# Sample Evidence Collection Checklist

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| Part I: Testimony and Background Evidence |
| 🞎 | Psychological/psychiatric evaluation (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: |
|  |  | 🞎 | Emergency Room | 🞎 | Treating physicians |
|  |  | 🞎 | Nursing facilities | 🞎 | Pharmacy |
|  |  | 🞎 | Dentists | 🞎 | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  Specific Types of Documents to Request: |
|  |  | 🞎 | Lab reports | 🞎 | Nurses’ notes |
|  |  | 🞎 | X-rays | 🞎 | Social workers’ notes |
| 🞎 | Adult Protective Services (APS) records of current and prior contacts |
| 🞎 | All law enforcement contacts with involved parties and witnesses, including: |
|  | 🞎 | 911 tapes | 🞎 | Arrest reports |  | 🞎 | Criminal histories |
| 🞎 | Jail records, including 🞎 Phone calls 🞎 Visitor logs by or on behalf of suspects |
| 🞎 | **Financial records** |
|  | 🞎 | Credit card records  | 🞎 | Investment account records |
|  | 🞎 | Credit reports | 🞎 | Suspect’s bank records  |
|  | 🞎 | Victim’s bank records  | 🞎 | Checkbook registers |
| 🞎 | **Legal documentation** |
|  | 🞎 | Powers of attorney | 🞎 | Prior civil cases |
|  | 🞎 | Court/protection orders | 🞎 | Wills and trusts |
|  | 🞎 | Property deeds | 🞎 | Conveyances  |
|  | 🞎 | Advanced care directives/living wills | 🞎 | Guardianship/conservatorship documents |
| 🞎 | **Consultation with Experts** |
|  | 🞎 | Handwriting analysts | 🞎 | Geriatricians |
|  | 🞎 | Forensic accountants | 🞎 | Geriatric psychologists and psychiatrists |
|  | 🞎 | Wound care experts | 🞎 | Medical examiner |
|  | 🞎 | Civil attorneys |  |  |

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| 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 | 🞎 | Acquaintances/social |
|  |  | 🞎 | Banking/financial | 🞎 | Medical providers (prior and current) |
|  |  | 🞎 | Hair stylists/barbers | 🞎 | Faith community |
|  |  | 🞎 | Local businesses | 🞎 | Neighbors |
|  |  | 🞎 | Adult day care services | 🞎 | Social services (Meals on Wheels, etc.) |
|  |  | 🞎 | Adult Protective Services | 🞎 | Payees for expenses the suspect paid with the victim’s money  |
|  |  | 🞎 | Civil attorneys |  |  |
|  |  |  **Various community “gatekeepers**”: |
|  |  | 🞎 | Delivery personnel | 🞎 | Postal carriers |
|  |  | 🞎 | Meter readers | 🞎 | 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 |