







U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE STATISTICS

2005 CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

OMB No. 1121-0269: Approval Expires 01/31/2009

To those completing this form:

Please complete the User Information page, it is important to identify both yourself and your laboratory. Then complete all other pages making sure to clearly record your responses to each item in the spaces provided.

Thank you for your assistance.

This page does NOT appear in the electronic version.

User Information

	e enter your contact information the spaces provided below.
First Name:	
Last Name:	
e-Mail:	
Telephone:	(999) 999-9999
Lab Name:	
This pag	e appears differently in the electronic version

Introduction

This census is directed to all Publicly Funded Forensic Crime Laboratories in the United States, defined as:

- a laboratory either funded solely by government or whose parent organization is a government agency; and
- one that employs one or more full time scientists* whose principal function is the examination of physical evidence for law enforcement agencies and that provides reports and testimony to courts of law with respect to such evidence.

*A scientist is defined as a person with a minimum of a bachelor's degree in a natural science who employs scientific methods in the examination and interpretation of physical evidence.

Because this is a census, our goal is to gather information from every public crime laboratory in the U.S. Even though your laboratory may be part of a larger state or federal system, we need data that reflects the resources, personnel, and workload of your site only, not that of the entire laboratory system.

Every crime laboratory in the U.S. has been mailed a copy of this survey, with its own unique ID number. A response from every crime laboratory will insure that the information we gather is as comprehensive as possible.

Please now proceed to the Instructions. You do not need to complete this census all at once, but can start and return to it as many times as necessary, using the buttons on the left to immediately return to specific sections of the form. You will have the option of saving and printing a copy of your data once you complete the census.

Instructions

All respondents have been provided with a "hard copy" of the census form as well as a CD containing an electronic version of the same form.

We prefer you transmit your data back to us through one of the electronic means offered; however, the important thing is that we receive your information, so if it's easier to complete the form using one of the "hard copy" processes listed, please do so!

Some of you may want to collect the required information on the hard-copy form before entering the data on the electronic version. Others will enter data directly into the electronic version.

There are four ways to complete this census form:

1. ELECTRONIC TRANSMISSION - Answers to questions entered on the form can be submitted directly to our data set at Sam Houston State University (SHSU) through a connection to the internet. If you choose to complete the census electronically, simply insert the enclosed CD into your computer. The program should automatically start, but if it does not, double click on the file on the CD named "BJSCensus.exe" for a Windows-based computer, or "BJSCensus.hqx" for a Macintosh. An online version of the form is also located at "158.135.21.213/FLCensus/BJSCensus.htm" which may also be used. The online version will likely require downloading the free Flash 8 player from Macromedia.

Please note that data entered into the electronic the form is **automatically sent** to our data server as it is entered. There is no submit button and less chance for lost data.

Continued on the next page

Instructions

- ASSISTED ELECTRONIC TRANSMISSION Respondents wanting to submit the information electronically but who need real-time assistance locating information and completing the form can call Kevin Lothridge, Executive Director of NFSTC at 727-549-6067 ext. 103 for telephone assistance completing the form. Please call between 8:00 a.m. and 5:00 p.m. EST.
- FAX TRANSMISSION: You may fax a "hard copy" of your completed census form to the SHSU Survey Research Program at (936) 294-4069
- POSTAL TRANSMISSION: You may mail a "hard copy" of your completed census form through conventional mail using the enclosed self-addressed envelope.

Please transmit your completed census form by June 23, 2006.

If you have problems opening the form, need clarification about information being collected, or have other questions please contact one of the principal investigators, Joseph Peterson, at (936) 294-4509, or Dennis Longmire at (936) 294-1651, or send your questions via e-mail to SurveyResearchProgram@shsu.edu.

Definitions of many of the terms used in the census are posted in a glossary that can be accessed by clicking on the "Glossary" button located at the top-left side of the electronic version of the census. If you are completing the "hard-copy" form browse to "http://www.shsu.edu/~icc srp/ForensicGlossary.htm".

If you have other questions and are completing the electronic version, click the Q&A button located on most pages. It will take you to a window with questions and answers. If an answer to your question is not already there, submit it and we will get back to you with an answer as soon as possible.

Organization

Which of the following best describes the jurisdiction served by your crime laboratory?
City, borough, village, or town County State
○ Federal/national Please Specify Below ○ Other □ □
2. Is your laboratory part of a multiple laboratory system?
○Yes ○No
3. How many laboratories are in this system? laboratories.
3a. Do you have access to your lab's financial information?
○Yes ○No
3b. In the area below, please provide contact information for the one who can supply your lab's budget information.

Organization

4.	In what	t year was the laboratory established?	
5.	In what	year was your present laboratory facility constructed?	
6.	Have th	nere been any major modifications or improvements in your fa	acility?
	○Yes	○ No	
		ба. In what year?	
		6b. Briefly describe below:	

Organization

7. Please indicate if your crime laboratory performs the following forensic functions (including specific sub-categories where requested). Where appropriate, also note the number of entries/searches your lab made to CODIS, NIBIN and AFIS during 2005, plus the number of "hits" for each category (see Glossary). If none, entry N/A in the appropriate boxes.

Yes		
	Controlled substances	
	Toxicology (General) BAC Only Antemortem Postmortem	Number CODIS Profile Searches
	Trace (General) Gunshot residue testing Hair/fiber examination Fire debris Analysis	Number of 'Hits'
	Biology screening	Number NIBIN Entries/Searches
	DNA analysis Firearms/toolmarks Computer crimes	Number of 'Hits'
	Latent prints	Number AFIS Individual Latent
	Questioned documents Impressions (General)	Searches
	Footwear Tire-tread	Number of 'Hits'
	Crime scene	

Budget

In this section, questions regarding the budget for your individual laboratory site are asked. We require a separate response for each laboratory. However, if your laboratory is part of a multiple laboratory system, we understand that this information may not be readily available for your individual laboratory site. If this is the case, and only headquarters or a higher administrative entity can answer the budgetary questions, there are two options:

Paper option: Complete the remainder of the questionnaire, then forward it to headquarters to complete the budgetary questions and have them return the entire questionnaire to the Survey Research Program.

On-line option: Units of multiple laboratory systems may find it easier to complete the survey on-line. For example, a regional laboratory may login and answer all non-budgetary questions and headquarters may login separately to provide the necessary financial information.

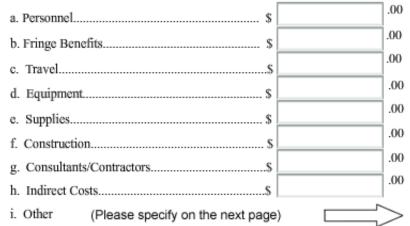
Headquarters should make a notation in the comments section at the end of the survey if it is not possible to break down the budgetary information by individual laboratory.

PLEASE ENTER A RESPONSE IN EVERY SPACE; INDICATE "NA" OR "0" WHERE NECESSARY.

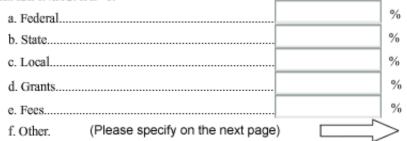
8.	What was your total annual budget from ALL fundard soft sources), for laboratory operations during year? Please include personnel, fringe benefits, construction, consultants/contractors, indirect costs, a Please do NOT include costs of outsourcing here. If exact figures are not available,	the most recent full budge travel, equipment, supplies
	please give your best estimate.	s .00

Budget

9a. Please indicate approximate total budgeted amounts dedicated to each of the following areas during the most recent full budget year. Budgeted amounts should add up to the total provided in Question 8. These are the same budget categories used in Federal OJP Grant Applications; please consult the attached Glossary, or review your OJP Grant Budget Manual.



9b. Please indicate what percent of your laboratory's funding came from each of the following sources during the most recent full budget year. Percents should total 100. IF YOUR LAB RECEIVED NO FUNDING FROM A LISTED SOURCE, PLEASE INDICATE "0."



Budget

"Other" Budget Categories - Please specify below

Area	Amount
"Other Sources of funding - F	Please specify below
Sources of Funding	Percent

Staff

PLEASE ENTER A RESPONSE IN EVERY SPACE; INDICATE "NA" OR

0" W	HERE NECESSARY.	
10.	How many FTE (full-time equivalent) positions were authorized at your laboratory as of December 31, 2005? Please account for all types of employees. Please round to the nearest tenth.	
11.	How many FTE employees did you have actually working in each of the following types of positions as of December 31, 2005? Please account for all FTE employees.	# of FTE employees
	a. Managerial (e.g., lab director, supervisor, QA manager)	
	b. Clerical Support	
	c. Analyst/Examiner (personnel who examine evidence, etc.)	
	d. Technical Support (e.g., technician, lab support personnel, etc.)	
	e. Crime Scene technician	
	f. Other Specify	

Staff

"Other" FTE Employees - Please specify below

Types of Positions	# of FTE Employees

Staff

12.	What is the allowable yearly salary range (without benefits or overtime) for the
	following positions (or equivalent) in your laboratory? If there is no such
	position at your laboratory, please enter "NA."

a. Director	S	.00	to \$.00
b. Supervisor	s	.00	to \$.00
c. Analyst/Examiner	s	.00	to \$.00
d. Technical Support	s	.00	to \$.00
e. Crime Scene Technici	an S	.00	to \$.00

13.	system used to manage, compile or track requests and/or evidence. Does you lab have a LIMS?
	○Yes ○No
	13a. In what year was your current LIMS installed?
	13b. Does your current LIMS require major improvements or replacement?
	OYes ⊙No
	13c. What are the estimated costs of such improvements/replacement?
	\$.00
14.	A case is defined as evidence submitted from a single criminal investigation. How many cases did your laboratory receive from January 1, 2005 to December 31, 2005?
	cases received
15.	A backlogged case is a case that is in the laboratory and remains unreported for a period of 30 days or more. As of December 31, 2005, how many backlogged cases did your laboratory have?
	backlogged cases

In the tables that follow we are asking for 7 different elements of information about each of the disciplines and sub-disciplines associated with forensic laboratories (listed below).

For the Toxicology, Trace, and Impressions Disciplinary Areas listed below we have both General and specific Subcategories. The request totals for each of the General categories (e.g., Trace) should include the requests for the various subcategories (Gunshot Residue, Hair/Fiber, and Fire Debris).

A single case may result in multiple requests; e.g., one case may include: a request for biology, AND a request for latent prints. The single request for biology may include multiple items to be analyzed for biological fluids.

The 7 different elements of information include:

- a. Total number of all pending requests awaiting analysis as of Jan. 1, 2005;
- Number of these pending requests that were backlogged (requests held for 30 days or longer) as of Jan. 1, 2005;
- c. Total number of new requests received in 2005;
- d. Total number of requests completed in 2005;
- e. Number of FTE's it took to complete the requests (as reported in item d);
- f. Number of additional FTE's you would have needed to achieve a 30 day turnaround on all 2005 requests (as reported in item c);
- g. Estimated cost of new equipment needed to achieve a 30 day turnaround on all 2005 requests, as reported in item c.

PLEASE ENTER A RESPONSE IN EVERY CELL IN EACH TABLE.

IF THERE WERE NO CASES IN A PARTICULAR CATEGORY, PLEASE
ENTER "0." IF NOT APPLICABLE TO YOUR LAB, PLEASE ENTER "NA."

16A.	Disciplinary Areas:	Controlled Substances	Toxicology (General)
	all pending requests awaiting as of Jan. 1, 2005.		
backlog	hese pending requests that were ged (requests that have been 30 days or longer) as of Jan. 1,		
c. # of n	new requests received in 2005.		
d.# of	requests completed in 2005.		
	TE's it took to complete the (as reported in item d).		
needed	dditional FTE's you would have to achieve a 30 day turnaround 005 requests (as reported in		
instrum day turn	nated cost of new equipment/ entation needed to achieve a 30 naround on all 2005 requests, as I in item c.		

16B.	Disciplinary Areas	BAC only Toxicology	Antemortem Toxicology
	ll pending requests awaiting as of Jan. 1, 2005.		
backlogg	nese pending requests that were ged (requests that have been 30 days or longer) as of Jan. 1,		
c. # of n	ew requests received in 2005.		
d.# ofr	equests completed in 2005.		
	TE's it took to complete the (as reported in item d).		
needed t	lditional FTE's you would have o achieve a 30 day turnaround 05 requests (as reported in		
instrume day turn	nated cost of new equipment/ entation needed to achieve a 30 around on all 2005 requests, as in item c.		

16C.	Disciplinary Areas:	Postmortem Toxicology	Trace (General)
	Il pending requests awaiting as of Jan. 1, 2005.		
backlogg	nese pending requests that are ged (requests that have been 30 days or longer) as of Jan. 1,		
c.#ofn	ew requests received in 2005.		
d.# of 1	requests completed in 2005.		
	TE's it took to complete the (as reported in item d).		
needed t	dditional FTE's you would have o achieve a 30 day turnaround 005 requests (as reported in item		
instrume day turn	entated cost of new equipment/ entation needed to achieve a 30 around on all 2005 requests, as in item c.		

16D.	Disciplinary Areas:	Trace (Gunshot Residue Testing)	Trace (Hair/Fiber Examination)
	all pending requests awaiting s as of Jan. 1, 2005.		
backlog	these pending requests that are gged (requests that have been r 30 days or longer) as of Jan. 1,		
c. # of	new requests received in 2005.		
d.# of	requests completed in 2005.		
	FTE's it took to complete the is (as reported in item d).		
needed	additional FTE's you would have to achieve a 30 day turnaround 2005 requests (as reported in iten		
instrun day tur	mated cost of new equipment/ nentation needed to achieve a 30 naround on all 2005 requests, as d in item c.		

16E.	Disciplinary Areas:	Trace (Fire Debris Analysis)	Biology Screening
	pending requests awaiting s of Jan. 1, 2005.		
backlogge	ese pending requests that are ed (requests that have been 0 days or longer) as of Jan. 1,		
c. # of ne	w requests received in 2005.		
d.# of re	quests completed in 2005.		
	E's it took to complete the as reported in item d).		
needed to	ditional FTE's you would have achieve a 30 day turnaround 5 requests (as reported in item		
instrumen	ated cost of new equipment/ station needed to achieve a 30 round on all 2005 requests, as n item c.		

16F.	Disciplinary Areas:	DNA Analysis	Firearms/ Toolmarks
	all pending requests awaiting as of Jan. 1, 2005.		
backlog	hese pending requests that are ged (requests that have been held lays or longer) as of Jan. 1, 2005.		
c.#ofr	new requests received in 2005.		
d.# of	requests completed in 2005.		
	FTE's it took to complete the s (as reported in item d).		
needed	dditional FTE's you would have to achieve a 30 day turnaround on requests (as reported in item c).		
instrum day turr	nated cost of new equipment/ entation needed to achieve a 30 naround on all 2005 requests, as 1 in item c.		

16G.	Disciplinary Areas:	Computer Crime	Questioned Documents
	all pending requests awaiting is as of Jan. 1, 2005.		
backlo	these pending requests that are gged (requests that have been held days or longer) as of Jan. 1, 2005.		
c. # of	new requests received in 2005.		
d.# of	requests completed in 2005.		
	FTE's it took to complete the ts (as reported in item d).		
needed	additional FTE's you would have to achieve a 30 day turnaround 2005 requests (as reported in item		
instrun day tur	mated cost of new equipment/ nentation needed to achieve a 30 maround on all 2005 requests, as ad in item c.		

16H.	Disciplinary Areas	Latent Prints	Impressions (General)
	all pending requests awaiting is as of Jan. 1, 2005.		
backlog	these pending requests that are gged (requests that have been held days or longer) as of Jan. 1, 2005.		
c. # of	new requests received in 2005.		
d.# of	requests completed in 2005.		
	FTE's it took to complete the ts (as reported in row d).		
needed	additional FTE's you would have to achieve a 30 day turnaround on 5 requests (as reported in item c).		
instrun day tur	mated cost of new equipment/ nentation needed to achieve a 30 maround on all 2005 requests, as ed in item c.		

161.	Disciplinary Areas	Impressions (Footwear)	Impressions (Tire-tread)
	all pending requests awaiting is as of Jan. 1, 2005.		
backlo	these pending requests that are gged (requests that have been held days or longer) as of Jan. 1, 2005.		
c. # of	new requests received in 2005.		
d. # of	f requests completed in 2005.		
	FTE's it took to complete the ts (as reported in row d).		
needed	additional FTE's you would have I to achieve a 30 day turnaround on 5 requests (as reported in item c).		
instrun day tur	imated cost of new equipment/ nentation needed to achieve a 30 maround on all 2005 requests, as ed in item c.		

16J	Disciplinary Areas	Crime Scene	
	all pending requests awaiting is as of Jan. 1, 2005.	NA	
backlo	these pending requests that are gged (requests that have been held days or longer) as of Jan. 1, 2005.	NA	
c. # of	new requests received in 2005.		
d. # of	f requests completed in 2005.		
	FTE's it took to complete the ts (as reported in item d).		
needed turnard	additional FTE's you would have I to achieve a reasonable ound on all 2005 requests (as ed in item c).		
instrun reason	imated cost of new equipment/ nentation needed to achieve a nable turnaround on all 2005 ts, as reported in item c.		

17. Specifically, for DNA testing, what types of requests were completed in house (not outsourced) in 2005? Please specify how many of each of the following types of DNA requests were completed in 2005. Note that the total number of tests reported here should equal the sum of all types of DNA requests reported in Question 16 F.

Type of DNA requests	
17a. No suspect requests	
17b. Requests with suspects	
17c. Convicted offender/database requests	
17d. Other	
Total	

Outsourcing

18. Did your lab ou analysis in 2005		g of any type of ev	idence or samples	for
⊜yes ⊝r	10			
cost of outsourc	e report the numb ring, the internal	er of requests your	lab outsourced in sourcing, and the	2005, the
PLEASE ENTER A RE		NTER "NA."		
2005 outsourcing	# Reddents	od (Internal 1 sed Foods Front	Synte
TYPE OF REQUEST				
1. Controlled Substances	\$.00	%	%
2. Toxicology	\$.00	%	%
3. DNA (casework)	\$.00	%	%
4. CODIS (data-basing)	s	.00	%	%
5. Other	(Please speci	fy on the followin	g page)	\Rightarrow

6. TOTAL

Outsourcing

"Other" Outsourcing Requests - Please specify below

Types of Requests	#Requests	Cost	Internal FTEs Used	%Funds Federal	From State

Outsourcing

20.	Did you outsource any peer review activities in 2005?
	○Yes ○No
	21a. If yes, please check all discipline areas where peer reviews were outsourced.
	Controlled substances Toxicology (General) Antemortem Postmortem BAC Only Trace (General) Gunshot residue testing Hair/fiber examination Fire debris/Arson Biology screening DNA analysis Firearms/toolmarks Computer crimes Latent print Crime scene Questioned documents Impressions (General) Footwear Tire-tread
2	0b. What was the total cost for outsourced peer \$.00

Quality Assurance

21.	As of December 31, 2005, was following?	your crime	laboratory	accredited	by the
	a. ASCLD/LAB	Yes	○No		
	b. ISO Accreditation (17025)	Yes	○No		
	c. Other	○Yes	○ No		

Quality Assurance

22. What are your performance expectations for one full-time equivalent (FTE)

examiner for one year in the following disciplines? Please enter a response for every space; indicate N/A or 0 where necessary. # Requests Processed per year Controlled substances Toxicology (General) Antemortem Postmortem BAC Only Trace (General) Gunshot residue testing Hair/fiber examination Fire debris/Arson Biology screening DNA analysis Firearms/toolmarks Computer crimes Latent print Questioned documents Impressions (General) Footwear Tire-tread Crime scene

Innovative Programs

23.	Does your laboratory engage in any special/innovative programs to reasework?	nanage
	⊙Yes ⊙No	
	If so, please describe your program below.	

Other

- 登場 - 内含 - 一 特					

Burden Statement: Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

Finished

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

Please review your answers, and make sure that no cell is left blank. Enter "NA" and "0" where applicable.

If you have completed this survey electronically, you are finished. There is nothing more to be done.

If you have completed the paper form, please return your completed survey in the enclosed postage-paid envelope to the Survey Research Program or FAX it to us at (936) 294-4069.

If you have any additional questions, you may contact Dr. Joseph Peterson, Principal Investigator at the Sam Houston State University at (936) 294-4509, or you may send an email to SurveyResearchProgram@shsu.edu