



**NEW YORK STATE LABORATORY WORKLOAD SURVEY
2014**

LABORATORY:

PART A - DESCRIPTIVE DATA

Which of the following best describes your lab? *(Check all that apply)*

County

Municipal

State

Regional - names of counties served: _____

Please indicate which of the following services your lab provides: *(Check all that apply)*

Firearms

Toolmarks

Trace Analysis

Latent print development

Latent print comparison

Fire debris analysis

Explosive residue analysis

Controlled substance analysis

DNA analysis

Conventional serology analysis

Toxicology/Blood alcohol analysis

Questioned documents examination

Crime scene investigation

Digital Evidence

Other: (Please specify) _____

In your jurisdiction, are crime scene investigations handled by: *(Check all that apply)*

Dedicated crime scene investigators from your lab

Scientists from your lab doubling as crime scene investigators

Other agencies or units separate from your lab

What was the number of employees on your payroll as of this report period?

Full-time (35 hours or more per week) _____

Part-time (less than 35 hours per week) _____

TOTAL _____

How many of these employees are:

	<u>Civilian</u>	<u>Sworn</u>	<u>Total</u>
Administrative/clerical			
Total number of casework analysts (Scientists)			
Controlled Substances			
Firearms			
Toolmarks			
Digital Evidence			
DNA			
Latent Prints			
Development			
Comparison			
Toxicology			
Trace Evidence			
Questioned Documents			
Lab technicians			
Evidence technicians			

Did your laboratory outsource casework in 2014?

Yes

No

If yes, please list where casework was sent for analysis, disciplines involved, and what types of analysis/tests performed:

PART B - CASES

Case Classification	The number of cases on hand at the beginning of the calendar year	Number of cases submitted during this reporting period	Number of cases completed during this reporting period	Number of cases closed during this reporting period	Number of cases on hand at the end of the reporting period
Homicide					
Rape and sexual assaults					
Other assaults					
Robbery					
Burglary					
Other property (including vandalism & auto theft)					
Arson					
Controlled substances					
White-collar (including fraud, extortion & forgery)					
Firearm Related (including possession & endangerment)					
DWI/DUID related					
Other (specify)					
Total					

For definitions please see PART F

PART C.1 - WORKLOAD

Discipline	Number of assignments on hand at the beginning of the 2014 reporting period						Number of assignments created during this reporting period	Number of assignments completed during this reporting period	Number of assignments closed during this reporting period
	<15 days	15-30 days	31-60 days	61-90 days	>90 days	Total			
Firearms/Toolmarks									
Trace analysis									
Latent print analysis									
Fire debris analysis									
Explosive residue analysis									
Controlled substance analysis									
DNA analysis									
Conventional serology analysis									
Toxicology/Blood alcohol analysis									
Questioned documents examination									
Crime scene investigation									
Digital Evidence									
other (specify)									
other (specify)									
other (specify)									

For definitions please see PART F

PART C.2 - WORKLOAD

Discipline	Number of assignments on hand at the end of the 2014 reporting period						Number of marked samples submitted during the reporting period	Number of analyzed samples completed during this reporting period	Average turn around time	Average analyst turn around time
	<15 days	15-30 days	31-60 days	61-90 days	>90 days	Total				
Firearms/Toolmarks										
Trace analysis										
Latent print analysis										
Fire debris analysis										
Explosive residue analysis										
Controlled substance analysis										
DNA analysis										
Conventional serology analysis										
Toxicology/Blood alcohol analysis										
Questioned documents examination										
Crime scene investigation										
Digital Evidence										
other (specify)										
other (specify)										
other (specify)										

For definitions please see PART F

PART D: TOXICOLOGY / BLOOD ALCOHOL

Note: The submission of quarterly statistics is optional for this annual survey. The number of total cases received, completed, and sent to a reference laboratory (in bold) is mandatory.

2014 Reports	Total Cases rec'd Q1	Total Cases Completed Q1	Total Cases red'c Q2	Total Cases Completed Q2	Total Cases rec'd Q3	Total Cases Completed Q3	Total Cases rec'd Q4	Total Cases Completed Q4	Total Cases rec'd Yr	Total Cases Completed Yr
Postmortem Tox										
DUI Alcohol [†]										
DUI Drug [†]										
Drug Facilitated Sexual Assault										
Probation*										
Methadone*										
Employment*										
Other										
Total										

[†] cases submitted for both DUI alcohol and drugs are counted under each category

* testing category not under DCJS oversight. Reporting is optional.

Cases sent to Reference Lab	Q1		Q2		Q3		Q4		Year	
	Full case	Selected analyses only	Full case	Selected analyses only	Full case	Selected analyses only	Full case	Selected analyses only	Full case	Selected analyses only
Postmortem Tox										
DUI Alcohol										
DUI Drug										
Drug Facilitated Sexual Assault										
Probation*										
Methadone*										
Employment*										
Other										
Total										

PART E - COMMENTS

1. Please describe issues that substantially impacted your workload outputs for this reporting period:

Major cases:

Laboratory initiatives:

Analysts on extended leave i.e. family, medical, military (please provide numbers):

Other:

2. Please use this space to add any additional comments you may have concerning any of the previous questions you answered for this Workload Survey report period:

Submitted by: _____

Date: _____

Title: _____

PART F – DEFINITIONS

Assignment – A case related request for laboratory analysis. A multidisciplinary request is to be counted as an assignment for each section analysis is requested. Initial assignments are to be made at intake and additional assignments may be added as evidence is processed.

Assignments on Hand – The number of assignments within the laboratory or section at a set time that have not been completed or closed. The number of assignments on hand at the beginning of a reporting period should equal the number of assignments on hand at the end of the prior reporting period.

Assignments Created – A new case related request for analysis made to a section within the laboratory which will result in the creation of an analytical report.

Assignments Completed – Assignments where an analytical report was generated and the report was approved by a supervisor.

Assignment Closed – Assignments that have been closed for administrative reasons without an analytical report being approved by a supervisor.

Average Turnaround Time – The average number of days from assignment creation to when an analytical report is approved by a supervisor. Report in calendar days (not working days).

Average Analyst Turnaround Time – The average number of days from when an assignment is made to an analyst and an analytical report is approved by a supervisor. Report in calendar days (not working days).

Case – A criminal investigation relating to an incident that may result in one or more requests for laboratory analysis.

Type of Case – The highest or most severe offence a suspect is charged with in regards with a particular case. Instances where there are multiple offences within a case only the highest offence will be recorded (one offence per case).

Cases Submitted – Request(s) for analysis pertaining to a specific case. A case will only be counted once even if several separate requests for analysis are submitted.

Cases on Hand – The number of cases within the laboratory at a set time that have not had been completed or closed. The number of cases on hand at the beginning of a reporting period should equal the number of cases on hand at the end of the prior reporting period.

Cases Completed – Cases where all requested work has been completed and an analytical report has been generated and approved by a supervisor.

Cases Closed – Cases that have been closed for administrative reasons without an analytical report being approved by a supervisor