



Convicted Offender Buccal Swab Collection

A 22 slide presentation on the collection and submission of convicted offender buccal samples for the Montana DNA database program

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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**NA **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 cotton swab.
- 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.





In this presentation you will be introduced to:

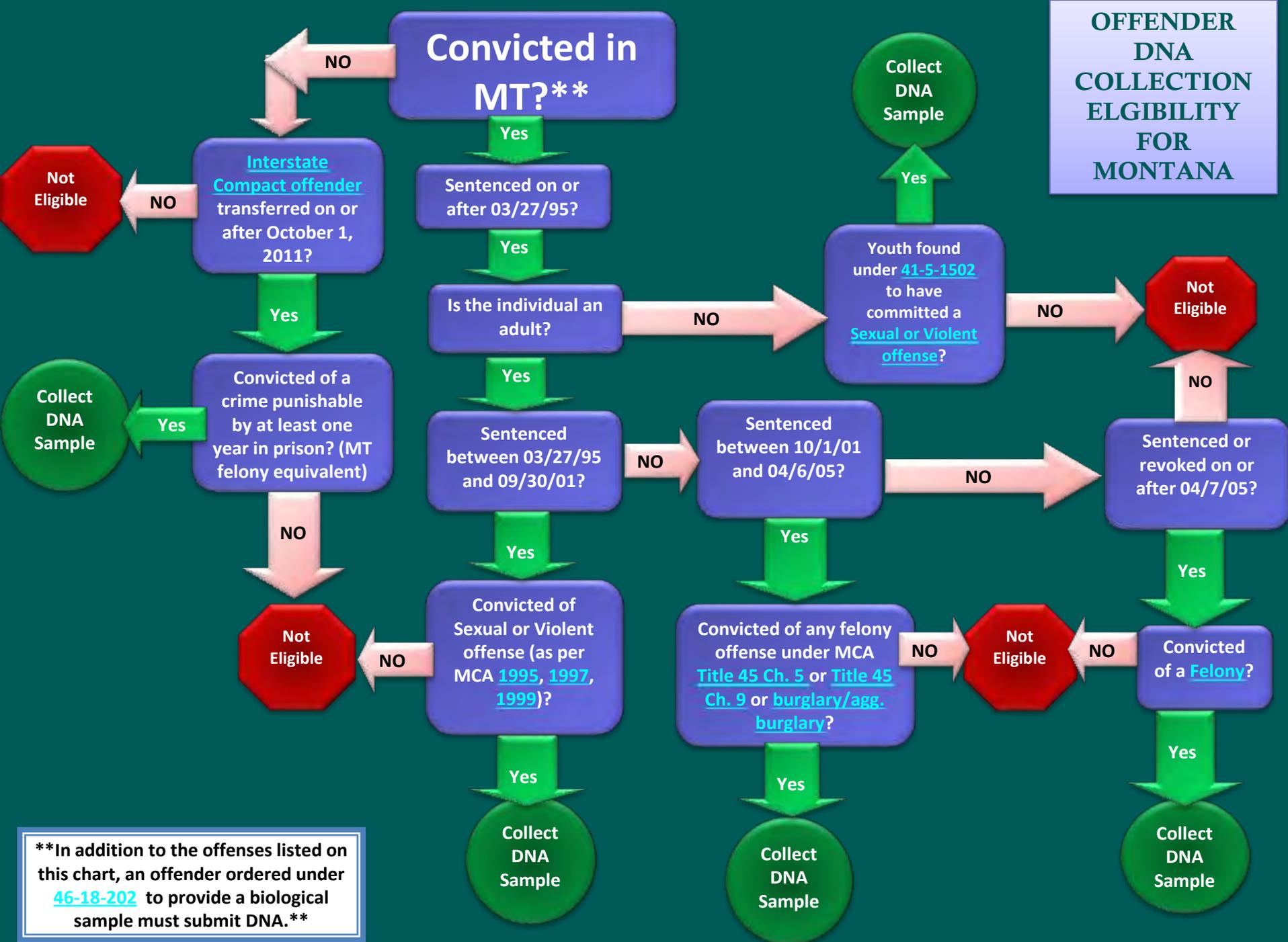
- How to determine if the offender was convicted of a qualifying offense
- The MT Buccal Swab Collection Kit
 - How to collect the sample
 - How to fill out the information card correctly
 - How to package the sample
 - How to submit the sample to the lab



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**



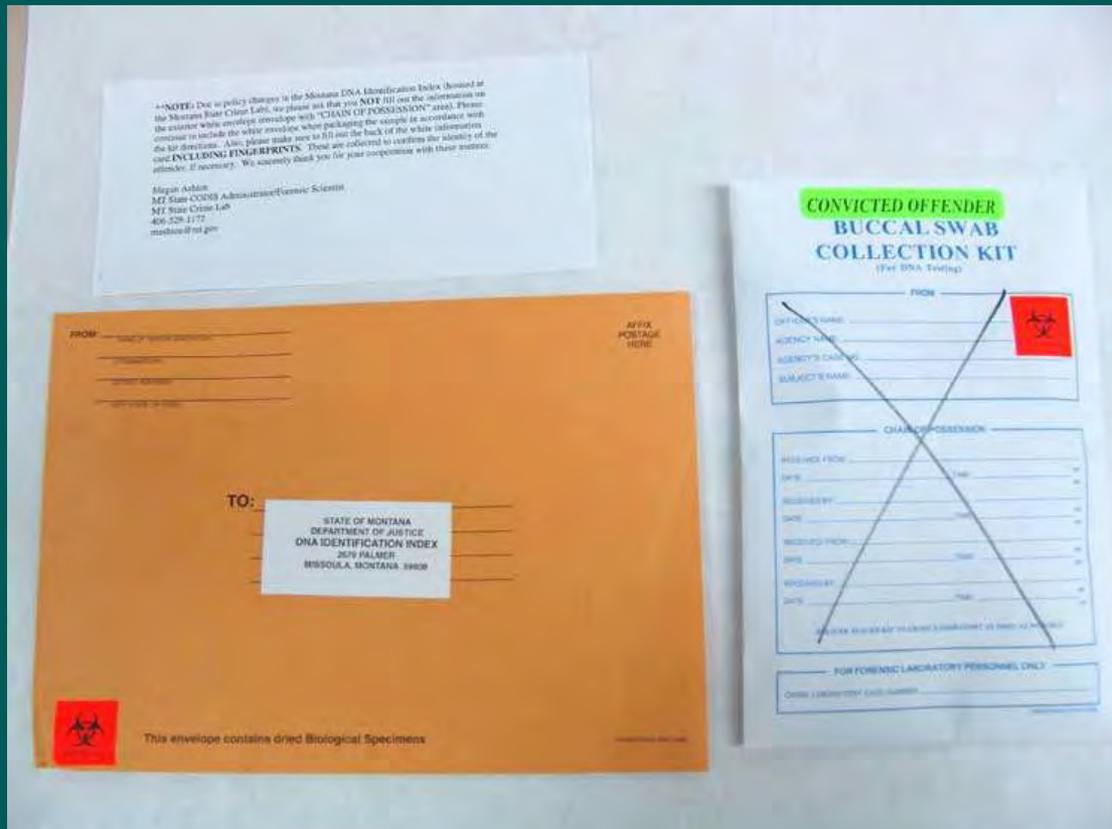
****In addition to the offenses listed on this chart, an offender ordered under [46-18-202](#) to provide a biological sample must submit DNA.****



The MT Buccal Swab Collection Kit

- To obtain Buccal Swab 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.

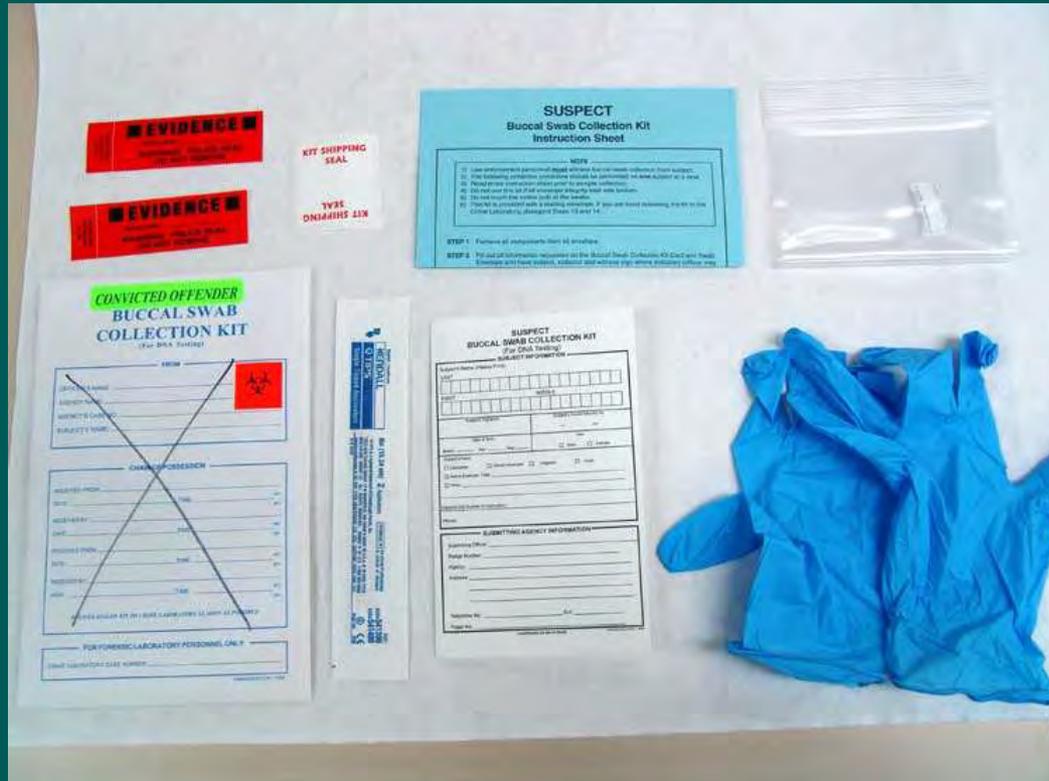
The Buccal Swab Collection Kit



The kit consists of a manila “return” envelope with:

- 1) a short reminder note and
- 2) a white envelope of sample collection items

The Buccal Swab Collection Kit



Inside the white envelope is:

- 1) A pair of nitrile gloves
- 2) A sealed envelope containing two sterile cotton swabs
- 3) A folded buccal swab collection kit card with an attached envelope on the inside
- 4) Tamper-evidence sealing tape
- 5) A zip-top plastic bag with a pouch of desiccant
- 6) An instruction sheet
- 7) Kit shipping seals

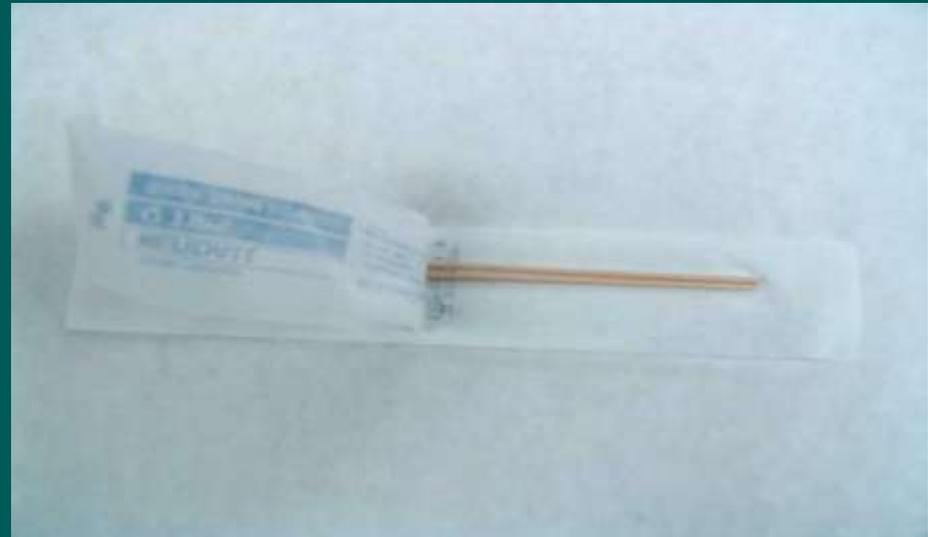
What you need to provide

- Fingerprint ink
- Witness to verify the offender's identity and the collection (not the offender)



How to collect the sample

- Put on the gloves
- Remove the swabs from the package (the only surface the swab material should come in contact with is the inside of the offender's cheek)



How to collect the sample

- Using the swabs, together or one at a time, rub the inside of the cheek for 10 seconds to coat the cotton material.
- Use about the same pressure used for brushing teeth.



How to collect the sample

- Allow swabs to dry for 5-10 minutes
- To avoid contamination of the swabs, please do not talk near the drying swabs or allow the swab material to come into contact with anything



Fill out the information card (front)

- Please fill out all the requested information (do not have the offender do this)
- Please write legibly
- PLEASE include the sentence date with the offense
- It may be helpful to generate a sticker with all or some of the submitting agency information

**SUSPECT
BUCCAL SWAB COLLECTION KIT**
(For DNA Testing)
SUBJECT INFORMATION

Subject's Name (Please Print):
LAST DOE MIDDLE JAMES
FIRST JOHN

Subject's Signature: John Doe Subject's Social Security No: 111-11-1111

Date of Birth: Month: 12 Day: 12 Year: 12 Sex: Male Female

Subject's Race:
 Caucasian African American Hispanic Asian
 Native American, Tribe: _____
 Other: _____

Subject's SID Number (if Applicable): 222222
Assault Sentenced 1/12/06

SUBMITTING AGENCY INFORMATION

Submitting Officer: John Smith
Badge Number: 111
Agency: Anywhere S.O.
Address: 111 Main St.
Anywhere, MT 55555

Telephone No: 406-555-5555 Ext: _____
Pager No: _____

CONTINUED ON BACK PAGE

Fill out the information card (back)

- Please fill out all the requested information
- Have witness sign and date back of card
- Place the offender's thumb prints on the back of the card
- Please make sure the prints are of good quality as they are used to confirm the offender's identity

SAMPLE COLLECTION CERTIFICATION

I hereby certify that I have on this date collected a cheek swabbing from the individual named on the front of this form who was positively identified to me using one or more of the following means (initial appropriate statement(s)):

Visual inspection of the individual's SID Number on an identification card bearing a photograph.

Visual inspection of the individual's Driver's License with photograph.

Written identification of the individual by the attending correctional officer.

PERSON COLLECTING SAMPLE

Print Name: John Smith

Signature: [Signature] Date: 1/22/06

WITNESS

Print Name: Mary Jones

Signature: [Signature] Date: 1/22/06

FINGERPRINT CARD

Fingerprinted By: John Smith Date: 1/22/06

Left Thumb: _____ Right Thumb: _____

MUST HAVE FINGERPRINTS HERE

How to package the sample

Place both swabs in the envelope inside the information card, seal with the red tamper-evident sealing tape and initial the tape seal.



How to package the sample

- Gloves can now be discarded
- Put the collection card with swabs in the zip top bag with desiccant pouch
- Close the bag

SUSPECT BUCCAL SWAB COLLECTION KIT
(For DNA Testing)

SUBJECT INFORMATION

Subject's Name (Please Print)

LAST: DOE FIRST: JAMES

MIDDLE: _____

Signature: [Signature] Date of Birth: 11-11-1981

Sex: Male Female

Submitter's Name: _____
 Law Enforcement Health Care Other

Case Number (If Applicable): 222222

Offense: Assault - Unarmed 1/10/06

SUBMITTING AGENCY INFORMATION

Submitting Officer: John Smith

Badge Number: 111

Agency: Raymond S.O.

Address: 111 Main St.
Raymond, MT 59065

Telephone No: 406-665-5555 Ext: _____

Page No: _____

How to package the sample

- Place the plastic bag containing the collection card and swabs into the white envelope.
- Seal with the red tamper-evident sealing tape and initial the seal
- There is no need to add any information to the white envelope (we discard this envelope)

CONVICTED OFFENDER
BUCCAL SWAB
COLLECTION KIT
(For DNA Testing)

FROM

OFFENSE NAME: _____
AGENCY NAME: _____
AGENCY'S CASE NO: _____
SUBJECT'S NAME: _____

CHANGEOF POSSESSION

RECEIVED FROM: _____
DATE: _____ TIME: _____
RECEIVED BY: _____
DATE: _____ TIME: _____
RECEIVED FROM: _____
DATE: _____ TIME: _____
RECEIVED BY: _____
DATE: _____ TIME: _____

NEVER RE-SEALED BY THE CRIME LABORATORY AT ANY POINT

FOR FORENSIC LABORATORY PERSONNEL ONLY

CRIME LABORATORY CASE NUMBER: _____

(A large 'X' is drawn across the entire form.)

(A red biohazard symbol is present on the right side.)

DO NOT USE THIS KIT IF IT IS DAMAGED OR MISSING

EVIDENCE
LABORATORY USE ONLY
DO NOT REUSE

REORDER NO: DNA09856
EXP. DATE: JULY 3, 2010
LOT NO: 838

The Fish Inc.
800-438-7268
www.thefish.com

131 000001-001

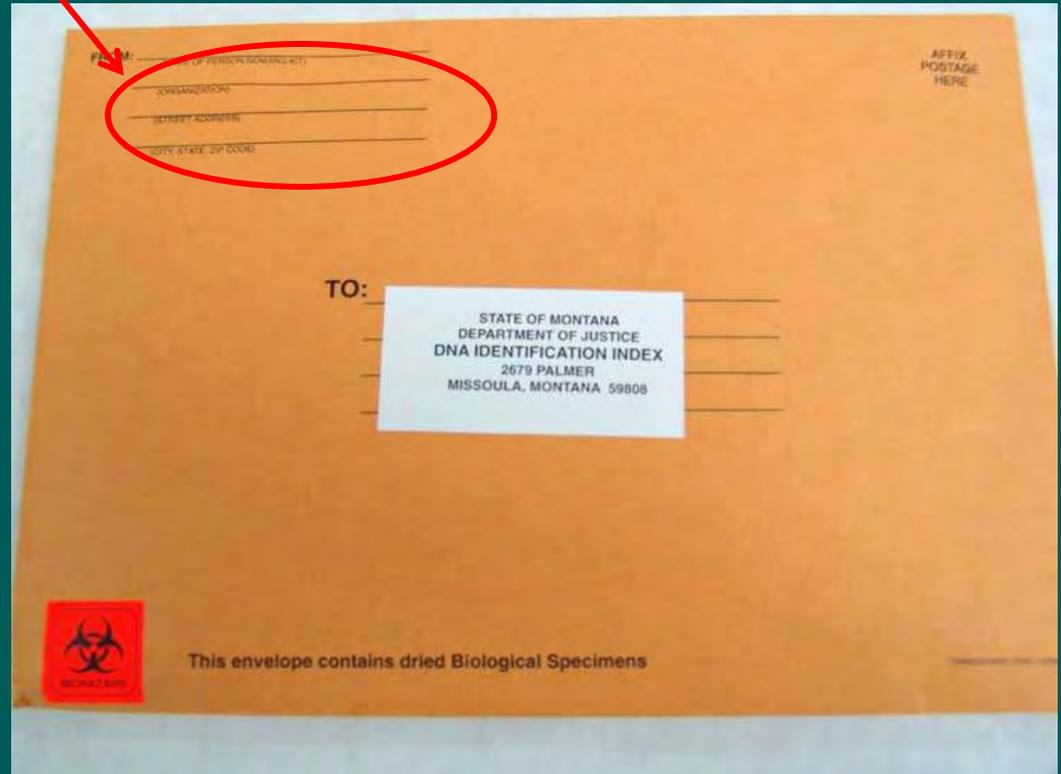
How to package the sample

- Put the sealed white envelope into the manila “return” envelope and seal with the kit shipping seal



How to submit the sample

- Complete the return address information
- 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.

