



Quality Division Use Only			
Quality Tracking #:	<input type="text" value="2020-IA-10"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Firearms"/>
Date of Discovery:	<input type="text" value="05/22/20"/>	Date of Incident:	<input type="text" value="05/22/20"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
Firearms Cases 2020-01471 2020-05787 2020-03022 2020-03012 2020-05854	Firearms Cases 013744920 056634420 164025119 027223620 057919520
Client Services/Case Management Cases 2019-19669 2020-06418	Client Services/Case Management Cases 160048719 062758220

Description of Non-conformance:

There were seven instances in which evidence was physically transferred to the Houston Police Department property room, but the transfers were not captured electronically. Five instances involved test fire evidence (2020-05787 item 002-01, 2020-03022 item 001-01, 2020-03012 item 001-01, 2020-01471 item 001-01, and 2020-05854 item 001-01) where the transfers were missed by the Firearms section staff; and two involved non-test fire evidence transfers by the Client Services/Case Management section (CS/CM). The electronic chain of custody indicated the evidence was physically located in the Firearms basement vault for all seven items.

Additional Information/Follow-Up:

The two cases that involved transfers that were missed by CS/CM staff were corrected by CS/CM. A JusticeTrax LIMS Request Form workflow was submitted for each.

This workflow addresses the transfers that were missed by the Firearms section staff and the actions taken to correct the chains of custody and ensure that checks are put in place to discover missed transfers.



Actions Taken:

The test fires were electronically containerized and transferred to the Houston Police Department property room in JusticeTrax LIMS. Comments documenting what occurred were added to the chains of custody transfers in LIMS.

The JusticeTrax LIMS System Report for 'Evidence by Location' was updated to include the date of transfer and, when applicable, the container.

The Firearms section also developed an audit plan for detecting missed electronic transfers for test fires. Steps 1 - 3 below have been implemented; step 4 delineates the audit schedule for the Firearm's section basement vault. These steps will make auditing the Firearms basement vault location for missed electronic test fire transfers more effective and efficient.

- 1) Test fires and boxes must be scanned to a new JusticeTrax location "FA NIBIN TF". Test fires and test fire boxes must be scanned to the same location to be containerized.
- 2) Before each test fire box is transferred to the property room, the test fire box will be audited to make sure the inventory of the container is accurate.
- 3) At the time that step 2 occurs, an audit will also be done of the "FA NIBIN TF" location to make sure all items are properly containerized.
- 4) Twice annually, (once before the internal audit and once approximately 6 months later) the "FA Basement vault" custody location will be audited for test fires by the section.

The Quality Division will perform a follow-up audit of the Firearm's basement vault 30 - 60 days after the close of this nonconformance.

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: Donna Eudaley

Date: 08/11/20

Division Director: Amy Castillo

Date: 08/14/20

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: 08/16/20