

**ER SOP-07 General Guidelines for Receiving Convicted
Offender Samples**

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Page 1 of 1

A. Purpose: To ensure that Convicted Offender databank samples are taken in correctly.

B. Responsibility: Evidence Control Officers or designees.

C. Procedure:

1. Convicted Offender databank samples are submitted to the Evidence Receiving Unit by various agencies and vendors.
2. Before samples are entered into JusticeTrax, all identifying numbers should be checked against all numbers already in the system to ascertain whether or not the sample is a duplicate. An Adhoc query is conducted on JusticeTrax to determine this.
3. Once confirmed as a new sample, the sample is added into the system as a new case in the Database partition of JusticeTrax ("DB" prefixes). When available, the SPBI number should be entered as local number(s) for record-keeping purposes. An "S" is placed in front of the eight digit number (SXXXXXXXX). If no SPBI number is present, the inmate # should be used. An "I" is placed in front of the eight digit number (IXXXXXXXXX). In order to produce an eight digit combination, zeros are added after the "S" or "I" to create an eight digit number. If neither of these numbers were submitted, the social security number should be used. For detailed instructions on DNA Database samples, see DNA SOP section 12-5.
4. No copies of any paper work accompanying the sample shall be made with the exception of possible duplicate samples to be checked or samples missing information.
5. Sample bar codes should be printed when the evidence is entered into the Database partition of JusticeTrax ("DB" prefix).
6. Follow DNA Database SOP-11 for the proper labeling and storage of samples and submission of paperwork.
7. When the designated representative of a submitting agency drops off multiple samples, a general receipt for the number of samples shall be completed by an ECO or designee and signed by the submitting agent, who receives a copy.