CODIS Program

Standard Operating Procedures

November 2023

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INTRODUCTION

The Washington State Patrol Crime Laboratory Division (WSP CLD) program for the typing of DNA in biological materials has three related, but distinct aspects:

1. The DNA typing of biological evidence recovered from a crime scene with the results potentially being introduced in court as part of a criminal proceeding.

2. The DNA typing of biological samples received from Washington State convicted offenders as mandated by RCW 43.43.754

3. DNA typing to aid in the identification of human remains and missing persons.

The authority for this work is provided by Washington RCW 43.43.752, 43.43.753, 43.43.7532, 43.43.754, 43.43.7541, 43.43.756, 43.43.758, and 43.43.759. Both adult and juvenile offenders are covered under this RCW. The Washington Administrative Code establishing the rules of operation for this program are contained in Chapter 446-75.

The primary source of information for the guidelines related to the CODIS Program is the FBI's "NDIS Operational Procedures Manual" along with guidance provided by NDIS (National DNA Index System).

The DNA typing results from both evidentiary samples and convicted offender samples are entered into a computer database which is referred to as CODIS (Combined DNA Index System). This database can then be searched when DNA typing results are obtained from crime scene evidence of unknown origin. This aspect of the DNA program is used as an investigative tool to assist law enforcement agencies in developing potential suspects in criminal cases and/or linking cases with matching DNA profiles where no link was previously known. STR profiles developed from human remains, missing persons and relatives of missing persons can also be entered into the CODIS database and searched to aid in the investigation of unidentified human (remains) and missing persons.

CODIS is a collection of DNA databases from forensic laboratories around the United States. CODIS consists of various levels. The Local DNA Index System (LDIS) contains the DNA records for insertion into higher levels of CODIS. The State DNA Index System (SDIS) contains the state-level DNA records searched by local DNA laboratories within the state. SDIS is the state's repository of DNA identification records including convicted offender DNA profiles, forensic profiles, unidentified human (remains) profiles, missing person profiles, and DNA profiles from relatives of missing persons. SDIS is the responsibility of the CODIS Manager. All searches done within Washington State are done through SDIS on technically reviewed profiles. SDIS also serves as the central point of contact for access to NDIS. NDIS is the FBI-administered centralized system of DNA identification records contributed by all state and local participating laboratories. NDIS receives records from every lower level of CODIS and supports the searching function of CODIS.

The five local CODIS Washington State Patrol Crime Laboratories in Marysville, Seattle (casework), Spokane, Tacoma and Vancouver conduct DNA typing on evidentiary samples and enter those profiles into LDIS in their respective laboratories. These profiles are submitted to the state CODIS laboratory in Seattle where they will be searched against all other case profiles developed within the state as well as the state convicted offender database. They are also forwarded to NDIS for interstate searching if the profile meets NDIS eligibility criteria.

CODIS PROGRAM

The CODIS DNA Analyst and the Casework DNA Analyst must be security cleared by the FBI and authorized by NDIS to add and modify DNA records in CODIS.

ORGANIZATION AND MANAGEMENT

CODIS DNA Analyst (Forensic Scientist)

The CODIS DNA analyst generates, interprets and technically reviews DNA typing profiles from convicted offender samples. If applicable, they will re-type convicted offender samples as part of the hit confirmation process and will also participate in the administrative review of the offender match response packets. On an annual basis each CODIS DNA analyst must successfully complete the annual NDIS eligibility training to retain the ability to upload DNA profiles into the CODIS database.   As necessary, CODIS DNA analysts will also assist with administrative tasks.

Laboratory Technician 1

The CODIS laboratory technician 1 performs a variety of routine duties in support of CODIS Laboratory operations. Their primary duties are administrative processing of incoming convicted offender samples, preparation of the weekly convicted offender confirmation sets, and the shipping of the DNA collection kits to the requesting agencies.

Laboratory Technician 2

The laboratory technician performs a variety of routine duties in support of CODIS Laboratory operations. They perform routine quality control testing and operate/maintain laboratory equipment. As needed, they will also assist with the administrative tasks.

Casework DNA Analyst (Forensic Scientist)

The casework DNA analyst generates and interprets DNA profiles from evidentiary samples, technically reviews DNA profiles and has the responsibility to determine whether or not there is a DNA profile that is appropriate for entry into CODIS in their case. On an annual basis each casework DNA analyst must successfully complete the annual NDIS eligibility training to retain the ability to upload DNA profiles into the CODIS database. It is the responsibility of the DNA analyst to alert the CODIS Administrator within the local laboratories or the CODIS Manager to any CODIS related actions on their casework. Such actions would include subsequent determination that an unknown profile belongs to an elimination source (e.g. husband/boyfriend) and therefore must be removed from CODIS.

CODIS Manager

The CODIS Manager manages and operates the CODIS Laboratory and serves as the State Administrator (SDIS Administrator) for the CODIS program and is the central point of contact in the laboratory for CODIS.

The CODIS Manager is responsible for ensuring that the DNA sections in each laboratory within the division are in compliance with the terms and conditions for participation in the National DNA Index System and is the central point of contact with the NDIS Custodian.

The CODIS Manager is responsible for all operations of the CODIS system and has ultimate authority over the state's security and quality of data stored in CODIS. The security and quality of data in CODIS shall be maintained in accordance with state and/or federal law and NDIS operational procedures. Support for these functions is provided by the WSP FBI approved Information Technology (IT) and Electronic Services Division (ESD) staff and by the CODIS Help Desk. Responsibilities of the CODIS Manager include, but are not limited to: CODIS user documentation and updates, software updates, user maintenance, executing

searches, setting match dispositions in accordance with NDIS operational procedures, sending uploads to NDIS, and communicating with other agencies as needed.

The CODIS Manager has the authority over all CODIS laboratories in the WSP CLD to terminate an analyst's or laboratory's participation in CODIS until the reliability and security of the computer data can be assured in the event an issue with the data is identified. Any such action shall require immediate notification to the DNA Technical Leader, Section Supervisor, LDIS Administrator, Laboratory Manager and the Quality Assurance Manager, and within 5 business days, notification to the NDIS Custodian. The CODIS Manager must also notify the NDIS Custodian, within 5 business days, of the following:

- If a CODIS User or CODIS IT user has been arrested for, or convicted of, a criminal offense;
- If the laboratory loses its criminal justice agency status or its accreditation or has its accreditation revoked or suspended;
- If the laboratory loses the capability to perform DNA analysis;
- If the laboratory has fewer than two full-time employees who are qualified to perform DNA analysis or if there is a vacancy in the DNA Technical Leader position where there is no one in the laboratory that meets the qualifications of this position.
- If the laboratory is not in compliance with the external QAS requirement.

The CODIS Manager will designate another individual to perform CODIS-related duties as needed. An Alternate SDIS Administrator shall be designated within ninety (90) days of a vacancy. The Alternate SDIS Administrator will receive appropriate training to perform the tasks and will assist with the CODIS related duties.

The CODIS Manager is responsible for facilitating and documenting the completion of all NDIS participation requirements by the SDIS and LDIS labs. These requirements are listed below:

- Annual CODIS audit certification
- Annual updates of the CODIS points of contact on the CODIS FBI Website/CJIS WAN (Criminal Justice Information Services Wide Area Network)
- CODIS survey documents
- Attendance of required CODIS meetings and training

The CODIS Manager is responsible for ensuring that data related to hits is sent to the NDIS Custodian by the 10th of each month (or as otherwise specified by the NDIS Custodian).

The CODIS Manager is responsible for ensuring that the NDIS Batch Target File downloaded via the CODIS FBI Website/CJIS WAN is searched periodically.

The CODIS Manager is responsible for the Convicted Offender/CODIS Program Standard Operating Procedures Manual which provides general guidelines. Allowances to adapt a CODIS-related policy may be necessary and will be determined on a case by case basis by the CODIS Manager in consultation with the DNA Technical Leader.

The CODIS Manager supervises the CODIS Laboratory Supervisor and Laboratory Technician 1 and ensures that CODIS DNA Analysts have completed the necessary CODIS computer training.

Qualifications, training requirements and general responsibilities of SDIS CODIS Administrators and Alternates are further described in the NDIS Procedure "NDIS Laboratories".

<u>Local CODIS Administrator (LDIS Administrator/Casework CODIS Administrator)</u>

A local CODIS Administrator (LDIS Administrator/Casework CODIS Administrator) will be designated in the Marysville, Seattle (casework), Spokane, Tacoma and Vancouver laboratories by the DNA supervisor with approval from the CODIS Manager and Laboratory Manager. The LDIS Administrator is responsible for the operations of the CODIS system within their laboratory and is the local point of contact for CODIS. Their responsibilities include, but are not limited to: facilitating software updates, user maintenance, supervision

of outgoing search requests and resulting State Match Detail Reports, sending uploads to SDIS, deletion of profiles when necessary, scheduling and documenting the CODIS computer training of Casework DNA analysts, and setting match dispositions in accordance with NDIS operational procedures. In addition, the LDIS Administrator shall ensure the security and quality of the data stored in CODIS and that it is in accordance with state and/or federal law and NDIS operational procedures. Support for these functions is provided by the WSP FBI approved IT and ESD staff, CODIS Manager and by the CODIS Help Desk.

The LDIS Administrator has the authority to terminate an analyst's or their laboratory's participation in CODIS until the reliability and security of the computer data can be assured if an issue with the data is identified. Any such action shall require immediate notification to the CODIS Manager, DNA Technical Leader, Section Supervisor, Laboratory Manager and Quality Assurance Manager.

The LDIS Administrator is responsible for providing the needed documentation on audits and new or existing CODIS users in their laboratory to the CODIS Manager. They are also responsible for updating the points of contact, providing information for the annual CODIS survey, and attending required meetings/conferences.

In each lab the DNA supervisor will designate, with the CODIS Manager and Laboratory Manager's approval, another scientist to perform CODIS-related duties as needed. An Alternate CODIS Administrator shall be designated within ninety (90) days of a vacancy. The Alternate LDIS Administrator will receive appropriate training to perform the tasks and will assist with the CODIS related duties.

Qualifications, training requirements and general responsibilities of LDIS CODIS Administrators and Alternates are further described in the NDIS Procedure "NDIS Laboratories".

DNA TYPING OF CONVICTED OFFENDER SAMPLES

All biological samples collected from convicted offenders in Washington State are submitted to the WSP CODIS Laboratory for DNA typing. The DNA typing and the technical review of these samples are performed by a CODIS DNA analyst.

The reviewed profiles are entered into the Convicted Offender Index (or Multi-allelic Offender Index where appropriate) at SDIS by the CODIS Manager or the Alternate SDIS Administrator. Profiles entered manually using STR Data Entry shall be verified in CODIS by another CODIS analyst or the SDIS Administrator. The entry and verification (if applicable) shall be documented in the case file with the verifier's initials and date. The CODIS Manager/Alternate SDIS Administrator are responsible for uploading these profiles to NDIS.

CASEWORK PROFILES

Forensic STR

For the specimen identification of the forensic STR samples entered into CODIS utilize the following process:

1. Use the entire case number including all zeros (ex. 117-001542).
2. For the sample name replace spaces with underscores (ex. Vag_SF, shirt_A, and R_breast). Other punctuation such as dashes, periods, or pound signs can also be included if they are part of the sample name (ex. 130-1, 130.1 and vag-1. Alternatively, spaces can be omitted in the sample name (ex. vagSF, shirtA, and Rbreast).
3. Use spaces between the case number and the sample name and between the sample name and the SAK indicator if applicable (ex. 117-001542 vagSF SAK3 and 117-001542 130-1).

Forensic STR profiles are normally entered into LDIS by the DNA casework analyst prior to the completion of a technical review. Before a profile can be uploaded, the analyst must determine if the sample from which the profile is generated is eligible for SDIS/NDIS by ensuring documentation is in the case file showing the three following criteria have been met:

1. That a crime has been committed,
2. The DNA sample was recovered from the crime scene and is attributed to the putative perpetrator, and
3. That elimination sample(s) have been requested, if applicable

The DNA sample must meet all three criteria to be eligible for upload to NDIS or SDIS.

Additionally, all partial and mixture profiles for CODIS consideration will be assessed. If there are at least six Original CODIS core loci, then the profile will be further assessed for compliance with Moderate Match Estimation (MME) threshold requirements using the CODIS software or STRlite. Profiles that do not meet the required MME for NDIS will be assessed for compliance with the Match Rarity Estimate (MRE) threshold requirements for the NDIS forensic targeted specimen category. The MME/MRE are automatically calculated for forensic partial, forensic mixture, and forensic targeted profiles once entered in Specimen Manager in the CODIS Software or in STRlite. A copy of the "LDIS Specimen Detail Report" or the STRlite "CODIS Worksheet" will be printed and included in the case file.

CALCULATING THE MRE USING CODIS POPSTATS

1. In the CODIS software choose the PopStats tab and Match Estimation.

2. In the Match Estimation Target Profile window either enter or import the profile of interest.

3. Make sure only the Original thirteen CODIS core loci are checked

4. In the Configuration Summary window locate the Statistics Database Directory and choose Browse.
a. Navigate to codis>Popstats>POPDATA>FBI>NIST 2017
b. Select the NIST 2017 folder and press OK

5. In the Configuration Summary window locate the Ethnic Groups section and ensure ONLY the COMB box is checked.

6. If calculating an MRE, set the stringency to H (high) by double clicking in the stringency box at the appropriate loci.

7. In the Match Estimation Target Profile window press calculate.

8. A Match Estimation Summary window will open and display a result for the Average Profile-Level Match Rarity Estimate (MRE) and the Average Inverse MRE. If the stringency was set to M (moderate) for all the loci the Average Inverse MRE is the MME. If the stringency of any locus was set to H (high) the Average Inverse MRE is the MRE.

If a profile is determined to be ineligible for SDIS due to not meeting MME threshold requirements, the "Match Estimation Report", STRlite "CODIS Worksheet", or "LDIS Specimen Delete Report " (if applicable) shall be printed and included in the case file to document the MME of the profile.

Once the profile, case scenario eligibility, MME/MRE, and the specimen category listed on the "LDIS Specimen Detail Report" are technically reviewed, the profile can be uploaded by the LDIS Administrator to be searched at SDIS (and NDIS as appropriate). Approval by the LDIS Administrator for the forensic targeted category profiles should also be documented prior to upload as applicable. The technical review requirements are listed in the Searches section. A request for any necessary elimination standards must also be made and documented before a profile can be uploaded to be searched.

Requesting elimination standards helps ensure that only those DNA profiles related to a putative perpetrator are uploaded into SDIS/NDIS:

DNA Case Supplemental Information forms completed by the submitting law enforcement agency make the initial request for any necessary elimination standards involving sexual assault cases and may also provide scenario information regarding elimination standards for the other case types. This information may also be located elsewhere in the case file. If the DNA Case Supplemental Information form/other documentation is received with incomplete information regarding the availability of or need for elimination standards (e.g. consenting partner for sexual assault, non-perpetrator vehicle owner for steering wheel swabs) and a CODIS eligible profile is developed, follow up with the submitting law enforcement agency is required prior to profile upload. Follow up will include a documented request to submit reference samples, if they are or become available, for any instances where an elimination standard may be needed. When an elimination sample obtained from the individual (e.g. consenting partner, vehicle owner) is matched to the evidence profile in CODIS, the evidence profile must be removed and the removal documented in the case file.

Missing Persons, Relatives of Missing Persons and Unidentified Human (Remains)

When a candidate match/potential association is identified to the Missing Persons, Relatives of Missing Persons or the Unidentified Human Remains category the casework analyst will follow the confirmation steps listed in the Matches section and issue a laboratory report to the submitting law enforcement agency. The supporting documentation must be kept in the case file. No match candidate information will be discarded and not kept in the case file. A secondary DNA technology (Y-STR, mtDNA) may be considered as appropriate; however the lack of the additional technology does not prevent the search and inclusion of this sample in CODIS. In some instances mitochondrial DNA testing may also be necessary. Since our laboratory does not perform that analysis please contact the CODIS Manager for further guidance.

NDIS has the following additional requirements for these types of cases:

1. In missing person's investigations, references may be voluntarily submitted from family members for the relatives of missing person index. Family reference samples that are submitted to a WSP Crime Laboratory for this purpose shall be accompanied with a Consent for Family Reference Samples Collection, Reference and CODIS Entry Form. (Note, If a family reference sample is submitted to confirm a deduced missing person DNA profile then this consent form is not needed). The DNA record of a relative of a missing person shall be removed from SDIS/NDIS under the following circumstances: the missing person corresponding to this reference sample has been identified, if it is determined that the individual is not biologically related to the missing person or at the written request of the individual. If a set of partial remains is identified the relatives samples may remain at SDIS/NDIS.

2. The analyst shall request the NCIC (National Crime Information Center) number associated with the case from the submitting law enforcement agency representative. This is a unique 10 digit alphanumeric number that is generated when a law enforcement agency enters information about the case into NCIC to assist in locating or identifying the person.   If the NCIC number is provided it shall be referenced in the laboratory report along with the information needed to complete the Miscellaneous (MIS) field in NCIC. See step 4 for the reporting information needed by the law enforcement agency to complete the MIS in NCIC.

3. Specimen identification numbers for entry into CODIS should not include the individual's name as an identifier. An appropriate identifier would be the case number and item number.

4. In addition to the sample's CODIS upload information, the following information must also be added in the laboratory report:

   Please note the following information regarding this sample's CODIS entry
   Laboratory ORI:

DNA analysis type: (e.g. STR)
Specimen category: (e.g. Unidentified Person)
Specimen ID:
NCIC: (if provided)

Note, this information is needed by the submitting law enforcement agency to complete the MIS Field in NCIC.

5. The DNA record of the unidentified human remains shall be removed from SDIS/NDIS when a notification from either the Medical Examiner or the Coroner that a death certificate confirming the identity of the remains has been issued. This supporting documentation must be kept in the case file. If the association is with individuals who are unidentified (e.g. children who can't and others who can't or refuse to identify themselves) communication confirming identity with the submitting law enforcement agency must be documented in the case file before it can be removed from SDIS/NDIS. If the human remains are partial, the DNA profile may remain at NDIS to facilitate identification of other remains.

6. If an STR and/or Y-STR profile has been generated by a WSP CLD DNA analyst, .cmf files on a CD can be provided to the law enforcement agency if requested. The data provided will enable the NDIS participating laboratory conducting additional technology testing (e.g. mitochondrial) to link the profiles in the CODIS software.

SEARCHES

Casework DNA profiles must be technically reviewed before being uploaded or searched at SDIS or NDIS. The review shall include (at a minimum) GeneMapper™ ID-X® data for all appropriate samples and controls to ensure that all allele calls are correct and that mixtures have been properly resolved. This review must also ensure that the profile meets search eligibility requirements and that the designated specimen category is correct. The technical reviewer's initials and date of the review shall be documented in the case file prior to upload or search of the profile. Specimens entered into the forensic targeted specimen category must also be reviewed and signed off by a Local CODIS Administrator (initials and date of the review) and documented in the case file prior to upload or search of the profile.

Search results shall be documented in the case file by including a CODIS Match Details Report or by making a note in the case file, as applicable. Confirmed candidate matches will have the supporting documentation in the case file. Repeated negative/non-probative search results only need to be documented in the case file once. Candidate matches determined to be a "no match" will not be kept in the case file and will be discarded.

Any comparison of a casework profile to a convicted offender profile shall be done by searching the casework profile against the database. The following table summarizes search configurations at SDIS. Information for NDIS searches can be found on the CODIS FBI Website/CJIS WAN or by contacting your local or state CODIS Administrator.

INDEX	Forensic*	Convicted Offender, Multi-Allelic Offender	Unidentified Human (Remains)	Missing Person	Relatives of Missing Person	Employee (includes staff and elimination, known)
Forensic*	X	X	X	X		X
Convicted Offender, Multi-Allelic Offender	X		X	X		X
Missing Person	X	X	X			X
Relatives of Missing Person			X			
Unidentified Human (Remains)	X	X	X	X	X	X
Employee (includes staff and elimination, known)	X	X	X	X		X

* = Forensic includes the Forensic Index, Forensic Partial Index, SDIS Forensic Partial Index, Forensic Mixture Index and SDIS Forensic Mixture Index, and Forensic Targeted Index.

TYPES OF SEARCHES

Manual Search

Manual searches may be conducted by the CODIS Manager or the Alternate SDIS Administrator when requested by a DNA analyst. At minimum the sample profile must have six Original CODIS core loci and have an MME of at least 60,000 (i.e. 6.000E+004) to be searched. An exception to the STR minimum loci requirements may be authorized by the CODIS Manager in consultation with the DNA Technical Leader. The MME of the profile using the Original CODIS core loci and the MME of the profile using all loci shall be provided to the CODIS Manager. The result of this search will be documented in the case file. If the result yields a match that needs confirming, the casework analyst will provide a copy of the "State Match Detail Report" and a "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" or "CODIS DNA Match Data Form Casework Match (SDIS/NDIS)" form, as appropriate, to the CODIS Manager. For forensic hits, this information will also be provided to the other casework DNA analyst. For further information see the section, "Matches".

SDIS Onetime Search of Suspect Profile

Suspect references, if typed, will be onetime searched against eligible profiles in the SDIS database. At minimum the reference profile must have six Original CODIS core loci and have an MME of at least 60,000 (i.e. 6.000E+004) to be searched. An exception to the STR minimum loci requirements may be authorized by the CODIS Manager in consultation with the DNA Technical Leader. The MME of the profile using the Original CODIS core loci and the MME of the profile using all loci shall be provided to the CODIS Manager. The onetime search is at moderate stringency with a one locus mismatch. The suspect reference samples in criminal paternity investigations shall be onetime searched (including those matching a deduced haplotype profile). The exceptions to this procedure are as follows:

- The suspect has an offender sample already in CODIS.
- The suspect reference sample was submitted as a direct result of a CODIS match.
- The suspect reference profile currently produced a casework match to a profile that has been or will be entered into CODIS in the Forensic Unknown specimen category.
- The suspect reference profile currently produced a casework match/inclusion to a profile that has been or will be entered into CODIS in the Forensic Partial or Mixture specimen categories (NDIS or SDIS). Due to how these searches are performed you may consider performing a onetime search.

Submitted reference samples from deceased suspects (e.g. murder/suicide investigations) will be typed and onetime searched against the eligible profiles in the SDIS database. The same exceptions listed above apply.

Note: For CODIS purposes, a secondary reference is not considered a "Suspect, Known" and shall not be onetime searched.

Casework DNA analysts shall enter the suspect's profile into LDIS (using the Specimen Category of "Suspect, Known") and print the "LDIS Specimen Detail Report". The specimen identification shall not include the individual's name. An appropriate identifier would be the case number and item number or individual's initials. A copy of the "LDIS Specimen Detail Report" shall be printed for the case file and subsequent technical review. Once technically reviewed, the LDIS Administrator will initiate the search of

the suspect's profile against eligible profiles at SDIS. Search results shall be documented in the case file. The LDIS Administrator is responsible for the prompt deletion of the suspect profile in the LDIS database once the search has been completed.

Any matches to a specimen from the Forensic Unknown, Forensic Partial, Forensic Mixture, Forensic Targeted, SDIS Forensic Partial, SDIS Forensic Mixture or the Missing Person/Unidentified Person categories will be evaluated by a casework DNA analyst. If the search results in new investigative information or if a reference sample was not previously tested, then the following steps will be completed:

- A "CODIS DNA Match Data Form Casework Match (SDIS/NDIS)" shall be completed. On the form, add "Onetime suspect search" in the Comments box. This information will be provided to the other casework DNA analyst.
- A copy of the completed form will be supplied to the CODIS Manager.
- The casework analyst will issue a laboratory report to the submitting law enforcement agency.

Note: See "Conviction Matches" if the search results in a match to a solved case.

The onetime search will not be conducted on persons other than a named suspect whose reference sample has been submitted in association with a criminal case under investigation.

Emergency Upload and Search Request (EUSR)

In public safety circumstances (a violent offense in which the offender poses an imminent threat to the community, or a high-priority crime of similar nature) when it is not prudent to wait for the nightly NDIS autosearch, an immediate SDIS/NDIS upload and search are possible using the EUSR functionality.

The EUSR is initiated by the LDIS Administrator/Alternate after preapproval by the DNA casework section supervisor (or designee) and the CODIS SDIS Administrator (or designee).

The specimen categories allowed for this immediate upload and search are as follows:

- Forensic Unknown, Forensic Mixture, Forensic Partial, Forensic Targeted and Unidentified Human Remains.

Only specimens with Source ID "No" are eligible for EUSR Searches.

The NDIS match rarity thresholds for each specimen category and eligibility requirements must be met and the sample profile must be peer reviewed prior to this upload and search.

Note, if an EUSR search is needed on an SDIS only sample a manual search by the CODIS SDIS Administrator/Alternate can be performed. This search request is also initiated by the LDIS Administrator/Alternate after preapproval by the DNA casework section supervisor (or designee) and the CODIS SDIS Administrator (or designee). If the EUSR search is not functioning as expected the SDIS Administrator/Alternate can contact the NDIS Custodian and request a manual keyboard search of NDIS.

The EUSR autosearch will be configured differently than the standard autosearches. The forensic sample will be searched against specimens that are of known identity (e.g., convicted offender, arrestee, detainee, Forensic Unknown source ID "Yes", etc.). The forensic sample will then be incorporated in the next regularly scheduled incremental daily autosearch and will be searched against the remaining applicable specimen categories at that time.

The result of this search will be documented in the case file. If the result of the EUSR search yields a match that needs confirming, complete the "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" or "CODIS DNA Match Data Form Casework Match (SDIS/NDIS)" form, as appropriate. For further information see the section, "Matches".

SDIS Autosearch

The CODIS Manager initiates a moderate stringency, no mismatches search of the SDIS database utilizing the "Autosearcher" program within the CODIS software on regular business days. As needed the CODIS Manager can execute a low stringency search of the SDIS database to identify possible matches between Relatives of Missing Persons and Unidentified Human (Remains) profiles.

The "Autosearcher" program searches all eligible profiles entered into the SDIS database and will automatically place any matches that are found into the "Match Manager" program. Matches that occur between profiles entered from another Washington State lab will also appear in that lab's "Match Manager" program. It is the responsibility of the LDIS Administrator in the laboratory involved in the match to initially evaluate the match. A CODIS disposition is required for all matches in "Match Manager" and should be entered within 30 business days of the match date. Setting a disposition is the responsibility of the LDIS/Alternate LDIS Administrator and the CODIS Manager/Alternate SDIS Administrator. For matches that need confirming, a "State Match Detail Report" will be printed and provided to the casework analyst. The CODIS Manager will also retain a copy of this report. For further information on the guidelines when a match that needs confirming occurs, see the, "Matches" section. (Note: At the discretion of the LDIS Administrator, "State Match Detail Reports" on matches other than offender or forensic hits may be provided to casework analysts for their review.)

NDIS Autosearch

Information on NDIS searches can be found on the CODIS FBI Website/CJIS WAN or by contacting a CODIS Administrator. All NDIS eligible samples in the SDIS database will be forwarded to the NDIS database and searched. The CODIS software automatically forwards the results of any matches to the laboratories that submitted the matching samples. These matches are recorded in the "Match Manager" program. It is the responsibility of the CODIS Administrator or CODIS Manager in the laboratory involved in the match to initially evaluate the match and determine if it may need to be confirmed. A CODIS disposition is required for all matches in "Match Manager" and should be entered within 30 business days of the match date. Setting a disposition is the responsibility of the LDIS/Alternate LDIS Administrator or the CODIS Manager/Alternate SDIS Administrator. For all matches that need confirming, the "National Match Detail Report" will be printed and given to the DNA scientist assigned to the case for inclusion in their case file. The CODIS Manager will also retain a copy of this report. For further information on the guidelines when a match that needs confirming occurs, see the, "Matches" section.

High Stringency/One Mismatch Search

As a quality assurance tool, the CODIS Manager will conduct a high stringency/one mismatch search of the SDIS database on a monthly basis.

International Search

Analysts should be aware that it is possible to have an STR profile searched in other countries. For further information, contact the CODIS Manager.

Laboratory to Laboratory DNA Search Request and NDIS Batch Target File

To request a search in another state(s), send an electronically completed and technically reviewed Laboratory to Laboratory DNA Search Request Form (located on the CODIS FBI Website/CJIS WAN) to the CODIS Manager for review and submission. This request must also be approved by the DNA casework section supervisor (or designee).

Upon a laboratory to laboratory DNA search request from another NDIS participating laboratory a onetime search of the WA SDIS database can be performed. At minimum the sample profile must meet all of the eligibility requirements, have six Original CODIS core loci, and have an MME of at least 60,000 (i.e. 6.000E+004) to be searched. The NDIS laboratory will be notified of the search results.

The NDIS batch target file contains "Source ID" "No" single source or deduced single source profiles submitted and searched on a voluntary basis by NDIS participating laboratories. To request a Forensic profile be added to the NDIS batch target file, send an electronically completed and technically reviewed Laboratory to Laboratory DNA Search Request Form to the CODIS Manager. A minimum of seven Original CODIS core loci are required for a profile to be added to the NDIS batch target file.

Once the "Source ID" can be set to "Yes" for a Forensic profile existing in the NDIS batch target file, the DNA casework analyst/LDIS Administrator shall notify the CODIS Manager and request that the profile be deleted from the NDIS batch target file.

If the laboratory to laboratory search request or the NDIS batch target file search request result in new investigative information then the casework analyst will issue a laboratory report to the submitting law enforcement agency. Confirmed candidate matches will have the supporting documentation in the case file. Any "candidate no match" information will not be kept in the case file and will be discarded.

ENTRY AND UPLOAD OF STR PROFILES INTO CODIS

DNA profiles that can be entered into CODIS and uploaded to a higher level are restricted in terms of their source. The DNA Identification Act of 1994, as amended, specifies the following indexes and files of allowable data at NDIS:

1. DNA identification records of persons convicted of qualifying state crimes and juveniles required by the relevant jurisdiction to provide DNA samples. (Convicted Offender Index/Multi-allelic Offender Index)

2. DNA identification records of persons who have been arrested or indicted or charged in an information with a crime and are required by law to provide DNA samples. (Arrestee Index)

3. DNA identification records of persons whose DNA samples are collected under applicable legal authorities. (Legal Index)

4. DNA records from non-United States (U.S.) persons detained under the authority of the U.S. and required by law to provide a DNA sample. (Detainee Index)

5. DNA profiles originating from and associated with evidence found at crime scenes. For example, evidence associated with a crime scene includes DNA that may be carried away from a crime scene. (Forensic, Forensic Partial, SDIS Forensic Partial, Forensic Mixture, SDIS Forensic Mixture, and Forensic Targeted Indexes)

6. DNA records from recovered living persons (e.g., children who can't and others who can't or refuse to identify themselves), and recovered dead persons (including their body parts and tissues), whose identities are not known. (Unidentified Human (Remains) Index)

7. DNA records from missing persons and deduced missing persons. (Missing Person Index)

8. DNA records from the biological relatives of individuals reported missing. (Relatives of Missing Person Index)

9. DNA records from the presumptive parent of a common child of a missing person. (Spouse Index)

Information regarding searches and the uploading of a DNA casework profile will be included in the laboratory report (see the Casework STR Analysis Procedures Manual for suggested wording). In addition, the deletion of a casework profile previously reported as an uploaded sample will be documented in the case file and communicated to the investigating agency either through a laboratory report or letter. The LDIS Administrator is responsible for the prompt deletion of a profile once a casework DNA analyst provides notification that a deletion is necessary.

There are also sources of DNA profiles that cannot be entered into CODIS. These include the following types of samples:

1. Victim profiles

2. Samples submitted for exclusionary purposes (e.g. consensual sexual partners)

3. Items belonging to the suspect (e.g. clothing or other article that would be expected to yield the owner's profile).

Additional information regarding eligibility requirements for entry and upload of a specimen into CODIS is detailed below. For all indexes described, Y-STR alleles included in the autosomal multiplex kit may be included in the CODIS entry provided the relevant interpretation protocols have been applied. The rapidly

mutating Y-STR loci within the autosomal multiplex kit (DYS576 and DYS570) should not be included in samples entered into the Unidentified Human Remains, Missing Persons, or Relatives of Missing Persons indexes.

CONVICTED OFFENDER INDEX AND MULTI-ALLELIC OFFENDER INDEX (CONVICTED OFFENDER AND MULTI-ALLELIC SPECIMEN CATEGORIES

Indexes consist of DNA profiles from adults and juveniles convicted of qualifying state crimes and individuals required to register in Washington State as a sex/kidnapping offender.

STR minimum loci requirements:
NDIS: twenty CODIS core loci. Offender profiles with twelve of the Original CODIS core loci shall also be uploaded to NDIS, but will only be searched periodically against the Forensic Indexes in a high stringency, one mismatch search by the NDIS Custodian.

SDIS: ten Original CODIS core loci

Note:
- Offender profiles with three or more alleles at two or more loci shall be entered in the Multi-allelic Offender specimen category/index.
- In instances where a sample has been consumed and a full profile was not developed, but a more complete or full profile may be constructed by considering multiple results of that sample, those iterations may be used to generate a composite profile. See the CODIS Laboratory STR Analysis Procedures "Composite Profiles" for further details.

If a full profile was not developed but it contains a minimum of six Original CODIS core loci and has an MME of at least 60,000 (i.e. 6.000E+004) it can be onetime searched against the SDIS database. An exception to the STR minimum loci requirements may be authorized by the CODIS Manager in consultation with the DNA Technical Leader. The MME of the profile using the Original CODIS core loci and the MME of the profile using all loci shall be calculated by the SDIS/Alternate SDIS Administrator.

FORENSIC INDEX (SPECIMEN CATEGORY FORENSIC, UNKNOWN)

Forensic, Unknown profiles shall be either single source or a fully deduced profile originating from a mixture which is attributable to the putative perpetrator with no dropout (locus or allelic).

STR minimum loci requirements:
NDIS and SDIS: thirteen Original CODIS core loci with no more than three alleles at any one locus while the remaining loci can have up to two alleles.

FORENSIC PARTIAL INDEX (SPECIMEN CATEGORY FORENSIC PARTIAL) AND SDIS FORENSIC PARTIAL INDEX (SPECIMEN CATEGORY SDIS FORENSIC PARTIAL)

Forensic partial profiles shall be either single source or a fully deduced profile originating from a mixture which is attributable to the putative perpetrator with either locus or allelic dropout at any autosomal locus.

Criminal paternity cases: A deduced DNA profile (i.e. a haplotype) from a criminal paternity investigation with a "Source ID" of "No" shall be entered into the appropriate forensic partial specimen category assuming the profile meets the eligibility requirements listed below. If the source of the profile is subsequently identified, then the profile shall be deleted from CODIS. A deduced profile with a "Source ID" of "Yes" shall not be entered into CODIS.

STR minimum loci requirements:

NDIS (Forensic Partial): eight Original CODIS core loci, no more than three alleles at any one locus while the remaining loci can have up to two alleles. MME must be at least 10 million (i.e. 1.000E+007).

SDIS (SDIS Forensic Partial): six Original CODIS core loci, no more than three alleles at any one locus while the remaining loci can have up to two alleles. MME must be at least 60,000 (i.e. 6.000E+004).

An exception to the STR minimum loci requirements for searching purposes may be authorized by the CODIS Manager in consultation with the DNA Technical Leader. The MME of the profile using the Original CODIS core loci and the MME of the profile using all loci shall be provided to the CODIS Manager. The evidentiary profile shall be from an unsolved homicide, sexual assault, or other crime with significant public safety concerns and have an unambiguous connection to the crime.

FORENSIC MIXTURE INDEX (SPECIMEN CATEGORY FORENSIC MIXTURE) AND SDIS FORENSIC MIXTURE INDEX (SPECIMEN CATEGORY SDIS FORENSIC MIXTURE)

Forensic mixture profiles contain DNA contributed from more than one source attributable to a putative perpetrator(s). (For further information on the interpretation of forensic mixture profiles, see the WSP CLD Casework STR Procedures Manual.)

STR minimum loci requirements:
NDIS (Forensic Mixture): eight Original CODIS core loci, no more than four alleles at any locus. (A locus with > 4 alleles may be dropped if needed.) MME must be at least 10 million (i.e. 1.000E+007).

SDIS (SDIS Forensic Mixture): six Original CODIS core loci, no more than four alleles at any locus. (A locus with > 4 alleles may be dropped if needed.) MME must be at least 60,000 (i.e. 6.000E+004).

An exception to the STR minimum loci requirements for searching purposes may be authorized by the CODIS Manager in consultation with the DNA Technical Leader. The MME of the profile using the Original CODIS core loci and the MME of the profile using all loci shall be provided to the CODIS Manager. The evidentiary profile shall be from an unsolved homicide, sexual assault, or other crime with significant public safety concerns and have an unambiguous connection to the crime.

Additional considerations for Forensic Mixture profiles:

Once technically reviewed, mixtures may be searched. However, careful consideration needs to be given to any mixture where allele drop out or masking may result in the genotype in question missing alleles. The technical reviewer shall review both the complete mixture profile and the profile to be searched in CODIS (listed on the "LDIS Specimen Detail Report") prior to the search. If, at a locus with two or more alleles, one of the putative perpetrator's alleles is missing, then the search will return a "no match" at that locus. If this occurs with two or more loci in a sample, a EUSR search will not return a hit on that specimen since EUSR searches only allow for one mismatch. (See EUSR Search for further details.) SDIS autosearches do not allow any mismatches; therefore even one locus with a missing allele as described above will result in no matches. This problem can be addressed in two different ways:

1. At the locus in question only enter the single allele suspected of coming from the putative perpetrator or

2. Drop the locus from the search.

An additional tool to use when searching mixtures is designating obligate alleles. These are alleles that can be deduced as originating from the putative perpetrator and are designated by placing a plus sign (+) after the allele value. Only one obligate allele can be designated at a given locus but there is no limit on the number of loci in the profile that can have an obligate allele. (Note: the "+" designation serves no purpose for loci with only one allele and should not be used.) It should be recognized that the same considerations be given to drop out and masking even when using obligate alleles.

FORENSIC TARGETED INDEX (SPECIMEN CATEGORY FORENSIC TARGETED)

A forensic targeted specimen would otherwise be designated as a forensic partial or a forensic mixture except that the specimen does not meet the NDIS moderate match estimate (MME) threshold of 10 million. The forensic targeted category will be considered a specimen category of last resort since specimens in this category will only be searched against full single source profiles at NDIS (Forensic Unknown, Convicted Offender, Arrestee, Detainee, Juvenile and Legal). Forensic targeted specimens will however be searched against all profiles at SDIS. The MRE, which is able to evaluate loci at both moderate and high stringency, is used to determine a profile's eligibility for entry into the forensic targeted category.

STR minimum loci requirements:
NDIS (Forensic Targeted): eight Original CODIS core loci; no more than four alleles at any one locus. MRE must be at least 10 million (i.e. 1.000E+007).

Guidance for Using the Partial Locus Indicator and Obligate Allele Designation within a Forensic Targeted Specimen:
A forensic targeted specimen is searched at high stringency at all loci for which the partial locus indicator is set to "No" and that have no more than 2 alleles. If the partial locus indicator is set to "Yes" or a locus has more than 2 alleles, the locus will be searched at moderate stringency. Instances in which only 1 or 2 alleles are present and a contributor's genotype is ambiguous, will require the partial locus indicator to be set to "Yes" (even though complete allele information appears to have been entered for all contributors) in order to allow the locus to be searched at moderate stringency. The obligate (+) allele designation can be used within the forensic targeted category to increase the search discrimination of a locus when targeting a single contributor's genotype that is ambiguous (i.e. "partial Yes" locus with 2 alleles or locus with more than 2 alleles) as appropriate. Adding an obligate designation will not affect a locus' search stringency, therefore obligate designations should not be added to loci that will be searched at high stringency since under this search configuration the obligate designation will be ignored. Careful consideration still needs to be given for forensic targeted specimens where allele drop out or masking may result in the genotype in question missing alleles.

UNIDENTIFIED HUMAN (REMAINS) INDEX (SPECIMEN CATEGORY UNIDENTIFIED PERSONS) AND MISSING PERSON INDEX (SPECIMEN CATEGORIES MISSING PERSON AND DEDUCED MISSING PERSON)

The Unidentified Human (Remains) Index consists of DNA profiles from the recovered deceased (including body parts and tissue) or individuals who are unidentified (e.g. children who can't and others who can't or refuse to identify themselves).

The Missing Person Index consists of known reference DNA profiles from individuals that are missing and DNA profiles of reported missing individuals that have been generated by examining intimate items purported to belong to the missing person, such as a toothbrush, and compared to close biological relatives (if possible). If reference samples from relatives are submitted for this comparison the consent form is not needed. Depending on the source of the item examined the sample will be classified as either Missing Person or a Deduced Missing Person.

STR minimum loci requirements:
NDIS: minimum of seven Original CODIS core loci plus amelogenin (Note: If less than seven Original CODIS core loci are obtained with an unidentified human remain sample, the data may be provided as a .cmf file to another NDIS participating laboratory to upload along with another technology for pedigree searching).

SDIS: seven Original CODIS core loci plus amelogenin

Additional considerations for these profiles:
- Only fully deduced loci should be entered into CODIS for these specimen categories. If there is suspected allelic dropout, the locus shall be omitted entirely. The CODIS software is not designed

to account for allelic dropout during pedigree searches and so the entry of a single allele could result in a missed identification.

- The rapidly mutating Y-STR loci within the autosomal multiplex kit (DYS576 and DYS570) should not be included in samples entered into these indexes.
- If Y-STR analysis is performed at this time it is not to be entered into CODIS. This information can be used for future comparisons.

RELATIVE OF MISSING PERSON INDEX

The Relative of Missing Person Index consists of DNA profiles from the biological relatives (maternal and paternal) of individuals reported missing. If tested these samples should be put into a Pedigree Tree.

STR minimum loci requirements:
NDIS and SDIS: thirteen Original CODIS core loci plus amelogenin.

Additional consideration:
- The rapidly mutating Y-STR loci within the autosomal multiplex kit (DYS576 and DYS570) should not be included in samples entered into this index.
- If Y-STR analysis is performed at this time it is not to be entered into CODIS. This information can be used for future comparisons.

EMPLOYEE INDEX (SPECIMEN CATEGORIES "ELIMINATION, KNOWN" AND "STAFF")

As outlined in the Genetic Information Nondiscrimination Act (GINA) of 2008, 42 U.S.C. § 2000ff, a forensic DNA laboratory may require the genetic information of employees when it is used for analysis of DNA identification markers for quality control to detect sample contamination and is maintained and disclosed in a manner consistent with such use. Therefore, in accordance with GINA, the WSP CLD shall maintain internal DNA databases for the purpose of identifying potential contamination. These database samples are not uploaded to the national CODIS database.

All CLD employees are required to provide a DNA sample which is used to generate a known STR profile (and Y-STR haplotype/profile for males). Visitors may also be required to provide a DNA sample (CLD Quality Operations Manual). DNA samples are typed in the CODIS Laboratory and are used for the purposes of comparison against profiles generated in casework and convicted offender DNA testing to identify potential contamination. (Note: Y-STR haplotype/profiles will be generated by a WSP CLD laboratory with Y-STR service capabilities.) DNA samples collected from visitors will be discarded once a DNA profile of suitable quality has been obtained. The DNA samples collected from CLD employees will be securely stored in the CODIS Laboratory for the purpose of updating DNA profiles should new DNA technology become available. Samples collected for the Elimination Index will not be used for any other purpose. Annually, any samples from a separated employee are discarded. Before discarding, the sample will be reviewed for any needed updates with current DNA technology.

Any DNA profile with a minimum of six Original CODIS core loci, has an MME of at least 60,000 (i.e. 6.000E+004), and is considered unidentified/extraneous contamination will be entered/uploaded into the Employee Index at SDIS. A profile with suspected contamination may be keyboard searched against the Employee Index by the CODIS Manager at the request of a DNA analyst. This request must also be approved by the DNA casework section supervisor (or designee). The DNA profiles from quality control samples such as blood and semen standards will also be entered into this database. The DNA profiles from training samples can also be entered into this database.

The samples in the Employee Index are coded and contain no personal identifying information. A secured listing of these codes associating them to individuals is kept by the CODIS Laboratory and is only accessible to the CODIS Staff. Staff DNA profiles are also kept as confidential records in a restricted access file. The file is only accessible by DNA staff that have clearance from the FBI to utilize CODIS.

On a quarterly basis new DNA profiles added to the Employee Index are also entered into the STRmix Elimination Database. Male samples from CLD employees, other individuals involved with evidence handling, applicable DNA instrument service technicians and DNA defense experts are additionally tested for Y-STRs to be added to the GMID-X Y-STR Reference Database. Y-STR profiles are not added into the SDIS Database. The STRmix and the GMID-X databases are additionally used by the casework laboratory to identify potential contamination.

If a match occurs the analyst will contact the SDIS Administrator (and Alternate) for information concerning the origin of the sample. The possible contamination will be thoroughly investigated. For more details on this process refer to the CLD Quality Operations Manual, the DNA Quality Assurance Manual and the Casework and CODIS STR Analysis Procedure Manuals.

DNA profiles obtained from CLD employees and other individuals involved with evidence handling (such as detectives, latent examiners, property and evidence custodians, medical examiners, SANE nurses, etc.) will be retained indefinitely in the Employee Index unless removal is requested by the specific individual upon separation. On occasion, these profiles may also be assessed by the laboratory managers for removal.   DNA profiles from other visitors in the lab (such as janitors, auditors, interns, media, IT, tours, instrument technicians, general maintenance staff, etc.) will be assessed after two years for their necessity to remain in the Employee Index. A visitor's profile can be removed six months after their time in the lab, upon their request (see the CLD QOM for the details). Annually a list of individuals in the Employee Index (based on category and collection date) will be forwarded to the submitting laboratory manager for assessment of removal. Removed profiles are also deleted from the STRmix and (if applicable) the GMID-X Y-STR reference databases. The Staff DNA profiles kept in the restricted access file will be assessed occasionally for the necessity to remain in the restricted file.

MATCHES

Evaluation of a candidate match matching all available loci at high stringency may be reviewed and evaluated by a current or previously qualified DNA analyst. A candidate match matching any loci at less than high stringency shall be reviewed by a DNA casework analyst currently or previously qualified in the technology used. The casework analyst shall be qualified to reinterpret legacy data for typing kit(s) used when reinterpretation is required to evaluate a candidate match. Tasks that require reinterpretation are defined in the Casework STR Procedures manual. Forensic mixture, partial and targeted candidate matches based upon the original CODIS core loci shall include the evaluation of the additional available loci to help filter the match before proceeding to the confirmation process. Due to the complexity of these types of samples the casework analyst may request the typing of the additional loci of the convicted offender DNA sample to help evaluate the match before proceeding. A candidate match that is determined to be a "no-match" must be confirmed by a second qualified individual. A brief explanation along with the initials of the analyst and reviewer shall be documented in the disposition note field in the CODIS software and the associated paperwork will not be kept in the case file and will be discarded.

Once a candidate match returned in a CODIS search is determined to be a match (i.e. not a no-match), the analyst shall determine if the match needs confirmation (i.e. convicted offender sample retyped) or just verification (i.e. review of case file/data: case-to-case matches, conviction matches). Only matches related to unsolved/unresolved cases involving a convicted offender sample (or arrestee, legal, juvenile, detainee) need confirmation. Determining if a match needs confirmation is required for forensic profiles with a Source ID of "No". This can be accomplished by contact with the investigator (after the match occurs or recently before the match) and/or by accessing court records to determine if the individual returned in the CODIS search has already been convicted in the case. This initial contact with the investigator and/or prosecuting attorney's office is not considered a verbal report since no specific information regarding the match (i.e. convicted offender's identifying information) is released.

When a match that needs confirming occurs between specimens either within Washington State (SDIS match) or between a Washington State specimen and a specimen from another state (NDIS match), a series of steps is initiated to confirm the match. Washington State Offender Match Responses shall be administratively reviewed by a CODIS staff member prior to release (see "Administrative Review of the Match Response Packet" procedure). Paperwork associated with any match response shall be retained by the CODIS Laboratory indefinitely.

A good faith effort will be made to perform the internal match confirmation process, review of DNA data and respond to the requesting Casework Laboratory within 30 business days of the receipt of the request. Once the personally identifying information is received by the Casework Laboratory the information will be provided to the submitting law enforcement agency or to the authorized criminal justice agency within 14 calendar days.

In response to an immediate public safety risk and/or 24/7 emergency notification, outside of business hours, the offender information can be released prior to completing the match confirmation process when approved by the CODIS SDIS Administrator (or designee) and DNA Casework section supervisor (or designee, if applicable), with notification to the DNA Technical Leader. Completion of the match confirmation process will be performed as soon as possible. Before releasing the information, at minimum the following steps will be followed by the CODIS Laboratory:

- Pull offender sample card and compare listed information to that in LIMS and the WA Criminal History.
- Verify the qualifying offense in the criminal history if possible.
- Fill out the CODIS DNA Match Data Response Offender Match (SDIS/NDIS) form with the information available. Note on this form that this information was released prior to completing the match confirmation process as a response to an immediate public safety risk and that an additional CODIS DNA Match Data Response Offender Match form will be provided upon the completion of the match confirmation process.

- Documentation of the approval and the released information will be retained in the appropriate CODIS Match Response packet. If applicable, the appropriate documentation will be retained in the case file.

The following match categories detail the steps to be followed when the match type occurs.

WASHINGTON STATE CASE SAMPLE MATCHES A WASHINGTON STATE CONVICTED OFFENDER SAMPLE

1. The analyst (or LDIS/Alternate LDIS Administrator) whose casework profile matches the Washington State convicted offender sample submits a "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" form to the CODIS Manager. If applicable, the casework analyst or the LDIS Administrator will request additional loci information for evaluation prior to initiating the confirmation process. No information about the convicted offender is released to the case investigator until the match response has been issued. Exceptions to this policy may be authorized by the CODIS SDIS Administrator (or designee) in consultation with the section supervisor with notifications to the DNA Technical Leader in emergency situations where public safety is at risk.

2. The convicted offender DNA sample is pulled from storage and retyped by a CODIS DNA analyst to confirm the original typing results. If the offender samples do not match, the CODIS Manager and the DNA Technical Leader need to be notified immediately. Exceptions to the policy of retyping the convicted offender DNA sample are as follows:

   a. The convicted offender DNA sample has been typed using the current expanded kit and has been previously confirmed by retyping.

   b. Concordant typing results from a duplicate sample.

   c. No remaining original convicted offender DNA sample.

3. If available and of suitable quality, a thumbprint on the Washington State Patrol Convicted Offender card will be examined by the Washington State Patrol Ten Print Unit to assist in the verification process.

4. A CODIS staff member shall request an Interstate Identification Index ("Triple I") background check on all offender confirmations. This search request, conducted by Criminal Records Division staff, queries the national criminal history of the offender which will trigger an alert to the U.S. Marshals Service if the offender is in the Witness Protection Program.

5. When the above steps have been completed, the CODIS Manager/Alternate SDIS Administrator will fill out the "CODIS DNA Match Data Response Offender Match (SDIS)" form with the information regarding the convicted offender. The information on this form may be obtained from the Washington State Patrol Convicted Offender card, from the WA Criminal History , from court records, and/or from contacting the Department of Corrections. This check will also verify that the individual was convicted of an offense covered under the applicable law. If a qualifying offense for the convicted offender cannot be determined, the CODIS Manager will note this on the hit confirmation paperwork. These matches will be reported pursuant to RCW 43.43.754 (11). A copy of the match response form will be given to the casework analyst for inclusion in their case file.

6. The casework analyst will issue a laboratory report to the submitting law enforcement agency stating the match and include, at a minimum, name, date of birth, and WA State Identification number (WA SID) of the convicted offender. In the absence of a WA SID, another identifier may be used. A reference sample from the convicted offender will be requested to be

submitted for typing. The DNA profile developed from this sample will then be compared to the casework profile by the DNA analyst.

WASHINGTON STATE CASE SAMPLE MATCHES A CONVICTED OFFENDER (OR ARRESTEE, LEGAL, JUVENILE OR DETAINEE) SAMPLE FROM ANOTHER STATE

1. The DNA analyst (or LDIS/Alternate LDIS Administrator) sends a "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" form to the CODIS Administrator in the laboratory which has the convicted offender (or arrestee, legal, juvenile, detainee) profile. It is the responsibility of the casework analyst to provide a copy of this form to Washington's CODIS Manager. If applicable, the casework analyst or LDIS Administrator will request additional loci information for evaluation prior to initiating the confirmation process.

2. The state with the convicted offender (or arrestee, legal, juvenile, detainee) profile will conduct their hit confirmation process and subsequently provide the identifying information on the offender to the requestor. It is the responsibility of the casework analyst to provide a copy of this information to Washington's CODIS Manager.

3. The casework analyst will issue a laboratory report to the submitting law enforcement agency indicating the match and include the name, date of birth (if provided) and any identifying numbers provided (such as a state ID or FBI number) of the convicted offender (or arrestee, legal, juvenile, detainee). A reference sample from the convicted offender (or arrestee, legal, juvenile, detainee) will be requested to be submitted for typing. The DNA profile developed from this sample will then be compared to the casework profile by the DNA analyst.

WASHINGTON STATE CASE SAMPLE MATCHES ANOTHER WASHINGTON STATE CASE SAMPLE OR A CASE SAMPLE FROM ANOTHER STATE

1. The analysts involved shall communicate and verify they have a match that needs verification. Additionally, a profile(s) involved in a case to case match that has a Source ID of "No" will require contact with the investigator (after the match occurs or recently before the match) and/or review of court records to determine if an individual has been convicted in the case. Upon verification of the case to case match, one of the casework analysts involved in the match shall submit a "CODIS DNA Match Data Form Casework Match (SDIS/NDIS)" form to the other casework analyst. For out of state matches, the form may be submitted to the CODIS Administrator in the other laboratory. Once the form is completed, a copy of the form is placed into the appropriate case files. In addition, one of the casework analysts shall provide a completed copy of the form to Washington's CODIS Manager.

2. Report(s) must be generated for verified case to case matches. Positive associations involving a solved case(s) in which the agency representative is the same can be reported by issuing one report only. Both case files will retain the necessary CODIS paperwork and the analyst not generating the report will indicate in their documentation which laboratory request contains this reported information.

WASHINGTON STATE CONVICTED OFFENDER SAMPLE MATCHES A CASE SAMPLE FROM ANOTHER STATE

1. The out-of-state laboratory will initiate a request to perform a felon hit confirmation by submitting a "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" form to the CODIS Manager (Note: Other states may utilize their own version of this type of form.) Exceptions to the described procedure may be authorized by the CODIS SDIS Administrator (or designee) in consultation with the section supervisor (or designee) with notifications to the DNA Technical Leader in situations of 24/7 emergency notification and/or immediate public safety risk.

2. The convicted offender sample will be retyped following the felon hit confirmation process and the thumbprint (if available and of suitable quality) will be verified by the Ten Print Unit. (See exceptions as noted above.) If applicable, additional loci for evaluation will be forwarded to the out-of-state laboratory prior to initiating the confirmation process.

3. An Interstate Identification Index ("Triple I") background check shall be requested on all offender confirmations.

4. When the above steps have been completed, the CODIS Manager/Alternate SDIS Administrator will fill out the "CODIS DNA Match Data Response Offender Match (NDIS)" form with the information regarding the convicted offender. The information on this form may be obtained from the Washington State Patrol Convicted Offender card, from the WA Criminal History from court records, and/or from contacting the Department of Corrections.   This check will also verify that the individual was convicted of an offense covered under the applicable law. If a qualifying offense for the convicted offender cannot be determined, the CODIS Manager will note this on the hit confirmation paperwork. These matches will be reported pursuant to RCW 43.43.754 (11). The match response form will be sent to the out-of-state laboratory with a copy retained by the CODIS Manager.

CONVICTION MATCHES

A conviction match occurs when CODIS matches a DNA profile developed from crime scene evidence to a DNA profile from a convicted offender, arrestee, detainee, juvenile or legal index specimen (or suspect in a 1x-suspect search), and the crime from which the evidence was collected has already been solved. A case can be considered solved if there was a previous match to a convicted offender, arrestee, detainee, juvenile or legal index sample and a report was issued, a DNA reference sample matching the crime scene evidence profile has already been typed and a report issued or a case can be confirmed solved by verification in the WA Criminal History, communication with LEA or in a local court system.

The process to verify a conviction match for solved crime scene samples is listed below:

The name of the putative perpetrator and the offender shall be compared using information from the Laboratory Information Management System (LIMS) or the case file to ensure they correspond. Other identifiers such as date of birth or FBI# may also be useful. Additionally, the criminal history record may be used to verify information, especially if any aliases or discrepancies are found.

- Once the name is confirmed it can be released in the report, see conviction match report wording in the Casework STR Procedures. If the name was previously released related to a previous convicted offender, arrestee, detainee, juvenile or legal index sample (or suspect in a 1x-suspect search) match or to the matching of a DNA reference sample to the crime scene evidence profile, the name does not need to be reported again.
- A disposition note shall be added in Match Manager for all NDIS and SDIS conviction matches documenting what information was verified and the source of that information. Only use the individual's initials when documenting the source of the information in Match Manager.
- Ongoing match(es) to duplicate offender samples are dispositioned as conviction matches in Match Manager.
- If the offender's name (or aliases) does not match the solved case, further steps may be warranted such as confirmation of fingerprints (if available) and/or retyping of the offender DNA sample.

Note, if desired a match request can be submitted to the offender laboratory for confirmation like routine matches. The request shall include a brief explanation that the match is a conviction match and the

confirmation is requested for report purposes only. Follow the above procedure for the disposition in Match Manager.

DUPLICATES AND DUPLICATE MATCHES

Duplicate: A match resulting from multiple samples from the same individual having been entered into CODIS. This disposition is used when an unsolved crime scene sample matches to multiple offender samples from the same individual.

Duplicate Match: The same match between candidate and target profiles is already in the database.

INVESTIGATIVE INFORMATION MATCHES

Generic category for matches that do not provide probative information and/or do not readily fit the other disposition categories. Examples of investigative information dispositions include a match between a forensic unknown and an offender reported to be a consensual partner, elimination sample, the listed victim, or to matches where both cases are solved.

In order to release offender information in a report, a match request should be submitted to the offender lab for confirmation like routine matches. The request shall include a brief explanation that the match is investigative information only and a confirmation is requested for report purposes only.

If it is determined that the match was to the consensual partner, elimination sample or the listed victim the sample is no longer eligible for CODIS and must be deleted, however the match still needs to be reported. Please work with your LDIS Administrator to remove the sample from CODIS.

PARTIAL MATCHES

A partial match is currently defined by NDIS as a "moderate stringency candidate match between two single source profiles having at each locus at least one allele in common". It is recognized that a potential familial relationship may exist between the offender and the putative perpetrator in partial matches. The CODIS Manager, DNA Technical Leader and other casework DNA analysts, as appropriate, will review partial matches on a case by case basis.

SDIS Partial Match

Criteria to be considered for SDIS partial matches shall include:

- Only unsolved homicide, sexual assault, or other crimes with significant public safety concerns where all standard leads have been exhausted will be pursued.
- The evidentiary profile shall be from an item of evidence having an unambiguous connection to the crime in question and there is an acceptable level of certainty that the crime scene profile is relevant.
- The candidate match shall be a moderate stringency match at a minimum of thirteen loci.
- The evidentiary and offender samples must both be attributed to a male source and also have sufficient sample remaining for Y-STR testing. For cases involving females, other arrangements for testing using an appropriate additional technology may be pursued.
- A statistical analysis conducted by the DNA Technical Leader with results that support a potential familial relationship between the suspected perpetrator and the offender.
- Documentation that the investigating agency and prosecutor's office have committed to further investigate the case if the name of the potentially related offender is eventually released.

If Y-STR typing on the partial match is warranted, a "CODIS DNA Match Data Request Offender Match (SDIS/NDIS)" will be completed by the casework DNA analyst who developed the forensic unknown profile

(or the LDIS Administrator in their absence) with the following comment adjacent to the Match ID # "Note: This association was made via a partial match". The Match Request will be submitted to the CODIS Manager with a copy to the casework DNA analyst who developed the forensic unknown profile. The casework DNA analyst who developed the forensic unknown profile shall make arrangements to transfer any remaining forensic unknown DNA extract (or portion of the forensic unknown sample) along with any corresponding reagent blank to the analyst at the WSP CLD laboratory performing the Y-STR testing.

Upon receipt of the Match Request, the convicted offender DNA sample will be retyped following the felon hit confirmation process and the thumbprint (if available and of suitable quality) will be verified by the Ten Print Unit. See exceptions as noted above. Once confirmed, the remaining convicted offender DNA sample extract (or portion of the convicted offender DNA sample) along with any corresponding reagent blank will be transferred to the analyst at the WSP CLD laboratory performing the Y-STR testing.

Upon completion of the Y-STR typing on the convicted offender extract (or DNA sample) and the forensic unknown sample, a "CODIS DNA Match Data Response Offender Match (SDIS)" form shall be filled out by the CODIS Manager. If the Y-STR profiles of the convicted offender sample and the forensic unknown match, then identifying information on the convicted offender may be released on the Match Response. If the Y-STR profiles do not match, the CODIS Manager will document "No Match" on the Match Response and no identifying information will be released. A copy of the Match Response will be provided to the Y-STR casework DNA analyst and to the casework DNA analyst who developed the forensic unknown profile.

<u>NDIS Partial Match</u>

For partial matches at NDIS, consult the NDIS Operational Procedures Manual (OPM) Appendix G (Plan for the Release of Information in the Event of a "Partial Match" at NDIS). Note: "Appropriate cases" referred to in the NDIS OPM, Appendix G are defined by WSP CLD as unsolved homicide, sexual assault, or other crimes with significant public safety concerns where all standard leads have been exhausted.

ADMINISTRATIVE REVIEW OF THE MATCH RESPONSE PACKET

Verify the following and flag any discrepancies:

- Verify the correct version of the Match Response form is being used.

- Ensure the correct date is on the Match Response and the date on the Match Request is on or after the date of the Match Detail Report.

- Verify the name of the person the Match Response is addressed to is the same as the Match Request submitter.

- Compare the Match ID(s) and specimen ID(s) (offender and casework) on the Match Response to the Match Detail Report(s).

- Ensure a copy of the 10-print verified submission paperwork is present in the packet (if applicable).

- Verify the lab number on the submission paperwork is the same as the Offender Specimen ID on the Match Response.

- Verify the following information from the submission paperwork is accurate on the Match Response. Ensure that the source of any information added to the submission paperwork by the issuer of the Match Response is referenced on the submission paperwork:
  - Name (including note re: alternate names(s) listed, if applicable)
  - DOB (including note re: alternate DOB(s) listed, if applicable)
  - State ID and Thumbprint disposition (including a note re: Thumbprints verified/ Thumbprint not on file/ Thumbprints unsuitable for verification, as applicable)
  - FBI number (for national hits and if needed for in-state hits)
  - DOC number (if available)
  - Qualifying offense (to include documentation that the offense was confirmed)
  - Offender whereabouts

- Check that the allele table, if present, has documentation that concordant DNA typing results have been obtained. This is documented by the initial and date of the individual who verified the concordant results.

- Compare the offender name listed in the Match Response to the name listed in LIMS. Add a checkmark next to the name to confirm the names are the same.

By initialing and dating the Match Response in the lower right corner, the administrative reviewer is acknowledging the above steps have been completed.

RELEASE OF CONVICTED OFFENDER RELATED INFORMATION

The Federal DNA Act limits access to DNA records and DNA samples to the following:
- to criminal justice agencies for law enforcement purposes,
- in judicial proceedings,
- for criminal defense purposes, to a defendant, who shall have access to samples and analysis performed in connection with a case in which the defendant is charged. This provision does not authorize a defendant to access all of the DNA records in CODIS.

All information related to a match between a casework DNA profile and a convicted offender sample is released by the casework analyst once they have received the match response paperwork. This information must be released in a written report to a criminal justice agency, however, the information may in addition be provided in a verbal report to the case investigator. Personally identifiable information shall only be released in accordance with state and federal law.

Exceptions to this policy may be authorized by the CODIS Manager (or designee) and the DNA Casework section supervisor (or designee, if applicable), with notification to the DNA Technical Leader in situations where public safety is at risk.

A DNA profile with the name of the convicted offender can be released under certain circumstances: a request by the convicted offender through the Public Records Act, a court order or search warrant signed by a judge or through the Discovery Process.

Information as to whether the laboratory has received a sample from a particular individual and whether that sample has been typed can be accessed by members of the criminal justice community through the Washington Access to Criminal History. This information can also be provided to criminal justice agencies for law enforcement purposes by WSP CLD staff with access to LIMS. The CODIS Manager/Alternate SDIS Administrator can verify whether the DNA profile from a convicted offender is in the CODIS database. This information can also be released to the defendant's representative.

Note: Non-criminal justice agencies include The Innocence Project. However, the Innocence Project, as the legal representative of the convicted individual, may for criminal defense purposes have access to the samples and analyses performed in connection with the case in which such convicted individual is charged or convicted.

RELEASE OF CONVICTED OFFENDER DNA

A portion of a convicted offender's DNA sample may be released as follows:

To an offender or law enforcement agency:

- Upon receipt of a court order signed by a judge which details the type of forensic DNA testing to be conducted for a specific law enforcement case and originates from either an offender requesting their own offender DNA sample or a law enforcement agency requesting a deceased putative perpetrator's offender DNA sample.

To a WSP laboratory or WSP contract laboratory

- For additional DNA testing such as Y-STRs or mitochondrial DNA to assist in the evaluation of partial matches.

- For additional testing with a different amplification kit to assist in the verification of an offender's profile at a specific locus (i.e. possible tri-allelic pattern or mutation verification).

REMOVAL OF DATA FROM CODIS

ADMINISTRATIVE REMOVAL

There are occasions when it is necessary to remove data from CODIS. Such occasions would include, but are not limited to the following:

1. A member of the CODIS staff determines that a biological sample was collected from an individual who does not have a qualifying offense under RCW 43.43.754 or determines that there was a collection error with a specific sample(s). Steps for removal of convicted offender samples are detailed in the Expungement section below.

2. Casework analyst or CODIS Manager determines that a forensic profile that has been entered into CODIS does not meet eligibility requirements. For example, it is determined that the profile is from a consenting sexual partner or the profile is that of the victim.

In these situations the data shall be removed from CODIS by the LDIS Administrator or by the CODIS Manager/Alternate SDIS Administrator, as appropriate. If a forensic profile is being removed the casework analyst will need to write a report to the agency if the sample was previously reported to be in CODIS.

EXPUNGEMENT

The expungement procedure for the Washington State Patrol convicted offender program is available in WAC 446-75-070. Additional information is found in the NDIS Operational Procedures. Individuals who request and qualify for expungement shall have their DNA profile deleted from the CODIS database and their convicted offender submission card and biological sample destroyed. The LIMS specimen number will be retained with a notation in the Case Info tab that the sample was expunged per WAC 446-75-070; other LIMS documentation shall be deleted. A copy of the expungement request and supporting documentation, if applicable, will be retained.

REMOVAL OF DATA FROM NDIS

There are occasions when it is necessary to notify the FBI and remove DNA records from NDIS. Such occasions would include, but are not limited to the following:

1. If the laboratory provides access to or discloses DNA records that have been uploaded into NDIS to an individual, entity, agency, or a laboratory that is not a criminal justice agency nor has authorized access to such DNA records under the Federal DNA Act.

2. If the case file/data is lost or no longer available or if the laboratory purges a DNA case file (containing the DNA records generated by the criminal justice agencies, personal identifying information of DNA personnel and the laboratory internal documentation) in accordance with state and local retention polices.

QUALITY ASSURANCE/QUALITY CONTROL

PROFICIENCY TESTING

All qualified DNA analysts employed by the WSP CLD will participate in two external proficiency tests per year. The Proficiency Testing Program is outlined in the WSP CLD Quality Operations Manual and the DNA Quality Assurance Manual.

CODIS SOFTWARE VALIDATION AND TESTING

The DNA Technical Leader shall evaluate new software, new modules of existing software, or modification to software to assess the suitability of the software for its intended use in the laboratory and to determine the necessity of validation studies or software testing. This process is outlined in the DNA Quality Assurance Manual.

AUDITS

Audit documentation will be maintained as required by the NDIS Operational Procedures Manual and the WSP CLD Quality Operations Manual.

Audit documentation will be provided to NDIS on a yearly basis as required for NDIS participation.

The DNA casework laboratories will be audited annually as required by the FBI's "Quality Assurance Standards for Forensic DNA Testing Laboratories" and the CODIS Laboratory will be audited annually as required by the FBI's "Quality Assurance Standards for DNA Databasing Laboratories". Ensuring compliance with the standards is the responsibility of the DNA Technical Leader and the CODIS Manager. DNA data may be disclosed to an auditor for the purposes of determining the accuracy and acceptability of the DNA records contributed by that laboratory.

All WSP CLD NDIS participating laboratories are subject to an audit request by FBI CODIS auditors and the U.S. Department of Justice, Office of the Inspector General (OIG). If such an audit request is received, DNA data may be disclosed to the auditors for the purposes of determining the accuracy and acceptability of the DNA records contributed by that laboratory.

CORRECTIVE ACTION RELATED TO AUDITS, NONCONFORMING WORK OR PROFICIENCY TESTING

Any findings identified in an audit related to CODIS, CODIS software or a problem with a CODIS analyst's technical work or proficiency test results will be handled as detailed in the WSP CLD Quality Operations Manual and the DNA Quality Assurance Manual.

SYSTEMS OPERATIONS

The CODIS System Administrator role is designated for WSP Information Technology and Electronic Services Division staff approved by the CODIS Manager, whose security is cleared by the FBI and who is authorized by NDIS to perform tasks described below in support of the CODIS program.   These individuals are referred to as CODIS IT Users and are not authorized to add, modify or delete DNA records in CODIS.

WSP Information Technology Division (ITD) / Infrastructure Operations (IO)

WSP ITD is responsible for the oversight and safeguarding of the agency's technology infrastructure and provides application level system support. This includes but is not limited to:
- Providing server hardware support
- Providing server operating system support
- Configuring, managing and monitoring server-based backups
- Configuring, managing and updating the server operating system (using WSUS)
- Configuring, managing and updating the agency's antivirus program
- Where necessary, configuring and managing the CODIS Active Directory environment, reset user passwords, add/disable users, add workstations, and troubleshoot CODIS printers.
- Receive CODIS bulletins from CODIS DNA Administrators
- Receive and install CODIS updates/enhancements
- Coordinate with ESD when needed
- Submit CODIS Help Desk support requests

WSP Electronic Services Division (ESD)

WSP ESD is responsible for the oversight and safe guarding of the agency's data network infrastructure. This includes, but is not limited to, configuring, managing and maintaining:
- The agency's network security devices which control CODIS firewall rules
- The network infrastructure such as firewalls and switches
- CODIS IP addressing and Network Address Translation (NAT)
- The agency interconnection to the CJIS network

CODIS Help Desk
The CODIS Help Desk is responsible for the oversight and safeguarding of the CODIS application. This includes, but is not limited to:
- Addressing issues with the CODIS software
- Providing updates to the CODIS software
- Distribution of CODIS bulletins

The CODIS Help Desk can be contacted by either calling 1.877.263.4743 or emailing CODISHD@ECStech.com

Requesting Technical Support Assistance

Requesting support for CODIS related hardware (server, computer, printer, and peripherals), CODIS hardware related software (operating system, antivirus program, and backup software), and network related functions (IP addresses, firewall settings, etc.) are directed to the WSP ITD Customer Services Unit via the work order system by either calling or emailing the ITD Customer Support. When contacting ITD, include who the work order should be assigned to if known.

All other support requests should be directed to the CODIS Help Desk.

WSP Backup System

The SDIS and LDIS servers are backed up daily using the agency provided backup system over the secure WSP network to the State Data Center servers in Olympia, WA (an offsite secured location for disaster recovery purposes).

ANTIVIRUS

Antivirus software is installed and enabled on each server and workstation. Details pertaining to how the antivirus software is administered are available on the FLSB IT Portal here: http://teamsites/sites/flsb1/IT/CODIS/Forms/AllItems.aspx

SECURITY

Authorized CODIS users shall use their unique user name and password to login to a workstation and shall not grant CODIS access to others under their login. All CODIS users are responsible for the security of the software. When a user is finished with a CODIS work session the user will log out of CODIS and log off the computer.

CODIS ADMINISTRATOR'S TRAINING GUIDE

Objective: To perform duties associated with the role of an SDIS/LDIS Administrator

Goals: Search a sample and understand search configurations at SDIS and NDIS
Delete a sample
Edit a sample
Check that Source ID and partial profile boxes are set correctly
Verify a sample's eligibility for the Forensic Targeted Index
Upload a sample
Disposition matches
Check Message Center for new messages, understand reports/review
Find name of lab and contact person for NDIS matches
Become aware of settings in the Options tab
Find information on the CODIS FBI Website/CJIS WAN
Understand the CODIS backup system
Resources-CODIS Help desk, ITD Help,
"CODIS Database Maintenance" protocol, and "CODIS Quick Reference Guide" (QRG)

Exercises: **Instructor will review/demonstrate the following:**

Specimen Manager
- Locate specimens
- Create sample views
- Change specimen properties (Source ID, Partial Profile ID, Partial Locus)
- Review how to delete a specimen (to include documentation in the "Comments" box)
- Edit a specimen (locus editing-details in QRG)

Searcher (LDIS Administrators only)
- Contact the CODIS Manager for the appropriate Searcher search configuration settings and revise as needed.
- Conduct EUSR search of a profile. Print and review the Specimen Detail Report paying careful attention to the Search Configuration information and Indexes/totals searched to ensure proper search execution.
- One time suspect EUSR search-delete specimen after search

Match Manager
- Locate new matches and retrieve previous matches
- Discuss match disposition choices (definitions), change a match disposition, and review appropriate entries for the "Note" field
- Demonstrate how to resend a match disposition
- Create sample views

Message Center
- Review the various reports
- Explain the "Outbox" and how to transmit a "stuck" message

Upload
- Explain mark/unmark status of a sample
- Send an upload and discuss differences between LDIS and SDIS uploads (i.e. manual vs. autoexecute)
- Check the reconciliation report and review possible recon errors

Options

- Options tab-discuss the various subsections
- Verify settings with the LDIS Administrator

CODIS FBI Website/CJIS WAN/Learning Management System (LMS)
- Navigate the sites to include sharing information on the following:
  - Contact information for a lab
  - NDIS forms
  - LMS (ie assignment of training, LMS Quick Reference Guide for Users)
  - CODIS bulletins
  - CODIS Administrators Resources
  - NDIS Search Configuration document
  - NDIS Security Requirements
  - NDIS Operational Procedures Manual

CODIS Backups
- Explain the data backup system and review the CODIS IT documents on the FLSB Portal

Additional NDIS Requirements (Note: these requirements don't have to be completed prior to assuming the role)
- Successfully complete all CODIS software training modules (current version) provided by the FBI within six months of assuming the role.
- Successfully complete the FBI's QAS auditor training within one year of assuming the role. If the administrator has already successfully completed the FBI's audit training no additional QAS auditor training is needed. However it is recommended that the administrator complete the FBI's QAS audit training on the current FBI Audit document.

Resources/Miscellaneous
- Provide CODIS Help desk contact info
- Demonstrate the "Help" search feature in the CODIS software (e.g. search the terms "EUSR search", "partial match" and "partial locus" and review the information)
- "LDIS Database Maintenance" protocol-explain the value of performing the various tasks
- "CODIS Quick Reference Guide"-review and discuss with instructor as needed.
- CODIS Administrator meeting minutes-review recent meeting minutes and discuss with instructor as needed.
- Review the "Memorandum of Understanding Between the Federal Bureau of Investigation, Laboratory Division and the Washington State Patrol <Location> Crime Laboratory for Participation in the National DNA Index System (NDIS)"

Tasks	Analyst initials/date	Trainer initials/date
CODIS software online training (current version)		
View FBI's "new CODIS Administrator Training" webinars or attend the current year's training event		
Read CODIS Administrator's handbook		
Read WSP Access to Criminal History (W3) Guidelines		
Sign up/use W3		
Complete Exercises		
• Specimen Manager		
• Searcher Configuration Setting (Contact SDIS Admin)		
• Match Manager		
• Message Center		
• Upload		
• Options/verify settings		
• LMS Navigation		
• CODIS Back-ups		
• Additional NDIS Requirements		
• Resources/Miscellaneous		
• Read Quick Reference Guide		
Complete Evaluation		
Evaluation	**Answers**	**Trainer initials/date**
Count the number of specimens belonging to <CODIS user ID>		
Count the number of specimens missing Amelogenin		
For specimen <specimen ID>, what are the D3 allele calls?		
Count the number of matches in 2010		
What is the match date for match ID <match ID>?		
List the CODIS definitions for "Mark" and "Unmark"		
What lab has the following ORI: MI8200121?		
Who is the State CODIS Administrator for Rhode Island?		
What is the start date for CODIS user <CODIS user ID>?		

Trainee has successfully completed review/evaluation of all topics and tasks:

_____   _____
Trainee Signature/Date   Trainer Signature/Date