



NYC
**Office of Chief
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To: Jason K. Graham, M.D.
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From: Mirtha Camille Sabio, Esq
General Counsel and Chief Diversity Officer/Chief MWBE Officer
New York City Office of Chief Medical Examiner

Date: January 16, 2024

Subject: Timothy Kupferschmid designation pursuant to COIB Rule 1-13(e)

Timothy Kupferschmid is Chief of Laboratories for the New York City Office of Chief Medical Examiner ("OCME"). Independent of his OCME employment, Tim has also been gratuitously serving as President-elect and subsequently President for the American Society of Crime Laboratory Director ("ASCLD") since April 2022. ASCLD is a non-profit professional society whose purpose is to "foster professional interests, assist the development of laboratory management principles and techniques; acquire, preserve and disseminate forensic based information; maintain and improve communications among crime laboratory directors; and to promote, encourage and maintain the highest standards of practice in the field." Tim's involvement with ASCLD is uncompensated and has been an extension of his work to ensure that OCME's world-renowned laboratories maintain the highest standards of practice. As further discussed below, designating him to perform work on behalf of ASCLD pursuant to the New York City Conflicts of Interest Board ("COIB") Rule 1-13(e) would further OCME's mission to provide answers in support of families, victims, and communities in times of need.

As Chief of Laboratories, Tim is the Executive Manager for the Forensic Biology, Forensic Toxicology, Molecular Genetics, and Histology laboratories at OCME. Acquiring, preserving, and disseminating forensic based information; and ensuring the highest standards of practice in the laboratories are all integral components of Tim's duties and responsibilities. OCME's laboratories are world-renowned—Forensic Biology operates the largest public DNA crime lab in the world and is recognized for its leadership in new and emerging technologies. OCME maintains this standard of excellence by attracting top talent and providing members with opportunities for professional development.

In his voluntary role as President of ASCLD, among other duties, Tim is the Chief Executive Officer of the organization and Chairperson of its Board of Directors. He presides at all meetings of the Board, represents the organization at various other meetings and events, and provides regular communication to ASCLD's membership. Consistent with its purpose, for over 50 years ASCLD has been hosting an annual symposium which is an industry-leading conference, designed for leaders and managers in the forensic laboratory space, with workshops and plenary talks about all aspects of forensic science ("Symposium"). When his term as President ends in May 2024, Tim will relinquish those responsibilities and serve a one-year term as ASCLD's Past-President—acting as an advisor and mentor to the new president and Board committees.

ASCLD represents the leadership of the forensic science community and its Symposium is the premier educational and networking event for crime lab leadership to obtain actionable tools and information to take back to their respective labs and continue the pursuit of excellence in all aspects of operation. As such, the Symposium is well attended by national and international crime lab leaders—including OCME and NYPD. For many years prior to Tim’s leadership role within ASCLD, OCME has consistently obtained federal grant funding to pay for lab supervisors/managers to attend the Symposium each year for professional development. As Chief of Laboratories, approving which supervisors/managers attend the Symposium each year is Tim’s only involvement with OCME’s dealings with ASCLD. Except for the Symposium, OCME has no other dealings with ASCLD. Similarly, Tim has no direct dealings with OCME or any other City agency related to his role at ASCLD.

Tim’s volunteer work with ASCLD directly benefits OCME and the City in the following ways:

Enhanced Forensic Science Knowledge: As the leading professional organization, ASCLD is updated on forensic science trends, best practices, and regulatory changes. Tim frequently brings back valuable insights and knowledge to the workplace, helping OCME maintain its leadership position in the field.

Access to Resources and Information: Through his involvement, Tim gains access to exclusive resources, research, and educational materials offered by ASCLD. He also gains early awareness of the legislative activities that occur on a national level that directly affects OCME, including new accreditation regulations, standards, centers of excellence, and grant opportunities.

Networking Opportunities: He is able to connect with forensic science leaders both within ASCLD and within the greater forensic science community that includes the leadership of the following organizations: the American Academy of Forensic Sciences, the International Association for Identification, the American Board of Forensic Toxicology, the International Association of Coroners and Medical Examiners, the National Association of Medical Examiners, the Society of Forensic Toxicologists, the National Institute of Justice, the National Institute of Standards and Technology, and many more national and international organizations. This collaboration opens doors for partnerships, collaborations, and other opportunities that benefit OCME.

Talent Acquisition and Retention: Engaging in such leadership positions makes OCME more attractive to potential hires. It also showcases OCME’s commitment to professional development and industry involvement, potentially aiding in retaining top talent.

COIB Rule 1-13(e)(1) permits an agency head to designate a public servant to perform work on behalf of a not-for-profit corporation, association, or other such entity that operates on a not-for-profit basis, including serving as a board member or other position with fiduciary responsibilities provided that:

- (i) there is a demonstrated nexus between the proposed work, the public servant’s City job, and the mission of the public servant’s agency;
- (ii) such work furthers the agency’s mission and is not undertaken primarily for the benefit or interests of the not-for-profit;
- (iii) the designated public servant takes no part in the entity’s business dealings with the City at the entity or at his or her agency, except that Council Members may sponsor and vote on discretionary funding for the entity; and
- (iv) within 30 days the written designation is disclosed to the Conflicts of Interest Board.

Further, Rule 1-13(e)(2) provides that a public servant designated in accordance with paragraph (1) of this subdivision may take part in such entity's business dealings with the City at the entity and/or at his or her agency if, after written approval by the agency head, the Board determines that there is a demonstrated nexus between the proposed participation, the public servant's City job, and the mission of the public servant's agency and that such participation furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit entity.

Designating Tim to perform work on behalf of ASCLD, as the organization's President and Past-President as described above, would permit him to complete work for ASCLD during his OCME work hours and use limited OCME resources to perform his duties for ASCLD. OCME has benefitted and will continue to benefit from Tim's voluntary leadership role with ASCLD. Please sign below if you approve of this designation. The COIB will also be advised of this arrangement.

Approved by:



Mirtha Camille Sabio, Esq
General Counsel and
Chief Diversity Officer/Chief MWBE Officer



Jason K. Graham, M.D.
Chief Medical Examiner

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