

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division



---

### CODIS Standard Operating Procedures Manual

#### 7.0 - Offender

---

## 7.0 – OFFENDER

### 7.1 Convicted Offender Sample Origin

7.1.1 Convicted offender samples originate from the Tennessee Department of Corrections, Tennessee Department of Corrections - Board of Parole, Community Corrections and local jails. It is the responsibility of each facility to determine if a sample is to be obtained.

7.1.2 Prior to July 1, 2011, liquid blood was the primary sample type accepted. A physician, registered nurse, phlebotomist, medical technician, or medical technologist obtained the blood samples according to generally accepted medical procedures.

7.1.2.1 Blood samples were collected from convicted offenders utilizing TBI provided kits.

7.1.3 As of July 1, 2011, a buccal sample became the primary sample type accepted; therefore, medical personnel are no longer required to collect the sample.

7.1.3.1 Buccal samples are collected from offenders utilizing TBI provided kits. The buccal collection kits contain the following items in a pre-addressed sealable mailing envelope: gloves, cotton swabs, inner envelopes, seals, and a database sample submittal form (see Appendix G for an example).

7.1.4 Though past the transition time between blood and buccal samples, the TBI CODIS unit in Nashville will continue to accept blood samples.

7.1.5 Samples may be sent to the TBI CODIS unit in Nashville by courier service, mail, parcel service or they may be hand delivered.

### 7.2 Receipt of Convicted Offenders DNA Samples

7.2.1 Convicted offender samples are not processed through TBI Evidence Receiving and are not considered evidentiary samples. The convicted offender sample database is therefore considered a reference database. The Safety Procedures as described in the Forensic Biology Unit Policy and Procedures, STR Protocol and TBI Safety Manual are followed when handling biohazard samples. Each sample will have a submittal form associated with it. In addition to the offender information, the

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division



---

### CODIS Standard Operating Procedures Manual

#### 7.0 - Offender

---

initials of the individual receiving the sample and the date of receipt will be documented.

- 7.2.2 Each sample is assigned a unique database number, which is documented on the submittal form and the swab envelope. The database nomenclature is as follows: database (D), the last two numbers of the year, hyphen (-), and a sequential number beginning at 0001 or 00001 starting January 1, 2012. For example, D08-0007 is the database number for the 7<sup>th</sup> sample received in Nashville during 2008 or D13-00018 for the 18<sup>th</sup> sample received in 2013.
- 7.2.3 Samples will be monitored to ensure that duplicate DNA samples are not processed as a CODIS sample. If the sample is a repeat, the buccal swabs will be retained for Quality Control purposes. The paperwork associated with the sample will be maintained. The Database DNA Sample Submittal Form will be stamped REPEAT and the original database number will be documented along with the Quality Control number.
- 7.2.4 The information on the submittal form accompanying the sample is reviewed to determine if the sample qualifies to be in the database, according to TCA § 40-35-321.

### 7.3 Information and Sample Security

- 7.3.1 The data entry program is located on a databank computer maintained within the TBI computer system. A password is required to log on to the computer system. Access is limited to the state CODIS administrator, DNA analysts in the CODIS unit, local administrators and alternates, and CODIS technicians.
- 7.3.2 Swab envelopes are stored at room temperature in a limited access area until they are sent to the outsource lab. Upon return from the outsource laboratory, the samples are stored at room temperature in a secure area.

### 7.4 Registered Sex Offender Sample Origin

Samples originate from Sex Offender Registry agencies throughout the state of Tennessee. The samples will be collected from individuals registered on Tennessee's Sex Offender Registry who have no DNA profile currently on file. It will be the responsibility of the local agency supervising the registrant to collect the samples and forward them to the TBI CODIS unit in Nashville. Samples may be sent by courier service, mail, parcel service or they may be hand delivered

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division



---

### CODIS Standard Operating Procedures Manual

#### 7.0 - Offender

---

#### 7.5 Receipt of Sex Offender Registry DNA Samples

- 7.5.1 Sex Offender Registry samples are not processed through TBI Evidence Receiving and are not considered evidentiary samples. Each sample will have a database sample submittal form (see Appendix F for an example) associated with it. In addition to the offender information, the initials of the individual receiving the sample and the date of receipt will be documented.
- 7.5.2 A buccal sample will be the accepted sample type; therefore, no medical personnel will be needed to collect the sample. Buccal samples are collected from offenders utilizing TBI provided kits. The buccal collection kits contain the following items in a pre-addressed sealable mailing envelope: gloves, cotton swabs, inner envelopes, seals, and a submittal form.
- 7.5.3 Sample nomenclature for sex offender samples shall be the same as that used for convicted offender samples.
- 7.5.4 Samples will be monitored to ensure that duplicate DNA samples are not processed as a CODIS sample. If the sample is a repeat, the buccal swabs will be retained for Quality Control purposes. The paperwork associated with the sample will be maintained. The database sample submittal form will be stamped REPEAT and the original database number will be documented along with the Quality Control number.
- 7.5.5 The information on the submittal form accompanying the sample is reviewed to determine if the sample qualifies to be in the database according to TCA 40-35-321 and TCA 40-39-203.

#### 7.6 Offender STR Data

- 7.6.1 Currently, STR analysis of offender samples is performed by an outsource laboratory. In addition to new samples for processing, one quality assurance sample from a previously analyzed laboratory employee and a 5% quality control sample batch of previously processed offender samples shall be submitted to ensure the integrity of data being generated by the outsource laboratory. These samples are given specific numbered QC designations before submittal for testing.
- 7.6.2 Electronic data provided by the outsource laboratory shall be reviewed by a qualified DNA analyst. This is to verify that the files imported into

**TENNESSEE BUREAU OF INVESTIGATION**  
*Forensic Services Division*

---



**CODIS Standard Operating Procedures Manual**  
**7.0 - Offender**

---

CODIS are the sample profiles that the outsource laboratory generated. This shall include a review of all controls and allelic ladders to ensure accurate data.

- 7.6.3 Samples shall not be uploaded to NDIS prior to undergoing a 100% review.