Duty Call Checklist

______ Type of Crime, call out warranted.

- Hot prowl, abduction, severe injuries, police impersonators, elderly victims, potential series, high profile cases involving the media or those that generate fear within the community.

______ Victim/Forensic Exam

- Should be obtained if the sexual assault, penile/vaginal penetration, penetration with a foreign object, or sodomy, occurred within 72 hours of the report.

- Authorize if within 12 hours, for fellatio, longer for cunnilingus depending on whether the victim has showered or if there are other acts.

- Do not hesitate to authorize an examination beyond 72 hours if the victim is complaining of pain or bleeding.

______ If suspected drug facilitated sexual assault, obtain blood and urine as soon as possible, even if a full SART exam isn’t obtained. If victim is in ER, make sure leftover samples taken are given to law enforcement.

______ Primary/Secondary crime scene.

- Identified, preserved, collected

- Vehicles should be impounded with a hold for Sex Crimes. Field evidence technicians should not process vehicles or crime scenes for semen.

- If a call-out is warranted, have the 4th up Forensic Specialist respond to the scene if one has been identified.

______ Suspect in Custody

- Suspect Forensic Exam, (make sure exam is obtained for digital penetration - any type of assault where the victim’s cells might be transferred to the suspect.)

______ If suspect not in custody, is suspect known or not known?

______ Suspect not in custody, stranger assault?

  - DOJ Vehicle Stop
  - Border Stop via BORCAP

______ Search Warrant
## INVESTIGATIONS I
### SEX CRIMES UNIT
### BRIEFING MEMO

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE CASE:</td>
<td>DET. ASSIGNED:</td>
<td></td>
</tr>
<tr>
<td>VICTIM 1:</td>
<td>AGE:</td>
<td>RACE:</td>
</tr>
<tr>
<td>VICTIM 2:</td>
<td>AGE:</td>
<td>RACE:</td>
</tr>
<tr>
<td>Arrested:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SUSPECT 1:</td>
<td>AGE:</td>
<td>RACE:</td>
</tr>
<tr>
<td>SUSPECT 2:</td>
<td>AGE:</td>
<td>RACE:</td>
</tr>
<tr>
<td>CASE #:</td>
<td>CALLOUT:</td>
<td>Yes</td>
</tr>
<tr>
<td>SERIES RELATED:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### SYNOPSIS:

---

PREPARED BY: