



Houston Forensic Science Center

INTEROFFICE MEMO

To: File

From: Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology

cc: Ashley Henry, Manager – Client Services & Case Management
Quality Division

Date: October 25, 2021

Re: Time stamps on evidence photos taken by handheld cameras

HFSC Toxicology section and Client Services & Case Management division may use handheld cameras to take photos of toxicology evidence during their casework processes. The cameras have been set to put date and time stamps on the photos.

This memo is to document that both departments will no longer add time stamps on such photos as of November 1st, 2021. Date stamps will continue to be added.

The decision was made because 1) there have been discrepancies between the times of Laboratory Information Management System (LIMS) and the camera; 2) there had been instances where the cameras were accidentally not updated in time for the daylight saving time change, leading to discrepancies in chain of custody entries; 3) the chain of custody already documents the time interval when evidence is in possession of the person taking photos; and 4) Toxicology, Client Services & Case Management, and Quality Manuals (standard operating procedures) do not require time stamps on such photos.