

## **Illinois Guidelines for Assembling Non-Standard Sexual Assault Evidence Collection Kits**

**Purpose:** This document offers interim guidance on how to proceed with evidence collection when Illinois State Police (ISP) Sexual Assault Evidence Collection Kits (SEACKs) are temporarily unavailable due to supply chain or procurement issues. ***This document is intended for use by qualified medical providers at treatment facilities that have been approved by the Department as defined in the Sexual Assault Survivor Emergency Treatment Act (SASETA; 410 ILCS 70).***

The following are guidelines suggested for creating non-standard evidence collection kits during unforeseen circumstances. This guidance is intended for use only during significant disruptions in the supply of ISP issued SAECKs.

These suggestions do not replace existing facility specific procedures and do not supersede the requirements of the Sexual Assault Survivor Emergency Treatment Act (SASETA; 410 ILCS 70). Each facility should determine the appropriateness of implementing these guidelines on a case-by-case basis, in accordance with current laws and internal policies.

### **Suggested Guidelines:**

When notified of a procurement issue, the following guidelines may be used to assemble a non-standard kit:

#### Documentation

- ISP SAECK paperwork can be downloaded and printed from the ISP website.  
[Forensic Sciences Command](https://isp.illinois.gov/Forensics/Forms)  
<https://isp.illinois.gov/Forensics/Forms>
- Generate a K-number and PIN in CheckPoint.  
[SAEvidenceTracking - Login](https://laets.isp.illinois.gov)  
<https://laets.isp.illinois.gov>  
How to generate a K-number and PIN is referenced at the end of this document.

#### Supplies

The following supplies are recommended to assemble a non-standard kit:

- 9x12 external envelope
- Letter-sized envelopes to individually package specimens
- Individually packaged sterile swabs
- Single use sterile water
- Paper bags
- Evidence tape

## Collection

- Using sterile swabs, collect the following specimens when indicated:
  - Fingernail specimen-left hand (1 swab)
  - Fingernail specimen-right hand (1 swab)
  - Oral specimen (2 swabs)
  - Vulva or Penis (external genitalia) specimen (2 swabs)
  - Vaginal (internal genitalia) specimen (2 swabs)
  - Perianus (external) specimen (2 swabs)
  - Anal (internal) specimen (2 swabs)
  - Miscellaneous specimen(s) (1 swab per area, larger surface areas 2 swabs)
  - Reference sample specimen (2 swabs)

After collection, swabs should be placed stick end first into the original sterile packaging/sleeve then placed in a letter-sized envelope.

Document each envelope with the following information:

- Evidence collected/location (i.e., “Oral specimen, Miscellaneous specimen (abdomen)”)
- Patient’s name
- Date and time collected
- Collector’s name

## Packaging:

- Place specimen envelopes that were collected and appropriately labeled into the 9x12 external envelope.
- Secure the 9x12 external envelope with evidence tape.
- Print the “External Label” provided below and secure to the 9x12 envelope.
- Package underwear or other clothing in separate paper bags, seal with evidence tape, and document the outside of the bag with the following information:
  - Evidence collected (i.e., “underwear”)
  - Patient’s name
  - Date and time collected
  - Collector’s name
  - Law enforcement report number and/or K-number

## External Label

RD/Agency # \_\_\_\_\_

Unit Assigned \_\_\_\_\_

Patient \_\_\_\_\_ DOB \_\_\_\_\_ Date of Examination \_\_\_\_\_

Patient Address \_\_\_\_\_

Health Care Facility Name and Address \_\_\_\_\_

Address Where Assault Occurred \_\_\_\_\_

Examining Health Professional (print name) \_\_\_\_\_ Signature \_\_\_\_\_

Assisting Health Professional (print name) \_\_\_\_\_ Signature \_\_\_\_\_

### Transferred to law enforcement representative:

By (print name) \_\_\_\_\_ Signature \_\_\_\_\_

Law enforcement agency (print name) \_\_\_\_\_ City \_\_\_\_\_

Law enforcement representative (print name) \_\_\_\_\_ Signature \_\_\_\_\_

Date of Pickup \_\_\_\_\_ Time of Pickup \_\_\_\_\_

## Instructions for generating a K-number and PIN in CheckPoint

1. Click: New Evidence
2. Enter Collection Date
3. Enter Month and Year of Date of Birth of Survivor
  - a. This is important because of retention periods for LEA
4. Click: Generate

New Evidence

Collection Date \* 11/04/2020

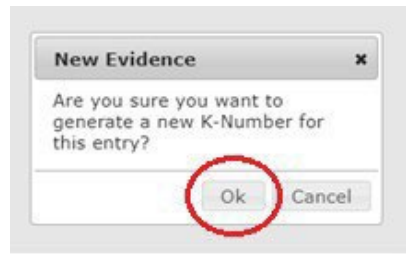
Collection Location Boone County Coroner

Month and Year of Date of Birth \* \* \*

K-Number \* \* Generate

Law Enforcement Agency Notified \* Out of State

5. Click: OK to prompt confirming you want to generate a new K#



6. Print the two-page document that pops up. This document contains the K# and bar code that will be attached to the transport carrier, as well as the information that is given to the survivor (QR code, K#, and PIN).
7. Select LEA that will be notified
  - a. Begin typing the LEA and it will populate.
  - b. If the LEA is not in the drop-down menu, select: \*Illinois LEA Not Found
    - i. This is the first option in the drop-down menu.
    - ii. In the notes section, put the LEA that is supposed to be picking up the kit.
8. Click: Save
  - a. Hitting the save button will log the kit into the CheckPoint Notification screen as an item ready to be picked up by the designated LEA
  - b. Once an entry is saved, there is an option to reprint the barcode if needed.

**\*Please note only one K# is to be assigned to the survivor\***