

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. A copy is given to the submitting agency representative.
 - Exception: When samples are received via delivery service (USPS or other carrier) there is no receipt. A copy of the mailing envelope can be made to record the date received and batch number.
 - At the end of the year the receipts may be turned over to the DNA CODIS unit for storage.
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 LIMS-plus, all identifying numbers should be checked against all numbers already in the system to ascertain whether or not the sample is a duplicate. A query is conducted in the DB-Database side (not the casework side) of LIMS-plus to determine this:
- Under the Search tab select “Agency Search” and check the “contains” box.
 - 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 XXXXXXXX.
 - If the search returns a possible duplicate, click on the case and open it.
 - Click on the “Attachments” tab 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 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. Note: for duplicate samples a parent submission and one subitem are created (example: submission 002, 2-1). If it is a different agency, add the agency to the case and then add the item (sample).
 - Prior to entering - 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 LIMS-plus (“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 (SXXXXXXXXX). If no SPBI number

is present, the inmate number 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.

Ex: SPBI (S01234567), Inmate (I00123456), SS# (012345678)

- 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, use the social security number first, if unavailable then use the SPBI or Inmate. A second identification number can be added, if needed.

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 LIMS-plus (“DB” prefix). Two submission 001 labels are printed. One of each label 1-1 and 1-2 are printed.

d. Restrict the case.

Under the case info tab, the case needs to be “restricted” and access is limited to “Database Access”.

7. Once entered into LIMS-Plus, the sample is placed in a storage pouch.

- a. Processing a single kit at a time, the two FTA cards are detached from the ID card. The cards are placed into separate storage pouches, each with a desiccant pack and are sealed and initialed. The pouches are labeled items 1-1 and 1-2. Item 1-1 is placed into the designated colored bin. Item 1-2 is placed into the designated cardboard box.
- b. The ID card and mailer envelope are each labeled Submission 001. Submission 001 (mailer envelope and sponges) will be sealed with a temporary seal (tape, staples or equivalent) and placed in a bankers box. Submission 001 ID cards are physically transferred to the DNA section with the Item 1-1 samples when the colored bin contains 84 samples. The cardboard box (labelled with the sample range) and the bankers box (labelled with the sample range) are transferred to the DNA section when full.
- c. Exception for Duplicate samples: the two FTA cards are placed in the same storage pouch with a desiccant pack, sealed and initialed. The pouch is labeled 2-1 (or respective sub-item number).

Approved by Director: Dr. Guy Vallaro

8. 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.
9. 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