Houston Forensic Science Center  
Incident/Corrective Action Report  
Quality Division

Quality Division Use Only

Quality Tracking #: 2019-077
Classification: Corrective Action

Non-Conformance Level: Class II
Section: Crime Scene

Date of Discovery: 08/08/19
Date of Incident: 06/27/19

Forensic Case Number(s), if applicable:
2019-11118

Agency Case Number(s), if applicable:
081636919

Description of Non-conformance:
A crime scene investigator (CSI) did not properly document a tire impression in possible blood while processing an aggravated robbery scene on June 27, 2019.

Additional Information/Follow-Up:
A tire impression in possible blood was not photographed in accordance with the Crime Scene Unit (CSU) SOP. The CSI did not include his initials in the photograph and only a partial image of the impression was captured, rather than the full image impression as required by the SOP. This nonconformance was found during an audit of the CSI’s casework that was being conducted by his supervisor. In addition to the nonconformance, an administrative error was found in the report. A possible blood swab was described as being collected from evidence marker (EM) 6 but it should have been described as being collected from EM 5.
Actions Taken:

An amended report was issued on November 19, 2019 to correct the evidence marker number in the original report. The CSI attended a 10-hour photography refresher course on 9/18/19. All further actions taken to address the root cause of this nonconformance are being handled by the Human Resources Division and CSU management.

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 determined to be personnel-related and was therefore referred to the Human Resources Division in accordance with HFSC policy.

Section Manager: Domingo Villarreal
Date: 12/20/19
Division Director: Jerry Pena
Date: 12/31/19

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: Erika Ziemak
Date Closed: 12/31/19