IACP NATIONAL LAW ENFORCEMENT FIRST-LINE SUPERVISOR TRAINING ON VIOLENCE AGAINST WOMEN

Domestic Violence Report Review Checklist

Does the report include all needed **information**?

- ☐ How was the case received?
- ☐ Is the time of the call recorded (including time of incident, time of dispatch, time of arrival)?
- ☐ Are the elements of the crime articulated?
- ☐ What were the observations upon approach?
- ☐ Is there a valid protection order in place?
- ☐ Is the scene concisely described/diagramed?
- ☐ Were photos taken and details recorded?
- ☐ Is the relationship of the parties identified?
- ☐ What is the history of the relationship? (include frequency of any violence, intimidation, and threats)
- ☐ Were all witnesses interviewed and documented?
- ☐ Were there children on the scene?
- ☐ Was information about previous incidents documented?
- ☐ Were weapons/objects used?
- ☐ What was the emotional state of the victim (what they were thinking and feeling)?
- ☐ What evidence was collected?
- ☐ Is evidence of fear articulated in the report?
- ☐ Have all threats been clearly documented?
- ☐ Is the use of coercion and/or force articulated?
- ☐ Have all injuries (visible and non-visible) been documented? Were injuries existing or new?
- ☐ Was there any property damage? Theft? Burglary?
- ☐ Are stalking behaviors identified? (e.g. following, repeated calling, sending unwanted gifts)
- ☐ Did the victim report being strangled ("choked")? If so, was it described in detail?
- ☐ Did the victim request/need medical attention?
- ☐ Did the victim report sexual violence?
- ☐ Were all spontaneous statements captured?

Are your officers aware of the **laws** that address domestic violence and firearms?

- ☐ Is this individual prohibited from possessing firearms due to:
  - a conviction for a misdemeanor crime of domestic violence
  - a qualifying order of protection

Did your officers assist the **victim** with **safety planning**?

- ☐ Does the suspect have access to weapons?
- ☐ Did the officer provide information about obtaining an order of protection (if laws permit)?
- ☐ Did the officer(s) provide the victim with information about local service providers?
- ☐ Did the officer(s) utilize a threat/risk assessment tool with the victim?

*If both parties used force, were the proper steps taken to determine if one was in **self-defense**?*

Did your officer gather comprehensive information about the **suspect**?

- ☐ Was an arrest made?
  - If an arrest was **not** made, is a detailed explanation of the reasoning in the report?
- ☐ Was more than one arrest made? If so, was probable cause articulated for the arrests in separate reports?
- ☐ What was the emotional state of the suspect (what they were thinking and feeling)?
- ☐ Did the officer(s) utilize a threat/risk assessment tool with the suspect?
- ☐ Was the proper protocol followed if the suspect was not on the scene?
- ☐ Are there any active warrants out for the suspect?
- ☐ Has the suspect been the respondent to a protection order in the past?

Additional Notes