

DCI Case Number: _____

Agency Case Number: _____

DNA Case Information Form

In order for the DCI Crime Lab DNA Unit to upload a DNA profile into the CODIS forensic database, it must be determined to be eligible per the FBI’s guidelines, which must show the forensic **sample is from a crime** and believed to **come from the perpetrator** of the crime. If that cannot be documented, the sample cannot be uploaded into CODIS. Forensic profiles from **victims or consensual partners cannot be entered** and the forensic profile **cannot come from the suspect’s person** or be in the possession of the suspect when collected by law enforcement if not related to the crime. Please answer the following questions to document this information to determine eligibility of forensic profile(s) for entry into CODIS.

Brief incident summary of the investigated crime: _____

<p>1. Have you been able to identify a suspect?</p> <ul style="list-style-type: none"> ○ If yes, is a known suspect buccal available to be submitted to the lab? <i>The subject having a CODIS database profile on file, does not remove the requirement of a known reference sample being collected and submitted to the DCI Crime Laboratory. CODIS database profiles CAN NOT be used for manual comparison to DNA from crime scene evidence per a mandate given to our lab by the FBI Laboratory’s CODIS Unit.</i> <ul style="list-style-type: none"> ▪ If not submitting a known suspect buccal, what is the reason? (i.e. not enough probable cause, cannot locate, etc.): ○ Does the suspect normally have access to the scene? 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>2. Where at the scene was the item found/located?</p>	

<p>3. To whom does the item belong?</p> <ul style="list-style-type: none"> ○ If belongs to victim, please submit a known buccal sample to the lab 	<p>Suspect / Victim</p>
<p>4. How was this item used and/or associated with the crime?</p>	
<p>5. What biological substance is expected to be on the item or swab?</p> <ul style="list-style-type: none"> ○ (Touch, blood, saliva, semen, etc.) 	
<p>6. Was the item seized directly from the suspect?</p>	<p>Yes / No / NA</p>
<p>7. Was the item worn during and/or directly after the incident?</p>	<p>Yes / No / NA</p>
<p>8. Was item laundered prior to being collected?</p>	<p>Yes / No / NA</p>
<p>9. Was the item used in the commission of a violent crime? (i.e. firearm)</p>	<p>Yes / No / NA</p>
<p>10. If a sexual assault, did the victim have consensual contact with anyone within 5 days?</p> <ul style="list-style-type: none"> ○ If yes, please submit a known reference sample for consensual partner(s). 	<p>Yes / No / Unknown / NA</p>