

Sexual and Gender Based Violence Reporting Procedure

Things not to do after an SGBV incidence

1. **DO NOT** shower
2. **DO NOT** wash or destroy the clothes you are wearing
3. **DO NOT** put the clothes in a plastic or polythene bag

STEP 1: REPORT TO POLICE STATION

- Entry of incidence in Occurrence Book
- Obtain an OB Number
- Record statement
- Obtain a P3 form to be filled in the hospital

STEP 2: REPORT TO HEALTH CENTRE

- Should be within 72 hours for medical treatment to prevent HIV infection (PEP)
- Medical assessment by ensuring survivor's P3/ PRC form is filled
- Report back to the Police with filled P3/ PRC form for investigation.

STEP 3: WHEN THE PERPETRATOR IS ARRESTED THE POLICE WILL:

- Prepare a charge sheet
- Arraign the suspect in court within 24 hours

STEP 4: IN COURT

- Plea taking by accused to plead guilty or not guilty

STEP 5: PRESENTATION OF PROSECUTION'S CASE

- Testimony of complainant, their witness(es) and presentation of evidence.
- Submission by prosecutor, summarizing the testimonies and evidence presented.
- Ruling by the Magistrate to determine if prosecution has proved its case.

STEP 6: PROVED CASE

If the prosecution proves its case the accused is put on defence

STEP 7: UNPROVEN CASE

If the prosecution fails to prove its case the accused is acquitted

STEP 8: DEFENCE CASE

- Testimony of the accused person, their witness(es) and presentation of evidence.
- Submission by defence, summarizing the testimonies and evidence presented

STEP 9: JUDGEMENT

- Judgement entered and sentence is passed

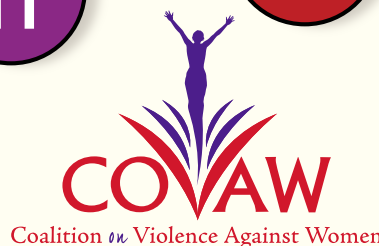
STEP 10: IF FOUND GUILTY

The accused is sentenced to imprisonment or pays fine

STEP 11: IF NOT GUILTY

The accused is released/ acquitted N.B:
Ruling: Decision of court on a specific issue.
Judgement: Final determination of the court.

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Need support? Call COVAW GBV Helpline: 0800 720 553

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