

Convicted Offender DNA Collection

A 24 slide presentation on the collection and submission of convicted offender DNA samples for the Montana DNA database program

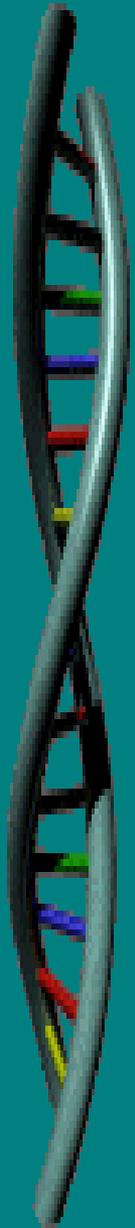
NEW COLLECTION KITS!!

To view just the new kit information and instructions, go to slide #8 (red slides)

Megan Ashton

MT State CODIS Administrator

406-728-4970

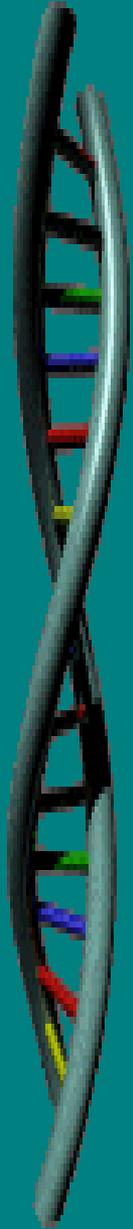


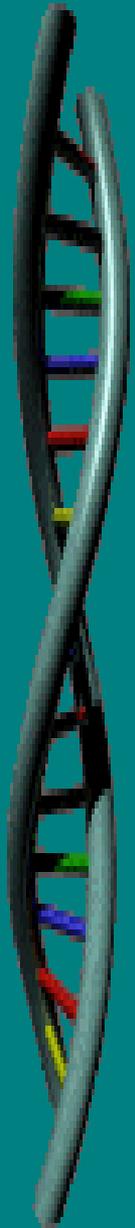
A Brief History (slide 1 of 3)

- MCA 44-6-1, enacted in 1995, authorizes the establishment and maintenance of a DNA database for Montana.
- The MT database is a member of the **C**ombined **D**N**A** **I**ndex **S**ystem (**CODIS**), which links state and national DNA databases for searching.
- As of April 7, 2005, anyone convicted of a felony in MT is required to submit a DNA sample for the MT DNA database.
- As of Oct. 1, 2011, Interstate Compact Offenders transferred to MT that were convicted of an offense equivalent to a MT felony are required to submit a DNA sample for the MT DNA database.

A Brief History (slide 2 of 3)

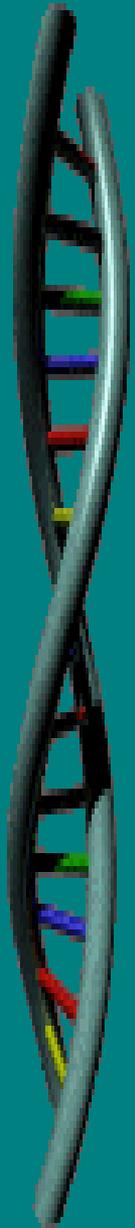
- Samples are taken of buccal (pron. “buckle”) cells by swabbing the inside of the cheek with a foam swab and transferring the cells to a pink FTA card.
- A DNA profile is developed from these cells and entered into the DNA database for the purpose of identifying perpetrators of unsolved crimes.





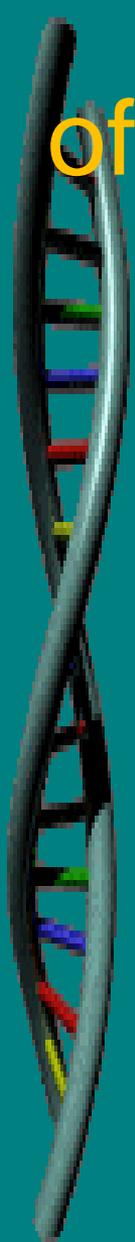
A Brief History (slide 3 of 3)

- The original MT DNA statute only included Sexual and Violent offenders.
- Amendments in 2001 and 2005 changed which offenders qualify for DNA collection.
- This presentation was developed by the MT Forensic Science Division to assist you with determination of who qualifies for DNA collection in Montana and how to collect the DNA samples.



In this presentation you will be introduced to:

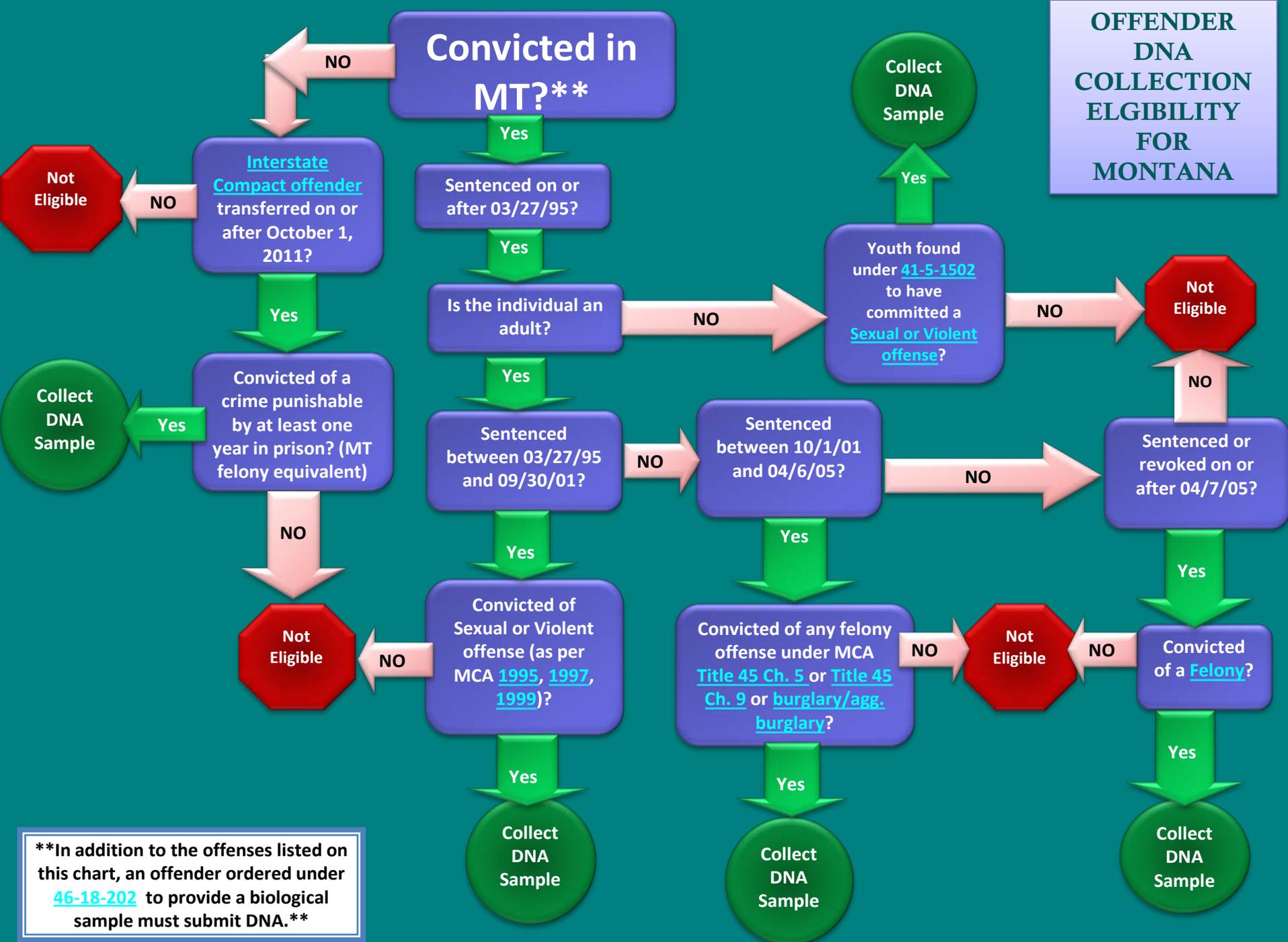
- How to determine if the offender was convicted of a qualifying offense
- The MT DNA Collection Kit
 - How to collect the sample
 - How to fill out the information card correctly
 - How to package the sample
 - How to submit the sample to the lab



How to determine whether the offender was convicted of a qualifying offense

- The following slide is a decision flow chart to assist with this determination.
- Within the flow chart are links to the appropriate MT Codes Annotated (MCAs) to assist with this determination.
- *The offense and the date of sentencing must be known to effectively use the chart.*
- If the individual was convicted of a *non-qualifying* offense, but was court ordered to provide a sample, please include a copy of the court order.

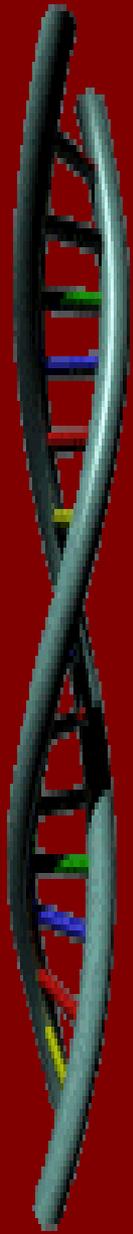
**OFFENDER
DNA
COLLECTION
ELGIBILITY
FOR
MONTANA**



****In addition to the offenses listed on this chart, an offender ordered under [46-18-202](#) to provide a biological sample must submit DNA.****

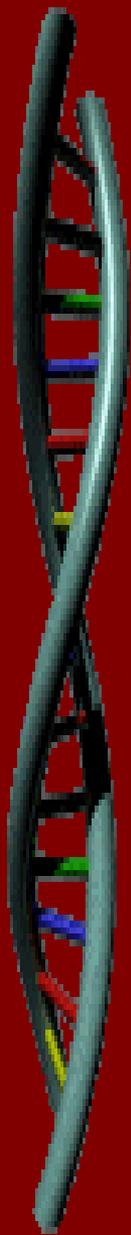
The NEW!!! MT Convicted Offender DNA Collection Kit

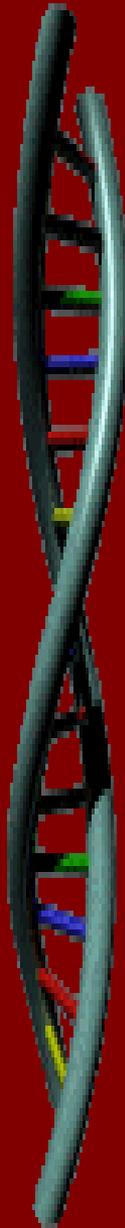
- The MT FSD has recently changed the offender DNA collection kit to a custom kit designed by us.
- The samples are still collected via buccal cells, however, the collector will now need to transfer those cells to an FTA filter paper prior to sending it to the laboratory.



The NEW!!! MT Offender DNA Collection Kit

- This change in kits will allow the MTFSD to process offender samples much more quickly and efficiently so we can **link offenders to unsolved crimes faster!!!**
- We realize that this is a significant change for you, so please don't hesitate to call us with any collection questions.

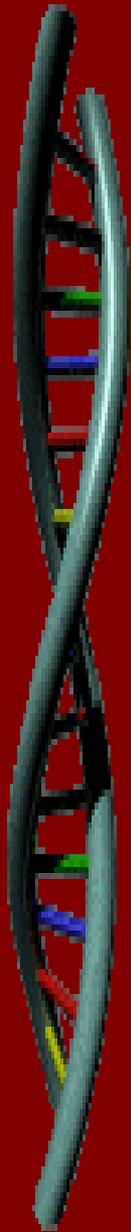




The NEW!!! MT Offender DNA Collection Kit

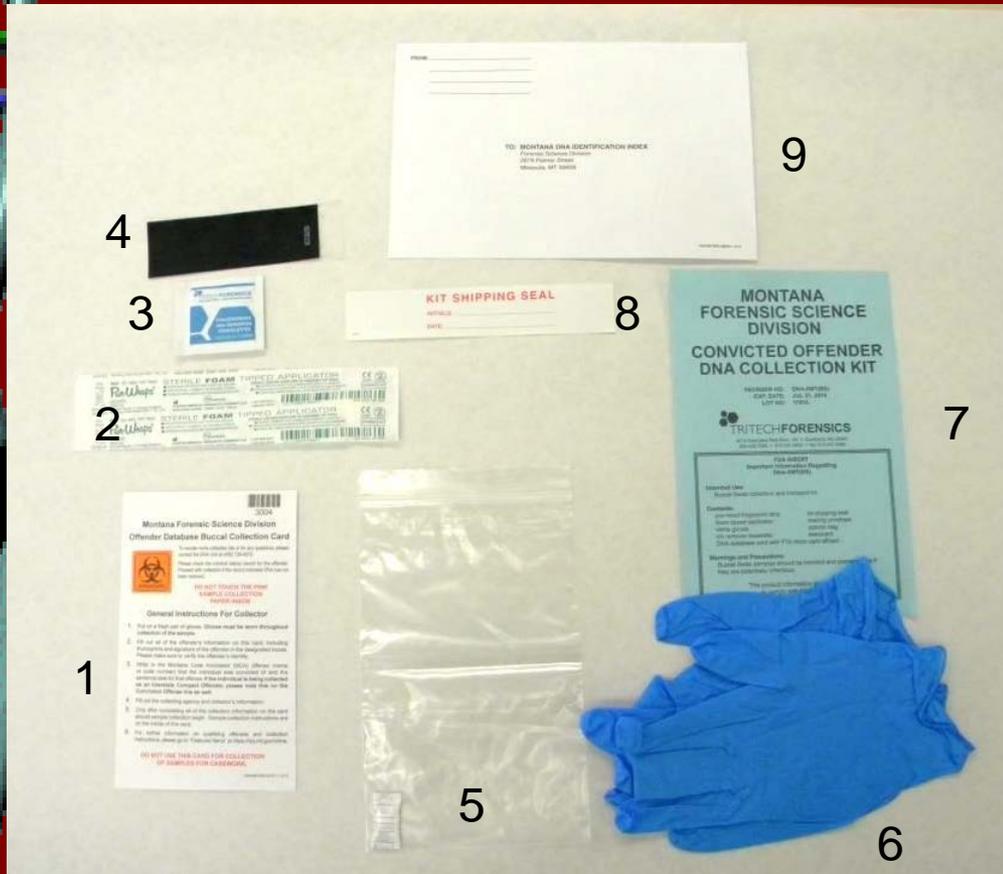
- MT FSD will continue to supply kits to correctional and law enforcement agencies free of charge.
- To obtain DNA Collection Kits please contact the MT FSD Laboratory Serology/DNA Section at 728-4970.
- These are free of charge to you but paid for by the MT FSD Laboratory so please use these ONLY for convicted offender sample submission.

The NEW MT Convicted Offender DNA Collection Kit



The kit consists of a sealed plastic bag containing sample collection materials.

The MT Convicted Offender DNA Collection Kit Contents



Inside the plastic bag is:

- 1) Folded collection card with instructions and an attached FTA card
- 2) Sealed envelope containing one foam swab
- 3) Fingerprint ink remover towelette
- 4) Fingerprint ink strip
- 5) Zip-top plastic bag with a pouch of desiccant
- 6) Pair of nitrile gloves
- 7) Kit information sheet
- 8) Kit shipping seal
- 9) Labeled return mailing envelope

Front of Collection Card

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Montana Forensic Science Division
Offender Database Buccal Collection Card

To reorder more collection kits or for any questions, please contact the DNA Unit at (406) 728-4970.

Please check the criminal history record for the offender. Proceed with collection if the record indicates DNA has not been received.

BIOHAZARD

**DO NOT TOUCH THE PINK
SAMPLE COLLECTION
PAPER INSIDE**

General Instructions For Collector

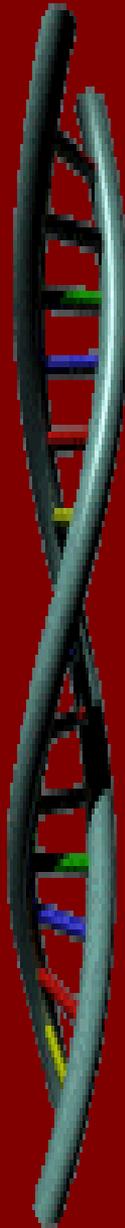
1. Put on a fresh pair of gloves. Gloves must be worn throughout collection of the sample.
2. Fill out all of the offender's information on this card, including thumbprints and signature of the offender in the designated boxes. Please make sure to verify the offender's identity.
3. Write in the Montana Code Annotated (MCA) offense (name or code number) that the individual is being collected of and the sentence date for that offense. **If the individual is being collected as an Interstate Compact Offender, please note this on the Conviction Offense line as well.**
4. Fill out the collecting agency and collector's information.
5. Only after completing all of the collection information on the card should sample collection begin. Sample collection instructions are on the inside of this card.
6. For further information on qualifying offenses and collection instructions, please go to "Featured Items" at <https://doj.mt.gov/crime>.

**DO NOT USE THIS CARD FOR COLLECTION
OF SAMPLES FOR CASEWORK.**

DNAQMT(BS) DCCT 1.2/12

The front of the card contains general instructions for the collector and laboratory contact information

Inside of Collection Card



Sample Collection Instructions

1. Only after filling out all information on this card should sample collection begin.
2. Remove the sterile foam-tipped applicator from its packaging, taking care not to touch the foam tip.
3. Grasping the plastic handle, place the foam tip in the offender's mouth and vigorously rub the inside surface of both cheeks for one minute. Move the applicator between the gum-line and fold of the cheek and below the tongue, soaking up as much saliva as possible.
4. Remove the applicator from the mouth.
5. Carefully lift the protective flap on the FTA card to expose the pink collection paper. Press the flat circular applicator head within the circle. Without removing the applicator from the pink collection paper, roll the handle of the applicator approximately 180° to the right and hold for a few seconds. Continue pressing until the circle is saturated and the pink area within the circle turns white.
6. Properly dispose of used applicator.
7. When the pink collection paper is dry, place this card into the ziplock bag and close bag (DO NOT remove desiccant).
8. Place ziplock bag in self-addressed mailing envelope, then seal envelope. Return to the Montana Department of Justice Forensic Science Division.

Offender Information:

Last Name:

First Name:

Middle Name:

SID Number:

Social Security Number: Male Female

Offender's Signature: Date of Birth:

Offender's Identification Verified (e.g. Driver's License)

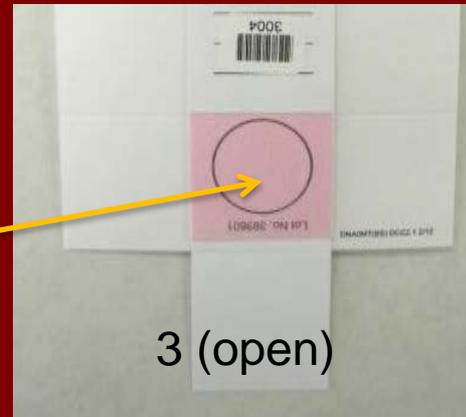
Indicating FTA® Micro Card

3004

3

The inside of the collection card contains 3 parts:

- 1) Sample collection instructions
- 2) Offender's information
- 3) Indicating FTA Micro Card



Back of Collection Card

Montana Forensic Science Division
Offender DNA Database Collection Card

This space for Lab use only

Conviction Offense: _____ 2

Sentencing Date: _____

Collected by:

Print Name: _____

Signature: _____ 3

Date: _____

Agency:

Name: _____

Phone: _____

Right Thumb Print

1

The back of the collection card is used for the following:

- 1) collection of the right thumb print
- 2) documentation of the conviction offense and date of sentencing
- 3) the name and agency information of the collector and the date collected

DNA Collection

Step 1: Fill out the collection card

- Put gloves on (gloves must be worn throughout collection)
- Fill out all the requested information on the inside and back of the collection card (do not have the offender do this)
- **TAKE CARE NOT TO TOUCH THE PINK FTA PAPER**
- Please include the sentence date with the offense

8. Place ziplock bag in self addressed mailing envelope, then seal envelope. Return to the Montana Department of Justice Forensic Science Division.

Offender Information:

Last Name: SMITH

First Name: JOHN

Middle Name: JAMES

SID Number: MT # # # # # # # # # #

Social Security Number: 123456789 Male Female

Offender's Signature: *John Smith* Date of Birth: 01/01/74

Offender's Identification Verified (e.g. Driver's License)

3004

Indicating FTA Micro Card

Whatman®

DNA01081000

Montana Forensic Science Division
Offender DNA Database Collection Card

This space for Lab use only

Conviction Offense: Burglary

Sentencing Date: 10/9/12

Collected by: *John Doe*

Print Name: John Doe

Signature: *John Doe*

Date: 10/15/12

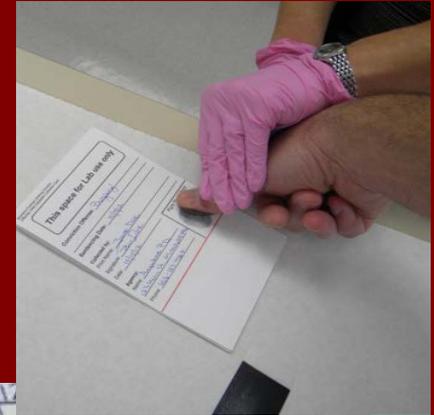
Agency: Anywhere PD
123 Main St., Missoula, MT 59801
Phone: 406-123-4567

Right Thumb Print

DNA Collection

Step 2: Take Right Thumbprint

- Use enclosed ink strip to take the right thumbprint.
- Place thumbprint on the back of the collection card.
- If the offender does not have a right thumb, use the left and note that it is the left thumb on the card.
- Use the enclosed ink remover towelette to clean the ink from the offender's thumb.



Collected by: _____
Print Name: Jane Doe
Signature: Jane Doe
Date: 10/15/12

Agency: _____
Name: Anyshore PD
123 Main St. Minnetonka MN 55345
Phone: 406-123-4567

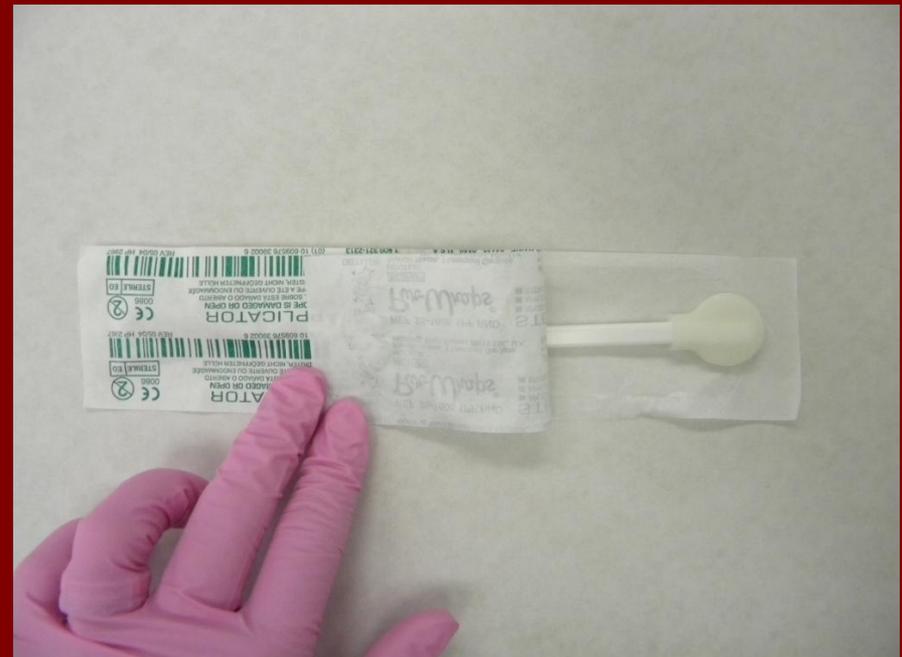
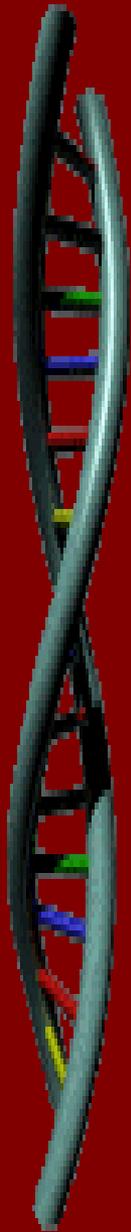
Right Thumb Print



DNA Collection

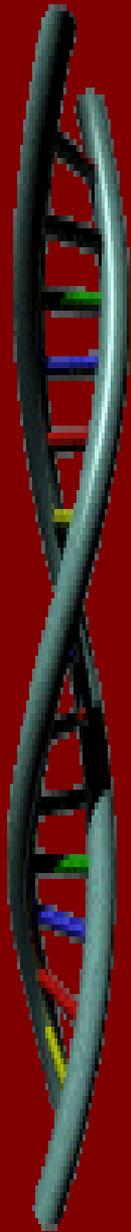
Step 3: Collecting the DNA Sample

- Remove the foam swab from the package (Do not touch the swab to any surfaces except the offender's mouth and the FTA card after swabbing)



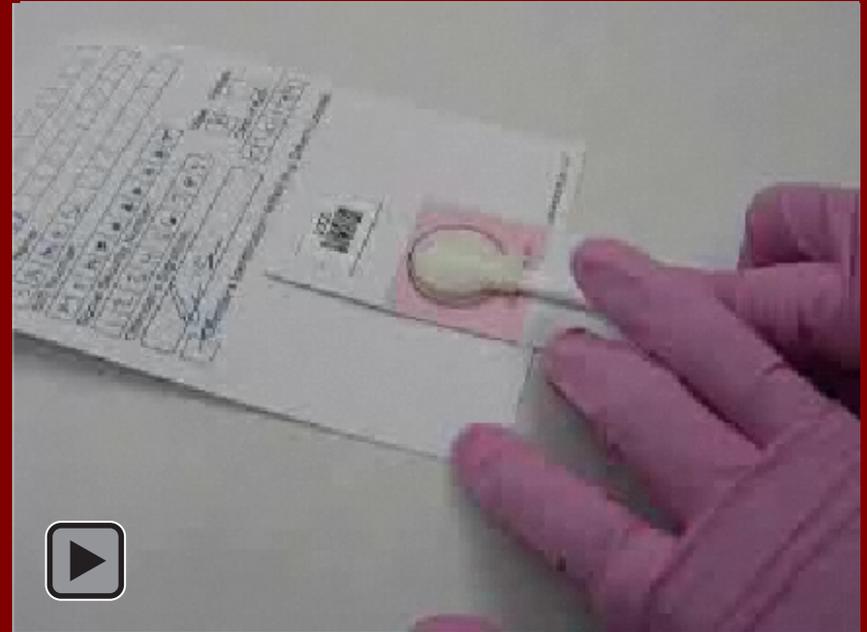
DNA Collection Step 3: Collecting the DNA Sample

- Using the foam swab, rub the inside of the offender's cheeks for 30 seconds to one minute.
- Move the swab between the gum-line and fold of the cheek soaking up saliva.
- Remove the swab from the mouth.



DNA Collection Step 3: Collecting the DNA Sample

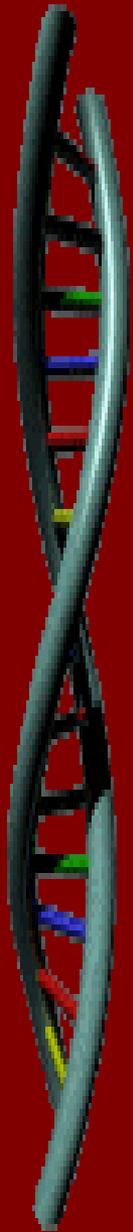
- Lift the flap on the FTA card to expose the pink paper.
- Press the foam swab within the circle.
- Roll the handle of the swab approximately 180 degrees and hold for a few seconds.
- Continue folding and pressing until the area in the circle turns whitish.



(above is a video – mouse over to see play button)

DNA Collection Step 3: Collecting the DNA Sample

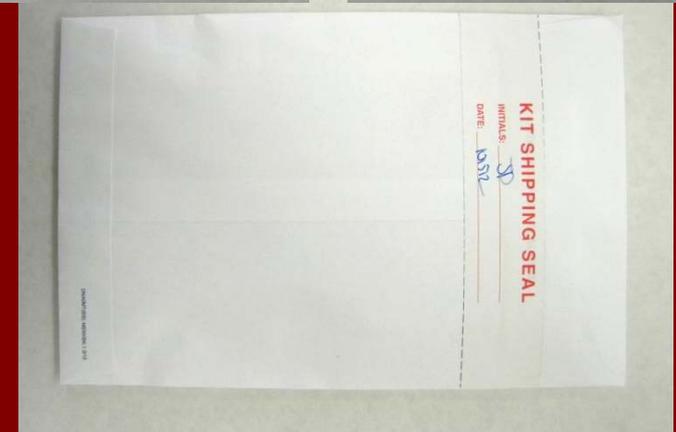
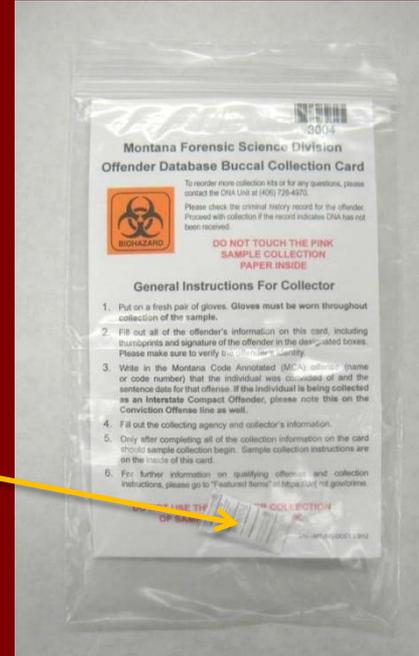
- **Dispose of the foam swab** after application to the FTA card. Do not send the foam swab to the laboratory.
- Allow the FTA card to dry (this may take a while).



DNA Collection

Step 4: Packaging the Sample

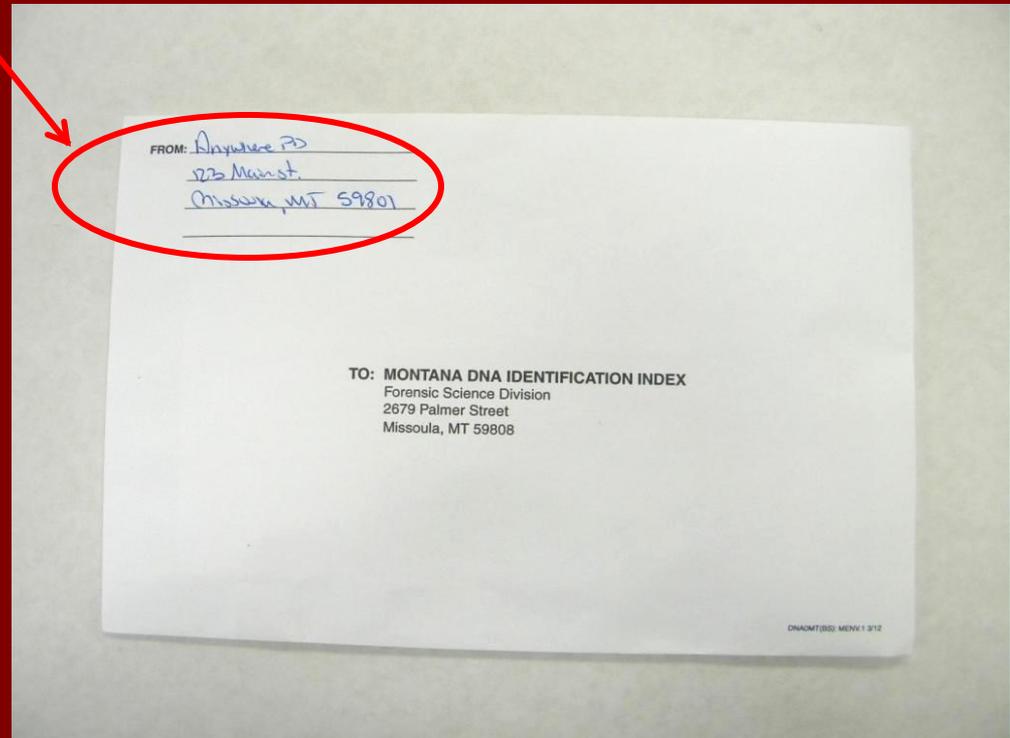
- When the FTA card is dry, place the collection card in the ziplock bag and close the bag. (DO NOT remove desiccant pouch).
- Place the ziplock in the mailing envelope and seal with kit shipping seal (DO NOT lick the envelope). Date and initial the seal.



DNA Collection

Step 4: Submitting the Sample

- Complete the return address information
- Affix postage
- Put in the mail
- You can send by Certified Mail if you choose
- A lab evidence submission form is NOT required for these samples



Miscellaneous

- The Documentation of DNA Test Collection form is to be returned to Probation and Parole.
- We don't need this information.
- Thank you for your time and commitment to this critical part of Montana's criminal justice system.

