## Offender Sexual Assault Response and Containment Checklist

## Sexual Assault Preservation

Location:	Date:
Incident Commander:	Time:

Required Actions:

rtequiled /tellerie.	Time	Initial	N/A
Notify Intelligence and Investigations Office of allegations.			
Notify local Law Enforcement agency that an alleged sexual assault has occurred.			
<ul> <li>3. Secure location(s) where it is believed that the sexual assault occurred:</li> <li>Post an individual at the scene(s) if the area cannot be completely sealed and secured.</li> </ul>			
<ul> <li>4. Collect ALL clothing that the complainant and alleged victim are wearing.</li> <li>Use trace evidence collection sheet. Require each offender involved to stand on sheet while removing clothing.</li> <li>Place each piece of clothing in a separate brown paper bag (no plastic bags).</li> <li>Document offender's name, date, time, total number of bags and item enclosed.</li> <li>Place bags in a secure location.</li> <li>Ensure chain-of-evidence is maintained on evidence card.</li> </ul>			
<ol> <li>Take digital pictures/video of injuries to victim and suspect offenders immediately to record discolor and severity.</li> </ol>			
Transport offenders separately to Infirmary for a preliminary medical examination.			

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	Time	Initial	N/A
7. If 96 hours or less, transport offender to the local hospital for evidence collection and possible medical examination.			
<ul> <li>If more than 96 hours, if Law Enforcement requests evidence collection, complainant will be transported to the local hospital.</li> <li>Hospital staff make final determination if Rape Kit will be completed or not.</li> </ul>			
Ask Law Enforcement if the suspect should be transported to local hospital for evidence collection (e.g., penis swab, fingernail check, etc.).			
Place alleged suspect in Segregation/IMU pending an investigation.			
10. Notify Mental Health staff so complainant has support available.			
<ul> <li>11. Ensure the following are correctly completed and secured in evidence lockers:</li> <li>Administrative Segregation paperwork,</li> <li>Tele-incident reports,</li> <li>Incident reports,</li> <li>Staff memos,</li> <li>Videotapes of crime scene,</li> <li>Pictures of crime scene and injuries, and</li> <li>Additional evidence.</li> </ul>			

## Notes: