



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2020-020"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Crime Scene"/>
Date of Discovery:	<input type="text" value="02/27/20"/>	Date of Incident:	<input type="text" value="10/22/18"/>

<b>Forensic Case Number(s), if applicable:</b>	<b>Agency Case Number(s), if applicable:</b>
N/A	N/A

**Description of Non-conformance:**

Crime Scene Investigators (CSIs) were not consistently labeling outer evidence packaging with "CSU".

**Additional Information/Follow-Up:**

The requirement to stamp or hand write "CSU" on the outer packaging of evidence had been added to the Crime Scene Unit (CSU) SOP issued on October 22, 2018. However, when it was added it was not in red font. The Quality Manual requires that new text in an SOP revision be clearly marked. In the October 22, 2018 revision of the CSU SOP, red font was used to indicate altered text; therefore, this newly added language should have also been red font.

The Quality Division was made aware on February 26, 2020 that not all CSIs were following this SOP requirement. A spot check of evidence at HFSC that had been collected by CSIs confirmed that CSIs were not consistently labeling outer evidence packaging with "CSU".



**Actions Taken:**

On February 28, 2020 CSU management notified CSU staff that the current SOP requires all outer evidence packaging to be labeled "CSU".

Management reviewed the SOP requirement and determined that removing it from the SOP would not present a risk to the technical processing, analysis or results of evidence. The requirement was removed from the CSU SOP issued on July 8, 2020. The removal of the requirement was maintained through additional revisions of the CSU SOP.

**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

Section Manager: Domingo Villarreal

Date: 08/05/20

Division Director: Jerry Pena

Date: 08/07/20

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: 08/10/20