



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

PREA Crime Scene Checklist:

Date and Location of Incident:	Date Completed:
Shift Supervisor:	Time Completed:

Reporting and Investigating Sexual Activity

While completing the steps on this form remember the alleged assault will remain a confidential matter, on a need to know basis, using the appropriate chain of command.

Functional Roles	Step	Tasks	Date Task completed	Time Task Complete	Initial	N/A
1 st Responder	1.	First on scene or have knowledge of alleged incident.				
1 st Responder	2.	Calls for assistance				
1 st Responder	3.	Separates and isolates victim and perpetrator, do not leave victim alone.				
1 st Responder	4.	Do not allow perpetrator to shower, urinate, change clothes (unless supervised and only undress over a clean sheet of paper to be entered into evidence) eat, drink or brush their teeth.				
1 st Responder	5.	Preserve or contain crime scene				
1 st Responder	6.	Take notes of any information that the victim or perpetrator divulge. Witnesses or any information that might prove useful in the investigation.				



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Shift Supervisor	7.	If either victim or perpetrator requires medical attention, arrange for their transport to hospital if necessary. If either prisoner refuses medical attention an <i>Informed Waiver of Medical Treatment Form 807.08b</i> will have to be completed.				
Institution Investigator	8.	Interview the victim in order to ascertain the extent or validity of allegations.				
Shift Supervisor	9.	If it appears that the prisoners were engaged in consensual sexual activities, ensure that Incident Reports are completed for both prisoners. Place both prisoners into segregation until final investigation has been concluded.				
Shift Supervisor	10.	If it is reasonable to surmise or by admission or evidence that a Sexual Assault in the 1 st per AS 11.41.410 of Sexual Assault in the 2 nd per AS 11.41.420 or Sexual Assault in the 3 rd per AS 11.41.425 of Sexual Assault in the 4 th per AS 11.41.427 has taken place, contact the Alaska State Troopers dispatch. Upon contact, request a case number. This number will be listed on the Special Incident Report.				
Shift Supervisor	11.	Contact the Superintendent or designee.				



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Institution Investigator	12.	If the assault occurred within seventy two (72) hours secure the alleged perpetrator in segregation to preserve evidence.				
Shift Supervisor	13.	Secure the alleged perpetrators clothing for introduction into evidence in accordance with 1208.08 until evidence can be released to a law enforcement agency with jurisdiction.				
Institution Investigator	14.	If it is determined that evidence may still exist, the alleged crime scene will stay secured and potential evidence shall remain in place for AST investigation. If it is not possible to secure the scene, it will be thoroughly photographed and/or videotaped. Any evidence collected will require an Evidence Record Form until it can be properly turned over to the investigating authority.				
Institution Investigator or Shift Supervisor	15.	A recorder will be established so that all individuals that enter / leave the area and any significant events that occur at the crime scene are documented.				
Institution Investigator	16.	Ensure protective equipment (i.e. gloves and foot covers are worn at a minimum) are utilized at all times.				



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Shift Supervisor	17.	The alleged victim and perpetrator will remain separated until the investigation has been concluded. This may include placement of the alleged aggressor into segregation.				
Shift Supervisor	18.	Ensure that all staff involved completes all the necessary reports / documentation by the end of shift.				
Institution Investigator	19.	Collect all surveillance video that may exit.				
Shift Supervisor	20.	Complete Special Incident Report Form 104.01A				