

Abbreviated Guidelines for Adult/Adolescent Collection of Evidence can be found on pages 2 and 3.

Per F.S. 943.326, kits collected after the implementation of the tracking database must be entered at the website below using the kit barcode number.

<https://fl.track-kit.us/login>

Contact your agency's Track-Kit™ administrator for login information.

If your kit has no barcode or you do not have a Track-Kit™ portal site then contact the Florida Policy Center via email, FloridaSAKPolicyCenter@fdle.state.fl.us or via phone at (844) 4 FLA SAK (844-435-2725).

Detailed instruction for Adult/Adolescent Forensic Sexual Assault Examination is published by the Office of the Attorney General and can be found at the link below.

[http://myfloridalegal.com/webfiles.nsf/WF/JFAO-77TKCT/\\$file/ACSP.pdf](http://myfloridalegal.com/webfiles.nsf/WF/JFAO-77TKCT/$file/ACSP.pdf)

The form to use when conducting the exam can be found at the link below under Forensic Services.

TRACK-KIT-Sexual Assault Kit Form for Healthcare Providers-Track-Kit

<http://www.fdle.state.fl.us/Quick-Links-Index/Quick-Links>

GUIDELINES FOR ADULT/ADOLESCENT COLLECTION OF EVIDENCE

The medical forensic examination (MFE) is voluntary, at no cost to the victim and requires informed initial and ongoing consent. An MFE should be offered to all victims of a sexual assault. The victim has the choice to report or not report the assault to law enforcement. The documentation of injuries and collection of evidence is done within a 120-hour window but is best performed as quickly as possible following the incident.

The MFE serves two purposes. The first purpose is to evaluate the need for medical care and the second purpose is the collection of evidence. Modify the MFE based on the circumstances reported by the victim.

1. Prepare the workspace - with gloves and mask on, open kit, identify envelopes and underwear bag needed based on sexual assault history. Label swab sleeves to correspond to labeled envelope, e.g. buccal. Set aside larger outer envelope, evidence tape, other envelopes, and extra Florida Track-Kit™ barcode stickers. Provide the Track-Kit™ survivor access card to the victim. Place one of the extra stickers on page 1 of the [Adult/Adolescent Forensic Examination](#) form. Additional stickers can be placed on other forms.
2. Have available the following items: speculum, sterile water or saline, very small amount of water-soluble lubricant (for speculum insertion if the vaginal orifice or anal/rectal area is dry). If additional collection envelopes are necessary, use envelopes from facility or open another unused kit.
3. If circumstances indicate assault could have been drug facilitated, collect blood and urine samples immediately.
4. Perform a head to toe assessment for injuries and potential evidence. Examine genitalia last.
5. Before swabbing for evidence photographs should be taken of identified injuries.
6. Collection of evidence
 - a. Mask should be worn throughout the medical forensic exam.
 - b. Gloves must be changed each time the area of evidence collection changes, e.g., from skin to genitalia.
 - c. Specimens from different body part collection sites should be packaged in their own sleeve and envelope.
 - d. If the body, including head hair and scalp, contain moist/wet secretions (e.g., blood, seminal fluid, sweat, and saliva) pre-moistening the swabs is not needed.
 - e. If the area to be swabbed is dry, then lightly moisten the swabs by using one to two drops of sterile water or saline.
 - f. When swabbing, rotate the swabs completely ensuring that all surfaces of the cotton swab contact the area.
 - g. Swabs should be dry prior to placing back into applicator sleeve and then into small labeled envelope.
 - h. With victim consent, cut matted head, facial, or pubic hairs bearing potential evidence (e.g., crusted material in hair). If victim declines cutting, swab the area with two (2) lightly-moistened swabs as described above.
 - i. Correctly label all envelopes and bags (body part, type of specimen (e.g., skin, possible saliva, possible semen), victim's name, collector's name, clothing items contained in bag(s)) and seal with evidence tape (if you do not have enough evidence tape, you may seal inner envelopes and bag with scotch tape).

Place all smaller envelopes and underwear bag inside of the larger kit envelope, along with a copy of the completed [Adult/Adolescent Forensic Examination](#) form. Seal larger envelope with evidence tape, add initials at the junction of the tape with a pen or permanent marker. Ensure the larger kit envelope and bags are labeled with the victim's name, identifier, or case number. If victim is not reporting to law enforcement, label the outer envelope per jurisdictional guidance.

Notes:

- If an unused kit is opened for additional envelopes, evidence tape, etc. the sexual assault tracking number will need to be discarded in Florida Track-Kit™.
- Each article of clothing is to be packaged in its own paper bag.
- After collecting the kit, start the tracking in Florida Track-Kit™ (<https://fl.track-kit.us/login>). Contact the Florida Policy Center if facility needs login access. FloridaSAKPolicyCenter@fdle.state.fl.us or at (844) 4 FLA SAK (844-435-2725).

EVIDENTIARY SAMPLE COLLECTION

Number of swabs indicated below is the minimum number. Items collected based on circumstances relayed by victim.
If additional swabs are collected, note how many swabs taken in the kit samples collected 'NOTES' section.

Oral Swabs (oral assault)	2 dry swabs – Swab over the oral cavity including around teeth, cheeks and gums. After obtained, patient to rinse out mouth; wait 10-15 minutes before obtaining Buccal/Cheek Standard.
Buccal/Cheek Standard	2 dry swabs – Swab inside cheeks, used as the victim's known reference DNA sample
Palms of Hands	1 swab per hand (lightly-moistened) - Swab the entire palmar surface of each hand separately, and then package and label each envelope separately as left palm or right palm
Fingernails	1 swab per hand (lightly moistened) - Swab the underside of the fingernails of each hand separately, unless the victim's history (scratching) indicates that nail clippings would yield additional DNA
Pubic Hair Combing w/comb or Swab of Mons Pubis (when NO hair)	When pubic hair is present, remove the swab package from the envelope, comb the entire pubic area over the paper provided to collect loose items. Place comb on paper and fold paper around comb and items. If no hair is present, then discard comb and paper, and swab the mons pubis using 2 lightly moistened swab. Indicate on outside of envelope what it contains.
External Genitalia	2 lightly moistened swabs – Swab the vaginal vestibule to include: labia minora, clitoris, hymen, fossa navicularis and posterior fourchette.
Internal Genitalia (Vaginal Walls)	2 dry swabs – Swab left and right vaginal walls, vaginal vault, posterior fornix
Internal Genitalia (Cervix)	2 dry swabs – Swab cervix/cervical os, if no cervix then swab vaginal cuff
Penis and Scrotum	2 lightly moistened swabs – Swab shaft, glans, under the foreskin & around the corona, and scrotum. Avoid the urethra.
Peri-Anal/Anal Swabs	2 lightly moistened swabs – swab the peri-anal area and anus
Rectal Swabs	2 lightly moistened swabs – swab inserted beyond the anal sphincter (approximately three inches) into the rectum.
Swabs of possible saliva – breast, neck, etc.	2 swabs – If dry, then lightly moisten swabs and swab the surface that might contain saliva.
Swabs of possible touch DNA, e.g., strangulation, grabbing of body part	2 lightly moistened swabs – swab of skin surface where contact occurred.
Feminine Hygiene Products and Condoms	Tampons, panty liners and sanitary napkins - Air-dry as much as possible and then place into a separate paper collection bag. Condoms - If apparent liquid is inside, collect with dry swabs or gauze and allow to dry. Lay condom on absorbent paper and allow to air dry. Package the paper/condom and the swab(s) in an envelope or paper bag.
Underwear – worn to the exam (item will not be returned)	See, below. Package separately from other clothing in small paper bag included in kit. Place inside of kit.
Clothing - pertinent to the assault, items of evidentiary value, with consent of victim (items will not be returned)	A barrier (i.e. exam table paper) should be placed on the floor, a second sheet of paper placed on top of the barrier sheet. Victim, removes shoes, then steps on the sheets of paper. Victim removes clothes and places each item that will be collected into its own paper bag. Clothing may be cut off. Do not cut through existing rips, tears, or stains. Handle items as little as possible and only when wearing gloves. Note: If only one bag is available, clothing items may be packaged together. Fold up top paper enclosing any trace material present and package with last item of clothing. Discard the barrier paper.

Abbreviated version of the [Adult and Child Sexual Assault Protocols: Initial Forensic Physical Examination](#) prepared in collaboration with the Florida Council Against Sexual Violence.