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	<i>Document Manager: Jeffrey Nye</i>	<i>Approved By: Jeffrey Nye</i>

3.8 STACS Track-Kit

The sexual assault evidence kit (SAEK) tracking system utilized by the Michigan State Police (MSP) and other critical stakeholders throughout the State of Michigan is the STACS Track-Kit system. The system is managed and maintained through a cooperative agreement between the MSP, the Department of Health and Human Services (DHHS), and system manufacturer, STACS-DNA. The system is managed externally by the Department of Technology, Management and Budget (DTMB).

3.8.1 Access, Security, and Administration

Requests to add, modify, or remove an account shall be submitted through proper channels to the Laboratory Director, who will then forward the request to the Technical Services Unit (TSU).

The TSU will forward requests to the designated Departmental Analyst from the Grants and Community Services Division charged with the administration of STACS Track-Kit for the MSP. A username and password are required in order to gain access to the system.

3.8.2 Using STACS Track-Kit

Track-Kit is a web-based system and can be accessed using the following URL: <https://mi.track-kit.us/Login>

The MSP Forensic Science Division (FSD) will only utilize the Laboratory Portal within the STACS Track-Kit system.

The STACS Track-Kit system is not intended to be used as a chain of custody. Chain of custody information must still be recorded in Forensic Advantage.

3.8.2.1 Sexual Assault Evidence Kit Receiving

Select the "LEA Possession (Pre-Lab)" option from the menu and click on the unique barcode number from the list that matches the barcode number on the SAEK being submitted to the laboratory for processing. (Barcodes are structured MIYY-####, for example, MI18-1234.) This brings up the "Kit Details" screen.

In "Kit Details", enter the laboratory number assigned to the case from Forensic Advantage into the "Lab Case Number" field.

Enter the date the kit was submitted to the laboratory into the "Kit Received in Lab Date" field.

Click on the "Save" button at the bottom of the "Kit Details" screen. An additional window will appear requesting to "confirm that you wish to update the kit's processing details". Select "Yes". This will move the SAEK from the "LEA Possession (Pre-Lab)" list to the "In Process" list.

3.8.2.2 Entering Kit Data and Completing the Kit

Once a SAEK is received into Track-Kit in the laboratory, the kit is placed on the "In Process" list. By selecting the "In Process" menu option, a list of SAEK's that have been received into the laboratory will be viewable.

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Once the laboratory processing of a SAEK is completed, the “Conclusions” regarding the kit must be updated in Track-Kit.

Select the “Conclusions” button associated with the appropriate SAEK, identified by the unique barcode. A series of questions will be viewable:

3.8.2.2.1 “DNA profile obtained?” Answering this question indicates whether a DNA profile from a possible suspect was obtained.

If a profile is obtained that is of comparison quality and is reasonably expected to have come from the perpetrator, the answer should be marked “Yes”.

If a profile was obtained from an individual other than the perpetrator (for instance, the survivor or a consensual partner), then the answer should be marked “No”. If no profile was obtained, or if the profile is too limited in nature to use for comparison, then the answer should be marked “No”.

If the SAEK was processed through traditional body fluid screening, testing was negative for the presence of fluids, and no samples were submitted for DNA testing, then the answer should be marked “No”. Likewise, if the SAEK was processed through male DNA screening and tested negative for the presence of male DNA, and no samples were submitted for DNA testing, then the answer should be marked “No”. If the SAEK contains no items of evidence that can be processed, then no testing is conducted and the answer should be marked “No”.

If body fluid or male DNA screening was positive and samples are submitted for DNA, the answer should remain “N/A” until DNA analysis is completed.

The date associated with the answer to this question corresponds to the date of kit completion.

3.8.2.2.2 “DNA entered into database?” Answering this question indicates whether a DNA profile was entered into the CODIS database.

If a profile is obtained, meets the criteria for entry into the CODIS database, and is entered into CODIS to be searched, then the answered should be marked “Yes”.

If a profile is obtained but fails to meet the criteria for entry into CODIS, then the answer should be marked “No”.

If the profile obtained is not from the possible perpetrator, no profile was obtained, or the profile was too limited in nature for comparison (the answer to the previous question was “No”), then answer should be marked as “N/A”.

The date associated with the answer to this question corresponds to the date of kit completion.

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3.8.2.2.3 “DNA profile match?” Answering this question indicates whether a DNA profile entered into the database matched another profile in the database.

If a profile of comparison value was obtained and entered into the CODIS database, the answer to this question should remain “No” until a hit occurs in the database. The date associated with this answer corresponds to the date of kit completion.

Once a hit occurs (offender, arrestee, conviction, forensic, investigative information), the answer should be updated to “Yes”, along with the date, which corresponds to the date of the match. If the hit was determined to not be a true match, then the answer should remain “No”.

In the absence of a CODIS hit, a match to the profile of interest may occur through the submission of a known reference sample for comparison, or “bench match”. If a bench match occurs and is associated with a potential perpetrator, the answer to this question should be marked “Yes”. The date should correspond to the date of release for the DNA comparison report.

If a bench match indicates that the profile of interest belongs to a consensual partner, then the answer should be marked as “No”, the entry must be deleted from the CODIS database, and the answer to the previous question on profile entry should be updated to “No”. The dates should correspond with the date of CODIS entry deletion.

The Local CODIS Administrator and/or back-up to the Local CODIS Administrator is responsible for updating the “profile match” conclusion within the Track-Kit software.

3.8.2.2.4 “Lab Complete Date?” This date reflects the day on which the laboratory completed processing of the kit.

If samples were submitted for DNA analysis, this date corresponds to the release of the DNA analysis report. If samples were not submitted for DNA analysis, this date corresponds to the release of the body fluid identification or male DNA screening report.

3.8.2.2.5 “Ready for LEA Pickup?” Answering this question indicates that the kit is ready for return to the investigating law enforcement agency.

The answer remains “No” until the kit is physically ready for return. If the kit must be transferred back to the laboratory to which it was originally submitted, the answer should not be marked “Yes” until the kit is physically back in the laboratory of origin.

The laboratory conclusions are currently viewable only by the investigating law enforcement agency. The status of conclusion viewing rights may be subject to change at any time.

The laboratory conclusions shall be entered by the administrative reviewer upon release of the corresponding laboratory report. Verification of the answers to the lab conclusions shall be conducted by a second qualified scientist or supervisor, immediately following the entry of the information, and documented in the case file.

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3.8.2.3 Sexual Assault Evidence Kit Return

SAEKs must be marked as “Ready for LEA Pickup” in order to be returned to the investigating agency. Selecting the kit’s barcode will display the lab conclusions, including the information regarding law enforcement pick-up. Once the agency has received the kit back into their possession, the kit barcode changes status from “In Process” to “In LEA Possession” within the “In Process” list. Once marked as completed, the kit will move to the lab’s “Completed” list. Forensic Advantage must still be utilized to document the chain of custody regarding the return of the kit to law enforcement.

3.8.2.4 Laboratory Portal Extended Functions

3.8.2.4.1 Kit Transfer Function

The transfer of SAEK’s between laboratories can be tracked through the use of the “Kit Transfer” option in the menu. The Michigan State Police Forensic Science Division laboratory system is considered as a single laboratory for Track-Kit, and SAEK transfers between MSP laboratories shall not be tracked using this system. The chain of custody must still be tracked, however, by using Forensic Advantage.

The “Kit Transfer” function may be utilized if SAEK’s need to be transferred between an MSP FSD laboratory and a non-MSP laboratory within the State of Michigan.

3.8.2.4.2 Outsourcing Function

SAEK’s may be processed by a private DNA vendor laboratory through outsourcing. Batches of cases can be built and tracked through the STACS Track-Kit system.

Select “Outsourcing” from the menu. To create a batch to be sent for processing, select “Outbound Batches”.

The unique barcodes of the SAEK’s intended for outsourcing can be scanned or manually typed to be added to the manifest. The destination laboratory, tracking number, and courier should also be entered.

The batch can be created prior to shipment and saved by clicking on the “Save Batch” button. Once the batch is ready for shipment, click on the “Ship Batch” button. This moves the associated SAEK’s from the “In Process” list to the vendor laboratory’s list.

3.8.2.4.3 Re-submission of SAEKs Already in the Tracking System

SAEK’s that have previously been entered into the Track-Kit system and processed in the laboratory may occasionally be resubmitted for additional analysis. Track-Kit will not automatically modify any information upon resubmission.

The laboratory’s conclusions may require updating once the additional analysis is complete, should a perpetrator profile be developed and/or entered into the CODIS database. The date of these conclusion changes should correspond to the date the resubmission report is released. The Track-Kit system will send a notification to the investigating law enforcement agency that an update has been made to the laboratory conclusions.

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