5-04/160.20 - Submission of Sexual Assault Kits to Scientific Services Bureau

After a sexual assault kit is collected pursuant to section 5-04/010.20 - Handling of Special Evidence - Wet, Stained Articles and placed into evidence by the handling deputy, the station/unit property custodian or the property lieutenant is responsible for ensuring its immediate transfer to Scientific Services Bureau via the next available Scientific Services Bureau courier. Once accepted by the courier, Scientific Services Bureau shall assume full control over the sexual assault kit.

The assigned detective or the detective supervisor shall ensure the completed Sexual Assault Kit Submission form is submitted to Scientific Services Bureau within five business days of the sexual assault kit being booked in PRELIMS. If during subsequent investigation information is discovered affecting the status of a case with a sexual assault kit, the assigned detective shall immediately notify Scientific Services Bureau.