The 2015 workload survey has been changed to incorporate the work product of the New York State Technical Working Group on Backlog Reduction (TWGback), and to come into conformance with the Project FORESIGHT LabRAT which may soon be a requirement for various forms of Federal Funding. Since these changes were fairly comprehensive, the release of the new workload survey was delayed to properly vet these changes. As a result, workload data will not be collected for the first half of 2015 and changes will not take place until July 1, 2015.

Section I - Definitions

Analysis Turn-around Time: The average (mean and median) number of days from when an area case assignment is given to an analyst to when an analytical report is submitted for review by a reviewer or supervisor. Report in calendar days (not working days).

Area Case Assignment: A subset of a case which specifically reflects the type of requests for examination on samples which lead to the generation of an analytical report. It is common for one institute case to yield many area case assignments. One area case assignment should be counted for each separate laboratory report issued.

Arithmetic Mean: The sum of the values divided by the number of values.

Average: Characterizing a set of numbers by both the arithmetic mean and the median.

Backlog: Total cases not completed since a request[1] for analysis is received. This is further broken out into five data ranges:

-    Less than or equal to 15 days
-    16 – 30 days
-    31 – 60 days
-    61 – 90 days
-    Over 90 days

Cases: A term which represents one crime event. Case volume will be collected using two different concepts - institute cases (the crime event; for example: a homicide, sexual assault, burglary, etc.) and area case assignments (specific analysis areas requested by the customer; for example: DNA, Firearms, Trace, etc.).

Institute Case: A request for analysis related to one crime event that includes forensic analysis of items and/or samples in one or more investigative areas associated with the crime event.

---

[1] When a request does not accompany evidence submission, the starting date will be taken as the later date of either the request or submission of evidence.

Items: The number of packages that are individually submitted to the laboratory for analysis. For laboratories utilizing Laboratory Information Management Systems (LIMS), the term "items" will be synonymous to containers. It is common for one item to contain multiple samples[2]. One item can only be counted once in a particular discipline, regardless of the different examinations that are conducted within that discipline on that item.

In the crime scene discipline, each "scene" is considered an item. See examples for further clarification.

Median: The middle value separating the greater and lesser halves of a data set. If the data set contains an even number of values, it is the arithmetic mean of the two middle values.

Processing This definition is specific to the crime scene discipline and incorporates taking notes, completing scene logs, taking photographs, creating diagrams, and other techniques necessary to document a location, as well as searching for evidence and packaging.

Note: Each location will only be considered processed once, regardless of how many times the location is visited related to a specific area case assignment by a single agency. If a different agency processes the scene at a subsequent time, it can be counted.

Samples Analyzed: When an item is received in the laboratory and opened to find one or more individual specimens which are analyzed further and the results are included in an issued analytical report. Each sample is only counted once per area case assignment in a discipline regardless of the different tests conducted on that sample.

Samples Inventoried: When an item is received in the laboratory and opened to find one or more individual specimens which are only counted, marked, and documented.

Scene: This definition is specific to the crime scene discipline and represents a location where processing or reconstruction occurs. If the location is a house, each room is not considered a separate scene, however, distinctly different entities will be considered different scenes (e.g., victim's clothes and suspect's clothes, if recovered from those individuals directly).

Turn-around Time: The average (mean and median) number of days from when a request for analysis is made to when an analytical report is finalized and approved for release by a reviewer or supervisor. Report in calendar days (not working days) for those cases completed that month. When a request does not accompany evidence submission, the starting date will be taken as the later date of either the request or submission of evidence.

---

[2] For example, one envelope may contain two swabs.

Section II – Investigation Area Examples

Several discipline-specific examples have been provided to illustrate new concepts. These examples are not intended to be comprehensive, and you may need to look at other disciplines to find the most appropriate example. Questions should be directed to forensiclabs@dcjs.ny.gov.

Blood Alcohol Analysis

1) A tube of blood is submitted to the laboratory for ante mortem blood alcohol analysis. An aliquot of the blood in the tube is pipetted out and analyzed.

    a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed.

Controlled Substances

2) A pill bottle is submitted to the laboratory containing 80 identically marked tablets which are identified through visual ID.

    a. This represents 1 area case assignment, 1 item submitted, 80 samples inventoried, and 1 sample analyzed[3].

3) A pill bottle is submitted to the laboratory containing 80 identically marked tablets which are identified through analytical testing of 7 tablets.

    a. This represents 1 area case assignment, 1 item submitted, 80 samples inventoried, and 7 samples analyzed[4].

4) A pill bottle is submitted to the laboratory containing 15 tablets. Three different types (five tablets each) are identified, with groups A and B found to be non-controlled substances through visual ID. Group C is identified as Oxycodone by visual ID and confirmed by GC/MS.

    a. This represents 1 area case assignment, 1 item submitted, 15 samples inventoried, and 3 samples analyzed[5].

5) A paper bag containing 400 glassines of heroin is submitted to the laboratory. All 400 glassines are inventoried. The maximum charge is achieved after 200 glassines are analyzed using presumptive testing and GC/MS. Quantitative analysis is also performed on 30 samples.

    a. This represents 1 area case assignment, 1 item submitted, 400 samples inventoried, and 200 samples analyzed[6].

6) An envelope is submitted to the laboratory containing white powder. The white powder is determined to be cocaine and PCP[7].

    a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed.

---

[3] "1 sample analyzed": one sample via visual ID, representative of the 80 samples inventoried.
[4] "7 samples analyzed": seven samples via analytical testing, representative of the 80 samples inventoried.
[5] Additional testing on the same sample does not increase the number of samples analyzed; Group C counts as "1 sample analyzed", even though it underwent two tests.
[6] Additional testing on the same sample does not increase the number of samples analyzed; the 200 samples analyzed count as 200 samples analyzed, even if it undergoes two or three tests.
[7] Ibid.

Crime Scene Investigation

7) A laboratory processes the scene of a police involved shooting that occurred while an officer was conducting a motor vehicle stop. The individual that was stopped was shot and killed by the police officer after the individual tried to hit the officer with his vehicle The area around the shooting was processed and three shell casings were found. There were three projectiles, a bag of heroin, and the deceased in the vehicle. The Police Officer's clothing and firearm were collected, as was the deceased's clothing. Subsequently, the driver's home was searched and two firearms were recovered from the home.

    a. This represents <u>1 area case assignment</u>, <u>5 scenes processed</u>[8], <u>12 samples inventoried</u>, and <u>12 samples analyzed</u>[9].

8) In example 7, a different agency is contacted to perform bloodstain pattern analysis and ballistic trajectory of the deceedant's car. They take notes, sketches, and photographs, and utilize information from the bloodstains and ballistic defects in the car to attempt to position the deceased at the time of the shooting events.

    a. This represents <u>1 area case assignment</u>, <u>1 scene processed</u>[10], <u>2 samples inventoried</u>, and <u>2 samples analyzed</u>[11].

Digital Evidence

9) A computer is submitted to the laboratory with two hard drives and a DVD in one package. Each drive and the DVD have a working copy made of them and are processed independently with a number of different software tools

    a. This represents <u>1 area case assignment</u>, <u>3 items submitted</u>, <u>3 samples inventoried</u>, and <u>3 samples analyzed</u>[12].

10) A disc is submitted to the laboratory for image enhancement of a license plate. The disc contains 1,500 images from a stoplight camera. The submission form notes that the car in question should appear between 5:00 PM and 5:05 PM, which narrows it down to 50 images. The 50 images are opened, and of them, 12 are of the vehicle in question. These 12 are enhanced.

    a. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>50 samples inventoried</u>[13], and <u>12 samples analyzed</u>.

11) A mobile phone is submitted to the laboratory for extraction of text messages and/or photo messages to a specific number. The phone is processed using a number of different software tools.

    a. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>1 sample inventoried</u>, <u>1 sample analyzed</u>.

---

[8] Scenes: the area around the car, the car, the police officer, the deceased, and the deceased's home.
[9] Samples: three shell casings, three projectiles, one bag of heroin, officer's firearm, officer's clothing, deceased's clothing, and the deceased's two firearms.
[10] Scene: the car.
[11] Samples: Bloodstains and ballistic defects.
[12] Additional testing on the same sample does not increase the number of samples analyzed; the number of software tools used (like tests in other disciplines) does not affect the sample analyzed value.
[13] Samples inventoried reflects the images opened and viewed by the analyst. In this case, the analyst would not look at the entire disc of images. If all 1,500 images needed to be opened and viewed, samples inventoried would be 1,500.

Document Examination

12) Five documents are submitted to the laboratory in one evidence envelope to evaluate indented writing and also to evaluate obliterations in the documents.

    a. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>5 samples inventoried</u>, and <u>5 samples analyzed</u>.

13) A document is submitted to the laboratory in an evidence envelope and a known exemplar is submitted in a different evidence envelope.

    a. This represents <u>1 area case assignment</u>, <u>2 items submitted</u>, <u>2 samples inventoried</u>, and <u>2 samples analyzed</u>.

14) Two envelopes are submitted to the laboratory; the first contains four questioned documents, the second contains 25 known writing samples for comparison.

    a. This represents <u>1 area case assignment</u>, <u>2 items submitted</u>, <u>29 samples inventoried</u>, and <u>5 samples analyzed</u>[14].

DNA Casework [15]

15) One bag containing multiple smaller bags of victim's clothing (jeans/ shirt/ underwear) is submitted to the laboratory. All of the bags are inventoried, but only the jeans are examined. Three stains are found on the jeans and swabbed, and two presumtively test positive for blood, the third presumptively testing positive for semen. No further testing is done.

    a. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>3 samples inventoried</u>, and <u>4 samples analyzed</u>[16] **for Serology**.
        i. If the jeans had *no stains* on them, this represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>3 samples inventoried</u>, and <u>1 sample analyzed</u>[17] **for Serology**.

16) A sexual assault kit is submitted to the laboratory. The kit is opened and contains three envelopes (each containing one swab). Two swabs test negative for semen and one is positive, which is taken all the way to a DNA profile.

    a. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>3 samples inventoried</u>, and <u>3 samples analyzed</u> **for Serology.**
    b. This represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>1 sample inventoried</u>, and <u>1 sample analyzed</u> **for DNA Casework.**
    c. For laboratories opting to report serology and DNA casework together, this represents <u>1 area case assignment</u>, <u>1 item submitted</u>, <u>3 samples inventoried</u>, and <u>3 samples analyzed.</u>

---

[14] Known samples representing one individual submitted for comparison purposes will count as one sample analyzed, regardless of the number of known samples submitted. Each unknown sample will count as one sample analyzed if it is compared to the known. In this case, the 25 known writing samples count as one (known) sample analyzed, and the four questioned documents each also count as one sample analyzed.

[15] Laboratories may choose to report serology under DNA casework if there are no breaks/transfers in the analytical process, i.e. one analyst will perform serology testing and DNA analysis on the same casework samples.

[16] Samples analyzed: jeans and three stains.

[17] Sample analyzed: jeans.

DNA Casework (continued)

17) Same as example 16, except the swab that is positive for semen is a vaginal swab, and a differential extraction yields two completely different samples (sperm fraction and epithelial cell fraction) where a complete analysis generates a profile from both samples.

   a. This represents 1 area case assignment, 1 item submitted, 3 samples inventoried, and 3 samples analyzed **for Serology.**
   b. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 2 samples analyzed[18] **for DNA Casework.**
   c. For laboratories opting to report serology and DNA casework together, this represents 1 area case assignment, 1 item submitted, 3 samples inventoried, and 4 samples analyzed.

18) A sexual assault kit is submitted to the laboratory. The kit is opened and contains four envelopes (each containing one swab). One of the swabs is a known buccal swab of the victim's spouse. Of the three remaining swabs, only the vaginal swab tests positive for semen, and a differential extraction yields three profiles (two major profiles and a minor profile).

   a. This represents 1 area case assignment, 1 item submitted, 4 samples inventoried, and 3 samples analyzed[19] **for Serology.**
   b. This represents 1 area case assignment, 1 item submitted, 2 samples inventoried, and 4 samples analyzed[20] **for DNA Casework.**
   c. For laboratories opting to report serology and DNA casework together, this represents 1 area case assignment, 1 item submitted, 4 samples inventoried, and 6 samples analyzed.

19) A bloodstain (presumtively tested at scene) from the sidewalk where both the victim and suspect were bleeding is swabbed, and the swab is submitted to the laboratory, where analysis generates two major profiles and a minor profile.

   a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed[21] **for DNA casework.**

Firearms

20) A firearm with no ammunition is submitted to the laboratory and undergoes operability testing, three test fires are produced.

   a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed[22].

---

[18] DNA profiles generated do not count as samples analyzed, except in the case of differential extractions (compare examples 16b and 17b).

[19] Serology would not test the known sample; it would be sent along with any positive swabs to DNA Casework.

[20] DNA Casework would receive the known sample and the one positive swab for analysis. Samples analyzed are: vaginal swab differential (three profiles), known swab.

[21] DNA profiles generated do not count as samples analyzed, except in the case of differential extractions (compare examples 16b and 17b).

[22] Test fires generated do not count as items submitted, samples inventoried, or samples analyzed unless they will be used for comparisons.

Firearms (continued)

21) A firearm with no ammunition is submitted to the laboratory and undergoes operability testing and serial number restoration.

    a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed[23].

    b. If serial number restoration is performed by a **different discipline** within the laboratory, for example, trace;

        i. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed **for Firearms.**

        ii. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed **in the different discipline (Trace).**

22) A semi-automatic pistol is submitted to the laboratory in a box with an empty magazine. Two expended cartridge casings are also submitted for comparison in an envelope. The pistol undergoes operability testing in which three test fires are generated from ammunition stores within the lab, has a serial number restored in the firearms discipline, and has comparisons performed on both submitted expended cartridge casings to one of the three test fires.

    a. This represents 1 area case assignment, 2 items submitted, 3 samples inventoried[24], and 4 samples analyzed[25].

23) As a result of a NIBIN hit, a casing from a previously submitted firearm is compared against a previously submitted shell casing and a report is issued.

    a. This represents 1 area case assignment, 0 items submitted[26], 2 samples inventoried, and 2 samples analyzed.

24) A firearm and a light blue jacket with a bullet hole and GSR pattern (packaged separately) are submitted to the laboratory. The firearm undergoes operability testing, and gunshot distance determination test patterns are created, with test shots fired at six different distances. The laboratory compares the jacket to the test patterns and determines that the residue pattern from the firearm indicated a muzzle-to-target distance between 12 and 15 inches.

    a. This represents 1 area case assignment, 2 items submitted, 2 samples inventoried, 2 samples analyzed[27].

Fire Debris

25) Five cans of fire debris, one control from an area of flooring that was not burned, and one liquid reference sample are submitted to the laboratory for analysis. The debris samples, control sample, and reference sample are processed via GC/MS, and the laboratory identifies ignitable liquids as present in three of the five fire debris samples, with the ignitable liquid identified as consistent in origin with the reference sample.

    a. This represents 1 area case assignment, 7 items submitted, 7 samples inventoried, and 7 samples analyzed.

---

[23] Additional testing on the same sample in the same discipline does not increase the number of samples analyzed. In this case, the firearm underwent operability testing and serial number restoration; this additional testing is not captured in the number of samples analyzed for the survey.

[24] Samples inventoried: firearm, two expended cartridge casings

[25] Samples analyzed: firearm, two expended cartridge casings, known test fires

[26] No new items are being submitted, rather pulled from inventory for comparison.

[27] Additional testing on the same sample in the same discipline does not increase the number of samples analyzed. In this case, the firearm underwent operability testing, and the jacket was analyzed in comparison to the gunshot distance determination test patterns; the additional testing of firing the gun to prepare the test patterns is not captured in the number of samples (firearm, jacket) analyzed for the survey.

Latent Print Development

26) One bag containing four tools (each in individual bags) is submitted to the laboratory related to a burglary case. Each item undergoes latent print development and no prints are identified on the first three tools. The last tool has five prints that are visualized with visible ridge detail that are documented for further evaluation.

  a. This represents 1 area case assignment, 1 item submitted, 4 samples inventoried, and 9 samples analyzed[28].

Latent Print Comparison[29]

27) Same as example 26, **and the lab *also* does comparisons**. The lab compares the recovered fingerprints to booking prints from a known burglar from the area.

  If Latent Print Comparisons are tracked **separately** from development:
  a. If the booking prints go through the LIMS[30]
      i. This represents 1 area case assignment, 6 items submitted, 6 samples inventoried, and 6 samples analyzed[31].
  b. If the booking prints do not go through the LIMS[30]
      i. This represents 1 area case assignment, 5 items submitted, 6 samples inventoried, and 6 samples analyzed[32].

  If Latent Print Comparisons are tracked **with** development:
  a. If the booking prints go through the LIMS[30]
      i. This represents 1 area case assignment, 2 items submitted, 5 samples inventoried, and 10 samples analyzed[33].
  b. If the booking prints do not go through the LIMS[30]
      i. This represents 1 area case assignment, 1 items submitted, 5 samples inventoried, and 10 samples analyzed[34].

28) Same as example 26, **except the lab *only* does comparisons** - investigators developed the prints and have asked the lab to compare the recovered fingerprints to booking prints from a known burglar from the area.

  a. If the booking prints go through the LIMS[30]
      i. This represents 1 area case assignment, 6 items submitted, 6 samples inventoried, and 6 samples analyzed[31].
  b. If the booking prints do not go through the LIMS[30]
      i. Represents 1 area case assignment, 5 items submitted, 6 samples inventoried, and 6 samples analyzed[32].

---

[28] Samples analyzed: four tools, five latent prints recovered for further evaluation.

[29] Latent Print Comparison should be reported separately from Latent Print Development.

[30] When booking prints go through the LIMS, it will be counted as an item submitted because the LIMS will track the booking prints as an additional item attached to the case. When it does not go through the LIMS, it is not counted as an additional item because the LIMS will not track it as such.

[31] Items Submitted/Samples Inventoried/Samples Analyzed: Five recovered prints, booking prints.

[32] Items Submitted: Five recovered prints. Samples Inventoried/Samples Analyzed: Five recovered prints, booking prints.

[33] Items Submitted/Samples Inventoried/Samples Analyzed: Box of Tools, booking prints / Tools, booking prints / Tools, 5 latent prints, booking prints.

[34] Items Submitted/Samples Inventoried/Samples Analyzed: Box of Tools / Tools / Tools, 5 latent prints, booking prints.

Serology

See DNA casework examples.

Toxicology ante-mortem

29) A case is submitted to the laboratory for ante mortem drug analysis of one individual, with the sample arriving in one package. There is only one tube of blood submitted in the package; an aliquot of the blood in the tube is pipetted out and analyzed.

   a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed.

30) A case is submitted to the laboratory for ante mortem drug analysis with two packages, each containing three tubes of blood, where each package represents one individual. Only one tube for each individual is tested and a report generated.

   a. This represents 1 area case assignment, 2 items submitted, 6 samples inventoried, and 2 samples analyzed.

31) A case is submitted to the laboratory for **Ante-mortem drug analysis** *and* **Blood Alcohol Analysis** of one individual, with the sample arriving in one package. There is only one tube of blood submitted in the package; two aliquots of the blood in the tube are pipetted out and analyzed.

   a. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed **for Toxicology Ante-mortem.**
   b. This represents 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed **for Blood Alcohol Analysis**.

32) A case is submitted to the laboratory for **Ante-mortem drug analysis** *and* **Blood Alcohol Analysis** with two packages, each containing three tubes of blood, where each package represents one individual. Four tubes are tested (two for each inidividual; one for Ante-mortem, one for Blood Alcohol) and a report generated.

   a. This represents 1 area case assignment, 2 items submitted, 6 samples inventoried, and 2 samples analyzed **for Toxicology Ante-mortem.**
   b. This represents 1 area case assignment, 2 items submitted, 6 samples inventoried, and 2 samples analyzed **for Blood Alcohol Analysis**.

Toxicology post-mortem

33) A rack of samples in individual tubes is brought from the autopsy suite containing numerous autopsy specimens. One case has eight samples associated with it: blood (heart), blood (subcutaneous), blood (femoral artery), vitreous humor, gastric contents, tissue sample (brain), and tissue sample (kidney). All but one sample are analyzed.

   a. This represents 1 area case assignment, 7 items submitted, 7 samples inventoried, and 6 samples analyzed.

Trace

34) A sexual assault kit is submitted to the laboratory. The kit is first opened in DNA Casework discipline, and found to contain several swabs, the victim's underwear, and an envelope marked "control hairs"; the envelopes with control hairs and victim's underwear (after analysis for stains) are submitted to trace. There are 15 hairs in the control hair envelope, and two hairs are collected from victim's underwear and compared to control hairs.

   a. This represents 1 area case assignment, 2 items submitted[35], 18 samples inventoried[36], and 4 samples analyzed[37].

35) Three boxes, the first containing a photograph of a footwear impression and the casting of the impression, the second and third each containing one pair of work boots from the suspect, are submitted to the laboratory. The impression is determined to be a left shoe imprint.

   a. This represents 1 area case assignment, 3 items submitted, 6 samples inventoried[38], and 4 samples analyzed[39].

36) A pair of bolt cutters is submitted to the laboratory, along with a cut lock for analysis and comparison. Two molds of each side of the cut on the lock are made, and seven sample cuts are made with the cutters for comparison.

   a. This represents 1 area case assignment, 2 items submitted, 2 samples inventoried, and 3 samples analyzed[40].

37) One box is submitted to the laboratory for chemical analysis containing individually packaged left-hand and right-hand carbon adhesive stubs. The samples are analyzed and a report is written.

   a. This represents 1 area case assignment, 1 item submitted, 2 samples inventoried, and 2 samples analyzed.

38) Two containers are submitted to the laboratory, the first containing a paint chip found at the scene of a hit-and-run, the second containing six known paint samples from a car suspected of being used at the time the victim was struck.

   a. This represents 1 area case assignment, 2 items submitted, 7 samples inventoried, and 2 samples analyzed[41].

---

[35] Items submitted: "control hairs" envelope, victim's underwear.

[36] Items inventoried: 15 control hairs, victim's underwear, two unknown hairs.

[37] Samples analyzed: control hairs, two unknown hairs, victim's underwear. Known samples representing one individual submitted for comparison purposes will count as one sample analyzed, regardless of the number of known samples submitted. Each unknown sample will count as one sample analyzed if it is compared to the known. In this case, the 15 control hairs count as one (known) sample analyzed, and the two unknown hairs each also count as one sample analyzed.

[38] Samples inventoried: photo, impression cast, four boots [pair A, left & right; pair B, left & right].

[39] Samples analyzed: photo, impression, left boot of pair A, left boot of pair B.

[40] Samples analyzed: mold #1, mold #2, known cuts.

[41] Known samples representing one individual submitted for comparison purposes will count as one sample analyzed, regardless of the number of known samples submitted. Each unknown sample will count as one sample analyzed if it is compared to the known. In this case, the six known paint samples count as one (known) sample analyzed, and the unknown paint chip also counts as one sample analyzed.

Trace (continued)

39) Two packages are submitted to the laboratory, the first containing pieces of broken glass from the floor beneath a window at a home invasion, the second containing the window frame with most of the glass still intact, but in a spider-web fracture pattern. The pieces in the first package are counted and there are 45 individual pieces of glass.

    a. This represents <u>1 area case assignment</u>, <u>2 items submitted</u>, <u>46 samples inventoried</u>[42], and <u>2 samples analyzed</u>.

40) A bag of debris vacuumed from a scene is submitted to the laboratory, along with a separate package containing reference hairs of the victim. There are 83 hair fragments not suitable for comparison identified, as well as 30 hairs suitable for comparison. Of these, 17 are determined to be animal hairs.

    a. This represents <u>1 area case assignment</u>, <u>2 items submitted</u>, <u>114 samples inventoried</u>, and <u>31 samples analyzed</u>.

---

[42] Samples inventoried: 45 pieces of glass, window frame.

Section III – Frequently Asked Questions

1. **Why do multiple knowns only count as one sample analyzed?**

   Control/known samples count as one sample analyzed, regardless of how many there are, as they represent the same one individual known.

2. **Why doesn't each comparison/test count as a sample analyzed?**

   The DCJS Annual Workload Survey does not currently capture the number of tests performed on samples, except optionally for Toxicology-only laboratories. The "samples analyzed" is to count the number of individual specimens which are analyzed, with the results included in an issued analytical report. Each sample is only counted once in a discipline regardless of the number of different tests conducted on that sample. Laboratories may wish to still capture individual test information, but it will not be needed for the workload survey.

3. **Part B of the Workload Survey collects intitute case data – where can I find a more detailed list of case classifications?**

   The case classifications come from the Uniform Crime Reporting guides for the FBI and NYS Supplemental requirements. The list below indicates which UCR classifications belong in which institute case classification in Part B. For a specific list of NYS laws by UCR classification, visit http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refmanuals.htm and view the UCR Cross-Reference Table.

   Homicide
   Murder
   Non-Negligent manslaughter
   Negligent Manslaughter

   Rape / Sexual Assaults
   Rape (pre & post 2013)
   Sex offense

   Other Assaults
   Aggravated Assault
   Coercion
   Simple Assault

   Robbery

   Burglary

   Larceny
   Extortion

   Other Property
   MV Theft
   Unauthorized use of Vehicle
   Stolen Property
   Vandalism
   Possession of Burglar's Tools
   Criminal mischief

Arson

Controlled Substance
    Sale
        Opium, Cocaine, or Derivatives
        Marijuana
        Synthetic Narcotics
        Other
    Possession
        Opium, Cocaine, or Derivatives
        Marijuana
        Synthetic Narcotics
        Other

White Collar
    Fraud
    Forgery/Counterfeiting
    Bribery
    Gambling – Bookmaking
    Gambling – Numbers and Lottery
    Gambling – Other
    Embezzlement

Firearm-related
    Dangerous Weapons

DUIA / DUID
    Driving Under the Influence – Alcohol
    Driving Under the Influence - Drugs
    Public Narcotic Intoxication

Other (specify)
    Kidnapping
    Promoting Prostitution
    Prostitution
    Patronizing Prostitutes
    Offenses Against Public Order
    Offenses Against the Family
    Disorderly Conduct
    Loitering
    Liquor Law Violations
    Unknown
    All Other (Except Traffic)
    Traffic (No laws listed in UCR Cross-Reference Table)

Death Investigation (PFI's) – not listed on UCR, added for Toxicology Laboratories.

4. **Can a sample be counted more than once if it is on a separate report?**

   One area case assignment results in one report; one institute case may create multiple area case assignments. There are many instances where one sample analyzed could be counted in more than one area case assignment. Some of these instances are simpler than others to exemplify.

   A. Modifying Example 4 - A glassine bag of pills is submitted for identification, and are visually identified to be oxycodone. The laboratory issues a report, but does not perform confirmatory chemical testing. The customer, reading the report, requests confirmatory chemical testing from the laboratory. This would be a second area case assignment, with no items submitted, as the evidence is already at the laboratory. One pill is removed from the bag and tested, which confirms oxycodone; 1 sample inventoried, 1 sample analyzed.

   B. An expended cartridge casing is submitted to the laboratory, which is examined and entered into NIBIN, a comparison database. No matches hit to the newly entered cartridge case, and a report is issued as such; this is 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed. Six months later, a firearm is submitted to the laboratory; the firearm is tested for operability, and three test fires are generated (example 20). This would be 1 area case assignment, 1 item submitted, 1 sample inventoried, and 1 sample analyzed. However, one of the test fires is entered into NIBIN, and a hit generates to the first unknown expended cartridge casing. The unknown cartridge casing is pulled from storage and compared to the known, and it is identified as having been fired from the specific firearm. This becomes 1 area case assignment, 1 item submitted, 2 samples inventoried, and two samples analyzed.

   Example 23 denotes proper counting for a previously submitted cartridge casing and a previously submitted firearm where both prior area case assignments have had a report issued, and the comparison due to the NIBIN hit is a third area case assignment. This example would apply for other comparison databases as well, such as CODIS, SABIS, etc., where an unknown is submitted into a database to later be compared to a known, if a "hit" occurs.

5. **What does the term "booking prints" mean for Latent Print Comparisons? Do comparisons only count if they are to an arrested individual?**

   In examples 27 & 28, the term "booking prints" is used because the scenario specifically denotes that the unknown prints are being compared to the booking prints of a known burglar. You could easily replace "booking prints" with "known prints", and "known burglar from the area" with "the homeowner". Any time you would compare a known to an unknown, whether the known is a criminal or a sample for elimination purposes, both would count as one sample. If the "known" is represented by ten individual prints, and the unknown only one, each will still only count as one sample: the known and the unknown.