

**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. The evidence from cases designated as anonymous sexual assaults will be returned to the submitting agency, unexamined, after five (5) years. All FB/DNA submitted evidence from sexual assault cases will be retained at the DSS in a designated long term evidence storage area until adjudication or other appropriate communication is received from the State's Attorney or the submitting agency indicates it is needed for court purposes- or other reason as indicated by agency.

**NOTE:** If the DSS is notified that the individual has reported to the investigating agency and is *no longer anonymous*, the evidence will be processed according to standard laboratory procedures.

**Toxicology Sexual Assault evidence kit (CT 400):**

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

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

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

**Note:** If a different version of the kit is submitted (such as an out of state kit), edit the description to reflect the type of kit.

Individuals: The name of the complaintant is entered as the initials of the first and last name.

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3. The administrative case file will be a yellow colored folder to designate it as a sexual assault case.
4. The kit will be stored in an Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Toxicology Unit occurs.

**Exception:** Electronic evidence submission by submitting agencies may or may not have kit features.

**Forensic Biology/DNA 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 LIMS-plus.
2. Select "CT Sexual Assault Evidence kit" Kit when adding evidence to the case. The description will be "CT 100 kit".

**Request:** Forensic Biology – "CT 100 Male Screen Sample Prep" is applied with the "kit" request.

**NOTE:** If the incident occurred in another state, the submitting agency will be asked to help coordinate with the out of state agency so the kit may be shipped to them for testing. The request added for tracking should be: Case Management Unit – "Out of State SA Evidence".

Anonymous kits:

**Request:** Forensic Biology – "Sexual Assault- Anonymous- FB".

**Note:** If a different version of the kit is submitted (such as an out of state kit), edit the description to reflect the type of kit.

3. If a blood vial needs to be removed from the sexual assault kit and transferred to the Toxicology Unit for testing, a consent form is needed authorizing the blood to be used for this purpose. The form is provided to the submitting agency to obtain a signature from the complainant. Once this signed form is received, the transfer can be facilitated between members of the Forensic Biology and Toxicology Sections.
4. The administrative case file will be a yellow colored folder to identify it as a sexual assault.
5. The kit will be stored in an Evidence Receiving refrigerator until the transfer of sexual assault kits to a representative member of the Forensic Biology Section occurs.

**Exception:** Electronic evidence submission by submitting agencies may or may not have kit features.

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**D. References:**

1. CT Public Act No. 15-207