

# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*



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### CODIS Standard Operating Procedures Manual

#### 10.0 Arrestee

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## **10.0 – ARRESTEE**

### **10.1 Sample Origin**

- 10.1.1 Samples will originate from local jails and booking facilities throughout the State of Tennessee. It will be the responsibility of the local arresting/booking agency to collect the samples and forward them to the TBI laboratory.
- 10.1.2 Starting October 1, 2012, all arrestee samples will be managed by the TBI CODIS unit in Nashville.
- 10.1.3 The samples will be taken from individuals arrested for certain violent felony crimes. See Appendix I for a list of qualifying felony offenses and the corresponding TCA codes.
- 10.1.4 A buccal swab sample is the accepted sample type; therefore, medical personnel are not required for sample collection.
- 10.1.5 Buccal samples are collected from arrestees utilizing TBI provided kits. The buccal collection kits contain the following items in a pre-addressed sealable mailing envelope: cotton swabs, inner envelopes, instructions, gloves, and a database sample submittal form (see Appendix J for an example). The samples may be sent to the Nashville TBI lab by courier service, mail, parcel service or they may be hand delivered.
- 10.1.6 Arrestee buccal samples are not processed through the Evidence Receiving unit and are not considered evidentiary samples. The arrestee sample database is therefore considered a reference database.

### **10.2 Processing of Samples**

- 10.2.1 Arrestee samples are not processed through TBI Evidence Receiving and are not considered evidentiary samples. The Safety Procedures as described in the Forensic Biology Unit Policy and Procedures, STR Typing Protocol and the TBI Safety Manual are followed when handling biohazard samples.
- 10.2.2 As each sample is opened the submittal form will be completed including the database number, initials of the person receiving the sample, and date the sample was received.
- 10.2.3 Each sample is provided a unique database number, which is

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documented on the submittal form and the swab envelope.

10.2.3.1 Starting January 1, 2012, the database nomenclature will be as follows: database (A), the last two numbers of the year, hyphen (-), and a sequential number beginning at 00001. For example, A13-00010 is the database number 10<sup>th</sup> sample received in Nashville during 2013.

10.2.4 The information on the submittal form accompanying the sample is reviewed to determine if the sample qualifies to be in the database. Contact with the submitting agency may be needed if there is missing information on the submittal form. If no more information is available, the sample is returned to the submitting agency for correction or destruction. See the guidelines to determine if the Arrestee samples are acceptable for CODIS in the supporting materials of this protocol.

### **10.3 Information and Sample Security**

10.3.1 The data entry program containing arrestee information is located on a computer within the TBI Computer system. A password is required to log onto the computer. Access is limited to members of the CODIS unit.

10.3.2 Swab envelopes are stored at room temperature in a limited access area until they are sent to the outsource lab and upon return are stored at room temperature in a secure area.

### **10.4 Arrestee STR Data**

10.4.1 Currently, STR analysis of arrestee 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 arrestee samples shall be submitted to ensure the integrity of data being generated by the outsource laboratory.

10.4.2 Electronic data provided by the outsource laboratory shall be reviewed by a qualified DNA analyst in order to verify that the files imported into 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.

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