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?

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Protection Order Violations

	Report Review Greekiist
D	oes the report include all needed information ?
	Is the time of the call recorded (including time of
	incident, time of dispatch, time of arrival)?
	Are the elements of the crime articulated?
	Was the protection order verified?
	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 weapons/objects used?
	What was the emotional state of the victim (what the
	were thinking and feeling)?
	What evidence was collected?
	Is evidence of fear articulated in the report?
	Have all threats been clearly documented?
	Are stalking behaviors identified? (e.g. following,
	repeated calling, sending unwanted gifts)
	Is the use of coercion and/or force articulated?
	Have all injuries (visible and non-visible) been
ш	documented? Were injuries existing or new?
	Was there any property damage? Theft? Burglary?
	Did the victim report being strangled ("choked")? If
ш	so, was it described in detail?
	Did the victim need medical attention?
	Were all spontaneous statements captured?
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	id your officers assist the victim with safety
p.	lanning?
	Did the officer(s) provide the victim with information
	about local service providers?
	Did the officer(s) utilize a threat/risk assessment too
	with the victim?
ח	id your officer gather comprehensive information
	pout 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 too
	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? Ha
	the suspect been the respondent to a protection orde
	in the past?
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☐ Does the suspect have access to weapons?

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Sexual Assault Report Review Checklist

Do	es 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 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 "outcry witness" interviewed?
	Were weapons/objects used?
	What was the emotional state of the victim (what the
	were thinking and feeling)?
	What evidence was collected?
	Have all injuries (visible and non-visible) been
	documented? Were injuries existing or new?
	Is trauma documented in the report?
	Have all threats been clearly documented?
	Is the victim's fear effectively documented?
	Is the use of coercion and/or force articulated?
	Was there any property damage? Theft? Burglary?
	Are stalking behaviors identified in the report?
	Did the victim report being strangled ("choked")? If
	so, was it described in detail?
	Did the victim request/need medical attention?
	Were advocates called to the scene?
	Is there a valid protection order in place? Was it
	verified?
	Was the case coded properly?
	Has sexual abuse by the suspect been ongoing?
	Were all spontaneous statements captured?
۲۸7،	as the victim incapacitated or incapable of giving
CO.	nsent?
	Were drugs or alcohol used by victim? Are amounts
	and time span articulated?
	Does the victim believe he/she was drugged?
	If drug facilitated sex assault is suspected, were blood
	and urine collected?
	Have mental and/or physical incapacities been
	documented?
Dia	d your officers assist the victim with safety
	anning?
_	
	Did the officer(s) provide the victim with information
	about local service providers?

□ Was a forensic examination of the victim conducted?
 □ Did the officer(s) utilize a threat/risk assessment tool

□ Does the suspect have access to weapons?

with the victim?

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

Ш	iormation about the suspect :
	Was an arrest made?
	What was the emotional state of the suspect (what
	they were thinking and feeling)?
	Were drugs or alcohol used by the suspect? Are
	amounts and time span articulated?
	Did the officer(s) utilize a threat/risk assessment tool
	with the suspect?
	Was a suspect exam conducted?
	Were the suspects pre-incident behaviors
	documented?
	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? Past arrests?
	Are there any other identified victims?

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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 statue/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

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IACP NATIONAL LAW ENFORCEMENT LEADERSHIP INITIATIVE ON VIOLENCE AGAINST WOMEN

Response to Non-Lethal Strangulation Report Review Checklist

Are your officers aware of the state's **strangulation statute/law**, if applicable?

Does the report thoroughly articulate the elements
of the strangulation crime that occurred?

Is the time of the call recorded (including time of incident, time of dispatch, time of arrival)?

Do	es the report include all needed information ?
	How was the strangulation case received?

	Is the relationship of the parties identified?
	Is there a valid protection order in place?
	Are the events that took place pre and post
	strangulation documented?
	Has strangulation occurred in the past?
	Was information about previous incidents
	(strangulation, domestic/sexual violence, threats,
	stalking), including frequency, documented?
	Were all witnesses interviewed and documented?
	What was used to strangle the victim (one hand, two
	hands, forearm, other body part, ligature, etc.)?
	Were other weapons involved?
	Did the strangulation take place from the front or
	from behind?
	Was the victim wearing jewelry?
	Was the suspect wearing jewelry? Gloves?
	Is the suspect right or left handed, if known?
	How long did the strangulation last? How many times
	was the victim strangled?
	Was the victim also smothered?
	Was the victim also shaken while being strangled?
	Was the victim's head pushed into a wall, floor, or
	other surface? Was there property damage?
	Did the victim attempt to protect themselves?
	What was the emotional state of the victim (what did
	they report they were thinking and feeling)?
	Did the suspect say anything to the victim
	before/while/after the strangulation occurred?
	Did the victim say anything to the suspect
	before/while/after the strangulation occurred?
	What was the suspect's demeanor before, during and
	after the incident?
	Did the victim describe what the suspect's face looked
	like during the incident?
	Why and how did the suspect stop strangling the
	victim?
	Was medical attention provided?
	Is the scene(s) concisely described/diagramed?
	Are all crimes that co-occurred with the strangulation
	thoroughly documented (sexual assault, kidnapping,
	property damage, etc.)?

Did your officers ask about and capture details regarding **non-visible injuries** that can occur from strangulation? Officers can use a scale of 1 – 10, 10 being the most extreme pain, with victims and include this information in the report.

	hyperventilation
	Raspy voice, hoarse voice, coughing, unable to speak
	Trouble swallowing, painful to swallow
	Neck pain
	Nausea, vomiting,
	Involuntary urination or defecation
	Dizziness, fainting/light-headed
	Headaches, head "rush", ears ringing
	Loss of consciousness (how long?)
	Change in mental status (disoriented, combative,
	memory loss, "spaced out")
Die	d your officer ask about and document visible
	uries from the strangulation?
•	
	Petechiae (pinpoint red spots above the area of
	constriction)
	Hemorrhaging, bruising
	Scratch marks, scrapes, abrasions
	Bloody nose, broken nose
	Finger nail impressions
	Swelling of the neck or face
	Pulled/missing hair, bumps on head
	Skull fracture, concussion
	Swollen tongue, swollen lips
	Is a diagram of injuries included with the report?
	Were there any existing (old) injuries?
	Were there any existing (old) injuries?
□ Di	Were there any existing (old) injuries? d your officer gather and document comprehensive
Die inf	Were there any existing (old) injuries? d your officer gather and document comprehensive formation about the suspect ?
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