

Arrestee

DNA Collection: An Overview



In CODIS Terms

When a person is arrested for violent felonies that qualify under the Arrestee Law (TCA 40-35-321(e)(1)), a DNA sample is collected.

The sample can be collected by either the arresting or booking agency.



TCA Code 40-35-321 (e)(1)

“When a person is arrested on or after January 1, 2008, for the commission of a violent felony as defined in subdivision (e)(3), the person shall have a biological specimen taken for the purpose of DNA analysis to determine identification characteristics specific to the person.”



How do I obtain Arrestee DNA Kits?

- Each agency should designate one individual responsible for ordering and maintaining Arrestee DNA kits.
- We ship out kits based on your agency's current monthly average.
- Order kits as often as necessary and the average will be adjusted accordingly.
- **Do not wait until your agency is completely out of kits to reorder.** Once your agency is down to one-third the kits you have received, go ahead and contact us so the new shipment will arrive before you run out.



How do I obtain Arrestee DNA Kits?

(Cont'd.)

- Email **TBI.CODIS@tn.gov** to order kits. Include your name, your agency's name, full address and phone number, as well as the type of kit you are requesting.
- Kits will be shipped to you via FedEx Ground and typically arrive within 2-3 business days.
- They are also available at Evidence Receiving in the Nashville Crime Lab, but if you want to pick up more than 10, we ask you to contact the CODIS unit at least 24 hours in advance as the stock kept on-hand in Evidence Receiving is low.



Additional Notes

- Make sure that the individual is charged with one of the qualifying TCA Codes.
- Please note: As of May 10, 2012, 6 new qualifying offenses were added to the list.
- A complete list is available on the back of the middle envelope of each Arrestee kit, as well as on the TBI website.



TCA CODES

Arson, Aggravated	39-14-302
Assault, Aggravated	39-13-102
Burglary, Aggravated	39-14-403
Burglary, Especially Aggravated	39-14-404
Carjacking	39-13-404
Child Abuse, Aggravated	39-15-402
Homicide, Criminal	39-13-201
Homicide, Criminally Negligent	39-13-212
Homicide, Reckless	39-13-215
Homicide, Aggravated Vehicular	39-13-218
Homicide, Vehicular	39-13-213
Kidnapping, Aggravated	39-13-304
Kidnapping, Especially Aggravated	39-13-305
Manslaughter, Voluntary	39-13-211
Murder, First Degree	39-13-202
Murder, Second Degree	39-13-210
Rape	39-13-503
Rape, Aggravated	39-13-502
Rape of a Child	39-13-522
Rape of a Child, Aggravated	39-13-531
Robbery	39-13-401
Robbery, Aggravated	39-13-402
Robbery, Especially Aggravated	39-13-403
Sexual Battery	39-13-505
Sexual Battery, Aggravated	39-13-504
Sexual Battery by an Authority Figur	39-13-527
Statutory Rape, Aggravated	39-13-506(c)
Statutory Rape by Authority Figure	39-13-532
Attempt of Any of the Above	39-12-101
Solicitation of Any of the Above	39-12-102
Conspiracy of Any of the Above	39-12-103
Criminal Responsibility of Any of the Above	39-11-402
Facilitating the Commission of Any of the Above	39-11-403
Accessory after the Fact of Any of the Above	39-11-411



Criminal Responsibility	39-11-402
Facilitation	39-11-403
Accessory After the Fact	39-11-411
Attempted	39-12-101
Solicitation	39-12-102
Conspiracy	39-12-103

Example:

Attempted Aggravated Assault 39-12-101 / 39-13-102



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

FROM: _____
(NAME OF PERSON SENDING KIT)


ORGANIZATION

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

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

**AFFIX
POSTAGE
HERE**

 **BIOHAZARD**

This envelope contains dried Biological Specimens

CAT. NO. TNABSC100



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

(Cont'd)

- Each kit has everything needed to collect from one individual.
- Inside the white mailing envelope you will find a middle white envelope with instructions and qualifying offenses, a pair of biohazard barrier gloves, proper seals, four swabs, swab envelope, and an Arrestee DNA Sample Submittal Form.
- It is not necessary for Medical Personnel to collect this sample.



Small white envelope

Gloves

Seals

Instructions

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

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

Arrestee DNA Sample Submittal Form

Print Legibly:

Name-Last:

First:

Race:

Sex:

DOB:

SSN:

TOMIS # (if available):

Alias(es):

Arrestee and Booking Information

Arresting Officer Name:

Department making Arrest:

Arresting Officer Department Address and Phone:

Booking Facility, Address and Phone:

Collected By (Name):

Title:

Arrest Information

Booking #:

Date of Arrest:

Offense(s) at time of arrest AND TCA code(s):

Right Thumb Print

Left Thumb Print

ARRESTEE BUCCAL SWAB COLLECTION KIT

NOTE

Law enforcement personnel **MUST** perform buccal swab collection from the individual. The following collection procedure should be performed on **each** individual at a time. Read entire instruction sheet prior to sample collection. Do not touch the cotton bulb of the swabs. Warning: Saliva samples should be handled and processed as if they are potentially biohazardous.

Preparation

STEP 1 Remove gloves; 4 (four) clean/sterile Cotton Swabs found in their original white paper sleeve(s); small swab envelope; larger 6" x 9" white envelope; 2 (two) red evidence seals; and a white "kit shipping seal" from the white pre-addressed mailing envelope.

STEP 2 Fill out all information requested on the TBI Arrestee DNA Sample Submittal Form making sure the officer collecting the sample signs in the "Collected by" box. Please copy the completed form for your records.

Collection

STEP 3 Put on biohazard barrier gloves.

STEP 4 Using one cotton swab at a time, rub the inside of the individual's cheek for 5 to 10 seconds.

STEP 5 Allow the swabs to air dry before packaging. At least 30 seconds to one minute.

STEP 6 After collection, place the swabs inside the small swab envelope. Seal the small swab envelope with one of the red evidence seals. **DO NOT WRITE ON SMALL ENVELOPE. DO NOT LICK ENVELOPE TO SEAL.**

STEP 7 Discard biohazard barrier gloves following recommended OSHA procedures.

STEP 8 Place the small swab envelope into the large 6" x 9" white envelope and seal with the remaining red evidence seal. Please initial and date seal.

STEP 9 Place the large 6" x 9" white envelope and the TBI Arrestee DNA Sample Submittal Form inside the white pre-addressed mailing envelope and seal with "kit shipping seal".

STEP 10 Hand deliver or mail to the appropriate TBI Crime Laboratory for your region.

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Single Tipped Applicators

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www.tycohealthcare.com • EC REP: TYCO HEALTHCARE U.K. LTD. ROSSPORT, DUBLIN, IRELAND
015-0900

STERILE [R] Do not use if seal package is opened or damaged.
8664541300
8664541400
CE
Single Use

6in (15.24 cm) 2 Applicators
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015-0900

STERILE [R] Do not use if seal package is opened or damaged.
8664541300
8664541400
CE
Single Use

Swab
packets

Submittal form



Put on biohazard barrier gloves.



Read the instructions on the middle envelope carefully.



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



Open one swab package at a time.



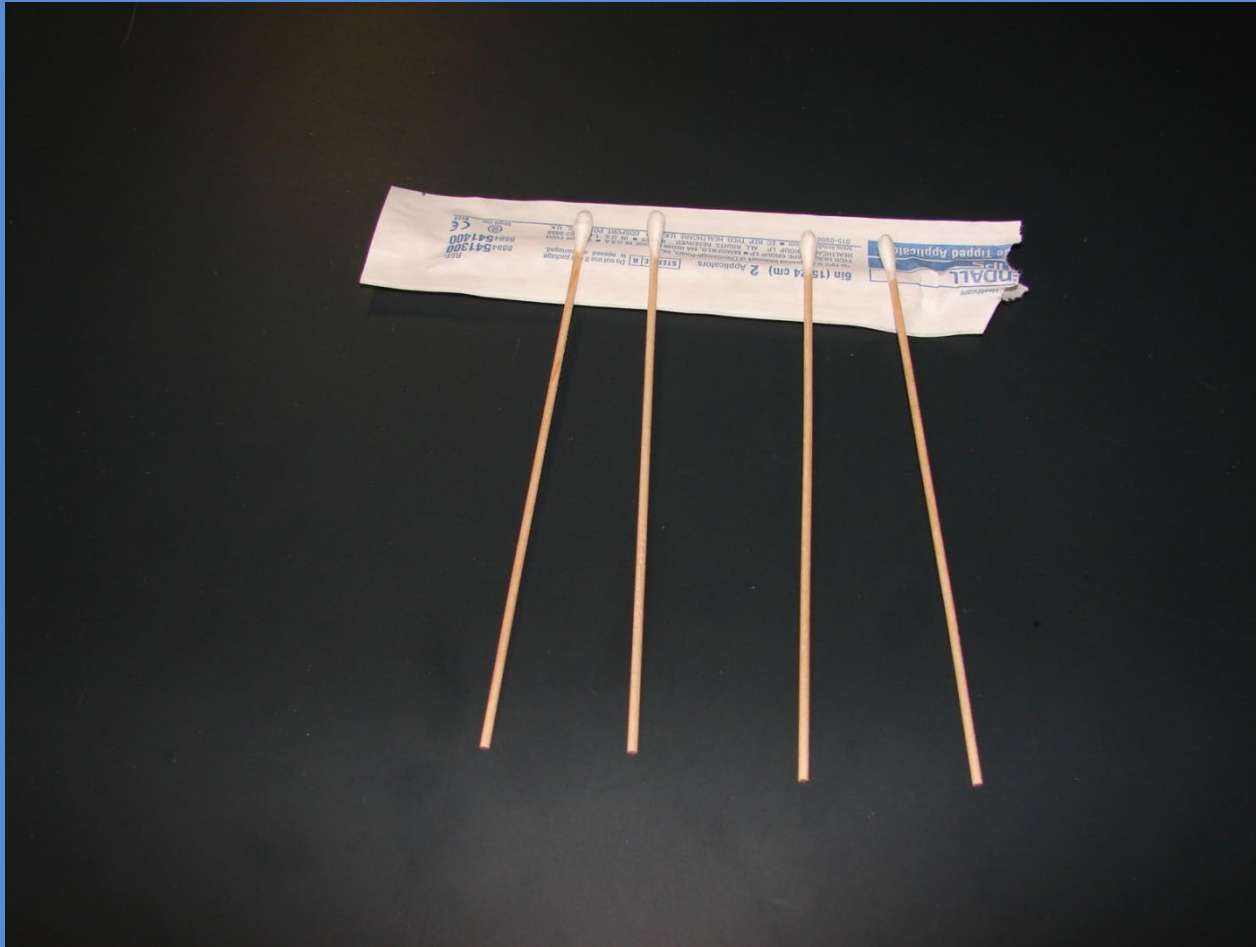
Using one swab at a time, rub the inside of the individual's cheek for 5 to 10 seconds.



Use all 4 swabs and both sides of the mouth.



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



Allow the swabs to air dry at least 1-2 minutes before packaging.



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



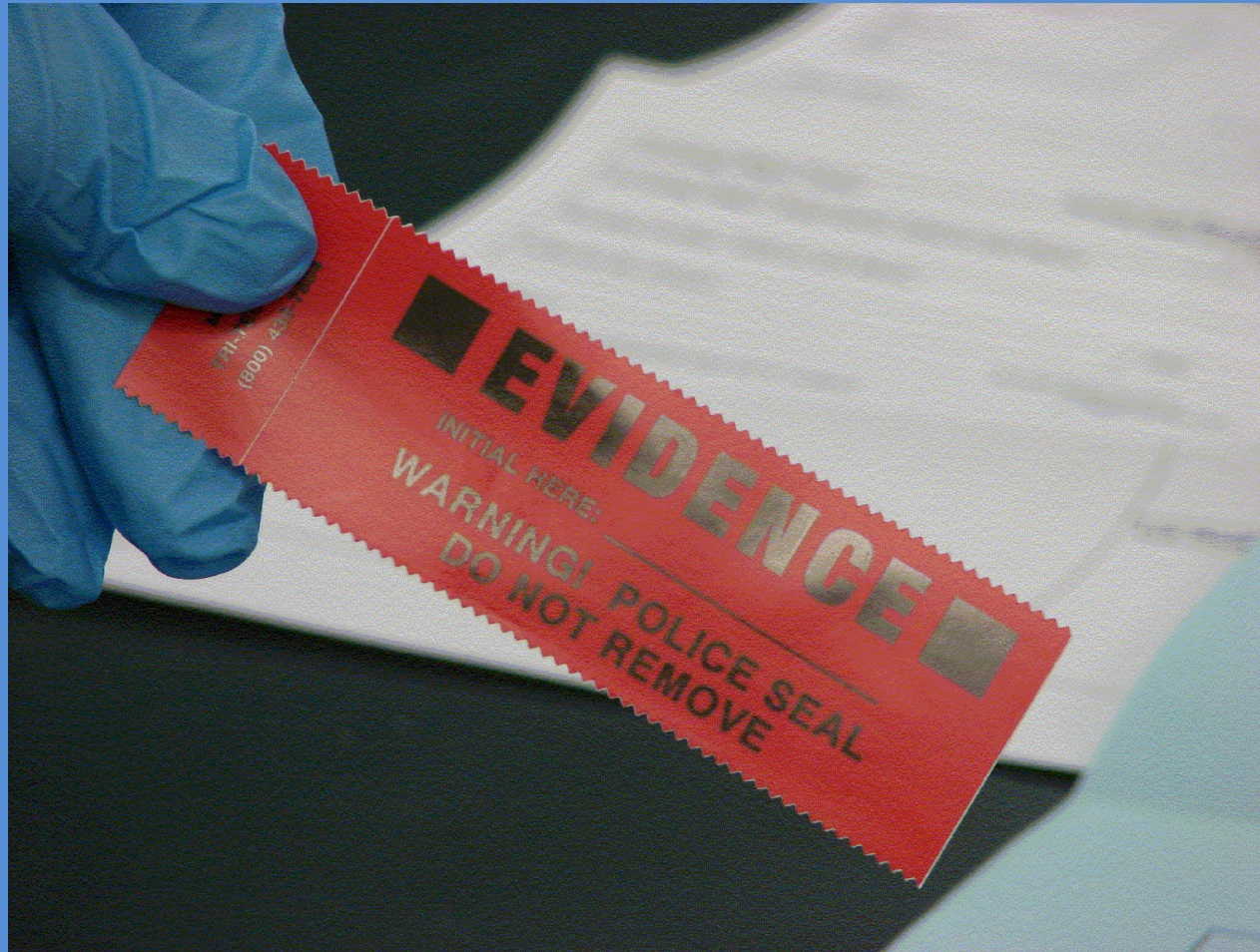
Do not place swabs back into the paper wrappers from which they came.



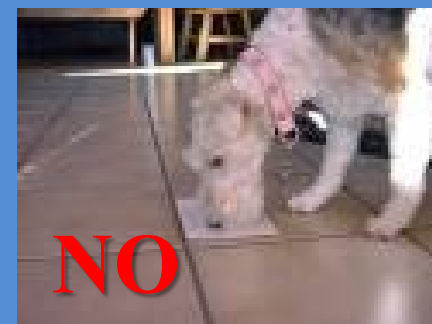
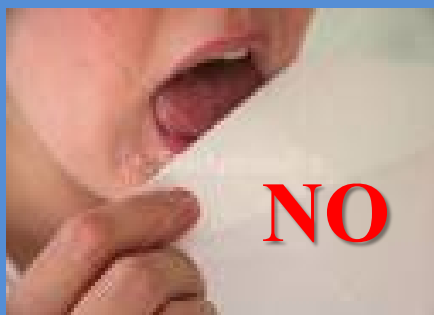
Seal the small swab envelope with
one of the red seals.



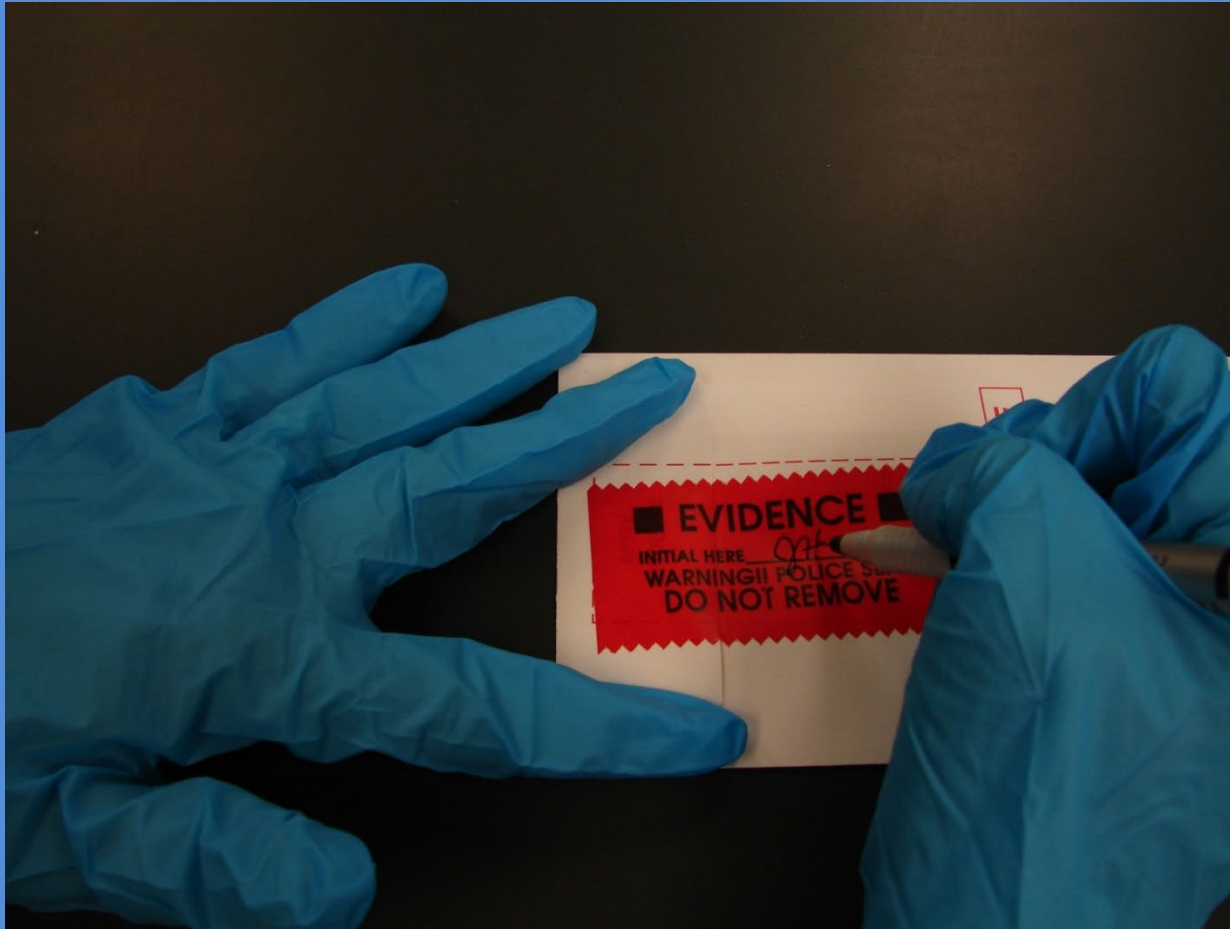
Remember this is not evidence even though the seal says “Evidence”.



DO NOT LICK ENVELOPE TO SEAL!!



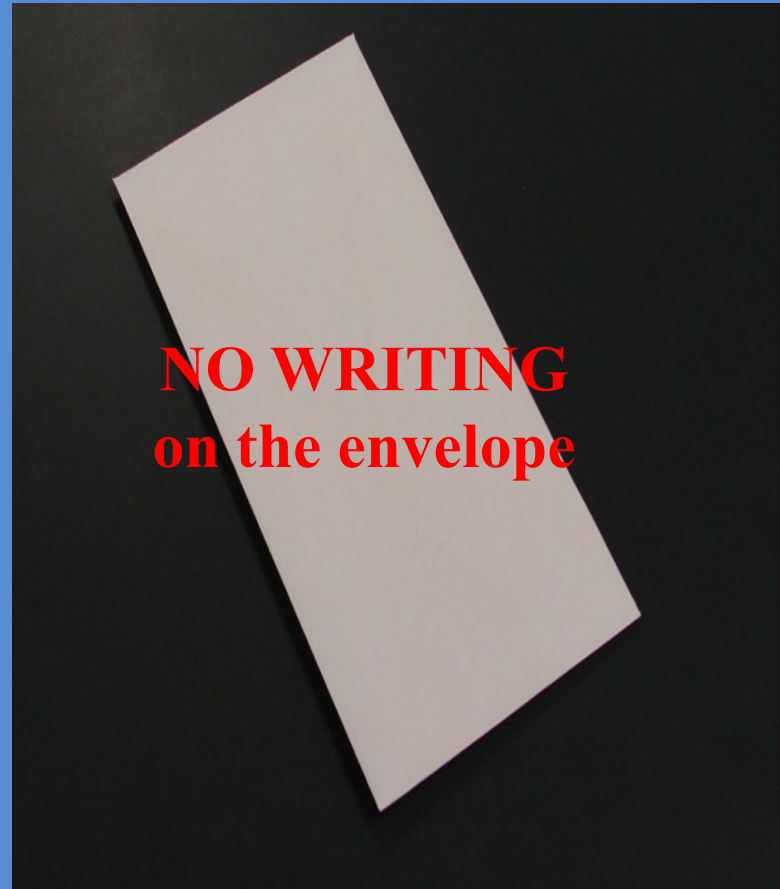
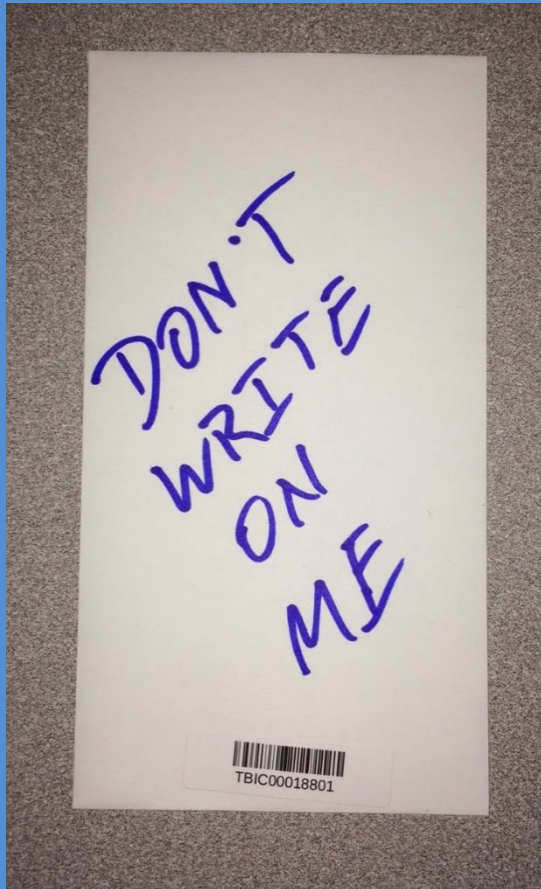
The person collecting the sample, **not the Arrestee**, should initial and date the seal.



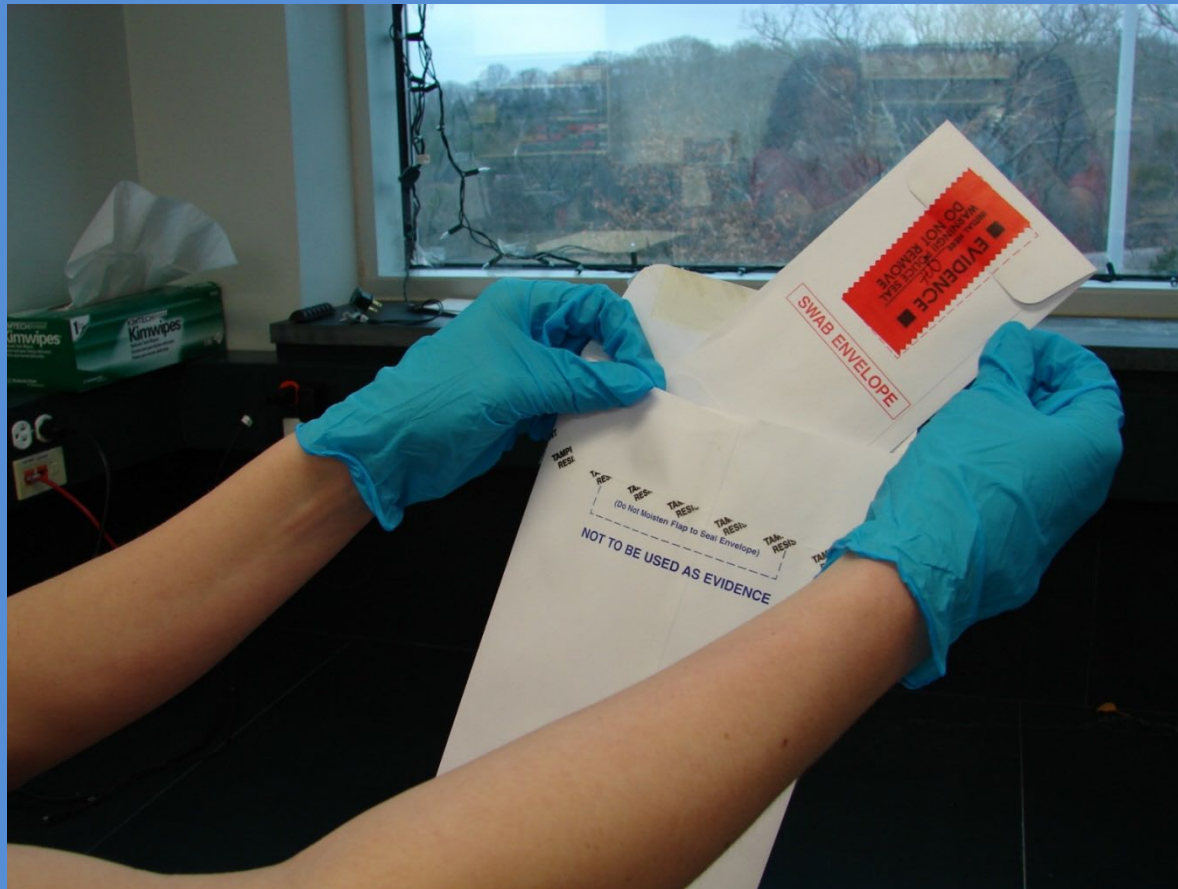
Use a Sharpie or ball point pen to write initials.
Gel pens tend to smear.



DO NOT write on the swab envelope other than the initials and date on the seal.



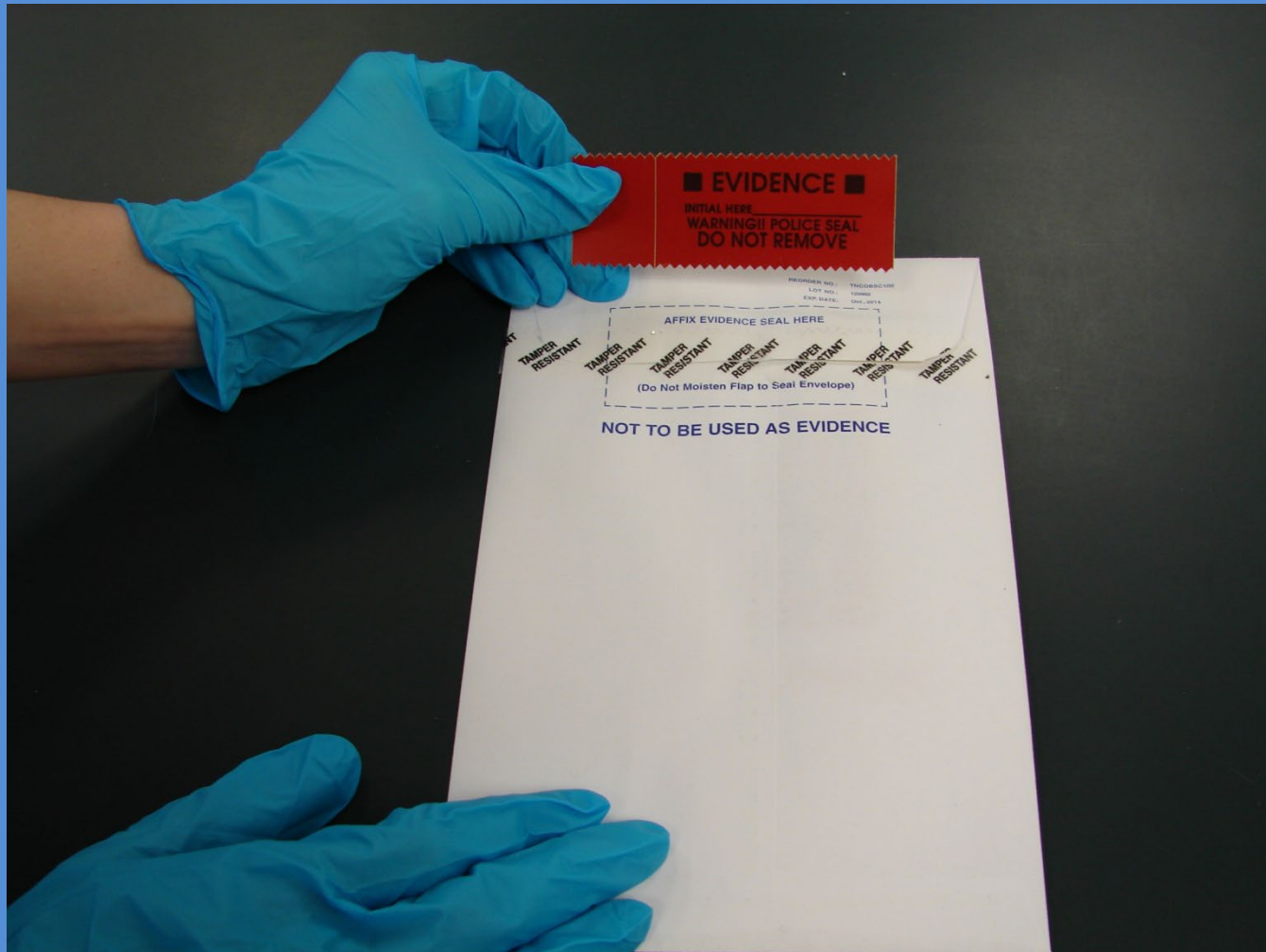
Place small swab envelope into
the middle white envelope.



Do not staple paperwork to swab envelope!



Seal with the middle envelope with the remaining red seal.



Initial and date the 2nd seal on the middle envelope.



Fill out all of the requested information on the Arrestee
DNA Sample Submittal Form.

PLEASE Print Legibly

The Submittal Form may be hand written or filled
out electronically.

A fillable PDF version is available on the TBI
website (<https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/forensic-services/dna-law--submissions---tbi-contacts.html>).



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



TBI USE ONLY
Received

By: _____

Date: _____

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

Arrestee DNA Sample Submittal



Contact Information:

Email: TBI.CODIS@TN.GOV

Phone: (615) 744-4498

(615) 744-4261

(615) 744-4309

Fax: (615) 744-4690

ALL INFORMATION REQUIRED UNLESS OTHERWISE NOTATED

ARRESTEE INFORMATION

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

ARRESTING AGENCY INFORMATION

Arresting Officer Name (Full Name):	Department Making Arrest (Do Not Use Initials):	Department ORI:
Arresting Department Full Address:		Phone:

BOOKING AGENCY INFORMATION

Is Booking Agency the same as Arrest Agency? ☐

Booking Facility (Full Name and ORI):	Booking Facility (Full Address):	Phone:
Collected By (Full Name):	Title:	Date of Collection:

ADDITIONAL ARRESTEE INFORMATION

Booking#:	<input type="checkbox"/> Sex Offender	Date of Arrest (MM/DD/YYYY):
Qualifying Offense(s) at time of arrest <u>AND</u> TCA code(s):		Right Thumb Print
1.		Left Thumb Print
2.		
3.		
4.		
5.		
6.		

Complete Name,
R/S, DOB, and SSN

State ID#

Complete address
including city and
zip code (if
different)

Qualifying Offense
and corresponding
TCA Code

Full agency name.
No initials.

Complete address
including city and
zip code

Complete Date
of Arrest

Arrestee Thumb
prints



Juveniles

If the arrestee is a Juvenile at the time of arrest, you must notate that he/she will be bound over as an adult.

You must include a copy of the Bound Over paperwork.

Writing “Adjudicated Juvenile” is not sufficient.



Thumb Prints

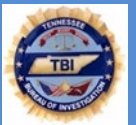
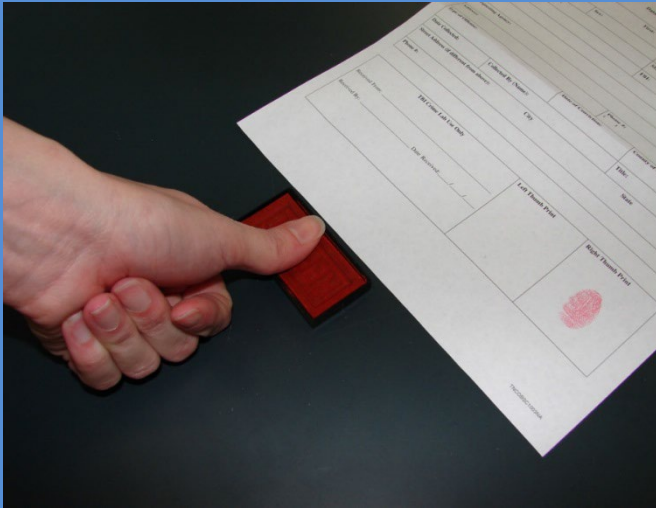
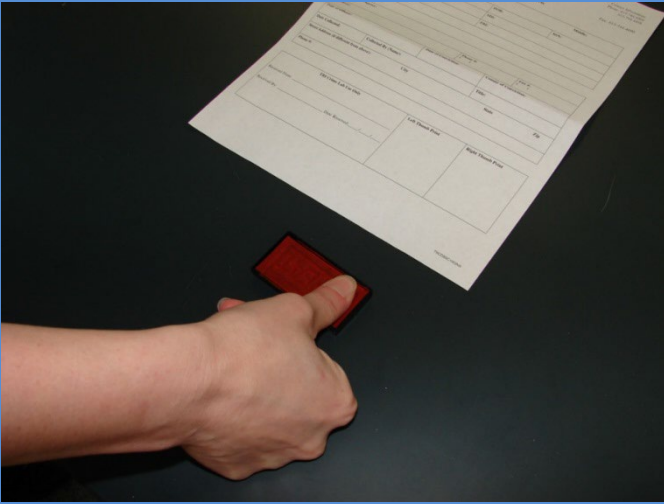
Please **do not include 10 print cards** as a substitute or indicate that they are “**On file**”.

It is the agency's responsibility to acquire ink pads for the purpose of collecting the Arrestee'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.



If you do not have an ink pad, email **TBI.CODIS@tn.gov** and we can ship one to you.





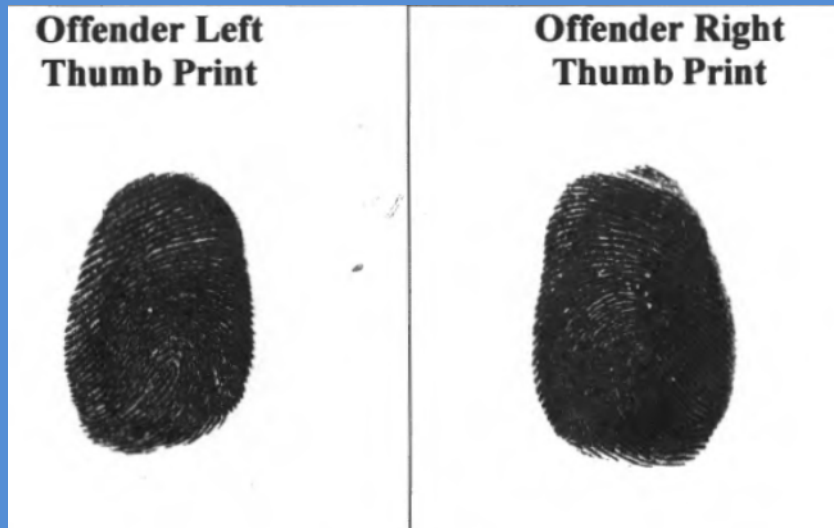
An Example of Acceptable Prints

12

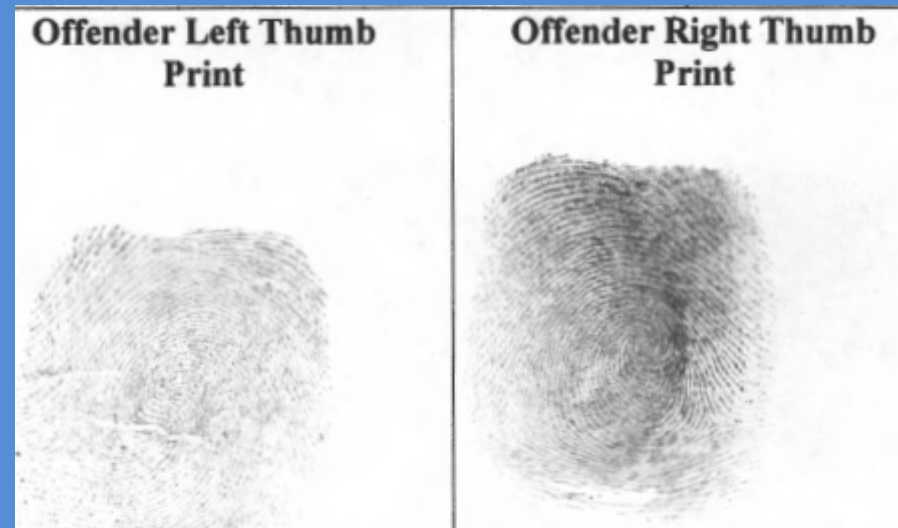
Right Thumb Print

Left Thumb Print




An Example of Unacceptable Prints



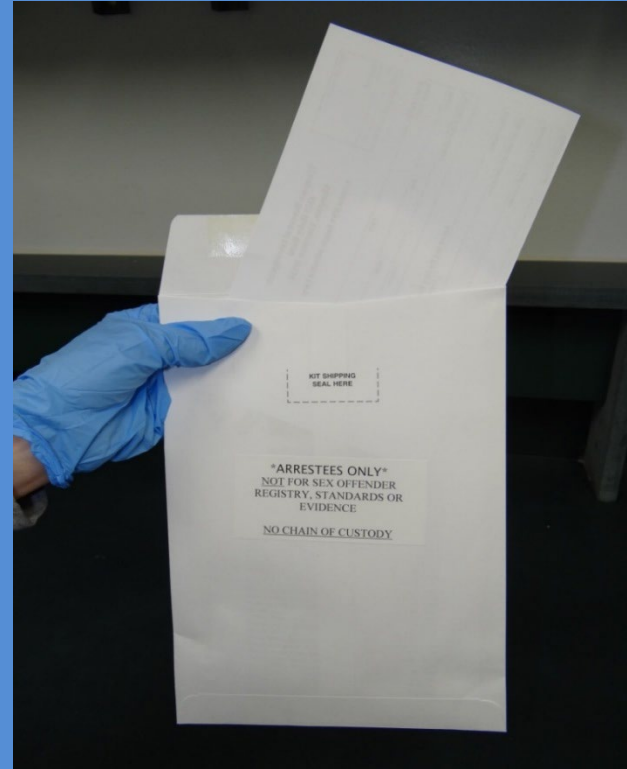
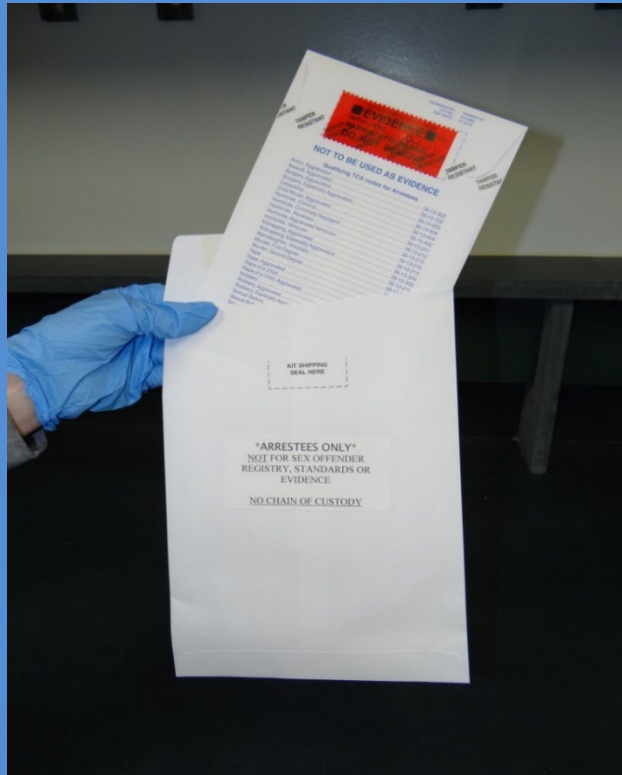
TOO dark



TOO light



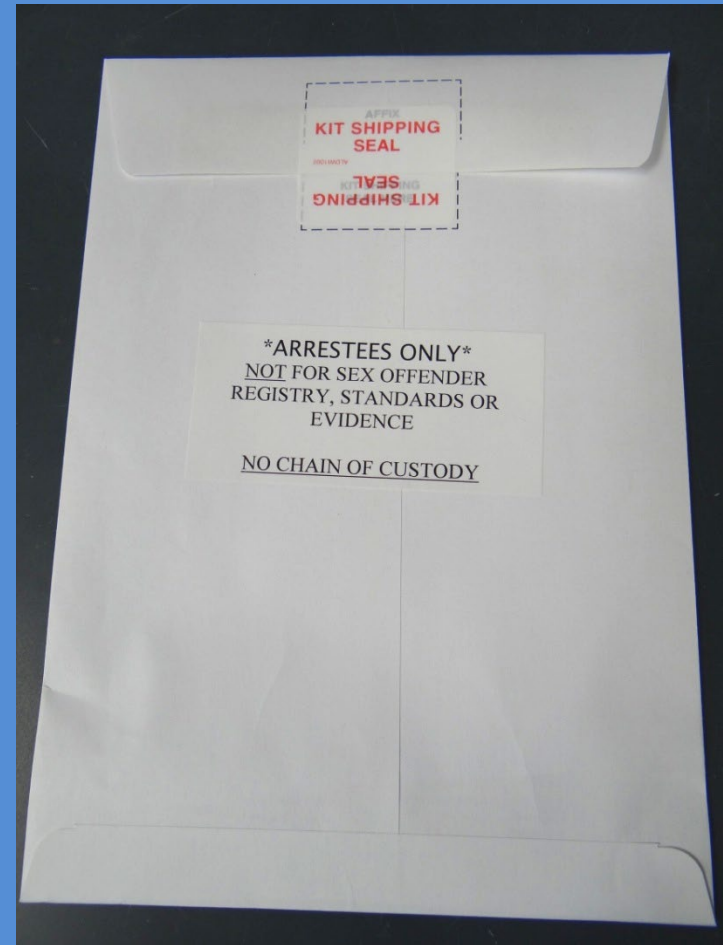
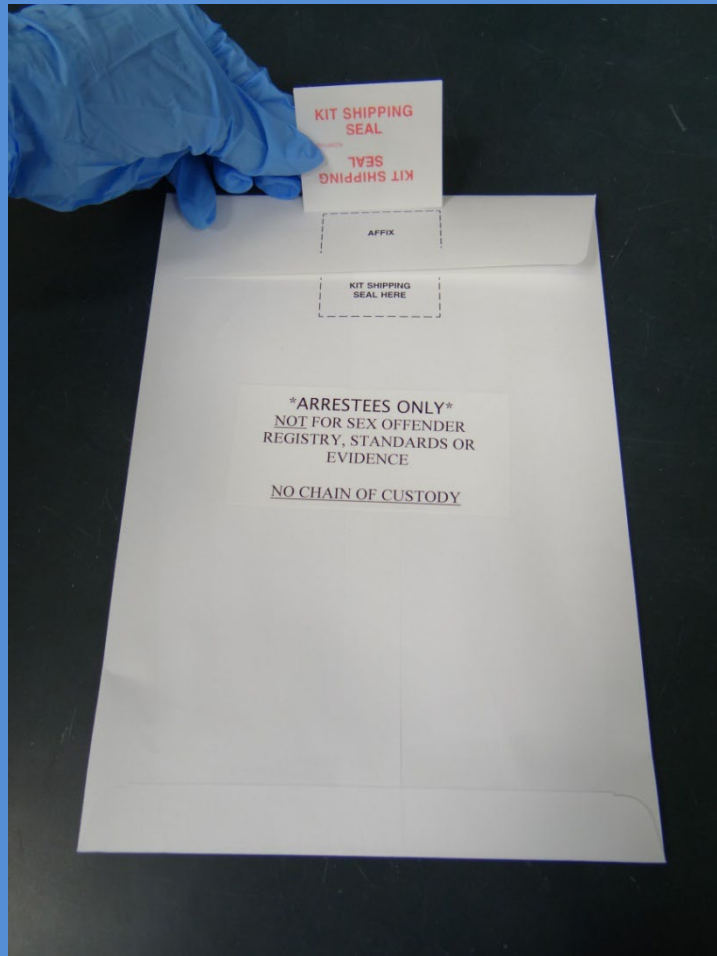
After the thumb prints are dry, make a copy of the completed form for your records. Fold submittal form and put the form and the middle white sealed envelope into the larger mailing envelope.



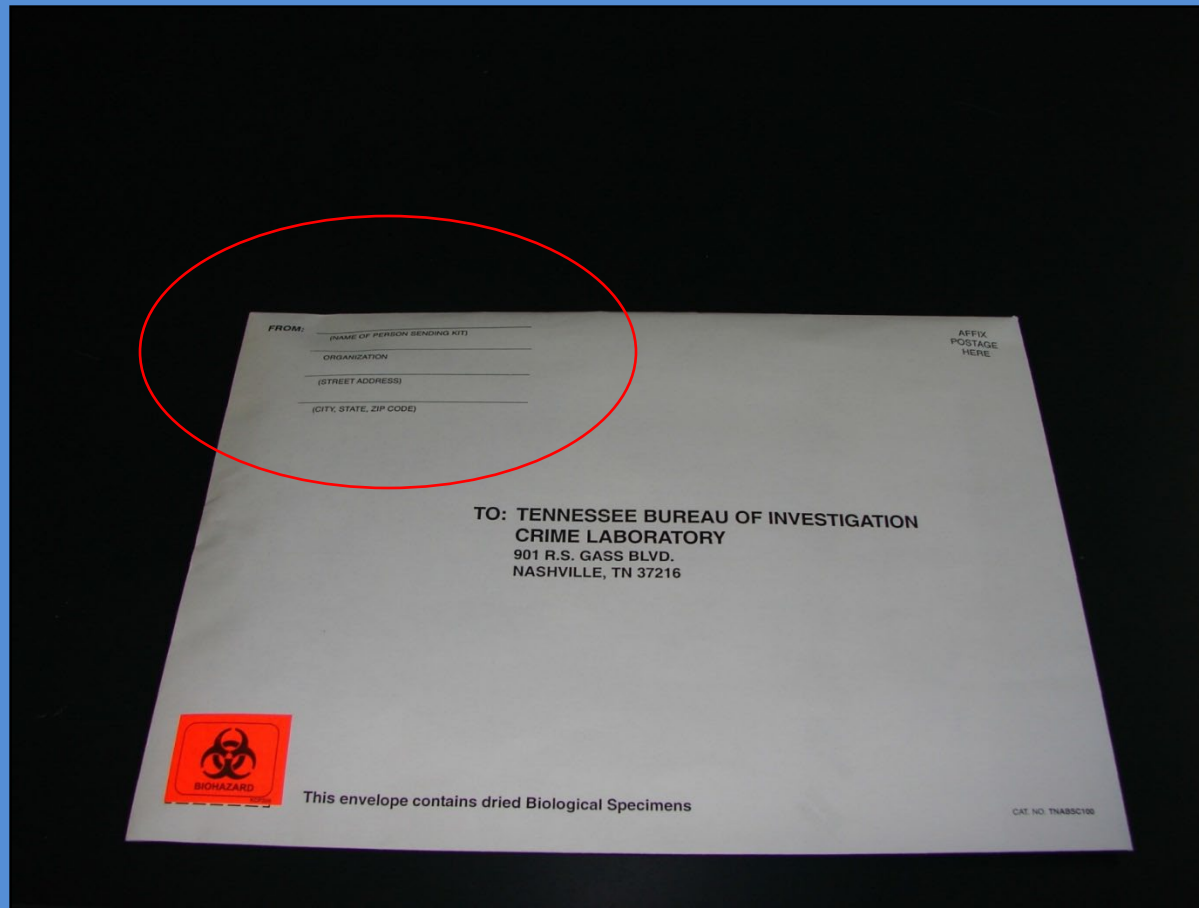
To prevent paperwork contamination, please do not put paperwork inside the middle envelope with the swab envelope.



Seal the outer mailing envelope with the kit shipping seal.



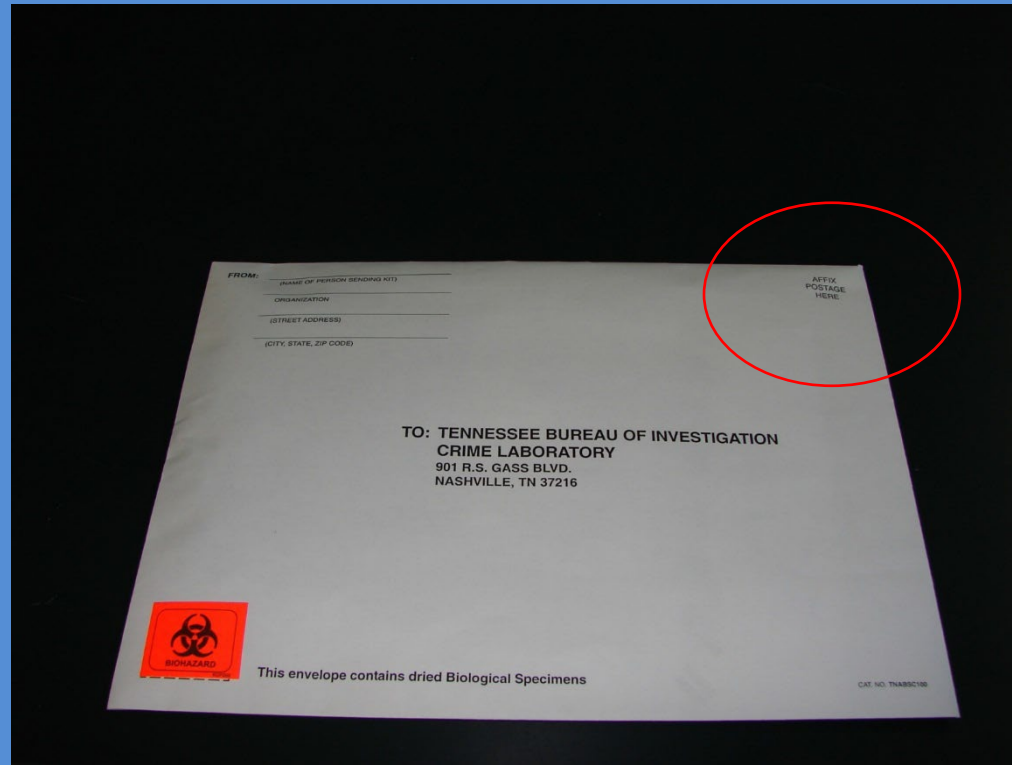
Put return address on the mailing envelope
even if you are hand delivering kits.



If you are collecting the sample for an arresting agency,
put the Arresting Agency name on the mailing envelope.



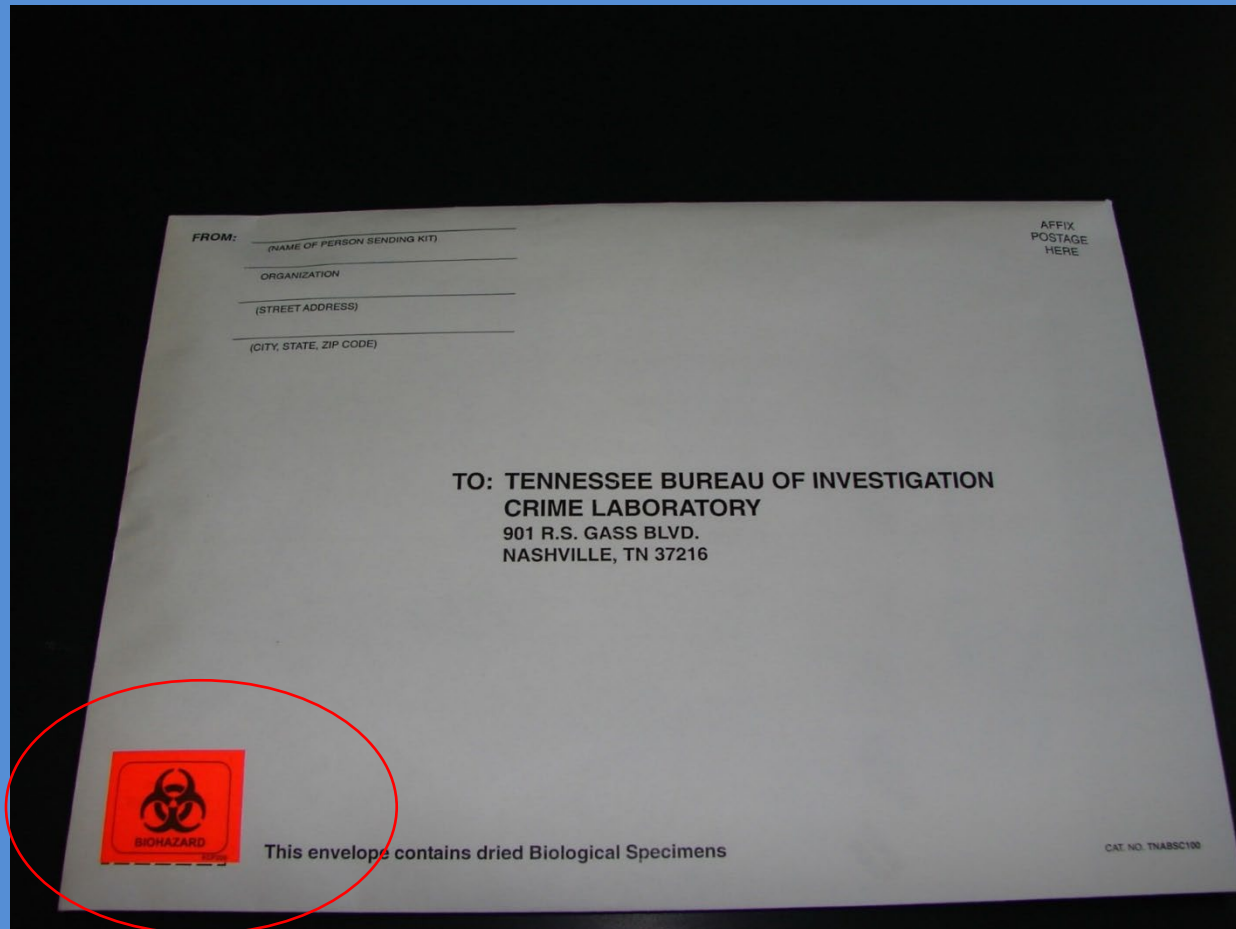
If being mailed, please attach the proper postage.



The US Postal Service considers the kits to be a package and, as of March 2019, charges \$3.50 per kit to ship.



If you are planning to mail multiple kits at once in a larger package, please note that the U.S. Postal Service requires you to have either the biohazard symbol, or “**BIOHAZARD**” written out on the outer packaging.



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.



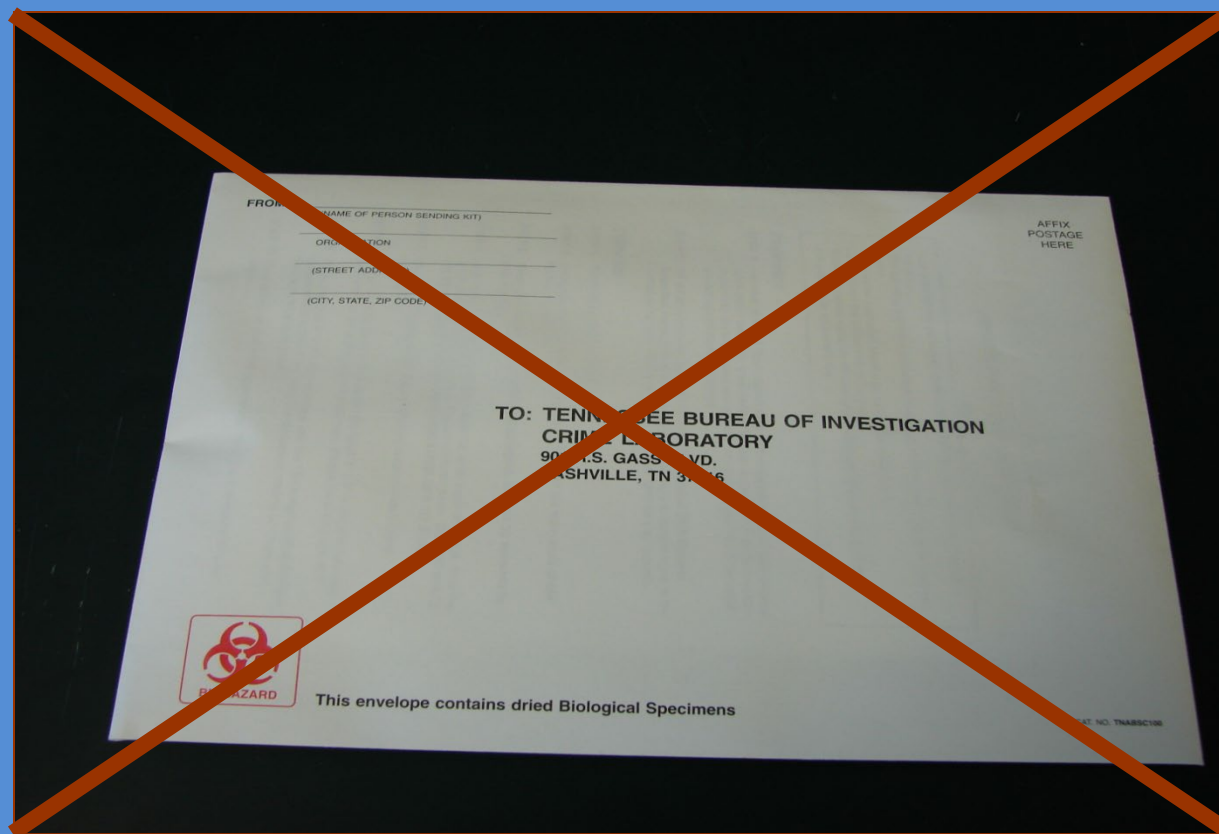
Please do not put the used gloves back in the envelope to be mailed back with the kit.



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


Due to the sensitive nature of Arrestee
DNA, kits should be hand delivered or
mailed in a timely manner.



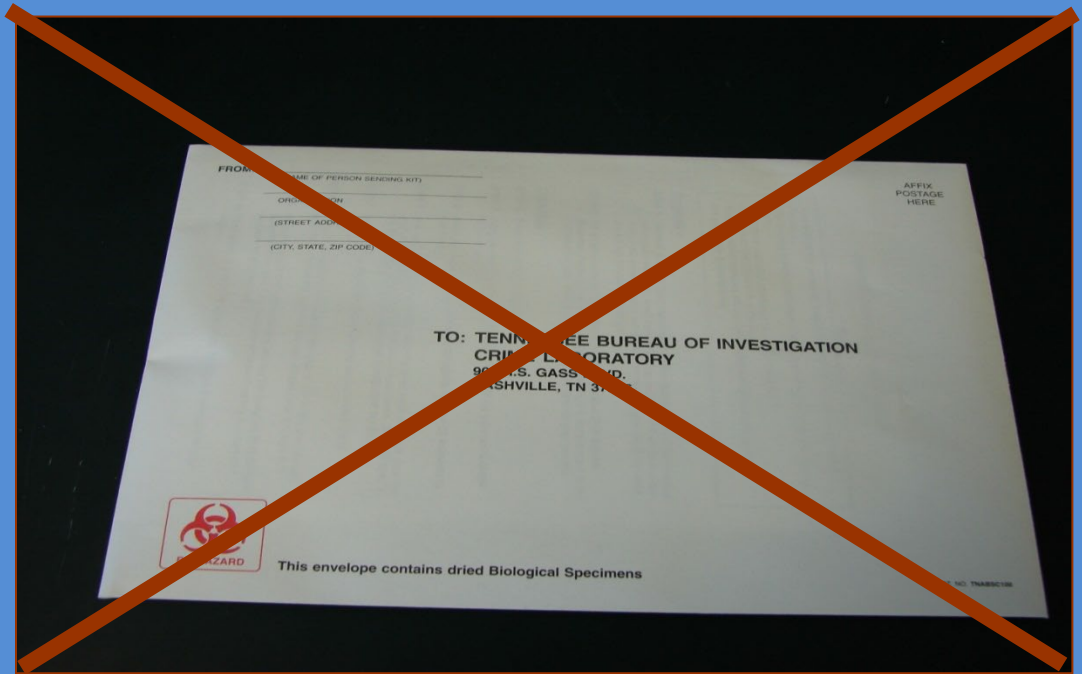


If an Arrestee kit is sent in as evidence
(**the kit plainly states that it is not to be used as evidence**)
the sample will not be worked and the submitting officer will
be contacted and told that the sample is not acceptable.



 TBI USE ONLY Received _____ By: _____ Date: _____		Tennessee Bureau of Investigation 901 R. S. Goss Boulevard Nashville, Tennessee 37216 Arrestee DNA Sample Submittal		Contact Information: Email: TBI.CODS@TN.GOV Phone: (615) 744-4498 (615) 744-4261 (615) 744-4209 Fax: (615) 744-4690	
ALL INFORMATION REQUIRED UNLESS OTHERWISE NOTATED					
ARRESTEE INFORMATION					
Name (Last): _____		First: _____		Middle: _____	
Race: _____	Sex: _____	DOB: _____	SSN: _____		
SID# _____	TOWNSHIP (if available): _____		Alias(es): _____		
ARRESTING AGENCY INFORMATION					
Arresting Officer Name (Full Name): _____		Department Making Arrest (Do Not Use Initials): _____		Department ORI: _____	
Arresting Department Full Address: _____		Phone: _____			
BOOKING AGENCY INFORMATION					
Booking Facility (Full Name and ORI): _____		Booking Facility (Full Address): _____		Phone: _____	
Collected By (Full Name): _____		Title: _____		Date of Collection: _____	
ADDITIONAL ARRESTEE INFORMATION					
Booking(s): _____		<input type="checkbox"/> Sex Offender		Date of Arrest (MM/DD/YYYY): _____	
Qualifying Offense(s) at time of arrest AND TCA code(s):		Right Thumb Print			
1. _____		Left Thumb Print			
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					

BI 0247 (Rev 9-15) RDA-SW17



If a sample is collected from an individual who does not meet the qualifications or if the paperwork is not filled out **COMPLETELY** and **CORRECTLY**, the kit will be returned to the submitting agency for correction and re-submittal.



Arrestee Kit Returns

- If a kit is returned to your Agency, please check to see why it is being returned.
- A memo is included with each kit with an explanation as to why it was returned to you.
- Please correct the paperwork, reseal the envelope with tape and initial. Return kit to the lab for processing.
- **DO NOT** collect a whole new kit or take another kit apart to use the mailing envelope.



A Few Things To Keep In Mind

- Be familiar with the instructions before starting
- To avoid a potential mix-up, please only process one kit at a time
- Arrestees are not allowed to swab or print themselves
- Arrestees are not allowed to fill out the paperwork or initial the seals
- 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.
- If you realize that you have left something out of the kit, you may open the kit and reseal with tape.
- Once sent to the lab, the profile obtained from this sample will be put into the Arrestee Database





There is no chain of custody on this kit.

This collection kit is not evidence.

**IT SHOULD NOT BE USED TO
COLLECT EVIDENCE.**



TBI CODIS

Contact Information

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