STEPS TO PROVIDING ACCOMMODATIONS:
Law Enforcement Agency Staff

Ask Everyone and Ask Often

**STEP 1**
Set the stage
Explain why you are asking about accommodations. Describe the process of making a report or participating in an investigation.

**STEP 2**
Ask and listen
Ask every victim if they need accommodations and give examples. Listen to the person, as they know best what they need.

**STEP 3**
Provide accommodations
Provide the requested accommodation(s) as soon as possible and cover any costs.

**STEP 4**
Check in and make changes
After providing an accommodation, check with the victim to see if it is working for them.
Examples of how to ask about accommodations:

- Is there anything I can do to make it easier for you to talk to me about what happened or make this report?
- Are there any additional supports you need to make this report or answer my questions?
- Do you need any accommodations to make this report or be interviewed?