PREA Crime Scene Checklist

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| **Date and Location of Incident:** | **Date Completed:** |
| **Shift Commander / Supervisor:** | **Time Completed:**  |
|  |
| **Reporting and Investigating Sexual Activity****While completing the steps on this form remember the alleged assault will remain a confidential matter, on a need to know basis, using the appropriate chain of command.** |
| **Functional Roles**  | **Step** | **Tasks**  | **Date Task completed**  | **Time Task Complete** | **Initial**  | **N/A**  |
| 1st Responder  | **1.** | First on scene or have knowledge of alleged incident.  |  |  |  |  |
| 1st Responder | **2.** | Calls for assistance  |  |  |  |  |
| 1st Responder | **3.** | Separates and isolates victim and perpetrator, **do not leave victim alone**.  |  |  |  |  |
| 1st Responder | **4.** | Do not allow perpetrator to shower, urinate, change clothes, (unless supervised and only undress over a clean sheet of paper to be entered into evidence) eat, drink or brush their teeth.  |  |  |  |  |
| 1st Responder  | **5.** | Preserve or contain crime scene |  |  |  |  |
| 1st Responder  | **6.** | Take notes of any information that the victim or perpetrator divulge. Witnesses or any information that might prove useful in the investigation.  |  |  |  |  |
| **Functional Roles**  | **Step** | **Tasks**  | **Date Task completed**  | **Time Task Complete** | **Initial**  | **N/A**  |
| Shift Commander / Supervisor | **7.** | If either victim or perpetrator requires medical attention, arrange for their transport to hospital if necessary. If either prisoner refuses medical attention an *Informed Waiver of Medical Treatment Form* 807.08b will have to be completed.  |  |  |  |  |
| Institution Investigator | **8.** | Interview the victim in order to ascertain the extent or validity of allegations.  |  |  |  |  |
| Shift Commander / Supervisor | **9.** | If it appears that the prisoners were engaged in consensual sexual activities, ensure that Incident Reports are completed for both prisoners. Place both prisoners into segregation until final investigation has been concluded.  |  |  |  |  |
| Shift Commander / Supervisor | **10.** | If it is reasonable to surmise or by admission or evidence that a Sexual Assault in the 1st per AS 11.41.410, Sexual Assault in the 2nd per AS 11.41.420 , Sexual Assault in the 3rd per AS 11.41.425 or Sexual Assault in the 4th per AS 11.41.427 has occurred, contact the Alaska State Troopers dispatch. Upon contact, request a case number. This number will be listed on the Special Incident Report.  |  |  |  |  |
| Shift Commander / Supervisor  | **11.** | Contact the Superintendent or designee. |  |  |  |  |
| **Functional Roles**  | **Step** | **Tasks**  | **Date Task completed**  | **Time Task Complete** | **Initial**  | **N/A**  |
| Institution Investigator/Shift Commander / Supervisor | **12.** | If the assault occurred within 7 days, secure the alleged perpetrator in segregation to preserve evidence.  |  |  |  |  |
| Institution Investigator/Shift Commander / Supervisor | **13.** | If it is reasonable to surmise by admission or evidence that the offense of sexual harassment has occurred. Follow the flow chart 808.20D or 808.20E  |  |  |  |  |
| Shift Commander / Supervisor | **14.** | With Sexual Abuse cases, secure the alleged perpetrators clothing for introduction into evidence in accordance with 1208.08 until evidence can be released to a law enforcement agency with jurisdiction. |  |  |  |  |
| Institution Investigator | **15.** | If it is determined that evidence may still exist, the alleged crime scene will stay secured and potential evidence shall remain in place for AST investigation. If it is not possible to secure the scene, it will be thoroughly photographed and/or videotaped. Any evidence collected will require an Evidence Record Form until it can be properly turned over to the investigating authority. |  |  |  |  |
| Institution Investigator or Shift Commander / Supervisor | **16.** | A recorder will be established so that all individuals that enter / leave the area and any significant events that occur at the crime scene are documented. |  |  |  |  |
| **Functional Roles**  | **Step** | **Tasks**  | **Date Task completed**  | **Time Task Complete** | **Initial**  | **N/A**  |
| Institution Investigator | **17.** | Ensure protective equipment (i.e. gloves and foot covers are worn at a minimum) are utilized at all times.  |  |  |  |  |
| Shift Commander / Supervisor  | **18.** | The alleged victim and perpetrator will remain separated until the investigation has been concluded. This may include placement of the alleged aggressor into segregation.  |  |  |  |  |
| Shift Commander / Supervisor  | **19.** | Ensure that all staff involved completes all the necessary reports / documentation by the end of shift.  |  |  |  |  |
| Institution Investigator | **20.** | Collect all surveillance video that may exit. |  |  |  |  |
| Shift Commander / Supervisor | **21.** | Complete PREA Special Incident Report Form 808.19C  |  |  |  |  |