



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-055"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Latent Print Section"/>
Date of Discovery:	<input type="text" value="07/11/18"/>	Date of Incident:	<input type="text" value="07/10/18"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-09982	085990218

**Description of Non-conformance:**

A "rush" request was received and assigned by the section manager. However, the process described in the Evidence Location Workflow SOP clause 1.4.2 was not followed. The section manager used JusticeTrax LIMS to find the location of the latent lifts and saw they had been delivered to the evidence vault at the Fannin location. The section manager retrieved the latent lift card envelope, scanned it to his custody, then scanned it directly to the assigned examiner. This violated the SOP workflow which requires evidence to be transferred to the Received/Pending Assignment location before it is transferred to the assigned analyst. This nonconformance was discovered during technical review. The specific clause that was violated is as follows: 1.4.2. CS/CM or other designated Latent Print Personnel will create case jackets that contain the latent print evidence. During this process, the individual pieces of evidence are scanned from the "Evidence Vault (Fannin)" location to the personnel's custody. At no time will latent print lift evidence be taken outside the Fannin vault location in order to create case jackets. This operation will occur at the workstation within the vault. Once the case jacket and all accompanying information have been assembled, the evidence will be transferred to the "Received/Pending Assignment" location. The case jacket containing the evidence will be placed in the designated area within the vault according to crime type.

**Actions Taken:**



The Latent Print Section Evidence Location Workflow SOP was amended to include the following language: 1.4.2.1. In instances where evidence needs to be assigned immediately, such as RUSH type requests, the manager and/or supervisors may transfer the evidence directly into their custody for assignment from the "Evidence Vault (Fannin)" location and may bypass transferring the evidence to "Received/Pending Assignment". The case jacket is not required for assignment and serves as a placeholder for cataloging evidence by Forensic Case Number (FCN) for easy storage and retrieval before assignment. It does not impact the analysis and documentation of the case file.

**Summary of Root Cause Analysis:**

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

n/a

**Additional Information/Follow-Up:**

The SOP language did not give consideration to exceptions such as this request for rush analysis. The intent of the SOP was to detail the normal workflow evidence takes when it is deposited into the vault. It was not considered that deviations, such as rush requests or immediate assignments by supervisors, would need to be made where no case jacket is created and the evidence is transferred directly from the "Evidence Vault (Fannin)" location straight into a person's custody. This departure from policy had no impact on the technical results or chain of custody documentation. Since there was no break in the chain of custody ("Evidence Vault (Fannin) to manager to examiner), no modification of the chain of custody needed to be made. The evidence was transferred from a secured location within the vault to the section manager, then directly to the assigned examiner. Because the Latent Print Section utilizes a fully paperless documentation system, the case jacket does not contain any case related paperwork. The case jacket is used for the sole purpose of numerically filing pending evidence envelopes by FCN for easy retrieval. Because this case was assigned immediately to an examiner, a case jacket was not needed.

Section Manager: Amy Castillo

Date: 08/13/18

Division Director: Amy Castillo

Date: 08/13/18



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

Technical Leader:	<u>N/A</u>	Date:	<u>N/A</u>
CODIS Administrator:	<u>N/A</u>	Date:	<u>N/A</u>
Quality Director:	<u>Lori Wilson</u>	Date Closed:	<u>08/14/18</u>