

2008 CALIFORNIA CRIME LABORATORY INVENTORY & SURVEY

Pursuant to California Penal Code section 11062, the California Crime Laboratory Review Task Force is conducting a statewide survey and inventory of public law enforcement crime laboratories. In order to meet its statutory mandate, the Task Force respectfully requests that the following information be provided and the survey returned within 60 days of receipt. *All questions, unless otherwise noted, relate to the current status of the laboratory.*

Please also attach a copy of your laboratory's most recent final ASCLD/LAB five-year inspection report. This document will assist the Task Force by providing an external perspective of your laboratory's operations. Note that this document will become accessible to the public once it is received.

Thank you very much for your assistance.

If you have any questions about the survey, please contact Barry Fisher, Crime Laboratory Director, Los Angeles County Sheriff's Department, at (323) 260-8502, or by e-mail at bjfisher@earthlink.net.

Glossary of Terms and Phrases Used in This Survey

"Case request"	A discipline-specific request for testing or analysis of one or more evidence item(s) in a particular investigation
"Turnaround time"	The time from the submission of a request to the laboratory to the transmission of the report to the client agency

Your name and contact information:

GENERAL INFORMATION

1. Name of Laboratory: _____

2. Name of parent agency or organization: _____

3. Organizational placement within controlling agency: _____

4. Size of jurisdiction served: _____

5. Do any other public crime laboratories routinely provide service to this jurisdiction?
YES NO If "YES", please explain briefly: _____

6. Please list the law enforcement agencies your laboratory serves:

7. What type of management information system does your laboratory use?
Fully computerized, networked (i.e., can interface with requesting agencies) system
Fully computerized, non-networked system
Partially computerized system, some manual record-keeping
Manual record-keeping system
Other (describe) _____

Does your information management system track personnel time usage?
YES NO

8. Is your laboratory accredited?
Yes, by the ASCLD/LAB. Year of first accreditation: _____
Yes, by (specify) _____
Please choose one, if applicable: Legacy ISO
Not accredited

If your laboratory is NOT accredited, please answer questions 9-13. Otherwise, proceed to Question 14.

Discipline	Major Instrumentation

(Please attach additional page(s) as needed.)

BUDGET

21. What was your laboratory's FY 2006/2007 annual budget? _____

22. What is your laboratory's FY 2007/2008 annual budget? _____

23. If applicable, what was/is your budget for each fiscal year listed below? (Indicate "N/A" where no budget exists.)

FY 2006/2007		FY 2007/2008	
Personnel Budget	\$	Personnel Budget	\$
Operating Budget	\$	Operating Budget	\$
Facilities Budget	\$	Facilities Budget	\$
Training Budget	\$	Training Budget	\$
Equipment Budget	\$	Equipment Budget	\$
Supply Budget	\$	Supply Budget	\$

24. If available, please provide the following *actual expenses*:

FY 2006/2007		FY 2007/2008 to date (specify: ___/08)	
Personnel Costs	\$	Personnel Costs	\$
Operating Costs	\$	Operating Costs	\$
Facilities Costs	\$	Facilities Cost	\$
Training Costs	\$	Training Costs	\$
Equipment Costs	\$	Equipment Costs	\$
Supply Costs	\$	Supply Costs	\$

25. Please list FY 2006/2007 grant funding in the following table:

Name of Grant	Source	Discipline	Amount

(Attach additional page(s) as needed.)

26. Please list FY 2007/2008 (to date) grant funding in the following table:

Name of Grant	Source	Discipline	Amount

(Attach additional page(s) as needed.)

STAFFING

27. Please attach an organization chart for your laboratory. Names need not be included.

28. How many FTE (full-time equivalent) positions were authorized at your laboratory as of December 31, 2007? Please account for all types of employees, and round to the nearest tenth. _____

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31. Please list the number of direct report employees per manager/supervisor, broken down by discipline:

Discipline: _____	Direct reports per manager/supervisor: _____
Discipline: _____	Direct reports per manager/supervisor: _____
Discipline: _____	Direct reports per manager/supervisor: _____
Discipline: _____	Direct reports per manager/supervisor: _____
Discipline: _____	Direct reports per manager/supervisor: _____
Discipline: _____	Direct reports per manager/supervisor: _____
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Discipline: _____	Direct reports per manager/supervisor: _____

(attach additional page(s) as needed)

32. How many supervisors also do casework regularly? _____ out of _____

33. What factor(s) have a significant effect on the ability of your laboratory's technical staff to meet its workload (e.g., law enforcement expectations [be specific]; time spent in court; discovery responses/litigation). Please quantify where possible:

34. Does your laboratory have an active recruitment process? YES NO

35. Does your laboratory's technical staff hiring process include:
written exam
oral exam (How many? _____)
background investigation
polygraph exam

36. Describe any recruitment and/or retention problems recently experienced, citing specific factors: _____

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37. Describe any mandatory continuing education protocols your laboratory's technical staff must observe: _____

38. Are adequate training opportunities available to your technical staff? YES NO

Describe training opportunities, both in-house and external: _____

39. Describe any perceived deficiencies in the education and training of entry-level technical staff, both pre-employment and post-employment:

40. Describe any notable opportunities or deficiencies in the continuing education/training of your technical staff: _____

41. What is your laboratory protocol for the monitoring of staff courtroom testimony?

42. How often, on average, is each analyst monitored by a supervisor or a technical peer in a year? _____

43. Describe the support staff structure in your laboratory, broken down by function (e.g., IT, evidence custodian(s), quality control manager(s)): _____

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44. Describe additional support staff needs: _____

SERVICES PROVIDED

45. Please complete the tables on the following pages. Indicate "Not Provided" where applicable:

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Revised 3/14/08

Discipline	Case requests in 2007	Case requests completed in 2007	Average # hours per case	Actual turnaround time	Number of court appearances in 2007
Alcohol – Bl. & Br.					
Explosives					
Biology / Serology					
CALID					
Clandestine labs					
Computer / Digital Crime					
Controlled					
Crime Scene Processing					
Crime Scene Reconstr.					
Fibers					
Fire Debris					
Firearms / Tool Marks					
Gunshot Residue					
Hairs					
Foot / tire					
Latent Prints					
Other Trace					
Questioned Documents					
Toxicology (ante-					

Discipline	Case requests in 2007	Case requests completed in 2007	Average # hours per case	Actual turnaround time	Number of court appearances in 2007
Other (specify)					
Other (specify)					
Other (specify)					
DNA: STRs					
DNA: Y-STRs					
mtDNA					
Review / QC of outsourced DNA					
CODIS off' der samples (DOJ only)					

46. Does your laboratory perform the following:

LCN DNA Analysis	YES	NO
SNP DNA Analysis	YES	NO
MiniFiler DNA Analysis	YES	NO

47. Describe any special or innovative programs in your laboratory (e.g., "fast-track" cases, research/development, etc.):

48. Please complete the following table. "Backlog" can be defined as the number of unreported case requests in the laboratory that have exceeded the service goal turnaround time. If you use a different definition, please explain:

Discipline	Service Goal (explain if necessary)	Backlog as of 12/31/06	Backlog as of 12/31/07
Alcohol – Bl. & Br.			
Explosives			
Biology / Serology			
CALID			
Clandestine labs			
Computer / Digital Crime			
Controlled Substances			
Crime Scene Processing			
Crime Scene Reconstr.			
Fibers			
Fire Debris			
Firearms / Tool Marks			
Gunshot Residue			
Hairs			
Foot / tire Impressions			
Latent Prints			
Other Trace Evidence			
Questioned Documents			
Toxicology (ante-			

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Discipline	Service Goal (explain if necessary)	Backlog as of 12/31/06	Backlog as of 12/31/07
Other (specify)			
Other (specify)			
Other (specify)			
DNA: STRs			
DNA: Y-STRs			
mtDNA			
CODIS offender samples			

49. If your laboratory provides DNA testing services, do you have a policy or an agreement with client agencies relating to the number of evidence items per case that will be tested? YES NO

If YES, please describe: _____

Provide any further thoughts related to this topic, including the number of items typically submitted for testing in DNA cases: _____

50. What types of services not performed by your laboratory are commonly requested?

51. Does your laboratory outsource services? YES NO

52. If YES, in what disciplines, and under what circumstances, does outsourcing occur?

53. Describe the effectiveness and sustainability of your outsourcing policy:

54. Describe the anticipated effectiveness of your outsourcing policy in the long term:

55. Describe limitations, if any, imposed by your laboratory on the type of crime(s) from which evidence can be submitted: _____

56. Describe your laboratory's policy, if any, regarding services rendered (e.g., analysis, consultation) on behalf of criminal defendants: _____

57. Does your laboratory have a formal policy permitting defense experts to observe testing in your facilities under defined circumstances? YES NO

If "YES", please describe: _____

58. Does your laboratory have a formal policy permitting defense experts to use its facilities to conduct independent examinations and/or testing under defined circumstances? YES NO

If "YES", please describe: _____

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59. What operational changes, if any, have you implemented to meet increasing demands/reduced resources? _____

60. Describe any limitations that have been placed on your laboratory's casework capacity, and resulting impact(s), if any, in your jurisdiction: _____

61. Do you think that regionalization or other inter-laboratory consolidation of forensic science services should be pursued by policymakers? Why and how, or why not?

LABORATORY NEEDS

62. How would you prioritize the following needs for your lab? (If you acquired a one-time windfall in your budget, how would it be used?) Rank these from 1 (high) to 8 (low). There should be only one "1" one "2" etc.

<u>Current Needs</u>	<u>Prioritize (1-8)</u>
System for overall laboratory information management	_____
Computerized system for tracking evidence	_____
Additional staff (technical)	_____
Training on available technology or technology being acquired	_____
Additional laboratory space	_____
Continuing education and/or in-service training on new technologies or new developments in the field	_____
Equipment (specify below)	_____
Other (specify below)	_____

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63. Equipment needs: _____

64. Other needs: _____

65. What are the laboratory's major training needs, if any? _____

THANK YOU