

OFFICE-LEVEL CHECKLIST		
<input type="checkbox"/> Assess Current Practice in Your Jurisdiction	<input type="checkbox"/> Build Capacity Within your Office	<input type="checkbox"/> Performance Management to Continuously Improve the Response to Sexual Assault
<input type="checkbox"/> <b>What does attrition look like in your jurisdiction?</b> <ul style="list-style-type: none"> <li>○ Capture prevalence</li> <li>○ Capture reports to law enforcement</li> <li>○ Capture reports referred for prosecution</li> <li>○ Identify gaps in reporting and referring cases for prosecution</li> </ul> <input type="checkbox"/> <b>Identify, review, and link prosecution policies and practices to specific outcomes</b> <ul style="list-style-type: none"> <li>○ Review existing office policies</li> <li>○ Track cases through justice system</li> <li>○ Review and evaluate standards for charging decisions</li> <li>○ Analyze impact of policies and practices</li> <li>○ Analyze data collected at each stage of prosecution</li> <li>○ Assess case characteristics</li> <li>○ Consider where victims interact with professionals — places where victimization may be identified</li> <li>○ Conduct candid file review and evaluation</li> <li>○ Assess practices of multidisciplinary partners</li> </ul> <input type="checkbox"/> <b>Capture complexity of cases</b> <ul style="list-style-type: none"> <li>○ Be aware of common factors that contribute to complexity</li> </ul> <input type="checkbox"/> <b>Routinely capture, analyze, and communicate about the data</b> <input type="checkbox"/> <b>Properly allocate resources to address sexual violence</b> <ul style="list-style-type: none"> <li>○ Assess office's current allocation of resources</li> <li>○ Dedicate line items in budgets for appropriate resources</li> <li>○ Consider options for obtaining necessary additional resources</li> </ul>	<input type="checkbox"/> <b>Develop and instill core principles</b> <input type="checkbox"/> <b>Develop specialized units and prosecutors</b> <input type="checkbox"/> <b>Implement research-informed decision-making</b> <input type="checkbox"/> <b>Understand how the rules of professional responsibility govern prosecutorial decisions</b> <input type="checkbox"/> <b>Recognize and address the impact of vicarious trauma on staff</b>  <input type="checkbox"/> Build Capacity Within the Community  <input type="checkbox"/> <b>Collaborate through multidisciplinary partnerships</b> <input type="checkbox"/> <b>Identify and employ useful data and technology</b> <input type="checkbox"/> <b>Share information and expertise</b> <input type="checkbox"/> <b>Develop an effective strategy for communicating with the community about sexual violence</b> <input type="checkbox"/> <b>Improve community relations by promoting cultural competence and humility</b>	<input type="checkbox"/> <b>Identify outcome measures</b> <ul style="list-style-type: none"> <li>○ Consider primary and secondary outcomes</li> <li>○ Review outcome data by victim characteristics or circumstances</li> </ul> <input type="checkbox"/> <b>Account for case complexity</b> <input type="checkbox"/> <b>Obtain feedback and outcome information from victims</b> <input type="checkbox"/> <b>Establish a basic analysis and reporting process to maximize usefulness</b> <input type="checkbox"/> <b>Continually improve the effectiveness and efficiency of handling sexual assault cases</b>  <input type="checkbox"/> Encourage and Facilitate Formal and Informal Cross-Training  <input type="checkbox"/> <b>Elevate communication between disciplines</b> <input type="checkbox"/> <b>Improve identification of sexual assault in co-occurring crimes</b> <input type="checkbox"/> <b>Incorporate cross-training into professional development education</b> <input type="checkbox"/> <b>Ensure all professionals understand the role of each multidisciplinary team member</b> <input type="checkbox"/> <b>Engage, for trainings, survivors willing to share their perspectives and experience</b>