



**Quality Division Use Only**

Quality Tracking #:	2022-IA-07	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Biology/DNA
Date of Discovery:	05/27/22	Date of Incident:	05/27/22

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2022-03877 2022-02619	039281122 010749622

**Description of Non-conformance:**

A screening analyst was incorrectly authorized to perform technical reviews on sexual assault kit (SAK) and non-sexual assault kit cases. The authorization should have only included technical reviews for non-SAK cases. The analyst performed two technical reviews for SAK cases.

**Additional Information/Follow-Up:**

While reviewing the batch list for cases that have not yet been technically reviewed, the screening supervisor noticed a case that contained differential extraction samples in which the screening analyst had initialed next to. The screening supervisor further investigated this since she remembered the technical review training for this specific analyst only consisted of non-SAK cases. The screening supervisor confirmed that indeed, the case the analyst had technically reviewed was a sexual assault case. The screening supervisor then reviewed the analyst's authorization memo, and the memo stated the analyst was signed off to technically review both SAK and non-SAK cases. The screening supervisor informed the technical leader and upon review of the analyst's training binder it was discovered that the analyst had only been trained on how to technically review non-SAK cases. Upon interview, the screening analyst mentioned that when she was first authorized to conduct technical reviews in August 2016 (the analyst was trained and authorized at HFSC in 2016, she subsequently left HFSC, and then returned as an employee again in February 2021) she did not receive separate SAK and non-SAK technical review training. She mentioned that although she did not receive any SAK cases to conduct technical reviews on as part of her current training for non-SAK technical reviews, the training seemed similar to her previous training and she did not question her current authorization (February 2022) to conduct technical reviews on both SAK cases and non-SAK cases. She also indicated that after her August 2016 authorization, she conducted several technical reviews on SAK cases and thought this was taken into consideration when authorizing her to conduct technical reviews in February 2022. The technical leader and the quality director acknowledged the oversight of the incorrect authorization in the memo.



**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 screening supervisor identified two cases in which the analyst conducted the technical review. Cases 2022-03877 (the DNA case had already been issued) and 2022-02619 have both been re-technically reviewed by the screening supervisor. There were no technical concerns identified. The screening analyst's authorization memo from February 2022 was updated on May 24, 2022 to limit the analyst's authorization to conducting technical reviews on only non-SAK cases. In addition, the technical leader has begun incorporating the screening supervisor to all memos that relate to screening training to have additional oversight.

Section Manager: Courtney Head Date: 08/25/22  
Division Director: Amy Castillo Date: 09/02/22

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

Technical Leader: Cheron Maxwell Date: 08/16/2022  
CODIS Administrator: Jennifer Clay Date: 08/22/2022

Quality Director: Erika Ziemak Date Closed: 09/08/22