

Domestic Violence High Risk Team (DVHRT)

303.1 DOMESTIC VIOLENCE HIGH RISK TEAM (DVHRT)

Agency Content

Program Strategy:

The ICJR Program Strategy includes establishment of a Multi-Disciplinary Domestic Violence High Risk Team (DVHRT) to identify, develop and implement individualized intervention plans for high-risk cases, utilizing the Domestic Incident Reports (DIR) and Danger Assessment as a screening and assessment tool; development and implementation of a Domestic Violence Follow Up (DVFUP) within the Auburn Police Department and Cayuga County Sheriff's Office to conduct home visits for pre-screened high-risk DIRs and other cases identified as being high risk; annual training of local law enforcement on a range of topics including domestic violence investigation and response; and cross-training of law enforcement personnel on all services currently available to victims of domestic violence in the community. Community Action Programs Cayuga/Seneca,(CAP) Domestic Violence Services staff will collect all required data and prepare monthly reports for discussion at monthly DVHRT meetings. CAP and its partners will continually monitor program effectiveness and track multiple outcomes as described further in the evaluation narrative. (See Appendix A)

Program Partners:

Community Action Programs, (CAP) will collaborate with:

- Cayuga County Sheriff's Office (CCSO)
- Auburn Police Department (APD)
- Cayuga County District Attorney's Office (DA)
- Cayuga County Probation Department
- Cayuga County Department of Social Services (DSS)
- Cayuga Counseling
- NYS Police Troop E

Domestic Violence High Risk Team Members Responsibilities:

Each partner agency has identified a point person to participate in and attend monthly meetings. If additional meetings are required during the month, the team will convene at the earliest convenience of the parties.

- (a) CAP's Improving Criminal Justice Response (ICJR) Coordinator, is responsible for oversight of the ICJR Program including working with program partners to identify and pursue the best plans for interventions for victims of domestic violence.
- (b) The CCSO will implement the Follow-Up Program (DVFUP) for high risk cases outside the City of Auburn. The Detective Lieutenant, or their designee, will regularly attend

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meetings on behalf of the Cayuga County Sheriff's Office. DVFUP) for high risk cases outside the City of Auburn.

- (c) The Auburn Police Department (APD) Detective Supervisor or his designee will regularly attend meetings, and will implement the DVFUP for high risk cases within the City of Auburn.
- (d) A representative of the Cayuga County District Attorney's Office (DA) will regularly attend meetings. The DA's Office has several representatives actively involved in Domestic Violence Coalition meetings, and will represent the Office on the Domestic Violence High Risk Team (DVHRT) including the District Attorney, Victim Witness Coordinator, and Assistance District Attorney, or their designees.
- (e) The Probation Supervisor / Domestic Violence Liaison will regularly attend meetings on behalf of the Cayuga County Probation Department. Probation will heighten supervision as needed in high-risk cases.
- (f) The County's Domestic Violence Liaison(s) will regularly attend meetings on behalf of the Cayuga County Department of Social Services (DSS). DSS will waive regulatory requirements (e.g. public assistance work requirements) that may compromise victim safety for high-risk cases.
- (g) The Director of Criminal and Family Court Program and RESPECT Program, will regularly attend meetings on behalf of Cayuga Counseling Services (CCS). CCS will work with the DVHRT to implement individualized intervention plans.
- (h) New York State Police Troop E, while not a committed partner on paper, is a member of the Cayuga County Domestic Violence Coalition and has verbally committed to participating in the DVHRT and training opportunities.

Identification of High Risk Cases:

Policy:

All partners are committed to use of the NYS Domestic Incident Report (DIR) for referral of high-risk cases to the ICJR Program. Auburn Police Department and Cayuga County Sheriff's Office will share all DIRs with the ICJR Coordinator, who will screen and assess all cases to identify those deemed high-risk. All cases deemed high-risk by the Coordinator will be referred to the DVHRT. Partners may additionally identify and refer high-risk cases directly to the DVHRT. Victims who seek services who have not had any law enforcement involvement will also be screened for risk by CAP Domestic Violence Advocates within the Domestic Violence Intervention program, utilizing a form created by the ICJR Coordinator.

Procedure:

- (a) The ICJR Coordinator will receive all New York State Domestic Incident Reports (DIR) daily, from the Auburn Police Department, the Cayuga County Sheriff's Department and the New York State Police, during normal business hours.
- (b) The ICJR Coordinator will review all DIR's for possible admission into the program based on the number of boxes checked in the Prior History section of the

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DIR as well as allegations of an order of Protection (OP) Violation, injury sustained and allegations of any felony.

- (c) If three or more boxes are checked within the "prior history" section of the DIR, and/or there are allegations of anything mentioned above, and a Release of Information (ROI) included with the DIR is signed, the ICJR Coordinator will then make contact with the victim within 48 hours.
- (d) If the victim does not sign a ROI, and three or more check boxes are checked, the appropriate law enforcement agency liaison will be notified for a possible follow up from the law enforcement agency.
- (e) During the follow up call to the victim, law enforcement will again provide information on DV services. Upon assessment, the victim may be referred to the ICJR Coordinator.
- (f) Once the victim has contact with the ICJR Coordinator, a danger assessment will be completed. (See Appendix B)
- (g) If the victim scores above a 10, then that will trigger a referral to the DVHRT.
- (h) Within three business days of conducting a danger assessment and having a victim/survivor score a 10 or above, the ICJR Coordinator will contact the original investigating agency liaison and request for a follow-up victim visit assignment be made to the DVHRT participants at each participating agency.
- (i) The ICJR Coordinator will inform the victim that the referral does not guarantee admission into the ICJR Program.
- (j) If the victim does not score a 10 or above on the assessment or is not admitted into the ICJR program a referral will be made by the Coordinator to CSCAA Domestic Violence Advocates.

Referrals may be made by the Department of Health and Human Services (DHHS), Cayuga County Probation (CCP), Cayuga Counseling and the District Attorney's Office. CCSO and APD may make referrals without a DIR for cases they consider to be high risk. Referrals can be made to the ICJR Coordinator via email, fax, phone or in person at the DVHRT monthly meetings. ICJR Coordinator will initiate contact with the victim and complete a danger assessment and will follow the above Procedures. If the individual scores above a 10, the ICJR Coordinator will meet with DVHRT to discuss possible admission into the ICJR Program.

CAPDV Advocates will be trained on the danger assessment. Victims who seek services who have not had any law enforcement involvement will also be screened for risk by the Advocates at CAP. CAP advocates will refer a victim to the ICJR Coordinator if they feel the individual is at risk.

Admission Procedure:

- (a) ICJR via email when a victim meets the criteria to be admitted to the DVHRT Coordinator will notify ICJR Program.
- (b) Members of the DVHRT will have 24 hours to respond to ICJR Coordinator if they accept the referral or have a reason they feel this person should not be accepted.

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- (c) After 24 hours, if there is a consensus or the ICJR Coordinator has not received any feedback denying the referral, the victim will be enrolled in the program and immediate safety and service planning will begin with all DVHRT members.
 - 1. Case Review Meeting Process:
 - (a) DVHRT will meet at minimum, monthly
 - (b) The ICJR Coordinator will be responsible for maintaining the meeting Minutes.
 - (c) Five business days prior to the Regular Meeting, the ICJR Coordinator will email an Agenda including a list of cases for review as well as Minutes of the previous meeting and any miscellaneous items. Each partner will be expected to provide updates at the meeting regarding the victim and any potential safety issues or concerns that need to be addressed by partners. There will be times the team must convene prior to the scheduled monthly meeting. Any member of the team can request an interim meeting which will be coordinated by the ICJR Coordinator. Notice of Special Meetings shall be given by telephone, electronic mail, facsimile or first class mail and shall state the purposes, time and place of the meeting. Notice of Special Meetings shall be given at least three days in advance of the scheduled meeting.

Confidentiality and Information Sharing:

Policy:

Per the Violence Against Women Reauthorization Act (VAWA) of 2005 the confidentiality condition applies to all four crimes: domestic violence, dating violence, sexual assault and stalking. Confidentiality and safety are a primary concern of Cayuga/Seneca Community Action Agency, Inc. and we are committed to maintaining the confidentiality of victims. DVHRT may only disclose confidential information without written consent when there is a clear and imminent threat to an individual's safety and well-being. This includes sharing information with police and medical professionals and Child Protective Services, only in the case in which sharing information would assist in a life threatening situation. In this case, the ICJR Coordinator will consult with the Family and Victim Services Program Manager and/or CAP's Executive Director to determine what information may be shared without further explicit authorization.

Procedure:

- (a) The ICJR Coordinator will explain the Confidentiality and Information Sharing Policy to the victim at the onset of the initial meeting and the purpose of sharing information with the DVHRT.
- (b) Victims will be notified of their rights during intake and throughout their participation in the program.
- (c) If willing, the victim will complete the Release of Information (ROI) and sign the document.

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- (d) The ROI will be valid for no more than 90-days. Once the 90-days are exceeded another ROI will be obtained if necessary.
- (e) Once the ROI is obtained, the ICJR may share the information with those listed with the intended purposes listed on the ROI.
- (f) The ROI may be revoked at any time in writing by the victim.
- (g) If a ROI is revoked the ICJR Coordinator will notify the DVHRT. Therefore the case can no longer be discussed at DVHRT review.
- (h) DVHRT participants will not discuss program specifics, including participant's information in public spaces; this includes public areas of the program's facilities.