

Corrective Action Plan Unauthorized Access to Back Lab

Incident Date: April 26, 2023

Incident Type: Procedural

Incident Description: Sometime between 11:20 AM and 12:20 PM on April 26, 2023, two unknown personnel entered the laboratory. It was at this time that the Evidence Technician was out for lunch, the Quality Assurance Manager was out sick, the Seized Drugs Analyst was at his desk towards the back of the laboratory, and the Laboratory Director was in the back lab working cases. There was no one in the front area of the laboratory. When there is no one in the front area, we usually have a sign on the door saying either we are in the back and to knock hard or we are gone from the laboratory. No present laboratory personnel heard anyone knock. Upon entering and not finding anyone in the front area, the unknown personnel proceeded to walk to the back of the laboratory without signing in. The doorway prior to entering the rest of the laboratory has a sign-in sheet with a statement saying that any visitor past that point must sign in. They went until they found someone, who was Sebastian Frommhold. Mr. Frommhold was not able to identify the personnel and recalled they were there to invite certain personnel to the administrative luncheon.

The Evidence Technician reached out to the Administrative Captain and asked if it would be possible to get video footage, because at this point no one in the laboratory knew who the two people were or how they were able to get into the laboratory. It turns out that both people were employees of the Sheriff's office and included Lt. Stephen Bailey, the Internal Affairs Lieutenant, and Suzanne Kincheloe, the Administrative Assistant to the Sheriff. It was unknown to laboratory personnel that the lieutenant had badge access to the front door.

Proposed Corrective Action(s):

1. Obtain a copy of all personnel who have access to the laboratory's main door.
2. Update the Access Log (LOG-08) with all personnel who have laboratory access.

Timeframe for Corrective Action(s): once we receive the list of personnel with access

Comment(s): We are using this corrective action to record this as an incident.



Lab Quality Manager



Date



Laboratory Director



Date