

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



**Presented to the Board of Public Safety
March 10, 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 – 22

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					
Vacant Scientist Positions	7	9	8	8	10	6	7					
Total Vacant Positions in GCIC	5	5	6	5	5	5	5					
Total Vacant Positions in Admin	4	4	4	3	3	4	5					
Vacant Sworn Agent Positions	7	7	9	13	8	7	9					
Total Vacant Positions In the Investigative Division	12	12	15	20	16	14	16					

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					
Firearms	794	886	1,144	1,301	1,552	1,581	1,796					
Forensic Biology	1,281	1,788	1,657	1,890	2,030	2,132	2,246					
Impressions	0	1	5	3	8	10	12					
Latent Prints	2,175	2,168	2,216	2,263	2,331	2,344	2,422					
Medical Examiners	101	77	94	94	87	87	45					
Miscellaneous Services	0	0	0	0	0	0	0					
Toxicology	847	742	480	741	741	878	919					
Trace Evidence	242	261	267	293	313	329	352					
Total	5,971	6,363	6,491	7,417	8,115	8,742	9,647					

GBI Administration

Office of Privacy & Compliance/Open Records

	<u>January 2016</u>	<u>Total FY2016</u>
Open Records Request	226	2,153
Archives	15	151

Personnel

Employee Totals

January 2016

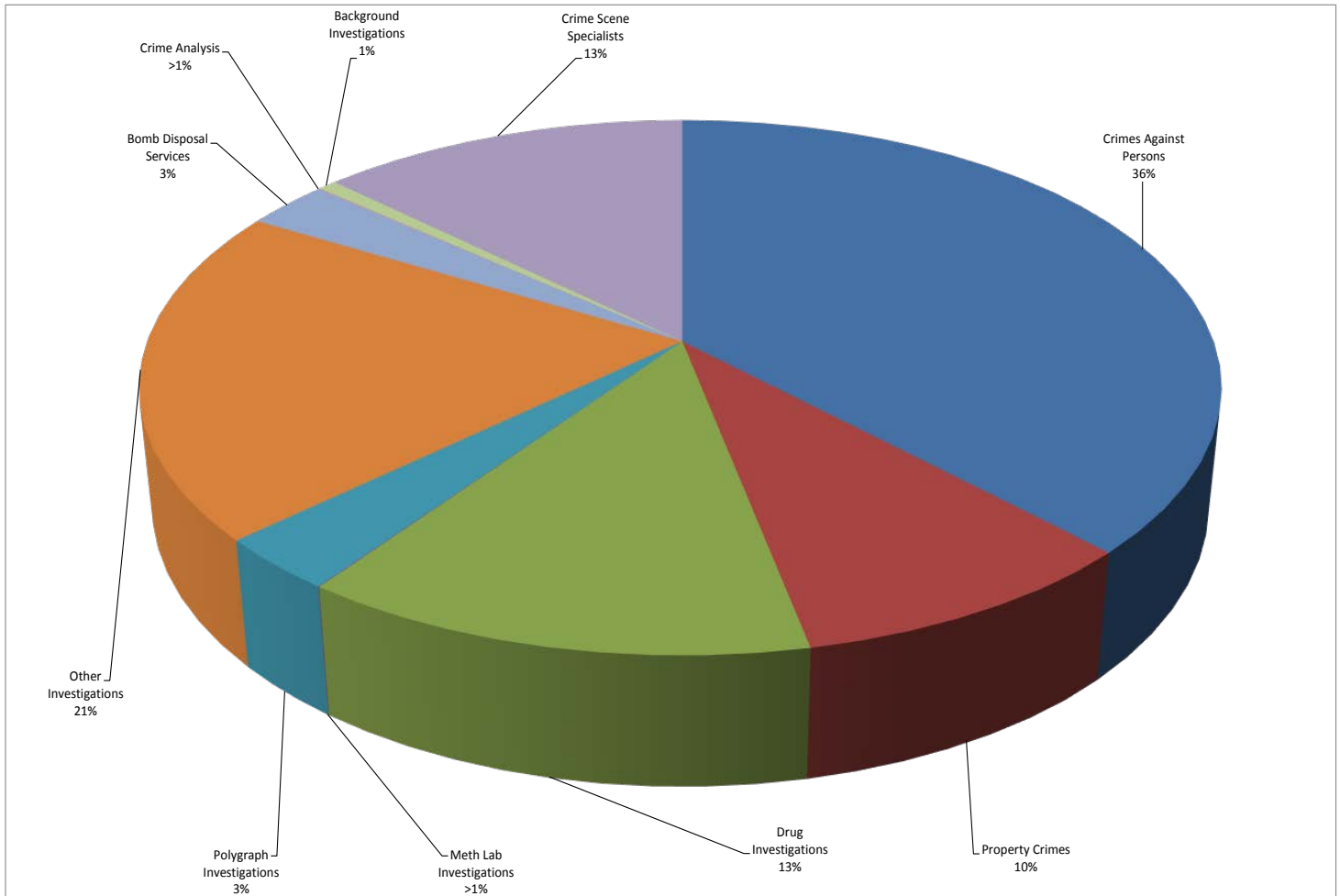
	State Funded Positions	Grant Funded Positions	<i>Total</i>
Investigative Division	326	18	<i>344</i>
Georgia Crime Information Center	40	76	<i>116</i>
Division of Forensic Sciences	285	36	<i>321</i>
Administration	43	1	<i>44</i>
<i>Total</i>	<i>694</i>	<i>131</i>	<i>825</i>

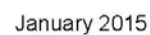
	Total State Funded Positions Vacant	State Funded Vacancies Under Active Recruitment
Investigative Division	16	3
Georgia Crime Information Center	5	3
Division of Forensic Sciences	24	10
Administration	5	3
<i>Total</i>	<i>50</i>	<i>19</i>

INVESTIGATIVE DIVISION

	January 2016	Fiscal YTD
Total Sworn Employees	250 (filled-includes grant)	
Total Investigative Hours Expended	25,898.75	178,155.50
Crimes Against Persons, includes	9,127.00	63,341.00
Death Investigations	4,732.50	32,789.50
Child Abuse	2,540.00	17,092.00
Sex Crimes	670.00	3,779.50
Missing Persons	164.00	343.00
Assault, Kidnapping, Robbery, Terrorist Acts, Fugitive, Human Trafficking, etc.	1,020.50	9,337.00
Property Crimes, including Theft, Burglary, Forgery	2,620.50	18,143.50
Drug Investigations	4,134.00	23,881.00
Meth Lab Investigations	8.00	60.00
Polygraph Examinations	795.00	5,920.00
Background Investigations	349.00	1,706.00
Other Investigations, including Preliminary Investigations	4,928.25	36,828.00
Bomb Disposal Services	643.00	4,946.00
Crime Analysis	3.00	30.00
Crime Scene Specialists	3,291.00	23,300.00
All figures above represent Investigative Hours		
Total Seizures	\$31,367.00	\$16,791,722.14

Investigative Hours Expended YTD FY2016





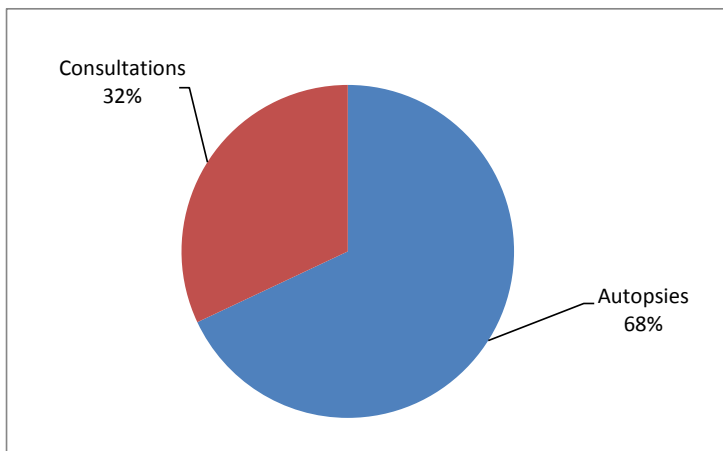
Crime Lab

Medical Examiners (includes all laboratories)

	January 2016	FY2016 YTD
Autopsies	291	2,022
Consultations	146	1,005
Total ME Cases Managed	437	3,027
Clayton County Death Certificates	39	278

Percentage of Cases Released in 90 days: 85%

Medical Examiner Activity, FY2016



Confirmed CODIS Hits for January 2016

State Offender Hits	30
State Forensic Hits	3
National Offender Hits	10
National Forensic Hits	1
Total	44

Samples entered into CODIS for January 2016 – 1,249

Profiles in CODIS

Forensic Casework Profiles	18,046
Convicted Offender Profiles	304,324
Missing Person/Unidentified Human Remain Profiles	5
Staff/QC File	415
Total	322,790

Laboratory Production

Report Turnaround for January 2016

	# Released in 45 Days	Total Released	% Released in 45 Days
Laboratory			
Headquarters - Atlanta	2,525	3,700	68%
Central Regional - Macon	269	308	87%
Coastal Regional - Savannah	37	240	15%
Eastern Regional - Augusta	238	470	51%
Northeastern Regional	1,231	1,429	86%
Southwestern Regional - Moultrie	73	247	30%
Western Regional - Columbus	21	137	15%
System-wide Totals	4,394	6,531	67%

Note: 91% 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	21,945	28,686	77%
Central Regional - Macon	2,330	2,698	86%
Coastal Regional - Savannah	940	2,412	39%
Eastern Regional - Augusta	1,918	3,306	58%
Northeastern Regional	8,779	9,417	93%
Southwestern Regional - Moultrie	1,001	1,944	51%
Western Regional - Columbus	789	1,227	64%
System-wide Totals	37,702	49,690	76%

Crime Lab Reports Processed for January 2016

Department	Requested	Total Released
Chemistry (includes Drug ID)	2,863	2,016
Firearms	505	166
Forensic Biology	2,063	1,929
Impressions	12	5
Latent Prints	286	115
Medical Examiners	437	481
Toxicology	2,370	2,184
Trace Evidence	189	116
Total	8,725	7,012

Crime Lab Reports Processed FY2016

Department	Requested	Total Released
Chemistry (includes Drug ID)	18,876	16,679
Firearms	3,029	1,731
Forensic Biology	14,150	13,068
Impressions	44	23
Latent Prints	1,668	1,267
Medical Examiners	3,019	3,160
Toxicology	16,049	16,015
Trace Evidence	1,091	907
Total	57,926	52,850

Georgia Crime Information Center

January 2016

NCIC SERVICES

CJIS Network Statistics

System Uptime: 100%
Messages Processed: 63,343,264

CJIS Operations

1. Sex Offender Registry

	Month	FY2016	Database Totals
Records Added	144	1,147	27,628

2. Protection Order Registry

	Month	FY2016	Database Totals
Records Added	1,950	16,388	314,436

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)	11	86
Open Records	0	4
Subpoena	0	4
Media	0	0
Possible CJIS Security Violations	1	23

CJIS Audits

GCIC conducted 43 CJIS audits

INFORMATION SERVICES

Criminal History Identification Services

1. Criminal Fingerprint Transactions Received

	Monthly	FY2016
Submissions	41,516	286,946
Submissions w/Palms	18,632	116,763
Submissions w/Photos	11,891	82,226

Transactions processed within 2 hours of receipt: 93%

2. Applicant Fingerprint Transactions Received

	Monthly	FY2016
Submissions	46,519	293,148

Transactions processed within 24 hours of receipt: 97%

3. Final Disposition Transactions Received

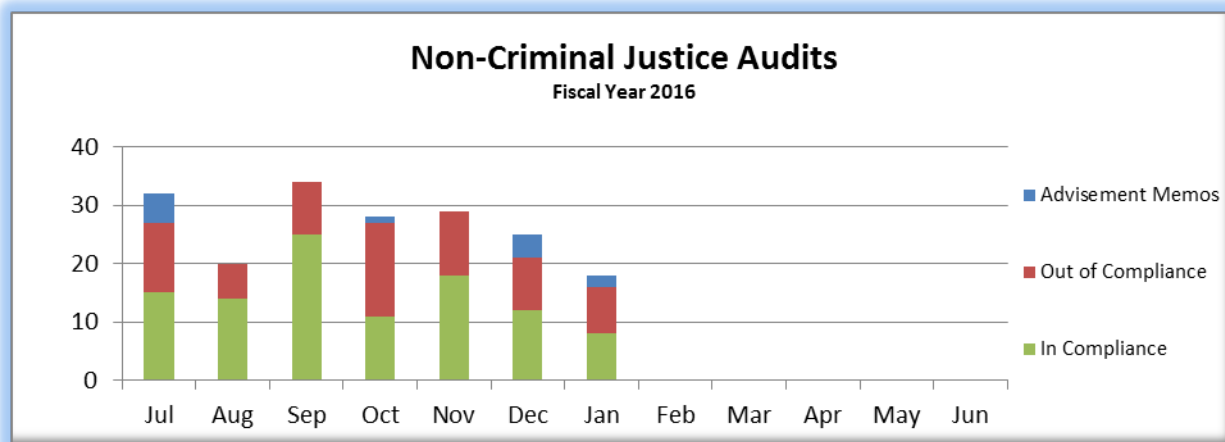
	Monthly	FY2016
Local Agency	55,500	389,699
GCIC	5,204	38,569
TOTAL	60,704	428,268

4. RAPID Identification Transactions

	Monthly	FY2016
Submissions	17,547	114,165
AFIS Hits	43%	43%
NCIC Hits	41%	40%
FBI RISC Hits	1%	1%

5. Non-Criminal Justice (NCJ) Audits

	Monthly	FY2016
In Compliance	8	103
Out of Compliance	8	71
Advisement Memos	2	12
Total Audits	16	174

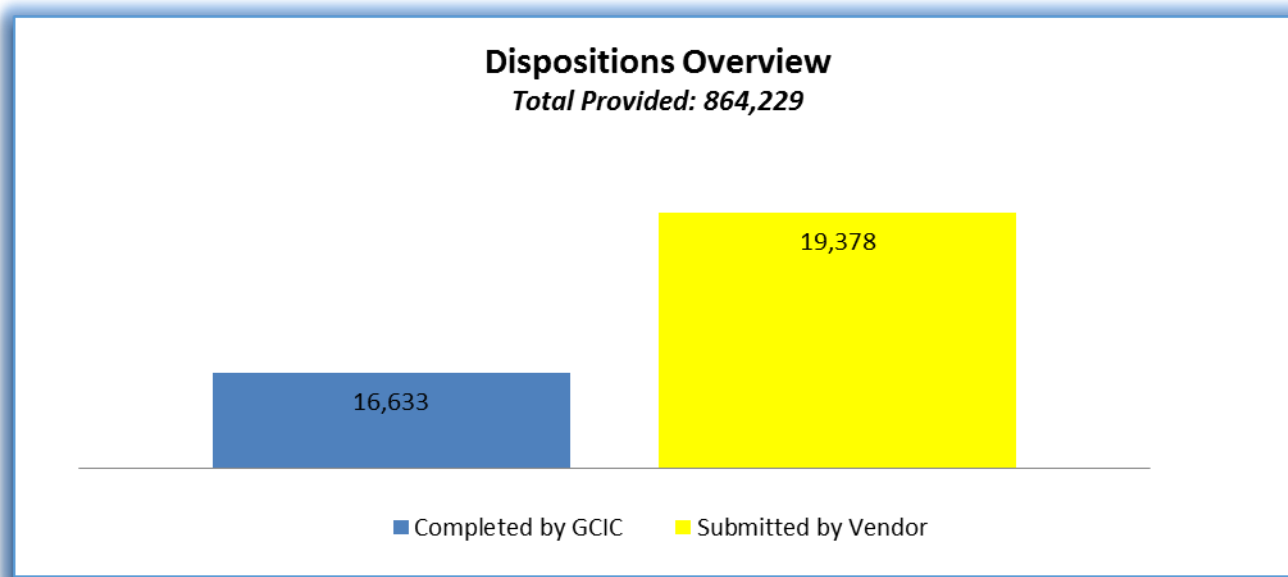


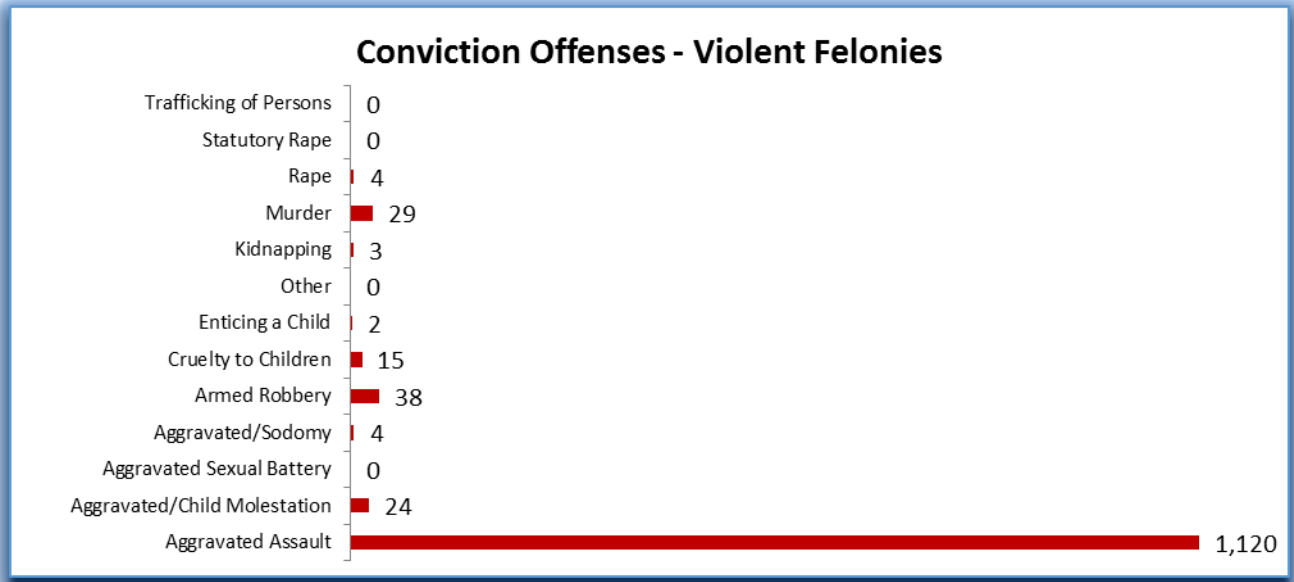
6. Disposition Recovery Project

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	2,445	16,633
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.

Accomplishments This Reporting Period

NGI Increment 3-EBTS 10.0 Compliance:

- Complete testing by Cogent 3M of Applicant EBTS v10 updates for certification

Enhancements:

- Migrate to production - FY2015 CCH final enhancements and GUI revamp/compatibility
- Complete FY2016 CCH enhancements:
 - Updatable case numbers on the rap sheet

- o Deletion of an OTN/SID from CCH sends a notification with the OTN/SID & TCN to AFIS to delete the fingerprints
 - o Added a system count query to Crystal Reports
- Received outstanding AFIS updates/fixes from Rancho Cordovo for CCH/Ident for the Archive Document Management

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 CRF system developer provided a timeline of one year to complete the new CFR system based on the requirements. The new system will consist of data from the county Coroner/Medical Examiner's Office, current CRF ID database, the Sudden Death in the Young (SDY) data spreadsheet, GBI Medical Examiner's autopsy information and the National Child Death Review System database.

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 Manager continues requirements gathering with each of the GCIC business units.

Accomplishments This Reporting Period

- Met with GCIC departments to gather requirements

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 - Approval of Change Requests to send CJCC upload file separate from internal file for SAO processing, add ability to recall and edit internal entered transactions that have been

sent to SAO for processing but failed, and to change the method of storing historical data. Coding for changes completed. Developer is performing system testing.

Accomplishments This Reporting Period

- Approved Change Request:
 - o Change Request 001 - to reflect a more efficient method to store data information sent to SAO for processing.
 - o Change Request 002 – to send CJCC upload file separate from internal file for SAO processing, and add ability to recall and edit, in the application, internal transactions that have been sent to SAO for processing but failed.
- Completed Change Request 001 and 002 by Application Development

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 – Requirements Review meetings continue.

Accomplishments This Reporting Period

- Held Requirements Review meetings (1/12, 1/14, 1/20, 1/21, 1/26, 1/27, and 1/28)
- Scheduled Vendor contract extension meeting for 2/16/16
- Drafted Business process workflow diagrams for Create Invoice, Full payment by check, and Partial payment by check.

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 Bureau of Investigation (GBI) held a public hearing on January 11, 2016, from 10:00 a.m.- 12:00 Noon for Chapter 92-6 Secondary Metal Recycler (SMR) Database Rules and Regulations. The Georgia Metal Recycling Association provided feedback along with representation from the Georgia Sheriffs' Association. GBI modified and updated the rules and regulations after receiving the public feedback and will present Chapter 92-6 SMR Database Rules and Regulations to the Board of Public Safety for final adoption on February 11, 2016.

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 – Project Charter approved. Requirements session scheduled for 2/11/16.

Accomplishments This Reporting Period

- Obtained signatures on Project Charter.
- Created a Revised Change Management Process cross-functional diagram

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 – Developer continues coding of possible 9-hr workweek solution. 2016 Holidays added to test timesheet.

Accomplishments This Reporting Period

- Added 2016 Holidays test timesheet.

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 gather requirements for the NIBRS system.

Accomplishments This Reporting Period

- Reviewed vendor product presentation on NIBRS repository and reporting
- Met with FBI and RTI International to discuss:
 - FBI and RTI working together to implement NIBRS

- GBI's NIBRS system development/implementation

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 - Initial site content set up by Administrators. User Acceptance Testing (UAT) scheduled for 1/27/16 through 2/5/16. Approval of Project Test Plan and Change Requests 001 and 002.

Accomplishments This Reporting Period

- Website Manager created an informal reference/user guide for the NCJ Blog administrators.
- Held Site Administrator Training on 1/7/16.
- Obtained Signatures on Project Test Plan and Change Requests.

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 is in the execution phase; revising workflows and templates until approval is received from Sponsor. Gathering needs/wants from the PM Unit Project Managers in order to provide a list of software and/or hardware recommendations for managing projects more efficiently.

Accomplishments This Reporting Period

- Reviewed 2 project management applications and presented to Project Sponsor with cost estimates.

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 team continues to meet bi-weekly to discuss the development of the application in the production and development environments. Weekly meetings are held with the technical team and the IBM Project Manager until the production server build is tested and the system is fully operational. The development environment connectivity has been tested and the VM application is being transferred.

Accomplishments This Reporting Period

- Established development server connectivity
- Created application flow diagrams with all relevant ports and protocols for Production servers
- IBM completed the Production Server Build; GBI gained access to all 6 servers

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 - Decision made that no additional deliverables required. Project Test Plan and Change Request 002 approved. User Acceptance Testing completed. Signatures on UAT History document obtained approving the close of testing and readiness for cutover. Cutover scheduled for 2/1/16.

Accomplishments This Reporting Period

- Approved Project Test Plan and Change Request.
 - Change Request 002 - changes to data export and limiting the selection of potential training dates to business days
- Completed User Acceptance Testing.
- Completed Testing phase

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 is provided throughout the State of Georgia.

Accomplishments This Reporting Period

- Conducted a CCH classroom training
- The Total Suspicious Activity Report (SAR) submission was completed by 41 agencies

- CBT Help Desk completed problem resolutions (answered emails and phone calls from various agencies that utilize the CBT e-learning platform)
- CBT Helpdesk extracted 319 CJIS Network Operator certification dates to assist with Portal XL certification dates
- Received POST Class identification number for the creation of two training videos to be published in the GCIC eLearning environment. Once the courses are published, students will print their certificate and present to POST for credit.
- Conducted 27 customer service visits to various law enforcement agencies
- Completed 1 Post Audit as a follow up on non-compliance issues discovered during the CJIS audit.

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 - Work continues on the training plan and creating the deliverables to establish guidelines, processes, and procedures regarding instructor lead training.

Accomplishments This Reporting Period

- Updates were made to the TAC training guide

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 - Developer is awaiting feedback for full approval and sign off before putting it into production.

Accomplishments This Reporting Period

- User Acceptance Testing is in progress

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 being supported. We updated both the hardware and software to accommodate the installation of the newer Fleet Focus software.

Monthly Update – Modifications are being made to the application/program to access the new server.

Accomplishments This Reporting Period

- Modified program to use new server

GCIC NETWORK - RSA Advanced Authentication

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 – Weekly meetings conducted.

Accomplishments This Reporting Period

- Closed ticket to RSA support
- Completed training of Network Support personnel
- Completed server patching