

Requirements for Rapid DNA in the Booking Environment

LAW ENFORCEMENT:

- 1) The State must have implemented an Arrestee DNA collection law that authorizes DNA analysis at the time of arrest.
- 2) The State Identification Bureau (SIB)/CJIS Systems Agency (CSA) and each Booking Agency must include the State CODIS Administrator at the State DNA Indexing System (SDIS) Agency in discussions regarding Rapid DNA integration.
- 3) The Booking Agency must have an executed MOU with the SDIS Agency of their State defining the roles and responsibilities with each Agency planning to establish Rapid DNA booking station enrollment of arrestees in CODIS.
- 4) The Booking Agency must have network capability to receive required Arrestee Enrollment Format (AEF) information from the SIB/CSA.
- 5) The Booking Agency must generate or transmit required AEF information with a Specimen ID number tied to the qualifying arrestee buccal swab for transfer to the Rapid DNA Instrument. The transfer of the AEF information must be in a manner that maintains the continuity of the swab, the State Identification Number (SID), and the Specimen ID number.
- 6) The Booking Agency must provide an IT environment to run the FBI-furnished CODIS Rapid DNA Enrollment application (Rapid DNA App) required for processing the Rapid Common Message Format (Rapid CMF) message for CODIS acceptance. This environment must support two way communication with the SIB/CSA.
- 7) The Booking Agency must ensure the Rapid DNA system (Instrument, Software and Reagent Kit) is listed on the FBI's Rapid DNA webpage (<https://www.fbi.gov/about-us/lab/biometric-analysis/codis/rapid-dna-analysis>) approved for booking station use.
- 8) The Booking Agency must technically integrate Rapid DNA Analysis within their automated fingerprint process in a way that must ensure only qualifying arrestees are processed to generate the Arrestee Enrollment Format (AEF) message for submission to CODIS. Integration must include:
 - a) Record the Qualifying Arrest Offense(s) authorizing the DNA collection
 - b) Electronic fingerprint based identification of the arrestee at the time of DNA sample collection (Record collection ID verification)
 - c) An AEF message must be linked to the DNA swab prior to placement in the Rapid DNA instrument in a manner that prevents sample switches (See AEF Specifications Document for State Identification number (SID), Arrest offense, Date of arrest and all other requirements of an AEF message)
- 9) Prior to implementing the system, the Booking Agency must adopt and implement SDIS Agency Rapid DNA policies and procedures addressing:
 - a) DNA Indicator information associated with computerized criminal history (CCH) records to indicate if Arrestees already have DNA profiles in the State DNA Index System (SDIS)
 - b) Format and numbering scheme for the arrestee sample specimen ID number (CODIS Spec ID)
 - c) The number of swabs to be collected from each Arrestee
 - d) Rapid DNA swab and machine failures
 - e) Authorized use for arrestee DNA analysis
 - f) Use of certified instruments
 - g) Authorized users of the Rapid DNA Instrument
 - h) Documented training of authorized users
- 10) Arresting, Booking, Investigating Agencies, SDIS, LDIS and other entities must establish and implement a state- or agency-wide policy for responding to Unsolicited DNA Notifications (UDNs) resulting from Rapid DNA Hits to crime scenes of special concern.

*Check List items are intended to be a guide to help Law Enforcement Agencies (LEAs) and CODIS Laboratories plan for Rapid DNA integration since the change in Federal Law authorizing submission of CODIS DNA profiles developed utilizing FBI-approved Rapid DNA systems from outside an accredited laboratory. The Check List does not identify all of the policies, procedures, or issues any individual LEA or CODIS Laboratory may have to address to implement Rapid DNA at booking.

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CODIS LABORATORIES:

- 11) The SDIS Agency of each Arrestee State establishing booking station Rapid DNA must execute an MOU defining roles and responsibilities with each Agency planning to establish Rapid DNA booking station enrollment of arrestees.
- 12) Prior to implementing the system, the SDIS Agency must adopt and implement Rapid DNA policies and procedures addressing:
 - a) Qualifying Arrest Offenses for the particular State
 - b) DNA Indicator information associated with computerized criminal history (CCH) records to indicate if Arrestees already have DNA profiles in the State DNA Index System (SDIS)
 - c) Coordination with booking stations regarding format and numbering scheme for Arrestee sample specimen ID number (CODIS Spec ID)
 - d) The number of swabs to be collected and agency responsible for use, storage, consumption, retention and destruction of the swab(s) from each Arrestee
 - e) Rapid DNA swab and machine failures
 - f) Authorized use of the Rapid DNA instrument
 - g) Authorized Users of the Rapid DNA Instrument (Mirror)
 - h) Submission of arrestee RDNA data to SDIS
- 13) Each SDIS Agencies must establish a State-wide policy for enrollment of Forensic Unknowns into the DNA Index of Special Concern.
- 14) Each NDIS participating Lab must establish policies and procedures for DISC enrollment and annual renewal.
- 15) Each NDIS participating Lab must have to establish policies and procedures for DISC HIT follow up with the Investigation Agency.
- 16) Each Arrestee SDIS must establish policies and procedures for the approval of locations, configuration and initial QAS compliance for the operation of Booking Station Rapid DNA enrollment.

NDIS Procedures Board:

- 17) NDIS Board must establish procedures for initial acceptance of Booking Station Rapid DNA analysis

FBI Laboratory (Lead) and CJIS Divisions

- 18) The FBI must establish Authority to Operate (ATO) Requirements and Procedures for Booking Station submission of Arrestee Rapid DNA Profiles: Instrument Certification, Audits, Rapid non-Accredited Quality Assurance Standards for CODIS Submission and Rapid DNA Booking Station Procedures for Arrestee DNA Submission to CODIS
- 19) FBI SDIS must have an executed MOU defining the roles and responsibilities with each Federal Agency planning to establish Rapid DNA booking station enrollment of arrestees in CODIS.

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