

**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 (however titled) or designees.

**C. Procedure:**

All sexual assault evidence submitted to the Division of Scientific Services (DSS) will be handled according to CT Public Act No. 15-207 (An Act Concerning Evidence in Sexual Assault Cases). Evidence associated with these cases will be analyzed according to Unit specific SOP's, except in those instances where cases are submitted as anonymous. Evidence submitted from an individual who wishes to remain anonymous will be held without being examined in a designated area of the DSS for a minimum of five (5) years. If the individual chooses to have this evidence examined during this time, it will be processed according to standard laboratory procedures. Otherwise, the evidence will be returned to the submitting agency, unexamined, after five (5) years.

All submitted evidence will be retained at the DSS in a designated long term evidence storage area until adjudication or other appropriate legal communication is received.

**Toxicology Sexual Assault evidence kit:**

1. Follow normal evidence submission SOP's and enter information from the Request for Analysis form (SOP-ER-02:1) 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".

This Kit will include requests for Toxicology – "Alcohol Analysis" and "Drug Analysis".

For anonymous kits: This Kit will include a request for Toxicology- "Sexual Assault- Anonymous -TX".

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 be kept in the Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Toxicology section.

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**Criminalistic Sexual Assault evidence kit:**

1. Follow normal evidence submission SOP's and enter information from the Request for Analysis form (SOP-ER-02:1) 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 Forensic Biology – "Sexual Assault Kit Analysis".

For anonymous kits: This Kit will include a request for Forensic Biology – "Sexual Assault-Anonymous- FB".

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. This transfer is facilitated between members of the Forensic Biology and Toxicology Units.
4. The main case file will be a yellow colored folder to identify it as a sexual assault.
5. The kit will kept in the Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Forensic Biology section.

**D. References:**

1. CT Public Act No. 15-207