

Sexual Assault Supplemental Report Form

- It is recommended that the Sexual Assault Supplemental Report be used in the reporting, recording and investigation of *all* sexual assault incidents, **for each and every incident reported**
- Supervisory review of all sexual assault cases is encouraged
- This form is not intended for use when the victim is a minor

Agency	ORI	Incident #	Case #
Name of Person Who Contacted Police <i>(optional on information reports)</i>		Method Report Received <input type="checkbox"/> 911 Call <input type="checkbox"/> Non-emergency number <input type="checkbox"/> Online <input type="checkbox"/> Other <i>(describe)</i> _____	
Address of Person Who Contacted Police		City	State Zip Code
Telephone: Home	Work	Cell	Email
Relationship to Victim		Others Present with Victim During Interview	
Location of Interview <input type="checkbox"/> Hospital <input type="checkbox"/> On Scene <input type="checkbox"/> At Department <input type="checkbox"/> Other <i>(describe)</i> _____			

Dates

Date of Report <i>(mm/dd/yyyy)</i>	Time of Report	Date(s) of Incident <i>(mm/dd/yyyy)</i>	Time of Incident From To
------------------------------------	----------------	---	----------------------------------

Victim *Victim's identifying or contact information may be exempt from disclosure under the Freedom of Information Act and Crime Victim's Rights Act or if this is a blind report.*

Last Name		First Name		Middle Name
Any Aliases		Primary Language	Special Needs, Disability, Requests, etc.	
Race/Ethnicity	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth <i>(mm/dd/yyyy)</i>	Height	Weight
Address		City	State	Zip Code
Telephone: Home	Work	Cell	Email	
Emergency Contact		Emergency Contact Telephone	Best Way to Safely Contact Victim	

Victim Demeanor Observed at Time of Interview *(select all that apply) Include detailed description in narrative*

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Afraid/Fearful | <input type="checkbox"/> Confused | <input type="checkbox"/> Shaking/Trembling | <input type="checkbox"/> Other <i>(describe)</i> _____ |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Flat Affect | <input type="checkbox"/> Tearful/Crying | |
| <input type="checkbox"/> Calm/Controlled | <input type="checkbox"/> Nervous/Agitated | <input type="checkbox"/> Withdrawn/Quiet/Flat Affect | |

Are there any injuries? <i>If yes, detail in narrative</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed	Does the victim report pain? <i>If yes, describe</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
Were weapons used to hurt/injure/threaten? <i>If yes, detail in narrative</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed	Does the victim believe she/he may have been drugged? <i>If yes or unsure, detail in narrative</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Unsure
Did the victim voluntarily consume alcohol within 24 hours of incident? <i>If yes, detail in narrative</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed	Did the victim voluntarily take other controlled substance within 96 hours of incident? <i>If yes, detail in narrative</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed
Has sexual abuse by suspect been ongoing? <i>If yes, how long?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed	Any other known or possible victims? <i>If yes, list names and contact information</i>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Follow up needed

Victim Assistance Checklist

- | | |
|--|---|
| <input type="checkbox"/> Victim's Personal Safety Concerns Addressed | <input type="checkbox"/> Sexual Assault Victim Rights and Services Information Provided |
| <input type="checkbox"/> Victim Given Department Contact Information | <input type="checkbox"/> Crime Victim's Rights and Compensation Information Provided |

Incident Information

Location of Interaction Before Assault(s) *(detail in narrative)*

Location(s) of Assault(s) *(detail in narrative)*

Locations Suspect Took Victim After the Assault(s) *(detail in narrative)*

Type of Coercion/Force/Fear Involved *(select all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Disregarding the victims' stated or otherwise communicated lack of consent | <input type="checkbox"/> Victim was incapacitated (see below) | <input type="checkbox"/> Threat of death |
| <input type="checkbox"/> Verbal pressure/coercion | <input type="checkbox"/> Presence of weapon | <input type="checkbox"/> Abduction |
| <input type="checkbox"/> Position of authority (teacher, supervisor, boss, parent) | <input type="checkbox"/> Stalking | <input type="checkbox"/> Other <i>(describe)</i> _____ |
| <input type="checkbox"/> Threat of physical force or violence | <input type="checkbox"/> Physical restraint | |
| | <input type="checkbox"/> Physical force | |

Describe all types of coercion/force/fear involved. *(Include detailed description in narrative)*

Type of Assault *(select all that apply)*

- | Attempted | Completed | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Rape (penile/vaginal penetration against the will, by force, threat, or intimidation) |
| <input type="checkbox"/> | <input type="checkbox"/> | Forced sodomy (penile/anal penetration against the will, by force, threat, or intimidation) |
| <input type="checkbox"/> | <input type="checkbox"/> | Forced oral-genital contact (oral copulation) |
| <input type="checkbox"/> | <input type="checkbox"/> | Forced sexual penetration with an object or finger |
| <input type="checkbox"/> | <input type="checkbox"/> | Sexual battery (forced touching of intimate parts, fondling, kissing, oral contact but not penetration) |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical assault/battery |
| <input type="checkbox"/> | <input type="checkbox"/> | Strangulation |
| <input type="checkbox"/> | <input type="checkbox"/> | Other <i>(describe)</i> _____ |

Additional Crimes to be Investigated:

Victim Incapacitated or Incapable of Consenting or Communicating Unwillingness to Engage in Sexual Contact Due to: *(select all that apply)*

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Mental incapacity | <input type="checkbox"/> Unconsciousness or sleep |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Physical incapacity | <input type="checkbox"/> Other <i>(describe)</i> _____ |
| <input type="checkbox"/> Drugs | <input type="checkbox"/> Subordinate position | |

Initial Investigation

Victim Medical Treatment *(select all that apply)*

	Where	By Whom	Date
<input type="checkbox"/> First aid rendered	_____	_____	_____
<input type="checkbox"/> Medical exam	_____	_____	_____
<input type="checkbox"/> Forensic exam/rape kit	_____	_____	_____
<input type="checkbox"/> Admitted to hospital	_____	_____	_____
<input type="checkbox"/> Will seek own	_____	_____	_____
<input type="checkbox"/> Declined	_____	_____	_____

Suspect Forensic Exam Conducted? Y N Follow up needed If yes, by whom? _____

Date _____

Photos

	Taken By	Date Taken	Digital	Polaroid	35 mm	Video
<input type="checkbox"/> Victim injuries	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Suspect injuries	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Crime scene(s)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Property damage	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence Collected *(select all that apply)*

	By Whom	Location Stored	Analyzed
<input type="checkbox"/> Physical evidence <i>(i.e. clothing, sheets, tissue)</i> (list) _____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Property damage (list) _____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Weapons (list) _____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>

	Victim	Attached	Suspect	Attached		Victim	Attached	Suspect	Attached
911 print out	<input type="checkbox"/>	<input type="checkbox"/>							
Forensic exam report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspect polygraph	<input type="checkbox"/>	<input type="checkbox"/>		
Toxicology report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pretext phone call	<input type="checkbox"/>	<input type="checkbox"/>		

Follow up needed, specify _____

Suspect Photocopy and complete the following information for each suspect on a separate page and attach to the report.

No. of Suspects	Last Name (Suspect # _____)		First Name		Middle Name	
Aliases			Height	Weight	Hair Color	Eye Color
Race/Ethnicity	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth (mm/dd/yyyy)	Social Security No.		Driver's License No./State	
Address			City		State	Zip Code
Telephone: Home		Work	Cell		Email	
Primary Language (if not English)		Suspect's Defining Characteristics (i.e. tattoos, scars, physical disabilities, etc.)				
Suspect on Scene Y <input type="checkbox"/> N <input type="checkbox"/>		Suspect Arrested Y <input type="checkbox"/> N <input type="checkbox"/>		If Yes, Arrest Number		
Suspect Conduct Prior to Incident (select all that apply) Include detailed description as gathered from interviews of suspect, victim, and associated persons in narrative						
<input type="checkbox"/> Grooming (i.e. targeting vulnerability, testing boundaries, building trust)		<input type="checkbox"/> Monitoring victim (tracking patterns of conduct)				
<input type="checkbox"/> Electronic contact (i.e. internet, text messaging)		<input type="checkbox"/> Providing alcohol/controlled substances				
<input type="checkbox"/> Isolating victim		<input type="checkbox"/> Other (describe) _____				
Relationship to Victim (select all that apply)			Suspect Demeanor as Observed at Time of Interview (select all that apply) Include detailed description in narrative			
<input type="checkbox"/> Recent acquaintance		<input type="checkbox"/> Domestic partner	<input type="checkbox"/> Parent of victim		<input type="checkbox"/> Angry	
<input type="checkbox"/> Casual acquaintance of victim		<input type="checkbox"/> Married	<input type="checkbox"/> Relative of victim		<input type="checkbox"/> Nervous/Agitated	
<input type="checkbox"/> Friend (non-romantic)		<input type="checkbox"/> Legally separated	<input type="checkbox"/> Position of authority		<input type="checkbox"/> Threatening	
<input type="checkbox"/> Internet relationship		<input type="checkbox"/> Divorced	<input type="checkbox"/> Co-worker		<input type="checkbox"/> Tearful/Crying	
<input type="checkbox"/> Planned first meeting/date		<input type="checkbox"/> Father of children	<input type="checkbox"/> Stranger		<input type="checkbox"/> Withdrawn/Quiet/Flat Affect	
<input type="checkbox"/> Intimate partner/dating		<input type="checkbox"/> Cohabiting	<input type="checkbox"/> Other (describe) _____		<input type="checkbox"/> Confused	
<input type="checkbox"/> Former intimate partner/dating		<input type="checkbox"/> Neighbor	_____			
Did the Suspect Consume Alcohol Within 24 Hours Prior to Incident? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, detail in narrative Follow up needed <input type="checkbox"/>		Did the Suspect Take Controlled Substances Within 96 Hours Prior to Incident? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, detail in narrative Follow up needed <input type="checkbox"/>		Visible Suspect Injuries? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, detail in narrative		

Suspect History

	Y <input type="checkbox"/>	N <input type="checkbox"/>	Date(s)	Type(s)
Arrest record	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Prior sexual assault offenses	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Prior use of weapons in a sex related offense	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Currently on probation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Currently on parole	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Subject of protection order(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Associated Persons Photocopy and complete the following information for each witness on a separate page and attach to the report.

Last Name (Witness # _____)		First Name		Middle Name		
Aliases			Height	Weight	Hair Color	Eye Color
Race/Ethnicity	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth (mm/dd/yyyy)	Social Security No.		Driver's License No./State	
Address			City		State	Zip Code
Telephone: Home		Work	Cell		Email	
Relationship to Victim (see above categories)			Relationship to Suspect (see above categories)			
Aware of Incident Y <input type="checkbox"/> N <input type="checkbox"/>		Contact with Victim Prior to Incident Y <input type="checkbox"/> N <input type="checkbox"/>		Contact with Suspect Prior to Incident Y <input type="checkbox"/> N <input type="checkbox"/>		
If yes, detail in narrative		If yes, detail in narrative		If yes, detail in narrative		
Present During Incident Y <input type="checkbox"/> N <input type="checkbox"/> If yes, detail in narrative			Contact with Victim After the Incident Y <input type="checkbox"/> N <input type="checkbox"/> If yes, detail in narrative			
Did Victim Disclose Y <input type="checkbox"/> N <input type="checkbox"/>		Contact with Suspect After the Incident Y <input type="checkbox"/> N <input type="checkbox"/>		Did Suspect Disclose Y <input type="checkbox"/> N <input type="checkbox"/>		
If yes, detail in narrative		If yes, detail in narrative		If yes, detail in narrative		

Interview History

	Date(s)	Time	Location	Officer Initials
Victim				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Suspect(s)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Associated Person(s)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Case Review Checklist *Select all that apply*

<input type="checkbox"/> Follow-up photos taken of the victim's injuries <i>(mm/dd/yyyy)</i> _____ <input type="checkbox"/> Available witness(es) interviewed <input type="checkbox"/> Witness(es) provided a written statement <input type="checkbox"/> Unable to contact or interview the following person(s) _____ _____ <input type="checkbox"/> Case referred to the prosecutor's office <i>(mm/dd/yyyy)</i> _____	Contacts Initiated by Police <i>(select all that apply)</i> <input type="checkbox"/> Community-based advocate <input type="checkbox"/> Dept./Victim/Witness advocate <input type="checkbox"/> Language translation <input type="checkbox"/> Medical <input type="checkbox"/> Mental health <input type="checkbox"/> Probation/Parole <input type="checkbox"/> Prosecutor <input type="checkbox"/> Other agency _____	Contacts Initiated by Victim <i>(select all that apply)</i> <input type="checkbox"/> Community-based advocate <input type="checkbox"/> Medical <input type="checkbox"/> Mental health <input type="checkbox"/> Other _____																													
Evidence Follow-Up <i>(select all that apply)</i>																															
<table border="0"> <tr> <td></td> <td style="text-align: center;">Victim</td> <td style="text-align: center;">Attached</td> <td style="text-align: center;">Suspect</td> <td style="text-align: center;">Attached</td> </tr> <tr> <td>Forensic exam results</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>DNA results</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Victim	Attached	Suspect	Attached	Forensic exam results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNA results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="0"> <tr> <td></td> <td style="text-align: center;">Victim</td> <td style="text-align: center;">Attached</td> <td style="text-align: center;">Suspect</td> <td style="text-align: center;">Attached</td> </tr> <tr> <td>Toxicology results</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Victim	Attached	Suspect	Attached	Toxicology results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											

Officer Printed Name _____ Rank _____ Badge Number _____

Officer Signature _____ Date (mm/dd/yyyy) _____

Investigator Printed Name _____ Rank _____ Badge Number _____

Investigator Signature _____ Date (mm/dd/yyyy) _____

Supervisor Printed Name _____ Rank _____ Badge Number _____

Supervisor Signature _____ Date (mm/dd/yyyy) _____

This project was supported by grant no. 2005-WT-AX-K077 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Officer Narrative (See next page)**Narrative Report Checklist**

Describe and Document:

- How case was received
- Observations on approach—document what you saw, heard, etc.
- Spontaneous statements and demeanor at time of statement
 - Victim
 - Victim during transport
 - Suspect
 - Suspect during transport and booking
- Injuries of all parties
 - Type and extent
 - How the injuries occurred
- Interview and provide detailed account of incident
 - Victim
 - Suspect
 - Witness(es), esp. first disclosure
 - Medical personnel
- Drugs/alcohol used/involved
- Weapons used/involved
- Coercion, force, fear
- Crime scene and physical evidence
- Actions taken (i.e. evidence collected, arrest decision, exams, follow up photographs and interviews)
- Documents included with report (search/arrest warrants, affidavits, subpoenas, 911 print-out, pretext phone call synopsis, transcripts, crime lab reports, victim/suspect forensic exam reports, photos, etc.)

*Officer Printed Name*_____
*Rank*_____
*Badge Number*_____
*Officer Signature*_____
Date (mm/dd/yyyy)

Victim / Suspect / Witness Interview *Photocopy and complete one for each interview and attach to report.*

Note: *Due to the nature of trauma and sexual assault, victims may find it difficult to recall the incident chronologically or remember details fully, following the incident. This is a preliminary statement. As additional details are recalled and as the investigation evolves, additional interviews are warranted.*

