



METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE

General Order

No. 95-15

M.P.D FORM 101

SUBJECT: DOMESTIC VIOLENCE	AMENDS:	RESCINDS: G. O. 90-1, Memo 06-30-95
REFERENCE: TCA 36-3-601, ET. SEQ.; TCA 39-17-315; TCA 39-17-1301, ET. SEQ.; TCA 40-7-118; CALEA 42.1.4 & 55.2.3	EFFECTIVE DATE: December 31, 1995	DISTRIBUTION CODE: "C" ALL PERSONNEL

I. INTRODUCTION

The Metropolitan Police Department recognizes that domestic violence is preventable. By thoroughly investigating incidents of domestic violence and appropriately enforcing applicable laws, short and long term positive effects are realized. Reductions in domestic homicides, assaults, elder and child abuse, spousal rapes, stalking, and domestic hostage situations are attributable to a "zero tolerance" law. It offers meaningful intervention in the violent learned behavior of children which translates into juvenile crime on the streets, in the schools, and as future domestic violence offenders.

In both arrest and non-arrest situations, officers of the department will take all reasonable measures necessary to assist and/or assure the immediate safety of the victim(s), the children, the offender, or any other person who may be affected; and to determine what action will be most effective in preventing future violence. The legislature has passed the preferred response law, mandating responsibilities to law enforcement. The MPD will fully comply with such legislation. Policies and procedures are included herein.

II. POLICY

It is the policy of the MPD that all personnel adhere to the provisions herein with respect to domestic violence.

III. SCOPE

This order will cover the following:

- A. Definitions
- B. Communications Division Procedures
- C. Documentation of Incident and Departmental Record-Keeping
- D. Initial Response and Investigation
- E. Arrest Determination
- F. Victim Assistance
- G. Seizure of Weapons in Domestic Violence Incidents
- H. Orders of Protection
- I. Stalking

- J. Procedure for Departmental Personnel Involved in Domestic Violence
- K. Training
- L. Evaluation

IV. DEFINITIONS

For purposes of this order, the following terms are defined as indicated.

- A. "Domestic Violence" occurs when one family or household member causes, or attempts to cause, bodily injury to another family or household member;
- B. "Family or household member" means:
 - Spouses;
 - Persons living as spouses;
 - Persons related by blood or marriage;
 - Persons who have a child in common;
 - Persons whose sexual relationship has resulted in a current pregnancy;
 - Other persons jointly residing in the same dwelling unit, who are eighteen (18) years of age or older, or who are emancipated;
 - Persons who have, or have had, a dating relationship;
- C. "Firearm" means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use;
- D. "Petitioner" means the person alleging abuse in a petition for order of protection;
- E. "Preferred response" means law enforcement officers shall arrest a person committing domestic abuse unless there is a clear and compelling reason not to arrest;
- F. "Respondent" means the person alleged to have abused another in a petition for order of protection;
- G. "Victim" means a family or household member who is the subject of domestic abuse and who a law enforcement officer has determined is not a primary aggressor under the factors set out in the law; and
- H. "Weapon" means a firearm or a device listed in Tennessee Code Annotated, Section 39-17-1302(a)(1)-(7).

V. COMMUNICATIONS DIVISION PROCEDURES

- A. The Communications Division will give a domestic violence call the same priority as any other life threatening call and will, whenever possible, dispatch at least two officers to the scene. The decision as to the priority of the call should be based on the seriousness of the injuries or threatened harm, and whether or not the assailant is on the premises.
- B. Communications will make every effort to relay any and all information gathered from the complainant which may be helpful to the investigating officer(s) in assessing the situation, including call history.
- C. No Communications employee, in speaking with a victim of domestic violence, will discuss, or make any comment, concerning the victim's desire to "press charges," "drop charges," or "prosecute."
- D. If the Communications employee receives a second call to cancel the original call, he/she will advise the responding officers of the second call and instruct the responding officers to continue the investigation to assure that all parties are safe.
- E. The safety of domestic violence victims, whether the threat of violence is immediate or remote, should be the primary concern of the call taker. They should advise the victim to ensure his/her safety in any way possible, including but not limited to waiting for officers at another location or simply leaving the residence if the suspect may return.
- F. In addition to the standard questions asked of a complainant enumerated in the Communications Division Standard Operating Procedures (S.O.P.'s), the Communications employee shall ask:
 - 1. Is the suspect under the influence of alcohol or drugs?
 - 2. Are children present?
 - 3. Have the police been called because of this suspect before?
 - 4. If so, how many times?
 - 5. Is there an order of protection on file?

VI. DOCUMENTATION OF INCIDENT AND DEPARTMENTAL RECORD-KEEPING

- A. An MPD Form 100, "Incident Report", will be completed whenever an officer investigates an allegation that domestic abuse occurred.
- B. If an officer decides not to make an arrest or decides to arrest two (2) or more parties, the officer shall include in the report the grounds for not arresting anyone or for arresting two (2) or more parties.
- C. The Data Entry Section will develop and maintain a computer program to compile data obtained from domestic violence reports.

- D. The Domestic Violence Division will compile records and statistics in a manner which will permit analysis of requests for assistance, responses made, and action(s) taken. Departmental monthly and annual reports will be produced and a monthly report will be filed with the State of Tennessee Administrative Office of the Courts as prescribed by law.

VII. INITIAL RESPONSE AND INVESTIGATION

[42.1.4]

- A. When responding to a domestic violence call, the responding officers will:
1. Establish control of the scene and restore order by:
 - a. Separating the parties;
 - b. Assessing the need for medical attention;and
 - c. Protecting the crime scene;
 2. Interview all parties separately (victim, suspect, and witnesses). Interview children in a manner appropriate for their age.
 3. After an initial investigation, determine if an arrest is appropriate, as described in Article VIII.
 4. Collect and record evidence. When appropriate, take color photographs of injuries and property damage (see Article VII, Section I.)
 5. Provide victim assistance as outlined in Article IX.
 6. Prepare an MPD Form 100, "Incident Report" and, when appropriate, require officers on the scene to complete MPD Form 104, "Supplement Report".
- B. Officers should wait to be invited inside but should not hesitate to make a forced entry if necessary to protect the victim(s).
1. A forced entry is permissible at any time there is probable cause to believe that the safety of a potential victim may be in jeopardy.
 - a. Probable cause of this type exists when the facts and circumstances within an officer's knowledge, and of which he/she has reasonably trustworthy information, are sufficient to warrant a person of reasonable caution in believing that the safety of a potential victim may be in jeopardy.
 - b. In making this decision, officers may take into account everything they personally observe, all physical evidence, and all things learned from witnesses or other persons supplying information. In evaluating any information, officers should take into account the credibility of the

persons supplying the information and whether there is a reasonable basis for believing the content of the information.

2. When making an assessment of whether a forced entry should be made or whether the investigation should be continued when there is no response from the complainant, officers will ensure that all information available has been obtained from the Communications Division. This will include, but is not limited to, the content of the complainant's message/request, the urgency of the request, and the complaint clerk's assessment as to the seriousness of the request.
- C. All field supervisory personnel will monitor the receipt of any domestic violence incident dispatched to any officer under their command or within their area of responsibility.
1. Whenever possible, the supervisor will respond to the location for the purpose of providing additional safety, monitoring of the situation, and being available for advice.
 2. In situations where the supervisor is not available to respond, inquiry will be made as soon as practical as to whether the responding officers followed policy.
- D. When officers respond to a domestic violence call and the victim or suspect is a sworn or civilian employee of any law enforcement agency, a supervisor shall be called to the scene (See Article XIII if the person is an employee of this department.)
- E. After completing a preliminary investigation, the responding officer may determine that a more intensive investigation by the Domestic Violence Division is needed. The officer will request the DVD be notified. A detective or supervisor from the DVD will make contact with the requesting officer who will brief the DVD personnel about the case. The DVD detective or supervisor will then provide instructions to the officer. If DVD personnel do not respond the officer should complete his/her investigation and the report will be forwarded to the DVD office for follow-up.

NOTE: Due to the volume of domestic violence incidents reported to the Metropolitan Police Department, all cases cannot be initially investigated by the Domestic Violence Division. Therefore requests for assistance on the scene must meet certain criteria.

F. Guidelines for notification of Domestic Violence Division detectives:

1. Police personnel (sworn & civilian) or criminal justice personnel involved in domestic incident.

2. Victim and/or suspect in domestic violence incident requires treatment at a hospital.
 3. Spousal rapes (joint investigation with the Sex Abuse Unit);
 4. Domestic related aggravated assaults where weapons are used and suspect is not in custody;
 5. Domestic related kidnapping or hostage situations;
 6. Domestic related stalking cases where victim is in imminent danger;
 7. Domestic related homicides (joint investigations with the Homicide Unit).
- G. In addition, the Domestic Violence Division will conduct investigations when:
1. Cases are directed from the District Attorney General's Domestic Violence Unit;
 2. Victims (walk-ins) come directly to the DVD office for assistance;
 3. Cases are referred by the Tennessee Department of Human Services (e.g., elder abuse);
 4. Cases are referred by the courts or the probation office;
 5. Special investigations are assigned by the Commander of the DVD or his/her designee.

H. Night Court "Walk-In" Cases

When the victim(s) of domestic violence appear before the Night Court commissioner before an investigation has been initiated by the police, the commissioner will refer the victim(s) to the Domestic Violence Division so that the case can be thoroughly prepared before issuing a criminal warrant.

1. On-duty Domestic Violence Division personnel will be available to respond to Night Court domestic cases.
2. If a request is made for DVD personnel to assist the victim(s) at Night Court after hours, and there are no available personnel and the incident is obviously not an emergency, the victim(s) will be told to contact the DVD office the next day after 0830 hours.
3. When a judicial commissioner determines exigent circumstances exist, the commissioner shall contact the Communications Division for DVD personnel. If DVD personnel are not available, a Patrol unit will be

dispatched to Night Court to assist the victim(s) in the initial investigation. If the Patrol unit needs the assistance of DVD personnel, the on-call investigator/supervisor will be notified by the Communications Division.

- I. Appropriate photographs of injuries, crime scenes, and other items of evidentiary value will be made.
 1. Investigating officer(s) will have photographs made of visible physical injuries.
 2. It shall be the responsibility of the Prisoner Processing Section shift commander to maintain a "Polaroid" type camera, along with an adequate supply of film, for the purpose of recording physical injuries incurred by the victims of domestic violence. Designated Patrol Division supervisors and Domestic Violence Division personnel also maintain Polaroid cameras and film for documenting injuries or evidence. **Same day photographs will be attached to, and made a part of, the affidavit to the arrest warrant.** Also, follow-up photographs may be taken at a later date to further document injuries.
 3. The Technical Investigations Section ("TIS") may also be requested for photographs or other crime scene processing activities.

VIII. ARREST DETERMINATION

- A. If an officer has probable cause to believe that a person has committed a crime involving domestic abuse, whether the crime is a misdemeanor, felony, was committed within or without the presence of the officer, **the preferred response of the officer is arrest.**
- B. If an officer has probable cause to believe that two (2) or more persons committed a misdemeanor or felony, or if two (2) or more persons make complaints to the officer, the officer shall try to determine who was the primary aggressor. **Arrest is the preferred response only with respect to the primary aggressor.** The officer shall presume that arrest is not the appropriate response for the person or persons who were not the primary aggressor. **If the officer believes that all parties are equally responsible, arrest is not the preferred response for any party, and the officer shall exercise his or her best judgment in determining whether to arrest any parties.**
- C. To determine who is the primary aggressor, the officer shall consider:
 1. The history of domestic abuse between the parties;
 2. The relative severity of the injuries inflicted on each person;

3. Evidence from the persons involved in the domestic abuse;
 4. The likelihood of future injury to each person;
 5. Whether one of the persons acted in self-defense; and
 6. Evidence from witnesses of the domestic abuse.
- D. An officer shall not:
1. Make any statements which would discourage a victim from reporting an act of domestic violence, or
 2. Threaten, suggest, or otherwise indicate the possible arrest of all parties to discourage future requests for intervention by law enforcement personnel, or
 3. Base the decision of whether to arrest on:
 - a. The consent or request of the victim; or
 - b. The officer's perception of the willingness of the victim or of a witness to the domestic abuse to testify or participate in a judicial proceeding.
- E. When determining primary aggressor and self-defense during an investigation of domestic abuse the officer should consider the following:
1. A person is justified in threatening or using force against another person when and to the degree the person reasonably believes the force is necessary to protect against the other's use or attempted use of unlawful force. The person must have a reasonable belief that there is an imminent threat of death or serious bodily injury. The danger creating the belief of imminent death or serious bodily injury must be real, or honestly believed to be real at the time, and must be founded upon reasonable grounds. There is no duty to retreat before a person threatens or uses force.
 2. Any person using force intended or likely to cause death or serious bodily injury within their own residence is presumed to have a reasonable fear of imminent peril of death or serious bodily injury to self, family or a member of the household, when that force is used against another person not a member of the family or household, who unlawfully and forcibly entered the residence, and the person knew or had reason to believe that an unlawful and forcible entry occurred.
- F. If the victim(s) of domestic violence refuses to initiate prosecution, and the investigating officer has probable cause to initiate prosecution, he/she may

- sign the warrant. The victim and other witnesses shall be listed on the warrant so they may be subpoenaed.
- G. When the victim agrees to prosecute, the responding officer shall offer to write, **or** supervise the writing of, the affidavit of complaint which the victim swears to and is made part of the warrant or citation.
- H. Existing policy concerning misdemeanor citations/physical arrests shall be followed on misdemeanor charges. If abuse is likely to continue, make a physical arrest.

IX. VICTIM ASSISTANCE

[55.2.3]

Many victims of domestic violence feel trapped in violent relationships because they are unaware of the resources available to help them. Some do not know that domestic violence is a crime, and others have been threatened with further violence if they attempt to leave or seek assistance from the police.

- A. In all domestic violence situations, especially where the victim has refused the officer's offer of transportation, as required by TCA 36-3-601, et. seq., the officer **will** advise the victim of the availability of a shelter and other services in the community. The officer **will** also provide the victim immediate notice of the legal rights and remedies available by furnishing the victim a copy of the VINE brochure which includes the "Notification to Victims of Domestic Violence" statement as required by TCA 36-3-619.
- B. In all domestic violence incidents, an officer should:
1. Explain options available to the victim including the prosecution process, ex-parte order of protection, and in the case of arrest, the follow-up procedures and ensuing criminal proceedings.
 2. Advise the victim of available community resources and Domestic Violence counselor services.
 3. Verify and enforce ex-parte and full orders of protection.
 4. Exercise reasonable care for the safety of the officers and parties involved. (No provision of this General Order shall supersede that responsibility).
 5. Inform the victim of the complaint number and the steps in processing the complaint.
 6. After being advised of the above process, if the victim does not have available transportation, the responding officer shall offer to transport the victim, or make arrangements for transportation, to a place of safety.

X. **SEIZURE OF WEAPONS IN DOMESTIC VIOLENCE INCIDENTS**

The legislature has mandated that law enforcement seize weapons in some domestic violence incidents. The following has been paraphrased, with emphasis added, from the new law.

- A. If a law enforcement officer has probable cause to believe that a criminal offense involving abuse against a family or household member has occurred, the officer **shall** seize all weapons that are alleged to have been used by the abuser or threatened to be used by the abuser in the commission of a crime.
- B. Incident to an arrest for a crime involving abuse against a family or household member, a law enforcement officer **may** seize a weapon that is in plain view of the officer or discovered pursuant to a consensual search, if necessary for the protection of the officer or other persons. Provided, however, a law enforcement officer **is not** required to remove a weapon such officer believes is needed by the victim for self-defense.
- C. The provisions of Tennessee Code Annotated, Section 39-17-1317, relative to the disposition of confiscated weapons, shall govern all weapons seized pursuant to this law that were used or threatened to be used by the abuser to commit the crime. Provided, however, if multiple weapons are seized, the court shall have the authority to confiscate only the weapon or weapons actually used or threatened to be used by the abuser to commit the crime. All other weapons seized shall be returned upon disposition of the case.
- D. Applicable provisions concerning processing property and evidence shall be followed.

XI. ORDERS OF PROTECTION

A. Administration

The Fugitive/Warrant Section will have primary responsibility for the administration, filing, and verification of orders of protection.

1. The Commander of the Fugitive/Warrant Section will establish procedures to be followed to include, but not be limited to, the following:
 - a. A line of communication will be established between the MPD, the Davidson County Sheriff's Office, and the court(s) regularly issuing orders of protection in order to ensure that they are received in a timely manner and that any problems or special procedures are attended to promptly.
 - b. All orders of protection will be logged and filed in the most feasible manner to ensure their security and to allow rapid verification by officers investigating incidents of domestic violence.
 - c. Ex-parte orders of protection will be clearly labeled so as to be readily identified by the verifying personnel.
 - d. Daily inquiry will be made with the Civil Warrant Office of the Sheriff's Department as to whether the ex-parte orders have been served. Upon notification that the order has been served it will be clearly marked "served" along with the name of the person receiving the information, the name of the person supplying the information, and the date and time.
 - e. A copy of unserved orders of protection and unserved ex-parte orders of protection will also be obtained daily from the Sheriff's Department by the Fugitive/Warrant Section and filed. This file will be accessed by MPD personnel responding to domestic situations as an aid to making an official notification to the unserved respondents as to the existence of the ex-parte order.
 - f. Upon notification by the MPD that he/she has informed the respondent of the contents of an ex-parte order of protection, the person receiving the notification will write on the order the name and employee number of the officer, the date and time, their own name and employee number, and mark the order with the designation "notified".
2. The Commander of the Fugitive/Warrant Section will designate an appropriate number of personnel on each shift to process all inquiries as to orders of protection. The Commander will ensure that each of these persons are thoroughly familiar with all the procedures surrounding the

processing of orders of protection and that one or more of these designated individuals are available at all hours on each day of the week.

3. The Commander of the Fugitive/Warrant Section will ensure that all personnel assigned to the Fugitive/Warrant Section will offer every cooperation to any officer who may inquiry as to an order of protection. Such cooperation shall include, but not be limited to, the reading of the order of protection in its entirety, the making of any phone call or other inquiry as may be necessary, and the making of copies for official purposes.

B. Enforcement

1. Any officer receiving information that an order of protection has been issued, and that the respondent may be in violation, will make an appropriate investigation and take such action as may be necessary in its enforcement.
 - a. Upon notice that an order of protection is in effect, the officer will verify its existence by contacting the Fugitive/Warrant Section by radio, telephone, or in person. The officer will not rely on any purported copy of the order of protection that may be supplied by the petitioner, respondent, or other personnel. **The officer will rely only on information supplied by the Police Department, Sheriff's Department, or issuing court.**
 - b. The officer **will** first confirm the existence of the order of protection. In the case of an ex-parte order of protection the officer will ensure that it has been "served" on the respondent or that the respondent has otherwise acquired actual knowledge of its existence before taking further action (i.e., notified by officers on a prior occasion)
 - (1). If the respondent does not have actual knowledge of the ex-parte order of protection the officer **will** inform him/her of its existence, the substance of its contents, and the consequences of violating the ex-parte order.
 - (2). The officer will then notify the Fugitive/Warrant Section that he/she has notified the respondent of the order and give his/her name, employee number, and the date and time of notification. This information may be logged onto the order for future reference.
 - (3). In making a determination of whether the respondent does in fact have actual knowledge of an ex-parte order of protection the officer may rely on the notation on the order itself showing that another officer has made notification, an admission by the

respondent that he/she is aware of the order, or any information supplied by the petitioner or other party which may be reasonably believed.

- c. If there is an order of protection , or an ex-parte order of protection in existence, which has been served or the respondent has acquired actual knowledge of its existence, the investigating officer **will** make inquiry as to its contents.
 - (1). If there is probable cause to believe that the respondent has violated the terms of the order and that the violation occurred within Davidson County, **the officer will arrest the respondent and file an Incident Report.**
 - (2). Upon arrival at headquarters the officer **will** obtain a copy of the order of protection from the Fugitive/Warrant Section, make that copy available to the judicial commissioner for review, and then state the probable cause for the arrest, just as in criminal proceedings.
 - (3). The officer **will** also state the probable cause for any criminal violation that may have occurred for the magistrate's consideration.
 - (4). Upon approval by the magistrate, the officer **will** complete the appropriate forms(s) and warrant(s) and book the respondent according to established procedures.

- d. If personnel of the MPD respond to a domestic violence incident and are made aware of an existing order of protection or ex parte order of protection which has not been served, he/she is required to make the above mentioned notice to the respondent. In addition, the Sheriff's Department Civil Warrant Office can be contacted 24 hours a day through the county-wide dispatcher for immediate service of outstanding orders. However, if the respondent is not under arrest he/she cannot be detained by the investigating officer.

- e. Often cases of domestic violence do not end in arrest and the victim cannot be transported to a place of safety. If the initial investigating officer is requested by the victim to assist in obtaining an order of protection the officer **will** assist the victim by:
 - (1). Offering transportation to the Night Court to obtain an ex-parte order of protection and assist the victim with the necessary paperwork, or

- (2). Provide the telephone number (880-3000) and directions to the DVD office (60 Peabody Street) to the victim in that they may come to that office for assistance at the victim's convenience.
- f. Officers may encounter situations where the petitioner has taken out an order of protection in another county. Officers will make every attempt to contact the appropriate law enforcement agency in that county to verify the order of protection, whether it has been served on the respondent or the respondent has acquired actual knowledge of the order of protection. If the out-of-county order of protection can be verified, the officer will ask the law enforcement agency in that county to fax a copy of the order of protection to the MPD Fugitive/Warrant Section and the officer will take the appropriate action as in cases of in-county orders of protection. If the out-of-county order of protection cannot be verified, the officer will take a report on the alleged violation of an order of protection and direct the complainant to contact the DVD for follow-up investigation.

XII. STALKING

- A. Incidents of domestic violence often culminate into acts of stalking against the victim. As stated in TCA 39-17-315:

"A person commits the offense of stalking who intentionally and repeatedly follows or harasses another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury or death."

1. "**Follow**" means maintaining a visual or physical proximity over a period of time to a specific person in such a manner as would cause a reasonable person to have a fear of an assault, bodily injury or death.
2. "**Harasses**" means a course of conduct directed at a specific person which would cause a reasonable person to fear an assault, bodily injury, or death, including but not limited to, verbal threats, written threats, vandalism, or unconsented-to-physical contact.
3. "**Repeatedly**" means on two or more separate occasions.

XIII. PROCEDURE FOR DEPARTMENTAL PERSONNEL INVOLVED IN DOMESTIC VIOLENCE

A. Procedure

When employees of the department are involved in a domestic situation and sworn personnel are dispatched or called to the scene, the following procedure shall be applied:

1. The first responding officer shall notify the Domestic Violence Division and an investigator will respond.
2. The responding Domestic Violence Division officer shall notify his/her supervisor from the scene or as soon after obtaining the facts as possible.
3. The notified Domestic Violence Division supervisor will notify the involved personnel's chain of command and the on-call Internal Security Division investigator.
4. The Domestic Violence Division supervisor will stay in contact by phone, or meet the investigator and be aware of all circumstances surrounding the case.
5. The Domestic Violence Division supervisor will notify the Commanders of the Investigative Services Bureau and Administrative Services Bureau and update them on the progress of the investigation. In addition to the notification, copies of the case file will be delivered to the offices of the Administrative Services and Investigative Services Bureaus.
6. The Commander of the Domestic Violence Division will make periodic reports to the bureau commander of the involved personnel and the final disposition of the investigation.

B. Mandatory Reporting

1. If any employee of the MPD has knowledge of an on-going domestic violence situation involving another employee of the MPD, the incident will be reported to the informed employee's immediate supervisor, who will notify his/her chain of command.
 2. The domestic violence incident will be reported through the chain of command to the bureau commander of the involved employee. The bureau commander will then inform the Commander of the Domestic Violence Division, who will initiate a formal investigation.
- C. The provisions of this article are intended to further the credibility of the department, and are to be in no way construed as creating a standard of

response or investigation which automatically assumes guilt, penalizes, punishes, or exonerates departmental employees.

XIV. TRAINING

- A The Commander of the Domestic Violence Division, with approval of the Commander of the Investigative Services Bureau, shall be responsible for implementing a comprehensive training program for employees of the department on domestic violence. In addition, training will be made available to satisfy requests from the community. This shall include other law enforcement agencies, schools, hospitals, courts, prosecutors, etc.

The goals of the training are to inform attendees of:

1. The domestic violence laws;
 2. The department's domestic violence policy and procedures;
 3. The dynamics of domestic violence;
 4. Methods of victim assistance; and
 5. Police officer safety tactics.
- B. All employees will be trained on the topic of domestic violence on an annual basis.

XV. EVALUATION

- A. The Chief of Police, or his /her designee, and the Commander of the Domestic Violence Division, shall ensure the review of this policy on an annual basis and make any revisions deemed necessary.
- B. The purpose of the evaluations will include, but not be limited to:
1. Determining whether policy goals have been met;
 2. Determining the effectiveness of the response;
 3. Determining the effectiveness of the data collection system;
 4. Measuring the community response to the department's performance;
 5. Determining whether all required laws are being met; and
 6. Identifying additional training needs.

ROBERT E. KIRCHNER, JR., CHIEF OF POLICE

I have read and fully understand the above order.

EMPLOYEE SIGNATURE

DATE

REK/maw

Planning # 95-42