

**Sixth Judicial District Department of Correctional Services
Sexual Assault Response Checklist**

In the event of a suspected or reported sexual harassment / assault upon an offender, by another offender, the following **MUST BE EXECUTED IMMEDIATELY**:

Date: _____ Time: _____

Facility: _____

Offender's Name: _____ ICON #: _____

Offender's Name: _____ ICON #: _____

Method of report: _____ Staff Name: _____

Ensure that you can safely take action.
Ensure the safety of other staff and offenders.

1. **Separate the offender victim and perpetrator as quickly as possible.**
 - a. Immediately contact the Duty Officer. The Duty Officer will then determine if law enforcement should be contacted.
 - b. Secure the alleged victim.
 - c. Secure the alleged perpetrator.
 - d. If someone else has taken part in or witnessed the assault, separate that individual as well.
2. **Ask the victim (in an area away from other offenders):**
 - a. Are you injured?
 - b. Do you need medical attention?
 - c. Do you believe that you or someone else is in immediate danger?
3. **Control the situation:**
 - a. Control offender movement.
 - b. Secure the crime scene (Post an individual at the scene) until law enforcement arrives.
 - c. Do not allow any fluids to be cleaned up.
4. **Consider both the victim and the perpetrator's bodies as crime scenes:**
 - a. Do not let either compromise evidence by:
 - i. immediately showering
 - ii. using the toilet
 - iii. douching
 - iv. eating or drinking
 - v. brushing teeth
5. **Ask the alleged victim:**
 - a. Verify that it was a sexual assault / abuse.
 - b. Who was involved?
 - c. Where did the incident occur?
 - d. When did the incident take place?

6. **Instruct the victim that you'll need to report the assault, but only on a need-to-know basis.**
7. **Instruct the victim that an investigator will come to interview those involved.**
8. **Reassure the victim that you will do everything in your power to make sure the situation will be handled appropriately.**
9. **Coordinate transportation of the alleged victim to hospital if needed or requested.**
10. **Notify the PREA Coordinator of the situation.**
11. **Document the incident in the log in the PREA binder.**
12. **Give victim resource information on sexual assault.**
13. **Write your report.**
 - a. Document everything.
 - b. Your opinion, assumptions, and guesses are left out of the report.
 - c. Document only what you can see and only what you were told.
 - d. Your document reflects the language the victim used, using exact quotes whenever possible.
 - e. Document all you have observed including the names of those whom you have spoken to since the response and what was said in those interactions.
 - f. Document who else was at the scene, even if you didn't speak with them.
 - g. If the victim is seen by medical, mental health, or other staff, document their names, job titles and contact information.
 - h. Remember you are not an investigator and do not collect evidence or interview anyone involved.

For Public Information Only

Signature of Staff Member Completing Report

Date

Supervisor Review

Date