

January 29, 2016

TO: Members of the MAG Regional Domestic Violence Council

FROM: Vice Mayor Robin Barker, City of Apache Junction, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Meeting - 2:00 p.m. - 3:30 p.m.
Thursday, February 4, 2016
MAG Office, Suite 200 - Saguario Room
302 North 1st Avenue, Phoenix

The next Regional Domestic Violence Council meeting will be held at the MAG offices at the time and place noted above. Members of the Regional Domestic Violence Council may attend either in person, by video conference or by telephone conference call.

The meeting agenda and resource materials are also available on the MAG website at www.azmag.gov. In addition to the existing website location, the agenda packet will be available via the File Transfer Protocol (FTP) site at: <ftp://ftp.azmag.gov/RegionalDomesticViolenceCouncil>. This location is publicly accessible and does not require a password.

Please park in the garage underneath the building. Bring your ticket to the meeting, and parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

In 1996, the Regional Council approved a simple majority quorum for all MAG advisory committees. If the Regional Domestic Violence Council does not meet the quorum requirement, members who have arrived at the meeting will be instructed a legal meeting cannot occur and subsequently be dismissed. Your attendance at the meeting is strongly encouraged.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

If you have any questions, please contact Amy Robinson at arobinson@azmag.gov or (602) 254-6300.

MAG REGIONAL DOMESTIC VIOLENCE COUNCIL
TENTATIVE AGENDA
February 4, 2016

COUNCIL ACTION REQUESTED

1. Call to Order

1. Welcome and introductions.

2. Call to the Audience

An opportunity will be provided to members of the public to address the Regional Domestic Violence Council on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Citizens will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Regional Domestic Violence Council requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.

2. Information.

3. Approval of the December Meeting Minutes

The draft minutes for the December 3, 2015 meeting are posted with the meeting materials.

3. Approval of the December 3, 2015 MAG Regional Domestic Violence Council meeting minutes.

4. Misdemeanor Protocol Model

In December 2015, revisions to the Regional Misdemeanor Domestic Violence Protocol Model were approved by the committee. These, and additional revisions will be presented to the committee for recommended approval by the MAG Regional Council at the February 24, 2016 meeting. Regional Council support will increase buy-in by municipal and law enforcement leaders, increasing the use of effective practices.

4. Recommend approval of Revised Misdemeanor Protocol Model by Regional Council.

5. Vice Chair Thelda Williams

On Monday, November 3, 2016, the MAG Executive Committee unanimously voted to appoint Councilmember Thelda Williams, City of Phoenix, as Vice Chair of the MAG Regional Domestic Violence Council.

5. Information.

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| 6. <u>Domestic Violence Training Video</u>

Amy Robinson, MAG, will provide the committee with an update on the training video, Domestic Violence - Hidden Scars. | 6. Information and discussion. |
| 7. <u>Case Transfer Project Update</u>

As part of the Protocol Evaluation Project, MAG contracted with Business Enterprise Mapping to conduct an assessment of the existing domestic violence case transfer process and recommend strategies for improvement. Amy Robinson, MAG, will provide a report on the implementation of improvement strategies. | 7. Information and discussion. |
| 8. <u>Domestic Violence Risk Assessment</u>

As part of the Protocol Evaluation Project, MAG seeks to contract with a consultant to conduct a risk assessment of domestic violence responses and interventions used throughout the region. Amy Robinson, MAG, will provide an overview of the project. | 8. Information and discussion. |
| 9. <u>Upcoming Events and Trainings</u>

There are several upcoming opportunities for involvement. Amy Robinson, MAG, will provide an overview of upcoming events. | 9. Information and discussion. |
| 10. <u>Call to Action</u>

The committee will have an opportunity to discuss practical applications of information and best practices covered during the meeting. | 10. Information and discussion. |
| 11. <u>Requests for Future Agenda Items</u>

Topics or issues of interest that the Regional Domestic Violence Council would like to have considered for discussion at a future meeting will be requested. | 11. Information. |
| 12. <u>Comments from the Council</u> | 12. Information. |

An opportunity will be provided for Regional Domestic Violence Council members to present a brief summary of current events, or share stories of success. The Regional Domestic Violence Council is not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

Adjournment

MINUTES OF THE
MAG REGIONAL DOMESTIC VIOLENCE COUNCIL MEETING
December 3, 2015
MAG Office Building, Ironwood Room
Phoenix, Arizona

MEMBERS ATTENDING –

Celeste Adams, Save the Family
Zach Altman, City of Gilbert Prosecutor's
Office
Vice Mayor Robin Barker, City of Apache
Junction, Chair
#John Belatti, City of Mesa Prosecutor's
Office
Larry Grubbs for John A. Blackburn, Jr.,
Arizona Criminal Justice Commission
Serene Carney, Apache Junction Police
Department
*Councilmember Samuel Chavira, City of
Glendale
Councilmember Eddie Cook, Town of
Gilbert
Tiffany Copp, Surprise City Prosecutor's
Office
Jon Eliason, Maricopa County Attorney's
Office
Kristin Scharlau for Naomi Farrell, City of
Tempe
*Troy Finley, Phoenix Police Department
#Maria Garay, Sojourner Center
*Donna Gardner, City of Avondale
Amy Offenbergl for Will Gonzalez, City of
Phoenix Prosecutor's Office
Laura Guild, Arizona Dept. of Economic
Security

#Elizabeth Herbert, City of Chandler
Prosecutor's Office
*Lynette Jelinek, City of Glendale Fire
Dept.
*Mary Lynn Kasunic, Area Agency on Aging
*Patricia Klahr, Chrysalis Shelter, Inc.
*Councilmember Sheri Lauritano, City of
Goodyear
Councilmember Kathy Littlefield, City of
Scottsdale
*Gerardo Pena, Chicanos por la Causa
*Kerry Ramella, Phoenix Fire Department
*Iva Rody, El Mirage Police Department
Councilmember Terry Roe, City of Chandler
*Chief Steve Stahl, City of Maricopa Police
Department
Amber Lee for Kathleen Sullivan, Town of
Gilbert Police Department
*Yvonne Taylor, Arizona Coalition to End
Sexual and Domestic Violence
*Councilmember Thelda Williams, City of
Phoenix, Vice Chair
*Councilmember Cecil Yates, Town of
Fountain Hills
#Sarah Youngblood, Community Legal
Services

- * Those members neither present nor represented by proxy.
- # Attended by telephone conference call.
- + Attended by videoconference

OTHERS PRESENT -

Betty McEntire, Secretary of State's Office
Address Confidentiality Program

Kimberly Thompson, Salvation Army

Dave Amari, Business Enterprise Mapping

Nancy Larson, Pinal County Attorney's
Office

Lynne Howe, Arizona Post Officers Standards
and Training

Mark Worden, Gilbert Police Department,

Dana Martinez, A New Leaf

Julie Bordelon, City of Pheonix

Amy Robinson, Maricopa Association of
Governments

Brande Mead, Maricopa Association of
Governments

Rachel Brito, Maricopa Association of
Governments

1. Call to Order and Introductions

Vice Mayor Robin Barker, City of Apache Junction, Vice Chair, called the meeting to order at 2:03 p.m. Introductions ensued.

2. Call to the Audience

An opportunity was provided to members of the public to address the Regional Domestic Violence Council on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. There were no comments.

3. Approval of the Regional Domestic Violence Council Meeting Minutes

Vice Chair Barker called for any revisions and approval of the MAG Regional Domestic Violence Council meeting minutes from October 1, 2015. A motion was made by Amy Offenber, City of Phoenix Prosecutors Office, and seconded by Laura Guild, Department of Economic Security, to approve the meeting minutes. The motion passed.

4. Regional Misdemeanor Protocol Model

Chair Barker welcomed Amy Robinson, MAG, to provide an overview. Mr. Robinson advised the protocol is updated yearly through a collaborative effort. This year included a review of current policy and practices. Ms. Robinson acknowledged everyone who participated in the process to review and update the protocol and provided general updates on contract information.

Ms. Robinson proceeded with a detailed overview of the changes that were made to the Regional Misdemeanor Protocol Model. Those included minor grammatical changes to all sections, with the majority of revisions centered in Section A. Copies of the old and new protocol version were provided in the meeting materials. Ms. Robinson opened the topic for questions and/or discussion.

Zach Altman, advised Section C previously had section A through H that was modified to A through I and recommendation to move language referring to victim notification of intent to arrest the suspect. Amy Offenbergs noted a correction to a number error in Section 16.

Chair Barker requested motion to approve revision to the protocol model with revisions. Amy Offenbergs made the motion, which was seconded by Larry Grubbs. All voted and the motion was passed.

1. Vice Chair Appointment

Ms. Robinson advised Chair Steve Campbell retired in September. Vice Mayor Barker filled in as Chair. A call for letters of interest was issued and four letters were received. The Regional Council Executive Committee unanimously voted to appoint as Vice Chair Councilmember Thelda Williams, City of Phoenix. Please help me in welcoming Councilmember Williams to the Council at our next meeting.

2. Domestic Violence Awareness Month Updates

Ms. Robinson provided an update on activities for the DV Awareness Month. Activities included the Domestic Violence Awareness press conference, Lifesaving Lethality Assessments held on October 16, 2015 at the Banner Simulation Center in Mesa. Ms. Robinson acknowledged guest speakers for their participation. A recording of the Lifesaving Lethality Assessment press conference is available on the MAG website.

As a result of the success of the press conference, Vice Mayor Barker and Amy Offenbergs were invited to participate in the Arizona Horizons Show on channel eight. Vice Mayor Barker and Ms. Offenbergs promoted the work of the council and encouraged local municipalities to adopt the Regional Misdemeanor Protocol Model. Ms. Robinson encouraged the Committee to share information on events to be posted online.

Councilmember Eddie Cook, acknowledged the outstanding event. Ms. Robinson acknowledged Sojourner Center for connecting staff with the survivor speaker who shared her personal story of domestic violence.

3. Case Transfer Project Update

Ms. Robinson provided a brief background leading up to the case transfer project update. She advised a consultant selection process unanimously voted to select Business Enterprise Mapping.

The project began in September and concluded within a few short weeks. Ms. Robinson acknowledged agency partners for their participation in these efforts. An overview of the process and seven outcomes were provided and were available in the meeting handouts. It was noted that a set of actionable items for streamlining the process both in the short and long term were identified.

The item was opened for discussion. Ms. Robinson advised a digital copy of the report is available for those interested. Councilmember Roe inquired about the process to adopt the

recommendations and whether those will be routed through the Chiefs of Police Association or the Department of Accreditation?

Mr. Amari, Business Enterprise Mapping, noted that a formal recommendation is included to ensure the process flows smoothly. Mr. Amari noted law enforcement and prosecuting agency support is needed to proceed.

Ms. Robinson advised each recommendation would be conveyed in an appropriate manner, whether through the Arizona Coalition to End Sexual and Domestic Violence, Arizona Association of Chiefs of Police, Arizona Post Officer Standards and Training, and through the MAG Regional Council.

Chair Barker noted the Region consists of Maricopa county and Pinal County and whether Pinal County is informed. Mr. Robinson advised Pinal County was included however there were not as many representatives – the information will be shared with statewide partners. It was noted Chief Stahl was a participant in these efforts representing Pinal County.

4. Tempe CARE 7

Kristin Scharlau provided an overview of CARE 7, a City of Tempe program that launched in 1997. Services are available 24 hours per day, seven days per week and includes crisis response, victim advocacy, case management and counseling. Ms. Scharlau discussed demographics in Tempe noting one in four are living below the poverty level. It was noted the main function for CARE 7 was advocacy, however there is a great need for assistance navigating complex systems and ancillary services. As such, case management services were added to further assist individuals. Ms. Scharlau noted the difficulty has been getting the victim into wrap-around social services including counseling.

Within the past year, CARE 7 was offered the opportunity to take over the counseling services. Ms. Scharlau shared an overview of the services provided including immediate same-day appointments for victims. It was noted call volume increase 47 percent in one year. Ms. Scharlau discussed the challenges faced taking over the counseling services. She noted CARE 7 has also contracted with the Tempe Union School District to work with students experiencing substance abuse issues. Trauma informed care was discussed as a best practice approach, as well as how other agencies may adopt similar policies. Ms. Scharlau noted CARE 7 has begun meetings with faith leaders, Arizona State University, and other important agencies to discuss becoming a trauma-informed community.

Ms. Scharlau expressed gratitude for her experience and efforts of the CARE 7 staff. Ms. Robinson noted one issue identified is transportation and inquired how this is managed? Ms. Scharlau advised CARE 7 owns two vehicles that are utilized for this purpose; pool vehicles are utilized and a request has been submitted for an additional vehicle. Additionally gas cards and bus passes are provided to individuals when available. Chair Barker inquired whether the program is funded by the City of Tempe. Ms. Scharlau advised the City of

Tempe funds the entire program except for victim advocates. Advocates are funded through grants. Funding for hotel rooms, gas and/or grocery cards is provided through donors.

Ms. Scharlau discussed the recently formed the Family Justice Commission. Participants include Tempe Police Department, residents, shelter providers, advocates and volunteers working to determine next level of care. Chair Barker thanked Ms. Scharlau for the presentation.

Lynne Howe, AZPOST inquired about jurisdictional boundaries. Ms. Scharlau advised CARE 7 sees clients from across the valley and also collaborate with advocates in other jurisdictions to engage the clients in services within their specific areas. She noted Trauma Informed Care is to listen to people and help pave the path the right place for the best services.

Ms. Howe inquired about officers working on issues such as trafficking, prostitution, mental health and similar issues and whether offers can follow-up with CARE 7. Ms. Scharlau confirmed CARE 7 is familiar with all of the resources available and also connects with officers in the field. She extended an invitation for new partners to collaborate in these efforts.

5. Project Satisfaction Survey

Ms. Robinson discussed the project satisfaction survey and whom the survey will be distributed to. The survey will be distributed within January via email. The misdemeanor protocol model implementation survey will be distributed to law enforcement in order to identify what portions of the model are being implemented and how. Results of both surveys will be provided to the committee.

6. Upcoming Events and Trainings

Amy Robinson, MAG, provided the committee with information on upcoming events and trainings. These included; Thursday, December 17th Brown Bag Training – Domestic Violence in the Immigrant Population; Affinity Group meetings for law enforcement, prosecutors and victim advocates on December 9, 14,15, and 16, 2015. Information will be distributed to appropriate parties.

7. Call to Action

Chair Barker asked the committee how they planned to use the information gained today. Ms. Robinson discussed wrap around services and on-going discussion at City of Maricopa to open a Family Advocacy Center with wrap around services similar to those conducted by CARE 7 and other existing Family Advocacy Centers. Ms. Robinson also noted that transportation continues to be a key issue.

8. Request for Future Agenda Items

Vice Chair Barker asked for any requested topics or issues of interest to consider for future agendas. Discussion was had as a follow up from the Domestic Violence Awareness Month

press conference on moving toward a regional lethality assessment that all police departments use. This is of particular importance since the Arizona Legislature passed a law requiring judges to consider lethality assessments. Further discussion will be had at the next meeting.

9. Comments from the Council

Council members were given the opportunity to present a brief summary of current events. The Regional Domestic Violence Council is not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless a specific matter is properly noticed for legal action.

Ms. Robinson provided a brief update on the Law Enforcement training video. The topic of the video is Traumatic Brain Injury as it relates to Domestic Violence. Anticipated to be available by end of year.

Chair Barker advised she attended the Pinal County Domestic Violence Coalition conference on stalking. She discussed information shared on apps used to stalk individuals, and thanked the conference organizer, Nancy Larson, Pinal County Attorney's Office.

Adjournment

Vice Chair Barker thanked everyone for their attendance. The meeting adjourned at 3:12 p.m. The next MAG Regional Domestic Violence Council meeting is scheduled for Thursday, February 4, 2015.

MAG Regional Domestic Violence Council

Protocol Evaluation Project

Training Video: *Domestic Violence – Hidden Scars*

Available at: http://www.azmag.gov/Videos/DV-Traumatic-Brain-Inj/vid_DV-BrainInjury.html

Or the MAG YouTube page: MAGcommunications

*Hard copies can be requested from Amy Robinson by emailing arobinson@azmag.gov.

Maricopa Association of Governments (MAG) Domestic Violence (DV) Protocol Evaluation Project Misdemeanor DV Protocol Model

Approved by the MAG Regional Domestic Violence Council on December 3, 2015.

The MAG Domestic Violence (DV) Protocol Evaluation Project strives to increase efficiencies in arresting and prosecuting misdemeanor domestic violence offenders. The goal is to save the lives of domestic violence survivors and save money for the agencies responding to these crimes. During its first year, the project engaged more than 320 community partners in law enforcement, prosecution, and victim advocacy in developing the region's first misdemeanor domestic violence protocol model. An annual review of local and national promising practices informs the model's 34 recommended practices. Training resources created to help put these practices into place include outreach and training videos as well as brown bag trainings. Through this work, the project will increase the consistency and efficacy of the criminal justice system's response to domestic violence crimes.

Support of the MAG DV Protocol Evaluation Project grew to include more than 500 community and statewide stakeholders by its third year. Project partners currently include the Arizona Coalition to End Sexual and Domestic Violence; Arizona Criminal Justice Commission; Arizona Peace Officer Standards and Training Board; Arizona Prosecuting Attorneys' Advisory Council; City of Apache Junction Police Department and Prosecutor's Office; City of Avondale Police Department; City of Buckeye Police Department; City of Chandler Prosecutor's Office; City of El Mirage Police Department; Town of Gilbert Police Department and Prosecutor's Office; Glendale City Court, Police Department and Prosecutor's Office; City of Goodyear Police Department; Maricopa County Attorney's Office; City of Maricopa Police Department; Maricopa County Sheriff's Office; City of Mesa Prosecutor's Office; O'Connor House; City of Peoria Police Department; City of Phoenix Police Department, Prosecutor's Office, and Family Advocacy Center; City of Scottsdale Prosecutor's Office; City of Surprise; Southwest Family Advocacy Center; City of Tempe CARE 7; City of Tolleson Police Department; and Town of Wickenburg Police Department. The goal is to work toward a statewide protocol model for addressing domestic violence crimes.

With ongoing support and continued collaboration, the MAG DV Protocol Evaluation Project continues to streamline the criminal justice system's response to domestic violence by saving money, and more importantly, saving lives. Project resources are available at <https://www.azmag.gov/Projects/Project.asp?CMSID=3780>. For more information, please contact Amy Robinson at (602) 254-6300 or by email at arobinson@azmag.gov.

A. Initial Response

1. The Communications Operator should be responsible for determining if a call for service is dispatched as "Domestic Violence." Any call involving a domestic violence incident should be given the same priority as any other emergency call.
2. Two officers should respond to the call (when possible).
3. The officer(s) should be briefed by the Communications Operator before arriving on scene. Information should include whether an order of protection applies to the situation.
4. The officer(s) should be alert for weapons when arriving on scene.
5. Identify, separate, and talk with all witnesses, including children.
6. Interview each person in an area as far as is practical out of hearing range and sight from each other and bystanders, while maintaining officer safety. Consider removal to a patrol car if warranted and necessary. If one party attempts to influence or intimidate another, or otherwise impede investigation, remove aggravating party to patrol car.
7. The officer(s) should ask victim and suspect about the nature of the dispute while noting their mental, emotional, and physical conditions. Officer(s) should adopt a neutral approach to the situation regardless of who appears to be at fault, as appropriate.
8. If suspect is on scene, the officer(s) should separate suspect from victim by removing suspect from the victim's immediate area to be interviewed, and if necessary, removed to a patrol car or restrained.



9. If suspect flees the scene, the officer(s) should locate, interview, and arrest suspect as soon as possible. If a warrant is needed, the officer(s) should obtain and execute the warrant as soon as possible.
10. If entry is consented, the officer(s) should enter and conduct a search of the premises.
11. If refused entry, the officer(s) should persist in seeing and speaking alone with the subjects of the call. If access is still refused, the officer(s) should force entry for the purpose of ensuring the welfare of all occupants inside, if warranted and advisable. Officers should call for a supervisor or support as outlined in agency policy, if necessary.
12. The officer(s) should assess injuries, administer first aid, and notify Emergency Medical Services. The officer(s) should encourage victim to seek emergency room exams as appropriate and should document if treatment is refused.
13. The officer(s) should NOT become involved in the disposition of personal property ownership. The officer(s) should remain neutral and be concerned primarily with maintaining the peace and safety of those present. The officer(s) should stand by while victim or suspect gathers necessities for a short-term absence from the home.
14. In cases of intimate partner violence, it is recommended, but not mandated, the officer(s) ask the victim lethality/danger assessment questions to determine the level of lethality/danger the victim is facing in the relationship. The lethality/danger assessment questionnaire, if used, should ask specific questions relating to the frequency and severity of physical and/or emotional violence and/or control in the relationship, as well as other questions linked to increased risk of homicide (i.e. employment status of abuser, incidents of strangulation, ownership of a firearm...etc.) and should be drafted in consultation with the local law enforcement agency. The results of the lethality/danger assessment should be clearly conveyed to the victim, and included with the report.
15. Officer(s) should access translators (i.e., Language Line) as needed to communicate with individuals on scene.

B. On-Scene Assistance to Victims

16. The officer(s) should call a Crisis Response or Victim Services Unit, if available, to assist victim and her/his family on scene. The officer(s) shall share the outcomes of the lethality/danger assessment questions with the responding Crisis Response or Victim Services Unit. The Crisis Response or Victim Services Unit should assist the officer with the steps in Practice 17 listed below.



17. When a Crisis Response or Victim Services Unit is NOT available, the officer(s) should assist with Sections a-j (below).

- a. Conduct safety planning with the victim as she/he may need to take additional protective measures to maintain her/his safety (i.e., emergency order of protection).
- b. Provide information, resource materials, and phone numbers for accessing domestic violence assistance, including help locating lodging per ARS 13-3601(J)(3).
- c. Inform the victim to document any contact or acts of intimidation or influence attempted by the suspect (i.e., letters, phone calls, or other statements to the victim or children) and to give that information immediately to the case agent and/or prosecutor. Acts that can be in violation of an order may include leaving notes on vehicles and certain acts or gestures made in the past indicating a threat or that violence was going to occur. These activities increase the likelihood that a victim may not appear in court.
- d. Contact the appropriate victim advocates, who may be located in agency or at the closest Family Advocacy Center, and provide the victim's contact information for follow up to maintain the continuum of care.
- e. Provide Victim Rights Form and Victim Compensation Fund information, advising victim of their rights both verbally and in writing, and take care to specifically explain that the suspect's initial court

appearance likely will occur in less than 24 hours.

- f. Inform the victim of suspect's status after an arrest is made and whether an order of protection was served.
- g. Help arrange for transportation to emergency housing, if requested by victim.
- h. Contact the appropriate entities to obtain emergency protective orders, or refer victims to appropriate court entities for an order of protection.
- i. Provide notification of initial appearance including date, time, and location, and directions, if possible. If information is unavailable, officers should direct victims to the appropriate court to get the information, when possible.
- j. After providing victim with all information, confirm victim understanding of next steps.

C. On-Scene Investigation

18. The officer(s) should conduct thorough interviews by following Sections a-h below. Do not tell victim what action will be taken with suspect, including intent to arrest, until all available information is collected.
- a. Conduct complete interviews and obtain written statements as soon as possible.
 - b. Identify, separate, and talk with all witnesses, including children.
 - c. Interview each person in an area out of hearing range and sight from each other and bystanders, while maintaining officer safety. Consider removal to a patrol car if warranted and necessary.
 - d. When interviewing the victim of intimate partner violence, use lethality/danger assessment questions to determine the level of lethality/danger of the relationship and convey this information clearly to the victim. If the victim is found to be in a high lethality relationship, the officer should ensure that the victim is made aware of their status and elevated risk of death or serious injury, as well as document how this notification was made to the victim in their report.
 - e. Make use of all available technologies; take audio and video recorded statements of interviews, if possible.
 - f. Use supportive interviewing techniques to ask about previous incidents, frequency, and severity. Allow parties to describe and explain without interruption before asking questions.
 - g. Talk with children separately from parents, if parents give their consent. Use age-appropriate techniques and document children's age(s).
 - h. Be alert to signs of trauma or abuse. Contact appropriate agency if children are being abused.
19. The officer(s) should collect important evidence by following Sections a-d (below).
- a. Collect and preserve the physical evidence reasonably necessary to support prosecution including evidence that substantiates victim's injuries, and elements of the attack (i.e., weapons, torn clothing, etc.). Record the crime scene thoroughly.
 - b. Take photos of visible injuries and the crime scene. Document and describe these in the report.
 - c. Request a copy of the 911 recording through a supervisor to impound as evidence, as appropriate.
 - d. Follow up with victim, in person, to see if injuries are now visible or if injuries observed at the scene are changing. Arrange for follow up if the officer(s) will not be available.



D. Arrest Decision

20. The officer(s) should make an arrest decision based on credible statements and supporting evidence. Criminal action is initiated by the State, not by the victim.
21. If an officer(s) determines there is no evidence of a crime or there has been no allegation of a domestic violence offense, the officer(s) should find the call unfounded. A specific Computer Automated Dispatch entry should be entered for every domestic violence call including those lacking physical evidence of a crime.
22. The officer(s) should determine if there is a predominant aggressor by considering present factors, including Section a-i (below):
- What is the prior history of violence between the couple?
 - Is there a size differential between the parties?
 - What is the relative severity and extent of the injuries?
 - What is the likelihood of future injury to each party?
 - What is the relative fear of each party to the other?
 - What is the law regarding self-defense?
 - Was either party armed with a weapon or did either party use a weapon?
 - What were the circumstances leading up to and surrounding the confrontation?
 - What was said by the parties?
23. In order to arrest both parties, the officer(s) should have probable cause to believe both parties independently may have committed a crime, as well as probable cause to arrest.
24. The officer(s) shall provide victim with written information for contacting victims' assistance programs, if available, whether or not an arrest is made. ARS 13-3601(J)
25. Following an arrest decision, the officer(s) should conduct tasks including those in Sections a-d (below).
- Take the accused into custody as soon as it is determined a warrantless arrest is appropriate.
 - Ask questions to determine the presence of firearms in the home or if the suspect has access to firearms. If firearms are present, obtain consent from the owner to remove any weapons if no protective order exists through voluntary surrender or for safekeeping according to agency policy, if possible.
 - If effecting the arrest of a juvenile, follow juvenile arrest procedures.
 - Submit the suspect's fingerprints, prior criminal history, and photographs with the Departmental Report (DR) and forward them onto the Arizona Automated Fingerprint Identification System (AAFIS).



E. Complete Reports

26. The officer(s) should thoroughly complete reports by following sections a-n (below).
- Obtain, and if possible, verify victim(s)' address, home phone number, cell phone number, safe phone number (i.e., name and phone number of friend and/or relative), email, and alternate addresses for contacting victim for follow up. Advise victim her/his information may be given to victim advocates for follow up.
 - Take and document audio and video recorded statements of victim and suspect, any potentially incriminating statements and any excited utterances, as possible.
 - Document evidence of substance and/or chemical abuse by suspect, victim, and witnesses.
 - Identify any emergency medical personnel who responded. Provide their names and unit contact



information for follow up (i.e., station phone number and shift).

- e. Provide the officer(s)' names and contact information (direct numbers and cell phone numbers), and Departmental Report (DR) numbers for follow up by prosecutors.
 - f. Document the level of lethality/danger determined using the lethality/danger assessment questions. If the victim is found to be in a high lethality relationship, the officer should ensure that the victim is made aware of their status and elevated risk of death or serious injury as well as document how this notification was made to the victim in their report.
 - g. Determine if victim has a protective order. If so, verify protective order with the agency or entity housing it and request a faxed copy for inclusion in the report.
 - h. Check protective order to determine if weapons have been ordered to be removed per domestic violence statutory requirements for "cooling-off" period.
 - i. Obtain consent from the owner to remove any weapons if no protective order exists through voluntary surrender or for safekeeping according to agency policy, if possible.
 - j. Ask about and document any information about prior incidents to establish a pattern or history of abuse.
 - k. Make records checks on both parties in the dispute. Felony charges should be submitted if criminal histories elevate a misdemeanor to a felony given the number of prior misdemeanor convictions.
 - l. Take and describe photographs of all injuries found on victim and/or suspect.
 - m. Take and describe audio and video recorded statements of victim and suspect, when possible.
 - n. The officer(s) should submit a reviewable report prior to the end of shift.
27. The officer(s) should submit all evidence of suspect attempting to intimidate or influence victim. This may deter victim's participation in the prosecution process.
28. The officer(s) should clearly mark all written reports and documents as "domestic violence."
29. The officer(s) should submit a report when probable cause exists, even if the victim recants or declines to assist in prosecution.
30. The officer(s) should locate and interview suspect if there is evidence a crime has occurred (i.e., physical injuries or damaged property), especially if there are no witnesses for corroboration. A report should be written even if reasonable attempts to contact the suspect are unsuccessful.
31. Judges will be provided a completed Form IV to review before making a release decision. Information in the Form IV should include whether suspect poses a threat to victim or others (i.e., threatening comments or conduct by the suspect), whether suspect has access to weapons, and whether a court has issued a protective order against the suspect. Any completed lethality/danger assessment information should be submitted to the judge as well to assist with bond setting and hold determinations.
32. A copy of any completed lethality/danger assessment should be submitted to the prosecuting attorney along with the report to assist in charging determinations with submittals as well as with asking for higher bond and/or holds on in-custody cases.
33. Run criminal history and include previous convictions (fingerprints, prior dv).
34. Follow up on all turn downs and furthers to aid successful prosecution, as necessary.