



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

CODIS Standard Operating Procedures Manual State Administrators Duties

APPENDIX C: STATE CODIS ADMINISTRATOR CHECKLIST

Weekly	Uploads: process LDIS uploads, send uploads to NDIS
	Review reconciliation reports
	Disposition of candidate matches, mark hits, and investigations aided
	Verify matches / offender, forensic, arrestee reports
	AutoSearch
	Backup data
Monthly	Hit statistics to NDIS by the 10 th
	Check profile in Popstats
Yearly	Audits, including outsource lab
	External audits to NDIS Custodian
	Certify SDIS compliance with audit requirement to NDIS custodian
	Compile and submit annual CODIS Survey
	Review and update LDIS concerning NDIS Operating Procedures
	Eligibility training for acceptable at profiles at NDIS, all analysts
	Point of contact updates for all labs to NDIS
	Review and update protocols
	External proficiency tests
As Needed	Review CODIS Technical Bulletins
	Add / terminate / update users
	Add / remove labs
	Software upgrades
	On-site visit to outsource labs
	Conduct training
	Expungement or administrative removal of profiles



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This reflects most but not all of the duties of the State CODIS Administrator and is provided as an example only. See supporting material for a working checklist.