

# Agency Name 308

Lead Administrator: Ricky Adams

Lead Financial Officer: Dan Melton

FY'19 Projected Division/Program Funding By Source						
Dept	Appropriations	Federal	Revolving	Local	Other*	Total
Administration			3,488,586			\$3,488,586
Investigative Services	6,067,415	718,770	5,243,373		42,239.00	\$12,071,797
Criminalistic Services	5,405,268	1,806,517	6,696,646			\$13,908,432
Information Services	891,067	723,864	5,351,555			\$6,966,486
Information Technology Services		1,058,032	2,304,045			\$3,362,077
Capital Improvement Projects			\$798,000			\$798,000
<b>Total</b>	<b>\$12,363,750</b>	<b>\$4,307,184</b>	<b>\$23,882,204</b>	<b>\$0</b>	<b>\$42,239</b>	<b>\$40,595,378</b>

\*Source of "Other" and % of "Other" total for each.  
Fund 700 - OSBI Evidence Revolving Fund - \$42,239

FY'18 Carryover and Refund by Funding Source						
Dept	Appropriations	Federal	Revolving	Local	Other*	Total
Fund 700 - OSBI Evidence Revolving Fund - \$48,8		-	-	-	42,239	\$42,239
Carryover Revolving Funds	-		1,839,193			\$1,839,193

\*Source of "Other" and % of "Other" total for each.

**What Changes did the Agency Make between FY'18 and FY'19?**

**1.) Are there any services no longer provided because of budget cuts?**  
We are declining requests to conduct investigations of misdemeanor offenses.

**2.) What services are provided at a higher cost to the user?**  
None

**3.) What services are still provided but with a slower response rate?**  
Inadequate staffing levels throughout the Investigative Division continues to dictate our response to requests for investigations. We focus most of our available resources on investigating Part I violent crime. Unfortunately, often times Part II offenses and Cold Cases do not receive the attention that they deserve.

**4.) Did the agency provide any pay raises that were not legislatively/statutorily required?**  
No raises were provided; however, increases were afforded only to probationary employees receiving a successful end of probation and to employees promoted at end of trial period as part of HCM's rules. § 74-840-2.17 (12)

FY'20 Requested Division/Program Funding By Source						
Dept	Appropriations	Federal	Revolving	Other	Total	% Change
Administration	262,880		3,199,807		3,462,686.59	-0.74%
Investigative Services	12,134,187	718,770	4,041,373	42,239.00	16,936,569.73	40.30%
Criminalistic Services	9,278,430	1,806,517	4,985,425		16,070,372.52	15.54%
Information Services	1,868,252	723,864	5,351,555		7,943,670.83	14.03%
Information Technology Services		1,058,032	2,304,045		3,362,077.00	0.00%
<b>Total</b>	<b>\$23,543,749</b>	<b>\$4,307,184</b>	<b>\$19,882,204</b>	<b>\$42,239</b>	<b>\$47,775,377</b>	<b>17.69%</b>

\*Source of "Other" and % of "Other" total for each.  
Fund 700 - OSBI Evidence Revolving Fund - \$42,239  
\*assumes request 3 removes SDA revenue from future years

FY'20 Top Five Appropriation Funding Requests		\$ Amount
Request 1: Pay raise for OSBI commissioned and Criminalist equalization with OHP, shift differential and clothing allow, 5% raise for support staff		\$1,566,000
Request 2: Funding of Vacant Positions and (MTOE) Modification Table of Organization and Equipment		\$2,700,000
Request 3: Replacement Funding for Oklahoma Self-Defense Act		\$4,000,000
Request 4: four additional embedded/dedicated development staff to adequately maintain critical programs, continued expansion of FARO project		\$1,014,000
Request 5: Sexual Assault Kits-provide 5 Criminalists biologist, Y screening and supplies		\$1,000,000
Request 6: Vehicle Replacement Plan:		900,000
<b>Total Increase above FY-19 Request</b>		<b>\$ 11,180,000</b>

Does the agency have any costs associated with the Pathfinder retirement system and federal employees?	
(If so, please describe the costs and provide an estimate for FY '20, FY '21, and FY '22.)	Assumed 20% growth for '20-'22
FY'19 projected	13,112.40
FY'20 projected	15,734.88
FY'21 Projected	18,881.86
FY'22 Projected	22,658.23

**How would the agency be affected by receiving the same appropriation for FY '20 as was received in FY '19? (Flat/ 0% change)**

A flat or no change in the appropriation would require the following actions: holding additional vacancies unfunded; reducing and/or eliminating budgets for overtime; reducing and/or eliminating training; reducing or eliminating services or programs and, deferring facility maintenance projects and/or equipment replacement. This would be the fourth consecutive year where no funding is available for rebuilding infrastructure. For example, our Lawton facility is currently closed due to mold, and the agency has no funding to rectify the problem. These actions cannot be sustained for long periods without detrimental impact on personnel and operations. Program cuts are going to have a detrimental impact on other law enforcement entities as well as Oklahoma citizens. Due to large reductions in agency revolving funds, future budgets would be required to be lowered if decreases in appropriations continue. We recently received grant funding to begin collecting CODIS samples from arrestees as per legislation passed in previous years. Should funding not be provided this may need to be curtailed once the grant funding is spent.

**How would the agency handle a 2% appropriation reduction in FY '20?**

A \$247,000 total decrease, 2% appropriation reduction, would require the following actions: holding additional vacancies unfunded; reducing and/or eliminating budgets for overtime; reducing and/or eliminating training; reducing or eliminating services or programs and, deferring facility maintenance projects and/or equipment replacement. This would be the fourth consecutive year where no funding is available for rebuilding infrastructure. For example, our Lawton facility is currently closed due to mold, and the agency has no funding to rectify the problem. These actions cannot be sustained for long periods without detrimental impact on personnel and operations. Program cuts are going to have a detrimental impact on other law enforcement entities as well as Oklahoma citizens. Due to large reductions in agency revolving funds, future budgets would be required to be lowered if decreases in appropriations continue. We recently received grant funding to begin collecting CODIS samples from arrestees as per legislation passed in previous years. Should funding not be provided this may need to be curtailed once the grant funding is spent.

**Is the agency seeking any fee increases for FY '20?**

			<b>\$ Amount</b>
Increase 1	N/A	no fee increases are being requested for FY20	\$0
Increase 2	N/A		\$0
Increase 3	N/A		\$0

**What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?**

Aging buildings/vehicle fleet needs to be repaired/replaced  
 Refresh PC's and laptops throughout agency  
 Updates and modifications to various OSBI in-house programs all requiring ISD support. Relocation of all servers/systems to OMEs Center for Excellence.

**Federal Funds**

	<b>FY 19 projected</b>	<b>FY 18</b>	<b>FY 17</b>	<b>FY 16</b>	<b>FY 15</b>
16.543 OK Internet Crimes Against children Task Force	249,233	424,739	153,854	261,029	
16.550 State Justice Statistics Program for Statistical Analysis Cent	63,458	32,391	53,896	67,596	
16.554 NCHIP Disposition Reporting Project	328,112	273,909	1,483,356	257,717	14,883
16.575 2017 VOCA OSBI-004	102,738	95,997	84,472	43,638	
16.734 SIBRS Server Upgrade	0	12,467	93,388		
16.741 Forensic DNA Backlog Reduction Program	1,384,619	356,071	693,756	99,551	538,658
16.742 Coverdell Formula & Discretionary Grant	73,164	62,234	46,539	53,927	83,210
16.813 NARIP - NICS Improvement Project	1,252,295	552,568	367,451		
20.616 OSBI Toxicology Testing Improvement	199,312	150,252	199,967	187,937	
97.073 OKOHS - 2017 OASIS/OKLeX/IJ #4	83,338	37,879	53,390	65,515	104,459
97.073 'Fusion Center Analysts	458,032	319,892	481,030	93,420	151,032
<b>Total</b>	<b>4,194,301</b>	<b>2,318,399</b>	<b>3,711,098</b>	<b>1,130,330</b>	<b>892,242</b>

**Federal Government Impact**

- 1.) **How much federal money received by the agency is tied to a mandate by the Federal Government?**  
 none
- 2.) **Are any of those funds inadequate to pay for the federal mandate?**  
 n/a
- 3.) **What would the consequences be of ending all of the federal funded programs for your agency?**  
 Significant. In FY19, 11% of the OSBI's operation budget is from federal grants - \$4.3M. These federal grants provide a major percentage of funding for several programs: the Internet Crimes Against Children Task Force; the Oklahoma Information Fusion Center; the DNA/CODIS discipline; development and implementation of several law enforcement information sharing networks; and, a number of other programs that receive a less significant portion of their operation costs in federal dollars. If federal grant funding ended, it would have a dramatic negative impact and would require realignment of agency funding. Some of these services would be reduced or eliminated.
- 4.) **How will your agency be affected by federal budget cuts in the coming fiscal year?**  
 Federal grant cuts are not expected, but are unknown at this time.
- 5.) **Has the agency requested any additional federal earmarks or increases?**  
 no

## Division and Program Descriptions

### Administration/Administrative Services:

This group is comprised of the Administration (Director's Office, Deputy Director's Office, Public Information Office, Legal Department and the Support Services Division ( Human Resources, Accounting & Budget, Procurement, Facilities & Telecommunications). This group is authorized 36 FTE and provides leadership, planning, direction and administrative support to the agency.

### Investigative Services:

The mission of the Investigative Services Division is to conduct exceptional investigations and investigative support for our statutory requestors in a prompt and professional manner. The types of investigations conducted include but are not limited to: homicide; suspicious death; officer-involved shooting; rape; aggravated assault; white-collar crime; public corruption; internet crimes against children; child abuse; auto theft; oil field theft; and crime scene investigation. Additionally, we provide exceptional investigative support through a highly-trained analytical unit.

Investigative services provided by the division include cellular telephone data analysis, forensic audio and video analysis, electronic composites, polygraph examinations, judicial background investigations, and training for local law enforcement in advanced criminal investigation techniques.

For divisional purposes, the state is divided into three districts; Western, Central, and Eastern. Each district is supervised by a special agent in charge. Each district consists of two regions. Each region is supervised by an assistant special agent in charge. In addition to the six regions, we have three statewide units: Crime Scene Investigation Unit, Special Investigations Unit, and the Internet Crimes Against Children Unit. Each unit is supervised by an assistant special agent in charge.

Special agents are assigned to a region or a unit and are strategically located throughout the state. Additionally, we have special agents assigned to the FBI Cybersquad Task Force, Safe Streets Task Force, and Major Theft Task Force.

This division is authorized 118 FTE with an additional 6 exempt FTE fully funded by federal grant.

### Criminalistic Services

The Criminalistic Services Division is the full-service, accredited forensic crime laboratory system for the state of Oklahoma. The group supports law enforcement statewide through forensic services that aid in the investigation and prosecution of crime. Forensic analysis of criminal case evidence is provided to municipal, county, district, state (including services to the OSBI Investigative Services Division), tribal, and federal law enforcement and prosecution agencies. Additional services include crime scene responses, expert testimony, digital evidence services, technical databases, and forensic training.

Organizationally, there is a comprehensive central Forensic Science Center located in Edmond and regional laboratories in Enid, McAlester, and Tahlequah. The authorized number of FTE is 98 plus 6 federal grant-funded exempt positions.

### Information Services:

This group consists of eight units designed to provide internal support to the OSBI, assist local law enforcement, and provide services to the citizens of Oklahoma. The eight units are:

- 1) Criminal History Reporting Unit (CHRU): Provides dissemination of criminal history information to non-criminal justice agencies and to the general public.
  - 2) Self Defense Act Unit (SDA): Issues new and renewal licenses to citizens wishing to carry handguns and maintains all licensing records.
  - 3) Crime Data Collection and Analysis Unit (CDCAU): Collects and enters all information related to the dispositions of reportable criminal charges filed in Oklahoma Courts. The collection of this data and the disposition data related to the charges provides comprehensive data for the courts, prosecutors and the public.
  - 4) Field Services Unit (FSU): Collects crime statistics from Oklahoma law enforcement agencies and coordinates Uniform Crime Reporting and State Incident Based Reporting. The data collected provides law enforcement administrators and other interested parties with information to shape strategies to combat crime in this state. The data is also sent to the FBI for inclusion with national crime statistics. This unit also provides training to all law enforcement agencies on record keeping and the proper method of reporting crime statistics. This unit also conducts audits to ensure the integrity of the data collected and submitted.
  - 5) Criminal History Management Unit (CHMU): Captures data from submitted fingerprint cards and dispositions to build the Master Name Index, Arrest Segment, Custodial Segment and Judicial segment of the criminal history record for the State Repository. This unit produces and disseminates criminal history rap sheets used by non criminal justice and criminal justice agencies nationwide.
  - 6) Identification Unit (IU): Processes submitted fingerprint cards to capture the fingerprint images and minutia records to facilitate the comparison and positive identification of individuals through fingerprint utilizing the Automated Fingerprint Identification System (AFIS) and manual fingerprint processing. This unit also captures fingerprints of individuals who have experienced difficulty in obtaining legible from local law enforcement agencies.
  - 7) Biometric Field Services Unit (BFSU): This unit is dedicated to providing initial and follow-up training to jail sites using Livescan Booking devices. The team of Field Services Representatives travels around the state and provides training on the Livescan devices as well as the manual fingerprint process. The Livescan devices capture data on the subject, charges to be filed, electronic images of fingerprints, palm prints and digital images including mugshots, scars, marks and tattoos. Additionally, personnel audit the booking facilities to assure the proper submission of booking information has been completed.
  - 8) Oklahoma Violent Death Reporting System (OVDRS): This unit collects data related to homicides, legal interventions, suicides, and unintentional firearms deaths. The unit works with the State Health Department, State Medical Examiner, and local law enforcement agencies to collect data that is forwarded to the national reporting system. The goal is to identify trends in the deaths so that local agencies can implement prevention programs.
- The authorized number of FTE is 81

FY'19 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	15	24	12	8	18	10
Investigative Services	15	103	15	17	86	15
Criminalistic Services	9	85	13	7	70	21
Information Services	16	56	25	50.075	28	2.94
<b>Total</b>	<b>55</b>	<b>268</b>	<b>65</b>	<b>82.075</b>	<b>202</b>	<b>48.94</b>

FTE History					
	2019 Budgeted	2018	2017	2015	2010
Administration	36.0	56	50	41.0	38
Investigative Services	118.0	93	96	116.0	113
Criminalistic Services	98.0	94	93	95.0	84
Information Services	81.0	75	61	67.0	64
Information Technology Services		0			15
<b>Total</b>	<b>333</b>	<b>318</b>	<b>301</b>	<b>319</b>	<b>315</b>

Performance Measure Review						
		FY 18	FY 17	FY 16	FY 15	FY 14
Administration	Accounts Receivable	3%	1%	1%	3%	3%
Administration	Travel Reimbursements	99%	99%	99.6%	98%	98%
Administration	Account Payable Claims	98	99.5	99.6%	98%	98%
Administration	IPR Processing	1681	1895	1819	1819	1800
Administration	Contract and Lease Renewals	99%	98%	98%	98%	98%
Administration	Personnel Transactions	779	779	702	702	585
Administration	Position Allocations	100%	100%	100%	100%	100%
Investigative Services	OSBI Violent Crime Clearance Rate	82%	72%			
Investigative Services	Investigations Opened within Timeframes	100%	100%	100%	100%	100%
Investigative Services	Non Violent Crime opened in 10 Days	100%	100%	100%	100%	100%
Investigative Services	Opened Background Investigations	100%	100%	100%	100%	100%
Investigative Services	% Polygraphs completed in 30 Days	100%	100%	100%	100%	100%
Investigative Services	Investigators receiving all mandated training	100%	100%	100%	100%	100%
Criminalistic Services	Number of Corrective Actions in Reporting	3	1	3	3	2
Criminalistic Services	Score on Witness Critique Forms	2.9	2.9	2.9	2.96	2.94
Criminalistic Services	# labs under probation or suspension of accre	0	0	0.0	0.0	0.0
Criminalistic Services	Proficiency Tests	98%	98%	97%	98%	100%
Information Services	% Criminal History Information sent electron	93%	91%	91%	91%	91%
Information Services	Track % rejected Electronic Fingerprints	5%	7%	4%	2%	2%
Information Services	Quantity of Criminal Justice community train	800	771	725	725	700
Information Services	NIBRS/SIBRS Classes taught	60	60	65	65	60
Information Services	Quantity Summary Based Classes	1	1	1	1	1
Information Services	Agencies Submitting to SIBRS	350	345	286	285	233

Revolving Funds (200 Series Funds)				
		FY'16-18 Avg. Revenues	FY'16-18 Avg. Expenditures	June '18 Balance
<b>Revolving Fund I</b>	200 Fund			
Brief Description	OSBI General Fund	\$17,720,269	\$17,709,452	\$3,185,828
<b>Revolving Fund II</b>	210 Fund			
Brief Description	AFIS Fund	\$3,002,440	\$3,641,622	\$845,089
<b>Revolving Fund III</b>	220 Fund			
Brief Description	FSC Fund	\$3,207,954	\$3,125,189	\$460,649