

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 blood received from relatives used for identification in casework. However, they may both be 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
- 9.3.1 At this time all samples 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.
- 9.3.2 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.
- 9.3.3 If contacted prior to submittal of samples to TBI, agencies will be advised to send the samples directly to UNT or the FBI.
- 9.3.4 The CODIS administrator or designee should assist the law enforcement agency with the documentation as much as possible.
- 9.4** Sample nomenclature

If samples are submitted to the TBI Crime Lab to be forwarded to UNT or the FBI, a unique missing person database number is placed on the packaging and any accompanying documentation. The database nomenclature is as follows: database (MP), the last two numbers of the year, hyphen (-), and a 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.

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division



CODIS Standard Operating Procedures Manual
9.0 Missing Persons

- 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** Occasionally a sample may be submitted that was obtained from the missing individual. These samples will be identified with the same type of identifier as the relatives of missing persons.
- 9.6** Reporting DNA Results
- 9.6.1** Since 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 (MNP) crime lab shall be subject to their own policies and procedures and NDIS policies and procedures. TBI will maintain MNP missing persons and relatives of missing persons samples at SDIS.