

## Sexual Assault Response and Containment Checklist

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Shift Commander:** \_\_\_\_\_

**Time:** \_\_\_\_\_

1. Notify MSP Command Post

\_\_\_\_\_  
Time/Initial

2. Secure locations(s) where it is believed that the sexual assault/rape has occurred:

\_\_\_\_\_  
Time/Initial

- Post an individual at the scene(s) if the area cannot be completely sealed and secured.

\_\_\_\_\_  
Time/Initial

3. Collect ALL clothing that the complainant and alleged victim are wearing.

\_\_\_\_\_  
Time/Initial

- Require each offender involved to stand on sheet while removing clothing.
- Place each piece of clothing in a separate brown paper bag (no plastic bags).
- Document offender's name, date, time, total number of bags and items enclosed.
- Place bags in a secure location.
- Ensure chain-of-evidence is maintained on evidence card.

4. Take digital pictures/video of victim and suspect offenders immediately.

\_\_\_\_\_  
Time/Initial

5. Transport offenders separately to infirmary for a preliminary medical examination.

\_\_\_\_\_  
Time/Initial

6. If 72 hours or less, transport offender to the local hospital for evidence collection and possible medical examination.

\_\_\_\_\_  
Time/Initial

If more than 72 hours, if law enforcement or assigned investigator requests evidence collection, complainant will be transported to the local hospital.

\_\_\_\_\_  
Time/Initial

- Hospital staff make final determination whether rape kit will be completed.

## Sexual Assault Response and Containment Checklist, continued

7. Place alleged suspect in Segregation/SMU pending an investigation. \_\_\_\_\_  
Time/Initial
8. Notify mental health staff so complainant has support available. \_\_\_\_\_  
Time/Initial
9. Ensure the following are correctly completed and secured in evidence lockers: \_\_\_\_\_  
Time/Initial
- Segregation/SMU paperwork
  - Incident reports
  - Staff memos
  - Videotapes of crime scene
  - Pictures of crime scene and injuries, and
  - Additional evidence