

Sexual Assault Investigation Protocols Checklist

Location:	Date:
Incident Commander:	Time:

Required Actions:

Facility	Time	Initial	N/A
a. Assign an Investigator(s) NOTE: Any staff who investigate offender on offender sexual assault or related incident will be required to have successfully completed Washington State Department of Personnel Core Investigator Training/Executive Order 98-02.			
b. Process Crime Scene <ul style="list-style-type: none"> • Gather Evidence from Crime Scene <ul style="list-style-type: none"> • Pictures <ul style="list-style-type: none"> • Video • Stills • Unit Security Tapes • Physical Evidence <ul style="list-style-type: none"> • Logbooks • Clothing (place in paper bag) • Paperwork (Offender Correspondence, Kites, etc.) • Weapons • Bedding (place in paper bag) 			
c. Identify Witnesses (staff and offender)			
d. Interview Alleged Offender Victim(s)			
e. Interview Offender Witness(es)			
f. Obtain Staff Incident Reports			
g. Interview Involved Staff as Needed <ul style="list-style-type: none"> • Custody Staff • Transportation Staff • Medical Staff • Other Identified Staff 			
h. Interview Alleged Suspect(s) Offender			
i. Re-interview Witnesses and Offender Victim(s) as needed.			
j. Place offender suspect(s) and offender victim(s) on the facility mailroom monitoring list. <ul style="list-style-type: none"> • Hotmail 			

