FORENSIC BIOLOGY CODIS MANUAL

CODIS User Management		
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USER MANAGEMENT

7.1   Users

7.1.1   Users are defined as personnel who have login access to the CODIS system and/or qualified DNA analysts who are responsible for producing the DNA profiles stored in NDIS. Categories include CODIS Analyst, Non-Host User, and CODIS IT User.

7.1.2   The Designated State Official is responsible for collecting all information from participating laboratories within the state, maintaining copies and forwarding required documentation to the FBI.

7.1.3   In the Department of Forensic Biology a Qualified DNA Analyst is defined as an Interpreting Analyst who is a Criminalist II or higher title meeting the FBI Director's Quality Assurance Standards. The Department of Forensic Biology will add and remove users using the guidelines established by the FBI in the *NDIS Operational Procedures Manual* and forward the required documentation to the Designated State Official.

7.1.4   Users are required to complete the Annual Review of DNA Records Acceptable at NDIS. This computer-based training, done in the Learning Management System (LMS) serves to define and clarify the types of DNA records that are acceptable at NDIS. This is a Federal requirement for participation in the CODIS program. In the Department of Forensic Biology, a CODIS Administrator will ensure that each user completes the training and quiz annually. The certificate or transcript from the quiz is printed to confirm that each user has received the annual reminder and understands and will abide by what DNA data is accepted at NDIS. These completed annual reminders will be maintained by the CODIS staff in binders and available for inspection upon request. Failure to comply with this requirement may result in suspension of the Department of Forensic Biology's CODIS rights.

7.1.5   All paper records regarding CODIS users are maintained by the CODIS staff in binders and are available upon request.

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7.2 Adding a User to NDIS

7.2.1 To add a user to NDIS, the Designated State Official will send a letter to the NDIS custodian requesting the addition. The Department of Forensic Biology is responsible for forwarding to the Designated State Official the following documentation for each user being added:

- FD-484: Privacy Act explanation.
- FD-258: Fingerprint (10 print) card; two copies.
- FD-816: Background Data Information form.
- CODIS User Information form
- Naturalization, US Birth Abroad, or Work Authorization ("Green Card" documentation, if applicable (not needed for US citizens born in the US)

7.2.2 The start date for each new user is upon notification by the SDIS custodian of each new user approval.

7.2.3 Once documentation has been received that the new user has been added to NDIS and SDIS, CODIS staff will contact CODIS IT users in OCME IT in order to have the user added into Domain CODIS Analyst within the CODIS server; and create the user's account within the software.

7.2.4 Users who were previously CODIS users at other CODIS laboratories may be able to be transferred from the previous lab, with case-by-case approval from the FBI, without a new background check and related paperwork. There is generally a six-month time limit.

7.3 Removing a User From NDIS

7.3.1 There are two ways to remove a user from NDIS:

7.3.1.1 A Stop Date is set for the user: this allows previous data from the user to remain in the system, but no further data will be accepted - this is the method the Department of Forensic Biology currently uses.

7.3.1.2 User identification is deleted: this will delete some or all data associated with the user, including any profiles entered or modified by that user.

7.3.2 Designated State Official will request the removal of a user if any of the following conditions occur:

- The user may leave employment at a participating laboratory or a change of duties makes it inappropriate to continue access to NDIS

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- An NDIS user may fail a periodic security check and the FBI's rejection of the security check would require the State and Department of Forensic Biology to remove the user
- There may be a problem with the data associated with the user, either because the user has received unsatisfactory ratings in external proficiency tests, because data was falsified, or other technical issues.

7.3.3   The stop date should be set to within 20 working days of when/if any of the above situations occur.

7.3.4   Request to remove a user should be submitted to the Designated State Official in written form including a recommendation regarding all data associated with the user.

7.3.5   CODIS team will request that the user's account in the server is disabled by OCME IT.

7.4   User name changes at NDIS

7.4.1   These can be done upon the occasion of a legal name change of a CODIS user, such as marriage or divorce, if the person is changing their login information to reflect their new status.

7.4.1.1   A user can choose to keep their existing login name if they wish, but if they are legally changing their name, the documentation is still required.

7.4.2   Two copies of the CODIS User Information forms are filed with the FBI. The CODIS supervisor will complete these and file them.

7.4.2.1   One with a stop date provided for the first username.

7.4.2.2   A second with the new username, and the same start date as the *original* start date for the person.

7.4.3   A legible copy of the legal document for the name change must be provided, such as the marriage certificate or divorce decree (PDF or photocopy).

7.4.4   CODIS team will have a CODIS IT user from the OCME IT staff create the new username once authorization is returned from the FBI, and create an account within the software under the person's new user name.