



**Quality Division Use Only**

Quality Tracking #:	2022-041	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Crime Scene
Date of Discovery:	05/31/22	Date of Incident:	05/18/22

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2022-05560 2022-05519	059706322 059406122

**Description of Non-conformance:**  
A Crime Scene Investigator (CSI) was not wearing appropriate personal protective equipment (PPE) while a processing vehicle at the Vehicle Examination Building (VEB).

**Additional Information/Follow-Up:**  
During observation for the 2022 internal audit, a Quality Specialist noted that a CSI was not wearing a mask properly to cover the face while processing inside of a vehicle.  
  
After this instance, the Quality Specialist was not aware that the failure to wear a mask while processing a vehicle was a violation of the Crime Scene SOP. A second instance of a CSI not wearing a mask was observed at the VEB and was discussed with the VEB Supervisor to understand the requirements. The VEB Supervisor attempted to review video feed to figure out if the CSI was wearing PPE inappropriately or not at all. With that attempt it was noted that the VEB security cameras were not recording with the expected sensitivity and were not able to show video feed of the CSI.

**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 VEB Supervisor checked relevant cameras to review the incidents but noted that the cameras were not working as intended. The CSU Director notified the Security Committee so the camera issues could be addressed.

The VEB Supervisor met with the CSI to discuss the SOP violation. The CSI did not agree with the interpretation of the policy as DNA processing had already occurred in the first instance and photography of clothing occurred in the second instance.

The instance was discussed between the CSI, the quality specialist, and CSU management. CSU management clarified the policy's intent. The policy does not need to be updated but can be.

The CSI was monitored periodically for three months and was noted to be in compliance with the SOP each time regarding PPE use.

The Quality Specialist met with the CSI at a later date to discuss the instances and the interpretation of the SOP as well and the CSI assisted in making the SOP language more clear and indicated understanding of compliance in the future.

No further action was taken as other CSIs were noted to be wearing appropriate PPE during this process.

The CSU SOP language was revised to provide further clarity regarding the use of PPE and face masks in the version dated January 2023.

Section Manager: Carina Haynes

Date: 01/19/23

Division Director: Carina Haynes

Date: 01/19/23

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

Technical Leader: Nicole Teele

Date: 01/19/2023

CODIS Administrator: N/A

Date: N/A

Quality Director: Erika Ziemak

Date Closed: 01/19/23