Pasadena Police Department Regional Crime Laboratory
Corrective Action Request Form

Type of Incident:

☐ METHOD  ☐ INSTRUMENT  ☐ ANALYST  ☐ CLERICAL  ☑ SECURITY

Describe the incident(s) (be specific regarding events leading to or causing the problem; "N/A" for strictly preventative actions).  Incident date(s):  October 26, 2006

The plumber came into the administrative area without having an escort. He asked Deborah Lind a question and she took him up to Pam McInnis. At that time Pam realized that he had accessed the laboratory through the back door. It was determined that the back door deadbolt lock had not been secured. Through questioning the staff, she discovered that the plumbers had been let in the back door on Friday, October 23, 2009, by Sebastian Frommhold and the door had not been secured with the deadbolt after the plumbers were gone. All doors to laboratory areas that could contain evidence were secured (require access cards) so at no time was any evidence unsecured. The intrusion alarm was set over the weekend so anyone accessing the laboratory would have activated the alarm so no evidence was at risk at any time that the deadbolt was unlocked.

Describe the corrective action taken (how the situation is being addressed; "N/A" for strictly preventative actions):

All laboratory areas were secured and all evidence was properly stored so no evidence was at risk at any time.

Describe the preventative action taken (what is being done to prevent re-occurrence of the problem or to improve the quality system):

From now on the person setting the alarm in the evening will check the door with the deadbolt to ensure that it is locked. The first person in the morning will check the deadbolt after disarming the system to ensure that the deadbolt is locked.

Routing (check necessary boxes and obtain signatures):

☑  Analyst:  

Derek Sanders  Date:  10/27/09

☑  Analyst:  

Deborah Lind  Date:  10/27/09

☑  Analyst:  

Sebastian Frommhold  Date:  10/27/09

☑  Analyst:  

Dawn LaPorte  Date:  10/27/09

☑  Analyst:  

Maria Santiago  Date:  10/27/09

Effective Date: October 1, 2004
Pasadena Police Department Regional Crime Laboratory

☐ Administrative Assistant: Dara Gonzalez Date: 26 Oct. 09

☐ QA Manager: Claudia Busby Date: 11-2-09

☐ Laboratory Director: Pamela J. McInnis Date: 27 Oct 09

Date of Resolution: October 26, 2009