



Quality Division Use Only

Quality Tracking #:	2017-095	Date Quality Division Notified:	12/13/2017
Date Submitted to Management for Review:	12/29/2017	Date Submitted to Quality for Review:	1/5/2018

Date of Discovery:	12/13/2017	Division:	Client Services & Case Management Division
Date of Incident:	12/7/2017	Section:	Client Services & Case Management

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-20378 2017-19983 2017-21964	134820817 133981917 147103417

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):

It is common for a CS/CM specialist to receive evidence from analysts and return the items to the submitting agency, in this case, the Houston Police Department (HPD). Returning evidence to HPD's Property Room, Narcotics Evidence Receiving (NER), normally occurs on a specific day of every week at a specific time. In this case, evidence from three (3) different cases were transferred from an analyst to the CS/CM specialist outside of the normally occurring schedule. The CS/CM specialist transferred the items to her personal custody in LIMS on December 7 but did not electronically transfer the items in LIMS to NER. The CS/CM specialist then proceeded to NER and electronically and physically returned the items in HPD's Evidence Management System (EMS). The LIMS chain of custody was not updated and shows the items have been in the custody of the CS/CM specialist since December 7, 2017.



Immediate Actions Taken:

The last electronic record reflected in LIMS shows the evidence in the custody of the specialist when, physically, the evidence had been transferred to the Property Room/NER. The chain of custody in EMS is accurate. However, in order to update the LIMS chain of custody to reflect the transfer of evidence to the Property Room/NER, the following was done on December 15: (1) A custody inquiry was exported from LIMS for the specialist who receives/returns evidence to/from the Property Room/NER, (2) A transaction receipt was exported for each item from EMS, (3) Information was cross-referenced and verified that the evidence was physically transferred to the Property Room/NER, (4) The LIMS chains of custody were electronically updated with a comment stating: "This is an electronic record to document the physical transfer of evidence that occurred on 12/07/2017 at 10:30 AM as reflected in HPD's EMS system."

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Additional Information/ Follow Up (If applicable):

Quality Division personnel verified the chains of custody for these three items were updated to reflect the transfer of evidence to NER on December 7.

Section Manager: Ashley Henry

Date: 1/4/2018

Division Director: Gary Powers

Date: 1/5/2018

Quality Director: Lori Wilson

Date Closed: 1/8/2018