

CHECKLIST

A Summary of the Sexual Assault Evidence Collection and Exam Procedures

Examiner: The evidence you collect will be examined by either the New Mexico State Crime Lab or the Albuquerque Police Dept. Crime Lab. Accurate documentation provided in this Checklist significantly increases the value of the evidence collected should patient consent to investigation.

Patient Name: _____

Date of Exam: _____

Check each item to verify action was performed or evidence was collected. If not performed or collected, leave blank.

- 1. **RAPE CRISIS/MENTAL HEALTH ADVOCATE CONTACTED**
- 2. **PATIENT CONSENT** Obtained.
- 3. The **SEAL** to the Sexual Assault Evidence Collection Kit (SAEK) was intact.
- 4. **SEXUAL ASSAULT HISTORY FORM** from the SAEK is completed and inserted into SAEK large white envelope.
- 5. **FLOOR SHEET** – folded and placed in labeled small bag.
- 6. **TABLE SHEET** – folded and placed in labeled small bag.
- 7. **CLOTHING** – collected, air dried if necessary, and placed in large labeled brown bag.
- 8. **UNDERGARMENTS** – collected, air dried if necessary, and placed in labeled small bag.
- 9. **HEAD HAIR STANDARD** – collected and placed in labeled envelope.
- 10. **PUBIC HAIR COMBINGS AND COMB** – collected and placed in labeled envelope.
- 11. **AIR-DRIED ORAL SWABS** – dried, first swab clearly marked with black marker, and all four (4) swabs placed in Oral Swab envelope.
- 12. **AIR-DRIED VAGINAL SWABS** – dried, first swab clearly marked with black marker, and all four (4) swabs placed in Vaginal Swab envelope.
- 13. **AIR-DRIED CERVICAL SWABS** – dried, first swab clearly marked with black marker, and all four (4) swabs placed in Cervical Swab envelope.
- 14. **AIR-DRIED ANAL SWABS** - dried, first swab clearly marked with black marker, and all four (4) swabs placed in Anal Swab envelope.
- 15. **AIR-DRIED MALE GENITALIA SWABS** - dried, first swab clearly marked with black marker, and all four (4) swabs placed in Male Genitalia Swab envelope.
- 16. **MISCELLANEOUS EVIDENCE.** Envelope labeled as to contents and location collected: _____
- 17. **AIR-DRIED BLOOD STANDARD** – collected and placed completely dried in Blood Standard envelope. (For Pediatric patients, buccal swab collected, air dried and placed in Standard envelope.)
- 18. **PREGNANCY TEST**
- 19. **PREGNANCY PREVENTION** – If patient’s pregnancy test was negative, provided emergency contraception.
- 20. **STD PREVENTION** – Prescribed doses provided to the patient prior to leaving. No STD testing is required for adults. Medications are given as a preventive, prophylactic measure. (For pediatric patients, refer to page 9 of the instructions.)
- 21. **HISTORY FORM AND CHECKLIST** – completed and placed in SAEK large white. (Note: If you have omitted insertion of these two forms into SAEK white envelope, fold History Form and Checklist and staple to outside of SAEK white envelope!)
- 22. **FILM** – collected and transferred to Law Enforcement as a separate item, along with SAEK white envelope and brown bag.
- 23. **URINE FOR SUSPECTED DRUG FACILITATED RAPE** – collected, secured in sealed container, clearly labeled and transferred to Law Enforcement as a separate item, along with SAEK white envelope and brown bag.
- 24. **SEXUAL ASSAULT EVIDENCE KIT PACKAGING** – loose clothing and all small bags folded, stapled, and placed in the large brown bag which has been sealed with staples and tape, initialed and dated. All small envelopes sealed with damp paper towel, taped, initialed and dated, and then placed in the large white envelope which has been sealed with damp paper towel and tape, and initialed and dated. The information on the front labels of both the SAEK white envelope and brown bag is completed and signed by Examiner.
- 25. **BROCHURE “FROM VICTIM TO SURVIVOR”** given to patient with encouragement to seek counseling and patient shown referrals listed on the back of this brochure.

Please print clearly:

Examiner’s Name/Title: _____

Signature of Examiner: _____

Exam Assistant (Name and Position): _____ Medical Facility: _____

Rape Crisis/Mental Health/Victim Advocate: _____

Place this completed form INTO the large 10” x 15” envelope of the Sexual Assault Evidence Kit (SAEK).