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			
 Gather Evidence from Crime Scene 			
Pictures			
Video			
Stills			
 Unit Security Tapes 			
Physical Evidence			
 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			
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.			
Hotmail			

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 k. Reporting Document the investigative process using the report format. Superintendent approves report and forwards to HQ Special Investigative Unit. Assigned Investigator forwards report and supporting evidence/documentation to Law Enforcement once report has been approved by the Prisons Deputy Secretary/designee. 		
Headquarters		
 a. Reporting The HQ Special Investigative Unit assigns an HQ case number to the investigative report and forwards the packet to Prisons Deputy Secretary/designee. 		

Notes:			