



(SOJ) STATEMENT OF JUSTIFICATION

Indiana State Police

Officer
FORENSIC SCI EVII KRISTINE CROUCH (Badge #: ISP7391) - Indiana State Police
Agency
Laboratory Division
Date Created
03/13/2026 1450 Hrs
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Statement of Justification (SOJ)

Created By

FORENSIC SCI EVII KRISTINE CROUCH (Badge #ISP7391) - Indiana State Police

Purchase Order # (ADMIN)

Work Order # (ADMIN)

Total/Estimated Cost

40000

Requested Item(s)

IRL CODIS DNA Collection Kits DNA Sample Processing Fund

Describe the purpose of the item(s) and add itemized list in this field?

10,000 Custom Kits

Each kit shall contain:

1. Four (4) individually wrapped, sterile, wooden cotton tipped applicators. (Such as Puritan 25-806 1WC or equivalent)
2. One (1) coin envelope, approximately 2 1/4" x 3 1/2", open end
3. One (1) self-sealing paper envelope, 9" x 9", printed per attached design of Check ONE box
4. Instruction sheet (See attached sample)
5. Sample Information Sheet (See attached sample)
6. DNA Removal Request Form (See attached sample)

Assemble all items into clear plastic sleeve and seal closed.

To be purchased with the DNA Sample Processing Fund 6000/192900

Request Sirchie be excluded based on quality of product in the past.

Item will be used by

To be used by booking stations across the state to comply with legislation requiring collection of DNA from all persons arrested for or convicted of a felony.

Ship to District

52-Indianapolis

Division Ship to

Regional Laboratory

Person Receiving

FORENSIC SCI EVII KRISTINE CROUCH (Badge #ISP7391) - Indiana State Police

Other Person Receiving

FORENSIC SCI EVII ANDREW KOELING (Badge #ISP8250) - Laboratory Division

New Section

FOR CODIS DATABASING ONLY; NOT TO BE USED FOR CASEWORK DNA STANDARDS

Check ONE box

☐ **Convicted**

Arrest

☐ **Warrant**

☐ **No Warrant**

PC _____

**Name of
Subject** _____

INDNA100B:CHENV.2 1/18

FOR ARRESTEE DNA COLLECTIONS ONLY

Your DNA sample has been collected in accordance with state law (IC 10-13-6) for inclusion in the Combined DNA Index System (CODIS). CODIS is a national computer data base used by law enforcement to create leads for unsolved crimes.

In accordance with IC 10-13-6-18(c), a person whose DNA profile has been included in the Indiana DNA data base on the basis of the person's arrest for one (1) or more felonies may request removal of the profile from the DNA data base on the grounds that:

- 1) all of the person's felony convictions have been reversed and the cases dismissed; or
- 2) the person was acquitted of all the felony charges, or all of the felonies were converted to misdemeanors under IC 35-38-1-1.5 or IC 35-50-2-7; or
- 3) all felony charges against the person were dismissed.

A person to whom IC 10-13-6-18(c) applies may request DNA removal by obtaining a certified copy of a court order evidencing a basis for removal described in subdivisions (1) through (3) and transmitting the certified copy of the order with a copy of this completed form to the Indiana State Police.

In accordance with IC 10-13-6-18(d), a person whose DNA profile has been included in the Indiana DNA data base on the basis of the person's arrest for one (1) or more felonies may request removal of the profile from the DNA data base on the grounds that three hundred sixty-five (365) days have elapsed since the person's arrest and no felony charges have been filed against the person.

A person to whom IC 10-13-6-18(d) applies must submit this completed form to the prosecuting attorney of the county in which the person was arrested.

NOTE: You do not qualify to have your DNA profile removed from CODIS if you have additional felony convictions that are not subject to IC 10-13-6-18(c)(1).

I, _____, Date of Birth _____, had my DNA sample
 Print full name (First, Middle, Last) (MM/DD/YYYY)

collected upon arrest on or about the date of _____ in _____ County.
 (MM/DD/YYYY) Indiana County of arrest

I request that my DNA profile be removed from the Combined DNA Index System (CODIS) and any remaining sample destroyed for the reason selected below.

- ☐ All of my felony convictions have been reversed and the cases dismissed.
- ☐ I was acquitted of all felony charges or all felonies were converted to misdemeanors.
- ☐ All felony charges against me were dismissed.
- ☐ 365 days have elapsed since my arrest and no felony charges have been filed against me.

I declare under penalty of law that the above is true and correct.

 Signature of person requesting removal

 Date

Mail to: Indiana State Police Legal Dept
 100 North Senate Avenue
 Indianapolis, IN 46204

Data Base ID # _____
(Laboratory Use Only)**INDIANA OFFENDER DNA DATABASE
SAMPLE INFORMATION SHEET**Collection for: ☐ Arrest ☐ Conviction

Name:

Last

First

Date of Birth:

//

Month/Day/Year

SSN:

SEX:

☐ Male ☐ Female

Race:

☐ Caucasian ☐ Black ☐ Hispanic ☐ Other _____

Form of Identification:

☐ Driver's License ☐ State ID ☐ Jail ID ☐ Other

If other, please describe: _____

Date Sample Collected:

Month/Day/Year

Location of Collection:

County

Agency

Sample Collected By: _____

LABORATORY USE ONLY

Comments:

DNA Collection Instructions

- Do NOT use swabs if the packaging is open.
- Do NOT touch swabs with bare hands.
- Do NOT lick any envelopes to seal.
- Remember accuracy of identifying information is critical.
- IF possible, have subject rinse mouth out with water first.

IF USING LIVESCAN, PRINT CARD AND SKIP TO STEP 3.

- STEP 1** Fill out Sample Information Sheet. Be sure to check ID for correct spelling of subject's name.
- STEP 2** Roll inked right thumbprint in box provided. If different finger must be used, please indicate which finger. If first attempt smears, etc. place print in a blank area of the sheet.
- STEP 3** Remove one of the sterile swabs from sealed package.
- STEP 4** Using a circular motion, swab the inner surface of the subject's cheek 15–20 times. Rotate swab so that all sides contact the cheek. Place in small envelope.
- STEP 5** Repeat Step 4 with the other 3 swabs, placing a total of 4 swabs in the small envelope. Do not break off sticks or close the small envelope.
- STEP 6** Place the small envelope and the Sample Information Sheet OR fingerprint card into the large envelope.
- STEP 7** Close the large envelope and write the Name of the subject collected on the outside. Check the appropriate box to indicate if the subject is being collected upon arrest or after conviction.
- STEP 8** Place in paper or cardboard container for shipping.