

## INSTRUCTIONS FOR CREATING AND SUBMITTING INVENTORY LIST

In accordance with Section 20 of the Sexual Assault Evidence Submission Act (Public Act 96-1011), each Illinois Law Enforcement Agency (LEA) must submit to the Illinois State Police (ISP) by October 15, 2010, an inventory, or listing, of the previously unsubmitted sexual assault cases in the agency's possession. The ISP has developed an inventory website on the Illinois Century Network (<http://FscWebSa.ISP.State.II.US/PA96-1011>) for this purpose. Each LEA is **required** to use this website and electronically submit this information to ISP, regardless of the forensic laboratory routinely used for analysis of the LEA's criminal cases. Submitted information will be provided by the ISP to the appropriate laboratory.

Only sexual assault cases for which **no item(s)** of evidence had ever been submitted to any forensic laboratory for any type of analysis should be considered for listing on the forms contained on this website. After submission of the inventory information, each LEA will be contacted by the assigned forensic laboratory regarding specific arrangements for submitting evidence requiring analysis under Section 20 of the Act.

A LEA with NO previously unsubmitted sexual assault cases in its possession must confirm this with the ISP by completing Step 1 and Step 5 below.

Information provided by the LEA via this website will enable the ISP laboratory, or other designated laboratory, to develop an appropriate plan to ensure all cases requiring analysis are submitted and addressed.

### 1) **WEBSITE SIGN-IN** (<http://FscWebSa.ISP.State.II.US/PA96-1011>)

First time users must create a New User account by clicking on the NEW USER button and filling in the requested information, including LEA name, LEA address, email address, user ID, and user password. The user must identify which forensic laboratory the LEA uses for evidence submission. Once the New User information is submitted, the user will be prompted with further instructions for enabling the account.

### 2) **SEXUAL ASSAULT CASES**

Each LEA will enter cases using the drop down menu titled "**Sexual Assault Cases.**" To enter case information for cases that need to be submitted to a forensic laboratory for analysis, **click on the text "To Be Submitted."** Use the Tab key or mouse to navigate each entry field.

To enter case information for cases that will NOT be submitted to a laboratory, use the dropdown menu titled "**Sexual Assault Cases**" and **click on the text "In Agency's Custody Which Will Not Be Submitted"**. Use the Tab key or mouse to navigate each entry field.

#### 2A. **Sexual Assault Cases To Be Submitted:**

The LEA must be able to certify at the time of submission that each sexual assault case to be submitted in accordance with Section 20 of this Act is, or was at the time of collection,

the subject of a criminal investigation. This certification is required to ensure that the laboratory remains compliant with all federal and state laws for entering and searching DNA profiles at the State Level of the Federal Bureau of Investigation's (FBI's) Combined DNA Index System (CODIS). A certification form, available on the ISP website ([www.isp.state.il.us](http://www.isp.state.il.us)) and at each laboratory, will be required to accompany the evidence when submitting it to any Illinois forensic laboratory for analysis.

Cases with circumstances involving issues of consent (for example, "he said/she said" type cases in which both parties agree sexual contact occurred but dispute whether there was mutual consent) **are required to be submitted**.

Should subsequent law enforcement investigation of any collected sexual assault case have concluded that the case was NOT criminal in nature, please see the instructions under 2B., "Sexual Assault Cases Agency's Custody Which Will Not Be Submitted".

**Information to be entered in columns for "Sexual Assault Cases To Be Submitted":**

**Mode** - Once data has been entered for a case, the user must hit "**Save**". Once data has been saved, additional options become available in this column which allows the user to "**Edit**" or "**Delete**" the data. These options are only available until the LEA confirms and submits their completed inventory list to ISP.

**Agency Case Number\*** – Enter the LEA's case/file number that can be referenced by the laboratory when making submittal arrangements and in the event additional information/clarification is required on the case.

**Date of Offense\*** – List the date the offense was reported to have occurred.

**Agency Inventory/Item/Exhibit # of Top Priority\*** - To ensure an efficient approach is taken in analyzing all appropriate sexual assault cases submitted under Section 20 of this Act, the **initial** submission of evidence for each case **will be limited to only the top priority item**, not including standards. For cases involving multiple victims, the initial submission of evidence will be limited to the top priority item **for each victim**. List the single item of evidence for this case which the LEA has determined should be given top priority for analysis due to its potential to contain DNA which can best answer the case question(s), based on the reported case scenario.

*Example: If the reported case scenario is that the perpetrator made vaginal penetration and ejaculation, the sexual assault evidence collection kit would likely be the top priority item. The LEA's item number for the kit should be listed in Column 3. However, if the reported case scenario is that the perpetrator ejaculated only on the victim's shirt, the shirt would likely be the top priority item for laboratory analysis and that item number should be listed in Column 3.*

If, after the initial laboratory analysis, no probative information was developed from the top priority item of evidence, the laboratory will contact the LEA to discuss additional evidence for potential submission. To discuss questions regarding specific case circumstances, the LEA should contact the local forensic laboratory.

**Description of Top Priority Item Listed\*** – Enter a brief description of the top priority item. The description must include from whom the item was believed to have originated

(for example, “sexual assault evidence collection kit from victim”, “jeans from suspect”, etc.). If the source or owner of the item is unknown, the recovery location of the item (for example, “condom recovered from victim’s living room”) must be included.

**Description of Reference Standards in Agency’s Custody** - Reference standards are known samples from individuals whose DNA could potentially be found on the evidence. Depending on the case, standards may be from the victim, any suspect(s), and any other individual with whom the victim may have had prior consensual sexual contact such as a boyfriend or husband. If the LEA currently has in its custody any such reference standards for the case, a description of each standard should be listed in this column and must include the type of sample (i.e., blood sample, buccal swab, etc.) as well as the individual’s relationship to the case (i.e., victim, suspect, boyfriend, husband, etc.). In many cases, the victim’s standard would have been collected as part of the sexual assault evidence collection kit; if a victim’s standard was not collected separately, the kit may be listed in this column (if not already listed as top priority item) as containing the victim’s standard. Please note, due to the age and condition of some older cases, additional standards may be requested by the laboratory before DNA analysis can be conducted and/or results can be reported.

\*Required field

REMINDER: After all required information has been entered for each case, the user must click “**save**” to add that data to the inventory listing. Options to edit or delete the case data will be available after the information has been saved.

**2B. Sexual Assault Cases In The Agency’s Custody Which Will Not Be Submitted:**

To ensure a comprehensive inventory is reported to ISP in accordance with Section 20 of this Act, an additional listing is required of all previously unsubmitted sexual assault cases currently in the LEA’s custody which are not going to be submitted for analysis. The only previously unsubmitted sexual assault cases which should be listed in this section are those in which law enforcement investigation, subsequent to the collection of the evidence, concluded and documented that **a crime did not occur**. DNA profiles from such non-criminal cases cannot be entered into the CODIS database and these cases will not be accepted for analysis.

**Information to be entered in columns for “Sexual Assault Cases In The Agency’s Custody Which Will Not Be Submitted”:**

**Mode** - Once data has been entered for a case, the user must hit “**Save**”. Once data has been saved, additional options become available in this column which allows the user to “**Edit**” or “**Delete**” the data. These options are only available until the LEA confirms and submits their completed inventory list to ISP.

**Agency Case Number\*** – The LEA’s case/file number that can be referenced by the laboratory in the event additional information is required on the case.

**Date of Alleged Offense\*** – List the date the alleged offense was originally reported to have occurred.

**Reason Case Does Not Qualify For Submission As a Criminal Case\*** - For each case listed, provide a brief reason why the LEA has determined the case is no longer considered criminal in nature. Examples may include statements such as “victim recanted of her own volition”, “further investigation and facts revealed no crime actually occurred”, etc. NOTE: Issues of consent (e.g., “he said/she said” scenarios in which both parties agree sexual contact occurred but dispute whether there was mutual consent) **cannot be considered the sole basis** for listing a case in this section of the form. Unless subsequent investigation concluded that a crime did not occur, such “consent” cases must be listed under the “Sexual Assault Cases To Be Submitted” section of the form.

\*Required field.

REMINDER: After all required information has been entered for each case, the user must click “**save**” to add that data to the inventory listing. Options to edit or delete the case data will be available after the information has been saved.

### 3) REPORTS

**Agency Listing** - The “Agency Listing” feature under this tab allows the user to view all information entered by the agency, including a listing of all entered cases. To print a copy of this listing, the user must use the web browser’s Print function.

### 4) CHANGE

Using this tab, the user is able to change email address, password, phone number, user name and/or forensic laboratory normally used for evidence submissions. Changes to any of this information can only be made prior to the LEA confirming and submitting the completed inventory list to ISP. To make changes after that time, the user must call Ms. Judy Davis at the Forensic Sciences Command Office at (217) 782-4649.

### 5) CONFIRMATION

**IMPORTANT:** The “Confirmation” tab should not be selected if the LEA has additional information/cases to enter onto the inventory form. All saved information will be retained on the form for future entries or edits. The EXIT tab (see #7 below) should be used in those circumstances.

Upon completion of the inventory form, each LEA must confirm that this list of previously unsubmitted sexual assault cases is a complete inventory of all such cases in the LEA’s custody. The LEA user must be authorized to confirm the list as complete and submit the list to the ISP. **The inventory form should not be submitted until the LEA is ready to “Confirm” the list as complete and accurate.**

If LEA does not have ANY previously unsubmitted sexual assault cases in its possession, the LEA is required to submit confirmation of that information to ISP through this website.

## 6) PHONE NUMBERS

This tab lists the operational hours and the main phone numbers for the ISP forensic laboratories and the Forensic Sciences Command Office.

## 7) EXIT

The Exit tab is used to log off the website. Exiting the list in this manner does not require that the list be confirmed prior to logging off, **however** the last case entry must be saved prior to exiting the website.