



SEXUAL ASSAULT INVESTIGATION CHECKLIST

VICTIM:

- Treat victim with dignity and respect and assure the victim is safe.
- Arrange for an advocate to provide the victim with support. Inform the victim of rights and ongoing support services.
- If victim is an adult, obtain only the minimum information necessary to establish probable cause and to identify the victim and suspect that you cannot obtain from other witnesses. More in depth interviewing immediately after an assault can further traumatize the victim and will not produce information that is as useful as information obtained at a later date.
- Coordinate with forensic interviewers for adult victim interview at a later date.
- Record the victim's emotional and physical condition.
- If victim is a child, refer immediately to Children's Advocacy Center 719-589-2465 for a forensic interview to be scheduled.
- Assess victim's safety and discuss it with them. Contact Victims Advocate, DHS (when children are present) and Family Advocate from SLVCAC. Evaluate Restraining Order possibilities.
- Obtain victim signature on medical release.
- Explain follow up interviews, and confirm that support services information has been given to victim.
- Victim advocate and/or Police Officer can transport victim to hospital if not emergency.
- Obtain a complete description of suspect and vehicle.

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WITNESSES:

- Interview all possible outcry witnesses, any witnesses who could speak to victim's state of mind or emotional state at time of outcry. If the witness is a child refer to SLVCAC for interview.
- Conduct canvass in area or location of assault. What did they see and hear? Who has been in area lately they do not recognize?
- Interview anyone who had contact with suspect after assault.
- Interview acquaintances, roommates, former girlfriends/wives, etc. of suspect.

CRIME SCENE:

- SECURE THE CRIME SCENE TO AVOID CONTAMINATION.
- Examine crime scenes: victim, location of occurrence, transportation, suspect and suspect's residence.
- Ensure proper medical examination is completed and collect and protect the evidence.
- Obtain urine samples in drug facilitated sexual assault cases
- Photograph injuries and make appointment for follow up photos in 2 to 3 days.
- Obtain a search warrant if needed
- Record evidence collected and take photographs of all scenes.
- Create scene drawing in detail along with photographs.
- Gather, protect and package all evidence.
- Air dry clothing and biological evidence; use **paper** to package evidence.
- Maintain the Chain of Custody of all evidence.
- If you have suspect: **collect all clothing – everything on the body**, take photos of suspect and any injuries seen. You may need court order to do anything further.
- Submit physical evidence to appropriate agency for analysis.

SUSPECT: PRESENT/NOT PRESENT

- Share information ASAP in hopes to contact suspect.
- Document suspect's alcohol or drug use.
- Let the suspect tell what they think happened - don't stop them from talking.
- If you have probable cause then arrest suspect.

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