

## **GENERAL REQUIREMENTS**

- [ ] 1. Completed Superform.
- [ ] 2. A complete witness list which includes: addresses, phone numbers (home, work, cell, email), and date of birth. For essential witnesses and victims who are likely to be transient (such as DV victims), name and contact information for their emergency contact person(s).
- [ ] 3. Written or taped statements from all witnesses, including children older than 4 years of age, re who, what, when, where, why, how. If unable to obtain a written or taped statement, explain why. If statement is forthcoming, say when. Alternatively, if an audio taped statement obtained, provide a written transcript. If a videotaped statement obtained, provide one copy on disk for the prosecutor and one copy on disk for each suspect.
- [ ] 4. Reports/written statements from all officers who took an active part in the case, whether from your agency or another. Reports should document, among other things, any excited utterances made by witnesses and the circumstances under which they were made, and anything the suspect said.
- [ ] 5. Statement from suspect(s) if it can be obtained in accordance with constitutional requirements. If no statement is obtained, document efforts to get statement. Please note any volunteered remarks of suspect.
- [ ] 6. Copy of warrant, affidavit and inventory return, if warrant was done.
- [ ] 7. Observations by anyone about the victim's and the suspect's mental state and demeanor, including evidence of intoxication/drug use.
- [ ] 8. If crime involves injury to victim, medical waivers and reports from victim (and suspect if possible).
- [ ] 9. Copies of any photo montages/line-ups.
- [ ] 10. Chain of custody documents on evidence sent for laboratory examination and laboratory tests results. (See specific requirements for crime to determine if lab test must be completed before referral of case.)
- [ ] 11. Seize any weapons used. Test fire firearms for function. Describe weapons; if weapon is a knife, include length of blade. Photograph weapon, if possible.
- [ ] 12. Copies of any photos and videos taken of scene, evidence, injury or lack of injury to victim and suspect. Preferably, provide photos and videos on disk – one copy for the prosecutor and one for each suspect.
- [ ] 13. Evidence log documenting who seized what from where.
- [ ] 14. If a 911 call was made containing excited utterances, request a copy of the 911 tape.

- 15. If this is a crime of violence, include a copy of the CAD dispatch printout
  
- 16. If a confidential informant was used, indicate on a separate sheet entitled "Not for Discovery" under what circumstances the identify of the informant can be disclosed.
  
- 17. Conduct a LINX (Law Enforcement Information Exchange Network) search regarding suspect.