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| **Charleston County Coroner’s Office Policy #55** |
| **Title:** Rapid DNA Machine **Page:** 1 of |
| **Effective Date:** 3/1/2024  **Authorized By:** Bobbi Jo O’Neal, Coroner |

55.1 POLICY

1. The Coroner’s Office possesses an ANDE Rapid DNA Instrument System (Rapid DNA Unit) which will only be operated by trained staff members at the discretion of the Chief Deputy or the Coroner to facilitate scientifically accurate identity of decedents or a viable investigative lead for a case involving a death and not for the purpose of providing admissible evidence in a criminal proceeding.
2. The Supervisor of Forensic Services will be the primary contact person and shall oversee the use, care, and maintenance of the unit in accordance with this policy. The Rapid DNA Unit will be maintained in accordance with the manufacturer’s recommendations.
3. The Rapid DNA Unit shall be kept in a secured and restricted access area whether at the Charleston County Coroner’s Office facility or deployed to another facility.

55.2 SAMPLE ACCEPTANCE CRITERIA

Rapid DNA trained staff conducting Rapid DNA analysis shall ensure that each sample submitted for comparison meets the following acceptance criteria:

1. Approval from the Coroner or Chief Deputy was obtained to process the sample as part of a death investigation for the purposes of identifying the decedent or the sample was collected as part of a death scene investigation by the co-investigating law enforcement agency and a reasonable belief exists that the sample may provide a viable investigative lead. If a sample type or the quantity of sample which was submitted by the co-agency is not appropriate for Rapid DNA testing, the evidence shall be returned unanalyzed to the submitting agency.
2. Sample was collected by personnel who have received the ANDE swab training.
3. A sample collected by a non-trained individual may be accepted if collected according to the Rapid DNA program submission criteria.
4. It is preferred that blood and semen samples for Rapid DNA analysis be submitted in a dried manner and upon an ANDE swab.
5. Warning: Caution when using damp materials for DNA collection as DNA on item(s) may be compromised (to be considered on a case-by-case basis).
6. Each sample will have a unique barcode number generated by the Rapid DNA system. The assigned Office MDILog case number will be referenced in the system.
7. The sample(s) shall be entered into the Tracker Products evidence management software system and stored under refrigerated conditions in the evidence room. When the sample is consumed in the testing process, the sample shall be disposed in the system.
8. The sample types meet one of the following:
   1. Apparent blood on a swab or cloth material with a minimum diameter of 5 mm.
9. Samples to include blood, organ tissue or bone sample.
10. Apparent saliva sample (sputum or phlegm) on a swab or cloth material.
11. Smoked cigarette butt.
12. Hair.
13. Chewed gum.
    1. Apparent semen sample on a swab or cloth NOT from a suspected mixture such as a vaginal or anal swab.
14. Reference samples.
15. Other samples such as toothbrushes or hairbrushes may be approved as appropriate based on training and experience of the trained staff.
16. Each sample should be packaged in a separate envelope.

55.3 CONSUMABLE KITS

A “consumable kit” is comprised of perishable apparati which facilitates the testing of samples in the Rapid DNA Unit. Upon receipt of a shipment of consumable kits, the Supervisor of Forensic Services shall visually inspect the contents of each shipment to ensure that the packaging is not damaged, and that the expiration date is at least 6-months after the date of receipt. If not, the vendor shall be notified that the kits are unacceptable.

55.4 RAPID DNA TESTING PROCEDURES

1. Access to the Rapid DNA Unit is strictly limited to authorized and trained personnel only when a Rapid DNA analysis is being conducted.
2. Detailed Rapid DNA analysis procedures are contained in the Rapid DNA Operator Procedure Manual provided by and certified by ANDE.
3. After completion of the sample testing process, the provided swabs and DNA sample is completely consumed. The used consumable kit is considered biohazardous and will be disposed of properly.
4. Any other type of evidence not consumed by the testing shall be returned to any submitting law enforcement agencies in accordance with the Property and Evidence Control Policy.
5. When either the profile testing is complete, (matching or not) or the sample is not suitable for a database search, the Rapid DNA operator shall notify the case deputy and submit a report of any results to the case file documents in MDILog.
6. The case deputy shall notify the next-of-kin and the co-investigating agency, if applicable.

55.5 TRAINING PROCEDURES

1. The Supervisor of Forensic Services is responsible for scheduling, coordinating, and overseeing training for participating outside law enforcement agencies as directed by the Chief Deputy. All personnel who successfully complete the training shall be included in a training completion log.
2. The training shall include the following topics:
   1. Collection Procedures
   2. Overview of Rapid DNA Instrument
   3. Procedure for notification of requests for analysis
   4. Notification process
   5. Agencies’ responsibility to follow-up on results
   6. Legal implications of Rapid DNA results
3. The Supervisor of Forensic Services is responsible for scheduling, coordinating, and overseeing training for Rapid DNA operators.
4. Supporting training documentation shall be maintained and available for review.
5. All Rapid DNA operators shall complete a proficiency test after completing initial training and every six months thereafter.