

Sex Crimes: Law Enforcement Quick Checklist

ADULT VICTIM

Initial Response	<ol style="list-style-type: none"> 1. Establish jurisdiction - where did the incident occur? 2. Establish date and time of incident 3. Gather basic description of incident 4. Determine resources needed for investigation (e.g. victim advocate, crime scene investigation, detective)
Crime Victim	<ol style="list-style-type: none"> 1. Be objective and sensitive when interacting with victims and when discussing the incident with other officers or medical personnel 2. Determine need for immediate medical attention 3. COLLECTION OF EVIDENCE <ul style="list-style-type: none"> - Possibility of drug-facilitated rape: urine sample as soon as possible (best if collected at Code R within 4 hours) - Determine need for Code R Kit: Use in ALL cases unless: <ul style="list-style-type: none"> + Victim refuses + No possibility of gathering evidence of injuries or DNA - Photographs of visible injuries - Transport to facility for evidence collection - NOTIFY NURSE EXAMINER <ul style="list-style-type: none"> + DO NOT have victim change clothes prior to transport + Gather any previously worn or related clothing + Code R Kit (cost is not victim's/agency's responsibility) 4. Victim Advocacy <ul style="list-style-type: none"> - Follow department policy regarding contacting a victim advocate. 5. Interview Victim (follow department policy) <ul style="list-style-type: none"> - Be objective, DO NOT be judgmental - Document facts - BE BRIEF, BE EXACT - Leave out opinion regarding victim credibility 6. Witnesses - DO NOT OVERLOOK THE OBVIOUS WITNESS <ul style="list-style-type: none"> - Compile a list of witnesses and their contact information - Interview witnesses individually
Suspect	<ol style="list-style-type: none"> 1. Identification - name, DOB, description, current location/address if known, place of employment 2. Relationship to victim 3. Is a forensic exam of the suspect needed?
Location of Incident	<ol style="list-style-type: none"> 1. Secure the scene 2. Determine if a search warrant is needed 3. Photographs 4. Corroborating evidence - semen, tampons, vaginal fluids, blood, lubricants or packages, saliva, rope/twine/cordage, hairs, fibers, body tissue/parts, clothing, condoms or wrappers, bedding, pornography, alcohol, drugs (illegal/prescription)

CHILD VICTIM

Complainant <i>(This is not the child victim)</i>	<ol style="list-style-type: none"> 1. Establish jurisdiction, where did alleged incident occur? 2. Contact a detective and/or Division of Child/Family Services 3. Interview complainant <ul style="list-style-type: none"> - Who did the child initially disclose to? - Did the child disclose to anyone else? - What brought about the disclosure? - Assist with a detailed statement from complainant documenting exactly what the child said using the child's exact terminology (e.g. pee pee, privates, penis) <ul style="list-style-type: none"> + Leave out opinions as to the credibility of the victim <ul style="list-style-type: none"> - Are there any other potential victims? - When did the last incident occur? - Is there anything going on in the child's life (i.e. custody issues or divorce) - Instruct the caregiver NOT to question the child about the incident. This will hinder the investigation (suggestibility). <ul style="list-style-type: none"> + Don't preclude the child from disclosing on his/her own - allow the disclosure and document it using the child's exact terminology.
Child Victim	<ol style="list-style-type: none"> 1. ENSURE THE CHILD IS SAFE <ul style="list-style-type: none"> - Medical Attention <ul style="list-style-type: none"> + Unless life threatening, you may not want to use the ER (They may not have the appropriate equipment or training to conduct this type of exam) + If medical attention is desired or if potential evidence exists, use your Children's Justice Center resources or other age appropriate examiner - Is immediate removal necessary? <ul style="list-style-type: none"> + Determine in accordance with State and departmental policy + Consult with Detective and/or DCFS regarding policy issues + Determination may be made independent of Detective or DCFS if not available, consider the following: <ul style="list-style-type: none"> ~ Does the child live with or have to have contact with the suspect? 2. DO NOT interview the victim <ul style="list-style-type: none"> - Document/allow voluntary disclosure on the part of the victim - Document facts - BE BRIEF, BE EXACT - Children's Justice Center will conduct an appropriate interview, including audio/video taping 3. Gather basic information <ul style="list-style-type: none"> - Victim age - Victim residence - Guardian information <ul style="list-style-type: none"> ~ Ensure the child is not left in an environment where further abuse could occur. ~ Ensure the safety of other children or other potential victims - same procedures as above

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CHILD VICTIM

Suspect

(important both for victim safety purposes and in order to move rapidly with investigation before evidence is compromised by suspect or others)

1. Where is he/she now?
2. Does he/she know of the allegations?
3. What is the relationship to the victim?
4. Age of the suspect
5. Is a forensic exam of the suspect needed?
5. Any prior allegations against this person?
6. Does he/she have access to the victim?

Crime Scene & Evidence

1. Is there a crime scene that can or needs to be secured?
 - If fresh crime scene - look for evidence that may be lost quickly (e.g. clothing, condoms, sheets, etc.)
 - An old crime scene can be just as valuable - some evidence may remain at an old scene (e.g. pornography, photos, magazines, sex toys, etc.)
2. Search warrant
 - Any mention of the use of sexual toys, lotion, porn, computer, etc.?
 - Bedding, clothing, towels, etc.
3. Collect anything and everything (corroborating the child's statement is half of the battle).

Witnesses

1. **DO NOT OVERLOOK THE OBVIOUS WITNESS**
 - Compile a list of witnesses and their contact information
 - Interview witnesses *individually*