

**Sexual Offense Evidence Collection Kit**  
**Envelope Instructions**  
**Step 1 through 15**

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**USE FRESH GLOVES FOR EACH STEP**

**STEP 1**

*(Evidence Collection)*

**ORAL SWABS AND SMEAR**

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** This step is to collect possible perpetrator DNA. Do not stain or chemically fix smear. Do not moisten swabs prior to sample collection.

1. Using both swabs simultaneously, carefully swab the patient's mouth and gum pockets. Using both swabs, prepare one smear. (*Smear should be confined to the circle area on the slide.*) Allow both swabs and slide to AIR DRY. DO NOT DISCARD EITHER SWAB.
2. When slide is dry, write "oral" on slide and place slide in slide mailer marked "Oral". Tape closed on one side only and fill out label on mailer. When swabs are dry, place in swab box marked "Oral".
3. Fill out all information requested on envelope, replace slide mailer and swab box into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 2

*(Control Sample)*

BUCCAL SPECIMEN

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** This step MUST be completed for DNA control sample of patient.

1. Instruct the patient to rinse the inside of mouth with water, using vigorous swishing.
2. Using the special swab from the envelope marked "Buccal Specimen", collect a specimen by vigorously swabbing the inside mid-section of the cheek 15-20 times.
3. Allow the swab to AIR DRY. When dry, place swab in box marked "Buccal Specimen".
4. Fill out all information requested on the envelope; replace swab box into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 3

*(Evidence Collection)*

TRACE EVIDENCE

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

1. To minimize the loss of evidence, place one sheet of exam table paper on the floor and then place another piece of exam table paper on top of that. The patient should disrobe over the top exam table paper, preferably in the presence of the examiner.
2. Fill out all information requested on envelope, carefully fold **only** top exam table paper and place into envelope and seal.
3. Discard bottom exam table paper.

**NO ENVELOPE FOR THIS STEP – INSTRUCTIONS ONLY**

**STEP 4**

***(Evidence Collection)***

**CLOTHING**

**NOTE:** Wet or damp clothing should be **air dried** before packaging. Do not cut through any existing holes, rips, or stains in patient's clothing. Underwear is collected in next step; do not include underwear in this step.

1. Clothing worn at the time of the assault should be assessed carefully for potential evidentiary value such as stains, tears, debris or foreign matter. If you are collecting patient's clothing ensure she/he has access to other clothes.
2. Do not shake clothing as microscopic evidence may be lost. **Place each item into a SEPARATE PAPER bag (not provided).** Each bag should be labeled **before** article of clothing is placed in bag, seal bag and initial by examiner. Individual bags can then be put into one bag. Label with patient's name and type of items and tape bag closed.
3. If patient has changed clothes after assault and intends to release the kit to law enforcement, ask if it is possible for the patient to bring the clothing to the law enforcement agency handling the investigation. Patient should be instructed to package each piece of clothing individually into paper bags.

USE FRESH GLOVES FOR EACH STEP

STEP 5

*(Evidence Collection)*

UNDERWEAR

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** Wet or damp underwear should be AIR DRIED before packaging. Do not cut through existing holes, rips, or stains in patient's underwear.

1. Patient's underwear should be collected regardless if it was worn at time of assault.
2. Fill out all information requested on envelope; place underwear into envelope and seal.  
**Ensure underwear envelope is put into kit.**

**USE FRESH GLOVES FOR EACH STEP**

**STEP 6**

***(Evidence Collection)***

**DEBRIS COLLECTION**

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

IF YES, MUST DESCRIBE AREA(S) OF BODY COLLECTED FROM AND TYPE OF DEBRIS.

Area(s) of body: \_\_\_\_\_

Type of debris:  Hair  Biological sample  Unknown  Other: \_\_\_\_\_

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

1. Remove and unfold paper bindle from Debris Collection envelope. Collect any foreign material found on patient's body (leaves, fibers, glass, hair, etc.), and place in center of bindle. Refold in a manner to retain debris.
2. Fill out all information requested on envelope; replace bindle into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 7

*(Evidence Collection)*

DRIED SECRETIONS AND/OR BITE MARKS

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

IF YES, MUST DESCRIBE AREA(S) OF BODY & POSSIBLE TYPE OF SECRETION.

Area(s) of body: \_\_\_\_\_

Type of SECRETION: Saliva Semen Unknown Other: \_\_\_\_\_

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

1. If dried secretion and/or bite marks are found or suspected, moisten both swabs with 1-2 drops of water. **Using both swabs simultaneously**, with a rolling motion carefully swab the area.
2. Allow both swabs to AIR DRY. When dry, place in swab box marked "Dried Secretions and/or Bite Marks".
3. Label outside of box indicating area of body swabbed and possible type of secretion.
4. If additional dried secretion specimens are collected, use the second set of swabs and box provided and follow the procedure above; include the specimen in the kit. *(Standard hospital swabs and white envelopes may be used as needed.)*
5. Fill out all information requested on envelope, replace swab boxes into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 8

*(Evidence Collection)*

FINGERNAIL SCRAPINGS

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**BEFORE STARTING, MARK ONE BINDLE "LEFT" AND ONE "RIGHT"**

1. **Left hand** – Unfold one bindle and place on flat surface. Hold patient's left hand over it while scraping under nails so that debris will fall onto bindle.
2. When all fingers on left hand are done, place scraper in center of bindle. Refold to retain debris and scraper.
3. **Right hand** – Follow same procedure used for left hand.
4. Fill out information requested on envelope; replace both bindles into envelope and seal.



USE FRESH GLOVES FOR EACH STEP

STEP 9

(Control Sample)

PULLED HEAD HAIRS

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE: Pulled hair samples** follow jurisdictional policy for collection of hair reference samples. Many jurisdictions do not collect pubic hair reference samples routinely and some do not collect head hair reference samples routinely during the exam. In other jurisdictions, both samples are collected routinely unless otherwise indicated or declined by patients. Whatever the jurisdictional policy, patients should always be informed about the purpose of collection, procedures used to collect samples, discomfort that may be involved, and how these samples may be used during the investigation and prosecution. If hair reference samples are not collected at the initial exam, it is important to inform patients that there might be a need to collect these samples for crime lab analysis at a later date. They should be aware that hair evidence collected at a later date may not be as conclusive as if it is collected at the time of the initial exam (e.g., due to fact that hair characteristics can change over time). When these samples are collected, the indications, timing, and techniques vary. Jurisdictional policies should be in place and followed. **To alleviate any physical and emotional discomfort; many of the hairs needed for evidence comparison can be collected by gently combing scalp region with fingers, followed with light pulling so the looser hairs close to natural shedding are removed. Give patients the option of collecting sample themselves.**

1. Remove paper bindle from envelope. Using thumb and forefinger, not forceps, PULL, **do not cut**, 5 hairs from each of the following scalp locations (for a total of 25 hairs): center, front, back, left side, right side and place pulled hair in center of bindle and refold bindle.
2. Fill out all information requested on the envelope; replace bindle into envelope and seal.

**USE FRESH GLOVES FOR EACH STEP**

**STEP 10**

***(Evidence Collection)***

**PUBIC HAIR COMBINGS**

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

1. Remove paper bindle from envelope and place beneath patient's genital area. Using the comb provided, comb pubic hair in downward strokes so that any loose hairs or debris will fall onto bindle. To reduce embarrassment, and increase their sense of control, the patient may prefer to do the combing.
2. Carefully remove bindle. Place comb in center and refold in manner to retain comb and any evidence present.
3. Fill out all information requested on envelope; replace bindle into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 11

(Control Sample)

PULLED PUBIC HAIRS

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A (no pubic hair)

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE: Pulled hair samples** follow jurisdictional policy for collection of hair reference samples. Many jurisdictions do not collect pubic hair reference samples routinely and some do not collect head hair reference samples routinely during the exam. In other jurisdictions, both samples are collected routinely unless otherwise indicated or declined by patients. Whatever the jurisdictional policy, patients should always be informed about the purpose of collection, procedures used to collect samples, discomfort that may be involved, and how these samples may be used during the investigation and prosecution. If hair reference samples are not collected at the initial exam, it is important to inform patients that there might be a need to collect these samples for crime lab analysis at a later date. They should be aware that hair evidence collected at a later date may not be as conclusive as if it is collected at the time of the initial exam (e.g., due to fact that hair characteristics can change over time). When these samples are collected, the indications, timing, and techniques vary. Jurisdictional policies should be in place and followed. **To alleviate any physical and emotional discomfort; many of the hairs needed for evidence comparison can be collected by gently combing the pubic region with fingers, followed with light pulling so the looser hairs close to natural shedding are removed. Give patients the option of collection sample themselves.**

1. Remove paper bindle from envelope. Using thumb and forefinger, not forceps, PULL, do not cut, 15 full length hairs from various areas of the pubic region and place pulled pubic hair in center of bindle and refold bindle.
2. Fill out all information requested on the envelope; replace bindle into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 12

(Evidence Collection)

PERIANAL AND ANAL SWABS AND SMEAR

WAS PERIANAL SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No  
WAS ANAL SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** Do not stain or chemically fix smear. Swabs may be moistened with 1 or 2 drops of water prior to collection. Take special care not to contaminate the patient's anal area with debris from the vaginal area. **Perianal swabs should be taken (even without history of anal contact) as secretions may pool in this area. If both sets of swabs are collected (perianal and anal), it is preferable to make the slide from the anal swabs.**

1. Remove all items from envelope. Follow either 2a or 2b below as needed.
- 2a. **If only perianal swabs are to be collected**, proceed as follows: Using two swabs simultaneously, moisten if necessary with 1 or 2 drops of water and with a rolling motion carefully swab the perianal area. Using both swabs, prepare one smear on slide provided and allow to AIR DRY. (*Smear should be confined to the circle area on the slide.*) **DO NOT DISCARD EITHER SWAB.** When slide is dry, place in the slide mailer marked "Perianal/Anal". Tape closed on one side only and fill out label on mailer indicating perianal area. Allow both swabs to AIR DRY. When swabs are dry, place in swab box marked "Perianal".
- 2b. **If both perianal and anal swabs are to be collected**, proceed as follows: Using two additional swabs simultaneously, moisten with 1 or 2 drops of water if necessary and with a rolling motion carefully swab the perianal area. Allow to air dry. Using two additional swabs simultaneously, gently swab the anal canal. Using both swabs, prepare one smear on slide provided and allow to AIR DRY. (*Smear should be confined to the circle area on the slide.*) **DO NOT DISCARD ANY SWABS.** When slide is dry, place in the slide mailer marked "Perianal/Anal". Tape closed on one side only and fill out label on mailer indicating anal area. When swabs are dry place in appropriate swab box marked "Perianal" or "Anal".
3. Fill out all information requested on the envelope; replace swab boxes and slide mailer into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 13

(Evidence Collection)

VULVAR OR PENILE SWABS AND SMEAR

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of possible collection:  Saliva  Semen  Unknown  Other: \_\_\_\_\_

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

1. Moisten swabs with 1-2 drops of water. **Using both swabs simultaneously**, with a rolling motion swab the external genitalia including along the folds between the labia majora and labia minora in the female patient. For male patients, swab the penis and scrotum. Prepare one smear on the slide provided and AIR DRY. (*Smear should be confined to the circle area on the slide.*) **DO NOT DISCARD EITHER SWAB.** Allow both swabs to AIR DRY.
2. When swabs and slide are dry, place both swabs in box marked "Vulvar/Penile." Place slide in slide mailer marked "Vulvar/Penile". Tape closed on one side only and fill out label on mailer. Circle appropriate collection; e.g. vulvar or penile area on swab box and slide mailer.
3. Fill out all information requested on the envelope; replace swab box and slide mailer into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 14

(Evidence Collection)

VAGINAL SWABS AND SMEAR

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** Do not stain or chemically fix smear. Do not moisten swabs prior to sample collection. *It is generally unnecessary to use a speculum when evaluating injuries and collecting specimens in a prepubescent or young adolescent female. Never use an adult size speculum when examining these patients. See instruction for more detail.* Take special care not to contaminate the patient's vaginal area with any debris from the anal area.

1. Remove all items from envelope. **Using two swabs simultaneously**, carefully swab the vaginal vault. Allow **BOTH** swabs to AIR DRY. When dry, place swabs in swab box marked "Vaginal".
2. Using the two additional swabs provided, repeat the swabbing procedure of the vaginal vault. Prepare one smear on the slide provided and AIR DRY. (*Smear should be confined to the circle area on the slide.*) **DO NOT DISCARD ANY SWABS.** When slide is dry, place in slide mailer marked "Vaginal". Tape closed on one side only and fill out label on mailer. When swabs are dry, place in swab box marked "Vaginal". (***If a Speculum is used for this step, do not remove until next step is completed.***)
3. Fill out all information requested on the envelope; replace swab boxes and slide mailer into envelope and seal.

USE FRESH GLOVES FOR EACH STEP

STEP 15

(Evidence Collection)

CERVICAL SWABS AND SMEAR

WAS SAMPLE COLLECTED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Patient's Identification Label here, or enter  
PATIENT'S NAME:

DATE COLLECTED: \_\_\_\_\_

TIME: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

**NOTE:** This step is particularly important if more than 12 hours have passed since the assault. Do not moisten swabs prior to sample collection. **DO NOT COLLECT ON PREPUBERTAL CHILDREN**

1. Remove all items from envelope. Using two swabs simultaneously, swab the cervix and cervical os. Allow both swabs to AIR DRY. When dry, place in swab box marked "Cervical".
2. Using two additional swabs, repeat the swabbing procedure of the cervix and cervical os. Prepare one smear on the slide provided and allow to AIR DRY. (*Smear should be confined to the circle area on the slide.*) **DO NOT DISCARD ANY SWABS.** When slide is dry, place in the slide mailer marked "Cervical". Tape closed on one side only and fill out label on mailer. When swabs are dry, place in swab box marked "Cervical".
3. Fill out all information requested on envelope; replace swab boxes and slide mailer into envelope and seal.

## FINAL INSTRUCTIONS

1. Make sure each envelope used contains all requested items and information. **Envelopes which were NOT used should bear a mark on the “NO” box next to the “Was sample collected?” line.**
2. Remove the Police Evidence Seal from the box. Return **all** evidence envelopes and instruction sheet to the kit box. **If photographs were taken, do not include them in the kit.** Include photos in the patient’s medical record, or release to investigating officer as determined by your institution’s policy.
3. Do not include blood or urine in this kit.
4. Sign the Police Evidence Seal and use it to seal the box.
5. Fill out information requested on top of box in space provided for Hospital Personnel.
6. Give sealed kit and clothing bags to the investigation officer. If officer is not present, place sealed kit in a secure area, in accordance with established protocol. Just as it is the responsibility of each facility to properly collect evidence in sexual assault cases, it is also their responsibility to ensure that evidence is properly maintained, and the chain of custody is documented. New York State Public Health Law 2805-i (Appendix A of the Protocol for the Acute Care of the Adult Patient Reporting Sexual Assault) requires that evidence be secured for 30 days.