Sexual Assault Evidence Collection Kit (2020)

South Carolina Law Enforcement Division (SLED)
Paper envelope containing SAK contents (dispose of this envelope once opened)
Toxicology Evidence

Items
Place the labeled, gray stoppered tube into the bubble pack and place in bag.
Place plastic bag containing blood tube into the Toxicology Section Evidence Distribution Envelope, label with victim’s name, and seal with evidence tape
Place the Toxicology distribution envelope and urine sample (if collected) into Toxicology Evidence bag and start chain of custody.
DNA ITEMS

DNA EVIDENCE

Victim Name or Anonymous ID #:

If this is an anonymous collection DO NOT label this envelope with the victim’s name.

1. Place the following items in this envelope:
   - DNA Evidence Distribution Envelope
   - Underwear (if collected)
2. Ensure this envelope is sealed properly and add evidence tape across seal.
3. Place this envelope in the plastic zip-style bag provided.

Chain of Custody

FROM
TO

DATE/TIME

SIGNATURE

For Crime Lab Personnel Only

Lab Number:

Case Number:

DNA ITEMS
DNA evidence collection envelopes with no changes
Changes to DNA evidence collection envelopes:

Known DNA standard-required

Vaginal/Penile

Fingernail swabs
Place all DNA evidence into the DNA Section Evidence Distribution Envelope, label with victim’s name, and seal with evidence tape.
DNA Distribution
Envelope, debris collection bag, and underwear bag will be placed into the large nylon envelope labeled DNA Evidence.
Add the DNA Section envelope, debris collection bag, and underwear bag to this envelope and start chain of custody.
Place the Toxicology and DNA outer packages with completed chains of custody into the transport container.
Add SANE report and zip close transport container. Do NOT seal with evidence tape.
Anonymous Kits should be labeled with Anonymous ID #
For anonymous kits, SANE report may be sealed in an envelope (not provided) and place into transport container.
Important Information for the Collector:

This is abbreviated information and is not intended to be comprehensive instructions for collection of the SLED Sexual Assault Evidence Collection Kit.

Detailed collection instructions, the SLED Sexual Assault Examination Protocol, and other required forms are maintained under the “Forensic Services” section at http://www.sled.sc.gov.

When collection is complete, place a copy of the Sexual Assault Examination Protocol in the zip-style plastic bag along with the sealed DNA Evidence envelope and the Toxicology Evidence envelope.

It is strongly encouraged that a blank master copy of all forms and instructions be maintained in the event internet is not available when needed. Please check the SLED web site periodically for updated versions of these forms.

When items are not collected:
Please check “no” on the envelope for “Was sample collected?” and do NOT seal the envelope. It is not necessary to return unused swabs.

Complete protocol paperwork and information on envelopes:
Check either the ‘no’ or ‘yes’ box on ALL evidence envelopes and mark protocol paperwork appropriately.

Collecting Body Fluid swabs and Miscellaneous Materials:
- Always indicate which type of sample is suspected (saliva, semen, blood, hair, etc.).
- Mark the diagram on the back of the envelope to indicate where the sample was collected.
- Written descriptions are also helpful (left thigh, right breast, etc.).

Additional envelopes/collections:
Please do NOT collect additional samples or swabs unless there are extraordinary circumstances. The number of swabs provided per envelope is sufficient for analysis.

Patient Information Labels:
Please do NOT place patient labels on sample envelopes in such a manner that information is obscured.

Packaging damp/wet items:
Dry ALL wet items completely before packaging (condoms, tampons, sanitary napkins, etc.). Packaging items wet may affect our ability to obtain DNA results.

NOTE: Preparation of swabs is no longer required or recommended; therefore, the glass slides and plastic slide holder are not included in this kit.
SLED Sexual Assault Evidence Collection Kit Forms and Information

Sexual assault evidence collection protocols, instructions, and other forms and information are no longer included in the SLED Sexual Assault Evidence Collection Kit box, and are instead now posted here. This will allow for increased ability to update and expand instruction when necessary without having to involve an external vendor. You will find that these forms are the same or similar to those formerly found in the kit box.

It is strongly recommended that each facility print a master copy of each form, so that in the event that internet access or this site is not available when needed, evidence collection is not delayed.

If you have any questions or concerns regarding the forms below, please contact the SLED Forensic DNA Casework Department at (803) 896-7383 Monday through Friday 08:30am to 05:00pm. If necessary, we can be reached at (803) 737-9000 during non-business hours.

1. SLED Sexual Assault Examination Protocol
2. SLED Sexual Assault Evidence Collection Kit Instructions
3. SLED Sexual Assault Examination Protocol – NEW KIT 08.2020
4. SLED Sexual Assault Evidence Collection Kit Instructions – NEW KIT 08.2020
5. SLED Sexual Assault Evidence Collection Kit - Important Information for the Collector
6. SLED Date Rape Drug Supplemental Instructions
7. DCVC SAP Billing Claim Form
8. DCVC SAP Medical Release Protocol Form
9. Notice of Change - SOVA to DCVC
10. SCCADVASA SA Member Program List

https://www.sled.sc.gov/forensics.html