

SAKI Site Lawfully Owed DNA Census Plan Template

This template is designed to assist National Sexual Assault Kit Initiative (SAKI) sites with creating a comprehensive approach to a census of individuals who lawfully owe a DNA sample in the SAKI site jurisdiction. Please complete this template and submit to the SAKI Training and Technical Assistance (TTA) team for an initial review. Once the review is completed, the template will be submitted to the Bureau of Justice Assistance for approval.

For any questions on this document or to request assistance, please contact your SAKI TTA Regional Team Lead or the SAKI TTA project team via email at sakitta@rti.org or call 1.800.957.6436.

SAKI grantee agency/jurisdiction: _____

SAKI Award Number _____

1. Please provide the contact information for the members of the lawfully owed DNA (LODNA) project team (Name/Title/Agency/Email):

- a. DNA Collection Coordinator _____
- b. Legal Advisor _____
- c. Combined DNA Index System (CODIS) Administrator _____
- d. Law Enforcement _____
- e. Other _____

2. What agency databases will be utilized to compile the census? Check all that apply.

- Department of Corrections or local jail/corrections
- State Bureau of Identification/State Criminal History Section
- CODIS database (crime laboratory)
- Prosecutor's/District Attorney's/Attorney General's Office case management databases
- Parole and Probation
- Administrative Courts Office
- Registry of individuals who commit sexual offenses
- Civil commitment facilities
- Other: _____

3. What year will the census data start? Please explain why this start date was chosen. For example, the census may date back to when the first DNA collection law took effect in the SAKI site's jurisdiction. The end date for the census data should be your agency's SAKI application date.

4. Will individuals arrested for a qualifying offense be included as part of the census? Please include the reason(s) why or why not in the response.

**Note: Not all states/jurisdictions allow for collection of DNA upon arrest. Please consult with your legal advisor.*

5. Provide a summary of the methodology that will be used to complete the census. Include how each database in Item 2 will be searched or filtered.

6. Describe how the census data will be compiled and cross-referenced for redundancies and discrepancies. Indicate who on the LODNA project team will be responsible for compiling and cross-referencing the census data. Please provide an estimated timeframe for this step.

7. Indicate the specific data elements that the census will document for each individual who lawfully owes DNA due to qualifying conviction (or arrest, if applicable). Check all that apply.

- Full name
- Date of birth
- Race
- Sex
- State ID number
- Federal Bureau of Investigation (FBI) number
- Department of Corrections number
- Most serious qualifying offense
- Conviction date
- Arrest date (if arrestees are included in the census)
- County/jurisdiction of most serious conviction/arrest
- Court case number
- DNA flag
- Current status

8. Describe the system(s) that will be used to compile, track, and manage LODNA data related to the census, collections, testing, and investigations.

9. Describe and reference the applicable DNA collection law(s) and any associated legal opinion(s). Note instances of retroactivity of the referenced law(s).

Given the above law(s), choose from the following list all the populations you anticipate collecting LODNA from.

**Note: Not all states/jurisdictions allow for collection of all the below information. Please consult with your legal advisor.*

a. Qualifying arrestees?

- Yes
- No

b. Currently incarcerated individuals?

- Yes
- No

c. Individuals on probation or parole?

- Yes
- No

d. Individuals registered as having committed sex/kidnapping offenses?

- Yes
- No

e. Deceased individuals?

- Yes
- No

f. Individuals no longer on community supervision?

- Yes
- No

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