



**West Virginia State Police
725 Jefferson Road
South Charleston, West Virginia 25309-1698
Forensic Laboratory**

**Colonel Jan Cahill
Superintendent**

MEMORANDUM

To: West Virginia State Police Forensic Laboratory (WVSPFL) Customers
West Virginia Hospitals and Applicable Health Care Providers

From: Sheri Lemons
WVSPFL Director 

Date: May 4, 2020

RE: Direct Submission of Sexual Assault Evidence Collection Kits (SAECKs)
Effective 5/18/2020

In response to the passage of House Bill 4476 in the 2020 West Virginia Regular Legislative Session, the WVSPFL is implementing the direct submission of SAKs to the WVSPFL from West Virginia hospitals. Sexual Assault Evidence Collection Kits will not be submitted to the lab via law enforcement, but will be sent directly to the Central Evidence Receiving Section of the WVSPFL from the collecting facility. We are providing the following guidelines for the direct submission of SAKs to the WVSPFL.

SAECK Collection Facility:

Please complete all parts of the kit documentation. The responding officer and police agency must be documented, and each page of the documentation must contain a kit tracking number sticker. Only those kits where the patient gave consent for law enforcement investigation will be sent to the WVSPFL. Non-Reports will still be sent to Marshall University Forensic Science Center for storage.

- New SAKs will be provided by the WVSPFL to the points of contact at each applicable hospital/health care provider/collecting facility when requested via the SAK System: www.https://apps.wv.gov/DJCS/SAEK/Login
- Prepaid FedEx shipping labels and UN3373 specimen placards will be included for returning kits to the WVSP Forensic Laboratory, upon completion of SAK evidence collection
- A copy of the kit documents must be emailed, faxed, or given to the investigating officer.
- Place the kit documents into the envelope attached to the bottom of the kit. Do not place hospital documents back inside of the kit.
- Package the kit into a box for shipping. Place the provided shipping label and specimen placard onto the outer mailing package. Mail the kit to the WVSPFL.

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Law Enforcement:

All WV Sexual Assault Kits are tracked using a Kit Tracking Number. i.e. WVSP01234. This number is located on the kit and on each page of the kit documentation.

- You must complete a WVSP Form 53 Case Submission Form, as well as the WVSP Form 53A Supplemental Case Submission Form for biological evidence.
- Your case submission form **MUST** reference the Kit Tracking Number from the Sexual Assault Kit documentation. (Top right corner of WVSP Form 53)
- Determine if the incident may be a Drug Facilitated Sexual Assault (DFSA). If so, request Toxicology as well as DNA analysis on the case submission form.
- Send the submission forms to the lab as soon as possible, but within 30 days of the collection.
- Submission forms (53 and 53A) may be emailed to CER@WVSP.gov, or faxed to 304-746-2465.

The direct submission is intended to expedite the receipt of Sexual Assault Kits to the WVSPFL for testing, allowing law enforcement time to focus on the investigation of the crime. Please don't hesitate to contact the WVSPFL (CER@WVSP.gov or Biology@WVSP.gov) with any questions or concerns.

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