

**Georgia Bureau of Investigation
February Monthly Report
FY2016**



**Presented to the Board of Public Safety
April 14, 2016**

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Director**

Table of Contents

I.	Staffing and Backlog.....	3 – 4
II.	Administration	
	Office of Privacy & Compliance/Open Records	
	Personnel	
	Staff Services.....	5
III.	Investigative Division.....	6 – 8
IV.	Crime Lab.....	9 – 11
V.	Georgia Crime Information Center.....	12 – 20

**Vacant State Positions
FY2016**

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Vacant Positions in DOFS	27	30	26	28	29	24	24	23				
Vacant Scientist Positions	7	9	8	8	10	6	7	6				
Total Vacant Positions in GCIC	5	5	6	5	5	5	5	3				
Total Vacant Positions in Admin	4	4	4	3	3	4	5	5				
Vacant Sworn Agent Positions	7	7	9	13	8	7	9	9				
Total Vacant Positions In the Investigative Division	12	12	15	20	16	14	16	17				

**DOFS Backlog Chart
Unworked Reports over 30 Days Old
FY2016**

Discipline	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Chemistry	531	440	628	832	1,053	1,381	1,855	2,135				
Firearms	794	886	1,144	1,301	1,552	1,581	1,796	1,944				
Forensic Biology	1,281	1,788	1,657	1,890	2,030	2,132	2,246	2,418				
Impressions	0	1	5	3	8	10	12	13				
Latent Prints	2,175	2,168	2,216	2,263	2,331	2,344	2,422	2,570				
Medical Examiners	101	77	94	94	87	87	45	58				
Miscellaneous Services	0	0	0	0	0	0	0	0				
Toxicology	847	742	480	741	741	878	919	713				
Trace Evidence	242	261	267	293	313	329	352	377				
Total	5,971	6,363	6,491	7,417	8,115	8,742	9,647	10,228				

GBI Administration

Office of Privacy & Compliance/Open Records

	<u>February 2016</u>	<u>Total FY2016</u>
Open Records Request	294	2,411
Archives	32	183

Personnel

Employee Totals

February 2016

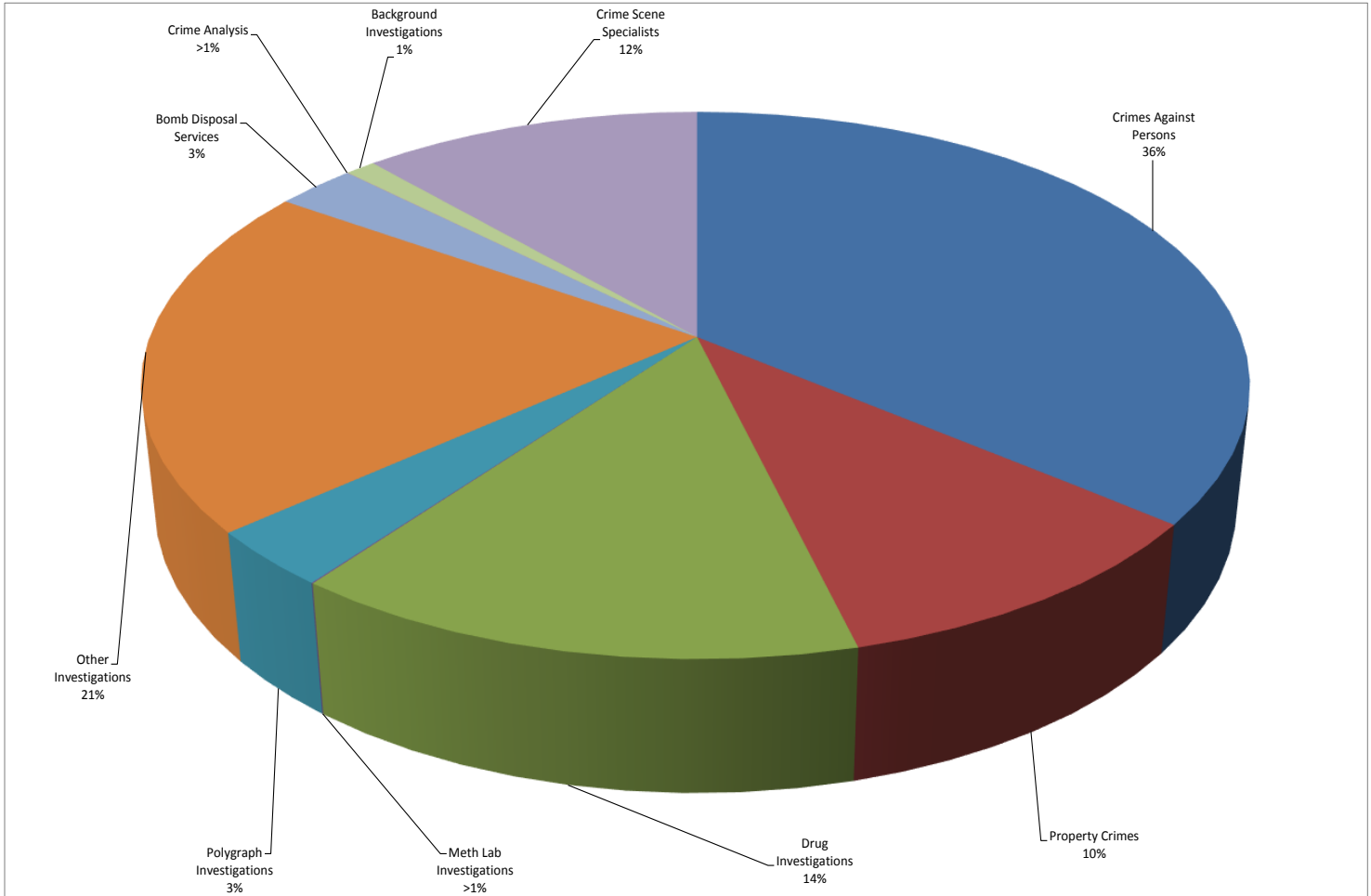
	State Funded Positions	Grant Funded Positions	<i>Total</i>
Investigative Division	326	18	<i>344</i>
Georgia Crime Information Center	40	76	<i>116</i>
Division of Forensic Sciences	285	36	<i>321</i>
Administration	43	1	<i>44</i>
<i>Total</i>	<i>694</i>	<i>131</i>	<i>825</i>

	Total State Funded Positions Vacant	State Funded Vacancies Under Active Recruitment
Investigative Division	17	2
Georgia Crime Information Center	3	3
Division of Forensic Sciences	23	7
Administration	5	3
<i>Total</i>	<i>48</i>	<i>15</i>

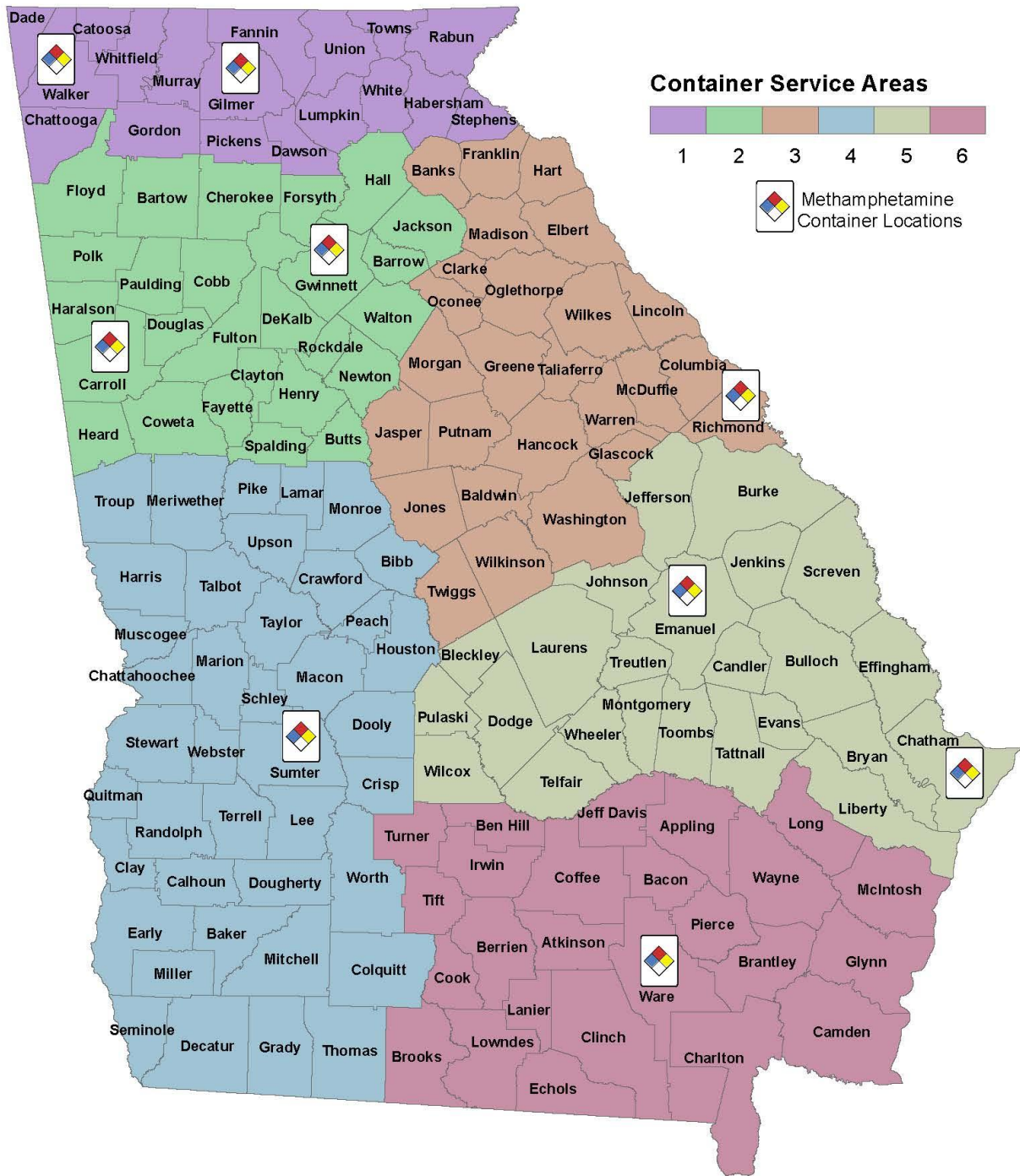
INVESTIGATIVE DIVISION

	February 2016	Fiscal YTD
Total Sworn Employees	251 (filled-includes grant)	
Total Investigative Hours Expended	29,536.25	207,691.75
Crimes Against Persons, includes	10,013.50	73,354.50
Death Investigations	4,672.00	37,461.50
Child Abuse	2,792.00	19,884.00
Sex Crimes	364.00	4,143.50
Missing Persons	95.00	438.00
Assault, Kidnapping, Robbery, Terrorist Acts, Fugitive, Human Trafficking, etc.	2,090.50	11,427.50
Property Crimes, including Theft, Burglary, Forgery	2,821.50	20,965.00
Drug Investigations	5,221.00	29,102.00
Meth Lab Investigations	19.00	79.00
Polygraph Examinations	915.00	6,835.00
Background Investigations	427.00	2,133.00
Other Investigations, including Preliminary Investigations	5,803.25	42,631.25
Bomb Disposal Services	679.00	5,625.00
Crime Analysis	2.00	32.00
Crime Scene Specialists	3,635.00	26,935.00
All figures above represent Investigative Hours		
Total Seizures	\$6,488,108.00	\$23,279,830.14

Investigative Hours Expended YTD FY2016



State of Georgia Methamphetamine Container Program



January 2015

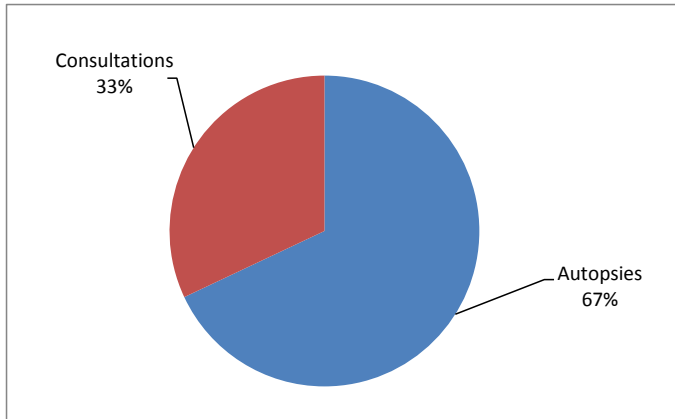
Crime Lab

Medical Examiners (includes all laboratories)

	February 2016	FY2016 YTD
Autopsies	271	2,293
Consultations	131	1,136
Total ME Cases Managed	402	3,429
 Clayton County Death Certificates	 36	 314

Percentage of Cases Released in 90 days: 91%

Medical Examiner Activity, FY2016



Confirmed CODIS Hits for February 2016

State Offender Hits	41
State Forensic Hits	7
National Offender Hits	23
National Forensic Hits	4
Total	75

Samples entered into CODIS for February 2016 – 1,481

Profiles in CODIS

Forensic Casework Profiles	18,268
Convicted Offender Profiles	305,579
Missing Person/Unidentified Human Remain Profiles	5
Staff/QC File	415
Total	324,267

Laboratory Production

Report Turnaround for February 2016

	# Released in 45 Days	Total Released	% Released in 45 Days
Laboratory			
Headquarters - Atlanta	3,314	4,642	71%
Central Regional - Macon	258	304	85%
Coastal Regional - Savannah	79	448	18%
Eastern Regional - Augusta	365	582	63%
Northeastern Regional	961	1,049	92%
Southwestern Regional - Moultrie	100	272	37%
Western Regional - Columbus	78	171	46%
System-wide Totals	5,155	7,468	69%

Note: 90.8% Casework Reports were released within 90 days.

Report Turnaround for Year-to-Date, FY2016

	# Released in 45 Days	Total Released	% Released in 45 Days
Laboratory			
Headquarters - Atlanta	25,259	33,328	76%
Central Regional - Macon	2,588	3,002	86%
Coastal Regional - Savannah	1,019	2,860	36%
Eastern Regional - Augusta	2,283	3,888	59%
Northeastern Regional	9,740	10,466	93%
Southwestern Regional - Moultrie	1,101	2,216	50%
Western Regional - Columbus	867	1,398	62%
System-wide Totals	42,857	57,158	75%

Crime Lab Reports Processed for February 2016

Department	Requested	Total Released
Chemistry (includes Drug ID)	2,901	2,533
Firearms	529	343
Forensic Biology	1,880	1,644
Impressions	10	6
Latent Prints	252	133
Medical Examiners	402	399
Toxicology	2,310	2,653
Trace Evidence	191	156
Total	8,475	7,867

Crime Lab Reports Processed FY2016

Department	Requested	Total Released
Chemistry (includes Drug ID)	21,758	19,212
Firearms	3,536	2,074
Forensic Biology	15,973	14,712
Impressions	54	29
Latent Prints	1,915	1,400
Medical Examiners	3,421	3,559
Toxicology	18,356	18,668
Trace Evidence	1,272	1,063
Total	66,285	60,717

Georgia Crime Information Center

February 2016

NCIC SERVICES

CJIS Network Statistics

System Uptime: 100%
Messages Processed: 65,741,247

CJIS Operations

1. Sex Offender Registry

	Month	FY2016	Database Totals
Records Added	155	1,302	27,764

2. Protection Order Registry

	Month	FY2016	Database Totals
Records Added	1,950	18338	316,384

3. National Data Exchange (N-DEx)

Number of Georgia agencies contributing to N-DEX: 3

Agencies/Users with N-DEx Inquiry Access Only (no data contributed)

	Added	Removed	Total with Inquiry Access
Agencies	0	2	29
Users	0	4	36

4. Off-Line Search Requests

Type of Request	Month	FY2016
Administrative (Criminal Justice Agency)	19	105
Open Records	3	7
Subpoena	0	4
Media	0	0
Possible CJIS Security Violations	3	26

CJIS Audits

GCIC conducted 34 CJIS audits.

INFORMATION SERVICES

Criminal History Identification Services

1. Criminal Fingerprint Transactions Received

	Monthly	FY2016
Submissions	40,463	327,410
Submissions w/Palms	17,924	134,687
Submissions w/Photos	11,899	94,125

Transactions processed within 2 hours of receipt: 92%

2. Applicant Fingerprint Transactions Received

	Monthly	FY2016
Submissions	44,658	337,792

Transactions processed within 24 hours of receipt: 99%

3. Final Disposition Transactions Received

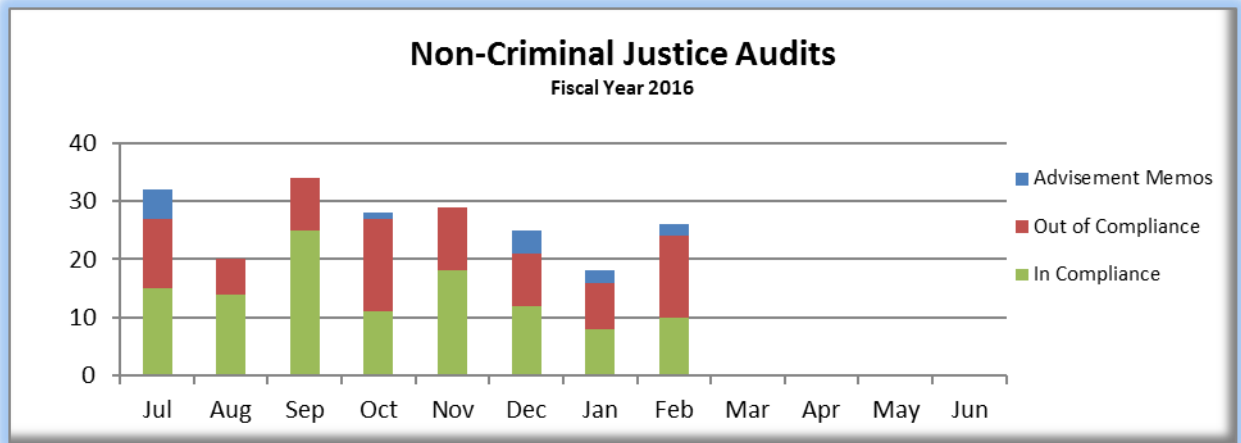
	Monthly	FY2016
Local Agency	71,275	460,974
GCIC	6,284	44,853
TOTAL	77,559	505,827

4. RAPID Identification Transactions

	Monthly	FY2016
Submissions	17,429	131,594
AFIS Hits	45%	43%
NCIC Hits	41%	40%
FBI RISC Hits	1%	1%

5. Non-Criminal Justice (NCJ) Audits

	Monthly	FY2016
In Compliance	10	113
Out of Compliance	14	85
Advisement Memos	2	14
Total Audits	24	198

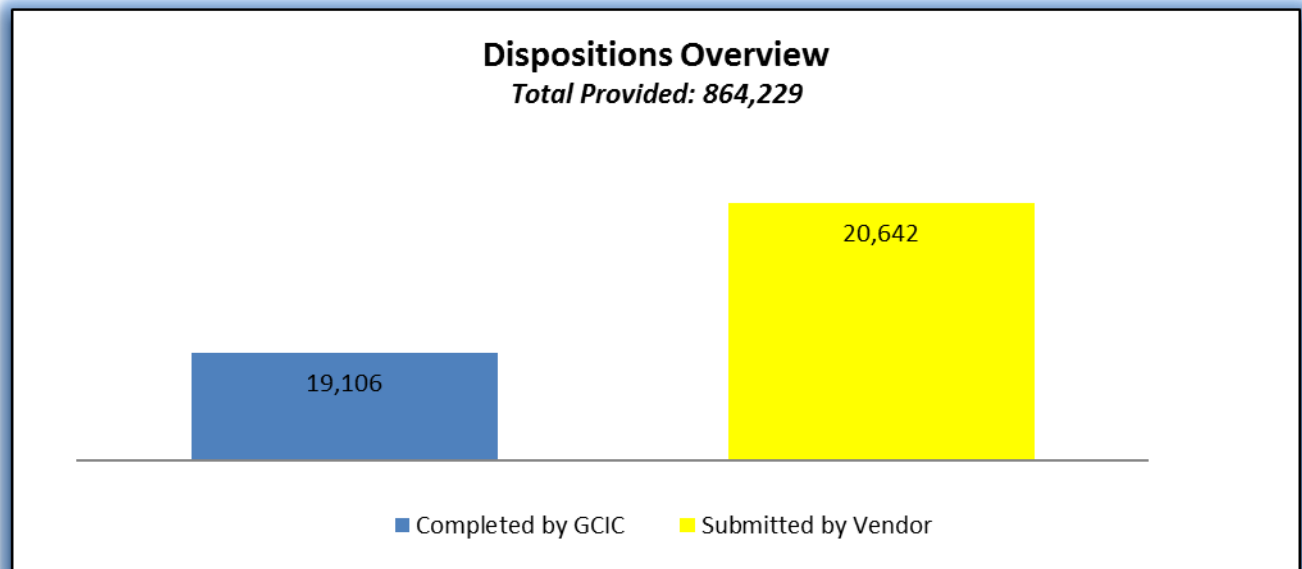


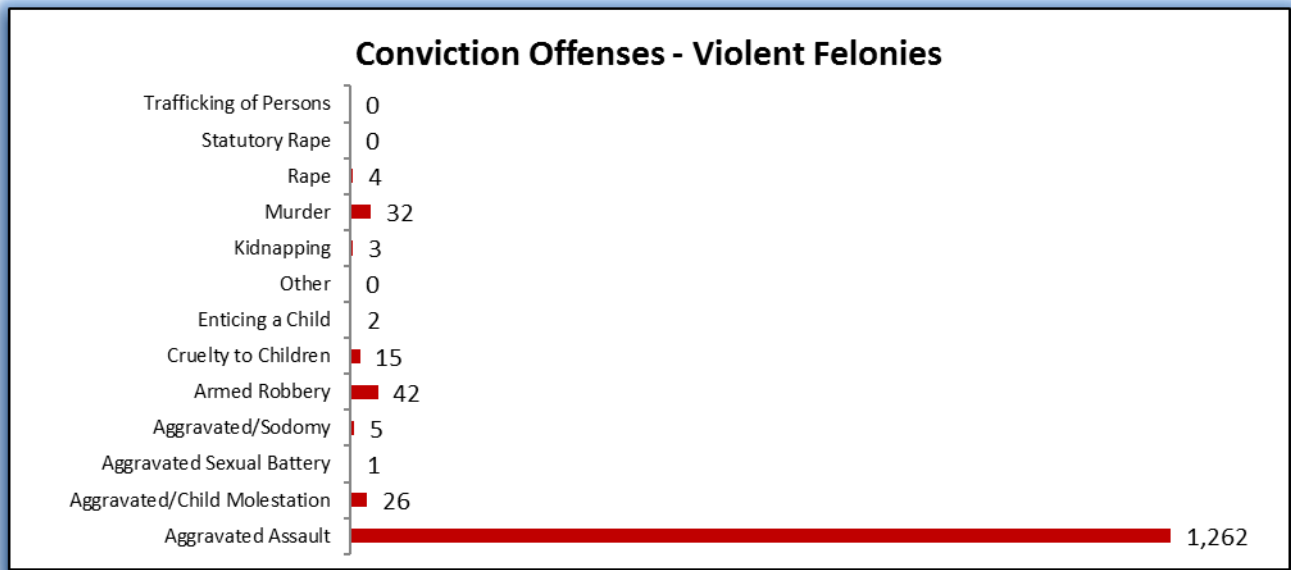
6. Disposition Recovery Project

Note: The Disposition Recovery Project has shifted its funding source from GCIC User Fees to the National Criminal History Improvement Program (NCHIP) grant. Currently, Fulton County is the only county being targeted.

	Monthly	FY2016
Provided to Vendors		864,229
Completed	272	19,106
Research Counties	1	1

Disposition Recovery Project





PLANS & PROGRAM DEVELOPMENT

AFIS REPLACEMENT

Project Description - GCIC replaced the Georgia Bureau of Investigation's 22 year old Automated Fingerprint Identification System (AFIS). The AFIS replacement enhanced fingerprint identification services to permit identification of criminals more rapidly through the use of state of the art alternative search methods and information sharing. Phase II of the project focused on the Image Archive system expansion. The expansion allowed divisions within GBI to store documents and easily retrieve when needed. Phase III focused on the FBI's Next Generation Identification (NGI) Increment 3 implementation which introduced two new features: palm submission capability and the use of the EFS (Extended Feature Set) profiles for latent searches of AFIS systems.

The project is in Phase IV which focuses on the FBI's Electronic Biometric Specification Transmission (EBTS) v10.0 compliance for greater compatibility to NGI 4.

Monthly Update - Courtview continues work to complete the remaining CCH enhancements. Testing and system changes continue to ensure vendor NGI Increment 3 compliance.

CHILD FATALITY SYSTEM REVIEW PROJECT

Project Description - The Child Fatality Review (CFR) unit requested a database tool for capturing Medical Examiners (ME) data for child related deaths in the State of Georgia. The CFR unit currently has a tool that's utilized for capturing data however, they are requiring enhancements to improve data entry and reporting.

Monthly Update - The project team resolved several security concerns that involved child fatality confidential information and pending investigations. The project team reviewed reporting options for printing, emailing notifications and report retention.

CUSTOMER RELATIONSHIP MANAGEMENT (CRM) APPLICATION PROJECT

Project Description - The Customer Relationship Management (CRM) Application Project will provide a single source of historical interaction with GCIC external customers. The application

will allow GCIC end users the ability to search, track, and report customer's interactions throughout the GCIC's business units. The application will be cross platform compatible (internet browsers, responsive design for mobile and tablet), requiring login authentication, log history and permission levels for end users, and compliant with GBI's network security policy.

Monthly Update - The project team is finalizing business requirements and are developing technical specifications.

FINANCE AP UPLOAD PROJECT

Project Description - In an effort to improve efficiency in operations, the GBI Accounting Department is seeking to automate the uploading of invoice/payment transactions to TeamWorks thus reducing, if not eliminating, the amount of data entry. The two areas for uploading transactions are the CJCC Victim's Compensation payments and various internal payments. The GBI Accounting Department has secured a contractor for the project and has obtained programming for a macro enabled spreadsheet that meets the State Accounting Office (SAO) flat file requirements (2010) from the GA Soil & Water Conservation Commission. This will serve as the starting point for the contractor in automating the upload of internal payments. The contractor will work with the CJCC to define what is needed to automate the uploading of invoice/payment transactions in their Crime Management Information System.

Monthly Update - The developer presented a demo of completed project change requests which restricts the ability to upload internal data for processing to the Administrator level. The project resumed User Acceptance Testing (UAT).

FINANCE ACCOUNTS RECEIVABLE (AR) SYSTEM PROJECT

Project Description - Finance/Accounting is requesting a replacement of their current Accounts Receivable (AR) system to process fee invoices and payments. The current system is not fulfilling operational needs and should be replaced before the next maintenance renewal period.

Monthly Update - The project team continues to meet to review requirements and discuss enhancements to the import data files.

GEORGIA SECONDARY METAL RECYCLER (SMR) PROJECT

Project Description - O.C.G.A. 10-1-360.1 and 10-1-353 require that GBI establish and maintain a database of required purchase transaction information from Secondary Metal Recyclers (SMR) that is accessible and searchable by Georgia law enforcement agencies.

Monthly Update - The Georgia Metal Recycling Association provided feedback along with representation from the Georgia Sheriffs' Association on the GBI rules and regulations. GBI modified and updated the rules and regulations after receiving public feedback. Chapter 92-6 SMR Database Rules and Regulations were received by The Secretary of State and will become effective March 9, 2016. The GBI will provide notification to registered SMRs.

GCIC WEB SITES REDESIGN PROJECT

Project Description - The Assistant Deputy Director (ADD) of Plans and Program Development has requested the redesign of the Internal and External Georgia Crime Information Center (GCIC) web sites. The ADD and the Web Master have worked collaboratively on changes to portions of the External GCIC Web Site. A Focus Group will be assembled to review and provide feedback on the redesign of both GCIC web sites.

Monthly Update - The website change log and change request forms were reviewed and updated and are awaiting approval from sponsors.

HUMAN RESOURCES (HR) TIMESHEET PROJECT

Project Description - A timesheet system is currently in use by select non-sworn units of the GBI. Enhancements to this application were requested by the GBI Human Resources (HR) department, the business sponsor, and completed by an internal developer within the Application Support Unit. HR requested additional enhancements during the testing phase of the project which will be incorporated as an additional phase; currently Phase I and Phase II have been defined.

Monthly Update - Developer continues application coding. Development and system testing of all Phase 1 items are scheduled to be completed by March 9th.

NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) PROJECT

Project Description - The GBI is the state repository for Uniform Crime Reporting (UCR) for the state of Georgia. Georgia currently has a summary based reporting system that provides for the collection of crime and offender data. This system also provides data for special reports on homicides, arsons, juveniles, killed/assaulted law enforcement officers and family violence. The National Incident Based Reporting System (NIBRS) collects data on each single incident and arrest for each offense coming to the attention of law enforcement for which specific facts about each crime is collected. Through NIBRS, legislators, municipal planners/administrators, academicians, penologists, sociologists, and the general public will have access to more detailed and accurate crime information than the current summary-based system.

The goal of the GBI is to have the ability to accept NIBRS data electronically from local law enforcement agencies, forward the data to the FBI and maintain a collective UCR/NIBRS relational database at the state level.

Monthly Update - The project team continues to develop the requirements documentation for the NIBRS database.

NON-CRIMINAL JUSTICE (NCJ) WEBSITE REDESIGN BLOG PROJECT

Project Description - The Information Services Non-criminal Justice (NCJ) group requested a NJC blog website to provide information to Non-Criminal Justice Agencies (NCJA). The blog website will be used for on-going communication with NCJA.

Monthly Update - The website was deployed February 18th and the Project Completion document is under review and implementation support will continue through March 3.

PROJECT MANAGEMENT STANDARDIZATION PROJECT

Project Description - The project objective is to standardize project management based on the Department of Administrative Services (DOAS) procurement process, Georgia Technology Authority (GTA) outsourcing guidelines and Project Management Institute (PMI) industry processes. A catalog of templates will be created to accompany the developed methodology. A Project Management collaboration tool will also be included in the project review and recommendation.

Monthly Update - The project team is preparing for project closeout. The Project Completion document was presented for signatures.

APPLICATION DEVELOPMENT – Protective Order Registry

Project Description - The current POR database is outdated and the application is no longer supported. In an effort to provide better information sharing for local law enforcement agencies and the National Crime Information Center (NCIC), the Georgia Protective Order Registry (POR) is in need of improving record data quality and expanding database capabilities by replacing the existing application and infrastructure. In addition, the POR system requires greater compatibility with current web service technology. In support of the required changes, GCIC is creating a development environment for the new POR for application programmers/developers and end-users. The development environment will utilize Microsoft's Hype-V virtualization to duplicate the current production environment.

Monthly Update - The development server connectivity was completed and work began on load-balance configuration. The sever build for production servers was completed and the GBI is working with the vendor for remote access to all servers due to issues with connecting via the network.

SHAREPOINT CONFIGURATION PROJECT

Project Description - GCIC is seeking to utilize the recently purchased State of Georgia Microsoft SharePoint license. The SharePoint license is included in the MS software bundle but additional customized configuration is required. The SharePoint tool will be used as an internal web portal for organizing and sharing information as an employee collaborative tool for internal communication. The portal will also include an Intranet application for each of the three GBI divisions that would allow content management, document repository and information sharing of announcements, news and department information.

Monthly Update - The project team researched SharePoint to help with the development of the project scope. The team also reached out to [Georgia Technology Authority](#) (GTA) and Microsoft to further discuss how SharePoint is utilized by other State agencies.

ON-LINE TRAINING REQUEST FORM PROJECT

Project Description - The Customer Support Training Unit is working with Application Development on an optimal approach for receiving training requests. Currently, training requests are submitted via email or over the phone. The new process will allow the unit to electronically receive GCIC training request from employees and both criminal and non-criminal justice agencies. A link to the online training will be provided on the GCIC website

Monthly Update - The on-line form was successfully deployed on February 1. The project successfully completed closeout.

CUSTOMER SUPPORT - Training

Project Description - The Customer Support Training group provides training in the area of GCIC programs, GCIC applications, GCIC/FBI compliance and other supported law enforcement training to both criminal and non-criminal justice agencies, municipal, magistrate and probate courts across the State of Georgia. The group extends the option to receive classroom training or training within an e-Learning environment (also known as Computer Based Training - CBT) as both self-paced or via webinars.

Monthly Update - On-going training and customer support is continually provided throughout the state to criminal and non-criminal justice agencies. The training team completed customer visits, municipal court training, and Terminal Agency Coordinator certification training to over 89 students (totaling over 30 hours of classroom training). A regional course training schedule was

created to address on-going training request throughout the state. Regional classes were scheduled for CCH, Validations, and UCR training topics in each assigned territory. Total Suspicious Activity Report (SAR) submission was completed by 28 agencies. The training team is working with the third-party vendor to complete updates and testing of on-line training course videos - *The Syrian Conflict* and *The Coming Storm* in addition to the GCIC Security Awareness training to satisfy FBI and State of Georgia security training for vendors, employees and agencies. The team is also planning the 2016 Annual GCIC Training Symposium.

CUSTOMER SUPPORT – Training Plan

Project Description - The Customer Support Training group is undergoing the development of a more comprehensive training plan to include enhancements within both the classroom and online training environment. This project will include an onboarding training plan for new trainers, detailed training sessions for current staff, development of a Terminal Agency Coordinator (TAC) guide, enhancements to the existing training presentations, additional training courses and modules within the eLearning environment and a well define training policy and approach for in-person instructor led training.

Monthly Update - The training unit continues the tasks required for the development of a training plan which includes establishing deliverables, guidelines, processes, and procedures regarding instructor lead training. The TAC training guide is pending final review and approval.

APPLICATION DEVELOPMENT – Fingerprint Request Certification Application

Project Description - Criminal fingerprints are maintained in the GCIC Image Archive storage system and made available upon requests from various local and out-of-state criminal justice agencies for investigation purposes. Specified arrest fingerprint cards and a certificate or letter are notarized and provided upon completion of each request. Staff independently process the requests and maintain the certificate copies on individual computers which makes it difficult to search and track previously submitted requests. GCIC CCH/Identification Services requested the development of an application to create fingerprint request certificates that allows the flexibility to capture, document and store required information of all requests in one location, while providing the ability to complete an effective search for research and reporting purposes.

Monthly Update - The project successfully completed closeout and is closed.

APPLICATION DEVELOPMENT – Fleet Focus

Project Description - Fleet Focus is an automotive inventory system purchased from a third party vendor called AssetWorks. The system needed upgrading for hardware and software components. The current system was running on an old operating system that was no longer supported. We updated both the hardware and software to accommodate the installation of the newer Fleet Focus software.

Monthly Update - The project successfully completed closeout. All tasks and assignments associated with this project are complete.

RSA ADVANCED AUTHENTICATION PROJECT

Project Description - The Federal Bureau of Investigation (FBI) released the Criminal Justice Information Services (CJIS) Security Policy, as approved by the CJIS Advisory Policy Board to provide appropriate controls to protect the full life cycle of Criminal Justice Information (CJI), whether at rest or in transit. The CJIS Security Policy further provides that agencies shall identify information system users and processes acting on behalf of users and authenticate the identities of those users or processes as a prerequisite to allowing access to agency information systems or

services. For those agencies that access GCIC/CJIS via the State Portal (SSL/VPN), all AA requirements are satisfied with the successful implementation of Two (2) factor authentication for the SSL VPN connection.

Monthly Update - The project team continues to have weekly meetings to discuss implementing and supporting Advanced Authentication. The training unit updated the current AA presentation to reflect recent security feature modifications.

EZAUDIT PROJECT

Project Description - Implementation of a software application purchased for Compliance Auditors to scan documents using mobile and portable devices.

Monthly Update - The project team continues to meet to configure the project on the new servers.

HELP DESK TICKETING SYSTEM

Project Description - The GCIC Network group is researching several options for a Helpdesk ticketing system.

Monthly Update - The project team met with DOFS system administrator to discuss and evaluate the DOFS ticketing system for possible use in the GCIC IT Helpdesk.

VALIDATION SERVER

Project Description - System used to interface with the Law Enforcement Message Switch (LEMS). Agencies use the application to validate NCIC records submitted to the National Crime Information Center (NCIC).

Monthly Update - The project team is working with vendors to complete the configuration and set-up of the new server.

PORTAL XL DISCONNECTS

Project Description - Resolving a problem with the Portal XL disconnect whereby clients are being randomly disconnected from the Portal-XL application.

Monthly Update - The project team continues to meet with vendors to configure and troubleshoot the Portal-XL issue.