
Processing of Sex-Related Offenses

405.1 PURPOSE

To establish procedures in the processing of sex related offenses.

405.2 PROCEDURE

The following procedures shall be adhered to by members of this division.

405.2.1 SUSPECT ARRESTED

When the subject to be processed has been incarcerated:

1. The detective shall ascertain if the complainant still desires prosecution.
2. The detective assigned shall complete all paperwork necessary for securing a warrant.
 - (a) Include any prior sex related offense/investigations and related police reports where the involved person was listed as a suspect.
 - (b) Two copies of the suspect's criminal history will be attached to the warrant request.

405.2.2 SUSPECT NOT ARRESTED

When the suspect has not been arrested:

1. The detective assigned shall complete all paperwork necessary for securing a warrant.
2. The warrant request shall be mailed to the County Prosecutor's Office
 - (a) Two copies of the suspect's criminal history shall be attached to the warrant request.
 - (b) Include any prior sex related offense/investigations and related police reports where the involved person was listed as a suspect.
3. When the complaint has been returned and a warrant authorized, the detective assigned to the case shall sign the complaint.
4. In all sexual assault investigations where a warrant has been issued, the detective shall fill out the Sex Motivated Crime Report.
 - (a) Refer to SMCR for all required types of cases.

405.2.3 CASES INVOLVING A VICTIM UNDER AGE 16

1. The detective shall contact the Child Advocacy Center (CAC) to set up a forensic interview.

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2. The detective shall be present at the interview. The CAC will record the interview and provide the DVD to the detective. At the conclusion of the interview, the detective shall maintain the DVD in police evidence.
3. If a warrant request is submitted to the prosecutor's office, a copy of the CAC interview shall be forward to the prosecutor's office with the warrant request.
 - (a) DO NOT have the child victim (and/or their family) appear at the prosecutor's office for an interview with the prosecutor.
4. If the case is closed without submitting a warrant request, the DVD shall remain in police evidence until the victim's 21st birthday or indefinitely if the case is a CSC First Degree.

405.3 EVIDENCE

Per the Kalamazoo County Prosecutor's Office, the following procedure will be followed for the destruction of CSC case evidence.

1. CSC First Degree- Evidence will be retained until the death of the suspect.
2. CSC Second, Third and Fourth Degree- Evidence must be retained for 1 year after the conviction, unless the victim is a minor.
 - (a) If the victim is a minor, the evidence must be held for 10 years or until the victim's 21st birthday, whichever is later. (i.e., 14 year old victim, evidence is held until the victim's 24th birthday).