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10.1   PURPOSE:

To follow guidelines outlined in accordance with the requirements for the DNA Database as described in Conn. Gen. Statute S 54-102g through m, S 54-250, and S 54-254; the NDIS Operational Procedures Manual; the CODIS Administrator's Handbook; and the Memorandum of Understanding between the CT Division of Scientific Services (DSS) and the FBI.

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10.2   **RESPONSIBILITY:**   DNA Section Personnel.

10.3   **CODIS ADMINISTRATOR - Qualifications and Requirements**

10.3.1   The CODIS Administrator serves as the central point of contact between the NDIS participating laboratory and the NDIS custodian and/or the FBI CODIS unit.   The CODIS Administrator shall be responsible for communicating all information about the participating laboratory to the NDIS Custodian. This responsibility includes communicating all changes in the status of the Laboratory, Laboratory Information and/or CODIS Users, Audits, MOU, and NDIS Participation Assessments.

10.3.2   The CODIS Administrator shall be an employee of the laboratory and have the educational and experience qualifications set forth in Standard 5.3 of the Quality Assurance Standards for Forensic DNA Testing and/or Databasing laboratories.

10.3.3   The CODIS Administrator shall have successfully completed the QAS Auditor training on the current version of the FBI Audit document within six months of assuming the CODIS administrator position.

10.3.4   The CODIS Administrator shall have successfully completed the CODIS software training on the current version of CODIS software within six months of assuming the CODIS administrator position.

10.3.5   The CODIS Administrator shall obtain and maintain the FBI security clearance required to become a CODIS User and successfully complete the "Annual Review of DNA Data Accepted at NDIS" training.

10.3.6   The CODIS Administrator shall be notified of and participate, if applicable, in the resolution of all audit and proficiency test corrective actions.

10.3.7   The CODIS Administrator shall attend the regularly scheduled annual National CODIS Conference and the semi-annual State Administrator meetings sponsored by the FBI.

10.3.8   The CODIS Administrator shall designate an Alternate CODIS Administrator who will fulfill the CODIS Administrator role when the CODIS Administrator is absent or unavailable. The CODIS Administrator shall designate an Alternate CODIS Administrator within ninety days of a vacancy in the Alternate CODIS Administrator position. If an Alternate CODIS Administrator has not been designated within ninety

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days of a vacancy, the CODIS Administrator shall notify the NDIS Custodian. The Alternate CODIS Administrator shall complete the same training and meet the same qualifications as the CODIS Administrator as listed in 10.3.2 – 10.3.5. The Alternate CODIS Administrator may attend the annual National CODIS Conference.

10.4   **CODIS ADMINISTRATOR – General Responsibilities**

10.4.1   The CODIS Administrator shall be the central point of contact in the laboratory for all CODIS related requests from local, state, national, and international agencies. The CODIS State Administrator shall serve as the gatekeeper for the DNA records entered into CODIS. As part of the gatekeeper function, the CODIS Administrator shall be responsible for performing, or overseeing the performance of the following:

10.4.1.1   Add/Remove a CODIS User (including Start and Stop dates), a CODIS IT User, or a CJIS WAN User.

10.4.1.2   Update existing CODIS User Information.

10.4.1.3   Ensure that all CODIS Users who have login access to CODIS and authorization to read, add, modify, or delete DNA records in CODIS; or are qualified DNA analysts responsible for producing DNA profiles stored in CODIS have successfully completed the required "Annual Review of DNA Data Accepted at NDIS" training.

10.4.1.4   Notify the NDIS Custodian, within five business days, of the following:

10.4.1.4.1   If the laboratory loses its status as a criminal justice agency.

10.4.1.4.2   If the laboratory loses accreditation status.

10.4.1.4.3   If the laboratory loses the capability to perform DNA analysis at its facility.

10.4.1.4.4   If the laboratory has fewer than two full-time employees who are qualified DNA analysts.

10.4.1.4.5   If the laboratory has a vacancy in the laboratory's Technical Leader position and there is no one in the laboratory who meets the Quality Assurance Standards qualifications and is available to serve in that position.

10.4.1.4.6   If the laboratory is not in compliance with the external QAS audit requirement.

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10.4.1.4.7   If a CODIS User, CODIS IT User or CODIS WAN User in the laboratory has been arrested for, or convicted of, a criminal offense.

10.4.1.5   Compliance with CODIS security requirements such as CODIS User passwords and physical security of CODIS terminals/servers.

10.4.1.6   Schedule daily autosearches at SDIS and upload of profiles to NDIS.

10.4.1.7   Review of any CODIS generated reports.

10.4.1.8   Backup of CODIS Data (including performance of periodic data comparisons to ensure backups are working properly). Refer to SOP 16.6.4 and 16.6.6.

10.4.1.9   Update CODIS Install Manager with any changes to Hardware/Software configuration at laboratory (for example, adding/removing computers from CODIS network).

10.4.1.10   Review and make best efforts to Disposition Matches and notify the appropriate agencies within 30 business days (in accordance with NDIS Operational Procedure *Confirmation and Hit Dispositioning*).

10.4.1.11   Review of all CODIS Bulletins and changes to NDIS Operational Procedures, and implementation, if applicable.

10.4.1.12   Calculation and monthly reporting by the tenth day of each month of Investigations Aided and Hit Statistics to NDIS.

10.4.1.13   Completion and submission of the Annual CODIS Survey document by the specified due date set by NDIS.

10.4.1.14   Completion and submission of the Annual Update of Points of Contact for the CODIS Administrator, Alternate CODIS Administrator, Technical Leader, Quality Assurance Manager, as applicable for the Laboratory.

10.4.1.15   Completion and submission of the Annual Laboratory Audit Certification form by the established deadline set by NDIS.

10.4.1.16   Notification to the NDIS Custodian upon the completion of every external audit. Submission of the audit documents, findings, and remediation to the NDIS Custodian within 30 days of receipt of the audit document from the audit team.

10.4.1.17   Control of all access to the DNA Database and CODIS software.

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10.4.1.18   Notification to the relevant criminal justice agencies in the event the laboratory is suspended from NDIS.

10.4.1.19   Notification to other laboratories that may be affected in the event DNA records are removed.

10.4.1.20   Compliance with QAS Standard 17 in the event the laboratory opts to outsource the testing of database and/or forensic samples.

10.4.1.21   An annual audit of the Convicted Offender samples submitted to the Laboratory during the previous year and confirm that all profiles have been entered into the Convicted Offender DNA Database.

10.5   **CODIS USERS**

10.5.1   A CODIS User is a laboratory employee who: 1. Has login access to CODIS and is authorized to read, add, modify, or delete DNA records in CODIS; and/or 2. Is a qualified analyst responsible for producing DNA profiles stored in CODIS.

10.5.1.1   A CODIS IT User is an agency employee who is permitted access to the CODIS network for the purpose of computer hardware/software and telecommunications maintenance but is not authorized to add, modify or delete DNA records in CODIS.

10.5.1.2   CODIS WAN User is a laboratory employee who requires access to the CODIS network in order to perform assigned duties but is not authorized to add, modify or delete DNA records in CODIS.

10.5.2   Add or Change Information about CODIS Users

10.5.2.1   At the time of hire, a request will be made to the FBI CODIS Unit to add DNA analysts as CODIS Users and permit access to CODIS network computers for CODIS IT and CJIS-WAN Users.

10.5.2.2   To add a CODIS User the following completed security forms will be forwarded to the NDIS Custodian.
FD-484: Privacy Act explanation; FD-258 Fingerprint (10 print) card, two copies; FD-816 Background Data Information Form; and CODIS User Information.
The request shall include a certification by the CODIS Administrator that all qualified DNA analysts being added will undergo external proficiency testing.

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10.5.2.3 Upon notification that the employee has passed the FBI's security check, a user account will be added to CODIS network and a user role of "read only" assigned in the CODIS software.

10.5.2.4 If the new user is a DNA analyst, this employee will not be permitted to enter, modify or delete data until successful completion of the "DNA Data Accepted at NDIS" training.

10.5.2.5 Upon completion of the "DNA Data Accepted at NDIS" training the user role of the DNA analyst may be changed to an appropriate read/write user role.

10.5.2.6 If information about a CODIS User changes, the CODIS Administrator may forward a request to the FBI CODIS Unit. This request will include an updated CODIS User Information form.

10.5.3 Remove a CODIS User

10.5.3.1 CODIS Users may be removed from NDIS for the following reasons:

10.5.3.1.1 The CODIS User may have a legal name change.

10.5.3.1.2 The CODIS User may leave employment at a participating laboratory or a change of duties makes it inappropriate to continue access NDIS.

10.5.3.1.3 The CODIS User may fail a periodic FBI security check and the FBI's rejection of the security check would require the removal of the user.

10.5.3.1.4 There may be a problem with a DNA record associated with the CODIS User either due to a failed proficiency test, falsified data, or performance failure.

10.5.3.2 If any of 10.5.3.1.1 through 10.5.3.1.4 occur, the CODIS Administrator shall request the removal of the CODIS User within30 working days.

10.5.3.3 In the event of a removal for reasons described in 10.5.3.1.3 and 10.5.3.1.4, the CODIS Administrator shall also make a recommendation on whether the DNA records associated with this CODIS User should be removed from NDIS.

10.5.3.4 If only the User is removed from CODIS, a stop date will be set for the User. The CODIS Administrator will forward an updated CODIS User Information form to the NDIS Custodian.

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10.5.3.5   If deemed necessary, the deletion of DNA records associated with a removed CODIS User will be initiated by the CODIS Administrator. The DNA records will be expunged and a stop date will be set for the CODIS User. The Administrator shall notify the NDIS Custodian of the removal of the CODIS User and the User's DNA records.

10.6   **CODIS TRAINING**

10.6.1   **CODIS Users**

10.6.1.1   Authorization to write/delete in CODIS will not be granted until the CODIS User (DNA Analyst) reads and understands the following training materials: (Documentation of the completion of each training requirement will be recorded on DNA-QR-284.)

10.6.1.2   NDIS Operational Procedures Manual – NDIS Acceptance Standards, NDIS DNA Records, and section 3 of the NDIS Security Requirements located on the CJIS-WAN NDIS>NDIS Procedures page.

10.6.1.3   DNA Data Accepted at NDIS training located on the CJIS-WAN CODIS home page.

10.6.1.4   NDIS Possession Eligibility Slides located on the CJIS-WAN CODIS General Information page.

10.6.1.5   CODIS computer based training (CBT) modules located in the Learning Management System (LMS) on the CJIS-WAN CODIS home page as needed based on assigned duties. Specific training modules shall be determined by the CODIS State Administrator. The CODIS 8.0 Training Manual located on the CJIS-WAN CODIS General Information page can be used as an additional learning tool in conjunction with the CBT modules.

10.6.1.5.1   The following CBT modules must be completed for all DNA analysts: How to use the CBT, Overview, CODIS Message Center, STR/Y-STR DNA Data Entry, Required Alleles, Stringency, and Identity Searcher.

10.6.1.5.2   The following CBT modules must be completed for all DNA Databasing analysts: Import, Specimen Manager, and Identity Autosearcher.

10.6.1.5.3   The following CBT modules must be completed by analysts assigned to the MissingPerson/Unidentified Unit: mtDNA Data Entry, Meta Data, Pedigree Tree, Pedigree Searcher, Pedigree Autosearcher, Rank Manager, PopStats Parentage and Kinship, and Likelihood Ratios.

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10.6.2   **CODIS State Administrators**

10.6.2.1   The CODIS State Administrator must be a current or former casework DNA analyst with documented mixture interpretation training and must maintain proficiency in DNA data analysis at a minimum.

10.6.2.2   Training to be a CODIS State Administrator must be completed within 6 months of being named CODIS State Administrator and includes the completion/reading and understanding of the following training materials: (Documentation of the completion of each training requirement will be recorded on DNA-QR-285.)

10.6.2.2.1   All CODIS CBT training modules must be completed.

10.6.2.2.2   CBT in the current version of the FBI Quality Assurance Standards Audit Training must be completed.

10.6.2.2.3   All current NDIS SOPs must be read and understood.

10.6.2.2.4   At a minimum, the prior two years of CODIS Policy Bulletins must be read and understood.

10.6.2.2.5   The current version of the CODIS Administrators Handbook must be read and understood.

10.6.2.2.6   DNA Data Accepted at NDIS training located on the CJIS-WAN CODIS home page.

10.6.2.2.7   The Memorandum of Understanding between the F.B.I and the laboratory must be read and understood.

10.6.2.2.8   At a minimum, the posted presentations from the last two CODIS National Conferences and the last four CODIS State Administrators meetings must be reviewed.

10.6.2.2.9   The DNA Identification act of 1994 must be read and understood.

10.6.2.3   Completion of the required training elements shall be documented on the CODIS State Administrator Training Log.

10.6.3   Annual NDIS Eligibility Training for CODIS Users

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10.6.3.1   On an annual basis, in accordance with a schedule determined by the NDIS Custodian, all CODIS users who have logon access to CODIS and are authorized to read, add, modify and delete DNA records, must successfully complete the web-based "Annual Review of DNA Records Acceptable at NDIS" training.

10.7   **ACCESS to DNA RECORDS and DNA SAMPLES**

10.7.1   **DNA Records**:   The only individuals with access to the DNA Records contained within the CODIS software are individuals who are CODIS Users, the CODIS Administrator and the Alternate CODIS Administrator.

10.7.2   **DNA Samples**: The following individuals are designated to have access to the biological sample and the identifying information for the offenders as a necessary function of their positions:

> Director of DSS
> Deputy/Assistant Directors of DNA
> Forensic Science Examiner 3s
> Members of the DNA Section
> Members of the Forensic Biology Unit
> Members of the Trace Unit
> Quality Manager/Assistant Quality Manager
> Evidence Control Officers

The remainder of the biological sample collected from a Convicted Offender after the completion of testing shall be stored permanently in a secure location within the Division of Scientific Services and be accessible only to designated individuals. The release of the biological sample to any outside entity is not permitted unless ordered by a court of law.

10.7.3   **Administrative Password:** The following individuals are designated to have access to the Administrative password for the CODIS server:

> DNA Technical Leader
> State CODIS Administrator
> Alternate State CODIS Administrator
> CODIS IT User
> Director of DSS
> Deputy/Assistant Directors of DNA

In addition, a tamper evident envelope containing the CODIS server administrative password will be distributed to the Director of the Division of Scientific Services.

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10.8   **DISCLOSURE and RELEASE of DATABASE INFORMATION**

10.8.1   **Limitations:** Identifying information regarding any offender sample, the DNA record in CODIS and/or the associated DNA analyses shall only be disclosed and/or released under the following conditions:

1. A confirmed hit or association generated by the CODIS software.
2. Judicial proceedings through a written report and/or court testimony.
3. Criminal defense purposes.
4. Use in a population database, forensic research, validation and/or quality control.
5. Receipt of a request made by an Offender.
6. Receipt of a Request to Confirm an Offender Profile in CODIS by a law enforcement agency
7. Official Audits

10.8.2   **Confirmed Hit/Association:** When two or more DNA profiles in CODIS satisfactorily match and the confirmation process has been completed, the results of the search shall be released to the appropriate federal, state or local criminal justice agency for the furtherance of an official investigation of a criminal offense or a missing person. Refer to DNA SOP 15: Hit Confirmations for further instructions.

10.8.3   **Criminal Defense Purposes:** A copy of the analysis and search result records shall be furnished to any person identified and charged with an offense as the result of a CODIS search. Only when a sample/DNA profile supplied by the person making the request satisfactorily matches a profile in CODIS, shall the existence of data in CODIS be confirmed and/or the identifying information from the Offender sample be disseminated. Any paperwork related to a Candidate Match generated by a CODIS search that is deemed to be a No Match by the DNA section shall not be released to any outside entity. Refer to SOP-GL-11 Release of Information: Discovery Requests.

10.8.4   **Population Databases, Forensic Research, Validation, Quality Control**

10.8.4.1   DNA profiles generated from Offender samples contained within CODIS and biological samples obtained from Offenders will have all identifying information removed prior to being added to a general population statistics database or used in forensic related research, validation or for quality control purposes.

10.8.4.2   Information regarding the offenders self-reported race, gender, and/or other relevant information necessary for the database/research will be maintained anonymously in the appropriate files.

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10.8.5 **Request by an Offender for a DNA Profile**

10.8.5.1 In accordance with Connecticut General Statute S54-102j(b), a person from whom a blood or other biological sample has been taken pursuant to sections 54-102G and 54-102h may request a copy of such person's DNA profile.

10.8.5.2 Receipt of an appropriately completed DPS-50-C (New 5/06) Request for DNA Data Bank Information form initiates the process of releasing the offender's profile. This form shall be presented to a Latent Print Examiner who will verify the submitted inked print is identifiable and created by the same source as the ten-print card on file for the individual making the request. A second Latent Print Examiner will verify the first examiner's findings. Both Latent Print Examiners will initial and date the form documenting their findings. A copy of the ten-print card used for the comparison will be filed with the laboratory's record of the request for the DNA profile.

If the inked print is found to be unidentifiable, the original Request for DNA Data Bank Information form will be returned to the applicant with a cover memorandum requesting a better quality inked print and/or a ten print card.

10.8.5.3 Using the SPBI#, Inmate#, or SSN as the local case number, query Justice-Trax LIMS, in order to identify the DB or ID Laboratory number. If the Request for DNA Data Bank Information form does not include a number that is entered into Justice-Trax LIMS a query of COLLECT is performed to locate the additional numbers. The COLLECT query will also include the confirmation that the offender has an applicable conviction/arrest.

10.8.5.4 Once the DB/ID Laboratory number has been determined, a specimen detail report is printed from CODIS and a copy of the database submission form (Offender information card/sheet is made.

10.8.5.5 All information regarding the offender is reviewed for consistency. If the personal identifying information is consistent and the offender has an applicable offense, the DNA profile can be released. If there are any irreconcilable inconsistencies, the original Request for DNA Data Bank Information form will be returned to the applicant with a cover memorandum stating the laboratory was unable to confirm the identity of the person requesting the information.

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10.8.5.6   The DNA profile release template is completed and signed by the CODIS Administrator (refer to DNA-SOP-10.1).   The completed DNA profile release template and the original Request for DNA Data Bank Information form are forwarded to the Director with instructions to release the information

10.8.5.7   Following a search for the DB/ID laboratory case number where no laboratory case number can be located, the original Request for DNA Data Bank Information form and a cover memorandum stating that the Laboratory was unable to identify a sample from the requesting offender are forwarded to the Director.

10.8.5.8   Copies of all records regarding the release of a DNA profile in the DNA Data Bank are maintained at the laboratory in the Request for DNA Data Bank Info notebook.

10.8.6   **Request to Confirm an Offender Profile in CODIS**

10.8.6.1   In accordance with Connecticut General Statute S54-102j(a), confirmation of the existence of an offender DNA profile in the State DNA Index System of CODIS may be released to a law enforcement agency "where the results of an analysis and comparison do not reveal a match between the sample or samples supplied and a DNA profile contained in the Data Bank, provided the law enforcement officer has a reasonable and articulatable suspicion that the named individual has committed the criminal offense being investigated."

10.8.6.2   Receipt of an appropriately completed DESPP "Law Enforcement Agency Request for Confirmation of an Offender DNA Profile in the DNA Data Bank" form initiates the process of confirming the presence of the offender's DNA profile in CODIS. Incomplete forms will be returned to the requesting agency for completion with the reason(s) for the return listed on the "Cannot Complete Request" template. DNA-QR-295 will be used to document the required steps of confirming the presence of an offender's DNA profile in CODIS.

10.8.6.3   The identity of the individual making the request shall be confirmed by calling the main phone number for the requesting agency. The phone call will confirm that the requesting individual works there in a capacity that lawfully allows for the need to request the profile confirmation. The date and name of the person who answered the questions shall be documented in the proper field on the "Law Enforcement Agency Request for Confirmation of an Offender DNA Profile in the DNA Data Bank" form.

10.8.6.4   Using the SPBI#, Inmate#, or SSN as the local case number, query Justice-Trax LIMS in to identify the DB or ID Laboratory number for the offender. On the main screen of

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Justice-Trax select Search, then Ad Hoc Query, then Load Query, then CO Dup Search, enter the number in the field "123456", and select Run Query.
If the "Law Enforcement Agency Request for Confirmation of an Offender DNA Profile in the DNA Data Bank" form does not include a number that is entered into Justice-Trax LIMS, a query of COLLECT is performed to locate the additional numbers.

10.8.6.5   A COLLECT query shall be conducted to confirm that the offender has an applicable conviction/arrest and was not incarcerated on the incident date for the case being investigated.

10.8.6.6   Once the DB/ID Laboratory number has been determined, a specimen detail report is printed from CODIS and a copy of the database submission form or offender information card is made.

10.8.6.7   The forensic DNA profile from the case being investigated must be confirmed to be in a searchable index and in a database (LDIS, SDIS or NDIS) that would permit searching against the offender index. If possible, the specimen detail report for the forensic profile is printed. The forensic DNA profile and the named offender's DNA profile must be confirmed to have searched against each other. If the two DNA profiles have not searched against each other, then the existence of the offender's DNA profile in the DNA Data Bank cannot be released. This information is forwarded to the requesting agency using the "Cannot Complete Request" template.

10.8.6.8   It shall be confirmed that the forensic DNA profile has not had any hits to any offender DNA profile. If an offender hit exists for the forensic specimen in CODIS then the existence of the offender's DNA profile in the DNA Data Bank cannot be released. This information is forwarded to the requesting agency using the "Cannot Complete Request" template.

10.8.6.9   If the forensic sample was entered into CODIS from a laboratory other than Connecticut, the laboratory must be contacted. It must be confirmed that the forensic DNA profile is at NDIS and has searched against the offender DNA profile. If the two DNA profiles have not searched against each other, then the existence of the offender's DNA profile in the DNA Data Bank cannot be released. This information is forwarded to the requesting agency using the "Cannot Complete Request" template.

10.8.6.10   All information regarding the offender is reviewed for consistency. If all data is consistent and the offender has an applicable offense and was not incarcerated on the incident date, the existence of DNA profile in the DNA Data Bank can be released. If the offender does not have an applicable offense or was incarcerated on the incident date, the

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request is forwarded to the chair of the DNA Data Bank Oversight Panel for further review.

10.8.6.11   The "Profile is/is not in CODIS" template must be completed and then signed by the CODIS Administrator. A copy of the completed template is mailed to the requesting agency. The completed template may also be faxed to the requesting agency, if requested.

10.8.6.12   Copies of all records regarding the confirmation of an offender DNA profile in the DNA Data Bank are maintained at the laboratory in the "Confirmation of Offender Profile in CODIS" notebook.

10.8.7   **Audit Purposes:** Disclosure of DNA records and/or identifying information during the conduction of an official audit of the DSS DNA Unit and/or CODIS is permitted. This includes Federal Bureau of Investigation Quality Assurance Standards Audits, NDIS Participation Assessments, as well as audits conducted by the National Institutes of Justice, Office of the Inspector General, ASCLD-LAB and any other ISO accrediting body.

10.9   **OFFENDER SAMPLE/DNA RECORD DESTRUCTION** All offender samples to be destroyed or removed from CODIS for reasons of Expungement or Administrative Removal must be approved by the DNA Database Oversight Panel by voice vote in closed executive session. **Expungement** is the deletion of a DNA profile at the state and/or national index levels in response to a court order that has overturned a convicted offender's conviction for a qualifying offense. **Administrative Removal** is the deletion of a DNA record upon verification of the fact that the DNA record is not eligible for inclusion in SDIS and/or NDIS.

10.9.1   **Prior to Processing:** In the event a submitted offender sample is deemed ineligible/ inappropriate for inclusion in the DNA database prior to being processed for a DNA profile, the identifying information will be separated from the biological sample. The identifying information will be destroyed and the biological sample discarded appropriately. This action will be documented in the case record maintained in LIMS/JusticeTrax. A comment will be added to the notes section and the local number removed from the record if it is anticipated that a second sample will not be submitted. If appropriate, the CODIS Administrator or a designee will notify the collecting/submitting agency to request a new sample be collected and submitted.

10.9.2   **After Processing and Entry into the DNA Database:**

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10.9.2.1   Samples to be removed from CODIS will be deleted from the offender index and the deletion report printed.   The offender information card/sheet and any retained samples will be obtained. All identifying information will be shredded. The retained samples will be disposed of properly. The local number will be removed from LIMS and a comment added to LIMS stating that for administrative/expungement reasons the sample associated with this database case has been destroyed.

10.9.2.2   If the offender profile to be removed from CODIS has any associated NDIS candidate matches, the NDIS participating laboratory and the NDIS Custodian shall be contacted and requested that the matches be deleted from CODIS. Note: Any confirmed hits associated with this sample are not to be deleted from CODIS. Any hits generated prior to the removal of the offender profile are to be confirmed and vetted by the DNA Data Bank Oversight Panel.

10.9.2.3   The CODIS Purge Confirmation sheet (DNA-QR-9) will be completed and forwarded to the CODIS Administrator to confirm that the sample has been deleted from CODIS, all identifying paperwork destroyed, and the biological sample disposed. The completed/signed DNA-QR-9 will be retained in the "Offender sample delete/expunge" binder.

10.9.2.4   Upon the receipt of a court order vacating the conviction of an offender with a profile resident in CODIS and the approval of the DNA Database Oversight Panel, the DNA profile shall be expunged from both the SDIS and NDIS databases. The delete report will be printed and the expungement from NDIS will be confirmed by reviewing the appropriate upload reconciliation report from NDIS. Deletion of all identifying information will be as above in 10.7.4 through 10.7. 7.

10.9.2.5   Following the completion of DNA-QR-9 the CODIS Administrator shall notify the submitting agency that the sample has been destroyed so that the agency can remove from its records that a sample is at the Laboratory. This notification may be done individually or at the quarterly meeting of the DNA Data Bank Oversight Panel.

10.10 TEMPLATES for **CODIS ADMINISTRATIVE COMMUNICATIONS:**
To be issued on Division letterhead. Modifications and or additional statements may be made as warranted.
     All forms regarding the release of identifying information shall be administratively reviewed to ensure that all information released is accurate.

10.10.1   **Offender Request for DNA Profile**

MEMORANDUM

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To: **NAME**   SPBI/Inmate #:   **0000000000**

Date: **XX-XX-XX**

RE: **Request for DNA Data Bank Information**

    In accordance with Section 54-102j(b) of the Connecticut General Statutes, we are providing you with the DNA profile developed from the biological sample identified as having been taken from **NAME** and maintained in the Connecticut DNA Data Bank.

Amelogenin	
D3S1358	
D1S1656	
D2S441	
D10S1248	
D13S317	
Penta E	
D16S539	
D18S51	
D2S1338	
CSF1PO	
Penta D	
TH01	
vWA	
D21S11	
D7S820	
D5S818	
TPOX	
D8S1179	
D12S391	
D19S433	
SE33	
D22S1045	
FGA	
DYS391	
DYS576	
DYS570	

Profile released by:_____
                          CT State CODIS Administrator

10.10.2   **Offender Request for DNA Profile – no sample submitted to lab**
                          <u>MEMORANDUM</u>

To: Name, Director

From: Name, CODIS State Administrator

Date:

RE: Request for DNA Data Bank Information

 Mr./Ms. XXXX has requested his/her offender DNA profile (see attached documentation). A
search of the Laboratory Information System Justice-Trax using the SSN, Inmate, and SPBI
numbers of Mr./Ms. XXX indicates that no sample has been submitted to the laboratory from this
individual.

 Mr./Ms. XXXX has requested his/her offender DNA profile (see attached documentation). A
search of the Laboratory Information System Justice-Trax using the only identification number
SSN, Inmate, and SPBI numbers provided by Mr./Ms. XXX indicates that no sample has been
submitted to the laboratory from this individual using this number.
A search of COLLECT did not reveal any individual with the name and date of birth provided.

 At this time we cannot fulfill Mr./Ms. XXX request without additional information.

                                                    _____
                                                    CODIS State Administrator

10.10.3   **Response to Request to Confirm a Profile in CODIS**

                                    Date

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services
Documents outside of Qualtrax are considered uncontrolled.

Name of Requester
Requesting Agency
Agency Address
City, State 00000

Dear _____:

This is to notify you that the Offender DNA profile for _____name_____, request date _____, is/is not resident in the Connecticut DNA Databank.

If profile found in DB use: This profile is regularly searched against all forensic profiles in the Connecticut and National DNA Databanks.

If profile not found in DB use: A search of the DNA databank for the above offender was made using the following identifying numbers; SPBI, Inmate, and SSN (include those used).

Sincerely,

_____
CODIS State Administrator

10.10.4   **Cannot Complete Request to Confirm a Profile in CODIS**

Date

Name of Requester

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services
Documents outside of Qualtrax are considered uncontrolled.

Requesting Agency
Agency Address
City, State 00000

Dear _____:

This is to notify you that the request for the "Law Enforcement Agency Request for Confirmation of an Offender DNA Profile in the DNA Databank" cannot be completed for the following reason(s):

Please do not hesitate to contact me in order to resolve this/these issues.

Sincerely,

_____
CODIS State Administrator

10.10.5   **CODIS – Change in DNA Profile Status**

CODIS – Change in DNA Profile Status

To: Chief of Police   fax/email:

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services
Documents outside of Qualtrax are considered uncontrolled.

Date: XX-XX-XX

This document is to inform you that the DNA profile from the forensic sample in the below listed case has had a change in its CODIS status.

Profile entered into National DNA Database ☐

Profile deleted from National DNA Database ☐

Profile entered into State DNA Database ☐

Profile deleted from State DNA Database ☐

One-time keyboard search of the State DNA Database ☐

If the profile was entered or searched in a database no hits were generated.

Lab Case #:   XXX
Submitting Agency: XXX
Agency Case #:   XXX
Item with change in CODIS Status: XXX (description)
Investigator: XXX

_____
XXX
Forensic Science Examiner X

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services
Documents outside of Qualtrax are considered uncontrolled.