



Quality Division Use Only

Quality Tracking #:	2018-011	Date Quality Division Notified:	2/5/2018
Date Submitted to Management for Review:	2/23/2018	Date Submitted to Quality for Review:	2/28/2018

Date of Discovery:	1/31/2018	Division:	Client Services & Case Management Division
Date of Incident:	7/20/2017	Section:	Client Services & Case Management

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
79 cases - see attached receipt.	79 cases - see attached receipt.

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):

Client Services/Case Management (CS/CM) personnel returned evidence to HPD's Narcotics Evidence Receiving (NER). The HFSC LIMS chains of custody indicated these items were transferred to the Seized Drugs vault location rather than to NER. The chain of custody transfers in the HPD EMS were correct. Per the current version of the CS/CM SOP, monthly evidence audits should be conducted for storage locations used by CS/CM Specialists. While performing an audit for the storage location used to store Seized Drugs evidence, it was discovered that these items of evidence had been scanned to the vault location but could not be physically located there. It was determined that the CS/CM Specialist unintentionally scanned the incorrect LIMS barcode when she returned the evidence. Rather than scanning the NER barcode, she scanned the vault barcode instead.

Immediate Actions Taken:

All evidence items were accounted for. In order to correct the LIMS chains of custody to reflect the transfer of evidence to the Property Room/NER, the following was done on January 31-February 5, 2018: (1) A custody inquiry was exported of all these items from the HFSC LIMS. (2) Transaction receipts were exported from the HPD EMS. (3) Custody inquiries were cross-referenced and were verified that the evidence was physically transferred to the Property Room/NER. (4) On February 5, 2018, 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 07/20/2017 at 9:40 AM as reflected in HPD's EMS system." As HFSC is transitioning to a new LIMS, the barcodes used in this incident are no longer needed. The barcodes have been removed from the transfer location.

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Additional Information/ Follow Up (If applicable):



This nonconformance was categorized as an incident because it was administrative in nature. The electronic chains of custody for these cases were updated to reflect the correct physical location. HFSC is transitioning to a new LIMS. Evidence locations currently do not have assigned barcodes, therefore the locations are selected manually during evidence transfers. In the future, if barcodes are assigned to locations, these barcodes will be color coded to prevent this from reoccurring.

Section Manager: Ashley Henry

Date: 2/27/2018

Division Director: Amy Castillo

Date: 2/27/2018









Quality Director: Lori Wilson

Date Closed: 2/28/2018



Evidence Transfer Receipt









Custody Of	Latent Print Vault	Time of Transfer:	9:30
Received by/Location	Latent Print Evidence Vault		
Date of Transfer	Thursday, July 20, 2017		
Transferred By	Brooke Mendenhall		

Case #	Item	Agency/ DI#	Description	Custody Comments
2017-11079 023919917 	1	1	One sealed envelope with: NARCOTICS Marijuana 2.0 GM SYNTHETIC CANNABINOIDS	Received from CS analysts and returning to CER by BM 911454.
2017-10436 064642517 	2	2	One sealed envelope with: NARCOTICS Cocaine - Crack~5.700 Gram~5.7 grams of crack cocaine FTP	Received from CS analysts and returning to CER by BM 911454.
2017-10436 064642517 	3	3	One sealed envelope with: NARCOTICS Cocaine - Crack Pipe~0.010 Gram~crack pipe 0.01 grams FTP	Received from CS analysts and returning to CER by BM 911454.
2017-10436 064642517 	4	4	One sealed envelope with: NARCOTICS Methamphetamine - Ice~7.600 Gram~methamphetamine 7.6 grams FTP	Received from CS analysts and returning to CER by BM 911454.
2017-10883 067623017 	1	1	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~0.210 Gram~.21 GM OF ECSTACY	Received from CS analysts and returning to CER by BM 911454.
2017-10883 067623017 	2	2	One sealed envelope with: NARCOTICS Marijuana - Unknown Type~0.740 Gram~.74 GMS OF MARIJUANA	Received from CS analysts and returning to CER by BM 911454.
2017-11398 071362717 	1	1	One sealed envelope with: NARCOTICS 0.24 GRAMS OF XANAX	Received from CS analysts and returning to CER by BM 911454.
2017-11398 071362717 	2	2	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~0.270 Gram~0.27 GRAMS OF ECSTACY	Received from CS analysts and returning to CER by BM 911454.



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2017-13075 071389517 	1	1	One sealed envelope with: NARCOTICS SILDENAFIL .33 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13075 071389517 	2	2	One sealed plastic bag with: NARCOTICS 81.300 grams Tramadol/Musflex in packaging	Received from CS analysts and returning to CER by BM 911454.
2017-13075 071389517 	3	3	One sealed plastic bag with: NARCOTICS 28.900 grams buy/bust Diprosan/Binotal Ampicillina	Received from CS analysts and returning to CER by BM 911454.
2017-11423 071701517 	1	1	One sealed envelope with: NARCOTICS Dangerous Drugs (Nubane, etc.)~0.320 Gram~0.32 GRAMS OF HYDROXYZINE HYDROCHLORIDE	Received from CS analysts and returning to CER by BM 911454.
2017-11423 071701517 	2	2	One sealed envelope with: NARCOTICS Dangerous Drugs (Nubane, etc.)~0.130 Gram~0.13 GRAMS OF ARIPIPIRAZOLE	Received from CS analysts and returning to CER by BM 911454.
2017-11427 071945717 	6	6	One sealed envelope with: NARCOTICS Amphetamines~0.8 Gram~orange round pills/ empty pill bottle	Received from CS analysts and returning to CER by BM 911454.
2017-11418 072074117 	17	17	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~1.500 Gram~Ecstasy 1.5 grams, FTP for Meth	Received from CS analysts and returning to CER by BM 911454.
2017-11418 072074117 	18	18	One sealed envelope with: NARCOTICS Cocaine - Powder~12.000 Gram~Powder Cocaine 12 grams FTP	Received from CS analysts and returning to CER by BM 911454.



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2017-11468 072273417 	7	7	One sealed envelope with: NARCOTICS Cocaine - Crack~5.010 Gram~APPROX. 5.01 GRAMS OF CRACK COCAINE. FTP	Received from CS analysts and returning to CER by BM 911454.
2017-11468 072273417 	8	8	One sealed envelope with: NARCOTICS Marijuana - Hydroponic~13.200 Gram~APPROX. 13.2 GRAMS OF MARIJUANA.	Received from CS analysts and returning to CER by BM 911454.
2017-11569 073079417 	1	1	One sealed envelope with: NARCOTICS Marijuana - Unknown Type~13.900 Gram~13.9 GRAMS OF MARIJUANA	Received from CS analysts and returning to CER by BM 911454.
2017-11569 073079417 	2	2	One sealed envelope with: NARCOTICS Xanax (Alprazolam)~0.770 Gram~0.77 GRAMS OF XANAX	Received from CS analysts and returning to CER by BM 911454.
2017-11569 073079417 	3	3	One sealed envelope with: NARCOTICS Cocaine - Powder~0.240 Gram~0.24 GRAMS OF POWDER COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-11569 073079417 	4	4	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~2.720 Gram~2.72 GRAMS OF ECSTACY	Received from CS analysts and returning to CER by BM 911454.
2017-11686 073165917 	1	1	One sealed envelope with: NARCOTICS Cocaine - Crack Pipe~0.010 Gram~ONE CRACK PIPE WEIGHING 0.01GM	Received from CS analysts and returning to CER by BM 911454.
2017-11699 073437217 	1	1	One sealed envelope with: NARCOTICS Cocaine - Powder~0.110 Gram~0.11 GRAMS OF COCAINE	Received from CS analysts and returning to CER by BM 911454.



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2017-11654 075009417 	1	1	One sealed envelope with: NARCOTICS Marijuana - Synthetic~3.100 Gram~3.1 grams of synthetic marijuana.	Received from CS analysts and returning to CER by BM 911454.
2017-12396 077576517 	36	36	One sealed envelope with: NARCOTICS one baggie containing .04 meth	Received from CS analysts and returning to CER by BM 911454.
2017-12878 077638517 	1	1	One sealed envelope with: NARCOTICS 1.2 GRAMS OF SYNTHETIC CANNABOIDS	Received from CS analysts and returning to CER by BM 911454.
2017-12404 077697617 	4	4	One sealed envelope with: NARCOTICS Cocaine - Crack~1.950 Gram~1.95 grams crack cocaine w plastic (ftp)	Received from CS analysts and returning to CER by BM 911454.
2017-12404 077697617 	5	5	One sealed envelope with: NARCOTICS Marijuana - Unknown Type~4.900 Gram~4.9 grams total weight marijuana	Received from CS analysts and returning to CER by BM 911454.
2017-13122 077813317 	1	1	One sealed envelope with: NARCOTICS 23.9 GRAMS OF UNKNOWN ORANGE LIQUID	Received from CS analysts and returning to CER by BM 911454.
2017-12468 078294317 	2	2	One sealed plastic bag with: NARCOTICS MARIJUANA APPROX 1678 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-12468 078294317 	3	3	One sealed envelope with: NARCOTICS POWDER COCAINE APPROX 0.60 GRAMS FTP	Received from CS analysts and returning to CER by BM 911454.



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2017-12662 079951917 	1	1	One sealed envelope with: NARCOTICS Marijuana - Unknown Type~2.560 Gram~2.56 GM MARIJUANA W/BAG/GRINDER	Received from CS analysts and returning to CER by BM 911454.
2017-12662 079951917 	2	2	One sealed envelope with: NARCOTICS Hydrocodone (Vicodin/Loreset)~1.270 Gram~1.27 HYDROCODONE/ACETAMINOPH EN PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-12662 079951917 	3	3	One sealed envelope with: NARCOTICS Unknown or Other Type Drugs~3.540 Gram~3.54 GM AMOXICILLIN PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-12662 079951917 	4	4	One sealed envelope with: NARCOTICS <1.8 GMS Codeine(Tylenol,Empirin,Fiorin3)~3 .370 Gram~3.37 GM ACETAMINOPHEN/CODEINE PILLS W/BOTTLE	Received from CS analysts and returning to CER by BM 911454.
2017-12622 079970517 	4	4	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~1.710 Gram~9 ECSTACY PILLS, 1.71 GMS	Received from CS analysts and returning to CER by BM 911454.
2017-12671 080009317 	1	1	One sealed envelope with: NARCOTICS Cocaine - Powder~0.670 Gram~POWDER COCAINE (FTP) FINAL WGT: 0.67 GM	Received from CS analysts and returning to CER by BM 911454.
2017-12376 080065017 	2	2	One sealed envelope with: NARCOTICS Cocaine - Powder~1.870 Gram~1.87 GM OF POWDER COCAINE.	Received from CS analysts and returning to CER by BM 911454.
2017-12674 080093617 	3	3	One sealed envelope with: NARCOTICS Xanax (Alprazolam)~0.210 Gram~.21 GRAMS XANAX	Received from CS analysts and returning to CER by BM 911454.



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2017-12676 080212217 	1	1	One sealed envelope with: NARCOTICS Cocaine - Powder~0.900 Gram~1x green baggy of powder cocaine weight 0.90 grams	Received from CS analysts and returning to CER by BM 911454.
2017-12603 080242717 	5	5	One sealed envelope with: NARCOTICS Cocaine - Crack~0.080 Gram~0.08 grams of crack cocaine FTP	Received from CS analysts and returning to CER by BM 911454.
2017-13026 080399217 	1	1	One sealed envelope with: NARCOTICS .26 GM OF POWDER COCAINE FOUND IN LEFT HAND	Received from CS analysts and returning to CER by BM 911454.
2017-13028 080418917 	1	1	One sealed envelope with: NARCOTICS PCP / Phencyclidine / Angel Dust~0.970 Gram~.97 GRAMS OF PCP	Received from CS analysts and returning to CER by BM 911454.
2017-13061 081446617 	1	1	One sealed envelope with: NARCOTICS 2.02 grams marijuana	Received from CS analysts and returning to CER by BM 911454.
2017-13061 081446617 	2	2	One sealed envelope with: NARCOTICS 0.01 grams cocaine	Received from CS analysts and returning to CER by BM 911454.
2017-13062 081451417 	1	1	One sealed envelope with: NARCOTICS Cocaine - Crack~0.030 Gram~0.03 GM CRACK COCAINE W/ PIPE AND PUSH ROD	Received from CS analysts and returning to CER by BM 911454.
2017-13062 081451417 	2	2	One sealed envelope with: NARCOTICS PCP / Phencyclidine / Angel Dust~0.010 Gram~0.01 GM OF PCP W/ VIAL	Received from CS analysts and returning to CER by BM 911454.



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2017-13065 081682017 	1	1	One sealed envelope with: NARCOTICS 0.21 GRAMS OF CRACK COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-13072 081876717 	1	1	One sealed envelope with: NARCOTICS 20.68 GRAMS OF XANAX	Received from CS analysts and returning to CER by BM 911454.
2017-13072 081876717 	2	2	One sealed envelope with: NARCOTICS 0.22 GRAMS OF CRACK COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-13072 081876717 	3	3	One sealed envelope with: NARCOTICS 0.40 GRAMS OF ECSTACY	Received from CS analysts and returning to CER by BM 911454.
2017-13073 081997717 	2	2	One sealed envelope with: NARCOTICS CRACK PIPE CONTAINING .01 GMS CRACK COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-13117 082301517 	1	1	One sealed carboard container with: NARCOTICS APPROX 12.05 LBS OF METHAMPHETAMINE F.T.P.	Received from CS analysts and returning to CER by BM 911454.
2017-13090 082644717 	1	1	One sealed envelope with: NARCOTICS 0.010 Gram~1X GLASS CRACK PIPE - .01G COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-13091 082665717 	1	1	One sealed envelope with: NARCOTICS 0.010 Gram~.01 GRAMS COCAINE/CRACK PIPE	Received from CS analysts and returning to CER by BM 911454.



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2017-13092 082682317 	1	1	One sealed envelope with: NARCOTICS Cocaine - Crack~0.340 Gram~0.34 GRAMS OF CRACK/COCAINE WITH PIPE	Received from CS analysts and returning to CER by BM 911454.
2017-13092 082682317 	2	2	One sealed envelope with: NARCOTICS Cocaine - Crack Pipe~0.010 Gram~ONE CRACK/COCAINE PIPE 0.01 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13093 082737517 	1	1	One sealed envelope with: NARCOTICS Cocaine - Crack~0.010 Gram~ONE CRACK PIPE	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	10	10	One sealed envelope with: NARCOTICS 18.1 GRAMS OF UNKNOWN TYPE MARIJUANA	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	12	12	One sealed envelope with: NARCOTICS 0.25 GRAMS OF VYVANSE PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	13	13	One sealed envelope with: NARCOTICS 0.18 GRAMS OF CLONAZEPAM PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	14	14	One sealed envelope with: NARCOTICS 3.9 GRAMS OF AMPHETAMINES	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	15	15	One sealed envelope with: NARCOTICS 1.98 GRAMS OF ADDERALL PILLS	Received from CS analysts and returning to CER by BM 911454.



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2017-13099 082838417 	16	16	One sealed envelope with: NARCOTICS 3.82 GRAMS OF ECSTACY PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	17	17	One sealed envelope with: NARCOTICS 113.5 GRAMS OF UNKNOWN TYPE HEROIN	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	19	19	One sealed envelope with: NARCOTICS 0.62 GRAMS OF TEMAZEPAM PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	20	20	One sealed envelope with: NARCOTICS 3.0 GRAMS OF TRAMADOL PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13099 082838417 	22	22	One sealed envelope with: NARCOTICS 3.53 GRAMS OF CODEINE TABS	Received from CS analysts and returning to CER by BM 911454.
2017-13100 082839617 	1	1	One sealed envelope with: NARCOTICS Marijuana - Unknown Type~2.780 Gram~2.78 GRAMS OF MARIJUANA	Received from CS analysts and returning to CER by BM 911454.
2017-13100 082839617 	2	2	One sealed envelope with: NARCOTICS Xanax (Alprazolam)~3.380 Gram~3.38 GRAMS OF XANAX PILLS	Received from CS analysts and returning to CER by BM 911454.
2017-13102 083092017 	1	1	One sealed envelope with: NARCOTICS Cocaine - Crack Pipe~0.010 Gram~(2) crack cocaine pipes/.01 grams	Received from CS analysts and returning to CER by BM 911454.



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2017-13115 083478317 	1	1	One sealed envelope with: NARCOTICS .01 GM COCAINE CRACK PIPE	Received from CS analysts and returning to CER by BM 911454.
2017-13151 083761417 	6	6	One sealed envelope with: NARCOTICS Ecstasy/MDMA Methylenedioxy Methamphetamin~7.190 Gram~ECSTACY 7.19 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13151 083761417 	7	7	One sealed envelope with: NARCOTICS UNKNOWN GREEN LIQUID 0.01 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13379 084663917 	8	8	One sealed envelope with: NARCOTICS Cocaine - Crack~0.010 Gram~MULTIPLE CRACK PIPES / ALUMINUM CAN 0.01 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13367 084867617 	1	1	One sealed envelope with: NARCOTICS Methamphetamine - Ice~0.420 Gram~METHAMPHETAMINE - ICE .42 GRAMS	Received from CS analysts and returning to CER by BM 911454.
2017-13380 085008417 	1	1	One sealed envelope with: NARCOTICS Cocaine - Powder~0.360 Gram~.36 GRAMS OF POWDER COCAINE	Received from CS analysts and returning to CER by BM 911454.
2017-13381 085023317 	1	1	One sealed envelope with: NARCOTICS Methamphetamine - Ice~0.010 Gram~0.01 grams of methamphetamine pipe.	Received from CS analysts and returning to CER by BM 911454.