



## West Virginia's State CODIS DNA Database

West Virginia State Police is charged with implementing and administering the Combined DNA Index System (CODIS) for the state of West Virginia. The DNA Database was created on March 9, 1995, by WV Code §15-2B

### Purpose

To assist federal, state, and local criminal justice and law-enforcement agencies in the identification, detection, and exclusion of individuals who are subjects of the investigation or prosecution of violent crimes, sex-related crimes, and other crimes against the person. The database may also assist in the identification of missing persons or unidentified human remains.

### Who needs to be collected?

Any person convicted of a felony offense, certain misdemeanor offenses, and those required to register as a sex offender. See WV Code §15-2B for further information.

**Database samples are NOT considered evidence and cannot be used as a reference sample in casework.**

### What kits are used?

The WVSP Forensic Laboratory provides collection kits free of charge. The blood kit is required to be used by a trained phlebotomist. The BODE kit can be used by anyone to collect a saliva/buccal cell sample.

**Only use approved kits. Kits should not be used for casework reference sample collection.**

## Proper Kit Collection

Instructions are provided with the collection kit. The following are tips to ensure the kit is collected properly.

- **Check the individual's III criminal record to verify DNA is not already on file.** If the III states, "DNA Profile on File", then a new sample is NOT needed.
- **Legibly fill the card out completely including legible fingerprints** (seen below). Ensure that the Date of collection is on the card in Box 8, even if collecting a BODE kit.
- **Buccal (BODE) Kit—Ensure no food or tobacco products in the subject's mouth prior to swabbing.** Swab the inside cheek with enough force to collect the DNA, but not too much as to pull off the collection paper.
- **Blood Kit— Ensure at least one tube has blood up to the bottom of the sticker on the tube.** If unable to collect a blood sample, then a BODE kit should be used. Do not drop any blood on the collection card.

Front

Back

## Fingerprints on Cards

**An individual's identity cannot be confirmed if the prints are illegible.** Fingerprints are used to confirm the prints collected match the Personal Identification Information (PII) provided on the card. If a duplicate sample from an individual is collected, the prints are used to verify the sample is a true duplicate. Duplicate samples with illegible prints must be tested, increasing lab time and cost.

### Best Practices for Fingerprint Collection

- Use an ink pad to apply ink to the finger(s) (if possible)
- Do NOT let the person being printed print themselves
- Roll the finger(s) being printed so that the whole pattern area is present
- Use an even amount of pressure when rolling. Too much or too little can lead to illegible prints
- **If you can't see the ridges, then the lab can't see the ridges**



Legible Print



Illegible Print

## Importance of the DNA Database

---

*The state's DNA database is a fundamental resource in the criminal justice system in WV and across the nation.*

*The strength of the database is dependent upon what goes into it. Timely and good collections allow for more hits to occur and faster, so that justice can be served to perpetrators and victims given closure. Improper or shoddy collections make the use of the database more difficult and could lead to crimes going unsolved. **You can help WV's database be the best that it can be by performing DNA collections on qualified individuals in a timely manner.** A little time spent now at collection saves vast amounts of time later.*



## Request Kits at

**Laboratory.kits@wvsp.gov**

Include number of kits requested and where kits should be sent.

---

Melissa Runyan, State CODIS Administrator

West Virginia State Police  
Forensic Laboratory  
725 Jefferson Road  
South Charleston, WV 25309

Phone: 304-746-2100  
E-mail: [codis@wvsp.gov](mailto:codis@wvsp.gov)

Check out our website at

[www.WVSP.gov](http://www.WVSP.gov)

Or click below:



## West Virginia's DNA Database Collection Kits

---



**Sheri Lemons**  
Laboratory Director

