EXAMINATION CONSIDERATIONS FOR CHILDREN

First, do no harm:

- Allow children to have control of as many aspects of the exam as possible.
- Proceed at the child’s pace.
- Never restrain a child to conduct a forensic exam - if the child is severely distressed, the exam should be deferred. Gentle restraint by caregiver holding very young child in frog-leg position on their lap is reasonable for short periods of time (<3 min.) when necessary.
- In the event a young child is severely distressed and uncooperative and an exam is imperative (for example, active anogenital bleeding), arrangements should be made for a sedated evaluation at a hospital.
- Intravaginal speculum exams should NEVER be done on prepubertal children in an out-patient setting.
- Intravaginal swabs should RARELY be used on pre-pubertal children.

Prepare the child and caregiver for the examination:

- Explain the steps and the types of samples that will be collected during the exam.
- Give the child permission to say stop at any time during the exam if it becomes painful or too upsetting to them. An empowered child is a cooperative child.

General guidelines for the timing of forensic evidence collection include:

- Oral Swabs ≤24 hours
- Anal Swabs ≤48 hours
- Vaginal Swabbings ≤72 hours
- Specific circumstances may affect decision making, such as hygiene activities, age, etc.
CONSENT FORM *REQUIRED*
Review the form with the parent/legal guardian.
Have them initial and sign where indicated.

Step 1A FORENSIC HISTORY FORM
Fill out all information requested and initial where indicated

Step 1B MEDICAL EXAMINATION FORM
Fill out all information requested and initial where indicated

Step 1C MEDICAL EXAMINATION FORM
Fill out all information requested and initial where indicated

Step 1D EVIDENCE COLLECTION LOG
Fill out all information requested and initial where indicated.

A copy of the completed Consent Form, Step 1A and Step 1D forms must be returned with the kit and a copy of the entire form must be provided to law enforcement. Other forms will not be accepted.

FOREIGN MATERIAL COLLECTION
If the suspected perpetrator is a complete stranger to the child 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 child 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 child 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 clean brown paper bags. **Do not place more than one item in each bag.**
3. If additional clothing 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, child’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 (or DIAPER)**

1. Place the underwear/diaper (worn at the time of the exam) into the Step 2 bag labeled "Underwear".
2. Seal the bag with tape. Initial and date the seal.
   - Fill out all information on the front of the bag.
   - **If underwear/diaper is carried into the exam by victim:** place in a brown paper bag and submit item to law enforcement along with other clothing items.

**Step 3 DEBRIS COLLECTION**

1. Remove the paper bindle(s) from the envelope.
   - Unfold and place it on a flat, clean surface.
2. Inspect all body surfaces for foreign debris (dirt, fibers, hairs, leaves, etc).
3. Collect any foreign debris found and place it in the center of the paper.
4. Carefully refold the bindle.
   - Note the location the sample was collected on the bindle.
   - **Do not seal the bindle(s). Repeat as needed.**

   Place the bindle(s) back in the Step 3 envelope and seal with tape.
   - Initial and date the seal. Fill out all information on the front of the envelope.

**Step 4 ORAL SWABS**

*Collect a sample within 24 hours of an oral assault for the detection of semen. If time of the assault has not been determined, use your discretion, based on the physical exam, in deciding whether or not to collect.*

1. Inspect the oral cavity for injuries. Document any findings on anatomical diagram.
2. Remove the contents of the envelope. **Do not moisten the swabs.** Using the swabs provided, 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 labeled "ORAL SWABS".

   Seal the envelopes with tape. Initial and date the seals. Fill out all information on the front of the envelopes.
Step 5  **KNOWN DNA SAMPLE  *REQUIRED***

1. Have the child rinse their mouth with water several times prior to collection of the Known DNA sample.
2. Using the swabs provided, swab the inside of the child’s left and right cheek (at least six times).
3. Allow the swabs to dry. Place the swabs in the sample 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.

The crime lab will NOT proceed with any case-related DNA analysis without a known sample.

---

Step 6  **FINGERNAIL SCRAPINGS**

Collect only if history indicated.

1. Remove the contents of the envelope labeled “FINGERNAIL SCRAPINGS LEFT HAND”.
2. Unfold the paper bindle and place it on a clean, flat surface.
3. Hold the child’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.
4. Place the thin-pointed swab in the center of the bindle and refold the bindle. **Note you will need to refold the bindle to accommodate the swab.** Place the bindle back in the “LEFT HAND” envelope.
5. Repeat this procedure for the child’s right hand. Place the thin-pointed swab in the center of the bindle and refold the bindle. **Note you will need to refold the bindle to accommodate the swab.** Place the bindle back in the “RIGHT HAND” 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) will aid in locating possible saliva, semen, or other biological fluids for collection.

---

Step 7  **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/vaginal, etc)

1. Moisten the swab provided with sterile/distilled water and thoroughly swab the area of interest. **Do not swab bleeding wounds, cuts or abrasions.**
2. 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. **Repeat as needed.**

Seal the envelope(s) with tape. Initial and date the seal(s). Fill out all information on the front of the envelope(s).
Step 8 **EXTERNAL GENITALIA / ANAL SWABS**

Collect if assault/abuse reported within 72 hours of examination.

1. Using the swabs provided, moisten the swabs with sterile/distilled water and carefully swab the external genitalia and/or anal areas.
2. Allow the swabs to dry. Place the swabs in the sample envelopes provided.
   Note the location of the area swabbed on the envelope.

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

Step 9 **VAGINAL SWABBINGS**

Collect if assault/abuse reported within 72 hours of examination.

Intravaginal speculum exams are **never** recommended on prepubertal children unless there is:

a. Vaginal bleeding
b. Report of foreign body

This may require evaluation under anesthesia. Mature postmenarcheal females may tolerate the procedure without sedation. Intravaginal swabs may be obtained **without use of a speculum if indicated**.

1. Remove the contents of the envelope. Do not moisten the swabs. Using the swabs provided, carefully swab the proximity of cervical and posterior vaginal pool if indicated.
2. Allow the swabs to dry. Place the swabs 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 10 **RECTAL SWABS**

Collect a sample within 48 hours of a rectal assault. If time of the assault has not been accurately determined, use your discretion, based on the physical exam, in deciding whether or not to collect.

1. Moisten the swabs provided with sterile/distilled water. Carefully swab the rectum.
2. 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 all of the sample envelopes used are properly labeled and sealed and place them inside the evidence kit box.

Do not place any laboratory test samples (such as culture media, urine or blood samples for testing for infection, toxicology, etc.) into the kit. These should be sent to the lab your facility uses for such testing.

2. Place a copy of the completed consent form, Step 1A and 1D forms into the evidence kit box.

Do not place any other hospital or clinical forms, including records or test results, inside the evidence kit. A complete copy of the medical-forensic form should be given to law enforcement and/or the case officer.

3. Fill out all the information on the front of the evidence kit box.

4. Seal the box with the tape provided. Initial and date the seal(s).

5. Verify that any clothing collected is properly packaged, labeled and sealed in paper bags.

6. Any photos and/or digital storage media should be given to law enforcement and/or the case officer.

7. Give the sealed evidence kit box, and any clothing, foreign material sheet (if applicable), and photo media collected to law enforcement and/or the case officer. If law enforcement is not present, place the evidence in a secure, locked location until it can be picked up by the case officer or agency.