

Sexual Assault Kit Inventory Checklist

The information in this brief applies to cold case sexual assaults as well as current case sexual assaults. Mentions of sexual assault apply to both types of sexual assault cases.

The following information serves as guidance for jurisdictions to ensure all factors are taken into account when conducting a sexual assault kit (SAK) inventory.

A SAK inventory serves as a way to provide a comprehensive account of the number of SAKs within a jurisdiction. Maintaining the inventory is important to ensure sustainability of sexual assault response reform. An inventory that includes both cold case and current case SAKs serves two purposes:

- ◆ Maintaining an accurate count for the number of cases that have not been previously submitted for DNA testing
- ◆ Tracking and accounting for cases as they are received and submitted for DNA testing

1. Jurisdictions included in the inventory: _____

2. Date inventory initiated (month/year): _____ / _____

3. Date inventory completed (month/year): _____ / _____

4. Total number of unsubmitted SAKs identified through inventory: _____

5. Date range of unsubmitted SAKs identified (e.g., month/year–month/year): ____ / ____ to ____ / ____

6. Locations where inventoried SAKs stored:

- ☐ Law enforcement evidence storage rooms
- ☐ Medical examiner/coroner offices
- ☐ Crime laboratories (to identify SAKs that are stored with no request for testing)
- ☐ Hospitals/health clinics
- ☐ Rape crisis centers
- ☐ Other (specify): _____

7. The following specific data elements associated with each SAK were documented as part of the inventory process:

- ☐ Age of victim
- ☐ Offense date
- ☐ SAK collection date
- ☐ Law enforcement incident number
- ☐ Date range that SAKs have been in site's possession, oldest received through most recent (e.g., 12/12/1974–12/15/2013)
- ☐ Identification of SAKs that may soon be affected by statute of limitations
- ☐ Other (specify): _____

8. Summary of the methodology used to conduct the inventory:

- ☐ Ensure a comprehensive methodology is used to conduct the SAK inventory, verifying all locations where SAKs may be stored (e.g., checking all locations and checking for information included on SAK labels).

- ☐ Ensure that required data elements are collected.
(Note: This may apply if an external funding source is being used to conduct any of the SAK inventory.)

- ☐ Identify any established policies or procedures (1) that would require responding officers to ensure that SAKs were submitted to the property room or (2) that local hospitals do not retain SAKs.

- ☐ Consider the manner in which the data were collected, including relevant reports from any electronic tracking systems. (For example, was a manual count conducted and each data element from the outside of the SAK documented, or was each case file reviewed to collect the required information?)

- ☐ Consider verifying the accuracy of each SAK's information. This could be done by cross-checking information from an electronic evidence or records management system, case files, or the SAK itself. This should be done to verify the correct information is present in all locations with data.

- ☐ Document the method for tracking each SAK's necessary data elements. Consider using an Excel spreadsheet, Access database, or an evidence tracking software program.

- ☐ Include the total number of partially tested SAKs in the inventory; if possible, document the reason why the SAKs are considered partially tested. This ensures a comprehensive inventory that accounts for all SAKs without a Combined DNA Index System–eligible profile.¹

- ☐ Ensure all “anonymous/Jane Doe/non-investigative”² SAKs have been accounted for, even if they will not be submitted for testing. If there are “anonymous/Jane Doe/non-investigative” SAKs to include, record (1) the total number and (2) any information about state laws and jurisdictional policies regarding submitting these SAKs for testing.

- ☐ Record any SAKs that are nearing the statute of limitations³ to better prioritize these SAKs for testing.

Name(s) of individual(s) responsible for this inventory’s accuracy: _____

Contact email: _____

Contact phone number: _____

¹Partially tested SAKs include SAKs that were tested with serology only or tested with antiquated DNA techniques.

²According to End Violence Against Women International (EVAWI), the term “anonymous” is used to reflect the assumption that the victim’s identity will not be associated with the evidence, and is not dependent on where the evidence is stored, whether in exam facilities, crime laboratories, or law enforcement property rooms. <http://www.evawintl.org/Library/DocumentLibraryHandler.ashx?id=51>

³Applies to cold cases only.