

# 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(s) articulated to meet state and/or federal laws that address domestic violence? Firearms?
- 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 did they report 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 officer inquire about possible strangulation (hands, ligature, etc.)?
- 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?

## Did the officer ask about firearms? Is the officer aware of the laws that address domestic violence and firearms?

- Did the suspect use firearms during the incident that occurred? In previous incidents?
- Did the suspect make threats— real or implied— to use firearms during the incident that occurred? In previous incidents?
- Does the suspect have access to firearms? If so, what are the details of the firearms? Where are they located?
- Did the victim express fear about the suspect’s access to firearms? If so, how was this captured in the report?
- Were firearms/weapons confiscated? If so, on what grounds?

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

## Did the officer assist the victim with safety planning?

- Was information provided about obtaining an order of protection (if laws permit)?
- Was information provided to the victim about local service providers?
- Was a threat/risk assessment tool used with the victim?

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

## Did the 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 did they report they were thinking and feeling)?
- Was a threat/risk assessment tool used 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

