



Audit of Dallas Police Department's Efforts to Protect Victims of Domestic Violence

March 13, 2025

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Executive Summary

Objective and Scope

The objective of this audit was to evaluate whether Dallas Police Department's efforts to protect victims of domestic violence are in line with best practices. The scope of the audit was from June 30, 2021, through June 30, 2023.

Recommendations

Management should:

Upload hand-written Domestic Violence forms into the Records Management System by the end of each watch and in the long term, incorporate the forms into the Field-Based Reporting interface and enable subsequent download of the forms into the Lethality Assessment Program database.

Train patrol officers on documentation procedures for domestic violence cases.

Improve the percentage of high-risk victims speaking with a shelter or counselor at the scene.

Train office assistants in entering data into the Lethality Assessment Program database.

Reconcile all *Lethality Assessment Program Forms*.

Implement performance measures and work instructions for caseworkers on how to identify and follow-up on high-risk victims, and how to document it.

Implement a standard operating procedure for the high-risk detective's referrals of domestic violence victims to The Family Place and documentation of the reasons for decisions not to refer.

Background

In calendar year 2023, the City of Dallas recorded a total of 110,933 crimes. Domestic violence made up approximately 13 percent of the total number of crimes or 13,868. About 64 percent or 8,868 of these involved intimate partners. There were 15 intimate partner violence-related deaths in 2023.

The Dallas Police Department's Domestic Violence Unit is responsible for investigations of all domestic violence offenses.

Observed Conditions

Dallas Police Department's General Orders and Standard Operating Procedures for domestic violence cover most of the procedures described in the *Domestic Violence Model Policy* recommended by the International Association of Chiefs of Police.

Furthermore, Dallas Police Department exceeds the best practices for the identification and protection of victims of domestic violence. However, there are opportunities to improve the procedures related to the completion and retention of hand-written forms related to domestic violence, services provided by the Domestic Violence Unit caseworkers, and analyses performed by the high-risk detective.

Objectives and Conclusions

1. Are Dallas Police Department's General Orders and Standard Operating Procedures in line with the Domestic Violence Model Policy recommended by the International Association of Chiefs of Police as it relates to protecting victims of domestic violence?

Yes. Dallas Police Department's General Orders and Standard Operating Procedures for domestic violence cover most of the procedures described in the Domestic Violence Model Policy recommended by the International Association of Chiefs of Police. Furthermore, the Dallas Police Department's procedures include additional practices to identify and protect victims who are at high risk of being re-assaulted or killed, such as:

- The use of a *Lethality Assessment Program Form* to identify high-risk victims at the scene of the crime and to immediately connect them with a shelter and a counselor.
- The employment of two caseworkers with Dallas Police Department's Domestic Violence Unit to follow-up on high-risk victims and to offer services and counseling.
- The crime analysis performed by a dedicated high-risk detective to identify high-risk victims who should be granted priority for shelter placement and protection.

However, there are opportunities to improve the procedures related to the completion and retention of the hand-written forms related to domestic violence, services provided by the Domestic Violence Unit caseworkers, and analysis performed by the high-risk detective. (See [Observation A](#) and [Observation B](#).)

2. Did Dallas Police Department accurately identify crimes that involve domestic violence victims who are at high risk of being re-assaulted or killed?

Yes. The Dallas Police Department accurately classified domestic violence cases during the audit period of June 30, 2021, through June 30, 2023. A review of a random sample of 60 out of 21,830 non-domestic violence assault cases showed that the cases were properly classified as non-domestic violence cases. Further, a review of a random sample of four out of 10 disorderly conduct domestic violence cases that occurred during the audit period showed that the cases did not belong to a more serious crime classification, such as aggravated assault.

Audit Results

Both *City Council Resolution 88-3428* and Administrative Directive 4-09, *Internal Control* prescribe policy for the City to establish and maintain an internal control system. The audit observations listed are offered to assist management in fulfilling their internal control responsibilities.

Observation A: Completion and Retention of Required Forms

Identification of high-risk victims of domestic violence begins with the responding patrol officers' incident report of the crime. The Dallas Police Department General Order 307.00 "*Family Violence Prevention*," Sections 307.01 D.8 and D.9, direct responding officers to not only fill out an electronic incident report but also to fill out a hand-written Domestic Violence Supplement Packet that consists of two forms stapled together: a *Domestic Violence Supplemental Form* for all domestic violence cases, and a *Lethality Assessment Program Form* if intimate partners are involved. See [Appendix B](#) for the actual forms.

The Domestic Violence Unit submits both the *Domestic Violence Supplemental Form* and the *Lethality Assessment Program Form* to the Dallas County District Attorney's Office as evidence for prosecutions.

Exhibit 1:

Domestic Violence Supplemental Packet Contents

Form	Information about the Contents / Included Documentation
<p><i>Domestic Violence Supplemental Form</i></p> <p>Required to be completed for all domestic violence victims</p>	<p>The form contains the following information:</p> <ul style="list-style-type: none"> • The victim and the suspect information as well as their relationship. • The offence details of the case such as the victim's photos and whether the victim was strangled. • A written statement by the victim or a witness (affidavit). • Resources for the victims such as their legal rights and the numbers to the emergency shelters or social organizations for victim protection.

Form	Information about the Contents / Included Documentation
<p data-bbox="233 296 618 365"><i>Lethality Assessment Program Form</i></p> <p data-bbox="214 401 638 470">Required to be initiated for all intimate partner violence victims</p>	<p data-bbox="673 296 1398 407">The form asks 11 questions to immediately identify victims who are at the greatest risk of serious injuries or death.</p> <p data-bbox="673 436 1414 701">Once responding patrol officers identify a victim as high-risk, they call The Family Place or Genesis Women's Shelter and have these local advocates speak to the victim to offer them immediate placement to a shelter or advice. Victim participation is voluntary, and the victims can refuse to answer the questionnaire or to speak to the shelters.</p>

Source: Dallas Police Department

*The Dallas Police Department implemented the Domestic Violence Lethality Assessment Program on October 1, 2012, by partnering with local advocates: The Family Place and Genesis Women's Shelter. The program was designed by Dr. Jacquelyn Campbell of Johns Hopkins University in 2005.

Routing and Retention of Forms

When there is no arrest on the scene, patrol officers return the Domestic Violence Supplement Packets (both the *Domestic Violence Supplemental Forms* and the *Lethality Assessment Program Form*) to the patrol station. Officers turn the packets into the tray at the front desk. The packets are then couriered to the Domestic Violence Unit for their investigations. The information in the packets is important for the Domestic Violence Unit detectives to receive timely to determine if a victim is at great risk to be re-offended or killed by the suspect. Therefore, the patrol station is required to email the packets to the Domestic Violence Unit without delay. The patrol station sergeant for each watch¹ is responsible for ensuring this is accomplished by the end of each watch.

Missing Forms

Dallas Police Department General Order 307.00 "*Family Violence Prevention*," Section 307.01 directs patrol officers to complete a *Domestic Violence Supplemental Form* when responding to all domestic violence assaultive offenses and to complete a *Lethality Assessment Program Form* on all intimate partner offenses. *Dallas Police Department Roll Call Training Bulletin 2012-49* requires patrol officers to document a summary of the outcome of the *Lethality Assessment*

¹Dallas Police Department patrol station operates 24/7 under a shift schedule called "watch". Generally, each station follows one of the two watch schedules described below, depending on whether they are on an 8-hour shift or a 10-hour shift.

First Watch: 9:00 pm-7:00 am, Second Watch: 6:00 am-4:00 pm, and Third Watch: 9:00 pm – 7:00 am

First Watch: 12:00 am – 8:00 am, Second Watch; 7:00 am – 3:00 pm, Third Watch: 2:00 pm – 10:00 pm, and Fourth Watch: 8:00 pm – 4:00 am

Program Form in the incident report. For example, a summary may say that the *Lethality Assessment Program Form* was initiated but could not be completed as the victim refused to cooperate.

A review of a random sample of 50 incident reports out of 30,513 domestic violence cases recorded during the audit period from June 30, 2021, through June 30, 2023, showed that:

Five out of 50 (or 10 percent) domestic violence cases did not have a completed *Domestic Violence Supplemental Form*.

Out of these 50 domestic violence cases, 36 cases (or 72 percent) involved intimate partner violence and, therefore, required a completed *Lethality Assessment Program Form* if the victim cooperated. Ten out of 36 (or 28 percent) intimate partner domestic violence cases did not have a completed *Lethality Assessment Program Form*.

Of the 10 *Lethality Assessment Program Forms* that were not completed:

- Two forms were not available because the victims were injured and unable to respond to questions.
- Four forms were not available because the victims refused to answer the form's questions.
- One form could not be located.
- Three forms have no documentation in the incident report although the officers are required to document a short summary of the Lethality Assessment Program outcome for all intimate partner violence cases in the incident report (*Roll Call Training Bulletin 2012-49* which is referenced in Dallas Police Department General Order 307.00 "*Family Violence Prevention*," Section 307.01 D.9a.).

As a result: (1) some *Domestic Violence Supplemental Forms* and the *Lethality Assessment Program Forms* are not available for use by the Domestic Violence Unit detectives and the Dallas County District Attorney's Office prosecutors; and (2) high-risk victims may not be offered to be connected to the shelters at the scene.

According to the Dallas Police Department Standard Operating Procedures, the Domestic Violence Packets are required to be entered into Records Management System by jail staff when there is an arrest, or emailed to the Domestic Violence Unit by patrol station staff when there is no arrest, by the end of each watch. However, in practice, the patrol station staff does not email the forms for non-arrest cases. Instead, they send them in by interdepartmental mail, which causes a delay or loss of the packets.

Patrol sergeants have stated that the Dallas Police Department lacks continuous training on domestic violence cases for officers. As a result, the officers may not fully understand the importance of completing the packets and may not do their best to complete them.

Effectiveness of the Lethality Assessment Program Form

According to the Dallas Police Department, the percentage of victims who were identified as high risk per the *Lethality Assessment Program Form* and immediately spoke with a shelter/counselor at the scene was around 20 percent during the audit period. This is a decline since the initiative started in 2012 when the percentage was over 40 percent. While it is ultimately up to the victim to speak with the shelter or counselor, the Dallas Police Department may consider researching what has caused a decline in this connection percentage.

Criteria

- ❖ The Dallas Police Department General Order 307.00 "Family Violence Prevention:"
Section 307.01, D. 8.
Section 307.01, D. 9.
- ❖ The Dallas Police Department Training Bulletin 2019-02
- ❖ The Dallas Police Department Training Bulletin 2012-49
- ❖ The United States Department of Justice "Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias" – *Principle 3: Ensure that Policies, Training, Supervision, and Resource Allocation Support Thorough and Effective Investigations*
- ❖ The International Association of Chiefs of Police Intimate Partner Violence Response Policy and Training Content Guidelines – *Training and Personnel*
- ❖ The United States Department of Justice "Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias" - *Principle 5: Refer Victims to Appropriate Services.*

Assessed Risk Rating:

Moderate

We recommend the **Dallas Police Chief:**

- A.1:** In the long term, incorporate the currently hand-written *Domestic Violence Supplemental Form* and *Lethality Assessment Program Form* into the Field-Based Reporting interface to enable patrol officers to immediately electronically transmit the form data to the Records Management System.
- A.2:** In the short term, ensure that both jail staff and patrol station staff upload the *Domestic Violence Supplement Packet* into the Records Management System by the end of each watch.
- A.3:** Implement continuous training for patrol officers on documentation procedures for domestic violence cases, including documentation of the reasons behind incomplete *Lethality Assessment Program Forms*.
- A.4:** Improve the percentage of high-risk victims speaking with a shelter or counselor at the scene.

Observation B: Identification and Protection of High-Risk Victims of Domestic Violence

Identification of high-risk victims continues when the Domestic Violence Unit's caseworkers provide counseling, information, and support to victims through follow-up safety calls and in-office counseling. In addition, the Dallas Police Department Domestic Violence Unit assigns a high-risk detective as a coordinator between the Dallas Police Department and the Domestic High Risk Offender Team.² The detective performs a daily review of all new intimate partner violence cases to identify high-risk victims and refer them to The Family Place for intake or follow-up.

While the Dallas Police Department exceeds the practices described in the *Domestic Violence Model Policy* recommended by the International Association of Chiefs of Police to identify and protect victims of domestic violence, there are opportunities to improve these procedures.

High-Risk Victim Follow-Up and Data Retention

Dallas Police Department Domestic Violence Unit employs two full-time caseworkers. Once caseworkers receive physical copies of the *Lethality Assessment Program Forms* from patrol or jail staff via interdepartmental mail, the caseworkers manually input the information from the forms into the Lethality Assessment Program Database. The database is a separate system from the Dallas Police Department's primary Records Management System. The caseworkers then retain the forms of high-risk victims and shred the low-risk victim forms. The caseworkers use this Lethality Assessment Program database, along with a separate excel spreadsheet, to keep track of follow-up activities with the high-risk victims. The caseworkers perform follow-up calls on high-risk victims to check in on their safety, offer counselling over the phone or in person, and provide resources such as contact information of the shelters. Once the follow-up is performed, this activity is logged into a separate spreadsheet. The Lethality Assessment Program database is also utilized by the Dallas Police Department to produce their Lethality Assessment Program statistics presented to the Public Safety Committee annually.

Audit testing of the database records shows that the database is incomplete and not always accurate. In particular:

- A review of 26 *Lethality Assessment Program Forms* filled out at the scene of the crime showed that 9 out of 26 (or 35 percent) were not entered into the Lethality Assessment Program database.
- 1,179 of 10,511 victims (or 11 percent) were potentially miscategorized as low-risk rather than high-risk victims because there is a misunderstanding about the correct definition of a high-risk victim based on the *Lethality Assessment Program Form*.

² Domestic Violence High Risk Offender Team is a collaboration led by The Family Place (a victims advocate and shelter), which includes the Dallas Police Department, Dallas County District Attorney's Office, Dallas County Community Supervision and Corrections Department (CSCD), and Genesis Women's Shelter, that seeks to identify and intervene in high risk intimate partner domestic violence cases, reduce ongoing harm to victims, reduce recidivism with perpetrators, increase offender accountability, and ultimately prevent homicides.

As a result, the Domestic Violence Unit is not following up with all high-risk victims and does not have accurate data for the Lethality Assessment Program statistical reports.

Currently, there is no reconciliation between all *Lethality Assessment Program Forms* that are completed by the Patrol Unit in the field and the *Lethality Assessment Program Forms* that are entered into the Lethality Assessment Program database. In addition, there are no clear performance measures for the caseworkers regarding follow-up with the victims. During the audit period, the caseworkers were spending time fulfilling the office assistants' job duties instead of providing counseling services to the victims as the office assistant positions were vacant.

In the Unit's Standard Operating Procedures, the process of entering the Lethality Assessment Program information into the Lethality Assessment Program database is described as the office assistants' responsibility. In practice, this is the caseworkers' responsibility. Caseworkers do not have written work instructions that describe how to identify and follow-up on high-risk victims and how to document the identification and follow-up process.

High-Risk Detective's Referrals

The Domestic Violence Unit assigns a high-risk detective as a coordinator between the Dallas Police Department and the Domestic High Risk Offender Team. The high-risk detective uses criteria developed by the Dallas Police Department Domestic Violence Unit, The Family Place, and the Dallas County District Attorney's Office to identify victims in danger of re-assault or death. However, the documents related to the high-risk cases during the audit period of June 30, 2021, through June 30, 2023, do not include explanations as to why some high-risk victims who should have been referred to The Family Place were not referred.

For example, from a sample of 20 cases, four (or 20 percent) met the criteria for high-risk victim referral but were not referred to The Family Place. There is no documented explanation on whether the cases were reviewed by a high-risk detective, and why a referral decision was not made. The criteria for referral from the Dallas Police Department to The Family Place are not described in the Dallas Police Department's General Orders or Standard Operating Procedures, and there is a reliance on the high-risk detective's professional judgement for the referral decision.

Criteria

The International Association of Chiefs of Police Intimate Partner Violence Response Policy and Training Content Guidelines – *Post-Incident Investigation and Follow-Up*

The International Association of Chiefs of Police Intimate Partner Violence Response Policy and Training Content Guidelines – Training and Personnel, *Victim Safety and Protection*

The United States Department of Justice "Improving Law Enforcement Response to Sexual Assault and Domestic Violence by Identifying and Preventing Gender Bias" - *Principle 5: Refer Victims to Appropriate Services*.

Assessed Risk Rating:

Moderate

We recommend the **Dallas Police Chief:**

B.1: In the long term, implement a procedure for electronically downloading *Lethality Assessment Program Form* answers from the Records Management System into the Lethality Assessment Program database and automatically identifying high-risk victims based on the downloaded answers.

B.2: In the short term, fill the vacant office assistant positions and train the office assistants in entering data from the hand-written *Lethality Assessment Program Form* into the Lethality Assessment Program database.

B.3: Develop and implement a standard operating procedure for the reconciliation between all *Lethality Assessment Program Forms* that are completed by the Patrol Unit in the field and the *Lethality Assessment Program Forms* that are entered into the Lethality Assessment Program database.

B.4: Develop and implement clear performance measures, job expectations, procedures, and work instructions for caseworkers on how to identify and follow-up on high-risk victims, and how to document the identification and follow-up process.

B.5: Develop and implement a standard operating procedure for the high-risk detective's referrals of domestic violence victims to The Family Place and documentation of the reasons for decisions not to refer.

Appendix A: Background and Methodology

Background

Domestic Violence Definition

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain control over another partner. It includes physical, sexual, psychological, and emotional abuse, as well as threats of violence or economic control. The *Texas Family Code sections 71.004* and *71.0021* deal with crimes of domestic violence.

There were 30,513 domestic violence cases recorded by the Dallas Police Department during the audit period of June 30, 2021, through June 30, 2023. See [Exhibit 4](#) for the City's crime statistics related to all crimes, domestic (family) violence, and intimate partner violence crimes during the recent years.

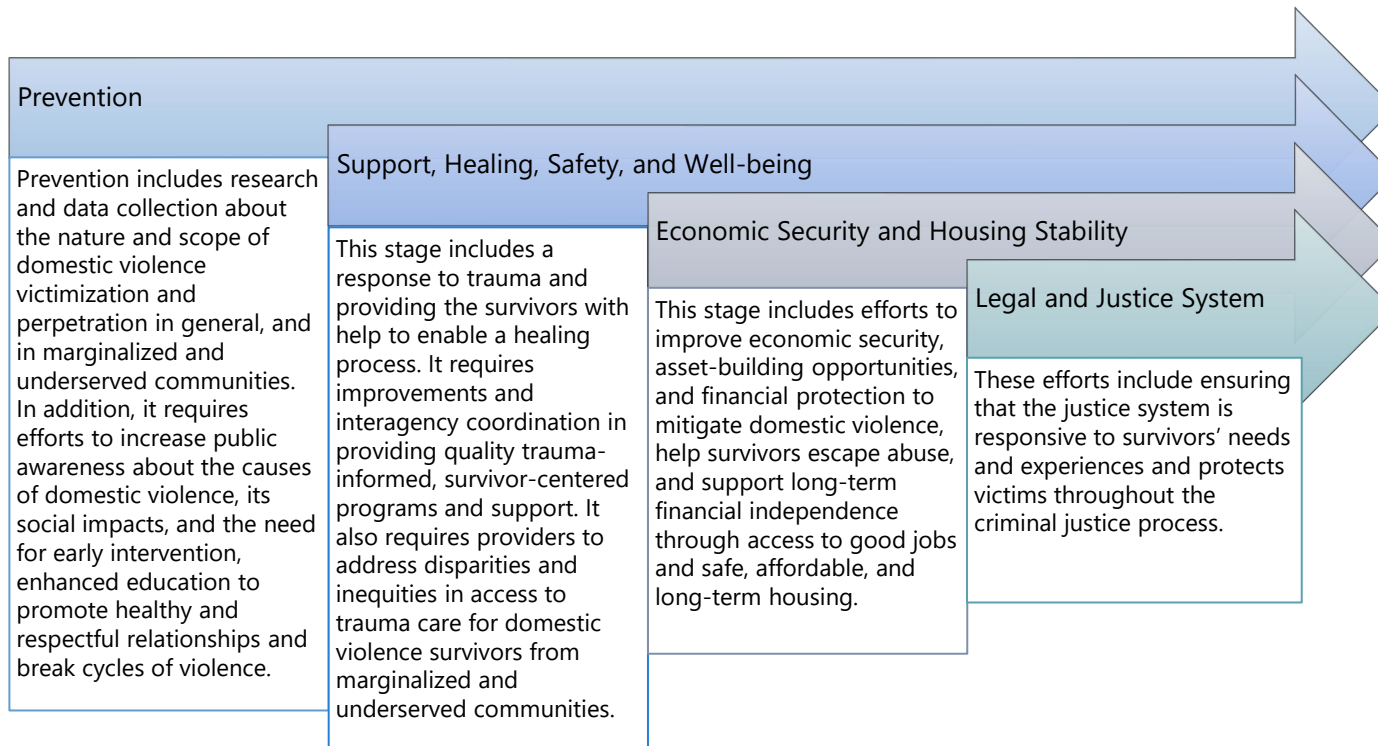
Dallas' Domestic Violence and Human Trafficking Advisory Council

The Advisory Council's role is to facilitate collaboration and communication between the community partners and support their current needs. The Council cooperates with law enforcement and the judicial system identifying potential lethality in domestic violence situations and works to prevent lethality from occurring. Increasing public awareness of the crimes and striving to bring the community together to end family violence is central to its mission. Domestic Violence affects individuals in every community, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality.

There is a need to address the root causes of violence and abuse and to change social norms that perpetuate domestic violence using the following strategies for action (see [Exhibit 2](#) on the next page):

Exhibit 2:

Strategies for Action



Source: U.S. National Plan to End Gender-Based Violence

In Dallas, the community partners responding to domestic violence and helping the victims are described on the next page in [Exhibit 3](#).

Exhibit 3:

Community Partners

The Family Place

(24-Hour Hotline 214-941-1991, The Family Place Website)

- The Family Place runs a 24-hour hotline for victims of abusive relationships, and provides an emergency shelter, crisis counseling for children, medical and dental care, early childhood education, transitional housing, job, technical and life skills training for adults, counseling, and an animal shelter.

Genesis Women's Shelter

(24-Hour Hotline- 214-946-4357, Genesis website PDF)

- The Genesis Women's Shelter provides an emergency shelter, transitional housing, counseling services for women, teens, and children, and legal services.

Dallas County District Attorney's Office

- The Dallas County District Attorney's family violence Division is a team of prosecutors, investigators, advocates, legal secretaries, and support staff dedicated to the prosecution of Family Violence cases.

Dallas Police Department

- The Patrol Bureau responds to domestic violence calls for service. The Domestic Violence Unit investigates the crimes and identifies and protects high-risk victims.

Dallas Independent School District

- The district works with The Family Place on domestic violence education. Educators from The Family Place join the students at Dallas Independent School District in their health classes to teach them about healthy relationships.

Source: Community partner websites

Domestic Violence Dashboard

The City of Dallas implemented an interactive Domestic Violence dashboard in 2022. The primary objectives of the dashboard are to increase public awareness about domestic violence, to display data from the Dallas County District Attorney's Office and local domestic violence shelters, and to measure domestic violence crime trends over time.

See [Exhibit 4](#) and [Exhibit 5](#) for the City of Dallas Crime Statistics trend and the dashboard data from 2023, respectively.

Exhibit 4:

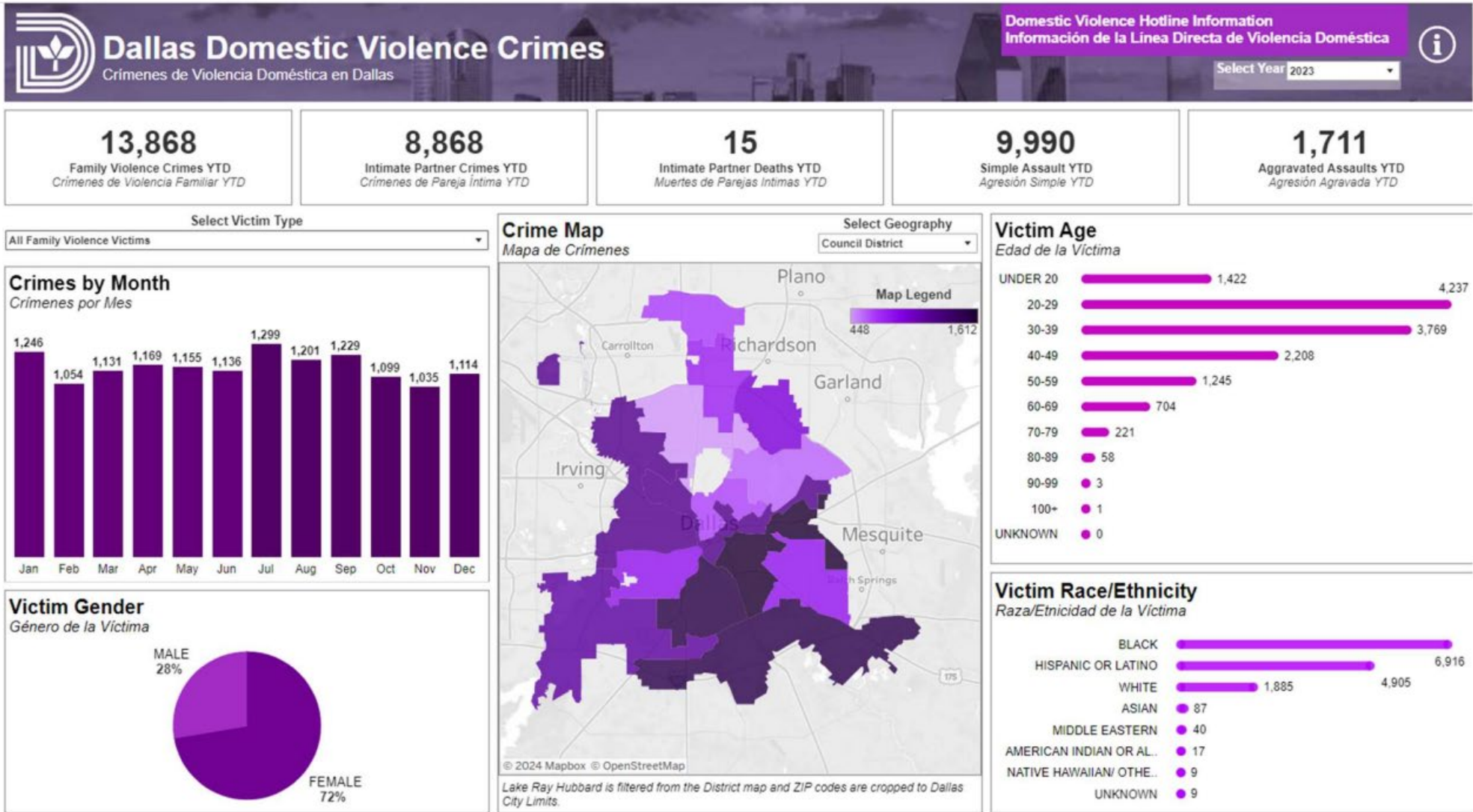
City of Dallas Crime Statistics

Calendar Year	Total Crimes	Family Violence Crimes	Intimate Partners Crimes	Intimate Partner Deaths
2021	108,246	15,985	11,000	17
2022	108,814	15,270	10,013	14
2023	110,933	13,868	8,868	15
YTD as of 9/6/2024	69,069	9,443	6,116	8

Source: Dallas Crime Analytics Overview Dashboard and Dallas Domestic Violence Crimes Dashboard.

Link - [Dallas Domestic Violence Crimes Dashboard](#)

Exhibit 5:



Dallas Police Department Domestic Violence Unit

The Domestic Violence Unit is a specialized investigative office created to respond to domestic violence in the City of Dallas. The Domestic Violence Unit is responsible for follow-up investigations of all domestic violence offenses.

The Domestic Violence Unit is commanded by a Lieutenant of Police who reports to the Major of Police of the Special Victims Division. The unit is comprised of uniformed officers, civilian staff, and civilian counselors. The Domestic Violence Unit consists of 51 personnel.

The number of personnel may fluctuate by year depending on the budget and vacancies.

Please see [Exhibit 6](#) below.

Exhibit 6:

Domestic Violence Unit Personnel Makeup

Sworn Personnel	Authorized	Non-Sworn Personnel	Authorized
Major	1	Caseworkers	2
Lieutenant	1	Investigative Support Specialist	1
Sergeants	5	Senior Office Assistant	1
Senior Corporals/Detectives	38	Office Assistant	1
Police Officers	1	Total:	5
Total:	46		

Source: Dallas Police Department Domestic Violence Unit Standard Operating Procedures

Methodology

The audit methodology included:

Interviewing personnel from the Dallas Police Department, The Family Place, Genesis Women's Shelter, the Dallas County District Attorney's Office, and the City of Dallas Domestic Violence and Human Trafficking Advisory Council.

Reviewing General Orders, Standard Operating Procedures, Training Bulletins, the *Texas Family Code § 71.004 and § 71.002*, *Texas Penal Code*, and best practices such as *the International Association of Chiefs of Police Domestic Violence Model Policy*.

Performing various analyses.

In addition, all five components of *Standards for Internal Control in the Federal Government* were considered.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based upon our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Major Contributors to the Report

Shino Knowles, CPA – In-Charge Auditor

Anatoli Douditski, MPA, CIA, CFE, ACDA – Engagement Manager

Appendix B: Domestic Violence Supplement Packet

DALLAS POLICE DEPARTMENT DOMESTIC VIOLENCE SUPPLEMENT

Case Number: _____

Offense Date: _____

VICTIM:

Name: _____ DOB: _____ Height: _____ Weight: _____

Phone Number: _____ Other Phone Number: _____ Email: _____

Emergency Contact for Victim:

Name: _____ Address: _____

Phone Number: _____ Email: _____

Victim injured? No Yes Pain scale (0-10): _____ Describe injuries: _____Transported to Hospital? No Yes Hospital Name: _____ EMT Unit #: _____Victim pregnant? No Yes # of weeks? _____ Suspect aware of pregnancy? No Yes Is the child his? No Yes

Hospital/Clinic/Doctor Name: _____ Phone Number: _____

SUSPECT:

Name: _____ R/S: _____ DOB: _____ Height: _____ Weight: _____

Address: _____ Phone Number: _____

Email: _____ Other Suspect Info: _____

Suspect injured? No Yes Describe injuries: _____Transported to Hospital? No Yes Hospital Name: _____ EMT Unit #: _____Suspect arrested? No Yes Suspect owns/has access to gun (s)? No Yes Type: _____

RELATIONSHIP:

Victim/Suspect Relationship: _____ Length of Relationship: _____

Recent separation/threat of separation? No Yes

OFFENSE INFORMATION:

Strangulation? No Yes (Complete attached Documentation Form for Attempted Strangulation Cases)IPV (Intimate Partner Violence)? No Yes (Complete attached Lethality Screen for First Responders)Weapon: No Yes Type: _____ Tag #: _____ Evidence? Protective Custody? Affidavit(s) attached? No Yes by Victim? by Witness? Witness Name: _____Children present? No Yes Name/Age: _____ Name/Age: _____EPO applied for? No Yes Taken to shelter? No Yes CPS notified? No Yes Refer to CPS? No YesPhotos taken by: PES BWC Badge #: _____ Photos of Suspect: No Yes (*use pictures of the Suspect if not at location.)Video Evidence? No Yes BWC Badge #s: _____ In-Car Video Vehicle #: _____Verbal/Res Gestae Statements: Victim Suspect Witness

Officer's Observations (Victim/Suspect emotional state, crime scene)/ Additional Information:

Supervisor contacted Badge #: _____ Detective responded Badge #: _____

Completed by: _____ Badge #: _____

RESERVED FOR FUTURE MEDICAL RECORDS RELEASE

KEY: d/a = during/after, s/s = strangulation/suffocation

Case Number: _____ Officer Name: _____

MECHANISM OF INJURY

What was used to apply pressure? (How were you strangled? Check all that apply)
 One hand Both hands Forearm Knee/foot Other/Object (Describe): _____

How were your bodies when pressure was applied? (i.e.: from behind, face to face): _____

Estimate level of pressure (check one): 0 1 2 3 4 5 6 7 8 9 10
 (0=none, 10=extremely strong)

How long did it seem to last?: _____ During this assault, were there multiple s/s incidents? Yes # _____ No

Was pressure applied to the neck consistently or did it change? (Describe): _____

What, if anything, did you do to (physically) attempt to stop the strangulation? _____

Were you shaken or your head hit against a surface or an object? (Describe): _____

At any point was any pressure placed on your chest/torso? (Describe): _____

Has the suspect ever: Held your face in water/liquid? Poured water/liquid over your face? If yes, describe: _____

INTENT

What, if anything, did the suspect say during the s/s? _____

Describe suspect's face/demeanor/expression during s/s: _____

What were you thinking during s/s? _____

What caused the suspect to stop? ____ Were children present? Yes No

Has suspect s/s you before? No Yes # of times ____ When/Where? _____ Reported? No Yes Agency? _____

AIRWAY

Describe your breathing during the s/s (if not, describe): _____

Tell me about your breathing after the s/s: _____

How did your throat feel during the s/s: _____ after the s/s: _____

Did you cough?: during after never (describe): _____

Describe any changes to your voice (i.e.: painful/raspy/hoarse/whispering): _____

Describe any changes to your swallowing (i.e.: painful/difficult/saliva changes): _____

BLOODFLOW

How did your body feel d/a s/s? _____

How did your head feel d/a s/s? _____ Headache? During After None

Any change or loss of vision d/a s/s? No Yes (describe) _____

Any change or loss of hearing d/a s/s? No Yes (describe) _____

How did your ears feel d/a s/s? _____

Are there any gaps in your memory? Yes No Loss of consciousness? Yes No Not Sure (describe) _____

Did you Urinate Defecate or Feel the urge to do one or both during or immediately after the s/s (if so, collect and photograph clothing)

OTHER SYMPTOMS

Did you vomit/dry heave/feel nauseous d/a s/s? No Yes (describe) _____

Did you feel faint/dizzy/lightheaded da/ s/s? No Yes (describe) _____

Please describe any other symptoms/behavior observed by the officer: _____

PLEASE TAKE PHOTOGRAPHS

Was either party wearing jewelry relevant to injuries? No Yes _____

Photographs taken? No Yes

Date/time photographs taken: _____

<p>NECK/CHEST</p> <p><input type="checkbox"/> Redness</p> <p><input type="checkbox"/> Tender or painful</p> <p><input type="checkbox"/> Bruising</p> <p><input type="checkbox"/> Ligature marks</p> <p><input type="checkbox"/> Scratches</p> <p><input type="checkbox"/> Fingernail marks/abrasions</p>	<p>FACE</p> <p><input type="checkbox"/> Red or flushed</p> <p><input type="checkbox"/> Petechiae</p> <p><input type="checkbox"/> Scratches/abrasions</p> <p><input type="checkbox"/> Bruising</p> <p><input type="checkbox"/> Lips or mouth</p> <p><input type="checkbox"/> Under chin</p>	<p>EYES & EYELIDS</p> <p><input type="checkbox"/> Petechiae in R/L eyeball</p> <p><input type="checkbox"/> Petechiae in R/L eyelid</p> <p><input type="checkbox"/> Redness in eyes</p> <p><input type="checkbox"/> Redness in eyelids</p>	<p>EARS</p> <p><input type="checkbox"/> Petechiae on ear(s)</p> <p><input type="checkbox"/> Bruising/discoloration behind ear(s)</p> <p><input type="checkbox"/> Bleeding from ear(s)</p> <p><input type="checkbox"/> Injury behind ear(s)</p>
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PLEASE MARK OR NOTATE ALL AREAS THAT WERE REPORTED BY THE VICTIM OR OBSERVED BY THE REPORTING OFFICER

EXTERNAL SIGNS

Describe any additional external marks observed on victim: _____

Describe any external marks observed on suspect: _____

CHECKLIST

- Photograph injuries, parties, scene
- If strangled/suffocated with object: photograph object where found and collect for evidence
- Collect all relevant evidence i.e.: soiled/torn clothing, surveillance footage etc.
- Provide victim with materials/resources/referrals
- Secure medical treatment per agency policy

RESERVED FOR FUTURE USE



DOMESTIC VIOLENCE LETHALITY SCREEN FOR FIRST RESPONDERS



(214) 941-1991



(214) 946-4357 (HELP)



Officer:	Date:	Case #:
Victim:	Offender:	
<input type="checkbox"/> Check here if victim did not answer any of the questions.		
► A "Yes" response to any of Questions #1-3 automatically triggers the protocol referral.		
1. Has he/she ever used a weapon against you or threatened you with a weapon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
2. Has he/she threatened to kill you or your children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
3. Do you think he/she might try to kill you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
► Negative responses to Questions #1-3, but positive responses to at least four of Questions #4-11, trigger the protocol referral.		
4. Does he/she have a gun or can he/she get one easily?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
5. Has he/she ever tried to choke you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
6. Is he/she violently or constantly jealous or does he/she control most of your daily activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
7. Have you left him/her or separated after living together or being married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
8. Is he/she unemployed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
9. Has he/she ever tried to kill himself/herself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
10. Do you have a child that he/she knows is not his/hers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
11. Does he/she follow or spy on you or leave threatening messages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Ans.
► An officer may trigger the protocol referral, if not already triggered above, as a result of the victim's response to the below question, or whenever the officer believes the victim is in a potentially lethal situation.		
Is there anything else that worries you about your safety? (If "yes") What worries you?		
What is the victim's gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female	
What is the suspect's gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Was the Victim Transported to a Hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the suspect intoxicated/high during this offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the suspect At Large?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check one: <input type="checkbox"/> Victim screened in according to the protocol <input type="checkbox"/> Victim screened in based on the belief of officer <input type="checkbox"/> Victim did not screen in		
If victim screened in: After advising her/him of a high danger assessment, did the victim speak with the hotline counselor? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Note: The questions above and the criteria for determining the level of risk a person faces is based on the best available research on factors associated with lethal violence by a current or former intimate partner. However, each situation may present unique factors that influence risk for lethal violence that are not captured by this screen. Although most victims who screen "positive" or "high danger" would not be expected to be killed, these victims face much higher risk than that of other victims of intimate partner violence.

AFFIDAVIT IN ANY FACT

Name _____ DOB _____ Home Phone _____

Home Address _____ City/State/Zip _____

(In your words, describe in detail exactly what you witnessed. Begin with the date and location and construct the facts in chronological order. Please print or write legibly.)

Warning: You are submitting the following statement under oath. Any untruthful statement given knowingly will subject you to possible prosecution for perjury.

[Lined area for writing the affidavit statement]

STATE OF TEXAS
COUNTY OF DALLAS

Before me, _____, a Peace officer in and for said County, State of Texas, this day personally appeared _____ who, after being duly sworn, upon oath declares that the statements made herein are true and correct.

Signature of Affiant

Subscribed and sworn to before me this _____ day of _____, 20 _____

Peace Officer, Dallas P.D. Dallas County, Texas



**Dallas County
Criminal District Attorney's Office**



The District Attorney's Office is responsible for seeking justice on behalf of the people of Dallas County. Part of seeking justice includes being conveniently accessible to the community while providing services to victims, witnesses and those affected by violence.

The mission of the Community Resource Satellite Offices is to provide assistance to victims of domestic violence in a safe and convenient location, should they be unable to seek services at the main office in downtown Dallas.

The District Attorney's Office and its staff are here to serve YOU!

COMMUNITY SATELLITE OFFICES

(Pre-Screening available for Protective Orders)

Northeast Division, Dallas Police Department
9915 E. N.W. Highway
Dallas, Texas 75238
Tues/Thurs: 2-4:30pm

Cedar Hill Police Department
285 Upton Blvd.
Cedar Hill, Texas 75104
Thurs: 2-4:30pm

Southwest Division, Dallas Police Department
4320 West Illinois, Ave.
Dallas, TX
Tues: 2-4:30pm

Grand Prairie Police Department
1525 Arkansas Lane
Grand Prairie, TX 75052
Tues/Thurs: 2-4:30pm

South Central Division, Dallas Police Department
1999 East Camp Wisdom Road
Dallas, Texas 75241
Thurs: 2-4:30pm

Irving Police Family Advocacy Center
600 W. Pioneer Drive
Irving, Texas 75061
Tues/Thurs: 2-4:30pm

Road & Bridge Office, District 1
715 Rowlett Road,
Garland, Texas 75043
Wed. 2-4:30pm

Richardson Counseling Ctr.
Address provided with appt.
469-283-0242

COMMUNITY COURTS

(Pre-Screening available for Protective Orders)

South Oak Cliff Community Court
2111 South Corinth Street Rd.
Dallas, Texas 75203
Mon: 9-5pm

West Dallas Community Court
2828 Fishtrap Rd.
Dallas, Texas 75212
Tues: 9-5pm

South Dallas Community Court
2922 Martin Luther King Jr. Blvd.
Dallas, Texas 75215
Thurs: 9-5pm

Appendix C: Management's Response

Memorandum



CITY OF DALLAS

DATE: March 14, 2025

TO: Mark S. Swann – City Auditor

SUBJECT: Response to Audit of Dallas Police Department's Efforts to Protect Victims of Domestic Violence

This letter acknowledges the City Manager's Office received the *Audit of Dallas Police Department's Efforts to Protect Victims of Domestic Violence* and submitted responses to the recommendations in consultation with the Dallas Police Department.

The City of Dallas and the Dallas Police Department (DPD) believe providing a complete investigative and support process for domestic violence victims is essential. DPD is pleased to be in line with the International Chief of Police's recommended Domestic Violence Model Policy. DPD will continue to enhance its processes by:

- Implementing a new Records Management System (RMS) with the capability to immediately upload Domestic Violence Supplemental (DVS) and Lethality Assessment Program (LAP) forms, enabling relevant officers and staff to immediately access DVS and LAP Forms' data (no sooner than two years);
- Updating current policies and procedures to provide a detailed guide on uploading DVS Packets into the RMS along with sending the packets via interoffice mail. Additionally, DPD will perform internal audits to ensure compliance and a Roll Call Training Bulletin will be created;
- Employing the PoliceOne platform to administer annual domestic violence refresher courses;
- Implementing a new RMS with the capability to automatically identify high-risk victims based on uploaded LAP forms. Additionally, DPD is developing a web-based reporting system and related procedure that will capture LAP form data electronically in the interim (no sooner than two years);
- Ensuring that open positions in the Domestic Violence Unit are filled as quickly as possible;
- Developing a procedure for reconciling the number of LAP forms completed to the number of LAP Forms that are entered into the database.
- Updating relevant standard operating procedures to clarify performance measures, job expectations, and work instructions related to high-risk victims, case workers, and sergeants; and
- Updating relevant standard operating procedures to enhance the existing process.

"Service First, Now!"
Connect – Collaborate – Communicate

Response to Audit of Dallas Police Department's Efforts to Protect Victims of Domestic Violence

March 14, 2025

Page 2 of 2

DPD accepts the risk associated with one medium-risk recommendation. DPD recognizes the importance of connecting high-risk victims with additional resources and will ensure that 100% of high-risk victims are offered information on shelter and counseling services. However, DPD cannot agree to implement this recommendation as there are too many components that are outside of DPD's direct control.

Service First, Now!



[Kimberly Bizer-Tolbert \(Mar 10, 2025 15:15 CDT\)](#)

Kimberly Bizer Tolbert

City Manager

C: Jack Ireland, Chief Financial Officer

Dominique Artis, Chief of Public Safety

Michael Igo, Police Chief (I)

"Service First, Now!"

Connect – Collaborate – Communicate

Assessed Risk Rating	Recommendations	Concurrence and Action Plans	Implementation Date	Follow-Up/ Maturity Date	
Moderate	We recommend the Dallas Police Chief:				
	<p>A.1: In the long term, incorporate the currently hand-written <i>Domestic Violence Supplemental Form</i> and <i>Lethality Assessment Program Form</i> into the Field-Based Reporting (FBR) interface to enable patrol officers to immediately electronically transmit the form data to the Records Management System (RMS).</p>	Agree	<p>FBR is not capable of performing this task. A new RMS system will have this capability and implement the recommendation but will not be purchased any sooner than two years.</p> <p>Therefore, in the interim, the Dallas Police Department (DPD) is testing a process that allows us to upload the Domestic Violence Supplemental (DVS) and Lethality Assessment Program (LAP) Forms to Evidence.com, allowing relevant officers and staff immediate access to the DVS and LAP Forms' data.</p>	3/31/2028	6/30/2028
	<p>A.2: In the short term, ensure that both jail staff and patrol station staff upload the <i>Domestic Violence Supplement Packet</i> into the Records Management System by the end of each watch.</p>	Agree	<p>DPD will revise its current policies and procedures to provide a detailed guide for uploading Domestic Violence Supplement Packets into the Records Management System along with submitting the packets via interoffice mail. Internal audits will be created to ensure compliance, and officers will be trained on the process via a Roll Call Training Bulletin.</p>	6/30/2025	12/31/2025

Assessed Risk Rating	Recommendations	Concurrence and Action Plans		Implementation Date	Follow-Up/ Maturity Date
	<p>A.3: Implement continuous training for patrol officers on documentation procedures for domestic violence cases, including documentation of the reasons behind incomplete <i>Lethality Assessment Program Forms</i>.</p>	Agree	<p>DPD completed its first annual training rollout in the fall of 2024. Moving forward, DPD will use the PoliceOne platform to administer annual domestic violence refresher courses.</p>	6/30/2025	12/31/2025
	<p>A.4: Improve the percentage of high-risk victims speaking with a shelter or counselor at the scene.</p>	Accept Risk	<p>DPD recognizes the importance of connecting high-risk victims with additional resources and communicates this to high-risk victims. However, DPD does not have direct control over whether high-risk victims utilize these services or shelter availability. In addition, the usage statistics are tracked by the third-party counseling service, and this data is not shared with DPD. Thus, DPD can not agree to implement this recommendation as too many components are outside of DPD's direct control.</p> <p>However, DPD will ensure that 100% of high-risk victims are offered information on shelter and counseling services. High-risk victims will receive contact information for these services, both verbally and via a physical copy (written).</p>	N/A	N/A

Assessed Risk Rating	Recommendations	Concurrence and Action Plans	Implementation Date	Follow-Up/ Maturity Date	
Moderate	We recommend the Dallas Police Chief:				
	<p>B.1: In the long term, implement a procedure for electronically downloading <i>Lethality Assessment Program Form</i> answers from the Records Management System into the Lethality Assessment Program database and automatically identifying high-risk victims based on the downloaded answers.</p>	Agree	<p>A new RMS system will have this capability and implement the recommendation but will not be purchased any sooner than two years.</p> <p>In the interim, DPD is developing a web-based reporting system and related procedure that will capture the LAP Form data electronically. The electronic capture of this data will allow for the automatic identification of high-risk victims based on responses within the LAP Form.</p>	3/31/2028	12/31/2028
	<p>B.2: In the short term, fill the vacant office assistant positions and train the office assistants in entering data from the hand-written <i>Lethality Assessment Program Form</i> into the Lethality Assessment Program database.</p>	Agree	<p>DPD has worked diligently to fill the vacant office assistant position. A qualified candidate was selected but backed out two weeks before the onboarding date. DPD has reposted the position.</p> <p>DPD will provide and document on-the-job training to the individual on the current processes related to entering data into the LAP database. In addition, DPD will require them to familiarize themselves with the existing SOPs relevant to their assigned duties.</p>	9/30/2025	3/31/2026

Assessed Risk Rating	Recommendations	Concurrence and Action Plans		Implementation Date	Follow-Up/ Maturity Date
	<p>B.3: Develop and implement a standard operating procedure (SOP) for the reconciliation between all <i>Lethality Assessment Program Forms</i> that the Patrol Unit completes in the field and the <i>Lethality Assessment Program Forms</i> that are entered into the Lethality Assessment Program database.</p>	Agree	DPD will develop a procedure for reconciling the number of completed LAP forms to the number of LAP Forms entered into the database.	9/30/2025	12/31/2025
	<p>B.4: Develop and implement clear performance measures, job expectations, procedures, and work instructions for caseworkers on how to identify and follow-up on high-risk victims, and how to document the identification and follow-up process.</p>	Agree	DPD updated the Special Victims Division Domestic Violence Unit Standard Operating Procedures 100.03-7 Caseworker in August 2023 to clarify job expectations. DPD will review related procedures, work instructions, and SOPs, including SVD-DVU SOP 100.03-3 DV Sergeant Responsibilities, to ensure that caseworkers have clear guidance on performing their duties and that performance measures are developed.	6/30/2025	12/31/2025

Assessed Risk Rating	Recommendations	Concurrence and Action Plans		Implementation Date	Follow-Up/ Maturity Date
	B.5: Develop and implement a standard operating procedure for the high-risk detective's referrals of domestic violence victims to The Family Place and documentation of the reasons for decisions not to refer	Agree	DPD will update the Special Victims Division Domestic Violence Unit Standard Operating Procedures to enhance the process that already exists.	6/30/2025	12/31/2025