



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> Report/Arrest in Domestic Violence		<b>NO. OF PAGES:</b> 2
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> N/A
<b>General Order 040</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**Purpose:** To establish a standardized operating procedure for the investigation of domestic violence.

**Goal:** A uniform manner of documenting and handling domestic violence.

**Procedure:**

**A. Definitions:**

1. Family Violence – An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury assault, sexual assault or that is a threat that reasonably places the person in fear of imminent physical harm, bodily injury, assault or sexual assault. This excludes the reasonable discipline of a child.
2. Family – Individuals related by blood or marriage; individuals who are former spouses of each other; individuals who are the biological parents of the same child without regard to marriage; a foster child and foster parent, whether or not those individuals reside together.
3. Household – A unit comprised of persons living together in the same dwelling, whether or not they are related to each other. Including boyfriend, girlfriend relationship and/or roommates.
4. Dating Violence – a relationship between individuals who have had a continuing relationship of romantic or intimate nature.

**B. Any officer who investigates a family violence incident or who responds to a disturbance call that may involve family violence shall make a written report, including but not limited to:**

1. The names of the suspect and complainant;
2. The date, time, and location of the incident;
3. Any visible or reported injuries, which should be photographed, when possible; and
4. A description of the incident and a statement of its disposition.

**C. Any officer who investigates a family violence incident or who responds to a disturbance call that may involve family violence shall advise any possible adult victims of all reasonable means to prevent further violence.**

1. The officer shall provide the victim(s) with the following:
  - a. Victim Referral/Victim’s Rights Card
  - b. Prosecution/Assistance form; and
  - c. Application for Magistrate’s Order for emergency protection

**D. For every victim and suspect involved in family violence, the investigating officer shall complete a State (UCR) Family Violence form. This form is to be placed in the case document file, where it will be forwarded to Victims Assistance.**

- E. Any person(s) the investigating officer has probable cause to believe has committed an assault resulting in bodily injury to another may be arrested without warrant.
1. If the suspect has left the scene before the investigating officer arrival and the officer has probable cause to believe an offense has been committed against the complainant, the officer may file a To-be Warrant.
  2. In cases where the officer is not able, in the normal scope of his/her duties to file charges and obtain a warrant, the Criminal Investigations Division will assume responsibility for completing the case.
  3. If the investigating officer is able to affect an arrest at the scene, they will do so.
- F. While at the scene of an alleged family violence incident, it is determined that family violence has occurred, and at the discretion of the investigating officer, the officer may stay with the victim of family violence in order to protect the victim. He/She may allow the victim to take necessary personal property of the victim and/or children to a safe location. Under no circumstances will the investigating officer attempt to adjudicate a division of property or offer information to the parties involved that could be construed in any way to be legal advice.
- G. The investigating officer shall contact the Harris County District Attorney's Office for every alleged offense. The officer will so note in the offense report, the date, time and name of the Assistant District Attorney contacted and the status of charges.

APPROVED:

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Roger Byars  
Chief of Police

Date

#### Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

