

# **Montana Department of Justice**

## **Sexual Assault Kit Initiative**

**Course “Using the Law Enforcement Sexual Assault Kit  
Tracking System”**

## Intro

**Slide 2:** Welcome to the course: Using the Sexual Assault Kit Tracking System

**Slide 3:** Disclaimer: This project was supported by Grant No. 2017-AK-BX-0022 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

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**Slide 4:** In this course, you will learn how to use the Sexual Assault Kit Tracking system.

**Slide 5:** This is an interactive course. In this simulation, you will move through the SAK Tracking application as if you were using it live. But don't worry, we will guide you through, step-by-step, and we will even fill in some of the blanks for you. Let's begin!

## Menu

**Slide 6:** Menu: Choose from the options below to learn more.

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## How To Register

**Slide 7:** Navigate to the Kit Track Portal URL: <https://svc.mt.gov/doj/kittrack>

**Slide 8:** This will direct you to the ePass Montana login page. To register a new

account, select the “Here” link. To sign into an already established account, select the “Login” button. Select an option now.

**Slide 9:** Very good! The Registration page opens, which lets you fill in the required fields and note the specified username and password. You will also need to create three security questions at the bottom of the page. This information will be used for future Kit Tracking access. After filling out all necessary fields, you need to save your information. We’ve highlighted the “Save Changes” button. Select the “Save Changes” button now.

**Slide 10:** Good. ePass will create a new account and direct you to the “Register With Account” page. Here, you want to enter the information for the law enforcement agency you are registering with. You can either enter the name in the search field, or select the magnifying glass, which opens a list of available agencies.

**Slide 11:** We’ve already entered all necessary information for you. To continue, select the “Register” button in the lower right-hand corner. Select the “Register” button now to continue.

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## Signing In

**Slide 12:** Enter your ePass login credentials and select the “Login” button. We’ve entered some login credentials for you. Select the “Login” button now.

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## Update Your Profile

**Slide 13:** You will now be directed to the Law Enforcement Kit Tracking home page. Here, you can search kits by scanning or entering their Kit ID numbers. Your main menu may consist of several tiles:

- Transfers In: The kits that were transferred to your agency.
- Transfers Out: The kits that were transferred out of your agency to an accredited crime laboratory.
- Collected: This shows the kits which have been collected at a medical facility but have not yet been transferred to your agency.
- In Evidence: The kit will be in evidence until sent to the lab for analysis.
- Processed: The kits which were processed by the crime laboratory.

- Archived: The kit has been processed and has been returned from the lab.

You also have header options, such as a search function, settings, and a dropdown menu specific to your profile.

**Slide 14:** To update your Profile information, select your name in the top right corner of the portal. Select the name now.

**Slide 15:** The Dropdown menu will show the following:

- the location of the Account you are currently using,
- The “Montana Kit Tracking” button will take you to the KitTrack home page.
- The “Profile” button will let you change or add information about yourself.
- The “Account Management” button is only available to Administrators and will let them add/change information about the facility and users.
- The “Switch Account” options will only be available to you if you are registered with multiple accounts.
- The “Register With Account” button will let you register with an additional account.
- You can sign out of the application with the “Sign Out” button,
- And the “ePass Montana Home” button will direct you back to your ePass Home page.

To update your Profile Information, select “Profile” from the dropdown menu now.

**Slide 16:** The Profile pop-up window will open. Here, you can update your information. When you are finished, select the “Save and Close” button. Select the “Save and Close” button now.

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## Register Additional Accounts

**Slide 17:** In some cases, for example as an evidence tech, you might need to register for more than one agency to log kits. To register an additional facility under your profile, select “Register With Account.”

**Slide 18:** Enter the Account name and any other information and select the “Register” button. Select the “Register” button now.

**Slide 19:** Your account will switch to the newly added account.

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## Switch Between Accounts

**Slide 20:** To switch between any of your registered accounts, you can select an account from the “Switch Account” list. For our training purposes, select Acme Law Enforcement Agency from the list.

**Slide 21:** You will be redirected to the selected account.

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## Receive and Transfer a Collected & Sealed Kit from a Medical Facility

**Slide 22:** Once a kit has been collected and sealed by a medical facility, you need to receive and transfer it into evidence. To receive and transfer kits into evidence, select the “Transfers In” tile. Select the “Transfers In” tile now.

**Slide 23:** The ‘Transfers In’ page opens and shows you the available kits and their information.

- The unique SAK ID
- The Status Reason
- The Source
- And the Reason for Transfer.

**Slide 24:** Select the check box beside the kit you choose to receive and transfer. We have highlighted a kit for you. Select the check box of the highlighted kit now.

**Slide 25:** And now, click the “Select” button in the lower right-hand corner.

**Slide 26:** The selected kit will now show up as a tile. The tile shows the kit number, the Status of the kit, the current location of the kit, a details button, and a dropdown menu.

The dropdown menu gives you three options:

- Enter into Evidence: This step allows you to receive the kit and enter into evidence at the same time.
- Receive: Updates the kit status to reflect that the agency received the kit. At a later date and time, you must “Enter into Evidence” or “Transfer to Evidence.”
- Transfer to Evidence: This allows an agency to transfer the physical kit to a different law enforcement agency. For example, through an agency assist pick-up and subsequent transfer.

**Slide 27:** When selecting the “Details” button, you will be given a detailed overview of the kit, including its status, the location, and all the collected information. In addition, you have the option to process the kit with the same action buttons at the top of the screen.

**Slide 28:** For the purpose of this training, let's return to the tile view and select the "Enter into Evidence" button to receive and transfer the kit in one step. Select the highlighted "Enter into Evidence" button now.

**Slide 29:** This will open the "Enter into Evidence" pop-up window. Here, you can enter more information about the kit. Although several fields are available, only a few are mandatory. The LEA Case ID, the Law Enforcement Agency, who entered the kit into evidence, and on what date the kit was entered into evidence. You also need to signify if the evidence was collected from a suspect. When you're done entering all the required information, select the "Enter into Evidence" button in the lower right-hand corner. Select the button now.

**Slide 30:** Once the kit has been entered into evidence, it will move from your "Transfers In" tile to "In Evidence."

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## Transfer Kit to Lab for Analysis

**Slide 31:** To transfer a kit in evidence to the lab, select the "In Evidence" tile now.

**Slide 32:** The "In Evidence" pop-up window opens and reveals all the kits currently stored in evidence. Choose the highlighted kit...

**Slide 33:** ...and select the "Select" button.

**Slide 34:** The kit will be displayed in a new window. Here, you can select the dropdown menu to choose an action. Select the dropdown menu now.

**Slide 35:** You can choose to transfer for Analysis at a crime laboratory or to transfer the kit to evidence at a different facility or agency. Let's transfer the kit to Analysis now by selecting the "Transfer for Analysis" button.

**Slide 36:** In the "Transfer for Analysis" pop-up window, you have to enter:

- The Transfer Method: Ship, Pickup, or Delivery. If you select Pickup or Delivery, you simply select the Destination, as well as who is transferring the kit and the date. If you select to ship the kit, you will also have to select your shipping method and enter the tracking number.
- The Destination: which is the Crime lab.
- Who initiated the transfer for analysis.
- And what day and time the transfer was initiated.

When all required data has been entered, select "Transfer for Analysis." Select the "Transfer for Analysis" button now.

**Slide 37:** You will see that the current location of the kit changed from your agency to the crime lab. The kit will also have moved from the “In Evidence” tile to the “Transfers Out” tile on the home page.

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## Receive Processed Kit from Lab

**Slide 38:** Once a kit has been processed at a crime lab, it will be sent back to your agency. You can find the kit in your “Transfers In” tile. To archive the processed kit, select the “Transfers In” tile. Select the “Transfers In” tile now.

**Slide 39:** The “Transfers In” pop-up window opens and shows you all available kits. To archive the processed crime lab kit, select the kit with the processed status. Then choose the “Select” button. Click the “Select” button now.

**Slide 40:** The displayed kit will give you the option to:

- Archive: This option lets you receive the kit from the lab and archive it in one step.
- Receive: By selecting “Receive” you receive the kit from the lab and send it to your “Processed” tile to archive it later.
- Transfer for Archival: You can also send the kit to be archived at a location other than your agency.

In this case, we want to receive the kit and archive it at the same time. So, select “Archive” from the dropdown menu. Select “Archive” now.

**Slide 41:** The “Archive” pop-up window opens, with two mandatory fields.

- Archived By, and
- Archived On.

Once you have filled out the required fields, select the “Archive” button. Select the “Archive” button now.

**Slide 42:** This will move the kit from your “Transfers In” tile to the “Archived” tile.

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## Destroy

**Slide 43:** If, in rare cases, law enforcement had to destroy a sexual assault evidence kit, you must update the kit's status within KitTrack by scanning or entering the Kit ID from the home page to locate the correct kit.

**Slide 44:** Then, select the dropdown menu to choose an action and select “Destroy” from the dropdown menu.

**Slide 46:** The “Destroy” pop-up window will open. Here you need to identify who destroyed the kit, reason and on what date and time the kit was destroyed.

**Slide 47:** The kit will move from its original tile to the “Destroyed” tile. To learn more about best practices and evidence retention laws, please contact your local county attorney’s office.

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## Quiz

**Slide 48:** Let’s test what you’ve learned. The following is an interactive quiz. Complete the task as if you were using the Sexual Assault Kit Tracking System live.

**Slide 49:** Question 1: Ace Medical Center sent you the collected and sealed kit with the number 400068. Let’s receive and transfer that kit into evidence. Which steps do you have to follow?

**Slide 50-52:** *Moving through the slides.*

**Slide 53:** Correct! Once you’ve entered all the necessary information, you just need to select the “Enter into Evidence” button to complete the process. Great job!

**Slide 54:** Well, this is not wrong, but if you want to receive and enter the kit at the same time, you should select the “Enter into Evidence” button. Try again or continue to the next question.

**Slide 55:** No, that’s incorrect. After the medical facility collects and seals the kit and transfers it to your agency, you will find the kit in the “Transfers In” tile. You can try again or Continue to the next slide.

**Slide 56:** Question 2: At this point, you want to transfer the kit with the number 400068 to the crime lab for analysis. Which steps do you have to follow?

**Slide 57-59:** *Moving through the slides.*

**Slide 60:** Correct! Once you’ve entered all the necessary information, you just need to select the “Transfer for Analysis” button to complete the process. Great job!

**Slide 61:** No, that’s incorrect. To send a kit for analysis at a crime lab, you will need to get it out of evidence and select the “In Evidence” tile. You can try again or continue to the next slide.

**Slide 62:** No, that’s incorrect. To send the kit for analysis at a crime lab, you need to select the “Transfer for Analysis” button from the dropdown menu. You can try again or continue to the next slide.

**Slide 63:** Enter your feedback in the box below.

**Slide 64:** Quiz Results.

**Slide 65:** In this course, you have learned how to use the Sexual Assault Kit Tracking System.

**Slide 66:** Thank you for completing this course. Select “Close” to exit.

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