



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE/FIELD**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
7/3/20

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 310.610**

## POLICY

TITLE

**DNA SAMPLES**

### REVIEW/REVISION HISTORY:

Effective: 5/31/04 DOC 310.610  
Revised: 9/19/07 DOC 620.610  
Revised: 12/9/08 DOC 310.610  
Revised: 12/1/10  
Revised: 6/1/14  
Reviewed: 11/28/17  
Revised: 7/3/20

### SUMMARY OF REVISION/REVIEW:

Updated terminology throughout  
Added I.A. that employees must complete training before conducting DNA collection  
I.B. - Removed language for clarification  
Added I.B.4. that the Superintendent/designee at each RDC will establish local procedures  
Added I.D. that when a new/subsequent DNA request is required for an individual in a Work/  
Training Release, a trained individual will collect the sample and document  
Added I.F. that a subsequent sample may be taken if the first submission is unusable


### APPROVED:

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

6/1/20

\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.43.754](#); [WAC 446-75-060](#); [DOC 620.020 Non-Consensual Blood Draws](#)

## POLICY:

- I. The Department has provided criteria for obtaining Deoxyribonucleic Acid (DNA) samples from individuals under its jurisdiction as mandated by RCW 43.43.754.

## DIRECTIVE:


- I. Requirements
  - A. Employees must complete training provided by Washington State Patrol and be registered through Washington State Patrol before conducting DNA collection using the buccal swab test.
  - B. Incarcerated individuals newly admitted to the Reception Diagnostic Centers (RDCs), who did not provide a DNA sample before arrival, will provide a DNA sample during the receiving process.
    1. Community violators and Prisons Compact individuals housed in a Department facility will be considered new admissions.
    2. Individuals will provide a second DNA sample if the Washington State Patrol indicates that the first sample failed or was compromised.
    3. A DNA sample is not required if the General Status screen of the individual's electronic file indicates a sample has been provided.
    4. The Superintendent/designee at each RDC will establish local procedures for collecting and documenting new DNA samples.
  - C. When a Field Office receives a Judgment and Sentence requiring an individual on community supervision to provide a DNA sample, a trained employee will collect the sample and update the General Status screen in the individual's electronic file.
    1. Individuals supervised under Interstate Compact will provide a DNA sample when requested by the sending state. The sending state will supply a sample kit, and the kit will be sent to the sending state for testing.

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- D. At Work/Training Releases, when a new/subsequent DNA request is required, a trained employee will collect the sample and document in the General Status screen of the individual's electronic file.
- E. Records employees will verify the DNA status to ensure requirements are met before an individual's release/transfer and notify the appropriate employee if a sample is required.
- F. Washington State Patrol may request a subsequent sample be taken if the first submission is not usable (e.g., poor/weak sample, contamination).

## II. Taking Samples

- A. DNA testing status is posted on the General Status screen in the individual's electronic file.
- B. The following information is required when collecting/processing a DNA sample:
  - 1. State identification number,
  - 2. Offense,
  - 3. Date of birth,
  - 4. Gender,
  - 5. Thumb prints, and
  - 6. Buccal swab sample.
- C. The sample will be taken using the buccal swab method (i.e., a sampling of cells from the inside of the cheek, usually obtained by rubbing a cotton tipped swab over the tissue).
  - 1. The Washington State Patrol will provide kits for buccal tests and a training video.
  - 2. Buccal swab samples can be taken by any trained employee.
  - 3. One employee should conduct all phases on an individual to ensure that proper chain of evidence is maintained.
- D. Individuals are expected to comply with the buccal swab method of obtaining a DNA sample. Employees will proceed with the disciplinary process if the individual fails to comply. If an individual refuses to comply after being offered a second opportunity to provide a sample, an involuntary blood draw will be taken per DOC 620.020 Non-Consensual Blood Draws.
- E. When the sample has been taken:
  - 1. The appropriate information will be entered on the General Status screen.

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2. DNA supplies must remain secured to preserve the chain of evidence.
3. The kit will be sent to the Washington State Patrol Crime Lab for testing.  
Multiple individually sealed samples may be sent in the same package.

#### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

None