



Investigator's Guide to the National Missing Persons DNA Program

This guide contains general information for police investigators who are considering the use of DNA in a missing person case and/or when unidentified human remains are found.

More detailed information and guidance is available to investigators by contacting the National Centre for Missing Persons and Unidentified Remains (NCMPUR):

 NCMPUR@rcmp-qrc.gc.ca (police use only) or

 CanadasMissing-DisparusCanada@rcmp-qrc.gc.ca.

Visit www.canadasmissing.ca

Exhibit: National Inquiry into Missing and Murdered Indigenous Women and Girls		
Location/Phase: <u>Part 2 Regina</u>		
Witness: <u>Brenda Butterworth-Carr</u>		
Submitted by: <u>Anne McConville</u>		
Add'l info: <u>P02 P02 P0401</u>		
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1 THE NATIONAL MISSING PERSONS DNA PROGRAM

1.1 About the NMPDP

The National Missing Persons DNA Program (NMPDP) is designed to be used as an additional resource for the humanitarian, non-criminal investigation of missing persons or found human remains. The NMPDP is a joint effort of the National Centre for Missing Person's and Unidentified Remains (NCMPUR) and the National DNA Data Bank (NDDB).

NCMPUR authorizes the submission of biological samples or already developed DNA profiles to the NDDB for comparison, in accordance with legislation. NCMPUR is the contact point for investigators. NCMPUR provides investigators with best practices and advice on using the new humanitarian DNA indexes. The NDDB accepts and evaluates submissions, runs comparisons, determines possible associations or matches through scientific analysis and provides a report of significant findings. The NDDB is also the point of contact for investigators requiring clarification about the DNA Report and/or DNA analysis for the NMPDP.

1.2 Indexes in the National DNA Data Bank

The NDDB maintains seven indexes or collections of DNA profiles. Of these, the Missing Persons Index (MPI), the Relatives of Missing Persons Index (RMI) and the Human Remains Index (HRI) are part of the NMPDP:

- **Missing Persons Index (MPI):** a humanitarian index comprised of DNA profiles derived from the personal effects of a missing person.
- **Relatives of Missing Persons Index (RMI):** a humanitarian index comprised of DNA profiles derived from samples submitted with informed consent, to be used to confirm the missing person's DNA profile for the Missing Persons Index and to compare with the DNA profiles in the Human Remains Index.
- **Human Remains Index (HRI):** a humanitarian index comprised of DNA profiles derived from human remains.

The NDDB also maintains four criminal indexes that are not part of the NMPDP:

- **Convicted Offenders Index (COI):** is comprised of DNA profiles of offenders convicted of specific designated offences.
- **Crime Scene Index (CSI):** is comprised of DNA profiles collected from crime scenes.
- **Victims Index (VI):** is comprised of DNA profiles of victims of criminal cases under investigation.
- **Voluntary Donors Index (VDI):** is comprised of DNA profiles voluntarily submitted with informed consent from any person, other than the victim of a crime, to advance criminal, missing persons, or unidentified human remains investigations.

The *DNA Identification Act* allows for comparisons between all seven indexes with the exception of the DNA profiles in the RMI which are only compared to DNA profiles in the MPI and HRI.

1.3 The value of the NMPDP to my investigation

Submitting DNA for your investigation into any of the three humanitarian indexes of the NDDDB may resolve or provide leads in a missing persons or found human remains investigation.

Missing Persons Index (MPI): DNA profiles in the MPI are compared to all other DNA profiles in the NDDDB, including the criminal indexes and the Human Remains Index. If a potential match or association is made, it could serve to place a missing person at a crime scene or to identify their remains.

Relatives of Missing Persons Index (RMI): In cases where DNA is provided for the RMI, the relative's DNA profile can be used to help confirm the identity for a DNA profile that has been submitted for the MPI (e.g. from a personal effect). It can also be used to identify the remains of a missing person through comparison with the Human Remains Index.

The Human Remains Index (HRI): DNA profiles in the HRI are compared to all other DNA profiles in the NDDDB, including the MPI, RMI and the criminal indexes. If a match or an association is made in these comparisons, it could serve to identify the found human remains.

1.4 When to participate in the NMPDP

Per the requirements of the *DNA Identification Act*, before biological samples or DNA profiles can be submitted to the NMPDP there must be reasonable grounds to suspect that the comparison of the DNA profile will assist in the investigation of a missing person or in the identification of human remains.

For humanitarian investigations, the comparison of a DNA profile to other profiles in the NDDDB requires that other investigative procedures were unsuccessful or are unlikely to succeed, or that the urgency of the situation requires the comparison of the profile to others. Steps before submitting biological samples or DNA profiles for comparison in the NDDDB include:

- Using the Canadian Police Information Centre (CPIC) to enter complete and accurate information for all missing person and human remains investigations. Ensure that appropriate categories and fields are used and include all available information, including biological affinity, location last seen/discovered, marks, clothing, and physical descriptors. Collect and enter dental records/charts into CPIC if they are available. Update the CPIC entry as new information becomes available.
- Considering publication to the Canada's Missing website www.canadasmissing.ca.
- Requesting support and analysis from NCMPUR at NCMPUR@rcmp-grc.gc.ca or a regional centre part of the NCMPUR.
- Referring to the *NCMPUR Best Practices* publication for other investigative techniques.

2 PARTICIPATION IN THE NMPDP

Submission of biological samples for the purposes of the NMPDP is voluntary. In addition to providing guidance, you can provide the family with a copy of **A Family's Guide to the National Missing Persons DNA Program** [D02]. If a hard copy of the guide is not available, ask NCMPUR or consult the online version at <http://www.rcmp-grc.gc.ca/en/a-familys-guide-the-national-missing-persons-dna-program>.

2.1 Obtaining the correct forms

Once you receive authorization from NCMPUR to submit samples under the NMPDP, you will receive a submission package that contains the appropriate consent forms.

2.2 Obtaining consent

Relatives of Missing Persons: The collection of biological samples from relatives of missing persons for the Relatives of Missing Persons Index (RMI) requires consent from the individual donors. A signed NMPDP **Consent to Provide a Biological Sample: Consent for a Relative of a Missing Person [A01]** form must be obtained from *each* family member providing a sample for submission to the NDDB.

Missing Persons: In cases where the personal effects or a direct reference sample of the missing person is/are being submitted for the Missing Persons index (MPI), the person providing the items should have an 'informed understanding' of what it means to provide them to the investigator, as per the NMPDP **Agreement to Provide a Biological Sample: Informed Understanding for a Contributor of a Personal Effect of a Missing Person [A02]** form.

Other general considerations:

- The investigator must assess whether the donor understands why they are providing a biological sample and what will be done with that sample and the associated DNA profile developed from it.
- It is also important that there be no coercion to donate from either the investigator or other family members.
- The collection of biological samples has practical and emotional considerations that must be managed on a case by case basis by the investigator. During this period, it is important to highlight the potential of the NMPDP in assisting with the investigation and to manage expectations. Results may be immediate, long term or not happen at all.

2.3 Special circumstances

- If an adult is not capable of informed consent, contact the NCMPUR for advice.
- If the donor is under the age of 18, consent should be provided by a parent/guardian. In cases where no parent/guardian is present, contact NCMPUR for advice. The donor will have the opportunity to provide their own consent once they reach the age of 18.
- The NMPDP consent is still required even if:
 - you are also collecting biological samples for local processing using local consent forms
 - you are submitting an already developed DNA profile
 - there is potential for the sample or the developed DNA profile to be sent to the NDDB at a later time

2.4 Commitment to privacy

As the investigator, your commitment to the privacy of a missing person and their relatives includes:

- Treating all information from donors as personal information protected under your agency's privacy policy.
- Collecting only biological samples that are of benefit to the investigation and destroy any that are no longer needed.
- Responding quickly to requests by donors for destruction of biological samples and removal of DNA profiles from the NDDDB (by passing the requests to NCMPUR).
- Responding quickly when contacted by NCMPUR on a periodic basis to confirm the continued relevancy of having the DNA profiles in the Relatives of Missing Persons Index (RMI), and the Missing Persons Index (MPI).
- Keeping CPIC up to date, removing information as soon as the case is resolved.

3 COLLECTING BIOLOGICAL SAMPLES

3.1 Before collecting biological samples

In general:

- In addition to granting the required authorizations, NCMPUR provides advice on the best samples to collect based on the particulars of each investigation.
- Obtain authorization from NCMPUR for each personal effect or relative before submitting the biological sample to the NDDDB.
- Remember the importance of having a donor sign the appropriate NMPDP consent form (see Section 2.2 'Obtaining consent'). The NDDDB will not accept the biological sample or DNA profile without the appropriate signed form.

It is possible to begin the collection of biological samples from relatives and personal effects or direct reference samples of a missing person prior to authorization by the NCMPUR. Even so, NCMPUR must ultimately be consulted prior to submitting biological samples and/or DNA profiles to the NDDDB for the purposes of the NMPDP (see Section 1.4 '*When to participate in the NMPDP*').

3.2 When to collect biological samples

In general, family reference samples, personal effects and/or direct reference samples of the missing person may be collected at any time.

- The NCMPUR Best Practices recommend *"the collection and protection of personal effects and/or DNA from relatives of the missing person as soon as there are reasonable grounds to suspect that the person may be deceased, as established by substantive investigation or witness, or when other means to locate the person have failed to do so."*¹
- Many local policies require the collection of biological samples as soon as possible, because the passage of time makes it more difficult to locate relatives or uncontaminated personal effects.
- NCMPUR can also provide advice when urgency is suggested by the situation, by the health of potential donors, or other factors. If it is decided to delay collection of biological samples, it is important to keep in touch with relatives willing to be donors.

¹ NCMPUR Best Practices, version 2

3.3 What biological samples to collect

3.3.1 From relatives of a missing person

Once you receive authorization from NCMPUR to submit biological samples under the NMPDP, you will receive a submission package that contains instructions and advice on collecting samples from donors associated with the investigation. The package also contains a list of acceptable kits for sample collection [C01].

Relatives of the missing person may want to donate a biological sample to assist in the investigation, but not all relatives are suitable donors. The NMPDP submission package contains a **Family Reference Sample Information** form [B02] that has a detailed chart of relationships to the missing person, and can assist in identifying the most suitable donors. Keep the following points in mind:

- If a relative is not on this chart, it is less likely the DNA profile of that individual will be of value to the investigation.
- The closer the connection to the missing person the better (e.g. an identical twin is ideal, then biological parents, then children and the other biological parent of those children, then siblings).
- Check that the missing person (or relative) was not adopted, and inquire about other factors such as bone marrow transplants or recent surgery.
- Suitable donors may also vary slightly based on the sex of the missing person. Consult with NCMPUR.
- There is more strength in the DNA comparisons if there are samples from multiple biological relatives of the missing person.

3.3.2 Personal effects of missing person

Once you receive authorization from NCMPUR to submit personal effects of a missing person under the NMPDP, you will receive a submission package that contains instructions and advice on the best biological samples to collect. In general, the following may be considered:

- Discuss the choices with NCMPUR before or during the authorization process.
- Collect personal effects using the same techniques that are used for collecting biological evidence at a crime scene. Ensure that you collect and handle the personal effects in a manner that ensures the integrity of the exhibit, and prevents contamination.
- DNA can be obtained from a direct reference sample that was previously collected from the missing person. This can include:
 - medical specimens (e.g. extracted baby teeth, extracted wisdom teeth that do not have fillings, pap smears)
 - samples from national biobanks (a repository that stores biological samples such as blood or tissue for use in research)
 - bone-marrow donor programs
 - blood droplets obtained during neonatal screening
 - other clinical blood or serum samples
 - paternity-testing laboratories
 - reference samples from military services or other employers
 - samples from sperm banks

- dried umbilical cord
- If none of the above are available, it is possible to extract DNA from personal effects used exclusively by the missing person such as:
 - toothbrushes, razors, hair brushes and combs, lipstick, deodorant rollers and other hygiene items
 - unwashed clothing that has been worn
 - bandages, feminine hygiene products, cigarette butts, pipes, used cups and glasses, eyeglasses or contact lenses, jewellery, and wristwatches
 - helmets, caps and hats, ear plugs, headphones or ear buds may be considered if the items listed above are unavailable
 - other handled items may work but it becomes more difficult as time passes or there is uncertainty about exclusive use by the missing person
- Note that the submission of personal items that were not used exclusively by the missing person may produce DNA profiles that do not originate from the intended person or that are unsuitable for comparison purposes.
- If a personal item results in a mixed DNA profile from several biological donors, it may not be possible to obtain DNA information and a new missing person's sample may be requested.
- It is not possible to have firm policy in regards to who may submit personal effects; the investigator must make the decision that the exhibit is valuable to the investigation and reasonably obtained, balancing concerns for the missing person's safety with their privacy.
- The person providing the personal effects of a missing person to the investigator should have an informed understanding of the process and what is involved, as per the NMPDP "Agreement to Provide a Biological Sample: Informed Understanding for a Contributor of a Personal Effect of a Missing Person" form.

3.3.3 Unidentified Remains

As part of the authorization and submission process, NCMPUR will advise, if necessary, on the best samples to collect based on the particulars of each investigation. In general, the following may be considered:

- A professional should be consulted to confirm that the found unidentified remains are of human origin, and that they do not originate from a historical burial site.
- Do not send anything to the NDDb that was not authorized by NCMPUR.
- Collection is done by a trained coroner/medical examiner during an autopsy. The investigator works with the coroner/medical examiner to determine who is taking charge of the submission process.
- Blood or deep muscle tissue is ideal for obtaining a DNA profile; however, the collection of biological samples from human remains will depend on the condition of the remains. Skeletal elements may also be suitable for DNA testing.
- Skeletal elements suitable for DNA testing include, in order of preference:
 - High preference bones
 - Mandible with or without tooth
 - Maxilla with tooth
 - Temporal/Petrous

- Pelvis
- Vertebra
- Femur
- Tibia
- Fibula
- Metatarsal
- Talus
- Teeth (order of preference: first, second, third molar, first or second premolar, canine, incisor)
- Medium preference
 - Occipital
 - Parietal
 - Skull
 - Scapula
 - Rib
 - Humerus
 - Metacarpal
 - Carpal
 - Phalanx (hand or foot)
 - Patella
 - Tarsal
 - Calcaneus
- Low preference
 - Facial-cranial
 - Sacrum
 - Sternum
 - Radius
 - Ulna
- Bones and teeth should be taken by the medical examiner, coroner or anthropologists, such that the sampling method does not interfere with other important physical and medical characteristics used for identification.
- Contact NCMPUR for further instructions regarding sample submission requirements.

4 DNA PROFILE ALREADY EXISTS

Under the NMPDP, the investigating agency is expected to send biological samples to the NDDB for DNA analysis to develop a DNA profile. Circumstances may arise where a DNA profile has already been developed for the investigation, or there are specific reasons to have the DNA profile developed by a different laboratory. For investigations where there is a pre-existing DNA profile, some information and other considerations are provided here:

- Even with an existing DNA profile relevant to an investigation, you must contact NCMPUR for authorization before submitting it to the NDDB.

- Each request for the submission of a pre-existing DNA profile will be evaluated on an individual basis and will be guided by the legislation under which the NMPDP was created.
 - The legislation does not allow for shortcuts to the process or different requirements for previously-developed DNA profiles.
- The NDDB will only accept DNA profiles from a laboratory that has been audited and approved by the NDDB. These are typically private laboratories that have been technically audited by the NDDB but may also include public forensic laboratories.
 - Contact NCMPUR for a list of currently approved laboratories.
- If the DNA profile was not produced by an approved laboratory, the NDDB will examine the accreditation status of the laboratory and the technology associated with the development of the DNA profile. The NDDB may have to arrange a technical audit that may cause some delays. If standards are not met, it may be necessary to have biological samples reprocessed.
- If you choose to have another laboratory develop the DNA profile, your agency must pay for the development of the profiles without reimbursement from the NMPDP.
- Consider the privacy risks before sending biological material and personal information to a foreign laboratory for processing.
- Approved laboratories will have the forms needed to submit the developed DNA profiles to the NDDB directly. NCMPUR will provide instructions about what is needed [C02].
- DNA profiles developed by other laboratories and submitted to the NDDB still require the same consent as biological samples submitted directly to the NDDB.
- If the DNA profile is from a relative of the missing person collected for another purpose without the NMPDP consent form, the NMPDP consent form [B01] must be signed by the individual to allow its submission to the NDDB.
- If the missing person is a convicted offender whose DNA profile may already exist in the NDDB, contact NCMPUR.

5 SUBMITTING DNA

5.1 Submission Process

1. Contact NCMPUR at NCMPUR@rcmp-grc.gc.ca for authorization to submit a biological sample or DNA profile to the NDDB. NCMPUR can provide information, assistance and a **Request for Authorization** form [D03]. See Section 1.4 '*When to participate in the NMPDP*'.
2. Complete the 'Request for Authorization' form [D03] and send it to NCMPUR by email or fax.
3. NCMPUR will discuss the best sources for DNA and will authorize biological samples from specific relatives and specific personal effects. Any number of specific biological samples may be included in an authorization.
4. You will receive a submission package from NCMPUR with the appropriate NMPDP submission and consent forms and other detailed instructions.

5. Collect biological samples from the authorized sources using the appropriate consent forms where necessary. Follow the same protocols for collection as you would use for exhibits in a criminal case – refer to the basic guidelines in the Investigator’s Guide to National Forensic Laboratory Services:
<http://www.rcmp.gc.ca/en/investigators-guide-national-forensic-laboratory-services>
Ensure all items are appropriately dried (i.e., FTA Blood spot cards) and packaged. Ensure that all layers of packaging are clearly marked with your police case number and unique exhibit number.
6. Complete the NMPDP submission forms for the biological samples authorized by NCMPUR.
7. Ensure that all information on the submission form is correct and that it includes your case number as reflected in CPIC, the exhibit numbers under which they were authorized by NCMPUR, and the occurrence number provided by NCMPUR in the authorization email. Double-check all information for accuracy and continuity, especially in regards to the identity of individuals.
8. Send a copy of the authorization email from NCMPUR, the completed submission forms, consent forms and authorized biological samples to the NDDB by registered courier to:

National DNA Data Bank – RCMP
ATTN: Missing Persons Unit
NPS Building
73 Leikin Drive
Ottawa, ON K1A 0R2
9. The NDDB will only accept DNA profiles developed by other laboratories if those laboratories have been audited and approved by the NDDB (see Section 4 ‘*DNA Profile Already Exists*’).
10. You will receive confirmation from NCMPUR that the DNA profiles were developed and entered into the appropriate DNA Index by the NDDB. NCMPUR will also forward any report issued by the NDDB to communicate significant associations resulting from DNA profile comparisons.

5.2 Submitting DNA for verification of a suspected match

In some cases the police will determine a likely match between a missing person and unidentified remains investigation. Biological samples may be submitted to obtain a report on the potential association/match. Alternately, you may choose to have the analysis done at a private laboratory or by experts outside the national program. The decision will depend on your confidence in the link between the missing person and the found human remains investigation, and whether one of the cases already has DNA profiles in the NDDB. Contact NCMPUR to discuss options. Note that if you submit DNA under the NMPDP, then each of the cases must meet the threshold criteria for authorization, even if you are confident of the linkage between the two investigations.

5.3 Submitting more DNA at a later time

A submission package can contain any number of authorized biological samples or DNA profiles and any number of submission packages can be submitted over time.

- Once the investigation is authorized to submit specific biological samples or DNA profiles to the NDDB, additional submissions can be authorized at any time for another donor or personal effect/direct reference sample relevant to that investigation.
- Each submission must be discussed and authorized by NCMPUR.
- NCMPUR may not authorize additional sample submissions if the DNA profiles already developed from personal effects and the relatives of the missing person have provided sufficient information for comparison.

5.4 Multiple investigations involving the same donor

If two people go missing together, that is considered one investigation. Each family member only needs to provide one biological sample, even if they are related to both missing persons. However, it is possible that a donor is related to two missing persons being investigated separately (i.e. they did not go missing together). It is also possible that a relative donates DNA who later goes missing. In these situations, the police agency may wish to have the same DNA profile connected to more than one investigation.

- Each occurrence and investigation must be separately authorized, and the appropriate submission forms must be completed for each investigation.
- Although the submissions are independent, once a DNA profile is developed for a specific person and the profile is entered in the NDDB, no additional biological samples are needed by the laboratory. Contact the NCMPUR for advice.

6 AFTER SUBMITTING DNA

6.1 Immediate Feedback

NCMPUR will inform the investigator when the DNA profiles have been entered into the appropriate DNA index of the NDDB. NCMPUR will also inform the investigator if any biological samples or DNA profiles were rejected and will discuss next steps. Rejection could be for scientific reasons, missing consent forms, samples that were not authorized, or other technical issues. Any incidental findings (e.g. donor is not biologically related as claimed) stemming from the DNA analysis will be shared with the investigator only if relevant to the investigation. In such cases, the investigator is cautioned about revealing such findings to the donors. Specific questions about DNA should be directed to the NDDB.

6.2 Return and retention of biological samples

Once a DNA profile is developed, biological samples submitted to the NDDB will typically be returned to the investigating agency for storage, return or disposal.

- Consider the need to keep biological samples for potential verification later, or for further processing as new technologies are available.
- Once DNA is extracted from a personal effect, the effect could be returned to the family if it has sentimental or monetary value, or destroyed otherwise.

- If there is a DNA profile related to your investigative file, it should be kept until the case is resolved, the particular DNA profile is no longer relevant, or the donor asks for it to be destroyed.
- Retention policies for biological samples may vary from agency to agency. Check with your agency's retention policies.

6.3 DNA Comparisons

Comparisons within the allowed DNA indexes are automatic, both when a DNA profile is entered for the first time and continuously thereafter as other DNA profiles are entered. At any time, if the system finds an association between one DNA profile and another, this is reviewed by scientists at the NDDDB and, in some situations, by scientists at one of the public laboratories.

- The NDDDB will issue a DNA Report which is forwarded to the investigator through NCMPUR (see Section 6.4 '*Association to a missing person or unidentified remains*' and 6.5 '*Association to a criminal investigation*').
- Specific questions concerning DNA associations will be referred to the NDDDB via NCMPUR.
- The investigator will not be notified if results of comparisons are negative unless the results are from a specific comparison request.
- The DNA profile remains in the NDDDB for comparisons with any new DNA profiles entered into DNA indexes for which comparisons are allowed.
- DNA profiles of relatives are only compared with DNA profiles in the Missing Persons Index and the Human Remains Index. DNA profiles in the other DNA indexes are compared within their own index as well as with each other.

6.4 Association to a missing person or unidentified remains

The investigator will be informed by NCMPUR when an association is made by the NDDDB. Because a potential association to a profile in another of the indexes may occur after a considerable length of time, it is important that the investigating agency maintain valid contact information with the NCMPUR.

The NMPDP does not confirm identity when there is a match or association between two DNA profiles. The match or association report will provide information about the likelihood of the association. Contact the NDDDB to discuss the DNA report if necessary. This result must be considered in light of other information available for each investigation. The investigators involved must exchange information and may consult experts to make a definitive conclusion.

What's the difference between a "match" and an "association"?

A "match" is a term used when DNA profiles have enough in common to suggest they come from the same person. The term "association" is used when a DNA profile from a missing person or found human remain has enough in common with a DNA profile obtained from a family member to suggest they may be related.

6.5 Association to a criminal investigation

If the DNA comparison determines a potential link between a humanitarian investigation and a criminal investigation, NCMPUR will provide the agency responsible for the missing person or unidentified remains investigation with the information they need to contact the other investigating agency. It is up

to the investigator of the missing person or unidentified remains to make contact and advance both investigations in accordance with agency policy.

The NDDB will notify the public forensic laboratory that submitted the DNA profile for it to stand by for further contact from the missing person or unidentified remains investigator.

6.6 DNA profiles compared internationally

If you think that the missing person you are investigating left the country, or that the person whose unidentified remains you are investigating may have originated outside Canada, you may want to consider having the DNA profile compared in another nation's DNA database. There are provisions in the *DNA Identification Act* to have a DNA profile in the NDDB sent for international DNA comparisons; however, international agreements are not yet in place. Contact NCMPUR for more information.

7 REMOVAL OF DNA PROFILES

7.1 At the request of the donor or investigator

Investigators may contact NCMPUR to request that a DNA profile be removed from the humanitarian indexes of the NDDB for any reason. Generally, investigators request that a DNA profile be removed from the NDDB when:

- **A donor withdraws consent.** A relative of a missing person who has submitted a biological sample and provided consent may later ask to have their DNA profile withdrawn from the NDDB. The investigator must respond quickly to these requests, and is obligated to pass that request to NCMPUR forthwith. The investigator should be certain that the individual making the request is the person who consented in the first place (or the person to whom the DNA profile belongs in the case of a minor now turned adult).
- **Someone asks to take back a personal effect.** If a person who handed over a personal effect of a missing person, or any other person, later asks to withdraw the DNA profile of the missing person, the investigator must decide if it is in the best interests of the missing person to respect the request, based on the circumstances and the requester.
- **The investigator determines that the DNA profile is no longer relevant to the case.** If the investigator decides that a DNA profile is no longer relevant to the case for any other reason, the investigator should request that the profile be removed.

In all cases, keep NCMPUR informed if the situation changes, and submit a request by email to withdraw any DNA profiles. Biological samples that remain in the possession of the NDDB will also be destroyed when DNA profiles are removed.

7.2 The case is resolved

In cases where a missing person or unidentified remains investigation is resolved, the DNA profiles that were submitted in support of that investigation must be removed from the NDDB in a timely manner.

- It is the responsibility of the investigator to inform NCMPUR that the case has been resolved.
- The investigating agency must remove the CPIC entry, as this will also alert NCMPUR.

- In the situation where there are parts of a body still missing, contact the NCMPUR for advice.

7.3 Periodic checks by NMPDP

Investigators must contact NCMPUR with updates. In addition, investigators will also be contacted by NCMPUR at least every five years.

- You will be asked to confirm that the DNA profiles held for that investigation (for Missing Persons or Relatives) are still relevant and that consent has not been withdrawn without NCMPUR being informed.
- If there is no response from the investigator, the DNA profiles will be automatically removed from the relevant index of the NDDB.
- Since this check will occur years after the DNA profile was entered into the NDDB, **it is important that the investigating agency maintain valid contact information** with the NCMPUR.

8 OTHER RESOURCES FOR THE INVESTIGATOR

Canada's Missing Website

The Canada's Missing website, www.canadasmissing.ca, is the national public website that contains profiles of missing children, missing adults, and unidentified remains. This website gives the opportunity to the public to provide tips on specific missing persons and unidentified remains cases in order to assist the primary investigator or coroner/medical examiner in resolving an investigation. A visitor can perform searches, retrieve profiles, and leave tips.

Analysis by NCMPUR

The Missing Children/Persons and Unidentified Remains database (MC/PUR) collects missing persons and unidentified remains information through CPIC and makes it available for analysis and statistics. MC/PUR provides tools for complex analysis and comparison. Investigators at NCMPUR and certain regional centres are able to use MC/PUR and other tools to provide analysis support to specific investigations on request.

Assistance with International Child Abductions

NCMPUR also provides liaison and coordination to investigations that have an international aspect, especially international parental child abductions, including assistance with INTERPOL notices.

NCMPUR Best Practices

NCMPUR also takes the lead in compiling and publishing national best practices. The NCMPUR *Best Practices* are compiled from practices, policies and procedures from around the country and internationally, and reviewed by subject matter experts.

Training

Training has been developed based on the *NCMPUR Best Practices* and other topics. Five on-line courses are currently available to law enforcement agencies through Agora (for the RCMP) and the Canadian Police Knowledge Network (CPKN).

NDDB

In addition to the operation and management of the three humanitarian DNA indexes, the National DNA Data Bank maintains four criminal indexes to assist investigators in linking crime scenes across jurisdictional lines, in identifying or eliminating suspects and in determining whether a serial offender has been involved in certain crimes. The NDDB also provides training to contributors from every province and territory in Canada regarding the collection of biological samples and submission procedures. For more information, refer to the NDDB website (www.rcmp-grc.gc.ca/nddb-bndg/index-accueil-eng.htm).