

THIS KIT IS DESIGNED TO ASSIST IN THE COLLECTION OF FORENSIC EVIDENCE SAMPLES FOR ANALYSIS BY THE ALASKA STATE CRIME LABORATORY.

## USE ONLY ONE KIT PER PERSON

### CONSENT/INFORMATION FORMS \*REQUIRED\*

#### Consent Form – Victim Reported Case

Review the form with the victim. Have them initial and sign where indicated.

#### Information Form – Anonymous Victim Case

Review the form with the victim. Have them sign where indicated.

#### Step 1A FORENSIC HISTORY FORM

#### Step 1B MEDICAL HISTORY FORM

#### Step 1C ANATOMICAL DIAGRAMS

#### Step 1D EVIDENCE COLLECTION LOG



Fill out the information requested and sign where indicated.  
No other forms will be accepted.

A copy of the completed Consent Form, Information Form (if applicable), Step 1A, Step 1B, Step 1C and Step 1D forms must be returned with the kit and the originals must be provided to law enforcement. No other forms will be accepted.

The forms are available on line at <http://www.dps.state.ak.us/CrimeLab/SAforms.aspx>

Assemble swab drying racks. Dry all samples collected prior to packaging. If more swabs are needed than are provided in the kit, use hospital or agency supplied swabs to collect samples. Wear gloves during evidence collection. Change gloves often. Maintain other universal precautions as needed.

Plastic sleeves containing sample envelopes are for organizational purposes only. Discard *plastic* sleeves upon opening.

### FOREIGN MATERIAL SHEET

If the victim is a complete stranger to the suspect you may want to consider trace collection:

1. Place a clean hospital bed sheet on the floor.
2. Obtain a white paper sheet and place it on top of the clean bed sheet.
3. Instruct the person to stand in the center of the white paper sheet and have them carefully remove all clothing and undergarments, or be assisted, to collect any foreign material that may fall off the clothing.
4. Instruct the person to carefully step off the white paper sheet.
5. Fold the white paper sheet to securely retain any trace evidence recovered.

Place the white paper sheet in a clean paper bag. Seal the bag with tape. Initial and date the seal. Fill out all information on the front of the bag and submit the item to law enforcement along with other clothing items.

The hospital bed sheet should not be collected as evidence.

### CLOTHING

1. Collect each clothing item as it is removed.
  - Wet or damp clothing should be air dried before packaging (when possible).
  - Do not cut through any existing holes, rips or stains on the clothing.
  - Do not shake out the clothing (trace evidence is easily lost).
  - Remove all items from the pockets. Items recovered may need to be collected as evidence depending on the individual case.
2. **Place the clothing into a clean brown paper bag. Do not place more than one item in each bag.**
3. If additional clothing/underwear are carried into the exam (items worn during assault, etc.), place the clothing into brown paper bags and label accordingly.
4. Label the bag(s) with the relevant case information (agency number, victim's name, contents, etc.)
5. Seal the bag(s) with tape. Initial and date the seal.
6. **DO NOT PLACE THE CLOTHING/BROWN PAPER BAGS IN THE EVIDENCE BOX.**

**Step 2 UNDERWEAR**

Place the victim's underwear (worn at the time of the exam) into the bag labeled "Underwear". Seal the bag with tape. Initial and date the seal. Fill out all information on the front of the bag.

**Step 3 DEBRIS COLLECTION**

Remove the paper bindle(s) from the envelope. Unfold and place on a flat, clean surface. Collect any foreign debris (dirt, fibers, hairs, leaves, etc.) found on the head or body and place it in the center of the paper. Carefully refold the bindle. Note the location the sample was collected from on the bindle.

**Do not seal the bindle(s).** Place the bindle(s) back in the sample envelope. Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**Step 4 ORAL SWABS**

**Used for the detection of semen in case of an oral assault when ejaculation is reported.**

Using the two swabs provided (**do not moisten the swabs**), carefully swab the oral cavity. Include the gum line, teeth, roof of the mouth, surface of the tongue, and beneath the tongue. Allow the swabs to dry. Place the swabs in the sample envelope. Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**Step 5 KNOWN DNA SAMPLE \*REQUIRED\***

**HAVE THE VICTIM RINSE MOUTH WITH WATER SEVERAL TIMES PRIOR TO COLLECTION OF KNOWN SAMPLE.**

Using the two swabs provided (**do not moisten the swabs**), swab the inside of the victim's left and right cheek (at least six times). Allow the swabs to dry. Place the swabs into the envelope labeled "KNOWN DNA SAMPLE". Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**Step 6 FINGERNAIL SCRAPINGS**

**Used for the collection of foreign DNA in cases involving scratching or digital penetration.**

Remove the contents of the envelope labeled "FINGERNAIL SCRAPINGS-LEFT HAND". Unfold the paper bindle and place it on a clean, flat surface. Hold the victim's left hand over the paper and using the thin-pointed swab provided; carefully scrape under all five fingernails allowing any loose debris present to fall onto the paper. Place the swab in the center of the bindle and refold the paper (**you will need to refold the bindle to accommodate the swab**) and place the bindle back in the sample envelope.

Repeat this procedure for the victim's right hand. Place the thin-pointed swab in the center of the bindle and refold the paper (**refold the bindle to accommodate the swab**) and place the bindle back in the sample envelope.

Seal the envelopes with tape. Initial and date the seals. Fill out all information on the front of the envelopes.

**Used in cases involving forceful contact, scratching and/or digital penetration.**

**Step 7 FINGER SWABS**

Moisten the swab provided with sterile/distilled water and thoroughly swab each of the suspect's five fingers on the left hand using the one swab provided, including the area around the cuticles. Allow the swab to dry. Place the swab into the sample envelope labeled "FINGER SWABS-LEFT".

Repeat this procedure for the right hand using the one swab provided. Allow the swab to dry. Place the swab into the sample envelope labeled "FINGER SWABS-RIGHT".

Seal the envelopes with tape. Initial and date the seals. Fill out all information on the front of the envelopes.

**Step 8 PUBIC HAIR COMBINGS**

**Used for the collection of foreign hairs.**

Remove the paper bindle and comb from the envelope. Unfold and place the paper partially under the victim's buttocks. Using the comb provided, comb the pubic hair in a downward stroke so that any loose hairs and/or debris will fall onto the paper sheet. **Do not comb more than twice.** Refold the bindle and place the comb and any hairs collected into the sample envelope. Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

Use of an alternate light source (ALS) at a wavelength of 450 nm or a woods lamp (~375 nm) may aid in locating possible saliva, semen, or other biological fluids for collection.

**Step 9 MISCELLANEOUS SWABS**

Used for the collection of suspected SEMEN stains on the body (non-genital).  
Used for the collection of suspected SALIVA from bite marks and licked/sucked areas (non-genital).  
Used for the collection of foreign BLOOD stains on the body.  
Used for the collection of OTHER suspected contact sources of DNA (skin to skin, oral/penile, etc)  
Moisten a swab provided with sterile/distilled water and thoroughly swab the area of interest.

Do not swab bleeding wounds, cuts or abrasions.

If you are collecting Facial Swabs – Do not swab the lips. Carefully swab the facial skin around the lips and chin.

Allow the swab to dry. Place the swab in one of the sample envelopes provided.  
Note the location of the area swabbed on the envelope.

Seal the envelopes with tape. Initial and date the seals. Fill out all information on the front of the envelopes.

**Step 10 PENILE SWABS**

Using the one swab provided, moisten with sterile/distilled water and thoroughly swab the glans and shaft.  
If the suspect is uncircumcised, retract the foreskin when swabbing. Allow the swab to dry. Place the swab in the sample envelope.

Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**Step 11 FEMALE EXTERNAL GENITALIA SWABS**

Using a swab provided, moisten with sterile/distilled water and swab the external genitalia. Allow the swab to dry. Place the swab in one of three sample envelopes provided and document the location sample was swabbed from.

Seal the envelope(s) with tape. Initial and date the seal(s). Fill out all information on the front of the envelope(s).

**Step 12 ANAL SWABS**

Using the one swab provided, moisten the swab with sterile/distilled water and carefully swab the anus (external).  
Allow the swab to dry. Place the swab in the sample envelope provided.

Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**Step 13, Step 14**

**VAGINAL and CERVICAL SWABS**

Used for the detection of semen in case of vaginal assault when ejaculation is reported.

Using the two swabs provided (do not moisten the swabs), carefully swab the vaginal vault. Allow the swabs to dry.  
Place the swabs in the sample envelope labeled "VAGINAL SWABS".

Using the two swabs provided (do not moisten the swabs), carefully swab the Cervical Os. Allow the swabs to dry.  
Place the swabs in the sample envelope labeled "CERVICAL SWABS".

Seal the envelopes with tape. Initial and date the seals. Fill out all information on the front of the envelopes.

**Step 15 RECTAL SWABS**

Used for the detection of semen in case of rectal assault when ejaculation is reported.

Using the two swabs provided, carefully swab the rectum (the swabs may be moistened to assist with insertion if an anoscope is not being used). Allow the swabs to dry. Place the swabs in the sample envelope labeled "RECTAL SWABS". Seal the envelope with tape. Initial and date the seal. Fill out all information on the front of the envelope.

**FINAL PACKAGING INSTRUCTIONS**

1. Verify that the Underwear bag and any of the sample envelopes **used** are properly labeled and sealed.
2. Place the bag and sample envelopes inside the evidence kit box.
3. Place a copy of the completed Step 1 forms inside the evidence kit box. Please do not staple or paperclip the pages.  
**The original set of paperwork should be given to law enforcement and/or the case officer.**
4. Fill out all information on the front of the evidence kit box.
5. Seal the evidence kit box with the tape provided. Initial and date the seal(s).
6. Place any photos and/or digital storage media in a separate envelope.  
**Encryption is not permitted.** Seal the envelope. Initial and date the seal.  
**Do not place the photos and/or digital storage media inside the evidence kit box.  
This envelope should be given to law enforcement and/or the case officer.**
7. Verify that all clothing collected is properly packaged, labeled and sealed (in brown paper bags). Submit any clothing (as needed) to the crime lab as individual items of evidence.

***Unused kit components may be disposed of or recycled for agency use as needed.***