



SEXUAL VIOLENCE/ SEXUAL ASSAULT RESPONSE PROCEDURE

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PREPARED/REVIEWED: Sergeant Christopher Jetton, #23036

I. PURPOSE

The purpose of this procedure is to provide officers and investigators with guidelines for responding to reports of sexual assault, assisting victims, collaborating with local health and service agencies, and conducting interviews with victims, witnesses, and suspects. Because of the special needs involved in sexual assault investigations, this procedure is an all-inclusive document that covers first response, investigation, and prosecution.

II. DEFINITIONS

A. Sexual Assault:

As used in this policy, this term refers to crimes of sexual violence as defined within Title IX of the California Education Amendments of 1972, California Education Code 66250, and/or California Government Code 11135. Simple sexual assaults include such acts as the touching, groping, kissing, etc. of a sexual nature. Violent/aggravated sexual assaults include such acts involving rape, penetration by a foreign object, sodomy, etc.

B. Sexual Violence:

Refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs, alcohol or other form of incapacity, including disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

C. Title IX Coordinator:

A Title IX Inclusion Officer, Lindero Hall 2753, who reports directly to Office of the University President, performs the role of conducting and overseeing the university's compliance with Title IX investigations and administrative requirements. This position is trained in conducting a civil rights investigation of sexual violence complaints that include: applicable confidentiality requirements; how to investigate allegations of sexual violence; and the use of "preponderance of the evidence" as the evidentiary standard.

III. Title IX

A. General Information

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C §§1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities. Sexual harassment of a student or employee, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX requires the university to take immediate action to eliminate the harassment/violence, prevent its recurrence, and remedy its effects. Sexual violence may constitute both sexual harassment under Title IX and criminal activity per the Penal Code.

Police investigations may be useful for fact-gathering; but because the standards for criminal investigations are different, police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX. As responding police officers investigate, it is important to note that a person's conduct may constitute unlawful sexual harassment/sexual violence even if there is insufficient evidence of a criminal violation. It is therefore important that police personnel do not dismiss or overlook behavior that violates Title IX by concluding that a *criminal* offense did not occur. Even if a criminal violation has not occurred, the University still has a duty under Title IX to resolve complaints promptly and equitably.

B. Training

Title IX training shall be provided to all department personnel biennially, as well as upon the hiring of new personnel. Training shall consist of the following, at a minimum:

1. How to identify sexual harassment/violence;
2. The university's Title IX reporting and grievance procedures;
3. And any other procedures that may be used by the university to investigate reports of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence and stalking.
4. Sexual assault investigators, as designated by the Chief of Police, are required to successfully complete the POST Sexual Assault Investigator (SAI) training course prior to investigating a sexual assault case as an SAI in accordance with Section 13516 of the California Penal Code.

C. Title IX Investigations

Title IX investigations and criminal investigations may occur concurrently. The Title IX investigation shall not be delayed pending the outcome of a criminal investigation, except temporarily for the collection of evidence.

IV. RESPONSE PROCEDURES

A. Dispatcher Responsibilities:

1. Due to the trauma of a sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria, crying and rage to laughter, calmness, and unresponsiveness. There is no one typical reaction, so it is important to refrain from judging, victim blaming or disregarding any victim.
2. Confirm the location of the victim and determine if she/he is safe from the suspect.
3. Find out if there are any life-threatening injuries. If so, contact the Ventura County Fire Department for medical service response. If possible, stay on the phone with the victim and VCFD and listen to obtain further info and to assist with location information if needed.
4. Determine when and where the sexual assault occurred.
5. Determine if the suspect is still in the area and/or a direction of travel. Obtain a description of the suspect and determine if the suspect is armed. If the suspect is still at the scene or in the vicinity, immediately dispatch available units.
6. Dispatch a police officer [REDACTED]
[REDACTED]
7. If the suspect is still at scene or in the immediate area, broadcast that a "261" is in progress or has just occurred. Provide all pertinent information needed for a crime broadcast.
8. If the victim is not in danger, request to have an available officer land line the station and provide information over the phone. Be cognizant of protecting the victim's confidentiality.
9. To ensure critical evidence is not lost, communications personnel shall:
[REDACTED]
[REDACTED]
[REDACTED]
10. Ensure that the Watch Commander and Police Lieutenant are aware of the situation.

B. Watch Commander / Supervisor's Responsibilities:

1. If the suspect is at the scene or in the immediate vicinity, [REDACTED]
[REDACTED]

3. The watch commander should consider the training and experience of available officers and select the most appropriate officer to provide victim support until such time as a sexual assault investigator arrives to initiate the initial investigation. The first responding officer shall be responsible for ensuring the safety of victims and witnesses and providing any support requested by or needed by the victim. The number of officers having direct contact with the victim should be limited.

[REDACTED]

5. Immediately notify (or delegate to the dispatcher to notify) a CIPD Sexual Assault Investigator (SAI) in the event of a violent sexual assault [REDACTED]

[REDACTED] The SAI will be advised of the initial dispatch information concerning the complaint and be ordered to respond to campus. The SAI shall be responsible for the preliminary investigation when he/she arrives on the scene. The SAI shall assume full investigative responsibility for the incident from the watch commander. If the SAI is sergeant rank or above, he/she shall also assume supervisory responsibility for the incident.

6. In the event an SAI is needed and one is not available, the CI watch commander may contact the VCSO watch commander and request assistance from a detective in the VCSO major crimes, sex crimes unit.

7. If the victim requires immediate medical attention, ensure that she/he is transported to an appropriate medical facility. Additionally, ensure that the SAI has contacted the local rape crisis center (The Coalition for Family Harmony) to request the presence of a Sexual Assault Crisis Counselor to respond, defined in Evidence Code sections 1035.2 and 1037.1 and pursuant to Penal Code section 264.2.

8. If the case meets referral criteria, ensure the SAI phones the Ventura County Safe Harbor Multi-Disciplinary Interview Center (MDIC) Program Coordinator, [REDACTED] if during normal business hours or [REDACTED] if after hours or on the weekend as applicable to activate the Safe Harbor MDIC (Refer to Safe Harbor "Policy and Procedure Protocol," appendix A). The SAI shall determine if the case meets the MDIC referral criteria and advise the watch commander.

9. If the victim's injuries are not serious and the crime involves a violent sexual assault, ensure that the SAI coordinates transporting the victim directly to a Ventura County Safe Harbor facility and not to the local Emergency Department. (Refer to the Safe Harbor "Policy and Procedure Protocol," appendix A.) If available the victim should be transported in an unmarked CIPD vehicle. The transporting officer shall stay with the victim until relieved by an SAI.

10. The watch commander shall ensure that the SAI Sergeant, Police Lieutenant, and the Chief of Police are notified of the incident as soon as practical. The Chief of Police, and/or Lieutenant shall determine what other parties need to be informed of the incident and may assist the watch commander in issuing a Timely Warning as outlined in the Cleary Act (Refer to Policy 358 – Major Incident Notification).

12. In the event of a violent sexual assault, the watch commander shall be responsible [REDACTED]

[REDACTED]

13. The watch commander shall assist the SAI in ensuring that the crime scene and any evidence are secured for further processing by the SAI and/or Department Field Evidence Technician (FET) as deemed appropriate. In serious cases requiring advanced Evidence Collection Training, the watch commander shall request the Ventura County Sheriff's Office Crime Scene Unit respond to assist.

C. Initial Responding Officer's Responsibilities:

1. In the event of a simple sexual assault with an adult victim (i.e., simple battery of a sexual nature), the responding officer(s) shall investigate and report on the incident similar to that of other reported crimes in accordance with but not limited to the following department policies:

- a. Policy 600 – Investigation and Prosecution
- b. Policy 405 – Crime and Disaster Scene Integrity
- c. Policy 322 – Search & Seizure
- d. Policy 804 – Property & Evidence

2. In the event of a sexual assault (non-simple battery) or any crime of a sexual nature involving a minor victim, the initial responding officer shall:

- a. Determine the location and condition of the victim to address safety concerns and summon emergency medical assistance if needed.
- b. Evaluate the scene for people, vehicles, or objects involved as well as possible threats.
- c. Relay all vital information to responding officers and supervisors, including any possible language barriers.
- d. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated and establish a crime scene log when appropriate.
- e. Record observations of the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.
- f. Request assistance from the watch commander and request an SAI respond to the scene when appropriate.
- g. Show understanding, patience, and respect for the victim's dignity and attempt to establish trust and rapport.
- h. Determine the age of the victim. If she/he is a minor, refer to the "Sexual Assault Response for Juvenile Victims", Appendix C. **Under NO circumstances should the initial officer question a Juvenile Victim other than to provide medical aid or emotional support.** Additionally, be cognizant of what you say in the presence of, or within earshot of the victim.
- i. The initial officer's duty is to administer emotional and first aid to the victim. Be especially sensitive to the fact that the victim has experienced a very traumatic incident. Introduce yourself and explain your purpose. Assure the victim that she/he is safe now and that you are here to help her/him. Acknowledge the ordeal that the victim has been through and determine whether the victim has any physical injuries requiring immediate medical attention. Note that in the majority of sexual assault cases, victims do not sustain physical trauma. Remember that due to the trauma of a sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria,

crying and rage to laughter, calmness, and unresponsiveness. There is no one typical reaction, so it is important to refrain from judging, victim blaming, or disregarding any victim.

j. [REDACTED]

- k. Identify support systems for the victim, such as friends, family, a rape crisis counselor from the Coalition for Family Harmony, or related community services. Assist the victim with making contact to the appropriate parties and in contacting an advocate if desired. The SAI will be able to assist with contacting the Coalition if necessary.
- l. Limit the preliminary interview so that the victim is not then asked the same questions by an SAI. The initial responding officer shall keep their discussion with the victim to questions that focus on the immediate safety of the victim, witnesses, and any other person who may continue to be in jeopardy. Potential evidence, crime scene, and suspects should also be identified; however, only enough questioning should take place to establish basic probable cause to suggest a crime has occurred and patrol officers shall not conduct in-depth investigative interviews with the victim. Once basic information is known, advise the watch commander who will take the steps necessary to provide for the safety of others and/or secure evidence for further processing by the SAI or FET.
- m. The initial responding officer shall remain with the victim until relieved by an SAI or the SAI Sergeant (assuming one or the other can be reached and is able to respond). If an ambulance is needed, the initial responding officer shall stay with the victim and additional officers should be assigned to obtain witness statements. The officer with the victim should communicate additional information with dispatch via a phone.
- n. Be aware that a victim of sexual assault may bond with the first responding officer. It is important to explain the role of the different members of the sexual assault response team and help with transitions through introductions.
- o. Document all observations, and actions taken in the initial crime report.

3. Identify and Locate Witnesses and Suspects

Based on the victim's emotional and physical state, questions of the victim concerning the assault and description and location of the suspect shall be limited. Responding officers must identify and interview any potential witnesses, bearing in mind that there may be multiple crime scenes. It is especially important that the first person the victim told about the sexual assault be identified and interviewed.

4. Documentation

Any officer who interviews a witness or a suspect, identifies evidence, or processes a crime scene shall write his or her own report detailing the actions he or she took. These supplemental reports shall be compiled by the first responding officer for the follow-up investigation regardless of whether an arrest is made.

D. Sexual Assault Investigator Responsibilities

1. The SAI shall have full investigative responsibility for the incident upon arrival on scene. If the SAI is sergeant rank or above, he/she shall also assume supervisory responsibility for the incident.

2. Explain to the victim your role as a SAI and explain that a rape crisis counselor and victim advocate will be coming to provide him/her with additional information and support. Depending on the circumstances of the case and whether or not you are responding directly to the Safe Harbor MDIC a rape crisis counselor and victim advocate may either meet you in the field or at the MDIC. The SAI will contact the Safe Harbor Multi-Disciplinary Team to request and coordinate their response.

2. In the preliminary investigation, the following information should be gathered to substantiate the allegation of sexual assault:

a. Interview the victim and witnesses. Audio and/or Video Record all interviews.

b. Identify all persons with possible knowledge of the incident.

c. Ensure the crime scene is documented (photos as appropriate) and all evidence is collected and booked in accordance with department policy and best practices.

d. Whenever the facts of the incident are known, notify the watch commander, SAI Sergeant, and Police Lieutenant. Advise them of the nature of the crime and the suspect information.

e. Determine if the case meets the referral criteria for Safe Harbor MDIC. If the case meets referral criteria, initiate the call out procedure by calling Safe Harbor West Program Coordinator, [REDACTED], if during normal business hours or [REDACTED] if after hours or on the weekend as applicable to activate the Safe Harbor MDIC (Refer to Safe Harbor "Policy and Procedure Protocol," appendix A).

3. The SAI will transport the victim to the Ventura County Safe Harbor MDIC for medical treatment and evidentiary examination (if she/he is willing) conducted by the Safe Harbor Nurse Examiner. Briefly explain the medical examination to the victim and resolve any concerns she/he may have about the procedure. Make sure the victim brings along a change of clothes to MDIC. (See attached Safe Harbor "Policy and Procedure Protocol," appendix A.)

At the conclusion of the exam, sign the OCJP forms and take the sexual assault evidence kit to the station for booking. [REDACTED]

[REDACTED] Make necessary arrangements for alternate living and obtain all contact information for that location.

4. Safe Harbor MDIC Victim Interview

a. Once at the MDIC all responding team members will meet and be briefed regarding the known facts of the case prior to the victim interview. MDIC team members will share relevant information including basic facts, names, relationship of persons involved, background information, criminal history, prior CFS cases, school history, and mental health history.

b. The SAI, in conjunction with the other MDIC team members, will determine [REDACTED]

c. The victim shall never be asked his she/he is desirous of prosecution prior to, during, or after the investigation.

d. All interviews will be video and audio recorded.

e. Other MDIC team members may also provide questions that the forensic interviewer may ask. The forensic interviewer will confer with the other team members during the interview process. Only the forensic interviewer, interpreter and support person, if applicable, should be present in the interview room with the victim during the interview. Other MDIC team members may observe the interview through the monitoring system. This includes but is not limited to: other Sexual Assault Investigators, Children and Family Services and Adult Protective Services social workers, deputy district attorneys, sexual assault nurse examiners, and patrol officers (Refer to the Safe Harbor "Policy and Procedure Protocol," appendix A, for more detailed information regarding Safe Harbor).

e. Note the emotional and physical state of the victim and include that information in the report.

f. Identify the suspect (if possible) and all areas where the suspect came in contact with the victim.

g. Determine the victim's activities prior to the time of the offense.

h. Obtain the victim's account of the offense, from the time the suspect was first observed until the suspect left the scene. Include specific details such as verbiage of the suspect, tone of voice, weapons used, threats made, physical oddities, and other unique identifiers. Specifically document the exact nature of the assault including areas touched by the suspect (on the victim's person and at the crime scene), the number of times the area was touched, words exchanged and actions by both etc.

i. Note and document the victim's condition. This should include a statement as to the victim's mental state, the evidence of torn or disheveled clothing, etc.

j. Obtain a complete description of the suspect, including any unique identifiers or MO's.

k. Determine whether there is any additional evidence that was not identified during the initial contact, even when the victim thinks it is unimportant.

l. Delayed victim reporting is common in sexual assault cases due to the trauma and fear experienced by victims and should not deter a thorough investigation. Officers shall inquire about and document the reasons for a delayed report, while avoiding questions that could be perceived as judgmental or accusatory.

m. Identify any physical injuries the victim sustained, if any. Sometimes bruises appear after the initial evidence exam.

n. Identify any prior history of sexual assault, especially if it resulted in law enforcement action. This information is discoverable by the defense attorney and can be used in court. It is imperative that the investigator has knowledge of the victim's history. The investigator has the discretion to include this information in her/his report.

o. It is the responsibility of the interviewing SAI to document the interview. The original video and audio recordings of the interview shall be retained by the SAI and booked into the CIPD Evidence Room upon return to campus.

5. Provide the victim with the RIGHTS AND OPTIONS FOR VICTIMS OF SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING [REDACTED]

6. Explain to the victim the purpose of the "Request for Confidentiality of Information Form" [REDACTED] (Refer to the "Request for Confidentiality of Information Form", appendix E) Have the victim sign if she/he wishes her/his name to be kept confidential. This form should not be confused with a victim's consent to allow California State University Channel Islands Police to contact counseling or other sexual assault support services.

If the victim requests his/her identity be kept confidential, the victim's name will not become a matter of public record and will not be reported to anyone else at the University, including the Title IX Inclusion Officer. The University police will; however, report the incident itself to the Title IX Inclusion Officer, being sure not to reveal to the Title IX Inclusion Officer the victim's identity or compromise its investigation.

7. Seek the permission of the victim to release their name for the purposes of advising California State University Channel Islands support services: counseling services, student affairs, residential life, Title IX, etc. Advise the victim that should they choose to release their identity, one or more of these support services will be in touch with the victim to assist them. If confidentiality is desired, inform the victim that a confidentiality request may limit the University's ability to respond with various support services available.

Note the victim's request/denial for release of victim's name for counseling and/or support services in the preliminary investigative report.

8. When appropriate, the victim shall be advised of the steps he/she will encounter during the preliminary investigation. Including the following:

- a. Their right to file a Title IX Complaint through the CI Title IX Inclusion Officer;
- b. Their right to file a Criminal Complaint with the University Police Department or law enforcement agency having jurisdiction over the incident;
- c. Of which both the above may include the following:

- 1) In-depth interviews (specific/personal questions)
- 2) Extensive medical examination protocol
- 3) Follow-up investigation procedures (interviews, identify suspect(s))
- 4) Court judicial process (courtroom testimony/procedures)
- 5) Campus judicial process

d. Direct contact will be made by the University's Title IX Inclusion Officer who is required by Title IX law and CSU policy to investigate the harassment/sexual violence incidents and provide further victim/witness assistance/support if desired. With the consent of the victim the SAI may invite the Title IX Coordinator to observe the MDIC Forensic Interview from the observation room at Safe Harbor MDIC. This serves to minimize the number of times the victim must be interviewed. Following the investigation in accordance with department policy an administrative case summary will be completed by the SAI Sergeant and forwarded to the Title IX Inclusion Officer for review [REDACTED].

e. If a complainant requests confidentiality, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. Relevant information shall only be shared with those who have a legitimate need to know basis to include: the university police department, and District Attorney's Office.

f. Note that Title IX and CSU policy prohibits retaliation. The University will take steps to prevent it and will take strong responsive actions if retaliation occurs.

g. Refer the victim to the University Title IX Office webpage for the University's policies prohibiting sexual harassment and sexual violence as well as a comprehensive list of support services and information regarding the University's response to Title IX incidents at <http://www.csuci.edu/titleix/>

9. Should the victim decline medical treatment and/or support services, encourage the victim to go to the Safe Harbor MDIC facility for medical treatment. Explain that both the medical and support services they provide are extremely helpful. Attempt to persuade the victim to go to the hospital for counseling services or to avail herself/himself of the university's personal counseling services (or The Coalition for Family Harmony). Offer the victim University counseling and provide contact numbers for victim services. Non-CI victims are not eligible for University support services.

10. If the victim refuses all aid and does not wish to cooperate with law enforcement and/or the criminal investigation process, advise the victim of his/her right to an abbreviated sexual assault exam at no charge to them. The abbreviated examinations are conducted at Safe Harbor and the rape kit is provided to law enforcement for storage only in the event the victim changes his/her

mind at a later time and chooses to cooperate with the investigation. As part of this abbreviated exam the victim will be given post assault medical treatment including STD medication and pregnancy prevention.

11. If the victim refuses all of the above, determine if the victim would be willing to go to the Student Health Center on campus.

12. Witness Interviews

Identify any potential witnesses including individuals whom the victim contacted immediately after the sexual assault occurred. These witnesses can testify to the emotional and physical state of the victim after the attack. The SAI can ask the watch commander to assign other patrol officers to assist with witness interviews if necessary.

13. Evidence

All evidence in support of the allegation of sexual assault should be gathered and preserved including but not limited to:

- a. Photographs of victim/crime scene.
- b. The sexual assault evidence kit and signed OCJP form from the Medical-legal exam room.
- c. The suspect's medical-legal exam results, if applicable.
- d. Articles of clothing from the victim and the suspect (package each item of clothing in separate paper evidence bags. Items with blood or semen should be folded carefully to prevent distortion of the stains).
- e. Biological body fluids.
- f. Bedding and/or other material used.

E. Suspect Apprehension / Crime Scene:

1. Arrest of suspect: The following factors should be considered when determining whether or not to arrest the suspect:

- a. Nature of the offense (felony/misdemeanor)
- b. Imminent danger to the victim, community or self and/or need for a timely warning notification per the Clery Act.
- c. Likelihood the suspect will flee
- d. Potential ramifications of the arrest (may wish to file by warrant declaration)
- e. Impact on case development

2. If a suspect has been apprehended, SAI personnel will conduct suspect interviews if they are present. If there is no SAI available, the SAI Sergeant and/or watch commander will consider the training and experience of available officers and select the most appropriate officer to conduct the interview.

Additionally:

- a. Contact the MDIC and request a sexual assault nurse examiner respond to CIPD to conduct the suspect exam.
 - Any “non-intrusive” methods used to gather evidence [REDACTED] do not require the suspect’s consent and “reasonable force” may be used to obtain these samples if the suspect refuses an exam.
 - Any “intrusive” procedures ([REDACTED]) used to gather evidence will require a warrant if the suspect refuses. A suspect does not have the right to refuse a booking photograph or fingerprints.
- b. Document any trauma that may have resulted from confrontation with the victim. The location of this physical trauma should be noted and photographed.
- c. Remove and preserve the clothing worn by the suspect during the assault as evidence. Identify and collect any trace evidence ([REDACTED]).
- d. If there is more than one suspect detained, the suspects shall be kept separated.
- e. [REDACTED]
- f. Prevent communication between victims, witnesses, and suspects.
- g. Record any alibi statements.

h. Determine and document any oddities or unusual MO's – trademarks demonstrated by the suspect.

i. The investigating officer(s) shall follow department procedures on conducting the suspect interview and collecting evidence in a sexual assault investigation.

3.

This technique is not general information and should be kept confidential.

4. If the suspect is not in custody:

a. Attempt to ascertain a positive identification of the suspect.

b. Determine a place of residence, employment or frequent visitation.

c. Determine what vehicles the suspect owns/drives.

d. Determine if a serious or continuing threat to the campus community exists and consider Clery Timely Warning Notifications where applicable.

5. Crime Scene Investigation:

a. Protect the scene.

b. Take detailed notes and record evidence and locations.

c. Photograph the scene from the exterior to the interior. Photograph items of evidence taken prior to removing them if possible. Use the department digital camera.

d. Refer to physical evidence guidelines handout, located in the "ready bag," for collection and packaging of specific evidence such as blood, semen, hair etc.

e. Establish a crime scene log as applicable.

f. In cases involving the need for advanced evidence collection techniques the watch commander shall contact the VCSO watch commander and request assistance from the VCSO Crime Scene Unit.

G. SAI Sergeant Responsibilities (Informing the Title IX Inclusion Officer):

The SAI Sergeant, or SAI as assigned by the watch commander in the absence of the SAI Sergeant, shall serve as the designated person within the Department responsible for notifying and working directly with the Title IX Inclusion Officer in the following manner:

1. The preliminary investigation shall be reviewed by the SAI Sergeant no later than the next business day occurring from the time of the reported incident. Upon doing so, he/she shall contact the Title IX Inclusion Officer by email and/or phone call to inform her/him of the assault.
2. The Title IX Inclusion Officer and SAI Sergeant will discuss the case and [REDACTED] the SAI Sergeant may share all information gathered from the victim with the Title IX Inclusion Officer if not prohibited by state statute and prosecution has been declined by the District Attorney. This information shall be provided in an administrative case summary via [REDACTED]
3. The Title IX Inclusion Officer will use this information to begin an investigation through the University. [REDACTED], the SAI Sergeant will share basic information with the Title IX Inclusion Officer to include the victim's name (if not prohibited by state statute); the victim's contact number; nature of the assault (i.e., that which would be placed on a daily crime log); and the classification of the crime and the name of the perpetrator, if provided. This information shall be provided in an administrative case summary via [REDACTED]
4. [REDACTED] Title IX investigation may temporarily pause while law enforcement conducts their preliminary fact finding, which shall not exceed 10 business days (unless significant justification can be made as to why it needed to be longer and is approved by the Police Lieutenant or Chief of Police).
5. [REDACTED] In such cases, all relevant interview notes and information obtained by the Title IX Inclusion Officer can be shared with the SAI Sergeant so long as the victim's permission is given.
6. If [REDACTED] prosecution is declined by the District Attorney, the University will assume leadership over all aspects of the investigation. Any additional information obtained by the SAI Sergeant may be shared with the Title IX Inclusion Officer [REDACTED] with the consent of the victim.

H. Records Unit Responsibilities (forwarding of reports, investigator notes, etc. to Title IX Coordinator):

Cases involving a Title IX incident (i.e., sexual violence/harassment – verbal and/or physical) shall be indicated on the RIMS case report within the “Special Circumstances” drop down menu by selecting “Title IX Case” in addition to any other appropriate special circumstances codes.

The SAI sergeant shall complete an administrative case summary via [REDACTED] detailing the circumstances of the case and forward that information to the campus Title IX Inclusion Officers as permitted by law and CSU Executive Order.

I. Documentation:

The initial officer assigned to the case will write the preliminary investigative report (PIR) whether or not he/she believes that a crime did or did not occur. The PIR should contain the necessary documentation including:

1. The Request for Confidentiality, if applicable.
2. Source of activity, observations; i.e. victim’s physical /emotional condition, etc.
3. Actions taken by the SAI and others.
4. Statements of victim, witnesses, and accused.
5. Physical evidence noted and secured.
6. The signed OCJP form.

Note: The detailed, in-depth investigative report for all violent/aggravated sexual assaults will be completed by an SAI.

J. Case Review:

The final review and case summary should include:

1. Disposition of the victim.
2. Evidence identified and collected.
3. Statements (oral and written).
4. Disposition of the suspect(s).
5. Coordination and consultation with other involved agencies.
6. Need for confidentiality of case information and Victim identification per Penal Code section 293(a).
7. Report of the case progress to appropriate parties to the offense.

V. APPENDICIES

- A. Ventura County Safe Harbor Policy & Procedures
- B. Sexual Assault Ready Bag Inventory List
- C. Sexual Assault Response for Juvenile Victims
- D. Request for Confidentiality of Information form
- E. Letter from the VCDA - approval for “pre-text” recording
- F. Sexual Assault Investigators List
- G. Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence and Stalking

Ventura County Safe Harbor MDIC Policy and Procedure Protocol

Appendix “B”

Government	Percentage
Current government	85%
Previous government	15%

SEXUAL ASSAULT RESPONSE FOR JUVENILE VICTIMS

Basic Steps to follow:

- Follow the outlined sexual assault response protocol.
- Notify the department trained Child Forensic Interviewers:
 - Either [REDACTED] or [REDACTED].
- Ask the victim (older juveniles) for consent to release their name to various support services.

Parental Notification:

Many victims request that the police do not notify their parents. There is no law stating the parents must be notified; however, it is advisable to encourage the juvenile to notify their parents at some point. Family support can be crucial for the successful recovery from a sexual assault.

All CSU employees and MDIC personnel are mandatory reporters of sexual assault / abuse. In the event of a possible minor victim, the SAI will inform the Safe Harbor MDIC and request Child and Family Services (CFS) respond to Safe Harbor to assist.

Children fourteen years and younger:

Only SAI who have completed Multi-Disciplinary Team Training and are certified as Child Forensic Interviewers (CFIT) shall be allowed to interview young children. [REDACTED]
[REDACTED]

If no CFIT certified SAI is available the watch commander may request assistance from a detective in the VCSO major crimes, sex crimes unit and/or Safe Harbor MDIC may have another CFIT interviewer available.

Medical Treatment:

Transport the minor directly to Ventura County Safe Harbor West (Refer to Safe Harbor "Policy and Procedure Protocol," appendix A).

If the victim is twelve years or older, parental consent is not required for the evidentiary examination.

If there is known or suspected child abuse, parental consent for the exam is not required.

When a juvenile is injured and no parent or guardian is available, officers can give consent for medical treatment.

California State University Channel Islands
POLICE DEPARTMENT

REQUEST FOR CONFIDENTIALITY OF INFORMATION

Law enforcement authorities are required by law to release certain information on crime reports upon request, as a matter of public record. If someone asks for information on this crime report, your name will be released with the information unless you request that your name be kept confidential pursuant to Section 6254 of the Government Code.

By initialing the appropriate statement below and signing this form, you are informing law enforcement agencies and the courts of your choice for confidentiality.

<input type="text"/> <i>(Victim's Initials)</i>	I hereby exercise my right to confidentiality and request that my name not become a matter of public record pursuant to Section 6254 of the Government Code and 293 PC.
<input type="text"/> <i>(Victim's Initials)</i>	I hereby decline to keep my name confidential.
<input type="text"/> <i>(Officer's Initials)</i>	The victim is a minor without a parent or guardian present. The below signed authorized agent hereby exercises the right of privacy for the minor and requests that the victim's name not become a matter of public record pursuant to Section 6254 of the Government Code.

I, _____, advised victim (named below), that her/his name will
Officer Advising
 become a matter of public record unless she/he requests that it be kept confidential.

Name: _____
Last First Middle

Race: _____ Sex: Female / Male D.O.B. _____
Month/Day/Year

Residence Address: _____
Street City State Zip

University or Business Address: _____
Street City State Zip

Residence Phone #: (____) _____ University/Business #: (____) _____

Signature of Victim: _____

Reporting Officer's Name: _____ Date: ____/____/____ Time: _____

SEXUAL ASSAULT INVESTIGATORS

The following individuals are specially trained as sexual assault investigators (SAI). These individuals are authorized as SAIs for the purposes of the Sexual Violence Response, Investigation, and Title IX policy.

[REDACTED]

[REDACTED]

Campus Title IX Inclusion Officer

[REDACTED]

Office: (805) 437-3608

[REDACTED]

On-Campus Rape Crisis Counselor / Victim Advocate

[REDACTED]

Coalition for Family Harmony

Phone: (805) 796-4844

[REDACTED]

CI Counseling and Psychological Services (CAPS)

24/7 Phone: (805) 437-2088

Rights and Options For Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking