

**THE ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC ACID)
REGULATIONS, 2018**

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**ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC ACID)
REGULATIONS, 2018**

EXPLANATORY MEMORANDA

(This Memoranda forms no part of these Regulations but are intended
only to indicate its general purport)

The Administration of Justice (Deoxyribonucleic Acid) Regulations, 2017 (“the Regulations”) are intended to regulate the manner that Deoxyribonucleic Acid (DNA) is collected, transported, stored and entered into the DNA Databank. Section 34 of the Administration of Justice (Deoxyribonucleic Acid) Act, 2012 empowers the Minister with responsibility for national security to make Regulations which are subject to affirmative resolution of Parliament.

The Regulations would provide for the roles and responsibilities of the Custodian in relation to the Databank including the loading of data onto the Databank, conducting on-site visits to the Forensic Science Centre and accepting DNA profiles and documentation from the Forensic Science Centre and laboratories approved under the Act. It would empower the Custodian to set standards for entry onto and removal of data from the Databank in relation to entry and removal of data from the Databank, the reinstatement, suspension and amendment of DNA profiles in the Databank and the searching of the Databank.

The Regulations would provide for the taking of samples and would require that where a reference sample or crime scene material is to be taken from a complainant, the investigating officer is required to arrange for the sample to be taken by a qualified person, as soon as practicable after the complaint reports to sexual offence in a private room, and as far as practicable, in a private hospital or a health care facility.

Generally, the principle of the Regulations is the person who takes the sample is required to forward the sample to the Forensic Science Centre together with a copy of the DNA Record. Provision is made for the taking of samples at private and health care facilities, prisons, psychiatric hospitals, juvenile residential facilities and ports of entry.

The Regulations would provide for Searches of the Databank by the Custodian on the request of the Commissioner of Police, an investigating officer, the Police Complaints Authority or the Central Authority and would also provide for the records that are required to be kept in relation to DNA samples.

The Regulations would also provide for the storing of DNA samples and crime scene materials in every place where it is collected and stored before being taken to the Forensic

Science Centre with the requirement for the keeping of a log. Requirements are also contained for the transport of DNA Samples and crime scene materials to the Forensic Science Centre.

The Regulations also makes provision of the security and access to information on the Databank.

Legal Notice No.

REPUBLIC OF TRINIDAD AND TOBAGO

THE ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC
ACID) ACT, CHAP. 5:34

REGULATIONS

Made by the Minister under section 34 of the Administration of Justice (Deoxyribonucleic
Acid) Act, 2012 and subject to affirmative resolution of Parliament

THE ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC ACID)
REGULATIONS, 2018

PART I

PRELIMINARY

- Citation 1. These Regulations may be cited as the Administration of Justice
(Deoxyribonucleic Acid) Regulations, 2018.
- Interpretation 2. In these Regulations –
- “approved laboratory” means a laboratory referred to in
section 6 of the Act;
 - “crime scene material” means any material taken from a
crime scene;
 - “crime scene material register” means the register created and
maintained by the Commissioner of Police in
accordance with regulation 30;
 - “Databank” means the Forensic DNA Databank;
 - “Forensic Science Centre” means the Trinidad and Tobago
Forensic Science Centre;
 - “health care facility” has the meaning assigned to it by the
Regional Health Authorities Act;
 - “known DNA profile” means a DNA profile obtained from a
reference sample;
 - “prison” means any institution to which the Prisons Act

Chap. 13:05	applies but does not include the child rehabilitation centre established under the Child Rehabilitation Centre Act;
Chap. 29:03	“private hospital” has the meaning assigned to it by the Private Hospitals Act;
	“proficiency testing” means assessing the ability of a laboratory to competently perform specific tests and measurements;
Chap. 28:02	“Psychiatric Hospital Director” has the meaning assigned to it by section 2 of the Mental Health Act; and
	“reference sample” means a sample whose origin is known and which can be compared with a DNA profile.

PART II

ROLES AND RESPONSIBILITIES OF THE CUSTODIAN

Roles and responsibilities of the Custodian

3. (1) The Custodian shall ensure that all data entered in the Databank is accurately loaded at time of entry onto the Databank.

(2) The Custodian shall at least once a year conduct an on-site visit to the Forensic Science Centre to ensure that the Forensic Science Centre has the capability to perform the requisite DNA service.

(3) The Custodian may, subject to these Regulations and standards made hereunder, accept DNA profiles and documentation generated from the Forensic Science Centre or an approved laboratory.

Standards

4. (1) The Custodian shall, from time to time, set the minimum standards, in accordance with international best practices, for entry onto and removal of data from the Databank, which shall be published in the *Gazette*.

(2) Where the Custodian sets standards under this regulation, such standards shall be observed for-

- (a) the entry and removal of data in the Databank;
- (b) reinstatement, suspension and amendment of DNA profiles in the Databank; and
- (c) searching the Databank.

(3) Standards under subregulation (1) shall include -

- (a) inclusion and deletion criteria;
- (b) matching rules;
- (c) data integrity control measures;
- (d) case review guidelines; and
- (e) routine audits.

Preservation of
integrity of
Databank

5. (1) The Custodian shall, where necessary to preserve the integrity of the Databank, and in accordance with standards made under regulation 4 or by order of the Court, reinstate, suspend, amend or delete data stored in the Databank.

(2) The Custodian shall keep an up-to-date log of all data reinstated to, suspended, amended or deleted from the Databank under subregulation (1) which shall include the reason for its reinstatement, suspension, amendment or deletion.

(3) Where data is reinstated, suspended, amended or deleted under this regulation the Custodian shall include the number of reinstatements, suspensions, amendments and deletions made to the Databank in the annual report required to be prepared under section 11 of the Act.

Information
technology

6. The Custodian shall-

- (a) develop or cause to be developed the Information Technology systems necessary for the administration of the Databank;
- (b) be responsible for monitoring and improving software for the delivery of Custodian services and management of information in the Databank; and
- (c) ensure that the day to day Information Technology support required for the operational systems related to the Databank is implemented.

PART III

TAKING SAMPLES

Taking a
sample from a
complainant

7. (1) Where a reference sample or crime scene material is to be taken from a complainant, the investigating officer shall arrange for a qualified person to take the sample, as soon as practicable, after the complainant reported the alleged commission of a sexual offence.

(2) Where a reference sample or crime scene material is to be taken under subregulation (1), the reference sample shall be taken in a private room, and as far as practicable, in a private hospital or health care facility.

(3) A qualified person who takes a reference sample or crime scene material under subregulation (1) shall forward the reference sample or crime scene material to the Forensic Science Centre together with a copy of the entry in the DNA Record.

Taking of reference sample and retrieval of crime scene material by a police officer or qualified person

8. (1) Where a police officer or qualified person takes a reference sample from a person mentioned in section 13(1) of the Act, the police officer or qualified person shall forward the reference sample to the Forensic Science Centre together with a copy of the entry in the DNA Record.

(2) Where a police officer or qualified person collects or takes crime scene material at any place, the police officer or qualified person may, where he believes that crime scene material requires DN analysis, forward the crime scene material to the Forensic Science Centre together with a copy of the entry in the register of crime scene material.

Taking a sample from a person admitted to a private hospital or health care facility

9. (1) Where a person who is suspected, accused or convicted of an offence is admitted to a private hospital or health care facility and a non-reference sample is required to be taken from the person, a qualified person shall take the reference sample as soon as practicable after the person is admitted and before the person is discharged from the private hospital or health care facility.

(2) Where a reference sample is taken under subregulation (1), the reference sample shall be taken in the presence of a witness who shall certify having witnessed the taking of the reference sample in the form set out as Form 1A in the Second Schedule to the Act.

(3) Where the person from whom the reference sample is to be taken under subregulation (1) is an incapable person, who is admitted to a psychiatric hospital, the Psychiatric Hospital Director shall arrange for the reference sample to be taken by a qualified person in the psychiatric hospital in which the person is ward, in the presence of a witness, as soon as

practicable after the person is admitted and in any event before the person is discharged from the psychiatric hospital.

(4) Where a qualified person takes a reference sample under this regulation, he shall forward the reference sample to the Forensic Science Centre together with a copy of the entry in the register of crime scene material created and maintained by the Commissioner of Police.

Taking
reference
sample or crime
scene material
from a person
in prison

10. (1) Where a person who is detained at a prison for a first time or a subsequent time and a reference sample has not been taken from him, a qualified person at the prison shall take a non-intimate sample as soon as practicable.

(2) Where a reference sample is to be taken from a person who is detained at a prison and-

- (a) there is no qualified person attached to the prison; or
- (b) the qualified person attached to the prison is not available,

the Commissioner of Prisons shall arrange for a qualified person to attend the prison-

- (c) at which the reference sample is to be taken; or
- (d) where the person is detained,

for the purpose of taking the reference sample.

(3) The qualified person who takes a reference sample at a prison shall forward the reference sample to the Forensic Science Centre together with a copy of the entry in the DNA Record.

(4) A qualified person who collects or takes crime scene material at a prison may, where he believes the crime scene material requires DNA analysis, forward the crime scene material to the Forensic Science Centre or an approved laboratory together with a copy of the entry in the register of crime scene material created and maintained by the Commissioner of Police.

Taking a
reference

11. (1) Where a reference sample is to be taken at a port of entry or

sample at a port
of entry

place of detention in accordance with section 16 of the Act and-

- (a) there is no qualified person attached to the port of entry or place of detention; or
- (b) the qualified person attached to the port of entry or place of detention is not available,

the Chief Immigration Officer shall arrange for a qualified person to attend the port of entry or place of detention for the purpose of taking the sample.

(2) A qualified person who takes a reference sample from a person at a port of entry or place of detention, shall forward the reference sample together with a copy of the entry in the DNA Record to the Forensic Science Centre.

(3) For the purpose of this regulation –

“port of entry” has the meaning assigned to it by the Immigration Act; and

“place of detention” means a place of detention approved by the Minister under the Immigration Act.

Chap. 18:01

Taking
reference
sample from a
person detained
in a child
rehabilitation
centre

12. (1) Where a person is detained at a child rehabilitation centre for the first time or a subsequent time, and a sample has not been taken from him, a qualified person at the child rehabilitation centre shall take a non-intimate sample as soon as practicable.

(2) Where a reference sample is to be taken from a person in a child rehabilitation centre and-

- (a) there is no qualified person attached to child rehabilitation centre; or
- (b) the qualified person attached to the child rehabilitation centre is not available,

the person in charge of the child rehabilitation centre shall arrange for a qualified person to attend the child rehabilitation centre -

- (c) at which the sample is to be taken; or
- (d) where the person is detained,

for the purpose of taking the sample.

(3) A qualified person who takes a reference sample from a person at a child rehabilitation centre, shall forward the reference sample together

with a copy of the entry in the DNA Record of the child rehabilitation centre to the Forensic Science Centre.

(4) A qualified person who collects or takes crime scene material at a child rehabilitation centre may, where he believes the crime scene material requires DNA analysis, forward the crime scene material to the Forensic Science Centre or an approved laboratory together with a copy of the entry in the register of crime scene material.

PART IV ANALYSIS

Analysis of
reference
samples and
crime scene
materials

13. (1) Subject to subregulation (2), where the Forensic Science Centre receives a reference sample, the Director of the Forensic Science Centre shall ensure that the reference sample is analysed and a DNA profile generated as soon as possible by the Forensic Science Centre or an approved laboratory.

(2) Where the Forensic Science Centre receives a reference sample or crime scene material in relation to an investigation of an offence and is advised that the reference sample or crime scene material received is to be analysed, the Director of the Forensic Science Centre shall ensure that the reference sample or crime scene material is analysed and a profile generated as soon as possible by the Forensic Science Centre or an approved laboratory.

Anonymity of
DNA profile

14. Prior to a profile being sent to the Custodian, the Forensic Science Centre or the approved laboratory shall ensure that the profile sent to the Custodian does not identify the person to whom the profile relates.

PART V SEARCHES OF THE DATABANK

Searches by the
Custodian

15. (1) The Custodian shall, where a DNA profile from a reference sample is being loaded unto the Databank, search the Databank against the DNA profile with the view of determining whether the DNA profile-

- (a) duplicates a known DNA profile already in the Databank;
- (b) matches any unknown DNA profile in the Databank;
or
- (c) establishes a familial relationship from any known or

unknown DNA profile.

(2) Where-

- (a) the Commissioner of Police in the course of a criminal investigation or criminal proceedings;
- (b) an investigating officer acting in the course of a criminal investigation or criminal proceedings; or
- (c) the Central Authority at the request of a country which has been accepted by the Central Authority,

requires a search be done of the Databank, he or it may request the Custodian to search the Databank.

(3) Notwithstanding the fact that a DNA profile does not meet the minimum standards for loading unto the Databank, the Custodian may, at the request of –

- (a) the Commissioner of Police;
- (b) an investigating officer acting in the course of a criminal investigation or criminal proceedings; or
- (d) the Central Authority,

conduct a search of the Databank against the DNA profile.

(4) Where a request is made for a search under sub-regulation (3), the Custodian shall conduct the search without loading the DNA profile unto the Databank.

(5) Where there appears to be the existence of a duplicate DNA profile under subregulation (1), the Custodian shall, within forty-eight hours of becoming aware of such duplication, inform the Commissioner of Police in writing of the duplication and the unique identifiers assigned to the DNA profiles.

(6) The Commissioner of Police upon being informed under subregulation (5) shall-

- (a) cause an investigation to be conducted to determine the correct identity of the person from whom the DNA profile was generated; and
- (b) once the source of the DNA profile has been determined, inform the Custodian as to the source and reason for the duplication devoid of any personal information.

(7) The Custodian shall, where he is informed by the Commissioner of Police of the source and reason for the duplication devoid of any personal information take all reasonable steps to remove the duplicate DNA profile from the Databank other than in the case of identical twins.

(8) Where a search under subregulation (1) yields a match to a DNA profile obtained from crime scene material, the Custodian shall, as soon as possible, prepare a match report and issue the match report to the investigating officer and to the Forensic Science Centre.

Schedule 1 (9) A request under subregulations (2) and (3) shall be made on the form set out in Schedule 1.

(10) Where a request under subregulation (2) has been made and the search has been completed in respect of the request, the Custodian shall, as soon as possible after the search has been completed, prepare and submit a report of the result of the search, where applicable, to the Commissioner of Police, the investigating officer making the request or the Central Authority.

PART VI RECORDS

DNA Records
Schedule 2 16. A DNA Record shall contain the data elements set out in Schedule 2.

Requirement
for police to
keep record 17. (1) For the purpose of section 23A of the Act, where a police officer, takes a reference sample or crime scene material, he shall ensure that a record of the taking of the reference sample or crime scene material is entered in the DNA Record at a place as the Commissioner of Police directs or the register of crime scene material.

(2) The senior officer in charge of a place directed by the Commissioner of Police under subregulation (1), shall, every seven days, forward a log of every entry made during that period in the DNA Record and **register of crime scene material** to the Commissioner of Police.

Requirement of
Commissioner
of Prisons to 18. For the purposes of section 23A of the Act, the Commissioner of

keep record

Prisons shall, in relation to a reference sample or crime scene material taken at a prison, ensure that a record of the taking of the reference sample or crime scene material is entered in the DNA Record kept at the prison.

Requirement of immigration division to keep record

19. (1) For the purposes of section 23A of the Act, the senior immigration officer in charge of a port of entry or place of detention, in relation to a reference sample taken at the port of entry or place of detention, shall ensure that a record of the taking of the reference sample is entered in the DNA Record kept at the port of entry or place of detention.

(2) The senior immigration officer in charge of a port of entry or place of detention where a DNA Record is kept as directed by the Chief Immigration Officer under subregulation (1), shall every seven days, forward a log of every entry made during that period in the DNA Record to the Chief Immigration Officer.

Requirement for child rehabilitation centre to keep record

20. For the purposes of section 23A of the Act, the officer in charge of a child rehabilitation centre, in relation to a reference sample taken at the child rehabilitation centre, shall ensure that a record of the taking of the reference sample is entered in the DNA Record at the child rehabilitation centre.

Requirement for private hospital or health care facility to keep record

21. For the purposes of section 23A, where a qualified person takes a reference sample at a private hospital or health care facility, he shall ensure that a record of the taking of the reference sample is entered in the DNA Record at the private hospital or health care facility.

Record by the Forensic Science Centre

22. For the purposes of section 23(2)(b) of the Act, the Forensic Science Centre shall record the information set out in Schedule 3.

Forensic Science Centre DNA Register

23. The DNA Register of the Forensic Science Centre under section 5(3) of the Act, shall comprise the information contained in the record under regulation 22 and such other information as the Director may from time to time determine.

PART VII
STORAGE OF REFERENCE SAMPLES AND CRIME SCENE
MATERIALS

Storage of
reference
samples and
crime scene
materials

24. (1) In every place where a reference sample is likely to be taken or crime scene material is likely to be routinely retrieved or carried, -

- (a) **there shall be assigned a secure room or receptacle for the storage of the reference sample and crime scene material before they are transported to the Forensic Science Centre or approved laboratory; and**
- (b) **the reference sample and the crime scene material shall conform to the storage guidelines issued by the Minister and published in the *Gazette*.**

(2) The person in charge of the place where reference samples and crime scene materials are stored under subregulation (1), shall cause a storage log to be kept and maintained in which the following information shall be recorded:

- (a) in the case of a police officer, the name, rank and service number of the officer entering the reference samples and crime scene materials to be stored;
- (b) in the case of a qualified person, the name, profession and place of employment of the qualified person entering the reference samples and crime scene materials to be stored;
- (c) the particulars of the identifying mark which is affixed to the package containing the reference samples and crime scene materials;
- (d) the date and time on which the reference samples and crime scene materials were stored;
- (e) the date and time on which the reference samples and crime scene materials were retrieved;
- (f) the name and particulars of the police officer or qualified person retrieving the reference samples and crime scene materials; and
- (g) the reason for which the reference samples and crime scene materials was taken.

**PART VIII
TRANSPORT**

Transportation
and delivery of
reference
samples and
crime scene
materials

25. (1) Where-

- (a) a reference sample is collected; or
- (b) crime scene material collected is to be submitted for DNA analysis by the Forensic Science Centre,

it shall be forwarded as soon as practicable to the Forensic Science Centre, but in no case shall it be delivered more than seven days after it was collected.

(2) A person transporting a reference sample or crime scene material shall ensure that the reference sample or crime scene material is transported or delivered under conditions in conformity with guidelines issued by the Minister **and published in the *Gazette***.

(3) Where a reference sample or crime scene material is to be transported, it shall be transported in a thermally insulated receptacle to maintain the required temperature for storage.

**PART IX
PRIVACY STANDARDS, SECURITY AND ACCESS**

Privacy
standards and
security

26. (1) Where a DNA profile is generated by the Forensic Science Centre the Director of the Forensic Science Centre shall, where the profile is capable of being uploaded unto the Databank, and in accordance with the standards established under regulation 4, forward the profile to the Custodian for loading onto the Databank.

(2) Where a DNA profile is generated by an approved laboratory the approved laboratory shall, where the profile is capable of being uploaded unto the Databank, and in accordance with the standards established under regulation 4, forward the profile to the Custodian for loading onto the Databank.

(3) Where a DNA profile is forwarded electronically under subregulation (1) or (2), the transmission shall be done using an encrypted

secure network with controlled access at the points of entry and receipt.

Access to
Databank

27. (1) The Custodian shall ensure that access to and the use of information on the Databank is restricted to persons authorized to access and use the information for the purposes of the Act and these Regulations.

(2) The Custodian shall ensure that access to—

- (a) DNA profile information;
- (b) systems operating environment; and
- (c) DNA data file contents,

is restricted to persons authorized by him.

(3) In order to restrict access under this regulation, the Custodian shall ensure that operational programs and systems are implemented in order to pre-empt, detect and record all unauthorized attempts to access the Databank.

Disclosure of
DNA data

28. (1) Where the Custodian is authorized to disclose DNA data stored on the Databank, the disclosure shall be made either upon request or by Order of the Court.

(2) Where a request to the Custodian for a disclosure under subregulation (1) is made by—

- (a) a police officer acting in the course of a criminal investigation or criminal proceedings;
- (b) a person from whom a sample was taken or his representative; or
- (c) a government agency or an educational institution approved by the Minister for the sole purpose of research, provided that no readily identifiable personal information is disclosed,

it shall be made on the form prescribed as Form 2 in Schedule 1.

(3) Where a country wishes to access DNA data and makes a request which is accepted by the Central Authority, the Central Authority shall make the request to the Custodian in writing.

(4) Where a request is made under subregulation (3), the

Custodian shall prepare a report detailing the data requested and release the report to the Central Authority, who shall on being satisfied that the report reflects the data requested, forward the report to the requesting country.

(5) A report under subregulation (4) shall not contain any personal information belonging to any person.

(6) Where a request to access DNA data is made through an order of the Court, the Custodian shall prepare a report with the data required in the request and forward the report to the Court making the Order and take all other reasonable steps to comply with the Order.

PART X MISCELLANEOUS

Records

29. Where the Forensic Science Centre receives a reference sample and the duplicate Form 2, Form 4 or Form 6, where applicable, from Schedule 2 of the Act, the original form shall be certified and returned to the person submitting the reference sample who shall return it to the place relative to where the DNA Record is kept and the Forensic Science Centre shall retain the copy.

Commissioner of Police to create and maintain register for crime scene material

30. The Commissioner of Police shall cause a register to be created and maintained for the purpose of recording the information set out in Schedule 4 in relation to all crime scene material that is collected and to be submitted for the purpose of generating a DNA profile in accordance with the Act.

SCHEDULE 1

[Regulations 15(9) and 28(2)]

FORM 1

Name of individual requesting search: _____

Agency: _____ Position: _____

Date: _____

Request made by:

- (a) The Commissioner of Police in the course of a criminal investigation or criminal proceedings;
- (b) An investigating officer acting in the course of a criminal investigation or criminal proceedings; _____
- (c) The Central Authority, at the request of a country which has been accepted by the Central Authority. _____

Has the written request been authorized by the Central Authority or an officer authorized by him: _____

Note: Search request are to be released to the Central Authority or an officer authorized by him only.

Name of Laboratory/Agency: _____

Laboratory/Agency Unique Identifier: _____

Contact information of Agency/Person: _____

Comments by person making request:

Name of person making request and contact information:

Date: _____

Signature: _____

Name of person receiving request and contact information:

Date: _____

Signature: _____

FORM 2

THE ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC
ACID) REGULATIONS, 2017

[Section 28(2)]

REQUEST FOR DISCLOSURE UNDER SECTION 26(2)

Name of individual requesting disclosure: _____

Unique identifier or DNA Record Number: _____

Request made by: _____

- (a) A police officer acting in the course of a criminal investigation or criminal proceedings;
- (b) A person from whom a sample was taken or his representative;
- (c) A government agency or an educational institution approved by the Minister for the sole purpose of research, provided that no readily identifiable personal information is disclosed.

Comments by person requesting disclosure (please provide, *inter alia*, a sufficient context for the disclosure):

Name of Person Making Request for Disclosure: _____

Date: _____

Contact Information of Agency/Person: _____

National Identification No./Driver's Permit No./Passport No.: _____

Signature: _____

Name of Person Receiving Request for Disclosure and contact information:

Date: _____

Signature: _____

FORM 3

THE ADMINISTRATION OF JUSTICE (DEOXYRIBONUCLEIC ACID) REGULATIONS, 2017

(Regulation 29)

Record of Taking of Crime Scene Material and Chain of Custody of Crime Scene Material (Other than from a Complainant)

Location where crime scene material collected from:

.....

Date and Time collected:

Description of crime scene material:

.....

Information relating to victim/deceased (name, sex, dob and address):

.....

.....

Information relating to accused/suspect (name, sex, dob and address):

.....

.....

Person who collected crime scene material:

.....

I certify that both the container and the package holding the crime scene material are labelled and sealed:

The information on the label affixed to the container and the label affixed to the package:.....

Other Remarks:

SCHEDULE 2

(Regulation 16)

INFORMATION TO BE CONTAINED IN DNA RECORD

1. Name of person to whom sample relates
2. Date of birth of person to whom sample relates
3. Sex of person to whom sample relates
4. Race of person to whom sample relates
5. Name of person taking sample
6. Address where sample was taken
7. Type of sample taken
8. Date sample was taken
9. Witness form information
10. Volunteer form information
11. Consent form information
12. Name of Investigating Officer, Rank and Service number and contact information.

SCHEDULE 3

(Regulation 22)

INFORMATION TO BE RECORDED BY THE FORENSIC SCIENCE CENTRE

- (1) Date received
- (2) Name and date of birth of donor
- (3) Involvement in matter (suspect, accused, victim, etc.)
- (4) Reference sample/crime scene material
- (5) Submitting Agency
- (6) Name of submitter
- (7) Rank and Service No./Profession of submitter
- (8) Unique identifier.

SCHEDULE 4

(Regulation 30)

INFORMATION TO BE RECORDED IN THE CRIME SCENE MATERIAL REGISTER

1. Description of crime scene material
2. Address where crime scene material collected
3. Date on which crime scene material collected
4. Name and profession of person collecting crime scene material
5. Time when crime scene material was collected
6. Name of Investigating Officer, rank and service number and contact information.

Dated this 5th day of March, 2018.


Minister of National Security

Approved by the Senate this _____ day of _____, 2018.

Clerk of the Senate

Approved by the House of Representatives this _____ day of _____, 2018.

Clerk of the House

