

**DNA DATBANK FREQUENTLY ASKED QUESTIONS**

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**Buccal Swab Collection Kit – Order, Payment, and Collection**

*How do I order Buccal Swab Collection kits?*

- Currently, please refer to the informational flyer outlining how to order kits. The document is located on WILENET. This flyer outlines contact information as well as pertinent details the Databank Unit needs in order to fulfill your request. In the future the crime lab would like to use the Wisconsin Department of Administration Document Sales and Distribution Unit to assist with this process. This FAQ document and WILENET will be updated appropriately when the change is made lab.

*What should I do with my old Buccal Swab Collection kits?*

- Old submission kits may be used to collect convicted offender samples (use the white barcode labels contained within the kit). If an older kit is used, please be sure to use the current submission form and not the form contained in the old kit. The current version is available on eTIME or WILENET.

*How do I receive reimbursement?*

- Payment will be sent to the submitting agency on an annual basis, typically near the end of July. There is no reimbursement provided for duplicate submissions.

*If a person's Criminal History Record indicates that Arrest DNA is on File do I need to collect another sample?*

- Yes. You will need to continue collecting a complete Buccal Swab Collection Kit until the Criminal History Record indicates that Conviction DNA is on File.

*How will an individual convicted of a misdemeanor be collected? Who is responsible for this?*

- The County Sheriff's office is responsible for the collection. For some counties the court house may have a facility that books and collects DNA samples. If no such facility is available at the courthouse, the individual will be directed to the Sheriff's Office. Please contact your county Sheriff's Office to find out what services are offered.

*What if someone refuses to provide a buccal swab or I am unable to obtain one?*

- A blood sample will suffice if a buccal swab is unable to be obtained. If a blood sample will be submitted, please be sure a copy of the current submission form is sent. The form is available on eTIME or WILENET.

**DNA at Arrest Terminology**

*What is a "DNA Flag"?*

- A DNA Flag indicates the status of a DNA sample submitted for an individual. There are four identifiers on eTIME: 1. No DNA Sample is on File 2. DNA Collection Needed (Crime Lab Recollect List or Missed Collection Event or SAFE Team) 3. Arrest DNA Sample is on File 4. Conviction DNA Sample is on File. These identifiers are populated/controlled behind the scenes by the Wisconsin State Crime Laboratory.

*What is the Crime Lab Recollect List?*

- The Crime Lab Recollect List was generated by the Crime Laboratory and has been maintained since the inception of the DNA Databank to identify problematic samples in which there was an error during the DNA collection event. Common collection errors include: unidentifiable prints, no finger prints, no SID number, and poor quality DNA collection. If a kit collected by your agency was identified to be collected in error you will be notified by email.

*What is the Missed Collection Event?*

- A missed collection occurs when a person arrested or convicted of a qualifying event does not have their DNA collected. If your agency fails to collect a sample that was required you will be notified by email. If this person is still in custody please collect as soon as possible and submit the sample to the Wisconsin State Crime Laboratory-Madison.

*What is the SAFE Team?*

- The SAFE Team is the Sexual Offender Apprehension and Felony Enforcement Team. This team provides Wisconsin Citizens information online for all sex offenders registered with the Department of Corrections' Sex Offender Registry. Additionally, they add information to the DNA Collection Needed flag if they notice in their investigation that a sex offender did not have his DNA collected.

*What is the ATN?*

- The ATN is the arrest tracking number. This can be found in the top left hand corner of the arrest finger print card. This field is only required to be filled out on the new Submission Form at arrest. The arrest tracking number allows the Wisconsin State Crime Laboratory to link the DNA collection to that arrest event.

*How/when does the DNA flag change to conviction?*

- A DNA flag is set to conviction when the DNA Submission Form information is entered into ARMS if it is Conviction DNA (misdemeanor or felony). Alternatively, the flag will automatically switch in ARMS, and thus also in eTIME, when a person arrested of a violent felony is convicted of the crime.

*What does interstate compact mean?*

- An interstate compact is when somebody transfers probation to Wisconsin from another state.

**Expungement***Who can request expungement of a sample?*

- Only the individual who was collected may request expungement of their own sample. They must fill out an official expungement form (available on the public side of WILENET) and if related to a conviction, the form must be accompanied with a certified copy of the court order reversing, setting aside, or vacating the conviction or adjudication.

**Ten Print Cards***Does a ten print card need to be mailed in with every Buccal Swab Collection kit?*

- Yes, a ten print card must be collected and/or printed and enclosed within the submission envelope with the form.

*Is there a way for an agency to submit an electronic fingerprint card to CIB for a person that is consensually providing a DNA sample outside of any other arrest / custody event as the result of a prior obligating offense?*

- The agency can submit what is referred to as a DNA registration submission using the submission type code of "DS". A standard arrest would be a submission type code of "AR". There is also a submission code for a probation / parole registration of "PB".

*How do I take a good quality print?*

- Please see the Wisconsin State Crime Laboratory's guidelines for capturing acceptable fingerprints (provide link to poster).
- If the subject has excessively dry or worn ridges, moisten the fingers using lotion or oils and wipe off any excess residue, this will help make the fingers softer and more pliable.
- If the subject has excessive moisture on hands, dry each finger with a cloth or wipe each finger with rubbing alcohol and immediately ink and roll the finger.

*When taking fingerprint impressions for a DNA Submission form can another finger be used if the index finger cannot be printed due to amputation?*

- Yes, if the subject has other fingers that can be printed you can print any one of those. Be sure to note above the finger box which of the other fingers were inked.
- If all fingers are amputated but a portion of the first joint is present, ink this portion of the finger.

*When taking fingerprint impressions on a standard fingerprint card and some or all of the fingers have been amputated, what should be done?*

- If any or all of the fingers have a portion of the first joint present, ink and capture the available finger, both in the rolled and plain impression boxes.
- If any of the fingers are amputated below the first joint note "Amp" in the appropriate box.

*If a subject has deformed/injured fingers or hands, how do we properly fingerprint them?*

- If the fingers/hands are so deformed that they cannot be captured using the standard method of fingerprinting try and apply ink directly onto the finger and rotate a smaller piece of paper around the finger, once the image is captured tape onto the appropriate box on the fingerprint card.
- A postmortem kit may also be used if available.
- Fingers that are present but are unable to be printed due to injury can be noted in the appropriate finger box (injured, bandages, broken etc).

*How is a WI SID (State Identification Number) acquired for a subject that has no hands?*

- Submit a standard ten-print card with all available descriptor and charge information, note "Amp" in all finger boxes including plain impression boxes.
- Obtain a copy of the subject's driver's license or another form of photo ID.
- Mail card and a copy of the photo ID to the Crime Information Bureau. They will create a record and a WI SID will be assigned.

*If a subject will not supply their name at the time of arrest, should the ten-print card be submitted as a John/Jane Doe?*

- No, first scan and email a copy of the fingerprint card to the AFIS Unit at the Madison Crime Lab. The fingerprints will be scanned in and searched in AFIS. If a match is found, the subjects name and WI SID (State Identification Number) will be provided to you. If no match is found, the arrest will then be submitted as a John/Jane Doe.

*How can I track a ten-print record submitted via live scan?*

- Contact the AFIS Unit at the Madison Crime Lab and provide them with the TCN (Transaction Control Number) for the record in question. If they are able to locate the record, they will let you know what stage of the process it's in. If no record is found, the record will need to be resubmitted.

*When using live scan some of our images display ghost/residual prints. How do we avoid this?*

- Properly maintain equipment at all times: Make sure glass is wiped clean after each rolling and is free of dust, dirt and any residual fingerprint images. Calibrate live scan as needed.

*Who do I contact to obtain a copy of a subjects fingerprint card/record?*

- Contact the Crime Information Bureau.

*Who do I contact to order standard blank fingerprint cards?*

- Contact the Crime Information Bureau.

**DNA Databank Unit**

*What is CODIS, NDIS, SDIS, LDIS, and how are they related?*

- The DNA Databank is a repository for known DNA profiles of convicted offenders as well as unknown evidentiary DNA profiles from casework and unknown or missing persons DNA profiles. The DNA profiles are stored in a computer searchable format providing the Crime Laboratory a powerful tool to assist Law Enforcement with investigative leads.
- The Wisconsin DNA Databank is linked nationally through the Combined DNA Index System (CODIS). Within this system there are three levels, the Local DNA Index System (LDIS) located in Madison and Milwaukee Laboratory, the State DNA Index System (SDIS) located for the State of Wisconsin at the Madison Laboratory, and the National DNA Index System (NDIS) monitored by the NDIS custodian.
- Once an evidentiary or offender DNA profile is entered into CODIS it is maintained by the CODIS administrators and routinely searched. The Databank Unit will notify agencies of any significant matches if they occur. If you have any questions regarding what database a DNA profile may be in, please contact the Wisconsin State Crime Laboratory DNA Databank at 608-266-2031.

*How do I know if the evidence profile(s) in my cold case was entered into CODIS?*

- Call the analyst that issued the report. They can verify which profile(s) have been entered into CODIS. They can verify if profiles are being searched properly, and they can verify if there have been any previous hits to the case's evidence profile(s).

*How long after submission of a DNA Kit does it take for an offender or arrestee sample to be added to CODIS?*

*How can I find out if my suspect is in CODIS?*

- An arrestee or convicted offender sample is entered into the CODIS database within 60 to 90 days upon submission to the Databank Unit.
- Call the Databank Unit (608-266-2031). We can use the Wisconsin SID number to determine if that individual has provided a sample to the Databank, and if that profile is in CODIS.

*Why does a suspect standard need to be submitted when the suspect is already in CODIS? Why can't the profile that is in CODIS be used for comparison?*

- It is always necessary to submit reference standards from any individuals (suspects, victims, and eliminations) associated with the case.
- Convicted offender samples are not stored as stringently as evidence and do not have a chain of custody associated with the sample; therefore, we cannot use them for direct comparisons. This is why when CODIS indicates a potential match to a convicted offender it is treated as an investigative lead and not a confirmation.

*Why wasn't the evidence profile in my case entered into CODIS?*

- The National DNA Database is managed by the FBI, and laboratories participating in this database need to follow the rules established by the FBI for profile entry. The FBI requires evidence profiles to:
  - Be from crime scene evidence
  - Be from a potential suspect (i.e. no profiles associated with victims or elimination persons can be entered)
  - Be an item not directly obtained from a suspect or not from an item that likely would contain the suspect's profile (e.g. a hat located in the suspect's house).
  - Have inclusionary value (i.e. profile needs to have a statistical association)
  - Have limited potential for coincidental matches (e.g. low-level, incomplete, and mixture profiles may not be suitable for CODIS entry)
- A sample may still have probative value even if it cannot be entered into CODIS. If you have questions regarding the probative nature of a profile, please contact the analyst that issued the report.

*Are juveniles and those individuals found not guilty by reason of mental defect allowed to be entered in CODIS?*

- Yes.

For any questions not answered in this document or if you need further clarification please contact the Wisconsin State Crime Laboratory-Madison DNA Databank at (608) 266-2031 or via email at [DNADatabank@doj.state.wi.us](mailto:DNADatabank@doj.state.wi.us)