

TABLE 7-3: Reports Checklist

- Medical Records**
Get any of the suspect's medical records if there was a visit to or extended stay at a hospital, any medical examiner's report, the M.E. investigator notes, and the developed photos.
- Accident Report**
- Accident Reconstruction Report**
This need not be in final form but should include speed calculations and an opinion on all causation factors. A diagram of how the accident occurred should be completed by traffic investigation unit and submitted as early as possible.
- Photographs**
Any autopsy/crime scene photos should be developed and in the file before indictment. These should be developed as early in the process as is possible so photos can be retaken if photo is not clear or if there were areas missed.
- Police Report**
Including the name of the ambulance service and fire department that came to the scene, any other non-police witnesses that had contact with the suspect or the victims, and a list of all officers at the scene or involved in any aspect of the investigation together with a description of the nature of their involvement.
- Blood Test Documentation**
 - * DIC warning sheets
 - * Blood test checklist
 - * Clear chain of custody (beginning and end)
 - * Name of nurse/technician who drew the blood

(The state must be able to clearly identify that person and intake should not accept the case without the identity being very clear. Grand jury attorney should contact this witness by phone or letter and get all necessary address and phone number information.

 - * Name of testing agency and name of technician/criminalist who did the testing
 - * Result of test (lab report) and current location of remaining blood sample
 - * Test for presence of drugs in all cases and make sure it is a comprehensive screen plus all necessary documentation previously mentioned if said test is done by different agency
- Video/Audio Recordings**
Any DWI video should be reviewed by grand jury attorney. If it is clear from the file that news agencies were at the scene, grand jury subpoenas need to be issued to those agencies pre-indictment because the footage is often valuable at trial and is not kept forever. Check to see if there were any calls by civilians who had made contact with the driver or who came upon the crash site and order copies of those tapes.
- Civilian Witnesses**
Names, addresses and phone numbers for all non-law enforcement witnesses and a description of the nature of their involvement. These are often critical and these people are often transient. At the grand jury level, these witnesses need to be contacted by phone or letter to ensure the prosecutor's office has all necessary contact information.
- Criminal History**
Run TCIC and NCIC, where appropriate, and order all in-state or out-of-state priors pre-indictment. A certified D.L. record should be ordered in every case. D.L. record must be in the file pre-indictment.
- Insurance Company Records**
If the defendant or injured party are insured, contact the insurance company to find:
 1. where the vehicles are (if released by the police) and see to it that they are not released or destroyed until police have fully examined them.
 2. the existence of any documents created by the insurance company in relation to the incident, especially those that belong to defendant, because they often contain statements that in a criminal case are fully discoverable. Grand jury subpoenas should be issued for them pre-indictment.
- Victim Contacts**
Notes about any contacts that have been made, including name and relationship of contact person to injured party.