

SAKI Site Inventory Guidance

One of the requirements of the Bureau of Justice Assistance (BJA) National Sexual Assault Kit Initiative (SAKI) is that each SAKI site complete an inventory of SAKs within its jurisdiction (e.g., state, county). BJA defines a completed inventory as a census of all unsubmitted SAKs that were collected prior to the date you applied for the BJA Grant (e.g., if your grant was submitted on March 2, 2020, it would comprise all SAKs prior to that date). It is important to note that the methods used should result in a full accounting of all unsubmitted SAKs. An inventory that relies only on a survey-based approach is not sufficient. For example, a survey of law enforcement agencies to gather estimated counts of untested SAKs will not meet the SAKI inventory requirements.

As part of the inventory process, sites should record the

1. total number of SAKs and locations where SAKs are currently stored;
2. verification that all SAKs have been counted, not just particular categories of SAKs (e.g., those dating back a certain amount of time or housed in a particular agency),
3. written summary of the process used to conduct the inventory; and
4. specific types of information (e.g., victim name, offense data) associated with each SAK (see associated data elements required by BJA below).

We recognize that the sites may vary regarding the best methods for completing their inventory of previously unsubmitted SAKs; nevertheless, sites are encouraged to use the following guidance to build a foundation for successfully completing their inventory of unsubmitted SAKs.

BJA Solicitation Inventory Requirements

As you complete your SAKI inventory, please keep in mind the following:

- ◆ For the purposes of the SAKI program, an unsubmitted SAK is defined as a SAK that has not been submitted to a forensic laboratory for testing and analysis using DNA methodologies that are not eligible for the Combined DNA Index System (CODIS).
- ◆ Only SAKs that were collected prior to the time you applied for BJA funding should be included in your SAKI

inventory. For example, if you applied for funding in March 2020, you cannot include SAKs from April 2020 in your SAKI inventory.

- ◆ Your inventory certification requires determining the number of unsubmitted SAKs in your jurisdiction as well as the associated data elements required by BJA, including (where possible)
 - the range of dates for which SAKs have been in the site's possession, listing the oldest SAK received through the most recent up to the date of your SAKI Grant award (e.g., 02/12/1974–12/15/2013);
 - age of the victim at the time of the assault;
 - date of the offense;
 - date of SAK collection;
 - the law enforcement incident number (or any other unique identifiers); and
 - the identification of SAKs that may soon be affected by statute of limitations.
- ◆ To certify your inventory, please submit the SAKI Site SAKI Inventory Certification Form to RTI. This form will verify that you collected the above-listed data elements and provide further information on your inventory methodology.
- ◆ Your inventory is expected to be completed within the first 6 months of the grant being awarded.
- ◆ As of the fiscal year (FY) 2016 BJA SAKI solicitation, this inventory must capture SAKs that were submitted to the crime laboratory but that received serology-only testing, or that were previously tested for DNA with antiquated technology (e.g., RFLP or DQAlpha) that prevented upload into CODIS. These types of partially tested SAKs may hold valuable forensic evidence for sexual assault cases. Thus, BJA requires all SAKI sites to document and develop collection and analysis plans for these SAKs. These types of SAKs are within the scope of the required inventory for SAKI. It is suggested that grantees collaborate with laboratory representatives to ensure all requirements of the partially tested SAK inventory are met.

Conducting an Inventory of Previously Unsubmitted SAKs

Below, we list the recommended steps for SAKI sites in planning for and carrying out a successful SAK inventory.

1. Determine who should be in charge of conducting the SAK inventory.

This responsibility varies for different jurisdictions, and in some cases the responsibility may fall to law enforcement or, in others, to prosecution. For example, in Detroit (MI), this task was led by the prosecutor's office staff while under observation by police property personnel. In other jurisdictions, the inventory process has been led by law enforcement with assistance from prosecutors and other partners.

2. Determine whether the inventory can be completed electronically or if it must be conducted manually.

In some instances, an electronic system such as a police property database can be used to conduct the inventory. The database could be used to track information such as the evidence tag number, case number, victim name, incident data, collection data, and name of original officer in charge of the case. If a database or other information system is not available, then a manual count will have to be used to conduct the inventory.

3. If the inventory has to be conducted manually, determine who should have access to the SAKs and how access will be managed, documented, and coordinated.

A manual count of the SAKs will likely require the effort of a number of individuals. One recommendation is that the SAKI project coordinator develop a staffing plan that would describe the staff involved (e.g., prosecutor office personnel and volunteers). In some instances, law enforcement may have concerns about non-law enforcement personnel entering the police property room to count SAKs. If this is the case, consider bringing out and counting the SAKs in batches in a secure room within the law enforcement building, while ensuring that the process is conducted strictly under the supervision of the police property personnel. Other strategies may also be developed to address this issue.

View our SAKI TTA webinar focused on strategies and considerations when conducting an inventory of unsubmitted SAKs. The webinar was presented by representatives from the Iowa Department of Justice, Cuyahoga County Prosecutor's Office, and City of Portland (OR) Police Bureau, all of which are SAKI grantee recipients and have started or completed an inventory of their unsubmitted SAKs. Each agency gave a short presentation describing their inventory process, lessons learned, and challenges to successfully completing their unsubmitted SAK inventory.

[View the "The Sexual Assault Kit \(SAK\) Inventory Process: Strategies & Key Considerations" webinar](#)

4. Determine if all of the SAKs are located in one physical location or if multiple locations must be inventoried to provide an accurate census.

Diverse stakeholders should be consulted to determine where unsubmitted SAKs could be stored. One key consideration is that SAKs may have been stored in facilities outside of the law enforcement agency main property room, such as hospitals, rape crisis centers, clinics, or off-site property storage facilities. Even within law enforcement, SAKs may be stored in an off-site property storage facility in some instances and other SAKs may be stored in the main property room in police headquarters.

5. Develop a plan for the logistics of the inventory process to ensure that all SAKs are counted only once.

One recommendation is that the SAKI project coordinator create a labeling system so that, when a SAK is counted, it is marked appropriately and documented.

6. Identify the type of information that can be extracted from the outside of the SAK to provide more details about the SAK contents and case.

BJA-required data elements to be recorded should include the

- ◆ range of dates for which SAKs have been in the site's possession, listing the oldest SAK received through the most recent up to the date of your SAKI grant application (e.g., 02/12/1974–12/15/2013);

- ◆ age of the victim at the time of the assault;
- ◆ date of the offense;
- ◆ date of SAK collection;
- ◆ law enforcement incident number (or any other unique identifiers); and
- ◆ identification of SAKs that may soon be affected by statute of limitations.

If there are any questions about these data or if any of these data elements are not available, sites should contact the SAKI TTA project team to discuss. SAKI sites should also record additional information as available and appropriate to their SAK testing strategy.

It should be noted that the information collected should pertain only to the information on the outside of the SAK or in an electronic database. If paperwork regarding additional information about the SAK is inside the kit, it cannot be accessed during the inventory process. It may be necessary to gather police reports associated with the unsubmitted SAKs in order to gather the BJA-required data elements. Each multidisciplinary team should discuss the level of staff time and effort necessary to coordinate with law enforcement agencies and to pull police reports.

One recommendation is that the SAKI project coordinator create a form to record key information from the outside of the SAK. The SAKI TTA project team can provide a template for sites to use for this purpose if necessary.

7. Develop a process to determine the current status of each SAK—specifically, whether the SAK had been submitted to a forensic crime laboratory for testing and returned and if the case corresponding to the SAK had been adjudicated.

If an electronic file or database is available that describes the status of the SAK, then it should be used for collecting more information on the SAK status. Alternatively, if this is not available, then this step may involve a review of the police records corresponding to each SAK, as these records may contain more information on the case. Police records may also have documentation from the medical provider or crime laboratory indicating whether a SAK had been submitted for testing.

8. Develop a process for maintaining and tracking information collected during the SAK inventory.

We recommended that the SAKI site project coordinator create some type of database or electronic spreadsheet for tracking the information collected during the inventory. In addition to the data elements listed above (Step 6), the tracking information should include information on the personnel who recorded the SAK information and the date the information was recorded. For more information, please see the SAKI TTA Evidence Tracking Overview Document.

9. Submit the SAKI Site SAK Inventory Certification Form to the SAKI TTA project team.

Once the inventory process has been completed by the SAKI site, the SAKI site project coordinator will submit the SAKI Site SAK Inventory Certification Form to their SAKI TTA site liaison, who will review to ensure that all data elements and the inventory methodology are documented. The site liaison will submit it to BJA with the TTA team's recommendation for certification.

Once this document is received and reviewed by BJA, they will determine if sufficient information has been provided to allow the release of SAKI grant funds that were withheld pending the inventory's completion.

Other Guidance and Considerations

Throughout your inventory process, you will be receiving monthly requests from the SAKI TTA team regarding your progress. In these requests, your site will be asked to provide information on the cumulative number of unsubmitted SAKs inventoried since the start of SAKI, and the number of unsubmitted SAKs inventoried specifically during that month. These data will represent progress as each site reaches its SAKI goals.

Statewide Jurisdictions

The SAKI TTA team recognizes that completing a statewide inventory of previously unsubmitted SAKs has unique challenges and considerations. Conducting a statewide inventory is complicated by geographic scale, and the SAKI TTA encourages these sites to focus on their methodology for completion within the 6-month timeframe provided by BJA. If you feel that your site will not be able to complete your inventory within the time allotted, please reach out to

your SAKI site liaison to discuss your inventory methodology. Your liaison can also provide examples on inventory methodology used by other statewide SAKI sites and connect you to other statewide sites that have successfully completed their inventories.

For any questions about this document or to request assistance, please contact your SAKI site liaison or the SAKI TTA project team via email at sakitta@rti.org or call 1.800.957.6436.