



**METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE**

Roll Call Training / Shift Briefing

M.P.D FORM 101

SUBJECT: Investigative and support element call out timelines for sexual assault victims	REVISED: January 15, 2019	RESCINDS: MNPD Manual 15.10: Call-Out Guidelines for Investigative and Support Elements dated 8/20/2018
REFERENCE or AUTHORITY: MNPD Manual 15.10: Call-Out Guidelines for Investigative and Support Elements	EFFECTIVE DATE: January 15, 2019	DISTRIBUTION: All Personnel

I. PURPOSE

The purpose of this rollcall training document is to advise MNPD personnel on changes to call out timelines for MNPD investigative and support elements responding to sexual assault incidents. These revisions shall also be reflected in the current Standard Operating Procedures for Criminal Investigations Division. This document shall serve as official policy until such time as the MNPD Manual has been updated.

In accordance with the current requirements, supervisors shall ensure all employees under their command are aware of this document, by having them sign a daily worksheet (MNPD Form 255, Daily Worksheet), or other component receipt form acknowledging they have received notice of the information and accept responsibility to follow the directive(s) contained herein.

II. KEY POINTS TO COVER DURING ROLL CALL TRAINING

To reflect national best practices for the collection of evidence in sexual assault incidents, MNPD Manual policy, 15.10 “Call-Out” Guidelines for Investigative and Support Elements has been revised in the following sections governing criteria for call out of MNPD investigative and support elements:

A. 15.10.050: B, Sex Crimes Section

An investigator shall be notified when no one from the Sex Crimes Section is on duty, pursuant to the following criteria:

1. A sexual assault occurred within **120 hours**;

B. 15.10.050: G, Youth Services Division:

8. A sexual assault where the victim is 17 years of age or younger occurred within **120 hours**; or any sexual assault where:

- a. The victim is under 13 years of age;
- b. The child was victimized by a family member or someone residing in the home; or
- c. The victim is in the custody of the Department of Children's Services or in any facility where D.C.S. has been given guardianship of the child.

If you have any questions or need additional assistance, please contact:

Strategic Development Division (615-862-7790)