

# 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(s) articulated to meet state and/or federal laws?
- What were the observations upon approach?
- Is the scene(s) concisely described/diagrammed?
- 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 did they report 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?
- Was the victim asked 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 the officers assist the victim with safety planning?

- Was the victim provided with information about local service providers?
- Was a forensic examination of the victim conducted?
- Was a threat/risk assessment tool used with the victim?

## Did the officer ask about firearms?

- Did the suspect use firearms during the incident that occurred? In previous incidents?
- Did the suspect make threats— real or implied— to use firearms during the incident that occurred? In previous incidents?
- Does the suspect have access to firearms? If so, what are the details of the firearms? Where are they located?
- Did the victim express fear about the suspect's access to firearms? If so, how was this captured in the report?
- Is this individual prohibited from possessing firearms due to:
  - a conviction for a misdemeanor crime of domestic violence
  - a qualifying order of protection
  - dishonorable discharge from the military

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

- Was an arrest made?
- What was the emotional state of the suspect (what did they report they were thinking and feeling)?
- Were drugs or alcohol used by the suspect? Are amounts and time span articulated?
- Was a threat/risk assessment tool used with the suspect?
- Were firearms/weapons confiscated? If so, on what grounds?
- 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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