



Chapter: Community Engagement and Victim Services
Subject: 16-04 – Sexual Assault Victim's Access to Justice
Effective: April 19, 2022
Supersedes: Official Order 50, Section 50.4, dated September 17, 2020
Distribution: Department Members

16-04-1 SEXUAL ASSAULT VICTIM'S ACCESS TO JUSTICE ACT

The information in this Order constitutes the department's policy regarding its responsibilities to victims of sexual assault pursuant to the [Sexual Assault Victim's Access to Justice Act](#) (SAVAJA), MCL 752.951 through MCL 752.957. Enforcement members shall familiarize themselves with these statutory provisions.

16-04-2 REQUIRED LAW ENFORCEMENT DUTIES

- A. Initial Contact – Distribution of the UD-030: The Rights and Resources for Victims of Crimes Form (UD-030) shall be utilized by enforcement members following the initial contact with a sexual assault victim as required under MCL 752.953.
 - (1) The UD-030 should be given to a sexual assault victim by the investigating enforcement member during the initial contact but shall be given to the victim no later than 24 hours after the initial contact.
 - (2) The UD-030 may be mailed to the sexual assault victim, but it shall be placed in the mail within 24 hours from the time of the initial contact.
 - (3) Members of this department shall encourage a victim to call whenever a question or concern arises.
- B. Worksite commanders are responsible for finalizing a UD-030 for their enforcement members by identifying local resources available to sexual assault victims and including that information on the UD-030 with the required law enforcement and prosecuting attorney contact information.
- C. Worksite commanders are responsible for providing copies of the completed UD-030 to their enforcement members.

16-04-3 SEXUAL ASSAULT VICTIM'S REQUEST FOR INFORMATION

- A. Upon request by a sexual assault victim, the investigating enforcement member shall provide general case information detailed in [MCL 752.955](#) if available, and if the disclosure does not impede or compromise an ongoing investigation.

- B. Upon request by a sexual assault victim, the investigating enforcement member shall provide information about forensic testing results detailed in [MCL 752.956](#) if available, and if the disclosure does not impede or compromise an ongoing investigation.
- (1) If a sexual assault victim is provided with information about forensic testing results, the investigating enforcement member shall also provide the sexual assault victim with a copy of the [Informational Handout on Possible Forensic Testing Results](#), which was created by the Michigan Domestic and Sexual Violence Prevention and Treatment Board to explain the meaning of possible DNA testing results as required by [MCL 752.956](#).
- C. If a sexual assault victim has requested information as provided in Section 16-04-2 A and Section 16-04-2 B, [MCL 752.954](#) requires the investigating enforcement member to respond by telephone, in writing, by mail, or by email, as specified by the victim.
- (1) If the sexual assault victim does not specify a preferred method of communication, the law enforcement agency may respond using any of the listed methods.
- (2) A sexual assault victim may designate an alternate person to receive the requested information and the law enforcement agency must direct any requested information to the designated person.
- (3) To receive information under this section, the sexual assault victim shall provide the investigating enforcement member with the name, address, telephone number, and email address of the person to whom the information should be provided.
- (4) The investigating enforcement member may require the initial request for information by a sexual assault victim to be in writing. If a sexual assault victim has submitted a written request for information, subsequent requests for updated information are not required to be in writing.
- (5) All requests for information concerning a sexual assault investigation shall be documented in the enforcement member's electronic incident report.

DIRECTOR

Annual Review Responsibility: Field Operations Bureau

Accreditation Standards: CALEA 55.1.1