Sexual Assault Kit Tracking System
Utah Bureau of Forensic Services
Crime Lab receives the kit from the manufacturer

Crime Lab allocates kits to a Collection Agency

Collection Agency enters exam information and transfers the kit to Law Enforcement

Collection Agency enters inventory information

Crime Lab releases kit back to Law Enforcement

Law Enforcement receives kit (if it's a restricted kit it stays here)

Law Enforcement transfers kit to other Law Enforcement (if out of state the status stops here)

Crime Lab processes kit

Receive kit at Crime Lab if not restricted

POLICE

DNA
Create an account
http://login.utah.gov/
• Create Account
• Provide Information Needed
• Activate Account
Fill in information
Select security questions
Activate account

Enter activation code from email

Email with activation code
Login to tracking website
https://sakt.ps.utah.gov/sakt/agency/
Use login from first website
Data Collection
Kit Identification

Serial Number: * 17-1234

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was Improvised?: ☐
Kit Identification

Enter serial number

Serial Number: * 00-0000

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was improvised?:
Improvised Kit

If you do not have a kit from Forensic Services, you can check the improvised box and it will assign the improvised kit a serial number.

Sexual Assault Kit Data

Kit Identification

Serial Number: 17-1234

Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.

Kit was Improvised?:
Improvised Kit

Input information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number</td>
<td>NV 1234</td>
</tr>
<tr>
<td>Kit Identification</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Name</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Date of Death</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Address</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Relation</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Address</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Sex</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Status</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Phone Number</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse Email Address</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse ID Number</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse SSN</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse DOB</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse DOA</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse DOB</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse DOA</td>
<td></td>
</tr>
<tr>
<td>Mother/Daughter/Spouse DOB</td>
<td></td>
</tr>
</tbody>
</table>

Dates:
- Date of Event: 23/06/2020
- Date of Report: 23/06/2020
- Date of Incident: 23/06/2020

Other:
- ID Number: 1234567890
- SSN: 9876543210
- DOB: 01/01/1900
- DOA: 01/01/1900

Save button
Improvised Kit

sakt-test.ps.utah.gov says

Data submitted successfully
Please note the assigned serial number: 18-9901

OK
Incident/Exam Information
Incident/Exam Information

Enter victim birthday month and year

Victim Birthdate Month and Year: 01/00/00
Date of Assault: 
Date of Exam: 
Victim Address (if out of state): 
Kit to be Restricted?: 

Incident/Exam Information
Enter date of assault – select from calendar drop down
Incident/Exam Information
Enter date of exam – select from calendar drop down

Victim Birthdate Month and Year: 010000
Date of Assault: 02/08/2018
Date of Exam: 02/08/2018
Victim Address (if out of state): 02/08/2018
Kit to be Restricted?: 02/08/2018
Incident/Exam Information

Enter address if victim is from out of state

- Victim Birthdate Month and Year: 010000
- Date of Assault: 02/08/2018
- Date of Exam: 02/08/2018
- Victim Address (if out of state): xxxxxxxxxxxxx
  xxxxxxx, xx 00000
- Kit to be Restricted?:
Incident/Exam Information

Check the restricted box

Data Collection   Inventory Adjustment

Incident/Exam Information

Victim Birthdate Month and Year:*  010000
Date of Assault:*  02/08/2018
Date of Exam:*  02/08/2018
Victim Address (if out of state):  xxxxxxxxxxx

Kit to be Restricted?: ✔
Transfer to Law Enforcement

Date Released to LE: *
LE Agency: *
LE Case Number: *
LE Officer (Name): *

[Submit button]
Transfer to Law Enforcement
Enter date release to law enforcement – select from calendar drop down
Transfer to Law Enforcement

Date Released to LE: * 02/08/2018

LE Agency: *

LE Case Number: * ENTER CASE NUMBER

LE Officer (Name): * ENTER OFFICER NAME
Transfer to Law Enforcement

Enter law enforcement agency – predictive text

Date Released to LE: 02/08/2018
LE Agency: TEST THIS AGENCY
LE Case Number: ENTER CASE NUMBER
LE Officer (Name): ENTER OFFICER NAME
Transfer to Law Enforcement
Enter law enforcement case number

![Image of the SAKI Collection Agency interface with highlighted field for LE Case Number: 00XX12345]
Transfer to Law Enforcement

Enter name of law enforcement officer picking up the kit

Date Released to LE:* 02/08/2018
LE Agency:* TEST THIS AGENCY
LE Case Number:* 00XX12345
LE Officer (Name):* JOHN DOE

Submit
### Data Collection

**Kit Identification**

- **Serial Number:** 000000

---

**Check the box below ONLY if you are not using a kit provided by Forensic Services, but one that your agency has improvised for this particular examination.**

- **Kit was improvised:**

---

**Incident/Exam Information**

- **Victim Birthdate Month and Year:** 01/01/00
- **Date of Assault:** 02/08/2018
- **Date of Exam:** 02/08/2018
- **Victim Address (out of state):** [Redacted]

---

**Kit to be Restricted:**

---

**Transfer to Law Enforcement**

- **Date Released to LE:** 02/08/2018
- **LE Agency:** TEST THIS AGENCY
- **LE Case Number:** 00012345
- **LE Officer (Name):** JOHN DOE

---

**Submit**
Submit Kit
Inventory Adjustment
Kit Identification

Enter serial number

Serial Number: 17-1234
Disposition
Select adjustment type from drop down menu
Disposition

SAKI Collection Agency

Sexual Assault Kit Disposition

Kit Identification

Serial Number: 00-0001

Disposition

Adjustment Type: *

- Please select a type
- Damaged
- Misplaced
- Other
- Partially Used
- Training

Comment: Enter Comment
Disposition
Other – the only adjustment type that requires a comment
Submit Kit

SAKI Collection Agency
Logout

Data Collection  Inventory Adjustment

Sexual Assault Kit Disposition

Kit Identification

Serial Number: * 00-0001

Disposition

Adjustment Type: * Training  Comment: Enter Comment

Submit
Submit Kit
Law Enforcement Site
Kit Entry
Done in UCJIS – KITL transaction – separate from Crime Lab entry
Kit Identification
Select agency ORI from drop down menu
Kit Identification
Enter serial number

Sexual Assault Kit Receipt

Kit Identification

ORI: *
Serial Number: * 00-0000

Submit

Lookup
Kit Identification
Lookup

Sexual Assault Kit Receipt

Kit Identification

ORI: *

Serial Number: *

00-0000

Submit

Lookup
Receipt Information
Verify law enforcement agency case number – change if necessary

Case Number: 0XX12345
Receipt Information
Enter date the kit was received

Case Number: 0XXX12345
Date Received: 02/08/2018
Response

Kit received.
Transfer
Can transfer kit to another law enforcement agency if needed
Transfer Information
Transfer Information
Enter agency kit is being transferred to – predictive text
## Transfer Information

Enter date kit was transferred

<table>
<thead>
<tr>
<th>Kit Identification</th>
<th>Transfer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI: *</td>
<td>ORI: *</td>
</tr>
<tr>
<td>Serial Number: *</td>
<td>Serial Number: 00-0000</td>
</tr>
<tr>
<td>Lookup</td>
<td>Lookup</td>
</tr>
<tr>
<td>Transfer to Agency: *</td>
<td>UX1234567 - TESTTHISAGENCY</td>
</tr>
<tr>
<td>Date Transferred: *</td>
<td>02/08/2018</td>
</tr>
</tbody>
</table>
## Transfer Information

### Kit Identification

- **ORI:** [Dropdown]
- **Serial Number:** 00-0000

### Transfer Information

- **Transfer to Agency:** UX1234567 - TESTTHISAGENCY
- **Date Transferred:** 02/08/2018

[Submit Button]
**Restricted Kit**

### Kit Entry

<table>
<thead>
<tr>
<th>Kit Identification</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI:</td>
<td></td>
</tr>
<tr>
<td>Serial Number:</td>
<td>00-0000</td>
</tr>
</tbody>
</table>

### Receipt Information

<table>
<thead>
<tr>
<th>Case Number:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>00XX12345</td>
<td>ENTER MMDDYYYY</td>
</tr>
</tbody>
</table>

### Transfer

**TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON**

### Unrestrict Kit

- **KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.**

<table>
<thead>
<tr>
<th>Authorized By:</th>
<th>Date Authorized:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTER NAME</td>
<td>ENTER MMDDYYYY</td>
</tr>
</tbody>
</table>
Restricted Kit
Check box to unrestrict kit
Restricted Kit
Enter officer’s name who is unrestricting the kit

Authorized By: JOHN DOE
Restricted Kit
Enter date kit is being unrestricted

<table>
<thead>
<tr>
<th>Kit Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Om:</td>
</tr>
<tr>
<td>Serial Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receipt Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Number:</td>
</tr>
<tr>
<td>Date Received:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO TRANSFER KIT TO ANOTHER AGENCY CLICK TRANSFER BUTTON</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unrestrict Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIT IS CURRENTLY RESTRICTED. IF AUTHORIZED, CHECK THE BOX TO UNRESTRICT IT.</td>
</tr>
<tr>
<td>Authorized By:</td>
</tr>
<tr>
<td>Date Authorized:</td>
</tr>
</tbody>
</table>
Survivor Site
Home Page
https://sakt.ps.utah.gov/sakt/status

This project was supported by Grant No. 2015-AK-BX-K003 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.
Enter serial number

Serial Number: 17-1234

Birthdate Month and Year: MMYYYY

Submit

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Enter birthday month and year
Submit

Kit Status

Serial Number: 00-0000

Birthdate Month and Year: 012000

Submit

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Survivor Site
Will list every step of the process
Restricted Kit

KIT IS RESTRICTED AND WILL NOT BE SENT TO THE CRIME LAB FOR ANALYSIS TO UNRESTRICT THE KIT CONTACT THE LAW ENFORCEMENT AGENCY DIRECTLY

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Victim Rights Pamphlet

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UTAH VICTIM’S RIGHTS

In Utah, victims of sexual assault have certain rights. (Utah Code Section 77-37 and 77-38) If you would like to exercise the following rights, it is your responsibility to request the information from the law enforcement agency handling your case.

You have the right to:
- Be treated with fairness, dignity and respect.
- Freedom from threats and intimidation, which includes a safe waiting area during court proceedings.
- Information about criminal justice proceedings and to have those proceedings explained to you.
- Be present in the courtroom for important criminal justice hearings.
- Speak to the Court regarding the defendant’s bail, sentencing, or any plea offers.
- Compensation for your financial losses in the form of reparations and/or restitution.
- The return of any personal property taken as evidence after it is no longer needed for investigation.
- A speedy resolution of the case.
- Request an HIV test for yourself and the defendant.
- You have the right to challenge to subpoenas requesting your private records.

Upon request, you or your designated representative are entitled to the following information regarding DNA testing:
- Whether a DNA profile was obtained as a result of the evidence collected in your case.
- Whether the DNA profile (if found) was entered into the Utah Combined DNA Index System (CODIS).
- Whether there was a DNA profile in the CODIS system matching the DNA evidence collected in your case, as long as disclosure would not interfere with an ongoing investigation.

Children who are victims of a crime have these additional rights:
- Investigation and other proceedings should be done in the least traumatic or intrusive way possible.
- Interviews related to the investigation should be age-appropriate and kept to a minimum.
- Information should be provided regarding programs, assistance, and other resources that can help with the process.

These rights will be balanced against a defendant’s constitutional right to a fair trial.

www.UCASAOrg
801-746-0404
Utah Coalition Against Sexual Assault
Will take them to the Utah Coalition Against Sexual Assault resources page
http://www.ucasa.org/resources
Resources

We are committed to providing high-quality educational materials that will supplement knowledge for survivors, advocates, and all of those who are committed to ending sexual violence. If you are looking for unlisted resources or if you have suggestions for resources that we should provide, please contact us at info@ucasa.org or (801) 746-0404.
FREQUENTLY ASKED QUESTIONS

WHAT IS DNA?
It stands for deoxyribonucleic acid. It exists in human cells, like in blood, teeth, and hair. It is a blueprint for how each human should be built. DNA is similar to fingerprints, no two people have the same fingerprint, and not two people have the same DNA expect for identical twins.

HOW DOES THE CRIME LAB ANALYZE THE SAK?
The crime lab looks at the swabs and other items in the kit. They check for DNA. It is possible they won’t find any DNA or sometimes DNA can become contaminated. If they do find DNA, they will create a DNA profile.

WHAT IS A DNA PROFILE AND HOW IS IT USED?
A DNA profile is a unique pattern of genes, specific to an individual. A DNA profile appears as a series of numbers and does not include information about physical traits such as race, age, or medical conditions. When a DNA profile is created it is uploaded into CODIS where it will be searched against other DNA profiles in CODIS to find a match or hit.

WHAT IS CODIS?
CODIS stands for the Combined DNA Index System. CODIS is a master computer database that stores DNA profiles. There are two ways in which DNA profiles are uploaded into CODIS: A DNA profile from an unknown perpetrator is created from crime scene evidence and entered into the database (i.e. a sexual assault kit). A DNA profile from a known perpetrator is uploaded into the database (i.e. convicted offender who have DNA to be entered into CODIS).

HOW DOES CODIS WORK?
When a new DNA profile is created following a crime, it is entered into CODIS. The newly entered profile will be searched against other profiles. If there is a match between the new DNA profile and an existing profile in CODIS it comes back as a “hit” or “match.” A hit/match could also generate years after the profile is uploaded.

IS THE PROFILE TAKEN OUT OF CODIS AFTER A HIT/MATCH?
DNA profiles are stored in CODIS even after a hit/match to help link and solve future crimes.

WHAT DOES A CODIS HIT/MATCH MEAN FOR MY SEXUAL ASSAULT CASE?
A CODIS hit/match could potentially identify an unknown suspect, confirm a suspect or link the suspect to another crime.

WHAT DOES A CODIS HIT/MATCH MEAN FOR MY SEXUAL ASSAULT CASE?
A CODIS hit/match could potentially identify an unknown suspect, confirm a suspect or link the suspect to another crime. DNA evidence is not the only part of the investigation, other evidence is generally needed to prove a case.

WHO CAN I CONTACT FOR RESOURCES OR MORE INFORMATION?
Some victims and survivors may need additional support to get through what may be a particularly stressful and traumatic experience. Victim Advocates from police departments, prosecutor's offices, rape crisis centers, and other community-based victim service organizations can help. Contact The Sexual Assault Kit Victim Information Line 800-893-3145 for more information.
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Safety Exit

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