



**Quality Division Use Only**

<b>Quality Tracking #:</b>	2018-PAR3	<b>Classification:</b>	Preventive Action
<b>Non-Conformance Level:</b>	N/A	<b>Section:</b>	Firearms, Latent Print Section
<b>Date of Discovery:</b>	05/17/18	<b>Date of Incident:</b>	03/21/18

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-03585	023916518

**Description of Non-conformance:**

The Firearms Unit received item 2 after it was processed for latent prints. The Firearms Manager noted the evidence was described as having "POSSIBLE DRY BLOOD" on it. The Firearms section has a policy that requires analysts to communicate with stakeholders prior to analysis to determine if the possible blood needs to be collected for DNA analyst. The Latent Print section has no such policy and processed the evidence without communicating with the stakeholder and without collecting the possible DNA. The Latent Print processor followed sectional procedures and the original request for analysis did not include a request for DNA swabbing. This occurrence did not violate any current policies but it did bring attention to the need for a uniform company-wide policy to address the issue of the collection and preservation of potential biological evidence.

**Actions Taken:**

The topic was brought up during the manager's meeting held on 6/26/2018. The decision was made to postpone any immediate decisions and instead include this as part of a multi-section lean six sigma (LSS) project. The project will include the feasibility of developing a company-wide policy for the collection and preservation of potential DNA evidence from all items of evidence submitted to HFSC, regardless of which sections receive requests for analysis. The collection of biological evidence from items submitted to sections other than Forensic Biology was discussed during a multi-section meeting attended by representatives from Crime Scene, Forensic Biology, Firearms, Latent Prints, and the Forensic Multimedia Unit. A consensus could not be reached as to the best way to proceed. The subject was then brought up during a manager's meeting on 6/25/2018. The managers were informed that they should continue to operate as is or continue on the path they are on in regards to processing items with potential DNA evidence. It was also communicated to them that this topic will be included as part a larger project studying how HFSC processes evidence when there are requests for analysis by multiple disciplines.



**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:**

An investigator made a request for Firearms analysis and Latent Print Processing on Item 2 of FCN 2018-03585 during the LIMS shutdown/network switch-over. The request was added to LIMS on 3/6/2018 by the IT Director. On 3/8/2018, the Firearms Supervisor reached out to the requester to get clarification on the type of firearms analysis requested but no response was received. On 3/19/2018, the Firearms Supervisor changed the firearms request to a NIBIN Only request. On 3/21/2018, Items 1-2 of FCN 2018-03585 were transferred from the Firearms Vault shelves to the Justice Trax system by CS/CM staff. On 4/9/2018, Items 1-2 of FCN 2018-03858 were returned to the Firearms vault shelves. It appears that at some point between 3/21/2018 and 4/9/2018, Items 1-2 were processed for latent prints. Part of the Firearms sectional procedures states when an item [other than a projectile or an item associated with a medico-legal (ML) or medical record number (MRN)] is described as a potential biohazard, a Firearms Section Supervisor or Manager asks the appropriate investigative agency/division if the items need to be swabbed for potential DNA prior to decontamination and processing by the Firearms section. The exception would be if the items were already swabbed for blood by CSU (see section 8.1.2 of the Firearms section SOPs).

**Section Manager:** Tim Schmahl

**Date:** 06/14/18

**Division Director:** Amy Castillo

**Date:** 06/19/18

**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



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**Quality Director:** Lori Wilson

**Date Closed:** 07/05/18