

---

## Procedure for CODIS Reports

**1.0 Purpose** – To outline the steps for reporting, reviewing, and publishing CODIS Reports.

**2.0 Scope** – This procedure applies to forensic scientists who are qualified to write and review CODIS Reports.

### 3.0 Definitions

- **Arrestee Hit** - A match between an arrestee's DNA profile and the DNA profile from a forensic unknown or forensic mixture profile in an unsolved forensic case which aids the investigation.
- **Confirmed Match** – a match where the internal match confirmation process verifies the offender/arrestee's identity and offense
- **Forensic Hit** - A match between a forensic unknown or forensic mixture profile in an unsolved case and a forensic unknown or forensic mixture profile from another solved or unsolved case. The match is considered a forensic hit if the match aids the investigation in some way.
- **Investigative Information** - This disposition is used as a generic category for matches that do not provide probative information and/or does not readily fit the other disposition categories.
- **Offender Hit** - A match between a convicted offender's DNA profile and the DNA profile from a forensic unknown or forensic mixture profile in an unsolved forensic case which aids the investigation.
- **Subject Information Assessment (SIA)** - An evaluation of a subject's criminal history conducted by a DNA Database Section Criminal Justice Specialist.
- **Familial Hit** - A match generated as a result of a routine query between a Y-STR DNA haplotype of known origin (e.g., arrestee, convicted offender, solved forensic unknown, or suspect known) and the Y-STR DNA haplotype from a forensic profile in an unsolved case, where the STR DNA results of each profile would be considered a "No Match". A Familial Hit, may aid the investigation by providing an indirect association, based the expectation that paternally related individuals share the same Y-STR haplotype. If a Familial Hit is confirmed, it is imperative that the investigating agency must understand that the named individual is **NOT** the source of the DNA profile obtained from their case but only provides an investigative lead that must be investigated further.

### 4.0 Equipment, Materials, and Reagents

- Forensic Advantage Software
- SpecMan
- CODIS software

### 5.0 Procedure

#### 5.1 Forensic Advantage

##### 5.1.1 Notification of CODIS Hit

**5.1.1.1** A case record in FA shall be created for all confirmed CODIS hits. In accordance with the current NDIS Operational Procedure Manual, personal identifying information can be released when a CODIS Match is confirmed.

**5.1.1.1.1** A new submission shall be created for the CODIS hit prior to the generation of the case record. Select the DNA CODIS Hit exam type and create a placeholder item as "PH1" or the subsequent placeholder if PH1 already exists.



**5.1.2.4.3** CODIS upload = Sequence code 52

**5.1.2.5** Assign the evidence item entered into CODIS to the case record and worksheet.

**5.1.2.6** On the worksheet, add the appropriate wording in the “Results of Examination” section based on whether a sample is being uploaded or deleted. There is no disposition.

**5.1.2.7** Add CV, the completed “Request for CODIS Deletion-Upload” form, any notification emails (if applicable), the CODIS Delete Report for deletions (CODIS\_delete), and the Specimen Details Report (CODIS\_upload) for uploads to the case record object repository.

**5.1.2.8** Ensure the District Attorney and the Chief of Police/Sheriff are added as carbon copy officers. For any SBI assisted cases, ensure that the SBI Case Agent and SBI Records are also added as carbon copy officers in FA.

**5.1.2.9** On the report, modify the header as appropriate to “NOTIFICATION OF CODIS DELETION” OR “NOTIFICATION OF CODIS UPLOAD.”

**5.1.2.10** Reviews

**5.1.2.10.1** After completion of a DNA CODIS deletion record, the report shall be generated, and a combined review shall be requested for the FB Case Reviewer group.

**5.1.2.10.2** After completion of a DNA CODIS upload record, the profile(s) shall be uploaded to the “Pending” specimen category and a technical review shall be requested for the FB Case Reviewer group followed by the generation of the report, update to appropriate specimen category, and a combined review requested for the FB Case Reviewer group.

## 5.2 Report Writing

**5.2.1 Offender/Arrestee Hits:** Upon a (routine/one-time) search of the (FBI’s National DNA Index System (NDIS)/ North Carolina State DNA Database (SDIS)), a (high/moderate) stringency match occurred between the (mixture/partial) DNA profile obtained from\_(Item ) and the DNA profile contained within the (name of State/Federal) DNA Database identified as belonging to:

Name:  
DOB:  
SSN:  
SID:  
FBI:

This information is to be used only as an investigational lead and may support probable cause to obtain a DNA standard from the above individual. Analysis in this case is not considered complete until a DNA standard has been obtained from this individual and submitted for comparison purposes.

This profile will continue to be routinely queried in the CODIS database unless you notify the NCSCL that this individual is not a subject of your investigation (e.g., a consensual sex partner or a witness)

If you need further information regarding this CODIS hit, please do not hesitate to contact Forensic Scientist (name of) or the Casework CODIS Administrator at XXX-XXX-XXXX.

**Note:** Ensure any disclaimers present in the Subject Information Assessment (SIA) provided in SpecMan CODIS Hit record Notes section are included in the CODIS Hit Notification Report.

**5.2.2 Forensic Hits/Investigative Information:** Upon a (routine/one-time) search of the (FBI's National DNA Index System (NDIS)/ North Carolina State DNA Database (SDIS)), a (high/moderate) stringency match occurred between the (mixture/partial) DNA profile obtained from \_\_\_\_\_ (Item ) and the casework DNA profile contained within the (name of State/Federal) DNA Database with specimen ID#\_.

The investigator's contact information is as follows:

Agency:

Name:

Phone:

Email:

Case#:

This information is to be used only as an investigational lead and suggests that these cases may be connected. If you need any further information regarding this CODIS hit, please do not hesitate to contact Forensic Scientist (name of) or the Casework CODIS Administrator at XXX-XXX-XXXX.

**5.2.3 Familial Hits:** Upon a (routine/one-time) search of the North Carolina State DNA Database (SDIS), a Familial Hit occurred between the Y-STR DNA profile obtained from - \_\_\_\_\_ (Item ) and the Y-STR DNA profile contained within the North Carolina State DNA Database identified as belonging to:

Name:

DOB:

SSN:

SID:

FBI:

This information is provided only as an investigative lead, to which the following information must be understood and applied in the process of further investigation:

- The named individual is **NOT** the source of the DNA profile obtained from \_\_\_\_\_ (Item ).
- The DNA results provide an indirect association, based on potential genetic relationships, rather than a direct match between the source of the DNA profile and the named individual.
- This search result only indicates the likelihood of a biological relationship; it does not confirm that the named individual is biologically related to the source of the DNA profile.

- Other paternally related individuals to a named male individual, and/or of the source of the DNA profile, are expected to have the same Y-STR haplotype.

Analysis in this case is not considered complete until a DNA standard has been obtained from a subject developed during the course of your investigation and submitted for comparison purposes. Only then can an exact DNA match be confirmed or refuted.

If you need further information regarding this Familial Search result, please do not hesitate to contact Forensic Scientist (name of) or the Casework CODIS Administrator at XXX-XXX-XXXX.

#### **5.2.4 Negative One-Time Searches:**

Upon a one-time search of the (\_\_\_ State DNA Database (SDIS)/FBI's National DNA Index System (NDIS)), no investigative leads were obtained regarding Item \_\_\_. OR

A manual, one time, search of Item \_\_ was requested of all State DNA CODIS-participating laboratories. Based upon the responses received, there were no investigative leads obtained.

#### **5.2.5 CODIS Deletion/Upload Report Wording**

##### **5.2.5.1 Deletion:**

Based upon information received from (Notifying Officer) with the (Agency) on (Date), the DNA profile from (evidence description (Item #)) has been deleted from the CODIS database and will no longer be routinely queried.

If you need further information regarding the deletion of this CODIS profile, please do not hesitate to contact the Forensic Scientist (name of) or the Casework CODIS Administrator at XXX-XXX-XXXX.

##### **5.2.5.2 Upload:**

Based upon information received from (Notifying Officer) with the (Agency) on (Date), the DNA profile from (evidence description (Item #)) has been entered into the Combined DNA Index System (CODIS) database in accordance with state and national regulations, where regular searches will be performed. Notification will be issues if there is a hit in the database or if the profile is removed from CODIS at any time in the future.

If you need further information regarding the upload of this CODIS profile, please do not hesitate to contact the Forensic Scientist (name of) or the Casework CODIS Administrator at XXX-XXX-XXXX.

Note: Prior to a DNA profile being uploaded to CODIS, a technical review will be conducted.

### **5.3 Reviewing CODIS Hit Notifications**

---

### **5.3.1 In-State Offenders**

#### **5.3.1.1 Technical/Administrative Review**

- 5.3.1.1.1** Review the match detail report.
- 5.3.1.1.2** Verify the DNA Database CODIS hit confirmation has been completed and reviewed.
- 5.3.1.1.3** Review the Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.1.1.4** Review SpecMan details including identification information, qualifying offenses and if the individual was incarcerated at the time of the offense.
- 5.3.1.1.5** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

### **5.3.2 Out-of-State Offenders or Forensic Hits**

#### **5.3.2.1 Technical/Administrative Review**

- 5.3.2.1.1** Review the match detail report.
- 5.3.2.1.2** Look for the presence of the confirmation letter/case information from the out of state agency in the Case Record Object Repository.
- 5.3.2.1.3** Review Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.2.1.4** Ensure that a CODIS Hit record has been created in SpecMan.
- 5.3.2.1.5** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

### **5.3.3 In-State Forensic Hits**

#### **5.3.3.1 Technical/Administrative Review**

- 5.3.3.1.1** Review the match detail report.
- 5.3.3.1.2** Review Casework Forensic Scientist's report and the RFLE to ensure the item meets CODIS eligibility.
- 5.3.3.1.3** Review the notification report for accuracy. Ensure that all appropriate individuals are added as carbon copy officers.

## **5.4 Publishing results**

- 5.4.1** Release/publish CODIS Hit Notification/CODIS Deletion-Upload case record.

**5.4.2** Add “Initial Publication – CODIS Hit,” Initial Publication – CODIS Deletion,” or “Initial Publication – CODIS Upload” as a comment for publication as appropriate.

**5.4.3** Update CODIS Hit record status in SpecMan after the completion of CODIS Hit Notifications.

**6.0 Limitations-** N/A

**7.0 Safety-** N/A

**8.0 References**

DNA Database Section Procedure for CODIS Hits

Forensic Biology Section Procedure for CODIS – DNA

Casework NDIS Appendix F – NDIS acceptable definitions

**9.0 Records-** N/A

**10.0 Attachments –** N/A

Revision History		
Effective Date	Version Number	Reason
05/24/2024	5	Added definition for Familial Hit; 5.1 – numbering changed; Notification of CODIS Hits and CODIS Deletion/Upload Request sections were separated and additional instructions were added; 5.2 – State Database capitalized for CHN reports, specific phone number removed, FH/II – changed to Forensic Scientist (name of) in last paragraph to be consistent, added Familial Hit wording; 5.4 – instructions for publishing results were updated and reference to database case record was removed