

# SAMS -TRACK

## LAW ENFORCEMENT

## TECH TIPS

All SAFE kits must be entered and tracked in SAMS.

Required fields are highlighted in red.

If you need an account, please send an email to: [SAMSTrack@osp.oregon.gov](mailto:SAMSTrack@osp.oregon.gov)

Edit SAFE kit # 23-12660 - Bend Police Department



23-12660

Medical facility

Law Enforcement

Forensic Lab

Prosecutor

Timeline

LE Pickup

Officer Name

Seizure date

This is the date the officer picks up the SAFE kit from the medical facility.

**Case Info**

Case number

The agency case number should be entered as a two-digit year followed by the number, without leading zeros.

Offense

Q Pick X

Location type

Q Pick X

Non submission reason

Refer to ORS 181A.323, 181A.324 and 181A.325.

“Anonymous kit” means a sexual assault forensic evidence kit collected from a victim who has not participated with a law enforcement agency in the creation of a report of the sexual assault.

Q Pick X

LE note

**Storage**

Property receipt


If your agency does not use property receipts, please put in the agency case number.

Storage date

This is the date the SAFE kit is stored in the property and evidence room.

Storage facility

Q Pick X

 Lab Submission -

**Lab submission date**


**State lab**

🔍 Pick ✖

Outsourced lab

🔍 Pick ✖

CAUTION: OREGON HAS A 60 YEAR RETENTION FOR SAFE KITS (see ORS 133.707).

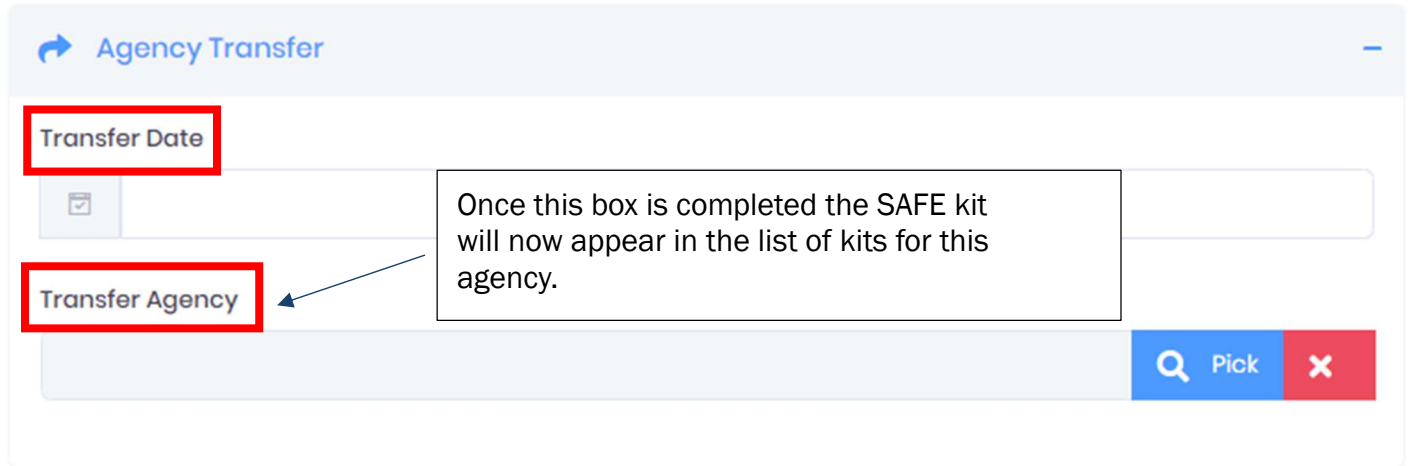
 Kit Disposal -

**Disposal date**

**Disposal reason**

🔍 Pick ✖

If your agency picked up a kit that belongs to another agency you **MUST** indicate that you are transferring the kit to the agency/jurisdiction where it belongs.



Your agency is responsible for the SAFE kit until it is transferred.

### Time Requirements for SAFE Kits:

- [ORS 181A.325](#) outlines time requirements to collect kits and submit them to the laboratory.
- ORS 181A.325(b): Requires law enforcement to obtain a SAFE kit from a medical facility within 7 days after the medical facility notifies the agency that the kit has been collected.
- ORS 181A.325(c): Requires law enforcement to submit a SAFE kit to the laboratory within 14 days after taking possession of the kit from a medical facility.

If you have any questions or concerns, please contact SAMS Track at [SAMSTrack@osp.oregon.gov](mailto:SAMSTrack@osp.oregon.gov)