Name:

Date:

School:

Facilitator:

4.07 Officer Tip Sheet (50 Points)

# **The local police station is preparing for an upcoming training for officers responding to sexual assault cases. They need a one-page tip sheet that officers can keep in their vehicle and review prior to responding to a sexual assault case. The goal is to provide important information in a format that can be viewed quickly.**

Your tip sheet should adhere to the guidelines listed below. You will be graded according to the 4.07 Officer Tip Sheet Rubric, linked on the Task page.

Guidelines:

1. Your tip sheet should be a word document or pdf, one page in length. You can use text boxes or templates to organize the information into a brochure-like format.

2. The tip sheet should address the following:

* Interviewing the victim
	+ What questions should be asked?
	+ How should the interview be conducted?
* Collecting evidence
	+ What type of evidence should be collected?
	+ How should the evidence be processed (packaging, notes, chain of custody)?
* SAK
	+ What is a SAK?
	+ Why is it important to the investigation?
	+ Who collects the SAK from the victim?
* Resources for the victim
	+ Where can the victim get additional help in your area?

3. Your tip sheet should be well organized and allow officers to access the information quickly. Avoid lengthy paragraphs.

4. Images should be used that help officers remember key points. Images should be clear and relevant.

5. You may use sites and resources provided in the lesson and task sections. You may also conduct your own research. Remember to provide citations for all sources at the bottom of the page. Use the MLA Citation instructions linked on the Task page.