

**ER SOP-09 Guidelines for Receiving Sexual Assault
Collection Kits**

Approved by Director: Dr. Guy Vallaro

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A. Purpose: To ensure that sexual assault evidence collection kits are taken in correctly.

B. Responsibility: Evidence Control Officers or designees.

C. Procedure:

Toxicology Sexual Assault evidence kit:

1. Follow normal evidence submission SOP's and enter information from the Request for Analysis (SOP-ER-02:1) form into JusticeTrax. Do not open the kit. Check to ensure that the kit is sealed with evidence tape and properly initialed.
2. Select "Toxicology Sexual Assault kit" Kit when adding evidence to the case. The description will be "CT 400 TOX kit". The request/requests will be added by the Toxicology analyst, not by the ECO.

Note: If a different version of the kit is submitted, change the description to reflect the type of kit.

3. The main case file will be a yellow colored folder to identify it as a sexual assault.
4. The kit will kept in the Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Toxicology section.

Criminalistic Sexual Assault evidence kit:

1. Follow normal evidence submission SOP's and enter information from the DPS 997-C form into JusticeTrax.
2. Select "CT Sexual Assault Evidence kit" Kit when adding evidence to the case. The description will be "CT 100 kit". This Kit will include a request for:

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of Qualtrax are considered uncontrolled.

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Forensic Biology – sexual assault kit analysis

Note: If a different version of the kit is submitted, change the description to reflect the type of kit.

3. If blood needs to be removed from the sexual assault kit and submitted to the Toxicology section, the consent form must be signed and submitted before it can be removed.
4. The main case file will be a yellow colored folder to identify it as a sexual assault.
5. The kit will be kept in the Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Forensic Biology section.

Criminalistic Sexual Assault evidence kit (Civil):

1. In certain circumstances a “No complaint – Civil” sexual assault evidence kit is submitted. Follow normal evidence submission SOP’s and enter information from the SOP-ER-02:1 form into JusticeTrax.
2. Select the “CT Sexual Assault Evidence kit (civil)” Kit when adding evidence to the case. The description will be “CT 100 kit” This Kit will include a request for:
Forensic Biology – No charges pressed - sexual assault.
Add a Due Date of 90 days later and select Civil-NC for the reason

Note: If a different version of the kit is submitted, change the description to reflect the type of kit.

3. Put a piece of colored tape around the sexual assault kit, and place the date of delivery on the tape.
4. The main case file will be a yellow colored folder to identify it as a sexual assault.
5. The kit will be kept in the Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Forensic Biology section.
6. If the submitting agency does not notify the laboratory of a status change, the kit will be returned to that agency after approximately 60 days. Submitting agencies should maintain these kits for the extent of the statute of limitations.