FY21 Budget Performance Review

30800 Oklahoma State Bureau of Investigation

Lead Administrator:	Lead Financial Officer:
Ricky Adams	Dan Melton

Agency Mission

We exist to protect our citizens and support our public safety partners by providing Oklahoma's premier investigative, intelligence, information, and forensic services.

Division and Program Descriptions

Note: Please define any acronyms used in program descriptions.

Division or Program Number and Name	0100001	Administration

Administration consists of the Director, Deputy Director, Legal Unit, Public Information Office and CALEA Manager. Administrative Services Division includes HR, Budget /Accounting and Procurement/Facilities Management.

*CALEA The Commission on Accreditation for Law

	0100040	Admin/Admin Svc Fed Grant

Administration of Federal Grants for Administration

	1000001 Investigative Services

The primary purpose of the Investigative Services Division is to provide assistance to those entities as authorized by State statutes. Assistance can be any of a full range of investigative services. Most commonly, assistance is a complete investigation conducted by OSBI agents with a comprehensive report for use in prosecution efforts.

The types of investigations conducted include, but are not limited to: homicides; rapes; assaults; white collar crime; public corruption; property crimes such as burglaries; computer crimes such as Internet crimes against children; child abuse response team; insurance fraud; auto theft and oil field theft.

Services also include polygraph examinations, electronic surveillance, aerial surveillance, crime scene investigations, forensic art, judicial backgrounds, and local law enforcement training in areas of basic and advanced criminal investigations.

The Criminal Intelligence Unit maintains the Statewide Intelligence Network and provides expanded use of crime analysis to help state and local law enforcement as well as federal agencies upon request.

For divisional purposes, the state is divided into eight regions, each supervised and managed by an Agent-in-Charge. Agents are assigned by region and work out of a regional office, or as Resident Agents working out of their homes or an office provided by city, county, or state government.

	1000040 Investigative Services - Federal Grant

Administration of Federal Grants for Investigations

	3000001 Criminalistics services

The Criminalistics Services Division is the full-service, accredited forensic crime laboratory system for the State of Oklahoma. The program supports law enforcement statewide through forensic services that aid in the investig

	3000040 Criminal Services - Federal Services

Administration of Federal Grants for Criminalistics

	8000000 and 8000089 Information Services

This Program consists of nine 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 the licensing records.
3) Disposition Services Unit (DSU): Collects and enters all information related to the filing of criminal charges by Oklahoma's District Attorneys. 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 assimilates it into the Crime in Oklahoma Annual Report. This report provides law enforcement administrators and other interested parties the data necessary to make informed decisions about the problem of 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 Central Repository. This unit produces and disseminates criminal history rap sheets used by 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 fingerprints 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 fingerprints 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 OSBI and other law enforcement agency owned Livescan Booking devices. The teams of Field Services Representatives travel around the state and provide 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.

	8000040 Information Services - Federal Grant

Administration of Federal Grants for Information Services

	880001-8800089 IT Services Division

This division provides information technology support and training on all aspects of systems that serve the OSBI, the law enforcement community and the general public as well as maintains local and wide area networks.

	8804010-8804088 IT Services-Grants

Administration of Federal Grants for IT Services

	9000001 Capital Improvement Project -

Large scale projects as defined in Budget

FY'20 Budgeted Department Funding By Source						
Dept. #	Department Name	Appropriations	Federal	Revolving	Local[1]	Other[2]	Total
0100001	Administration	1,677,208		1,883,891			$3,561,099
0100040	Administration-Grants		21,796				$21,796
1000001	Investigations	8,805,733		5,993,627		27,000	$14,826,360
1000040	Investigations-Grants		663,282				$663,282
3000001	Criminalistics	5,088,343		7,825,246			$12,913,589
3000040	Criminalistics-Grants		2,023,010				$2,023,010
8000001	Informations Services	1,608,838		3,829,805			$5,438,643
8000089	Informations Services-AFIS			1,744,329			$1,744,329
8000040	Informations Services-Grants		1,515,576				$1,515,576
8800001	IT-Administration			28,272			$28,272
8800010	IT-Investigation			335,844			$335,844
8800030	IT-Criminalistics			708,752			$708,752
8800080	IT-Inforamtion Srvs			157,071			$157,071
8800088	IT-General			2,110,204			$2,110,204
8800089	IT-AFIS			484,941			$484,941
8804001	IT-Grants Administration		20,788				$20,788
8804010	IT Grants Investigations		72,133				$72,133
8804030	IT Grants Criminalistics		8,000				$8,000
8804080	IT-Grants General		4,438				$4,438
8804088	IT-Grants AFIS		85,810				$85,810
9000001	Capital Projects			1,260,000			$1,260,000
							$0
							$0
Total		**$17,180,122**	**$4,414,833**	**$26,361,982**	**$0**	**$27,000**	**$47,983,937**

1. Please describe source of Local funding not included in other categories:
2. Please describe source(s) and % of total of "Other" funding if applicable for each department:

FY'19 Carryover by Funding Source						
	Appropriations	Federal	Revolving	Local[1]	Other[2]	Total
Carryover	#VALUE!	#VALUE!	$4,796,982	#VALUE!	$27,000	#VALUE!
	$0					$0

1. Please describe source of Local funding not included in other categories:
2. Please describe source(s) and % of total of "Other" funding if applicable: | This funding is the agencies 700 fund created for the Oklahoma Reward System under O.S. §74 150.18

What changes did the agency make between FY'19 and FY'20?

1.) Are there any services no longer provided because of budget cuts?   No

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?

In FY 2019, OSBI conducted functional assessments to increase efficiencies within the agency and reorganized its structure to lean agency operations. Savings from these efforts allowed OSBI to add some positions to the leading edge of its mission. The legislature funded salary adjustments to make OSBI more competitive in recruiting qualified agents and that has already shown positive results. OSBI remains understaffed even after these beneficial adjustments.

Low staffing of agents, due to budget constraints, has forced the OSBI to investigate fewer offenses in all areas. Requests for investigative assistance for violent crimes has risen 61% in FY 2019. On any given day there are 70 Internet Crimes Against Children known cases that could be investigated. Oilfield theft, auto theft, cold case and digital evidence analysis units are so understaffed that there are large backloads because manpower is insufficient to meet the needs of the state. Telephone call analysis by OSBI Analysts have a large backlog and has forced the triage of cases working only the most heinous crimes. The additional 19 agents and other staff requested in FY 2021 would help to bring these critical services to a staffing level where effective enforcement efforts could be successful. We still provide forensic and investigative services in cold cases, but at a slower response. The lab, especially, is forced to dedicate most of its resources to current cases that have looming court dates, so we have to put the cold case investigations on a lower priority. We are working to dedicate analysts specifically to cold case analysis, but we aren't there yet.

4.) Did the agency provide any pay raises that were not legislatively/statutorily required?

During FY19 the OSBI did process raise requests through the OMES HR. These raises where designed to address jobs that were being paid below the midpoint, equity adjustments and to raise our Law Enforcement Special Agent and Criminalists salary to a level equal to other State agencies. The adjustments were intended to help address hiring/retention issues. In the previous two years we incurred double digit turnover rates, by increasing targeted salaries we are attempting to turn this tide, provide a more stable workforce and to attract the best possible candidates.

FY'21 Requested Funding By Department and Source						
Dept. #	Department Name	Appropriations	Federal	Revolving	Other[1]	Total	% Change
0100001	Administration	2,636,155		1,046,263		3,682,418	3.41%
0100040	Administration-Grants		21,796			21,796	0.00%
1000001	Investigations	12,022,083		5,169,627	27,000	17,218,710	16.14%
1000040	Investigations-Grants		663,282			663,282	0.00%
3000001	Criminalistics	6,448,593		6,317,343		12,765,936	-1.14%
3000040	Criminalistics-Grants		2,023,010			2,023,010	0.00%
8000001	Informations Services	2,590,786		3,759,805		6,350,591	16.77%
8000089	Informations Services-AFIS			994,329		994,329	-43.00%
8000040	Informations Services-Grants		1,515,576			1,515,576	0.00%
8800001	IT-Administration			28,272		28,272	0.00%
8800010	IT-Investigation			111,844		111,844	-66.70%
8800030	IT-Criminalistics			181,752		181,752	-74.36%
8800080	IT-Inforamtion Srvs			77,071		77,071	-50.93%
8800088	IT-General	873,000		2,110,204		2,983,204	41.37%
8800089	IT-AFIS			484,941		484,941	0.00%
8804001	IT-Grants Administration		20,788			20,788	0.00%
8804010	IT Grants Investigations		72,133			72,133	0.00%
8804030	IT Grants Criminalistics		8,000			8,000	0.00%
8804080	IT-Grants General		4,438			4,438	0.00%
8804088	IT-Grants AFIS		85,810			85,810	0.00%
9000001	Capital Projects			400,000		400,000	-68.25%
Total		**$24,570,617**	**$4,223,664**	**$20,872,620**	**$27,000**	**$49,693,901**	**3.56%**

1. Please describe source(s) and % of total of "Other" funding for each department:
This funding is the agencies 700 fund created for the Oklahoma Reward System under O.S. §74 150.18

FY'21 Top Five Operational Appropriation Funding Requests

Request by Priority	Request Description	Appropriation Request Amount ($)
Request 1:	Funding of Vacant Positions:	$2,952,495
Request 2:	Replacement Funding for SDA	$1,500,000
Request 3:	OMES IT Consolidation Increases	$874,000
Request 4:	Arrestee DNA CODIS Program	$310,000
Request 5:	Vehicle Replacement Plan	$980,000
	Top Five Request Subtotal:	**$6,616,495**
Total Increase above FY-20 Budget (including all requests)		$ 7,791,495
Difference between Top Five requests and total requests:		$1,175,000

Does the agency have any costs associated with the Pathfinder retirement system and federal employees?

Yes the federal reimbursement is limited to approx 6.5% of the 16.5% retirement contribution and the agency is paying approx 9-10% for federal grant employees

How would the agency be affected by receiving the same appropriation for FY '21 as was received in FY '20? (Flat/ 0% change)

It would slow our ability to implement our 2025 vision and impede investigation efforts throughout the state by maintaining excessive workloads on agents and criminalists

How would the agency handle a 2% appropriation reduction in FY '21?

Approx $343,602 reduction. It would slow our ability to implement our 2025 vision and impede investigation efforts throughout the state by maintaining excessive workloads on agents and criminalists

Is the agency seeking any fee increases for FY '21?

	Fee Increase Request ($)	Statutory change required? (Yes/No)
NONE		
Increase 1		
Increase 2		
Increase 3		

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

Description of request in order of priority	Appropriated Amount ($)	Submitted to LRCPC? (Yes/No)
Priority 1	Headquarters Security Camera Upgrade	$120,000	Yes
Priority 2	New building generator to replace older Kohler generator. Kohler is reaching end of useful life at HQ building	$250,000	Yes
Priority 3	Centralized Collision Reporting System Technology Request	$450,000	No Tech Request

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 20 budgeted	FY 19	FY 18	FY 17	FY 16
16.543	OK Internet Crimes Against children Task Force	1000040	401,908	372,734	424,739		
16.550	State Justice Statistics Program for Statistical Analysis Center	100040	92,764	24,087	32,391		
16.554	NCHIP Disposition Reporting Project	8000040	167,654	190,102	273,909		
16.560	Coverdell Formula & Discretionary Grant - Training, Recertif	3000040	67,100	0	0		
16.575	VOCA OSBI-004	3000040	102,644	96,211	95,997		
16.741	The Development and Implementation of Felony Arrestee Sa	8000040	716,426	249,003	0		
16.741	Forensic DNA Backlog Reduction Program	3000040	534,335	603,060	356,071		
16.742	Coverdell Formula & Discretionary Grant - Overtime, Trainin	3000040	132,560	52,440	61,434		
16.813	NARIP - State Repository Criminal History Record and NCIS Ir	8000040	1,347,922	629,077	552,568		
16.820	Hair Comparison Case Review Project (Post-Conviction DNA	3000040	382,463	1,670	0		
20.616	OSBI Toxicology Testing Improvement	3000040	265,567	184,362	150,252		
97.073	OKOHS - 2017 OASIS/OKLeX/IJ #4	1000040	66,518	7,599	37,879		
97.073	Fusion Center Analysts	1000040	428,487	386,641	315,947		
			$4,706,348				

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?

No

3.) What would the consequences be of ending all of the federal funded programs for your agency?

Significant. In FY20, 12% of the OSBI's operation budget is from federal grants. 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

FY'20 Budgeted FTE

Division #	Division Name	Supervisors	Classified	Unclassified	$0 - $35 K	$35 K - $70 K	$70 K - $$$
1	Administration	15	26	10	6	22	8
10	Investigative Services	18	122	12	11	44	79
30	Criminalistic Services	9	90	12	8	29	65
80	Information Services	16	54	14	27	37	4
88	Information Technology Services						
Total		**58**	**292**	**48**	**52**	**132**	**156**

FTE History

Division #	Division Name	2020 Budgeted	2019	2018	2016	2011
1	Administration	36.0	36.0	56	50	36
10	Investigative Services	134.0	118.0	93	96	117
30	Criminalistic Services	102.0	98.0	94	93	77
80	Information Services	68.0	81.0	75	61	60
88	Information Technology Services	0.0			0	17
Total		**340.0**	**333.0**	**318.0**	**300.9**	**307.0**

Performance Measure Review

	Program Name	FY 19	FY 18	FY 17	FY 16	FY 15
Administration	Accounts Receivable	1%	1%	1%	1%	3%
Administration	Travel Reimbursements	99%	99%	99%	99.6%	98%
Administration	Account Payable Claims	98%	98%	99.5%	99.6%	98%
Administration	Contract and Lease Renewals	98%	99%	98%	98%	98%
Investigative Services	OSBI Violent Crime Clearance Rate	79	82%	72%		
Investigative Services	Crime Scene Investigation Unit Development Plan	80%	100%			
Criminalistic Services	Measure will be the number of disciplines meeting or exceeding its set goal.	3 of 6	3 of 5			
Criminalistic Services	The measure will be the number of Corrective Action Reports (CARs) issued due to incorrect reporting of results.	3	3	3	3	3
Criminalistic Services	The average rating on the Witness Critique forms completed by peers, court officials, and law enforcement personnel for testimony provided by employees	100	100	100	100	100
Criminalistic Services	Proficiency Tests	99.2	99%	98%	97%	98%
Criminalistic Services	The number of lab/evidence facilities maintaining full accreditation through ANAB without sanctions Closed Lawton in Fy18	5	6	6	6	6
Information Services	Track % rejected Electronic Fingerprints		5%	7%	4%	2%
Information Services	The % of reporting agencies reporting in SIBRS. The % of the population covered by a SIBRS reporting agency.	90.6 / 67.4	89.4 / 50.8			
Information Services	% of SDA completed applications without exceptions that were approved within 45 days	94.8	64.2			
Information Services	Electronic requests for Criminal History Record information for non criminal justice purposes	55.4	54.5			
Information Services	The measure is the percent of criminal arrest fingerprints received electronically.	93%	90%	91%	91%	91%

Revolving Funds (200 Series Funds)

Please provide fund number, fund name, description, and revenue source	FY'17-19 Avg. Revenues	FY'17-19 Avg. Expenditures	June '19 Balance
Fund number: Fund name			
OSBI General Revolving Fund 200	$ 17,166,336	$ 14,958,808	$ 4,439,059
OSBI AFIS Revolving Fund 210	$ 3,679,767	$ 3,016,637	$ 2,111,332
OSBI Forensic Science Assessment Revolving Fund 220	$ 3,925,188	$ 3,373,629	$ 1,950,240