CITY OF PORTLAND, OREGON

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EXECUTIVE ORDER

DATE: October 2, 2008

TO: All Members

RE: Revised 640.20 Sexual Assault Investigations

ACTION: Under Evidence Disposition section a, sub section 2 is revised to reflect that PED will only pick up sexual assault kits from OHSU once a week. Sub-section 4 is deleted. Under Anonymous Sexual Assault Report Guidelines, sub-section d is revised to reflect that PED will collect kits from OHSU only.

640.20 SEXUAL ASSAULT INVESTIGATIONS
PROCEDURES (640.20)
Evidence Disposition (640.20)

a. Members involved in investigating sexual assaults will complete a Property/Evidence receipt.
   2. At OHSU, issue a property receipt listing University Hospital in the Location Where Seized section. Record the name of the nurse placing the Sexual Assault Evidence Kit and victim undergarments in the OHSU satellite evidence locker in the Property Taken From section of property receipt. The pink copy is placed in the OHSU satellite evidence locker. The yellow copy is retained by the hospital or the nurse placing the evidence into the locker. **Property Evidence Division (PED) personnel will pick up completed sexual assault kits and undergarments only from OHSU once a week.**
   3. At Emanuel **and Portland Adventist** hospitals issue a Property Receipt listing the **corresponding hospital** in the Location Where Seized section. Since **these hospitals** have no on site evidence lockers, **members will need to collect the kit and undergarments, if any, and place them in any satellite property room lockers**.

Anonymous Sexual Assault Report Guidelines (640.20)

d. Property Evidence employees collect kits from OHSU only. Members will collect kits from any other facility and place them in any satellite property room locker.

FOR MORE INFORMATION:
Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER
Chief of Police

RMS/mp