



## INDIANAPOLIS-MARION COUNTY FORENSIC SERVICES AGENCY

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## EVIDENCE SUBMISSION GUIDELINES

### CODIS DNA DATABASE

The Combined DNA Index System (CODIS) is a computer database of DNA profiles used to generate investigative leads across the United States. In Indiana, DNA profiles obtained from the following categories can be entered into CODIS by the Indianapolis Marion County Forensic Services Agency (IMCFSA): crime scene evidence, missing persons and unidentified human remains. Not all cases are considered CODIS eligible. CODIS is maintained at the national level by the Federal Bureau of Investigation which has requirements to determine the eligibility of a DNA profile for CODIS entry. If an arrestee or convicted offender's profile is consistent with a DNA profile obtained from the crime scene evidence, this can provide an investigative lead. The database can also link multiple unsolved crimes to detect serial offenses and connect agencies who can collaborate in the investigation. Finally, CODIS can be used to identify human remains by associating them to missing persons or their biological relatives. To maximize the value of this program, biological evidence from solved or unsolved crimes and possible missing persons cases must be analyzed and the eligible DNA profile(s) developed entered into CODIS.

#### **I. NO SUSPECT/UNSOLVED CASES**

- A.** All unsolved cases with potential biological evidence unambiguously relevant to the crime, including those with no suspects, should be submitted to the I-MCFSA for analysis.
- B.** Reference to CODIS should be made on the Request for Laboratory Examination.
- C.** For proper evidence collection procedures, see the I-MCFSA Biology Submission Guidelines (DNA-Serology).
- D.** If CODIS eligible, a DNA profile developed from evidentiary samples from solved and unsolved cases will be entered, searched and maintained in the I-MCFSA local database. Eligible DNA profiles will be forwarded to the Indiana State Police Laboratory for search at the state level. The submitting law enforcement agency will be notified of any confirmed hits and requested to provide a buccal swab from the individual for hit confirmation.
- E.** The association to a convicted offender or arrestee sample in CODIS does not replace the requirement for a new known standard for comparison to crime scene evidence. Hits generated by the CODIS database searches are meant to provide investigative leads and probable cause information. An evidentiary standard will be requested for the individual for statistical comparison and criminal prosecution.
- F.** Elimination standards from individuals whose DNA can reasonably expected to be on an item should also be submitted (i.e. homeowner, car owner). A DNA reference sample from a consensual partner should be submitted along with evidence samples from sexual assault cases.

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## **II. CASES WITH SUSPECTS**

- A.** DNA profiles developed from cases in which evidence has been collected during a search warrant of a residence or a vehicular search may not be CODIS eligible. In these instances, a DNA reference standard is necessary prior to DNA testing of evidentiary samples.
- B.** The detective and/or prosecutor will be notified if the case is not CODIS eligible and if a DNA reference standard is required.
- C.** The DNA request will only be opened upon the submission of an evidence request card notifying the Biology section that the DNA reference standard has been obtained for cases not CODIS eligible.

## **III. CODIS ELIGIBILITY REQUIREMENTS**

- A.** The following requirements must be met for a DNA profile to be eligible for entry into CODIS.
  - 1. A crime was committed.
  - 2. The profile was developed from evidence collected at the crime scene.
  - 3. The evidence was not seized directly from the suspect's person, body or possession.
  - 4. Due diligence has been made to obtain elimination standards (i.e. consensual partner).
  - 5. The profile is believed to be attributable to a putative perpetrator.

## **IV. MISSING PERSONS CASES**

### **A. SUBMISSION FOR ANALYSIS**

- 1. Missing Persons cases, including unidentified human remains, may be submitted to the I-MCFSA. The type of case and samples should be clearly marked on the analysis request card for laboratory examination.

### **B. DNA STANDARDS FOR MISSING PERSONS**

- 1. If available, submit a previously taken DNA standard (blood or oral swab) from the missing person.
- 2. If no such DNA standard is available, secondary standards may be submitted. These may include a toothbrush or hairbrush used only by the missing person. If these items are not available, please contact the CODIS Administrator or CODIS Alternate Administrator for acceptable substitutions.

### **C. DNA STANDARDS FROM BIOLOGICAL RELATIVES**

- 1. DNA standards (blood sample or buccal swab) may be submitted from biological relatives of the missing person including the biological mother, father, grandparents, siblings, and children.
- 2. Consent forms are necessary from relatives of missing persons before they may be entered into CODIS. Law enforcement personnel should obtain these forms at the time of sample collection.

Any questions related to CODIS should be directed to the CODIS Administrator.

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