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.
7. Place alleged suspect in Segregation/SMU pending an investigation. 

8. Notify mental health staff so complainant has support available.

9. Ensure the following are correctly completed and secured in evidence lockers:
   - Segregation/SMU paperwork
   - Incident reports
   - Staff memos
   - Videotapes of crime scene
   - Pictures of crime scene and injuries, and
   - Additional evidence

Time/Initial