

DNA Databank

The DNA Databank is a DNA profiles database. It is a collection of DNA profiles organized for fast search and retrieval of profile information. It is a powerful tool to potentially provide investigative leads to solve cases that have not been solved using other methods. The Databank also has the potential to associate serial cases not previously identified with the same suspect.

Note: Wisconsin DNA Databank Buccal Swab Collection Kits referenced below are subject to change in the near future. At the time of this publication, a pilot program was targeted to implement a new and smaller collection kit.

I. The Combined DNA Index System (CODIS)

Networked through the Combined DNA Index System (CODIS), the Wisconsin DNA Databank has the ability to search DNA profiles at the State and Federal levels respectively. The Local DNA Index System (LDIS), previously mentioned in Chapter 6 DNA Evidence and Standards, connects to the State DNA Index System (SDIS) which links to the National DNA Index System (NDIS). The primary purpose of CODIS is to assist law enforcement agencies with leads for investigations in which biological evidence was recovered.

The FBI provides oversight of CODIS-participating laboratories and sets forth quality assurance standards and requirements for upload and search by NDIS participating laboratories with their Quality Assurance Standards for DNA Databasing Laboratories. Similarly, the Wisconsin State Crime Laboratory, sets forth procedures for upload and search within Wisconsin by SDIS participating laboratories while also in compliance of NDIS standards. Due to the standards, requirements, and procedures in place, CODIS specific rules exist for DNA profiles upload and search. As such, not all profiles obtained from items of evidence can be uploaded into the database.

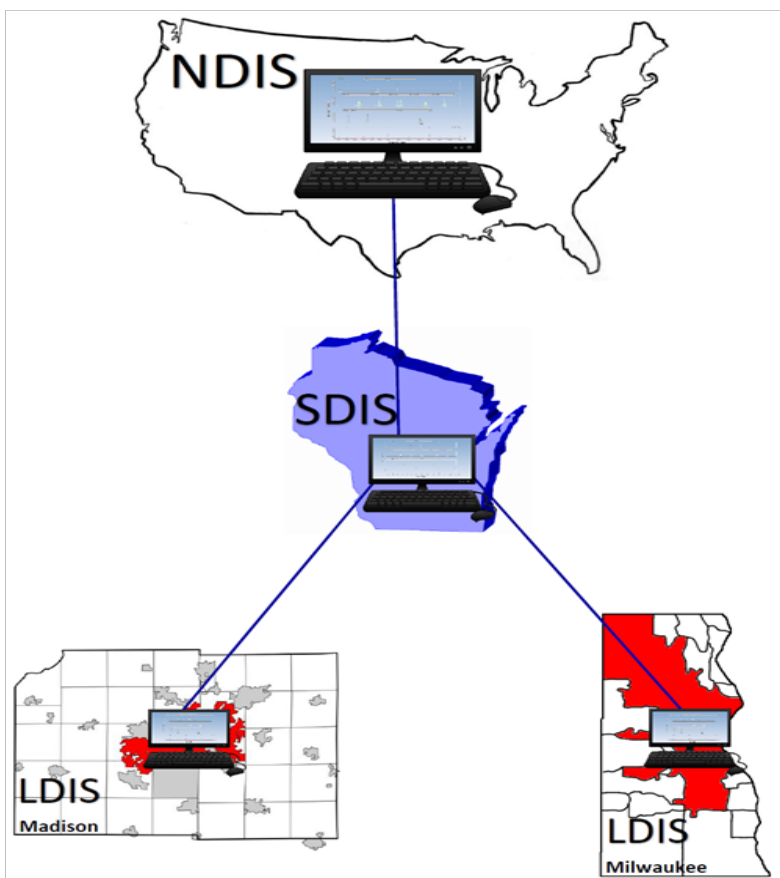


Fig. 8-1 CODIS architecture as it relates to Wisconsin.

II. State DNA Index System (SDIS)

The DNA Databank Unit of the Wisconsin State Crime Laboratory receives, verifies acceptability, evaluates and maintains a repository of high quality reference DNA samples of individuals required by Wisconsin State Law to provide a sample for deposit into CODIS. The DNA Databank Unit also maintains a repository of forensic evidence samples for comparisons against reference DNA samples. This collective repository for Wisconsin is referred to as the State DNA Index System (SDIS).

It is important to emphasize that a database “match” as a result of comparisons is used for investigative leads.

The DNA Databank Unit is responsible for understanding and applying the Wisconsin statutes, rules, regulations, administrative codes, and standards required to ensure the quality and security of the data stored in the database. The DNA Databank Unit is located at the Madison Laboratory.

On April 1, 2015 Wisconsin implemented Wisconsin Act 20 that enforces collection of DNA from a subset of violent felonious acts at arrest (adults and juveniles), all misdemeanor convictions from adults, a subset of misdemeanor convictions from juveniles, and all felony convictions (adults and juveniles). Wisconsin statute §165.76(1)(as) has been interpreted to be operational. That is, it was deemed that the legislative intent was to limit misdemeanor conviction collections for individuals in which the date of the offense had to have occurred on or after April 1st, 2015. In addition, Wisconsin Act 20 prevents the WSCS from processing an arrest DNA sample unless probable cause is established by the courts and requires destruction of an arrest DNA sample at one year if probable cause is not established.

The convicted offender index and arrestee index are indices of SDIS as reference DNA standards and are a part of SDIS along with profiles accepted for upload by LDIS. SDIS serves as support to LDIS as deemed necessary and when requested by the local laboratory.

III. DNA Databank Reference Sample Collection

Wisconsin DNA Databank Buccal Swab Collection Kits, including a postage-paid return envelope, are available at no charge to criminal justice agencies. These kits are for the collection of DNA samples for inclusion in the DNA Databank. These kits can be used for the collection of convicted offender samples as well as violent felony arrestees. These kits are not for the collection

of evidence.

When preparing to collect a reference DNA sample, please ensure a Qualifying Event is identified. If a qualifying event is identified, confirm that a DNA collection is needed from the individual. The DNA status of an individual can be checked in either Portal or eTIME.

There are four possible DNA statuses:

- A. If the subject's record shows a Conviction DNA sample on file, DO NOT collect another sample.
- B. If the subject's record shows DNA needed (Recollect List, SAFE Team, or Missed Collection Event), proceed with collection and mark the form appropriately.
- C. If the subject's record shows an Arrestee DNA sample on file and a qualifying event has been identified, proceed with collection as normal.
- D. If the subject's record has no DNA flag or you are unable to access the subject's record and a qualifying event has been identified, proceed with collection as normal.

For more information on qualifying events, please refer to the supplemental form on WILEnet at <https://wilenet.org/>.

Once the above conditions have been satisfied, proceed with the collection of the DNA sample using the following guidelines.

Step 1. Remove all components from the kit envelope. Do not use the kit if the integrity seal was broken before you opened the kit.



Fig. 8-2 Wisconsin DNA Databank Buccal Swab Collection Kit contents

There should be a total of 11 items within the kit: a white

mailing envelope, two swabs, two sets of barcodes, a pair of gloves, a loose yellow swab envelope, a yellow swab envelope inside an instruction folder, two integrity seals, and a shipping seal.

Step 2. Ensure the subject's mouth is empty of food, drink, or anything that would obstruct the swabbing process.

Step 3. Positively verify the subject's identity and then fill out the Submission Form.

WISCONSIN DNA DATABANK
BUCCAL SWAB COLLECTION KIT
SUBMISSION FORM

If you have questions regarding the process, please contact the Madison Crime Laboratory and ask for the State Crime Administrator or a Databank Representative.

Wisconsin DNA Databank: 608.261.2670
4100 University Ave. Madison WI 53706-2078

PLEASE FOLLOW THE INSTRUCTIONS. FAILURE TO FILL THE SUBMISSION FORM OUT CORRECTLY WILL RESULT IN THE SAMPLE BEING UNUSABLE.

SUBJECT IDENTIFIERS - Please complete ALL information present:

First Name: _____ Last Name: _____ FULLY LEGIBLE PRINTS

DOB: MM/DD/YYYY DD/MM/YYYY MM/DD/YY DD/MM/YY MM/YY DD/YY MM/YY DD/YY MM/YY DD/YY

Sex: Male Female Other (Specify): _____

Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____

Signature: _____ Date: _____

AGENCY INFORMATION - Please indicate DNA collection event:

Collection by name of agency: _____ Agency: _____

Collection Method: Voluntary Court-Ordered

Collection Date: _____ Collection Time: _____

Collection Location: _____ Collection Site: _____

Collection Method: Voluntary Court-Ordered

Collection Date: _____ Collection Time: _____

Collection Location: _____ Collection Site: _____

CHECK FOR COMPLIANCE - CRIMINAL HISTORY - If COMPLETE DNA PRINTS DO NOT COLLECT A COMPLETE SET OF PRINTS FOR AGENCY INFORMATION

COLLECTOR - Please complete agency information:

Agency Name: _____ Agency Address: _____

Agency Phone: _____ Agency Fax: _____

Agency Email: _____ Agency Website: _____

Agency Contact Name: _____ Agency Contact Title: _____

Agency Contact Phone: _____ Agency Contact Email: _____

CHECKLIST:

Submission form filled out completely

Legible fingerprints collected on form

Legible fingerprints collected on state identification card

Collected and/or printed a separate 10-year card and included in submission envelope with form

Collector has found health and placed in separate envelope

PLEASE MAIL OUT WITHIN AN HOUR.

LEFT INDEX FINGER _____ RIGHT INDEX FINGER _____

Fig. 8-3 Step 3 depiction



Fig. 8-4 Step 4 depiction.

Importantly, if the subject does not have a record and no State Identification Number (SID) is available you must fill out the Arrest Tracking Number linked to the charge and submit a complete ten print card to the Crime Information Bureau.

Step 4. Enter one left and one right fingerprint in the boxes provided on the Submission Form. Ensure they are legible. If they are not legible, additional prints can be taken elsewhere on the form and labeled appropriately, or attached on a separate piece of paper with legible, labeled left and right fingerprints. A right index fingerprint is also necessary in the box on each

yellow swab envelope. For more information on fingerprint collection, refer to the poster on WILEnet.

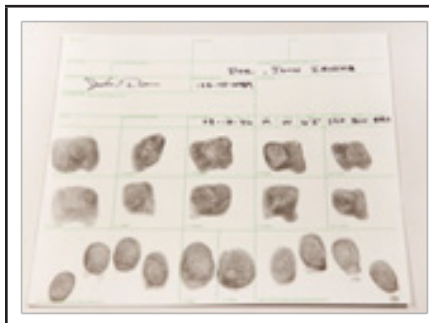


Fig. 8-5 Step 5 depiction

Step 5. For all DNA submissions, collect two full ten print records. Submit one record to the Crime Information Bureau and mail one with the DNA Submission Form to the Wisconsin State Crime Laboratory. For more information on submitting ten print records, refer to the poster on WILEnet.

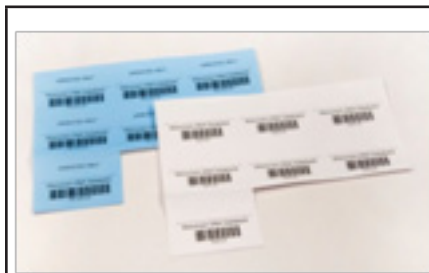


Fig. 8-6 Step 6 depiction

Step 6. There are two sets of barcodes supplied within the kit. If the subject is being collected upon arrest use the blue barcodes. For all other collections use the white barcodes. In the designated locations, add barcode labels on each of the yellow swab envelopes, the Submission Form, the Instruction Folder, and on the white mailing envelope.



Fig. 8-7 Steps 7 & 8 depiction



Fig. 8-8 Step 8 depiction

Step 7. Put on the single-use disposable gloves.

Step 8. Open one sterile swab package. Lay the package open so the sterile surface is available to air-dry the swab in the following step. Never Touch the Cotton Tip of the Swab.

Additionally at this time you can add the barcode label around each swab handle. To do this, fold the label lengthwise at the opposite end of the swab from the cotton tip. Ensure the label firmly sticks to the swab handle.

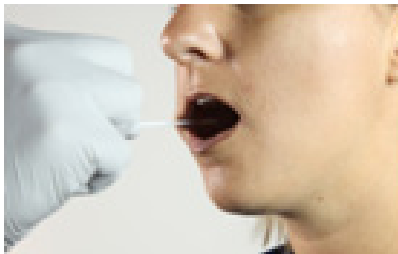


Fig. 8-9 Step 9 depiction



Fig. 8-10 Step 10 depiction

Step 9. Remove the swab from the package and rub the cotton tip against the subject's inner cheek. Gently but firmly move the cotton tip in and out at least five times, rotating the swab while rubbing. It is very important that the swab be in solid contact with the inner cheek. Do not collect from the teeth or the edges of the teeth. The goal is to collect cells from the inside cheek. These cells contain the DNA for analysis.

Step 10. Place the swab on a sterile surface of the swab package to air-dry. Do not let the cotton tip of the swab touch anything except the sterile swab packaging. When possible, allow swabs to air-dry for several minutes before packaging them for mailing.

Step 11. Repeat steps 8-10 using the second swab on the other side of the mouth.



Fig. 8-11 Step 12 depiction

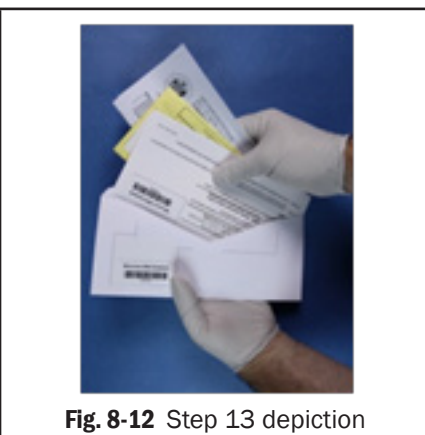


Fig. 8-12 Step 13 depiction

Step 12. Place one swab in each of the yellow swab envelopes. Seal the swab envelopes using the integrity seals. Do not moisten the flap of the envelope to seal them.

Step 13. Place the loose yellow swab envelope inside the instruction folder. Place the folder, the ten print card, and the Submission Form in the white mailing envelope. Seal the mailing envelope by affixing the shipping seal in the designated area. Do not moisten the flap of the envelope to seal it.

Step 14. Ship the white mailing envelope by U.S. mail within 24 hours.

If you have questions regarding this process, please contact the DNA Databank Unit at 608-266-2031.

Kits can be obtained by authorized customers from Document Sales (<https://docsales.wi.gov>).