

Oklahoma State Bureau of Investigation

Lead Administrator: Stan Florence

Lead Financial Officer: Dan Melton

FY'17 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Administration	0	417,935	4,385,710		52,302.12	\$4,855,947
Investigative Services	6,665,127	369,836	3,912,926		196,997.04	\$11,144,886
Criminalistic Services	4,895,780	1,029,013	7,326,914		40,000.00	\$13,291,707
Information Services	831,157	617,580	4,881,104		23,000.00	\$6,352,841
Information Technology Services	0	1,033,003	2,124,851		17,880.00	\$3,175,734
						\$0
Total	\$12,392,064	\$3,467,367	\$22,631,505	\$0	\$330,179	\$38,821,115

*Source of "Other" and % of "Other" total for each.
Fund 700 - OSBI Evidence Revolving Fund - \$52,997 and FY2016 Carryover Appropriation

FY'16 Carryover and Refund by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'16 Carryover		-	1,939,533	-	52,997	\$1,992,530
FY'16 GR Refund**	277,182					\$277,182

Revolving fund Sources:
Fund 200 - General Revolving Fund - \$1,249,935
Fund 210 - Automated Fingerprint Identification System Revolving Fund - \$301,899
Fund 220 - Forensic Science Improvement Revolving Fund - \$387,699

*Source of "Other" and % of "Other" total for each
Fund 700 - OSBI Evidence Revolving Fund - \$52,997

**Indicates how the FY'16 General Revenue refund was budgeted
All the funding was used for one-time infrastructure replacement for items that no funding has been available for in the previous FY.
Replaced two roofs on LRPC list \$80,000, replaced 4 vehicle \$104,000, office space remodel \$23,000, lab software \$18,000, other equipment \$52,000.

What Changes did the Agency Make between FY'16 and FY'17?

1.) Are there any services no longer provided because of budget cuts?
We are declining requests to conduct investigations of misdemeanor offenses.
Due to inadequate availability of funds, we were not able to implement the collection of DNA from individuals arrested for felonies.

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?
Our turn-around time in latent prints has increased 113 days to 155 days during this past year due to the increase in submittals and being short-staffed (one FTE frozen) in the discipline. Our current analysts are working grant-funded overtime to minimize turnaround time. Without additional funding to hire staff, the turn-around time will likely continue to increase.
Requests for training of law enforcement agencies have had longer wait times due to manpower shortages. Installation, upgrades and training for ODIS Agencies have been slowed due to manpower shortages.
Background investigations will take longer to complete.

4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document.
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'18 Requested Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Other	Total	% Change
Administration	\$64,616	\$417,935	\$4,535,710		\$5,018,261	3.34%
Investigative Services	\$8,003,788	\$369,836	\$3,662,926	\$52,997	\$12,089,546	8.48%
Criminalistic Services	\$5,801,762	\$1,029,013	\$7,326,914		\$14,157,689	6.52%
Information Services	\$1,004,019	\$617,580	\$4,981,104		\$6,602,703	3.93%
Information Technology Services	\$17,880	\$1,033,003	\$2,124,851		\$3,175,734	0.00%
Total	\$14,892,064	\$3,467,367	\$22,631,505	\$52,997	\$41,043,933	5.73%

*Source of "Other" and % of "Other" total for each
Fund 700 - OSBI Evidence Revolving Fund - \$52,997

FY'18 Top Five Appropriation Funding Requests		\$ Amount
Request 1: Description	Increase in personnel costs to begin filling some of the 42 vacancies throughout the agency	\$2,000,000
Request 2: Description	To begin meeting the infrastructure needs of the agency	\$500,000
Request 3: Description		None
Request 4: Description		None
Request 5: Description		None
Total Increase Above FY-18 Request		\$2,500,000

How would the agency handle a 5% appropriation reduction in FY'18?

A \$619,600 total decrease, 5% 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 third 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. Additionally, the agency would be required to pursue reductions in personnel from furloughs, RIFs and/or VOBOs.

How would the agency handle a 7.5% appropriation reduction in FY'18?

A \$929,400 total decrease, 7.5% 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 third 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. Additionally, the agency would be required to pursue reductions in personnel from furloughs, RIFs and/or VOBOs causing delays in service to the public. These reductions would impact investigative services, laboratory services, information services, and administrative positions throughout the agency.

How would the agency handle a 10% appropriation reduction in FY'18?

A \$1,239,000 total decrease, 10% 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 third 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. Additionally, the agency would be required to pursue reductions in personnel from furloughs, RIFs and/or VOBOs causing delays in service to the public. These reductions would impact investigative services, laboratory services, information services, and administrative positions throughout the agency.

Is the agency seeking any fee increases for FY'18?

		\$ Amount
Increase 1	Title 20 OS 1313.3 AFIS Fees	\$2,765,000
Increase 2	Title 20 OS 1313.4 & Title 74 OS 150.35 FSIA Fees	\$2,942,000

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

Completion of ongoing AFIS (Automated Fingerprint Identification System) conversion, begun in FY16 Estimated to cost \$4.3M and a completion date to be determined in FY17. Updates and modifications to various OSBI in-house programs all requiring ISD support.

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 FY17, 8.9% of the OSBI's operation budget is from federal grants - \$3.5M. 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, the Oklahoma Information Fusion Center, Training and Statistical Research Unit) and the Administrative Services Division (Division Director, Human Resources, CALEA Manager, Accounting & Budget, Procurement, Facilities & Telecommunications). This group is authorized 57 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 113 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 100 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 FTE of this group is 68 and 10 federal grant funded positions exempt from the FTE limits.

FY'17 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	12	39	18.33	15.55	31.75	10
Investigative Services	19	96.83	6.42	7.45	81.83	14
Criminalistic Services	20	90	8	3.23	77.77	17
Information Services	12	62.42	7	36.72	29.7	3
Total	63	288.25	39.75	62.95	221.05	44

FTE History					
	2017 Budgeted	2016	2013	2010	2006
Administration	50	50	33.4	38	38
Investigative Services	96	96	111.4	120.2	101
Criminalistic Services	93	93	78.4	86.2	87
Information Services	61	61	68.4	65.8	66
Information Technology Services	0	0	3.4	15.4	15
Total	301	301	295	326	307

Performance Measure Review						
		FY'16	FY'15	FY'14	FY'13	FY'12
Administration	Accounts Receivable	1%	3%	3%	1%	0%
Administration	Travel Reimbursements	99.6%	98%	98%	98%	100%
Administration	Account Payable Claims	99.6%	98%	98%	100%	100%
Administration	IPR Processing	1819	1819	1800	1746	1601
Administration	Contract and Lease Renewals	98%	98%	98%	98%	99%
Administration	Training Hours	10209	11748	22859	10622	6235
Administration	Personnel Transactions	702	702	585	493	245
Administration	Position Allocations	100%	100%	100%	100%	100%
Investigative Services	Investigations Opened within Timef	100%	100%	100%	100%	100%
Investigative Services	Non Violent Crime opened in 10 Da	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	Investigative Service Requests	1524	1524	1379	1571	1483
Investigative Services	Investigative Service Requests Oper	1523	1523	1373	1527	1571
Investigative Services	Cases opened on schedule	1525	1525	1500	1483	1483
Investigative Services	Investigators receiving all mandated	100%	100%	100%	100%	100%
Criminalistic Services	Number of Corrective Actions in Re	3	3	2	5	2
Criminalistic Services	Casework average days open	5	5	5	2	4
Criminalistic Services	Score on Witness Critique Forms	2.9	2.96	2.94	2.95	2.95
Criminalistic Services	# labs under probation or suspension	0.0	0.0	0.0	0.0	0.0
Criminalistic Services	Proficiency Tests	97%	98%	100%	97%	99%
Information Services	% Criminal History Information sen	93%	93%	92%	91%	89%
Information Services	Track % rejected Electronic Fingerp	2%	2%	2%	2%	2%
Information Services	Quantity of Criminal Justice commu	725	725	700	677	725
Information Services	Personnel Trained in Justice Inform:	1050	1050	1000	976	1068
Information Services	NIBRS/SIBRS Classes taught	65	65	60	58	63
Information Services	Quantity Summary Based Classes	1	1	1	1	3
Information Services	Track Quantity of UCR Reports tran	3000	3000	3500	4670	14550
Information Services	Agencies Submitting to SIBRS	286	360	333	303	263
Information Services	% CHR Received Electronically	24	24	22.5	21.7	18.5

Revolving Funds (200 Series Funds)				
		FY'14-16 Avg. Revenues	FY'14-16 Avg. Expenditures	June '16 Balance
Revolving Fund I	200 Fund	17,404,765	19,107,773.00	1,975,172.38
Brief Description	OSBI General Fund			
Revolving Fund II	210 Fund	2,845,589	2,978,463	1,768,122
Brief Description	AFIS Fund * \$1,250,000 reserved for payment of ongoing AFIS Contract			
Revolving Fund III	220 Fund	3,027,085	3,061,905	400,906
Brief Description	FSC Fund			