

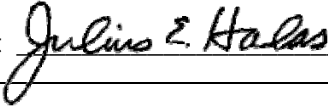


**Department of Financial Services
Bureau of Fire and Arson Investigations
STANDARD OPERATING PROCEDURE**

	Title:		Policy #
	Sexual Violence Incidents		2.8.10
	Amends:	Rescinds:	Effective Date:
N/A	N/A	08/19/2009	
Review Date:	Review Date:	Review Date:	

Approved:  Chief John Corbett  Director Julius Halas

I. Purpose

To clarify the role of Bureau members when confronted with reported incidents of sexual violence.

II. Policy

It is the policy of the Bureau of Fire and Arson Investigations that all reports of sexual violence be referred to the local law enforcement agency in the jurisdiction in which it was reported.

VII. Procedure

- A. Sworn members of the Bureau of Fire and Arson Investigations are not dispatched to respond to reports of sexual violence, nor do they conduct follow-up investigations on sexual violence incidents. Cases of this nature are investigated by the local law enforcement authority in which the crime occurred. (CFA 18.12M "A") (CFA 18.12M "D")
- B. Sworn members may be approached by individuals wishing to report a case of sexual violence. In that case, the sworn member shall provide the following: (CFA 18.12M "A")
 - 1. Employ appropriate officer safety measures as required; (CFA 18.12M "A")
 - 2. Obtain medical assistance for the victim; (CFA 18.12M "B")
 - 3. Notify the law enforcement agency in the jurisdiction in which the incident is reported; (CFA 18.12M "A")
 - 4. Detain any suspects pending arrival of the local law enforcement authority; (CFA 18.11M "A")
 - 5. If the crime scene location is known, protect potential evidence from destruction. Instruct the victim not to change clothes, bathe or use the restroom if at all possible; (CFA 18.12M "C")

6. Provide statements as required by the local law enforcement authority; and (CFA 18.11M "A")
7. Submit a written report detailing the incident. (CFA 18.12M "A")

VIII. Index:

Sexual Violence