

FORENSIC BIOLOGY EVIDENCE AND CASE MANAGEMENT MANUAL

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Case Acceptance

A. Types of cases accepted by the Department of Forensic Biology

Case Type	Associated Samples	Case Designation
Homicide	- Evidence - Elimination exemplars*	FBYY- #####
Sexual Assault	- Evidence - Elimination exemplars*	FBYY- #####
Suspect	- Pseudo-exemplars (such as bottles, cups, cigarettes) - Exemplars (oral swab, blood)	FBYY-S####
Property Crimes	- Evidence - Elimination exemplars*	FBYY- #####
Weapons (CPW, Found Firearm)	- Evidence - Exemplars	FBYY- #####
Assault	- Evidence - Exemplars	FBYY- #####
Forensic Paternity	- Product of conception - Exemplars	FBYY- #####
Unidentified Human Remains (“Missing Persons”)	- Post-mortem samples - Kinship exemplars - Pseudoexemplars (razors, toothbrushes, underwear, etc.)	FBYY- #####
Mass Disaster	- Post-mortem samples - Kinship exemplars - Pseudoexemplars (razors, toothbrushes, underwear, etc.)	D@YY-##### (where @ = One-letter borough designation)
Mitochondrial DNA Testing (mtDNA)	- Evidence - Exemplars	FBYY- #####
Outsourced	- Evidence - Exemplars	Assigned by contract lab
Proficiency	- Evidence - Exemplars	Designated by vendor

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* A biological sample from a known individual (commonly a consensual partner, homeowner, or employee of a business), other than the alleged perpetrator or victim, which is analyzed for purposes of identifying those portions of a forensic DNA profile attributable to the alleged perpetrator.

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B. PCR DNA tests available for use

Supplier	Kit	Loci	CODIS eligible
ABI	Identifiler*	D8S2279, D21S11, D7S820, CSF1PO, D3S1358, TH01, D13S317, D16S539, D2S1338, D19S433, vWA, TPOX, D18S51, Amelogenin, D5S818, FGA	Yes
	MiniFiler	D13S317, D7S820, Amelogenin, D2S1338, D21S11, D16S539, D18S51, CSF1PO, FGA	Yes
	Yfiler*	DYS456, DYS389I, DYS390, DYS389II, DYS458, DYS19, DYS385 a/b, DYS393, DYS391, DYS439, DYS635, DYS392, Y GATA H4, DYS437, DYS438, DYS448	YES <small>(Missing Persons Cases Only)</small>
OCME	mtDNA	HVI, HVII direct sequencing	Yes

*Systems used for routine casework

C. Scheduled analysis

Depending on the case, it may be necessary for other types of examinations to be done before or after the Department of Forensic Biology examines an item. Fingerprint processing, gunshot residue, hair and fiber examinations, etc., may be equally or more important than the presence of biological fluids.

1. The scheduled analysis can range from determining only the presence of semen, saliva, or blood on an item to DNA analysis of stained or touched items for comparison with victims, elimination samples, and/or suspects. The decision of what analyses are to be performed is made by a member of the evidence sign-in team or Criminalists III, IV or Assistant Director after evaluation of the evidence through review of the NYPD paperwork (vouchers, requests for laboratory examinations, and NYPD reports), discussions with the NYPD, and/or discussions with assistant district attorneys. The scheduled analysis can change if prioritized items are negative and additional evidence must be examined, or if additional evidence is accepted by the laboratory.
2. For post-mortem items submitted by the OCME medical examiners, the decision of what analyses are to be performed is generally made by a Criminalist III or IV after evaluation of the items through review of the OCME paperwork and/or discussions with the medical

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examiner. For post-mortem sexual assault kits (or swabs submitted separately), serology testing and DNA testing is not done automatically (with the exception of homicide cases). Instead, the medical examiner responsible for the autopsy is notified and asked to reply if testing is needed. For most such items, the Department of Forensic Biology will assign a case number and store the items without scheduling testing. The Scheduled Analysis can change if the medical examiner, NYPD and/or assistant district attorneys later decide the analysis is needed.

3. For documented instances where a decedent (ME cases) is also the named suspect in another case, a portion of the PM Bloodstain should be transferred into an S-file (analogous to suspect sexual assault kit buccal specimens) for typing, comparison and entry into LDIS as per normal procedures for suspects.

D. Target dates

Target dates are assigned by the evidence sign-in team and/or supervisors based on the available information. Target dates for amended reports are entered by the individual who creates the assignment for the amended report.

Case Type	Default Target Date
Homicide	60 days
Sexual Assault (Kit/DNA Report)	60 days
Sexual Assault (Additional Evidence)	60 days
Forensic Paternity	60 days
Property Crimes	60 days
Weapons	60 days
Assault	60 days
Missing Persons	30 days
Suspect	30 days
Mitochondrial DNA	90 days
Proficiency	Assigned by vendor
Amended Reports (all Case Types)	Same as Assignment Start Date
Miscellaneous	60 days

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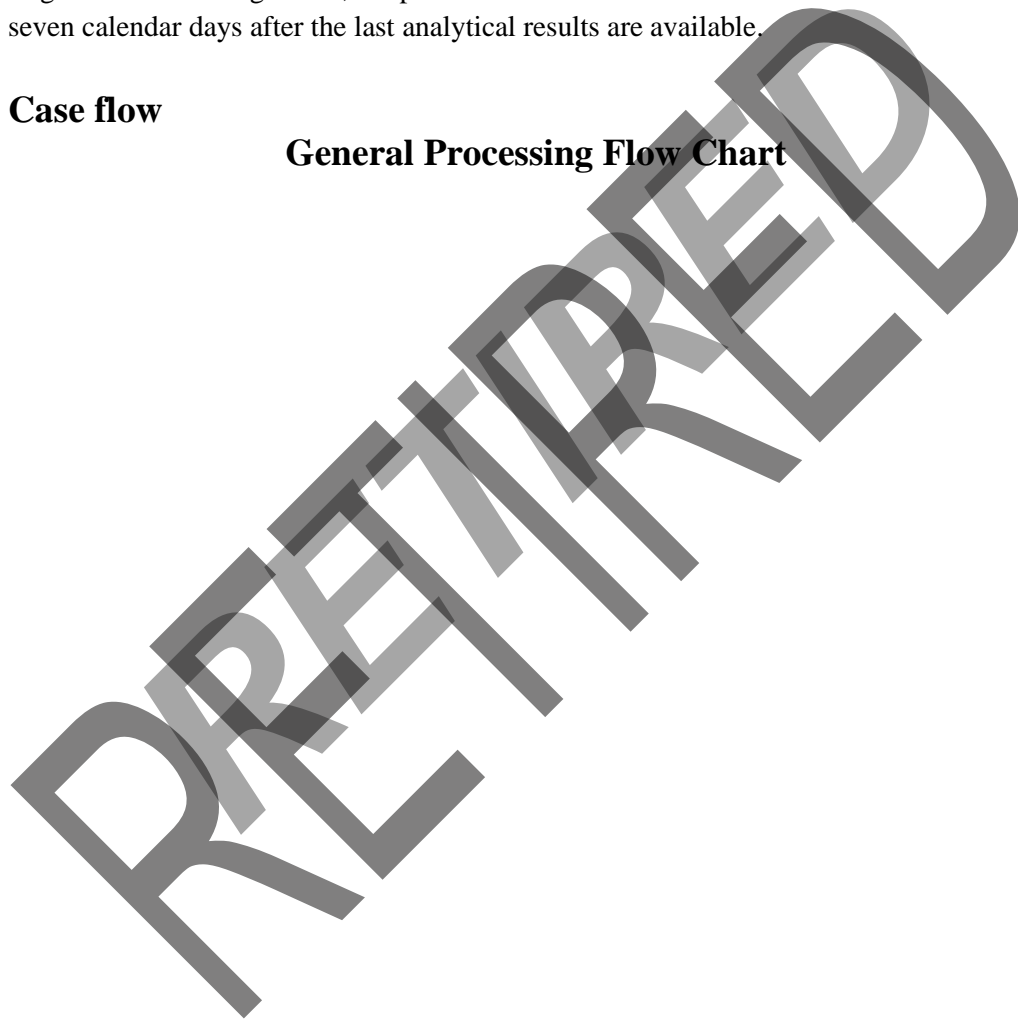
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Target dates can fluctuate in order to accommodate court dates, investigative leads, high priority case, or if additional evidence is signed into the laboratory.

Regardless of the target date, a report should be written and submitted for review no later than seven calendar days after the last analytical results are available.

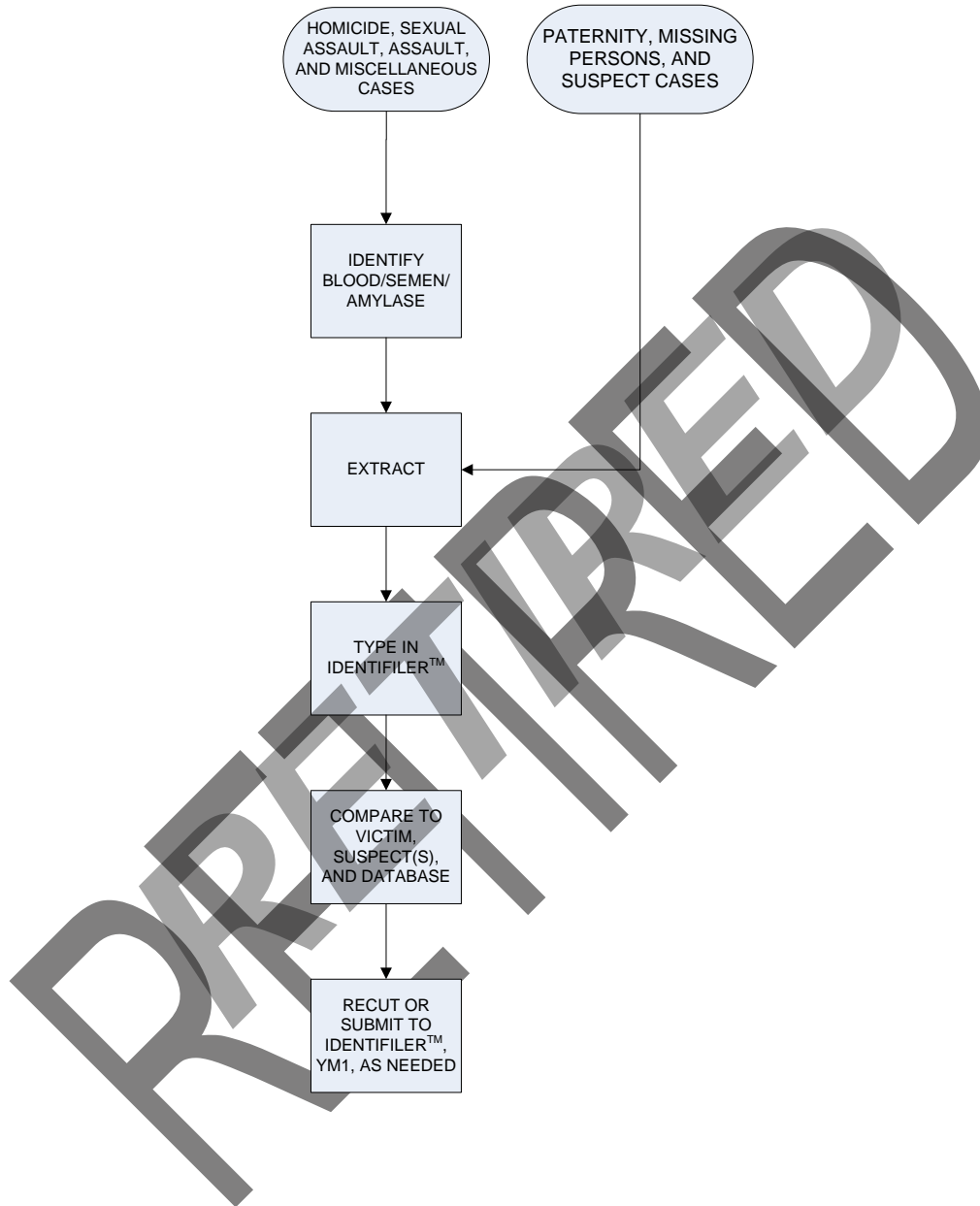
E. Case flow

General Processing Flow Chart



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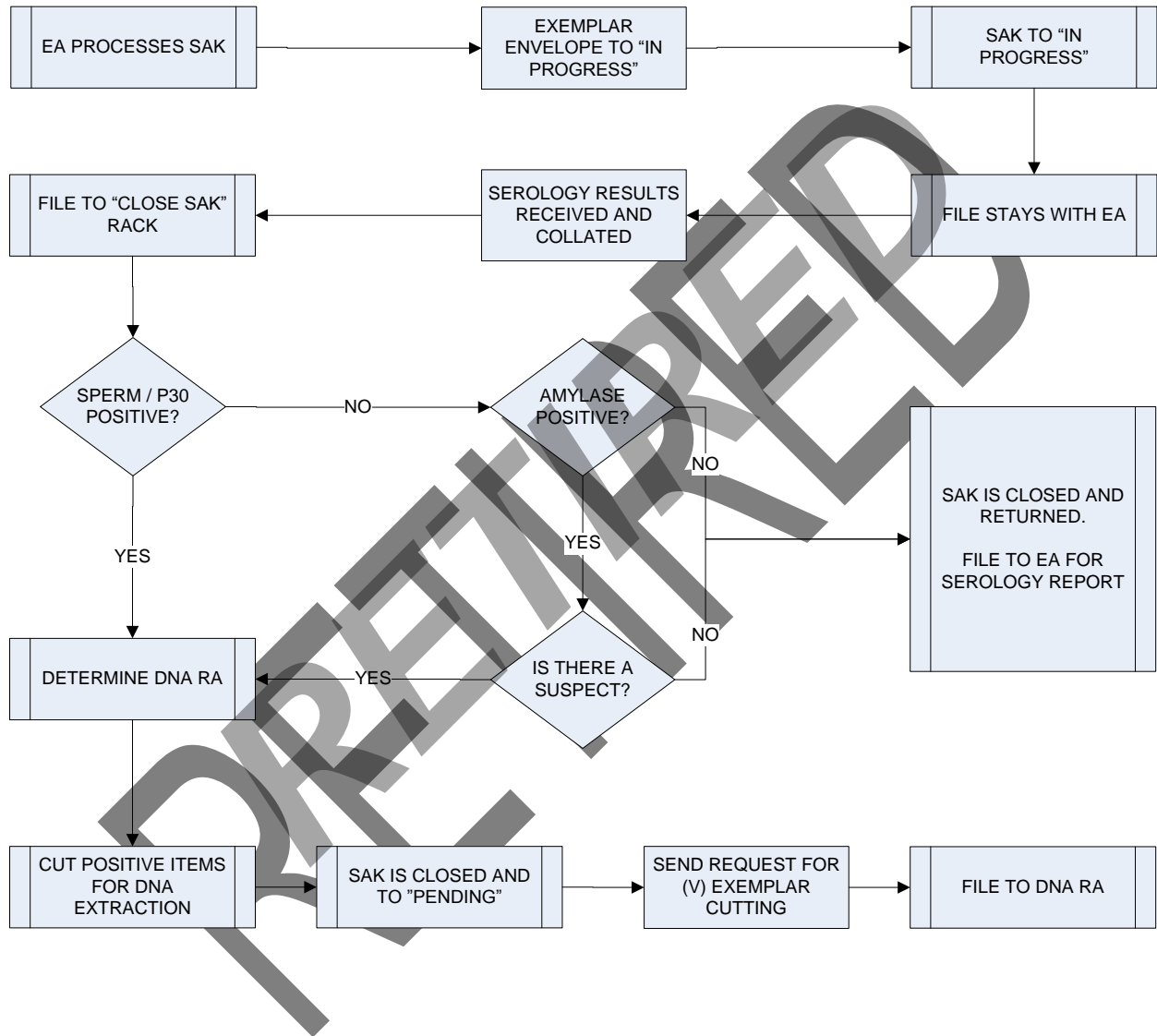
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Sexual Assault Kit (SAK) Processing Flow Chart

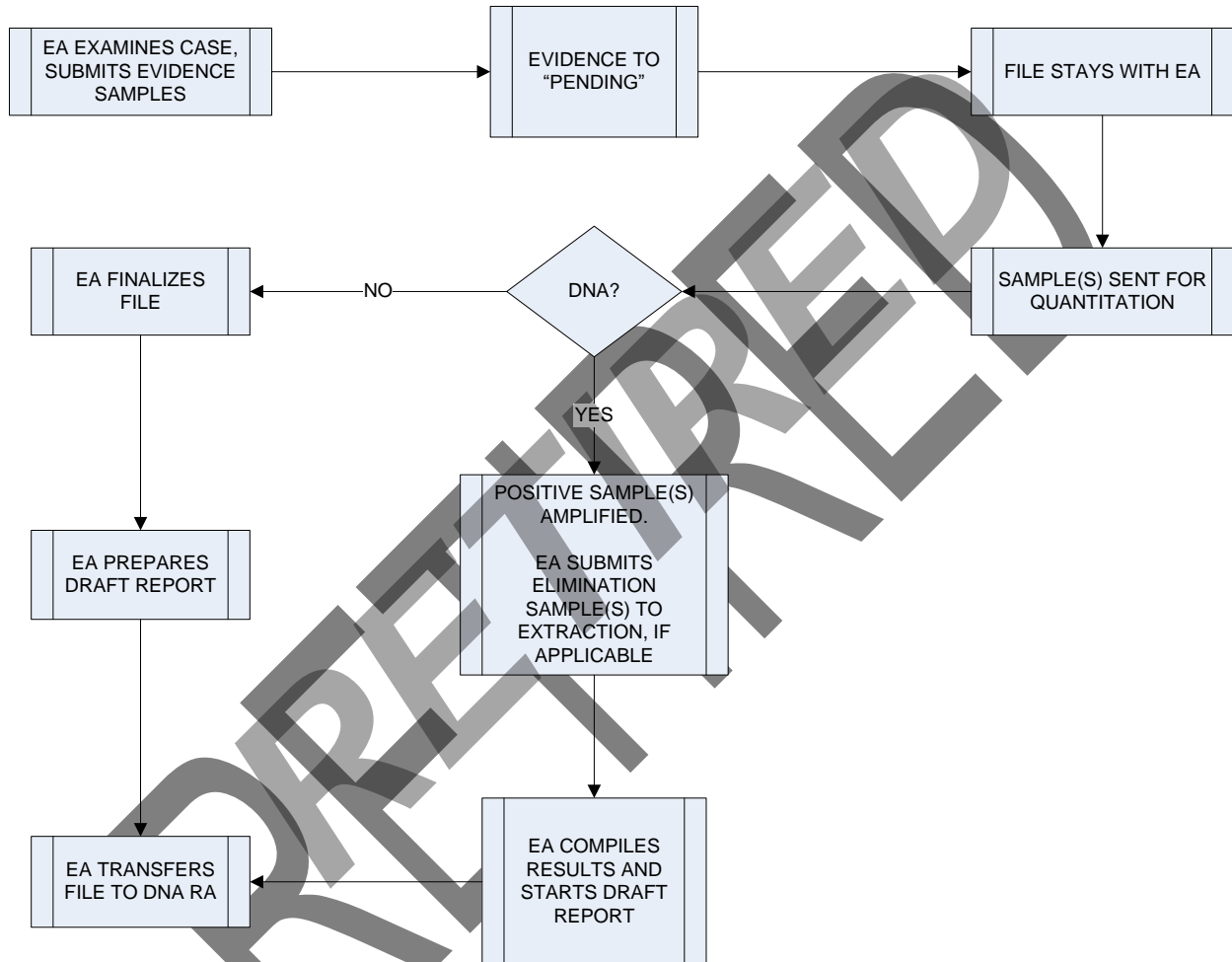


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Property Crimes Processing Flow Chart



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F. Sample Scheduling and Submission for High Sensitivity Testing and Case Transfer

High Sensitivity testing is an additional type of testing that is available for samples from all case types. Candidate samples for this testing are touched objects which likely consist of only skin or epithelial cells, and samples that were found to contain biological fluid but did not yield results with HCN DNA testing techniques. Samples with low amounts of DNA template are referred to as Low Template DNA (LT-DNA) samples, while those with high amounts of DNA template are called High Template DNA (HT-DNA) samples.

The Laboratory may accept cases with touched clothing for homicide, assault, and sexual assault cases if this is the only evidence in the case or if this is the evidence of last resort after all other testing options have been exhausted.

Touched objects often yield potential LT-DNA samples and as such should be tested with High Sensitivity methods. Cases tested initially for HT-DNA may also contain samples with the potential for High Sensitivity testing. When HT-DNA testing has been completed, the Reporting Analyst and/or supervisor should evaluate the case for potential High Sensitivity testing.

Detecting DNA on a touched object simply indicates the presence of DNA and does not infer the mechanism of deposition of that DNA. If DNA is not detected on a touched object, this does not indicate lack of contact. Therefore, the relevance of generating a DNA profile(s) on an item should be carefully considered prior to testing. For most cases, if informative profiles are produced with HT-DNA testing, additional High Sensitivity testing is not warranted. Even if there are no informative profiles in a case, before initiating High Sensitivity testing, if there is an arrested suspect, the ADA assigned to a case should be consulted. If there is no arrested suspect, and no or insufficient informative profiles, High Sensitivity testing may be attempted.

1. Sample Triage

A sample may be designated for High Sensitivity testing upon initial acceptance or following testing with HT-DNA testing which does not yield sufficient DNA or a robust profile. A supervisor must approve submission of a previously processed sample for High Sensitivity testing. Since DNA extracts degrade with time, High Sensitivity testing may commence prior to completion of standard testing and its review.

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- a. Samples that would potentially yield low amounts of DNA are typically objects that have been handled and do not contain biological fluid such as blood, semen, saliva, or even sweat. If an analyst is swabbing such an item, the High Sensitivity swab and swabbing procedure should be utilized. These samples may include but are not limited to:
- 1) Any touched object
 - a) Side of bottles, cans or containers (not mouths)
 - b) Business, credit, identification, metro, or phone cards
 - c) Keyboards or computer mice etc
 - d) Keys
 - e) Handles of various items such as brushes, combs etc
 - f) Jewelry
 - g) Letters or envelopes
 - h) Pens or markers
 - i) Pouches for cell phones, glasses, PDAs, MP3 players etc
 - j) Ropes, strings, tape, zipties, or objects used for binding or strangulation
 - k) Wallets, purses, or bags including garbage bags
 - l) Wrappers for condoms or candy etc
 - m) Weapons
 - i) Bat, broom, hand saw, ice pick handles
 - ii) Bombs
 - iii) Gun handles, triggers, magazines
 - iv) Knife handles
 - 2) Finger or palm prints
 - 3) Swabs that were previously taken from touched objects such as:
 - a) Counters or banisters (these may often yield mixtures and should be accepted as a last resort item)
 - b) Headboards
 - c) Portals such as window sills or door handles
 - d) Switches for lights etc

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- e) Steering wheels or handles of car doors

- 4) Swabs taken by the latent print laboratory prior to fingerprint treatment unless it is specified that possible blood, semen, or saliva was recovered with the swab. (If the swab is KM positive upon examination for High Sensitivity testing, the sample should be sent for HT-DNA typing if enough DNA is recovered.)

- b. There are some samples that may not easily be categorized as either High Sensitivity or HT-DNA testing appropriate; sample triage will depend upon the specifics of the case. Nevertheless, as a general guideline, consider samples that are handled to be High Sensitivity samples whereas samples that could potentially contain saliva, sweat, blood or semen should be deemed HT-DNA samples. If HT-DNA samples do not yield DNA, they can be subsequently transferred for High Sensitivity testing.
 - 1) Some examples of samples that typically contain low but sufficient amounts of DNA for HT-DNA testing are:
 - a) Cell phones (particularly the mouth piece)
 - b) Clothing that will be scraped
 - c) Food items that have been partially consumed
 - d) Gloves
 - 2) If an analyst is swabbing such an item, the High Sensitivity swab and swabbing procedure should be utilized.

- c. If a case does not produce an informative DNA profile with HT-DNA testing, the following samples should be considered for submission to High Sensitivity Testing pending approval of a supervisor:
 - 1) Those with insufficient DNA for PCR DNA typing, but
 - a) Amylase, PSA, or KM positive
 - b) Scrapings or swabs of any handled objects
 - 2) Those that produce a poor STR profile despite a sufficient quantitation value
 - 3) Note that if HT-DNA testing indicates the presence of a mixture, at best LT-DNA testing can only generate the profile of the major component of the mixture. Minor components may be used for comparisons, but cannot be deduced unless the sample is an intimate sample.

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- d. For cases with touched clothing, specific information is needed on where the individual was touched (“On the arm” or “On the neck” is acceptable; “somewhere on the shirt” is not acceptable). Exemplars from the victim(s) must be submitted prior to any touched clothing is tested.

2. Sample Scheduling

- a. When a case is submitted for High Sensitivity DNA testing, all relevant logbooks and databases should be completed as with HT-DNA testing. If the case already has an entry in the database for HT-DNA testing, a second entry should be made for the High Sensitivity DNA testing portion. In this instance, the date received is defined as the date the case was transferred to the High Sensitivity team. However, if the evidence is not stored in the Forensic Biology Department, the date received is defined as the day the evidence returns to the lab.
- b. High Sensitivity cases have a 60 day target date.
- c. If cases only contain LT-DNA-type items scheduled for examination, the case should be transferred directly to the High Sensitivity team for examination. A rack is situated in the evidence exam room for these files. These items are scheduled with the letter on the Scheduled Analysis designated for “High Sensitivity testing”.
- d. If HT-DNA type evidence is the only type of evidence scheduled in the case, but LT-DNA-type evidence is also included, the LT-DNA items(s) should be scheduled with the appropriate letter for “Do not schedule for examination until supervisor establishes case status.” OR if, in general, 5 or fewer HCN type items are scheduled along with 5 LT-DNA items, the case may be assigned as a “Hybrid” case. See Section F below.
 - 1) After HT-DNA testing has been completed and case circumstances suggest that LT-DNA testing should be done on some items/samples, the Reporting Analyst and/or supervisor may submit the file to the High Sensitivity team for evaluation..
 - a) If there is an arrested suspect, first contact the ADA assigned to determine whether High Sensitivity DNA testing is warranted.
 - b) If there is no suspect, consult the relevant agency investigating the incident.

3. Case Files and Transfer

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- a. If HT-DNA testing has already been started or completed in a case, a second file may be generated when items are tested by the High Sensitivity team. The HT-DNA testing results may be located in file 1 of 2, and the second file may contain High Sensitivity DNA testing results.
- b. If HT-DNA testing has concluded and the report has been reviewed, forward the file to the High Sensitivity DNA team for evaluation.
- c. High Sensitivity DNA testing may begin prior to completion of HT-DNA technical review, upon supervisory approval. It is advantageous to perform High Sensitivity DNA testing promptly since small amounts of DNA likely degrade with time, and thus, over time, the probability of a good result may decrease. See below for details pertaining to case transfer.
- d. Transfer of a sample for High Sensitivity DNA testing for a case also undergoing HT-DNA testing or technical review involves the following:

- 1) The HT-DNA analyst should submit the case file to a High Sensitivity supervisor so that copies of the contact sheet to date, the 61 report, and relevant laboratory requests and vouchers can be made and included in the High Sensitivity file.

The High Sensitivity supervisor should then evaluate the case to determine which samples need LT-DNA testing. If items need additional examination, the High Sensitivity supervisor will schedule those items for examination, create a new database record, and transfer the relevant chain of custodies to the new High Sensitivity case file. (Following examination, the High Sensitivity analyst should return the original chain of custody to the original case file).

- 2) If the sample has already been extracted, the extract location, and the name and location of the relevant extraction or microcon negatives will be noted by the High Sensitivity supervisor. When the samples are brought into the LT-DNA laboratory, state “transferred to HiSens” (or a similar statement indicating the transfer) in the DNA tracking sheet. The High Sensitivity team will temporarily transfer the extract tube to the LT-DNA facility, where it will be stored in a cryobox labeled “transferred from HSC testing”. A new tracking sheet will specify all aliquots for High Sensitivity testing and will be kept in the High Sensitivity file. Upon completion of High Sensitivity PCR DNA testing, the original extract tube will be

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returned to its original storage location with a note on the tracking indicating its transfer.

- 3) When necessary, the High Sensitivity team may re-cut a sample whose chain of custody is in the original case file. The High Sensitivity team member will arrange with the original HT-DNA case analyst, if necessary, for temporary possession of the file in order to gain custody of the sample.
- 4) The original HT-DNA analyst should notify the High Sensitivity team regarding the victim's profile, if available.
- 5) The High Sensitivity team should be notified immediately of any relevant suspect profiles.

4. Report Notations

In both reports, a reference to the other report should be made according to the following situations:

- a. HT-DNA report: If the case file will be submitted to the High Sensitivity team for evaluation, state "This case will be forwarded to the High Sensitivity group for further evaluation."
- b. High Sensitivity DNA report:
 - 1) If the HT-DNA report, was already issued state "This is an additional report. For previous results, evidence received, and disposition, see report dated...."
 - 2) If the HT-DNA report was not yet issued, the HSC report will be an additional report to that of the High Sensitivity report.

5. Communication

When a case is processed for High Sensitivity and HT-DNA testing simultaneously, analysts of both teams must communicate and share results. Moreover, when testing occurs subsequently, the High Sensitivity DNA analyst should relay results to the HT-DNA analyst.

Communication between analysts sharing cases facilitates such necessary tasks as the following:

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- a. Comparison of foreign profiles in either file to mixtures suitable for comparison in the other
- b. Assignment of foreign profile monikers (i.e. Male Donor A, B, C...)
- c. Establishment of report dates and report order

G. Sample Scheduling and Submission for Hybrid Testing

Hybrid cases are those cases classified as either a homicide or assault and which include informative HT-DNA and LT-DNA type items. In general, the number of each type of sample scheduled is limited to 5 HT-DNA and 5 LT-DNA type items (for a total of ten items per case). In some instances, it may be appropriate to split the case into HT-DNA and High Sensitivity portions and to process the samples separately. However, in these situations, the results of each type of testing will need to be compared with each other as with any other case split between two groups for testing. Refer to the appropriate sections in this manual for scheduling of High Sensitivity and HT-DNA items.

1. Examples of cases appropriate for Hybrid testing are as follows:
 - Assault allegedly committed by a person or persons unknown to the victim
 - Cases including gun swabs, plus 5 or fewer HT-DNA type items
2. Examples of cases that are NOT appropriate for Hybrid testing are as follows:
 - a. Assault or homicide cases where the HT-DNA evidence is likely to be more informative to the investigation than the High Sensitivity evidence.
 - b. Assault cases with weapons such as knives, bats, sticks, etc., for which there is an arrest and/or the individuals involved obviously knew each other (i.e., mother-daughter, husband-wife) **should NOT** be scheduled as hybrid cases. The handle of the weapon should NOT be scheduled for High Sensitivity testing

These cases should be assigned for HT-DNA testing only; if in the future, testing of the handle of the weapon is requested, this can be done by analysts trained in High Sensitivity methods.

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3. Homicide cases with arrested suspects SHOULD have weapons scheduled for High Sensitivity testing (if applicable).
4. If knives, bats, etc., are found in suspect's homes, cars, or on the suspect's person, these should be scheduled for blood and HT-DNA testing only as well.

REPEATED

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5. Sample Scheduling

When a case is submitted for Hybrid testing, all relevant logbooks and databases should be completed as with any other testing. If the case already has an entry in the database for testing with the same or another group within the lab, a second entry should be made for the Hybrid testing portion. In this instance, the date received is defined as the date the case was transferred for Hybrid testing. However, if the evidence is not stored in the Forensic Biology Department, the date received is defined as the day the evidence returns to the lab.

Hybrid cases have a 60 day target date.

The Schedule of Analysis for a Hybrid evidence item may indicate that no High Sensitivity samples are to be collected and/or sent for extraction unless a KM+ stain has been identified on that item. The likelihood that a given item of evidence is truly associated with a perpetrator should be considered when making the above determination. For example, in an assault case where the victim was stabbed, no further testing would typically be performed on a knife from which no KM+ stains were found unless it is somehow clear from the available information that the knife was handled by a perpetrator (and there is no other evidence in the case from which the identification of the perpetrator's DNA profile is likely to be more successful and/or significant).

- a. Sometimes, in addition to the actual evidence item, swabs collected from that item by the NYPD are also received for testing. In these situations it is often appropriate for the Schedule of Analysis to indicate that KM testing on the item is not necessary if one of the associated NYPD swabs is found to be KM+.
6. If other evidence is included in the case that does not warrant testing, these items should be scheduled: "Do not schedule for examination until supervisor establishes case status."

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Evidence Sign-in

GUIDING PRINCIPLES AND SCOPE

The Department of Forensic Biology receives evidence primarily from New York City law enforcement agencies for DNA testing. On occasion the Department will accept cases from other agencies; however, these agencies must have prior authorization to submit evidence. Evidence submitted for DNA analysis, regardless from which agency it is submitted, must be vetted by the Sign-In Team or a supervisor.

The primary responsibility of the Sign-In Team is to triage any evidence submitted for DNA analysis before it can be examined. The two main purposes are to determine the probative value of the evidence and, once that has been established, to assign the evidence to a Forensic Biology case. The procedures below describe the evidence sign-in process.

PROCEDURE

Email Accounts. The DNA Sign-In email account (DNASignIn@ocme.nyc.gov) is used by the Sign-In Team for case-related communications such as requests for exemplars, clarification of discrepancies in submitted paperwork and customer requests for expedited testing, and any other case-related inquiries. The Sign-In Team monitors this account throughout the day and updates the cases and the communication log as necessary.

The High Sensitivity DNA Testing email account (HighSensTesting@ocme.nyc.gov) is used for fee-for-service cases from outside of the City of New York. Members of the High Sensitivity team monitor this account.

A. Evidence Sign-in Process

Evidence is evaluated for acceptance using the following general guidelines. Not all steps are completed for all cases. For example, Step 3 (checking Demp) is not applicable for cases from jurisdictions outside of New York City. At any point, if additional information is required before accepting the evidence, the appropriate agency is contacted to obtain the information needed.

1. The Forensic Biology Sign-In Team and/or a supervisor evaluate the submitted case information for each item of evidence. During the evaluation process, the

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communication log and case notations may be created and additional documents may be considered (e-mailed pdf forms from DAOs, NYPD, etc.)

- a. Review the case details to determine if enough information is available to accept the case.
 - b. The criteria to accept an outside jurisdiction case for High Sensitivity Testing also includes completion of a legal contract and submission of the appropriate fees. The High Sensitivity team, with the aid of legal counsel, will track these factors.
 - c. Outside jurisdiction cases submitted for Missing Persons/Unidentified Human Remains cases must have a blanket legal agreement approved and signed prior to the evidence being submitted. A copy can be obtained from the Legal Department. In addition, a supervisor will have also had communication with the agency regarding cases that will be submitted for anthropological exam and DNA testing.
2. Check the Forensic Biology case databases (“Access” and LIMS) to determine if the evidence is from a new incident or is additional evidence for an existing Forensic Biology case.
- a. If the evidence submitted is additional evidence connected to a sexual assault kit, it should be noted as such and the additional evidence will remain in a pending status until a Criminalist IV supervisor evaluates the evidence for acceptance.
3. Check the DNA Evidence Management Program (DEMP) to determine if there is any related evidence or a case conferral.
4. Make case conferrals, if necessary, and create or update the communication log.
- a. If a request or communication comes into the lab prior to the evidence, a communication log can be started within the LIMS and attached to the applicable case record after the evidence is accepted in Forensic Biology.
 - b. If the case will be deferred, proceed with the Deferral Procedures outlined in Section C.

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5. New cases are automatically assigned the next available Forensic Biology number by the LIMS. Each incident gets a unique Forensic Biology (FB) number, which usually means one case record per victim. However, some types of cases with multiple victims, e.g., homicide/suicide, double homicide, assaults/sexual assaults with more than one victim, or mass disasters; are counted as one incident, and therefore would be a single case. *Serial or pattern crimes* (more than one homicide, sexual assault, or assault but over a period of time) have individual cases per victim. All evidence associated with each incident will use the same FB number (See the Evidence Sign-In procedure for a description of FB number formats).

If the evidence is from a case that was started prior to the LIMS, the original FB number can be entered manually in the LIMS.

- a. The format of the case number varies by case type. The case number formats for new Forensic Biology cases are:

Criminal cases:	FBXX-YYYYY
Missing Persons cases:	FBXX-YYYYY
Suspect cases:	FBSXX-YYYYY
Proficiency Tests:	FBPTXX-YYYYY
Random Reanalysis (STRs):	FBRAXX-YYYYY
Training cases:	FBTRXX-YYYYY

XX = last two digits of the calendar year

YYYYY = a 5-digit number corresponding to the order in which the case was received during the calendar year

For example, the 10th case accepted in calendar year 2013 that is categorized as either Criminal or Missing Person would be assigned case number FB13-00010.

- b. Forensic Biology also has “case” designators for the following miscellaneous testing activities: QC Box, Reagent, Research, SRM, WTC-Disaster Manhattan, and WTC-Reported Missing.
6. Complete the Scheduled Analysis and confirm that the appropriate target date was assigned to the evidence.

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7. **Important:** Add an “RA” entry for each anticipated case report. This is equivalent to creating an “assignment” for testing. Initial information will be the functional group(s), assignment start date, and target date. The actual RA for the assignment can be selected later.
8. Enter case information into the Forensic Biology case record.
 - a. Outside jurisdiction cases submitted for High Sensitivity testing arrive with an assigned “OJ” number that should be entered into a cross-reference field of the case record.
 - b. For Missing Persons/Unidentified Human Remains cases submitted from jurisdictions outside of New York City, enter “NYS Grant case” into the Notes field in the case record.
9. Once the sign-in process is complete, the case may require a supervisor review. If a review is not required, it is submitted directly for evidence exam. If a review is required, a supervisor shall review the submission and the schedule of analysis, and either accepts it or rejects it back to sign-in for correction. Most property crimes, weapons cases, and suspect files may not require sign-in review.

Note: Any “high priority” designation must be first approved by a Forensic Biology Manager. Stranger cases (i.e., no suspect cases) must be visibly indicated for proper processing.
10. After the case is accepted by the sign-in supervisor, the EU will be notified through the LIMS that the evidence is ready for examination and should move it up to the 5th floor for analysis.

B. Additional Evidence for Previously Submitted Cases

1. If the case existed prior to the LIMS, request the case file from the analyst if the case is still open or from the Administrative Team if the case has been completed.
2. Determine if the additional evidence requires testing. Proceed with evidence sign-in or evidence deferral.

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3. If the additional evidence is for a High Sensitivity or Hybrid case still in progress, send a notification to the High Sensitivity or Hybrid supervisors to alert them to the additional evidence.

C. Evidence Deferral

At any point of the case acceptance evaluation process the following steps must be followed to defer any evidence from testing:

1. Contact the NYPD DNA Liaison Unit (LU) and/or District Attorney's office (DAO) via telephone or e-mail to obtain authorization to defer evidence. All contacts are documented in the communication log for the case.
2. After authorization is granted, deferral notifications are generated and distributed to the LU and DAO.
 - a. Notifications are completed by a member of the Sign-In team or a Forensic Biology supervisor or manager.
 - b. The LIMS has functionality for generating and distributing the notifications.