

# Investigations Evidence Checklist

## Crime Scene / Arrest Site \_\_\_\_\_

- Identify / Field interview others in area
- Who dropped the victim off?
- Make / Model / License plate
  - Registration information
  - Rental company
- Video footage: location or traffic cameras
- Photograph / Collect / Inventory
  - Individuals
    - Injuries / Scars
    - Tattoos / Piercings / Markings
    - Appearance
    - Demeanor
  - Cars
    - Consent
    - Inventory
    - Search warrant
  - Scene
    - Interior / Exterior
    - Location: signs, businesses, landmarks
    - Personal effects, e.g., clothing
    - Devices with open screen
    - Tools of the trade
      - Condoms
      - Lubricant
      - Sex toys
      - Lingerie
- Financial documents
- Receipts & Travel
- Identification documents
- Traffic citations
- Cell phones
  - Number
  - Password
  - Provider
  - Owner
- Electronic devices
  - Type
  - Owner
  - Password
- Money / Other valuables
- Drugs / Drug paraphernalia
- Credit / Prepaid cards
- Weapons / Ammunition
- Relevant items in trash, toilet, bedding
- Logbooks / Notes
- GPS devices
- Body cam footage
- Refer victim to SANE depending on timeframe of last sexual encounter (up to 72 hours)
- Contact Victim Advocate to coordinate care as needed

*(Continued on the back)*

## Off Scene / Follow-up

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- Digital
  - Send preservation letters for phones, social media, email
  - Obtain consent and password or search warrant
- Social media
  - Obtain consent & passwords, if possible
  - Screen shot publicly visible information, looking for:
    - Profiles, accounts, apps
    - Victim and suspect together
    - Tattoos
    - Gang signs
    - Age
    - School
- Reports from prior police contact, noting presence of victim with suspect or presence of tools of coercion
  - Investigative reports
  - 911 calls
  - Traffic violations
- Statements
  - Witnesses
    - Hotel guests
    - Hotel employees
  - Family
  - Friends
  - ER staff
- Suspect
  - Written or recorded
  - Miranda form
- Victim – refer to local CAC for forensic interview
- DNA samples
- Medical records of victim from current & prior treatment related to trafficking
- Search warrants
  - Rental car company
  - Hotel
    - Registration information
    - Video cameras
  - Bank records
  - Cell site information
  - GPS data from vehicles
  - Social media
  - IP addresses
    - Postings of ads
    - Locations
- DSS and/or DJJ records
- Criminal histories
- Jail calls / Visitor logs / Bond forms

*Source: Adapted from the Human Trafficking Investigator Checklist by Assistant U.S. Attorney Jamie Schoen. Office of the United States Attorney - District of South Carolina.*