IACP NATIONAL LAW ENFORCEMENT LEADERSHIP INITIATIVE ON VIOLENCE AGAINST WOMEN

Protection Order Violations 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?
- ☐ 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 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?
- ☐ 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 documented? Were injuries existing or new?
- ☐ Was there any property damage? Theft? Burglary?
- ☐ Did the victim report being strangled ("choked")? If so, was it described in detail?
- ☐ Did the victim need medical attention?
- ☐ Were all spontaneous statements captured?

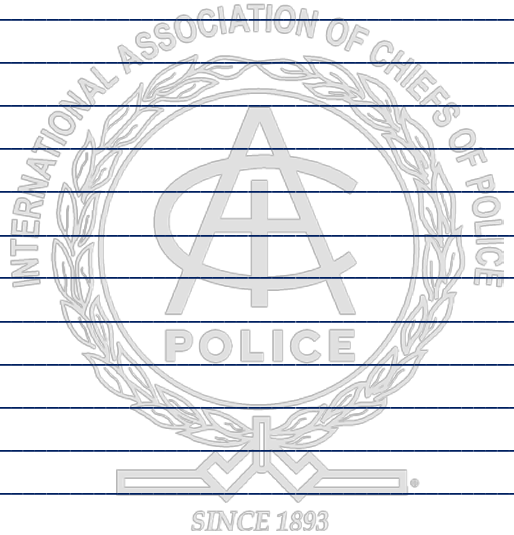
Did the officer assist the **victim** with **safety planning**?

- ☐ Was information provided to the victim about local service providers?
- ☐ Was a threat/risk assessment tool used with the victim?

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

- ☐ Was an arrest made?
- ☐ 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?

Did the officer ask about **firearms**? Is the officer aware of the **laws** that address protection orders 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

Additional Notes