

Law Enforcement

Sexual Assault Response Guidelines

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ROLE OF LAW ENFORCEMENT:

- 1) Protect the victim by addressing immediate physical safety and medical needs, including other immediate concerns.
- 2) Facilitate criminal reporting process, establishing that a crime has been committed;
- 3) Protect the community from dangerous offenders, when necessary and appropriate providing safety information regarding crime;
- 4) Attempt to apprehend the suspect(s);
- 5) Protect the crime scene and coordinate evidence collection, including the collection of forensic evidence through a medical examination of the victim.
- 6) Maintain communication with victim regarding the status of the criminal case.
- 7) Provide referrals to community resources and assistance when appropriate.

When working to achieve each of these primary roles, all agents within the law enforcement response must consistently focus on being respectful of the victim's privacy, dignity, and need to have clear information and as much control of the process as possible. An informed and professional demeanor by all agents of law enforcement is a critical aspect of gaining a victim's trust and cooperation, and thus increasing the likelihood for evidence gathering and commitment to the investigation and prosecution of the case. Training on showing empathetic support and awareness of the dynamics of sexual violence are key elements for all potential law enforcement responders.

I. ROLE OF TELECOMMUNICATOR/DISPATCHER

1. Telecommunications should be aware that victims respond to rape and sexual assault in various ways and that there is no typical way that a victim may sound in the immediate aftermath of a sexual assault.
2. If the reported details of the sexual assault seem to involve the consumption of alcohol or other mind-altering drugs, the victim may still be confused, and their account may seem incomplete, or may state that they "think" they were raped. The telecommunicator must be sure to listen carefully and respond in a nonjudgmental and supportive manner that validates their feelings and statements.
3. The victim may be in crisis, may still be in a dangerous place and may not be thinking clearly. First, ask if they are in a safe place and assure them that you will get help to them as quickly as possible. Then obtain the following information:
 - Victim's name.
 - Location of the call.

- Whether the victim is otherwise physically injured.
 - Name and/or location of suspect(s), including identifying traits or marks.
 - Direction and means of suspect's flight.
 - Whether any weapons were used.
4. Dispatch assistance immediately, using a code for the type of offense protect the victim's privacy.
5. Encourage the victim to seek medical attention and possible forensic evidence collection.
6. If possible, keep the victim on the line until police arrive, to provide a valuable feeling of security. Remind the victim that it is helpful not to shower or bathe, brush teeth, urinate, blow nose, eat, drink, douche, change clothes, gargle, clean up or touch anything before having evidence collected. Explain that any of these actions could destroy important forensic evidence. If any of the above have already occurred, reassure and encourage them to refrain from doing anything further if possible. Such explanation will help the victim understand and comply with the instructions.

II. ROLE OF THE PATROL OFFICER

1. The patrol officer responding to a sexual assault call should take precautions to protect the victim's privacy. Use code for communications. Do not use lights or siren, unless the suspect may still be present or safety may be in question. Upon arrival, the officer should identify himself or herself by name and the law enforcement department they represent.
2. The first officer on the scene should render aid to the victim and get information concerning the identification of the suspect to the telecommunicator, where relevant to the circumstances. Remember that victims respond in different ways. Always operate from the assumption that the sexual assault report is valid. As the investigation proceeds, the investigating officer will learn more about the details of the incident.
3. The patrol officer should first assess the victim's well being. Express concern and reassure the victim that filing a preliminary report does not mean that the victim needs to decide whether to press charges at that point in time, however, it is appropriate to reinforce that the sooner investigations can begin, the stronger the case may be. Then collect or verify the following information:
- Victim's name and date of birth.
 - Description of any physical injuries sustained.
 - Location, date, and time of assault.
 - Name and/or location of suspect(s), including identifying traits or marks.
 - Direction and means of suspect's flight.
 - Whether any weapons were used.
 - Brief description of the nature of the assault.

The patrol officer will relay information regarding the suspect to the telecommunicator in instances where public safety is of concern.

4. The patrol officer should document the victim's appearance, behavior, and any comments or statements. Pass all information to the investigator. Objectively report the facts as provided, taking care to be non-judgmental. If the crime scene has been identified or located, the responding patrol officer should secure the scene of the assault, allowing only necessary personnel in the area. Be aware that the primary crime scene includes the victim's body and clothing.

5. Regardless of when the assault occurred, encourage the victim to seek medical attention and explain that treatment for injuries, pregnancy prevention, or sexually transmitted diseases may be needed. Encourage the victim to go to the hospital for a medical examination and possible forensic evidence collection.

6. Caution the victim that it is helpful not to shower or bathe, brush teeth, urinate, blow nose, eat, drink, douche, change clothes, gargle, clean up or touch anything before having evidence collected. Explain that any of these actions could destroy important forensic evidence. If any of the above have already occurred, reassure and encourage the victim to refrain from doing anything further if possible. Such explanation will help the victim understand and comply with the instructions.

7. Act as a liaison to other Orange County Sexual Assault Response Team (SART) members responding to scene and/or hospital. Introduce the responding investigator, Rape Crisis Center companion, and Sexual Assault Nurse Examiner (SANE) to the victim. Inform the victim of the next steps in the investigative process while answering any questions they may have concerning expectations and procedures.

8. Prepare a written report assuring that identifying victim information is confidential to assure safety precautions and victim privacy. Included in the report should be a detailed account of the response and intervention provided by the officer. Statements from the victim, witnesses and suspect, if available, should be included in the report.

9. Provide the victim with victim resource contact information and the OCA number assigned to the response. Should the victim be a student, there may be available on-campus resources.

III. ROLE OF THE INVESTIGATING OFFICER

- 1) Coordinate interview in collaboration with Orange County SART when appropriate
- 2) Conduct in-depth victim, witness, and suspect interviews
- 3) Supervise or conduct comprehensive evidence collection and analysis
- 4) Stay in contact with the victim, obtaining information and updating case status
- 5) Prepare for prosecution
- 6) Provide contact information to victim

I. IN-DEPTH INTERVIEW

Rape is one of the most serious violations of a person's body, surpassed only by homicide. It deprives the victim of both physical and emotional privacy and autonomy. The victim's response to the investigator primarily reflects the reaction to the sexual assault, which was an emotional as well as a physical assault. The investigator must remember that the victim is being asked to discuss with a "stranger" the details of a traumatic and personal experience. The investigator is encouraged to interact with the victim as s/he or the victim would want someone to interact with his or her family members or other loved ones.

After the victim's medical and personal needs are met, arrange to meet the victim for an in-depth interview. The in-depth interview should take place in privacy and without distractions. A Crisis Counselor, Rape Crisis Companion, or other support person of the victim's choice should be permitted to be present to provide support when the investigator interviews the victim, if the victim so desires. Prior to the interview, the investigator and the support person should be clear as to the support person's role and permissible behaviors allowed during an investigative interview.

The goals of the in-depth interview should be to:

1. Gather detailed information about the incident.
2. Correctly identify the suspect.
3. Acquire the essential crime elements to determine the direction of the investigation.
4. Establish rapport and maintain the victim's cooperation and emotional well being.

Victims respond in various ways to law enforcement interviews. A victim may appear very composed or calmly discuss the assault. This does not indicate lying. A victim may be trying to regain control by controlling feelings or may be physically and emotionally exhausted. Silence does not usually mean the victim is hiding facts, but rather having trouble talking about, or recalling, the details of the assault. Other common reactions may include crying, shaking, restlessness, tenseness, or even smiling and possibly laughing. The victim may avoid eye contact, fidget, or appear embarrassed. Again, this does not mean the victim is lying; the very private nature of the assault may be difficult to discuss, particularly if it is believed it is inappropriate to talk about sexual matters with others.

The investigator should be aware that if the victim knew the suspect, the victim might be feeling more hesitant about reporting. The victim may blame her/himself for trusting someone who eventually assaulted her/him, or may have conflicting feelings toward the suspect. The victim may also believe the myth that someone cannot be sexually assaulted by a friend or partner, and may even try to protect or defend the actions of the suspect. Victims may be hyper-vigilant about personal safety or hypersensitive to accepting blame for the assault.

1. Begin the in-depth interview with an explanation of why and how the interview will be conducted. Use open-ended questions to allow the victim to tell the account of the sexual assault in her/his own words without interruptions.

2. Ask specific questions only after the victim has completed the account of events. All questions should be relevant to one of the four goals of the interview. Be sure the victim understands what is being asked and why. If the questions are personal or intimate, explain the reason for asking. Talk to the victim at eye level and use familiar terms.

Obtain the answers to the following questions:

- A. When did the assault occur?
- B. Where did the assault occur?
- C. Was anyone else around when the assault took place?
- D. How long was the suspect with you?
- E. Did you know the suspect? If so, how long have you known the suspect and under what circumstances, including any prior sexual relationship? (Explain to the victim that previous sexual relations with the suspect do not absolve or preclude the validity of the complaint).
- F. Can you describe the suspect(s)? (Note: It is important to clarify any slang or jargon)
 - 1. How old?
 - 2. How tall? (comparisons are helpful)
 - 3. Approximate weight?
 - 4. Color of skin, hair and eyes?
 - 5. What race or ethnicity? Gender? Speech characteristics?
 - 6. Any facial hair or identifying marks, including tattoos, piercings and /or scars?
 - 7. Clothing?
 - 8. Did the victim notice any strange odors? Cologne?
 - 9. Vehicle description?
 - 10. Other personal facts about the suspect, such as what was said/talked about before, during or after the assault?
- G. Can you describe incident and nature of the assault? (Note: It is important to clarify any slang or jargon)
 - 1. Were any actual or implied weapons used? If so, describe.
 - 2. Were any actual or implied threats made?
 - 3. Was the victim physically hurt in any other way?
 - 4. Did the victim inflict any wounds on the suspect?
 - 5. What sexual acts did the suspect(s) perform or force the victim to perform, and in exactly what order?
 - 6. If the suspect is a male, did he have an erection and did he ejaculate? (NEVER ask the victim, "Did you climax?" OR "How did he get erect? Males can't become erect just like that?").
 - 7. Was a condom or anything else used (e.g. dental dam, sexual aid, etc.)
 - 8. What exactly did the suspect say throughout the assault?
 - 9. What did the victim do before, during and after the assault?
 - 10. Did the victim tell anyone about the assault? If so, who and when?

The investigator should be aware that initial descriptions and interviews might be colored by the trauma of the sexual assault. Follow-up interviews with the victim are likely to reveal more details as the victim calms down and attempts to resume normal schedule.

Photo line-ups and composites are useful in obtaining an accurate description of the suspect.

3. Ask the victim to write out a statement of exactly what happened. This will usually help to recall more details and thus prevent the need for several follow-up interviews. Also, suggest that the victim keep an on-going written log of any surfacing memories of the sexual assault.

4. At the conclusion of the interview, the investigator may strongly encourage the victim to seek assistance from the Orange County Rape Crisis Center, Family Violence Prevention Center of Orange County, a private therapist, and/or minister/clergy. Remind the victim that numerous reactions to trauma are normal. Symptoms may be physical or emotional, subtle or obvious, and may reappear periodically; even long after the danger has passed. The victim may benefit from having somebody with whom to talk and possibly to stay. Be sure the victim has the Rape Crisis 24-hour crisis/response number (1-866 WE LISTEN or 1-866-935-4783), and if the victim has no safe place to stay, contact Rape Crisis Center to process any potential emergency shelter options.

Post In-Depth Interview Considerations

If the victim expresses concern about how family and friends will react to the assault, the investigator may offer to talk to them. Remember that without their support, the victim may feel pressured not to testify. Allow loved ones to discuss their fears and possible anger, as they may be experiencing secondary traumatization. In turn, explain the emotional trauma that the victim is likely to be suffering. Rape Crisis Center companions can also work with the family members to help them cope with their own reactions and to learn how to best support the victim in healing. Family counseling may be helpful.

Be aware that, in attempting to return to a normal schedule, the victim might try to forget the assault ever occurred, forget who the investigator is, or refuse to talk to him or her. It is critical to obtain as much contact information for the victim as possible (e.g. cell phone, email, informed relative who is able to contact victim, etc.); this information will facilitate continued communication with the victim. While the victim may want to forget the assault occurred, submerging the memory will not make it go away. Instead, the memory may reappear in nightmares, phobias, tension, physical reactions, etc. Most victims benefit from having supportive relationships or activities, in which they can process the impact of the trauma and begin healing.

II. OPTIONS OF REPORTING – (option chart to be inserted here)

1. Location of the assault determines the responding law enforcement agency
2. Like other aspects, it is important to give the victim control

Blind Reporting is a reporting option that allows for the victim to remain anonymous and not be forced into a formal investigation phase unless prepared to do so. This reporting option is designed to access those victims of sexual assault that may not readily contact an LE agency for information or reporting. The Blind Reporting option is designed to have a victim meet/talk with a LE agency informing the agency

of the suspect data, MO, and particulars of the assault that could possibly be linked with known cases. The secondary gain of this option allows for a victim to meet with a LE authority to obtain statutory information pertaining to the crime and assessment to assure that a victim has been given city/county resources to aid in their healing and safety.

If the victim is under the age of 18, the minor must be accompanied by a parent or guardian to a law enforcement agency to review safety and case concerns prior to being offered the option of a Blind Report. If the victim is a child and the suspect is a caretaker and/or family member then the law enforcement agency must report the offense to the Orange County Department of Social Services, Child Protective Service Division.

The Federal Jean Clery Act, requires of all college campuses that **all reported crimes, including sexual assaults be investigated** to determine whether or not there is an on-going threat to the campus community. The UNC Department of Public Safety has a duty to investigate and warn the campus community of assaults and possible suspects. Therefore, the UNC Department of Public Safety can not offer a Blind Reporting option of reporting for an assault or rape. Students who are victims of sexual assault that occur on the UNC campus who do not wish an investigation of their attack to be conducted, may file a “blind report” report for statistical purposes and potential later follow-up with Student Health Services, any Housing and Residential Education Community Director or Residence Director, any Granville Towers Tower Manager, or the Dean of Students Office. Non-students who are victims of sexual assault that occur on campus and wish to file a “blind report” may do so with the Orange County Rape Crisis Center.

III. VICTIMS’ RIGHTS REQUIREMENTS

North Carolina law mandates that law enforcement personnel provide a variety of information and services to victims of sexual assault. Review requirements established by the Fair Treatment of Victims and Witness Act and the Crime Victims’ Rights Act. In many departments, Rape Crisis Center companions, Crisis Counselors or Victim/Witness Assistants work with victims to ensure that Crime Victims’ Rights Act requirements are fulfilled. If no Rape Crisis Center companion, Victim/Witness Assistant or Crisis Counselors are available, the investigator should provide the following information:

Educate the victim about Crime Victims’ Compensation Funds. Crime Victim’s Compensation Funds may be awarded for medical care, therapy, lost wages (up to six (6) months), or other expenses. In order to access funds, the victim must have reported the assault within 72 hours. Provide the victim with a resource card or brochure containing contact information (#1-800-826-6200) for the NC Victim’s Compensation Program.

Provide the following information to victim as soon as possible, but within 72 hours.

- Address and telephone number of the district attorney’s office. [Orange/Chatham County District 15B Attorney’s Office, (919) 732-9334]

- Name and telephone number of an investigating law enforcement agency official whom the victim may contact if the victim has not been notified of an arrest within six (6) months.
- Information about the accuser's opportunity for pre-trial release.
- Name and telephone number of an investigating law enforcement agency official whom the victim may contact to find out whether the accused has been released from custody.

Inform the victim about the reporting of any threats or harassment arising out of cooperation with law enforcement or prosecution efforts, as well as, review safety concerns or plans with the victim. Should the accused be arrested, recommend that the victim register with NC SAVAN (#1-877-627-2826) so that they may be notified of the defendant's release.

Ask the victim if the victim wishes to receive any further notices and provide a form for her response. Inform her that the victim is responsible for notifying the investigating law enforcement agency of name, address and telephone number changes.

IV. EVIDENCE COLLECTION

*****NOTE TO INVESTIGATOR: Preferably, the respective law enforcement agency's crime scene technicians, according to their agency policies and procedures, will perform all crime scene evidence collection.**

A. General Guidelines

If Crime Scene Technicians are not applicable or not available in a timely manner, these are the general rules of evidence collection for a sexual assault crime scene:

1. Protect the crime scene, seal off the area where the sexual assault occurred, and maintain crime scene log of persons entering/leaving scene and document their stated purpose.
2. Photograph and document the scene and all evidence first, including any photographs of any evidence of a struggle.
3. Process for fingerprints and other fragile evidence at crime scene and on victim.
4. Use caution not to damage, mark or contaminate evidence.
5. All evidence should be collected with gloves and/or methanol or alcohol-soluble tape. Blotting with regular tape renders hairs and other fibers useless for analysis. Furthermore, hair comparison is possible only when the lab receives known samples from the victim and the suspect, and unknown hairs picked up at the scene.
6. Place evidence in an appropriate container, seal with evidence tape, time date and initial.
7. Document chain of custody throughout the investigation.
8. Prepare SBI evidence forms and property forms.
9. Deliver evidence to SBI Laboratory.

B. Specific Evidence Collection

Search and obtain evidence listed below and any other evidence that may be relevant to investigation or prosecution. Specifically describe the exact location where each item of evidence was found. Also, sketch a diagram of the scene, indicating exact measurements of the distance of evidence from permanent objects.

1. Latent fingerprint lifts.
2. Any articles/objects possibly handled or left by the suspect.
3. Foreign items such as buttons, hair, and pieces of torn clothing.
4. Any evidence which tends to show force, including: torn clothing, bedding, broken objects, weapons, tape or rope. Note tool marks or other burglary evidence as evidence of force.
5. Any items the victim or suspect used to clean with after the sexual assault.
6. All clothing the victim was wearing at the time of the sexual assault. Air-dry clothing, then preserve each piece of clothing in a separate paper (not plastic) bag and seal with evidence tape, time, date, and initial. If the victim has the medical/forensic examination, medical personnel will collect clothing as a part of the SBI Kit (Although, the new, abbreviated version of the SBI Sexual Assault Evidence Collection Kits DO NOT contain a large paper bag to put collected outer clothing into, so the investigator should be prepared to have appropriate containers for this evidence).
7. If the crime occurred in a vehicle, gather evidence from seats, seat covers, floors, floor mats, blankets, and door handles. Look for stains and hairs, using an alternate light source, such as a lumalight, Woods Lamp or laser.
8. If the crime occurred outdoors, collect soil and vegetation samples, and be sure that crime scene technicians photograph of any footprints and tire tracks for comparison with the suspect's shoe and tires. General photographs of the crime scene area should be documented to show scale and proximity. Be sure to utilize a measuring device, such as a ruler, or some object with standard measurements (such as a quarter or dollar bill) to place next to evidence being photographed to document scale.
9. If there are indications of consumption of alcohol or other mind-altering drugs, attempt to locate drugs, beverage containers, ice cube trays, drug paraphernalia, and/or other containers that may have transmitted the drug to the victim.

C. SBI Sexual Assault Evidence Collection Kit

1. Law enforcement officers must understand the evidence/examination procedure in order to address any concerns or questions the victim may have, in advance. (See Appendix ###)
2. Request any special evidence collection before the examination begins, as the investigator most likely will not be present in the examining room. Be sure to alert medical personnel or SANE of any indication of drug-facilitated sexual assault, so that they may follow the special directions outlined in the SBI Kit for such instances. Special collection of evidence may include collecting clumps of tissue found under fingernails (not fingernail scrapings) if the victim reports scratching the suspect, or to secure the correct evidence for the SBI Lab to test for drugs commonly used to facilitate sexual assault.
3. The investigator should not be in the room during the forensic/medical examination, unless the victim so requests (and the officer is the same gender), but should assure the chain of custody is insured.

4. During the forensic/medical exam, the victim is allowed one support person at that point (OCRCC Companion is always available to serve in the role as support person)
5. After evidence collection is complete, the SANE will sign the chain of custody form and turn it over to the investigating law enforcement agency. If the investigating law enforcement agency is unavailable, then the SANE should maintain the chain of custody by signing over the evidence to a designated law enforcement agency who will, in turn, sign over the chain of custody to the appropriate law enforcement agency when they arrive
6. Inform the victim that clothing has been secured as evidence, and may not be returned to for an indefinite period of time. The Rape Crisis Center companion can provide new underwear and clothing for the victim to wear home, or can contact someone to bring the victim a change of clothes to the hospital/medical facility.
7. The medical report will be turned over to the investigator after the examination has been completed, and with the proper release secured.

D. SBI Suspect Evidence Collection Kit

1. A doctor, SANE or other appropriate medical personnel may collect suspect evidence using the SBI Suspect Evidence Collection Kit. The examination will include collection of pubic hair combings (if within 48 hours of the offense), pulled pubic hairs, pulled head hairs, blood sample and saliva sample.
2. This evidentiary examination MUST be conducted in the presence of a law enforcement official. The SBI Suspect Evidence Collection Kit should be provided by the investigating law enforcement agency, and should be unsealed in the presence of the suspect and law enforcement official.
3. The doctor, SANE or other appropriate medical personnel should collect the evidence from the suspect's body utilizing the SBI Suspect Kit, and closely following the detailed instructions included. Evidence may be collected from a suspect upon arrest. In order to obtain evidence from a suspect NOT in custody, and without the suspect's consent, the investigating officer should consult with the district attorney's office for the correct procedures to procure the evidence.
4. The SBI Suspect Kit should ALWAYS be completed, even if there is no doubt about the identity or if the suspect was not apprehended immediately.

Note: Additional information about suspect test for HIV (contact NCCASA for info regarding this process)

Note: Victim Safety and notification if suspect arrives at the hospital at same time for evidence collection.

E. Handling Sexual Assault Evidence

1. The new SBI Kits do not have perishable biological samples that need to be refrigerated.
2. The investigator should either personally deliver or mail, in separate containers, and according to that law enforcement agency's policies and procedures, the following evidence to the SBI Lab at one time:

- Physical evidence gathered from the scene of the sexual assault.
- Victim's clothing, each item enclosed in a separate paper bag, sealed well with evidence tape, timed, dated, and initialed.
- SEALED SBI Sexual Assault Evidence Collection Kit
- Suspect's clothing in a paper bag, sealed well with evidence tape, timed, dated, and initialed.
- SEALED SBI Suspect Evidence Collection Kit (where available).

Evidence returned from the SBI Lab, after examination, should be stored in a secured evidence area until it is needed for the court proceedings.

V. ARREST

Various methods of suspect identification can be used in the course of investigation. The investigator should consult the police attorney or district attorney for the most current, approved procedures.

A. Warrants

In drawing warrants, consider the victim's need for protection. The investigator should obtain the warrant. When the victim's continued physical safety is in jeopardy and the relationship to the suspect is brief or nonexistent, measures should be considered to protect the victim from harassment or retaliation. Consideration may be given to this safety concern by using the victim's first name and last initial and the responding law enforcement agency's address as the contact address for the victim. In so doing, the officer/investigator will assume responsibility for serving subpoenas on the victim allowing for continued contact between the victim and the law enforcement agency.

B. Suspect Apprehension

When the suspect is apprehended, arrange for the collection of evidence from the suspect's body using the SBI Suspect Evidence Collection Kit, available to law enforcement agencies from the SBI Molecular Genetics Division. Evidence may be collected from a suspect upon arrest.

In order to obtain evidence from a suspect NOT in custody, and without the suspect's consent, an investigator should consult with the district attorney's office for current procedures to procure this evidence. If the suspect was apprehended immediately, clothing should be confiscated, air-dried, and packaged in paper containers (not plastic), if identified as clothing worn when victim was attacked. Medical personnel or SANE will obtain samples of the suspect's blood, saliva, head hair and pubic hair, using the SBI Suspect Kit, with the examination being conducted in the presence of a law enforcement official. Additionally, the SBI Suspect Kit should be unsealed in the presence of the suspect and a law enforcement official. Each container should be secured with evidence tape, timed, dated, and initialed by the medical personnel or SANE that collected the evidence. All evidence should be placed back in the SBI Suspect Kit, sealed with the evidence tape provided, and released to an appropriate law enforcement official.

Be sure that the medical personnel or SANE search the suspect's body carefully for bites, scratches, or other marks that the victim may have inflicted during the sexual assault. Any such injuries should be noted and photographed by the Crime Scene Technician. Also, arrange to have a full-length, color photograph of the suspect at the time of the arrest, for use at trial in the event that he changes his appearance.

If the suspect was not apprehended immediately, or if he has changed clothes, obtain a search warrant for his vehicle and premises in order to seize clothing and shoes worn during the assault, and any other evidence that may be pertinent to the investigation.

The investigator should question the suspect following the rules of interview/interrogation, with due regard to 4th, 5th, and 6th amendment issues. Accurately document, audio, videotape the suspect's statements. Whenever possible, obtain a written statement of events in the suspect's handwriting.

As soon as possible, but within 72 hours, inform the victim that the suspect has been arrested. At this time, forward to the district attorney's office the victim's name, address, date of birth, race, gender, and telephone number. If the victim is unwilling or unsure whether the victim wants to disclose any or all of the above information, inform the district attorney's office of the victim's decision.

If the victim must confront the suspect in a show-up or line-up, the victim may be resistant due to a fear of retaliation. Be sensitive to the fact that the victim may be terrified of her attacker. Explain proceedings to the victim, in advance, and be sure the victim is well protected from the suspect. The victim should never be put or left in the same room or car with the suspect, nor should they be allowed to encounter one another.

When arresting a suspect for sexual assault or related crime under investigation by another law enforcement agency, inform the other investigating agency as soon as possible, but within 72 hours.

VI. COURT PROCEEDINGS

It is helpful for the victim to feel that they have access to the investigator throughout the judicial process. Inform the victim of each step of the process and provide the victim with guidance should they experience intimidation by the suspect or witnesses.

Law enforcement investigators should work closely with the district attorney's office, making sure that the prosecutor receives a complete investigative report of the case as soon as possible, including:

1. Victim's statement, name, address, telephone numbers (work/home)
2. Statement of other witnesses.
3. Suspect's statement, if any, name, address, and telephone numbers.
4. Complete list of all physical evidence, showing chain of custody for each item.
5. Copies of all police, medical, evidence, follow-up, and arrest reports.
6. Copies of reports about results of all tests, line-ups, and comparisons made.
7. Criminal history of the suspect.
8. All other pertinent evidence.

After the district attorney's office has received the necessary information, the investigator should remain accessible to the victim. If the victim has not already done so, encourage her to contact, or offer to contact the Rape Crisis Center to have a companion available to provide follow-up support and court accompaniment. A Rape Crisis Center companion can serve as a liaison between the victim and the district attorney's office, and is generally more available to the victim for discussion of the personal impact of the judicial process. With the support, cooperation and coordination of law enforcement, Rape Crisis Center companions and/or family members, the victim will be a stronger, more credible and cooperative witness. A supported victim and a well-managed case are more likely to produce a successful prosecution.

VII. Checklist for Law Enforcement Responding to Sexual Assault (insert here)

****NOTE: The Orange County SART recommends adoption, in full, and adherence to this rape victim response protocol in order to protect the integrity of the forensic foundations and the recommended investigative response to all reported rape or sex crimes in this jurisdiction.**