



Idaho State Police

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To: All Idaho Community Partners in Healthcare and Law Enforcement
From: Matthew Gamette, ISP Forensic Services Laboratory System Director
Subject: Sexual Assault Kit Tracking Clarification
Date: December 6, 2022

We appreciate the hard work each of you do to meet the needs of sexual assault survivors in our communities. The goal of Idaho State Police Forensic Services (ISPFS) is to provide any assistance or resources that we can to support the work you are doing. Because of this, we are sending this letter of clarification regarding the tracking of Sexual Assault Evidence Collection Kits (SAECKs) in the Idaho Kit Tracking System (IKTS).

Healthcare providers:

We make a distinction in the system between the final “**destination law enforcement agency**” and the law enforcement agency that is picking up or transporting the kit (if those are different). We ask healthcare providers to please always “**send**” the SAECK in IKTS to the agency you *physically hand the kit to*. This is a very important part of the process, allowing for accurate tracking of the SAECK, ensuring the statute requirements are met by each partner in the tracking of the kit. When a law enforcement agency provides an agency assist the SAECK must be tracked through them, and then on to the final law enforcement agency. (See example on page 2 of this memo)

Law enforcement:

If you are an assisting agency and not the final agency, the SAECK will need to be “sent” to your agency by healthcare. When you are able to hand off the kit to the final agency you will send the SAECK in IKTS to the receiving agency, and the final agency will receive the kit prior to entering their case information and determining next steps for the kit.

Following this process ensures the data in IKTS is accurate and shows the timeframes for each kit transfer (i.e. actual time in each agency’s custody). Failing to follow this procedure skews statistics that ISPFS is required to report to the Idaho Legislature each year.

If any agency or individual has questions about the statute (<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH29/SECT67-2919>) or if we can assist in any other way please contact us at any time.

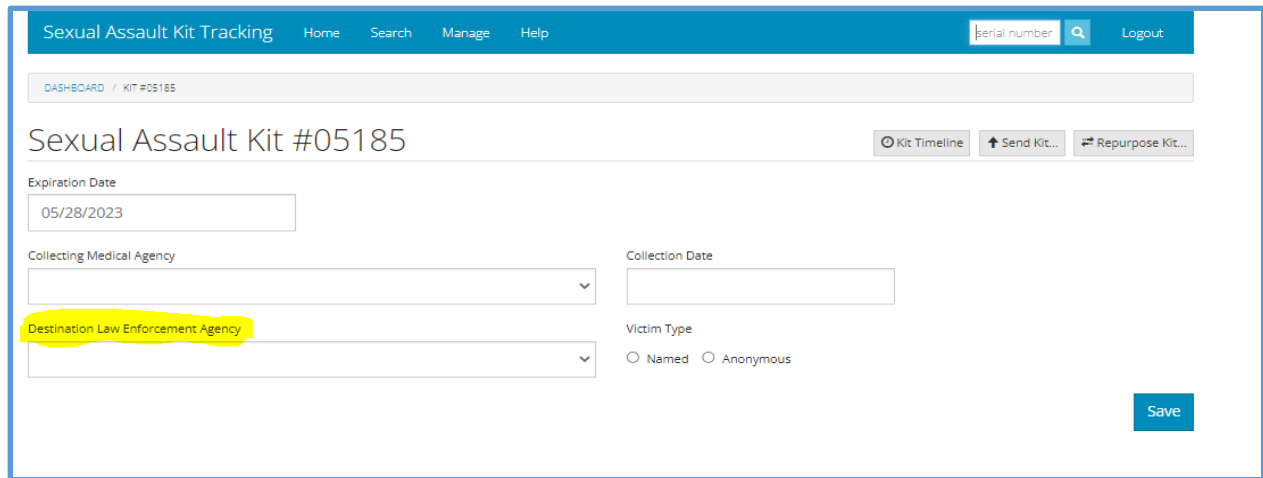
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Example:

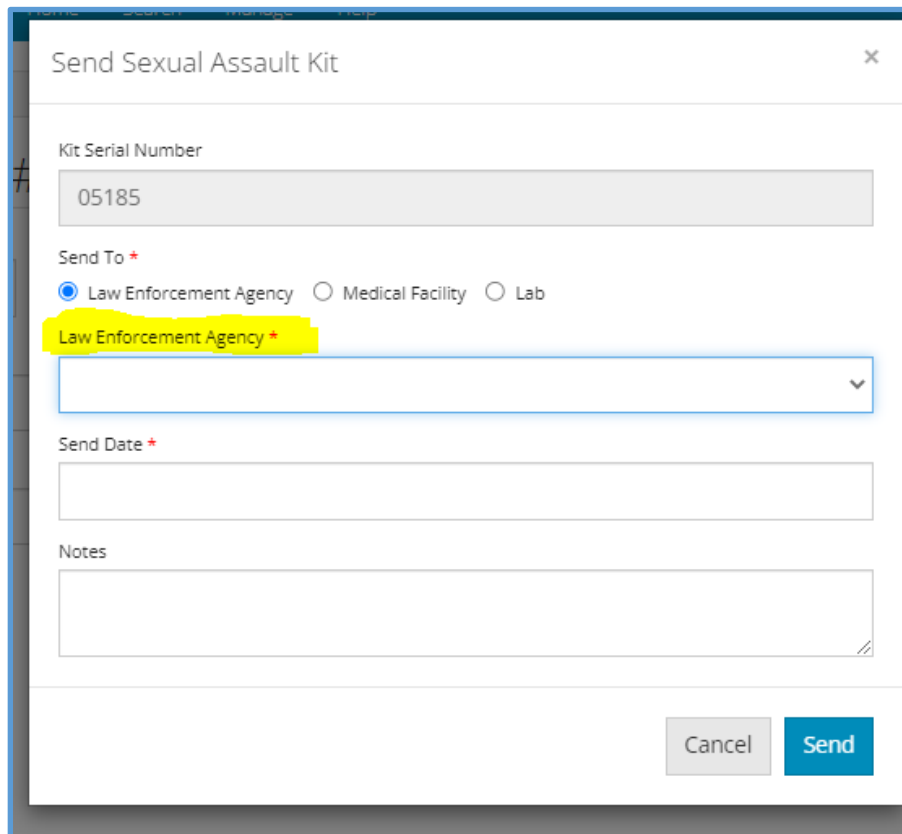
When the medical professional fills out the fields in Figure #1, the “**Destination Law Enforcement Agency**” is the **final agency that will be responsible for the investigation** of the case.



The screenshot shows a web application interface for "Sexual Assault Kit Tracking". The top navigation bar includes "Home", "Search", "Manage", "Help", a search box for "Serial number", and a "Logout" button. Below the navigation bar, the breadcrumb "DASHBOARD / KIT #05185" is visible. The main heading is "Sexual Assault Kit #05185", with three action buttons: "Kit Timeline", "Send Kit...", and "Repurpose Kit...". The form contains the following fields: "Expiration Date" (05/28/2023), "Collecting Medical Agency" (dropdown), "Collection Date" (text input), "Destination Law Enforcement Agency" (dropdown, highlighted in yellow), and "Victim Type" (radio buttons for "Named" and "Anonymous"). A "Save" button is located at the bottom right of the form.

Figure 1

When the medical professional fills out the above form and clicks the “Send Kit” button (middle button in the above form), the Figure 2 window (below) will pop up. The LE agency selected in this “**Send Sexual Assault Kit**” pop-up window should be **the law enforcement agency the kit is physically handed over to first** (or first shipped to) as the first step in the movement of the kit along with the date it is turned over to that agency or agent.



The screenshot shows a pop-up window titled "Send Sexual Assault Kit". It contains the following fields: "Kit Serial Number" (05185), "Send To" (radio buttons for "Law Enforcement Agency", "Medical Facility", and "Lab", with "Law Enforcement Agency" selected and highlighted in yellow), "Law Enforcement Agency" (dropdown menu, highlighted in yellow), "Send Date" (text input), and "Notes" (text area). At the bottom right, there are "Cancel" and "Send" buttons.

Figure 2