



# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division

### Evidence Unit Standard Operating Procedures Manual

## SAMS-Track Instructions for TBI Crime Laboratory

### Evidence Receiving – Step 1:

- Kit is received at the lab:
- Forensic Technician logs in and searches for the kit using the “SAFE kit” option on the left menu (you can change the appearance of your desktop so it may be on the left menu or have tabs at the top of the page)
- Search using Agency Case # or Sexual Assault Kit # (once we get the new kits in the rotation)
- If the Sexual Assault Kit was not entered in SAMS-Track prior to submission at the laboratory, the Forensic Technician will initiate the kit by selecting “Initiate Kit” in the top right corner of the window and adding information into the following fields under the Medical Facility tab:
  - Kit number (Using either the Sexual Assault Kit # or the Agency Case #)
    - Agency Case # is only used when the kit has not been assigned a Sexual Assault Kit Tracking #
  - Collection Date: Using the date of offense listed on the submittal form and 01:01 for the time
  - Incident Date: Date of offense on submittal form and 01:01 for the time
  - Nurse name: “Unknown”
  - Medical facility: selecting the blue “Pick” button on the right and typing “Unknown Facility” into the search bar. Use the “Select Button” to add “Unknown Facility” to the kit information
- Open the “LE Notification (Required)” tab by clicking the plus symbol and enter information into the following fields:
  - Notification date: Date of offense listed on the submittal form with 01:01 for the time
  - Agency: Use the “Pick” button to search for the agency name. Choose “Select” to add the agency to the kit information
- Select the “Save” button at the bottom right of the window
- Search for the kit using the Agency Case # and proceed as normal
- Using the “Actions” button to the left of the kit #, the Forensic Technician will edit the kit and add information into the following fields located in the Forensic Lab tab:
  - Lab Date Received
  - Lab Request Date
  - State Crime lab # without the hyphen (if already generated – If not the Forensic Scientist will add this later)
  - Lab Status: use the “Pick” button and select “Received”
- Select the “Save” button at the bottom right of the window

### Forensic Biology Unit – Step 2:

- Forensic Scientist pulls the evidence and then does the following:
  - Forensic Scientist logs in and searches for the kit using the “SAFE kit” option on the left menu (you can change the appearance of your desktop so it may be on the left menu or have tabs at the top of the page)

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- Search using Agency Case #, Sexual Assault Kit # (once we get the new kits in the rotation), or Lab # if it was added in evidence receiving
- Using the “Actions” button to the left of the kit #, the Forensic Scientist will edit the kit and add information into the following fields:
  - State Crime lab # (if not already added in evidence receiving)
  - Lab Status: use the “Pick” button and select “In-Process”
- Select the “Save” button at the bottom right of the window

#### Forensic Biology Unit – Step 3:

- Forensic Scientist has completed testing and the Admin Review for the case has also been completed:
  - Forensic Scientist logs in and searches for the kit using the “SAFE kit” option on the left or top menu
  - Search using Agency Case #, Sexual Assault Kit #, or Lab #
- Using the “Actions” button to the left of the kit #, the Forensic Scientist will edit the kit and add information into the following fields:
  - Lab Status: use the “Pick” button and select “Completed”
  - Lab Completion date must be filled out at this time
  - Select the “Save” button at the bottom right of the window

#### Evidence Receiving – Step 4:

- Sexual Assault Kit is being returned to the submitting law enforcement agency:
  - Forensic Technician logs in and searches for the kit using the “SAFE kit” option on the left menu
  - Search using Agency Case # or Sexual Assault Kit #, or Lab #
- Using the “Actions” button to the left of the kit #, the Forensic Technician will edit the kit and add information into the following fields:
  - Select “Return to LE” section at the bottom of the window using the “+” button on the right
  - Select the field for “Return to LE” and enter the date
- Select the “Save” button at the bottom right of the window