

## Procedure for CODIS Reports

**1.0 Purpose** – To outline the steps for reporting, reviewing, and publishing CODIS Reports.

**2.0 Scope** – This procedure applies to forensic scientists who are qualified to write and review CODIS Reports.

### 3.0 Definitions

- **Arrestee Hit** - A match between an arrestee's DNA profile and the DNA profile from a forensic unknown or forensic mixture profile in an unsolved forensic case which aids the investigation.
- **Forensic Hit** - A match between a forensic unknown or forensic mixture profile in an unsolved case and a forensic unknown or forensic mixture profile from another solved or unsolved case. The match is considered a forensic hit if the match aids the investigation in some way.
- **Investigative Information** - This disposition is used as a generic category for matches that do not provide probative information and/or does not readily fit the other disposition categories.
- **Offender Hit** - A match between a convicted offender's DNA profile and the DNA profile from a forensic unknown or forensic mixture profile in an unsolved forensic case which aids the investigation.
- **Subject Information Assessment (SIA)** - An evaluation of a subject's criminal history conducted by a DNA Database Section Criminal Justice Specialist.

### 4.0 Equipment, Materials, and Reagents

- Forensic Advantage Software
- SpecMan
- CODIS software

### 5.0 Procedure

#### 5.1 Forensic Advantage

**5.1.1** A case record in FA shall be created for all confirmed CODIS hits.

**5.1.2** Assign the evidence item entered into CODIS to the case record and worksheet.

**5.1.3** On the main page, select the Item from the drop down menu to populate the item description.

**5.1.4** For Case Records involving CODIS Hit notifications only, place a check mark in the box "Notification of CODIS Hit" and modify the automatically generated statement to reflect the appropriate report wording.

**5.1.5** Add CV and match details report to the case record.

**5.1.6** When generating the report, add a header entitled "NOTIFICATION OF CODIS HIT." Ensure the District Attorney and the Chief of Police/Sheriff are added as Carbon Copy Officers. For any SBI assisted cases, ensure that the SBI Case Agent and SBI Records are also added as Carbon Copy Officers in FA.

## 5.2 Report Writing

**5.2.1 Offender/Arrestee Hits:** Upon a (routine/one-time) search of the (FBI's National DNA Index System (NDIS)/ North Carolina state DNA database (SDIS)), a (high/moderate) stringency match occurred between the (mixture/partial) DNA profile obtained from \_\_\_\_\_(Item ) and the DNA profile contained within the (name of state/Federal) DNA Database identified as belonging to:

Name:

DOB:

SSN:

SID:

FBI:

This information is to be used only as an investigational lead and may support probable cause to obtain a DNA standard from the above individual. Analysis in this case is not considered complete until a DNA standard has been obtained from this individual and submitted for comparison purposes.

This profile will continue to be routinely queried in the CODIS database unless you notify the NCSCL that this individual is not a subject of your investigation (e.g., a consensual sex partner or a witness)

If you need further information regarding this CODIS hit, please do not hesitate to contact Forensic Scientist (name of) or the Casework CODIS Administrator at 919-582-8860.

**Note:** Ensure any disclaimers present in the Subject Information Assessment (SIA) provided in SpecMan CODIS Hit record Notes section are included in the CODIS Hit Notification Report.

**5.2.2 Forensic Hits/Investigative Information:** Upon a (routine/one-time) search of the (FBI's National DNA Index System (NDIS)/ North Carolina state DNA database (SDIS)), a (high/moderate) stringency match occurred between the (mixture/partial) DNA profile obtained from \_\_\_\_\_(Item ) and the casework DNA profile contained within the (name of state/Federal) DNA Database with specimen ID#\_\_\_\_. The investigator's contact information is as follows:

Agency:

Name:

Telephone:

Email:

Case#:

This information is to be used only as an investigational lead and suggests that these cases may be connected. If you need any further information regarding this CODIS hit, please do not hesitate to contact (name of Forensic Scientist) or the Casework CODIS Administrator at 919-582-8860.

## 5.3 Reviewing CODIS Hit Notifications

### 5.3.1 In-State Offenders

#### **5.3.1.1 Technical/Administrative Review**

- 5.3.1.1.1** Review the match detail report.
- 5.3.1.1.2** Verify the DNA Database CODIS hit confirmation has been completed and reviewed.
- 5.3.1.1.3** Review the Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.1.1.4** Review SpecMan details including identification information, qualifying offenses and if the individual was incarcerated at the time of the offense.
- 5.3.1.1.5** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

#### **5.3.2 Out-of-State Offenders or Forensic Hits**

##### **5.3.2.1 Technical/Administrative Review**

- 5.3.2.1.1** Review the match detail report.
- 5.3.2.1.2** Look for the presence of the confirmation letter/case information from the out of state agency in the Case Record Object Repository.
- 5.3.2.1.3** Review Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.2.1.4** Ensure that a CODIS Hit record has been created in SpecMan.
- 5.3.2.1.5** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

#### **5.3.3 In-State Forensic Hits**

##### **5.3.3.1 Technical/Administrative Review**

- 5.3.3.1.1** Review the match detail report.
- 5.3.3.1.2** Review Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.3.1.3** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

#### **5.4 Publishing results**

- 5.4.1** Release/publish CODIS hit notification case record.
- 5.4.2** Release/publish DNA database confirmation case record.

**5.4.3** Update CODIS Hit record status in SpecMan.

**6.0** **Limitations-** N/A

**7.0** **Safety-** N/A

**8.0** **References**

DNA Database Section Procedure for CODIS Hits

Forensic Biology Section Procedure for CODIS – DNA Casework

NDIS Appendix F – NDIS acceptable definitions

**9.0 Records-** N/A

**10.0 Attachments** – N/A

Revision History		
Effective Date	Version Number	Reason
12/20/2016	1	Original Document
06/02/2017	2	Throughout document - specified requirement for creation of case records in FA; clarification on carbon copy officers; 5.2.1 - removed search warrant reference
03/12/2018	3	5.2.1 – added ‘may’ to probable cause statement; clarified statement that profiles will continue to be queried unless SCL is notified otherwise; 5.4.2 – updated case record reference.