



DC Department of Forensic Sciences Science Advisory Board Meeting
18 APR 14

8:30-9:00	Introductions	Houck
9:00-9:15	Swearing In of Board	OBC
9:15-9:30	Board Election of Chair	Board
9:30-10:00	Overview of DFS	Houck
10:00-11:30	Tour of DFS and CFL	Houck/Maguire
11:30-1:00	Working Lunch	
	3-year Literature Review Commentary (Sec 13.3)	Houck
	Reports on Allegations (Sec 13.1)	Houck/Funk
	Qualifications (Sec 13.4 (D))	Houck
1:00-2:00	Review of Program Standards (Sec 13.2)	Maguire
2:00-3:30	Review of New and Existing Programs	
	Quality and Timeliness of Forensic Services (Sec 14.4 (A))	Houck
	Plans for:	
	Programs (Sec. 14.4 (C) and Sec 14 (C)(i))	Houck
	FSL Digital Evidence Unit (DEU)	
	FSL Materials Analysis Unit (MAU)	
	PHL FORESIGHT approach for public health	
	Potential Programs	
	Sustaining Existing Programs (Sec 14.4 (C)(ii)	Maguire
	Improving Programs (Sec 14.4 (C)(iii)	Maguire
	Elimination of Programs (Sec 14.4 (C)(iv)	Maguire
3:30-4:00	Concluding Remarks; Scheduling of Next Meetings	Board Chair
4:00	Adjournment	

Sec. 12. Science Advisory Board.

(a) There is established a Science Advisory Board, which shall consist of 9 voting members to be appointed pursuant to section 2(f) of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01(f)), as follows:

(1) Five scientists with experience in scientific research and methodology, who have published in peer-reviewed scientific journals, including:

(A) One statistician; and

(B) One with expertise in quality assurance; and

(2) Four forensic scientists not currently employed by the Department or by a law enforcement laboratory or agency that provides forensic science services to the District.

(b) The Director and Deputy Director shall be ex officio, non-voting members of the Board.

(c) (1) Except as provided in paragraph (2) of this subsection, each voting member shall be appointed for a 3-year term. Whenever a vacancy occurs in an unexpired term, the Mayor shall appoint a replacement to fill that unexpired term in the same manner as the original appointment.

(2) The initial term of each member shall be staggered so that 3 members are appointed for one year, 3 members are appointed for 2 years, and 3 members are appointed for 3 years. The members to serve the one-year term, 2-year term, and 3-year term shall be determined by the Mayor at the time of nomination.

(3) The initial terms shall begin on the date a majority of the voting members have been sworn in, which shall become the anniversary date for all subsequent appointments.

(d) The Board shall elect a chairperson from among its voting members.

(e) The presence of a majority of the voting members holding office shall constitute a quorum.

(f) The Board shall hold no fewer than 4 regular meetings per year. The chairperson of the Board shall fix the time and place of each meeting. Additional meetings may be called either by the chairperson or upon the written request of the Director or of any 3 members of the Board.

(g) Minutes shall be prepared for each meeting. A transcript or detailed summary shall meet this requirement.

Sec. 13. Functions of the Board. The Board shall:

(1) Review all reports of allegations of professional negligence, misconduct, or misidentification or other testing error that occurred in the provision of forensic science services at the Department;

(2) Periodically review the program standards and protocols related to Department operations;

(3) At least once every 3 years, conduct a review of relevant scientific literature to determine whether modification of any of the manuals and procedures referenced in section 5(b) is desirable;

(4) Review and make recommendations as necessary to the Director concerning:

(A) The quality and timeliness of the forensic science services at the Department;

(B) New scientific programs, protocols, methods of testing, and forensic technologies;

(C) Plans for:

(i) The implementation of new programs;

(ii) Sustaining existing programs;

(iii) Improving programs, where possible; and

(iv) The elimination of programs no longer needed;

(D) Qualification standards for analyst positions within the Department; and

(E) Any other matters related to the scientific operation of the Department; and

(5) Advise the Director or the Mayor and Council, when it considers appropriate, on matters relating to the Department or forensic science.