

APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER/SPANISH MANUALS

REVISION DATE PAGE NUMBER 7/3/20

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NUMBER DOC 310.610

POLICY

DNA SAMPLES

REVIEW/REVISION HISTORY:

Effective: 5/31/04 DOC 310.610 Revised: 9/19/07 DOC 620.610 12/9/08 DOC 310.610 Revised:

Revised: 12/1/10 6/1/14 Revised: 11/28/17 Reviewed: Revised: 7/3/20

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout

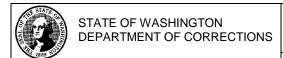
Added I.A. that employees must complete training before conducting DNA collection I.B. - Removed language for clarification

TITLE

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

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Signature on file		
	6/1/20	
STEPHEN SINCLAIR, Secretary Department of Corrections	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

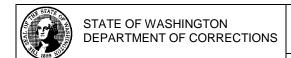
POLICY:

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

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DIRECTIVE:

- I. Requirements
 - Α. 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.
 - В. 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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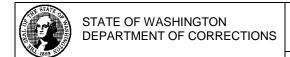
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- D. At Work/Training Releases, when a new/subsequent DNA request is required, a trained employee will collect the sample and document in the General Status screen of the individual's electronic file.
- E. Records employees will verify the DNA status 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.
 - Date of birth, 3.
 - 4. Gender.
 - Thumb prints, and 5.
 - 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:
 - The appropriate information will be entered on the General Status screen. 1.



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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