

FORENSIC BIOLOGY CODIS MANUAL

CODIS Organization and Management		
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3.0 ORGANIZATION AND MANAGEMENT

3.1 Interpreting Analyst (Qualified DNA Analyst)

- 3.1.1 The interpreting analyst has the responsibility of determining whether or not a DNA profile is eligible for entry into CODIS. The FBI has prepared a flowchart which is available to aid in the determination of CODIS eligibility; it is available in the main CODIS directory on the network.
- 3.1.2 For those cases not easily resolved through the guidance provided in the flowchart, it is important to document your reasoning for determining eligibility. The DB (database) Profile documentation has a notes section that should be used to document any such reasoning.
- 3.1.3 The interpreting analyst communicates his/her determination(s) to the Technical Reviewer(s), Assistant Director, CODIS Program Manager and the CODIS support staff through the use of the DB Profile documentation in the LIMS system.
- 3.1.4 It is primarily the responsibility of the interpreting analyst to compare appropriate preliminary DNA profiles to those in LINKAGE, LDIS and Lab Types, determine if there are any local matches (to another case, a suspect, or profile in Lab Types), and expedite any further needed testing. If a pending match is confirmed, the analyst must enter the appropriate data on the DNA HITS secure website. The DNA HITS entry must be reviewed before it is approved and notification made.
- 3.1.5 It is the responsibility of the interpreting analyst to alert their technical reviewer of any CODIS-related actions on their case work. Such actions would include subsequent determination that a profile should be removed from CODIS (sample known to have come from the victim, husband or boyfriend) or an incorrect interpretation was made so a profile must be modified. The technical reviewer will then alert the appropriate Assistant Director and the CODIS Program Manager. The technical reviewer will ensure the appropriate forms are filled out and provide this information to the CODIS staff for processing.

3.2 Technical Reviewers – profiles for entry into CODIS

- 3.2.1 Technical reviewers are responsible for reviewing CODIS profiles submitted with each case they review for accuracy, completeness, correct specimen identification numbers, any local matches, ensuring profiles are not from elimination sources and meet criteria for entry into CODIS. The technical reviewer (or second technical reviewer, for those

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cases requiring enhanced review) is responsible for routing the DB Profile documentation to the CODIS support staff for entry into LDIS.

- 3.2.2 The review(s) of the database profile must be documented in the case record.

3.3 Technical Reviewers - matches

3.3.1 The final technical reviewer of a profile is responsible for notifying the NYPD designee and the appropriate DAO contact after completion of the match confirmation process for local DNA matches discovered in LINKAGE and/or LDIS. This is accomplished by ensuring that the DNA-HITS data entry has been reviewed, approved and the notification email sent.

3.3.2 The technical reviewer(s) are responsible for communication with other laboratories and law enforcement agencies needed to investigate local, state, and national **confirmed** CODIS matches. The interpreting analyst will aid in this process.

3.3.3 Technical reviewer(s) are primarily responsible for requesting exemplars and elimination samples from victims, family members, employees of businesses or any other exemplars as needed. These requests go to the NYPD and/or the appropriate district attorney's office.

3.3.4 The technical reviewer(s) are responsible for reviewing CODIS profiles submitted with each case they review for accuracy, completeness, correct specimen identification numbers, any local matches, ensuring profiles are not from elimination sources and meet criteria for entry into CODIS. This includes bringing any CODIS considerations related to a case that may not be apparent from the DB Profile documentation to the attention of CODIS staff.

3.3.5 The technical reviewer(s) are responsible for routing the DB Profile documentation to the CODIS staff for entry in LDIS.

3.3.6 The technical reviewer(s) are responsible for reviewing data required for match confirmations and hit notifications for local matches made in LINKAGE and/or LDIS.

3.4 CODIS Staff

3.4.1 Wherever possible the CODIS staff is responsible for reviewing the data contained in the DB profile documentation submitted with each case for completeness before entering and/or importing data into LDIS.

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- 3.4.2 The CODIS staff is responsible for performing autosearches of the database, sending the New York State SDIS a regularly-scheduled upload of forensic profiles, processing CODIS data modifications, expungements, deletions, monthly hit counting and general maintenance of the database.
- 3.4.3 The CODIS staff is responsible for the retrieval of Forensic Biology files involved in candidate matches made through the CODIS software, evaluating candidate matches and ensuring that the appropriate agencies are notified of all confirmed matches made through the CODIS software.
- 3.4.4 *Exceptions to the above are made for candidate matches involving LCN profiles and Missing Persons/Unidentified Persons profiles.* For LCN candidate matches, the evaluation of the candidate match is done by an LCN-trained analyst, with the match notification done by the CODIS staff. For MP/UP candidate ranks or matches, any kinship calculation, **mitochondrial match review**, and notification is done by a member of the Missing Persons group.
- 3.4.5 CODIS staff is responsible for maintaining system records including all relevant paperwork, and maintenance of all binders containing the DB Profile documentation, CODIS user information, and all other CODIS documentation. All binders will be maintained in the CODIS area.
- 3.4.6 CODIS staff is responsible for training system users and new CODIS staff concerning practical CODIS issues.
- 3.4.7 The LDIS database is backed up automatically, by the city's network systems.

3.5 CODIS Administrator

- 3.5.1 A CODIS Administrator is a member of the CODIS staff with administrative rights as defined by the CODIS Supervisor. The CODIS Supervisor, CODIS Manager and designated members of the CODIS group as designated by the CODIS supervisor, have Administrator rights.
- 3.5.2 These rights include, but are not limited to: entering profiles into LDIS, importing profiles electronically into LDIS, autosearches in LDIS, keyboard searches in LDIS, deleting/modifying profiles in LDIS, user maintenance, software updates, and processing uploads.

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3.6 CODIS Custodian/Supervisor (Criminalist IV)

- 3.6.1 The CODIS Custodian/Supervisor is the system administrator of the laboratory's CODIS network. The CODIS Custodian is responsible for overseeing all operations of the CODIS system. This responsibility includes, but is not limited to: entering profiles into CODIS, software updates, user maintenance, processing uploads, evaluating candidate matches, hit notifications, oversight of CODIS computer training, quality assurance and security of DNA profile data stored in CODIS.
- 3.6.2 The CODIS Custodian/Supervisor has the authority to terminate the laboratory's participation in CODIS in the event of a problem until the reliability of the computer data can be assured.
- 3.6.3 The CODIS Custodian/Supervisor is the liaison between the Forensic Biology Department and the SDIS Custodian of the New York State Police Forensic Investigation Center.
- 3.6.4 The CODIS Custodian/Supervisor is responsible for reviewing the weekly upload resolution, monthly hit counting and ensuring that all candidate matches have been evaluated and dispositioned.
- 3.6.5 The CODIS Custodian/Supervisor is responsible for the oversight of maintenance and filing of all documentation required for NDIS participation such as proficiency tests and audit documentation.
- 3.6.6 The CODIS Custodian/Supervisor is responsible for supervising the CODIS support staff and ensuring that all functions associated with CODIS staff are performed in a timely manner.
- 3.6.7 The CODIS Custodian/Supervisor and the CODIS Program Manager, together, have the authority to modify or remove profiles from the database which are causing an excessive amount of spurious (false) candidate matches. The CODIS Match Estimation Utility can be used to document such profiles.
- 3.6.8 Modifications could be accomplished by the addition of the obligate allele designation to one or more loci or by other methods as deemed appropriate to the sample.

3.7 CODIS Program Manager (Assistant Director)

- 3.7.1 The CODIS Program Manager is responsible for the supervision of the CODIS staff.
- 3.7.2 The CODIS Program Manager is responsible for ensuring the Forensic Biology Department is in compliance with the FBI Quality Assurance standards relevant to CODIS.

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3.7.3 The CODIS Program Manager is responsible for determining if there is an acceptable need to request a keyboard search at SDIS/NDIS at the request of the NYPD or DAO.

3.7.4 In the absence of the CODIS Program Manager, a keyboard search at SDIS/NDIS may be approved by the CODIS Custodian or a member of the management team.

3.8 Network Support Staff

3.8.1 Information technology (IT) specialists from DOITT, the city's computer service, are responsible for day-to-day maintenance (including regular backups) and physical and electronic security of the CODIS servers and other hardware.

3.8.2 Those IT staff members with access to the CODIS server must undergo the FBI security clearance process and be added to the user list as CODIS IT users. They are not authorized to enter profiles or manipulate them.

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