



Quality Division Use Only

Quality Tracking # 2022-PAR15 Date Quality Division Notified: 10/18/2022

Division: Client Services & Case Management Division Section: Client Services & Case Management

Identified Through: Daily Operations

If other, state source: \_\_\_\_\_

Description of Original Process:

The Client Services/Case Management (CS/CM) Evidence Team does not have guidelines in place to reject drug evidence when receiving it from the stakeholder at Narcotics Evidence Receiving (NER). In the event that drug evidence does not meet the Houston Forensic Science Center's packaging standards, the Evidence Specialist brings the evidence to the laboratory, notifies the Seized Drug supervisors, and photographs it as documentation in the case record.

Description of Improved Process:

As of 10/15/22, CS/CM will reject any leaking drug evidence items at NER when picking up evidence. CS/CM created the Narcotic Evidence Receiving Rejection Guidelines as a source on how to handle an instance of receiving leaking evidence. Communication was sent via email to NER personnel outlining the change to rejecting leaking evidence. This process change places the ownership of proper evidence packaging on the stakeholders and ceases CS/CM from transporting any potentially hazardous, leaking evidence.

Staff Member: Kelsey Hartzheim

Date: 11/8/2022

Immediate Supervisor: Marissa Noel, Jeffrey Frye

Date: 11/16/2022

Division Director: Amy Castillo

Date: 12/27/2022

Quality Director: Erika Ziemak

Date Closed: 12/27/2022