University of Montana
Police Department

Sexual Assault Investigation Policy

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B21A.1 PURPOSE

The purpose of this policy is to provide officers and investigators with guidelines for responding to reports of sexual assault, including sexual intercourse without consent; assisting victims; collaborating with local health service agencies, outside law enforcement; and conducting initial interviews with victims, witnesses, and suspects. Because of the special needs involved in investigations of sexual assault, including sexual intercourse without consent, an attached appendix serves as an all-inclusive document that covers first response, investigation and prosecution of these crimes. The accompanying mandatory Adult Sex Crimes Supplemental Report Form is designed to assist with accomplishing fair, unbiased and thorough investigations.

B21A.2 POLICY

Trauma from crime victimization complicates a victim’s participation in the investigation. The trauma may be so overwhelming that a victim cannot function well enough to assist in the investigation at certain stages of the case. Trauma also affects memory and the ability to explain events in a narrative form for the investigator. Officers and investigators play a significant role in both the victim’s willingness to participate in the investigation and ability to cope with the emotional and psychological after effects of the crime. Therefore, it is especially important that these cases be handled objectively, without bias, and with respect, sensitivity and consideration for the victim. Like all reported crimes, every sex crime investigation is to be taken seriously, requiring a thorough investigation to determine the facts in accordance with this policy and the supplemental report form.
**B21A.3 DEFINITIONS**

Sexual Assault as defined by [MCA 45-5-502](https://legis.mi.gov/Legislation/Public/Legislation.aspx) is detailed below.

**Sexual Assault**

- A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault.
- First and second convictions for sexual assault are punishable by misdemeanor fine amounts and/or incarceration.
- Third and subsequent convictions for sexual assault are punishable by felony fine amounts and/or incarceration.

Sexual Assault can occur with the act of any unwanted sexual contact ranging from unwanted touching through clothing to more forceful acts. A potential victim is under no lawful mandate or obligation to have informed the suspect to stop or to have immediately removed themselves from the situation.

**Sexual Intercourse without Consent**

Sexual Intercourse without Consent as defined by [MCA 45-5-503](https://legis.mi.gov/Legislation/Public/Legislation.aspx) is detailed as follows, (the investigation of this crime will be covered in more depth in the Appendix portion of this policy.):

- Penetration of the vulva, anus or mouth by the penis of another person
- Penetration of the vulva or anus of one person by a body member of another person
- Penetration of the vulva or anus with a foreign object manipulated by another person to knowingly or purposely:
  - Cause bodily injury or humiliate, harass, or degrade
  - To arouse or gratify the sexual response or desire of either party

Sexual Intercourse without Consent constitutes a felony and could have occurred if the following conditions exist:

- Force was used or threatened, even if there is no bruise or injury to the victim
- The victim was afraid, even if this did not lead the victim to physically resist
- The victim was disabled and could not legally give consent (that is, the victim could not understand the nature or condition of the act due to illness or disability)
- The victim was incapable of consent due to unconsciousness as a result of being severely impaired by drug or alcohol use, or other circumstances causing the victim to be unable to give informed consent at the time of the sexual act
- The victim was under the age of legal consent at the time of the sexual act
Victim
For the purpose of this policy, victim refers to the person reported as having been the victim of a criminal offense.

Victim Advocate
This generic term may apply to a wide range of service providers, rape crisis counselors, social workers, crime victim advocates, SARC advocates and YWCA advocates. Depending on the individual advocate’s role, the levels of confidentiality and privilege they have will vary, and as such should, be understood by each member of the sexual assault response team and communicated to the victim. Police will help obtain access to victim advocates when reasonably possible.

Third Party Reporter
Any person who on behalf of an adult victim seeks to report a crime or obtain information to assist a victim in obtaining victim services.

Blind Report
For the purpose of this policy the term is an instance created by the receipt of confidential information of a reported adult sex crime from any victim reluctant to make an official report to law enforcement.

UMPD: University of Montana Police Department
MPD: Missoula Police Department
MCSO: Missoula County Sheriff’s Office
SARC: University of Montana Student Advocacy Resource Center
MOU: Memorandum of Understanding, the agreement for mutual aid between departments.
Title IX Office: University of Montana Office of Equal Opportunity and Affirmative Action responsible for coordinating the University’s response to Title IX complaints.
Title IX Coordinator: Director of the Title IX Office.

B21A.4 PROCEDURES

A. Dispatcher or Call-Taker Response
1. Due to the trauma of sexual assault, a victim requesting assistance may be in crisis. The victim’s behaviors may be symptomatic of this condition and can include hysteria, crying, rage, laughter, calmness, and unresponsiveness. There is no typical reaction and reactions are likely to change over time. Therefore, it is critical to refrain from negative personal judgments and to continuously treat the victim with respect, sensitivity and consideration. An officer is to be dispatched
upon dispatcher’s receipt of report and verification of jurisdiction in which the crime occurred. Explain to the caller that it is necessary to ask some preliminary questions and that these questions will not delay an officer’s response to the caller’s location.

2. When a caller reports a sexual assault or sexual intercourse without consent, communications personnel shall follow a standard emergency response to include evaluating and properly prioritizing the call, assessing victim’s safety, securing medical assistance, contacting a victim advocate, inquiring about a suspect’s current location, and obtaining detailed information to identify the suspect. Information about the alleged perpetrator’s relationship with the victim, weapon use, and history of violence shall also be obtained. Regardless of delayed report, sexual assault should always be a priority call.

3. In some cases DNA evidence may be available. To ensure critical evidence is not lost, communications personnel shall:
   a. Advise the victim that an officer is on the way and request the victim not change clothes, bathe, douche, urinate, take any medications unless medically necessary, and/or make other physical changes to themselves or the setting.
   b. Let the victim know that other evidence may still be identified and recovered so the crime should still be reported even if the victim has bathed or made other physical changes.
   c. Advise the victim against cleaning or altering the potential crime scene areas.
   d. Preserve the communications tape and printout for the investigation.

B. Initial Officer Response

1. Emergency Response. As part of the emergency response, officers shall:
   a. Make contact with the victim as soon as possible. Contact shall be in person unless the victim has specifically requested contact by phone. Safety concerns should be addressed and emergency medical assistance shall be summoned if needed as soon as it is safe and practical.
   b. Take initial report regardless of jurisdiction in which the crime occurred. If victim or third party contacts the University of Montana’s Police Department to report by phone, officers shall identify the jurisdiction in which the crime occurred. If the crime occurred in the University’s jurisdiction UMPD officer take the initial report. If the crime occurred in a different jurisdiction, assist caller in connecting with the correct jurisdiction.
   c. Identify & evaluate crime scene(s) for evidence, (There may be more than one crime scene) and identify witnesses, suspects, and possible threats
   d. Relay all vital information to responding officers and supervisors, including any possible language barriers.
e. Secure the crime scene(s) (There may be more than one crime scene) to ensure that evidence is not lost, changed, or contaminated. In instances where there is more than one crime scene officers should ask for necessary assistance, including assistance from allied agencies, in securing each one.

f. Utilize the Adult Sex Crimes Supplemental Report Form to document any information obtainable during the preliminary investigation. This mandatory form is initiated by the primary responding officer and is intended for use throughout the course of the investigation. It will be turned over with the case file to the investigating detective. Once completed, the Supplemental Report Form shall be scanned and placed in ARMS in the “Other Media” section of the case report.

g. Record observations of the crime scene(s) (There may be more than one crime scene) including: the demeanor of the suspect and victim; alcohol and/or other drug use; and, document other visible evidence including injuries, disheveled clothing or lack thereof, or missing clothing.

h. Conduct a preliminary victim interview. Officers will not ask the victim if they intend to prosecute the suspect. Officers may inform the victim that decisions about how to proceed with a criminal case will remain with the victim.

i. Request a Criminal History for the suspect to determine any previous Sexual Assault convictions. If history check shows two prior convictions contact the SVU Detective. If the crime occurred outside city limits turn over investigation to MCSO per MOU.

j. Scan the criminal history return and place in ARMS in the “Other Media” section of the case report.

k. Determine upon arrival if crime is thought to be Sexual Intercourse without Consent. If so, notify SVU Detective or MCSO (if occurred outside city limits). Secure and process crime scene utilizing the assistance of the MPD Crime Scene Technicians, SVU Detective or On Call MPD Detective if needed. Turn over to MCSO per MOU if occurred outside city jurisdiction. Inform the victim that an investigator assigned to the case will contact them the next business day.

l. Begin a search for and contact the suspect when appropriate.

m. Temporarily detain or arrest the suspect.
   - Detention shall be based upon an articulable and reasonable suspicion.
   - Arrest(s) shall be based upon probable cause

   Attempt to get an early statement from suspect. Miranda may apply. Contact detectives for additional guidance as needed.

2. Assisting the Victim. As part of the emergency response, officers shall:

   a. Show understanding, patience and respect for the victim. Guard their dignity and attempt to establish trust and rapport.
b. Commend the victim for coming forward to the police.

c. Contact and introduce an advocate to the victim as soon as possible, and allow the victim to decide if they would like the advocate with them during the preliminary interview, and throughout the reporting and investigative process.

d. While on scene the victim may choose to volunteer general information about the incident, or the situation may require that the officer seek immediate information, before an advocate is available. However the preferred response is to introduce an advocate to the victim as soon as possible, and allow the victim to decide if they would like the advocate with them during the preliminary interview and throughout the reporting and investigative process.

e. Provide victims with the Sexual Assault Victim/Survivor Resources Form, which provides contact information for the following resources:

1) Student Advocacy Resource Center (SARC) 406-243-6559

2) First STEP Resource Center (24-Hour medical care by trained examiner) 406-329-5776

3) Crime Victim’s Advocate (CVA) 406-258-3830

4) Missoula YWCA 406-542-1944 or 800-483-7858

5) U of M Counseling Services 406-243-4711

6) U of M Title IX Coordinator 406-243-5710

f. Provide victims with the University of Montana Sexual Harassment and Sexual Assault Resource Guide and Title IX Office cover letter.

g. Inform victim that UMPD can arrange to have her/his contact information provided to the Title IX Coordinator to facilitate the Title IX Office’s communication with the victim; for example, the Title IX Office could offer the victim resources (including interim measures such as no contract contact orders, Residence Life housing, and/or temporary adjustments to class schedule) and more information about the University’s grievance procedures. Ask the victim if she/he has any objection to sharing her/his name with the Title IX Coordinator. Let the victim know that the officer will provide the victims safest method of contact (e.g. personal email; cell phone).

h. Within 24 hours of receiving the report of sexual assault, provide the UMPD/Title IX Case Manager with, at a minimum, the following information: the nature of the incident, the date, time, and location of the incident, the victim’s name and contact information, the name of the perpetrator, and the names of any known witnesses to the incident. If the victim has expressed to UMPD that she/he does not want to have her/his name and contact information provided to the Title IX Coordinator, the UMPD officer shall clearly communicate this to the UMPD/Title IX Case Manager, at the same time as the above listed information is provided to the UMPD/Title IX Case Manager. Title IX Report Form

i. Notify UMPD command staff and Special Victims Unit Detective.

1) UMPD command staff will assess criteria and advise on activation of notification system. Complete Timely
Warning & Emergency Notification Decision Matrix. This will assist command staff in the timely warning or emergency notification decision.

2) UMPD command staff will advise if an MPD on-call detective needs to be contacted to assist in the investigation depending upon the nature of the offense.

3) Notify via e-mail the MPD detective command staff upon taking any felony reports. This e-mail shall contain victim information, crime location, suspect information if known and the UMPD case number.

Captain of Detectives:
Lieutenant of Detectives:
Sergeant SVU: Sergeant:

3. Evidence Collection Issues

If a victim consents to going to First Step all potential personal evidence will be collected by a First Step Forensic Nurse. For potential evidence at the crime scene(s) and crime scene(s) processing, officers will request assistance from MPD crime scene technicians. If MPD is not able to respond, officers will secure and process the scene(s) in accordance with the Sexual Assault Investigation Procedure Appendix, ensuring compliance with the published directions of the Missoula Crime Lab.

General Evidence Manual Montana Crime Lab
Evidence Manual – DNA - Serology

4. Identify and Locate Witnesses and Suspects

Based on the victim’s emotional and physical state, responses to questions of the victim concerning the assault as well as description and location of the suspect may be limited. Responding officers must identify and interview any potential witnesses, bearing in mind that there may be multiple crime scenes. It is especially important that the first person the victim told about the sexual assault be identified and interviewed.

5. Documentation

Any officer who interviews a witness or a suspect, identifies evidence, or processes a crime scene shall write his or her own supplemental report detailing the actions taken. These supplemental reports shall be compiled by the first responding officer for the follow-up investigation regardless of whether an arrest is made. Additionally all forms and supplemental information used in the course of the investigation shall be scanned in to ARMS and placed in the “other media” section of the report.
6. **Stranger vs. Non-stranger Assaults.**

Responding officers shall be familiar with common defenses to the charges of sexual assault.

a. **Non-stranger Assault**

   The majority of non-stranger sexual assaults result in a consent defense. Thus, evidence of particular importance includes:

   1) Evidence of physical or verbal resistance on the part of the victim;

   2) Evidence of injury;

   3) Detailed documentation of the victims’ thoughts and feelings, written verbatim using direct quotes when offered by the victim;

   4) Information regarding the suspect’s size and strength in comparison to the victim’s;

   5) Information regarding the environment in which the assault took place (such as isolation, soundproofing, etc.);

   and

   6) Information regarding the victim’s behavior after the assault, including trauma induced behavior.

b. **Stranger Assault**

   Evidence in stranger sexual assaults often centers on a question of identification pending the processing of DNA evidence. Therefore, investigative strategies must remain flexible. An identity defense will typically include latent fingerprints, lineups, DNA, and trace evidence.

C. **Preliminary Victim Interview**

Sexual assault investigations typically include both a preliminary and subsequent in-depth follow-up interview with the victim. The preliminary interview is intended to establish whether a crime has occurred. In the initial response, the officer shall first establish the elements of the crime(s) and identify any and all witnesses, suspect(s), evidence, and crime scene(s).

The officer must understand and explain that the preliminary interview is not a comprehensive or final interview.

Additional interviews will be needed as the investigation develops.

1. **Involve a Victim Advocate**

   A victim advocate will be contacted by the investigating officer as soon as possible. The victim advocate will be introduced to the victim so the victim can decide if they want the advocate with them during the preliminary interview, and throughout the reporting and investigative process.
2. **Victim Interview Protocol**
   
a. Based on the length of time between the assault and report of the crime and the individual’s personal history, the victim may be in crisis, experiencing posttraumatic stress, and exhibiting a range of behaviors that will likely change over time.

b. The victim’s response to the trauma of a sexual assault shall not be used in any way to measure credibility. When drugs or alcohol are involved, the victim may have limited recollection or be unable to give a complete account of the crime. Not knowing the details of what happened may exacerbate the trauma experienced by the victim. Asking the victim to retell the account multiple times may cause additional trauma.

c. Preliminary Interviews shall be conducted promptly if the victim is coherent and consents.

1) **Officers shall:**
   
1. Remain patient and maintain an open mind while listening to the victim’s account.
2. Commend the victim for coming forward to the police.
3. Remember that victims may struggle with gaps in memory.
4. Avoid leading questions while conducting the interview.
5. Use terminology appropriate to the victim’s age and situation.
6. Avoid using police, medical, or legal jargon.
7. If a support person is present inform them they may not interrupt or interfere with the interview.

2) **During the interview, the officer shall:**
   
1. Accommodate the victim’s request for a victim advocate or support person.
2. Take responsibility for excluding a support person when appropriate and offer the victim and support person an explanation.
3. Secure a private location for the interview that is free from distractions.
4. Obtain contact information for the victim, including temporary accommodations. Make reasonable efforts to confirm that the contact number and location is a safe and secure place to leave a message if and when follow-up is necessary.
5. Explain the nature of the preliminary interview as a brief statement to help further the investigation. Explain reporting options and first responder’s role.
6. Ask victims to explain what they remember and how they felt, and allow them to give an uninterrupted account if possible.
7. Revisit including an advocate to support the victim if the victim initially declined the offer.
8. Explain to victim that UMPD is focusing on sexual assault not drug use or other minor student conduct...
violations. Inform the victim of the need and importance of full disclosure throughout the reporting process.

9. Explain that other professionals such as detectives and prosecutors may have additional questions.

3) At the conclusion of the interview, the officer shall:

1. Give the victim the officer’s contact information.
2. Encourage the victim to contact the officer with any additional information or evidence.
3. Arrange to transport or escort the victim to First Step if willing for completion of a Sexual Assault Exam.
4. Remind the victim that visible evidence of injury may appear later, and to contact the officer or First Step for additional photographs or other documentation.
5. Follow-up with the victim for additional photographs after 24 hours if not contacted by the victim.
6. Explain the procedures and resources available for obtaining an Order of No Contact and ensure that requests for victim protection orders are made where indicated.
7. Ensure that written referrals for victim service organizations (i.e. Sexual Assault Victim/Survivor Resources Form and/or its Your Call 911 pamphlet, University Sexual Harassment and Sexual Assault Resource Guide, and Title IX Cover Letter), have been provided.
8. Provide transportation when reasonably possible.
9. Inform the victim about next steps in the investigation such as a detective or supervisor contacting them the next business day to schedule a follow-up interview..

3. Protecting Victim Rights

a. Throughout the investigation of the case, officers shall protect the confidentiality of the victim’s information to the maximum extent possible by law and policy.

b. In addition, victims should be provided the following information on:

1) The rights of a crime victim.
2) How to contact police if harassed or intimidated by the suspect(s).
3) What information is part of the public record and what is confidential. Montana law MCA 44-5-103 Defines Confidential Criminal Justice Information.
4) The information the media has access to regarding sexual assault crimes and the possibility of coverage.
5) Provide victim with “It’s Your Call 911” pamphlet, the Sexual Assault Victim/Survivor Resource Form, University Sexual Harassment and Sexual Assault Resource Guide, and Title IX Cover Letter.
6) The University policy on sexual harassment, stalking, and retaliation. Explain that the University’s Title IX process is separate from the criminal process. The University Title IX process, including interim measures
and other resources, can support the victim with campus life whether or not the criminal process is proceeding.

c. Officers shall be familiar with the University of Montana Policy on Discrimination Harassment, Sexual Misconduct, Stalking and Retaliation.

D. **Follow-Up Victim Interview**

Prior to a follow-up interview, the investigating officer shall attempt consultation with agency personnel who responded to the scene, and retrieve and review all communications tapes, printouts, and reports. The investigator should coordinate with advocates, relevant agencies, assistance organizations, service providers, or sexual assault response professionals to address the needs of the victim and to discuss the best means for keeping the victim informed.

1. **Investigative Strategy**

The investigator shall develop an investigative strategy based on the nature of the assault and the possible defenses available to the suspect (such as denial, mistaken identity, or consent). This strategy shall guide the questions and other evidence collection efforts.

2. **Follow-Up Interview Protocol**

   a. An in-depth follow-up interview shall be conducted if the complexity of the case dictates or the development of further evidence deems it necessary.

   b. In the event that the victim is still under the influence of drugs or alcohol, has been injured, or as a result of the assault has not slept, and barring exigent circumstances requiring an arrest or identification, the interview shall be delayed.

   c. The in-depth, detailed interview should not be done until the victim has had the opportunity to have at least one, preferably two full sleep cycles, whenever practical. However, if the victim wishes to do the interview immediately, the detective will accommodate that request.

   d. Arrange for equipment to tape record or videotape the interview so the officer can focus on listening.

   e. The interview shall be conducted in a location that is convenient, accessible, and comfortable for the victim. The investigator shall provide or arrange for transportation for the victim when needed.

   f. When scheduling the follow-up interview inquire if the victim worked with an advocate during the initial response. If so make every effort to involve the same advocate during the follow up interview. Inform the victim that it is their right to choose if they want an advocate present or other support person present. If necessary, discuss with the victim why some support persons might not be a good idea (i.e. witnesses, parents, etc.) In other words,
advocates maintain a level of neutrality while providing nonjudgmental support. This can be difficult for someone who is close to the victim. If an advocate has not already been involved, notify and have the advocate available for the follow-up interview. Allow the victim to decide if they would like the advocate with them during this follow-up interview.

g. At the start of the follow-up interview, the officer shall:
   (1) Discuss the purpose and scope of the interview.
   (2) Review and update contact information for both the victim and investigator, as necessary.
   (3) Explain the victim’s rights, including confidentiality and/or when certain facts cannot be kept fully confidential.
   (4) Explain the need to tape record or videotape the interview and request the victim’s consent.
   (5) Explain to victim that UMPD is focusing on sexual assault not drug use or other minor student conduct violations. Inform the victim of the need and importance of full disclosure throughout the reporting process.
   (6) Address arrest decisions including an explanation of the status of the case.

h. While conducting the follow-up interview, the investigator shall:
   (1) First allow the victim to describe what occurred without interruption.
   (2) Repeat what the investigator heard back to the victim to check for accuracy. Identify new information or developments, and ask questions to elicit a clear picture of events.
   (3) Clarify any inconsistencies with earlier accounts of the sexual assault in a nonthreatening manner (i.e., acknowledge that these interviews are difficult and suggest that the victim take whatever time they need.)
   (4) Document the victim’s actions in response to the attack, the victim’s state of mind during the attack, specific statements made by the perpetrator, the nature of any relationship with the suspect, and also explain the importance of these questions from an investigative standpoint.
   (5) Inquire about any circumstances that may indicate the use of a drug to facilitate the sexual assault (such as whether the victim experienced any loss of memory, disorientation, severe illness, or hallucinations).
   (6) Assist the victim in developing a safety plan, in the event safety concerns exist. Provide victim with information about obtaining an Order of Protection and offer assistance as appropriate. Provide victim with information about campus Title IX resources (Title IX Letter) and explain that the Title IX Office can assist with campus no contact orders. Encourage the victim to call police if the suspect violates any existing criminal or court orders or if the suspect contacts the victim in any way.

i. Once a thorough follow-up investigation has been completed, the investigating officer shall:
   (1) Evaluate impounded evidence and determine which items might have probative value based on the statements and other information.
(2) Submit a lab service request such as DNA, biology, trace, or toxicology based on the assessment of the evidence. When submitting evidence to the crime lab officers/investigators must include a copy of the police report with the item(s) submitted. [Attaching a copy of the police report was added due to crime lab procedural changes, 2018]

(3) Present the complete case file including forensic results as soon as available to the prosecuting attorney for review and work with the prosecutor’s office to develop the case.

(4) Encourage the victim’s continued support in the investigation, Encourage victim to work with advocates for continued support.

3. When Lacking the Victim’s Involvement

This department shall respect a victim’s decision not to be involved in criminal justice proceedings. Inform the victim that they can re-initiate the investigation with police at a later time and provide them with an explanation of the statute of limitations. UMPD offers continued assistance and referrals whether or not a victim chooses to pursue criminal justice proceedings.

E. Contacting and Interviewing the Suspect – It is important to solicit an account of the incident from the suspect. Efforts should be made to approach the suspect lawfully with this goal in mind. Officers shall assess the circumstances for a lawful approach for either a non-custodial interview, or a custodial interview. When the standard of custody dictates, a Miranda warning will be issued.

1. The investigating officer(s) shall follow department procedures for identifying the suspect, conducting the suspect interview, and collecting evidence in a sexual assault investigation.

2. If practical prior to contacting a suspect, officers will conduct a background check. Contact suspect in person and without unnecessary delay.

3. Involving a victim in a pretext phone call to the suspect should take into consideration the victim’s emotional and physical state. A victim advocate should be present whenever possible to offer support.

F. Blind Reporting Protocol

Officers will speak with a victim anonymously in person, over the phone, or via electronic communication about sexual assault or sexual intercourse without consent reports. Officers will:

1. Show understanding, patience, and respect for the victim’s dignity and attempt to establish trust and rapport.

2. Inform the victim that an officer of the same sex will be provided if desired and available.
3. Be supportive and provide information about the investigative process.

4. Provide information on University, local, and national resources available to victims. Refer to Sexual Assault Victim/Survivor Resources Form or the “it’s Your Call 911” pamphlet.

5. Inform the victim how to contact outside law enforcement agencies in the event the crime occurred in another jurisdiction. Assist the victim in making this contact and document officer’s name and department.

6. Be considerate of the victim’s choice to remain anonymous and be available for re-contact should the need arise.

7. Complete a brief narrative report and utilize the Adult Sex Crime Supplemental Report Form indicating that a sexual assault or sexual intercourse without consent was reported within the University of Montana’s jurisdiction for Clery Act compliance. List the victim as Jane or John Doe in the name screen.

8. Within 24 hours of the receipt of a report of sexual assault, UMPD will provide the UMPD/Title IX Case Manager with the following information; to the extent such information is known to UMPD: the nature of the incident, the date, time, and location of the incident, the and name of the perpetrator, .and the names of any known witnesses to the incident. The victim’s name shall be listed as Jane Doe or John Doe, depending on the gender of the victim. Title IX Report Form.

9. The completed Adult Sex Crimes Supplemental Report Form will be kept as a hard copy in a file stored at the UMPD under lock and key.

10. Sex offenses against minors must generate a case report and may not be documented as a Blind Report or a Third Party Report.

F. **Role of the Supervisor**

First-line supervisors shall demonstrate a detailed understanding of victim issues and proper response by subordinates. Supervisors shall:

1. Respond to assist officers investigating sexual assault or sexual intercourse without consent reports. Officer reports will be reviewed prior to end of shift or within 24 hours if no supervisor on duty.

2. Notify, or ensure notification was made, via e-mail the MPD detective command staff upon taking any felony reports. This e-mail shall contain victim information, crime location, suspect information if known and the UMPD case number.

   - Captain of Detectives:
   - Lieutenant of Detectives:
   - Sergeant SVU: Sergeant:

3. Exhibit sensitivity and ensure that victims are dealt with properly by clarifying their expectations of line officers.

4. Assist in locating resources to effectively investigate the sexual assault or sexual intercourse without consent reports.

5. Encourage victim-centered problem-solving partnerships to enhance cooperation between the department and campus organizations such as SARC, YWCA and community medical services such as First Step.
6. Develop and encourage community partnerships to reduce the risk of sexual assaults and sexual intercourse without consent.

7. Create opportunities for ongoing training to improve the skills needed to properly investigate sexual assault cases.

8. Work to increase interagency communication between law enforcement and prosecutors to ease the transition for victims moving from the investigation phase to prosecution.

9. Incorporate victim services issues into the evaluations of officers and detectives.

10. Counsel and redirect officers where problems are evident.

11. Recognize and reward officers for rendering effective victim services.

12. Supervisors shall assist officers in completing all necessary tasks during a sexual assault investigation. Supervisors shall use the SUPERVISORS SEXUAL ASSAULT INVESTIGATION CHECK LIST when reviewing these reports. The investigative report shall be reviewed for accuracy, ensuring that all necessary components of the investigation are completed and attached to the report.

   In addition to reviewing the completed report supervisors are also responsible for evaluating the incident to determine if there is a need to confer with UMPD administration about issuing a Timely Warning or Emergency Notification.

   • Supervisors Timely Warning & Emergency Notification Decision Matrix

H. Title IX:

1. Officers shall be familiar with the University of Montana Policy on Discrimination Harassment, Sexual Misconduct, Stalking and Retaliation.

2. Officers responding to incidents or otherwise taking reports of sexual harassment, sexual assault and other forms of sexual misconduct will provide the victim a copy of the sexual assault victim/survivor resource form and provide them with a copy of the title IX letter. The victim will be advised that the Title IX Coordinator will also send them a letter explaining their options under University policy.

3. The Title IX Coordinator will be notified within 24 hours of reported sexual harassment, sexual assault, or other forms of sexual misconduct using the following reporting form; Title IX Reporting Form.

Acknowledgment

This policy was prepared by Detective Christopher Croft of the University of Montana’s Police Department, University of Montana. Example policies were provided by Joanne Archambault/IACP Model Policy, and the Missoula City Police Department. Other publications utilized: IACP Sexual Assault Guidelines and Investigative Strategies and IACP Sexual Assault Supplement Report Form. Reviews and suggestions on the policy were provided by Director Gary Taylor University of Montana’s Police Department, University of Montana, Captain Ben Gladwin University of Montana’s Police Department, University of Montana, Michael Reid VP Administration & Finance University of Montana, Lucy France Legal Counsel University of
Montana, Claudia Denker-Ecles Legal Counsel University of Montana, Mira Patrick University of Montana’s Police Department, University of Montana, Casey Gunter University of Montana’s Police Department, University of Montana, Chief Mark Muir Missoula City Police Department, Drew Colling SARC Director Curry Health Center University of Montana, Mary Pat Hansen APRN MSN First Step Resource Center and Tom Tremblay Retired Police Chief and Law Enforcement Consultant & Trainer.