

**Maricopa Association of Governments  
2011 Domestic Violence Protocol Evaluation Project  
DRAFT Domestic Violence Arrest and Investigation Protocol Inventory**

Domestic Violence Protocols - (POLICE DEPT NAME HERE)		Reported
<i>(Green = 15 Local Priority Protocols)</i>		
#	Category 1: Initial Police Officer Response	
1	Two officers respond (when possible)	
2	Officer briefed by dispatcher before arriving on scene	
3	Patrol Officer shall gather sufficient information to determine whether immediate assistance from the Center Against Family Violence is needed.	
4	It is the responsibility of the dispatcher to determine if call for service should be dispatched as "Domestic Violence"	
5	Officers, depending on the nature of the call, may want to request a copy of the telephone recording, through their supervisor, to impound as evidence.	
6	Officer notify dispatcher upon arrival on scene	
7	Avoid use of sirens and emergency lights	
8	Avoid parking directly in front of residence	
9	Be alert for assailant leaving the scene	
10	Be alert for weapons	
11	Officer is encouraged to make physical arrests when appropriate to break the cycle of violence that occurs with domestic violence situations	
12	Approach from side of door for safety	
13	Note victim's & suspect's conditions upon arrival	
14	All calls involving a domestic violence incident should be given the same priority as any other 911 emergency call.	
<b>Category 2: Initial Contact</b>		
15	Identify as police officer, explain presence, request entry	
16	Ask to see the person who is subject of call - do not reveal caller's name	

17	If consented, enter and conduct search of premises	
18	If refused entry, be persistent about seeing and speaking alone with subject of call	
19	If access to victim refused, officer request dispatcher to contact the caller to verify if DV threat still exists	
20	If access still refused, officer decides to: 1) leave, 2) remain and observe, or 3) force entry	
21	Once inside, officer establish control	
22	Identify potential weapons	
23	Separate victim and assailant	
24	Restrain assailant (if necessary) and remove to patrol car if immediate arrest is warranted	
25	Assess injuries, administer first aid, notify EMS	
26	Ask about nature of the dispute	
27	Identify all occupants/witnesses on premises	
28	Separate occupants/witnesses from victim and accused so out of hearing range	
29	Arrange for medial attention, if necessary - document if treatment refused	
<b>Category 3: On-Scene Investigation</b>		
30	Interview victim and assailant to complete department reports	
31	Make a records check on both parties to the dispute.	
32	Document possible incriminating statements and any excited utterances	
33	Interview victim in area away from assailant, witnesses, bystanders	
34	Use supportive interview techniques to ask about previous incidents, frequency, severity	
35	Attempt low-key approach as mediator rather than authoritarian	
36	Allow parties to describe/explain incident without interruption at beginning of interview	
37	Do not tell victim what action will be taken until all available information has been collected	
38	Ask victim if have protective order. If so, ask victim to produce a copy and provide a copy for the police dept.	
39	Ask dispatcher to verify the existence and effective period of the protective order. Note restrictions to determine if order was violated.	
40	Interview witnesses fully ASAP	
41	Document any witness info about prior incidents to establish pattern/history of abuse	
42	Interview child witnesses in age appropriate manner. Be alert to signs of trauma or abuse.	
43	Identify in report emergency medical personnel who responded.	

44	Collect and preserve all physical evidence reasonably necessary to support prosecution (evidence substantiating victim's injuries, attack (weapons, torn clothing, etc.), recording the crime scene.	
45	Take photos of visible injuries and the crime scene.	
46	Take video statement of victim (if possible)	
47	Take tape-recorded statements from victim, assailant, witnesses, etc.	
48	Encourage victim to seek ER exam	
49	Follow up with victim, in person, to see if injuries are now visible or if injuries observed at the scene have changed. Arrange for daily follow up if won't be available.	
50	Document evidence of substance and/or chemical abuse by the suspect	
51	Obtain consent from owner to remove weapons for "cooling-off" period	
52	Fill out Injury Documentation Picture Report of all injuries found on all victims and/or suspects.	
53	If victim is pregnant, officers will document this information in the DR and establish whether the defendant	
<b>Category 4: Arrest Decision</b>		
54	All physical arrests must be approved by sworn supervisor	
55	Explain to arrestee choices of either remaining orderly/cooperative or being transported directly to 4th Ave Jail.	
56	If unable to make out right arrest, complete a thorough report, collect all evidence, and forward report to prosecutor's office for review.	
57	If the suspect was not arrested by the reporting officer(s), the case agent should consider having the suspect located and arrested.	
58	Arrest authorized if: 1) assailant has an arrest warrant, 2) Probable cause committed or attempted to commit a felony, 3) Probable cause person is committing/ attempting to commit a misdemeanor in the officer's presence, 4) Probable cause person has committed an assault resulting in bodily injury and arrest is necessary to prevent recurrence of assault	
59	Should NOT consider: 1) Marital status, 2) ownership or tenancy rights, 3) verbal assurances violence will stop, 4) claims victim provoked, 5) denial of abuse when evidence of DV, 5) Speculation victim will NOT cooperate with criminal prosecution, 6) Disposition of previous police calls involving same people, 7) Speculation arrest may not lead to conviction, 8) existence or not of protective order, 9) victim's emotional state, concern about reprisals against victim, 10) Adverse financial consequences, 11) Incident occurred in private place, 12) Racial, cultural, social, political, professional position or sexual orientation	

60	Officer's responsibility to decide whether to arrest -- criminal action is initiated by the State, not the victim.	
61	Book persons arrested on misdemeanor charges involving domestic violence offenses into county jail	
62	For felony charges, submit as in-custody complaints through the county attorney.	
63	Confiscate all weapons used or threatened use. (if arresting for commission of a crime or violation of protective order)	
64	Arrest and book or submit a long form complaint on domestic violence and Order of Protection violators with adequate probable cause, even if the victim does not desire prosecution.	
65	If an arrest is made, officers will annotate on the Form IV any information that will help the court determine the conditions of release. This would include officer's comments such as, "defendant should not return to residence," or "victim is seeking an order of protection," or an "emergency Order of Protection has been issued."	
66	If both parties involved are arrested in a domestic violence situation, officer shall fully investigate claims of self-defense.	
<b>Category 5: Effecting The Arrest</b>		
67	Take accused into custody as soon as determined a warrantless arrest is appropriate.	
68	If suspect fled scene, initiate pursuing and apprehending accused ASAP. If warrant needed, obtain and execute warrant ASAP.	
69	If suspect under 18, process using Juvenile Code.	
70	If voluntary/involuntary commitment for mental health eval is required, restrain and follow procedures to have evaluated.	
71	If prominent citizens, public officials, or police officers, request OIC or Supervisor come to scene. Notify division commander. Proceed as in any other incident.	
<b>Category 6: Arrest Not Authorized/Not Made</b>		
72	Explain to victim reason arrest is not being made.	
73	Encourage victim to contact victim assistance program.	
74	Encourage victim to contact victim assistance program. Advise incident details will be relayed to victims assistance program before end of officer's shift.	
75	A DR will be submitted and, when appropriate, suspects will be photographed and fingerprinted, with fingerprints forwarded to the AFIS Detail in Records and Identification Bureau	

76	Should NOT become involved in the disposition of personal property ownership. Should remain neutral and be concerned primarily with maintaining the peace and safety of those present.	
77	If an officer determines that there is no evidence of a crime and there has been no allegation of a domestic violence offense, the officer will find the call unfounded. On all domestic violence calls that lack physical evidence of a crime, a specific Computer Automated Dispatch entry must be entered.	
78	The victim may be allowed to make a citizen's arrest	
79	Submit Long Form Request to City Prosecutor's office if no arrest is made.	
<b>Category 7: On-Scene Assistance to Victims</b>		
80	Option to issue Emergency Order of Protection for victim	
81	A Victim's Services Unit shall be called upon to respond to assist victims and their families of DV incidents when a full custody arrest has occurred on the perpetrator of the violence.	
82	The officer will contact the Maricopa County Sheriff's Office Communications Division and be connected to the on-call judge.	
83	Officer should not leave the scene until situation is under control and likelihood of further violence is eliminated.	
84	Officer should stand by while victim gathers necessities for short-term absence from the home.	
85	If arrest is made, advise victim their name, address, and telephone number will be given to victims assistance to contact the victim.	
86	Advise victim of what happens next - probability accused will be in custody for only a short period of time, accused held without bond until next available court date (after arrest).	
87	Obtain address and telephone number where the victim may be contacted if leave residence so they may be notified by the jail when the assailant is released (after arrest).	
88	Provide police case number, officer's name, and follow-up telephone number (after arrest).	
89	Complete and issue a Victim Notification Form (after arrest).	
90	Inform victim on the status of the offender (after arrest).	
91	Arrange translation for notices, etc. (if necessary)	
92	Should offer the victim help in locating lodging.	
93	Provide domestic violence assistance information to all victims or potential victims.	
94	Upon request of victim, help arrange transportation to emergency housing or to a medical facility.	
95	All victims shall be furnished with a victim's rights form	
<b>Category 8: Processing the Accused</b>		

96	Charge with any other crime properly charged as a result of the incident.	
97	All reports and documents should be marked "domestic violence. Forward to prosecutor's office.	
<b>Category 9: Reports and Data Collection</b>		
98	If the victim has injuries or there is damaged property, and/or there are witnesses, but those elements do not corroborate the victim's account of the incident, the the suspect should be located and interviewed prior to submittal. However, if reasonable attempts to locate the suspect are unsuccessful, the report will be submitted.	
99	Officers shall adhere to the Report Writing Guide and to the Maricopa County Attorney's Office protocol as it applies to domestic violence.	
100	If the suspect does not admit and/or corroborating evidence is not obtained, the report will be pending.	
101	If probable cause exists, complete "arrest report" along with DV forms.	
102	When the elements are present and substained, but the victim recants or declines to assist in prosecution, the report will be submitted.	
103	Cases of alleged violence that lack probably cause will be documented in a DR entitled "Special Incident"	
104	If probable cause is unclear, complete "incident report" with DV forms.	
105	Clearly identify as DV incident on all written reports.	
106	Clearly identify as DV incident on all written reports if arrest is made.	
<b>Number of Domestic Violence Protocols Reported (Out of 106 protocols)</b>		
<b>Number of Local Priority Protocols Reported Implemented (Out of 15 protocols)</b>		