Sexual Assault Report Review Checklist

Does the report include all needed **information**?

- ☐ How was the case received?
- ☐ Is the time of the call recorded (including time of incident, time of dispatch, time of arrival)?
- ☐ Are the elements of the crime articulated?
- ☐ What were the observations upon approach?
- ☐ Is the scene(s) concisely described/diagramed?
- ☐ Were photos taken and details recorded?
- ☐ Is the relationship of the parties identified?
- ☐ What is the history of the relationship? (include frequency of any violence, intimidation, and threats)
- ☐ Were all witnesses interviewed and documented?
- ☐ Were "outcry witness" interviewed?
- ☐ Were weapons/objects used?
- ☐ What was the emotional state of the victim (what they were thinking and feeling)?
- ☐ What evidence was collected?
- ☐ Have all injuries (visible and non-visible) been documented? Were injuries existing or new?
- ☐ Is trauma documented in the report?
- ☐ Have all threats been clearly documented?
- ☐ Is the victim's fear effectively documented?
- ☐ Is the use of coercion and/or force articulated?
- ☐ Was there any property damage? Theft? Burglary?
- ☐ Are stalking behaviors identified in the report?
- ☐ Did the victim report being strangled ("choked")? If so, was it described in detail?
- ☐ Did the officer inquire about possible strangulation (hands, ligature, etc.)?
- ☐ Did the victim request/need medical attention?
- ☐ Were advocates called to the scene?
- ☐ Is there a valid protection order in place? Was it verified?
- ☐ Was the case coded properly?
- ☐ Has sexual abuse by the suspect been ongoing?
- ☐ Were all spontaneous statements captured?

Was the victim incapacitated or incapable of giving **consent**?

- ☐ Were drugs or alcohol used by victim? Are amounts and timespan articulated?
- ☐ Does the victim believe he/she was drugged?
- ☐ If drug facilitated sex assault is suspected, were blood and urine collected?
- ☐ Have mental and/or physical incapacities been documented?

Did your officers assist the **victim** with **safety planning**?

- ☐ Did the officer(s) provide the victim with information about local service providers?
- ☐ Was a forensic examination of the victim conducted?
- ☐ Did the officer(s) utilize a threat/risk assessment tool with the victim?
- ☐ Does the suspect have access to weapons?

Did your officer gather comprehensive information about the **suspect**?

- ☐ Was an arrest made?
- ☐ What was the emotional state of the suspect (what they were thinking and feeling)?
- ☐ Were drugs or alcohol used by the suspect? Are amounts and time span articulated?
- ☐ Did the officer(s) utilize a threat/risk assessment tool with the suspect?
- ☐ Was a suspect exam conducted?
- ☐ Were the suspects pre-incident behaviors documented?
- ☐ Was the proper protocol followed if the suspect was not on the scene?
- ☐ Are there any active warrants out for the suspect?
- ☐ Has the suspect been the respondent to a protection order in the past? Past arrests?
- ☐ Are there any other identified victims?

Additional Notes

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