COVER SHEET Pre-review Initial Case Assessment

This form was created with cold cases in mind; however, the form can certainly be used for current cases.

Reviewing Detective:					
Date of Review:					
Report Number:					
Date of Offense:					
Victim:					
Original Case Agent:					
SYNOPSIS					
SEXUAL ASSAULT CASE REVIEW	/ CHE	CKLIS	ST		
SEXUAL ASSAULT CASE REVIEW Questions	/ CHEC		NA NA	Comments	
				Comments	
Questions				Comments	
Questions Suspect named in original case?*				Comments	
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent				Comments	
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent defense?				Comments Status:	
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent defense? Suspect known—prior record?					
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent defense? Suspect known—prior record? Previous prosecution record?				Status:	
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent defense? Suspect known—prior record? Previous prosecution record? SAK available?				Status: Location:	
Questions Suspect named in original case?* Suspect arrested? Suspect known—consent defense? Suspect known—prior record? Previous prosecution record? SAK available? Submitted to laboratory?				Status: Location: Date:	

Describe:

Case entered into ViCAP?

similar cases/offenders? Evidence releasable?

Victim status known?

Witness(es) available?

Jurisdiction?

ViCAP searches conducted for

Within statute of limitations?*

^{*}Applies to cold case sexual assaults only.

Case Review Summary

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Current Case Agent:					
Current Case Supervisor:					
Date of Review:					
Report Number:					
Case Review Team Members Present:					
SEXUAL ASSAULT CASE POST-REVIEW CHECKLIST					
✓ Review report(s) and all supplements.					
✓ Review evidence and results of forensic analysis.					
✓ Review supplements for all witnesses identified and witnesses to be interviewed or re-interviewed.					
✓ Review identified suspect's information.					
✓ Review victim status and the notification plan.					
✓ Review any crime analysis.					
✓ Assign specific follow-up tasks and completion dates.					

SUMMARY

Evidence and Forensic Analysis:

Additional forensic processing possible with existing evidence?

Witnesses:

Witnesses to be interviewed or re-interviewed?

Suspect(s):

Suspect(s) identified or outstanding?

Victim:

Notification?

Crime Analysis:

Connections or similarities to other cases (via forensic evidence or the facts of the case)?

Post-Case Review

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SEXUAL ASSAULT CASE POST-REVIEW CHECKLIST

- ✓ Identify specific follow-up tasks and completion dates.
- ✓ Ensure the case management entry and status is accurate and up to date.

 Document case review in the case management system.
- ✓ Schedule additional case review meetings if needed.

Questions	Yes	No	NA	Comments
Elements of the offense currently				
present?				
Additional investigative				Describe:
information needed?				
Additional forensic analysis				Describe:
needed?				
Witnesses to be interviewed or				
re-interviewed?				
Suspect to be located or				
interviewed?				
Victim to be located or				
re-interviewed?				
Additional crime analysis				
needed?				
Forward for prosecution?				

Tasks	Assigned	Completion Date