

**RETURN
TO****DSD-Crime Surveys Branch
Bureau of the Census
4700 Silver Hill Road
Stop 8400
Washington, DC 20233-8400**FORM **CLAB-1**
(11-3-98)**1998 NATIONAL STUDY
OF DNA LABORATORIES**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
BUREAU OF JUSTICE STATISTICS
U.S. DEPARTMENT OF JUSTICE*(Please correct any error in name, mailing address, and ZIP Code)***INFORMATION SUPPLIED BY**

Name				Title		
Telephone	Area code	Number	Extension	FAX	Area code	Number
E-mail address						

FROM THE DIRECTOR, BUREAU OF JUSTICE STATISTICS

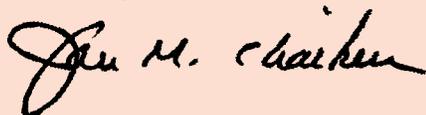
The Bureau of Justice Statistics (BJS) is conducting this Study of DNA Laboratories. Your forensic crime laboratory has been identified as a laboratory performing DNA analyses and therefore has been included in this survey. Please find a copy of the survey attached.

In developing this survey, we consulted with various members of the forensic community to ensure the collection of useful information. We have also limited the number of questions to ease the burden of completing the survey. To provide timely results, we ask that you complete the survey by **December 15, 1998**.

The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes the collection of these data. The request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although your participation is voluntary, the cooperation of each laboratory is essential to make the survey results accurate and comprehensive.

Thank you for your cooperation in this important data collection effort.

Sincerely,



Jan M. Chaiken, Ph.D.
Director, Bureau of Justice Statistics

Burden Statement

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing sources, gathering and maintaining the data needed, and completing and reviewing the collected information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Law Enforcement Unit, Bureau of Justice Statistics, Washington, DC 20531; and to the Office of Management and Budget, OMB Number 1121-0000 Washington, DC 20503.

General Instructions

If your laboratory does **not** perform any DNA testing, please write "No DNA testing" on the front of this form and return it in the enclosed envelope. If you do perform DNA testing, please complete the survey and return in the enclosed envelope by **December 15, 1998** or FAX (all pages) to (301) 457-3929.

If you have any questions or need assistance in completing the survey, please call Tammy Anderson on 1-800-221-1829 or e-mail: tammy.s.anderson@ccmail.census.gov. The final report presenting these data will be sent to you when available.

Glossary of Terms

Administrative manager – An individual who is accountable for the administrative functions of the laboratory, such as budget, personnel and facilities management.

ASCLD-LAB – Association of Crime Laboratory Directors-Laboratory Accreditation Board

CAP – College of American Pathologists

Case – One criminal incident or event that results in a request for analysis being made to the laboratory.

CODIS – Combined DNA Index System

CODIS manager – An individual who is accountable for CODIS operations.

DAB – DNA Advisory Board

Examiner/analyst – An individual who conducts and/or directs the analysis of samples, interprets data and reaches conclusions.

Exclusions – A case in which all suspects are excluded as matches to samples taken from evidence.

Full-time staff – Individuals who work 35 hours a week or more.

Inclusion – A case in which at least one person is identified as matching a sample taken from evidence.

Inconclusive – A case that does not have any inclusions and at least one comparison cannot be determined a match or not.

Known subject case – Case is **received** with at least one individual for comparison to evidence samples.

Laboratory support – Individuals who perform laboratory duties and do not analyze samples.

LDIS – Local DNA Index System

NDIS – National DNA Index System

NFSTC – National Forensic Science Technology Center

Part-time staff – Individuals who work less than 35 hours a week.

SDIS – State DNA Index System

State-wide laboratory system – A set of laboratories with a centrally located office that handles administrative functions for all laboratories within the system.

Subject – Includes suspects in a case and others not yet formally charged

Technical manager or leader – The individual who is accountable for the technical operations of the laboratory.

Technician – An individual who performs analytical techniques on samples under the supervision of a qualified examiner/analyst and/or performs DNA analysis on samples for inclusion in a database. Technicians do not evaluate or reach conclusions on typing results or prepare final reports.

TWGDAM – Technical Working Group on DNA Analysis Methods

Unknown subject case – Case is **received** with no individuals for comparison to evidence samples.

Please answer all survey questions for your individual laboratory only. If you are part of a state-wide laboratory system do **not** use state wide statistics.

Section I – ORGANIZATION ISSUES

1. Is your DNA laboratory part of a state-wide laboratory system?

- No
- Yes

2. What branch of state or local government are you a part of?

- State police department
- Local police/sheriff's department
- Prosecutor's office
- Other – Specify ↴

3. As of December 31, 1997 was your crime laboratory accredited by any organization?

- No – **Has your laboratory applied for accreditation?**
 - Yes
 - No – **Has your laboratory had a pre-accreditation inspection by an accredited laboratory?**
 - No
 - Yes

Yes – **By which organization?**

- ASCLD-LAB
- CAP
- NFSTC
- Other – Specify ↴

4. Which personnel and procedural guidelines does your DNA laboratory follow?

- TWGDAM
- DAB
- None
- Other – Specify ↴

5. What other responsibilities does your crime laboratory have?

Mark (X) to all that apply.

- Firearms/toolmark/footwear/tireprint examination
- Trace analysis
- Latent print analysis
- Fire debris
- Explosive residue
- Controlled substance
- Conventional serology
- Toxicology
- Blood alcohol
- Questioned documents
- Computer crime investigation
- Crime scene investigation
- Other – Specify ↴

Section II – BUDGET

6. What is the total budget for your entire crime laboratory? (If data are for fiscal year, please provide specific time period, e.g. October 1996-September 1997.)

	Total budget	Fiscal year (mm/yyyy—mm/yyyy)
a. 1997 actual	\$	
b. 1998 projected	\$	

7. Can you identify budget amounts used for DNA laboratories?

- No
- Yes – Please fill in DNA laboratory budget

	DNA lab budget	Fiscal year (mm/yyyy—mm/yyyy)
a. 1997 actual	\$	
b. 1998 projected	\$	

CONTINUE WITH ITEM 8 ON NEXT PAGE.

Section II – BUDGET – Continued

8. What percentage of your DNA laboratory budget is spent on each of the following:

	Percent of DNA lab funds	
	1997	1998
a. Personnel	%	%
b. Equipment	%	%
c. Supplies (recurring)	%	%
d. Training	%	%
e. Travel	%	%
f. Other	%	%
g. Total	100%	100%

9. What percentage of your DNA laboratory budget comes from each source below:

	Percent of DNA lab funds	
	1997	1998
a. State government	%	%
b. County government	%	%
c. City government	%	%
d. Grants (fed, state, etc.)	%	%
e. Other – <i>Specify</i>		
	%	%
f. Total	100%	100%

Section III – PERSONNEL/STAFFING

10. How many people did you have working in the following DNA related positions as of December 31, 1997? List a staff member with multiple responsibilities only once using his/her primary duty.

	Full time	Part time
	a. Managerial/Administrative	
Administrative manager		
CODIS manager		
Support staff		
b. Technical staff		
Manager/leader		
Examiner/analyst		
Technician		
Laboratory support		
c. Total		

11. How often does the laboratory's DNA technical staff undergo proficiency testing?

- a. Technical manager/leader
 - 1 Tested every _____ days
 - 2 Not tested
- b. Examiner/analyst
 - 1 Tested every _____ days
 - 2 Not tested
- c. Technician
 - 1 Tested every _____ days
 - 2 Not tested
- d. Laboratory support
 - 1 Tested every _____ days
 - 2 Not tested

12. Does your state have residency requirements (must hire within state/county/specified miles from workplace)?

- No
- Yes – **Requirement applicable when?**
 - At time of hiring
 - At start of employment
 - Within 1 year of employment

13. Do you use a salary schedule for DNA technical staff?

- No
- Yes – **What are the starting annual salaries?**

	Starting annual salary
a. Technical manager	\$ _____
b. Examiner/analyst	\$ _____
c. Technician	\$ _____
d. Laboratory support	\$ _____

14. Do you use a salary schedule for managerial staff?

- No
- Yes – **What are the starting annual salaries?**

	Starting annual salary
a. Administrative manager	\$ _____
b. CODIS manager	\$ _____
c. Support staff	\$ _____

Section III – PERSONNEL/STAFFING –Continued

15. Do you have minimum education requirements for your DNA technical staff?

- No
 Yes – **What are your minimum education requirements?**

Mark (X) to all that apply.

	BA/BS	MA/MS	Doct.	None
a. Technical manager				
b. Examiner/analyst				
c. Technician				
d. Laboratory support				

16. Do you require certification or previously completed proficiency testing to be hired for DNA technical positions?

- No
 Yes – **For which positions?** – *Mark (X) to all that apply, and specify requirement.*

	Requirement – <i>Specify if checked</i>
<input type="checkbox"/> Technical manager	
<input type="checkbox"/> Examiner/analyst	
<input type="checkbox"/> Technician	
<input type="checkbox"/> Laboratory support	

Section IV – DNA LABORATORY DIRECTOR

17. As of December 31, 1997 how long had your DNA laboratory director/supervisor been in his/her position?

Years	Months

Specify years and months

18. How was he/she appointed?

19. What are your minimum education and experience requirements for the position of DNA laboratory director?

- a. Degree:
 Bachelor Other – *Specify*
 Master
 Doctoral

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b. Experience:

Years	Months

20. What is the DNA laboratory director's salary?

\$

Section V – WORKLOAD STATISTICS

21. What agencies/organizations sent you DNA cases for analysis in 1997?

Mark (X) to all that apply.

- State corrections department
 State police department
 Local police/sherrif's department
 Medical examiner
 Other – *Specify*

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22. How does the laboratory count DNA caseloads?

Mark (X) to all that apply.

- By case (multiple pieces of evidence and samples per case)
 By sampled evidence (multiple samples per piece of evidence)
 By individual sample
 Other – *Specify*

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23. How many DNA cases of the following types did your laboratory receive, and how many were analyzed by your laboratory?

	Known subject cases		Unknown subject cases	
	Received	Analyzed	Received	Analyzed
a. 1996				
b. 1997				

CONTINUE WITH ITEM 24 ON NEXT PAGE.

Section V – WORKLOAD STATISTICS – Continued

24. How many convicted offender samples did your laboratory receive and perform DNA testing on?

	Convicted offender samples	
	Received	Analyzed
a. 1996		
b. 1997		

25. Did the laboratory have a backlog/queue of DNA cases or samples to be analyzed as of December 31, 1997?

- No
 Yes – **How many of the following types of samples/cases were in the laboratory's backlog on 12/31/97?**

	Number in backlog
a. Known subject cases	
b. Unknown subject cases	
c. Convicted offender samples	

26. What is being done by the laboratory to alleviate the DNA case backlog?

- Hire additional staff
 Use overtime
 Contract private laboratory
 Other – *Specify*

Section VI – USE OF PRIVATE LABORATORIES

27. Did your laboratory contract a private laboratory to do DNA testing in 1997?

- No
 Yes – **What are the names of the private laboratories contracted?**

28. What is the total number of DNA cases and samples contracted with private laboratories to be analyzed?

	Known subject cases	Unknown subject cases	Convicted offender samples
a. 1996			
b. 1997			

29. Was there a backlog of DNA cases or samples contracted to private laboratories on December 31, 1997?

- No
 Yes – **How many samples/cases were in the backlog on 12/31/97?**

	Number in backlog
a. Known subject cases	
b. Unknown subject cases	
c. Convicted offender samples	

Section VII – PROCESS/PROCEDURES

30. Does the laboratory have an acceptance policy for DNA case submissions?

- No
 Yes

31. What types of DNA case submissions will you accept?

- Any criminal case
 All known subject cases
 Certain known subject cases – *Specify*

- All unknown subject cases
 Certain unknown subject cases – *Specify*

32. Is there a priority system for assigning/starting DNA cases?

- No
 Yes – *Specify which criteria:*
- Date evidence is received
 - Court date
 - Prison release date
 - Prosecutor request
 - Other – *Specify*

Section VII – PROCESS/PROCEDURES – Continued

33. Does your laboratory have a program for looking at inactive, closed or previously analyzed cases?

- No
- Yes, for cases where –
 - Requested by submitting agency
 - DNA was not tested before
 - DNA was tested with earlier method
 - Other – *Specify*

34. After processing DNA evidence, is the evidence:

- Returned to investigating agency as soon as samples have been removed?
- Kept at laboratory until testing is done?
- Kept at laboratory indefinitely?
- Portion of evidence kept at laboratory?
- Other? – *Specify*

35. Does your laboratory use a second examiner/analyst to interpret DNA typing results?

- No
- Yes

Concerning DNA submissions of the following types:

• Convicted offender samples

36. How does the laboratory receive convicted offender DNA samples?

- Blood
- Saliva/oral swab
- Other – *Specify*

• Casework evidence

37. Does your laboratory have a policy to minimize the number of samples taken per case/submission?

- No
- Yes – *Specify*

• Casework evidence – Continued

38. Does your laboratory test an adjacent cutting of evidence to act as a substrate control?

- No
- Yes

39. Is anyone notified when retesting will not be possible (original analysis uses all available material)?

- No
- Yes – *Specify who*

40. Does your laboratory save DNA samples for retesting?

- No – *SKIP to item 48*
- Yes

Section VIII – STORAGE TYPE AND CAPACITY

41. In what form are DNA samples saved for retesting?

- Cuttings/swabs
- Extracted DNA
- Amplified DNA
- Other – *Specify*

42. At what climate are the DNA samples saved for retesting?

- Ambient
- Refrigerated
- Frozen
- Ultra-frozen

43. How many DNA samples can your storage system handle?

Number of samples

44. What percentage of your storage capacity for saved DNA samples is being used?

Percentage %

45. How long are the DNA samples saved at the laboratory?

- Months – *Specify*

Number

- Indefinitely

Section IX – Equipment/Supplies

46. How many thermocyclers does your laboratory have?

Make/model	Quantity

47. How many of each of the following analyzers does your laboratory own?

Make/model	Quantity
a. ABI310	
b. ABI373	
c. ABI377	
d. Hitachi/FMBIO	
e. FluorImager	
f. Other	
g. Total	

48. Does your laboratory use robotics/automated processing in DNA analysis?

No – **Do you plan to use automation in the next 2 years?**

- No
- Yes

Yes – *Mark (X) for all stages where automation is used.*

- Spotting/Aliquoting
- Extraction
- PCR reaction set up
- Separation/Analysis
- Other – *Specify*

49. Which test kits/analyses are used for DNA typing? – Mark (X) to indicate kits used.

Test kits/analyses	Casework evidence	Convicted offender sample
a. RFLP		
b. DQ Alpha		
c. Polymarker		
d. D1S80		
e. CTT		
f. CTTv		
g. FFFL		
h. Gamma STR		
i. Powerplex		
j. Blue		
k. Green I		
l. Yellow		
m. Green II		
n. Profiler		
o. Profiler Plus		
p. SGM		
q. TGM		
r. Other – <i>Specify</i>		

Section X – DATA PROCESSING

50. To which agencies does your laboratory regularly report DNA results? – Mark (X) to all that apply.

a. For casework:

- Only the agency/office that submitted the DNA case
- Prosecutor’s office
- Investigating office
- Public defenders office
- Other – *Specify*

b. For convicted offender samples:

- Corrections department
- Sexual offender database/registry
- CODIS office (LDIS, SDIS, or NDIS)
- State identification system (other than CODIS)
- Other – *Specify*

