# OK State Bureau of Investigation (308)

**Lead Administrator: Stan Florence**                                    **Dan Melton**

| FY'18 Projected Division/Program Funding By Source | | | | | | |
|---|---|---|---|---|---|---|
| | **Appropriations** | **Federal** | **Revolving** | **Local** | **Other*** | **Total** |
| Administration | | 498,600 | 4,276,378 | | 86,744.45 | $4,861,722 |
| Investigative Services | 6,286,757 | 443,204 | 3,621,787 | | 48,832.00 | $10,400,580 |
| Criminalistic Services | 4,809,080 | 623,462 | 7,430,597 | | | $12,863,139 |
| Information Services | 796,510 | 689,028 | 4,724,846 | | | $6,210,384 |
| Information Technology Services | | 644,587 | 2,576,322 | | | $3,220,909 |
| | | | | | | $0 |
| **Total** | **$11,892,347** | **$2,898,881** | **$22,629,930** | **$0** | **$135,576** | **$37,556,734** |

*Source of "Other" and % of "Other" total for each.
Fund 700 - OSBI Evidence Revolving Fund - $48,832          FY17 Appropriaiton returned in FY18 $86,744.45

| FY'17 Carryover and Refund by Funding Source | | | | | | |
|---|---|---|---|---|---|---|
| | **Appropriations** | **Federal** | **Revolving** | **Local** | **Other*** | **Total** |
| FY'17 Carryover | | - | - | - | 48,832 | |
| FY'17 GR Refund** | - | | | | 86,744 | $86,744 |

*Source of "Other" and % of "Other" total for each
Fund 700 - OSBI Evidence Revolving Fund - $48,832
**Indicates how the FY'17 General Revenue refund was budgeted
We have allocated the FY17 GR funds to replace a roof at our Talequah facility.
within Fy18 Appropriations

## What Changes did the Agency Make between FY'17 and FY'18?

**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 until a Grant starts in January 2018

**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.**

* One increase was provided to an unclassified legal position in accordance with O.S. Title 74-840.5.5 for $833.33 monthly.

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'19 Requested Division/Program Funding By Source | | | | | | |
|---|---|---|---|---|---|---|
| | **Appropriations** | **Federal** | **Revolving** | **Other** | **Total** | **% Change** |
| Administration | $64,616 | $417,935 | $4,535,710 | | $5,018,261 | 3.22% |
| Investigative Services | $8,003,788 | $369,836 | $3,662,926 | $52,997 | $12,089,546 | 16.24% |
| Criminalistic Services | $5,801,762 | $1,029,013 | $8,776,914 | | $15,607,689 | 21.34% |
| Information Services | $1,004,019 | $617,580 | $6,361,270 | | $7,982,869 | 28.54% |
| Information Technology Services | $17,880 | $1,033,003 | $2,124,851 | | $3,175,734 | -1.40% |
| **Total** | **$14,892,064** | **$3,467,367** | **$25,461,671** | **$52,997** | **$43,874,099** | 16.82% |

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

| FY'19 Top Five Appropriation Funding Requests | | |
|---|---|---|
| | | **$ Amount** |
| Request 1: Fund DNA | Fund the DNA Arrestee legislation passed two sessions previous | $1,000,000 |
| Request 2: Ugrade Laser Fiche | Upgared laser fiche and scanning of approx. 1.8m fingerprint cards | $953,000 |
| Request 3:CART LE | Fund salary and equipment for 5 CART Law Enforcement positions | $675,000 |
| Request 4: Investiagtive Assistance | Establish a regional investigative Assistance program and reallocate regional Secretaries | $48,000 |
| Request 5: Fleet Vehicles | Provide funding ofr 10 fleet vehicles for LE use | $250,000 |
| **Total Increase above FY-18 Request** | | 2,926,000 |

## How would the agency handle a 2% appropriation reduction in FY'19?

A $238,000 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 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. 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.

A $476,000 total decrease, 4.0% 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. 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.

A $714,000 total decrease, 6.0% 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. 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'19? | | | $ Amount |
|---|---|---|---|
| Increase 1 | N/A | no fee increases are being requested for FY19 | $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 vehicle fleet needs to be 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 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 FY18, 7.7% of the OSBI's operation budget is from federal grants - $2.8M. 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'18 Budgeted FTE | | | | | | |
|---|---|---|---|---|---|---|
| | **Supervisors** | **Classified** | **Unclassified** | **$0 - $35 K** | **$35 K - $70 K** | **$70 K - $$$** |
| Administration | 17 | 32 | 24 | 19 | 27 | 10 |
| Investigative Services | 13 | 87 | 6 | 7 | 72 | 14 |
| Criminalistic Services | 16 | 84 | 10 | 4 | 74 | 16 |
| Information Services | 10 | 53 | 22 | 47 | 24 | 4 |
| | | | | | | |
| **Total** | **56** | **256** | **62** | **77** | **197** | **44** |

| FTE History | | | | | |
|---|---|---|---|---|---|
| | **2018 Budgeted** | **2017** | **2014** | **2011** | **2007** |
| Administration | 56 | 50 | 40.7 | 38.5 | 37 |
| Investigative Services | 93 | 96 | 116 | 132 | 95 |
| Criminalistic Services | 94 | 93 | 94.75 | 89.8 | 79 |
| Information Services | 75 | 61 | 67.84 | 71.7 | 53 |
| Information Technology Services | 0 | 0 | 0 | 19.5 | 14 |
| | | | | | |
| **Total** | **318** | **301** | **319** | **352** | **278** |

| Performance Measure Review | | | | | | |
|---|---|---|---|---|---|---|
| | | **FY'17** | **FY'16** | **FY'15** | **FY'14** | **FY'13** |
| Administration | Accounts Receivable | 1% | 1% | 3% | 3% | 1% |
| Administration | Travel Reimbursements | 99% | 99.6% | 98% | 98% | 98% |
| Administration | Account Payable Claims | 99.5 | 99.6% | 98% | 98% | 100% |
| Administration | IPR Processing | 1895 | 1819 | 1819 | 1800 | 1746 |
| Administration | Contract and Lease Renewals | 98% | 98% | 98% | 98% | 98% |
| Administration | Personnel Transactions | 779 | 702 | 702 | 585 | 493 |
| Administration | Position Allocations | 100% | 100% | 100% | 100% | 100% |
| 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 | 11 | 3 | 3 | 2 | 5 |
| Criminalistic Services | Score on Witness Critique Forms | 2.9 | 2.9 | 2.96 | 2.94 | 2.95 |
| Criminalistic Services | # labs under probation or suspension of accrediting | 0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Criminalistic Services | Proficiency Tests | 98% | 97% | 98% | 100% | 97% |
| Information Services | % Criminal History Information sent electronically | 93% | 93% | 93% | 92% | 91% |
| Information Services | Track % rejected Electronic Fingerprints | 4% | 4% | 2% | 2% | 2% |
| Information Services | Quantity of Criminal Justice community trained | 771 | 725 | 725 | 700 | 677 |
| Information Services | NIBRS/SIBRS Classes taught | 60 | 65 | 65 | 60 | 58 |
| Information Services | Quantity Summary Based Classes | 1 | 1 | 1 | 1 | 1 |
| Information Services | Agencies Submitting to SIBRS | 249 | 286 | 360 | 333 | 303 |

| Revolving Funds (200 Series Funds) | | | | |
|---|---|---|---|---|
| | | FY'15-17 Avg. Revenues | FY'15-17 Avg. Expenditures | June '17 Balance |
| **Revolving Fund I** | 200 Fund | 17,869,012 | 19,228,274.00 | 1,053,580.35 |
| Brief Description | OSBI General Fund | | | |
| **Revolving Fund II** | 210 Fund | 2,796,631 | 3,464,043 | 441,133 |
| Brief Description | AFIS Fund | | | |
| **Revolving Fund III** | 220 Fund | 2,977,962 | 3,058,667 | 282,957 |
| Brief Description | FSC Fund | | | |