - a. No → **[Please stop here and call 1-800-845-7883 to confirm your agency's eligibility to take the survey]**
 - b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

5. Does your agency have personnel that engage in forensic science services who are **not** primarily assigned to your agency's forensic crime laboratory (include sworn officers/detectives or non-sworn employees who collect forensic evidence, assess crime scenes, or conduct controlled substance screens in-field outside of the forensic crime lab)?
- No [GO TO Q17]
 - Yes

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: In your own words, what type of personnel was this question asking about?

PROBE: Was the example helpful in clarifying the types of personnel? If not, what might be better?

Scope & Scale of Forensic Activities Undertaken

6. Did your agency's personnel **who primarily work outside your forensic crime laboratory** engage in any of the following forensic science activities during 2016? *Select 'yes' if any agency personnel collected evidence, analyzed and interpreted evidence, OR participated in legal proceedings for each activity. Do not include individuals who only processed and stored physical evidence.*

Activity	Yes	No
1. Digital & Multimedia Evidence (General)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Computer Forensics	<input type="checkbox"/>	<input type="checkbox"/>
b. Network Forensics	<input type="checkbox"/>	<input type="checkbox"/>
c. Mobile Device Analysis (e.g., cell phone, GPS)	<input type="checkbox"/>	<input type="checkbox"/>
d. Video Analysis (e.g., CCTV, body camera)	<input type="checkbox"/>	<input type="checkbox"/>
e. Forensic Audio or Voice	<input type="checkbox"/>	<input type="checkbox"/>
2. Crime Scene (general)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Evidence Collection	<input type="checkbox"/>	<input type="checkbox"/>
b. Reconstruction (e.g., blood stain pattern analysis)	<input type="checkbox"/>	<input type="checkbox"/>
c. Forensic Photography	<input type="checkbox"/>	<input type="checkbox"/>
3. Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Latent prints	<input type="checkbox"/>	<input type="checkbox"/>
b. Ten print	<input type="checkbox"/>	<input type="checkbox"/>
4. Controlled Substances (e.g., in-field screen, in-house testing)	<input type="checkbox"/>	<input type="checkbox"/>
5. Firearms & Ballistics/Tool Marks	<input type="checkbox"/>	<input type="checkbox"/>
6. Traffic Accident Reconstruction	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Investigation	<input type="checkbox"/>	<input type="checkbox"/>
8. Footwear/Tire tread impressions	<input type="checkbox"/>	<input type="checkbox"/>
9. Forensic biology (e.g., DNA)	<input type="checkbox"/>	<input type="checkbox"/>
10. Questioned Documents (e.g., handwriting, handprinting, signatures, printers/copiers)	<input type="checkbox"/>	<input type="checkbox"/>
11. Toxicology (e.g., urine, blood/blood alcohol concentrations)	<input type="checkbox"/>	<input type="checkbox"/>
12. Trace evidence (e.g., gunshot residue, hair, fiber, paint, chemical, explosives)	<input type="checkbox"/>	<input type="checkbox"/>

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any functions you were unsure of?

PROBE: Did you need someone else's assistance to answer this item?
PROBE: Was it clear who should be considered when answering this question?
PROBE: Do you have any recommendations on how to present this question?

<If primary activity 1, 2, 3, 4, 5, 6, 7 = yes, then rotate thru items 6-16 for each>

<If all primary activity 1-12 = no, confirm if Q6 should be marked 'yes'>

The following questions are about the law enforcement personnel who work primarily outside the forensic crime laboratory that engage in <>.

7. Does your agency have personnel who work primarily outside the forensic crime laboratory that collect <>?
- No
 - Yes [GO TO Q9]

PROBE: In your own words, what type of personnel was this question asking about?

If NO:

8. Who collects <> for your agency? [select all that apply]
- Our agency's forensic crime laboratory personnel
 - Another local police department
 - Sheriff's Department
 - State Police
 - Fire Department or Fire Marshal
 - State run laboratory
 - Other regional law enforcement
 - Federal laboratory
 - Medical Examiner or Coroner
 - Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any collection agencies you were unsure of?

PROBE: Are there any collection agencies not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF

"OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

9. Does your agency have personnel who work primarily outside your agency's crime laboratory that analyze and interpret the results of <>?
- No
 - Yes [GO TO Q11]

PROBE: In your own words, what type of personnel was this question asking about?

If NO:

10. Who analyzes and interprets <> for your agency? [select all that apply]

- Our agency's forensic crime laboratory personnel
- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any agencies that analyze and interpret you were unsure of?

PROBE: Are there any agencies that analyze and interpret not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

[IF Q9= NO and Q10 answered GO TO NEXT DISCIPLINE OR Q17]

[CHECK: IF Q7 = No and Q9 = No, confirm if Q6 <> should be marked 'yes']

11. As of the pay period including **December 31, 2016**, enter the number of personnel who worked primarily outside your agency's forensic crime laboratory and who analyzed and interpreted the results of <> by their professional certification status. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	Sworn officers	Non-sworn personnel
a. Professionally Certified		
b. Not Professionally Certified		
c. Total		

Professional Certification Organizations include:

American Board of Criminalistics (ABC)

American Board of Forensic Document Examiners (ABFDE)

Board of Forensic Document Examiners (BFDE)

American Board of Forensic Toxicology (ABFT)

International Association of Computer Investigative Specialists (IACIS)

International Society of Forensic Computer Examiners (ISFCE)

Digital Forensics Certification Board (DFCB)

Global Information Assurance Certification (GIAC)

Law Enforcement and Emergency Services Video Association (LEVA)

International Association for Identification (IAI)
 Association of Firearms and Toolmark Examiners (AFTE)
 International Association of Arson Investigators (IAAI)

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: In your opinion, are any certification organizations not covered by the list?

PROBE: Was it easy or difficult to distinguish between sworn officers and non-sworn personnel?

PROBE: Did you have this information on hand or did you have to design a report in order to get this information?

PROBE: Does this question capture all the law enforcement personnel who work primarily outside the lab who are engaged in this activity? If no, who is missing?

PROBE: Did you need someone else's assistance to answer this item?

******IF (Q6 1, 2, or 3 = yes AND associated subdisciplines (a., b., c., or d.) = yes) ASK Q12******

12. For the personnel who work primarily outside your agency's forensic crime laboratory, please indicate how many are professionally certified in following activities within <>. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	All	Some	None
<1a, 2a, OR 3a = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1b, 2b, OR 3b = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1c OR 2c = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1d = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Certification Organizations include:

- American Board of Criminalistics (ABC)
- American Board of Forensic Document Examiners (ABFDE)
- Board of Forensic Document Examiners (BFDE)
- American Board of Forensic Toxicology (ABFT)
- International Association of Computer Investigative Specialists (IACIS)
- International Society of Forensic Computer Examiners (ISFCE)
- Digital Forensics Certification Board (DFCB)
- Global Information Assurance Certification (GIAC)
- Law Enforcement and Emergency Services Video Association (LEVA)
- International Association for Identification (IAI)
- Association of Firearms and Toolmark Examiners (AFTE)
- International Association of Arson Investigators (IAAI)

PROBE: How easy or difficult was it to answer the question?

PROBE: How did you access the information needed to answer this question?

PROBE: Did you have this information on hand or did you have to design a report in order to get this information?

PROBE: Did you need someone else's assistance to answer this item?

[IF Q11.b.column1 AND Q11.b.column2 = 0 ("Not Professionally Certified" sworn or non-sworn personnel =0), GO TO Q15]

13. For personnel who work primarily outside your agency’s forensic crime laboratory and are not professionally certified (reported in Q11.b. column 1 or 2) is any training required to engage in analysis and interpretation of <>?

- a. No [GO TO 15]
- b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

14. What is the average number of required training hours for personnel to analyze and interpret the results of <>?

PROBE: How easy or difficult was it to answer the question?

PROBE: How did you access the information needed to answer this question?

PROBE: What sources of information were used to answer this questions?

15. Have personnel who work primarily outside your agency’s forensic crime laboratory provided results, conclusions or opinions in legal proceedings for <> (e.g., depositions, sworn testimony, reports to court)?

	Yes	No	N/A
a. Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Not Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROBE: How easy or difficult was it to answer the question?

PROBE: Did you have this information broken out by certification or did you have to design a report in order to get this information?

16. Does your agency have written policies and procedures for <>?

- a. No
- b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

[Check for additional “Yes” activities in Q6 1-7, repeat Q7-16 for each “Yes” activity; If no other activities 1-7 “yes”, continue to Q17]

<If Q6 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 OR 12 = NO; IF Q6 1-12 = YES, skip to Q18 >

You indicated that your agency does not have personnel who work primarily outside your forensic crime laboratory that engage in < LIST ALL >.

17. Who provides your agency with these type of forensic evidence? [Select all that apply]

- Our agency’s forensic crime laboratory personnel
- Another local police department
- Sheriff’s Department

- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any agencies you were unsure of?

PROBE: Are there any agencies not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

<ALL>

The following questions concern your agency's evidence processing and storage procedures and personnel.

18. Does your agency process (i.e., handle, package) and store evidence?
- a. No (**GO TO END**)
 - b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: In your own words, what was this question asking about?

19. Where is the evidence stored? [Select all that apply]
- On-site (e.g., headquarters, station, forensic crime lab)
 - Off-site (e.g., private facility, another law enforcement agency, external forensic crime lab)
 - Other (please specify): _____

PROBE: Were there any parts of this question that were unclear or confusing?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER". IF "OTHER" – PROBE Why?

20. As of the pay period including **December 31, 2016**, enter the number of personnel who worked primarily outside your agency's forensic crime laboratory that were involved in evidence processing and storage by their professional certification status. *When considering personnel who are certified, only count personnel who are certified by the International Association for Property and Evidence.*

	Sworn officers	Non-sworn personnel
a. Certified by the <i>International Association for Property and Evidence</i>		
b. Not certified		
c. Total		

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE IF NEEDED: How did you access the information needed to answer this question?

21. Does your agency have written policies and procedures for evidence processing and storage?

- a. No
- b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

END OF SURVEY

Thank you for completing the survey.

DEBRIEFING QUESTIONS:

PROBE: Were you clear on which personnel to report on in the survey?

PROBE: At any time, did you consider reporting about personnel that are primarily assigned to the crime lab?

PROBE: Was the survey at any time routed to personnel in the crime lab?

PROBE: Were you able to answer all of the questions on your own or did you need to consult with other personnel?

INTERVIEWER IF NEEDED TO CONSULT WITH OTHERS, PROBE: Across the entire instrument, how many different people were needed to answer all questions?

PROBE: How long did it take you to complete this survey?

PROBE: If you were asked to complete this survey, would you complete it? Why or why not?

PROBE: Did you have any concerns with the questions or feel that any of the questions were particularly sensitive?

Attachment D

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS) Cognitive Interview Protocol for non-CPFFCL Respondents

Informed Consent for Cognitive Interviews

What is the purpose of this interview?

RTI International (RTI), a not-for-profit research organization located in Research Triangle Park, NC, is helping the Bureau of Justice Statistics (BJS) develop a survey that will collect data from law enforcement agencies across the United States. To refine the survey, RTI project staff are holding a series of one-on-one interviews with individuals who have completed a test version of the survey. Information discussed during these interviews will help project staff better understand the experiences of others.

Why was I chosen?

You were selected as one of twenty participants invited to take part in this discussion because you work in a law enforcement agency with personnel who may be engaged in forensic services and your perspective will be important.

What will happen during this discussion?

Cognitive interviews are one-on-one discussions between an interviewer and a participant. The interviewer will ask you some questions about specific topics related to your experiences and thoughts in completing the test survey. The discussion will last about 60 minutes and the discussions may be observed by other members of the project team. They will not participate in the discussion; they are only listening to the discussion.

Are there risks?

There are no expected risks to participating in this study. Any information that is learned during this discussion will not be shared with anyone outside the LEMAS project staff.

Are there benefits?

There are no expected direct benefits to you for participating in this study.

What will I get for participating?

By participating you will make an important contribution to the understanding of forensic services occurring in law enforcement agencies.

Will this information be kept private?

All of the information we learn from these discussions will be combined in a summary report that will not use individual names. Everything we learn will be kept private and confidential by RTI and BJS staff. RTI and BJS will keep what you tell us in a locked file cabinet or on a secure computer file. After we complete the report, the materials and audio recordings will be destroyed.

Do I have to participate?

Your participation is voluntary. You can refuse to answer any question at any time.

Who do I call if I have questions?

If you have any questions about this research project, you can call the RTI Project Director, Tim Smith. His toll-free number is 1-800-334-8571, extension 23988. If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS)
Cognitive Interview Protocol for non-CPFFCL Respondents

Informed Consent for Cognitive Interviews

Do you have any questions?

Do we have your permission to continue with the interview?

- Yes
- No

Do we have your permission to audio record this discussion?

- Yes
- No

I certify that the nature and purpose, the potential benefits, and possible risks associated with participating in this research have been explained to the participant and the participant has given their consent to participate in this cognitive interview.

Signature of Interviewer _____
Date _____

I certify that the participant has given their permission to be audiotaped during this interview.

Signature of Interviewer _____
Date _____

Law Enforcement Management and Administrative Statistics Forensic Services Supplement (LEMAS-FSS)
Cognitive Interview Protocol for non-CPFFCL Respondents

READ THE INTRODUCTION:

Thank you for agreeing to participate in this interview about your experience completing the survey. The purpose of our interview today is to evaluate our survey questions pertaining to the law enforcement personnel who may be engaged in forensic services. The study is sponsored by the Bureau of Justice Statistics. Today, we are hoping to get your overall feedback and opinions on the survey you took, as well as your thoughts on how easy or difficult it was to answer the questions.

This is how it will work. I would like you to read the questions out loud and tell me your response. If you found anything confusing or if the question was challenging to answer, please let me know. As we go, I will want to follow up with specific questions. Please feel free to tell me anything that comes to mind or ask me anything you are unclear about. We are very interested in finding out which questions needed a lot of effort to answer, which ones confused you, and which ones you were not able to answer at all. Your participation in this interview is very important because it will help us improve the questionnaire. Before we begin, please take a moment to read the consent form that I emailed you.

Do you have any questions? Do I have your consent to continue with the interview?

1. Yes
2. No – END INTERVIEW

OK let's begin.

Non-CPFFCL Respondents

Law Enforcement Management and Administrative Statistics - Forensic Services Supplement (LEMAS-FSS)

Purpose

The purpose of this survey is to understand the scope of forensic activity carried out by sworn and non-sworn law enforcement personnel. The survey will ask about the collection and processing of different types of forensic evidence, evidence collection and storage, and accreditation, training, and certification for those engaged in forensics services. **The survey is meant to capture information on any and all staff within your department that may be engaged in forensic services.**

This survey asks about law enforcement personnel (sworn and non-sworn) who collect, analyze or interpret evidence in the following forensic science disciplines:

- Biological examinations (e.g., DNA)
- Controlled substances
- Crime scene (e.g., evidence collection, reconstruction, forensic photography)
- Digital and multimedia examinations (e.g., computer, network, mobile device, video, audio)
- Document examinations
- Fingerprints (e.g., latent prints, ten prints)
- Fire investigation
- Firearms, ballistics and tool mark examinations
- Footwear/Tire tread impressions
- Toxicology
- Trace evidence
- Traffic accident reconstruction

The survey also asks about personnel who engaged in evidence processing and storage.

PROBE: Is the purpose of the study clear?

PROBE: In your own words, describe the types of personnel that should be considered when answering this survey?

PROBE: Who do you think is the most appropriate person to route the survey to for completion? Will the survey need to be handled by more than one agency representative?

Law Enforcement Agency Characteristics

1. Please review the information for your agency. Please fill in any missing information and correct any errors:
 - a. Contact Name:
 - b. Contact Title:
 - c. Street Address 1:
 - d. Street Address 2:
 - e. City, State Zip:
 - f. Email:
 - g. Telephone Number:
 - h. Agency ORI Number:

PROBE: Were there any fields that you needed help completing or verifying?

2. Which of the following best describes your agency?
 - a. Municipal or county police
 - b. Sheriff's office
 - c. State Police or Highway Patrol
 - d. Other (please specify): _____

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER". IF "OTHER" – PROBE Why?

- 3a. As of **December 31, 2016**, was your law enforcement agency accredited?
 - a. No
 - b. Yes

PROBE: How easy or difficult was it to answer the question?

- 3b. If yes, who was your agency accredited by? **(select all that apply)**
 - National organization (e.g., CALEA, IADLEST)
 - State accreditation

PROBE: How easy or difficult was it to answer the question?

PROBE: Are there other sources of accreditation?

4. Which of the following best describes the organizational structure of personnel assigned to forensic services in your agency? *Personnel can include sworn officers or non-sworn employees.* **[mark one]**
 - a. A forensics laboratory whose principal function is the examination of either 1) physical evidence by one or more full-time scientists (minimum of bachelor's degree in natural science, criminalistics or forensic science) OR 2) digital or multimedia evidence, in criminal matters and providing reports and testimony to courts of law with respect to such evidence
 - b. A forensic unit/bureau with at least one person assigned full-time **[GO TO Q6]**

- c. No forensic unit/bureau but designated personnel who provide forensic services either part-time or full-time [GO TO Q6]
- d. No designated personnel who provide forensic services [GO TO Q6]

PROBE: How easy or difficult was it to answer the question?
 PROBE: In your own words, what was this question asking about?
 PROBE: Were there any missing categories?

IF Q4.a is selected:

- 5. Does your agency have personnel that engage in forensic science services who are **not** primarily assigned to your agency’s forensic crime laboratory? *Consider sworn officers/detectives or non-sworn employees who collect forensic evidence, assess crime scenes, or conduct controlled substance screens in-field.*
 - a. No
 - b. Yes

[If a or b, GO TO Q7]

PROBE: Were there any parts of this question that were unclear or confusing?
 PROBE: In your own words, what was this question asking about?

IF Q4 b, c or d selected:

- 6. Does your agency have the option of using any of the following forensic laboratories? [GO TO Q7]

Lab type	Yes	No
a. State crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
b. Sheriff’s office crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
c. Medical examiner or Coroner’s office	<input type="checkbox"/>	<input type="checkbox"/>
d. Federal crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>
e. Other local jurisdiction laboratory	<input type="checkbox"/>	<input type="checkbox"/>
f. Commercial crime laboratory	<input type="checkbox"/>	<input type="checkbox"/>

PROBE: How easy or difficult was it to answer the question?
 PROBE: Were there any other crime lab types missing?

Scope & Scale of Forensic Activities Undertaken

- 7. Did your agency’s personnel engage in any of the following forensic science activities during 2016? *Select ‘yes’ if any agency personnel collected evidence, analyzed and interpreted evidence, OR participated in legal proceedings for each activity. Do not include individuals who only processed and stored physical evidence.*

Activity	Yes	No
1. Digital & Multimedia Evidence (General)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Computer Forensics	<input type="checkbox"/>	<input type="checkbox"/>
b. Network Forensics	<input type="checkbox"/>	<input type="checkbox"/>
c. Mobile Device Analysis (e.g., cell phone, GPS)	<input type="checkbox"/>	<input type="checkbox"/>
d. Video Analysis (e.g., CCTV, body camera)	<input type="checkbox"/>	<input type="checkbox"/>
e. Forensic Audio or Voice	<input type="checkbox"/>	<input type="checkbox"/>
2. Crime Scene (general)	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Evidence Collection	<input type="checkbox"/>	<input type="checkbox"/>
b. Reconstruction (e.g., blood stain pattern analysis)	<input type="checkbox"/>	<input type="checkbox"/>
c. Forensic Photography	<input type="checkbox"/>	<input type="checkbox"/>
3. Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>
<i>If YES, mark all specific functions that apply:</i>	↓	
a. Latent prints	<input type="checkbox"/>	<input type="checkbox"/>
b. Ten print	<input type="checkbox"/>	<input type="checkbox"/>
4. Controlled Substances (e.g., in-field screen, in-house testing)	<input type="checkbox"/>	<input type="checkbox"/>
5. Firearms & Ballistics/Tool Marks	<input type="checkbox"/>	<input type="checkbox"/>
6. Traffic Accident Reconstruction	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Investigation	<input type="checkbox"/>	<input type="checkbox"/>
8. Footwear/Tire tread impressions	<input type="checkbox"/>	<input type="checkbox"/>
9. Forensic biology (e.g., DNA)	<input type="checkbox"/>	<input type="checkbox"/>
10. Questioned Documents (e.g., handwriting, handprinting, signatures, printers/copiers)	<input type="checkbox"/>	<input type="checkbox"/>
11. Toxicology (e.g., urine, blood/blood alcohol concentrations)	<input type="checkbox"/>	<input type="checkbox"/>
12. Trace evidence (e.g., gunshot residue, hair, fiber, paint, chemical, explosives)	<input type="checkbox"/>	<input type="checkbox"/>

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any functions you were unsure of?

PROBE: Did you need someone else's assistance to answer this item?

PROBE: Was it clear who should be considered when answering this question?

PROBE: Do you have any recommendations on how to present this question?

<If primary activity 1, 2, 3, 4, 5, 6, 7 = yes, then rotate thru items 8-20 for each>

<If all primary activity 1-12 = no, then go to Q22>

The following questions are about the law enforcement personnel at your agency that engage in <>.

8. Does your agency have personnel that collect <>?
- No
 - Yes [GO TO Q10]

PROBE: In your own words, what type of personnel was this question asking about?

If NO:

9. Who collects <> for your agency? [select all that apply]
- Another local police department

- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any collection agencies you were unsure of?

PROBE: Are there any collection agencies not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

10. Does your agency have personnel that analyze and interpret the results of <>?

- a. No
- b. Yes **[GO TO Q12]**

PROBE: In your own words, what type of personnel was this question asking about?

If NO:

11. Who analyzes and interprets <> for your agency? **[select all that apply]**

- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any agencies that analyze and interpret you were unsure of?

PROBE: Are there any agencies that analyze and interpret not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

[IF Q10 = NO and Q11 answered GO TO NEXT DISCIPLINE OR Q21]

[CHECK: IF Q8 = No and Q10 = No, confirm if Q7 <> should be marked 'yes']

12. As of the pay period including **December 31, 2016**, enter the number of personnel who analyzed and interpreted the results of <> by their professional certification status. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	Sworn officers	Non-sworn personnel
a. Professionally Certified		
b. Not Professionally Certified		
c. Total		

Professional Certification Organizations include:

American Board of Criminalistics (ABC)
 American Board of Forensic Document Examiners (ABFDE)
 Board of Forensic Document Examiners (BFDE)
 American Board of Forensic Toxicology (ABFT)
 International Association of Computer Investigative Specialists (IACIS)
 International Society of Forensic Computer Examiners (ISFCE)
 Digital Forensics Certification Board (DFCB)
 Global Information Assurance Certification (GIAC)
 Law Enforcement and Emergency Services Video Association (LEVA)
 International Association for Identification (IAI)
 Association of Firearms and Toolmark Examiners (AFTE)
 International Association of Arson Investigators (IAAI)

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: In your opinion, are any certification organizations not covered by the list?

PROBE: Was it easy or difficult to distinguish between sworn officers and non-sworn personnel?

PROBE: Did you have this information on hand or did you have to design a report in order to get this information?

PROBE: Does this question capture all the law enforcement personnel who are engaged in this activity? If no, who is missing?

PROBE: Did you need someone else's assistance to answer this item?

******IF (Q7 1, 2, or 3 = yes AND associated subdisciplines (a., b., c., or d.) = yes) ASK Q13******

13. Please indicate how many of your agency's personnel are professionally certified in following activities within <>. *When considering personnel who are certified, only count certifications by a professional organization such as those listed below. Do not count personnel who obtained training certificates through continuing education or university/college training.*

	All	Some	None
<1a, 2a, OR 3a = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1b, 2b, OR 3b = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1c OR 2c = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<1d = yes>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Certification Organizations include:

American Board of Criminalistics (ABC)
 American Board of Forensic Document Examiners (ABFDE)
 Board of Forensic Document Examiners (BFDE)
 American Board of Forensic Toxicology (ABFT)
 International Association of Computer Investigative Specialists (IACIS)
 International Society of Forensic Computer Examiners (ISFCE)
 Digital Forensics Certification Board (DFCB)
 Global Information Assurance Certification (GIAC)
 Law Enforcement and Emergency Services Video Association (LEVA)
 International Association for Identification (IAI)
 Association of Firearms and Toolmark Examiners (AFTE)
 International Association of Arson Investigators (IAAI)

PROBE: How easy or difficult was it to answer the question?

PROBE: How did you access the information needed to answer this question?

PROBE: Did you have this information on hand or did you have to design a report in order to get this information?

PROBE: Did you need someone else's assistance to answer this item?

[IF Q12.b.column1 AND Q12.b.column2 = 0 ("Not Professionally Certified" sworn or non-sworn personnel = 0), GO TO Q16]

14. For personnel who are not professionally certified (reported in Q12.b.column 1 or 2) is any training required to engage in the analysis and interpretation of <>?

a. No [GO TO 16]

b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: What type of training did you consider when answering this question?

15. What is the average number of required training hours for personnel to analyze and interpret the results of <>?

PROBE: How easy or difficult was it to answer the question?

PROBE: How did you access the information needed to answer this question?

PROBE: What sources of information were used to answer this questions?

16. Have personnel who analyzed and interpreted the results of <> provided results, conclusions or opinions in legal proceedings (e.g., depositions, sworn testimony, reports to court)?

	Yes	No	N/A
Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Professionally Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROBE: How easy or difficult was it to answer the question?

PROBE: Did you have this information broken out by certification or did you have to design a report in order to get this information?

17. As of **December 31, 2016**, was your agency accredited for <> by one of the organizations below?

a. No

b. Yes [GO TO 20]

Forensic Science Accreditation Entities

American Association for Laboratory Accreditation (A2LA)

American National Standards Institute-American Society for Quality National Accreditation Board (ANSI-ASQ ANAB))

American Society of Crime Lab Directors / Laboratory Accreditation Board (ASCLD/LAB)

PROBE: In your opinion, are any accreditation organizations not covered by the list?

PROBE: How easy or difficult was it to answer the question?

IF NO:

18. If not accredited for <>, provide reasons why not: (Select all that apply)

In process of gaining accreditation [GO TO Q19]

Cost prohibitive

Lack of personnel

Uncertain of requirements

Not required by jurisdiction

Other (please specify): _____

} [GO TO Q20]

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER". IF "OTHER" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

19. Has your agency conducted proficiency testing for personnel who engage in <> as part of the accreditation process?

a. No

b. Yes

PROBE: How easy or difficult was it to answer the question?

PROBE: How did you access the information needed to answer this question?

20. Does your agency have written policies and procedures for <>?

a. No

b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

[Check for additional "Yes" activities in Q7 1-7, repeat Q8-20 for each "Yes" activity; If no other activities 1-7 "yes", continue to Q21]

<If Q7 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 OR 12 = NO; if Q7 1-12 = yes, skip to Q23>

You indicated that your law enforcement agency does not provide < LIST ALL >.

21. Who assists your agency with these type of forensic evidence? (Select all that apply)

Another local police department

- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any agencies you were unsure of?

PROBE: Are there any agencies not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

<If Q4 = "No designated personnel" AND Q7 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 AND 12 = NO >

You indicated that your law enforcement agency does not have personnel who provide forensic services.

22. Who assists your agency with the collection, analysis and interpretation of forensic services?

(Select all that apply)

- Another local police department
- Sheriff's Department
- State Police
- Fire Department or Fire Marshal
- State run laboratory
- Other regional law enforcement
- Federal laboratory
- Medical Examiner or Coroner
- Private laboratory or other commercial services

PROBE: How easy or difficult was it to answer the question?

PROBE: Were there any agencies you were unsure of?

PROBE: Are there any agencies not represented here?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER REGIONAL LAW ENFORCEMENT". IF "OTHER REGIONAL LAW ENFORCEMENT" – PROBE: Can you explain?

INTERVIEWER: NOTE WHETHER THEY SELECTED MORE THAN ONE. IF SO – PROBE Why?

<ALL>

The following questions concern your agency's evidence processing and storage procedures, personnel and caseloads.

23. Does your agency process (i.e., handle, package) and store evidence?

- No (**GO TO END**)
- Yes

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE: In your own words, what was this question asking about?

24. Where is the evidence stored? **[Select all that apply]**

- On-site (e.g., headquarters, station, forensic crime lab)
- Off-site (e.g., private facility, another law enforcement agency, external forensic crime lab)
- Other (please specify): _____

PROBE: Were there any parts of this question that were unclear or confusing?

INTERVIEWER: NOTE WHETHER THEY SELECTED "OTHER". IF "OTHER" – PROBE Why?

25. As of the pay period including **December 31, 2016**, enter the number of personnel that were involved in evidence processing and storage by their professional certification status. *When considering personnel who are certified, only count personnel who are certified by the International Association for Property and Evidence.*

	Sworn officers	Non-sworn personnel
a. Certified by the <i>International Association for Property and Evidence</i>		
b. Not certified		
c. Total		

PROBE: Were there any parts of this question that were unclear or confusing?

PROBE IF NEEDED: How did you access the information needed to answer this question?

26. Does your agency have written policies and procedures for evidence processing and storage?

- a. No
- b. Yes

PROBE: Were there any parts of this question that were unclear or confusing?

27. During 2016, approximately how many cases involving forensic evidence were handled by your agency?

[If Q27 = 0, go to END]

PROBE: How easy or difficult was it to answer the question?

PROBE IF NEEDED: How did you access the information needed to answer this question?

28. Approximately, what percentage of these cases have unanalyzed evidence?

- a. 0%
- b. 1-10%

- c. 11-25%
- d. 26-50%
- e. 51-75%
- f. 76-90%
- g. 91-99%
- h. 100%

PROBE: How easy or difficult was it to answer the question?

PROBE: Did you have this information on hand or did you have to design a report in order to get this information?

END OF SURVEY

Thank you for completing the survey.

DEBRIEFING QUESTIONS:

PROBE: Were you clear on which personnel to report on in the survey?

PROBE: Were you able to answer all of the questions on your own or did you need to consult with other personnel?

INTERVIEWER IF NEEDED TO CONSULT WITH OTHER PERSONNEL, PROBE: Across the entire instrument, how many different people were needed to answer all questions?

PROBE: How long did it take you to complete this survey?

PROBE: If you were asked to complete this survey, would you complete it? Why or why not?

PROBE: Did you have any concerns with the questions or feel that any of the questions were particularly sensitive?