

Legislative Documentation

Compile relevant legislation that informs your current practice. Ensure the most current copy of the legislation is clearly stored as such.

Agency Owner	Document	Description	File Location	Last Updated	Primary Holder
EXAMPLE: Attorney General's Office	EXAMPLE: Relevant legislation	EXAMPLE: All legislation passed around sexual assault response, including turnaround time to submitting the sexual assault kit (SAK) and processing the SAK.			

Hiring and Onboarding Files

To reduce the impact of staff turnover or to prepare to grow your program, consider compiling information relevant to staff transitions. Preserve old position descriptions or draft new ones. Document questions you hope interviewers would ask a new hire. Create a checklist of what individuals would need to know to start a new position, along with required reading or viewing material. All of these products can be listed below.

Some examples of files are position descriptions, example interview questions, and an onboarding training checklist.

Agency Owner	Document	Description	File Location	Last Updated	Primary Holder
EXAMPLE: Attorney General's Office	EXAMPLE: Project point of contact information	EXAMPLE: SAKI Site Coordinator			

Organizational-Level Policies and Procedures

Most agencies (e.g., nonprofits, government offices, universities) have overarching policies in some form. Include in this table any agency policies that impact staff’s ability to engage with SAKI work (e.g., data-sharing policies) or would be helpful for SAKI-affiliated agencies to have access to (e.g., organizational charts). Ensure you know where each critical policy is located and seek to understand how it applies to your program.

Agency Owner	Document	Description	File Location	Last Updated	Primary Holder
EXAMPLE: Attorney General’s Office	EXAMPLE: Data security policy	EXAMPLE: Policy related to all federal complaint data security measures.			

Other Relevant Documentation

Document any additional information that may be important for your team to access. For example, templates, past meeting minutes, or other materials that inform your current practice.

Agency Owner	Document	Description	File Location	Last Updated	Primary Holder
EXAMPLE: Attorney General’s Office	EXAMPLE: A helpful SAKI webinar	EXAMPLE: Description of webinar.			

Financial Documentation

Financial documentation may be specific to your program or an overarching agency policy. Document the location of critical budget information and key financial points of contact.

Agency Owner	Document	Description	File Location	Last Updated	Primary Holder
EXAMPLE: Attorney General's Office	EXAMPLE: Financial points of contact	EXAMPLE: Grant manager's contact information.			

SAKI Training and Technical Assistance (TTA) Website Resources

- ◆ [SAKI Toolkit: Developing SAKI Goals and Objectives and How to Track Progress \(rti.org\)](#)
- ◆ [SAKI Toolkit: Developing a SAKI Site Coordinator Transition Plan \(rti.org\)](#)
- ◆ [SAKI Toolkit: Developing a Sexual Assault Response Policy \(rti.org\)](#)
- ◆ [Briefcase for Sexual Assault Investigators](#)
- ◆ [Briefcase for Sexual Assault Prosecutors](#)
- ◆ [Briefcase for SAKI Site Coordinators](#)
- ◆ [SAKI Brief: Elements of Reform; Changing State Laws to Prevent Future Backlogs \(rti.org\)](#)

Other Resources

- ◆ [Community Toolbox: Chapter 25, Section 11: Promoting Family-Friendly Policies in Business and Government](#)
- ◆ [Top Ten Policies and Practices for Nonprofit Organizations by Virginia P. Sikes, in Nonprofit Issues \(November 2009 \[reprint\]\)](#)

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