

EVIDENCE COLLECTION CHECKLIST

PART I: TESTIMONY AND BACKGROUND EVIDENCE

- Psychological/psychiatric evaluation of victim (when consent, undue influence, or capacity may be an issue)
- Victim testimony or deposition with full-cross examination, as soon as possible after charging
(*Crawford v. Washington*)
- Videotape the victim at the early stage of the investigation, including the following:
 - Orientation—victim’s perception of time, place, and person

FACTS:

- Consent
- Identity of suspect
- Review documents/evidence. Have victim sign his or her name in video to compare to signature on questioned documents.
- Impact of crime. Include a walk-through video of a neglect or abuse crime scene if possible

MEDICAL EVIDENCE, INCLUDING:

- Medications. Include actual bottles/containers for prescriptions to show physician and pharmacy, possession and full/empty status given recommended dosage over time from the date of the last refill.
- Medical records of current and underlying conditions

Sources of Information:

- | | |
|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Emergency Room | <input type="checkbox"/> Treating physicians |
| <input type="checkbox"/> Nursing facilities | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Dentists | <input type="checkbox"/> Other _____ |

Specific Types of Documents to Request:

- | | |
|--------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Lab reports | <input type="checkbox"/> Nurses’ notes |
| <input type="checkbox"/> X-rays | <input type="checkbox"/> Social workers’ notes |
- Adult Protective Services (APS) records of current and prior contacts
 - All law enforcement contacts with involved parties and witnesses, including:

<input type="checkbox"/> 911 tapes	<input type="checkbox"/> Arrest reports	<input type="checkbox"/> Criminal histories
<input type="checkbox"/> Jail records, including:	<input type="checkbox"/> Phone calls	<input type="checkbox"/> Visitor logs by or on behalf of suspects

PART I: TESTIMONY AND BACKGROUND EVIDENCE, CONT.

- ☐☐ *Financial records*
 - ☐☐ Credit card records
 - ☐☐ Credit reports
 - ☐☐ Victim's bank records
 - ☐☐ Investment account records
 - ☐☐ Suspect's bank records
 - ☐☐ Checkbook registers
- ☐☐ *Legal documentation*
 - ☐☐ Powers of attorney
 - ☐☐ Court/protection orders
 - ☐☐ Property deeds
 - ☐☐ Advanced care directives/living wills
 - ☐☐ Prior civil cases
 - ☐☐ Wills and trusts
 - ☐☐ Conveyances
 - ☐☐ Guardianship/conservatorship documents
- ☐☐ *Consultation with Experts*
 - ☐☐ Handwriting analysts
 - ☐☐ Forensic accountants
 - ☐☐ Wound care experts
 - ☐☐ Civil attorneys
 - ☐☐ Geriatricians
 - ☐☐ Geriatric psychologists and psychiatrists
 - ☐☐ Medical examiner



PART II: INTERVIEWS AND PHYSICAL EVIDENCE

INTERVIEWS

Witnesses who can describe the victim's condition, activities, and level of functioning and interaction with the defendant at time of incident and before. Include a description of changes over time.

Possible witnesses:

Family and friends

Banking/financial

Hair stylists/barbers

Local businesses

Adult day care services

Adult Protective Services

Civil attorneys

Acquaintances/social

Medical providers (prior and current)

Faith community

Neighbors

Social services (Meals on Wheels, etc.)

Payees for expenses the suspect paid with the victim's money

Various community "gatekeepers":

Delivery personnel

Meter readers

Postal carriers

Other _____

PHYSICAL EVIDENCE - include an inventory

Photo and video documentation

Crime scene, including, if relevant:

Contents of refrigerator, cupboards, medicine cabinets [include actual bottles/containers for prescriptions to show physician and pharmacy, possession and full/empty status given recommended dosage over time from the date of the last refill].

Suspect's living area

Victim's living area

Major new purchases made by the suspect

Victim's body

Injuries over time

Other signs of neglect

Clothing victim was wearing at time of incident (include adult diapers if applicable)

Bedding

Locks on outside of doors

Writings/journals/letters

Photos and videos related to conduct

Address books and calendars

Defendant's and victim's ISP records

Defendant's computer, flash drives, etc.

Medications and medical supplies

Legal file from victim's civil attorney

Assistive devices (or lack thereof)

Nutritional supplements

Receipts for purchases

Restraints and bindings

Checkbooks, check registers