



## **OSBI Commission Meeting**

**Wednesday, February 17, 2021  
10:00 A.M.**

**OSBI Headquarters  
6600 N. Harvey  
Oklahoma City, Oklahoma**



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 1

PURPOSE: Call to Order and Roll Call – Mike Boring

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 2

PURPOSE: Open Meeting Compliance – Beth Miles

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



## **OSBI COMMISSION MEETING**

**Wednesday, February 17, 2021**

**10:00 A.M.**

**OSBI Headquarters**

**6600 N. Harvey**

**Oklahoma City, Oklahoma 73116**

Mr. Mike Boring, Mr. David Houser, Mr. Ron Cunningham,  
Mr. Bob Ricks, Mr. Bryan Smith, Mr. Roger Webb,  
and Director Ricky Adams will attend via videoconference.

Videoconference link:

<https://us02web.zoom.us/j/83100117028?pwd=M3l2T2h0aGtqbW1DUGtXWVcwVUZkUT09>

Meeting ID: 831 0011 7028      Passcode: 698134

**We ask that only board Members and Staff use the video camera function.**

Videoconference is in accordance with the Administrative Procedures Act, and the Open Meeting Act as amended by HB 661 and SB 1031. Members of the public body may attend the meeting via videoconference at:

<https://us02web.zoom.us/j/83100117028?pwd=M3l2T2h0aGtqbW1DUGtXWVcwVUZkUT09>

Meeting ID: 831 0011 7028      Passcode: 698134

An alternative dial in number is +1 312 626 6799 U.S., Meeting ID: 831 0011 7028      Passcode: 698134

If the Zoom web connection is lost during the meeting and the connection cannot be re-established within 30 minutes, the meeting will be stopped and reconvened at a later time, using the same Zoom conference website listed above.

### **AGENDA**

1. Call to Order and Roll Call – Mike Boring
2. Open Meeting Compliance – Beth Miles

3. Introduction of Guests – Ricky Adams
4. Discussion and Possible Action on Approval of Minutes from November 18, 2020, Commission Meeting – Mike Boring
5. Director’s Presentation of Overview of Bureau Activities, Budget Report, Staff Reports, and Legislative Update – Ricky Adams
6. Discussion and Possible Action to Adjourn into Executive Session for the following matters:
  - a) In accordance with 74 O.S. § 150.4, to advise the Commission on the progress of pending investigations with the Director and appropriate staff.
  - b) In accordance with 25 O.S. § 307(B)(4), upon determination of the Commission, with the advice of its attorney, that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, have confidential communication with its attorney concerning such pending investigation, litigation, or proceeding.
7. Executive Session:
  - a) In accordance with 74 O.S. § 150.4 to advise the Commission on the progress of pending investigations with the Director and appropriate staff.
  - b) In accordance with 25 O.S. § 307(B)(4), upon determination of the Commission, with the advice of its attorney, that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, have confidential communication with its attorney concerning such pending investigation, litigation, or proceeding.
8. Discussion and Vote to Return to Open Session.
9. Discussion, Possible Action and Vote on Matters Discussed in Executive Session, including:
  - a) Action as may be deemed necessary with respect to pending investigations.
  - b) Action as may be deemed necessary regarding pending investigations, litigation, or proceedings.
10. Discussion and Possible Action on Any New Business Not Known or Which Could Not Have Been Reasonably Foreseen More Than Twenty-Four (24) Hours Prior to the Regular Meeting Date and Time
11. Announcements – Mike Boring

12. Adjournment – Mike Boring

Signed: *James M. Boring, Chairman*  
James M. Boring, Chairman

“The OSBI will provide special assistance to individuals with disabilities upon request. Please notify Assistant Director Rizzi at 405/848-6724 prior to the beginning of the meeting.”



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 3

PURPOSE: Introduction of Guests – Ricky Adams

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 4

PURPOSE: Discussion and Possible Action on Approval of Minutes from November 18, 2020, Commission Meeting – Mike Boring

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director





**MINUTES**  
**OKLAHOMA STATE BUREAU OF INVESTIGATION**  
**One Hundred and Seventy-First Regular Commission Meeting**  
**OSBI HEADQUARTERS**  
**November 18, 2020**

A regularly scheduled meeting of the Oklahoma State Bureau of Investigation Commission was held Wednesday, November 18, 2020, in the 2<sup>nd</sup> floor training room at OSBI Headquarters. An agenda with the date, time and location of the meeting was posted twenty-four hours before the meeting date at the entrance of the OSBI Headquarters building, and the Secretary of State's Office was notified prior to the meeting.

**CALL TO ORDER**  
**NOTICE DISCLAIMER**

Commission Chairman Boring called the meeting to order at 10:00 a.m. Roll of Commissioners present was called and it was determined there was a quorum. Lori Miller, acting as recording secretary in Beth Miles' absence, certified compliance with the Open Meeting Act of the State of Oklahoma regarding notification and posting of the agenda, stating it was posted at 9:16 a.m. on November 16, 2020.

**COMMISSION MEMBERS PRESENT**

MIKE BORING, DAVID HOUSER, VIC REGALADO, BOB RICKS, BRYAN SMITH  
Arriving after minutes approved - ROGER WEBB

**OSBI PERSONNEL PRESENT**

BRYAN RIZZI, LYNN WILLIAMS, ANDREA FIELDING, DEBBIE McKINNEY, and LORI MILLER

**RECOGNITION OF VISITORS AND GUESTS**

There were no visitors or guests at this meeting.

**APPROVAL OF MINUTES**

Chairman Boring asked the members of the Commission if there were any corrections, additions or deletions that needed to be made to the minutes of the OSBI Commission meeting held on August 19, 2020. Commissioner Regalado made a motion to approve the minutes as written and Commissioner Houser seconded the motion.

VOTING AYE: MIKE BORING, DAVID HOUSER, VIC REGALADO, BRYAN SMITH  
ABSTAINING: BOB RICKS – not in attendance at the August meeting

## **DIRECTOR'S OVERVIEW**

In Director Adams' absence, Deputy Director Rizzi presented the Director's Overview to Commission members. He spoke about several items that had been in the news, community engagements, recruiting, hirings, promotions, and celebrations. The OSBI turned 95 years old!

Deputy Director Rizzi briefly discussed agent staffing and reviewed the Agency Capability Status Dashboard. He then gave a review of the First Quarter FY 2021 revolving fund receipts. The General Revolving Fund 200 account had a variance of \$177,088 (4.5%), with actual receipts of \$4,073,267 and budgeted amount of \$3,896,180. The AFIS Revolving Fund 210 account was down \$31,652 (3%) from the budgeted \$1,062,500 with actual receipts being \$1,030,848. The Forensic Science Improvement account was budgeted at \$1,125,000 with actual receipts being \$1,089,269; a decrease of 3.2%.

The Investigative Services Division stats show the division opened 299 cases during the quarter. The agency is seeing an increase in requests for service from our federal agency partners, particularly in Eastern Oklahoma, in the wake of the McGirt Supreme Court ruling. The OSBI is working with the FBI to credential our agents. The Criminalistics Services Division is anticipating an increase in workload due to the ruling.

Other highlights of the report included the Sexual Assault Tracking Kit Program final inventory is complete for a total of 3,527 kits that the OSBI is tasked with examining; therefore, some are being outsourced. The DNA Arrestee Program and CODIS are successful. The Information Services Division continues to do a great job with SDA and SIBRS.

Deputy Director Rizzi concluded with mentioning that it is anticipated that consolidation will be an issue again this year.

## **CONSIDERATION OF ENTERING INTO EXECUTIVE SESSION**

No executive session was required.

## **APPROVAL OF 2021 COMMISSION MEETING DATES**

Commission members considered the dates listed in the agenda for meeting dates for 2021. A motion was then made by Commissioner Houser to approve the dates listed below as the 2021 meeting dates. It was seconded by Commissioner Webb.

- Wednesday, February 17, 2021
- Wednesday, May 19, 2021
- Wednesday, August 18, 2021
- Wednesday, November 17, 2021

VOTING AYE: MIKE BORING, DAVID HOUSER, VIC REGALADO, BOB RICKS, BRYAN SMITH, and ROGER WEBB

## **CALL FOR NEW BUSINESS**

Chairman Boring asked if there was any new business not known or which could not have been reasonably foreseen more than twenty-four hours prior to the regular meeting date and time that needed to be brought before the Commission. There was none.

**ANNOUNCEMENTS**

Chairman Boring had no announcements to make and no one responded with any when asked.

**ADJOURNMENT**

At 10:27 a.m., a motion was made by Commissioner Regalado and seconded by Commissioner Ricks to adjourn.

VOTING AYE: MIKE BORING, DAVID HOUSER, VIC REGALADO, BOB RICKS, BRYAN SMITH, and ROGER WEBB

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**James M. Boring**, Commission Chairman

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**Lori Miller**, Acting Recording Secretary



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 5

PURPOSE: Director's Presentation of Overview of Bureau Activities, Budget Reports, Staff Reports, and Legislative Update – Ricky Adams

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director

**TO: THE CHAIRMAN AND MEMBERS OF THE OKLAHOMA  
STATE BUREAU OF INVESTIGATION COMMISSION**

**THROUGH: RICKY ADAMS, DIRECTOR**

**FROM: BRYAN RIZZI, DEPUTY DIRECTOR  
SUPPORT SERVICES**

**DATE: JANUARY 25, 2021**

**SUBJECT: REPORT OF SUPPORT SERVICES FOR THE SECOND QUARTER OF  
FY 2021**

### **EXECUTIVE SUMMARY**

- OSBI General Revolving Fund 200 receipts of \$7,527,314 were **\$225,386** (2.96) below the second quarter projection of \$7,752,700 and **\$582,406 (7%)** below the \$8,109,720 received for the same quarter in FY20.
- OSBI AFIS Revolving Fund 210 receipts of \$1,996,219 were **\$128,781 (6.1%)** below the second quarter projection of \$2,125,000 and **\$302,246 (-13%)** less than the \$2,298,465 received for the same quarter in FY20.
- OSBI FSIA Revolving Fund 220 receipts of \$2,109,536 were **\$140,464 (6.2%)** below the second quarter projection of \$2,250,000 and **\$322,745 (13.0%)** less than the \$2,432,281 received for the same quarter in FY20.
- Oklahoma State General Revenue  
Tuesday, January 12, 2021

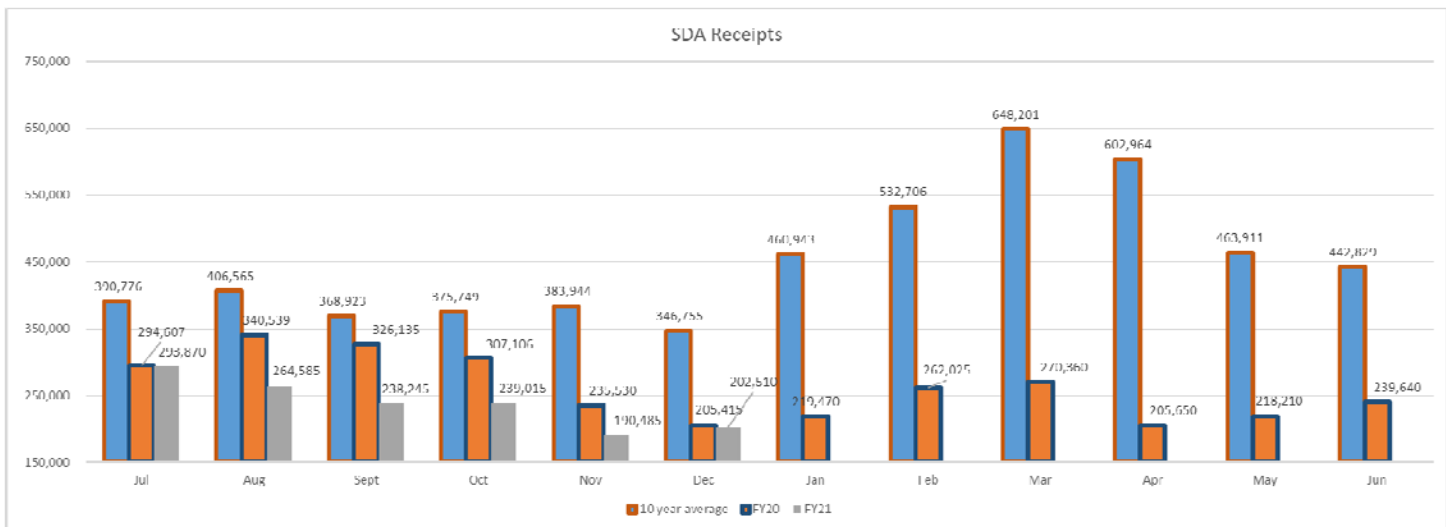
OKLAHOMA CITY — General Revenue Fund collections in December totaled \$584.1 million, which is \$0.6 million, or 0.1%, above the monthly estimate. This is \$47.7 million, or 7.6%, below collections in December of 2019. Total GRF collections through the first six months of fiscal year 2021 are \$3.3 billion, which is \$122.4 million, or 3.8%, above the estimate, and \$189.2 million, or 6.0%, above prior year collections for the same period.

“We are encouraged by the unexpectedly high performance of collections in the first half of this fiscal year. The next wave of federal stimulus money coming into the state soon also adds to the encouragement looking into the remainder of fiscal year 2021,” said OMES Executive Director Steven Harpe. “Based on this data and the latest Board of Equalization meeting projections, it appears the state is on solid footing headed into the upcoming legislative session.”

## BUDGET AND FINANCE SECTION

### Fund 200 - General Revolving Fund Revenue

- Fund 200 second quarter YTD revenues of \$6,044,614 were **\$225,386 (3.6%)** below the budget projections of \$6,270,000 on which the Budget Work Program is based. In addition, \$1,482,700 in reimbursements were received back into Fund 200 for federal grant expenditures and ODIS customer expenditures making total deposits \$7,527,314.
- Of the Fund 200 primary revenue sources, Laboratory Analysis-DNA Analysis were down **3.8%**, Expungements Fees were up 28.5%, Sex Offender and Violent Offender Registry searches were down **29.4%**, SDA licensing fees down **4.8%**, Name-Based Criminal History Search Fees were down **8.8%**, State and National Fingerprint Search fees were down **18.3%**.
- We were predicting that the SDA licensing fee would under-produce this year due to the legislated changes that went into effect November 2019. The estimated revenue for FY21 for SDA is \$3,000,000. Based on actual collections we received of 1,428,710 we are estimating revenue on June 30 of \$2,857,000. The majority of SDA transactions are for renewals and very few applications for new licenses. We expect this decline to continue and the likelihood of actually collecting the \$3,000,000 projected for FY21 is tenuous at this point.



**Fund 210 - Automated Fingerprint Identification System (AFIS) Revolving Fund Revenue**

Receipts for second quarter YTD were \$1,996,219 which is **\$128,781 (6.1%)** below the second quarter projection of \$2,125,000.

**Fund 220 – Forensic Science Improvement Assessment (FSIA) Revolving Fund Revenues**

Receipts for second quarter YTD were \$2,109,536 which is **\$140,464 (6.2%)** below the second quarter projection of \$2,250,000.

**Comparative Statement of Expenditures**

At the end of the second quarter, of the \$46,255,408 annual operations budget, 87% has been expensed (42%) or encumbered (45%). The encumbered amount includes annual contracts for expenses such as facility rent, annual equipment and facility maintenance, annual laboratory supply contracts, etc.

**Fiscal Year 2021 General Revenue collections**

GRF collections at six-month mark above estimate and prior year

Tuesday, January 12, 2021

**OKLAHOMA CITY** — General Revenue Fund collections in December totaled \$584.1 million, which is \$0.6 million, or 0.1%, above the monthly estimate. This is \$47.7 million, or 7.6%, below collections in December of 2019. Total GRF collections through the first six months of fiscal year 2021 are \$3.3 billion, which is \$122.4 million, or 3.8%, above the estimate, and \$189.2 million, or 6.0%, above prior year collections for the same period.

“We are encouraged by the unexpectedly high performance of collections in the first half of this fiscal year. The next wave of federal stimulus money coming into the state soon also adds to the encouragement looking into the remainder of fiscal year 2021,” said OMES Executive Director Steven Harpe. “Based on this data and the latest Board of Equalization meeting projections, it appears the state is on solid footing headed into the upcoming legislative session.”

At the December Board of Equalization meeting, collections were projected to finish \$616.8 million lower than originally estimated, which is still above the requirements to meet allocations. Gross production taxes are projected to be the biggest contributor of lagging collections with income and sales taxes anticipated to give ground for the remainder of the year. The latest federal stimulus package was not included in the December projections and is expected to enhance collections.

Major tax categories in December contributed the following amounts to the GRF:

- Total income tax collections of \$297.8 million were \$47.9 million, or 19.2%, above the estimate and \$12.6 million, or 4.0%, below the prior year.  
Individual income tax collections of \$241.5 million were \$7.7 million, or 3.3%, above the estimate and \$4.6 million, or 1.9%, below the prior year.  
Corporate income tax of \$56.4 million were \$40.2 million, or 248.1%, above the estimate and \$8.0 million, or 12.4%, below the prior year.
- Sales tax collections of \$179.2 million were \$17.6 million, or 9.0%, below the estimate and \$4.2 million, or 2.3%, below the prior year.
- Gross production tax collections of \$18.6 million were \$34.5 million, or 64.9%, below the estimate and \$35.7 million, or 65.7%, below the prior year.  
Natural Gas collections of \$18.6 million were \$1.4 million, or 6.8%, below the estimate and \$2.0 million, or 11.8%, above the prior year.  
Oil collections were zero and will not be a major contributor to the General Revenue Fund until the first \$150 million of oil collections to other receiving funds is met.
- Motor vehicle tax collections of \$2.8 million were \$1.0 million, or 54.2%, above the estimate and \$0.5 million, or 14.8%, below the prior year.
- Other revenue collections of \$85.6 million were \$3.9 million, or 4.8%, above the estimate and \$5.3 million, or 6.6%, above the prior year.

## **Gross Receipts to the Treasury**

### **Gross Receipts Show Slowdown in 2020**

**OKLAHOMA CITY** – As the state endured a pandemic, high unemployment and an oil downturn, Gross Receipts to the Treasury show the Oklahoma economy pulled back by almost four percent during calendar year 2020, State Treasurer Randy McDaniel announced today.

Collections from all sources in calendar year 2020 reached \$13.19 billion, down by \$520.9 million, or 3.8 percent, from calendar year 2019. Gross receipts from December total \$1.16 billion, below December receipts from a year ago by 4.8 million, or 0.4 percent.

“The state’s economy declined in 2020, but was bolstered by the resourcefulness of Oklahomans,” Treasurer McDaniel said. “The state has exceeded expectations during a year most of us would like to forget. Hopefully, we will see improvement in the months ahead as the vaccine becomes widely available.”

During the past year, the gross production tax on oil and gas took the biggest hit – down by almost \$400 million and close to 40 percent. The remaining major revenue streams, including income, sales and use, and motor vehicle taxes, remained mostly flat. Individual income tax was down less than two percent for the year, while sale tax shrank by almost four percent. Motor vehicle taxes also were down for the year by more than two percent.

On the positive side, corporate income tax and use tax on out-of-state purchases were up by some 15 percent and 10 percent, respectively.



During December, combined income tax, gross production, and motor vehicle collections were down compared to December 2019 by rates ranging from 18.6 percent for gross production to 0.8 percent for combined income tax. Combined sales and use tax collections grew by 3.6 percent, due primarily to almost 30 percent growth in use tax receipts.

### **Other economic indicators**

The unemployment rate in Oklahoma was set at 5.9 percent in November, according to the U.S. Bureau of Labor Statistics. The state's jobless rate is down from 6.1 percent in October, but up from 3.4 percent in November 2019. The seasonally adjusted number of Oklahomans listed as jobless was reported as 109,364. The U.S. unemployment rate was set at 6.7 percent in November.

The Oklahoma Business Conditions Index in December rose above growth neutral after dipping in November. The December index was set at 55.9, compared to 49.4 in November. Numbers above 50 indicate economic expansion is expected during the next three to six months.

### **December collections**

Compared to gross receipts from December 2019, collections in December 2020 showed:

- Total December 2020 gross collections are \$1.16 billion, down \$4.8 million, or 0.4 percent.
- Gross income tax collections, a combination of individual and corporate income taxes, generated \$424.8 million, down by \$3.2 million, or 0.8 percent.
  - Individual income tax collections are \$341.7 million, an increase of \$22.8 million, or 7.2 percent.
  - Corporate collections are \$83.2 million, down by \$26 million, or 23.8 percent.
- Combined sales and use tax collections, including remittances on behalf of cities and counties, total \$485.2 million – up by \$16.7 million, or 3.6 percent.
  - Sales tax collections total \$406.4 million, a decrease of \$864,666, or 0.2 percent.
  - Use tax receipts, collected on out-of-state purchases including internet sales, generated \$78.9 million, an increase of \$17.6 million, or 28.7 percent.
- Gross production taxes on oil and natural gas total \$60.5 million, a decrease of \$13.8 million, or 18.6 percent.
- Motor vehicle taxes produced \$66.8 million, down by \$3.2 million, or 4.5 percent.
- Other collections composed of some 60 different sources including taxes on fuel, tobacco, medical marijuana, and alcoholic beverages, produced \$122.5 million – down by \$1.3 million, or 1.1 percent.
  - The medical marijuana tax produced \$5.1 million, up by \$1.8 million, or 53.8 percent from December 2019.

## 2020 collections

Combined gross receipts for the 2020 calendar year compared to the 2019 calendar year:

- Gross revenue totals \$13.19 billion. That is \$520.9 million, or 3.8 percent, below collections from the previous year.
- Gross income taxes generated \$4.77 billion, reflecting an increase of \$14.5 million, or 0.3 percent.
  - Individual income tax collections total \$4.11 billion, down by \$69.1 million, or 1.7 percent.
  - Corporate collections are \$657.1 million, an increase of \$83.6 million, or 14.6 percent.
- Combined sales and use taxes generated \$5.47 billion, a drop of \$112.1 million, or 2 percent.
  - Gross sales tax receipts total \$4.68 billion, down by \$187.2 million, or 3.8 percent.
  - Use tax collections generated \$790.1 million, an increase of \$75.1 million, or 10.5 percent.
- Oil and gas gross production tax collections generated \$630.1 million, down by \$396.3 million, or 38.6 percent.
- Motor vehicle collections total \$775.8 million. This is a decrease of \$18.8 million, or 2.4 percent.
- Other sources generated \$1.55 billion, down by \$8.3 million, or 0.5 percent.
  - Medical marijuana taxes generated \$56.2 million, up by \$32.1 million, or 132.8 percent, from 2019 collections of \$24.2 million.

**ACCOUNTING SECTION PERFORMANCE MEASURES**

<b>Accounting Section Quarterly Statistics – Fiscal Year 2021 – July 1, 2020 to June 30, 2021</b>					
	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Annual Cumulative</b>
<b>Claims Processed:</b>					
# of travel claims	55	37			<b>92</b>
# of non-travel claims	594	580			<b>1138</b>
# of OSF rejections	2	0			<b>2</b>
Accuracy percentage	99.67	100%			<b>99.84</b>
<b>Accounts Receivable Billing:</b>					
# of transactions billed	68,945	55,719			<b>124,664</b>
# of invoices	199	275			<b>542</b>
Dollar amount billed	1,395,672	742,813.50			<b>\$2,138,486</b>
Average dollar amount uncollected over 60 days	4,512	12,951.36			<b>17,463</b>
Percent uncollected over 60 days	0.32%	1.74%			<b>0.82%</b>
<b>Collection Transactions:</b>					
Number of transactions processed	19,060	14,627			<b>33,687</b>
Credit Cards	113,088.0	83,426.75			<b>196,514.75</b>
Dollar Amount Collected	4,598,900	3,880,124			<b>\$8,479,024</b>

Oklahoma State Bureau of Investigation  
 FY 2020 Revenue Status Report by Source  
 As of December 31, 2020

Straight Line Percentage: 50.00%

Note: the Annual Budget numbers have been changed based on updated projections

Receipt Type	Annual Budget	Actual Receipts to Date	% Receipts to Budget	Projected Receipts to Date	Variance Actual to Projected	% Actual to Projected
<b>FUND 199 - GENERAL REVENUE FUND</b>	<b>15,926,840</b>	<b>7,963,422</b>	<b>50.0%</b>	<b>7,963,420</b>	<b>1</b>	<b>0.0%</b>
<b>FUND 200 - OSBI REVOLVING FUND</b>						
Laboratory/DNA Analysis	800,000	384,827	48.1%	400,000	(15,173)	-3.8%
Name-based Criminal History Search	3,400,000	1,549,963	45.6%	1,700,000	(150,037)	-8.8%
Sex Offender & Violent Offender Registry Checks	290,000	102,358	35.3%	145,000	(42,642)	-29.4%
State & National Fingerprint Search	4,000,000	1,633,219	40.8%	2,000,000	(366,781)	-18.3%
SDA Licensing	3,000,000	1,428,710	47.6%	1,500,000	(71,290)	-4.8%
ODIS Services	650,000	613,255	94.3%	325,000	288,255	88.7%
Expungements	310,000	199,200	64.3%	155,000	44,200	28.5%
Other	90,000	133,081	147.9%	45,000	88,081	195.7%
Total Fees and Other Revenue - Fund 200	<b>12,540,000</b>	<b>6,044,614</b>	<b>48.2%</b>	<b>6,270,000</b>	<b>(225,386)</b>	<b>-3.6%</b>
Fund 200 Reimbursements	154,000	192,662	125.1%	192,662	0	
Fund 200 Federal Grant Reimbursements	4,318,581	1,290,038	29.9%	1,290,038	0	
<b>Total Receipts - Fund 200</b>	<b>17,012,581</b>	<b>7,527,314</b>	<b>44.2%</b>	<b>7,752,700</b>	<b>(225,386)</b>	<b>-2.9%</b>
		1,482,700				
<b>FUND 210 - AFIS REVOLVING FUND</b>						
AFIS Fees	4,250,000	1,996,219	47.0%	2,125,000	(128,781)	
<b>Total Receipts - Fund 210</b>	<b>4,250,000</b>	<b>1,996,219</b>	<b>47.0%</b>	<b>2,125,000</b>	<b>(128,781)</b>	<b>-6.1%</b>
<b>FUND 220 - FSIA REVOLVING FUND</b>						
FSIA Fees	4,500,000	2,109,536	46.9%	2,250,000	(140,464)	
<b>Total Receipts - Fund 220</b>	<b>4,500,000</b>	<b>2,109,536</b>	<b>46.9%</b>	<b>2,250,000</b>	<b>(140,464)</b>	<b>-6.2%</b>

**OKLAHOMA STATE BUREAU OF INVESTIGATION  
 FY 2021 Comparative Statement of Expenditures vs. Budget  
 Summary by Category of Expense  
 As of September 30, 2020**

<b>Category of Expenditure</b>	<b>Annual Budget</b>	<b>YTD Expenses</b>	<b>Obligations</b>	<b>Available Budget</b>	<b>Percent Expensed &amp; Obligated</b>	<b>Percent of Budget Expended</b>
Payroll - Salaries / Benefits	31,786,941.00	14,515,911	13,912,635	3,358,395	89.43%	45.67%
Professional Services	2,298,437.00	165,526	1,803,772	329,139	85.68%	7.20%
Travel Costs	572,625.00	127,295	4,901	440,429	23.09%	22.23%
Miscellaneous Administrative Costs	218,585.00	61,195.00	43,377.00	114,013	47.84%	28.00%
Communications	614,704.00	187,995	231,151	195,558	68.19%	30.58%
Utilities	390,450.00	203,439	321,481	(134,470)	134.44%	52.10%
Printing	5,450.00	12,750	2,650	(9,950)	282.57%	233.94%
Informational Service	992,851.00	404,995	499,852	88,004	91.14%	40.79%
Rents	2,746,299.00	1,392,667	1,007,919	345,713	87.41%	50.71%
Maintenance & Repair Costs	2,177,731.00	880,327	1,033,272	264,132	87.87%	40.42%
Supplies	2,312,093.00	609,180	890,256	812,657	64.85%	26.35%
Equipment	2,077,242.00	911,597	592,221	573,426	72.39%	43.88%
Reference Materials				-		
Renovations & Major Maintenance				-		
Refunds, Indemnities, Restitution		17,689		(17,689)		
Program Reim, Ligitation Costs	62,000.00	11,043		50,956	461.43%	0.00%
AFP Encumbrance			412,398	(412,398)		
<b>Consolidated Agency Total</b>	<b>\$46,255,408</b>	<b>\$19,501,609</b>	<b>\$20,755,885</b>	<b>\$5,997,915</b>	<b>87.0%</b>	<b>42.2%</b>

**OKLAHOMA STATE BUREAU OF INVESTIGATION  
 FY 2021 Comparative Statement of Expenditures vs. Budget  
 Summary by Division  
 As of September 30, 2020**

	<b>Annual Budget</b>	<b>YTD Expenses</b>	<b>Obligations</b>	<b>Available Budget</b>	<b>Percent Expended and Obligated</b>	<b>Percent Expended</b>
Administrative Services	3,573,798	1,689,772	1,840,993	43,033	98.8%	47.3%
Investigative Services	15,246,378	6,708,203	6,116,504	2,421,671	84.1%	44.0%
Criminalistic Services	16,787,060	6,537,067	8,388,307	1,861,686	88.9%	38.9%
Information Services	6,001,714	2,460,661	2,693,855	847,198	85.9%	41.0%
Information Technology Services	4,386,458	2,105,906	1,716,226	564,326	87.1%	48.0%
<b>TOTAL OPERATIONS</b>	<b>45,995,408</b>	<b>19,501,609</b>	<b>20,755,885</b>	<b>5,737,915</b>	<b>87.5%</b>	<b>42.4%</b>
Capital Projects	260,000	-	-	260,000	0.0%	0.0%
<b>TOTAL OPERATIONS &amp; CAPITAL</b>	<b>46,255,408</b>	<b>19,501,609</b>	<b>20,755,885</b>	<b>5,997,915</b>	<b>87.0%</b>	<b>42.2%</b>
<b>Fund</b>						
Fund 19801						
Fund 19101	15,926,840	7,920,543	7,439,705	566,592	96.4%	49.7%
Fund 20000	19,136,185	6,751,441	8,333,194	4,051,550	78.8%	35.3%
Fund 21000	5,242,842	2,453,971	2,451,377	337,494	93.6%	46.8%
Fund 22000	5,923,860	2,374,493	2,531,609	1,017,759	82.8%	40.1%
Fund 70000	25,681	1,161		24,520	4.5%	4.5%
<b>TOTAL</b>	<b>46,255,408</b>	<b>19,501,609</b>	<b>20,755,885</b>	<b>5,997,915</b>	<b>87.0%</b>	<b>42.2%</b>

**HUMAN RESOURCES SECTION**

**Quarterly Report on Personnel Staffing (October 1 – December 31, 2020):**

<b>Division</b>	<b>Hired/Promoted</b>	<b>Separated /Transferred</b>	<b>Vacant as of 12/31/20</b>
<b>Administration &amp; Support Services</b>	<b>0 – Total</b>	1 – Applications Specialist (unclassified) <b>1 - Total</b>	1 – Network Specialist (unclassified) <b>1 –Total</b>
<b>Criminalistics Services</b>	2 – Physical Evidence Technicians II  1 – Criminalist III  <b>3 - Total</b>	1 – Physical Evidence Technician II  1 – Criminalist III  <b>2 –Total</b>	1 – Physical Evidence Technician II  1 – Laboratory Analyst (unclassified)  1 – Victim Services Coordinator  3 – Criminalist III  1 – Criminalist IV (Tech Manager)  <b>7 - Total</b>
<b>Information Services</b>	1 – Fingerprint Specialist III  1 – Administrative Assistant I  1 – Administrative Technician III  <b>3 -Total</b>	1 – Crime Reporting Field Representative II  2 – Administrative Technician III  <b>3 -Total</b>	2 – Crime Reporting Field Representative (grant)  2 – Crime Reporting Field Representative II  1 – Administrative Technician III  4 – Administrative Technician (grant)  <b>9 – Total</b>

<b>Investigative Services</b>	1 – Special Investigator (unclassified)	2 – LE Special Agent III	2 – LE Communications Specialist I
	1 – Criminal Intelligence Analyst (unclassified)	1 – LE Special Agent V (Capt.)	1 – LE Special Agent IV (Lt.)
	3 – LE Special Agent III		4 – LE Special Agent III
			1 – Special Investigator (unclassified)
	<b>5 –Total</b>	<b>3 -Total</b>	<b>8 –Total</b>
<b>TOTAL</b>	<b>11 - Hires</b>	<b>9 - Separations</b>	<b>25 – Vacant</b>

**Status of Job Vacancies and Recruitment Efforts:**

**Administration:** There were no hires or separations this quarter for Administration.

**Support Services:** Application Specialist Morgan Clark resigned effective December 23, 2020. Her position will be reallocated to a Network Specialist. (Currently recruiting)

**The Criminalistics Division:** Physical Evidence Technician Susan Proffitt retired December 31, 2020, which left a vacancy in NERL, Tahlequah. We are currently recruiting to fill this vacancy. Criminalist Jordan Johnson resigned effective October 19, 2020, which left a vacancy in the Biology unit. Laboratory Analyst Victoria Stroud was promoted to the Criminalist vacancy. This left a vacancy for a grant funded Laboratory Analyst. There is currently someone in background for this position. Halyee Smoot and Amber Simmons were hired in November to fill two Physical Evidence Technicians vacancies. There are start dates for two Criminalists and a Victim Services Coordinator. An applicant is in background for a Criminalist position. A promotion process for the Technical Manager for Forensic Chemistry is scheduled for January.

**The Information Services Division:** Jarel Murphey resigned in October 2020, as a Crime Reporting Field Representative for Field Services. Cora Hollis and Claudette Scott both retired in November 2020, which left two vacancies for Administrative Technician in DSU. Kelsy Backry was hired in October 2020, to fill the Fingerprint Specialist vacancy. Sawyer Davidson promoted to a classified Administrative Technician, which left a grant funded Crime Reporting Field Representative vacancy. Jaime Sullivan was hired December 16, 2020, to fill the Administrative Assistant vacancy in CHMU. Start dates have been set for two Crime Reporting Field Representatives; one classified and one grant funded. There are applicants in background for Crime Reporting Field Representative (classified) and two grant funded Administrative Technicians. We are currently recruiting for two Administrative Technicians (grant funded), one Crime Reporting Field Representative II and one Administrative Technician III.



**The Investigative Services Division:** LE Special Agents Tommy Johnson retired and Bryan Wilkerson resigned on October 31, 2020. Capt. Dale Birchfield retired on December 31, 2020, and his vacancy is on hold. Darren Atha was hired as a Special Investigator for the NWRO. Three LE Special Agents were hired: Joe Kimmons was hired October 5<sup>th</sup>, Nathan Mellen was hired November 16<sup>th</sup>, and Jason Ott was hired December 14<sup>th</sup>. Caitlin Thomas was hired to fill one of the vacancies for Criminal Intelligence Analyst. Recruitment is ongoing for one LE Communications Specialist and one is in background. A promotion process for Lieutenant is set for January 19, 2021. Interviews are scheduled in January to fill four LE Special Agent vacancies. Recruitment continues for a Special Investigator.

## PROCUREMENT AND FACILITIES SECTION

### Purchasing Activities:

Major acquisitions for the quarter included:

- A purchase order was issued to University of Louisville, Southern Police Institute for \$32,375.00 for upcoming OSBI Agent's Academy for a presentation on Homicide Investigations.
- A purchase order was issued to IDEMIA for \$375,757.00 for continuing maintenance and support of AFIS Systems.
- A purchase order was issued to Addison Group for \$90,000.00 for API/Web Developer for the Collision Report Project.
- A purchase order was issued to Bode Cellmark Forensics for \$1,167,000.00 through Competitive Bid process with four options to renew; for the analysis of untested sexual assault kits.
- A purchase order was issued to Shimadzu for \$393,127.00 for LSMSMS instrument and accessories needed for evidence analysis.
- A purchase order was issued to Life Technologies for \$209,552.50 for software upgrades for data collection and data analysis.
- A purchase order was issued to Leeds Precision Instruments for \$72,389.93 for a Firearms Unit microscope.
- A purchase order was issued to SHI International for \$26,098.00 for Cellebrite UFED 4PC Ultimate and UFED Cloud Analyzer for forensic extraction of digital evidence from cell phones/tablets.
- A purchase order was issued to ACISS Systems for \$33,000.00 for additional ACISS Case Management licenses.
- A purchase order was issued to Cory's Audio Visual for \$24,572.01 for replacement monitors in the Fusion Center area.
- A purchase order was issued to Chickasaw Telecom for \$37,295.55 for new WAN routers at HQ and regional offices.

Other Purchasing activities included:

- 79 change orders and/or Distribution Adjustments were completed to make adjustments to funding and distribution lines.
- 464 Peoplesoft and P-Card transactions were completed totaling \$4,145,530.93

In the Second Quarter of FY21; the Purchasing Unit saved \$2,053.51 by using Best Spend Practices.

### **Emergency Declarations:**

One emergency declared on October 28, 2020, for the replacement of a faulty HVAC unit located at the McAlester facility.

### **Headquarters Reception Activities:**

ITEM*	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	FY21 TOTAL
<b>Calls</b>	12,452	9,225			21,677
<b>Signed In</b>	477	424			901
-Visitors	335	301			636
-Vendors	121	113			234
-Employees	21	10			31

\*Call count is for daytime business hours only.

### **Telecommunications:**

The OSBI supports 176 cell phones, 60 hotspots/mifi devices, three (3) Fusion Center iPads and one (1) data plan for investigative cameras. We are still working with IT to move our network services for all regional offices to Cox Business which would allow Cox phone service to be in all regional offices. This will reduce the cost of phone service and remove all long distance charges between regional offices. The Tulsa office has been moved to Cox phone service.

### **Fleet:**

New Vehicles Received:

Division	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	FY21 TOTAL
Administration	0	0	0	0	0
Support Services	0	0	0	0	0
Criminalistics Services	0	0	0	0	0
Information Services	1	0	0	0	1
Investigative Services	2	4	0	0	6
Information Tech. Services	0	0	0	0	0

There are a total of 182 vehicles in service.  
Two (2) pool vehicles were sent to State Surplus.

## **Facilities**

The following are Major Projects and Accomplishments:

### Headquarters:

- Issued agent equipment to 3 new agents and 3 vehicles to new or reassigned agents this quarter.
- Centrally relocated all Investigation Agent Issue Equipment to rolling files in Supply Room to provide a more efficient supply issue.
- Daily disinfecting is performed to wipe down of all common touch points in the building. Supply is providing COVID-19 cleaning supplies, masks and gloves for HQ's and regional areas.
- Exchanged old 800 MHz vehicle radios with newer version radios.

### Forensic Science Center:

- Boiler #6 (gas-fired, low-pressure) has been replaced and awaiting final inspections.

### Energy Cap 20% X 2020

- No activity for this quarter.

Preventive Maintenance and Repair items:

### Headquarters:

- Contractor repaired 3 FCU's and repaired both Chiller temperature sensors.
- Coordinated the repair and maintenance of nine (9) Standley Systems Copy Machines.
- Replaced five (5) light ballasts; replaced ceiling tile throughout the HQ facility; replaced three (3) electrical outlets; replaced north door handle on North inner door; cleaned light lenses; repaired leaky breakroom faucet and installed carpet in supply room rolling files.
- Repaired and painted several offices and interior hallways of building to maintain building appearance.
- Conducted monthly inspections of emergency lights and fire extinguishers.

- Contractor conducted Annual Fire Alarm and Sprinkler System inspection at HQ; Two (2) detectors and two (2) gas actuators needed replacement and building fire extinguishers were inspected.
- Contractor performed annual carpet cleaning on all floors at HQ.
- Coordinated the replacement of the stand-up desk that had safety recall for the HQ facility.
- Contractor replaced two door closures at HQ facility.
- Attended the OSBI Safety Meeting.
- Replaced all HVAC filters and MAU filters in HQ building.
- Rebaited all pest stations to prevent rodents from entering the facility.

Forensic Science Center:

- Contractor assessed current medical-grade, oil-less, piston air compressors. Air compressor-1 is off-line due to cracked piston or damaged valves. Unit is unrepairable and will require replacement. Contractor assessed and repaired loss of security camera data stream issue.
- Facilities maintenance completed waste drain connections for the Radox® Instrument located in Toxicology.
- Contractor installed a 4G elevator car sensor.
- Facilities maintenance ordered/installed two (2) residential-type, carbon-monoxide detectors on the fourth floor as required by the State inspector's recommendation.
- Contractor performed bi-monthly pest control service outside/inside of the facility.
- Facilities maintenance performed daily bleaching regimen on door handles and various hard surfaces to prevent the spread of COVID-19 virus throughout this quarter.
- Contractor performed monthly tests for pH, conductivity and hardness on chilled water loops.
- Facilities maintenance replaced lamp ballasts as needed (i.e.: Drug Lab, FBU).
- Facilities maintenance replaced water-stained ceiling tiles throughout the facility.
- Facilities maintenance recorded vehicle mileage and conducted oil-changes as necessary.
- Contractor conducted the monthly "churn" on the fire suppression pump system.
- Facilities maintenance replaced the air filters within the laboratory air handler units.
- State agency completed the annual inspections of the Boiler #6 replacement and the facilities elevator.
- Contractor exchanged the resin tanks and filters for the DI water system.
- Contractor repaired the issue with the boiler shut-off switch being disconnected.
- Contractor modified and repaired condensate manifold PVC piping servicing boiler flue pipe.
- Contractor performed scheduled PM on the deionized water system.
- Contractor conducted the annual inspection of fire suppression systems.

- Contactor installed equipment/devices to allow the replacement boiler management system to communicate with the building automation system.
- Contractor replaced pump/motor coupler on domestic water heater recirculating pump.
- Contractor replaced the starting electronics on evidence refrigerator L245 R1.
- Contractor conducted the annual inspection/tagging of portable fire extinguishers.
- Facility maintenance relocated four (4) evidence refrigerators/freezers to provide a better work flow in FBU.
- Facility maintenance removed one (1) offline evidence refrigerator from FBU to be sent to state surplus.
- Contractor repaired the two (2) compressor units servicing the walk-in freezer for a lead/lag system issue.
- Contractor replaced drive belts on the administration air-handling unit (LAHU-3).
- Facility maintenance replaced lamps in a 4ft fume-hood in FBU.
- Contractor completed the calibration of remote temperature sensor system monitoring the reagent/evidence refrigerators/freezers/walk-in freezer units.
- Contractor replaced the front/rear motor bearing sets on supply fan unit servicing the Administration Wing (AAHU-3).

#### Bureau Data Center

- Facilities maintenance conducted routine walk-throughs to verify electrical, mechanical, and cooling systems were functioning to meet the demands of the devices in the Bureau Data Center (BDC) this quarter.
- Contractor conducted the annual inspection of special hazards fire suppression system.
- Contractor replaced failing cables on StoreOnce 5500 device and on two (2) separate visits replaced failed hard-drives.
- Facility maintenance cleaned the fresh-air intake for the HVAC.
- Contractor performed monthly PM-1 and Load Transfer test on GenSets A&B. Load test was successful. No power loss observed in the BDC.

#### McAlester:

- Facilities personnel replaced lamp ballasts as needed.
- Facilities personnel replaced all HVAC filters.
- Facilities personnel inspected or replaced all fume hood and exhaust vent motors.

#### Enid:

- Facilities personnel replaced lamp ballasts as needed.
- Facilities personnel replaced all HVAC filters.

- Facilities personnel inspected or replaced all fume hood and exhaust vent motors.

#### Other Notable Accomplishments:

##### Headquarters:

- One (1) CALL BACK this quarter for fire alarm system being off-line.
- MAC didn't deploy and NO MAC training conducted with Fusion Center this quarter. Exercised MAC twice and conducted drivers training to backup driver this quarter
- Continue to order new and surplus obsolete items and equipment for Investigative Equipment Room
- Coordinated the collection and transfer of non-confidential shred material, and weekly recycle material. A total of 4,918 lbs. of recycle has been turned in this quarter
- Maintained and monitored funding for all mailing accounts to include Prepaid Postage Meter, and USPS Return Mail Service. The balance in the Prepaid Postage Meter Account is \$12,200.71 and the balance in the USPS Return Mail Service Account is \$15,899.74
- Processed in excess of 12,269 pieces of mail and 167 out-going and 668 incoming packages without incident or loss.
- Conducted monthly 10% inventories of supply stock items, added 2 new items to the inventory to meet supply demands. The current value of inventory is \$99,358.89.
- Removed all cubicle furniture from room 351 and 102A, installed shelving in room 351 for 3<sup>rd</sup> floor central storage area
- Contractor cleaned all refrigerators at HQ facility.
- Loaded, delivered and set-up shelving units at NERO. (Tulsa)
- Conducted 2 surplus turn-ins during this period. One of the turn-ins was office equipment transferred from NERO. State surplus is currently conducting limited turn-ins due to COVID-19 restrictions.
- Dropped off Investigations Mule 4x4 to be serviced and repairs conducted.
- Continued to start and drive all unassigned pool vehicles on a routine basis to maintain their reliability, had 3 vehicle in shop for repairs and four trailers were repaired.

##### Forensic Science Center:

- Utility power failure was caused by an ice storm on October 28, 2020. Emergency generators / UPS units functioned flawlessly.
- Facility maintenance assisted in conducting a 'fire drill' on November 5, 2020.
- Two (2) call-backs occurred this quarter facilities for response to a "false" burglary alert due to tripped glass break sensor (caused by 'bird strike' on large glass window system).
- Due to social distancing mandated by **COVID-19 pandemic**:
  - Public tours were discontinued.

- Contractors were discouraged from onsite visits, except when necessary contractual issues/events were previously scheduled.

### New and Future Projects:

#### Headquarters:

- Repave all parking lot areas to prevent further damage to parking lot.
- Paint all parking lot lines, fire lanes and lettering in all parking lots.
- Replace and/or reseal all headquarters facility windows to prevent air and water leakage into building causing further damage to building. (20 x 2020)
- Replace 5-10 headquarters Fan Coil Units (FCU) per year due to aging of units.
- Replace and/or reinsulated headquarters building water chiller piping.
- Upgrade headquarters older backup generator.
- Install security bollards in front of headquarters building.
- Reseal headquarters roof to prevent leaks.
- Install new air handler unit with humidity and temperature controls.
- Upgrade headquarters building security camera system and recorders.
- Repaint headquarters parking lot security fence.
- Upgrade the Tracer Summit Program to provide energy savings.
- Install hot water loop on headquarters 3<sup>rd</sup> floor.
- Re-carpet headquarters 3<sup>rd</sup> floor offices, 2<sup>nd</sup> offices and training room.

#### Forensic Science Center:

- Patch and seal all parking lot areas to prevent further damage to parking lot.
- Paint all parking lot lines, fire lanes and lettering in all parking lots.
- Repaint interior walls of building, by area, to maintain building appearance.
- Future project is to re-insulate building water chiller piping.
- Future project is to replace the roof due to original construction faulty materials.
- Future project is to repaint parking lot security fence, bollards, posts, etc.
- Continue to look for other opportunities to increase the energy savings inside FSC Facility Building (20 x 2020) by adding AirQuity® upgrade to the Phoenix® HVAC system.
- Replacement of five (5) end-of-life POE switches located in the telecom closets.
- Automation of low-pressure boiler shut-off valves.
- Replacement of 460VAC, 3-phase breakers for the variable frequency drives throughout the facility.
- Conversion of exterior incandescent lighting fixtures to LED lighting fixtures.
- Replace low-pressure Boiler #6.

- Install six (6) variable frequency drives on the laboratory exhaust turbines.
- Install additional LED lamps in Latent Evidence to bring the ambient lighting brightness to the standards required of the science.
- Replace bearings and fluids in the flywheel UPS units in the BDC. Verbal estimate is \$12,000.00. Written quote pending. Factory bearings have three-year life span. The current bearings are one year beyond expected life span.
- Replace 13-year-old medical-grade, oil-less, piston-driven air compressor units with scroll compressor units. Verbal estimate approaches \$100,000.00. Written quote pending.
- Re-insulate building water chiller drain piping
- Insulate iron pipe drains on fourth floor to alleviate sweating and causing ceiling tile damage on third floor.
- Replace the roof.
- Repaint parking lot security fence, bollards, posts, etc.
- Continue to look for other opportunities to increase the energy savings inside FSC Facility Building (20 x 2020) by adding Aircuity® upgrade to the Phoenix® HVAC system.
- Automate the opening/closing of low-pressure boiler shut-off valves.
- Replacement of incorrectly-sized 460VAC, 3-phase breakers for the variable frequency drives throughout the facility. Current breakers are 'over-amped'.
- Conversion of exterior incandescent lighting fixtures to LED lighting fixtures.
- Install City of Edmond-approved water meters on the cooling tower water-inlet and bleed piping systems to meter the quantity of water is going to evaporation versus sewer to reduce the cost of domestic water.

Tahlequah:

- Paint interior walls.
- Replace remaining ceiling tile.
- Replace office and hallway carpet.
- Convert remaining fluorescent lighting to LED.

McAlester:

- Remodel of the laboratory space to offices.
- Paint interior walls.
- Replace current carpet and ceiling tiles.



Enid:

- Remodel of the laboratory space to offices.
- Paint interior walls.
- Replace current carpet and ceiling tiles.

**2<sup>nd</sup> Quarter Training:**

The following training has been completed:

Keith Swenson	Overview of Reform Changes to Central Purchasing Act Risk Management Training Central Purchasing Act Reform a Deeper Dive	October 1, 2020 October 21, 2020 October 21, 2020
Carlos Ayazo	No training this quarter	
Kathy Palmer	Overview of Reform Changes to Central Purchasing Act Central Purchasing Act Reform a Deeper Dive	October 1, 2020 October 21, 2020
Doug Perkins	Overview of Reform Changes to Central Purchasing Act Risk Management Training State Use, SW Contracts & Central Purchasing Reform Act	October 1, 2020 October 21, 2020 November 19, 2020
Rock Bilodeau	No Training this quarter	
Shannon Martinez	Overview of Reform Changes to Central Purchasing Act Central Purchasing Act Reform a Deeper Dive State Use, SW Contracts & Central Purchasing Reform Act	October 1, 2020 October 21, 2020 November 19, 2020
Vernon Glover	Central Purchasing Act Reform a Deeper Dive	October 21, 2020
Lindsey Green	Overview of Reform Changes to Central Purchasing Act Central Purchasing Act Reform a Deeper Dive State Use Statewide Contracts & Central Purchasing State Use, SW Contracts & Central Purchasing Reform Act	October 1, 2020 October 21, 2020 November 10, 2020 November 19, 2020

Nancy McFarland

No training this quarter

Debbie Ives

Overview of Reform Changes to Central Purchasing Act	October 1, 2020
Central Purchasing Act Reform a Deeper Dive	October 21, 2020
State Use Statewide Contracts & Central Purchasing	November 10, 2020

Jerry Tate

Overview of Reform Changes to Central Purchasing Act	October 1, 2020
Risk Management Training	October 21, 2020
Central Purchasing Act Reform a Deeper Dive	October 21, 2020
State Use, SW Contracts & Central Purchasing Reform Act	November 19, 2020

### **Information Technology Section**

- **Desktop/Laptop Upgrade:** The OSBI is in the process of replacing all of its outdated desktop and laptop computers. Two hundred desktop computers and 100 laptop computers have been purchased. One hundred and ninety computers have been deployed in total, 80 computers were deployed this quarter.
- **Computerized Criminal History (CCH) / Record of Arrest and Prosecution Update Portal (RAPUP):** OSBI is consulting with the contractor that built CCH (LSG) to evaluate what enhancements are needed to CCH for RAPUP. We have hired LSG to make these changes. The RAPUP program will increase the number of final dispositions for criminal history records by allowing courts to update the record.
- **Paperless Agency:** Efforts continued to eliminate paper forms and move to an electronic format. The IT Project Request form and Expungement workflow is now in production. Training, Purchasing and finance department forms are in testing.
- **ACISS Intra-Agency Integration:** Tulsa is in talks with OSBI to integrate their ACISS program with ours. Once the agreements are signed, the project will move forward. In the future, OSBI would like to integrate with other ACISS entities to share information.

- **Time and Leave Program:** The OSBI uses a time and leave system that was built on an AS400 platform that is no longer supported and very slow in operation. PeopleSoft is a program sponsored by the state that tracks employee time and leave. HCM has agreed to modify the PeopleSoft program to accommodate the special needs of the OSBI. Once completed it will allow OSBI to discontinue using the AS400 system. Due to a couple of setbacks with OMES and the holidays the new anticipated that OSBI will transition to the new system March 1, 2021.
- **Secure Mail:** Secure mail was updated during last quarter to enhance security. The agency continues to work with customer agencies to ensure the program's success. Approximately 95% agencies are completed and operational.
- **FBI RapBack:** The FBI RapBack program notifies qualified agencies of arrests that occur outside Oklahoma. Qualified agencies include those who employ or license people in positions of trust, like school teachers, law enforcement etc. Bringing this service to Oklahoma requires modifications to CCH. CCH changes have been made. Now the OSBI is finishing the Federal RapBack program.
- **Offender Data Information System (ODIS V2) Deployment:** There are 15 existing servers that are deployed in law enforcement agencies using outdated Windows software. This creates security issues and they must be upgraded. In the last quarter the following 16 agencies hardware and software were upgraded: Osage SO, Cashion PD, Checotah PD, Healdton PD, Kiefer PD, Comanche PD, Colcord PD, Wagoner PD, Minco PD, Locust Grove PD, Langley PD, Sapulpa PD, Choctaw PD, Mangum PD, Lahoma PD, and Marietta PD. We also updated 5% of the ODIS servers to the updated Virtual Private Network Appliance this Quarter bringing total to 95%.
- **ODIS User Base Expansion:** In this quarter, three new agencies acquired ODIS. They are: Verden PD, Hydro PD, McClain SO
- **Surplus:** This quarter 19 desktop and laptop computers and 1 server were taken out of service and sent to surplus. We also had over 100 hard drives shredded.
- **State Incident Based Reporting System (SIBRS) Database Views:** This project will provide immediate access to SIBRS reporting data to the Statistical Analysis Center and provide a platform to provide this information to the public. The database view project is now at approximately 95% completed.

**Closing**

It truly is an honor for me to present the work of this team. The Support Services function of the agency continues to provide exceptional service to both our employees and the public. Each quarter seems to present more challenges due to the pandemic, the economic environment and civil unrest. Through it all, our employees recognize the importance of their work, never lose sight of the fact that their work impacts the lives of our citizens and work tirelessly to make sure the agency is able to function. The budget will certainly present challenges this year as we cope with not only a legislative cut in appropriations but downward trends in revolving fund sources. It is our hope that as the state and country recovers, so will the funding sources that we so very much rely on to provide public safety services to our state.

Thank you for your service to our agency and as always, should you have any questions please do not hesitate to contact me.

Bryan Rizzi  
Deputy Director

**TO: THE CHAIRMAN AND MEMBERS OF THE  
OKLAHOMA STATE BUREAU OF INVESTIGATION  
COMMISSION**

**THROUGH: RICK ADAMS, DIRECTOR**

**FROM: ANDREA FIELDING, DIVISION DIRECTOR  
CRIMINALISTIC SERVICES DIVISION**

**DATE: January 20, 2021**

**SUBJECT: REPORT OF THE CRIMINALISTIC SERVICES DIVISION (CSD)  
FOR THE SECOND QUARTER OF FY21 AND CALENDAR YEAR  
2020**

#### **EXECUTIVE SUMMARY**

- ✓ Master cases received decreased from 3,854 in the second quarter of FY20 to 3,501 in the second quarter of FY21, and decreased from 16,925 in CY19 to 15,225 in CY20.
- ✓ Master cases closed decreased from 3,715 in the second quarter of FY20 to 3,299 in the second quarter of FY21, and decreased from 17,074 in CY19 to 14,427 in CY20.
- ✓ Pending master cases increased from 2,256 to 3,289 in CY19 to CY20.
- ✓ The CODIS unit entered 323 convicted offender profiles, 632 arrestee profiles, 40 suspect profiles, and 54 forensic samples into the CODIS database during this quarter.
- ✓ The CODIS lab also completed analysis on 42 offender hits in an average of 6.67 days, resulting in investigative leads in 12 sex offenses, 2 assaults, 1 robbery, 19 burglaries, 2 auto thefts, 4 larcenies, 1 suspicious death, and 1 unknown offense.
- ✓ CODIS completed analysis on 41 arrestee hits in an average of 6.81 days, resulting in leads in 4 homicides, 5 SAs, 4 robberies, and 19 burglaries, 4 auto thefts, 3 larcenies, and 2 unknown offenses.
- ✓ CSD employees received 252 subpoenas and made 21 court appearances this quarter.
- ✓ CSD personnel responded to 3 crime scenes and 21 morgue requests during CY20, down from 12 crime scenes and 27 morgue requests in CY19.

**Key 2<sup>nd</sup> Quarter FY21 and CY20 Laboratory Workload Statistics**

LABORATORY ACTIVITY	Second Quarter FY Comparison				Calendar Year Comparison			
	FY 20	FY21	Change	Percent	CY 19	CY 20	Change	Percent
<b>Master Cases Received</b>	3,854	3,501	-353	-9%	16,925	15,225	-1,700	-10%
<b>Master Cases Closed</b>	3,715	3,299	-416	-11%	17,074	14,427	-2,647	-16%
<b>Master Cases Pending</b>	2,256	3,289	1,033	46%	2,256	3,289	1,033	46%
<b>Sub-Cases Received</b>	4,096	3,750	-346	-8%	18,098	16,445	-1,653	-9%
<b>Sub-Cases Closed</b>	3,831	3,441	-390	-10%	17,988	15,343	-2,645	-15%
<b>Sub-Cases Pending</b>	2,435	3,483	1,048	43%	2,435	3,483	1,048	43%
<b>Sub-Case Turn Around Time</b>	44.0	55.5	11.5	26%	40.0	47.9	7.90	20%
<b>Items Analyzed</b>	8,347	8,452	105	1%	41,475	35,834	-5,641	-14%
<b>Examinations</b>	122,080	141,505	19,425	16%	658,646	592,117	-66,529	-10.1%
<b>Crime Scenes</b>								
<b>Number of Scenes:</b>	3	0	-3		12	3	-9	-75%
<b>Number of Hours:</b>	64.5	0	-65		222.8	27.3	-196	-88%
<b>Medical Examiner Assistance</b>								
<b>Number of Requests:</b>	4	3	-1	-25%	27	21	-6	-22%
<b>Number of Hours:</b>	29	15.75	-13	-46%	255.76	137.45	-118.3	-46%
<b>Expert Testimony</b>								
<i>Preliminary Hearings</i>								
<b>Appearances:</b>	7	0	-7	-100%	17	6	-11	-65%
<b>Times Testified:</b>	3	0	-3	-100%	7	5	-2	-29%
<b>Total Hours:</b>	39.5	0.0	-40	-100%	73.5	24.0	-49.5	-67%
<i>Criminal Trials</i>								
<b>Appearances:</b>	29	15	-14	-48%	127	74	-53	-42%
<b>Times Testified:</b>	23	10	-13	-57%	99	54	-45	-45%
<b>Total Hours:</b>	203.3	89.0	-114.3	-56%	788.7	108.0	-680.7	-86%
<i>Other Hearings (inc DPS)</i>								
<b>Appearances:</b>	58	4	-54	-93%	210	21	-189	-90%
<b>Times Testified:</b>	28	3	-25	-89%	75	10	-65	-87%
<b>Total Hours:</b>	63	21	-42.6	-67%	247.2	65.7	-181.5	-73%
<i>DPS Hearings</i>								
<b>Appearances:</b>	28	2	-26	-93%	183	14	-169	-92%
<b>Times Testified:</b>	13	1	-12	-92%	63	5	-58	-92%
<b>Total Hours:</b>	18.8	12.0	-7	-36%	89.0	27.4	-62	-69%
<b>Subpoenas Received</b>	404	252	-152	-38%	1,990	1,161	-829	-42%

**2<sup>nd</sup> Quarter FY21 and CY20 Sub-Case Statistics by Discipline**

<b>Forensic Discipline - Statewide</b>	<b>2nd Qtr Sub Cases Received</b>	<b>2nd Qtr Sub Cases Closed</b>	<b>CY 2020 Sub Cases Received</b>	<b>CY 2020 Sub Cases Closed</b>	<b>Sub Cases Pending</b>
<b>Chemistry</b>	1,559	1,714	7,762	8,102	535
<b>Firearms Identification</b>	339	264	1,325	1,210	162
<b>Biology (Serology &amp; DNA)</b>	163	129	674	517	478
<b>Specialized Biology</b>	445	91	1,318	244	1,508
<b>Latent Print Identification</b>	383	350	1,552	1,371	374
<b>Trace Evidence</b>	56	84	278	260	128
<b>Toxicology</b>	718	731	3,198	3,311	211
<b>Digital Evidence</b>	75	63	269	253	56
<b>COLD Case</b>	9	12	42	48	31
<b>Crime Scene Narratives</b>	3	3	27	27	0
<b>Totals:</b>	3,750	3,441	16,445	15,343	3,483

**Pending Digital Evidence at end of Second Quarter FY21**

<b>Digital Evidence Pending</b>	<b>2nd Qtr Sub Cases Pending</b>	<b>Average Days Open</b>
GrayKey	8	426
Computer Extraction	32	111
Phone Extraction	17	16

**2<sup>nd</sup> Quarter FY21 and CY20 Sub-Case Statistics by Laboratory**

<b>Forensic Discipline - Lab Specific</b>	<b>2nd Qtr Sub Cases Received</b>	<b>2nd Qtr Sub Cases Closed</b>	<b>CY 2020 Sub Cases Received</b>	<b>CY 2020 Sub Cases Closed</b>	<b>Sub Cases Pending</b>
<b>Enid</b>	110	100	412	381	87
<b>Forensic Science Center</b>	3,264	2,858	14,105	12,709	3,264
<b>McAlester</b>	127	101	957	1,138	60
<b>Tahlequah</b>	249	382	971	1,115	72
<b>Totals:</b>	3,750	3,441	16,445	15,343	3,483

**2<sup>nd</sup> Quarter FY21 Criminalist Personnel and Sub-Case Activity**

	<b>FSC</b>	<b>NERL</b>	<b>NWRL</b>	<b>ERL</b>	<b>Total</b>
	<b>Edmond</b>	<b>Tahlequah</b>	<b>Enid</b>	<b>McAlester</b>	
<b>Received</b>	3,264	249	110	127	3,750
<b>% Of Total Received (Assigned)</b>	87.0%	6.6%	2.9%	3.4%	100.0%
<b>Analyst FTE on staff</b>	60	5	1	1	67
<b>Received per analyst FTE staffed</b>	54	50	110	127	56
<b>Closed</b>	2,858	382	100	101	3,441
<b>Closed per analyst FTE staffed</b>	48	76	100	101	51
<b>Pending</b>	3,264	72	87	60	3,483

**2<sup>nd</sup> Quarter FY21 and CY20 Sub-Case Turn-Around Time in Days**

<b>Turn Around Time</b>	<b>2nd Qtr FY20 TAT</b>	<b>2nd Qtr FY21 TAT</b>	<b>Change</b>	<b>Percent</b>	<b>CY19 TAT</b>	<b>CY20 TAT</b>	<b>Change</b>	<b>Percent</b>
Chemistry	42.0	31.6	-10.4	-24.8%	35.7	37.7	2.0	5.7%
Biology	153.7	234.6	80.9	52.6%	119.5	193.9	74.5	62.3%
Specialized Biology	140.6	320.7	180.1	128.1%	88.3	263.8	175.5	198.7%
Digital Evidence	42.2	27.8	-14.4	-34.1%	53.0	48.6	-4.4	-8.2%
Firearms	10.6	29.1	18.5	173.5%	29.4	22.3	-7.1	-24.3%
Latents	35.7	60.6	24.9	69.7%	42.9	52.3	9.4	21.9%
Toxicology	35.1	32.8	-2.3	-6.7%	27.9	28.9	1.0	3.5%
Trace	140.6	229.7	89.1	63.4%	137.4	160.4	23.0	16.7%
<b>Statewide TAT:</b>	44.1	55.5	11.4	25.9%	40.0	47.9	7.9	19.7%



**Allocation of Laboratory Positions**

Positions	FSC	ERL	SWRL	NWRL	NERL	Total
	Edmond	McAlester	Lawton	Enid	Tahlequah	Analysts
Chemistry (includes Trace Evidence)	15	1	0	1	2	19
Biology   DNA	10				3	13
Special Forensic Biology	6					6
CODIS	3					3
Latent Evidence	11					11
Toxicology (2 grant FTE)	9					9
Cold Case	2					2
Firearms	4					4
Digital Evidence Unit (Statewide)	4					4
<b>Total Analysts:</b>	<b>64</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>71</b>
Physical Evidence Tech	5	1	1	1	2	10
Receptionists	1					1
Administrative Programs Officer	2					2
Criminalistic Administrator	4					4
Division Director	1					1
<b>Regular Positions:</b>	<b>77</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>88</b>
Temporary Positions	3					3
Full Time Grant Lab Tech	4					4
Full Time Grant Victim Services Coordinator	2					2
Volunteers	1					1
<b>Total Positions:</b>	<b>87</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>99</b>

During the quarter, we held selection processes for the following positions: Tahl Physical Evidence Tech, one Latent Evidence Analyst, one Victim Service Coordinator, and two Forensic Biologists. We continue to hold the following positions on hold due to budget constraints: one latent print analyst, an executive secretary, and a drug chemist.

To improve efficiencies and reduce the span of control for our FSC Chemistry Supervisor, we separated the Chemistry Unit into a Drug Unit and a Trace Unit. Former Chemistry Technical Manager Heather Schafstall was reassigned as the Supervisor/Technical Manager overseeing the new Trace Unit, and Former Chemistry Supervisor Carrie Farris was reassigned as the Supervisor for the new FSC Drug Unit. We began the recruitment process to select a new Technical Manager to serve over the technical operations of the new Drug Unit.

**Sexual Assault Kit Project and SAKI Grant**

Quarterly statistics on the state-wide sexual assault kit tracking system (OSAKTS) that is managed by the OSBI CSD:

**2<sup>nd</sup> Qtr Tracking System Summary**

New kits distributed to facilities	294
Collected kits received from requesting law enforcement agency	706
Collected kits sent to law enforcement agency, but not to the lab	26
Kits not submitted to the lab	
<i>Untested at request of victim</i>	5
<i>No report of sexual assault made to law enforcement</i>	19
Total kits submitted to lab	686

Currently, we have 540 Tracking System users: 20 lab users, 419 law enforcement users, 100 medical users, and 1 Admin user.

DNA Technical Manager Grace Helms has reviewed and approved all documents related to the selection of Bode as the private lab which will perform analysis on out-sourced sexual assault kits from the OSBI. Her approval completes the process that must be in place prior to Bode commencing work on the evidence the OSBI will submit for testing from our current backlog and our SAKI Task Force backlog.

During this reporting period, the SAKI team worked with law enforcement agencies to identify cases to be sent to Bode for out-processing. Cases were selected and preparations made to mail the cases in January 2021. It is anticipated that we will submit ~900-1,100 cases from the 3,527 case backlog of our SAKI TF cases as well as ~200+ cases from our current backlog of cases.

In 2019, as a result of the Governor’s TF on Sexual Assault Evidence, legislation was passed that requires law enforcement to submit all SA Kits to forensic labs within 20 days of collection unless the victim specifically requests the kit not be analyzed. This mandatory submission has resulted in the OSBI lab seeing our submittals roughly triple. Historically, we received ~30 SA kits each month. Currently, we are receiving ~96 SA kits per month. The majority of our current biology staff is in training and have not been released to independently perform all analysis on SA kits. As a result of the increase in submittals and focus on training, our experienced staff cannot keep up with the analysis needed on these cases. At the present time, it is taking us an average of 210 days to analyze a SA kit. It is critical that we hire additional staff for the SA project in order to effectively process these cases for our customers.

### **Genetic Genealogy**

Our partnership with Parabon NanoLabs continues. During this quarter, we are pleased to report the following: awaiting re-filing of charges in serial rapist case identified through FGGS, awaiting arrest of suspect in 1992 rape case, awaiting kinship testing in 2007 homicide, working on whole genome sequencing of samples in 1994 homicide, working to ship bone samples for extraction in 1995 unidentified remains case, and working to ship samples from an unidentified infant found in 1993.

### **Quality System**

#### Internal Audits, Safety Audits, Proficiency tests, and Corrective Actions

No internal audits were conducted during this quarter.

One level III Non-Conforming Work Report was issued during this quarter and remained active during the period. An additional nonconforming work issue was identified; however, it is being investigated to determine the level to be assigned. Two (2) additional level III NCRs were still active during this quarter. Two Corrective Action Reports were still active during the period.

During this reporting period, 6 proficiency tests were assigned to 18 CSD employees.

#### Property Room Audits

Inventory audits of the property rooms were conducted during the evaluation period as required by policy. No major issues were identified, and all items of evidence were accounted for at the close of each audit.

#### External Audits

No external audits were conducted during this period.

### **Customer Feedback**

#### Customer Satisfaction Survey

Twenty-three (23) survey responses were received with all ratings, except for two, being “agree” or “strongly agree”.

One survey rated the “OSBI’s website accuracy and ease of use” as “disagree”. The Quality Manager reached out to the respondent and determined that he was using the incorrect browser to view the website. The respondent was appreciative of the updated information.

Another survey from a District Attorney’s Office rated OSBI examination timeliness as “Strongly Disagree” with a note “Failure to complete analysis in a timely manner for court or filing decisions.” The QM contacted this DA’s Office to discuss the current reasons for extended times for certain analyses and encouraged the customer to provide specific examples so that each could be addressed directly.

### **Customer Feedback (continued)**

After a review of the cases provided, the QM discussed the current case backlog and staffing with the customer and asked the customer to remain in regular contact with the lab regarding any upcoming case/court dates that could become urgent in order to allow the lab plenty of time to appropriately prioritize cases and provide our customers results in the most efficient manner possible. During the discussion the customer was encouraged to call the management for the discipline(s) involved to check the status and discuss options for each case as they become aware of pending court dates so that we are aware of the dates and can prioritize our resources as best as possible.

#### Evaluation of Testimony Provided by CSD Employees

For the CSD, 22 witness critiques were received for testimony provided during the quarter for eleven analysts testifying in eight separate cases. All reviews received were satisfactory, and none were received with scores lower than 4 (out of 5 possible).

#### Formal Complaints

No formal complaints were received during this quarter.

### **Database Results**

#### AFIS/IAFIS – Fingerprints

The LEU had 41 Forward AFIS hits and 4 Reverse Search hits. The Unit had 2 Forward NGI hits and 7 NGI Reverse Search hits. Tulsa PD reported 15 Forward AFIS hits, 1 Reverse Search hit, and 2 Forward FBI NGI hits.

#### IBIS

The Firearms Unit entered 384 items into the Integrated Ballistic Identification System which resulted in eighteen (18) potential hits.

#### CODIS

During this quarter, the CODIS unit completed analysis on 32 plates. For convicted offender analysis, the average turn-around time was 55.34 days. For arrestees, the average days open was 21.75. They entered 323 convicted offender, 632 arrestee, 40 suspect, and 54 forensic profiles into the database.

The CODIS lab also completed analysis on 42 offender hits in an average of 6.67 days, resulting in investigative leads in 12 sex offenses, 2 assaults, 1 robbery, 19 burglaries, 2 auto thefts, 4 larcenies, 1 suspicious death, and 1 unknown offense.

CODIS completed analysis on 41 arrestee hits in an average of 6.81 days, resulting in leads in 4 homicides, 5 SAs, 4 robberies, and 19 burglaries, 4 auto thefts, 3 larcenies, and 2 unknown offenses.

## **Database Results (continued)**

### Digital Evidence Unit

The DEU completed 59 cases this quarter. Fourteen of those cases were ICAC cases. The DEU analyzed the following items: 83 cell phones, 6 computers, 13 hard drives, and 11 pieces of loose media.

### **Validations/Research**

Toxicology: The validation for Radox is on hold until an appropriate universal power system can be ordered and a Radox engineer can come on-site to repair a valve on the instrument. The valve currently is on order from a different country. The fentanyl analog validation has begun to progress and should be completed next quarter. The opiates validation was separated out and will begin once the fentanyl analog validation is complete and the new LC/MS-MS is received and verified.

Forensic Biology: FBU completed the validation of the Vacufuge Plus DNA concentrators to replace the SpeedVacs.

Documentation prepared by the Technical Manager identifying the OSBI's current stance re: software function testing of YHRD Release 63 vs. QAS, and QAS contacted for guidance (no response received from QAS during quarter).

Lab-work for the material modification/performance check of alternative tubes/baskets suitable for differential DNA extractions (due to the discontinuation of our current tubes/baskets by the manufacturer) was completed and is pending review/approval (anticipated next quarter).

Potential replacement for current 8-well slides have been ordered. A material modification performance check should be drafted next quarter to evaluate the replacement slides.

CODIS: Supplemental validation for processing offender blood samples and performance checks for offender buccal samples using the ProFlex System (thermal cyclers) was completed.

Software function testing for CODIS 9.0 SU4 deployment was completed.

Digital Evidence: The "BlackBag" company which develops and markets the forensic software tools "BlackLight" and "MacQuisition" was purchased by "Cellebrite", the company which develops and markets mobile device examination forensic software tools. As a part of the transition to new ownership, BlackBag announced that there would be a number of significant changes coming in early 2021 to their forensic software tools. As a result of the merger and pending changes to the forensic tools, Performance Verification Testing (Validation) of the BlackLight and MacQuisition have been placed on hold pending release of the major new versions of the tools.

### **Validations/Research (continued)**

Latent Evidence: The validations for Lumicyano and Hungarian Red were still on hold this quarter while the analyst completed case assignments and trained in Footwear Comparisons. The validations will hopefully begin again next quarter with the assistance of the LEU Lab Technician. The validations of the FP1 and FP2 powders started this quarter. Hopefully, this will be completed next quarter. The validation of the DCS5 camera started this quarter. The validation was pro-longed because the Polarized Light Tunnel (PLT) would not work. A new PLT was shipped by the manufacturer which also did not work. It was then discovered that the plug-in on the Cylindrical Surface Un-Wrapper (CSU) was faulty which caused the PLT not to turn on. A new CSU was recently shipped by the manufacturer. The validation will hopefully be completed next quarter.

Trace: A new FTIR was received for the Trace Unit. It will be installed and undergo verification after the first of the year.

Forensic Chemistry: A new analytical scale (received earlier in the year) is undergoing a verification study in the FSC Drug Lab. The verification will be completed in the first part of January.

Supervisor Carrie Farris is researching a technique to perform semi-quantitation's on marijuana.

### **Grants**

#### 2020 Coverdell Grant

Validations of the Radox system purchased with 19FC001 continues in Toxicology. The remaining funds from the competitive grant were used to purchase testing kits for this instrument. The formulary portion of this grant has been used for numerous different online training classes and overtime in the drug analysis section. Instrument software upgrades and several drug standards have been purchased at this time. These standards will be analyzed as time allows. Instrument upgrades will begin as soon as computers arrive. This upgrade will allow the instruments to be compatible with Windows 10 and continued use on the OSBI network.

#### Victims of Crime Act

This was the first quarter of the 2020-2021 VOCA grant cycle. One Victim Service Coordinator was on medical leave for over a month, and the second Coordinator officially entered his well-earned retirement. Due to COVID-19 and lack of advocates in the office, the number of crime victims assisted was very low. However, those individuals were contacted numerous times. These victims consisted of cold case homicides/suspicious deaths, sexual assaults, and homicides. A committee interviewed and selected a new Victim Service Coordinator to join the existing Coordinator. We look forward to training and utilizing our new advocate.

**Grants (continued)**

Biology/CODIS

**Capacity Enhancement and Backlog Reduction (CEBR) Grants:**

Grant Number	Issuing Agency	Amt Received	Date Range	Purpose	Project Mgr
2018-DN-BX-0138	NIJ	\$564,950.00	Jan 1, 2019 – Dec 31, 2020	Backlog	Porter/Joslin
2019-DN-BX-0096	NIJ	\$526,030.00	Jan 1, 2020 – Dec 31, 2021	Backlog	Joslin
2020-DN-BX-0073	NIJ	\$544,492.00 + \$219,144.00 (SA) = \$763,636.00	Jan 1, 2021 – Dec 31, 2022	Backlog	Joslin

To date, the OSBI has been awarded \$10,458,082.70 in federal grant funding for capacity building purposes. The current total of grants awarded is \$1,854,616.00.

The FY18 grant was awarded on September 5, 2018. OCPD did not take all of their funds, so the total for the award was \$564,950.00. A grant adjustment request to modify funding categories was submitted and approved during this reporting period. Originally, the OSBI had intended to use the funding to purchase an automated instrument for extraction; however, the instrument is not yet available. The funding originally allocated for that instrument was modified to allow for the upgrade of the data collection software for the genetic analyzers as well as the upgrade of the analysis software to one with Windows 10 compatibility (GMID-X v 1.6). The supply category was also modified to account for some reagents purchased on a previous grant. Remaining funding was shifted to personnel to allow for additional overtime for analysts to process cases and to purchase additional computers for the laboratory and analysts. All equipment/instrument/software purchases have been requested/completed on this grant and funds remaining for overtime salaries were expended during this reporting period.

The FY19 grant was awarded on September 13, 2019. The funds became available in January 2020. This grant is used to fund technicians, overtime, as well as CODIS supplies and consumables.

The OSBI CSD received notification regarding the approval of the application for the FY20 grant (\$763,636.00 total) on October 13, 2020. Due to an update of the grant management system, the acceptance of the award was delayed. The award was accepted on December 1, 2020.

The amount of funding has been dropping consistently for several years with a slight increase from \$526K to \$544K (regular funding) for OSBI this year and was supplemented by the availability of additional supplemental funds for Sexual Assault case processing. The grant funding available each fiscal year depends largely on the interest of the other forensic labs in the state (Oklahoma City PD Lab and Tulsa PD Lab). The grant management office has indicated in the past they want labs to start creating a process for reducing dependency on the grants. The OSBI continues to be dependent on these grants for some consumables, technician salaries, and overtime for biology analysts to manage the growing case backlog.

## **Grants (continued)**

### Hair Review Grant

The post-conviction competitive grant was awarded to the OSBI on September 21, 2018. The grant award is \$477,539.00, and the funds have been used to review and work DNA on hair comparison cases, which resulted in a conviction. The DNA will help to confirm the conviction or suggest the potential retrial of the defendant based on new evidence. For much of the quarter, the file review was at a standstill, as there was a problem with the agency server being utilized for storage of the reviewed material. The server problem caused data to be lost, and it took several weeks for IT to recover the data. In addition, the server issue caused a problem with the database being utilized to manage the reviewed files. Once a solution was found for the problem, personnel began working overtime, reviewing case files, and researching cases involving hair comparison analysis.

During the previous quarter, the OSBI provided a list of 104 hair analysis cases to the District Attorney's Council. This list was then dispersed by the DAC to the appropriate DA's offices. At this time, the OSBI has not been requested to perform any DNA analysis in any of these cases. The pace of this project has been affected by personnel issues, delays in the equipment purchasing process, as well COVID-19. The original grant period expired the end of December 2020. Based on the stated factors, the OSBI has requested a yearlong extension of the grant. There is \$241,487.11 remaining from the total amount of the grant award. The OSBI is awaiting a determination on the grant extension.

### Oklahoma Highway Safety Office

The Oklahoma Highway Safety Office (OHSO) continues to provide two analysts for the Toxicology unit and funding for the service contract for the LC-MS-MS. The goal of this project has changed. The original goal was backlog reduction and consistent turnaround times of casework. Since this goal has been met, the new goal will be moving towards confirming drugs in all case samples, including ones that meet the 0.08 per se law in Oklahoma. The under reporting of DUID cases is a consistent problem, and the change in our goal will help to work towards a solution to this problem for the state of Oklahoma. This project will also determine if additional toxicologists are needed to meet this goal.

## **Closing**

The pandemic has forced us to work alternate shifts and/or to telework to meet local mandates and to manage responsibilities for our families as well as for our customers. The challenges placed on us to continue operations under uncommon working conditions were met head-on by our employees. I am proud of the productivity and flexibility our staff members demonstrated during the past year, and I appreciate each one of them.

Respectfully submitted,

Andrea R. Fielding  
Assistant Director  
Criminalistic Services Division



**TO: THE CHAIRMAN AND MEMBERS OF THE OKLAHOMA STATE  
BUREAU OF INVESTIGATION COMMISSION**

**THROUGH: RICKY ADAMS, DIRECTOR**

**FROM: DEBBIE MCKINNEY, DIVISION DIRECTOR  
INFORMATION SERVICES DIVISION**

**DATE: FEBRUARY 17, 2021**

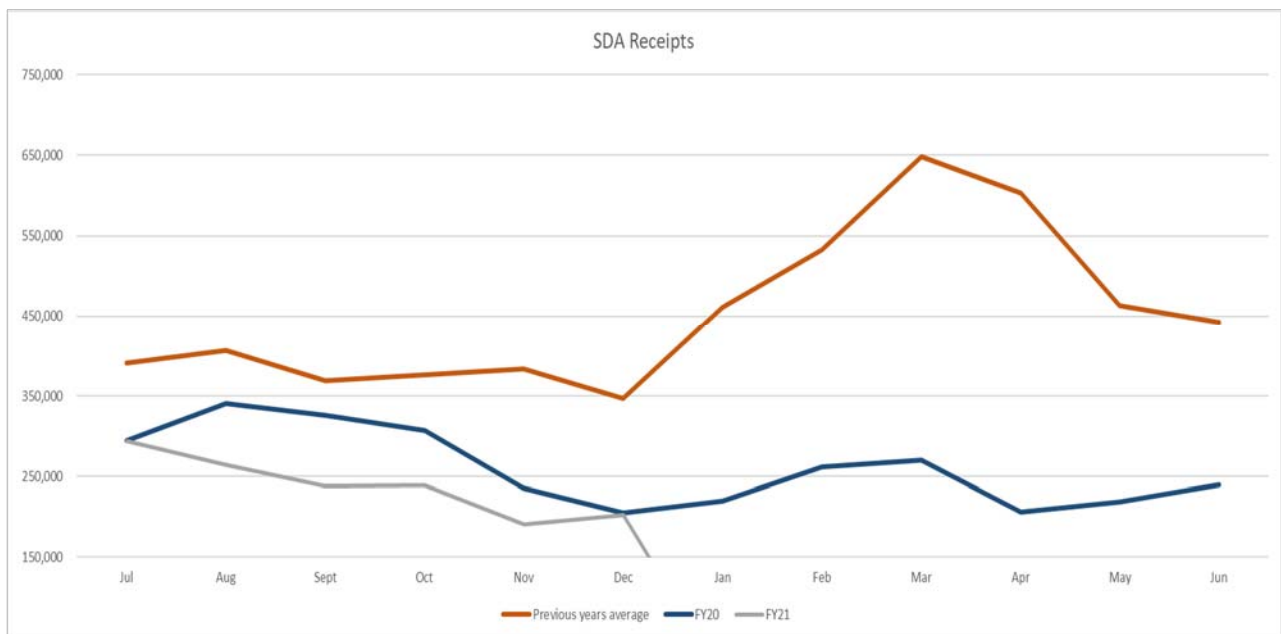
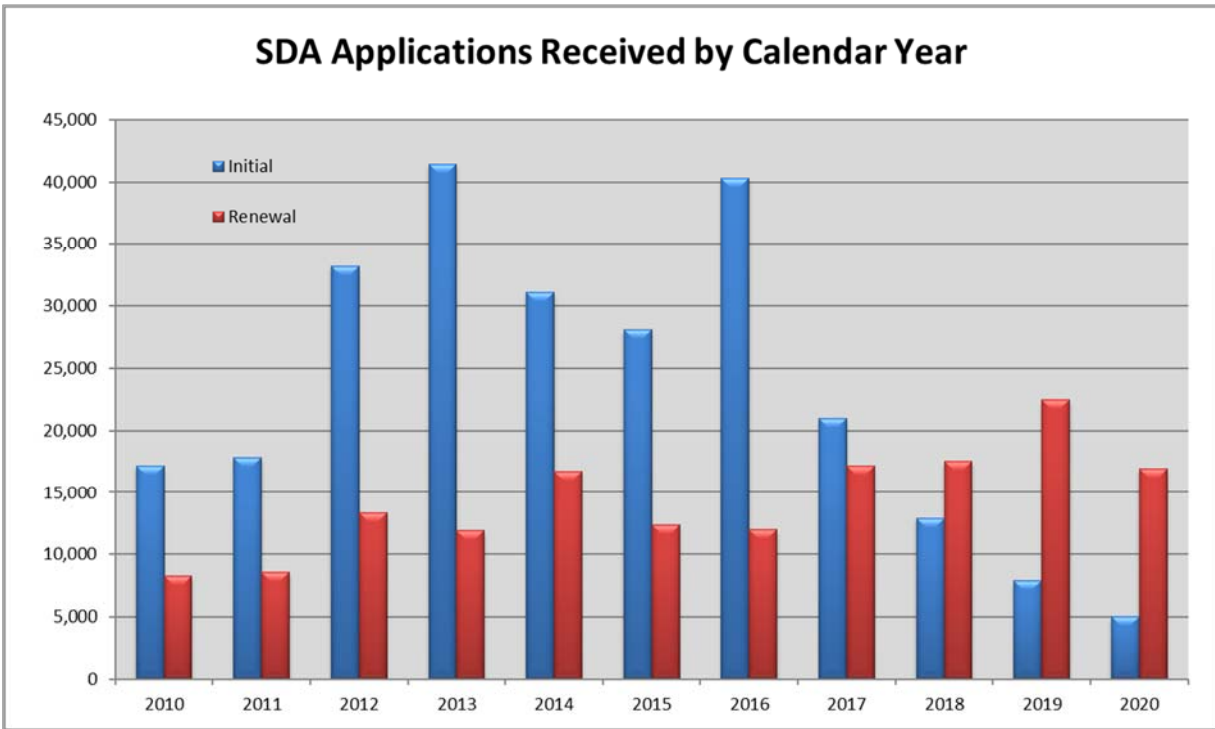
**SUBJECT: REPORT OF THE INFORMATION SERVICES DIVISION  
FOR THE SECOND QUARTER OF FISCAL YEAR 2021 AND  
CALENDAR YEAR 2020**

### **EXECUTIVE SUMMARY**

- 207,441 name-based Criminal History Record Checks were conducted in the CY-20.
- The Self-Defense Act (SDA) Unit received 5,012 initial and 16,927 renewal applications in CY-20.
- In CY-20, 57.5% of SDA applications received were initiated through the online ok.gov process.
- Of the 21,244 applications approved in CY-19, 91.7% were automatically approved by the SDA program.
- 286 police departments, 26 campus police departments, 72 sheriff's offices, six state agencies, and 12 tribal law enforcement agencies reported in SIBRS.
- The Biometric Field Services Unit conducted 54 Livescan Certification classes across Oklahoma, training 389 individuals, and also conducted one DNA Training class, training 14 individuals, during CY-20. There were a total of 513 Livescan audits and 45 Ink Site audits conducted in CY-20.
- In CY-20 there were a total of 615 Mobile ID searches, which resulted in 49 FBI RISC hits and 326 OSBI AFIS hits.
- During CY-20, approximately 87% of all fingerprint submissions were received electronically; however, 93.8% of all criminal submissions were received electronically.
- During CY-20, 1696 fingerprint cards were rejected during AFIS processing. This is a 34.2% increase from CY-19 which yielded 1,264 rejections.

**Data Collection, Licensing & Reporting Section**

The Self-Defense Act (SDA) Unit issued 21,244 licenses in CY-20. The total number of applications received was down 27.6% from CY-19. The SDA system auto approved 19,472 of those applications or 91.7% of all applications approved during the calendar year. At the close of the calendar year, the unit had no vacant FTE positions. There were 239,458 active SDA License holders at the end of CY-20.



The Criminal History Reporting Unit (CHRU) saw a decrease (-3.3%) over CY-19 in the \$15.00 name-based searches. The manual name-based searches decreased 57.1%. 5,320 name-based searches were identified in CY-20 for medical marijuana licensing (growing, transporting, or dispensing). Record check requests associated with medical marijuana done through CHIRP are not included). Of the 207,441 name-based searches completed during CY-20, 179,014 or 86.3% were processed through CHIRP. At the end of CY-20 there were over 28,000 users and 147 companies on CHIRP. There were no vacant FTE positions at the end of CY-20.

During the 2nd quarter of FY-21, five new agencies began SIBRS reporting. There were 402 law enforcement agencies reporting incident based data in SIBRS at the end of CY-20.

Work to expand the SIBRS interface with law enforcement agencies records management systems continued. Choctaw County Sheriff's Office, Ardmore Police Department and Spavinaw Police Department began reporting through SIBRS. Claremore Police Department and Rogers County Sheriff's Office began reporting to SIBRS through their RMS.

One vacant Field Representative was filled and recruitment continued for one vacant Field Representative position during the second quarter of FY-21.

The Oklahoma Violent Death Reporting System (OKVDRS) project is 98.8% complete for the 2019 data.



## **Criminal Identification Section**

During the second quarter of FY-21, BFSU conducted three Livescan training classes, training 23 individuals and one DNA training class, training 14 individuals. During the second quarter of FY-21, there were 124 Livescan audits completed and five ink site audits completed.

It should be noted that at the end of CY-20, 113 agencies submitted electronically to the OSBI. This included 106 city, county or state law enforcement agencies and seven tribal law enforcement agencies.

During the second quarter of FY-21, there were 304 Mobile ID searches. This resulted in 12 FBI RISC hits and 154 OSBI AFIS hits.

At the end of CY-20, there were four agencies who submitted using Mobile ID, Oklahoma City PD, Lawton PD, Edmond PD and the OSBI. The Highway Patrol also purchased 20 Mobile ID devices, but were not yet using them. The Highway Patrol is working with OMES on network issues.

Using 2018 NCHIP Grant Funds, the Disposition Services Unit (DSU) continues to update criminal history records without dispositions. At the end of this quarter, a total of 426,947 records have been researched and 568,539 filings and final dispositions have been added. OSBI continues working with developers to finalize the electronic disposition reporting portal (RAPUP). This first phase of the project was close to completion but was delayed due to changes in IT staffing. It was further delayed by COVID-19. Once complete, Yukon Municipal Court, Bethany Municipal Court and Lawton Municipal Court have signed on to serve as test agencies.

DSU continues working with Oklahoma County to test their new system's ability to submit dispositions. Oklahoma County has not submitted dispositions to the OSBI since 1988.

As of December 31, 2020, CHMU's Correlation Project employees have reviewed 23,709 criminal history records. Of those, Oklahoma has taken possession of 22,680, or approximately 96%. As a result of researching 17,842 potentially prohibiting offenses with missing dispositions, Oklahoma added 11,863 final dispositions to its database, with approximately 50% of them being federally prohibiting convictions on felony offenses and misdemeanor domestic abuse offenses. Additionally, 491 prohibitors have been added directly to the NICS database. An application for an extension on the 2018 NARIP Grant-Funded Correlation Project has been submitted.

During second quarter FY-21, 90.8% of all criminal fingerprints were submitted electronically. During CY-20, 93.8% of all criminal fingerprint submissions were received electronically.

COVID shut down public fingerprinting in March 2020.

During CY-2020, the Imaging Project accomplished the following:

- 39,170 total cards were boxed.

- 408,939 total jackets were boxed (prior to mid-August jackets were being prepped).
- 362,166 PDF files were uploaded into LaserFiche.
- 1,965,318 total scanned pages were uploaded into LaserFiche.
- On August 9, 2020, grant employees and division supervisors began imaging criminal history documents in house.
  - 35,959 SIDs were verified; 58,278 pages were imaged during 1,177.71 regular working hours
  - 58,547 SIDs were verified; 58,676 pages were imaged during 527.31 OT hours
  - 94,506 SIDs were verified; 116,954 pages were imaged during 1,705.02 total hours.

Interviews were conducted for two new full-time grant employees for BFSU. The selected candidates are both currently in the background process. These individuals will assist with the multi-agency compliance review.

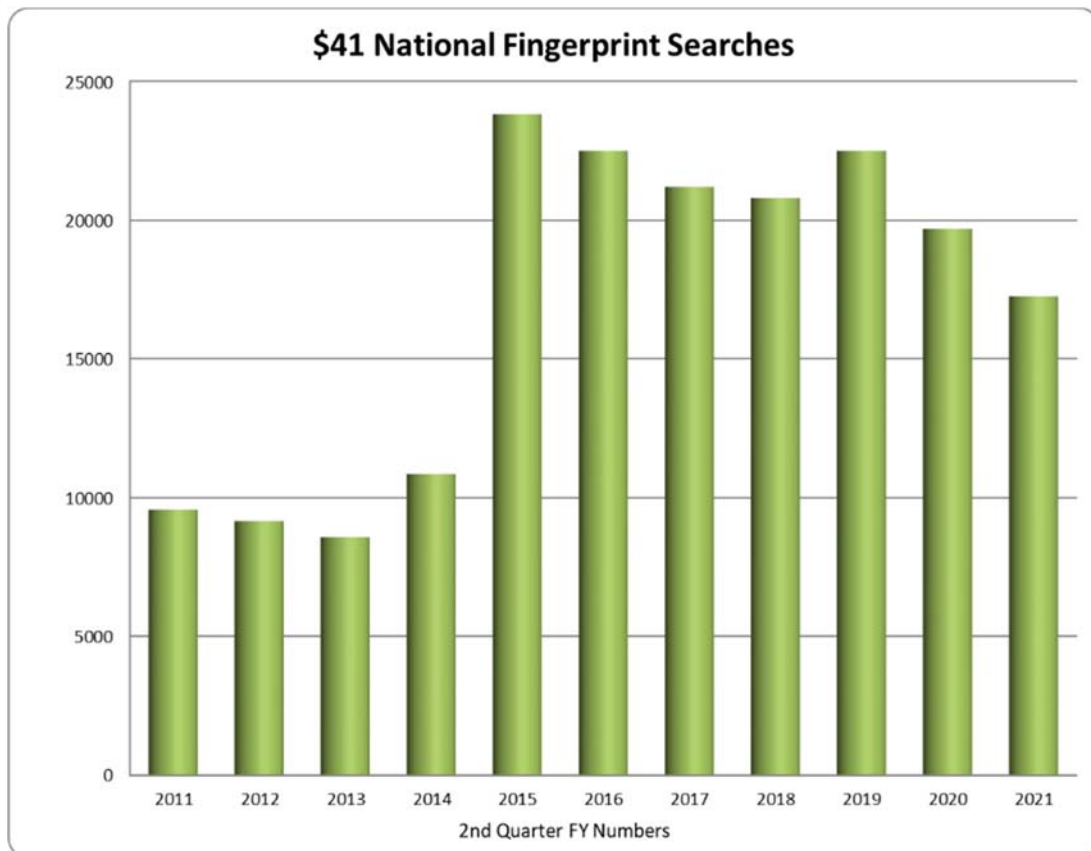
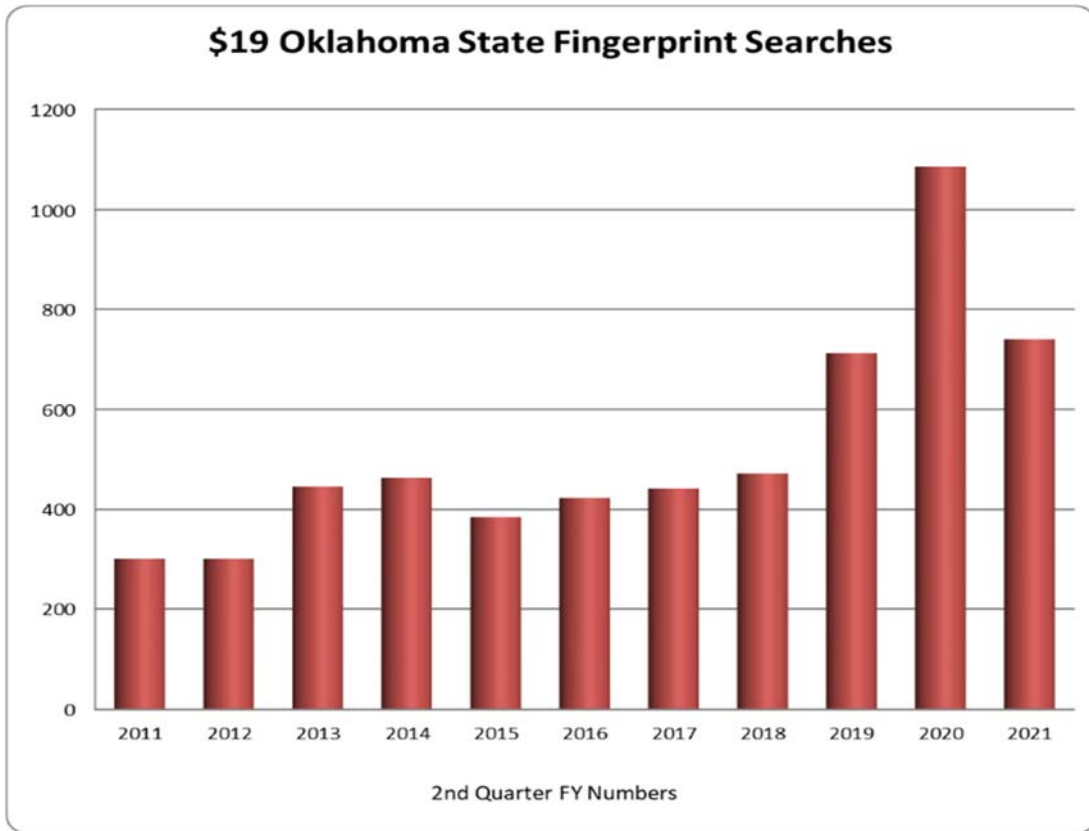
Two DSU grant employees submitted their resignations. The positions have been moved to BFSU to work on Criminal Justice Audits.

DSU employee, Cora Hollis, submitted her retirement effective November 30, 2020. Her position was filled with former grant employee, Sawyer Davidson. Effective January 1, 2021, Sawyer's old position was filled with Wenella Johnson who previously served as the grant-funded File Room Manager.

DSU employee, Claudette Scott, returned to work in September after a 15 month medical absence and subsequently submitted her retirement effective November 30, 2020. Her position remains vacant. There is also a frozen position in DSU.

Maintaining staffing levels has been particularly difficult in CY-20. In addition to the agency's lengthy hiring process, CHMU vacancies were further extended due to COVID-19 related sickness and quarantining. Jaime Sullivan was selected to fill CHMU's Administrative Assistant I position, starting on December 16, 2020. SDA's grant employee, Caroline Morgan, was transferred to CHMU's Correlation Project on September 21, 2020. Two candidates were recently selected to fill two additional CHMU full-time grant-funded vacancies and they are currently in the background process. Interviews are scheduled for January 26-28, 2021, to fill the unit's remaining grant-funded position, which will bring the Correlation Project's number of full-time grant-funded employees to six. This leaves just one Administrative Technician III position temporarily still on hold in CHMU; this does not include the frozen file room position.

ID suffered severe employee shortages throughout the year due to retirement, FMLA, and COVID-19. Herb Sanders retired on June 30, 2020, and the hiring process to fill his vacancy was delayed due to COVID-19. Kelsey Backry was chosen to fill the vacancy and started on October 20, 2020. We worked to keep her in training through multiple quarantines and annual leave. Effective January 1, 2021, Wenella Johnson took another grant position with DSU, leaving a vacancy for the grant-funded File Room Manager position. This position will not be refilled.



**Closing:**

The employees in this division navigated through the Covid-19 pandemic with patience and professionalism. Their efforts to be flexible and hardworking continued. I will always be thankful for the opportunity to serve these folks as their division director and to have each of them serve law enforcement and each other with a positive attitude and excellent customer service.

If I can be of any assistance to you, or if you have any questions about this report, please do not hesitate to contact me.

Sincerely,

Debbie McKinney  
Division Director  
Information Services Division

<b>BIOMETRIC FIELD SERVICES UNIT</b>			
<b>2nd Quarter Report FY 21</b>			
	<b>2nd Qtr FY 21</b>	<b>2nd Qtr FY 20</b>	<b>Change</b>
Agency Contacts - Field	3	27	-88.9%
Agency Contacts - Phone	1,844	1,881	-2.0%
Miles Driven	1,057	4,803	-78.0%
Training Classes - Livescan	3	27	-88.9%
Training Classes - DNA	1	0	
Training Classes -Livescan Data Only	0	0	
Training Classes - Ink Procedure and Technique	0	0	
Training Classes - Ink Technique	0	0	
<b>Livescan Training</b>			
Personnel Trained	23	202	-88.6%
Personnel Certified	21	189	-88.9%
Personnel Failed or Denied	2	13	-84.6%
<b>Livescan Data Training</b>			
Personnel Trained	0	0	
<b>Ink Fingerprint Training</b>			
Personnel Trained Procedure and Technique	0	0	
Personnel Trained Technique	0	0	
Personnel Completed	0	0	
Personnel Incomplete	0	0	
<b>Agency Audits</b>			
Livescan Audits	124	134	-7.5%
Ink Audits	5	18	-72.2%



<b>BIOMETRIC FIELD SERVICES UNIT</b>			
<b>Calendar Year 2020</b>			
	<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>
Agency Contacts - Field	54	110	-50.9%
Agency Contacts - Phone	6,691	7,641	-12.4%
Miles Driven	10,108	22,846	-55.8%
Training Classes - Livescan	53	110	-51.8%
Training Classes - Applicant Livescan	1	0	
Training Classes -Livescan Data Only	0	2	-100.0%
Training Classes - Ink Procedure and Technique	0	2	-100.0%
Training Classes - Ink Technique	0	0	
<b>Livescan Training</b>			
Personnel Trained	389	783	-50.3%
Personnel Certified	371	744	-50.1%
Personnel Failed or Denied	18	39	-53.8%
<b>Livescan Data Training</b>			
Personnel Trained	0	20	-100.0%
<b>Ink Fingerprint Training</b>			
Personnel Trained Procedure and Technique	0	13	-100.0%
Personnel Trained Technique	0	0	
Personnel Completed	0	13	-100.0%
Personnel Incomplete	0	0	
<b>Agency Audits</b>			
Livescan Audits	566	0	
Ink Audits	46	0	

<b>CRIMINAL IDENTIFICATION SECTION</b>					
<b>2nd Quarter Report FY 21</b>					
	<b>2nd Qtr</b>	<b>FY21</b>	<b>2nd Qtr</b>	<b>FY20</b>	<b>Change</b>
Criminal Fingerprints Received					
<i>Manual</i>		2,437		1,684	44.7%
<i>Electronic</i>		22,650		29,217	-22.5%
Civilian Fingerprints Received					
<i>Manual</i>		5,126		6,067	-15.5%
<i>Electronic</i>		14,707		16,536	-11.1%
DOC Fingerprints Received					
<i>Manual</i>		15		0	
<i>Electronic</i>		1,434		1,917	-25.2%
Total Fingerprints Received					
<i>Manual</i>		7,578		7,751	-2.2%
<i>Electronic</i>		38,791		47,670	-18.6%
<b>Total Fingerprints Received</b>		<b>46,369</b>		<b>55,421</b>	<b>-16.3%</b>
Criminal Fingerprints Rejected					
<i>Manual</i>		0		1	-100.0%
<i>Electronic</i>		16		27	-40.7%
Civilian Fingerprints Rejected					
<i>Manual</i>		149		84	77.4%
<i>Electronic</i>		356		354	0.6%
DOC Fingerprints Rejected					
<i>Manual</i>		0		0	
<i>Electronic</i>		0		0	
Total Fingerprints Rejected					
<i>Manual</i>		149		85	75.3%
<i>Electronic</i>		372		381	-2.4%
<b>Total Fingerprints Rejected</b>		<b>521</b>		<b>466</b>	<b>11.8%</b>
Criminal Fingerprints - Non-Ident					
<i>Manual</i>		536		451	18.8%
<i>Electronic</i>		3,741		4,553	-17.8%
Criminal Fingerprints - Ident					
<i>Manual</i>		2,024		1,808	11.9%
<i>Electronic</i>		20,337		26,581	-23.5%
Civilian Fingerprints - Non-Ident					
<i>Manual</i>		5,497		6,271	-12.3%
<i>Electronic</i>		7,108		7,946	-10.5%
Civilian Fingerprints - Ident					
<i>Manual</i>		2,674		3,106	-13.9%
<i>Electronic</i>		7,599		8,590	-11.5%
<b>Total Fingerprints - Ident</b>					
<i>Manual</i>		<b>4,698</b>		<b>4,914</b>	<b>-4.4%</b>
<i>Electronic</i>		<b>27,936</b>		<b>35,171</b>	<b>-20.6%</b>
<b>Total Fingerprints - Non-Ident</b>					
<i>Manual</i>		<b>6,033</b>		<b>6,722</b>	<b>-10.2%</b>
<i>Electronic</i>		<b>10,849</b>		<b>12,499</b>	<b>-13.2%</b>

<b>CRIMINAL IDENTIFICATION SECTION - ID</b>				
<b>Calendar Year 2020</b>				
		<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>
Criminal Fingerprints Received				
	<i>Manual</i>	6,656	8,215	-19.0%
	<i>Electronic</i>	97,952	124,955	-21.6%
Civilian Fingerprints Received				
	<i>Manual</i>	18,013	29,322	-38.6%
	<i>Electronic</i>	64,735	78,836	-17.9%
DOC Fingerprints Received				
	<i>Manual</i>	78	20	290.0%
	<i>Electronic</i>	3,891	8,479	-54.1%
Total Fingerprints Received				
	<i>Manual</i>	24,747	37,557	-34.1%
	<i>Electronic</i>	166,578	212,270	-21.5%
<b>Total Fingerprints Received</b>		<b>191,325</b>	<b>249,827</b>	<b>-23.4%</b>
Criminal Fingerprints Rejected				
	<i>Manual</i>	0	1	-100.0%
	<i>Electronic</i>	59	65	-9.2%
Civilian Fingerprints Rejected				
	<i>Manual</i>	344	225	52.9%
	<i>Electronic</i>	1,293	973	32.9%
DOC Fingerprints Rejected				
	<i>Manual</i>	0	0	
	<i>Electronic</i>	0	0	
Total Fingerprints Rejected				
	<i>Manual</i>	344	226	52.2%
	<i>Electronic</i>	1,352	1,038	30.3%
<b>Total Fingerprints Rejected</b>		<b>1,696</b>	<b>1,264</b>	<b>34.2%</b>
Criminal Fingerprints - Non Ident				
	<i>Manual</i>	1,872	2,142	-12.6%
	<i>Electronic</i>	15,897	19,888	-20.1%
Criminal Fingerprints - Ident				
	<i>Manual</i>	7,366	8,304	-11.3%
	<i>Electronic</i>	85,519	113,545	-24.7%
Civilian Fingerprints - Non Ident				
	<i>Manual</i>	18,717	27,159	-31.1%
	<i>Electronic</i>	30,751	38,548	-20.2%
Civilian Fingerprints - Ident				
	<i>Manual</i>	9,908	14,851	-33.3%
	<i>Electronic</i>	33,985	40,290	-15.6%
<b>Total Fingerprints - Ident</b>				
	<i>Manual</i>	<b>17,274</b>	<b>23,155</b>	<b>-25.4%</b>
	<i>Electronic</i>	<b>119,504</b>	<b>153,835</b>	<b>-22.3%</b>
<b>Total Fingerprints - Non Ident</b>				
	<i>Manual</i>	<b>20,589</b>	<b>29,301</b>	<b>-29.7%</b>
	<i>Electronic</i>	<b>46,648</b>	<b>58,436</b>	<b>-20.2%</b>

<b>CRIMINAL IDENTIFICATION SECTION - CHMU</b>					
<b>2nd Quarter Report FY 21</b>					
<b>Customer Services</b>		<b>2nd Qtr FY21</b>	<b>2nd Qtr FY20</b>	<b>Change</b>	
<b>Expungements</b>					
	Open	583	536	8.8%	
	Closed	676	435	55.4%	
	Window Record Updates	86	165	-47.9%	
	Phone Calls	2112	2035	3.8%	
<b>Civilians Fingerprinted</b>					
	SDA	20	14	42.9%	
	DHS	17	27	-37.0%	
	OSDE	31	33	-6.1%	
	Health	2	0		
	Accuracy	4	4	0.0%	
	Others	89	72	23.6%	
	<b>Total</b>	<b>163</b>	<b>151</b>	<b>7.9%</b>	
<b>OSBI Fingerprint Searches</b>					
		Billing State FP Searches	4	1	300.0%
		Receipted State FP Searches	736	1,085	-32.2%
<i>OSBI Fingerprint Search</i>	@	<b>\$19.00</b>	<b>740</b>	<b>1,086</b>	-31.9%
		Billing NCPA/VCA Searches	68	145	-53.1%
		Receipted NCPA/VCA Searches	12	160	-92.5%
<i>NCPA/VCA National Fingerprint Search<sup>1</sup></i>	@	<b>\$34.00</b>	<b>80</b>	<b>305</b>	-73.8%
		Billing National FP Searches	15,599	11,371	37.2%
		Receipted National FP Searches	458	7,592	-94.0%
		SDA FP's Processed	1,180	731	61.4%
<i>National Fingerprint Search</i>	@	<b>\$41.00</b>	<b>17,237</b>	<b>19,694</b>	-12.5%
<b>Total OSBI Fingerprint Searches</b>			<b>18,057</b>	<b>21,085</b>	-14.4%
<b>Data Completion</b>		<b>2nd Qtr FY21</b>	<b>2nd Qtr FY20</b>	<b>Change</b>	
	DOC Reception Sheets Entered	1,316	1,994	-34.0%	
	DOC Custodial Changes Entered	6,473	0		
	Livescans Reconciled	258	194	33.0%	
	Livescan Cards Rejected for Invalid Data	401	298		
<b>Imaging</b>		<b>2nd Qtr FY21</b>	<b>2nd Qtr FY20</b>	<b>Change</b>	
	Dispositions	0	1,289	N/A	
	Fingerprint Cards	912	273	N/A	

<b>CRIMINAL IDENTIFICATION SECTION - CHMU</b>					
<b>Calendar Year 2020</b>					
<b>Customer Services</b>		<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>	
<b>Expungements</b>					
Open		2,602	2,536	2.6%	
Closed		3,073	2,270	35.4%	
Window Record Updates		399	665	-40.0%	
Phone Calls		7,991	8,083	-1.1%	
<b>Civilians Fingerprinted</b>					
SDA		58	67	-13.4%	
DHS		68	51	33.3%	
OSDE		68	82	-17.1%	
Health		9	5		
Accuracy		18	30	-40.0%	
Others		307	367	-16.3%	
<b>Total</b>		<b>528</b>	<b>602</b>	<b>-12.3%</b>	
<b>OSBI Fingerprint Searches</b>					
		Billing State FP Searches	13	444	-97.1%
		Received State FP Searches	2,507	3,242	-22.7%
<i>OSBI Fingerprint Search</i>	@	<b>\$19.00</b>	<b>2,520</b>	<b>3,686</b>	-31.6%
		Billing NCPA/VCA Searches	224	378	-40.7%
		Received NCPA/VCA Searches	110	5,652	-98.1%
<i>NCPA/VCA National Fingerprint Search<sup>1</sup></i>	@	<b>\$34.00</b>	<b>334</b>	<b>6,030</b>	-94.5%
		Billing National FP Searches	69,103	68,702	0.6%
		Received National FP Searches	1,205	8,962	-86.6%
		SDA FP's Processed	3,437	7,187	-52.2%
<i>National Fingerprint Search</i>	@	<b>\$41.00</b>	<b>73,745</b>	<b>84,851</b>	-13.1%
<b>Total OSBI Fingerprint Searches</b>			<b>76,599</b>	<b>94,567</b>	<b>-19.0%</b>
<b>Data Completion</b>		<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>	
DOC Reception Sheets Entered		4,083	13,570	-69.9%	
DOC Custodial Changes Entered		38,498	73	52637.0%	
Livescans Reconciled		860	977	-12.0%	
Livescan Cards Rejected for Invalid Data*		1,179	1,142	3.2%	
<b>Imaging</b>		<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>	
Dispositions		0	4,308	-100.0%	
Fingerprint Cards		3,102	1,266	145.0%	

<b>DISPOSITION SERVICES UNIT</b>			
<b>2nd Quarter Report - FY 21</b>			
	<b>2nd QTR 21</b>	<b>2nd QTR 20</b>	<b>Change</b>
<b>CCH Judicial Records</b>			
Judicial Entry	20,593	22,081	-6.7%
Processing of Electronic DAC and Tulsa Records	19,695	22,823	-13.7%
NICS Furnished Dispositions	3	24	-87.5%
<b>Total Records Processed</b>	<b>40,291</b>	<b>44,928</b>	<b>-10.3%</b>

<b>DISPOSITION SERVICES UNIT</b>			
<b>CALENDAR YEAR 2020</b>			
	<b>CY 20</b>	<b>CY 19</b>	<b>Change</b>
<b>CCH Judicial Records</b>			
Judicial Entry	91,535	115,120	-20.5%
Processing of Electronic DAC and Tulsa Records	75,630	106,762	-29.2%
NICS Furnished Dispositions	27	96	-71.9%
<b>Total Records Processed</b>	<b>167,192</b>	<b>221,978</b>	<b>-24.7%</b>

Judicial Entry on this report includes reception sheets entered by CHMU.

CRIMINAL HISTORY REPORTING UNIT				
2nd QUARTER FY - 21				
	Rate	2nd Qtr FY 21	2nd Qtr FY 20	Change
<b>OSBI Record Checks</b>				
	n/c	72	551	-86.9%
Billing Name Searches - Manual		505	701	-28.0%
Billing Name Searches - ACHS		0	0	
Billing Name Searches - CHIRP		28,588	30,335	-5.8%
Receipted Name Searches (CC) - CHIRP		19,279	13,618	41.6%
Receipted Name Searches		5,157	5,378	-4.1%
<i>OSBI Name Search</i>	@ \$15.00	<b>53,529</b>	<b>50,032</b>	<b>7.0%</b>
<b>Total OSBI Record Checks</b>		<b>53,601</b>	<b>50,583</b>	<b>6.0%</b>
<b>DOC Checks</b>				
Billing Sex Offender Searches		5,647	13,683	-58.7%
Receipted Sex Offender Searches		2,749	5,699	-51.8%
Billing - CHIRP Sex Offender Searches		4,418	5,639	-21.7%
Receipted (CC) - CHIRP Sex Offender Searches		4,824	4,867	-0.9%
<i>Sex Offender</i>	@ \$2.00	<b>17,638</b>	<b>29,888</b>	<b>-41.0%</b>
Billing Violent Offender Searches		5,312	13,162	-59.6%
Receipted Violent Offender Searches		2,414	5,293	-54.4%
Billing - CHIRP Violent Offender Searches		4,087	5,215	-21.6%
Receipted (CC) - CHIRP Violent Offender Searches		4,554	4,784	-4.8%
<i>Violent Offender</i>	@ \$2.00	<b>16,367</b>	<b>28,454</b>	<b>-42.5%</b>
<b>Total DOC Checks</b>		<b>34,005</b>	<b>58,342</b>	<b>-41.7%</b>

CRIMINAL HISTORY REPORTING UNIT				
CALENDAR YEAR - 2020				
	Rate	CY 20	CY 19	Change
<b>OSBI Record Checks</b>				
	n/c	263	1,403	-81.3%
Billing Name Searches - Manual		2,778	7,734	-64.1%
Billing Name Searches - ACHS		0	9,782	-100.0%
Billing Name Searches - CHIRP		108,450	115,372	-6.0%
Receipted Name Searches (CC) - CHIRP		70,564	23,319	202.6%
Receipted Name Searches		25,386	57,986	-56.2%
<i>OSBI Name Search</i>	@ \$15.00	<b>207,178</b>	<b>214,193</b>	<b>-3.3%</b>
<b>Total OSBI Record Checks</b>		<b>207,441</b>	<b>215,596</b>	<b>-3.8%</b>
<b>DOC Checks</b>				
Billing Sex Offender Searches		23,191	44,763	-48.2%
Receipted Sex Offender Searches		12,721	27,443	-53.6%
Billing - CHIRP Sex Offender Searches		16,198	19,852	-18.4%
Receipted (CC) - CHIRP Sex Offender Searches		18,815	8,589	119.1%
<i>Sex Offender</i>	@ \$2.00	<b>70,925</b>	<b>100,647</b>	<b>-29.5%</b>
Billing Violent Offender Searches		22,170	43,193	-48.7%
Receipted Violent Offender Searches		11,003	24,448	-55.0%
Billing - CHIRP Violent Offender Searches		15,265	18,536	-17.6%
Receipted (CC) - CHIRP Violent Offender Searches		17,731	8,345	112.5%
<i>Violent Offender</i>	@ \$2.00	<b>66,169</b>	<b>94,522</b>	<b>-30.0%</b>
<b>Total DOC Checks</b>		<b>137,094</b>	<b>195,169</b>	<b>-29.8%</b>

<b>FIELD SERVICES UNIT</b>			
<b>2nd Quarter - FY21</b>			
	<b>2nd Qtr FY 21</b>	<b>2nd Qtr FY 20</b>	<b>Change</b>
Agency Contacts - Field	6	455	-98.7%
Agency Contacts - Telephone	1,606	1,006	59.6%
Training - Summary	0	0	
Training - SIBRS	0	6	-100.0%
Training - ODIS	3	14	-78.6%
Personnel Trained	41	149	-72.5%
Training Seminars Attended	0	2	-100.0%
SIBRS Reports Verified*	52,801	43,567	21.2%
Miles Driven	2,375	17,427	-86.4%
% of SIBRS Population Coverage	69.97%	67.96%	3.0%
# of ODIS Calls	784	811	-3.3%
% of ODIS Calls sent to I.T.	19.50%	13.24%	47.3%

<b>FIELD SERVICES UNIT</b>			
<b>Calendar Year 2020</b>			
	<b>CY 2020</b>	<b>CY 2019</b>	<b>Change</b>
Agency Contacts - Field	216	1,834	-88.2%
Agency Contacts - Telephone	4,767	3,612	32.0%
Training - Summary	0	1	-100.0%
Training - SIBRS	15	27	-44.4%
Training - ODIS	42	79	-46.8%
Personnel Trained	799	1,188	-32.7%
Training Seminars Attended	0	2	-100.0%
SIBRS Reports Verified*	175,727	160,082	9.8%
Miles Driven	23,782	76,220	-68.8%
% of SIBRS Population Coverage	69.97%	67.96%	3.0%
# of ODIS Calls	3,680	4,223	-12.9%
% of ODIS Calls sent to I.T.	32.00%	15.10%	111.9%



<b>SELF-DEFENSE ACT LICENSING UNIT</b>			
<b>2nd Quarter - FY 21</b>			
	<b>2nd Qtr FY 21</b>	<b>2nd Qtr FY 20</b>	<b>Change</b>
<b>Applications Received Online</b>	<b>3,024</b>	<b>2,948</b>	<b>2.6%</b>
Initial Applications Received			
5 YR Term	854	751	13.7%
10 YR Term	666	358	86.0%
<b>Total Initials</b>	<b>1,520</b>	<b>1,109</b>	<b>37.1%</b>
Renewal Applications Received			
5 YR Term	1,623	2,535	-36.0%
10 YR Term	1,597	2,084	-23.4%
<b>Total Renewals</b>	<b>3,220</b>	<b>4,619</b>	<b>-30.3%</b>
Applications Denied			
Initial	117	62	88.7%
Renewal	92	85	8.2%
<b>Total Denied</b>	<b>209</b>	<b>147</b>	<b>42.2%</b>
Licenses Suspended	70	34	105.9%
Licenses Revoked	22	19	15.8%
<b>Total Applications Received</b>	<b>4,740</b>	<b>5,728</b>	<b>-17.2%</b>
Applications Auto Approved	4,576	5,968	-23.3%
<b>Total Applications Approved</b>	<b>5,057</b>	<b>6,684</b>	<b>-24.3%</b>

<b>SELF-DEFENSE ACT LICENSING UNIT</b>			
<b>CALENDAR YEAR 2020</b>			
	<b>CY 2020</b>	<b>CY 2019</b>	<b>Change</b>
Applications Received Online	12,614	14,802	-14.8%
Initial Applications Received			
5 YR Term	2,967	5,133	-42.2%
10 YR Term	2,045	2,708	-24.5%
<b>Total Initials</b>	<b>5,012</b>	<b>7,841</b>	<b>-36.1%</b>
Renewal Applications Received			
5 YR Term	8,772	11,641	-24.6%
10 YR Term	8,155	10,803	-24.5%
<b>Total Renewals</b>	<b>16,927</b>	<b>22,444</b>	<b>-24.6%</b>
Applications Denied			
Initial	362	386	-6.2%
Renewal	328	293	11.9%
<b>Total Denied</b>	<b>690</b>	<b>679</b>	<b>1.6%</b>
Licenses Suspended	366	284	28.9%
Licenses Revoked	134	111	20.7%
<b>Total Applications Received</b>	<b>21,939</b>	<b>30,285</b>	<b>-27.6%</b>
Applications Auto Approved	19,472	25,394	-23.3%
<b>Total Applications Approved</b>	<b>21,244</b>	<b>30,021</b>	<b>-29.2%</b>

To: The Chairman and Oklahoma State Bureau of Investigation Commission

Through: RICKY ADAMS, Director

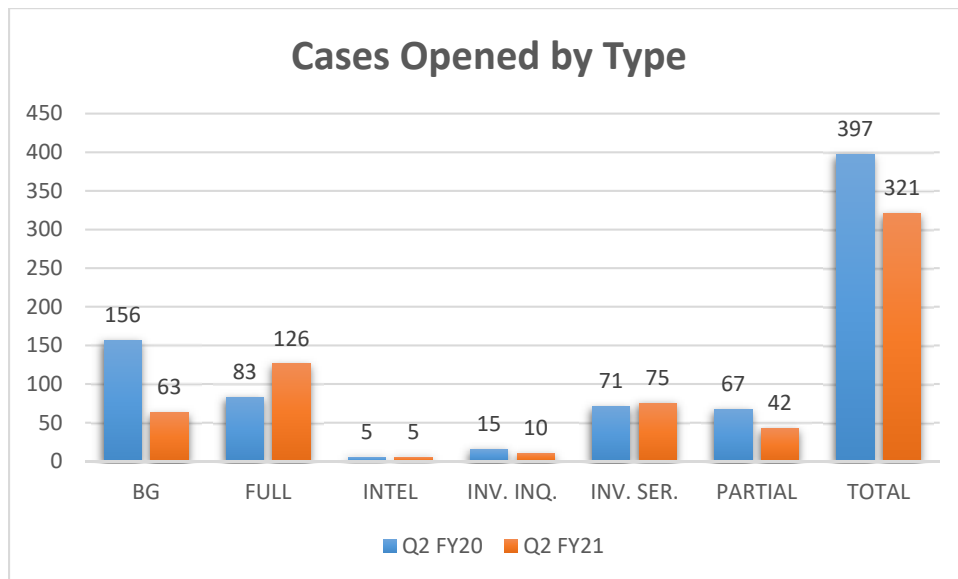
From: Major AUNGELA SPURLOCK, Chief Agent in Charge Eastern District and Major LYNN WILLIAMS, Chief Agent in Charge Western District

Date: January 11, 2021

Subject: Report of the Investigative Division for the Second Quarter of Fiscal Year 2021

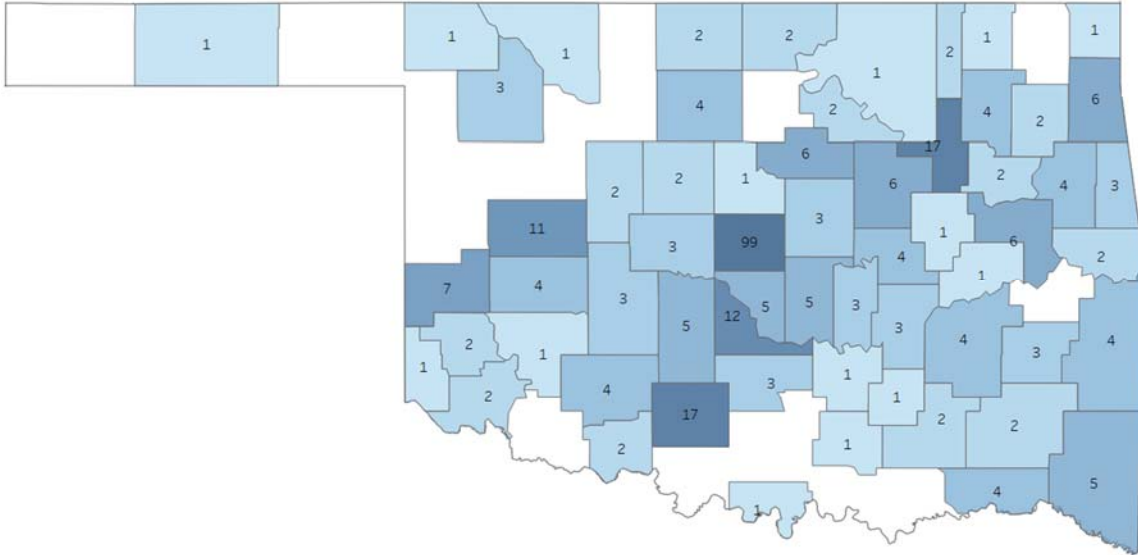
### **EXECUTIVE SUMMARY**

During this quarter, the Investigative Division opened 321 new cases, down 19.14% from the 397 opened in the second quarter of FY20, but up 7.36% from last quarter. The decrease is primarily due to a decline in the number of background investigations opened, which dropped from 156 opened during the second quarter of FY20 to 63 this quarter. There were 93 fewer background investigations opened total, although there was an increase in the number of judicial backgrounds initiated (-100 Governor’s Office, +13 Judicial, and 6 fewer employee backgrounds).

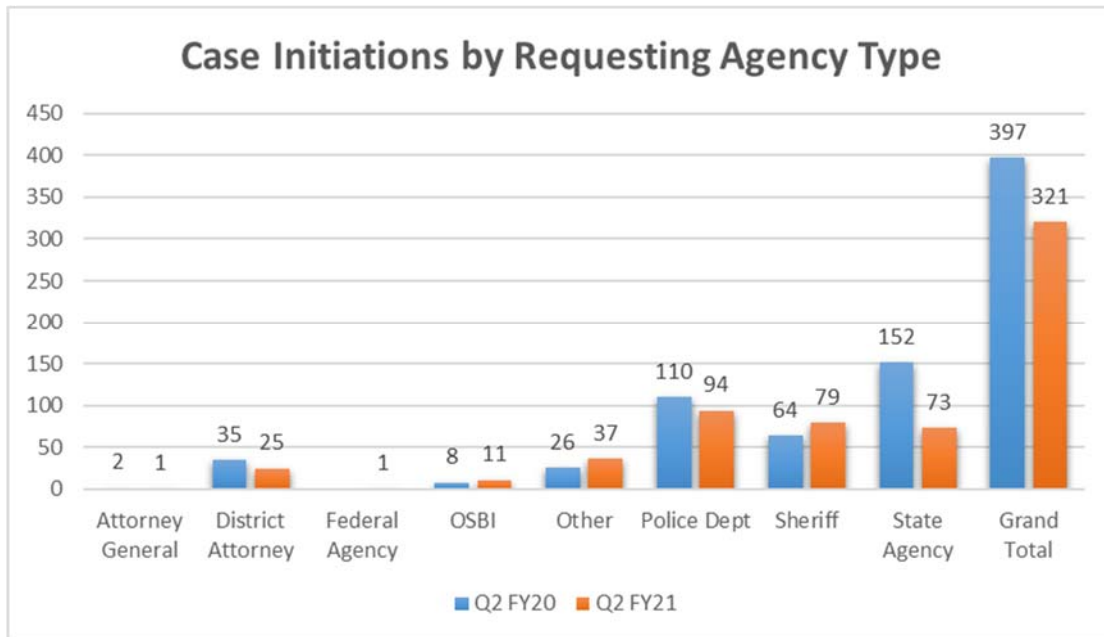


Cases were opened to assist agencies in 61 different counties, with the majority of cases opened for agencies in Oklahoma County, followed by Tulsa and Stephens County. The number of cases opened in each county is shown below.

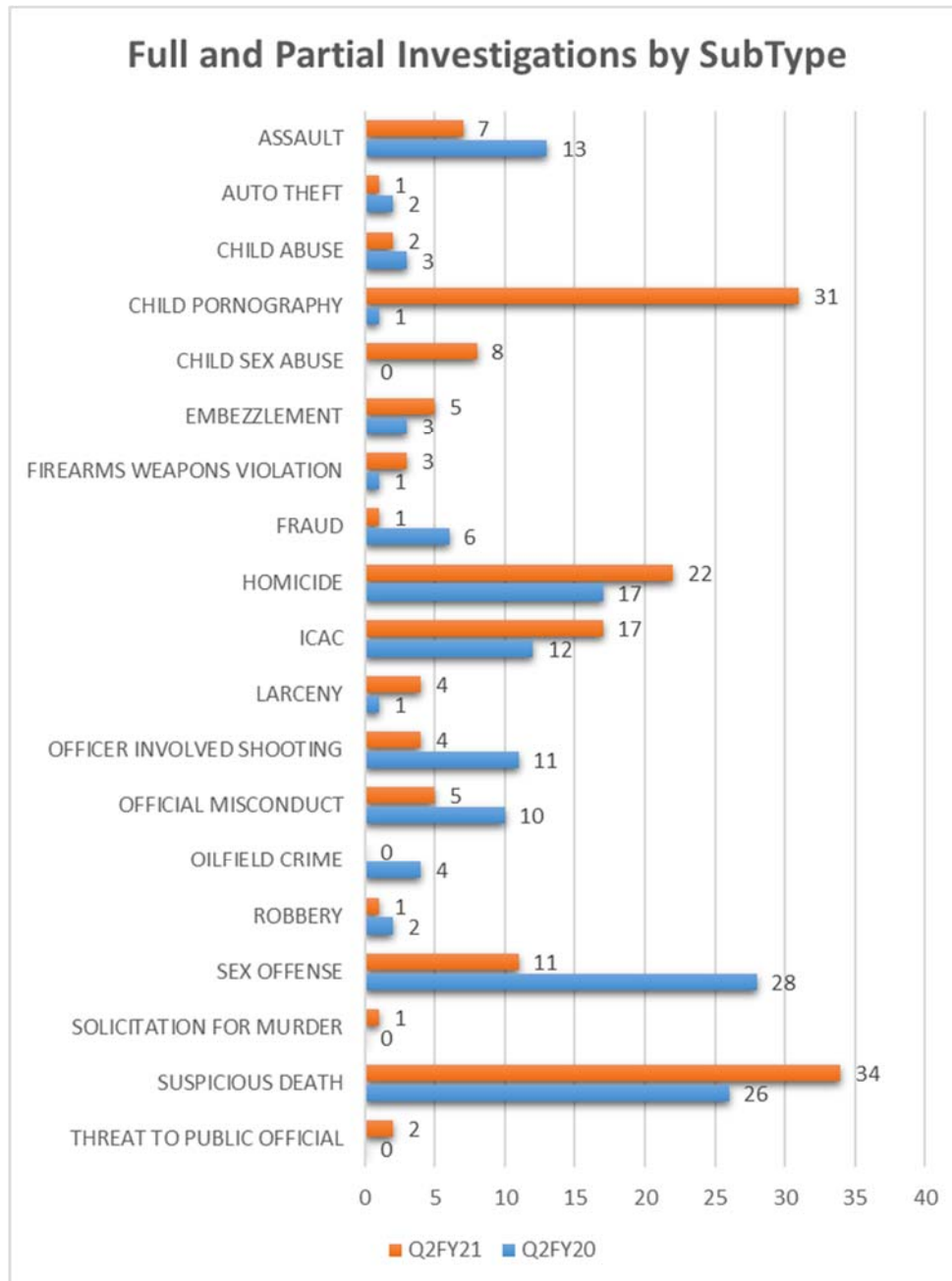
However, 8 cases are not reflected on the map, as they were initiated at the request of an agency outside Oklahoma, such as with an Internet Crimes against Children’s (ICAC) case, or the county of the requesting agency was not specifically identified.



Cases this quarter, as in the past, were opened primarily at the request of local police departments, sheriff’s offices, district attorneys, or other state agencies. It is anticipated that in the near future OSBI will likely see an increase in requests for service from our Federal Agency partners particularly in Eastern Oklahoma in the wake of the McGirt Supreme Court ruling.

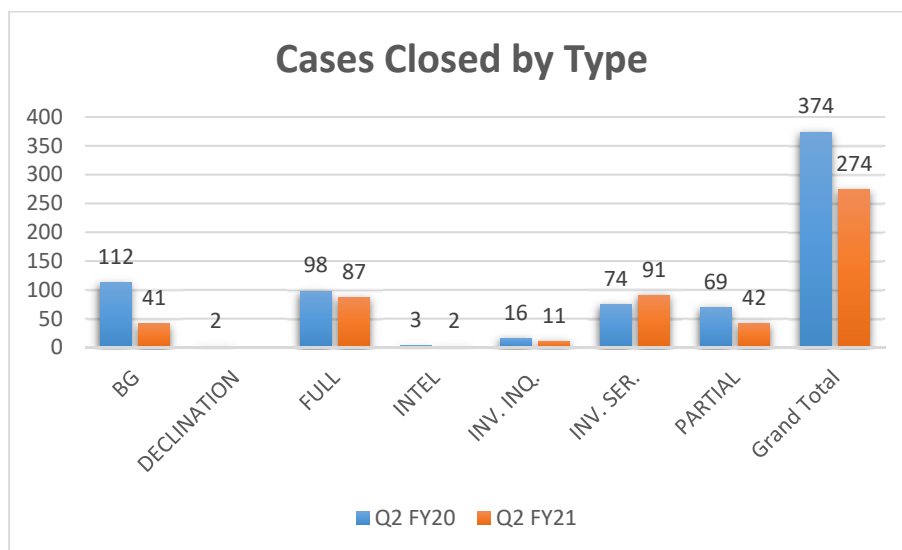


Although the total number of cases opened decreased due to a decline in background investigations, the total number of full investigations initiated increased by 51.8% with 126 opened in the second quarter of FY21 compared to 83 opened in the same quarter of FY20. The types of crimes investigated as a full or partial investigation shifted somewhat, with notable increases in the number of child pornography, child sex abuse, homicide, ICAC, and suspicious death cases and a notable decrease in the number of assaults, officer-involved shootings, official misconduct and sex offense cases opened. (Note: Some categories with limited cases or no change were not reflected in the chart below.)



The number of cases closed were also lower this quarter, with 274 cases closed in the second quarter of FY21, compared to 374 cases closed during the same quarter last year. However, this decrease was again driven by a decrease in background investigations, with 71 fewer background investigations closed this quarter compared to the same quarter last year. Excluding background investigations and case declinations, the number of cases closed only dropped by 29, from 262 in the second quarter of FY20 to 233 in the second quarter of FY21; representing an 11.07% decrease.

However, there were changes noted in the types of cases closed, with decreases in the number of full and partial investigations closed and a significant increase in the number of investigative services closed.



While the number of cases closed decreased, the number of cases moved to a pending status increased by over 78% from 42 cases in the second quarter of FY20 to 75 cases in the second quarter of FY21. Of the 75 cases placed in pending status, 70 were full investigations.

Decreases were also noted in the number of charges filed, arrests, and convictions when comparing data from the first quarter of FY21 to the same quarter last year. Charges filed dropped 8.7% from 92 to 84; arrests dropped 22.2% from 36 to 28, and convictions dropped 45.16% from 31 to 17.

It is important to note, however, there were significant increases in the number of cases presented for prosecution or review and the number of search warrants obtained and served during the same period. Cases presented for prosecution or review increased by 13.89%, from 108 to 123, the number of search warrants obtained increased by 19.8%, from 106 to 127, and the number of search warrants served increased by 11.7%, from 111 to 124.

Analytical Services had five hundred thirty-nine (539) task entries opened for analytical case support, and five hundred seventeen (517) were closed. Within that number, two hundred twenty-nine (229) requests for information were opened, and two hundred fourteen (214) requests for information were closed during the second quarter of FY21. The Oklahoma Information Fusion Center had three hundred seventy-seven (377) activities opened and three hundred seventy-seven (377) activities closed during the second quarter of FY21.

A shift in workload was noted this quarter with a significant decrease in the number of background investigations opened and closed for this quarter compared to the same quarter last year. Other decreases were noted in charges filed, arrests, and convictions. However, the decrease was not entirely unexpected and likely due to COVID-19. The pandemic has resulted in missed workdays as OSBI agents have been forced to work remotely or miss work entirely after having contracted COVID-19, and/or been quarantined due to direct COVID-19 exposure. Additionally, COVID-19 has also impacted service requests and slowed the court systems at all levels, which may further explain the noted decreases.

Despite the pandemic effects largely outside of the control of the OSBI Investigative Division, the significant increase in cases presented for prosecution or review and the number of warrants obtained and served demonstrates the continued hard work and dedication of OSBI agents despite the challenges.

The number of OSBI agents carrying a caseload at the end of the first quarter FY2021 was 90. The average caseload per agent at the end of the first quarter FY2021 was 15.58 cases.

## **CURRENT OPERATIONS**

There have been continued instances of confirmed employee COVID-19 cases, with instances of both primary and secondary exposures. OSBI employees continue to quarantine per recommended CDC guidelines and OSBI policy.

Investigative Division personnel began receiving the first round of the COVID-19 vaccine in December 2020, both regionally and at an OSBI sponsored event held at the Forensic Science Center. The second round of vaccines, for those that already received their initial inoculation, is scheduled for January 2021.

## **FACILITIES**

The Northeast Regional Office relocation project was completed in December, and the facility is now occupied by regional and specialty unit agents geographically assigned to the area. All furniture was obtained from the Department of Human Services in Tulsa and the previous NERO office, at significant cost savings to the OSBI. Moving forty years of OSBI from one location to another was no small feat. The effort required assistance from regional and specialty investigative agents, and OSBI employees from outside the Investigative

Division to make the move a success. The new Tulsa OSBI location will serve the agency for years to come.

## **STAFFING AND DEVELOPMENT**

The Investigative Division continues to actively recruit, hire, and promote the best candidates for each position. During this quarter, the Investigative Division hired four (4) Agents and/or Special Investigators: Nathan Mellen, Jason Ott, Darren Atha, and Joe Kimmons and promoted three (3) current OSBI Special Agents to the rank of Lieutenant; Mike Dean, Brandon Lane, and Robert Williams.

Hiring boards were set to begin in January 2021 for current agent vacancies in the Northwest Region and the North Central Region.

Regions continue to implement the squad concept as personnel additions are made, allowing for rotation of agent call-response duties. This staffing response allows agents additional time to complete investigative duties from previous calls and also the opportunity for designated family or personal time free from call-out. This move from the previous 24/7, 365 on-call status has had a positive effect on agents, without compromise of the OSBI product.

## **TECHNOLOGY, EQUIPMENT, AND TRAINING**

The Investigative Division is prepared to begin a three-week trial of the GeoSafe Automatic Locator system beginning in our more geographically remote regions; Northwest and Southeast, with the inclusion of the CSI Technical Manager Lieutenant Jenny Virden and Investigative Majors Aungela Spurlock and Lynn Williams in the project tracking. Administrators for the system have been set and a supervisory demonstration, previously delayed due to COVID-19, is scheduled for February 2021. The written policy for the use of the GeoSafe system is in process with tentative completion set to coincide with full-system implementation following a successful testing process.

The purchase of ten (10) additional licenses to alleviate capacity issues in the OSBI Investigative Division Case Management system (ACISS) was a success. The OSBI IT Unit continues to look for alternative digital storage options within ACISS or as an alternative to ACISS for Investigative Division storage needs/goals.

## **FOCUS ON OUR PROFESSION**

Evidence rooms within the Investigative Division were inspected/audited during this period according to CALEA standards and OSBI policy.

Captain Roger McIver and Lieutenant Jenny Virden were selected and accepted for attendance at the upcoming Southern Police Institute Administrative Officers Course beginning February 2021. These selections are part of the



Investigative Divisions continued staff development focus. Captain McIver will be attending on a grant afforded to Native American Law Enforcement attendees.

Special Agent Janell Daggett completed training at the National Forensic Academy and returned to her crime scene position within the Northeast Regional Office. SA Daggett is utilizing the knowledge gained at the prestigious National Academy to continue work on a comprehensive in-house crime scene course. In conjunction with other OSBI Investigative Crime Scene Agents and Criminalistic personnel, Daggett will coordinate and instruct training on basic crime scene investigation once the curriculum has been approved and credited. The training will be mandatory for all new OSBI Crime Scene agents and available for future agent academies and available to requesting law enforcement agencies.

Three (3) Lieutenants attended Force Science Training in Kansas City this period, further increasing OSBI's subject matter expert ability in this area. Additionally, the OSBI was asked to host Force Science Training in 2022.

The Investigative Division continues to work with the OSBI Compliance Unit to ensure routine inspections/compliance audits by the OSBI Professional Standards Unit and statistical reporting benefit consistency and improved performance both district and agency-wide. These audits/inspections/reporting reviews are intended to help identify areas where practice does not match policy by evaluating the gap and determining what modification is needed (e.g. better communication/training regarding policy, improved accountability, or clarification/modification of policy, etc.).

## **CRITICAL ISSUES**

COVID-19 continues to affect resources, the ability to address service requests, available resources, training opportunities, case adjudication, etc., and cannot be entirely predicted. It is anticipated that the availability of the vaccine may have a positive effect on current issues.

The full effect of the McGirt Supreme Court ruling on budget, staffing, call requests and response remains largely unknown. Several cases, open and adjudicated, are being assumed by our federal partners; others are being reopened with additional investigative activity required to fulfill federal prosecution requirements. The OSBI has begun to see investigative requests from our Federal partners as a result of OSBI involvement in the Federal Northern and Eastern Safe Trails task-forces, particularly related to OSBI crime scene technology.

The remainder of the five major Native American tribes is expected to be impacted by the McGirt decision/jurisdictional boundaries soon, following recent additional court filings. These tribal additions will affect the majority of Oklahoma, not just our eastern most district. The McGirt decision also appears to be extending beyond criminal enforcement issues alone, and we anticipate potential

effects on courts, fees, evidence, taxes, property rights, minerals rights, etc. as the discussions continue.

Recent anti-government sentiment and the attacks on the United States Capitol as well as rumored protests of state and local government entities in the days ahead are being monitored for any impact they may have on our agency.

**CUSTOMER FEEDBACK/NOTABLES-Strengthening Partnerships with State, Local, and Federal Law Enforcement across Oklahoma**

All agents in the Northeast, Southeast, and North Central Regions, along with a handful of South Central agents, have now completed deputation through the United States Marshall's Safe-Trails task force within the Federal Northern and Eastern District as appropriate. These OSBI agents are currently assisting the FBI and ATF with cases, new and those dismissed within the State court system that will be prosecuted federally. OSBI Crime Scene Agents have also assisted the FBI with processing current scenes and have provided expertise related to OSBI's newest technology additions; FARO, UAS, etc. Deputation efforts have begun with agents in remaining regions to continue these efforts.

OSBI Agents have partnered with the Oklahoma Attorney General's Office to obtain an indictment and arrest of a former sheriff, partnered with local law enforcement and community agencies to participate in the "Shop with a Cop" program providing Christmas presents for needy children and continue to meet with regional law enforcement and community organizations to foster relationships during this challenging time.

While the anticipation for a better 2021 has been the focus for most, personally and organizationally, this period like much of FY20 has continued to be filled with unexpected hurdles. However, the OSBI and the Investigative Division singularly continue to meet our mission and to look for ways to improve both process and delivery. We appreciate the support of the Commission and our law enforcement partners. "One Team. One Mission."

Respectfully,

A handwritten signature in cursive script that reads "Aungela".

Major Aungela Spurlock  
Chief Agent in Charge  
Investigative Division



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 6

PURPOSE: Discussion and Possible Action to Adjourn into Executive Session for the following matters:

- (a) In accordance with 74 O.S. § 150.4, to advise the Commission on the progress of pending OSBI investigations – Ricky Adams
- (b) In accordance with 25 O.S. § 307(B)(4), upon determination of the Commission, with the advice of its attorney, that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, have confidential communication with its attorney concerning such pending investigation, litigation, or proceeding – Ricky Adams

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 7

PURPOSE: Executive Session

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 8

PURPOSE: Discussion and Vote to Return to Open Session.

Respectfully Submitted,

*Ricky Adams*

Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 9

PURPOSE: Discussion, Possible Action and Vote on Matters Discussed in Executive Session.

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 10

PURPOSE: Discussion and Possible Action on Any New Business Not Known or Which Could Not Have Been Reasonably Foreseen More Than Twenty-Four (24) Hours Prior to the Regular Meeting Date and Time

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director



February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 11

PURPOSE: Announcements

Respectfully Submitted,

*Ricky Adams*  
Ricky Adams  
Director





February 9, 2021

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TO: Chairman and Commission Members

FROM: Ricky Adams  
Director

SUBJECT: OSBI Commission Agenda Item No. 12

PURPOSE: Adjournment – Mike Boring

Respectfully Submitted,

*Ricky Adams*

Ricky Adams  
Director