

# SAKI Site SAK Inventory Certification Form

The information provided below will be used by the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) team to ensure a comprehensive inventory of previously unsubmitted sexual assault kits (SAKs) in your jurisdiction.

For any questions on this document or to request assistance, please contact your SAKI site liaison or the SAKI TTA project team via email at [sakitta@rti.org](mailto:sakitta@rti.org) or call 1.800.957.6436.

1. SAKI grantee agency/jurisdiction: \_\_\_\_\_
2. Is this part of a phased inventory approach? \_\_\_\_\_
  - 2a. If yes, how many phases total will be submitted for certification? \_\_\_\_\_
  - 2b. This is phase \_\_\_ of \_\_\_.
3. Date inventory initiated (month/year): \_\_\_\_\_
4. Date inventory completed (month/year): \_\_\_\_\_
5. Inventory information for unsubmitted (including partially tested) SAKs.
  - 5a. Total number of unsubmitted SAKs (including partially tested) identified through inventory (sum of lines 5c and 5e): \_\_\_\_\_
  - 5b. Date range of unsubmitted SAKs (including partially tested) identified through inventory [use start date from line 5d and end date from line 5f]: \_\_\_\_\_ to \_\_\_\_\_
  - 5c. Total number of **unsubmitted** SAKs identified through inventory: \_\_\_\_\_
  - 5d. Date range of **unsubmitted** SAKs identified (i.e., month/year to month/year): \_\_\_\_\_ to \_\_\_\_\_
  - 5e. Total number of **partially tested** SAKs identified through inventory: \_\_\_\_\_
  - 5f. Date range of **partially tested** SAKs identified (i.e., month/year to month/year): \_\_\_\_\_ to \_\_\_\_\_
6. Locations where inventoried SAKs are stored:
  - Law enforcement evidence storage rooms
  - Medical examiner/coroner offices
  - Crime laboratories (to identify partially tested SAKs or SAKs that are stored with no request for testing)
  - Hospitals/health clinics
  - Rape crisis centers
  - Other (specify): \_\_\_\_\_

7. The following specific data elements associated with each SAK were documented as part of the inventory process (those listed here are mandatory unless BJA approves of their omission based on specific site circumstances):

- Age of victim
- Offense date
- SAK collection date
- Law enforcement incident number
- Date range that SAKs have been in site's possession, oldest received through most recent (e.g., 12/12/1974–12/15/2013)
- Identification of SAKs that may soon be affected by statute of limitations
- Other (specify): \_\_\_\_\_

8. Summary of the methodology used to conduct the inventory (to include both unsubmitted and partially tested SAKs):

8a. Provide a brief summary of the methodology used to conduct the inventory.

8b. Did you complete any portion of your inventory prior to receiving SAKI funding? If yes, please describe below.

8c. How did you ensure that there were no unsubmitted SAKs outside of law enforcement evidence (including hospitals, rape crisis centers, etc.)? Identify any (1) policies or procedures in place that would require responding officers to ensure that evidence was submitted to the property room or (2) policies that local hospitals do not retain evidence.

8d. In a few sentences, describe how you collected the BJA-required data elements (see question 7 for a list of mandatory BJA data elements). For example, did you conduct a manual count and document each data element from the outside of the SAK, or did you review each case file to collect the required information?

**8e.** If you conducted any portion of the inventory with an electronic evidence or records management system, then describe—in a few sentences—steps you took to verify the accuracy and completeness of the information.

**8f.** In a few sentences, please describe how you tracked the necessary data elements. For example, did you create an Excel spreadsheet or an Access database, or use an evidence tracking software program?

**8g.** As referenced in the BJA solicitation, inventorying partially tested SAKs is a SAKI requirement.

**Note:** BJA defines partially tested SAKs to include SAKs that have been subjected to serological screening only, or that have previously been tested with DNA methodologies that are not eligible for the Combined DNA Index System (e.g., RFLP or DQAlpha).

Provide a summary of the approach used to inventory partially tested SAKs, including the verification process utilized for identification and data metric collection.

Have you collaborated with your laboratory to ensure the presence or absence of partially tested SAKs? If so, list your laboratory point of contact.

**8h.** Does your inventory include any “anonymous/Jane Doe/non-investigative”<sup>1</sup> SAKs? If so, what portion of your total inventory is made up of “anonymous/Jane Doe/non-investigative” SAKs? Please include any information on your state or jurisdiction laws regarding submitting anonymous SAKs for testing.

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<sup>1</sup> According to End Violence Against Women International (EVAWI), the term “anonymous” is used to reflect the assumption that the victim’s identity will not be associated with the evidence, and is not dependent on where the evidence is stored, whether in exam facilities, crime laboratories, or law enforcement property rooms.

**8i.** Please describe the statute of limitations on sexual assault cases within your jurisdiction.

This document is submitted as verification that a comprehensive inventory of unsubmitted SAKs has been performed by the above-identified SAKI grantee and that all previously unsubmitted SAKs within the SAKI jurisdiction have been inventoried and included in the date reported in [item 4](#) listed on the first page. Your digital signature confirms this information is accurate.

Name of SAKI site coordinator: \_\_\_\_\_

SAKI site coordinator signature: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Submit the completed inventory certification form to your SAKI site liaison or [sakitta@rti.org](mailto:sakitta@rti.org).

The following signatures indicate the certification of phase \_\_\_\_ of \_\_\_\_ for a phased inventory or completed inventory.

**Note:** The two phase numbers should match information in question 2b.

BJA representatives will complete the following information:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BJA Programs Office—State Policy Advisor