

POLICY

Youth adjudicated or convicted of an identified offense must submit a deoxyribonucleic acid (DNA) profile prior to release or placement in a non-secure program.

PURPOSE

To ensure youth compliance with the DNA Identification Profiling System Act.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility must develop and implement standard operating procedures (SOPs) relative to the submission of DNA profiles. At a minimum, SOPs must contain the following requirements:

**Case File
Inspection/Refer
ral**

Facilities must review the youth case records for conviction or adjudication of the offense(s) listed in the DNA Identification Profiling System Act.

- If a youth's case record documents via DNA Profile Verification (DHS-62) that a DNA profile was submitted to the Michigan State Police, no further action is required.
- If a DNA profile is not documented, a DNA profile must be submitted before the youth is placed in a non-secure program, or is otherwise released from wardship.

**Sample
Collection Kits**

DNA profile sample collection kits are available at the
Michigan State Police

DNA Lab
714 S. Harrison Road
East Lansing, MI 48823
(telephone 517/336-6208).

**Verification
Form**

Complete the DNA Profile Verification (DHS-62) form and file in the youth's case record after a DNA sample is submitted.

**Payment to
Department of
Treasury**

Youth submitting a DNA sample must pay a fee to offset the costs associated with the sample.

BJJ facilities collect this fee from the youth's weekly allowance, if the youth has no other money available.

The youth must be given a receipt for each payment and a copy of the receipt must be filed in the youth's case record.

At least quarterly, facilities must submit any payments received to the Michigan Department of Treasury for deposit in the justice system fund.

**MAILING
ADDRESS**

Michigan Dept. of Treasury
Receipts Processing Division
7285 Parsons Drive
Dimondale, MI 48821

AUTHORITY

Youth Rehabilitation Services Act, MCL 803.307a

Juvenile Facilities Act, MCL 803.225a

DNA Identification Profiling System Act, MCL 28.171 et seq.