

# HAWAII STATE SEXUAL ASSAULT EVIDENCE COLLECTION KIT INSTRUCTIONS

Revised 10/2022

This kit is designed as a guide for the physician or nurse examiner in the collection of evidentiary specimens for analysis by the crime laboratory servicing your area. All markings should be done using permanent black ink.

**Barcode labels provided in the kit should be affixed for identification purposes to kit-related documents and envelopes.**

**STEP 1: “STEP 1: AUTHORIZATION FOR COLLECTION, RELEASE, AND STORAGE OF SEXUAL ASSAULT EVIDENCE COLLECTION KIT” (Not supplied in kit)**

Fill out all information requested and have victim (or parent/guardian, if applicable) and witness sign where indicated.

**STEP 2: “MEDICAL-LEGAL RECORD AND SEXUAL ASSAULT INFORMATION FORM” (Not supplied in kit)**

Fill out all information requested on form and have examining physician or nurse examiner sign and date where indicated.

**STEP 3: CLOTHING AND FOREIGN MATERIAL**

Unfold and place clean bed sheet on floor. Remove paper sheet from Foreign Material Bag, unfold and place over bed sheet. Instruct victim to stand in center of paper sheet and carefully disrobe. Collect each item as removed and place in separate clothing bag (e.g., collect victim's underpants and place in Underpants bag) (additional bags provided: Other Clothing and Bra). Refold paper sheet on which victim stood in a manner to retain any foreign material present then initial paper sheet and return to Foreign Material bag. Bag all clothing separately in paper bags, label bags with victim's name, police report number, date collected, and apply Kit barcode number. Tape all bags shut (tape not supplied in kit) and place your initials on tape. Log clothing items collected on chain of custody.

- Notes:**
1. If victim is not wearing the clothing worn at the time of the alleged assault, collect only the items that are in direct contact with the victim's genital area.
  2. If victim changed clothing after the assault, inform police they will need to collect clothing worn at the time of the assault.
  3. Do not cut through any existing holes, rips, or stains in the victim's clothing.
  4. Do not shake out victim's clothing or microscopic evidence may be lost.
  5. If additional clothing bags are required, use only new paper (grocery-type) bags.
  6. Plastic bags will only be used for temporary transfer of wet/damp items and not used for more than 24 hours / long-term storage.
  7. If practicable, swabbing an item too wet to be dried is feasible.

**NOTE**

This note pertains to the Swab Drying Box and its use in steps using swabs.

After all swab specimens have been placed into the swab drying box, lock drying box with numbered lock and air-dry for the maximum time on dial.

**STEP 4: DRIED SECRETIONS (Alternative sites)**

- Notes:**
1. An alternative light source should be used in the following procedure.
  2. An example of an alternative site would be a bite mark on the victim's body that would be swabbed for saliva.
  3. If additional swabbings are needed, use additional swabs from stock. After drying swabs return them to their original paper sleeve. Mark sleeve with area the dried secretion was taken, then initial sleeve and place them in Dried Secretions envelope.

Remove all components from envelope. Collect dried secretions (such as semen, blood, saliva, etc.) by lightly moistening the swab(s) with the distilled water provided, then thoroughly swabbing the suspected area(s) with the swab(s). Dry swabs should follow the use of a wet swab. Allow swab(s) to air-dry in drying box. Place swab(s) in the swab box provided, then write site where the sample was collected on swab box and initial. Return swab box to the Dried Secretions envelope. Seal and fill out all information requested on envelope.

**STEP 5: ORAL SWABS (Collect only if oral-genital contact occurred)**

**Note:** Do not moisten swabs prior to sample collection.

Remove all components from envelope. Carefully swab the buccal area and gum line with the four swabs provided and allow swabs to air-dry in drying box. Place swabs in “Step 5: Oral Swabs” box provided and initial. Return swab box to the Oral Swabs Envelope. Seal and fill out all information requested on envelope.

**STEP 6: KNOWN SAMPLE: BUCCAL SWAB (For DNA work-up)**

- Notes:**
1. **Step 5: ORAL SWABS must be conducted prior to Step 6.**
  2. Do not moisten swabs prior to sample collection.
  3. Have victim rinse mouth with water several times prior to collection of the KNOWN SAMPLE: BUCCAL SWAB.

Remove all components from envelope. Carefully swab the buccal area and gum line with the four swabs provided and allow swabs to air-dry in drying box. Place swabs in “Step 6: Buccal” box provided and initial. Return swab box to the Known Sample: Buccal Swab envelope. Seal and fill out all information requested on envelope.

**STEP 7: HEAD HAIR COMBING (To obtain foreign material)**

Remove swabbie towel and comb from envelope. Unfold towel and place on flat surface. With the victim holding head directly over the towel, instruct victim to run comb through all areas of hair in downward strokes so that any loose hair will fall onto towel. Place comb in center of towel, then refold towel in manner to retain both comb and any evidence present. Initial towel and return folded towel to the Head Hair Combing envelope. Seal and fill out all information requested on envelope.

**STEP 8A: FINGERNAIL SWABBINGS (Right Hand) (Collect only if victim scratched assailant's skin or clothing)**

**Note:** Moisten swabs prior to sample collection.

Remove all components from envelope. Lightly moisten the swab(s) with the distilled water provided, then thoroughly swab the fingernail(s) of the right hand

with the swab(s). Dry swabs should follow the use of a wet swab. Allow swab(s) to air-dry in drying box. Place swab(s) in the "Step 8A: Right Hand Fingernails" swab box provided, then return swab box to the Fingernail Swabbings (Right Hand) envelope. Seal and fill out all information requested on envelope.

**STEP 8B: FINGERNAIL SWABBINGS (Left Hand) (Collect only if victim scratched assailant's skin or clothing)**

**Note:** Moisten swabs prior to sample collection.

Remove all components from envelope. Lightly moisten the swab(s) with the distilled water provided, then thoroughly swab the fingernail(s) of the left hand with the swab(s). Dry swabs should follow the use of a wet swab. Allow swab(s) to air-dry in drying box. Place swab(s) in the "Step 8B: Left Hand Fingernails" swab box provided, then return swab box to the Fingernail Swabbings (Left Hand) envelope. Seal and fill out all information requested on envelope.

**STEP 9: PUBIC HAIR COMBING (To obtain foreign materials)**

Remove swabbie towel and comb from envelope. Unfold towel and place under victim's buttocks. Using comb provided, comb pubic hair in downward strokes so any loose hair and/or debris will fall onto towel. Place comb in center of towel, then refold in manner to retain both comb and any evidence present. Initial folded towel and return to the Pubic Hair Combing envelope. Seal and fill out all information requested on envelope.

**STEP 10A: VAGINAL (Collect only if vaginal assault occurred or was attempted)**

**Notes:**

1. Moisten swabs as applicable prior to sample collection.
2. Foreign objects such as tampons, recovered during the examination should be placed in a leak-proof, screw top container (not provided in kit). Initial the container and package as described in Step 3.

Remove all components from envelope. Using the four swabs provided, carefully swab the vaginal vault and allow swabs to air-dry in drying box. Place swabs in the "Step 10A: Vaginal" swab box provided and initial box. Return swab box to the Vaginal swabs envelope. Seal and fill out all information requested on envelope.

**Note:** After completing the above procedure, if any additional fluid is present in the vaginal vault, collect fluid using additional swabs (not provided). Allow swabs to air-dry in the drying box, then return them to their original paper sleeve. Mark sleeve "Additional Vaginal Swabs", then initial sleeve and place in Vaginal Swabs envelope.

**STEP 10B: EXTERIOR GENITALIA**

**Note:** Moisten swabs as applicable prior to sample collection.

Remove all components from envelope. Using four swabs provided, carefully swab the external genitalia and allow swabs to air-dry in drying box. Place swabs in the "Step 10B: External Genitalia" swab box provided and initial box. Return swab box to the External Genitalia swabs envelope. Seal and fill out all information requested on envelope.

**STEP 11A: PERIANAL SWABS (Collect only if rectal assault occurred or was attempted)**

Remove all components from envelope. Using the four swabs provided, carefully swab the perianal area and allow swabs to air-dry in drying box. Place swabs in "Step 11A: Perianal" swab box provided and initial box. Return swab box to the Perianal swabs envelope. Seal and fill out all information requested on envelope.

**Note:** After completing the above procedure, if any additional fluid is present, collect fluid using additional swabs. Allow swabs to air-dry in drying box, then return them to their original paper sleeve. Mark sleeve "Additional Perianal swabs", then initial sleeve and place in the Perianal swabs envelope.

**STEP 11B: ANAL/RECTAL SWABS (Collect only if rectal assault occurred or was attempted)**

Remove all components from envelope. Using the four swabs provided, carefully swab the rectal canal and allow swabs to air-dry in drying box. Place swabs in "Step 11B: Anal/Rectal" swab box provided and initial box. Return swab box to the Anal/Rectal swabs envelope. Seal and fill out all information requested on envelope.

**Note:** After completing the above procedure, if any additional fluid is present, collect fluid using additional swabs. Allow swabs to air-dry in drying box, then return them to their original paper sleeve. Mark sleeve "Additional Anal/Rectal Swabs", then initial sleeve and place in the Anal/Rectal swabs envelope.

**FINAL INSTRUCTIONS FOR REPORTED CASES**

1. Make sure all information requested on all forms, envelopes, and bag labels has been filled out completely.
2. With the exception of sealed and labeled Underpants and clothing bags, return all other evidence collection envelopes (used or unused), numbered lock, and photographs (if applicable) to kit box.
3. Initial then affix red police evidence seals where indicated on box top.
4. Fill out all information requested on kit box top, then affix biohazard label where indicated.
5. Place medical-legal form and the white copy of Step 1 in the "For Law Enforcement Copies of Forms" envelope affixed to the bottom of the kit box. Retain pink copy for Hospital/Examiner.
6. Transfer medical-legal form, sealed kit, and bagged clothing to local police department, where it will be secured until analysis of evidentiary specimens is needed.

**Note:** Any specimen(s) collected for hospital use should not be placed in kit, but should be sent to the hospital laboratory for analysis.