

PREA Incident Response Procedures (§115.64, §115.65)

Sex Crime Investigations Are Conducted By NCIS

1. Incident Information	
Situation:	_____

Time:	_____ Date: _____ Case Control Number: _____
Notification received from:	_____
	(Last Name, First Name, MI)
Location of incident:	_____
Nature of offense:	_____
Name/housing unit of victim:	_____

2. Victim(s) Information								
Name (Last, First, MI)	Grade/Rate	RCN/Last Four	Service	Sex	Age	Race	Ht/Wt	Hair

3. Dispatch Duty Brig Supervisor, Escorts, and Duty Corpsman. (115.65)		
DBS	_____	ARRIVAL TIME _____
	Name (Last, First, MI)	
On Scene Escorts	_____	ARRIVAL TIME _____
	Name (Last, First, MI)	
On Scene Escorts	_____	ARRIVAL TIME _____
	Name (Last, First, MI)	
Medical, Mental Health	_____	ARRIVAL TIME _____
	Name (Last, First, MI)	

4. Position camera on the situation in the event footage will be used for further investigation.

PREA Incident Response Procedures (§115.64, §115.65)

5. Notification Information

Ensure names of victim(s) and subjects(s) are obtained, housing unit assignment, and actions taken prior to making notifications.

AFTER HOURS CALL CELL PHONE

CO/Brig Officer	_____	Time	Time On Scene
SARC	_____	Time	
OPS Chief	_____	Time	
PREA Compliance Manager	_____	Time	

NCIS/PMO

NCIS	(577-4355/Cell: 858-357-3037)	Time	Time On Scene
Name Of Agent:	_____ <i>Name (Last, First, MI)</i>	Time	
Investigation Assumed / Declined (Circle One)		Time	Date
PMO (Contact only if Victim is Civilian)		Time	Date

6. If injury or penetration occurred, at direction of medical or DBS, contact ambulance. Prepare DD Form 2708.

MEDICAL QUICK RESPONSE CAPABILITY

Date: _____ Time: _____ Transported To: _____
Location

PREA Incident Response Procedures (§115.64, §115.65)

7. Ensure DBS/Investigator secures the crime scene (115.64(4)(b)).

If assault occurred in common area, seal area off - if assault occurred in cell, ensure no personnel go into the cell before NCIS arrives, unless medical attention must be provided.

Only collect evidence if it is at risk of being destroyed.

Crime Scene/Evidence Preservation & Victim/Subject Handling

Scene Preserved and Protected (115.64) _____ *Time* _____ *Date*
 Secured by: _____
Name (Last, First, MI)

Victim and Subject separated (115.64)	_____	_____
	<i>Time</i>	<i>Date</i>
Ensure evidence is preserved (115.64)	_____	_____
	<i>Time</i>	<i>Date</i>
Release evidence to NCIS (115.64)	_____	_____
	<i>Time</i>	<i>Date</i>
Evidence Property Custody Receipt Completed	_____	_____
	<i>Time</i>	<i>Date</i>

If abuse occurred within **7 calendar days**, ensure victim and subject do not shower or wash, brush teeth, change clothes, urinate, defecate, drink or eat (115.64).

NOTE: Explain to the victim that it is critical for all evidence to be preserved. If the victim has changed clothes, gather the clothes and place in paper bag as evidence and annotate if any other actions have taken place, i.e. wash, brush teeth, change clothes, urinate, defecate, drink or eat.

8. Witness information

NAME (Last, First MI)	GRADE/RATE	RCN/LAST FOUR	SERVICE	ORGANIZATION

PREA Incident Response Procedures (§115.64, §115.65)

9. Suspect(s) Information								
Name (Last, First, MI)	Grade/Rate	RCN/Last Four	Service	Sex	Age	Race	Ht/Wt	Hair

10. Document incident on a disciplinary report.

11. DBS secures scene. After completion of the investigation, the DBS will ensure all required paperwork is complete and processed with this Incident Response form.

12. Investigation files. The PREA Compliance Manager will maintain a copy of the investigation and all other paperwork pertaining to the investigation on record for PREA audits, and for forward to PSL Corrections.

DBS Information		
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>