




North Carolina Department of Public Safety

Purchasing and Logistics

Roy Cooper, Governor
Erik A. Hooks, Secretary

Cassandra Skinner Hoekstra, Chief Deputy Secretary
Douglas Holbrook, Chief Financial Officer
Joanne B. Rowland, Director

TO: All North Carolina Law Enforcement Agencies
All Hospitals in North Carolina

FROM: Joanne B. Rowland, Director 
Purchasing and Logistics

DATE: August 7, 2019

RE: Submitting Anonymous Sexual Assault Evidence Kits for Storage

The purpose of this memorandum is to inform hospitals and law enforcement agencies throughout the state of North Carolina of the procedures for submitting anonymous sexual assault evidence collection kits to the Law Enforcement Support Services (LESS) Section of the NC Department of Public Safety for storage.

LESS will store anonymous sexual assault evidence collection kits submitted by North Carolina hospitals and law enforcement agencies. Upon request, and at no cost to hospitals or law enforcement agencies, LESS will provide the required Anonymous Report forms, brown mailing boxes, and pre-paid self-adhesive postage labels. To request the Anonymous Report forms, brown mailing boxes, or pre-paid postage labels, please contact: Brenda Privott.

To submit anonymous sexual assault evidence collection kit to LESS for storage:

- 1) Complete the Anonymous Report form with required information, including a list of contents and STIMS tracking number. Items which require refrigeration or freezing should be clearly identified on the form. The Anonymous Report forms must be legible and a form must be included with every anonymous sexual assault evidence collection kit submitted for storage.
- 2) Place the completed Anonymous Report form in a white business-sized envelope and seal it. Next, write the STIMS tracking number on the outside of the envelope AND on the outside of the brown mailing box. Finally, securely tape the envelope to the outside of the brown mailing box along with the pre-paid self-adhesive postage label addressed to LESS, 200 Leagan Dr., Raleigh, NC 27690-6353. When the brown mailing box is received at LESS the envelope containing the completed Anonymous Report form will be opened by an Evidence Technician/Custodian, and the information on the form will be entered into the LESS cloud-based tracking database (SAFE) and the North Carolina Department of Justice (NCDOJ) Sexual Assault Evidence Collection Kit Tracking and Information Management System (STIMS).
- 3) The brown mailing box, used to mail in the anonymous sexual assault evidence collection kit must be securely sealed.
- 4) The brown mailing box will only be opened by the LESS Evidence Technician/Custodian if the sender fails to list the contents on the Anonymous Report form. If the brown mailing box must be opened to determine its contents, the sealed evidence inside the box will not be opened. Each item inside the brown mailing box should be securely sealed and labeled as "EVIDENCE."

Please see an EXAMPLE contents below:

- Item # 1 - Sexual Assault Evidence Collection Kit – Sealed with evidence tape
- Item # 2 - Qty. 2 – Large Brown Paper Bag – Sealed with evidence tape
- Item # 3 - Qty. 1 – CD labeled and marked evidence
- Item # 4 – Qty. 1 – Urine specimen – must refrigerate

Anonymous sexual assault evidence collection kits submitted to LESS will be stored indefinitely.

MAILING ADDRESS:
4227 Mail Service Center
Raleigh, NC 27699-4200
www.ncdps.gov



OFFICE LOCATION:
3030 Hammond Business Place
Raleigh, NC 27603-3666
Telephone (919) 743-8141
Fax (919) 715-3731

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Anonymous Reporting and Collection of Sexual Assault Evidence Collection Kits

In the event a victim wishes to have their anonymous sexual assault evidence collection kit retrieved for testing the investigating law enforcement agency must:

- 1) Contact LESS and make an appointment with the Evidence Technician/Custodian to release the kit;
- 2) Provide LESS with a consent form signed by the victim; and
- 3) Appear in person at LESS, 200 Leagan Dr., Raleigh, NC 27690-6353 with proper law enforcement identification to retrieve the kit.

An example of a completed Anonymous Report form and properly labeled mailing box are attached for reference. For questions or concerns regarding the submission of anonymous sexual assault collection kits, please contact any of the following LESS personnel:

Brenda Privott, Primary Contact – 919-662-4700 ext. 221 email: Brenda.Privott@ncdps.gov

Wanda Hicks – 919-324-6461 email: Wanda.Hicks@ncdps.gov

Eric Shearin – 919-662-4700 ext. 228 email: Eric.Shearin@ncdps.gov

**For further information on STIMS, please visit the NCDOJ website:

<http://www.sexualassaultkittracking.ncdoj.gov/SexualAssaultKitTracking/>

Anonymous Report Form

Date and time of this report _____		STIMS Number _____	
Date and time of the assault _____			
Name of Hospital: _____			
Address: _____			
Name of Person completing this form: _____			
Location of assault: _____			
Patient:			
Last name _____		First _____	MI _____
Race/Ethnicity _____	Sex _____	DOB _____	Age _____
Street Address _____	City _____	County _____	State _____
Blood _____	Urine _____		
(Refrigerate/Freeze) Check All That Apply			
SANE Nurse/ Physician's observation of physical appearance: _____			

SANE Nurse/ Physicians's observation of emotional state:			

Patient Statement (Is there anything else you would like to add?):			

Anonymous Patient's Signature _____			

SAVE
FOR
Teaching

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



LESS
4200 Leagan Dr
Raleigh, NC 27603

BUSINESS REPLY LABEL
FIRST-CLASS MAIL PERMIT NO. 308 RALEIGH, NC

POSTAGE WILL BE PAID BY ADDRESSEE

LESS
200 Leagan Dr.
Raleigh, NC 27690-6353

SENDER
NAME AND ADDRESS

Anonymous Report Form
Enclosed

STIMS TRACKING Number

UN 3291



BIOHAZARD

Biohazard
Label in box
Samples in box

Field in
number pt. info
not visible