



**MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE**  
**Untested Sexual Assault Kit Project**  
**DANY Grant Handbook**

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Version 1  
Effective May 26, 2016

DANY Grant Handbook  
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## 1.0 Overview

The Office of the District Attorney, New York County (DANY) established and funded a Criminal Justice Investment Initiative (CJII) to invest in projects that will enhance public safety, develop broad crime prevention efforts and promote a fair and efficient criminal justice system.

Under CJII, DANY issued a request for proposals to eliminate the backlog of untested Sexual Assault Kits (SAKs)<sup>1</sup>, and Multnomah County District Attorney (MCDA) Rod Underhill submitted a proposal on behalf of Multnomah, Marion and Lane Counties' Law enforcement agencies (LEAs). On September 10, 2015, the DANY grant program awarded \$1,995,453 million dollars to MCDA to oversee the analysis of approximately 2800 SAKs from the three counties.

### 1.1 Purpose of DANY Grant

The purpose of this grant is to analyze the backlog of untested SAKs in the possession of LEAs within Multnomah, Marion and Lane Counties.

### 1.2 Time frame

- The testing of all SAKs must occur prior to September 30, 2017
- Grant data will be gathered and reported until September 30, 2019

### 1.3 Multnomah County District Attorney's Office USAK Team

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<sup>1</sup> Sexual Assault Kits (SAKs) are also referred to as Sexual Assault Forensic Evidence (SAFE) Kits, Rape Kits and Kits.

## 2.0 Goals

### 2.1 Grant Goals

- To provide governmental entities grant money from DANY to promote strategies to permanently eliminate the national SAK backlog.
- To have grantee(s) follow “best practice” to the extent possible and to include the following:
  - ✓ All eligible DNA profiles resulting from the analysis of SAK testing should be entered into the combined DNA index system (CODIS) within a reasonable timeframe;
  - ✓ LEAs and prosecutors should be notified of all CODIS hits that result from such testing so that investigation and (when appropriate) prosecution can occur; and
  - ✓ Coordinate strategies to notify and engage victims<sup>2</sup> following CODIS hits.

### 2.2 MCDA DANY Grant Team Goals

- Obtain a private vendor for the analysis of the SAKs;
- Submit 100% of eligible SAKs for DNA testing;
- Coordinate the participation of LEAs and prosecutors from Multnomah, Lane and Marion Counties;
- Assist LEAs in identifying SAKs that meet the grant criteria;
- Provide forensic advice regarding CODIS eligibility and the analysis of SAKs;
- Provide forensic advice regarding evidence, other SAK contents, that may be appropriate to analyze;
- Accurately report to DANY the activities and required metrics;
- Submit to DANY a consolidated invoice each quarter for allowable expenses incurred by participating LEAs and district attorney offices. Due 30 days after the end of each quarter;
- Develop a written policy for the notification of victims;
- Develop a written post-conviction policy for USAK in previously adjudicated cases; and
- Investigate cases with DNA “hits” and submit for prosecution when appropriate.

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<sup>2</sup> Throughout this policy, the term “victim” will be used. This is not done out of disrespect for any other preferred terminology, it is done because the term “victim” is most commonly used by law enforcement as well as courts.

## 3.0 Definitions

### CODIS MATCH/HIT DEFINITIONS (Per DANY Grant Guidelines):

- **EXONERATION:** DNA identifies someone other than the suspect or person convicted for the crime as the true perpetrator.
- **FORENSIC HIT OR CASE TO CASE MATCH:** Unsolved case evidentiary DNA profile matches another unsolved case evidentiary DNA profile or the DNA testing links, or confirms a suspected link, between two previously unlinked crimes, but no perpetrator is identified.

*Exception: If a suspect is identified prior to the end of the quarterly reporting period following a CODIS search, the match should be reported as an offender match.*

- **OFFENDER/ARRESTEE MATCH OR MATCH TO A KNOWN OFFENDER:** The unsolved case evidentiary DNA profile matches an offender or arrestee DNA profile, which is in CODIS.
- **CONFIRMATORY MATCH OR CONVICTION MATCH:** The evidentiary DNA profile confirms the identity of a convicted perpetrator or suspect named by LEA during an investigation prior to DNA testing.

**EVIDENTIARY DNA PROFILE:** The DNA short tandem repeat (STR) profile developed from a case sample (e.g. vaginal swab, bite mark swab, etc.) that is not a known reference sample (e.g. suspect's oral swabs).

## 4.0 Participating Law Enforcement Agencies

The following LEAs in Multnomah, Marion and Lane counties provided an inventory of the SAKs with an offense date prior to January 1, 2015.

### Multnomah County LEA

- Fairview Police Department
- Gresham Police Department
- Multnomah County Sheriff's Office
- Portland Police Bureau
- Troutdale Police Department

### Marion County LEA

- Keizer Police Department
- Salem Police Department
- Silverton Police Department
- Woodburn Police Department

### Lane County LEA

- Coburg Police Department
- Cottage Grove Police Department
- Eugene Police Department
- Florence Police Department
- Lane County Sheriff's Office
- Springfield Police Department

### Oregon State Police

- Offenses that occurred in Marion and Lane Counties

## 5.0 Eligibility of SAKs

To be eligible for testing under the DANY grant the offense must have occurred in Multnomah, Marion or Lane County prior to January 1, 2015.

The SAKs will be submitted for analysis using the “forklift” approach, which means that all SAKs (with a few exceptions) will be submitted for testing.

The following types of SAKs are eligible for testing:

- Identity of the offender is unknown;
- Identity of the offender is not an issue;
- Statute of limitations has expired;
- Offender was convicted without DNA;
- Sexual assault kits that were analyzed but not with DNA technology;
- The issue is whether the interaction was consensual or not; and
- Investigation (and possibly witness statements) contradict the accusation, but there is no conclusive and objective evidence that the crime did not occur.

The following SAKs are NOT eligible for testing:

- Unreported, anonymous or “Jane Doe” cases unless the victim has decided to make a police report at a later time; and
- Objective and conclusive evidence exists that no crime was committed (e.g. victim unequivocally recants all parts of the assault and/or video footage exists demonstrating there was no crime). It is expected that there will be very few cases that would meet this criteria.



## 6.0 Prioritization of SAKs

The DANY grant allows prioritization only for cases with a statute of limitations that may expire during the testing period. Because of that, MCDA elected to split shipments into two groups/batches: “Priority 1” and “Priority 2.”

Each LEA’s **Priority 1** shipment should include eligible SAKs that fall under two categories:

- (1) Known offenders and adult victims from cases having incident dates in **2010, 2011 and 2012**; and
- (2) Known offenders and minor victims from cases having incidents in **2004, 2005 and 2006**.

Each LEA’s **Priority 2** shipment should include the remainder of its eligible SAKs.

## 7.0 Shipping SAKs to Sorenson

It is recommended that LEAs separate the SAK from other evidence (clothing, urine, blood, etc.) prior to shipment.

- Complete one batch case submission form ([Appendix A](#)) for each shipment to Sorenson (not each case);
- The SAK must be securely packaged under seal;
- The Sexual Assault Nurse Examiner (SANE) report should be packaged together with its corresponding SAK (i.e. Sorenson should be easily able to connect the SAK with the corresponding SANE report);
- Sorenson will store received evidence at room temperature, therefore it is unnecessary for the evidence to be packaged to stay cold during shipment.
- Add the details for each SAK to the shipping manifest ([Appendix B](#)) for each shipped box of SAKs and include the manifest in the sealed box.
  - ✓ The manifest should list of all the SAKs in each box with the agency case number, agency item number, and if possible victim name.
  - ✓ The manifest will be used by Sorenson to verify that the SAKs in the shipping boxes are indeed what was intended to be shipped in that batch. This step is a confirmation of the chain of custody.
  - ✓ Any inconsistencies or integrity issue with the shipment and/or the manifest will be reported to MCDA.
  - ✓ Save a copy of the manifest for your LEA records.
  - ✓ **Email a copy of the manifest to [Amity.girt@mcda.us](mailto:Amity.girt@mcda.us)**
- MCDA (with grant funds) will pay for the shipping of the SAKs to Sorenson via FedEx “express” shipment. Sorenson will pay to have the evidence returned to the agency.
- Boxes with SAKs cannot weigh more than 150lbs.
- The shipping address is:

Sorenson Forensics  
Attn: Evidence Administrator – Multnomah County DANY Grant  
2495 S. West Temple  
Salt Lake City, UT 84115

MCDA has provided each LEA the FedEx account number for shipment to Sorenson under the DANY grant. This will ensure the shipping costs are charged to the DANY grant. Please contact Amity Girt if you have questions.

## 8.0 Sorenson Laboratory Analysis

Sorenson will analyze the Priority 1 SAKs first followed by Priority 2 SAKs. Within each priority group, SAKs received first by Sorenson will be the first analyzed. Sorenson will screen all swabs and underwear in the SAK for male DNA unless that case involves a male victim. Based on the screening results, swabs from two body areas will be analyzed using DNA STR methods<sup>3</sup>. Sorenson will choose the two samples with highest probability of obtaining a CODIS unloadable profile and/or the highest probative value. As part of the contract, Sorenson is authorized to consume evidence if necessary to get a DNA result.

On a case-by-case basis, MCDA may approve Sorenson to conduct additional screening to determine the source of DNA (sperm, saliva, blood, etc.).

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<sup>3</sup> Type of DNA analysis looking at short tandem repeats (STR) of DNA.

## 9.0 Sorenson Laboratory Reports

Sorenson will provide a written report detailing the results of the analysis and will include an interpretive statement detailing any DNA comparisons with known standards.

Sorenson will make available its laboratory reports through a web portal<sup>4</sup>, which is hosted on a secure website. Each LEA will have a unique username and login assigned—this will allow an agency to access only its own results. If the LEA chooses to allow their county's DA's office to see the results they will need to provide the username and login information. Sorenson will upload the lab result in batches of cases and sort those results into three categories:

- Screening Negative = No DNA present;
- CODIS Ineligible = Insufficient evidence for CODIS entry;
- CODIS Eligible = Sufficient for CODIS entry (eligibility will be determined by OSP). **Note:** It is possible that the profile may only be sufficient for entry into the state database and not into the national database.

On the web portal each case will have three associated files that contain the following information:

- Case report (pdf);
- The entire casefile (pdf) that the OSP Lab will use for technical review of the work prior to CODIS entry. The casefile is usually 80-100 pages and includes the report and all analysis data (DNA allele summary tables, SANE report, Sorenson's lab case notes, etc.); and
- Compressed zip file that includes all the data files from the instrument that the OSP lab may use in their tech review.

The case reports and data files cannot be inadvertently altered or deleted from the web portal. The information will be available on the portal for the life of the contract with Sorenson.

The following are the security features of the web portal:

- Uses a 2048 Bit secure socket layer certificate;
- The server setup meets the QUALYS SSL LABS security scan with an A overall rating;
- File downloads require an active login token and a user with agency access rights; and
- The login page has an anti-robot CAPTCHA setup as well.

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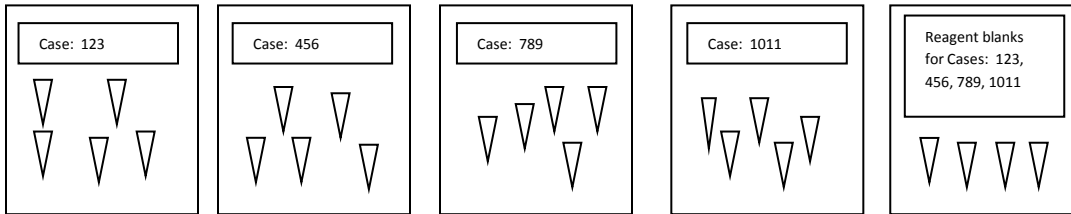
<sup>4</sup> Sorenson Web Portal <https://portal.sorensonforensics.com/site/login>

## 10.0 Return of SAKs and DNA Extracts from Sorenson

Sorenson will return the evidence and email the electronic chain of custody to the submitting agency after the analysis is completed. The SAK and extracted DNA tubes, shall be returned in the same manner in which they are received (e.g. via carrier with tracking number, with item-by-item manifest of box contents, etc.). When all SAKS from an LEA are completed, Sorenson will email the LEA a letter certifying that Sorenson has returned all SAKs and any remaining extracted DNA3.

The extracted DNA tubes for each case will be returned in a single heat-sealed bag and can be connected to the original SAK if desired. The LEA will need to track the reagent blanks for each batch of cases separately. Each batch has 3-8 cases and 4-8 reagent blanks.

**Example:** Four bags with case extract tubes separated by case and one bag with reagent blank tubes for the four cases.



One way to track the reagent blank tubes is to use a reagent blank inventory log and then attach a card to the SAK indicating that the reagent blanks are stored separately.

**Example:** Extraction Tube Inventory Log

<b>Cases # in the batch</b>	<b># of Reagent blanks</b>	<b>Chain of Custody</b>
123, 456, 789, 1011	4	<p><b>Names and Date:</b> Sorenson (via UPS tracking # xxxx) <u>to</u> J. Jones (PPB property room) 10-11-12</p> <p><b>Names and Date:</b> J. Jones (PPB property room) <u>to</u> OSP Lab 12-11-13</p> <p><b>Names and Date:</b> OSP Lab <u>to</u> N. Nice (PPB property room) 1-2-14</p> <p><b>Names and Date:</b></p> <p><b>Names and Date:</b></p>

**Example:** Card attached to SAK

<b>DNA Reagent Blank Tubes</b>
<p>The DNA reagent blank tubes for this case are stored separately.  <u>Case #:</u> XX-1234  <u>Location:</u> See receipt # XXXXXX, Shelf 132 property room</p>

## 11.0 Law Enforcement Follow Up on Sorenson's Results

### 11.1 Cases with "No DNA present" and "Insufficient evidence for CODIS entry"

The District Attorney and the LEA will need to determine if there is additional evidence that would be appropriate for laboratory analysis.

Susan Hormann, MCDA Forensic Consultant ([susan.hormann@mcda.us](mailto:susan.hormann@mcda.us)) is available for consultation in the evaluation.

### 11.2 Cases with "Sufficient DNA for CODIS entry"

Unless previously submitted, or unavailable, each LEA should send the police reports associated with each SAK to Amity Girt ([amity.girt@mcda.us](mailto:amity.girt@mcda.us)) or Susan Hormann ([susan.hormann@mcda.us](mailto:susan.hormann@mcda.us)) for evaluation of CODIS eligibility and to obtain metrics for the grant report. If the original officer's report is not available, other documentation, (e.g. summary report) may be used to support the position that a crime was committed and that the crime was not recanted by the victim, therefore, making the profile CODIS eligible. A copy of the information supporting the CODIS eligibility will be forwarded to the OSP DNA Unit for their records.

Additionally, prior to OSP entering a DNA result into CODIS they need information regarding whether the DNA could be from a consensual partner. If there was a consensual partner then OSP will need a DNA standard from the partner or documentation from the LEA that they unsuccessfully attempted to obtain a standard.

### 11.3 Victim Notification

Each LEA or DA's office responsible for contacting survivors regarding the laboratory results should consider drafting a written victim notification policy. The Joyful Heart Foundation (<http://www.joyfulheartfoundation.org/>) and the National Institute of Justice (<http://www.nij.gov/topics/law-enforcement/investigations/sexual-assault/Pages/untested-sexual-assault.aspx>) have excellent resources on this topic. In general, things to consider when creating your victim notification policy include:

- **Which type of analysis results will lead to notification?** There is much to consider in making this decision. The above resources contain helpful information.
- **Who will conduct the notification?** Experts in the field strongly recommend pairing an advocate with a law enforcement officer (preferably a detective, if possible).
- **How will the notifications occur?** A variety of methods exist, all with pros and cons. In-person and by telephone are generally the preferred methods of initial contact. The above resources contain helpful information on this topic.
- **What will you say?** Subject matter experts have found that a straightforward, empathetic, and informative approach works best. Employ kindness, respect & empathy while letting the victim know that you care about what they went through and care about how this new notification may be affecting them. Some have recommended an apology for the delay.

- **How will the privacy and confidentiality of victims be protected?**
- **What resources will you provide them?** Be prepared to offer support and resources. It is best practice to have actual names of people (i.e. referrals), not just entities they can call for help and counseling. For additional information about counseling benefits provided by the Oregon Department of Justice relating to untested SAKS, refer to <https://justice.oregon.gov/victims/compensation/UntestedForensicKit>.
- **How will you address the safety of the people doing the notification?**

Please contact the USAK team if your agency would like a copy of the MCDA's Office Victim Notification Policy.

#### **11.4 Prepare for Re-contacting a Victim**

The resources for notification will vary by jurisdiction and those handling notifications need to prepare themselves. Helpful resources include:

- "The Neurobiology of Trauma" by Dr. Rebecca Campbell at [https://www.youtube.com/watch?v=mTOZE90-fCY](https://www.youtube.com/watch?v=mTOZE90-fCY;);
- DNA Hits in Cold Cases: Notifying Crime Victims brochure published by The National Center for Victims of Crime. The brochure is for victim service providers and others in the field who work with victims the information aims to help law enforcement officers understand how victims may react to notification of a DNA match in cold cases and how to foster their trust and make the first contact go as smoothly as possible.  
<https://victimsofcrime.org/docs/Resource%20Library/DNA%20COLDCASE%20bro.pdf?sfvrsn=0>

Refer to [Appendix C: Victim Notification Form](#) for an example of how the information for the grant metrics regarding victim notification can be collected.

## 12.0 OSP Laboratory Review and CODIS Entry

The OSP DNA Unit will receive the technical data from Sorenson and will perform the following actions:

- Review the officer's report and information on the case to ensure that the profile is eligible for CODIS. The report must show that the alleged crime was not recanted by the victim or conclusively and objectively disproven (e.g. video evidence).
- Determine if a consensual partner could be the source of the DNA<sup>5</sup>;
- Review the technical data to ensure that quality assurance criteria were met;
- Enter profiles, which meet the eligibility and quality assurance criteria, into CODIS and search at state and national level (if appropriate). The search will include the comparison to the following types of samples:
  - ✓ Offender profiles (samples collected from convicted offenders)
  - ✓ Evidence profiles (DNA results from other solved and unsolved cases)
- When a match/hit occurs, OSP will send a report to the primary LEA, district attorney for the county in which the incident occurred and the MCDA USAK unit.
  - ✓ When the CODIS hit is to a convicted offender in the database, the LEA may be asked to submit a reference standard (oral swabs) from the offender to confirm the match.

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<sup>5</sup> As noted in section 11.2



## 13.0 Grant Information and Metrics

The DANY grant data, reports, and other written or graphic work produced in the performance of the grant are subject to the rights of DANY. The MCDA USAK Unit will work with the LEAs, OSP Lab, and the Lane and Marion County DA's offices to obtain the information required for the grant reporting. The quarterly grant reports with the metrics listed below are required by DANY until September 31, 2019.

### 13.1 Quarterly Reports

MCDA will be preparing the quarterly reports the month following each quarter and may request information from Sorenson, OSP Lab, LEAs, and/or the Lane and Marion County DA's offices:

Grant Report (#1 and #2 have previously been submitted)	Reporting Time frame	Approximate dates information may be requested by MCDA	Report Due Date
#3	April 1 to June 30, 2016	July 11-15, 2016	July 31, 2016
#4	July 1 to September 30, 2016	October 3-7, 2016	October 31, 2016
#5	October 1 to December 31, 2016	January 9-13, 2017	January 31, 2017
#6	January 1 to March 30, 2017	April 3-7, 2017	April 30, 2017
#6	April 1 to June 30, 2017	July 10-14, 2017	July 31, 2017
#7	July 1 to September 30, 2017	October 2-6, 2017	October 31, 2017
#8	October 1 to December 31, 2017	January 8-12, 2018	January 31, 2018
#9	January 1 to March 30, 2018	April 2-6, 2018	April 30, 2018
#10	April 1 to June 30, 2018	July 9-13, 2018	July 31, 2018
#11	July 1 to September 30, 2018	October 1-5, 2018	October 31, 2018
#12	October 1 to December 31, 2018	January 7-11, 2019	January 31, 2019
#13	January 1 to March 30, 2019	April 1-5, 2019	April 30, 2019
#14	April 1 to June 30, 2019	July 8-12, 2019	July 31, 2019
#15	July 1 to September 30, 2019	October 7-11, 2019	October 31, 2019

### 13.2 Testing and CODIS Hits

DANY requires the following metrics regarding the forensic testing and CODIS hits. The following categories of information shall be supplied by Sorenson, OSP lab and/or the LEAs:

	<u>Sorenson</u>	<u>OSP LAB</u>	<u>LEA</u>
# of kits submitted to Sorenson			X
# of kits that did not generate any or sufficient DNA for upload	X	x	
# of kits that produced a CODIS eligible profile		X	
# of Profiles entered into CODIS		X	
# of hits in CODIS		X	
# of "Forensic" or "Case to Case matches"		X	
# of "Offender/Arrestee Hits" or "Matches to Known Offenders"		X	
# of "Confirmatory hits"		X	

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# of CODIS hits that match to a profile associated with another sexual assault case		X	
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### 13.3 Investigation, Prosecution and Case Disposition

The DANY grant requires the following information regarding the investigation, prosecution, and case disposition. The following categories of information shall be provided by MCDA USAK Unit, OSP lab, LEAs and Lane and Marion County DA's offices:

	<u>MCDA USAK Unit</u>	<u>OSP LAB</u>	<u>LEA</u>	<u>District Attorney</u>
How many cases were re-opened (or opened for the first time) as a result of a CODIS hit?			X	
How many of the cases, submitted for analyses, were beyond the statute of limitations?	X			X
Number of Arrests made			X	
# of felony prosecutions commenced <ul style="list-style-type: none"> <li>• # with homicide as the top charge;</li> <li>• # with felony sexual assault as the top charge;</li> <li>• # with felony burglary as the top charge;</li> <li>• # with felony robbery as the top charge;</li> <li>• # with another felony as the top charge.</li> </ul>				X
# of misdemeanor prosecutions commenced				X
# of "john Doe" warrants or indictments obtained				X
# of cases that resulted in a felony conviction				X
# of cases that resulted in a Misdemeanor conviction				X
# of cases that resulted in a sexual assault conviction				X
# of cases that resulted in an acquittal (on all charges)				X
# of cases that resulted in a dismissal (on all charges)				X
# of cases in which the CODIS hit identified a different assailant than the one originally named or prosecuted.	X	X		X

### 13.4 Victim Notification

As with the above metric categories, DANY requires quarterly reports on victim notification information. Each jurisdiction shall identify a point of contact for information concerning victim notification who will supply the following information:

- # of victims your jurisdiction attempted to notify following a CODIS hit;
- # of victims successfully notified following a CODIS Hit;
- Jurisdiction's policy for notifying victims following a CODIS Hit;
- Observed victim responses; and

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- Reason(s) for victim choosing not to cooperate with law enforcement following notification.

### 13.5 Required DANY Grant Metrics for Each CODIS HIT

As part of the grant agreement, the information in the table below must be obtained on each CODIS hit to a SAK analyzed with DANY grant funds. The information will come from different sources including the MCDA USAK Unit, Lane and Marion County DA's offices, OSP Lab, LEAs, and victim advocates. MCDA will gather the information and populate a spreadsheet supplied by DANY. T

The below grant metrics are required by DANY, and MCDA is required to submit this information quarterly until the end of the grant reporting deadline (September 30, 2019).

	<u>MCDA USAK Unit</u>	<u>OSP LAB</u>	<u>LEA</u>	<u>District Attorney</u>
Case #		X		
Hit Type (Offender, Forensic, Confirmatory)		X		
Top charge associated with kit		X		
Suspect age at date of crime (N/A if case to case hit only)	X			
Victim age at date of crime	X			
<b><u>Case to Case Hit</u></b>				
Total # of associated cases in CODIS		X		
# of associated sexual assault cases in CODIS		X		
List of associated cases in CODIS by top charge		X		
List all states where the defendant profile is associated with a crime in CODIS		X		
<b><u>Offender of Confirmatory Hit</u></b>				
List all past convictions	X			
<b><u>Kit Information</u></b>				
Why the kit wasn't previously tested? <ul style="list-style-type: none"> <li>Lack of resources</li> <li>Case determined to be unfounded by law enforcement</li> <li>Law enforcement cited non-credible victim</li> <li>Law enforcement cited uncooperative victim</li> <li>DNA testing was not available at time of crime</li> <li>Evidence was not considered probative</li> <li>Other (please describe)</li> </ul>	X		X	X
<b><u>Investigation and Prosecution</u></b>				
Describe investigative activities undertaken following DNA testing (i.e. police file sought, case re-opened, etc.)			X	

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Did the case associated with the kit result in prosecution following DNA testing? (yes or no) If yes... <ul style="list-style-type: none"> <li>• What was the top charge and charge category at commencement? (felony or misdemeanor);</li> <li>• What was the disposition of this case? (guilty plea, guilty at trial, not guilty, court dismissal, hung jury, mistrial, other (please describe));</li> <li>• Top plea/conviction charge; and</li> <li>• Defendant Sentence (Jail, Prison, Community supervision, split sentence, none, other).</li> </ul>				X
Aside from prosecution, how was the hit info used? <ul style="list-style-type: none"> <li>• Parole/probation notification, Sex offender registry information, civil commitment, used as evidence in another case, other (please describe)</li> </ul>				X
Did the "hit" result in an exoneration? <sup>6</sup>				X
<b>Victim Notification</b>				
Was the victim successfully notified? (yes or no)			X	X
Did the victim cooperate with the investigation? (yes or no)			X	X
<b>Other Case Information</b>				
Was the case outside the statute of limitations? (yes or no)	X			
Stranger assault? (yes or no)	X			
Acquaintance assault? (yes or no)	X			
Intimate partner assault? (yes or no)	X			
Campus assault? (yes or no)	X			
Gang assault? (yes or no)	X			

<sup>6</sup> Do not report an exoneration until an investigation has been conducted to ensure that the DNA found was not that of a consensual partner, or other person is eliminated as the suspect.

## **14.0 Sexual Assault Management System (SAMS)**

Portland Police Bureau has created a web based tracking system for management of SAKs. The program is a SQL database and each SAK can be tracked from collection at the hospital through the appeals process. The program will capture approximately 200 pieces of information. The majority of the information is from drop down menus which will facilitate consistent reporting and allow the data to be easily analyzed. PPB has agreed to share the SAMS program with LEAs and district attorney's offices.

The release of the program and training on the details is scheduled for July 2016.

## **15.0 Invoice from Sorenson**

Sorenson shall submit all invoicing to MCDA. No other partner agency will receive or request invoicing from Sorenson without the expressed written consent of MCDA.

DANY Grant Handbook  
Appendix A- Sorenson Forensic Batch Submission Form

Note: To print this form without the header, footer and this text box. Go to file, print click on "page setup" when it opens click "print options" box and then uncheck the "print drawing created in word".



**BATCH CASE SUBMISSION FORM-MULTNOMAH COUNTY**

2495 South West Temple, Salt Lake City, UT 84115

888-488-1122

[www.sorensonforensics.com](http://www.sorensonforensics.com)

Federal ID # 26-2617935

LEA	
Name	Case Number : See Agency Manifest
Agency	Phone
Address	Fax
City/State/Zip	E-Mail

**EVIDENCE RETURN – All evidence will be returned to the client 60-120 days after report delivery unless otherwise specified**

**BILLING INFORMATION – INVOICES SENT TO:**

Name: Multnomah County District Attorney's Office Attn: Accounts Payable, Room 600	PO Number See Contract terms and conditions
Address: 1021 SW 4 <sup>th</sup> Avenue Portland OR 97204	Phone 503-988-5452
	Fax 503-988-3643
	E-Mail <a href="mailto:accountspayable@mca.us">accountspayable@mca.us</a>

**INTERNAL USE ONLY**

Description	Testing Objective-What questions are you trying to answer	Permission to Consume
Submitted Sexual Assault Evidence Collection Kit – see batch manifest for detailed case information	Refer to Multnomah County/OSP requirement sheet for testing specifications	<input checked="" type="checkbox"/> See Requirement Sheet

Due to the FBI Quality Standards, Sorenson Forensics needs a response to the question listed below prior to the start of testing:

Will any DNA profile(s) obtained in this case need to be uploaded into CODIS or searched in the CODIS database?  Yes  No

**PRICE SUMMARY FORM**

Service	Description/Comments	Quantit	Cost/Service	Total Cost
Flat Rate Sexual Assault Kit Processing	Up to 2 Evidence samples and 1 Reference sample		\$550	
			<b>ESTIMATED TOTAL</b>	

**CLIENT AUTHORIZATION**

I authorize Sorenson Forensics to conduct testing on the samples listed above according to the listed specifications. I also understand the estimated costs associated with the requested testing.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

**If you have any questions, please contact Cami Green at 801-462-1460 or [cgreen@sorensonforensics.com](mailto:cgreen@sorensonforensics.com)**

DANY Grant Handbook  
Appendix B – Sexual Assault Kit Manifest

Note: To print this form without the header, footer and this text box. Go to file, print click on "page setup" when it opens click "print options" box and then uncheck the "print drawing created in word."

**Sexual Assault Kit Manifest**

Agency Name:

Agency case number	Agency item number	Victim's name (if possible)



DANY Grant Handbook  
Appendix C – Survivor Notification Form

Note: To print this form without the header, footer and this text box. Go to file, print click on "page setup" when it opens click "print options" box and then uncheck the "print drawing created in

**DANY Grant Survivor Notification Form**

**This form should be completed for all attempted survivor notification regarding a sexual assault kit tested through DANY's grant program.**

Date:

Survivors Name:

Phone #

Survivors name at time of incident (if different from current name):

Current Address:

Victim Advocate:

Investigator/Detective:

Agency name and case #:

Reason for notification (Hit to offender, hit to another unsolved case, need information prior to CODIS entry, etc.):

Was personal contact made with the victim? (yes or no)

- If no, please describe attempts to contact and when and where a letter of notification was sent.
  
- If yes what was the contact method (phone, in-person, letter, etc.):

Summary of conversation and survivor's responses:

(e.g. Does not want to participate, angry, happy, scared, etc.)

If victim has chosen not to cooperate what was the reason?

Referred to support services? (If yes, please specify):

**After completing this form please submit it to [Kimberly.phillips-clark@mcda.us](mailto:Kimberly.phillips-clark@mcda.us)**

## Document History Table

<u>Version</u>	<u>Summary</u>	<u>Effective Date</u>	<u>Authors</u>
1.0	New Manual	May 26, 2016	Susan Hormann, Amity Girt, and Kimberly Phillips-Clark