

Section 2: Reception and Release
Subject: DNA Collection
Minimum Standard:
Revised: 12/2011, 09/2015, 05/2019

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

It shall be the policy of the Erie County Jail that all individuals meeting a qualifying offense pursuant to O.R.C. 2901.07 and O.R.C. 2152.74 submit to a DNA specimen collection. Individuals meeting this criterion whose identity has been verified through fingerprint verification and/or through referencing a government-issued photo identification and whose computerized criminal history is marked "DNA is registered in the Ohio DNA databank", need not resubmit a DNA sample. An individual's computerized criminal history shall be checked each time the individual is identified as having a qualifying offense. This will be done by searching the OHLEG web site. Supervisors will have access to this on line feature.

DEFINITION

The DNA specimen collection duty set forth in this section applies to any person who is eighteen years of age or older and who is arrested on or after July 1, 2011, for any felony offense. Once a subject has provided a DNA sample (possibly on an arrest at an earlier occasion) he/she does not need to re-submit a sample.

PROCEDURE

Officers will follow procedures outlined in the DNA collection kit provided by the Erie County Sheriff's Office. Officers collecting DNA sample should wear rubber gloves to prevent cross contamination of DNA.

- A. Complete the CMP-402-00 enclosed form.
- B. ITN & BCI numbers should be available from the computerized finger scan.
 - 1. In the event an ITN or BCI number is not available, the officer collecting the sample should write the individual's last 4 numbers of the social security number
- C. Obtain the arrestee's signature and the four right fingerprint flats pressed in ink in the two bottom square boxes. The ridges must be visible.
 - 1. A fingerprint ink pad will be available in the processing room of the jail.

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- D. If after sealing the mailing envelope, it is discovered that the Bode buccal collector or Demographic Information Card are not in the envelope, reopen the envelope, make the necessary corrections, and re-seal the envelope. On the outside of the mailing envelope, state why it was reopened, initial and date. The officer's initials and date should be written over half the seal.

- E. DNA collection will be noted in the appropriate field of the current jail Records Management System.