



Occurrence no:
Incident number:
SARC Location:

Rape and Serious Sexual Assault

Initial Investigation Booklet

Name of Complainant	
Completing Officer	
Date Completed	

This booklet is to be commenced by the officer who has first contact with the complainant and continued by the Sexual Offences Investigation Trained Officer (SOIT)

THIS IS A DISCLOSABLE DOCUMENT.

Offence Details	
Offence Type:	
Date/Time of occurrence:	
Location of incident :	
Location identified:	-----
Scene Preserved:	-----
EEK used:	-----
CSI informed:	-----
Supervisor Informed	-----

Complainant Details	
Full Name :	
Previous Names:	
Date of Birth / Age:	
Gender:	----
Address:	
Home telephone: (please circle preferred method of contact)	Mobile : (Include alternative number should mobile be seized)
GP name, address & contact number :	
Ethnicity/Religion:	Marital Status: ----

Communication Issues	
Was language line used?	-----
Any communication difficulties / issues :	----- If yes, describe:

Complainants under 18 years old	
Parent/guardian Name:	
Contact details :	

First account of complainant

Ask open ended questions (Who, What, Where, When, How) to establish circumstances, enable safeguarding, and to prioritise areas of the investigation e.g. location, offender details and identifying fast track forensic opportunities or witnesses.

Describe what has happened; Cover the points to prove for rape / sexual assault

Clarify if any other victims/ persons requiring immediate safeguarding and their current location

Consider Golden Hour Opportunities such as CCTV, House to House and identification of Witnesses. If the suspect is known or described, circulate description, vehicle details, consider ANPR.

WHO IS THE SUSPECT (S) AND WHAT IS THEIR CURRENT LOCATION (IF KNOWN)

Consider immediate actions to locate, eg, circulate description, vehicle index number, ANPR etc

Ensure appropriate checks are made such as PNC, Niche, warning signs

WITNESSES

Record details of all witnesses named, including persons at scene. Be mindful of persons not known to the victim who may leave without engaging with emergency services. Obtain and record mobile telephone numbers for contact wherever possible

** Record any reference to a first complaint by the victim to any person prior to any report to police. This is hearsay but it also a first complaint . This is an important witness who can give evidence of a first account from the victim and is admissible in court**

DIGITAL DEVICES

Does the victim own / access any digital devices which may have any evidence / social media/ material relevant to the enquiry? If so, request this and ensure that the Fair Process is explained and complied with.

Is there reason to suspect the suspect may own/ access any digital devices which may have any evidence / social media/material relevant to the enquiry? If so, ensure that the OIC is made aware of this at the earliest opportunity.

Visible Injuries/ Physical Condition	
Has the victim got injuries?	-----
Details of injuries:	
If visible have you taken photos of the injuries?	-----
If no, why not? (E.g. tasked to CSI?)	
Has the victim consumed alcohol / drugs?	----- If yes, details -
Safeguarding	
PPN required?	-----
PPN submitted?	-----
If No, why?	
Any other support required for the victim? (e.g. family member, interview support)	-----
If yes, have they been contacted?	-----

Forensic Issues	
SCENE Specify; How many scenes are there The location/s If scene has been preserved Consider; photographing scene on Samsung Device Utilising BWV to film scene, including 360° Have CSI been contacted – requested / tasked	
Description of clothing worn by victim at the time of the incident	
Description of any damage to clothing worn at the time of the incident	
Has the victims clothing at the time of the incident been recovered? (details of items)	
Has the victims clothing at the time of the incident been recovered? (details of items)	-----
If No, reason?	
If seized, by who?	

Are there any items missing? If yes, what?	-----
Early Evidence Kit (Details of samples obtained)	
Initial forensic opportunities identified and action taken to secure	

[†] Please ensure that details are included in your statement - any photographs are exhibited in the statement

[‡] Details the description of the damaged clothing in your state

Medical Examination	
Date & Time:	
Location:	
Doctor:	
Contact details:	

Any other relevant information (do not include opinion)