



Division of Criminal Justice Services

MEMORANDUM

TO: New York State Law Enforcement Agencies

FROM: New York State Division of Criminal Justice Services (DCJS)
Office of Forensic Services (OFS)

DATE: January 5, 2022

SUBJECT: Process Update – Convicted Offender DNA Databank Specimen Collection

This correspondence is intended for New York State law enforcement agencies and personnel who collect DNA samples from convicted offenders in New York, as required by State law, for submission to the New York State DNA Databank.

This correspondence serves as an initial notification that the Division of Criminal Justice Services (DCJS) will begin transitioning to an updated Convicted Offender DNA Databank Specimen Collection Kit on February 15, 2022.

This is the first significant update to the collection kit in over fifteen years. The updated kit should serve to streamline and simplify the DNA collection process, as well as help mitigate common collection errors. The update was informed by a review of national and state procedures and in collaboration with the State Police.

The first attachment is a digital version of the new submission form. Key updates include:

- Pamphlet-style submission form with integrated instructions;
- Designated boxes for additional fingerprints on back of submission form;
- DNA sample envelope attached to submission form; and
- Reduced and reorganized data fields.

The second attachment is the DNA Databank Specimen Collection Kit Order Form.

***** ACTION REQUIRED *****

Please review your agency's current kit inventory and submit an advance order for an approximate two-month supply of new kits for your agency. DCJS will begin fulfilling these orders on February 15, 2022. Please note that the DCJS Office of Forensic Services (OFS) may need to contact your agency for additional information or to review your order submission, based on initial kit availability. Kit delivery may also take slightly longer than usual. After this initial two-month supply order, please continue to request kits for your agency when needed, as you have in the past.

DCJS is seeking to fully transition to the new kit by the middle of 2022. At present, we plan to continue accepting offender DNA samples collected utilizing the old kit until further notice. Once you have a sufficient supply of new kits within your inventory, please feel free to discard old kits.

To provide additional information and address any questions, OFS will be hosting a series of virtual meetings via Cisco WebEx to review the kit changes and provide collection process notes and best practices. The meeting schedule and virtual meeting information is as follows:

- Thursday, January 20 – 10:00am – <https://bit.ly/OFSKitMtg1>
- Friday, January 28 – 1:00pm – <https://bit.ly/OFSKitMtg2>
- Monday, February 7 – 11:00am – <https://bit.ly/OFSKitMtg3>
- Wednesday, February 16 - 2:00pm – <https://bit.ly/OFSKitMtg4>
- Thursday, February 24 - 10:00am – <https://bit.ly/OFSKitMtg5>
- Monday, February 28 – 1:00pm – <https://bit.ly/OFSKitMtg6>

If you have any immediate questions or would like additional information regarding these changes, please contact DCJS OFS at kits@dcjs.ny.gov or 518-457-1901. Thank you for your continued engagement and support to maintain New York State's DNA Databank.

Attachments –

1. New Convicted Offender DNA Databank Specimen Submission Form
2. Order Form - Convicted Offender DNA Databank Specimen Collection Kits