

A. PURPOSE. To outline the responsibilities of employees regarding the response to all reported criminal sexual assaults

B. GOALS

1. Conduct a complete and coordinated investigation of the reported assault.
2. Provide a private, secured setting, away from a hospital emergency room, whenever possible, for the purpose of completing the forensic medical examination and collection of the CSC kit.
3. Utilize nurses specially trained in forensic evidence collection and injury documentation for the forensic medical examination when appropriate. The Nurse Examiner Program (NEP) was established to provide a consistent, accurate method of collecting medical evidence in criminal sexual assault cases.
4. Respond to the psychological and the physical needs of the victim by using a "team response." The "team" may include a police officer, Nurse Examiner, Volunteer Victim Advocate, Family Services Team Investigator or Children's Protective Services Worker.
5. Apprehend and convict the offender.
6. Follow legal requirements set forth under the Child Protection Law to respond to Child Sexual Abuse in a developmentally sensitive and age-appropriate manner.

C. SPECIFIC RESPONSIBILITIES

1. Police Officers responding to a complaint of a criminal sexual assault shall:
  - a. Interview the victim when appropriate. The interview should determine:
    - (1) The age of the victim.
    - (2) The date and time of the assault.
    - (3) The nature and location of the assault.

- (4) The identity or description and present location of the offender.
  - (5) The relationship between the offender and the victim.
  - (6) Whether there were any injuries, i.e., contusions, abrasions, etc., that may have been inflicted by the offender.
  - (7) In cases where the victim is under 13 years of age the officer SHALL NOT interview the victim. The above information should be obtained from the complainant or person who reported the sexual assault.
- b. Locate and record the identity, address and telephone number of any persons with knowledge of the assault.
  - c. Record observations and spontaneous comments from persons with apparent knowledge of the assault.
  - d. Control the scene of the assault and protect or seize evidence. If appropriate, request evidence technicians.
  - e. Identify and attempt to apprehend the offender, if there is probable cause to believe that a felony sexual assault has occurred and that the offender committed it.
  - f. Arrange for a medical exam if necessary.
  - g. If the victim does not want to report the incident to the police, arrange for the call out of a Volunteer Victim Advocate from the YWCA. Inform the victim of other reporting options available:
    - (1) Direct Anonymous Reports may be taken by the police without the victims identifying information.
    - (2) Indirect Anonymous Reports which may be made through the Advocate at the YWCA.
  - h. Arrange for the notification of the Department of Human Services' Children's Protective Services, requesting their response to all reported Criminal Sexual Assault incidents that affect a juvenile victim and occurred in a family setting.
  - i. Complete and submit the required field reports.

2. Pursuant to the request of the assigned officer, the Emergency Communications Operator shall:
  - a. Contact the Nurse Examiner Program:
    - (1) Request dispatch contact the Sexual Assault Hotline. Provide dispatch with a phone number where the Nurse examiner can contact you to obtain additional incident details and provide an estimated time of arrival to the YWCA.
    - (2) The hotline worker will take your information and then a Nurse Examiner or Advocate will return your call. The Emergency Communications Operator shall obtain an estimated time of arrival to the YWCA from the responding Nurse Examiner or Advocate.
  - b. Contact the Department of Human Services' Children's Protective Services at 1-855-444-3911.
  - c. Prior to leaving the medical facility, collect all evidence that may have been taken or removed while on scene (i.e., clothing).

#### D. FORENSIC MEDICAL EXAM PROCEDURE

1. Assaults involving a medical emergency:
  - a. If the victim is in need of emergency or urgent medical care (any injuries other than minor cuts and bruises), the assigned officer will determine the need for an ambulance or direct the victim to a hospital emergency room.
  - b. The emergency room staff has the discretion to medically treat the victim AND complete the CSC kit. The emergency room staff may decide to release the victim to the Nurse Examiner Program. If the victim is released to the Nurse Examiner Program, officers shall comply with the Procedure set forth for non-emergencies.
2. Non-emergency assaults (no medical care required) that **occurred within 120 hours (5 days)** of the time of reporting in which medical evidence may exist, i.e., ALL penetration offenses, assaults with intent to commit CSC's involving penetration or contact, or CSC-2nd's if there is possible bruising:

- a. If the victim is 13 years of age or older, officers shall:
  - (1) Contact an Emergency Communications Operator for the call out of a Nurse Examiner and Volunteer Victim Advocate.
  - (2) Escort the victim to the YWCA, 25 Sheldon Av. SE, (north entrance, ramp leading to door) to meet the Nurse Examiner and Volunteer Victim Advocate. During business hours, all parties may park in the YWCA parking lot on the N/E corner of Division and Weston.
  - (3) Interview the victim with the Nurse Examiner when appropriate.
  - (4) Provide the Nurse Examiner with the Grand Rapids Police Department incident number.
  - (5) Upon completion of the forensic medical exam, take custody of the evidence, including clothing, photographs, Nurse Examiner's report, and CSC kit.
  - (6) Put the GRPD incident number on the CSC kit and sign the CSC kit upon receipt to preserve the chain of custody.
  - (7) Submit evidence to the Property Management Unit according to existing procedures.
  
- b. If the victim is 12 years of age or younger, officers shall:
  - (1) Notify the Watch Commander and request contact be made to the Commander of Investigations, Detective Unit Commander, or Family Services Team Sergeant for the callout of a FST Detective.
  - (2) Make Contact with the responding Detective to determine if the child and non-offending family members should be brought to the Children's Assessment Center or YWCA. They will determine if a medical response call out is necessary and where to meet with a physician, nurse or counselor.
  - (3) Upon completion of the forensic medical exam, take custody of the evidence, including clothing, photographs, and a CSC kit.

- (4) Put the GRPD incident number on the CSC kit, and sign the kit upon receipt to preserve the chain of custody.
  - (5) Submit evidence to the Property Management Unit according to existing procedures.
3. Non-emergency assaults (no medical care required) that **occurred more than 120 hours (5 days)** prior to the time of reporting and:
- a. The victim is 13 years of age or older, the officer may consult with the Nurse Examiner regarding a forensic medical examination.
  - b. The victim is 12 years of age or less, the officer shall advise the victim's parent or guardian that a Family Services Team Detective will contact them on the next business day for an appointment.

#### E. CALL OUT OF INVESTIGATIVE PERSONNEL

1. Officers shall notify the Watch Commander if:
  - a. The incident is a criminal sexual assault involving penetration, and the victim is 16 years of age or less, and the assault occurred within the past 120 hours (5 days).
  - b. The incident is a criminal sexual assault involving penetration and no prior relationship exists between the victim and the offender.
  - c. The incident is a criminal sexual assault which results in serious injury.
  - d. The incident is a criminal sexual assault which occurs during the commission of another felony.
2. The Watch Commander will promptly notify the Commander of Investigations, Detective Unit Commander, or the Family Services Team Sergeant when any of the aforementioned criminal sexual assaults occur. The response of Detective Unit Personnel may also be requested if unusual circumstances exist.
3. The Commander of Investigations, Detective Unit Commander, or Family Services Team Sergeant shall determine the response to and supervise the above investigations.

**F. REPORTING REQUIREMENTS AND CONFIDENTIALITY**

1. As a law enforcement officer, you are a mandated reporter of **ANY** suspected child abuse, child sexual abuse or neglect of a child under 18 years of age, and you shall contact the Department of Human Services at 1-855-444-3911.
2. Persons who report suspected child sexual abuse, child abuse, or child neglect to the Department of Human Services' Children's Protective Services are entitled to complete confidentiality.
2. The identity of the referent is to be released by Children's Protective Services only to law enforcement personnel and the Prosecuting Attorney's Office.
3. The same legal constraints apply to law enforcement. Grand Rapids Police Department employees are not permitted to disclose the identity of the referent to anyone other than the Prosecuting Attorney's Office.

**GRPD CSC RESPONSE CHART\***

<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Appropriate medical response, regardless of the age of the victim.</li> <li>2. Advise “04” of the situation, including case details, so that a CSC investigator can be called.</li> <li>3. Respond to the appropriate medical facility. E.R. personnel will complete exams and CSC kits.</li> <li>4. Prior to leaving the medical facility, collect all evidence that may have been taken or removed while on scene (i.e. clothing)</li> </ol>
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	<b>12/younger</b>	<b>13/older</b>
<b>Non-Emergency within 120 hours (5 days)</b>	<p><i>*If CSC 1<sup>st</sup>/3<sup>rd</sup>:</i></p> <ol style="list-style-type: none"> <li>1. Advise “04”</li> <li>2. Request response of CAC investigator.</li> </ol> <p>If deemed necessary:</p> <ol style="list-style-type: none"> <li>3. Bring child and non-offending family member to CAC or YWCA.</li> <li>4. Collect and submit evidence.</li> </ol> <p><i>*If CSC 2<sup>nd</sup>/4<sup>th</sup>:</i></p> <ol style="list-style-type: none"> <li>1. Perform routine investigatory efforts.</li> <li>2. Advise parent/guardian a detective will call to schedule an appt.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify “04” if callout of CSC investigator is required.</li> <li>2. Contact dispatch to page N.E. for a consultation (if a CSC exam is not recommended for 13-16 yr olds, advise parent to contact FST for appt.)</li> </ol> <p>If exam is deemed necessary:</p> <ol style="list-style-type: none"> <li>3. Respond to YWCA. Meet the N.E., advocate and victim.</li> <li>4. Collect CSC kit and all related evidence.</li> <li>5. Submit evidence at HQ following guidelines.</li> </ol>

	<b>16/younger</b>	<b>17/older</b>
<b>Non-emergency after 120 hours (5 days)</b>	Victim should schedule an appt. with the Family Services Team.	<ol style="list-style-type: none"> <li>1. Consult N.E. (if necessary)</li> <li>2. Follow N.E.’s recommendations.</li> </ol>

\*In all cases, follow the Preliminary Investigations Procedure.

Notify the Watch Commander if:

1. CSC 1<sup>st</sup> or 3<sup>rd</sup>, 16 yrs old or younger, and within 120 hours (5 days).
2. CSC 1<sup>st</sup> or 3<sup>rd</sup>, 17 yrs old or older, and there is no prior relationship between the victim and the offender.
3. CSC with a serious injury
4. CSC committed during the commission of another felony.

Related Phone Numbers (as of 10/01/15):

Sexual Assault Hotline and N.E. Call Service (all hrs)	776-7273
N.E. Coordinator (pager)	351-2716
Network 180 Sexual Assault Services (Victim Advocate)	776-7273
Children’s Assessment Center, 0800-1700, M-F	336-5160
CAC Triage Coordinator (pager)	479-5858
DHS Children’s Protective Services Intake	1-855-444-3911
GRPD Family Services Team	456-3421
GRPD Detective Unit	456-3380