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

B. Responsibility: Evidence Control Officers (however titled) or designees.

C. Procedure:

1. Convicted Offender database 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 Ad hoc query is conducted in JusticeTrax to determine this:

   - Under Ad hoc query, select "CO Dup Check".

   - Type in the SPBI number, inmate number and social security number. Separately run the numbers excluding the first zeros and dashes. Ex. 0XX-XX-XXX would be typed XXXXXXX.

   - If the search returns a possible duplicate, click on the case and open it. Click on the "camera" function to view the card that has been scanned. If the card has not been scanned, the original card will be pulled. Compare the present card with the scanned card. If all of the information is a match or most of the information is a match, add the submitting agency information into the search. If it is the same agency that the case was originally, add another sample and print out barcoded labels.

   - All duplicates are verified by the CODIS State Administrator or Alternate. Verified duplicates are maintained by the CODIS State Administrator on a designated spreadsheet.

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 the local number(s) for record-keeping purposes. An "S" is placed in front of the eight

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digit number (SXXXXXXXX). If no SPBI number is present, the inmate number should be used. An "I" is placed in front of the eight digit number (IXXXXXXXX). 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.

4. Sample barcode labels should be printed when the item is entered into the Database partition of JusticeTrax ("DB" prefix).

5. When the designated representative of a submitting agency drops off multiple samples, a general receipt for the total number of samples shall be completed by an Evidence Control Officer or designee. This receipt is signed by the submitting agency representative. The original signed receipt is maintained by the Evidence Receiving Unit in a designated binder. A copy is given to the submitting agency representative.

6. With the exception of possible duplicate samples to be checked or samples missing information, no copies of any paperwork accompanying the sample shall be made.

7. For the proper labeling and storage of samples and submission of paperwork, see DNA-SOP-11.

8. For detailed instructions on DNA Database samples, see DNA-SOP-12.

D. References:

1. CT General Statute S54-102g through m
2. CT General Statute S54-250
3. CT General Statute S54-254

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