



# National Sexual Assault Kit Initiative (SAKI)

Fiscal Year (FY) 2024  
Welcome Packet

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February 2025



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



**SAKI**  
SEXUAL ASSAULT  
KIT INITIATIVE  
Reform. Accountability. Justice.

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# INTRODUCTION

## To SAKI Sites:

On behalf of the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) team, we would like to welcome you as a new site for the SAKI project. SAKI TTA is a BJA-funded program operated by RTI International through a grant. The SAKI TTA team provides a range of TTA to SAKI sites to improve response to sexual assault, sexually motivated homicides, and other violent crimes including missing and unidentified human remains cases. Our team can assist in developing effective and sustainable practices to address violent crimes and facilitate the implementation of a multidisciplinary team (MDT) approach to provide just resolution to these cases.

The Table of Contents provides a list of key documents included in your SAKI TTA Welcome Packet. Your Assigned SAKI TTA Subject Matter Expert (SME) from the SAKI TTA team will be contacting you to discuss any questions you may have, as well as to discuss other needs that your site may have at this time.

We are excited to have the opportunity to work with you and your local partners.

Regards—  
Kevin Strom

[SAKI TTA Website](#)

**SAKI TTA Help Desk**  
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[Like SAKI on Facebook](#)

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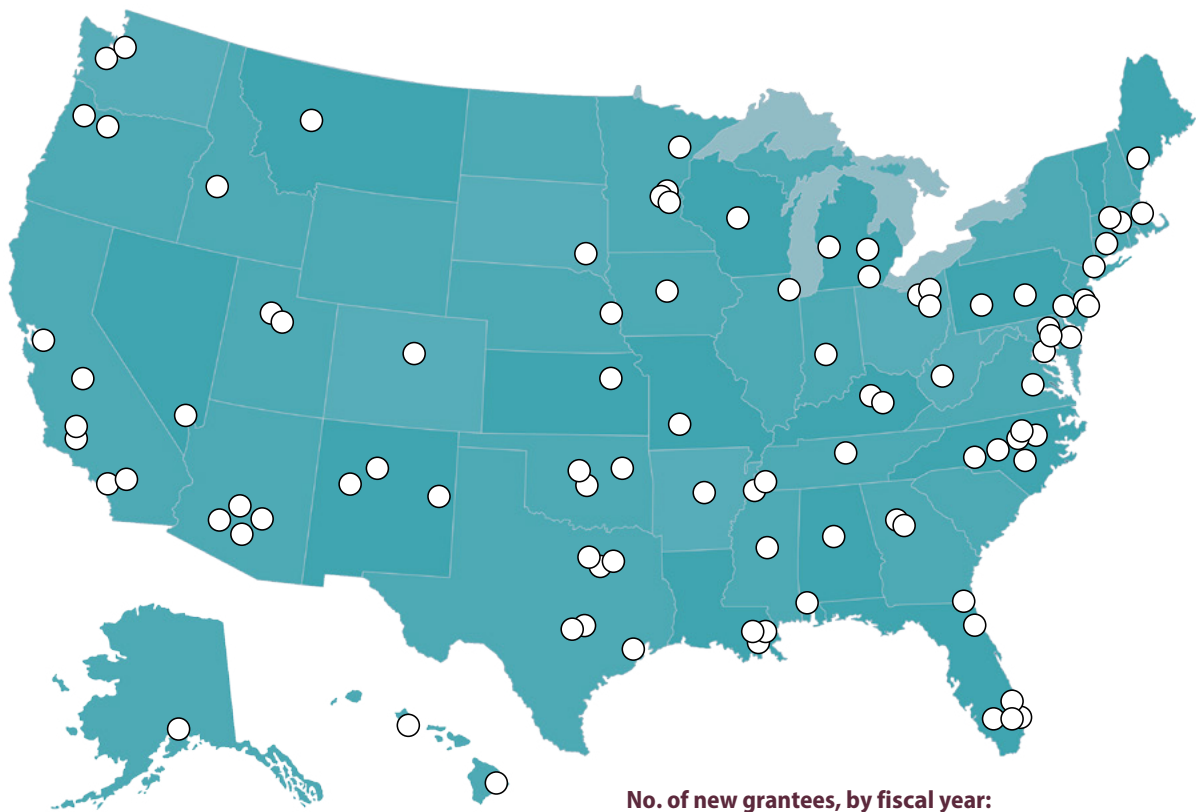
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# INTRODUCTION

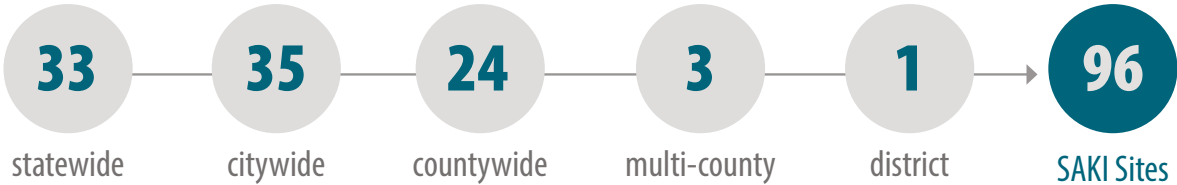
## SAKI NATIONAL IMPACT MAP



See [long description](#) associated with this image.

44

SAKI sites, both currently and previously funded, represent 44 states and the District of Columbia.





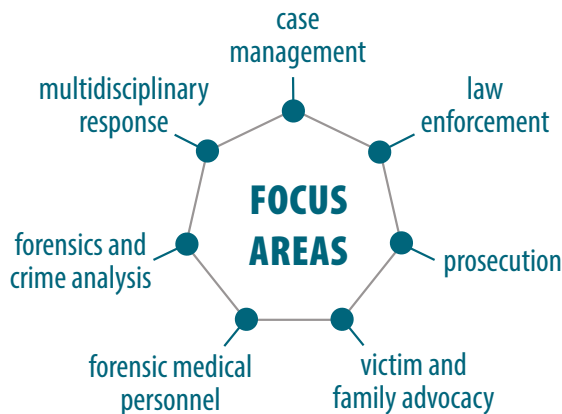


# NATIONAL SEXUAL ASSAULT KIT INITIATIVE

## Leading the Way in Sexual Assault Response Reform

Funded by the Bureau of Justice Assistance (BJA), the National Sexual Assault Kit Initiative (SAKI) aims to create an improved response to sexual assault, sexually motivated homicides, and other cold case violent crimes. SAKI assists jurisdictions with promoting survivor healing through implementing improved, victim-centered policies and practices; building capacity to prevent future accumulation of sexual assault kits (SAKs) and other forensic evidence; creating effective testing strategies for violent crime evidence; and supporting investigative and prosecutorial strategies to ensure just resolution to violent crime cases whenever possible. SAKI jurisdictions are reducing violent crime by identifying and apprehending qualifying individuals with violent offenses, thereby improving public safety and criminal justice outcomes.

SAKI assists jurisdictions with implementing best practices, generating survivor-centered policies, and creating a sustainable, comprehensive response to sexual assault and violent crime.



### AMOUNT INVESTED (IN MILLIONS)

Total	SAKI Sites (FY15–FY24)	SAKI TTA	SAKI Program Evaluation
>\$419	>\$388	>\$29	\$2

### THE SAKI TEAM

BJA: [www.bit.ly/bja-saki](http://www.bit.ly/bja-saki)

SAKI Training and Technical Assistance (SAKI TTA):  
[www.sakitta.org](http://www.sakitta.org)

Violent Criminal Apprehension Program (ViCAP):  
[www.fbi.gov/wanted/vicap](http://www.fbi.gov/wanted/vicap)

This project was supported by Grant No. 15PBJA-23-GK-02259-SAKI awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the U.S. 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. **For more information, visit [www.sakitta.org](http://www.sakitta.org).**

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## SAKI TTA: Factsheet

The federally funded National Sexual Assault Kit Initiative (SAKI) is a Bureau of Justice Assistance (BJA)-led program that assists jurisdictions contending with unsubmitted sexual assault kits (SAKs), including partially tested SAKs. In 2015, 20 state and local jurisdictions were selected as SAKI sites; BJA funded 13 existing SAKI sites and 12 new jurisdictions in 2016, 12 existing SAKI sites and 9 new jurisdictions in 2017, 16 existing SAKI sites and 13 new jurisdictions in 2018, 19 existing SAKI sites and 10 new jurisdictions in 2019, 26 existing SAKI sites and 9 new jurisdictions in 2020, 19 existing SAKI sites and 5 new jurisdictions in 2021, 14 existing SAKI sites and 4 new jurisdictions in 2022, 16 existing SAKI sites and 8 new jurisdictions in 2023, and 18 existing SAKI sites and 6 new jurisdictions in 2024—for a 10-year total of 96 grantees. The SAKI Training and Technical Assistance (SAKI TTA) program, provided through RTI International, offers expertise and assistance to these and other jurisdictions to establish effective and sustainable practices for investigating and prosecuting violent crimes, including sexual assault cases, while supporting survivors of sexual assault and other violent crimes.

The SAKI TTA Team provides targeted TTA regarding investigation and prosecution of violent, cold cases; inventorying and tracking of SAKs and other cold case evidence with the potential to yield DNA evidence; and advocacy and engagement for victims and their families. Our team develops effective practices addressing community responses to sexual assault and other violent cold case crimes, particularly those that have struggled with unsubmitted SAKs, including partially tested SAKs.

### Project Activities

- ◆ Deliver TTA to address immediate needs
- ◆ Assess long-term needs to address strategic challenges and priorities, and implement sustainable practices
- ◆ Facilitate cross-site learning
- ◆ Develop TTA curricula and materials—on site and online—that align with policy and implementation needs
- ◆ Disseminate and assist with implementation of evidence-based practices
- ◆ Offer technical assistance upon request

### TTA Focus Areas

The SAKI TTA Team engages subject matter experts (SMEs) in the following areas to deliver relevant, informative content in various forms—including training materials, webinars, and briefs. These focus areas highlight some of the important work being accomplished by SAKI TTA and our SME partners.

**Multidisciplinary Response:** We design effective practices and craft resources that help multidisciplinary team members seamlessly collaborate to create policies that enhance a coordinated response to sexual assault and other violent cold case crimes. A multidisciplinary approach is foundational for the successful investigation and prosecution of these cases and provides a victim-centered response for survivors.

**Law Enforcement:** SAKI TTA identifies investigative steps to combat violent cold case crimes and identify qualifying individuals with serial offenses. We create effective investigative practices to address Combined DNA Index System (CODIS) hits, including strategies to prioritize CODIS hits; investigative standards; and guidelines for evidence collection and handling. Our work in this area also focuses on managing investigations. We provide policy and practice guidance for collecting, tracking, testing, and entering lawfully owed DNA samples into CODIS.

**Prosecution:** SAKI TTA and our partner organizations strive to overcome challenges associated with violent cold case crime prosecutions, including defeating common defenses and creating a trial theme for each case. We design preparation strategies for trial, including training about (1) witness preparation and questioning, (2) presenting sexual assault and other forensic evidence, and (3) providing assistance to address violent crime—particularly capital litigation. We promote strategies to mitigate the risk of error and wrongful conviction through the application of forensic evidence.

**Victim and Family Advocacy:** SAKI TTA provides victim-centered and trauma-informed practices that improve how survivors and their families engage the criminal justice system. We offer support and training about cold case notification policy, victim and family advocacy practices, and advocate roles and responsibilities.



**Forensic Medical Personnel:** We identify needs and challenges in local Sexual Assault Nurse Examiner (SANE) programs, as well as a SANE's role in sexual assault cases. We recognize the need for—and value of—a victim-centered, trauma-informed approach. Therefore, we create policies and practices emphasizing the importance of SANEs; collaboration with law enforcement agencies; and survivor healing, well-being, and care.

**Forensics and Crime Analysis:** We offer valuable expertise about evidence testing—including forensic genealogy, crime analysis, and other advanced forensic DNA techniques—to assist law enforcement, prosecution, and other parties with investigations. We also offer crime analysis support and TTA specific to the Violent Criminal Apprehension Program (ViCAP) through partnership with the FBI's ViCAP team.

**Case Management:** We offer expertise related to connecting crime laboratory information management systems and evidence tracking systems to investigations and prosecutions; we also work to increase laboratory efficiency and prioritize cold case evidence.

## Partners

- ♦ AEQUITAS
- ♦ International Association of Chiefs of Police (IACP)
- ♦ The Joyful Heart Foundation
- ♦ Project: Cold Case
- ♦ The Rape, Abuse & Incest National Network (RAINN)

## Frequently Asked Questions

### Q. How do I learn more about SAKI funding?

- A. The BJA website provides information about upcoming SAKI funding opportunities. Visit <https://bja.ojp.gov/funding> for details.

### Q. What types of activities does SAKI fund?

- A. SAKI grantees are permitted to use grant funds to enhance or expand their ability to address the issues associated with unsubmitted SAKs, including partially tested SAKs, such as testing SAKs or creating an evidence tracking system. SAKI funding may also be used for training; personnel costs; collection of lawfully owed DNA; and support for cold case investigations, prosecutions, and victims of sexual assault and other violent cold case crimes.

### Q. How do I learn more about SAKI?

- A. Please visit [www.sakitta.org](http://www.sakitta.org). You will find information on the goals of the SAKI and SAKI TTA programs, grantee profiles for each SAKI site, training resources, and much more. Additional information is also available on the [BJA SAKI website](#).

### Q. What types of TTA are available?

- A. The SAKI TTA Team works closely with each SAKI grantee to develop activities based on their specific needs. In addition to live training events, SAKI TTA offers online learning opportunities—including the SAKI Toolkit, Virtual Academy, webinars, and other resources. Topics include building a multidisciplinary team, providing trauma-informed and victim-centered care, submitting and testing SAK evidence, and maintaining best practices for investigating and prosecuting sexual assaults and other violent cold case crimes. Technical assistance from a member of the SAKI TTA Team is also available upon request.

### Q. Who has access to TTA resources?

- A. The [SAKI TTA website](#) houses resources that are freely accessible to anyone. Additionally, SAKI TTA SMEs can assist SAKI-funded sites in a more comprehensive way to address their specific needs.

### More Information

If you have questions or want more information about the SAKI TTA program, please contact us.

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**Follow SAKI on LinkedIn**  
<https://www.linkedin.com/company/sexual-assault-kit-initiative/>

**SAKI TTA Website**  
<https://sakitta.org/>

**Like SAKI on Facebook:**  
[www.facebook.com/SAKInitiative](http://www.facebook.com/SAKInitiative)

**To request TTA, contact the SAKI TTA Help Desk:**  
[sakitta@rti.org](mailto:sakitta@rti.org)

This project was supported by Grant No. 15PBJA-23-GK-02259-SAKI awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the U.S. 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. **For more information, visit [www.sakitta.org](http://www.sakitta.org).**

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## Making the Most of Your SAKI Award

The National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) Team has prepared the following information for your SAKI site. This checklist provides the SAKI TTA Team's suggested guidance for initiating activities associated with a SAKI award.

- ☐ Locate and view the [Department of Justice \(DOJ\) Financial Guide](#).\*
- ☐ Log into your [Performance Measurement Tool \(PMT\)](#) account. (If you experience any issues, contact the Bureau of Justice Assistance PMT Help Desk at [bjapmt@ojp.usdoj.gov](mailto:bjapmt@ojp.usdoj.gov) or 1.888.252.6867.)
- ☐ Hold an introductory call with your Assigned SAKI TTA SME. (SAKI TTA will schedule this call.)
- ☐ Review the FY2024 SAKI Welcome Packet.
- ☐ Hold your first SAKI multidisciplinary team (MDT) meeting.
- ☐ Attend your first SAKI Office Hours session.
- ☐ Create an [account](#) for the following online resources:
  - [SAKI Toolkit](#)
  - [Virtual Academy](#)
- ☐ Create a [briefcase](#) within the SAKI Toolkit.
- ☐ Share at least two resources from the SAKI Toolkit with your team members.
- ☐ Start a spreadsheet to track future SAKI successes and milestones.
  - Examples of successes and milestones may include establishing your MDT, certification of your SAKI inventory, sexual assault kit (SAK) testing plan initiated, completion of SAK testing, first SAKI arrest, and first SAKI indictment.

If you have any questions regarding this checklist or the SAKI Welcome Packet, contact your Assigned SAKI TTA SME or the SAKI TTA Help Desk at [sakitta@rti.org](mailto:sakitta@rti.org).

\*The DOJ Financial Guide is updated online periodically. To ensure you are viewing the most recent version, please use the link to access it; do not download and save your own copy.

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## Resources and Information for Onboarding as a New SAKI Grantee

Congratulations on becoming a new grantee of the National Sexual Assault Kit Initiative (SAKI)! Our training and technical assistance team—the SAKI TTA Team, which consists of RTI International and its partners—is committed to helping you succeed.

As you continue to become acclimated with all things SAKI, we encourage you to review the following information; these details will help you understand more about the SAKI TTA Team's role as well as about how we can assist you in getting started on the project.

### Assigned SAKI TTA Subject Matter Expert (SME)

As part of our mission to assist you in accomplishing your site's SAKI goals and objectives, we assign a SAKI TTA SME to each grantee. This member of the SAKI TTA Team will work closely with you over the course of your SAKI award(s) to provide training and technical assistance (TTA) that is tailored to your site's needs. Your SME will be conducting the initial contact as well as checking in with you on a regular basis to discuss SAKI goals, challenges, successes, and any specific TTA needs that you may have. Your SME will also be available for any TTA requests you have that may come up along the way, including facilitating peer-to-peer connections with other SAKI grantees.

### Introductory Meeting

During the first few quarters of communication with the SAKI TTA Team, your Assigned SAKI TTA SME will talk to you about an initial site visit. This virtual meeting will allow the SAKI TTA Team to get to know your jurisdiction's personnel as well as begin brainstorming on your TTA needs. SAKI TTA Team members, including individuals who have expertise relevant to your SAKI goals and objectives, will lead the meeting. Individuals from your awarded agency as well as all relevant collaborators and members of your SAKI Multidisciplinary Working Group should attend the virtual meeting.

### Office Hours

SAKI TTA, in collaboration with BJA, conducts quarterly Office Hours sessions where grantees are expected to attend and discuss emerging challenges within their jurisdiction, share successes from their award, and collaborate with other grantees with funding in the same SAKI Purpose Area. Your SAKI TTA SME will provide more information on these sessions during your introductory meeting.

### SAKI TTA Website and Help Desk

The SAKI TTA Team is proud to host the [SAKI TTA website](#) funded by the Bureau of Justice Assistance. The website houses all resources produced as part of the SAKI program—including webinars, resource briefs, the SAKI Toolkit, and the SAKI Virtual Academy. Additionally, the website highlights information about upcoming trainings, success stories from grantees, and key metrics from the SAKI program since its inception in 2015.

For assistance in locating items on the SAKI TTA website, reach out to your SAKI TTA SME or the SAKI TTA Help Desk at [sakitta@rti.org](mailto:sakitta@rti.org).

### Get Connected

- ♦ The SAKI TTA Team is pleased to offer multiple grantee-focused working groups. Working group topics rotate on a monthly basis. Meetings with a specific audience or interest—including SAKI site coordinators, law enforcement personnel, prosecutors, victim/family advocates, researchers, and crime analysts—are available. For more information on the latest working group offerings, contact your Assigned SAKI TTA SME.
- ♦ The SAKI TTA Team encourages you to join our mailing list to receive the most up-to-date information about upcoming trainings, webinars, and announcements for SAKI grantees. You can do so by contacting your SAKI TTA SME or the SAKI TTA Help Desk at [sakitta@rti.org](mailto:sakitta@rti.org).
- ♦ The SAKI TTA Team also encourages you to connect with us on the following SAKI social media accounts:
  - [Like SAKI on Facebook](#)
  - [Follow SAKI on LinkedIn](#)

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# INTRODUCTION

## Bureau of Justice Assistance Purpose Area Requirements

The following list contains requirements that all National Sexual Assault Kit Initiative (SAKI) grantees must follow. Requirements that apply only to grantees in specific Purpose Areas are indicated in their respective sections of this Welcome Packet.

If your agency has extenuating circumstances that prevent you from meeting any of these requirements, please contact your Assigned SAKI TTA Subject Matter Expert (SME) and/or your Bureau of Justice Assistance (BJA) State Policy Advisor.

- ◆ **Sexual Assault Kit Tracking:** Grantees of Purpose Areas 1 and/or 2 are required to track inventoried sexual assault kits (SAKs) throughout their award period. Specifically, these agencies will be expected to track each SAK using an assigned unique identifier in an automated information technology system. Contact your SAKI TTA SME for more information about no-cost evidence tracking systems.

- ◆ **Training:** Grantees of all purpose areas must attend the annual National SAKI Grantees Meeting in the Washington, DC, area; SAKI site representatives are expected to attend each annual meeting during the course of any active award(s). Up to three representatives per site may attend if the annual meeting is an in-person event, and up to five representatives per unique SAKI award may attend if the annual meeting is a virtual event. BJA may request attendance at additional required trainings.

Award recipients that have proposed to conduct in-house investigative genealogy (i.e., tree-building and subsequent steps) will be required to complete the [BJA/FBI Archived Forensics Genetic Genealogy training](#) as well as any future BJA/FBI forensic genetic genealogy trainings that may occur during the lifespan of the grant.

- ◆ **DNA Analyses:** Your agency must perform SAK testing and DNA analysis (per your program narrative and approved budget) as well as associated technical review and Combined DNA Index System (CODIS) upload activities. All DNA analyses conducted under the SAKI program must be performed by a government-owned or fee-for-service laboratory that is accredited and undergoes external audits at least once every 2 years, with the exception of forensic genetic genealogy (FGG) testing. The following required data elements must be reported to BJA for FGG analyses:

- Type of crime investigated
- Details about if FGG DNA analysis/FGG DNA analysis and searching (FGGS) was conducted on a forensic sample or a reference sample
- Type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status)
- FGG analysis resulted in a searchable profile. (Yes/No)
- Name of the vendor laboratory that conducted FGG and the genetic genealogy service(s) used to search the FGG profile
- The investigation resulted in an arrest that was based, in part, on the use of FGGS. (Yes/No)
- Total amount of federal funding used to conduct FGG/FGGS in each case

All DNA analyses conducted and profiles generated during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).



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- ♦ **Violent Criminal Apprehension Program Entry:** Grantees of Purpose Areas 1, 2, 4, and/or 6 are required to enter all “criteria cases” into the Violent Criminal Apprehension Program (ViCAP) before the grant period ends to increase the chances of identifying and apprehending qualifying individuals with serial violent offenses who pose a serious threat to public safety. Grantees must also conduct searches and analysis within ViCAP to produce leads on cases. Efforts should be expended to utilize the ViCAP database after cases are entered.
- Cases submitted to ViCAP must meet the following criteria requirements:
  - Homicides (and attempted homicides) that (1) are known or suspected to be part of a series and/or (2) are apparently random, motiveless, or sexually oriented.
  - Sexual Assaults (solved/unsolved) that are known or suspected to be part of a series and/or are committed by a stranger. As of 2022, this criteria includes statutory and familial sexual assaults.
  - Missing Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
  - Unidentified Human Remains where the manner of death is homicide or is suspected to be a homicide.
- Only one case incident can be submitted per case entry.
- Grantees must ensure all ViCAP questions are appropriately answered and, when available, provide additional details.
- Information entered in ViCAP must be comprehensive.
- Grantees should enter all solved and unsolved ViCAP criteria cases.
- Grantees are expected to allot time to search ViCAP regularly, in addition to routinely entering cases in order to generate leads and/or identify qualifying individuals with serial offenses.
- More information on how grantees should plan and budget for ViCAP entries can be found in the [FY2024 SAKI Site solicitation](#).

## Elements of the BJA SAKI Model

1. **Inventory all unsubmitted SAKs** (including partially tested SAKs) in the jurisdiction’s possession (as defined in the [FY2024 SAKI solicitation](#)), regardless of their storage location (e.g., police evidence facility, hospital, another relevant location). Track their progress from testing through final adjudication. Partially tested SAKs must be included in the inventory. Sites must capture all SAKs in their jurisdiction that have never been tested with CODIS-eligible DNA methodologies. Grantees who have previously conducted an inventory are still required to submit documentation showing completion of an inventory. Your Assigned SAKI TTA SME can provide the appropriate form to satisfy this requirement.
2. **Create a multidisciplinary working group** that convenes regularly to address and identify the individual, organizational, and systemic factors that lead to high numbers of unsubmitted and partially tested SAKs in the jurisdiction. Develop a comprehensive strategy to address the backlog and provide uniform assistance to all agencies—including those in rural and tribal areas in statewide or countywide sites—that fall within the grantee’s jurisdiction. This working group should comprise law enforcement personnel (including superior officers and officers who investigate sexual assaults and





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other violent cold case crimes), forensic medical personnel (including sexual assault forensic examiners and medicolegal death investigation personnel when applicable), forensic laboratory personnel, prosecutors, victim (both system- and community-based) and family advocates, and victim services providers. **(Some jurisdictions may already have existing sexual assault response teams or established cold case units that could form the basis of a multidisciplinary working group.)**

3. **Designate a site coordinator** who will serve as the central point of contact for the SAKI TTA Team; this individual should have the lead agency's full support. Together, the site coordinator and the lead agency will be responsible for fostering and coordinating communication among team members and ensuring that the team is meeting milestones.

The site coordinator must also:

- ◆ Demonstrate a willingness and commitment to institutionalize systems, policies, and protocols developed by the working group to help address and prevent the accumulation of unsubmitted and partially tested SAKs and other forensic evidence.
- ◆ Be a strong and knowledgeable leader who can work closely with the lead agency to ensure a coordinated effort among all SAKI team members.
- ◆ Leverage their organization's skills to support the work.
- ◆ Foster solid working relationships and hold all entities accountable for their roles within the SAKI effort.

The site coordinator does not need to be a sworn law enforcement officer; however, prior experience working with law enforcement agencies, prosecutors, and victim advocates will be highly advantageous.

For more information on any of the required BJA elements, please review the [FY2024 SAKI solicitation](#).



# PURPOSE AREA 1

## Comprehensive Approach to Unsubmitted Sexual Assault Kits

### Introduction Summary

As a Purpose Area 1 SAKI award recipient, you are responsible for implementing a comprehensive approach to unsubmitted sexual assault kits (SAKs), including partially tested SAKs; this approach includes the following three elements of the Bureau of Justice Assistance (BJA) model outlined in the BJA [FY2024 SAKI solicitation](#).

- ◆ You must complete an inventory of unsubmitted SAKs, including partially tested SAKs. Your Assigned SAKI TTA Subject Matter Expert (SME) will discuss the inventory requirements with you, as well as assist you with BJA inventory approval and certification. Visit the Resources section for helpful materials that are specific to the SAKI inventory.
- ◆ You are also required to form and/or maintain a multidisciplinary working group; this working group should perform the following:
  - Meet regularly to (1) eliminate or reduce the existing number of unsubmitted and partially tested SAKs through increased testing and (2) influence changes in practice, protocol, and organization culture necessary to prevent unsubmitted and partially tested SAKs from accumulating in the future.
  - Seek to improve cross-disciplinary training.
  - Establish evidence-based and victim-centered protocols and policies.
  - Address potential trauma to survivors when discussing cold cases.
  - Strengthen victim advocacy.
  - Enter cases into the Violent Criminal Apprehension Program (ViCAP).
  - Utilize ViCAP for case searches to generate leads.
  - Identify and allocate resources required to produce and follow up on all valid evidence from the testing process.
  - Establish processes that prioritize the investigation and adjudication of SAKI cases.
  - Establish evidence tracking, case management, and victim notification mechanisms.
- ◆ You are required to establish a site coordinator for your SAKI award; this role is critical to the success of your SAKI site. The site coordinator will accomplish the following:
  - Lead your site (and its partners)
  - Maintain oversight of all project activities—including, but not limited to
    - Tracking progress towards SAKI goals and objectives
    - Coordinating the inventory process
    - Leading working group meetings
    - Coordinating the prompt submission of quarterly performance metrics
    - Maintaining communication and an active relationship with the Assigned SAKI TTA SME.





# PURPOSE AREA 1

## Comprehensive Approach to Unsubmitted Sexual Assault Kits

### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

#### ♦ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations of being a SAKI grantee. In addition, this webinar familiarized viewers with the SAKI TTA Team.
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.

#### ♦ SAKI Inventory

- [SAKI Site SAK Inventory Certification Form](#) (Form)  
This form ensures a comprehensive inventory of previously unsubmitted SAKs, including partially tested SAKs, in SAKI jurisdictions. This fillable PDF can be submitted to your Assigned SAKI TTA SME for review prior to obtaining BJA approval.
- [SAKI Site Inventory Guidance](#) (Brief)  
This document provides a thorough explanation of the requirements of the BJA inventory completion and certification for SAKI grantees. SAKI TTA has technical advisors available to answer any questions to provide further clarification during the SAKI inventory process.

#### ♦ Multidisciplinary Team

- [Creating a Strong Multidisciplinary Team and/or Sexual Assault Response Team](#) (Toolkit Topic)  
A strong multidisciplinary approach to sexual assault provides a victim-centered response for survivors while increasing coordination and public safety. These tools can be used to develop a multidisciplinary team or sexual assault response team for the first time or to strengthen existing practices. Explore the benefits of working across disciplines; learn from the experiences of existing teams; and find out what role each discipline can play in a coordinated, community response to sexual assault.





# PURPOSE AREA 1

## Comprehensive Approach to Unsubmitted Sexual Assault Kits

### Resources (cont.)

- [Working the Case I: Case Assessment and Review](#) (Virtual Academy Module)  
Discover SAKI's promising practices for investigating cold case sexual assaults. This curriculum presents five modules that review how to establish your new case file; apply a victim-centered, trauma-informed approach to case review; engage a multidisciplinary team in case assessment; and remain aware of and avoid inherent biases. The curriculum also covers some basic steps and questions for developing an investigation checklist or plan for your cold case.
- ♦ **SAKI Programmatic Topics**
  - [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
  - [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.
  - [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.
- ♦ **Sexual Assault Response**
  - [Unsubmitted Sexual Assault Kits: Navigating the Process from Inventory to Adjudication](#) (Brief)  
The SAKI Training and Technical Assistance (SAKI TTA) program uses a multidisciplinary approach to sexual assault reform, guiding jurisdictions through inventorying and tracking sexual assault kits; implementing victim-centered and trauma-informed practices to investigate and prosecute cases and provide support to victims; and using strategies that both identify qualifying individuals with serial offenses and support prosecution. All disciplines can use these focus areas to assess sexual assault reform in their communities.
  - [What I Wish I Knew](#) (Webinar)  
This webinar focused on what Jefferson County District Attorney's Office, the City of Duluth Police Department, and the West Virginia Division of Justice and Community Services have learned during their time as part of the SAKI project. Each site discussed key lessons learned over the duration of their period of performance, challenges that they've faced, and the strategies used to overcome those challenges.
- ♦ **Victim Engagement/Interactions**
  - [Law Enforcement and Victim Advocates: Supporting Survivors Together](#) (Webinar)  
When victim advocates and law enforcement work together, survivors are more effectively supported and have a better understanding of the judicial system process and their rights. This webinar focused on each discipline using their expertise and trauma-informed approaches in a collaborative manner to overcome barriers and promote productive teamwork to support survivors.





# PURPOSE AREA 1

## Comprehensive Approach to Unsubmitted Sexual Assault Kits

### Resources (cont.)

- [The Neurobiology of Trauma: Webinar Series](#)

In this three-part webinar series, psychology professor Dr. Rebecca Campbell explains the neurobiology of sexual assault trauma. The presentations discuss the body and brain response to trauma, implications for improved response to sexual assault, victim behavior during and after an assault, ways in which trauma affects memory formation and recall during and immediately after an assault, and application of knowledge of the body and brain response to trauma in cold case investigations and victim notification.

- ◆ **Sexual Assault Investigations**

- [Cold Case Sexual Assault Investigations: Key Considerations & Recommendations](#) (Brief)

This guidance document provides considerations and recommendations for cold case sexual assault investigations, including cases reopened based on the availability of DNA evidence from previously unsubmitted SAKs. It also discusses effective investigative practices in sexual assault; these practices are one of SAKI's principal objectives.

- [Foundations for Investigation: Cold Case Sexual Assault](#) (Webinar)

This 90-minute interactive webinar presented by SAKI TTA, focused on the fundamentals and basic standards of investigating cold case sexual assaults. Mr. Markey was a 30-year veteran of the Phoenix (Arizona) Police Department and oversaw the adult sex crimes unit, which investigated more than 7,000 sexual assault cases—including over 100 serial rape suspects. Novice investigators, supervisors, and those with cold case sex crimes experience will benefit from this archive presentation.

- [Foundations for Investigation: Cold Case Sexual Assault Part 2](#) (Webinar)

Section two of this two-part webinar series included a lecture-based curriculum with interactive questions for attendees. Topics covered in this section included an interactive case study requiring attendees to apply information from the section one lecture.

- ◆ **Sexual Assault Prosecutions**

- [Successful Prosecution of Cold Case Sexual Assault](#) (Webinar)

This webinar focused on the unique challenges to investigating/trying cold case sexual assaults. The presenter discussed best practices in sexual assault prosecutions as well as promising practices.

- [Beyond Conviction Rates: Learning from Cold Case Sexual Assault and Managing Future Performance](#) (Webinar)

Conviction rates alone fail to capture the unique challenges in sexual violence cases, the victim's experience with the criminal justice system, and the strengths and opportunities for improvement in prosecution. At the conclusion of this presentation, participants were better able to identify promising cold case sexual assault prosecution strategies, integrate performance measures into existing data systems, and develop strategies to measure prosecutorial effectiveness beyond conviction rates.

- [Unique Aspects of Prosecuting Cold Case Sexual Assaults](#) (Brief)

Preparing a cold case sexual assault for trial is challenging. Although challenges accompany any prosecution, the passage of time complicates the case. Discover aspects of prosecution such as locating witnesses, addressing pre-accusation challenges, and ensuring the jury realizes the case's urgency.





# PURPOSE AREA 1

## Comprehensive Approach to Unsubmitted Sexual Assault Kits

### Resources (cont.)

#### ♦ ViCAP

- [Leveraging the Violent Criminal Apprehension Program \(ViCAP\)](#) (Brief)

ViCAP is designed to collect and analyze information from violent crimes across jurisdictions and state lines. Results from testing unsubmitted sexual assault kits and recent research show that qualifying individuals with serial sexual offenses often cross jurisdictional and state boundaries. The ViCAP repository can identify critical links among cases. This short brief explains how investigators can easily use ViCAP's data repository to assist in identifying qualifying individuals with serial offenses and resolving cases.

- [Developing Your Agency's ViCAP Plan](#) (Grantees Meeting Session)

This presentation from the Virtual 5th Annual National SAKI Grantees Meeting discusses strategies and considerations for developing the ViCAP plan for the Missouri Attorney General's Office.

- [Applying Crime Analysis to Solve Cold Case Sexual Assaults](#) (Brief)

Taking a holistic approach to crime analysis involves defining your agency's objectives, evaluating hiring needs, and understanding roles and responsibilities of crime analysts—among other tasks. The brief discusses how to leverage principles of crime analysis and its associated technologies to solve cold case sexual assaults.

- [What to Do If You Don't Get a CODIS Hit?](#) (Brief)

Testing forensic evidence or searching CODIS may not lead to identifying a suspect. Sexual assault investigations can still move forward, even without a CODIS hit. Forensic analysis is one tool investigators can use to build a case or identify leads. This document offers an overview of investigative techniques that can be used regardless of the status of forensic evidence. Investigators and others can use this tool to learn how to use investigative strategies to move forward with cases.

#### ♦ Sustainability

- [Life Cycle of the National Sexual Assault Kit Initiative Grants](#) (Brief)

This guide will help agencies understand the evolution of establishing a successful program from kit inventories through sustainability planning.



# PURPOSE AREA 2

## SAKI for Small Agencies (Including Rural and Tribal Agencies)

### Introduction Summary

As a Purpose Area 2 SAKI award recipient, you are responsible for forming and maintaining a multidisciplinary approach to address sexual assault kit (SAK)-related issues in your jurisdiction, establishing partnerships where possible, and ensuring that SAKI activities are effectively coordinated.

Grantees are required to establish the following:

- ◆ A point of contact who will coordinate activities with all key collaborators.
- ◆ A small working group that comprises—at a minimum—a prosecutor, an investigator, and a community advocate.

Grantees are also encouraged to implement all three elements of the Bureau of Justice Assistance SAKI model:

1. Complete an inventory of all unsubmitted SAKs, including any partially tested SAKs.
2. Create a multidisciplinary working group. (BJA recognizes a robust working group may not be feasible for smaller jurisdictions.)
3. Appoint a designated site coordinator.







## PURPOSE AREA 2

### SAKI for Small Agencies (Including Rural and Tribal Agencies)

#### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

##### ♦ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations of being a SAKI grantee. In addition, this webinar familiarized viewers with the SAKI TTA Team.
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.

##### ♦ SAKI Inventory

- [SAKI Site SAK Inventory Certification Form](#) (Form)  
This form ensures a comprehensive inventory of previously unsubmitted SAKs, including partially tested SAKs, in SAKI jurisdictions. This fillable PDF can be submitted to your Assigned SAKI TTA Subject Matter Expert (SME) for review prior to obtaining BJA approval.
- [SAKI Site Inventory Guidance](#) (Brief)  
This document provides a thorough explanation of the requirements of the BJA inventory completion and certification for SAKI grantees. SAKI TTA has technical advisors available to answer any questions to provide further clarification during the SAKI inventory process.

##### ♦ Multidisciplinary Team

- [Creating a Strong Multidisciplinary Team and/or Sexual Assault Response Team](#) (Toolkit Topic)  
A strong multidisciplinary approach to sexual assault provides a victim-centered response for survivors while increasing coordination and public safety. These tools can be used to develop a multidisciplinary team or sexual assault response team for the first time or to strengthen existing practices. Explore the benefits of working across disciplines; learn from the experiences of existing teams; and find out what role each discipline can play in a coordinated, community response to sexual assault.





## PURPOSE AREA 2

### SAKI for Small Agencies (Including Rural and Tribal Agencies)

#### Resources (cont.)

- [Working the Case I: Case Assessment and Review](#) (Virtual Academy Module)  
Discover SAKI's promising practices for investigating cold case sexual assaults. This curriculum presents five modules that review how to establish your new case file; apply a victim-centered, trauma-informed approach to case review; engage a multidisciplinary team in case assessment; and remain aware of and avoid inherent biases. The curriculum also covers some basic steps and questions for developing an investigation checklist or plan for your cold case.
- ♦ **SAKI Programmatic Topics**
  - [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
  - [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.
  - [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.
- ♦ **Sexual Assault Response**
  - [Unsubmitted Sexual Assault Kits: Navigating the Process from Inventory to Adjudication](#) (Brief)  
The SAKI Training and Technical Assistance (SAKI TTA) program uses a multidisciplinary approach to sexual assault reform, guiding jurisdictions through inventorying and tracking sexual assault kits; implementing victim-centered and trauma-informed practices to investigate and prosecute cases and provide support to victims; and using strategies that identify qualifying individuals with serial offenses and support prosecution. All disciplines can use these focus areas to assess sexual assault reform in their communities.
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This webinar focused on what Jefferson County District Attorney's Office, the City of Duluth Police Department, and the West Virginia Division of Justice and Community Services have learned during their time as part of the SAKI project. Each site discussed key lessons learned over the duration of their period of performance, challenges that they've faced, and the strategies used to overcome those challenges.
- ♦ **Victim Engagement/Interactions**
  - [Law Enforcement and Victim Advocates: Supporting Survivors Together](#) (Webinar)  
When victim advocates and law enforcement work together, survivors are more effectively supported and have a better understanding of the judicial system process and their rights. This webinar focused on each discipline using their expertise and trauma-informed approaches in a collaborative manner to overcome barriers and promote productive teamwork to support survivors.





## PURPOSE AREA 2

### SAKI for Small Agencies (Including Rural and Tribal Agencies)

#### Resources (cont.)

- [The Neurobiology of Trauma: Webinar Series](#)

In this three-part webinar series, psychology professor Dr. Rebecca Campbell explains the neurobiology of sexual assault trauma. The presentations discuss the body and brain response to trauma, implications for improved response to sexual assault, victim behavior during and after an assault, ways in which trauma affects memory formation and recall during and immediately after an assault, and application of knowledge of the body and brain response to trauma in cold case investigations and victim notification.

#### ♦ Sexual Assault Investigations

- [Cold Case Sexual Assault Investigations: Key Considerations & Recommendations](#) (Brief)

This guidance document provides considerations and recommendations for cold case sexual assault investigations, including cases reopened based on the availability of DNA evidence from previously unsubmitted SAKs. It also discusses effective investigative practices in sexual assault; these practices are one of SAKI's principal objectives.

- [Foundations for Investigation: Cold Case Sexual Assault](#) (Webinar)

This 90-minute interactive webinar presented by SAKI TTA, focused on the fundamentals and basic standards of investigating cold case sexual assaults. Mr. Markey was a 30-year veteran of the Phoenix (Arizona) Police Department and oversaw the adult sex crimes unit, which investigated more than 7,000 sexual assault cases—including over 100 serial rape suspects. Novice investigators, supervisors, and those with cold case sex crimes experience will benefit from this archive presentation.

- [Foundations for Investigation: Cold Case Sexual Assault Part 2](#) (Webinar)

Section two of this two-part webinar series included a lecture-based curriculum with interactive questions for attendees. Topics covered in this section included an interactive case study requiring attendees to apply information from the section one lecture.

#### ♦ Sexual Assault Prosecutions

- [Successful Prosecution of Cold Case Sexual Assault](#) (Webinar)

This webinar focused on the unique challenges to investigating/trying cold case sexual assaults. The presenter discussed best practices in sexual assault prosecutions as well as promising practices.

- [Beyond Conviction Rates: Learning from Cold Case Sexual Assault and Managing Future Performance](#) (Webinar)

Conviction rates alone fail to capture the unique challenges in sexual violence cases, the victim's experience with the criminal justice system, and the strengths and opportunities for improvement in prosecution. At the conclusion of this presentation, participants were better able to identify promising cold case sexual assault prosecution strategies, integrate performance measures into existing data systems, and develop strategies to measure prosecutorial effectiveness beyond conviction rates.

- [Unique Aspects of Prosecuting Cold Case Sexual Assaults](#) (Brief)

Preparing a cold case sexual assault for trial is challenging. Although challenges accompany any prosecution, the passage of time complicates the case. Discover aspects of prosecution such as locating witnesses, addressing pre-accusation challenges, and ensuring the jury realizes the case's urgency.





## PURPOSE AREA 2

### SAKI for Small Agencies (Including Rural and Tribal Agencies)

#### Resources (cont.)

##### ♦ ViCAP

- [Leveraging the Violent Criminal Apprehension Program \(ViCAP\)](#) (Brief)

ViCAP is designed to collect and analyze information from violent crimes across jurisdictions and state lines. Results from testing unsubmitted sexual assault kits and recent research show that qualifying individuals with serial sexual offenses often cross jurisdictional and state boundaries. The ViCAP repository can identify critical links among cases. This short brief explains how investigators can easily use ViCAP's data repository to assist in identifying qualifying individuals with serial offenses and resolving cases.

- [Developing Your Agency's ViCAP Plan](#) (Grantees Meeting Session)

This presentation from the Virtual 5th Annual National SAKI Grantees Meeting discusses strategies and considerations for developing the ViCAP plan for the Missouri Attorney General's Office.

- [Applying Crime Analysis to Solve Cold Case Sexual Assaults](#) (Brief)

Taking a holistic approach to crime analysis involves defining your agency's objectives, evaluating hiring needs, and understanding roles and responsibilities of crime analysts—among other tasks. The brief discusses how to leverage principles of crime analysis and its associated technologies to solve cold case sexual assaults.

- [What to Do If You Don't Get a CODIS Hit?](#) (Brief)

Testing forensic evidence or searching CODIS may not lead to identifying a suspect. Sexual assault investigations can still move forward, even without a CODIS hit. Forensic analysis is one tool investigators can use to build a case or identify leads. This document offers an overview of investigative techniques that can be used regardless of the status of forensic evidence. Investigators and others can use this tool to learn how to use investigative strategies to move forward with cases.

##### ♦ Sustainability

- [Life Cycle of the National Sexual Assault Kit Initiative Grants](#) (Brief)

This guide will help agencies understand the evolution of establishing a successful program from kit inventories through sustainability planning.





# PURPOSE AREA 3

## Expansion of DNA Databases to Assist With Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA From Convicted Offenders and Arrestee DNA Collections

### Introduction Summary

As a Purpose Area 3 SAKI award recipient, you have made significant progress in eliminating your backlog of unsubmitted and partially tested sexual assault kits (SAKs) and made other significant policy and programmatic improvements. The Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (SAKI TTA) Team appreciate your efforts.

In accordance with applicable state law and for the purpose of resolving sexual assault cases associated with previously unsubmitted SAKs (including partially tested SAKs), Purpose Area 3 addresses the identification, collection, and DNA profiling of samples from convicted qualifying individuals who should have samples in the Combined DNA Index System (CODIS); however, samples from these individuals have never been collected or submitted to a laboratory for testing.

Grantees are required to complete the following:

- ◆ Support activities associated with the collection of lawfully owed DNA samples. BJA defines these samples as, “A DNA sample from a qualifying individual who should have a sample in CODIS (based on the type and time of the offense in relation to applicable state law), but from whom a sample has never been collected or submitted to a lab for testing.”
- ◆ Conduct a Census of Convicted Qualifying Individuals, which will identify eligible convicted individuals who could be linked with the previously unsubmitted SAKs, including partially tested SAKs, and who should have samples in CODIS. To be considered an *eligible convicted individual*, the offense must have taken place prior to the date on which your agency’s application for SAKI funding was submitted.
- ◆ Produce a DNA Collection Plan that will target the collection of DNA from convicted qualifying individuals who have a high likelihood of being linked to cases associated with the jurisdiction’s unsubmitted and partially tested SAKs.
- ◆ Designate a SAKI Convicted Persons DNA Collection Coordinator. This individual will collaborate with the existing SAKI working group, local sexual assault response team, and any other critical partners or groups to ensure coordination of efforts; plan and perform DNA collections from convicted qualifying individuals to inform case investigations and prosecutions that result from evidence provided by previously unsubmitted SAKs, including partially tested SAKs; and access criminal records and other sensitive law enforcement records.
- ◆ Create a final summary report pertaining to achieved outcomes as the result of SAKI Purpose Area 3 funding.
- ◆ Work with BJA’s SAKI TTA Team, which will provide assistance for conducting the census and performing lawfully owed DNA collections and/or optimization of arrestee DNA collection protocols. The SAKI TTA Team will also assist in compiling and issuing a final summary report of achieved outcomes.







## PURPOSE AREA 3

### Expansion of DNA Databases to Assist With Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA From Convicted Offenders and Arrestee DNA Collections

Grantees are also encouraged to analyze and assess existing policies and protocols (and statewide legislation) relevant to DNA collection methodologies to ensure sample collection policies are being adhered to and that samples are being obtained from all eligible individuals for CODIS entries.

The testing of arrestees' and/or convicted persons' samples may be outsourced to an accredited laboratory or tested by the award recipient's local or state laboratory.

Grantees are required to provide verification that a comprehensive approach to eliminating unsubmitted SAKs, including partially tested SAKs, have been addressed in their jurisdiction through previous inventories and testing. This verification is to be documented in a SAKI Inventory Clearance Letter. The SAKI TTA Team will discuss the verification requirements with you, as well as assist you with the BJA approval and certification process.

#### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

##### ◆ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.

##### ◆ SAKI Programmatic Topics

- [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
- [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.





## PURPOSE AREA 3

### Expansion of DNA Databases to Assist With Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA From Convicted Offenders and Arrestee DNA Collections

#### Resources (cont.)

- [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.
- ♦ **SAKI Inventory**
  - [Sexual Assault Kit Inventory Clearance Letter](#) (Form)  
This form is to be completed by SAKI grantees that have previously completed an inventory of sexual assault kits (SAKs). The information provided will be used by the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) Team to ensure your jurisdiction used a comprehensive approach to eliminating the volume of unsubmitted SAKs, which includes partially tested SAKs.
- ♦ **Sexual Assault Response**
  - [Unsubmitted Sexual Assault Kits: Navigating the Process from Inventory to Adjudication](#) (Brief)  
The SAKI Training and Technical Assistance (SAKI TTA) program uses a multidisciplinary approach to sexual assault reform, guiding jurisdictions through inventorying and tracking sexual assault kits; implementing victim-centered and trauma-informed practices to investigate and prosecute cases and provide support to victims; and using strategies that identify qualifying individuals with serial offenses and support prosecution. All disciplines can use these focus areas to assess sexual assault reform in their communities.
  - [What I Wish I Knew](#) (Webinar)  
This webinar focused on what Jefferson County District Attorney's Office, the City of Duluth Police Department, and the West Virginia Division of Justice and Community Services have learned during their time as part of the SAKI project. Each site discussed key lessons learned over the duration of their period of performance, challenges that they've faced, and the strategies used to overcome those challenges.
- ♦ **Lawfully Owed DNA**
  - [SAKI Site Lawfully Owed DNA Census Plan Template](#) (Brief)  
This template is designed to assist National Sexual Assault Kit Initiative (SAKI) sites with creating a comprehensive approach to a census of individuals who lawfully owe a DNA sample in the SAKI site jurisdiction. This fillable PDF is to be submitted to your Assigned SAKI TTA SME for review prior to submission to BJA.
  - [Collecting Lawfully Owed DNA](#) (Brief)  
To resolve violent crimes, investigators and prosecutors often rely on DNA samples to build a successful case with the assistance of CODIS. Collecting DNA samples from qualifying individuals increases the number of profiles in CODIS, therefore leading to increased probabilities of a "hit." This brief shows the importance of collecting lawfully owed DNA and the importance of implementing DNA collection laws.



## PURPOSE AREA 3

### Expansion of DNA Databases to Assist With Sexual Assault Investigations and Prosecutions: Collection of Lawfully Owed DNA From Convicted Offenders and Arrestee DNA Collections

#### Resources (cont.)

- [Collecting Lawfully Owed DNA to Assist with Sexual Assault Investigations](#) (Webinar)  
In this webinar, representatives from the Cuyahoga County SAKI site discuss using SAKI funding to address lawfully owed DNA, including current efforts to collect lawfully owed DNA as well as legal concerns and issues encountered during this process. Data are presented on a number of lawfully owed DNA profiles that were not previously in CODIS in Cuyahoga County.
- [Lawfully Owed DNA Part 2](#) (Webinar)  
This webinar is presented by Amy Jeanguenat from Mindgen LLC and Jayann Sepich, Founder of DNA Saves. This webinar, the second in a two-part series, focuses on recognizing the importance of obtaining and processing lawfully owed DNA samples in adequate time to recognize the full benefits of the CODIS database. Jayann Sepich discusses the relevance of lawfully owed DNA databases and the complexity of data collection. Amy Jeanguenat discusses considerations and strategies for assessing the scope of sample collection, tracking, and processing within a jurisdiction and the impact to the crime laboratory.
- [Key Considerations for a Multidisciplinary Team Approach to Creating a Lawfully Owed DNA Census](#)  
This resource discusses the importance of developing a comprehensive lawfully owed DNA census with input from a multidisciplinary team to ensure the incorporation of ideas and input from different and relevant professional backgrounds.
- [Key Considerations for the Creation of a Lawfully Owed DNA Census](#)  
This resource highlights key considerations to assist with completing a census of individuals who lawfully owe DNA. Topics such as determining personnel to assist, developing a list of qualifying offenses, and determining appropriate data elements are all discussed in this brief.
- [Key Considerations and Strategies for Collecting Lawfully Owed DNA](#)  
This resource outlines various strategies for collecting lawfully owed DNA samples identified on a census, including confirming location, establishing collection teams, creating a collection plan, and sample tracking.





# PURPOSE AREA 4

## Investigation and Prosecution of Cold Case Sexual Assaults

### Introduction Summary

As a Purpose Area 4 SAKI award recipient, you have received funding to support the investigation and prosecution of numerous sexual assault cases that have resulted from testing backlogs of previously unsubmitted and partially tested sexual assault kits (SAKs).

Grantees are encouraged to use their SAKI funding in the following areas:

- ◆ Personnel costs, including hiring and overtime, to allow adequate follow-up for casework. These costs may also include establishing a cold case or sexual assault investigation unit and hiring specialized victim advocates or treatment providers.
- ◆ Training related to sexual assault evidence collection, DNA technology, victimization and trauma response, and other topics to improve the quality and outcomes of investigations and prosecutions.
- ◆ Enhancements to services and support for past and current sexual assault victims; these enhancements include victim access to case information, when applicable.
- ◆ Travel costs associated with victim engagement and/or suspect interviews or apprehension.
- ◆ Application of advanced DNA and research methodologies to help identify and apprehend qualifying individuals with serial violent offenses linked to sexual assaults or sexual assault homicides. These methodologies include the following:
  - Familial DNA searches
  - Forensic genealogy searches
  - Phenotyping/ancestral analysis

Grantees are required to establish the following:

- ◆ Partnerships where possible
- ◆ A point of contact who will coordinate activities with all key collaborators.
- ◆ A small working group that comprises—at a minimum—a prosecutor, an investigator, a laboratory representative, and a community advocate.

Grantees are required to provide verification that a comprehensive approach to eliminating unsubmitted SAKs, including partially tested SAKs, have been addressed in their jurisdiction through previous inventories and testing. This verification is to be documented in a SAKI Inventory Clearance Letter. The SAKI Training and Technical Assistance (TTA) Team will discuss the verification requirements with you, as well as assist you with the BJA approval and certification process.





# PURPOSE AREA 4

## Investigation and Prosecution of Cold Case Sexual Assaults

### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

#### ♦ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.

#### ♦ Multidisciplinary Team

- [Creating a Strong Multidisciplinary Team and/or Sexual Assault Response Team](#) (Toolkit Topic)  
A strong multidisciplinary approach to sexual assault provides a victim-centered response for survivors while increasing coordination and public safety. These tools can be used to develop a multidisciplinary team or sexual assault response team for the first time or to strengthen existing practices. Explore the benefits of working across disciplines; learn from the experiences of existing teams; and find out what role each discipline can play in a coordinated, community response to sexual assault.
- [Working the Case I: Case Assessment and Review](#) (Virtual Academy Module)  
Discover SAKI's promising practices for investigating cold case sexual assaults. This curriculum presents five modules that review how to establish your new case file; apply a victim-centered, trauma-informed approach to case review; engage a multidisciplinary team in case assessment; and remain aware of and avoid inherent biases. The curriculum also covers some basic steps and questions for developing an investigation checklist or plan for your cold case.

#### ♦ SAKI Programmatic Topics

- [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
- [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.





# PURPOSE AREA 4

## Investigation and Prosecution of Cold Case Sexual Assaults

### Resources (cont.)

- [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.
- ◆ **SAKI Inventory**
  - [Sexual Assault Kit Inventory Clearance Letter](#) (Form)  
This form is to be completed by SAKI grantees that have previously completed an inventory of sexual assault kits (SAKs). The information provided will be used by the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) Team to ensure your jurisdiction used a comprehensive approach to eliminating the volume of unsubmitted SAKs, which includes partially tested SAKs.
- ◆ **Sexual Assault Response**
  - [Unsubmitted Sexual Assault Kits: Navigating the Process from Inventory to Adjudication](#) (Brief)  
The SAKI Training and Technical Assistance (SAKI TTA) program uses a multidisciplinary approach to sexual assault reform, guiding jurisdictions through inventorying and tracking sexual assault kits; implementing victim-centered and trauma-informed practices to investigate and prosecute cases and provide support to victims; and using strategies that identify qualifying individuals with serial offenses and support prosecution. All disciplines can use these focus areas to assess sexual assault reform in their communities.
  - [What I Wish I Knew](#) (Webinar)  
This webinar focused on what Jefferson County District Attorney's Office, the City of Duluth Police Department, and the West Virginia Division of Justice and Community Services have learned during their time as part of the SAKI project. Each site discussed key lessons learned over the duration of their period of performance, challenges that they've faced, and the strategies used to overcome those challenges.
- ◆ **Victim Engagement/Interactions**
  - [Law Enforcement and Victim Advocates: Supporting Survivors Together](#) (Webinar)  
When victim advocates and law enforcement work together, survivors are more effectively supported and have a better understanding of the judicial system process and their rights. This webinar focused on each discipline using their expertise and trauma-informed approaches in a collaborative manner to overcome barriers and promote productive teamwork to support survivors.
  - [The Neurobiology of Trauma: Webinar Series](#)  
In this three-part webinar series, psychology professor Dr. Rebecca Campbell explains the neurobiology of sexual assault trauma. The presentations discuss the body and brain response to trauma, implications for improved response to sexual assault, victim behavior during and after an assault, ways in which trauma affects memory formation and recall during and immediately after an assault, and application of knowledge of the body and brain response to trauma in cold case





# PURPOSE AREA 4

## Investigation and Prosecution of Cold Case Sexual Assaults

### Resources (cont.)

investigations and victim notification.

#### ♦ Sexual Assault Investigations

- [Cold Case Sexual Assault Investigations: Key Considerations & Recommendations](#) (Brief)  
This guidance document provides considerations and recommendations for cold case sexual assault investigations, including cases reopened based on the availability of DNA evidence from previously unsubmitted SAKs, including partially tested SAKs. It also discusses effective investigative practices in sexual assault; these practices are one of SAKI's principal objectives.
- [Utilizing DNA Evidence to Investigate Cold Case Sexual Assaults Through CODIS](#) (Booklet)  
This resource discusses the benefits of the Combined DNA Index System related to testing SAKs and assisting law enforcement investigation of sexual assault cases.
- [Prioritizing Cold Case CODIS Hit Follow-up: Strategies for Sexual Assault Investigators](#) (Brief)  
The SAKI TTA Team developed this guidance document to provide information on the appropriate actions to take when sexual assault investigators receive a CODIS hit notification—when a suspect has been identified in a cold case, either through a DNA match or other investigative means. However, investigators should not rely on these factors alone when making decisions. New information may be revealed and circumstances involving the suspect(s) may change during an investigation, thus requiring an updated evaluation/assessment and follow-up strategy in the case.
- [Cold Case CODIS Hit Review and Investigation: Additional Strategies for Sexual Assault Investigators](#) (Brief)  
This is the second installment of the SAKI TTA Team's CODIS brief follow-up investigative series. In this installment, the SAKI TTA Team provides information on next steps to take in an investigation after the CODIS hit notification and prioritization process.

#### ♦ Sexual Assault Prosecutions

- [Successful Prosecution of Cold Case Sexual Assault](#) (Webinar)  
This webinar focused on the unique challenges to investigating/trying cold case sexual assaults. The presenter discussed best practices in sexual assault prosecutions as well as promising practices.
- [Beyond Conviction Rates: Learning from Cold Case Sexual Assault and Managing Future Performance](#) (Webinar)  
Conviction rates alone fail to capture the unique challenges in sexual violence cases, the victim's experience with the criminal justice system, and the strengths and opportunities for improvement in prosecution. At the conclusion of this presentation, participants were better able to identify promising cold case sexual assault prosecution strategies, integrate performance measures into existing data systems, and develop strategies to measure prosecutorial effectiveness beyond conviction rates.
- [Unique Aspects of Prosecuting Cold Case Sexual Assaults](#) (Brief)  
Preparing a cold case sexual assault for trial is challenging. Although challenges accompany any prosecution, the passage of time complicates the case. Discover aspects of prosecution such as locating witnesses, addressing pre-accusation challenges, and ensuring the jury realizes the case's urgency.





## PURPOSE AREA 4

### Investigation and Prosecution of Cold Case Sexual Assaults

#### Resources (cont.)

##### ♦ ViCAP

- [Leveraging the Violent Criminal Apprehension Program \(ViCAP\)](#) (Brief)

ViCAP is designed to collect and analyze information from violent crimes across jurisdictions and state lines. Results from testing unsubmitted and partially tested sexual assault kits and recent research show that qualifying individuals with serial sexual offenses often cross jurisdictional and state boundaries. The ViCAP repository can identify critical links among cases. This short brief explains how investigators can easily use ViCAP's data repository to assist in identifying qualifying individuals with serial offenses and resolving cases.

- [Developing Your Agency's ViCAP Plan](#) (Grantees Meeting Session)

This presentation from the Virtual 5th Annual National SAKI Grantees Meeting discusses strategies and considerations for developing the ViCAP plan for the Missouri Attorney General's Office.

- [Applying Crime Analysis to Solve Cold Case Sexual Assaults](#) (Brief)

Taking a holistic approach to crime analysis involves defining your agency's objectives, evaluating hiring needs, and understanding roles and responsibilities of crime analysts—among other tasks. The brief discusses how to leverage principles of crime analysis and its associated technologies to solve cold case sexual assaults.

- [What to Do If You Don't Get a CODIS Hit?](#) (Brief)

Testing forensic evidence or searching CODIS may not lead to identifying a suspect. Sexual assault investigations can still move forward, even without a CODIS hit. Forensic analysis is one tool investigators can use to build a case or identify leads. This document offers an overview of investigative techniques that can be used regardless of the status of forensic evidence. Investigators and others can use this tool to learn how to use investigative strategies to move forward with cases.

##### ♦ Sustainability

- [Life Cycle of the National Sexual Assault Kit Initiative Grants](#) (Brief)

This guide will help agencies understand the evolution of establishing a successful program from kit inventories through sustainability planning.





# PURPOSE AREA 5

## Developing and Implementing a Sustainability Plan

### Introduction Summary

As a Purpose Area 5 award recipient, your agency has been acknowledged as having completed processing previously unsubmitted SAKs, including partially tested SAKs, and downstream case activities for the majority of your cases. Also as a Purpose Area 5 award recipient, you are responsible for ensuring the sustainability of changes that have been implemented throughout the duration of your SAKI program. This holistic approach provides you the opportunity to consider implementing procedures and policies that will ensure unsubmitted and partially tested SAKs will never accumulate again. Specifically, overall response to sexually motivated crimes must be enhanced to ensure timeliness and a victim-centered focus as a result of this funding.

Examples of permissible activities include creating/enhancing policies and procedures that:

- ◆ Require law enforcement agencies to submit all previously unsubmitted SAKs, including partially tested SAKs, to a forensic crime laboratory to be tested.
- ◆ Require an annual statewide inventory of all SAKs in the possession of law enforcement and/or the state forensic crime laboratory.
- ◆ Require all law enforcement agencies to submit newly collected SAKs to a forensic crime laboratory, as well as policies and procedures that require the forensic lab to test the submitted kits within a specified timeframe.
- ◆ Adopt biological evidence retention policies/protocols that are victim centered and preserve evidence from uncharged or unsolved reported cases for 50 years or the length of the statute of limitations, whichever is longer.
- ◆ Require a SAK tracking system that allows survivors to check on the status of their kits throughout the process.
- ◆ Require all qualifying sexual assaults and sexually motivated homicides to be entered in a timely manner into the Violent Criminal Apprehension Program (ViCAP) database. This includes routine searching of the database to generate investigative leads.
- ◆ Require mandatory training for all law enforcement officers on sexually motivated crimes.
- ◆ Require both the creation and then regular convening of multidisciplinary working groups in individual prosecutorial jurisdictions for regular case reviews, as well as a statewide multidisciplinary advisory council to serve in an advisory capacity for developing best practices and protocols to aid survivors of sexually motivated crimes.
- ◆ Ensure that all survivors receive victim notification on the status and location of their SAKs and information about the testing of said kit, as well as victim-centered and trauma-informed information on the investigative and prosecutorial decisions surrounding the crime.





# PURPOSE AREA 5

## Developing and Implementing a Sustainability Plan

### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

#### ♦ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations of being a SAKI grantee. In addition, this webinar familiarized viewers with the SAKI TTA Team.
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.

#### ♦ Sustainability

- [Strategic Planning for Sustainability](#) (Webinar)  
This webinar covers the basics of strategic planning for multidisciplinary teams and was designed to help teams identify the resources necessary to successfully test all SAKs, investigate and prosecute cases, support survivors, and complete an initiative to test and investigate previously unsubmitted SAKs, including partially tested SAKs.
- [Developing a Sexual Assault Response Policy](#) (Brief)  
This document outlines the responsibilities and key tasks of each professional who responds to or investigates sexual assaults. This policy is intended to be tailored to fit your needs and available resources yet also maintain the stated recommendations and best practices. Addenda include (1) key questions to review when creating or assessing an existing policy and (2) job descriptions of supervisors and detectives who are accountable for sexual assault response.
- [Multidisciplinary Cold Case Sexual Assault Review](#) (Brief)  
The purpose of a cold case review is to assess the condition of a cold case investigation and directly follow up with multidisciplinary team input. A cold case review should involve information sharing for planning further investigation, prosecution, and advocacy services. This document outlines key procedures for the case review and has sample checklists and forms to guide the review process. Members of any discipline can use this document to learn more about the steps of a cold case review.



# PURPOSE AREA 5

## Developing and Implementing a Sustainability Plan

### Resources (cont.)

- [SAKI Sustainability and Sexual Assault Unit Assessments](#) (Webinar)  
In this short webinar, the SAKI TTA team outlines background and intent of Purpose Area 5, the role of the SAKI TTA team on Purpose Area 5, and key considerations for applying to Purpose Area 5.
- [Life Cycle of the National Sexual Assault Kit Initiative Grants](#) (Brief)  
This guide will help agencies understand the evolution of establishing a successful program from kit inventories through sustainability planning.
- [Developing and Implementing a Sustainability Plan – Phase 1: Policies, Procedures, and Documentation Worksheet](#)  
This worksheet helps SAKI Purpose Area 5 grantees identify possible gaps in their policies, procedures, and documentation.
- [Developing and Implementing a Sustainability Plan – Phase 2: Identifying Sustainability Needs Worksheet](#)  
This worksheet is to support SAKI PA5 grantees to identify and prepare the parts of their SAKI program that need additional resources to implement sustainable sexual assault investigative practices.
- [Developing and Implementing a Sustainability Plan – Phase 3: Prioritizing Efforts Worksheet](#)  
The purpose of this worksheet is to help the SAKI Purpose Area 5 grantees identify which parts of their SAKI program can and should be continued.
- ♦ **Multidisciplinary Team**
  - [Creating a Strong Multidisciplinary Team and/or Sexual Assault Response Team](#) (Toolkit Topic)  
A strong multidisciplinary approach to sexual assault provides a victim-centered response for survivors while increasing coordination and public safety. These tools can be used to develop a multidisciplinary team or sexual assault response team for the first time or to strengthen existing practices. Explore the benefits of working across disciplines; learn from the experiences of existing teams; and find out what role each discipline can play in a coordinated, community response to sexual assault.
  - [Working the Case I: Case Assessment and Review](#) (Virtual Academy Module)  
Discover SAKI's promising practices for investigating cold case sexual assaults. This curriculum presents five modules that review how to establish your new case file; apply a victim-centered, trauma-informed approach to case review; engage a multidisciplinary team in case assessment; and remain aware of and avoid inherent biases. The curriculum also covers some basic steps and questions for developing an investigation checklist or plan for your cold case.
- ♦ **SAKI Programmatic Topics**
  - [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
  - [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.





## PURPOSE AREA 5

### Developing and Implementing a Sustainability Plan

#### Resources (cont.)

- [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.
- ♦ **Victim Engagement/Interactions**
  - [Law Enforcement and Victim Advocates: Supporting Survivors Together](#) (Webinar)  
When victim advocates and law enforcement work together, survivors are more effectively supported and have a better understanding of the judicial system process and their rights. This webinar focused on each discipline using their expertise and trauma-informed approaches in a collaborative manner to overcome barriers and promote productive teamwork to support survivors.
  - [The Neurobiology of Trauma: Webinar Series](#)  
In this three-part webinar series, psychology professor Dr. Rebecca Campbell explains the neurobiology of sexual assault trauma. The presentations discuss the body and brain response to trauma, implications for improved response to sexual assault, victim behavior during and after an assault, ways in which trauma affects memory formation and recall during and immediately after an assault, and application of knowledge of the body and brain response to trauma in cold case investigations and victim notification.
- ♦ **ViCAP**
  - [Leveraging the Violent Criminal Apprehension Program \(ViCAP\)](#) (Brief)  
ViCAP is designed to collect and analyze information from violent crimes across jurisdictions and state lines. Results from testing unsubmitted and partially tested sexual assault kits and recent research show that qualifying individuals with serial sexual offenses often cross jurisdictional and state boundaries. The ViCAP repository can identify critical links among cases. This short brief explains how investigators can easily use ViCAP's data repository to assist in identifying qualifying individuals with serial offenses and resolving cases.
  - [Developing Your Agency's ViCAP Plan](#) (Grantees Meeting Session)  
This presentation from the Virtual 5th Annual National SAKI Grantees Meeting discusses strategies and considerations for developing the ViCAP plan for the Missouri Attorney General's Office.
  - [Applying Crime Analysis to Solve Cold Case Sexual Assaults](#) (Brief)  
Taking a holistic approach to crime analysis involves defining your agency's objectives, evaluating hiring needs, and understanding roles and responsibilities of crime analysts—among other tasks. The brief discusses how to leverage principles of crime analysis and its associated technologies to solve cold case sexual assaults.
  - [What to Do If You Don't Get a CODIS Hit?](#) (Brief)  
Testing forensic evidence or searching CODIS may not lead to identifying a suspect. Sexual assault investigations can still move forward, even without a CODIS hit. Forensic analysis is one tool investigators can use to build a case or identify leads. This document offers an overview of investigative techniques that can be used regardless of the status of forensic evidence. Investigators and others can use this tool to learn how to use investigative strategies to move forward with cases.







# PURPOSE AREA 6

## National Cold Case Initiative

### Introduction Summary

Across SAKI sites, investigators are finding a large percentage of qualifying individuals linked to sexual assault kits (SAKs) have prior convictions for **other non-sexual violent offenses**. Not only are these individuals committing sexual assaults, but they are also frequently responsible for homicides and other violent cold case crimes.

As a Purpose Area 6 SAKI award recipient, you have received funding to support the investigation and prosecution of all other violent cold case crimes that are not sexually motivated in an effort to resolve even more cases and apprehend these perpetrators before they commit additional offenses.

Grantees are encouraged to use their SAKI funding in the following areas:

- ◆ Personnel costs, including hiring and overtime, to allow adequate follow-up for investigations and prosecutions that result from evidence related to testing unresolved violent cold case crimes. This may include establishing cold case units and hiring specialized victim/family advocates or treatment providers.
- ◆ Cross-disciplinary, trauma-informed training related to the probative value of forensic evidence typically contained in violent cold case crimes, including its utility in developing investigatory leads, identifying suspects, and increasing the likelihood of successful prosecutions.
- ◆ Strengthening victim and family advocacy resources within the law enforcement agency and/or community-based advocacy organizations. This may include creating a victim/family advocate position within the agency, dedicated to victim engagement and notification, who can work with investigators as they pursue leads associated with evidence from violent cold case crimes in an effort to prevent revictimization.
- ◆ Enter all criteria cases into the Violent Criminal Apprehension Program (ViCAP) to increase the chances of identifying and apprehending violent serial perpetrators who pose a serious threat to public safety.
- ◆ Crime/intelligence analysis activities and resources to help identify perpetrators.
- ◆ Establishing evidence tracking, case management, and victim notification mechanisms that enhance the jurisdiction's ability to manage and monitor the progress of violent cold case crimes through the evidence collection and testing process; provide enhanced case management capabilities that assist in case assignment, tiered supervisory review, and electronic case tracking; and provide victims with access to information about their cases.
- ◆ Application of advanced DNA and research methodologies to help identify and apprehend qualifying individuals with serial violent offenses. These methodologies include the following:
  - Y-STR testing
  - Familial DNA searches
  - Forensic genealogy searches
  - Phenotyping/ancestral analysis



## PURPOSE AREA 6

### National Cold Case Initiative

Grantees are required to establish:

- ◆ An inventory of other violent cold case crimes within their jurisdiction. This inventory does not have to be comprehensive but should reflect cases to be worked on under the award.
- ◆ A point of contact who will coordinate activities with all key collaborators.
- ◆ A small working group that comprises—at a minimum—a prosecutor, an investigator with experience working the crime types reflected in the inventory, a laboratory representative, and a community advocate.

Grantees are required to provide verification that a comprehensive approach to eliminating unsubmitted SAKs, including partially tested SAKs, have been addressed in their jurisdiction through previous inventories and testing. This verification is to be documented in a SAKI Inventory Clearance Letter. The SAKI Training and Technical Assistance (TTA) Team will discuss the verification requirements with you, as well as assist you with the BJA approval and certification process.

### Resources

SAKI TTA has provided a list of resources that we encourage your SAKI team to review and discuss within the first few months of getting started. These resources were chosen as they are fundamental to supporting the objectives listed for your Purpose Area.

#### ◆ Welcome to SAKI

- [Welcome to the National Sexual Assault Kit Initiative](#) (Webinar)  
This webinar was presented by the Bureau of Justice Assistance (BJA) and the SAKI Training and Technical Assistance (TTA) Team. In this webinar, BJA introduced the key representatives associated with SAKI. Discussions included an overview of key objectives and insight into the responsibilities and expectations of being a SAKI grantee. In addition, this webinar familiarized viewers with the SAKI TTA Team.
- [SAKI Site Coordinators](#) (Toolkit Briefcase)  
SAKI Site Coordinators play a critical role in guiding the multidisciplinary team throughout the duration of a grantee's award. This pre-packed briefcase allows users to easily access related materials for SAKI Site Coordinators. Topics covered include considerations for hiring a SAKI Site Coordinator, strategies for engaging multidisciplinary team members, developing SAKI goals and objectives, performance metric tracking, developing a transition plan, and setting a foundation for sustainability.
- [SAKI Site Coordinators: Roles and Responsibilities](#) (Webinar)  
This webinar provides the perspective of two grantee agencies and how their roles and responsibilities as site coordinators guide the success of their SAKI projects. The presentation also provides an overview of conference reporting guidelines.





# PURPOSE AREA 6

## National Cold Case Initiative

### Resources (cont.)

#### ◆ NCCI Inventory

- [SAKI Purpose Area 6: National Cold Case Initiative \(NCCI\) Initial Inventory Certification Form](#) (Form)  
This form will be used by the Bureau of Justice Assistance (BJA) and the SAKI TTA Team to certify an initial inventory of the violent cold case crimes your jurisdiction plans to address under SAKI Purpose Area (PA) 6: NCCI. Approval of the initial inventory certification form is required before any programmatic activity takes place.

#### ◆ SAKI Programmatic Topics

- [Use of SAKI Logo and Publication Approvals](#) (Brief)  
This document provides information on the use of the SAKI logo, as well as steps for the publication review and submission process required by the special conditions of each SAKI grant.
- [Performance Metric Tracking \(PMT\): Overview of Requirements](#) (Brief)  
This document provides an explanation of the requirements of PMT reporting. PMT reports provide quarterly updates to BJA and the SAKI TTA team.
- [Understanding SAKI Performance Metric Tracking](#) (Brief)  
This resource provides information for SAKI grantees to learn more about the performance metric tracking. Topics such as Performance Metric Tool (PMT) basics, gathering accurate data, following case outcomes, and reporting on multiple awards are all discussed in this brief.

#### ◆ SAKI Inventory

- [Sexual Assault Kit Inventory Clearance Letter](#) (Form)  
This form is to be completed by SAKI grantees that have previously completed an inventory of sexual assault kits (SAKs). The information provided will be used by the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) team to ensure your jurisdiction used a comprehensive approach to eliminating the volume of unsubmitted SAKs, which includes partially tested SAKs.

#### ◆ Cold Case Investigations

- [OVCCC: Forensic Genetic Genealogy Training](#) (Module)  
This SAKI TTA Virtual Academy training provides an opportunity for jurisdictions to learn best practices and identify approaches to common challenges to further the successful implementation of Forensic Genetic Genealogy (FGG) into their investigative workflows.
- [Forensic Genetic Genealogy Search Ranking Sheet](#) (Document)  
This document, authored by the Cuyahoga County Sexual Assault Kit Task Force, informs law enforcement agencies about a ranking system that helps assess the potential of using genealogy database searches to solve violent cold case crimes. The system allows law enforcement to assign points to a case's key components to determine how helpful forensic genetic genealogy may be to solving the case.





## PURPOSE AREA 6

### National Cold Case Initiative

#### Resources (cont.)

- [Forensic Genetic Genealogy Laboratory Considerations and Technology Limitations](#) (Document)  
The application of forensic genetic genealogy (FGG) has technological limitations and will not resolve every case. By taking the time to thoroughly evaluate cases and associated evidence with both local crime laboratory representatives and FGG vendor laboratory representatives, law enforcement investigators can greatly increase the chances of attaining successful case resolutions with FGG. This brief provides the SAKI TTA Team's guidance on evidence submission based on current successes seen within the field and suggested questions to consider when choosing a FGG laboratory vendor.
- [Understanding Case Connectivity: How Testing SAKs Can Link Criminal Cases](#) (Video)  
This webinar explains the potential utility of case connectivity and discusses how case connectivity can be established through Sexual Assault Kit DNA testing. The webinar also provides step-by-step guidance on how to organize and analyze the data needed to establish case connectivity.
- [What to Do If You Don't Get a CODIS Hit?](#) (Brief)  
Testing forensic evidence or searching CODIS may not lead to identifying a suspect. Sexual assault investigations can still move forward, even without a CODIS hit. Forensic analysis is one tool investigators can use to build a case or identify leads. This document offers an overview of investigative techniques that can be used regardless of the status of forensic evidence. Investigators and others can use this tool to learn how to use investigative strategies to move forward with cases.
- [Recognizing Vicarious Trauma and Burnout](#) (Webinar)  
This webinar provides attendees with an understanding of the impact of vicarious trauma on practitioners working violent crimes. The presenter discusses techniques to help prevent or reverse the effects of vicarious trauma and burnout to promote sustainability and staff retention.
- [The Application of Touch DNA to Cold Case Investigations](#) (Module and Workbook)  
This module and accompanying workbook provide law enforcement investigators and other criminal justice partners involved in a cold case multidisciplinary team with a basic understanding of how touch DNA analysis can aid in attaining cold case resolutions. These materials aim to equip cold case investigators with a foundational knowledge of touch DNA that will aid making informed decisions regarding evidence selection and submission for touch DNA analysis.
- ♦ **Cold Case Prosecutions**
  - [Enhancing Conviction Integrity through Forensics](#) (Training Series)  
*The Enhancing Conviction Integrity through Forensics* training series delivers forensic-based training in an effort to ensure prosecutors and defense counsel trying violent crime cases, including cold cases and death penalty cases, have the knowledge and tools to effectively understand and present forensic evidence in court. The training seeks to ensure the integrity of the conviction and prevent wrongful convictions related to forensic evidence. Categorical resources such as discussion panels, webinars, and briefs are available.





## PURPOSE AREA 6

### National Cold Case Initiative

#### Resources (cont.)

- ♦ **Victim/Survivor Engagement**

- [Communicating With Individuals Impacted by Cold Case Violent Crimes: Strategies for Ongoing Engagement](#) (Document)

This resource provides the SAKI TTA Team's recommendations specific to communicating with individuals—other than victims—impacted by cold case violent crimes, collectively referred to as co-victims or survivors. Renewing a cold case violent crime may require engaging these individuals to relay new information, clarify prior effects and decisions, or discuss the return or destruction of property that was collected through investigative actions.

- ♦ **ViCAP**

- [Leveraging the Violent Criminal Apprehension Program \(ViCAP\)](#) (Brief)

ViCAP is designed to collect and analyze information from violent crimes across jurisdictions and state lines. Results from testing unsubmitted and partially tested SAKs and recent research show that qualifying individuals with serial sexual offenses often cross jurisdictional and state boundaries. The ViCAP repository can identify critical links among cases. This short brief explains how investigators can easily use ViCAP's data repository to assist in identifying qualifying individuals with serial offenses and resolving cases.

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**SAKI**  
SEXUAL ASSAULT  
KIT INITIATIVE  
Reform. Accountability. Justice.