

ROLE OF THE CUSTODIAN

Standards, Systems & Assurance

//
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UKAS



The Standards, Systems & Assurance Team is central to all the work within the NDNAD Custodian Unit. Its purpose is to advise the NDNAD Custodian on scientific standards, data integrity, security and performance issues related to the police, forensic science laboratories and the NDNAD operational activities.

The Standards, Systems & Assurance Team comprises:

- DNA/Quality Advisor
- Custodian Specialist Advisor
- Quality Manager

Key areas of activity during the year have been:

Relocation of Custodian Unit

- A test plan was devised for the IT system for the new office, and user acceptance testing (UAT) was carried out ahead of re-location.
- Archiving of paper and electronic records was performed prior to re-location.

Custodian Standards

- New standards documents were prepared to address a number of important issues. For example, policy documents were prepared, and subsequently approved by the NDNAD Strategy Board in relation to rules governing the use of samples and data by forensic suppliers, and also the approval process for release of DNA samples for additional DNA analysis to support forensic casework. In response to a request from ACPO, the team embarked on request from ACPO - DNA Kit standard.
- The Custodian is embarking on a setting a new framework for revised Custodian standards, policies and procedures. This workstream has included:
 1. Preparing a definitive set of Custodian standards, procedures and forms which will be applied to all Polices Forces, NDNAD Suppliers and NDNAD Business Unit (Service Delivery).
 2. Finalising an overall Glossary to include all terms/abbreviations referenced within NDNAD Custodian Quality System.

Standards, Systems & Assurance

International

- Requests for international DNA searches are directed via the Interpol National Central Bureaus (NCB's) in the respective countries. The UK Interpol NCB, previously part of the National Criminal Intelligence Service (NCIS) became incorporated within the newly formed Serious Organised Crime Agency (SOCA) in April 2006. The Custodian Unit's relationship continues to be important with respect to the receipt of international search requests and advice on international search results by assessing potential matches and advising on upgrades.
- In 2006/07 498 one-off speculative search requests were received, of which 21 had one or more profile matches. One of these matches assisted in the identification of a deceased individual found in Europe.

CAS Accreditation

- Accreditation of the NDNAD Custodian Unit is very important in terms of demonstrating the quality of the processes being operated in the Unit. Following separation from the FSS in December 2005, the NDNAD Custodian Unit maintained accreditation by the United Kingdom Accreditation Service (UKAS) in March 2006 to the international quality standards ISO Guide 43-1 and ILAC G13. This demonstrates the high level of quality assurance associated with the Unit's day to day activity, and through this promotes confidence in the high standards associated with Database activity to its stakeholders.

The auditor's closing comments were *'It is noted that a large amount of effort has been put into the relocation and repositioning and staff should be congratulated on their efforts at maintaining the systems during these challenging times'. The UKAS scope is currently 'Proficiency testing including quality monitoring of providers of STR DNA profiles to the National DNA Database'.*

Home Office Minister of State Joan Ryan MP said *'I was very pleased that the UKAS has recently accredited the NDNAD Delivery Unit against the International quality standards ISO Guide 43-1 and ILAC G13. I would like to offer my personal congratulations to you and your team on this success, which I know was not easy to achieve and which reflects all the hard work that you and your team have put in to make this happen. As we move towards the establishment of the National Policing Improvement Agency in April, I am pleased to see not only efforts being made to improve service delivery but also the level of expertise that we are able to draw on to help keep our communities safe.*

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Home Office Minister of State Joan Ryan MP.



ROLE OF THE CUSTODIAN

Data Quality and Integrity Team (DQIT)

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The purpose of the Custodian Data Quality and Integrity Team (DQIT) is to address data quality issues associated with the demographic part of profile records on the NDNAD. A range of quality checks are carried out on a continual basis by DQIT, and this is important in order to ensure that records held on NDNAD and the PNC are accurate and are reconciled where ever possible. In carrying out their work, DQIT liaise closely with the police forces that submitted the samples, as well as with the forensic supplier laboratories.

Prisoner Sampling Programme

The DQIT had its origins in the team assembled in 2003 to carry out a programme of work to obtain DNA samples from prisoners who had hitherto not provided them. During 2006/2007 matches continue to generate from samples taken as part of the Prisoner Sampling Programme. To date, there have been 1134 matches involving a Prisoner Sampling Programme Sample.

A break down of matches by offence code is given in the table opposite.

NDNAD Anomaly Reports

In order to ensure the integrity of the data held on NDNAD a monthly gender and date of birth anomaly report is produced.

DQIT review the records in these reports and liaise with the Police Forces concerned to correct records where appropriate.



OFFENCE TYPE	SCENE SAMPLE COUNT
Aggravated Burglary	14
Arson/fire investigations	2
Attempted Murder	9
Auto-Crime	22
Burglary in a Dwelling	131
C & E Fraud	1
Criminal Damage	12
Drugs Services - Other	1
Import/Export Controlled Drugs	1
Less Serious Assault	6
Murder/Manslaughter	21
Other (Specialist Services)	1
Other Burglary	78
Other Serious	2
Other Sexual Offences	2
Other vehicle crime	5
Other Volume	6
Possession of Controlled Drugs	6
Possession of Firearms	3
Production of Controlled Drugs	1
Rape	33
Theft from a vehicle	21
Theft inc Handling Stolen Goods	17
Theft of a vehicle	40
Traffic Offences Non-fatal	9
Unknown Offence (including samples deleted from NDNAD)	6
Using/Trading in/shortening/ converting firearms	3
Wounding/GBH	7
TOTAL	530

Custodian Accreditation Service (CAS)

The Custodian Accreditation Service (CAS) is concerned with scientific and technical scrutiny of supplier organisations carrying out DNA analyses of forensic DNA samples submitted by Police Forces. The Custodian recommends to the National DNA Database Strategy Board that a supplier is granted accreditation to load DNA profiles to the National DNA Database on the basis of findings from the range of activity that CAS carry out, together with the outcomes of on-site audits that are conducted by the United Kingdom Accreditation Service (UKAS).

New Supplier Laboratory Accreditations

The final stages of the process for approval to load records to the NDNAD were completed for three new casework sample processing units this year. In addition, a large proportion of the accreditation process was carried out with another two new casework units. However the Supplier concerned decided to abandon the process in the later stages and has decided not to offer DNA profiling services from these units.

One casework and one subject sample processing unit also closed during this year both as a result of the supplier consolidating processes across sites.

Two other new private sector supplier organisations are part way through the accreditation process at the end of March 2007.

Changes to Scope

Again, there has been a high level of activity through the year, with about 140 working days being committed to the review and assessment of process changes of existing supplier units. These process changes have included the introduction of new instrumentation throughout all stages of the process - from extraction through quantification and PCR - to electrophoresis, introduction of new interpretation software, and relocation and expansion of the laboratory DNA units.

On-going Proficiency Testing and Performance Monitoring

It is a requirement that all approved suppliers must participate fully in the Custodian's ongoing programme of proficiency testing and performance monitoring. The programme was changed last year and continues to work well with subscription charges being levied.

An annual report presenting a summary of the laboratory's performance in the Custodian Accreditation scheme for the 2005/06 year was produced and sent out to the forensic supplier organisations in September 06. The Custodian sees these reports as an important part of the service that CAS provide, particularly to management within the supplier organisation. Accordingly, feedback was sought from the suppliers which is being fed through to improvements in the format and production process for the following year's reports.

Custodian staff have continued to be utilised as UKAS technical experts in their audits of supplier laboratories. Two more technical experts have been identified in the 2 new senior accreditation staff and training will be taken forward in the following year. It is anticipated that in due course, as the supplier market matures, CAS will be able to build further on this involvement with UKAS to move towards a more on-site laboratory audit and supplier 'self monitoring' approach.



ROLE OF THE CUSTODIAN

Financial Overview

Administration of the NDNAD Custodian finances for financial year 2006/07 was carried out by the Home Office. The NDNAD Custodian Unit became part of the Home Office in December 2005 and remained a Home Office department until 1 April 2007 when it transferred across to into the National Policing Improvement Agency (NPIA).

The majority of direct programme spend by the NDNAD Custodian Unit is largely incurred in the delivery of the NDNAD and its IT Development programme and Forensic Accreditation services by the CAS.

The service delivery of the Database during FY 2006/07 was undertaken by the Forensic Science Service Ltd under the Operations and Maintenance contractual agreement. This includes a monthly service charge plus the costs of individual IT Development projects to enable efficiencies to the NDNAD and business process. The cost for the Service Delivery element of the NDNAD for FY 2006/07 was £2,041,743.

The Custodian also received income for the provision of some products to Forces:

- Charges to Forces outside of England and Wales, most notably Scotland for the database services - levied on the basis of profile loaded
- Charges to all Forces for specialist work, such as one off searches of the Database - charged on the basis of the activity involved.

The income generated for the provision of these services during FY 2006/07 was £343,346.

	2006/07
Custodian Services Costs	£2,041,743
Custodian Services Income	£343,349
Supplier Accreditation Costs	£527,677
Supplier Accreditation Income	£647,834

The costs incurred to deliver a forensic supplier accreditation service was £527,677.

As in previous years the costs of the supplier accreditation and monitoring activity have been charged to the supplier laboratories. Suppliers pay an annual subscription, in monthly installments, to cover the routine accreditation and performance monitoring provided. Additional charges are made in relation to the investigation of suppliers' unexpected results, and for scrutinizing new process accreditations and process changes. These charges are calculated on the basis of a transparent record of the actual time taken by CAS. The income for CAS services for FY 2006/07 was £647,834 which in part is carry over from FY 2005/06. The costs for FY 2006-2007 are higher than previous years because:

- 1 the costs for delivery of the NDNAD was fully separated from the rest of the FSS and
- 2 the number of Suppliers has increased requiring additional resources for accreditation and continuous monitoring.



Glossary

ACPO

The Association of Chief Police Officers, an independent, professionally led strategic body, which in the public interest and in equal and active partnership with Government and the Association of Police Authorities leads and coordinates the direction and development of the police service in England, Wales and Northern Ireland

ACPO(S)

The Association of Police Officers in Scotland

APA

The Association of Police Authorities, an organisation set up on 1st April 1997 to represent police authorities in England, Wales and Northern Ireland, both on the national stage and locally. It influences policy on policing and it supports local police authorities in their important role

CAS

Custodian Accreditation Services, part of the Custodian's team responsible for the performance assessment of laboratories applying to become an accredited provider of profiles for the NDNAD and the on-going performance monitoring of the accredited laboratories

CJS

Criminal Justice System

CJ Sample

A non-intimate DNA sample (cheek scrape or hair root) taken under PACE from a suspect arrested, charged, reported or convicted for a recordable offence, primarily for intelligence purposes only. In exceptional circumstances, if a separate evidential sample cannot be obtained and it is in the interests of justice, the Chair of the National DNA Database Board may authorise its use for evidential purposes. CJ sample profiles are added to the National DNA Database

DNA

Deoxyribonucleic acid, a substance found in most cells of all people, and in the cells of animals, plants and other organic matter. Variations in the DNA code are responsible for physical differences between individuals including their sex, height and hair and eye colour. Except for identical siblings, each person's DNA is unique

DQIT

Data Quality and Integrity Team, part of the Custodian's team responsible for reconciling data differences between the NDNAD and PNC

FSNI

Forensic Science Northern Ireland laboratory

FSS

Forensic Science Service Limited, a Government Owned Company

HGC

Human Genetics Commission, an advisory body set up by the UK Government at the end of 1999 to consider the public interest issues in relation to developments in genetic science

IDENT 1

A platform for the next generation of identification services for the police service, introduced by PITO during 2005, which hosts the national collection of 6 million fingerprint records

NDNAD

National DNA Database

NPIA

National Policing Improvement Agency

PACE

Police and Criminal Evidence Act 1984

PCR

Polymerase Chain Reaction, a biochemical process for multiplying segments of DNA many millions of times through the action of the enzyme DNA polymerase



Glossary

PNC

The Police National Computer, which holds extensive data on arrested individuals, vehicles and property and is accessible from over 120,000 terminals across the country. In particular, it contains details of persons from whom DNA samples have been taken under PACE. A subset of these details is transferred electronically to create a stub record on the NDNAD to which the DNA profile is subsequently attached analysis of the SGM markers and an additional 8 STR markers or alleles from 4 further non-coding STR regions of DNA to give a DNA profile with a match probability of less than 1 in 1,000 million. SGM Plus(r) is a registered trade mark of Perkin Elmer Corporation

SOCA

The Serious Organised Crime Agency

SOCPA

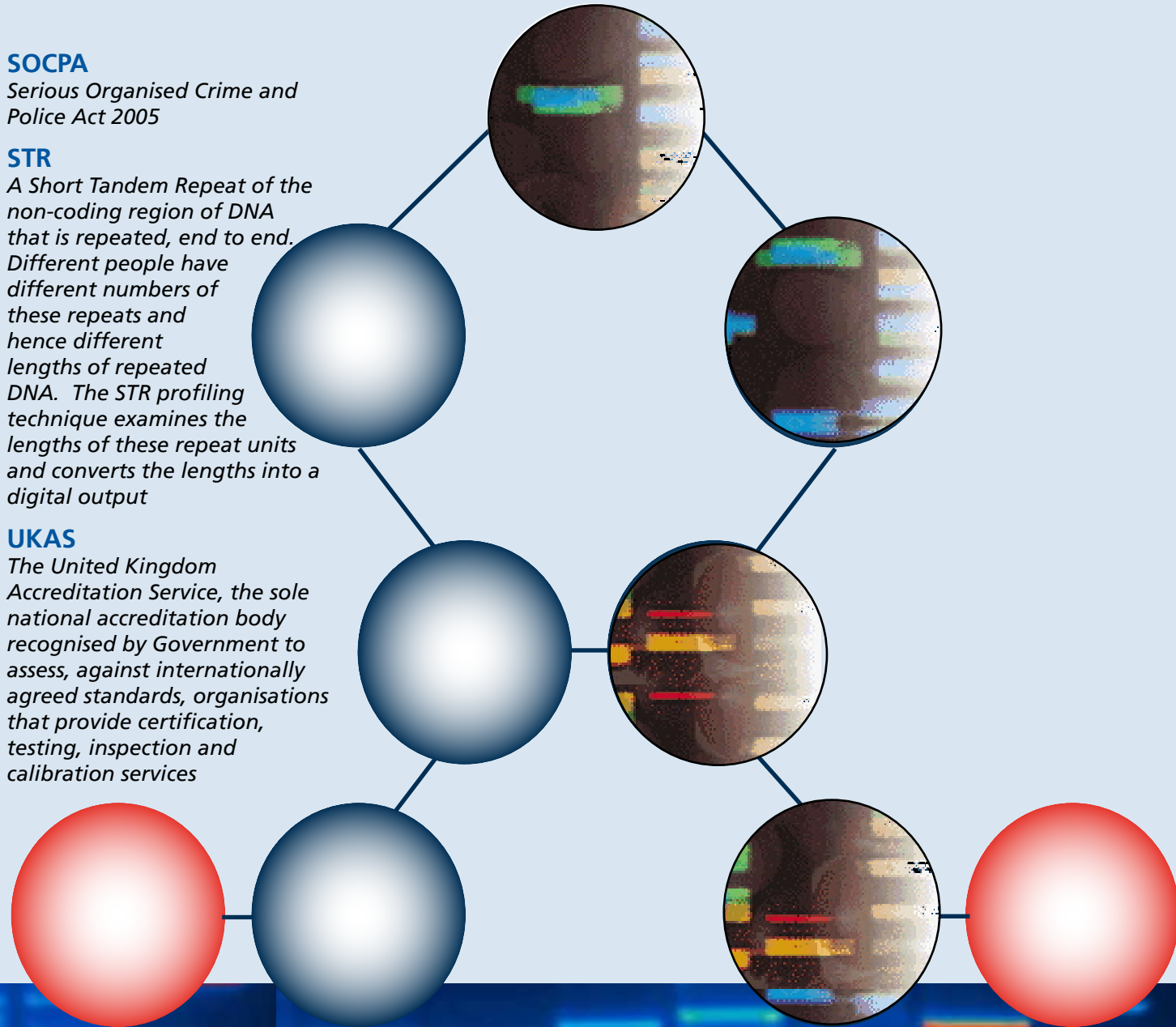
Serious Organised Crime and Police Act 2005

STR

A Short Tandem Repeat of the non-coding region of DNA that is repeated, end to end. Different people have different numbers of these repeats and hence different lengths of repeated DNA. The STR profiling technique examines the lengths of these repeat units and converts the lengths into a digital output

UKAS

The United Kingdom Accreditation Service, the sole national accreditation body recognised by Government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services



National DNA Database Strategy Board Members 2006 -2007

Mr Tony Lake, Chief Constable, Lincolnshire Constabulary

Mr Stuart Hyde¹ Assistant Chief Constable (Crime), West Midlands Police

Mrs Lyn Fereday, Home Office Forensic Science Policy Unit

Mr Keith Mannings, Deputy Executive Director of the APA

Mr David Money, Devon and Cornwall Police Authority

Mr William Bald, Deputy Chief Constable, Tayside Police

Prof Stephen Bain, University of Swansea

Prof Sarah Cunningham Burley, University of -Edinburgh

Dr Michael Prior

Ms June Guinness

Paul Gibson, Detective Inspector, Lincolnshire Constabulary

Michaela Freeman

Chairman

Core member, representing ACPO

Core member, representing Home Office

Core member, representing APA

Core member, representing APA

Representing ACPO(S)

Lay Member, Representing HGC

Lay Member, Representing HGC

NDNAD Custodian

NDNAD Custodian DNA/Quality Advisor

Secretariat

Secretariat

Notes: 1 Mr David Shaw, Assistant Chief Constable West Midlands Police, replaced Mr Hyde towards the end of the year


Home Office



The logo of the Association of Police Authorities (APA). It consists of the text 'Association of Police Authorities' in a stylized font, with a decorative horizontal line below it.



