

Sexual Assault Kit Inventory Clearance Letter

The information provided below will be used by the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) team to ensure your jurisdiction used a comprehensive approach to eliminating the volume of unsubmitted sexual assault kits (SAKs), which includes partially tested SAKs.

For any questions on this document or to request assistance, please contact your SAKI TTA Regional Team Primary Point of Contact or the SAKI TTA project team via email at sakitta@rti.org.

1. SAKI grantee agency/jurisdiction: _____
SAKI Award Number _____
2. Purpose area(s): _____
3. Summarize your history with the SAKI program, if applicable. Include relevant award numbers.

4. Discuss any previous audits or inventories of unsubmitted SAKs. Partially tested kits are within the scope of the required inventory for SAKI, so your letter must include documentation that these SAKs have been addressed as well. Include the following detail:

- Confirmation that unsubmitted SAKs were included. *(BJA defines an unsubmitted SAK as a SAK that has not been submitted to a forensic laboratory for testing and analysis using Combined DNA Index System [CODIS]–eligible DNA methodologies.)*
- Confirmation that partially tested SAKs were included; if they were not, state that they were not and complete Question 5 below. *(BJA defines a partially tested SAK as a SAK that has only been subjected to serological screening, or that has previously been tested with non-CODIS-eligible DNA methodologies such as restriction fragment length polymorphism [RFLP] or DQ alpha.)*
- Numbers of unsubmitted and partially tested SAKs that were identified and the date range they spanned.
- Dates of previous audits or inventories that were conducted.
- Summary of the methodology used to conduct the inventory (to include both unsubmitted and partially tested SAKs).

5. If your agency has not addressed partially tested SAKs in previous inventories, audits, or other efforts, please outline a plan for addressing partially tested SAKs below. Please include relevant information such as funding, resources, and personnel requirements.

6. Discuss the process and timeline of how and when the identified SAKs discussed in Question 4 and 5 were tested or will be tested.

7. Discuss any enacted legislation or policies that should prevent a volume of unsubmitted and/or partially tested SAKs from accumulating in your jurisdiction and when these took effect. This could include SAK submission and testing requirements as well as any laboratory policies or efforts that help address the issue of partially tested SAKs. For example, your laboratory may have switched to a male DNA screening approach or begun a re-testing effort on SAKs tested with older technologies.

This document is submitted as verification that a comprehensive approach to eliminating unsubmitted SAKs (including partially tested SAKs) in this SAKI jurisdiction has been addressed through previous inventories and testing. Your digital signature confirms this information is accurate.

Name of SAKI site coordinator: _____

SAKI site coordinator signature: _____

Date of form completion: _____

Contact email: _____

Contact phone number: _____

Submit the completed unsubmitted SAK Inventory Clearance Form to your SAKI TTA Regional Team Primary Point of Contact.

SAKI TTA representatives will complete the following information:

☐ SAKI TTA has reviewed this SAK Inventory Clearance Form prior to submission to BJA.

Name

Date

BJA representatives will complete the following information:

☐ BJA has reviewed this SAK Inventory Clearance Form for accuracy and completion.

BJA Policy Office—Title: _____ BJA Programs Office—State Policy Advisor

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