

Sexual Assault Response and Containment Checklist

_____ Name of Victim	_____ MDOC#/Title
_____ Name of Perpetrator(s)	_____ MDOC#/Title

Please check off each duty if completed in accordance with PREA standard 115.65 titled, "Coordinated Response."

____ The first responder will ensure the safety of the alleged victim and separate the victim from the perpetrator.

____ Security staff will escort the alleged victim to Medical (physical and mental assessments) immediately. The victim should not be allowed to shower, wash, or change clothes for evidence collection purposes.

____ If the alleged perpetrator is an offender, security staff will escort the offender to medical for an examination and ensure the alleged perpetrator is placed in administrative segregation pending the outcome of the investigation.

____ The shift supervisor will obtain a brief statement from the alleged victim/perpetrator and complete an Offender Referral Form and an Extraordinary Occurrence Report (EOR). Incident Reports will be collected from any witnesses. This should be completed by the end of the reporting officer's shift.

____ The shift supervisor/designee will notify CID and ensure the crime scene is preserved until the investigator arrives by preventing/limiting access to the scene. The investigator will access the scene, conduct interviews and initiate evidence collection.

____ Medical staff will ensure the victim is transported to an outside medical provider for evidence collection and treatment by a certified Sexual Assault Nurse Examiner (SANE). Medical staff will make all decisions regarding medically related issues. The shift supervisor will ensure transportation is provided for the alleged victim if necessary.

____ If the alleged incident involves staff, the shift supervisor/designee will ensure the staff member has no contact with the alleged victim.

Signature of PREA Manager _____ Facility _____

Date: _____

Time: _____