



# Incident Lethality Assessment Protocol

## Overview

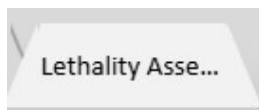
The **Incidents** module now has a Lethality Assessment tab and report.



1 Click **RECORDS** → **ADMIN** → **INCIDENT REPORTS**



2 Locate the incident you want to perform a lethality assessment for. Scroll down and click the **Lethality Assessment** tab on the last row (it is currently the last tab.) Here you will be able to add Lethality Assessments.



1 Lethality Assessment							EXPORT GRID TO FILE	ADD LETHALITY ASSESSMENT
Assessment Date	Disposition	Victim	Offender	Offenses	Entry By	Entry Date		
12/29/2025 12:48		DOE, JOHN		90Z-ALL OTHER OFFENSES		12/29/2025 12:48		

To add a new assessment, click **Add Lethality Assessment**.

ADD LETHALITY ASSESSMENT

View Lethality Assessment

Entry Date: 12/29/2025 13:26 / Entry By:

Assessment Date: 12/29/2025 Time: 13:26:31 Final Disposition(required): Hotline: No Hotline Number Set in Company Set

Offenses:

90Z-ALL OTHER OFFENSES

Victim:

Offender:

DOE, JOHN

☐ Check here if victim decline to be screened: ☐ Check here if officer could not administer the LAP

☐ Did a child witness or experience the violence and/or strangulation

☐ Did officer call Advocate Hotline? ☐ Did victim also speak with advocate? Hotline Advocate ID:

Concerns Assessment Questions

You do not have to have UCR, Offender, or Victim filled in on the report. Those pieces of information can be manually entered so that the officer can more quickly enter this form. However, if that data is populated, iSOMS will attempt to auto-fill **Offense**, **Offender**, and **Victim**. If iSOMS does auto-fill, the options can be overwritten by the officer.

Offenses:

90Z-ALL OTHER OFFENSES

Victim:

Offender:

DOE, JOHN

Now fill out the checkboxes:

☐ Check here if victim decline to be screened: ☐ Check here if officer could not administer the LAP

☐ Did a child witness or experience the violence and/or strangulation

☐ Did officer call Advocate Hotline? ☐ Did victim also speak with advocate? Hotline Advocate ID:

Now you will fill out the sub-tabs on this window. The first sub-tab, **Concerns**, allows you to record if a victim or the officer filling out the report has additional safety concerns.

## Concerns

☒ (VICTIM) - If there anything else that worries you about your safety

(If yes) What worries you?:

ADD VICTIM CONCERNS HERE

☒ (OFFICER) Reason for officer belief victim is high-risk for their safety

(If yes) Reason for officer belief of high-risk?:

ADD OFFICER CONCERNS HERE

Now fill out the assessment on the **Assessment Questions** tab.

11 Records EXPORT GRID TO FILE

Question #	Question	AnswerText	Yes	No	Not Ans.	Not Asked
1	Have they ever used a weapon against you or threatened you with a weapon?	Not Asked	✓	⊘	×	⊠
2	Have they ever tried to choke you?	Not Asked	✓	⊘	×	⊠
3	Do you think they might try to kill you?	Not Asked	✓	⊘	×	⊠
4	Does they have a gun, or can can get one easily?	Not Asked	✓	⊘	×	⊠
5	Has they threatened to kill you or your children?	Not Asked	✓	⊘	×	⊠
6	Are they violently or constantly jealous or do they control most of your daily activities?	Not Asked	✓	⊘	×	⊠
7	Have you left them or separated after living together or being married?	Not Asked	✓	⊘	×	⊠
8	Are they unemployed?	Not Asked	✓	⊘	×	⊠
9	Have they ever tried to kill themselves?	Not Asked	✓	⊘	×	⊠
10	Do you have a child/children that they know are not theirs?	Not Asked	✓	⊘	×	⊠
11	Do they follow or spy on you, or leave threatening messages?	Not Asked	✓	⊘	×	⊠

For each question, press the icon for **Yes**, **No**, **Not Answered**, or **Not Asked**. The **Answer Text** box will change when you click the answer.

Not Asked    ✓    ⊘    **×**    ⊠

Not Answered    ✓    ⊘    ×    ⊠

Now that you have finished the assessment, you can scroll back to the top of the window and add the **Final Disposition**, such as *Victim Did Not Screen In* or *Victim Screened in as High-Risk Based on the Belief of Officer*.

Final Disposition(required):

Victim screened in as high-risk according to the screening tool score



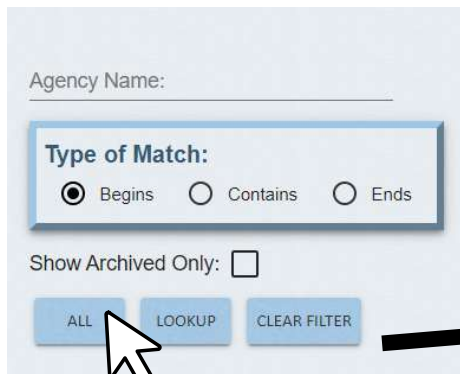
## Settings

There are settings to control the Lethality Assessments and related information.



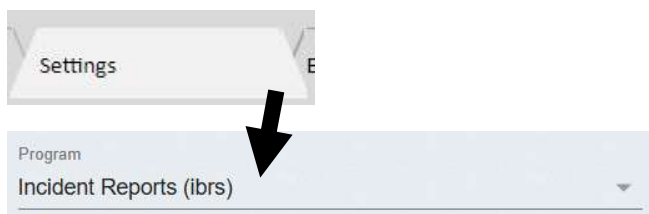
1

Click **ADMIN** → **AGENCY** → **COMPANY SETUP**



2

Click **ALL** and select your agency



3

Choose the **Settings** tab and change the *Program* dropdown to **Incident Reports (IBRS)**

4

Scroll down and find the settings as explained below.

Program

Booking

## 269 Settings

Setting	Setting Type
USE-FINGERPRINT-NUMBER-ON-IMMIGRATION-FORM	YESNO

## 216 Records

Setting	Setting Type
LETHALITY-ASSESSMENT-ATTEMPT-TO-AUTO-FILL	YESNO
LETHALITY-ASSESSMENT-DEFAULT-AS-NOT-ASKED	YESNO
LETHALITY-ASSESSMENT-HOTLINE-NUMBER	MTEXT
LETHALITY-ASSESSMENT-REPORT-HEADER	MTEXT
LETHALITY-ASSESSMENT-SUBMITTED-NOTIFY-SUPERVISOR	YESNO

### Settings

**LETHALITY-ASSESSMENT-ATTEMPT-TO-AUTO-FILL** – Default *Yes*. If *Yes*, iSOMS will attempt to auto-fill the **Offenses**, **Victim**, and **Offender** fields from the 1<sup>st</sup> listed record in each tab.

**LETHALITY-ASSESSMENT-DEFAULT-AS-NOT-ASKED** – Default *Yes*. If *Yes*, iSOMS will put all answers' default as *Not Asked*.

**LETHALITY-ASSESSMENT-HOTLINE-NUMBER** – No default. This number, at report generation / print time will print as the Hotline Text/Number from this setting.

**LETHALITY-ASSESSMENT-REPORT-HEADER** - No default. This number, at report generation / print time will print on the header from this setting.

**LETHALITY-ASSESSMENT-SUBMITTED-NOTIFY-SUPERVISOR** – Default *Yes*. If *Yes* and the assessment has a **Final Disposition**, iSOMS will email the Employee's Supervisors a link to this incident with the assessment details.



## Email Event

The **Lethality Assessment** has an email event for when you click **Email** on the report screen.

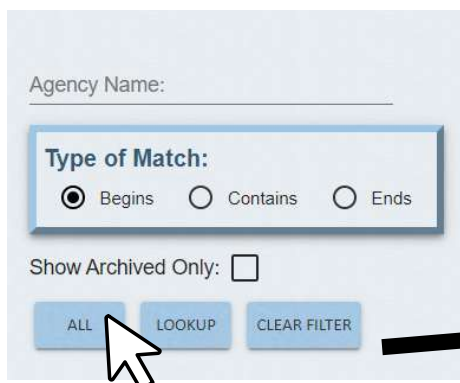
### LETHALITY-ASSESSMENT-SUBMITTED

To send out these emails, you should make a new Email Group and the iSOMS users and the outside emails that will need this assessment.



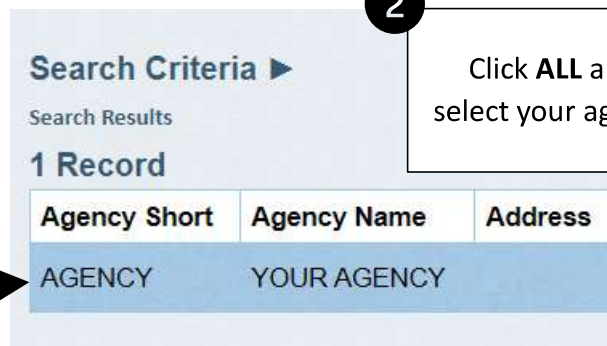
1

Click **ADMIN** → **AGENCY** → **COMPANY SETUP**



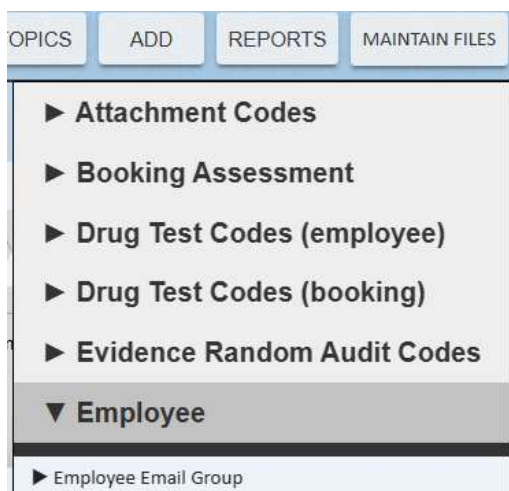
2

Click **ALL** and select your agency



3

In the upper right, click **Maintain Files** → **Employee** → **Employee Email Group**



4

On the next screen, click **New Email Group**. Then add the email **Code, Description**, and use the checkboxes to choose iSOMS users who should receive these assessments.

Maintain Email Group: Search

NEW EMAIL GROUP AUDITS REPORTS EXIT

Description:

**Type of Match:**

☐ Begins ☒ Contains ☐ Ends

Code: LETHALASSESS Description: LETHAL ASSESSMENT GROUP

Pre-Text Info: Post-Text Info: ☐ Is Exclude From Email ☐ Is Exclude From Text

**Group Members** ☐ Members ☒ My Agency ☐ All Agencies

<input checked="" type="checkbox"/> ISOMS, DEMO DEMO	BCSO	<input type="checkbox"/> ISOMS DATA, CONVERSION	BCSO	<input type="checkbox"/> ISOMS DATA, CONVERSION 603	BCSO
--	------	---	------	---	------

Optionally, *if* you have outside emails, such as the family council or other agency, then you can add those with the following procedure.

Click **ADMIN → AGENCY → OUTSIDE / NON-EMPLOYEE ACCOUNTS**



Add any needed people / email by pressing **New Non Employee Accounts** in the upper right:



*Continued on the next page*



Add the details about the person/email and then add the new Email Group you previously created to them under the **Email Groups** tab.

Non Employee Accounts: View Record LOOKUP NEW NON EMPL


<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

In-Active Date:   Time:  ☐ In-Active

Last Name:  First Name:  Middle Name:   
DOE JIMMY

Home Phone:  Cell Phone:  Work Phone:   
865-555-1234

House #:  Street:  City:  State:  ZipCode:   
123 Direction: MAIN ST Apt/Lot #: KNOXVILLE TN X 37912 

Email Groups 


ADD EMAIL GROUP

View Email Group

Email Group:  X ▼  
LETHAL ASSESSMENT GROUP

AUDITS

## Download / Email Reports

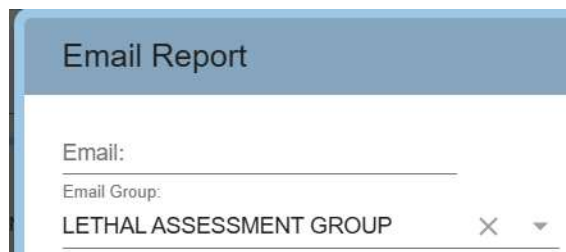
When the officer completes the assessment, click the **Printer Icon** (  ) to open the Assessment Detail Report screen. You can either **Download** or **Email** the report.



If you press **View** or **Download**, you will be able to see the report:

Officer	Agency	Report Date	Case Number
ELDER, MARTIN / Badge: 603	BCSO	02/01/2025 05:48	06008712
Offense(s)	13A-ASSAULT AGGRAVATED		
Victim:	BUNCH, CHARLIE E	Offender:	SMITH, TAMMY LYNN
Victim declined to be screened:		Officer could not administer the LAP:	
"Yes" response to any question #1-3 is automatically high-risk & triggers referral			
"Yes" responses to at least four of Questions #4-11 is also high-risk and triggers referral.			
1	Have they ever used a weapon against you or threatened you with a weapon?	Yes	
2	Have they ever tried to choke you?	Yes	
3	Do you think they might try to kill you?	No	
4	Does they have a gun, or can can get one easily?	Not Answered	
5	Has they threatened to kill you or your children?	No	
6	Are they violently or constantly jealous or do they control most of your daily activities?	No	
7	Have you left them or separated after living together or being married?	No	
8	Are they unemployed?	Not Asked	
9	Have they ever tried to kill themselves?	Yes	
10	Do you have a child/children that they know are not theirs?	Yes	
11	Do they follow or spy on you, or leave threatening messages?	No	
An officer may trigger the protocol referral, if not already triggered above, as a result of the victim's responses to the below question, or whenever the officer believes the victim is in a potentially lethal situation.			

If you want to email the report, click **Email** and add the new **Email Group** you created earlier. iSOMS will email a PDF of the report to each email account in the email group, both the iSOMS employees and the outside emails you added before.



## Additional Notes

The FBI order to questions #2 and #5 are swapped. In order to switch this (such as if you want to use the FBI order), you can use **Maintain Files**.



1 Click **RECORDS → ADMIN → INCIDENT REPORTS**

2 In the upper right, click:  
**MAINTAIN FILES → LETHALITY ASSESSMENT → LETHALITY ASSESSMENT QUESTIONS.**  
Now edit code #2 and code #5. Change both the **Code** and **Code Ranking** by swapping 2 and 5. This will set the report to have the same order as the FBI ordering of the assessment questions.



*Continued on the next page*

Code:  
**2**

---

Description:  
**Have they ever tried to choke you?**

---

NCIC: IBR CODE:

---

Reporting Column: Code Ranking:

**0 2**



Code:  
**5**

---

Description:  
**Have they ever tried to choke you?**

---

NCIC: IBR CODE:

---

Reporting Column: Code Ranking:

**0 5**

Code:  
**5**

---

Description:  
**Have they threatened to kill you or your children?**

---

NCIC: IBR CODE:

---

Reporting Column: Code Ranking: Max Value

**0 5 0**



Code:  
**2**

---

Description:  
**Have they threatened to kill you or your children?**

---

NCIC: IBR CODE:

---

Reporting Column: Code Ranking: Max Value

**0 2 0**

#### 11 Records

Question #	Question
1	Have they ever used a weapon against you or threatened you with a weapon?
2	Have they ever tried to choke you?
3	Do you think they might try to kill you?
4	Does they have a gun, or can can get one easily?
5	Has they threatened to kill you or your children?

#### 11 Records

Question #	Question
1	Have they ever used a weapon against you or threatened you with a weapon?
2	Have they threatened to kill you or your children?
3	Do you think they might try to kill you?
4	Does they have a gun, or can can get one easily?
5	Have they ever tried to choke you?



## For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

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