



Quality Division Use Only

Quality Tracking #:	2020-106	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Firearms
Date of Discovery:	11/06/20	Date of Incident:	11/05/20

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2020-15244	147343220

Description of Non-conformance:
A firearm with a multidisciplinary request was processed for the National Integrated Ballistic Information Network (NIBIN) prior to being processed for latent prints. Because the firearm was handled during the course of NIBIN processing, the latent print processing request will not be fulfilled.

Additional Information/Follow-Up:
A latent print processing request was placed on a firearm (item 001), an unfired cartridge (item 002), and magazine with unfired cartridges (item 003) on 11/5/2020 at 9:27pm by an HPD Officer.

A NIBIN auto-request was placed on the same items on 11/6/2020 at 8:21am. When CS/CM created the request in JusticeTrax LIMS the latent print processing request was accepted at 9:21 am, but the NIBIN request was not.

The items were brought to the Firearms section by CS/CM as is routine practice. The NIBIN technician did not see any multi-disciplinary request (MDR) indicators in JusticeTrax. The NIBIN technician opened and handled the firearm prior to noticing that there was a latent print processing request and no "NIBIN-Only" request.

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 NIBIN Technician notified the Firearms Manager. The Firearms Manager instructed the NIBIN Technician to set aside the items and notify the Latent Print Processors. A Latent Print Processor sent an email to the requestor notifying him that because the firearm had already been handled it would not be processed for latent prints, but that the magazine and unfired cartridges would be. The Latent Print Processor also provided the officer with HFSC's Magazine Preservation Policy. The officer indicated that he was not aware of the process for requesting an exception from the Magazine Preservation Policy. The MDR team reached out the officer on 11/20/2020 to ensure that he understood the policy and how to request an exception. The officer did not provide any indication that the case would be compromised as a result of the firearms not being processed for latent prints. The magazine will be processed for latent prints per the Magazine Preservation Policy.

Latent Print Processing and Firearms section MDR team members met on 12/31/2020 to discuss how to prevent a recurrence. Prior to the COVID-19 pandemic, the MDR team would meet in the morning around 10:00am to discuss any MDR cases. In response to the pandemic, the team created a Teams site where each section posts any MDR cases found during their staging report reviews. During the meeting on 12/31/2020 Latent Print Processing and Firearms team members agreed to review the staging reports and post information about MDRs by 10:00am. NIBIN technicians typically do not processes firearms prior to 10:00am, and this process will provide an opportunity for both sections to identify MDRs prior to the NIBIN technicians commencing with their processing activities.

Section Manager: Donna Eudaley Date: 01/19/21
Division Director: Amy Castillo Date: 01/26/21

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: 01/28/21