

**Biology/DNA**

**CODIS SOP**

Biology/DNA Division



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## 1. Terms and Definitions

1.1. The following list includes definitions of terms used within this manual:

Association	A search result that pairs unidentified human (remains) with one or more reference samples or Pedigree Trees; it does not reflect a direct identity match between profiles.
Autosearch	A CODIS software function that is used by LDIS laboratories to search profiles within LDIS.
Biological child (specimen category)	The known reference sample voluntarily provided by an adult child or provided with the parental/guardian consent for a minor child of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and Pedigree Tree Index.
Biological father (specimen category)	The known reference sample voluntarily provided by the biological father of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and the Pedigree Index Tree.
Biological mother (specimen category)	The known reference sample voluntarily provided by the biological mother of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and the Pedigree Index Tree.
Biological Sibling (specimen category)	The known reference sample voluntarily provided by the full or half biological adult sibling or provided with the parental/guardian consent of a full or half biological minor sibling of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and the Pedigree Index Tree.
Convicted offender (specimen category)	The known sample of a person who has been convicted of a federal, military or state qualifying offense in a jurisdiction that requires that persons convicted of enumerated crimes or qualifying offenses provide a DNA sample for analysis and entry into federal, military or state DNA database. The DNA record for this specimen category is stored in the Convicted Offender Index.



Deduced missing person (specimen category)	The DNA profile of a reported missing person that has 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.
DNA profile	A DNA profile consists of data generated from STR testing procedures on biological samples.
DNA record	A database record that includes the DNA profile as well as data required to manage and operate the database (i.e., the originating agency identifier which serves to identify the submitting laboratory: the specimen ID, metadata, and DNA personnel associated with the DNA analyses.
Forensic mixture (specimen category)	A specimen category in the CODIS software that is for forensic samples that contain DNA contributed from more than one source attributable to the putative perpetrator.
Forensic partial (specimen category)	A specimen category in the CODIS software that is used for a partial DNA profiles (or partially deduced profiles from a mixture) that are attributable to the putative perpetrator.
Forensic profile	A DNA profile developed from an item of evidence that belongs in either the Forensic Unknown, Forensic Partial or Forensic Mixture specimen category.
Forensic unknown (specimen category)	A specimen category in the CODIS software that is used for a single-source DNA profiles (or a deduced single-source profile from a mixture) that are attributable to the putative perpetrator.
Hit	A confirmed match that aids an investigation and one or more of the case(s) involved in the match are unsolved.
Legal (specimen category)	DNA identification records of other persons whose DNA samples are collected under applicable legal authority.
Match	A match occurs when CODIS links two or more DNA profiles and a confirmation process is started by designated laboratory personnel from each affected laboratory.
Maternal relative (specimen category)	The known reference sample voluntarily provided by a maternal biological relative who is not a mother, child or



	sibling of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and the Pedigree Index Tree.
Metadata	Data that describes the unique characteristics of some CODIS specimens to aid in the identification of a missing person.
Missing person (specimen category)	The known reference sample from an individual that is missing. The source of the DNA has been verified as originating from the missing person and is stored in the Missing Person Index.
Multi-allelic offender (specimen category)	An offender profile (convicted offender, arrestee, detainee, legal or juvenile) with three or more alleles at two or more loci.
Paternal relative (specimen category)	The known reference sample voluntarily provided by a paternal biological relative who is not a father, child or sibling of a reported missing person. The DNA record for this specimen category is stored in the Relatives of Missing Person Index and the Pedigree Index Tree.
Pedigree tree	A pedigree tree contains genetic information from two or more biological relatives of missing persons (may include spouses, where applicable). A Single Typed Node Pedigree contains the genetic information from only one biological relative of the missing person.
Pedigree tree index	A pedigree tree index consists of the DNA records of a presumptive parent of a common child of a missing person.
Spouse (specimen category)	The known reference sample voluntarily provided by a presumptive parent of a common child. It is associated with the Pedigree Tree Index.
Unidentified human (remains) index	An unidentified human (remains) index consists of DNA records from recovered living persons (e.g., children who can't and other who can't or refuse to identify themselves) and recovered dead persons (including their body parts and tissues) whose identities are not known.
Unidentified person (specimen category)	The DNA profile developed from the recovered deceased (including body parts and tissue) or an individual who is unidentified (e.g., children who can't and others who can't or refuse to identify themselves). The DNA record



from this specimen category is stored in the unidentified human (remains) index.

**Solved** A case or criminal investigation for which a putative perpetrator has been identified through a DNA match and/or the case has been adjudicated against this putative perpetrator.

**Unsolved** A case or criminal investigation for which no suspect has been identified through DNA and/or has not been adjudicated. Having only a suspect name or an arrest does not make a case solved.

## 2. Overview of CODIS

2.1. The DNA Identification Act of 1994 included provisions establishing the FBI's Combined DNA Index System (CODIS). CODIS is a national DNA database software program used to connect laboratories housing DNA data at the local, state and national levels. DNA profile information begins at the local level or Local DNA Index System (LDIS), can then be uploaded to the state level or State DNA Index System (SDIS) and finally to the nationally level or National DNA Index System (NDIS). Each local or state laboratory maintains its portion of CODIS while the FBI maintains the national portion.

2.2. In early 2015, the FBI announced that effective January 1, 2017, 7 additional loci would be added to the original 13 CODIS Core Loci. The 20 CODIS Core Loci now include:

- CSF1PO
- D3S1358
- D5S818
- D7S820
- D8S1179
- D13S317
- D16S539
- D18S51
- D21S11
- FGA
- TH01
- TPOX
- vWA

Additional loci effective January 1, 2017:

- D1S1656
- D2S441
- D2S1338



- D10S1248
- D12S391
- D19S433
- D22S1045

2.3. It is a requirement to follow NDIS guidelines in order to obtain federal financial support for the CODIS system. Refer to the NDIS Procedures Manual and CODIS Administrator's Handbook for additional information.

### 3. CODIS Administrator

#### 3.1 CODIS Administrator

3.1.1 The CODIS Administrator is a staff member of the laboratory.

3.1.2 **Minimum educational requirements:** The CODIS Administrator shall meet the educational requirements for a DNA analyst.

3.1.3 **Minimum experience requirements:** A CODIS Administrator shall be a current or previously qualified DNA analyst, with documented mixture-interpretation training.

3.1.4 **Minimum CODIS training requirements:** The CODIS administrator shall participate in FBI-sponsored training in CODIS software within six months of assuming CODIS casework administrator duties if the administrator had not previously attended such training. This training is typically offered annually in conjunction with the Annual National CODIS Conference. The casework CODIS administrator shall successfully complete the FBI-sponsored auditor training within one year of assuming their administrator duties if the administrator had not previously attended such training.

3.1.5 **Responsibilities:** The CODIS Administrator is responsible for ensuring the normal day-to-day operations of the CODIS system through the following:

- Administering the laboratory's local CODIS network
- Managing data backup in the CODIS system (including performance of periodic restores to ensure backups are working properly)
- Reviewing and dispositioning matches in accordance with Chapter 6.0 on Confirmation and Hit Dispositioning (NDIS Procedures)
- Reviewing all CODIS materials and changes to NDIS Operational Procedures, and working with the DNA Technical Leader to implement changes
- Uploading profiles to SDIS and NDIS and review of CODIS generated reports
- Ensuring that the security and quality of data stored in CODIS is in accordance with state and/or federal law and NDIS operational procedures
- Ensuring that matches are dispositioned promptly and in accordance with NDIS operational procedures
- Deleting and changing specimen information, adding or changing loci and allele designations and implementing configuration changes to Popstats and Searcher



- Serving as the central point of contact in the laboratory for CODIS and to serve as the gatekeeper for DNA records entered into CODIS
  - Communicating with the State CODIS Administrator and the FBI's contractor personnel to resolve routine problems
  - Informing the State CODIS Administrator promptly of any serious issues that impact the normal operation of the CODIS system. If the situation warrants, the CODIS Administrator has the authority to temporarily suspend an analyst's or the laboratory's participation in CODIS pending resolution of the problem.
  - Working with the DNA Technical Leader to ensure compliance with QAS Standard 17
  - Scheduling and documenting the CODIS computer training of casework analysts
  - Ensuring that CODIS user(s) successfully complete the required annual training
  - Granting user privileges
  - Notifying the State CODIS Administrator of Add/Remove/Change a CODIS user information
  - Compilation and monthly reporting of Investigations Aided and Hit Statistics to SDIS and/or NDIS
  - Attending the annual CODIS Conference
  - Completing the Annual Audit certification and Points of Contact form
  - Notifying the NDIS Custodian, within five business days, of the following:
    - If a CODIS user, CODIS IT user, CODIS SEN user in its laboratory has been arrested for, or convicted of, a criminal offense;
    - If a laboratory loses its criminal justice agency status;
    - If the laboratory loses its accreditation, has its accreditation suspended or has its accreditation revoked;
    - If the laboratory loses the capability to perform DNA analysis at its facility;
    - If the laboratory has fewer than two full-time employees who are qualified DNA analysts; or
    - If the laboratory has a vacancy in the laboratory's Technical Leader position when there is no one in the laboratory who meets the Quality Assurance Standards qualifications and is available to serve in that position.
    - If the laboratory is not in compliance with the external QAS audit requirement.
- 3.1.6 The DNA section shall not upload DNA profiles to NDIS if the casework CODIS administrator position is unoccupied.
- 3.1.7 The CODIS Administrator has at least one designated individual to serve as an alternate and assist in the administration of CODIS. The Assistant CODIS Administrator (ACA) shall assist the primary CODIS Administrator in performing aspects of the above duties such as, but not limited to, data backup, data upload, and communication with the State CODIS Administrator and the FBI's contractor personnel. Additional personnel in the Forensic Biology section may also be designated to assist with tasks similar to the ACA.





#### **4 NDIS-Participating Laboratory Requirements**

- 4.1.1 The DNA data must be generated in accordance with the FBI Director's Quality Assurance Standards;
- 4.1.2 The DNA data must be generated by a laboratory that is accredited by an approved accrediting agency;
- 4.1.3 The DNA data must be generated by a laboratory that undergoes an external audit every two years to demonstrate compliance with the FBI Director's Quality Assurance Standards;
- 4.1.4 The DNA data must be one of the categories of data acceptable at NDIS, such as convicted offender, arrestee, detainee, legal, forensic (casework), unidentified human remains, missing person, or a relative of missing person;
- 4.1.5 The DNA data must meet minimum CODIS Core Loci requirements for the specimen category;
- 4.1.6 The DNA PCR data must be generated using PCR accepted kits; and
- 4.1.7 Participating laboratories must have and follow expungement procedures in accordance with federal law.

#### **5 Case Evaluation**

- 5.1.1 All cases containing biological evidence must be evaluated for possible entry into CODIS.
- 5.1.2 There shall be documentation that a crime has been committed. The documentation must be clear as to an item's association with a crime scene and based on the facts of the case, not merely the investigator's theory of the alleged association with a crime scene.
- 5.1.3 Forensic profiles must be associated with a crime scene. The source of the biological material in question must be attributable to a putative perpetrator.
- 5.1.4 If a suspect's profile could reasonably have been expected to be on an item that is at the crime scene or is part of the crime scene, independent of the crime, then it is probably not eligible for the Forensic Indexes. This would generally be considered a suspect profile.
- 5.1.5 Elimination samples may be required before an item can be considered eligible for CODIS:
  - If the victim reports having consensual sex prior to the alleged assault, the laboratory must request that the submitting law enforcement agency obtains a sample from the consensual partner and that request must be documented before any profiles developed from the evidence may be submitted to NDIS.
  - Once such an elimination sample from the consensual partner is received and is determined to match the associated forensic unknown, that forensic unknown DNA record shall be removed from NDIS.
  - If the victim engaged in consensual sex with an individual and then was sexually assaulted by that same individual, the NDIS eligibility of the DNA profile developed from that sexual assault evidence collection kit may be impacted because the consensual partner and the putative perpetrator are the same individual. In this instance, obtaining an elimination sample will not



resolve the issue. Any additional facts will be important in determining NDIS eligibility of the DNA profile(s).

5.1.6 The word "Investigation" in the offense category may preclude the use of CODIS for a particular case. See the CODIS Administrator or designee for assistance.

## 6 Sample Evaluation

6.1 The following criteria and considerations must be met for specimen submission into CODIS:

- 6.1.1 An NDIS approved STR amplification kit must be utilized during testing for inclusion into the appropriate index for CODIS.
- 6.1.2 Profiles must be interpretable and eligible for statistical analysis. It may not be possible to deduce all loci for a mixture.
- 6.1.3 An indistinguishable mixture profile from three or more contributors shall not be entered into LDIS/SDIS/NDIS.
- 6.1.4 Uninterpretable data may not be submitted to CODIS.
- 6.1.5 Victim/complainant and elimination samples shall not be uploaded to NDIS. Legal samples shall be uploaded to NDIS.
- 6.1.6 Reference samples shall be accurate and complete for the CODIS Core Loci. Good faith efforts shall be made to obtain results for each locus and to enter all the results as part of the DNA profile.
- 6.1.7 Alleles unambiguously attributed to the victim/complainant, husband, boyfriend, or individuals other than the suspect shall not be offered to NDIS.
- 6.1.8 Samples with any of the following Low Copy Number techniques employed to analyze limited quality and/or quality DNA template below the stochastic thresholds shall not be submitted to NDIS:
  - Additional amplification cycles
  - Post-amplification purification
  - Reduced reaction volume
  - Increased voltage or injection time
  - Nested PCR

## 7 Minimum Data Requirements for SDIS and NDIS

- 7.1 There is no requirement for a minimum number of loci for searching at LDIS; however, HFSC has elected to have their LDIS requirements match those of SDIS.
- 7.2 SDIS (and therefore LDIS) requires a minimum of 7 loci from the original 13 CODIS Core Loci and/or D2S1338/D19S433 for entry and searching (since most profiles in the state database only contain the original CODIS Core Loci), as well as a Match Estimation or Moderate Match Estimator (MME) that meets SDIS guidelines as directed by the SDIS Administrator.
- 7.3 NDIS requires that all 20 core loci be attempted and accepts specimens with data for 8 loci for searching. While profiles in the Forensic Unknown specimen category do not require an MME, those in the Forensic Partial and Forensic Mixture specimen categories require that an MME be satisfied that meets NDIS guidelines as directed by the NDIS Custodian.



## 8 CODIS Data Entry

### 8.1 Specimen Identification

8.1.1 While there is no statewide requirement for standardization of naming between laboratories, there is a requirement that each DNA profile has a unique specimen ID. The specimen ID for HFSC cases may include the case incident number and individual item number. Additionally, the grant name/number, if applicable, may be referred to in the specimen ID. Examples include:

- 2018-XXXXX\_ITX.X.X
- 2018-XXXXX\_ITX.XSF
- 123456789\_ITX.X.X
- FY10\_ITX.X\_123456789

### 8.2 Specimen Categories

#### 8.2.1 Forensic Profiles from Evidentiary Items

- The “Forensic Unknown”, “Forensic Partial” and “Forensic Mixture” specimen categories are appropriate for DNA profiles obtained from evidentiary samples associated with crime scenes. All evidence profiles are considered unknown, even when they are consistent with a known reference sample. These specimen categories allow the inclusion of DNA records obtained from forensic samples recovered directly from the victim, sexual assault evidence kit, victim’s clothing, or crime scene which are believed to be attributed to the putative perpetrator.
- At this time, only one profile from the perpetrator which is the most complete is entered in CODIS. This is done to prevent multiple hits on evidence within the same case during searching.

#### 8.2.2 Forensic Unknowns

- Appropriate evidence profiles that are either a single source or a fully deduced profile originating from a mixture may be entered in the “Forensic Unknown” specimen category.
- A “Forensic Unknown” profile shall have all 13 CODIS core loci and shall not have more than three alleles at one locus while the remaining loci can have up to 2 alleles.
- If the “Forensic Unknown” profile contains all core loci but does not contain SE33, the profile can be entered as a “Forensic Unknown” but “Partial Profile” must be marked as “yes” in the software.

#### 8.2.3 Forensic Partial

- “Forensic Partial” is a single-source profile or a partially deduced profile originating from a mixture with either locus or allelic dropout at any of the 13 core CODIS loci.
- “Forensic Partial” profiles shall not have more than 3 alleles at one locus while the remaining loci can have up to 2 alleles.
- “Forensic Partial” profiles submitted to SDIS and NDIS shall be reviewed to ensure they satisfy the statistical threshold for MME as published by SDIS and NDIS.



- Loci for which allelic activity may be incomplete due to dropout shall be marked as “partial”, hereafter referred to as “(P)”, when entering profiles in the STR/YSTR Data Entry Tool. Single alleles submitted to CODIS must be marked as partial if they are detected below the stochastic threshold or if activity below the analytical threshold is observed.

8.2.4 Forensic Mixture

- “Forensic Mixture” is a DNA profile originating from more than one contributor where the major (or minor) contributor is not clearly discernible. An STR profile may be determined to be a mixture based on factors such as more than two alleles at more than one or two loci, imbalance in alleles within a locus and case-specific information.
- A “Forensic Mixture” is a sample with more than one source.
- A DNA profile in the “Forensic Mixture” specimen category shall not have more than 4 alleles at any one locus.
- If the profile of interest can be reliably and completely extracted from a mixture profile, ONLY that portion of the mixture needs to be entered into LDIS/SDIS/NDIS. This deduction can be conducted by visual or quantitative interpretation of the alleles in each locus in comparison to the profile of an assumed contributor.
- In mixture profiles where a “clean” profile of one individual cannot be determined, all alleles are entered for those loci where the “deduction” cannot be reliably and completely performed.
- Any alleles that can be unambiguously attributed to the complainant or an elimination reference cannot be entered.
- Obligate alleles may be designated where appropriate. These are alleles that are foreign to the known profile of the assumed contributor at a locus where more than one allele is present and that the analyst wishes to designate as required for a match. Obligate alleles are only used for mixture profiles where a “clean” profile of one individual cannot be determined. An obligate allele is designated as a “+” to the right of the allele. There can only be one obligate designated per locus and no obligates can be designated for a homozygous locus. If either the target or candidate profile includes a designated allele, then this designated allele is required to report the locus a match.<sup>7</sup>
  - Examples – The following table shows which locus values will be reported as a match, given LDIS, SDIS, and NDIS search only at moderate and high stringency\*.<sup>7</sup>
  - PLEASE NOTE: IF YOU ARE ONLY SEARCHING AT MODERATE AND HIGH STRINGENCIES, A LOW STRINGENCY LOCUS MATCH WILL NOT RESULT IN A CANDIDATE MATCH.

Explanation	Target Alleles	Candidate Alleles	Locus Match	Locus Match Stringency
Match	10+,11	10,11	Yes	High
Match	10+,11	10	Yes	Moderate
Match	10+,11	10,12	Yes	Low*
Not a Match	10+,11	11,12	No	N/A
Match	10+,11	10,11+	Yes	High



Not a Match	10+,11	10,12+	No	N/A
Match	10,11	11+,12	Yes	Low*

- When considering whether a particular STR mixture profile is suitable for entry in NDIS, the concern is how many potential candidates it will match at moderate stringency every time it is searched at NDIS. A large number of moderate stringency matches is detrimental to both parties involved in the match. “Forensic Mixture” profiles submitted to NDIS shall be reviewed by the submitting agency to ensure the DNA records satisfy a statistical threshold for MME as published by NDIS. The “4 x 4” Rule no longer applies.

### 8.3 Legal

- 8.3.1 NDIS allows for the inclusion of reference/known samples legally obtained in the investigation of a crime, under certain circumstances. The law further allows for the inclusion of voluntarily submitted samples.
- 8.3.2 A suspect profile may be entered in the “Legal” index if:
  - 8.3.2.1 the sample was obtained legally
  - 8.3.2.2 it is collected for the investigation of a crime
  - 8.3.2.3 it a biological sample from a suspect in a criminal investigation (this excludes complainants and elimination samples)
  - 8.3.2.4 there is evidence in the case probative to the crime that is also analyzed
  - 8.3.2.5 results are obtained at the 20 core STR loci
- 8.3.3 Suspect/legal samples submitted to the laboratory that meet the criteria presented in 4.3.2 will be tested and entered into CODIS, regardless of the STR results of the associated evidentiary samples and regardless of whether STRs were attempted on the associated evidentiary samples.
  - 8.3.3.1 Suspect profiles are identified in the database by the case number and sample designation; the name of the individual is not included

### 8.4 Source ID

- 8.4.1 **If the suspect standard is consistent with a sample in a forensic category in the case, the source ID of the forensic sample must be changed to “yes.”**
- 8.4.2 The source ID on the forensic specimen will be changed to yes for Offender, Arrestee, Detainee, or Legal index hit after the identification information about the subject of the hit is received.
- 8.4.3 A Conviction Match disposition requires that the source ID for the matching forensic profile be changed to yes, if not already done so.

### 8.5 Case ID

- 8.5.1 At a minimum the agency case number should be included in this section for referencing purposes. Other case identifying numbers may also be included such as laboratory case numbers.



## 8.6 Case Record Documentation

- 8.6.1 Prior to entering a profile into CODIS, the analyst must fill out the CODIS Entry Form for each eligible profile. The analyst should provide the source of supporting documentation for the CODIS eligibility of each sample. The analyst does not need to reference supporting documentation if a sexual assault kit medical report is present.
- 8.6.2 The technical reviewer reviews the profiles to verify the specimen name, DNA type (alleles), appropriate usage of obligate alleles and (P)'s, specimen category and eligibility. Discrepancies should be referred to the CODIS Administrator or designee.
- 8.6.3 After the technical review, the analyst enters profiles into CODIS and a copy of the LDIS Specimen Details Report is printed for the case record. The quality reviewer cross-checks the LDIS Specimen Details Report against the CODIS Entry Form to ensure that the profiles have been entered correctly, the correct database was selected, and that the Match Estimation or MME have been satisfied if applicable.
- 8.6.4 If profiles have been entered incorrectly, the CODIS Administrator or designee must be notified immediately so that corrective actions can be taken.
- 8.6.5 The entry of a profile into CODIS must be documented in the DNA analysis report.

## 8.7 Performing CODIS data entry

- 8.7.1 Log into CODIS Workstation
- 8.7.2 Click Analyst Workbench
- 8.7.3 Under Tools select STR/YSTR Data Entry
- 8.7.4 Enter following information
  - Specimen ID
  - Specimen Category
  - Case ID
  - Source ID
  - Partial Profile
  - Profile
  - When entering in a Forensic Mixture or Forensic Partial verify MME is within NDIS requirements.
    - If it is within range, save and print entry.
    - If out of range, click Popstats button on data entry page. This will open up Popstats.
    - Verify Match Estimation is selected. Only include Core 13 loci plus D2 and D19 when calculating match estimation for SDIS. The number of loci allowed to miss should equal 0. There is no way to represent a partial locus on the manual match estimation calculation. For example, 13 (P) would be entered as 13.
  - Verify match estimation is within SDIS requirements.
    - If within range, print Match Estimation form. Change specimen category to SDIS Forensic Mixture or SDIS Forensic Partial. Save and print entry form.
    - If not within range, then profile cannot be entered into CODIS.



## 9 CODIS Data Autosearch and Upload

- 9.1 Uploads to SDIS should be performed weekly unless no new specimens have been entered. The upload should occur weekly for the data to be included in the SDIS upload into the NDIS database for the following week.
- 9.2 An autosearch of the LDIS database must be performed prior to upload.
- 9.3 Any resulting matches to a blind quality control sample shall be dispositioned as "User Defined 1" prior to upload. Any profiles matching to a blind quality control sample MUST be unmarked and deleted from the LDIS database.
- 9.4 Upon completion of an upload, an Upload Reconciliation Report will be generated automatically. This report shall be reviewed to ensure the integrity of the upload. If discrepancies are noted, the CODIS Administrator or designee will be tasked with resolving them.
- 9.5 Performing Autosearch
  - 9.5.1 Open Analyst's Workbench.
  - 9.5.2 Go to Autosearcher -> **HFSC** Search -> Perform Search (Icon below edit)
  - 9.5.3 Once Autosearch is complete "All stages of autosearch complete" will be displayed.
  - 9.5.4 Display matches to verify there are no hits to Quality Division blind quality control samples as outlined in section 5.3.
  - 9.5.5 Once Quality Division blind quality control samples have been addressed proceed to upload.
- 9.6 Performing Upload
  - 9.6.1 Following Autosearch, click on Tools -> Incremental upload -> Generate upload
    - 9.6.1.1 Full uploads are performed as instructed by the State CODIS Administrator.
  - 9.6.2 View Pending Incremental upload to view the number of profiles uploaded.
  - 9.6.3 Under Match Manager highlight new hits indicated in red. Set Laboratory disposition to Pending.
  - 9.6.4 Refer to section 6.5 (Candidate Match Dispositions and Notifications).

## 10 Triaging CODIS Matches

- 10.1 Verification of database matches is ultimately the responsibility of the CODIS Administrator or designee.
- 10.2 The CODIS Administrator or designee verifies single-source database matches as well as database matches involving mixtures.
- 10.3 If it is determined that no further confirmation is warranted, then the "no match" disposition will be used.
- 10.4 If an offender is excluded as a contributor to a forensic specimen, the casework laboratory shall disposition the candidate match as a "no match" and the confirmation process stops. Personally-identifiable information relating to the offender shall not be exchanged or released.





- 10.5 Candidate Match Dispositions and Notifications
- 10.5.1 The CODIS Administrator or designee shall be responsible for checking the CODIS software for match notifications.
- 10.5.2 All candidate matches shall be marked as “pending” upon receipt from the Match Manager software.
- 10.5.3 All Match Detail Reports must be printed for processing.
- 10.5.4 A LIMS request shall be created for the HFSC case. If both cases are HFSC cases then the LIMS request shall be created for the case listed in the Target Specimen ID.
- 10.5.5 The case file for the HFSC case should be pulled if available. If both cases are HFSC cases then both the Target and Candidate case files should be pulled.
- 10.5.6 Begin a CODIS Candidate Match Checklist for the Match Report.
- 10.5.7 Determine if case is solved or unsolved.
- 10.5.8 When a candidate match occurs, the involved CODIS specimen will be verified for eligibility.
- Should a post-match review reveal demonstrable evidence of a sample’s ineligibility, the profile will be administratively deleted and the hit information may be provided to law enforcement. Law enforcement will be notified that the profile is no longer eligible and has been removed from the database. The administrative deletion described here is not to be confused with the “Legal Administrative Removal” referred to in section 9.5.
  - Should a post-hit review reveal that documentation of eligibility is inadequate, the submitting law enforcement agency will be contacted for additional information. If sufficient documentation is not received within 30 days, the profile will be administratively deleted but the hit information may be provided to law enforcement. Law enforcement will be notified that the profile is no longer eligible and has been removed from the database. The administrative deletion described here is not to be confused with the “Legal Administrative Removal” referred to in section 9.5.
- 10.5.9 A good faith effort to release a notification within 30 days of receipt of confirmation of the candidate match will be made. In the case of a “no match” or “conviction match” or “benchwork match”, or when a notification is not warranted, the LIMS assignment may be closed with a note that justifies the assignment closure.
- 10.5.10 For all offender hits, forensic hits, and suspect/legal hits (LDIS, SDIS, and NDIS), a notification will be generated in LIMS to document the match or hit. When applicable, this notification shall include specific case information along with contact information for all investigating officers/investigative division points of contact involved in any of the cases. The prosecuting attorney’s office should also be included in the LIMS distribution of all notifications. Email addresses included in the LIMS distribution list will automatically receive a copy of CODIS notifications.
- 10.5.11 After the appropriate notification has been made, the disposition of the match shall be changed from “pending” to the appropriate disposition<sup>6</sup>. Candidate matches may not be dispositioned from “pending” before the appropriate notification, if warranted, is made.
- 10.5.12 Refer the CODIS Administrator Handbook<sup>6</sup> for sample disposition scenarios.
- 10.5.13 Refer to CODIS Process Maps for Guidance on processing notifications.





10.5.14 The following list includes dispositions types:

Arrestee hit	A match between an arrestee's DNA profile and the DNA profile from a forensic DNA profile in an unsolved forensic case where it aids the investigation.
Benchmark match	Benchmark matches occur when forensic profiles linked externally to CODIS are also matched by CODIS. When CODIS makes the association no new information or assistance is provided to the investigation.
Candidate match	A possible match between two or more DNA profiles reported by CODIS software after a search. This is an interim disposition and laboratories must assess each candidate match to disposition appropriately.
Conviction match	A conviction match occurs when CODIS matches a forensic DNA profile to a DNA profile from an offender (Convicted Offender Index, Arrestee Index, Detainee Index, Legal Index), but the crime from which the evidence was collected has already been solved and the match does not aid the investigation in any way. The forensic lab must determine in some manner that the identity of the matching offender is the same individual as the individual identified in the solved case.
Detainee hit	A match between a detainee's DNA profile and a forensic DNA profile in an unsolved forensic case where it aids the investigation.
Duplicate	A match resulting from multiple samples from the same individual having been entered into CODIS.
Duplicate match	The same match is already in the database (same Candidate and Target DNA profiles).
Forensic hit	A match between a forensic DNA profile in an unsolved case and a forensic DNA profile from another solved or unsolved case. The match is considered a forensic hit if the match aids the investigation in some way.



ID confirmed	A match or association between an unidentified human (remains) profile and a pedigree, reference profile or another profile of known origin where the identification has been confirmed by the appropriate authorities (such as a medical examiner).
ID pending	A match or association between an unidentified human (remains) profile and a pedigree, reference profile or another profiles of known origin where the identification has not been confirmed by the appropriate authorities (such as a medical examiner).
Investigative information	This disposition is used as a generic category for matches that do not provide probative information and/or does not readily fit the other disposition categories.
Insufficient data	This missing person disposition is used following a match or rank when the combination of metadata and generic information is lacking in either quantity or quality to either confirm or refute kinship or issue a report to law enforcement.
Legal index hit	A match between a legal index DNA profile and forensic DNA profile in an unsolved forensic case where it aids the investigation.
Maternal relatives	This disposition is used following a match or rank and indicates that although the association does not represent the specific relationship being sought, the two profiles likely originate from individuals of the same maternal lineage.
No profile	Indicates that the search had no data for the selected technology (STR or mtDNA).
Offender duplicate	A match made between two offender (Convicted Offender Index, Arrestee Index, Detainee Index, and Legal Index) DNA profiles that does not provide probative information.



Offender hit	A match between a convicted offender's DNA profile and forensic DNA profiles in an unsolved forensic case where it aids the investigation.
Paternal relatives	This disposition is used following a match or rand and indicates that although the association does not represent the specific relationship being sought, the two profiles likely originate from individuals of the same paternal lineage.
Pending	Pending is an intermediate disposition, indicating that the Candidate Match is in the process of being confirmed or refuted.
Requesting more references	This missing person disposition is used when the laboratory requests more reference samples to confirm or refute the validity of an association.
Siblings	This disposition is used when it is believed that a match involves two individuals in the database that share at least one biological parent.
Twins	This disposition is used when it is believed that a match involves two individuals that share the same profile and are believed to be the result of the same pregnancy.
Waiting for more data	This disposition is an intermediate missing persons disposition, indicating that additional genetic analyses and/or meta data evaluation is being conducted to confirm or refute a match or rank.

## **11 Verifying and Notifying CODIS Hits**

### **11.1 Offender Hits (Case to Offender Hits)**

- 11.1.1 An offender candidate match occurs when a DNA profile developed from crime scene evidence by a casework laboratory matches an offender's DNA profile developed by an offender laboratory. A candidate match is not a confirmed match and the personally-identifiable information relating to a candidate match shall not be released unless the offender laboratory has confirmed the match.
- 11.1.2 A match report for an offender candidate match(es) produced by a search is distributed to all laboratories responsible for a DNA record included in the match. A state laboratory associated with a local level laboratory's match also receives an electronic copy of the match.
- 11.1.3 If the casework laboratory believes the candidate match must be subjected to the confirmation process, the casework laboratory shall retrieve the case record and perform an administrative check to ensure the DNA record is associated with the case.



At this point, the casework and offender laboratories begin collaborating. The casework laboratory informs the offender laboratory that the candidate match requires confirmation.

#### 11.1.4 Scanning SDIS Offender Letters

##### 11.1.4.1 Preparing the assignment

- Pull up the case in LIMS
- Click on assignments tab and edit the appropriate CDS (CODIS) assignment.
- To determine if you have the appropriate assignment click on the comments tab. The Match ID number should be the same as the Match ID number on the SDIS Offender Letter.

- Add CDS\_CR to the Format box, highlight below.
- Add the analyst payroll number, highlighted below.
- Select the correct item. This information can be found on the SDIS Offender Letter.
- Click Save when done.
- Notification was sent → click OK



Details

Lab/Format 01 ? [redacted] ?

Sequence 2 Report # 0

Section CDS ? 02/06/2018

Analyst [redacted] ? //

Priority 2 ? Normal

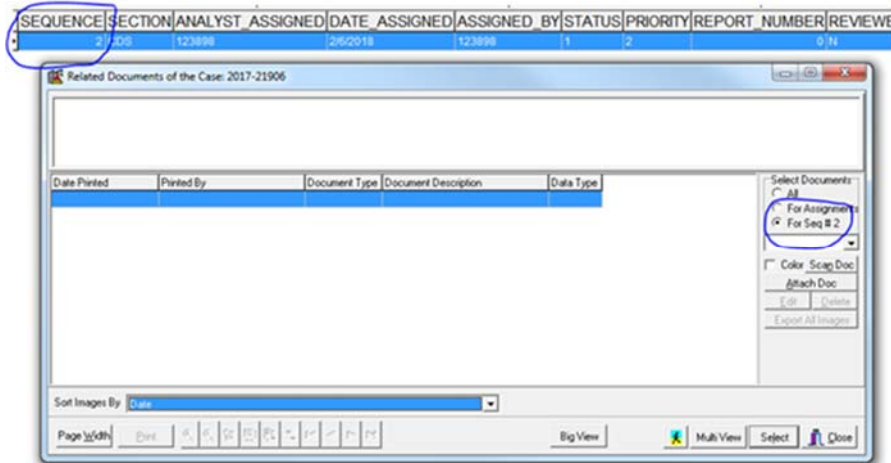
Status 0 ? Assigned to Section

Requested By ?

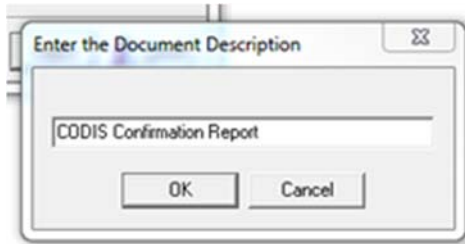
Int Priority ?

Add Edit Save Cancel

- Scanning
  - Click on the paperclip in the top left-hand corner. The Sequence # should match. See photo below.



- Load the document onto the scanner and click Scan Doc.
- Profile Selection window will pop up. Click Scan.
- Enter "CODIS Confirmation Report" into Enter the Document Description Field.
- Click OK.
- Close the paperclip window.



- Update the Distribution
  - The distribution should contain individuals/groups listed below at a minimum. In some cases, this information may already be included in the distribution. Verify the correct individuals are included.
    - Requesting officer (Can be found on the SDIS Offender Letter)/Investigative Division Point of Contact. If there is not a requesting officer, simply add the division bucket.
    - Division bucket
    - Harris County District Attorney's Office email bucket - [codis@dao.hctx.net](mailto:codis@dao.hctx.net)
  
- Preparing the Notification
  - Return to the Assignments Tab
  - Click Analysis
  - Open the "CODIS Hit" matrix panel.
  - Fill in the following information from the SDIS Offender Letter.
  - CODIS Match ID
  - CODIS Specimen ID
  - CODIS Notification date
  - CODIS Notification Case Number
  - Click Save
  - Click Send to Word



The screenshot displays a web-based interface for CODIS. At the top, there is a green header bar with a diamond icon and the text "CODIS Addressed To". Below this is another green bar with a left-pointing arrow and "Codis Hit". A dropdown menu labeled "Select Item" is set to "[Results] 1.10.2.1 - Portion of stain from panties". Below the dropdown are three input fields: "CODIS Match ID" with the value "20086", "CODIS Specimen ID" with the value "2017-21906.IT.1.10.2.1SF", and "CODIS Notification Dat" with the value "3/14/2018" and a calendar icon. Below these is a field for "CODIS Notification Case Number" with the value "147052517/2017-21906". At the bottom of the screenshot is a green bar with a diamond icon and the text "CODIS Statements".

- If the internal match confirmation process can verify the offender’s identity and/or offense, the offender laboratory informs the casework laboratory about the confirmed match and provides the personally identifying information. The casework laboratory shall provide notification of the confirmed match to the submitting law enforcement agency or authorized criminal justice agency via email or a LIMS-based notification. In the interests of public safety, the offender laboratory may also notify appropriate criminal justice agency(ies) of the confirmed match.
- The NDIS participating laboratory shall inform the submitting law enforcement agency of the need for a legally obtained sample from the offender that documents the chain of custody. Upon receipt, the casework laboratory can perform DNA analysis on the newly obtained known biological sample submitted by the law enforcement agency and issue a DNA report comparing the evidence profile to the DNA profile obtained from the newly collected known biological sample.

## 11.2 Forensic Hits (Case to Case Hits)

- 11.2.1 A forensic candidate match occurs when DNA profiles developed from two or more forensic samples submitted by casework laboratories match one another. A candidate match is not a confirmed match and the personally identifiable information relating to a candidate match shall not be released unless the laboratory has confirmed the match.
- 11.2.2 A match report for a forensic candidate match(es) produced by a search is distributed to all laboratories responsible for a DNA record included in the match. Both casework laboratories are equally responsible for the review and evaluation of the match and coordinating the match follow-up. The casework laboratory contacted for match follow-up shall make a good faith effort to review its DNA data and respond to the requesting laboratory within 30 business days of receipt of the request.
- 11.2.3 The CODIS Administrator or designee reviews the match to determine if the candidate match requires further confirmation; this typically includes considering the number of matching loci and evaluating homozygote vs. heterozygote profiles.



- 11.2.4 If both casework laboratories determine that the candidate match is not a match, the confirmation process stops. The casework laboratories shall disposition the candidate match as a “no match”.
- 11.2.5 One or both of the casework laboratories may believe the candidate match must be subjected to the confirmation process. If so, both of the casework laboratories review their respective case records and ensure the DNA records are associated with the proper cases. Using information retrieved from the case records, both casework laboratories may contact their respective submitting law enforcement agencies to determine if the case(s) has been solved.
- 11.2.6 The casework laboratories begin collaborating. One of the casework laboratories contacts the other casework laboratory to verify the match and exchange information. Both laboratories are responsible for ensuring the communication occurs.
- 11.2.7 When both casework laboratories have confirmed a match, they notify each other of the existence of a confirmed match and exchange information so that the submitting law enforcement agencies can contact each other. For a solved case matching an unsolved case, the laboratory responsible for the solved case may provide personally identifying information. Both casework laboratories document the confirmed match.
- 11.2.8 At a minimum, both laboratories shall inform their respective submitting law enforcement agencies or authorized criminal justice agencies of the confirmed match via email or LIMS-based notification. The submitting agencies can then exchange information about their respective cases.
- 11.2.9 Additional responsibilities of the casework laboratory include the following: 1) being prepared to respond to inquiries originating from the other laboratory; 2) making a good faith effort to perform its internal match confirmation process, review its DNA data, and respond to the casework laboratory within 30 business days of receipt of the request for match follow-up; and 3) making a good faith effort to perform a search in the CODIS database at least every two weeks to check for matches with a Candidate Match disposition.

### 11.3 Suspect/Legal Hits

- 11.3.1 A match between a suspect or legal profile and a previously unlinked forensic profile provides an investigative lead and may be probable cause for suspicion. Follow-up of any match between a suspect profile and a forensic profile, whether identified at the local, state, or national level, is the responsibility of the local laboratories that submitted the matching profiles and initiated by the laboratory that submitted the forensic profile.
- 11.3.2 The CODIS Administrator or designee at each of the casework laboratories review the match to determine if the candidate match requires further confirmation; this typically includes considering the number of matching loci and evaluating homozygote vs. heterozygote profiles.
- 11.3.3 Once verified, the name and date of birth are released to the submitting law enforcement agency.
- 11.3.4 All suspect and legal profiles remain the property and responsibility of the submitting local laboratory. The records in the database are confidential and not subject to open





records disclosure. A record includes both the profile and the identity of the individual whose profile is in the database. Neither the profile nor the identity of the individual whose profile is in the database are released except in one of the following:

- to a criminal justice agency for law enforcement identification purposes;
- for a judicial proceeding, if otherwise admissible under law; or
- for criminal defense purposes to a defendant, if released to the case in which the defendant is charged.

## 12 Investigation Aided-Instructions

- 12.1 Investigations aided should be tracked within the CODIS software for monthly reporting purposes.
- 12.2 Refer the CODIS Administrator Handbook<sup>6</sup> for sample disposition scenarios.

## 13 Expunction and Legal Administrative Removal

13.1 HFSC recognizes the need to remove from CODIS all DNA profiles which may have been improperly included in the database or the DNA profile of an individual who has obtained a court-ordered expunction. The following procedures are designed to ensure the rights of individuals are protected by allowing for the destruction of any specimen, and the removal of any DNA profile, which does not meet the Texas statutory requirements for inclusion in CODIS as provided in TEXAS GOVERNMENT CODE ANN. § 411.1471(e):

- 13.1.1 Federal law requires that the laboratory, as a participant in NDIS, expunge the DNA records of persons whose qualifying convictions had been overturned. An amendment to the Federal DNA Identification Act in 2001 requires that the laboratory “shall promptly expunge from that index the DNA analysis (DNA profile) of a person included in the index by that state if the responsible agency or official of that state receives, for each conviction of the person of an offense on the basis of which that analysis (profile) was or could have been included in the index, a certified copy of a final court order establishing that such conviction has been overturned.” A court order is not considered “final” for these purposes if time remains for an appeal or application for discretionary review with respect to the order. See Federal DNA Identification Act at 42 U.S.C. §14132(d)(2).
- 13.1.2 Amendments made by the DNA Fingerprint Act of 2005 (P. L. 109-162) require expungements of DNA data of arrestees, indicted persons or similar legal specimens in the event the charge is dismissed or results in an acquittal or no charge was filed within the applicable time period. The laboratory is required to expunge from NDIS the DNA analysis of a person included in NDIS by that State if “the person has not been convicted of an offense on the basis of which that analysis was or could have been included in the index, and the responsible agency or official of that State receives, for each charge against the person on the basis of which the analysis was or could have been included in the index, a certified copy of a final court order establishing that such charge has been dismissed or has resulted in an acquittal or that no charge was filed within the applicable time period.” See 42 U.S.C. § 14132(d)(2)(A)(ii).



## 13.2 Court-Ordered Expunction

13.2.1 In the event of acquittal or the qualifying offense of an individual whose DNA profile is included in CODIS is overturned or dismissed by the courts, or the adjudication of a juvenile record is sealed, the DNA profile may be expunged from CODIS. HFSC must be notified, in writing, of the need to expunge. This may be accomplished by:

13.2.1.1 The District Attorney prosecuting the case stating that the qualifying offense has been overturned or dismissed by the courts. A certified copy of the court order must be provided to HFSC. The CODIS Administrator or designee will consult with the Texas SDIS CODIS Administrator to ensure no other qualifying offense exists that justify inclusion in CODIS. Any justification to retain the profile shall be documented and approved by the DNA Technical Leader.

13.2.1.2 An individual whose conviction has been overturned, or legal counsel thereof, may request the DNA profile be expunged. Such a request must be in writing. A certified copy of the court order overturning the qualifying offense must accompany the request. The CODIS Administrator or designee will consult with the Texas SDIS CODIS Administrator to ensure no other qualifying offense exists that justifies inclusion in CODIS. Any justification to retain the profile shall be documented and approved by the DNA Technical Leader.

## 13.3 Expunction Procedure

13.3.1 Upon order from the HFSC DNA Technical Leader, or designee, court order, or receipt of a proper request from the collecting agency (Corrections, Probation, or Parole agency) or District Attorney's Office as described above, the CODIS Administrator or designee must ensure the expunction of all information related to the DNA profile in question.

**13.3.1.1.1** This includes the removal of all DNA profile information from all levels of CODIS, including the HFSC **specimen identification number** assigned to the individual in question, within 90 days of receipt of the order or request.

**13.3.1.1.2** Notification of removal or expunction will be made in writing from the CODIS Administrator or designee, to the requestor on official letterhead within 90 days of receipt of the order or request. HFSC may retain documents relating to the administrative removal but shall destroy any records relating to court ordered expunction of a sample.

13.3.2 If after review of the order or request it is determined that the sample does not qualify for expunction, written notice of the denial of the request will be provided to the requestor on official letterhead within 90 days of receipt of the order or request.

## 13.4 Expungement and Release of Information

13.4.1 Any known suspect profile will be expunged from the database if court ordered to do so. Suspect profiles are identified in the database by the case number and sample designation; the name of the individual is not included.

13.4.2 All suspect profiles remain the property and responsibility of the submitting local CODIS laboratory. The records in the CODIS database are confidential and not subject to open records disclosure. A record includes both the profile and the identity of the individual



whose profile is in the database. Neither the profile nor the identity of the individual whose profile is in the database is released except:

- to a criminal justice agency for law enforcement identification purposes
- for a judicial proceeding, if otherwise admissible under law
- for criminal defense purposes to a defendant, if related to the case in which the defendant is charged, or
- to criminal justice agencies, if personally identifiable information is removed, for a population statistics database, for forensic identification, forensic research, and forensic protocol development purposes, or for quality control purposes.

### 13.5 Legal Administrative Removal

13.5.1 Administrative removal can be requested by letter from the collecting agency and signed by the appropriate Corrections, Probation, or Parole official stating a blood or buccal sample was erroneously collected from the individual in question. The letter should further certify that a criminal history check was performed, and no qualifying offense exists to justify inclusion in the database. The inadvertently taken sample may be retained if after consultation with the Texas CODIS Program Manager it is determined that there is a different offense that does qualify the individual for CODIS inclusion and no satisfactory sample otherwise exists. Any justification to remove or to retain the profile shall be documented and approved by the DNA Technical Leader.

13.5.2 The Houston Forensic Science Center DNA Technical Leader, or designee, can order removal of a DNA profile from the database if it is determined no qualifying offense exists to justify inclusion in CODIS. An individual wishing to petition the Houston Forensic Science Center for removal of his/her DNA profile from CODIS must provide such a request in writing to the Houston Forensic Science Center. HFSC Legal Counsel and the Texas CODIS Program Manager will be contacted to provide a recommended course of action to assure that HFSC and CODIS are in compliance with applicable statutes. Any justification to remove or to retain a DNA profile shall be documented and approved by the DNA Technical Leader.

## 14 CODIS Maintenance

### 14.1 Backups

14.1.1 Backups must be performed after entry of new profiles into CODIS or a minimum of weekly if new profiles are entered frequently. Two backup copies must be generated with one copy stored off-site.

#### 14.1.2 Performing CODIS Backups

- Log into CODIS Workstation using regular log in.
- Check available space on the back up drive (E). If there is no more space the tape must be changed out. If there is space available, continue to perform the backup.
- Right click on Imgburn icon -> Run as Administrator
- Write files to folder and disc
- Browse to add these two files:



- D:Program files/MicrosoftSQLServer/MSSQLII.MSSQLServer/MSSQL/Backup
- D:CODIS/MHS/Mail
- Click start
- Label disc CODIS\_BACKUP\_DATA\_MAIL\_date
- Seal with evidence tape and hand off to CSCM to send to property room.

## 14.2 Antivirus Updates

14.2.1 As antivirus definitions are updated on a weekly basis and these updated definitions need to be applied to the CODIS sever and all CODIS workstations. An Administrator-level accelerated account must be used to perform this task.

14.2.2 Performing Antivirus update to the CODIS Server

- Log into CODIS Server using Administrator level log in.
- Open and log into the CODIS website
- Click on Software
- Select Symantec Endpoint 11.x/12.x Unmanaged Clients (64 bit). This usually takes about an hour to download.
- Once downloaded go to D:CODIS -> CODIS Critical Updates -> Antivirus
- Within this folder create a new file using the date. For example, 20180529.
- Drag the downloaded Antivirus into this new folder.
- Right click and select download -> 7-zip -> Extract here
- Once completed, double click to begin downloading
- Performing Antivirus update to the CODIS workstations
- Log into CODIS Workstation using regular log in.
- Go to F:CODIS -> CODIS Critical Updates -> Antivirus
- Open the appropriate folder created at the CODIS Server.
- Double click to begin the download.
- To verify the antivirus was updated go to the antivirus icon in the toolbar. Click yes to the User Account Control pop up.
- If the antivirus was updated correctly, the status will be green and no further action is needed.
- If the antivirus was not updated correctly, the status will be yellow. Repeat the update again.

## 14.3 Annual CODIS Survey

14.3.1 The Annual CODIS Survey will be filled out by the CODIS Administrator or a designee and submitted to NDIS.

## 14.4 New CODIS Users, Stop Dates for Past Employees, Permissions for Users

14.4.1 The appropriate paperwork and information will be provided to the SDIS as instructed by the State CODIS Administrator.



#### 14.5 Monthly Hit Counting

14.5.1 Each month the Monthly Hit Counting Form must be filled out and submitted to the State CODIS Administrator.

14.5.2 Performing the Monthly Hit Counting.

- Login to the CODIS computer using your regular account.
- Open Analyst Workbench
- Open Match Manager
- Open the report saved as "Monthly hit count for Gary on 7<sup>th</sup>"
  - Right click and hit edit
  - Click on the Advance tab
  - In the last row enter the appropriate date for the month being queried
  - Click okay
  - Apply the appropriate filters to obtain the appropriate information

#### 14.6 Bulletins

14.6.1 Bulletins will be reviewed by the CODIS Administrator or designee. The analysts will be notified of bulletins as the CODIS Administrator or designee see fit.

14.6.2 Bulletins are available to approved CODIS users through the CODIS website.

### 15 References

- (1) National DNA Index System (NDIS) Operational Procedures Manual, FBI Laboratory, Version 1, Effective January 31, 2013.
- (2) FBI Laboratory Division 2013 Annual Review of DNA Data Accepted at NDIS.
- (3) CODIS Bulletin #: BT010813, Distributed January 8, 2013
- (4) Memo from Ron Urbanovsky, Director, Texas Department of Public Safety, dated February 9, 2000.
- (5) Memo from Dennis Loockerman, Ph.D., Supervisor, CODIS Section, DPS Headquarters Crime Lab, dated February 14, 2000.
- (6) January 2017 CODIS Administrator's Handbook
- (7) CODIS v5.7.3 Training Manual