

DEPARTMENT MANUAL

SOUTH LAKE MINNETONKA POLICE DEPARTMENT GENERAL ORDER	ISSUE DATE	EFFECTIVE DATE	NUMBER
	03/17/2017	03/17/2017	1007
DOMESTIC ABUSE	DISTRIBUTION		RESCINDS
RESPONSE AND ARREST	ALL PERSONNEL		305 – Dated 04/12/2012

PURPOSE

The South Lake Police Department (SLMPD) recognizes that domestic abuse is a serious problem in today's society. This policy is intended to protect victims of domestic abuse by making an arrest when warranted and by ensuring its peace officers understand the laws governing this type of crime.

Peace officers will utilize this policy as a guide in response to calls when there may be domestic abuse. This policy prescribes recommended courses of action for peace officers to follow in response to a domestic call. The SLMPD will aggressively enforce domestic abuse laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

DEFINITIONS

For the purposes of this policy, the words and phrases in this section have the meanings given to them, unless another intention clearly appears.

A. Domestic Abuse has the meaning given it in MN STAT 518B.01, subd. 2(a), which states:

"Domestic abuse" means the following, if committed against a family or household member by a family or household member:

- (1) physical harm, bodily injury, or assault;
- (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or
- (3) terroristic threats, within the meaning of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.

B. Domestic Abuse Program means a public or private intervention project or advocacy program which provides support and assistance to the victims of domestic abuse.

- C. **Child** means a person under the age of 18.
- D. **Family or Household Member** means spouses, former spouses, parents and children, persons related by blood, and persons who are presently residing together or who have resided together in the past, persons who have a child in common regardless of whether they have been married or have lived together at any time, and persons involved in a significant romantic or sexual relationship. It also includes a man and a woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.
- E. **Domestic Call** means a request for assistance to a law enforcement agency regarding domestic abuse or any other crime against a family of household member.
- F. **Qualified domestic violence-related offense (QDVRO)** refers to prior convictions for violation of an OFP (Order for Protection) or HRO (Harassment Restraining Order), assault in the first through fifth degree, domestic assault, criminal sexual conduct in the first through fourth degree, malicious punishment, terroristic threats or harassment/stalking. If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime. (See Domestic Abuse Enhancement chart appended hereto.) The QDVRO includes violations of similar laws in other states or under federal or tribal law.
- G. **Order for Protection** is a court order that protects a victim from domestic abuse. Any family or household member may ask the court for an order for protection. A protection order may include: stop domestic abuse, no direct or indirect contact with petitioner, no stalking, evicting the respondent, housing for the petitioner when the respondent is the sole owner or lessee, temporary custody of minor children, financial support, and counseling.
- H. **Restraining Order** is a temporary court order to preserve current conditions as they are until a hearing is held at which both parties are present. A restraining order may be issued in a divorce matter to prevent taking a child out of the country or to prohibit one of the parties from selling marital property. Also, a person who is a victim of harassment may seek a restraining order.
- I. **No Contact Order or Harassment/Stalking Restraining Order** is an order issued when a petitioner requests a court order preventing another person from having contact with them or when a criminal charge has been filed with the court for the protection of someone. These orders generally prohibit all contact of any kind (including, but not limited to, phone calls, letters, e-mail and contact through a third party) and may limit the respondent's ability to come within a certain distance of someone's home, work or school. A no contact order can be issued by the court even if the people involved want to have contact and object to the order. This type of order can be issued no matter what the relationship between the individuals involved. Violating these orders is a crime.

- J. **Harassing** means to engage in intentional conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted or intimidated AND causes this reaction on the part of the victim.
- K. **Stalking** is a crime of harassment. Generally a person commits the offense of stalking if he or she makes a credible threat to another person and, in connection with the threat, repeatedly follows that person or repeatedly communicates or attempts to communicate with that person or a member of that person's immediate family, whether or not a conversation occurs.

PROCEDURE

A. DISPATCHING THE CALLS – (DISPATCHED THROUGH HENNEPIN COUNTY SHERIFF'S OFFICE)

1. **Receiving the Domestic Call:** Upon receiving a domestic call the dispatcher should assign the call a high priority and if possible assign at least two officers to the call. If only one officer is available, all reasonable attempts should be made to obtain another officer to assist the officer who was initially dispatched.
2. **Information to be Obtained:** The dispatcher receiving a domestic call should attempt to elicit from the caller and should communicate to the responding peace officers as much of the following information as possible:
 - the nature of the incident,
 - the address of the incident, including apartment number, if applicable,
 - the telephone numbers where the caller can be reached,
 - whether weapons are involved or present in the dwelling,
 - whether someone is injured and the nature of the injury,
 - information about the suspect including whether the suspect is present, description, direction of flight, mode of travel, etc.,
 - whether there has been prior calls involving these individuals, whether there is an order for protection, harassment restraining order (HRO) or criminal pre-trial or probationary no contact order (NCO)¹.
 - the relationship between the caller and the suspect,
 - whether children are present at the scene, and

¹ When a pre-trial no contact order is issued in connection with a pending domestic abuse prosecution or when a probationary no contact order is issued as a condition of probation after conviction for a domestic abuse offense, these orders are now designated as a Domestic Abuse No Contact Orders. Violation of such an order is a misdemeanor according to MN STAT 518B.01, subd. 22.

- whether there are non-English speaking people, or people with mobility impairments or hearing impairments at the scene.

If the caller is the victim, the dispatcher should attempt to keep the caller on the telephone as long as possible and should tell the caller that help is on the way, and when the caller can expect the peace officers to arrive.

If the caller is a witness to an incident in progress, the dispatcher should attempt to keep the caller on the phone and should relay ongoing information provided by the caller to the responding peace officers.

If the responding peace officers are some distance away, and the dispatcher cannot remain on the telephone with the call/victim, the dispatcher should attempt to call back periodically to check on the progress of events, and call again when the officers arrive at the scene. If the dispatcher finds that a victim/caller who was recently available suddenly cannot be reached by phone or there is a persistent busy signal, the dispatcher should relay that information to the officers.

B. RESPONDING TO THE CALLS

- 1. Driving to the Scene:** If possible, the peace officers should respond directly and without unreasonable delay to the scene.
- 2. Initial Contact with Occupants:** Upon arriving at the scene of a domestic call, the responding officers should identify themselves as peace officers; explain their presence, and request entry into the home. The officers should ask to see the person who is the alleged victim. If the person who called the law enforcement agency is someone other than the subject of the call, the officer should not reveal the caller's name. The officer should ensure all of the occupants are safe.
- 3. Entry**
 - **Refused Entry** – If refused entry, the officers should be persistent about seeing and speaking alone with the subject of the call. If access to the subject is refused the officers should request the dispatcher to contact the caller.
 - **Forced Entry** – If access is still refused and the officers have reason to believe that someone is in imminent danger the officers are permitted to force entry.
 - **Search Warrant Entry** – If the officers are refused entry and have no legal grounds for forced entry and have reasonable grounds to believe a crime has been committed, the officers should obtain a search warrant.
- 4. First Aid:** After securing the scene, the responding peace officers shall provide the necessary first aid.

C. ARREST DECISIONS

1. **Making Arrests:** After securing the scene and providing any first aid, the peace officers should conduct an assessment of the lethality of the situation based on the totality of the circumstances and begin a criminal investigation to determine if there is probable cause to believe a crime has been committed based on the evidence and not solely upon the victim's desire to make an arrest. The officers should collect relevant physical evidence including weapons which may have been used, take photographs of the scene or any injuries and take statements from the involved parties and witnesses. Some of the evidence and statements include:

- condition of clothing,
- property damage,
- evidence of physical injury including strangulation,
- excited utterances of the victim and the suspect,
- demeanor of the victim and the suspect,
- medical records including the victim's statements to paramedics, nurses and doctors,
- interviews of witnesses including children who may have been present,
- evidence of any prior domestic abuse – related convictions including dates, and
 - any existing orders for protection, harassment restraining order or no contact orders.

NOTE: When determining probable cause, the peace officers should consider their observations and any statements made by the parties involved and any witnesses. Prior convictions may provide the basis for enhancement to a gross misdemeanor or even felony charges (see **D** below).

2. **Factors *Not* to be Considered in Making the Arrest:**

- ownership, tenancy rights of either party, or the fact the incident occurred in a private place,
- belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction,
- verbal assurances that the abuse will stop,
- disposition of previous police calls involving the same victim or suspect,
- denial by either party that the abuse occurred when there is evidence of domestic abuse,
- lack of a court order restraining or restricting the suspect,

- concern about reprisals against the victim,
 - adverse financial consequences that might result from the arrest, or
 - chemical dependency or intoxication of the parties.
- 3. Primary Aggressor and Dual Arrests:** The SLMPD discourages dual arrests unless extenuating circumstances exist². Where there are allegations that each party assaulted the other, the peace officer shall determine whether there is sufficient evidence to conclude that one of the parties is the primary aggressor based on the following criteria and the officer's judgment:
- comparative extent of any injuries inflicted,
 - fear of physical injury because of past or present threats,
 - actions taken in self-defense or to protect oneself,
 - the history of domestic abuse perpetrated by one party against the other, or
 - the existence or previous existence of an order for protection.
- 4. Victim Request not to Prosecute:** If the officer finds probable cause to believe a domestic abuse offense has been committed and intends to arrest but the victim requests no arrest or prosecution, the officer should inform the victim that the decision to arrest is the officer's and the decision to prosecute lies with the prosecutor.

D. AUTHORITY AND TYPES OF ARREST

- 1. Warrantless Probable Cause Arrest for Fifth Degree Assault or Domestic Assault:** Although the general rule is that officers may not make probable cause arrests for misdemeanors unless the offense occurs in their presence (or a citizen who saw the crime requests an arrest) domestic assault is an exception. A peace officer may arrest a person anywhere without a warrant, including at the person's residence, if the peace officer has probable cause to believe that the person has, within the preceding 72 hours, assaulted, threatened with a dangerous weapon, or placed in fear of immediate bodily harm any person covered by the "family or household member" definition, even if the assault did not take place in the presence of the peace officer (MN STAT 629.341). A peace officer acting in good faith and exercising due care in making an arrest pursuant to this statute is immune from civil liability that might result from the officer's action.

² MN STAT 629.342 which mandates the development of a written domestic abuse arrest policy for every law enforcement agency in the state specifies that the policy "shall discourage dual arrests, include consideration of whether one of the parties acted in self-defense, and provide guidance to officers concerning instances in which officers should remain at the scene of a domestic abuse incident until the likelihood of further imminent violence has been eliminated."

NOTE: An arresting officer may not issue a citation in lieu of arrest and detention to an individual charged with assaulting the individual's spouse or other individual with whom the charged person resides (MN STAT 629.72).

2. **Level of Arrest for Assault 5 and Domestic Assault: Misdemeanor, Gross Misdemeanor and Felony:** Assault in the Fifth Degree and Domestic Assault are deemed misdemeanor offenses. However, changes in the statutes have greatly increased the potential for arrests for these crimes at the gross misdemeanor and even felony level.

a) **Gross Misdemeanors:** MN STAT 609.224, subd. 2(a), Assault in the Fifth Degree, provides for an enhancement to a gross misdemeanor violation when the offense is against the same victim within ten years of discharge from sentence for a previous qualified domestic violence-related offense conviction or adjudication of delinquency in Minnesota, or any similar law of another state. If the charge is Domestic Assault (MN STAT 609.2242) and the current victim is a family or household member and the crime occurs within 10 years of a previous qualified domestic violence-related offense conviction or adjudications of delinquency of any of the above offenses against any family or household member, the same gross misdemeanor enhancement applies. The prior conviction need not be against a member of the same family or household.

b) **Felonies:** If a person commits Assault in the Fifth Degree against the same victim within ten years of the first of any combination of two or more previous qualified domestic violence-related offense convictions or adjudications of delinquency, Assault in the Fifth Degree becomes a felony. The same enhancement applies to Assault in the Fifth Degree against any victim occurring within three years of the first of two or more of these convictions.

3. **Stalking:** The acts which constitute according to Minn. 609.749 include several which are frequently applicable to domestic abuse situations even when no actual assault occurred.

- a) **Gross Misdemeanors:** A person who stalks another by committing any of the following acts is guilty of a gross misdemeanor.
- i. directly or indirectly, or through third parties, manifests a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
 - ii. follows, monitors, or pursues another, whether in person or through any available or technological means;

- iii. returns to the property of another is the actor is without claim of right to the property or consent of one with authority to consent;
- iv. repeatedly makes telephone calls, induces a victim to make telephone calls to the actor, whether or not the conversation ensues;
- v. makes or causes the telephone of another to repeatedly or continuously ring;
- vi. repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistance devices for the visually or hearing impaired, or any communication made through any available technologies or objects; or
- vii. knowingly makes false allegations against a peace officer concerning the officer's performance of official duties with intent to influence or tamper with the officer's performance of official duties.

Also, according to Minn. Stat. 609.749 subd. 1a., the State does not have to prove the actor intended to cause the victim to feel frightened, threatened, oppressed, persecuted or intimidated. The intent of the defendant is immaterial. Obtaining a complete domestic abuse history is usually the key to making the determination that the current act, under the circumstances, constitutes a crime of stalking.

- b) Felony/Felony Enhancements:** A person who commits any offense described in 3.a) (see above) against a victim under the age of 18, if the actor is more than 36 months older than the victim, and the act is committed with sexual or aggressive intent, is guilty of a misdemeanor.

Any of the above misdemeanors is enhanceable to a felony if committed within ten years of a previous QDRVO conviction or adjudication of delinquency OR if committed against a juvenile OR if committed while investigating a dangerous weapon.

In addition, it is a felony to engage in a pattern of stalking conduct with respect to a single victim or one or more members of a single household which the actor knows or has reason to know would cause a reasonable person under the circumstances to feel terrorized or to fear bodily harm and which does cause this reaction on the part of the victim. According to Minn. Stat. 609.749, subd. 5, a "pattern of stalking conduct" means two or more acts (convictions are not necessary) within a five-year period that constitute any of the following offenses: murder, manslaughter, terroristic threats, fifth-degree assault, domestic assault, violation of

domestic abuse orders for protection, violation of harassment restraining orders, certain trespass offenses, interference with an emergency call, obscene or harassing telephone calls, letter, telegram, or package opening or harassment, burglary, damage to property, criminal defamation, first- to fifth- degree criminal sexual conduct, and violations of domestic abuse no contact orders.

The stalking statute makes it more important than ever to document not just the facts of the current police call but also the history of abuse or stalking.

- c) Venue: (Minn. Stat. 609.749, subd. 1b) if a suspect commits acts of stalking in different counties, the acts may be consolidated and prosecuted in any county in which one of the acts was committed. If the conduct that constitutes stalking is done through the use of a wireless or electronic communication device, the conduct can be prosecuted in the county where either the suspect or victim resides.

- 4. **Probable Cause Warrantless Arrest:** The domestic abuse arrest statute (MN STAT 629.72) provides that an officer may not issue a citation in lieu of arrest in harassment/stalking, domestic abuse, violation of order for protection, or violation of domestic abuse no contact order cases. According to MN STAT 629.34, subd.1(c)(5) an officer may also make a warrantless probable cause arrest for harassment even if the offense did not occur in the officer's presence if the officer has reasonable cause to believe the offense was a gross misdemeanor or felony (no 72 hour restriction).
- 5. **Probable Cause Felony Arrests for Other Crimes:** At a domestic call peace officers should consider whether other felonies have been committed including but not limited to, burglary, felony assault, terroristic threats, kidnapping, false imprisonment, and witness tampering.

NOTE: An Assault 5 may be chargeable as burglary in the first degree even if the home is also the offender's if the entry is made without consent of the victim and in violation of an OFP barring the offender from the premises.

- 6. **Violation of Court Orders:** The peace officer should verify whether any of the following orders exist before or during an arrest. The peace officer or someone acting at the officer's direction may make this verification. Methods of verification include personally seeing a copy of the order or obtaining verification from the court or law enforcement agency that has the actual order. The police report shall include identifying information of the specific court order violated, including county of origin, the file number, and the provision allegedly violated.

- a) *Order for Protection (OFP)*: A peace officer shall arrest and take into custody without a warrant a person who the peace officer has probable cause to believe has violated any condition of an OFP granted pursuant to MN STAT 518B.01, subds. 6, 7, and 9. Such an arrest shall be made even if the violation of the order did not take place in the presence of the peace officer, if the officer can verify the existence of the order.

NOTE: Minn. Stat., 518B.01, subd. 18(a)(2), states that an OFP is not voided even if the respondent was invited back to the residence by the petitioner, and there is no hour limitation for warrantless arrest for a violation of an OFP.

A violation of an Order for Protection is a misdemeanor but is enhanceable to a gross misdemeanor if the offense occurs within ten years of discharge from sentence for conviction of violation of an OFP or (effective for crimes occurring on and after 8/1/94) for any conviction of assault, terroristic threats, violation of a harassment order or harassment/stalking. As of 8/1/97, it is enhanceable as a felony if it occurs within ten years of discharge of the first of two or more such convictions.

OFP's and DANCO's can be verified on the State MNJIS system, also known as the Hot Files. HRO's are not in the Hot Files system at this time but are still enforceable.

- b) *Harassment Restraining Order (HRO)*: A peace officer shall arrest and take into custody a person who the peace officer has probable cause to believe has violated a harassment restraining order pursuant to MN STAT 609.748, subds. 4 and 5, if the officer can verify the existence of the order.

NOTE: A person who violates a harassment restraining order is guilty of a misdemeanor if the violator knows of the order. This offense is enhanceable to a gross misdemeanor if it occurs within ten years of a previous qualified domestic violence-related offense conviction or adjudication of delinquency. Per Minn. Stat. 609.748, subd. 6, (d), it is enhanceable to a felony if the person knowingly violates the order:

- (1) Within ten years of the first of two or more previous qualified domestic violence-related convictions or adjudications of delinquency;
- (2) Because of the victim's or another's actual or perceived race, color, religion, sex, sexual orientation, disability (as defined in section 363A.03), age, or national origin;
- (3) By falsely impersonating another;
- (4) While possessing a dangerous weapon;

- (5) With intent to influence or otherwise tamper with a juror or judicial proceeding or with intent to retaliate against a judicial officer, as defined in section 609.414, or a prosecutor, defense attorney, or officer of the court, because of that person's performance of official duties in connection with a judicial proceeding; or
- (6) Against a victim under the age of 18, if the respondent is more than 36 months older than the victim.

- c) *Domestic Abuse No Contact Order (DANCO) (Minn. Stat. 629.75)*: A peace officer shall arrest without a warrant and take into custody any person whom the peace officer has probable cause to believe has violated a DANCO, even if the violation of the order did not take place in the presence of the peace officer, if the existence of the order can be verified by the officer.

In many jurisdictions, pretrial no contact orders are routinely issued in crimes against persons cases, including domestics, and are valid until final disposition of the case (sentencing or dismissal).

The pretrial DANCO is sometimes continued at the time of sentencing with a new, probationary DANCO issued as a condition of probation. This DANCO may be valid for the full probationary period indicated in the order.

The court may rescind a DANCO at any time. However, the production of the victim of a copy of an apparently valid court order, absent contrary evidence, provides prima facie basis for arrest whenever there is probable cause to believe a violation of the order has occurred.

- 7. **Other Misdemeanors:** At a domestic call, the peace officer should consider whether other crimes have been committed including but not limited to trespassing, criminal damage to property, disorderly conduct, witness tampering, or assault.

E. ASSISTANCE, STAYING AT THE SCENE, CRIME VICTIM RIGHTS, AND SERVICES

- 1. **Staying at the Scene:** If no arrest is made peace officers should remain at the scene of the disturbance until they believe that the likelihood of further imminent abuse has been eliminated. If a domestic abuse intervention program is available the peace officer should make contact for immediate intervention.

NOTE: MN STAT 629.342 provides that when a peace officer does not make an arrest, the peace officer should provide immediate assistance to the victim including obtaining necessary medical treatment and providing the victim with the notice of rights pursuant to MN STAT 629.341, subd. 3.

2. **Assistance to Non-English Speaking Victims or Victims with Communication Disabilities:** The peace officer should use the resource list established by the law enforcement agency to contact a person to assist in those cases where the participants in the domestic call, including the witnesses, are non-English speaking, are hearing-impaired, or have other communication disabilities. The officer should avoid the use of friends, family or neighbors serving as the primary interpreter for the investigation.
3. **Notice of Crime Victim Rights:** The peace officer should give the victim of a domestic call a copy of the agency's crime victim notification form.

NOTE: It is important to routinely review these forms to ensure that they are current, in compliance with the law, and contain the name of the local domestic abuse program. The Department of Public Safety, Crime Victim and Advisory Council, produces the crime victim's rights notice and serves as the contact for the victim's rights information.

4. **Services:** The peace officer *shall* contact the local domestic abuse program by phone as soon as possible on all arrest situations and provide the name and address of the victim and a brief factual account of events associated with the action. Peace Officers should also call the local domestic abuse program by phone in non-arrest situations where there is other potential for services to be effective. This section shall not apply if prohibited by the Minnesota Government Data Practices Act (MN STAT 13.82, subd. 10).

F. CHILDREN

1. **Child Victims:** If a child is present at the scene of a domestic call or is the victim of domestic abuse, the peace officer should determine whether the child has been subjected to physical abuse, sexual abuse, or neglect, and comply with the requirements of MN STAT 626.556, Reporting of Maltreatment of a Minor. The officers shall also attempt to verify whether there has been an Order for Protection (MN STAT 260C.201). If the child has been injured, the officer should escort the child to the nearest hospital for treatment.

G. REPORTS AND FORMS

1. **Written Report:** Peace officers should make a report after responding to a domestic call. If the officer did not arrest or seek an arrest warrant even though arrest was authorized, an explanation of the reasons for the officer's decision not to arrest must be documented. The report should include the following:
 - detailed statements from the victim, suspect and witnesses;
 - description of injuries;
 - information about past abuse;

- description of the scene;
- primary aggressor;
- existence of language barriers;
- presence of elderly victims or those with disabilities; and
- documentation of evidence.

H. FURTHER INVESTIGATION

1. A domestic call should be turned over to the appropriate investigator for further follow-up if appropriate. If there is an arrest, the investigator shall determine the defendant's criminal record, and if there is evidence of a previous conviction, the peace officer should advise the prosecutors of any enhanced criminal sanctions which may be available.
2. Notwithstanding the fact that the officer has decided not to arrest one of the participants in the domestic call, the peace officer should thoroughly document all relevant information in the report and shall refer the report to the appropriate prosecutor for review and consideration of criminal charges.

I. 24 HOUR FOLLOW-UP

1. To increase the safety for domestic abuse victims and to reduce and eliminate repeat acts of domestic violence, follow-up contact with the victim shall be attempted to provide victims increased knowledge and resources. Domestic assault follow-up should be attempted three times in a 24-hour period.

If the victim in the domestic abuse claim resides outside of the jurisdiction of the SLMPD then a domestic abuse follow-up report is not required.

2. Records Unit Responsibilities

- Ensure previous day's domestic reports are prepared for follow-up.
- Forward the police report to the domestic assault advocacy group (Sojourner's)
- Query Hennepin County detention records to determine if the suspect is in custody.
- Make a notation in the file and/or inform the officer assigned to the follow-up regarding the suspect's custodial status.
- Contact dispatch and have the call entered for a domestic assault follow-up.

3. Follow-up Officers Responsibilities

- Review the initial report that generated the domestic follow-up.
- Determine the custodial status of the offender. If the offender is out of custody, or if there are other factors indicating any safety concerns, the follow-up officer should recruit the assistance from any other sworn member of the department prior to making contact with the victim.
- Determine if there are any current court orders.
- Obtain a domestic assault follow-up packet.
- Contact with the victim should be made in person whenever practicable.
- Phone contact is acceptable when the victim is outside the SLMPD jurisdiction or otherwise unavailable in person.
- The communication with the victim should include:
 - Providing information on protective orders.
 - Encouraging contact with the domestic assault advocate.
 - Conducting any further criminal investigation required.
 - Collecting additional evidence as required (photographs, statements, etc.)
 - Obtaining/verifying a reliable emergency contact number for the victim.
- Once the follow-up contact is completed, the officer shall complete a supplement report indicating that contact was made, documenting the collection of any additional evidence, and noting the verified emergency contact number.
- If the Officer is unable to make contact during their shift, the domestic assault follow-up will be completed the following day. If the assigned officer will be on days-off following their shift, then the domestic assault follow-up shall be forwarded to the next shift supervisor. If no supervisor is scheduled, then the domestic assault follow-up shall be forwarded to the Lieutenant. If neither of these is available, the the domestic assault follow up shall be forwarded to the next senior patrol officer.