

## **DNA: CODIS Administrator**

---

### **CODIS Administrator**

The CODIS Administrator and a back-up CODIS Administrator may be assigned from among the laboratory's DNA analysts. The back-up CODIS Administrator will fulfill the CODIS Administrator role when the CODIS Administrator is absent.

The CODIS Administrator and the back-up CODIS administrator must take the FBI auditor training and the FBI sponsored CODIS software training. The duties of the CODIS Administrator and the back-up CODIS administrator are discussed below and in *DNA: Personnel, CODIS administrator*.

---

### **Database backup**

On a weekly basis, the LDIS database is backed up onto an external hard drive. The CODIS Administrator will change external hard drives as needed.

Multiple external hard drives will be used. At least one will be stored at a secure, off-site location at all times.

---

### **LDIS upload and security**

#### **QAS 5.3.4.3 5.3.4.4**

On a weekly basis, the CODIS Administrator will perform an incremental upload of previously un-submitted profiles to SDIS. The CODIS Administrator will confirm uploaded profiles have been reviewed by a second qualified analyst (see *DNA: Data Review by Second Analyst*) and that the correct genotype(s), CODIS eligibility, and the specimen detail category have been documented.

The CODIS Administrator will regularly monitor the security and quality of data stored in CODIS in accordance with state/federal law and NDIS operational procedures.

If an issue with the data is identified, the CODIS Administrator is authorized to terminate an analyst's or the laboratory's participation in CODIS until the reliability and security of the computer data can be restored.

---

### **Message Center**

On a weekly basis, the CODIS Administrator will review the message center for upload reconciliation and match messages from SDIS and NDIS.

The CODIS Administrator will inform the unit of all SDIS and NDIS hits. Refer to *DNA: CODIS Matches* for additional information.

---

*Continued on next page*

## **DNA: CODIS Administrator, Continued**

---

### **CODIS correspondence**

As needed, the CODIS Administrator will respond to all correspondence and execute all directives from the CODIS (SDIS and NDIS) administrators.

---

### **Agency correspondence**

As needed, the CODIS Administrator or the analyst will communicate all matches to the submitting agency and request reference samples for confirmation.

---

### **Training**

#### **QAS 5.3.4.2**

As needed, the CODIS Administrator will schedule and document training for all qualified analysts in the use of the LDIS/CODIS system.

The CODIS Administrator will ensure that qualified analysts complete annual online NDIS training.

---

### **Logbooks**

The CODIS Administrator will maintain the following logbooks:

- Offender hits/Arrestee hits
  - Conviction matches
  - No match
  - Deleted profiles
  - Legal hits
  - CODIS upload forms
  - Local suspects
  - Legally obtained suspect known
-