

# Arrestee DNA Collection Training

Colorado Bureau of Investigation  
Forensic Services



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# Introduction

## Arrestee Training Basics

### WHO

- This training is for any law enforcement agency employee that will be collecting DNA from adults arrested for a felony on or after September 30, 2010

### WHAT

- This training is to help you and your agency properly collect DNA and submit the sample to the Colorado Bureau of Investigation (CBI) for entry into the CODIS DNA Database

### WHEN

- The DNA collection of adults arrested for a felony began September 30, 2010

### WHERE

- DNA collection must be done at any county, local municipality or courthouse that books an arrestee and transmits or mails fingerprint cards for CCIC entry

### WHY

- With the implementation of Senate Bill 09-241, the DNA collection must take place at the time of booking or upon the adult's first appearance in court

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# Introduction

Training information is divided into five modules


1) Collection Instructions

2) Key Points

3) Reject Reasons

4) Ordering Information

5) Contact Information

- Access these from the Main Menu
- Select the module to link to the associated information
- At any time during the training select the  MAIN MENU button to return for a different module



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# Main Menu

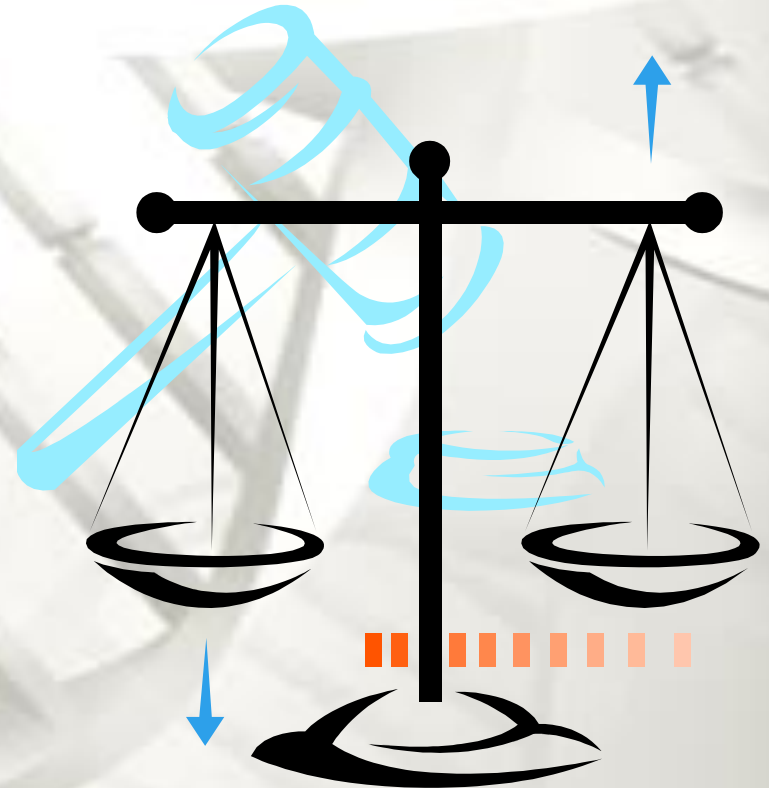
[Collection Instructions](#)

[Key Points](#)

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# Collection Instructions

## *Why This Collection Process?*

The purpose of this collection process is to:

1. Minimize the impact on your agency
  - ✓ By collecting the DNA at the same time fingerprints are taken in the booking process
2. Ensure that the DNA submitted belongs to the correct arrestee
  - ✓ By linking the arrest date, their DNA sample and their fingerprints together with the use of barcodes
3. Fulfill the Colorado Statute requirements for CODIS DNA collection
  - ✓ By performing the DNA collection required for adult felony arrestees (Note: The current convicted offender collection procedure remains the same)



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# Collection Instructions – Why This Collection Process?

The purpose of this collection, continued:

4. Ensure that all individuals who are required by law to have their DNA in CODIS are collected
  - ✓ By collecting individuals upon each arrest, the CBI gets multiple samples since each felony arrest does not necessarily result in a felony charge



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# Check the Colorado RAP sheet first!

The Colorado criminal history may be checked first to determine whether a DNA profile is in CODIS.

- SID (state Identification number) is required
- ✓ **DNA PROFILE IN CODIS (Y) – It is NOT necessary to process a DNA kit for this arrest.**
- ✓ **DNA PROFILE IN CODIS (N) – Collect a DNA sample for this arrest using the designated *Arrestee Collection Kit*.**



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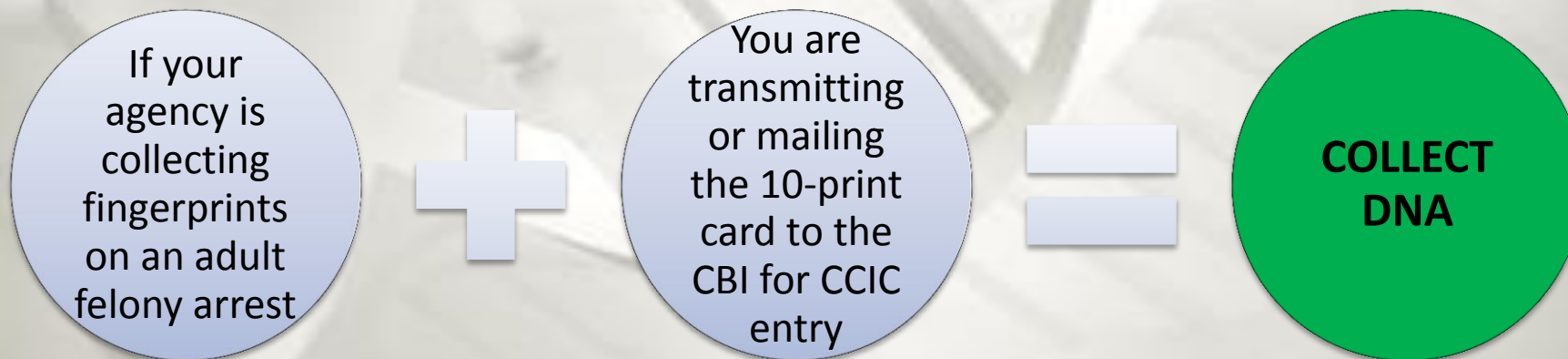
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# Collection Instructions – Who Performs the Collection?

## Option 1



## Option 2



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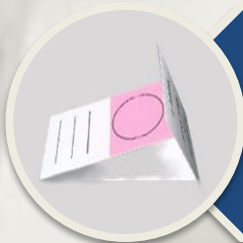
# Collection Instructions – Kit Overview

## The CODIS DNA Arrestee Collection Kit:

- Was created by the CBI
- Must be used to collect the DNA of the arrestee
- Contains all the components necessary for the CBI Analysts to quickly develop DNA profiles
- Includes the following contents:



**Swab (1)** – Used to scrape the cheek cells of the arrestee



**Barcoded FTA® Micro Card (1)** – Used to preserve the DNA after the swab is applied



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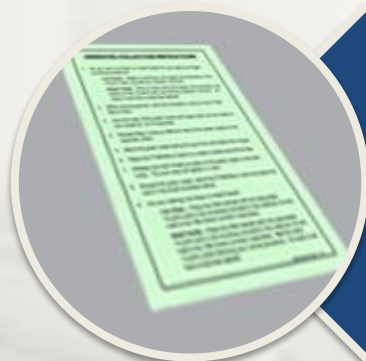
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# Collection Instructions – Kit Overview

Kit Contents, continued,



**Instruction Sheet (1)** – Used for a step by step understanding of the procedure



**Barcodes (3)** – Used for associating the 10-print card with the Barcoded FTA<sup>®</sup> Micro Card, tracking the number of kits issued/submitted and recording the samples upon submission



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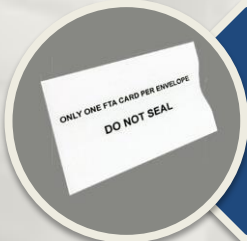
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# Collection Instructions – Kit Overview

## Kit Contents, continued,



**Gloves (1)** – Used to prevent contamination during the DNA collection



**Envelope Sleeve (1)** – Used to hold the FTA® Micro Card after DNA collection



**Business Reply Envelope (1)** – Used to mail the 10-print card and the FTA® Micro Card to the CBI Laboratory



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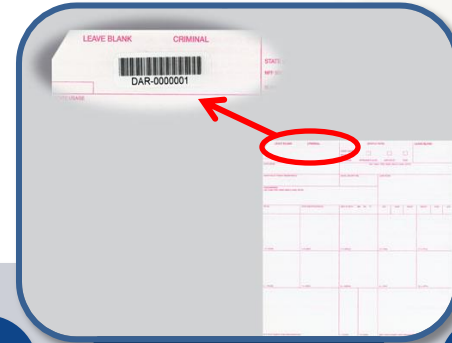
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# Collection Instructions – Fingerprinting

If you are using the Live Scan Fingerprint Method:



1. The arrestee arrives at your jail for booking

2. Perform your normal protocol for taking their fingerprints

3. Transmit the prints and print a copy of the 10-print card you transmitted

4. Apply one of the barcodes to the 10-print side, top left box marked "criminal"

5. Discard the other two barcodes – they are only used for inked cards



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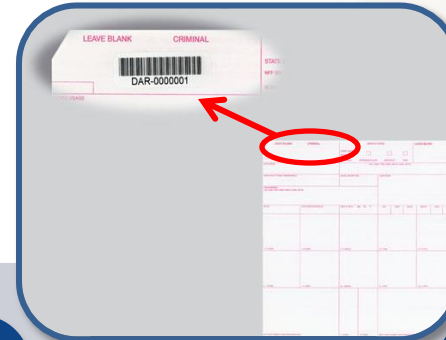
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# Collection Instructions – Fingerprinting

If you are using the Inked Card Fingerprint Method:



1. The arrestee arrives at your jail for booking

2. Perform your normal protocol for rolling 10-print cards

3. Roll an extra 10-print card including all associated information to submit to the CBI CODIS DNA Section

4. Apply one of the barcodes to all cards on the 10-print side, top left box marked "criminal"

5. All cards must have a barcode applied



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# Collection Instructions – DNA Collection

After collecting fingerprints, perform the DNA collection

1. Set aside the 10-print card

2. Remove the green swab and the Barcoded FTA® Micro Card from the collection kit

**3. Write the arrestee's name on the FTA® Micro Card as it appears on the 10-print card**



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# Collection Instructions – DNA Collection

DNA Collection, continued,

4. Open the green swab packaging

5. Discard the swab packaging

6. Place the green swab in the arrestee's mouth



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# Collection Instructions – DNA Collection

DNA Collection, continued,

7. Using one edge of the green swab, vigorously rub the inside of one cheek for 10 to 15 seconds



8. Using a different edge of the green swab, rub the inside of the opposite cheek for 10 to 15 seconds



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# Collection Instructions – DNA Collection

DNA Collection, continued,

9. Move the green swab along the gum-line and below the tongue to moisten the swab with saliva

FYI...Rubbing the swab along the cheek collects DNA onto the swab but saliva is needed to transfer the DNA to the FTA<sup>®</sup> Micro Card



10. Take the green swab out of the arrestee's mouth



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# Collection Instructions – DNA Collection

DNA Collection, continued,

11. Place the FTA® Micro Card on a clean surface

12. Open the FTA® Micro Card and expose the pink area (printed circle side up)

13. Press (DO NOT RUB) all sides of the swab to the pink sample area on the FTA® Micro Card

FYI...Rubbing the FTA® Micro Card sample area will tear the paper



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# Collection Instructions – DNA Collection

DNA Collection, continued,

14. The pink sample area will lighten in color



15. Discard the green swab



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# Collection Instructions – DNA Collection

DNA Collection, continued,

16. Refold the FTA® Micro Card so the sample area is covered

17. Place the FTA® Micro Card into the small envelope sleeve leaving the open end **unsealed**

*FYI...There is no need to let the sample dry before placing it in the small envelope sleeve*



ONLY ONE FTA CARD PER ENVELOPE  
DO NOT SEAL



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# Collection Instructions – Mailing

Mailing Method if you  
used Live Scan:

1. Place the small envelope sleeve containing the FTA® Micro Card and the associated 10-print card in the Business Reply Envelope

2. Mail the Business Reply Envelope to the CBI Laboratory for processing

**IMPORTANT:**  
The barcodes  
on the 10-  
print card and  
the FTA®  
Micro Card  
must match



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# Collection Instructions – Mailing

Mailing Method if you  
used Inked Cards:

1. Place the small envelope sleeve containing the FTA® Micro Card and the associated 10-print card in the Business Reply Envelope

2. Mail the Business Reply Envelope to the CBI Laboratory for processing

3. Mail the other 10-print cards following your normal procedures for CCIC entry



REMEMBER...  
all 10-print  
cards must  
have a  
barcode  
applied

IMPORTANT:  
The barcodes  
on the 10-  
print cards  
and FTA®  
Micro Card  
must match



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# Collection Summary

1. Do you use Live Scan or Inked Cards for your agency's fingerprinting procedure?  
**Live Scan** – Make a hardcopy and apply one barcode to the 10-print side, top left box marked "criminal".  
**Inked Cards** - Roll an extra card and apply one barcode to all cards on the 10-print side, top left box marked "criminal". All cards must have a barcode applied.
2. While wearing gloves, write the arrestee's name on the FTA® Micro Card.
3. Use one side of the green swab and vigorously rub the inside of one cheek for 10-15 seconds.
4. Repeat Step 3 using a different side of the green swab on the opposite cheek.
5. Move the green swab along the gum-line and below the tongue.
6. Place the FTA® Micro Card on a clean surface and lift the flap.
7. PRESS (**DO NOT RUB**) all sides of the green swab on the pink circle. The pink area will lighten in color.
8. Discard the green swab, refold the FTA® Micro Card and place the card in the small envelope sleeve.
9. Are you mailing Live Scan or Inked Cards?  
**Live Scan** - Place the DNA sample with the associated 10-print card in the envelope provided in the collection kit and mail to the CBI Laboratory.  
**Inked Cards** – Place the DNA sample with one associated 10-print card in the envelope provided in the collection kit and mail to the CBI Laboratory. Mail the other 10-print cards following your normal procedure. All cards must have a barcode applied.



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# Key Points for DNA Collection

1. DNA is collected on only adults arrested for felony crimes.
2. Check the Colorado criminal history – DNA Profile in CODIS?
  - a) **(Y)** = DO NOT process a DNA kit for this arrest
  - b) **(N)** = COLLECT a DNA sample and process a DNA kit for this arrest
3. Court ordered DNA must follow the current procedure. Ensure the 10-print card reflects that this is court ordered and include the complete 16 digit docket number.
4. Do you use Live Scan or Inked Cards for your agency's fingerprinting procedure?
5. **Live Scan** – Make a hardcopy and apply one barcode on the 10-print side, top left box marked "criminal".
6. **Inked Cards** - Roll an extra card and apply one barcode to all cards on the 10-print side, top left box marked "criminal".  
**All 10-print cards must have a barcode applied.**
7. While wearing gloves, **write the arrestee's name on the FTA® Micro Card.**
8. Palm Prints are not required by the DNA Database Section. Please mail them to the CBI Identification Unit.
9. Do not mail DNA submissions in the brown CCIC envelopes. DNA submissions should only be mailed in the white envelopes provided in the DNA collection kits.



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## The CBI will REJECT a DNA submission for the following reasons;

1. Juvenile at the time of arrest
2. No name on the FTA® Micro Card
3. Name on the 10-print card does not match the name on the FTA® Micro Card
4. 10-print card is incomplete on both sides (the ORI and a unique ARN are commonly missing)
5. DNA barcode on the 10-print card does not match the DNA barcode on the FTA® Micro Card
6. DNA barcode on the FTA® Micro Card is covered or unreadable
7. No 10-print card
8. No FTA® Micro Card



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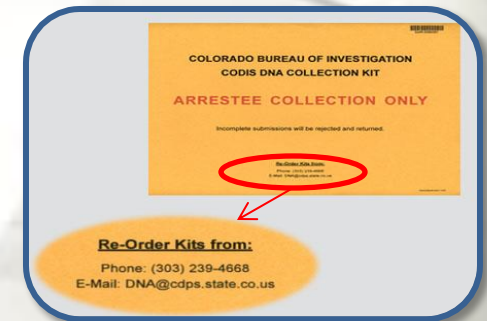
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# Ordering Information

How does your agency get the Arrestee Collection kits?

- As your quantities get low contact the CBI to get more
  - ✓ See the front side of the Arrestee Collection kit for contact information
  - ✓ The Arrestee Collection kits are paid for by the Colorado Bureau of Investigation
  - ✓ Please allow at least a 2 week lead time
  - ✓ Remember to request enough Arrestee Collection kits for bookings you may need to perform at the courthouse
  - ✓ Store the Arrestee Collection kits at room temperature



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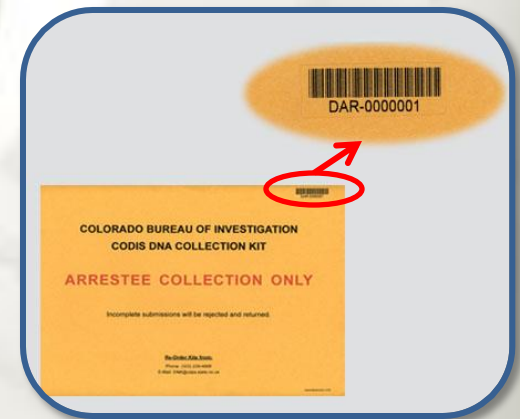


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# Ordering Information

How your agency gets kits, continued,

- The arrestee kits will be shipped directly to your agency from the manufacturer, Tri-Tech Forensics
- Each arrestee kit has a tracking number that matches the barcode number inside the kit
  - ✓ The kits sent to your agency will be tracked and compared with the submissions received from your agency
  - ✓ **DO NOT** use the arrestee collection kit for the convicted offender DNA collections



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# Contact Information

For questions about the collection process contact us at:

Email: [dna@state.co.us](mailto:dna@state.co.us)

Re-Order arrestee kits from:

Phone: 303-239-4668

Email: [dna@state.co.us](mailto:dna@state.co.us)



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