

Victim-Centered Responsibilities Matrix

CRITICAL ELEMENTS FOR SEXUAL ASSAULT CRIME RESPONSE								
<u>INSTRUCTIONS</u>	A D V O C A T E	M E D I C A L	L A W E N F O R C E M E N T	P R O S E C U T O R S	V I C T I M W O R T H N E S S	C O U R T S	C O R R E C T I O N S	P R O B L E M A R E A
1. Place a “P” in the column where the <u>primary</u> responsibility exists.								
2. Place a check mark (√) under any other column that may share or possess followup responsibility.								
3. If you have a critical element that is not being adequately addressed or inherently causes problems, or you would like to more fully discuss this element, place an asterisk (*) in the “problem area” column.								
Receive Victim Report of Sexual Assault								
911/police department								
Rape Crisis								
Third-party reporting: friends, schools, etc.								
Hospital emergency department								
Prosecutor’s office								
First Responder								
Ensure safety								
Educate on options: reporting, care, legal								
Determine need/willingness for emergency medical care								
Arrange transportation to/from hospital								
Advise victim of evidence preservation steps								
Determine if assailant is still nearby								
Determine if victim wants crisis counseling								
Determine if victim wants victim assistance								
Work with secondary victims								
Medical Intake								
Record victim’s statement/condition accurately								
Determine extent of injuries requiring medical attention								
Inform victim about evidence collection procedures and receive authorization								
Determine if victim wants advocate support during examination								
Forensic Examination								
Collect and preserve evidence in accord with established protocol: rape kit								

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Provide clothing at hospital								
Minimize patient discomfort								
Medical Concerns Related to Sexual Assault								
Pregnancy								
Sexually transmitted diseases (STDs)								
HIV/AIDS								
Administer pregnancy prevention treatment with consent								
Administer prophylactic treatment for STDs with consent								
Obtain blood sample for HIV baseline status with consent								
Referral for further medical care								
Referral for psychological counseling								
Review financial issues (victim’s compensation, etc.)								
Initial Interview								
Determine interview information needed								
Develop strategy to avoid multiple interviews								
Ask victim preference of interviewer gender								
Determine if victim requires interpreter								
Provide comfortable, private setting for interview								
Determine if victim wants to file a complaint and move toward prosecution								
Investigation								
Provide private setting for interview								
Determine location of crime								
Crime scene/victim evidence: fingerprints, trace evidence, photographs, clothing, sheets, etc.								

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Search warrants								
Suspect kit								
Keep victim informed of case status								
Address victim's concerns of safety								
Arrestment/initial appearance								
Notify victim of time and place of hearing								
Discuss desired conditions of release with victim before bail hearing								
Request that any release on bail include protection orders for the victim								
Pretrial								
Inform victim of pretrial hearings/motions								
Include victim's participation in all hearings in which defendant has a right to be present								
Consider needs of victim in scheduling proceedings								
Plea Negotiations								
Inform victim of reasons to consider a negotiated plea								
Describe optional courses of action								
Determine what action the victim wants to take								
Consider the needs of the victim in accepting a plea								
Sentencing								
Ensure opportunity for victim impact statement as part of sentence considerations								
Include victim's needs as part of sentence (i.e., restitution, protection, emotional security)								
Incarceration								
Notify victim about changes in offender status								

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Notify victim of scheduled parole hearings								
Provide opportunity for victim testimony at parole hearings								
Notify victim of release and status of release (i.e., parole, discharge, etc.)								

Adapted from *Looking Back, Moving Forward: A Program for Communities Responding to Sexual Assault*, National Center for Victims of Crime, 1992.

The critical elements selected in this chart are some issues faced by communities when developing victim-centered responses to sexual assault. For assistance in developing community protocol and policy, refer to *Looking Back, Moving Forward: A Program for Communities Responding to Sexual Assault*, or contact the North Dakota Council on Abused Women’s Services at 1-888-255-6240 for facilitation and technical assistance.