



Quality Division Use Only

Quality Tracking #:	2017-IA-11	Date Quality Division Notified:	4/11/2017
Date Submitted to Management for Review:	5/5/2017	Date Submitted to Quality for Review:	5/31/2017

Date of Discovery:	3/28/2017	Division:	Crime Scene/Digital and Multimedia Division
Date of Incident:	11/7/2016	Section:	Forensic Multimedia Unit

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2016-25048, 2017-00086, 2016-23498, 2016-05777	165041816, 000369617, 150010816, 044051416

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):

The Houston Forensic Science Center requires all records to be legible. In the 2017 Forensic Multimedia Internal Audit, the cases listed below were not compliant with this requirement. • 2017-00086: Two overwrites were noted on the submission form. • 2016-23498: Several overwrites were noted on evidence items. • 2016-25048: The photo taken of the evidence item model number was dark and blurry so the serial number was not legible. • 2016-05777: The photograph of the DVR model and serial number was blurry.

Immediate Actions Taken:

The overwrites in 2017-00086 were corrected on the submission form. Overwrites in 2016-23498 were on derivative discs that had already been released to the investigator therefore they could not be corrected. The blurry photographs in cases 2016-25048 and 2016-05777 could not be corrected because no clear photographs were taken of the devices. The Quality Division conducted a Quality Boot Camp which emphasized requirements of ISO/IEC 17025, the HFSC Quality Manual, and sectional SOPs. Discussions during the Quality Boot Camp included methods of documentation (handwritten, typed, and photography), the importance and requirements for each, and how to identify, correct, and prevent documentation errors. Checklists for Technical and Administrative reviews were implemented in LIMS to enhance the technical and administrative review process. In addition, the Administrative/Quality, DVR Extraction, and Scene Response SOPs were revised to clarify requirements which will improve the review process.

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Additional Information/ Follow Up (If applicable):**



This quality issue was discovered during the 2017 Forensic Multimedia Unit Internal Audit.

Section Manager: Ryan Johnson
Division Director: Jerry Pena
Quality Director: Lori Wilson

Date: 5/30/2017
Date: 5/31/2017
Date Closed: 6/1/2017