

**Virginia Department of Forensic Science  
Physical Evidence Recovery Kit  
(PERK) Tracking System**

**Victim Portal  
User's Manual**



Date Revised: 10/26/2020

## **Introduction**

### **PERK Tracking System Overview**

The PERK Tracking System was developed and implemented by the Virginia Department of Forensic Science (DFS) through a federal Sexual Assault Kit Initiative Grant obtained by the Virginia Office of the Attorney General.

The PERK Tracking System is a web-based application that can be accessed from any device that is connected to the internet. The status and location of PERKs are tracked using each PERK's unique PERK ID/Barcode #. No personal identifying information is entered into the system.

The System provides interfaces for four different user types: collection sites, law enforcement, anonymous kit storage facility (the Division of Consolidated Laboratory Services or DCLS), and DFS (forensic laboratory). Dependent on their agency type, users log actions in the System, such as the receipt of a kit, the collection of a kit, and the transfer of a kit to another agency. In order to access the System, users must be assigned a user ID and password by their Agency Site Administrator. Agencies can establish a new site administrator account by contacting the PERK Tracking System Coordinator at DFS.

### **Victim Access**

Virginia's PERK Tracking System includes a Victim Portal, which allows a victim to use the System to view information regarding the status and location of his/her PERK.

Victims of anonymous PERKs (collected from victims of sexual assault who elect at the time of the examination not to report the offense to law enforcement) may access the System through the Victim Portal by entering their unique PERK ID number, which should be provided to them at the time of examination. Victims who elect to report the offense to law enforcement will be required to enter a PIN, in addition to their kit's unique PERK ID, to access the System. The victim must obtain the PIN from the investigating law enforcement agency, which can use the Tracking System to generate a PIN for a victim, provided it has determined that victim access to the System will not interfere with the investigation or prosecution of the offense.

The Victim Portal also contains contact information for victim helplines and other victim resources.

### **Opportunities for Data Collection**

The PERK Tracking System will allow DFS to track data statewide on its use and agencies' compliance with the requirements of the comprehensive PERK legislation enacted in 2016.

User agencies will be able to access data on kits handled by their agency, including the status of kits currently in the agency's custody and a history of the actions performed on PERKs entered into the System by their agency.

## Accessing the Victim Portal: Anonymous PERKs

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>

Virginia Department of Forensic Science  
Physical Evidence Recovery Kit (PERK) Tracking System

This System tracks Physical Evidence Recovery Kits (PERKs or sexual assault kits) issued by the Commonwealth of Virginia. Agencies handling PERKs should use the System to update all status changes for PERKs in their possession. The System tracks PERKs by a unique PERK ID/Barcode number and does not capture any personally identifiable information. It is not intended to serve as an official chain of custody for any PERK.

**System Access**  
Only authorized personnel from collection sites, law enforcement, the Division of Consolidated Laboratory Services (DCLS), and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username

Password

[Forgot your password?](#)

**Victim Portal**  
Victims/survivors may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK for which the victim/survivor has reported the offense to law enforcement, a PIN will also be required. You may get this PIN from the law enforcement agency investigating your case.

**For a list of victim and survivor support services in Virginia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click [here](#)**

Kit ID Number

**Help**  
View instructions for logging into the PERK Tracking System as **authorized personnel** here.  
View instructions for logging into the PERK Tracking System as a **victim/survivor** here. Victims/survivors can also view the **Victim/Survivor FAQ** or the **Victim/Survivor Access Troubleshooting Guide** for more information.  
**REMINDER:** For security purposes, remember to change your password on a regular and frequent basis.  
For all other inquiries, contact the PERK Tracking System Coordinator by phone at 804-588-4050 or by email at [perktracking@dfs.virginia.gov](mailto:perktracking@dfs.virginia.gov).

Prior to logging into the System, victims/survivors must obtain their PERK ID number. The PERK ID number should have been provided by the health care provider at the time of the forensic exam.

**Step 1:** Enter the PERK ID number provided to you by the health care provider at the time of the forensic exam.

**NOTE:** If you cannot locate your PERK ID number, please contact the hospital or medical center where the PERK was collected.

**Step 2:** Click the "Get Status" button. If you entered a PERK ID number associated with an anonymous PERK, you will be granted access to the status and location information for your PERK.

**Victim Portal**  
Victims/survivors may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK for which the victim/survivor has reported the offense to law enforcement, a PIN will also be required. You may get this PIN from the law enforcement agency investigating your case.

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Kit ID Number

## Victim Portal: Anonymous PERKs

The Victim Portal for Anonymous PERKs displays the following information as illustrated in the Victim Portal screenshot below:

- A** Current kit status
  - B** Scheduled destruction date for kit
  - C** History of actions performed on kit
  - D** Resources for reporting the offense to law enforcement
  - E** Information about how to delay the kit's scheduled destruction date
- Victim/survivor support resources (not shown)

Kit #: TEST-11

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**Details**

<b>A</b> Status:	At the Division of Consolidated Laboratory Services (DCLS) for anonymous storage
<b>B</b> Scheduled for Destruction:	10/6/2022

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**History**

Date	Description <b>C</b>
10/5/2020	Evidence collected by Anytown Hospital, Notice sent to Division of Consolidated Laboratory Services
10/6/2020	Anytown Hospital sent/transferred kit to Division of Consolidated Laboratory Services
10/6/2020	Division of Consolidated Laboratory Services received kit from Anytown Hospital

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**D** **How to Report Offense to Law Enforcement**

To report the offense, please contact the law enforcement agency for the jurisdiction where the offense occurred. To find a law enforcement agency's contact information, you can search by location using the Virginia Department of Criminal Justice Services [Criminal Justice Directory](#). Once you report the offense, the law enforcement agency will notify the Division of Consolidated Laboratory Services (DCLS) and they will release the kit to the law enforcement agency.

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**E** **How to Delay Kit Destruction**

When the Division of Consolidated Laboratory Services (DCLS) receives a kit, they are required to store it for a period of 2 years from the day they received it. The victim may request that DCLS store an anonymous kit for an additional period of 10 years by submitting a written objection to the kit's destruction with DCLS. To request a 10 year extension to your kit's destruction date, please fill out [this form](#) and send it to the following address:

*Division of Consolidated Laboratory Services  
600 North 5<sup>th</sup> Street  
Richmond, Virginia 23219  
Attn: DCLS Evidence Custodian*

For questions regarding the submission, retention, or destruction of anonymous kits, please contact the DCLS Evidence Custodian at (804) 648-4480 ext. 102.

## Accessing the Victim Portal: Offense Reported PERKs

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>

**Virginia Department of Forensic Science**  
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**System Access**  
Only authorized personnel from collection sites, law enforcement, the Division of Consolidated Laboratory Services (DCLS) and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username:

Password:

[Forgot your password?](#)

**Login**

**Victim Portal**  
Victims/survivors may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK for which the victim/survivor has reported the offense to law enforcement, a PIN will also be required. You may get this PIN from the law enforcement agency investigating your case.

**For a list of victim and survivor support services in Virginia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click [here](#)**

Kit ID Number:

**Reset** **Get Status**

**Help**  
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View instructions for logging into the PERK Tracking System as a **victim/survivor** here. Victims/survivors can also view the **Victim/Survivor FAQ** or the **Victim/Survivor Access Troubleshooting Guide** for more information.  
**REMEMBER:** For security purposes, remember to change your password on a regular and frequent basis.  
For all other inquiries, contact the PERK Tracking System Coordinator by phone at 804-588-4050 or by email at [perktracking@dfs.virginia.gov](mailto:perktracking@dfs.virginia.gov).

Prior to logging into the System, victims/survivors must obtain a PERK ID number and Victim PIN. The PERK ID number should have been provided by the health care provider at the time of the forensic exam. The Victim PIN may be obtained from the investigating law enforcement agency. The law enforcement agency should provide a Victim PIN if access to information in the Tracking System will not interfere with the investigation or prosecution of the offense.

**Step 1:** Enter the PERK ID provided to you by the health care provider at the time of the forensic exam.

**NOTE:** If you cannot locate your PERK ID number, please contact the hospital or medical center where the PERK was collected.

**Step 2:** Click the "Get Status" button. If you entered a PERK ID number associated with an offense reported PERK, a second box entitled "PIN" will appear. (see Step 3)

**Victim Portal**  
Victims/survivors may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK for which the victim/survivor has reported the offense to law enforcement, a PIN will also be required. You may get this PIN from the law enforcement agency investigating your case.

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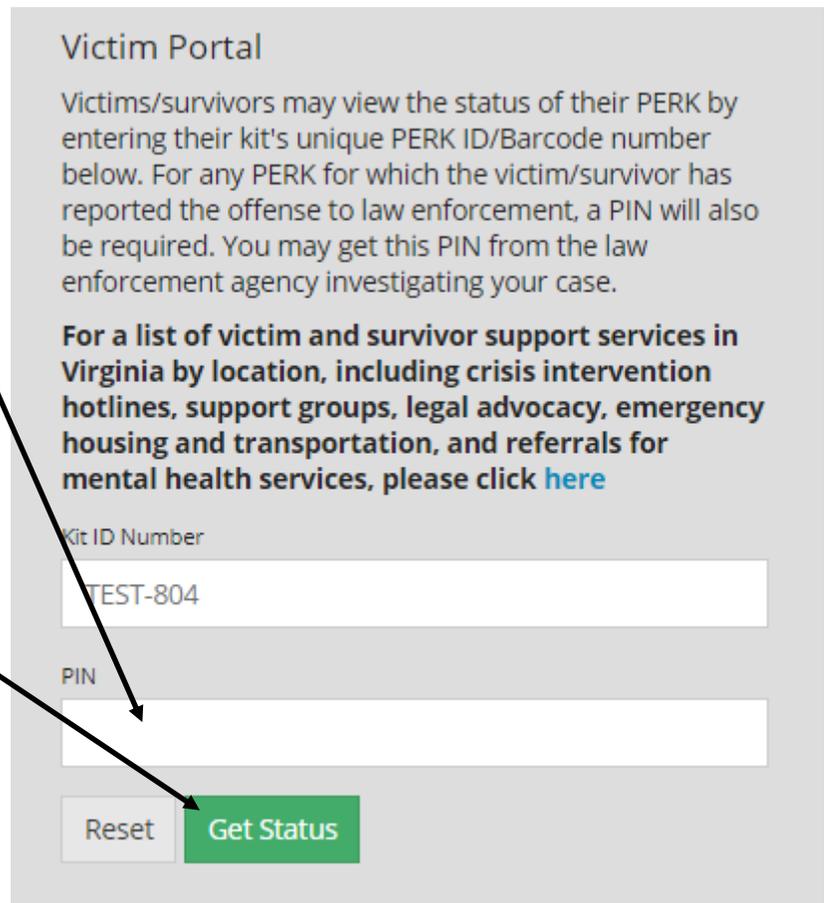
Kit ID Number:

**Reset** **Get Status**

**Step 3:** Enter the Victim PIN provided to you by the investigating law enforcement agency.

**NOTE:** If you cannot locate your Victim PIN, please contact the investigating law enforcement agency.

**Step 4:** Click the "Get Status" button. If you entered a PERK ID number and Victim PIN associated with an offense reported PERK, you will be granted access to the status and location information for your PERK.



**Victim Portal**

Victims/survivors may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK for which the victim/survivor has reported the offense to law enforcement, a PIN will also be required. You may get this PIN from the law enforcement agency investigating your case.

**For a list of victim and survivor support services in Virginia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click [here](#)**

Kit ID Number

PIN

## **Victim Portal: Offense Reported PERKs**

The Victim Portal for Offense Reported PERKs displays the following information as illustrated in the Victim Portal screenshot below:

- A** Current kit status
  - B** History of actions performed on kit (includes the issuance of reports by DFS)
  - C** Virginia statewide average turnaround time for DNA cases (updated monthly)
- Victim/survivor support resources (not shown)

Kit #: TEST-804

**Details**

**A** Status At the Virginia Department of Forensic Science (DFS) for forensic analysis (please see statewide average turnaround time for DNA cases)

**History** **B**

Date	Description
7/7/2020	Evidence collected by Anytown Hospital, Notice sent to Anytown Police Department
7/10/2020	Anytown Hospital sent/transferred kit to Anytown Police Department
7/11/2020	Anytown Police Department received kit from Anytown Hospital
8/3/2020	Anytown Police Department sent/transferred kit to DFS
8/3/2020	DFS received kit from Anytown Police Department

**C** The statewide average turnaround time for DNA cases in September 2020 was 112 days.

**For System Support or  
Additional Information**

Contact the PERK Tracking System Help Desk:

**[perktracking@dfs.virginia.gov](mailto:perktracking@dfs.virginia.gov)**

**(804) 588-4050**