

BOOKING – DOMESTIC VIOLENCE (DV)

PREAMBLE:

The Nebraska Victims of Crime Alert Portal (NEVCAP) was implemented to assist victims of violent crimes, and others, by providing information and notification regarding the status of offenders. Due to technical difficulties that may occur periodically, updates are not always available. Therefore, it is the policy of the Omaha Police Department (OPD) to facilitate notifications to victims of domestic violence the initial appearance of the inmate.

NEVCAP has a website (<https://nevcap.nebraska.gov/>) that people can use to search for offender information and to subscribe to offender movement alerts. NEVCAP can be used to prevent a surprise attack upon the victim or their family. However, anyone interested in the status of an arrestee may utilize the system. The service is active 24 hours a day, 365 days a year. Notifications may be delivered in the middle of the night, if a change in custody status occurs during that time, including release, transfer, or escape.

POLICY:

It is the policy of the Omaha Police Department (OPD) to complete a Domestic Violence Victim Notification Supplementary ([OPD Form 135](#)) for all Domestic Violence (DV) related arrests. This facilitates timely notification of DV Victims should the arrestee be released from custody before the NEVCAP system is updated with arrest information. NEVCAP is designed to provide quick and easy access to inmate information and to assist victims in preparing for an inmate's release. Victims should be reminded not to depend solely on NEVCAP or any other program for personal safety.

PROCEDURE:

I. Officer Responsibilities

- A. Officers shall complete a Domestic Violence Victim Notification Supplemental ([OPD Form 135](#)) when they book an arrestee on a DV charge, whether on a warrant or new charges. This shall be completed in addition to all other required reports and paperwork. Officers shall:

1. Be certain to complete the "Victim" and "Suspect" information sections of [OPD Form 135](#).
2. Retrieve the RB Number, victim's name, and victim's contact information from the original Incident Report for all warrant arrests.

NOTE: When officers book on a Protection Order (DV or Non-DV), a copy of the Protection Order must be included in the Misdemeanor Packet for the City Prosecutor. See the "[Booking – General Procedure](#)" policy for more information on distributing Misdemeanor Packets and Felony Warrantless Arrest Affidavits/Orders.

- B. Before officers finish booking the arrestee, officers shall give DCDC a copy of [OPD Form 135](#), along with a copy of the Record of Arrest (booking sheet). The original [OPD Form 135](#), along with a printed copy of the original Incident Report (if applicable), shall be turned in to the OPD officer's direct command for review and forwarding to the Data Review Squad.
- C. Between the hours of 0800 through 1600 hours, Monday through Friday, on business days (excluding holidays), officers shall have DCDC fax a copy of [OPD Form 135](#), along with a copy of the Record of Arrest (booking sheet), to the OPD Front Desk and the Omaha/Douglas County Victim Assistance Unit (See [Appendix A](#) for the fax number).
- D. Between the hours of 1600 and 0800, on weekends or holidays, officers shall have DCDC contact OPD's CIB Console Operator and Traffic Advisements line (See [Appendix A](#) for the

phone number) to determine what number to fax the documents to and will also fax a copy to the Omaha/Douglas County Victim Assistance Unit (See [Appendix A](#) for the fax number).

1. The CIB detective who handles the call from DCDC shall ensure a copy of the documents is provided promptly to the Domestic Violence Squad and to the OPD Front Desk for follow-up on the next "B"-Shift.

II. OPD Front Desk, Criminal Investigations Bureau, and Omaha/Douglas County Victim Assistance Unit Responsibilities

- A. DCDC will notify the OPD Front Desk-anytime an OPD DV Arrestee bonds out, or is released, prior to their initial appearance.
- B. When DCDC notifies the OPD Front Desk between the hours of 0800 through 1600, Monday through Friday, excluding holidays:
 1. OPD Front Desk employees shall contact the Omaha/Douglas County Victim Assistance Unit and inform them of the pending release of the Domestic Violence Offender (See [Appendix A](#) for the phone number). The [OPD Form 135](#), containing the Victim and Suspect Information, will be faxed to them immediately, if they have not already received one from DCDC (See [Appendix A](#) for the fax number).
 2. The Omaha/Douglas County Victim Assistance Unit will attempt to contact the Victim every half-hour, for up to six (6) hours. Notification, as well as attempts to notify, will be documented on the [OPD Form 135](#).
- C. When DCDC notifies CIB Weekend Duty/After Hours detectives (CIB Console Operator) after hours, or on weekends or holidays:
 1. The CIB detective who handles the call from DCDC shall be the detective assigned to perform the required notification to the victim, unless they are able to confirm with an on-duty OPD Domestic Violence Squad detective that is available on-duty for the next six (6) hours that the SIS detective agrees to perform the notification.
 2. The CIB detective who works on the notification shall attempt to contact the victim every half-hour, for up to six (6) hours. Notification of, as well as attempts to notify, will be documented on [OPD Form 135](#).
 - a. If the CIB detective who works on the notification is successful in contacting the victim within the six (6) hour period, the completed [OPD Form 135](#) will be placed in the Omaha/Douglas County Victim Assistance Unit mail tray at the OPD Front Desk.
 - b. If the CIB detective who works on the notification is not successful in contacting the victim, and the six (6) hour period has elapsed, the completed [OPD Form 135](#) will be faxed to the Omaha/Douglas County Victim Assistance Unit (See [Appendix A](#) for the fax number).
 - c. If by 0800 hours, Monday through Friday, the CIB detective who works on the notification has not been successful in contacting the victim, and the six (6) hour period has not elapsed, this information will be documented on the [OPD Form 135](#) and faxed to the Omaha/Douglas County Victim Assistance Unit immediately (See [Appendix A](#) for the fax number). It will become the responsibility of the Omaha/Douglas County Victim Assistance Unit to attempt to contact the victim for the remainder of the six (6) hour period.

- D. If a victim does not have a phone, the CIB detective who works on the notification or the Omaha/Douglas County Victim Assistance Unit (as applicable) will request officers be dispatched to inform the victim of the suspect's release. The detective shall document the fact that they requested a cruiser be sent, along with the date and time of the request, on the [OPD Form 135](#). The completed [OPD Form 135](#) will be placed in the Omaha/Douglas County Victim Assistance Unit mail tray located at the OPD Front Desk.
1. The responding officer will telephone the OPD Front Desk (See [Appendix A](#) for the phone number) or the requesting CIB detective (as applicable) at the time of the call prior to hitting back in service, and advise them whether or not the party was located.
 2. OPD Front Desk employees or the CIB detective working on the notification (as applicable) will document if the party was located on the [OPD Form 135](#) and place it in the Omaha/Douglas County Victim Assistance Unit mail tray located at the OPD Front Desk.
 3. The Omaha/Douglas County Victim Assistance Unit will retain all [OPD Form 135](#)'s as a permanent part of the victim's case file.

REFERENCES:

I. Previous OPD Orders

- A. Previous OPD General Orders include the following: #28-08, 6-14, 19-15, 50-21, and 44-24.

II. Accreditation Standards

- A. CALEA Accreditation standards 55.1.1 and 55.2.5 are relevant to this policy.

III. Other

- A. PPM Monthly Updates: #7-2019 and 1-2023.