

	LOM 2.14 DNA Staff Index	
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	<i>Revision #: 2</i>	<i>Issued Date: 04/09/2018</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Jeffrey Nye</i>

2.14 DNA Staff Index

2.14.1 Overview

The Forensic Science Division must take precautions to ensure accuracy in the analysis of evidence and subsequent reporting of results. The sensitivity of DNA methods is such that it is possible to detect minor DNA contributions by those collecting, handling, or analyzing evidence. It is also possible to detect minor DNA contributions of those coming into contact with laboratory equipment and supplies that are used during analysis. These instances can occur despite quality assurance measures in place to minimize them.

The development of these accidental DNA profiles on evidence can have a negative impact on criminal investigations. It is highly recommended that all parties who collect, analyze, and receive/return evidence within the Forensic Science Division provide a known DNA sample for comparison purposes.

The goal of the Michigan State Police Forensic Science Division is to have all existing and new FSD employees provide an appropriate sample for inclusion into the Division's Staff DNA Index. An appropriate sample is one where the minimum CODIS core loci are obtained.

2.14.2 Existing Personnel

For all FSD personnel employed by the Michigan State Police prior to this 3/9/2009 (this policy's effective date) the submission of a sample is strongly recommended.

2.14.3 New Personnel

All new hires, interns, and volunteers subsequent to this policy's effective date are required to submit a sample as a condition of service with the Forensic Science Division. The requirement to provide an appropriate sample for inclusion into the Staff DNA Index is in addition to the required security background check conducted prior to employment within the Forensic Science Division.

2.14.4 Procedure

2.14.4.1

The contributor's biological sample shall be collected using a standardized buccal collection kit. The collection process shall be supervised by the Laboratory Director or designee(s) to ensure an appropriate sample is obtained. No identifying information of the employee will be placed on the collection kit. The FS-16, DNA Staff Index Collection form, shall be used to associate the collected sample to a unique identifier placed upon the collection kit.

All DNA staff index biological samples shall be clearly labeled as such prior to storage, to allow for a differentiation from arrestee and convicted offender collected samples.

2.14.4.2

The original FS-16, bearing the contributor's signature and unique identifier, shall be forwarded to the Biology Technical Leader for maintenance.

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2.14.4.3

The collected sample shall be submitted to the State CODIS Administrator (or their designee) by the Biology Technical Leader. The State CODIS Administrator (or their designee), using the unique identifier only, shall enter the developed DNA profile into the DNA Staff Index of CODIS. If an appropriate DNA profile was not obtained from the initial collection, the contributor shall be asked to submit a subsequent sample in the same manner as outlined in this procedure.

2.14.4.4

The DNA Staff Index shall be maintained and searched only within the State of Michigan DNA database. Safeguards within the CODIS software application prohibit the samples within the DNA Staff Index from being searched against the National DNA database.

Only MSP has the ability to access and conduct searches against the DNA Staff Index database.

2.14.5 Documentation of Matches

If a contributor's DNA profile is associated to a DNA profile within the Michigan database, the Biology Technical Leader shall research the incident to determine the root cause. Association of a contributor in the DNA Staff Index shall be treated in accordance with LOM - 2.11 Discrepancies and Corrective Actions.

2.14.6 Other Collections

The FSD may request the collection of DNA samples for inclusion into the DNA Staff Index from non-FSD employees who have potential contact with evidence being analyzed by FSD personnel. The FS-16 shall be used in the collection of these samples. These individuals include but are not limited to the following:

- Interns and volunteers
- Contractors and vendors working within a FSD laboratory
- Crime scene responders
- Agency designees delivering evidence to a laboratory

2.14.7 Retention

2.14.7.1 Return of Biological Sample

An individual having submitted a biological sample may request the return of that sample once the requirements in section 2.14.4.3 of this policy have been met. The return of the sample shall be documented in accordance with CODIS Procedures Manual.

2.14.7.2 Removal of DNA Profile from CODIS

A FSD employee may request the removal of his/her DNA profile from CODIS upon the leaving of employment from the Forensic Science Division. The Forensic Science Division shall honor the request once it is determined that all casework associated with that individual has been completed. The removal of the DNA profile shall be documented in accordance with CODIS Procedures Manual.