

 Preventive Action Request Pitt County Sheriff's Office Forensics Services Unit <i>Issued by the Quality Manager</i>	Issue Date: 2019/03/20	Ver.: 2
	Preventive Action Request	

PAR#: 19-003

Preventative Action Request

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

Section I.

Originator: Wallace Moore

Date: 11/20/2019

State the nature of potential issue

Currently in the Latent Evidence Section some of the case files are hard copy only. The potential is there for misfiling or misplacing the case file or part of the case file. There is currently no tracking system for the case file routing.

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: Yes No preventative action required: _____

Person responsible for investigating request: Wallace Moore

Response required by: _____ [1 week from date of issue if easily corrected]

01/06/2019 [1 month from date of issue if more involved]

Quality Manager: Wallace Moore 01/15/2020 WCM

Date: 12/02/2019

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?

Currently in the Latent Evidence Section some of the case files are hard copy only. The potential is there for misfiling or misplacing the case file or part of the case file. There is currently no tracking system for the case file routing.



Preventive Action Request

Pitt County Sheriff's Office Forensics Services Unit
Issued by the Quality Manager

Issue Date:

2019/03/20

Ver.:

2

Preventive Action Request

Page #:

2 of 3

Plan of Preventative Action: Create a log for case file tracking and require all case files to be signed for after initial filing. Evaluate digitizing all documents prior to filing in the near future.

Sign-off: _____

Wallace Moore

Date: 12/11/2019

Section IV

If Plan of Preventative Action pertains to the Quality System, the Quality Manager will approve the plan and take action. If Plan of Preventative Action pertains to operations, the plan is forwarded to the Technical Leader for approval. The Technical Leader will approve the plan or decide on an alternative arrangement. If necessary, the Technical Leader will identify a person to take preventative action on the above plan.

Comments/Suggestions:

Person responsible for action: Robert Armstrong

Target completion date: _____ [1 week from section III date if easily corrected]
01/15/2020 [1 month from section III date if more involved]

Technical Leader/Quality Manager: Wallace Moore

Date: 12/11/2019

Section V

The person responsible for action will complete section V. This person will then sign-off, date, and re-submit this form to the Quality Manager.

Preventative Action Taken: Evaluate methods for digitizing case files in the future. After further evaluation it was determined that digitizing case files is the best course of action at this time to minimize risk. Technical Leader to train personnel on digitizing case file and ensure documentation of training.



Preventive Action Request
Pitt County Sheriff's Office Forensics Services Unit
Issued by the Quality Manager

Issue Date:
2019/03/20

Ver.:
2

Preventive Action Request

Page #:
3 of 3

Sign-off: Robert L. Ruff

Date: 12/17/2019

Section VI.

This section is completed by the Quality Manager/Technical Leader.

Follow-up Action

1. Was the action plan effective? YES
2. Was action taken a temporary or permanent action? PERMANENT
3. Was action completed and closed? YES

Comments/Suggestions:

Quality Manager/Technical Leader: [Signature]

Date: 1-15-2020