



Quality Division Use Only

Quality Tracking # 2023-PAR3 Date Quality Division Notified: 2/10/2023

Division: Digital and Multimedia Evidence Division Section: Multimedia

Identified Through: Daily Operations

If other, state source: _____

Description of Original Process:
 The Validation and Performance Verification SOP requires Multimedia analysts to complete performance checks on forensic equipment annually and to record these in the Performance Check Workflow in Qualtrax. The Multimedia analysts conducted the performance checks when the forensic equipment reached a year from the previous performance check. Each analyst was responsible for completing the performance checks of the forensic equipment assigned to him/her whenever they are due. The shared equipment was checked periodically to ensure that it was not used without the yearly performance check, however this was not assigned to a specific analyst.

Description of Improved Process:
 The performance checks for the Multimedia forensic equipment are now completed during the month of January each year. The Multimedia analysts complete the performance checks for forensic equipment assigned to them. Shared forensic equipment are also included in this performance check cycle and assigned to a specific analyst. In addition, these checks are now confirmed by a qualified analyst, supervisor, or manager and this is recorded in the Performance Check workflow in Qualtrax. This new process will ensure that all performance checks for all forensic equipment are current during the year. The section will know that the equipment has been checked for the purposes of examination and for the technical and administrative review process.

Staff Member: Preston Coleman, Stephanie Erazo

Date: 3/3/2023

Immediate Supervisor: Stephanie Erazo

Date: 3/3/2023

Division Director: Amy Castillo

Date: 3/9/2023

Quality Director: Jackeline Moral

Date Closed: 3/17/2023