

**SAMPLE—Child Abuse**

**Volunteer Name/VA number**

**Date**

On this date at approximately 3:50am, I responded to **XXX** in reference to a Sexual Assault of a Child incident. I arrived at the location and met with Deputy **XXX** who briefed me on the situation and introduced me to the mother of victim:

**NAME**

**R/G**

**DOB**

The victim's mother was identified as:

**NAME**

**R/G**

**DOB**

I then met with Detective **XXX**, who responded to the scene. Detective **XXX** advised that the victim reported being sexually assaulted approximately 3 weeks prior, therefore a SAFE would not be requested.

In speaking with **XXX**, I explained the investigative process to her and the need to have **XXX** forensically interviewed. I explained the forensic interview process to her, advising that the detective would notify her of the date and time. I explained the importance of not questioning or discussing the case with **XXX**. I also advised **XXX** of the possibility that **XXX** would need to be examined by a medical doctor, who would check for possible injuries and ensure **XXX**'s physical well-being.

I provided **XXX** with counseling resource information and explained the CVC program to her. I provided her with Victim Services contact information and encouraged her to call the office if she needed further assistance.