



**California State University, Los Angeles**  
**Department of Public Safety**

---

NUMBER: IV-15 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/27/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Response to Sexual Assault Crimes**

---

I. PURPOSE:

To establish sexual investigation guidelines for officers and Investigators handling sexual assault cases.

II. POLICY:

It shall be the policy of this Department to conduct thorough investigations into all reported sexual assaults taking into consideration the needs of the victim. It is sufficient that a victim alleges an assault, and in no case shall the victim be discouraged from making a report.

III. DEFINITIONS:

None.

IV. PROCEDURES:

- A. An initial sexual assault investigation can generally be divided into four areas of responsibility. These areas include:
1. the initial dispatch responsibility;
  2. identification and preservation of the victim;
  3. investigative steps that can be utilized to identify the responsible party, or a suspect who is in custody; and
  4. developing a case for successful prosecution.
- B. Dispatcher Responsibility
1. Confirm the location of the victim and determine if he/she is safe from the suspect.
  2. Obtain a description of the suspect, whether the suspect has left the scene and a direction of travel.
  3. Determine if the suspect was/is armed.
  4. Instruct the victim to not disturb the premises, to not wash and to await the arrival of the police.
- C. Assigned Officer's Responsibility at the Scene
1. Determine the location and condition of the victim.
  2. Determine if a crime has been committed. If a rape has not occurred possibly an assault of another nature has occurred.

3. Instruct the victim to refrain from washing or changing clothes prior to medical treatment.
4. If immediate medical attention is required, call for paramedics.
5. Obtain updated information from the victim on the suspect, description, location and direction of flight.
6. Briefly capsule with the victim the events that occurred and where these events occurred.

D. Watch Commander Responsibilities

1. Assign officers to insure the crime scene is protected.
2. If a suspect has been apprehended:
  - a. The suspect should initially be examined for any trauma that may have resulted from confrontation with the victim. As appropriate, the location of this physical trauma should be noted and photographed.
  - b. The clothing of the suspect should be removed and preserved as evidence.
  - c. Record any spontaneous statements or voluntary information from the suspect.
3. If a suspect is not in custody:
  - a. Attempt to ascertain a positive identification of the suspect.
  - b. Determine a place of residence.
  - c. Determine what vehicles the suspect owns/drives.
4. The assigned patrol officer will complete the crime and/or the arrest report, with Investigations personnel preparing all appropriate supplemental reports.
5. The watch commander on duty should consider the call out of an additional patrol officer to contain and expedite the criminal investigation.
6. The watch commander will contact Investigations personnel as soon as possible on all sexual assaults.

E. Investigator Responsibilities

1. In the preliminary investigation, the following information should be gathered to substantiate the allegation of sexual assault:
  - a. Re-interview the victim and all witnesses.
  - b. Identify all persons with possible knowledge of the incident.
  - c. Insure the crime scene is documented (photos/video).
  - d. Transport the victim to medical treatment facility for examination.
2. Victim Interview
  - a. Determine the victim's activities prior to the time of the offense.
  - b. Obtain the victim's account of the offense, from the time the suspect was first observed until the suspect left the scene.
  - c. Obtain and note any distinctive statements made by the suspect.
  - d. Determine and document any oddities or unusual MO's -trademarks demonstrated by the suspect.

- e. Note and document the victim's condition. This should include a statement as to the victim's mental state, the evidence of torn or disheveled clothing, etc.
    - f. Obtain a complete description of the suspect.
  3. Evidence: All evidence in support of the allegation of sexual assault should be gathered and preserved including:
    - a. Photographs of victim/crime scene;
    - b. Findings in a sexual assault medical examination;
    - c. Articles of clothing from the victim and the suspected offender;
    - d. Biological body fluids;
    - e. Bedding and/or other material used.
  4. Suspect interview/interrogation: The suspect should be interviewed; interrogated using the following criteria as a guide:
    - a. Advise suspect of his/her constitutional rights and the nature of the investigation when appropriate;
    - b. Consider, evaluate and investigate all new information and alternative explanations provided by suspect;
    - c. Corroborate information already obtained through investigation;
    - d. Obtain incriminating statements including admissions and confessions; (Audio/Video tape) is best.
- F. Victim Notification of Investigative Procedures:
  1. If appropriate, the victim should be advised of the steps he/she will encounter during the preliminary investigation.
  2. To minimally include the following:
    - a. In-depth interviews (specific/personal questions);
    - b. Extensive medical examination protocol;
    - c. Follow-up investigation procedures (interviews: identify suspects);
    - d. Judicial process (courtroom testimony/procedures).
- G. Special Notifications:
  1. Notification of a juvenile facility may be necessary when the victim is a minor and it appears that a parent, guardian or caretaker is an alleged offender.
  2. The victim, if a minor may be admitted to a juvenile facility under authority 300 WIC, Police Protective Custody.
- H. Arrest of suspect: The following factors should be considered when determining whether or not to arrest the suspect:
  1. Nature of the offense (felony/misdemeanor);
  2. Imminent danger to the victim, community or self;
  3. Likelihood the suspect will flee;
  4. Potential ramifications of the arrest (may wish to file by complaint); and

5. Impact on the case development.

- I. Documentation: The preliminary investigative report should contain the necessary documentation including:
  - 1. Statements of victim, witnesses, and accused;
  - 2. Observations; i.e., victim's physical/emotional condition, etc;
  - 3. Physical evidence noted and secured;
  - 4. Actions taken by the investigating officer and others.
  
- J. Case review: The final review and case summary should include:
  - 1. Disposition of the victim;
  - 2. Evidence identified and collected;
  - 3. Statements (oral and written);
  - 4. Disposition of the suspect;
  - 5. Coordination and consultation with other involved agencies;
  - 6. Need for confidentiality of case information and Victim identification per Penal Code section 293a
  - 7. Report of the case progress to appropriate parties to the offense.
  
- K. Laws pertaining to Sexual Assault.

PC	Assault with Intent to Commit Rape
PC 243.4	Sexual Battery
PC 261	Rape
PC 261.5	Unlawful Sexual Intercourse
PC 262	Spousal Rape
PC 263	Sufficiency of Penetration
PC 264	Punishment for Rape & Unlawful Sexual Intercourse
PC 264.1	Aiding or Abetting Rape
PC 266c	Consent by False or Fraudulent Pretense
PC 286	Sodomy
PC 287	Sodomy – Sufficiency of Penetration
PC 288a	Oral Copulation
PC 289	Penetration by a Foreign Object
PC 290	Registration of Sex Offenders
PC 290.2	Specimens of Sex Offenders
PC 291/291.1	School Employees/Teachers – Arrest for Sex Offenses – Notice to School Authorities
PC 667.6	Enhancement for Prior Conviction or Prior Term
PC 667.8	Kidnapping for Purpose after Committing Sexual Offenses
PC 841.5	Confidentiality of specified victim and witness information

V. APPENDICES: Sexual Assault Investigation Checklist.

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
UNIVERSITY POLICE DEPARTMENT**

**SEXUAL ASSAULT INVESTIGATIVE CHECKLIST**

PAGE	OF
CASE #	
DATE	
CRIME	
CHARGES(S)	

LOCATION OF CRIME			
FOUND BY		DATE	TIME
OWNER/VICTIM		PHONE	
ADDRESS		CITY	ZIP

Procedure / Activity	Date	Time	Officer ID #
Secure the safety of the victim.			
Determine the need for medical attention.			
Begin preliminary investigative procedures.			
Establish if a crime has been committed.			
Conduct interviews, if appropriate, with:			
• Victim(s)			
• Witness(es)			
• Suspect(s)			
Gather and preserve all evidence:			
• Clothing/bedding (victim/suspect)			
• Medical evidence from examination			
• Check for physical marks/trauma			
• Document injuries (medical exam/photos)			
Identify and arrest suspect, if appropriate.			
Make notifications			
• Investigations			
• Support group representative			
• Chief of Police / Lieutenant			

Notes:	

Officer Completing Form:	Date:
--------------------------	-------

FILENAME: Visio\Sexual Assault Checklist IV-15

**LEGAL**

A restraining order can be obtained at the Superior court of Los Angeles county, 111 N. Hill Street, or the courthouse in your local jurisdiction. When called to the scene of a battering incident, the local police or sheriff can issue an emergency restraining order good for 3 days. For more information, contact the domestic violence program nearest you. If you file in downtown Los Angeles, contact the Barristers Domestic Violence Counseling Project: (213) 624-3665.

**A Restraining Order can:**

- 1) Order the attacker to stop physically or verbally abusing you or any other family member.
- 2) Can order the attacker to move out of the house.
- 3) Can order the attacker to stay away from your home, school, work, and your children's school.
- 4) Can give you custody of the children and order safe visitation with the children.
- 5) Can order the attacker to neither harm nor molest the children.
- 6) Can order the attacker to pay child support.
- 7) Can order the attacker to pay bills.
- 8) Can order the attacker to seek counseling.

**HOW TO GET A TEMPORARY RESTRAINING ORDER (TRO) IN DOWNTOWN LOS ANGELES**

- 1) Go to the Los Angeles County Courthouse, 111 North Hill Street, Los Angeles, Room 112 on the first floor. Go to the form window and ask for a Domestic Violence Restraining Order Packet. Instructions for filling out the forms are in both English and Spanish.
- 2) You should allow between 2 and 4 hours to ready you case (prepare the paperwork), obtain the TRO and a hearing date.
- 3) If you need help filling out the forms go to the second floor, Department 8, Room 245 and sign in on the sign in sheet. A volunteer attorney or law student will help you. There is a \$20.00 fee for this service. If you can not afford the fee it may be waived. This service is available Monday through Friday 9:00AM to 11:30AM and 1:30PM to 3:30PM.
- 4) If you do not read, write or understand English try to take someone who does to assist you.
- 5) There is a recording that explains these procedures in both English and Spanish (213) 264-3665.

- 6) Once the forms are completed you go to the Room 102 to get a court case number.
- 7) Once you have a court case number you go to Department 8, Room 245 and submit the case to the court clerk or bailiff and await the signature of the judge.
- 8) If the restraining order is applicable to the University leave a copy at the University Police department in Bungalow C.

Resources compiled by:  
Los Angeles Commission on the Status of Women  
And  
Southern California Coalition on Battered Women

**THE  
WOMEN'S  
*SURVIVAL*  
GUIDE**



California State University, Los Angeles  
Department of Public Safety  
Crime Prevention Unit  
(323) 343-3700

## Women's Survival Guide

### EMERGENCY NUMBERS

Police/Fire/Paramedic	911
LA County Child Abuse Hotline (Spanish Available)	(800) 540-4000
LA County Elder Abuse Hotline (Multilanguages Available)	(800) 992-1660
National Child Abuse Hotline	(800) 422-4453

### EMERGENCY DOMESTIC VIOLENCE SERVICES

All programs include 24-hour hotline service, emergency shelter, counseling, legal and social service advocacy, referrals, and assistance with restraining orders.

#### ANTELOPE VALLEY, PALMDALE & STA. CLARITA

Asst. to Aid Victims of Domestic Violence	(805) 259-4357
Valley Oasis	(805) 945-6736
Oshun	(805) 727-1299

#### HOLLYWOOD

Los Angeles Rape and Battering Hotline	
Los Angeles Commission on Assaults Against Women	(323) 626-3393
(Spanish and TDD Available)	

#### ORANGE COUNTY

Domestic Violence Hotline, Orange (Limited Spanish Available)	(714) 992-1932
Human Options, Laguna (Limited Spanish Available)	(714) 435-9996 (714) 435-7981
Interval House, Seal Beach (Spanish, French, and Vietnamese available 9AM – 5PM. TDD)	(714) 891-8121

#### RIVERSIDE/SAN BERNARDINO COUNTIES

Alternatives to Domestic Violence Crisis Line, Riverside (Limited Spanish Available)	(909)683-0829
Doves Inc., Big Bear Lake	(909) 866-5723
House of Ruth	(909) 988-5559
Option House, San Bernardino (Spanish Available during the day)	(909) 381-3471

#### SAN FERNANDO/ANTELOPE VALLEY

Haven Hills, San Fernando Valley (Spanish Available during the day)	(818) 887-6589
Tamar House	(818) 505-0900

#### SAN GABRIEL VALLEY & EAST L.A.

Angel Step Inn	(323) 906-5060
East LA Shelter	(323) 268-7564
El Monte Youth Dev't Ctr. Pathways Domestic Violence Shelter	(818) 455-0026
Glendale YWCA	(818) 242-1106
Haven House, Pasadena Spanish and TDD available)	(323) 681-2626
Women's and Children's Crisis Shelter, Whittier (24-hr. Spanish available)	(562) 945-3939
YWCA Hotline, West Covina (Limited Spanish available)	(626) 960-2995
YWCA-Wings San Gabriel	(626) 967-0658

#### SOUTH BAY

1736 Family Crisis Center, Hermosa Beach	(310) 379-3620
Rainbow Services, San Pedro (24-hr. Spanish available)	(310) 547-9343
Su Casa, Lakewood (TDD available)	(562) 402-4888
YWCA Women's Shelter, Long Beach (Spanish available 8PM – 5PM)	(562) 437-4663

#### SOUTH CENTRAL/SOUTH EAST/WEST L.A.

Chicana Service Action Center (24-hr. Spanish available)	(323) 937-1312 (800) 556-6607
Ctr. For Pacific Asian Family	(213) 653-4042
Dominguez Family Ctr.	(310) 764-4022
Jenese Center, South Central	(323) 731-6500
Peace and Joy	(310) 898-3117
Sojourn	(310) 264-6644
Good Sheperd Long Beach	(323) 737-6111

#### VENTURA COUNTY

Interface (Spanish available)	(800) 339-9597
Ventura County Coalition Against Household Violence	(805) 656-1111 (800) 300-2181

#### WESTSIDE

Center for Pacific Asian Families Shelter and Hotline (24-hr. Asian Languages available)	(213) 653-4042
Los Angeles Rape and Battering Hotline, Los Angeles Commission On Assaults against Women	(310) 392-8381

Sojourn, Santa Monica (Limited Spanish available)	(310) 264-6644
--	----------------

### RAPE HOTLINES

AVANCE/East Los Angeles Rape Hotline (24-hr. Spanish Available)	(800) 585-6231
Center for Pacific Asian Families Shelter and Hotline (Asian Languages Available)	(213) 653-4042 (800) 339-3940
Compton YWCA Rape Hotline (24-hr. Spanish available)	(310) 764-1403
Long Beach Rape Hotline (Limited Spanish available)	(562) 597-2002
Los Angeles Rape and Battering Hotline, Los Angeles Commission on Assaults against Women (Spanish and TDD available)	(310) 392-8381 (213) 626-3393
Orange County Sexual Assault Network (Multilanguages available)	(949) 831-9110
Pasadena YWCA Rape Hotline (Multilanguages available)	(626) 793-3385
Project Sister (24-hr. Spanish available)	(909) 626-4357
Rape Treatment Center, Santa Monica Hospital (Spanish available)	(310) 319-4000
Rosa Parks Sexual Assault Crisis Center (Spanish available)	(323) 395-8582 (323) 751-9383
South Bay Rape Crisis Center	(310) 545-2111

### GENERAL INFORMATION AND REFERRALS

INFO LINE (Information and Referral Federation)	
All LA County Areas	(800) 339-6993
Los Angeles	(323) 686-0950
San Fernando Valley	(818) 501-4447
TDD (For the Deaf Only)	(800) 660-4026
Los Angeles City Commission on The Status of Women	(213) 485-6533