

## Incident Report Checklist

*In addition to details included in all police reports, domestic violence-related reports should include all relevant information found below.*

### **Relationship History**

- ☐ Length of Relationship (if ended, include date and reason ended)
- ☐ Type of Relationship (spouse, engaged, cohabitants, dating, children in common, etc.)
- ☐ Prior DV History ([Penal Code §13730\(C\)\(2\)](#)).
  - # of documented incidents (date, 1-line summary)
  - # of undocumented incidents (date, 1-line summary)

### **Observations**

- ☐ Include whether any members observed any signs that the suspect was under the influence of alcohol or a controlled substance ([Penal Code §13730\(a\)](#)).

### **Evidence**

- ☐ Photographs of Victim, Suspect, Scene
  - Details of all injuries, even older
  - Include complaints of injuries
  - Note who took the photos and where they are booked
- ☐ Physical Evidence (describe)
  - Impounded? ([PC §12028.5](#))
- ☐ Electronic Evidence (describe and ensure it is preserved)
- ☐ Statements
  - Take statements from victim, suspect, and others on scene even if they did not observe the incident (including names)
  - Note the individuals demeanor while giving their statement
  - Document spontaneous statements
  - Include location the statements were received and interviews conducted.
  - Note if there are additional statements available via BWC.

### **Restraining Order(s)**

- ☐ Type (CPO, EPO, Civil)
  - Current or expired
  - Served?
  - When/where issued
- ☐ EPO Requested?
  - If 'Yes' – provide judge's name and the outcome (granted/denied). If one was requested against the wish of the victim, include the reason why.
  - If 'No' – include reason for no request. Note if they were informed of their right to request and they declined.
  - If an EPO was received, was it served? Provide details.
- ☐ If an existing order was violated, include the terms of the order that were violated, the issuing court, the date the order was issued, and the date the order expires.
  - If an order was violated but there was no other criminal conduct, submit a report as a violation and, if available, include the original case number.

### **Children**

- ☐ Note the full name and birth dates of all children who reside full-time or periodically in the home, even if they are not interviewed.
- ☐ Include details of their location at time of incident, their demeanor/emotional state, condition of their clothing, items that are significant to the child, physical condition of the child (including visible or complained-of injuries)
- ☐ Was Family and Children Services (FCS) Notified? Include reason why or why not.

### **Strangulation**

- ☐ Detail all symptoms experienced by victim (e.g. neck pain, ear ringing, swelling, scratches, sore throat, marks or bruising, difficulty swallowing, nausea, etc.).
- ☐ Include details such as how the suspect strangled the victim, why they stopped, how long it lasted, and the perceived amount of force (1 = very weak, 10 = very strong), etc.

### **Firearms/Weapons**

- ☐ Include whether there were any weapons at the location, if the victim/suspect/witness was asked whether there are any weapons at the location, and whether any firearms or deadly weapons were confiscated ([Penal Code §13730\(c\)](#)).
- ☐ Include details if suspect possesses or has access to firearms/weapons.
- ☐ Include whether suspect has ever been court-ordered to surrender firearms or weapons.
- ☐ If suspect has used or threatened to use firearms/weapons against the victim or others, include details.

### **Stalking Behavior** (if incident involves court order violation, harassment, or stalking)

- ☐ Question the victim to determine if they are at risk for stalking and/or harassment (e.g. Has the suspect threatened or acted violently towards you or those close to you? Harassed you previously? Loitered around your home/workplace? Destroyed/vandalized your property? Harassed/stalked you online or via social media? Done anything to make you fear for your safety or the safety of your family? etc.).