

**Review Checklist – CODIS Hit Notification**

<b>Reports</b>
Info from header in DNA report matches header info for CODIS Hit Notification – including suspects/victims that are specific to that case
Cross referenced case numbers listed for associated case(s) (if applicable)
Correct CODIS level chosen – FBI DNA Database (NDIS), North Carolina State DNA Database (SDIS), or North Carolina Local DNA Database (LDIS)
Database at the end of the first paragraph matches CODIS level chosen and state/federal
Correct stringency chosen that matches MDR – moderate or high
Evidence description (including contributor if applicable)/Item # from DNA report matches evidence description for CODIS Hit Notification
<u>Offender/Arrestee Hits:</u>
Verify case info on DB CODIS Letter matches this case
POI from DB CODIS Letter is correctly copied to CODIS Hit Notification report
Any notes from SIA added after POI and report wording modified if needed per note
<u>Forensic/Investigative Information Hits:</u>
Correct case/item # listed for associated case
Correct contact information listed for Investigating Officer for associated case
Last paragraph - correct analyst listed (if applicable)
Last paragraph - CODIS Admin phone listed and correct
Copies to: Sheriff/Chief of Police/etc., DA’s Office
<b>Match Details Report</b>
Review profiles on MDR/updated MDR to verify match
<b>OR</b>
Correct documents added and approved in OR
<b>AG Letter</b>
Correct template used for hit type
Correct lab and agency case numbers
Investigating Officer matches Investigating Officer on report
cc to Sheriff/Chief of Police/etc.