



Cold Case Sexual Assault Investigation Checklist

Use this checklist to organize investigative case files and consider the full range of evidence that may be available in cold case sexual assaults. An asterisk indicates that the item should be submitted to the county attorney as part of case file.

Item	Yes, No, or N/A	Date	Notes
Reports			
Original report*			
All supplemental reports*			
Property tags/invoices*			
Case management log*			
Medical forensic exam report*			
Medical records/hospital reports*			
Original search warrants*			
Search warrant for CODIS hit confirmation sample*			
All case information recorded in tracking system			
Item	Yes, No, or N/A	Date	Notes
Laboratory Reports			
Crime laboratory requests*			
Crime laboratory results*			
Laboratory Information Management System (LIMS) Status Report			
Private laboratory report*			
Latent print reports*			
DNA CODIS hit packet*			
DNA confirmation report*			
Miscellaneous Evidence			
Crime scene photographs*			
Photographs of victim's injuries*			
Crime scene diagrams*			
911 call recordings and transcripts*			
Composites*			
Crime bulletins			

Item	Yes, No, or N/A	Date	Notes
Victim Evidence			
Follow-up interview completed			
Records check (local, state, and national)			
Previous crime reports			
Department of Motor Vehicles records			
Photograph (from time of crime)			
Contacted: (circle)			
Phone, letter, email or in-person			
Alternate contact information obtained			
Victim wants to pursue investigation and possible prosecution			
Advocacy services provided			
Item	Yes, No, or N/A	Date	Notes
Suspect (In Custody)	<u>'</u>		
Suspect interviewed			
DNA confirmation sample obtained and associated legal documentation			
Records check (local, state, and national)			
Welfare work records			
Known family/associates identified			
Department of Motor Vehicles records			
Previous field interview cards			
Prior sex offense or crime reports			
Photographs (from time of crime)			
Photographs (current)			
Probation/parole status (check with the probation/parole officer)			
Pre-sentence reports			
Registered sex offender file:			
Original offense report details			
Civil or criminal commitment reports			
Sentencing report			
Item	Yes, No, or N/A	Date	Notes
Suspect (Out of Custody)			
Arrest report packet			
Field interview notification request (local/statewide/national)			
Active warrant in NCIC			

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