

## Attachment Table of Contents

<b>Attachment</b>	<b>Page</b>
Attachment A: CPFCL survey and screenshots of web instrument	2
Attachment B: BJS authorizing legislation	26
Attachment C: 60-day federal register notice	35
Attachment D: 30-day federal register notice	38
Attachment E: Cognitive interview report	44
Attachment F: Survey invitation letter	154
Attachment G: Endorsement letter	156
Attachment H: Survey invitation email	158
Attachment I: CPFCL flyer	160
Attachment J: ASCLD survey launch announcement	162
Attachment K: First reminder email and postcard	164
Attachment L: Second reminder email and letter	168
Attachment M: Third reminder email and letter	171
Attachment N: Fourth reminder letter	174
Attachment O: Fifth reminder email and postcard	176
Attachment P: Sixth reminder email from ASCLD	180
Attachment Q: Telephone follow-up scripts for data quality	182
Attachment R: Telephone follow-up scripts for nonresponse	184
Attachment S: Critical items list	196
Attachment T: Critical items survey letter	199
Attachment U: Critical items email	201
Attachment V: End-of-study letter	203
Attachment W: End-of-study email	205
Attachment X: Completion thank you email	207

# Attachment A: CPFFCL survey and screenshots of web instrument

2024 Census of Publicly Funded Forensic Crime Laboratories U.S. Department of Justice, Bureau of Justice Statistics



Acting as collection agent: RTI International

Please use this form to provide information on behalf of the following agency: [FILL AGENCY NAME HERE] If the agency name printed above is incorrect, please call us at 1-877-834-7063.

Survey Instructions:

- Submit this form using one of the following three methods:
o Online: www.bjsforensics.org
o E-mail: bjsforensics@rti.org
o Mail: Use the enclosed postage-paid envelope
Please do not leave any items blank.
If the answer to a question is none or zero, write "0" in the space provided.
Use blue or black ink and print as neatly as possible.
Use an "X" when marking an answer in a box.
When a question includes "during 2024" or "in 2024", report for the period of January 1 through December 31, 2024.

Indicate who completed this form. We are only collecting this information to identify a point of contact for questions related to the survey responses. This information will not be shared or published.

Name: Last Name First Name MI
Title:
Phone: Area Code Number Extension
E-mail:
Agency Website:

If you have any questions, call RTI toll-free at 1-877-834-7063, or send an e-mail to bjsforensics@rti.org. If you have general project-related questions, please contact Matt Durose of BJS at 202-598-0295 or matt.durose@usdoj.gov.

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 90 minutes 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.

BJS is conducting this data collection under Title 34 United States Code, Section 10134. By law, BJS will only use the information for statistical purposes and must protect the confidentiality of information identifiable to a private person. [Title 34 U.S.C. Sections 10134 and 10231]

## Eligibility

As of December 31, 2024, if your laboratory meets the following definition of a publicly funded forensic crime laboratory, you are eligible to complete this survey:

- 1) Your forensic crime laboratory is a government or public agency and
- 2) Your forensic crime laboratory employs one or more full-time analysts whose principal function is the examination of physical or digital evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence.

This definition **excludes** laboratories that engage exclusively in:

- Evidence collection and documentation, such as latent print recovery and development, crime scene response, and photography; or
- Analysis of digital evidence and perform no other forensic functions.

**Select the option that applies to your laboratory:**

- Yes**, my laboratory meets the above definition. **Please complete this survey.**
- No**, my laboratory does not meet the above definition. **You do not need to complete this survey. Please return this survey using the enclosed postage-paid envelope.**
- My laboratory no longer exists as of December 31, 2024. **You do not need to complete this survey. Please return this survey using the enclosed postage-paid envelope.**

## Section A: Organization

**A1. As of December 31, 2024, 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.*

- Yes → **Go to A2 and please answer the remainder of the survey questions for your entire multi-laboratory system. If you are unable to do so, please call RTI toll-free at 1-877-834-7063 or send an e-mail to [bjeforensics@rti.org](mailto:bjeforensics@rti.org).**
- No → **SKIP to A3**

→ **A2. As of December 31, 2024, how many distinct laboratories were in your multi-laboratory system?** *Include your own laboratory in this total.*

laboratories

**A3. What level of government operates your laboratory?** *Mark one.*

- City, borough, village, or town
- County or parish
- State
- Federal

**A4. Which of the following best describes the agency that has administrative oversight of your laboratory?** *Administrative oversight is defined as staffing and budgetary oversight. Mark one.*

- Law enforcement entity (e.g., department or division of public safety)
- Department or division of forensic science
- Government attorney's office (e.g., district attorney)
- Public health agency (e.g., department or division of public health, medical examiner office)
- Other (please specify) ↓

**A5. Does your laboratory have oversight from a forensic science board or commission?**

- Yes
- No → **SKIP to A7**

**A6. Does the forensic science board or commission have a regulatory or advisory role? Mark all that apply.**

- Regulatory role
- Advisory role

**A7. As of December 31, 2024, did your laboratory have a Laboratory Information Management System (LIMS)? LIMS is a computerized system used to manage, compile, or track requests and/or evidence. If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "Yes."**

- Yes
- No → **SKIP to A9**

**A8. During 2024, did your laboratory use LIMS for any of the following functions? Mark yes or no for each function.**

Function	Yes	No
a. Tracking by item	<input type="radio"/>	<input type="radio"/>
b. Tracking by request	<input type="radio"/>	<input type="radio"/>
c. Tracking by law enforcement case number	<input type="radio"/>	<input type="radio"/>
d. Tracking by laboratory case number	<input type="radio"/>	<input type="radio"/>
e. Tracking by criminal offense (e.g., homicide or robbery)	<input type="radio"/>	<input type="radio"/>
f. Tracking by criminal case status (e.g., open, closed, cleared designation, pending court dates, and/or final disposition)	<input type="radio"/>	<input type="radio"/>
g. Calculating turnaround time by item	<input type="radio"/>	<input type="radio"/>
h. Calculating average turnaround time by section	<input type="radio"/>	<input type="radio"/>
i. Calculating average turnaround time for the overall laboratory	<input type="radio"/>	<input type="radio"/>
j. Interfacing with laboratory instrumentation	<input type="radio"/>	<input type="radio"/>
k. Monitoring backlog	<input type="radio"/>	<input type="radio"/>
l. Documenting chain of custody	<input type="radio"/>	<input type="radio"/>
m. Generating reports (e.g., creating reports, inputting data into report templates)	<input type="radio"/>	<input type="radio"/>
n. Paperless reporting (e.g., entering records directly into a digital device)	<input type="radio"/>	<input type="radio"/>
o. Generating discovery	<input type="radio"/>	<input type="radio"/>

**A9. During 2024, did your laboratory use any of the following databases? Mark yes or no for each database.**

Databases	Yes	No
a. Paint Data Query (PDQ)	<input type="radio"/>	<input type="radio"/>
b. National Integrated Ballistics Information Network (NIBIN)	<input type="radio"/>	<input type="radio"/>
c. Combined DNA Index System (CODIS)	<input type="radio"/>	<input type="radio"/>
d. Automated Fingerprint Identification System (AFIS)	<input type="radio"/>	<input type="radio"/>
e. Next Generation Identification (NGI), formerly Integrated Automated Fingerprint Identification System (IAFIS)	<input type="radio"/>	<input type="radio"/>
f. Ignitable Liquids Reference Collection (ILRC)	<input type="radio"/>	<input type="radio"/>



## Section C: Staffing

If your laboratory is part of a multi-laboratory system, please remember to answer for your entire multi-laboratory system.

**C1. As of December 31, 2024, how many full-time and part-time employees did your laboratory have?** Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.

Full-time employees (works at least 35 hours/week)

Part-time employees (works less than 35 hours/week)

**C2. As of December 31, 2024, how many full-time employees, part-time employees, and position vacancies did your laboratory have in the following categories?** Report each employee in only one category, based on **primary function**.

Primary function	Full-time (works at least 35 hours/week)	Part-time (works less than 35 hours/week)	Vacancies	My laboratory did not have any staff in this category as of December 31, 2024
a. Managerial staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
b. Clerical or administrative staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
c. Analysts or examiners in-training	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
d. Analysts or examiners full-performance	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
e. Crime scene technicians	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
f. Evidence technicians	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
g. Medicolegal death investigators	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
i. Other staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>

**C3. How many hires and separations of personnel occurred within your laboratory in 2024?**

Hires and separations	Number of full-time personnel	Number of part-time personnel
a. Hires	<input type="text"/> <input type="text"/> <input type="text"/> Check if estimate: <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Check if estimate: <input type="checkbox"/>
b. Separations (e.g., voluntary, involuntary, and retirements)	<input type="text"/> <input type="text"/> <input type="text"/> Check if estimate: <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Check if estimate: <input type="checkbox"/>

**C4. What are reasons that staff left your laboratory in 2024? Mark all that apply.**

- Voluntary resignations
- Retirements
- Layoffs
- Involuntary separations or dismissals (excluding layoffs)
- Other (please specify) ↴

There were no separations (e.g., voluntary, involuntary, or retirements) during this time.

## Section D: Workload

*If your laboratory is part of a multi-laboratory system, please remember to answer for your entire multi-laboratory system.*

**This section asks about your laboratory's workload and turnaround time. If you have a Laboratory Information Management System (LIMS), please use it to assist with responding to these questions when possible.**

*For the purpose of this survey, please use the following definitions as you answer the questions in this section:*

- **Request** – a submission of physical evidence for analysis to a forensic discipline unit from a single criminal investigation or case. A case may result in more than one request. For example, a case may include requests for toxicology, digital and multimedia evidence, and forensic biology that would be considered three separate requests. Some laboratories refer to a request as a case request, forensic service request, client request, or assignment. A request may contain more than one item of evidence.
- **Outsourced request** – a request sent outside of your laboratory to another public laboratory or to a private, commercial, or university laboratory.
- **Median turnaround time** – median number of days from when the evidence for a request was received by your laboratory to when the report is issued for requests completed during 2024. Only include requests completed within your laboratory and exclude outsourced requests. Round median to the nearest whole day. If evidence or items from a single request were received on different days, please use the day that the first piece of evidence or item was received as the starting point for the median turnaround time.

**D1. Is your laboratory able to calculate median turnaround time using the above definition?**

- Yes → **SKIP to D5 on page 7**
- No

**D2. When your laboratory calculates median turnaround time, does your laboratory use the starting point as defined above? Starting point is defined as the day the first piece of evidence or item from a request was received by your laboratory.**

- Yes
- No (please specify) ↴

**D3. When your laboratory calculates median turnaround time, does your laboratory use the end point as defined above? End point is defined as the day the report was issued for a completed request.**

- Yes
- No (please specify) ↴



**D4. When your laboratory calculates median turnaround time, does your laboratory exclude outsourced requests?**

- Yes
- No

**D5. During 2024, did your laboratory perform forensic functions with controlled substances (e.g., seized drugs)?**

- Yes
- No → **SKIP to D8**

**D6. Please provide the following counts for your laboratory's work with controlled substances.**

*Do not include outsourced requests in your counts or in your median turnaround time.*

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D7. During 2024, how many requests for controlled substances (e.g., seized drugs) were outsourced by your laboratory?**

,  outsourced requests  
Check if estimate:

**D8. During 2024, did your laboratory perform forensic functions with toxicology?**

This includes:

- Antemortem BAC analysis
- Antemortem drug analysis
- Postmortem analysis

- Yes
- No → **SKIP to D12 on page 8**

**D9. What specific functions with toxicology did your laboratory perform?**

*Mark yes or no for each function.*

Function	Yes	No
a. Antemortem BAC analysis	<input type="radio"/>	<input type="radio"/>
b. Antemortem drug analysis	<input type="radio"/>	<input type="radio"/>
c. Postmortem analysis	<input type="radio"/>	<input type="radio"/>

**D10. Please provide the following counts for your laboratory's work with toxicology. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D11. During 2024, how many requests for toxicology were outsourced by your laboratory?**

,  outsourced requests  
Check if estimate:

**D12. During 2024, did your laboratory perform forensic functions with trace analysis?**

This includes:

- Chemical unknown analysis
- Explosives analysis
- Fiber examination
- Fire debris analysis
- Gunshot residue testing
- Hair examination
- Paint analysis
- Glass analysis
- Physical match/fracture match

Yes

No → **SKIP to D16 on page 9**

**D13. What specific functions with trace analysis did your laboratory perform?**

Mark yes or no for each function.

Function	Yes	No
a. Chemical unknown analysis	<input type="radio"/>	<input type="radio"/>
b. Explosives analysis	<input type="radio"/>	<input type="radio"/>
c. Fiber examination	<input type="radio"/>	<input type="radio"/>
d. Fire debris analysis	<input type="radio"/>	<input type="radio"/>
e. Gunshot residue testing	<input type="radio"/>	<input type="radio"/>
f. Hair examination	<input type="radio"/>	<input type="radio"/>
g. Paint analysis	<input type="radio"/>	<input type="radio"/>
h. Glass analysis	<input type="radio"/>	<input type="radio"/>
i. Physical match/fracture match	<input type="radio"/>	<input type="radio"/>
j. Other trace analysis (if yes, please specify) ↴ <input type="text"/>	<input type="radio"/>	<input type="radio"/>

**D14. Please provide the following counts for your laboratory's work with trace analysis.** Do not include outsourced requests in your counts or in your median turnaround time.

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D15. During 2024, how many requests for trace analysis were outsourced by your laboratory?**

,  outsourced requests  
Check if estimate:

**D16. During 2024, did your laboratory perform forensic functions with impressions?**

This includes:

- Footwear examination
- Tire tread examination

Yes

No → **SKIP to D20 on page 10**

**D17. What specific functions with impressions did your laboratory perform? Mark yes or no for each function.**

Function	Yes	No
a. Footwear examination	<input type="radio"/>	<input type="radio"/>
b. Tire tread examination	<input type="radio"/>	<input type="radio"/>

**D18. Please provide the following counts for your laboratory's work with impressions.** Do not include outsourced requests in your counts or in your median turnaround time.

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D19. During 2024, how many requests for impressions were outsourced by your laboratory?**

,  outsourced requests

Check if estimate:

**D20. During 2024, did your laboratory perform forensic functions with firearms, toolmarks, or ammunition?**

Yes

No → **SKIP to D24**

**D21. What specific functions with firearms, toolmarks, or ammunition did your laboratory perform? Mark yes or no for each function.**

Function	Yes	No
a. Toolmarks	<input type="radio"/>	<input type="radio"/>
b. Firearms	<input type="radio"/>	<input type="radio"/>
c. Ammunition	<input type="radio"/>	<input type="radio"/>

**D22. Please provide the following counts for your laboratory's work with firearms, toolmarks, or ammunition. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D23. During 2024, how many requests for firearms, toolmarks, or ammunition were outsourced by your laboratory?**

,  outsourced requests

Check if estimate:

**D24. During 2024, did your laboratory perform forensic functions with digital and multimedia evidence?**

This includes:

- Traditional cellphone (not smartphone) analysis
- Smartphone, tablet, or mobile device analysis
- Laptop or desktop computer analysis
- Thumb and external drives, CDs, DVDs, or other storage media analysis
- GPS and navigation systems analysis
- Audio files analysis
- Video analysis (e.g., CCTV, DVR)
- Vehicle forensics
- Cloud and server data (including social media) analysis

Yes → **Continue to D25 on page 11**

No → **SKIP to D28 on page 11**

**D25. What specific functions with digital and multimedia evidence did your laboratory perform?**

Mark yes or no for each function.

Function	Yes	No
a. Traditional cellphone (not smartphone) analysis	<input type="radio"/>	<input type="radio"/>
b. Smartphone, tablet, or mobile device analysis	<input type="radio"/>	<input type="radio"/>
c. Laptop or desktop computer analysis	<input type="radio"/>	<input type="radio"/>
d. Thumb and external drives, CDs, DVDs, or other storage media analysis	<input type="radio"/>	<input type="radio"/>
e. GPS and navigation systems analysis	<input type="radio"/>	<input type="radio"/>
f. Audio files analysis	<input type="radio"/>	<input type="radio"/>
g. Video analysis (e.g., CCTV, DVR)	<input type="radio"/>	<input type="radio"/>
h. Vehicle forensics	<input type="radio"/>	<input type="radio"/>
i. Cloud and server data (including social media) analysis	<input type="radio"/>	<input type="radio"/>
j. Other analyses of digital and multimedia evidence (if yes, please specify) <input type="text"/>	<input type="radio"/>	<input type="radio"/>

**D26. Please provide the following counts for your laboratory's work with digital and multimedia evidence. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D27. During 2024, how many requests for digital and multimedia evidence were outsourced by your laboratory?**

,  outsourced requests

Check if estimate:

**D28. During 2024, did your laboratory perform forensic functions with latent prints?**

This includes:

- Latent print development
- Comparisons analysis

Yes

No → **SKIP to D32 on page 12**

**D29. What specific functions with latent prints did your laboratory perform?**

Mark yes or no for each function.

Function	Yes	No
a. Latent print development	<input type="radio"/>	<input type="radio"/>
b. Comparisons analysis	<input type="radio"/>	<input type="radio"/>

**D30. Please provide the following counts for your laboratory's work with latent prints.** Do not include outsourced requests in your counts or in your median turnaround time.

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D31. During 2024, how many requests for latent prints were outsourced by your laboratory?**

,  outsourced requests  
Check if estimate:

**D32. During 2024, did your laboratory perform forensic functions with questioned documents?**

This includes:

- Handwriting analysis
- Ink and paper analysis

Yes

No → **SKIP to D36 on page 13**

**D33. What specific functions with questioned documents did your laboratory perform?**

Mark yes or no for each function.

Function	Yes	No
a. Handwriting analysis	<input type="radio"/>	<input type="radio"/>
b. Ink and paper analysis	<input type="radio"/>	<input type="radio"/>

**D34. Please provide the following counts for your laboratory's work with questioned documents.**

Do not include outsourced requests in your counts or in your median turnaround time.

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D35. During 2024, how many requests for questioned documents were outsourced by your laboratory?**

,  outsourced requests

Check if estimate:

**D36. During 2024, did your laboratory perform forensic functions with crime scene investigation?**

This includes:

- Evidence collection
- Reconstruction (e.g., bloodstain pattern analysis, scene)
- Photography

Yes

No → **SKIP to D40**

**D37. What specific functions with crime scene investigation did your laboratory perform?**

Mark yes or no for each function.

Function	Yes	No
a. Evidence collection	<input type="radio"/>	<input type="radio"/>
b. Reconstruction (e.g., bloodstain pattern analysis, scene)	<input type="radio"/>	<input type="radio"/>
c. Photography	<input type="radio"/>	<input type="radio"/>

**D38. Please provide the following counts for your laboratory's work with crime scene investigation.**

Do not include outsourced requests in your counts or in your median turnaround time.

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D39. During 2024, how many requests for crime scene investigation were outsourced by your laboratory?**

,  outsourced requests

Check if estimate:

**D40. During 2024, did your laboratory perform forensic functions with forensic biology?**

This includes:

- Casework analysis (e.g., sexual assault casework, biological fluid identification, DNA testing)
- DNA databasing (e.g., convicted offender, arrestee, or other DNA samples)

Yes → **Continue to D41 on page 14**

No → **SKIP to D50 on page 15**



**D41. Did your laboratory perform casework analysis (e.g., sexual assault casework, biological fluid identification, DNA testing)?**

Yes

No → **SKIP to D46 on page 15**

**D42. Please provide the following counts for your laboratory's work with casework analysis. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D43. During 2024, how many requests for casework analysis were outsourced by your laboratory?**

, outsourced requests

Check if estimate:

**D44. Please provide the following counts only for your laboratory's work with sexual assault casework analysis. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D45. During 2024, what was the total number of requests for sexual assault casework analysis outsourced by your laboratory?**

, outsourced requests

Check if estimate:



**D46. Did your laboratory perform DNA databasing?**

- Yes
- No → **SKIP to D50**

**D47. What specific functions with DNA databasing did your laboratory perform? Mark yes or no for each function.**

Function	Yes	No
a. Convicted offender DNA samples	<input type="radio"/>	<input type="radio"/>
b. Arrestee DNA samples	<input type="radio"/>	<input type="radio"/>
c. Other DNA samples (e.g., missing persons, paternity)	<input type="radio"/>	<input type="radio"/>

**D48. Please provide the following counts for your laboratory's work with DNA databasing. Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> new requests Check if estimate: <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> requests completed Check if estimate: <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> pending requests Check if estimate: <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> days Check if estimate: <input type="checkbox"/> Check if unable to calculate using the provided definition: <input type="checkbox"/>

**D49. During 2024, how many requests for DNA databasing were outsourced by your laboratory?**

,  outsourced requests  
Check if estimate:

**D50. During 2024, did your laboratory perform other forensic functions not already captured in D5-D40?**

- Yes
- No → **SKIP to D52 on page 16**

**D51. If yes, what other forensic functions did your laboratory perform?**

**D52. During 2024, did your laboratory have a turnaround time mandated by law for any of the forensic functions it performed?**

- Yes  
 No → **SKIP to D54**

**D53. For which of the following functions did your laboratory have a turnaround time mandated by law in 2024? Mark yes or no for each function.**

Function with mandatory turnaround time	Yes	No
a. Controlled substances	<input type="radio"/>	<input type="radio"/>
b. Toxicology	<input type="radio"/>	<input type="radio"/>
c. Antemortem BAC analysis	<input type="radio"/>	<input type="radio"/>
d. Antemortem drug analysis	<input type="radio"/>	<input type="radio"/>
e. Postmortem analysis	<input type="radio"/>	<input type="radio"/>
f. Trace analysis	<input type="radio"/>	<input type="radio"/>
g. Impressions	<input type="radio"/>	<input type="radio"/>
h. Firearms, toolmarks, or ammunition	<input type="radio"/>	<input type="radio"/>
i. Digital and multimedia evidence	<input type="radio"/>	<input type="radio"/>
j. Latent prints	<input type="radio"/>	<input type="radio"/>
k. Questioned documents	<input type="radio"/>	<input type="radio"/>
l. Crime scene investigation	<input type="radio"/>	<input type="radio"/>
m. Forensic biology	<input type="radio"/>	<input type="radio"/>
n. Casework analysis	<input type="radio"/>	<input type="radio"/>
o. Sexual assault casework analysis	<input type="radio"/>	<input type="radio"/>
p. DNA databasing	<input type="radio"/>	<input type="radio"/>

**D54. During 2024, did your laboratory send outsourced requests to any of the following laboratory types? Mark yes or no for each laboratory type.**

Laboratory type	Yes	No
a. Commercial or private laboratory	<input type="radio"/>	<input type="radio"/>
b. Publicly funded laboratory	<input type="radio"/>	<input type="radio"/>
c. University laboratory (public or private)	<input type="radio"/>	<input type="radio"/>

**D55. Which of the following were reasons your laboratory outsourced requests in 2024? Mark yes or no for each reason.**

Outsourced request reasons	Yes	No
a. Did not outsource requests in 2024	<input type="radio"/>	<input type="radio"/>
b. Did not have enough staff to do the work in-house	<input type="radio"/>	<input type="radio"/>
c. Did not have enough funding to do the work in-house	<input type="radio"/>	<input type="radio"/>
d. Access to specialized experience was needed	<input type="radio"/>	<input type="radio"/>
e. Was not accredited to do the work in-house	<input type="radio"/>	<input type="radio"/>
f. Received additional funding for outsourcing	<input type="radio"/>	<input type="radio"/>
g. Did not have a validated method to do the work in-house	<input type="radio"/>	<input type="radio"/>
h. Other (if yes, please specify) ↓	<input type="radio"/>	<input type="radio"/>
<input type="text"/>		

## Section E: Quality Assurance

*If your laboratory is part of a multi-laboratory system, please remember to answer for your entire multi-laboratory system.*

**E1. As of December 31, 2024, was your laboratory required to be accredited by any local, state, or federal jurisdictions that you serve?**

- Yes  
 No

**E2. As of December 31, 2024, were any disciplines in your laboratory accredited? Mark one.**

- Yes, all disciplines in my laboratory were accredited  
 Yes, some disciplines in my laboratory were accredited  
 No, none of the disciplines in my laboratory were accredited

**E3. During 2024, 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. Resources may include dollars, work-hours, supplies, or other funding dedicated specifically to supporting research.**

- Yes  
 No

**E4. During 2024, did your laboratory conduct proficiency testing?**

- Yes  
 No → **SKIP to E6**


**E5. During 2024, which of the following proficiency tests did your laboratory perform internally or externally? Mark yes or no for each test.**

Proficiency test	Yes	No
a. Blind: analyst/examiner is not told which case is for testing	<input type="radio"/>	<input type="radio"/>
b. Declared: analyst/examiner is told when they are being tested	<input type="radio"/>	<input type="radio"/>
c. Random case reanalysis: random selection of analyst/examiner's prior casework for reanalysis by another analyst/examiner	<input type="radio"/>	<input type="radio"/>
d. Round robin/challenge testing	<input type="radio"/>	<input type="radio"/>
e. Documented performance observation	<input type="radio"/>	<input type="radio"/>

**E6. In 2024, at what level did your laboratory perform technical reviews? A technical review refers to a qualified second party's evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally and technical reviews that are outsourced. If your laboratory's technical reviews are discipline-specific, please consider the average percent of technical reviews performed across disciplines. Mark one.**

- Technical reviews were performed on **none (0%)** of the forensic requests completed.  
 Technical reviews were performed on **some (less than 50%)** of the forensic requests completed.  
 Technical reviews were performed on **most (more than 50%)** of the forensic requests completed.  
 Technical reviews were performed on **all (100%)** of the forensic requests completed.

**E7. As of December 31, 2024, did staff in your laboratory have access to any of the following safety and wellness resources?** *If yes, indicate if your laboratory primarily provided these resources directly or through an external agency. Mark yes, directly; yes, through an external agency; or no, staff did not have access to this resource.*

Safety and wellness resource	Yes, directly	Yes, through an external agency	No, staff did not have access to this resource
a. Employee assistance programs (e.g., emotional, stress, legal, or financial support)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Mental health debriefs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Proactive or preventative resiliency programs (e.g., programs for stress or trauma)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Childcare programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Physical fitness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Resources for parents or expecting parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Peer support programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Other resources (if yes, please specify) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Section F: Emerging Topics

*If your laboratory is part of a multi-laboratory system, please remember to answer for your entire multi-laboratory system.*

**F1. In 2024, did multiple analysts or examiners, within the same discipline, perform work on the same evidence in your laboratory, regardless of whether they issued a report?** *This question pertains exclusively to the evidence analysis workflow, from initial examination to final report, and whether multiple analysts performed work on the same evidence. It excludes re-analysis by a separate analyst for proficiency testing or quality assurance.*

- Yes
- No

**F2. In 2024, did your laboratory perform any of the following procedures or use any of the following technologies in-house? Mark yes or no for each procedure or technology.**

Procedure or technology	Yes	No
<b>Forensic biology</b>		
a. Y-STR analysis	<input type="radio"/>	<input type="radio"/>
b. Mitochondrial DNA analysis	<input type="radio"/>	<input type="radio"/>
c. Expert systems, or software to process data without human intervention	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>
e. Familial DNA database searches	<input type="radio"/>	<input type="radio"/>
f. Forensic genealogy database searches	<input type="radio"/>	<input type="radio"/>
g. Forensic genealogy testing	<input type="radio"/>	<input type="radio"/>
h. Proteomics	<input type="radio"/>	<input type="radio"/>
i. Kinship	<input type="radio"/>	<input type="radio"/>
j. Robotics	<input type="radio"/>	<input type="radio"/>
<b>Other procedures and technology</b>		
k. 3D firearms imaging instrumentation	<input type="radio"/>	<input type="radio"/>
l. Cell source identification by pathology or instrumental method	<input type="radio"/>	<input type="radio"/>
m. LC-MS/MS for toxicology	<input type="radio"/>	<input type="radio"/>
n. High resolution mass spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>
o. Breath alcohol calibration	<input type="radio"/>	<input type="radio"/>
p. Provide materials for canine training aids to law enforcement (e.g., for drugs and explosives detection)	<input type="radio"/>	<input type="radio"/>

**F3. For those technologies your laboratory is not already utilizing, in 2024, was your laboratory in the process of implementing or considering implementing any of the following in-house? Mark yes, no, or already performing in-house for each technology.**

Technology	Yes	No	Already performing in-house
a. Mitochondrial DNA analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Expert systems, or software to process data without human intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. LC-MS/MS for toxicology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. 3D firearms imaging instrumentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. High resolution mass spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Other (if yes, please specify) ▾ <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**F4. Please mark the two areas where your laboratory currently has the greatest need for additional funding. Mark two.**

- Personnel
- Equipment
- Supplies
- Training/professional development
- Facilities/infrastructure
- Research & development
- Outsourcing
- Other (please specify) ▾

**F5. Which of the following challenges, if any, did your laboratory face in 2024?**

*Mark yes or no for each challenge.*

<b>Challenges</b>	<b>Yes</b>	<b>No</b>
a. Recruiting staff	<input type="radio"/>	<input type="radio"/>
b. High staff turnover	<input type="radio"/>	<input type="radio"/>
c. Lack of resources or financial support	<input type="radio"/>	<input type="radio"/>
d. Adapting to new or changing laws, policies, or regulations	<input type="radio"/>	<input type="radio"/>
e. Other (if yes, please specify) ↓ <input type="text"/>	<input type="radio"/>	<input type="radio"/>

→ If your laboratory did not face any challenges in 2024, SKIP to F7

**F6. Please select the main challenge your laboratory faced in 2024. Mark one.**

- Recruiting staff
- High staff turnover
- Lack of resources or financial support
- Adapting to new or changing laws, policies, or regulations
- Other (please specify) ↓

**F7. Please write any comments you would like to share with the Bureau of Justice Statistics about:**

- your survey responses
- the survey content or format
- the manner of administration of the survey, or
- any other applicable information.

**Thank you for your participation in the  
2024 Census of Publicly Funded Forensic Crime Laboratories.**

**Your feedback is very important to us!**

**Please return your survey in the enclosed envelope or send to:**

**Census of Publicly Funded Forensic Crime Laboratories**

**RTI International**

**ATTN: 0219263.000.005**

**3040 E. Cornwallis Road, PO Box 12194**

**Research Triangle Park, NC 27709-2194**

## Attachment A.

### 2024 CPFFCL: Example screenshots of web instrument

**B3. What was the total operating budget for your laboratory's 2024 budget year? If you do not know the total operating budget, please provide your best estimate.**

**Include:**

- Funding received from all sources, including any asset forfeitures, fees, grants, donations, or other revenue sources
- Personnel budgets.
- Outsourcing costs associated with contracting or procuring services from another public, private, commercial, or university laboratory to accomplish laboratory functions.

**Do Not Include:**

- Funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.

\$  .00

Check if estimate

Save & Continue >

**C3. How many hires and separations of personnel occurred within your laboratory in 2024?**

	Number of Full-Time Personnel	Number of Part-Time Personnel
a. Hires	<input type="text"/> <i>Check if estimate:</i> <input type="checkbox"/>	<input type="text"/> <i>Check if estimate:</i> <input type="checkbox"/>
b. Separations (e.g., voluntary, involuntary, and retirements)	<input type="text"/> <i>Check if estimate:</i> <input type="checkbox"/>	<input type="text"/> <i>Check if estimate:</i> <input type="checkbox"/>

**Save & Continue** ▶



D13. What specific functions with trace analysis did your laboratory perform? *Mark yes or no for each function.*

Function	Yes	No
a. Chemical unknown analysis <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
b. Explosives analysis <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
c. Fiber examination <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
d. Fire debris analysis <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
e. Gunshot residue testing <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
f. Hair examination <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
g. Paint analysis <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
h. Glass analysis <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
i. Physical match/fracture match <small>Clear</small>	<input type="radio"/>	<input type="radio"/>
<small>Clear</small> j. Other trace analysis (if yes, please specify)	<input type="radio"/>	<input type="radio"/>

◀ Previous

Save & Continue ▶

## Attachment B: BJS authorizing legislation

**34 USC 10131 : Statement of purpose**

Text contains those laws in effect on January 30, 2018

**From Title 34-CRIME CONTROL AND LAW ENFORCEMENT**

Subtitle I-Comprehensive Acts

CHAPTER 101-JUSTICE SYSTEM IMPROVEMENT

SUBCHAPTER III-BUREAU OF JUSTICE STATISTICS

**Jump To:**

[Source Credit](#)

[Codification](#)

[Prior Provisions](#)

[Amendments](#)

[Effective Date](#)

**§10131. Statement of purpose**

It is the purpose of this subchapter 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, the Bureau shall give primary emphasis to the problems of State and local justice systems.

(Pub. L. 90–351, title I, §301, as added Pub. L. 96–157, §2, Dec. 27, 1979, 93 Stat. 1176 ; amended Pub. L. 98–473, title II, §605(a), Oct. 12, 1984, 98 Stat. 2079 .)

**CODIFICATION**

Section was formerly classified to section 3731 of Title 42, The Public Health and Welfare, prior to editorial reclassification and renumbering as this section.

**PRIOR PROVISIONS**

A prior section 301 of Pub. L. 90–351, title I, June 19, 1968, 82 Stat. 199 ; Pub. L. 91–644, title I, §4(1)–(4), Jan. 2, 1971, 84 Stat. 1882 ; Pub. L. 93–83, §2, Aug. 6, 1973, 87 Stat. 199 ; Pub. L. 94–503, title I, §§109, 128(b), Oct. 15, 1976, 90 Stat. 2411 , 2424, related to purposes and categories of grants for law enforcement and criminal justice purposes, prior to the general amendment of this chapter by Pub. L. 96–157.

**AMENDMENTS**

1984-Pub. L. 98–473 struck out "(including white-collar crime and public corruption)" after "information concerning crime" and "(including crimes against the elderly, white-collar crime, and public corruption)" after "levels of crime".

**EFFECTIVE DATE OF 1984 AMENDMENT**

Amendment by Pub. L. 98–473 effective Oct. 12, 1984, see section 609AA(a) of Pub. L. 98–473, set out as an Effective Date note under section 10101 of this title.

**34 USC 10132 : Bureau of Justice Statistics**

Text contains those laws in effect on January 30, 2018

**From Title 34-CRIME CONTROL AND LAW ENFORCEMENT**

Subtitle I-Comprehensive Acts

CHAPTER 101-JUSTICE SYSTEM IMPROVEMENT

SUBCHAPTER III-BUREAU OF JUSTICE STATISTICS

**Jump To:**

[Source Credit](#)

[References In Text](#)

[Codification](#)

[Prior Provisions](#)

[Amendments](#)

[Effective Date](#)

[Miscellaneous](#)

**§10132. 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 as "Bureau").

**(b) Appointment of Director; experience; authority; restrictions**

The Bureau shall be headed by a Director appointed by the President. 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 be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure. 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; 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, tribal, and local justice policy and decisionmaking;
- (4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, 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, tribal, 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, tribal, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, tribal, 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 and in Indian country;
- (8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter;

( ) maintain liaison with the judicial branches of the Federal Government and State and tribal 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, tribal, and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State, tribal, 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, Indian tribes, 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, tribal, 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, tribal, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State, tribal, 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;

(1 ) provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System, and the records of the National Crime Information Center, facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records;

(20) maintain liaison with State, tribal, 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 10231 of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal, tribal, and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VII.

#### **(d) Justice statistical collection analysis and dissemination**

##### **(1) In eneral**

To ensure that all justice statistical collection, analysis, and dissemination is carried out in a coordinated manner, the Director is authorized to-

(A) 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;

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

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

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

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

(F) confer and cooperate with Federal statistical agencies as needed to carry out the purposes of this subchapter, including by entering into cooperative data sharing agreements in conformity with all laws and regulations applicable to the disclosure and use of data.

## **(2) Consultation with Indian tribes**

The Director, acting jointly with the Assistant Secretary for Indian Affairs (acting through the Office of Justice Services) and the Director of the Federal Bureau of Investigation, shall work with Indian tribes and tribal law enforcement agencies to establish and implement such tribal data collection systems as the Director determines to be necessary to achieve the purposes of this section.

## **(e) Furnishing of information, data, or reports by Federal agencies**

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)(C) shall provide such information to the Bureau as is required to carry out the purposes of this section.

## **(f) Consultation with representatives of State, tribal, and local government and judiciary**

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

## **(g) Reports**

Not later than 1 year after July 2, 2010, and annually thereafter, the Director shall submit to Congress a report describing the data collected and analyzed under this section relating to crimes in Indian country.

(Pub. L. 111-351, title I, § 302, as added Pub. L. 111-615, § 2, Dec. 27, 2010, 124 Stat. 1176; amended Pub. L. 111-847, title II, § 605(b), Oct. 12, 2010, 124 Stat. 207; Pub. L. 110-60, title VI, § 602(a), Nov. 18, 1988, 102 Stat. 433; Pub. L. 103-322, title III, § 330001(h)(2), Sept. 13, 1994, 108 Stat. 213; Pub. L. 101-162, title I, § 1115(a), Jan. 5, 2006, 116 Stat. 3103; Pub. L. 111-211, title II, § 251(b), July 2, 2010, 124 Stat. 227; Pub. L. 112-166, § 2(h)(1), Aug. 10, 2012, 126 Stat. 1285.)

## **REFERENCES IN TITLE**

This Act, referred to in subsecs. (b) and (c)(11), is Pub. L. 111-351, June 1, 2010, 124 Stat. 177, known as the Omnibus Crime Control and Safe Streets Act of 1968. For complete classification of this Act to the Code, see Short Title of 1968 Act note set out under section 10101 of this title and Tables.

## **CODIFICATION**

Section was formerly classified to section 3732 of Title 42, The Public Health and Welfare, prior to editorial reclassification and renumbering as this section.

## **PRIOR PROVISIONS**

A prior section 302 of Pub. L. 111-351, title I, June 1, 2010, 124 Stat. 200; Pub. L. 103-83, § 2, Aug. 6, 1983, 87 Stat. 201; Pub. L. 104-503, title I, § 110, Oct. 15, 2006, 120 Stat. 2412, related to establishment of State planning agencies to develop comprehensive State plans for grants for law enforcement and criminal justice purposes, prior to the general amendment of this chapter by Pub. L. 111-615.

## **AMENDMENTS**

2012-Subsec. (b). Pub. L. 112-166 struck out ", by and with the advice and consent of the Senate" before period at end of first sentence.

2010-Subsec. (c)(3) to (6). Pub. L. 111-211, § 251(b)(1)(A), inserted "tribal," after "State," wherever appearing.

Subsec. (c)(7). Pub. L. 111-211, § 251(b)(1)(B), inserted "and in Indian country" after "States".

Subsec. (c)(8). Pub. L. 111-211, § 251(b)(1)(C), substituted "Federal Government and State and tribal governments" for "Federal and State Governments".

Subsec. (c)(10), (11). Pub. L. 111-211, § 251(b)(1)(D), inserted ", tribal," after "State".

- Subsec. (c)(13). Pub. . 111 211, 251(b)(1)(E), inserted ", Indian tribes," after "States".
- Subsec. (c)(17). Pub. . 111 211, 251(b)(1)(F), substituted "activities at the Federal, State, tribal, and local" for "activities at the Federal, State and local" and "generated by Federal, State, tribal, and local" for "generated by Federal, State, and local".
- Subsec. (c)(18). Pub. . 111 211, 251(b)(1)(G), substituted "State, tribal, and local" for "State and local".
- Subsec. (c)(1 ). Pub. . 111 211, 251(b)(1)(H), inserted "and tribal" after "State" in two places.
- Subsec. (c)(20). Pub. . 111 211, 251(b)(1)(I), inserted ", tribal," after "State".
- Subsec. (c)(22). Pub. . 111 211, 251(b)(1)(J), inserted ", tribal," after "Federal".
- Subsec. (d). Pub. . 111 211, 251(b)(2), designated existing provisions as par. (1), inserted par. (1) heading, substituted "To ensure" for "To insure", redesignated former pars. (1) to (6) as subpars. (A) to (F), respectively, of par. (1), realigned margins, and added par. (2).
- Subsec. (e). Pub. . 111 211, 251(b)(3), substituted "subsection (d)(1)(C)" for "subsection (d)(3)".
- Subsec. (f). Pub. . 111 211, 251(b)(4)(B), inserted ", tribal," after "State".
- Pub. . 111 211, 251(b)(4)(A), which directed insertion of ", tribal," after "State" in heading, was executed editorially but could not be executed in original because heading had been editorially supplied.
- Subsec. (g). Pub. . 111 211, 251(b)(5), added subsec. (g).
- 200** -Subsec. (b). Pub. . 10 162, 1115(a)(1), inserted after third sentence "The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure."
- Subsec. (c)(1 ). Pub. . 10 162, 1115(a)(2), amended par. (1 ) generally. Prior to amendment, par. (1 ) read as follows "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;".
- Subsec. (d)(6). Pub. . 10 162, 1115(a)(3), added par. (6).
- 1 4**-Subsec. (c)(1 ). Pub. . 103 322 substituted a semicolon for period at end.
- 1** -Subsec. (c)(16) to (23). Pub. . 100 6 0 added pars. (16) to (1 ) and redesignated former pars. (16) to (1 ) as (20) to (23), respectively.
- 1 4**-Subsec. (b). Pub. . 8 473, 605(b)(1), inserted provision requiring Director to report to Attorney General through Assistant Attorney General.
- Subsec. (c)(13). Pub. . 8 473, 605(b)(2)(A), (C), added par. (13) and struck out former par. (13) relating to provision of financial and technical assistance to States and units of local government relating to collection, analysis, or dissemination of justice statistics.
- Subsec. (c)(14), (15). Pub. . 8 473, 605(b)(2)(C), added pars. (14) and (15). Former pars. (14) and (15) redesignated (16) and (17), respectively.
- Subsec. (c)(16). Pub. . 8 473, 605(b)(2)(A), (B), redesignated par. (14) as (16) and struck out former par. (16) relating to insuring conformance with security and privacy regulations issued under section 10231 of this title.
- Subsec. (c)(17). Pub. . 8 473, 605(b)(2)(B), redesignated par. (15) as (17). Former par. (17) redesignated (1 ).
- Subsec. (c)(18). Pub. . 8 473, 605(b)(2)(D), added par. (18).
- Subsec. (c)(1 ). Pub. . 8 473, 605(b)(2)(B), redesignated former par. (17) as (1 ).
- Subsec. (d)(1). Pub. . 8 473, 605(b)(3)(A), inserted ", and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis".
- Subsec. (d)(5). Pub. . 8 473, 605(b)(3)(B) (D), added par. (5).

### EFFECTI E DATE OF 2012 AMENDMENT

Amendment by Pub. . 112 166 effective 60 days after Aug. 10, 2012, and applicable to appointments made on and after that effective date, including any nomination pending in the

Senate on that date, see section 6(a) of Pub. . 112 166, set out as a note under section 113 of Title 6, Domestic Security.

### **EFFECTIVE DATE OF 1984 AMENDMENT**

Amendment by Pub. . 8 473 effective Oct. 12, 1984, see section 60 AA(a) of Pub. . 8 473, set out as an Effective Date note under section 10101 of this title.

### **CONSTRUCTION OF 2010 AMENDMENT**

Pub. . 111 211, title II, 251(c), July 2, 2010, 124 Stat. 228, provided that "Nothing in this section amending this section and section 41507 of this title or any amendment made by this section-

"(1) allows the grant to be made to, or used by, an entity for law enforcement activities that the entity lacks jurisdiction to perform; or

"(2) has any effect other than to authorize, award, or deny a grant of funds to a federally recognized Indian tribe for the purposes described in the relevant grant program."

For definition of "Indian tribe" as used in section 251(c) of Pub. . 111 211, set out above, see section 203(a) of Pub. . 111 211, set out as a note under section 2801 of Title 25, Indians.

### **INCLUSION OF HONOR VIOLENCE IN NATIONAL CRIME VICTIMIZATION SURVEY**

Pub. . 113 235, div. B, title II, Dec. 16, 2014, 128 Stat. 211, provided in part "That beginning not later than 2 years after the date of enactment of this Act div. B of Pub. . 113 235, Dec. 16, 2014, as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to honor violence".

### **STUDY OF CRIMES AGAINST SENIORS**

Pub. . 106 534, 5, Nov. 22, 2000, 114 Stat. 2557, provided that

"(a) In General.-The Attorney General shall conduct a study relating to crimes against seniors, in order to assist in developing new strategies to prevent and otherwise reduce the incidence of those crimes.

"(b) Issues Addressed.-The study conducted under this section shall include an analysis of-

"(1) the nature and type of crimes perpetrated against seniors, with special focus on-

"(A) the most common types of crimes that affect seniors;

"(B) the nature and extent of telemarketing, sweepstakes, and repair fraud against seniors; and

"(C) the nature and extent of financial and material fraud targeted at seniors;

"(2) the risk factors associated with seniors who have been victimized;

"(3) the manner in which the Federal and State criminal justice systems respond to crimes against seniors;

"(4) the feasibility of States establishing and maintaining a centralized computer database on the incidence of crimes against seniors that will promote the uniform identification and reporting of such crimes;

"(5) the effectiveness of damage awards in court actions and other means by which seniors receive reimbursement and other damages after fraud has been established; and

"(6) other effective ways to prevent or reduce the occurrence of crimes against seniors."

### **INCLUSION OF SENIORS IN NATIONAL CRIME VICTIMIZATION SURVEY**

Pub. . 106 534, 6, Nov. 22, 2000, 114 Stat. 2557, provided that "Beginning not later than 2 years after the date of enactment of this Act Nov. 22, 2000, as part of each National Crime Victimization Survey, the Attorney General shall include statistics relating to-

"(1) crimes targeting or disproportionately affecting seniors;

"(2) crime risk factors for seniors, including the times and locations at which crimes victimizing seniors are most likely to occur; and

"(3) specific characteristics of the victims of crimes who are seniors, including age, gender, race or ethnicity, and socioeconomic status."



## **CRIME VICTIMS WITH DISABILITIES AWARENESS**

Pub. L. 105–301, Oct. 27, 1998, 112 Stat. 2838 , as amended by Pub. L. 106–402, title IV, §401(b)(10), Oct. 30, 2000, 114 Stat. 1739 , provided that:

### "SECTION 1. SHORT TITLE.

"This Act may be cited as the 'Crime Victims With Disabilities Awareness Act'.

### "SEC. 2. FINDINGS; PURPOSES.

"(a) Findings.-Congress finds that-

"(1) although research conducted abroad demonstrates that individuals with developmental disabilities are at a 4 to 10 times higher risk of becoming crime victims than those without disabilities, there have been no significant studies on this subject conducted in the United States;

"(2) in fact, the National Crime Victim's Survey, conducted annually by the Bureau of Justice Statistics of the Department of Justice, does not specifically collect data relating to crimes against individuals with developmental disabilities;

"(3) studies in Canada, Australia, and Great Britain consistently show that victims with developmental disabilities suffer repeated victimization because so few of the crimes against them are reported, and even when they are, there is sometimes a reluctance by police, prosecutors, and judges to rely on the testimony of a disabled individual, making individuals with developmental disabilities a target for criminal predators;

"(4) research in the United States needs to be done to-

"(A) understand the nature and extent of crimes against individuals with developmental disabilities;

"(B) describe the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(C) identify programs, policies, or laws that hold promises for making the justice system more responsive to crimes against individuals with developmental disabilities; and

"(5) the National Academy of Science Committee on Law and Justice of the National Research Council is a premier research institution with unique experience in developing seminal, multidisciplinary studies to establish a strong research base from which to make public policy.

"(b) Purposes.-The purposes of this Act are-

"(1) to increase public awareness of the plight of victims of crime who are individuals with developmental disabilities;

"(2) to collect data to measure the extent of the problem of crimes against individuals with developmental disabilities; and

"(3) to develop a basis to find new strategies to address the safety and justice needs of victims of crime who are individuals with developmental disabilities.

### "SEC. 3. DEFINITION OF DEVELOPMENTAL DISABILITY.

"In this Act, the term 'developmental disability' has the meaning given the term in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 U.S.C. 15002].

### "SEC. 4. STUDY.

"(a) In General.-The Attorney General shall conduct a study to increase knowledge and information about crimes against individuals with developmental disabilities that will be useful in developing new strategies to reduce the incidence of crimes against those individuals.

"(b) Issues Addressed.-The study conducted under this section shall address such issues as-

"(1) the nature and extent of crimes against individuals with developmental disabilities;

"(2) the risk factors associated with victimization of individuals with developmental disabilities;

"(3) the manner in which the justice system responds to crimes against individuals with developmental disabilities; and

"(4) the means by which States may establish and maintain a centralized computer database on the incidence of crimes against individuals with disabilities within a State.

"(c) National Academy of Sciences.-In carrying out this section, the Attorney General shall consider contracting with the Committee on Law and Justice of the National Research Council of the National Academy of Sciences to provide research for the study conducted under this section.

"(d) Report.-Not later than 18 months after the date of enactment of this Act [Oct. 27, 1998], the Attorney General shall submit to the Committees on the Judiciary of the Senate and the House of Representatives a report describing the results of the study conducted under this section.

"SEC. 5. NATIONAL CRIME VICTIM'S SURVEY.

"Not later than 2 years after the date of enactment of this Act, as part of each National Crime Victim's Survey, the Attorney General shall include statistics relating to-

"(1) the nature of crimes against individuals with developmental disabilities; and

"(2) the specific characteristics of the victims of those crimes."

# Attachment C: 60-day federal register notice

without renewal. The DOJ notes that information collection requirements submitted to the OMB for existing ICRs receive a month-to-month extension while they undergo review.

**Overview of This Information Collection**

1. *Type of Information Collection:* Extension of a previously approved collection.
2. *Title of the Form/Collection:* Law Enforcement Suicide Data Collection.
3. *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* Criminal Justice Information Services (CJIS) Division, FBI.
4. *Affected public who will be asked or required to respond, as well as a brief abstract:*  
*Affected Public:* Law Enforcement Agencies.  
*Abstract:* In response to the *Law Enforcement Suicide Data Collection Act* (Title 34, United States Code, Section 50701), the FBI's Uniform Crime Reporting Program established the LESDC which is designed to gather information on occurrences of suicide and attempted suicide within the law enforcement community. The data will be used to produce a report of information surrounding these incidents which will help promote the understanding of, and elicit further discussion within society about, law enforcement suicide and attempted suicide.
5. *Obligation to Respond:* Voluntary.
6. *Total Estimated Number of Respondents:* 50 respondents.
7. *Estimated Time per Respondent:* 15 minutes.
8. *Frequency:* Annually.
9. *Total Estimated Annual Time Burden:* 15 minutes.
10. *Total Estimated Annual Other Costs Burden:* \$0.

If additional information is required, contact: Darwin Arceo, Department Clearance Officer, Policy and Planning Staff, Justice Management Division, United States Department of Justice, Two Constitution Square, 145 N Street NE, 4W-218, Washington, DC 20530.

Dated: November 22, 2024.

**Darwin Arceo,**

*Department Clearance Officer for PRA, U.S. Department of Justice.*

[FR Doc. 2024-27825 Filed 11-26-24; 8:45 am]

**BILLING CODE 4410-02-P**

**DEPARTMENT OF JUSTICE**

[OMB Number 1121-0269]

**Agency Information Collection Activities; Proposed eCollection eComments Requested; Reinstatement, With Change, of a Previously Approved Collection for Which Approval Has Expired: Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)**

**AGENCY:** Bureau of Justice Statistics, Department of Justice

**ACTION:** 60-Day notice.

**SUMMARY:** The Bureau of Justice Statistics, Department of Justice (DOJ) will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

**DATES:** Comments are encouraged and will be accepted for 60 days until January 27, 2025.

**FOR FURTHER INFORMATION CONTACT:** If you have comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Matt Durose, Bureau of Justice Statistics, 999 North Capital Street NE, Washington, DC 20531 (email: [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov); telephone: 202-598-0295).

**SUPPLEMENTARY INFORMATION:** Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so, how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including using appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g.,

permitting electronic submission of responses.

*Abstract:* Since 2002, the Bureau of Justice Statistics (BJS) has periodically conducted the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) through a survey that collects data on the staffing, budgets, workloads, resources, policies, and procedures among federal, state, and local crime labs. The 2024 CPFFCL will be the sixth administration. It will provide insight on emerging issues and challenges facing crime labs since the CPFFCL was last conducted in 2020. BJS uses the information gathered in CPFFCL in published reports and statistics. The reports will be made available to the U.S. Congress, Executive Office of the President, practitioners, researchers, students, the media, others interested in criminal justice statistics, and the general public via the BJS website.

**Overview of This Information Collection**

1. *Type of Information Collection:* Reinstatement, with changes, of a previously approved collection for which approval has expired.
2. *Title of the Form/Collection:* 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL).
3. *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* The form number is CPFFCL-24. The applicable component within the Department of Justice is the Bureau of Justice Statistics (BJS), in the Office of Justice Programs.
4. *Affected public who will be asked or required to respond, as well as the obligation to respond:* Affected public are federal, state, and local government agencies. The 2024 CPFFCL is revised from the 2020 CPFFCL. BJS plans to field the 2024 CPFFCL from February through August 2025. Respondents will be the staff at the publicly funded forensic crime labs. The obligation to respond is voluntary.
5. *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A projected 350 respondents from individual labs and multi-lab systems will take an average of 90 minutes (1.5 hours) each to complete form CPFFCL-24, including time to research or find information not readily available. In addition, an estimated 225 respondents will be contacted for data quality follow-up at 15 minutes (.25 hours) per respondent.
6. *An estimate of the total public burden (in hours) associated with the collection:* The total burden hours for this collection is 581 hours.

7. An estimate of the total annual cost burden associated with the collection, if applicable: \$907,183.

TOTAL BURDEN HOURS

Activity	Number of respondents	Frequency	Total annual responses	Time per re-sponse	Total annual burden (hours)
Survey .....	350	1	350	90 min (1.5 hrs.).	525
Data Quality Follow-Up .....	225	1	225	15 min (.25 hrs.).	56
Unduplicated Totals .....	350	.....	300	.....	581

If additional information is required, contact: Darwin Arceo, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 4W-218, Washington, DC.

Dated: November 22, 2024.

**Darwin Arceo,**  
*Department Clearance Officer for PRA, U.S. Department of Justice.*

[FR Doc. 2024-27802 Filed 11-26-24; 8:45 am]

**BILLING CODE 4410-18-P**

**DEPARTMENT OF LABOR**

**Agency Information Collection Activities; Submission for OMB Review; Comment Request; Davis-Bacon Certified Payroll**

**ACTION:** Notice of availability; request for comments.

**SUMMARY:** The Department of Labor (DOL) is submitting this Wage and Hour Division (WHD)-sponsored information collection request (ICR) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (PRA). Public comments on the ICR are invited.

**DATES:** The OMB will consider all written comments that the agency receives on or before December 27, 2024.

**ADDRESSES:** Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). Find this information collection by selecting “Currently under 30-day Review—Open for Public Comments” or by using the search function.

**FOR FURTHER INFORMATION CONTACT:** Nora Hernandez by telephone at 202-693-8633, or by email at [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov).

**SUPPLEMENTARY INFORMATION:** The Copeland Act requires contractors and subcontractors performing work on federally financed or assisted construction contracts to furnish weekly a statement on the wages paid each covered worker during the prior week. See 40 U.S.C. 3145; 29 CFR 3.3(b). This Copeland Act provision specifically requires the regulations to “include a provision that each contractor and subcontractor each week must furnish a statement on the wages paid each worker during the prior week.” This requirement is implemented by 29 CFR 3.3 and 3.4 and the standard Davis-Bacon contract clauses set forth at 29 CFR 5.5. The regulation at 29 CFR 5.5(a)(3)(ii)(A) (“Frequency and method of submission”) requires contractors to submit weekly a copy of all payrolls to the federal agency contracting for or financing the construction project. If the agency is not a party to the contract, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the contracting agency. This provision requires that the payrolls submitted shall set out accurately and completely information required to be maintained under 29 CFR 5.5(a)(3)(ii)(B) (“Information required”).

The information that must be included in the weekly transmittals includes the name of each covered worker; each worker’s correct classification(s) of work actually performed; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in 40 U.S.C. 3141(2)(B) of the Davis-Bacon Act); daily and weekly number of hours actually worked in total and on each covered contract;

deductions made; and actual wages paid. See 29 CFR 5.5(a)(3)(i)(B); 29 CFR 5.5(a)(3)(ii)(B). The weekly transmittals also must include an individually identifying number for each employee (e.g., the last four digits of the employee’s Social Security number). See 29 CFR 5.5(a)(3)(ii)(B).

The provision at 29 CFR 5.5(a)(3)(ii)(B) also states what must not be included in the weekly transmittal. The weekly transmittal must not include workers’ full social security numbers, last known addresses, telephone numbers, and email addresses. That information must be recorded and maintained by the contractors as part of the record-keeping provisions in the regulations at 29 CFR 5.5(a)(3)(i)(B), but it must not be included in the weekly transmittals.

The regulations at 29 CFR 5.5(a)(3)(ii)(C) and 29 CFR 3.3(b) require each contractor to furnish weekly a signed “Statement of Compliance” accompanying the payroll indicating the payrolls are correct and complete and that each covered worker has been paid not less than the proper Davis-Bacon Act prevailing wage rate for the work performed.

The required weekly payroll information may be submitted in any form desired. The information collection request that is the subject of this notice, Optional Form WH-347, is designed to include fields for all of the necessary information so as to satisfy the regulatory and contractual requirements. The weekly submission of a properly executed certification, with the prescribed language set forth on page 2 of Optional Form WH-347, satisfies the requirement for submission of the required “Statement of Compliance.” 29 CFR 5.5(a)(3)(ii)(C).

In addition to the weekly transmittal requirements, the regulations contain separate record retention requirements that require the retention of the weekly

# Attachment D: 30-day federal register notice

**Billing Code: 4410-18-P**

**DEPARTMENT OF JUSTICE**

**[OMB Number 1121-0269]**

**Agency Information Collection Activities; Proposed eCollection eComments Requested;  
Reinstatement, with change, of a previously approved collection for which approval has  
expired: Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)**

**AGENCY: Bureau of Justice Statistics, Department of Justice**

**ACTION: 30-day Notice**

**SUMMARY:** The Bureau of Justice Statistics (BJS), Department of Justice (DOJ), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection was previously published in the Federal Register on November 27, 2024, allowing a 60-day comment period. BJS received no comments under the 60-day notice.

**DATES:** Comments are encouraged and will be accepted for 30 days until **[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**FOR FURTHER INFORMATION CONTACT:** If you have comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact: Matt Durose (email: [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov); telephone: 202-598-0295), Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

**SUPPLEMENTARY INFORMATION:**

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and/or
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Written comments and recommendations for this information collection should be submitted within 30 days of the publication of this notice on the following website [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). Find this particular information collection by selecting "Currently under 30-day Review—Open for Public Comments" or by using the search function and entering either the title of the information collection or the OMB Control Number [1121-0296]. This information collection request may be viewed at [www.reginfo.gov](http://www.reginfo.gov). Follow the instructions to view Department of Justice, information collections currently under review by OMB.

DOJ seeks PRA authorization for this information collection for three (3) years. OMB authorization for an ICR cannot be for more than three (3) years without renewal. The DOJ notes that information collection requirements submitted to the OMB for existing ICRs receive a month-to-month extension while they undergo review.



Overview of this information collection:

1. Type of Information Collection: Reinstatement, with change, of a previously approved collection for which approval has expired.
2. Title of the Form/Collection: 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)
3. Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection: The form number is CPFFCL-24. The applicable component within the Department of Justice is the Bureau of Justice Statistics (BJS), in the Office of Justice Programs.
4. Affected public who will be asked or required to respond, as well as a brief abstract:  
Affected Public: Affected public are state and local government agencies. The 2024 CPFFCL is revised from the 2020 CPFFCL. BJS plans to field the 2024 CPFFCL from March through October 2025. Respondents will be the staff at the publicly funded forensic crime labs.

Abstract: Since 2002, the Bureau of Justice Statistics (BJS) has periodically conducted the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) through a survey that collects data on the staffing, budgets, workloads, resources, policies, and procedures among federal, state, and local crime labs. The 2024 CPFFCL will be the sixth administration. It will provide insight on emerging issues and challenges facing crime labs since the CPFFCL was last conducted in 2020. BJS uses the information gathered in CPFFCL in published reports and statistics. The reports will be made available to the U.S. Congress, Executive Office of the President, practitioners,

researchers, students, the media, others interested in criminal justice statistics, and the general public via the BJS website.

5. **Obligation to Respond:** The obligation to respond is voluntary.
6. **Total Estimated Number of Respondents:** A projected 350 respondents from individual labs and multi-lab systems will complete form CPFFCL-24.
7. **Estimated Time per Respondent:** CPFFCL-24 will take an average of 90 minutes (1.5 hours) for each of the 350 respondents to complete. In addition, an estimated 225 respondents will be contacted for data quality follow-up at 15 minutes (.25 hours) per respondent.
8. **Frequency:** Each respondent will complete the CPFFCL-24 once.
9. **Total Estimated Annual Time Burden:** The total burden hours for this collection is 581.
10. **Total Estimated Annual Other Costs Burden:** \$907,183.

Total Burden Hours

<b>Activity</b>	<b>Number of Respondents</b>	<b>Frequency</b>	<b>Total Annual Responses</b>	<b>Time Per Response</b>	<b>Total Annual Burden (Hours)</b>
Survey	350	1	350	90 min (1.5 hrs.)	525 hrs.
Data Quality Follow-Up	225	1	225	15 min (.25 hrs.)	56 hrs.
<b><i>Unduplicated Totals</i></b>	<b><i>350</i></b>	.....	<b><i>300</i></b>	.....	<b><i>581 hrs.</i></b>

If additional information is required, contact: Darwin Arceo, Department Clearance Officer, Policy and Planning Staff, Justice Management Division, United States Department of Justice, Two Constitution Square, 145 N Street NE, 4W-218 Washington, DC 20530.

Dated: [Date].

**Darwin Arceo,**

*Department Clearance Officer for PRA,*

*U.S. Department of Justice.*

## Attachment E: Cognitive interview report

**August 2024**

# **2024 Census of Publicly Funded Forensic Crime Laboratories: Cognitive Testing**

## **Final Report**

**Prepared for Matt Durose**

Bureau of Justice Statistics  
U.S. Department of Justice  
810 Seventh Street N.W.  
Washington, DC 20531

Prepared by  
**Carlye Gates Arcas**  
**Devin Oxner**  
**Kathryn Greenwell**  
**Katherine Bollinger**  
**BeLinda Weimer**

RTI International  
3040 E. Cornwallis Road  
Research Triangle Park, NC 27709

RTI Project Number 0219263

---

# Contents

---

<b>Section</b>	<b>Page</b>
<b>1. Project Background</b>	<b>1-1</b>
<b>2. Methodology</b>	<b>2-1</b>
2.1 Participant Recruitment .....	2-1
2.2 Data Collection Procedures and Protocol .....	2-2
<b>3. General Feedback</b>	<b>3-1</b>
<b>4. Question-Specific Discussion</b>	<b>4-1</b>
4.1 Eligibility .....	4-1
4.2 Section A—Organization .....	4-2
4.3 Section B—Budget .....	4-8
4.4 Section C—Staffing .....	4-12
4.5 Section D—Workload .....	4-15
4.6 Section E—Quality Assurance .....	4-27
4.7 Section F—Emerging Topics .....	4-30
<b>Appendix A: Recommendations</b>	<b>1</b>
<b>Appendix B: Recruitment Materials</b>	<b>1</b>
B-1 Email Invitation .....	2
B-2 Follow-Up Email .....	3
B-3 Scheduling Email .....	4
B-4 Confirmation and Meeting Invite Email .....	5
B-5 Thank You Email .....	6
<b>Appendix C: Interview Materials</b>	<b>1</b>
C-1 Consent Form .....	2
C-2 Cognitive Interview Protocol .....	3

---

## Tables

---

<b>Number</b>	<b>Page</b>
Table 2.1 Laboratory Characteristics of Participants .....	2-2

# 1. Project Background

In 2025, the Bureau of Justice Statistics (BJS) plans to conduct the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The CPFFCL, which was first conducted in 2002 and most recently conducted in 2020, provides a comprehensive look at the forensic services provided by federal, state, and local crime labs across the nation, as well as the resources devoted to completing their work. The survey topics include organizational structure, budget, staffing, workload, outsourcing, and quality assurance. The goals of the 2024 CPFFCL are to continue to collect detailed information on the nation's crime labs and multi-lab systems during 2024 and examine trends with the previous censuses of crime labs.

To support the 2024 CPFFCL instrument design, a data quality assessment was conducted on 2020 CPFFCL instrument and an in-person expert panel was conducted to gather feedback on the 2020 CPFFCL and identify new and emerging topics for the 2024 CPFFCL. In coordination with BJS, the CPFFCL instrument was then updated with new questions relevant to the field and revisions to improve existing questions and reduce respondent burden.

Using the draft 2024 CPFFCL instrument, RTI conducted nine cognitive interviews to test both the new and revised survey questions from June 24 to July 18, 2024. Participants represented a range of lab types and sizes, as shown in **Table 2.1**.

The primary objectives for the cognitive testing included:

- Identify potential comprehension issues with vocabulary, terminology, and question wording.
- Assess how easy or difficult it is to provide the requested data, including the level of burden.
- Determine if there is a need for item revisions or format changes and make recommendations accordingly.

This report describes the cognitive testing methodology and discusses the findings and recommendations. **Section 2** describes the methods used to recruit for and conduct the cognitive interviews and includes a table with the laboratory characteristics of the participants. **Section 3** summarizes the general feedback from participants, and **Section 4** contains the question-specific findings and recommendations.



---

## 2. Methodology

### 2.1 Participant Recruitment

Crime laboratories were identified as potential cognitive interview participants based on key characteristics gathered from the 2020 CPFFCL responses: (1) region (e.g., Northeast, South, Midwest, or West), (2) government type (e.g., municipal, county, state, or federal), (3) multi-laboratory system, (4) forensic functions performed (e.g., controlled substance, trace analysis, impressions, digital evidence, and forensic biology), and (5) number of full-time staff.

RTI first sent nine potential participants an email inviting them to participate in a 90-minute virtual cognitive interview (**Appendix B.1**). Approximately two business days after this initial outreach, a follow-up email was sent to the potential participants who did not respond to the initial outreach (**Appendix B.2**). If a selected participant did not respond to this outreach, or declined to be interviewed, an alternate participant from a different laboratory was identified from the originally generated list of 20 potential participants.

Once participants confirmed their willingness to participate, RTI sent them a follow-up email to schedule the interview (**Appendix B.3**). After the date and time of the interview was confirmed, the participant was sent a final confirmation email (**Appendix B.4**) that included a copy of the draft instrument and the consent form. Following their interview, each participant received an email thanking them for their time and participation (**Appendix B.5**).

**Table 2.1 Lab Characteristics of 2024 CPFCL Cognitive Testing Participants**

<b>Lab Characteristics</b>	<b>Count</b>
<b>Total labs</b>	9
<b>Region</b>	
Northeast	1
South	4
Midwest	0
West	2
National (Federal)	2
<b>Government Type</b>	
Municipal	1
County	3
State	3
Federal	2
<b>Multi-laboratory System</b>	
Yes	4
No	5
<b>Functions Performed*</b>	
Controlled Substances	8
Toxicology	7
Trace Analysis	7
Impressions	6
Firearms and Toolmarks	8
Digital and Multimedia Evidence	2
Latent Prints	8
Questioned Documents	3
Crime Scene Investigation	6
Forensic Biology	8
<b>Number of Full-Time Staff</b>	
Fewer than 25	2
Between 25 and 250	4
Over 250	3

\*Some laboratories performed more than one function.

## **2.2 Data Collection Procedures and Protocol**

A team of four cognitive interviewers participated in a project-specific cognitive interviewing training on June 21, 2024. Following the training, all interviewers conducted a paired mock interview for training purposes before the start of data collection.

All interviews were conducted via Zoom or Microsoft Teams; each interview lasted approximately 90 minutes. Interviews began with the informed consent procedures for participation (**Appendix C.1**). Once informed consent was obtained, interviewers followed a cognitive interview process using a semi-structured protocol that contained scripted, concurrent probes (**Appendix C.2**). Only new and revised items in the CPFCL instrument were tested during cognitive interviews. However, participants were provided with a copy of the full 2024 CPFCL instrument in advance of their interview and were invited to share feedback on any of the survey items.

Throughout the interviews, interviewers asked a series of open-ended questions, or probes, that assessed participants' interpretation and reaction to the survey items presented.

---

Probes included questions about the clarity and meaning of the survey items, participants' ability to provide answers, and question difficulty.

All but two interviews were recorded; two participants declined to be recorded. Interviewers took notes during their interviews and later entered their notes into an Excel spreadsheet, which was used for analysis. A text summary analysis approach was used to summarize findings for each question, identify potential sources of error, and recommend revisions.

---

### **3. General Feedback**

In general, participants felt that the survey was clear and straightforward. Many of the changes suggested by participants were minor edits or clarifications intended to help improve clarity and reduce any potential for confusion.

Most participants expressed that it would be easy for them to provide the requested data and indicated that for most, if not all, of the questions that request a count, they would be able to provide exact numbers rather than estimates. Participants reacted positively to the new questions in the Emerging Topics section and felt that the answers to these questions would be of interest to the field.

One of the global issues identified was that, depending on when the survey is fielded, for the questions that reference the fiscal year that includes December 31, 2024, respondents whose fiscal year differs from the calendar year would not be able to report on a full year. Another global issue identified was that, for questions that began with "During 2024...", some participants expressed they were unsure whether this refers to the 2024 calendar year. Recommendations for addressing these two issues are included in the following section.

---

## 4. Question-Specific Discussion

This section provides the results of the cognitive testing and recommendations based on these findings. Each item includes an indication of whether the item is new or revised from the 2020 CPFFCL. If revised, an overview of the changes following the expert panel and survey development phase is included.

Each subsection covers one section of the survey (e.g., eligibility, organization) and begins with a summary detailing how the questions in the section performed overall. Each section includes numbered recommendations to ensure easy reference for discussion.

### 4.1 Eligibility

In this section, participants were asked to review the eligibility criteria for the survey.

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, 2024, if the following condition applies to your agency, you are eligible to complete the questionnaire.

A publicly funded crime laboratory that employs one or more full-time analysts whose principal function is the examination of physical evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence. 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.

- Yes**, this condition applies to your laboratory. Please complete the questionnaire.
- No**, this condition does not apply to your laboratory. You do not need to complete the questionnaire. Please return this form.
- Your laboratory no longer exists as of December 31, 2024. You do not need to complete the questionnaire. Please return this form.

#### **Changes from 2020 CPFFCL**

- Replaced “Full-time scientists” with “Full-time analysts.”
- Removed “who possess a minimum of a bachelor’s degree in chemistry, physics, biology, criminalistics, forensic science, or a closely related field.”
- Replaced “in criminal matters” with “in criminal or investigative matters.”

#### **Findings**

Most participants found the eligibility criteria to be clear. All participants expressed that they were certain they would be eligible to complete the survey based on the criteria. Several participants noted that they liked the definition of a publicly funded crime laboratory. Two participants suggested a minor grammatical change, which is reflected in the recommendations below.

One participant suggested adding language related to accreditation because they felt this could help distinguish the labs that are eligible to complete the survey from those that are ineligible. One participant wondered whether the reference to physical evidence should also include digital evidence. Another participant suggested removing the reference to labs that

---

are “solely operated by government funds” because they explained that some labs may receive non-government funding, such as donations and/or court fees, and therefore this part of the definition may confuse some labs. This same participant suggested updating the terminology from “fingerprint recovery and development” to “latent print recovery and development” because this now extends beyond fingerprints.

### **Recommendations**

1. Replace “A publicly funded crime laboratory that employs” with “A publicly funded crime laboratory is one that employs.”
2. Replace “that are solely operated by government funds” with “that are solely or mostly operated by government funds.” Updating to include “solely or mostly” reflects the 2020 CPFFCL responses that 72% of labs received funding from federal grants. However, some labs reported non-governmental funding, such as fees from services performed (34%) and asset forfeitures (20%).
3. Replace “physical evidence” with “physical or digital evidence.”
4. Replace “fingerprint recovery and development” with “latent print recovery and development.”

Because the CPFFCL is not restricted to only labs that are accredited, we do not recommend including information related to accreditation in the eligibility criteria.

## **4.2 Section A—Organization**

This section contains items designed to collect information about a laboratory’s organizational structure. Based on the cognitive interview findings, changes are recommended to four of the eight items that were tested.

<p><b>A1. As of December 31, 2024, was your laboratory part of a multi-laboratory system?</b> A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No → <i>Skip to A3</i></p> <p>→ <b>A2. As of December 31, 2024, how many distinct laboratories were in your multi-laboratory system?</b> <i>Include your own laboratory in this total.</i></p> <p><input type="text"/> Laboratories</p>
--

### **Changes from 2020 CPFFCL**

- A1
  - Removed “If a laboratory includes multiple physical buildings, but is considered to be a single laboratory, please mark ‘No’ as a response.”
  - Moved item up to be the first question of the survey.

- A2
  - Moved item up to be the second question of the survey.

### **Findings**

Participants whose labs are part of a multi-laboratory system understood the definition of a multi-laboratory system and felt that these questions would be very easy to answer. One of these participants noted that it would be best to send only one survey to the multi-lab system rather than sending a survey to each of the individual labs. Two of the five participants whose labs are not part of a multi-lab system commented that the phrase “separate laboratory entities” may be confusing, with one noting that they were unsure whether “separate” meant geographically separated.

### **Recommendations**

No recommended changes.

The definition of a multi-lab system was understood by the four participants whose labs are part of a multi-lab system. Further, there were no comments on this definition from the expert panel, and the same definition of a multi-lab was used in the 2014 CPFFCL. Both the 2020 and 2009 CPFFCL had similar definitions except for the addition of “physical.” If BJS would like to update this definition given the feedback from these two participants, we recommend adding the additional instruction from the 2020 CPFFCL: “If a laboratory includes multiple physical buildings, but is considered to be a single laboratory, please mark ‘No’ as a response.”

**A4. Which of the following best describes the agency that has administrative oversight of your laboratory?**  
Administrative oversight is defined as a ‘parent’ agency that has staffing and budgetary oversight over your laboratory. *Mark one.*

- Law enforcement entity (e.g., department or division of public safety, Department of Justice)
- Department or division of forensic science
- Government attorney’s office (e.g., district attorney)
- Public health agency (e.g., department or division of public health, medical examiner office)
- Other (please specify)

### **Changes from 2020 CPFFCL**

- Added a definition of “administrative oversight.”
- Replaced “Law enforcement agency” with “Law enforcement entity.”
- Added “Department of Justice” as an example of a law enforcement entity.

- 
- Added “medical examiner office” as an example of a public health agency.

### **Findings**

Participants found this question and the definition of “administrative oversight” to be clear. When asked if there is ever a situation in which multiple agencies have administrative oversight over a lab, most participants explained that they were unaware of such a situation. Further, most participants felt that if a lab had multiple agencies with administrative oversight, the lab could select “Other.” Two participants explained that their labs report to local government officials, and another participant noted that some labs report to a city manager or municipal executive branch or division of municipal government. These participants felt that the most appropriate response for these labs given the available response options would be “Other.”

### **Recommendations**

5. Add a response option of “City, county, or municipal government.” Note: Of the 296 labs that responded to the question about administrative oversight in the 2020 CPFFCL, 30 labs (10.1%) selected “Other” and indicated that that city, county, or municipal government has administrative oversight of their laboratory.
6. Remove Department of Justice as an example of a law enforcement entity to reduce any potential for confusion given that a Department of Justice is often run by an attorney general.

---

**A5. Does your laboratory have oversight from a forensic science board or commission?**

Yes

No → *Skip to A7*

→ **A6. Does the forensic science board or commission have a regulatory or advisory role? Mark one.**

Regulatory role

Advisory role

### **Changes from 2020 CPFFCL**

- Added new questions.

### **Findings**

Participants clearly understood what was meant by “oversight” and were able to distinguish between “regulatory role” and “advisory role.” Participants associated “regulatory role” with ensuring that rules and regulations are being adhered to, whereas they associated “advisory role” with receiving guidance and/or advice.

Two participants commented that it may be helpful to specify that this question is not asking about oversight from an accreditation body. One participant felt that some labs may



---

want to select both “Regulatory role” and “Advisory role” but did not comment on how likely it would be for a board or commission to have both a regulatory and advisory role.

***Recommendations***

7. If it is possible for a forensic science board or commission to serve in both a regulatory and advisory role, consider adding the following instruction: “If the forensic science board or commission has both a regulatory and advisory role, please select the board or commission’s primary role.” Alternatively, consider changing this question to include “Mark all that apply.”

Although two participants suggested adding clarification that this question is not asking about oversight from an accreditation body, we do not recommend making any changes to this question because accrediting bodies do not provide oversight. Rather, accreditation bodies assess conformance to standards and, for the most part, this is a voluntary process unless a regulatory body such as the Federal Bureau of Investigation or a state commission and oversight board mandates it. Adding language about accreditation could contribute to confusion.

**A7. As of December 31, 2024, did your laboratory have a Laboratory Information Management System (LIMS)?** LIMS is a computerized system used to manage, compile, or track requests and/or evidence. *If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "Yes."*

- Yes
- No → **Skip to A9**

▶ **A8. During 2024, did your laboratory use LIMS for any of the following functions?** *Mark yes or no for each row.*

	Yes	No
a. Tracking by item	<input type="radio"/>	<input type="radio"/>
b. Tracking by request	<input type="radio"/>	<input type="radio"/>
c. Tracking by law enforcement case number	<input type="radio"/>	<input type="radio"/>
d. Tracking by laboratory case number	<input type="radio"/>	<input type="radio"/>
e. Tracking by criminal offense (e.g., homicide or robbery)	<input type="radio"/>	<input type="radio"/>
f. Calculating turnaround time by item	<input type="radio"/>	<input type="radio"/>
g. Calculating average turnaround time by section	<input type="radio"/>	<input type="radio"/>
h. Calculating average turnaround time for the overall laboratory	<input type="radio"/>	<input type="radio"/>
i. Tracking by criminal case status	<input type="radio"/>	<input type="radio"/>
j. Interfacing with laboratory instrumentation	<input type="radio"/>	<input type="radio"/>
k. Monitoring backlog	<input type="radio"/>	<input type="radio"/>
l. Documenting chain of custody	<input type="radio"/>	<input type="radio"/>
m. Generating reports	<input type="radio"/>	<input type="radio"/>
n. Paperless reporting	<input type="radio"/>	<input type="radio"/>
o. Generating discovery	<input type="radio"/>	<input type="radio"/>

### **Changes from 2020 CPFFCL**

- A7
  - Moved item from Workload section to Organization section.
  - Added a definition of LIMS.
- A8
  - Added question per expert panel recommendation; previously asked in the 2009 and 2014 CPFFCL.
  - Added "Generating discovery."

### **Findings**

In general, participants found these questions and the list of LIMS functions to be clear.

A few participants offered suggestions for clarifying several of the functions. Two participants commented that "Tracking by criminal case status" is unclear, with one noting that they were unsure how it differs from "Tracking by criminal offense." One participant suggested to add clarification about the difference between "Generating a report" and

“Paperless reporting.” One participant suggested adding “Calculating turnaround time by case.”

**Recommendations**

8. Add the following definitions that were included in the 2014 CPFFCL Appendix B: Glossary:

- a. **Tracking by criminal offense:** 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).
- b. **Tracking by criminal case status:** 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.
- c. **Generating a report:** 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.
- d. **Paperless reporting:** Enters records directly into a digital device and stores them in a database, as opposed to records physically documented on paper or other tangible medium.

Although one participant suggested adding “Calculating turnaround time by case,” we do not recommend including this given the number of existing response options; further, there would be no comparability to a previous CPFFCL.

**A9. During 2024, did your laboratory use any of the following databases? Mark yes or no for each row.**

	<b>Yes</b>	<b>No</b>
a. Paint Data Query (PDQ)	<input type="radio"/>	<input type="radio"/>
b. National Integrated Ballistics Information Network (NIBIN)	<input type="radio"/>	<input type="radio"/>
c. Combined DNA Index System (CODIS)	<input type="radio"/>	<input type="radio"/>
d. Automated Fingerprint Identification System (AFIS)	<input type="radio"/>	<input type="radio"/>
e. Integrated Automated Fingerprint Identification System (IAFIS)	<input type="radio"/>	<input type="radio"/>
f. Ignitable Liquids Reference Collection (ILRC)	<input type="radio"/>	<input type="radio"/>

**Changes from 2020 CPFFCL**

- Added question per expert panel; previously asked in the 2009 and 2014 CPFFCL.
- Removed “Other DNA Database (non-CODIS).”

**Findings**

Participants found this question and the list of databases to be clear.

---

Two participants mentioned that IAFIS is now referred to as Next Generation Identification (NGI). Two participants shared that some labs have begun to use Automated Biometric Identification Systems (ABIS). One participant explained that Advanced Fingerprint Identification Technology (AFIT) has replaced the Automated Fingerprint Identification System (AFIS).

### ***Recommendations***

9. Replace “Integrated Automated Fingerprint Identification System (IAFIS)” with “Next Generation Identification (NGI), formerly Integrated Automated Fingerprint Identification System (IAFIS).”
10. Add “Automated Biometric Identification Systems (ABIS)” as a response option after Automated Fingerprint Identification System (AFIS).

We do not recommend replacing “Automated Fingerprint Identification System (AFIS)” with “Advanced Fingerprint Identification Technology (AFIT)” because AFIT is specific to FBI’s NGI, and AFIS is still used as a generic term to refer to any automated fingerprint system.

### **4.3 Section B—Budget**

This section contains items about a laboratory’s budget, including funding sources, total operating budget, and expenditures. Based on the cognitive interview findings, changes are recommended to all three items that were tested.

**B1. During the fiscal year that included December 31, 2024, did your laboratory receive funding from any of the following sources? Mark yes or no for each row.**

	Yes	No
a. Asset forfeitures	<input type="radio"/>	<input type="radio"/>
b. Fees for case processing and other services	<input type="radio"/>	<input type="radio"/>
c. Federal grants	<input type="radio"/>	<input type="radio"/>
d. State grants	<input type="radio"/>	<input type="radio"/>
e. City, county, or local grants	<input type="radio"/>	<input type="radio"/>
f. Donations from organizations, families, or individuals	<input type="radio"/>	<input type="radio"/>

**Changes from 2020 CPFFCL**

- Replaced “Fees (e.g., case processing fees)” with “Fees for case processing and other services.”
- Replaced “Grants – federal” with “Federal grants.”
- Replaced “Grants – state or local” with two separate response options: “State grants” and “City, county, or local grants.”
- Replaced “Donations” with “Donations from organizations, families, or individuals” and moved this source to the bottom of the list.

**Findings**

Most participants felt that this question is clear. One participant commented that depending on when the survey is fielded, they would not be able to report on a full year given that their fiscal year starts in October.

One participant shared that it would be helpful to clarify that this question is asking about any funding beyond the lab’s normal funding sources (e.g., federal and/or state funding). One participant was unsure which category intergovernmental agreements would fall into. One participant asked whether fees from court proceedings or court cost collections should be counted under “Fees for case processing and other services.”

**Recommendations**

11. Replace “Fees for case processing and other services” with “Fees for case processing including fees from court proceedings, court cost collections, and other fees for service.”
12. To account for differences in fiscal year, consider including the question from the 2020 CPFFCL that asks the laboratory to indicate the month and day on which their laboratory’s fiscal year begins.

We do not recommend clarifying that this question is asking about funding beyond the lab's normal funding source because this clarification would not likely be needed and was not included in the 2020 CPFFCL. Although one participant was unsure which category intergovernmental agreements would fall into, we do not recommend adding this as a separate category or as an example of an existing category given this is not common among set-up for laboratories to receive funding from an intergovernmental agreement.

**B2. What was the total operating budget for your laboratory for the fiscal year that included December 31, 2024?**

- *Include funding received from **all** sources, including any asset forfeitures, fees, grants, donations, or other revenue sources.*
- *Include outsourcing costs associated with contracting or procuring services from another public, private, commercial, or university laboratory to accomplish laboratory functions.*
- *Do not include funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.*

*If you do not know the total operating budget, please provide your best estimate.*

\$  *If estimated, check here:*

**Changes from 2020 CPFFCL**

- Updated the inclusion criteria to include outsourcing costs.
- Added definition of major equipment purchases.

**Findings**

Most participants found this question to be clear and indicated that it would be easy to report their lab's total operating budget.

A few participants asked for clarification regarding whether costs such as personnel costs, facility costs (e.g., rent, utilities), and training costs should be included. One participant suggested that the question should specify that capital expenditures should not be included. One participant commented that their fiscal year starts on July 1 and noted that the number that labs report may vary widely depending on this fiscal year.

**Recommendations**

13. Add an instruction to include all operational costs.
14. Add an instruction to not include personnel costs or training costs.

15. Replace “Do not include funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000” with “Do not include any capital expenses, such as funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.”

**B3. What were your laboratory’s expenditures for the fiscal year that included December 31, 2024? If you do not know your laboratory’s expenditures, please provide your best estimate.**

	Expenditures	If estimated, check here:
a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all employees	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than \$5,000	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than \$5,000	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
d. Other expenditures	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
e. Total expenditures (sum a-d)	\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Most participants found this question to be clear and indicated that it would be easy to provide this information. Two participants noted that it would require more time to provide their lab’s expenditures for personnel but that it would be possible to do so. When asked what types of expenditures, if any, they would include in the Other expenditures category, participants gave examples of training, travel, and utilities. In general, participants felt that it would be helpful to have a separate category for Outsourcing. The participant whose fiscal year starts in October noted that they would not be able to report on a full year of expenditures until October 2025.

---

Two participants felt that the threshold of under \$5,000 for supplies was too low. These participants suggested removing the reference to less than \$5,000 for supplies, as well as the reference to more than \$5,000 for Equipment.

**Recommendations**

- 16. Add Training and Professional Development, Facilities (e.g., rent, utilities), and Outsourcing as expenditure categories.
- 17. Remove the reference to \$5,000 from the descriptions of the Equipment and Supplies categories.
- 18. Replace “personnel” with “staffing” and “employees” with “staff” for consistency with other items that refer to staff.

**4.4 Section C—Staffing**

This section contains items on staffing, including the numbers of full-time and part-time staff, vacancies, hires, and separations. Based on the cognitive interview findings, changes are recommended to all three items that were tested.

---

<p><b>C1. As of December 31, 2024, how many full-time and part-time employees did your laboratory have? Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.</b></p> <p>Full-time employees (<i>works at least 35 hours/week</i>) <input type="text"/></p> <p>Part-time employees (<i>works less than 35 hours/week</i>) <input type="text"/></p>
--

**Changes from 2020 CPFFCL**

- Replaced “Include managerial staff, clerical/administrative staff, analysts/examiners, crime scene technicians, technical support, and other staff” with “Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.”
- Added a definition of full-time employees and part-time employees.

**Findings**

Although most participants shared that their lab considers full-time employees to be those working 40 hours per week, two participants explained that their lab defines full-time employees as those working at least 35 hours per week.



**Recommendations**

19. Consider replacing “works at least 35 hours/week” and “works less than 35 hours/week” with “as defined by your laboratory” given that there is variation in how labs define full-time and part-time employees. Note, however, that part-time was defined as working less than 35 hours/week on both the 2020 CPFCL and 2014 CPFCL.

20. Replace “employees” with “staff” for consistency with other items that refer to staff.

**C2. As of December 31, 2024, how many full-time employees, part-time employees, and position vacancies did your laboratory have in the following categories? Report each employee in only one category, based on primary function.**

	Full-time <i>(works at least 35 hours/week)</i>	Part-time <i>(works less than 35 hours/week)</i>	Vacancies	My laboratory does not have any staff in this category
a. Managerial staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
b. Clerical or administrative staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
c. Analyst or examiner in-training	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
d. Analyst or examiner full- performance	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
e. Crime scene technician	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
f. Evidence technician	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
g. Medicolegal death investigator	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
i. Other staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>

**Changes from 2020 CPFCL**

- Updated staffing categories to match C1.
- Removed the “Total” rows for Full-time staff, Part-time staff, and Vacancies.

---

## Findings

Most participants found the staffing categories to be clear and felt that it would be easy to provide the number of full-time staff, part-time staff, and vacancies for each category. When asked to explain the difference between a “crime scene technician” and an “evidence technician,” it was clear that participants understood the difference.

A couple of participants explained that their lab has first-line supervisors who still perform case work and that they would not know which category to put them in, suggesting that it may not have been clear to these participants that they were being asked to report on the staff’s primary function. One participant suggested that the references to “analyst or examiner” should be expanded to say “analyst, examiner, or specialist” but did not provide any additional context for why “specialist” should be included.

## Recommendations

21. Add “Primary Function” in the header row of the staffing category column to ensure that labs are reporting based on staff’s primary function.
22. Consider replacing “works at least 35 hours/week” and “works less than 35 hours/week” with “as defined by your laboratory” given that there is variation in how labs define full-time and part-time employees. Note, however, that part-time was defined as working less than 35 hours/week on both the 2020 CPFFCL and 2014 CPFFCL.
23. Replace “employees” with “staff” for consistency with other items that refer to staff.

We do not recommend replacing “analyst or examiner” with “analyst, examiner, or specialist.” Primary functions of an analyst or examiner include analyzing physical evidence, drawing conclusions, reviewing and reporting analytical results, and providing expert testimony. A “specialist” would typically not draw conclusions. Additionally, “specialist” is not included the Organization of Scientific Area Committees for Forensic Science (OSAC) OSAC Lexicon.

---

C3. How many hires and separations of personnel occurred within your laboratory in 2024?			
	Number of Full-Time Personnel	Number of Part-Time Personnel	If estimated, check here:
a. Hires	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
b. Separations	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>

### Changes from 2020 CPFFCL

- Replaced “of key personnel” with “of personnel.”

- 
- Replaced “Number of personnel” column with “Number of full-time personnel” and “Number of part-time personnel” columns.

### ***Findings***

Participants found this question to be clear, and most expressed that it would be easy to provide the requested data.

A few participants asked for clarification on what is meant by “separations.” One of these participants asked whether “separations” includes both voluntary and involuntary separations. Another participant suggested splitting separations into resignations, terminations, and retirements. A couple of participants asked for clarification on whether this question is asking about fiscal year 2024 or calendar year 2024.

### ***Recommendations***

24. Update the question to begin with “During the 2024 calendar year” instead of ending the question with “in 2024.”
25. Replace “Separations” with “Separations – Voluntary (excluding retirement),” “Separations – Involuntary,” and “Separations – Retirement” as was also suggested by the expert panel.
26. Replace “personnel” with “staff” for consistency with other items that refer to staff.

## **4.5 Section D—Workload**

Section D contains items designed to assess laboratory workload, including the types of forensic functions performed and, for each function performed, the total number of new requests submitted to the lab, the total number of requests completed by the lab, the total number of pending requests that were unreported for 30 days or longer, the median turnaround time for requests, and the number of outsourced requests. Additionally, this section asks about any mandated turnaround times and the reasons why the lab outsourced requests. Based on the cognitive interview findings, changes are recommended to 14 of the 15 items that were tested.

---

This section asks for information about your laboratory's workload. *Please consider the following definitions as you complete this section.*

- **Request** – a submission of physical evidence for analysis to a forensic discipline unit from a single criminal investigation or case. A case may result in more than one request. For example, a case may include requests for toxicology, digital and multimedia evidence, and forensic biology that would be considered three separate requests. Some laboratories refer to a request as a case request, forensic service request, client request, or assignment. A request may contain more than one item of evidence.
- **Median turnaround time** – number of days for when the request is accepted by your laboratory to when the report is issued. Round to the nearest whole day.
- **Outsourced request** – a request sent outside of your laboratory to another public laboratory or to a private, commercial, or university laboratory.

### **Changes from 2020 CPFFCL**

- Updated the definition of "Request." The previous definition was "A request for analysis by a forensic discipline/department/unit of one or more items of evidence from a single criminal investigation (i.e., case). For example, a case may result in separate requests for toxicology, digital evidence, or forensic biology. Some labs may refer to requests as forensic service requests, client requests, or assignments."
- Removed the definitions of "Case," "Item," and "LIMS."
- Added the definitions of "Median turnaround time" and "Outsourced request."

### **Findings**

Most participants found the definitions to be clear and straightforward.

A few participants were unsure what was meant by the word "accepted" in the definition for median turnaround time and noted that this word would likely be interpreted differently by different labs. Two of these participants were unclear whether the turnaround time should start from when the request is made or when the lab receives the evidence. Both participants felt that it would be best to define it as being from when the request is made. One of these participants noted that they calculate turnaround time from when the request has been entered into their LIMS. One participant felt that the reference to "physical evidence" in the definition of request should be expanded to include "physical or digital evidence." One participant indicated that "median turnaround time" should be replaced with "turnaround time."

### **Recommendations**

27. In the definition of request, replace "physical evidence" with "physical or digital evidence" as was also recommended in the definition of a publicly funded forensic crime laboratory in the eligibility criteria.
28. In the definition of median turnaround time, replace the word "for" with "between."

Although a few participants were unsure what was meant by the word “accepted” in the definition for median turnaround time, we do not recommend replacing the word “accepted.” The term “accepted” is linked to standards. It is possible for an agency to submit a request for something a lab does not do or will not accept, and most labs will not keep records of this.

**D1. During 2024, did your laboratory perform forensic functions with controlled substances (e.g., seized drugs)?**

- Yes
- No → *Skip to D4*

→ **D2. Please provide the following counts for your laboratory’s work with controlled substances (e.g., seized drugs). Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> new requests	<i>If estimated, check here:</i> <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> requests completed	<i>If estimated, check here:</i> <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> pending requests	<i>If estimated, check here:</i> <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> days	<i>If estimated, check here:</i> <input type="checkbox"/>

**D3. During 2024, how many requests for controlled substances (e.g., seized drugs) were outsourced by your laboratory?**

Outsourced requests      *If estimated, check here:*

---

### **Changes from 2020 CPFFCL**

- D1
  - Moved question from the Organization section.
  - Added “(e.g., seized drugs)” after “controlled substances.”
- D2
  - Changed question from a large grid format.
  - Added “(e.g., seized drugs)” after “controlled substances.”
  - Added instruction to not include outsourced requests in counts or in median turnaround time.
  - Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”
  - Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”
  - Added “Median turnaround time for requests.”
- D3
  - Added question per expert panel; asked in 2002, 2005, and 2009 CPFFCL.

### **Findings**

In general, participants found these questions to be clear. When participants were asked whether their lab is able to calculate median turnaround time and the process they use to calculate it, most shared that their lab does calculate median turnaround time and that they calculate it using their LIMS. Further, participants reported that it would be easy for them to provide the requested information for each of the functions they perform. When asked about the start date for calculating turnaround time, seven participants shared that it is when the initial evidence/case request is received, one shared that it is when the request is entered into their LIMS, and one shared that it is when the last piece of evidence is received. When participants were asked whether they typically include or exclude outsourced requests when calculating turnaround time, most explained that they do not include outsourced requests in their turnaround time. However, these participants noted that they would be able to exclude outsourced requests when providing turnaround time for the purpose of this survey.

One participant commented that turnaround time is commonly referred to only as “turnaround time” and not “median turnaround time.” Two participants shared that they refer to it as “average turnaround time.”

### **Recommendations**

29. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”

- 
30. Consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” However, per Project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.

---

**D4. During 2024, did your laboratory perform forensic functions with toxicology?**

This includes:

- Antemortem BAC analysis
- Antemortem drug analysis
- Postmortem analysis

***Changes from 2020 CPFFCL***

- No changes.

***Findings***

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant commented that they do not like the phrase “perform forensic functions” and suggested that this phrase be replaced. Another participant suggested that an “Other” category be added.

***Recommendations***

31. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”

We do not recommend replacing the phrase “perform forensic functions” as this phrase was used in both the 2020 CPFFCL and 2014 CPFFCL. Further, we do not recommend adding an “Other” category because this list of examples is not meant to be exhaustive.

---

**D8. During 2024, did your laboratory perform forensic functions with trace analysis?**

This includes:

- Chemical unknown analysis
- Explosives analysis
- Fiber examination
- Fire debris analysis
- Gunshot residue testing
- Hair examination
- Paint analysis
- Glass analysis
- Physical match/fracture match
- Other trace analysis

***Changes from 2020 CPFFCL***

- Added "Glass analysis."
- Added "Physical match/fracture match."
- Replaced "Other trace" with "Other trace analysis."

***Findings***

Most participants did not have any thoughts, reactions, or suggested changes related to this question. One participant explained that some labs would not consider some of these types of analysis as trace analysis but did not provide any specific examples.

***Recommendations***

32. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."
33. Consider whether "Other trace analysis" should be removed because an "Other" option is not provided for other forensic functions and the list of examples is not intended to be exhaustive.

---

**D12. During 2024, did your laboratory perform forensic functions with impressions?**

This includes:

- Footwear examination
- Tire tread examination

***Changes from 2020 CPFFCL***

- Replaced "Footwear analysis" with "Footwear examination."
- Replaced "Tire tread analysis" with "Tire tread examination."



---

### **Findings**

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant noted that analysis of fingerprints and firearm exams can also be considered impressions; therefore, this participant suggested that this question clarify that it is referring only to footwear and tire tread examination.

### **Recommendations**

34. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."

Given that only footwear examination and tire tread examination are listed and that latent prints and firearms/toolmarks are separate categories in this survey, we do not recommend adding a clarification that impressions include only footwear examination and tire tread examination.

---

<b>D16. During 2024, did your laboratory perform forensic functions with <u>firearms, toolmarks, or ammunition</u>?</b>
---

### **Changes from 2020 CPFFCL**

- Replaced "firearms/toolmarks" with "firearms, toolmarks, or ammunition."

### **Findings**

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant noted that "ammunition" is unnecessary given that "firearms" would already include ammunition.

### **Recommendations**

35. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."
36. Remove "ammunition" given that firearms already include ammunition and this also remains consistent with the forensic function referenced in the 2020 CPFFCL.

---

---

**D20. During 2024, did your laboratory perform forensic functions with digital and multimedia evidence?**

This includes:

- Traditional cellphone (not smartphone) analysis
- Smartphone, tablet, or mobile device analysis
- Laptop or desktop computer analysis
- Thumb and external drives, CDs, DVDs, or other storage media analysis
- GPS and navigation systems analysis (black box)
- Audio files analysis
- Video analysis (e.g., CCTV, DVR)
- Vehicle forensics
- Cloud and server data (including social media) analysis
- Other analyses of digital/multimedia evidence

***Changes from 2020 CPFFCL***

- Added "(black box)" after "GPS and navigation systems analysis."
- Added "(e.g., CCTV, DVR)" after "Video analysis."
- Added "Vehicle forensics."

***Findings***

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant suggested combining "Audio files analysis" and "Video analysis" and removing the reference to black box. Another participant suggested adding "security systems" and "fire alarm systems" to the list.

***Recommendations***

37. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."
38. Combine "Audio files analysis and "Video analysis" to read, "Audio or video files analysis (e.g., CCTV, DVR)."
39. Consider whether the example of "black box" should be removed.
40. Consider whether "Other analyses of digital/multimedia evidence" should be removed since an "Other" option is not provided for other forensic functions, and the list of examples is not intended to be exhaustive.

We do not recommend removing "black box" as an example of GPS and navigation systems analysis as it was suggested by the expert panel that this example be included. Additionally, we do not recommend adding "Security systems" or "Fire alarm systems" given that this list of examples it not meant to be exhaustive.

---

---

**D24. During 2024, did your laboratory perform forensic functions with latent prints?**

This includes:

- Print development analysis
- Comparisons analysis

***Changes from 2020 CPFFCL***

- Replaced “Print development” with “Print development analysis.”

***Findings***

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant suggested that “Print development analysis” should be replaced with “Latent print development.”

***Recommendations***

41. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
42. Replace “Print development analysis” with “Latent print development.” Per RTI subject matter expertise, labs do not analyze the development but instead analyze the developed print.

---

---

**D28. During 2024, did your laboratory perform forensic functions with questioned documents?**

This includes:

- Handwriting analysis
- Ink and paper analysis

***Changes from 2020 CPFFCL***

- Added examples of “Handwriting analysis” and “Ink and paper analysis.”

***Findings***

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

One participant suggested that “Authentication,” “Typewriters,” “Printers,” and “Documents (e.g., drivers license)” be added to the list. Another participant suggested that “Typewriters” and “Fax machines” be added to the list.

---

## **Recommendations**

43. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."

Given that two examples of questioned documents have already been added and that the list of examples is not meant to be exhaustive, we do not recommend adding "Authentication analysis," "Typewriter analysis," "Printer analysis," "Fax machine analysis," or "Document analysis (e.g., drivers license)."

---

### **D32. During 2024, did your laboratory perform forensic functions with crime scene investigation?**

This includes:

- Evidence collection
- Reconstruction (e.g., bloodstain pattern analysis, scene)
- Medicolegal death investigation
- Forensic photography

### **Changes from 2020 CPFFCL**

- Replaced "Scene reconstruction" with "Reconstruction (e.g., bloodstain pattern analysis, scene)."
- Added "Medicolegal death investigation."
- Added "Forensic photography."

### **Findings**

Most participants did not have any thoughts, reactions, or suggested changes related to this question.

Two participants talked about how some labs would consider latent print processing under crime scene investigation. One of these participants suggested adding "Scene processing (e.g., fingerprint powdering, chemical enhancement of footwear)" to the list. Another participant suggested that "scene" in the example of Reconstruction be replaced with "crime scene analysis" and that "Forensic photography" be replaced with "crime scene photography." One of the participants who works in a medical examiner's office but also has a lab operation explained that crime scene investigation and death investigation are two completely distinct units and, for this reason, suggested that "Medicolegal death investigation" be removed from crime scene investigation.

### **Recommendations**

44. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."
45. For simplicity, change "Forensic photography" to "photography."

---

46. Remove “Medicolegal death investigation.”

We do not recommend adding “Scene processing (e.g., fingerprint powdering, chemical enhancement of footwear)” as this would fall under latent print development.

---

**D36. During 2024, did your laboratory perform forensic functions with forensic biology?**

This includes:

- Casework analysis
- DNA databasing (including convicted offender, arrestee, or other DNA samples)
- Other analyses of forensic biology

**Changes from 2020 CPFFCL**

- Replaced “Casework – excluding sexual assault” with “Casework analysis.”
- Removed “Sexual assault casework”, “Direct to DNA approach”, and “Probabilistic genotyping.”
- Combined “Convicted offender DNA samples” and “Arrestee DNA samples” into “DNA databasing (including convicted offender, arrestee, or other DNA samples).”
- Replaced “Other DNA samples analysis (e.g., missing persons, paternity)” with “Other analyses of forensic biology.”

**Findings**

Most participants did not have any thoughts, reactions, or suggested changes related to this question. However, a few participants requested clarification on what is meant by “casework analysis.”

**Recommendations**

47. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
48. Include biological fluid identification, DNA testing, and sexual assault casework as examples of casework analysis.
49. Consider whether “Other analyses of forensic biology” should be removed since an “Other” option is not provided for other forensic functions, and the list of examples is not intended to be exhaustive.

---

**D47. During 2024, did your laboratory have a mandated turnaround time for any of the forensic functions it performed?**

- Yes
- No

---

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Many participants did not have any thoughts, reactions, or suggested changes related to this question.

Three participants asked whether this question refers to self-mandated or regulatory-mandated turnaround times. One of these participants assumed that this question was asking about self-mandated turnaround times and another participant assumed it was asking about turnaround times that are mandated by law. Another participant posed a similar question and wondered whether this question was referring to an internal or external mandate.

**Recommendations**

50. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
51. Replace “a mandated turnaround time” with “a turnaround time mandated by law.”

---

**D50. What was the reason your laboratory outsourced requests in 2024? Mark all that apply.**

- Did not outsource requests in 2024
- Did not have the infrastructure to do the work in-house
- Did not have enough staff to do the work in-house
- Did not have enough funding to do the work in-house
- Outsourced as a cost-effective method for accomplishing the work
- Outsourced because access to specialized experience was needed
- Other (please specify) ▾

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Most participants did not have any thoughts, reactions, or suggested changes related to this question. Participants were asked if there are any reasons why a lab might outsource requests that are not already included in this list. Other reasons included reducing turnaround time, not being accredited to perform the work in-house, receiving additional funding for outsourcing, and not having a validated method to do the work in-house.

---

## **Recommendations**

52. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
53. Consider whether “Outsourced to reduce turnaround time,” “Was not accredited to do the work in-house,” “Received additional funding for outsourcing,” and “Did not have a validated method to do the work in-house” should be added to the list.

## **4.6 Section E—Quality Assurance**

Section E contains items that are designed to gather information about accreditation, quality assurance, and any access that staff may have to safety and wellness resources. Based on the cognitive interview findings, changes are recommended to three of the four items that were tested.

**E1. As of December 31, 2024, was your laboratory required to be accredited?** This includes a requirement from local, state, or federal jurisdictions you serve or from legislatures.

Yes

No

### **Changes from 2020 CPFFCL**

- Replaced “did any of the jurisdictions you serve require accreditation” with “was your laboratory required to be accredited.”
- Added the clarifying text, “This includes a requirement from local, state, or federal jurisdictions you serve or from legislatures.”

### **Findings**

Participants found this question to be clear and straightforward.

One participant noted that many laboratories are not required to be accredited. Another participant felt that the phrase “or from legislatures” is redundant with “from local, state, or federal jurisdictions.”

### **Recommendations**

54. For clarity and to reduce burden, change the question to “As of December 31, 2024, was your laboratory required to be accredited by any local, state, or federal jurisdictions that you serve?”

**E2. As of December 31, 2024, were any disciplines in your laboratory accredited?** *Mark one.*

Yes, all disciplines in my laboratory were accredited

Yes, some disciplines in my laboratory were accredited

No, none of the disciplines in my laboratory were accredited

---

### **Changes from 2020 CPFFCL**

- Replaced the Yes and No response options.

### **Findings**

All participants found this question to be clear, and no participants suggested any changes.

### **Recommendations**

No recommended changes.

---

- E6. In 2024, at what level did your laboratory perform technical reviews?** A technical review refers to a qualified second party's evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally and technical reviews that are outsourced. *Mark one.*
- Technical reviews were performed on **none (0%)** of the casework.
  - Technical reviews were performed on **some (less than 50%)** of the casework.
  - Technical reviews were performed on **most (more than 50%)** of the casework.
  - Technical reviews were performed on **all (100%)** of the casework.

### **Changes from 2020 CPFFCL**

- Updated response options from "My laboratory performed technical reviews on none of the casework," "My laboratory performed technical reviews on some of the casework," and "My laboratory performed technical reviews on all of the casework."

### **Findings**

Participants found this question and the definition of a technical review to be clear.


Two participants noted that the level of technical review can vary by discipline. One participant noted that there is a big push in the field to discontinue use of the term "conclusions."

### **Recommendations**

55. For consistency with the other items, replace "In 2024" with "During the 2024 calendar year."
56. Add the following instruction: "If your laboratory's level of technical review is discipline specific, please report the average percent of technical review across disciplines."



**E7. As of December 31, 2024, did your analysts/examiners have access to the following safety and wellness resources? If yes, indicate if your laboratory *primarily* provided these resources directly or through an external agency. Mark yes, directly; yes, through an external agency; or no, analysts/examiners did not have access to this resource for each row.**

	Yes, directly	Yes, through an external agency	No, analysts/examiners did not have access to this resource
a. Behavior/stress management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Employee assistance programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Mental health debrief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Proactive resiliency programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Web-based resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Other resources (please specify) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; width: 100%; height: 40px; margin: 5px auto;"></div>			

**Changes from 2020 CPFFCL**

- No changes.

**Findings**

Most participants found this question and the list of resources to be clear and felt that this question would be easy for them to answer.

A few participants noted that “Proactive resiliency programs” and “Employee assistance programs” are vague or unclear. One participant expressed that this question should ask about access for all lab staff rather than asking only about analysts/examiners. When asked how easy or difficult it would be to answer this question about childcare programs, resources for expectant mothers, and/or programs related to building skills for managing trauma, participants shared that it would be easy. Two participants noted that they would assume that programs related to building skills for managing trauma would fall under Employee assistance programs and that it should not be a separate category. One participant suggested that a resource related to physical fitness/wellness be added given that the resources listed focus primarily on mental and/or emotional wellness.

**Recommendations**

57. Add “preemptive and ongoing training related to stress, vicarious trauma, and/or burnout” as examples of “Proactive resiliency programs.”

- 
58. Add “emotional support, stress management, and legal and financial support” as examples of “Employee assistance programs.”
  59. Replace “analysts/examiners” with “staff in your laboratory.”
  60. Consider adding “Physical fitness/wellness opportunities.”

## 4.7 Section F—Emerging Topics

Section F contains items designed to capture information on a range of new or emerging topics in the field. Based on the cognitive interview findings, changes are recommended to all eight items that were tested.

- F1. In 2024, did an officer of the court recall a former analyst or examiner to provide testimony from your laboratory? Mark one.**
- Yes
- No
- Don't know

### **Changes from 2020 CPFCL**

- Added new question.

### **Findings**

Many participants found this question to be clear. Two participants noted that it might be difficult for labs to answer this question. One participant explained that labs do not always know when an employee who has left the lab has been subpoenaed. Another participant commented that when an employee leaves the lab, it may be difficult for them to be recalled.

A couple of participants noted parts of the question that they felt to be confusing or unclear. One participant was unsure what was meant by “recall” and requested clarification on whether this refers to analysts or examiners being asked to testify for a second time. One participant felt that it was unnecessary for the question to reference an officer of the court and instead suggested that the question ask whether a former analyst or examiner was recalled to provide testimony from your laboratory.

### **Recommendations**

61. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
62. For clarity, change the question to “During the 2024 calendar year, was a former analyst or examiner requested to provide testimony about work performed in your laboratory?”

**F2. In 2024, did multiple analysts or examiners, within the same discipline, work on the same evidence in your laboratory, regardless of whether they issue a report?**

- Yes
- No

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Many participants found this question to be clear.

Two participants commented that “issue” should be replaced with “issued.” One participant felt that the phrase “work on” should be replaced with a clearer verb such as “examine.”

One participant was unsure whether this question is referring to re-analysis or to conducting additional analysis on the evidence.

**Recommendations**

- 63. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
- 64. For clarity, change the question to “During the 2024 calendar year, did multiple analysts or examiners, within the same discipline, perform work on the same evidence in your laboratory, regardless of whether they issued a report?”

**F3. In 2024, did your laboratory perform any of the following procedures or use any of the following technologies? Mark yes or no for each row.**

	Yes	No
<b>Forensic biology</b>		
a. Y-STR analysis	<input type="radio"/>	<input type="radio"/>
b. Mitochondrial DNA analysis	<input type="radio"/>	<input type="radio"/>
c. Expert systems	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>
e. Familial DNA database searches	<input type="radio"/>	<input type="radio"/>
f. Forensic genealogy database searches	<input type="radio"/>	<input type="radio"/>
g. Forensic genealogy testing	<input type="radio"/>	<input type="radio"/>
h. Proteomics	<input type="radio"/>	<input type="radio"/>
i. Kinship	<input type="radio"/>	<input type="radio"/>
<b>Other</b>		
j. 3D firearms imaging instrumentation	<input type="radio"/>	<input type="radio"/>
k. Cell source identification by pathology or instrumental method	<input type="radio"/>	<input type="radio"/>
l. Robotics	<input type="radio"/>	<input type="radio"/>
m. LC-MS/MS for toxicology	<input type="radio"/>	<input type="radio"/>
n. High resolution mass spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>
o. Breath alcohol calibration	<input type="radio"/>	<input type="radio"/>
p. Provide materials for canine training aids to law enforcement (e.g., for drugs and explosives detection)	<input type="radio"/>	<input type="radio"/>

---

### **Changes from 2020 CPFFCL**

- Added new question.

### **Findings**

Most participants found this question to be clear. When asked whether they would be thinking about only the procedures that their laboratory uses in-house or whether they would also be considering the work that they have outsourced, participants explained that they would only answer the question about the work that they conduct in-house.

A few participants commented that they were unsure what was meant by "Expert systems." Other participants were unsure whether probabilistic genotyping and/or probabilistic modeling should be counted under Expert systems. One participant was unclear about the difference between "Forensic genealogy database searches" and "Forensic genealogy testing." This same participant was unsure of the distinction between "Familial DNA database searches" and "Kinship." One participant felt that grouping the procedures by forensic biology and other did not make much sense and that they would prefer to have one long list. Participants mentioned a few procedures that could be added to the list, including "Barcoding" and "Radio Frequency Identification (RFID)."

### **Recommendations**

65. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."
66. Replace "Expert systems" with "Expert systems, or software designed to process data without human intervention."
67. For clarity and to ensure accurate data collection, consider adding "in-house" at the end of the question.

If BJS is interested, RTI can provide examples or definitions of kinship, forensic genealogy database searches, forensic genealogy testing, and familial DNA database searches. However, our internal subject matter expert with a background in forensic biology work suggests that this is common terminology in the forensic biology discipline.

**F4. In 2024, was your laboratory in the process of implementing or considering implementing any of the following technologies? Mark yes or no for each row.**

	Yes	No
a. Mitochondrial DNA Analysis	<input type="radio"/>	<input type="radio"/>
b. Expert Systems	<input type="radio"/>	<input type="radio"/>
c. LC-MS/MS for Toxicology	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>
e. 3D Firearms Imaging Instrumentation	<input type="radio"/>	<input type="radio"/>
f. High Resolution Mass Spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>
g. Other (please specify) ▼ <input type="text"/>	<input type="radio"/>	<input type="radio"/>

### **Changes from 2020 CPFFCL**

- Added new question.

### **Findings**

Most participants found this question to be clear.

Some of the participants once again requested clarification on what is meant by “Expert Systems” and expressed that they were unsure why probabilistic genotyping was not included. Two participants suggested that the same list of technologies be used for F3 and F4. One participant noted that the capitalization should be consistent across F3 and F4.

### **Recommendations**

68. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
69. Replace “Expert systems” with “Expert systems, or software designed to process data without human intervention.”
70. Update capitalization to be consistent with F3.
71. For clarity and to ensure accurate data collection, consider adding “in-house” at the end of the question.

---

**F5. Please rank the following areas in order from most to least important where 1 equals the area where your laboratory had the greatest need for additional funding in 2024 and 3 equals the area where your laboratory had the least need for additional funding in 2024.**

Personnel

Equipment

Supplies

Other (please specify) ▾

### ***Changes from 2020 CPFFCL***

- Added new question.

### ***Findings***

Most participants found this question to be clear and expressed that it would be easy to rank these funding categories in order of need. Other categories that participants mentioned that they would be inclined to include in the Other specify box were Training/Professional Development, Travel, Facilities/Infrastructure, Research & Development, and Outsourcing. One of these participants felt that Training should be its own category.

### ***Recommendations***

72. Consider expanding the list of categories to include Training/Professional Development, Travel, Facilities/Infrastructure, Research & Development, and Outsourcing.
73. Given the Other specify box and the possibility that a respondent could list multiple categories in the Other specify box makes this question a difficult rank order question. Consider replacing this question with two questions: one that asks where labs have the greatest need for additional funding and one that asks where labs have the least need for additional funding. Alternatively, consider asking one question that asks labs to select the two areas where they have the greatest need for additional funding.
74. Replace "personnel" with "staffing" for consistency with other items that refer to staff.

**F6. What are reasons that staff left your laboratory in 2024? Mark all that apply.**

- Not applicable, no separations in 2024
- Voluntary resignation
- Dismissal
- Retirement
- Layoff
- Other (please specify) ▾

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Participants found this question to be clear and were able to easily differentiate between voluntary resignation and retirement.

One participant suggested that “Death” be added as a response option. Another participant suggested removing “Not applicable” in the first response option.

**Recommendations**

75. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
76. Replace the first response option with “There were no separations during this time” and move this to the bottom of the list of response options.
77. Consider moving this question to the Staffing section.

**F7. What challenges, if any, did your laboratory face in 2024? Mark all that apply.**

- Recruiting key personnel
- High turnover in key personnel
- Lack of resources or financial support
- Adapting to new or changing laws, policies, or regulations
- Other (please specify) ▾

**Changes from 2020 CPFFCL**

- Added new question.

**Findings**

Most participants found this question to be clear.

---

One participant was unsure what was meant by “key personnel.” Other challenges that staff mentioned could be included in the list of response options were “Uncertainty related to future funding,” “Having to respond to a natural disaster or disruption,” and “Navigating a facility issue or problem.”

### **Recommendations**

78. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
79. Consider whether “key personnel” should be replaced with “staff.” If this change is made, replace “High turnover in key personnel” with “High staff turnover.”
80. Add the following to the list of challenges: “Uncertainty related to future funding,” “Having to respond to a natural disaster or disruption,” and “Navigating a facility issue or problem.”
81. Replace “personnel” with “staff” for consistency with other items that refer to staff.

**F8. What was the main challenge your laboratory faced in 2024? Mark one.**

- Recruiting key personnel
- High turnover in key personnel
- Lack of resources or financial support
- Adapting to new or changing laws, policies, or regulations
- Other (please specify) ▼

### **Changes from 2020 CPFFCL**

- Added new question.

### **Findings**

Participants found this question to be clear and offered the same suggestions that they had mentioned in F7.

### **Recommendations**

82. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”
83. Update the list of response options to match the updated list of response options in F7.
84. Replace “personnel” with “staff” for consistency with other items that refer to staff.



---

## **Appendix A: Recommendations**

Proposed Item for 2024 CPFCL Pre-Cognitive Testing	Changes from 2020 CPFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFCL Item
<b>Eligibility</b>					
<p>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, 2024, if the following condition applies to your agency, you are eligible to complete the questionnaire.</p> <p>A publicly funded crime laboratory that employs one or more full-time analysts whose principal function is the examination of physical evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence. 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.</p> <p><input type="radio"/> Yes, this condition applies to your laboratory. Please complete the questionnaire.</p> <p><input type="radio"/> No, this condition does not apply to your laboratory. You do not need to complete the questionnaire. Please return this form.</p> <p><input type="radio"/> Your laboratory no longer exists as of December 31, 2024. You do not need to complete the questionnaire. Please return this form.</p>	<p>–Replaced “Full time scientists” with “Full-time analysts.”</p> <p>–Removed “who possess a minimum of a bachelor’s degree in chemistry, physics, biology, criminalistics, forensic science, or a closely related field.”</p> <p>–Replaced “in criminal matters” with “in criminal or investigative matters.”</p>	<ol style="list-style-type: none"> <li>1. Replace “A publicly funded crime laboratory that employs” with “A publicly funded crime laboratory is one that employs.”</li> <li>2. Replace “that are solely operated by government funds” with “that are solely or mostly operated by government funds.” Updating to include “solely or mostly” reflects the 2020 CPFCL responses that 72% of labs received funding from federal grants. However, some labs reported non-governmental funding such as fees from services performed (34%) and asset forfeitures (20%).</li> <li>3. Replace “physical evidence” with “physical or digital evidence.”</li> <li>4. Replace “fingerprint recovery and development” with “latent print recovery and development.”</li> </ol>	<p>Consider better way to organize/explain criteria. Funding part is more about if the “operating budget is from the government” than the source of all funds that helps the lab operate, including fees which are not part of the operating budget a lab receives. Including mostly operated by government funds could technically include private labs.</p> <p>Below is an option to consider - As of December 31, 2024, if your agency meets the following definition of a publicly funded forensic crime laboratory, you are eligible to complete the questionnaire.</p> <ol style="list-style-type: none"> <li>1) Your forensic crime laboratory is a government or public agency.</li> <li>2) Your forensic crime laboratory employs one or more full-time analysts whose principal function is the examination of physical or digital evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence.</li> </ol> <p>This definition excludes agencies that engage exclusively in evidence collection and documentation, such as latent print recovery and development, crime scene response, and photography.</p> <p>This definition also excludes agencies that engage exclusively in the analysis of digital evidence and perform no other forensic functions.</p> <p><input type="radio"/> Yes, this definition applies to my laboratory. <i>Please complete the questionnaire.</i></p>	<p>N / A</p>	<p>Note: Survey instructions will include the following:</p> <p>When a question includes “during 2024” or “in 2024”, please report for January 1 through December 31, 2024.</p> <hr/> <p>As of December 31, 2024, if your laboratory meets the following definition of a publicly funded forensic crime laboratory, you are eligible to complete this questionnaire:</p> <ol style="list-style-type: none"> <li>1) Your forensic crime laboratory is a government or public agency and</li> <li>2) Your forensic crime laboratory employs one or more full-time analysts whose principal function is the examination of physical or digital evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence.</li> </ol> <p>This definition <b>excludes</b> laboratories that engage exclusively in:</p> <ul style="list-style-type: none"> <li>• evidence collection and documentation, such as latent print recovery and development, crime scene response, and photography; or</li> <li>• analysis of digital evidence and perform no other forensic functions.</li> </ul> <p><input type="radio"/> Yes, this condition applies to your laboratory. Please complete the questionnaire.</p> <p><input type="radio"/> No, this condition does not apply to your laboratory. You do</p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
			<input type="radio"/> No, this definition does not apply to my laboratory. <i>You do not need to complete the questionnaire. Please return this form.</i> <input type="radio"/> My laboratory no longer exists as of December 31, 2024. <i>You do not need to complete the questionnaire. Please return this form.</i>		<p>not need to complete the questionnaire. Please return this form.</p> <input type="radio"/> Your laboratory no longer exists as of December 31, 2024. You do not need to complete the questionnaire. Please return this form.
<b>Organization</b>					
<b>A1. As of December 31, 2024, was your laboratory part of a multi-laboratory system?</b> A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A3</li> </ul>	–Removed “If a laboratory includes multiple physical buildings, but is considered to be a single laboratory, please mark ‘No’ as a response.”  –Moved item up to be the first question of the survey.	None.		Yes	<b>A1. As of December 31, 2024, was your laboratory part of a multi-laboratory system?</b> A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A3</li> </ul>
<b>A2. As of December 31, 2024, how many distinct laboratories were in your multi-laboratory system? Include your own laboratory in this total.</b> ___laboratories	–Moved item up to be the second question of the survey.	None.		Yes	<b>A2. As of December 31, 2024, how many distinct laboratories were in your multi-laboratory system? Include your own laboratory in this total.</b> ___laboratories
<b>A3. What level of government operates your laboratory? Mark one.</b> <ul style="list-style-type: none"> <li>• City, borough, village, or town</li> <li>• County or parish</li> <li>• State</li> <li>• Federal</li> </ul>	–Replaced “this laboratory facility” with “your laboratory.”	None. Item was not tested during cognitive testing.		Yes	<b>A3. What level of government operates your laboratory? Mark one.</b> <ul style="list-style-type: none"> <li>• City, borough, village, or town</li> <li>• County or parish</li> <li>• State</li> <li>• Federal</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>A4. Which of the following best describes the agency that has administrative oversight of your laboratory?</b> Administrative oversight is defined as a ‘parent’ agency that has staffing and budgetary oversight over your laboratory. <i>Mark one.</i></p> <ul style="list-style-type: none"> <li>• Law enforcement entity (e.g., department or division of public safety, Department of Justice)</li> <li>• Department or division of forensic science</li> <li>• Government attorney’s office (e.g., district attorney)</li> <li>• Public health agency (e.g., department or division of public health, medical examiner office)</li> <li>• Other (please specify)</li> </ul>	<p>–Added a definition of “administrative oversight.”</p> <p>–Replaced “Law enforcement agency” with “Law enforcement entity.”</p> <p>–Added “Department of Justice” as an example of a law enforcement entity.</p> <p>–Added “medical examiner office” as an example of a public health agency.</p>	<p>5. Add a response option of “City, county, or municipal government.” Note: Of the 296 labs that responded to the question about administrative oversight in the 2020 CPFFCL, 30 labs (10.1%) selected “Other” and indicated that that city, county, or municipal government has administrative oversight of their laboratory.</p> <p>6. Remove Department of Justice as an example of a law enforcement entity to reduce any potential for confusion given that a Department of Justice is often run by an attorney general.</p>	<p>Recommend not adding this category. Okay to have labs using the other category in these situations.</p> <p>If we add a category for local government than would we also include categories for state government and federal? This then seems to repeat A3 in a way.</p> <p>This seems to be getting outside of the intent for the question which is focused on the type of entity the lab is under (e.g., criminal justice vs public health).</p> <p>Could consider some sort of <i>none of the above-general government oversight</i> response option but I could see this creating some confusion.</p> <p>Agree with recommendation</p>	<p>Yes</p>	<p><b>A4. Which of the following best describes the agency that has administrative oversight of your laboratory?</b> Administrative oversight is defined as a ‘parent’ agency that has staffing and budgetary oversight over your laboratory. <i>Mark one.</i></p> <ul style="list-style-type: none"> <li>• Law enforcement entity (e.g., department or division of public safety)</li> <li>• Department or division of forensic science</li> <li>• Government attorney’s office (e.g., district attorney)</li> <li>• Public health agency (e.g., department or division of public health, medical examiner office)</li> <li>• Other (please specify)</li> </ul>
<p><b>A5. Does your laboratory have oversight from a forensic science board or commission?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A7</li> </ul>	<p>New proposed question for 2024 CPFFCL.</p>	<p>None.</p>			<p><b>A5. Does your laboratory have oversight from a forensic science board or commission?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A7</li> </ul>
<p><b>A6. Does the forensic science board or commission have a regulatory or advisory role? <i>Mark one.</i></b></p> <ul style="list-style-type: none"> <li>• Regulatory role</li> <li>• Advisory role</li> </ul>	<p>New proposed question for 2024 CPFFCL.</p>	<p>7. If it is possible for a forensic science board or commission to serve in both a regulatory and advisory role, consider adding the following instruction: “If the forensic science board or commission has both a regulatory and advisory role, please select the board or commission’s primary role.” Alternatively, consider changing this question to include “Mark all that apply.”</p>	<p>Agree to make Mark all that apply.</p>		<p><b>A6. Does the forensic science board or commission have a regulatory or advisory role? <i>Mark all that apply.</i></b></p> <ul style="list-style-type: none"> <li>• Regulatory role</li> <li>• Advisory role</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>A7. As of December 31, 2024, did your laboratory have a Laboratory Information Management System (LIMS)?</b> LIMS is a computerized system used to manage, compile, or track requests and/or evidence. <i>If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "Yes."</i></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A9</li> </ul>	<p>–Moved item from Workload section to Organization section.</p> <p>–Added a definition of LIMS.</p>	<p>None.</p>			<p><b>A7. As of December 31, 2024, did your laboratory have a Laboratory Information Management System (LIMS)?</b> LIMS is a computerized system used to manage, compile, or track requests and/or evidence. <i>If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "Yes."</i></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to A9</li> </ul>
<p><b>A8. During 2024, did your laboratory use LIMS for any of the following functions? Mark yes or no for each function.</b></p> <ul style="list-style-type: none"> <li>a. Tracking by item</li> <li>b. Tracking by request</li> <li>c. Tracking by law enforcement case number</li> <li>d. Tracking by laboratory case number</li> <li>e. Tracking by criminal offense (e.g., homicide or robbery)</li> <li>f. Calculating turnaround time by item</li> <li>g. Calculating average turnaround time by section</li> <li>h. Calculating average turnaround time for the overall laboratory</li> <li>i. Tracking by criminal case status</li> <li>j. Interfacing with laboratory instrumentation</li> <li>k. Monitoring backlog</li> <li>l. Documenting chain of custody</li> <li>m. Generating reports</li> <li>n. Paperless reporting</li> <li>o. Generating discovery</li> </ul>	<p>–Added question for 2024 per expert panel recommendation; asked in the 2009 and 2014 CPFFCL.</p> <p>–Added "Generating discovery."</p>	<p>8. Add the following definitions that were included in the 2014 CPFFCL Appendix B Glossary:</p> <p><b>Tracking by criminal offense:</b> 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).</p> <p><b>Tracking by criminal case status:</b> 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.</p> <p><b>Generating a report:</b> Automatically assists in the creation of reports, including, but not limited to, creating report language,</p>	<p>To address issues noted by participants and these categories being similar to other categories, propose removing tracking by criminal offense and paperless reporting instead of adding definitions. Open to including these and adding examples rather than definitions.</p>		<p><b>A8. During 2024, did your laboratory use LIMS for any of the following functions? Mark yes or no for each function.</b></p> <ul style="list-style-type: none"> <li>a. Tracking by item</li> <li>b. Tracking by request</li> <li>c. Tracking by law enforcement case number</li> <li>d. Tracking by laboratory case number</li> <li>e. Tracking by criminal offense (e.g., homicide or robbery)</li> <li>f. Tracking by criminal case status (e.g., open, closed, cleared designation, pending court dates, and/or final disposition)</li> <li>g. Calculating turnaround time by item</li> <li>h. Calculating average turnaround time by section</li> <li>i. Calculating average turnaround time for the overall laboratory</li> <li>j. Interfacing with laboratory instrumentation</li> <li>k. Monitoring backlog</li> <li>l. Documenting chain of custody</li> <li>m. Generating reports (e.g., creating reports, inputting data into report templates)</li> <li>n. Paperless reporting (e.g., entering records directly into a digital device)</li> <li>o. Generating discovery</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
		<p>inputting data into report templates, certificates of analysis and workload reports.</p> <p><b>Paperless reporting:</b> Enters records directly into a digital device and stores them in a database, as opposed to records physically documented on paper or other tangible medium.</p>			
<p><b>A9. During 2024, did your laboratory use any of the following databases? Mark yes or no for each row.</b></p> <p>a. Paint Data Query (PDQ)  b. National Integrated Ballistics Information Network (NIBIN)  c. Combined DNA Index System (CODIS)  d. Automated Fingerprint Identification System (AFIS)  e. Integrated Automated Fingerprint Identification System (IAFIS)  f. Ignitable Liquids Reference Collection (ILRC)</p>	<p>-Added question for 2024; asked in the 2009 and 2014 CPFFCL.</p> <p>-Removed "Other DNA Database (non-CODIS)."</p>	<p>9. Replace "Integrated Automated Fingerprint Identification System (IAFIS)" with "Next Generation Identification (NGI), formerly Integrated Automated Fingerprint Identification System (IAFIS)."</p> <p>10. Add "Automated Biometric Identification Systems (ABIS)" as a response option after Automated Fingerprint Identification System (AFIS).</p>	<p>Agree</p> <p>Do not add</p>		<p><b>A9. During 2024, did your laboratory use any of the following databases? Mark yes or no for each row.</b></p> <p>a. Paint Data Query (PDQ)  b. National Integrated Ballistics Information Network (NIBIN)  c. Combined DNA Index System (CODIS)  d. Automated Fingerprint Identification System (AFIS)  e. Next Generation Identification (NGI), formerly Integrated Automated Fingerprint Identification System (IAFIS)  f. Ignitable Liquids Reference Collection (ILRC)</p>
<b>Budget</b>					
<p><b>B1. During the fiscal year that included December 31, 2024, did your laboratory receive funding from any of the following sources? Mark yes or no for each row.</b></p> <p>a. Asset forfeitures  b. Fees for case processing and other services  c. Federal grants  d. State grants  e. City, county, or local grants  f. Donations from organizations, families, or individuals</p>	<p>-Replaced "Fees (e.g., case processing fees)" with "Fees for case processing and other services."</p> <p>-Replaced "Grants – federal" with "Federal grants."</p> <p>-Replaced "Grants – state or local" with two separate response options: "State grants" and "City, county, or local grants."</p>	<p>11. Replace "Fees for case processing and other services" with "Fees for case processing including fees from court proceedings, court cost collections, and other fees for service."</p> <p>12. To account for differences in fiscal year, consider including the question from the 2020 CPFFCL that asks</p>	<p>Keep as is</p> <p>Agree</p> <p>To avoid issue with budget/expenditures and fiscal year, consider what was done in 2009 CPFFCL and ask at the beginning of</p>		<p>The following question will be added to the beginning of this section: Please indicate the month and day on which your laboratory's fiscal year begins: MM DD</p> <hr/> <p><b>B1. During your laboratory's 2024 budget year, did your laboratory receive funding from any of the following sources? Mark yes or no for each row.</b></p> <p>a. Asset forfeitures</p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
	-Replaced "Donations" with "Donations from organizations, families, or individuals" and moved this source to the bottom of the list.	the laboratory to indicate the month and day on which their laboratory's fiscal year begins.	budget section to provide responses for their "2024 budget year" and then ask if fiscal year, specify, or calendar year.		b. Fees for case processing and other services c. Federal grants d. State grants e. City, county, or local grants f. Donations from organizations, families, or individuals
<p><b>B2. What was the <u>total operating budget</u> for your laboratory for the fiscal year that included December 31, 2024?</b></p> <ul style="list-style-type: none"> <li>• <i>Include funding received from all sources, including any asset forfeitures, fees, grants, donations, or other revenue sources.</i></li> <li>• <i>Include outsourcing costs associated with contracting or procuring services from another public, private, commercial, or university laboratory to accomplish laboratory functions.</i></li> <li>• <i>Do not include funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.</i></li> </ul> <p><i>If you do not know the total operating budget, please provide your best estimate.</i> \$____,____,____ If estimated, check here ____</p>	<p>-Updated the inclusion criteria to include outsourcing costs.</p> <p>-Added definition of major equipment purchases.</p>	<p>13. Add an instruction to include all operational costs.</p> <p>14. Add an instruction to not include personnel costs or training costs.</p> <p>15. Replace "Do not include funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000" with "Do not include any capital expenses, such as funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000."</p>	<p>Do not add since questions say operating budget and instructions provide what to include.</p> <p>Personnel costs have always been included in total. Makes up about 80% of budgets. Is this recommendation to exclude some other type of personnel cost? Do not include this instruction. Okay to add personnel budgets to be included.</p> <p>Prefer to keep as is.</p>	Yes	<p><b>B2. What was the <u>total operating budget</u> for your laboratory's 2024 budget year?</b></p> <p>Include:</p> <ul style="list-style-type: none"> <li>• <i>Funding received from all sources, including any asset forfeitures, fees, grants, donations, or other revenue sources.</i></li> <li>• <i>Personnel budgets.</i></li> <li>• <i>Outsourcing costs associated with contracting or procuring services from another public, private, commercial, or university laboratory to accomplish laboratory functions.</i></li> </ul> <p>Do not include:</p> <ul style="list-style-type: none"> <li>• <i>Funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.</i></li> </ul> <p><i>If you do not know the total operating budget, please provide your best estimate.</i> \$____,____,____ If estimated, check here ____</p>
<p><b>B3. What were your laboratory's <u>expenditures</u> for the fiscal year that included December 31, 2024? If you do not know your laboratory's expenditures, please provide your best estimate.</b></p>	-Added question for 2024 CPFFCL per expert panel; asked in 2002, 2005, and 2009 CPFFCL.	16. Add Training and Professional Development, Facilities (e.g., rent, utilities), and Outsourcing as expenditure categories.	Do not add, significant increase in burden		<p><b>B3. What were the <u>total expenditures</u> for your laboratory's 2024 budget year? If you do not know your laboratory's expenditures, please provide your best estimate.</b></p>

Proposed Item for 2024 CPFCL Pre-Cognitive Testing	Changes from 2020 CPFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFCL Item												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all <u>employees</u></td> <td style="text-align: right;">\$ <input type="text"/></td> </tr> <tr> <td>b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than <u>\$5,000</u></td> <td style="text-align: right;">\$ <input type="text"/></td> </tr> <tr> <td>c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than <u>\$5,000</u></td> <td style="text-align: right;">\$ <input type="text"/></td> </tr> <tr> <td>d. <u>Other</u> expenditures</td> <td style="text-align: right;">\$ <input type="text"/></td> </tr> <tr> <td>e. Total expenditures (sum a-d)</td> <td style="text-align: right;">\$ <input type="text"/></td> </tr> </table>			a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all <u>employees</u>	\$ <input type="text"/>	b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than <u>\$5,000</u>	\$ <input type="text"/>	c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than <u>\$5,000</u>	\$ <input type="text"/>	d. <u>Other</u> expenditures	\$ <input type="text"/>	e. Total expenditures (sum a-d)	\$ <input type="text"/>		<p>17. Remove the reference to \$5,000 from the descriptions of the Equipment and Supplies categories.</p> <p>18. Replace “personnel” with “staffing” and “employees” with “staff” for consistency with other items that refer to staff.</p>	<p>Dollar amount helps define this category and major. If dollar amount removed, consider removing major and allow for all equipment purchases.</p> <p>Keep as is. Personnel is commonly used budget category</p> <p>Ok to add Outsourcing as a category</p> <p>Provide examples of Training, Professional Development, and Facilities under Other expenditures</p>		<p>a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all employees</p> <p>b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than \$5,000</p> <p>c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than \$5,000</p> <p>d. <b>Outsourcing</b> – total amount spent on outsourcing costs</p> <p>e. Other expenditures (e.g., Training, Professional Development, Facilities)</p> <p>f. Total expenditures (sum a-e)</p>
a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all <u>employees</u>	\$ <input type="text"/>																
b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than <u>\$5,000</u>	\$ <input type="text"/>																
c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than <u>\$5,000</u>	\$ <input type="text"/>																
d. <u>Other</u> expenditures	\$ <input type="text"/>																
e. Total expenditures (sum a-d)	\$ <input type="text"/>																
<b>Staffing</b>																	
<p><b>C1. As of December 31, 2024, how many full-time and part-time employees did your laboratory have? Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.</b></p> <p><i>Full-time employees (works at least 35 hours/week) _____</i></p> <p><i>Part-time employees (works less than 35 hours/week) _____</i></p>	<p>-Replaced “Include managerial staff, clerical/administrative staff, analysts/examiners, crime scene technicians, technical support, and other staff” with “Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.”</p>	<p>19. Consider replacing “works at least 35 hours/week” and “works less than 35 hours/week” with “as defined by your laboratory” given that there is variation in how labs define full-time and part-time employees. Note, however, that part-time was defined as working less than 35 hours/week on both the 2020 CPFCL and 2014 CPFCL.</p>	<p>Will pose question to front office. Agree that labs are usually going to use their definition.</p> <p>Keep as is</p>	<p>Yes</p>	<p>TBD – Awaiting response from front office</p>												



Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item																																																		
	<p>-Added a definition of full-time employees and part-time employees.</p>	<p>20. Replace “employees” with “staff” for consistency with other items that refer to staff.</p>																																																					
<p><b>C2. As of December 31, 2024, how many full-time, part-time employees, and position vacancies did your laboratory have in the following categories? Report each employee in only one category, based on primary function.</b></p> <table border="1" data-bbox="42 836 457 1063"> <thead> <tr> <th></th> <th>Full-time (total of more than 35 hours/week)</th> <th>Part-time (total less than 35 hours/week)</th> <th>Vacancies</th> <th>My laboratory does not have any staff in this category</th> </tr> </thead> <tbody> <tr><td>a. Managerial staff</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>b. Clerical or administrative staff</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>c. Analyst or examiner in-training</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>d. Analyst or examiner <u>full performance</u></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>e. Crime scene technician</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>f. Evidence technician</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>g. Medicolegal death investigator</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>i. Other staff</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		Full-time (total of more than 35 hours/week)	Part-time (total less than 35 hours/week)	Vacancies	My laboratory does not have any staff in this category	a. Managerial staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Clerical or administrative staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Analyst or examiner in-training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Analyst or examiner <u>full performance</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Crime scene technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Evidence technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Medicolegal death investigator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Other staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>-Updated staffing categories to match C1.</p> <p>-Removed the “Total” rows for Full-time staff, Part-time staff, and Vacancies.</p>	<p>21. Add “Primary Function” in the header row of the staffing category column to ensure that labs are reporting based on staff’s primary function.</p> <p>22. Consider replacing “works at least 35 hours/week” and “works less than 35 hours/week” with “as defined by your laboratory” given that there is variation in how labs define full-time and part-time employees. Note, however, that part-time was defined as working less than 35 hours/week on both the 2020 CPFFCL and 2014 CPFFCL.</p> <p>23. Replace “employees” with “staff” for consistency with other items that refer to staff.</p>	<p>Agree</p> <p>Will pose question to front office</p> <p>Keep as is</p>		<p>TBD – Awaiting response from front office</p>
	Full-time (total of more than 35 hours/week)	Part-time (total less than 35 hours/week)	Vacancies	My laboratory does not have any staff in this category																																																			
a. Managerial staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
b. Clerical or administrative staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
c. Analyst or examiner in-training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
d. Analyst or examiner <u>full performance</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
e. Crime scene technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
f. Evidence technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
g. Medicolegal death investigator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
i. Other staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item																								
<p><b>C3. How many hires and separations of personnel occurred within your laboratory in 2024?</b></p> <table border="1" data-bbox="37 386 449 444"> <thead> <tr> <th></th> <th colspan="3">Number of Full-Time Personnel</th> <th colspan="3">Number of Part-Time Personnel</th> <th>If estimated, check here:</th> </tr> </thead> <tbody> <tr> <td>a. Hires</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Separations</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Number of Full-Time Personnel			Number of Part-Time Personnel			If estimated, check here:	a. Hires							<input type="checkbox"/>	b. Separations							<input type="checkbox"/>	<p>-Replaced “of key personnel” with “of personnel.”</p> <p>-Replaced “Number of personnel” column with “Number of full-time personnel” and “Number of part-time personnel” columns.</p>	<p>24. Update the question to begin with “During the 2024 calendar year” instead of ending the question with “in 2024.”</p> <p>25. Replace “Separations” with “Separations – Voluntary (excluding retirement),” “Separations – Involuntary,” and “Separations – Retirement,” as was also suggested by the expert panel.</p> <p>26. Replace “personnel” with “staff” for consistency with other items that refer to staff.</p>	<p>Keep as is. Recommend instead a general instruction for the survey as is done with other BJS surveys.</p> <p>When you see “during 2024” or “in 2024”, please consider January 1 through December 31, 2024.</p> <p>To avoid increased burden, recommend not separating categories and saying something such as –</p> <p>Separations (voluntary, involuntary, and retirement)</p> <p>Keep as is</p>	<p>Yes</p>	<p><b>C3. How many hires and separations of personnel occurred within your laboratory in 2024?</b></p> <p>a. Hires b. Separations (voluntary, involuntary, and retirement)</p>
	Number of Full-Time Personnel			Number of Part-Time Personnel			If estimated, check here:																						
a. Hires							<input type="checkbox"/>																						
b. Separations							<input type="checkbox"/>																						
<b>Workload</b>																													
<p><i>If your laboratory is part of a multi-laboratory system, please answer these questions for your entire multi-laboratory system.</i></p> <p>This section asks for information about your laboratory’s workload. <i>Please consider the following definitions as you complete this section.</i></p> <ul style="list-style-type: none"> <li><b>Request</b> – a submission of physical evidence for analysis to a forensic discipline unit from a single criminal investigation or case. A case may result in more than one request. For example, a case may include requests for toxicology, digital and multimedia evidence, and forensic biology that would be considered three separate requests. Some laboratories refer to a request as a case request, forensic service request, client request, or</li> </ul>	<p>-Updated the definition of “Request.” The previous definition was “A request for analysis by a forensic discipline/department/unit of one or more items of evidence from a single criminal investigation (i.e., case). For example, a case may result in separate requests for toxicology, digital evidence, or forensic biology. Some labs may refer to requests as forensic service requests, client requests, or assignments.”</p> <p>-Removed the definitions of “Case,” “Item,” and “LIMS.”</p> <p>-Added the definitions of “Median turnaround time” and “Outsourced request.”</p>	<p>27. In the definition of request, replace “physical evidence” with “physical or digital evidence,” as was also recommended in the definition of a publicly funded forensic crime laboratory in the eligibility criteria.</p> <p>28. In the definition of median turnaround time, replace the word “for” with “between.”</p>	<p>Agree</p> <p>Agree</p> <p>Discuss findings on pages 4-16 to 4-18</p> <p>Is accepted the same as initial evidence received?</p> <p>7 of 9 labs start time is when initial evidence is received</p>		<p><i>If your laboratory is part of a multi-laboratory system, please answer these questions for your entire multi-laboratory system.</i></p> <p>This section asks for information about your laboratory’s workload. <i>For the purpose of this survey, please use the following definitions as you complete this section.</i></p> <ul style="list-style-type: none"> <li><b>Request</b> – a submission of physical evidence for analysis to a forensic discipline unit from a single criminal investigation or case. A case may result in more than one request. For example, a case may include requests for toxicology, digital and multimedia evidence, and forensic biology that would be considered three separate requests. Some laboratories refer to a request as a case request, forensic service request, client request, or assignment. A request</li> </ul>																								

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p>assignment. A request may contain more than one item of evidence.</p> <ul style="list-style-type: none"> <li>• <b>Median turnaround time</b> – number of days from when the request is accepted by your laboratory to when the report is issued. Round to the nearest whole day.</li> <li>• <b>Outsourced request</b> – a request sent outside of your laboratory to another public laboratory or to a private, commercial, or university laboratory.</li> </ul>			<p>Did any labs indicate it starts when assigned as opposed to accepted? 2009 CPFFCL cog testing used assigned as a common start point.</p> <p>What did the 9 labs say about the end date they use?</p>		<p>may contain more than one item of evidence.</p> <ul style="list-style-type: none"> <li>• <b>Median turnaround time</b> – number of days from when the first piece of evidence is received by your laboratory to when the report is issued. Round to the nearest whole day.</li> <li>• <b>Outsourced request</b> – a request sent outside of your laboratory to another public laboratory or to a private, commercial, or university laboratory.</li> </ul>
<p><b>D1. During 2024, did your laboratory perform forensic functions with <u>controlled substances</u> (e.g., seized drugs)?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D4</li> </ul>	<p>-Moved question from the Organization section.</p> <p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added “(e.g., seized drugs)” after “controlled substances.”</p>	<p>29. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p>	<p>Keep as is and add general instruction.</p>	<p>Yes</p>	<p><b>D1. During 2024, did your laboratory perform forensic functions with <u>controlled substances</u> (e.g., seized drugs)?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D4</li> </ul>
<p><b>D2. Please provide the following counts for your laboratory’s work with <u>controlled substances</u> (e.g., seized drugs)? Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024          ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024          ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025</p>	<p>-Changed question from a large grid format.</p> <p>-Added “(e.g., seized drugs)” after “controlled substances.”</p> <p>-Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>-Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>-Replaced “Total number of all pending requests awaiting analysis” with “Total number</p>	<p>30. Consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” However, per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D2. Please provide the following counts for your laboratory’s work with <u>controlled substances</u> (e.g., seized drugs)? Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024          ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024          ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025</p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p>___pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here:___</p>	<p>of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>the beginning of the workload section.</p>			<p>___pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here:___</p> <p>If unable to calculate median turnaround time using the provided definition, check here:___</p>
<p><b>D3. During 2024, how many requests for <u>controlled substances</u> were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>	<p>-Added for 2024 CPFFCL per expert panel; asked in 2002, 2005, and 2009 CPFFCL.</p>	<p>None.</p>	<p>What if lab outsourced these requests but can’t/doesn’t provide counts? Okay to keep as is, but just want to think through how this will be handled.</p>	<p>Yes</p>	<p><b>D3. During 2024, how many requests for <u>controlled substances</u> were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>
<p><b>D4. During 2024, did your laboratory perform forensic functions with <u>toxicology</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Antemortem BAC analysis</li> <li>• Antemortem drug analysis</li> <li>• Postmortem analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D8</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p>	<p>31. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p>		<p>Yes</p>	<p><b>D4. During 2024, did your laboratory perform forensic functions with <u>toxicology</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Antemortem BAC analysis</li> <li>• Antemortem drug analysis</li> <li>• Postmortem analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D8</li> </ul>
<p><b>D5. What specific functions with <u>toxicology</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Antemortem BAC analysis b. Antemortem drug analysis c. Postmortem analysis</p>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p>	<p>Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.</p>	<p>Agree with recommendation</p>	<p>Yes</p>	<p><b>D5. What specific functions within <u>toxicology</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Antemortem BAC analysis b. Antemortem drug analysis c. Postmortem analysis</p>
<p><b>D6. Please provide the following counts for your laboratory’s work with <u>toxicology</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p>	<p>-Changed question from a large grid format.</p> <p>–Added instruction to not include outsourced requests in</p>	<p>Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D6. Please provide the following counts for your laboratory’s work with <u>toxicology</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: __</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___pending requests If estimated, check here: __</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___days If estimated, check here: __</p>	<p>counts or in median turnaround time.</p> <p>–Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>“average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>			<p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: __</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___pending requests If estimated, check here: __</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___days If estimated, check here: __</p> <p>If unable to calculate median turnaround time using the provided definition, check here: __</p>
<p><b>D7. During 2024, how many requests for toxicology were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here __</p>	<p>-New proposed question for 2024 CPFFCL</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D7. During 2024, how many requests for toxicology were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here __</p>
<p><b>D8. During 2024, did your laboratory perform forensic functions with trace analysis?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Chemical unknown analysis</li> <li>• Explosives analysis</li> <li>• Fiber examination</li> <li>• Fire debris analysis</li> <li>• Gunshot residue testing</li> <li>• Hair examination</li> <li>• Paint analysis</li> <li>• Glass analysis</li> <li>• Physical match/fracture match</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added examples of specific functions.</p>	<p>32. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>33. Consider whether “Other trace analysis” should be removed since an “Other” option is not provided for other forensic functions, and further, the list of examples is not intended to be exhaustive.</p>	<p>Agree.</p> <p>Would keep in D9 though</p>	<p>Yes</p>	<p><b>D8. During 2024, did your laboratory perform forensic functions with trace analysis?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Chemical unknown analysis</li> <li>• Explosives analysis</li> <li>• Fiber examination</li> <li>• Fire debris analysis</li> <li>• Gunshot residue testing</li> <li>• Hair examination</li> <li>• Paint analysis</li> <li>• Glass analysis</li> <li>• Physical match/fracture match</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<ul style="list-style-type: none"> <li>Other trace analysis</li> <li>Yes</li> <li>No -&gt; Skip to D12</li> </ul>					<ul style="list-style-type: none"> <li>Yes</li> <li>No -&gt; Skip to D12</li> </ul>
<p><b>D9. What specific functions with <u>trace analysis</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Chemical unknown analysis b. Explosives analysis c. Fiber examination d. Fire debris analysis e. Gunshot residue testing f. Hair examination g. Paint analysis h. Glass analysis i. Physical match/fracture match j. Other trace analysis</p>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added “Glass analysis.”</p> <p>-Added “Physical match/fracture match.”</p> <p>-Replaced “Other trace” with “Other trace analysis.”</p>	<p>Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.</p>	<p>Agree with recommendation</p>	<p>Yes</p>	<p><b>D9. What specific functions within <u>trace analysis</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Chemical unknown analysis b. Explosives analysis c. Fiber examination d. Fire debris analysis e. Gunshot residue testing f. Hair examination g. Paint analysis h. Glass analysis i. Physical match/fracture match j. Other trace analysis</p>
<p><b>D10. Please provide the following counts for your laboratory’s work with <u>trace analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___ days If estimated, check here: ___</p>	<p>-Changed question from a large grid format.</p> <p>-Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>-Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>-Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>-Added “Median turnaround time for requests.”</p>	<p>Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D10. Please provide the following counts for your laboratory’s work with <u>trace analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___ days If estimated, check here: ___</p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
					If unable to calculate median turnaround time using the provided definition, check here: __
<p><b>D11. During 2024, how many requests for <u>trace analysis</u> were outsourced by your laboratory?</b></p> <p>____outsourced requests If estimated, check here __</p>	-New proposed question for 2024 CPFFCL	None. Item was not tested during cognitive testing.		Yes	<p><b>D11. During 2024, how many requests for <u>trace analysis</u> were outsourced by your laboratory?</b></p> <p>____outsourced requests If estimated, check here __</p>
<p><b>D12. During 2024, did your laboratory perform forensic functions with <u>impressions</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Footwear examination</li> <li>• Tire tread examination</li> <li>• Yes</li> <li>• No -&gt; Skip to D16</li> </ul>	-Replaced “your individual laboratory facility” with “your laboratory.”  -Added examples of specific functions.	34. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”		Yes	<p><b>D12. During 2024, did your laboratory perform forensic functions with <u>impressions</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Footwear examination</li> <li>• Tire tread examination</li> <li>• Yes</li> <li>• No -&gt; Skip to D16</li> </ul>
<p><b>D13. What specific functions with <u>impressions</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Footwear examination b. Tire tread examination</p>	-Replaced “your individual laboratory facility” with “your laboratory.”  -Replaced “Footwear analysis” with “Footwear examination.”  -Replaced “Tire tread analysis” with “Tire tread examination.”	Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.	Agree with recommendation	Yes	<p><b>D13. What specific functions within <u>impressions</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Footwear examination b. Tire tread examination</p>
<p><b>D14. Please provide the following counts for your laboratory’s work with <u>impressions</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ____new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ____requests completed If estimated, check here: __</p>	-Changed question from a large grid format.  -Added instruction to not include outsourced requests in counts or in median turnaround time.  -Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3.	Keep as median turnaround time	Yes	<p><b>D14. Please provide the following counts for your laboratory’s work with <u>impressions</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ____new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ____requests completed If estimated, check here: __</p>

Proposed Item for 2024 CPFCL Pre-Cognitive Testing	Changes from 2020 CPFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFCL Item
<p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here:___</p>	<p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>			<p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here:___</p> <p>If unable to calculate median turnaround time using the provided definition, check here:___</p>
<p><b>D15. During 2024, how many requests for <u>trace analysis</u> were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>	<p>-New proposed question for 2024 CPFCL</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D15. During 2024, how many requests for <u>trace analysis</u> were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>
<p><b>D16. During 2024, did your laboratory perform forensic functions with <u>firearms, toolmarks, or ammunition</u>?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D20</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Replaced “firearms/toolmarks” with “firearms, toolmarks, or ammunition.”</p>	<p>35. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>36. Remove “ammunition” given that firearms already include ammunition and this also remains consistent with the forensic function referenced in the 2020 CPFCL.</p>	<p>Propose keeping as is</p>	<p>Yes</p>	<p><b>D16. During 2024, did your laboratory perform forensic functions with <u>firearms, toolmarks, or ammunition</u>?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D20</li> </ul>
<p><b>D17. What specific functions with <u>firearms, toolmarks, or ammunition</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Toolmarks  b. Firearms  c. Ammunition</p>	<p>-New proposed question for 2024 CPFCL</p>	<p>Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.</p>	<p>Within doesn’t work here with objects not analysis. Keep as with</p>	<p>Yes</p>	<p><b>D17. What specific functions with <u>firearms, toolmarks, or ammunition</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Toolmarks  b. Firearms  c. Ammunition</p>



Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>D18. Please provide the following counts for your laboratory's work with firearms, toolmarks, or ammunition.</b> <i>Do not include outsourced requests in your counts or in your median turnaround time.</i></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here: ___</p>	<p>-Changed question from a large grid format.</p> <p>-Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>-Replaced "Total number of new requests received" with "Total number of new requests submitted to your laboratory."</p> <p>-Replaced "Total number of all pending requests awaiting analysis" with "Total number of pending requests that were unreported for 30 days or longer."</p> <p>-Added "Median turnaround time for requests."</p>	<p>Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether "median turnaround time" should be replaced with "average turnaround time" or "turnaround time." Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants' responses to the probes in D1-D3. If "median turnaround time" is replaced with "average turnaround time" or "turnaround time," this change will also need to be made in the definition at the beginning of the workload section.</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D18. Please provide the following counts for your laboratory's work with firearms, toolmarks, or ammunition.</b> <i>Do not include outsourced requests in your counts or in your median turnaround time.</i></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here: ___</p> <p>If unable to calculate median turnaround time using the provided definition, check here: ___</p>
<p><b>D19. During 2024, how many requests for firearms, toolmarks, or ammunition were outsourced by your laboratory?</b></p> <p>___ outsourced requests If estimated, check here ___</p>	<p>-New proposed question for 2024 CPFFCL</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D19. During 2024, how many requests for firearms, toolmarks, or ammunition were outsourced by your laboratory?</b></p> <p>___ outsourced requests If estimated, check here ___</p>
<p><b>D20. During 2024, did your laboratory perform forensic functions with digital and multimedia evidence?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Traditional cellphone (not smartphone) analysis</li> </ul>	<p>-Replaced "your individual laboratory facility" with "your laboratory."</p> <p>-Added examples of specific functions.</p>	<p>37. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."</p>	<p>Do not combine</p>	<p>Yes</p>	<p><b>D20. During 2024, did your laboratory perform forensic functions with digital and multimedia evidence?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Traditional cellphone (not smartphone) analysis</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<ul style="list-style-type: none"> <li>Smartphone, tablet, or mobile device analysis</li> <li>Laptop or desktop computer analysis</li> <li>Thumb and external drives, CDs, DVDs, or other storage media analysis</li> <li>GPS and navigation systems analysis (black box)</li> <li>Audio files analysis</li> <li>Video analysis (e.g., CCTV, DVR)</li> <li>Vehicle forensics</li> <li>Cloud and server data (including social media) analysis</li> <li>Other analyses of digital/multimedia evidence</li> <li>Yes</li> <li>No -&gt; Skip to D24</li> </ul>		<p>38. Combine “Audio files analysis and “Video analysis” to read, “Audio or video files analysis (e.g., CCTV, DVR).”</p> <p>39. Consider whether the example of “black box” should be removed.</p> <p>40. Consider whether “Other analyses of digital/multimedia evidence” should be removed since an “Other” option is not provided for other forensic functions, and the list of examples is not intended to be exhaustive.</p>	<p>Agree with removing example</p> <p>Agree</p> <p>Would keep in D21 though</p>		<ul style="list-style-type: none"> <li>Smartphone, tablet, or mobile device analysis</li> <li>Laptop or desktop computer analysis</li> <li>Thumb and external drives, CDs, DVDs, or other storage media analysis</li> <li>GPS and navigation systems analysis</li> <li>Audio files analysis</li> <li>Video analysis (e.g., CCTV, DVR)</li> <li>Vehicle forensics</li> <li>Cloud and server data (including social media) analysis</li> <li>Yes</li> <li>No -&gt; Skip to D24</li> </ul>
<p><b>D21. What specific functions with <u>digital and multimedia evidence</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Traditional cellphone (not smartphone) analysis</p> <p>b. Smartphone, tablet, or mobile device analysis</p> <p>c. Laptop or desktop computer analysis</p> <p>d. Thumb and external drives, CDs, DVDs, or other storage media analysis</p> <p>e. GPS and navigation systems analysis (black box)</p> <p>f. Audio files analysis</p> <p>g. Video analysis (e.g., CCTV, DVR)</p> <p>h. Vehicle forensics</p> <p>i. Cloud and server data (including social media) analysis</p> <p>j. Other analyses of digital/multimedia evidence</p>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added “(black box)” after “GPS and navigation systems analysis.”</p> <p>-Added “(e.g., CCTV, DVR)” after “Video analysis.”</p> <p>-Added “Vehicle forensics.”</p>	<p>Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.</p>	<p>Keep as with or change to something such as within the analysis of digital and multimedia evidence</p>	<p>Yes</p>	<p><b>D21. What specific functions with <u>digital and multimedia evidence</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Traditional cellphone (not smartphone) analysis</p> <p>b. Smartphone, tablet, or mobile device analysis</p> <p>c. Laptop or desktop computer analysis</p> <p>d. Thumb and external drives, CDs, DVDs, or other storage media analysis</p> <p>e. GPS and navigation systems analysis</p> <p>f. Audio files analysis</p> <p>g. Video analysis (e.g., CCTV, DVR)</p> <p>h. Vehicle forensics</p> <p>i. Cloud and server data (including social media) analysis</p> <p>j. Other analyses of digital/multimedia evidence</p>
<p><b>D22. Please provide the following counts for your laboratory’s work with <u>digital and</u></b></p>	<p>-Changed question from a large grid format.</p>	<p>Item was not tested during cognitive testing, however, based</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D22. Please provide the following counts for your laboratory’s work with <u>digital and</u></b></p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>multimedia evidence.</b> Do not include outsourced requests in your counts or in your median turnaround time.</p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___new requests If estimated, check here:___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here:___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___days If estimated, check here:___</p>	<p>–Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>–Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>			<p><b>multimedia evidence.</b> Do not include outsourced requests in your counts or in your median turnaround time.</p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___new requests If estimated, check here:___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here:___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___pending requests If estimated, check here:___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here:___</p> <p>If unable to calculate median turnaround time using the provided definition, check here:___</p>
<p><b>D23. During 2024, how many requests for digital and multimedia evidence were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>	<p>-New proposed question for 2024 CPFFCL.</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D23. During 2024, how many requests for digital and multimedia evidence were outsourced by your laboratory?</b></p> <p>___outsourced requests If estimated, check here___</p>
<p><b>D24. During 2024, did your laboratory perform forensic functions with latent prints?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Print development analysis</li> <li>• Comparisons analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D28</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added examples of specific functions.</p>	<p>41. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>42. Replace “Print development analysis” with “Latent print development.” Per RTI subject matter expertise, labs do not analyze the</p>	<p>Agree with recommendation</p>	<p>Yes</p>	<p><b>D24. During 2024, did your laboratory perform forensic functions with latent prints?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Latent print development</li> <li>• Comparisons analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D28</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
		development but instead, they analyze the developed print.			
<p><b>D25. What specific functions with <u>latent prints</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Print development analysis b. Comparisons analysis</p>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Replaced “Print development” with “Print development analysis.”</p>	Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.	Agree with recommendation	Yes	<p><b>D25. What specific functions within <u>latent prints</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Latent print development b. Comparisons analysis</p>
<p><b>D26. Please provide the following counts for your laboratory’s work with <u>latent prints</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here: ___</p>	<p>-Changed question from a large grid format.</p> <p>-Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>-Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>-Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>-Added “Median turnaround time for requests.”</p>	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.	Keep as median turnaround time	Yes	<p><b>D26. Please provide the following counts for your laboratory’s work with <u>latent prints</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here: ___</p> <p>If unable to calculate median turnaround time using the provided definition, check here: ___</p>
<p><b>D27. During 2024, how many requests for <u>digital and multimedia evidence</u> were outsourced by your laboratory?</b></p>	-New proposed question for 2024 CPFFCL.	None. Item was not tested during cognitive testing.		Yes	<p><b>D27. During 2024, how many requests for <u>digital and multimedia evidence</u> were outsourced by your laboratory?</b></p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
____outsourced requests If estimated, check here ____					____outsourced requests If estimated, check here ____
<p><b>D28. During 2024, did your laboratory perform forensic functions with <u>questioned documents</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Handwriting analysis</li> <li>• Ink and paper analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D32</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added examples of specific functions.</p>	43. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”		Yes	<p><b>D28. During 2024, did your laboratory perform forensic functions with <u>questioned documents</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Handwriting analysis</li> <li>• Ink and paper analysis</li> <li>• Yes</li> <li>• No -&gt; Skip to D32</li> </ul>
<p><b>D29. What specific functions with <u>questioned documents</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Handwriting analysis b. Ink and paper analysis</p>	-Replaced “your individual laboratory facility” with “your laboratory.”	Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.	Keep as with	Yes	<p><b>D29. What specific functions with <u>questioned documents</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Handwriting analysis b. Ink and paper analysis</p>
<p><b>D30. Please provide the following counts for your laboratory’s work with <u>questioned documents</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ____new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ____requests completed If estimated, check here: __</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ____pending requests If estimated, check here: __</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024</p>	<p>-Changed question from a large grid format.</p> <p>-Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>-Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>-Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>-Added “Median turnaround time for requests.”</p>	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.	Keep as median turnaround time	Yes	<p><b>D30. Please provide the following counts for your laboratory’s work with <u>questioned documents</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ____new requests If estimated, check here: __</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ____requests completed If estimated, check here: __</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ____pending requests If estimated, check here: __</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024</p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
___ days If estimated, check here: ___					___ days If estimated, check here: ___  If unable to calculate median turnaround time using the provided definition, check here: ___
<b>D31. During 2024, how many requests for <u>questioned documents</u> were outsourced by your laboratory?</b>  ___ outsourced requests If estimated, check here ___	-New proposed question for 2024 CPFFCL.	None. Item was not tested during cognitive testing.		Yes	<b>D31. During 2024, how many requests for <u>questioned documents</u> were outsourced by your laboratory?</b>  ___ outsourced requests If estimated, check here ___
<b>D32. During 2024, did your laboratory perform forensic functions with <u>crime scene investigation</u>?</b>  This includes: <ul style="list-style-type: none"> <li>Evidence collection</li> <li>Reconstruction (e.g., bloodstain pattern analysis, scene)</li> <li>Medicolegal death investigation</li> <li>Forensic photography</li> </ul> <ul style="list-style-type: none"> <li>Yes</li> <li>No -&gt; Skip to D36</li> </ul>	-Replaced "your individual laboratory facility" with "your laboratory."  -Added examples of specific functions.	44. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."  45. For simplicity, change "Forensic photography" to "photography."  46. Remove "Medicolegal death investigation."	Agree with recommendation  Agree. Also for D33.	Yes	<b>D32. During 2024, did your laboratory perform forensic functions with <u>crime scene investigation</u>?</b>  This includes: <ul style="list-style-type: none"> <li>Evidence collection</li> <li>Reconstruction (e.g., bloodstain pattern analysis, scene)</li> <li>Photography</li> </ul> <ul style="list-style-type: none"> <li>Yes</li> <li>No -&gt; Skip to D36</li> </ul>
<b>D33. What specific functions with <u>crime scene investigation</u> did your laboratory perform?</b> <i>Mark yes or no for each row.</i>  a. Evidence collection b. Reconstruction (e.g., bloodstain pattern analysis, scene) c. Medicolegal death investigation d. Forensic photography	-Replaced "your individual laboratory facility" with "your laboratory."  -Replaced "Scene reconstruction" with "Reconstruction (e.g., bloodstain pattern analysis, scene."  -Added "Medicolegal death investigation" and "Forensic photography."	Item was not tested during cognitive testing, however, RTI recommends replacing "with" with "within," for clarity.	Agree with recommendation	Yes	<b>D33. What specific functions with <u>crime scene investigation</u> did your laboratory perform?</b> <i>Mark yes or no for each row.</i>  a. Evidence collection b. Reconstruction (e.g., bloodstain pattern analysis, scene) c. Photography
<b>D34. Please provide the following counts for your laboratory's work with <u>crime scene investigation</u>.</b> <i>Do not include outsourced</i>	-Changed question from a large grid format.	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider	Keep as median turnaround time	Yes	<b>D34. Please provide the following counts for your laboratory's work with <u>crime scene investigation</u>.</b> <i>Do not include outsourced</i>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><i>requests in your counts or in your median turnaround time.</i></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here: ___</p>	<p>–Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>–Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>			<p><i>requests in your counts or in your median turnaround time.</i></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024            ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024            ___ requests completed If estimated, check here: ___</p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025            ___ pending requests If estimated, check here: ___</p> <p>d. <u>Median turnaround time</u> for requests completed in 2024            ___ days If estimated, check here: ___</p> <p>If unable to calculate median turnaround time using the provided definition, check here: ___</p>
<p><b>D35. During 2024, how many requests for <u>crime scene investigation</u> were outsourced by your laboratory?</b></p> <p>___ outsourced requests If estimated, check here ___</p>	<p>-New proposed question for 2024 CPFFCL.</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D35. During 2024, how many requests for <u>crime scene investigation</u> were outsourced by your laboratory?</b></p> <p>___ outsourced requests If estimated, check here ___</p>
<p><b>D36. During 2024, did your laboratory perform forensic functions with <u>forensic biology</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Casework analysis</li> <li>• DNA databasing (including convicted offender, arrestee, or other DNA samples)</li> <li>• Other analyses of forensic biology</li> </ul> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D42</li> </ul>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Added examples of specific functions.</p>	<p>47. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>48. Include biological fluid identification, DNA testing, and sexual assault casework as examples of casework analysis.</p>	<p>Consider adding standard definition instead of a few examples. Also open to adding examples instead.</p> <p>Okay with removing</p>	<p>Yes</p>	<p><b>D36. During 2024, did your laboratory perform forensic functions with <u>forensic biology</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Casework analysis (e.g., sexual assault casework, biological fluid identification, DNA testing)</li> <li>• DNA databasing (e.g., convicted offender, arrestee, or other DNA samples)</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
		49. Consider whether “Other analyses of forensic biology” should be removed since an “Other” option is not provided for other forensic functions, and the list of examples is not intended to be exhaustive.			<ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to D42</li> </ul>
<p><b>D37. What specific functions with <u>forensic biology</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Casework analysis b. DNA databasing (including arrestee, convicted offender, or other DNA samples)</p>	<p>-Replaced “your individual laboratory facility” with “your laboratory.”</p> <p>-Replaced “Casework – excluding sexual assault” with “Casework analysis.”</p> <p>-Removed “Sexual assault casework”, “Direct to DNA approach”, and “Probabilistic genotyping.”</p> <p>-Combined “Convicted offender DNA samples” and “Arrestee DNA samples” into “DNA databasing (including convicted offender, arrestee, or other DNA samples).”</p>	Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity and replacing “Casework analysis” with “Forensic biology casework analysis.”	Keep as is	Yes	<p><b>D37. What specific functions with <u>forensic biology</u> did your laboratory perform? Mark yes or no for each row.</b></p> <p>a. Casework analysis b. DNA databasing (including arrestee, convicted offender, or other DNA samples)</p>
<p><b>D38. [If yes to casework analysis]: Please provide the following counts for your laboratory’s work with <u>casework analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: ___</p>	<p>-Changed question from a large grid format.</p> <p>–Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>–Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p>	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is	Keep as median turnaround time	Yes	<p><b>D38. [If yes to casework analysis]: Please provide the following counts for your laboratory’s work with <u>casework analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: ___</p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: ___</p>



Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025  <u>    </u> pending requests If estimated, check here: <u>    </u></p> <p>d. <u>Median turnaround time</u> for requests completed in 2024  <u>    </u> days If estimated, check here: <u>    </u></p>	<p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>			<p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025  <u>    </u> pending requests If estimated, check here: <u>    </u></p> <p>d. <u>Median turnaround time</u> for requests completed in 2024  <u>    </u> days If estimated, check here: <u>    </u></p> <p>If unable to calculate median turnaround time using the provided definition, check here: <u>    </u></p>
<p><b>D39. During 2024, how many requests for <u>casework analysis</u> were outsourced by your laboratory?</b></p> <p><u>    </u> outsourced requests If estimated, check here <u>    </u></p>	<p>–New proposed question for 2024 CPFFCL.</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>D39. During 2024, how many requests for <u>casework analysis</u> were outsourced by your laboratory?</b></p> <p><u>    </u> outsourced requests If estimated, check here <u>    </u></p>
<p><b>D40. [If yes to casework analysis]: Please provide the following counts for your laboratory’s work with <u>sexual assault casework analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024  <u>    </u> new requests If estimated, check here: <u>    </u></p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024  <u>    </u> requests completed If estimated, check here: <u>    </u></p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025  <u>    </u> pending requests If estimated, check here: <u>    </u></p>	<p>–Changed question from a large grid format.</p> <p>–Added instruction to not include outsourced requests in counts or in median turnaround time.</p> <p>–Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”</p> <p>–Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”</p> <p>–Added “Median turnaround time for requests.”</p>	<p>Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at the beginning of the workload section.</p>	<p>Keep as median turnaround time</p>	<p>Yes</p>	<p><b>D40. [If yes to casework analysis]: Please provide the following counts for your laboratory’s work with <u>sexual assault casework analysis</u>. Do not include outsourced requests in your counts or in your median turnaround time.</b></p> <p>a. Total number of <u>new requests submitted</u> to your laboratory in 2024  <u>    </u> new requests If estimated, check here: <u>    </u></p> <p>b. Total number of <u>requests completed</u> by your laboratory in 2024  <u>    </u> requests completed If estimated, check here: <u>    </u></p> <p>c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025  <u>    </u> pending requests If estimated, check here: <u>    </u></p>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
d. <u>Median turnaround time</u> for requests completed in 2024 ___ days If estimated, check here: __					d. <u>Median turnaround time</u> for requests completed in 2024 ___ days If estimated, check here: __  If unable to calculate median turnaround time using the provided definition, check here: __
<b>D41. During 2024, how many requests for sexual assault casework analysis were outsourced by your laboratory?</b>  ___outsourced requests If estimated, check here __	-New proposed question for 2024 CPFFCL.	None. Item was not tested during cognitive testing.			<b>D41. During 2024, how many requests for sexual assault casework analysis were outsourced by your laboratory?</b>  ___outsourced requests If estimated, check here __
<b>D42. [If yes to DNA databasing]: What specific functions within DNA databasing did your laboratory perform? Mark yes or no for each row.</b>  a. Convicted offender DNA samples b. Arrestee DNA samples c. Other DNA samples	-Replaced “your individual laboratory facility” with “your laboratory.”  -Replaced “Other DNA samples analysis (e.g., missing persons, paternity)” with “Other DNA samples.”	Item was not tested during cognitive testing, however, RTI recommends replacing “with” with “within,” for clarity.	See proposed edits in question	Yes	<b>D42. [If yes to DNA databasing]: What specific functions within DNA databasing did your laboratory perform? Mark yes or no for each row.</b>  a. Convicted offender DNA samples b. Arrestee DNA samples c. Other DNA samples
<b>D43. Please provide the following counts for your laboratory’s work with DNA databasing. Do not include outsourced requests in your counts or in your median turnaround time.</b>  a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: __  b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: __  c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___ pending requests If estimated, check here: __	-Changed question from a large grid format.  -Added instruction to not include outsourced requests in counts or in median turnaround time.  -Replaced “Total number of new requests received” with “Total number of new requests submitted to your laboratory.”  -Replaced “Total number of all pending requests awaiting analysis” with “Total number of pending requests that were unreported for 30 days or longer.”	Item was not tested during cognitive testing, however, based on the findings from D2, RTI recommends that BJS consider whether “median turnaround time” should be replaced with “average turnaround time” or “turnaround time.” Note that per project FORESIGHT, labs should be able to provide median turnaround time, and this is further supported by participants’ responses to the probes in D1-D3. If “median turnaround time” is replaced with “average turnaround time” or “turnaround time,” this change will also need to be made in the definition at	Keep as median turnaround time	Yes	<b>D43. Please provide the following counts for your laboratory’s work with DNA databasing. Do not include outsourced requests in your counts or in your median turnaround time.</b>  a. Total number of <u>new requests submitted</u> to your laboratory in 2024 ___ new requests If estimated, check here: __  b. Total number of <u>requests completed</u> by your laboratory in 2024 ___ requests completed If estimated, check here: __  c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025 ___ pending requests If estimated, check here: __

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here: __	-Added "Median turnaround time for requests."	the beginning of the workload section.			d. <u>Median turnaround time</u> for requests completed in 2024 ___days If estimated, check here: __  If unable to calculate median turnaround time using the provided definition, check here: __
<b>D44. During 2024, how many requests for <u>DNA databasing</u> were outsourced by your laboratory?</b>  ___outsourced requests If estimated, check here___	-New proposed question for 2024 CPFFCL.	None. Item was not tested during cognitive testing.		Yes	<b>D44. During 2024, how many requests for <u>DNA databasing</u> were outsourced by your laboratory?</b>  ___outsourced requests If estimated, check here___
<b>D45. During 2024, did your laboratory perform other forensic functions not already captured in D1-D36?</b>  • Yes • No -> Skip to D47	-Replaced "your individual laboratory facility" with "your laboratory."	None. Item was not tested during cognitive testing.		Yes	<b>D45. During 2024, did your laboratory perform other forensic functions not already captured in D1-D36?</b>  • Yes • No -> Skip to D47
<b>D46. If yes, what other forensic functions did your laboratory perform?</b>  _____	-Replaced "your individual laboratory facility" with "your laboratory."	None. Item was not tested during cognitive testing.		Yes	<b>D46. If yes, what other forensic functions did your laboratory perform?</b>  _____
<b>D47. During 2024, did your laboratory have a mandated turnaround time for any of the forensic functions it performed?</b>  • Yes • No -> Skip to D48	-New proposed question for 2024 CPFFCL.	50. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."  51. Replace "a mandated turnaround time" with "a turnaround time mandated by law."	Agree with recommendation		<b>D47. During 2024, did your laboratory have a turnaround time mandated by law for any of the forensic functions it performed?</b>  • Yes • No -> Skip to D48
<b>D48. Please select all of the functions for which your laboratory had a mandated turnaround time in 2024. Mark all that apply.</b> • Controlled substances • Toxicology • Antemortem BAC analysis	-New proposed question for 2024 CPFFCL.	Item was not tested during cognitive testing, however, RTI recommends replacing "in 2024" with "During the 2024 calendar year and replacing "a mandated turnaround time" to "a	Keep as in 2024  Agree with new wording on turnaround time		<b>D48. Please select all of the functions for which your laboratory had a turnaround time mandated by law in 2024. Mark all that apply.</b> • Controlled substances • Toxicology

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<ul style="list-style-type: none"> <li>• Antemortem drug analysis</li> <li>• Postmortem analysis</li> <li>• Trace analysis</li> <li>• Impressions</li> <li>• Firearms/toolmarks/ammunition</li> <li>• Digital and multimedia evidence</li> <li>• Latent prints</li> <li>• Questioned documents</li> <li>• Crime scene investigation</li> <li>• Forensic biology</li> <li>• Casework analysis</li> <li>• Sexual assault casework analysis</li> <li>• DNA databasing</li> </ul>		turnaround time mandated by law."			<ul style="list-style-type: none"> <li>• Antemortem BAC analysis</li> <li>• Antemortem drug analysis</li> <li>• Postmortem analysis</li> <li>• Trace analysis</li> <li>• Impressions</li> <li>• Firearms/toolmarks/ammunition</li> <li>• Digital and multimedia evidence</li> <li>• Latent prints</li> <li>• Questioned documents</li> <li>• Crime scene investigation</li> <li>• Forensic biology</li> <li>• Casework analysis</li> <li>• Sexual assault casework analysis</li> <li>• DNA databasing</li> </ul>
<p><b>D49. During 2024, did your laboratory send outsourced requests to any of the following laboratory types? Mark yes or no for each laboratory type.</b></p> <p>a. Commercial or private laboratory b. Publicly funded laboratory c. University laboratory (public or private)</p>	-Replaced "where did your laboratory send outsourced requests" with "did your laboratory send outsourced requests to any of the following laboratory types."	Item was not tested during cognitive testing, however, RTI recommends replacing "in 2024" with "During the 2024 calendar year."		Yes	<p><b>D49. During 2024, did your laboratory send outsourced requests to any of the following laboratory types? Mark yes or no for each laboratory type.</b></p> <p>a. Commercial or private laboratory b. Publicly funded laboratory c. University laboratory (public or private)</p>
<p><b>D50. What was the reason your laboratory outsourced requests in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Did not source requests in 2024</li> <li>• Did not have the infrastructure to do the work in-house</li> <li>• Did not have enough staff to do the work in-house</li> <li>• Did not have enough funding to do the work in-house</li> <li>• Outsourced as a cost-effective method for accomplishing the work</li> <li>• Outsourced because access to specialized experience was needed</li> <li>• Other (please specify) _____</li> </ul>	-New proposed question for 2024 CPFFCL.	<p>52. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."</p> <p>53. Consider whether "Outsourced to reduce turnaround time," "Was not accredited to do the work in-house," "Received additional funding for outsourcing," and "Did not have a validated method to do the work in-house" should be added to the list.</p>	Some new categories seem to overlap with existing categories, and could add burden		<p><b>D50. What was the reason your laboratory outsourced requests in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Did not source requests in 2024</li> <li>• Did not have enough staff to do the work in-house</li> <li>• Did not have enough funding to do the work in-house</li> <li>• Outsourced because access to specialized experience was needed</li> <li>• Was not accredited to do the work in-house</li> <li>• Received additional funding for outsourcing</li> <li>• Did not have a validated method to do the work in-house</li> <li>• Other (please specify) _____</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<b>Quality Assurance</b>					
<b>E1. As of December 31, 2024, was your laboratory required to be accredited?</b> This includes a requirement from local, state, or federal jurisdictions you serve or from legislatures. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	- Replaced “did any of the jurisdictions you serve require accreditation” with “was your laboratory required to be accredited.”  - Added the clarifying text, “This includes a requirement from local, state, or federal jurisdictions you serve or from legislatures.”	54. For clarity and to reduce burden, change the question to “As of December 31, 2024, was your laboratory required to be accredited by any local, state, or federal jurisdictions that you serve?”	Agree with recommendation		<b>E1. As of December 31, 2024, was your laboratory required to be accredited by any local, state, or federal jurisdictions that you serve?</b> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>E2. As of December 31, 2024, were any disciplines in your laboratory accredited?</b> <i>Mark one.</i> <ul style="list-style-type: none"> <li>• Yes, <u>all</u> disciplines in my laboratory were accredited</li> <li>• Yes, <u>some</u> disciplines in my laboratory were accredited</li> <li>• No, <u>none</u> of the disciplines in my laboratory were accredited</li> </ul>	- Replaced the Yes and No response options.  - Removed question on accreditation type	None		Yes	<b>E2. As of December 31, 2024, were any disciplines in your laboratory accredited?</b> <i>Mark one.</i> <ul style="list-style-type: none"> <li>• Yes, <u>all</u> disciplines in my laboratory were accredited</li> <li>• Yes, <u>some</u> disciplines in my laboratory were accredited</li> <li>• No, <u>none</u> of the disciplines in my laboratory were accredited</li> </ul>
<b>E3. During 2024, did your laboratory have resources dedicated primarily to research?</b> 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. Resources may include dollars, work-hours, supplies, or other funding dedicated specifically to supporting research. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	None.	None. Item was not tested during cognitive testing.			<b>E3. During 2024, did your laboratory have resources dedicated primarily to research?</b> 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. Resources may include dollars, work-hours, supplies, or other funding dedicated specifically to supporting research. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>E4. During 2024, did your laboratory conduct proficiency testing?</b> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to E6</li> </ul>	None.	None. Item was not tested during cognitive testing.		Yes	<b>E4. During 2024, did your laboratory conduct proficiency testing?</b> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No -&gt; Skip to E6</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>E5. During 2024, which of the following proficiency tests did your laboratory perform internally or externally? Mark yes or no for each row.</b></p> <p>a. Blind: analyst/examiner is not told which case is for testing  b. Declared: analyst/examiner is told when they are being tested  c. Random case reanalysis: random selection of analyst/examiner’s prior casework for reanalysis by another analyst/examiner  d. Round robin/challenge testing  e. Documented performance observation</p>	<p>-Added response option of “Documented performance observation.”</p>	<p>None. Item was not tested during cognitive testing.</p>		<p>Yes</p>	<p><b>E5. During 2024, which of the following proficiency tests did your laboratory perform internally or externally? Mark yes or no for each row.</b></p> <p>a. Blind: analyst/examiner is not told which case is for testing  b. Declared: analyst/examiner is told when they are being tested  c. Random case reanalysis: random selection of analyst/examiner’s prior casework for reanalysis by another analyst/examiner  d. Round robin/challenge testing  e. Documented performance observation</p>
<p><b>E6. In 2024, at what level did your laboratory perform technical reviews?</b> A technical review refers to a qualified second party’s evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally and technical reviews that are outsourced. <i>Mark one.</i></p> <ul style="list-style-type: none"> <li>• Technical reviews were performed on none (0%) of the casework.</li> <li>• Technical reviews were performed on some (less than 50%) of the casework.</li> <li>• Technical reviews were performed on most (more than 50%) of the casework.</li> <li>• Technical reviews were performed on all (100%) of the casework.</li> </ul>	<p>-Updated response options from “My laboratory performed technical reviews on none of the casework,” “My laboratory performed technical reviews on some of the casework,” and “My laboratory performed technical reviews on all of the casework.”</p>	<p>55. For consistency with the other items, replace “In 2024” with “During the 2024 calendar year.”</p> <p>56. Add the following instruction: “If your laboratory’s level of technical review is discipline specific, please report the average percent of technical review across disciplines.”</p>	<p>Consider this instead –</p> <p>If your laboratory’s technical reviews are discipline specific, please consider the average percent of technical reviews performed across disciplines.</p>	<p>Yes</p>	<p><b>E6. In 2024, at what level did your laboratory perform technical reviews?</b> A technical review refers to a qualified second party’s evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally and technical reviews that are outsourced. If your laboratory’s technical reviews are discipline specific, please consider the average percent of technical reviews performed across disciplines. <i>Mark one.</i></p> <ul style="list-style-type: none"> <li>• Technical reviews were performed on none (0%) of the forensic requests completed.</li> <li>• Technical reviews were performed on some (less than 50%) of the forensic requests completed.</li> <li>• Technical reviews were performed on most (more than 50%) of the forensic requests completed.</li> <li>• Technical reviews were performed on all (100%) of the forensic requests completed.</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>E7. As of December 31, 2024, did your analysts/examiners have access to the following safety and wellness resources? If yes, indicate if your laboratory primarily provided these resources directly or through an external agency. Mark yes, directly; yes, through an external agency; or no, analysis/examiners did not have access to this resource for each row.</b></p> <p>a. Behavior/stress management  b. Employee assistance programs  c. Mental health debrief  d. Proactive resiliency programs  e. Web-based resources  f. Other resources (please specify)</p>	None.	<p>57. Add “preemptive and ongoing training related to stress, vicarious trauma, and/or burnout” as examples of “Proactive resiliency programs.”</p> <p>58. Add “emotional support, stress management, and legal and financial support” as examples of “Employee assistance programs.”</p> <p>59. Replace “analysts/examiners” with “staff in your laboratory.”</p> <p>60. Consider adding “Physical fitness/wellness opportunities.”</p>	<p>Don’t feel proactive needs explanation. Simplify just to explain resiliency can be for stress/trauma</p> <p>To shorten/simplify, propose examples as -  emotional, stress, legal and financial support</p> <p>Agree</p> <p>Prefer not to include</p>	Yes	<p><b>E7. As of December 31, 2024, did staff in your laboratory have access to the following safety and wellness resources? If yes, indicate if your laboratory primarily provided these resources directly or through an external agency. Mark yes, directly; yes, through an external agency; or no, staff did not have access to this resource for each row.</b></p> <p>a. Employee assistance programs (e.g., emotional, stress, legal, or financial support)  b. Mental health debriefs  c. Proactive or preventative resiliency programs (e.g., programs for stress or trauma)  d. Web-based resources  e. Other resources (please specify)</p>
<b>Emerging Topics</b>					
<p><b>F1. In 2024, did an officer of the court recall a former analyst or examiner to provide testimony from your laboratory?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don’t know</li> </ul>	-New proposed question for 2024 CPFFCL.	<p>61. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>62. For clarity, change the question to “During the 2024 calendar year, was a former analyst or examiner requested to provide testimony about work performed in your laboratory?”</p>	<p>Agree with recommendation, but not to include calendar year in question given recommendation for general instruction</p>		<p><b>F1. In 2024, was a former analyst or examiner requested to provide testimony about work performed in your laboratory?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don’t know</li> </ul>
<p><b>F2. In 2024, did multiple analysts or examiners, within the same discipline, work on the same evidence in your laboratory, regardless of whether they issued a report?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	-New proposed question for 2024 CPFFCL.	63. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”			<p><b>F2. In 2024, did multiple analysts or examiners, within the same discipline, perform work on the same evidence in your laboratory, regardless of whether they issued a report?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
		64. For clarity, change the question to “During the 2024 calendar year, did multiple analysts or examiners, within the same discipline, perform work on the same evidence in your laboratory, regardless of whether they issued a report?”	Agree with recommendation, but exclude calendar year		<ul style="list-style-type: none"> <li>No</li> </ul>
<p><b>F3. In 2024, did your laboratory perform any of the following procedures or use any of the following technologies? Mark yes or no for each row.</b></p> <p>Forensic biology</p> <p>a. Y-STR analysis</p> <p>b. Mitochondrial DNA analysis</p> <p>c. Expert systems</p> <p>d. Rapid DNA</p> <p>e. Familial DNA database searches</p> <p>f. Forensic genealogy database searches</p> <p>g. Forensic genealogy testing</p> <p>h. Proteomics</p> <p>i. Kinship</p> <p>j. Robotics</p> <p>k. LC-MS/MS for toxicology</p> <p>Other</p> <p>l. 3D firearms imaging instrumentation</p> <p>m. Cell source identification by pathology or instrumental method</p> <p>n. High resolution mass spectrometry (e.g., QTOF)</p> <p>o. Breath alcohol calibration</p> <p>p. Provide materials for canine training aids to law enforcement (e.g., for drugs and explosives detection)</p>	-New proposed question for 2024 CPFFCL.	<p>65. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>66. Replace “Expert systems” with “Expert systems, or software designed to process data without human intervention.”</p> <p>67. For clarity and to ensure accurate data collection, consider adding “in-house” at the end of the question.</p>	<p>Agree, but recommend this shorter category</p> <p>software to process data without human intervention</p> <p>Agree</p>		<p><b>F3. In 2024, did your laboratory perform any of the following procedures or use any of the following technologies in-house? Mark yes or no for each row.</b></p> <p>Forensic biology</p> <p>a. Y-STR analysis</p> <p>b. Mitochondrial DNA analysis</p> <p>c. Expert systems, or software to process data without human intervention</p> <p>d. Rapid DNA</p> <p>e. Familial DNA database searches</p> <p>f. Forensic genealogy database searches</p> <p>g. Forensic genealogy testing</p> <p>h. Proteomics</p> <p>i. Kinship</p> <p>j. Robotics</p> <p>k. LC-MS/MS for toxicology</p> <p>Other</p> <p>l. 3D firearms imaging instrumentation</p> <p>m. Cell source identification by pathology or instrumental method</p> <p>n. High resolution mass spectrometry (e.g., QTOF)</p> <p>o. Breath alcohol calibration</p> <p>p. Provide materials for canine training aids to law enforcement (e.g., for drugs and explosives detection)</p>
<p><b>F4. In 2024, was your laboratory in the process of implementing or considering implementing</b></p>	-New proposed question for 2024 CPFFCL.	68. For consistency with the recommendation made			<p><b>F4. In 2024, was your laboratory in the process of implementing or considering</b></p>



Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
<p><b>any of the following technologies? Mark yes or no for each row.</b></p> <p>a. Mitochondrial DNA analysis  b. Expert Systems  c. LC-MS/MS for toxicology  d. Rapid DNA  e. 3D Firearms Imaging Instrumentation  f. High Resolution Mass Spectrometry (e.g., QTOF)  g. Other (please specify)</p>		<p>previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>69. Replace “Expert Systems” with “Expert systems, or software designed to process data without human intervention.”</p> <p>70. Update capitalization to be consistent with F3.</p> <p>71. For clarity and to ensure accurate data collection, consider adding “in-house” at the end of the question.</p>	<p>Agree with recommendation</p> <p>Agree with recommendation</p>		<p><b>implementing any of the following technologies in-house? Mark yes or no for each row.</b></p> <p>a. Mitochondrial DNA analysis  b. Expert systems, or software to process data without human intervention  c. LC-MS/MS for toxicology  d. Rapid DNA  e. 3D firearms imaging instrumentation  f. High resolution mass spectrometry (e.g., QTOF)  g. Other (please specify)</p>
<p><b>F5. Please rank the following areas in order from most to least important where 1 equals the area where your laboratory has the greatest need for additional funding and 4 equals the area where your laboratory has the least need for additional funding.</b></p> <p>___ Personnel  ___ Equipment  ___ Supplies  ___ Other (please specify): _____</p>	<p>-New proposed question for 2024 CPFFCL.</p>	<p>72. Consider expanding the list of categories to include Training/Professional Development, Travel, Facilities/Infrastructure, Research &amp; Development, and Outsourcing.</p> <p>73. Given the Other specify box and the possibility that a respondent can list multiple categories in the Other specify box makes this question a difficult rank order question. Consider replacing this question with two questions: one that asks where labs have the greatest need for additional funding and one that asks where labs have the least</p>	<p>Okay with added these categories except fort travel</p> <p>Agree ranking could be a problem</p> <p>Prefer option 2</p>		<p><b>F5. Please select the two asks where your laboratory currently has the greatest need for additional funding. Mark two.</b></p> <p>___ Personnel  ___ Equipment  ___ Supplies  ___ Training/Professional Development  ___ Facilities/Infrastructure  ___ Research &amp; Development  ___ Outsourcing  ___ Other (please specify): _____</p>

Proposed Item for 2024 CPFCL Pre-Cognitive Testing	Changes from 2020 CPFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFCL Item
		<p>need for additional funding. Alternatively, consider asking one question that asks labs to select the two areas where they have the greatest need for additional funding.</p> <p>74. Replace “personnel” with “staffing” for consistency with other items that refer to staff.</p>	Keep as is		
<p><b>F6. What are reasons that staff left your laboratory in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Not applicable, no separations in 2024</li> <li>• Voluntary resignations</li> <li>• Dismissals</li> <li>• Retirements</li> <li>• Layoffs</li> <li>• Other (please specify): _____</li> </ul>	-New proposed question for 2024 CPFCL.	<p>75. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>76. Replace the first response option with “There were no separations during this time” and move this to the bottom of the list of response options.</p> <p>77. Consider moving this question to the Staffing section.</p>	<p>Agree</p> <p>Include after separations (voluntary, involuntary, and retirements)</p> <p>Agree with recommendation</p>		<p>Note: This question will be moved to the Staffing section.</p> <p><b>F6. What are reasons that staff left your laboratory in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Voluntary resignations</li> <li>• Dismissals</li> <li>• Retirements</li> <li>• Layoffs</li> <li>• Other (please specify): _____</li> <li>• There were no separations (e.g., voluntary, involuntary, or retirements) during this time</li> </ul>
<p><b>F7. What challenges, if any, did your laboratory face in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Recruiting key personnel</li> <li>• High turnover in key personnel</li> <li>• Lack of resources or financial support</li> <li>• Adapting to new or changing laws, policies, or regulations</li> <li>• Other (please specify): _____</li> </ul>	-New proposed question for 2024 CPFCL.	<p>78. For consistency with the recommendation made previously, replace “During 2024” with “During the 2024 calendar year.”</p> <p>79. Consider whether “key personnel” should be replaced with “staff.” If this change is made, replace “High turnover in key personnel” with “High staff turnover.”</p>	<p>Agree with recommendation</p> <p>Also update to say Recruiting staff</p> <p>Recommend not including these three –</p>		<p><b>F7. What challenges, if any, did your laboratory face in 2024? Mark all that apply.</b></p> <ul style="list-style-type: none"> <li>• Recruiting staff</li> <li>• High staff turnover</li> <li>• Lack of resources or financial support</li> <li>• Adapting to new or changing laws, policies, or regulations</li> <li>• Other (please specify): _____</li> </ul>

Proposed Item for 2024 CPFFCL Pre-Cognitive Testing	Changes from 2020 CPFFCL	Recommendations Following Cognitive Testing	BJS Recommendation/Decision	Critical Item? (Yes/No)	2024 CPFFCL Item
		<p>80. Add the following to the list of challenges: "Uncertainty related to future funding," "Having to respond to a natural disaster or disruption," or "Navigating a facility issue or problem."</p> <p>81. Replace "personnel" with "staff" for consistency with other items that refer to staff.</p>	<p>Funding uncertainty could be lack of financial support (okay if respondents want to put that in other too)</p> <p>Seems like navigating disruptions and issues would be common and involve a range of minor things (okay if respondents put natural disaster in other)</p> <p>Okay</p>		
<p><b>F8. What was the <u>main</u> challenge your laboratory faced in 2024? Mark one.</b></p> <ul style="list-style-type: none"> <li>• Recruiting key personnel</li> <li>• High turnover in key personnel</li> <li>• Lack of resources or financial support</li> <li>• Adapting to new or changing laws, policies, or regulations</li> <li>• Other (please specify): _____</li> </ul>	<p>-New proposed question for 2024 CPFFCL.</p>	<p>82. For consistency with the recommendation made previously, replace "During 2024" with "During the 2024 calendar year."</p> <p>83. Update the list of response options to match the updated list of response options in F7.</p> <p>84. Replace "personnel" with "staff" for consistency with other items that refer to staff.</p>	<p>Okay</p> <p>Okay</p>		<p><b>F8. What was the <u>main</u> challenge your laboratory faced in 2024? Mark one.</b></p> <ul style="list-style-type: none"> <li>• Recruiting staff</li> <li>• High staff turnover</li> <li>• Lack of resources or financial support</li> <li>• Adapting to new or changing laws, policies, or regulations</li> <li>• Other (please specify): _____</li> </ul>
<p><b>F9. Please write any comments you would like to share with the Bureau of Justice Statistics about:</b></p> <p>Your survey responses The survey content or format The manner of administration of the survey; or Any other applicable information.</p>	<p>No changes.</p>	<p>None. Item is unchanged from the 2020 CPFFCL was not tested during cognitive testing.</p>			<p><b>F9. Please write any comments you would like to share with the Bureau of Justice Statistics about:</b></p> <p>Your survey responses The survey content or format The manner of administration of the survey; or Any other applicable information.</p>

---

## **Appendix B: Recruitment Materials**

- B-1: Email Invitation**
- B -2: Follow-Up Email**
- B -3: Scheduling Email**
- B -4: Confirmation and Meeting Invite Email**
- B -5: Thank You Email**

---

## **B-1 Email Invitation**

Subject: Invitation to assist with developing the next Census of Publicly Funded Forensic Crime Laboratories

Dear [NAME],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) is preparing to conduct the sixth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) on the operations of crime labs nationwide. This survey is designed to gather national statistics on the personnel, budgets, workloads, and quality assurance practices of crime laboratories during 2024. The findings from the last CPFFCL in 2020 are available in [this BJS report](#).

With input from subject matter experts and stakeholders, BJS and RTI International have developed a new CPFFCL survey and we are asking for your help to test and refine the questions before it is sent to all crime labs nationwide. Your perspective will give us the information we need to finalize the survey to reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

If you agree to participate, we will provide you with a copy of the draft survey and ask that you participate in a virtual interview. The interview is expected to last 60 to 90 minutes. During the interview, you and the interviewer will review the questionnaire together and you will be asked for your feedback on the questions. For example, we will ask if the questions make sense and how easy or difficult it would be for your laboratory to answer the questions as asked. The feedback you provide will be carefully considered to improve the survey.

**If you are willing to participate, please let me know by responding to this email.** If you have any questions, I can also be reached at 919-541-6705.

Thank you for your time and consideration of this invitation to support the CPFFCL.

Sincerely,

Kathryn Greenwell  
RTI International  
Recruitment Coordinator  
Census of Publicly Funded Forensic Crime Laboratories

---

---

## B-2 Follow-Up Email

Email Subject: Reminder: Invitation to assist with developing the next Census of Publicly Funded Forensic Crime Laboratories

Dear [NAME],

Recently, we emailed you to ask for your assistance in reviewing the new survey questions for the Census of Publicly Funded Forensic Crime Laboratories from the Bureau of Justice Statistics (BJS). We are asking for your feedback to help test and refine the survey to reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

If you agree to participate, we will provide you with a copy of the draft survey and ask that you participate in a virtual interview. The interviewer is expected to last 60 to 90 minutes.

During the interview, you and the interviewer will review the questionnaire together and you will be asked for your feedback on the questions. For example, we will ask if the questions make sense and how easy or difficult it would be for your laboratory to answer the questions as presented. The feedback you provide will be carefully considered to improve the survey.

**If you are willing to participate, please let me know by responding to this email.** If you have any questions, I can also be reached at 919-541-6705. If you have any questions or comments about the project in general, you can also contact Matt Durose of BJS at [matt.durose@usdoj.gov](mailto:matt.durose@usdoj.gov).

Thank you for your time and consideration.

Sincerely,  
Kathryn Greenwell  
RTI International  
Recruitment Coordinator  
Census of Publicly Funded Forensic Crime Laboratories

---

---

### **B-3 Scheduling Email**

Subject: (use email invitation to reply and schedule)

Dear [NAME],

Thanks for confirming your interest in participating in a cognitive interview for the new CPFCL survey.

As a next step, I'd like to schedule your cognitive interview. At your earliest convenience, could you please provide some days and times that you are available for a virtual interview during the week of X?

Once we confirm an appointment time, I will send you a confirmation email and a calendar invitation with a Zoom meeting link.

As a reminder, your interview is expected to last about 60 to 90 minutes.

Please let me know if you have any questions or concerns about participating. You may also reach me by phone at 919-541-6705.

Sincerely,

Kathryn Greenwell  
RTI International  
Recruitment Coordinator  
Census of Publicly Funded Forensic Crime Laboratories

---

---

## **B-4 Confirmation and Meeting Invite Email**

Subject: Cognitive Interview Confirmed

Dear [NAME],

Thank you for agreeing to assist us with developing the new survey for the Census of Publicly Funded Forensic Crime Laboratories. We have scheduled your interview on **[MM/DD/YYYY at 00:00 am/pm]** with **[INTERVIEWER NAME]**.

The interview will be conducted via Zoom. To join the meeting, please click on the link below:

[ZOOM MEETING LINK]

I am also attaching two documents for your review. The first document is a copy of the CPFFCL questionnaire for reference ahead of your scheduled interview session. You do not need to complete the survey before the scheduled interview, but please review it ahead of time to gather any preliminary thoughts or comments you would like to share with us. The second document provides more information about the study, your rights as a participant, and the measures we are taking to keep the feedback you share during your interview private. Your interviewer will review this with you at the beginning of the interview.

If you have any questions about the interview process or attached documents, or if you need to reschedule for any reason, you can contact me at [kgreenwell@rti.org](mailto:kgreenwell@rti.org).

Best,

Kathryn Greenwell  
Recruitment Coordinator  
Census of Publicly Funded Forensic Crime Laboratories

---



---

## **B-5 Thank You Email**

Subject: Thank you!

Dear [NAME]:

On behalf of the Bureau of Justice Statistics (BJS) and RTI International, thank you for participating in an interview to test the survey for the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) on [DATE]. We know that you have many demands on your time, so we are very grateful that you generously offered your time and expertise to assist us.

Your perspectives, along with those of the other subject matter experts and crime laboratory stakeholders we interviewed, will help us refine the CPFFCL instrument in a way that will reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

You have our deepest appreciation for your invaluable insight, time, and expertise.

Should you have any questions about CPFFCL or have further thoughts to share, please do not hesitate to contact me.

With many thanks,

Kathryn Greenwell  
Recruitment Coordinator  
Census of Publicly Funded Forensic Crime Laboratories

---

## **Appendix C: Interview Materials**

- C-1: Consent Form**
- C-2: Cognitive Interview Protocol**

---

## C-1 Consent Form

### 2024 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Informed Consent

**What is the purpose of the interview?** The interview is being conducted to develop and test the survey questions for the next Bureau of Justice Statistics (BJS) Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The purpose of the interview is to gather feedback to help us improve the survey questions. This will help to ensure that the CPFFCL helps produce meaningful, relevant, and timely statistics to serve the crime laboratory community.

**What will happen during the interview?** The interview will take approximately 60 to 90 minutes. During the interview, you and the interviewer will review the questionnaire together and you will be asked for your feedback on the questions. For example, the interviewer will ask if the questions make sense and how easy or difficult it would be for your laboratory to answer the questions as written. The interview will also involve audio recording your comments for later analysis. The audio recording will only be heard by project staff and your name will not be used in any reports. You can choose not to be audio recorded.

**Why was I chosen?** You were chosen because you expressed interest in participating, your laboratory or laboratory system was eligible to participate in this effort, and because you are a forensic crime laboratory stakeholder. Participants represent the types of people who will take part in the CPFFCL.

**Are there risks?** There is no expected risk to participating in this study. Any information that is learned during this discussion will not be shared with anyone outside BJS and RTI.

**Are there benefits?** There are no expected direct benefits to you for participating in this study. However, by sharing your feedback, you will help improve the survey which will also help to produce meaningful, relevant, and timely statistics.

**What will I get for participating?** By participating, you will make an important contribution to developing the survey questions for the next CPFFCL.

**Do I have to participate?** Participation in this interview is entirely voluntary. You can stop the interview at any time. You can also choose not to answer any question.

**Will this be kept private?** Participants' names and other identifying information will not be used in the cognitive interviewing report.

**Whom do I call if I have questions?** If you have any questions, you can call the project director, BeLinda Weimer. Her number is 919-485-7706. If you have any questions about your rights in taking part in this study, you can call RTI's Office of Research Protection at 1-866-214-2043 (*this is a toll-free call*).

By participating in this interview, you consent to BJS and RTI using your answers to inform the survey. You are also acknowledging receipt of this consent form. If there is any part of this form that is not clear to you, be sure to ask about it before you consent.

---

## C-2 Cognitive Interview Protocol

<b>Participant ID</b>	
<b>Date of Interview</b>	
<b>Name of Interviewer</b>	

**[NOTE: PARTICIPANT IS ENCOURAGED TO HAVE THEIR VIDEO ON BUT IS NOT REQUIRED.]**

### Introduction (5-7 minutes)

Hello. Thank you so much for taking the time to participate in this interview today. My name is **{INTERVIEWER NAME}** and I work with RTI International, a nonprofit research organization. The Bureau of Justice Statistics, or BJS, has partnered with RTI to develop the survey for the upcoming Census of Publicly Funded Forensic Crime Laboratories.

Before we get started, I want to confirm whether you've joined the call from a desktop or laptop. This is important because I will be sharing my screen with you and we will be looking at the survey together.

**[IF YES] → PROCEED WITH INTRO**

**[IF NO] → REQUEST THAT THEY JOIN VIA DESKTOP OR LAPTOP. IF THEY ARE NOT ABLE TO JOIN VIA A DESKTOP OR LAPTOP, SEE IF THEY ARE ABLE TO RESCHEDULE FOR A DIFFERENT DATE AND TIME.**

You should have received a consent form that was attached to your confirmation email. Did you have a chance to review that consent form?

**[IF YES] →** Do you have any questions about anything that you read on the form?

**[IF NO] →** No problem. We will review the form together now.

**[REVIEW THE INFORMED CONSENT FOR INTERVIEWERS FORM WITH THE PARTICIPANT (DO NOT NEED TO SCREEN SHARE), OBTAIN THEIR PERMISSION TO CONTINUE WITH THE INTERVIEW AND TO AUDIO RECORD THE DISCUSSION.]**

**[IF CONSENT TO RECORD WAS GIVEN DURING CONSENT PROCESS, TURN ON RECORDING]**

**[State respondent ID number and date, confirm consent on recording:** Do you agree to participate in the interview today? Is it okay if I record our conversation?]

You should have also received a PDF version of the draft survey. Did you have an opportunity to review this survey before today's interview?

**[IF YES] →** Great. Thank you.

**[IF NO] →** That's alright. We'll be reviewing the questions together as part of today's interview.

Next, I'm going to tell you a little bit more about what you can expect today. As mentioned in the consent form, the purpose of this interview is to test some of the questions that we are considering including in the survey. We want to find out how well these questions work and whether we should consider making any changes.

During our time together, I will share my screen with you and we will look at a sub-set of the survey questions. I will ask you to read each question aloud and I will then ask you some follow-up questions to help me understand how you are interpreting the question and if there is anything that is confusing or unclear. If there is a question that you'd like to provide feedback on that I do not ask about, please let me know.

For today’s interview, you do not need to answer the questions (or provide exact numbers) for your laboratory. This is because at this point, it’s more important for us to understand how you’re interpreting the question and how easy or difficult the question is rather than your actual answer. If there’s information that is being asked about that you wouldn’t think you would be able to provide or that would be particularly burdensome to provide, please let me know as that’s exactly the type of information we want to know. Also, during today’s interview, I’d like to ask that you think about all of your lab experiences, particularly if you have worked at more than one lab.

There are no right or wrong answers to the questions. Our goal is to make sure that the questions make sense and that people like yourself can answer them and follow the questionnaire instructions relatively easily. You can help us by pointing out anything you find confusing or unclear. If something doesn't make sense, please let me know. I also want to say that I was not involved in writing the survey questions, so please be open and honest when sharing your thoughts or any reactions that you have.

I want to let you know that this interview is voluntary; you can skip any question or stop the interview at any point. The information you provide will not be shared outside the study team.

Do you have any questions? **[ANSWER ANY QUESTIONS]**

Ok. Let’s get started. I’m going to go ahead and share my screen with you so that we can look at the survey questions together, at the same time.

**[SHARE INSTRUMENT TO BE DISPLAYED]** Is that font size comfortable for you to read?

### Module 1: Eligibility (5 minutes)

The first part that we will look at together is the eligibility criteria for the survey. Please read these two paragraphs out loud, then read the answer choices to yourself. When you’re ready, I will ask you a few follow-up questions.

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, 2024, if the following condition applies to your agency, you are eligible to complete the questionnaire.

A publicly funded crime laboratory that employs one or more full-time analysts whose principal function is the examination of physical evidence in criminal or investigative matters and that provides reports and testimony to courts of law with respect to such evidence. 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.

- Yes**, this condition applies to your laboratory. Please complete the questionnaire.
- No**, this condition does not apply to your laboratory. You do not need to complete the questionnaire. Please return this form.
- Your laboratory no longer exists as of December 31, 2024. You do not need to complete the questionnaire. Please return this form.

PROBE	NOTES
1. In the second paragraph is a definition of a publicly funded crime laboratory. Is this definition clear or are there any parts of the definition unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts of the definition are unclear or confusing?	
2. How certain or uncertain are you that you would be eligible to complete this survey? <IF UNCERTAIN> What makes you uncertain?	

Thank you. Let's get started with the survey. Once you're ready to begin, please read A1 and A2 aloud, then I will ask you a few follow-up questions. As a reminder, you do not need to answer the questions for your laboratory for today's interview.

**Module 2: Section A: Organization (7 minutes)**

**A1. As of December 31, 2024, 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.

Yes  
 No → *Skip to A3*

→ **A2. As of December 31, 2024, how many distinct laboratories were in your multi-laboratory system?** *Include your own laboratory in this total.*

Laboratories

PROBE	NOTES
1. Is your laboratory part of a multi-laboratory system?  <IF YES>: How easy or difficult would it be for you to answer the survey about your entire multi-laboratory system? <IF DIFFICULT> What would make it difficult?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read A4 aloud. You may read the answer choices to yourself.

**A4. Which of the following best describes the agency that has administrative oversight of your laboratory?** Administrative oversight is defined as a 'parent' agency that has staffing and budgetary oversight over your laboratory. *Mark one.*

Law enforcement entity (e.g., department or division of public safety, Department of Justice)  
 Department or division of forensic science  
 Government attorney's office (e.g., district attorney)  
 Public health agency (e.g., department or division of public health, medical examiner office)  
 Other (please specify) ▾

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. What about the definition of "administrative oversight"? Is this definition clear or are there any parts that you found to be unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
3. Are these response options clear or are any of them unclear or confusing? <IF UNCLEAR OR CONFUSING> Which one(s) is unclear or confusing?	
4. To your knowledge, is there ever a situation in which multiple agencies have administrative oversight over a laboratory?	
5. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Next, please read A5 and A6 aloud, then I will ask you a few follow-up questions.

**A5. Does your laboratory have oversight from a forensic science board or commission?**

Yes

No → *Skip to A7*

→ **A6. Does the forensic science board or commission have a regulatory or advisory role? Mark one.**

Regulatory role

Advisory role

PROBE	NOTES
1. Are these questions clear or is there anything that you found unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. What does "oversight" mean to you as its used in A5?	
3. A6 asks whether the forensic science board or commission has a regulatory or advisory role. Does regulatory role and advisory role mean the same thing to you or do these mean different things?  <IF DIFFERENT> How are these different in your mind?	
4. Do you know whether a laboratory can have oversight from any entity other than a forensic science board or commission?	
5. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Next, please read A7 and A8 aloud. For A8, you can read the list of functions to yourself and then let me know once you're ready for follow-up questions.

**A7. As of December 31, 2024, did your laboratory have a Laboratory Information Management System (LIMS)?** LIMS is a computerized system used to manage, compile, or track requests and/or evidence. *If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "Yes."*

- Yes
- No → **Skip to A9**

**A8. During 2024, did your laboratory use LIMS for any of the following functions?** *Mark yes or no for each row.*

	Yes	No
a. Tracking by item	<input type="radio"/>	<input type="radio"/>
b. Tracking by request	<input type="radio"/>	<input type="radio"/>
c. Tracking by law enforcement case number	<input type="radio"/>	<input type="radio"/>
d. Tracking by laboratory case number	<input type="radio"/>	<input type="radio"/>
e. Tracking by criminal offense (e.g., homicide or robbery)	<input type="radio"/>	<input type="radio"/>
f. Calculating turnaround time by item	<input type="radio"/>	<input type="radio"/>
g. Calculating average turnaround time by section	<input type="radio"/>	<input type="radio"/>
h. Calculating average turnaround time for the overall laboratory	<input type="radio"/>	<input type="radio"/>
i. Tracking by criminal case status	<input type="radio"/>	<input type="radio"/>
j. Interfacing with laboratory instrumentation	<input type="radio"/>	<input type="radio"/>
k. Monitoring backlog	<input type="radio"/>	<input type="radio"/>
l. Documenting chain of custody	<input type="radio"/>	<input type="radio"/>
m. Generating reports	<input type="radio"/>	<input type="radio"/>
n. Paperless reporting	<input type="radio"/>	<input type="radio"/>
o. Generating discovery	<input type="radio"/>	<input type="radio"/>

PROBE	NOTES
1. Are these functions clear or are any of them unclear or confusing? <IF UNCLEAR OR CONFUSING> Which functions are unclear or confusing?	
2. Are there any changes you would suggest that we make to this list of functions? <IF NEEDED> Any functions that should be added to this list? Removed from this list?	
3. RECORD ANY PARTICIPANT COMMENTS	

Next, please read A9. You can read the list of databases to yourself and then let me know once you're ready for follow-up questions.

**A9. During 2024, did your laboratory use any of the following databases?** *Mark yes or no for each row.*

	Yes	No
a. Paint Data Query (PDQ)	<input type="radio"/>	<input type="radio"/>
b. National Integrated Ballistics Information Network (NIBIN)	<input type="radio"/>	<input type="radio"/>
c. Combined DNA Index System (CODIS)	<input type="radio"/>	<input type="radio"/>
d. Automated Fingerprint Identification System (AFIS)	<input type="radio"/>	<input type="radio"/>
e. Integrated Automated Fingerprint Identification System (IAFIS)	<input type="radio"/>	<input type="radio"/>
f. Ignitable Liquids Reference Collection (ILRC)	<input type="radio"/>	<input type="radio"/>



PROBE	NOTES
1. Is this question clear or are there any parts that you found to be unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. Are there any changes you would suggest we make to this list of databases? <IF NEEDED> Any databases that should be added to this list? Removed from this list?	
3. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Let's move to the next question.

### Module 3: Section B: Budget (5 minutes)

We'll now move to the section on Budget. Please read B1 aloud. You can read the list of funding sources to yourself and then let me know once you're ready for follow-up questions.

**B1. During the fiscal year that included December 31, 2024, did your laboratory receive funding from any of the following sources?**  
*Mark yes or no for each row.*

	Yes	No
a. Asset forfeitures	<input type="radio"/>	<input type="radio"/>
b. Fees for case processing and other services	<input type="radio"/>	<input type="radio"/>
c. Federal grants	<input type="radio"/>	<input type="radio"/>
d. State grants	<input type="radio"/>	<input type="radio"/>
e. City, county, or local grants	<input type="radio"/>	<input type="radio"/>
f. Donations from organizations, families, or individuals	<input type="radio"/>	<input type="radio"/>

PROBE	NOTES
1. Is this question clear or are there any parts that you found unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. How about the list of funding sources – are these funding sources clear or are there any that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which source or sources are unclear or confusing?	
3. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read B2 aloud.

**B2. What was the total operating budget for your laboratory for the fiscal year that included December 31, 2024?**

19. Include funding received from **all** sources, including any asset forfeitures, fees, grants, donations, or other revenue sources.

20. Include outsourcing costs associated with contracting or procuring services from another public, private, commercial, or university laboratory to accomplish laboratory functions.

21. Do not include funding for building construction or major equipment purchases, defined as nonexpendable items that have a useful life of more than two years and cost more than \$5,000.

*If you do not know the total operating budget, please provide your best estimate.*

\$

*If estimated, check here:*

PROBE	NOTES
1. Is this question clear or are there any parts that you found unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. What about the guidance on what to include and what not to include? Is this clear or is there anything that is unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
3. How easy or difficult would it be for you to provide your laboratory's total operating budget? What would be involved in obtaining these numbers for your laboratory? <IF DIFFICULT: What would make it difficult?>	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read B3 aloud.

**<AFTER P HAS READ THE QUESTION>** Please go ahead and read the expenditure categories to yourself.

**B3. What were your laboratory's expenditures for the fiscal year that included December 31, 2024?** *If you do not know your laboratory's expenditures, please provide your best estimate.*

	Expenditures	If estimated, check here:
a. <b>Personnel</b> – total amount spent on annual salaries and fringe benefits for all employees	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
b. <b>Equipment</b> – total amount spent on nonexpendable items that have a useful life of more than two years and cost more than \$5,000	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
c. <b>Supplies</b> – total amount spent on materials that are expendable, consumed during the course of the year, and cost less than \$5,000	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
d. Other expenditures	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
e. Total expenditures (sum a-d)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>

PROBE	NOTES
1. Is this question clear or are there any parts that you found to be unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. What about the definitions of the categories, personnel, equipment, and supplies. Are these definitions clear or is there anything that is unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	

3. How easy or difficult would it be for you to provide your laboratory's expenditures for each of the categories? What would be involved in obtaining these numbers for your laboratory? <IF DIFFICULT: What would make it difficult?>	
4. So far in 2024, did your laboratory outsource any requests outside of your laboratory? This could be outsourcing to another public laboratory or to a private, commercial, or university laboratory. <IF YES>, would it be helpful or unhelpful to have Outsourcing expenditures listed as a separate category?	
5. What types of expenditures (if any) would you include in the Other expenditures category?	
6. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Let's move to the next question.

#### Module 4: Section C: Staffing (5 minutes)

We'll now move to the section on Staffing. Please read C1 aloud.

<p><b>C1. As of December 31, 2024, how many full-time and part-time employees did your laboratory have? Include managerial staff, clerical or administrative staff, analysts or examiners (in-training and full-performance), crime scene technicians, evidence technicians, medicolegal death investigators, technical and quality support staff, and any other staff.</b></p>	
Full-time employees ( <i>works at least 35 hours/week</i> )	<input type="text"/>
Part-time employees ( <i>works less than 35 hours/week</i> )	<input type="text"/>

PROBE	NOTES
1. This question defines full-time employees as working at least 35 hours per week. Is this consistent with how your laboratory defines full-time employees? <IF NO> How does your lab define full-time employees?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read C2 aloud.

**<AFTER P HAS READ THE QUESTION>** Please go ahead and read the staffing categories to yourself and let me know when you're ready.

**C2. As of December 31, 2024, how many full-time employees, part-time employees, and position vacancies did your laboratory have in the following categories? Report each employee in only one category, based on *primary function*.**

	Full-time (works at least 35 hours/week)	Part-time (works less than 35 hours/week)	Vacancies	My laboratory does not have any staff in this category
a. Managerial staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
b. Clerical or administrative staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
c. Analyst or examiner in-training	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
d. Analyst or examiner full-performance	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
e. Crime scene technician	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
f. Evidence technician	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
g. Medicolegal death investigator	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
h. Technical and quality support staff (e.g., laboratory technicians, quality specialists)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>
i. Other staff	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>

PROBE	NOTES
1. Let's take a look at the different positions/staff types listed here on the lefthand side. Are any of these positions unclear or confusing to you? <IF UNCLEAR OR CONFUSING> Which positions are unclear or confusing?	
2. In your mind, what is the difference between an "evidence technician" and a "laboratory technician"?	
3. How easy or difficult do you think it would be to answer this question for your laboratory and provide the counts of each of these categories of employees? Are there any employee categories for which your laboratory would have trouble providing counts? Are there any scenarios here where you would not know which category to put an employee? <IF DIFFICULT> What would make it difficult?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read C3 aloud.

**C3. How many hires and separations of personnel occurred within your laboratory in 2024?**

	Number of Full-Time Personnel	Number of Part-Time Personnel	If estimated, check here:
a. Hires	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>
b. Separations	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>

PROBE	NOTES
1. Do you have any comments or reactions to this question?	
2. What would be involved in providing counts for this question?	
3. RECORD ANY PARTICIPANT COMMENTS	

Let's move to the next section, which is on your laboratory's workload. Please go ahead and read the information presented on the screen out loud.

**Module 5: Section D: Workload (15-20 minutes)**

This section asks for information about your laboratory’s workload. *Please consider the following definitions as you complete this section.*

- **Request** – a submission of physical evidence for analysis to a forensic discipline unit from a single criminal investigation or case. A case may result in more than one request. For example, a case may include requests for toxicology, digital and multimedia evidence, and forensic biology that would be considered three separate requests. Some laboratories refer to a request as a case request, forensic service request, client request, or assignment. A request may contain more than one item of evidence.
- **Median turnaround time** – number of days for when the request is accepted by your laboratory to when the report is issued. Round to the nearest whole day.
- **Outsourced request** – a request sent outside of your laboratory to another public laboratory or to a private, commercial, or university laboratory.

PROBE	NOTES
1. Do you have any comments or reactions to these definitions?	
2. Are these definitions clear, or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
3. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D1, D2, and D3 aloud, then I will ask you some follow-up questions.

**D1. During 2024, did your laboratory perform forensic functions with controlled substances (e.g., seized drugs)?**

Yes  
 No → *Skip to D4*

→ **D2. Please provide the following counts for your laboratory’s work with controlled substances (e.g., seized drugs). Do not include outsourced requests in your counts or in your median turnaround time.**

a. Total number of <u>new requests submitted</u> to your laboratory in 2024	<input type="text"/> new requests	<i>If estimated, check here:</i> <input type="checkbox"/>
b. Total number of <u>requests completed</u> by your laboratory in 2024	<input type="text"/> requests completed	<i>If estimated, check here:</i> <input type="checkbox"/>
c. Total number of <u>pending requests</u> that were unreported for 30 days or longer as of January 1, 2025	<input type="text"/> pending requests	<i>If estimated, check here:</i> <input type="checkbox"/>
d. <u>Median turnaround time</u> for requests completed in 2024	<input type="text"/> days	<i>If estimated, check here:</i> <input type="checkbox"/>

**D3. During 2024, how many requests for controlled substances (e.g., seized drugs) were outsourced by your laboratory?**

Outsourced requests      *If estimated, check here:*

PROBE	NOTES
1. Are these questions clear, or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which parts are unclear or confusing?	
2. In this section, we ask for labs to calculate median turnaround time. You may recall that at the beginning of this section, we defined median turnaround time as “number of days for when the request is accepted by your laboratory to when the report is issued.” Is your laboratory able to	

calculate median turnaround time? If so, is this done using your LIMS, or a different way?	
3. What challenges, if any, might laboratories have with calculating their median turnaround time for this survey?	
4. Is our definition of median turnaround time consistent with how your laboratory typically calculates median turnaround time?  <IF NOT CONSISTENT> How is our definition different from how your laboratory typically calculates median turnaround time?	
5. When calculating median turnaround time, do you consider the start date when the initial evidence is received from a request, or the last piece of evidence is received?	
6. In this section, we also ask that labs do not include outsourced requests in their counts of those received and completed and in the median turnaround time. Does your lab typically include or exclude outsourced requests when calculating this information?	
7. Did you notice the check estimate box? Would your laboratory need to use it for providing a count for any of these four items on the screen? If so, which ones would you provide an estimate for?	
8. How easy or difficult do you think it would be for your laboratory to provide the information that is being requested for each function your lab performed in 2024? For each function that I list, please tell me if your laboratory performed this function in 2024 and if so, how easy or difficult it would be for your laboratory to provide the information requested in D2.  <Display list of functions that follows D3>  Controlled substances Toxicology Trace analysis Impressions Firearms, toolmarks, or ammunition Digital and multimedia evidence Latent prints Questioned documents Crime scene investigation Forensic biology casework analysis Sexual assault casework analysis DNA databasing  <IF DIFFICULT FOR ANY FUNCTION(S)> What would make it difficult?	
9. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D4 aloud.

<p><b>D4. During 2024, did your laboratory perform forensic functions with <u>toxicology</u>?</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Antemortem BAC analysis</li> <li>• Antemortem drug analysis</li> <li>• Postmortem analysis</li> </ul>
--

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to this question?	

2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	
---	--

Please read D8 aloud. You can read the list of examples to yourself.

**D8. During 2024, did your laboratory perform forensic functions with trace analysis?**

This includes:

- Chemical unknown analysis
- Explosives analysis
- Fiber examination
- Fire debris analysis
- Gunshot residue testing
- Hair examination
- Paint analysis
- Glass analysis
- Physical match/fracture match
- Other trace analysis

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of trace analysis presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D12 aloud.

**D12. During 2024, did your laboratory perform forensic functions with impressions?**

This includes:

- Footwear examination
- Tire tread examination

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of impressions presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D16 aloud.

**D16. During 2024, did your laboratory perform forensic functions with firearms, toolmarks, or ammunition?**

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of impressions presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D20 aloud. You can read the list of examples to yourself.



**D20. During 2024, did your laboratory perform forensic functions with digital and multimedia evidence?**

This includes:

- Traditional cellphone (not smartphone) analysis
- Smartphone, tablet, or mobile device analysis
- Laptop or desktop computer analysis
- Thumb and external drives, CDs, DVDs, or other storage media analysis
- GPS and navigation systems analysis (black box)
- Audio files analysis
- Video analysis (e.g., CCTV, DVR)
- Vehicle forensics
- Cloud and server data (including social media) analysis
- Other analyses of digital/multimedia evidence

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of digital and multimedia evidence presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D24 aloud.

**D24. During 2024, did your laboratory perform forensic functions with latent prints?**

This includes:

- Print development analysis
- Comparisons analysis

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of latent prints presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D28 aloud.

**D28. During 2024, did your laboratory perform forensic functions with questioned documents?**

This includes:

- Handwriting analysis
- Ink and paper analysis

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of questioned documents presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D32 aloud. You can read the list of examples to yourself.

**D32. During 2024, did your laboratory perform forensic functions with crime scene investigation?**

This includes:

- Evidence collection
- Reconstruction (e.g., bloodstain pattern analysis, scene)
- Medicolegal death investigation
- Forensic photography

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of crime scene investigation presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D36 aloud. You can read the list of examples to yourself.

**D36. During 2024, did your laboratory perform forensic functions with forensic biology?**

This includes:

- Casework analysis
- DNA databasing (including convicted offender, arrestee, or other DNA samples)
- Other analyses of forensic biology

PROBE	NOTES
1. Do you have any thoughts, reactions, or suggested changes to the examples of forensic biology presented here?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D47 aloud.

**D47. During 2024, did your laboratory have a mandated turnaround time for any of the forensic functions it performed?**

Yes

No

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How easy or difficult would it be for you to select the specific functions for which your laboratory had a mandated turnaround time in 2024? <IF DIFFICULT> What would make it difficult?	
3. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read D50 aloud. You may read the list of reasons to yourself.

**D50. What was the reason your laboratory outsourced requests in 2024? Mark all that apply.**

- Did not outsource requests in 2024
- Did not have the infrastructure to do the work in-house
- Did not have enough staff to do the work in-house
- Did not have enough funding to do the work in-house
- Outsourced as a cost-effective method for accomplishing the work
- Outsourced because access to specialized experience was needed
- Other (please specify) ▾

PROBE	NOTES
1. Are there any reasons for why a laboratory might outsource requests that are not already included in this list?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

**Module 6: Section E: Quality Assurance (7 minutes)**

Let's move to the next section, which is on Quality Assurance. Please read E1 aloud.

**E1. As of December 31, 2024, was your laboratory required to be accredited?** This includes a requirement from local, state, or federal jurisdictions you serve or from legislatures.

Yes  
 No

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read E2 aloud.

**E2. As of December 31, 2024, were any disciplines in your laboratory accredited? Mark one.**

Yes, all disciplines in my laboratory were accredited  
 Yes, some disciplines in my laboratory were accredited  
 No, none of the disciplines in my laboratory were accredited

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read E6 aloud, along with the answer choices.

**E6. In 2024, at what level did your laboratory perform technical reviews?** A technical review refers to a qualified second party’s evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally and technical reviews that are outsourced. *Mark one.*

- Technical reviews were performed on **none (0%)** of the casework.
- Technical reviews were performed on **some (less than 50%)** of the casework.
- Technical reviews were performed on **most (more than 50%)** of the casework.
- Technical reviews were performed on **all (100%)** of the casework.

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How about the definition of “technical review.” Any thoughts or reactions to this definition?	
3. How easy or difficult would it be for you to answer this question? <IF DIFFICULT> What makes it difficult?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read E7 aloud. You may read the list of resources to yourself.

**E7. As of December 31, 2024, did your analysts/examiners have access to the following safety and wellness resources?** *If yes, indicate if your laboratory primarily provided these resources directly or through an external agency. Mark one for each row.*

	Yes, directly	Yes, through an external agency	No, analysts/examiners did not have access to this resource
a. Behavior/stress management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Employee assistance programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Mental health debrief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Proactive resiliency programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Web-based resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Other resources (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; width: 100%; height: 30px; margin: 5px auto;"></div>			

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How easy or difficult would it be for you to answer this question for your laboratory about each resource? <IF DIFFICULT> What makes it difficult?	

3. We are considering including some additional resources in this list. For example, childcare programs. How easy or difficult would it be to answer this question about childcare programs, specifically?	
4. How about resources for expectant mothers?	
5. How about if we asked about programs related to building skills for managing trauma?	
6. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Let's move to the final section of the survey.

### Module 7: Section F: Emerging Topics (7 minutes)

Let's move to the final section of the survey. Please read F1 aloud when you are ready.

<p><b>F1. In 2024, did an officer of the court recall a former analyst or examiner to provide testimony from your laboratory? Mark one.</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Don't know</p>
--

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How easy or difficult would it be for you to answer this question? <IF DIFFICULT> What makes it difficult?	
3. Do you have any general thoughts or reactions to this question?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F2 aloud when you are ready.

<p><b>F2. In 2024, did multiple analysts or examiners, within the same discipline, work on the same evidence in your laboratory, regardless of whether they issue a report?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
--

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F3 aloud when you are ready. You may read the list of procedures to yourself, then let me know once you are ready for follow-up questions.

**F3. In 2024, did your laboratory perform any of the following procedures or use any of the following technologies? Mark yes or no for each row.**

	Yes	No
<b>Forensic biology</b>		
a. Y-STR analysis	<input type="radio"/>	<input type="radio"/>
b. Mitochondrial DNA analysis	<input type="radio"/>	<input type="radio"/>
c. Expert systems	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>
e. Familial DNA database searches	<input type="radio"/>	<input type="radio"/>
f. Forensic genealogy database searches	<input type="radio"/>	<input type="radio"/>
g. Forensic genealogy testing	<input type="radio"/>	<input type="radio"/>
h. Proteomics	<input type="radio"/>	<input type="radio"/>
i. Kinship	<input type="radio"/>	<input type="radio"/>
<b>Other</b>		
j. 3D firearms imaging instrumentation	<input type="radio"/>	<input type="radio"/>
k. Cell source identification by pathology or instrumental method	<input type="radio"/>	<input type="radio"/>
l. Robotics	<input type="radio"/>	<input type="radio"/>
m. LC-MS/MS for toxicology	<input type="radio"/>	<input type="radio"/>
n. High resolution mass spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>
o. Breath alcohol calibration	<input type="radio"/>	<input type="radio"/>
p. Provide materials for canine training aids to law enforcement (e.g., for drugs and explosives detection)	<input type="radio"/>	<input type="radio"/>

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How about the specific procedures and technologies listed. Are these clear or are there any that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which procedures are unclear or confusing?	
3. Are there any changes you would suggest that we make to this list of procedures?	
4. When answering this question, would you be thinking only about the procedures that your laboratory used in-house or would you also be thinking about the work that it may have outsourced to another laboratory?	
5. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F4 aloud when you are ready. You may read the list of technologies to yourself, then let me know once you are ready for follow-up questions.

**F4. In 2024, was your laboratory in the process of implementing or considering implementing any of the following technologies?**  
 Mark yes or no for each row.

	Yes	No
a. Mitochondrial DNA Analysis	<input type="radio"/>	<input type="radio"/>
b. Expert Systems	<input type="radio"/>	<input type="radio"/>
c. LC-MS/MS for Toxicology	<input type="radio"/>	<input type="radio"/>
d. Rapid DNA	<input type="radio"/>	<input type="radio"/>
e. 3D Firearms Imaging Instrumentation	<input type="radio"/>	<input type="radio"/>
f. High Resolution Mass Spectrometry (e.g., QTOF)	<input type="radio"/>	<input type="radio"/>
g. Other (please specify) <input type="text"/>	<input type="radio"/>	<input type="radio"/>

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. Are the technologies listed here clear or are there any that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which procedures are unclear or confusing?	
3. Are there any changes that we should consider making to this list of technologies?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F5 aloud when you are ready.

**F5. Please rank the following areas in order from most to least important where 1 equals the area where your laboratory had the greatest need for additional funding in 2024 and 3 equals the area where your laboratory had the least need for additional funding in 2024.**

- Personnel
- Equipment
- Supplies
- Other (please specify)

PROBE	NOTES
1. Is this question clear or is there anything that is unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. How easy or difficult do you think it would be to rank these categories in order of importance for your laboratory?	

3. Would you enter anything in the Other specify box? <IF YES> What would you enter there?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F6 aloud when you are ready, along with the answer choices.

**F6. What are reasons that staff left your laboratory in 2024? Mark all that apply.**

- Not applicable, no separations in 2024
- Voluntary resignation
- Dismissal
- Retirement
- Layoff
- Other (please specify) ▾

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. Are there any reasons for why staff might leave a laboratory that are missing from this list?	
3. To you, is there a difference between voluntary resignation and retirement? If yes, what is the difference?	
4. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F7 aloud when you are ready, along with the answer choices.

**F7. What challenges, if any, did your laboratory face in 2024? Mark all that apply.**

- Recruiting key personnel
- High turnover in key personnel
- Lack of resources or financial support
- Adapting to new or changing laws, policies, or regulations
- Other (please specify) ▾

PROBE	NOTES
1. Is this question clear or are there any parts that are unclear or confusing? <IF UNCLEAR OR CONFUSING> Which part(s) are unclear or confusing?	
2. Are there any challenges that a laboratory might have faced that are missing from this list?	
3. RECORD ANY ADDITIONAL PARTICIPANT COMMENTS	

Please read F8 aloud when you are ready, along with the answer choices.



**F8. What was the main challenge your laboratory faced in 2024? Mark one.**

- Recruiting key personnel
- High turnover in key personnel
- Lack of resources or financial support
- Adapting to new or changing laws, policies, or regulations
- Other (please specify) ▾

PROBE	NOTES
1. Do you have any thoughts or reactions to this question?	

**Module 8: Wrap-Up/Debriefing (3 minutes)**

Those are all of the survey questions I have for you today, but now I'd like to ask you some questions about your overall experience answering these questions.

PROBE	NOTES
1. Do you have any thoughts or feedback about any items that you haven't already shared?	
2. When completing this survey, would you be able to provide exact numbers or are there some questions for which you would need to estimate?  <IF ESTIMATE> Do you recall which questions, specifically, you would to provide an estimate?	
3. Is there anything else you'd like to share before we wrap up?	

Those are all of my questions for you. Thanks again for participating today. All of your feedback that you shared with me today will be used to help improve the survey questions.

[CLOSE INTERVIEW AND TAKE THE FOLLOWING STEPS]:

1. SAVE RECORDING TO APPROPRIATE FOLDER
2. SAVE COMPLETED CONSENT FORM TO APPROPRIATE FOLDER
3. EMAIL/TEAMS MESSAGE KATHRYN THAT THE INTERVIEW WAS COMPLETED
4. FINALIZE NOTES AS SOON AS POSSIBLE AND MOVE NOTES INTO FINALIZED FOLDER
5. COPY NOTES INTO THE SUMMARY SPREADSHEET

## Attachment F: Survey invitation letter



U.S. Department of Justice

Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, DC 20531

«POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY DIRECTOR»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

I am writing to ask for your participation in the Bureau of Justice Statistics (BJS) Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The CPFFCL has been conducted every few years since 2002. Your responses to the new survey are critical to provide current information on the workloads, staffing, resource needs, and other emerging issues among federal, state, and local crime labs nationwide during 2024 and to understand changes since the CPFFCL was last conducted in 2020.

The CPFFCL is endorsed by the American Society of Crime Laboratory Directors (ASCLD) and the endorsement letter can be found on the website listed below.

To participate in the 2024 CPFFCL, please complete the survey at **bjsforensics.org** by <<DATE>>. Your log-in information is:

**Username: «CaseID»**

**Password: «Password»**

The survey takes approximately 90 minutes to complete. You may download a copy to assist with gathering the necessary data and share it with others in your lab to assist with the responses.

If you need to change the point of contact for your lab or update your contact information, go to **bjsforensics.org** using the username and password above, and follow the instructions. If you have questions about the survey, please contact RTI International at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments, please contact Matt Durose, the program manager from BJS, at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Thank you in advance for your participation in the CPFFCL. We greatly appreciate your support with this important survey.

Sincerely,

Kevin M. Scott, PhD  
Acting Director  
Bureau of Justice Statistics  
U.S. Department of Justice

BJS is authorized to conduct this data collection under Title 34 United States Code Section 10132. By law, BJS will use the information you provide only for statistical or research purposes and must protect the confidentiality of information identifiable to a private person against unauthorized disclosure or misuse. [Title 34 U.S.C. Sections 10134 and 10231] Any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. Per the Cybersecurity Enhancement Act of 2015, federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. The [BJS Data Protection Guidelines](#) provide more detailed information on how BJS and RTI International will use and protect data collected under BJS's authority.

Case ID: «caseid»

## Attachment G: Endorsement letter



**AMERICAN SOCIETY OF  
CRIME LABORATORY DIRECTORS, INC.®**

**65 Glen Road, Suite 123, Garner, NC 27529**

January 23, 2025

**ASCLD BOARD OF DIRECTORS**

---

**Scott Ford, President**  
Midwest Regional Forensic Laboratory

**G. Scott Hummel, President-Elect**  
Kansas City Police Department

**Sheri Lemons, Secretary**  
West Virginia State Police Forensic  
Laboratory

**Brian Hoey, Treasurer**  
Missouri State Highway Patrol

**Timothy D. Kupferschmid,  
Past President**  
NYC Office of Chief Medical Examiner

**Mike Cariola**  
Bode Technology

**Claudine Carter Pereira**  
Broward Sheriff's Office

**Henry Maynard**

**Lori Nix**  
Georgia Bureau of Investigation -  
Division of Forensic Sciences

**Tate Yeatman**  
Palm Beach County Sheriff's Office  
Crime Laboratory

**Kerri T. Heward**  
San Bernardino County Sheriff's  
Department – Scientific Investigations  
Division

**Laura A. Tramontin**  
NJSP Office of Forensic Sciences

**Daniel Katz**  
Maryland Department of State Police  
Forensic Sciences Division

**ASCLD STAFF**

---

**John A. Byrd, BG (Retired)**  
Executive Director

**Ramona Robertson**  
Administrative Assistant

Dear Fellow Laboratory Director:

The ASCLD Board of Directors is encouraging you to participate in the new Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) from the Bureau of Justice Statistics (or BJS), the principal statistical agency of the Department of Justice. BJS, working with RTI International (RTI), is conducting the CPFFCL survey to provide valuable information regarding the workloads, staffing, and resources available among the nation's crime labs during 2024.

**Your response to the 2024 CPFFCL is critical to making the results nationally representative, understanding current resource needs and emerging issues, and assessing trends since the CPFFCL was last conducted in 2020.** For information about the previous surveys conducted in 2002, 2005, 2009, 2014, and 2020, please see BJS's CPFFCL webpage at <https://bjs.ojp.gov/data-collection/census-publicly-funded-forensic-crime-laboratories-cpffcl>.

The CPFFCL includes a wide range of questions and data elements that focus on our community and directly supports the ASCLD mission of disseminating important forensic based information, improving information-sharing among crime laboratory directors, and promoting the highest standards of practice in the field. We know that you and your staff have many responsibilities and limited time, but we hope that you will provide the requested information and contribute to this survey.

**Your participation is needed to ensure that the survey is a success and that the results are comprehensive.**

Thank you in advance for your cooperation with this important effort.

Sincerely,

Scott Ford  
ASCLD President

## Attachment H: Survey invitation email

TO: «POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY DIRECTOR»

SUBJECT: Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)

Dear «First Name» «Last Name»:

Last week, we sent you an invitation to complete the new Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) by mail and would like to confirm that you successfully received your invitation.

**Please reply to this message to indicate that you received the invitation.**

**In the event that you did not receive the materials, your survey invitation and unique login information is provided in this email below.**

Thank you,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

---

*Survey Invitation Letter*  
*Link to Endorsement Letter*

# Attachment I: CPFFCL flyer





The Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) is a national survey conducted by the [Bureau of Justice Statistics \(BJS\)](#) to provide much-needed statistics on the forensic services provided by the federal, state, and local crime labs. The new CPFFCL will provide a national snapshot of the operations and resources available to conduct this important work during 2024.

### **What information does the CPFFCL collect?**

Key survey topics include:

- Staffing and workloads
- Budgets, expenditures, and funding sources
- Resources and technology
- Forensic services provided
- Policies and procedures

As the principal statistical agency of the Department of Justice, BJS will use these data to produce important statistics on the nation's crime labs that can help to identify the emerging issues and challenges they are facing.

### **Why should my lab participate?**

The CPFFCL is vital to understanding the operations and resources available among the publicly funded labs performing forensic services nationwide. Because this is a census requesting data from all labs that meet this project's eligibility criteria, your lab's responses will ensure the results are nationally representative and help provide a complete picture of the diversity among labs operating in 2024. The survey will provide key information that can help to inform the resource needs among the nation's crime labs and changes since the CPFFCL was last conducted in 2020. The 2020 CPFFCL report is available at <https://bjs.ojp.gov/document/pffcl20.pdf>.

### **How can I find out more about the 2024 CPFFCL?**

For questions or more information, please contact RTI International, BJS's data collection agent for the CPFFCL, at [bjsforensics@rti.org](mailto:bjsforensics@rti.org) or Matt Durose from BJS at [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

# Attachment J: ASCLD survey launch announcement

Hello Colleagues,

We write to you today about an important national data collection that affects each of our laboratories and impacts budgets and decision-making at all government levels.

Specifically, the U.S. Department of Justice's Bureau of Justice Statistics (BJS) is currently administering the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The CPFFCL was last conducted in 2020 and is designed to gather data on current services offered by publicly funded crime laboratories and the challenges you face.

**We strongly encourage you to complete the CPFFCL as soon as possible to ensure that your laboratory is represented in this critical collection.**

The survey can be completed online at [bjsforensics.org](https://bjsforensics.org) and by paper copies that have been sent out.

If you have any questions regarding CPFFCL please contact RTI, the data collection agency for the survey, at [bjsforensics@rti.org](mailto:bjsforensics@rti.org).

Sincerely,

Scott Ford  
ASCLD President

## Attachment K: First reminder email and postcard

TO: «POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»

SUBJECT: Census of Publicly Funded Forensic Crime Laboratories

Dear «First Name» «Last Name»:

The Bureau of Justice Statistics (BJS) is conducting a new Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) on their operations and resources available during 2024. Last month, RTI sent «FACILITY NAME» an invitation on behalf of BJS to participate in the 2024 CPFFCL. We hope to receive your survey soon so that the statistics from this census reflect the important services provided by the nation's crime labs. Information from your laboratory is needed to ensure the results are nationally representative.

The survey is due by «DATE». Please provide your responses by that date if possible. We greatly appreciate your support with this request.

**You may access the survey online at [bjsforensics.org](https://bjsforensics.org) by entering the following information:**

**Username: «CaseID»**  
**Password: «Password»**

If you have questions or need to update your contact information, please contact the RTI team at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Thank you for your time and consideration.

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics



CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

The Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) focuses on the forensic services performed by crime labs across the nation and the resources devoted to completing the work. Your lab's survey responses are needed to make the results nationally representative.

**BE HEARD. CONNECT TODAY.**

**REMINDER!**

**YOUR INPUT IS NEEDED. RESPOND NOW.**



RTI International  
3040 East Cornwallis Road  
Research Triangle Park, NC 27709



CRIME LAB CENSUS IS A KEY SOURCE FOR NATIONAL STATISTICS  
ON WORKLOADS AND RESOURCE NEEDS



Your  
response is  
**INVALUABLE**  
to the  
forensic  
community.

JOHN DOE  
3040 East Cornwallis Road  
Research Triangle Park, NC 27709

FOR ASSISTANCE  
PLEASE SEE THESE  
RESOURCES:

WEBSITE: [BJSFORENSICS.ORG](https://www.bjsforensics.org)  
EMAIL: [BJSFORENSICS@RTI.ORG](mailto:BJSFORENSICS@RTI.ORG)

*New survey questions on emerging issues and challenges  
facing crime labs in 2024!*

## Attachment L: Second reminder email and letter



TO: «POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»

SUBJECT: Census of Publicly Funded Forensic Crime Laboratories

Dear «First Name» «Last Name»:

The 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) was recently mailed to you. This email is to request confirmation that we have successfully reached you and to encourage you to contact us if you have any questions.

**Please reply to this message to confirm that we have reached «POC NAME» at «FACILITY NAME».**

The information contained in the letter that we mailed on «DATE» is provided below.

Thank you,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

---

*Second Reminder Letter*



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, DC 20531

«POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

«FACILITY NAME» has been asked to participate in the Bureau of Justice Statistics (BJS) new Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). I recognize that you may not have received the previous correspondence or that you may not have responded yet because of time constraints.

The goal of this survey is to provide a comprehensive understanding of the forensic services, resources, and challenges among the nation's crime labs during 2024. Since CPFFCL is a census, your responses are critical to making the results nationally representative.

**Please complete the survey at [bjsforensics.org](https://bjsforensics.org) by << DATE >> with the following information:**

**Username: «CaseID»**  
**Password: «Password»**

Alternatively, you can mail your responses by the due date using the enclosed survey and business reply envelope.

If you have questions about the survey or having difficulty accessing the website, please contact RTI at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

Enclosures: CPFFCL questionnaire; Business reply envelope

«caseID»

## Attachment M: Third reminder email and letter

TO: «POC NAME»

SUBJECT: Census of Publicly Funded Forensic Crime Laboratories

Dear «First Name» «Last Name»:

Recently, we sent you a reminder letter to complete the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) via mail. This email is to confirm that you received the reminder.

**In the event that you did not receive our reminder letter, it is provided below.**

We know you have many demands on your time and appreciate your response to this important survey. If you have any questions, please contact RTI International at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org).

Thank you,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

«caseID»

---

*Third Reminder Letter*



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, DC 20531

«POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

The Bureau of Justice Statistics is currently fielding the survey for the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL), and «FACILITY NAME» has been asked to participate.

BJS will only use the data collected for research and statistical purposes. Your response is very important to better understand the challenges facing the nation's crime labs.

While I know you have many demands on your time, your response is crucial to making the results this census nationally representative.

**Please complete the survey online at [bjsforensics.org](https://bjsforensics.org) by entering the following information:**

**Username: «CaseID»**  
**Password: «Password»**

Please note that the survey is due by «DATE». If you have questions or having difficulty accessing the website, please contact RTI at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

«caseID»

## Attachment N: Fourth reminder letter



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, DC 20531

«POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International (RTI) is conducting the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). RTI has not received your completed survey.

**All responses are crucial to this effort, and we need your participation by <<DATE>> in order to have complete results.**

**As of «DATE», «% COMPLETED» of labs have submitted surveys. Don't miss your chance to respond for your laboratory.**

Please complete your survey as soon as possible. We greatly appreciate your support with this request.

**You may access the survey at [bjsforensics.org](https://bjsforensics.org) by entering the following information:**

**Username: «CaseID»  
Password: «Password»**

If you have questions or are having difficulty accessing the website, please contact RTI at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

«caseID»

## Attachment O: Fifth reminder email and postcard



TO: «POC NAME»

SUBJECT: 2024 Census of Publicly Funded Forensic Crime Laboratories Reminder

Dear «First Name» «Last Name»:

I'm writing on behalf of the Bureau of Justice Statistics (BJS) to remind you that «FACILITY NAME» has been invited to participate in the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL).

This data collection has been endorsed by the American Society of Crime Laboratory Directors (ASCLD) and the letter of support can be found on our website: [bjsforensics.org](https://bjsforensics.org).

**All survey responses are crucial to this effort, and we need your participation in order to help ensure reliable results.**

Please complete the 2024 CPFFCL survey as soon as possible. I understand that you often receive survey requests, and I appreciate your support with this request.

You can complete the survey at: [bjsforensics.org](https://bjsforensics.org)

Your agency-specific information is:

**Username: «CaseID»**

**Password: «Password»**

I greatly appreciate your assistance with this important data collection.

Thank you,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

---

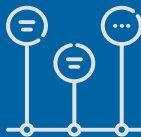
«caseID»

**RESPONSE NEEDED**



The Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) focuses on the forensic services performed by crime labs across the nation and the resources devoted to completing the work.

**BE HEARD. CONNECT TODAY.**



CRIME LABS RECEIVE  
MILLIONS OF REQUESTS  
FOR SERVICES EACH YEAR

**2002**

**2005**

**2009**

**2014**

**2020**

**2024**

RTI International  
3040 East Cornwallis Road  
Research Triangle Park, NC 27709



The Crime Lab Census found  
labs had more than  
**1,500** job vacancies in 2020



YOUR INPUT BENEFITS CRIME LABS LIKE YOU,  
**BUT ONLY IF YOU PARTICIPATE!**

JOHN DOE  
3040 East Cornwallis Road  
Research Triangle Park, NC 27709

FOR ASSISTANCE  
PLEASE SEE  
THESE RESOURCES:

WEBSITE: [BJSFORENSICS.ORG](https://www.bjsforensics.org)  
EMAIL: [BJSFORENSICS@RTI.ORG](mailto:BJSFORENSICS@RTI.ORG)

*NEW SURVEY QUESTIONS WILL EXAMINE THE CURRENT STAFFING AND RESOURCE NEEDS OF LABS*

## Attachment P: Sixth reminder email from ASCLD

Hello Colleagues,

We write to you today about an important national data collection that effects each of our laboratories and impacts budgets and decision-making at all government levels.

Specifically, the U.S. Department of Justice's Bureau of Justice Statistics (BJS) is currently administering the sixth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). The CPFFCL was last conducted in 2020, and the new survey has been designed to gather data on the services offered by publicly funded crime labs and the challenges you faced during 2024.

With input from subject matter experts and crime laboratory stakeholders, BJS and RTI international, BJS's data collection agent for this survey, developed the new survey designed to reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

We understand from BJS that about <<% NOT COMPLETED>> of labs have yet to submit their CPFFCL survey.

If you have already completed the CPFFCL survey, we sincerely thank you. By completing the survey, you have helped contribute valuable information on emerging issues relevant to forensic laboratories and reveal how staffing, budgets, caseload, and resource needs have changed over the past 4 years.

**For those who have not completed the CPFFCL, we strongly encourage you to do so as soon as possible to ensure that your laboratory is represented in this critical collection. The survey ends soon.** The survey can be completed online at [bjsforensics.org](https://bjsforensics.org) and by paper copies that have been sent out.

If you have any questions regarding the CPFFCL please contact RTI at [bjsforensics@rti.org](mailto:bjsforensics@rti.org) or 1-877-834-7063.

Sincerely,

Scott Ford  
ASCLD President

## Attachment Q: Telephone follow-up scripts for data quality

## **Sample Call Script for Data Quality Follow-up Calls**

### **[IF CALL RINGS TO A GATEKEEPER]**

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories. I am following up on a survey recently completed by <<POC NAME>>. May I speak with <<POC NAME>>?

### **[IF CALL RINGS TO POC]**

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories. Your laboratory recently completed the survey, and you are listed as the Survey Contact. I have a few questions about the data in your survey; these questions will help ensure we understand the information you provided. This should only take a few minutes of your time.

BEGIN READING QUESTION(S) THAT IS (ARE) MISSING INFORMATION OR HAVE INCONSISTENT RESPONSES.

Thank you for your time.

## Attachment R: Telephone follow-up scripts for nonresponse



Phone Prompting Specifications  
CPFFCL Non-Response Follow-Up CATI Script

**USE 2690 AS THE COMPLETED SURVEY CODE TO INDICATE COMPLETE VIA WEB AND NO PROMPTING NEEDED.**

**NT00.**

**PROGRAMMER, DISPLAY:  
STATUS, DATE OF LAST CALL, NUMBER OF ATTEMPTS**

**LEAD\_IN**

Shows:

- Case Level Status
- Line Level Status
- Case-Level Comments
- Date of Last Call
- Last Appt
- Contact info

**TW**

WHAT DO YOU WANT TO DO?

- 1 = CONTINUE WITH THIS CASE **{GO TO AUTO\_DIAL1}**
- 2 = REVIEW RECORD OF EVENTS
- 3 = REVIEW ROSTER OF NUMBERS AND NAMES **{GO TO ROSTER LINES}**
- 4 = REVIEW/ENTER CASE LEVEL COMMENTS **{GO TO CASE COMMENTS}**
- 6 = SAVE THE CURRENT CASE; GET ANOTHER CASE OR EXIT CATI-CMS
- 7 = SCHEDULE A CALLBACK **{GO TO SCHEDULER}**
- 8 = CHOOSE A NEW NUMBER TO CALL **{GO TO ROSTER LINES}**
- 9= CALL IN CASE **{GO TO CALL\_IN}**
- 90 = SPECIAL OPTIONS

**DIAL1**

DID A PERSON ANSWER THE PHONE (NOT OPERATOR)?

- 1 = YES **{IF QINT1 already has a response, GO TO CALLBACK; ELSE GO TO QINT1}**
- 2 = NO **{GO TO DIAL2}**
- 9= CALL IN CASE **{GO TO CALL\_IN}**

**DIAL2**

WHAT IS THE RESULT OF THIS CALL?

- 1265 = ANSWERING MACHINE **{GO TO ANSPROMPT1}**

1201 = RING NO ANSWER  
1202 = BUSY SIGNAL / ALL CIRCUITS BUSY  
1273 = DISCONNECTED NUMBER / CALL CANNOT BE COMPLETED AS DIALED  
1274 = TEMPORARILY DISCONNECTED / LINE TROUBLE  
1281 = MODEM / FAX MACHINE  
1271 = RECORDING GIVES NEW NUMBER  
1282 = BEEPER / PAGER  
1275 = BLOCKED LINE / # DOES NOT ACCEPT INCOMING CALLS  
1287 = PRIVACY MANAGER  
1543 = TDD REQUIRED  
1284 = MOBILE / CELL PHONE

**[PROGRAMMER – only route callback screen if this is a callback to a case that has already completed some of the front-end questions.]**

### **CALL\_IN**

Hi, you've reached 2024 Census of Publicly Funded Forensic Crime Laboratories, also known as the Crime Lab Census, this is [INTERVIEWER NAME], how may I help you?

- 1 WILL COMPLETE SURVEY ONLINE [GO TO QINT20]
- 2 WILL COMPLETE A PDF [GO TO QINT23]
- 9 REFUSED [GO TO QINT28]

**CALLBACK.** Hello, this is [INTERVIEWER NAME], calling from RTI regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories, also known as the Crime Lab Census, that is being conducted by the Bureau of Justice Statistics.

We previously spoke with someone at this office and wanted to offer our assistance with any questions you have about the survey.

- 1 CONTINUE [pick up where left off last time, or else QINT11 if front end is completed]

**QINT1.** Hello, this is <<INTERVIEWER NAME>>, calling from RTI regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories, also known as the Crime Lab Census.

I'm following up on a notification that we sent to << LABORATORY DIRECTOR>> regarding the census. Have I reached << LABORATORY NAME>>?

- 1 YES [GO TO QINT11]
- 2 NO [GO TO QINT2]

**QINT2.** What is your laboratory's name?

---

**QINT3.** What is the laboratory's address?

INTERVIEWER INSTRUCTION: DO NOT READ ADDRESS TO R  
[PROGRAMMER: FILL ADDRESS]

- 1 YES – MATCH TO RECORDS [**GO TO QINT7**]
- 2 NO – DOES NOT MATCH RECORDS [**GO TO NEW\_ADDR1**]

**NEW\_ADDR1.** INTERVIEWER: RECORD ADDRESS, ASKING RESPONDENT TO REPEAT IF NECESSARY.

ADDRESS 1:  
ADDRESS 2:  
CITY:  
STATE:  
ZIP:

**QINT5.** Let me just confirm that I have the address listed correctly.

INTERVIEWER: IF NOT CORRECT, BACK UP TO CORRECT THE INFORMATION.  
[PROGRAMMER: DISPLAY LAB NAME, ADDRESS, NEW INFORMATION JUST PROVIDED.]

**QINT7.**

Is this the best number to reach you: <<area >>-<<phone>>?

- 1 CORRECT NUMBER [**GO TO QINT11**]
- 2 NOT CORRECT [**GO TO QINT8**]
- 3 WOULD LIKE TO BE CALLED ON A NEW NUMBER [**GO TO TEL06**]

**QINT8.** What phone number have I reached?

---

[PROGRAMMER: APPEND THE PHONE NUMBER TO THIS CASE.]

**[GO TO QINT11]**

**TEL06.** What is the best number that you may be reached?

---

(ENTER NUMBER WITH NO DASHES, SPACES OR OTHER PUNCTUATION)

INTERVIEWER: END THIS CALL. Thank you for providing me with this information, I will call the new number promptly. Have a nice day.

WHEN CATI ASKS “DO YOU NEED TO RETURN TO THE MAIN MENU FOR THIS CASE?”, ANSWER YES IN ORDER TO MAKE A NEW CALL TO THIS CASE USING THE NEWLY COLLECTED PHONE NUMBER.  
[PROGRAMMER: APPEND THE PHONE NUMBER TO THIS CASE; RESUME AT CALLBACK/QINT11 FOR NEXT CALL TO THIS CASE (see note).]

**[GO TO QINT11 - PROGRAMMER: \*\* CALL SHOULD RESUME HERE AFTER TEL06 \*\*]**

**QINT11.**

May I speak with <<name>>?

- 1 TRANSFER TO POC (LIVE) **[GO TO QINT14]**
- 2 GATEKEEPER IS POC **[GO TO QINT14]**
- 3 TRANSFER TO VM FOR POC **[GO TO ANSPROMPT1]**
- 4 NO/NOT AVAILABLE – SCHEDULE CALLBACK **[GO TO INT06]**
- 5 POC NO LONGER AT LAB **[GO TO QINT12]**
- 9 REFUSED **[GO TO QINT28]**

**QINT12.**

What is the new laboratory director’s name?

---

9 REFUSED

**[GO TO QINT13]**

**QINT13.**

May I speak with the laboratory director?

- 1 TRANSFER TO POC (LIVE) **[GO TO QINT14]**
- 2 GATEKEEPER IS POC **[GO TO QINT14]**
- 3 TRANSFER TO VM FOR POC **[GO TO ANSPROMPT1]**
- 4 NO/NOT AVAILABLE – SCHEDULE CALLBACK **[GO TO INT06]**
- 9 REFUSED **[GO TO QINT28]**

**QINT14.** [IF Q11=1 OR Q13=1, FILL: Hello, this is <<INTERVIEWER NAME>> calling from RTI regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories, also known as the Crime Lab Census.]

I'm following up on our invitation that asked your laboratory to participate in the survey. [We recognize the time commitment it takes to complete the survey, so have shortened it to include only the most critical questions.] Have you received the invitations we have sent you?

- 1 YES, RECEIVED INVITATION [GO TO QINT18]
- 2 NO, DID NOT RECEIVE [GO TO QINT19]
- 3 NO ANSWER [END CALL]
- 4 WENT TO VOICEMAIL [GO TO ANSPROMPT1]
- 5 YES, ALREADY COMPLETED [GO TO QINT29, CODE 1579]
  
- 9 REFUSED [GO TO QINT17a]

**ANSPROMPT1.** [DISPLAY FOR CALL COUNTS 1, 3, AND 5.] Hello, this is \_\_\_\_\_, calling from RTI regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories. We've sent you a few letters and email messages inviting your laboratory to participate in the census. [We have not heard back from your laboratory, and I wanted to follow up to inform you that we have shortened the survey to encourage your participation.] [We have not heard back from your laboratory, and I wanted to follow up with you to see if you had any questions about the survey and to encourage your participation.] At your convenience, please call us at 1-877-834-7063 referencing Case ID <<CASEID>>. Again, that number is 1-877-834-7063 and your Case ID is <<CASEID>>. Any member of our team can assist you. Thank you!

[DISPLAY FOR CALL COUNT 6 AND 8] Hello, this is \_\_\_\_\_, calling from RTI regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories. This message is for <<POC name>>. Your agency's participation ensures our study accurately represents forensic crime laboratories across the country. At your convenience, please call us at 1-877-834-7063 referencing Case ID <<CASEID>>. Again, that number is 1-877-834-7063 and your Case ID is <<CASEID>>. Any member of our team can assist you. Thank you!

1 LEFT MESSAGE. END CALL.

2 SOMEONE PICKED UP. **[IF QINT11 = 3 or QINT13 = 3 or QINT14 = 4 GO TO QINT11; ELSE GO TO QINT1]**

3 UNABLE TO LEAVE MESSAGE. END CALL.

**INT06.** When would be a better time to call back? INTERVIEWER: CALLBACK SHOULD ONLY BE SET IF THE RESPONDENT REQUESTED OR AGREED TO BE CALLED BACK.

INTERVIEWER: IF RESPONDENT INDICATES THAT THEY ARE WILLING TO TALK NOW BUT THEY ARE DRIVING, SAY: I'm sorry, but for your safety we're not able to continue while you're driving (or doing something else that requires your full attention).

IS THIS CALLBACK SET BY THE RESPONDENT OR SOMEONE ELSE?

1 APPOINTMENT BY SUBJECT -- THE RESPONDENT SELECTED TO COMPLETE THE INTERVIEW AND PROVIDED A SPECIFIC TIME AND DATE FOR THE APPOINTMENT. **[GO TO APPOINTMENT SCHEDULE SCREENS AND THEN QINT28]**

2 APPOINTMENT BY OTHER -- SOMEONE OTHER THAN THE SELECTED RESPONDENT ASKED FOR US TO CALLBACK, OR THE SELECTED RESPONDENT DID NOT PROVIDE A SPECIFIC DATE AND TIME TO BE CALLED BACK. **[GO TO APPOINTMENT SCHEDULE SCREENS AND THEN QINT28]**

3 REFUSED. I will just try again later. **[GO TO QINT28]**

**QINT17a.** [PROGRAMMER: IF AGENCY HAS NOT RECEIVED COMMUNICATIONS (Q14=2), DO NOT ASK. ELSE, ASK OF EACH AGENCY THAT HAS REFUSED.]

Your laboratory's participation helps to ensure our study accurately represents forensic crime laboratories across the country. We cannot substitute another laboratory for yours. Would you please tell me more about your laboratory's reasons for not participating?

INTERVIEWER: ENTER VERBATIM IN OPEN ENDED BOX FOR CODE 00, THEN CODE THE RESPONSE

---

SELECT ALL THAT APPLY:

0 ENTER VERBATIM

1 COMPLETE — AGENCY CLAIMS THAT SURVEY HAS BEEN SUBMITTED/SENT

2 DUE DATE — CANNOT RESPOND BY DUE DATE

3 LIMITED TIME/RESOURCES — NOT RELATED TO DUE DATE

4 APPLICABILITY — AGENCY THOUGHT SURVEY DID NOT APPLY TO THEM

5 NO INTEREST — AGENCY STAFF ARE UNINTERESTED IN THE SURVEY TOPIC OR GOALS

6 NO BENEFIT — AGENCY RECEIVES NO BENEFIT FROM PARTICIPATION/SURVEY

7 VOLUNTARY — PARTICIPATION IS NOT MANDATED BY LAW

8 SURVEY FATIGUE — AGENCY RECEIVES TOO MANY SURVEY REQUESTS

9 LACK OF DATA — DATA NOT AVAILABLE DURING SURVEY PERIOD

10 LACK OF DATA — DATA DO NOT EXIST OR ARE NOT MAINTAINED

11 INACCESSIBLE DATA — DATA EXIST, BUT ARE NOT EASILY ACCESSIBLE

12 POOR QUALITY DATA — DATA EXIST, BUT ARE OF QUESTIONABLE/POOR QUALITY

13 CONFIDENTIALITY — DATA ARE NOT TO BE SHARED OUTSIDE OF AGENCY/AUTHORITY

14 FEDERAL ROLE — FEDERAL GOVERNMENT SHOULD NOT BE INVOLVED IN LOCAL ISSUES

15 JURISDICTION RULE — JURISDICTION DOES NOT PARTICIPATE IN RESEARCH

16 OTHER

99 REFUSED TO GIVE REASON FOR DELAY/REFUSAL

**QINT18.** INTERVIEWER: IF REFUSAL, DO NOT ASK; CODE 6 [NO, will not complete survey]

ELSE: Do you have any questions or concerns about the survey that I might be able to help with?

ADDRESS RESPONDENT QUESTIONS OR CONCERNS. IF UNABLE TO ADDRESS CONCERNS, INDICATE HELP DESK WILL FOLLOW UP WITH THEM. SELECT OPTION 7.

Can I ask how would you prefer to complete the survey? You have the option to complete it online or via PDF by downloading it from the survey website and emailing, faxing, or mailing it back to us. What would you prefer?

1 POC HAS COMPLETED WEB SURVEY **[GO TO QINT29, Code 1579]**

2 YES, WILL COMPLETE SURVEY ONLINE **[GO TO QINT20]**

3 YES, WILL COMPLETE A PDF **[GO TO QINT23]**

4 NO, WILL NOT COMPLETE SURVEY **[GO TO QINT17a]**

5 Help Desk Follow up **[GO TO QINT29, Code 1579]**

**QINT19.** IF QINT14=2: Let me send you the survey again. You have the option to complete it online or via pdf by downloading it from the survey website. Which do you prefer?

1 YES, WILL COMPLETE SURVEY ONLINE [**GO TO QINT20**]

2 YES, WILL COMPLETE A PDF [**GO TO QINT23**]

3 NO, WILL NOT COMPLETE SURVEY [**GO TO QINT28**]



**QINT20.** Do you need me to send the survey link and login information to you again?

1 Yes **[GO TO QINT21]**

2 No **[GO TO QINT27]**

**QINT21.** What is your preferred email address?

---

**[GO TO QINT25]**

**QINT23.** Would you like me to walk you through how to download the survey from the website?

**IF SO:**

Please use your login credentials that you received in the mail or via email to log into the survey at [bjsforensics.org](http://bjsforensics.org). I can provide to you now as well. Log into the survey and press the "Download Survey" button near the top of the screen. This will generate a pdf file that you can print out, fill out, and email, fax, or mail back to us. The contact information is on the pdf document, but I can provide it to you now as well.

**WEB CREDENTIALS:**

**LOGIN:** [CASEID]

**PASSWORD:** [PASSWORD]

**DUE DATE:** <DATE>

**EMAIL:** [bjsforensics@rti.org](mailto:bjsforensics@rti.org)

**FAX:** 1-XXX-XXX-XXXX

**MAIL:**

**Census of Publicly Funded Forensic Crime Laboratories**

**RTI International**

**ATTN:** [Charge Code]

**5265 Capital Boulevard**

**Raleigh, NC 27690**

**IF NOT, PROCEED.**

1 PROCEED **[GO TO QINT27]**

2 NEED TO SEND WEB CREDENTIALS **[GO TO QINT21]**

**QINT25.** We will send a link to the survey and your login information by email, but I can provide it to you now as well

**Website:** [bjsforensics.org](http://bjsforensics.org)

**LOGIN:** [CASEID]

**PASSWORD:** [PASSWORD]

We look forward to receiving your completed survey. I appreciate you taking the time to speak with me today. Please contact the Help Desk with any questions you might have. Have a nice day.

OFFER HELP DESK INFORMATION AS NEEDED:

Help Desk phone number: 1-877-834-7063

Help Desk email: bjsforensics@rti.org

**INTERVIEWER: END CALL. SYSTEM DISPOSITION CASE AS 2391 (SEND EMAIL WITH CREDENTIALS).**

**QINT27.** We look forward to receiving your completed survey. I appreciate you taking the time to speak with me today. Please contact the Help Desk with any questions you might have. Have a nice day.

OFFER HELP DESK INFORMATION AS NEEDED:

Help Desk phone number: 1-877-834-7063

Help Desk email: bjsforensics@rti.org

**INTERVIEWER: END CALL. SYSTEM DISPOSITION CASE AS 2698.**

**QINT28.** I appreciate you taking the time to speak with me today. Please contact the Help Desk with any questions you might have. Have a nice day.

OFFER HELP DESK INFORMATION AS NEEDED:

Help Desk phone number: 1-877-834-7063

Help Desk email: bjsforensics@rti.org

**INTERVIEWER: END CALL.**

**IF QINT11 OR 13 = 9 SYSTEM DISPOSITION CASE AS 1441.**

**IF INT06 1 OR 2 SYSTEM DISPOSITION CASE AS 1290-1299.**

**IF INT06 3 DISPOSITION CASE AS 1441.**

**IF QINT18 1 DISPOSITION CASE AS 1579 (Potential Problem). These cases will be removed from the dialer queue and stowed off to the side in a different one.**

**Scenarios for Other Dispositions:**

**1255** "Max Calls Reached" for cases with  $\geq 8$  call attempts

**1579** "Potential Problem" will be set if SUBJ\_CODES = 8 "R INDICATES THEY HAVE COMPLETED THE SURVEY" (breakoff situation)

**2250** "Bad Contact Info" will be set if SUBJ\_CODES = 7 "NOT LABORATORY" (breakoff situation)

**QINT29.** We will pass along your information to the help desk and they will contact you shortly. Thank you for speaking with me today.

OFFER HELP DESK INFORMATION AS NEEDED:

Help Desk phone number: 1-877-834-7063

Help Desk email: [bjforensics@rti.org](mailto:bjforensics@rti.org)

**INTERVIEWER: END CALL**

**CODE AS 1579 POTENTIAL PROBLEM**

## Attachment S: Critical items list

## 2024 Census of Publicly Funded Forensic Crime Laboratories

### Critical Items List

1. A1 Part of multi-lab system
2. A2 Number labs part of system
3. A3 Level of government
4. A4 Administrative oversight
5. B2 Operating budget
6. C1 Fulltime and parttime
7. C3 Hires and separations
8. D1 Median turnaround time by definition
9. D2 Median turnaround time starting point
10. D3 Median turnaround time end point
11. D4 Median turnaround time exclude outsource
12. D5 Controlled substance
13. D6 Controlled substance counts A-D
14. D7 Controlled substance outsource counts
15. D8 Toxicology
16. D10 Toxicology counts A-D
17. D11 Toxicology outsource counts
18. D12 Trace analysis
19. D14 Trace analysis counts A-D
20. D15 Trace analysis outsource counts
21. D16 Impressions
22. D18 Impressions counts A-D
23. D19 Impressions outsource counts
24. D20 Firearms/toolmarks/ammunition
25. D22 Firearms/toolmarks/ammunition counts A-D
26. D23 Firearms/toolmarks/ammunition outsource counts
27. D24 Digital and multimedia evidence
28. D26 Digital and multimedia evidence counts A-D
29. D27 Digital and multimedia evidence outsource counts
30. D28 Latent prints
31. D30 Latent prints counts A-D
32. D31 Latent prints outsource counts
33. D32 Questions documents
34. D34 Questions documents counts A-D
35. D35 Questions documents outsource counts
36. D36 Crime scene investigation
37. D38 Crime scene investigation counts A-D
38. D39 Crime scene investigation outsource counts
39. D40 Forensic biology

40. D42 Casework analysis (forensic biology) counts A-D
41. D43 Casework analysis (forensic biology) outsource counts
42. D44 Sexual assault casework counts A-D
43. D45 Sexual assault casework outsource counts
44. D46 DNA databasing
45. D48 DNA databasing counts A-D
46. D49 DNA databasing outsource counts
47. E2 Any disciplines accredited
48. E4 Conduct proficiency testing
49. E6 Technical review
50. E7 Safety and wellness

Attachment T: Critical items survey letter



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

---

*Washington, DC 20531*

«POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY DIRECTOR»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

By now, you have likely received communications from the Bureau of Justice Statistics (BJS) and RTI International regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). We realize that your time and resources are extremely limited, so **we have reduced the size of the survey to focus on only the most important questions.** We hope this will minimize the burden this important data collection places on [Facility Name] and encourages your participation.

You will find included in this package a paper copy of the survey and a prepaid envelope for you to return it to us upon completion. **The online version of the survey has been shortened as well**, so we have included your login information below, should you prefer to complete it online.

The CPFFCL is endorsed by the American Society of Crime Laboratory Directors (ASCLD) and the endorsement letter can be found on the website listed below.

**Please access the survey online at [https:// bjsforensics.org](https://bjsforensics.org). Your agency-specific information is:**

**Username: «CaseID»**  
**Password: «Password»**

If you have questions or need to update your contact information, please contact the RTI team at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

Thank you for your time and consideration.

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

Case ID



## Attachment U: Critical items email

TO: «POC NAME»  
OR CURRENT LABORATORY DIRECTOR  
«LABORATORY FACILITY»

SUBJECT: Census of Publicly Funded Forensic Crime Laboratories Reminder

Dear «First Name» «Last Name»:

You should recently have received a UPS envelope from the Bureau of Justice Statistics (BJS) and RTI International regarding the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). As mentioned in our letter, **we have reduced the size of the survey to focus on only the most important questions.** We hope this will minimize the burden this important data collection places on your office and encourages your participation.

If you have not received the mailing and would like a hardcopy of the survey, please contact RTI at 1-877-834-7063 or [bjforensics@rti.org](mailto:bjforensics@rti.org).

**You may also access the survey online at: <https://bjforensics.org>**

Your agency-specific information is:

**Username:** «CaseID»

**Password:** «Password»

We understand that you often receive survey requests and appreciate your support with this request.

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

## Attachment V: End-of-study letter



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Statistics*

---

Washington, DC 20531

«POC NAME»  
«ADDRESS1», «ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «First Name» «Last Name»:

We have made several attempts to contact you over the past few months regarding the participation of «FACILITY NAME» in the Bureau of Justice Statistics (BJS) 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). Your responses are vital to understanding the important forensic services provided by crime labs across the country.

I am writing today to notify you that there are only a couple of weeks remaining to complete the survey. We must receive your response soon to ensure that the national results reflect the characteristics and activities of your laboratory. The study's results depend on the participation of all publicly funded forensic crime labs.

**Please complete the survey at [bjsforensic.org](https://bjsforensic.org) by entering the following information:**

**Username: «CaseID»**  
**Password: «Password»**

Alternatively, if you would prefer to complete the survey on paper, we are happy to send you a hard copy or you may download and print a paper version upon entering the CPFFCL website.

If you have questions about the CPFFCL or need to update your contact information (including e-mail address), please contact RTI at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org). If you have any general comments about this data collection, please contact me at 202-598-0295 or at [Matt.Durose@usdoj.gov](mailto:Matt.Durose@usdoj.gov).

I greatly appreciate your consideration.

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

## Attachment W: End-of-study email

TO: «POC NAME»

SUBJECT: End of Study - Census of Publicly Funded Forensic Crime Laboratories

Dear «First Name» «Last Name»:

Recently, materials related to the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) were sent to you by mail. The purpose of this email is to relay that message to you via email as well, to ensure receipt, and to encourage you to contact us if you have any questions related to the data collection.

**Please reply to this message to confirm that we have reached «POC NAME» at «FACILITY NAME».**

The information contained in the letter that we mailed most recently on «DATE» is provided below.

Thank you,

Matt Durose  
Program Manager  
Bureau of Justice Statistics

---

*End of Study Letter*

Attachment X: Completion thank you email

TO: «Survey Contact Email»

SUBJECT: Thank You For Completing the 2024 CPFFCL!

Dear «First Name» «Last Name»:

On behalf of the Bureau of Justice Statistics (BJS) and RTI International, I would like to thank you for your participation in the 2024 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). I truly appreciate your support in completing this survey. Your participation ensures that we are a step closer to providing a complete enumeration of the forensic laboratories across the United States, and that your laboratory is represented among those performing forensic science services.

This message confirms that we have received your survey and are currently processing the data. RTI will contact you if there are any questions about the answers your agency has submitted. When the final report is completed, the results of the CPFFCL will be available through the BJS and CPFFCL websites.

If you have questions about CPFFCL or need to update your contact information, please contact RTI at 1-877-834-7063 or [bjsforensics@rti.org](mailto:bjsforensics@rti.org).

Sincerely,

Matt Durose  
Program Manager  
Bureau of Justice Statistics