




# Clayton County Police Department

# PROCEDURES

Subject <b>FAMILY VIOLENCE</b>		Procedure # <b>D18</b>	
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## I. PURPOSE

The purpose of this policy is to establish procedures to be followed by sworn officers of the Clayton County Police Department in response to family violence incidents, including the investigation, management and resolution of such incidents.

## II. POLICY

It is the policy of the Clayton County Police Department to provide a proactive, victim-centered approach when responding to incidents of family violence, and to thoroughly investigate, accurately report, and document such incidents on a *Family Violence Incident Report*. Officers of this Department shall adhere to departmental procedures and state law regarding the law enforcement response to family violence.

## III. DEFINITIONS

Family Violence: Pursuant to OCGA § 19-13-1, the term “family violence” means the occurrence of one (1) or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

1. Any felony; or
2. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term “family violence” shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

Predominant Aggressor: The individual who poses the most serious, ongoing threat, which may not be the initial aggressor in a specific incident.

#### IV. FAMILY VIOLENCE COURT AND PROTECTION ORDER ENFORCEMENT

Officers shall check for the existence of a protection order or similar court orders through E911/Communications Center, the County Sheriff's Office, or by whatever means available.

##### A. Court Orders

Officers shall enforce current orders of the courts which specifically direct the Sheriff or the County's duly-constituted deputies and/or police officers to execute the order of judgment.

##### B. Conditions of Bond

Officers may enforce conditions of bond issued by a Clayton County Court **if** the officer takes the following actions:

1. Verify that the condition(s) of bond exist and are valid;
2. If the condition(s) is/are verified, and the investigating officer has probable cause to believe that a person has violated such conditions of said bond, apply for an arrest warrant;
3. Complete a *Family Violence Incident Report* detailing the circumstances, evidence and verified conditions.

##### C. Alternative Resolution of Violations of Conditions of Bond

In the event a violation of conditions of bond has occurred, an alternative resolution may be utilized. As an alternative to completing a *Warrant Application* and applying for an arrest warrant through a magistrate, an officer may pursue the applicable criminal offenses related to the violation of **verified** conditions of bond, when probable cause exists.

EXAMPLE 1: The investigating officer may establish probable cause for the offense of criminal trespass (OCGA § 16-7-21) when determining the alleged suspect to have an "unlawful purpose" simply because the suspect violated the **verified** conditions of bond. Under such circumstances and evidence, in addition to the incident occurring within the officer's immediate knowledge or presence, the enforcement of applicable criminal offenses can be completed using a *Warrantless Arrest Affidavit* (WAA).

EXAMPLE 2: The investigating officer may establish probable cause for the offense of aggravated stalking (OCGA § 16-5-91) when determining the alleged suspect to be in violation of a bond to keep the peace posted pursuant to OCGA § 17-6-110. Under such circumstances and evidence, in addition to the incident occurring within the officer's immediate knowledge or presence, the enforcement of applicable criminal offenses can be completed using a *Warrantless Arrest Affidavit* (WAA).

##### D. Protection Orders and Full Faith and Credit

A protection order includes any injunction or other court order issued for the purpose of preventing violent or threatening acts, harassment against, contact or communication with, or physical proximity to another person, including any permanent, temporary, or emergency order issued by a civil or criminal court, other than a support or child custody order issued pursuant to state divorce and child custody laws, except to the extent that such an order is entitled to full faith and credit under other federal law. They can be obtained by filing an independent action or as a pendente lite order in another proceeding so long as a civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection.

1. In the United States, jurisdictions must honor and enforce valid protection orders issued by all fifty (50) states, Indian tribal lands, U.S. territories, and the District of Columbia, referred to as "Full Faith and Credit." If violation of a protection order requires arrest, then law enforcement in the enforcing jurisdiction must arrest. Under "Full Faith and Credit," a protection order issued in another jurisdiction must be enforced even if:
  - a. The protected party would not be eligible for a protection order in the enforcing jurisdiction;
  - b. It remains in effect for a longer period than protection orders issued in the enforcing jurisdiction; or
  - c. It includes relief that is not available in the enforcing jurisdiction.
2. If the protection order is ex parte, the accused must be provided with notice and opportunity to be heard within the time required by the law of the issuing jurisdiction. The protection order is enforceable once it has been served and pending issuance of a final order following a court hearing.
3. The laws of the enforcing jurisdiction also apply to the enforcement of a foreign protection order, regardless of the laws that would apply in the issuing jurisdiction. Verification of foreign orders of protection can be accomplished by contacting any of the following entities:
  - a. National Crime Information Center (NCIC) Protection Order File;
  - b. State or local registries of protection orders in the issuing jurisdiction;
  - c. The issuing court; or
  - d. Designated authorities in the enforcing jurisdiction.

#### E. Armed Forces Domestic Security Act (AFDSA)

The AFDSA (10 U.S.C. 1561a) was signed into law to afford civilian orders of protection the same force and effect on a military installation as such order has within the jurisdiction of the court that issued such order.

#### F. Enforcement of Protection Orders

If it is determined that a protection order or any court mandated order is known to exist, officers shall do the following:

1. Obtain a copy of the order. If no copy is available, officers may use alternative means to verify and establish the terms and conditions as well as service of the order. A copy of the order is not required for enforcement. Officers should never avoid taking action simply because the victim does not have a copy of the order.
2. Enforce the order even if it was issued by another jurisdiction.
3. Determine if the order or applicable law prohibits firearm possession by the suspect. If so, officers shall encourage the voluntary relinquishment of firearms for safekeeping; seize unlawfully possessed firearms located in plain view or pursuant to a consensual or other lawful search; or apply for a search warrant, if necessary.
4. Enforce custody provisions in accordance with jurisdictional law and language of the order.

5. Document order information, including verification and terms of order.
6. Document violation and prepare a *Family Violence Incident Report* even if the suspect is not on scene.
7. Attempt to locate and/or arrest the suspect, when probable cause exists.
8. Do not arrest the petitioner for violation of the restrictions detailed in the order.

## V. FAMILY VIOLENCE PROCEDURES

The Department will give priority to family violence incidents and domestic disturbances involving persons who are related as described in OCGA § 19-13-1.

### A. E911/Communications Center

1. Usually, the E911/Communications Center is the single point of contact for victims/witnesses of family violence and domestic disturbance complaints. Whenever any such calls are initiated, received, and/or dispatched, officers shall respond and investigate. **The Department's response to such calls shall not be canceled, regardless of the alleged circumstances.**
2. Upon receipt of a call for service, involving an incident of family violence, E911 personnel should get as much information as possible from the caller, e.g., injuries, weapons involved, suspect's whereabouts, children present or involved, protection order, history, the exact location, and any other relevant information.
3. Once pertinent information is received, the dispatcher shall immediately dispatch the call and provide all relevant information, so that responding officers may approach the complaint with as much information as possible.
4. A minimum of two (2) officers shall be dispatched. If only one (1) officer is available at the time of dispatch, a supervisor shall respond as the second officer. The number of responding officers may be:
  - a. Increased based on the alleged or known circumstances of the incident; or
  - b. Decreased only when an officer, who is already on the scene, has direct or immediate knowledge of the facts and circumstances and makes the decision to cancel any or all additional officer(s).
5. If a disturbance is found "in progress" by an officer on patrol, they shall notify the dispatcher of the location, nature of disturbance, and the necessity for a back-up unit and/or supervisor. If the disturbance is not in progress, the officer may proceed with the investigation, as safety permits.

### B. Patrol Response

Generally, officers will respond without delay (Priority Code 2) to family violence incidents. The response may be upgraded or downgraded based upon the alleged or known circumstances of the incident. When responding to such calls, officers shall follow standard operating procedure (i.e., *D1: Patrol Operations*) regarding the initial response to incidents by first responding officers. In addition, officers shall do the following:

1. Try to obtain as much information as possible about the involved parties, residents, and history of the incident location, before arriving on scene.

2. Activate their Body Worn Cameras (BWCs) prior to arrival on scene.
3. Coordinate their arrival at the scene without delaying the response time.
4. Park in a manner that facilitates accessibility and a safe approach to the incident location. Officers should not park in front of the residence or other site of the disturbance, when possible.
5. Be stealthy in their approach. Officers will listen and look for any sounds or signs of a struggle, before announcing their presence. Officers should stand to the side of the door and should not stand in front of a window. If no sounds are heard, officers may look through a window for evidence of a struggle.

C. Arrival at the Scene

1. Upon arrival, officers will advise the dispatcher of the location of the parties and/or incident location, if different from the original dispatched location.
2. **Officers will request additional units, whenever it is necessary.**
3. Officers shall request entry in the event the incident is at a private residence. Officers may attempt to contact the complainant before proceeding further, unless such action would place the complainant and/or others in danger. A warrantless entry is permissible if probable cause exists to make an arrest, a confrontation is in progress, or there is an objectively reasonable basis to believe that the safety of an occupant may be in jeopardy.
4. Once inside, officers shall survey the scene, read the room and take positions that allow them to monitor one another's safety. When applicable, officers shall do the following:
  - a. Make contact with all individuals present (e.g., both parties, complainant, witnesses);
  - b. Separate parties in conflict, where they are out of sight and hearing range of one another, as safety permits;
  - c. Restrain or remove the suspect, if necessary; and
  - d. Observe and document the condition of all individuals and the location, e.g., injuries, torn clothing, disheveled appearances, indicators of alcohol or drug use, weapon(s) in plain sight, damage/disarray to property, etc.
5. Officers will inquire about weapons involved and/or in the vicinity, and access to weapons. Officers shall identify and take temporary custody of firearms or dangerous weapons in plain sight.
6. Officers will assess for physical injuries, and inquire about pain, internal and non-visible injuries; provide appropriate level of aid to injured parties; and request Emergency Medical Services (EMS) to respond as necessary.
7. Officers shall start EMS at the request of either party or other involved individual, or if it appears that strangulation has occurred. Signs and symptoms of strangulation include, but is not limited to the following: difficulty breathing or swallowing, hoarseness, bruising on neck/behind ears, bloodshot eyes, dizziness, nausea, vomiting, or loss of consciousness.

8. Officers shall determine whether there are any potential language barriers or hearing/speech disabilities, and request an interpreter when necessary.
9. Officers shall notify their supervisor on all serious violent offenses (e.g., murder, rape, kidnapping), serious injuries, and any other type of incident that requires such notification, or any requests for specialized units (e.g., CID, CSI, SWAT) or the County photographer. When in agreement, the supervisor may contact and/or request specialized units, or the County photographer to respond.
10. Once the scene has been stabilized, the involved individuals have been identified, and EMS has been requested, when necessary, officers should resume their investigation.

#### D. Family Violence Investigation

Officers shall adhere to standard operating procedures: *D1: Patrol Operations* and OCGA § 17-4-20.1 when investigating allegations of family violence.

When complaints of family violence are received from two (2) or more opposing parties, or if both parties have injuries, the officer shall evaluate each complaint separately to attempt to determine who was the predominant aggressor. Officers shall not threaten, suggest, or otherwise indicate the possible arrest of all parties to discourage future requests for intervention by law enforcement personnel.

##### 1. Interviews

All interviews shall be conducted in a professional, calm and unbiased manner. When conducting such interviews, officers shall do the following:

- a. Avoid the kitchen or other areas where weapons might be accessible.
- b. Use their BWC's or In-Car Camera's (ICC's) to record their interviews.
- c. Interview everyone separately, e.g., involved parties, complainant, witnesses, etc. Note: Children shall be interviewed in a manner appropriate to their age.
- d. Ask all questions that are relevant to their investigation to obtain a comprehensive account of the events from all parties and other individuals.

##### 2. Photos/Videos

Officers will ensure that photographs are taken on all visible injuries and any damage to property that occurred as a result of such incident. Based on the circumstances or type of allegation, officers may decide to take photographs, even when there are no visible signs of injury. Officers shall take any photographs needed, e.g., crime scene, disarray, weapons, evidence, etc. **Descriptive and specific documentation of injuries, and/or damage or disarray to property, crime scene and/or other evidence should accompany each photo.**

- a. The County Photographer should be utilized for incidents involving a serious injury, death and/or crime scene requiring a large amount of photographs and/or videography to be taken.
- b. An officer's camera or supervisor's camera should be utilized for incidents involving misdemeanor property damage, minor injury, and/or crime scene requiring only a small amount of photographs to be taken.

- c. Photographs that are taken by any officer or supervisor shall be submitted with the corresponding report (e.g., *Family Violence Supplemental Report*) via the Records Management System (RMS).

### 3. Evidence

Officers shall seek, collect and gather evidence to prove specific facts about the case. Officers shall complete an *Evidence Submission Form (Property Receipt)* describing each item or article of evidence and/or property that was collected.

- a. In addition to the obligation to collect and document any physical evidence, the primary reporting officer is responsible for the following, when applicable:
  - 1) Collecting written statements from the complainant, victim, witnesses, predominant aggressor, or other individuals;
  - 2) Ensuring that photographs are taken of visible injuries to individuals and property damage; and
  - 3) Ensuring that any other photographs are taken, when necessary, e.g., crime scene, disarray, weapons, evidence, or other reasons.
- b. When CID/CSI is requested and responds to an incident that involves a serious injury, death and/or crime scene, then CID/CSI personnel shall assume the responsibility for making arrangements for the collection of evidence; however, this assumption will be clearly stated and relayed to the primary reporting officer and/or the concerned supervisor.
- c. Upon completion of the incident, officers will go to designated locations to upload any and all Digital Media Evidence (DME) from BWCs and/or ICCs. Upon completion of any video recording the officer will make a manual classification of the video footage.

### 4. Protection Order Enforcement

Refer to previous section (i.e., *IV. Family Violence Court and Protection Order Enforcement*) of this policy.

- 5. Officers shall document any signs of trauma and any apparent wounds or healing of wounds observed on children and take appropriate action, in accordance with law, to prevent imminent harm to the children, such as notifying the appropriate child protective agency.
- 6. Officers shall assess for and document actual and suspected incidents of violence, including physical and sexual abuse, elder or child abuse, property damage, and animal cruelty.
- 7. Determining the Predominant Physical Aggressor

If the preliminary investigation revealed that an act of family violence was committed, as defined in OCGA § 19-13-1, the primary reporting officer shall distinguish which party is the predominant aggressor. In determining whether a person is the predominant physical aggressor, officers shall consider all of the following:

- a. Prior family violence involving either party;
- b. The relative severity of the injuries inflicted on each person, including whether the injuries are offensive versus defensive in nature;

- c. Threats that created the fear of physical injury;
- d. The potential for future injury;
- e. Whether one (1) of the parties acted in self-defense or in defense of a third party;
- f. Prior complaints of family violence; and
- g. Whether the person had reasonable cause to believe they were in imminent danger of becoming a victim of any act of family violence.

#### E. Arrests & Warrants

Pursuant to OCGA § 17-4-20, an arrest for a crime may be made by a law enforcement officer:

1. Under a warrant; or
2. Without a warrant if:
  - a. The offense is committed in such officer's presence or within such officer's immediate knowledge;
  - b. The offender is endeavoring to escape;
  - c. The officer has probable cause to believe that an act of family violence, as defined in OCGA § 19-13-1, has been committed;
  - d. The officer has probable cause to believe that the offender has violated a criminal family violence order, as defined in OCGA § 16-5-95; provided, however, that such officer shall not have any prior or current familial relationship with the alleged victim or the offender;
  - e. The officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult, who shall be for the purposes of this subsection a person eighteen (18) years old or older who is unable to protect themselves from physical or mental abuse because of a physical or mental impairment; or
  - f. For other cause there is likely to be failure of justice for want of a judicial officer to issue a warrant.

#### F. Decision to Arrest or Charge the Predominant Aggressor

Whenever an officer responds to an incident in which an act of family violence, as defined in Code Section 19-13-1, has been committed, the officer shall not base the decision of whether to arrest and charge a person on the specific consent of the victim or on a request by the victim solely or on consideration of the relationship of the parties. Under no circumstances shall the alleged victim be instructed to apply for an arrest warrant, if probable cause exists. In circumstances in which probable cause does not exist, the officer should explain to the alleged victim the reason(s) why an arrest is not being made, the process for applying for an arrest warrant and/or temporary protective order, applicable rights and victim service programs and resources, and any other relevant information.

When making arrest decisions, officers should utilize the totality of information gained from a thorough and comprehensive investigation and O.C.G.A. § 17-4-20.1, to make a determination of who is the predominant aggressor. Officers must determine the person



who poses the most serious ongoing threat to whom in the context within which the incident occurred. Arrests should be limited to only the predominant aggressor whenever possible.

1. Officers shall make a warrantless arrest in accordance with applicable law, if probable cause exists to believe that a person has committed a crime involving family violence as defined by law or has violated a protection order.

*A Warrantless Arrest Probable Cause Affidavit (WAA)* will be completed by officers for all physical arrest cases when the predominant aggressor is taken into custody, no arrest warrant has been issued, and the warrantless arrest meets the aforementioned requirements of OCGA § 17-4-20.

2. If the predominant aggressor is taken into custody the officers shall:
  - a. Document spontaneous statements;
  - b. Prevent communications between the predominant aggressor and victim and witnesses;
  - c. Advise the predominant aggressor of Miranda rights, if needed; and
  - d. Take statements.
3. Officers shall obtain arrest warrant(s) for the predominant aggressor, when probable cause exists and the predominant aggressor is not on scene at the time of the investigation.
4. If the predominant aggressor is arrested or charged, officers are not required to arrest any other person believed to have committed an act of family violence during the incident.
5. If an officer either physically arrests or obtains arrest warrant(s) for the predominant aggressor during the initial family violence investigation, then such officer shall provide the victim with prompt notification of such arrest and/or charges; court date, if known; bond and conditions, if known; applicable rights and victim service programs and resources; and any other relevant information.

#### G. Victim Assistance

Officers will ensure victims are made aware of applicable rights (i.e., Georgia Crime Victims Bill of Rights, OCGA § 17-17-1) and victim service programs and resources listed in the *CCPD Family Violence Task Force Resource Guide*; hence, officers shall refer victims of family violence to the respective Victim-Witness Assistance Programs of the County Offices of the District Attorney or Solicitor. The primary reporting officer shall advise the victim of the aforementioned applicable rights and victim service programs and resources listed on the *CCPD Victim's Rights Notification Form* and shall provide the victim with a copy of such form, if they are willing to accept it.

The *CCPD Victim's Rights Notification Form*, can be viewed and/or downloaded from standard operating procedure: *D35: Victim/Witness Assistance, Appendix A*.

The *CCPD Family Violence Task Force Resource Guide* provides resources and contact information for assistance programs. This guide can be viewed or downloaded from *Appendix A*, of this policy (i.e., *D18*) or by clicking on the following link: (<https://www.claytonpolice.com/wp-content/uploads/2022/01/CCPD-Family-Violence-Task-Force-Guide.pdf>).

## H. Special Circumstances & Procedures

1. In the event that a weapon (i.e., firearm, etc.) may be present at the location of the incident, and the weapon was not used during the commission of a crime, officers may suggest voluntary impoundment of the weapon. If impoundment of the weapon is granted by its owner, the officers shall place the weapon into Evidence & Property for safekeeping.
2. When family violence results in an arrest that causes a child to be left unattended and without responsible adult supervision, officers may utilize the following methods:
  - a. Arrange temporary placement of said child with an adult approved by a legal custodian; or
  - b. Arrange temporary placement of said child through contact with the Division of Family & Children Services (DFCS). Note: DFCS will encourage officers to arrange temporary placement of the child before social services becomes involved.
3. When it is necessary to assist the alleged victim with temporarily leaving their residence to stay at an emergency housing location, officers should:
  - a. Attempt to locate family or friends who could house the victim;
  - b. When family or friends are not available, attempt to acquire lodging for the victim, if the victim has sufficient funds for such accommodations;
  - c. When family or friends are not available and the victim lacks sufficient funds for lodging, officers should contact a local shelter and attempt to make temporary arrangements for the victim to stay at that location.

Transportation of victims to any arranged emergency housing location by officers may be permitted by a concerned on-duty supervisor.

## I. Family Violence Involving Law Enforcement

In cases where one party or more of a family violence incident involves a law enforcement officer, responding officers shall follow standard departmental procedures as outlined in this policy and state law. In addition, the following procedures shall be followed:

1. When officers respond to a family violence call and the victim or suspect is a sworn or civilian employee of any law enforcement agency, a supervisor, preferably higher ranking than the involved officer, shall respond to the scene, regardless of the involved officer's jurisdiction. If there is no on-duty supervisor of higher rank, the sector/unit commander shall respond.
2. In the event that the involved officer is from another jurisdiction, the supervisor shall ensure that the Chief of Police, or their designee, of the involved officer's jurisdiction is notified.
3. Arresting or Charging Law Enforcement Officers with Family Violence
  - a. Arrest warrants charging law enforcement officers with family violence or protective orders shall be served by no fewer than two (2) officers with at least one (1) being of senior rank to the officer being served.

- b. In cases where an accused officer is arrested and firearms have not previously been seized, firearms shall be seized if allowed by the agency or applicable law.
- c. A supervisor shall relieve the accused officer of all service weapons regardless of whether the officer is a member of this Department.
- d. If the accused officer is a member of another agency, the service weapon shall be relinquished to officials at that agency.

#### 4. Notifications

- a. The supervisor shall notify the appropriate chain of command and any other concerned and/or affected supervisory personnel, as soon as possible.
- b. An Early Warning System review will be initiated upon written notification by an employee's supervisor for any allegation of family violence involving an employee of this Department, whether as victim or predominant aggressor.
- c. The supervisor will notify the Office of Professional Standards (OPS) Commander, or designee, of the complaint and request an Internal Affairs Case Number via County email or Blue Team, when necessary.
- d. The supervisor will complete a *Command Notification Incident Detail Sheet*, listing all of the details of the incident. The supervisor will utilize the County email system, as soon as practicable, but in any event no later than the end of their shift, to send the *Command Notification Incident Detail Sheet* through their chain of command, and any other concerned and/or affected personnel.
- e. All notifications and attempts to notify shall be fully documented.

#### 5. Departmental policy regarding administrative investigations of alleged misconduct shall be followed. This may include taking administrative action if it has been determined that Department policy was violated.

- a. Internal investigations may be assigned to a supervisor, OPS, or anyone designated by the Chief of Police.
- b. Complaints of criminal activity will be forwarded to the appropriate investigative body at the direction of the Chief of Police, and OPS will maintain liaison with the investigative body.

#### J. Incident Documentation

1. Officers shall complete a thorough, detailed *Family Violence Incident Report* for any and all alleged family violence incidents, as defined by OCGA § 17-4-20.1, regardless of whether or not an arrest was made.

In addition to the requirements of OCGA § 17-4-20.1, officers shall complete *Incident Reports* for any and all incidents or domestic disturbances involving persons who are related as described in OCGA § 19-13-1, regardless of whether or not a crime was alleged.

For case continuity, assisting officers may be required to complete *Supplemental Reports*, using the same case number utilized by the primary reporting officer for the incident and/or investigation, to document their actions, efforts and findings. Furthermore, each assisting officer will complete a *Supplemental Report* at the request of the primary reporting officer, or the instruction of a supervisor.

2. *Family Violence Incident Report* requirements shall be in addition to all departmental procedures on field reporting. Refer to standard operating procedure: *D9: Field Reporting*.

The *Family Violence Incident Report* shall include the following:

- a. Identification of the predominant aggressor;
  - b. Name, relationship, sex and date of birth of the parties;
  - c. Time, place, and date of the incident;
  - d. Whether children were involved or whether the act of family violence was committed in the presence of children;
  - e. Identification and legal guardian's information for any child involved or present;
  - f. Type and extent of the alleged abuse;
  - g. Existence of substance abuse;
  - h. Number and types of weapons involved;
  - i. Existence of any prior court orders;
  - j. Type of police action taken in disposition of the case, the reasons for the officer's determination that one (1) party was the predominant physical aggressor, and mitigating circumstances for why an arrest was not made;
  - k. If there was an attempt to obtain a warrant, the name of the judge issuing the warrant or if the warrant was denied and reason given as to why;
  - l. Whether the victim was apprised of available remedies and services;
  - m. The identity of person(s) who are utilized for temporary placement of juveniles when legal custodians or parents are unavailable; and
  - n. Number of complaints involving persons who have filed previous complaints;
  - o. Any other information that is required on such report and/or pertinent.
3. When the primary reporting officer submits their *Family Violence Incident Report* and/or images/attachments via RMS, the receiving supervisor shall review such report and/or images and attachments to:
    - a. Ensure the report is complete and details of such incident are described in a clear and concise manner;
    - b. Ensure that details and descriptions of items/articles are provided, and the circumstances which led to all of the evidence and/or property being found, collected and/or received are explained in the report;
    - c. Review the images and/or attachments to verify they are consistent with the report; and
    - d. Verify such documentation details an appropriate response and that necessary follow-up investigation and contacts are being conducted.
  4. All family violence incidents, both arrests and non-arrests, shall be reported to the Georgia Bureau of Investigation (GBI) by the Department's TITAN Unit in a manner prescribed by the Georgia Crime Information Center (GCIC).

#### K. Follow-up Investigations

1. Uniform patrol officers may conduct follow-up investigations in all cases not requiring specialized skills, knowledge and abilities.
2. CID supervisors will review incoming *Family Violence Incident Reports* submitted by officers to assess and determine the need for case assignment.
3. If the case is assigned to a detective, they will maintain a working case file for the active investigation.
4. During the investigation the assigned detective shall provide the victim, the earliest possible notice of the following:
  - a. The discovery of safety and security concerns and/or threats;
  - b. When charges are filed against the predominant aggressor, unless such information would be detrimental to the investigation or otherwise undermine the Department's ability to adequately investigate;
  - c. When the predominant aggressor is arrested, the charges, court date(s), bond and conditions;
  - d. The status of the investigation, to the extent it is appropriate to inform the victim and to the extent that it will not interfere with the investigation; and
  - e. Any other information that may be pertinent.
5. The assigned detective shall update the case status in RMS anytime there is new or additional information, or when there is a change in previous information, case classification, or case status.
6. The respective CID supervisor, will review the detective's case file for accuracy and to ensure the case is handled in a timely manner.

#### VI. CANCELLATIONS

- A. This procedure amends and supersedes the following standard operating procedure: *D18: Family Violence*, dated January 12, 2018.
- B. This procedure rescinds the following standard operating procedure: *D18: Family Violence Appendix A, Domestic Violence Victim Contact Sheet*.