

'YOU HAVE OPTIONS' PROGRAM

A campaign to increase sexual assault reporting within the City of Ashland.



Ashland Police Department
1155 E. Main Street
Ashland, OR 97520
541-482-5211
www.ReportingOptions.org

Pilot Project Timeline: 01/01/2013 – 01/01/2014

Developmental Timeline: 01/01/2010 – 12/31/2012

Immediate Goal: To increase sexual assault reporting by eliminating as many barriers to reporting as possible.

Long-Term Goal: To increase the identification and prosecution of sexual predators in our community thereby decreasing sexual assault victimization.

Pledge: The Ashland Police Department will aggressively pursue all sexual predators by providing a safe place for victims of sexual assault to report. Investigations will be victim-centered and offender-focused.

Partnerships: Jackson County Sexual Assault Response Team (SART)
Contact: Susan Moen, Executive Director
jcsart@charter.net
541-840-0904

Community Works Victim Services
Contact: Anna D'Amato, Director of Victim Services
adamato@community-works.org
541-779-2393 ext. 202

Women's Resource Center, Southern Oregon University
Contact: Molly Harris, Coordinator
harrism@sou.edu

3 Types of Reporting Options:

1. Information Only
 - Report is documented.
 - Victim, if known, is provided with medical and advocacy resources.
 - Report can be made online with no law enforcement contact.
 - Person reporting can choose to remain anonymous.
2. Partial Investigation
 - Victim's statement is documented.
 - Any available evidence is preserved.
 - Victim controls how much or how little they participate with the investigative process.
 - Victim is provided with medical and advocacy resources.
 - Victim is consulted regarding suspect and witness contact.
 - Initial report can be made online.
3. Complete Investigation
 - Victim's statement is documented.
 - Any available evidence is preserved.
 - Victim is provided with medical and advocacy resources.
 - All suspects and witnesses are contacted.
 - Results of the investigation may be submitted to the District Attorney's Office or a suspect may be arrested.

Key components of a victim-centered response:

- All members of the Ashland Police Department work in partnership with the Jackson County Sexual Assault Response Team (SART) and Sexual Assault Victims Services (SAVS) of Community Works.
- It is a priority to make sure each sexual assault victim receives access to medical care and advocacy.
- Victim controls how much, or how little, they participate in the investigative process.
- Victims are provided with investigative options and are not required to decide at the beginning of an investigation if they will pursue charges against their attacker.
- No pressure is put on a victim to participate. Victims are given the time they need to make the decision that is right for them.
- An investigation will be conducted at a victim's request even if that victim never plans to have the perpetrator arrested or charged with a crime.
- Investigators work to obtain and preserve as much evidence as possible, regardless of the choice to proceed with charges.

- Except in rare circumstances or as otherwise required by law:
 - The victim controls who is contacted during an investigation.
 - No person is told about the report until a victim is ready for that information to be known.
 - No arrest is made until a victim is ready to proceed with charges.
 - All questions and concerns of a victim can be addressed prior to a case being initiated by the department.
 - Investigation can be tailored to fit a victim's individual needs and circumstance.
 - Victim can change between an Information Only, Partial or Complete Investigation at any time prior to the case being sent to the District Attorney's Office or an arrest being made.
 - Victim can disengage from the investigation at any time prior to the case being sent to the District Attorney's Office or an arrest being made.
- Parents/Guardians of minor victims between the ages of 15 and 18 will not be notified of the report without the victim's consent unless:
 - The suspected perpetrator is a family member.
 - The suspected perpetrator still has access to the victim.
 - The victim is choosing to participate in a Complete Investigation.
 - There is a threat to personal or public safety.
- At a victim's request investigations are initiated on sexual assaults that are past the current statute of limitations.
- Online, anonymous reporting available.
- Reports can be made by a person other than the victim.
- Every member of the Ashland Police Department is trained and familiar with victim-centered sexual assault reporting procedures.
- ReportingOptions.org Website
 - Explains the three reporting options
 - Online report form
 - Helpful information section
 - Frequently asked questions section
 - Links to local, state and national resources
 - Contact information for the Ashland Police Department

What does Offender-Focused mean?

- Investigators identify how an offender made a victim vulnerable, accessible and appear to lack credibility.
- Investigators attempt to determine if other victims exist in our community or other communities where the suspected perpetrator resided.

- Investigation does not rely on the victim's and suspect's statements alone (typical "he said – she said" investigation). Attempts are made to obtain as much corroborative evidence as possible.

Why is this response necessary?

- Responding to a victim of sexual assault the same as you would most other crimes does not work because the barriers to reporting are so drastically different.
- Information obtained may be important to other criminal investigations where a victim does want to proceed with charges against his or her attacker.
- Increased reporting of sexual assaults provides the opportunity to identify and prosecute sexual predators in our community.
- Most sexual predators are serial offenders. Identification and apprehension will prevent further victimization in the Ashland community.
- Not only is information being provided to victims that they have options for reporting, information is also being sent to sexual predators that if they commit assaults within the City of Ashland there is a stronger chance they will be identified.

Promotion:

- Posters and other print media targeted to specific high-risk populations including, but not limited to, high school and college age populations.
- Brochure
- Community newsletters
- ReportingOptiong.org

Ashland Police Department Prevention Efforts:

- Sexual Assault Awareness Education for 7th and 8th grade students at the Ashland Middle School
 - Over 3 years of successful presentations
 - Partnered with the Jackson County Sexual Assault Response Team (SART) and Sexual Assault Victim's Services (SAVS) of Community Works.
- Sexual Assault Awareness Education for Bartenders and Servers
 - Partnered with the Jackson County Sexual Assault Response Team (SART) and OLCC
- Participation in the Oregon Sexual Assault Task Force
 - APD Investigator participates in the Legislative and Public Policy Committee
 - APD Investigator is a national trainer on sexual assault investigations
- Annually host the Southern Oregon Sexual Assault Symposium
 - Provides victim-centered and offender-focused training to all persons who respond to sexual violence including law enforcement, victim advocates, prosecutors, nurses, doctors and many more.

- Diane Sandler Award for Excellence in Sexual Violence Response awarded annually.
- Community sexual violence prevention trainings.

Statistics:

- According to one study, it is estimated more than 12,000 adult women are survivors of forcible rape in Jackson County alone. That number doesn't include men or those under the age of 18.
 - Rape In Oregon: A Report to the State, Kilpatrick/Ruggiero, 2003
- 60% increase in the number of reported sexual assaults in Ashland, Oregon from 2009 to 2012.

Comments:

- "An increase in sexual assault reporting rates does not mean more people are being sexually assaulted. It means we are doing a better job at meeting the needs of those who were already being assaulted."
 - APD Chief Terry Holderness
- "This is truly compassionate police work and it's also really smart police work."
 - Ashland City Councilor Pam Marsh
- "Impressive program."
 - Ashland City Councilor Dennis Slattery
- "I want to say how proud I am of our police department... I think this is incredible what you're doing."
 - Ashland City Councilor Carol Voisin
- "We work with every person, even if they contact us anonymously, to provide them with resources for advocacy and medical care. That is our priority."
 - APD Detective Carrie Hull
- "It takes a lot of guts as an administrator and it takes a lot of guts as a city to say we want our sexual assault report rates to go up."
 - APD Detective Carrie Hull

FOR MORE INFORMATION VISIT WWW.REPORTINGOPTIONS.ORG

Making the Choice to Change

The Ashland Police Department's Efforts to Increase Sexual Assault Reporting

In January of 2010, while assisting his Investigations Division with a series of stranger sexual assaults reported within the City of Ashland, Ashland Police Department Deputy Chief Corey Falls had a conversation with one of his detectives about how discouraging it is that law enforcement often only hears from a victim when a sexual assault has occurred at the hands of a stranger as opposed to someone known to the victim.

That single conversation started a much longer discussion about how the Ashland Police Department could increase sexual assault reporting and awareness in our community. We know sexual assaults occur at a much higher rate than we receive reports. According to a report released in 2003, it is estimated more than 12,000 adult women were survivors of forcible rape in Jackson County alone*. That doesn't even include men or those under the age of 18. We know a significant number of these survivors have to be from our community. We are not immune to this type of violence.

Why then are we not receiving reports that allow us to identify, and hopefully prosecute, the sexual predators who are committing these crimes in our community?

This question led the Ashland Police Department's Investigations Division to spend the next two years completely overhauling how sexual assault investigations are handled. The first question we asked each other: "Would you report?"

Too often the honest answer was no.

This forced us to face the reality of what it means to report a sexual assault. The barriers that prevent so many from holding their attacker accountable are understandable; guilt, embarrassment, fear of not being believed and concerns of confidentiality to name a few. We didn't have the ability to remove every barrier a victim faces when reporting a sexual assault but there were some we could change immediately. So we did.

With the full support of a very progressive administration, the Ashland Police Department changed from prosecution-driven to victim-centered and offender-focused.

Victim-Centered

The victim of a sexual assault controls how much or how little they participate. A victim is given all the information available regarding options for the report in a no-pressure environment of his or her choosing. "Information Only" online reporting is available with no law enforcement contact required. Investigating officers partner with Sexual Assault Advocates to make sure our response is both appropriate and effective.

Victims are given the time they need to make the decision that is right for them while investigating officers work to obtain and preserve as much evidence as possible, regardless of the victim's choice to proceed with charges. We understand there may be many reasons why a victim does not want to have a case result in an arrest or be turned over to the District Attorney's Office for charges. We also realize that a victim may change his or her mind at a later date and we want to document as much as possible to keep options open.

Offender-Focused

Investigators receive advanced training on sexual assault investigations. Special attention is given to how a suspected offender made a victim vulnerable and accessible.

Chief Terry Holderness publicly acknowledged that sexual assault is the City of Ashland's most prevalent person's crime and he has provided the foundation necessary to improve law enforcement procedures. We hope by building on that foundation sexual assault reporting will increase. Most cities cringe at the thought of an increase in the rate of sexual assault reports. Increased rates will mean we have taken those first, important steps in identifying and prosecuting the sexual predators that live among us.

Currently, the Ashland Police Department hosts an annual Southern Oregon Sexual Assault Symposium providing instruction to law enforcement, advocates, prosecutors and any other person who responds to sexual violence. Presented at the symposium, the Diane Sandler Award for Excellence in Sexual Violence Response recognizes a person, department or organization that has shown exemplary work in response to sexual violence in their community. The intent of this award is to highlight the importance of education, awareness, prevention and prosecution in respect to sexual assault while maintaining a victim-centered approach.

The Ashland Police Department, along with the Jackson County Sexual Assault Response Team and Community Works Victim Services, provides instruction to Ashland 7th and 8th grade students on sexual assault awareness, participates in the Oregon Attorney General's Sexual Assault Task Force and conducts various trainings throughout the city and county on sexual assault topics.

This website is our pledge to the Ashland community that we will continue to aggressively pursue all sexual predators by providing a safe place for all victims of sexual assault to report.

If you are the victim of sexual assault,
at the Ashland Police Department you have options.

* Rape In Oregon: A Report to the State

The Ashland Police Department's

YOU HAVE OPTIONS PROGRAM

is in development for national implementation in 2014 by law enforcement agencies who meet the program commitments. ReportingOptions.org is currently in a redesign process that will allow participating agencies nationwide to combine their efforts in offering victim-centered options to those reporting a sexual assault and offender-focused strategies for sexual assault investigations at little to no cost to their agency.

The **YOU HAVE OPTIONS** Program Six Key Components Include:

1. **Increase reports of sexual assaults so offenders can be identified and serial perpetration can be documented, providing a more compelling and accurate profile of offenders.**
2. **Prioritizing medical and advocacy resources for every victim who reports a sexual assault, regardless of their decision to prosecute the offender.**
3. **Work in collaboration with sexual assault victims to identify and address the unique barriers each faces when choosing to pursue prosecution against the offender.**
4. **Work in partnership with advocacy and experts in the field of sexual assault response and prevention to assure response is appropriate and effective at all times.**
5. **Provide accurate, non-victim blaming education to community members on the importance of sexual assault reporting and the reality of sexual assault perpetration, to include education on why an increase in the number of sexual assault reports is valuable and does not mean there has been an increase in the number of sexual assaults.**
6. **Train and hold accountable every member of a participating department for the same victim-centered and offender-focused response.**



For more information or if you would like your agency to be notified regarding the national implementation please e-mail Program Manager Carrie Hull at carrie.hull@ashland.or.us or 541-552-2126 and request to be added to the YHOP national e-mail listserve.

Sexual Assault Response

353.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper response to reports of sexual assault.

The psychological crisis often experienced by assault victims requires special, continuing emotional support and guidance. The psychological needs of the victim will be considered in order to reduce or avoid post assault trauma. Law enforcement officers will reasonably assist all victims of sexual assault with obtaining medical and advocacy resources.

Increased reporting of sexual assaults by victims allows law enforcement the opportunity to identify and prosecute sexual predators. Information obtained may be utilized in other criminal investigations and should be documented even in circumstances where a victim does not want to proceed with charges against his/her attacker.

Many sexual predators are serial offenders. Utilizing methods that are victim-centered and offender-focused allows for increased identification and apprehension of sexual offenders thereby preventing further victimization. Reports of victimization outside the current statute of limitations for sexual assault offenses should still be investigated in order to identify sexual offenders and utilize the information gained in prosecutions that are still viable.

353.1.1 POLICY

It is the policy of the Ashland Police Department to take a victim-centered and offender-focused approach when responding to victims who are reporting a sexual assault and conducting sexual assault investigations. This includes, but is not limited to:

- Providing a safe environment for sexual assault reporting where all reporting parties are given options, not advice or ultimatums.
- Treating all victims with care and compassion.
- Allowing a victim to control how much, or how little they participate in the investigative process.
- Providing all victims with a clear understanding of what options are available to them.
- Not pressuring any victim to participate with the investigative process. Victims are given the time they need to make the decision that is right for them.
- Taking a report and, at the request of a victim, investigating the report even if the victim does not want to follow through with prosecution. The decision to not prosecute a case should not limit the amount of investigative resources available to a victim.
- Documenting, and when appropriate investigating, a report even if the offense occurred outside the current statute of limitations.
- Documenting, and when appropriate investigating, reports of sexual assault made by persons other than the victim.
- Providing all victims with resources for advocacy and medical care.
- Except in rare circumstances or as otherwise required by law:
 - (a) The victim controls who is contacted during an investigation.

Ashland Police Department

Policy Manual

Sexual Assault Response

- (b) No person is told about the report until a victim is ready for that information to be known.
 - (c) No arrest is made until a victim is ready to proceed with charges.
 - (d) Investigation can be tailored to fit a victim's individual needs and circumstance.
 - (e) Victim can disengage from the investigation at any time prior to the case being sent to the District Attorney's Office or an arrest being made.
- In the event the crime occurred outside the City of Ashland the officer should take an initial report or contact the responsible agency and have them respond to contact the victim. All reasonable efforts should be made to avoid only referring a victim to another agencies jurisdiction without providing an explanation about why we cannot take the case. Reasonable efforts should be made to assist the reporting party in making the report with the appropriate agency.
 - The investigating officer or detective will be nonjudgmental and avoid actions and words that convey blame, aggression or force.
 - The investigating officer or detective will allow a victim to choose the location at which they report if it is determined to be safe and reasonable.
 - Investigations will attempt to determine how an offender made a victim vulnerable, accessible and appear to lack credibility.
 - Investigations will attempt to determine if other victims exist in our community or other communities where the offender resided or was known to have passed through.
 - Investigations will not rely only on a victim's and suspect's statement. Reasonable attempts will be made to obtain as much corroborative evidence as is available.

Nothing in this practice should prevent officers from responding to acute or in progress situations that may need immediate enforcement action.

FOCUS ON THE SERIAL OFFENDER

- Most sexual assaults are never reported to law enforcement
 - Survey of 1,882 men (Lisak, 2002)
 - 120 (6.4%) met criteria for rape or attempted rape
 - 80.8% reported committing rapes of women who were incapacitated because of drugs or alcohol
 - 63.3% reported committing repeat rapes
 - 120 men admitted to a total of 483 acts of rape and a total of 1,225 different acts of interpersonal violence

FOCUS ON THE SERIAL OFFENDER

- Research shows that there is a **strong chance a rapist being investigated has committed prior sexual violence**. Therefore additional evidence or additional victims may be uncovered by:
 - Questioning acquaintances
 - Investigating social networks
 - Past girlfriends/boyfriends
 - Using an investigator records checklist/suspect bio sheet

FOCUS ON THE SERIAL OFFENDER

■ Investigator Records Checklist

INVESTIGATOR RECORDS CHECKLIST

Case #: _____ Name: _____ DOB: _____
Suspect / Other: _____

CCH: Yes/No Felon: Yes/No
Returned States: _____
Notes: _____

Agency Database Yes/No
Case #'s: _____
Notes: _____

Jail Records Yes/No Booking Photo: Yes/No
Notes: _____

Court Records Yes/No
Notes: _____

NCIC Offline Yes/No
Notes: _____

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Child Welfare Records Yes/No
Notes: _____

DMV Yes/No States: _____
Notes: _____

Social Media Yes/No Username: _____
Notes: _____

Web Search Yes/No Username: _____
Notes: _____

Child Advocacy Center Database Yes/No
Notes: _____

Public Records Database Yes/No
Notes: _____

SA/DV Advocacy Database Yes/No
Notes: _____

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FOCUS ON THE SERIAL OFFENDER

■ Profile Questions for Interviews



Serial Sexual Perpetration Profile Questions

Often the answers you receive from these questions will allow you to obtain suspects for information that will assist in corroborating serial perpetration, identifying a method of operation and/or aid in identifying additional victims. The pronoun "he" is used but "she" can be substituted depending on your suspect's gender. By using "tell me" as opposed to "does" you are facilitating a narrative response as opposed to a yes/no response.

- Tell me about who he is currently in a relationship with.
- Tell me who he has been in a relationship with in the past.
- Tell me about problems he has had in his relationships.
- Tell me about where he is currently working.
- Tell me where he has worked in the past.
- Tell me about any problems he has had at work.
- Tell me about who he hangs out with.
- Tell me where he likes to hang out.
- Tell me about his hobbies.
- Tell me about the bars he goes to.
- Tell me about where he likes to work out/exercise.
- Tell me about any places he is no longer allowed to go.
- Tell me about what schools he has attended.
- Tell me about places he has lived in the past.
- Tell me about any roommates he has had.
- Tell me about where he travels to.
- Tell me about any time he has applied for something and not been accepted.
- Tell me about any groups he associated with.
- Tell me about his family.
- Tell me about any problems he has had with his family.
- Describe his personality.
- Tell me what makes him mad.
- Tell me about a time you've seen and/or heard about him being violent.
- Tell me about how he gets along with others.
- Tell me what you hear him say about women.
- Tell me about his interaction with women.
- Tell me about how he reacts when something doesn't go his way.
- Tell me something he has asked you to keep secret.
- Tell me about a time that he worried you.
- Tell me about something he did that you were not okay with.

FOCUS ON THE SERIAL OFFENDER

- Identifying additional victims allows:
 - A clearer picture of the offender to be presented to investigators and prosecutors
 - May strengthen plea negotiations
 - Possible multiple charges if within SOL
 - Reluctant victims may be more likely to come forward if they find out they are not alone

FOCUS ON THE SERIAL OFFENDER

- Important for law enforcement to **document** all crimes so a more accurate picture of offenders is known:
 - Peeping toms
 - Frottage
 - Stalking/harassment
 - Battery
 - Abuse
 - Suspicious Circumstance

FOCUS ON THE SERIAL OFFENDER

- Important to search for other investigations where subject has been identified as a person of interest or suspect.
 - **Never rely only on a CCH** (only shows if arrested)
 - Sexual assault investigations often do not result in an arrest or charge that would show on a CCH
 - NCIC Offline Search Request
 - Shows when a subject has been run
 - Request available records from each ORI who ran subject

FOCUS ON THE SERIAL OFFENDER

- NCIC Offline Search Request
 - Send by e-mail to ioau@leo.gov
 - Government agencies only (typically law enforcement)
 - Can search by:
 - Name / Date of Birth
 - Social Security Number
 - State Driver's License or Identification Number
 - Send a records request to each ORI that ran subject and request ALL AVAILABLE RECORDS
 - Don't let someone in the records department determine what may be important to your investigation

FOCUS ON THE SERIAL OFFENDER

- NCIC Offline Search Request E-mail Example:

Hello,

I am requesting a return of all records for the following subject:

NAME:

DOB:

OR DL:

DATE RANGE:

All available records

My agency case number in reference to this request is APD 13-

Thank you for your assistance,

Carrie Hull

Detective

Ashland Police Department

FOCUS ON THE SERIAL OFFENDER

- Information gathered from an offline search and subsequent records requests/interviews can reveal an important pattern useful:
 - During interrogations
 - For overcoming the consent defense
 - For establishing culpable mental states



HELPFUL INFORMATION FOR PARENTS ABOUT THE YOU HAVE OPTIONS PROGRAM

The mission of the You Have Options Program is to increase sexual assault reporting to law enforcement by removing traditional barriers victims encounter, allowing for a more accurate understanding of serial sexual predators and providing the foundation for an increase in the identification and prosecution of those offenders. Several important aspects of the program include:

- **Three Options For Reporting (Age 15 +*)**

Information Only: A victim, if known, is provided with medical and advocacy resources and the report can be made online with the reporter choosing to remain anonymous.

Partial Investigation: A victim's statement is documented, available evidence is collected and preserved, the victim is provided with medical and advocacy resources, the initial report can be made online, the victim is consulted regarding suspect and witness contact and the victim is in control of how much, or how little, they participate in the investigative process in a no-pressure environment.

Complete Investigation: Includes everything in a Partial Investigation as well as all available suspects and witnesses are interviewed and the results of the investigation can be submitted to the District Attorney's Office or a suspect may be arrested if probable cause exists to believe a crime has been committed.

- **Priority for medical and advocacy care is given to every victim who reports.**
- **Victims are provided with investigative options and are not required to decide at the beginning of an investigation if they will pursue charges against the perpetrator.**
- **No pressure is put on a victim to participate in an investigation. Victims are given the time they need to make the decision that is right for them while preserving available evidence so their option to proceed with prosecution in the future is protected.**
- **Reports of sexual assault can be made by the victim, or a person other than the victim, by calling 541-482-5211 or by using an online reporting form found at www.ReportingOptions.org.**

- **Except in rare circumstances or as otherwise required by law:**
 - ▶ The victim controls who is contacted during an investigation.
 - ▶ No person is told about the report until a victim is ready for that information to be known.
 - ▶ No arrest is made unless and until a victim is ready to proceed with charges.
 - ▶ All questions and concerns of a victim, or their family, can be addressed prior to an investigation being initiated by the police department.
 - ▶ An investigation can be tailored to fit a victim's individual needs and circumstance.
 - ▶ A victim can disengage from the investigation at any time prior to the case being sent to the District Attorney's Office or an arrest being made. No pressure to continue will be placed on the victim if they are not ready.

- **Parents/Guardians of minor victims between the ages of 15 and 18 will not be notified of the report without the victim's consent unless:**
 - ▶ The suspected perpetrator is a family member and/or still has access to the victim.
 - ▶ The victim is choosing to participate in a Complete Investigation.
 - ▶ There is a threat to personal or public safety.

Parents finding out about the assault and/or a victim's participation in illegal activity prior, during or after an assault can be a significant barrier for teens seeking medical care or reporting the assault to police (victims will not be cited for minor violations such as possession of alcohol). Our goal is to provide medical and advocacy resources to victimized teens who may otherwise never receive the help or information they need. Victims who choose not to inform their parents are encouraged to ultimately disclose in a way that is best for them with help from law enforcement or an advocate if they wish.

It is understandable that someone who has been sexually assaulted will have many questions regarding reporting to law enforcement. We encourage phone calls to the Ashland Police Department Detective Division by any person, including family or friends, who would like more information on this process. **There is no requirement to give any identifying information during a phone call, or in-person meeting, when discussing options for reporting.**

The Ashland Police Department has a sexual assault advocate specifically assigned to assist victims of sexual assault within our city who can be reached by calling 541-890-4730. **This advocate is not a mandated reporter and will be able to assist victims of sexual assault in a completely confidential manner.** Assistance is also available by calling the 24 hour Jackson County crisis hotline (HelpLine) at 541-779-4357.

*For options involving victims under the age of 15 contact the Ashland Police Department Detectives Division.

Things to remember when speaking with any person reporting a sexual assault:

- **It is not your job to determine in the first phone call or contact with a victim if what they are telling you is true.** Your job is to collect information in an open and empathetic manner. Information that could later help determine the truthfulness of a report may be withheld by the disclosing party if they feel you don't believe them or are judging what they are telling you.
- **Record all statements given to you by the reporting party.** If the person begins disclosing what happened to them let them know you would like to accurately document what they saying so you do not misquote what they have said. Let them know the best way for you to do that is to record the conversation and then ask their permission to do so. Even though it is not a requirement to inform parties on the phone they are being recorded, every effort should be made to inform a victim prior to recording.
- **Never ask a victim clarifying questions during the initial contact.** It is very easy for these types of questions to come off as victim-blaming if not phrased correctly. Investigators will be able to clarify statements made by a victim to the initial officer during a more detailed and lengthy interview. Initial statements should only be prompted from a victim by asking, "Tell me what happened.", "Tell me more about that." or "Tell me what you are able to about what happened." Specific questions regarding consent are not to be asked by the initial officer. These questions are often inherently victim-blaming if not asked properly and can cause a victim to disengage from the process if not properly used.
- **What you hear may sound unbelievable.** Victims of sexual assault process their experience differently, and like anyone else who goes through trauma may have trouble recollecting what happened. Document what you are told but do not question the believability directly to the victim. This will happen later in a more appropriate setting.
- **Tone is incredibly important.** A victim may infer things about your conversation that you are not intending because you sound bored, pressed for time or disbelieving. Make attempts to be open and non-judgmental no matter what is being disclosed to you.
- **You most likely are not getting the whole story.** Many people who initially report to the police "test the system". This does not mean what happened to them is untrue. By reminding a victim that we will work at their pace and only asking them what they remember you allow the victim to become familiar with our agency and the process of reporting.
- **Just because the reporting party is mentally ill doesn't mean it didn't happen.** Remember, sexual predators seek out those who are vulnerable and less likely to be believed. The mentally ill population is particularly at risk. The initial statements you receive from this population may be very disjointed or unbelievable.



Serial Sexual Perpetration Profile Questions

Often the answers you receive from these questions will allow you to obtain subpoenas for information that will assist in corroborating serial perpetration, identifying a method of operation and/or aid in identifying additional victims. The pronoun “he” is used but “she” can be substituted depending on your suspects gender. By using “tell me” as opposed to “does” you are facilitating a narrative response as opposed to a yes/no response.

- Tell me about who he is currently in a relationship with.
- Tell me who he has been in a relationship with in the past.
- Tell me about problems has he had in his relationships.
- Tell me about where he is currently working.
- Tell me about the co-workers he hangs out with.
- Tell me where he has worked in the past.
- Tell me about any problems he has had at work.
- Tell me about who he hangs out with.
- Tell me where he likes to hang out.
- Tell me about what sports he likes to play and who he plays with.
- Tell me about his hobbies.
- Tell me about the bars he goes to.
- Tell me about where he likes to work out/exercise.
- Tell me about any places he is no longer allowed to go.
- Tell me about what schools he has attended.
- Tell me about places he has lived in the past.
- Tell me about any roommates he has had.
- Tell me about where he travels to.
- Tell me about any time he has applied for something and not been accepted.
- Tell me about any groups he is associated with.
- Tell me about his family.
- Tell me about any problems he has had with his family.
- Describe his personality.
- Tell me what makes him mad.
- Tell me how he reacts to authority.
- Tell me about a time you’ve seen and/or heard about him being violent.
- Tell me about how he gets along with others.
- Tell me what you hear him say about women.
- Tell me about his interaction with women.
- Tell me about how he reacts when something doesn’t go his way.
- Tell me something he has asked you to keep secret.
- Tell me about a time that he worried you.
- Tell me about something he did that you were not okay with.

INVESTIGATOR RECORDS CHECKLIST

Case #: _____ Name: _____ DOB: _____

Suspect / Other: _____

CCH: Yes / No Felon: Yes / No

Returned States: _____

Notes:

Agency Database Yes / No

Case #'s: _____

Notes:

Jail / JDH Records Yes / No Booking Photo: Yes / No

Notes:

Court Records Yes / No

Notes:

NCIC Offline Yes / No

Notes:

Child Welfare Records Yes / No
Notes:

DMV Yes / No States: _____
Notes:

Social Media Yes / No Username: _____
Notes:

Web Search Yes / No Username: _____
Notes:

Child Advocacy Center Database Yes / No
Notes:

Public Records Database Yes / No
Notes:

SA/DV Advocacy Database Yes / No
Notes:





SUSPECT INFORMATION FORM:

This form completed by: _____

Badge #: _____

The data on this form was obtained from

Name:	Date of Birth:
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If more than one suspect and names are unknown, identify by a number. Place a XX in the box if information is unknown. N/A in box if not applicable.

Biographical Information

Last Name (or #):	First Name:	Middle Name:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	Race/Ethnicity:
Social Security #:	Driver's License #/State:	SID/FBI:
Primary Language:	Gang Affiliation:	Relationship to Victim:
Aliases:	Probation/Parole:	Other:

Description

Height:	Weight:	Hair Color:
Eye Color:	Facial Hair:	Hair Length:
Body Build:	Tattoo(s):	Scars/Marks:
Jewelry:	Complexion/Skin Color:	Speech/Accent:
Physical Disability:	Other:	

Is there a picture available of the suspect? Yes No
(If yes, attach)

Vehicle

Plate:	State:	Year:	Color:
Make:	Model:		
Stickers/Modifications:	Other:		

Clothing at time of incident		
Shirt:	Pants:	Shoes:
Jacket:	Hat:	Bag:
Dress:	Gloves:	Other:
General Clothing Style:		
Suspect Contact Information		
Current Address:		
Cell Phone #:	Home Phone #:	Work Phone #
Other:		
Current or Past Employment/Residence/School: Circle One		
Employer/Residence/School Name:		
Location/Address:		
Employer/Residence/School Name:		
Location/Address:		
Employer/Residence/School Name:		
Location/Address:		
Employer/Residence/School Name:		
Location/Address:		
Employer/Residence/School Name:		
Location/Address:		
Employer/Residence/School:		
Location/Address:		
Electronic Information: If applicable, identify where item is normally stored		
E-mail (s):	Facebook:	Other:
Cell phone description:	Computer Description:	
Does the suspect own a camera or video camera?		

IF YOU OR SOMEONE YOU KNOW HAS BEEN SEXUALLY ASSAULTED

YOU HAVE

**ANONYMOUS
ONLINE
REPORTING AVAILABLE**

OPTIONS

LEARN MORE ABOUT HOW THE ASHLAND POLICE DEPARTMENT INVESTIGATES SEXUAL ASSAULTS BY VISITING

WWW.REPORTINGOPTIONS.ORG