

## Agency Strategic Plan

## Department of Forensic Science (778)

3/11/2014 11:55 am

Biennium: 2010-12 ▼

## Mission and Vision

**Mission Statement**

The Department of Forensic Science's mission is to protect the public's safety, support law enforcement and the judiciary, and advance the growth and understanding of forensic science.

**Vision Statement**

We envision the Department of Forensic Science (DFS) will maintain its status as a nationally-recognized leader in the field that supports the criminal justice system and transportation safety while improving the public's understanding of forensic science.

## Executive Progress Report

**Service Performance and Productivity**

- *Summary of current service performance*

During FY 2009, DFS received 59,556 cases for analysis and examination and completed 58,362 cases for a completion rate of 91%.

- *Summary of current productivity*

The primary measure of how DFS is meeting its obligation to criminal justice agencies is the turn around time (TAT) from receipt until completion for processing a case. The turn around time is significant due to the speedy trial provisions in §19.2-243 of the Code of Virginia. When Certificates of Analysis are not available it can result in delayed investigations, continuance of court cases, or even dismissed cases if speedy trial requirements are not met. Similarly an innocent individual may remain under a cloud of suspicion or even be incarcerated until the forensic testing that would ultimately exonerate them is forthcoming.

The Department has made significant progress in reducing TAT in the past two years. The average TAT for a case in FY 2009 was 39 days compared with 64 days in FY 2007. Forensic Biology continues to have the highest TAT at 148 days; however, this has been reduced from 165 days in FY 2007 even though more cases are now being processed with fewer personnel. The lowest TAT is in Controlled Substances at 16 days.

**Initiatives, Rankings and Customer Trends**

- *Summary of Major Initiatives and Related Progress*

The Forensic Biology Section is in the process of changing its DNA detection platform. The change will result in a more efficient method in determining DNA profiles from samples without sacrificing the quality of the result. It is anticipated that this initiative will result in a decreased turn around time (TAT).

- *Summary of Virginia's Ranking*

Virginia is considered to be one of the premier forensic science laboratories both nationally and worldwide; however, there is no ranking performed between forensic science laboratories.

- *Summary of Customer Trends and Coverage*

[Nothing entered]

**Future Direction, Expectations, and Priorities**

- *Summary of Future Direction and Expectations*

On June 25, 2009, the Supreme Court of the United States held in the case of *Melendez-Diaz v. Massachusetts* that a Certificate of Analysis issued by a state laboratory could not stand alone as prima facie evidence of the facts stated therein without violating the defendant's constitutional rights under the Sixth Amendment's Confrontation Clause. Rather, state law must specifically afford a defendant the opportunity to require the prosecution to present scientific analyses through direct testimony of the analyst. This decision has a potential impact on all key objectives and measures; however, DFS anticipates the Chemical Analysis and Physical Evidence service areas will be most affected.

Prior to the *Melendez-Diaz* ruling, DFS staff spent an average of approximately 370 hours per month out of the lab for court appearances and testimony. However, in July 2009 (the only month of data available since the ruling) court testimony hours rose to 844, a 228% increase. Due to the lag in when subpoenas are received until the court date, DFS expects the amount of time in court to rise even more. DFS will need additional resources in order to continue providing all examination and analysis work in light of the significant time out of the lab.

DFS currently encourages individual certification within their discipline. The Congressionally mandated report from the National Research Council “Strengthening Forensic Science in the United States: A Path Forward” recommends certification as a credential that should be required for all eligible examiners. Significant resources may need to be obtained to meet this recommendation should it become a requirement.

- *Summary of Potential Impediments to Achievement*

The main potential impediment is that the increased court testimony and individual examiner certifications will require additional funds when the Commonwealth is experiencing revenue shortfalls which require budget reductions.

**Service Area List**

Service Number	Title
778 309 01	Biological Analysis Services
778 309 02	Chemical Analysis Services
778 309 04	Physical Evidence Services
778 309 05	Training and Standards Services
778 309 06	Administrative Services

**Agency Background Information**

**Statutory Authority**

DFS’ authority as addressed in the Code of Virginia:

- Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
- Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed (§ 9.1-1101).
- Establish and maintain a DNA testing program in accordance with Article 1.1 of Chapter 18 of Title 19.2 to determine identification characteristics specific to an individual (§ 9.1-1101).
- Maintain a DNA data bank of the DNA profiles of convicted felons (§ 19.2-310.2 et seq.), juveniles convicted of a felony or adjudicated delinquent for an offense that would be a felony if committed by an adult provided the juvenile was 14 years of age or older at the time of the commission of the offense (§ 16.1-299.1); and persons arrested for any violent felony or for certain burglaries (§ 19.2-310.2:1 et seq.).
- Store, preserve and retain human biological evidence as ordered by the court in all death penalty cases and in felony cases when requested by the defense (§ 19.2-270.4:1). Pursuant to court order, perform post-conviction DNA analysis on evidence (§ 19.2-327.1).
- Operate the Forensic Science Academy to provide advanced training to law enforcement personnel in the recognition, collection and preservation of evidence during the investigation of crimes (§ 9.1-1103).
- Test the accuracy of equipment used to test the blood alcohol content of breath at least once every six months. Train and license all individuals who are to administer breath tests (§§ 9.1-1101 18.2-268.9, 29.1-738.2 and 46.2-341.26:9).
- Perform analyses on blood samples submitted in connection with investigations of suspected cases of driving under the influence of alcohol and/or drugs (§§ 18.2-268.6 and 268.7, 29.1-738.2 and 46.2-341.26:6 and 341.26:7).
- Test and approve field test kits for use by law enforcement officers to identify controlled substances (§ 19.2-188.1).

**Customers**

Customer Group	Customers served annually	Potential customers annually
Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Office of the Chief Medical Examiner	4	4
Offices of Commonwealth’s Attorneys	120	120

Other law enforcement agencies and state agencies (statewide)	50	50
Sheriff's offices and police departments	310	310

#### Anticipated Changes To Agency Customer Base

[Nothing entered]

#### Partners

Partner	Description
[None entered]	

#### Products and Services

- *Description of the Agency's Products and/or Services:*

The Department operates four laboratories in the Commonwealth; Central Laboratory in Richmond, Eastern Laboratory in Norfolk, Northern Laboratory in Manassas, and Western Laboratory in Roanoke. The DFS headquarters is co-located with the Central Laboratory. The agency provides four major products and services to its customers:

ANALYZING AND EXAMINING EVIDENCE  
 COMMUNICATING THE RESULTS OF ANALYSIS AND EXAMINATION  
 TRAINING IN FORENSIC EVIDENCE  
 PROVIDING EVIDENCE COLLECTION RESOURCES

ANALYZING AND EXAMINING EVIDENCE

Law enforcement agencies and medical examiners submit approximately 99% of the evidence received by Department. The remainder comes from Commonwealth's attorneys and court-ordered examinations for defense attorneys.

The Department provides forensic analyses and examinations in the following disciplines:

- Forensic Biology: analysis of biological materials such as saliva, blood, etc. in order to develop a DNA profile and comparison of the profile to that of a known suspect or person; maintain Virginia's DNA databank and update the Federal DNA databank
- Controlled Substances: analysis of materials such as plants, pills, and liquids to determine if they are licit and/or illicit drugs
- Forensic Toxicology: analysis of post-mortem biological materials to assist the Office of the Chief Medical Examiner in determining the cause of death; analysis of blood for suspected instances of Driving Under the Influence (DUI) and/or Driving Under the Influence of Drugs (DUID)
- Trace Evidence: examination and comparison of such evidence as paint, explosives, glass, fire debris, primer residue, hairs and fibers, fracture matches, fabric separations and general chemicals
- Firearms/Toolmarks: examination and comparison of firearms, ammunition, ammunition components, various mechanical tools and toolmarks
- Latent Prints/Impressions: development, examination and comparison of fingerprints, tire and shoe impressions
- Digital and Multimedia Evidence: examination of audio, video, and still images to clarify, extract or compare information that is not readily apparent; recovery of data from digital storage devices (e.g., cell phones, PDAs, computers).
- Questioned Documents: examinations and comparisons of handwritten and machine generated documents (or their components), generally in an effort toward establishing authenticity or origin
- Blood Pattern Analysis: examination of deposited blood stains and their spatial relationship to determine a pattern category which may assist in reconstructing events that occurred during an incident.

COMMUNICATING THE RESULTS OF ANALYSES AND EXAMINATIONS

DFS conveys the results of analyses and examinations to its customers through the following:

- Preparation of official reports (Certificates of Analysis) on the results of analyses and examinations that can be used in court as evidence
- Consultations with criminal investigators concerning the results and how to interpret them
- Pre-trial consultations with prosecutors and defense attorneys in preparation for court proceedings
- Providing expert witness testimony in courts of law

TRAINING IN FORENSIC EVIDENCE

- The Department’s Forensic Training Section administers the Virginia Forensic Science Academy, a nine-week school of crime scene technology for 12 law enforcement personnel two times a year. It also offers approximately 20 - 30 programs of varying length and complexity, providing technical training to 600 - 700 officers annually.
- The Breath Alcohol Section trains and licenses breath test instrument operators. These instruments are used to measure and report the amount of alcohol in an individual’s blood by testing one’s breath. This evidence can be used in driving under the influence or other court cases.
- DFS offers training in the use and understanding of forensic evidence to prosecutors, defense attorneys, judges, sheriffs, and police chiefs through their respective training conferences.

**PROVIDING EVIDENCE COLLECTION RESOURCES**

DFS supports the 360 law enforcement agencies of the Commonwealth with the following:

- Develops and publishes lists of preliminary breath test devices and field test kits approved for the presumptive chemical testing of materials for controlled substances.
- Provides physical evidence recovery kits for biological evidence, recovery kits for primer residue, and kits for collection of blood for DUI/DUID testing. The evidence collected with these kits is then sent to DFS for testing.
- Provides field test kits for law enforcement officers to test plant material suspected of being marijuana, the results of which may be submitted in court without further testing by DFS.
- Owns, maintains, and certifies 168 evidentiary breath test instruments located throughout the Commonwealth for use by law enforcement officers to determine the amount of alcohol in an individual’s blood.
- *Factors Impacting Agency Products and/or Services:*  
[Nothing entered]
- *Anticipated Changes in Products or Services:*  
[Nothing entered]

**Finance**

- *Financial Overview:*  
DFS is primarily a general fund agency although some federal grant funds are obtained to fund special one time expenses or federal initiatives for which state funding is not available. Overall, the general fund budget is allocated in the following manner:  
75% Personnel expenses – salaries and fringe benefit costs;  
12% Facilities expenses – direct costs such as utilities, repairs, service contracts, and supplies for operating and maintaining the laboratory buildings;  
6% Laboratory expenses – consumable items directly related to performing laboratory work such as gases and chemicals for performing scientific analysis;  
3% Equipment expenses – costs of maintaining equipment, purchasing and/or renting equipment;  
3% Administrative expenses – costs such as office supplies, postage, and other necessary items that are not directly related to scientific analysis; and  
1% Travel expenses – primarily costs related to court travel and some mandatory training.

• *Financial Breakdown:*

	FY 2011		FY 2012	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$34,938,042	\$3,026,279	\$34,938,042	\$3,026,279
Change To Base	-\$748,887	-\$1,520,295	-\$748,887	-\$1,520,295
Agency Total	\$34,189,155	\$1,505,984	\$34,189,155	\$1,505,984

*This financial summary is computed from information entered in the service area plans.*

**Human Resources**

- *Overview*  
[Nothing entered]

- *Human Resource Levels*

Effective Date	9/1/2009
Total Authorized Position level	316
Vacant Positions	-44
<b>Current Employment Level</b>	<b>272.0</b>
Non-Classified (Filled)	3
Full-Time Classified (Filled)	269
Part-Time Classified (Filled)	0
Faculty (Filled)	0
Wage	11
Contract Employees	0
<b>Total Human Resource Level</b>	<b>283.0</b>

*breakout of Current Employment Level*

*= Current Employment Level + Wage and Contract Employees*

- *Factors Impacting HR*

The demand for trained, experienced, forensic scientists has exceeded the supply for many years. In response to the critical need and extremely limited availability of qualified forensic scientists throughout the country, the forensic scientist compensation plan was developed in conjunction with the Department of Human Resource Management (DHRM) as an alternative to the State’s compensation plan, in order to both attract and retain forensic scientists. The plan has allowed DFS to hire and train individuals with the necessary educational credentials but often without sufficient practical experience. This not only increased the number of individuals available for hire, it also saved money by paying an entry level salary and then increasing that salary when specified knowledge, skills, and abilities were demonstrated by the employee. In light of the Supreme Court’s Melendez-Diaz ruling on June 25, 2009, demand is expected to rise even higher for trained and experienced scientists. It is critical that DFS have the funding to compensate the scientists in accordance with our approved compensation plan in order to recruit and retain the scientific staff needed to minimize case backlog and to adequately compete with federal labs located in and around the Richmond, Norfolk and DC Metro areas.

- *Anticipated HR Changes*

[Nothing entered]

### Information Technology

- *Current Operational IT Investments:*

DFS has completed the installation of a Voice Over Internet Protocol (VOIP) phone system resulting in improved communications between the four laboratories. Regular software and firmware upgrades will be needed in order to maintain the communication efficiencies. DFS has upgraded the building access control systems resulting in the ability to centrally manage all four laboratories, better physical protection of staff and evidence and additional layers of redundancy reducing likelihood of failure. The access control systems will require routine maintenance to ensure they continue functioning as intended.

Because the agency anticipated being on board with VITA as much as two years ago, the decision was made to forego the scheduled refresh of workstations and servers since there would be additional costs to DFS of monthly fees associated with this equipment. Therefore, a large percentage of the agency’s workstations and servers are past their useful life and have decreased processing abilities. The older IT equipment has prevented the agency from upgrading its Laboratory Information Management System (LIMS) which is used by all of the scientific disciplines for tracking casework and issuing Certificates of Analysis. The older IT equipment also increases the agency’s exposure to scientist downtime because of the increased likelihood of hardware failure and the lack of replacement equipment on hand. DFS also has a need for additional IT employees to support the hardware and software needs of the agency; however, this also has been on hold because of the potential to have some of these services covered by VITA.

- *Factors Impacting the Current IT:*

The Commonwealth has mandated all executive branch agencies to be “In Scope” with the VITA Northrop Grumman partnership. DFS anticipates signing a Memorandum of Understanding (MOU) with VITA no later than the 2010-2012 biennium. Based on information from VITA, DFS expects an increase in IT costs of approximately \$850,000 annually. However, DFS is waiting on a final document from VITA outlining all IT services that will be in scope and their related costs, which may result in additional increases to the IT costs.

The Supreme Court's ruling on June 25, 2009 in the case of Melendez-Diaz v. Massachusetts has had a dramatic effect on the amount of time DFS examiners must be out of the lab in order to travel to court and potentially testify. One possible solution to the amount of time outside the lab would be an expansion of court testimony via video teleconference. However, depending on the magnitude of using this solution, the agency may have to make further investments in video teleconferencing capabilities.

- *Proposed IT Solutions:*

DFS plans to upgrade to a current version of the Laboratory Information Management System (LIMS) in order to take advantage of the operational efficiencies that could be gained as a result of the better integration between scientific instruments and MS Office productivity tools. The upgrade will also help the agency meet new and more stringent reporting required by the accreditation standards. Additional efficiencies that could be gained include: reduced paper file content (through electronic storage of scientific documents); improved efficiency in the capture of examination documentation and the resultant Certificate of Analysis generation; remote requests for laboratory examinations (RFLE) entry by submitting agencies to expedite service requests; and electronic delivery of Certificates of Analysis to investigating agencies and Commonwealth's Attorneys.

The Non-Major Projects below \$100,000 that DFS anticipates implementing during the next biennium are:

\*Auth-X - COTS software to support Remote RFLE entry;

\*LARS - an upgrade to our Leave Accounting Request System to support Internet Explorer 7 (& later)

\*Data Bank - an upgrade to our databank application to enhance functionality;

\*Website - re-write the DFS website to maintain accessibility compliance and enhance capability for content management.

- *Current IT Services:*

#### Estimated Ongoing Operations and Maintenance Costs for Existing IT Investments

	Cost - Year 1		Cost - Year 2	
	General Fund	Non-general Fund	General Fund	Non-general Fund
Projected Service Fees	\$1,663,122	\$14,543	\$1,688,069	\$14,761
Changes (+/-) to VITA Infrastructure	\$969,180	-\$11,920	\$969,180	-\$11,920
<b>Estimated VITA Infrastructure</b>	<b>\$2,632,302</b>	<b>\$2,623</b>	<b>\$2,657,249</b>	<b>\$2,841</b>
Specialized Infrastructure	\$182,280	\$0	\$182,280	\$0
Agency IT Staff	\$570,091	\$0	\$570,091	\$0
Non-agency IT Staff	\$9,900	\$0	\$9,900	\$0
Other Application Costs	\$54,440	\$0	\$54,440	\$0
<b>Agency IT Current Services</b>	<b>\$3,449,013</b>	<b>\$2,623</b>	<b>\$3,473,960</b>	<b>\$2,841</b>

*Comments:*

Special Infrastructure is for maintenance and support contracts for network equipment (switches, router, VOIP servers, IDS/IPS and storage area network).

Non-agency IT is to maintain/repair VOIP phonesystem assuming an avg of 5 hrs mo @ \$165 hr. s/b vita

Other Application costs is for maintenance and support of our agency specific applications (Forensic Advantage, BrAD, DNA Databank, LARS).

- *Proposed IT Investments*

#### Estimated Costs for Projects and New IT Investments

	Cost - Year 1		Cost - Year 2	
	General Fund	Non-general Fund	General Fund	Non-general Fund
Major IT Projects	\$0	\$0	\$0	\$0
Non-major IT Projects	\$0	\$0	\$0	\$0

Agency-level IT Projects	\$110,000	\$0	\$110,000	\$0
Major Stand Alone IT Procurements	\$0	\$0	\$0	\$0
Non-major Stand Alone IT Procurements	\$0	\$0	\$0	\$0
<b>Total Proposed IT Investments</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>

● *Projected Total IT Budget*

	Cost - Year 1		Cost - Year 2	
	General Fund	Non-general Fund	General Fund	Non-general Fund
Current IT Services	\$3,449,013	\$2,623	\$3,473,960	\$2,841
Proposed IT Investments	\$110,000	\$0	\$110,000	\$0
<b>Total</b>	<b>\$3,559,013</b>	<b>\$2,623</b>	<b>\$3,583,960</b>	<b>\$2,841</b>

[Appendix A](#) - Agency's information technology investment detail maintained in VITA's ProSight system.

**Capital**

● *Current State of Capital Investments:*

DFS has four laboratories located throughout the Commonwealth. DFS completed construction of the new northern laboratory in Manassas, VA in May 2009. DFS has been working on expansion of the eastern laboratory in Norfolk, VA and anticipates the project to be completed during the 2010-2012 biennium. The central laboratory in Richmond, VA needs some renovation in order to accommodate the increased scientific staff since it was constructed in 1997. However, due to the state's budget shortfalls over the last several years and the additional anticipated shortfalls during the upcoming biennium, there are no current plans to renovate this space. The western laboratory in Roanoke, VA is also at maximum capacity and it is anticipated that additional space will be needed within the next few years. Property located adjacent to the current laboratory was purchased in FY 2009 in order to expand in the future.

● *Factors Impacting Capital Investments:*

[Nothing entered]

● *Capital Investments Alignment:*

DFS owns four facilities to house the technical and administrative operations. Commonwealth buildings have demonstrated the best value for the specialized functions to support the agency mission. Two facilities do not currently provide the space to fully accomplish the services in the respective regions. In Richmond, leased space is being utilized for Department administration and training and calibrations services until building expansion can provide more cost effective agency owned space. In Roanoke, space is a limiting factor in meeting the Western Region services until expansion onto recently acquired adjacent property can be completed. Both these projects are pending the capital investment to plan, design and construct appropriate expansions.

**Agency Goals**

**Goal 1**

Ensure that Virginia receives accurate and timely forensic services.

**Goal Summary and Alignment**

This goal directly supports DFS' mission to provide accurate and timely forensic analyses and examinations. It further aligns with Virginia's long-term objectives by providing forensic science services to use in court proceedings, thereby improving public safety. Additionally, it supports the fairness and effectiveness of the justice system, by giving objective evidence from which to determine guilt or innocence of criminal suspects. The goal also supports safe transportation in Virginia by supplying the evidence and equipment to remove persons using drugs and alcohol from Virginia's roadways. The use of advanced forensic services provides national leadership in the forensics field, contributing to Virginia's reputation as the best managed state in the nation, while engaging Virginia's citizens and assuring them that their safety and judicial interests are served.

**Goal 2**

Enhance the quality and use of forensic evidence to improve public safety through fair and effective court proceedings.

### Goal Summary and Alignment

This goal directly supports DFS' mission to train law enforcement, courts and the public on forensic science, and to develop, provide, and maintain evidence collection resources. It further aligns with Virginia's long-term objectives by improving the quality of forensic science services to use in court proceedings, thereby improving public safety. Additionally, it supports the fairness and effectiveness of the justice system, by improving the quality of objective evidence from which to determine guilt or innocence of criminal suspects. The goal also supports safe transportation in Virginia by improving the quality of evidence and equipment used to remove persons using drugs and alcohol from Virginia's roadways. Improving the quality of evidence collection and its use provides national leadership in the forensics field, contributing to Virginia's reputation as the best-managed state in the nation, while engaging Virginia's citizens and assuring them that their safety and judicial interests are served.

### Goal 3

Ensure that resources are used efficiently and programs are managed effectively, and in a manner consistent with applicable state and federal requirements.

### Goal Summary and Alignment

Meet expectations for developing and maintaining appropriate human resources, responsible procurement practices, sound financial management and prudent technology use, while accomplishing the Department's objectives.

### Goal 4

Strengthen the culture of preparedness across state agencies, their employees and customers.

### Goal Summary and Alignment

This goal ensures compliance with federal and state regulations, polices and procedures for Commonwealth preparedness, as well as guidelines promulgated by the Assistant to the Governor for Commonwealth Preparedness, in collaboration with the Governor's Cabinet, the Commonwealth Preparedness Working Group, the Department of Planning and Budget and the Council on Virginia's Future. The goal supports achievement of the Commonwealth's statewide goal of protecting the public's safety and security, ensuring a fair and effective system of justice and providing a prepared response to emergencies and disasters of all kinds.

### Goal Objectives

- Be prepared to act in the interest of the citizens of the Commonwealth and its infrastructure during emergency situations by actively planning and training both as an agency and as individuals.

#### Link to State Strategy

- nothing linked

#### Objective Measures

- Agency Preparedness Assessment Score

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: The data source is an annual report; therefore, this can only be measured/reported annually.

Measure Baseline Value:  Date:

Measure Baseline Description: 2008 Agency Preparedness Assessment Results (% of 100)

Measure Target Value:  Date:

Measure Target Description: Agency Preparedness Assessment Results (% of 100)

Data Source and Calculation: The Agency Preparedness Assessment is an all-hazards assessment tool that measures agencies' compliance with requirements and best practices. The assessment has components including Physical Security, Continuity of Operations, Information Security, Vital Records, Fire



Safety, Human Resources, and Risk Management and Internal Controls.

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Service Area Strategic Plan

**Department of Forensic Science (778)**

3/11/2014 11:55 am

Biennium: 2010-12 ▼

Service Area 1 of 5

**Biological Analysis Services (778 309 01)**

**Description**

This service area provides analysis of nuclear and mitochondrial DNA evidence for state and local law enforcement agencies, reporting of the results, and, as required, providing testimony in courts of law. Additional services include maintaining Virginia's DNA databank and storing biological evidence as ordered by the court.

**Background Information**

**Mission Alignment and Authority**

- *Describe how this service supports the agency mission*

The Department of Forensic Science's mission is to protect the public's safety, support law enforcement and the judicial process, and advance the growth and understanding of forensic science. This service area supports the Department's mission by doing the following:

- Perform accurate, relevant, reliable, thorough and timely analyses and examinations of evidence
- Convey the results of analyses and examinations through clear, objective, balanced, and easily understood reports, consultations and testimony
- Train law enforcement, attorneys, judges and the public in the use and understanding of forensic science
- Develop, provide and maintain evidence collection resources

- *Describe the Statutory Authority of this Service*

DFS' authority as addressed in the Code of Virginia:

- Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
- Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed (§ 9.1-1101).
- Establish and maintain a DNA testing program in accordance with Article 1.1 of Chapter 18 of Title 19.2 to determine identification characteristics specific to an individual (§ 9.1-1101).
- Maintain a DNA data bank of the DNA profiles of convicted felons (§ 19.2-310.2 et seq.), juveniles convicted of a felony or adjudicated delinquent for an offense that would be a felony if committed by an adult provided the juvenile was 14 years of age or older at the time of the commission of the offense (§ 16.1-299.1); and persons arrested for any violent felony or for certain burglaries (§ 19.2-310.2:1 et seq.).
- Store, preserve and retain human biological evidence as ordered by the court in all death penalty cases and in felony cases when requested by the defense (§ 19.2-270.4:1). Pursuant to court order, perform post-conviction DNA analysis on evidence (§ 19.2-327.1).

**Customers**

Agency Customer Group	Customer	Customers served annually	Potential annual customers
Circuit courts (in 31 circuits)	Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Office of the Chief Medical Examiner	Office of the Chief Medical Examiner	4	4
Offices of Commonwealth's Attorneys	Offices of Commonwealth's Attorneys	120	120



To Base	-\$105,000	-\$1,520,295	-\$105,000	-\$1,520,295
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Service Area Total	\$8,242,500	\$1,284,320	\$8,242,500	\$1,284,320
Base Budget	\$8,347,500	\$2,804,615	\$8,347,500	\$2,804,615
Change To Base	-\$105,000	-\$1,520,295	-\$105,000	-\$1,520,295

Service Area Total	\$8,242,500	\$1,284,320	\$8,242,500	\$1,284,320
Base Budget	\$8,347,500	\$2,804,615	\$8,347,500	\$2,804,615
Change To Base	-\$105,000	-\$1,520,295	-\$105,000	-\$1,520,295

Service Area Total	\$8,242,500	\$1,284,320	\$8,242,500	\$1,284,320
Base Budget	\$8,347,500	\$2,804,615	\$8,347,500	\$2,804,615
Change To Base	-\$105,000	-\$1,520,295	-\$105,000	-\$1,520,295

Service Area Total	\$8,242,500	\$1,284,320	\$8,242,500	\$1,284,320
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**Human Resources**

- *Human Resources Overview*  
[Nothing entered]

- *Human Resource Levels*

Effective Date	8/31/2009
Total Authorized Position level	78
Vacant Positions	-14
<b>Current Employment Level</b>	<b>64.0</b>
Non-Classified (Filled)	0
Full-Time Classified (Filled)	64
Part-Time Classified (Filled)	0
Faculty (Filled)	0
Wage	3
Contract Employees	0
<b>Total Human Resource Level</b>	<b>67.0</b>

*breakout of Current Employment Level*

*= Current Employment Level + Wage and Contract Employees*

- *Factors Impacting HR*

[Nothing entered]

- *Anticipated HR Changes*

[Nothing entered]

### Service Area Objectives

- To provide DNA analyses

#### Objective Description

This objective addresses the quality nuclear and mitochondrial DNA analysis of criminal evidence in a timely and accurate manner. The DNA results from crime scene samples are compared to reference samples from victims and suspects, or searched against a database of DNA profiles from convicted offenders, arrestees and unsolved cases in order to provide investigative information.

#### Alignment to Agency Goals

- Agency Goal: Ensure that Virginia receives accurate and timely forensic services.

Comment: This service is mandated by Code of Virginia (§ 9.1-1101), to provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter and (§ 9.1-1104), to perform court ordered testing requested by the defense.

#### Objective Strategies

- Retain and Recruit qualified forensic scientists
- Investigate, develop and implement new technologies
- Provide professional development opportunities
- Support individual examiner certification

#### Link to State Strategy

- nothing linked

#### Objective Measures

- Percentage of DNA cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Calculated for the annual period ending on the last day of each quarter

Measure Baseline Value:  Date:

Measure Baseline Description: Annual Percentage of cases completed

Measure Target Value:  Date:

Measure Target Description: Annual Percentage of cases completed

Data Source and Calculation: The percentage of cases completed annually is calculated by dividing the beginning backlog plus cases received for analysis into the number of cases completed. This information is contained in the LIMS system.

- Average turn-around time for DNA cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Average turn-around time for cases completed in the quarter.

Measure Baseline Value:  Date:

Measure Baseline Description: Average days to complete cases

Measure Target Value: 90 Date: 6/30/2012

Measure Target Description: Average days to complete cases

Data Source and Calculation: The average turn-around time is computed by dividing the total number of days taken to complete cases during the quarter by the total number of cases completed during the quarter. This data is maintained in the LIMS system and the system performs the calculation.

- o Average cost per DNA analysis case.

Measure Class: Productivity Measure Frequency: Annual Preferred Trend: Maintain

Frequency Comment: Normal fluctuations in number of cases completed from month-to-month would provide unmeaningful results. An annual calculation provides a more accurate average cost per case because the fluctuations are spread out over the entire year.

Measure Baseline Value: 1354 Date: 6/30/2008

Measure Baseline Description: Cost of direct salaries per DNA case processed.

Measure Target Value: 1354 Date: 6/30/2012

Measure Target Description: Cost of direct salaries per DNA case processed.

Data Source and Calculation: Average cost per case is calculated based on direct labor divided by number of cases completed during the fiscal year.

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## Service Area Strategic Plan

## Department of Forensic Science (778)

3/11/2014 11:55 am

Biennium: 2010-12 ▼

## Service Area 2 of 5

## Chemical Analysis Services (778 309 02)

## Description

This service area provides chemical analyses of controlled substances, toxicology, and trace evidence for state and local law enforcement agencies, medical examiners, prosecutors, and defense attorneys. This includes laboratory examination, reporting the results, and, as required, providing testimony in courts of law.

## Background Information

## Mission Alignment and Authority

- *Describe how this service supports the agency mission*  
The Department of Forensic Science's mission is to protect the public's safety, support law enforcement and the judicial process, and advance the growth and understanding of forensic science. This service area supports the Department's mission by doing the following:
  - Perform accurate, relevant, reliable, thorough and timely analyses and examinations of evidence
  - Convey the results of analyses and examinations through clear, objective, balanced, and easily understood reports, consultations and testimony
  - Train law enforcement, attorneys, judges, and the public in the use and understanding of forensic science
  - Develop, provide and maintain evidence collection resources
- *Describe the Statutory Authority of this Service*  
DFS' authority as addressed in the Code of Virginia:
  - Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
  - Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed (§ 9.1-1101).
  - Perform analyses on blood samples submitted in connection with investigations of suspected cases of driving under the influence of alcohol and/or drugs (§§ 18.2-268.6 and 268.7, 29.1-738.2 and 46.2-341.26:6 and 341.26:7).
  - Test and approve field test kits for use by law enforcement officers to identify controlled substances (§ 19.2-188.1).

## Customers

Agency Customer Group	Customer	Customers served annually	Potential annual customers
Circuit courts (in 31 circuits)	Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Office of the Chief Medical Examiner	Office of the Chief Medical Examiner	4	4
Offices of Commonwealth's Attorneys	Offices of Commonwealth's Attorneys	120	120
Other law enforcement agencies and state agencies (statewide)	Other law enforcement agencies and state agencies (statewide)	50	50
Sheriff's offices and police departments	Sheriff's offices and police departments	310	310

## Anticipated Changes To Agency Customer Base

[Nothing entered]





Budget	\$8,163,800	\$205,858	\$8,163,800	\$205,858
Change To Base	-\$105,000	\$0	-\$105,000	\$0
Service Area Total	\$8,058,800	\$205,858	\$8,058,800	\$205,858

**Human Resources**

- *Human Resources Overview*  
[Nothing entered]

- *Human Resource Levels*

Effective Date	8/31/2009
Total Authorized Position level	69
Vacant Positions	-7
<b>Current Employment Level</b>	<b>62.0</b>
Non-Classified (Filled)	0
Full-Time Classified (Filled)	62
Part-Time Classified (Filled)	0
Faculty (Filled)	0
Wage	2
Contract Employees	0
<b>Total Human Resource Level</b>	<b>64.0</b>

*breakout of Current Employment Level*

*= Current Employment Level + Wage and Contract Employees*

- *Factors Impacting HR*  
[Nothing entered]
- *Anticipated HR Changes*  
[Nothing entered]

**Service Area Objectives**

- To provide analyses of controlled substances evidence.

**Objective Description**

This objective addresses the quality analyses of evidentiary materials to determine the presence or absence of controlled substances and/or marijuana in a timely and accurate manner.

**Alignment to Agency Goals**

- Agency Goal: Ensure that Virginia receives accurate and timely forensic services.

Comment: This service is mandated by Code of Virginia (§ 9.1-1101), to provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter and (§ 9.1-1104), to perform court ordered testing requested by the defense.

**Objective Strategies**

- Retain and Recruit qualified forensic scientists
- Investigate, develop and implement new technologies
- Provide professional development opportunities
- Support individual examiner certification

**Link to State Strategy**

- nothing linked

**Objective Measures**

- Percentage of controlled substances cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Calculated for the annual period ending on the last day of each quarter

Measure Baseline Value:  Date:

Measure Baseline Description: Annual Percentage of cases completed

Measure Target Value:  Date:

Measure Target Description: Annual Percentage of cases completed

Data Source and Calculation: The percentage of cases completed annually is calculated by dividing the beginning backlog plus cases received for analysis into the number of cases completed. This information is contained in the LIMS system.

- Average turn-around time for controlled substances cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Average turn-around time for cases completed in the quarter

Measure Baseline Value:  Date:

Measure Baseline Description: Average days to complete cases

Measure Target Value:  Date:

Measure Target Description: Average days to complete cases

Data Source and Calculation: The average turn-around time is computed by dividing the total number of days taken to complete cases during the quarter by the total number of cases completed during the quarter. This data is maintained in the LIMS system and the system performs the calculation.

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Service Area Strategic Plan

**Department of Forensic Science (778)**

3/11/2014 11:55 am

Biennium: 2010-12 ▼

Service Area 3 of 5

**Physical Evidence Services (778 309 04)**

**Description**

This service area provides scientific analyses of latent print / impression, digital / multi-media, firearm / toolmark, questioned document, and bloodstain evidence for state and local law enforcement agencies, medical examiners, prosecutors, and defense attorneys. This includes laboratory examination, reporting the results, and, as required, providing testimony in courts of law.

**Background Information**

**Mission Alignment and Authority**

- *Describe how this service supports the agency mission*  
 The Department of Forensic Science’s mission is to protect the public’s safety, support law enforcement and the judicial process and advance the growth and understanding of forensic science. This service area supports the Department’s mission by doing the following:
  - Perform accurate, relevant, reliable, thorough and timely analyses and examinations of evidence
  - Convey the results of analyses and examinations through clear, objective, balanced, and easily understood reports, consultations and testimony
  - Train law enforcement, attorneys, judges, and the public in the use and understanding of forensic science
  - Develop, provide and maintain evidence collection resources
- *Describe the Statutory Authority of this Service*  
 DFS’ authority as addressed in the Code of Virginia:
  - Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
  - Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed (§ 9.1-1101).

**Customers**

Agency Customer Group	Customer	Customers served annually	Potential annual customers
Circuit courts (in 31 circuits)	Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Office of the Chief Medical Examiner	Office of the Chief Medical Examiner	4	4
Offices of Commonwealth’s Attorneys	Offices of Commonwealth’s Attorneys	120	120
Other law enforcement agencies and state agencies (statewide)	Other law enforcement agencies and state agencies (statewide)	50	50
Sheriff’s offices and police departments	Sheriff’s offices and police departments	310	310

*Anticipated Changes To Agency Customer Base*  
 [Nothing entered]

**Partners**

Partner	Description
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[None entered]

**Products and Services**

- *Factors Impacting the Products and/or Services:*

[Nothing entered]

- *Anticipated Changes to the Products and/or Services*

[Nothing entered]

- *Listing of Products and/or Services*

- Analysis and examination of submitted evidence
- Provide Certificates of Analysis (the results)
- Consult with investigators on investigative information and interpretation of reports
- Provide law enforcement agencies with important investigative information in a timely manner through the maintenance and use of appropriate databases
- Provide pre-trial consultations with Commonwealth's and defense attorneys.
- Provide expert witness testimony in courts of law
- Train police officers, investigators, prosecutors, judges, etc., in the recognition, collection, preservation, and handling of evidence and the use of forensic results in their investigations, trials and deliberations

**Finance**

- *Financial Overview*

DFS is primarily a general fund agency although limited federal grant funds are obtained to fund one time expenses or federal initiatives.

- *Financial Breakdown*

	FY 2011		FY 2012		FY 2011	FY 2012	FY 2011	FY 2012
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund				
Base Budget	\$6,142,800	\$0	\$6,142,800	\$0				
Change To Base	-\$105,000	\$0	-\$105,000	\$0				
Service Area Total	\$6,037,800	\$0	\$6,037,800	\$0				
Base Budget	\$6,142,800	\$0	\$6,142,800	\$0				
Change To Base	-\$105,000	\$0	-\$105,000	\$0				
Service Area Total	\$6,037,800	\$0	\$6,037,800	\$0				
Base Budget	\$6,142,800	\$0	\$6,142,800	\$0				
Change To Base	-\$105,000	\$0	-\$105,000	\$0				
Service Area Total	\$6,037,800	\$0	\$6,037,800	\$0				

**Human Resources**

- *Human Resources Overview*

[Nothing entered]

- *Human Resource Levels*

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Effective Date	8/12/2008	
Total Authorized Position level	81	
Vacant Positions	-13	
<b>Current Employment Level</b>	<b>68.0</b>	
Non-Classified (Filled)	0	breakout of Current Employment Level
Full-Time Classified (Filled)	68	
Part-Time Classified (Filled)	0	
Faculty (Filled)	0	
Wage	4	
Contract Employees	0	
<b>Total Human Resource Level</b>	<b>72.0</b>	= Current Employment Level + Wage and Contract Employees

- *Factors Impacting HR*  
[Nothing entered]
- *Anticipated HR Changes*  
[Nothing entered]

**Service Area Objectives**

- To provide latent print / impression and digital / multi-media evidence examinations

**Objective Description**

This objective addresses the quality latent print / impression and digital / multi-media examinations of criminal evidence in a timely and accurate manner. Prints are compared to any submitted known prints of victims and suspects or searched through the Automated Fingerprint Identification System (AFIS) in order to provide investigative information. Recovered data from digital storage devices is provided to the requesting law enforcement agency

**Alignment to Agency Goals**

- Agency Goal: Ensure that Virginia receives accurate and timely forensic services.

Comment: This service is mandated by Code of Virginia (§ 9.1-1101), to provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter and (§ 9.1-1104), to perform court ordered testing requested by the defense.

**Objective Strategies**

- Retain and recruit qualified forensic scientists
- Investigate, develop and implement new technologies
- Provide professional development opportunities
- Support individual examiner certification

**Link to State Strategy**

- nothing linked

**Objective Measures**

- Percentage of latent print / impressions and digital / multi-media evidence cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued).

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Calculated for the annual period ending on the last day of each quarter

Measure Baseline Value:  Date:

Measure Baseline Description: Annual Percentage of cases completed

Measure Target Value: 90 Date: 6/30/2012

Measure Target Description: Annual Percentage of cases completed

Data Source and Calculation: The percentage of cases completed annually is calculated by dividing the beginning backlog plus cases received for analysis into the number of cases completed. This information is contained in the LIMS system.

- Average turn-around time for latent print / impressions and digital / multi-media evidence cases that are analyzed and the results reported to the requesting authority (Certificate of Analysis issued).

Measure Class: Other Measure Type: Outcome Measure Frequency: Quarterly Preferred Trend: Down

Frequency Comment: Average turn-around time for cases completed in the quarter

Measure Baseline Value: 42 Date: 6/30/2007

Measure Baseline Description: Average days to complete cases

Measure Target Value: 30 Date: 6/30/2012

Measure Target Description: Average days to complete cases

Data Source and Calculation: The average turn-around time is computed by dividing the total number of days taken to complete cases during the quarter by the total number of cases completed during the quarter. This data is maintained in the LIMS system and the system performs the calculation.

- To provide firearm / toolmark examinations

#### Objective Description

This objective addresses the quality firearm / toolmark evidence examinations, from criminal and death investigations, in a timely and accurate manner. Fired ammunition components are compared to any submitted known specimens and searched through the National Integrated Ballistic Information Network (NIBIN).

#### Alignment to Agency Goals

- Agency Goal: Ensure that Virginia receives accurate and timely forensic services.

Comment: This service is mandated by Code of Virginia (§ 9.1-1101), to provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter and (§ 9.1-1104), to perform court ordered testing requested by the defense.

#### Objective Strategies

- Retain and recruit qualified forensic scientists
- Investigate, develop and implement new technologies
- Provide professional development opportunities
- Support individual examiner certification

#### Link to State Strategy

- nothing linked

#### Objective Measures

- Percentage of firearms / toolmarks cases that are examined and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class: Other Measure Type: Outcome Measure Frequency: Quarterly Preferred Trend: Up

Frequency Comment: Calculated for the annual period ending on the last day of each quarter



Measure Baseline Description: Annual Percentage of cases completed

Measure Target Value: 90 Date: 6/30/2012

Measure Target Description: Annual Percentage of cases completed

Data Source and Calculation: The percentage of cases completed annually is calculated by dividing the beginning backlog plus cases received for analysis into the number of cases completed. This information is contained in the LIMS system.

- Average turn-around time for completed firearms/toolmarks cases that are examined and the results reported to the requesting authority (Certificate of Analysis issued)

Measure Class: Other Measure Type: Outcome Measure Frequency: Quarterly Preferred Trend: Down

Frequency Comment: Average turn-around time for cases completed in the quarter.

Measure Baseline Value: 102 Date: 6/30/2007

Measure Baseline Description: Average days to complete cases

Measure Target Value: 30 Date: 6/30/2012

Measure Target Description: Average days to complete cases

Data Source and Calculation: The average turn-around time is computed by dividing the total number of days taken to complete cases during the quarter by the total number of cases completed during the quarter. This data is maintained in the LIMS system and the system performs the calculation.

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## Service Area Strategic Plan

**Department of Forensic Science (778)**

3/11/2014 11:55 am

Biennium: 2010-12 ▼

## Service Area 4 of 5

**Training and Standards Services (778 309 05)****Description**

This service area provides for the operation of the Forensic Science Academy, the maintenance and certification of breath test instruments and the training and licensing of breath test instrument operators

**Background Information****Mission Alignment and Authority**

- *Describe how this service supports the agency mission*

The Department of Forensic Science's mission is to protect the public's safety, support law enforcement and the judicial process, and advance the growth and understanding of forensic science. This service area supports the Department's mission by doing the following:

- Convey the results of analyses and examinations through clear, objective, balanced, and easily understood reports, consultations and testimony
- Train law enforcement, the attorneys, judges, and the public in the use and understanding of forensic science
- Develop, provide and maintain evidence collection resources

- *Describe the Statutory Authority of this Service*

DFS' authority as addressed in the Code of Virginia:

- Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
- Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed (§ 9.1-1101).
- Operate the Forensic Science Academy to provide advanced training to law enforcement personnel in the recognition, collection and preservation of evidence during the investigation of crimes (§ 9.1-1103).
- Test the accuracy of equipment used to test the blood alcohol content of breath at least once every six months. Train and license all individuals who are to administer breath tests (§§ 9.1-1101 18.2-268.9, 29.1-738.2 and 46.2-341.26:9).

**Customers**

Agency Customer Group	Customer	Customers served annually	Potential annual customers
Circuit courts (in 31 circuits)	Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Offices of Commonwealth's Attorneys	Offices of Commonwealth's Attorneys	120	120
Other law enforcement agencies and state agencies (statewide)	Other law enforcement agencies and state agencies (statewide).	50	50
Sheriff's offices and police departments	Sheriff's offices and police departments	310	310

*Anticipated Changes To Agency Customer Base*  
None

**Partners**

Partner	Description
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[None entered]

**Products and Services**

- *Factors Impacting the Products and/or Services:*

[Nothing entered]

- *Anticipated Changes to the Products and/or Services*

[Nothing entered]

- *Listing of Products and/or Services*

- Train law enforcement personnel in crime scene investigative techniques
- Provide pre-trial consultations with Commonwealth's and defense attorneys.
- Provide expert witness testimony in courts of law.
- Provide records of breath tests and instrumentation as requested by subpoena duces tecum and requests for information.
- Provide breath test instruments to include maintenance, repair, and certification
- Train and license breath test instrument operators for the evidential analysis of breath to determine alcohol content of blood.

**Finance**

- *Financial Overview*

DFS is primarily a general fund agency although limited federal grant funds are obtained to fund one time expenses or federal initiatives.

- *Financial Breakdown*

	FY 2011		FY 2012		FY 2011	FY 2012
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund		
Base Budget	\$1,297,700	\$15,806	\$1,297,700	\$15,806		
Change To Base	-\$105,000	\$0	-\$105,000	\$0		
<b>Service Area Total</b>	<b>\$1,192,700</b>	<b>\$15,806</b>	<b>\$1,192,700</b>	<b>\$15,806</b>		
Base Budget	\$1,297,700	\$15,806	\$1,297,700	\$15,806		
Change To Base	-\$105,000	\$0	-\$105,000	\$0		
<b>Service Area Total</b>	<b>\$1,192,700</b>	<b>\$15,806</b>	<b>\$1,192,700</b>	<b>\$15,806</b>		

**Human Resources**

- *Human Resources Overview*

[Nothing entered]

- *Human Resource Levels*

Effective Date	8/31/2009
Total Authorized Position level	13
Vacant Positions	-1
<b>Current Employment Level</b>	<b>12.0</b>
Non-Classified (Filled)	0
Full-Time Classified (Filled)	12
Part-Time Classified (Filled)	0

*breakout of Current Employment Level*

Faculty (Filled)	0
Wage	0
Contract Employees	0
<b>Total Human Resource Level</b>	<b>12.0</b>

= Current Employment Level + Wage and Contract Employees

- *Factors Impacting HR*  
[Nothing entered]
- *Anticipated HR Changes*  
[Nothing entered]

### Service Area Objectives

- To provide training to law enforcement personnel

#### Objective Description

This objective addresses the Forensic Science Academy training of law enforcement personnel in the areas of crime scene investigation and the recognition, collection, preservation and submission of evidence.

#### Alignment to Agency Goals

- Agency Goal: Enhance the quality and use of forensic evidence to improve public safety through fair and effective court proceedings.

Comment: This service is mandated by Code of Virginia (§ 9.1-1103) to operate the Forensic Science Academy to provide advanced training to law enforcement personnel in the recognition, collection and preservation of evidence during the investigation of crimes.

#### Objective Strategies

- Evaluate and prioritize training courses when developing the annual training plan.
- Survey Law Enforcement Agencies on their training needs.

#### Link to State Strategy

- nothing linked

#### Objective Measures

- Percentage of forensic science academy applicants trained

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Measure Baseline Value:  Date:

Measure Baseline Description: Annual Percentage of Applicants Trained to those awaiting training

Measure Target Value:  Date:

Measure Target Description: Annual Percentage of Applicants Trained to those awaiting training

Data Source and Calculation: Data for the calculation is maintained in the on-line application system maintained by the Training Academy. The percentage is calculated by dividing the number of applicants trained during the annual training cycle by the total number of valid applicants awaiting training at the end of the fiscal year.

- To provide breath test instruments to law enforcement agencies.

#### Objective Description

This objective addresses the maintenance, repair, calibration and certification of the accuracy of the evidential breath test instruments to support the approximately 30,000 evidential breath tests run each year for the enforcement of Driving under the Influence (DUI) laws.

#### Alignment to Agency Goals

- Agency Goal: Ensure that Virginia receives accurate and timely forensic services.

Comment: This service is mandated by Code of Virginia (§ 9.1-1101), to test the accuracy of equipment used to test the blood alcohol content of breath at least once every six months.

**Objective Strategies**

- Retain and recruit qualified instrument technicians.
- Provide professional development opportunities.

**Link to State Strategy**

- nothing linked

**Objective Measures**

- Percentage of breath test instruments tested

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Because of the requirement to test the instruments for accuracy on a six month cycle, this can only be calculated semi-annually.

Measure Baseline Value:  Date:

Measure Baseline Description: Percentage of breath test instruments tested.

Measure Target Value:  Date:

Measure Target Description: Percentage of breath test instruments tested.

Data Source and Calculation: The percentage of breath test instruments tested is calculated by dividing the number of instruments tested during the cycle by the number of instruments issued to law enforcement agencies.

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Service Area Strategic Plan

Department of Forensic Science (778)

3/11/2014 11:55 am

Biennium: 2010-12 ▼

Service Area 5 of 5

Administrative Services (778 309 06)

Description

This service area provides the overall direction and management of the agency. It also provides all support services to the agency such as lab safety, facility operation and maintenance, information technology, legal resources, human resources, grant administration, purchasing, accounts payable, financial reporting and budgeting.

Background Information

Mission Alignment and Authority

- *Describe how this service supports the agency mission*  
This service area directly aligns with DFS' mission by providing overall management and direction of the Department and the support necessary to accomplish its objectives.
- *Describe the Statutory Authority of this Service*  
DFS' authority as addressed in the Code of Virginia:
  - Provide forensic laboratory services to law enforcement agencies throughout the Commonwealth in any criminal matter (§ 9.1-1101). Perform court ordered testing requested by the defense (§ 9.1-1104).
  - Provide laboratory services, research, and scientific investigations for agencies of the Commonwealth as needed. (§ 9.1-1101).

Customers

Agency Customer Group	Customer	Customers served annually	Potential annual customers
Circuit courts (in 31 circuits)	Circuit courts (in 31 circuits)	120	120
General District and Juvenile & Domestic Relations Courts ( 32 districts)	General District and Juvenile & Domestic Relations Courts ( 32 districts)	201	202
Offices of Commonwealth's Attorneys	Offices of Commonwealth's Attorneys	120	120
Other law enforcement agencies and state agencies (statewide)	Other law enforcement agencies and state agencies (statewide)	50	50
Sheriff's offices and police departments	Sheriff's offices and police departments	310	310

Anticipated Changes To Agency Customer Base  
[Nothing entered]

Partners

Partner	Description
[None entered]	

Products and Services

- *Factors Impacting the Products and/or Services:*  
[Nothing entered]
- *Anticipated Changes to the Products and/or Services*  
[Nothing entered]
- *Listing of Products and/or Services*
  - Overall agency management and direction - strategic planning, continuity of operations planning, agency funding, budgeting / resource allocation, and policy alignment.



- Coordinate and process responses to subpoenas duces tecum, discovery motions, and FOIA requests.
- Legal advice, training and guidance to agency staff, attorneys, judges, medical examiners, legislators, and law enforcement agency heads.
- Administrative support and resources for the Forensic Science Board and the Scientific Advisory Committee.
- Facility operation and maintenance of the four laboratories
- Facility operation and maintenance for programs of the Health Department housed in DFS facilities.
- Human resources - recruitment, employee benefits, employee relations, performance management training and administration.
- Procurement services - compliance, purchase goods & services, develop & renew purchasing contracts, administer the small purchase charge card program, train agency personnel on eVA, develop & administer SWAM plan, oversee surplus property, perform Transportation officer duties.
- Information Technology - computer security; application support; hardware, software, & firmware support; maintenance & support of the Voice Over Internet Protocol phone system; agency compliance with applicable laws and regulations.
- Financial Management - compliance, pay vendors, process travel expense reimbursements, certify payroll, Security Officer for central agency systems, internal agency budget development and tracking, development and maintenance of expense codes, receive and deposit checks, A.R.M.I.C.S. documentation.
- Evidence Receiving - process the intake of evidence from law enforcement, maintain chain of custody, evidence lock box to transport items between labs, monitor building security.
- Order and distribute evidence collection kits to appropriate agencies and institutions; process agency mail.

**Finance**

● *Financial Overview*

DFS is primarily a general fund agency although limited federal grant funds are obtained to fund one time expenses or federal initiatives.

● *Financial Breakdown*

	FY 2011		FY 2012	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$10,986,242	\$0	\$10,986,242	\$0
Change To Base	-\$328,887	\$0	-\$328,887	\$0
<b>Service Area Total</b>	<b>\$10,657,355</b>	<b>\$0</b>	<b>\$10,657,355</b>	<b>\$0</b>

**Human Resources**

● *Human Resources Overview*

[Nothing entered]

● *Human Resource Levels*

Effective Date	8/31/2009
Total Authorized Position level	75
Vacant Positions	-9
<b>Current Employment Level</b>	<b>66.0</b>
Non-Classified (Filled)	3
Full-Time Classified (Filled)	63
Part-Time Classified (Filled)	0
Faculty (Filled)	0
Wage	3
Contract Employees	0

*breakout of Current Employment Level*

**Total Human Resource Level**  = *Current Employment Level + Wage and Contract Employees*

- *Factors Impacting HR*  
[Nothing entered]
- *Anticipated HR Changes*  
[Nothing entered]

### Service Area Objectives

- To ensure that resources are used efficiently and programs are managed effectively, and in a manner consistent with applicable state and federal requirements.

#### Objective Description

Meet expectations for developing and maintaining appropriate human resources, responsible procurement practices, sound financial management and prudent technology use, while accomplishing the Department's objectives.

#### Alignment to Agency Goals

- Agency Goal: Ensure that resources are used efficiently and programs are managed effectively, and in a manner consistent with applicable state and federal requirements.

Comment: This service area has overall responsibility for the agency.

#### Objective Strategies

- WORKFORCE PLANNING: Implement effective workforce plans utilizing accurate and timely workforce data. Create a work environment conducive to change.
- EMPLOYEE ATTRACTION & RETENTION: Attract and retain qualified workforce by strategically using existing human resource management flexibilities, pay practices, and benefits.
- FAIRNESS & DIVERSITY: Apply management policies and practices fairly and consistently. Prohibit discrimination in hiring practices by championing equal employment opportunity and inclusion. Utilize EEO compliance statistics to address deficiencies.
- EMPLOYEE PERFORMANCE MANAGEMENT: Differentiate among levels of performance. Reward excellence. Attach consequences to mediocre or poor performance.
- TRAINING & DEVELOPMENT: Invest in the training of the workforce to insure that employees have the appropriate skill sets. Develop employees to meet the current and future needs of the organization.
- SAFE WORK ENVIRONMENT: Provide a safe work environment minimizing potential hazards.

#### Link to State Strategy

- nothing linked

#### Objective Measures

- Percent of administrative measures marked as "meets expectations" (green indicator) for the agency

Measure Class:  Measure Type:  Measure Frequency:  Preferred Trend:

Frequency Comment: Annual - Agencies are required to publish results for their administrative measures on Virginia Performs after the end of each fiscal year. The specific deadline for publishing results will be posted in the Leadership Communiqué.

Measure Baseline Value:  Date:

Measure Baseline Description: Percentage of measures that "Meet Expectations"

Measure Target Value:  Date:

Measure Target Description: Percentage of measures that "Meet Expectations"

Data Source and Calculation: Data Source: There are currently 13 administrative measures organized into five categories. Each measure has a different data source. Agencies should refer to the administrative measures

data source information table to locate the data source for each measure. The table is located in Virginia Performs / Agency Planning and Performance / Administrative Measures. Calculation: Agencies select the appropriate colored indicator (green, yellow, red) for each measure, depending on results. A gray indicator is used for measures where data are unavailable. The agency administration measure is the percent of the administrative measures that have a green indicator (meets expectations). Exclude items with a gray indicator from the calculation.

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<http://www.vaperforms.virginia.gov>

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