

REPORT WRITING CHECKLIST
Partner Family Member Assault (PFMA) Arrest/Incident Report

Document the following:

1. Time of incident and arrival
2. Relevant 911 information
3. Immediate statements of either party
4. Interview all parties and witnesses, documenting:
 - a. Relationship of parties involved/witnesses
 - b. Name, address, phone – work/home, employer, etc.
 - c. Individual's account of events
 - d. When and how violence started
 - e. Officer observation related to account of events
 - f. Injuries, including those not visible, i.e. sexual assault, strangulation
 - g. Emotional state/demeanor
 - h. Alcohol or drug use/impairment
5. Evidence collected (i.e. pictures, statements, weapons)
6. Children present, involvement in incident, general welfare; or Children not present, but reside at the residence
7. Medical help offered or used, facility, medical release obtained
8. Rationale for arrest or non-arrest decisions
9. Summary of actions (i.e. arrest, non-arrest, attempt to locate, transport, referrals, victim rights form, seizing firearms)
10. Existence of Orders of Protection, probation, warrants, prior convictions
11. Victim responses to risk questions including your observations of their responses
12. Names and phone number of 2 people who can always reach the victim (Do not put in report)

Risk Questions

1. Do you think he/she will seriously injure or kill you or your children? What makes you think so? What makes you think not?
2. How frequently and seriously does he/she intimidate, threaten or assault you?
3. Describe the most frightening event/worst incident or violence involving him/her.

Self-defense Definition ([MCA 45-3-102](#))

A person is justified in the use of force or threat to use force against another when and to the extent that he reasonably believes that such conduct is necessary to defend himself or another against such other's imminent use of unlawful force.

Predominant Aggressor Considerations ([MCA 46-6-311](#))

1. The prior history of violence between the partners or family members, if information about the prior history is available to the officer.
2. The relative severity of injuries received by each person.
3. Whether an act of or threat of violence was taken in self-defense.
4. The relative sizes and apparent strength of each person.
5. The apparent fear or lack of fear between the partners or family members.
6. Statements made by witnesses.