

**GEORGIA DEPARTMENT OF CORRECTIONS
INVESTIGATIVE FILE DETAIL CHECKLIST**

Incident Date: _____ **Incident Time:** _____ **Incident Report/PREA Case#:** _____
Victim Name: _____ **GDC ID#:** _____
Location of Incident: _____ **Date/Time Received:** _____

NOTE: The documents listed below are the minimum required on the Detail side of the Investigative file, additional lines have been provided in the event you have more documentation to place in the file.

Documents Present		Yes	No
Copy of How SART was notified of allegation (I.e.: Original email, transcription of hotline call, written notification, Letter, etc.			
Incident Report			
Witness Statement(s) all victims	Number of victims:		
Witness Statement(s) all victim's witnesses	Number of victim witnesses:		
Witness Statement(s) all aggressors	Number of aggressors:		
Witness Statement(s) all aggressor's witnesses	Number of aggressor's witnesses:		
Copy of Att. 14 PREA Counseling Referral Form	(One for each victim)		
Copy of Att. 14 PREA Counseling Referral Form	(One for each aggressor)		
Att. 12 PREA Victim Advocate Request Form			
Investigator Report (on letterhead) detailing:	Detailed description of allegation		
	Descriptions of actions taken to protect victim		
	Credibility evaluation of all involved		
	Description of steps taken to investigate		
	Summary/Description of video/photo evidence		
	Description of physical evidence recovered		
	Summary of medical/SART Exam findings		
	Possible influencing factors (I.e.: Money owed, DR written, Etc.		
	Explanation of how evidence leads to disposition		
	Final Disposition of SART Investigation		
	If forwarded to OPS		
Copy of chain-of-custody (if applicable)			
Copy of disciplinary action (if applicable)			
Copy of SANE Report (if applicable)			
If "No" was answered to any of the above, Explain in the box below			

This portion of the PREA Investigative case file has been reviewed by both the SART Investigator and the PREA Compliance Manager and has been found to be complete and accurate.

SART Investigator

SART Investigator Signature

PREA Compliance Manager

PREA Compliance Manager Signature

Retention Schedule: Upon completion this form is to be retained permanently in the investigation file.