

DNA Spit Collection Kit- Instructions for Use

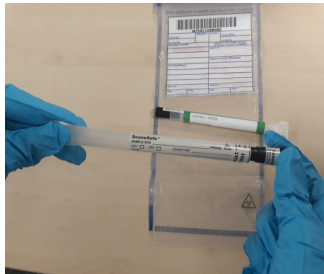
Spitting at and on a person can constitute a criminal offence. The Trust takes this very seriously and has agreed a process with all police forces across its locality to submit for evidence DNA swabs of offenders spit using this collection kit. To do so and to ensure the integrity of the evidence is preserved, it is vital you follow these instructions precisely.



Open and unpack the DNA spit collection pack.

This should contain:

- 1 x sterile collection swab tube
- 1 x sterile control swab tube (**DO NOT OPEN**)
- 1 x exhibit (evidence) bag
- 1 x pair of non-latex gloves



IMEDIATELY PUT ON GLOVES

Gently twist and break seal on **collection swab tube ONLY**

DO NOT OPEN CONTROL SWAB

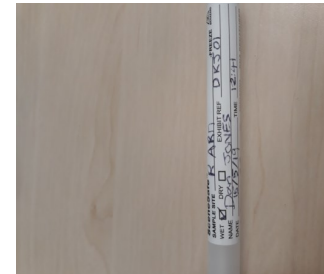
DOING SO WILL INVALIDATE ANY EVIDENCE



Swab area

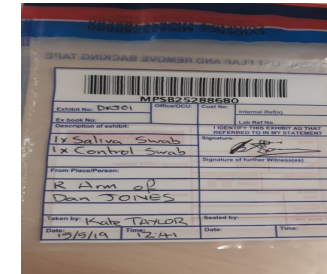
Using the collection swab **ONLY**, gently roll the cotton bud end over the contaminated area, trying to absorb as much of the material as possible.

Place back into the collection tube as soon as possible.



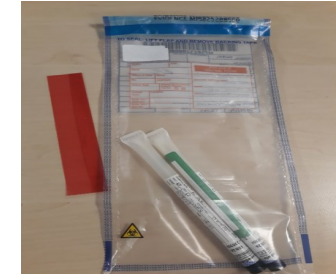
Fill in the collection tube details

Sample site: The location the material was collected from. **Wet or Dry:** Whether the specimen was wet or had dried at the time of collection. **Exhibit ref:** Your three initials and two ascending numbers eg DKJ01 **Name:** Your name (victim) **Date/Time:** The time and date the sample was taken



Complete the exhibit bag

Exhibit ref: The same as the tube, eg DKJ01
Description of exhibit: What you have swabbed and from where
Date/time: The time and date you took the sample
Taken by: The person who swabbed the area
Sealed by: The person sealing the bag



Place both the specimen and the unopened control swab into the exhibit bag.

Seal the bag by removing the backing tape and folding the seal over. Attend the nearest police station immediately to hand over the evidence.

You may need to provide elimination DNA samples at the police station or a later date.

Ensure a DATIX is completed noting the evidence bag reference



DNA Spit Collection Kit

Should you be subject to a person spitting at or on you, please use this kit to assist in the pursuit of offenders by providing effective DNA evidence.

Following an incident where you have been spat on, you should:

1. Contact AOC (if not done so already) and provide a situation report.
2. Ensure you and your colleagues are safe
3. Open the DNA Spit Collection Kit packet and follow the instructions provided in this leaflet.
4. Ensure you have followed the correct first aid procedure for spitting:
 - Wash out any contaminated areas
 - Change clothing if contaminated
 - Attend A&E or phone NHS 111 if you feel you need further advice.
5. The chances of contracting a blood-borne virus from saliva alone are highly unlikely, however you may have concerns following this incident. If so, you should contact Occupational

Please take your completed exhibit bag, sealed with the sample inside (see overleaf) to your nearest police station detailed below. For further information about your nearest station, contact 101.

BEDFORD

| | |
|-------------------|---|
| Dunstable | West Street, Dunstable, LU61SJ |
| Kempston | Police HQ, Woburn Road, Kempston, MK439AX |
| Lime St Community | Lime Street, Bedford, MK401LA |
| Luton | Buxton Road, Luton, LU11SD |

CAMBRIDGESHIRE

| | |
|-------------|---|
| Cambourne | Cambourne, Cambs, CB236EG |
| Hampton | 378 Eagle Way, Peterborough, PE78GR |
| Histon | 15 Mowfarm Close, Impington, Cambs, CB249NA |
| Huntingdon | Ferrars Rd, Huntingdon, PE293DQ |
| March | Burrowmoor Rd, March PE159RB |
| Parkside | 39 Parkside, Cambridge CB11JG |
| Sawston | 16 Cambridge Road, Sawston CB223DG |
| St Neots | Dovehouse Close, St Neots PE191DS |
| Thorpe Wood | Thorpe Wood, Longthorpe PE36SD |
| Wisbech | Nene Parade, Wisbech PE133BT |



ESSEX

| | |
|-------------------|--|
| Basildon | Great Oaks, Basildon SS14 1EJ |
| Baintree | Blyths Meadow, Braintree CM73DJ |
| Chelmsford (Temp) | Essex Police College, Kingston Ave. Chelmsford CM2 6DP |
| Clacton | 8 Beatrice Road, Clacton, CO15 1ET |
| Colchester | 10 Southway, Colchester CO3 3BU |
| Grays | Brooke Rd, Grays RM17 5BX |
| Harlow | The High, Harlow CM20 1HG |
| Maldon | Council Offices, Princes Rd, Maldon CM9 5DL |
| Southend | Victoria Avenue, Southend-on-Sea SS2 6ES |
| Stanstead Airport | Enterprise House, Bassinbourn Rd, Stanstead CM241PS |

SUFFOLK

| | |
|-----------------|---|
| Bury St Edmunds | Raingate Street, Bury St Edmunds, IP332AP |
| Ipswich | 10 & 10a Museum Street, Ipswich IP1 1HT |
| Lowestoft | Old Nelson Street, Lowestoft, NR321PE |

HERTFORDSHIRE

| | |
|---------------|---|
| Hatfield | Comet Way, Hatfield AL10 9SJ |
| Rickmansworth | Three Rivers House, Northway, Rickmansworth WD3 1RL |
| Stevenage | Lytton Way, Stevenage SG1 1Hf |
| Watford | Shady Lane, Watford WD17 1DD |

NORFOLK

| | |
|----------------|--|
| Great Yarmouth | Howard St North, Gt Yarmouth, NR30 1PH |
| King's Lynn | St James St, Kings Lynn, PE30 5DE |
| Norwich | Bethel St, Norwich, NR2 1NN |
| Police HQ | Falconer's Chase, Wymondham NR18 0WW |