

Sex Offender Registry

DNA Collection: An Overview

In CODIS Terms

A Sex Offender is
anyone who is qualified to be on
the sex offender registry but
does not qualify for the Convicted
Offender Law.

(TCA Code 40-35-321)

TCA Code 40-35-321

If the felony offense was committed on or after July 1, 1998 and a conviction resulted, or an offender is a Registered Sex Offender, regardless of date of conviction, then the offender qualifies to have a DNA sample collected.

New Registrant

- When a new registrant comes to your office, fax (615) 744-4690 or e-mail TBI.CODIS@tn.gov, their Name, DOB, SSN and TOMIS or SO number.
- We will let you know via fax or email if the offender needs to have a DNA sample collected.
- We will send a kit to you if the offender needs to be collected and you need to call the offender back in to collect the sample as soon as possible.

New Registrant DNA Verifications

- DNA verifications must be performed prior to collection.
- Email TBI.CODIS@tn.gov with the following information:
 - Offender's Name
 - DOB
 - SSN
 - TOMIS# or SO#

DNA Verifications

- Remember to include your name and agency contact information including address and phone number so that we have a record of who is requesting the DNA verification.
- We do not need any other information than what is listed above. (Ex: Date that TOMIS shows, Race, Sex)

Subject: DNA Verification

Jamison Hurt

To: Codis

Monday, August 12, 2013 8:55 AM

CODIS,

Please let me know if you have the following offender on file:

John Doe

7/15/1992

123-45-6789

00123456

Thank you in advance!

Jamison Hurt, M.A.

Forensic Technician

Tennessee Bureau of Investigation

901 R.S. Gass Blvd.

Nashville, TN 37216

(615) 744-4498 Phone

(615) 744-4690 Fax

Jamison.Hurt@tn.gov

DNA Verifications

- TOMIS or the SOR should not be used as a verifying tool.
- CODIS is the only entity that can accurately verify DNA submission.
- Verifications are important in order to cut down on the number of repeats. Therefore, saving kits and your time.
- Once a verification is performed via email, you can print out the email as proof that a verification has been performed.

DNA Verifications

- We only perform DNA verifications **prior** to collection in order to avoid repeat samples.
- We **do not** perform DNA verifications on samples that you know you collected.
- Make a copy of the submittal form as your proof of collection.

I have my kit...now what?!?!?!?

FROM: _____
(NAME OF PERSON SENDING KIT)

ORGANIZATION

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

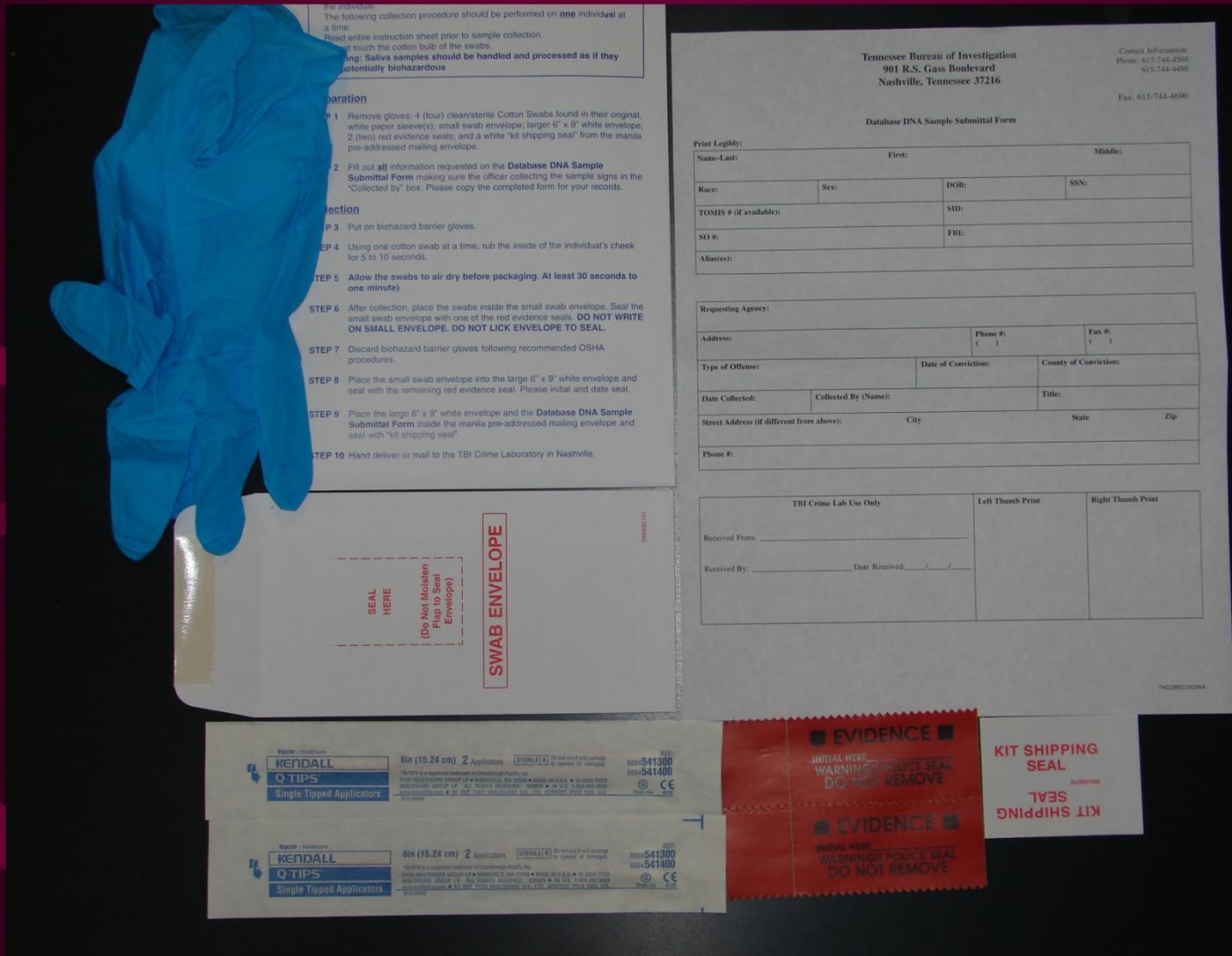
**AFFIX
POSTAGE
HERE**

**TO: TENNESSEE BUREAU OF INVESTIGATION
CRIME LABORATORY
901 R.S. GASS BLVD.
NASHVILLE, TN 37216**

 **BIOHAZARD** This envelope contains dried Biological Specimens

CAT. NO. TNC085C100

The Kit and its Contents



Put on biohazard barrier gloves



Read Instructions



TBI - December 2013

Open one swab package at a time



Using one swab at a time, rub the inside of the individual's cheek for 5 to 10 seconds

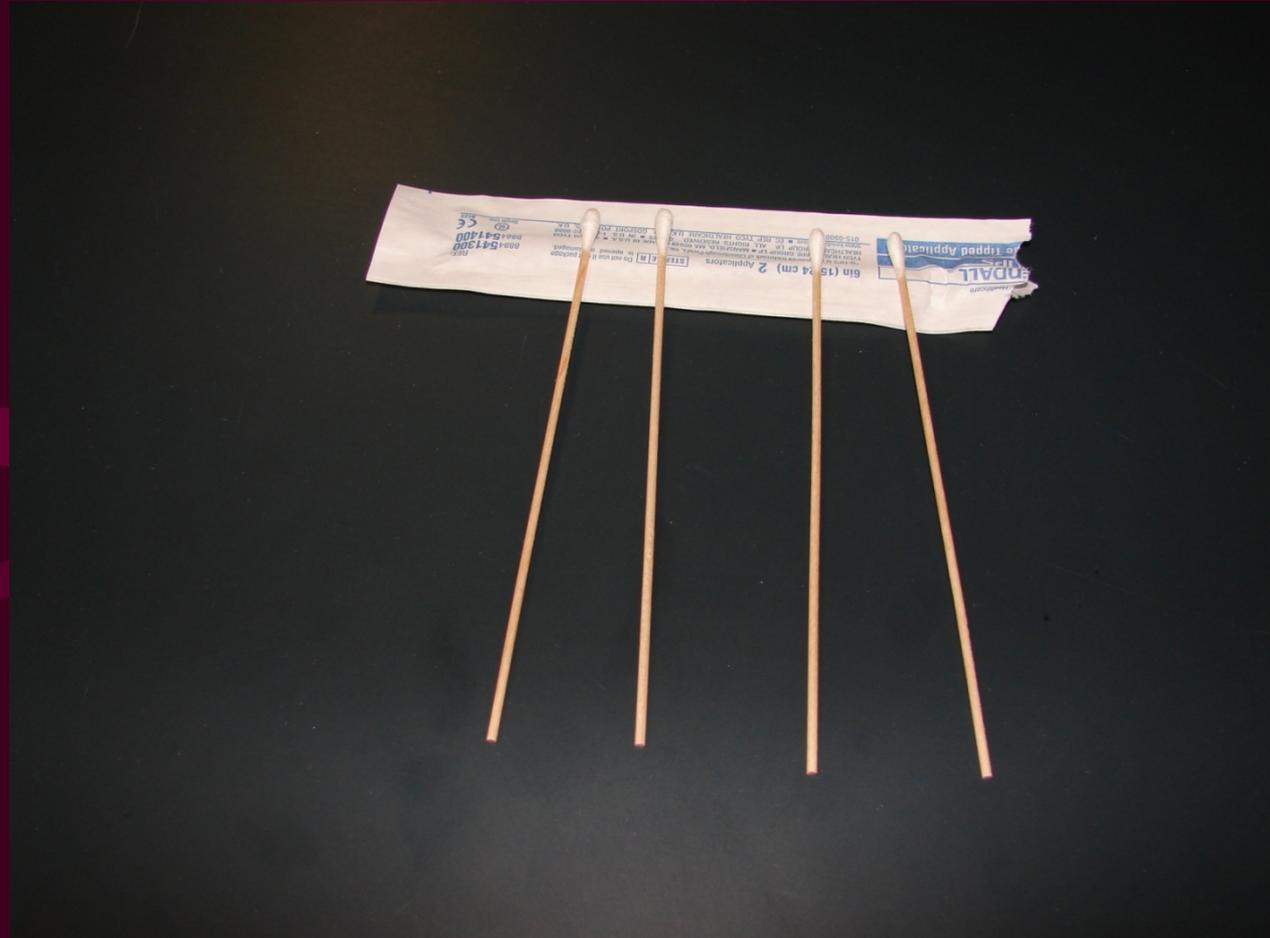


Have the Offender rinse their mouth out if they have been eating or chewing tobacco prior to collection.

Use all 4 swabs and both sides of the mouth

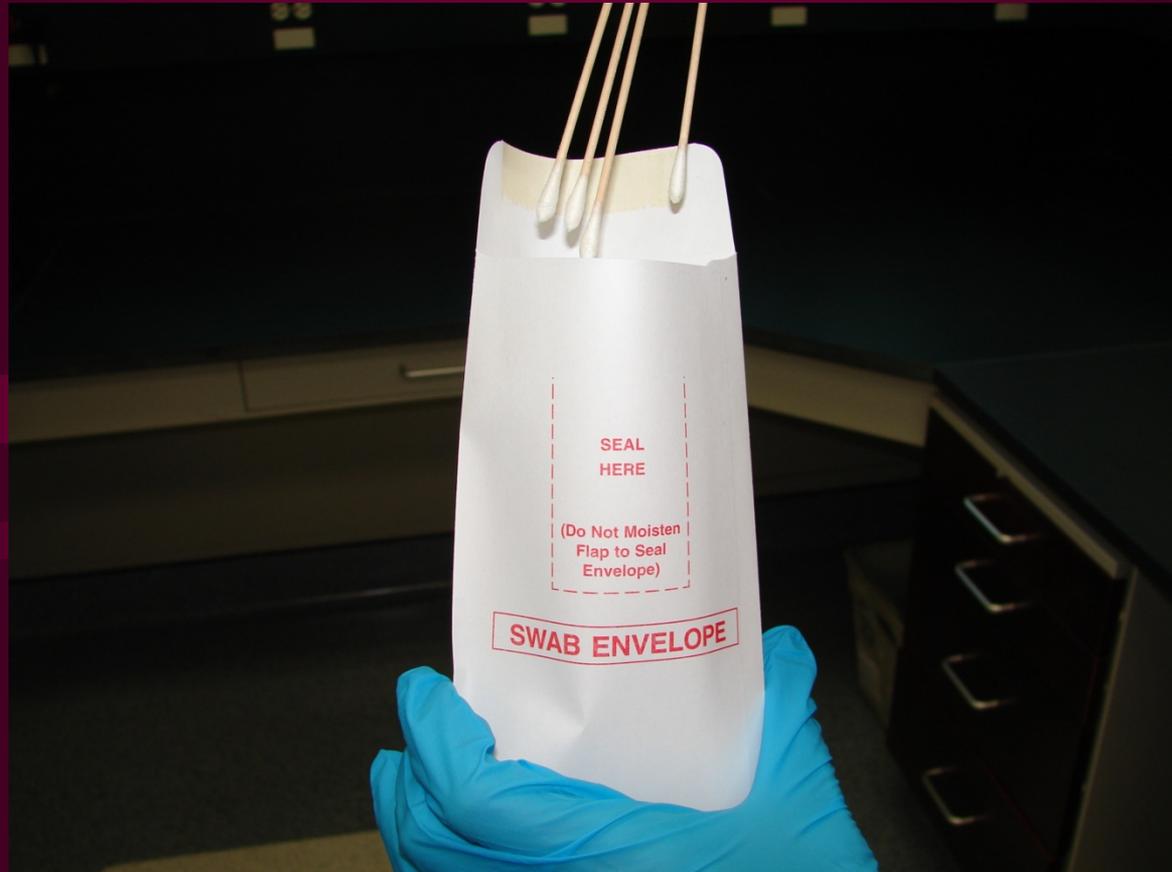


**Allow the swabs to air dry before packaging
At least 30 seconds, but one to two minutes
would be better**



**The swab packet can be used to rest the swabs on
as they air dry**

**Place all the 4 swabs inside the small white envelope
bulb end down**



**Do not repackage swabs into the paper wrappers
and then into the swab envelope**

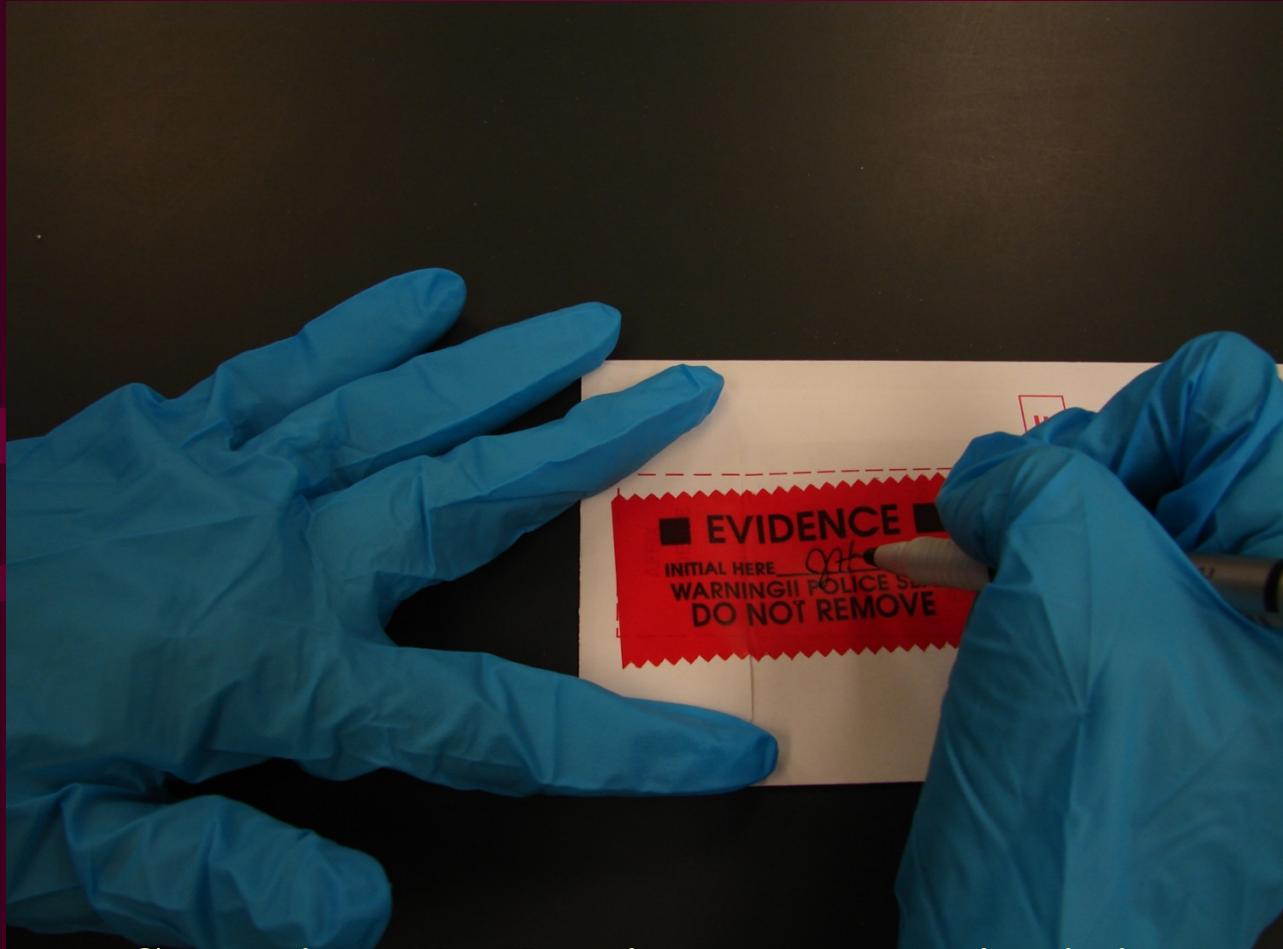
Seal the small swab envelope with one of the red seals



DO NOT LICK ENVELOPE TO SEAL!!

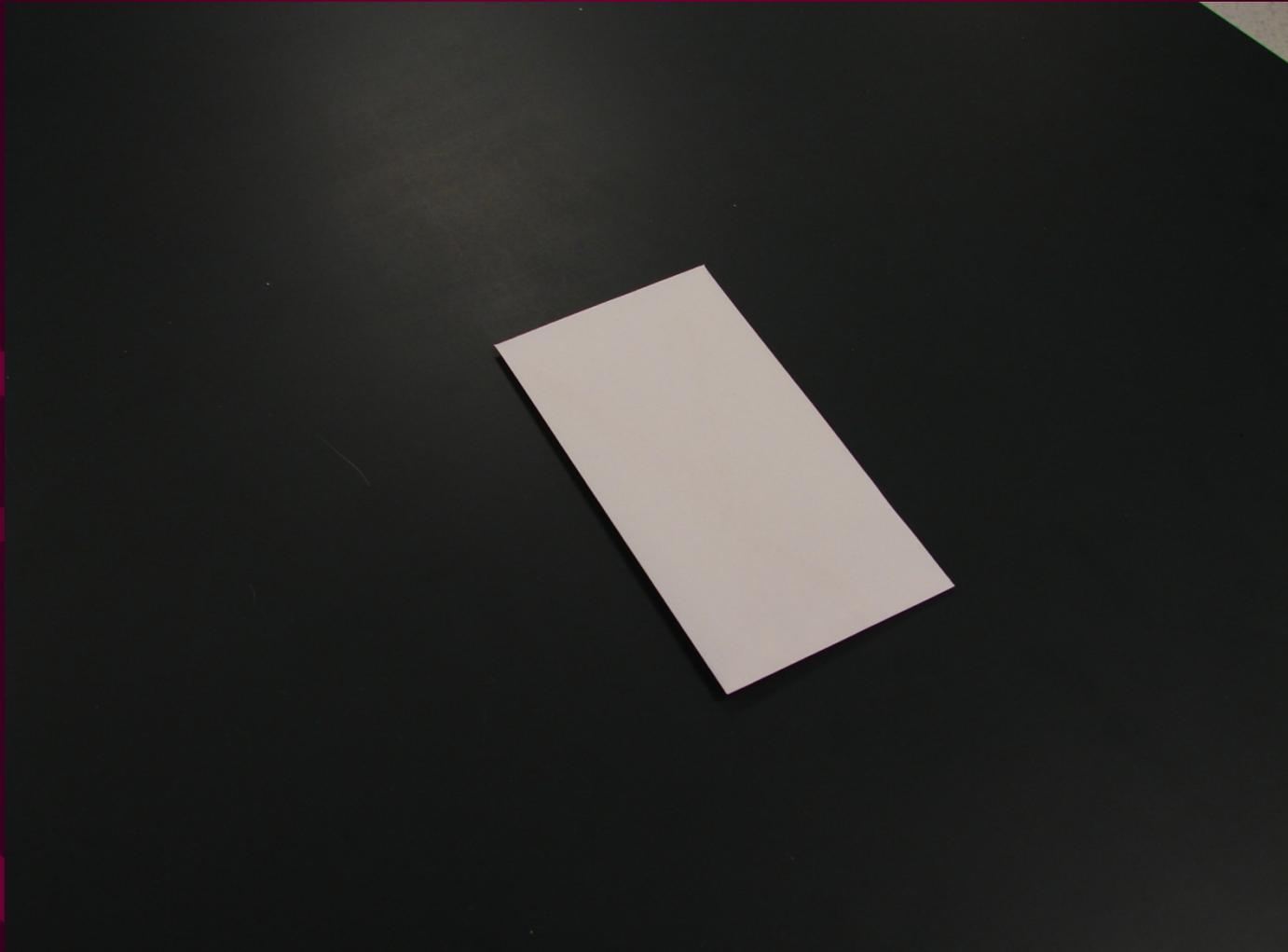


The person collecting the sample should initial the seal

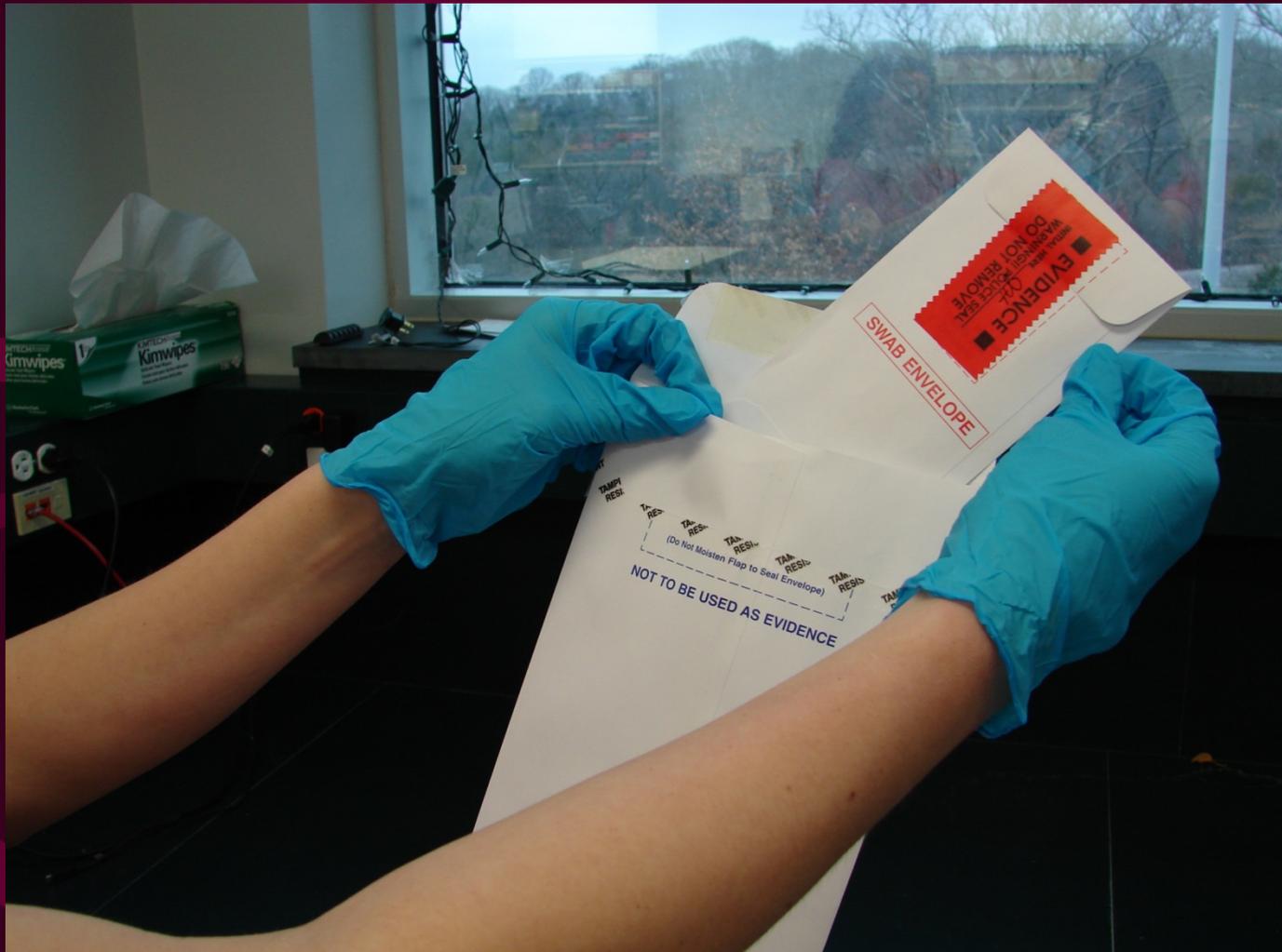


**Use a Sharpie or ball point pen to write initials
Gel pens tend to smear**

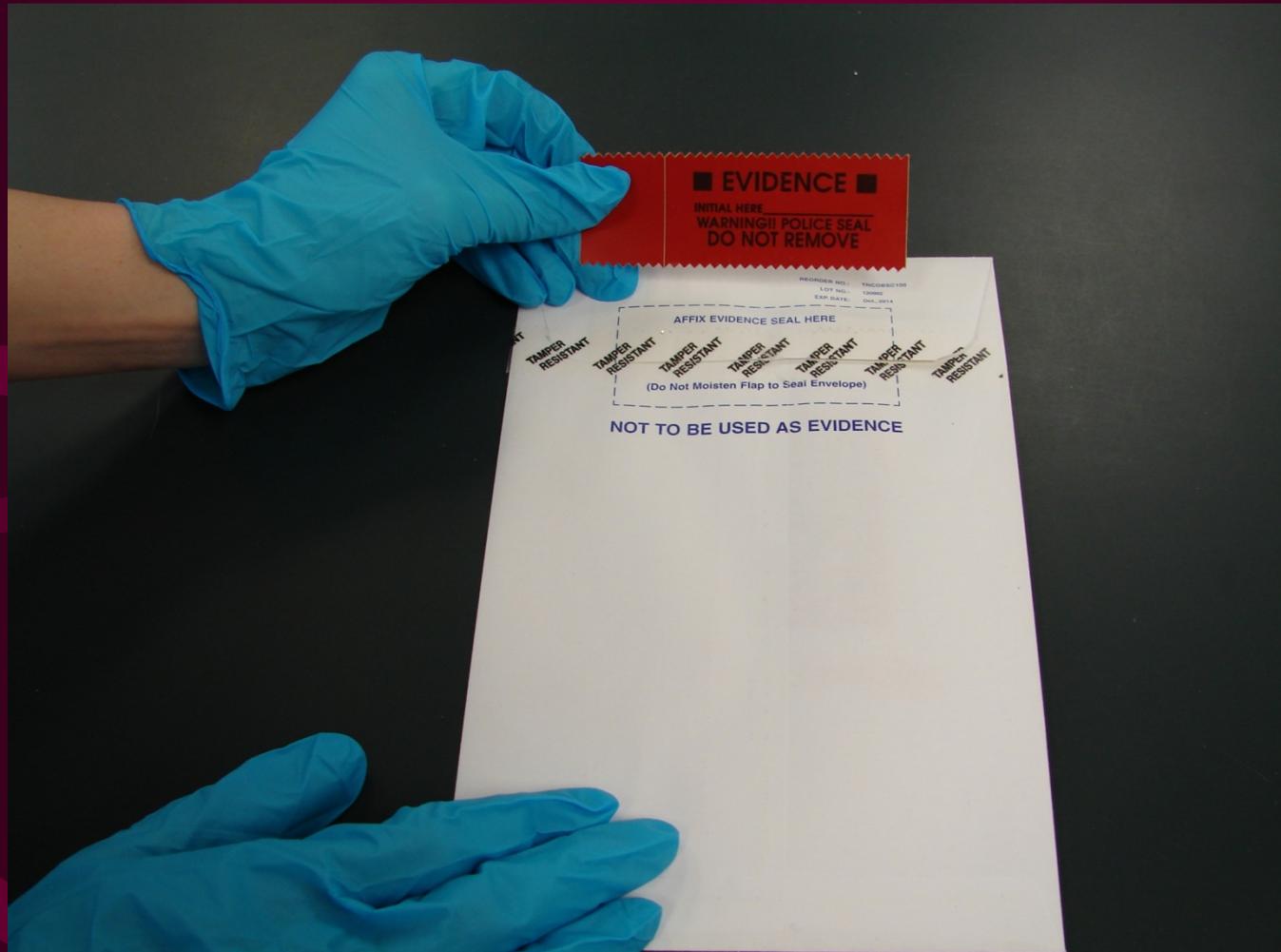
NO writing on swab envelope other than the initials on seal



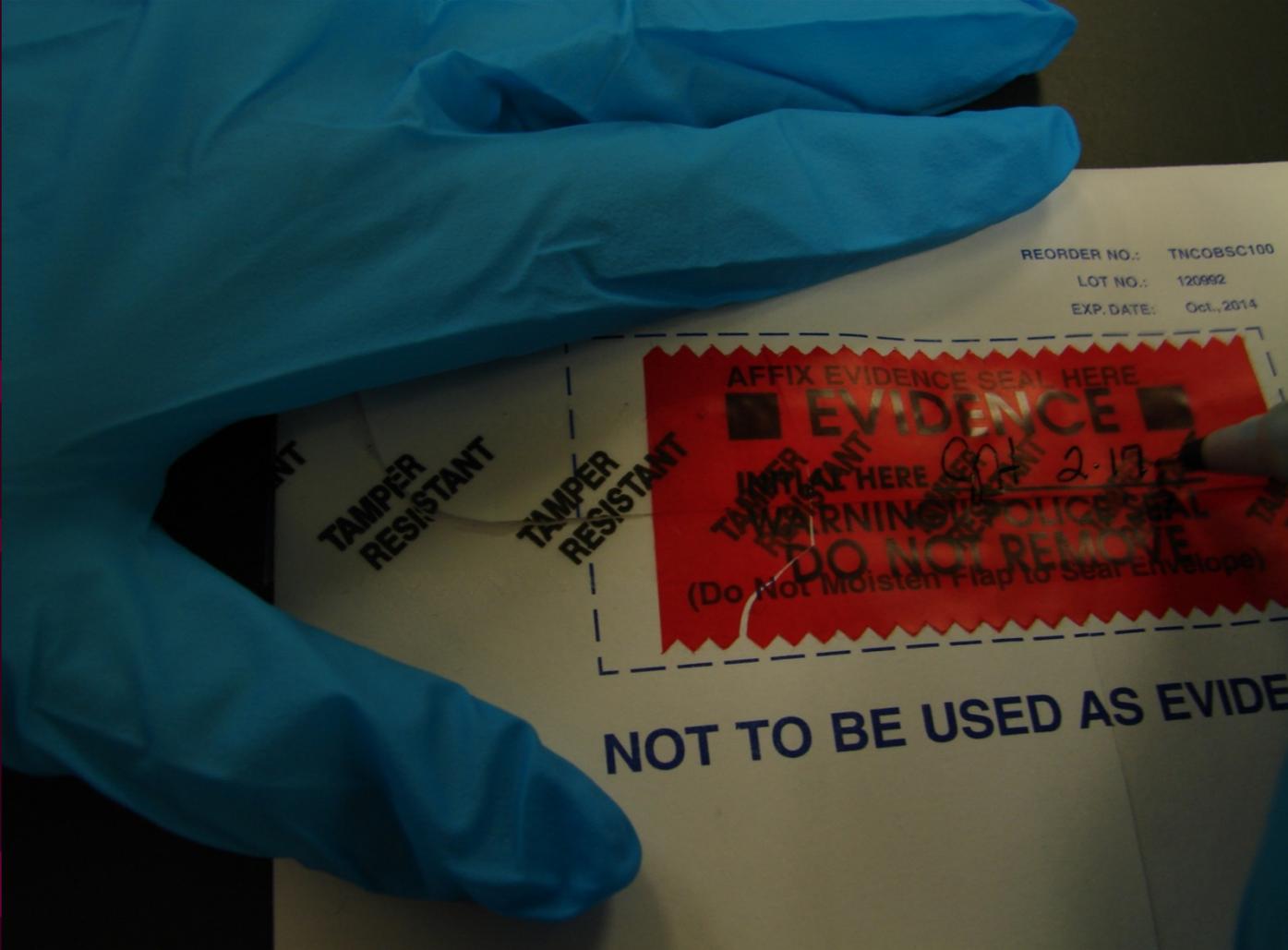
Place small swab envelope into the larger white envelope



Seal with the remaining red seal



Initial and date seal



**Fill out all the information on the Database
DNA Sample Submittal Form**

For BOPP/Comm Corr Only

? Paid ? Indigent

Date _____

Initials _____

**Tennessee Bureau of Investigation
901 R. S. Gass Boulevard
Nashville, Tennessee 37216**

Contact Information:
615-744-4256
615-744-4416
615-744-4498

Database DNA Sample Submittal Form

Fax: 615-744-4690

Print Legibly:

Name- Last:			First:			Middle:					
Race:			Sex:			DOB:			SSN:		
TOMIS # (if available):						SO#					
Alias(s):											

Requesting Agency (Note TBI is NOT the Requesting Agency):													
Address:						Phone #:			Fax #:				
Conviction Offense:				Date of Conviction (mm/dd/yy):				County of Conviction:					
Date Collected:			Collected By (Name):						Title:				
Street Address (if different from above):						City			State			Zip	
Phone #:													

TBI Crime Lab Use Only						Offender Left Thumb Print			Offender Right Thumb Print		
Received From: _____											
Received By: _____ Date Received: ____/____/____											
Sealed: _____											
Database #: _____											

•Specific Conviction Offense

•Requesting Agency

•Complete Address

•Full Date of Conviction

•Offender's Thumb prints

Fee Box

- Do not write “Waived prior to July 1, 2012”.
- All offenders collected after May 10, 2012, must pay a \$37 fee unless declared indigent.
- Do not send money with the DNA kit.
- All questions pertaining to the DNA fee need to be addressed through TDOC/BOP management

Indigency

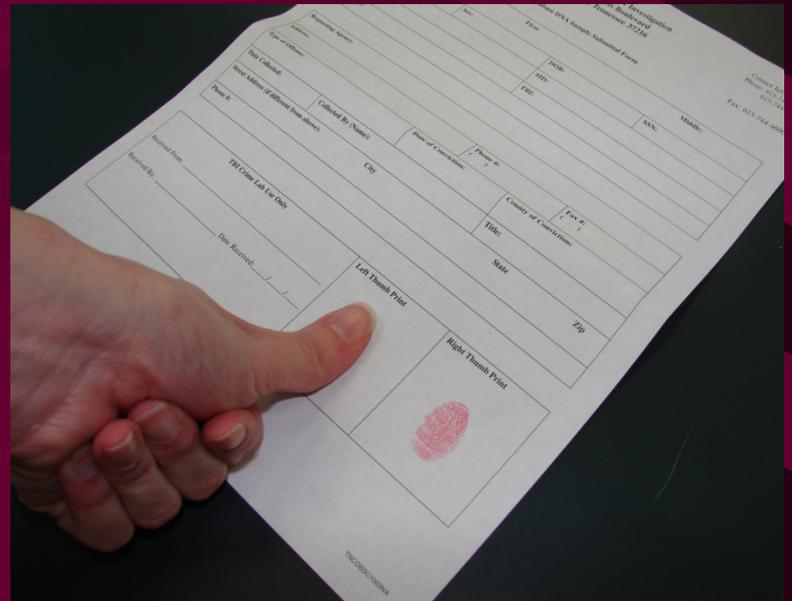
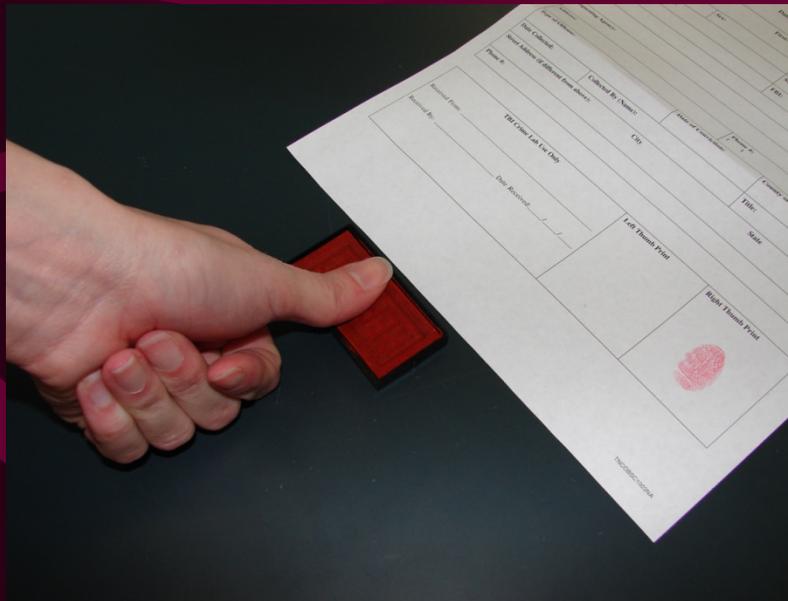
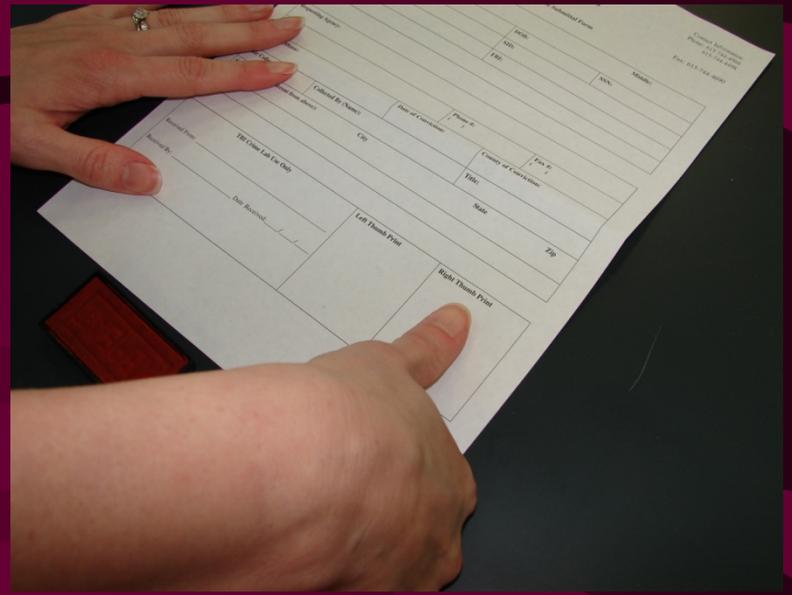
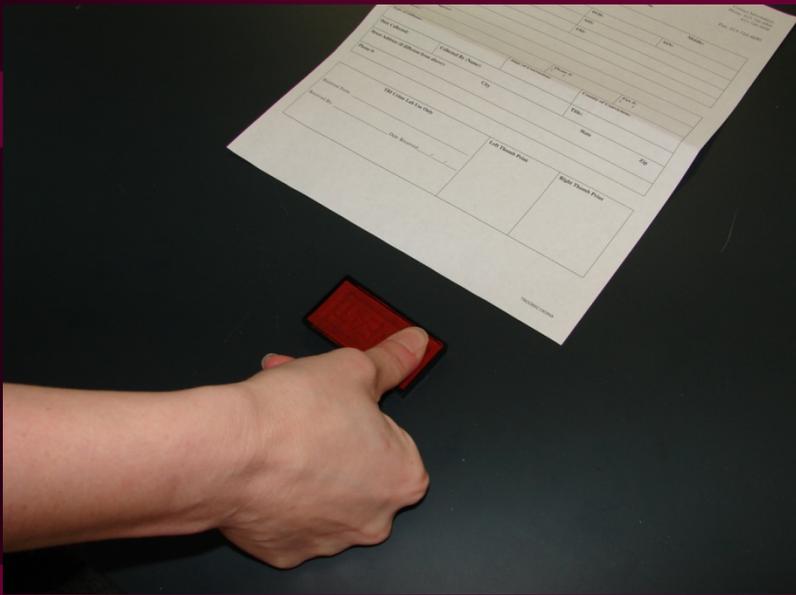
- An offender must be declared indigent by the court specific for the DNA fee.
- Supporting paperwork must accompany a kit on an offender marked indigent.
- An offender is not declared indigent due to receiving disability, being on Social Security, or having a Public Defender.

Thumb Prints

Please do not include 10 print cards as a substitute or indicate that they are “On file”.

It is the agency’s responsibility to acquire ink pads for the purpose of collecting the offender’s thumb prints.

No special ink is necessary such as UV ink. Any color is acceptable as long as we can see ridge detail in the thumb print.



Left Thumb Print



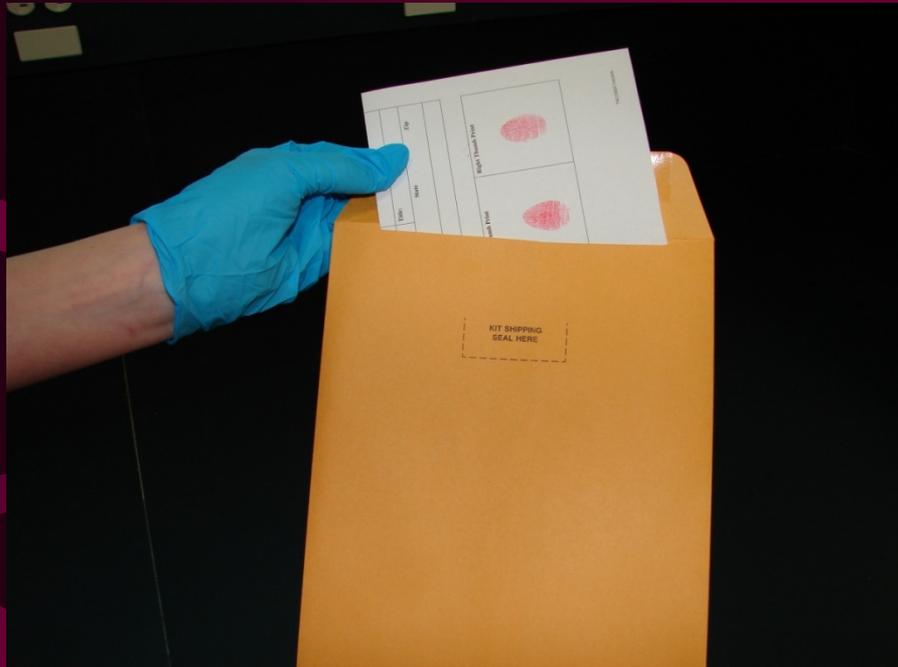
Right Thumb Print



Missing Thumb Prints

- If a kit is received without thumb prints, the form will be scanned and emailed or faxed to the Supervising Officer.
- The offender should be called as soon as possible for thumb print collection.
- The form with original thumb prints needs to be mailed to the TBI Attn: CODIS Unit as soon as possible.
- We cannot process the DNA sample until thumb prints are received.
- Collection of a new kit is not necessary.

After the thumb prints are dry, make a copy of the completed form for your records. Fold submittal form and put the form and the large white sealed envelope into the larger manila mailing envelope.



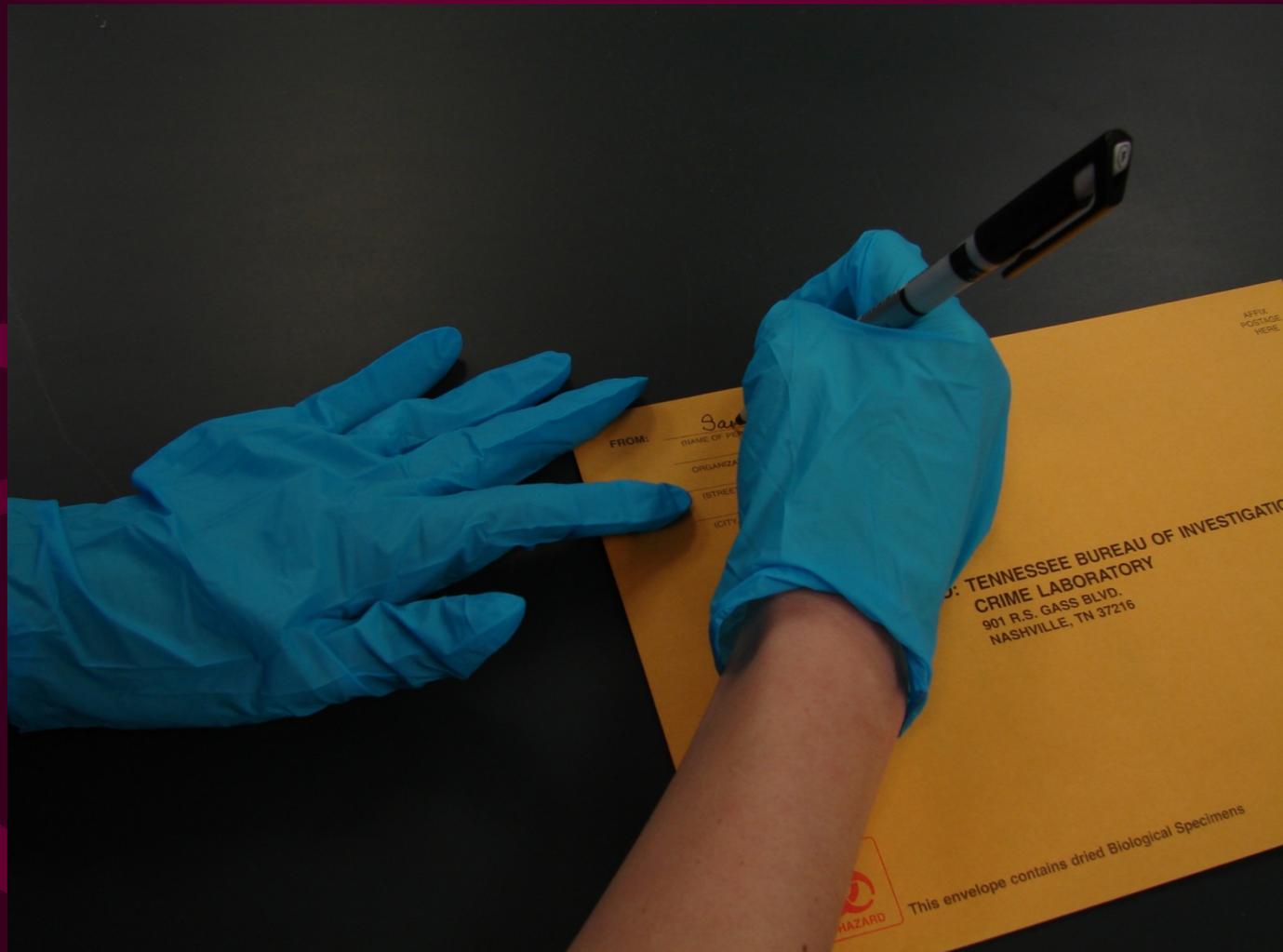
Do not put the Submittal form in the middle envelope with the swab envelope

**It is IMPERATIVE
that you keep
detailed records of
the offenders you
collect!**

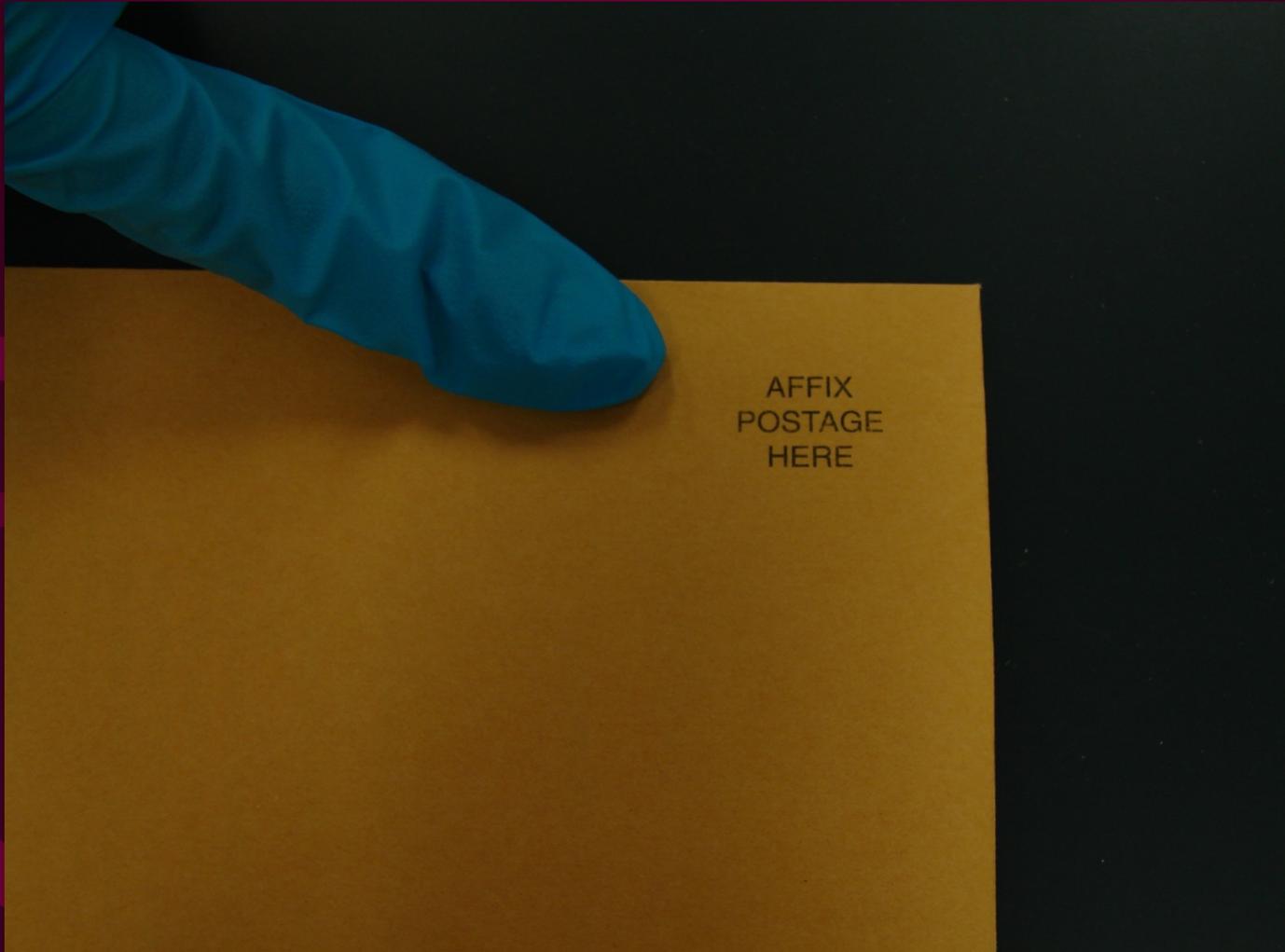
Seal with the kit shipping seal



**Put return address on the mailing envelope
even if you are hand delivering kits**



If the kit is mailed, please attach the proper postage



**The kit is ready to be hand delivered or mailed to
TBI Nashville**

**Due to the sensitive nature of Convicted Offender/SOR
DNA, kits should be hand delivered or
mailed in a timely manner.**

The remains of the seals may be disposed of in regular trash



**The swab packets
(if used in the drying of the swabs)
and biohazard barrier gloves should be
disposed of by following your departments
recommended OSHA procedures**

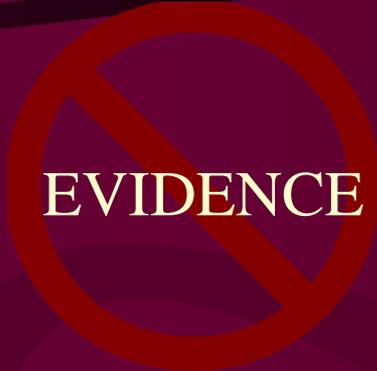


A few things to keep in mind

- Offenders are not allowed to swab or print themselves
- Offenders are not allowed to fill out the paperwork
- Be familiar with the instructions before starting
- If you realize that you have left something out of the kit, you may open the kit and reseal with scotch tape.
- Once sent to the lab the profile obtained from this sample will be put into the Convicted Offender Database

A few things to keep in mind

- Collect from only one person at a time
- Place the swabs in the swab envelope bulb end down
- Do not touch the cotton bulb of the swab
- Buccal samples should be handled and processed as if they are potentially biohazardous



EVIDENCE

There is no chain of custody on this kit

This collection kit is not evidence

It should not be used to collect evidence

Verify, Verify, Verify

- If you are unsure if your offender has had DNA completed in the past, please e-mail TBI.CODIS@tn.gov. Include the offender's name, DOB, SSN and TOMIS # in the body of the e-mail along with your name and contact information (address, phone, etc.).

This eliminates repeat samples.

Your CODIS Techs

- Jamison Hurt
615-744-4498
- Jacquelyn Poarch
615-744-4256
- Erica Miller
615-744-4309

Fax: 615-744-4690

TBI.CODIS@tn.gov