



Quality Division Use Only

Quality Tracking #:	2020-065	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Crime Scene
Date of Discovery:	07/13/20	Date of Incident:	07/10/20

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2020-09349 2020-09414	090610020 091921620

Description of Non-conformance:
Crime Scene Unit (CSU) supervisors dispatched a crime scene investigator (CSI) to three scenes prior to the CSI taking required tests in Qualtrax. The tests regarded released revisions of the CSU SOP. The CSI was dispatched to two scenes on July 10, 2020, and to one scene on July 13, 2020.

Additional Information/Follow-Up:
The CSI was dispatched by a CSU supervisor to an aggravated robbery scene (090610020) as the lead CSI at 7:06 a.m. on July 10, 2020. At 11:31 a.m., also on July 10, 2020, the CSI was dispatched to an aggravated assault scene (090695620) as an assist CSI by the same CSU supervisor, however the CSI provided no forensic services at that scene.

The CSI was also dispatched to a homicide scene (091921620) as the lead CSI by a different CSU supervisor at 6:28 a.m. on July 13, 2020.

While testing reports are not run for sections on a regular basis, the COVID-19 pandemic resulted in several CSU personnel being quarantined during the timeframe in which the SOP revisions were released. As a precaution with the evolving personnel scheduling/outages the CSU supervisors were requested, via email, to assure that all CSIs had completed assigned Qualtrax tests prior to completing any casework. This request was acknowledged and confirmed that supervisors would assure that CSIs completed testing prior to responding to scenes or completing any casework. The testing report for the CSU SOP was run at various intervals. It was found that a CSI had been dispatched to three scenes prior to taking the required tests in Qualtrax regarding released revisions of the CSU SOP.



When interviewed on July 17, 2020, the CSI stated that the SOP revisions had been read both in draft form and after the release in Qualtrax, and that the CSI understood the changes within the SOP revision. The CSI was aware of the pending tests but did not believe the tests needed to be taken prior to casework, based on a note taped to the CSI's computer terminal. The CSI provided documentation of the note on July 31, 2020, which read, "BEFORE completing any casework, you MUST read (and acknowledge the read receipt) the Additional SOP Revisions email."

Based on a review of the case notes for 090610020 and 091921620, this CSI displayed compliance with the revisions to the CSU SOP. While the CSI had not taken the assigned test in Qualtrax to document that the revisions had been read, understood and acknowledged, the incorporation of the updated SOP information into the case notes reflects that the CSI did read and understand the revisions prior to performing casework.

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

Actions Taken:

The case files for 090610020 and 091921620 were technically reviewed by a CSU supervisor who advised that no technical concerns or SOP violations were noted. A quality specialist also provided a "How-to Guide" for running testing reports in Qualtrax to CSU supervisors to assure that they had the knowledge and resources to check the status of future tests.

Section Manager: Domingo Villarreal

Date: 09/02/20

Division Director: Jerry Pena

Date: 09/03/20

Incidents or Corrective Actions that involve the Biology/DNA section are reviewed by the Technical Leader and CODIS Administrator.



Houston Forensic Science Center
Incident/Corrective Action Report
Quality Division

Technical Leader: N/A

Date: N/A

CODIS Administrator: N/A

Date: N/A

Quality Director: Erika Ziemak

Date Closed: 09/08/20