

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division



CODIS Standard Operating Procedures Manual
9.0 Missing Persons

9.0 – MISSING PERSONS AND RELATIVES OF MISSING PERSONS

- 9.1** Samples from relatives of missing persons for future searching purposes are non-evidentiary and handled differently than DNA samples received from relatives used for identification in casework. However, they may both be processed by TBI and entered into the same index.
- 9.2** A CODIS administrator or designee may assist in processing the non-evidentiary samples received from the relatives (biological mother/father, siblings, and children) of a missing person. Submittal of samples taken from other members of the maternal or paternal side of the family is highly recommended. A copy of the signed release form obtained by the law enforcement agency from each individual must accompany each biological sample.
- 9.3** Submittal process for Missing Persons samples
- 9.3.1 At this time, all samples that cannot be processed by TBI (i.e. bone, teeth) should be sent to The Center for Human Identification at the University of North Texas (UNT) for STR and Mitochondrial analysis. Submittal of the samples shall follow the guidelines provided by UNT. Those guidelines can be found on the UNT website or by contacting the state CODIS administrator. Samples can also be forwarded to the FBI laboratory for testing.
- 9.3.1.1 If the samples are submitted to the TBI crime laboratory, they are not considered as evidence and the samples should be forwarded to UNT or the FBI. If contacted prior to submittal of samples to TBI, agencies will be advised to send the samples directly to UNT or the FBI. The CODIS administrator or designee should assist the law enforcement agency with the documentation as much as possible.
- 9.3.2 Samples that can be processed by TBI (i.e. toothbrush, hairbrush) shall be processed according to the TBI Forensic Biology policies and procedures and uploaded to SDIS and NDIS, if deemed eligible. All CODIS eligible profiles shall follow the NDIS policies for completeness on Missing Persons samples.
- 9.4** Sample nomenclature
- Samples submitted as non-evidentiary samples will be assigned a specific database number to be entered into CODIS. The database nomenclature is as follows: database (MP), the last two numbers of the year, hyphen (-), and a

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sequential number beginning at 0001. For example, MP09-0067 is the missing person database number for the 67th sample received in 2009. A copy of all paperwork will be kept by the CODIS Administrator.

- 9.5** Samples that have been in direct contact with the missing person may be used to obtain a Deduced Missing Person Profile. These types of samples may include: toothbrushes, contact cases, used contacts, and clothing, preferably not washed since they were last worn.

9.5.1 These samples can be processed by a TBI DNA analyst and uploaded according to TBI and NDIS policy.

9.6 Reporting DNA Results

9.6.1 If the sample is non-evidentiary, a memorandum on TBI letterhead shall be sent to the submitting agency stating that the samples were forwarded to the University of North Texas. Any reports from the UNT facility shall also be forwarded to the submitting agency.

- 9.7** Missing persons and relatives of missing persons samples offered to SDIS from the Metro Nashville PD (MNPD) crime lab shall be subject to their own policies and procedures and NDIS policies and procedures. TBI will maintain MNPD missing persons and relatives of missing persons samples at SDIS.