

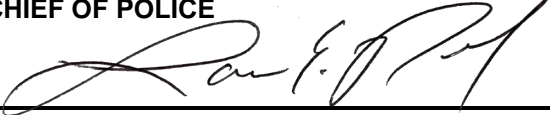


TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Sexual Battery Investigations		 Nationally Accredited 1986
	CHIEF OF POLICE 		
NUMBER 50	ORIGINAL ISSUE 07/15/1985	CURRENT REVISION 07/07/2020	TOTAL PAGES 19

AUTHORITY/RELATED REFERENCES

FS 794.011, Sexual Battery
 FS 943.326, DNA Evidence Collected in Sexual Offense Investigations
 General Order 18, Criminal Investigations
 General Order 42, Impounding and Controlling of Property and Evidence
 CIB-17, On-Call Procedures
 Training Bulletin 20-08, Refuge House SAFE Center Procedures

ACCREDITATION REFERENCES

CALEA Chapters 82, 83
 CFA Chapters 15, 27

KEY WORD INDEX

Advocacy Protocols – Adults Advocacy Protocols – Juveniles Call Taking Protocols Delayed Reporting of Sexual Battery Incidents Interview Protocols – Adults Interview Protocols – Juveniles Investigator On Scene Responsibilities Jurisdictional Concerns Juvenile Sexual Battery Victims Post Investigative Follow-up Review with Victims Responding Officer Responsibilities SAEK Protocols – General SAEK Protocols – Jane Doe SVU Call-out Criteria Transporting Victim to the Hospital Transporting Victim to the SAFE Center	Procedure XII Procedure XI Procedure I Procedure XIV Procedure IX Procedure XII Procedure VIII Procedure XV Procedure XIII Procedure X Procedure II Procedure VI Procedure VII Procedure III Procedure V Procedure IV
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POLICY

The Department is responsible for establishing investigative and victim support protocols for sexual battery incidents. Members shall adhere to established protocols, focusing first on the physical and mental care for the victim and then the criminal investigation.

DEFINITIONS

Jane Doe SAEK: A Sexual Assault Evidence Kit (SAEK) collected from a sexual battery victim who, at the time of the collection, desires to remain anonymous and does not wish to make a sexual battery report at the time.

Recently Occurred Sexual Battery: Any sexual battery incident reported within one hundred twenty (120) hours of its occurrence.

SAEK (Sexual Assault Evidence Kit): Sexual battery evidence (e.g., photos, semen, saliva, blood, skin, hair) collected and packaged by a SANE nurse after a forensic physical examination.

SAFE (Sexual Assault Forensic Exam) Center: A standalone facility provided by the Refuge House where sexual assault exams may be conducted.

SANE (Sexual Assault Nurse Examiner) Program: A program designed to provide a coordinated response to sexual battery victims by law enforcement, Tallahassee Memorial Hospital, and the Refuge House. The program utilizes specially trained nurse practitioners to perform forensic physical exams in conjunction with Refuge House crisis counselors.

Sexual Battery: The non-consensual oral, anal or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object.

PROCEDURES

I. CALL TAKING PROTOCOLS

If a switchboard operator receives a telephone call reporting a sexual battery, the operator will promptly transfer the caller to the CDA and remain on the line until the transfer is confirmed.

II. RESPONDING OFFICER RESPONSIBILITIES

When responding to the report of a recently occurred sexual battery, the officer(s) on scene shall adhere to the below listed protocols.

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- A. Determine the immediate medical needs of the victim and summon emergency medical assistance as warranted.
- B. Obtain necessary information pertaining to the incident to determine if a crime has been committed and to obtain suspect information.
- C. If suspect information is available, issue a BOLO (be on the lookout) if necessary.
- D. Determine the location of the actual crime scene or crime scenes, and:
 - 1. In cases where a known suspect is not present at the crime scene(s), secure all such scenes, or
 - 2. In cases where a known suspect may be present at the crime scene, coordinate with the on-call Special Victims Unit (SVU) investigator prior to securing the scene(s) to ensure no investigative leads are compromised by making contact with the suspect(s).
- E. Not perform any visual examination of the victim's genitalia, buttocks or any other body area normally covered while wearing a swimsuit.
- F. Be aware of the different reporting options available to the victim, which include those listed below.
 - 1. Have a SAEK performed and provide a full disclosure of the incident.
 - 2. Have a SAEK performed, provide a partial disclosure of the incident and remain anonymous. The victim's name or other identifying information will not be included in the sexual battery offense report.
 - 3. Have a Jane Doe SAEK performed without giving their name or any additional information to law enforcement.
 - 4. Provide a full disclosure of the incident, and choose not to have a SAEK performed.
 - 5. Provide a partial disclosure of the incident, remain anonymous, and choose not to have a SAEK performed.
 - 6. Not report the incident to law enforcement and not have a SAEK performed.

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- G. Inform the victim their decision on how to proceed (or not proceed) at the time of reporting is not necessarily considered final, and:
 - 1. They may change their decision at any time,
 - 2. They have a statutory right to request a SAEK be performed or to request testing of other collected DNA evidence associated with the sexual battery if a SAEK is not performed, and
 - 3. Although every effort will be made to respect their wishes, certain circumstances may dictate additional steps be taken by the Department (e.g., domestic violence incidents).

- H. Gather information about the incident from the victim, and once there is a clear understanding of the circumstances, request supervisory approval for a response by the on-call SVU investigator based upon the criteria in section III below.

- I. With supervisory approval, request the on-call forensic specialist for any crime scene processing needs.

- J. In situations where a suspect is detained or arrested for the reported sexual battery, ensure the suspect's body is treated as evidence.
 - 1. If the incident recently occurred, do not allow the suspect to wash their hands, use the bathroom or change clothes.
 - 2. Ensure an SVU investigator has the opportunity to interview the suspect prior to transporting to a detention facility.

- K. Regardless of the reporting option chosen by the victim, document each incident of a reported sexual battery.

- L. Complete offense reports, including supplements, and submit for supervisory approval before the end of the tour of duty.

- M. Provide the victim with the Sexual Battery Rights and Services Brochure from the Florida Council Against Sexual Violence, Sexual Battery Information Guide (PD 165), and the Crime Victim Rights & Information pamphlet (PD 233).

- N. If an SVU response was not warranted, notify the SVU via e-mail (TPD CIB On-Call Notifications Group) of the case, so they may coordinate any needed follow-up activities.

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- O. Leave all sexual battery offense reports in an “open” status so the incident can be assigned to an investigator. This applies to on-view arrests as well.

III. SVU CALL-OUT CRITERIA

- A. An SVU investigator shall respond to all recently occurred sexual batteries.
- B. Regardless of when the incident occurred, an SVU investigator shall respond to a reported sexual battery incident when one of the following situations exists:
 - 1. The incident is being reported during normal business hours (Monday-Friday 8AM-5PM, excluding holidays), or when the on-call SVU investigator is still at the office working on-call hours, or
 - 2. A suspect is in custody and has not exercised their right to counsel or to remain silent, or
 - 3. The incident is, or is believed to be, a part of a defined spree or pattern previously outlined in an intelligence bulletin or briefing, or
 - 4. The incident is unique in some way which requires immediate follow-up, or
 - 5. Critical evidence may be present which is beyond the scope of a patrol officer to collect or process, or
 - 6. A victim sustained a life threatening injury during the course of the sexual battery.
- C. If, based on the totality of the circumstances and regardless of the time delay, a Department supervisor the rank of sergeant or above believes an SVU response is essential, an investigator may be summoned. Documentation of the decision shall be included in the offense report.
- D. Refer to section XIII below for SVU call-out criteria for sexual battery incidents with a juvenile victim.

IV. TRANSPORTING THE VICTIM TO THE SAFE CENTER

- A. If the victim does not require or request medical treatment for an injury, the primary officer shall ask the victim of a *recently occurred sexual*

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battery if they are willing to go to the SAFE Center for a sexual assault medical forensic examination.

1. If the victim agrees, arrangements shall be made to transport the victim to the SAFE Center for an examination.
 2. The transport should be completed by either the primary officer or the investigator assigned to the case.
- B. Members are responsible for explaining to the victim the possible benefits of a sexual assault examination in regards to their well-being, and shall not:
1. Discourage the victim from having an examination, or
 2. Coerce the victim to go to the SAFE Center, or
 3. Coerce the victim to provide a bodily fluid sample for drug screening.
- C. The member assigned to transport the victim shall:
1. Request the victim to take a complete change of clothing (if available) to the SAFE Center because the clothing worn at the time of the sexual battery will be impounded for evidence processing, and
 2. Call the Refuge House Hotline (681-2111), and
 - a. Notify the operator the victim is being escorted to their facility for a sexual assault examination, and
 - b. Request a Refuge House victim advocate and SANE nurse respond to the SAFE Center.

V. TRANSPORTING VICTIM TO THE HOSPITAL

- A. The primary officer shall ask the sexual battery victim if they need to go to the hospital for treatment as a result of an injury.
1. If the victim requires or requests treatment, arrangements shall be made to transport the victim to the hospital for treatment of any injuries.

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2. The transport should be completed by either the primary officer, the investigator assigned to the case or ambulance (if needed).
 3. If the victim requires transport by ambulance, an officer or investigator should ride in the ambulance to ensure evidence preservation.
 4. If it is apparent to the officer the medical treatment will be delayed or will result in admission, and the victim agrees to a sexual assault medical forensic examination, the hospital will contact the Refuge House victim advocate and SANE nurse to respond to the hospital, and the SAEK will be completed there in order to not delay the exam.
- B. Members are responsible for explaining to the victim the possible benefits of medical treatment in regards to their well-being, and shall not:
1. Discourage the victim from having a medical examination, or
 2. Coerce the victim to go to the hospital, or
 3. Coerce the victim to provide a bodily fluid sample for drug screening.
- C. The member assigned to transport the victim shall:
1. Request the victim to take a complete change of clothing (if available) to the hospital because the clothing worn at the time of the sexual battery will be impounded for evidence processing.
 2. Direct the CDA operator to notify the emergency room charge nurse the victim is being escorted to their facility for treatment of any injuries and a physical exam (do not give victim identification information over the police radio).
 3. Make all reasonable efforts to ensure the victim is taken directly to an examination room – avoiding the triage and general waiting room area.
 4. Ensure the victim is not left alone during their time at the hospital.

VI. GENERAL PROTOCOLS – SAEK & OTHER DNA EVIDENCE

- A. The member shall inform the victim of the purpose of submitting evidence for testing, and ask the victim if they are willing to consent to a SAEK and other treatment. The victim may decline any or all parts of the examination.
- B. If the victim or member suspects a sexual battery may have been facilitated with drugs or alcohol, the member shall notify the SANE nurse as soon as practical and request the victim's consent to collect a sample of their blood and urine.
- C. A SAEK may be conducted up to one hundred twenty (120) hours after a sexual battery has occurred.
- D. If a SAEK is collected, the impounding member shall adhere to the applicable procedures in:
 - 1. General Order 42 (Impounding and Controlling of Property and Evidence), and
 - 2. The *Property and Evidence Packaging Manual* kept in the Temporary Evidence Storage Room.
- E. The SAEK shall be impounded as soon as possible and shall not be exposed to extreme heat.
- F. In cases where a SAEK or other DNA evidence is collected, the investigator assigned follow-up responsibility for the case is responsible for submitting the SAEK or other DNA evidence for forensic analysis in accordance with the timeframe established by FS.
 - 1. SAEKs should not be submitted for analysis when the incident is:
 - a. Unfounded,
 - b. Involves a Jane Doe SAEK, or
 - c. Is collected/impounded as part of an agency assist case (an SVU investigator will facilitate the SAEK being sent to the appropriate agency in a timely manner).
 - 2. When circumstances warrant the SAEK not be submitted for analysis, the SVU investigator is required to explain the

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circumstances to the SVU supervisor in order to obtain permission for the non-submission.

3. If a non-submission is approved, the SVU investigator shall document the reason and the approving authority in a supplemental report.

- G. An officer who receives a request from the Property and Evidence Unit to dispose of evidence in a sexual battery case shall forward the request to the SVU supervisor for review and disposition.

- H. Once the SAEK and/or other DNA evidence has been analyzed and the results have returned, the assigned investigator shall complete a supplemental report indicating the results, complete any required follow-up activities and notify the victim of any pertinent case updates.

- I. The SAEK shall be retained by the Property and Evidence Unit until the State Attorney's Office approves its destruction.

VII. SAEK PROTOCOLS – JANE DOE

- A. Jane Doe SAEKs shall be impounded by the primary officer only when received directly from a SANE nurse.

- B. When impounding a Jane Doe SAEK, the officer shall:
 1. Adhere to the applicable procedures in General Order 42.
 2. Provide a copy of the Property & Evidence Receipt (PD 139) to the SANE nurse.
 3. Document the impounding in an offense report classified as an Admin/Documentation.
 4. Indicate the case disposition as "open inactive."
 5. Refrain from using the person's biographical or other identifying information.
 6. Document the SAEK control number or the Refuge House number (a unique identifying number the Refuge House assigns to each victim) in the report.
 7. Notify the SVU via an e-mail (TPD CIB On-Call Notifications Group).

- C. Jane Doe SAEKs shall be stored as evidence in the Property and Evidence Unit in accordance with General Order 42.

VIII. INVESTIGATOR ON SCENE RESPONSIBILITIES

An SVU investigator shall respond to reported sexual batteries based upon the criteria outlined in section III above, and investigators responding to the report of a sexual battery shall:

- A. Seek out and receive an incident briefing from the officer or supervisor with the most knowledge of the circumstances surrounding the reported crime,
- B. If practical, examine the crime scene(s) for evidence,
- C. If necessary, coordinate with the forensic specialist concerning:
 - 1. Evidentiary items to collect from the crime scene(s), and
 - 2. Photographs of the crime scene(s) and the victim's injuries,
- D. Explain the investigative process to the victim (e.g., details of the medical exam),
- E. Ensure the victim, if desired, has access to a victim advocate, and
- F. Conduct follow-up activities, as warranted, in coordination with officers, forensic specialists and other investigators.

IX. INTERVIEW PROTOCOLS – ADULTS

- A. Member interviews of the victim shall not delay any bona fide medical treatment for the victim.
 - 1. Briefly obtaining the basic facts of the reported incident prior to the rendering of medical treatment is acceptable if the injuries are not life threatening.
 - 2. During medical treatment or a sexual battery forensic exam, the primary officer or assigned investigator should remain in close proximity to the victim (i.e., just outside the treatment room).

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- B. Members shall not use judgmental or accusatory statements or questions when interviewing the victim. Examples of such inappropriate dialog include, but are not limited to, the following:
1. Are you sure you want to report this?
 2. Did you just do something you regret?
 3. Maybe you had too much to drink and did something stupid.
- C. Officers shall not ask a victim if they wish to move forward with a case or if they wish to have the suspect prosecuted (this is the purview of the assigned investigator and/or victim advocate).
- D. Members shall not ask, offer or suggest a victim submit to a lie detection screening (e.g., CVSA, polygraph) during any part of a sexual battery investigation.
- E. In conducting the victim interview, members should assess the victim's ability to relay clearly articulate facts concerning the reported sexual battery, and such factors to be considered are the victim's:
1. Willingness to talk about the incident,
 2. Physical condition (e.g., impairment, fatigue, incapacitation, injuries),
 3. Emotional/mental state, and
 4. Mental capacity.
- F. If the assigned investigator believes an adult (due to a diminished mental capacity) may benefit from a forensic interview at the Children's Advocacy Center (CAC) instead of a traditional interview, the investigator shall coordinate this interview with the CAC.
- G. In conducting the victim interview, the member should:
1. Provide an interview area as private and comfortable as possible (suitable locations may include the SVU interview room located on the west side first floor of the Department building or the SAFE Center interview room),
 2. Limit the interview to only essential personnel,

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3. Allow the victim to have a victim advocate present if requested, and
 4. Keep the pace of the interview at a level comfortable for the victim.
- H. If the victim is not able to continue answering questions or requests to stop the interview, the member shall stop the interview and attempt to reschedule it for another time.
- I. Recording the interview –
1. The member shall explain to the victim they would like to audio/video record the interview or other conversations because doing so:
 - a. Allows the investigator to focus on listening,
 - b. Provides a more accurate record of what was said, and
 - c. Improves the quality of the investigation.
 2. Once the explanation is provided to the victim, the member shall request the victim's permission to record the interview or conversation.
 3. Members must have the victim's consent before recording the interview or conversation.
- J. The assigned investigator should assess the need for a composite drawing based upon the victim's recollection of the suspect's description and the totality of the investigation.

X. POST INVESTIGATIVE FOLLOW-UP REVIEW WITH VICTIMS

The procedures in this section ensure statutory compliance with FS 794.052(1)(c) which states, "*Prior to submitting a final report, permit the victim to review the final report and provide a statement as to the accuracy of the final report.*"

- A. The final report is considered complete when the assigned investigator has worked the case to its conclusion and submitted it to the SVU supervisor, or other appropriate supervisor, for final approval.
- B. Once the supervisor has reviewed the final report, the appropriate investigator shall contact the victim for review of the report.

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- C. In a post investigative follow-up review with the victim, the appropriate investigator is responsible for the following:
 - 1. Allowing the victim to read the final report,
 - 2. Allowing the victim to make whatever written comments they may want to make on a supplemental report form,
 - 3. Informing the victim of their right to complete a written statement expressing their disagreement with the final report,
 - 4. Informing the victim they do not have to complete a written statement if they agree with the final report, and
 - 5. Informing the victim a written statement is considered (and treated as) case evidence and a public record.
- D. The investigator conducting the post investigative follow-up review with the victim is responsible for documenting the review – to include the date and time – in a supplemental report.
- E. In instances where all reasonable efforts to contact the victim are unsuccessful or the victim is unable to participate in a post investigative follow-up review, the appropriate investigator shall ensure that fact is documented – to include the date(s) and time(s) – in a supplemental report.

XI. ADVOCACY PROTOCOLS – JUVENILES

- A. If advocacy services for a juvenile victim are needed, the assigned SVU investigator shall coordinate such services through the CAC.
- B. A Department victim advocate will not typically respond to sexual battery incidents involving juvenile victims (because CAC programs are in place), but the services of a Department victim advocate shall be offered when:
 - 1. The victim is not being taken to the CAC, and the primary officer, supervisor or assigned investigator believes the victim or their immediate family would benefit from such advocacy services, or
 - 2. The victim is being taken to the CAC and, in addition to their efforts, the assigned investigator believes the victim or their immediate family would benefit from Department advocacy services.

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- C. If the juvenile victim is not being referred for services through either CAC or DCF, the assigned investigator will request a Department victim advocate to follow-up with the immediate family.

XII. ADVOCACY PROTOCOLS – ADULTS

- A. If the victim is an adult, the primary officer shall ensure the hospital staff has notified the Refuge House on-call Rape Crisis Counselor to respond to assist the victim.
- B. The primary officer or, if more appropriate, the assigned investigator is responsible for:
 - 1. Informing the victim of Department victim advocate services, and
 - 2. If at any time the victim requests a Department victim advocate, with supervisory approval, summoning the on-call advocate.
- C. Department victim advocates do not typically respond to sexual battery incidents where the victim is taken to the hospital or the SAFE Center (because the SANE and Refuge House programs are in place), but the services of a Department victim advocate shall be offered when:
 - 1. The victim is not being taken to the hospital or SAFE Center, and the primary officer, supervisor or assigned investigator believes the victim would benefit from such advocacy services, or
 - 2. The victim is being taken to the hospital, and despite SANE and Refuge House efforts, the assigned investigator believes the victim would benefit from Department advocacy services.
- D. A Department victim advocate shall be assigned to each adult sexual battery case for follow-up advocacy services with the victim.
- E. If a Department victim advocate does not meet with an adult victim at the time the sexual battery is reported, a victim advocate should follow up with the victim the next day.
- F. Regarding subsection E above, if the following day is a weekend or holiday, the SVU investigator is responsible for contacting the appropriate victim advocate to relay the victim's contact information so contact can be made within 24 hours.

XIII. JUVENILE SEXUAL BATTERY VICTIMS

A. In conjunction with all applicable procedures outlined above, when the victim of a sexual battery is a juvenile, these additional protocols are also applicable:

1. Medical Treatment and Sexual Battery Examination:
 - a. Officers shall not transport a juvenile sexual battery victim to the CAC for an examination until after coordinating such transport with the SVU investigator.
 - b. Because of the involvement of the CAC, the juvenile victim should only be transported to the hospital if there is an injury which needs immediate attention.
2. Interviews of Juvenile Victims Under 13 Years Old:
 - a. Officers shall not interview juvenile victims in this age group.
 - b. Officers should direct all fact-finding questions to the person to whom the juvenile victim reported the sexual battery and other adults with pertinent information about the juvenile or incident.
3. Interviews of Juvenile Victims 13 – 17 Years Old:
 - a. Officers should not interview juvenile victims in this age group until after consultation with an SVU investigator.
 - b. Officers should direct most of the fact-finding questions to the person to whom the juvenile victim reported the sexual battery and other adults with pertinent information about the juvenile or incident.
4. Officers shall ensure a statement is obtained from the person to whom the victim first disclosed the incident and such statements should address at least the following:
 - a. How the victim made the disclosure (i.e., what conversation led to the disclosure),
 - b. The questions asked, if any, of the victim to elicit the disclosure, and
 - c. The words or statements used by the victim in the disclosure.

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5. Members shall not ask, offer, or suggest a juvenile victim submit to a lie detection screening (e.g., CVSA, polygraph) during any part of a sexual battery investigation.
- B. Officers shall gather information about the incident from the reporting person and, once there is a clear understanding of the circumstances, request supervisory approval to contact the on-call SVU investigator via telephone, being mindful of the following:
1. An SVU investigator shall respond to all recently occurred sexual batteries, or other sex crimes involving a child which occurred within 120 hours (five days).
 2. Regardless of when the incident occurred, an SVU investigator shall respond to a reported sexual battery incident when one of the following situations exists:
 - a. The incident is being reported during normal business hours (Monday-Friday 8AM-5PM, excluding holidays), or when the on call SVU investigator is still at the office working on-call hours, or
 - b. The victim requires immediate medical treatment due to injuries sustained during the sexual abuse incident, or
 - c. The SVU investigator believes an interview of the juvenile victim is immediately necessary, or
 - d. The suspect is likely to have access to the juvenile victim without immediate intervention and a safety plan must be put into place, or
 - e. The sexual battery incident involves one of the following situations:
 - 1) A suspect is in custody and they have not exercised their right to counsel or to remain silent, or
 - 2) The incident is part of a defined spree or pattern previously outlined in an intelligence bulletin or briefing, or
 - 3) Is unique in some way that requires immediate follow-up, or

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- 4) Critical evidence may be present which is beyond the scope of a patrol officer to collect or process.
 - f. If, based on the totality of the circumstances and regardless of the time delay, a Department sergeant or higher-ranking supervisor believes an SVU response is essential, an investigator may be summoned. Documentation of the decision shall be included in the offense report.
- C. The assigned investigator is responsible for coordinating all arrangements for medical examinations and forensic interviews with the CAC.
- D. With the sole exception listed in subsection E below, CAC trained personnel should be used when juvenile victims require a forensic interview, but a member may conduct such an interview when all of the following conditions are met:
 1. CAC personnel are not available,
 2. An exigent circumstance exists, and
 3. The member is trained in forensic interviews.
- E. In human trafficking investigations, an SVU investigator may conduct a forensic interview of a juvenile victim.
- F. The primary officer shall ensure the following incidents are reported to the Florida Department of Children and Families (Florida Abuse Hotline) at 1-800-962-2873:
 1. Suspected sexual abuse on a juvenile perpetrated by a caretaker (i.e., a person responsible for the care of a juvenile such as a parent, guardian, baby-sitter or teacher),
 2. A sexual crime committed by a known or suspected juvenile sex offender, or
 3. Inappropriate sexual behavior exhibited by a child.
- G. If an SVU response was not warranted, the primary officer shall notify the SVU via e-mail (TPD CIB On-Call Notifications Group) of the case, so they may coordinate any needed follow-up activities.

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XIV. DELAYED REPORTING OF SEXUAL BATTERY INCIDENTS

- A. In response to the delayed reporting of a sexual battery incident, members shall abide by the policy statement and adhere to applicable procedures herein.
- B. Even if the incident being reported possibly occurred outside of the statute of limitations, the incident shall still be documented in an offense report.

XV. JURISDICTIONAL CONCERNS

- A. If an officer establishes the incident being reported occurred outside of Department jurisdiction, the officer is still responsible for making reasonable and prudent efforts to assist the victim, to include:
 - 1. Determining any immediate medical needs of the victim, and
 - 2. Summoning emergency medical assistance as warranted.
- B. If the jurisdiction of occurrence is within close proximity to Tallahassee (i.e., Leon, Wakulla, Gadsden, Jefferson) the officer shall:
 - 1. Make contact with the agency with jurisdiction to determine if they will send a representative to interview the victim and investigate the incident, and:
 - a. If the agency is responding, remain with the victim until the other agency representative arrives and makes contact with the victim, or
 - b. If the agency declines to respond, treat the incident as though it occurred within Department jurisdiction.
 - 2. Document the incident in an offense report.
 - a. Regardless of whether or not the other agency responds, classify the report as an Agency Assist.
 - b. In situations where the other agency responds, document the agency member who responded.
 - c. In situations where the other agency does not respond, document the agency member who was contacted.

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3. If an SVU response was not warranted, notify the SVU via e-mail (TPD CIB On-Call Notifications Group) of the case, so they may coordinate with the appropriate agency for follow-up activities.
- C. If the jurisdiction of occurrence is not in close proximity to Tallahassee, the officer shall:
1. Treat the incident as though it occurred within Department jurisdiction.
 2. Document the incident as an Agency Assist.
 3. Make case notification to the agency with jurisdiction, and document the contact (including the person contacted) in the offense report.
 4. If an SVU response was not warranted, notify the SVU via e-mail (TPD CIB On-Call Notifications Group) of the case, so they may coordinate with the appropriate agency for follow-up activities.

History: issued 07/15/1985, revised 01/01/1991, 08/22/1994, 10/15/2001, 06/18/2007, 11/17/2008, 07/04/2009, 02/02/2012, 03/02/2012, 08/02/2013, 01/16/2015 and 10/05/2016.