

STATE OF INDIANA SEXUAL ASSAULT EVIDENCE COLLECTION KIT INSTRUCTIONS

This kit is to be used for the collection of forensic evidence. All medical samples need to be collected and processed separately by the medical facility.

General Instructions

1. The patient's right to decline to give specific samples in these procedures or relinquish personal items must be respected. Document as patient "declines" in medical records.

****Must complete all recommended steps if the victim is deceased.**

2. Packaging evidence
 - a. Item(s) should be dried prior to packaging.
 - b. Swab(s) should be dried completely (approx. 1 hour) before packaging or swab caps must be utilized. Swab caps are optional if swab dryers are used to dry swabs.
 - c. All packages must be sealed with evidence tape, clear tape or patient labels. NEVER lick seals on packages.
 - d. Notes may be made on each collection envelope to document findings during evidence collection.
 - e. Include initials of the collector and date of collection.
3. Do NOT include photographs, urine drug screens or medical records inside the kit.
4. Urine drug screens must be sent to a toxicology lab.
5. Chain of custody must be maintained. Evidence must be secured from the start of examination until relinquishing to law enforcement. Refrigeration is not required.
6. Photography
 - a. Photographs should be taken prior to any collection.
 - b. Photographs for injuries should include:
 - i. Distance shot of injuries showing the complete body part (i.e. entire arm) for reference point
 - ii. Close up shot without ruler
 - iii. Close up shot with ruler
 - c. Photographs should be taken of:
 - i. All obvious or subtle injuries (i.e. abrasions, contusions, lacerations, edema, petechiae, etc.)
 - ii. Bite marks (animal or human)
 - iii. Torn/chipped fingernails, injuries to hands
 - iv. Debris (hair, fibers etc.)
 - d. Consider photographing the following:
 - i. Areas that fluoresce under alternate light source (UV light)
 - ii. Points of tenderness, which may show injury as time progresses
 - iii. Clothing being collected
7. If patient must urinate prior to vaginal swabbing have patient refrain from wiping or dry toilet paper prior to packaging.
8. Swabbing
 - a. Slightly moisten both swabs.
 - b. Use both swabs together to swab intended area.
 - c. Rotate swabs while swabbing to evenly distribute collected material on all side of the swabs.

Specific procedures for Evidence Collection

*Place all dry or capped swabs in appropriate envelope, seal and date using above packaging instructions. Capping swabs is optional if swab dryers are used to dry swabs.

*Note on anatomical drawings on envelope the collection of debris and foreign material.

*Discard all unused items.

*All items must be sealed, initialed and dated prior to placing them in the kit.

Step #1. Clothing collection:

AIR DRY CLOTHING PRIOR TO PACKAGING – ONE ITEM PER BAG.

- A. Package patient's clothing in separate designated bags.
- B. White paper Underwear bag should be placed in kit when possible.
- C. Brown paper bags are not to be placed in kit.

Step #2. Oral collection: (Oral collection is for identification of foreign DNA)

- A. ALWAYS COLLECT ORAL SAMPLE BEFORE BUCCAL DNA STANDARD (Step #7). Patient should not eat, drink or smoke prior to collection. PRIOR TO SWABBING look for any injury inside top, bottom and back of mouth. Check for torn upper and lower frenulums.
- B. Use two swabs simultaneously to swab the gum line, teeth, under tongue and oral cavity.
- C. Patient should rinse mouth after this step is completed.

Step #3. Foreign material, dried secretion, and debris collection:

- A. Assess patient's body in a complete visual exam (front and back). After visual assessment if alternative light source (ALS) is available then examine body using light source. Use slightly moistened swabs to collect any dried secretions, foreign material or bite marks. Air dry swabs or use caps, and place in appropriate envelope.
- B. Continue to collect any additional dried secretions, foreign material or swabs for bite marks and package separately.

Step #4. Fingernail swabbings:

- A. Swab the underside of the fingernails using a slightly moistened swab.
- B. One swab should be used for each hand (NOT SEPARATE NAILS) and these should be packaged separately as Right and Left.

Step #5. Head or Pubic hair combings:

- A. Collect head or pubic hair combings using the comb provided then place in folded paper and package.

Step #6. Pubic and anal area collections: Corresponds with Steps 6 A, B, C, D in kit

Pediatric cases – Do not use a speculum or touch a swab to the hymenal ring of pre-pubertal child.

- A. External Genital Swabs- (total of 2 swabs)- Use slightly moistened swabs. For females, without spreading labia collect from the mons pubis, labia majora, and perineum. For males collect from scrotum and penis.
- B. Internal Genital Swabs- (total of 2 swabs) Use slightly moistened swabs to collect from the labia minora, fossa navicularis, posterior fourchette, clitoral hood/clitoris, and vestibule.
- C. Anal Swabs- (total of 2 swabs)- Use slightly moistened swabs.
*Consider swabbing anal canal if anal penetration has occurred using separate envelope and swabs.

****If Toluidine Blue dye is available and going to be utilized then use before Step #6D.**

- D. Vaginal/Cervical- (total of 2-4 swabs) Use slightly moistened swabs to collect from the vaginal walls, cervical os, and posterior fornix.

Step #7. Buccal DNA standard:

- A. Firmly press two swabs simultaneously onto the inside of the cheek. Rub swabs for 30 seconds in same area.

FINAL INSTRUCTIONS- Seal all evidence. Affix biohazard label on top of box. Signature seal with evidence tape provided with collector's initials and date. Store kit and maintain Chain of Custody as indicated in instructions.

Additional Resources:

1. 2013 ACEP Guidelines for the care of the Sexual Assault patient
2. National Protocol for the Sexual Assault Medical Forensic Examination of Adults/Adolescents - September 2024

STEP 1A

UNDERWEAR

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package patient's undergarments in separate appropriate bags. Seal, initial and date.
- Return Bag with Underwear to the kit.

STEP 1B

BRA

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package patient's undergarments in separate appropriate bags. Seal, initial and date.
- Do **NOT** return the Bra bag to the kit, package separately.

STEP 1C
CLOTHING

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package remaining clothing in separate bags-seal, initial and date.
- IDENTIFY _____

STEP 2

ORAL SWABS

Note: This sample is for identification of foreign DNA. The patient should not have anything to eat drink or smoke prior to oral swab collection.

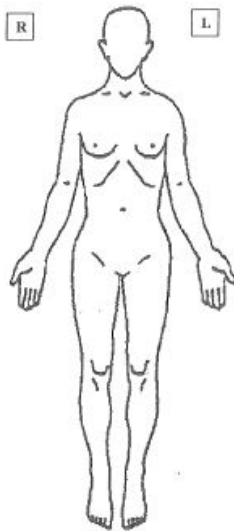
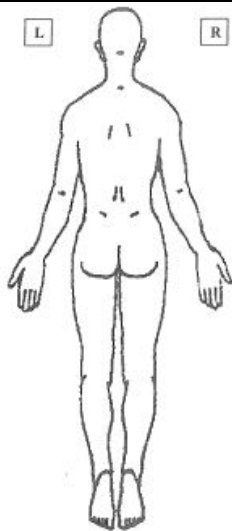
- Look for any injury inside top, bottom and back of mouth. Check for torn upper and lower frenulums.
- Use two swabs and simultaneously swab the gum line, teeth, under tongue and oral cavity.
- Air dry swabs and place in envelope.
- Seal, initial and date.

STEP 3

FOREIGN MATERIAL, DRIED SECRETION and DEBRIS COLLECTION (From Body)

- Assess patient's body in a complete visual exam (front and back).
- After visual assessment if alternative light source (ALS) is available then examine body using light source.
- Using slightly moistened swabs to collect any dried secretions, foreign material, and bite marks and package separately. Air dry swabs or use caps, and place in envelope.
- Identify/describe findings on body map on back of envelope.
- Check appropriate box and document location. Use one envelope per item. Seal, initial and date.

<input type="checkbox"/>	DRIED SECRETION	_____
<input type="checkbox"/>	DEBRIS	_____
<input type="checkbox"/>	BITEMARK	_____
<input type="checkbox"/>	POSITIVE FLUORESCENCE (Other than clothes)	_____
<input type="checkbox"/>	OTHER	_____



STEP 4
LEFT HAND FINGERNAIL SWABBING

- Swab the underside of the fingernails using a slightly moistened swab.
- One swab should be used for each hand (NOT SEPARATE NAILS) and these should be packaged separately as Right and Left.
- Air dry and place swab in envelope.
- Seal, initial and date.

STEP 4
RIGHT HAND FINGERNAIL SWABBING

- Swab the underside of the fingernails using a slightly moistened swab.
- One swab should be used for each hand (NOT SEPARATE NAILS) and these should be packaged separately as Right and Left.
- Air dry and place swab in envelope.
- Seal, initial and date.

STEP 5
HEAD or PUBIC HAIR COMBINGS
(For foreign hairs, fibers, and debris)

☐ Head

- Collect head hair combing using the comb and paper provided.
- Using comb provided, comb all areas of the head over the paper.
- Refold the paper in a manner to retain both the comb and any evidence present.
- Return paper and comb to the original envelope.
- Seal, initial and date.

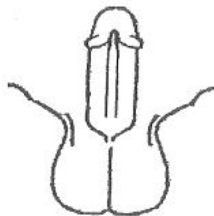
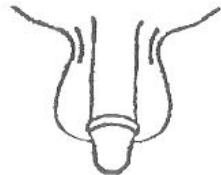
☐ Pubic

- Place paper provided under patient's buttocks. Using comb provided, comb the pubic area, allowing any loose hair and/or debris to fall onto the paper.
- Refold the paper in a manner to retain both the comb and any evidence present.
- Return paper and comb to the original envelope.
- Seal, initial and date.

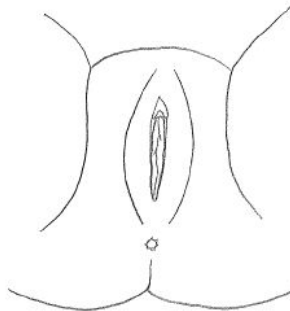
STEP 6A
EXTERNAL GENITAL SWABS

- External Genital Swabs- (total of 2 swabs for this envelope)
- For females, without spreading labia collect from the mons pubis, labia majora, and perineum.
- For males collect from scrotum and penis.
- Air dry and place in envelope.
- Identify/describe findings on diagram on back of envelope.
- Seal, initial and date.

Male



Female



STEP 6B INTERNAL GENITAL SWABS

Note: This is prior to insertion of speculum and prior to dye application.

- Internal Genital Swabs-(total of 2 swabs for this envelope)
- Spread labia and swab the labia minora, fossa navicularis, posterior fourchette, clitoral hood/clitoris, and vestibule.
- If area is dry use the wet to dry swabbing method.
- Air dry swabs and place in envelope.
- Seal, initial and date.



STEP 6C
ANAL SWABS

Note: This step should be considered for all vaginal and anal assaults.

- Anal folds-(total of 2 swabs for this envelope).
- Swab the perianal folds.
- Air dry swabs and place in envelope.
- Seal, initial and date.

If anal penetration is indicated also collect the following:

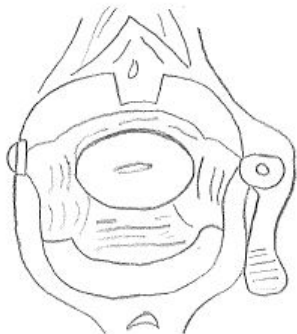
- Anal canal-(total of 2 swabs for this envelope).
- Moisten both swabs with sterile water for patient comfort.
- Carefully swab the anal canal using one swab at a time.
- Air dry swabs and place in OTHER envelope.
- Label envelope, seal, initial and date.

STEP 6D
VAGINAL/ CERVICAL SWABS

Note: Do not use speculum or insert swabs into vaginal vault of pre-pubescent non-menarchal females.

This step is omitted.

- Vaginal/Cervical-(total of 2 – 4 swabs)
- Using two swabs simultaneously, swab the vaginal walls, cervical os, and posterior fornix.
- Moisten swabs if area appears dry.
- Air dry swabs and place in envelope.
- Seal, initial and date.



STEP 7
BUCCAL DNA STANDARD

- Firmly press two swabs simultaneously onto the inside of the cheek.
- Rub swabs for 30 seconds in same area.
- Air dry swabs and place in envelope.
- Seal, initial and date.

OTHER

- Use OTHER envelopes to package any additional swabs or samples that are necessary, but not included above.
- Label envelope accordingly.
- Place in envelope.
- Seal, initial and date.

☐ DRIED SECRETION _____

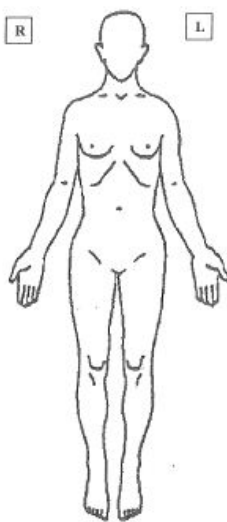
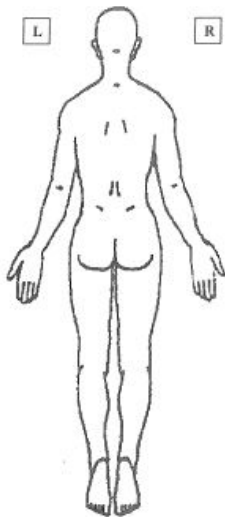
☐ DEBRIS _____

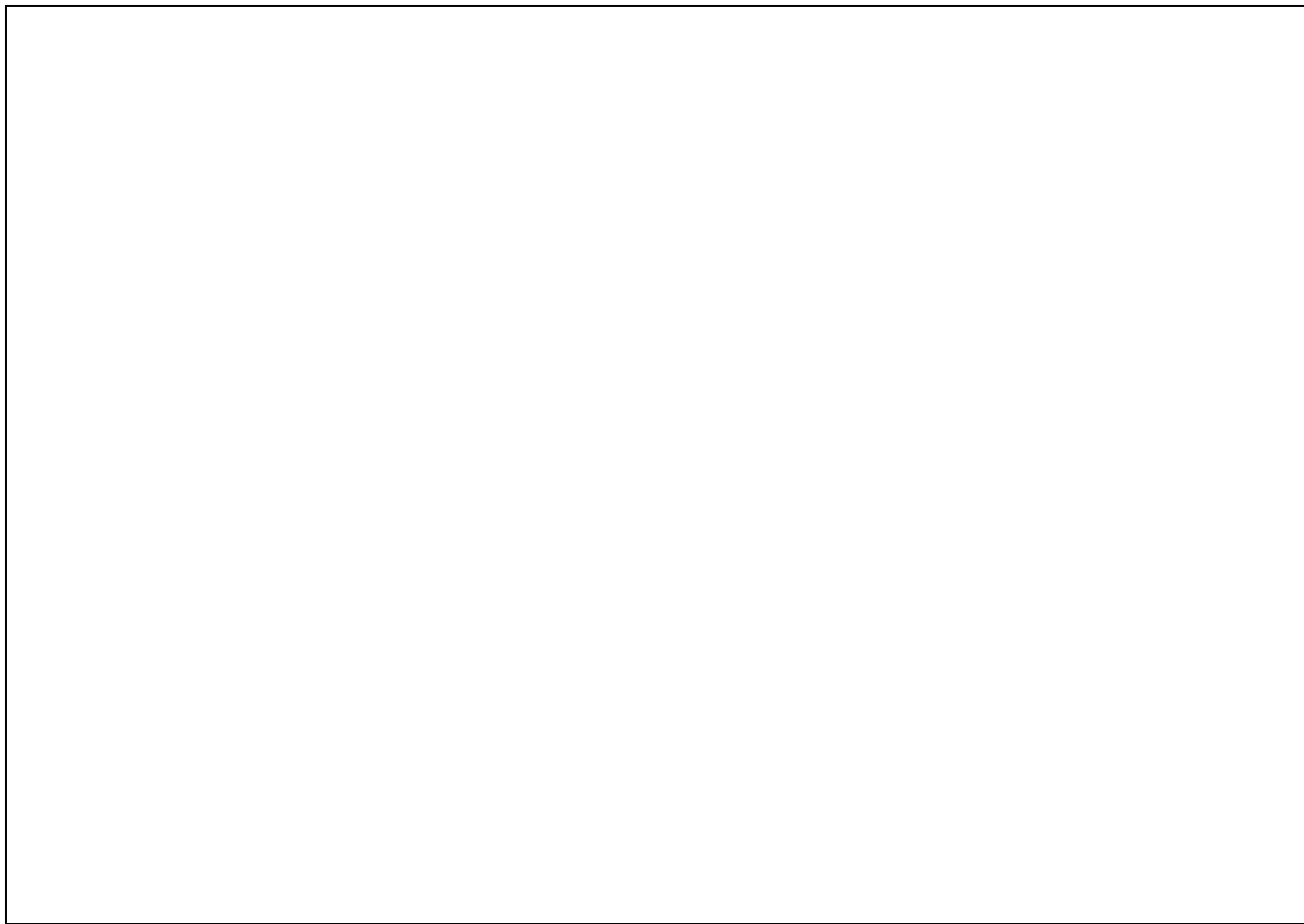
☐ BITEMARK _____

☐ POSITIVE FLUORESCENCE (Other than clothes)

☐ OTHER _____

(back of OTHER)





CHAIN OF CUSTODY FORM

Patient Label:

(if anonymous, use MRN only)

MRN _____

[Place patient label here]

Date of Service: _____

Items Collected: ☐ Sexual Assault Evidence Collection Kit ☐ Clothing
☐ Other: _____

Total number of brown bags: _____

Collector’s Name/Initials: _____

Date and time of evidence collection: _____

DATE/TIME	RELINGUISHED BY:	RECEIVED BY:
	Name: _____ Agency: _____ Signature: _____	Name: _____ Agency: _____ Signature: _____
	Name: _____ Agency: _____ Signature: _____	Name: _____ Agency: _____ Signature: _____
	Name: _____ Agency: _____ Signature: _____	Name: _____ Agency: _____ Signature: _____
	Name: _____ Agency: _____ Signature: _____	Name: _____ Agency: _____ Signature: _____



How to Utilize the ICJI Sexual Assault Kit Form

1. Navigate to <http://on.in.gov/trackmykit>.
2. Select **“Submit Forms Here.”**

Submit Forms Here

3. Under **“New Kit,”** select “Yes” if this is a new kit submission:
 - a. Selecting “Yes” will disable the **“PIN”** field. Upon submission of the form, a claims analyst will review the documentation and email you a PIN associated with the Kit Number.
4. Under **“Anonymous Kit,”** select “Yes” if this an anonymous kit.
 - a. This will disable the **“Victim Last Name”** field.
 - b. Type the victim’s **MRN** in the **“Victim First Name”** field.
5. Type your name in the **“Submitter Name”** field.
6. Type your phone number, including area code, in the **“Submitter Phone Number”** field without any special characters.
 - a. Example: 3175551234
7. Type the kit number in the **“Kit Number”** field.
8. If this is an update to a kit, type the PIN in the **“PIN”** field.
9. If this is not an anonymous kit, type the victim’s first name in the **“Victim First Name”** field.
10. If this is not an anonymous kit, type the victim’s last name in the **“Victim Last Name”** field.
11. Type the name of the service provider who conducted the sexual assault kit in the **“Service Provider Name”** field.
12. If the kit has been provided to a law enforcement agency, type the agency name in the **“Law Enforcement Agency Kit was Given To”** field.
13. Select the date that the kit was collected in the **“Date Kit Collected”** field.
14. Select the date that the crime occurred in the **“Date of Crime”** field.
15. Select the kit’s current location as of the time of submitting the form in the **“Kit Location”** field.
16. Select **“Submit.”**

If this is a new kit, a claims analyst will send a PIN associated with the kit number to your email as soon as it is processed. If we have any questions, we will call you at the phone number you provide.

STATE OF INDIANA

SEXUAL ASSAULT EVIDENCE COLLECTION KIT

COLLECTION INFORMATION

Victim's Name	
Date Collected	
Facility	
Nurse/Collector	
Phone number	
Date and time Sealed	

Please do not place photographs or other medical records in kit.

Victim reporting to Law Enforcement ☐

Victim not reporting to Law Enforcement ☐

Anonymous ☐

LAW ENFORCEMENT AGENCY

Agency	
Case Number	
Investigating Officer	
Phone number	
Date Kit Picked Up	
Kit Received from	

Affix
Biohazard Label
Here

PIN #

(Kit Barcode)

SAC Tracking No: INYY-#####

NO REFRIGERATION REQUIRED

Long sides

STATE OF INDIANA SEXUAL ASSAULT EVIDENCE COLLECTION KIT

EVIDENCE SEAL HERE

EVIDENCE SEAL HERE

STATE OF INDIANA SEXUAL ASSAULT EVIDENCE COLLECTION KIT

EVIDENCE SEAL HERE

EVIDENCE SEAL HERE

State Of Indiana

Sexual Assault Evidence Collection Kit – Victim

Specifications

1. Step 1A - One pleated, flat bottom, white paper bag, 3.5" x 6" x 11" +/- tolerance .5", with label printed per attached design of STEP 1A UNDERWEAR.
2. Step 1B – One pleated, flat bottom, brown paper bag, 4" x 7" x 14" +/- tolerance .5", with label printed per attached design of STEP 1B BRA.
3. Step 1C – Two pleated, flat bottom, brown paper bags, 7 x 12" x 17", +/- tolerance .5", each with a label printed per attached design of STEP 1C CLOTHING.
4. Step 2 - One 3.875" x 7.5", +/- tolerance .25", white paper envelope printed per attached design of STEP 2 ORAL SWABS.
5. Step 3 - Two 3.875" x 7.5", +/- tolerance .25", white paper envelopes printed per attached design of STEP 3 FOREIGN MATERIAL, DRIED SECRETION and DEBRIS COLLECTION with body maps printed on back of envelopes.
6. Step 4 - Two 3.875" x 7.5", +/- tolerance .25", white paper envelopes, printed per attached design of STEP 4 RIGHT HAND FINGERNAIL SWABBING and STEP 4 LEFT HAND FINGERNAIL SWABBING.
7. Step 5 - One 3.875" x 7.5", +/- tolerance .25", white paper envelope containing a 5" comb and an 8 ½" x 11" paper fold, envelope printed per attached design of STEP 5 HEAD or PUBIC HAIR COMBINGS.
8. Step 6A - One 3.875" x 7.5", +/- tolerance .25", white paper envelope printed per attached design of STEP 6A EXTERNAL GENITAL SWABS and attached diagrams printed on the back of envelope.
9. Step 6B - One 3.875" x 7.5", +/- tolerance .25", white paper envelope printed per attached design of STEP 6B INTERNAL GENITAL SWABS.
10. Step 6C - One 3.875" x 7.5", +/- tolerance .25", white paper envelope printed per attached design of STEP 6C ANAL SWABS.
11. Step 6D - One 3.875" x 7.5", +/- tolerance .25", white paper envelope printed per attached design of STEP 6D VAGINAL/CERVICAL SWABS.
12. Step 7 – One 3.875" x 7.5", +/- tolerance .25", manila paper envelope printed per attached design of STEP 7 BUCCAL DNA STANDARD.
13. OTHER - Two 3.875" x 7.5", +/- tolerance .25", white paper envelopes printed per attached design of OTHER with body maps printed on back of envelopes.
14. Twenty-four (24) Puritan brand Cap-Shure Pur-Wraps sterile cotton tipped applicators with aerated tip protectors. (REF 25-806 1WC EC)
15. One biohazard label, 1" x 1 ½" HIGHLY VISIBLE orange/red peel-off type.
16. Four strips of evidence tape – pick proof, adhesive steam proof, and chemical-treatment proof.
17. One disposable ruler, 6"/15 cm in length.

18. "State of Indiana Sexual Assault Evidence Collection Kit Instructions" printed two sided on 8.5" x 11" paper. (See attached sample)
19. Indiana Criminal Justice Institute "How to Utilize the ICJI Sexual Assault Kit Form" printed on 8.5" x 11" paper. (See attached sample)
20. "Chain of Custody Form" printed on 8.5" x 11" paper. (See attached sample)
21. Assemble all items into a chipboard with litho paper wrapped box 6 ½" x 10" x 2 .5", +/- tolerance of .25" including Lot # and expiration date on outside of box sealed with a cellophane wrapper. (See attached Sample Kit design)
22. Prototype of kit MUST be submitted before manufacturing final product or shipment of any order.

