

SAKI Evidence Tracking Tool Manual

Application Description

A sexual assault kit (SAK) evidence tracking system is a key toward helping an agency track and manage critical information about sexual assault cases and sexual assault evidence. To support jurisdictions in this effort, the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) Team¹ has created this introductory tool that captures the core information needed to track SAKs and sexual assault case characteristics. This tool provides a starting point in a jurisdiction's progress towards a more formal process; it is not a comprehensive SAK evidence tracking or case management system.

Installation and Use

This tool was specifically designed to allow users with Excel to install and use the tool without technical support. If users want to make modifications to the tool (e.g., adding data elements to be collected through the tool), then please contact the SAKI TTA Team (sakitta@rti.org) for assistance. Simply download and save the Excel file (SAKI_Evidence_Tracking_Excel Tool.xlsm) anywhere on your computer; double-click the icon to open the Excel file.

To get started click on: 

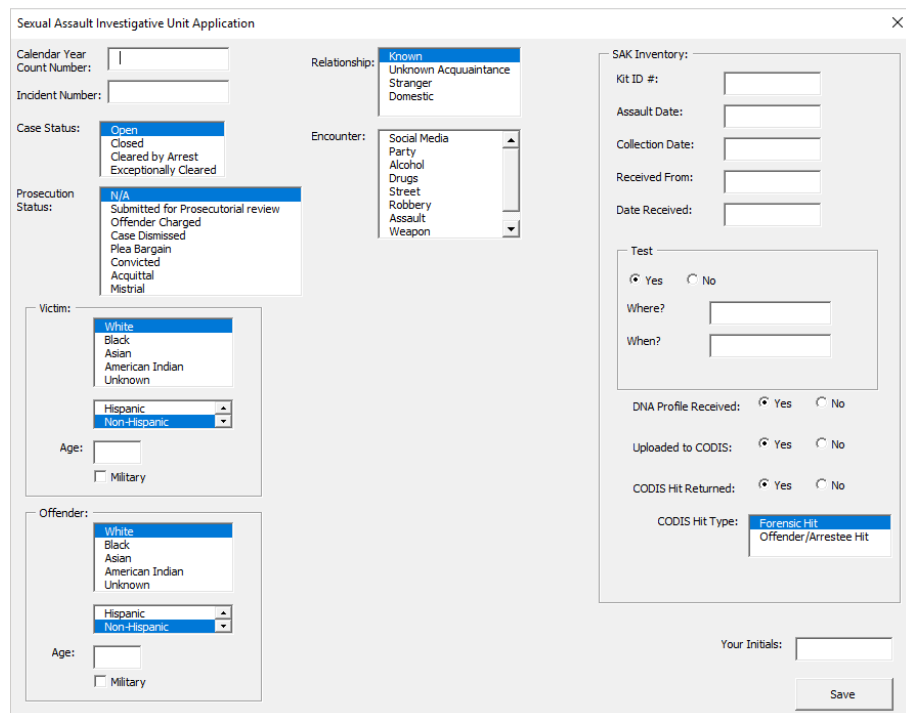
Initial case entries can be made by (a) clicking the Enter Data button on the Reporting tab and completing the form or (b) entering information directly into the Data tab.

Remember to save your work after each entry in the **Sexual Assault Investigative Unit Application** pop-up window. The Save button in this pop-up window is different than the Save button/disk icon to save the spreadsheet.

Updates to an initial case entry may be made only within the Data tab.

Tab Descriptions

- ◆ **About:** This tab includes a general description and instructions to get started.
- ◆ **Reporting:** This is the main data entry tab and statistical report section.
 - Reporting Month (optional):** Enter the numerical calendar month.
 - Reporting Year (required):** Enter the 4-digit year.
 - Enter Data:** Click this button and enter information to create initial case entry via the entry form (pictured to the right).
 - Generate Reports:** Click this button to update the Operational Statistics and SAK Statistics reports.
 - Print:** Click this button to print the contents of the Reporting tab.



¹ The SAKI TTA Team is part of the SAKI program, which is led and funded by the Bureau of Justice Assistance.

See **Data Elements and Definitions** in **Appendix A** for questions regarding any specific data element or label.

Operational Statistics for 2017				SAK Statistics for 2017			
Count By	Description	Count	Percent of Total	Count By	Description	Count	Percent of Total
Relationship	Domestic	3	15.00%	Testing Status: Tested?	N	8	40.00%
	Known	4	20.00%		Y	12	60.00%
	Stranger	9	45.00%	DNA Profile Received?		8	40.00%
	Unknown Acquaintance	4	20.00%		N	7	35.00%
Case Status	Cleared by Arrest	7	35.00%		Y	5	25.00%
	Exceptionally Cleared	4	20.00%	Uploaded To CODIS?		13	65.00%
	Open	9	45.00%		N	1	5.00%
Victim Demographic	American Indian	1	5.00%		Y	6	30.00%
	Asian	3	15.00%	CODIS Hit Returned?		13	65.00%
	Black	7	35.00%		N	4	20.00%
	Unknown	2	10.00%		Y	3	15.00%
	White	7	35.00%	CODIS Hit Hit Type	Forensic Hit	2	66.67%
Offender Demographic	Asian	1	5.00%		Offender/Arrestee Hit	1	33.33%
	Black	4	20.00%				
	Unknown	8	40.00%				
	White	7	35.00%				

- ◆ **Data:** This tab contains the underlying data table for the entered content.

All **changes** to data after the initial entry should be completed within this tab.

- ◆ **Configuration:** Contains the list choices for the various entries within the Reporting tab entry form. Changes or additions to each list can be managed within this tab. Make any desired change needed and save the application to incorporate your additions into the entry form.

Appendix A

Data Elements and Definitions

The following information applies to the **Sexual Assault Investigative Unit Application** pop-up window; this pop-up window appears after clicking the Enter Data button on the Reporting tab.

Left Column

Calendar Year Count Number: Unique yearly case number maintained by the local Sexual Assault Unit.

Incident Number: Local incident number assigned by your agency.

Case Status: Case status at the time of initial entry. Subsequent changes in case status should be made on the Data tab. Following are options for initial entry case status:

Open: Incident has not yet resulted in an arrest and remains an active investigation.

Closed: Incident has not resulted in an arrest and an investigation has been discontinued because of (a) agency-based solvability criteria or (b) a determination that no crime has occurred and the offense has been labeled as “unfounded.”

Cleared by Arrest: An offense is cleared by arrest or solved (for crime reporting purposes) when at least one person is (1) arrested; (2) charged with the commission of the offense; and (3) turned over to the court for prosecution following arrest, court summons, or police notice.

Exceptionally Cleared: If agencies can answer all of the following questions in the affirmative, they can clear the offense *exceptionally* for the purpose of reporting to Uniform Crime Reports (UCR).

1. Has the investigation definitely established the offender’s identity?
2. Is there enough information to support arresting, charging, and turning over the offender to the court for prosecution?
3. Is the offender’s exact location known so that the subject could be taken into custody now?
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?²

Typically, **Exceptionally Cleared** would be used under any of the following circumstances:

1. Suicide of the offender. (The offender ends his/her life.)
2. Double murder. (Two people kill each other.)
3. Deathbed confession. (The offender dies after confessing.)
4. Police officer or citizen kills offender.
5. Offender is prosecuted (a) by state or local authorities in another city for a different offense or (b) in another city or state by the federal government for an offense that may be the same. (In this situation, law enforcement attempts to return the offender for prosecution but the other jurisdiction will not allow the release.)
6. Extradition denied/in custody of another jurisdiction. The suspect is in the custody of another jurisdiction, usually for a more serious offense, and the extradition was either denied or not pursued. For example, a suspect of motor vehicle theft was arrested for murder in another jurisdiction and is currently serving a sentence for murder (i.e., the more serious offense).
7. Victim refuses to cooperate during prosecution. (This action alone does not unfound the offense. The answer is also yes to questions 1, 2, and 3 in the Exceptionally Cleared section.)
8. Felon has an outstanding warrant but dies before being arrested. (The cause of death is irrelevant.)
9. The handling of a juvenile offender either orally or by written notice to parents in instances involving a minor offense, such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted law enforcement policy.
10. Prosecution declined (for a reason other than the lack of probable cause).³

² U.S. Department of Justice, Federal Bureau of Investigation. (2004). *Uniform crime reporting handbook: UCR*. [Washington, D.C.]: U.S. Dept. of Justice, Federal Bureau of Investigation.

³ Federal Bureau of Investigation, Uniform Crime Reporting (UCR) Program/National Incident-Based Reporting System (NIBRS). (n.d.). Incidents Cleared by Offense Category, 2012. Retrieved March 8, 2018, from <https://ucr.fbi.gov/nibrs/2012/data-declarations/data-declaration-incidents-cleared-by-offense-category-2012>.

Prosecution Status: Prosecution status at the time of initial entry. Subsequent changes in prosecution status should be made on the Data tab.

N/A: Case has not progressed to the point in which interaction with a prosecuting attorney is warranted.

Submitted for Prosecutorial Review: Investigation is being reviewed by prosecutor's office for prosecutorial decision and appropriate charges, as determined by local rule or the needs of the investigation.

Offender Charged: Appropriate charges have been filed and an arrest warrant has been issued or served on the offender.

Case Dismissed: Prior to trial, all charges were withdrawn or dismissed through any form of a judiciary proceeding related to the prosecution of this case.

Plea Bargain: Prosecution-, defense-, and judiciary-approved action in which the defendant pled guilty to a lesser crime than originally charged.

Convicted: Defendant is convicted in a criminal court of any offense for which he/she was charged.

Acquittal: The defendant is found not guilty in criminal court of all offenses for which he/she was charged.

Mistrial: When a judge adjourns a criminal trial without a decision because (a) members of the jury were unable to reach a verdict and there must be a new trial with new jury members or (b) there were serious procedural errors or misconduct that would result in an unfair trial.

Victim/Offender Data

Race/Ethnicity:⁴ The racial designations are defined as follows:

1. **White.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black.** A person having origins in any of the black racial groups of Africa.
3. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
4. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.⁵

Age: Enter individual's age, if known, in years.

Military: Check box only if individual is an active duty member of the United States Armed Services.

Middle Column

Relationship: The selection in this section describes the relationship between the victim and the offender.

Known: The offender is a known individual to the victim and can be identified by name.

Unknown Acquaintance: A person with whom the victim has been in contact but who is not a close friend and cannot be identified by name or another identifying characteristic.

Stranger: The offender had not been in contact with the victim, is unknown to the victim, and could not be identified by name or another specific trait prior to the assault.

Domestic: An interpersonal relationship between two individuals who live together and share a common familial or domestic life, regardless of their marital status.

Encounter: Select the main attribute related to the victim/offender meeting.

Social Media: Victim/offender relationship developed through an online connection or communications.

Party: Victim/offender met at a party or through a similar group social engagement.

Alcohol: Victim was under the influence of alcohol prior to or during the encounter.

⁴ Race. (n.d.). Retrieved March 08, 2018, from <https://www.census.gov/topics/population/race/about.html>.

⁵ U.S. Department of Justice, Federal Bureau of Investigation. (2004). *Uniform crime reporting handbook: UCR*. [Washington, D.C.]: U.S. Dept. of Justice, Federal Bureau of Investigation.

Drugs: Victim was under the influence of any narcotics, controlled substances, or illicit drugs prior to or during the encounter.

Street: Victim and offender interacted in a public street environment.

Robbery: Victim was robbed in addition to being sexually assaulted.

Assault: Victim was punched, kicked, or further injured beyond the sexual assault.

Weapon: Offender displayed, threatened the use of, or used a weapon in the encounter.

Right Column

SAK Inventory

Kit ID#: Kit Identification number used to track the SAK.

Assault Date: Date of the sexual assault. Entering this date drives additional reporting within the application.

Collection Date: Date the SAK was completed.

Received From: Name of organization that transferred the SAK to your police agency representative.

Date Received: Date the SAK was received by a member of your police department.

Test: Assuming a SAK was received, select the appropriate option.

Yes: Kit tested.

- ◆ Where?: Enter name of laboratory that completed the testing.
- ◆ When?: Enter date SAK was *delivered* for testing.

No: Kit not tested. Choose the *primary* reason this SAK was not tested.

- ◆ Not able to retrieve evidence
- ◆ Evidence would not impact investigation
- ◆ Beyond statute of limitations
- ◆ Laboratory policy
- ◆ Prosecutorial decision
- ◆ Other

DNA Profile Received: Yes or No

Uploaded to CODIS: Yes or No

CODIS Hit Returned: Yes or No

CODIS Hit Type:

- ◆ Forensic Hit
- ◆ Offender/Arrestee Hit

Your Initials: Entered for record tracking purposes

Save: Commits the record to the data tables

Questions? Contact the SAKI TTA Team at sakitta@rti.org.