



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-088"/>	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="08/29/18"/>	Date of Incident:	<input type="text" value="07/04/18"/>

<b>Forensic Case Number(s), if applicable:</b> 2018-09937	<b>Agency Case Number(s), if applicable:</b> 084917318
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**Description of Non-conformance:**  
On July 4, 2018, two crime scene investigators (CSIs) processing a scene photographed tire tracks left on hard pavement. At the time, there was heavy rain which necessitated a deviation from the Crime Scene Unit (CSU) SOP. In clauses 8.3.3.7. and 8.3.3.8, the SOP requires comparative quality photography to include a directional indicator as well as the agency case number, photographer's name or initials, and a photo marker. The CSIs did not have any water-resistant supplies on which to write the information. The CSU SOP allows for deviations under exigent circumstances, which includes inclement weather. However, clause 4.2.2. of the HFSC Quality Manual requires approval from management prior to deviating from an SOP.

**Actions Taken:**  
The HFSC Quality Manual was revised to allow for deviations by CSIs due to exigent circumstances. The CSU SOP was also revised to provide a clearer explanation as to what constitutes exigent circumstances and how deviations must be documented in the case record. The CSU SOP revision also provided clearer instruction on how to protect crime scene documentation in inclement weather conditions. Training on the revised SOP was provided to all CSIs via self-paced PowerPoint presentation. 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 is attributed to an inconsistency between the CSU SOP and the HFSC Quality Manual regarding deviations from policy. Additionally, the CSU SOP did not provide adequate information regarding how CSU staff are to document deviations from policy when exigent circumstance are encountered at scenes.

**Additional Information/Follow-Up:**

The CSIs' supervisor discussed the case with both CSIs individually. Both stated that, while at the scene, they discussed needing to use a notepad or sticky notes for the photos in question, but decided, due to the heavy rain in which they were actively working, not to use paper. The crime scene photos do show a heavy amount of rain and moisture and the lead CSI's case notes appear to have been previously wet causing various sections of the ink to smear and run. This supports the CSIs' conclusion made while on the scene. The supervisor also noted that the lead CSI fully admitted to the violation and understood the correct method of capturing a tire mark on the pavement but felt challenged on how to perform the task correctly due to the heavy rain.

Section Manager: Domingo Villarreal \_\_\_\_\_

Date: 11/01/18 \_\_\_\_\_

Division Director: Jerry Pena \_\_\_\_\_

Date: 11/05/18 \_\_\_\_\_

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: 11/05/18 \_\_\_\_\_