



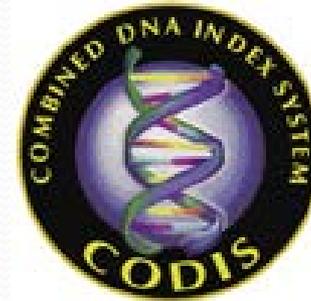
# Convicted Offender DNA Collection



Washington State Patrol  
CODIS Laboratory  
February 2018

CODIS stands for  
the **Combined DNA Index System,**  
which includes databases that store DNA profiles from:

- Offenders
- Arrestees
- Forensic (unknown) samples
- Relatives of missing persons
- Unidentified human remains



The Federal Bureau of Investigation oversees CODIS, which contains samples from:

all 50 states and Washington, D.C.,  
Puerto Rico,  
the federal government,  
the U.S. Army Criminal Investigation Laboratory.

Nationally (as of December 2017) there are approximately:

- **~16.7 million offender & arrestee DNA profiles**
- ~823,000 forensic specimens (crime scene samples)

For Washington state (as of December 2017):

- **About 272,000 convicted offender DNA profiles**
- About 8,800 forensic specimens



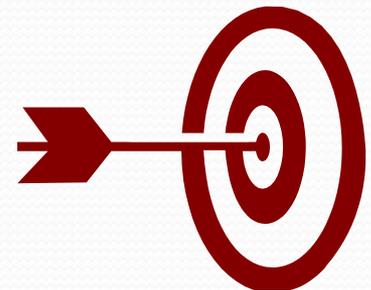
On a regular basis, samples from the Washington State database are compared to each other, and to samples at the national level to see if there are any matches.

# A CODIS “Hit”

When there is a match between two DNA samples in CODIS it is considered a **hit** if it provides an investigative lead.

Hits routinely occur between a convicted offender sample and a forensic unknown sample (a sample collected from a crime scene). Sometimes a hit occurs between two forensic samples. Hits are important because they can:

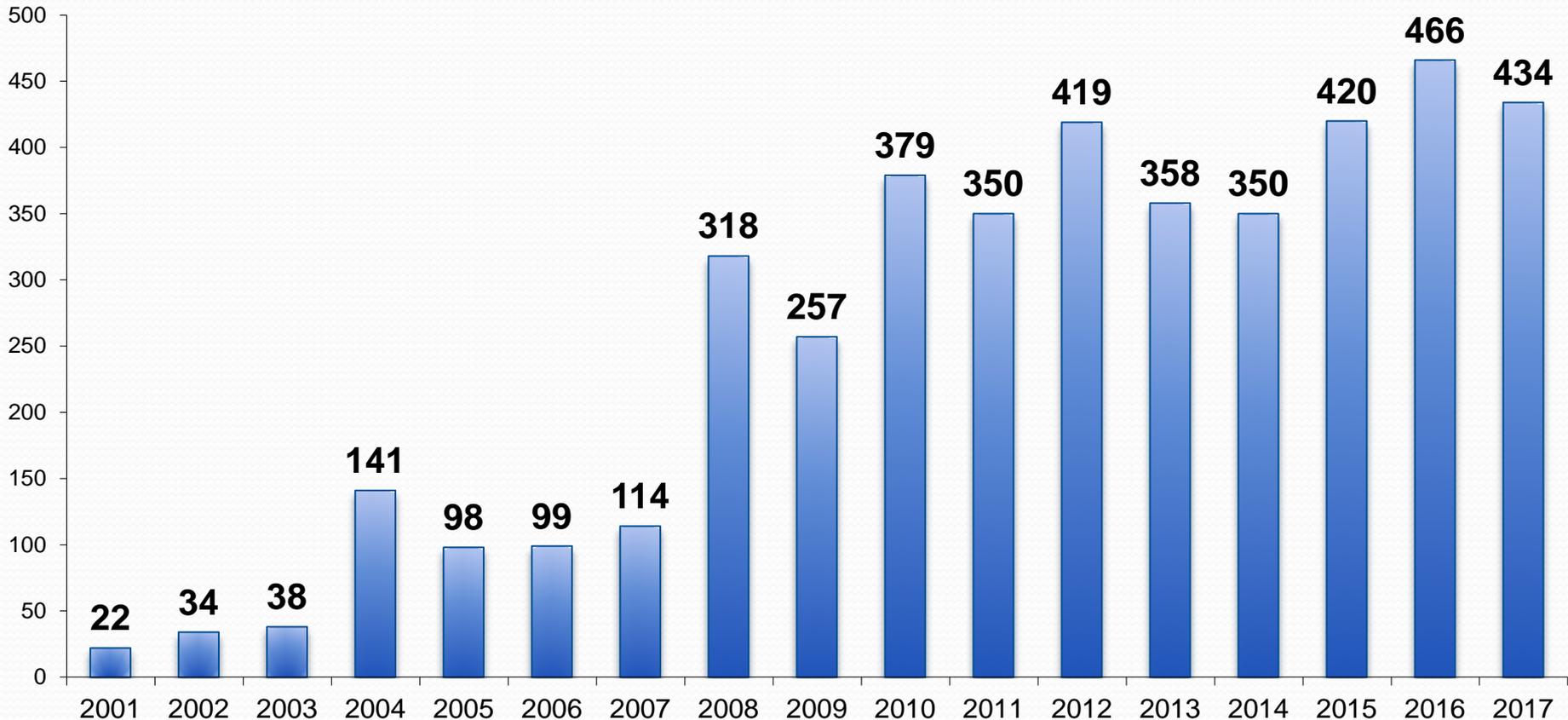
- 👍 Provide detectives with a new suspect or investigative lead
- 👍 Link multiple (serial) cases across the state or across the country
- 👍 Exonerate a possible suspect



# CODIS Hits in Washington State

Washington State has had almost **4,300** hits since 2001!

These hits have aided numerous investigations, and the CODIS Lab could not have accomplished this without the diligence of its collectors!

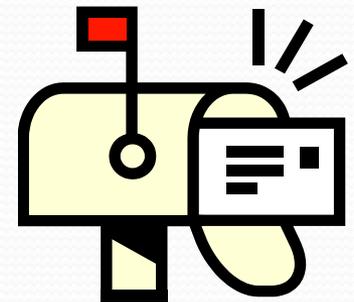


# The CODIS Lab Receives Convicted Offender DNA Samples

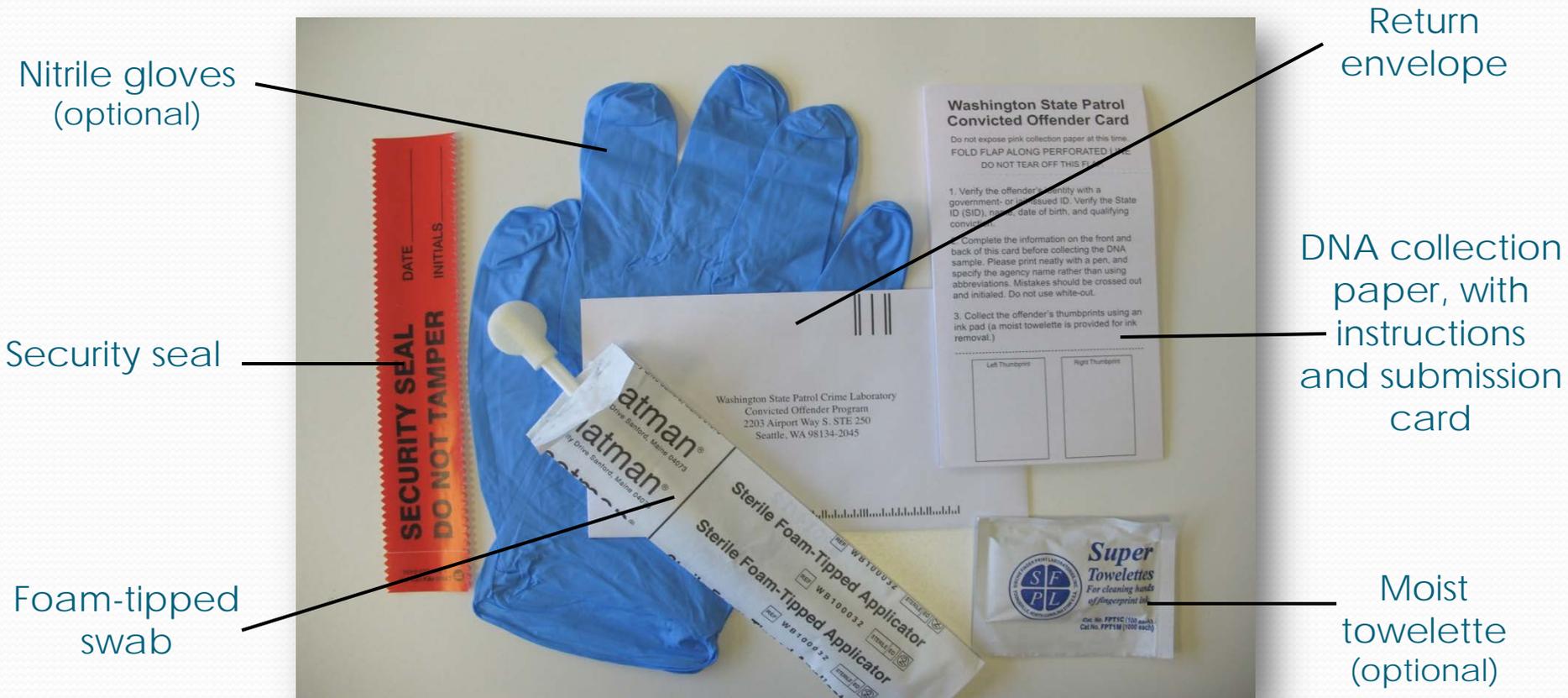
DNA collection kits are provided at no charge by the WSP Crime Laboratory Convicted Offender Program to collecting agencies. Jails, prisons, correctional centers, courts, and police departments are among the 100+ agencies across the state that send their submissions to the lab.

The WSP CODIS Laboratory in Seattle receives about 900 convicted offender samples per month.

Upon receipt, these samples are reviewed for accuracy, entered into the laboratory information system, labeled, and prepared for DNA analysis.



# Convicted Offender DNA Collection Kit



The manila envelopes may be returned to the CODIS Lab if no writing is on them. We will reuse them for new kits.

# Do I Need To Collect This DNA?

...check WATCH:

https://watchcj.wsp.wa.gov/Inbox?RIndex=0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

SID NUMBER	NAME	FBI NUMBER	DOC NUMBER
WA [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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PERSON INFORMATION

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SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR	PLACE OF BIRTH	CITIZENSHIP
M	B	601	230	BRO	BLK	OR NJ	US

NAMES USED	DATES OF BIRTH	SOC SEC NUMBER	MISC NUMBER
	[REDACTED]	[REDACTED]	

DNA TAKEN: Y DNA TYPED: Y

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SCARS, MARKS, TATTOOS, AMPUTATIONS

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LOCATION	DESCRIPTION	LOCATION	DESCRIPTION
SC FHD			

This DNA has already been received (and processed) by the CODIS Lab. Another collection is **NOT** necessary.

# Requesting Access to WATCH

If your agency does not currently have access to criminal history records you can request a WATCH account. This resource is free to all criminal justice agencies and the application packet is available online.

To request access to WATCH:

- Go to <http://watchcj.wsp.wa.gov>
- Click on "Forms" on the upper left.
- Click on "WATCH-CJ Account Application Packet" and fill out the form.
- FAX the form to (360) 534-2073

**WATCH**<sup>CJ</sup>  
WASHINGTON ACCESS TO CRIMINAL HISTORY

# Duplicate Samples

- Currently 10% of the convicted offender samples received are **duplicates** - there is already at least one sample on file for these offenders.
- Each DNA collection kit costs the CODIS lab about \$3.50.
- This is in addition to the time spent by the collector during sample collection, and by the CODIS Lab checking and logging in these duplicate samples.

## RCW 43.43.754(2):

“If the Washington State Patrol Crime Laboratory already has a DNA sample from an individual for a qualifying offense, a subsequent submission is **not required** to be submitted.”

# Duplicate Samples

- The CODIS Laboratory has linked its laboratory system to an offender's Washington State criminal history record (WATCH/WASIC) through the use of the SID number. This connection allows anyone with access to criminal records to determine if an offender's DNA sample has been previously collected.
- The CODIS Lab requests that collectors check an offender's criminal history in WATCH prior to collecting a DNA sample. Only individuals listed as "**DNA TAKEN: N**" need to have a sample collected.
- This will decrease the number of duplicates the CODIS Lab receives, and the number of samples an agency collects.

**If there is ever a question about whether or not the CODIS Lab has a sample for an individual, please call!**

**A CODIS staff member can be reached at (206) 262-6020.**

# Collection

Verify the identity of the offender before collecting their sample (a picture ID is best practice).

Wear gloves when handling the card to prevent contamination.

The submission card must be filled out completely and neatly – it is read by people who do not know your handwriting.

10. Questions may be directed to the Convicted Offender Program at [confel@wsp.wa.gov](mailto:confel@wsp.wa.gov).

**PLEASE PRINT** SID# **W A**

FIRST NAME Fred MIDDLE INITIAL L

LAST NAME Bogard

DATE OF BIRTH 03-14-64 GENDER M  F

OFFENSE (WITH DEGREE, IF APPLICABLE)  
Theft 2



The printing on this card is illegible and the SID number is missing

# SID Numbers are Required

A State Identification (SID) number is required before a DNA sample can be accepted for laboratory analysis. To ensure a SID is obtained upon arrest, and subsequent arrests get posted to an individual's criminal history, please book them on a Live Scan whenever possible. If an offender does not have a SID number (verified by checking WATCH), the following alternatives are acceptable:

## **Juvenile Offenders**

If a juvenile does not have a SID number, a JUVIS/JRA number is acceptable.

## **Adult Offenders**

If an adult offender does not have a SID, a DOC number, SSN, local ID number, or an FBI number can be written under the boxes for the SID, with a note of the type of number used (e.g. SSN XXX-XX-XXXX).

Prior to collecting the DNA sample you may call **(206) 262-6020** and ask for a CODIS staff member to find out if a DNA sample or SID for that individual already exists, if you do not have access to WATCH.

# Offense Information

An offender must be convicted of a qualifying offense before a sample can be collected from them.

The offense degree must be indicated since lesser degrees are not necessarily qualifying offenses.

correct:

OFFENSE (WITH DEGREE, IF APPLICABLE)

Theft 2

Note that the degree is listed

incorrect:

OFFENSE (WITH DEGREE, IF APPLICABLE)

9A.60.040

Do not use RCW numbers (spell out the offense)

OFFENSE (WITH DEGREE, IF APPLICABLE)

CM1

Unclear abbreviation ("child mol 1" would be more appropriate)

OFFENSE (WITH DEGREE, IF APPLICABLE)

Assault

Incomplete information-must include specific conviction (e.g. Assault 4 with sexual motivation, Assault 4 where DV is pled and proven, Assault 1, 2, or 3)

# What is a Qualifying Offense?

According to the Washington State Convicted Felon law RCW 43.43.754 agencies of the state of Washington are required to collect samples for DNA analysis from offenders (adult and juvenile) convicted of any of the following:

- A felony
- Harassment (RCW 9A.46.020)
- Stalking (RCW 9A.46.110)
- Communication with a minor for immoral purposes (RCW 9.68A.090)
- Assault in the 4<sup>th</sup> degree with sexual motivation (RCW 9A.36.041, RCW 9.94A.835)
- Assault in the 4<sup>th</sup> degree where DV was pleaded and proven (RCW 9A.36.041, RCW 9.94A.030)
- Custodial sexual misconduct in the 2<sup>nd</sup> degree (RCW 9A.44.170)
- Failure to register (RCW 9A.44.130, RCW 9A.44.132)
- Patronizing a prostitute (RCW 9A.88.110)
- Sexual misconduct with a minor in the 2<sup>nd</sup> degree (RCW 9A.44.096)
- Violation of a sexual assault protection order granted under chapter 7.90 RCW
- Any adult or juvenile who is required to register under RCW 9A.44.130 (sex and kidnapping offenders)

# Collector Information

## A properly filled out card

The collector's name and agency name are filled out completely.

The collector signed and dated the card.



COLLECTION DATE	CRIME LAB USE ONLY
01-01-09	
I certify that I collected the swabs and fingerprints from the individual listed on this card.	
Evergreen Correctional Center	
COLLECTING AGENCY	
Lester Sackville	
COLLECTOR'S NAME (PRINTED)	
Lester Sackville	
COLLECTOR'S SIGNATURE	

## An improper submission

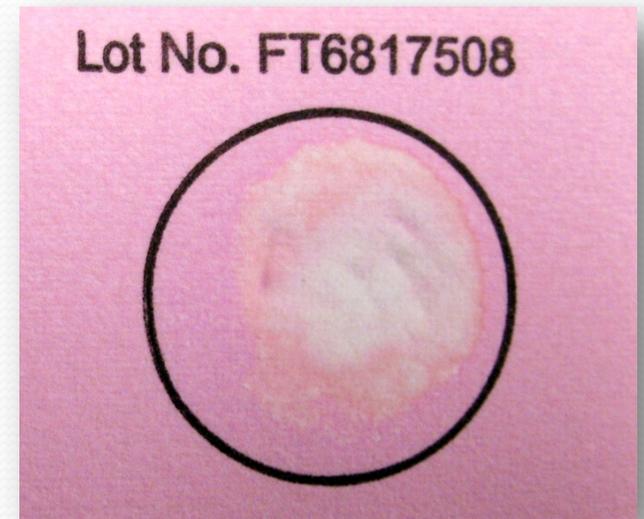
This card would be researched or rejected because the collector did not sign the card. Also, the agency abbreviation is unclear.



COLLECTION DATE	CRIME LAB USE ONLY
01-01-09	
I certify that I collected the swabs and fingerprints from the individual listed on this card.	
ECC	
COLLECTING AGENCY	
Lester Sackville	
COLLECTOR'S NAME (PRINTED)	
COLLECTOR'S SIGNATURE	

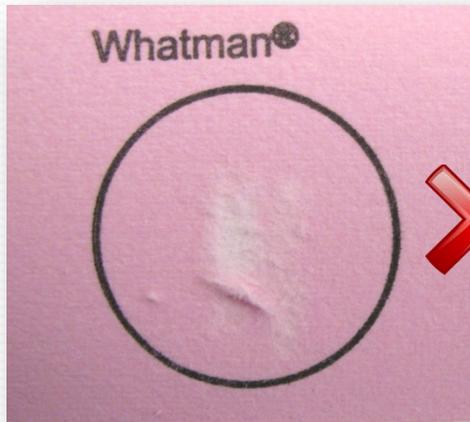
# DNA Collection

- Make sure there is nothing in the offender's mouth before collecting.
- Have the offender drink some water before collection, to moisten their mouth.
- The offender should not collect their own sample.
- Rub the swab where the cheek meets the gum line. This is to ensure good collection of cheek cells and not just saliva.
- **Press** the swab onto the pink DNA collection paper, DO NOT rub. You should see a color change from pink to white.

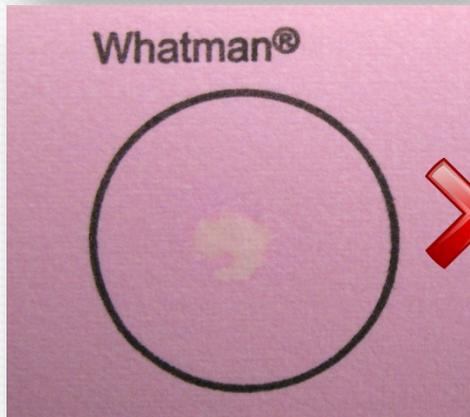


# DNA Collection

Some examples of poor sample collection:



This sample was rubbed onto the paper.



This sample is too weak.

# Thumbprints



Both thumbprints must be clear and complete, as they are crucial for identity verification. The entire thumbprint (especially the center) should be present, and its patterns and characteristics clearly visible.

# What Makes A Good Print

- Clear detailed print images from tip to base
- No smudging or smearing of images
  - Too much or not enough ink used, or when the finger is shifted while being printed
- No double images
  - If ink isn't spread evenly, or if the finger is lifted and then placed down again a double image will appear
- Clearly identified finger that is being used
  - If the thumbprint is unable to be obtained, use a different finger but identify it on the card; e.g. index finger



**A complete print slap impression is made when a finger is placed directly down on the card and lifted straight up.**

# Quality Prints

The white space between the ridges should be clearly visible.



Quality print  
(ridge detail is clear)



Poor quality print  
(ridge detail is **NOT** clear)

# Full Prints

The full print image from tip to base should be present.



Full Print



Partial Print

# Examples of Ink Use



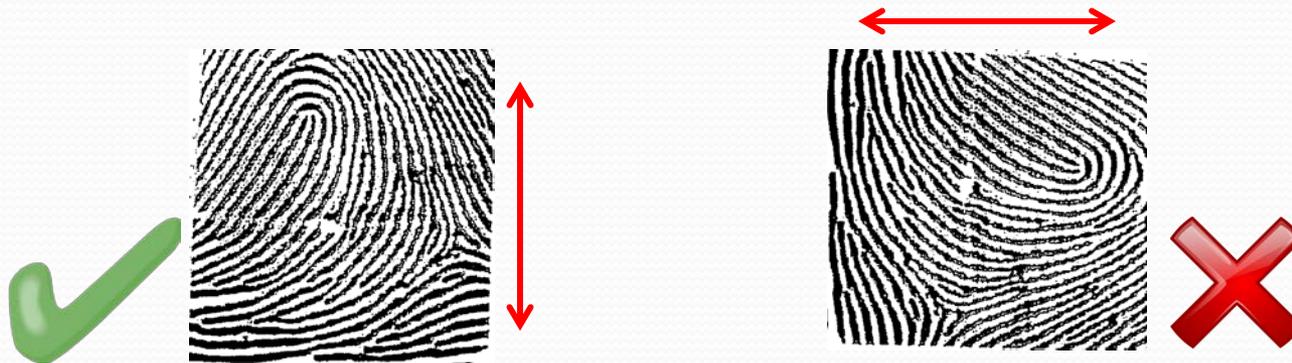
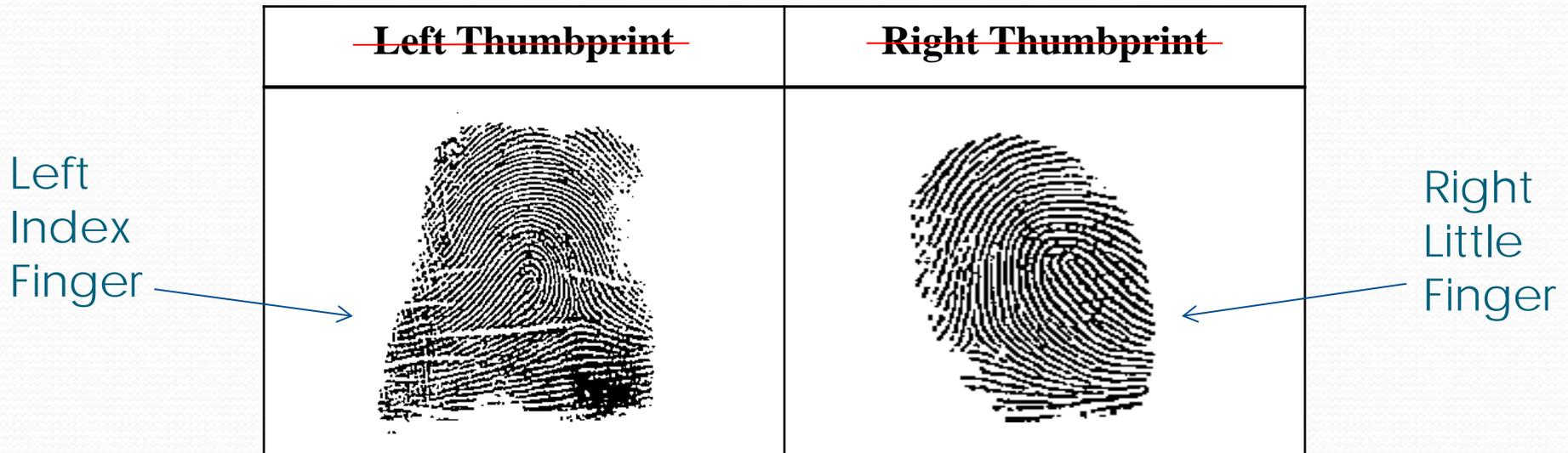
Under-inked Print



Over-inked Print

★ **Black Ink Only** ★

# Clearly Label Boxes/Prints



Each print needs to be straight up and down in the correctly labeled boxes.

# Tools for Better Thumbprints

- Ink specially formulated for fingerprinting helps highlight ridge detail and reduce smudging



## Porelon® Fingerprint Pad

Sirchie.com item # FPT265

\$21.75

- Printover™ Tabs are perfect for when you need to re-do a thumbprint



## Printover™ Tabs

Sirchie.com item # FPT108R

\$9.50-\$21.00 (rolls of 100 to 500)

# Additional Collection Tips

- Do not use Wite-Out<sup>®</sup> on the submission cards. If a correction needs to be made, use a single line strike-out and initial the change.
- The offense written on the submission card must be the conviction, not the charge the offender was arrested for.
- Use the red security seal provided with the kit to seal the return envelope. The collector's initials should be on the seal, not the offender's.
- Remember to put postage on the outer envelope and submit promptly to the CODIS Lab (within 1-2 weeks).
- It is recommended to collect samples upon conviction/intake. By following this process, if a sample needs to be recollected, the offender will likely still be in custody.

# The CODIS Lab Needs Your Help!

Nearly 40% of the samples received need special attention due to:

- Duplicate samples
- Incorrectly filled out submission cards
  - Missing SID (state identification number)
  - Collector not signing the card and/or printing their name
  - Inappropriate or incomplete offense information
  - Illegible handwriting
  - Poor or incomplete fingerprints
- Not enough DNA on the DNA collection paper
- No paid postage

**Improperly documented submission cards must be investigated on a daily basis. Collectors can help reduce this time-consuming problem. Correctly filled out submission cards and good quality DNA samples help ensure that samples can be analyzed and uploaded to CODIS.**



Most of the submission cards and DNA samples received are collected correctly, however, following the details outlined here would help tremendously.

Thank you for all of your assistance with the Convicted Offender DNA program. The success of CODIS has been demonstrated by the thousands of hits it has generated across the nation. Providing investigative leads and linking serial cases are invaluable for both the criminal justice community as well as the population at large. Without your diligence, the WSP CODIS Laboratory could not report the successes it's had!

# Contact Information

General questions about the program, DNA collection, and ordering more kits.

(If your agency does not require the nitrile gloves or moist towelette included in the DNA collection kit, let us know. We can customize your order to omit these item(s). In these cases, please place your kit orders at least two weeks in advance.)

[confel@wsp.wa.gov](mailto:confel@wsp.wa.gov)

**(206) 262-6020**

Questions specific to the CODIS database:

Jean Johnston, Manager & State CODIS Administrator

**(206) 262-6054**