Sexual Assault Kit Tracking System

Utah Bureau of Forensic Services
Crime Lab receives the kit from the manufacturer

Crime Lab allocates kits to a Collection Agency

Collection Agency enters exam information and transfers the kit to Law Enforcement

Collection Agency enters inventory information

Crime Lab releases kit back to Law Enforcement

Crime Lab processes kit

Receive kit at Crime Lab if not restricted

Law Enforcement receives kit (if it's a restricted kit it stays here)

Law Enforcement transfers kit to other Law Enforcement (If out of state the status stops here)
Collection Agency Site
Create an account

http://login.utah.gov/

• Create Account
• Provide Information Needed
• Activate Account
# Data Collection

## Kit Identification
- **Kit Number:** 17-1234

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

- **Kit was improvised:**

## Incident/Exam Information
- **Victim Birthdate Month and Year:**
- **Date of Assault:**
- **Date of Exam:**
- **Victim Address (if out of state):**

- **Kit to be Restricted:**

## Transfer to Law Enforcement
- **Date Released to LE:**
- **LE Agency:**
- **LE Case Number:** ENTER CASE NUMBER
- **LE Officer (Name):** ENTER OFFICER NAME
Coming Soon....
Restricted Kits

“Restricted kit” means a sexual assault kit:

a) That is collected by a collecting facility; and

b) For which a victim who is 18 years of age or older at the time of the sexual assault kit evidence collection declines:
   i. To have his or her sexual assault kit processed; and
   ii. To have the sexual assault examination form shared with any entity outside of the collection facility

No other kits can be restricted
Restricted Kits (continued)

For now....

• If a restricted kit is collected, please note on outside of kit that it is restricted.

• If available to you, please use blue or red ink so that it draws attention. (any bright colored ink)

• Bright colored stickers are perfect as well
A few other things to note

• Please seal kits long ways and initial half on and half off of the tape.
• Please fill out the front of the kit completely.
• If paperwork will not be uploaded to FeMR, please provide a copy to Law Enforcement or include a copy on the back of the kit.
Kit Identification

Kit Number: 00-0004

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Incident/Exam Information

Victim Birthday Month and Year: 01/0000

Date of Assault: 05/01/2018

Date of Exm: 06/01/2018

Victim Address (if out of state): xxxxxxxxxxxxx

Kit to be Restricted:

Transfer to Law Enforcement

Date Released to LE: 05/01/2018

LE Agency: TEST THIS AGENCY

LE Case Number: 00XXX12345

LE Officer (Name): JOHN DOE

Submit
Submit Kit
Improvised Kit

If you do not have a kit from Forensic Services, you can check the improvised box and it will assign the improvised kit a serial number.
Improvised Kit
Input information
Improvised Kit

`sakt-test.ps.utah.gov` says

Data submitted successfully
Please note the assigned serial number: 18-9901

OK
Tracking Checklist

STEP 1: HTTPS://SAKT.PS.UTAH.GOV/SAKT/STATUS/

STEP 2: ENTER YOUR SEXUAL ASSAULT KIT NUMBER

STEP 3: ENTER YOUR MONTH AND YEAR OF BIRTH (MMYYYY)

STEP 4: CLICK SUBMIT

SAKI
Sexual Assault Kit Initiative
Inventory Adjustment
Kit Identification
Enter serial number

Kit Number: 17-1234
Disposition
Adjustment Type: * Please select a type
Comment: Enter Comment

[Submit]
Disposition

SAKI Collection Agency

Data Collection | Inventory Adjustment

Sexual Assault Kit Disposition

Kit Identification

Kit Number: * 00-0005

Disposition

Adjustment Type: *
- Please select a type
- Damaged
- Misplaced
- Other
- Partially Used
- Suspect Exam
- Training

Comment:
Enter Comment
Disposition
Other – the only adjustment type that requires a comment
Submit Kit
Submit Kit

SAKI Collection Agency
Logout

Data Collection  Inventory Adjustment

Sexual Assault Kit Disposition

Kit Identification

Kit Number: * 00-0005

Disposition

Adjustment Type: * Training

Comment: Enter Comment

Submit
Beginning July 1, 2018:

All sexual assault kits received by law enforcement agencies shall be submitted to the Utah Bureau of Forensic Services (Crime Lab) 76-5-603

Kits must be entered into the tracking system within 24 hours of collection by the collecting agency 76-5-604(1)

Must be taken into custody by a law enforcement agency ASAP and within 1 business day of notice from the collecting facility 76-5-604(3)

Received by LE into the statewide tracking system within 5 business days of receiving kit from collecting facility 76-5-604(4)

Submitted to the crime lab ASAP, but no later than 30 days after receipt by a LE agency.
Law Enforcement Site
Law Enforcement Transactions- UCJIS

1. KITL- used for kit receiving
2. CLEL (Crime Lab Entry)- used to enter cases before submission to the Crime Lab
3. CLIL (Crime Lab Inquiry)- used to view reports when they are completed
Kit Entry
Done in UCJIS – KITL transaction – separate from Crime Lab entry
Kit Identification

Agency ORI - auto populated or select from drop down menu
Kit Identification
Enter serial number

Sexual Assault Kit Receipt

Kit Identification

ORI: *

Serial Number: * 00-0000

Submit
Lookup
Kit Identification
Lookup

<table>
<thead>
<tr>
<th>Kit Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI: *</td>
</tr>
<tr>
<td>Serial Number: *</td>
</tr>
</tbody>
</table>

**Sexual Assault Kit Receipt**

Submit

- ORI:*
- Serial Number: 00-0000

**Lookup** button
Receipt Information
Verify law enforcement agency case number – change if necessary

***Please enter the case number as it will be entered in the CLEL transaction on UCJIS***
Receipt Information
Enter date the kit was received (date the kit was picked up from nurse)
Receipt Information

Submit

Kit Identification
- ORI: [redacted]
- Serial Number: 00-0000

Receipt Information
- Case Number: 0XXX12345
- Date Received: 02/08/2018

Transfer
- TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

Submit
Response

Kit received.

OK
Receipt Information, Restricted Kits
Coming Soon…
Transfer
Can transfer kit to another Utah law enforcement agency if needed
Transfer Information
Receive the kit before transferring or it won’t register the transfer

[Image of a form for KIT Entry and Sexual Assault Kit Receipt with fields for ORI, Serial Number, Transfer to Agency, and Date Transferred]
Transfer Information
Enter agency kit is being transferred to – predictive text
Transfer Information
Enter date kit was transferred

Transfer to Agency: * UX1234567 - TESTTHISAGENCY
Date Transferred: * 02/08/2018
Transfer Information
Submit

<table>
<thead>
<tr>
<th>Kit Identification</th>
<th>Sexual Assault Kit Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI: *</td>
<td>Serial Number: *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Information</th>
<th>UX1234567 - TESTTHISAGENCY</th>
<th>Date Transferred: *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to Agency: *</td>
<td>00-0000</td>
<td>02/08/2018</td>
</tr>
</tbody>
</table>

Submit
Out of State Kits
Call Megan Phillips (801)964-4547 – Out of State Kits can only be entered into the tracking system by the Crime Lab. Once entered LE can go into KITL to receive them.

• Transferring Kits Out of State
  • Kit Number
  • Name of the Agency
  • Date Transferred

• Receiving Kits from Out Of State
  • Name of the Out of State Agency
  • Your Agency
  • Date Transferred
  • Date of Assault
  • Date of Exam
  • Victim Birthdate (Month/Year)
Restricted Kits

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b) For which a victim who is 18 years of age or older at the time of the sexual assault kit evidence collection declines:
   i. To have his or her sexual assault kit processed; and
   ii. To have the sexual assault examination form shared with any entity outside of the collection facility

No other kits can be restricted
How to tell...

1. Paperwork is unavailable on FeMR
2. Kit is marked as RESTRICTED on the front of the kit
3. Option to unrestrict is available in KITL transaction
Restricted Kit

Kit Identification

- OR#:*
- Serial Number: 00-0006

Transfer

To transfer kit to another agency, click the transfer button.

Unrestrict Kit

- Kit is currently restricted. If authorized, check the box to unrestrict it.

Authorizing Officer: [Enter Name]  Date Authorized: [Enter MMDDYYYY]
Restricted Kit
Check box to unrestrict kit
Restricted Kit
Enter officer’s name who is unrestricting the kit

- Kit Identification
  - ORI: *
  - Serial Number: *
  - 00-0006

- Transfer
  - TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON

- Unrestrict Kit
  - KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.
  - Authorizing Officer: JOHN DOE
  - Date Authorized: ENTER MM/DD/YYYY

- Submit
Restricted Kit
Enter date kit is being unrestricted

[Image of a screenshot showing the process of entering a date for unrestricted the kit]
Kit unrestricted.
Beginning July 1, 2018:

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Submitted to the crime lab ASAP, but no later than 30 days after receipt by a LE agency.
Survivor Site
Tracking Checklist

Step 1: https://sakt.ps.utah.gov/sakt/status/ 

Step 2: Enter your Sexual Assault Kit number 

Step 3: Enter your month and year of birth (MMYYYY) 

Step 4: Click submit
Home Page
https://sakt.ps.utah.gov/sakt/status
Enter Kit Number - may also be called serial number

Kit Number: 17-1234

Birthdate Month and Year: MMYYYY (Numbers Only)

Submit

This project was supported by Grant No. 2015-AK-BX-K003 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.
Enter Birthday - Month MM and Year YYYY
Kit Status

Kit Number: 17-1234
Birthdate Month and Year: MMYYYY (Numbers Only)

Submit

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Survivor Site
Will list every step of the process
Restricted Kit

Kit Status

+ Restricted

KIT IS RESTRICTED AND WILL NOT BE SENT TO THE CRIME LAB FOR ANALYSIS.
TO UNRESTRICT THE KIT CONTACT THE LAW ENFORCEMENT AGENCY DIRECTLY.

09/01/2016, Exam      - RESTRICTED
09/01/2016, Released  - RESTRICTED
09/02/2016, A         - RESTRICTED

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Victim Rights Pamphlet

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UTAH VICTIM’S RIGHTS

In Utah, victims of sexual assault have certain rights.* (Utah Code Section 77-37 and 77-38) If you would like to exercise the following rights, it is your responsibility to request the information about the law enforcement agency handling your case.

You have the right to:
- Be treated with fairness, dignity and respect.
- Freedom from threats and intimidation, which includes a safe waiting area during court proceedings.
- Information about criminal justice proceedings and to have those proceedings explained to you.
- Be present in the courtroom for important criminal justice hearings.
- Speak to the Court regarding the defendant's bail, sentencing, or any plea offers.
- Compensation for your financial losses in the form of reparations and/or restitution.
- The return of any personal property taken as evidence after it is no longer needed for investigation.
- A speedy resolution of the case.
- Request an HIV test for yourself and the defendant.
- You have the right to challenge to subpoenas requesting your private records.

Upon request, you or your designated representative are entitled to the following information regarding DNA testing:
- Whether a DNA profile was obtained as a result of the evidence collected in your case.
- Whether the DNA profile (if found) was entered into the Utah Combined DNA Index System (CODIS).
- Whether there was a DNA profile in the CODIS system matching the DNA evidence collected in your case, as long as disclosure would not interfere with an ongoing investigation.

Children who are victims of a crime have these additional rights:
- Investigation and other proceedings should be done in the least traumatic or intrusive way possible.
- Interviews related to the investigation should be age-appropriate and kept to a minimum.
- Information should be provided regarding programs, assistance, and other resources that can help with the process.

*These rights will be balanced against a defendant's constitutional right to a fair trial.

1. Evidence collected by medical professional
2. Kit transferred to law enforcement
3. Law enforcement submits to crime lab
4. Crime lab begins to test
5. Determine if sufficient DNA for analysis
6. DNA profile for CODIS
7. DNA profile uploaded to CODIS
8. HIT: DNA matches another profile in CODIS
8. NO MATCH: DNA profile remains in CODIS for potential future matches.

www.UCASA.org 801-746-0404
UCASA Utah Coalition Against Sexual Assault
Will take them to the Utah Coalition Against Sexual Assault resources page
http://www.ucasa.org/resources
Resources

We are committed to providing high-quality educational materials that will supplement knowledge for survivors, advocates, and all of those who are committed to ending sexual violence. If you are looking for unlisted resources or if you have suggestions for resources that we should provide, please contact us at info@ucasa.org or (801) 746-0404.
### Frequently Asked Questions

**Kit Status**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kit Number</td>
<td>17-1234</td>
</tr>
<tr>
<td>Birthdate Month and Year</td>
<td>MMYYYY (Numbers Only)</td>
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Submit

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What is DNA?
It stands for deoxyribonucleic acid. It exists in human cells, like in blood, teeth, and hair. It is like a blueprint for how each human should be built. DNA is similar to fingerprints. No two people have the same fingerprint, and no two people have the same DNA, except for identical twins.

How does the crime lab analyze the SAK?
The crime lab looks at the swabs and other items in the kit. They check for DNA. It is possible they won’t find any DNA or sometimes DNA can become contaminated. If they do find DNA, they will attempt to create a DNA profile.

What is a DNA profile and how is it used?
A DNA profile is a unique pattern of genes, specific to an individual. A DNA profile appears as a series of numbers and does not include information about physical traits such as age, race, or gender conditions. When a DNA profile is created, it is uploaded into CODIS where it will be searched against other DNA profiles in CODIS to find a match or hit.

What is CODIS?
CODIS stands for the Combined DNA Index System. CODIS is a master database that stores DNA profiles. There are two ways in which DNA profiles are uploaded into CODIS: A DNA profile from an unknown perpetrator is created from crime scene evidence and entered into the database (i.e. a sexual assault kit). A DNA profile from a known perpetrator is entered into the database (i.e. convicted felons have to give DNA to be entered into CODIS).

How does CODIS work?
When a new DNA profile is created following a crime, it is entered into CODIS. The newly entered profile will be compared against other profiles. If there is a match between the new DNA profile and an existing profile in CODIS, it is considered a “hit” or “match.” If a hit or match could also generate years after the profile is uploaded.

Is the profile taken out of CODIS after a hit/match?
DNA profiles are stored in CODIS even after a hit or match to help link and solve future crimes.

What does a CODIS hit/match mean for my sexual assault case?
A CODIS hit/match could potentially identify an unknown suspect, confirm a suspect or link the suspect to another crime. However, DNA evidence is not the only part of the investigation, other evidence is generally needed to prove a case.

Who can I contact for resources or more information?
Some victims and survivors may need additional support to get through what may be a particularly stressful and traumatic experience. Victim Advocates from police departments, prosecutor’s offices, rape crisis centers and other community-based victim service organizations can help. Contact the Department of Public Safety Victim Advocate at 801-965-4463 for more information.
# DPS Victim Advocate Phone Number

DPS Victim Advocate 801-965-4461

<table>
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We Now Know How Mystery Utah Monolith Disappeared

- Big News on New Territory of the Moon
- New CDC Warning: Don’t Go to Mexico
- Walking Through This Glacier Crack is Making us Claustrophobic
- Grizzly Bear’s Favorite Food Under Threat?

Another East Coast Storm May Bring More Snow

What This Sub Found Sub in the Earth’s Deepest Place

PHOTOS: Thousands of Cars Revealed Inside Shipwreck
Megan Phillips
Forensic Specialist I
Utah Bureau of Forensic Services

SAKT Helpline (801)895-2338
Desk (385)302-1948
Evidence Intake (801) 964-4547
meganphillips@utah.gov
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