



# Kansas Attorney General

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## Domestic Violence Investigation Checklist: Non-Strangulation Cases

1. Note the time of your dispatch and arrival.
2. Describe the demeanor, emotions and physical conditions of the witness.
3. Use verbatim quotes in your report.
4. Ask the victim, "How long has this been going on?"
5. Note the details of the prior abuse: dates, offenses, etc.
6. Document the report number of all prior police contacts between the parties.
7. Attach copies of the prior reports.
8. Collect ALL evidence having to do with the dispute, within reason.
9. Obtain a handwritten statement from the victim, every witness, including children, the defendant and the caller.
10. Get full parental information of all children present.
11. Fully document the degree of intoxication, if any, of all the parties.
12. Take digital pictures of all noticeable injuries, property before it is collected and the crime scene.
13. Always record your interviews with the parties and witnesses on an audio recorder.
14. Note in your report that there is an audio tape of your interviews.
15. Interview people at the scene in front of your patrol car with the video camera on.
16. If there are bite marks, take the right pictures and swab for DNA.
17. Remember that fingerprints can be lifted from a body.
18. Get medical and dental releases.
19. If strangulation is reported, use the strangulation checklist too.