

## HEADQUARTERS MEMORANDUM 04-13

File With: FC 616

Distribution: All

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**Subject: MCP 616, "Information Sheet – General Sex Assault Investigation Procedures"**

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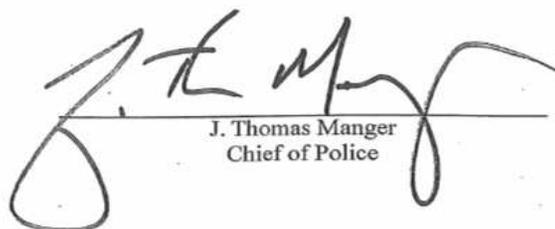
The MCP 616, "Information Sheet – General Sex Assault Investigation Procedures" was created for the victims of sexual assault to help them (or when applicable, their guardian) understand the investigative process, and to aid them in making an informed decision. It should be given to the victims of sexual assaults after a verbal review of the information by the officer with the victim. Most victims of sexual assaults are willing to cooperate with a police investigation regarding the assault. However, some victims may be reluctant to cooperate with the police for a variety of reasons (i.e., trauma, fear, embarrassment, humiliation, etc.).

Officers responding to a report of a sexual assault where the victim is cooperative and willing to speak to an investigator regarding the assault, should contact either Family Crimes Division (FCD) or Major Crimes Division (MCD) as determined by the age of the victim. In those cases, a detective will respond to handle the investigation and the issuance of the MCP 616.

In situations where the victim or guardian refuses to cooperate with the investigation and the victim is under 18 years of age, a detective from FCD will respond to the scene. In cases where the victim is 18 years or older and is mentally competent to make decisions on their own behalf, yet refuses to cooperate with the police (i.e.: where someone else is reporting the incident on the victim's behalf and the victim refuses to cooperate) the officer will:

- Contact a detective in MCD and:
  - Inform the detective of the situation.
  - Include the name and ID number of the detective on the original police incident report (block #17).
  - Leave the space for the detective's name blank on the MCP 616 and check the contact number for MCD on the form.
- Contact Victim Assistance Sexual Assault Program (VASAP) and:
  - Inform the VASAP representative of the name of the victim and the general facts regarding the sex assault.
  - Inform the VASAP representative that the victim is refusing to cooperate with the police.
  - Write the name of the VASAP representative contacted on the MCP 616 and include it in the narrative of the incident report.

Review the MCP 616 with the victim and inform the victim that a detective will be contacting her/him within the next one to three days to determine if the victim has changed her/his mind and would like to be interviewed by the police. The victim should be informed that if she/he changes her/his mind sooner and would like to discuss the assault with an investigator the victim should contact the Homicide & Sex Section at the number listed on the MCP 616 during business hours. Give the victim a copy of the MCP 616 and attach the original to the incident report. Fax a copy of the report and the MCP 616 to the MCD at 240-773-5117.

  
J. Thomas Manger  
Chief of Police