



# Houston Forensic Science Center

## INTEROFFICE MEMO

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**To:** Dr. Stout, Chief Executive Officer  
Dr. Castillo, Chief Operating Officer

**From:** Dr. Rearden, Director of Research and Development

**cc:** Ms. Haynes, Acting Crime Scene Director  
Ms. Ziemak, Quality Director

**Date:** January 19, 2021

**Re:** 2021 Forensic Case Number JusticeTrax Numbering

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Houston Forensic Science Center Forensic Case Numbers (FCNs) are sequentially generated automatically in the JusticeTrax (JT) laboratory information management system (LIMS). Traditionally, the numbering system begins with the year followed by a five-digit number that is reset each year to one. For example, the first FCN of 2020 was "2020-00001". However, JT LIMS was not set to automatically reset the FCN to one at the beginning of 2021. The numbering for 2021 continued sequentially following the last case assigned in 2020. The last FCN assigned in 2020 was 2020-18001, and the first FCN assigned in 2021 was 2021-18002.

The issue was not discovered until January 4, 2021, by which time JT had automatically assigned over 100 FCNs. HFSC management did not identify any risks to continuing with the current numbering system for 2021, but risks were identified to resetting the system after the fact. The decision was made by the Dr. Castillo, COO, Dr. Rearden, Director of Research and Development, and Ms. Ziemak, the Quality Director, to not reset the system for 2021, but to ensure that the system is reset in 2022.