

MEMORANDUM

TO: Hon. Sylvester Turner
Mayor, City of Houston

FROM: Daniel D. Garner, Ph.D.
President, Houston Forensic Science Center, Inc. (HFSC)

DATE: April 5, 2016

Re: Plan to eliminate backlog in analysis of sexual assault kits (SAKs)



HOUSTON FORENSIC
SCIENCE CENTER
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Mayor Turner:

In response to our meeting this morning, HFSC is implementing a plan (the SAK Plan) immediately to eliminate, on or before **July 1, 2016**, HFSC's current backlog in the analyses of SAKs, and thereafter to analyze each SAK within thirty days after receipt from the Houston Police Department.

Components of the SAK Plan include the following:

1. **Redeploying** experienced HFSC personnel from current assignments in Trace Evidence, Training, and other select Divisions to provide direct support to HFSC's Biology Section.
2. **Expediting** the grant-funded purchase of additional equipment for the Biology Section.
3. **Accelerating** the recruiting and hiring of a new Manager and four additional bench analysts in the Biology Section.
4. **Authorizing** overtime or comp time for eligible Biology Section personnel to help ensure maximum productivity without compromising accuracy.
5. **Outsourcing** a limited number (<200) of SAKs to a well-qualified contractor.

I am confident the SAK Plan will deliver on your unequivocal instruction to improve the Center's performance, especially with regard to the analysis of sexual assault kits. Please let me know if you have any questions whatsoever regarding the Plan or any other aspect of HFSC.


Daniel D. Garner, Ph.D.