

MIR DOC No. OR Ref. No.	
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WILTSHIRE POLICE



FIRST RESPONSE BOOKLET INVESTIGATION OF RAPE & SERIOUS SEXUAL OFFENCES (FOR FEMALE, MALE, ADULT AND CHILD)

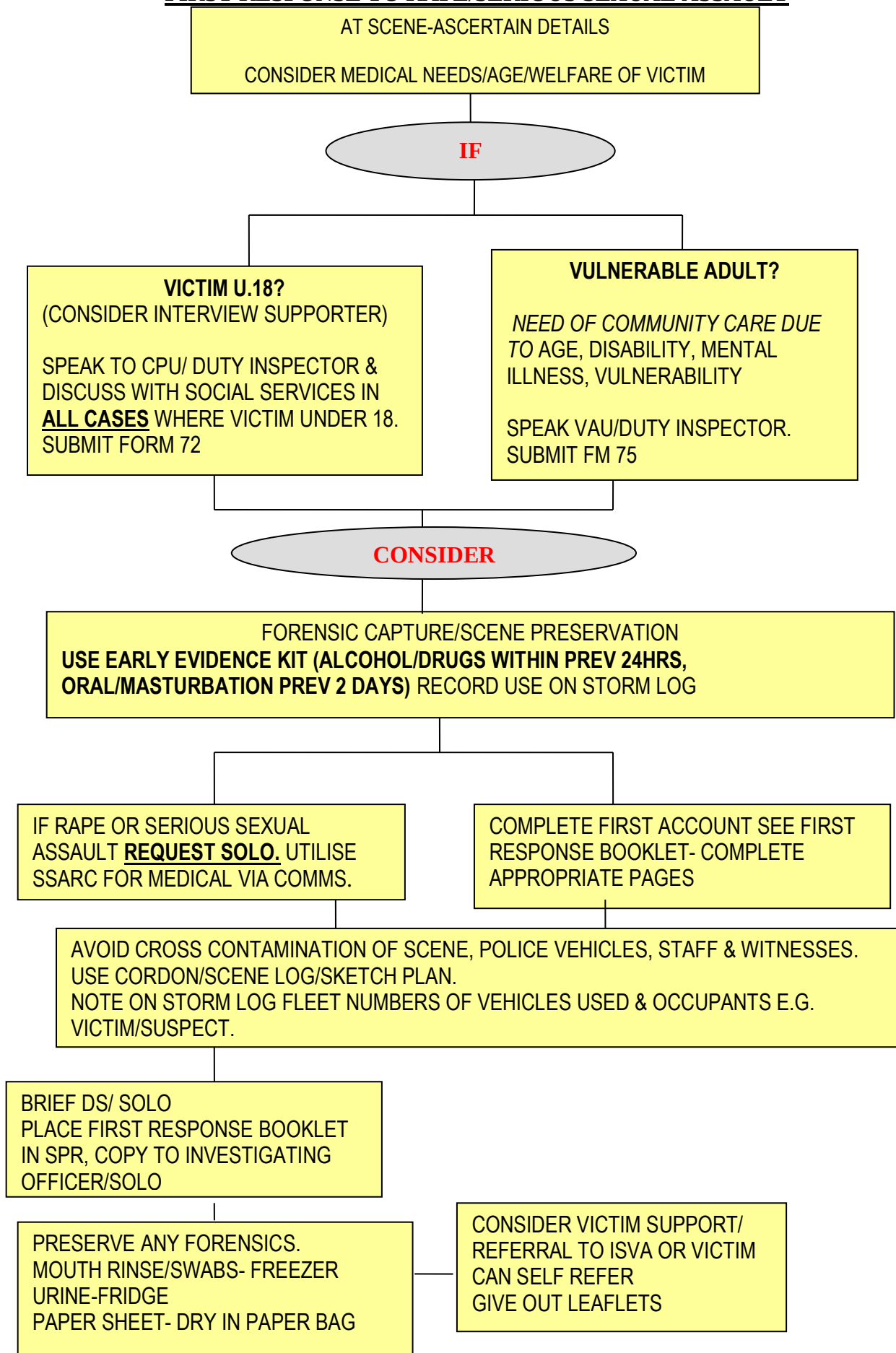
NAME OF VICTIM	
INCIDENT DATE	
ALLEGED OFFENCE	
STORM LOG NUMBER	
OCCURENCE NUMBER (RMS)	
NAME OF OFFICER COMPLETING	
NAME OF INVESTIGATING OFFICER	
NAME OF SOLO	

- ❖ **This is a disclosable document**
- ❖ **WHEN COMPLETE PHOTOCOPY BOOKLET X 2**
- ❖ **PLACE ORIGINAL IN SPR (not an exhibit)**
- ❖ **ONE COPY EACH TO SOLO & INVESTIGATING OFFICER**
- ❖ If any additional paperwork is generated which is not contained within this log, attach the relevant papers securely to the rear of this log.
- ❖ Free Text Notes' you must record and maintain a detailed chronological log of events. This will commence from the first point of contact with the victim and throughout your role within the investigation

**DEFINITION OF RAPE/SERIOUS SEXUAL ASSAULT
REQUIRING SOLO DEPLOYMENT**

VAGINAL, ANAL OR ORAL PENETRATION BY PENIS
DIGITAL PENETRATION OF ANUS, VAGINA OR BY OBJECT
AGGRAVATED SEXUAL ASSAULT

CAUSING PERSON TO ENGAGE IN SEXUAL ACTIVITY WITHOUT CONSENT
ANY OFFENCE SEXUAL BY NATURE DEEMED SERIOUS BY INVESTIGATING.OFFICER
ATTEMPTS AT ANY OF THE ABOVE

FIRST RESPONSE TO RAPE/SERIOUS SEXUAL ASSAULT

Sexual Offences – Initial Contact Record

Details of victim:

Name..... Former names.....

DOB..... Place of Birth.....

Gender.....Sexual Orientation

ReligionEthnicity-Self assessed.....Officer assessed.....

Address.....

Contact Address (if different).....

Email address

Contact telephone number(s)

GP Name & Address

Details of Parent/Guardian (if under 18 years).....

.....
**CONTACT MUST BE MADE WITH SOCIAL SERVICES/DUTY INSPECTOR & CPU IF PERSON UNDER 18.
SUBMIT FORM 72.**

CONTACT MUST BE MADE WITH VPU/DUTY INSPECTOR IF VULNERABLE ADULT. SUBMIT FORM 75.

Duty Inspector name

Social Worker

Physical description/Clothing of IP-

Clothing Jewellery seized from IP YES/NO

If so Property ref number..... Location.....

Contamination

Vehicles carried in and any other movements of the victim where contamination can occur.

Record Fleet numbers of police vehicles on Storm Log.

EARLY EVIDENCE KIT

If the victim needs to go to the toilet the urine sample part of the kit is to be used.

If the victim is female establish if the victim is menstruating and ask what sanitary wear is being used. Advise the victim: if she already has a tampon in place, she should **NOT** remove it. If she does not have a tampon in place she should not insert one, but be provided with a sanitary towel if necessary. Similarly, any sanitary towel should remain in situ to retain seepage.

Victims should be advised not to smoke until the early evidence kit mouth swab/rinse has been taken. Victims should be advised not to eat or drink until after the mouth swab/rinse is taken and they should not drink alcohol.

Unless the victim refuses or it is a historic case, it is recommended as good practice that early evidence samples should always be taken.

NB – even if urine is taken, a second sample will be required at the time of the forensic examination. The officer must inform either the SOLO or OIC that early evidence has been collected and update Storm Log.

IF EARLY EVIDENCE KIT IS BEING USED DO NOT COMPLETE THIS SECTION USE PAPERWORK IN BOX AND ATTACH OIC COPY OF CONSENT TO THIS PAGE.

CONSENT

I hereby consent to providing a **URINE SAMPLE** YES/NO

I hereby consent to provide a **MOUTH SWAB/RINSE** YES/NO

I understand that the samples will be submitted by the police for forensic examination, to help discover evidence of a criminal offence.

I am aware that the **URINE SAMPLE** will be checked for drugs and alcohol

I am aware that the **MOUTH SWAB/RINSE** will be tested for the presence of semen

.....
Signature Time Date

.....
Name

Early Evidence kit used YES/NO

Date/Time Urine taken.....

Date/Time Mouth Swab/Rinse taken.....

Officer taking.....

Early evidence kit serial number & expiry date.....

- # **What** has happened-Enough detail to establish/identify what offence has taken place.
- # **When** did it happen-In order to prioritise action.
- # **Who** is involved-Information to take immediate steps to trace suspects/witnesses.
- # **Where** did it happen-Enough information to identify all the relevant scenes.

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WITNESS CONTACT DETAILS

First Complaint

Name.....

Address

.....Contact Number(s).....

Other Witnesses

Name

Address

.....Contact Number(s).....

Name

Address

.....Contact Number(s).....

Name

Address

.....Contact Number(s).....

Name

Address

.....Contact Number(s).....

Name

Address

.....Contact Number(s).....

Any other information

Details of Offender

Consider clothing worn, relationship to victim, ethnicity, jewellery, build, hair, eye colour, height.

R V TURNBULL APPLIES.

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Location of Offence

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The scene has/has not been preserved.

Scene log completed YES/NO

VICTIM'S SKETCH PLAN OF SCENE

(This may be appropriate where the officer wishes to clarify with victim the location of the offence)

EXHIBIT LABEL (Complete in block letters)

Identification Ref. No. _____ Court Exhibit No. _____

R-v- _____

Description _____

Time Date Seized / produced _____

Where seized / produced _____

Seized / produced by _____

Name

Signature

Incident / crime No. _____ Major Incident Item _____ Laboratory Ref. _____

Name / Rank / No. _____

Signature _____ Date _____

Name / Rank / No. _____

Signature _____ Date _____

FREE TEXT NOTES

This section is for use by officers to record and maintain a detailed chronological log of events, enquiries, rationale and decisions whilst in contact with the victim, e.g. first contact with victim, transport to SARC.

[illegible]

FREE TEXT NOTES

[illegible]

