Policy 1405

Subject

ORAL SWAB COLLECTION FOR DNA STANDARD

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By Order of the Police Commissioner

POLICY

1. **DNA Standards.** Oral swabs are collected by properly trained investigators as an alternative to the drawing of blood for the collection of DNA (deoxyribonucleic acid) standards related to missing persons and criminal investigations. It is imperative that members follow proper procedures to preserve the viability and evidentiary value of samples collected.

2. **Evidence Collection.** DNA evidence must be properly documented, collected, packaged and preserved, to meet legal and scientific requirements for admissibility in a court of law. Oral Swab Collection Kits are distributed upon request by the Biology/DNA Unit, Laboratory Section.

3. **Chain of Custody.** It is the policy of the Baltimore Police Department (BPD) to maintain proper chain of custody and evidence integrity under optimum conditions for DNA evidence.

REQUIRED ACTION

Member

1. Obtain an Oral Swab Collection Kit from the Biology DNA Unit, Laboratory Section, when needed.

2. Adhere to the instructions included with the Oral Swab Collection Kit.
   2.1. Ensure a clean surface is used as a workspace.
   2.2. Do not attempt collection on subjects with an apparently compromised oral cavity. If the individual to be sampled has recently eaten, chewed gum or candy, or drank a beverage, instruct the individual to rinse mouth thoroughly with plain water.
   2.3. Don latex gloves **before** opening the sterile swab pack.
   2.4. Do not store swabs for submission in plastic bags.

3. Read and complete all necessary forms included with the Oral Swab Collection Kit.

4. Retain copies of all completed forms for your case/investigation folder.

5. Submit sealed kit with all forms enclosed to the Evidence Control Section.
6. Submit a request for analysis to the Biology/DNA unit. No analysis will be conducted until a request is submitted.

**Biology / DNA Unit, Laboratory Section**

1. Provide Oral Swab Collection Kits, with current collection instructions, to members upon request.

2. Provide training in administering Oral Swab Collection Kits when requested.


**Director, Laboratory Section**

1. Ensure sufficient quantities of Oral Swab Kits are available for member requests.

2. Frequently review for legal and practical sufficiency, and revise when necessary, the instructions included with the Oral Swab Collection Kits.

**RESCISSION**


**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.