

Domestic Violence Patrol Report Checklist

Background and officers' actions:

- Time of officers' arrival and time of the incident
- Relevant 911 information, including specific details about any violence or threats communicated in the 911 call
- Immediate statements of either party and any witnesses at the scene
- A complete description of the scene
- Note any existing protection orders, no-contact orders, probation, warrants, prior convictions
- Summarize actions taken by responding officers (e.g., entry, arrest, non-arrest, use of force, attempts to locate, squad pick-up, transport, advocacy contact and referrals, victim notification, seizing firearms, rationale for self-defense or primary aggressor determination)
- Account of evidence collected (e.g., pictures, statements, weapons, other)
- Presence of any risk factors described in *Practitioners' Guide to Risk and Danger in Domestic Violence Cases*
- If an arrest was not made, the reason why
- When possible, issue a squad pick-up and hold on GOA suspects that are on probation.

For each witness and party involved:

- His/her account of events and responses to follow-up questions
- Officer observation related to the person's account of events
- Identification, address, and means of locating the person for follow-up, including:
 - o Home address and phone number
 - o Place of employment, work address and phone number
 - o Cell phone number(s)
 - o Relationship to other parties

For each party involved:

- Injuries or impairment, (including pain, strangulation effects, breathing, movement impairment)
- Emotional state/demeanor
- Acts of intimidation or aggression
- Presence or use of weapons
- Alcohol or drug consumption and impairment of those involved

Information from the victim, including history of violence and stalking and contact information:

- Responses to the risk questions:
 1. Do you think he/she will seriously injure or kill you or your children? What makes you think so? What makes you think not?
 2. How frequently and seriously does he/she intimidate, threaten, or assault you? Is it changing? Getting worse? Getting better?
 3. Describe the time you were the most frightened or injured by him/her.
- Threats to the victim for seeking help, particularly from law enforcement or courts, and stalking behaviors
- Name and phone numbers of someone who can always reach the victim
NOTE: Record victim contact information in the confidential section of the report and on the *Victim Information Form*.
- Inform the victim that every effort will be made to protect this information, but that it is possible that the suspect could gain access via court order.

Additional information related to the suspect:

- GOA: details about where the suspect might have gone and where he/she lives or stays when not at the address of the incident; physical and vehicle descriptions; aliases
- Suspect's county and state of residence during the past ten years
- Whether Miranda is given and/or request for attorney and when this occurred
- Whether a custodial taped interview of the suspect was conducted
- Any spontaneous statements given by the suspect after the arrest

Additional information related to the case:

- Details regarding the presence, involvement, and welfare of children at the scene
- Existence of language, communication, or cognition barriers
- Medical help offered or used, facility, and medical release obtained with victim's SSN and appropriate boxes checked
- Presence or involvement of elderly people or people with disabilities