

## Response to Stalking 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)?
- Is the relationship of the parties identified?
- What is the history of the relationship? (include frequency of any violence, intimidation, and threats)
- Are stalking behaviors articulated? (e.g. following, repeated calling, sending unwanted gifts)
- Is there a valid protection order in place? Was it verified?
- Were all witnesses interviewed and documented?
- Was information about previous incidents documented?
- What evidence was collected?
- Was electronic/technological evidence collected?
- Were all incidents of stalking behavior on cell phones, computers, and recording devices captured?
- Is the scene(s) concisely described/diagramed?
- Were weapons/objects used?
- What was the emotional state of the victim (what they were thinking and feeling)?
- 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 properly documented? Were injuries existing or new?
- Was there any property damage? Theft? Burglary?
- Were photos taken and details recorded?
- Did the victim report being strangled (“choked”)? If so, was it described in detail?
- Did the victim request/need medical attention?
- Were all spontaneous statements captured?

### Are your officers aware of the state’s stalking statute/law?

- Does the report thoroughly articulate the elements of the stalking crime that occurred?

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

- Was information provided about obtaining an order of protection? *(if laws permit)*
- Was information about local service providers supplied to the victim?
- Was a threat/risk assessment tool utilized with the victim?
- Was the use of a “stalking kit” and/or stalking log discussed with the victim?
- Does the suspect have access to weapons?

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

- Was an arrest made?
- 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? If so, is this information documented?
- Has the suspect been the respondent to a protection order in the past?
- Is this individual prohibited from possessing firearms due to:
  - a conviction for a misdemeanor crime of domestic violence
  - a qualifying order of protection

### Additional Notes

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