

2. The report shall be made by phone to the DCSO Patrol Division at 940-349-1600;
 3. The Facility shall provide for the immediate preservation of potential evidence in accordance with Policy 2.04.03;
 4. The Facility shall provide the safety of the alleged victim and all other residents in accordance with Policy 2.04.03;
 5. The Facility shall cooperate with a criminal investigation by providing the assigned investigator with access to the resident who is the alleged victim (if still residing in the Facility) and access to witnesses for interviews;
 6. The Facility shall make available to the investigator any items that may be of evidentiary value to the criminal investigation, including but not limited to:
 - a. Physical evidence collected or preserved prior to arrival of a DCSO investigator;
 - b. Internal investigation notes, observations and findings, documentation reviewed; video or audio evidence collected; photographs collected; incident reports written; witness statements; or internal investigation report written; and
 - c. Observations of resident or staff behavior prior to or following an allegation of sexual abuse or sexual harassment.
- B. The Facility Administrator and/or designated internal investigator shall endeavor to remain informed about the progress of the criminal investigation and the various general responsibilities of the DCSO in conducting the criminal investigation including:
1. The DCSO Patrol Unit's receipt of the report from the Facility;
 2. The DCSO dispatch of a deputy to the facility or receipt of the information over the phone and assignment of an incident number;
 3. The DCSO Patrol Division forwarding the incident report to the DCSO Central Investigations Division (CID);
 4. The assignment of the incident to an agent;
 5. The DCSO agent's forensic interview(s) with the alleged victim and possible transport of the alleged victim for examination by a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE);
 6. Conducting the initial and, as necessary, follow up interview with witnesses;
 7. Confirming if probable cause exists to believe that a criminal offense has been committed and:
 - a. if the alleged perpetrator who is an adult will be arrested and/or referred to the Grand Jury; or
 - b. If an alleged perpetrator who is a juvenile will be detained and referred to the Juvenile Court.

VII. DOCUMENTATION:
TJJD Incident Report Form