TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001
512/424-2000
www.dps.texas.gov

STEVEN C. McCRAW
DIRECTOR
SKYLOR HEARN
FREEMAN F. MARTIN
RANDALL B. PRINCE
DEPUTY DIRECTORS

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Effective September 1, 2019, Texas Government Code Section 420.034 requires every sexual assault kit collected in Texas to be tracked in the statewide electronic tracking system, Track-Kit. The system tracks the status and location of the sexual assault kit through various stages of the criminal justice process, allows entities involved in the handling of the kit to update and track the status and location, and allows survivors to anonymously track or receive updates on the status of the kit. **Participation in the tracking system is required for any entity that collects evidence of sexual assaults or other sex offenses or investigates or prosecutes such offenses.**

Track-Kit is a web-based application so users are not required to purchase software or equipment to utilize the system. While a barcode scanner may make data entry easier in Track-Kit, it is not required as Track-Kit allows the user to either scan or manually enter the kit ID using the keyboard.

After a law enforcement agency receives a sexual assault kit from a medical facility, the law enforcement agency will need to update Track-Kit to show the kit is in their agency's possession. When the kit is delivered to a crime laboratory, the laboratory will scan the kit into Track-Kit which will update the kit's location. **Please ensure that your agency has entered the required information into Track-Kit prior to submitting the kit to the laboratory.** When the kit is returned by the laboratory to the investigating agency, the law enforcement agency will need to update the location in Track-Kit.

Completion of the Track-Kit User Access forms will be required to establish agencies and populate user information into the Track-Kit system. By creating a Track-Kit account and designating an administrator, each law enforcement agency will be able to add additional users or delete users. Track-Kit accounts will be activated approximately one week prior to September 1st.

From July through August, the Track-Kit vendor will provide web-based training sessions for each user group. During these 1 hour web-based training sessions, law enforcement agencies will receive instruction related to tasks they will be expected to complete in order to successfully track evidence through the system. While these sessions will be offered over the course of six weeks, users only need to participate in one session.

The user access form, training schedule, and GotoWebinar registration links are posted on the Department's website: https://www.dps.texas.gov/CrimeLaboratory/SAE.htm If you have any questions about the Sexual Assault Evidence Tracking Program, please contact us at kittracking@dps.texas.gov.

Brady W. Mills
Crime Lab Director, LES