

Appendix: Supervising Domestic Violence Case Investigations - Case Review Checklist

Instructions: Check all elements included in SPPD investigation response to this case.
Reference: SPPD Policy and *Protocol 3: Domestic Violence Investigations*

Domestic Violence Case Investigations Case Review Checklist Case #	Comment
<input type="checkbox"/> Appropriate priority in case assignment	
<input type="checkbox"/> Follow-up interviews with all witnesses if initial interview incomplete or missing important information <ul style="list-style-type: none"> ○ 911 caller ○ Children 	
<input type="checkbox"/> Follow-up interview with victim <ul style="list-style-type: none"> ○ Account of events surrounding the incident ○ Attention to whether suspect has ever warned victim about talking to police or seeking help ○ Specifics of any threats or warnings from suspect ○ Initial and continuing treatment of injuries 	
<input type="checkbox"/> Domestic violence risk assessment with victim <ul style="list-style-type: none"> ○ Conducted and results noted in report ○ Attention to severity and frequency of abuse ○ Attention to victim's level of fear ○ Attention to suspect's actions to isolate victim ○ History of violence (whether or not law enforcement was contacted) 	
<input type="checkbox"/> Follow up investigation on any indications or suspicions of: <ul style="list-style-type: none"> ○ Strangulation ○ Stalking ○ Witness tampering or intimidation ○ Sexual coercion or aggression 	
<input type="checkbox"/> Recorded statements as required by law and in other situations	
<input type="checkbox"/> Verification of signed release and gathering of all medical reports	

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<input type="checkbox"/> Comprehensive criminal history check, including MNCIS and juvenile record	
<input type="checkbox"/> Documentation of all history of abuse <ul style="list-style-type: none"> ○ Past SPPD reports on the offender ○ Past and current court orders: OFP and HRO (including Petition and Affidavit portions), DANCO ○ Police reports from other jurisdictions (MN & elsewhere) in cases of stalking or increased risk of harm 	
<input type="checkbox"/> Evidence collection <ul style="list-style-type: none"> ○ Follow-up photographs of injuries ○ Physical evidence not collected by patrol ○ Any weapons used in incident (and highlight related threats to kill) ○ Recordings/printouts of relevant voice mail, e-mail, text messages, and similar evidence 	
<input type="checkbox"/> Missing information in patrol report noted and addressed	
<input type="checkbox"/> Information to probation officer conducting presentence investigation according to <i>Memorandum of Understanding Regarding Exchange of Records</i> , if applicable	
<input type="checkbox"/> Gone-on-arrival (GOA) cases <ul style="list-style-type: none"> ○ Assign priority according to victim injury or impairment; possible witness tampering, strangulation, or stalking; increased risk of harm or high level of victim fear ○ Complete investigation, including victim interview and domestic violence risk assessment ○ Notify victim of attempt to interview suspect ○ Conduct in-person interview of suspect out of custody/GOA, if possible ○ Notify victim if investigator assesses increased risk of harm ○ Check probation status; if so, forward incident report and contact with probation officer ○ Interview in-custody suspect in jail ○ Notify victim of prosecutor’s charging decision 	
<input type="checkbox"/> Collaboration with victim <ul style="list-style-type: none"> ○ Protect victim from suspect retaliation: do not disclose 	

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<p>Case #</p> <ul style="list-style-type: none"> ○ what victim has told investigators ○ Provide investigator name and contact information ○ Encourage victim to report suspect contact, abusive behavior, violations ○ Request victim report any threats by suspect for cooperating with the investigation ○ Inform victim of importance of keeping a record of mail, voice mail, e-mail, text mail, etc. by suspect or others acting on suspect's behalf ○ Assist victim with problem-solving around personal safety 	
<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up and referral to supervisor on case declined by prosecutor that investigator believes has merit 	
<ul style="list-style-type: none"> <input type="checkbox"/> Investigation of cases involving department employees according to protocol <ul style="list-style-type: none"> ○ Notify supervisor of suspect's unit, if necessary ○ Connect victim with SPIP ○ Reports and information to suspect's commander ○ Refer to prosecuting authority ○ Refer to BCA or another jurisdiction as warranted 	
<ul style="list-style-type: none"> <input type="checkbox"/> Investigation of cases involving public figures according to protocol <ul style="list-style-type: none"> ○ Coordinate with Public Information Officer ○ Shield victim from media inquiries ○ Omit victim contact information from report if requested ○ Connect victim with SPIP 	
<p>Case review summary</p> <p>How could the investigation of this case have been more thorough and complete according to SPPD policy and protocol regarding response to domestic violence cases?</p>	

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Reviewed by:	
Signature:	Date: