

 <p align="center">Preventive Action Request Pitt County Sheriff's Office Forensics Services Unit Issued by the Quality Manager</p>	Issue Date: 2016/07/01	Ver.: 1
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Preventative Action Request

To initiate a PAR, complete section I and return to Quality Manager.

PAR#: 19-002

Section I.

Originator: Bobby Armstrong

Date: 03/04/2019

State the nature of potential issue

It was determined after review of technical procedures, preparation of management report, and during the management review meeting, that several Latent technical procedures are infrequently utilized. These essential procedures are not routinely used and this could cause potential issues with retention of procedural format and completion.

Section II.

The Quality Manager will assign a unique PAR# (upper right of this form) and record it in the PAR log. The Quality Manager will designate person responsible for the request and identify an appropriate response date. The Quality Manager will sign and date this section.

Preventative Action Required: ☒ No preventative action required: ☐

Person responsible for investigating request: Bobby Armstrong

Response required by: [2 weeks from date of issue if easily corrected]
04/04/19 [1 month from date of issue if more involved]

Quality Manager: QM Wallace Moore *pc* Date: 03/04/2019

Section III.

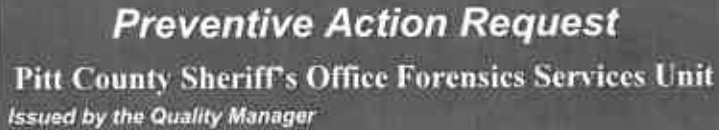
The person responsible for investigating the request will complete section III. This will (1) identify what potential issue, and (2) detail a plan of action. This person will then sign-off, date, and re-submit this form to the Quality manager.

Potential issue?

Not performing tasks on routine basis could lead to issues when carrying out these tasks. It could be a potential issue when rarely used technical procedures are applied to case work.

Plan of Preventative Action:

The Latent Technical Leader will review all Latent technical procedures on a yearly basis (in September) and determine which infrequently utilized Latent procedures require additional assessment. The Latent Technical



2016/07/01

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Date: 4-4-19

Date: 3-04-15

Date: 4-4-19

Date: 4-4-19