

ANNEXURE D**SEXUAL OFFENCE STATEMENT CHECKLIST**

Please note that the checklist should only be used as a guideline and that it remains the responsibility of the investigating officer to take a full statement in every case.

Item	Detail
1	Paragraph statements.
2	Do not prime the victim - it must be his or her own statement. (Never ask leading questions.)
3	<ul style="list-style-type: none"> - Full names (Maiden name, if applicable); - age and date of birth; - Identity number; - occupation; - residential and postal address; - telephone number and code; - place of employment, if applicable; and - cellphone number.
4	Detail of events leading up to the incident (this will vary according to circumstances and there will be more information in some cases than in others).
5	Describe the scene of crime prior to the attack.
6	Fully describe the victim's clothing and the victim (this may assist forensic identification).
7	Describe the other victims (if more than one victim was involved).
8	Day and date. Specify the day of week.
9	Clarify time - how did the victim know what the time was?
10	Describe, if possible, any route taken by the victim prior to attack.
11	Witness - any known to victim, describe other witnesses and give their names (if possible), witnesses may link the victim to the suspect.
12	How the suspect approached the victim.
13	How the suspect maintained control of the victim.
14	If restraints were used, did the suspect bring them with him or her or did they belong to the victim?
15	Weapons etc. used, displayed and mentioned.
16	Exact words spoken by the suspect. Use direct speech.
17	Exact words spoken by the victim to suspect. Use direct speech.
18	If there is more than one suspect, briefly identify each one by some distinguishing feature such as a moustache, facial mark or colour of shirt.
19	Details of anything left at the scene by the suspect.
20	Describe anything touched by the suspect.

21	Did the suspect have an escape route prepared prior to the attack?																
22	Describe the victim's state of mind throughout the entire incident. What was the victim feeling or thinking in relation to each event as it occurred?																
23	Threats made by suspect – use exact language.																
24	Was there any resistance by the victim? Include reasons for resisting or not resisting.																
25	If the victim resisted, explain the suspect's reaction (speech, facial expression and physical reaction).																
26	Did the suspect force the victim into any particular physical position?																
27	Did the suspect photograph the victim?																
28	Describe if and how clothing was removed and by whom and in what order - where the clothing was placed or left.																
29	Was the victim made to dress in any specific items of clothing.																
30	Were these items brought to the scene by the suspect?																
31	Were any items of clothing stolen by the suspect?																
32	Did the suspect force the victim to use any specific words or sentences during the attack?																
33	Fully describe the sexual assault. Describe the acts. Was the victim given any options? Consider:																
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	Annulingus	Licking anus.
	Urination	Urinating on victim.
	Defecation	Defecation of human waste matter (feces) on victim.
	Bestiality	Forced to perpetrate sexual act with animal.
34	If sexual intercourse took place, exact description of how the victim felt (force, fear, fraud).	
35	How penis entered vagina (or other orifices) - position of bodies - position of hands - position of legs	
36	Was the suspect's penis erect?	
37	Was any lubricant used?	
38	Was the suspect circumcised?	
39	Did the suspect have difficulty in achieving an erection or maintaining it or experience premature ejaculation?	
40	Was the victim forced manually to masturbate the suspect to achieve or maintain his erection?	
41	Did suspect ejaculate? How did the victim know that the suspect had ejaculated?	
42	Did the suspect use anything to wipe his penis after the offence?	
43	Was anything done by the suspect to remove or stop semen being left behind? (E.g. forcing the victim to wash, combing victim's pubic hairs, using a condom)	
44	If tissues were used, what happened to them? Where did they come from?	
Item	Detail	
45	If oral sex occurred, did the victim spit out semen or vomit - if so, where?	
46	Did the suspect tell or force him/her to take any drugs or medication or alcohol?	
47	Was there any blood anywhere? Describe whether it was on the victim or suspect or scene of crime.	
48	If a number of sexual acts were carried out, describe the exact position in which they were committed and the speech used towards the victim, prior, during and after these acts.	
49	Any specific threats made to victim not to report the offence. The exact words used must be given.	
50	Any actions or words used to prevent that the victim recognise the suspect.	
51	Did the suspect take steps to avoid leaving fingerprints?	
52	Was any of victim's property taken to assist the suspect in locating him or her again? Was this taken to stop the victim from reporting the incident? Was this specifically mentioned by the suspect?	

53	Did the suspect suggest they meet again? Give specifics.
54	Was the suspect curious about the victim's life, family or previous relationships, sexual or otherwise?
55	Did the suspect pay any compliments to the victim?
56	Did the suspect make excuses for what he had done or apologise for it?
57	Did the suspect make any mention of Police procedures?
58	How did the attack end?
59	How did the victim leave the scene?
60	How did the suspect leave the scene? Was it on foot, by car or bicycle?
61	Did the victim tell anyone and when did he or she do so?
62	A full description of the suspect(s) from head to toe.
63	Include a description of the suspect's clothing. It may be necessary to state what the suspect was not wearing, e.g. a jacket.
64	Did the suspect speak in language known to victim? Clarify.
65	Did the suspect have an accent? Clarify, if possible.
66	Did the victim know the suspect? If the answer is in the affirmative, give details. Would the victim be able to recognise suspect again?
67	How was the incident reported to police?
68	Permission from victim for the examination of the scene or his or her property and for the removal of items for evidence and forensic examination.
69	Fully describe all property taken, including serial numbers, colours, sizes, identifying marks.
70	Get the victim to formally identify any property left by the suspect at the scene.
71	Describe all the injuries inflicted on the victim.
72	Include the fact that victim did not consent, even if this is obvious.
73	Record the absence of consent for the removal of any of the victim's property by the suspect.
74	Is the victim willing to attend court?
75	Make sure that the victim reads the statement thoroughly and that it is signed in all the right places.
76	When was the last time the complainant had sexual intercourse? If within 72 hours before the incident, control blood samples are required from all the partners.
77	Victim's consent to forensic testing of articles seized for examination and that the victim knows that the articles may be damaged in the process of the forensic examination.