



Division of Criminal Justice Services

MEMORANDUM

TO: New York State Criminal Justice Executives

FROM: Mike Green 
Executive Deputy Commissioner

DATE: January 4, 2016

SUBJECT: Sexual Assault Evidence Collection Kit Model Policy

Sexual assault is one of the most traumatic types of criminal victimization. Law enforcement plays a critical role in investigating sexual assaults. Submission of Sexual Assault Kit (SAK) evidence is a critical component of the investigation, apprehension and subsequent prosecution of the offender.

To that end, the Municipal Police Training Council (MPTC) sought to provide guidance to law enforcement agencies in developing written policy and procedures for the collection, submission, notification, retention and disposal of SAK evidence. The policy, titled Sexual Assault Evidence Collection Kit Model Policy, was adopted at the Council's December 2, 2015 meeting. The procedures identified in this policy take into account the disparity of agency resources and are intended to further the interests of justice. The release of this model policy represents an important step in providing agencies with guidance on the following key issues:

- Guidelines for sexual assault victim notification processes
- Guidelines for SAK evidence transfer and submission
- Procedures for obtaining DNA evidence via sexual assault kit examination
- Guidelines for SAK evidence storage and retention

Questions regarding the model policy should be directed to Senior Training Technician (Police) Mike Orticelle at (518) 485-7642 or via e-mail at michael.orticelle@dcjs.ny.gov. You may also download the model policy or view additional MPTC model policies and guidelines on the eJusticeNY Integrated Justice Portal via accessing resources > reference library > law enforcement > MPTC.

Attachment: MPTC Sexual Assault Evidence
Collection Kit Model Policy