



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-060"/>	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="06/26/18"/>	Date of Incident:	<input type="text" value="06/14/18"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-07155	057580518

**Description of Non-conformance:**  
An individual's name was misspelled on an Investigative Lead Report. The error was documented during the technical review of the case. However, the examiner misunderstood the reviewer's comment and made spelling changes other than the one requested. When the case came back for review after the changes were made, the reviewer did not complete a full technical review. She only verified that the requested spelling change was made.

**Actions Taken:**  
An amended report was issued on 8/17/2018. The supervisor, who was the technical reviewer of this case, discussed the nonconformance with the examiner. The reviewer/supervisor also reviewed again the Latent Print Technical and Administrative procedure and checklist.

**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 latent prints were searched in the Harris County Sheriff's Office (HCSO), Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) Automated Fingerprint Identification Systems (AFIS) databases resulting in AFIS associations in two of them (HCSO and FBI). The individual's name was spelled one way in the HCSO database and another way in the FBI database. By Latent Print policy, both spellings must be documented in the report. When errors are noted during review, error corrections are made and the case goes back through the review process again. Typically, the reviewer only verifies the requested corrections were made rather than conducting a second full review of the case. Although neither the Latent Print review policy nor the quality manual specifically address this, this practice is acceptable because a complete review is conducted and documented as required. In this case, the examiner should not have made additional changes to the case record without advising the reviewer. If this practice had been followed, the reviewer could have communicated with the examiner that no other changes to the case record were appropriate.

Section Manager: Tim Schmahl

Date: 09/11/18

Division Director: Amy Castillo

Date: 09/11/18

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: 09/12/18