

FORENSIC BIOLOGY CODIS MANUAL

9.0 ENTERING PROFILES INTO LINKAGE

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ENTERING PROFILES INTO LINKAGE

LINKAGE is closed. While it may still be searched, no further profiles are being added to it. Therefore the only editing of it should be limited, such as needed corrections to alleles.

9.1 To edit DNA profiles in LINKAGE:

- A. Open the LINKAGE database
- B. Use Ctrl-F to open the search box. Select "Linkage" in the "Look In" drop down.
- C. In the appropriate fields, type in the corrected information
 - 1) Case number – either FB case number or NYPD project case number
 - 2) V# - "1" unless part of a pattern; otherwise "2" for the second victim/entity, etc. For a matching suspect, "S" is shown, for a non-matching suspect "1" is shown.
 - 3) DNA alleles (no commas, see 9.3 below)
 - 4) Pattern designation, if applicable
 - 5) "E" for evidence. Other entries shown are "S" for suspect's exemplar and "P" for suspect's pseudo-exemplar
 - 6) Victim name – first and last names if a person, or name of entity if not
 - 7) Suspect name, if known
 - 8) Date of incident – from complaint form, lab request, or the date the rape kit was collected
 - 9) Precinct – number if known, otherwise "M," "K," "Bx," "Q," or "R" based on the storage number for NYPD projects
 - 10) If an evidence profile matches a suspect, enter "True" here
 - 11) The date the profile is entered
 - 12) Leave the LDIS field blank
- E. Using the Tab or arrows, leave the record – this causes your newly-entered DNA profile to be added to LINKAGE.

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9.2 Allele Entry

Alleles must be entered properly!

- 9.2.1 For autosomal loci, enter one allele for homozygotes; “allele 1,” space, “allele 2” for heterozygotes (no commas, no extra spaces). Amelogenin is entered either as XX or XY.
- 9.2.2 For “new” alleles, use “12.3” etc. for off-ladder alleles, use “<6” and “>30” etc. for alleles larger or smaller than the allelic ladder.
- 9.2.3 If you do not have both alleles (i.e., in a deduced partial profile) leave blank. Do not type in “**”, “inc”, “NEG”, “+”, or a single allele if you think the true profile may be heterozygous.

9.3 Completion

- 9.3.1 Hit “Ctrl-S” to save changes before closing.