



Quality Division Use Only

Quality Tracking #:	2017-IA-20	Date Quality Division Notified:	5/2/2017
Date Submitted to Management for Review:	5/8/2017	Date Submitted to Quality for Review:	5/10/2017

Date of Discovery:	4/21/2017	Division:	Comparative & Analytical Division
Date of Incident:	2/1/2017	Section:	Firearms

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
N/A	N/A

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 quarterly performance check for Caliper #7 was not recorded for Quarter 1, 2017.

Immediate Actions Taken:

Caliper #7 was performance checked on April 20, 2017, and found to be satisfactory.

Quality Division Use Only

Additional Information/ Follow Up (If applicable):

Firearms SOP Section 4.4 states that a performance check of the calipers is conducted at least once each quarter of the calendar year. In addition, a log of the results of calibration and service is maintained. A performance check of caliper #7 was performed on 11/2/2016 (Quarter 4, 2016) and deemed satisfactory. Bullet measurements using calipers allow examiners to provide a list of possible firearms that may have been used to fire the examined bullet. This information is provided as an investigative tool and are not definitive or all-inclusive. Because these measurements are not critical in nature, the analysis associated with caliper #7 between the time frame of 3/31/17 and 4/20/17 are not in question. In addition, the manager worked with all section personnel and Quality Division personnel to give each section member access to run all section workflow reports in Qualtrax. Moreover, the manager informed all section personnel to run the corresponding workflow report in Qualtrax immediately after completing a workflow performance check in Qualtrax. All section staff verified that they can now run the reports and view the data contained in them.

Section Manager: Darrell Stein

Date: 5/9/2017



Houston Forensic Science Center
Incident Report Form
Quality Division

Division Director: Irma Rios
Quality Director: Lori Wilson

Date: 5/10/2017
Date Closed: 5/10/2017