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 such as Department of Correction (DOC), Connecticut State Police (CSP) and Quest Diagnostics or Judicial.

2. When the representative of a submitting agency drops off sample(s), a general receipt for the total number of samples shall be completed.
   - This receipt is signed and dated by the submitting agency representative and the ECO or designee.
   - The original signed receipt is maintained by the Evidence Receiving Unit in a binder for Offender samples. A copy is given to the submitting agency representative.

3. A batch number is assigned to the samples and written on the paperwork.
   - Samples should be compared to the submitted paperwork. Any discrepancies are brought to the attention of the CODIS State Administrator or alternate .
   - When the batch is completed, the case numbers assigned to it and any duplicate numbers found are added to the paperwork.

4. Information from the paperwork and the steps to complete entry of the samples are added to the tracking sheet for the DNA database. The tracking sheet is located on the (S:) Drive - file name "Tracking Worksheet for DNA Database". Information should be populated as the steps are completed in the process.

5. 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 the DB-Database side (not the casework side) of JusticeTrax to determine this:

   - Under Ad hoc query, select Correctional search or convicted felons search or other appropriately named query.

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- Type in the SPBI number, inmate number and social security number if provided. 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.

    o 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 duplicate sample as a new item to the existing case. If it is the same agency that the case was originally, add another sample and print out barcoded labels (example: submission 002, 2-1, 2-2). If it is a different agency, add the agency to the case and then add the item (sample).

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

6. 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).

    a. Select the appropriate Agency. Examples below:
        DB-DOC (when DOC submitted samples)
        DB-Judicial (when Quest or Judicial submitted samples)
        DB-SP (for sex offender samples submitted by CSP)
        DB-Mental Health (CSP submitted samples)
    b. Enter the Agency case number.
        Use offender # as the agency case number for a total of 9 place holders. 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 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.
        Ex: SPBI (S01234567), Inmate (I00123456), SS# (012345678)

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- If none of the above, consult with the CODIS Administrator for guidance as to what identification number to use (FBI, etc.)
- When entering sex offender registry samples, a second identification number should be added, if available.

c.   Add the sample under the Evidence tab.
Use the kit "DB DNA" to enter the sample into the DB database. The Agency rep is "Courier". Sample barcode labels should be printed when the item is entered into the Database partition of JusticeTrax ("DB" prefix). Two submission 001 labels are printed to be used on the envelope and card during pouching. One of each label, 1-1 and 1-2, are printed to be used on each of the FTA card pouches during the pouching steps. Refer to DNA SOP 11 for guidance.

d.   Restrict the case.
Under the case info tab, the case needs to be "restricted" and access is limited to "Database Access".

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7.   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.

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

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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