INSTRUCTIONS

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

SECTION A: ORGANIZATION

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

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

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

☐1 Yes ☐2 No → Skip to A4

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

_____ laboratories

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

	Yes	No
City, borough, village, or town	☐1	☐2
County or parish	☐1	☐2
State (state-wide or regional)	☐1	☐2
Federal (nationwide or regional)	☐1	☐2

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

	Yes	No
a. Controlled Substances	☐1	☐2
b. Toxicology (General)	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Antemortem BAC	☐1	☐2
Antemortem Drugs	☐1	☐2
Postmortem	☐1	☐2
c. Trace (General)	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Gunshot Residue Testing	☐1	☐2
Hair Examination	☐1	☐2
Fiber Examination	☐1	☐2
Fire Debris Analysis	☐1	☐2
Explosives Analysis	☐1	☐2
Paint Analysis	☐1	☐2
Chemical Unknown	☐1	☐2
Other Trace (specify below)	☐1	☐2
_____		
d. Impressions (General)	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Footwear	☐1	☐2
Tire Tread	☐1	☐2
e. Firearms/Toolmarks	☐1	☐2
f. Digital & Multimedia Evidence	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Computer Forensics	☐1	☐2
Mobile Device Analysis	☐1	☐2
Image Analysis	☐1	☐2
Video Analysis	☐1	☐2
Forensic Audio	☐1	☐2
Other DME Analysis (specify below)	☐1	☐2
_____		
g. Latent Prints *(Do not include 10-print input)*	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Print Development	☐1	☐2
Comparisons	☐1	☐2
h. Questioned Documents	☐1	☐2
i. Forensic Biology *(Includes Biology Screening & DNA Analysis)*	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Casework	☐1	☐2
Sexual Assault Casework	☐1	☐2
Convicted Offender DNA Samples	☐1	☐2
Arrestee DNA Samples	☐1	☐2
Other DNA Samples *(e.g., missing persons)*	☐1	☐2
j. Crime Scene	☐1	☐2
If YES, mark all specific functions that apply: ⬇		
Evidence Collection	☐1	☐2
Reconstruction *(e.g., bloodstain pattern analysis)*	☐1	☐2
k. Other (specify below)	☐1	☐2
1. _____		
2. _____		

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

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

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

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

_____

_____

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

		Yes	No
a.	Y-STR Analysis	☐1	☐2
b.	Mitochondrial DNA Analysis	☐1	☐2
c.	Robotics	☐1	☐2
d.	Expert Systems	☐1	☐2
e.	LC- MS/MS for Toxicology	☐1	☐2
f.	Rapid DNA	☐1	☐2

A8. (continued)

		Yes	No
g.	Familial DNA Database Searches	☐1	☐2
h.	Analyses of Synthetic Cannabinoids (e.g., Spice, K2)	☐1	☐2
i.	Analyses of Synthetic Cathinones (e.g., bath salts)	☐1	☐2
j.	Laser Microdissection	☐1	☐2
k.	Polynomial Texture Mapping	☐1	☐2

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

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

_____

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

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

_____

SECTION B: BUDGET

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

$_____.00

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

___ ___ _____ to ___ ___ _____
mm dd yyyy mm dd yyyy

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

	Yes	No
a. Fees	☐1	☐2
b. Federal Grants	☐1	☐2
c. State Grants	☐1	☐2
d. Other Grants	☐1	☐2

SECTION C: STAFF

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

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

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

_____ analysts/examiners

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

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

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

SECTION D: WORKLOAD

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

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

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

_____ requests

☐ Mark here if this number was estimated.

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

_____requests

☐ Mark here if this number was estimated.

	N/A	a. Total number of new requests **received** in 2014	b. Total number of requests **completed** in 2014	c. Total number of all **pending** requests awaiting analysis as of January 1, 2015	d. Number of pending requests that were **backlogged** (requests unreported for 30 days or longer) as of January 1, 2015
D3. Controlled Substances	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D4. Toxicology	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D5. Trace	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D6. Impressions	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D7. Firearms/Toolmarks	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D8. Digital & Multimedia Evidence	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D9. Latent Prints	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D10. Questioned Documents	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D11. Crime Scene	☐99	**a.** _____	**b.** _____	N/A	N/A
D12. Forensic Biology (Total)	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D13. Forensic Biology Casework (includes biology screening and DNA analysis)	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D14. Sexual Assault Casework	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D15. DNA Database	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D16. Arrestee Samples	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____
D17. Convicted Offender Samples	☐99	**a.** _____	**b.** _____	**c.** _____	**d.** _____

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

SECTION E: OUTSOURCING

E1. During 2014, did your laboratory <u>outsource</u> the testing of any type of evidence or samples? Outsourcing is requests sent to private labs and public labs outside your multi-lab system. *Mark "yes" or "no."*

☐$_1$ Yes ☐$_2$ No → Skip to E3

E2. During 2014, did your laboratory <u>outsource</u> analysis of these types of evidence or samples? *Mark "yes" or "no" for each type of evidence or sample. If your lab did not perform one of the following functions in 2014, mark N/A.*

		Yes	No	N/A
a.	Controlled Substances	☐$_1$	☐$_2$	☐$_{99}$
b.	Toxicology	☐$_1$	☐$_2$	☐$_{99}$
c.	Trace	☐$_1$	☐$_2$	☐$_{99}$
d.	Impressions	☐$_1$	☐$_2$	☐$_{99}$
e.	Firearms/Toolmarks	☐$_1$	☐$_2$	☐$_{99}$
f.	Digital & Multimedia Evidence (DME)	☐$_1$	☐$_2$	☐$_{99}$
g.	Latent Prints	☐$_1$	☐$_2$	☐$_{99}$
h.	Questioned Documents	☐$_1$	☐$_2$	☐$_{99}$
i.	Forensic Biology			
	1. Casework	☐$_1$	☐$_2$	☐$_{99}$
	2. Sexual Assault Casework	☐$_1$	☐$_2$	☐$_{99}$
	3. Convicted Offender Samples	☐$_1$	☐$_2$	☐$_{99}$
	4. Arrestee DNA Samples	☐$_1$	☐$_2$	☐$_{99}$
j.	Crime Scene	☐$_1$	☐$_2$	☐$_{99}$
k.	Other (specify below)	☐$_1$	☐$_2$	☐$_{99}$

_____

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

☐$_1$ Yes ☐$_2$ No

SECTION F: QUALITY ASSURANCE

F1. As of December 31, 2014, was your laboratory accredited by the following organizations? *Mark "yes" or "no" for each type.*

	Yes	No
a. ASCLD/LAB, Legacy	☐$_1$	☐$_2$
b. ASCLD/LAB, International (ISO 17025)	☐$_1$	☐$_2$
c. FQS-International	☐$_1$	☐$_2$
d. A2LA	☐$_1$	☐$_2$
e. Other (please specify below)	☐$_1$	☐$_2$

_____

F2. During 2014, did your laboratory have resources dedicated primarily to <u>research</u>? 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. *Mark "yes" or "no."*

☐$_1$ Yes ☐$_2$ No

F3. During 2014, did your laboratory conduct proficiency testing on its analysts/examiners? *Mark "yes" or "no."*

☐$_1$ Yes ☐$_2$ No → Skip to F5

F4. During 2014, which of the following proficiency tests did your laboratory perform internally and externally? *Mark all that apply. If your lab did not perform this test in 2014, mark "No, did not perform."*

	Internal	External	No, did not perform.
a. <u>Blind</u>: analyst/examiner is not told which case is for testing.	☐$_1$	☐$_2$	☐$_{99}$
b. <u>Declared</u>: analyst/examiner is told when he/she is being tested.	☐$_1$	☐$_2$	☐$_{99}$
c. <u>Random case reanalysis:</u> random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner.	☐$_1$	☐$_2$	☐$_{99}$
d. <u>Other proficiency testing</u> (please specify below)	☐$_1$	☐$_2$	☐$_{99}$

_____

F5. In 2014, did your laboratory have written standards for performance expectations for full-time equivalent analysts/examiners in any discipline? *Mark "yes" or "no." Choose "no" if your laboratory managers and supervisors have expectations of performance that are not codified.*

☐$_1$ Yes ☐$_2$ No

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

Yes, created own code of ethics	☐1
Yes, adopted an existing code of ethics	☐2
No	☐3

SECTION G: FEEDBACK & SUBMISSION

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

_____

_____

_____

_____

_____

_____

_____

_____

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

APPENDIX A: HELP TEXT

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

Please do not leave questions blank. If you are unable to complete a question, please contact the Help Line toll-free at 1(844) 847-8793

SECTION A: ORGANIZATION

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

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

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

SECTION B: BUDGET

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

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

SECTION C: STAFF

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

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

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

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

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

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

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

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

SECTION D: WORKLOAD

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

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

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

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

(a) Total number of new requests received in 2014. Record the total number of requests received from January 1, 2014 to December 31, 2014.

(b) Total number of requests completed in 2014. Record the total number of requests completed (analyzed and reported) from January 1, 2014, to December 31, 2014.

(c) Total number of all pending requests awaiting analysis as of January 1, 2015. A pending request refers to any request submitted to the laboratory for which analysis has not yet started.

(d) Number of these pending requests that were backlogged (requests held for 30 days or longer) as of January 1, 2015. Record the number of backlogged requests on January 1, 2015. A request is backlogged if a report has not been generated within 30 days of submission to the laboratory.

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

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

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

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

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

SECTION E: OUTSOURCING

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

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

SECTION F: QUALITY ASSURANCE

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

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

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

APPENDIX B: GLOSSARY

AFIS	Automated Fingerprint Identification System. Biometric database based on fingerprint minutia, with image storage and search capabilities.
analyst/examiner	Laboratory personnel whose primary responsibilities are the analysis of physical evidence, drawing conclusions based on that analysis, reviewing and reporting analytical results and providing expert testimony. Included in this category are crime scene personnel who perform the senior-level duties of crime scene reconstruction and blood spatter analysis.
analyst/examiner, entry-level	See analyst/examiner. No professional experience necessary to qualify for hiring at this level.
analyst/examiner, intermediate/senior-level	See analyst/examiner. Professional experience necessary to qualify for hiring at this level. Includes all levels above entry-level that do not have supervisory duties.
analyst/examiner, senior-level	See analyst/examiner. The highest level of analyst/examiner at the laboratory that does not have supervisory duties.
arrestee DNA sample	A DNA reference sample from an arrestee collected and analyzed for inclusion into a database.
backlog, monitoring	See *monitoring backlog*.
backlogged request	A request that has been submitted to a disciplinary area of the crime laboratory and remains unreported for a period of 30 days or longer.
calculating turnaround time by item	A LIMS function that will calculate the time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and is calculated for a single evidence item.
calculating average turnaround time by section	A LIMS function that will calculate the average time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and is calculated for a single section.
calculating average turnaround time for the overall laboratory	A LIMS function that will calculate the time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and is calculated for the entire laboratory.
cannabinoids, synthetic	Synthetically produced compounds that mimic naturally occurring cannabinoids. These compounds are added to some other substrate, marketed as 'spice' or herbal incense products, and are used illicitly for their psycho-active properties.

casework, forensic biology	Forensic biology requests processed from either questioned evidence (i.e. evidence of unknown origin) or from known persons whose profiles are not eligible for entry into a database (i.e. victim exemplar).
cathinones, synthetic	A cathinone is a compound naturally found in the khat plant. When produced synthetically, these compounds are marketed as bath salts and abused for their stimulant properties.
cellphone, traditional	The primary purpose of a traditional cellphone is making and receiving calls and text messaging. Also known as a feature phone or “dumbphone”.
chain of custody, documenting	See *documenting chain of custody.*
chemical unknown	Microscopic and/or instrumental analysis of evidence to determine chemical composition of substances that do not fit into the criteria of other trace sub-disciplines.
clerical/administrative	Laboratory personnel whose primary responsibility is to provide support to other laboratory personnel through the performance of organizational/ administrative duties.
cloud data	Refers to data stored on a server and accessed remotely, rather than data stored in the memory of the device that is used to access it.
CODIS	Combined DNA Index System. The software platform for the three-tiered (local, state, national) DNA database index system.
computer forensics	A sub-discipline of Digital & Multimedia Evidence, which involves the scientific examination, analysis, and/or evaluation of digital evidence in legal matters, where digital evidence refers to information of probative value that is stored or transmitted in binary form.
controlled substances	The identification of drugs and other substances whose possession or use, either in pure, legal or illicit dosages, is restricted by the government.
convicted offender sample	A DNA reference sample from a convicted offender collected and analyzed for the inclusion into a database.
crime scene	Forensic discipline that conducts the identification, documentation, collection and/or interpretation of physical evidence at a location external to a laboratory facility and where a suspected crime has occurred.
crime scene technician	Laboratory personnel, whose primary responsibilities are to respond to crime scenes, record and collect evidence, and submit that evidence to a laboratory for analysis.
criminal case status, tracking	See *tracking criminal case status.*
criminal offense type, tracking by	See *tracking by criminal offense type*.
database, forensic biology	Forensic biology requests processed for the express purpose of adding profiles to the database, specifically items collected from known persons.

digital & multimedia evidence	Analog or digital (stored/transmitted in the binary form) media evidence, including, but not limited to, computer files, film, tape, magnetic and optical media, and/or information contained therein.
documenting chain of custody	LIMS function that records the possession and location of evidence from collection through analysis, possible court presentation and long term storage. This may include both internal and external chain of custody.
expert system	Software designed to process data without human intervention.
explosives analysis	Microscopic and/or instrumental analysis of physical evidence and devices rendered safe for the quantitative/qualitative chemical analysis of low and/or high explosives and/or explosives residue.
familial DNA database searches	Searching a DNA database.
fiber examination	Microscopic and/or instrumental examination of fibers. This analysis may identify the fiber type and other class characteristics by observation of physical, chemical and optical properties.
fire debris analysis	Instrumental analysis of physical evidence in order to detect the presence of possible ignitable liquid residues foreign to the substrate.
firearms/toolmarks	Examination and comparison of evidence resulting from discharge and/or use of firearms; comparison of marks made by various tools.
forensic audio	A sub-discipline of Digital & Multimedia Evidence, which involves the scientific examination, analysis, comparison, and/or evaluation of audio information (either digital or analog) in legal matters.
forensic biology	The location, screening, identification and characterizations of physiological fluids and DNA analysis of biological evidence. This category combines the “biology screening” and “DNA analysis” categories used in the 2002 and 2005 Census of Publicly Funded Crime Labs.
forensic biology casework	Forensic biology casework refers to the processing of any item to aid a criminal investigation, this includes items of known (K) and unknown (Q) origin. DNA database refers to the processing of any item from a known person for inclusion into a database.
generating reports	A LIMS function that automatically assists in the creation of reports, including, but not limited to, creating report language, inputting data into report templates, certificates of analysis and workload reports. This functionality eliminates or greatly reduces the amount of examiner time dedicated to producing reports for evidence submitting agencies.
gunshot residue testing	Microscopic and/or instrumental analysis of evidence in order to detect any particulates expelled from any and all openings of a firearm during firing. This definition does not include weapon-to-target distance determination.
hair examination	Microscopic examination of the structural characteristics of hair to determine characteristics of the hair source or for comparison with a set of known exemplars.

IAFIS	Integrated Automated Fingerprint Identification System of the FBI.
ILRC	Ignitable Liquids Reference Collection. The ILRC is an online compilation of ignitable liquid reference materials and accompanying data used in the analysis of fire debris samples in accordance with the American Society for Testing and Materials (ASTM) E-1618 standard test methods.
image analysis	A sub-discipline of Digital & Multimedia Evidence, which involves the application of image science and domain expertise to examine and interpret the content of an image and/or the image itself in legal matters.
impressions	Identification, documentation, collection, and interpretation of two-dimensional and three dimensional impressions and imprints found on physical evidence (e.g., footwear, tire tread). For purposes of this survey, firearms/toolmarks and latent prints are separate categories and are not to be included in the general impressions category.
interfacing with laboratory instrumentation	LIMS function that allows for the automatic communication between the LIMS and the laboratory instrument software. This may allow the LIMS to store instrument outputs (data), control instrument operations and/or track usage.
item, tracking by	See *tracking by item*.
laboratory case number, tracking by	See *tracking by laboratory case number*.
laboratory instrumentation, interfacing with	See *interfacing with laboratory instrumentation*.
laser microdissection	Visualization, isolation and recovery of specific cells from samples mounted on slides using laser illumination. Frequently abbreviated LMD.
latent prints	Development and/or comparison of fingerprint impressions on physical evidence or other substrates. This category does not include the input of 10-print records.
law enforcement case number, tracking by	See *tracking by law enforcement case number*.
LC-MS/MS	Liquid chromatography with tandem mass spectrometry. Used for the qualitative and quantitative analysis of drugs and other compounds. The tandem MS capability allows analysis of many compounds in a single sample injection.
LIMS	Laboratory Information Management System. Any computerized system that records information about items submitted and analyzed by the laboratory. System is used to manage, compile, or track requests and/or evidence.
managerial	Laboratory personnel whose primary responsibility is the management or supervision of other employees.
mitochondrial DNA analysis	Analysis of the hypervariable regions of the mitochondrial genome for the purpose of identification.
mobile device analysis	A sub-discipline of Digital & Multimedia Evidence, which involves scientific methodologies for recovering data stored by a portable device that has embedded

	system architecture, processing capability, on–board memory, and may have telephony capabilities (e.g., cell phones, tablets, and smartphones).
monitoring backlog	A LIMS function that monitors the current status of backlogged evidence. This function can assist in the calculating and reporting of backlogs; may be discipline specific or laboratory-wide.
multiple laboratory system	A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization.
NIBIN	National Integrated Ballistics Information Network. Repository of digital images of the markings made on spent ammunition recovered from a crime scene or a crime gun test fire.
outsource	Physical evidence from the jurisdiction served is sent to another laboratory, public or private, for analysis. This does not refer to physical evidence sent to other laboratories in the same multiple laboratory system.
paint analysis	Microscopic and/or instrumental analysis of paint and coating evidence to determine chemical and physical characteristics that can indicate a specific source type (e.g., automotive, architectural) or be compared to submitted exemplars.
paperless reporting	Refers to records that are entered directly into a digital device and stored in a database, as opposed to records physically documented on paper or other tangible medium.
PDQ	Paint Data Query. PDQ contains information on the chemical composition of paint from most domestic and foreign car manufacturers and the majority of vehicles marketed in North America after 1973. This database is maintained by the Royal Canadian Mounted Police (RCMP).
pending request	A request that has been submitted to a disciplinary area of a crime laboratory, but has not yet been examined and reported to the submitting agency. A pending request will become a backlogged request after it remains unreported for a period of 30 days.
performance expectation	The expected number of requests, analyzed and reported, for one full-time examiner for a specified period of time (e.g., week, month, year). This number is a managerial expectation and may be higher or lower than the actual number of requests completed for 2014.
polynomial texture mapping	Images taken from a fixed point of view with lighting at multiple angles are combined to create an image with increased photorealism. Forensic applications include imaging of impression evidence. Frequently abbreviated “PTM.”
questioned documents	Examination of printed, typed or written material for the purpose of identifying the source, determining alterations or other means of gaining information about the item or the circumstances surrounding its production.
rapid DNA	A rapid DNA process is a hands-free method to produce a DNA profile. This device may be portable, self-contained and/or reliant on microfluidic technology.
reconstruction	Determining past events that address questions of investigative importance from the record of physical evidence that has resulted from those events.

request	Submissions of one or more items of physical evidence from the same case to a single disciplinary area of a crime laboratory. Multiple submissions of new evidence over time from the same case to one or more disciplinary sections of the laboratory count as a new request.
request, tracking by	See *tracking by request.*
reports, generating	See *generating reports.*
researchers only	An employee whose primary duties are to conduct research, defined as experimentation aimed at the discovery and interpretation of facts, the revision of accepted theories, or practical application of such new or revised theories or technologies.
robotics	Technology designed to perform tasks (e.g., liquid handling) with little-to-no human intervention.
scientist	A person who employs scientific methods in the examination and interpretation of evidence in a crime laboratory.
server data	Refers to data stored in the memory of a central device, rather than in the memory of the device used to access the data. Often, a server is used to connect multiple computers to allow them to communicate with one another.
sexual assault casework	Any physical evidence submitted from the commission of a sexual assault. This category includes, but is not limited to, items referred to as sexual assault kits, victim physical evidence kits and rape kits.
smartphone	A smartphone is designed to access internet-based services and run programs (i.e., apps) in addition to making and receiving phone calls and text messages.
soft sources	One-time or unpredictable sources of funding including, but not limited to, fees, grants and awards.
supervisor	An employee whose primary duties are the oversight of other laboratory personnel.
technical support	An employee whose primary responsibility is to provide support to analysts/examiners via the performance of laboratory-based tasks such as sample preparation, reagent preparation and analytical instrumentation maintenance.
toxicology	Analysis of biological materials for the presence of drugs and other potentially toxic materials.
trace	Microscopic, chemical and/or instrumental analysis of transferable evidence and other materials not specifically covered in other disciplines including, but not limited to, gunshot residue, fire debris, explosives, paint, glass, hair, fibers, tape and other varieties of trace and/or transferable evidence.
tracking by criminal offense type	LIMS tracks evidence by the type of associated criminal offense. This may be used to identify evidence or cases for a single offense type (e.g. homicide) or multiple offense types (e.g. property crime).
tracking by item	LIMS tracks evidence at the item-level. Tracking may include reference to location, progress of analysis, or completion dates/times.

tracking by laboratory case number	LIMS tracks evidence at the level of the laboratory case. A laboratory case is a case number assigned by the forensic laboratory. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by law enforcement case number	LIMS tracks evidence by the case number assigned by the law enforcement agency investigating the crime. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by request	LIMS tracks evidence at the request-level. A single criminal event may result in multiple requests for analysis. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking criminal case status	LIMS function that records the progress of a case through the criminal justice system for which physical evidence has been submitted to the laboratory. Status information may include open/closed/cleared designation, pending court dates and/or final case disposition.
video analysis	A sub-discipline of Digital & Multimedia Evidence, which involves the scientific examination, comparison, and/or evaluation of video information (either digital or analog) in legal matters.
Y-STR analysis	Analysis of short tandem repeat loci on the Y chromosome.