



Quality Division Use Only

Quality Tracking #	2018-PAR6	Date Quality Division Notified:	7/27/2018
Date Submitted to Management for Review:	8/13/2018	Date Submitted to Quality for Review:	8/13/2018

Division:	Comparative & Analytical Division	Section:	Seized Drugs
------------------	-----------------------------------	-----------------	--------------

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
Not disclosed.	Not disclosed.

Identified Through: Other

If other, state source: Blind QC

Description of proposed preventive action:

The current process for requesting latent print processing on seized drug packaging is for the submitting officer to check the box labeled "latent prints" on the Houston Police Department narcotics submission documentation. Although not written in the section's SOP, it is the duty of the section supervisors to check for these requests when assigning cases and to create the latent print processing request in Porter Lee LIMS, if applicable. It is also the responsibility of the assigned analyst to double check for a latent print request when they are assigned the case. In one of the seized drug blind quality control cases, a request for latent print processing was also made on the evidence. This request for latent prints was never created in LIMS by the Seized Drug section. HFSC is not aware of any instances of this issue occurring in active casework. It should also be noted that in November 2017, the Seized Drug section began using a new laboratory information management system (LIMS), Justice Trax. Since the implementation of Justice Trax in the Seized Drug section, the process for ensuring that Latent Print Processing requests were created, even though it remained the same, was not reviewed or discussed with the section.

Documents and/or Procedures Requiring Update (if applicable):

In order to prevent this from recurring, the revised process that has been communicated verbally and via email to the Seized Drug section and to CS/CM is as follows: 1. Once the Seized Drugs supervisors receive the submission forms, they will review them for Latent Print Processing requests and create the requests in Porter Lee LIMS if the box is checked. This process is the same as before. Since the supervisors receive the submission form prior to CS/CM or the analysts receiving the evidence, they will continue to be the first set of eyes on this. 2. While CS/CM is creating the



Justice Trax barcodes for the evidence envelopes, they will be the second set of eyes checking for the Latent Print Processing requests. If CS/CM sees the latent print box checked, they will check the case in Porter Lee LIMS to confirm the request has been made already by the Seized Drugs supervisors. If the request is not in Porter Lee, CS/CM will create the request. 3. The analysts will continue to be responsible for checking for these requests as well when they receive their evidence. If the box is checked, they should ensure the request has been made. They will be the third set of eyes on this. If a request has not been made, analysts will notify their supervisor so this can be done. The following verbiage has been added to the CS/CM SOP clause 4.2.3.1., "All evidence shall be scanned into the Specialist's custody in LIMS. During this time the Specialist should review the evidence envelopes for cases that may have a Latent Print Processing request indicated in the submission information. If a case is marked for Latent Prints the Specialist should ensure that the request has been made in Porter Lee LIMS by a Seized Drug supervisor. If the request has not been made the Specialist shall create the Latent Print Processing request in LIMS. " Due to an upcoming Lean Six Sigma project regarding multidisciplinary requests which could potentially result in a revision of the Seized Drugs SOP, a revision will not be made at this time.

Staff Member:	Angelica Noyola, Rosaura Rodriguez, Ahtavea Barker	Date:	8/13/2018
Immediate Supervisor:	Rosaura Rodriguez, Ahtavea Barker	Date:	8/13/2018
Division Director:	Lori Wilson	Date:	8/14/2018
Quality Director:	Lori Wilson	Date Closed:	8/14/2018