

Case File Review Template

This tool is intended to provide a consistent set of criteria for review of existing case files.

Elements of the Investigation		
	Yes/No	Comments
Were all witnesses interviewed that had been identified?		
Were the interviews conducted in a proper manner, i.e., not questioning truth of victim statements, interrogating, blaming, or threatening victim?		
If there was a recantation, was it coerced? Were there circumstances that suggested the recantation resulted from fear of reprisal from the perpetrator and not because the assault did not occur?		
Were photos taken and the scene processed?		
Was the evidence collection thorough?		
Was physical evidence tested and the results returned to the investigator?		
Outcomes of the Investigation		
Was the case properly coded as a crime?		
Was the case coded correctly?		
If the investigation supported an arrest, was it made?		
If a case was unfounded, was it proper to do so? Did the investigation find that no crime had occurred?		
Did a supervisor review and approve each decision to unfound a case?		
If a case was exceptionally cleared was the exceptional clearance proper? In other words, was an arrest warranted by the evidence and the perpetrator identified and at a known location but some reason outside of law enforcement prevented the arrest from being made?		

Adapted from text provided by Women's Law Policy Brief February, 2013
www.womenslawproject.com.

Are We Making a Difference? Sexual Assault Response Teams Assessing Systems Change: A Resource for Multidisciplinary Team Leadership (p. 50) by Emily Goff, Sharon Haas, Laura Pejsa, and Jessica Jerney, 2015. Retrieved from <http://resources.svji.org/wp-content/uploads/2016/11/SVJI-evaluation-resource-for-Web-10.19.16.pdf> Reprinted with permission