

INTELLIGENCE-LED DNA SCREENS (MASS SCREENING) STANDARD

OPERATING PROCEDURES

1.0 INTRODUCTION

- 1.1 These procedures apply to England, Wales and Scotland and are applicable to all BTP Officers and staff.
- 1.2 These procedures are applicable from 5 March 2007 and will be reviewed every 3 years.
- 1.3 These procedures are owned by Scientific Support Manager.
- 1.4 Any queries related to these procedures should be directed to Scientific Support Unit.

2.0 KNOWLEDGE

2.1 Key Terms and Definitions

- 2.1.1 SIO – Senior Investigating Officer
- 2.1.2 SSU – Scientific Support Unit
- 2.1.3 NDNAD – National DNA Database
- 2.1.4 DQIT – Data Quality and Integrity Team

3.0 ROLES AND RESPONSIBILITIES

3.1 SIO:

Responsibilities

- Thoroughly plan the operation and ensure correct procedures are followed. The SIO also needs to ensure all officers on the team are aware of the policy and procedures related to the Intelligence-led screen.

- Parameters should be set to identify persons of interest and guidelines should also be set out by the SIO so that officers know how to deal with those who refuse to provide a DNA sample.
- The SIO should ensure the Volunteers DNA sample is taken correctly and that the Identification Verification Cards are completed accurately.
- The full HOLMES procedure should be taken into account and followed.
- For full SIO responsibilities, please refer to the Centrex document 'A Practitioner's Guide to Intelligence-led mass screening 2006 V2'.

3.2 **SSU Forensic Manager:**

Responsibilities

- Guide the SIO through the Intelligence-led screen procedure.
- Liaise with the forensic provider.
- Ensure the Volunteer DNA sample is correctly taken and the associated card is completed accurately.

4.0 INTRODUCTION

- 4.1 An Intelligence-led DNA screen (mass screen) is a specialist service for investigating serious crimes. It can be a cost-effective way of eliminating large numbers of people quickly from an enquiry and may also identify a potential suspect.
- 4.2 Intelligence-led screens involve comparing DNA profiles from individuals with a specific crime stain. Samples from individuals are provided on a voluntary basis and are compared against the crime stain in question.
- 4.3 Intelligence-led screens are often used when a crime stain profile has been obtained but does not match any profiles on the NDNAD.
- 4.4 The following are procedures that should be followed when undertaking an intelligence-led DNA mass screen.

5.0 INITIAL PROCEDURES FOR UNDERTAKING INTELLIGENCE-LED DNA SCREENING OPERATIONS

- 5.1 Intelligence-led DNA screens should be requested by the SIO of the case and in liaison with SSU, this work will then be authorised. This will ensure that the operation is thoroughly planned and that correct procedures and protocols are in place. The Forensic Manager must be contacted at an early stage to ensure the forensic provider can set up their part of the screening process.
- 5.2 Before embarking on a DNA intelligence led screening exercise, it is important to ensure that the operation is thoroughly planned. It is vital that correct procedures and protocols are in place and that everyone involved in the operation is clear about their personal role and responsibilities and those of other officers engaged in the process. It is equally important that the administrative functions for handling and cataloguing the documentation generated during a DNA Mass Screening operation is pre-planned.
- 5.3 Before a mass screen is undertaken, it is essential to ensure the crime stain has been checked against the NDNAD.
- 5.4 Parameters also need to be set up to identify persons of interest for elimination by screening. A scoring matrix also needs to be established to identify screening priorities.
- 5.5 The SIO will also need to put guidelines in place in order to deal with those people who refuse to provide a sample.



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- 5.6 It is also important to check with the NDNAD and DQIT to verify if subjects for screening are on the NDNAD or not. Information relating to the DQIT can be obtained through SSU.

6.0 PROCEDURES FOR THE TAKING OF THE DNA VOLUNTEER SAMPLE

6.1 Complete the Identification Verification Cards (Appendix 1).

This information is required to aid identification in the enquiry and they will be destroyed at the end of the enquiry. All of the following is required:

- forms of written verification (e.g. passport, photo drivers license, utility bill, bank card),
- Inked right thumb impression,
- Photograph of the subject taken by the officer.

6.2 When a Volunteer DNA sample is provided, it is important that the swab teams explain that unless written consent is provided, the sample will be destroyed at the end of the case and that the person's DNA profile will only be compared to the crime scene profile from the enquiry.

6.3 Ensure the swab teams fully explain to volunteers the procedure for loading Volunteer DNA samples onto the NDNAD and obtain appropriate consent and signatures. This means once consent is given to load their DNA profiles to the NDNAD, they may be used in a speculative search. Checks may be made against other DNA records and that once consent has been given for the sample to be retained and used, it cannot be withdrawn.

6.4 Samples must be appropriately stored and submitted to SSU for quality control and subsequent transportation to the forensic provider.

7.0 PROCEDURES RELEVANT TO THE USE OF HOLMES 2

7.1 For further details please see:

[Section 9 Intelligence-Led DNA Screen Administrative Guidelines of MIRSAP](#)

8.0 ASSOCIATED DOCUMENTS

8.1 This policy is closely associated with the Forensic Collection and Submission Policy and the Familial DNA Searching policy. Please see [D59405](#) and [D50030](#) in conjunction with the Intelligence-led DNA screen policy.

8.2 See also the following: [Guidance on Major Incident Room Standardised Administrative Procedures \(MIRSAP\)](#), [HOLMES 2 Guidelines](#), Centrex document [A Practitioner's Guide to Intelligence-led mass screening 2006 V2](#).



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Appendix 1

Identification Verification Cards

	I/D Part 1	DNA sample no:	Action no. Nominal no:
<p>Full name: _____ D.O.B. _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>I have / have not provided the Police with a DNA sample for analysis and I have understood and signed the Volunteer DNA form.</p> <p>Signed:..... Witnessed by:..... Date.....</p> <p style="text-align: center;">Officer ID No</p>			
<p>First verification of identity</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>by:.....(name of officer)</p> <p>Officer ID No.....</p>		<p>Second verification of identity</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>by:.....(name of officer)</p> <p>Officer ID No.....</p>	
<p>I am satisfied with the identity of the above named person.</p> <p>Signed: _____ Officer ID No. _____ Date _____</p>			

	I/D Part 1		Action no.
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<p>Name: _____</p> <p>D.O.B. _____</p> <p>DNA mouth swab or plucked hair (delete as appropriate) taken time: _____ date: _____ by: _____</p> <p>Officer ID no. _____</p> <p>signature of person taking: _____</p> <p>location: _____ _____ _____</p> <p>prints identified on: _____</p> <p>by: _____</p> <p>ID No. _____</p>	<p style="text-align: center;">Photograph</p>
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Right Thumb