

OFFICE OF OPERATIONS

NOTICE NO. 31

June 30, 1997

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: DOMESTIC VIOLENCE SUPPLEMENTAL REPORT PILOT PROGRAM

EFFECTIVE: July 1, 1997 through January 31, 1998

RECEIVED

JUL 07 1997

PURPOSEPLANNING AND RESEARCH
DIVISION

This Notice implements the Domestic Violence Supplemental Report (DVSR) pilot program.

INFORMATION

The DVSR pilot program will be conducted for a period of six months in Foothill, Hollenbeck, Hollywood, and Southwest Areas. The DVSR has been developed to assist patrol officers during the preliminary investigation of domestic violence crimes. It is also intended to aid detective personnel during follow-up investigations. The DVSR is designed to capture important information needed for the successful prosecution of domestic violence offenders.

PROCEDURES

All concerned personnel in the involved Areas shall adhere to the following guidelines when conducting a domestic violence investigation.

Reporting Officers' Responsibilities

Officers shall complete a DVSR in conjunction with a Preliminary Investigation Report (PIR), Form No. 3.1, or a Combined Crime and Arrest Report, Form No. 5.2, on all domestic violence crimes, e.g., spousal abuse, terrorist threats, stalking, etc. All appropriate boxes on the DVSR shall be checked. Any additional information related to the checked boxes on the DVSR shall be

documented in the narrative of the PIR or Combined Crime and Arrest Report, using a heading which matches the appropriate heading on the DVSR (e.g., Medical Treatment, Evidence, etc.). The DVSR shall be numbered as the last two pages of the primary report and shall be completed according to the following guidelines:

Observation

- * Check all appropriate descriptors relevant to the victim, suspect, and the crime scene.
- * Explain any descriptors that are contradictory (i.e., victim is both calm and upset at different times during the investigation) in the narrative of the PIR.

History

- * Check what relationship(s) the victim has with the suspect.
- * Based on the information that the victim is able to provide, document how many prior incidents of domestic violence have occurred between the suspect and victim.
- * Record the Divisional Reporting number and/or outside agency case number (if available), and the name of the agency that investigated any prior reported incidents of domestic violence. In the narrative, include the victim's statements about past incidents of domestic violence and the approximate date(s), whether or not a police report was taken.
- * **DO NOT** write the victim's temporary address in the police report. Document the victim's temporary address on a separate sheet of paper and attach it to the report for use by the concerned investigator.

Medical Treatment

- * Check the type of medical treatment (MT) administered to the victim and/or suspect.
- * Check the "first aid" category if the victim/suspect refuses MT and chooses to administer his/her own first aid.

Note: Some injuries may not be detectable until days after the incident. An absence of discernable injuries and/or a victim's/suspect's refusal of MT does not mean they have not been injured.

- * Have victim sign medical release at the bottom of the last page.

Witnesses

- * Check if any witnesses, including children, were or were not present during any portion of the domestic violence incident. Statements of each witness should be included in the narrative.
- * In the narrative, describe the emotional state of the witnesses and/or children, whether or not a statement was taken.

Evidence

- * In addition to close-up photographs of the victim's injuries, photos of the victims/suspects should also include full body shots that identify the person photographed and the location(s) of injuries.
- * Check whether photographs of the crime scene depicting evidence of violent acts, such as the telephone ripped from the wall, or other vandalism were taken.
- * Check whether any weapons were booked as evidence or if any firearms were booked into temporary custody pursuant to Penal Code Section 12028.5.

Anatomical Diagrams

- * Circle "victim" or "suspect" indicating the person depicted.
- * Circle and number the location of **all** injuries, whether complained of or observed, on the diagram. In the narrative, list and describe the injuries by the location and the number which corresponds to the diagram (i.e., #1-redness and swelling on right cheek, #2-broken right arm, etc.).
- * Include the height and weight of the victim(s) and suspect(s) on the diagram. The relative sizes of the parties in relation to the force used are important when prosecuting domestic violence crimes.

Watch Commanders' Responsibilities

- * Watch commanders (W/C) shall ensure that a DVSR is completed by officers whenever a domestic violence-related crime report or Combined Crime and Arrest Report involving spousal abuse, terrorist threats, stalking, etc., is completed.
- * Review each DVSR for completeness.

Area Records Unit Responsibilities

Area Records Units shall distribute the DVSR as the last two pages of the completed PIR or Combined Crime and Arrest Report.

Investigating Officer's Responsibilities

- * Review each DVSR for completeness.
- * Attempt to clarify any omissions or conflicts apparent on the DVSR.
- * Submit the DVSR along with all other required reports to the appropriate prosecutor's office when filing a case.

Area Major Assault Crimes (MAC) Coordinator's Responsibilities

Monitor compliance with the procedures outlined in this Notice.

- * Notify the concerned W/C if a DVSR was not completed in conjunction with a domestic violence PIR or arrest report, and request that the original reporting patrol unit be assigned to complete the DVSR for the incident as soon as practical.
- * Provide the following information to Investigative Analysis Section (IAS), for each month of the pilot program, no later than ten days into the subsequent month:

The Detective Activity Summary, Cases Processed and Arrestees Processed, Form 1.62, for the MAC Unit; and,

The number of DVSRs completed.

Detective Commanding Officers' Responsibilities

Concerned Detective commanding officers shall complete an overall evaluation of the advantages and disadvantages of using the DVSR, including recommendations for improvements to the DVSR and related procedures, at the termination of the pilot program. This report shall be submitted to IAS by January 26, 1998.

Area Commanding Officers' Responsibilities

Concerned Area commanding officers shall ensure that a sufficient supply of DVSR forms are available for use by personnel under their command. An original of the DVSR is attached for duplication. If necessary, additional originals may be obtained from IAS.

Any questions regarding this Notice should be directed to IAS, Detective Services Group, at extension 5-2676.



BERNARD C. PARKS, Deputy Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

WITNESSES

WITNESSES PRESENT DURING DOMESTIC VIOLENCE? Yes No
 STATEMENT(S) TAKEN? Yes No
 CHILDREN PRESENT DURING DOMESTIC VIOLENCE? Yes No
 List names, ages and DOB of all children present on PIR or Arrest Report in the narrative of the report.
 STATEMENT(S) TAKEN? Yes No (include in narrative)
 Describe witness/children emotional state in narrative of report.

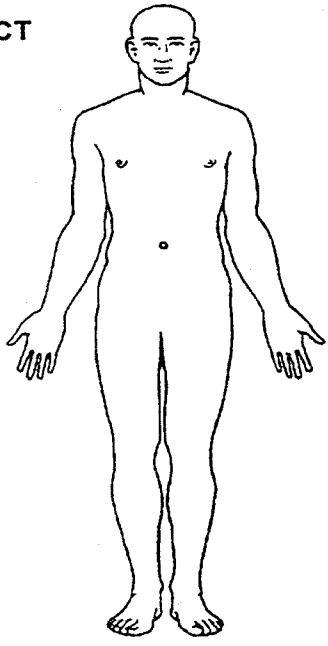
EVIDENCE

EVIDENCE COLLECTED: Mark all that apply
 FROM: Crime Scene Hospital Other: Explain _____
 PHOTOS Yes No Total Number of Photos _____
 TYPE: 35MM Polaroid
 Photos of victim's injuries: Yes No
 Photos of suspect's injuries: Yes No
 TAKEN BY: Name _____ Serial No. _____

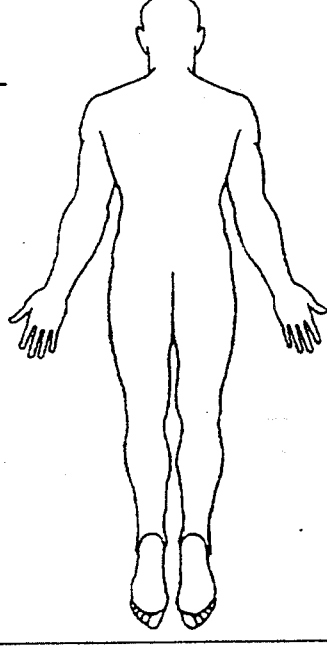
WEAPONS: Mark all that apply
 Weapon used during incident Yes No
 Weapon(s) booked: Yes No
 Firearm(s) booked for safety: Yes No
 Type of weapon(s): _____

Use these diagrams to mark any injuries or physical oddities observed. Explain all injuries, including "complained of" injuries, in the narrative portion of the report. (Diagrams are not gender specific)

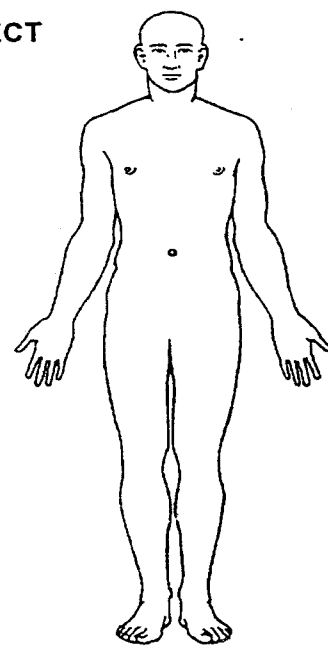
VICTIM/SUSPECT



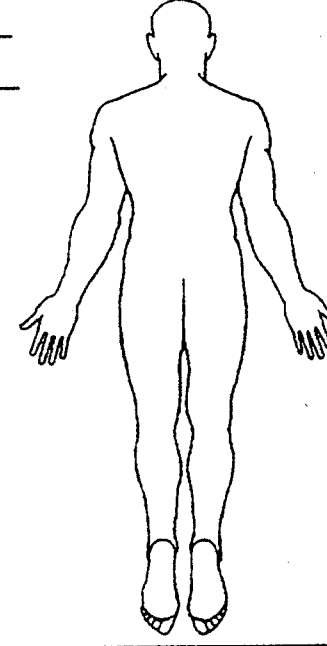
HT. _____
 WT. _____



VICTIM/SUSPECT



HT. _____
 WT. _____



TO ALL HEALTH CARE PROVIDERS:
 Having been advised of my right to refuse, I hereby consent to the release of my medical records to law enforcement, the District Attorney's Office, and/or the City Attorney's Office.
 Victim's Signature _____ Date _____