

## **SITE VISIT REQUIREMENTS**

All visitors/vendors who will enter the Indiana State Police Laboratory must complete the DNA Sample Informed Consent form (sample provided below) and provide a DNA sample. The Laboratory staff collecting the sample shall verify identity via a government issued photo ID. DNA samples are to be taken from visitors/vendors by using two sterile cotton tipped swabs to rub the inside of the cheek and gums.

### **DNA SAMPLE CONSENT**

The Indiana State Police Laboratory Division (ISP) requires that visitors, vendors, etc. that have cause to enter laboratory areas that could potentially contain unpackaged evidence for future possible biological/human DNA testing provide a DNA sample to assist in identifying the source of extraneous DNA profiles, which may be detected in the course of performing DNA examinations. Please be advised of the following information and procedures:

1. A Laboratory employee will collect a sample of DNA by swabbing the inside of your cheek/mouth. This procedure should take no longer than a minute and should not cause you any discomfort. After this swab is collected, the Laboratory staff will use the swab to generate your DNA profile.
2. Your DNA profile will be stored within the ISP Quality Assurance (QA) DNA database, whereby only specifically authorized staff are allowed access.
3. Your DNA profile will be retained indefinitely within the ISP QA DNA database in order to provide continued assistance in identifying the source of extraneous DNA profiles which may be detected in the course of performing DNA examinations.
4. For the specific purpose of determining the source of extraneous DNA, your name will remain confidential and will not be released or shared with any person, government agency, or entity outside of the ISP without a court order or your written consent.
5. Your DNA profile will be coded with an identifying number. In the event that your DNA is determined to be a source of extraneous DNA, your DNA profile and identifying number (only) may be contained within the corresponding laboratory report, case file notes and/or quality control records.
6. Your DNA profile will not be used for medical research.
7. The ISP will not, and cannot as per policy/procedures, upload or submit your DNA profile to the Combined Offender DNA Index System (CODIS). However, your DNA profile will be periodically searched, as a part of the ISP QA DNA database batch file, against CODIS as confirmation to ensure extraneous DNA profiles from the ISP QA DNA database have not been included in error. Should your DNA profile match to an evidentiary sample, the appropriate criminal justice authority will be notified of the possible match for use in confirmations and any further investigative needs.

*I have read and understand the information and procedures as specified in this Indiana State Police Laboratory Division DNA Sample Informed Consent Form and I agree to provide a sample for the purposes stated within.*