

Track-Kit Audit Instructions

(For Agencies Without Kits that Meet the Audit Requirement)

Effective September 1, 2019, Texas Government Code Section 420.047 requires the Texas Department of Public Safety to conduct an audit of unanalyzed sexual assault evidence collection kits. The audit requires law enforcement agencies to submit to the DPS a list of the agency's active criminal cases for which a sexual assault evidence collection kit has not been submitted for laboratory analysis.

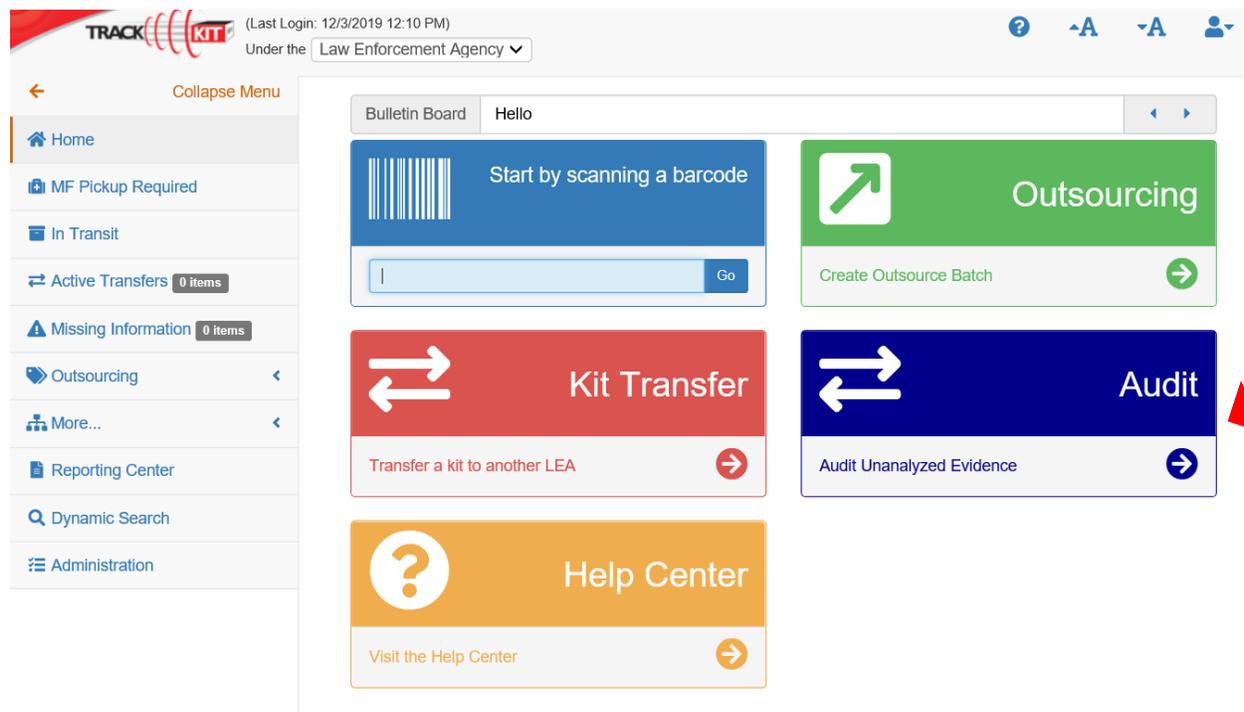
The audit will be conducted via the Track-Kit software system. A spreadsheet is available within Track-Kit that can be completed with the information required for each evidence kit. The spreadsheet will be submitted via Track-Kit to complete the audit. Law enforcement agencies are required to certify within Track-Kit if they do not have any kits that meet the audit requirement. Law enforcement agencies that do not currently have access to Track-Kit can email kittracking@dps.texas.gov for access information.

Each agency should identify a point of contact for their agency. **This person must be an agency administrator in Track-Kit.**

Instructions

Login to Track-Kit (<https://tx.track-kit.us/Login>) using your email address and password.

From the Track-Kit home screen, click on the Audit option...



The screenshot shows the Track-Kit home screen. At the top, there is a header with the Track-Kit logo, a user profile icon, and a dropdown menu for "Law Enforcement Agency". Below the header is a navigation menu on the left with options like Home, MF Pickup Required, In Transit, Active Transfers, Missing Information, Outsourcing, More..., Reporting Center, Dynamic Search, and Administration. The main content area features several large buttons: "Start by scanning a barcode" (blue), "Outsourcing" (green), "Kit Transfer" (red), "Audit" (dark blue), and "Help Center" (orange). A red arrow points to the "Audit" button, which has a sub-option "Audit Unanalyzed Evidence" below it.

If you do not see the Audit option, you are not a Track-Kit administrator for your agency. Please contact kittracking@dps.texas.gov to have your account updated.

The Audit of Unanalyzed Evidence window will open...

Audit of Unanalyzed Evidence

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Audit Type

Please select the initial audit option. * ?

Initial Audit: Submit a list of kits collected on or before August 31, 2019 which have not been submitted to a lab.

DO NOT USE: This will be used in the future for quarterly reporting.

Contact Information

First Name * ?

Last Name * ?

Email ?

Phone ?

Extension ?

Submission Details

Please certify whether or not your agency has a list to submit. * ?

I certify that my agency does not have any kits that meet the audit requirement.

I have a list of kits to submit for my agency.

Submission Date * ?

Under select initial audit option, only select Initial Audit. Since your agency does not have kits to report, you do not need to download the template. You can skip down to enter your Contact Information next.

Complete the contact information...

Contact Information

First Name * ?

Last Name * ?

Email ?

Phone ?

Extension ?

In addition to First and Last Name, an email OR phone number is also required. This information will be used to contact your agency if additional information is needed.

Under Submission Details, certify that your agency does not have any kits that meet the audit requirement. Enter the submission date and click save.

Submission Details

Please certify whether or not your agency has a list to submit. * ?

I certify that my agency does not have any kits that meet the audit requirement.

I have a list of kits to submit for my agency.

Submission Date * ?

12/3/2019

Save

Cancel

You should receive a confirmation on the Track-Kit home screen.

The screenshot displays the Track-Kit home screen. At the top left, the logo for TRACK-KIT is visible, along with the text "(Last Login: 12/4/2019 2:06 PM)" and "Under the Law Enforcement Agency" dropdown menu. A navigation sidebar on the left includes options like Home, MF Pickup Required, In Transit, Active Transfers (0 items), Missing Information (0 items), Outsourcing, More..., Reporting Center, Dynamic Search, and Administration. The main content area features a green notification banner at the top that reads "The audit has been successfully submitted." with a red arrow pointing to it. Below the banner is a "Bulletin Board" section with a "Hello" greeting. The dashboard contains several interactive tiles: "Start by scanning a barcode" with a barcode scanner icon and an input field; "Outsourcing" with a green arrow icon and a "Create Outsource Batch" button; "Kit Transfer" with a red double-headed arrow icon and a "Transfer a kit to another LEA" button; "Audit" with a blue double-headed arrow icon and an "Audit Unanalyzed Evidence" button; and "Help Center" with an orange question mark icon and a "Visit the Help Center" button.