

Checklist for Domestic Violence D.A. folder

1. Report

- a. Incident report should be approved by a supervisor prior to being placed in folder.
- b. Should include the officer's individual supplement narrative.
- c. Be sure to list the victim's phone number and email address.

2. Domestic Violence Victims Rights notification.

- a. Must be read to the victim, signed by victim, and signed by reading officer.

3. Domestic Assault Victim Statement.

- a. This is new form on PDF. Not the original statement form.
- b. Should be printed and kept with other documents in patrol unit.

4. Strangulation Form (if applicable).

5. Witness statements.

- a. These will be on the original statement form.

6. C.A.D. sheet.

7. Copies of arrest warrants. (This depends on the commissioners)

8. Optional criteria.

- a. Photos
- b. Videos
- c. Audio

Be sure to take photos of any markings, injuries, or damage. If you have the new tablet, it is recommended you use this as your camera. It is advised to preassemble a few domestic folders with the required documentation in order to prevent confusion. The backing officer can complete the required documentation allowing the arresting officer to transport. The outside of the folder should have the following; CAD, victim's name, offender's name, and date of the offense.