

Domestic Violence & Sexual Assault

OFFICER CHECK LIST

- Use your officer safety training.
- Notify victim of Oklahoma Victim's Rights. (Safeline Cards) 1-800-522-SAFE (7233.)
- Was the victim strangled?
- Does the victim need medical attention? If so, request a copy of the medical release forms.
- Request a copy of the 911 call, if one was made, as there may be evidence on the recording.
- If there are visible injuries, take photographs. Follow up and take more photographs (48 to 72 hours), as bruising may occur over time.
- Please also take photographs of the crime scene.
- Have the victim fill out a voluntary statement. (What did the suspect say? What did the suspect do? What did the victim think was going to happen? How did the victim feel? How did the victim react? What caused the suspect to stop? From 1 to 10 how painful was the assault?)
- Establish the relationship between the victim and the suspect.
- Ask the victim for current contact information, and for contact information of a relative or close friend. ****VERY IMPORTANT**
- Get voluntary statements from any witnesses, including their contact information. You may need to follow up with more questions.
- Were children present? If so, get the name and DOB of the children, as they may be a witness.
- Does the victim have a protective order against the suspect? Ask the victim if they want to get a protective order. Make a referral to local DV/SA advocacy agency.
- Utilize the resources that are available! Make a referral: Is the victim Native American? Was there a child involved (DHS)?
- Leave your contact information with the victim. The victim may need to contact you or your agency.

Please sign and submit this check list with your report.
