Georgia Bureau of Investigation
September Monthly Report
FY2016

Presented to the Board of Public Safety
November 19, 2015

Vernon M. Keenan
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 – 9**
IV.	**Crime Lab…….**	**10 – 12**
V.	**Georgia Crime Information Center…….....**	**13 – 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									
Vacant Scientist Positions	7	9	8									
Total Vacant Positions in GCIC	5	5	6									
Total Vacant Positions in Admin	4	4	4									
Vacant Sworn Agent Positions	7	7	9									
Total Vacant Positions In the Investigative Division	12	12	15									

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									
Firearms	794	886	1,144									
Forensic Biology	1,281	1,788	1,657									
Impressions	0	1	5									
Latent Prints	2,175	2,168	2,216									
Medical Examiners	101	77	94									
Miscellaneous Services	0	0	0									
Toxicology	847	742	480									
Trace Evidence	242	261	267									
Total	**5,971**	**6,363**	**6,491**									

GBI Administration

Office of Privacy & Compliance/Open Records

	September 2015	Total FY2016
Open Records Request	319	956
Archives	21	80

Personnel

Employee Totals September 2015

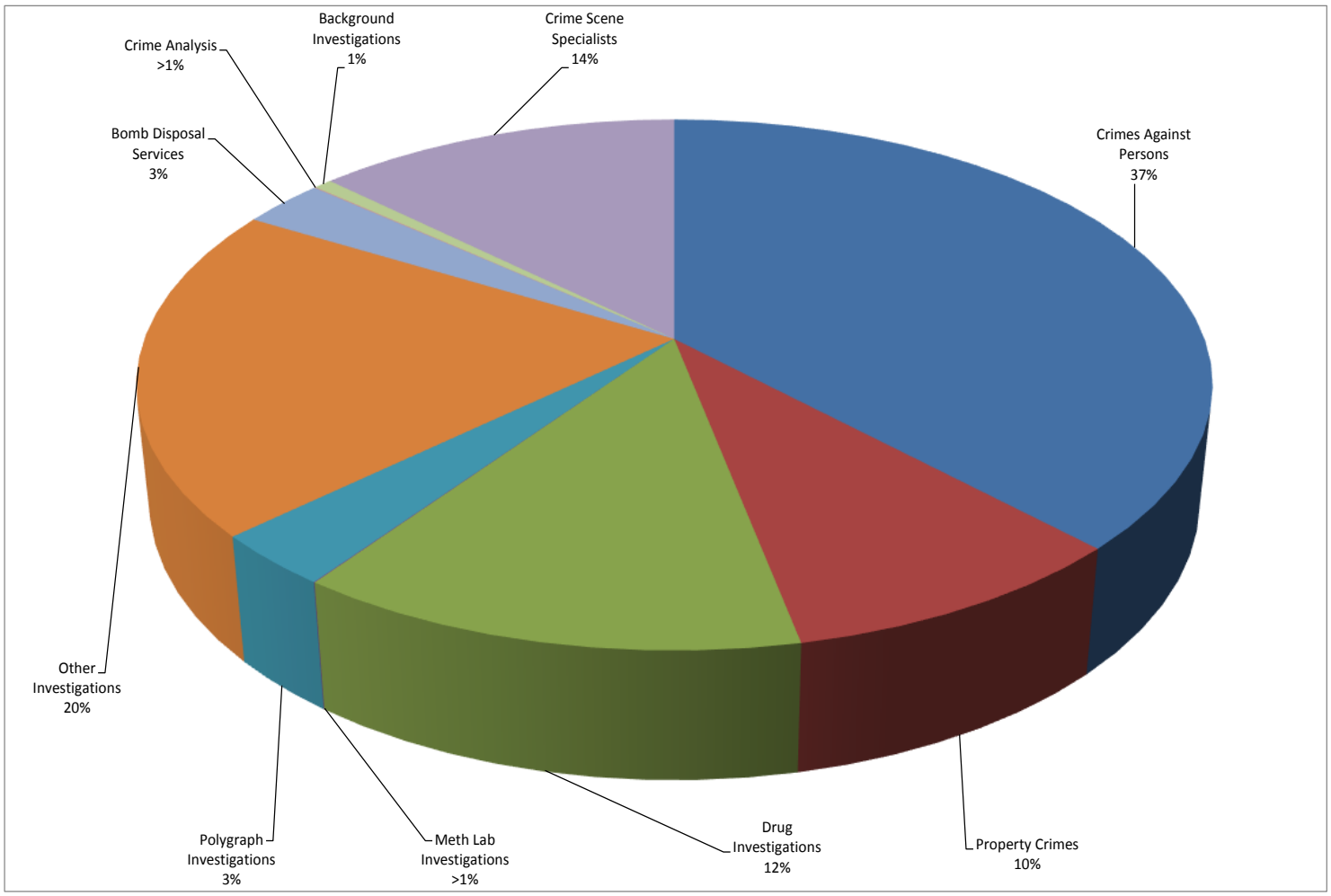
	State Funded Positions	Grant Funded Positions	***Total***
Investigative Division	326	18	***344***
Georgia Crime Information Center	40	68	***108***
Division of Forensic Sciences	285	33	***318***
Administration	43	1	***44***
Total	***694***	***120***	***814***

	Total State Funded Positions Vacant	State Funded Vacancies Under Active Recruitment
Investigative Division	15	5
Georgia Crime Information Center	6	1
Division of Forensic Sciences	26	15
Administration	4	3
Total	***51***	***24***

INVESTIGATIVE DIVISION

	September 2015	Fiscal YTD
Total Sworn Employees		250 (filled-includes grant)
Total Investigative Hours Expended	25,369.75	79,622.25
Crimes Against Persons, includes	8,702.00	29,235.50
Death Investigations	4,606.50	15,169.50
Child Abuse	2,114.00	7,833.00
Sex Crimes	531.00	1,621.50
Missing Persons	40.00	118.00
Assault, Kidnapping, Robbery, Terrorist Acts, Fugitive, Human Trafficking, etc.	1,410.50	4,493.50
Property Crimes, including Theft, Burglary, Forgery	2,803.50	8,229.50
Drug Investigations	3,590.00	9,643.50
Meth Lab Investigations	26.00	34.00
Polygraph Examinations	897.00	2,715.00
Background Investigations	119.00	585.00
Other Investigations, including Preliminary Investigations	4,890.25	16,153.75
Bomb Disposal Services	645.00	2,261.00
Crime Analysis	3.00	16.00
Crime Scene Specialists	3,694.00	10,749.00
	All figures above represent Investigative Hours	
Total Seizures	$855,388.50	$1,186,696.75

Investigative Hours Expended
YTD FY2016



Georgia - Authorized Central Storage (ACS) Program
FY16 Quarterly Activity Report
1st Quarter – July 1 - September 30, 2015

The Georgia Authorized Central Storage (ACS) program concluded the training and preparation phase and began operating on the first day of the period covered by this report. Prior to this date, hazardous waste disposal actions were handled by hazardous waste disposal companies working under a temporary, grant-funded contract with the State of Georgia.

As of July 1, 2015, the Georgia ACS program had (9) ACS "container sites" set-up in regional areas throughout the state. Of these, only seven (7) began operating on July 1st. The site in Chatham County was a late addition to the program and DEA vendors did not complete delivery of essential equipment until August of 2015. In Ware County, the container and equipment were in place but new personnel assigned to operate the site had not yet completed all required training. This was completed in August and the site is now operational. By the end of the first quarter, all nine (9) sites were operational. It is important to note that the program is designed to allow sites to be taken off-line, as needed, in response to temporary equipment or training issues that may arise.

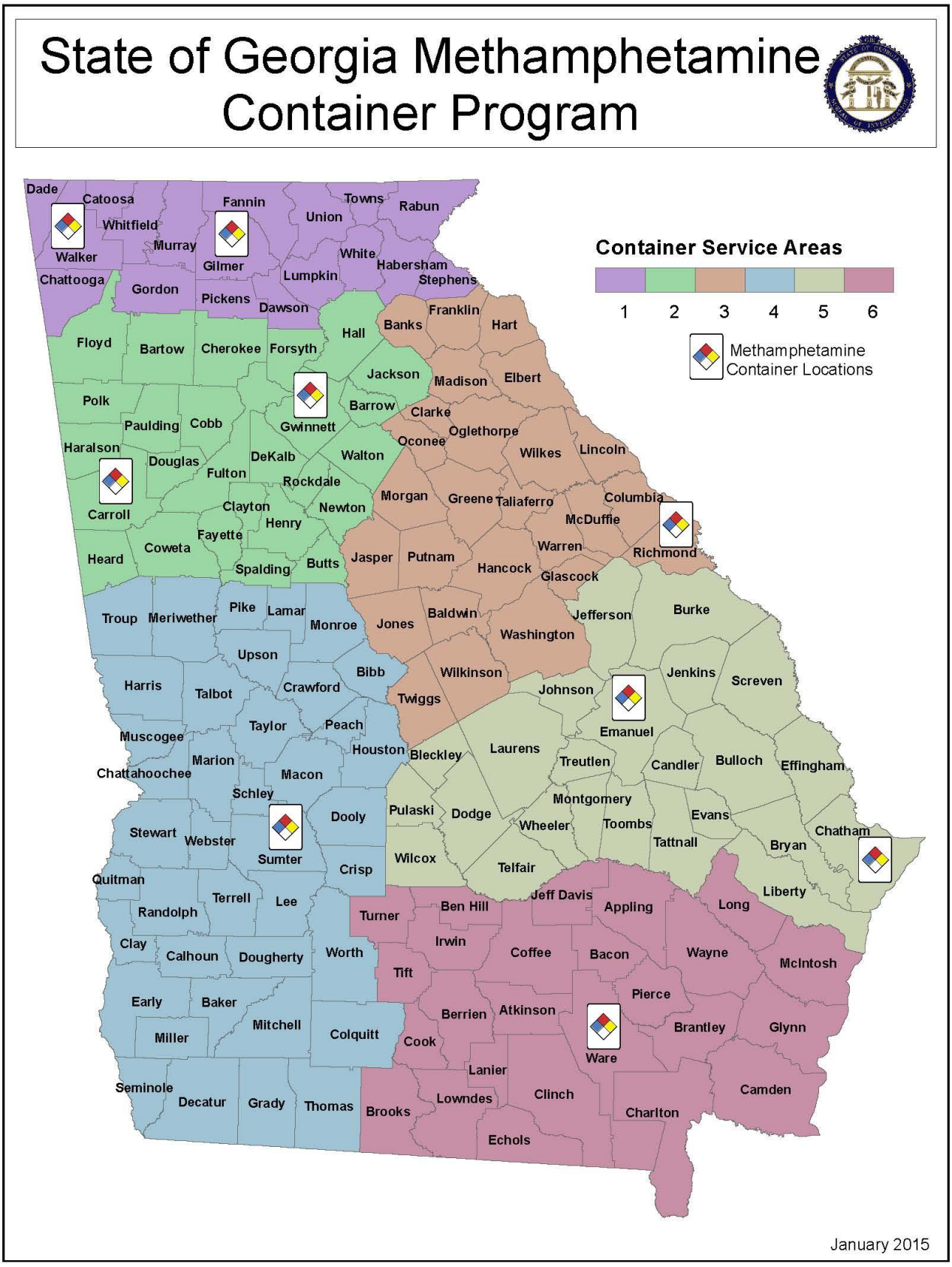
Between July 1 and September 30, 2015, five hundred seventy (570) pounds of hazardous waste was removed from twenty (20) separate clandestine lab sites in Georgia. These materials were moved to regional ACS facilities for temporary storage in approved transportation packaging with a total volume of approximately 435 gallons.

As of September 30, 2015, none of the nine (9) ACS facilities had reached the storage threshold necessary to trigger cleanout action by a licensed hazardous materials contractor. As stated previously, this was the first quarter of operation and the nine (9) ACS facilities began the period with no hazard waste in storage.

Significant issues experienced during the preparation and training phase included insufficient slots in the 40-hour DEA Basic Lab Safety Course in Quantico, Virginia. The Georgia ACS program held four (4) 24-hour ACS Courses in the 18 months leading up to July 1, 2015. This served to train approximately 200 Georgia officers in the identification, mitigation, packaging, transportation and temporary storage of hazardous waste under the ACS program. However, many of these officers have not been able to attend the mandatory 40-hour Basic Lab Safety Course due to insufficient slots available through the DEA. An attempt was made to alleviate this issue via a request to leadership at the DEA Academy. The request asked the DEA Academy to hold the Basic Course session in Georgia to alleviate the backlog. Leadership at the DEA Academy denied the request and the backlog issues continues to impact the program.

Another significant issue affecting the program has been the sudden change in ACS facility coordinators at the host agency level. At two facilities, this has created a situation where only one local ACS facility coordinator exists. The agreement between the GBI and the host agencies calls for the agency to designate at least two ACS facility coordinators. This is done to allow each facility to continue operating if one of the coordinators suddenly leaves the agency or is reassigned to other duties. In one case, the lone agency coordinator had to be absent from work for an extended period due to a family illness. This left no one operating the ACS facility and agencies operating in the regional area with no ACS coverage. The remedy is for the host agencies to meet the responsibilities defined under the written agreements by filling any facility coordinator vacancies in a timely fashion.

In summary, the program has operated as expected during the 1st quarter of FY 2016. With the exception of the issues outlined above, the program is working well.



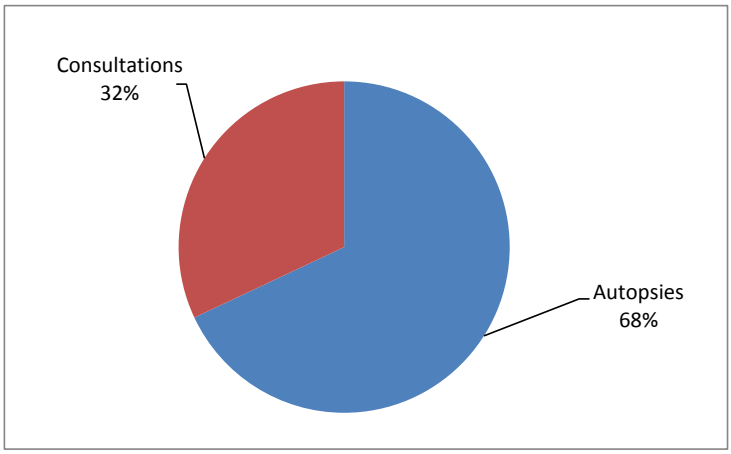
Crime Lab

Medical Examiners (includes all laboratories)

	September 2015	FY2016 YTD
Autopsies	273	865
Consultations	134	412
Total ME Cases Managed	**407**	**1,277**
Clayton County Death Certificates	26	103

Percentage of Cases Released in 90 days: 81%

Medical Examiner Activity, FY2016



Confirmed CODIS Hits for September 2015

State Offender Hits	42
State Forensic Hits	5
National Offender Hits	16
National Forensic Hits	0
Total	63

Samples entered into CODIS for September 2015 – 1,084

Profiles in CODIS

Forensic Casework Profiles	17,652
Convicted Offender Profiles	299,932
Missing Person/Unidentified Human Remain Profiles	4
Staff/QC File	415
Total	318,003

Laboratory Production

Report Turnaround for September 2015

	# Released in 45 Days	Total Released	% Released in 45 Days
Laboratory			
Headquarters - Atlanta	3,339	4,189	80%
Central Regional - Macon	336	406	83%
Coastal Regional - Savannah	254	376	68%
Eastern Regional - Augusta	241	436	55%
Northeastern Regional	1,551	1,588	98%
Southwestern Regional - Moultrie	201	313	64%
Western Regional - Columbus	158	193	82%
System-wide Totals	**6,080**	**7,501**	**81%**

Note: 91.3% 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	10,322	13,282	78%
Central Regional - Macon	1,053	1,212	87%
Coastal Regional - Savannah	623	1,184	53%
Eastern Regional - Augusta	744	1,403	53%
Northeastern Regional	4,173	4,300	97%
Southwestern Regional - Moultrie	566	946	60%
Western Regional - Columbus	539	641	84%
System-wide Totals	**18,020**	**22,968**	**78%**

Crime Lab Reports Processed for September 2015

Department	Requested	Total Released
Chemistry (includes Drug ID)	2,603	2,411
Firearms	416	149
Forensic Biology	1,932	2,044
Impressions	3	3
Latent Prints	219	168
Medical Examiners	407	375
Toxicology	2,430	2,597
Trace Evidence	160	129
Total	**8,170**	**7,876**

Crime Lab Reports Processed FY2016

Department	Requested	Total Released
Chemistry (includes Drug ID)	8,101	7,846
Firearms	1,331	813
Forensic Biology	5,940	5,790
Impressions	15	11
Latent Prints	697	604
Medical Examiners	1,277	1,323
Toxicology	7,175	7,507
Trace Evidence	462	397
Total	**24,998**	**24,291**

Georgia Crime Information Center

September 2015

NCIC SERVICES

CJIS Network Statistics

System Uptime:	100%
Messages Processed:	58,097,622

CJIS Operations

1. Sex Offender Registry

	Month	FY2016	Database Totals
Records Added	186	527	27,108

2. Protection Order Registry

	Month	FY2016	Database Totals
Records Added	3,421	8,452	306,178

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	0	29
Users	0	0	39

4. Off-Line Search Requests

Type of Request	Month	FY2016
Administrative (Criminal Justice Agency)	12	32
Open Records	1	1
Subpoena	2	3
Media	0	0
Possible CJIS Security Violations	7	12

CJIS Audits

GCIC conducted 52 CJIS audits.

Portal XL Migration Project

AGENCY COUNT	COUNTIES	DEVICE CONVERSIONS
Total Agencies: **910**	With Conversion Activity: **159**	Number of Devices: **4,550**
Completed: **827**	No Conversions Started: **0**	Devices Converted: **4,324**
Scheduled: **24**		Devices Outstanding: **226**

INFORMATION SERVICES

Criminal History Identification Services

1. Criminal Fingerprint Transactions Received

	Monthly	FY 2016
Submissions	40,807	126,315
Submissions w/Palms	16,050	50,312
Submissions w/Photos	11,873	37,058

Transactions processed within 2 hours of receipt: 94%

2. Applicant Fingerprint Transactions Received*

	Monthly	FY 2016
Submissions	36,601	124,365

Transactions processed within 24 hours of receipt: 99%

3. Final Disposition Transactions Received

	Monthly	FY 2016
Local Agency	57,336	171,703
GCIC	6,463	17,552
TOTAL	63,799	189,255

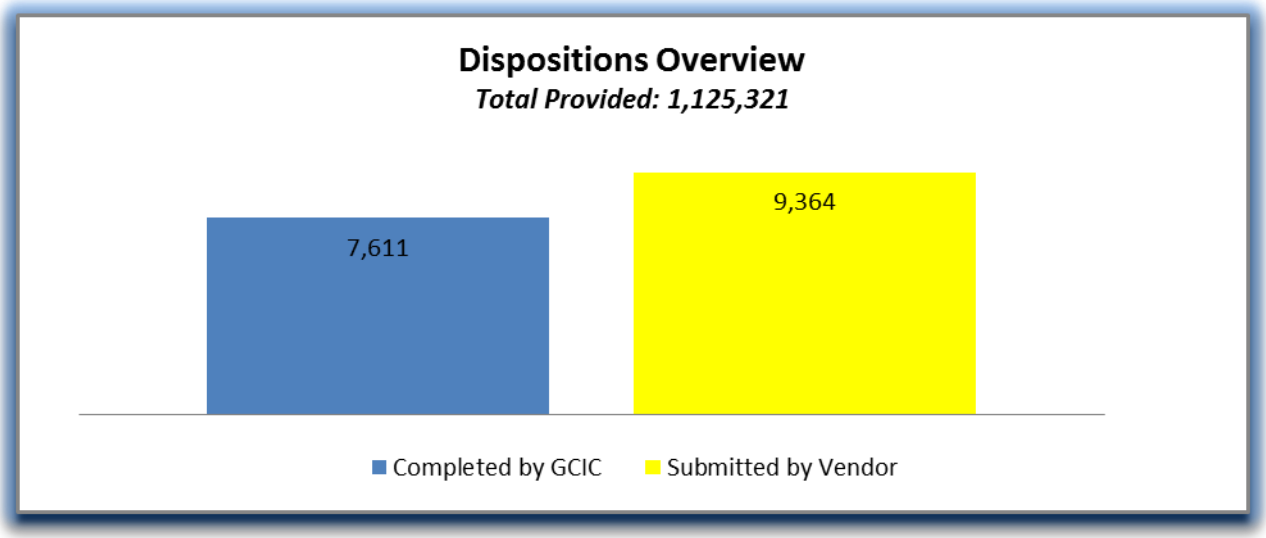
4. RAPID Transactions

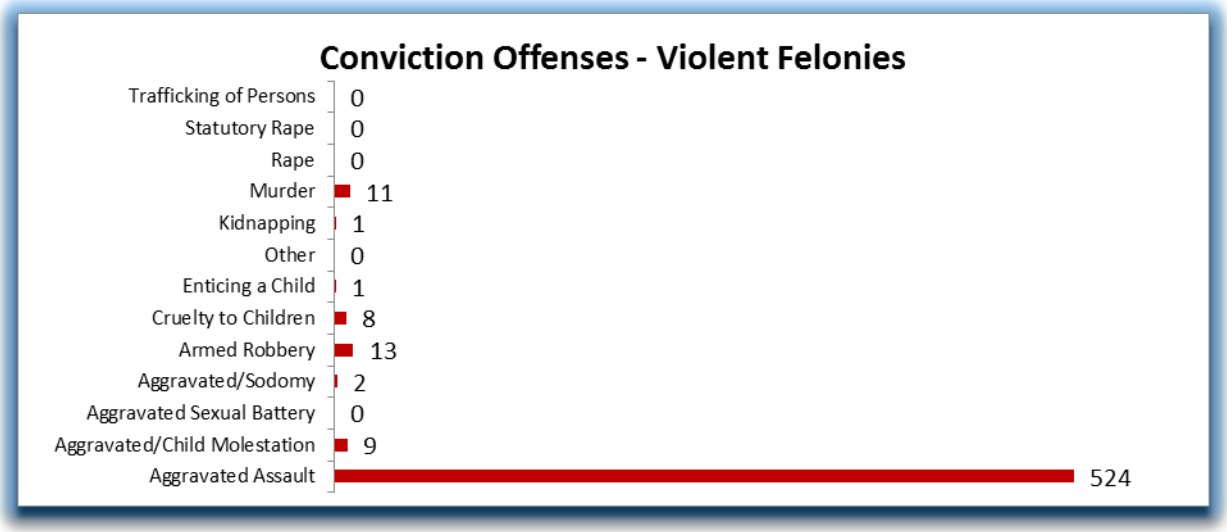
	Monthly	FY 2016
Submissions	14,575	44,398
AFIS Hits	43%	44%
NCIC Hits	39%	41%
FBI RISC Hits	1%	1%

5. 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	FY 2016
Provided to Vendors		1,125,321
Completed	2,707	7,611
Research Counties	1	1





PLANS & PROGRAM DEVELOPMENT

AFIS REPLACEMENT PROJECT

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.

Listed below are changes required for T-Net and AFIS:

1. Accept and process any EBTS v10.0 live scan submission that conforms to GBI edits.
2. Ignore additional National Institute of Standards and Technology (NIST) record types allowed by EBTS v10.0 but are not required by GBI and successfully pass a full NIST record to the FBI if needed.
3. Accept and process NIST transactions which submit Type 14 1000 pixels per inch (ppi) fingerprint images.
4. Ensure all incoming to GBI and outgoing to FBI transactions are in EBTs v10.0 format.
5. AFIS transactions sent to the FBI should include the photo if a photo is received with the transaction.
6. Store NIST file contained in NIST record types not used by AFIS in Image Archive.
7. Send FBI bound submissions from Individual Fingerprint Workstation (IFW) as EBTS v10.0.
8. Support EBTS v10.0 compliant inbound and outbound transactions on the interoperability interface.
9. Import EBTS v10.0 Latent Fingerprint Feature Searches (LFFS) and Latent Fingerprint Image Search (LFIS) files for latent input.
10. Continue to accept and process EBTS v9.x transactions that conform to GBI edits.

Monthly Update - Work continues on the remaining items needed to import LFIS/LFFS transactions into IFW. EBTS 10.0 updates must be implemented at the local agency by December 31, 2015. Courtview continues work to complete the remaining CCH enhancements.

Accomplishments This Reporting Period

NGI Increment 4-EBTS 10.0 Compliance:

- The fix for importing LFIS transactions into IFW was received and installed. All EBTS 10.0 software updates are complete.

CCH/Ident and Applicant Services Requested Enhancements:

- The GUI revamp/compatibility enhancements were completed and moved to test. There is one enhancement left to complete.

AFIS CCH/Ident Requested Enhancements:

- Five (5) of seven (7) AFIS enhancements are complete.

GEORGIA SECONDARY METAL RECYCLER 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 - Completed the SMR Participation Agreement and a revised Business Use Notice has been posted to the LeadsOnLine (LOL) website. Rules and Regulations outlining the terms and conditions of the use of the SMR system are being developed. Out of state law enforcement no longer has access to Georgia records.

Accomplishments This Reporting Period

- New Business Use Notice posted.
- Removed access for out-of-state law enforcement. The following message will display when out of state law enforcement receive a hit on a Georgia SMR - "Ticket cannot be displayed. Out-of-state law enforcement personnel are prohibited by Georgia law from accessing the Georgia Secondary Metal Recyclers database."

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 contactor 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 AP application was moved to the production environment. Testing data has been provided and combined file sent to SAO for testing. Configuration changes based on testing results and feedback were completed. A second file was sent to SAO for testing.

Accomplishments This Reporting Period

- Application moved to production server.
- Combined test file created.
- File submitted to SAO for testing.
- Developer completed corrections to application for re-testing.
- CJCC completed changes from testing and provided second test file.
- Internal end users entered second set of test data.
- Second file submitted to SAO for testing.

- Created UAT Plan for AP Upload for review and completion by Accounting Director.

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 - A meeting was held to discuss procuring options. The Accounting Director and team are to provide the finalized requirements to the Project Manager. Attendees will reconvene in early 2016 to reassess the need to extend the current vendor's contract.

Accomplishments This Reporting Period

- Meeting held with Executive Sponsor, Business Sponsor, End User, Legal Counsel, PM Unit Manager, and Project Manager to discuss procurement options and how to proceed with the project.

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. HR expressed a need for additional future enhancements. A Project Manager was assigned to assist with incorporating the test pilot of Phase I and the defined items of Phase II. The approval and release of Phase I will occur before work begins on Phase II. The Project Manager will work with the assigned project IT developer and HR on completing Phase I and conducting the test pilot prior to beginning Phase II.

Monthly Update - Phase 1 Release 1 Training Guide updates are complete. The Project Charter was distributed for signatures. Phase 1 Release 1 Pilot scheduled for October 1, 2015 through October 16, 2015.

Accomplishments This Reporting Period

- Release plan for additional Phase I items, Phase II, and tentative Phase III created.
- Training Guide updated.
- Project Charter created and distributed for approval signatures.
- Listing of pilot group provided by Sponsor.
- Sponsor distributed communication on pilot to Command Staff and ADD's.

PROTECTIVE ORDER REGISTRY (POR) APPLICATION DEVELOPMENT PROJECT

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.

Monthly Update - All documents for RFS1415 have been signed and approved by GBI.

Accomplishments This Reporting Period

- Signed and approved the Cost Solution Proposal for RFS1415.

CHILD FATALITY SYSTEM REVIEW PROJECT

Project Description - The current Child Fatality System's data captured by Question Pro is being reviewed to determine potential enhancements. A more customized robust database is needed to produce annual reports that impact policy changes and influence prevention initiatives for Child Fatalities in Georgia.

Monthly Update - The Child Fatality unit has combined the data captured in Question Pro with the information obtained from the Sudden Death in the Young report to make "Question Pro Survey - CFR Death Form" for the coroners to report child death information.

Accomplishments This Reporting Period

- Completed the current process flow diagram and requirements draft; submitted to the Child Fatality unit for review.

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 methodology developed. Review and recommendation for a Project Management collaboration tool will also be included in the project.

Monthly Update - The project is in the planning process; gathering and collating requirements, meeting with stakeholders, reviewing current practices for managing projects, and reviewing DOAS and GTA Procurement Process.

Accomplishments This Reporting Period

- Project Charter signed.
- Completed Project Charter template and received approval to keep as a template to use for standardization.
- 1st kick-off meeting - Introduce project, discuss and gather requirements from PM Unit Project Managers, Sponsor and Assistant Deputy Director.

CUSTOMER SUPPORT – TRAINING ACTIVITIES

Monthly Update - Ongoing training and agency support.

Accomplishments This Reporting Period

- Conducted Terminal Agency Coordinator (TAC) Certification class in Helen
- Conducted Clerks Conference Training in Tifton
- Number of Classroom Trainings: 2
- Number of Customer Visits: 57
- Number of Training Hours: 16
- New Site Assessment/Site Survey: 0
- Number of Students Trained: 78
- Total Computer Based Training (CBT) Help Desk Problem Resolution : 654
- Total Suspicious Activity Report (SAR) Monthly Submissions of SAR Video: 42