



Quality Division Use Only	
Quality Tracking # <input style="width: 90%;" type="text" value="2023-PAR8"/>	Date Quality Division Notified: <input style="width: 90%;" type="text" value="10/31/2023"/>

Division: <input style="width: 95%;" type="text" value="Crime Scene Unit"/>	Section: <input style="width: 95%;" type="text" value="Crime Scene"/>
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Identified Through:         Daily Operations        

Description of Original Process:
<p>Originally, the Crime Scene Unit utilized regular printer paper for notes forms to document all crime scene and crime scene functions/services. These note forms were utilized during all-weather situations such as during rain, windy, humidity to include hurricanes and freezes.</p> <p>During these weather situations, there have been times where notes and/or packaging have been damages or degraded due to things like rain. While CSU has not had a time where notes/packageging have been lost, it is risk due to the nature of the work.</p>

Description of Improved Process:
<p>In order to prevent further damage or degradation as well as loss of information contained within the notes, important to services provided, CSU will be implementing waterproof paper and pens to be used in times of inclement weather as well waterproof paint pens to write on packaging.</p> <p>Each member of the unit was given a waterproof paper set that includes note forms and a pen. An email was sent on November 9, 2023, to the unit instructing them on when the paper and pen are to be used.</p> <p>Each vehicle was stocked with two waterproof paint pens.</p> <p>Waterproof paper was tested compared to regular printer paper by the TL and a CSI on October 30, 2023.</p> <p>A CSU Supervisor verified to the Quality Specialist on May 15, 2024, that the waterproof paper works well and that reports that were technically reviewed using the new supplies demonstrated successful implementation of the process improvement.</p>

<b>Staff Member:</b> <u>        Nicole Teele        </u>	<b>Date:</b> <u>        5/15/2024        </u>
<b>Immediate Supervisor:</b> <u>        Carina Haynes        </u>	<b>Date:</b> <u>        5/23/2024        </u>
<b>Division Director:</b> <u>        Carina Haynes        </u>	<b>Date:</b> <u>        5/23/2024        </u>
<b>Quality Director:</b> <u>        Jackeline Moral        </u>	<b>Date Closed:</b> <u>        6/10/2024        </u>