

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 8.6
	Effective Date: 01/25/04
	Prv. Rev. Date: 02/24/20
	Revised Date: 05/29/23
Chapter: Field Operations	Accreditation Standards:
Subject: Domestic/Dating Violence and Abuse	KACP: 1.6, 17.4, 17.5, 26.3, 30.1, 30.8

## 8.6 DOMESTIC/DATING VIOLENCE AND ABUSE (KACP 30.1)

### 8.6.1 POLICY

The Louisville Metro Police Department (LMPD) recognizes domestic/dating violence and abuse incidents as serious crimes and gives these incidents a high priority classification. The failure of officers to properly respond to, and **appropriately** handle, domestic/dating violence and abuse investigations exposes individuals, and the community, to potential danger. When responding to, and investigating, cases of domestic/dating violence and abuse, officers are required by Kentucky Revised Statute (KRS) 209A.120, 403.785, and 456.090 to undertake additional responsibilities in order to prevent further acts of domestic/dating violence and abuse.

A JC-3 report will be completed on all actual, or suspected, cases of child abuse, adult abuse, or domestic/dating violence and abuse.

Victim and witness safety are the most important aspects in domestic/dating violence and abuse incidents. Officers will promote safety through preventative means including arrest, providing a safety plan, and the transportation of victims and children to a more secure location, when necessary.

The LMPD uses an all-inclusive approach to respond to, investigate, and arrest those who commit domestic/dating violence and abuse offenses. Whenever appropriate, trained patrol officers will respond to the scene of a domestic/dating violence assault, report domestic/dating violence offenses, and arrest perpetrators. The Domestic Violence Squad investigates felony and misdemeanor domestic/dating violence and abuse incidents and will follow up on all domestic/dating violence and abuse incidents where initial investigating officers have not made an immediate arrest.

### 8.6.2 DEFINITIONS

**Dating Relationship:** A relationship between individuals who have, or have had, a relationship of a romantic or intimate nature. It does not include a casual acquaintanceship or ordinary fraternization in a business or social context. The following factors may be considered, in addition to any other relevant factors, in determining whether the relationship is, or was, of a romantic or intimate nature:

- Declarations of romantic interest;
- The relationship was characterized by the expectation of affection;
- Attendance at social outings together as a couple;
- The frequency and type of interaction between the persons, including whether the persons have been involved together over time and on a continuous basis during the course of the relationship; and
- Other indications of a substantial connection that would lead a reasonable person to understand that a dating relationship existed.

**Dating Violence and Abuse:** Physical injury, serious physical injury, stalking, sexual abuse, assault or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault occurring between persons who are, or have been, in a dating relationship.

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## 8.6.2 DEFINITIONS (CONTINUED)

**Domestic Violence and Abuse:** Physical injury, serious physical injury, stalking, sexual abuse, assault or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple.

**Family Member:** A spouse, including a former spouse, parent, grandparent, grandchild, child, stepchild, or any other person living in the same household as a child, if the child is the alleged victim.

**Foreign Protective Order (FPO):** Any judgment, decree, or order of protection issued by a court of a state of the United States or of any other court which is entitled to full faith and credit in this state.

**Order of Protection:** An Emergency Protective Order (EPO), Domestic Violence Order (DVO), Interpersonal Protective Order (IPO), and includes a Foreign Protective Order (FPO).

**Physical Injury:** Substantial physical pain or any impairment of physical condition.

**Serious Physical Injury:** Physical injury which creates a substantial risk of death or causes serious and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ.

**Unmarried Couple:** Each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together. This definition includes same-sex couples.

## 8.6.3 DEPARTMENT GOALS

Through active enforcement of all appropriate domestic/dating violence and abuse laws, the LMPD has established the following goals:

- To treat all acts of domestic/dating violence and abuse as criminal conduct
- To reduce domestic/dating assaults and homicides
- To reduce injuries to officers at domestic/dating violence and abuse incidents
- To comply with the statutory mandates to report cases of known, or suspected, abuse and enforce the law against perpetrators
- To provide training on domestic/dating violence and abuse, as required by law

## 8.6.4 DUTIES OF LAW ENFORCEMENT AGENCIES

Officers must complete a JC-3 report on all incidents of actual, or suspected, domestic/dating violence, adult or child abuse, neglect, or exploitation. All officers who respond to a call for service where a JC-3 report must be completed are required, pursuant to KRS 209A.120, to verify that the JC-3 report is completed, even if they are not the initial responding officer. Only JC-3 reports in which the victim is a juvenile or a vulnerable adult will be forwarded to the Kentucky Cabinet for Health and Family Services (CHFS), Department for Community Based Services, within 48-hours of learning of the incident or suspected incident. This duty exists

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## 8.6.4 DUTIES OF LAW ENFORCEMENT AGENCIES (CONTINUED)

whether or not an arrest has been made. The death of an adult or a child does not relieve the officer of the responsibility to report the circumstances surrounding the death, related to abuse or neglect. All other JC-3 reports will be retained pursuant to applicable records retention schedules.

## 8.6.5 DOMESTIC/DATING VIOLENCE AND ABUSE INVESTIGATIONS

### Patrol Officer Responsibilities

Initial responding officers will be responsible for the primary investigation (KACP 17.5). In cases of actual domestic/dating violence and abuse, police intervention should include:

- Checking the Law Information Network of Kentucky (LINK) and the National Crime Information Center (NCIC) for outstanding warrants or orders of protection and verifying that service has been made (KACP 26.3).
- Making a physical arrest, when appropriate.
- Completing a JC-3 report, with appropriate charge(s) and violation code(s).
- Taking photographs in all cases of domestic/dating violence and abuse where evidence of physical injury and/or property damage exists.
- Collecting all evidence at the scene that will support the prosecution of the perpetrator.
- When weapons are involved, including firearms, collect the weapons as evidence and run through the NCIC.
- Giving the victim a copy of the report number and the victim's rights information on the lower portion of the JC-3 report.
- Providing the victim with information on legal remedies and available community services. Officers may transport the victim to a safer location, or to District Court, to obtain a warrant or an order of protection.
- Providing the victim with information about what to do if they, or another family member, feels threatened by the perpetrator.
- Canvassing the immediate area if the perpetrator has fled the scene and/or obtaining information from witnesses regarding the perpetrator's location.

Patrol officers who make on-scene arrests in domestic/dating violence and abuse incidents will be responsible for all follow-up and prosecution of these cases. Patrol officers will arrest domestic/dating violence and abuse perpetrators for misdemeanor or felony domestic/dating violence assault offenses when the investigation reveals that the perpetrator committed the offense, and the perpetrator is still on-scene. If an officer makes a felony domestic/dating violence and abuse arrest, they may contact the Domestic Violence Squad for assistance in documentation of the investigation.

### Domestic Violence Squad Responsibilities

The primary responsibility of the Domestic Violence Squad is to investigate felony and misdemeanor domestic/dating violence and abuse incidents and follow-up on domestic/dating violence and abuse incidents where initial investigating officers have not made an immediate arrest. They will also work with community partners to offer support services to victims of domestic/dating violence and abuse. Patrol officers may contact the Domestic Violence Squad for follow-up assistance when they arrest a perpetrator for a felony

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## 8.6.5 DOMESTIC/DATING VIOLENCE AND ABUSE INVESTIGATIONS (CONTINUED)

domestic/dating violence assault.

### Commanding Officer Responsibilities

Commanding officers are responsible for verifying that initial investigating officers/detectives have appropriately submitted JC-3 reports and other reports, as required by LMPD policy and KRS.

## 8.6.6 LETHALITY ASSESSMENT PROGRAM (LAP)

The LMPD understands that many victims of domestic/dating violence and abuse are in danger of serious physical injury or death at the hands of their abusers. As a result, the LMPD has adopted a Lethality Assessment Program (LAP) to aid in identifying domestic/dating violence and abuse victims who are in danger of serious physical injury or death and providing greater access to victim advocacy resources.

Officers who are responding to domestic/dating violence and abuse incidents involving intimate partners only, where there is evidence or report of injury, should initiate a lethality screening. The lethality screening includes the completion of a Domestic Violence Lethality Screen for First Responders form (LMPD #12-0006). Officers will complete the form in the presence of the domestic/dating violence and abuse victim and ask the victim to give their honest answers to the questions on the form. Officers will also notate in the appropriate box if the victim refuses to answer any, or all, of the questions on the form. If a victim exhibits a positive screening or if the screening is negative but the officer still believes that the victim is in danger, they will convey this information to the victim and make a protocol referral. The protocol referral consists of the officer calling a counselor at the Center for Women and Families (CWF) Crisis Hotline at (502) 753-5595 or (502) 581-7222 and relaying the victim's screening information and present condition to the counselor. The officer will ask the victim to speak to the counselor by relaying the seriousness of their present situation. If the victim agrees to speak with a counselor, the officer will give the phone to the victim when told to do so by the counselor. If a victim refuses to speak to a counselor, the officer must still call the Crisis Hotline and pass on safety information to the victim. All protocol referral calls will be conducted at the scene of the incident.

Officers will submit the completed Domestic Violence Lethality Screen for First Responders form, via the Smartsheet form on the LMPD Intranet, by the end of their tour of duty.

## 8.6.7 FELONY ARRESTS WITHOUT A WARRANT (KACP 1.6)

The procedure for making felony arrests for domestic/dating violence and abuse offenses is the same as in any other felony situation. The felony must have been committed in the officer's presence, or they must have probable cause to believe that the perpetrator has committed a felony. When an officer has probable cause to believe that a person has intentionally, or wantonly, caused serious physical injury to a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, they will arrest the person, without a warrant, for the appropriate felony offense.

When a felony assault has occurred in a domestic/dating violence and abuse incident that results in serious physical injury to the victim, officers are encouraged to request a Domestic Violence Squad detective to respond

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## 8.6.7 FELONY ARRESTS WITHOUT A WARRANT (CONTINUED)

to the scene. The Domestic Violence Squad detective will become the lead investigator for the on-scene investigation and be responsible for all follow-up. Domestic Violence Squad detectives monitor the Traffic CIS radio channel.

In situations where the victim has been strangled by the perpetrator, the initial investigating officer(s) should determine whether the elements of either KRS 508.170, Strangulation in the First Degree (Intentional), or KRS 508.175, Strangulation in the Second Degree (Wanton), are met and charge the perpetrator accordingly. Indicators of strangulation include the following:

- Pressure was applied to the neck or throat
- A blocking of the nose or mouth occurred
- The victim sensed everything “went dark”
- The victim articulates not being able to breathe
- The victim articulates changes in hearing, vision, or voice function
- The victim loses consciousness
- The victim has a loss of bladder control
- The victim describes having difficulty or pain trying to swallow or talk

Under circumstances where a victim has lost consciousness and/or bladder control, a Domestic Violence Squad detective will be contacted by the initial investigating officer, who will relay the findings of the preliminary investigation, to include whether or not a suspect is in custody. The detective will determine if a response to the scene to assist or conduct a further investigation is required. A Domestic Violence Strangulation Worksheet form (LMPD #11-0016) will be completed, via the Smartsheet form on the LMPD Intranet, by the end of the officer’s tour of duty.

## 8.6.8 MISDEMEANOR ARRESTS WITHOUT A WARRANT (KACP 1.6)

When an officer has probable cause to believe that a person has intentionally, or wantonly, caused physical injury to a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, they will arrest the person without a warrant for Assault in the Fourth Degree. The release of a perpetrator, or an issuance of a citation, is not permitted in domestic/dating violence and abuse incidents when grounds for an arrest are present.

If there is probable cause to believe that any condition of bail or pretrial release has been violated and the officer has verified that the offender has had notice of the conditions (KRS 431.064(2)), the officer shall, without a warrant, arrest the offender whether the violation was committed in or outside of the presence of the officer (KRS 431.005(5)). Pretrial release conditions issued for defendants charged with assault or sex offenses will be entered into the computer system of the Administrative Office of the Courts (AOC) and are accessible through the LINK (KACP 26.3). Officers should not assume that the absence of a pretrial release condition in the computer system indicates that no such pretrial release condition exists.

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## 8.6.9 ORDERS OF PROTECTION

Officers having probable cause to believe that a respondent has violated the conditions of an EPO, DVO, or IPO will arrest the offender without a warrant (refer to SOP 8.6.10 for FPOs) (KRS 431.005(7)) (KACP 1.6). Prior to any arrest, the officer will:

- Contact MetroSafe to verify the existence and service of the EPO, DVO, or IPO.
- Give the respondent notice of the contents of the EPO, DVO, or IPO and make arrangements with the Jefferson County Sheriff's Office (JCSO) for personal service, if personal service has not occurred.
- Enforce the terms of the EPO, DVO, or IPO, once the respondent has received notice/personal service, for subsequent acts.
- Verify that the conditions, for which the arrest is made, are prohibited in the EPO, DVO, or IPO.

## 8.6.10 FOREIGN PROTECTIVE ORDERS (FPOs)

Officers will enforce all FPOs. Officers having probable cause to believe that a respondent has violated the terms of an FPO shall arrest the offender without a warrant (KRS 431.005(7)) (KACP 1.6). The following conditions should be considered when enforcing an FPO:

- Orders will be enforced in their entirety.
- All FPOs are presumed to be valid upon presentation to an officer. They do not have to be entered into the LINK to be enforceable. In some cases, a FPO may have been filed by the complainant in the Circuit Court Clerk's Office. If the order has been filed with the clerk's office, it may be verified by the officer through the LINK (KACP 26.3).
- Officers will assume that the respondent was given notice of the FPO and has knowledge of its contents.
- All arrests will follow the same procedures as an arrest for a violation of a Kentucky order of protection. The charge will be a Violation of a Foreign Protective Order (KACP 1.6).

## 8.6.11 OBTAINING WARRANTS/ORDERS OF PROTECTION

The Jefferson Circuit Court Clerk, Family Court Division provides 24-hour accessibility for victims to obtain EPOs/IPOs at the Domestic Violence Intake Center. Domestic/dating violence and abuse warrants may be obtained at the Domestic Violence Intake Center from 0730 to 0030 hours, Monday through Friday, and from 1000 to 1800 hours on Saturday and Sunday. During the hours when the office is closed, LMPD officers may obtain emergency arrest warrants by going to the Hall of Justice and contacting the on-duty JCSO commanding officer. The JCSO commanding officer will contact the on-call Jefferson County Domestic Violence prosecutor for assistance.

If domestic/dating violence and abuse has been committed and the officer is unable to arrest the perpetrator, the officer will offer to assist the victim in obtaining an arrest warrant and/or order of protection. The officer may apply for an arrest warrant when there is sufficient information to establish probable cause. A victim's lack of cooperation will not be a factor when seeking warrants; however, officers must have other evidence to support prosecution.

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## 8.6.12 VICTIM PROTECTION

In situations where the officer has reason to suspect that a family member, a member of an unmarried couple, or a member of a dating relationship, as defined in this policy, has been a victim of domestic/dating violence and abuse, the officer is required by KRS 209A.120, 403.785, and 456.090 to use all reasonable means to prevent further acts of domestic/dating violence and abuse. These actions may include:

- Remaining at the scene as long as the officer reasonably believes that there is danger to the physical safety of the individuals present, without the presence of an officer. Before leaving the scene, an officer must be able to articulate why they believe that the scene is secure.
- Requesting medical attention, if needed or requested by the victim. Victims cannot be forcibly transported, or required, to seek medical treatment.
- Immediately advising the victim of their rights under KRS 403.785 and 405.090. These rights include information about criminal complaint procedures, the availability of an order of protection, emergency shelters, and other community resources. Many of these rights are included in the "Victim Rights Information" section located at the bottom of the JC-3 report, which will be given to the victim prior to the officer clearing the scene.
- Transporting the victim, and any dependent family members, to a safe location.
- Informing the victim of procedures for notification, including the availability of the Victim Information and Notification Everyday (VINE) program.

## 8.6.13 PERPETRATOR NOT PRESENT AT THE SCENE

In cases where the perpetrator has fled the scene, officers will make a reasonable attempt to locate and arrest the perpetrator. This includes broadcasting a "pick-up" and searching the immediate area. Officers may arrest the perpetrator, even if they are found at a location other than the original crime scene (KACP 1.6).

If an officer is unable to arrest the perpetrator within a reasonable amount of time, the officer may assist the victim in obtaining an arrest warrant and/or an order of protection in unusual circumstances, such as the victim's hospitalization, lack of transportation, or request for additional assistance. The officer will advise their immediate supervisor of the additional assistance that is requested.

Officers should be aware that Fleeing or Evading the Police in the First Degree includes suspects who are fleeing from officers after committing an act of domestic/dating violence and abuse, which is a Class D felony.

## 8.6.14 VICTIM NOT PRESENT AT THE SCENE

In cases where the victim has fled the scene, the responding officer will gather all relevant facts from witnesses. These facts will include the possible location of the victim and any sustained injuries. Witnesses will be directed to call the police if the victim returns.

## 8.6.15 MUTUAL VIOLENCE

When officers respond to a domestic/dating violence and abuse incident and there is evidence of mutual

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### 8.6.15 MUTUAL VIOLENCE (CONTINUED)

violence, officers will attempt to determine if one (1) party was the predominant aggressor. The following factors may be considered when making this determination:

- The history of domestic/dating violence and abuse between the parties
- The degree of injury inflicted upon each person, keeping in mind that injuries may not be immediately visible
- Objective and testimonial evidence from the parties involved and other persons at the scene, including children
- Whether injuries were sustained through an aggressive act or self-defense
- The presence, and level, of fear of the parties

Officers will make every effort to determine the predominant aggressor in mutual violence situations. If an officer is unable to make this determination, they will consult with their commanding officer. Upon identification of the predominant aggressor, the officer will follow the same procedures previously described for felony and/or misdemeanor arrest situations.

### 8.6.16 JUVENILE PERPETRATOR OF DOMESTIC VIOLENCE

Officers will handle juvenile perpetrators of domestic/dating violence and abuse in the same manner as adult perpetrators. Juveniles will not be released at the scene; they will be taken into custody under the provisions of the Juvenile Code.

### 8.6.17 MARITAL RAPE/SEXUAL ASSAULT

There is no spousal exemption for rape or sexual assault. The responding officer will immediately notify the Office of Sexual and Physical Investigations (OSPI) to respond to the scene and the OSPI detective will become the lead investigator in cases of marital rape or sodomy (refer to SOP 8.50).

### 8.6.18 DOMESTIC/DATING VIOLENCE AND ABUSE STALKING (KACP 17.5)

Research shows a close relationship between stalking and the commission of domestic/dating violence and abuse.

Officers will complete a JC-3 report, with appropriate charge(s) and violation code(s), when a domestic/dating violence and abuse victim alleges that they have been stalked. Stalking is elevated from a misdemeanor to a felony in the following circumstances:

- An order of protection has been issued.
- A criminal complaint is currently pending by the victim against the perpetrator and the perpetrator has received notice.
- The perpetrator has been convicted, within the last five (5) years of a felony or a Class A misdemeanor concerning the victim.



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## 8.6.18 DOMESTIC/DATING VIOLENCE AND ABUSE STALKING (CONTINUED)

- The stalking was committed while the perpetrator was in possession of a deadly weapon.

For the purposes of this section, orders of protection include EPOs, DVOs, IPOs, FPOs, pretrial release conditions, and any condition of bond, conditional release, probation, parole, or pretrial diversion order designed to protect the victim from the offender.

Officers will encourage victims to document all subsequent events and advise victims to notify the department of these events.

## 8.6.19 SPECIAL NEEDS VICTIMS

Some domestic/dating violence and abuse victims may have physical or mental disabilities that may make it difficult for them to report their victimization, call for assistance, or participate fully in the prosecution of the case. Officers should be aware of these limitations when investigating domestic/dating violence and abuse incidents and refer these victims to specialized support services to promote protection, physical assistance, medical treatment, or other needed services.

## 8.6.20 POTENTIAL VICTIM NOTIFICATION

Officers who receive verifiable threats of violence against an identifiable victim will attempt to contact the intended victim and notify them of the threat and possible danger.

## 8.6.21 INVOLUNTARY HOSPITALIZATION (KACP 30.8)

If the officer believes that the domestic/dating violence and abuse perpetrator has a mental health condition which indicates that the person is an imminent danger to themselves or others, the officer will follow the involuntary hospitalization provisions set forth in KRS 202A.026. This statute should not be used as a substitute for an arrest.

When perpetrators are hospitalized under these conditions, officers will leave arrest paperwork with hospital security and have hospital security notify the LMPD, prior to release, so the perpetrator can be transported to the Louisville Metro Department of Corrections (LMDC).

## 8.6.22 FEDERAL FIREARM PROHIBITION

The federal government prohibits certain domestic/dating violence and abuse respondents, and those defendants convicted of a misdemeanor crime of domestic/dating violence and abuse, from possessing a firearm or ammunition. Officers will notify the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) when they become aware of respondents who are possessing firearms in violation of federal law. Designated law enforcement agencies are required to make a reasonable effort to provide victims with notice that a perpetrator has attempted to purchase a firearm in violation of the federal gun ban. The JCSO currently handles this

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## 8.6.22 FEDERAL FIREARM PROHIBITION (CONTINUED)

responsibility, but officers should be aware of their legal responsibility should they learn of an attempted purchase.

## 8.6.23 DOMESTIC/DATING VIOLENCE AND ABUSE OR CHILD ABUSE INCIDENTS INVOLVING METRO GOVERNMENT EMPLOYEES

Officers will immediately notify their supervisor when a sworn or professional staff member of the LMPD is involved in a domestic/dating violence and abuse incident and the supervisor will respond to the scene (KACP 17.4). The Public Integrity Unit (PIU) will be notified of any domestic/dating violence and abuse incident involving a departmental member. If it is determined that criminal charges will be filed as a result of the incident in which the departmental member is involved as either the perpetrator or the victim, the PIU will respond to the scene and assume the lead in the investigation.

Officers will immediately notify their supervisor when a Metro Government employee is involved in a domestic/dating violence and abuse incident and the supervisor will respond to the scene (KACP 17.4). When a Metro Government employee is involved in a domestic/dating violence and abuse incident, the on-scene supervisor will consult with the PIU. The PIU will respond to the scene and become the lead investigator of all felony assaults involving domestic/dating violence and abuse in which a Metro Government employee is either the perpetrator or the victim.

Complaints against any Metro Government employee involving the physical or sexual abuse of a minor will be immediately investigated by the PIU and immediately reported to the OSPI and the Kentucky CHFS.

Pursuant to KRS 620.030 and Louisville Metro Code of Ordinances (LMCO) 35.200, complaints against members or civilian police volunteers involving the physical or sexual abuse of a minor will be immediately reported to the PIU, the Chief of Police, the Kentucky CHFS, and any one of the following:

- The Office of the Commonwealth's Attorney
- The Jefferson County Attorney's Office
- The Kentucky State Police (KSP)

Documentation of notification will be retained in the investigative case file. Any failure to report suspected abuse may be subject to discipline, up to, and including, termination.

## 8.6.24 DOMESTIC/DATING VIOLENCE AND ABUSE OR CHILD ABUSE INCIDENTS INVOLVING OFFICERS FROM OTHER AGENCIES

When an officer from another agency is involved in a domestic/dating violence and abuse incident, the responding officer will notify their supervisor as soon as practicable. If possible, the supervisor will respond to the scene. In all instances, the investigation will be conducted in the same manner as any other domestic/dating violence and abuse incident investigation (KACP 17.4). Complaints against officers from other agencies

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## 8.6.24 DOMESTIC/DATING VIOLENCE AND ABUSE OR CHILD ABUSE INCIDENTS INVOLVING OFFICERS FROM OTHER AGENCIES (CONTINUED)

involving the physical or sexual abuse of a minor will be immediately investigated by the OSPI and immediately reported to the PIU and the Kentucky CHFS.

## 8.6.25 VICTIM SERVICES

All officers will be responsible for providing information concerning victims' rights, the role of victims/witnesses in the criminal justice system, available support services, and other resources, as required by law, during the course of conducting domestic/dating violence and abuse investigations. These resources include:

- Counseling;
- Immediate medical attention;
- Compensation programs or emergency financial assistance;
- Victim advocacy services available from the Victim Services Unit (refer to SOP 8.29). The Victim Services Unit can be contacted at (502) 574-8788.

Officers will encourage victims to contact the Domestic Violence Squad should any additional information become known and provide the victim with the telephone number for MetroSafe.

## 8.6.26 FOLLOW-UP SERVICES

Division commanders and the Special Victims Unit (SVU) Lieutenant will request that appropriate follow-up contact is made with all victims by a Domestic Violence Squad detective. These follow-up activities include:

- Taking follow-up photographs of previously reported injuries to victims.
- Contacting the victim periodically regarding the case status or the need for additional information.
- Explaining the procedures required for a successful prosecution of the case.
- Scheduling interviews or required appearances.
- Returning evidence used in the prosecution of the case.