



*State of Connecticut*  
 JUDICIAL BRANCH  
 COURT SUPPORT SERVICES DIVISION  
 POLICY AND PROCEDURES

POLICY NO.  
3.15

EFFECTIVE DATE:  
November 1, 2021

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SUPERSEDES

June 18, 2021

APPROVED BY:

Gary A. Roberge, Executive Director

TITLE:

**FAMILY SERVICES  
 FAMILY VIOLENCE INTAKE**

1. **Policy** Court Support Services Division’s Family Relations Counselors will intake and screen Family Violence cases as defined by Connecticut General Statute [C.G.S. Sec. 46b-38c](#) and in accordance with this policy.

2. **Definitions** – see [Exhibit I](#)

3. **Procedures**

A. Operational Procedures

(1) Professionalism The FRC and Intake Assistant will interact with court, court- related personnel, Family Violence Victim Advocates, defendants and complainants/victims in a professional, fair, objective, respectful and timely manner.

a. The FRC and Intake Assistant will only share case information as governed by [C.G.S. Sec. 46b-38c\(c\)](#).

i. If the FRC has questions about the interpretation of this governing statute / policy, the FRC will discuss the matter with the FSS.

ii. If the FSS has questions about the interpretation of this governing statute / policy, the FSS will discuss the matter with the Regional Manager with the understanding that CSSD Central Administration will be consulted.

b. A FRC who does not speak or communicate in the same language as the defendant will utilize court-based interpreters or the language line to assist them in communicating with non-English speaking defendants or with defendants who use sign language to communicate. Under no circumstances will the FRC use a complainant/victim or minor child to interpret for the defendant. Family members and others connected to the situation or the family will be used only in extreme



**Links for this policy:**

[C.G.S 46b-38c](#)

[JD-CL-99](#)

[C.G.S 52-146k](#)

[JD-CL-99S](#)

[C.G.S 54-240](#)

[JD-CL-100](#)

[CSSD Policy 3.16](#)

[JD-CL-100S](#)

[CSSD Policy 3.18](#)

[JD-FM-94](#)

[DSS Form W-675](#)

[JD-FM-97](#)

[JD-CL-98](#)

[JD-FM-102](#)

[JD-CL-98S](#)

[JD-FM-109](#)

[JD-CL-98P](#)

[JD-FM-189](#)

[JD-CL-98PT](#)

[JD-FM-224](#)



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circumstances. Defendants who are hearing impaired but read and write in a language in which the FRC can communicate may not need an interpreter. The FRC may communicate with the defendant using written communication.

- (2) Support Victim Safety The overarching goal of the FRC's interaction with family violence cases is to prevent, reduce, and stop the frequency and severity of violence against the complainant/victim. These efforts will best be achieved through the following steps:
- a. The FRC will ensure that all complainants/victims are aware that conversations with the FRC are not confidential and that the FRC is a mandated reporter of suspected child abuse or neglect, crimes against people over 60 years of age, and crimes against the disabled. The FRC will further explain that any information disclosed regarding the defendant's possession of firearms, ammunition, and/or holding a permit to carry a handgun or pistol will be shared with the court.
  - b. The FRC will ensure that all complainants/victims are referred in a timely manner to the FVVA to access advocacy, support and referrals to community services. The FRC will ensure the complainants/victims have the name, phone number, office location, 24-hour emergency hotline phone number, and any other information needed to contact the FVVA.
  - c. The FRC will ensure that the FVVA is provided with current information and access to information to assist the FVVA in their work with complainants/victims. The FRC will utilize the FVVA export function provision in CMIS to ensure this information is being sent in each case prior to arraignment.
  - d. The FRC will ensure that scheduled interviews with complainants/victims are made at separate times from defendants, with enough time between the two appointments to prevent contact. These appointments will be scheduled at least two hours apart from one another, and, in high risk cases, will be scheduled on separate



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days.

- e. The FRC will ensure that all questions answered in the affirmative pertaining to the defendant's possession of firearms, ammunition, and/or holding a permit to carry a handgun and pistol, are immediately reported to the State's Attorney and Court on the Firearm Disclosure Notice, [JD-FM-189](#). If a Protective Order is being recommended, the permit, firearm, and ammunition information answered in the affirmative will be included in the Protective Order submitted to the State's Attorney and the Court, and the [JD-FM-189](#) will not be necessary. Any changes in the affirmative to all questions pertaining to the defendant's possession of firearms, ammunition and/or holding a permit to carry a handgun and pistol will immediately be reported to the State's Attorney and Court on the [JD-FM-189](#), ensuring the form reflects "updated information."
- f. Having reasonable cause to suspect a child involved in a case is being abused or neglected, the FRC will follow mandated reporter protocol and make a referral to the Department of Children and Families.
- g. When appropriate, the FRC will make a referral to Protective Services for the Elderly (PSE) and submit DSS form [W-675](#) for any victim 60 years of age or older.

When appropriate, the FRC will make a referral to the Department of Developmental Services Abuse Investigative Division (AID) for any victim who is a person with an intellectual disability.

(3) Information Gathering

- a. The FRC will obtain and review the following information prior to the defendant's arraignment:
  - i. The police incident/arrest report will be reviewed on every family violence arrest. This includes all supplemental information provided by the police. The FRC will read each



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document in its entirety prior to making any recommendations to the Court.

- ii. The Protection Order Registry will be checked on every family violence arrest. This check will include a search for any current or past orders with the complainant/victim, as well as any prior complainants/victims.
- iii. The defendant's criminal history will be reviewed on every family violence arrest. The criminal record check will consist of a COLLECT check. In certain cases, this COLLECT record check will not be available or may be supplied by an agency outside of CSSD (i.e., State's Attorney's Office). In addition, the following record checks will be conducted: CR-39, CMIS for prior and pending cases, a Family Services office file review, and a review of the Civil Case Look-Up to determine if the complainant/victim and defendant have ever been party to a Civil Family case.

Any other information provided by the Police Department, Bail Services, State's Attorney, or other court personnel will be reviewed.

b. Defendant Interview

- i. The FRC will refer the complainants/victims to the FVVA prior to the arraignment. The FRC will provide the FVVA with all information necessary to contact the complainants/victims. The FRC will review all information provided by the FVVA prior to the arraignment, which may include, but not be limited to the Individual Case Report Family Violence Victim Advocate, [JD-FM-102](#). All communication with the FVVA will be as allowed by the privileged communications statute [C.G.S. Sec 52-146k](#).
- ii. The FRC will have the discretion to interview the complainant/victim directly prior to arraignment. When the FVVA is unavailable, the FRC will attempt to contact and



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interview the complainant/victim prior to making any recommendations to the Court. When interviewing the complainant/victim, the procedures set forth in the Complainant/Victim Intake Interview Guide (**CSSD Attachment A**) will be followed.

- iii. The FRC will interview the defendant prior to arraignment in accordance with the Defendant Intake Interview Guide (**CSSD Attachment B**).
- iv. The FRC will inquire of all defendants whether they possess one or more firearms, ammunition, and/or hold a permit to carry a handgun or pistol. Complainants/Victims will be asked these questions in situations where the FRC is conducting this interview. This information from the complainant/victim may also be provided to the FRC by the FVVA. Answers in the affirmative will be indicated in CMIS, on the Case Data Record/ Interim Assessment [JD-FM-94](#) form and the Protective Orders [JD-CL-99](#) and [JD-CL-100](#) (Spanish versions [JD-CL-99S](#) and [JD-CL-100S](#)) to notify the State's Attorney and the Court.
- v. Upon gathering the information as outlined above and prior to the defendant's appearance in court for arraignment, the FRC will complete a DVSI-R (risk assessment) for every defendant arrested for family violence as part of the arraignment process (**CSSD Attachment C**). The SRI (danger assessment) (**CSSD Attachment D**) will be completed on all intimate partner cases. The DVSI-R and SRI will be entered in CMIS.

(4) Protective Order Determination

- a. At the completion of the intake process, the FRC will assess the need to recommend a Protective Order to the Court and the appropriate level of protection (partial, residential stay away or full no contact) based on the assessment of:



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- i. The risk for re-offense, escalating violence, and/or lethality
  - ii. Whether an incident of physical violence occurred
  - iii. Threatened violence resulting in the complainant/victim's fear of imminent harm
  - iv. The level of danger present in the relationship that impacts the likelihood of future violence
- b. In those instances where a protective order has not been recommended to the Court, the FRC must inform the FSS by the next business day. The family dynamics, case factors and analysis that were applied by the FRC in arriving at the recommendation provided to the Court will be processed with the FSS.
  - c. If the complainants/victims request that their addresses not be disclosed to the defendant, the FRC will ensure that the address is not listed on the Protective Order. The FRC will include the language "Wherever the protected person may reside". The FRC will ensure that the Clerk's Office is provided with an address where the complainant/victim's copy of the order will be mailed. In addition, if a complainant/victim was granted the Address Confidentiality Program, [C.G.S. Sec. 54-240](#), the FRC and Intake Assistant will honor the alternate address provided by the complainant/victim.
  - d. Prior to arraignment, the FRC will input the necessary information into CMIS to generate a protective order. The FRC will print out the protective order to submit to the Court. In the event a protective order is completed manually, the FRC will contact [CMISAssistance@jud.ct.gov](mailto:CMISAssistance@jud.ct.gov) by the end of the next business day.
- (5) Intake Assessment
- a. Referral Determination

Family Services will accept all cases for assessment in which the



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charges would not preclude the defendant from applying for or being granted the Family Violence Education Program as defined in [C.G.S. 46b-38c\(h\)](#) and enumerated in Judicial Form [JD-FM-97](#). In all cases that include a Class D Felony, the FSS shall approve the assessment report prior to submission to the court.

If the defendant is not eligible under [C.G.S. 46b-38c\(h\)](#) for the Family Violence Education Program, the following factors will be considered when determining whether the case is appropriate for an assessment:

- i. Seriousness of the incident, including injuries
- ii. Outcome of the DVSI-R risk assessment and SRI danger assessment
- iii. Complainant/Victim's input and defendant's attitude
- iv. Number of previous family violence referrals and compliance with court orders
- v. Arrest/criminal history

b. Interim Intervention Determination

- i. If a defendant requires substance abuse, mental health or any other treatment identified at arraignment, the FRC will explore treatment options with the defendant.
- ii. If at arraignment it is determined that the case should be prosecuted, the FRC will not recommend that the defendant obtain intervention at a specific contracted service provider. However, the FRC may inform the Court that the defendant could benefit from treatment.

(6) Intake Assessment Report and Recommendations



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- a. The FRC will provide an oral and/or written presentation to the Court that will include a summary of their intake assessment that supports the recommendations. The report will include, but not be limited to the following information:
  - i. Defendant's history of family violence including a detailed history of past arrests, referrals to Family Services, and family violence convictions
  - ii. Any prior or current use of the Family Violence Education Program
  - iii. Any prior or current diversionary interventions for family violence arrests (AIC, ABHS, Explore, Evolve, counseling, etc.)
  - iv. Information regarding whether the parties in this case have ever been party to a Civil Family case
  - v. Recommendation regarding a referral to Family Services, level of protective order, and treatment
- b. The FRC will provide a copy of the Case Data Record/Interim Assessment [JD-FM-94](#) to the Bail Services for defendants being held on bond. Prior to the arraignment, the FRC may discuss the assessment and proposed recommendations with Bail Services.

(7) Post-Intake Procedure

- a. At the conclusion of the intake/arraignment process, the FRC and/or Intake Assistant will fully update CMIS, including, but not limited to all case information, recommendations, and Court-ordered conditions.
- b. If a CSSD contracted service is ordered by Court for a case referred to Family Services for assessment or pre-trial supervision, it will be the responsibility of the FRC to make the electronic referral to the





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provider in CMIS in a timely manner.

- c. Support staff will establish a file for each defendant in accordance with office protocol.

(8) Criminal CMIS Case Notes

The following case notes are mandated statewide with the understanding that each individual office may require additional information to be included in case notes. The FSS will clearly define additional requirements and considered mandatory to be compliant with this policy:

- a. All attempts to reach out to the defendant or complainant/victim after a missed assessment appointment
- b. Service provider contact (contracted, non-contracted, or private intervention)
- c. Protective Order modifications that are ordered by the court and are contrary to [CSSD Policy 3.16, Family Violence Assessments](#) and/or Family Services' recommendation
- d. Re-docketing a case for non-compliance, noting the reasons and specific conditions of the court ordered supervision
- e. AN/GPS cases will be case-noted per [CSSD Policy 3.18, Alert Notification/GPS Initiative](#)
- f. Substantive contact subsequent to arraignment between client, complainant/victim, or collateral contacts

An FRC is not limited to the above and may include additional case notes to manage his/her case beyond what the CSSD or office policy requires



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4. **References** – No references.
  
5. **Exceptions** Any exception to this policy will require prior written approval from the Division's Executive Director.



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**EXHIBIT I**

**Definitions**

- A. Arraignment The first court appearance after a person is arrested.
- B. Bail Services CSSD employees with the qualifications and training who performs the functions outlined in the job description for [Intake Assessment and Referral Specialist \(IAR\)](#) or for [Bail Commissioner](#).
- C. Case Data Record/Interim Assessment (JD-FM-94) The report provided to the court at arraignment that includes defendant, complainant/victim, and case information, as well as an interim assessment and recommendations.
- D. Complainant/Victim The person who suffers injury or is harmed as a result of a domestic violence incident, or who has been subject to threat of harm or injury. The person may be listed as a complainant/victim on the police incident report or may subsequently be identified through the court process.
- E. Court-Imposed Monitoring (CIM) A case not eligible for a referral to Family Services per CSSD Policy 3.15, Family Violence Intake, but ordered by the Court for monitoring of program, service, and treatment intervention compliance.
- F. Defendant A person arrested for an alleged crime in a domestic violence case.
- G. Domestic Violence Screening Instrument (DVSI-R) A risk assessment tool for court personnel to assist in screening domestic violence offenders for the purpose of planning services and case disposition.
- H. Evolve A 52-session (2-hour sessions, twice a week for 26 weeks) post-conviction program. It is an intensive cognitive behavioral intervention designed for high-risk family violence offenders.

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- I. Explore A program for eligible offenders designed to change offender behavior through 26 weeks of psycho-educational group programming.
- J. Family Relations Counselor (FRC) A CSSD employee with the qualifications and training who performs the functions outlined in the job description for [Family Relations Counselor I](#) or [Family Relations Counselor II](#).
- K. Family Services Assessment Report (JD-FM-224) The report, written by a Family Relations Counselor, that provides an assessment of the defendant, including identified risks and needs, an assessment of eligibility and referral to pre-trial diversionary options, and a recommendation to the Court.
- L. Family Services Supervisor (FSS) A CSSD employee with the qualifications and training who performs the functions outlined in the job descriptions for [Family Services Supervisor I](#) or [Family Services Supervisor II](#).
- M. Family Violence Education Program A pre-trial diversion program as defined by statute [C.G.S 46b-38c\(g\)](#).
- N. Family Violence Protective Order A court order against the defendant, [JD-CL-98](#), [JD-CL-98S](#) (Spanish version), [JD-CL-98P](#) (Polish version), [JD-CL-98PT](#) (Portuguese version), [JD-CL-99](#), [JD-CL-99S](#) (Spanish version), [JD-CL-100](#), and [JD-CL-100S](#) (Spanish version), which may include provisions necessary to protect the complainant/victim from further harm as defined by [C.G.S. 46b-38c\(e\)](#).
- O. Family Violence Victim Advocate (FVVA) A person working for a community-based domestic violence agency who provides support services to victims of family violence. The FVVA works with the complainant/victim to enhance safety planning for the individual, provides information to the court concerning the complainant/victim's position regarding a protective order, and offers additional services and resources to the complainant/victim of domestic violence and their children.



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- P. Firearm Disclosure Notice The approved Judicial Form, [JD-FM-189](#), utilized for tracking all disclosed firearm information as required by [C.G.S. 46b-38c](#).
- Q. Individual Case Report The approved Judicial Form, [JD-FM-102](#), utilized by the Family Violence Victim Advocate to provide information concerning the victim to the Family Relations Counselor.
- R. Intake Assistant A CSSD employee with the qualifications and training who performs the functions outlined in the job description for [Court Support Services Intake Assistant](#).
- S. Pre-Trial Supervision A case referred to Family Services for the purpose of supervising a defendant's compliance with diversionary conditions set forth by the Court.
- T. Protection Order Registry A computerized database to offer immediate access to all current orders of protection for court staff and law enforcement.
- U. Report to State's Attorney Notification made utilizing Judicial Form, [JD-FM-109](#), Compliance with Conditions of Pretrial Diversion (Family Violence), utilized for reporting the defendant's compliance with pre-trial conditions to the State's Attorney.
- V. State's Attorney An attorney who represents the state in criminal cases, also referred to as the prosecutor.
- W. Supplemental Risk Indicator (SRI) A risk assessment tool for court personnel to administer in intimate partner violence cases to determine whether the defendant poses an increased risk for further violence.

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## COMPLAINANT/VICTIM INTAKE INTERVIEW GUIDE

The FRC will interview the complainant/victim, to include the following:

1. The FRC will explain the role of the FRC and the reason the person is being interviewed by the FRC:
  - A. The information obtained from the complainant/victim is not confidential and may be shared with the Assistant State's Attorney and if directed, with the Court.
  - B. The FRC will be speaking with both the complainant/victim and defendant separately.
  - C. The FRC will be preparing a report with recommendations regarding interim orders of the court on the day of the arraignment, as well as recommendations as to services which may be ordered by the Court to assist the parties involved in the incident.
  - D. The FRC will explain that it is the State of Connecticut which presses or withdraws charges, not the complainant/victim. The State's Attorney, however, does take the desires of the complainant/victim into consideration when prosecuting cases.
  - E. If the complainant/victim is under the age of 18, the FRC will assess if it is appropriate to interview the complainant/victim. If it is decided that it is appropriate to interview the complainant/victim, the FRC should attempt to get the permission from the complainant/victim's parent or guardian. If it is decided that such an interview is not appropriate, the FRC should assess from whom information may need to be gathered such as a parent or DCF, etc.
2. The FRC will discuss with the complainant/victim the following issues:
  - A. The relationship between the defendant and the complainant/victim and for how long they have known each other.
  - B. The complainant/victim's version of the incident, including what, if anything led up to the incident, who called the police and who was present.
  - C. Any history of violence (including any physical, verbal, emotional, sexual abuse or threat of abuse), in this relationship (or a prior relationship), if any of those incidents resulted in criminal charges, orders of protection, referrals to Family Services and/or convictions (and if so, in what time period did they occur and if the violence has escalated and/or become more frequent). Inquire about any abuse done to pets.
  - D. If any type of object/weapon was used in this incident or previous incidents, and if the defendant possesses weapons, a firearm permit, and/or ammunition.
  - E. If the defendant has ever attempted to restrain or harm a person by holding and/or squeezing that person's neck or throat.
  - F. Whether the defendant was using drugs, medication or alcohol prior to (or during), the incident.
  - G. If the defendant has participated (or is participating), in voluntary or court-ordered treatment, and if so, for what type of issue(s), including domestic violence, substance abuse and psychiatric, etc.
  - H. If children were present and if DCF has been (or is), involved with his/her family.

- I. The status of any pending criminal and Family Civil cases
- J. Whether the defendant has stayed with family or friends in the past after having an argument or altercation
- K. Assess the level of fear felt by the complainant/victim.

3. The FRC will discuss with the complainant/victim the different types of Protective Orders which may be ordered by the Court at Arraignment:

- A. Inquire as to which type of Protective Order is being requested by the complainant/victim and if the complainant/victim is requesting that her/his child(ren) and /or pet(s) be included on the Protective Order.
- B. The importance of the defendant complying with the terms of the Protective Order and the consequences of violating the conditions of the order, which includes being charged with a Class D felony. The FRC will make it clear that only a Superior Court Judge in the Criminal Court may modify the terms of any Protective Order, not a complainant/victim or a defendant.
- C. That when a Protective Order is in effect there are restrictions regarding possession of weapons, firearm/pistol permits, and ammunition; explaining that a firearm is any weapon which fires a shot. If a Protective Order is issued he/she will receive a copy of the order.
- D. In the event of a Residential Stay Away Order being issued, the FRC will explain to the complainant/victim that if the defendant has personal belongings he/she needs to pick up from the residence, the Judge will order that the defendant be allowed to go to the residence on one occasion, with a police escort, to collect those personal belongings.

4. The FRC should explain:

- A. That interim orders of the court could include a Protective Order and a referral to an agency for evaluation or treatment.
- B. If the FRC believes a referral to DCF is warranted, the FRC will make the referral.
- C. The exact courtroom where the defendant will be arraigned.
- D. What will transpire in the future regarding court dates, times, and location.
- E. The importance of keeping all scheduled appointments with the FRC.
- F. If the complainant/victim is seeking restitution for any damages/medical expenses.
- G. The need to keep the FRC informed of any change in their address and/or telephone number.
- H. If the complainant/victim has not yet spoken to the FVVA, the FRC will direct the complainant/victim to the FVVA for services.

## DEFENDANT INTAKE INTERVIEW GUIDE

The FRC will interview the defendant, to include the following:

1. The FRC will explain the role of the FRC and the reason the defendant is being interviewed by the FRC:
  - A. The information obtained from the defendant is not confidential and may be shared with the Assistant State's Attorney and if directed, with the Court.
  - B. The FRC will be speaking with the complainant/victim, apart from the defendant, either on the day of the arraignment or at a later time.
  - C. The FRC will be preparing a report with recommendations regarding interim orders.
  - D. The FRC will explain that it is the State of Connecticut which presses or withdraws charges; not the complainant/victim.
2. The FRC will discuss with the defendant the following issues:
  - A. The relationship between the defendant and the complainant/victim (in intimate partner cases: how long they have known each other, if they reside together, have children together, and if so, where the children reside).
  - B. If the complainant/victim is in Court, and if not, how the complainant/victim may be reached.
  - C. Whether the defendant is employed and if so, on a full or part-time basis, including contact information
  - D. The defendant's version of the incident, including what, if anything, led up to the incident. Inquire as to who called the police, those present during the incident, any past issues the defendant has had with the complainant/victim, and the status of their relationship since the incident
  - E. Any history of violence (including physical, verbal, emotional, sexual abuse or threat of abuse) in this relationship (or prior relationships)
  - F. If any previous incidents resulted in criminal charges, orders of protection, referrals to Family Services, and/or convictions (and if so, in what time period did they occur)
  - G. Inquire about any abuse of pets
  - H. If any type of object/weapon was used in this incident or previous incidents, and if the defendant has access to or possesses firearms, permits to carry firearms, or ammunition
  - I. If the defendant has ever attempted to restrain or harm a person by holding and/or squeezing that person's neck or throat



- J. Whether the defendant was using drugs, medication or alcohol prior to or during the incident
  - K. If the defendant is or has participated, in voluntary or court-ordered treatment, and if so, for what type of issue(s), including domestic violence, substance abuse, or psychiatric, etc.
  - L. If children were present and if DCF is or has been, involved with the family
  - K. The status of any pending criminal and Family Civil cases
  - L. Whether the defendant has stayed with family or friends in the past after an argument or altercation
3. The FRC will discuss with the defendant the possibility of the court issuing a Protective Order:
- A. The FRC will explain to the defendant the type of Protective Order being recommended to the Court or the different conditions that could be ordered
  - B. The importance of complying with the terms of the Protective Order and the consequences of violating the conditions of the Protective Order, which may result in being charged with a Class C or Class D felony.
  - C. The FRC will make it clear that only a Superior Court Judge in the criminal court may modify the terms of any Protective Order
  - D. That when a Protective Order is in effect, there are restrictions regarding possession of weapons, firearm/pistol permits, and ammunition explaining that a firearm is any weapon which fires a shot. If a Protective Order is issued, the defendant will receive a copy of the order, including those restrictions and the procedures that must be followed, noted on Page 2 of the Protective Order.
  - E. In the event of a Residential Stay Away Order being issued, the FRC will ask the defendant if he/she needs to return to the residence to collect their personal belongings and the address (or at least a mailing address), for the defendant should that Order be issued.
4. The FRC should explain the following information to all defendants:
- A. That interim orders of the court could include a Protective Order and a referral to an agency for evaluation or treatment.
  - B. If the FRC believes a referral to DCF is warranted, the FRC will make the referral.
  - C. The exact courtroom where the defendant needs to go after leaving the office of the FRC.
  - D. The FRC should request the defendant sign an **AUTHORIZATION FOR INFORMATION** [JD-CL-46](#), [JD-CL-46S](#) (Spanish version), [JD-CL-46P](#) (Polish version), or [JD-CL-46PT](#) (Portuguese version), if needed.
6. If the defendant is being referred to the Family Services Office, the FRC should explain the following information to the defendant:

- A. What will transpire in the future regarding court dates, times and location.
- B. The importance of keeping all scheduled appointments with the FRC, and
- C. The need to keep the FRC and the Clerk's Office informed of any change in address and telephone.

Defendant Last Name		Defendant First Name		DOB		Docket #		Dual Arrest <input type="radio"/> Yes <input type="radio"/> No		GA #
Current Offense(s):				F.R.C. Name			Date Completed			
1. Evidence of non-family assaults, arrest, or criminal conviction? (Reported/unreported, threatened or actual physical/sexual assault)						0 <input type="radio"/> No evidence	1 <input type="radio"/> 1 or 2 incidents	2 <input type="radio"/> 3 or more		
2. Evidence of prior family violence assaults, threats, or arrests? (Reported/unreported, threatened or actual physical/sexual assault)						0 <input type="radio"/> No evidence	1 <input type="radio"/> 1 or 2 incidents	2 <input type="radio"/> 3 or more		
3. Prior family violence intervention/treatment (voluntary/involuntary)?						0 <input type="radio"/> No evidence	1 <input type="radio"/> Once	2 <input type="radio"/> 2 or more		
4. History of violation of orders of protection or court supervision? (PO, TRO, RO, SCRO, No Contact Orders, Bail, Family, Probation, Parole, Conditional Discharge, AR, Military, Tribal)						0 <input type="radio"/> No evidence	1 <input type="radio"/> Prior	2 <input type="radio"/> Current	3 <input type="radio"/> Prior & current	
5. Evidence of substance abuse at time of <u>any</u> family violence incident?						0 <input type="radio"/> No evidence	1 <input type="radio"/> Prior	2 <input type="radio"/> Current	3 <input type="radio"/> Prior & current	
6. Any evidence of object used as weapon in prior or current family violence incident?						0 <input type="radio"/> No evidence	1 <input type="radio"/> Prior	2 <input type="radio"/> Current	3 <input type="radio"/> Prior & current	
7. Were children present during any prior or current family violence incident?						0 <input type="radio"/> No evidence	1 <input type="radio"/> Prior	2 <input type="radio"/> Current	3 <input type="radio"/> Prior & current	
8. Current employment status?						0 <input type="radio"/> Employed	1 <input type="radio"/> Uncertain / Part Time	2 <input type="radio"/> Unemployed		
9. Evidence of prior or current verbal or emotional abuse?						0 <input type="radio"/> No evidence	1 <input type="radio"/> Low/Moderate	2 <input type="radio"/> Severe		
10. What has been the frequency of family violence in the past six months? (Reported/unreported, threatened or actual physical/sexual assault)						0 <input type="radio"/> No evidence	1 <input type="radio"/> 1 incident	2 <input type="radio"/> 2 incidents	3 <input type="radio"/> 3 or more incidents	
11. Has the pattern of family violence escalated in the past six months? (Reported/unreported, threatened, or actual physical/sexual assault)						0 <input type="radio"/> No evidence			3 <input type="radio"/> Yes	
						+	+	+	=	
<b>Summary Risk Rating</b>		Imminent risk of violence towards victim?				<input type="radio"/> Low	<input type="radio"/> Moderate	<input type="radio"/> High	Total	
		Imminent risk of violence towards others? Specify				<input type="radio"/> Low	<input type="radio"/> Moderate	<input type="radio"/> High		
Victim Name (Last, First)				Information Source(s)	<input type="radio"/> Police Report	<input type="radio"/> Defendant	<input type="radio"/> Record Check	<input type="radio"/> Registry	<input type="radio"/> Victim/FVVA	

**Domestic Violence Screening Instrument (DVSI-R) Definitions**  
*(Based on all available information)*

**EVIDENCE** refers to information indicating the presence and intensity (scored zero-to-two or zero-to-three depending on the DVSI-R item) of the items on the DVSI-R found in one or more of the information sources reviewed to complete the risk assessment (police report, defendant interview, record check, registry and victim interview).

1. *Evidence of non-family assaults, arrest, or criminal conviction? (Reported/unreported, threatened or actual physical/sexual assault)*
  - Prior criminal arrest or convictions of any kind (not infractions)
  - Juvenile records would be included if self-disclosed
  - Include any failed or pending AR/Diversions Programs
  - Include unreported incidents
2. *Evidence of prior family violence assaults, threats, or arrests? (Reported/unreported, threatened or actual physical/sexual assault)*
  - Include any arrests or conviction for family violence, stalking, sexual assault and/or child abuse (PTA or Custodial)
  - Include any outstanding warrants for any of the above as an arrest
  - Include unreported incidents
  - Include abuse to pets
  - Family/household members include: spouses, former spouses; (B) parents and their children; (C) persons eighteen years of age or older related by blood or marriage; (D) persons sixteen years of age or older other than those persons in subparagraph (C) presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or have recently been in, a dating relationship (CGS 46b-38a(2)).
3. *Prior family violence intervention/treatment (voluntary/involuntary)?*
  - Include Family Violence Education Program, Explore, EVOLVE, or other family violence intervention
  - Any ordered or attended therapy, education or counseling (including couples, faith based or family) related to family violence
4. *History of violation of orders of protection or court supervision?*
  - Includes: Protective Orders, Temporary Restraining Order, Restraining Order, Standing Criminal Restraining Order, No Contact Orders, Bail, Family, Probation, Parole, Conditional Discharge, Accelerated Rehabilitation, Military Orders, Tribal Orders
  - Not limited to present victim
  - Requires arrest or court finding of contempt of an order
  - Defendants should receive a total of three points if this behavior existed in the past and current incident.
5. *Evidence of substance abuse at time of any family violence incident?*
  - Evidence of some form of substance abuse by the defendant at the time incident.
  - Include reports for prior and/or current incidents
6. *Any evidence of object used as weapon in prior or current family violence incident?*
  - Object as weapon is to be interpreted broadly.
  - The defendant could receive a total of 3 points on this question if the evidence shows use of a weapon in any prior offense and use of a weapon in the current offense.
7. *Were children present during any prior or current family violence incident?*
  - Pertains to the children at the location where the offense took place
  - The defendant could receive a total of 3 points if children were present in the past and the current offenses.
8. *Current employment status?*
  - Employed should be defined as:
    - ~ 24+ hours per week of legal, ongoing, verifiable work that has the promise of continued employment
    - ~ Full time students
    - ~ Combined student/part time work must equal 24+ hours
    - ~ Primary homemaker, pensioner or the disabled receiving benefits
    - ~ Seasonal workers or others having periodic careers (e.g., the self-employed, big-ticket sales personnel, airline pilots, flight attendants, etc.) with the promise of continued employment

- Uncertain/Part Time should be defined as:
  - ~ Less than 24 hours per week of ongoing, verifiable work with or without the promise of continued employment
  - ~ Employment status that is difficult to determine between full time, part time or unemployed
- Unemployed should be defined as:
  - ~ Defendants who are clearly out of work and do not meet any of the conditions above regardless of whether they are seeking or not seeking employment
- 9. *Evidence of prior or current verbal or emotional abuse?*
  - Demeaning, derogatory, or abasing comments
  - Pattern of behavior meant to demoralize and control another
  - Severe should be considered pervasive and chronic
- 10. *What has been the frequency of family violence in the past six months?*
  - Reported/unreported, threatened or actual physical/sexual assault incidents
- 11. *Has the pattern of family violence escalated in the past six months?*
  - Reported, unreported, threatened, or actual
  - Either in frequency or severity of altercation

Summary Risk Rating

Counselors should use the two “imminent risk of violence” items for their professional judgment of the case, based on completing the eleven DVSI-R items and all other related information they have available to them at the time of the risk assessment. Counselors’ clinical experience with family violence cases like the one being assessed is vital in assessing the imminent risk of violence toward the victim or others. After completing the risk assessment and scoring the DVSI-R, counselors should ask themselves whether they agree with the score. Does it accurately reflect a low, medium or high risk classification [to be] as defined by the DVSI-R cut scores for the State of Connecticut? If the answer is “yes,” the imminent risk ratings should correspond with the classification based on the DVSI-R score. If the answer is “no,” meaning counselors question the classification based on the DVSI-R score, they should use the imminent risk of violence items to override that score, upgrading or downgrading imminent risk of violence as needed, based on their professional, clinical judgment.

Additional areas of concern could include, but are not limited to: Have the parties recently separated; did the defendant recently lose his/her source of employment, employment status that is unclear or if the defendant appears to have stopped looking for employment, are there other disruptive life events (e.g., child birth, change of residence, change of job or recent loss of job, etc.), accessibility of firearms, previous threats to kill the victim or injure with a weapon, the victim’s belief that violence will continue in the future, the victim's belief that the defendant will not comply with court orders/ intervention, the victim having a child in the home by a previous partner, evidence that the violence is escalating and becoming out of control etc.

Scoring:

- Please remember to mark every question and the source of information available and reviewed in the assessment listed at the bottom of the DVSI-R Form. All sources of information for each question may not be readily available, and if no information is found for a specific question, please mark it as "no evidence." This scoring category, therefore, can be used for an unknown situation resulting from no evidence found in the sources available and reviewed, or as a firm "no" to the question.
- Total scores can range from 0 through 28
- The threshold score requiring further assessment by the SARA has not been determined for Connecticut yet.

## SRI - SUPPLEMENTAL RISK INDICATORS



() : DOB:

Completed Date 02/07/2014

F.R.C. Name

Information Source(s)  Defendant  Victim Complainant  Family Violence Victim Advocate  
(at least 3 sources should be selected) \*  Police Report  Criminal History Check  Other

**Score**

1. Have the defendant and the victim/complainant separated after living together during the past year?  Yes  No
2. Has the defendant ever threatened to kill the victim/complainant?  Yes  No
3. Has the defendant ever threatened to use or actually used a potentially deadly weapon against the victim/complainant?  Yes  No
4. Has the defendant ever grabbed the victim/complainant around the neck or tried to choke the victim/complainant in any way?  Yes  No
5. Has the defendant ever threatened to or tried to kill himself/herself?  Yes  No

**Total :**

**DVSI-R Score :**