

BIOLOGICAL EVIDENCE COLLECTION KIT INSTRUCTIONS

(This kit and instructions may be used in the collection of evidence in a sexual assault or in any case in which biological substances are collected. If kit is only being used to collect known or reference samples from a patient/suspect then only starred "***" items should be collected.)

NOTE: If shipping, this kit must be placed in a sturdy shipping container. **Never Lick Envelopes.**
Always wear gloves when handling the kit materials. Use seals provided. **Do not seal swab boxes.**

Observed injuries should be documented by noting the injury on the Sexual Assault Examination Forensic Report Form body diagrams and photographed, with and without scale.

Step 1: Consent: Sexual Assault Examination, Evidence Collection and Authorization to Release Information

The consent to sexual assault examination and evidence collection should be filled out in full as each stage of the examination is reached. The examiner (or designated person) should explain to the patient the need and purpose for each item requested, and the potential effect of any refused item requested upon any ensuing criminal investigation or prosecution. Prior to examination and evidence collection, the examiner (or designated person) should assist the patient in determining if the patient wishes to report the assault to the law enforcement agency with jurisdiction, and in filling out the balance of the authorization. The patient specifically should be informed that completion of the authorization is required before evidentiary items and accompanying documentation may be provided to an investigating agency. The form may be signed by the patient, parent or guardian, as appropriate.

Step 2: Complete Sexual Assault Report Form

As the examination proceeds, the examiner should complete the sexual assault report form. The examiner should be guided in the examination by the history provided by the patient or others, the examiner's observations, and the examiner's training and experience. The form should be signed and dated where indicated.

Step 3: Collect Clothing and Changing Paper

Unfold and place a clean hospital sheet on the floor. Remove the paper sheet from the kit. Unfold the paper sheet and place it over the hospital sheet. Have the patient stand in the center of the paper sheet, and disrobe carefully. Each item of clothing to be collected should be individually placed in a separate paper bag. Each paper bag should be sealed and labeled with a description of the item, the name of the individual placing and sealing the item in the bag, and the date of collection. Refold the paper sheet so that the side of the sheet that was facing the hospital sheet is on the outside. Place the paper sheet inside the bag labeled "changing paper" contained within the kit, seal with tape, and fill-out all information requested. **Initial across seal. Do not place sealed "changing paper" package back in the Biological Evidence Kit.**

If the patient has changed clothes since the time of the reported assault, collect only those items that may contain possible evidence related to the assault, e.g., undergarments. Inform the officer in charge so that clothing actually worn during the assault may be collected as well. If the patient is wearing the clothes worn during the assault, all clothing should be collected, and **each piece of clothing placed in a separate paper bag.** Air dry wet or damp clothing before packaging. **DO NOT SHAKE-OUT CLOTHING** as trace evidence may be lost.

Step 4: Debris and Body Stain Collection

4a. Debris Collection: Use one (1) bindle for each item observed. Place any visible extraneous hairs, fibers, plant material, soil, glass, paint, etc., when found on the body or left on the examination table in bindle(s) provided. Fold the bindle, and return bindle to envelope. Label envelope and seal. Note locations of collected items on body diagram found on evidence collection report. (Additional envelopes from hospital stock may be used as needed.) Label each envelope, seal and initial across seal.

4b. Body Stain Collection: If a light source is not available, the examiner may take samples based upon the patient's history. If possible, use a Wood's lamp (Alternate Light Source [ALS], UV lamp or black light) to scan skin surfaces for possible biological fluids. Fluids may be on the breast or other areas of contact. The Wood's Lamp examination assists in identifying other sources of potential evidence. Collect any dried stains by lightly moistening the swab(s) with distilled water, and swabbing the indicated area thoroughly. Place the swab(s) in the swab box and place the swab box in the envelope. Seal and label. Note location of collected items on body diagram envelope. If the stain is wet, use a dry swab to collect. (Additional swabs and envelopes from hospital stock may be used as needed.) Label each with the appropriate information. Label, seal and initial across seal.

*** **Step 5: Whole Blood Stain Sample**

Do not touch the blood collection card with ungloved hands. Using a fingerstick method, place drops of blood onto the filter paper in the card holder. Fill all the pre-printed circles with blood. Return the closed holder to the envelope. Seal and fill-out all information requested. Initial across seal. There is no need to collect a liquid blood sample for DNA testing.

Step 6: Head Hair Combing

Open bindle (Alternative: spread paper towel) and place under head. Use comb provided: comb head for foreign material or hairs. Fold paper to contain any debris collected and comb. Place paper in envelope; seal, label and initial across seal.

- *** **Step 7: Head Hair Control (as patient history dictates)**
Pull (using fingers) a minimum of 50 head hairs from various areas of the head. Place hairs in paper bindle; fold bindle to contain hairs; place bindle in envelope, seal and label. Initial across seal.
- Step 8: Pubic Hair Combing**
Open bindle (Alternative: Spread paper towel) and place under pubic area. Use comb provided; comb pubic region for foreign material and or hairs. Fold paper to contain any debris collected and comb. Place paper in envelope; seal and label. Initial across seal.
- *** **Step 9: Pubic Hair Control (as patient history dictates)**
Pull (using fingers) a minimum of 25 hairs from various areas of the pubic region. Place hairs in paper bindle, fold the bindle to contain the hairs; place bindle in envelope, seal and label. Initial across seal. A gloved patient may obtain the reference samples under the examiners direction.
- *** **Step 10: Oral Swabs**
Swabbing: Using two (2) swabs, rub around gum line and buccal area. Place the swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 11a: Vaginal/Cervical Swabs**
Using four (4) swabs, sample vaginal walls and cervix. Place swabs in swab box, place swab box in envelope, and seal. Initial across seal. **NOTE:** *If collecting vaginal swabs and cervical swabs as separate samples, collect two (2) vaginal and two (2) cervical. Place swabs in separate swab boxes and label boxes.*
- Step 11b: Penile Swabs**
Dampen two (2) swabs with sterile water. Swab the exterior of penis and scrotum. **AVOID URETHRAL OPENING.** Place swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 12: Anal Swabs**
Using two (2) swabs, sample anal cavity. Swabs may be dampened with sterile water to minimize discomfort. Place swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 13: Fingernail Swabbing**
Dampen one (1) swab per hand with sterile water. Swab the area of each nail and the crevice between nail and fingertip, pull back the cuticle at the base of the nail and swab that area. Place swabs in separate swab boxes, label as "right" or "left" placing swab box in envelope. If history indicates digital penetration, in a perpetrator's examination, examiners may use a separate swab to individually swab each finger. Label and seal envelope(s). Initial across seal(s).
- Step 14: Receipt of Evidence Form**
Complete the Receipt of Evidence Form to complete the chain-of-custody from the examiner to law enforcement.

Additional Collection Samples

Photography: It is recommended that any bruises, bitemarks or other visible trauma on the body should be photographed in color with and without a scale. Bitemarks may be photographed prior to and after swabbing.

Bitemarks: Swabs may be used to collect possible dried biologicals by moistening two swabs with sterile water. Swab the bitemark area by rotating the swabs during collection. Place the swabs in a swab box, place the swab box in an envelope, label and seal.