

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120			
<b>Effective Date:</b> 09/17/18	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 08/12/20		
<b>Chief of Police:</b> 	<b>Sexual Assault and Sexual Abuse Investigations, 55.2</b>			
<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <b>Cross Reference:</b>            SOP 42.1 Criminal Investigations Administration            SOP 42.2 Criminal Investigations Operation            SOP 55.1, Victim/Witness Assistance            SOP 83.1 Physical Evidence Operations            SOP 84.1 Property Evidence Control            5 ILCS 815, Law Enforcement Criminal Sexual Assault Inv. Act            20 ILCS 2605/2605-53, 911 System; Sexual Assault &amp; Sexual Abuse            410 ILCS 70, Sexual Assault Survivors Emergency Treatment Act            720 ILCS 5/3-5 &amp; 5/3-6, Criminal Code of 2012            720 ILCS 202, Sexual Assault Evidence Submission Act            725 ILCS 203, Sexual Assault Incident Procedure Act         </td> <td style="vertical-align: top; width: 50%;"> <b>Policy Sections:</b>            55.2.1 Dispatch/Call Taker Response            55.2.2 Preliminary Investigation            55.2.3 Victim Notifications            55.2.4 Victim Assistance            55.2.5 Evidence            55.2.6 Release of Information to the Victim            55.2.7 Follow-up Investigation            55.2.8 Officer Involved Sexual Assault Investigations            55.2.9 Training            55.2.10 Annual Inventory of Sexual Assault Evidence            Appendix A: Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction            Appendix B: Notice for Survivors of Sexual Assault            Appendix C: Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing            Appendix D: Storage and Future Testing of Sexual Assault Evidence            Appendix E: Annual Review of Sexual Assault Evidence         </td> </tr> </table>			<b>Cross Reference:</b> SOP 42.1 Criminal Investigations Administration SOP 42.2 Criminal Investigations Operation SOP 55.1, Victim/Witness Assistance SOP 83.1 Physical Evidence Operations SOP 84.1 Property Evidence Control 5 ILCS 815, Law Enforcement Criminal Sexual Assault Inv. Act 20 ILCS 2605/2605-53, 911 System; Sexual Assault & Sexual Abuse 410 ILCS 70, Sexual Assault Survivors Emergency Treatment Act 720 ILCS 5/3-5 & 5/3-6, Criminal Code of 2012 720 ILCS 202, Sexual Assault Evidence Submission Act 725 ILCS 203, Sexual Assault Incident Procedure Act	<b>Policy Sections:</b> 55.2.1 Dispatch/Call Taker Response 55.2.2 Preliminary Investigation 55.2.3 Victim Notifications 55.2.4 Victim Assistance 55.2.5 Evidence 55.2.6 Release of Information to the Victim 55.2.7 Follow-up Investigation 55.2.8 Officer Involved Sexual Assault Investigations 55.2.9 Training 55.2.10 Annual Inventory of Sexual Assault Evidence Appendix A: Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction Appendix B: Notice for Survivors of Sexual Assault Appendix C: Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing Appendix D: Storage and Future Testing of Sexual Assault Evidence Appendix E: Annual Review of Sexual Assault Evidence
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## **PURPOSE**

The purpose of this policy is to establish the procedures for sexual assault investigations pursuant to 725 ILCS 203, the Sexual Assault Incident Procedure Act.

## **POLICY**

It is the policy of the Elgin Police Department to treat sexual assault and sexual abuse as criminal conduct, respond to sexual assault and sexual abuse calls for assistance without unnecessary delay and to take reasonable steps to prevent further traumatization of victims and ensure referrals for follow-up services are provided to victims and witnesses.

## **DEFINITIONS**

**Consent:** A freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

**Evidence-based, Age Sensitive, Trauma Informed, Victim-Centered:** Policies, procedures, programs, and practices that have been demonstrated to minimize retraumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim's life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services.

**Law Enforcement Agency having Jurisdiction:** The law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred.

**Officer Involved Sexual Assault:** An alleged violation of Section 11-1.20, 11-1.30, 11-1.40, 11-1.50, or 11-1.60 of the Criminal Code of 2012 while the officer is on-duty.

**Sexual Assault Evidence:** Evidence collected in connection with a sexual assault or sexual abuse

investigation including, but not limited to: evidence collected using the ISP Sexual Assault Evidence Kit as defined in 725 ILCS 203/10.

**Sexual Assault or Sexual Abuse:** An act of nonconsensual sexual conduct or sexual penetration as defined in Section 11-0.1 of the Criminal Code of 2012 including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012.

## **PROCEDURES**

### **55.2.1 DISPATCH/CALL TAKER RESPONSE**

Telecommunicators provide a trauma-informed response to victims of sexual assault and sexual abuse in accordance to Powerphone protocol and training standards. Telecommunicators shall assess the immediate safety of the victim, the need for emergency medical services, gather vital information for responding officers and provide information to the victim on preserving the evidence.

### **55.2.2 PRELIMINARY INVESTIGATION**

The preliminary investigation shall generally be conducted by officers assigned to a patrol assignment. Exceptions to this may be made if it is advantageous to have non-uniformed personnel respond. The following protocols apply in cases of sexual assault and sexual abuse:

- A. A police report will be completed upon receiving the following, regardless of where the incident occurred:
  - 1. An allegation by a person that they have been sexually assaulted or sexually abused.
  - 2. Information provided by the hospital or medical personnel that a victim has been sexually assaulted or sexually abused.
  - 3. Information from a witness who personally observed what appeared be a sexual assault or sexual abuse or attempted sexual assault or sexual abuse.
- B. Pursuant to the Sexual Assault Incident Reporting Act, no law enforcement agency may refuse to complete a written report required by the act on any grounds. The following information shall be documented in a police report, if known:
  - 1. Victim's name or other identifiers.
  - 2. Victim's contact information.
  - 3. Time, date, and location of the offense.
  - 4. Information provided by the victim.
  - 5. Suspect's name, if known, or other description/identifiers.
  - 6. Names of persons with information relevant to the time before, during, or after the sexual assault or sexual abuse, and their contact information.
  - 7. Names of medical professionals who provided a medical forensic examination of the victim and any information they provided about the sexual assault or sexual abuse.
  - 8. Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement.
  - 9. Pursuant to the Sexual Assault Evidence Submission Act, the date and time the sexual assault evidence was picked up from the hospital, the date consent to test the

evidence was given, and the date and time the evidence was sent to the laboratory.

10. Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement.
  11. Information relayed by the victim to medical professionals during the medical forensic examination which the victim consented to disclosure to law enforcement.
  12. Other relevant information.
- C. If the sexual assault or sexual abuse occurred in another jurisdiction, the officer taking the report must submit a copy of the report to the law enforcement agency having jurisdiction in person, via fax or email within 24 hours of receiving information about the sexual assault or sexual abuse. In the event the crime occurred outside the United States, the officer shall provide a copy of the report to the foreign embassy of that country.
- D. Within 24 hours of receiving a sexual assault or sexual abuse report from another law enforcement agency, the officer receiving the report shall:
1. Submit confirmation of receiving the report via fax or email to the law enforcement agency that sent the report. This shall be done utilizing the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction; refer to Appendix A to view said form.
  2. Complete a general police report.
- E. A victim of sexual assault or sexual abuse may give a person their consent to provide information about the incident to law enforcement. The officer receiving the information shall complete a police report when the reporting person:
1. Provides their own name and contact information.
  2. Affirms that they have the consent of the victim to make the report.
- In cases of third party notification, the officer must give the reporting person a copy of all victim notices, which are outlined in the section below.
- F. The officer shall determine the primary language of the victim and translation needs. If the report is taken at the hospital, the officer may request interpretive services from the hospital.
- G. Illinois mandatory reporting requirements shall be made and documented.
- H. Refer to Standard Operating Procedures 42.1 Criminal Investigations Administration and 42.2 Criminal Investigations Administration for additional information on preliminary investigations.
- I. Officers shall not charge or otherwise take a person into custody based solely on the commission of an offense that involves alcohol and violates subsections (c) and (d) of 235 ILCS 5/6-20 when the officer reasonably believes all of the following apply:
1. Person reports they have been sexually assaulted.
  2. Reports sexual assault of another person or requested emergency medical assistance or medical forensic services for the person who was sexually assaulted.
  3. Acted in concert with another person who reported sexual assault of another person; or requested emergency medical assistance or medical forensic services for the person who was sexually assaulted. However, this provision shall not apply to more than 3 persons acting in concert for a single occurrence.
- J. In connection with Section I, listed above, the person who reports the sexual assault must have provided their full name, remained at the scene until medical assistance arrived and

cooperated with medical personnel, and cooperated with the agency or person whom the sexual assault was reported to.

### **55.2.3 VICTIM NOTIFICATIONS**

At the time of the victim's first contact with the department, the officer handling the preliminary investigation shall:

- A. Advise the victim about the following by providing a copy of the Mandatory Notice for Survivors of Sexual Assault form; refer to Appendix B to view said form.
  - 1. Information about seeking medical attention and preserving evidence, including specifically, collection of evidence during a medical forensic examination at a hospital and photographs of injury and clothing.
  - 2. Notice that the victim will not be charged for hospital emergency and medical forensic services.
  - 3. Information advising the victim that evidence can be collected at the hospital up to 7 days after the sexual assault or sexual abuse, but the longer the victim waits, the likelihood of obtaining evidence decreases.
  - 4. The location of nearby hospitals that provide emergency medical and forensic service and if known, whether the hospitals employ any sexual assault nurse examiners.
  - 5. A summary of procedures and relief available to victims of sexual assault or sexual abuse under the Civil No Contact Order Act or the Illinois Domestic Violence Act of 1986.
  - 6. The officer's name and badge number.
  - 7. At least one referral to an accessible service agency and information advising the victim that sexual assault crisis centers can assist with obtaining civil no contact orders and orders of protection.
  - 8. If the incident occurred in another jurisdiction, provide in writing the address and phone number of a specific contact at the law enforcement agency having jurisdiction.
- B. When the victim has consented to sexual assault evidence testing, the officer shall provide the victim with the Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing; refer to Appendix C to view said form.
- C. When the victim has not signed a consent form to test the evidence, the victim shall be provided with the Storage and Future Testing of Sexual Assault Evidence form; refer to Appendix D to view said form. Additional information pertaining to sexual assault evidence is covered under Section 55.2.5.
- D. The Statement of Marsy's Rights and Victim Information Sheet shall also be provided to the victim. Refer to Standard Operating Procedure 55.1 Victim/Witness Assistance for more information on these forms.
- E. The English and Spanish version of the above mentioned forms are accessible via PowerDMS. These forms are also available in several other languages (Arabic, Korean, Polish, Russian, Simplified Chinese, Tagalog, Traditional Chinese, and Urdu) via the Attorney General's Office website at:  
[http://www.illinoisattorneygeneral.gov/victims/improvingresponsetosa\\_il.html](http://www.illinoisattorneygeneral.gov/victims/improvingresponsetosa_il.html)

#### **55.2.4 VICTIM ASSISTANCE**

- A. The officer completing the preliminary investigation will offer to provide or arrange accessible transportation for the victim to:
  - 1. A hospital for emergency and forensic services, including contacting emergency medical services.
  - 2. The nearest available circuit judge or associate so the victim may file a petition for an emergency civil no contact order under the Civil No Contact Order Act or an order of protection under the Illinois Domestic Violence Act of 1986 after the close of court business hours, if a judge is available.
- B. Refer to Standard Operating Procedure 55.1 Victim/Witness Assistance for more information on assistance provided to the victims of a violent crime.

#### **55.2.5 EVIDENCE**

The below procedures apply when the sexual assault or sexual abuse occurred in Elgin. When the incident occurred outside city limits, the agency having jurisdiction will follow their department and statutory protocols.

- A. Upon notification by a hospital or another law enforcement agency that a victim of sexual assault or sexual abuse received a medical forensic examination and the Illinois State Police Sexual Assault Evidence Collection Kit is ready, the department shall take custody of the sexual assault evidence as soon as practicable, but in no event more than 5 days after completion of the examination.
- B. If the victim or a person authorized under Section 6.5 of the Sexual Assault Survivors Emergency Treatment Act has consented to allow the testing of sexual assault evidence, the department shall submit the evidence for testing within ten business days of the receipt of the evidence in accordance with the Sexual Assault Evidence Submission Act. Per Section 6.5 the following persons are authorized to sign the written consent to release the evidence for testing:
  - 1. A victim 13 years of age or older.
  - 2. If the victim is a minor who is under 13 years of age, the written consent to release the sexual assault evidence for testing may be signed by the parent, guardian, investigating law enforcement officer, or Department of Children and Family Services.
  - 3. If the victim is an adult who has a guardian of the person, a health care surrogate, or an agent acting under a health care power of attorney, then consent of the guardian, surrogate, or agent is not required to release evidence and information concerning the sexual assault. If the adult is unable to provide consent for the release of evidence and information and a guardian, surrogate, or agent under a health care power of attorney is unavailable or unwilling to release the information, then the investigating officer may authorize the release.
- C. Under no circumstances will an officer deny or fail to send sexual assault evidence for testing when the victim has consented to testing.
- D. A victim has a minimum of five years from the completion of an Illinois State Police Sexual Assault Evidence Collection Kit or five years from his/her 18<sup>th</sup> birthday, whichever is longer, to sign a consent to release the sexual assault evidence for forensic testing. However, when the statute of limitations is longer than five years, the statute of limitations supersedes the five year time limit. Refer to 720 ILCS 5/3-5 and 5/3-6 to view the statute of limitations.
- E. If the victim or person authorized under Section 6.5 of the Sexual Assault Survivors

Emergency Treatment Act does not sign the written consent at the completion of medical forensic examination, they may sign the written release later at the police department or in the presence of a sexual assault advocate who may deliver the written release to the department.

1. The victim may provide a verbal consent; however, the verbal consent must be verified via email or fax. Upon receipt of written or verbal consent, the department shall submit the sexual assault evidence for testing in accordance to the Sexual Assault Evidence Submission Act.
  2. Victims who chose not to sign the consent are provided with the Storage and Future Testing of Sexual Assault Evidence form, as mentioned in Section 55.2.3.
- F. Evidence collection, crime scene processing, and chain of custody protocols outlined in Standard Operating Procedures 83.1 Physical Evidence Operations and 84.1 Property Evidence Control shall be followed.

#### **55.2.6 RELEASE OF INFORMATION TO THE VICTIM**

- A. At the time of the initial contact with the department, victims who have consented to the release of sexual assault evidence for testing may verbally request to receive the below listed information or by submitting a request at a later date. This is communicated to the victim via the Notice of Victim's Right to Information Regarding Sexual Assault Testing; said form provides the contact information for the Major Investigations Division. The assigned detective shall coordinate the release of this information to the victim.
1. The date the evidence was sent to the laboratory; this shall be provided to the victim within seven days of the transfer to the laboratory.
  2. Test results provided to the department shall be provided to the victim within seven days of receiving the results. This includes, but is not limited to, whether:
    - a. A DNA profile was obtained from the evidence.
    - b. The DNA profile developed from the evidence was searched against the DNA Index System or any state or federal DNA database.
    - c. An association was made to an individual whose DNA profile is consistent with the evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation.
    - d. Any drugs were detected in urine or blood sample analyzed for drug facilitated sexual assault and information about any drugs detected.
- B. As mentioned in Section 55.2.3, the officer taking the report shall ensure the victim is provided with the Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing.
- C. The victim may elect to have another person receive the information regarding the evidence test results. The victim is responsible for providing the name, address, telephone number, and email address, if available, of the designated person.

#### **55.2.7 FOLLOW-UP INVESTIGATION**

- A. All investigations of sexual assault and sexual abuse will be assigned to a detective that has completed the training required by the Sexual Assault Incident Procedure Act.
- B. The victim is not required to submit to an interview. The comprehensive follow-up interview

should be conducted after the victim has been medically examined and treated.

- C. The victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test.
- D. A victim's request for a person, advocate, or attorney for the purpose of support or consultation should be accommodated, whenever possible.
- E. Refer to Standard Operating Procedures 42.1 Criminal Investigations Administration and 42.2 Criminal Investigations Administration for additional information on preliminary investigations.

#### **55.2.8 OFFICER INVOLVED SEXUAL ASSAULT INVESTIGATION**

- A. When an Elgin officer becomes involved in an officer-involved sexual assault, the investigation shall be conducted by an outside agency. The in-taking supervisor or the supervisor responsible for the scene is responsible for ensuring the outside agency is notified. In a case where the outside agency is unavailable or a conflict exists, the appropriate county or another outside agency shall be notified, as determined by the chief of police or designee.
- B. Pursuant to 5 ILCS 815 Law Enforcement Criminal Sexual Assault Investigations Act, the investigation shall be conducted by two investigators. The investigators shall have completed a specialized sexual assault and sexual abuse investigation training program. The training must be approved by the Illinois Law Enforcement Training Standards Board or similar training approved by the state police.
- C. The initial response to the investigation shall be handled in accordance with the applicable standard operating procedures.
- D. The investigations commander or designee shall serve as the liaison for the department and outside investigating agency.

#### **55.2.9 TRAINING**

The following employees receive evidence-based, age sensitive, trauma informed, victim centered training on sexual assault and sexual abuse investigations:

- A. Effective January 1, 2020, all officers. Once all officers have received the required training, in-service training on sexual assault and sexual abuse response and report writing will be conducted every three years.
- B. Newly hired telecommunicators prior to handling emergency calls.

#### **55.2.10 ANNUAL INVENTORY OF SEXUAL ASSAULT EVIDENCE**

- A. Pursuant to the Sexual Assault Evidence Submission Act, the property evidence custodians conduct an annual inventory of sexual assault evidence using the form provided by the state's attorney's office. A completed copy of the inventory shall be provided to the state's attorney's office having jurisdiction over the case. The property evidence custodians shall also identify cases where the statute of limitations is about to expire. A listing of these cases shall be provided to the Major Investigations Division lieutenant who shall forward the list to an employee for review.
- B. The assigned employee shall review the status of each case to determine if there is a need to hold the evidence longer than the minimum five year time period, as outlined in Section 55.2.5.

- C. Prior to destruction of the evidence, the assigned employee will provide written notification, using the victim's last known address, to inform the victim that the evidence is scheduled to be destroyed.
- D. Using the Annual Review of Sexual Assault Evidence form, the property evidence custodians shall be notified of cases to proceed with the destruction of evidence that does not need to be held for a longer period of time. Refer to Appendix E to view said form.



## APPENDIX A: CONFIRMATION OF TRANSFER OF SEXUAL ASSAULT REPORT TO LAW ENFORCEMENT AGENCY HAVING JURISDICTION

### Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction

Within 24 hours of receiving a sexual assault report of an incident in your jurisdiction from another law enforcement agency, you must provide that agency with the following information.

<u>Law Enforcement Agency That Received the Initial Sexual Assault Report</u>			
Initial Agency Name:	Elgin Police Department	Case Number:	
Initial Agency Contact Name:			
Title:		Phone:	847-289-2500
		Fax:	847-289-2525
Email:			
Date Transferred:		Time Transferred:	

<u>Confirmation of Receipt of Sexual Assault Report to be completed by Law Enforcement Agency with Jurisdiction Receiving Report</u>			
Agency with Jurisdiction Name:		Case Number:	
Name of Person Receiving Report:			
Title of Person Receiving Report:			
Date Received:		Time Received:	

<u>Law Enforcement Agency Having Jurisdiction Contact Information to be Provided to Victim</u>			
Agency with Jurisdiction Name:		Case Number:	
Name of Contact Person:			
Title:		Phone:	
Email:		Fax:	

This written confirmation shall be delivered in person or via fax or email to  
the law enforcement agency that received the initial report.

**APPENDIX B: NOTICE FOR SURVIVORS OF SEXUAL ASSAULT**  
**(Page 1 only)**

**MANDATORY NOTICE FOR  
SURVIVORS OF SEXUAL ASSAULT\***

**MEDICAL AND FORENSIC SERVICES**

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Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now, but it is important to know that critical evidence may be lost if you change clothes; bathe, shower or douche; use the restroom; eat; smoke; or brush teeth or gargle, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or longer, or if you are under the age of 18, until your 23<sup>rd</sup> birthday. You can consent to test the evidence at any time during this period.

**You will NOT be billed for any services provided in the emergency room. In addition, if you are eligible, the hospital will give you a voucher for 90 days of follow-up care.**

**HOSPITAL INFORMATION**

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The nearby hospital below provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Sherman Hospital (SH) and Presence St. Joseph (PSJ)
Hospital Address
1425 N. Randall Rd., Elgin (SH) 77 N. Airlite St., Elgin (PSJ)

This hospital employs a Sexual Assault Nurse Examiner:    Yes / No / Unknown    (Circle One)

\*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

## APPENDIX C: NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING

### MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING\*

You have consented to the testing of sexual assault evidence collected in your case.

This law enforcement agency must provide you with the following information regarding the testing of the evidence, at your request. You may designate another person to receive this information on your behalf.

You are entitled to the following information:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory by this agency. If you request this information, it must be provided to you within seven (7) days of the transfer of the evidence to a lab by this law enforcement agency.
2. Test results provided to this agency by the laboratory, including, but not limited to:
  - DNA test results, and
  - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

If you request this information, it must be provided to you within seven (7) days of this law enforcement agency receiving the results from the laboratory.

Requesting the Information

You may submit a request for this information at this time or by contacting this law enforcement agency at the address or phone number below at a later date.

Law Enforcement Agency	
Elgin Police Department	
Address	
151 Douglas Ave., Elgin, IL 60120	
Phone Number	Email (if available)
847-289-2600	
Report Number	

You or your designee must keep the law enforcement agency informed of the name, address, phone number and email of the person to whom information should be provided and any changes to that information.

\* This form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate pursuant to 725 ILCS 203/35(c). This requirement is effective January 1, 2017.

## APPENDIX D: STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE

### STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE\*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for five (5) years or longer from today's date: \_\_\_\_\_.

If you are under 18 years of age, this evidence will be stored until your 23rd birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

A consent form for the testing of this evidence may be signed at any time during the storage period. This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

Law Enforcement Agency
Elgin Police Department
Address
151 Douglas Ave., Elgin, IL 60120
Phone Number
847-289-2500
Report Number

Rape Crisis Center
Community Crisis Center
Address
P.O. Box 1390, Elgin, IL 60121
Phone Number
847-697-2380 (call ahead of time to make appt.)

\*This form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

P.A. 99-0801 Form C

12/21/2016

## APPENDIX E: ANNUAL REVIEW OF SEXUAL ASSAULT EVIDENCE



### ELGIN POLICE DEPARTMENT Annual Review of Sexual Assault Evidence



Annually, the department conducts an inventory on sexual assault evidence to identify cases where the statute of limitations is about to expire. The assigned employee reviews these cases to determine if there is a need to hold the evidence beyond the time requirement specified in SOP 55.2, Sexual Assault & Sexual Abuse Investigations. This form is used to notify the property evidence custodians on the cases where the evidence can be destroyed in accordance to said policy.

Today's Date: <input style="width: 100px;" type="text"/>		<i>Reason why evidence can be destroyed</i>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	
Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
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Case Number:	<input style="width: 95%;" type="text"/>	Victim's Name:	<input style="width: 95%;" type="text"/>
Crime Type:	<div style="border: 1px solid black; padding: 2px; width: 50px; text-align: center;">▼</div>	<input style="width: 95%;" type="text"/>	

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

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