



**Quality Division Use Only**

Quality Tracking #:	2021-044	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Crime Scene
Date of Discovery:	08/09/21	Date of Incident:	07/30/21

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2021-29385	103291421

**Description of Non-conformance:**  
A representative from the Quality Division was not given an opportunity to review the training records or sign the authorization memo for a crime scene investigator (CSI) who returned to casework after an extended leave. The Quality Division's documented review of authorization memos is required by the Quality Manual.

**Additional Information/Follow-Up:**  
The CSI was previously authorized to perform independent casework and returned to HFSC's Crime Scene Unit (CSU) on July 19, 2021, after being on leave for several months. The CSU Director administered a competency test to the CSI when he returned to work. After successfully completing the competency test the CSU Director issued an authorization memo that was signed by the CSU Director and a CSU Supervisor on July 30, 2021, and by the CSI on August 1, 2021. The competency test documentation and the memo were not reviewed or signed by the Quality Division as required in HFSC's Quality Manual.

**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:**

This nonconformance was discovered by the Quality Director after she sought clarification from the CSU Director regarding the CSI's status. After the nonconformance was discovered, the CSU Director issued a new memo and gave the competency packet to the Quality Division for review. The authorization memo was signed by the CSI, CSU Director, and the Quality Director on August 12, 2021. The CSI processed one crime scene and one vehicle between the time that the first authorization memo was issued (August 1, 2021) and the time the second authorization memo was issued (August 12, 2021). The CSI has over 3 years of experience processing scenes. The CSU Director does not have any reservations about the CSI's ability to perform independent casework and issued the CSI the competency test to ensure that the CSI was familiar with the current CSU SOP. The competency packet was technically reviewed the CSU Director, who concluded that the CSI successfully completed the competency.

The Quality Director met with the CSU Director, who was able to articulate her understanding of and commitment to working within the requirements of the Quality Management System and confirmed her understanding of the need to include the Quality Division on all authorization memos, including those intended to document return to casework after an extended leave.

Section Manager: Carina Haynes

Date: 11/18/21

Division Director: Carina Haynes

Date: 11/18/21

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: 11/18/21