



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-045"/>	Classification:	<input type="text" value="Corrective Action"/>
Non-Conformance Level:	<input type="text" value="Class III"/>	Section:	<input type="text" value="Firearms"/>
Date of Discovery:	<input type="text" value="06/13/18"/>	Date of Incident:	<input type="text" value="06/05/18"/>

Forensic Case Number(s), if applicable: 2018-08408	Agency Case Number(s), if applicable: 071389218
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**Description of Non-conformance:**  
The Firearms Examiner released trigger pull information to the officer prior to the technical review and without written approval. This is a violation of clauses 5.8.1.1 and 5.8.1.2 of the Houston Forensic Science Center Firearms Section SOPs and 5.10.1.1 of the Houston Forensic Science Center Quality Manual.

**Actions Taken:**  
A technical review was completed and the review supported the information that was released verbally to the officer. The Firearms Manager reminded the staff member of HFSC's policies (both in the Quality Manual and the Section SOPs) regarding release of information. Firearms SOP clauses 5.8.1.4-5.8.1.4.4 were revised to address this nonconformance.

**Summary of Root Cause Analysis:**  
Note: Incidents are documented for tracking purposes and trend analysis. Root Cause Analysis is not required for incidents.



Lack of clear policy led to this nonconformance. In Officer Involved Shooting casework, officers are routinely informed verbally if their firearm is not functioning correctly or if there is a safety concern with the firearm. However, the Firearms SOP did not clearly state what information and under what circumstances the information can be released prior to review. The revised SOP should prevent a recurrence.

**Additional Information/Follow-Up:**

This was a departure from policy that did not have an impact on the results of analysis.

**Section Manager:** Donna Eudaley

**Date:** 09/18/18

**Division Director:** Amy Castillo

**Date:** 09/19/18

Incidents or Corrective Actions that involve the Biology/DNA section are reviewed by the Technical Leader and CODIS Administrator.

**Technical Leader:** N/A

**Date:** N/A

**CODIS Administrator:** N/A

**Date:** N/A

**Quality Director:** Lori Wilson

**Date Closed:** 09/19/18