



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2018-076"/>	Classification:	<input type="text" value="Corrective Action"/>
Non-Conformance Level:	<input type="text" value="Class II"/>	Section:	<input type="text" value="Crime Scene"/>
Date of Discovery:	<input type="text" value="08/17/18"/>	Date of Incident:	<input type="text" value="07/05/18"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-09972 2018-09683	085791318 082535418

Description of Non-conformance:
This nonconformance involves two instances in which crime scene investigators (CSIs) failed to properly document transfers of evidence on chain of custody forms. This is a nonconformance to section 5.2. of the Crime Scene Unit (CSU) SOP and clause 5.8.1.1. of the HFSC Quality Manual.

Actions Taken:
A refresher training on the use of the chain of custody form was provided to the CSIs on June 7, 2018. This training covered the requirement to use separate chain of custody forms when evidence is received from different officers. Additional refresher training on the chain of custody form was provided to the CSIs on Thursday, August 23, 2018. This training covered the requirement that signatures be captured from the person relinquishing the evidence as well as the person receiving the evidence. The CSU SOP chain of custody clause was revised to provide clearer instructions on how and when to utilize the chain of custody form. The Chain of Custody form was also revised to include a designated line for both printed names and signatures of those involved in the transfer of evidence. Training on the revised SOP and new Chain of Custody form was provided to all CSIs via self-paced PowerPoint presentations. Testing through Qualtrax was completed by October 18, 2018.

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



The root cause of this nonconformance was an unclear explanation of chain of custody requirements in the CSU SOP as well as lack of clear instruction on how to use the CSU chain of custody form. A contributing factor was inadequate training on the application of chain of custody to crime scene processing.

Additional Information/Follow-Up:

The chain of custody form was issued on February 15, 2018. The CSU SOP was issued on February 14, 2018, and included an explanation of the form in section 5.2. This nonconformance involves two separate cases. The first, FCN 2018-09972, occurred when a CSI received evidence from two different officers while processing a crime scene. Two separate chain of custody forms were completed, which was proper procedure. However, the CSI wrote in the name of the officers who relinquished the evidence rather than having the officers sign the form or initial next to their name. The second case, FCN 2018-09683, occurred when a CSI received evidence from another CSI. The chain of custody form was filled out by the CSI who received the evidence. The CSI who received the evidence wrote in the name of the CSI who relinquished custody of the evidence rather than having that CSI sign the form or initial next to their name.

Section Manager: Domingo Villarreal

Date: 10/23/18

Division Director: Jerry Pena

Date: 10/29/18

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: 10/29/18