

## ROLES AND RESPONSIBILITIES CHECKLISTS

### ADVOCATE ROLES AND RESPONSIBILITIES CHECKLIST

- Determine whether the victim is safe (both physically and emotionally) and provide safety planning if needed
- Determine the immediate medical care needs of the victim and whether the victim wants to go to the hospital or another medical provider for STI/pregnancy care
- Assess and accommodate the special needs of the victim, including but not limited to language or cultural barriers, physical, mental, age, gender, rural, etc.
- Provide crisis intervention, support, information and referrals to the victim and family/friends
- Provide non-judgmental information about options
- Determine whether the victim wants to report the assault
- If not reporting, provide information on the evidence collection timeline and how it affects the victim's future options
- If reporting, contact law enforcement or follow SART protocol
- Provide transportation to medical facility for medical evaluation if necessary
- Inform victim of preserving options through evidence collection and evaluation
- Assess whether victim has need of clothing/food/shelter/transportation
- Access services and resources for victim or assist them in accessing services and resources as needed
- Accompany, support, and provide information throughout all aspects of the process
- Provide continuing follow-up care after the initial response by regularly checking-in with victim on their needs, concerns, comfort, and questions
- Ensure the victim understands the systems in which they find themselves, including the roles and objectives of each agency and individual involved in the response
- Serve as a liaison between the victim and professional agencies
- Advocate on behalf of the victim's self-defined needs, decisions, wishes, questions/concerns
- Provide support, information, and referrals to family/friends of the victim
- Provide accompaniment when requested (FME, courtroom, etc.)

## LAW ENFORCEMENT ROLES AND RESPONSIBILITIES CHECKLIST

- Protect and serve the needs of the victims and the community
- Collect and preserve evidence
- Identify and interview the victim and witnesses
- Identify and interview/interrogate the suspect
- Apprehend the suspect
- Conduct the investigation
- Assist with the prosecution – testimony, information, investigation
- Provide information to the victim regarding the investigative status of their case
- Provide a victim-centered response (as defined by your SART)
- Assess and address victim safety
- Encourage specialization for sexual assault cases
- Develop both rapport and trust with the victim
- Arrest perpetrators of sexual assault
- Reduce the fear of sexual assault
- Provide victims with information about Georgia Crime [Victims Bill of Rights](#)
- Ensure victims understand their legal rights, as informed by law enforcement
- Have a complete familiarity with relevant sexual assault laws
- Gain a thorough understanding about the methods, patterns, and characteristics of perpetrators
- Work in a collaborative and coordinated fashion with prosecution, other law enforcement professionals, victim advocates, medical professionals, and crime labs
- Respect the human dignity and the uniqueness of the victim, unrestricted by considerations of race, culture, age, gender, social status, economic status, personal attributes, the nature of health problems, or the nature of the crime
- Maintain appropriate confidentiality of records, photographs, and communications, while ensuring that all records are promptly and properly transferred, as required, to appropriate persons or agencies
- Report appropriately according to local, state, and federal mandates
- Follow the chain of custody when collecting, securing, and turning over evidence
- Secure photographs in a locked space, handle them with respect and dignity for the victim, and reveal photographs only to those with a need to know
- Obtain required training and updates to serve victims of sexual assault
- Provide input and recommendations to the SART as an interdisciplinary member
- Obtain the report from the sexual assault examiner regarding the forensic medical examination for the assaults reported by victims
- Present case to the District Attorney
- Work to operate under victim-centered guidelines – informing the victim of all information, interview times, and agency procedures

## MEDICAL ROLES AND RESPONSIBILITIES CHECKLIST

- Provide an effective medical response that meets the health care needs of the patient
- Inform the patient of all relevant procedures and practices
- Provide a victim-centered response
- Provide a continuity of care – from start to finish
- Work within a multidisciplinary effort and work collaboratively with the SART
- Ensure victim sensitive care from all staff
- Initiate the coordinated team response
- Explain the forensic medical examination in terms appropriate to the age and anxiety of the patient
- Ensure that the patient understands the medical-legal process before obtaining written consent to proceed with the forensic medical examination
- Ensure a guardian is contacted or a court order is obtained in the case of an unconscious patient, severely disabled patient, or a patient who is otherwise unable to give informed consent
- Provide the opportunity and support of having a victim advocate in attendance during the forensic exam
- Perform the initial assessment in a timely manner
- Assess the patient's understanding and needs throughout the forensic medical exam
- Provide trained personnel to collect evidence and work with the victim
- Provide a prompt victim-centered exam and ensure that it is gentle, uninterrupted, and takes place in a dedicated room
- Identify, collect, and preserve evidence
- Communicate with law enforcement about the examination if the victim wishes to report the assault
- Provide follow-up information including information to meet psychological needs, physical needs, health care, and information and referral
- Refer the patient, as indicated for further medical care based on the patient's request or medical findings
- Work with the advocate to help the patient identify personal supports for medical and emotional needs
- Maintain the competency of staff through continued training/education
- Provide peer review
- Provide for quality assurance
- Maintain confidentiality of records, photographs, and communications

## PROSECUTION ROLES AND RESPONSIBILITIES CHECKLIST

- Evaluate the case for prosecution, considering all the merits and seriousness of the case as well as the interests of justice, needs of the victim, and community safety
- Ensure a collaborative and thorough investigation of the facts and circumstances of the case
- Hold perpetrators of sexual assaults accountable for their crimes
- Provide a victim-centered response
- Encourage the use of the term “victim” by judges rather than “accuser”
- Encourage specialization for SA prosecutors and facilitate vertical prosecution (one prosecutor from beginning to end)
- Increase the knowledge and expertise of all attorneys who prosecute SA cases in the dynamics of sexual assault and the laws
- Take the victim’s input into account throughout the process
- Meet with the victim in-person to both evaluate the case and to share information
- Work in a coordinated and collaborative fashion with law enforcement, medical personnel, and crime lab
- Evaluate cases submitted by law enforcement
- Inform victims of the case status from the time of the initial charging decision to sentencing
- Discourage case continuances
- Explain the reasons for continuances and seek mutually agreeable dates for hearings that are scheduled
- Arrange for interpreting services for victims and witnesses when necessary to assist a victim in understanding questions and frame answers
- Bring to the attention of the court the views of the victim on bail decisions, continuances, plea bargains, dismissals, sentencing, and restitution
- Pursue to the fullest extent that the law allows, those defendants who harass, threaten, or otherwise attempt to intimidate or retaliate against victims or witnesses
- Arrange for the prompt return of the victim’s property if it is no longer needed as evidence in court
- Seek no-contact orders as conditions of bail or own recognizance releases
- Include the victim whenever possible in decisions regarding the filing of the case, the reduction of charges, plea bargain offers, dismissal or other possible case dispositions
- Consult with law enforcement, medical personnel, and sexual assault victim advocates in the furtherance of the prosecution of the case
- Notify the victim of her/his rights regarding HIV testing of the defendant
- Refer the victim to advocates for information regarding crime compensation from the state
- Advise the victim of her/his right to have a support person and advocate present during interviews and in court
- Discuss the case with the forensic medical examiner and law enforcement prior to trial date