



Quality Division Use Only

Quality Tracking #:	2017-032	Date Quality Division Notified:	5/16/2017
Date Submitted to Management for Review:	6/7/2017	Date Submitted to Quality for Review:	6/14/2017

Date of Discovery:	5/16/2017	Division:	Crime Scene/Digital and Multimedia Division
Date of Incident:	5/4/2017	Section:	Crime Scene

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-06877	042822417

In this space, record details of the incident, include dates. Do not include analysts' names unless otherwise instructed by the Section Manager or Division Director(s):

An incorrect homicide crime scene report (report for another crime scene but identified as incident number 042822417/forensic case number 2017-06877) was uploaded to LIMS. The customer notified HFSC of this error on May 5, 2017. The incorrect case numbers were not corrected during the administrative review conducted by a CSU supervisor.

Immediate Actions Taken:
The CSU Deputy Director researched this occurrence and determined the same supervisor reviewed and approved an HPD Homicide Division scene report and an HPD Internal Affairs scene report on the same day. Two copies of the homicide scene report (one labeled with the correct incident number and one incorrectly labeled with the case number of the IAD report) were uploaded to LIMS. The incorrect homicide report was reset and administratively closed in LIMS. The CSI was instructed to enter into LIMS an amended report for work done in the IAD case. The HPD sergeant assigned to the IAD case was notified that HFSC was working on uploading the correct report to LIMS.

**Quality Division Use Only
Additional Information/ Follow Up (If applicable):**

The CSI uploaded the same report (homicide report 2017-07174) to two different cases (2017-06877 and 2017-07174). This mistake most likely occurred because most CSIs type reports in Word first and then upload them to LIMS. This creates an environment in which uploading a report into the wrong LIMS case record is a possibility. Since the error was not caught by the CSU supervisor who completed the administrative review, the report was released to HPD under the wrong case number. The correct CSU report for 2017-06877 has been administratively reviewed and uploaded to LIMS. Although lack of effective reviews has been an ongoing problem in the CSU, other instances of uploading incorrect reports have not been reported to the HFSC Quality Division. This appears to be an isolated incident that will be monitored for recurrence. The CSU supervisor who reviewed this case is no longer assigned to HFSC. HFSC will have a new laboratory information management system in place by the end of calendar year 2017.



Once the new LIMS is operational, CSIs should be required to write reports inside of LIMS, preventing a recurrence.

Section Manager: Chris Nettles

Date: 6/9/2017

Division Director: Jerry Pena

Date: 6/14/2017

Quality Director: Lori Wilson

Date Closed: 6/14/2017