



Quality Division Use Only

Quality Tracking #:	2021-059	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Crime Scene
Date of Discovery:	09/22/21	Date of Incident:	02/21/19

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
See appendix 1 for Crime Scene Unit cases See appendix 2 for Firearms section cases	See appendix 1 for Crime Scene Unit cases See appendix 2 for Firearms section cases

Description of Non-conformance:
HFSC has identified two situations where notifications and/or reports were inadvertently not provided to the respective stakeholder. HFSC's notifications and reports are typically provided electronically to the submitting agency based on selections made within the JusticeTrax LIMS software; however, both the Crime Scene Unit and the Firearms section each had a circumstance that led to select notifications and reports not being provided.

Additional Information/Follow-Up:
Requests for forensic services are typically submitted by investigators through HFSC's portal or are submitted as autogenerated requests (auto-requests), depending on the type of evidence (for example, NIBIN requests are autogenerated). Requests submitted by investigators are reviewed and accepted into HFSC's JusticeTrax LIMS by HFSC management or designees. When requests are created in JusticeTrax, the agency and agency representative are populated based on the information captured in the portal. Auto-requests are accepted into JusticeTrax by HFSC's Client Services/Case Management division (CS/CM).

This process is slightly different for CSU; for CSU, cases and requests are created directly in JusticeTrax by CSU's support specialists. The agency representative is not always known when the cases are created because an investigator may not yet be assigned to the case. In these instances, the support specialists were instructed to create requests using the agency representative 'unknown, unknown'. When reports are released, they are automatically sent to an email address associated with the agency representative; however, there is no email address associated with "unknown, unknown".

Similarly, if an HFSC employee creates a request for forensic services using HFSC's Portal, the request will list the employee's name as the agency representative when the request is accepted into JusticeTrax. When firearms were collected from scenes by CSIs, the firearms were brought directly to HFSC for NIBIN processing or latent print processing. When HFSC staff (typically NIBIN technicians or latent print processors) submitted requests for NIBIN processing through HFSC's Portal, they were listed as the agency representative when the request was pulled into JusticeTrax. Therefore, these NIBIN notifications were not emailed to the investigator or to the auto-request email address.

When HFSC transitioned from Porter Lee LIMS to JusticeTrax LIMS, a system was put in place with HFSC's main stakeholder, the Houston Police Department (HPD), to automatically forward all JusticeTrax reports and



notifications to HPD's electronic record management system (RMS). This was done by utility within RMS called Intellinetics. At an unknown point in time, prior to 2021, Intellinetics stopped uploading JusticeTrax reports into RMS. HFSC and HPD attempted to resolve the issue but were unsuccessful. It was determined that reports were being sent from JusticeTrax to Intellinetics but were either not being accepted by Intellinetics or were not being uploaded into RMS from Intellinetics.

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:

When CSU was informed in late 2021 that Intellinetics was not working as expected, they stopped using 'unknown, unknown' as the agency representative and switched to using the HPD Division bucket email addresses.

CSU changed their firearms submission process in July 2021. Per a memo issued by the Crime Scene Director on July 28, 2021, firearms collected on scene were to be submitted to HPD's Property Room, rather than being brought directly to HFSC for NIBIN processing. This reduced the need for NIBIN technicians to create requests through the Portal.

Other sections at HFSC occasionally create requests for NIBIN processing. The Firearms supervisor is responsible for reviewing and accepting firearms-related requests from the Portal into JusticeTrax when they are submitted by individuals (HFSC staff or stakeholders). The Firearms supervisor is now aware that the agency representative needs to be changed from the HFSC staff member to auto-request or to a stakeholder requesting the work. This information was also communicated by the supervisor to all Firearms staff on March 22, 2022.

The Quality Division contacted HPD about the issue with JusticeTrax reports and Intellinetics. HFSC provided HPD with a list of involved cases in the hope that HPD could access the reports in Intellinetics and upload them into RMS. HFSC followed-up with HPD on March 24, 2022, to determine the status of these reports. HPD responded that the reports had not been uploaded into RMS.

HFSC has created a mechanism that allows HPD officers to access reports utilizing HFSC's Portal. The Portal was developed by a third-party vendor to allow HPD officers to submit requests to HFSC for forensic services. It was initially built to allow information input from HPD to HFSC but has been updated to allow HFSC to provide information back to HPD. HPD officers who have access to the Portal can now input their agency case number, filter by the technical section, and then download their reports.

The ability for HPD to access reports through the Portal was communicated to HPD Command by HFSC's CEO on March 1, 2022. CS/CM created an informational flyer regarding the Portal upgrade and began providing it to HPD on March 7, 2022.



Officers who do not have access to the Portal can request access through HFSC's IT Section.

Section Manager: Carina Haynes, Donna Eudaley

Date: 05/26/22

Division Director: Amy Castillo

Date: 06/22/22

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: 06/23/22



Appendix 1

Involved Cases – Crime Scene Unit

<u>Service Type</u>	<u>Agency Case Number</u>	<u>Forensic Case Number</u>
CSU Response	000461620	2020-00190
CSU Response	000686320	2020-00123
CSU Response	001934620	2020-00193
CSU Response	002508920	2020-00277
CSU Response	004951920	2020-00628
CSU Response	005199819	2019-03806
CSU Response	005526321	2021-18618
CSU Response	006073021	2021-19080
CSU Response	006168220	2020-00703
CSU Response	006555721	2021-19089
CSU Response	007606120	2020-00875
CSU Response	007658221	2021-18963
CSU Response	007862821	2021-19709
CSU Response	008076020	2020-00874
CSU Response	008845720	2020-00913
CSU Response	010610220	2020-01702
CSU Response	011552521	2021-19246
CSU Response	011599721	2021-19236
CSU Response	011932621	2021-19316
CSU Response	012522320	2020-01333
CSU Response	012835621	2021-19402
CSU Response	013942520	2020-01484
CSU Response	014116520	2020-01476
CSU Response	014351721	2021-19490
CSU Response	016363519	2019-04212
CSU Response	018363121	2021-20122
CSU Response	018484721	2021-20398
CSU Response	018528021	2021-20124
CSU Response	019266321	2021-20405
CSU Response	020902620	2020-02299
CSU Response	021687420	2020-02414
CSU Response	022052220	2020-02453
CSU Response	023329220	2020-02567
CSU Response	023417021	2021-20365
CSU Response	023775921	2021-20638
CSU Response	024278821	2021-20515
CSU Response	025415420	2020-02830
CSU Response	025708321	2021-21178
CSU Response	026626421	2021-20763
CSU Response	027884021	2021-20934



CSU Response	029089120	2020-03107
CSU Response	029629320	2020-03302
CSU Response	030280721	2021-21276
CSU Response	030750419	2019-06047
CSU Response	031202320	2020-03475
CSU Response	032376321	2021-21532
CSU Response	033324521	2021-21776
CSU Response	034263721	2021-21810
CSU Response	034519320	2020-03807
CSU Response	035228420	2020-03864
CSU Response	036588020	2020-04077
CSU Response	036687719	2019-06698
CSU Response	036992621	2021-22236
CSU Response	038481320	2020-04226
CSU Response	038660719	2019-06611
CSU Response	039170619	2019-06706
CSU Response	040167419	2019-06810
CSU Response	040500719	2019-06821
CSU Response	040566919	2019-06920
CSU Response	041524620	2020-04504
CSU Response	042072419	2019-07216
CSU Response	042576020	2020-04555
CSU Response	042767019	2019-07205
CSU Response	043103120	2020-04586
CSU Response	043978720	2020-04652
CSU Response	044432721	2021-22995
CSU Response	044608419	2019-07516
CSU Response	044666719	2019-07344
CSU Response	045024119	2019-07399
CSU Response	045114419	2019-07662
CSU Response	045597120	2020-04867
CSU Response	046282719	2019-07742
CSU Response	046320120	2020-04864
CSU Response	046336519	2019-07756
CSU Response	048975120	2020-05079
CSU Response	050157819	2019-07840
CSU Response	051537619	2019-08078
CSU Response	051555221	2021-23842
CSU Response	051976820	2020-05343
CSU Response	052192120	2020-05376
CSU Response	052514221	2021-23951
CSU Response	052676719	2019-08226
CSU Response	052994720	2020-05425
CSU Response	053043920	2020-05427
CSU Response	053230820	2020-05491



CSU Response	053625819	2019-08236
CSU Response	053936721	2021-24107
CSU Response	054534920	2020-05573
CSU Response	054949120	2020-05576
CSU Response	055219520	2020-05756
CSU Response	055544021	2021-24279
CSU Response	056597320	2020-05775
CSU Response	057087720	2020-06141
CSU Response	058811820	2020-06161
CSU Response	059307118	2018-07307
CSU Response	059408220	2020-06055
CSU Response	059412520	2020-06056
CSU Response	059861420	2020-06093
CSU Response	060055721	2021-24849
CSU Response	061309521	2021-25086
CSU Response	061603820	2020-06303
CSU Response	061805120	2020-06276
CSU Response	062839220	2020-06434
CSU Response	064009218	2018-08003
CSU Response	064037720	2020-06550
CSU Response	064039121	2021-25391
CSU Response	064114820	2020-06552
CSU Response	064121020	2020-06505
CSU Response	064428921	2021-25491
CSU Response	065337219	2019-09390
CSU Response	066719020	2020-06888
CSU Response	066919319	2019-09801
CSU Response	067029520	2020-06895
CSU Response	067357419	2019-09622
CSU Response	067552021	2021-25781
CSU Response	067652419	2019-09663
CSU Response	068296118	2018-08114
CSU Response	068411920	2020-07318
CSU Response	069022017	2017-22182
CSU Response	069138220	2020-07136
CSU Response	069288020	2020-07137
CSU Response	069554220	2020-07156
CSU Response	069648819	2019-09905
CSU Response	069943318	2018-08429
CSU Response	070197620	2020-07196
CSU Response	070662318	2018-08639
CSU Response	072147320	2020-07378
CSU Response	072176621	2021-26482
CSU Response	072254220	2020-07379
CSU Response	072386119	2019-12427



CSU Response	072569121	2021-26318
CSU Response	074113919	2019-10369
CSU Response	075115719	2019-10494
CSU Response	076129018	2018-09109
CSU Response	077219021	2021-26766
CSU Response	078111019	2019-11077
CSU Response	078408220	2020-09141
CSU Response	078633721	2021-26834
CSU Response	079153820	2020-08204
CSU Response	079234520	2020-08226
CSU Response	080184421	2021-26990
CSU Response	080378418	2018-09379
CSU Response	080848320	2020-08496
CSU Response	081256520	2020-08571
CSU Response	081876020	2020-09047
CSU Response	081949419	2019-11132
CSU Response	082802021	2021-27248
CSU Response	083896820	2020-08638
CSU Response	085351521	2021-27471
CSU Response	085471821	2021-27507
CSU Response	085575519	2019-11864
CSU Response	086723620	2020-08955
CSU Response	086878419	2019-11709
CSU Response	087427017	2019-16495
CSU Response	088511620	2020-09138
CSU Response	088626020	2020-09215
CSU Response	088895319	2019-12002
CSU Response	089625420	2020-09274
CSU Response	089636720	2020-09302
CSU Response	090534021	2021-27973
CSU Response	091122721	2021-27975
CSU Response	092113321	2021-28485
CSU Response	094437619	2019-12783
CSU Response	094907821	2021-28411
CSU Response	094991719	2019-13232
CSU Response	096129520	2020-10009
CSU Response	096170520	2020-09895
CSU Response	096375519	2019-12685
CSU Response	096698919	2019-12782
CSU Response	096926421	2021-28670
CSU Response	096966821	2021-28488
CSU Response	097279719	2019-12856
CSU Response	100015519	2019-13195
CSU Response	100069319	2019-13196
CSU Response	100114019	2019-13197



CSU Response	100173219	2019-13200
CSU Response	100355919	2019-13224
CSU Response	100428921	2021-28921
CSU Response	102402220	2020-10509
CSU Response	103361019	2019-13853
CSU Response	103614619	2019-13587
CSU Response	104147620	2020-10795
CSU Response	104922817	2017-15707
CSU Response	105526319	2019-13754
CSU Response	106382420	2020-11023
CSU Response	106843420	2020-11224
CSU Response	106917719	2019-13975
CSU Response	107169120	2020-11194
CSU Response	107365819	2019-14009
CSU Response	107457919	2019-14088
CSU Response	108771520	2020-11220
CSU Response	110967720	2020-11428
CSU Response	112059120	2020-11502
CSU Response	112126920	2020-11986
CSU Response	112320021	2021-30105
CSU Response	114036019	2019-14970
CSU Response	115331520	2020-11793
CSU Response	115383420	2020-11824
CSU Response	115521420	2020-11930
CSU Response	115994816	2016-17503
CSU Response	118435817	2017-17495
CSU Response	119724720	2020-12327
CSU Response	120783219	2019-15470
CSU Response	120820620	2020-12356
CSU Response	122094120	2020-12489
CSU Response	123659919	2019-15883
CSU Response	123924820	2020-12730
CSU Response	124227720	2020-12738
CSU Response	124259020	2020-12790
CSU Response	124643920	2020-12814
CSU Response	124754219	2019-15960
CSU Response	124788719	2019-15979
CSU Response	125762119	2019-16416
CSU Response	126235419	2019-16103
CSU Response	126331919	2019-16105
CSU Response	126349419	2019-16151
CSU Response	126517420	2020-13040
CSU Response	127724219	2019-16380
CSU Response	128043820	2020-14353
CSU Response	128881719	2019-16513



CSU Response	129568320	2020-13329
CSU Response	131328819	2019-16840
CSU Response	132063520	2020-13607
CSU Response	132105320	2020-13608
CSU Response	133444220	2020-13750
CSU Response	133756319	2019-17207
CSU Response	134977820	2020-13902
CSU Response	135492019	2019-17132
CSU Response	135903320	2020-13963
CSU Response	135976520	2020-14443
CSU Response	136176820	2020-14024
CSU Response	136651519	2019-17862
CSU Response	137278619	2019-17375
CSU Response	137315819	2019-17338
CSU Response	137637319	2019-17296
CSU Response	138160219	2019-17379
CSU Response	138644519	2019-17388
CSU Response	139530420	2020-14393
CSU Response	140408319	2019-17647
CSU Response	143081419	2019-18521
CSU Response	143992419	2019-18591
CSU Response	144581319	2019-18530
CSU Response	144853519	2019-18523
CSU Response	145149519	2019-18690
CSU Response	145764720	2020-15054
CSU Response	146407620	2020-15143
CSU Response	146517719	2019-18003
CSU Response	147970819	2019-18453
CSU Response	153191220	2020-15956
CSU Response	153434419	2019-19141
CSU Response	154294520	2020-16029
CSU Response	155122219	2019-19358
CSU Response	155271820	2020-16173
CSU Response	155710120	2020-16174
CSU Response	156121818	2018-20023
CSU Response	156393219	2019-19255
CSU Response	157030919	2019-19260
CSU Response	158445719	2019-19415
CSU Response	159325319	2019-19565
CSU Response	160366720	2020-16616
CSU Response	160560520	2020-16651
CSU Response	162074619	2019-19859
CSU Response	162290820	2020-16811
CSU Response	162355719	2019-19925
CSU Response	163203619	2019-19989



CSU Response	164184519	2019-20136
CSU Response	164972319	2019-20055
CSU Response	166498220	2020-17322
CSU Response	167768119	2019-20398
CSU Response	168597619	2019-20418
CSU Response	169121219	2019-20600
CSU Response	169829020	2021-18218



Appendix 2

Involved Cases – Firearms Section

<u>Service Type</u>	<u>Agency Case Number</u>	<u>Forensic Case Number</u>
NIBIN Only	000056119	2019-00085
NIBIN Only	000640321	2021-18011
NIBIN Only	000802021	2021-19403
NIBIN Only	000963321	2021-18002
NIBIN Only	001034921	2021-18013
NIBIN Only	001264020	2020-00130
NIBIN Only	001338220	2020-00133
NIBIN Only	002032020	2020-00244
NIBIN Only	002238321	2021-18321
NIBIN Only	002473920	2020-00282
NIBIN Only	002508920	2020-00277
NIBIN Only	002699620	2020-00316
NIBIN Only	002927321	2021-18619
NIBIN Only	003782021	2021-18685
NIBIN Only	004618121	2021-18379
NIBIN Only	005006321	2021-18617
NIBIN Only	005056720	2020-00528
NIBIN Only	005436319	2019-03384
NIBIN Only	005526321	2021-18618
NIBIN Only	005982019	2019-03394
NIBIN Only	006168220	2020-00703
NIBIN Only	006333919	2019-03407
NIBIN Only	007606120	2020-00875
NIBIN Only	007862821	2021-19709
NIBIN Only	008002219	2019-03311
NIBIN Only	008076020	2020-00874
NIBIN Only	008124321	2021-18967
NIBIN Only	008242519	2019-03276
NIBIN Only	008256519	2019-03273
NIBIN Only	009185920	2020-00873
NIBIN Only	009353620	2020-01021
NIBIN Only	009565719	2019-03716
NIBIN Only	010091519	2019-03559
NIBIN Only	010272721	2021-19164
NIBIN Only	010380820	2020-01114
NIBIN Only	010542320	2020-01180
NIBIN Only	011275421	2021-19415
NIBIN Only	011514419	2019-03651
NIBIN Only	011599721	2021-19236
NIBIN Only	011799419	2019-10031



NIBIN Only	011870719	2019-03708
NIBIN Only	011932621	2021-19316
NIBIN Only	012220821	2021-19317
NIBIN Only	012296819	2019-03775
NIBIN Only	013303321	2021-19753
NIBIN Only	013387719	2019-03957
NIBIN Only	013684319	2019-03958
NIBIN Only	014116520	2020-01476
NIBIN Only	014132320	2020-01475
NIBIN Only	014351721	2021-19490
NIBIN Only	014584921	2021-19502
NIBIN Only	014591519	2019-04059
NIBIN Only	014605221	2021-19503
NIBIN Only	014756919	2019-04057
NIBIN Only	014905919	2019-04060
NIBIN Only	014999920	2020-01668
NIBIN Only	017068020	2020-01870
NIBIN Only	017085121	2021-19903
NIBIN Only	017485721	2021-19991
NIBIN Only	017500821	2021-19999
NIBIN Only	017552319	2019-04335
NIBIN Only	018363121	2021-20122
NIBIN Only	019000620	2020-02040
NIBIN Only	019493021	2021-20263
NIBIN Only	019802419	2019-04631
NIBIN Only	019953219	2019-04661
NIBIN Only	020114819	2019-04692
NIBIN Only	020780019	2019-04702
NIBIN Only	021148919	2019-04777
NIBIN Only	021154520	2020-02365
NIBIN Only	021627219	2019-04839
NIBIN Only	021983018	2018-03096
NIBIN Only	022291021	2021-20351
NIBIN Only	022423121	2021-20350
NIBIN Only	022767319	2019-04940
NIBIN Only	022869919	2019-04930
NIBIN Only	022883219	2019-04987
NIBIN Only	023105920	2020-02553
NIBIN Only	023329220	2020-02567
NIBIN Only	023547019	2019-04996
NIBIN Only	023704119	2019-04999
NIBIN Only	024460519	2019-05111
NIBIN Only	024607521	2021-20516
NIBIN Only	025140220	2020-02833
NIBIN Only	025262720	2020-02860



NIBIN Only	025266619	2019-05191
NIBIN Only	025296921	2021-20678
NIBIN Only	025668521	2021-20679
NIBIN Only	025708321	2021-21178
NIBIN Only	025892220	2020-02937
NIBIN Only	026134421	2021-20738
NIBIN Only	026370719	2019-05866
NIBIN Only	026524819	2019-05311
NIBIN Only	026626421	2021-20763
NIBIN Only	026992021	2021-20764
NIBIN Only	026992719	2019-05312
NIBIN Only	027322021	2021-21504
NIBIN Only	027350018	2018-03700
NIBIN Only	027456319	2019-05430
NIBIN Only	027722220	2020-03068
NIBIN Only	027884021	2021-20934
NIBIN Only	028233321	2021-21040
NIBIN Only	028609020	2020-03077
NIBIN Only	028732820	2020-03230
NIBIN Only	028771221	2021-21716
NIBIN Only	028781719	2019-05551
NIBIN Only	029040821	2021-21046
NIBIN Only	029089120	2020-03107
NIBIN Only	029873219	2019-05722
NIBIN Only	030222119	2019-05702
NIBIN Only	030619121	2021-21356
NIBIN Only	031650019	2019-05892
NIBIN Only	031749621	2021-21519
NIBIN Only	031927519	2019-05963
NIBIN Only	032121819	2019-05954
NIBIN Only	033461321	2021-21806
NIBIN Only	033814619	2019-06018
NIBIN Only	034565221	2021-21834
NIBIN Only	034681120	2020-03863
NIBIN Only	034687420	2020-03803
NIBIN Only	035257819	2019-06246
NIBIN Only	035309619	2019-06211
NIBIN Only	035401620	2020-04175
NIBIN Only	035893319	2019-07974
NIBIN Only	036777021	2021-22120
NIBIN Only	037578919	2019-06520
NIBIN Only	038072819	2019-06527
NIBIN Only	039092418	2018-05663
NIBIN Only	039095921	2021-22416
NIBIN Only	040462021	2021-22551



NIBIN Only	040763519	2019-06935
NIBIN Only	041432982	2013-21252
NIBIN Only	041503021	2021-22722
NIBIN Only	041616421	2021-22737
NIBIN Only	041753520	2020-04511
NIBIN Only	042139020	2020-04454
NIBIN Only	042583019	2019-07119
NIBIN Only	043015519	2019-07345
NIBIN Only	043434921	2021-22941
NIBIN Only	044309521	2021-22964
NIBIN Only	044578519	2019-07314
NIBIN Only	045084420	2020-04675
NIBIN Only	046007220	2020-04811
NIBIN Only	046151719	2019-07480
NIBIN Only	046239519	2019-07536
NIBIN Only	046268321	2021-23309
NIBIN Only	046766121	2021-23453
NIBIN Only	047144220	2020-04902
NIBIN Only	047375019	2019-07601
NIBIN Only	047382820	2020-04969
NIBIN Only	047403621	2021-23481
NIBIN Only	047826020	2020-04922
NIBIN Only	048852320	2020-05077
NIBIN Only	048961820	2020-05078
NIBIN Only	048975120	2020-05079
NIBIN Only	049140321	2021-23557
NIBIN Only	049776220	2020-05163
NIBIN Only	050147619	2019-07819
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