

River Bend Police Department
DNA Submission
General Order78
Effective 05/01/2012

78.01 G.S. 15A-266.3A (b1) states, a DNA Collection Form is required to be prepared pursuant to this statute. This form (DNA Collection Form) must be completed and maintained in the case file and shall be available for the Prosecuting District Attorney.

78.01.01 The DNA Kit will be processed by following the SBI Approved Procedures, provided during In-Service Training.

78.01.02 If a DNA Kit processing is being done as a result of a warrant issuance and there is NO case file associated with the warrant do the following:

- A. Complete the arrest report
 - 1. In the Booking Section
 - a. In the Procedures Section - Select New
 - b. Select name for appropriate Officer
 - c. Under Procedure heading - Select DNA
 - d. Set Procedure Date
 - e. Set Procedure Time
 - f. Save
 - 2. Access the Subject Global Jacket
 - a. Select Other Characteristics tab
 - b. Check DNA Collected
 - c. Enter DNA Collection Date
 - d. Save
- B. Scan the DNA Collection Form
- C. Attach the scanned document to the appropriate arrest report in AEGIS
- D. Submit the DNA Kit and the original DNA Collection Form to Property

78.01.03 If the warrant being served is being served for an agency other than River Bend Police Department:

- A. Make a copy of the DNA Collection Form
- B. Submit to Property to mail to the appropriate agency