



THE BLUE OPAL COLLECTIVE, LLC

REPORT WRITING GUIDE

Follow Up Investigation

HEADING

General heading.

Example: On (date), I, (your name & #), was assigned this case.

DISPATCH / CAD REPORT

Synopsis of the call notes.

Example: According to the CAD notes deputies responded after a 911 call was received from (Name) who reported.....

SUMMARIZE EXISTING INFORMATION

- Introduce the parties

Example: Officer (Name) identified the involved parties as (Name) and (Name). (Name) and (Name) have been in a dating relationship for # years, are the biological parents of # children, and were members of the same household at the time of the event.

- Summarize Officer Reports

Example: Officer (Name) reported he met with (Name) who reported the following..

Example: Officer (Name) noted he saw an overturned suitcase with scattered women's clothing and female hygiene items scattered near (Name's) vehicle.

- Summarize Domestic Violence Victim Statement and Strangulation/Suffocation Supplement

Example: (Name) answered yes to the below questions:

- Has he ever threatened you if you call the police.*
- Do you want a protective order?*
- Has he hurt you before?*

(Name) answered yes to the below # of # Lethality Screening Questions:

- Has he ever threatened you with a weapon? (Reply: Stated he would kill me if she left.)*
- Has he ever tried to kill you? (Reply: Arrested for Agg Assault in 2019)*
- Do you think he might try to kill you?*
- Does he have a gun or can he get one easily? (Reply: owns pistol)*
- Has he ever tried to choke you? (Reply: 3 times)*
- Has he ever forced you to have sex when you didn't want to?*
- Is there anything that worries you about your safety? (Reply: He's going to kill me.)*

HISTORICALS

- Criminal History on both parties
- Involvement checks (where they have lived)

Example: (Name)'s CCH records show the below arrests:

- *Aggravated Assault*
- *Assault - Strangulation*

(Name)'s CCH records show the below convictions:

- *Aggravated Assault*
- *Assault - Strangulation*

Example: Prior reports include the below:

- *Date Report Title Case number*
- *Synopsis of the report*

INTERVIEWS

- Witness(es)

Example: (Name) told me the following....

- Victim

Example: (Name) told me the following....

- Suspect (consider victim safety)

Example: (Name) told me the following....

OTHER ACTIONS

- Request and review 911 recording
- Review photos/video
- Follow up photos
- Text Messages
- Jail calls
- EMS records
- Medical Records
- Warrants / Protective Order
- Search Warrants
- Refer to services (Victim Services / Protective Order Services)
- Staff with Prosecutor