

# Duluth Police Department Report Writing Checklist

1. Time of arrival
2. Time of incident
3. Immediate statements of either/both parties
4. Interview parties and witnesses
  - Relationship of parties involved and witnesses
  - Name, address, phone – work/home, employer
  - Accounts of events
  - When and how violence started
  - Officer observation related to account of events
  - Injuries, including those not visible (as in sexual assault, strangulation, bruising)
  - Emotional state/demeanor
  - Alcohol or drug impairment
5. Evidence collected – audio/ photographs
6. Children present, involvement in incident, general welfare. Child not present, but resides at the residence.
7. Where suspect has lived past 7 years.
8. Medical help offered or used, facility, medical release obtained.
9. Rational for arrest or non-arrest decisions
10. Summary of actions (arrest, non-arrest, attempt to locate, transport, referrals, victim notification, seizing of firearms).
11. Existence of Order for Protection, probation, warrants, prior convictions.
12. Victim's responses to risk questions including officer observations of their responses.
13. Names and phone number of 2 people who can always reach victim. Numbers NOT to be included in report.

## RISK QUESTIONS

1. Do you think he or she will seriously injure or kill you and your children? Why or why not?
2. How frequently and seriously does he/she intimidate, threaten or assault you?
3. Describe the most frightening event/worst incident of violence involving him/her.

## VICTIM NOTIFICATION

Provide victim with Crime Victim Information Card

Advise of services at local DV shelter

Advise victim that a volunteer advocate can call her to provide information and support.

## SELF-DEFENSE DEFINITION

Reasonable force used by any person in resisting or aiding another to resist or prevent bodily injury that appears imminent. Reasonable force to defend oneself does not include seeking revenge or punishing the other party.

## PREDOMINANT AGGRESSOR

Compare the following:

Severity of injuries and their fear

Use of force and intimidation

Prior domestic abuse by either party

Likelihood of either party to commit domestic abuse in the near future.