



# Policy Revision Request

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This revision applies to Existing Policy Enter Date

If new, recommended section \_\_\_\_\_

This revision is necessary to comply with State Law (attach)and Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

### Brief reason for the revision:

Section 403.7 was written when there was a DNA Lab within the Department and NIBIN was a service offered. Since this was written, the DNA Lab had shut down and NIBIN was transferred to Austin Police Department's Firearms Unit. HB 4628 was also passed on 09/1/2023 requiring LE to respond to CODIS hits within 5 business days and attempt to get a buccal from the known suspect in 30 days of receiving a CODIS hit. Although this was directed to crimes sexual in nature, it is best practices for ALL investigative units to follow this law.

**Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to [APDPolicy@austintexas.gov](mailto:APDPolicy@austintexas.gov). Use this email for any related questions or issues for policy.**

## 403 Follow-Up Investigations

### 403.7 National Integrated Ballistic Information Network (NIBIN) - BALLISTICS~~FORENSIC~~ ~~"HITS" OR MATCHES~~

APD has NIBIN (BALLISTICS) ~~multiple forensics~~ capabilities that can aid in a criminal investigation, ~~including but not limited to:~~  
~~AFIS (Latent Prints).~~  
~~CODIS (DNA).~~  
~~NIBIN (Ballistics).~~

#### 403.7.1 NOTIFICATION OF NIBIN (BALLISTICS) ~~FORENSIC~~ "HIT" OR MATCH

- (a) NIBIN Task Force Members ~~Forensics shall~~ will notify the assigned investigator and Unit supervisor of a forensics "hit" or match.
  1. *Unchanged from current version*
  2. *Unchanged from current version*
- (b) *Unchanged from current version*
  1. *Unchanged from current version*

2. *Unchanged from current version*

403.7.2 FOLLOW-UP OF [NIBIN \(BALLISTICS\)](#) "HIT" OR MATCH

*The remaining sections (a-e) of this policy are unchanged.*

[403.8 FORENSIC SCIENCE DEPARTMENT \(FSD\) SERVICES](#)

[Multiple forensic services are offered or coordinated by FSD that can aid in a criminal investigation, including but not limited to:](#)

- [\(a\) Blood alcohol analysis](#)
- [\(b\) Crime scene response and investigation](#)
- [\(c\) Crime scene laboratory processing for DNA, fingerprints](#)
- [\(d\) Drug analysis](#)
- [\(e\) Firearm examination](#)
- [\(f\) Firearm serial number restoration](#)
- [\(g\) Firearm distance determination](#)
- ~~(a)~~ [\(h\) Latent print comparison](#)
- ~~(b)~~ [\(i\) Multi-media processing for audio, video, and digital media](#)
- [\(j\) DNA, gunshot residue \(GSR\), trace evidence, blood drug analysis, and other testing through outsourcing services](#)

[Case acceptance policies and proper evidence packaging and submission guidelines are available in the Physical Evidence Handbook online.](#)

[403.8.1 REQUESTING FORENSIC ANALYSIS THROUGH FSD](#)

- [\(a\) All forensic analysis requests must be made through Prelog in the laboratory information management system \(LIMS\).](#)
- [\(b\) When creating a Prelog request, the investigator shall enter their email address as a point of contact along with a designated unit resource email account.](#)
- [\(c\) Submission forms are also required for all outsourcing analysis and must include the requestor's email address. All units must have a unit resource account on file with Case Management \(CMU\) for CODIS related emails.](#)

[403.8.2 NOTIFICATION OF A FORENSIC AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM \(AFIS\) LATENT PRINTS "HIT" OR MATCH](#)

- [\(a\) The FSD shall notify the assigned investigator and unit supervisor \(through the unit resource email account\) of a forensics AFIS "hit" or match.](#)
  - [1. Notifications will be sent simultaneously through Versadex \(routing system\) and LIMS. LIMS will send an automatic "case notification" to email addresses entered in the system.](#)
  - [2. The supervisor or designee shall be responsible for ensuring that the unit resource email account is checked regularly e.g., daily or weekly.](#)
- [\(b\) A supplement in Versadex, with the subject title "AFIS HIT", must be created by the assigned investigator or unit supervisor acknowledging a hit was received.](#)
- [\(c\) The supervisor shall ensure that the currently assigned investigator is notified of the "hit" or match following one of two methods:](#)
  - [1. If the case is closed or suspended, the supervisor will re-open the case and assign a new follow-up with a specific completion date. Upon completion, the supervisor shall](#)

ensure that the investigator documented their follow-up actions in the reporting system.

2. If the case is still open, the supervisor shall ensure that the currently assigned investigator is aware of the "hit" or match. The supervisor shall approve the follow-up before the case is closed.

#### 403.8.3 NOTIFICATION OF A FORENSIC COMBINED DNA INDEX SYSTEM (CODIS) DNA "HIT" OR MATCH

- (a) Texas Department of Public Safety (DPS) or another Texas Governmental entity will email the assigned investigator and designated unit resource email account of a CODIS "Hit".
  1. Upon receipt of a CODIS "Hit" notification, the lead investigator and/or unit Supervisor/or designee must reply, confirming receipt, within five (5) business days.
  2. If an out-of-state CODIS Hit is received or a Texas Governmental entity cannot contact an investigator or unit resource email account, the Case Management Unit will assist the agency in making proper notifications.
  3. Notifications will also be sent simultaneously through Versadex (routing system) and LIMS. LIMS will send an automatic "case notification" to the email addresses entered in the system.
  4. The supervisor or designee shall ensure that the unit resource email account is checked regularly e.g., daily or weekly.
- (b) A supplement in Versadex, with the subject title "CODIS HIT", must be created by the assigned investigator or unit supervisor acknowledging a hit was received.
- (c) The supervisor shall ensure that the currently assigned investigator is notified of the "hit" or match following one of two methods:
  1. If the case is closed or suspended, the supervisor will re-open the case and assign a new follow-up with a specific completion date. Upon completion, the supervisor shall ensure that the investigator documented their follow-up actions in the reporting system.
  2. If the case is still open, the supervisor shall ensure that the currently assigned investigator is aware of the "hit" or match. The supervisor shall approve the follow-up before the case is closed.
- (d) All unit supervisors are required to run quarterly audits in Versadex to ensure all CODIS hits are accounted for and being followed up in their designated unit.

#### 403.8.4 FOLLOW-UP/DOCUMENTATION OF CODIS AND AFIS "HIT" OR MATCH

The assigned investigator shall conduct a follow-up on all notifications of a forensics "hit" or match. The specific action(s) taken shall be documented in a supplement to the incident report. Upon receiving a "CODIS Hit" notification, Follow-up shall include, but not be limited to, investigators:

- (a) Attempting to collect a DNA sample from an identified suspect or offender and request FSD (Case Management Unit) to outsource to an accredited lab for analysis within 30 business days. If no DNA sample is collected from the suspect/offender, a detailed supplement shall be written with a reason(s) why and documenting a supervisor's approval for no collection.
- (b) Notifying the assigned Assistant District Attorney or Assistant County Attorney of a "hit" or match in a case that has already been referred for prosecution, whether the case was direct filed by uniformed patrol or an Investigative Unit. The name of the person notified will be included in the follow-up supplement along with the date the notification was made.

- (c) Documenting information that identifies if the "hit" or match belongs to the victim or some other persons with legitimate access to the item or scene where the evidence was recovered.
- (d) Notifying the appropriate jurisdiction if the "hit" or match stems from another "Out of City" report.
- (e) Documenting the link to an identified "hit" or match from evidence recovered from the exterior of a property crime scene and whether filing a criminal charge can occur.
- (f) Filing the appropriate charges when the new forensic information assists in the identification or linking the offender(s) to the offense being investigated.

403.~~89~~ SURVEILLANCE (renumbered)

403.~~910~~ POLYGRAPH EXAMINATIONS (renumbered)